



P.O. BOX 605
BROWNSVILLE, TN 38012-0605
PHONE: (731) 772-7975
FAX: (731) 772-9132

June 30, 2026

This will be Beverly Staggs last day; I am requesting payment for all sick hours earned before the handbook changed prior to March 16, 1998. I have attached the documents which show I am entitled to this payment Please pay out of 207-55754-143.

180 hours
x 23.28
4,190.40

Thank you,


Dewayne Steele
Director



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FAX: (731) 772-9132

June 30, 2026

This will be Beverly Staggs last day; I am requesting payment for all annual time not taken 112.5 hours.

Thank you,

A handwritten signature in black ink that reads "Dewayne Steele". The signature is written in a cursive style with a long, sweeping line extending from the end.

Dewayne Steele
Director

Also - Longevity - per Tiwauna
(Seperate check please)

Filed: 11-17-97

This is old
Handbook
N/A
3-31-2015

HAYWOOD COUNTY

**HIGHWAY
DEPARTMENT**

EMPLOYEE HANDBOOK

Haywood Co. Solid Waste Dept.

P.O. Box 605
Brownsville, TN 38012
(901) 772-7975

March 16, 1998

This Letter of Agreement with regard to the Leave Policy for all employees of the Haywood County Solid Waste Department is to assure that the employee's listed below will be granted all benefits as stated in the employee handbook prior to the action of the Haywood County Court in enacting a new set of Leave Policy on March 16, 1998 at thier regular sheduled meeting at 7:30 p.m.

An agreement that all sick leave accumulated up to March 16, 1998 will be granted to employees based upon the original employee's handbook that states: Upon vested retirement, age 60 years or 30 years of service under the Tennessee Consolidated Retirement System, or age 65 if not vested in the Tennessee Consolidated Retirement System, an employee shall be paid for a maximum of 60 days (480 hrs) leave at the salary rate at the time of retirement Any leave over 60 days (480 hrs) shall be added to one's years of service at no additional monetary compensation. If an employee quits or is dismissed, he forfeits his accumulated leave.

The agreement between the Haywood County Executive, Franklin Smith and Haywood County Solid Waste Dept. Director, Curt Waddell is that all time accumulated up to March 16, 1998 will be honored and as of March 17, 1998 all employees will be operating under the new employee handbook after the above date.

Employee's name with total hrs. accured

Welton Riley	32 Pd
Russell Estes	144 Pd
Beverly Gaters	180
Sam Hill	92.5 Pd
Johnnie Walker	284 Pd
Marshall Lott	384 Pd
David McNeill	372.5 Pd
Curt Waddell	471.5 Pd

The time that has accured maybe used but once the time is used it can not be recaptured. Ex. An employee becomes sick and uses all his time up under the new employee handbook and needs to use part or all of the accumulated time under the old employee handbook, he or she may do so, but once part or all of the accumulated time is used it can not be replaced.

PAID VACATION

It is the policy of Haywood County Highway Department to promote employee efficiency, health, and morale through periodic interruption from one's duties. Accordingly full time employees shall be granted one (1) day of paid vacation upon the completion of a calendar month of service or major fraction thereof. A major fraction of a month is defined as sixteen (16) days for all months except February. The major fraction of the month of February is fifteen (15) days.

Any employee may request to use his paid vacation at any time he prefers by application to the Highway Supervisor. Such request will be considered, subject always to the superior right of the Highway Supervisor to plan the work under his control and to authorize absence only at such time as the employee can best be spared.

At no time may an employee's paid vacation exceed twelve (12) days in a fiscal year. Paid vacation time may be transferred to sick leave or used as sick leave.

EFFECTIVE FOR JULY 1, 1993 ONLY - Employees with as much as six (6) months of service will have accrued 5 days of paid vacation. Employees with less than 6 months of service will have accrued vacation days at the rate of .83 days per month of service.

Upon separation, an employee shall be paid for any unused portion of his paid vacation, unless he was terminated from the Highway Department for gross misconduct. When dismissed for gross misconduct a detailed report of such conduct shall be submitted with the note of separation.

SICK LEAVE

Sick leave is earned at the rate of 1 day (8 hrs.) per month. You may accumulate leave to an unlimited amount. Upon vested retirement, age 60 years of 30 years service under the Tennessee Consolidated RETirement system, or age 65 if not vested in the Tennessee Consolidated Retirement System, an employee shall be paid for a maximum of 60 days (480 hrs.) leave at the salary rate at the time of retirement. Any leave over 60 days (480 hrs.) shall be added to one's years of service at no additional monetary compensation. If an employee quits or is dismissed, he forfeits all accumulative leave.

Sick leave may be granted for:

1. Your absence from duty because of personal illness.
2. Your disability due to accident.
3. Your exposure to contagious disease.
4. Your absence from duty necessitated by illness or death in your immediate family (immediate family if defined to mean husband, wife, parent, mother and father-in-law, brother, sister and children of the employee.)

All sick leave must be reported to the front office by 7:00 a. m. on the day missed. Failure to follow these procedures will be unexcused leave.

Any sick leave beyond two consecutive working days must be accompanied by a doctor's excuse.

The Commission or Supervisor reserves the right to ask any employee, at any time, to submit a doctor's certificate in connection with leave.

Leave is a good insurance policy and retirement policy, it is there when you need it and the more you save, the more valuable it becomes.

If a person abuses his leave, he can expect strong disciplinary action.

Effective July 1, 1993

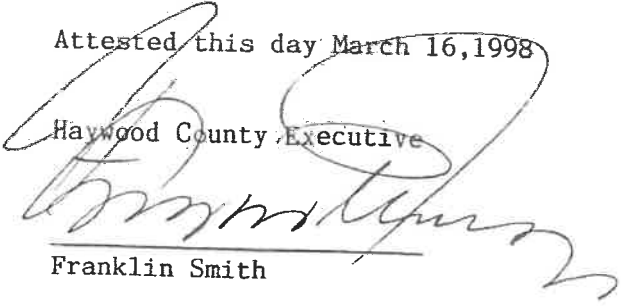
Haywood Co. Solid Waste Dept.

P.O. Box 605
Brownsville, TN 38012
(901) 772-7975

March 16, 1998

Attested this day March 16, 1998

Haywood County Executive


Franklin Smith

Haywood County Trustee


William L. Howse

Haywood County Solid Waste Dept., Director


Curt Waddell



Haywood COUNTY

SOLID WASTE
DEPARTMENT

P.O. BOX 605
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Ex. This was paid in
2017

January 9, 2017

I am requesting a check to pay David McNeill for sick time he earned before the handbook changed prior to March 16, 1998. I have attached the documents which show he is entitled to this payment. Please pay out of 207-55754-143 which is equipment operator line item.

372.5 hrs

X\$15.52 per hr. as of last pay check

\$5,781.20

Thank you

Clinton Neal
Director

Ex. pd in 2015



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BROWNSVILLE, TN 38012-0605
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October 19, 2015

I am requesting a check to pay Marshall Lott for sick time he earned before the handbook changed prior to March 16, 1998. I have attached the documents which show he is entitled to this payment. Please pay out of 116-55731-143 which is equipment operator line item.

384 hrs
X\$16.24 per hr. as of last pay check
\$6,236.16

HAYWOOD COUNTY

Thank you

Clinton Neal