



County Technical Assistance Service INSTITUTE FOR PUBLIC SERVICE COUNTY OFFICIALS E-NEWS

Promoting better county government through direct assistance to county officials and their associations.

July 2016 Volume 82

CTAS Welcomes County Government Consultant Steve Walker Back and Releases New Field Services Map

We have a new face among our staff! Please join us in welcoming Steve Walker as the County Government Consultant for the northern Middle Tennessee area. Steve may be a familiar face to many -- he previously worked at CTAS as a County Government Consultant in the northern Middle Tennessee area before joining the Tennessee Municipal Bond Fund. Steve returns to CTAS to continue his 25-year career in public service. Previously, Steve was the Director of Accounts and Budgets in Cheatham County. He holds a bachelor's degree in accounting from Austin Peay State University. Steve's contact information can be found below.

With Steve's addition to our crew, we have rearranged our Field Service areas and have created a new map. Please give us a call at (615) 532-3555 if you need clarification or assistance in contacting your [County Government Consultant](#).

New CTAS Field Services Map

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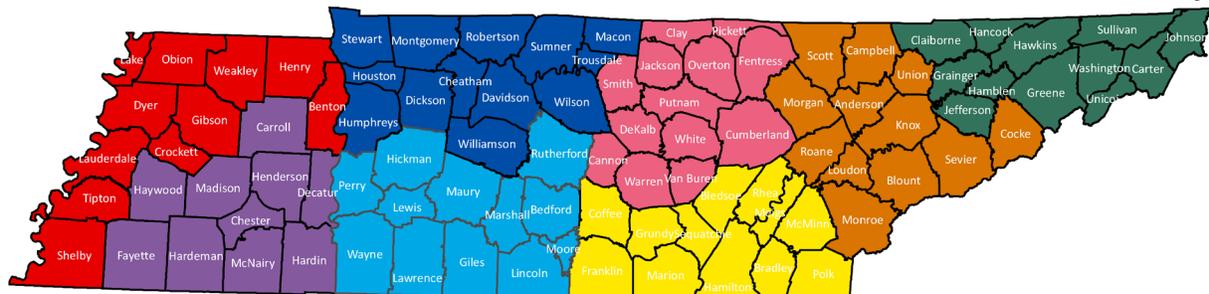
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Anderson, Blount, Campbell, Cocke, Knox, Loudon, Monroe, Morgan, Roane, Scott, Sevier, Union

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Record-Keeping Requirements Under Fair Labor Standards Act

The U.S. Department of Labor's Wage and Hour Division publishes a helpful fact sheet explaining the recordkeeping requirements for employees under the Fair Labor Standards Act (FLSA). Fact Sheet #21 lists 14 categories of records employers (and employees in some instances) must keep and the period of time for which they must be kept. "Exempt" employees (executive, administrative, and professional) are exempt from some of these recordkeeping requirements, but not all of them. For exempt employees, employers are not required to maintain records for items 6 - 12 on the list in the fact sheet, but items 1 - 5 and items 13 and 14 must be maintained (see 29 C.F.R. part 516).

If you have any questions about anything contained in these fact sheets or questions relating to personnel, please give your [County Government Consultant](#) a call. You may also call CTAS directly at (615) 532-3555.

- [Fact Sheet #21: Recordkeeping Requirements Under the FLSA](#)
- [Fact Sheet #17B: Exemption for Executive Employees](#)
- [Fact Sheet #17C: Exemption for Administrative Employees](#)
- [Fact Sheet #17D: Exemption for Professional Employees](#)

For more information about the FLSA, please visit the Department of Labor's website at <https://www.dol.gov/WHD/flsa/index.htm>. You may also call the Wage and Hour Division toll-free at 1-866-4USWage (1-866-487-9243).

Hosted by:



National Flood Insurance Program Administrative and Legislative Training

[Training Schedule](#) | Register Online www.mtas.tennessee.edu | FREE (must register)

Program questions? Dr. Chris Shults (865) 974-8964 or chris.shults@tennessee.edu

Registration questions? Patrick Mills (865) 974-9833 or patrick.mills@tennessee.edu

TRAINING OPPORTUNITIES



Date & Time	Class Title	Location
Jul 22 - Jul 25	NACo 81st Annual Conference	Long Beach, California
Jul 25- Jul 29	TN Sheriffs Association Annual Conference	Sevierville - Convention Center & Wilderness at the Smokies
Aug 2 8:30am - 12:30pm CDT	Diversity Issues	Jackson - Energy Authority
Aug 3 8:30am - 12:30pm CDT	Diversity Issues	Murfreesboro - Doubletree Hotel
Aug 4 8:30am - 12:30pm EDT	Diversity Issues	Knoxville - UT Conference Center
Aug 17 - Aug 19	Association of County Mayors Conference	Murfreesboro - Embassy Suites

To register, visit the [CTAS Training website](#).



TCCA Regional Meetings for 2016

Tennessee county commissioners are being invited to attend one of a series of eight regional meetings set this fall throughout the state and offer their input on what local issues might need to be addressed by the next General Assembly. The annual meetings, which include dinner and a program led by staffers with the Tennessee County Commissioners Association (TCCA) and the Tennessee County Services Association (TCSA), also provide a good networking opportunity for members of county legislative bodies.

To allow TCCA to plan for this year’s regional meetings, county officials are asked to simply contact the TCCA office to let them know which meeting you will be attending. Contact TCCA by calling (615) 532-3767 or by emailing either Carol Engroff at tcsa.engroff@tncounties.org or Heather Elliott at helliot5@utk.edu.

Note: All meetings will be held from 6PM to 8PM local time.

DATE	LOCATION	ADDRESS
Aug 29	Washington County -- Jonesborough Visitor’s Center	117 Boone Street, Jonesborough
Aug 30	Knox County -- Calhoun’s by the River	400 Neyland Drive, Knoxville
Sept 1	Henry County -- Paris Landing State Park	400 Lodge Road, Buchanan
Sept 13	Madison County -- Catfish Cabin	1290 S. Highland Avenue, Jackson
Sept 15	Putnam County -- Del Monaco Winery	600 Lance Drive, Baxter
Sept 20	Robertson County -- Catfish House	3424 Tom Austin Highway, Springfield
Sept 22	Marshall County -- Henry Horton State Park	4358 Nashville Highway, Chapel Hill
Sept 27	Bradley County -- Lee University	1120 N. Ocoee Street, Cleveland

County Spotlight

Tipton County



County Seat: Covington

Population: 61,081

County Government Consultant:

Mike Galey

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Tipton County is located in West TN bordering the Mississippi River on its western boundary. Over a period of about 24 hours in March of 1876, the Mississippi River abandoned its former channel that coincided with the TN-Arkansas border, and placed two communities (now referred to as islands), Reverie and Corona, on the Arkansas side of the river while most of the area of Tipton County is located on the east side. Now, access to this Tipton County land is only by boat or through Arkansas or Missouri.

Tipton County describes itself as the “sweetest County in the world” with industries including Charms/Tootsie Roll, making the famous “Blow Pops” and “Sugar Daddy” pops; Unilever, the leading ice cream manufacturer in North America, making Klondike bars, Ben & Jerry’s, Bryer’s, and Good Humor; and CSC Sugar, who provides non-GMO sugar to U.S. food processors.

The County is also home to the longest serving Speaker of the House of Representatives, Jimmy Naifeh, who served as Speaker from 1991-2009. The Naifeh family hosted the annual Coon Supper in Covington, which began in 1945. Other cities in Tipton County include Brighton, Munford, Atoka, and Mason.

For more information, visit www.tnhistoryforkids.org

Tips to Help Local Governments Combat Digital Security Threats

Read the article linked below to learn five valuable tips for securing your county’s data and technology assets. If you have any questions or would like assistance, please give us a call at (615) 532-3555.

[5 Tips to Help State, Local Governments Combat Cyberthreats](#)

Timekeeping Requirements Under the FLSA

As counties prepare for the new overtime regulations to take effect on December 1, questions may arise about timekeeping requirements for nonexempt (overtime eligible) employees under the Fair Labor Standards Act (FLSA). The FLSA does not specify a particular form of recordkeeping that employers must use. The law simply requires that the employer keep a record of the total hours worked each workday and the total hours worked each workweek for each nonexempt employee. Time clocks are not required. The employer is not required to record what time the employee starts or finishes, only the total number of hours worked each day. Employers may use any timekeeping method they choose, as long as the timekeeping plan is complete and accurate.



Some employers may be wondering, “If I reclassify an employee from exempt to nonexempt, what new timekeeping requirements apply to that employee?” Let’s look at the options.

1. You may choose to use the same system you already have in place for recording time for your other nonexempt employees, or you may choose to use a different system for your newly reclassified employees that is more appropriate for the work they do.
2. If the employee works a fixed schedule from which they seldom vary, the employer may keep a record showing the exact schedule of daily and weekly hours and merely indicate that the worker did follow the schedule. If the worker’s actual time varies from the schedule, the employer must record the number of hours the worker actually worked, on an exception basis.
3. Employees who work flexible hours may continue to do so. The employer may simply require the employee to provide the total number of hours worked each day, including any overtime hours.

To help ensure accuracy, it is a good idea to record an employee’s time (or exceptions to the fixed schedule) on a daily basis and have the employee sign the record. Supervisors should also sign off on the time records and review them regularly for errors.

Read more about the Federal Labor Standards Act at the U.S. Department of Labor Wage and Hour Division’s website at <https://www.dol.gov/WHD/flsa/index.htm>.

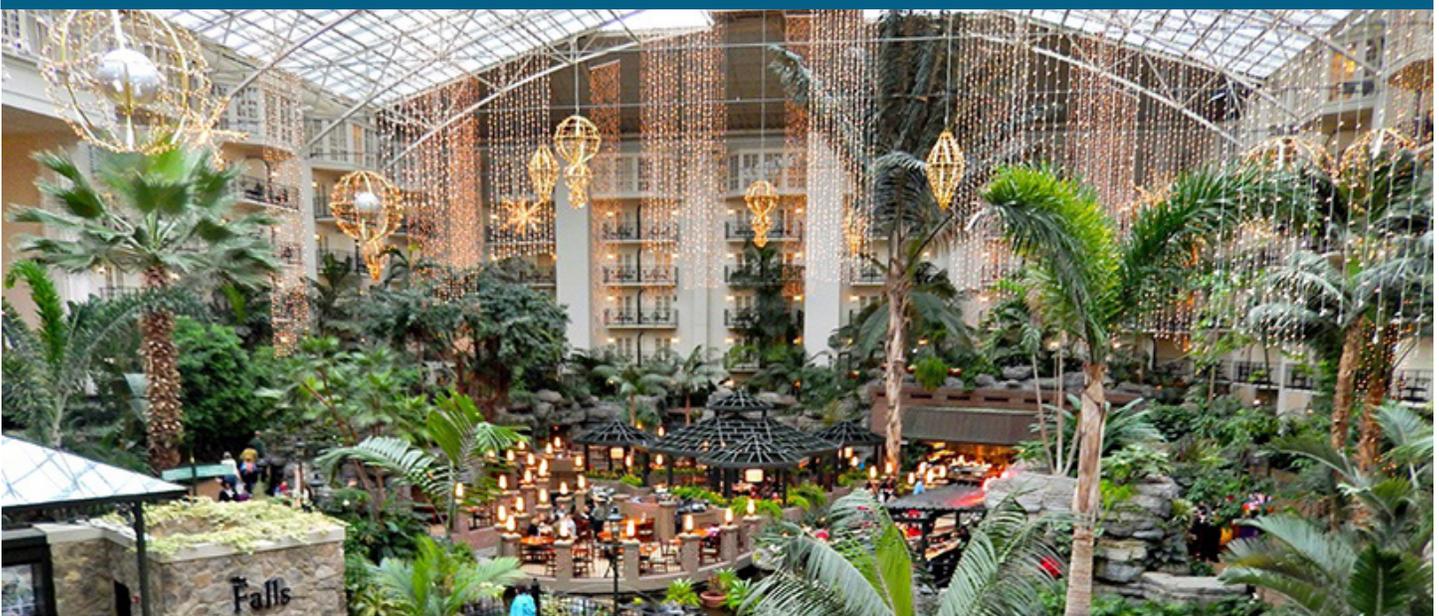
Please give your [County Government Consultant](#) a call with any questions. You may also call CTAS directly at (615) 532-3555.



County General Election Day
August 4, 2016

IRAN DIVESTMENT ACT – List of Ineligible Vendors

The Iran Divestment Act, 2016 Public Chapter 817, required the state’s chief procurement officer (CPO) to publish and keep updated on its website a list of persons it determines engage in investment activities in Iran. Persons who appear on this list are ineligible to contract with the state or any political subdivision of the state. The state CPO has published [its list dated July 15, 2016](#), which can be found on the Department of General Services’ [Public Information Library page](#).



October 11-14
Save the Date!



TCSA
FALL CONFERENCE
& TRADE SHOW

Opryland Resort & Convention Center
2800 Opryland Drive, Nashville, TN 37214 | (615) 889-1000

Click the image above to book your room now!

TDEC Recycling Grant Opportunity!

TDEC is now accepting applications for Recycling and Waste Reduction Grants and Recycling Rebates! Applications are due by 4:30 p.m. on October 3, 2016.

The grant programs were authorized by the Solid Waste Management Act of 1991 and funded by the Tennessee Solid Waste Management Fund. These programs offer three opportunities: Recycling Equipment Grants, Used Oil Grants, and Recycling Rebates.

For more information on applying for these grants or to obtain an application, please contact Loretta Harrington at (615) 532-0086 or via email at Solid.Waste@tn.gov. For more information on the programs, please visit the TDEC website at <http://www.tn.gov/environment/article/sw-mm-grants-administration>.

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County Officials E-News is published every month to bring important information to county officials. For any questions or comments about the newsletter, please send Liz Gossett, CTAS E-Media & Information Specialist, an email at liz.gossett@tennessee.edu.