



PERSONNEL POLICY

Town of Louisville

Revised January 13, 2026



Town of Louisville

The Town of Louisville Employee Handbook has been developed to provide general guidelines about Town of Louisville policies and procedures for employees. It is a guide to assist you in becoming familiar with some of the privileges and obligations of your employment.

The personnel policies of the Town of Louisville are established by the Board of Mayor and Alderman, which has delegated authority and responsibility to the mayor. The mayor may, in turn, delegate authority for administering specific policies. Employees are encouraged to consult with the mayor or their designee for additional information regarding the policies, procedures, and privileges described in this Handbook.

The Town of Louisville will provide everyone a copy of this Handbook upon employment. All employees are expected to abide by it. The highest standards of personal and professional ethics and behavior are expected of all employees. The Town of Louisville further expects each employee to display good judgment, diplomacy, and courtesy in their professional relationships with members of Town of Louisville Board of Mayor and Alderman, committees, membership, staff, and the public for which it serves.

VOLUNTARY AT-WILL EMPLOYMENT- *All employment at Town of Louisville is "At-will" and the Town is an "at will" employer under Tennessee law. That means that employees may be terminated from employment with the Town of Louisville with or without cause, and employees are free to leave the employment of the Town of Louisville with or without cause. The mayor and/or Board of Mayor and Alderman has authority to discharge an employee from the employ of the Town of Louisville. Employees have no proprietary rights to employment. The Town reserves the right to change all such policies, practices, and procedures in the whole or in part at any time, with or without notice.*

EQUAL EMPLOYMENT OPPORTUNITY- Town of Louisville shall follow the spirit and intent of all federal, state, and local employment law and is committed to equal employment opportunity. To that end, the Board of Mayor and Alderman of Town of Louisville will not discriminate against any employee or applicant in a manner that violates the law.

The Town of Louisville is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under federal, state, or local law. Town of Louisville policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination, and social, educational, and recreational programs. The Board of Mayor and Alderman shall function as the responsible agent in the full implementation of the Equal Employment Opportunity policy.

If you have any questions regarding this policy, please contact your immediate supervisor and/or the mayor.



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Hours of Work -The normal work week for the Town of Louisville administrative employees shall consist of three (3), eight (8) hour days and two (2), four and a half (4.5) hour days including a thirty (30) minute (paid) lunch. The normal work week for the Town of Louisville maintenance & streets department shall consist of five (5), eight-hour days including thirty (30) minutes (paid) for lunch.

- Field personnel: Work hours are from 7:00 a.m. - 3:00 p.m. - Monday through Friday,
- Office personnel: Work hours are from 8:30 a.m. - 4:30 p.m. - Monday, Tuesday, and Thursday. Work hours are from 8:30 a.m. - 1:00 p.m. - Wednesday & Friday.

Attendance and Punctuality- Attendance is a key factor in your job performance. Punctuality and regular attendance are expected of all employees. Excessive absences (whether excused or unexcused), tardiness or leaving early is unacceptable. If you are absent for any reason or plan to arrive late or leave early, you must notify your immediate supervisor as far in advance as possible and no later than one hour before the start of your scheduled workday. In the event of an emergency, you must notify your immediate supervisor as soon as possible.

For all absences you must call your immediate supervisor prior to the start of each scheduled workday. When reporting an absence, you should let your immediate supervisor know when a return-to work date will be. If absent for two (2) or more days, you may be required to provide a written physician's note to return to work as proof of the need for any illness-related absence regardless of the length of the absence.

Except as provided in other policies, an employee who is absent from work for three (3) consecutive days without notification to his or her immediate supervisor will be considered to have voluntarily resigned his or her employment. The employee's final paycheck may be mailed to the last mailing address on file with the Town of Louisville upon the return of any issued company uniforms and company keys.

Excessive absences, tardiness or leaving early will be grounds for discipline up to and including termination. Depending on the circumstances, including the employee's length of employment, the town of Louisville may counsel employees prior to termination for excessive absences, tardiness or leaving early.

Overtime- Overtime pay is for any time worked more than 40 hours in a week. The immediate supervisor may authorize overtime. Overtime rate is one and one half time (1½) the employee's straight time rate. Payment of overtime will be provided in the pay period following the period in which it is earned.

Emergency call-in- Upon any emergency call, additional employees may be called in to assist with repairs or clean-up by the immediate supervisor. Employees called in will receive four (4) hours minimum pay for each time called out plus time worked if over four (4) hours. If an employee has exceeded forty (40) working hours within that week, the time worked will be paid at the overtime rate. The four-hour minimum pay cannot be taken again if an employee receives another call while still working on the original call; however, the employee will be paid for actual time worked during the additional call. If the employee has returned home and then receives another call, he or she will collect the four hours minimum pay for that call, plus time worked over four (4) hours.



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Meal Periods and Rest Breaks- To the extent practical, meal periods will be uniform for employees in similar job positions and shall not be less than thirty (30) minutes in duration. If an employee chooses not to take advantage of rest breaks, this time may not be accumulated and added to lunch period or any type of leave. Rest breaks are permitted up to twenty minutes and may be taken all at once or at various times. Rest breaks may not be used to alter arrival or departure time or used in conjunction with the meal period.

A paid lunch period (bona fide meal period) of (30) minutes shall be provided to all employees except in cases of emergency.

Dress, Uniform and Appearance- The Town seeks to present a positive and professional appearance through its employees. Employees are expected to be clean through proper personal hygiene and always wear proper attire or uniforms in a manner appropriate for their jobs. Employees are responsible for their dress, uniform, and appearance.

Personal Grooming- Clothing must be clean, in good condition and fit appropriately. Neat and well-groomed hair, sideburns, mustaches, and beards. Secured long hair (hair must be tied back to prevent potential for being caught in equipment). Clothing must not interfere with the safe operation of equipment. Limited jewelry and no dangling or large hoop jewelry that may create a safety hazard to self or others. A general rule of thumb is that if a pencil can be passed through a hoop earring it is not safe to wear in operating equipment.

Office Staff Attire- Employees should consider the necessity to continually conduct themselves in a professional fashion, and dress in such a way that will not create a negative perception by customers, either internal or external. Employees in the office can wear casual attire.

Maintenance Employee Attire- Employees must wear appropriate company-branded shirts as part of daily attire; the Town will provide shirts twice a year. Employees can wear jeans (not supplied by company) and/or company supply pants (no rips, tears, or stains). Employees are required to wear informal business attire when attending Town functions such as meetings and/or classes. Closed toe shoes are required (preferably steel toe) such as tennis shoes, boots. Required employees will receive \$200 annually for boot reimbursement.

Personal Protective Equipment- Personal/Protective safety equipment must be always worn in areas where such equipment is required.

Drug and Alcohol Testing Policy- ~~To provide a safe, healthy, productive, and drug-free working environment for its employees to properly conduct the public business, the town of Louisville has adopted a drug and alcohol testing policy. The types of tests required are pre-employment, transfer, reasonable suspicion, post-accident, random, return-to-duty, and follow-up post rehabilitation testing. A copy of the full policy can be obtained from the mayor or their designee.~~



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Purpose

The purpose and goal of this program is to send a clear message that the use of alcohol and drugs in the workplace is prohibited. Also, this program is to encourage our employees to voluntarily seek help with alcohol and drug problems.

The town recognizes that the use and abuse of drugs and alcohol in today's society is a serious problem that may involve the workplace. It is the intent of the town to provide all employees with a safe and secure workplace in which each person can perform his/her duties in an environment that promotes individual health and workplace efficiency. Employees of the town are public employees and must foster the public trust by preserving the employee and employer's reputation for integrity, honesty, and responsibility.

To provide a safe, healthy, productive and drug-free working environment for its employees to properly conduct the public business, the town has adopted this drug and alcohol testing policy that balances our respect for individuals with the need to maintain an alcohol and drug free environment (effective November 10, 2025). This policy complies with the Federal 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);¹ 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. In the case of this policy, the Omnibus Transportation Employee Testing Act of 1991 is most significant with its additional requirement of using the "split specimen" approach to alcohol testing, which provides an extra safeguard for employees. The types of tests required are: pre-employment (for safety-sensitive positions), transfer (for certain safety-sensitive positions), reasonable suspicion, post-accident, random (for safety-sensitive positions), return-to-duty, and follow-up post rehabilitation testing.

The town has no intention of interfering with the private lives of its employees unless involvement with alcohol or other drugs off the job affects job performance or public safety. This policy does not preclude the appropriate use of legally prescribed medication that does not adversely affect the mental, physical, or emotional ability of the employee to safely and efficiently perform his/her duties. It is the employee's responsibility to inform the proper supervisory personnel of his/her use of any legally prescribed medication that may impair his/her ability to safely perform the job before the employee goes on duty or performs any work. Any information obtained from the employee's disclosure will be maintained and treated in accordance with the ADA and other applicable laws.

¹ [49 CFR 382.601\(b\)\(12\)](#) requires that CDL holders be informed of:

The requirement that the following personal information collected and maintained under this part shall be reported to the Clearinghouse:

- (i) A verified positive, adulterated, or substituted drug test result;
- (ii) An alcohol confirmation test with a concentration of 0.04 or higher;
- (iii) A refusal to submit to any test required by subpart C of this part;
- (iv) An employer's report of actual knowledge, as defined at § 382.107:
 - (A) On duty alcohol use pursuant to § 382.205;
 - (B) Pre-duty alcohol use pursuant to § 382.207;
 - (C) Alcohol use following an accident pursuant to § 382.209; and
 - (D) Controlled substance use pursuant to § 382.213;
- (v) A substance abuse professional (SAP as defined in § 40.3 of this title) report of the successful completion of the return-to-duty process;
- (vi) A negative return-to-duty test; and
- (vii) An employer's report of completion of follow-up testing.



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It is the policy of the town that the use of alcohol and illegal drugs by its employees, and impairment in the workplace due to the use of 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 town property while under the influence of drugs and/or alcohol;
2. engaging in the manufacture, sale, distribution, use, or unauthorized possession of illegal drugs at any time and of alcohol while on duty or while in or on town property;
3. refusing or failing a drug and/or alcohol test administered under this policy;
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.

In order to educate the employees about the dangers of drug and/or alcohol abuse, the town shall sponsor an **annual** information and education program for all employees and supervisors. Information will be provided on the signs and symptoms of drugs and/or alcohol abuse; the effects of drug and/or alcohol abuse on an individual's health, work and personal life; the town's policy regarding drugs and/or alcohol; and the availability of counseling.² The **mayor** has been designated as the town official responsible for answering questions regarding this policy and its implementation.³

All town owned or furnished property is for official use only and may be subject to inspection at any time without notice. There is no expectation of privacy in such property. Property includes, but is not limited to: vehicles, desks, containers, files, cell phones, computers, and lockers. Employee-assigned lockers that are locked by the employee are also subject to inspection by the employee's supervisor in the presence of the employee after reasonable advance notice to the employee, unless such notice is waived by the **mayor** due to reasonable cause to suspect criminal activity.

Scope

Provisions of this policy apply to all employees of the town, with the exception of pre-employment, transfer, and random selection testing, which applies only to safety-sensitive positions. The policy also applies to all applicants who have been given a conditional offer of employment.

Consent Form

Before a drug and/or alcohol test is administered, employees and applicants will be asked to sign a consent form authorizing the test and permitting release of test results to the laboratory, medical review officer (MRO), **Mayor**, or his/her designee. The consent form also provides authorization for certified or licensed attending medical personnel to take and have analyzed appropriate specimens to determine if drugs or alcohol were present in the employee's system. In the event that the applicant or employee is a minor, parental consent for drug testing will be required.

² This information and education program is optional and considered a best practice. An annual/semi-annual information and education program is not required by either TNDFWP or USDOT/FMCSA.

³ This personnel designation in the policy is required for any policy that includes CDL drivers. See [49 CFR 382.601\(b\)\(1\)](#).



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Compliance with Substance Abuse Policy

Compliance with the 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 for disciplinary action up to and including immediate termination of employment. The submission by an applicant or employee of a urine sample that is not his/her own or is adulterated **will** be grounds for refusal to hire or for disciplinary action up to and including immediate termination of employment.

Duty to Report Convictions

Any employee convicted of violating a criminal drug statute must inform the director of his/her department of such conviction (including pleas of guilty and *nolo contendere*) in writing within five calendar days of the conviction occurring. The organization will take appropriate action within 30 days of notification. Failure to so inform the town subjects the employee to disciplinary action up to and including termination of employment for the first offense. If appropriate, the town will notify the federal contracting officer pursuant to applicable provisions of the Drug-Free Workplace Act and the Omnibus Transportation Employee Testing Act.

Drug Testing Identification Requirement

When required to appear for drug testing, an applicant or employee must present a valid government issued photo ID to the appropriate collection personnel. Failure to present a valid, government issued photo ID is equivalent to refusing to take the test, resulting in denial of employment or disciplinary action up to and including immediate termination of employment.

DRUG TESTING

Under the drug-free workplace policy there are various reasons for the implementation of drug tests and include but are not limited to the following:

1. Deter employees from abusing drugs and alcohol.
2. Prevent the hiring of individuals who use illegal drugs.
3. Provide early identification and referral of employees who have drug and/or alcohol problems.
4. Provide a safe workplace for other employees.
5. Ensure general public safety and instill citizen confidence that employees are working safely.

The town's drug testing program will follow the Substance Abuse and Mental Health Services Administrations' (SAMHSA) mandatory guidelines for workplace drug testing which include having a MRO review the test. Testing will be done for those drugs identified in the SAMHSA guidelines (marijuana, cocaine, opiates, amphetamines and phencyclidine) for which drug laboratories are certified.

1. TYPES OF TESTS

Pre-employment

All applicants for employment in safety-sensitive positions who have received a conditional offer of employment with the town must submit to a drug test before receiving a final offer of employment.

Transfer/Promotion



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Employees transferring/being promoted to a safety sensitive position shall undergo drug testing. "Safety sensitive positions" include, but are not limited to, police officers, firefighters, positions requiring a commercial driver's license, public works positions involving the operation of heavy construction equipment, water/wastewater plant operators, all positions involving the construction and maintenance of electrical lines, teachers and other positions having responsibility for the safety and care of children. If the employee tests positive, the offer of the transfer or promotion will be withdrawn and the employee may be disciplined, up to and including termination, and/or required to participate in rehabilitation as described in this policy.

Post-Accident/Post Incident

(NOTE – All employees are subject to post-accident drug testing.)

Following any workplace accident (incident) any employee in a safety sensitive position who was directly involved in the accident (incident) will be required to take a post-accident (post-incident) drug test.

Testing Based on Reasonable Suspicion

(NOTE – All employees are subject to reasonable suspicion testing.)

Reasonable suspicion testing is also referred to as probable cause testing and is required for **any** employee where there is reasonable suspicion to believe the employee is using or is under the influence of drugs.

The decision to test for reasonable suspicion must be based on a reasonable and articulate belief that the employee is using or has used drugs. This belief should be based on recent, physical, behavioral or performance indicators of possible drug use. Possible causes requiring a testing of reasonable suspicion include specific, objective, and articulable facts concerning appearance, behavior, speech, body odors or performance. One supervisor who has received drug detection training that complies with DOT regulations must make the decision to test and must observe the employee's suspicious behavior. Among other things, such facts and inferences may be based upon, but not limited to, the following, as provided by Tennessee Code Annotated § 50-9-103 and Tenn. Comp. R. and Reg. 0800-02-12-.03(21):

- (A) Observable phenomena while at work such as direct observation of substance abuse or of the physical symptoms or manifestations of being impaired due to substance abuse;
- (B) Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance;
- (C) A report of substance abuse provided by a reliable and credible source;
- (D) Evidence that an individual has tampered with any substance abuse test during his or her employment with the city;
- (E) Information that an employee has caused or contributed to an accident while at work;
- (F) Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the employer's premises or while operating the employer's vehicle, machinery, or equipment; or
- (G) Involvement in an accident which results in an injury to another individual or in property damage



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exceeding five thousand dollars (\$5,000.00), or such minimum amount as set by U.S.DOT Guidelines, if less.

Supervisory personnel of the town making a determination to subject any employee to drug testing based on reasonable suspicion shall document their specific reasons and observations in writing to the **mayor** within **(2 hours)** hours of the decision to test and before the results of the urine drug tests are received by the department. Urine collection for reasonable suspicion testing may be monitored or observed.

Random Testing – Safety Sensitive Positions⁴

Random testing shall be unannounced. Every employee in the random testing pool has an equal chance of being chosen for testing every time a random selection is drawn. Only employees of the town holding safety sensitive positions are subject to random drug testing. "Safety sensitive positions" include, but are not limited to, police officers, firefighters, positions requiring a commercial driver's license, public works positions involving the operation of heavy construction equipment, water/wastewater plant operators, all positions involving the construction and maintenance of electrical lines, teachers and other positions having responsibility for the safety and care of children. While positions requiring a commercial driver's license are also considered safety sensitive positions, CDL holders will be tested in a separate pool pursuant to federal requirements as set forth in a separate section of this policy.

A minimum of fifteen (15) minutes and a maximum of two (2) hours will be allowed between notification of an employee's selection for random urine drug testing and the actual presentation for specimen collection.

Random donor selection dates will be unannounced and occur with regular frequency. Some employees may be tested more than once each year while others may not be tested at all, depending on the random selection.

If an employee is unavailable to produce a specimen (i.e., vacation, sick day, out of town, work-related causes, etc.) on the date random testing occurs, the town may omit that employee from random testing or await the employee's return to work.

Random Testing – Commercial Driver's License Holders⁵

Positions requiring a commercial driver's license ("CDL") are considered safety sensitive positions and will be tested in a separate pool pursuant to federal requirements.⁶

⁴ The Tennessee Drug Free Workplace Program does not require random testing.

⁵ USDOT/FMCSA requires random testing of CDL holders. See [49 CFR 382.305](#).

⁶ Per [49 CFR 382.305\(j\)\(1\)](#), the municipality must have a separate pool for CDL holders:

(1) To calculate the total number of covered drivers eligible for random testing throughout the year, as an employer, you must add the total number of covered drivers eligible for testing during each random testing period for the year and divide that total by the number of random testing periods. Covered employees, and only covered employees, are to be in an employer's random testing pool, and all covered drivers must be in the random pool. If you are an employer conducting random testing more often than once per month (e.g., daily, weekly, bi-weekly) you do not need to compute this total number of covered drivers rate more than on a once per month basis.

(2) As an employer, you may use a service agent (e.g., a C/TPA) to perform random selections for you, and your covered drivers may be part of a larger random testing pool of covered employees. However, you must ensure that the



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Random testing shall be unannounced. Every employee in the CDL random testing pool has an equal chance of being chosen for testing every time a random selection is drawn. It is the policy of the town to annually perform random tests for drugs on at least fifty percent⁷ (50%) of the total number of drivers required to possess or obtain a commercial driver's license (CDL).⁸

A minimum of fifteen (15) minutes and a maximum of two (2) hours will be allowed between notification of an employee's selection for random urine drug testing and the actual presentation for specimen collection.

Random donor selection dates will be unannounced and occur with regular frequency. Some employees may be tested more than once each year while others may not be tested at all, depending on the random selection.

If an employee is unavailable to produce a specimen (i.e., vacation, sick day, out of town, work-related causes, etc.) on the date random testing occurs, the town may omit that employee from random testing or await the employee's return to work.

Return-to-Duty and Follow-Up

Any employee of the town who has violated the prohibited drug conduct standards must submit to a return-to-duty test, as provided in the return-to-work agreement. Follow-up tests, also referred to as post rehabilitation testing, will be unannounced, and provided in the return-to-work agreement. Follow-up testing may be extended for up to **12 months** following return to duty for safety-sensitive positions.

The employee will NOT be required to pay for his or her return-to-duty and follow-up tests accordingly.

Testing will also be performed on employees in safety-sensitive positions returning from leave or special assignment in excess of **6 months**. In this situation, the employee will not be required to pay for the testing.

2. PROHIBITED DRUGS

The substances for which testing is commonly performed are those that the National Institute for Drug Abuse (NIDA) designated as "illegal" drugs for purposes of the Federal Drug Testing programs. All drug results will be reported to the MRO. If verified by the MRO, they will be reported to the **mayor**. The following is a list of drugs for which tests will be routinely conducted:

service agent you use is testing at the appropriate percentage established for your industry and that only covered employees are in the random testing pool.

⁷ Percentage regulated by USDOT/FMCSA. Required percentage for 2022 is 50% for drug testing as found here: <https://www.transportation.gov/odapc/random-testing-rates>

⁸ In order to ensure compliance with this percentage requirement, the municipality must use a separate testing pool for CDL drivers. See 49 CFR 382.305(j)(2):

As an employer, you may use a service agent (e.g., a C/TPA) to perform random selections for you, and your covered drivers may be part of a larger random testing pool of covered employees. However, you must ensure that the service agent you use is testing at the appropriate percentage established for your industry and that only covered employees are in the random testing pool.



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1. Amphetamines
2. Marijuana (cannabinoids)
3. Cocaine (benzoyllecgonine)
4. Opiates (codeine, morphine, heroin)
5. PCP (phencyclidine)
6. 6-Acetylmorphine (heroin)
7. MDMA (ecstasy)

The town may test for additional substances listed under the Tennessee Drug Control Act of 1989 (as amended).

3. COLLECTION PROCEDURES

Testing will be accomplished as non-intrusively as possible. Affected employees, except in cases of random testing, will be taken by a supervisor or designated personnel of the town to a drug test collection facility selected by the town where a urine sample will be taken from the employee in private. The urine sample will be immediately sealed by personnel overseeing the specimen collection after first being examined by these personnel for signs of alteration, adulteration, or substitution. The sample will be placed in a secure mailing container. The employee will be asked to complete the chain-of-custody form to accompany the sample to a laboratory selected by the town to perform the analysis on collected urine samples. The chain-of-custody form is required in order to prove that a sample that tested positive for drugs or alcohol is actually the sample from the employee who is being tested.

4. DRUG TESTING LABORATORY STANDARDS AND PROCEDURES

The Department of Health and Human Services (DHHS)/Substance Abuse and Mental Health Services Administration (SAMHSA) has established standardized procedures and cutoff levels that are followed by several federal agencies, DOT and various private and governmental regulations. All collected urine samples will be sent to an authorized laboratory that is certified and monitored by the federal Department of Health and Human Services (DHHS).

The Omnibus Act requires that drug testing procedures include split specimen procedures. Each urine specimen is subdivided into two bottles labeled as a "primary" and a "split" specimen. Both bottles are sent to a laboratory. Only the primary specimen is opened and used for the urinalysis. The split specimen bottle remains sealed and is stored at the laboratory. If the analysis of the primary specimen confirms the presence of drugs, the employee has 72 hours to request sending the split specimen to another federal Department of Health and Human Services (DHHS) certified laboratory for analysis. The employee will be required to pay for his or her split specimen test(s).

For the employee's protection, the results of the analysis will be confidential except for the testing laboratory. After the MRO has determined a positive test result, the employee will be notified and the MRO will notify the **mayor**.

5. REPORTING AND REVIEWING

The **town** will designate a MRO to receive, report, and file testing information transmitted by the laboratory. This person shall be a licensed physician with knowledge of substance abuse disorders.

1. The laboratory shall report test results only to the designated MRO, who will review them in accordance with accepted guidelines and the procedures adopted by the **town**.
2. Reports from the laboratory to the MRO shall be in writing or by fax. The MRO may talk with the employee by telephone upon exchange of acceptable identification.



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3. The testing laboratory, collection site personnel, and MRO shall maintain security over the testing data and limit access to such information to the following, the **mayor**, and the employee.
4. Neither the **town**, the laboratory, nor the MRO shall disclose any drug test results to any other person except under written authorization from the affected employee, unless such results are necessary in the process of resolution of accident (incident) investigations, requested by court order, or required to be released to parties (i.e., DOT, the Tennessee Department of Labor, etc.,) having legitimate right-to-know as determined by the **town** attorney.

ALCOHOL TESTING

An applicant or employee must carry and present a valid government issued photo ID to the appropriate personnel during testing. Failure to present photo identification is equivalent to refusing to take the test.

1. TYPES OF TESTS

Post –Accident/Post Incident Testing

(NOTE – All employees are subject to post-accident alcohol testing.)

Following any workplace accident (incident) any employee involved will be required to take a post-accident (post-incident) alcohol test.

Testing Based on Reasonable Suspicion

An alcohol test is required for each employee where there is reasonable suspicion to believe the employee is using or is under the influence of alcohol.

The decision to test for reasonable suspicion must be based on a reasonable and articulate belief that the employee is using or has used alcohol. This belief should be based on recent physical, behavioral, or performance indicators of possible alcohol use. One supervisor who has received alcohol detection training that complies with DOT regulations must make the decision to test and must observe the employee's suspicious behavior.

Supervisory personnel of the **town** making a determination to subject any employee to alcohol testing based on reasonable suspicion shall document their specific reasons and observations in writing to the **mayor** immediately before the decision to test.

Random Testing – Safety Sensitive Positions⁹

Only employees of the **town** holding safety sensitive positions are subject to random alcohol testing. "Safety sensitive positions" include police officers, firefighters, positions requiring a commercial driver's license, public works positions involving the operation of heavy construction equipment, water/wastewater plant operators, all positions involving the construction and maintenance of electrical lines, teachers and other positions having responsibility for the safety and care of children. While positions requiring a commercial driver's license are considered safety sensitive positions, CDL holders will be tested in a separate pool pursuant to federal requirements as set forth in a separate section of this policy.

A minimum of fifteen (15) minutes and a maximum of two (2) hours will be allowed between

⁹ The Tennessee Drug Free Workplace Program does not require random testing.



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notification of an employee's selection for random alcohol testing and the actual presentation for testing.

Random test dates will be unannounced with regular frequency. Some employees may be tested more than once each year while others may not be tested at all, depending on the random selection.

If an employee is unavailable to produce a specimen (i.e., vacation, sick day, out of town, work-related causes, etc.) on the date random testing occurs, the **town** may omit that employee from random testing or await the employee's return to work.

Random Testing – Commercial Driver's License Holders¹⁰

Positions requiring a commercial driver's license are considered safety sensitive positions and will be tested in a separate pool pursuant to federal requirements.¹¹ It is the policy of the **town** to annually random test for alcohol at least ten percent (10%) of the total number of drivers required to possess or obtain a commercial driver's license (CDL).¹²

A minimum of fifteen (15) minutes and a maximum of two (2) hours will be allowed between notification of an employee's selection for random alcohol testing and the actual presentation for testing.

Random test dates will be unannounced with regular frequency. Some employees may be tested more than once each year while others may not be tested at all, depending on the random selection.

If an employee is unavailable to produce a specimen (i.e., vacation, sick day, out of town, work-related causes, etc.) on the date random testing occurs, the **town** may omit that employee from random testing or await the employee's return to work.

Return-to-Duty and Follow-Up

Any employee of the **town** who has violated the prohibited alcohol conduct standards must submit to a return-to-duty test, as provided in the return-to-work agreement. Follow-up tests, also referred to as post rehabilitation testing, will be unannounced, and provided in the return-to-work agreement. Follow-up testing may be extended for up to **12 months** following return to duty for safety-sensitive positions.

The employee may NOT be required to pay for his or her return-to-duty and follow-up tests accordingly.

¹⁰ USDOT/FMCSA requires random testing of CDL holders. See 49 CFR 382.305.

¹¹ Per [49 CFR 382.305\(j\)\(1\)](#), the municipality have a separate pool for CDL holders:

(1) To calculate the total number of covered drivers eligible for random testing throughout the year, as an employer, you must add the total number of covered drivers eligible for testing during each random testing period for the year and divide that total by the number of random testing periods. Covered employees, and only covered employees, are to be in an employer's random testing pool, and all covered drivers must be in the random pool. If you are an employer conducting random testing more often than once per month (e.g., daily, weekly, bi-weekly) you do not need to compute this total number of covered drivers rate more than on a once per month basis.

(2) As an employer, you may use a service agent (e.g., a C/TPA) to perform random selections for you, and your covered drivers may be part of a larger random testing pool of covered employees. However, you must ensure that the service agent you use is testing at the appropriate percentage established for your industry and that only covered employees are in the random testing pool.

¹² Percentage regulated by USDOT/FMCSA. Required percentage for 2022 is 10% for alcohol testing as found here: <https://www.transportation.gov/odapc/random-testing-rates>



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Testing will also be performed on any employee returning from leave or special assignment in excess of **6 months**. In this situation, the employee will not be required to pay for the testing.

2. ALCOHOL TESTING PROCEDURES

All breath alcohol testing conducted for the **town** will be performed using evidential breath testing (EBT) equipment and personnel approved by the National Highway Traffic Safety Administration (NHTSA).

Alcohol testing is to be performed by a qualified technician as follows:

1. **Step One:** An initial breath alcohol test will be performed using a breath alcohol analysis device approved by the National Highway Traffic Safety Administration (NHTSA). If the measured result is less than 0.02 percent breath alcohol level (BAL), the test will be considered negative. If the result is greater or equal to 0.04 BAL, the result will be recorded and witnessed, and the test shall proceed to Step Two.
2. **Step Two:** Fifteen minutes will be allowed to pass following the completion of Step One above. Before the confirmation test or Step Two is administered for each employee, the breath alcohol technician shall ensure that the evidential breath testing device registers 0.00 on an air blank. If the reading is greater than 0.00, the breath alcohol technician will conduct one more air blank. If the reading is greater than 0.00, testing shall not proceed using that instrument. However, testing may proceed on another instrument. Then Step One will be repeated using a new mouthpiece and either the same or equivalent but different breath analysis device.

The breath alcohol level detected in Step Two shall be recorded and witnessed.

If the lower of the breath alcohol measurements in Step One and Step Two is 0.04 percent or greater, the employee shall be considered to have failed the breath alcohol test.

Any breath alcohol level found between 0.02 percent BAL and 0.04 percent BAL shall result in the employee's removal from duty without pay for a minimum of 24 hours. In this situation, the employee must be retested by breath analysis and found to have a BAL of up to 0.02 percent before returning to duty with the **town**.

All breath alcohol test results shall be recorded by the technician and shall be witnessed by the tested employee and by a supervisory employee of the **town** when possible.

The completed breath alcohol test form shall be submitted to the **mayor**.

OPPORTUNITY TO CONTEST OR EXPLAIN TEST RESULTS

Employees and job applicants who have a positive confirmed drug or alcohol test result may explain or, after requesting the testing of the split specimen, contest the result to the medical review officer within five (5) working days after receiving written notification of the test result from the medical review officer. As provided in Tennessee Code Annotated § 50-9-116, the medical review officer shall only consider prescriptions issued within six (6) months prior to a positive confirmed drug result for purposes of determining a valid prescription and immunity from actions required by this policy following a positive confirmed drug result. If an employee's or job applicant's explanation or challenge is unsatisfactory to the medical review officer, the medical review officer shall report a positive test result back to the city. An employee may contest the drug test result pursuant to rules



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adopted by the Drug Free Workplace Program of the Tennessee Bureau of Workers' Compensation.

EDUCATION AND TRAINING

All Newly Hired Employees

The **town** will sponsor a drug-free awareness program for all newly hired employees consisting of 60 minutes of training. Existing employees who have undergone such training at least once previously must, at minimum, acknowledge annually in writing the existence of the **town**'s drug-free workplace policy.

Supervisory Personnel Who Will Determine Reasonable Suspicion Testing

In addition to the training for all employees, supervisory personnel who will determine whether an employee must be tested based on reasonable suspicion and all persons who supervise CDL drivers subject to these regulations will be trained to include at the minimum two 60-minute periods of training on the specific, contemporaneous, physical, behavioral, and performance indicators of both probable drug use and alcohol use. One 60-minute period will be for drugs, and one 60-minute period will be for alcohol.

Distribution of Information

The minimal distribution of information for all employees will include the display and distribution of:

1. informational material on the effects of drug and alcohol abuse;
2. an existing community services hotline number, available drug counseling, rehabilitation, and employee assistance programs for employee assistance;
3. the **town**'s policy regarding the use of prohibited drugs and/or alcohol;¹³ and
4. the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace

CONSEQUENCES OF A CONFIRMED POSITIVE DRUG AND OR ALCOHOL TEST RESULT AND/OR VERIFIED POSITIVE DRUG AND/OR ALCOHOL TEST RESULT

One of the goals of the **town**'s drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an employee violates the policy, the consequences may result in disciplinary action up to and including termination of employment. Job applicants will be denied employment with the **town** if their initial positive pre-employment drug test results have been confirmed and/or verified.

¹³ US DOT FMCSA regulations require that all CDL drivers be provided with a copy of this policy and employers receive a certificate of receipt. [49 CFR 382.601\(d\)](#) provides:

Certificate of receipt. Each employer shall ensure that each driver is required to sign a statement certifying that he or she has received a copy of these materials described in this section. Each employer shall maintain the signed certificate and may provide a copy of the certificate to the driver.

Per [49 CFR 382.601\(b\)\(11\)](#), the municipality must also provide the following information with this policy for the purposes of a certification of receipt:

Information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or a controlled substances problem (the driver's or a co-worker's); and available methods of intervening when an alcohol or a controlled substances problem is suspected, including confrontation, referral to any employee assistance program and/or referral to management;



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If a current employee's positive drug and alcohol test result has been confirmed, the employee is subject to immediate removal from any safety-sensitive function and may be subject to disciplinary action, up to and including termination. The **town** reserves the right to allow employees to participate in an education and/or treatment program approved by the **town's** Employee Assistance Program as an alternative to or in addition to disciplinary action. If such a program is offered and accepted by the employee, then the employee must satisfactorily participate in and complete the program.

No disciplinary action may be taken pursuant to this drug policy against employees who voluntarily identify themselves as drug users, obtain counseling and rehabilitation through the **town's** Employee Assistance Program or other program sanctioned by the **town**, agree to and successfully complete the terms of a return-to-work agreement, and thereafter refrains from violating the **town's** policy on drug and alcohol abuse. However, voluntary identification will not prevent removal from safety-sensitive functions or disciplinary action for the violation of the **town's** drug and alcohol testing policies and regulations, nor will it relieve the employee of any requirements for return to duty testing. (See Voluntary Disclosure).

Refusing to submit to an alcohol or drug test means that an employee: (1) fails to provide adequate breath for testing without a valid medical explanation after he/she has received notice of the requirement for breath testing in accordance with the provisions of this part; (2) fails to provide adequate urine for drug testing without a valid medical explanation after he or she has received notice of the requirement for urine testing in accordance with the provisions of this part; (3) engages in conduct that clearly obstructs the testing process; or (4) any other action specified in this policy as a refusal to submit. In either case the physician or breath alcohol technician shall provide a written statement to the **town** indicating a refusal to test.

RETURN-TO-WORK AGREEMENT

Following a violation of the drug-free workplace policy, an employee may be offered an opportunity to participate in rehabilitation. In such cases, the employee must sign and abide by the terms set forth in a return-to-work agreement as a condition of continued employment. A return-to-work agreement (RTWA) is a written document that sets forth the expectations that the **town** has for completing rehabilitation, return-to-work testing, and follow-up post-rehabilitation testing. RTWA may also include completion of return-to-duty recommendations from the substance abuse professional. RTWA also sets forth the consequences if the expectations are not met. This agreement will be used if an employee has violated the drug-free workplace policy and has been provided the opportunity to participate in rehabilitation as a condition of continued or re-employment, or voluntarily identifies as a drug user, obtains counseling and rehabilitation through the **town's** Employee Assistance Program or other program sanctioned by the **town**.

If an employee has the capacity to consent to such agreement prior to entering rehabilitation, an agreement shall be executed prior to the employee entering rehabilitation. If the employee does not have the capacity to consent to such agreement prior to entering rehabilitation, an agreement shall be executed prior to the employee returning to work.

VOLUNTARY DISCLOSURE OF DRUG AND/OR ALCOHOL USE

In the event that an employee of the **town** is dependent upon or an abuser of drugs and/or alcohol and sincerely wishes to seek professional medical care, that employee should voluntarily discuss his/her problem with the respective **department head, mayor or supervisor** in private.



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Such voluntary desire for help with a substance abuse problem may be honored by the **town**. If substance abuse treatment is required, the employee will be removed from service pending completion of the treatment. Voluntary disclosure must occur before an employee is notified of or otherwise becomes subject to a pending drug and/or alcohol test.

Affected employees of the **town** are entitled to up to thirty (30) consecutive calendar days for initial substance abuse treatment as follows:

1. The employee must use **all vacation, sick and compensatory time available** leave for substance abuse treatment shall run concurrently with any applicable Family Medical Leave.
2. In the event accumulated annual/vacation, sick, and compensatory time is insufficient to provide the medically prescribed and needed treatment up to a maximum of thirty (30) consecutive calendar days, the employee will be provided **unpaid** leave for the difference between the amount of accumulated leave and the number of days prescribed and needed for treatment up to the maximum 30-day treatment period.

Prior to any return-to-duty consideration of an employee following voluntary substance abuse treatment, the employee shall obtain a return-to-duty recommendation from the substance abuse professional (SAP) monitoring the employee's treatment. The SAP may suggest conditions of reinstatement of the employee that may include after-care and return-to-duty and/or follow-up drug and alcohol testing requirements. The respective **mayor and or department head** of the **town** will consider each case individually and set forth final conditions of reinstatement to duty. These conditions of reinstatement must be met by the employee. Failure of the employee to complete treatment or follow after-care conditions, or subsequent failure of any drug or alcohol test under this policy will result in disciplinary action up to, and including, dismissal.

These provisions apply to voluntary disclosure of a substance abuse problem by an employee of the **town**. Voluntary disclosure provisions do not apply to applicants. Employees testing positive during drug and/or alcohol testing under this policy are subject to disciplinary action.

EXCEPTIONS

This policy does not apply to lawful possession, use or provision of alcohol and/or drugs by employees in the context of authorized work assignments (i.e., undercover police enforcement, Intoxilyzer demonstrations). In all cases, it is the individual employee's responsibility to ensure that job performance is not adversely affected by the lawful possession, use, or provision of alcohol and/or drugs.

EMPLOYEE CONFIDENTIALITY/PROTECTION

The information received by the **town** through the drug-free workplace program will be maintained as confidential to the extent authorized by law.



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Smoking/Tobacco Policy- The town complies with the Non-Smoker Protection Act of 2007 which prohibits smoking in all public places such as buildings, equipment, and town owned vehicles. All employees who operate town owned vehicles are prohibited from smoking in the vehicle or piece of equipment. This includes other occupants that are transported in the vehicles. Violators of this policy will be subject to disciplinary action.

Safety- The Town of Louisville believes in maintaining safe and healthy working conditions for our employees. To achieve our goal of providing a safe workplace, each employee must be safety conscious. All employees are responsible for their personal safety as well as the safety of others. The Town of Louisville has established policies and procedures that provide for a safe and healthy workplace. The Town of Louisville expects each employee to follow these policies and procedures, to act safely, and to report unsafe conditions. All accidents, personal or vehicular, shall be reported to his or her immediate supervisor.

Vehicle Use Policy-The Town of Louisville provides smoke free vehicles for its employees to use during the workday. All Town of Louisville vehicles are for official use only and all users must have a valid State of Tennessee driver's license. Any personal use of Town of Louisville vehicles is not permitted. Use of personal vehicles for conducting The Town of Louisville business is prohibited, unless otherwise approved by the Board of Mayor and Alderman. Town of Louisville officials who are assigned, or required, to drive a Town of Louisville vehicle home, are permitted to use the vehicle for incidental purposes, such as meal and break stops taken during the workday or on the way to and from home that does not significantly increase the number of miles the vehicle is driven.

Vehicle Accidents- Employees involved in accidents with Town of Louisville vehicles may be required to take a drug test. Do not leave the scene of the accident unless injured and transported to a medical facility; stop immediately and do not move the vehicle from the accident scene; use appropriate safety equipment to warn oncoming traffic; aid injured persons by summoning medical assistance; do not move the injured persons unless not doing so will threaten the person's safety; contact the appropriate law enforcement official; contact your supervisor immediately; do not admit fault to any other driver or to anyone else at the scene; do not give statements to the press or other individuals at the scene; refer insurance questions to Human Resource staff; and under no circumstances should an employee or supervisor obligate the Town of Louisville for payment of a claim.

Prohibition of Sexual Harassment- The town of Louisville policy against sexual harassment prohibits sexual advances or requests for sexual favors or other physical or verbal conduct of a sexual nature. While such behavior, depending on the circumstances, may not be severe or pervasive enough to create a sexually hostile work environment, it can nonetheless make co-workers uncomfortable. Accordingly, such behavior is inappropriate and may result in disciplinary action regardless of whether it is unlawful.

Bullying- Workplace bullying refers to unwanted aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. The imbalance of power involves the use of physical strength, access to embarrassing information, or popularity to control or harm others. This behavior may be performed by individuals (or a group) directed towards an individual (or a group of individuals). It is also unlawful and expressly against Town of Louisville policy to retaliate against an employee for filing a complaint of sexual harassment or for cooperating with an investigation of a complaint of sexual harassment.



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Workplace Violence- Town of Louisville is committed to providing a workplace that is free from acts of violence or threats of violence. In keeping with this commitment, we have established a strict policy that prohibits any employee from threatening or committing any act of violence in the workplace, while on duty, while on Town of Louisville related business, or while operating any vehicle or equipment owned or leased by the Town of Louisville. This policy applies to all employees, including managers, supervisors, and non-supervisory employees. It also applies to third parties, including employee guests, who are on Town of Louisville property. The Town of Louisville has zero tolerance for individuals and employees who make threats, engage in threatening behavior, or commit acts of violence against employees, visitors, guests, or other individuals. Compliance with this policy is every employee's responsibility.

An employee is required to immediately report to a supervisor or the mayor any incident involving a threat of violence or violent behavior. If an employee is confronted with a potentially violent situation, the employee should not attempt to manage the situation, but should report it immediately to a member of management. If a report is made to a supervisor or member of management, that individual must immediately inform the mayor, and the matter will be investigated promptly and appropriate corrective action, if required, will be taken. This action may include disciplinary action, up to and including immediate dismissal, of employees involved.

An employee who becomes aware of any workplace security hazard, or who has suggestions for increasing security in the workplace, should speak with their supervisors or the mayor. The Town of Louisville encourages employees to help make the workplace as safe and secure as possible. Employees are required to report violations of this policy, including any incidents involving actual or threatened violence. An employee making a good faith report may do so without fear of retaliation.

Prohibition of Other Types of Discriminatory Harassment- It is also against Town of Louisville policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, gender, religion, sexual orientation, age, national origin, disability, or other protected category (or that of the individual's relatives, friends, or associates) that: (1) has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Depending on the circumstances, the following conduct may constitute discriminatory harassment: (1) epithets, slurs, negative stereotyping, jokes, or threatening, intimidating, or hostile acts that relate to race, color, gender, religion, sexual orientation, age, national origin, or disability; and (2) written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, gender, religion, sexual orientation, age, national origin, or disability and that is circulated in the workplace, or placed anywhere in the Town of Louisville premises such as on an employee's desk or workspace or on Town of Louisville equipment or bulletin boards. Other conduct may also constitute discriminatory harassment if it falls within the definition of discriminatory harassment set forth above.

It is also against Town of Louisville policy to retaliate against an employee for filing a complaint of discriminatory harassment or for cooperating in an investigation of a complaint of discriminatory harassment.



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Reporting of Harassment- If you believe that you have experienced or witnessed sexual harassment or other discriminatory harassment by any employee of the Town of Louisville you should report the incident immediately to your immediate supervisor, the BMA Assistant, or the mayor, whoever you feel most comfortable, if needs are still unmet the Board of Mayor and Alderman should be notified.

Harassment by others with whom the Town of Louisville has a business relationship, including customers and vendors, should also be reported as soon as possible so that appropriate action can be taken.

The Town of Louisville will promptly and thoroughly investigate all reports of harassment as discreetly and confidentially as practicable. The investigation would include a private interview with the person making a report of harassment. It would also generally be necessary to discuss allegations of harassment with the accused individual and others who may have information relevant to the investigation. Town of Louisville's goal is to conduct a thorough investigation, to determine whether harassment occurred, and to determine what action to take if it is determined that improper behavior occurred.

If the Town of Louisville determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Employees who report violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, the Town of Louisville will inform the employee who made the complaint of the results of the investigation.

Compliance with this policy is a condition of each employee's employment. Employees are encouraged to raise any questions or concerns about this policy or about possible. Discriminatory harassment with their immediate supervisor and/or the designated Human Resource personnel. In the case where the allegation of harassment is against the immediate supervisor, please notify a member of the Board of Mayor and Alderman.

Grievance/Complaint- The town does not provide a formal grievance process. Both supervisors and employees are expected to make every effort to resolve problems as they arise. Employees who are unable to resolve their concern with their supervisor are encouraged to contact the mayor for additional guidance.

Disciplinary Action- Whenever an employee's performance, attitude, work skills and habits, or conduct fall below a desirable level or are in violation of policies, work rules or procedures, the employee should be informed of such performance deficiency or violation and may be disciplined based on the seriousness of the infraction or performance, or the pattern of violations, infractions, or performance. Discipline may include any of a combination and in no specified order of the following actions:

- Oral reprimand.
- Written reprimand with recommendations for improvement.
- Suspension.
- Dismissal.

After receiving such notice, an exit interview may be scheduled by the mayor or their designee.



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The Mayor and/or Board of Mayor and Alderman has authority to discharge an employee from the employ of the Town of Louisville. As stated above, all employment at the Town of Louisville is. "At-will." That means that employees may be terminated from employment with the Town of Louisville with or without cause, and employees are free to leave the employment of the Town of Louisville with or without cause.

Hiring Practices- This policy applies to all terms, conditions, of employment and all policies of the Town, including hiring, placement, training, employee development, promotion, transfer, compensation, benefits, layoffs, termination, and retirement.

All appointments in the Town service may be subject to competitive examination. All such examinations will fairly and impartially evaluate those matters relevant to the capacity and fitness of the applicant to efficiently discharge the duties of the position to be filled and may be based on any combination of:

- Background check.
- Education and knowledge.
- Experience and training.
- Job skills.
- Certification.
- Professional license.
- Ability to perform the essential functions of the positions.
- Investigation of character and motor vehicle driving record if job related.
- Post-offer, pre-employment drug test.
- Post-offer, pre-employment physical if job related; and/or
- Job related performance testing.

Applications- The town will make every effort to attract qualified applicants for every position. The appointing authority, or designee, may prepare and publish a public notice of vacancies in various media, tailored to attract potential candidates. All employment applications are received at and will be given consideration.

Applications are accepted any time during normal business hours and will remain active until a position has been filled and will only be considered for the specific position applied. Applications will be retained according to the period as required by the records retention schedule.

Employment of Qualified Applicants- Upon completion of the selection and interview process by the mayor, the hiring of the applicant shall be authorized by the mayor and/or Board of Mayor and Alderman.

The Town of Louisville will not discriminate based on a person's national origin or citizenship status regarding recruitment, hiring, or discharge. However, the Town 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 November 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 separation.



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Pay Schedule- Pay period is on the fifteenth (15) and last day of the month. Paychecks will be ready for pick up at Town Hall on the scheduled pay date unless it falls on a weekend or holiday. If payday is on the weekend checks will be ready on the Friday before the weekend, if it is a holiday then the checks will be ready to be picked up the day before. All salary deductions are itemized and presented to employees with the paycheck. Approved salary deductions may include federal and state income taxes; social security, Medicare; as well as TCRS; voluntary medical and group hospitalization insurance premiums (if in force and if paid by employee) and other benefits (e.g., life insurance, retirement).

Compensation- Salary and wage rate adjustments will be based upon an employee's performance and behavior. Such adjustments, if approved, are made in June, and go into effect July first. Cost of living may be granted yearly, with the Board of Mayor and Alderman approval.

Health/Life Insurance- Town of Louisville currently provides individual health insurance benefits for eligible full-time employees beginning after ninety (90) days of employment. Eligible employees may elect to participate in available health plan(s) offered by the Town of Louisville. The town of Louisville presently pays the individual insurance premium for all eligible employees up to a set amount designated by the Board of Mayor and Alderman to be determined per fiscal year. The town of Louisville may require employees to pay a portion of the insurance premium. Information about the Town of Louisville health plan(s) will be provided to the employee at the time of employment.

Social Security/Medicare/Medicaid- Town of Louisville participates in the provisions of the Social Security, Medicare, and Medicaid programs. Employees' contributions are deducted from. Each paycheck and the Town of Louisville contributes at the applicable wage base as established by federal law.

Workers' Compensation and Unemployment Insurance- Employees are covered for benefits under the Workers' Compensation Law. Absences for which worker compensation benefits are provided are not charged against the eligible employee's sick leave. To assure proper protection for employees and the Town of Louisville any accident that occurs on the job must be reported, even if there are no injuries apparent at the time. Forms for this purpose are available from the Town of Louisville. Injuries occurring on the job are to be reported to your supervisor the day of the incident. Employees shall seek medical treatment from only authorized medical providers. If unsure about which medical provider to receive treatment from, contact Human Resources. After seeking treatment and receiving a drug test, employees must provide details of the incident to their supervisor and Human Resource, so the proper forms may be completed. Worker's Compensation will pay an employee 66.67% of their weekly salary once the employee has been disabled for more than seven (7) days. Compensation will be made as of the eighth (8th) day of disability due to an occupational injury. Per Resolution No. 2016-05 (passed 10/6/2016), an employee who suffers injury or illness because of a work-related accident or condition will be paid regular pay based on the employee's regularly scheduled hours on the date of injury. If the employee has sick or vacation time available, he or she can use such pay for the next seven (7) workdays, for his or her regularly scheduled hours, before worker's compensation benefits are paid. After the first seven (7) workdays, the employee can choose to supplement the worker's compensation benefits with sick or vacation pay. The employee shall receive their normal rate of pay less worker's compensation benefits. Such employees shall disclose to the Town Recorder the amount of all worker's compensation benefit payments received. If the employee is disabled for fourteen (14) days or more, worker's compensation will pay the employee retroactively from the first full day of absence from work up to the return date to work. Employees receiving worker's compensation payments may not supplement their pay with accrued leave to receive wages more than 100% of their



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average annual salary.

Retirement Plan- Town of Louisville provides a retirement program for eligible full-time employees. The Town of Louisville contributes to the employee's TCRS immediately after the hire date of employment. Employer percentage contributions to the TCRS are set by the state of Tennessee. Information about the Town of Louisville TCRS will be provided to the employee at the time of employment. The Town of Louisville provides a 4% match in a 401k retirement plan to all part-time and full-time employees.

Holiday Leave- ~~Full-Time and Permanent Part-Time Employees are eligible for 14 paid holidays per year as follows:~~ Full-Time and Permanent Part-Time Employees shall receive holiday pay only for holidays that occur on a day the employee is regularly scheduled to work. No holiday pay will be provided for holidays falling on non-scheduled workdays. Employees are eligible for up to fourteen (14) paid holidays per year, as follows:

New Year's Day	Martin Luther King
Good Friday	President's Day
Memorial Day	Independence Day
Labor Day	Veteran's Day
Thanksgiving Day	Day After Thanksgiving
Christmas Eve	Christmas Day
Columbus Day	Juneteenth (Flex Day)

The Town closes down between Christmas Eve through New Year's Day each year. Each year the total days closed will be set by the Mayor. In the event a holiday falls on a Saturday, the office will be closed the preceding Friday. If the holiday falls on a Sunday, offices will be closed on the following Monday.

Vacation- Vacation leave for Permanent Part-Time employees (any employee who works 15 or more hours in a scheduled work week) shall be accrued as follows:

- Six (6) months completed service- 1 week.
- One (1) year completed service- 2 weeks.

Full-Time Employees (any employee who works 30 hours or more in a scheduled work week) shall be accrued as follows:

- Six (6) months complete service - 1 week.
- One (1) year completed service - 2 weeks.
- Five (5) years completed service - 3 weeks.

Three weeks' vacation is the maximum full-time employees may earn and two weeks' vacation is the maximum permanent part-time employees may earn, regardless of years of service. Employees may sell 40 (forty) hours of vacation leave back to the Town at the end of the calendar year if they have earned at least 80 (eighty) hours at the end of the calendar year. Employees are not allowed to carry over any unused vacation once they reach the end of the calendar year. Request for vacation requires a 2 (two) week notice for approval by the Department Head and administrative staff to decide to accommodate the employee's absence. The above schedule and credits are for uninterrupted service computed from the most recent date of employment unless otherwise approved.

Vacation leave may be taken as accrued with the approval of the department head and administrative staff who shall schedule vacations to meet the operational requirements of the department. Vacation leave must be taken in a minimum of one-hour (1) increments. An employee



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resigning voluntarily with at least one (1) year of service, who has given a two (2) weeks written notice of such resignation, will receive all vacation unused and accrued as of the date of resignation.

Sickness while on vacation leave shall not be modified to any other paid leave status.

Sick Leave- All employees will earn a ½ (half) day of sick leave per month for the calendar year for a total of 6 (six) days. Employees who are hired during the year will accrue ½ (half) day for each month of employment. If an employee wishes to take a sick day, they must inform the town administrative assistants. Sick days will be paid out at the end of the year if unused and will not carry over to the next year. Sick leave is to be used for doctor's appointments and/or sickness.

Maternity/Paternity Leave- Full time employees, who have completed 3 months with the Town of Louisville, are eligible for up to a maximum of 8 weeks of paid maternity or 2 weeks of paid paternity leave. The purpose of this leave is to provide time off for pregnancy, childbirth, nursing, and/or bonding with the infant. If the town finds that the employee pursued other employment opportunities or worked regular part-time or regular full-time for another employer during the period of maternity/paternity leave, then the town does not have to reinstate the employee at the end of the leave period. The employee must provide at least three (3) months advance notice of his/her anticipated date of departure, except in those cases where a medical emergency prevents this notice. Employees who are prevented from giving three (3) months' advance notice because the notice of adoption was received less than three (3) months in advance shall not forfeit their rights and benefits under this section solely because of their failure to give three (3) month's advance notice. Employees who are prevented from giving three (3) months' advance notice because of a medical emergency that necessitates that leave begin earlier than originally anticipated shall not forfeit their rights and benefits under this section solely because of their failure to give three (3) months' advance notice. The employee should state the length of their requested leave and detail the intention to return to full-time employment after the leave.

A pregnant employee may continue working as long as she and her doctor feel that the work does not pose a hazard to her health, and as long as she can continue to perform the duties of her position in a satisfactory manner. The town will provide 8 weeks of paid leave to the employee. If additional time off is requested, the employee will be required to use their vacation, sick, or compensatory time.

Any changes to this policy will be approved by the Mayor and the BMA. The Mayor will handle all administrative issues on a day-to-day basis.

The Family Medical Leave Act and the Tennessee Parental Leave Act do not apply to Town employees due to the Town employees being less than 50 employees.

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, Commissioned Corps of the Public Health) 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 an 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 for up to 24 months. The town will continue to pay the portions of the premiums it was responsible for while the service member was employed if the leave is for fewer than 31 days. For military leaves longer than 31 days, coverage changes over to COBRA, and the employee will be required to pay up to



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102% 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 will 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 a 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 in anyone (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 Town the dates for training and travel time in advance. After the twenty (20) working days of full compensation, the Town may 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 vacation 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 his/her 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. **8-33-110. Unpaid leave for members of Tennessee army and air national guard, Tennessee state guard and civil air patrol.** In addition to the leave of absence provided in § 8-33-109, all officers and employees of this state, or any department or agency thereof, or of any county, municipality, school district, or other political subdivision, all other public employees of this state and all private sector 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 they are engaged in the performance of duty or training in the service of this state, including the performance of duties in an emergency.



Town of Louisville

Jury Duty- Employees who are called for jury duty are required to notify their supervisor as soon as possible. Leave with pay may be authorized in order that employees may serve on jury duty. The employee must provide his/her supervisor with documentation of the time spent on jury duty.

Bereavement Leave- Employees shall be entitled to bereavement leave with pay of three (3) days in the event of a death in the employee's immediate family (spouse/life partner, child, or parent) and three (3) days for grandparent, sister or brother, father-in-law, mother-in-law, or grandchildren. If an employee wishes to take time off due to the death of an immediate family member, the employee should notify the immediate supervisor immediately. Approval of bereavement leave will occur in the absence of unusual operating requirements. An employee may use, with the immediate supervisor approval, available paid leave for additional time off as necessary and in accordance with operating needs.

Leave Sharing- An employee can voluntarily "donate" accumulated annual vacation time to other employees who have exhausted all leave resources and are faced with leave without pay status due to special needs. Special needs may include, but not limited to temporary medical disability of the employee or temporary medical disability of a member of the employee's family to a medical facility for treatment.

Severe Weather Conditions- Town of Louisville offices will close in conjunction with Blount County Schools/Courthouse are closed due to severe weather conditions. However, field personnel shall remain to repair and/or clean up Town roadways. Closing the office may be overturned by the Mayor.

Reimbursement of Expenses- Reimbursement is authorized for reasonable and necessary expenses incurred in fulfilling job responsibilities. Mileage or transportation, parking fees, business telephone calls, and meal costs when required to attend a luncheon or banquet, are all illustrative of reasonable and necessary expenses. Employees serving in an official capacity or the Town of Louisville at conferences and meetings are reimbursed for actual and necessary expenses incurred, such as travel expenses, meal costs, lodging, tips, and registration fees, when attending meetings that have been approved by the Board of Mayor and Alderman. When an employee attends a conference or professional meeting related to their professional development, expenses for these purposes can be paid by the Town of Louisville, if funds are available, and the employee obtains prior written approval of such expenses. Expenses are reimbursed at the current Tennessee Per Diem rates. Employees may drive a company vehicle for transportation. Transportation costs are paid by the Town of Louisville for work inside/outside normal work hours if the employee is on official business for the Town of Louisville.

Return of Property- Employees are responsible for Town of Louisville equipment, property and work products that may be issued to them and/or are in their possession or control, including but not limited to:

- Credit cards,
- Identification badges,
- Office/building keys,
- Computers, computerized diskettes, electronic/voice mail codes, and
- Intellectual property (e.g., written materials, work products).
- All purchase uniforms (e.g., shirts, pants, safety vest, jackets)

In the event of separation from employment, or immediately upon request by the mayor or their designee, employees must return all Town of Louisville property that is in their possession or control.



Town of Louisville

The Town of Louisville may withhold from the employee's final paycheck the cost of any property any amount due for failure to return town property if the deduction(s) do not reduce final pay to below minimum wage.

Personnel Records- Town of Louisville will keep a personnel file for each employee and should include the employee's job application, copy of the letter of employment and position description, performance reviews, disciplinary records, records of salary increase and any other relevant personnel information. It is the responsibility of each employee to promptly notify his/ her supervisor in writing of any changes in personnel data, direct deposit for pay-checks, including personal mailing addresses, telephone numbers, names of dependents, and individuals to be contacted in the event of an emergency.

Outside Employment- Individuals employed by the Town of Louisville may hold outside jobs if they meet the performance standards of their job with the Town of Louisville. Employees should consider the impact that outside employment may have on their ability to perform their duties at the Town of Louisville. All employees will be evaluated by the same performance standards and will be subject to Town of Louisville scheduling demands, regardless of any outside work requirements.

If the Town of Louisville determines that an employee's outside work interferes with their job performance or their ability to meet the requirements of the Town of Louisville, as they are modified from time to time, the employee may be asked to resign the outside employment if he or she wishes to remain employed with the Town of Louisville.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals or organizations for materials produced or services rendered while performing their jobs with the Town of Louisville.

Non-Disclosure of Confidential Information- Any information that an employee learns about Town of Louisville, or its citizens, because of working for Town of Louisville that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by the Town of Louisville or to other persons employed by the Town of Louisville who do not need to know such information to assist in rendering services.

The protection of privileged and confidential information is vital to the interests of the Town of Louisville. The disclosure, distribution, electronic transmission or copying of Town of Louisville confidential information is prohibited.

Employees are required to sign a non-disclosure agreement as a condition of employment. Any employee who discloses confidential Town of Louisville information will be subject to disciplinary action (including separation), even if he or she does not actually benefit from the disclosure of such information.



Town of Louisville

Computer and Information Security- This section sets forth some important rules relating to the use of the Town of Louisville computer and communications systems. These systems include.

Individual PCs provided to employees, centralized computer equipment, all associated software, and Town of Louisville telephone, voice mail and electronic mail systems.

The town of Louisville has provided these systems to support its mission. Although limited personal use of Town of Louisville systems is allowed, subject to the restrictions outlined below, no use of these systems should ever conflict with the primary purpose for which they have been provided, Town of Louisville ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed.

All data in the Town of Louisville computer and communication systems (including documents, other electronic files, e-mail, and recorded voicemail messages) are the property of the Town of Louisville. The Town of Louisville may inspect and monitor such data at any time. No individual should have any expectation of privacy for messages or other data recorded in Town of Louisville systems. This includes documents or messages marked "private," which may be inaccessible to most users but remain available to the Town of Louisville. Likewise, the deletion of a document or message may not prevent access to the item or eliminate the item from the system.

Town of Louisville systems must not be used to create or transmit material that is derogatory, defamatory, obscene, or offensive, such as slurs, epithets or anything that might be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or religious or political beliefs. Similarly, Town of Louisville systems must not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-job-related purposes.

Security procedures in the form of unique user sign-on identification and passwords have been provided to control access to the Town of Louisville host computer system, networks, and voice mail system. In addition, security facilities have been provided to restrict access to certain documents and files for the purpose of safeguarding information. The following activities, which present security risks, should be avoided.

- Attempts should not be made to bypass, or render ineffective, security facilities provided by the company.
- Passwords should not be shared between users. If written down, passwords should be kept in locked drawers or other places not easily accessible. The Town Recorder will keep a list of all employee passwords in case of emergency.
- Document libraries of other users should not be browsed unless there is a legitimate business reason to do so.
- Individual users should never make changes or modifications to the hardware configuration of computer equipment. Requests for such changes should be directed to the Town Recorder.
- Additions to or modifications of the standard software configuration provided on Town of Louisville PCs should never be attempted by individual users (e.g., autoexec.bat and config.sys files). Requests for such changes should be directed to the Town Recorder.
- Individual users should never load personal software (including outside email services) to company computers. This practice risks the introduction of a computer virus into the system.



Town of Louisville

Programs should never be downloaded from bulletin board systems or copied from other computers outside the company-on-company computers. Downloading or copying such programs also risks the introduction of a computer virus. If there is a need for such programs, a request for assistance should be directed to computer support or management. Downloading or copying documents from outside the company may be performed not to present a security risk. Users should not attempt to boot PCs from floppy diskettes.

This practice also risks the introduction of a computer virus. Computer games should not be loaded on Town of Louisville PCs. Unlicensed software should not be loaded or executed on Town of Louisville PCs. Company software (whether developed internally or licensed) should not be copied onto floppy diskettes or other media other than for the purpose of backing up your hard drive. Software documentation for programs developed and/or licensed by the company should not be removed from the company's offices. Individual users should not change the location or installation of computer equipment in offices and work areas. Requests for such changes should be directed to the Town Recorder. There are a number of practices that individual users should adopt that will foster a higher level of security. Among them are the following:

Turn off your personal computer when you are leaving your work area or office for an extended period. Back up any information stored locally on your personal computer (other than network-based software and documents) on a frequent and regular basis.

Computer Use Policy Overview- The computer resources are the property of the Town and should be used for legitimate business purposes. While personal use of Town computer resources is not forbidden, it is discouraged. Personal use shall be minimal and shall not interfere with the performance of the employees, or other employees,' job duties and responsibilities. Employees are permitted access to the computer resources to assist them in performing their jobs. Confidential information should not be provided using e-mail or shared with individuals who are not employed by the Town without authorization. No one may use loopholes within the computer security systems, acts of deception, or knowledge of a special password to damage computer systems, compromise sensitive information, obtain extra resources, take resources from another employee, gain access to systems, or use systems from which proper authorization has not been given. Employees may not impersonate other individuals or misrepresent themselves to gain access to or compromise the Town's information technologies. The internet, e-mail or voice mail should not be used to solicit others to promote personal events or causes, commercial ventures, religious or political causes, outside organizations or other non-business matters. Employees are prohibited from uploading, posting, e-mailing, or otherwise transmitting any unsolicited or unauthorized advertising, promotional materials, junk mail, chain letters, pyramid schemes or any other form of solicitation. No one may use the Town's computer resources for personal financial gain by posting messages that promote the products or services of a local business or their own product or services. 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 Town in connection with the conduct of its business and are the sole property of the Town.



Town of Louisville

Genetic Information and Nondiscrimination Act (GINA)- The town of Louisville is committed to providing a work environment free of discrimination and harassment based on genetic information. It is the town's policy to notify employees and health care providers not to provide genetic information when the town requests health related information. The notice should be included on request forms and/or provided on a separate form when employees or healthcare providers are asked to submit health-related information.

It is the town's policy to comply with GINA's confidentiality requirements by treating genetic information in the same way as medical information. It is also the policy of the town not to retaliate against any employee for complaining about discrimination or harassment based on genetic information. If you feel you have been discriminated against, or harassed based on genetic information, contact the mayor or their designee.

Social Media- The town of Louisville respects the right of any employee to participate in social networking. Employees are prohibited from posting anything on the internet that could be construed as an act of unlawful harassment, a threat, or other evidence of discrimination. Employees should limit their personal Internet activities to non-working hours, meal periods and/or rest breaks. An employee may not characterize him or herself as representing the town directly or indirectly, in any online posting unless done pursuant to a written policy of the town.

The simultaneous use of a town email address, job title, official town name, or logo in conjunction with a posting may be evidence of an attempt to represent the town in an official capacity. Other communications leading a reasonable viewer to conclude that a posting was made in an official capacity may also be deemed evidence to represent the town in an official capacity.

Any postings on non-town social media sites and platforms made in an official capacity may be subject to the Tennessee Public Records Act. A town employee posting on a non-town social media site or platform shall take reasonable care not to disclose any confidential information in any posting. When posting in a personal capacity an employee should take reasonable care to distinguish that their content is a personal expression and not that of the town.



Town of Louisville

Closing

Thank you for taking time to read the Town of Louisville *Employee Handbook*. We believe the information contained herein will be useful to you. Please keep this handbook in a place you can refer to it in the future. Any questions or suggestions related to the *Employee Handbook* should be directed to the mayor or their designee.

All employees are “at will” and the Town of Louisville is an “at will” employer under Tennessee law. Employees have no property rights to employment. The town of Louisville reserves the right to change all such policies, practices, and procedures in whole or in part at any time, with or without notice to employees. The town of Louisville does not have employment contracts, oral or written, expressed or implied. No written or oral representation by the Town management, supervisors or employees is intended to create a contract of employment. No employment practice of the Town of Louisville shall be construed or is intended to create a contract of employment.

Nothing in this *Employee Handbook* modifies the employment-at-will policy or creates any contractual or legal obligations of the Town of Louisville. The information contained in this *Employee Handbook* is to provide you general information about the Town of Louisville, its policies, and practices. All Town of Louisville policies, including those in this *Employee Handbook*, may be amended, superseded, or revised at any time by the Town of Louisville, in the Town of Louisville sole discretion.

All information contained in this handbook is subject to the Town of Louisville official Personnel Policy and all applicable federal and state laws, rules, and regulations. In the event of a conflict, the latter will control.



Town of Louisville

EMPLOYEE RECEIPT AND ACCEPTANCE

I hereby acknowledge receipt of the Town of Louisville Employee Handbook. I understand that it is my continuing responsibility to read and know its contents. I also understand and agree that the Employee Handbook is not an employment contract for any specific period of employment or for continuing or long-term employment. Therefore, I acknowledge and understand that unless I have a written employment agreement with Town of Louisville that provides otherwise, I have the right to resign from my employment with Town of Louisville at any time with or without notice and with or without cause, and that Town of Louisville has the right to terminate my employment at any time with or without notice and with or without cause.

I have read, understand, and agree to all the above and have read and understand the Town of Louisville Employee Handbook.

Signature _____

Print Name _____

Date _____



Town of Louisville

CONFIDENTIALITY POLICY AND PLEDGE

Any information that an employee learns about the Town of Louisville, or its members, because of working for the Town of Louisville that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by the Town of Louisville or to other persons employed by Town of Louisville who do not need to know such information to assist in rendering services.

The disclosure, distribution, electronic transmission or copying of Town of Louisville confidential information is prohibited. Any employee who discloses confidential Town of Louisville information will be subject to disciplinary action (including separation), even if he or she does not actually benefit from the disclosure of such information.

I understand the above policy and pledge not to disclose confidential information.

Signature: _____

Print Name: _____

Date: _____



Town of Louisville

WAGE DEDUCTION AUTHORIZATION AGREEMENT

I understand and agree that my employer, the **Town of Louisville**, may deduct money from my pay from time to time for reasons that fall into the following categories:

My share of the premiums for the Town of Louisville's group medical/dental plan.

If I receive an overpayment of wages for any reason, repayment to the Town of Louisville of such overpayments (the deduction for such a repayment will equal the entire amount of the overpayment, unless the Town of Louisville and I agree in writing to a series of smaller deductions in specified amounts).

The cost of repairing or replacing any Town of Louisville supplies, materials, equipment, money, or other property that I may damage (other than normal wear and tear), lose, fail to return, or take without appropriate authorization from the Town of Louisville during my employment (except in the case of misappropriation of money by me, I understand that no such deduction will take my pay below minimum wage, or, if I am a salaried exempt employee, reduce my salary below its predetermined amount);

I agree that the Town of Louisville may deduct money from my pay under the above circumstances, or if any of the above situations occur. I further understand that the Town of Louisville has stated its intention to abide by all applicable federal and Tennessee wage and hour laws and that if I believe that any such law has not been followed-

Signature of Employee

Date

Employee's Name - Printed



Town of Louisville

EMPLOYEE ACKNOWLEDGEMENT FORM

As an applicant or an employee, I have carefully read the **Town of Louisville** drug and alcohol testing policy. I have received a copy of the **Town of Louisville's** drug and alcohol testing policies. I understand its requirements and agree without reservation to follow this policy. As an applicant, I am aware that my offer of employment is conditional upon the results of a drug and/or alcohol test.

As an employee, I am aware that I may be required to undergo drug and/or alcohol tests, and that I will be informed prior to the drug and/or alcohol test. I may be subject to immediate dismissal if I refuse to take the test.

Name of applicant or employee

Signature of applicant/employee

Social Security Number

Name of Witness

Signature of Witness

Date
