



COUNTY OFFICIALS E-NEWS

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

May 2016 Volume 80

Comptroller Has Released Annual Budget Memo

On April 15, 2016, the Comptroller's Office of State and Local Finance (OSLF) released its [Fiscal Year 2017 Annual Budget Memo for Tennessee Counties](#). The budget memo contains important information related to the annual budget process, including the following –



- All counties that have issued debt or entered into a loan agreement with a Public Building Authority must obtain approval of their budget from the OSLF.
- The complete budget, with required supporting documentation, should be sent to OSLF within 15 days after adoption. The budget package must include physical copies of all documents with relevant schedules, and a signed and certified original copy of the appropriation and tax levy resolution.
- County legislative bodies are to adopt a budget for the upcoming fiscal year by June 30.
 - » If the county is operating under the general law, the County Budgeting Law of 1957, or the Financial Management Act of 1981, and fails to adopt a budget by June 30, the county may continue operations under a continuation budget until August 31.
 - » In those counties, an appropriation resolution must be adopted by August 31 (unless the county obtains approval from OSLF to extend its continuation budget through September 30 under extraordinary circumstances).
- County legislative bodies have a duty to adopt a property tax levy by the first Monday in July or as soon as possible thereafter.
- The property tax levy or amended property tax levy must be adopted in sufficient time for property tax notices to be sent prior to the first Monday in October.

The budget memo also contains the contact information for the OSLF budget analysts. Each analyst is assigned counties based on alphabetical listing.

As always, you may contact your [CTAS County Government Consultant](#) with any budget questions. We are here to help you.

TCSA
2016
Legislative Conference

See you there!

May 25-27
Gatlinburg - Park Vista
[Registration](#) | [Tentative Agenda](#)

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EEOC Issues Final Rules on Employer Wellness Programs

The [U.S. Equal Employment Opportunity Commission \(EEOC\)](#) issued final rules on Monday, May 16, 2016, that describe how Title I of the Americans with Disabilities Act (ADA) and Title II of the Genetic Information Nondiscrimination Act (GINA) apply to wellness programs offered by employers that request health information from employees and their spouses. The two rules provide guidance to both employers and employees about how workplace wellness programs can comply with the ADA and GINA consistent with provisions governing wellness programs in the Affordable Care Act.

The rules permit wellness programs to operate consistent with their stated purpose of improving employee health, while including protections for employees against discrimination.

EEOC has published question-and-answer documents on both rules, available at <https://www.eeoc.gov/laws/regulations/qanda-ada-wellness-final-rule.cfm> and <https://www.eeoc.gov/laws/regulations/qanda-gina-wellness-final-rule.cfm>.

The rules are available in the Federal Register at <https://www.federalregister.gov/articles/2016/05/17/2016-11558/regulations-under-the-americans-with-disabilities-act> and <https://www.federalregister.gov/articles/2016/05/17/2016-11557/genetic-information-nondiscrimination-act>.

New EEOC Guidance on Leave as Accommodation Under ADA

The [EEOC has released](#) a new resource document discussing an employee's right to leave as an accommodation under the Americans with Disabilities Act (ADA), entitled [Employer-Provided Leave and the Americans with Disabilities Act](#). "Providing employees with a period of leave for medical treatment or recovery can be a critical reasonable accommodation for people with disabilities," said EEOC Chair Jenny Yang. "This resource document explains to employers and employees in a clear and practical way how to approach requests for leave as a reasonable accommodation so that employees can manage their health and employers can meet their business needs."

U.S. Department of Labor Announces Grant Opportunity - Counties with 50,000+ Populations are Eligible

U.S. Department of Labor (DOL) Secretary Thomas Perez announced a new grant opportunity for researching how paid-leave programs can be implemented. Counties with estimated populations of 50,000 or more are eligible for the new [Paid Leave Analysis Grants](#) that support research and analysis related to determining how to develop, implement and/or improve paid family and medical leave programs. Activities identified as eligible for the grant include: statistical analysis, feasibility studies, economic-impact analyses, financing, eligibility and benefit modeling, and education, outreach, and marketing analysis.

NOTE: Applications are due by June 6, 2016 -- a fast approaching deadline. For more information, visit the DOL website at <https://www.dol.gov/featured/paid-leave>.

County Spotlight

Benton County



County Seat: Camden
Population: 3,582
County Government Consultant:
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Benton County is home to several important historical events and interesting stories.

On March 5, 1963, a small plane carrying three well-known and loved Grand Ole Opry members crashed: Patsy Cline, Harkshaw Hawkins, and Cowboy Copas. All three perished in the accident.

During the American Civil War, Benton County was the site where of only ever recorded naval force defeat by an army calvary. The Battle of Johnsonville occurred in Benton and Humphreys Counties.

Finally, Benton County is also the site of the only freshwater pearl farm in North America. Pearls are harvested from Tennessee River Washboard Mussels at the Tennessee River Pearl Farm. The farm was started in 1980 and harvested the first pearls in 1985.

For more information, please visit:
www.tnhistoryforkids.org



TRAINING OPPORTUNITIES

Click on the class title to read more.

Date & Time	Class Title	Location
May 25 - 27	TCSA Post Legislative Conference	Galinburg - Park Vista
June 6 - 10	County Clerks Conference	Knoxville - Embassy Suites West Knoxville
June 7 8:30am - 12:30pm CDT	Surviving Active Shooter Situations, Part 2	Jackson - Jackson Energy Authority Building
June 8 9:00am - 5:00pm EDT	The Hidden Curriculum: Life Lessons You Won't Learn In A Classroom	Knoxville - IPS (1610 University Ave.)
June 8 8:30am - 12:30pm CDT	Surviving Active Shooter Situations, Part 2	Murfreesboro - Doubletree Hotel
June 14 8:30am - 12:30pm EDT	Surviving Active Shooter Situations, Part 2	Johnson City - Carnegie Hotel
June 15 8:30am - 12:30pm EDT	Surviving Active Shooter Situations, Part 2	Knoxville - UT Conference Center
June 15-17	Clerks of Court Summer Conference	Nashville - Maxwell House

To register, visit the [CTAS Training website](#).
 Have a question? Call us! 615-532-3555 or ctas.training@tennessee.edu.

Reformatted FMLA Poster Now Available

The U.S. Department of Labor's Wage and Hour Division (WHD) has released a reorganized version of the Family and Medical Leave Act (FMLA) poster employers are required to display in their place of business. This poster summarizes the major provisions of the FMLA and tells employees how to file a complaint. The poster has only been updated in terms of format; the information displayed on it has remained the same from the February 2013 version. WHD has stated that the February 2013 version of the poster is still good and may be used to fulfill the posting requirement of the FMLA.

You may download the reformatted poster from the WHD website here: <http://www.dol.gov/whd/regs/compliance/posters/fmla.htm>. WHD has provided instructions on that page for printing a copy of the poster. Please contact your [County Government Consultant](#) with any questions.

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT
 THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS

- Employees who work for covered employers are eligible for 12 weeks of unpaid leave based on a 12-month period for the following reasons:
 - To care for a newborn child or an existing child of another person or foster care.
 - To care for a child who has been placed in your home under an adoption or foster care arrangement.
 - To care for the employee's spouse, child, or parent who has a qualifying long-term medical condition.
 - To care for a family member who is unable to care for himself or herself because of a long-term medical condition.
 - To care for a family member who is unable to care for himself or herself because of a long-term medical condition.

BENEFITS & PROTECTIONS

- Employees who take FMLA leave are entitled to the same job or equivalent position when they return from FMLA leave. An employer may not discriminate against an employee for taking FMLA leave. If an employee provides the required notice to the FMLA leave, the employer must comply with the employer's usual and customary policies regarding FMLA leave.

ELIGIBILITY REQUIREMENTS

- Employees must be employed by a covered employer for at least 12 months.
- Employees must be employed by a covered employer for at least 1,250 hours.
- Employees must be employed by a covered employer for at least 12 months.

REQUESTING LEAVE

- Employees must provide 30 days advance notice to their employer for FMLA leave, unless the employee is on FMLA leave for a medical condition, in which case the employee must provide notice as soon as possible.

EMPLOYER RESPONSIBILITIES

- Employers must provide a written notice to employees regarding their FMLA leave entitlements and responsibilities.

ENFORCEMENT

Click image to access the poster.

Free Webinar: Small Governments, Big Innovations

Interested in how your county can take advantage of technology to improve economic development? Watch this recorded webinar to gain insight related to delivering modern services your citizens are becoming accustomed to and improving internal productivity within your office. Click the following link to access the recording: <http://www.govtech.com/webinars/Small-Governments-Big-Innovations-How-Small-Cities-and-Counties-Are-Doing-Big-Things-with-Technology-7496.html>



This webinar link is being provided as a courtesy to our customers. CTAS is not endorsing the content of the webinar, but if you have any questions about using technology within your county, please give us a call at (615) 532-3555.

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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.