

STATE OF TENNESSEE  
Sumner County



Date: MARCH 25, 2024

Board of County Commissioners  
**RESOLUTION**

No. 2403-02

**TITLE: A RESOLUTION AFFIRMING GENERAL SESSIONS  
II/JUVENILE COURTS' ADOPTION OF THE SUMNER COUNTY  
GENERAL PERSONNEL POLICIES AND PROCEDURES**

**BE IT RESOLVED** by the Sumner County Board of County Commissioners meeting in regular session on this the 25<sup>th</sup> day of March 2024, that this body hereby affirms the General Sessions II/Juvenile Courts' discontinuation of their use of the Juvenile Court Policies and Procedures and subsequent adoption of the Sumner County General Personnel Policies and Procedures, to include Amendments 1 & 2.

CERTIFICATE OF ACTION

  
\_\_\_\_\_  
COUNTY CLERK

  
\_\_\_\_\_  
COUNTY MAYOR

3/26/2024  
\_\_\_\_\_  
DATE

**UNANIMOUS VOICE VOTE**

Ayes: \_\_\_\_ Nays: \_\_\_\_ Abs: \_\_\_\_

APPROVED:  REJECTED:

657 South Water Avenue  
Gallatin, TN 37066  
615•451-6016

General Sessions II  
Juvenile Court

# Memo

**To:** Legislative Committee  
**From:** Judge Howard  
**CC:** Law Director's Office  
**Date:** March 6, 2024  
**Re:** Adopting County General Personnel Policies and Procedures

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General Sessions Division II/Juvenile Court would like to adopt the current County General Personnel Policies and Procedures along with Amendment 1 and Amendment 2. This would replace our current Juvenile Policies and Procedures which have become outdated. Our goal is to make our policies in line with all other county offices.



JULY 18, 2022

Date

STATE OF TENNESSEE  
Sumner County



STATE OF TENNESSEE, SUMNER COUN

I, the undersigned County Clerk, do hereby certify that this is a true and correct copy of the original instrument filed in this office. Given under my hand and the seal of office

This 20<sup>th</sup> day of July 20 22

Bill Kemp, Clerk by Geoff Mitchell, F  
SUMNER COUNTY CLERK

# Board of County Commissioners RESOLUTION

No. 2207-08

**TITLE**

**A RESOLUTION AMENDING THE GENERAL PERSONNEL POLICY**

BE IT RESOLVED, by the Sumner County Board of County Commissioners meeting in regular session on this the 18<sup>th</sup> day of July 2022, that this body hereby amends the general personnel policy as follows:

**VACATION LEAVE**

As of June 30 of each year, vacation time earned and balances available will be reported to the finance department for each full-time employee. These balances will be confirmed and certified with the department head, office holder, and individual employee.

All vacation for full-time employees will accrue forward in the following format.

- On the six-month anniversary date- One week, not to exceed forty (40) hours.
- First year anniversary date- One week, not to exceed forty (40) hours.
- Years two through four (2-4) on the anniversary date- Two weeks, not to exceed (80) hours.
- Year five (5) and forward on the anniversary date- Three weeks, not to exceed one hundred twenty (120) hours

Part-time and temporary employees do not qualify for nor accrue any vacation leave.

After the first six months of employment, upon separation of full-time employment, balances shall be prorated forward from the most recent anniversary date until the separation date.

At the employee's request, upon separation, accumulated vacation hours or a portion thereof can be converted to sick hours in lieu of a payout.

Accumulation of Vacation Time- Accumulated vacation time may be carried forward for up to six weeks (not to exceed 240 hours) at the end of any fiscal year. Any amounts in excess of six weeks (or 240 hours) at the end of any fiscal year will automatically be rolled over to sick time. Employees may not carry a negative balance at any point.

Any full-time employee hired within the past twelve months of the adoption of this policy and their six-month anniversary date has passed will be credited for one week, not to exceed forty (40) hours of vacation time.

**CERTIFICATION OF ACTION**

Bill Kemp  
COUNTY CLERK

Anthony Holt  
COUNTY MAYOR

7/20/2022  
DATE

Ayes 19 Nays 1 Abs 0

APPROVED:

REJECTED:

AUGUST 15, 2022

Date

STATE OF TENNESSEE  
Sumner County



Board of County Commissioners  
**RESOLUTION**

No. 2208-12

**TITLE** A RESOLUTION AMENDING THE GENERAL PERSONNEL POLICY

**BE IT RESOLVED**, by the Sumner County Board of County Commissioners meeting in regular session on this the 15<sup>th</sup> day of August 2022, that this body hereby amends the general personnel policy as follows:

**Current -  
Birthday (day of birth or closest workday)**

**Replaced with the following:  
Birthday (within three calendar days before or after the employee's birthday)**

CERTIFICATION OF ACTION

Bill Kemp  
COUNTY CLERK

Anthony Holt  
COUNTY MAYOR  
8/17/2022  
DATE

Ayes 22 Nays 1 Abs 0

APPROVED:  REJECTED: