

**ADDITIONAL  
BASE PERSONNEL POLICIES  
FOR THE  
SHERIFF'S OFFICE  
OF  
MARSHALL COUNTY, TENNESSEE**

**A. WORKWEEK**

The workweek will begin at 12:01 a.m. on Sunday and end at 12:00 p.m. on Saturday. For the Chief Deputy, Jail Administrator, Correction Officer, and Deputy Sheriffs a tour of duty is 84 hours in a two-week period. All other Sheriff's Department employees shall work a 40-hour week.

**B. OVERTIME/COMPENSATORY TIME**

All employees of the Sheriff's office are considered non-exempt employees and are protected by the minimum wage and overtime provisions of FLSA (FACT Sheet #17J: First Responders and the Part 541 Exemptions Under the Fair Labor Standards Act (FLSA))

Deputy Sheriffs work an 84-hour tour of duty in a two-week period as allowed by Federal Wage and Hour Laws. Deputy Sheriffs shall be paid overtime at the rate of one and one-half times their hourly pay when called in for duty on a day they are not scheduled to work. When Deputy Sheriffs work more than their shift hours, they shall have the option to take compensatory time at the rate of one hour off for each hour worked. After they have worked an eighty-four (84) hour tour of duty, Deputy Sheriffs may be compensated for overtime at the rate of time and one-half their hourly pay or they may receive compensatory time off at the rate of one and one-half hours for each hour worked in excess of their eighty-four (84) hours in a tour of duty. The use of compensatory time is subject to approval by the employer.

All other employees shall receive overtime pay at the rate of one and one-half times their hourly rate for time worked in excess of forty hours. They may receive compensatory time off in lieu of overtime pay at the rate of one and one-half hours off in excess of forty hours. The use of compensatory time is subject to approval by the employer.

Hours paid which are not physically worked, include, but are not limited to, sick, vacation, personal, birthday, bereavement, compensatory and holiday hours do not count as time worked for overtime purposes and are not intended to be paid at overtime rate.

**SICK LEAVE**

**A. EARNING AND ACCUMULATING SICK DAYS:**

Sick leave shall be considered a benefit and privilege but not a right. Full time employees will receive full pay during incapacity caused by illness if sick leave is taken. Sick leave is earned at the rate shown as follows:

**8 HOUR WORKDAY**

8 hours X 12 days = 96 hours per year

**12 HOUR WORKDAY**

12 hours X 12 days = 144 hours per year

There is no maximum accumulation of sick leave credits. Accumulated sick leave has no value except for the purpose granted, however, in the event of retirement (when the employee is vested) all unused sick leave shall be credited toward service credit with retirement.

**B. USE OF SICK LEAVE**

An employee may use sick leave allowance for absence due to his or her own illness or injury or that of any immediate family member. For the purpose of sick leave, immediate family shall be defined as spouse, parent, children, and legal dependents.

**C. DOCUMENTATION OF SICK LEAVE**

Employees are required to notify the employer as early as possible on the first day of their sick leave absence. An employee who claims sick leave for three (3) or more consecutive days or more than five (5) days during any three (3) consecutive months will be required to furnish a certificate from a physician stating that the employee has been incapacitated from work for the period of absence, and that the employee is again physically able to perform his or her duties.

Permanent, cumulative sick leave records for each employee will be kept in the office of the Director of Accounts and Budgets and the Marshall County Sheriff's Office.

**D. EXHAUSTION OF SICK LEAVE**

Employees who have used all of their accumulated sick leave will not receive financial compensation for additional days needed due to illness or injury. For any additional time needed, the employee will be considered on leave without pay status unless the employee has accumulated vacation time or compensatory time remaining. The employee may request that additional sick leave be credited against the remaining vacation or compensatory time.

**VACATION TIME**

**A. QUALIFICATION FOR VACATION TIME**

Full time employees (those who work 35 or more hours per week and 1820 hours per year) shall earn paid vacation at the rate provided in the schedule below.

Employees shall begin accruing vacation time as of the date of employment. However, an employee is not eligible to use or receive compensation for vacation time until the employee has completed twelve months of continuous service at which time forty (40) or (42) hours of vacation time will be available. Part-time employees do not qualify for vacation leave.

Vacation time is figured in hours (not days) for all employees who work a 40-hour work week:

- 1 week = 40 hours (after 1 year of employment)
- 2 weeks = 80 hours (after 2 years of employment)
- 3 weeks = 120 hours (after 5 years of employment)

Vacation time is figured in hours (not days) for all employees who work a 42-hour work week:

- 1 week = 42 hours (after 1 year of employment)
- 2 weeks = 84 hours (after 1 year of employment)
- 3 weeks = 126 hours (after 1 year of employment)

**B. WHEN LEAVE IS GRANTED**

Vacation leave hours will be given January 1 of each calendar year.

**C. UNUSED VACATION HOURS**

Any employee who has not taken their entire vacation will automatically be compensated for unused hours in January of the following calendar year.