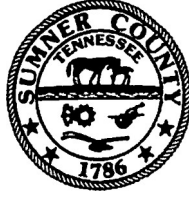


STATE OF TENNESSEE
Sumner County



Date: _____

Board of County Commissioners
RESOLUTION

No. _____

**A RESOLUTION ESTABLISHING THE PROCEDURES FOR SUMNER COUNTY
EMPLOYEES TO INTRODUCE AND ESCALATE EMPLOYEE COMPLAINTS**

WHEREAS, the employees of the Sumner County government are promised a decent, fair, and respectable workplace environment; and

WHEREAS, the maintenance of such workplace conditions remains a top priority of the Sumner County government; and

WHEREAS, an outlined set of practices for Sumner County employees who wish to either establish or escalate a complaint against a fellow employee delivers a clear path for resolution; and

BE IT RESOLVED by the Sumner County Board of County Commissioners meeting in regular session on this the 18th day of September 2023, consistent with Tennessee Code Annotated, that this body does hereby approve the practices for Sumner County employees to introduce and escalate employee complaints attached herein:

Complaints Against a Subordinate Employee or Employee of Equal Authority:

Any Sumner County employee who wishes to file a complaint against a subordinate or employee of equal authority is to direct their complaint to their immediate supervisor. Said supervisor is to review the complaint, weigh its merits, and either mediate a resolution, take appropriate action, or, if applicable, escalate the complaint to their supervisor.

Complaints Against an Immediate Supervisor

Any Sumner County employee who wishes to file a complaint against their immediate supervisor is to direct their complaint to the supervisor of the person to whom the employee has a complaint. The receiving party is to review the complaint, weigh its merits, and either mediate a resolution or take appropriate action.

Complaints Against Other Supervisory Staff

Any Sumner County employee who wishes to file a complaint against any supervisory staff who is not their direct supervisor is to direct their complaint to their department head or the responsible elected official, whichever is appropriate. The receiving party is to review the complaint, weigh its merits, and either mediate a resolution or take appropriate action.

Complaints Against an Official

Any Sumner County employee who wishes to file a complaint against the elected or appointed official presiding over their department is to direct their complaint to the Office of the Law Director. The Law Director is to review the complaint, weigh its merits, and choose to mediate a resolution or, no more than ninety days after receiving the complaint, notify the Sumner County Ethics and Conduct Committee of their findings for appropriate action to be taken.

Complaints Against the Law Director

Any employee in the Office of the Law Director who wishes to file a complaint against the Law Director is to direct their complaint to the Chair of the Sumner County Commission. The Chair is to review the complaint, weigh its merits, and either recommend a path for mediation or, no more than ninety days after receiving the complaint, present their findings to the County Commission for appropriate action to be taken.

Escalation by an Aggrieved Employee

Should an employee, having taken and documented steps taken to resolve an issue, not find redress for a particular complaint, that employee may take their issue to the Law Director's Office.

BE IT FURTHER RESOLVED that this policy is to replace any prior resolutions or departmental policies dictating the procedures for introducing or escalating a complaint against another Sumner County employee.

CERTIFICATE OF ACTION

COUNTY MAYOR

COUNTY CLERK

DATE

Ayes: ____ Nays: ____ Abs: ____

APPROVED:

REJECTED: