

**NORRIS CITY COUNCIL
REGULAR MEETING**

May 8, 2023 – 7:00 p.m.

Agenda

I. Call to Order

II. Agenda Approval

III. Hear the Public

IV. Minutes/Notes

- a) Consideration of Approving April 10, 2023 Regular Meeting Minutes
- b) Consideration of Approving April 10, 2023 Public Hearing Minutes
- c) Consideration of Approving April 24, 2023 Special Meeting Minutes

V. Old Business

- a) Update on Safe Routes to Schools Project
- b) Update on SIA Sawmill Road Project
- c) Update on Hwy 61/441 Lighting Project
- d) Update on Facilities Condition
- e) Capital Outlay Note – Utility
- f) Consideration of the Second Reading of Ordinance #642, entitled, “An Ordinance of the City of Norris, Tennessee, Adopting Revised Personnel Policies”
- g) Consideration of the Second Reading of Ordinance #643, entitled, “An Ordinance of the City of Norris, Tennessee, Amending the Annual Budget for the Fiscal Year Beginning July 1, 2022 and Ending June 30, 2023”

VI. New Business

- a) Consideration of the First Reading of Ordinance #647, entitled, “An Ordinance of the City of Norris, Tennessee, Amending the Annual Budget for the Fiscal Year Beginning July 1, 2022 and Ending June 30, 2023”
- b) Consideration of the First Reading of Ordinance #646, entitled, “An Ordinance Amending Title 10, Chapter 2, Dogs and Cats, by Adding Language to Regulate the Disposal of Animal Waste and Introduce a Trial Period for Adopting Pets”
- c) Consideration of the First Reading of Ordinance #648, entitled, “An Ordinance of the City of Norris, Tennessee, Amending the Annual Budget for the Fiscal Year Beginning July 1, 2023, and Ending June 30, 2024”
- d) Consideration of Approving 2023 Fireworks
- e) Consideration of the First Reading of Ordinance #649, entitled, “An Ordinance of the City of Norris, Tennessee, Amending Title 1, Chapter 1, City Council, by Changing the Time of Regular Meetings”

VII. Department Reports

- a) City Manager
- b) Police
- c) Fire
- d) Water
- e) Public Works

VII. Bills Payable

IX. Minutes and Reports

- a) Recreation Commission
- b) Watershed Board
- c) Tree Commission
- d) Animal Shelter Commission
- e) Community Development Board
- f) Little Theatre
- g) Planning/BZA

X. Adjourn

**Norris City Council
Regular Meeting**

**April 10, 2023
7:00 p.m.**

Minutes

The regular meeting of the City Council of Norris Tennessee convened April 10, 2023 at 7:00 pm.

The following council members were present: Will Grinder, Mayor Chris Mitchell, Chuck Nicholson and Loretta Painter. Councilmember Bill Grieve joined via Zoom and determined unable to vote.

Also present were Charles Adam Ledford, City Manager and Bailey Whited, Assistant City Manager, Sandy Johnson, City Recorder and representatives of the press from Clinton Courier and the Norris Bulletin.

Meeting was called to order by Mayor Mitchell.

APPROVAL OF AGENDA

Mayor Mitchell added to the agenda the following items: Cross Connection Inspection from Norris Water Department and to Propose a Bidding Process for Recreation and Parks. He also requested to move item I.) Consideration of Recognizing the Official Birthday of the City of Norris under Old Business up to the beginning of the meeting as well as item a.) A Representative of the Anderson County Highway Department to Address the Council on a Safe Streets and Roads for All Grant under New Business. Mayor Mitchell also removed item k.) Consideration of Resolution #3-2023, entitled, "A Resolution of the Council of the City of Norris, Tennessee to Abandon Undeveloped Road Easements on parcel #043.0020" under Old Business.

HEAR FROM THE PUBLIC

Tommy Mariner, the Norris representative to the Anderson County Library Board, spoke regarding an ongoing issue of book challenges and requests from citizens regarding sexual and violent content in the county's four public libraries. Three books have been challenged, "Families Like Mine," "Grandad's Camper" and "It Feels Good To Be Yourself." Mr. Mariner reported several threats have been made to librarians and members of the Library Board, but stated if you are concerned about your child getting a book he suggested you should go to the library with them.

MINUTES

APPROVAL OF THE MARCH 13, 2023 REGULAR MEETING – Councilmember Painter made a motion to approve the minutes, and Councilmember **Grinder** seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter and Mayor Mitchell voting "Aye."

APPROVAL OF THE MARCH 20, 2023 SPECIAL MEETING - Councilmember Grieve made a motion to approve the minutes, and Councilmember Nicholson seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter and Mayor Mitchell voting "Aye."

APPROVAL OF THE MARCH 13, 2023 SPECIAL MEETING - PUBLIC HEARING - Councilmember Nicholson made a motion to approve the minutes, and Councilmember Painter seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter and Mayor Mitchell voting "Aye."

ITEMS MOVED UP FROM THE AGENDA ORDER

I.) Under Old Business

CONSIDERATION OF RECOGNIZING THE OFFICIAL BIRTHDAY OF THE CITY OF NORRIS

Larry Beeman, Chairman of 75th Birthday Celebration Steering Committee, reported to council that Councilmember Nicholson has some information to share regarding the date. Councilmember Nicholson reported he received the act from 1949 and it states the act was passed by the state and approved by the Governor on April 7, 1949. Councilmember Nicholson made a motion the Council agrees the official date of incorporation is April 7, 1949 based on the States Legislature and Councilmember Painter seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter and Mayor Mitchell voting "Aye."

a.) Under New Business

A REPRESENTATIVE OF THE ANDERSON COUNTY HIGHWAY DEPARTMENT TO ADDRESS THE COUNCIL ON A SAFE STREETS AND ROADS FOR ALL GRANT

Nick Vowell, Anderson County Highway Department, reported to council an opportunity to apply for a Safe Streets and Roads Grant that could benefit the city with several projects. Council suggested he work with Mr. Ledford on getting the information he needs for the grant. Councilmember Nicholson made a motion to agree to participate for the grant depending on the cost associated with the grant and Councilmember Grieve seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter and Mayor Mitchell voting "Aye."

OLD BUSINESS

SAFE ROUTES TO SCHOOL, SIA SAWMILL ROAD PROJECT AND HWY 61/441 LIGHTING PROJECT

Mr. Ledford reported he has no new updates.

CONSIDERATION OF LEAVE BUYOUT AGREEMENTS #1 & #2

Mr. Ledford stated the leave buyout Agreements #1 and #2 consist of purchasing accrued annual and compensatory time and will solve the existing leave issues in the departments. He recommended approval of the agreements which would compensate the employees over a period of six (6) years. Councilmember Grinder made a motion to accept the leave agreements as submitted and Councilmember Grieve seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter and Mayor Mitchell voting "Aye."

CONSIDERATION OF APPROVING COMPENSATION FOR 401K MATCHING FUND SETUP AGREEMENT

Mr. Ledford reported in September 2020 the City established a matching retirement program, however in October 2022 the City passed a resolution and began matching 3% against the retirement program. During the interim period, two employees joined the program assuming the city was matching up to 3% of their retirement, however a third employee had signed up but his application didn't go through due to error on the sites website. Mr. Ledford backtracked to the initial attempt and determined this employee should have been compensated as well. Councilmember Painter made a motion to approve the agreement and Councilmember Nicholson seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter and Mayor Mitchell voting "Aye."

UPDATE ON FACILITIES CONDITION – Mr. Ledford reported he received the inspection report on the McNeeley building repairs and he plans to meet with the gentleman who performed the inspection and with Kerry Hevel, Public Works Director to discuss what can be done in-house and get started on those. There are some additional services that will need to be contracted but will report back to council on recommendations. Once Mr. Ledford meets with the inspector, he plans to move forward with getting inspections on the Community building and Police/Fire building.

CAPITAL OUTLAY NOTE – Mayor Mitchell stated this item is incorporated in the budget process and it should remain on the agenda.

FIRST READING OF ORDINANCE #642, ENTITLED, "AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE, ADOPTING REVISED PERSONNEL POLICIES – Mr. Ledford went over the highlighted changes in the policy. Councilmember Painter made a motion to approve as amended on first reading and Councilmember Nicholson seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter and Mayor Mitchell voting "Aye." A special called meeting was scheduled on Monday, May 8, 2023 at 6:30 p.m. for a public hearing.

SECOND READING OF ORDINANCE #641, ENTITLED, "AN ORDINANCE TO ADOPT BY REFERENCE THE INTERNATIONAL FIRE CODE 2018 EDITION" – Councilmember Grinder made a motion to approve and Councilmember Grieve seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter and Mayor Mitchell voting "Aye."

ADDITIONAL ITEM ADDED

PROPOSE A BIDDING PROCESS FOR FUNDING RECREATION AND PARKS

Mayor Mitchell stated he would like to make our recreations to be something we are proud and class A and that requires funding. He stated council will see him find ways to support that process. Mayor made a motion to authorize Recreation and Parks Director to work with Mr. Ledford on getting a bid process started for the following items: Pavilion, kiosk, picnic tables and water fountain at Eric Harold Park; Kiosk and water fountain at Disc Golf Course; Pavilion, kiosk, picnic tables, benches, water fountain and fencing at Oak Road Park; and specialty surface paint/surface for flooring to increase safe play for pickleball in the Community Building gymnasium. Councilman Grinder seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter and Mayor Mitchell voting "Aye."

WATER CROSS CONNECTION INSPECTION

Mayor Mitchell stated he would like a brief update to council since we have an entity that stated they were going to have their water altered and they communicated that to the state. Mayor Mitchell was speaking to Norris Water Commissioner's and Tony Wilkerson, NWC Superintendent, and stated we did the inspection and he understands the distinction between Water Commission and building code, and he is not asking to address the code. Mayor Mitchell asked what they have done, does it create in any way a health and safety issues within your scope. Mr. Wilkerson reported the water supply is protected. Mayor Mitchell asked if there were any reason for us to think there had been some alterations and do we need to do a building code review. He stated when he reads Mr. Wilkerson's report it implies that someone told you that there had been an alteration to the water. Mr. Wilkerson stated the water supply is protected, and internally all he can do is give a recommendation. Mayor Mitchell stated he is referencing the campground and the sanctuary that they need to have backflow protection. Mr. Wilkerson stated he ask the gentleman that was there to see their connection, they did a walk through and said he didn't know where it was at and that he would get back to him and he hasn't heard back from him. Mayor Mitchell stated he encouraged all of councilmembers to have detailed conversations with Mr. Ledford regarding this topic. Councilmember Painter reported she distributed the report and communication that was handed out to the NWC meeting and public to Council members before tonight's meeting so they could read it before the meeting. Councilmember Grinder stated that the codes and rules should be followed and everyone treated fairly. Mayor Mitchell agreed and thanked the NWC and Mr. Wilkerson for their work. Mr. Wilkerson stated he and NWC would like to be included in the meetings council has with Mr. Ledford.

NEW BUSINESS

FIRST READING OF ORDINANCE 643 – ENTITLED, “AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE, AMENDING THE ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2022 AND ENDING JUNE 30, 2023”

Councilmember Painter made a motion to approve the first reading and Councilmember Nicholson seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter and Mayor Mitchell voting "Aye." A special called meeting was scheduled on Monday, May 8, 2023 at 6:30 p.m. for a public hearing.

CONSIDERATION OF RESOLUTION #4-2023, ENTITLED, “A RESOLUTION OF THE COUNCIL OF THE CITY OF NORRIS, TENNESSEE TO ESTABLISH PROPERTY MAINTENANCE ORDINANCE ADMINISTRATIVE AUTHORITY”

Councilmember Painter made a motion to approve and Councilmember Nicholson seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter and Mayor Mitchell voting "Aye."

DEPARTMENT AND COMMISSIONS REPORTS

CITY MANAGER'S REPORT – A copy of the report as presented is attached as "Exhibit A"

POLICE DEPARTMENT – A copy of the report as presented is attached as "Exhibit B"

FIRE DEPARTMENT – A copy of the report as presented is attached as "Exhibit C"

NORRIS WATER COMMISSION (NWC) – A copy of the report as presented is attached as "Exhibit D"

PUBLIC WORKS

A copy of the report as presented is attached as "Exhibit E"

MINUTES AND REPORTS (BOARDS AND COMMISSIONS)

RECREATION COMMISSION – Brianne Kibler, Chair, reported they are getting ready for Summer Recreation Program, hopefully hiring same employees from last year. She also reported they plan to meet with Community Development Partners on Tuesday, April 11, 2023 to discuss the Master plan.

WATERSHED BOARD – Councilmember Grieve reported the previous minutes are in the agenda packet and Joe Feeman reported that they were planning forest burn on Saturday, April 15, 2023 of approximately 50 acres and a several students from UT will be assisting with the burn.

TREE COMMISSION – Councilmember Nicholson announced Arbor Day was a great success. He also reported the trees would be delivered next Monday, April 17, 2023 and would need some assistance from the Public Works employees.

ANIMAL SHELTER COMMISSION – No report

COMMUNITY DEVELOPMENT – No report.

LITTLE THEATRE – No report.

PLANNING/BZA – No report.

ADJOURNMENT

Councilmember Painter made a motion to adjourn at 9:55 p.m. Councilmember Grieve seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter and Mayor Mitchell voting “Aye.”

Sandy Johnson, City Recorder

APPROVED BY CITY COUNCIL

May 8, 2023

Chris Mitchell, Mayor

**Norris City Council
Special Called Meeting
Public Hearing**

**April 10, 2023
6:30 p.m.**

Minutes

The special called meeting of the City Council of Norris Tennessee convened April 10, 2023 at 6:30 pm.

The following council members were present: Bill Grieve, Will Grinder, Chuck Nicholson, Loretta Painter and Mayor Chris Mitchell.

Also present were Charles Adam Ledford, City Manager and Bailey Whited, Assistant City Manager, Sandy Johnson, City Recorder and representatives of the press from Clinton Courier and the Norris Bulletin.

Meeting was called to order by Mayor Mitchell.

PUBLIC HEARING OF ORDINANCE 641 OF THE CITY OF NORRIS, TENNESSEE, AN ORDINANCE TO ADOPT BY REFERENCE THE INTERNATIONAL FIRE CODE 2018 EDITION.

Tommy Mariner, Citizen, asked if there is anything in this code that would insist in the city putting up a fire alarm system at the Commons that could be used in case of a hurricane or nuclear cloud of radioactive spreading from Oak Ridge or chlorine gas coming from the interstate? Mr. Ledford state this not really in the scope of what the code does.

Tony Wilkerson, Norris Water Superintendent, asked how the new code would affect the buildings in town. Rick Roach, Fire Chief, responded there are over 1000 pages and obviously we will use discretion because it does relate to existing buildings and there is guidance to get those buildings in compliance.

The public hearing was closed and meeting adjourned at 6:37 p.m.

Sandy Johnson, City Recorder

APPROVED BY CITY COUNCIL
May 8, 2023

Chris Mitchell, Mayor

**Norris City Council
Beer Permit Board
Special Called Meeting**

**April 24, 2023
5:00 p.m.**

Minutes

The special called meeting of the Beer Permit Board of Norris Tennessee convened April 24, 2023 at 5:00 pm.

The following council members were present: Will Grinder, Loretta Painter and Mayor Chris Mitchell. Councilmember Grieve and Nicholson were absent.

Also present were Charles Adam Ledford, City Manager; Bailey Whited, Assistant City Manager and representatives of the press from Clinton Courier and the Norris Bulletin.

Meeting was called to order by Mayor Mitchell.

New Business

Mr. Ledford reported Ankit Bharat Kumar Patel, 3354 Andersonville Highway, Andersonville, TN 37705 (Liquor Depot), submitted an application for a Certificate of Compliance. Mr. Ledford stated Mr. Patel meets all requirements to ordinance and property zone. Mayor Mitchell stated he wanted the new owner to understand if he were to sell the business, the new owner would be responsible for coming back to Council and that person would have to go through the same process he had to go through. Mr. Patel agreed and understands the process. Councilmember Grinder made a motion to approve the application. Councilmember Painter seconded. The motion passed by voice vote with Councilmembers Grinder, Painter and Mayor Mitchell voting "Aye."

Motion to Adjourn

Councilmember Painter made a motion to adjourn and Councilmember Grinder seconded. The motion passed by voice vote with Councilmembers Grinder, Painter and Mayor Mitchell voting "Aye."

APPROVED BY CITY COUNCIL

May 8, 2023

Chris Mitchell, Mayor

Sandy Johnson, City Recorder



ORDINANCE NO. 642

AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE, TO REPEAL THE PERSONNEL POLICY OF THE CITY OF NORRIS AND THE NORRIS WATER COMMISSION AND REPALCE IT WITH THE REVISED PERSONNEL POLICY

WHEREAS, pursuant to the duties vested in him by the Norris Municipal Code, Title 4, Chapter 2, the City Manager has reviewed the City's personnel policies and has determined that said rules should be updated; and

WHEREAS, the last significant update of the City's personnel policies was completed in 2008; and

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Norris, Tennessee that:

SECTION 1: The 2008 City of Norris and Norris Water Commission Personnel Policies (adopted through passage of Ordinance No. 495) are hereby repealed.

SECTION 2: The 2013 City of Norris and Norris Water Commission Personnel Policy update (adopted through passage of Ordinance No. 570) is hereby repealed.

SECTION 3: The City of Norris and Norris Water Commission Personnel Policies, a copy of which is attached hereto, are hereby adopted.

SECTION 4: Copies of the new City of Norris and Norris Water Commission Personnel Policies shall be distributed to all city employees and a copy of the Personnel Policies shall be maintained in the city office, and made available for inspection or copying.

SECTION 5: Severability. Each section, paragraph, sentence, and clause of this ordinance is declared to be separate and severable. The invalidity of any section, subsection, paragraph, sentence, or clause shall not affect the validity of any other provision of the ordinance.

SECTION 6: Repealer. All ordinances and parts of ordinances which are inconsistent with any provision of this ordinance are hereby repealed to the extent of such inconsistency.

SECTION 7: Effective. This ordinance shall take effect and be in force from and after its approval as required by law.

Adopted First Reading: _____

Public Hearing: _____

Adopted Second Reading: _____

Signed, Mayor

Attest, City Manager



CITY OF NORRIS & Norris Water Commission Personnel Policies

DEVELOPED WITH THE ASSISTANCE OF

**UNIVERSITY OF TENNESSEE
MUNICIPAL TECHNICAL ADVISORY SERVICE**

The City of Norris complies with local state, and federal laws. In the event that there is a conflict between the contents of this manual and a local, state or federal statute, the statute shall control.

CITY OF NORRIS
A Brief History

The City of Norris came into existence for the sole purpose of housing more than 2,100 construction workers and their families during the construction of the now historic Norris Dam. Beginning in 1933 and completed in 1934, the City of Norris was planned and developed by the Tennessee Valley Authority and was considered a government city. Norris Dam was completed in March of 1936.

In 1948 the Tennessee Valley Authority declared Norris a surplus land and sold it at public auction for \$2,107,500. In 1949, the Tennessee General Assembly, by special act, created the City of Norris as an incorporated municipality. In 1975, in recognition of the historic significance of Norris in the areas of urban planning, education, industry, and science, The City of Norris was entered on the National Register of Historical Places.

Since the City of Norris is now an incorporated municipality, the government of the city was created in a traditional manner. The city government is composed of a five-member council, elected for two-year terms. The council elects the mayor and vice-mayor from within the council members, and employs a city manager. It is the duty of the city manager to administer the personnel policy for the applicable city employees. The city manager is also responsible for the daily operations of the city office.

The city council also appoints a five-member Water Commission who sets policy for the administration of the Water Commission. The commission also employs the water commission superintendent. It is the duty of the superintendent to administer the personnel policy for the applicable Water Commission Employees. The water commission superintendent is also responsible for the daily operations of the water department.

CITY OF NORRIS

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DRAFT

SECTION I - PERSONNEL POLICIES

A. PURPOSE AND OBJECTIVES

The primary purpose of these policies is to provide understanding, cooperation and efficiency in local government operations by establishing a system of human resources administration which provides consistent, impartial and effective policies and procedures for the employees of the City of Norris, Tennessee without regard to race, color, religion, gender or gender identity, age, national origin, disability, military status, political affiliation, genetic information or any other basis protected by law. The objectives of these policies are to promote and increase efficiency, provide fair and equal opportunities, develop a process of recruitment and selection of employees, establish an employee relations system, the provisions of employee development and training, record retention standards, and promote high morale among employees.

If an employee believes that he or she has been involved in any incident that was discriminatory, he or she should report the incident immediately to the Manager. The City further complies with all federal and state laws protecting employees from discrimination and/or retaliation.

B. COVERAGE

These rules and regulations shall cover all employees (including Volunteer Fire Department Members) in the City service unless specifically exempt by this document in whole or by section, the City Charter, and/or the ordinances of the City without regard to race, religion, national origin, political affiliation, sex, age, or disability in accordance with The City of Norris Title VI Policy. With the exception of the Ethics/Fraud Policy included therein, Employees/Positions not covered under this policy are as follows: 1) Elected Officials, 2) Members of appointed Boards or Commissions, 3) City Attorney, 4) Consultants, Advisors and Independent Contractors, 4) Volunteer Personnel, and 5) City Judges.

All City government offices and covered positions are divided into the non-exempt and the exempt service. The non-exempt service shall include all regular full-time, regular part-time, temporary full-time, and temporary part-time positions in the City's service unless specifically placed in the exempt service. Pursuant to State and Federal laws, exempt service positions include City Manager, Water Commission Superintendent, and Department Heads.

C. ADMINISTRATION

These rules are administered by the City Manager and Water Commission Superintendent hereafter referred to as "Manager". The City of Norris is an at-will employer and nothing in the personnel rules and regulations document are deemed to give employees any more property rights in their jobs than may already be given by the City charter. The City reserves the right to alter or change any or all of these rules without prior notice to employees.

1. AMENDMENTS

Amendments or revisions of these rules may be recommended for adoption by the Manager. Such amendments or revisions of these rules shall become effective after public hearing and approval by Ordinance of the governing body.

2. SEVERABILITY

Each section, subsection, paragraph, sentence, and clause of this policy document is hereby declared to be separable and severable. The invalidity of any section, subsection, paragraph, sentence, or clause shall not affect the validity of any other portion of these rules, and only any portion declared to be invalid by a court of competent jurisdiction shall be deleted.

3. SPECIAL NOTE

These personnel policies are believed to be written within the framework of the charter of the City of Norris, and state law. However, in a case of conflict, refer to the state law.

SECTION II – CLASSIFICATION AND COMPENSATION

A. CLASSIFICATION PLAN

A classification plan has been established for all city staff positions. All city staff positions have written class specifications, which are used for evaluation to determine equitable pay with comparable public and private sector positions. Salaries for each position will be reviewed prior to each fiscal year for possible adjustment as determined by market conditions. The Manager will make periodic salary surveys to ensure the overall compensation plan is maintained in accordance with comparable plans in the surrounding area and competitive recruiting base. Any adjustments to salary range and other components of the compensation plan are not automatic. As adjustments are made to ranges, corresponding adjustments will be made to the salary of each incumbent at whatever step then applicable to the individual.

The salary plan is based on qualifications and experience for any given position. The starting salary rate will be determined by the Manager. Salary is increased to the next step in the range beginning on the first pay period after the employee's six-month anniversary date. Thereafter pay is increased at the beginning of the fiscal year (July 1) provided the pay increases is recommended on performance reports. When an employee reaches the final classification grade of his or her position, anniversary adjustments will cease and increases will only be made when range changes are made at the beginning of the fiscal year.

If an individual is promoted to a city job with a higher salary range, pay will be adjusted upward based on qualifications and experience within step ranges of the new position. The starting salary rate will be determined by the Manager. If any employee receives a promotion during the course of the fiscal year, the date of such promotion will start a new trial performance period. Beginning July 1st, 2023, all salary changes other than those associated with promotions, will occur on the full pay period immediately following July 1st of each year. Employees are not eligible for an annual increase unless 180 calendar days have passed from the last midyear promotion. A cost of living, salary adjustment, if approved, would apply July 1st regardless of promotion date.

B. COMPENSATION METHODS

Eight hours of time on duty will constitute a workday for most general employees. Twelve hours of time will constitute a normal shift of work for other positions as specified by the Manager.

The Manager will establish hours of work per day and hours of work for each position. Department heads will keep daily attendance records of their department's employees.

C. HOURLY RATES

Employees paid on an hourly rate basis are paid for all time actually worked. The City Council will set, by budget ordinance, all salaries paid by the City through the salary plan. Due consideration will be given to duties performed, responsibilities, technical knowledge and skills required to perform the work satisfactorily, the labor market, and availability of people having the desired qualifications.

D. MINIMUM WAGES

In accordance with the Fair Labor Standards Act (FLSA), no employee, whether full-time, part-time, or trial performance period employee, will be paid less than the federal minimum wage unless they are expressly exempted from the minimum wage requirement by FLSA regulations.

E. PAYCHECKS

All employees of the City of Norris will be paid through direct deposit or by a paper check on a biweekly basis. New employees may have 30 days paid by check until the direct deposit process is completed. If an employee has questions about work time, salary, or direct deposit, he or she should call it to the attention of the department head within the pay period in question or immediately thereafter.

Final Pay Check(s) - A final paycheck will be issued to a dismissed/retired/resigned employee at their next regularly scheduled payday. This may be in the form of direct deposit or a paper check mailed to the employee's home address.

Lost Payments - Employees are responsible for their payments after they have been issued. Checks lost or otherwise missing should be reported immediately to the city office so that a stop-payment order may be initiated. The City Recorder will determine if a new check should be issued to replace a lost or missing check.

F. STANDARD WORKDAY/WORKWEEK

Pursuant to the FLSA, a workweek is a regular recurring period of 168 hours consisting of seven consecutive 24-hour periods. Generally, five days per week constitute a workweek for regular employment. Police and Fire Department employee schedules may entail more or less days in the workweek. As necessary, schedules will vary in departments for the smooth operation of the local government. A standard workweek is scheduled between 8 a.m. Monday through 4:30 p.m. the following Friday. Some departments may work 7:00 a.m. – 3:30 p.m., or 7:30 a.m. - 4:00 p.m. as determined by the Manager. Temporary work schedules may be approved by the Manager to support training, projects, or employee personal needs provided total work hours equal the standard scheduled work hours for the pay period and productive work effort is maintained. Temporary work schedules may not artificially create overtime hours without an approved Immediate Action Directive (IAD).

G. ATTENDANCE

Punctual and regular attendance is necessary for the City to operate efficiently. Employees unavoidably late or absent from work due to illness or other causes must notify their supervisor prior to the beginning of the workday, unless unusual circumstances prevent the employee from making proper notification. Employees must explain the reason for the absence and, if possible, the anticipated time and date they will return to work.

H. LUNCH PERIODS

The City of Norris will provide employees with a daily unpaid lunch break. The lunch period is to be determined in consultation with the employee's immediate supervisor and shall be arranged to ensure manpower coverage. Lunch periods that are interrupted may be compensable under the FLSA.

I. PAYROLL DEDUCTIONS

1. The City of Norris will make all legally required deductions from an employee's gross pay in accordance with applicable legal requirements. When the City of Norris must rely on information provided by the employee in order to make any legally required deduction, it is the sole responsibility of the employee to provide accurate and timely information to the City of Norris.
2. Employees may request voluntary deductions be made from their gross pay, such as contributions to optional retirement plans. The employee shall obtain the appropriate form to request voluntary deductions from the City Recorder.
3. In accordance with FLSA, the City of Norris prohibits improper deductions from the pay of exempt employees and will reimburse employees for any improper deduction. When an exempt employee has exhausted all paid leave, the City of Norris may deduct for absences of one (1) or more full days for leave related to sickness, disability, unpaid disciplinary suspensions, or for other personal reasons. In addition, the City of Norris may make either full or partial day deductions from the pay of an exempt employee during the first or the last week of employment when only part of the week is worked by the employee or for any unpaid leave taken in accordance with a legitimate absence under FMLA. Any exempt employee who believes that an improper pay deduction has been made shall immediately file a written complaint with the City Manager setting forth the dates, amounts, reasons, and any other information for the pay deduction. The City Manager shall take immediate action to investigate the issue and, if found to be an improper deduction, shall cause the employee to be compensated for the improper deduction within two (2) pay periods from the date the written complaint was filed.

SECTION III – SPECIAL COMPENSATION PROCEDURES

A. OVERTIME PAY

When it becomes necessary for a non-exempt employee to work overtime hours or return to duty from off-duty hours due to an emergency, he/she will be paid according to the prevailing salary schedule.

An overtime wage rate of 1.5 X the regular wage rate will be paid to non-exempt employees who work hours in excess of the normal work week. All overtime hours must be authorized by the employee's department head or the Manager.

Police Officers are paid using three (3) methods. (1) Regular hourly wages as described above; (2) FLSA wages as set forth by DOL as follows: Police Employees are expected to work 42 hours per work unit. Required hours beyond 42 receive an additional half (1/2) pay (effectively time and a half). Annual, sick, and holiday leave, etc. will receive their regular wages only during leave.

In accordance with FLSA, compensatory time may be given in lieu of overtime for Exempt employees. All overtime will be paid in accordance with the FLSA. Exempt employees may be eligible for overtime wages during extreme extended hours such as defined in an IAD, after 5 additional hours are worked per work week.

B. COMPENSATORY TIME

Compensatory time is time off with pay earned by a nonexempt employee when compensable overtime hours are worked and not compensated in cash. The existence of this policy is considered an understanding between the City of Norris and its employees to use and allow compensatory time for nonexempt employees. Upon employment termination, the City will pay out for unused compensatory time at the greater of the average rate of pay for the last three years of employment or the current rate. Compensatory time may not be accrued by exempt employees. Tracking and management of compensatory time will be performed by the City Recorder.

Non-Exempt Employees

1. **Accrual** – Compensatory time is accrued on a weekly basis at a rate equal to 1.5 X all hours worked in excess of the maximum allowable hours.
2. **Use of Compensatory Time** – The use of earned compensatory time is subject to the preapproval of the employee's department head or supervisor.
3. **Maximum Compensatory Time Accrual** – The maximum accrual of compensatory time for non-exempt employees is 80 hours.

Pursuant to Section III (A & B), extreme circumstances may allow for exempt employees to qualify for compensatory time under the terms of FLSA. In those circumstances prior arrangements must be documented between the City of Norris and the Exempt employee including allowable parameters.

C. CALL OUT PAY

If an employee is asked to work on an unscheduled workday, he or she shall be guaranteed a minimum of two hours of pay at his or her overtime wage rate.

D. ON-CALL TIME

Every pay period (7 days), Water/Sewer Utility and Police Departments will assign an employee to serve as an on-call responder. The Public Works and Administrative Departments may assign on-call responders on an as needed basis with the approval of the Manager. As compensation, the employee will receive \$200 for weekly assignment or \$30 for a daily assignment. The compensation will be received regardless of exempt/non-exempt status. The on-call responder is responsible for responding to calls requiring action or investigation outside of regular working hours. The on-call responder is expected to maintain availability during off hours in a condition suitable for response.

E. SALARY CHANGE – CERTIFICATION

Newly acquired certifications that result in salary (non-bonus) increases are those certifications that have a direct impact on the employee's ability to perform required duties. The Manager shall pre-approve eligibility for the certification salary increase. Certifications that require continuing education credits to maintain certified status may be approved for continuing education expenses including on-the-clock salary coverage. The "salary change" certifications recognized by the City of Norris are as follows:

- Certified Municipal Finance Officer (CMFO)
- Water Purification Grade
- Water Distribution Grade
- Sewer Collection Grade
- Sewer Treatment Grade
- Cross Connection Grade
- General Department Instructor (GDI)
- Instructor Development
- Certified Firearms Instructor
- Certified Fire Marshall
- Tennessee Incident Based Reporting System (TIBRS)
- Commercial Driver's License (CDL)
- Certified Utilities Clerk
- Certified Court Recorder
- Certified Public Accountant (CPA)
- Certified Police Officer
- Codes Official (Fire, Building, Mechanical, Plumbing, Electrical, Commercial, Structural)
- College Degree in related field
- Other Certifications in related field

Once the certification is presented to the manager the salary will be adjusted to the next level within 60 calendar days. If date of increase is less than 180 calendar days from an annual increase this will become the annual increase.

F. BONUS AND INCENTIVE PAY

If an employee receives any incentive or bonus payments other than Holiday/Christmas related, the employee will receive a 50% payout in July and a 50% payout as part of the last pay period in November

Any employee which resigns or is terminated in a fiscal year does not qualify for unpaid balances of bonus or incentive payments. This policy is effective as of July 1, 2023.

SECTION IV - EMPLOYMENT

A. APPLICATIONS

The City of Norris makes every effort to attract qualified applicants for various types of positions. In so doing, the Manager may prepare and publish in an officially designated newspaper a public notice of vacancies when they occur and place notices at officially designated sites. The Manager may provide this notice of vacancies in alternate media, including websites, online applications, online newspapers, standard media ads, taped messages, radio announcements, to ensure effective communication.

All employment applications/resumes are received at City Office or through the appropriate department and given thorough consideration by the appropriate department head. The City of Norris exercises a policy of fairness to every person who applies for work. The Manager and Department Heads are responsible for properly selecting and placing people in various City departments. The City of Norris will make reasonable accommodations in the application process to applicants with disabilities making a request for such accommodations.

B. RECRUITMENT BY EXAMINATION

The Manager will make such investigations and conduct such examinations as deemed appropriate to assess the aptitude, education and experience, knowledge and skills, physical fitness, and other qualifications required for the best fit in the service of the City.

The City of Norris may utilize various testing formats and resources as applicable for the open position.

Applicants should notify the City of Norris if they have a disability that may require an accommodation during the selection process. The City of Norris will provide reasonable accommodation at reasonable cost as long as essential job functions can be performed.

C. MEDICAL EXAMINATIONS AND GENERAL PHYSICALS

Pre-employment Physical Exam and Background Check

Following a conditional offer of employment, prospective employee, when required, may be examined by a licensed medical physician designated by the local government. This exam will determine whether prospective employees can perform the essential functions of the position offered. The cost of this medical examination shall be borne by the city. Prospective employees who are unable to successfully perform the essential functions tested for in the medical examination shall have their offer of employment by the local government withdrawn if they

cannot perform the essential functions due to a disability that cannot be reasonably accommodated.

D. BACKGROUND CHECK

Background checks will be performed as required for the position being filled. The Manager will maintain a list of positions requiring background checks and the scope of investigation required.

E. MINIMUM AGE

The FLSA requires that employees of state and local governments be at least 16 years old for most non-farm jobs and at least 18 years old for non-farm jobs declared hazardous by the secretary of labor. Minors 14 and 15 years old may work outside of school hours under certain conditions

F. TYPES OF EMPLOYEES

Trial Performance Period Employee - An employee who has been in a new position for less than 6 months.

Regular Full-time Employee - An employee who regularly works a minimum of 40 hours per week.

Regular Part-time Employee – An employee who works part-time hours on a regular basis and whose hours do not routinely exceed 30 hours per week. Part-time employees are not eligible for benefits.

Temporary Employee – An employee who is hired for a stated or specific term of employment of less than one year. Temporary employees are not eligible for benefits.

Volunteer Employee - A volunteer is an individual who works for no compensation or benefits.

Volunteer Firefighter – A volunteer firefighter who could be reimbursed for specified required training or response actions. Also, these personnel will be covered by workers comp and liability insurance. The Fire Chief will maintain a roster of active firefighters, EMT/EMR's and auxiliary members eligible for reimbursement.

G. TRIAL PERFORMANCE PERIOD

The trial performance, or working test period, is an integral part of the examination process and shall be used for:

1. closely observing the employee's work;
2. securing the most effective adjustment of a new or promoted employee to his/her position; and
3. rejecting any employee whose performance does not meet work standards.

The trial performance period for all regular hires or employees in new positions will be for a period of 6 months. Department heads may request an extension of any employee's trial

performance period with the prior approval of the Manager. In no event may a trial performance period be extended beyond 12 months.

During the trial performance period, the Manager will require the department head to report the observations of the employee's work and his/her judgment of the employee's willingness, ability to perform the duties assigned, and measures of continuous improvement. During the trial performance period, the supervisor will inform the employee when his/her performance is unsatisfactory and not meeting the trial performance test requirements.

An employee found not meeting work standards may be subject to Section X action by the Manager in consultation with any appropriate department head under the terms of this policy.

H. CITIZENSHIP AND IMMIGRATION STATUS VERIFICATION

The local government will not discriminate on the basis of a person's national origin or citizenship status with regard to recruitment, hiring, or discharge in accordance with the Norris City Title VI policy. However, the local government will not knowingly employ any person who is or becomes an unauthorized immigrant. In compliance with the Immigration Reform and Control Act, all employees hired after Nov. 6, 1986, regardless of national origin, ancestry, or citizenship, must provide suitable documentation to verify identity and employability. The documentation must be provided within three days of employment or the individual will be subject to termination.

I. EMPLOYEE REFERENCE REQUEST

All requests for references on former or existing employees by new prospective employers are to be referred to City Recorder for response. No employee outside the of the Manager or City Recorder has the authority to respond to any request for references, as it could lead to liability for the City if incorrect and improper information is provided. The Manager or City Recorder will only provide dates of employment, job title, and compensation information.

SECTION V – LEAVE & BENEFIT POLICIES

A. PAID HOLIDAYS

The following days are considered Paid Holidays for all full-time employees. These days will be taken without loss of vacation credit, except for those employees required to maintain operations who receive holiday pay for working on such days.

The Paid Holiday Schedule is as follows:

New Year's Day	Jan. 1
Martin Luther King	Third Monday in January
Presidents Day	Third Monday in February
Good Friday	Friday before Easter Sunday
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Friday after Thanksgiving	Fourth Friday in November

Christmas Eve
Christmas

Dec. 24
Dec. 25

When a paid holiday falls on Saturday, the holiday will be observed on the preceding Friday. When a holiday falls on Sunday, it will be observed the following Monday. Where possible, every City employee will observe approved holidays. Part-time employees will not be paid for holidays.

In all cases, Department Heads shall attempt to arrange working schedules to permit time off for holidays in preference to extra pay.

For general employees, holidays shall be used as they occur.

Holiday Pay

On the last payday of November, Police Officers will receive "holiday pay" according to the following formula: (hourly rate) x (12 hours) x (12 days)

B. ANNUAL LEAVE

Annual Leave is a personal leave benefit granted to employees as part of the City's benefits package. The accrual balance will be zero on the first day of employment. Annual Leave begins to accrue on the first day of employment. Annual leave is earned and accrued on a per pay period basis. Annual leave may not be taken until it is earned.

Employees may carry-over a maximum of 160 hours of leave. This maximum applies to all employees. Hours of leave in excess of 160 can be cashed out as approved by the Manager and as a result of conditions controlled by the City that prevented the employee from taking leave at any time during the fiscal year.

An annual leave request form must be submitted and approved by the employee's next level Supervisor before the employee may be granted annual leave. Annual leave requests are granted as per the operational requirements of the department.

Annual Leave and Compensatory Time Usage

If the employee has accrued compensatory time; all compensatory leave shall be used before annual leave begins.

Annual leave will be calculated according to the following schedule:

40 Hour employees

Years of Service	Hours Earned Per Year	Hours Earned Per Month	Hours Earned Per Pay Period
0-5	80 hours	6.66 hours	3.07 hours
6	88 hours	7.33 hours	3.38 hours
7	96 hours	8 hours	3.69 hours

8	104	8.66	4 hours
Formula	Starting at 6 years of service employees earn 8 hours for each additional year of service with a maximum accrual rate of 160 hours.		

Police Officers

Years of Service	Hours Earned Per Year	Hours Earned Per Month	Hours Earned Per Pay Period
0-5	102 hours	8.5 hours	3.92 hours
6	110.5 hours	9.2 hours	4.25 hours
7	119 hours	9.92 hours	4.58 hours
8	127.50 hours	10.6 hours	4.90 hours
Formula	Starting at 6 years of service Police employees earn 8.5 hours for each additional year of service with a maximum accrual rate of 168 hours.		

Annual Leave Buy Back

Employees may choose to sell back annual leave bank accumulation if the employee requests by November 15. Payout of time will be consistent with current fiscal year rate of pay. Payout of the buyback leave will be reflected on the last payroll of the month of November.

C. SICK LEAVE

Sick leave is a benefit to be used for legitimate sick leave purposes. Sick leave is not an employee entitlement but a benefit that is employer/city owned.

Sick leave begins to accrue on the first day of employment. Sick leave is accrued monthly. Sick leave may be posted on the final working day of the month in which it is earned. No payment will be made for accrued sick leave upon separation from the City.

Sick leave is a period of absence with pay granted when the employee is unable to work due to sickness or injury.

Sick leave with pay may be granted for the following reasons:

1. Employees are incapacitated by sickness or a non-job-related injury, or they are seeking medical, dental, or optical diagnosis and treatment.
2. Necessary care and attendance of a member of the employee's immediate family and approved by a Department Head and Manager.

When an employee is absent due to reasons as provided in this section in order to be granted sick leave with pay, he/she must notify his/her immediate supervisor prior to the beginning of the scheduled workday of the reason for absence. The City's department heads may require a doctor's certificate or other satisfactory evidence that absences are properly chargeable as sick leave.

Health Care Provider's Statement

A health care provider's statement will be required for all sick leave absences of more than three days or two consecutive work shifts.

Sick Leave Accrual

General Employees

12 days per year or 96 hours

Shift Employees

10 days per year or 120 hours

There is a maximum of 500 hours of sick leave accrual. The accrual amount has no cash out value when employment ends.

Each day deducted from an employee's sick leave accumulation will be for a regular workday and will not include holidays and scheduled days off. Employees claiming sick leave while on annual leave must support their claim by a doctor's statement. When an employee is on "leave without pay" for 15 days during any calendar month, no sick leave accumulates.

Upon retirement under the Tennessee Consolidated Retirement System, an employee's accumulated sick leave will add retirement credit. Each 20 days of accumulated sick leave will add one additional month of retirement credit to the employee's total retirement service credit. This is subject to change. Check with TCRS for updates to this policy.

D. LEAVE OF ABSENCE (WITH OR WITHOUT PAY)

If the employee exhausts all his/her annual and sick leave and still needs time off for personal or health reasons, he/she may apply for a leave of absence for a period of up to three (3) months if he/she is a full-time employee. The request for leave must be given to the employee's immediate supervisor and the department director at least thirty (30) days prior to the start of the requested leave unless the leave is an emergency.

Regardless of the reason for the leave, it is essential that the following departments be notified to ensure that benefits are properly administered:

The employee's supervisor (or manager) may or may not approve the request for a leave of absence. The decision is at his/her discretion, unless the leave qualifies under the Family Medical Leave Act, the Tennessee Maternity Leave Act, or Military Leave. Some of the matters considered in approving the request are the employee's length of service, employment record, and the reason for the absence.

While an employee might originally request a leave of absence for a period of three (3) months, it is possible that extensions may be granted. However, the total leave and extensions for any one cause cannot exceed one (1) year.

Employees will not be eligible for accrual of sick and annual leave/ paid holidays while he/she is on an approved unpaid leave of absence.

Employees must notify their supervisor of the anticipated date of return to work prior to that date. The employee is responsible for immediately notifying his/her supervisor. When an employee returns from an approved leave of absence, he/she may be placed in their previous position or a similar position, if available. If the same or similar position is not available, the employee may receive preference for employment in any available position for which he/she is qualified.

If the employee fails to return to work at the conclusion of the leave of absence, the employee will be subject to disciplinary action. If the employee is unable to return to work, he/she is responsible for requesting an extension (in advance) from the supervisor or department director.

There may be changes in your employee benefits during a leave of absence. Employees should contact Human Resources to determine what changes he/she may be subject to.

Maintenance of Benefits During Leave of Absence

The City is not required to maintain employee benefit coverage while on an unprotected, unpaid leave of absence. In cases where the Leave of Absence would trigger a qualifying event (such as a termination of coverage) due to a reduction in work hours, continuance of coverage in accordance with COBRA will be offered.

E. MILITARY LEAVE

Any employee who is or becomes a member of the armed forces of the United States (including the Army, Army Reserves, Army National Guard, Navy, Naval Reserve, Marine Corps, Marine Corps Reserve, Air Force, Air Force Reserve, Air National Guard, Coast Guard, Coast Guard Reserve, Space Force, National Oceanic and Atmospheric Administration, Commissioned Corps of the Public Health Service) and leaves work for initial training for the Guard or Reserves, leaves work to join active-duty military, or is called to active duty, will be placed on military leave. Such employee must present his/her supervisor or department head with advance notice of the active-duty orders. The employee's seniority, status and pay will remain unchanged during his/her time of military leave. Continued health insurance coverage will be offered up to 24 months. The City may continue to pay the portions of the premiums they were responsible for while the service member was employed if the leave is for fewer than 31 days. For military leaves longer than 31 days the employee must pay up to 100% of cost of premiums due for such policy. An employee wishing to continue health insurance coverage during his/her military leave shall provide a mailing address where notices of premium payments due may be sent.

The process for reinstatement of employees returning from military leave begins when the employee submits an "application for re-employment." Said application must be submitted within ninety (90) days of the end of service, or from the end of hospitalization continuing after discharge for a period of not more than one (1) year for an injury/illness related to deployment. The returning employee may be re-employed in the position they would have attained had they not been absent for military service, with the same seniority, status and pay.

Military Reservists Leave

Any employee who is member or may become a member of any reserve component of the armed forces of the United States or of the Tennessee Army and Air National Guard will be entitled to a leave of absence from their respective duties for periods of military service during

which they are engaged in the performance of duty or training in the service of this state, or of the United States, under competent orders. While on such leave, the employee will be granted paid leave up to twenty (20) days (160 hours) in any one (1) calendar year.

Qualified employees who seek paid leave under this policy must provide the official order calling for their service or training to their supervisor. Employees serving in the National Guard or Military Reserve will receive full compensation for a period of twenty (20) days of military leave each calendar year, excluding holidays and scheduled off days. Such leave will not be charged to any form of accrued paid leave. An employee requesting military leave shall provide the City the dates for training and travel time in advance. After the twenty (20) working days of full compensation, the City will not provide partial compensation to its employees while under competent orders. After the twenty (20) working days of full compensation, members of any reserve component of the armed forces of the United States, including members of the Tennessee army and air national guard, may use up to five (5) days of sick leave in lieu of annual leave for the purposes of not having to take leave without pay.

Active State Duty: Army/Air National Guard and Tn State Guard, Civil Air Patrol

In addition to the leave of absence provided above, employees who are members of the Tennessee army and air national guard on active state duty or the Tennessee state guard and civil air patrol shall be entitled to an unpaid leave of absence from their respective duties, without loss of time, pay not specifically related to leave of absence time, regular leave or vacation, or impairment of efficiency rating for all periods of service during which under competent orders he/she is engaged in the performance of duty or training in the service of this state, including the performance of duties in an emergency.

Pursuant to T.C.A. § 42-7-102, members of the United States air force auxiliary civil air patrol who participate in a training program for the civil air patrol, or in emergency and disaster services, as defined in T.C.A. § 58-2-101, are entitled to a leave of absence with pay for a period of not more than fifteen (15) days during a calendar year for such purposes if the leave of absence is at the request of the employee's wing commander or the wing commander's designated representative. Employees granted leave are entitled to their regular salary during the time that they are away from their regular duties. All the rights and benefits of the employee continue as if a leave of absence had not been granted.

It is the responsibility of the employee to make arrangements with their department head for leave to attend monthly meetings on regular off-time, with the expectation that the paid leave granted herein will be applied to the annual training periods required for reservists.

F. JURY DUTY/SERVICE LEAVE

When an employee receives a summons to report for jury duty, the employee is required to provide a copy of the summons to his/her immediate supervisor within 1 business day of receiving the summons. Upon presentation of the summons, the employee will be excused from employment for the day or days required of the employee while serving as a juror in any court of the United States or the state of Tennessee; provided, that such employee's responsibility for jury duty exceeds three (3) hours during the day for which excuse is sought.

Upon release from jury duty during the employee's normal working hours, he/she is expected to return to duty. Employees will receive full pay during jury service.

G. COURT DUTY

An employee who is summoned or subpoenaed to appear in court because of the employee's duties for the City will be granted leave with pay upon presentation of such summons or subpoena. When a City employee is requested by the office of the City Attorney to appear in court on behalf of the City of Norris, the employee must appear and the employee will have the same benefits as though the employee was summoned or subpoenaed. When an employee has been granted leave for court attendance and is excused by proper court authority, the employee must report back to the employee's place of duty.

H. BEREAVEMENT LEAVE

It is the policy of the City to provide all regular, full-time and part-time employees time off without loss of pay due to the death of an immediate family member as defined below.

An employee who is absent during his/her regularly scheduled work week due to the death of an immediate family member will be granted this leave without deduction from their annual or sick leave balances for reasonable and customary days absent, not to exceed three (3) regularly scheduled work days. Immediate family includes: 1) spouse; 2) child, step-child; 3) parent, step-parent, foster parent, parent-in-law; 4) sibling(s); and 5) grandparents and grandchildren. In addition to the three (3) regularly scheduled work days, sick leave not to exceed two (2) days may be granted at the discretion of the appropriate approving authority in the instance of death of one of the immediate family members listed above.

Police and Fire Department Employees may be eligible for up to 36 hours as of the first day of each fiscal year.

The Manager will be responsible for administering final approval on Bereavement Leave Requests. Employees are required to submit, in writing a request to the Manager and provide a copy of that request to their immediate supervisor and Department Head.

I. INCLEMENT WEATHER LEAVE

It is the City's intent to remain open through all weather situations unless determined that the essential functions of the City cannot be safely administered. This decision will be made by the Manager and communicated via all supervisors. If a decision to close is made, employees will be given the opportunity to deduct the time from annual or compensatory accumulated leave.

However, when weather conditions appear to be so severe that an employee fears for his/her safety in traveling to or from the work site, he/she may be absent with leave if the following conditions are met:

1. The employee informs his/her immediate supervisor of his/her absence and the reason for it as soon as possible.
2. The employee reports to work immediately if a change in weather conditions allows safe transportation to the work site.
3. The employer deducts the missed workday (or portion thereof) from accumulated vacation leave. Reporting this leave will follow the same requirements as other leave.

The policy is meant for those who are in immediate danger due to weather conditions only. Should any employee abuse this policy, he/she may be subject to disciplinary action. In situations where advanced notice of closure is known, the Manager will communicate such closure via appropriate means.

J. EMERGENCY CONDITIONS – OPERATIONAL CHANGES

Emergency Condition Examples (including but not limited to):

- Natural Hazard Event (Snow, Ice, Flooding, Tornado, Earthquake, Severe Drought)
- Hostile Community event such as riots or terrorist acts
- Health Crisis such as Pandemic, Hazardous Materials Release
- Significant loss of Essential Staff Capability

Emergency Conditions established at a City, County, State, or Federal Level will be mitigated by an Immediate Action Directive (IAD) issued by the Mayor. Actions taken will directly support safety and health functions of the City of Norris and be applied to the protection of employees, the public, and critical infrastructure therein defined as essential functions. This directive may include alternative system/equipment alignments, alternative staffing schedules, augmented staffing levels, alternative work locations, emergency procurements, and premium pay for exempt employees.

The Immediate Action Directive will have a defined operational period and can be extended as needed.

The Immediate Action Directive and a report summarizing actions taken and budget needs will be presented to the City Council at a public meeting at the next available opportunity following cessation of emergency conditions.

K. BENEFITS

A list of current benefits is available from the City of Norris.

Health Benefits

The City recognizes that employee benefits are a critical component in career decisions. The City intends to provide a comprehensive benefits package that remains affordable and value-based.

Health Eligibility

Regular Full Time Employees are eligible for benefits. These benefits may include: medical coverage, dental coverage, vision coverage, and flexible benefit options.

Employees are responsible to list only dependents that are eligible for coverage as defined by the plan rules. If a covered dependent becomes ineligible based on the plan rules, it is Employee's responsibility to notify the city office within 30 days of the status change. This includes: dependent status change, address changes, divorce, marriage, birth, adoption, reduction in work hours, or any other change that could affect benefit plan eligibility.

Health Benefit Effective Dates

The follow rules apply to eligibility for health coverage to Regular Full Time Employees:

- 30 days after employment begins

Health Coverage

Employees must enroll for coverage within 30 days of employment or an eligible qualifying event. Temporary employees, part-time employees, seasonal employees, and interns are not eligible for medical coverage.

Health plans, benefit designs, eligibility rules, and premiums are subject to change each plan year based on claims experience and financial situation of the City.

In the case that an employee opts to not receive health coverage from the City, the City may offer an incentive program. The incentive program will be reevaluated annually for a rate consistent with budgetary restraints. An employee will no longer receive this incentive if the employee chooses to enroll in health coverage.

Dental & Vision Coverage

Additional coverage's such as dental, vision, wellness and flexible benefits coverage may be available.

Contribution

The City may elect to contribute toward the cost of employee health benefits. The City's contributions are subject to change each year based on budgetary needs.

Life Insurance

Regular full-time employees are covered under the City's term life insurance program. The City and the insurance carrier set coverage rules and benefit levels.

Retirement

The city shall participate in the Tennessee Consolidated Retirement System (TCRS).

All full-time employees participate in the TCRS after six months of employment.

Benefits accrue in the employee's TCRS account throughout the employee's employment with the city or with any other TCRS employer.

TCRS occasionally changes benefits. Adjustments will generally be looked upon favorably by the city, but the Manager is expected to bring these changes to the City Council for appropriate review. The rules and regulations governing TCRS are complex and change from time to time. Employees with questions about the TCRS should call the TCRS question and answer office.

TCRS exercises approval rights over questions pertaining to TCRS rules and regulations.

L. COBRA- CONTINUATION OF COVERAGE

Under the federally mandated Consolidated Omnibus Budget Reconciliation Act, the local government offers employees and their families the opportunity to temporarily extend their health insurance coverage in certain instances in which coverage under the group health plan would normally end. Former employees may not be required to pay more than the group rate for this coverage, plus a 2 percent administration fee. (That is, 102 percent of what it costs the local government for the same coverage.)

Some examples of triggering events could be: reduction in employees hours resulting in loss of eligibility, termination of employment (voluntarily or involuntary), dependent eligibility changes (age/student status), divorce, and legal separation.

Employees covered under the local government plan have a right to continue coverage if they lose it through reduction in regular work hours or employment termination for reasons other than gross misconduct.

A spouse of a covered employee also has a right to continue coverage if coverage would be lost because the employee dies, employment is terminated, the employee and spouse become divorced or legally separated, or the employee becomes eligible for Medicare benefits.

Dependent children may also continue coverage if the employee dies, employment is terminated, the parents become divorced or legally separated, the employee becomes eligible for Medicare, or the child ceases to be a "dependent child" under the terms of the plan.

If termination or reduction in hours is the qualifying event that triggers lost coverage, continuation coverage can be in effect for 18 months. All other qualifying events will trigger continuation coverage that lasts up to 36 months. Coverage will end before 18 or 36 months, however, if certain other events take place (e.g., if the employee becomes eligible for coverage under another group health plan).

Employees and family members have the responsibility to inform the plan administrator about any change in status. Failure to do so may terminate rights to elect continued coverage. Those eligible for continuation coverage have 60 days from the date they would normally lose coverage to elect to continue under the plan.

Premium Payments

Failure to make timely premium payments may result in a termination of coverage.

M. WORKERS' COMPENSATION

Employees on occupational disability are compensated in accordance with the provisions of the Tennessee Workers' Compensation Law (T.C.A. 50-6-101 through 50-6-623). No compensation is allowed for the first seven days of disability resulting from the injury, excluding the day of injury, except for medical attendance and hospitalization. However, if disability extends beyond that period, compensation will commence with the eighth day after the injury. In the event, however, the disability from the injury exists for a period as long as 14 days, then compensation will be allowed beginning with the first day after the injury (T.C.A. 50-6-205).

Employees injured in an on-the-job accident will be compensated according to the following schedule of compensation:

1. Temporary Total Disability - For an injury producing temporary total disability, $66\frac{2}{3}$ percent of the average weekly wages are allowed.
2. Temporary Partial Disability - In all cases of temporary partial disability, the compensation is $66\frac{2}{3}$ percent of the difference between the wage of the worker at the time of the injury and the wage such worker is able to earn in the worker's partially disabled condition. This compensation is paid during the period of such disability, but not beyond 400 weeks.
3. Permanent Partial Disability - In all cases of disabilities that are partial in character but adjudged to be permanent, the injured employee is paid, in addition to any medical benefits, $66\frac{2}{3}$ percent of the employee's average weekly wages for the period of time during which he/she suffers temporary total disability. Other benefits may apply for loss of limbs.
4. Permanent Total Disability - For permanent total disability, the injured employee receives $66\frac{2}{3}$ percent of the injured employee's wages at the time of injury. This compensation is paid during the period of permanent total disability until the employee reaches the age of 65. This is providing that, with respect to disabilities resulting from injuries occurring after age 60, regardless of the employee's age, permanent total disability benefits are payable for a period of 260 weeks. Such compensation shall be reduced by the amount of any old-age insurance benefits received under the Social Security Act.
5. Deduction in Case of Death - In the event an employee sustains an injury due to an accident in the course of the employee's job and if he/she dies during the period of disability, all payments previously mentioned are payable to the people who are wholly dependents (as defined by workers' compensation laws).

Employees must report immediately any injury incurred in the course of their employment, however minor, to their department head and receive first aid or medical treatment as may be necessary.

N. UNEMPLOYMENT COMPENSTATION

The State of Tennessee offers Unemployment benefits through The Employment Security Division.

Unemployment insurance benefits provide income to individuals who have lost work through no fault of their own. The benefits are intended to partially offset the loss of wages while an unemployed worker searches for suitable work, or until his employer can recall him to work.

This coverage is authorized in the Tennessee Employment Security Law, which requires most types of employers with one or more employees to pay the cost of the insurance. Nothing is deducted from the employee's wages to pay for this coverage.

To find out more about Unemployment Compensation eligibility contact the Tennessee Department of Labor and Workforce Development.

SECTION VI – DRUG & ALCOHOL POLICY

A. DRUG FREE WORK PLACE

To provide a safe, healthy, productive, and drug-free working environment for its employees to properly conduct the public business, the City of Norris has adopted this drug and alcohol testing policy. This policy complies with the: Drug-Free Workplace Act of 1988, which ensures employees the right to work in an alcohol- and drug-free environment and to work with persons free from the effects of alcohol and drugs; Federal Highway Administration (FHWA) rules, which require drug and alcohol testing for persons required to have a commercial driver's license (CDL); Division of Transportation (DOT) rules, which include procedures for urine drug testing and breath alcohol testing; and the Omnibus Transportation Employee Testing Act of 1991, which requires alcohol and drug testing of safety-sensitive employees in the aviation, motor carrier, railroad, pipeline, commercial marine, and mass transit industries. The types of tests required are: pre-employment, for safety sensitive positions only. These are defined as a position in which a drug impairment constitutes an immediate and direct threat to public health or safety, such as a position requires the employee to carry a firearm, perform life threatening procedures, work with confidential information or document pertaining to criminal investigations or work with controlled substances or a position in which a momentary lapse in attention could result in injury or death for another person.” This will also apply to employees who transfer to a safety sensitive position.

All employees are subject to reasonable transfer, reasonable suspicion, post-accident (post-incident) testing, return-to-duty testing, and follow-up testing.

B. PROHIBITED CONDUCT

It is the policy of the City of Norris that the use of drugs by its employees and impairment in the workplace due to drugs and/or alcohol is prohibited and will not be tolerated. Engaging in prohibited and/or illegal conduct may lead to disciplinary action. Prohibited and/or illegal conduct includes but is not limited to:

1. Being on duty or performing work in or on city/town property while under the influence of drugs and/or alcohol;
2. Engaging in the manufacture, sale, distribution, use, or unauthorized possession of drugs at any time and of alcohol while on duty or while in or on local government property;
3. Refusing or failing a drug and/or alcohol test administered;
4. Providing an adulterated, altered, or substituted specimen for testing;
5. Use of alcohol within four hours prior to reporting for duty on schedule or use of alcohol while on-call for duty; and
6. Use of alcohol or drugs within eight hours following an accident (incident) if the employee's involvement has not been discounted as a contributing factor in the accident (incident) or until the employee has successfully completed drug and/or alcohol testing procedures.

C. COMPLIANCE REQUIRED

Compliance with this substance abuse policy is a condition of employment. The failure or refusal by an applicant or employee to cooperate fully by signing necessary consent forms or other required documents or the failure or refusal to submit to any test or any procedure under this policy in a timely manner will be grounds for refusal to hire or disciplinary actions. The submission by an applicant or employee of a urine sample that is not his/her own or is adulterated shall be grounds for refusal to hire or disciplinary actions.

SECTION VII – WORKPLACE HARASSMENT – VIOLENCE POLICY

A. GENERAL WORKPLACE HARASSMENT AND VIOLENCE

1. It is the policy of the City of Norris to promote a productive, safe, and healthy work environment for all employees, customers, vendors, contractors, and members of the general public and to provide for the efficient and effective operation of the local government's activities. The City of Norris will not tolerate verbal or physical conduct by an employee that harasses, disrupts, or interferes with another's work performance or that creates an intimidating, offensive or hostile environment.
2. No employee or nonemployee shall be allowed to harass any other employee or nonemployee by exhibiting behavior including, but not limited to the following:
 - (i) Verbal harassment. Any verbal threats toward persons or property, the use of vulgar or profane language directed towards others, disparaging or derogatory comments or slurs, offensive flirtations or propositions, verbal intimidation, exaggerated criticism or name calling, spreading untrue or malicious gossip about others.
 - (ii) Physical harassment. Any physical assault, such as hitting, pushing, kicking, holding, impeding, or blocking the movement of another person.
 - (iii) Visual harassment. Displaying derogatory or offensive posters, cartoons, publications, or drawings.
3. Under no circumstances are the following items permitted on City property, including City-owned parking areas, except when issued or sanctioned by the City for use in the performance of the employee's job:
 - (i) All types of firearms, switchblade knives and knives with a blade longer than four inches (4")
 - (ii) Dangerous Chemicals
 - (iii) Explosives or blasting caps
 - (iv) Chains
 - (v) Other objects carried for the purposes of injury or intimidation

Charges of violence and harassment may be reported to any supervisory employee of the local government, including the City Recorder or the Mayor. The Manager or designee is charged with investigating all cases of workplace violence and harassment. Depending on the severity of the charges or whether a crime is committed, the Manager may request that another professional provide assistance to the City of Norris and/or assume responsibility for the investigation. All employees are required to assist in the course of the investigation by providing

testimony, statements and evidence as required. Failure to cooperate may result in disciplinary action.

4. Copies of the investigative report with recommendations for appropriate action will be turned over to the city manager as appropriate for further action. Disciplinary action may be taken against any employee who commits acts of workplace violence and harassment.

SECTION VIII - SEXUAL HARASSMENT

A. GENERAL STATEMENT OF POLICY

The City of Norris is committed to safeguarding the right of all City employees to work in an environment that is free from all forms of sexual harassment and hostile working conditions. It is the policy of the City of Norris to maintain a working environment that is free from sexual harassment and hostile working conditions. The City of Norris prohibits any form of workplace harassment. It is a violation of this policy for any employee of the City to harass an employee through conduct or communication of a sexual nature as defined by this policy. The Manager or his designee will investigate all complaints, formal or informal, verbal or written, of harassment and discipline any employee who harasses any employee of the City.

B. DEFINITIONS

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when:
 - (i) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment; or
 - (ii) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment; or
 - (iii) That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or creating an intimidating, hostile or offensive employment environment. Any sexual harassment as defined when perpetrated on any employee by any employee is treated as sexual harassment under this policy.
2. Harassment may include but is not limited to:
 - (i) verbal harassment or abuse
 - (ii) subtle pressure for sexual activity
 - (iii) inappropriate patting or pinching
 - (iv) intentional brushing against an employee's body
 - (v) demanding sexual favors accompanied by implied or overt threats concerning an individual's employment status
 - (vi) demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment status
 - (vii) any sexually-motivated unwelcome touching
 - (viii) any unwelcome sexual communication, regardless of medium

C. REPORTING PROCEDURES

Any employee who believes he or she has been the victim of sexual harassment by an employee of the City or any third person with knowledge or belief of conduct which may constitute sexual harassment should report the alleged acts immediately to an appropriate City official as designated by this policy.

1. **By Department:** All department heads are responsible for receiving oral or written reports of sexual harassment at the department level. Upon receipt of a report, the department head must notify the Manager immediately. A written report will be forwarded to the Manager. If the report was given verbally, the department head must reduce it to written form within 24 hours and forward it to the Manager. If the complaint involves the department head, the complaint must be filed directly with the Manager.
2. **City Wide:** The Manager will receive reports or complaints of sexual harassment from any individual, employee, or victim of sexual harassment and also from the department heads as outlined above. If the complaint involves the Manager, the complaint will be filed directly with the Mayor. The name of the Manager, including a mailing address and telephone number must be conspicuously posted.
3. Submission of a complaint or report of sexual harassment will not affect the individual's future employment or work assignments.
4. Use of formal reporting forms is not mandatory.

The City will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible; consistent with the City's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action when the conduct has occurred.

D. INVESTIGATION AND RECOMMENDATION

The Manager, upon receipt of a report or complaint alleging harassment, must immediately authorize an investigation. This investigation may be conducted by City personnel or by a third party designated by the Manager. The investigating party must provide a written report of the status of the investigation within 10 working days to the Manager or to the Mayor if the Manager is involved in the allegation of sexual harassment.

In determining whether alleged conduct constitutes harassment, the Manager will consider the surrounding circumstances, the nature of the sexual advances, relationships between the parties involved, and the context in which the alleged incidents occurred.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

E. ACTION

1. Upon receipt of a recommendation that the complaint is valid, the Manager will take such action as appropriate based on the results of the investigation.

2. The result of the investigation of each complaint filed under these procedures will be reported in writing to the complainant by the Manager. The report will document any disciplinary action taken as a result of the complaint.

F. REPRISAL

The Manager will not tolerate any individual who retaliates against any person who reports alleged harassment of any form or who retaliates against any person who testifies, assists, or participates in an investigation, proceeding or hearing relating to a harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

G. NON-HARASSMENT/FALSE ACCUSATIONS

The City of Norris recognizes that every advance or comment of a sexual nature does not constitute harassment. Whether a particular action or incident is a personal, social relationship without a discriminatory employment effect requires a determination based on all the facts and surrounding circumstances. False accusations of harassment can have a serious detrimental effect on innocent parties.

SECTION IX - MISCELLANEOUS POLICIES

A. POLITICAL ACTIVITY

No employee may participate in any campaign for an elective office, or campaign concerning any issue which may appear on an election ballot, during working hours or when on duty. No employee may participate in campaign activities while wearing a City uniform or driving a City-owned vehicle. City employees are prohibited from using their employment status or official authority to influence voters while participating in political campaigns.

Employees enjoy the same rights as other citizens to participate in political campaigns and to be a candidate for state or local political office. Any time off from work used to participate in political activities must be limited to earned days off.

There is no authorization for City employees to run for elective office with the City of Norris. Any employee who desires to run for a City office must terminate their employment with the City of Norris.

B. TRAVEL REIMBURSEMENT

All trips that involve reimbursement and/or City government expense will not be undertaken without prior approval of the appropriate department head. Mileage, food, lodging, and other expenses are reimbursed at the same rate as the State of Tennessee. The City's travel policy and administrative procedures can be found in the City Recorder's office.

C. USE OF CITY VEHICLES AND EQUIPMENT

Generally, only local government employees engaged in transporting local government personnel and/or material and supplies used to carry out the functions and operations of local government departments and for whom the immediate use of a vehicle is necessary or convenient shall drive or ride in local government-owned vehicles. However, the following are exceptions to that general policy:

1. In emergencies where the local government employee has a reasonable belief, based on a totality of circumstances, that the life, safety, health, or physical welfare of a citizen would be immediately threatened without the security and/or transportation provided by the local government-owned vehicle. Examples of such emergencies include, but are not limited to, personal injury accidents, acute illness, and actual and potential victims of crime and violence.
2. In motorist/passenger assistance where there is no immediate emergency but, under a totality of circumstances, the local government employee has a reasonable belief that failing to transport the motorist and/or passengers in a local government-owned vehicle could result in such people being left in real or potentially real danger, or would result in extreme inconvenience to them. The use of a local government-owned vehicle in such cases shall be limited to transporting motorists and their passengers only to those places where they are reasonably safe and have a reasonable opportunity to obtain continued help without using the local government-owned vehicle.
3. When it is necessary for reasons of inclement weather, late hour, lack of transportation, or other reasonable cause to transport non-local government personnel to and from local government-owned property; also, to repair or supply shops and similar facilities so that such personnel can install, repair, or maintain local government equipment essential to the continuation or restoration of public services essential to the safety, health, and welfare of the citizens of the local government.
4. In the transportation of federal, state, and local officers and employees; news media; private consultants; business people; and other private people visiting the local government for the purpose of directly analyzing, reviewing, supporting, assisting, or promoting the local government's functions and operations.
5. When the vehicle is driven to or picked up from private maintenance or repair facilities and while it is being "road tested" while in the possession of such facilities.
6. Local government employees who are assigned local government vehicles and are required to drive them home are permitted to carry as passengers' members of their households and those non-members of their households listed in subsection (b) below, to the following destinations when the local government employee has no other reasonably convenient means of transporting those people:
 - (a) Members of a local government employee's household may be transported:
 1. To and from school and work, using the most direct route to those destinations, when the local government employee himself or herself is driving to and from work or carrying out other legitimate and necessary local government business; and

2. To and from baby sitters; child-care centers; residences and businesses of family members, friends, and neighbors; or any other reasonable destination where the safety, security, comfort, and well-being of a local government employee's household members will be secured or promoted when the local government employee is required to respond to a call to perform legitimate and necessary local government business.

(b) Non-members of a local government employee's household that may be transported include:

baby sitters, family members, friends, and neighbors who may be taken to the local government employee's household or any other reasonable location when the purpose of transporting such people is to permit them to watch over the safety, security, comfort, and well-being of the local government employee's household members when the local government employee is required to respond to a call to perform legitimate and necessary local government business.

NOTE: When determining whether to transport a private person in non-emergency, local government-owned vehicles under the emergency and motorist/passenger assistance exceptions, local government employees shall consider whether a more appropriate vehicle operated by trained police or other emergency personnel is reasonably available. Transporting people with severe injuries and illnesses should not generally be undertaken by local government employees who are not trained in the medical field.

7. Local government-owned vehicles, under both the general policy and its exceptions, shall not ordinarily be taken outside Norris city limits. However, the local government manager, department heads, and their designees shall have the authority to grant exceptions to this policy if such exceptions are for legitimate, necessary local government business. In addition, it is authorized for local government employees to travel a reasonable distance outside the local government limits under the exceptions to the policy prohibiting them from transporting non-local government employees in local government-owned vehicles. Reports of such travel shall be made to the employee's department head the first working day following such travel. The report shall include the purpose, duration, and distance of the travel outside the local government and any other information the department head requires to determine whether the travel conforms to this policy. The department head shall keep a permanent file of such reports.

NOTE: Non-emergency local government vehicles shall obey all traffic laws under this general policy and its exceptions.

NOTE: Employees operating emergency vehicles under their general duties will be required to undergo additional training as required by Tennessee law.

D. DRIVING RECORDS

Any employee who is required as an employment condition to possess and maintain a valid Tennessee driver's or commercial driver's license must immediately, before reporting for duty

the next workday, inform his/her supervisor should his/her license become denied, expired, restricted, suspended, or revoked any time during employment with the City. Periodic review of employees' driving records will be conducted by the Manager to assure adherence to this policy.

E. OUTSIDE EMPLOYMENT

Employees are required to obtain approval from the Manager before accepting or performing any outside employment.

If at any point the secondary job duties change, the employee is required to obtain approval from the City before engaging in the secondary employment activities.

The City must be considered the employee's primary employer. While the Outside Employment policy is not intended to restrict an employee's personal rights, the employee's employment with the City takes precedence in all matters involving work issues. Outside employment is not considered a valid reason for absenteeism, tardiness, or poor job performance.

Employees missing work because of sickness or injury that can be attributed to a second job will not receive pay or other normal benefits for time lost from their local government job. Approval of a second job may be withdrawn for any of the above reasons. Employees may not use any property belonging to the local government in the course of his/her second job.

F. SOLICITATION

Unauthorized solicitation of employees on the premises or using City resources is strictly prohibited. This prohibition applies both to employees and outsiders. Solicitation of gifts (for such occasions as resignations, retirements, weddings, holidays, and births) are considered authorized.

Contributions may be solicited on City property only with the permission of the Manager. Miscellaneous solicitation of contributions within a single department may be made with the permission of the department head.

No pressure shall be placed on any employee to make any contributions.

G. PERSONAL COMMUNICATION

Use of cellular phones / text messaging for reasons not related to City business during regular work hours, except in emergency cases, is discouraged. Personal calls / text messages that must be made or received during business hours are permitted if they are held to a minimum and do not interfere with the employee's work. Personal communications should be made during breaks or lunch time when possible.

When using office phones, long-distance emergency calls must be billed to the caller's home phone number or reimbursed by the employee making the call. Excessive phone conversations on non-emergency matters may result in disciplinary action.

H. FIGHTING, HORSEPLAY, DAMAGING CITY GOVERNMENT PROPERTY

Fighting, horseplay, and intentionally defacing or damaging City property may subject violators to disciplinary action.

I. ACCEPTING GRATUITIES

The City of Norris complies with the MTAS Model Ethics policy passed August 1, 2007.

An official or employee may not accept, directly or indirectly, any money, gift, gratuity, or other consideration or favor of any kind from anyone other than the municipality:

(1) For the performance of an act, or refraining from performance of an act, that he would be expected to perform, or refrain from performing, in the regular course of his duties; or (2) That might reasonably be interpreted as an attempt to influence his action, or reward him for past action, in executing municipal business.

The gifts, gratuities, honoraria and other things listed in the Tennessee Ethics Commission Act (specifically but not exclusively T.C.A. § 3-6-305(b)) shall not be prohibited.

J. NON- SMOKER PROTECTION ACT

The City complies with the Non-Smoker Protection Act of 2007 which prohibits smoking in all public places such as buildings, equipment, and City-owned vehicles. All employees who operate City owned vehicles are prohibited from smoking in the vehicle or piece of equipment. This includes other occupants being transported in the vehicles.

K. BUSINESS INTEREST

The City of Norris complies with the MTAS Model Ethics policy passed August 1, 2007.

No department head or supervisor may have any financial interest in the profits of any contract, service, or other work performed by the City. No department head or supervisor may personally profit directly or indirectly from any contract, purchase, sale, or service between the City and any person or company.

No City employee may enter into a contract with the City or perform any work or function under any contract with the City if he/she has a direct or indirect financial interest in the contract, unless:

1. the contract is awarded through a process that complies with the City's purchasing requirements; or
2. the Manager waives this section's requirements after making a formal finding that it is in the best financial interest of the City to do so after full disclosure on the part of the City employee of his/her direct or indirect financial interest in the contract. The Manager's finding and waiver and the employee's full financial disclosure are recorded on the minutes of the Council's in open session if the contract is over the amount of \$2,000.

L. PERSONNEL/ HUMAN RESOURCES RECORDS

Personnel records for each employee are kept on file and maintained by the City Recorder. Any change of address, telephone number, marital status, draft status, beneficiaries, number of dependents, or completed education/training must be turned in to the supervisor for transmittal to the City Recorder.

The City Recorder also maintains the life insurance, vacation, pension and retirement, health insurance, and sick leave records for each employee. The City Recorder will advise employees through their supervisor of their eligibility so that they may take full advantage of all the benefits available. All medical records must be kept in a separate confidential file for each employee.

It is the responsibility of each employee to update personnel information in his/her personnel file by notifying the City Recorder of any information changes. The City will not be held liable when incorrect withholding, wrong beneficiaries, or loss of employee benefits result from the failure of any employee to keep personnel records current.

ACCESS TO PERSONNEL RECORDS

As required by State Law, any Tennessee resident may have access to personnel information for the purpose of inspection, examination, and copying, during the regular business hours, subject only to such rules and regulations for the safekeeping of public records. Access to such information is governed by the following provisions subject to redaction of confidential information:

- (A) All disclosures of records will be documented using the standard request form. This standardized request form will be placed in the employee's file.
- (B) Employees shall be notified in writing of the disclosure of their personnel records within 3 days.
- (C) An individual examining a personnel record may copy the information. Any available photocopying facilities may be provided, and the cost will be assessed to the individual.

CONFIDENTIAL INFORMATION

All information contained in an employee's personnel file will be maintained as confidential in accordance with the requirements of State and Federal Law and is open to public inspection only in accordance with these laws.

RECORDS OF FORMER EMPLOYEES

The provisions for access to records apply to former employees as they apply to present employees.

REMEDIES OF EMPLOYEES OBJECTING TO MATERIAL IN FILE

An employee who objects to material in his file may place in the file a statement relating to the material considered being inaccurate or misleading. The employee may seek the removal of such material in accordance with established grievance procedures.

DESTRUCTION OF RECORDS REGULATED

No public official may destroy, sell, loan, or otherwise dispose of any public record except in accordance with State and Federal Law.

M. ETHICS POLICY

As of July 1, 2007 all Tennessee municipalities are required to adopt a Code of Ethics. The City of Norris elected to adopt the MTAS Model Ethics Policy.

SECTION 1 - Applicability

This chapter is the code of ethics for personnel of the municipality. It applies to all full-time and part-time elected or appointed officials and employees, whether compensated or not, including those of any separate board, commission, committee, authority, corporation, or other instrumentality appointed or created by the municipality. The words "municipal" and "municipality" include these separate entities.

SECTION 2 - Definition of "Personal Interest"

(1) For purposes of Sections 3 and 4, "personal interest" means: (a) Any financial, ownership, or employment interest in the subject of a vote by a municipal board not otherwise regulated by state statutes on conflicts of interests; or (b) Any financial, ownership, or employment interest in a matter to be regulated or supervised; or (c) Any such financial, ownership, or employment interest of the official's or employee's spouse, parent(s), stepparent(s), grandparent(s), sibling(s), child(ren), or stepchild(ren).

(2) The words "employment interest" include a situation in which an official or employee or a designated family member is negotiating possible employment with a person or organization that is the subject of the vote or that is to be regulated or supervised.

(3) In any situation in which a personal interest is also a conflict of interest under state law, the provisions of the state law take precedence over the provisions of this chapter.

SECTION 3 - Disclosure of personal interest by official with vote

An official with the responsibility to vote on a measure shall disclose during the meeting at which the vote takes place, before the vote and so it appears in the minutes, any personal interest that affects or that would lead a reasonable person to infer that it affects the official's vote on the measure. In addition, the official may reclude himself² from voting on the measure.

SECTION 4 - Disclosure of personal interest in nonvoting matters

An official or employee who must exercise discretion relative to any matter, other than casting a vote, and who has a personal interest in the matter that affects or that would lead a reasonable person to infer that it affects the exercise of the discretion shall disclose, before the exercise of the discretion, when possible, the interest on a form provided by and filed with the recorder. In addition, the official or employee may, to the extent allowed by law, charter, ordinance, or policy, reclude himself from the exercise of discretion in the matter.

SECTION 5 - Acceptance of gratuities, etc.

An official or employee may not accept, directly or indirectly, any money, gift, gratuity, or other consideration or favor of any kind from anyone other than the municipality: (1) For the performance of an act, or refraining from performance of an act, that he would be expected to

perform, or refrain from performing, in the regular course of his duties; or (2) That might reasonably be interpreted as an attempt to influence his action, or reward him for past action, in executing municipal business.

SECTION 6 - Use of information

(1) An official or employee may not disclose any information obtained in his official capacity or position of employment that is made confidential under state or federal law except as authorized by law.

(2) An official or employee may not use or disclose information obtained in his official capacity or position of employment with the intent to result in financial gain for himself or any other person or entity.

SECTION 7 - Use of municipal time, facilities, etc.

(1) An official or employee may not use or authorize the use of municipal time, facilities, equipment, or supplies for private gain or advantage to himself.

(2) An official or employee may not use or authorize the use of municipal time, facilities, equipment, or supplies for private gain or advantage to any private person or entity, except as authorized by legitimate contract or lease that is determined by the governing body to be in the best interests of the municipality.

SECTION 8 - Use of position or authority

(1) An official or employee may not make or attempt to make private purchases, for cash or otherwise, in the name of the municipality.

(2) An official or employee may not use or attempt to use his position to secure any privilege or exemption for himself or others that is not authorized by the charter, general law, or ordinance or policy of the municipality.

SECTION 9 - Outside employment

An official or employee may not accept or continue any outside employment if the work unreasonably inhibits the performance of any affirmative duty of the municipal position or conflicts with any provision of the municipality's charter or any ordinance or policy.

SECTION 10 - Ethics complaints

(1) The City attorney is designated as the ethics officer of the municipality. Upon the written request of an official or employee potentially affected by a provision of this chapter, the City attorney may render an oral or written advisory ethics opinion based upon this chapter and other applicable law.

(2)(a) Except as otherwise provided in this subsection, the City attorney shall investigate any credible complaint against an appointed official or employee charging any violation of this chapter, or may undertake an investigation on his own initiative when he acquires information indicating a possible violation and make recommendations for action to end or seek retribution for any activity that, in the attorney's judgment, constitutes a violation of this code of ethics. (b)

The City attorney may request that the governing body hire another attorney, individual, or entity to act as ethics officer when he has or will have a conflict of interests in a particular matter. (c) When a complaint of a violation of any provision of this chapter is lodged against a member of the municipality's governing body, the governing body shall either determine that the complaint has merit, determine that the complaint does not have merit, or determine that the complaint has sufficient merit to warrant further investigation. If the governing body determines that a complaint warrants further investigation, it shall authorize an investigation by the City attorney or another individual or entity chosen by the governing body.

(3) The interpretation that a reasonable person in the circumstances would apply shall be used in interpreting and enforcing this code of ethics.

(4) When a violation of this code of ethics also constitutes a violation of a personnel policy, rule, or regulation or a civil service policy, rule, or regulation, the violation shall be dealt with as a violation of the personnel or civil service provisions rather than as a violation of this code of ethics.

SECTION 11 - Violations

An elected official or appointed member of a separate municipal board, commission, committee, authority, corporation, or other instrumentality who violates any provision of this chapter is subject to punishment as provided by the municipality's charter or other applicable law and in addition is subject to censure by the governing body. An appointed official or an employee who violates any provision of this chapter is subject to disciplinary action.

N. NEPOTISM

No member of an immediate family may be employed under direct supervision of another family member. This does not preclude employment of immediate family members under other departments. City Councilmembers do not have any supervisory role within the city, but are responsible for budget and legislative actions by a majority vote. The City of Norris prohibits the hiring of immediate family members to City Councilmembers.

O. COMPUTER USE AND MONITORING POLICY

It is every employee's duty to use the City's computer resources and communication devices responsibly, professionally, ethically, and lawfully. These policies are not intended to, and do not, grant users any contractual rights. The term "Computer Resources" refers to the City's computers, electronic equipment, phones, internet, and its entire computer network.

Computer Use Policy Overview

The Computer Resources are the property of the City and should be used primarily for legitimate business purposes. While personal use of City computer resources including internet and electronic mail is not forbidden, it is discouraged. Personal use must be minimal and must not interfere with the performance of job duties and responsibilities or present a security risk to the City's data or systems. Users are permitted access to the Computer Resources to assist them in performing their jobs. Use of the Computer Resources is a privilege that may be restricted or revoked at any time. All information contained in the Computer Resources and all documents generated there from are for the exclusive use of the City in connection with the conduct of its business and are the sole property of the City.

Computer Use Policy Violations and Resulting Discipline

Violation of any portion of the computer use policy will be reviewed for disciplinary actions. Actions could range from removal of access authorization to termination of employment based on the actual or potential consequence to the City. Failure to report observed violations is in itself a violation.

Waiver of Privacy Rights

Users expressly waive any right of privacy in anything they create, store, send or receive using the Computer Resources. Users consent to allowing the City to access and review all materials users create, store, send or receive using the Computer Resources.

Inappropriate or Unlawful Material

Material that is, or could reasonably be regarded as, derogatory, or discriminatory on the basis of race, sex, religion, national origin, age, or disability, or is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise unlawful, may not be sent, by e-mail, social media, or other forms of electronic communication or displayed on or stored in the Computer Resources. Any such material received by electronic transmission from a source outside of the City should be deleted immediately. Accessing applications, software, or any other potentially malicious material is strictly prohibited.

Misuse of Software

Without prior authorization and proper licensing, users may not do any of the following: (a) copy software for use on their home computers; (b) provide copies of software to any third person; (c) install software or hardware on any Computer Resources; (d) download any software from the Internet or other online service to any Computer Resources; (e) modify, revise, transform, recast, or adapt any software on any Computer Resources.

Compliance with Laws and Licenses

In their use of Computer Resources, users must comply with all software licenses and copyrights and all state, federal and international laws governing intellectual property and online activities.

Communication of Trade Secrets

Unless expressly authorized by the City, sending, transmitting, or otherwise disseminating proprietary data, trade secrets or other confidential information of the City is strictly prohibited.

Use of Encryption Software

Users may not install or use encryption software on any computers without first obtaining written permission from the City.

Monitoring Usage

The City has the right, but not the duty, to monitor any and all aspects of the Computer Resources, including monitoring sites visited by employees on the Internet, monitoring social

media, reviewing material downloaded or uploaded by users to the Internet, and reviewing e-mail sent and received by others.

Public Records

All employee correspondence in the form of electronic mail may be considered a public record and may be subject to public inspection under the Tennessee Public Records Law.

P. MISUSE OF CITY PROPERTY

Misuse of City property violates the values of integrity, respect, and continuous improvement of the City. Misuse of property may include, but is not limited to, misusing, or taking broad property or the property of others without permission; misusing or misappropriating funds; misuse of copyrighted material; vandalism; embezzlement; and using City resources/ positions, business cards/ identification/ security badges for unauthorized business or personal reasons or personal gain.

Note: Emergency Response Equipment may not be taken for personal use.

Q. SOCIAL MEDIA USE AND INTERNET POSTING POLICY

The primary internet presence for the City shall be www.cityofnorris.com All City social media sites, such as Facebook and Twitter, can be established only with the express approval of the City Manager. An employee shall not, without prior authorization:

1. Create public postings or have them available for public viewing.
2. Characterize himself or herself as representing the City, directly or indirectly, in any online posting.
3. Use the official City name, City email address, job title, or City seal as such shall be deemed an attempt to represent the City in an official capacity.
4. Identify himself or herself as an employee of the City, but if the posting on a non-city social media site makes it apparent that he or she is a city employee, it must be clearly state that the posting is in a private capacity.

R. MEDIA CONTACTS AND COMMUNICATION

1. Media/Social Media Requests:

The Mayor or City Manager serve as the chief media spokespersons for the City of Norris. All media request shall be directed to the chief media spokespersons for determining the City representative most appropriate to make a response. Under certain circumstances, staff members may be directed to respond to the media request when matters touch upon their special areas of expertise. Any employee directly contacted or approached by the media for comments on issues related to the City of Norris or its subdivisions shall contact the chief media spokespersons prior to making a response.

2. News Releases and Media Advisories:

To ensure quality and appropriate formatting, all City of Norris contacts shall originate from the chief media spokespersons. One to two weeks' notice to generate releases is standard. The chief media spokespersons will work with City of Norris staff and members on releases pertaining to 'breaking news' as needed.

3. Publications:

To ensure quality and consistent branding, all City of Norris publications shall originate from the chief media spokespersons. Copy should be as complete as possible before it is given to the chief media spokespersons. Ideally, to create a small publication or template, one week is typically enough notice for projects. For large publications, a predesign review of the project will occur with the staff requesting it and the chief media spokespersons.

4. General Marketing:

The chief media spokespersons will consult with all departments on overall promotion, marketing, and communications strategy as needed to ensure that work is targeted, timely, and non-duplicative.

SECTION X - SEPARATIONS AND DISCIPLINARY ACTIONS

A. TYPES OF SEPARATIONS

All separations of employees from positions with the City will be designated as one of the following types and will be accomplished in the manner indicated: resignation, layoff, disability, death, retirement, and dismissal. At the time of separation and prior to final payment, all records, assets, and other City property in the employee's custody must be transferred to the department. Any amount due because of shortages will be withheld from the employee's final compensation.

B. RESIGNATIONS

In the event an employee decides to leave the City's employ, a two-week notice will be given to his/her supervisor so that arrangements for a replacement can be made. In such a case, employees will be expected to return any/or all City government equipment assigned. An unauthorized absence from work for a period of three consecutive working days may be considered by the department head as a resignation.

If a former employee returns to City employment, his/her status of seniority, pay, leave, etc., will be the same as any new employee beginning work for the first time.

C. LAYOFF

The Manager may lay off an employee in City service when he/she deems it necessary by reason of a shortage of funds, abolishing a position, other material changes in the duties or organization of the employee's position, or related reasons that are outside the employer's control and that do not reflect discredit upon the employee's service.

The duties performed by a laid-off employee may be assigned to other City employees who hold positions in the appropriate class. Temporary employees will be laid off before regular employees.

A laid-off employee who is reinstated as a City employee within 90 days from the date he/she was laid off will be reinstated with full benefits as if he/she had not been laid off.

D. DISABILITY

An employee may be separated for disability when he/she cannot perform the essential functions of the job because of a physical or mental impairment that cannot be accommodated without undue hardship or that poses a direct threat to the health and safety of others. Reasonable accommodations will include transfer to a comparable open position for which the individual is qualified. Action may be initiated by the employee or the City, but in all cases, it must be supported by medical evidence acceptable to the Manager, and the disability must prevent the employee from performing the essential functions of the job. The City government may require an examination at its expense to be performed by a licensed physician of its choice.

E. DISCIPLINARY ACTIONS

All City employees are employees at-will of the City. The City reserves the right to discharge at-will employees for cause or for no reason, except that no employee will be discharged for reasons that are prohibited by state and federal law.

However, whenever an employee's performance, attitude, work habits, or personal conduct fall below a desirable level, supervisors shall inform employees promptly and specifically of such lapses and shall give them counsel and assistance. If appropriate and justified, a reasonable period of time for improvement may be allowed before initiating disciplinary action. In some instances, a specific incident in and of itself may justify severe initial disciplinary action; however, the action to be taken depends on the seriousness of the incident and patterns of past performance and conduct. The types of disciplinary action are:

1. Oral Reminder
2. Written Reminder
3. Suspension (3 days off with no pay, upon discretion of the Manager)
4. Termination of employment

F. ORAL REMINDER

Whenever an employee's performance, attitude, work habits, or personal conduct fall below a desirable level, the supervisor will inform the employee promptly and specifically of such lapses and shall give him/her counsel and assistance. If appropriate and justified, a reasonable period of time for improvement may be allowed before initiating disciplinary actions. The supervisor will place a memo in the employee's file stating the date of the oral reminder, what was said to the employee, and the employee's response.

G. WRITTEN REMINDER

In situations where an oral reminder has not resulted in the expected improvement or when more severe initial action is warranted, a written reminder may be sent to the employee, and a copy will be placed in the employee's personnel folder. The manager administering the

reminder will advise the employee that the action is a written reminder and emphasize the seriousness of the problem; cite previous corrective actions and/or informal discussions relating to the offense; identify the problem and/or explain the offense; inform the employee of the consequences of continued undesirable behavior; detail corrective actions and identify dates by which the corrective actions will be taken.

At the conclusion of a conference with the employee, a copy of the written reminder will be placed in the employee's personnel folder. It is recommended that the affected employee sign the written reminder to indicate that he/she has seen the document and to acknowledge receipt of the employee's copy. Should the employee refuse to sign the written reminder, the supervisor will obtain a witness to sign and date the form and so indicate the employee's refusal to sign.

H. SUSPENSION

All City employees are employees at-will of the City. The City reserves the right to discharge at-will employees for cause or for no reason, except that no employee will be discharged for reasons that are prohibited by state and federal law.

Generally, a suspension is to penalize an employee for a violation while a release from active duty is to protect the department and/or the employee while an alleged offense is being investigated. The authority to suspend from active duty is delegated to any supervisor whenever there is a violation of the rules or procedures, or for the preservation of good order and discipline, pending formal charges. Report of suspension from duty shall be made as soon as possible by the supervisor to the department head and the Manager, naming the employee affected and details of the reason for the action. In all cases the final decision for further action rests with the Manager.

I. TERMINATION

Generally, all City employees are employees at-will of the City. The City reserves the right to discharge at-will employees for cause or for no reason, except that no employee will be discharged for reasons that are prohibited by state and federal law.

However, the City of Norris provides the following guidelines that can be considered by the Manager. The Manager may dismiss an employee for just cause that is for the good of the City service. Reasons for dismissal may include, **BUT ARE NOT LIMITED TO**: misuse of city resources, misconduct, negligence, incompetence, insubordination, unauthorized absences, falsifying records, or violating any of the Charter provisions, ordinances, or these rules. Examples include but are not limited to:

1. incompetence or inefficiency in performing duties;
2. conviction of a criminal offense or of a malfeasance involving moral turpitude;
3. violating any lawful and reasonable regulation, order, or direction made or given by a superior, or insubordination that constitutes a serious breach of discipline;
4. being intoxicated, drinking any intoxicating beverages, or being under the influence of a drug or narcotic while on duty;
5. theft, destruction, carelessness, or negligence of City property;
6. disgraceful personal conduct or language toward the public, fellow officers, or employees;
7. unauthorized absences or abuse of leave privileges;

8. incapacity to perform the essential functions of a job because of a permanent or chronic physical or mental defect that cannot be reasonably accommodated;
9. accepting any valuable consideration that was given with the expectation of influencing the employee in performing his/her duties;
10. falsifying or destroying records or using official position for personal advantage;
11. loss of an employee's driver's license and driving privileges by due process of law when the employee's position makes operating a motor vehicle necessary in performing his/her duties;
12. violating of the provisions of the City Charter, personnel policy, or these rules; or
13. violating departmental policies or rules.

This list is not intended to be all inclusive or to cover all situations that may arise.

J. GRIEVANCES

A grievance is a claim by a grievant that a section of this employee manual has been violated. A grievant shall mean an employee or group of employees filing a grievance.

PROCEDURE

Any employee or group of employees who feel they have not been fairly treated in keeping with policies of the City should first discuss the problem with their department head. If the problem is not settled to the employee's satisfaction, the following procedures should be used:

The employee shall, with five (5) working days of the date of grievance, present the grievance in writing to his department head. The department head shall reply in writing within five (5) working days of receipt of the grievance, informing the employee of his decision.

In the event that the department head's decision is not satisfactory to the employee, the employee may, within five (5) working days, present his grievance in writing to the Manager. The Manager shall, within five (5) working days of receipt of the grievance, arrange to meet with the grievant, the department head, and witnesses called by either party. The Manager shall issue a written decision within five (5) working days of the close of the meeting.

In the event that the Manager's decision is not satisfactory to the employee, the employee may, within five (5) working days, submit his grievance in writing to the Norris City Council. The Norris City Council shall within ten (10) working days of receipt of the grievance, arrange to hold an informal hearing and shall issue a written decision within five (5) working days of the close of the hearing.

GENERAL PROVISIONS

1. If the grievance is not presented within the time limits set herein it shall be considered "waived". If the grievance is not appealed to the next step within the specified time, it shall be considered settled on the basis of the employer's last answer.
2. The failure of employer to give a decision within the prescribed time limits shall permit the grievance to proceed to the next level except the grievant must take positive action in complying with the procedures and time limits of Step Three.
3. Time limits may be extended by written mutual agreement of the Employer and the grievant.

4. Days as used in this agreement shall be working days.
5. The investigation or processing of a grievance shall not be carried out during working hours.
6. The parties may mutually agree to a meeting(s) at any step of the grievance process.

SECTION XI - AMENDMENTS TO THE PERSONNEL RULES

A. AMENDMENTS

Amendments or revisions of these rules may be recommended for adoption by the Manager. Amendments or revisions of these rules become effective upon approval by ordinance of the City Council.

B. CONFLICTING POLICIES REPEALED

All City policies, ordinances or resolutions or department standard operating procedures or policies that conflict with the provisions of these policies are hereby repealed. If you notice an error in this document, please contact the City Manager for processing a correction/revision.

C. SPECIAL NOTE

These personnel policies are believed to be written within the framework of the Charter of the City of Norris but in case of conflict, the Charter takes precedence.

These personnel regulations are for information only. This is not an employment contract. This document is a statement of current policies, practices, and procedures. Nothing in this document is to be interpreted as giving employees property rights in their jobs. These personnel policies, rules, and regulations may be reviewed periodically. The employer reserves the right to change any or all policies, practices, and procedures in whole or in part at any time, with or without notice to employees.

SECTION XII - TRAVEL POLICY

A. TRAVEL POLICY

The travel policy including current per diem and mileage rates will be maintained by the City Recorder

B. DISCIPLINARY ACTION

Violation of the travel rules can result in disciplinary action for employees. Travel fraud can result in criminal prosecution of officials and/or employees.

SECTION XIII – FRAUD POLICY

A. BACKGROUND

The Fraud Policy is established to facilitate the development of controls that will aid in the detection and prevention of fraud against the City of Norris/Norris Water Commission. It is the intent of the City Norris/Norris Water Commission to promote consistent municipal behavior by

providing guidelines and assigning responsibility of the development of controls and conduct of investigations.

B. SCOPE OF POLICY

This policy applies to any irregularity, or suspected irregularity, involving employees as well as board/commission members, consultants, vendors, contractors, outside agencies doing business with employees of such agencies, and/or any other parties with a business relationship with the City of Norris/Norris Water commission.

Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship to the City of Norris/Norris Water Commission.

C. POLICY

Management is responsible for the detection and prevention of fraud, misappropriations, and other irregularities. Fraud is defined as the intentional, false representation or concealment of material fact for the purpose of inducing another to act upon it to his or her injury.

Any irregularity that is detected or suspected must be reported immediately to the City Manager, who coordinates all investigations with Legal Counsel and other affected areas, both internal and external. Any irregularity involving the City Manager must be reported immediately to the Mayor of the City of Norris. Any irregularity that is detected or suspected that is not reported by a City Employee may result in disciplinary action of that employee.

D. ACTIONS CONSTITUTING FRAUD

The terms defalcation, misappropriation, and other fiscal irregularities refer to, but are not limited to:

1. Any dishonest or fraudulent act
2. Misappropriation of funds, securities, supplies or other assets
3. Impropriety in the handling or reporting of money or financial transactions
4. Profiteering as a result of insider knowledge of municipal activities
5. Disclosing confidential information to outside parties
6. Accepting or seeking anything of material value from contractors, vendors, or persons providing services/materials to the City of Norris/Norris Water Commission
7. Destruction, removal, or inappropriate use of records, furniture, fixture, and equipment: and/or any similar or related irregularity.

E. OTHER IRREGULARITIES

Irregularities concerning an employee's moral, ethical, or behavioral conduct should be resolved by the Department Supervisor and the City Manager.

If there is any question as to whether an action constitutes fraud, contact the City Manager.

F. INVESTIGATION RESPONSIBILITIES

The City Manager has the primary responsibility for the investigation of all suspected fraudulent acts as defined in this policy. If the investigation substantiates that fraudulent activities have occurred, reports will be issued to appropriate designated personnel and Norris City Council and/or Norris Water Commission, and if appropriate, the State of Tennessee Comptroller of The Treasury by the City Manager. If the suspected fraudulent activities involve the City Manager, the Mayor would be in charge of the investigation and reports will be issued to the appropriate designated personnel and Norris City Council and/or Norris Water Commission, and if appropriate, the State of Tennessee Comptroller of the Treasury by the Mayor.

Decisions to prosecute or refer the examination results to the appropriate law enforcement and/or regulatory agencies for independent investigation will be made in conjunction with legal counsel and Norris city council, as will final decisions on disposition of the case.

G. CONFIDENTIALITY

The Department Managers and/or City Manager treats all information received confidentially. Any employee who suspects dishonest or fraudulent activity will notify the Department Manager and/or City Manager immediately, and should not attempt to personally conduct investigations/interrogations related to any suspected fraudulent act.

Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect the City of Norris/Norris Water Commission from potential civil liability.

SECTION XIV – TITLE VI POLICY

A. POLICY

The City of Norris complies with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), which states that “no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

Any person who believes that discrimination has occurred by The City of Norris on the basis of race, color or national origin, including limited English proficiency (LEP), in violation of Title VI may file a written complaint with the Tennessee Human Rights Commission. Complaints must be filed within 180 days of the alleged discriminatory act. Complaints may also be filed with the state or federal agency involved, or the United States Department of Justice. For more information, please contact the Tennessee Human Rights Commission.

B. LIMITED ENGLISH PROFICIENCY PROCEDURE

The City of Norris does not discriminate against anyone with Limited English Proficiency (LEP), who participates in our programs and/or services. We have taken steps to ensure that all individuals will be able to communicate, either through written or oral language services, with all members of our staff. These steps are as follows:

1. Employees will have access to “I Speak” cards.

2. Once language proficiency is determined, employees will have the City Manager (865) 494-7645 available to assist the individual in determining his/her need.
3. If the need is not urgent or life threatening, employees will defer to their supervisors what steps need to be taken. The steps are, but not limited to, the following:
 - a) If the need is for a document to be translated, the supervisor will have the document translated as soon as possible, without jeopardizing his/her duties as a supervisor.
 - b) If the need is for oral language interpretive services, the supervisor will take appropriate actions to provide the assistance as soon as possible through with AVAZA Language Services Corporation at (615) 534-3400, without jeopardizing his/her duties as a supervisor.
 - c) The supervisor has the obligation to the safety of his/her employees as well as to the people of the City of Norris to assist the needs of all persons. This includes not leaving his/her work place unless it is an emergency.
4. On an ongoing basis, **The City of Norris** will assess changes in demographics, types of services or other needs that may require reevaluation of this policy and its procedures. In addition, **The City of Norris** will regularly assess the efficacy of these procedures, including but not limited to mechanisms for securing interpreter services, equipment used for the delivery of language assistance, complaints filed by LEP persons, and feedback from the public and community organizations.

Any person who thinks there has been discrimination against him/her because of LEP should contact the Title VI Coordinator at (865) 494-7645.

C. TITLE VI COMPLAINTS OF DISCRIMINATION

Title VI complaints must be submitted *in writing, signed*, and submitted within 180 calendar days of the alleged discriminatory act. The complaint may be filed with the allegedly discriminating agency, the Tennessee Human Rights Commission (THRC), the relevant state agency, or the relevant federal agency.

The following information should be included in a Title VI complaint:

- The name, address, and telephone number of the complaining party. **The complaint must be signed and filed within 180 calendar days of the alleged discriminatory act.** If you are filing on behalf of another person, include your name, address, telephone number and your relation to that person (for example: friend, attorney, parent, etc.).
- The name and address of the agency, institution, or department alleged to have committed the discriminatory act.
- How, why, and when the discriminatory act(s) occurred. Please include as much background information as possible about the alleged acts of discrimination. Include names of individuals involved in the discrimination, if you know them, as well as any other relevant information.
- The names, addresses, and phone numbers of any witnesses, if known, that the investigating agency may contact for additional information to support or clarify your allegations.
- The complaint should be sent to the City of Norris, Title VI Coordinator; P.O. Box 1090, Norris, Tennessee 37828.

- The Tennessee Human Rights Commission's (THRC) Title VI Compliance Program will be notified of any complaints within ten (10) business days of receipt.

DISCLAIMER: Please do not submit confidential information, such as your Social Security Number, Driver's License number, or birthdate with your Title VI Complaint.

Upon receipt of the complaint, the City of Norris Title VI staff will evaluate jurisdiction, the need for additional information, and investigate the merit of the complaint. If the complaint is filed by an internal party, the City of Norris does not have jurisdiction and will forward it to the appropriate agency having jurisdiction to review it.

If the City of Norris has jurisdiction to investigate, the City of Norris will investigate the complaint and notify parties of the final decision in writing. If the investigation indicates that a violation did not occur, the City of Norris will notify the parties of the final decision in writing.

If complainant is not satisfied with the results of the investigation, the complainant may appeal to the appropriate Federal agency.

Complainants also have the option to file a complaint directly with THRC or the appropriate Federal agency within 180 days of the alleged discrimination. THRC may be reached by phone at (615) 741-5825 or toll free at 1(800) 251-3589 or at:

William R. Snodgrass Tennessee Tower
312 Rosa L Parks Ave, 23rd Floor
Nashville, TN 37243

For more information regarding the City of Norris' Title VI program, please contact:

Title VI Coordinator:

City Mayor
(865) 494-7645



ORDINANCE NUMBER 643

AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE, AMENDING THE ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2022 AND ENDING JUNE 30, 2023

- WHEREAS,** the budget process is one of the most important activities undertaken by governments for the public welfare with the budget process being used to make program services and capital decisions and allocate scarce resources to programs, services, and capital; and
- WHEREAS,** Tennessee Code Annotated § 6-56-208 allows the governing body to amend the annual budget ordinance in the same manner as any other ordinance may be; and
- WHEREAS,** the Municipal Budget Law of 1982 requires that the governing body of each municipality adopt and operate under an annual budget ordinance presenting a financial plan with at least the information required by that state statute, that no municipality may expend any moneys regardless of the source except in accordance with a budget ordinance and that the governing body shall not make any appropriation in excess of estimated available funds; and
- WHEREAS,** the budget ordinance is the legal document whereby the governing body appropriates funds and thereby gives the legal authority for expenditures of the City as required by state law.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NORRIS, TENNESSEE THAT THE FOLLOWING AMENDMENTS ARE MADE TO THE BUDGET ORDINANCE FOR THE FISCAL YEAR ENDING JUNE 30, 2023:

SECTION 1: Ordinance 630 is hereby amended as follows:

General Fund	Description	Increase/(Decrease)
Revenues		
Total Revenues		\$0
Appropriations		
Expenditures		
41000-252 (City Office)	Legal Services	\$56,000 64,000
41000-110 (Gen Admin)	Personnel	\$30,000
41000-948 (Gen Admin)	Computer Equip	\$2,000
41000-237 (Gen Admin)	Advertising	\$1,000
41000-253 (Gen Admin)	Acc & Auditing	\$7,200
41000-280 (Gen Admin)	Travel	\$7,500
41000-510 (Gen Admin)	Liab Ins	\$3,000
45160-242 (NR - Animal)	Water	\$500
45160-329 (NR - Animal)	Other Oper. Supplies	\$3,200
45100-269 (NR - Trees)	Repair & Maint. Other	\$1,200
45100-551 (NR - Trees)	Trustee Fees	\$700
45100-320 (NR - Trees)	Operating Supplies	\$1,500
Total Appropriations		\$63,100 114,700

Solid Waste Fund	Description	Increase/(Decrease)
Revenues		
Total Revenues		\$0
Appropriations		
Expenditures		
43230-248	Rec/Res. Contract	\$6,000
43230-249	Refuse/Res. Contract	\$9,500
43230-258	Commercial Refuse	\$2,500
Total Appropriations		\$18,000

- SECTION 2:** The City Council of the City of Norris authorizes the City Recorder to make said changes in the account system.
- SECTION 3:** Severability. Each section, paragraph, sentence, and clause of this ordinance is declared to be separate and severable. The invalidity of any section, subsection, paragraph, sentence, or clause shall not affect the validity of any other provision of the ordinance.
- SECTION 4:** Repealer. All ordinances and parts of ordinances which are inconsistent with any provision of this ordinance are hereby repealed to the extent of such inconsistency.
- SECTION 5:** Effective. This ordinance shall take effect and be in force from and after its approval as required by law.

First Reading: _____

Public Hearing: _____

Second Reading: _____

Signed, Mayor

Attest, City Manager



ORDINANCE NUMBER 647

AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE, AMENDING THE ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2022 AND ENDING JUNE 30, 2023

- WHEREAS,** the budget process is one of the most important activities undertaken by governments for the public welfare with the budget process being used to make program services and capital decisions and allocate scarce resources to programs, services, and capital; and
- WHEREAS,** Tennessee Code Annotated § 6-56-208 allows the governing body to amend the annual budget ordinance in the same manner as any other ordinance may be; and
- WHEREAS,** the Municipal Budget Law of 1982 requires that the governing body of each municipality adopt and operate under an annual budget ordinance presenting a financial plan with at least the information required by that state statute, that no municipality may expend any moneys regardless of the source except in accordance with a budget ordinance and that the governing body shall not make any appropriation in excess of estimated available funds; and
- WHEREAS,** the budget ordinance is the legal document whereby the governing body appropriates funds and thereby gives the legal authority for expenditures of the City as required by state law.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NORRIS, TENNESSEE THAT THE FOLLOWING AMENDMENTS ARE MADE TO THE BUDGET ORDINANCE FOR THE FISCAL YEAR ENDING JUNE 30, 2023:

SECTION 1: Ordinance 630 is hereby amended as follows:

Water & Sewer Fund	Description	Increase/(Decrease)
Revenues		
Total Revenues		\$0
Appropriations		
Expenditures		
52317-110	Personnel	\$12,000
52317-137	Certification Bonus	\$2,000
52113-110	Personnel	\$22,000
52113-114	PT Personnel	\$5,500
52113-141	Payroll Taxes	\$2,800
52113-142	Hospital & Health Ins	\$2,000
52113-241	Electric	\$9,000
52113-244	Gas	\$3,000
52211-260	Repairs & Maint Serv	\$193,000
52113-260	Repairs & Maint Serv	\$23,000
Total Appropriations		\$274,300

SECTION 2: The City Council of the City of Norris authorizes the City Recorder to make said changes in the account system.

SECTION 3: Severability. Each section, paragraph, sentence, and clause of this ordinance is declared to be separate and severable. The invalidity of any section, subsection, paragraph, sentence, or clause shall not affect the validity of any other provision of the ordinance.

SECTION 4: Repealer. All ordinances and parts of ordinances which are inconsistent with any provision of this ordinance are hereby repealed to the extent of such inconsistency.

SECTION 5: Effective. This ordinance shall take effect and be in force from and after its approval as required by law.

First Reading: _____

Public Hearing: _____

Second Reading: _____

Signed, Mayor

Attest, City Manager



ORDINANCE 646

AN ORDINANCE AMENDING TITLE 10, CHAPTER 2, DOGS AND CATS, BY ADDING LANGUAGE TO REGULATE THE DISPOSAL OF ANIMAL WASTE AND INTRODUCE A TRIAL PERIOD FOR ADOPTING PETS

WHEREAS, the City Council of Norris, Tennessee has established an Animal Commission, and

WHEREAS, when not properly disposed of, animal solid waste poses a threat to the health and safety of the individuals in the City of Norris, and

WHEREAS, the Animal Commission has recommended that action be taken to address issues of animal solid waste within the city, and

WHEREAS, the City Council of Norris, Tennessee is empowered to make changes to City Code per Article IV and Article V of the City Charter.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NORRIS AS FOLLOWS:

SECTION 1. That section 10-216 of the Norris Municipal Code be deleted in its entirety and replaced with the following:

10-216. Adoptions. (1) Adoption of animals shall take place on a first come, first serve basis. No animal may be held without formal adoption in place.

(2) The city assumes no liability or financial responsibility for vetting or ownership costs after an adoption is finalized and no guarantees shall be made as to the health or history of the animal. Exceptions may be made on a case-by-case basis and only with approval by the Public Works Director or City Manager.

(3) Animals adopted from the Norris Animal Shelter may be returned to the Norris Animal Shelter for no reimbursement within three (3) weeks of the date of adoption.

SECTION 3. That the Norris Municipal Code Title 10, Chapter 2, Dogs and Cats, be amended by adding section 10-221 as follows:

10-221. Removal of animal waste required. The owner of every animal shall be responsible for the removal of any excreta deposited by his animal(s) on public walks, recreation areas, public parks, or private property not belonging to the owner/custodian of such animal.

(1) Nothing in this section shall be construed to apply to horse solid waste in the W1 -

Watershed District as defined by the City of Norris Zoning Ordinance.

(2) Violators will be subject to a \$50 fine for each violation.

SECTION 3. That if any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance.

SECTION 4. That this ordinance shall take effect from and after its final passage, the public welfare requiring it.

Adopted First Reading: _____

Public Hearing: _____

Adopted Second Reading: _____

Chris Mitchell, Mayor

Attest:

City Manager

ORDINANCE 648

**AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE
AMENDING THE ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1,
2023 AND ENDING JUNE 30, 2024**

- WHEREAS, *Tennessee Code Annotated* § 9-1-116 requires that all funds of the State of Tennessee and all its political subdivisions shall first be appropriated before being expended and that only funds that are available shall be appropriated; and
- WHEREAS, the Municipal Budget Law of 1982 requires that the governing body of each municipality adopt and operate under an annual budget ordinance presenting a financial plan with at least the information required by that state statute, that no municipality may expend any moneys regardless of the source except in accordance with a budget ordinance and that the governing body shall not make any appropriation in excess of estimated available funds; and
- WHEREAS, the City of Norris has published the annual operating budget and budgetary comparisons of the proposed budget with the prior year (actual) and the current year (estimated) in a newspaper of general circulation not less than ten (10) days prior to the meeting where the Board will consider final passage of the budget.

**NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL
OF THE CITY OF NORRIS, TENNESSEE AS FOLLOWS:**

SECTION 1: That the governing body projects anticipated revenues from all sources and appropriates planned expenditures for each department, board, office or other agency of the municipality, herein, presented together with the actual annual receipts and expenditures of the last preceding fiscal year and the estimated annual expenditures for the current fiscal year, and from those revenues and unexpended and unencumbered funds as follows for fiscal year 2023, and including the projected ending balances for the budget year, the actual ending balances for the most recent ended fiscal year and the estimated ending balances for the current fiscal years:

General Fund	Actual 2021-2022	Estimated 2022-2023	Budgeted 2023-2024
Revenues			
Local Taxes	\$ 1,197,602	\$ 1,194,700	\$ 1,218,800
Licenses and Permits	13,337	21,250	14,200
Intergovernmental	293,562	789,654	357,120
Charges for Services	28	100	50
Fines and Forfeitures	4,082	3,680	3,500
Miscellaneous Revenues	172,726	238,850	175,940
Total Revenues	\$ 1,681,337	\$ 2,248,234	\$ 1,769,610
Appropriations			
Expenditures			
General Government	\$ 298,842	\$ 470,582	\$ 645,113
Public Safety	566,960	667,925	862,360
Public Works	311,520	782,943	529,221
Parks and Recreation	20,121	31,757	125,842
Library and Archives	32,246	32,250	33,200
Conservation of Natural Resources	3,180	4,950	3,500
Other Natural Resources	5,742	6,950	8,000
Community Development	5,608	6,000	9,500
Transfers Out to Other Funds	-	-	-
Total Appropriations	\$ 1,244,219	\$ 2,003,358	\$ 2,216,736
Change in Fund Balance	\$ 437,118	\$ 244,876	\$ (447,126)
Beginning Fund Balance	\$ 1,223,088	\$ 1,660,206	\$ 1,905,082
Ending Fund Balance	\$ 1,660,206	\$ 1,905,082	\$ 1,457,956
Ending Fund Balance as % of Appropriations	133%	95%	66%

State Street Aid Fund	Actual 2021-2022	Estimated 2022-2023	Budgeted 2023-2024
Revenues			
State Gas and Motor Fuel Taxes	\$ 57,023	\$ 62,000	\$ 55,900
Total Revenues	\$ 57,023	\$ 62,000	\$ 55,900
Appropriations			
Expenditures			
State Street Aid Expenditures	\$ 148,710	\$ -	\$ 150,000
Total Appropriations	\$ -	\$ -	\$ 150,000
Change in Fund Balance	\$ 57,023	\$ 62,000	\$ (94,100)
Beginning Fund Balance	\$ 203,629	\$ 260,652	\$ 322,652
Ending Fund Balance	\$ 260,652	\$ 322,652	\$ 228,552
Ending Fund Balance as % of Appropriations	0%	0%	152%

Drug Fund	Actual 2021-2022	Estimated 2022-2023	Budgeted 2023-2024
Revenues			
City Court Revenue	\$ -	\$ 1,000	\$ -
Total Revenues	\$ -	\$ 1,000	\$ -
Appropriations			
Expenditures			
Drug Fund Expenditures	-	-	-
Total Appropriations	\$ -	\$ -	\$ -
Change in Fund Balance	\$ -	\$ 1,000	\$ -
Beginning Fund Balance	\$ 1,565	\$ 1,565	\$ 2,565
Ending Fund Balance	\$ 1,565	\$ 2,565	\$ 2,565
Ending Fund Balance as % of Appropriations			

Solid Waste Fund	Actual 2021-2022	Estimated 2022-2023	Budgeted 2023-2024
Revenues			
Charges for Services	\$ 138,816	\$ 144,500	\$ 157,572
Miscellaneous Revenues	-	-	-
Total Revenues	\$ 138,816	\$ 144,500	\$ 157,572
Appropriations			
Expenditures			
Sanitation Services	\$ 146,737	\$ 156,550	\$ 155,500
Total Appropriations	\$ 146,737	\$ 156,550	\$ 155,500
Change in Net Position	\$ (7,921)	\$ (12,050)	\$ 2,072
Beginning Fund Balance	\$ 49,103	\$ 41,182	\$ 29,132
Ending Fund Balance	\$ 41,182	\$ 29,132	\$ 31,204
Ending Fund Balance as % of Appropriations	28%	19%	20%

Watershed Fund	Actual 2021-2022	Estimated 2022-2023	Budgeted 2023-2024
Revenues			
Permits	\$ 47,805	\$ 64,880	\$ 62,820
Other Revenues	28,276	25,800	29,000
Total Revenues	\$ 76,081	\$ 90,680	\$ 91,820
Appropriations			
Expenditures			
Conservation of Natural Resources	\$ 60,548	\$ 64,958	\$ 122,408
Total Appropriations	\$ 60,548	\$ 64,958	\$ 122,408
Change in Fund Balance	\$ 15,533	\$ 25,722	\$ (30,588)
Beginning Fund Balance	\$ 268,840	\$ 284,373	\$ 310,095
Ending Fund Balance	\$ 284,373	\$ 310,095	\$ 279,507
Ending Fund Balance as % of Appropriations	469.67%	477.38%	228.34%

Water Works Fund	Actual 2021-2022	Estimated 2022-2023	Budgeted 2023-2024
Revenues			
Charges for Services	\$ 53,837	\$ 37,702	\$ 1,660,043
Wastewater Charges	425,398	492,550	510,700
Water Charges	484,052	508,000	529,000
	\$ 963,287	\$ 1,038,252	\$ 2,699,743
Operating Expenses	869,160	1,117,834	2,962,630
Net Operating Income (Expense)	\$ 94,127	\$ (79,582)	\$ (262,887)
Net Nonoperating Revenues (Expenses)	\$ 3	\$ -	\$ -
Change in Net Position	\$ 94,130	\$ (79,582)	\$ (262,887)
Beginning Net Position	\$ 3,153,438	\$ 3,247,568	\$ 3,167,986
Ending Net Position	\$ 3,247,568	\$ 3,167,986	\$ 2,905,099
Ending Net Position as % of Appropriations	373.64%	283.40%	98.06%

SECTION 2: At the end of the current fiscal year the governing body estimates balances/(deficits) as follows:

General Fund	\$ 1,905,082
State Street Aid Fund	\$ 322,652
Drug Control Fund	\$ 2,565
Solid Waste Fund	\$ 29,132
Watershed Fund	\$ 310,095
Waterworks Fund	\$ 3,167,986

SECTION 3: That the governing body recognizes that the municipality has bonded and other indebtedness as follows:

Type of Indebtedness	Debt Authorized and Unissued	Principal Outstanding at June 30, 2023	FY 2023 Debt Interest	FY 2023 Debt Principal
	\$ -	\$0	\$0	\$0

SECTION 4: During the coming fiscal year the governing body has planned capital projects and proposed funding as follows:

Proposed Capital Projects	Proposed Amount Financed by Appropriations	Proposed Amount Financed by Grants	Proposed Amount Financed by Debt	Total Proposed Capital Projects
Butternutt Paving	\$ 150,000	\$ -	\$ -	\$ 150,000
Fire Equipment	\$ 5,000	\$ 22,500	\$ -	\$ 27,500
Roof Repair	\$ -	\$ 215,000	\$ -	\$ 215,000
Watershed Clear Creek Impro	\$ 23,500	\$ -	\$ -	\$ 23,500
Watershed Ped Gates & Bridg	\$ 7,000	\$ -	\$ -	\$ 7,000
Watershed Park & Road	\$ 6,000	\$ -	\$ -	\$ 6,000
Utility Phase I Sewer	\$ -	\$ 815,140	\$ -	\$ 815,140
Utility Water Line	\$ 200,000	\$ 800,000	\$ -	\$ 1,000,000
Utility Raw Water	\$ 85,000	\$ -	\$ -	\$ 85,000
Utility Sewer Lift Pump	\$ 11,000	\$ -	\$ -	\$ 11,000
HVAC Replacement	\$ -	\$ 35,000	\$ -	\$ 35,000
Animal Shelter	\$ -	\$ 18,000	\$ -	\$ 18,000
Creamery Park	\$ 18,000	\$ -	\$ -	\$ 18,000
McNeeley Improvements	\$ -	\$ 40,000	\$ -	\$ 40,000
Little Theatre	\$ -	\$ 2,000	\$ -	\$ 2,000
Police Vehicles	\$ 30,000	\$ -	\$ -	\$ 30,000
Mowers	\$ 14,000	\$ -	\$ -	\$ 14,000
Sidewalks	\$ -	\$ 122,000	\$ -	\$ 122,000
Computer Upgrade	\$ 8,000	\$ -	\$ -	\$ 8,000
Park & Rec Improvements	\$ -	\$ 85,000	\$ -	\$ 85,000
			Total Projects	\$ 2,712,140

- SECTION 5: No appropriation listed above may be exceeded without an amendment of the budget ordinance as required by the Municipal Budget Law of 1982 (TCA § 6-56-208). In addition, no appropriation may be made in excess of available funds except to provide for an actual emergency threatening the health, property or lives of the inhabitants of the municipality and declared by a two-thirds (2/3) vote of at least a quorum of the governing body in accord with Tennessee Code Annotated § 6-56-205.
- SECTION 6: Money may be transferrd from one line to another in the same fund in an amount of up to the funded limit by the Mayor/City Manager, subject to such limitations and procedures as set in the Budget Policy adopted by the City Council in Ordinance No. 648 adopted on **Month Day, Year** by Tennessee Code Annotated § 6-56-209. Any resulting transfers shall be reported to the governing body at its next regular meeting and entered into the minutes.
- SECTION 7: A detailed financial plan will be attached to this budget and become part of this budget ordinance. In addition, the published operating budget and budgetary comparisons shown by fund with beginning and ending fund balances and the number of full time equivalent employees required by Tennessee Code Annotated § 6-56-206 will be attached.
- SECTION 8: There is hereby levied a property tax of \$1.5439 per \$100 of assessed value on all real and personal property.
- SECTION 9: This annual operating and capital budget ordinance and supporting documents shall be submitted to the Comptroller of the Treasury or Comptroller's Designee for approval if the Town/City has notes issued pursuant to Title 9, Chapter 21, Tennessee Code Annotated or loan agreements with a public building authority issued pursuant to Title 12, Chapter 10, Tennessee Code Annotated approved by the Comptroller of the Treasury or Comptroller's Designee within fifteen (15) day of its adoption. This budget shall not become the official budget for the fiscal year until such budget is approved by the Comptroller of the Treasury or Comptroller's Designee in accordance with Title 9, Chapter 21, *Tennessee Code* Annotated (the "Statutes".) If the Comptroller of the Treasury or Comptroller's Designee determines that the budget does not comply with the Statutes, the Governing Body shall adjust its estimates or make additional tax levies sufficient to comply with the Statutes, or as directed by the Comtrroller of the Treasury or Comptroller's Designee. If the government does not have such debt outstanding, it will file this annual operating and capital budget ordinance and supporting documents with the Comptroller of the Treasury or Comptroller's Designee.
- SECTION 10: All unencumbered balances of appropriations remaining at the end of the fiscal year lapse and revert to the respective fund balances.
- SECTION 11: All ordinances or parts of ordinances in conflict with any provisions of this ordinance are hereby repealed.
- SECTION 12: If for any reason a budget ordinance is not adopted prior to the beginning of the next fiscal year, the appropriations in this budget ordinance shall become the appropriations for the next fiscal year until the adoption of the new budget ordinance in accordance with the Section 6-56-210, Tennessee Code Annotated provided sufficient revenues are being collected to support the continuing appropriations.
- SECTION 13: This ordinance shall take effect JULY, 1, 2023 the public welfare requiring it.

City Manager

Mayor

City Office		Filled	Vacant	Total
	City Manager	1	0	1
	Assistant City Manager	1	0	1
	City Recorder	1	0	1
	Admin Assistant	1	0	1
	Records Clerk (Part Time)	1	0	1
Police Department				
	Police Chief	1	0	1
	Police Lieutenant	2	0	2
	Police Officer	4	0	4
Fire Department				
	Fire Marshall (Part Time)	1	0	1
Public Works				
	Public Works Director	1	0	1
	Equipment Operator	3	0	3
	Building Codes Official (Part Time)	1	0	1
Water Department				
	Superintendent	1	0	1
	Senior Operator	1	0	1
	Operator	2	0	2
	Senior Utility Worker	1	0	1
	Operator (Part Time)	1	0	1
	City Total (full time)	15	0	15
	City Total (part time)	3	0	3
	Water Total (full time)	5	0	5
	Water Total (part time)	1	0	1

Note 1: City Manager, City Recorder, Admins Assistant, and Records Clerk are considered a resource and are partially funded by the Water Works Fund.

Note 2: Other part time positions (seasonal or less than 20 hours a week) are not listed but include: Police Dispatch, Recreation, Watershed and future Building Manager.

CITY OF NORRIS, TENNESSEE
110 General Fund

	Actual 21-22	Estimated 22-23	Budgeted 23-24
	2021-2022	2022-2023	2023-2024
REVENUES			
Local Taxes			
31111 Property Taxes - Current (ACFR 21 end)	\$ 729,430	\$ 680,000	\$ 703,000
31112 Personal Property Taxes - Current	2,153	77,000	73,000
31120 Public Utilities Property Tax - Current	6,811	7,400	6,800
31200 Property Taxes - Delinquent	19,210	9,000	10,000
31300 Interest, Penalty & Court Costs - Prop Tax	1,918	2,300	1,800
31511 Payment In-Lieu-of Taxes - Electric Utility	17,918	18,500	18,000
31600 Local Option Sales Tax	252,463	270,000	262,000
31710 Wholesale Beer Tax	63,104	57,000	61,500
31720 Wholesale Liquor Tax	59,581	41,500	44,000
31730 Mixed Drink Tax	3,683	5,000	2,700
31800 Business Taxes	19,467	6,000	14,000
31912 Cable TV Franchise Tax	21,864	21,000	22,000
Total Local Taxes	\$ 1,197,602	\$ 1,194,700	\$ 1,218,800
Licenses & Permits			
32210 Beer Licenses	\$ 700	\$ 1,200	\$ 1,200
32410 Animal Registration	1,014	1,550	1,000
32600 Building and Related Permits	11,623	18,500	12,000
Total Licenses and Permits	\$ 13,337	\$ 21,250	\$ 14,200
Intergovernmental Revenue			
33400 Police Supplements - State Grant	\$ 4,000	\$ 81,800	\$ 5,600
33430 TDOT Enhancement Grant - Sidewalk East	-	-	-
SRTS Sidewalk Grant	-	-	122,000
33450 GHSO Grant	-	-	-
33460 COVID 19 State Grant	-	-	-
33480 Local Planning Grant	-	-	-
33490 Local Gov Recovery (TN)	32,527	-	-
33510 State Sales Tax	182,592	192,000	190,000
33520 State Income Tax	5,278	10,500	10,500
33530 State Beer Tax	730	800	736
33552 State City Streets and Transportation	2,982	4,200	3,234
33590 Bank Excise Tax	4,894	4,500	4,550
33591 TVA In-Lieu-of Tax	16,602	19,000	19,000
33592 Sports Betting- State Shared Tax	1,557	1,520	1,500
33800 Local Agency Project Grant -SIA Sawmill Rd	42,400	-	-
33801 ARPA Funds	-	475,334	-
Total Intergovernmental Revenue	\$ 293,562	\$ 789,654	\$ 357,120
Charges for Services			
34111 Duplicating Services	\$ 28	\$ 100	\$ 50
Total Charges for Services	\$ 28	\$ 100	\$ 50
Fines & Penalties			
35110 City Court Fines and Costs	\$ 3,603	\$ 2,700	\$ 3,000
35140 Drug Related Fines	308	350	300
35160 Court Fines and Costs From County Courts	171	630	200
Total Fines & Penalties	\$ 4,082	\$ 3,680	\$ 3,500

110 General Fund

	2021-2022	2022-2023	2023-2024
Other Revenue			
33730 Public Entity Partners Safety Grant	1,000	1,000	1,000
33800 E911 Funds	-	-	-
36100 Interest Income	1,893	1	30,000
36211 Community Building Rental	-	250	400
36212 Tower Rent	29,582	29,000	29,000
36213 Pavilion Rental	660	600	600
36330 Sale of Equipment	15,800	2,285	-
36420 OSM Parking Contract	1,000	1,000	1,000
36550 Tree Commission Donations	-	-	3,000
36700 Animal Shelter Donations	6,472	5,200	6,500
36710 Recreation Comm. Donations	10,024	1,300	2,500
36710-CDB Community Development Board Donations	-	5,000	5,500
36720 Recreation Tennis Court Improvements	-	-	-
36721 Donations - Organizations No. 1	-	-	650
36730 Recreation Donations- Fireworks	-	5,000	5,000
36732 Trail Benches	3,573	1,500	1,500
36735 Norris Little Theatre Donations	-	-	3,000
36738 Norris Volunteer Fire Dept. Donations	6,011	4,000	20,000
36739 Recycle Commission Donations	-	-	-
Operating Transfers In From Other Funds	-	-	-
36960 Watershed Fund	-	42,714	45,290
36990 Miscellaneous Refunds	78,337	-	1,000
37199 Miscellaneous Revenue	18,374	140,000	20,000
37494 Sale of Material	-	-	-
Total Other Revenue	\$ 172,726	\$ 238,850	\$ 175,940
TOTAL REVENUE	\$ 1,681,337	\$ 2,248,234	\$ 1,769,610
Beginning Fund Balance	\$ 1,223,088	\$ 1,682,506	\$ 1,927,382
Available for Appropriation	\$ 2,904,425	\$ 3,930,740	\$ 3,696,992

110 General Fund

2021-2022 2022-2023 2023-2024

EXPENDITURES

41000 General Government - City Office

110 Personnel	\$ 134,701	\$ 189,000	\$ 223,305
114 Part-Time Personnel	10,414	14,000	13,260
134 Bonus	433	4,183	541
141 Payroll Taxes	10,844	15,849	18,138
142 Hospital and Health Insurance	7,657	21,750	38,010
143 Retirement	3,047	5,350	7,909
146 Workers' Compensation	762	1,000	1,200
147 Unemployment Insurance	116	250	350
148 Training - Employee	1,305	1,500	1,500
211 Postage, Box Rent, Etc.	1,363	1,000	1,400
223 Publications, Reports, Etc.	580	550	500
224 Duplication	3,629	3,500	3,600
235 Memberships, Fees and Tuition	3,231	3,000	4,000
237 Advertising	2,247	2,500	2,000
250 Professional Services (ETDD, MTAS, Chamber	10,702	14,000	11,000
252 Legal Services	3,289	65,000	7,000
253 Accounting and Auditing Services	11,250	14,000	13,000
255 Data Processing Services - Local Government	13,048	14,000	16,000
259 Other Professional Services - Web Design	2,267	4,000	7,000
280 Travel	438	8,500	4,500
291 Physical/Drug Testing	135	550	300
310 Office Supplies and Materials	3,262	3,300	2,800
320 Operating Supplies	968	1,400	500
329 Other Operating Supplies	-	-	-
510 Liability Insurance	28,602	37,000	36,100
551 Trustee Fees	1,670	0	500
555 Bank Service Charges	2,731	1,800	1,600
948 Computer Equipment	287	4,500	2,000

41800 Community Building - City Office

241 Electric	8,325	8,750	9,500
242 Water	2,657	2,950	3,000
244 Gas	983	1,300	1,200
245 Telephone and Other Communications	13,090	10,000	7,200
260 Repair & Maintenance Services	5,801	4,200	155,000
290 Contractual Services - HVAC,FireAlarm, Pest C	1,707	1,500	1,400

41900 McNeeley Building

241 Electric	3,175	4,800	5,500
242 Water	1,271	1,400	1,600
260 Repair and Maintenance Services	1,511	2,000	1,600
266 Repair and Maintenance Buildings	9	1,000	40,000
290 Contractual Services - HVAC,FireAlarm, Pest C	1,335	1,200	1,000
329 Other Operating Supplies	-	-	100

Total General Government \$ 298,842 \$ 470,582 \$ 645,113

110 General Fund

	2021-2022	2022-2023	2023-2024
42000 Police			
110 Personnel	\$ 221,813	\$ 240,000	\$ 349,752
112 Overtime Personnel	29,407	28,000	30,000
114 Part-Time Personnel	19,026	16,000	10,000
119 Health Insurance Incentive	1,250	2,500	2,500
129 Holiday Pay	15,288	17,000	19,500
132 State Bonus	4,800	4,800	5,600
134 Bonus	11,833	25,000	10,050
141 Payroll Taxes	23,672	25,497	32,696
142 Hospital and Health Insurance	74,097	80,000	83,858
143 Retirement	34,611	19,038	25,044
146 Workers' Compensation	10,414	13,000	14,000
147 Unemployment Insurance	191	2,800	500
148 Training - Employee	2,913	3,000	3,500
211 Postage, Box Rent, Etc.	78	100	200
216 Radio and TV Services	280	600	500
220 Printing and Duplicating	53	550	800
235 Memberships, Fees and Tuition	700	1,000	1,500
237 Advertising	-	-	-
241 Electric	5,144	5,900	6,000
242 Water	1,084	1,200	1,200
244 Gas	1,981	1,800	1,900
245 Telephone and Other Communications	14,209	12,750	5,000
261 Repair and Maintenance Motor Vehicles	5,404	4,000	5,000
264 Repair and Maintenance Traffic Lights, Etc.	57	-	500
266 Repair and Maintenance Buildings - Roof Rep	843	300	100,000
269 Repair and Maintenance Other	677	750	1,000
280 Travel	1,657	2,000	1,500
286 Vehicle Purchase	-	54,000	30,000
290 Dispatch and other contractual serv.	14,797	7,500	8,000
291 Physical/Drug Testing	135	-	360
298 Collection Fees (litigation tax)	259	100	500
310 Office Supplies and Materials	2,173	2,800	2,800
320 Operating Supplies	215	500	500
326 Clothing and Uniforms	3,000	4,500	4,000
327 Fire Arm Supplies	2,447	3,500	3,500
329 Other Operating Supplies	7,880	4,500	3,000
331 Fuel Charges	14,070	14,000	15,000
333 Other Equipment	2,040	17,000	3,500
334 Tires, Tubes, Etc.	947	1,200	2,500
341 Consumable Tools	-	100	-
999 Other 911	-	-	-

110 General Fund

	2021-2022	2022-2023	2023-2024
42200 Fire Department			
114 FireMarshall cost to 42000-110	(168)	-	-
141 Payroll Taxes	173	85	-
142 Hospital and Health Insurance	-	-	-
143 Retirement	-	-	-
147 Unemployment Insurance	-	-	-
148 Employee Education and Training	1,167	1,250	3,500
162 Volunteer Firemen	2,050	6,800	5,000
216 Radio and TV Services	128	900	600
220 Printing and Duplicating	-	105	400
245 Telephone and Other Communications	389	400	600
246 Fire Hydrant Rental	12,200	12,200	12,200
261 Repair and Maintenance Motor Vehicles	2,454	2,000	12,000
291 Physical/Drug Testing	666	600	600
320 Operating Supplies - gear-scba bottles	9,780	14,000	10,000
322 Chemical, Lab and Medical Supplies	-	-	500
329 Operating Expense -Active911, EmergRpt	643	1,600	600
331 Fuel Charges	966	700	1,100
333 Other Equipment - Truck 3 Equip	3,275	5,000	-
340 Norris Volunteer Fire Dept. Donation Expense	3,792	5,000	10,500
990 Capital Equipment	-	-	19,000
Total Public Safety	\$ 566,960	\$ 667,925	\$ 862,360

110 General Fund

	2021-2022	2022-2023	2023-2024
43000 Public Works			
110 Personnel	\$ 135,343	\$ 174,000	\$ 179,199
112 Overtime Personnel	589	600	500
114 Part-Time Personnel -Building Codes Insp	4,504	5,000	4,800
116 Temporary Personnel	243	-	-
134 Bonus	433	17,000	6,433
135 Animal Control Bonus	1,350	-	-
141 Payroll Taxes	10,669	15,040	14,607
142 Hospital and Health Insurance	48,165	41,000	50,115
143 Retirement	12,154	6,000	5,807
146 Workers' Compensation	6,096	7,560	7,560
147 Unemployment Insurance	135	180	200
148 Training - Employee	-	-	1,000
216 Radio & TV Services	104	-	-
220 Printing, Duplicating, Typing, & Binding	-	105	-
235 Memberships, Fees and Tuition	686	250	300
241 Electric	2,098	2,300	2,400
242 Water	1,096	1,000	1,000
245 Telephone and Other Communications	4,643	8,900	5,000
247 Street Lighting	22,331	25,000	25,000
261 Repair and Maintenance Motor Vehicles	10,243	11,000	8,000
265 Parks and Grounds Maintenance	20,828	16,000	20,000
266 Repair and Maintenance Buildings	3,936	3,000	14,000
268 Repair and Maintenance Roads and Streets	1,570	2,000	5,000
269 Repair and Maintenance Trees	3,237	3,000	12,000
280 Travel	-	-	200
291 Physical/Drug Testing	550	300	300
310 Office Supplies and Materials	390	100	500
320 Operating Supplies	1,046	2,800	2,700
326 Clothing and Uniforms	2,227	2,800	3,000
329 Other Operating Supplies	8	600	-
331 Fuel Charges	10,845	13,000	15,000
334 Tires, Tubes, Etc.	227	1,600	2,000
341 Consumable Tools and PPE	1,270	1,400	1,000
342 Signs, Parts and Supplies	781	500	600
471 Asphalt and Asphalt Filler	923	2,500	5,000
735 Local Agency Project - Norris Indust. Park	-	208,408	-
771 TDOT Enhancement Grant	-	-	-
775 Oil Recycling Expenses	-	-	-
776 Safe Route To School Grant	-	-	122,000
940 Machinery and Equipment	2,800	210,000	14,000
Total Public Works	\$ 311,520	\$ 782,943	\$ 529,221

110 General Fund

	2021-2022	2022-2023	2023-2024
44400 Parks and Recreation			
110 Personnel	\$ 2,082	\$ -	\$ -
114 Part-Time Personnel	2,371	6,500	6,500
141 Payroll Taxes	362	497	497
147 Unemployment Insurance	14	195	195
241 Electric	542	650	650
242 Water	3,317	3,500	3,500
291 Physical/Drug Testing	270	300	300
310 Office Supplies & Materials	-	115	-
312 Small Items of Equipment	241	500	2,200
320 Operating Supplies	459	10,000	75,000
325 Fireworks Supplies	9,300	7,500	7,000
329 Other Operating Supplies	1,163	2,000	30,000
Total Parks and Recreation	\$ 20,121	\$ 31,757	\$ 125,842

110 General Fund	2021-2022	2022-2023	2023-2024
44800 Library and Archives			
720 Grants and Donations to Other Institutions	\$ 32,246	\$ 32,250	\$ 32,250
329 Other Operating (Archives)	\$ -	\$ -	\$ 950
Total Library and Archives	\$ 32,246	\$ 32,250	\$ 33,200
45100 Conservation of Natural Resources Landscaping			
269 Repair and Maintenance Other	\$ 1,980	\$ 1,250	\$ 200
320 Operating Supplies	1,200	3,000	3,300
551 Trustee Fees	0	700	-
Total Conservation of Natural Resources	\$ 3,180	\$ 4,950	\$ 3,500
45160 Other Natural Resources Animal Shelter			
241 Electric	\$ 803	\$ 950	\$ 1,000
242 Water	\$ 548	\$ 1,000	\$ 1,000
329 Other Operating Supplies	4,391	5,000	6,000
Total Other Natural Resources	\$ 5,742	\$ 6,950	\$ 8,000
47100 Community Development			
237 Advertising	\$ -	\$ 500	\$ 1,000
320 Operating Supplies (Concert on Commons)	\$ 5,608	\$ 5,500	\$ 5,500
329 Other Operating (Norris Little Theatre)	\$ -	\$ -	\$ 3,000
Total Community Development	\$ 5,608	\$ 6,000	\$ 9,500
43000			
761 Transfers Out to Other Funds	\$ -		
Transfers In from Other Funds	\$ 22,300		\$ 22,000
Total Other Financing Sources			
TOTAL EXPENDITURES	\$ 1,244,219	\$ 2,003,358	\$ 2,216,736
Excess (deficit) of revenues over (under) expenditures	\$ 459,418	\$ 244,876	\$ (425,126)
Beginning Fund Balance	\$ 1,223,088	\$ 1,682,506	\$ 1,927,382
Ending Fund Balance	\$ 1,682,506	\$ 1,927,382	\$ 1,502,256
Beginning Cash Balance	\$ 1,423,592	\$ 1,883,010	\$ 2,127,886
Ending Cash Balance	\$ 1,883,010	\$ 2,127,886	\$ 1,702,760

CITY OF NORRIS, TENNESSEE
121 State Street Aid Fund

	Actual	Estimated	Budgeted
	2021-2022	2022-2023	2023-2024
REVENUES			
33551 State Gas and Motor Fuel Taxes	\$ 57,023	\$ 62,000	\$ 55,900
TOTAL REVENUES	\$ 57,023	\$ 62,000	\$ 55,900
Beginning Fund Balance	\$ 203,629	\$ 111,942	\$ 173,942
Available for Appropriation	\$ 260,652	\$ 173,942	\$ 229,842
EXPENDITURES			
43100			
268 Repair and Maintenance of Roads and Streets	148,710	-	150,000
TOTAL EXPENDITURES	\$ 148,710	\$ -	\$ 150,000
Excess Revenues Over (Under) Expenditures	\$ (91,687)	\$ 62,000	\$ (94,100)
Ending Fund Balance	\$ 111,942	\$ 173,942	\$ 79,842
BEGINNING CASH BALANCE	\$ 190,686	\$ 98,999	\$ 160,999
ENDING CASH BALANCE	\$ 98,999	\$ 160,999	\$ 66,899

**CITY OF NORRIS, TENNESSEE
DRUG CONTROL FUND**

	Actual	Estimated	Budgeted
	2021-2022	2022-2023	2023-2024
619			
Revenues			
35140 City Court Revenue	\$ -	\$ 1,000	\$ -
Total Revenues	\$ -	\$ 1,000	\$ -
Beginning Fund Balance	\$ 1,565	\$ 1,565	\$ 2,565
Available for Appropriation	\$ 1,565	\$ 2,565	\$ 2,565
42129 Expenditures			
328 Drug Education			
742 Special Investigative Funds	-	-	
Capital Outlay	-	-	
Total Expenditures	\$ -	\$ -	\$ -
Revenues Over/(Under) Expenditures	\$ -	\$ 1,000	\$ -
Ending Fund Balance	\$ 1,565	\$ 2,565	\$ 2,565
Beginning Cash Balance	\$ 1,565	\$ 1,565	\$ 2,565
Ending Cash Balance	\$ 1,565	\$ 2,565	\$ 2,565

CITY OF NORRIS, TENNESSEE

123 Watershed Fund

		Actual	Estimated	Budgeted
		2021-2022	2022-2023	2023-2024
OPERATING REVENUES				
36690	Wood Permits	\$ 25	\$ 30	\$ 20
36691	Hunting	3,855	3,850	3,800
36693	Rifle Range Permits	43,925	61,000	59,000
36212	Tower Rent	25,784	24,000	28,000
37199	Miscellaneous	2,492	1,800	1,000
TOTAL REVENUES		\$ 76,081	\$ 90,680	\$ 91,820
45110 Conservation of Natural Resources Watershed				
114	Part-Time Personnel	\$ 11,112	\$ 12,000	\$ 18,600
141	Payroll Taxes	717	918	1,423
142	Hospital and Health Insurance	-	-	-
147	Unemployment Insurance	28	40	30
220	Printing and Duplicating	1,640	300	1,000
259	Other Professional Services	-	-	-
261	Repair and Maintenance Motor Vehicles	6,121	500	1,500
265	Repair and Maintenance Grounds	15,119	5,000	13,500
290	Other Contractual Services (ETP)	504	1,000	1,500
291	Physical/Drug Testing	405	500	360
310	Office Supplies and Materials	-	-	85
320	Other Operating Supplies	188	500	200
331	Fuel Charges	-	100	350
342	Sign Parts and Supplies	744	100	400
551	Trustee Fees	1,670	1,000	1,670
51600				
900	Capital Outlay	-	-	\$ 36,500
759	Operating Transfers Out	\$ 22,300	\$ 43,000	\$ 45,290
Total Conservation of Natural Resources		\$ 60,548	\$ 64,958	\$ 122,408
Change in Fund Balance		\$ 15,533	\$ 25,722	\$ (30,588)
Beginning Fund Balance		\$ 268,840	\$ 284,373	\$ 310,095
Ending Fund Balance		\$ 284,373	\$ 310,095	\$ 279,507
Beginning Cash		\$ 248,758	\$ 270,769	\$296,491
Estimated Cash Balance		<u>\$ 270,769</u>	<u>\$ 296,491</u>	<u>\$265,903</u>

TOWN OF NORRIS, TENNESSEE
128 Solid Waste Fund

	Actual 2021-2022	Estimated 2022-2023	Budgeted 2023-2024
REVENUES			
34410 Refuse Collection Charges	\$ 26,777	\$ 25,750	\$ 28,620
34430 Refuse Collection and Disposal Charges	112,039	118,750	128,952
36960 Transfers In From Other Funds	-	-	-
TOTAL REVENUES	\$ 138,816	\$ 144,500	\$ 157,572
EXPENDITURES			
43230			
248 Recycle/Residential Contract	\$ 43,786	\$ 47,750	\$ 47,500
249 Refuse/Residential Contract	69,951	75,900	75,500
258 Commercial Refuse	33,000	32,900	32,500
329 Other Operating Supplies	0	0	0
354 City Refuse/Recycle Containers	-	-	-
TOTAL EXPENDITURES	\$ 146,737	\$ 156,550	\$ 155,500
Excess Revenues Over (Under) Expenditu	\$ (7,921)	\$ (12,050)	\$ 2,072
Beginning Fund Balance	\$ 49,103	\$ 41,182	\$ 29,132
Ending Fund Balance	\$ 41,182	\$ 29,132	\$ 31,204
BEGINNING CASH BALANCE	\$ 29,709	\$ 21,788	\$ 9,738
ENDING CASH BALANCE	\$ 21,788	\$ 9,738	\$ 11,810

CITY OF NORRIS, TENNESSEE
413 Water & Sewer Fund

		Actual	Estimated	Budgeted
		2021-2022	2022-2023	2023-2024
OPERATING REVENUES				
Charges for Services				
33193	ARPA Grants	\$ -	\$ -	\$ 1,615,140
33730	Tenn Safety Grant	\$ -	\$ -	\$ 300
36100	Interest Earnings	\$ -	\$ 2	\$ 3
37130	Fire Service and Hydrant Rentals	\$ 12,200	\$ 12,200	\$ 12,200
37191	Forfeited Discounts and Penalties	12,429	6,000	13,000
37195	Installation Charges	4,800	3,000	4,800
37196	Water Tap Fees	2,775	500	1,100
37199	Miscellaneous	8,660	4,000	2,000
37293	Sale of Parts	123	-	-
37294	Installation Charges (Turn On)	-	-	-
37299	Miscellaneous	3,214	1,000	500
37990	Other Non-Operating (NDSP Contract)	9,636	11,000	11,000
Total Charges for Services		\$ 53,837	\$ 37,702	\$ 1,660,043
Wastewater Charges				
37210	Sewer Service Charges	\$ 424,848	\$ 492,000	\$ 510,000
37220	Sewer Inspection Fees	550	550	550
37290	Other Operating Revenue - Sewer Stoppages	-	-	150
Total Wastewater Charges		\$ 425,398	\$ 492,550	\$ 510,700
Water Charges				
37110	Metered Water Sales	\$ 479,802	\$ 504,000	\$ 525,000
37120	Flat Rate Water Sales to Gen Customers	4,250	4,000	4,000
Total Water Charges		\$ 484,052	\$ 508,000	\$ 529,000
TOTAL OPERATING REVENUES		\$ 963,287	\$ 1,038,252	\$ 2,699,743

		Actual	Estimated	Budgeted
		2021-2022	2022-2023	2023-2024
	OPERATING EXPENSES			
52113	Water Purification			
110	Personnel	\$ 32,571	\$ 70,000	\$ 69,777
112	Overtime Personnel	386	500	1,200
114	Part-Time Personnel	1,362	15,000	8,970
134	Christmas Bonus	-	2,717	217
137	Certification Bonus	-	-	1,700
141	Payroll Taxes	2,147	6,000	6,263
142	Hospital and Health Insurance	12,327	28,000	34,539
143	Retirement (with 3% hybrid match)	(2,160)	1,800	2,274
148	Employee Education and Training	219	500	500
170	Fees	-	-	1,000
241	Electric	24,008	40,000	40,500
244	Gas	3,117	6,500	6,000
245	Telephone and Other Communications	12,689	4,000	6,000
260	Repairs and Maintenance Services	17,088	15,000	15,000
291	Physical/Drug Testing (Random Drug Test)	-	-	240
320	Operating Supplies	5,777	500	2,500
322	Chemical, Lab and Medical Supplies	12,075	15,000	15,000
329	Other Operating Supplies (combined with 320)	808	500	1,000
389	Independent Lab Analysis	-	2,000	1,000
900	Capital Outlay	-	-	85,000
	Total Purification	\$ 122,414	\$ 208,017	\$ 298,680

		Actual	Estimated	Budgeted
		2021-2022	2022-2023	2023-2024
52114	Transmission and Distribution			
110	Personnel	\$ 37,000	\$ 9,000	\$ 37,980
112	Overtime Personnel	-	200	2,000
114	Part-Time Personnel	14,751	8,500	8,970
134	Christmas Bonus	217	108	108
137	Certification Bonus	750	-	1,500
141	Payroll Taxes	4,063	1,300	3,868
142	Hospital and Health Insurance	11,454	5,000	22,334
143	Retirement (with 3% hybrid match)	(2,015)	300	1,298
260	Repairs and Maintenance Services (equipment	-	-	1,000
291	Physical/Drug Testing (New and random)	520	340	240
320	Operating Supplies	-	500	1,000
322	Chemical, Lab and Medical Supplies	885	1,000	1,000
329	Other Operating Supplies	110	-	-
331	Fuel Charges	6,854	9,000	9,000
332	Motor Vehicle Parts	2,941	250	3,000
338	Repair Parts for Water Lines, Meters, Hydrants,	38,258	25,000	26,000
341	Consumable Tools	910	500	1,000
391	Water Meters	-	959	1,000
900	Capital Outlay	-	-	-
934	Drainage, Water Supply&Storage, WW Disp.	-	-	1,000,000
	Total Transmission and Distribution	\$ 116,698	\$ 61,957	\$ 1,121,298

		Actual	Estimated	Budgeted
		2021-2022	2022-2023	2023-2024
52211	Sewage Collection			
110	Personnel	\$ 8,330	\$ 17,000	\$ 19,118
112	Overtime Personnel	-	-	4,000
114	Part-Time Personnel	2,044	8,500	8,970
134	Christmas Bonus	-	1,250	-
137	Certification Bonus	-	-	750
141	Payroll Taxes	766	2,000	2,512
142	Hospital and Health Insurance	840	9,000	11,513
143	Retirement	(457)	100	745
148	Employee Education and Training	-	500	500
241	Electric (Lift Stations)	224	1,300	1,300
260	Repairs and Maintenance Services	165,354	200,000	7,500
291	Physical/Drug Testing	-	-	240
320	Operating Supplies	-	-	11,000
329	Other Operating Supplies	-	-	-
900	Capital Outlay	-	-	-
934	Drainage, Water Supply&Storage, WW Disp.	-	-	815,140
	Total Sewage Collection	\$ 177,101	\$ 239,650	\$ 883,288

		Actual	Estimated	Budgeted
		2021-2022	2022-2023	2023-2024
52213	Sewage Treatment and Disposal			
110	Personnel	58,706	65,000	64,597
112	Overtime Personnel	2,186	3,600	3,500
134	Christmas Bonus	108	3,900	2,008
136	Time In Service Bonus	1,500	-	-
137	Certification Bonus	-	-	1,500
141	Payroll Taxes	4,760	5,000	5,478
142	Hospital and Health Insurance	15,437	16,000	16,159
143	Retirement	(30,585)	5,000	4,790
148	Employee Education and Training	-	-	500
170	Fees	3,907	4,000	4,000
241	Electric	33,841	31,000	35,000
245	Telephone and Other Communications	11,399	11,000	5,000
260	Repairs and Maintenance Services	14,822	16,000	16,500
295	Landfill Services	13,837	14,500	15,000
320	Operating Supplies	665	9,000	10,000
322	Chemical, Lab and Medical Supplies	19,408	20,000	21,000
326	Clothing and Uniforms	4,243	4,200	5,000
329	Other Operating Supplies	266	500	40,000
390	Other Supply Items	-		
	Total Sewage Treatment and Disposal	\$ 154,500	\$ 208,700	\$ 250,032

		Actual 2021-2022	Estimated 2022-2023	Budgeted 2023-2024
52316	Customer Billing			
211	Postage, Box Rent, etc.	\$ 4,141	\$ 5,500	\$ 6,000
255	Data Processing Services	8,708	13,000	14,000
	Total Customer Billing	\$ 12,849	\$ 18,500	\$ 20,000
52317	Administrative and General			
110	Personnel	\$ 125,707	\$ 142,000	\$ 148,115
111	Secretary/Treasury Personnel	6,006	6,000	6,000
112	Overtime Personnel	87	300	1,000
114	Part-Time Personnel	11,130	14,000	13,260
133	City Bonus	-	750	750
134	Christmas Bonus	109	6,500	217
136	Time In Service Bonus	5,000	-	-
137	Certification Bonus	2,250	6,000	6,000
141	Payroll Taxes	11,308	13,900	13,031
142	Hospital and Health Insurance	17,650	27,000	28,990
143	Retirement	(44,397)	8,000	10,455
146	Workers' Compensation	8,129	10,100	10,100
147	Unemployment Insurance	10	50	500
148	Employee Education and Training	540	200	500
220	Printing, Duplication, etc.	1,231	800	1,250
235	Memberships and Registration Fees	3,075	2,500	3,000
237	Advertising	925	400	800
252	Legal Services	169	4,000	800
253	Accounting and Auditing Services	11,250	12,000	13,000
256	Consultant Services	-	-	1,000
280	Travel	-	-	500
310	Office Supplies and Materials	2,149	1,500	2,500
320	Operating Supplies	83	300	500
329	Other Operating Supplies	-	10	-
510	Liability Insurance	17,681	20,200	22,064
555	Bank Service Charges	1,776	1,500	2,000
620	Notes - Series 2015	-	-	-
640	Interest on Notes (Loan 1)	2,032	-	-
741	Bad Debt Expense	-	-	-
948	Computer Equipment	2,812	5,000	3,000
	Total Administrative and General	\$ 186,712	\$ 283,010	\$ 289,332

	Actual	Estimated	Budgeted
	2021-2022	2022-2023	2023-2024
52523-540 Depreciation	\$ 98,886	\$ 98,000	\$ 100,000
TOTAL OPERATING EXPENSES	\$ 869,160	\$ 1,117,834	\$ 2,962,630
OPERATING INCOME (LOSS)	\$ 94,127	\$ (79,582)	\$ (262,887)
NON-OPERATING REVENUES (EXPENSES)			
36100 Interest Income	\$ 3		
TOTAL NON-OPERATING REVENUES (EXPENSES)	\$ 3	\$ -	\$ -
CHANGE IN NET POSITION	\$ 94,130	\$ (79,582)	\$ (262,887)
Beginning Net Position July 1	\$ 3,153,438	\$ 3,247,568	\$ 3,167,986
Ending Net Position June 30	\$ 3,247,568	\$ 3,167,986	\$ 2,905,099
Beginning Cash	\$ 1,120,469	\$ 1,073,716	\$ 1,092,134
Estimated Cash Balance	<u>\$ 1,073,716</u>	<u>\$ 1,092,134</u>	<u>\$ 929,247</u>