



Human Resource Department Report June 2022

HR Recruiting Efforts

HR is currently recruiting to fill four positions in the Police Department and two in Public Works. PD had an additional resignation, leaving the Chief and one officer. Public Works had one resignation as well. HR is actively recruiting for open positions.

Blight Letter-Updated

Blight issues in the Town have become a public nuisance. TOM blight letter for constituents in violation has been created to enforce immediate clean-up of yard area, removable of inoperable vehicles and additional trash in accordance with our city ordinance. Per the Mayor's direction, Chief Jewell will drive these efforts until a code enforcer is hired. HR will track the process as well. **(See attached)**

Blue Cross Blue Shield Benefit Audit

Town Of Mason employee benefit plan is under review for audit and compliance purposes. HR will be complete project by 07/31/2022.

Surety Bonds

HR is applying for surety bond coverage for all employees within the TOM that handle cash or monetary related business as well as the Mayor. More to come on this process.

Workman's Comp Claim Update

The TOM has on ongoing active claim. Employee's light duty job structure has been created by HR to support the doctor's guidelines around returning to work. This has been communicated to the department director. Employee will follow light duty work duty structure, working ½ days until completion of therapy and released from physician care.

Employee Handbook Holiday Revision

Juneteenth was named a federal holiday in 2021 under the Biden administration and has been added to the Town of Mason holiday observance list in the policies manual.
(See Attached)

Customer Complaint Hotline/Email Updates

Waste Pro complaints-HR is partnering with the vendor and Ms. Harris to try and reduce continued complaints

Town Annual Insurance Renewal Project-Ongoing

This project is currently underway and will extend through July 2022.

Michele L Scott

Town of Mason HR Director

mScott@townofmasontn.org



Emmit D. Gooden, Mayor
12157 Main Street
Mason, Tennessee 38049

PROPERTY MAINTENANCE ENFORCEMENT
NOTICE OF VIOLATION

CERTIFIED MAIL# _____

Date

Mr./Mrs. Mason Resident
12345 Main St.
Mason, TN 38049

RE: Place address in question here

The above referenced property, of which you are the recorded owner, is in violation of the Town of Mason Title 13, ordinance #2017-06-36, section 2. The violation is in regard to excessive inoperable vehicles on private property. In addition to this violation, there is the appearance of the lack of exterior property maintenance, excessive and unacceptable accumulation of trash that can possibly lower and threaten property value for you and neighboring residents. Your property has been deemed a visual public nuisance.

Town of Mason officials are asking for immediate resolution to bring the stated property into compliance. The Town of Mason reserves the right to seek other remedies available under the law, up to and including fines for failure to comply with this request.

Penalty for continued violations of this stated ordinance are subject to a civil penalty, including court costs. You have 30 days from the date of this letter to comply with this request.

Regards,

Property Maintenance Inspector

Town of Mason
Property Maintenance Enforcement
12169 Main St., Mason, TN 38049

public. Lactation breaks under this policy should, to the extent possible, run concurrently with any other break time available to the employee.

Holidays

Generally, full-time employees are allowed a day off with pay on the following holidays:

1. New Year's Day
2. Martin Luther King Day
3. President's Day
4. Memorial Day
5. Juneteenth Observance
6. July 4th
7. Labor Day
8. Veteran's Day
9. Thanksgiving Day
10. Day after Thanksgiving
11. Christmas Eve
12. Christmas Day

The employee must be in attendance on the work day before and on the work day after the holiday, unless otherwise excused by the supervisor, to receive compensation for the holiday.

If an employee is required to work on a regular holiday, the employee shall be granted **an eight (8) hour "floating holiday"**. This time must be used within 6 months of its granting or it will be lost to the employee.

Vacation Allocation

All full-time employees of the Town of Mason shall accrue vacation leave monthly upon the completion of each calendar month of service. Vacation leave will begin to accrue as of the first full month of employment, but cannot be taken until the employee has completed three (3) months of employment. A year of service for purposes of vacation accrual will be the 12-month period from the employee's