



## Bedford County Board of Commissioners Commissioner Board Meeting

Date: **Tuesday, June 13, 2023**

Time: **7:00 PM**

Location: Bedford County Historic Courthouse, 2nd Floor, Courtroom

### Agenda

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**Public Hearing** (to be held prior to the meeting).

**Call to Order:** Chairman, Mayor Chad D. Graham

**Prayer and Pledge of Allegiance**

**Open Meeting:** Sheriff Austin Swing

**Roll Call:** County Clerk Donna Thomas

**Minutes Approval:**

- [1.](#) Approval of Commission Meeting Minutes from May 9, 2023 - *Placed on the agenda without a recommendation by Rules & Legislative Committee.*

**Elections & Confirmations:**

2. Elect Notaries for July 2022 - *Placed on the agenda by Rules & Legislative Committee.*
3. Shelbyville-Bedford County Public Library Appointment to replace Cherie Beatty.
4. Bedford County Regional Planning Commission Re-Appointments
5. Bedford County Board of Education - 4th District Appointment to Replace Courtney Bogle - Nominations from the floor. *Placed on the agenda by Rules & Legislative Committee.*

**Presentations:** None.

**Resolutions:**

- [6.](#) Resolution No. 23-21 - Amendment to Zoning Resolution of Bedford County, Article III, Section 3.340, Private Airstrips- *Placed on the agenda by the Rules & Legislative Committee (unanimous).*
- [7.](#) Resolution 23-22 - Amendment to the Zoning Resolution of Bedford County, Article III, Section 3.360 - Signs, Billboards, and other Advertising Structures - *Placed on the agenda by the Rules & Legislative Committee (unanimous).*

**Additional Items by Standing Committees:**

Rules and Legislative Committee: None.

Law Enforcement Committee: None.

Courthouse and Property Committee: None.

Financial Management Committee:

- [8.](#) BOE Budget Amendment No. 3
- [9.](#) County - Budget Amendment No. 4
- [10.](#) Surplus Property - BOE

**Other Business:**

- [11.](#) Bedford County & Elected Officials' Personnel Policy Amendments 2023 - *For Information Only To Be Spread Across the Minutes So Amendments Can Be Added Appropriately to Personnel Policies*

**Announcements**

**Adjourn**

\_\_\_\_\_  
/s/ Chad D. Graham  
Chad D. Graham, Bedford County Mayor

**File Attachments for Item:**

1. Approval of Commission Meeting Minutes from May 9, 2023 - *Placed on the agenda without a recommendation by Rules & Legislative Committee.*



**Bedford County Board of Commissioners  
Commissioner Board Meeting**

Item 1.

Date: **Tuesday, May 09, 2023**

Time: **7:00 PM**

Location: **Bedford County Historic Courthouse, 2nd Floor, Courtroom**

**Minutes**

**Call to Order:** Chairman, Mayor Chad D. Graham

**Prayer and Pledge of Allegiance**

**Open Meeting:** Sheriff Austin Swing

**Roll Call:** County Clerk Donna Thomas

**PRESENT**

Bill Anderson  
John Boutwell  
Jason Boyette  
Janice Brothers  
Biff Farrar  
Drew Hooker  
Eric Maddox  
Diane Neeley  
Sylvia Pinson  
Julie Sanders  
Tony Smith  
Adam Thomas  
Mark Thomas  
Troy Thompson  
Greg Vick  
Linda Yockey

**ABSENT**

Anita Epperson  
Scott Johnson

**Minutes Approval:**

1. Approval of Commission Meeting Minutes from April 11, 2023 - *Placed on the agenda without a recommendation by Rules & Legislative Committee.*

Motion to approve by Mark Thomas. Seconded by Hooker. Passed by voice vote.

**Elections & Confirmations:**

2. Elect Notaries for June 2023 - *Placed on agenda by Rules & Legislative Committee.*

Motion to approve by Vick. Seconded by Brothers. Passed by voice vote.

3. Bedford County Agriculture & Education Center Board Appointment

Graham put forth Bill Anderson, Kim Nash, and Ricky Epperson to serve 2-year terms. Motion to approve by Yockey. Seconded by Hooker. Passed by voice vote.

4. Bedford County Beer Board Appointment

Graham put forth Fredia Lusk. Motion to approve by Vick. Seconded by Anderson. Passed by voice vote.

5. Bedford Railroad Authority Appointment

Graham put forth John Boutwell. Motion to approve by Mark Thomas. Seconded by Anderson. Passed by voice vote.

**Presentations:** None.

**Resolutions:** None.

**Additional Items by Standing Committees:**

Rules and Legislative Committee: None.

Law Enforcement Committee: None.

Courthouse and Property Committee: None.

Financial Management Committee:

6. Quarterly Financials

Motion to approve by Brothers. Seconded by Yockey. Passed by voice vote.

*A Copy of the Financial Report is on file in the Clerk's office.*

7. Surplus Property - County

Motion to approve by Hooker. Seconded by Pinson. Passed by voice vote.



**Announcements**

- Celebration City Car Club Car Show, May 13, Celebration Grounds
- First Choice Fish Fry, May 13, 3:00 – 6:00
- Budget Work Session, May 15, Dover St. Complex
- Bedford County Jeep Club, May 20, 11:00 – 3:00, On the Square
- Celebration City Car Club Cruise-In, May 26, 6:00 – 8:00, On the Square
- Samaritan Feet shoe distribution, May 19, 7:30 – 2:00, Southside Elementary
- Shelbyville Central HS graduation, May 20, 7:00, SCHS Football Field
- Community HS graduation, May 19, Football Field
- Cascade HS graduation, May 20, 10:00, Football Field
- Job Fair, May 10, Cooper Steel Arena

**Adjourn**

Meeting adjourned at 7:08 p.m.

**Attestation**

I certify that the minutes were completed on the 12th day of May, 2023 and delivered to the Bedford County Mayor's office.



Donna Thomas  
Bedford County Clerk

I certify that I received these minutes on the 15 day of May, 2023.



Chad Graham  
Bedford County Mayor

**File Attachments for Item:**

6. Resolution No. 23-21 - Amendment to Zoning Resolution of Bedford County, Article III, Section 3.340, Private Airstrips- *Placed on the agenda by the Rules & Legislative Committee (unanimous).*



# BEDFORD COUNTY BOARD OF COMMISSIONERS

## Resolution No. 23-21

A Resolution to amend Article III, of the Zoning Resolution of Bedford County:

**PURPOSE:** To amend, for the purpose of updating the requirements for private airstrips, found in Section 3.340 (Private Airstrips).

**WHEREAS;** Title 13, Sections 13-7-101 through 13-7-401, of the Tennessee Code, empower a Tennessee Regional Planning Commission to recommend the enactment of a Zoning Resolution to a county legislative body and to provide for its administration, enforcement, and amendment. The Bedford County Regional Planning Commission thus certified and recommended the Zoning Resolution of Bedford County Tennessee to the Bedford County Commission on January 18, 1997, and

**WHEREAS,** the Bedford County Commission, as recommended by the Bedford County Regional Planning Commission, deemed it necessary in the promotion of public health, safety, morals, convenience, order, prosperity, and the general welfare of the County to enact the certified Zoning Resolution of Bedford County on January 13, 1998, and

**WHEREAS,** the Regional Planning Commission has, in its administrative capacity, recommended an amendment to the said Zoning Resolution of Bedford County and the Bedford County Commission has, after hearing evidence in support of said amendment, deemed it necessary to make such an amendment as required, for the said promotion of public health, safety, convenience, order, prosperity, and general welfare of the County.

**NOW, THEREFORE BE IT RESOLVED** by the Bedford County Commission meeting at Shelbyville, Tennessee on this the 13<sup>th</sup> day of June, 2023, that:

The Bedford County Commission hereby amends the specifically described Article, Sections and Subsections of the Zoning Resolution of Bedford County,

Tennessee by adding the underlined (underlined) words below, deleting the words struck through (~~struck through~~), and by following italicized instructions (*do this or that*) in parenthesis as follows:

### **Article III, Section 3.340. Private Airstrips**

a) **(2.) Planning**

A detailed site plan, in conformance to the specifications listed in Article II, Section 2.080, prepared by a registered Tennessee architect, ~~or~~ licensed Tennessee engineering firm, or licensed Tennessee Surveyor, is a prerequisite to application submission. Federal Aviation Regulation (FAR) part 157 states that anyone proposing to build a personal or private use airport (used solely for VFR (Visual Flight Rules) conditions, located more than twenty (20) nautical miles from an airport for which an instrument approach procedure (IFR) is authorized and located more than five (5) nautical miles from any airport open to the public. The applicant must submit FAA form 7480-1 at least thirty (30) days before work is to begin. All private strips shall be required to be noted on the FAA sectional chart with a notation as to the nature of the strip as well as the prevailing wind patterns important to safe operation of aircraft in the vicinity.

b) **(5.) Public/Private Use**

All private airstrips shall be for private use only and shall not be considered primary airstrips nor public use airports as defined by the Federal Aviation Administration (FAA) or Tennessee Aviation Standards. Private airstrips shall be principally designed and intended to serve light aircraft of a maximum gross takeoff weight of twelve thousand five hundred (12,500) pounds or less. No rental of hanger space to customers nor fees of any kind may be charged persons using the private airstrip ~~except for fuel~~.

c) **(6.) Runways**

1. **Edit sub-section numbering to consistent format. From numbers (1-6) to letters ( a – f ).**

2. **(2.) Structures** – Tie downs or hangar structures shall be located a minimum of two hundred fifty (250) feet away from any portion of the airstrip. Only ~~one (1)~~ two (2) hangar structures for the storage of no more than ~~three (3)~~ six (6) aircraft is permitted.
3. **(6.)(b.) Length** – The formula for calculating the minimum runway length is as follows:  
Using the Aircraft Manual(s) (ACM) for the aircraft owned and intended to utilize the proposed runway, determine which of the aircraft requires the longest maximum runway length at its maximum weight, load, and with the most resistant of runway and weather conditions. This aircraft will be identified as the owner's critical aircraft.  
Using the maximum runway length for the critical aircraft (e.g., multiplicand) with a multiplier of 1.8; calculate the product. The minimum allowed airstrip length shall be the product of said multiplication or one-thousand five-hundred (1,500) feet, whichever is greater. In no instance shall any runway length be less than one-thousand five-hundred (1,500) feet in length. airstrip shall be a minimum of three thousand (3,000) feet in length and no longer than three thousand six hundred (3,600) feet in length. There shall be a designated RPZ at the approach end of the airstrip no less than one thousand five-hundred (1,500) (1,000) feet in length. The opposite end of the airstrip shall have a designated RPZ of a minimum length of one thousand (1000) feet.
  - d) **(8) Aircraft Rescue and Fire Fighting (ARFF) Access**  
Access roads shall be ~~provided~~ constructed to provide unimpeded two-way access for rescue and fire-fighting equipment to the potential accident areas. Obvious signage for the purpose of directing first responders toward the runway and hangar area shall be required. Connecting these roads/drives, to the extent possible, with the operational surfaces of public roadways shall be required.
  - e) **(9) Fuel Storage**  
In the event a fuel storage facility is planned to be installed, construction of an approved fuel storage pad with accidental spillage area shall be made part of the site plan. Fuel storage facilities shall be located a minimum of two hundred fifty

(250) feet from the Runway Surface Area and a minimum of two hundred fifty (250) feet from any hangar, accessory structure, or tie-down area for the storage of aircraft. On site fuel shall be for personal use only; no commercial sale of fuel to anyone except in a documented emergency.

**BE IT RESOLVED, this Resolution shall take effect immediately, the public welfare requiring it.**

\_\_\_\_\_  
**BEDFORD COUNTY COMMISSION CHAIRMAN  
CHAD GRAHAM, COUNTY MAYOR**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**BEDFORD COUNTY CLERK  
DONNA THOMAS**

\_\_\_\_\_  
**DATE**



## BEDFORD COUNTY REGIONAL PLANNING COMMISSION

### Minutes March 28, 2023

1 Public Square/ Suite 200  
Bedford County Courthouse  
Shelbyville, TN at 7:00PM

1. **Roll Call- at 7:00 p.m.**

**Present** – Jay Graham, Reid Farmer, Kennon Threet, Lynn Kasicki Wegeng, Alan Gill, Larry Hasty, Tom Mclean, and Linda Yockey.

**Absent** – Brent Stacy, Jeff Sweeney and Wayne Simons

**Staff Present** – Director Chris White, Admin. Asst. Barbara Bomar

**Members of the Public in Attendance** – Brian Cantrell-BCFD

2. **Approval of the February 28, 2023, minutes**


Motion made to approve (Yockey 1<sup>st</sup>, Kasicki 2<sup>nd</sup>). Motion passed unanimously.

3. **A Resolution to amend Article III, Section 3.340 of the Zoning Resolution of Bedford County titled: Private Airstrips. Moving forward from the February meeting where staff provided a detailed summary of some proposed zoning amendments, more specifically, suggested amendments to the Private Airstrips section found under Article III, Section 3.340, staff has now prepared the resolution to amend the section. Motion to approve Threet/2<sup>nd</sup> by Kasicki. Motion carried; unanimously.**

4. **A Resolution to amend Article III, Section 3.360 of the Zoning Resolution of Bedford County – titled: Signs, Billboards, and other Advertising Structures**  
Moving forward from the February meeting where staff provided a detailed summary of some proposed zoning amendments, more specifically, suggested amendments to the Signs, Billboards, and other Advertising Structures section found under Article III, Section 3.360, staff has now prepared the resolution to amend the section. **Motion made to approve Yockey/2<sup>nd</sup> by Graham**  
**Motion carried; unanimously.**

5. **Old Business:** It was decided after discussion on old business to schedule a meeting in two weeks in order to debate amendments to the subdivision regulations. The meeting is scheduled for April 12, 2023.

6. **Adjourn – 7:34 p.m.**

Secretary  3/31/23  
Date

**File Attachments for Item:**

7. Resolution 23-22 - Amendment to the Zoning Resolution of Bedford County, Article III, Section 3.360  
- Signs, Billboards, and other Advertising Structures - *Placed on the agenda by the Rules & Legislative Committee (unanimous).*



# BEDFORD COUNTY BOARD OF COMMISSIONERS

Item 7.

## Resolution No. 23-22

A Resolution to amend Article III, of the Zoning Resolution of Bedford County:

**PURPOSE:** To amend, for the purpose of eliminating known 1st Amendment Constitutional non-conformities in Article III, Section 3.360 (Signs, Billboards, and other Advertising Structures).

**WHEREAS;** Title 13, Sections 13-7-101 through 13-7-401, of the Tennessee Code, empower a Tennessee Regional Planning Commission to recommend the enactment of a Zoning Resolution to a county legislative body and to provide for its administration, enforcement, and amendment. The Bedford County Regional Planning Commission thus certified and recommended the Zoning Resolution of Bedford County Tennessee to the Bedford County Commission on January 18, 1997, and

**WHEREAS,** the Bedford County Commission, as recommended by the Bedford County Regional Planning Commission, deemed it necessary in the promotion of public health, safety, morals, convenience, order, prosperity, and the general welfare of the County to enact the certified Zoning Resolution of Bedford County on January 13, 1998, and

**WHEREAS,** the Regional Planning Commission has, in its administrative capacity, recommended an amendment to the said Zoning Resolution of Bedford County and the Bedford County Commission has, after hearing evidence in support of said amendment, deemed it necessary to make such an amendment as required, for the said promotion of public health, safety, convenience, order, prosperity, and general welfare of the County.

**NOW, THEREFORE BE IT RESOLVED** by the Bedford County Commission meeting at Shelbyville, Tennessee on this the 13th day of June, 2023, that:

The Bedford County Commission hereby amends the specifically described Article, Sections and Subsections of the Zoning Resolution of Bedford County, Tennessee by adding the underlined (underlined) words below, deleting the

words struck through (~~struck through~~), and by following italicized instructions (*do this or that*) in parenthesis as follows:

**1) Article III, Section 3.360. Signs, Billboards, and Other Advertising Structures**

a) (A.) In Any Zoning District, the Following General Regulations Shall Apply:

i. (8.) Temporary Signs

- a. ~~(d.) No temporary event sign shall be placed before fifteen (15) days prior to the advertised event and all such signs advertising events shall be removed within ten (10) days after the event date. except the following:~~
- b. ~~(e.) Political signs advertising candidates for a general or primary election may place signage up to thirty (30) days prior to such election primary and through to the general election, removing said signage within ten (10) days after the general election date.~~

*An analysis of the above sections revealed that there is a clear 1st Amendment constitutional conflict by treating temporary and political signage differently than any other sign types – specifically with the amount of time the speech is permitted. Certain types of speech cannot be restricted differently in the law than other types of speech. Speech on signage is either free or it is restricted. If it is restricted, all signage speech must be similarly restricted. The law allows local government to place certain restrictions on signage and speech from signage, so long as all types of signage and speech are treated the same and that there is valid rationale in so doing.*

b) (B.) In the A-1, Agricultural District, the Following Regulations Shall Apply:

- i. ~~(2.) Not more than two (2) non-illuminated signs, not to exceed a total of thirty-two (32) square feet in area, advertising the sale of agricultural products produced on the premises shall be permitted.~~

*An analysis of the above determined that agricultural retail, on premises of a farm, is exempt activity. The entire subsection should be deleted.*

- ii. (3.) Church, school, or public building bulletin boards or identification signs, not exceeding sixty (60) square feet in area permitted. Exception: No bulletin board or identification signs shall be located on a designated scenic highway or parkway.

*An analysis of the above recognized that we have several TDOT approved scenic highways (41A South, Dixie Hwy.- 130E, etc.). State designated scenic highways prohibit the placement of signage and billboards along the designated limitations. Local government, however, must enforce these state rules or otherwise the highways can lose their official designations. An exception prohibiting signs along this type of roadway designation is needed to protect the designations.*

**BE IT RESOLVED**, this Resolution shall take effect immediately, the public welfare requiring it.

\_\_\_\_\_  
**BEDFORD COUNTY COMMISSION CHAIRMAN**  
**CHAD GRAHAM, COUNTY MAYOR**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**BEDFORD COUNTY CLERK**  
**DONNA THOMAS**

\_\_\_\_\_  
**DATE**



## BEDFORD COUNTY REGIONAL PLANNING COMMISSION

### Minutes March 28, 2023

1 Public Square/ Suite 200  
Bedford County Courthouse  
Shelbyville, TN at 7:00PM

1. Roll Call- at 7:00 p.m.

**Present** – Jay Graham, Reid Farmer, Kennon Threet, Lynn Kasicki Wegeng, Alan Gill, Larry Hasty, Tom Mclean, and Linda Yockey.

**Absent** – Brent Stacy, Jeff Sweeney and Wayne Simons

**Staff Present** – Director Chris White, Admin. Asst. Barbara Bomar

**Members of the Public in Attendance** – Brian Cantrell-BCFD

2. Approval of the February 28, 2023, minutes


Motion made to approve (Yockey 1<sup>st</sup>, Kasicki 2<sup>nd</sup>). Motion passed unanimously.

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**Motion carried; unanimously.**

4. A Resolution to amend Article III, Section 3.360 of the Zoning Resolution of Bedford County – titled: Signs, Billboards, and other Advertising Structures  
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**Motion carried; unanimously.**

5. Old Business: It was decided after discussion on old business to schedule a meeting in two weeks in order to debate amendments to the subdivision regulations. The meeting is scheduled for April 12, 2023.

6. Adjourn – 7:34 p.m.

 \_\_\_\_\_ 3/31/23  
Secretary Date

**File Attachments for Item:**

8. BOE Budget Amendment No. 3

# **BEDFORD COUNTY DEPARTMENT OF EDUCATION**

**School Budget Amendment No. 3  
2022-23**

**GENERAL PURPOSE SCHOOL FUND 141  
CHILD NUTRITION FUND 143  
SACP FUND 146**

**Presented to the Bedford County Board of Education  
Mr. Michael Cook, Chairman  
Dr. Tammy Garrett, Superintendent  
Mr. Robert Daniel, Director of Finance**

BEDFORD COUNTY DEPARTMENT OF EDUCATION  
141 GENERAL PURPOSE SCHOOL FUND  
School Budget Amendment No. 3

ACCOUNT NO.	ESTIMATED REVENUES AND OTHER SOURCES	Budget 2022-23	Increase	Decrease	Amended 2022-23
1	ESTIMATED REVENUES AND OTHER SOURCES				1
2	Local Taxes.....	12,769,000	-	-	12,769,000
3	Licenses & Permits.....	3,000	-	-	3,000
4	Charges for Current Services.....	151,836	28,905	-	180,741
5	Other Local Revenues.....	235,133	12,916	-	248,049
6	State Education Funds.....	56,866,182	6,219,062	-	63,085,244
7	Other State Revenues.....	4,802	-	-	4,802
8	Federal Funds Received Thru State.....	-	-	-	-
9	Direct Federal Revenues.....	-	-	-	-
10	Other Sources.....	43,768	222,995	-	266,763
11					
12	TOTAL EST. REVENUES & OTHER SOURCES	70,073,721	6,483,878	-	76,557,599
13					
14					
15	RESERVES AND/OR FUND BALANCES		Decrease	Increase	
16					
17	Unassigned Fund Balance	12,404,174	2,612,641	-	9,791,533
18	Restricted Fund Balance	910,613	-	14,15	910,613
19	Committed Fund Balance	5,583,537	-	-	5,583,537
20	Assigned Fund Balance	7,105,491	-	-	7,105,491
21	3% Fund Balance	-	-	-	-
22					
23		26,003,815	2,612,641	-	23,391,174
24					
25	Total Increase in Revenues and Decreases in Fund Balance (Net)		9,096,519		
26					
27					
28					
29					
30					
31					
32	Beginning Balance, July 1, 2023	6,744,068	74,822	5,975,311	20,485,386
33	Adjustments	6,354,395	835,791	1,130,180	6,212,718
34	Amendment No. 1	(43,225)	-	-	(43,225)
35	Amendment No. 2	(651,064)	-	-	(651,064)
36					
37					
38					
39	Amended Balance, July 1, 2023	12,404,174	910,613	7,105,491	26,003,815
40					

BEDFORD COUNTY DEPARTMENT OF EDUCATION  
141 GENERAL PURPOSE SCHOOL FUND  
School Budget Amendment No. 3

ACCOUNT NO.	EXPENDITURES AND OTHER USES	Budget 2022-23		Increase	Decrease	Amended 2022-23	
		1	2			1	2
1	EXPENDITURES (APPROPRIATIONS)						
2	Instruction						
3	71100 Regular Instruction Program.....	39,274,866		851,253		40,066,719	1. Dept Transfers
4	71150 Alternative Instruction Program.....	699,976		370	59,400	699,976	2. CSH Grant Adjustment
5	71200 Special Education Program.....	3,854,665		60,500		3,692,145	3. Safe School Grant Adjustment
6	71300 Vocational Education Program.....	1,751,490		4,089,992	2,000	5,839,482	4. LEAPS Grant Adjustment
7	Support Services						5. PreK Grant Adjustment
8	72110 Attendance.....	136,343		2,450	1,700	137,093	6. ISM Grant - \$5,000,000
9	72120 Health Services.....	549,761		39,081	30,584	558,258	7. SLC Grant - \$172,472.80
10	72130 Other Student Support.....	2,182,499		48,000	48,000	2,182,499	8. SLC Grant - \$950,931.09
11	72210 Regular Instruction Program.....	2,378,428		132,861	287	2,511,002	9. STEM Grants - \$5,000 + \$1,500
12	72220 Special Education Program.....	407,794		20,520	-	428,304	10. School Health Profiles Payments \$250 + \$250
13	72230 Vocational Education Program.....	35,223		79	1,763	33,539	11. Refunds & Reimbursements
14	72250 Technology.....	2,015,637		422,439	37,900	2,400,176	12. From Fund Balance
15	72310 Board of Education.....	1,471,472		10,000	-	1,481,472	13. TCAT Purchase local share \$2,400,000
16	72320 Office of Superintendent.....	545,478		4,700	-	550,178	
17	72410 Office of Principal.....	4,652,442		97,752	32,915	4,717,279	
18	72520 Human Services.....	317,445		2,500	2,500	317,445	
19	72610 Operation of Plant.....	7,239,227		10,044	8,200	7,241,071	
20	72620 Maintenance of Plant.....	2,858,551		81,653	20,000	2,920,204	
21	72710 Transportation.....	3,340,438		818,876	-	4,159,314	
22	72810 Central and Other.....	-		-	-	-	
23	73100 Food Service.....	56,019		-	-	56,019	
24	73300 Community Services.....	184,756		1,000	1,000	184,756	
25	73400 Early Childhood Education.....	805,318		3,150	3,150	805,318	
26	76100 Regular Capital Outlay.....	3,083,750		2,859,447	-	5,943,197	
27	99000 Other Uses (Transfers).....	131,933		12,641	-	144,574	
28							
29	TOTAL EXPENDITURES	77,973,501		9,569,308	472,789	87,070,020	
30							
31	Total Increase in Expenditures			9,096,519			
32							
33							
34							
35							
36							
37							
38							
39							
40							

BEDFORD COUNTY DEPARTMENT OF EDUCATION  
141 GENERAL PURPOSE SCHOOL FUND  
School Budget Amendment No. 3

ACCOUNT NO.	REVENUES	Budget 2022-23	Increase	Decrease	Amended 2022-23
1	40000				1
2	Local Taxes				2
3	County Property Taxes				3
4	Current Property Tax	7,938,000			7,938,000
5	Discount on Property Taxes	-			-
6	Trustee's Collections - Prior Year	375,000			375,000
7	Circuit Clk./Clk. & Master Coll. - Prior Yr	200,000			200,000
8	Interest & Penalty	50,000			50,000
9	Pick-up Taxes	-			-
10	Payments in Lieu of Taxes - T.V.A.	280,000			280,000
11	Payments in Lieu of Taxes - Local Utilities	59,000			59,000
12	Payments in Lieu of Taxes - Other	90,000			90,000
13	County Local Option Taxes				
14	Local Option Sales Tax	3,771,000			3,771,000
15	Hotel/Motel Tax	-			-
16	Local Amusement Tax	-			-
17	Wheel Tax	-			-
18	State Revenue Sharing - TVA	-			-
19	Business Tax	-			-
20	Mixed Drink Tax	2,800			2,800
21	Mineral Severance Tax	-			-
22	Other County Local Option Tax	-			-
23	Statutory Local Taxes	-			-
24	Bank Excise Tax	-			-
25	Wholesale Beer Tax	-			-
26	Coal Severance Tax	-			-
27	Other Statutory Local Taxes	3,200			3,200
28	Total County Taxes	12,769,000	-		12,769,000
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					

BEDFORD COUNTY DEPARTMENT OF EDUCATION  
141 GENERAL PURPOSE SCHOOL FUND  
School Budget Amendment No. 3

ACCOUNT NO.	REVENUES	Budget 2022-23	Increase	Decrease	Amended 2022-23	
1	41000					1
2	Licenses and Permits					2
3	Licenses					3
4	Marriage Licenses.....	3,000			3,000	4
5	Mobile Home Licenses.....	-			-	5
6	Other Permits.....	-			-	6
7	Total Licenses and Permits	3,000	-		3,000	7
8						8
9	Charges for Current Services					9
10	Education Charges					10
11	Tuition - Regular Day Students.....	-			-	11
12	Tuition - Adult Education.....	-			-	12
13	Tuition - Summer School.....	-			-	13
14	Tuition - Other State Systems.....	-			-	14
15	Tuition - Out of State Systems.....	-			-	15
16	Tuition - Other.....	-			-	16
17	Lunch Payments - Children.....	-			-	17
18	Lunch Payments - Adults.....	-			-	18
19	Income from Breakfast.....	-			-	19
20	Special Milk Sales.....	-			-	20
21	Ala Carte Sales.....	-			-	21
22	Transportation Other State Systems.....	-			-	22
23	Transportation Out-of-State Systems.....	-			-	23
24	Contract for Adm. Services With Other LEA's.....	-			-	24
25	School Based Health Services (FFS).....	-			-	25
26	Receipts from Individual Schools.....	151,836	28,905		180,741	26
27	Community Service Fees - Children.....	-			-	27
28	Community Service Fees - Adults.....	-			-	28
29	Other Charges for Services.....	-			-	29
30						30
31	Total Charges for Current Services	151,836	28,905	-	180,741	31
32						32
33						33
34						34
35						35
36						36
37						37
38						38
39						39
40						40

12. Refunds & Reimbursements

12

BEDFORD COUNTY DEPARTMENT OF EDUCATION  
141 GENERAL PURPOSE SCHOOL FUND  
School Budget Amendment No. 3

ACCOUNT NO.	REVENUES	Budget 2022-23	Increase	Decrease	Amended 2022-23
1	44000 Other Local Revenues				
2	44100 Recurring Items				
3	44110 Interest Earned	-			
4	44120 Lease/Rentals	4,000			4,000
5	44130 Sale of Materials & Supplies	-			
6	44145 Sale of Recycled Materials	-			
7	44146 E-Rate Funding	-			
8	44160 Retirees' Insurance Payments	-			
9	44170 Miscellaneous Refunds	137,264	7,216	9,12	144,480
10					
11	44500 Nonrecurring Items				
12	44510 Accrued Interest on Debt Issues	-			
13	44530 Sale of Equipment	5,000			5,000
14	44540 Sale of Property	-			
15	44550 Resale of Materials - T & I House	-			
16	44560 Damages Recovered from Individuals	-			
17	44570 Contributions & Gifts	88,869	5,700	12	94,569
18	44990 Other Local Revenue	-			
19					
20	44000 Total Other Local Revenues	235,133	12,916	-	248,049
21					
22					
23					
24					
25					
26					
27					
28					
29					
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31					
32					
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40					

9. STEM Grants - \$5,000 +\$1,500  
12. Refunds & Reimbursements

BEDFORD COUNTY DEPARTMENT OF EDUCATION  
141 GENERAL PURPOSE SCHOOL FUND  
School Budget Amendment No. 3

ACCOUNT NO.	REVENUES	Budget 2022-23	Increase	Decrease	Amended 2022-23
1	State of Tennessee				1
2	State Education Funds				2
3	Basic Education Program.....	55,333,000			3 6. ISM Grant - \$5,000,000
4	Early Childhood Education.....	805,318			4 7. SLC Grant - \$172,472.80
5	School Food Service.....	51,231			5 8. SLC Grant - \$950,931.09
6	Energy Efficient School Initiative.....	-			6 10. SPARC Grant - \$95,158
7	Driver Education.....	22,187			7 11. School Health Profiles Payments \$250 + \$250
8	Literacy Coordination.....	-			8
9	Other State Education Funds.....	566,196	1,219,062	7,8,10,11	9 1,785,258
10	Career Ladder.....	88,250			10 88,250
11	Career Ladder Evaluators & Sp. Contracts.....	-			11
12	Career Ladder - Extended Contract.....	-			12
13	Career Ladder - Extended Contract - ARRA.....	-			13
14	Vocational Disadvantaged (V.I.P.).....	-			14
15	Vocational Workstudy.....	-			15
16	Adult Vocational.....	-			16
17	Other Vocational.....	-	5,000,000	6	17 5,000,000
18					18
19	Total State Education Funds	56,866,182	6,219,062	-	19 63,085,244
20					20
21	Other State Revenues				21
22	Income Tax.....	-			22
23	Beer Tax.....	-			23
24	Mixed Drink Tax.....	-			24
25	State Revenue Sharing - TVA.....	-			25
26	Other State Grants.....	4,802			26 4,802
27	Other State Revenues.....	-			27
28					28
29	Total Other State Revenues	4,802	-	-	29 4,802
30					30
31					31
32					32
33					33
34					34
35					35
36					36
37					37
38					38
39					39
40					40

BEDFORD COUNTY DEPARTMENT OF EDUCATION  
141 GENERAL PURPOSE SCHOOL FUND  
School Budget Amendment No. 3

ACCOUNT NO.	REVENUES	Budget 2022-23	Increase	Decrease	Amended 2022-23
1	47000				1
2	Federal Government				2
3	Federal through State				3
4	Section 4 - Lunch.	-			4
5	Section 11 - Lunch.	-			5
6	Breakfast.	-			6
7	USDA - Other	-			7
8	Adult Basic Education.	-			8
9	Vocational Program Improvement.	-			9
10	Vocational Consumer and Homemaking	-			10
11	Vocational Sex Bias.	-			11
12	Vocational Displaced Homemakers.	-			12
13	Community Based Organizations.	-			13
14	Other Vocational.	-			14
15	ESEA Title I.	-			15
16	ESEA Title VI.	-			16
17	Education of the Handicapped Act - IDEA.	-			17
18	Title II.	-			18
19	Title XX.	-			19
20	Job Training Partnership Act.	-			20
21	Disaster Relief.	-			21
22	Other Federal Through State.	-			22
23	Total Federal Through State	-	-	-	23
24					24
25					25
26	Direct Federal Revenues				26
27	Public Law 874 - Maintenance & Operation.	-			27
28	ROTC Reimbursement.	-			28
29	Energy Grant.	-			29
30	Title VII - Bilingual Education.	-			30
31	Other Direct Federal Revenues.	-			31
32					32
33	Total Direct Federal Government	-	-	-	33
34					34
35	TOTAL OPERATING REVENUES	70,029,953	6,260,883	-	76,290,836
36					36
37					37
38					38
39					39
40					40

BEDFORD COUNTY DEPARTMENT OF EDUCATION  
141 GENERAL PURPOSE SCHOOL FUND  
School Budget Amendment No. 3

ACCOUNT NO.	REVENUES	Budget 2022-23	Increase	Decrease	Amended 2022-23
1	49000				
2	49100				
3	49200				
4	49300				
5	49400				
6	49700				
7	49800				
8	49810				
9	49900				
10					
11	49000	43,768	222,995	-	266,763
12					
13					
14	14100	70,073,721	6,483,878	-	76,557,599
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
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BEDFORD COUNTY DEPARTMENT OF EDUCATION  
141 GENERAL PURPOSE SCHOOL FUND  
School Budget Amendment No. 3

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increase	Decrease	Amended 2022-23
1	INSTRUCTION - 71000				1
2	REGULAR INSTRUCTION PROGRAM (71100)				2
3					3
4	Teachers.....	26,386,143	564,000		26,950,143
5	Career Ladder Program.....	57,250			57,250
6	Career Ladder Extended Contracts.....	-			-
7	Homebound Teachers.....	125,572	4,264		129,836
8	Medical Personnel.....	-			-
9	Salary Supplements.....	7,469	5,872		13,341
10	Clerical Personnel.....	-			-
11	Educational Assistants.....	1,414,804	123,000		1,537,804
12	Other Salaries & Wages.....	111,644			111,644
13	Substitute Teachers.....	-			-
14	Social Security.....	1,738,437	45,364		1,783,801
15	Pensions.....	2,235,544	69,366		2,304,910
16	Life Insurance.....	-			-
17	Medical Insurance.....	4,797,152			4,797,152
18	Dental Insurance.....	-			-
19	Unemployment Compensation.....	-	300		300
20	Employer Medicare.....	406,583	10,050		416,633
21	Retirement-Hybrid Stabilization.....	125,824			125,824
22	Maintenance & Repair Services - Equipment.....	18,025	1,191		19,216
23	Travel.....	1,000			1,000
24	Tuition.....	-			-
25	Contracts for Substitute Teachers - Certified.....	269,402	8,047		277,449
26	Other Contracted Services.....	1,000			1,000
27	Instructional Supplies & Materials.....	313,610	7,124		320,734
28	Textbooks.....	500,000			500,000
29	Software.....	181,430			181,430
30	Other Supplies & Materials.....	1,000	3,000		4,000
31	In-Service/Staff Development.....	-			-
32	Other Charges.....	35,802	7,250		43,052
33	Data Processing Equipment.....	-			-
34	Motor Vehicles.....	-			-
35	Regular Instruction Equipment.....	547,175	2,425		549,600
36	Other Capital Outlay.....	-			-
37					
38	TOTAL EXPEND. FOR REG. INSTR. PROGRAM	39,274,866	851,253	59,400	40,066,719
39					
40					

1. Dept Transfers  
8. SLC Grant - \$950,931.09  
9. STEM Grants - \$5,000 + \$1,500  
11. School Health Profiles Payments \$250 + \$250  
12. Refunds & Reimbursements

BEDFORD COUNTY DEPARTMENT OF EDUCATION  
141 GENERAL PURPOSE SCHOOL FUND  
School Budget Amendment No. 3

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increase	Decrease	Amended 2022-23	
1	INSTRUCTION - 71000					1
2	ALTERNATIVE INSTRUCTION PROGRAM (71150)					2
3	Teachers .....	431,668			431,668	3
4	Career Ladder Program .....	1,000			1,000	4
5	Career Ladder Extended Contracts .....	-			-	5
6	Social Workers .....	-			-	6
7	Clerical Personnel .....	21,130			21,130	7
8	Educational Assistants .....	70,060			70,060	8
9	Other Salaries & Wages .....	-			-	9
10	Certified Substitute Teachers .....	-			-	10
11	Non-certified Substitute Teachers .....	-			-	11
12	Social Security .....	32,479			32,479	12
13	Pensions .....	38,756			38,756	13
14	Life Insurance .....	-			-	14
15	Medical Insurance .....	86,249			86,249	15
16	Dental Insurance .....	-			-	16
17	Unemployment Compensation .....	-			-	17
18	Employer Medicare .....	7,596			7,596	18
19	Retirement - Hybrid Stabilization .....	2,088			2,088	19
20	Contracts with Other School Systems .....	-			-	20
21	Operating Lease Payments .....	-			-	21
22	Maintenance & Repair Services - Equipment .....	1,450	370	1	1,820	22
23	Tuition .....	-			-	23
24	Contracts for Substitute Teachers -Certified .....	-			-	24
25	Contracts for Substitute Teachers Non-certified .....	-			-	25
26	Other Contracted Services .....	3,000			3,000	26
27	Instructional Supplies & Materials .....	1,900			1,900	27
28	Textbooks .....	-			-	28
29	Other Supplies & Materials .....	1,000		370	630	29
30	Fee Waivers .....	-			-	30
31	Other Charges .....	1,000			1,000	31
32	Other Equipment .....	600			600	32
33						33
34						34
35	TOTAL ALTERNATIVE INSTRUCTION PROGRAM	699,976	370	370	699,976	35
36						36
37						37
38						38
39						39
40						40

BEDFORD COUNTY DEPARTMENT OF EDUCATION  
141 GENERAL PURPOSE SCHOOL FUND  
School Budget Amendment No. 3

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increase	Decrease	Amended 2022-23	
1	INSTRUCTION - 71000					1
2						2
3	SPECIAL EDUCATION PROGRAM (71200)					3
4	Teachers.....	2,456,775			2,256,775	4 1. Dept Transfers
5	Career Ladder Program.....	5,000	1,000		6,000	5
6	Career Ladder Extended Contracts.....	-			-	6
7	Homebound Teachers.....	-			-	7
8	Clerical Personnel.....	-			-	8
9	Educational Assistants.....	242,135			242,135	9
10	Speech Pathologist.....	47,716	2,000		49,716	10
11	Other Salaries & Wages.....	-			-	11
12	Substitute Teachers.....	-			-	12
13	Social Security.....	173,692			173,692	13
14	Pensions.....	143,274	47,500		190,774	14
15	Life Insurance.....	2,000			2,000	15
16	Medical Insurance.....	456,881		23,020	433,861	16
17	Dental Insurance.....	-			-	17
18	Unemployment Compensation.....	15,000			15,000	18
19	Employer Medicare.....	40,623			40,623	19
20	Retirement - Hybrid Stabilization.....	89,311			89,311	20
21	Other Fringe Benefits.....	-			-	21
22	Contracts W/Other Public Agencies.....	25,000			25,000	22
23	Contracts W/Other School Systems.....	25,000			25,000	23
24	Contracts W/Private Agencies.....	15,000			15,000	24
25	Maintenance & Repair Services - Equipment.....	-			-	25
26	Tuition.....	-			-	26
27	Contracts for Substitutes - Certified.....	65,000			65,000	27
28	Other Contracted Services.....	-			-	28
29	Instructional Supplies & Materials.....	26,000	10,000		36,000	29
30	Textbooks.....	1,258			1,258	30
31	Other Supplies & Materials.....	-			-	31
32	In-Service Staff Development.....	-			-	32
33	Other Charges.....	-			-	33
34	Special Education Equipment.....	25,000			25,000	34
35						35
36	TOTAL EXPEND. FOR SP. EDUC. PROGRAM	3,854,665	60,500	223,020	3,692,145	36
37						37
38						38
39						39
40						40

BEDFORD COUNTY DEPARTMENT OF EDUCATION  
141 GENERAL PURPOSE SCHOOL FUND  
School Budget Amendment No. 3

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increase	Decrease	Amended 2022-23
1	INSTRUCTION - 71000				1
2	VOCATIONAL EDUCATION PROGRAM (71300)				2
3					3
4	116 Teachers.....	1,305,344	3	6	1,305,347
5	117 Career Ladder Program.....	2,000			2,000
6	123 Guidance Personnel.....	-	3	6	3
7	127 Career Ladder Extended Contracts.....	-			
8	127 Bus Drivers.....	-	4	6	4
9	162 Clerical Personnel.....	-			
10	163 Educational Assistants.....	-			
11	189 Other Salaries & Wages.....	-			
12	195 Substitute Teachers.....	-			
13	201 Social Security.....	81,055	3	6	81,058
14	204 Pensions.....	110,423	3	6	110,426
15	206 Life Insurance.....	-			
16	207 Medical Insurance.....	205,411	3	6	205,414
17	208 Dental Insurance.....	-			
18	210 Unemployment Compensation.....	-			
19	212 Employer Medicare.....	18,956	3	6	18,959
20	217 Retirement - Hybrid Stabilization.....	4,390			4,390
21	311 Contracts W/Other School Systems.....	-			
22	336 Maintenance & Repair Services - Equipment.....	2,000			2,000
23	355 Travel.....	-			
24	399 Other Contracted Services.....	9,170	50,237	10,12	59,407
25	429 Instructional Supplies & Materials.....	7,000		2,000	5,000
26	449 Textbooks.....	-			
27	499 Other Supplies & Materials.....	-	119,001	6	119,001
28	599 Other Charges.....	741	3,317,732	1,6	3,318,473
29	730 Vocational Instruction Equipment.....	5,000	603,000	1,6,10	608,000
30					30
31					31
32					32
33	TOTAL EXPEND. FOR VOC. ED. PROGRAM	1,751,490	4,089,992	2,000	5,839,482
34					34
35	TOTAL INSTRUCTIONAL EXPENDITURES	45,580,997	5,002,115	284,790	50,298,322
36					36
37					37
38					38
39					39
40					40

1. Dept Transfers  
6. ISM Grant - \$5,000,000  
10. SPARC Grant - \$95,158

BEDFORD COUNTY DEPARTMENT OF EDUCATION  
141 GENERAL PURPOSE SCHOOL FUND  
School Budget Amendment No. 3

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increase	Decrease	Amended 2022-23
1	SUPPORT SERVICES - 72000				
2	STUDENTS (72100)				
3	ATTENDANCE (72110)				
4					
5	105 Supervisor/Director.....	84,915			84,915
6	117 Career Ladder Program.....	1,000			1,000
7	127 Career Ladder Extended Contracts.....	-			-
8	130 Social Workers.....	-			-
9	162 Clerical Personnel.....	-			-
10	189 Other Salaries & Wages.....	-			-
11	201 Social Security.....	5,327			5,327
12	204 Pensions.....	7,466			7,466
13	206 Life Insurance.....	-			-
14	207 Medical Insurance.....	11,888			11,888
15	208 Dental Insurance.....	-			-
16	210 Unemployment Compensation.....	-			-
17	212 Employer Medicare.....	1,246			1,246
18	217 Retirement-Hybrid Stabilization.....	160			160
19	336 Maintenance & Repair Services - Equipment.....	-			-
20	355 Travel.....	1,450			1,450
21	399 Other Contracted Services.....	-			-
22	499 Other Supplies & Materials.....	22,191	750	1,000	21,941
23	524 In-service Staff Development.....	-	1,700		1,700
24	599 Other Charges.....	350		350	-
25	704 Attendance Equipment.....	350		350	-
26					
27	TOTAL EXPENDITURES FOR ATTENDANCE	136,343	2,450	1,700	137,093
28					
29					
30					
31					
32					
33					
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BEDFORD COUNTY DEPARTMENT OF EDUCATION  
141 GENERAL PURPOSE SCHOOL FUND  
School Budget Amendment No. 3

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increase	Decrease	Amended 2022-23
1	SUPPORT SERVICES - 72000				1
2	STUDENTS (72100)				2
3	HEALTH SERVICES (72120)				3
4					4
5	131 Medical Personnel .....	313,203	30,000	8 27,084	5 316,119
6	189 Other Salaries & Wages .....	-			6 -
7	195 Certified Substitute Teachers .....	581			7 581
8	198 Non-certified Substitute Teachers .....	-			8 -
9	201 Social Security .....	27,345	1,950	8	9 29,295
10	204 Pensions .....	12,923	3,100	8	10 16,023
11	206 Life Insurance .....	-			11 -
12	207 Medical Insurance .....	57,670			12 57,670
13	208 Dental Insurance .....	-			13 -
14	210 Unemployment Compensation .....	-	81	8	14 81
15	212 Employer Medicare .....	6,394	450	8	15 6,844
16	299 Other Fringe Benefits .....	-			16 -
17	336 Maintenance & Repair Services - Equipment .....	-			17 -
18	355 Travel .....	11,500			18 11,500
19	399 Other Contracted Services .....	1,000			19 1,000
20	413 Drugs & Medical Supplies .....	2,000			20 2,000
21	499 Other Supplies & Materials .....	82,145		2 3,500	21 78,645
22	524 In-service Staff Development .....	33,000	3,500	2	22 36,500
23	599 Other Charges .....	500			23 500
24	735 Health Equipment .....	1,500			24 1,500
25					25
26	TOTAL EXP. FOR HEALTH SERVICES	549,761	39,081	30,584	26 558,258
27					27
28					28
29					29
30					30
31					31
32					32
33					33
34					34
35					35
36					36
37					37
38					38
39					39
40					40

BEDFORD COUNTY DEPARTMENT OF EDUCATION  
141 GENERAL PURPOSE SCHOOL FUND  
School Budget Amendment No. 3

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increase	Decrease	Amended 2022-23
1	SUPPORT SERVICES - 72000				1
2	STUDENTS (72100)				2
3	OTHER STUDENT SUPPORT (72130)				3
4					4
5	Supervisor of Support Services & Safety .....	2,000			2,000
6	Career Ladder Program .....	-			-
7	Guidance Personnel .....	1,070,617			1,070,617
8	Psychological Personnel .....	-			-
9	Career Ladder - Extended Contracts .....	-			-
10	Social Workers .....	114,189			114,189
11	Assessment Personnel .....	-			-
12	Secretary(s) .....	-			-
13	Clerical Personnel .....	-			-
14	Attendants .....	-			-
15	School Resource Officer .....	10,000		6,000	4,000
16	Other Salaries & Wages .....	83,844			83,844
17	Substitute Teachers .....	-			-
18	Social Security .....	79,648			79,648
19	Pensions .....	107,816			107,816
20	Life Insurance .....	-			-
21	Medical Insurance .....	152,655			152,655
22	Dental Insurance .....	-			-
23	Unemployment Compensation .....	-			-
24	Employer Medicare .....	18,627			18,627
25	Retirement-Hybrid Stabilization .....	3,587			3,587
26	Other Fringe Benefits .....	-			-
27	Evaluation & Testing .....	181,500			181,500
28	Maintenance & Repair Services - Equipment .....	1,000			1,000
29	Travel .....	-			-
30	Other Contracted Services .....	18,000	48,000		66,000
31	Instructional Supplies & Materials .....	1,000			1,000
32	Other Supplies & Materials .....	2,000			2,000
33	In-Service/Staff Development .....	59,956			59,956
34	Other Charges .....	21,100			21,100
35	Regular Instruction Equipment .....	-		42,000	-
36	Other Equipment .....	254,960			212,960
37					
38	TOTAL EXP. FOR OTHER STUDENT SUPPORT	2,182,499	48,000	48,000	2,182,499
39					
40	TOTAL STUDENT SUPPORT	2,868,603	89,531	80,284	2,877,850

3. Safe School Grant Adjustment

BEDFORD COUNTY DEPARTMENT OF EDUCATION  
141 GENERAL PURPOSE SCHOOL FUND  
School Budget Amendment No. 3

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increase	Decrease	Amended 2022-23
1	SUPPORT SERVICES - 72000				1
2	INSTRUCTIONAL STAFF (72200)				2
3	REGULAR INSTRUCTION PROGRAM (72210)				3
4					4
5	105 Supervisor/Director.....	435,412	86,000	8	521,412
6	117 Career Ladder Program .....	4,000			4,000
7	126 Career Ladder Evaluators .....	-			-
8	127 Career Ladder Extended Contracts .....	-			-
9	129 Librarian(s) .....	862,829			862,829
10	132 Material Supervisor(s) .....	-			-
11	136 Audiovisual Personnel .....	-			-
12	137 Education Media Personnel .....	-			-
13	138 Instructional Computer Personnel .....	-			-
14	161 Secretary(s) .....	119,241	9,564	1	128,805
15	162 Clerical Personnel .....	-			-
16	163 Educational Assistants .....	-			-
17	189 Other Salaries & Wages .....	-			-
18	195 Substitute Teachers .....	-			-
19	196 In-Service Training .....	-			-
20	201 Social Security .....	88,132	6,150	1,8	94,282
21	204 Pensions .....	114,268	9,138	1,8	123,406
22	206 Life Insurance .....	-			-
23	207 Medical Insurance .....	200,638	6,500	1	207,138
24	208 Dental Insurance .....	-			-
25	210 Unemployment Compensation .....	-	20	8	20
26	212 Employer Medicare .....	20,611	800	1,8	21,411
27	217 Retirement-Hybrid Stabilization .....	3,294			3,294
28	308 Consultants .....	-			-
29	336 Maintenance & Repair Services - Equipment .....	19,788	535	1	20,323
30	355 Travel .....	8,500	4,000	1	12,500
31	399 Other Contracted Services .....	18,616			18,616
32	429 Instructional Supplies and Materials .....	87			-
33	432 Library Books/Media .....	31,673	1	12	31,674
34	437 Periodicals .....	-			-
35	499 Other Supplies & Materials .....	281,219	87	1	281,306
36	524 In-Service/Staff Development .....	67,465			67,465
37	599 Other Charges .....	43,655	200	1	43,855
38	790 Other Equipment .....	59,000	9,866	1	68,866
39					
40	TOTAL EXP. FOR REGULAR INST. PROG.	2,378,428	132,861	287	2,511,002

BEDFORD COUNTY DEPARTMENT OF EDUCATION  
141 GENERAL PURPOSE SCHOOL FUND  
School Budget Amendment No. 3

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increase	Decrease	Amended 2022-23
1	SUPPORT SERVICES - 72000				1
2	INSTRUCTIONAL STAFF (72200)				2
3	SPECIAL EDUCATION PROGRAM (72220)				3
4					4
5	72220 105 Supervisor/Director .....	82,793	10		82,803 5 1. Dept Transfers
6	72220 117 Career Ladder Program .....	-			- 6
7	72220 124 Psychological Personnel. ....	130,083	3,500		133,583 7
8	72220 127 Career Ladder Extended Contracts. ....	-			- 8
9	72220 135 Assessment Personnel. ....	-			- 9
10	72220 161 Secretary(s). ....	32,877	10		32,887 10
11	72220 162 Clerical Personnel. ....	-			- 11
12	72220 189 Other Salaries & Wages. ....	-			- 12
13	72220 196 In-Service Training. ....	-			- 13
14	72220 201 Social Security. ....	18,955			18,955 14
15	72220 204 Pensions. ....	24,674			24,674 15
16	72220 206 Life Insurance. ....	150			150 16
17	72220 207 Medical Insurance. ....	55,887			55,887 17
18	72220 208 Dental Insurance. ....	-			- 18
19	72220 210 Unemployment Compensation. ....	-			- 19
20	72220 212 Employer Medicare. ....	4,433			4,433 20
21	72220 217 Retirement - Hybrid Stabilization. ....	-			- 21
22	72220 299 Other Fringe Benefits. ....	-			- 22
23	72220 308 Consultants. ....	-			- 23
24	72220 322 Testing. ....	1,000	6,000		7,000 24
25	72220 336 Maintenance & Repair Services - Equipment. ....	5,000			5,000 25
26	72220 348 Postal Charges. ....	60			60 26
27	72220 355 Travel. ....	7,000			7,000 27
28	72220 399 Other Contracted Services. ....	25,000			25,000 28
29	72220 499 Other Supplies & Materials. ....	5,000			5,000 29
30	72220 524 In-Service/Staff Development. ....	8,872	11,000		19,872 30
31	72220 599 Other Charges. ....	2,000			2,000 31
32	72220 790 Other Equipment. ....	4,000			4,000 32
33					33
34	TOTAL EXP. FOR SPECIAL ED. PROG.	407,784	20,520	-	428,304 34
35					35
36					36
37					37
38					38
39					39
40					40

BEDFORD COUNTY DEPARTMENT OF EDUCATION  
141 GENERAL PURPOSE SCHOOL FUND  
School Budget Amendment No. 3

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increase	Decrease	Amended 2022-23
1	SUPPORT SERVICES - 72000				1
2	INSTRUCTIONAL STAFF (72200)				2
3	VOCATIONAL EDUCATION (72230)				3
4					4
5	105 Supervisor/Director .....	-			5
6	117 Career Ladder Program .....	-			6
7	126 Career Ladder Evaluators. ....	-			7
8	127 Career Ladder Extended Contracts. ....	-			8
9	161 Secretary(s) .....	22,756			9
10	162 Clerical Personnel .....	-			10
11	189 Other Salaries & Wages. ....	-			11
12	196 In-Service Training .....	-			12
13	201 Social Security .....	1,411			13
14	204 Pensions .....	667			14
15	206 Life Insurance .....	-			15
16	207 Medical Insurance .....	4,800			16
17	208 Dental Insurance .....	-			17
18	210 Unemployment Compensation .....	-			18
19	212 Employer Medicare .....	330			19
20	299 Other Fringe Benefits .....	-			20
21	308 Consultants .....	-			21
22	336 Maintenance & Repair Services - Equipment .....	-			22
23	355 Travel .....	5,259	79	12	23
24	399 Other Contracted Services .....	-			24
25	499 Other Supplies & Materials .....	-			25
26	524 In-Service/Staff Development .....	-			26
27	599 Other Charges .....	-			27
28	790 Other Equipment .....	-			28
29					29
30	TOTAL EXP. FOR VOCATIONAL EDUC.	35,223	79	1,763	30
31					31
32					32
33					33
34					34
35					35
36					36
37					37
38					38
39					39
40					40

BEDFORD COUNTY DEPARTMENT OF EDUCATION  
141 GENERAL PURPOSE SCHOOL FUND  
School Budget Amendment No. 3

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increase	Decrease	Amended 2022-23
1	SUPPORT SERVICES - 72000				1
2	INSTRUCTIONAL STAFF (72200)				2
3	TECHNOLOGY (72250)				3
4					4
5	105 Supervisor/Director .....	80,000			80,000
6	72250 117 Career Ladder Program .....	-			-
7	72250 120 Computer Programmer .....	-			-
8	72250 121 Data Processing Personnel .....	541,178		24,900	516,278
9	72250 127 Career Ladder Extended Contracts .....	-			-
10	72250 162 Clerical Personnel .....	-			-
11	72250 189 Other Salaries & Wages .....	38,211			38,211
12	72250 201 Social Security .....	18,086			18,086
13	72250 204 Pensions .....	-			-
14	72250 206 Life Insurance .....	105,611			105,611
15	72250 207 Medical Insurance .....	-			-
16	72250 210 Unemployment Compensation .....	-			-
17	72250 212 Employer Medicare .....	8,977			8,977
18	72250 217 Retirement-Hybrid Stabilization .....	1,000			1,000
19	72250 299 Other Fringe Benefits .....	-			-
20	72250 308 Consultants .....	-			-
21	72250 330 Operating Lease Payments .....	-			-
22	72250 336 Maintenance & Repair Service Equipment .....	37,574	5,537		43,111
23	72250 350 Internet Connectivity .....	241,000		10,000	231,000
24	72250 355 Travel .....	15,000			15,000
25	72250 399 Other Contracted Services .....	-			-
26	72250 411 Data Processing Supplies .....	-			-
27	72250 435 Office Supplies .....	-			-
28	72250 470 Cabling .....	93,000	8,100		101,100
29	72250 471 Software .....	469,000	2	3,000	466,002
30	72250 499 Other Supplies & Materials .....	16,000			16,000
31	72250 524 In Service/Staff Development .....	13,000			13,000
32	72250 599 Other Charges .....	2,000			2,000
33	72250 709 Data Processing Equipment .....	336,000	24,800		360,800
34	72250 790 Other Equipment .....	-	384,000		384,000
35					35
36	TOTAL TECHNOLOGY	2,015,637	422,439	37,900	2,400,176
37					37
38	TOTAL EXP. FOR INSTRUCTIONAL STAFF	4,837,072	575,899	39,950	5,373,021
39					39
40					40

BEDFORD COUNTY DEPARTMENT OF EDUCATION  
141 GENERAL PURPOSE SCHOOL FUND  
School Budget Amendment No. 3

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increase	Decrease	Amended 2022-23
1	SUPPORT SERVICES - 72000				1
2	GENERAL ADMINISTRATION (72300)				2
3	BOARD OF EDUCATION (72310)				3
4					4
5	118 Secretary to Board	53,939			53,939
6	72310 189 Other Salaries & Wages	-			-
7	72310 191 Board and Committee Member Fees	28,714			28,714
8	72310 196 In-Service Training	-			-
9	72310 201 Social Security	5,124			5,124
10	72310 204 Pensions	2,422			2,422
11	72310 206 Life Insurance	-			-
12	72310 207 Medical Insurance	14,597			14,597
13	72310 208 Dental Insurance	-			-
14	72310 210 Unemployment Compensation	-			-
15	72310 212 Employer Medicare	1,198			1,198
16	72310 299 Other Fringe Benefits	-			-
17	72310 305 Audit Services	32,000			32,000
18	72310 316 Contributions	394,925			394,925
19	72310 320 Dues & Memberships	28,160			28,160
20	72310 331 Legal Services	50,000			50,000
21	72310 355 Travel	25,493			25,493
22	72310 399 Other Contracted Services	-			-
23	72310 457 In-Service/Staff Development	-			-
24	72310 499 Other Supplies and Materials	-			-
25	72310 505 Judgments	-			-
26	72310 501 Boiler Insurance	10,572			10,572
27	72310 503 Excess Risk Insurance	96,428			96,428
28	72310 505 Judgments	-			-
29	72310 506 Liability Insurance	50,200			50,200
30	72310 508 Premium on Corporate Surety Bonds	-			-
31	72310 510 Trustee Commissions	325,000			325,000
32	72310 513 Workmen's Compensation Insurance	321,640			321,640
33	72310 524 In-Service/Staff Development	13,060	10,000		23,060
34	72310 533 Criminal Investigation of Applicant TBI	12,000			12,000
35	72310 599 Other Charges	6,000			6,000
36					
37	TOTAL EXP. FOR BOARD OF EDUCATION	1,471,472	10,000	-	1,481,472
38					
39					
40					

BEDFORD COUNTY DEPARTMENT OF EDUCATION  
141 GENERAL PURPOSE SCHOOL FUND  
School Budget Amendment No. 3

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increase	Decrease	Amended 2022-23
1	SUPPORT SERVICES - 72000				1
2	GENERAL ADMINISTRATION (72300)				2
3	OFFICE OF THE SUPERINTENDENT (72320)				3
4					4
5	101 County Official/Administrative Officer.....	126,880			5 126,880
6	103 Assistant(s).....	109,200			6 109,200
7	117 Career Ladder Program.....	-			7 -
8	127 Career Ladder Extended Contracts.....	-			8 -
9	161 Secretary(s).....	27,127			9 27,127
10	162 Clerical Personnel.....	40,360			10 40,360
11	189 Other Salaries & Wages.....	-			11 -
12	196 In-Service Training.....	-			12 -
13	201 Social Security.....	18,821			13 18,821
14	204 Pensions.....	22,493			14 22,493
15	206 Life Insurance.....	-			15 -
16	207 Medical Insurance.....	33,385			16 33,385
17	208 Dental Insurance.....	-			17 -
18	210 Unemployment Compensation.....	-			18 -
19	212 Employer Medicare.....	4,402			19 4,402
20	299 Other Fringe Benefits.....	-			20 -
21	307 Communication.....	49,850			21 49,850
22	316 Contributions.....	-			22 -
23	320 Dues & Memberships.....	3,642			23 3,642
24	336 Maintenance & Repair Services - Equipment.....	-			24 -
25	348 Postal Charges.....	3,000			25 3,000
26	355 Travel.....	8,467			26 8,467
27	399 Other Contracted Services.....	25,250			27 25,250
28	429 Instructional Supplies and Materials.....	-			28 -
29	435 Office Supplies.....	28,451			29 28,451
30	499 Other Supplies & Materials.....	-			30 -
31	508 Premium on Corporate Surety Bonds.....	-			31 -
32	524 In-Service/Staff Development.....	-			32 -
33	599 Other Charges.....	35,850	4,700		33 40,550
34	701 Administration Equipment.....	8,300			34 8,300
35					35
36	TOTAL EXP. FOR OFFICE OF THE SUPT.	545,478	4,700	-	36 550,178
37					37
38	TOTAL EXP. FOR GENERAL ADMINISTRATION	2,016,950	14,700	-	38 2,031,650
39					39
40					40

12. Refunds & Reimbursements

BEDFORD COUNTY DEPARTMENT OF EDUCATION  
141 GENERAL PURPOSE SCHOOL FUND  
School Budget Amendment No. 3

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increase	Decrease	Amended 2022-23
1	SUPPORT SERVICES - 72000				1
2	SCHOOL ADMINISTRATION (72400)				2
3	OFFICE OF THE PRINCIPAL (72410)				3
4					4
5	104 Principal(s) .....	1,431,243			1,431,243
6	117 Career Ladder Program .....	8,000			8,000
7	119 Accountants/Bookkeepers .....	198,294			198,294
8	127 Career Ladder Extended Contracts .....	-			-
9	139 Assistant Principal(s) .....	1,515,189			1,515,189
10	140 Salary Supplements .....	-			-
11	161 Secretary(s) .....	190,907			190,907
12	162 Clerical Personnel .....	101,656			101,656
13	189 Other Salaries & Wages .....	-			-
14	196 In-Service Training .....	1,000			1,000
15	201 Social Security .....	213,609			213,609
16	204 Pensions .....	268,658			268,658
17	206 Life Insurance .....	-			-
18	207 Medical Insurance .....	463,763			463,763
19	208 Dental Insurance .....	-			-
20	210 Unemployment Compensation .....	-			-
21	212 Employer Medicare .....	49,957			49,957
22	217 Retirement-Hybrid Stabilization .....	3,395			3,395
23	307 Communication .....	25,000			25,000
24	320 Dues & Memberships .....	75			75
25	336 Maintenance & Repair Services - Equipment .....	1,463	1,120	1	2,583
26	348 Postal Charges .....	-			-
27	355 Travel .....	-			-
28	399 Other Contracted Services .....	24,274	12,000	12	36,274
29	435 Office Supplies .....	-			-
30	499 Other Supplies & Materials .....	21,788	17,429	1	36,320
31	524 In-Service/Staff Development .....	-			-
32	599 Other Charges .....	33,882	46,372	1,12	80,254
33	701 Administration Equipment .....	100,289	20,831	1	91,102
34					
35	TOTAL EXP. FOR OFFICE OF PRINCIPAL	4,652,442	97,752	32,915	4,717,279
36					
37					
38					
39					
40					

1. Dept Transfers  
12. Refunds & Reimbursements

BEDFORD COUNTY DEPARTMENT OF EDUCATION  
141 GENERAL PURPOSE SCHOOL FUND  
School Budget Amendment No. 3

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increase	Decrease	Amended 2022-23
1	SUPPORT SERVICES - 72000				1
2	BUSINESS ADMINISTRATION (72500)				2
3	HUMAN SERVICES(RESOURCES)/PERSONNEL (72520)				3
4					4
5	72520 105 Supervisor/Director.....	80,000			80,000 5 1. Dept Transfers
6	72520 161 Secretary(s).....	-			- 6
7	72520 162 Clerical Personnel.....	80,280			80,280 7
8	72520 189 Other Salaries & Wages.....	-			- 8
9	72520 196 In-Service Training.....	-			- 9
10	72520 201 Social Security.....	9,813			9,813 10
11	72520 204 Pensions.....	10,638			10,638 11
12	72520 206 Life Insurance.....	-			- 12
13	72520 207 Medical Insurance.....	13,800			13,800 13
14	72520 208 Dental Insurance.....	-			- 14
15	72520 210 Unemployment Compensation.....	-			- 15
16	72520 212 Employer Medicare.....	2,296			2,296 16
17	72520 299 Other Fringe Benefits.....	-			- 17
18	72520 302 Advertising.....	-			- 18
19	72520 307 Communication.....	-			- 19
20	72520 317 Data Processing Services.....	107,605			107,605 20
21	72520 320 Dues & Memberships.....	-			- 21
22	72520 330 Operating Lease Payments.....	-			- 22
23	72520 336 Maintenance & Repair Services - Equipment.....	2,000			2,000 23
24	72520 348 Postal Charges.....	-			- 24
25	72520 355 Travel.....	2,500			2,500 25
26	72520 399 Other Contracted Services.....	-			- 26
27	72520 411 Data Processing Supplies.....	-			- 27
28	72520 435 Office Supplies.....	2,000	2,500		4,500 28
29	72520 499 Other Supplies & Materials.....	-			- 29
30	72520 524 In-Service/Staff Development.....	-			- 30
31	72520 599 Other Charges.....	2,000			2,000 31
32	72520 701 Administration Equipment.....	-			- 32
33	72520 790 Other Equipment.....	4,513		2,500	2,013 33
34					34
35	TOTAL HUMAN SERVICES(RESOURCES)/PERSON	317,445	2,500	2,500	317,445 35
36					36
37					37
38					38
39					39
40					40

BEDFORD COUNTY DEPARTMENT OF EDUCATION  
141 GENERAL PURPOSE SCHOOL FUND  
School Budget Amendment No. 3

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increase	Decrease	Amended 2022-23
1	SUPPORT SERVICES - 72000				1
2	OPERATION & MAINTENANCE OF PLANT (72600)				2
3	OPERATION OF PLANT (72610)				3
4					4
5	105 Supervisor/Director .....	69,828			69,828
6	140 Salary Supplements .....	5,438	1,671		7,109
7	160 Guards .....	-		12	-
8	161 Secretary(s) .....	34,001			34,001
9	166 Custodial Personnel .....	1,877,110			1,877,110
10	189 Other Salaries & Wages .....	-			-
11	201 Social Security .....	123,143	87		123,230
12	204 Pensions .....	58,195	62		58,257
13	206 Life Insurance .....	-			-
14	207 Medical Insurance .....	423,443			423,443
15	208 Dental Insurance .....	-			-
16	210 Unemployment Compensation .....	1,000			1,000
17	212 Employer Medicare .....	28,800	24		28,824
18	217 Retirement-Hybrid Stabilization .....	100		12	100
19	328 Janitorial Services .....	-			-
20	329 Laundry Service .....	-			-
21	336 Maintenance & Repair Services - Equipment .....	1,000			1,000
22	351 Rentals .....	-			-
23	359 Disposal Fees .....	-			-
24	399 Other Contracted Services .....	364,752			364,752
25	407 Coal .....	-			-
26	410 Custodial Supplies .....	266,856	8,200		275,056
27	415 Electricity .....	2,697,691		1	2,697,691
28	423 Fuel Oil .....	-			-
29	434 Natural Gas .....	495,000			495,000
30	454 Water & Sewer .....	411,600			411,600
31	499 Other Supplies & Materials .....	1,000			1,000
32	501 Boiler Insurance .....	-			-
33	502 Building & Content Insurance .....	345,000			345,000
34	599 Other Charges .....	17,150			17,150
35	720 Plant Operation Equipment .....	18,120		8,200	9,920
36					
37	TOTAL EXP. FOR OPERATION OF PLANT	7,239,227	10,044	8,200	7,241,071
38					
39					
40					

BEDFORD COUNTY DEPARTMENT OF EDUCATION  
141 GENERAL PURPOSE SCHOOL FUND  
School Budget Amendment No. 3

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increase	Decrease	Amended 2022-23
1	SUPPORT SERVICES - 72000				1
2	OPERATION & MAINTENANCE OF PLANT (72600)				2
3	MAINTENANCE OF PLANT (72620)				3
4					4
5	105 Supervisor/Director .....	-			5
6	140 Salary Supplements .....	-			6
7	161 Secretary(s) .....	41,876			7
8	167 Maintenance Personnel .....	1,249,487			8
9	189 Other Salaries & Wages .....	-			9
10	201 Social Security .....	80,065			10
11	204 Pensions .....	37,837			11
12	206 Life Insurance .....	-			12
13	207 Medical Insurance .....	192,086			13
14	208 Dental Insurance .....	-			14
15	210 Unemployment Compensation .....	-			15
16	212 Employer Medicare .....	18,725			16
17	299 Other Fringe Benefits .....	-			17
18	307 Communication .....	3,212			18
19	329 Laundry Service .....	18,540	247		19
20	335 Maintenance & Repair Services - Building .....	184,200	7,350		20
21	336 Maintenance & Repair Services - Equipment .....	311,419	48,376		21
22	338 Maintenance & Repair Services - Vehicles .....	35,896			22
23	355 Travel .....	1,700			23
24	399 Other Contracted Services .....	166,091			24
25	412 Diesel Fuel .....	25,000			25
26	418 Equipment & Machinery Parts .....	-			26
27	425 Gasoline .....	45,000	10,000		27
28	426 General Construction Materials .....	-			28
29	499 Other Supplies & Materials .....	294,014	15,680		29
30	599 Other Charges .....	33,176			30
31	717 Maintenance Equipment .....	120,227		20,000	31
32	799 Other Capital Outlay .....	-			32
33					33
34	TOTAL EXP. FOR MAINTENANCE OF PLANT	2,858,551	81,653	20,000	34
35					35
36	TOTAL EXP. FOR OPER. & MAINT. OF PLANT	10,097,778	91,697	28,200	36
37					37
38					38
39					39
40					40

1. Dept Transfers  
12. Refunds & Reimbursements

BEDFORD COUNTY DEPARTMENT OF EDUCATION  
141 GENERAL PURPOSE SCHOOL FUND  
School Budget Amendment No. 3

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increase	Decrease	Amended 2022-23
1	SUPPORT SERVICES - 72000				1
2	STUDENT TRANSPORTATION (72700)				2
3	TRANSPORTATION (72710)				3
4					4
5	105 Supervisor/Director.....	69,828			5 69,828
6	140 Salary Supplements.....	-			6 -
7	142 Mechanic(s).....	127,508			7 127,508
8	146 Bus Drivers.....	1,283,689	80,960	7	8 1,364,649
9	162 Clerical Personnel.....	60,400			9 60,400
10	189 Other Salaries & Wages.....	120,921			10 120,921
11	196 In-Service Training.....	2,000			11 2,000
12	201 Social Security.....	103,065	7,166	7	12 110,231
13	204 Pensions.....	47,242	8,600	7	13 55,842
14	206 Life Insurance.....	250			14 250
15	207 Medical Insurance.....	558,132	2,000	1	15 560,132
16	210 Unemployment Compensation.....	5,800	150	7	16 5,950
17	212 Employer Medicare.....	24,104	1,200	7	17 25,304
18	217 Retirement-Hybrid Stabilization.....	100			18 100
19	311 Contracts with Other School Systems.....	4,000			19 4,000
20	313 Contracts with Parents.....	6,000			20 6,000
21	314 Contracts with Public Carriers.....	1,500			21 1,500
22	329 Laundry Service.....	6,000			22 6,000
23	338 Maintenance & Repair Service-Vehicles.....	8,000			23 8,000
24	340 Medical and Dental Services.....	11,000			24 11,000
25	355 Travel.....	3,000			25 3,000
26	399 Other Contracted Services.....	10,000			26 10,000
27	412 Diesel Fuel.....	350,285	274,397	7	27 624,682
28	424 Garage Supplies.....	7,000			28 7,000
29	425 Gasoline.....	40,000	3	6	29 40,003
30	433 Lubricants.....	30,000			30 30,000
31	450 Tires & Tubes.....	35,000			31 35,000
32	453 Vehicle Parts.....	120,000			32 120,000
33	499 Other Supplies & Materials.....	10,000			33 10,000
34	511 Vehicle & Equipment Insurance.....	90,000			34 90,000
35	524 In Service/Staff Development.....	10,000			35 10,000
36	599 Other Charges.....	45,000			36 45,000
37	729 Transportation Equipment.....	150,614	444,400	1,612	37 595,014
38					38
39	TOTAL EXP. FOR TRANSPORTATION	3,340,438	818,876	-	39 4,159,314
40					40

BEDFORD COUNTY DEPARTMENT OF EDUCATION  
 141 GENERAL PURPOSE SCHOOL FUND  
 School Budget Amendment No. 3

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increase	Decrease	Amended 2022-23
1	SUPPORT SERVICES - 72000				1
2	OTHER SUPPORT SERVICES (72800)				2
3	CENTRAL AND OTHER (72810)				3
4					4
5	72810 105 Supervisor/Director .....	-			5
6	72810 117 Career Ladder Program .....	-			6
7	72810 120 Computer Programmer .....	-			7
8	72810 121 Data Processing Personnel .....	-			8
9	72810 127 Career Ladder Extended Contracts .....	-			9
10	72810 162 Clerical Personnel .....	-			10
11	72810 189 Other Salaries & Wages .....	-			11
12	72810 201 Social Security .....	-			12
13	72810 204 Pensions .....	-			13
14	72810 206 Life Insurance .....	-			14
15	72810 207 Medical Insurance .....	-			15
16	72810 208 Dental Insurance .....	-			16
17	72810 210 Unemployment Compensation .....	-			17
18	72810 212 Employer Medicare .....	-			18
19	72810 299 Other Fringe Benefits .....	-			19
20	72810 307 Communication .....	-			20
21	72810 308 Consultants .....	-			21
22	72810 317 Data Processing Services .....	-			22
23	72810 330 Operating Lease Payments .....	-			23
24	72810 336 Maintenance & Repair Service Equipment .....	-			24
25	72810 355 Travel .....	-			25
26	72810 399 Other Contracted Services .....	-			26
27	72810 411 Data Processing Supplies .....	-			27
28	72810 435 Office Supplies .....	-			28
29	72810 499 Other Supplies & Materials .....	-			29
30	72810 524 In Service/Staff Development .....	-			30
31	72810 599 Other Charges .....	-			31
32	72810 709 Data Processing Equipment .....	-			32
33					33
34	TOT EXP. OTHER SUPP. SER. CENT. & OTHER	-	-	-	34
35					35
36	72000 TOTAL EXP. FOR SUPPORT SERVICES	28,130,728	1,690,955	183,849	29,637,834
37					37
38					38
39					39
40					40

BEDFORD COUNTY DEPARTMENT OF EDUCATION  
141 GENERAL PURPOSE SCHOOL FUND  
School Budget Amendment No. 3

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increase	Decrease	Amended 2022-23
1	OPERATION OF NON-INSTRUCTIONAL SERV. (73000)				
2	FOOD SERVICE (73100)				
3					
4	105 Supervisor/Director.....	36,366			36,366
5	73100 119 Accountants/Bookkeepers.....	-			-
6	73100 162 Clerical Personnel.....	-			-
7	73100 165 Cafeteria Personnel.....	-			-
8	73100 189 Other Salaries & Wages.....	-			-
9	73100 196 In-Service Training.....	-			-
10	73100 201 Social Security.....	2,255			2,255
11	73100 204 Pensions.....	2,283			2,283
12	73100 206 Life Insurance.....	-			-
13	73100 207 Medical Insurance.....	14,588			14,588
14	73100 208 Dental Insurance.....	-			-
15	73100 210 Unemployment Compensation.....	-			-
16	73100 212 Employer Medicare.....	527			527
17	73100 299 Other Fringe Benefits.....	-			-
18	73100 307 Communication.....	-			-
19	73100 336 Maintenance & Repair Service Equipment.....	-			-
20	73100 342 Payments to Schools-Breakfast.....	-			-
21	73100 343 Payments to Schools-Lunch.....	-			-
22	73100 344 Payments to Schools-Other.....	-			-
23	73100 345 Payments to Schools-Other USDA.....	-			-
24	73100 354 Transportation - Other Than Students.....	-			-
25	73100 355 Travel.....	-			-
26	73100 399 Other Contracted Services.....	-			-
27	73100 421 Food Preparation Supplies.....	-			-
28	73100 422 Food Supplies.....	-			-
29	73100 435 Office Supplies.....	-			-
30	73100 451 Uniforms.....	-			-
31	73100 452 Utilities.....	-			-
32	73100 499 Other Supplies & Materials.....	-			-
33	73100 524 In-Service/Staff Development.....	-			-
34	73100 599 Other Charges.....	-			-
35	73100 710 Food Service Equipment.....	-			-
36					
37	TOTAL EXPENDITURES FOR FOOD SERVICE	56,019	-		56,019
38					
39	*TOTAL OPERATING EXP. (Accts 71100-73100)	73,767,744	6,693,070	468,639	79,992,175
40					

BEDFORD COUNTY DEPARTMENT OF EDUCATION  
141 GENERAL PURPOSE SCHOOL FUND  
School Budget Amendment No. 3

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increase	Decrease	Amended 2022-23
1	OPERATION OF NON-INSTRUCTIONAL SERV (73000)				1
2	COMMUNITY SERVICES (73300)				2
3					3
4	Teachers.....	118,800			4 118,800
5	Clerical Personnel.....	-			5 -
6	Temporary/Part-time Personnel.....	-			6 -
7	Bonus Payments.....	-			7 -
8	Other Salaries & Wages.....	31,500		1,000	8 30,500
9	Social Security.....	9,319			9 9,319
10	Pensions.....	8,000			10 8,000
11	Life Insurance.....	-			11 -
12	Medical Insurance.....	-			12 -
13	Dental Insurance.....	-			13 -
14	Unemployment Compensation.....	-			14 -
15	Employer Medicare.....	2,180			15 2,180
16	Retirement - Hybrid Stabilization.....	900			16 900
17	Other Fringe Benefits.....	-			17 -
18	Maintenance & Repair Services - Equipment.....	-			18 -
19	Travel.....	290			19 290
20	Other Contracted Services.....	20			20 20
21	Food Supplies.....	5,547	1,000	4	21 6,547
22	Instructional Materials & Supplies.....	800			22 800
23	Other Supplies & Materials.....	1,200			23 1,200
24	Refunds.....	-			24 -
25	In Service/Staff Development.....	200			25 200
26	Other Charges.....	6,000			26 6,000
27	Other Equipment.....	-			27 -
28					28
29	TOTAL EXP. FOR COMMUNITY SERVICES	184,756	1,000	1,000	29 184,756
30					30
31					31
32					32
33					33
34					34
35					35
36					36
37					37
38					38
39					39
40					40

4. LEAPS Grant Adjustment

BEDFORD COUNTY DEPARTMENT OF EDUCATION  
141 GENERAL PURPOSE SCHOOL FUND  
School Budget Amendment No. 3

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increase	Decrease	Amended 2022-23
1	OPERATION OF NON-INSTRUCTIONAL SERV (73000)				
2	EARLY CHILDHOOD EDUCATION (73400)				
3					
4	116 Teachers .....	396,660			396,660
5	117 Career Ladder Program. ....	-			-
6	163 Educational Assistants. ....	149,742			149,742
7	189 Other Salaries & Wages. ....	-			-
8	198 Substitute Teachers .....	-			-
9	201 Social Security .....	33,878			33,878
10	204 Pensions. ....	25,014			25,014
11	206 Life Insurance. ....	411			411
12	207 Medical Insurance. ....	131,864			131,864
13	208 Dental Insurance. ....	-			-
14	210 Unemployment Compensation .....	-			-
15	212 Employer Medicare. ....	7,924			7,924
16	217 Retirement - Hybrid Stabilization .....	2,688			2,688
17	336 Maintenance & Repair Services - Equipment. ....	-			-
18	355 Travel. ....	-			-
19	399 Other Contracted Services .....	8,000			8,000
20	422 Food Supplies .....	-			-
21	429 Instructional Materials & Supplies .....	17,000			17,000
22	499 Other Supplies & Materials. ....	10,000	250	5	10,250
23	509 Refunds .....	-			-
24	524 In Service/Staff Development. ....	3,000		2,900	100
25	599 Other Charges. ....	8,700		250	8,450
26	722 Regular Instruction Equipment. ....	10,437	2,900	5	13,337
27	TOTAL EXP. FOR EARLY CHILDHOOD EDUCATION	805,318	3,150	3,150	805,318
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5. PreK Grant Adjustment

BEDFORD COUNTY DEPARTMENT OF EDUCATION  
141 GENERAL PURPOSE SCHOOL FUND  
School Budget Amendment No. 3

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increase	Decrease	Amended 2022-23
1	CAPITAL OUTLAY (76000)				
2	REGULAR CAPITAL OUTLAY (76100)				
3					
4	189 Other Salaries and Wages. ....	-			-
5	76100 201 Social Security. ....	-			-
6	76100 204 Pensions. ....	-			-
7	76100 206 Life Insurance. ....	-			-
8	76100 207 Medical Insurance. ....	-			-
9	76100 208 Dental Insurance. ....	-			-
10	76100 210 Unemployment Compensation. ....	-			-
11	76100 212 Employer Medicare. ....	-			-
12	76100 299 Other Fringe Benefits. ....	-			-
13	76100 304 Architects. ....	650,000			650,000
14	76100 Consultants. ....	-			-
15	76100 Engineering Services. ....	-			-
16	76100 331 Legal Services. ....	-			-
17	76100 399 Other Contracted Services. ....	-	370,002	6	370,002
18	76100 706 Building Construction. ....	50,000			50,000
19	76100 707 Building Improvements. ....	2,133,750	89,444	12	2,223,194
20	76100 711 Furniture and Fixtures. ....	250,000			250,000
21	76100 Land. ....	-			-
22	76100 724 Site Development. ....	-			-
23	76100 790 Other Equipment. ....	-	1	6	1
24	76100 799 Other Capital Outlay. ....	-	2,400,000	15	2,400,000
25					
26	TOTAL EXP. FOR REG. CAPITAL OUTLAY	3,083,750	2,859,447	-	5,943,197
27					
28					
29					
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31					
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6. ISM Grant - \$5,000,000  
12. Refunds & Reimbursements  
15. TCAT Purchase local share \$2,400,000

BEDFORD COUNTY DEPARTMENT OF EDUCATION  
141 GENERAL PURPOSE SCHOOL FUND  
School Budget Amendment No. 3

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increase	Decrease	Amended 2022-23
1	OTHER USES (99000)				1
2	OPERATING TRANSFERS (99100)				2
3					3
4	590 Transfers to Other Funds. ....	131,933	12,641	14	144,574
5					5
6					6
7					7
8					8
9					9
10					10
11					11
12	TOTAL OTHER USES	131,933	12,641	-	144,574
13					13
14					14
15					15
16	GRAND TOTAL EXPENDITURES	77,973,501	9,569,308	472,789	87,070,020
17					17
18					18
19					19
20					20
21					21
22					22
23					23
24					24
25					25
26					26
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BEDFORD COUNTY DEPARTMENT OF EDUCATION  
143 CHILD NUTRITION FUND  
School Budget Amendment No. 3

ACCOUNT NO.	Budget 2022-23	Increases	Decreases	Amended 2022-23
1				1
2				2
3				3
4				4
5				5
6				6
7				7
8				8
9				9
10				10
11				11
12				12
13				13
14				14
15				15
16				16
17				17
18				18
19				19
20				20
21				21
22				22
23				23
24				24
25				25
26				26
27				27
28				28
29				29
30				30
31				31
32				32
33				33
34				34
35				35
36				36
37				37
38				38
39				39
40				40
ESTIMATED REVENUES AND OTHER SOURCES				
43000	300,000	-	-	300,000
44000	3,000	-	-	3,000
47100	4,900,000	242,201	-	5,142,201
49000	-	-	-	-
14100	5,203,000	242,201	-	5,445,201
30000	5,642,793	-	-	5,642,793
TOTAL AVAILABLE FUNDS	10,845,793	242,201	-	11,087,994
Total Increase in Revenues and Decreases in Fund Balance (Net)				
		242,201		
EXPENDITURES (APPROPRIATIONS)				
72310	54,000	-	-	54,000
73100	5,656,685	326,601	84,400	5,898,886
99000	22,012	-	-	22,012
TOTAL EXPENDITURES	5,732,697	326,601	84,400	5,974,898
Total Increase in Expenditures				
		242,201		

13. Supply Chain Assistance Grant - \$242,200.73

BEDFORD COUNTY DEPARTMENT OF EDUCATION  
143 CHILD NUTRITION FUND  
School Budget Amendment No. 3

ACCOUNT NO.	REVENUES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1 43000	Charges for Current Services				
2 43500	Education Charges				
3 43517	Tuition - Other .....	-			-
4 43521	Lunch Payments - Children .....	-			-
5 43522	Lunch Payments - Adults .....	100,000			100,000
6 43523	Income from Breakfast .....	-			-
7 43524	Special Milk Sales .....	-			-
8 43525	Ala Carte Sales .....	200,000			200,000
9 43531	Transportation Other State Systems .....	-			-
10 43532	Transportation Out-of-State Systems .....	-			-
11 43541	Contract for Adm. Services With Other LEA's .....	-			-
12 43542	Contract for Inst. Services With Other LEA's .....	-			-
13 43570	Receipts from Individual Schools .....	-			-
14 43581	Community Service Fees - Children (Day Care) .....	-			-
15 43582	Community Service Fees - Adults .....	-			-
16 43990	Other Charges for Services .....	-			-
17					
18 43000	Total Charges for Current Services	300,000	-	-	300,000
19					
20					
21					
22					
23					
24					
25					
26					
27					
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BEDFORD COUNTY DEPARTMENT OF EDUCATION  
143 CHILD NUTRITION FUND  
School Budget Amendment No. 3

ACCOUNT NO.	REVENUES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1 44000	Other Local Revenues				
2 44100	Recurring Items				
3 44110	Interest Earned . . . . .	3,000			3,000
4 44120	Lease/Rentals. . . . .	-			-
5 44130	Sale of Materials & Supplies . . . . .	-			-
6 44160	Retirees' Insurance Payments . . . . .	-			-
7 44170	Miscellaneous Refunds . . . . .	-			-
8					
9 44500	Nonrecurring Items				
10 44510	Accrued Interest on Debt Issues. . . . .	-			-
11 44520	Insurance Recovery . . . . .	-			-
12 44530	Sale of Equipment. . . . .	-			-
13 44540	Sale of Property . . . . .	-			-
14 44560	Damages Recovered from Individuals . . . . .	-			-
15 44570	Contributions & Gifts. . . . .	-			-
16 44990	Other Local Revenue. . . . .	-			-
17					
18 44000	Total Other Local Revenues	3,000	-	-	3,000
19					
20 47000	Federal Government				
21 47100	Federal through State				
22 47111	Section 4 - Lunch. . . . .	3,400,000			3,400,000
23 47112	USDA - Commodities . . . . .	-			-
24 47113	Breakfast . . . . .	1,500,000			1,500,000
25 47114	USDA - Other . . . . .	-	242,201 13		242,201
26 47590	Other Federal Through State . . . . .	-			-
27					
28 47100	Total Federal Through State	4,900,000	242,201	-	5,142,201
29					
30 47000	TOTAL OPERATING REVENUES	5,203,000	242,201	-	5,445,201
31					
32 49000	Other Sources				
33 49800	Operating Transfers. . . . .	-			-
34 49810	City General Fund Transfers. . . . .	-			-
35 49900	Residual Equity Transfers. . . . .	-			-
36					
37 49000	Total Other Sources	-			-
38					
39 4100	TOTAL REVENUES AND OTHER SOURCES	5,203,000	242,201	-	5,445,201
40					

13. Supply Chain Assistance Grant - \$242,200.73

BEDFORD COUNTY DEPARTMENT OF EDUCATION  
143 CHILD NUTRITION FUND  
School Budget Amendment No. 3

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	SUPPORT SERVICES - 72000				1
2	GENERAL ADMINISTRATION (72300)				2
3	BOARD OF EDUCATION (72310)				3
4					4
5	72310 513 Workmen's Compensation Insurance.....	54,000			54,000 5
6					6
7	72310 TOTAL EXPEND. FOR BOARD OF EDUCATION	54,000			54,000 7
8					8
9	OPERATION OF NON-INSTRUCTIONAL SERV. (73000)				9
10	FOOD SERVICE (73100)				10
11	73100 105 Supervisor/Director.....	41,536			41,536 11
12	73100 162 Clerical Personnel.....	46,076			46,076 12
13	73100 165 Cafeteria Personnel.....	1,627,170			1,627,170 13
14	73100 167 Maintenance Personnel.....	-			- 14
15	73100 189 Other Salaries & Wages.....	76,000		50,000 1	26,000 15
16	73100 196 In-Service Training.....	-			- 16
17	73100 201 Social Security.....	106,316			106,316 17
18	73100 204 Pensions.....	40,313			40,313 18
19	73100 206 Life Insurance.....	2,250			2,250 19
20	73100 207 Medical Insurance.....	353,760			353,760 20
21	73100 210 Unemployment Compensation.....	5,000			5,000 21
22	73100 212 Employer Medicare.....	24,864			24,864 22
23	73100 299 Other Fringe Benefits.....	2,400		1,400 1	1,000 23
24	73100 306 Bank Charges.....	-			- 24
25	73100 307 Communication.....	3,000		2,500 1	500 25
26	73100 336 Maintenance & Repair Service Equipment.....	55,000			55,000 26
27	73100 355 Travel.....	12,000			12,000 27
28	73100 399 Other Contracted Services.....	15,000	12,000 1		27,000 28
29	73100 421 Food Preparation Supplies.....	345,000	14,400 1		359,400 29
30	73100 422 Food Supplies.....	2,750,000	300,201 1		3,050,201 30
31	73100 435 Office Supplies.....	15,000			15,000 31
32	73100 451 Uniforms.....	18,000			18,000 32
33	73100 469 USDA - Commodities.....	-			- 33
34	73100 499 Other Supplies & Materials.....	-			- 34
35	73100 524 In-Service/Staff Development.....	15,000		8,000 1	7,000 35
36	73100 599 Other Charges.....	3,000		2,500 1	500 36
37	73100 710 Food Service Equipment.....	100,000		20,000 1	80,000 37
38					- 38
39	TOTAL EXPENDITURES FOR FOOD SERVICE	5,656,685	326,601	84,400	5,898,886 39
40					- 40

BEDFORD COUNTY DEPARTMENT OF EDUCATION  
143 CHILD NUTRITION FUND  
School Budget Amendment No. 3

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	OTHER USES (99000)				
2	OPERATING TRANSFERS (99100)				
3					
4	99100 590 Transfers to Other Funds.....	22,012			22,012
5					
6					
7					
8					
9					
10					
11					
12	99000 TOTAL OTHER USES	22,012	-	-	22,012
13					
14					
15					
16	GRAND TOTAL EXPENDITURES	5,732,697	326,601	84,400	5,974,898
17					
18					
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Item 8.

56

BEDFORD COUNTY DEPARTMENT OF EDUCATION  
146 SCHOOL AGE CARE PROGRAM FUND  
School Budget Amendment No. 3

ACCOUNT NO.	REVENUES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1 43000	Charges for Current Services				
2 43500	Education Charges				
3 43517	Tuition - Other .....	612,185			612,185
4 43521	Lunch Payments - Children .....	-			-
5 43522	Lunch Payments - Adults .....	-			-
6 43523	Income from Breakfast .....	-			-
7 43524	Special Milk Sales .....	-			-
8 43525	Ala Carte Sales .....	-			-
9 43531	Transportation Other State Systems .....	-			-
10 43532	Transportation Out-of-State Systems .....	-			-
11 43541	Contract for Adm. Services With Other LEA's .....	-			-
12 43542	Contract for Inst. Services With Other LEA's .....	-			-
13 43570	Receipts from Individual Schools .....	-			-
14 43581	Community Service Fees - Children (Day Care) .....	10,000			10,000
15 43582	Community Service Fees - Adults .....	-			-
16 43990	Other Charges for Services .....	-			-
17					
18 43000	Total Charges for Current Services	622,185	-	-	622,185
19					
20					
21					
22					
23					
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BEDFORD COUNTY DEPARTMENT OF EDUCATION  
146 SCHOOL AGE CARE PROGRAM FUND  
School Budget Amendment No. 3

ACCOUNT NO.	REVENUES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	44000				
2	44100				
3	44110				
4	44120				
5	44130				
6	44160				
7	44170				
8					
9	44500				
10	44510				
11	44520				
12	44530				
13	44540				
14	44560				
15	44570				
16	44990				
17					
18					
19					
20					
21	47000	622,185			622,185
22					
23	49000				
24	49800				
25	49810				
26	49900				
27					
28	49000				
29					
30	14100	622,185			622,185
31					
32					
33					
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BEDFORD COUNTY DEPARTMENT OF EDUCATION  
146 SCHOOL AGE CARE PROGRAM FUND  
School Budget Amendment No. 3

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	SUPPORT SERVICES - 72000				
2	GENERAL ADMINISTRATION (72300)				
3	BOARD OF EDUCATION (72310)				
4					
5	513 Workmen's Compensation Insurance.....	1,800			1,800
6					
7	TOTAL EXPEND. FOR BOARD OF EDUCATION	1,800	-	-	1,800
8					
9	OPERATION OF NON-INSTRUCTIONAL SERV (73000)				
10	COMMUNITY SERVICES (73300)				
11					
12	105 Supervisor/Director.....	60,403			60,403
13	119 Accounts/Bookkeepers.....	-			-
14	162 Clerical Personnel.....	63,965			63,965
15	169 Temporary/Part-time Personnel.....	401,387		8,000	393,387
16	189 Other Salaries & Wages.....	-			-
17	196 In-Service Training.....	-			-
18	201 Social Security.....	32,597			32,597
19	204 Pensions.....	15,405		150	15,255
20	206 Life Insurance.....	-			-
21	207 Medical Insurance.....	28,398			28,398
22	208 Dental Insurance.....	-			-
23	210 Unemployment Compensation.....	4,000			4,000
24	212 Employer Medicare.....	7,623			7,623
25	217 Retirement-Hybrid Stabilization.....	-	150		150
26	307 Communication.....	2,000			2,000
27	336 Maintenance & Repair Services - Equipment	1,300	60		1,360
28	355 Travel.....	4,100			4,100
29	399 Other Contracted Services.....	300			300
30	422 Food Supplies.....	29,899			34,899
31	429 Instructional Supplies & Materials	22,235	5,000		27,235
32	435 Office Supplies.....	-			-
33	452 Utilities.....	-			-
34	499 Other Supplies & Materials.....	14,384	3,000		17,384
35	524 In-Service/Staff Development.....	2,950			2,950
36	599 Other Charges.....	3,400			3,400
37	790 Other Equipment.....	5,200		60	5,140
38					
39	TOTAL EXPENDITURES FOR COMMUNITY SERVICES	699,546	8,210	8,210	699,546
40					
41	TOTAL OPERATING EXPEND.	701,346	8,210	8,210	701,346

BEDFORD COUNTY DEPARTMENT OF EDUCATION  
146 SCHOOL AGE CARE PROGRAM FUND  
School Budget Amendment No. 3

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	OTHER USES (99000)				1
2	OPERATING TRANSFERS (99100)				2
3					3
4	99100 590 Transfers to Other Funds.....	-			4
5					5
6					6
7					7
8					8
9					9
10					10
11					11
12	TOTAL OTHER USES	-	-	-	12
13					13
14					14
15					15
16	GRAND TOTAL EXPENDITURES	701,346	8,210	8,210	701,346
17					17
18					18
19					19
20					20
21					21
22					22
23					23
24					24
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**File Attachments for Item:**

9. County - Budget Amendment No. 4

# BEDFORD COUNTY, TENNESSEE

## Budget Amendment No. 4 2022-23

101 - COUNTY GENERAL FUND  
131 - HIGHWAY/PUBLIC WORKS FUND

Mr. Chad Graham, Financial Management Committee Chairman and County Mayor  
Mr. Robert Daniel, Director of Finance

BEDFORD COUNTY, TENNESSEE  
101 COUNTY GENERAL FUND  
Budget Amendment No. 4

ESTIMATED REVENUES AND OTHER SOURCES

ACCOUNT NO.	Budget 2022-23	Increases	Decreases	Amended 2022-23
1				
2				
3				
4				
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1	ESTIMATED REVENUES AND OTHER SOURCES			
2	Local Taxes.....	21,577,738	-	21,577,738
3	Licenses & Permits.....	397,205	-	397,205
4	Fines, Forfeitures and Penalties	407,319	-	407,319
5	Charges for Current Services.....	2,507,391	-	2,507,391
6	Other Local Revenues.....	1,025,797	8	1,063,997
7	Fees Received from County Officials.....	2,381,490	2,11	2,381,490
8	State of Tennessee.....	1,552,450	567,197	2,119,647
9	Federal Government.....	1,153,581	440,440	1,594,021
10	Other Governments and Citizens Groups	299,213	385,032	684,245
11	Other Sources.....			
12				
13	TOTAL EST. REVENUES & OTHER SOURCES	31,302,184	1,451,786	32,753,969
14				
15				
16				
17				
18	RESERVES AND/OR FUND BALANCES			
19	Reserves and/or Fund Balances			
20	Beginning Fund Balance	2,041,617		2,041,617
21	Restricted Fund Balance	1,868,245	54,374	1,813,871
22	Committed Fund Balance	646,483		646,483
23	Assigned Fund Balance	7,919,368		7,919,368
24	3% Fund Balance	847,122		847,122
25				
26				
27				
28	Total Increase in Revenues and Decreases in Fund Balance (Net)	13,322,835	54,374	13,268,461
29				
30				
31				
32				
33	Beginning Balance, July 1, 2023	2,707,422	1,153,873	10,331,630
34	Adjustment	(648,805)	780,236	3,074,069
35	Amendment 2	(5,000)	(85,519)	(70,519)
36	Amendment 3	(12,000)	(345)	(12,345)
37				
38				
39	Amended Balance, July 1, 2023	2,041,617	1,868,245	13,322,835
40				

BEDFORD COUNTY, TENNESSEE  
101 COUNTY GENERAL FUND  
Budget Amendment No. 4

ACCOUNT NO.	EXPENDITURES AND OTHER USES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	EXPENDITURES (APPROPRIATIONS)				
2	GENERAL GOVERNMENT				
3	County Commission	162,596	-	-	162,596
4	Board of Equalization	8,000	-	-	8,000
5	Beer Board	1,000	-	-	1,000
6	Budget and Finance Committee	2,995	-	-	2,995
7	Other Boards and Committees	-	-	-	-
8	County Mayor	386,086	5,006	5,006	386,086
9	Personnel Office	94,851	-	-	94,851
10	County Attorney	65,000	-	-	65,000
11	Election Commission	281,760	290,960	2,520	570,200
12	Register of Deeds	391,658	-	-	391,658
13	Planning	271,288	458	450	271,296
14	Codes Compliance	204,369	-	-	204,369
15	Geographical Information Systems	65,941	-	-	65,941
16	County Buildings	1,571,598	427,315	-	1,998,913
17	Preservation of Records	96,506	-	-	96,506
18	FINANCE				
19	Accounting and Budgeting	920,509	961	-	921,470
20	Property Assessor's Office	447,453	4,000	4,000	447,453
21	Reappraisal Program	140,855	-	-	140,855
22	County Trustee's Office	420,897	1,710	1,710	420,897
23	County Clerk's Office	674,985	7,609	-	682,594
24	Data Processing	371,582	200	200	371,582
25	ADMINISTRATION OF JUSTICE				
26	Circuit Court	943,323	3,000	3,000	943,323
27	General Sessions Court	272,921	-	-	272,921
28	Chancery Court	407,322	18	-	407,340
29	Juvenile Court	265,032	-	-	265,032
30	Judicial Commissioners	265,695	-	-	265,695
31	Other Administration of Justice	158,501	-	-	158,501
32	Probation Services	486,172	-	-	486,172
33	PUBLIC SAFETY				
34	Sheriff's Department	5,144,414	30,102	27,117	5,147,399
35	Special Patrols	43,236	-	-	43,236
36	Traffic Controls	4,401,940	-	-	4,401,940
37	Jail	-	-	-	-
38	Workhouse	697,568	31,200	31,200	697,568
39	Juvenile Services	-	-	-	-
40	Civil Defense	-	-	-	-
41	Other Emergency Management	2,573,704	105,228	47,700	2,631,232

BEDFORD COUNTY, TENNESSEE  
101 COUNTY GENERAL FUND  
Budget Amendment No. 4

ACCOUNT NO.	EXPENDITURES AND OTHER USES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	EXPENDITURES (APPROPRIATIONS) Cont.				
2	PUBLIC HEALTH AND WELFARE				
3	County Coroner/Medical Examiner	55,000	-	-	55,000
4	Other Public Safety	831,293	-	-	831,293
3	Local Health Center	768,412	73,175	-	837,587
4	Rabies and Animal Control	415,358	3,888	4,000	417,729
5	Ambulance/Emergency Medical Services	4,940,623	70,762	1,517	4,989,122
6	Other Local Health Services	74,016	-	22,263	4,989,122
7	Regional Mental Health Center	-	-	-	74,016
8	Appropriation to State	1,478	-	1,478	-
9	General Welfare Assistance	75,070	-	-	75,070
10	Convenience Centers	1,617,839	50,000	50,000	1,617,839
11	SOCIAL, CULTURAL and RECREATIONAL SERVICES				
12	Adult Activities	6,000	-	-	6,000
13	Senior Citizens Assistance	16,000	-	-	16,000
14	Libraries	166,605	-	-	166,605
15	AGRICULTURE & NATURAL RESOURCES				
16	Agriculture Extension Service	135,977	-	-	135,977
17	Soil Conservation	64,000	-	-	64,000
18	Other Agriculture & Natural Resources	173,534	932	203	174,263
19	OTHER OPERATIONS				
20	Tourism	2,369	-	-	2,369
21	Other Economic & Community Development	100,000	450,000	-	550,000
22	Veterans' Services	102,689	1,425	1,425	102,689
23	Other Charges	535,335	-	-	535,335
24	Contributions to Other Agencies	150,000	-	-	150,000
25	Employee Benefits	-	-	-	-
26	COVID-19 Grant #4	75,000	152,000	-	227,000
27	COVID-19 Grant #5	14,940	-	-	14,940
28	COVID-19 Grant #6	-	-	-	-
29	American Rescue Plan Act Grant #1	-	-	-	-
31	Miscellaneous	1,142,247	-	-	1,142,247
30	CAPITAL PROJECTS				
32	Public Health and Welfare Projects	367,835	-	-	367,835
33	Other General Government Projects	500,000	-	-	500,000
34	Estimated Other Uses	-	-	-	-
35	TOTAL EXPENDITURES (APPROPRIATIONS)	34,571,378	1,709,948	203,789	36,077,537
36	Total Increase in Expenditures		1,506,160		

Item 9.

BEDFORD COUNTY, TENNESSEE  
101 COUNTY GENERAL FUND  
Budget Amendment No. 4

ACCOUNT NO.	REVENUES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	LOCAL TAXES				
2	County Property Taxes				
3	Current Property Tax	18,304,000			18,304,000
4	Discount on Property Taxes				
5	Trustee's Collections - Prior Year	360,368			360,368
6	Trustee's Collections - Bankruptcy	3,000			3,000
7	Circuit Clk./Clk. & Master Coll. - Prior Yr	93,425			93,425
8	Interest & Penalty	72,000			72,000
9	Pick-up Taxes				
10	Payments in Lieu of Taxes - T.V.A.	426,365			426,365
11	Payments in Lieu of Taxes - Local Utilities	91,473			91,473
12	Payments in Lieu of Taxes - Other	71,308			71,308
13	County Local Option Taxes				
14	Local Option Sales Tax	686,597			686,597
15	Hotel/Motel Tax	26,850			26,850
16	Local Amusement Tax				
17	Litigation Tax - General	229,957			229,957
18	Litigation Tax - Special Purpose				
19	Litigation Tax - Jail, Workhouse	140,541			140,541
20	Litigation Tax - Courtroom Security	109,000			109,000
21	Wheel Tax				
22	Business Tax	555,378			555,378
23	Mixed Drink Tax	1,800			1,800
24	Other County Local Option Tax				
25	Statutory Local Taxes				
26	Bank Excise Tax	211,651			211,651
27	Wholesale Beer Tax	194,025			194,025
28	Interstate Telecommunications				
29	Other Statutory Local Taxes				
30					
31	Total County Taxes	21,577,738			21,577,738
32					
33					
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BEDFORD COUNTY, TENNESSEE  
101 COUNTY GENERAL FUND  
Budget Amendment No. 4

ACCOUNT NO.	REVENUES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	41000				1
2	41100				2
3	41110				3
4	41140				4
5	41500				5
6	41510				6
7	41520				7
8	41590				8
9					9
10					10
11					11
12					12
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33					33
34					34
35					35
36					36
37					37
38					38
39					39
40					40
	LICENSES AND PERMITS				
	Licenses				
	Marriage Licenses	600			600
	Cable TV Franchise	51,000			51,000
	Permits				
	Beer Permits	1,800			1,800
	Building Permits	289,456			289,456
	Other Permits	54,349			54,349
	Total Licenses and Permits	397,205	-		397,205

BEDFORD COUNTY, TENNESSEE  
101 COUNTY GENERAL FUND  
Budget Amendment No. 4

ACCT NO.	REVENUES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	FINES, FORFEITURES AND PENALTIES				
2	Circuit Court				
3	Fines.....	300			300
4	Officers Costs.....	4,200			4,200
5	Drug Control Fines.....	-			-
6	Jail Fees.....	500			500
7	DUI Treatment Fines.....	1,200			1,200
8	Data Entry Fee - Circuit Court.....				
9	Criminal Court				
10	Interpreter Fee.....	100			100
11	Courtroom Security Fee.....	-			-
12	General Sessions Court				
13	Fines.....	50,412			50,412
14	Officers Costs.....	500			500
15	Game and Fish Fines.....	400			400
16	Drug Control Fines.....	-			-
17	Drug Court Fees.....	24,667			24,667
18	Jail Fees.....	-			-
19	Judicial Commissioner Fees.....	9,225			9,225
20	DUI Treatment Fines.....	17,000			17,000
21	Data Entry Fee - General Sessions.....	-			-
22	Courtroom Security Fee.....				
23	Juvenile Court				
24	Fines.....	49,000			49,000
25	Games and Fish Fines.....	-			-
26	Jail Fees.....	233,000			233,000
27	Chancery Court				
28	Officers Costs.....	1,600			1,600
29	Data Entry Fee - Chancery Court.....	6,900			6,900
30	Courtroom Security Fee.....	15			15
31	Other Courts - In County				
32	Fines.....	4,300			4,300
33	Jail Fees.....	-			-
34	Judicial District Drug Program				
35	Courtroom Security Fee.....	-			-
36	Other Fines, Forfeitures and Penalties	4,000			4,000
37	Proceeds from Confiscated Property.....	-			-
38					
39	Total Fines, Forfeitures and Penalties	407,319	-		407,319
40					

BEDFORD COUNTY, TENNESSEE  
101 COUNTY GENERAL FUND  
Budget Amendment No. 4

ACCOUNT NO.	REVENUES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	CHARGES FOR CURRENT SERVICES				
2	General Service Charges	1,770,000			1,770,000
3	Patient Charges				
4	Work Release Charges for Board				
5	Other General Service Charges	4,600			4,600
6	Service Charges	62,685	20,917		83,601
7	Fees				
8	Copy Fees	50			50
9	Archives and Record Management Fee	117,216			117,216
10	Telephone Commissions	94,048			94,048
11	Vending Machine Collections				
12	Data Processing Fee - Register	18,159			18,159
13	Probation Fees	348,223			348,223
14	Data Processing Fee - Sheriff	4,200			4,200
15	Sexual Offender Registration Fee - Sheriff	4,400			4,400
16	Data Processing Fee - County Clerk	3,500			3,500
17	Vehicle Insurance Coverage and Reinstatement	3,463			3,463
18	Other Charges for Services	76,847			76,847
19					
20	Total Charges For Current Services	2,507,391	20,917		2,528,307
21					
22	OTHER LOCAL REVENUES				
23	Recurring Items				
24	Investment Income				
25	Lease/Rentals	90,547			90,547
26	Commissary Sales	15,131			15,131
27	Sale of Maps				
28	Sale of Recycled Materials	82,000			82,000
29	Sale of Animals	1,500			1,500
30	Miscellaneous Refunds	759,851	28,869		788,720
31					
32	Nonrecurring Items				
33	Accrued Interest on Debt Issues				
34	Insurance Recovery				
35	Sale of Equipment	18,816	6,460		25,276
36	Sale of Property				
37	Resale of Materials - T & I House				
38	Damages Recovered from Individuals				
39	Contributions & Gifts	40,952	2,871		43,823
40	Other Local Revenue	17,000		2,11	17,000
41					
42	Total Other Local Revenues	1,025,797	38,200		1,063,997

BEDFORD COUNTY, TENNESSEE  
101 COUNTY GENERAL FUND  
Budget Amendment No. 4

ACCOUNT NO.	REVENUES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	45000				
2	45100				
3	45110				
4	45120				
5	45140				
6	45150				
7	45160				
8	45180				
9	45190				
10	45500				
11	45510				
12	45520				
13	45540				
14	45550				
15	45560				
16	45580				
17	45590				
18	45610				
19					
20	45000				
21					
22					
23					
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26					
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40					
FEES RECEIVED FROM COUNTY OFFICIALS					
Excess Fees					
County Clerk					
Circuit Court Clerk					
General Sessions Court Clerk					
Clerk and Master					
Juvenile Court Clerk					
Register					
Trustee					
Fees In Lieu of Salary					
County Clerk		567,439			567,439
Circuit Court Clerk		98,928			98,928
General Sessions Court Clerk		440,000			440,000
Clerk and Master		175,000			175,000
Juvenile Court Clerk					
Register					
Sheriff		269,000			269,000
Trustee		26,123			26,123
Total Fees Received From County Officials		2,381,490			2,381,490

BEDFORD COUNTY, TENNESSEE  
101 COUNTY GENERAL FUND  
Budget Amendment No. 4

ACCOUNT NO.	REVENUES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	STATE OF TENNESSEE				
2	General Government Grants				
3	Juvenile Services Program	9,000			9,000
4	State Reappraisal Grant	-			-
5	Solid Waste Grant	-			-
6	Public Safety Grants				
7	Law Enforcement Training Programs				
8	Other Public Safety Grants				
9	Health and Welfare Grants				
10	Health Department Programs	630,671	67,697	7	698,368
11	Other Health and Welfare Grants	-			-
12	Other State Revenues				
13	Income Tax	80,145			80,145
14	Beer Tax	18,000			18,000
15	Vehicle Certificate of Title Fees	12,500			12,500
16	Alcoholic Beverage Tax	108,000			108,000
17	Mixed Drink Tax	-			-
18	State Revenue Sharing - TVA	-			-
19	State Revenue Sharing - Telecommunications	92,000			92,000
20	State Shared Sports Gaming Privilege Tax	22,000			22,000
21	Prisoner Transportation	-			-
22	Contracted Prisoner Boarding	451,000			451,000
23	Registrar's Salary Supplement	15,164			15,164
24	State Shared Sales Tax - Cities	7,100			7,100
25	Other State Grants	78,170	499,500	5,6	577,670
26	Other State Revenues	28,700			28,700
27					
28	Total State of Tennessee	1,552,450	567,197	-	2,119,647
29					
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Item 9.

BEDFORD COUNTY, TENNESSEE  
101 COUNTY GENERAL FUND  
Budget Amendment No. 4

ACCOUNT NO.	REVENUES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	FEDERAL GOVERNMENT				
2	Federal Through State				
3	USDA - Other	50,000			50,000
4	Community Development	367,835			367,835
5	Civil Defense Reimbursement	46,136			46,136
6	Disaster Relief Grant				
7	Homeland Security Grants	38,170			38,170
8	COVID-19 Grant #4	75,000	152,000	3	227,000
9	COVID-19 Grant #5	14,940			14,940
10	American Rescue Plan Act Grant #1				
11	American Rescue Plan Act Grant #2				
12	American Rescue Plan Act Grant #3				
13	Other Federal through State	561,500	288,440	4	849,940
14	Direct Federal Revenue				
15	COVID-19 Grant #6				
16	Other Direct Federal Revenue				
17					
18	Total Federal Government	1,153,581	440,440	-	1,594,021
19					
20	Other Governments and Citizens Groups				
21	Donations				
22					
23	Total Other Governments and Citizens Groups				
24					
25	Other Sources				
26	Bond Proceeds				
27	Note Proceeds				
28	Proceeds from Capitalized Lease Obligations				
29	Proceeds of Refunding Bonds				
30	Proceeds from Sale of Capital Assets				
31	Insurance Recovery	73,814	385,032	11	458,846
32	Operating Transfers	225,399			225,399
33	City General Fund Transfers				
34	Residual Equity Transfers				
35					
36	Total Other Sources	299,213	385,032	-	684,245
37					
38					
39	TOTAL REVENUES AND OTHER SOURCES	31,302,184	1,451,786	-	32,753,969
40					
41					
42					

BEDFORD COUNTY, TENNESSEE  
101 COUNTY GENERAL FUND  
Budget Amendment No. 4

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	GENERAL GOVERNMENT				
2	County Commission				
3	Board and Committee Members Fees	110,804			110,804
4	Social Security	6,870			6,870
5	Pensions	3,247			3,247
6	Medical Insurance	12,648			12,648
7	Unemployment Compensation	200			200
8	Employer Medicare	1,607			1,607
9	Advertising	5,000			5,000
10	Travel	1,000			1,000
11	Other Contracted Services	19,620			19,620
12	In-Service/Staff Development	1,500			1,500
13	Other Charges	100			100
14	Total County Commission	162,596	-	-	162,596
15					
16	Board of Equalization				
17	Board and Committee Members Fees	8,000			8,000
18					
19	Total Board of Equalization	8,000	-	-	8,000
20					
21	Beer Board				
22	Board and Committee Members Fees	1,000			1,000
23	Advertising	-			-
24					
25	Total Beer Board	1,000	-	-	1,000
26					
27	Budget and Finance Committee				
28	Board and Committee Members Fees	2,700			2,700
29	Social Security	167			167
30	Pensions	79			79
31	Unemployment	10			10
32	Employer Medicare	39			39
33					
34	Total Budget and Finance Committee	2,995	-	-	2,995
35					
36	Other Boards and Committees				
37	Board and Committee Members Fees	-			-
38					
39	Total Other Boards and Committees	-	-	-	-
40					

BEDFORD COUNTY, TENNESSEE  
101 COUNTY GENERAL FUND  
Budget Amendment No. 4

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	GENERAL GOVERNMENT Cont.				
2	County Mayor				
3	County Official/Administrative Officer	123,471			123,471
4	Supervisor/Director	-			-
5	Data Processing Personnel	59,959			59,959
6	Secretary(s)	-			-
7	Clerical Personnel	40,000			40,000
8	Part-time Personnel	1,000			1,000
9	Educational Incentive - Official/Administrative Of	150			150
10	Longevity Pay	-			-
11	Overtime Pay	42,345			42,345
12	Other Salaries & Wages	-			-
13	In-Service Training	16,550			16,550
14	Social Security	6,650			6,650
15	Pensions	208			208
16	Life Insurance	44,972			44,972
17	Medical Insurance	168			168
18	Unemployment	3,870			3,870
19	Employer Medicare	3,500			3,500
20	Communication	1,500			1,500
21	Data Processing Services	1,800			1,800
22	Dues and Memberships	1,400			1,400
23	Maintenance Agreements	103			103
24	Pest Control	1,500	6		1,506
25	Postal Charges	-	1		1
26	Rentals	5,000			5,000
27	Travel	16,000		5,006	10,994
28	Other Contracted Services	2,500			2,500
29	Gasoline	-			-
30	Office Supplies	-			-
31	Other Supplies and Materials	-			-
32	Premiums on Corporate Surety Bonds	3,140			3,140
33	In-Service/Staff Development	6,500			6,500
34	Other Charges	-	3,500		3,500
35	Data Processing Equipment	1,000			1,000
36	Furniture and Fixtures	2,800			2,800
37	Office Equipment	386,086	5,006		386,086
38	Total County Mayor			5,006	
39					
40					
41					

BEDFORD COUNTY, TENNESSEE  
101 COUNTY GENERAL FUND  
Budget Amendment No. 4

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	51000				
2	51310				
3	51310				
4	51310	74,190			74,190
5	51310				
6	51310				
7	51310				
8	51310				
9	51310				
10	51310				
11	51310				
12	51310				
13	51310				
14	51310				
15	51310				
16	51310				
17	51310				
18	51310				
19	51310				
20	51310				
21	51310				
22	51310				
23	51310				
24	51310				
25	51310				
26	51310				
27	51310				
28	51310				
29	51310				
30					
31					
32					
33					
34					
35	51400				
36	51400				
37					
38					
39					
40					
GENERAL GOVERNMENT Cont.					
Personnel Office					
105	Supervisor/Director	74,190			74,190
169	Part-time Personnel				
186	Longevity Pay				
187	Overtime Pay				
201	Social Security	4,600			4,600
204	Pensions	2,174			2,174
206	Life Insurance	66			66
207	Medical Insurance	6,324			6,324
210	Unemployment	56			56
212	Employer Medicare	1,076			1,076
307	Communication	600			600
317	Data Processing Services	3,500			3,500
320	Dues and Memberships	350			350
334	Maintenance Agreements	815			815
336	Maintenance & Repair Services - Equipment				
347	Pest Control				
348	Postal Charges				
349	Printing, Stationery and Forms	400			400
355	Travel				
399	Other Contracted Services				
435	Office Supplies	400			400
499	Other Supplies and Materials	150			150
524	In Service/Staff Development	150			150
599	Other Charges				
709	Data Processing Equipment				
711	Furniture and Fixtures				
719	Office Equipment				
Total Personnel Office		94,851			94,851
County Attorney					
101	County Official/Administrative Officer	65,000			65,000

BEDFORD COUNTY, TENNESSEE  
101 COUNTY GENERAL FUND  
Budget Amendment No. 4

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increases	Decreases	Amended 2022-23	
1	GENERAL GOVERNMENT Cont.					1
2	Election Commission (Including Voter Registration)					2
3	County Official/Administrative Officer	87,465			87,465	3
4	Deputy(s)	39,987			39,987	4
5	Custodial Personnel	9,600			9,600	5
6	Part-time Personnel	18,000			18,000	6
7	Longevity Pay	450			450	7
8	Overtime Pay	5,000			5,000	8
9	Election Commission	5,000			5,000	9
10	Election Workers	22,000			22,000	10
11	Social Security	10,261			10,261	11
12	Pensions	3,894			3,894	12
13	Life Insurance	132			132	13
14	Medical Insurance	12,648			12,648	14
15	Unemployment	224			224	15
16	Employer Medicare	2,400			2,400	16
17	Communication	2,285			2,285	17
18	Data Processing Services	4,100			4,100	18
19	Dues and Memberships	350			350	19
20	Maintenance Agreements	14,484			14,484	20
21	Maintenance & Repair Services - Equipment	2,000			2,000	21
22	Pest Control	100	20		120	22
23	Postal Charges	8,000			8,000	23
24	Printing, Stationery and Forms	16,000			16,000	24
25	Travel	3,000		20	2,980	25
26	Other Contracted Services	450			450	26
27	Office Supplies	5,430	2,500		7,930	27
28	Utilities	-			-	28
29	Other Supplies and Materials	1,000			1,000	29
30	In-Service/Staff Development	4,000		2,500	1,500	30
31	Other Charges	2,500			2,500	31
32	Data Processing Equipment	1,000			1,000	32
33	Furniture and Fixtures	-			-	33
34	Voting Machines	-	288,440	4	288,440	34
35						35
36	Total Election Commission (Including Voter Regist	281,760	290,960	2,520	570,200	36
37						37
38						38
39						39
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Item 9.

BEDFORD COUNTY, TENNESSEE  
101 COUNTY GENERAL FUND  
Budget Amendment No. 4

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	Register of Deeds				1
2	County Official/Administrative Officer	97,183			2 97,183
3	Deputy(s)	177,479			3 177,479
4	Part-time Personnel	-			4 -
5	Educational Incentive - Official/Administrative Of	1,000			5 1,000
6	Educational Incentive - Other County Employees	-			6 -
7	Longevity Pay	7,950			7 7,950
8	Social Security	17,584			8 17,584
9	Pensions	8,310			9 8,310
10	Life Insurance	330			10 330
11	Medical Insurance	31,620			11 31,620
12	Unemployment	280			12 280
13	Employer Medicare	4,112			13 4,112
14	Communication	1,400			14 1,400
15	Data Processing Services	24,000			15 24,000
16	Dues and Memberships	1,200			16 1,200
17	Maintenance Agreements	-			17 -
18	Pest Control	110			18 110
19	Postal Charges	900			19 900
20	Travel	1,500			20 1,500
21	Other Contracted Services	3,000			21 3,000
22	Office Supplies	6,000			22 6,000
23	Premium on Corporate Surety Bonds	-			23 -
24	Other Charges	1,200			24 1,200
25	Data Processing Services	-			25 -
26	Furniture and Fixtures	-			26 -
27	Office Equipment	6,500			27 6,500
28					28
29	Total Register of Deeds	391,658	-		29 391,658
30					30
31					31
32					32
33					33
34					34
35					35
36					36
37					37
38					38
39					39
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BEDFORD COUNTY, TENNESSEE  
101 COUNTY GENERAL FUND  
Budget Amendment No. 4

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	GENERAL GOVERNMENT Cont.				
2	Planning				
3	Supervisor/Director	84,884			84,884
4	Salary Supplements	1,750			1,750
5	Clerical Personnel	42,345			42,345
6	Longevity Pay	1,650			1,650
7	Other Salaries & Wages	49,553			49,553
8	Board and Committee Members Fees	7,600			7,600
9	In-Service Training	-			-
10	Social Security	11,643			11,643
11	Pensions	5,280			5,280
12	Life Insurance	198			198
13	Medical Insurance	18,972			18,972
14	Unemployment	168			168
15	Employer Medicare	2,723			2,723
16	Communication	2,250			2,250
17	Contracts with Government Agencies	4,300			4,300
18	Dues and Memberships	655			655
19	Legal Notices, Recording and Court Costs	600		150	450
20	Maintenance and Repair Services - Vehicles	1,400			1,400
21	Postal Charges	546	1,11		1,004
22	Travel	400			400
23	Other Contracted Services	24,621			24,621
24	Gasoline	2,100		300	1,800
25	Office Supplies	2,000			2,000
26	Small Tools	-			-
27	In Service/Staff Development	1,250			1,250
28	Other Charges	1,000			1,000
29	Data Processing Equipment	1,000			1,000
30	Office Equipment	400			400
31	Other Equipment	2,000			2,000
32					
33	Total Planning	271,288	458	450	271,296
34					
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BEDFORD COUNTY, TENNESSEE  
101 COUNTY GENERAL FUND  
Budget Amendment No. 4

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	51750				1
2	51750				2
3	51750	69,487			3
4	51750	3,750			4
5	51750	34,348			5
6	51750	450			6
7	51750	39,226			7
8	51750	3,000			8
9	51750	-			9
10	51750	9,316			10
11	51750	4,315			11
12	51750	198			12
13	51750	18,972			13
14	51750	112			14
15	51750	2,179			15
16	51750	1,140			16
17	51750	600			17
18	51750	500			18
19	51750	1,500			19
20	51750	65			20
21	51750	1,500			21
22	51750	1,200			22
23	51750	4,500			23
24	51750	1,200			24
25	51750	600			25
26	51750	600			26
27	51750	3,311			27
28	51750	-			28
29	51750	2,300			29
30		204,369	-	-	30
31					31
32					32
33					33
34					34
35					35
36					36
37					37
38					38
39					39
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BEDFORD COUNTY, TENNESSEE  
101 COUNTY GENERAL FUND  
Budget Amendment No. 4

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	Geographical Information Systems				
2	Supervisor/Director .....				
3	Data Processing Personnel .....				
4	Salary Supplements .....	750			750
5	Longevity Pay .....	150			150
6	Other Salaries & Wages .....	42,466			42,466
7	Social Security .....	2,689			2,689
8	Pensions .....	1,271			1,271
9	Life Insurance .....	66			66
10	Medical Insurance .....	6,324			6,324
11	Unemployment .....	56			56
12	Employer Medicare .....	629			629
13	Communication .....	300			300
14	Dues and Memberships .....	40			40
15	Other Contracted Services .....	4,200			4,200
16	Office Supplies .....	500			500
17	Small Tools .....	-			-
18	In Service/Staff Development .....	4,000			4,000
19	Other Charges .....	-			-
20	Other Equipment .....	2,500			2,500
21					
22					
23					
24					
25					
26					
27	Total Geographical Information Systems	65,941	-	-	65,941
28					
29					
30					
31					
32					
33					
34					
35					
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BEDFORD COUNTY, TENNESSEE  
101 COUNTY GENERAL FUND  
Budget Amendment No. 4

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	County Buildings				
1	51800				
2	105				
3	Supervisor/Director.....	2,000			2,000
4	Salary Supplements.....	174,789			174,789
5	Custodial Personnel.....	135,513			135,513
6	Maintenance Personnel.....	3,450			3,450
7	Longevity Pay.....	5,192			5,192
8	Overtime.....	36,978			36,978
9	Other Salaries & Wages.....	22,811			22,811
10	Social Security.....	10,305			10,305
11	Pensions.....	660			660
12	Life Insurance.....	56,916			56,916
13	Medical Insurance.....	392			392
14	Unemployment.....	5,335			5,335
15	Employer Medicare.....				
16	Architects.....	30,115			30,115
17	Communication.....				
18	Janitorial Services.....	1,500			1,500
19	Laundry Service.....				
20	Maintenance Agreements.....	215,429			215,429
21	Maintenance & Repair Services-Buildings.....	2,000			2,000
22	Maintenance & Repair Services-Equipment.....	4,000			4,000
23	Maintenance & Repair Services-Vehicles.....	6,000			6,000
24	Pest Control.....	5,000			5,000
25	Travel.....		1,125		1,125
26	Other Contracted Services.....	116,000			116,000
27	Custodial Supplies.....	10,000			10,000
28	Gasoline.....	7,020			7,020
29	Utilities.....	278,000			278,000
30	Other Supplies and Materials.....	10,000			10,000
31	Refunds.....				
32	Other Charges.....	25,000	11,952		36,952
33	Building Improvements.....	306,000	332,101		638,101
34	Data Processing Equipment.....				
35	Motor Vehicles.....		43,706		43,706
36	Office Equipment.....	11,729			11,729
37	Other Equipment.....	89,464	38,131		127,595
38	Total County Buildings	1,571,598	427,315		1,998,913
39					
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9. From Fund Balance-GDAG \$3,059  
10. From Fund Balance-Court Security \$43,711  
11. Refunds and Reimbursements

BEDFORD COUNTY, TENNESSEE  
101 COUNTY GENERAL FUND  
Budget Amendment No. 4

ACCOUNT NO.		EXPENDITURES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	51910	105				1
2	51910	140				2
3	51910	169	1,500			3
4	51910	186	58,035			4
5	51910	187	-			5
6	51910	189	-			6
7	51910	201	3,692			7
8	51910	204	22			8
9	51910	206	132			9
10	51910	207	-			10
11	51910	210	112			11
12	51910	212	863			12
13	51910	307	300			13
14	51910	320	500			14
15	51910	334	-			15
16	51910	335	-			16
17	51910	348	50			17
18	51910	355	-			18
19	51910	399	4,000			19
20	51910	410	-			20
21	51910	435	1,400			21
22	51910	452	7,000			22
23	51910	499	650			23
24	51910	524	550			24
25	51910	599	1,400			25
26	51910	707	7,000			26
27	51910	719	2,000			27
28	51910	790	7,300			28
29	51910	799	-			29
30						30
31		Total Preservation of Records	96,506	-		31
32						32
33						33
34						34
35						35
36						36
37						37
38						38
39						39
40						40

BEDFORD COUNTY, TENNESSEE  
101 COUNTY GENERAL FUND  
Budget Amendment No. 4

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	FINANCE				1
2	Accounting and Budgeting				2
3	County Official/Administrative Officer	133,502			3
4	Accountants/Bookkeepers	521,005			4
5	Salary Supplements	5,250			5
6	Secretary(s)	-			6
7	Clerical Personnel	66,468			7
8	Part-time Personnel	-			8
9	Longevity Pay	10,950			9
10	Other Salaries & Wages	-			10
11	In-Service Training	-			11
12	Social Security	45,705			12
13	Pensions	20,880			13
14	Life Insurance	726			14
15	Medical Insurance	31,620			15
16	Unemployment	672			16
17	Employer Medicare	10,689			17
18	Communication	2,500			18
19	Data Processing Services	27,196			19
20	Dues and Memberships	2,850			20
21	Maintenance Agreements	1,080			21
22	Maintenance & Repair Services-Equipment	1,000			22
23	Postal Charges	5,000			23
24	Travel	906	119	11	24
25	Other Contracted Services	4,500			25
26	Data Processing Supplies	4,100			26
27	Office Supplies	9,500	15	11	27
28	Premiums on Corporate Surety Bonds	-			28
29	Inservice/Staff Development	3,510	827	11	29
30	Other Charges	4,900			30
31	Data Processing Equipment	2,000			31
32	Furniture and Fixtures	-			32
33	Office Equipment	4,000			33
34					34
35	Total Accounting and Budgeting	920,509	961	-	921,470
36					36
37					37
38					38
39					39
40					40

BEDFORD COUNTY, TENNESSEE  
101 COUNTY GENERAL FUND  
Budget Amendment No. 4

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	FINANCE				1
2	Property Assessor's Office				2
3	County Official/Administrative Officer	97,183			3 1. Dept. Transfer
4	Assistant(s)	-			4
5	Deputy(s)	209,110			5
6	Data Processing Personnel	-			6
7	Secretary(s)	-			7
8	Clerical Personnel	-			8
9	Part-time Personnel	9,765		4,000	9 7
10	Educational Incentive - Official/Administrative Of	1,000			10
11	Longevity Pay	2,550			11
12	Overtime Pay	-	4,000		12
13	Other Salaries & Wages	1,000			13
14	In-Service Training	-			14
15	Social Security	19,878			15
16	Pensions	9,108			16
17	Life Insurance	396			17
18	Medical Insurance	25,296			18
19	Unemployment	448			19
20	Employer Medicare	4,649			20
21	Communication	1,500			21
22	Data Processing Services	12,800			22
23	Dues and Memberships	2,295			23
24	Maintenance Agreements	1,612			24
25	Maintenance & Repair Services-Equipment	5,741			25
26	Pest Control	117			26
27	Postal Charges	1,700			27
28	Rentals	-			28
29	Travel	100			29
30	Other Contracted Services	25,258			30
31	Gasoline	5,400			31
32	Office Supplies	1,643			32
33	Premiums on Corporate Surety Bonds	100			33
34	Inservice/Staff Development	4,400			34
35	Other Charges	1,500			35
36	Data Processing Equipment	1,904			36
37	Furniture and Fixtures	1,000			37
38	Office Equipment	-			38
39					39
40	Total Property Assessor's Office	447,453	4,000	4,000	40 447,453

BEDFORD COUNTY, TENNESSEE  
101 COUNTY GENERAL FUND  
Budget Amendment No. 4

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	52310				1
2	52310				2
3	52310	45,421			3
4	52310	2,100			4
5	52310	46,240			5
6	52310	-			6
7	52310	5,813			7
8	52310	2,747			8
9	52310	132			9
10	52310	12,648			10
11	52310	112			11
12	52310	1,360			12
13	52310	-			13
14	52310	4,682			14
15	52310	2,000			15
16	52310	1,600			16
17	52310	1,600			17
18	52310	-			18
19	52310	100			19
20	52310	2,000			20
21	52310	3,300			21
22	52310	2,000			22
23	52310	5,000			23
24	52310	2,000			24
25		140,855	-	-	25
26					26
27					27
28					28
29					29
30					30
31					31
32					32
33					33
34					34
35					35
36					36
37					37
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Total Reappraisal Program

BEDFORD COUNTY, TENNESSEE  
101 COUNTY GENERAL FUND  
Budget Amendment No. 4

ACCT NO.	EXPENDITURES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	FINANCE Cont.				1
2	County Trustee's Office				2
3	County Official/Administrative Officer	97,183			3 97,183
4	Deputy(s)	199,543			4 199,543
5	Salary Supplements	2,750			5 2,750
6	Part-time Personnel	-			6 -
7	Educational Incentive - Official/Administrative Of	1,000			7 1,000
8	Educational Incentive - Other County Employees	-			8 -
9	Longevity Pay	5,650			9 5,650
10	Overtime Pay	2,800			10 2,800
11	Other Salaries & Wages	-			11 -
12	In-Service Training	-			12 -
13	Social Security	19,153			13 19,153
14	Pensions	9,052			14 9,052
15	Life Insurance	396			15 396
16	Medical Insurance	31,620			16 31,620
17	Unemployment	280			17 280
18	Employer Medicare	4,480			18 4,480
19	Communication	1,583	200		19 1,783
20	Data Processing Services	6,200	500		20 6,700
21	Dues and Memberships	2,000			21 2,000
22	Legal Notices, Recording and Court Costs	500			22 500
23	Maintenance Agreements	16,700		1,700	23 15,000
24	Pest Control	108	10		24 118
25	Postal Charges	8,771			25 8,771
26	Travel	1,440	1,000		26 2,440
27	Office Supplies	3,902			27 3,902
28	Premiums on Corporate Surety Bonds	-			28 -
29	Inservise/Staff Development	3,722			29 3,722
30	Other Charges	300		10	30 290
31	Data Processing Equipment	-			31 -
32	Furniture and Fixtures	-			32 -
33	Office Equipment	1,764			33 1,764
34					34
35	Total County Trustee's Office	420,897	1,710	1,710	35 420,897
36					36
37					37
38					38
39					39
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BEDFORD COUNTY, TENNESSEE  
101 COUNTY GENERAL FUND  
Budget Amendment No. 4

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	County Clerk's Office				
2	County Official/Administrative Officer	97,183			97,183
3	Deputy(s)	360,739			360,739
4	Salary Supplements	3,000			3,000
5	Part-time Personnel	11,250			11,250
6	Educational Incentive	1,000			1,000
7	Longevity Pay	7,600			7,600
8	Other Salaries & Wages	-			-
9	Social Security	29,808			29,808
10	Pensions	14,087			14,087
11	Life Insurance	726			726
12	Medical Insurance	63,240			63,240
13	Unemployment	560			560
14	Employer Medicare	6,971			6,971
15	Communication	1,365			1,365
16	Dues and Memberships	1,023			1,023
17	Janitorial Services	-			-
18	Maintenance Agreements	15,412			15,412
19	Pest Control	108			108
20	Postal Charges	31,450			31,450
21	Travel	100			100
22	Office Supplies	17,965	7,254	12,13	25,219
23	Premiums on Corporate Surety Bonds	-			-
24	Inservise/Staff Development	2,875			2,875
25	Other Charges	288			288
26	Data Processing Equipment	4,250			4,250
27	Furniture and Fixtures	1,050	40	13	1,090
28	Office Equipment	2,935	315	13	3,250
29					
30					
31	Total County Clerk's Office	674,985	7,609	-	682,594
32					
33					
34					
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36					
37					
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12. From Fund Balance-Co Clerk SSR - \$7 1:  
13. From Fund Balance-Co Clerk EIVS - \$45:

Item 9.

BEDFORD COUNTY, TENNESSEE  
101 COUNTY GENERAL FUND  
Budget Amendment No. 4

ACCOUNT NO.		EXPENDITURES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	52600	Data Processing				
2	52600	Supervisor/Director	80,934			80,934
3	52600	Data Processing Personnel	150,744			150,744
4	52600	Longevity Pay	1,500			1,500
5	52600	Other Salaries & Wages	7,500			7,500
6	52600	Social Security	14,922			14,922
7	52600	Pensions	7,052			7,052
8	52600	Life Insurance	264			264
9	52600	Medical Insurance	25,296			25,296
10	52600	Unemployment	280			280
11	52600	Employer Medicare	3,490			3,490
12	52600	Communication	26,000			26,000
13	52600	Dues and Memberships	-			-
14	52600	Janitorial Services	-			-
15	52600	Maintenance Agreements	-			-
16	52600	Postal Charges	-			-
17	52600	Travel	-			-
18	52600	Other Contracted Services	35,000			35,000
19	52600	Office Supplies	400			400
20	52600	Small Tools	500			500
21	52600	Other Supplies and Materials	2,500	200		2,700
22	52600	Inservice/Staff Development	5,000			5,000
23	52600	Other Charges	200		200	-
24	52600	Office Equipment	-			-
25	52600	Other Equipment	10,000			10,000
26						
27						
28		Total Data Processing	371,582	200	200	371,582
29						
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BEDFORD COUNTY, TENNESSEE  
101 COUNTY GENERAL FUND  
Budget Amendment No. 4

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	ADMINISTRATION OF JUSTICE				
2	Circuit Court				
3	County Official/Administrative Officer	106,901			106,901
4	Deputy(s)	520,401			520,401
5	Salary Supplements	1,750			1,750
6	Secretary(s)	-			-
7	Part-time Personnel	21,894			21,894
8	Educational Incentive - Official/Administrative Of	1,000			1,000
9	Longevity Pay	8,150			8,150
10	Overtime Pay	-			-
11	Other Salaries & Wages	-			-
12	Jury and Witness Fees	40,946			40,946
13	Social Security	40,927			40,927
14	Pensions	19,342			19,342
15	Life Insurance	858			858
16	Medical Insurance	63,240			63,240
17	Unemployment	728			728
18	Employer Medicare	9,572			9,572
19	Communication	4,083			4,083
20	Data Processing Services	36,956			36,956
21	Dues and Memberships	2,300			2,300
22	Legal Notices, Recording and Court Costs	1,000			1,000
23	Maintenance Agreements	6,600			6,600
24	Pest Control	103			103
25	Postal Charges	8,400			8,400
26	Travel	1,264	3,000		4,264
27	Other Contracted Services	6,353			6,353
28	Office Supplies	17,000			17,000
29	Premiums on Corporate Surety Bonds	-			-
30	Inservice/Staff Development	8,955		3,000	5,955
31	Other Charges	6,200			6,200
32	Data Processing Equipment	-			-
33	Office Equipment	8,400			8,400
34					
35	Total Circuit Court	943,323	3,000	3,000	943,323
36					
37					
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39					
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BEDFORD COUNTY, TENNESSEE  
101 COUNTY GENERAL FUND  
Budget Amendment No. 4

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	53000				1
2	53300				2
3	53300				3
4	53300	184,484			4
5	53300	750			5
6	53300	45,399			6
7	53300	900			7
8	53300	-			8
9	53300	14,355			9
10	53300	6,784			10
11	53300	132			11
12	53300	12,648			12
13	53300	112			13
14	53300	3,357			14
15	53300	3,000			15
16	53300	-			16
17	53300	-			17
18	53300	-			18
19	53300	-			19
20	53300	200			20
21	53300	300			21
22	53300	500			22
23					23
24					24
25					25
26					26
27					27
28					28
29					29
30					30
31					31
32					32
33					33
34					34
35					35
36					36
37					37
38					38
39					39
40					40
	ADMINISTRATION OF JUSTICE Cont.				
	General Sessions Court				
	Judges.....	184,484			
	Salary Supplements.....	750			
	Secretary(s).....	45,399			
	Longevity Pay.....	900			
	In-Service Training.....	-			
	Social Security.....	14,355			
	Pensions.....	6,784			
	Life Insurance.....	132			
	Medical Insurance.....	12,648			
	Unemployment.....	112			
	Employer Medicare.....	3,357			
	Communication.....	3,000			
	Dues and Memberships.....	-			
	Maintenance Agreements.....	-			
	Maintenance & Repair Services-Equipment	-			
	Postal Charges.....	-			
	Rentals.....	-			
	Travel.....	200			
	Office Supplies.....	300			
	Inservice/Staff Development.....	500			
	Total General Sessions Court	272,921	-	-	272,921

BEDFORD COUNTY, TENNESSEE  
101 COUNTY GENERAL FUND  
Budget Amendment No. 4

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	ADMINISTRATION OF JUSTICE Cont.				
2	Chancery Court				
3	County Official/Administrative Officer .....	106,901			106,901
4	Deputy(s) .....	185,638			185,638
5	Salary Supplements .....	1,500			1,500
6	Part-time Personnel .....	2,000			2,000
7	Educational Incentive - Official/Administrative Of	1,000			1,000
8	Longevity Pay .....	5,500			5,500
9	Overtime Pay .....	400			400
10	Other Salaries & Wages .....	-			-
11	Social Security .....	18,782			18,782
12	Pensions .....	8,876			8,876
13	Life Insurance .....	330			330
14	Medical Insurance .....	25,296			25,296
15	Unemployment .....	336			336
16	Employer Medicare .....	4,393			4,393
17	Communication .....	1,759			1,759
18	Data Processing Services .....	20,200			20,200
19	Dues and Memberships .....	2,000			2,000
20	Maintenance Agreements .....	3,000			3,000
21	Pest Control .....	100			100
22	Postal Charges .....	2,001			2,001
23	Travel .....	510			510
24	Other Contracted Services .....	-			-
25	Office Supplies .....	6,050	18		6,068
26	Premiums on Corporate Surety Bonds .....	-			-
27	Inservise/Staff Development .....	3,500			3,500
28	Other Charges .....	-			-
29	Data Processing Equipment .....	3,250			3,250
30	Office Equipment .....	4,000			4,000
31	Total Chancery Court	407,322	18	-	407,340
32					
33					
34					
35					
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37					
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BEDFORD COUNTY, TENNESSEE  
101 COUNTY GENERAL FUND  
Budget Amendment No. 4

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	ADMINISTRATION OF JUSTICE Cont.				
2	Juvenile Court				
3	Youth Service Officers.....	74,268			74,268
4	Social Workers.....	102,968			102,968
5	Salary Supplements.....	2,250			2,250
6	Longevity Pay.....	3,950			3,950
7	Other Salaries & Wages.....	-			-
8	In-Service Training.....	-			-
9	Social Security.....	11,373			11,373
10	Pensions.....	5,375			5,375
11	Life Insurance.....	198			198
12	Medical Insurance.....	18,972			18,972
13	Unemployment.....	168			168
14	Employer Medicare.....	2,660			2,660
15	Communication.....	6,000			6,000
16	Contracts with Government Agencies.....	7,000			7,000
17	Other Charges.....	-			-
18	Maintenance Agreements.....	-			-
19	Maintenance & Repair Services-Equipment.....	-			-
20	Postal Charges.....	-			-
21	Rentals.....	-			-
22	Travel.....	1,000			1,000
23	Office Supplies.....	750			750
24	Inservice/Staff Development.....	600			600
25	Other Charges.....	27,500			27,500
26					
27	Total Juvenile Court	265,032	-	-	265,032
28					
29					
30					
31					
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BEDFORD COUNTY, TENNESSEE  
101 COUNTY GENERAL FUND  
Budget Amendment No. 4

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	53000				
2	53700				
3	53700				
4	53700	170,234			170,234
5	53700	2,500			2,500
6	53700	27,935			27,935
7	53700	300			300
8	53700	10,000			10,000
9	53700	-			-
10	53700	13,080			13,080
11	53700	6,181			6,181
12	53700	330			330
13	53700	25,296			25,296
14	53700	280			280
15	53700	3,059			3,059
16	53700	3,800			3,800
17	53700	1,200			1,200
18	53700	1,000			1,000
19	53700	500			500
20					
21		265,695	-	-	265,695
22					
23					
24					
25					
26					
27					
28					
29					
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31					
32					
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Total Judicial Commissioners

BEDFORD COUNTY, TENNESSEE  
101 COUNTY GENERAL FUND  
Budget Amendment No. 4

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	ADMINISTRATION OF JUSTICE Cont.				
2	Other Administration of Justice				
3	Probation Officer(s) .....	51,121			51,121
4	Guidance Personnel .....	63,373			63,373
5	Psychological Personnel .....	-			-
6	Salary Supplements .....	750			750
7	Part-time Personnel .....	-			-
8	Longevity Pay. ....	3,050			3,050
9	Other Salaries & Wages. ....	-			-
10	In-Service Training .....	-			-
11	Social Security .....	7,334			7,334
12	Pensions .....	3,466			3,466
13	Life Insurance .....	132			132
14	Medical Insurance .....	12,648			12,648
15	Unemployment .....	112			112
16	Employer Medicare .....	1,715			1,715
17	Other Fringe Benefits. ....	-			-
18	Communication .....	4,500			4,500
19	Contracts with Government Agencies. ....	9,000			9,000
20	Maintenance Agreements .....	-			-
21	Maintenance & Repair Services-Equipment	-			-
22	Postal Charges .....	-			-
23	Rentals .....	-			-
24	Travel .....	300			300
25	Office Supplies .....	500			500
26	Inservice/Staff Development. ....	500			500
27					
28	Total Other Administration of Justice	158,501	-		158,501
29					
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BEDFORD COUNTY, TENNESSEE  
101 COUNTY GENERAL FUND  
Budget Amendment No. 4

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	ADMINISTRATION OF JUSTICE Cont.				
2	Probation Services				
3	County Official/Administrative Officer .....	63,337			63,337
4	Salary Supplements .....	2,000			2,000
5	Clerical Personnel .....	288,359			288,359
6	Longevity Pay .....	6,250			6,250
7	Social Security .....	22,317			22,317
8	Pensions .....	10,547			10,547
9	Life Insurance .....	528			528
10	Medical Insurance .....	50,592			50,592
11	Unemployment .....	448			448
12	Employer Medicare .....	5,219			5,219
13	Communication .....	4,220			4,220
14	Data Processing Services .....	5,200			5,200
15	Maintenance Agreements .....	3,155			3,155
16	Maintenance & Repair Services-Buildings .....	-			-
17	Maintenance & Repair Services-Vehicles .....	-			-
18	Postal Charges .....	200			200
19	Printing, Stationery and Forms .....	500			500
20	Rentals .....	-			-
21	Travel .....	1,000			1,000
22	Drugs and Medical Supplies .....	12,300			12,300
23	Office Supplies .....	3,500			3,500
24	Refunds .....	260			260
25	Inservice/Staff Development .....	-			-
26	Other Charges .....	1,240			1,240
27	Data Processing Supplies .....	3,000			3,000
28	Furniture and Fixtures .....	1,000			1,000
29	Motor Vehicles .....	-			-
30	Office Equipment .....	1,000			1,000
31					
32	Total Probation Services	486,172	-		486,172
33					
34					
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BEDFORD COUNTY, TENNESSEE  
101 COUNTY GENERAL FUND  
Budget Amendment No. 4

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	PUBLIC SAFETY				1
2	Sheriff's Department				2
3	County Official/Administrative Officer	117,591			117,591
4	Assistant(s)	157,095			157,095
5	Supervisor/Director	-			5
6	Deputy(s)	1,526,175			1,526,175
7	Detective(s)	238,311			238,311
8	Captain(s)	-			8
9	Lieutenant(s)	355,577			355,577
10	Sergeant(s)	318,847			318,847
11	Data Processing Personnel	-			11
12	Salary Supplements	57,450			57,450
13	Dispatchers/Radio Operators	249,347			249,347
14	Guards	-			14
15	Secretary(s)	-			15
16	Part-time Personnel	-			16
17	School Resource Officer	581,212			581,212
18	Longevity Pay	40,550			40,550
19	Overtime Pay	95,875			95,875
20	Other Salaries & Wages	60,927			60,927
21	In-Service Training	7,000			7,000
22	Social Security	235,969			235,969
23	Pensions	111,514			111,514
24	Life Insurance	4,092			4,092
25	Medical Insurance	373,116			373,116
26	Unemployment	3,416			3,416
27	Employer Medicare	55,186			55,186
28	Communication	36,000			36,000
29	Dues and Memberships	4,500			4,500
30	Evaluation and Testing	3,500			3,500
31	Maintenance Agreements	11,000			11,000
32	Maintenance & Repair Services-Buildings	11,440			11,440
33	Maintenance & Repair Services-Equipment	-			33
34	Maintenance & Repair Services-Office Equipment	1,000			1,000
35	Maintenance & Repair Services-Vehicles	70,044			70,044
36	Medical and Dental Services	1,000			1,000
37	Postal Charges	3,500			3,500
38	Tow-in Services	1,500			1,500
39	Travel	5,500			5,500
40	Other Contracted Services	6,000			6,000
		1,677			1,677

BEDFORD COUNTY, TENNESSEE  
101 COUNTY GENERAL FUND  
Budget Amendment No. 4

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	54000				1
2	54110				2
3	54110	2,500			3
4	54110	130,689			4
5	54110	8,302	2,000		5
6	54110	10,000	6,000		6
7	54110	23,000			7
8	54110	20,000			8
9	54110				9
10	54110	7,000			10
11	54110	17,834			11
12	54110	7,000			12
13	54110	1,000			13
14	54110	500			14
15	54110				15
16	54110	71,370	500	11	16
17	54110	90,985			17
18	54110	10,000			18
19	54110	5,144,414	30,102	27,117	19
20	54120				20
21	54120				21
22					22
23					23
24					24
25	54130				25
26	54130	29,250			26
27	54130	1,814			27
28	54130	857			28
29	54130				29
30	54130				30
31	54130				31
32	54130	424			32
33	54130	800			33
34	54130	8,091			34
35	54130	2,000			35
36					36
37					37
38		43,236			38
39					39
40					40

BEDFORD COUNTY, TENNESSEE  
101 COUNTY GENERAL FUND  
Budget Amendment No. 4

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	54000				1
2	54210				2
3	54210				3
4	54210	60,263			60,263
5	54210	54,299			54,299
6	54210	102,399			102,399
7	54210	233,315			233,315
8	54210	38,834			38,834
9	54210	-			-
10	54210	2,003,892			2,003,892
11	54210	-			-
12	54210	10,800			10,800
13	54210	177,577			177,577
14	54210	-			-
15	54210	5,000			5,000
16	54210	166,556			166,556
17	54210	78,711			78,711
18	54210	4,224			4,224
19	54210	347,820			347,820
20	54210	3,696			3,696
21	54210	38,953			38,953
22	54210	15,500			15,500
23	54210	4,000			4,000
24	54210	18,500			18,500
25	54210	-			-
26	54210	10,500			10,500
27	54210	-			-
28	54210	471,418			471,418
29	54210	2,500			2,500
30	54210	2,250			2,250
31	54210	7,000			7,000
32	54210	42,500			42,500
33	54210	275,000			275,000
34	54210	-			-
35	54210	11,500			11,500
36	54210	15,000			15,000
37	54210	15,000			15,000
38	54210	137,000			137,000
39	54210	12,500			12,500
40	54210	5,000			5,000
		1,500			1,500

BEDFORD COUNTY, TENNESSEE  
101 COUNTY GENERAL FUND  
Budget Amendment No. 4

ACCOUNT NO.	EXPENDITURES NO.	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	54000				
2	54210				
3	54210				
4	54210	9,933			9,933
5	54210	8,000			8,000
6	54210	11,000			11,000
7					
8		4,401,940			4,401,940
9					
10	54220				
11	54220				
12	54220				
13	54220				
14	54220				
15	54220				
16	54220				
17	54220				
18	54220				
19	54220				
20	54220				
21	54220				
22	54220				
23	54220				
24	54220				
25	54220				
26	54220				
27	54220				
28	54220				
29	54220				
30	54220				
31	54220				
32	54220				
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36	54220				
37	54220				
38	54220				
39	54220				
40	54220				

*Item 9.*

100

BEDFORD COUNTY, TENNESSEE  
101 COUNTY GENERAL FUND  
Budget Amendment No. 4

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	54000				1
2	54240				2
3	54240 435				3
4	54240 441	1,800			4
5	54240 451	1,000			5
6	54240 452	1,500			6
7	54240 499	9,000			7
8	54240 509	1,750			8
9	54240 524	-			9
10	54240 599	2,000			10
11	54240 718	10,000		350	11
12	54240 719	-			12
13	54240 790	1,200			13
14		1,400			14
15	Total Juvenile Services	697,568	31,200	31,200	697,568
16					16
17	54410				17
18	54410 316	-			18
19					19
20					20
21	Total Civil Defense	-			-
22					22
23					23
24					24
25					25
26					26
27					27
28					28
29					29
30					30
31					31
32					32
33					33
34					34
35					35
36					36
37					37
38					38
39					39
40					40

BEDFORD COUNTY, TENNESSEE  
101 COUNTY GENERAL FUND  
Budget Amendment No. 4

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	54000				1
2	54490				2
3	54490 103				3
4	54490 105				4
5	54490 109				5
6	54490 110				6
7	54490 161				7
8	54490 186				8
9	54490 187				9
10	54490 188				10
11	54490 189				11
12	54490 201				12
13	54490 204				13
14	54490 206				14
15	54490 207				15
16	54490 210				16
17	54490 212				17
18	54490 307				18
19	54490 320				19
20	54490 335				20
21	54490 336				21
22	54490 338				22
23	54490 340				23
24	54490 355				24
25	54490 399				25
26	54490 410				26
27	54490 412				27
28	54490 425				28
29	54490 435				29
30	54490 451				30
31	54490 452				31
32	54490 499				32
33	54490 506				33
34	54490 511				34
35	54490 513				35
36	54490 524				36
37	54490 533				37
38	54490 599				38
39	54490 718				39
40	54490 790				40
41					41
	PUBLIC SAFETY Cont.				
	Other Emergency Management				
	Assistant(s) .....	221,436			221,436
	Supervisor/Director .....	205,136			205,136
	Captain(s) .....	211,714			211,714
	Lieutenant(s) .....	195,843			195,843
	Secretary(s) .....	17,262			17,262
	Longevity Pay .....	22,000			22,000
	Overtime Pay .....	78,042			78,042
	Bonus Payments .....	32,700			32,700
	Other Salaries & Wages .....	664,105			664,105
	Social Security .....	102,074			102,074
	Pensions .....	47,733			47,733
	Life Insurance .....	1,584			1,584
	Medical Insurance .....	139,128			139,128
	Unemployment .....	1,344			1,344
	Employer Medicare .....	23,873			23,873
	Communication .....	56,750			56,750
	Dues and Membership .....	560			560
	Maintenance & Repair Services-Buildings .....	30,265			30,265
	Maintenance & Repair Services-Equipment .....	32,000			32,000
	Maintenance & Repair Services-Vehicles .....	6,500			6,500
	Medical and Dental Services .....	19,800			19,800
	Travel .....	800			800
	Other Contracted Services .....	6,050			6,050
	Custodial Services .....	5,000			5,000
	Diesel Fuel .....	27,000			27,000
	Gasoline .....	24,000			24,000
	Office Supplies .....	9,394			9,394
	Uniforms .....	17,400			17,400
	Utilities .....	42,800			42,800
	Other Supplies and Materials .....	3,500			3,500
	Liability Insurance .....	8,500			8,500
	Vehicle & Equipment Insurance .....	30,100			30,100
	Workers' Compensation Insurance .....	48,834			48,834
	In-Service Training .....	23,164			23,164
	Criminal Investigation of Applicants - TBI .....	2,500			2,500
	Other Charges .....	18,175			18,175
	Motor Vehicles .....	-			-
	Other Equipment .....	196,638			196,638
	Total Other Emergency Management	2,573,704	54,468	32,000	2,631,232

*Item 9.*

103

**BEDFORD COUNTY, TENNESSEE  
101 COUNTY GENERAL FUND  
Budget Amendment No. 4**

ACCOUNT NO.		EXPENDITURES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	55000	PUBLIC HEALTH AND WELFARE				1
2	55110	Local Health Center				2
3	55110	Overtime Pay.....	-			3
4	55110	Other Salaries & Wages.....	463,700	50,900		4
5	55110	Social Security.....	28,750	3,156	7	5
6	55110	Pensions.....	13,587	1,492	7	6
7	55110	Life Insurance.....	870			7
8	55110	Medical Insurance.....	102,250	11,410	7	8
9	55110	Unemployment.....	840			9
10	55110	Employer Medicare.....	6,724	739	7	10
11	55110	Advertising.....	100			11
12	55110	Communication.....	9,000			12
13	55110	Dues and Memberships.....	375			13
14	55110	Janitorial Services.....	15,800			14
15	55110	Maintenance Agreements.....	3,000			15
16	55110	Maintenance & Repair Services-Buildings.....	17,151			16
17	55110	Maintenance & Repair Services-Equipment.....	200			17
18	55110	Postal Charges.....	100			18
19	55110	Travel.....	11,250			19
20	55110	Other Contracted Services.....	500			20
21	55110	Custodial Services.....	100			21
22	55110	Drugs and Medical Supplies.....	200			22
23	55110	Office Supplies.....	400			23
24	55110	Utilities.....	18,000			24
25	55110	Other Supplies and Materials.....	2,100	4,000	1	25
26	55110	Inservice/Staff Development.....	-			26
27	55110	Other Charges.....	6,793	1,478	1	27
28	55110	Building Improvements.....	-			28
29	55110	Furniture and Fixtures.....	52,522			29
30	55110	Regular Instruction Equipment.....	-	4,000		30
31	55110	Other Equipment.....	14,100			31
32						32
33		Total Local Health Center	768,412	73,175	4,000	837,587
34						34
35						35
36						36
37						37
38						38
39						39
40						40

BEDFORD COUNTY, TENNESSEE  
101 COUNTY GENERAL FUND  
Budget Amendment No. 4

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	55120 Rabies and Animal Control				1
2	55120 Assistant(s) .....	82,561			2 82,561
3	55120 Supervisor/Director .....	59,076			3 59,076
4	55120 Salary Supplements .....	18,900			4 18,900
5	55120 Part-time Personnel .....	93,795			5 93,795
6	55120 Longevity Pay .....	900			6 900
7	55120 Overtime Pay .....	3,676			7 3,676
8	55120 In-Service Training .....	-			8 -
9	55120 Social Security .....	16,053			9 16,053
10	55120 Pensions .....	4,758			10 4,758
11	55120 Life Insurance .....	264			11 264
12	55120 Medical Insurance .....	18,972			12 18,972
13	55120 Unemployment .....	280			13 280
14	55120 Employer Medicare .....	3,754			14 3,754
15	55120 Communication .....	4,000			15 4,000
16	55120 Maintenance & Repair Services-Buildings .....	-			16 -
17	55120 Maintenance & Repair Services-Office Equipmer .....	300			17 300
18	55120 Maintenance & Repair Services-Vehicles .....	2,000			18 2,000
19	55120 Postal Charges .....	-			19 -
20	55120 Travel .....	2,000			20 2,000
21	55120 Permits .....	200			21 200
22	55120 Other Contracted Services .....	3,000			22 3,000
23	55120 Animal Food and Supplies .....	6,186	575		23 6,761
24	55120 Custodial Supplies .....	8,000			24 8,000
25	55120 Data Processing Supplies .....	-			25 -
26	55120 Drugs and Medical Supplies .....	18,050	37		26 18,087
27	55120 Gasoline .....	7,000			27 7,000
28	55120 Natural Gas .....	-			28 -
29	55120 Office Supplies .....	1,500			29 3,000
30	55120 Tires and Tubes .....	1,000			30 1,000
31	55120 Uniforms .....	3,000			31 3,000
32	55120 Utilities .....	10,000			32 10,000
33	55120 Other Supplies and Materials .....	-			33 -
34	55120 Inservice/Staff Development .....	2,000			34 2,000
35	55120 Other Charges .....	24,133	1,776		35 25,892
36	55120 Building Improvements .....	12,000		17	36 12,000
37	55120 Motor Vehicles .....	-			37 -
38	55120 Office Equipment .....	2,000			38 2,000
39	55120 Other Equipment .....	6,000		1,500	39 4,500
40	Total Rabies and Animal Control	415,358	3,888	1,517	40 417,729

BEDFORD COUNTY, TENNESSEE  
101 COUNTY GENERAL FUND  
Budget Amendment No. 4

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1 55000	PUBLIC HEALTH AND WELFARE				
2 55130	Ambulance/Emergency Medical Services				
3 55130	Supervisor/Director	94,631			94,631
4 55130	Captain(s)	347,452			347,452
5 55130	Medical Personnel	1,447,692			1,447,692
6 55130	Salary Supplements	70,024			70,024
7 55130	Mechanic(s)	37,290			37,290
8 55130	Clerical Personnel	139,296			139,296
9 55130	Part-time Personnel	219,539			219,539
10 55130	Longevity Pay	25,150			25,150
11 55130	Overtime Pay	1,149,098	9,209		1,158,307
12 55130	Other Salaries & Wages	-			-
13 55130	In-Service Training	-			-
14 55130	Social Security	218,460	570		219,030
15 55130	Pensions	96,806	271		97,077
16 55130	Life Insurance	3,168			3,168
17 55130	Medical Insurance	283,980			283,980
18 55130	Unemployment	3,024			3,024
19 55130	Employer Medicare	51,098	134		51,232
20 55130	Advertising	200			200
21 55130	Communications	35,000			35,000
22 55130	Consultants	1,000			1,000
23 55130	Dues and Memberships	1,500			1,500
24 55130	Evaluation and Testing	2,500			2,500
25 55130	Licenses	3,500	180		3,680
26 55130	Maintenance Agreements	30,000			30,000
27 55130	Maintenance & Repair Services-Buildings	15,500	3,240		18,740
28 55130	Maintenance & Repair Services-Equipment	9,000			9,000
29 55130	Maintenance & Repair Services-Office Equipment	2,000			2,000
30 55130	Maintenance & Repair Services-Vehicles	76,559	15,000		91,559
31 55130	Postal Charges	4,000			4,000
32 55130	Printing, Stationery and Forms	2,300			2,300
33 55130	Travel	5,025		3,000	2,025
34 55130	Tuition	15,830			15,830
35 55130	Disposal Fees	2,750			2,750
36 55130	Other Contracted Services	40,000			40,000
37 55130	Custodial Supplies	3,500			3,500
38 55130	Data Processing Supplies	2,500			2,500
39 55130	Diesel Fuel	24,000			24,000
40 55130	Drugs and Medical Supplies	94,194		15,000	94,194
41 55130	Gasoline	87,125			87,125

BEDFORD COUNTY, TENNESSEE  
101 COUNTY GENERAL FUND  
Budget Amendment No. 4

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	55000				1
2	55130				2
3	55130				3
4	55130				4
5	55130				5
6	55130				6
7	55130				7
8	55130				8
9	55130				9
10	55130				10
11	55130				11
12	55130				12
13	55130				13
14	55130				14
15	55130				15
16	55130				16
17	55130				17
18	55130				18
19	55190				19
20	55190				20
21	55190				21
22	55190				22
23	55310				23
24	55310				24
25	55310				25
26	55310				26
27	55310				27
28	55310				28
29	55390				29
30	55390				30
31	55390				31
32	55390				32
33	55510				33
34	55510				34
35	55510				35
36	55510				36
37	55510				37
38	55510				38
39	55510				39
40	55510				40
	PUBLIC HEALTH AND WELFARE Cont.				
	Ambulance/Emergency Medical Services				
	Natural Gas.....	6,000			6,000
	Office Supplies.....	3,500			3,500
	Periodicals.....	293			293
	Uniforms.....	18,240			18,240
	Utilities.....	25,315			25,315
	Refunds.....	1,738			1,738
	Inservicel/Staff Development.....	17,277			17,277
	Other Charges.....	28,382			28,382
	Building Improvements.....	1,000			1,000
	Communication Equipment.....	3,000			3,000
	Data Processing Equipment.....	3,500			3,500
	Furniture and Fixtures.....	5,000			5,000
	Motor Vehicles.....	162,687			162,687
	Other Equipment.....	20,000			20,000
	Total Ambulance/Emergency Medical Services	4,940,623	70,762	22,263	4,989,122
	Other Local Health Services				
	Contracts with Private Agencies.....	67,016			67,016
	Contributions.....	7,000			7,000
	Total Other Local Health Services	74,016	-	-	74,016
	Regional Mental Health Center				
	Contributions.....	-			-
	Total Regional Mental Health Center	-	-	-	-
	Appropriation to State				
	Contracts with Government Agencies.....	1,478		1,478	-
	Total Appropriation to State	1,478	-	1,478	-
	General Welfare Assistance				
	Architects.....	-			-
	Contracts with Government Agencies.....	74,470			74,470
	Pauper Burials.....	600			600
	Total General Welfare Assistance	75,070	-	-	75,070

BEDFORD COUNTY, TENNESSEE  
101 COUNTY GENERAL FUND  
Budget Amendment No. 4

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	55000				1
2	55732				2
3	55732				3
4	55732	22,770			22,770
5	55732	28,033			28,033
6	55732				5
7	55732	200,607			200,607
8	55732	8,183			8,183
9	55732	326,674			326,674
10	55732	2,450			2,450
11	55732	9,173			9,173
12	55732	43,228			43,228
13	55732	500			500
14	55732	39,781			39,781
15	55732	12,855			12,855
16	55732	1,716			1,716
17	55732	56,916			56,916
18	55732	1,624			1,624
19	55732	9,304			9,304
20	55732	6,250			6,250
21	55732	515,024		50,000	465,024
22	55732	250			250
23	55732	500			500
24	55732	1,000			1,000
25	55732	500			500
26	55732	1,500			1,500
27	55732	120,000			120,000
28	55732	48,000	30,000		78,000
29	55732	5,000			5,000
30	55732	10,000			10,000
31	55732	1,000			1,000
32	55732	15,000			15,000
33	55732	12,500	10,000		22,500
34	55732	7,500			7,500
35	55732	65,167			65,167
36	55732	22,334			22,334
37	55732	17,500	10,000		27,500
38	55732				
39	55732	5,000			5,000
40		1,617,839	50,000	50,000	1,617,839
	Total Convenience Centers				

BEDFORD COUNTY, TENNESSEE  
101 COUNTY GENERAL FUND  
Budget Amendment No. 4

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	SOCIAL, CULTURAL AND RECREATIONAL SERVICES				
2	Adult Activities				
3	Contributions.....	6,000			6,000
4					
5	Total Adult Activities	6,000	-		6,000
6					
7	Senior Citizens Assistance				
8	Contributions.....	16,000			16,000
9					
10	Total Senior Citizens Assistance	16,000	-		16,000
11					
12	Libraries				
13	Contributions.....	166,605			166,605
14					
15	Total Libraries	166,605	-		166,605
16					
17	AGRICULTURE & NATURAL RESOURCES				
18	Agriculture Extension Service				
19	Salary Supplements.....	97,775			97,775
20	Longevity Pay.....	-			-
21	Social Security.....	4,558			4,558
22	Pensions.....	14,215			14,215
23	Medical Insurance.....	-			-
24	Unemployment.....	-			-
25	Employer Medicare.....	1,429			1,429
26	Communication.....	4,000			4,000
27	Maintenance Agreements.....	2,000			2,000
28	Maintenance & Repair Services-Buildings.....	-			-
29	Office Supplies.....	1,500			1,500
30	Utilities.....	7,500			7,500
31	Workman's Compensation Insurance.....	-			-
32	Other Equipment.....	3,000			3,000
33					
34	Total Agriculture Extension Service	135,977	-		135,977
35					
36					
37					
38					
39					
40					

BEDFORD COUNTY, TENNESSEE  
101 COUNTY GENERAL FUND  
Budget Amendment No. 4

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	57500				1
2	57500	64,000			2
3					3
4		64,000	-	-	4
5					5
6	57900				6
7	57900	43,805			7
8	57900	2,000			8
9	57900	312			9
10	57900	2,859			10
11	57900	1,351			11
12	57900	66			12
13	57900	6,324			13
14	57900	56			14
15	57900	669			15
16	57900	2,041			16
17	57900	3,000	203		17
18	57900	957			18
19	57900	4,518			19
20	57900	19,466			20
21	57900	12,313	729	203	21
22	57900	2,500			22
23	57900	3,000			23
24	57900	3,500			24
25	57900	65,000			25
26					26
27		173,534	932	203	27
28					28
29					29
30					30
31					31
32					32
33					33
34					34
35					35
36					36
37					37
38					38
39					39
40					40
41					41
42					42

BEDFORD COUNTY, TENNESSEE  
101 COUNTY GENERAL FUND  
Budget Amendment No. 4

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	58000 OTHER OPERATIONS				1
2	58110 Tourism				2
3	58110 316 Contributions.....	2,369			2,369
4					4
5	Total Tourism	2,369	-		2,369
6					6
7	Other Economic & Community Development				7
8	58190 Supervisor/Director.....	-			8
9	58190 Consultants.....	-			9
10	58190 316 Contributions.....	100,000			100,000
11	58190 422 Food Supplies.....				11
12	58190 429 Instructional Supplies and Materials.....				12
13	58190 437 Periodicals.....				13
14	58190 499 Other Supplies and Materials.....				14
15	58190 799 Other Capital Outlay.....		450,000	5	5
16					16
17	Total Other Economic & Community Development	100,000	450,000		100,000
18					18
19	Veterans' Services				19
20	58300 Supervisor/Director.....	33,300			33,300
21	58300 147 Truck Drivers.....	45,239			45,239
22	58300 186 Longevity Pay.....	600			600
23	58300 196 In-Service Training.....				23
24	58300 201 Social Security.....	4,907			4,907
25	58300 204 Pensions.....	2,319			2,319
26	58300 206 Life Insurance.....	66			66
27	58300 207 Medical Insurance.....				27
28	58300 210 Unemployment.....	224			224
29	58300 212 Employer Medicare.....	1,148			1,148
30	58300 307 Communication.....	1,500			1,500
31	58300 338 Maintenance & Repair Services-Vehicles.....	3,500			3,000
32	58300 347 Pest Control.....	120			120
33	58300 348 Postal Charges.....	200			200
34	58300 355 Travel.....	900			900
35	58300 399 Other Contracted Services.....	1,700			1,525
36	58300 425 Gasoline.....	5,500			5,500
37	58300 435 Office Supplies.....	800			550
38	58300 599 Other Charges.....				38
39	58300 719 Office Equipment.....	666	1,425		2,091
40	Total Veterans' Services	102,689	1,425	1,425	102,689

5. Uncle Nearest pass-through grant-\$450,00

BEDFORD COUNTY, TENNESSEE  
101 COUNTY GENERAL FUND  
Budget Amendment No. 4

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	58400				1
2	58400				2
3	58400				3
4	58400				4
5	58400				5
6	58400				6
7	58400				7
8	58400				8
9	58400				9
10	58400				10
11	58400				11
12	58400				12
13	58400				13
14	58400				14
15	58400				15
16	58400				16
17	58400				17
18	58400				18
19	58400				19
20	58400				20
21	58400				21
22	58400				22
23	58400				23
24	58400				24
25	58400				25
26	58400				26
27	58400				27
28	58400				28
29	58400				29
30	58400				30
31	58400				31
32	58400				32
33	58400				33
34	58400				34
35	58400				35
36	58400				36
37	58400				37
38	58400				38
39	58400				39
40	58400				40
	Other Charges				
	Building and Contents Insurance.....	350,000			350,000
	Vehicle and Equipment Insurance.....	-			-
	Worker's Compensation Insurance.....	160,335			160,335
	Liability Claims.....	25,000			25,000
	Total Other Charges	535,335			535,335
	Contributions to Other Agencies				
	Contributions.....	140,000			140,000
	Dues and Memberships.....	10,000			10,000
	Total Contributions to Other Agencies	150,000			150,000
	OTHER OPERATIONS Cont.				
	Employee Benefits				
	Social Security.....	-			-
	Pensions.....	-			-
	Employee and Dependent Insurance.....	-			-
	Medicare.....	-			-
	Unemployment Compensation.....	-			-
	Total Employee Benefits	-			-
	COVID-19 Grant #4				
	Building Improvements.....	75,000	152,000		227,000
	Total COVID-19 Grant #4	75,000	152,000		227,000
	COVID-19 Grant #5				
	Other Equipment.....	14,940			14,940
	Total COVID-19 Grant #5	14,940			14,940
	COVID-19 Grant #6				
	Law Enforcement Equipment.....	-			-
	Total COVID-19 Grant #6	-			-

3. Health Dept. COVID Awning Grant add'l \$1

Item 9.

BEDFORD COUNTY, TENNESSEE  
101 COUNTY GENERAL FUND  
Budget Amendment No. 4

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	American Rescue Plan Act Grant #1				
2	Part-time Personnel.....	-			-
3	Overtime Pay.....	-			-
4	Other Salaries & Wages.....	-			-
5	Election Workers.....	-			-
6	Social Security.....	-			-
7	Pensions.....	-			-
8	Unemployment.....	-			-
9	Employer Medicare.....	-			-
10	Maintenance and Repair Services - Buildings.....	-			-
11	Postal Charges.....	-			-
12	Printing, Stationery and Forms.....	-			-
13	Other Contracted Services.....	-			-
14	Office Supplies.....	-			-
15	Other Supplies and Materials.....	-			-
16	Other Charges.....	-			-
17	Other Capital Outlay.....	-			-
18					
19	Total American Rescue Plan Grant #1	-	-	-	-
20					
21					
22					
23	American Rescue Plan Act Grant #2				
24	Supervisor/Director.....	-			-
25	Deputy(s).....	-			-
26	Captain(s).....	-			-
27	Medical Personnel.....	-			-
28	Part-time Personnel.....	-			-
29	Overtime.....	-			-
30	Other Salaries & Wages.....	-			-
31	Social Security.....	-			-
32	Pensions.....	-			-
33	Life Insurance.....	-			-
34	Medical Insurance.....	-			-
35	Unemployment.....	-			-
36	Employer Medicare.....	-			-
37					
38					
39	Total American Rescue Plan Grant #2	-	-	-	-
40					

BEDFORD COUNTY, TENNESSEE  
101 COUNTY GENERAL FUND  
Budget Amendment No. 4

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	Miscellaneous				1
2	189 Other Salaries & Wages .....	353,394			2 353,394
3	305 Audit Services .....	21,100			3 21,100
4	58900 Contributions .....	26,896			4 26,896
5	320 Dues and Memberships .....	-			5 -
6	58900 Rentals .....	-			6 -
7	351 Transportation - Other than Students .....	-			7 -
8	58900 Other Contracted Services .....	258,000			8 258,000
9	509 Refunds .....	857			9 857
10	58900 Trustee's Commission .....	426,000			10 426,000
11	515 Liability Claim .....	45,000			11 45,000
12	58900 Other Charges .....	11,000			12 11,000
13	715 Land .....	-			13 -
14	Total Miscellaneous	1,142,247	-	-	14 1,142,247
15	CAPITAL PROJECTS				15
16	Public Health and Welfare Projects				16
17	90000 Other Contracted Services .....	367,835			17 367,835
18	91140 Total Public Health and Welfare Projects	367,835	-	-	18 367,835
19	399 Other General Government Projects				19
20	91190 Building Improvements .....	-			20 -
21	707 Land .....	-			21 -
22	91190 Law Enforcement Equipment .....	-			22 -
23	715 Other Construction .....	500,000			23 500,000
24	91190 Other Capital Outlay .....	-			24 -
25	716 Total Other General Government Projects	500,000	-	-	25 500,000
26	91190 Total Estimated Expenditures	34,571,378	1,709,948	203,789	26 35,627,537
27	Estimated Other Uses:				27
28	99000 Transfers Out	-			28 -
29	99100 Special Item - Forgiveness of Debt	-			29 -
30	37 Total Estimated Other Uses	-	-	-	30 -
31	38 Total Estimated Expenditures and Other Uses	34,571,378	1,709,948	203,789	31 35,627,537
32					32
33					33
34					34
35					35
36					36
37					37
38					38
39					39
40					40

## BEDFORD COUNTY, TENNESSEE

## 131 HIGHWAY/PUBLIC WORKS FUND

## Budget Amendment No. 4

Budget Amendment No. 4											
ACCOUNT NO.		ESTIMATED REVENUES AND OTHER SOURCES									
		Budget 2022-23		Increases		Decreases		Amended 2022-23			
		ESTIMATED REVENUES AND OTHER SOURCES									
1	40000	Local Taxes.....		1,357,700				1,357,700		1	
2	43000	Charges for Current Services .....								2	
3	44000	Other Local Revenues .....		90,640		25,806		116,446		3	
4	46000	State of Tennessee.....		3,438,774		234,073		3,672,848		4	
5	47000	Federal Government .....								5	
6	48000	Other Governments and Citizens Groups ...								6	
7	49000	Other Sources .....								7	
8										8	
9										9	
10	14100	TOTAL EST. REVENUES & OTHER SOURCES:		4,887,114		259,879		5,146,994		10	
11										11	
12										12	
13										13	
14	30000	Reserves and/or Fund Balances								14	
15		Beginning Fund Balance		1,401,446				1,401,446		15	
16										16	
17										17	
18		Total Increase in Revenues and Decreases in Fund Balance (Net)		259,879						18	
19										19	
20		Beginning Balance, July 1, 2023		1,068,472						20	
21		Adjustment		332,974						21	
22										22	
23		Amended Balance, July 1, 2023		1,401,446						23	
24										24	
25										25	
26										26	
27	58000	EXPENDITURES (APPROPRIATIONS)		7,000				7,000		27	
28	58500	OTHER OPERATIONS								28	
29	60000	Contributions to Other Agencies								29	
30	61000	HIGHWAYS		362,187		500		362,687		30	
31	62000	Administration		1,684,236		1,111		1,873,736		31	
32	63100	Highway and Bridge Maintenance		680,359		199,607		880,359		32	
33	64000	Operation and Maintenance of Equipment		104,386				104,386		33	
34	65000	Litter and Trash Collection		194,894		15,001		209,895		34	
35	66000	Other charges		61,129				61,129		35	
36	68000	Employee Benefits		2,127,774		340,878		2,468,652		36	
37	99000	Capital Outlay		25,010				25,010		37	
38		Other Uses								38	
39		TOTAL EXPENDITURES (APPROPRIATIONS):		5,246,974		545,986		5,792,960		39	
40						259,879		5,506,854		40	

BEDFORD COUNTY, TENNESSEE  
131 HIGHWAY/PUBLIC WORKS FUND  
Budget Amendment No. 4

ACCOUNT NO.	REVENUES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	LOCAL TAXES				
2	County Property Taxes				
3	Current Property Tax	1,152,000			1,152,000
4	Discount on Property Taxes	-			-
5	Trustee's Collections - Prior Year	18,000			18,000
6	Trustee's Collections - Bankruptcy	300			300
7	Circuit Clk./Clk. & Master Coll. - Prior Yr	8,000			8,000
8	Interest & Penalty	2,400			2,400
9	Pick-up Taxes	-			-
10	Payments in Lieu of Taxes - T.V.A.	14,000			14,000
11	Payments in Lieu of Taxes - Local Utilitie	5,000			5,000
12	Payments in Lieu of Taxes - Other	10,000			10,000
13	County Local Option Taxes				
14	Litigation Tax - General	-			-
15	Litigation Tax - Special Purpose	-			-
16	Litigation Tax - Jail, Workhouse	-			-
17	Wheel Tax	-			-
18	Business Tax	-			-
19	Mineral Severance Tax	148,000			148,000
20	Statutory Local Taxes				
21	Bank Excise Tax	-			-
22	Wholesale Beer Tax	-			-
23	Interstate Telecommunications	-			-
24	Other Statutory Local Taxes	-			-
25	Total County Taxes	1,357,700	-	-	1,357,700
26					
27					
28	City/Special School District Property Taxes				
29	Current Property Tax	-			-
30	Prior Year's Property Tax	-			-
31	Interest & Penalty	-			-
32	Pick-up Taxes	-			-
33	Payments in Lieu of Taxes	-			-
34	City Local Option Taxes				
35	Local Option Sales Tax	-			-
36	Hotel/Motel Tax	-			-
37	Local Amusement Tax	-			-
38	Business Tax	-			-
39	Total City/Special School Dist. Property Tax	-	-	-	-
40					

BEDFORD COUNTY, TENNESSEE  
131 HIGHWAY/PUBLIC WORKS FUND  
Budget Amendment No. 4

ACCOUNT NO.	REVENUES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	CHARGES FOR CURRENT SERVICES				
2	General Service Charge				
3	Other General Service Charges	-	-	-	-
4					
5	Total Charges for Current Services	-	-	-	-
6					
7					
8	OTHER LOCAL REVENUES				
9	Recurring Items				
10	Sale of Materials and Supplies	5,000			5,000
11	Sale of Gasoline	10,000			10,000
12	Commissary Sales	-			-
13	Sale of Recycled Materials	1,000			1,000
14	Miscellaneous Refunds	64,640	25,806	11	90,446
15					
16	Nonrecurring Items				
17	Accrued Interest on Debt Issues	-			-
18	Insurance Recovery	-			-
19	Sale of Equipment	10,000			10,000
20	Sale of Property	-			-
21	Resale of Materials - T & I House	-			-
22	Damages Recovered from Individuals	-			-
23	Contributions & Gifts	-			-
24	Other Local Revenue	-			-
25					
26	Total Other Local Revenues	90,640	25,806	-	116,446
27					
28	STATE OF TENNESSEE				
29	Public Works Grants				
30	Bridge Program	441,315	234,073	14	675,389
31	State Aid Program	20,459			20,459
32	Litter Program	50,000			50,000
33	Other State Revenues				
34	State Revenue Sharing - T.V.A.	-			-
35	Gasoline and Motor Fuel Tax	2,900,000			2,900,000
36	Petroleum Special Tax	27,000			27,000
37	Other State Revenues	-			-
38					
39	Total State of Tennessee	3,438,774	234,073	-	3,672,848
40					

11. Refunds and Reimbursements

14. State Bridge Aid

BEDFORD COUNTY, TENNESSEE  
131 HIGHWAY/PUBLIC WORKS FUND  
Budget Amendment No. 4

ACCOUNT NO.	REVENUES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	FEDERAL GOVERNMENT				
2	Other Governments				
3	Disaster Relief Grant	-			-
4	Other Direct Federal Revenue	-			-
5					
6	Total Federal Government	-	-		-
7					
8	OTHER GOVERNMENTS AND CITIZENS GROUPS				
9	Other Governments				
10	Paving and Maintenance	-			-
11	Contracted Services	-			-
12					
13	Total Other Governments and Citizens Groups	-	-		-
14					
15	Other Sources				
16	Bond Proceeds.....	-			-
17	Note Proceeds.....	-			-
18	Proceeds from Capitalized Lease Obligat	-			-
19	Proceeds of Refunding Bonds.....	-			-
20	Insurance Recovery.....	-			-
21	Operating Transfers.....	-			-
22	City General Fund Transfers.....	-			-
23	Residual Equity Transfers.....	-			-
24					
25					
26	Total Other Sources	-	-		-
27					
28					
29	TOTAL REVENUES AND OTHER SOURCES	4,887,114	259,879	-	5,146,994
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					

BEDFORD COUNTY, TENNESSEE  
131 HIGHWAY/PUBLIC WORKS FUND  
Budget Amendment No. 4

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	58000				1
2	58500				2
3	58500	7,000			3
4	316				4
5		7,000			5
6					6
7	60000				7
8	61000				8
9	61000	117,591			9
10	61000	60,121			10
11	61000				11
12	61000	58,635			12
13	61000	40,947			13
14	61000	4,400			14
15	61000	2,500			15
16	61000	4,000			16
17	61000	5,400			17
18	61000	18,203			18
19	61000	8,444			19
20	61000	264			20
21	61000	18,972			21
22	61000	945			22
23	61000	4,257			23
24	61000	100			24
25	61000	4,000			25
26	61000	1,500			26
27	61000	500			27
28	61000	500	500		28
29	61000	1,000			29
30	61000	1,500			30
31	61000	3,908			31
32	61000	3,000			32
33	61000	1,500			33
34					34
35		362,187	500		35
36					36
37					37
38					38
39		456,083			39
40		325,613			40
41					41
42		24,100			42
43		10,000			43

BEDFORD COUNTY, TENNESSEE  
131 HIGHWAY/PUBLIC WORKS FUND  
Budget Amendment No. 4

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	Highway and Bridge Maintenance Cont.				
2	Social Security	50,579			50,579
3	Pensions	23,903			23,903
4	Life Insurance	1,254			1,254
5	Medical Insurance	120,156			120,156
6	Dental Insurance	-			-
7	Unemployment Compensation	3,969			3,969
8	Employer Medicare	11,829			11,829
9	Rentals	10,000			10,000
10	Asphalt - Cold Mix	57,500			57,500
11	Asphalt - Hot Mix	40,000			40,000
12	Asphalt - Liquid	200,000	95,000	1,111	295,000
13	Crushed Stone	300,000	75,000	1	375,000
14	Other Road Supplies	7,500	107	1	7,607
15	Pipe	28,000			28,000
16	Road Signs	12,000	19,500	1	31,500
17	Small Tools	1,750			1,750
18	Wood Products	-			-
19	Total Highway and Bridge Maintenance	1,684,236	189,507	107	1,873,736
20					
21	Operation and Maintenance of Equipment				
22	Mechanic(s)	163,797			163,797
23	Laborers	52,674			52,674
24	Maintenance Personnel	-			-
25	Longevity Pay	4,200			4,200
26	Overtime Pay	1,750			1,750
27	Other Salaries and Wages	-			-
28	Social Security	13,847			13,847
29	Pensions	6,609			6,609
30	Life Insurance	264			264
31	Medical Insurance	25,296			25,296
32	Dental Insurance	-			-
33	Unemployment Compensation	945			945
34	Employer Medicare	3,277			3,277
35	Diesel Fuel	175,000			175,000
36	Equipment and Machinery Parts	125,000			125,000
37	Garage Supplies	5,000			5,000
38	Gasoline	33,500			33,500
39	Lubricants	20,000			20,000
40	Tires and Tubes	25,000			25,000
41	Other Supplies and Materials	24,200			24,200
42	Total Operation and Maintenance of Equipment	680,359	-	-	680,359

BEDFORD COUNTY, TENNESSEE  
131 HIGHWAY/PUBLIC WORKS FUND  
Budget Amendment No. 4

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	Litter and Trash Collection				1
2	Longevity Pay	900			2 900
3	Other Salaries and Wages	55,436			3 55,436
4	Social Security	3,493			4 3,493
5	Pensions	1,651			5 1,651
6	Life Insurance	198			6 198
7	Medical Insurance	6,324			7 6,324
8	Dental Insurance	-			8 -
9	Unemployment	567			9 567
10	Employer Medicare	817			10 817
11	Other Charges	35,000			11 35,000
12					12 -
13	Total Litter and Trash Collection	104,386	-	-	13 104,386
14					14 -
15	Other Charges				15 1. Dept. Transfer
16	Communication	9,593			16 9,593
17	Janitorial Services	-			17 -
18	Electricity	10,000			18 10,000
19	Natural Gas	4,000			19 4,000
20	Premiums on Corporate Surety Bonds	-			20 -
21	Trustee's Commission	45,000	15,000	1	21 60,000
22	Vehicle and Equipment Insurance	120,301			22 120,301
23	Other Charges	6,000	1	11	23 6,001
24					24 -
25	Total Other Charges	194,894	15,001	-	25 209,895
26					26 -
27	Employee Benefits				27 -
28	Social Security	-			28 -
29	Pensions	-			29 -
30	Employee and Dependent Insurance	-			30 -
31	Unemployment Compensation	-			31 -
32	Medicare	-			32 -
33	Uniforms	6,000			33 6,000
34	Worker's Compensation Insurance	55,129			34 55,129
35					35 -
36	Total Employee Benefits	61,129	-	-	36 61,129
37					37 -
38					38 -
39					39 -
40					40 -

BEDFORD COUNTY, TENNESSEE  
131 HIGHWAY/PUBLIC WORKS FUND  
Budget Amendment No. 4

ACCOUNT NO.	EXPENDITURES	Budget 2022-23	Increases	Decreases	Amended 2022-23
1	Capital Outlay				
2	Engineering Services	234,000		56,000	178,000
3	Bridge Construction	417,215	1,14	230,000	442,289
4	Highway Construction	1,376,559	70,000	1	1,446,559
5	Highway Equipment	100,000	15,805	11	115,805
6	Other Capital Outlay.....	-			-
7					
8	Total Capital Outlay	2,127,774	340,878	286,000	2,182,653
9					
10	Other Uses				
11	Operating Transfers				
12	Transfers to Other Funds	25,010			25,010
13					
14	TOTAL OTHER USES	25,010	-	-	25,010
15					
16	Total Estimated Expenditures and Other Use	5,246,974	545,986	286,107	5,506,854
17					
18					
19					
20					
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1  
2 1. Dept. Transfer  
3 11. Refunds and Reimbursements  
4 14. State Bridge Aid  
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**File Attachments for Item:**

10. Surplus Property - BOE



Date: 5-8-23

Date: 5-8-23

[illegible]

Transfer

☐ Scrap

Surplus

Additional Notes:

POSSIBLY SAME LOCKS IN DRESSING ROOM SINCE SCHOOL BUILT IN LATE 70'S

Item 10.

**File Attachments for Item:**

11. Bedford County & Elected Officials' Personnel Policy Amendments 2023 - *For Information Only To Be Spread Across the Minutes So Amendments Can Be Added Appropriately to Personnel Policies*



## Bedford County Government Employee Handbook

Effective June 13,2023

Document Owner(s)	Organization Role
Shanna Boyette	HR Director

### Employment Handbook Version Control

Version	Date	Author	Change Description
1	12/11/2012	Betsy Crow	Original Draft, submitted to Mayor
2	9/25/2013	Betsy Crow	Second Draft, submitted to Mayor
3	11/02/16	Lisa Moore	
4	11/12/19	John Boutwell	
5.	04/23/20	John Boutwell	Add sections 4.13.1 and 7.7.1
6.	06/13/23	Shanna Boyette	Remove Sections 4.13.1 and 7.7.1; Amend section 7.1 Holiday

**Note** The content of a Handbook does not constitute nor should it be construed as a promise of employment or as a contract between Bedford County Government and any of its employees. Bedford County at its option, may change, delete, suspend, or discontinue parts of the policy in its entirety, at any time without prior notice.

## Amendment:

The following amendment shall be made to the Bedford County Personnel Policy & Procedures, Section 7.1 **Holiday**;

- Add Juneteenth



# **BEDFORD COUNTY HIGHWAY DEPARTMENT PERSONNEL POLICY & PROCEDURES**



**Mark Clanton, Bedford County Highway Superintendent**

Hwy Department Policy  
Revised 2021  
Effective February 1, 2022  
**Amendment June 2023**

## Amendment:

The following amendment shall be made to the Bedford County Highway Personnel Policy & Procedures, Section-**Holidays**; page 13

- Remove Columbus Day
- Add Juneteenth



## Property Assessor Employee Handbook

Effective June 13, 2023

Document Owner(s)	Organization Role
Ronda Clanton	Assessor of Property

### Employment Handbook Version Control

Version	Date	Author	Change Description
1	1/1/2019	Ronda Clanton	Original Draft, submitted to Mayor
2	1/1/2021	Ronda Clanton	Submitted to Mayor
3	6/13/2023	Ronda Clanton	Submitted to Mayor Amended Holiday Policy adding Juneteenth holiday
4			
5.			
6.			

**Note** The content of a Handbook does not constitute nor should it be construed as a promise of employment or as a contract between Bedford County Property Assessor and any of its employees.

Property Assessor's Personnel Policy  
Revised 2021  
**Amendment June 2023**

The Assessor at its option, may change, delete, suspend, or discontinue parts of the policy in its entirety, at any time without prior notice.

## Amendment:

The following amendment shall be made to the Property Assessor's Personnel Policy & Procedures **Holiday Policy**

- Add Juneteenth

# BEDFORD COUNTY TRUSTEE

---



**Tonya Davis, Trustee**

100 Public Square West Ste 102

Shelbyville, TN 37160

(Phone) 931-684-4303 (Fax) 931-685-1335

In compliance with TCA law the Personnel Policy Handbook for employees of the Bedford County Trustee's office has been revised. This revision is to the Holiday Policy section and will now include June 19<sup>th</sup> as a paid holiday and recognized as Juneteenth in conjunction with state offices.

Tonya Davis

Bedford County Trustee

**PERSONNEL  
POLICY HANDBOOK  
FOR  
EMPLOYEES OF  
BEDFORD COUNTY  
CIRCUIT COURT  
CLERK'S OFFICE  
REVISED MAY 22, 2023**

**Revised from November, 2017, that the following amendment shall be made to the Bedford County Circuit Court Clerk Personnel Policy and Procedures, under Section Holiday Policy;**

- **Add Juneteenth**



# **PERSONNEL POLICY HANDBOOK**

## **For Employees of BEDFORD COUNTY CLERK'S OFFICE**

Effective June 15, 2023



## TABLE OF CONTENTS

<b>1</b>	<b>INTRODUCTION .....</b>	<b>6</b>
1.1	Welcome .....	6
1.2	At-Will Employment Policy .....	6
1.3	Changes in Policy .....	6
<b>2</b>	<b>EMPLOYEE DEFINITION AND STATUS.....</b>	<b>8</b>
2.1	Employment Classification .....	8
2.2	Introductory Period for New Employees .....	9
<b>3</b>	<b>EMPLOYMENT POLICIES .....</b>	<b>10</b>
3.1	Equal Employment Opportunity .....	10
3.2	Americans with Disabilities Act .....	10
3.3	Immigration Law Compliance.....	11
3.4	Personnel Records and Administration .....	11
3.5	Anti-Harassment Policy.....	11
3.5.1	Complaint Procedure.....	12
3.5.2	No Retaliation .....	12
3.5.3	False Claims Harassment or Retaliation .....	13
3.6	Employment of Relatives (Nepotism Policy) .....	13
3.7	Job Posting .....	13
<b>4</b>	<b>STANDARDS OF CONDUCT .....</b>	<b>15</b>
4.1	General Guidelines .....	15
4.2	Workplace Violence .....	15
4.3	Commitment to Safety .....	16
4.4	Work Schedule .....	16
4.5	Inclement Weather .....	16
4.6	Attendance and Punctuality .....	17
4.7	Meal and Break Periods.....	17

4.8	Confidential Information and Nondisclosure .....	17
4.9	Ethical Standards.....	17
4.10	Dress Code and Personal Appearance .....	18
4.11	Use of Equipment.....	18
4.11.1	Vehicle Use Policy.....	18
4.12	Travel Policy.....	18
4.13	Use of Computer, Phone, and Mail.....	19
4.13.1	Temporary Telecommuting Policy.....	<b>Error! Bookmark not defined.</b>
4.14	Social Media Policy .....	19
4.15	Substance Abuse Policy .....	21
4.15.1	General Procedures .....	22
4.15.2	Opportunity to Contest or Explain Test Results .....	22
4.15.3	Confidentiality .....	22
4.15.4	Job Applicant Drug Testing .....	22
4.15.5	Employee Drug Testing.....	23
4.15.6	Alcohol Testing.....	23
4.15.7	Refusal to Submit.....	24
4.15.8	Important Information for Job Applicants and Employees ..	24
4.16	Smoking Policy.....	24
4.17	Outside Employment.....	24
4.18	Disciplinary and Corrective Actions .....	25
4.19	Separation from Employment .....	26
<b>5</b>	<b>COMPENSATION POLICIES .....</b>	<b>28</b>
5.1	Pay Periods.....	28
5.2	Timekeeping Procedures .....	28
5.3	Overtime Pay .....	28
5.4	Deductions from Pay.....	29
5.4.1	Pay Garnishments.....	29
5.4.2	Errors in Pay and Improper Deductions .....	29
<b>6</b>	<b>EMPLOYEE BENEFITS.....</b>	<b>31</b>
6.1	Insurance .....	31
6.2	COBRA Notification .....	31
6.3	Worker's Compensation.....	31
6.4	Retirement Plan .....	32

6.5	Longevity Pay .....	32
<b>7</b>	<b>TIME-OFF BENEFITS .....</b>	<b>33</b>
7.1	Holiday Policy .....	33
7.2	Vacation Leave .....	34
7.3	Sick Leave .....	34
7.4	Bereavement Leave .....	36
7.5	Jury Duty .....	36
7.6	Voting Leave .....	36
7.7	Family/Medical Leaves of Absence .....	36
7.8	Tennessee Maternity Act .....	39
7.9	Military Leave .....	40
7.10	Personal Leave .....	40
	<b>EMPLOYEE ACKNOWLEDGEMENT .....</b>	<b>41</b>

# 1 INTRODUCTION

This document has been developed in order to familiarize employees with Bedford County Government and provide information about working conditions, key policies, procedures, and benefits affecting employment at the Bedford County Clerk's office.

Business necessity requires that some of the departments reporting to the County Mayor function differently due to the nature of the service each provides. It is imperative that each and every employee be familiar with this Handbook and that of her/his respective department. There will be specific policies in which the department Handbook overrides the County Handbook.

## 1.1 Welcome

Welcome to the Bedford County Clerk office!

The purpose of this Handbook is to provide employees with a general understanding of the policies related to your employment with Bedford County. We cannot anticipate every situation or answer every question about each individual's employment. The goal is to provide a broad overview of County Clerk policies.

This Handbook revokes and supersedes all prior Handbooks, amendments, and any policy or communication related to the employee Handbook. The Handbook, while providing general guidelines for employees, does not contain promises to any employee about how any particular situation will be handled.

## 1.2 At-Will Employment Policy

Employees are considered to be "at will". At-will employment means that employees have the right to terminate their employment with Bedford County Clerk at any time, for any reason or for no reason. Similarly, the County Clerk has the right to terminate the employee's employment at any time for any reason or for no reason.

These Guidelines, or any other policy, procedure, practice or form do not create or shall not be construed as an expressed or implied contract of employment or as a guarantee of any fixed term(s) or condition(s) of employment. While the County Clerk will generally attempt to follow the procedures and policies outlined in these Guidelines, these procedures and policies are not a contract of employment.

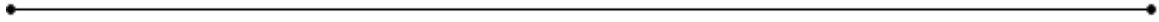
## 1.3 Changes in Policy

This Handbook supersedes all previous employee Handbooks and memos unless specified through departmental Handbooks.

The County Clerk retains the right to change or cancel the policies, procedures, practices, or benefits contained in these Guidelines (or any other Handbook or form) in any manner, with or without notice and with or without consideration. The County Clerk will attempt to give notice, however, of such changes whenever practical.

It is the intention of the Bedford County Clerk to adhere to all State and Federal laws. Any personnel policy found to be in conflict with a State and Federal law will be changed to ensure compliance with the law.

It is your responsibility to ensure that you have the most up-to-date version of the Handbook. All questions pertaining to information found in this Handbook should be referred to the County Clerk.



## 2 EMPLOYEE DEFINITION AND STATUS

An employee of Bedford County is a person who regularly works directly for Bedford County Government on a wage or salary basis but does not include Independent Contractors or employees of any temporary staffing service that may be used to provide assistance to the County.

- Full-Time Regular Employees are those that work a normal, full-time work schedule of thirty (30) hours or more per week on a regular basis. These employees may be exempt or non-exempt, as defined by the Fair Labor Standards Act (FLSA). All employees can access the policy document via [www.dol.gov/whd/flsa](http://www.dol.gov/whd/flsa).
- Part-Time Regular Employees are those who work less than thirty (30) hours per week on a regular basis. These employees may be exempt or non-exempt.
- Temporary or Seasonal Employees are those who work either full time or part time with the understanding that their employment will terminate upon the completion of a specific assignment. These employees may be exempt or non-exempt. Temporary or Seasonal County Employees do not include workers who are employed by a temporary staffing service that may be used to provide assistance to the County.
- Internships are temporary status employees and cannot work more than six (6) months or one thousand and forty (1040) hours, unless specified in statute. All internships may be terminated at any time for any reason. (See HR for intern policy)

### 2.1 Employment Classification

Employees of Bedford County are classified as either “exempt” or “non-exempt.” This is necessary because, by law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of forty (40) hours per workweek.

If you are classified as a **nonexempt** employee, you are covered by the overtime provisions of the Fair Labor Standards Act (FLSA). Typically, you will receive time and one-half (1.5) in compensatory time or overtime pay for any time actually worked beyond forty (40) hours in one week. Time off, such as holidays, annual leave, or sick leave does not count as time worked.

If you are an **exempt** employee, you are generally not covered by the overtime provisions of the FLSA. There are several categories of exempt employees, including executive, administrative and professional positions. Exempt employees do not receive compensatory time regardless of time worked. There are circumstances where an exempt employee may receive comp time for working overtime. Criteria for this exemption would include employees who, as required by their current position, are required to work during major emergencies to restore services and who perform essential services to benefit the safety and welfare of the County. In emergencies, the Department Head may request payment of straight-time overtime to those exempt employees necessarily working to restore or maintain vital services. These circumstances must be classified as a disaster either through the County, State, or Federal Government.

Classification of jobs is made on the basis of comparing actual job duties with criteria set forth in the FLSA. A job title is not sufficient data to classify a job as exempt from overtime status. Responsibility for classifying Bedford County positions as exempt or

nonexempt lies with the Finance Department in consultation with the manager/supervisor/with responsibility for the position and the County Attorney.

## **2.2 Introductory Period for New Employees**

Bedford County Clerk is committed to the premise that the County and the employee benefit through long term relationships. Our future success and stability require us to hire, train, and develop employees who will, in turn through their experience, knowledge, and commitment, maintain long term relationships with our customers and residents of the County. However, we realize that no interview process can be extensive enough to ensure compatibility between the individual and the County.

All new County Clerk employees work on an introductory basis for the first ninety (90) calendar days after their date of hire. This introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance, and to determine whether the new position meets both the employee's expectations and the County Clerk's expectations. Bedford County Clerk uses this period to evaluate employee capabilities, work habits and overall performance. Employees working in the Introductory Period are not necessarily subject to all of the recommended steps within the Corrective Action policy.

Your employment relationship with the County is "at will", and is in effect at all times during your employment with the County. Completion of the introductory period does not alter the at-will terms of your employment.



### **3 EMPLOYMENT POLICIES**

#### **3.1 Equal Employment Opportunity**

It is the intent of Bedford County to fully comply with the provision of Title VI and Title VII of the Civil Rights Act of 1964.

Our goal at Bedford County Clerk is to recruit, hire, and maintain a diverse workforce. Equal employment opportunity is good business as well as being the law and applies to all areas of employment, including recruitment, selection, hiring, training, transfer, promotion, termination, compensation, and benefits.

As an equal opportunity employer, Bedford County Clerk does not discriminate in its employment decisions on the basis of race, religion, color, national origin, gender, age, military status, disability, genetic information, status as a Vietnam-era veteran or special disabled veteran or on any other basis that would be in violation of any applicable federal, state, or local law.

#### **3.2 Americans with Disabilities Act**

Bedford County makes every effort to comply with the Americans with Disabilities Act (the "ADA") and reasonably accommodate qualified individuals with a disability in order to provide employment opportunities for them. Applicants and employees are not required to identify themselves as having a disability. Self-identification is strictly voluntary. The job related skills and experience of all applicants and employees are evaluated without regard to disability or any reasonable accommodations that may be necessary.

The ADA prohibits discrimination in all aspects of employment against "qualified individuals with disabilities." A qualified individual with a disability is an applicant or employee who can perform the essential functions of the job in question with or without reasonable accommodation.

The ADA and the subsequent revisions under the ADAAA define a "disability" as:

- a physical or mental impairment that substantially limits one or more major life activities;
- a record of a physical or mental impairment that substantially limits a major life activity; or
- When an employer takes an action prohibited by the ADA because of an actual or perceived impairment that is not both transitory and minor.

Employees requesting accommodation should speak directly with their Supervisor to discuss reasonable accommodations necessary to perform the essential functions of his or her job, providing medical documentation as necessary to the County Mayor's office. The County expects the reasonable accommodation process to be a process by which the County and employee search for a mutually acceptable, reasonable accommodation.

Should employees have additional questions, or need further consultation as to the County accommodation process, they should seek advice from the County Mayor's Office or reference [www.ada.gov](http://www.ada.gov).

### 3.3 Immigration Law Compliance

Bedford County is committed to employing only individuals with authorization to work in the U.S., and does not discriminate against any individuals on the basis of citizenship, national origin, or other unlawful grounds. Furthermore, the County follows the regulations established in the Immigration Reform and Control Act of 1986 (ICRA) and the Tennessee Lawful Employment Act of 2011 when hiring new employees. This act requires all new employees to provide proof of their eligibility to work in the United States.

Each new employee, as a condition of employment, must complete the Employee Eligibility Form (I-9) and present documentation establishing identity and employment eligibility. Former employees who are hired within three (3) years of initially completing an I-9 form are not required to complete a new I-9 form if the individual is still authorized to work in the United States. This form must be completed directly following an acceptance of employment, or in no event more than three business days after you begin work. Employees who are authorized to work in the U.S. under certain visas will be required to show proof of continued authorization to work in the U.S. upon expiration of the visas shown when employment began.

### 3.4 Personnel Records and Administration

The central personnel files are public record and are maintained in the Finance Department. To review a personnel file, contact the Finance Department to complete a Public Records Request Form.

Tennessee law (TCA §10-7-502 through §10-7-507) requires that “all state, county, and municipal records...shall at all times, during business hours, be open for...inspection by any citizen of Tennessee.” The statute applies to personnel records and allows you to review your personnel file, as well as allowing any member of the public to do so. Medical records are not part of the personnel file and will be maintained in a separate confidential file.

For the full Open Records Policy of Bedford County Government employees are directed to <http://www.bedfordcountyttn.org/pdf/finance/Open-Records-Policy.pdf>.

### 3.5 Anti-Harassment Policy

Bedford County Government is committed to providing a work environment that is free of discrimination and unlawful harassment, including unwelcome sexual conduct. It is the policy of the County to prohibit discrimination, harassment, and/or retaliation in any form. Therefore, Bedford County Government prohibits discrimination and/or harassment that is sexual, racial, or religious in nature or is related to anyone's gender, national origin, age, sexual orientation, disability, or any other basis protected by federal, state or local law. This policy applies to all employees throughout the County and to all individuals who may have contact with any employee of the County.

Unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a harassing and/or discriminatory nature will constitute harassment and/or discrimination when the person involved feels compelled to submit to that misconduct in order to keep his/her position, to receive appropriate pay, or to benefit from certain employment decisions. If this type of misconduct interferes with an employee's work or creates an intimidating, hostile, or offensive work environment, it also may be considered harassment and/or discrimination. This behavior can include but is not limited

to suggestive or insulting noises, facial expressions, vulgar language, nicknames, slurs, derogatory comments, cartoons, jokes, written materials, and offensive gestures or touching.

Behaviors which qualify as “bullying” also create a hostile working environment and will not be tolerated within Bedford County Government.

Employees are not to assume that behavior he/she believes is humorous or socially acceptable will be acceptable to another employee or customer. All employees are expected to be aware of how people respond to what is said and done.

It is important that employees report sexual harassment and other kinds of discrimination and harassment. The County cannot do anything to remedy the situation if we do not know it exists.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. Normal, courteous, mutually respectful, non-coercive interactions between employees that are acceptable and welcomed by both parties are not considered to be harassment.

### **3.5.1 Complaint Procedure**

Bedford County encourages all employees, but does not require them, to communicate directly with anyone whose behavior may be offensive or inappropriate, but unknowingly so to them, and request that he/she stop such behavior. If such behavior does not cease, or if an employee believes he/she that is being harassed, or subject to other discrimination, he/she should report the incident immediately to her/his Department Head, the County Mayor, or to another County official with whom he/she feels most comfortable within five (5) calendar days of the offense or at the beginning of the employee’s next work shift. Complaints of sexual or other unlawful harassment or discrimination will be investigated in a thorough and timely manner.

Bedford County will conduct its investigation in as confidential a manner as possible. Interviews, allegations, statements, and identities will be kept confidential to the extent possible and allowed by law. However, Bedford County will not allow the goal of confidentiality to be a deterrent to an effective investigation. A timely resolution of each complaint will be reached and communicated to the employee. Appropriate corrective action, up to and including termination, will be taken promptly against any employee engaging in discrimination and/or harassment. The corrective action issued will be proportional to the severity of the conduct. The alleged harasser’s employment history and any similar complaints of prior unlawful discrimination and/or harassment will be taken into consideration.

### **3.5.2 No Retaliation**

There will be no retaliation against any individual who, in good-faith, reports harassment and/or discrimination or assists in investigation such complaints, even if the investigation produces insufficient evidence to support the complaint. If an employee feels he/she has been subjected to any form of retaliation, the employee should report that conduct to his/her immediate supervisor, another member of management, or the County Mayor within five (5) calendar days of the offense or at the beginning of your next work shift. Employees are not required to approach the person who is retaliating against them, and they may bypass any offending member of management.

### **3.5.3 False Claims Harassment or Retaliation**

Bedford County Government does not condone acts of harassment or retaliation. Unfortunately, there may be instances in which an employee knowingly makes false claims. After an investigation is conducted to assess the validity of the claim, if the claim is proven to be false, the complaining employee will be counseled on what constitutes harassment and retaliation. Subsequent claims will be managed within the corrective action policy.

## **3.6 Employment of Relatives (Nepotism Policy)**

Bedford County is pleased to consider for employment qualified applicants who are related to employees. This policy is intended to ensure effective supervision, internal discipline, security, safety, and positive morale in the workplace. It also seeks to avoid the perception of favoritism, conflict in loyalty, discrimination, the appearance of impropriety, and conflicts of interest.

Bedford County prohibits any employees who are family members from working in the same chain of command whether it is through direct or indirect supervision, authority or control. Family members are defined as an employee's parent, child, spouse, domestic partner, brother, and sister, grandparent, and any step or in-law relationships within the preceding categories. Employees are required to disclose changes in their personal situations, which may be covered under this policy.

Exemptions under this policy include:

- Demonstrated shortages of qualified applicants in areas regarding specialized expertise,
- Emergency vacancies that must filled on a temporary basis,
- Relatives who are employed prior to May 1, 2012 and work in areas where movement to another chain of command is impossible.

## **3.7 Job Posting**

The purpose of the Job Posting Policy is to ensure all employees are aware of open positions and have the opportunity to apply for those they are qualified for. Bedford County, believes in promoting from within when possible, and is committed to employing the best candidates for approved positions and engaging in effective recruitment and selection practices in compliance with all applicable employment laws. We provide equal employment opportunity to all applicants and employees.

This policy applies to all Bedford County, non-elected positions. The hiring manager and human resource (HR) department may elect not to post certain positions when there are lawful, nondiscriminatory bases for doing so and with the approval of elected official overseeing the department.

Once an open position is approved for recruitment by the Department Head and Finance, HR will generate job announcements electronically and post on Bedford County, TN web portal. Recruitment sources will vary depending on the vacancy and will be determined by HR and the hiring manager.

The position will be posted a minimum of three business days.

Job postings in most cases will have a closing date by which time applications must be received for consideration.

- To be considered for an open position, internal applicants must:

- Have worked for Bedford County, for at least twelve (12) months and have been in your current position for at least six months.
- Not be on a performance improvement plan.
- Meet the minimum requirements for the job and be able to perform the essential functions of the position, with or without reasonable accommodation.
- Submit an application to HR by the closing date as stated in the posting.

All internal applicants will receive notice from HR as to whether they will be interviewed for the position. Although you are not required to notify your supervisor that you have applied for a position, the supervisor will be notified should you become a final candidate. If hired for the position, the current and the new supervisor will work together to determine an appropriate transfer date.

Bedford County, reserves the right to change this policy at any time and for any reason and to grant exceptions to this policy based on business needs.



## **4 STANDARDS OF CONDUCT**

### **4.1 General Guidelines**

All employees of Bedford County are urged to become familiar with the County rules and standards of conduct and are expected to follow these rules and standards faithfully in doing their own jobs and conducting the County's business.

### **4.2 Workplace Violence**

Bedford County is committed to providing a safe, violence-free workplace for our employees. Due to this commitment, we discourage employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at County-sponsored functions.

All Bedford County employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their supervisor, manager, or the Human Resources Department. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against the County, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

Bedford County prohibits the possession of weapons on its property at all times, including our parking lots or company vehicles (excluding law enforcement). Additionally, while on duty, employees may not carry a weapon of any type. Weapons include, but are not limited to, handguns, rifles, automatic weapons, and knives that can be used as weapons (excluding pocketknives, utility knives, and other instruments that are used to open packages, cut string, and for other miscellaneous tasks), martial arts paraphernalia, stun guns, and tear gas. Any employee violating this policy is subject to discipline up to and including dismissal for the first offense.

The County reserves the right to inspect all belongings of employees on its premises, including packages, briefcases, purses and handbags, gym bags, and personal vehicles on company property. In addition, Bedford County may inspect the contents of lockers, storage areas, file cabinets, desks, and work stations at any time and may remove all property and other items that are in violation of Bedford County rules and policies.

### 4.3 Commitment to Safety

Protecting the safety of our employees and visitors is the most important aspect of Bedford County government. All employees have the opportunity and responsibility to contribute to a safe work environment by using commonsense rules and safe practices and by notifying management when any health or safety issues are present. All employees are encouraged to partner with management to ensure maximum safety for all. In the event of an emergency, notify the appropriate emergency personnel by dialing 9 for an outside line, then dial 911 to activate the medical emergency services.

### 4.4 Work Schedule

The normal workweek for the Bedford County Clerk office consists of thirty-five (35) hours and runs from Monday through Friday from 8:00 a.m. to 4:00 p.m. Employees will work on Saturdays from 8:00 a.m. to 12:00 p.m. on a rotating basis.

### 4.5 Inclement Weather

It is Bedford County's policy to continue operations despite weather conditions unless an emergency threatens to make employee transportation to or from work impossible or dangerous. Employees are expected to show up for work regularly and on time except when transportation is impossible.

In case of severe weather, employees must look out for their own safety. However, this doesn't mean a free day off. Unless management has closed the county facility, employees who choose, for their own safety, to not work, will be charged vacation or comp time. The County Mayor or designee will determine if a weather emergency exists for purposes of closing County facilities.

If the county facility opens and is forced to close early because of the weather, all employees who reported to work will be paid. Employees who did not come in to work will not be paid. All employees are urged to make every possible effort to get to work if the facility remains open.

When weather conditions make it hazardous for employees to report for work, they should:

- call the department head or designated contact; or
- listen to local radio and television stations for closure announcements.

The following payroll guidelines have been established for non-exempt employees reporting to work when the County opening is delayed due to bad weather conditions:

- Employees reporting before 10 a.m. will receive a full day's pay.
- Employees reporting after 10 a.m. will be paid for hours worked.
- Employees who do not report to work will not be paid for the day. With supervisory approval, they may take the day as a vacation or comp time day.
- Overtime pay will apply to only those employees who have worked over 40 hours that week (unless state regulations dictate otherwise).

## **4.6 Attendance and Punctuality**

All employees are important members of the Bedford County Clerk team. We are committed to providing the highest level of government services and functions to better serve the community. In order to accomplish this, prompt and regular attendance is required.

If an employee must be late for work or absent because of illness or for an unforeseen circumstance, he/she must call the Department Head or supervisor and report the reason prior to the start of work.

Employees should be at workstations and prepared to wait on customers at 8:00 sharp each morning. Tardiness or absenteeism that is unexcused or excessive, or failure to call in prior to being absent or late, may result in disciplinary action up to and including termination. Absence from work for three (3) consecutive days without notifying departmental management will be considered a voluntary resignation. Any absences that occur after all leave has been exhausted will be considered excessive and subject to corrective action.

Timecards should be completed daily, and accurately reflect time worked, not the designated work schedule. Example: Work hours are from 8:00 a.m. to 4:00 p.m. If the employee's start time on Wednesday is 8:15, that specific time must be recorded on the time sheet. If the employee checks out at 4:03 that specific time must be recorded on the time sheet. Accuracy of timesheets is required to fully manage departmental attendance policies, determining the correct pay, and documenting overtime or comp time.

## **4.7 Meal and Break Periods**

Employees are allowed 1 hour for lunch.

## **4.8 Confidential Information and Nondisclosure**

In the course of your work, you may have access to confidential information about Bedford County Government, County officials or other employees, as well as constituents. It is your responsibility to keep any confidential information confidential. Under no circumstances are employees or other agents of the County Government to convey information protected by the Health Insurance Portability and Accountability Act (HIPAA). This does not include information that is routinely made open to the public.

If you have any doubt, do not disclose the information and contact your direct supervisor or the County Mayor's Office. (See Policy 4.12, Social Media)

## **4.9 Ethical Standards**

All employees have an individual responsibility to deal ethically in all aspects of the County's business and to comply fully with all laws and regulations. Employees, in the course of or in relation to their official duties, shall not directly or indirectly receive or agree to receive any payment of expense, compensation, gift, reward, gratuity, favor, service, or promise of future employment or other future benefit from any source, except the County, for any activity related to their duties as County employees unless otherwise provided by law.

## 4.10 Dress Code and Personal Appearance

All employees are expected to maintain a professional standard of dress and grooming that reflect good taste and common sense. Employees who work in a business environment and assist the general public in business transactions are expected to dress in a manner conducive to good business, with appearance and apparel appropriate to a business environment. If an employee works with the public, all tattoos must be in good taste or not visible, and other than professionally worn ear piercings, no visible body piercings are allowed while on duty. Any employee who has a question about whether a particular item or outfit is appropriate should discuss the matter with a supervisor before wearing it. Employees who are inappropriately dressed will be sent home and directed to return to work in proper attire.

## 4.11 Use of Equipment

Bedford County Clerk will provide employees with the equipment needed to do their job. None of this equipment should be used for personal use, nor removed from the physical confines of the County—unless it is approved for a job that specifically requires use of county equipment outside the physical facility. Employees have a duty to conserve and protect government property. Employees should not directly, or indirectly, use or allow the use of governmental property, including telephones and computers, vehicles, equipment, facilities, personnel, supplies, or services of any kind for other than approved activities. This includes anything leased to the department or otherwise paid for by the department. All County issued equipment and clothing must be returned upon separation.

### 4.11.1 Vehicle Use Policy

Bedford County Government has adopted a Vehicle Use Policy that all departments and agencies shall follow. The full policy can be found at <http://www.bedfordcountyttn.org/pdf/finance/Vehicle-Use-Policy.pdf>.

## 4.12 Travel Policy

Bedford County Government will follow the state travel policy. Employees should be as conservative as circumstances allow when incurring travel related expenses. Travel shall not be taken without approval of the proper authority. The employee is considered to be on official travel status, and eligible for reimbursement, at the time of departure from his/her official station or residence, whichever is applicable. For a full text of the State Travel Policy adopted by Bedford County Government employees should refer to <http://www.bedfordcountyttn.org/pdf/finance/State-Travel-Policy.pdf>.

When a County employee travels on business, he/she assumes significant responsibilities as a County representative. To the many persons with whom he or she comes in contact during his or her travel, he or she is BEDFORD COUNTY GOVERNMENT. Appearance, attitude and conduct reflect directly upon the public image of the County. Each employee is expected to use discretion and exercise sound professional judgment when traveling on county business.

#### 4.13 Use of Computer, Phone, and Mail

Bedford County property, including computers, phones, electronic mail, and voice mail, should be used only for conducting County business. Incidental and occasional personal use of County computers, phones, or electronic mail and voice mail systems is permitted, but information and messages stored in these systems will be treated no differently from other business-related information and messages.

Employees do not have personal privacy rights or any reasonable expectation of privacy when it comes to information composed, created, received, downloaded, retrieved, stored, transmitted, viewed or sent using Bedford County Government's electronic communication devices. While the county respects the privacy and security needs for all individuals, authorized County representatives have the right to access and review electronic files, messages, mail, websites accessed, etc. for legitimate business reasons.

As business needs dictate, Bedford County Government may provide cellular telephones (cell phones) for the purpose of conducting County business. County cell phones are not intended to replace personal cell phones or land lines and the associated phone numbers are the property of Bedford County Government.

Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, and employees are urged to pull to the side of the road and safely stop the vehicle before placing or accepting a call. If deemed necessary to use a cell phone for voice communication while driving, the use of hands free technology is required. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs.

Any use of an electronic wireless device while driving to write, send, or read a text-based communications is strictly prohibited under Tennessee law and Bedford County policy. Employees, whether on county business in their own vehicle or a County vehicle, are prohibited from texting while driving.

Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions and will be considered to be acting outside the scope of employment. Violations of this policy will be subject to the highest forms of discipline, including termination.

#### 4.14 Social Media Policy

This policy applies to every employee, whether part-time, full-time, currently employed by the County in any capacity who posts any material whether written, audio, video or otherwise on any Web site, blog or any other medium accessible via the internet. For purposes of this policy, social media is content created by individuals using accessible and scalable technologies through the internet. Examples include: Facebook, blogs, Myspace, RSS, YouTube, Yelp, Twitter, LinkedIn, Google+, etc.

All County social media sites directly or indirectly representing to be an official statement of the County must be created pursuant to this policy and approved by the appropriate County Official. The County's primary and predominant internet presence shall remain [www.bedfordcountyttn.gov](http://www.bedfordcountyttn.gov) and no other Web site, blog or social media site shall characterize itself as such. The Information Technology Department is responsible for the content and upkeep of any social media sites created pursuant to this policy. In addition to this policy, all social media sites shall comply with any and every other applicable County policy including but not limited to the Open Records Policy, Internet Use Policy, and Ethics Policy.

A social media site is subject to Tennessee's Public Records Act (T.C.A. § 10-7-101, *et seq.*) and Open Meetings Act (T.C.A. § 8-44-101, *et seq.*) and no social media site shall be used to circumvent or otherwise violate these laws. All information posted on a social media site shall be a public record and subject to public inspection. All lawful records requests for information contained on a social media site shall be fulfilled by the Information Technology Director and any employee whose assistance is required. Every social media site shall contain a clear and conspicuous statement referencing the aforementioned state laws. All official postings on a social media site shall be preserved in accordance with the County's records retention schedule.

A social media site shall also contain a clear and conspicuous statement that the purpose of the site is to serve as a mechanism for communication between the County and its constituents and that all postings are subject to review and deletion by the County. The following content is not allowed and will be immediately removed and may subject the poster to banishment from all County social media sites:

- Comments not topically related to the particular social medium article being commented upon;
- Comments in support of or opposition to political campaigns or ballot measures;
- Profane language or content;
- Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
- Sexual content or links to sexual content;
- Solicitations of commerce;
- Conduct or encouragement of illegal activity;
- Information that may tend to compromise the safety or security of the public or public systems; or
- Content that violates a legal ownership interest of any other party.
- Content which violates the privacy protections assured by HIPPA.

### **Guidelines for Personal Use of Non-County Social Media**

- An employee may not characterize him or herself as representing the County, directly or indirectly, in any online posting unless pursuant to a written policy of the County or the direction of a County Official.
- The use of a County email address, job title, official County name, seal or logo shall be deemed an attempt to represent the County in an official capacity. Other communications leading an average viewer to conclude that a posting was made in an official capacity shall also be deemed an attempt to represent the County in an official capacity.
- Any postings on a non-County social media site made in an official capacity shall be subject to the Tennessee Open Records Act and the Tennessee Open Meetings Act.
- Employee postings may not violate any of the policies set forth in the Employee Handbook. Employees are personally responsible for their web postings and solely liable for web postings found to be defamatory, harassing, an invasion of privacy, or in violation of any other applicable federal or state law.
- Employees should respect copyright, privacy, fair use, financial disclosure, and other applicable laws.
- If a member of the news media contacts an employee regarding an employee's posting concerning Bedford County Government, the employee should refer them to the appropriate Constitutional Officer, Department Head, or County Mayor.

A violation of this policy may result in discipline up to and including termination. For any questions about these guidelines or any matter related to web postings, contact the IT department or the County Mayor's office. This policy should not be interpreted to restrict or interfere with any employee's federal or state labor law rights, free speech, or any whistleblower protections under federal or state law. Nothing in this policy is intended to or will be applied in a manner that limits employees' right to engage in protected concerted activity as prescribed by the National Labor Relations Act.

#### **4.15 Substance Abuse Policy**

Bedford County Government is committed to providing a safe work environment and to fostering the well-being and health of its employees. That commitment is jeopardized when any Bedford County employee illegally uses drugs on or off the job, comes to work under their influence, possesses, distributes or sells drugs in the workplace, or abuses alcohol on the job. Therefore, Bedford County Government has established the following policy, pursuant to T.C.A. Section 50-9-100 et seq.:

- (1) It is a violation of County policy for any employee to use, possess, sell, trade, offer for sale, or offer to buy illegal drugs or otherwise engage in the illegal use of drugs on or off the job,
- (2) It is a violation of County policy for any employee to report to work under the influence of or while possessing in his or her body, blood or urine, illegal drugs in any detectable amount.
- (3) It is a violation of County policy for any employee to report to work under the influence of or impaired by alcohol.
- (4) It is a violation of the County policy for any employee to use prescription drugs illegally, i.e., to use prescription drugs that have not been legally obtained or in a manner or for a purpose other than as prescribed. However, nothing in this policy precludes the appropriate use of legally prescribed medications.
- (5) Violations of this policy are subject to disciplinary action up to and including termination.

It is the responsibility of the County's supervisors to counsel employees whenever they see changes in performance or behavior that suggest an employee has a drug problem. It is not the supervisor's job to diagnose personal problems. Instead, the supervisor should encourage such employees to seek help and advise them about available resources for getting help. Everyone shares responsibility for maintaining a safe work environment, and co-workers should encourage anyone who has a drug problem to seek help.

The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive and drug free environment. The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that the illegal use of drugs and the abuse of alcohol are incompatible with employment at Bedford County Government.

As a condition of employment, employees must abide by the terms of this policy and must notify the County in writing of any conviction of a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.

The County offers an Employee Assistance (EAP) benefit for employees and their dependents. The EAP provides confidential assessment, referral and short-term counseling for employees who need or request it. If an EAP referral to a treatment provider outside the EAP is necessary, costs may be covered by the employee's medical insurance; but the costs of such outside services are the employees' responsibilities.

Confidentiality is assured. NO information regarding the nature of the personal problem will be made available to supervisors, nor will it be included in the permanent personnel file.

Participation in the EAP will not have an effect on an employee's career advancement or employment, nor will it protect an employee from disciplinary action if substandard job performance continues. The EAP is a process used in conjunction with discipline, not a substitute for discipline.

The EAP can be accessed by an employee through self-referral or through referral by a supervisor. We will distribute information about the EAP to employees for their confidential use.

#### **4.15.1 General Procedures**

Any employee reporting to work visibly impaired will be deemed unable to perform required duties and will not be allowed to work. If possible the employee's supervisor will first seek another supervisor's opinion to confirm the employee's status. Next, the supervisor will consult privately with the employee to determine the cause of the observation, including whether substance abuse has occurred. If, in the opinion of the supervisor, the employee is considered impaired, the employee will be sent home or to a medical facility by taxi or other safe transportation alternative - depending on the determination of the observed impairment - and accompanied by the supervisor or another employee if necessary. A drug or alcohol test may be in order. An impaired employee will not be allowed to drive.

#### **4.15.2 Opportunity to Contest or Explain Test Results**

Employees and job applicants who have a positive confirmed drug or alcohol test result may explain or contest the result to the medical review officer within five (5) working days after receiving written notification of the test result from the medical review officer; if an employee's or job applicant's explanation or challenge is unsatisfactory to the medical review officer, the medical review officer shall report a positive test result back to the County; a person may contest the drug test result pursuant to rules adopted by the Tennessee Department of Labor.

#### **4.15.3 Confidentiality**

The confidentiality of any information received by the employer through a substance abuse testing program shall be maintained, except as otherwise provided by law.

#### **4.15.4 Job Applicant Drug Testing**

In the interest of Public Safety, several County offices have Substance Abuse Policies that may require employees to have pre-employment drug testing as well as random drug screens. In those offices, any applicant with a confirmed positive test result will be denied employment. Applicants will be required to submit voluntarily to a urinalysis test at a laboratory chosen by this County, and by signing a consent agreement will release Bedford County from liability. If the physician, official or lab personnel has reasonable suspicion to believe that the job-applicant has tampered with the specimen, the applicant will not be considered for employment. The County will not discriminate against applicants for employment because of a past history of drug or alcohol abuse. It is the current illegal use of drugs and/or abuse of alcohol, preventing employees from performing their jobs properly, that the County will not tolerate.

#### 4.15.5 Employee Drug Testing

Bedford County Government has adopted testing practices to identify employees who use illegally use drugs on or off the job or who abuse alcohol on the job. It shall be a condition of employment for all employees to submit to substance abuse testing under the following circumstances:

1. When there is reasonable suspicion to believe that an employee is illegally using drugs or abusing alcohol. 'Reasonable suspicion' is based on a belief that an employee is using or has used drugs or alcohol in violation of the employer's policy drawn from specific objective and articulated facts and reasonable inferences drawn from those facts in light of experience. Among other things, such facts and inferences may be based upon, but not limited to, the following:

- (A) Observable phenomena while at work such as direct observation of substance abuse or of the physical symptoms or manifestations of being impaired due to substance abuse;
- (B) Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance;
- (C) A report of substance abuse provided by a reliable and credible source;
- (D) Evidence that an individual has tampered with any substance abuse test during his or her employment with the current employer;
- (E) Information that an employee has caused or contributed to an accident while at work; or
- (F) Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the employer's premises or while operating the employer's vehicle, machinery, or equipment.

2. When employees have caused or contributed to an on-the-job injury that resulted in a loss of work-time, which means any period of time during which an employee stops performing the normal duties of employment and leaves the place of employment to seek care from a licensed medical provider. An employer may send employees for a substance abuse test if they are involved in on-the-job accidents where personal injury or damage to county property occurs.

3. as part of a follow-up program to treatment for drug abuse.

4. Routine fitness-for-duty drug or alcohol testing. A covered employer must require an employee to submit to drug or alcohol test if the test is conducted as part of a routinely scheduled employee fitness-for-duty medical examination where the examinations are required by; law, regulation, are part of the covered employer's established policy, or one that is scheduled routinely for all members of an employment classification group.

5. Bedford County Government reserves the right to drug test at any random time. Bedford County will pay for the drug testing.

#### 4.15.6 Alcohol Testing

The consumption or possession of alcoholic beverages on the premises is prohibited. (County sponsored activities which may include the serving of alcoholic beverages are not included in this provision.) An employee whose normal faculties are impaired due to alcoholic beverages, or whose blood alcohol level tests .10% by weight for non-safety sensitive positions, or .04% for safety sensitive positions, while on duty/County business shall be guilty of misconduct, and shall be subject to discipline up to and including termination.

#### 4.15.7 Refusal to Submit

Failure to submit to a required substance abuse test also is misconduct and also shall be subject to discipline up to and including termination.

#### 4.15.8 Important Information for Job

##### Applicants and Employees

When an employee or job applicant submits to a drug and/or alcohol test, they will be given a form by the specimen collector that contains a list of common medications and substances which may alter or affect the outcome of a drug or alcohol test. This form will also have a space for the donor to provide any information that he/she considers relevant to the test, including the identification of currently or recently used prescription or non-prescription medication or other relevant information. The information form should be kept by the job applicant or employee for their personal use. If the job applicant or employee has a positive confirmed test result a medical review officer will attempt to contact the individual in order to privately discuss the findings with that person. The job applicant or employee should keep the form as a "reminder" to discuss this information at that time. The medical review officer will take this information into account when interpreting any positive confirmed test results. The information provided shall be treated as confidential and will not be given to the employer. Employees and job applicants have the right to consult with a medical review officer for technical information regarding prescription and non-prescription medicine.

It is the responsibility of every employee or job applicant to notify the testing laboratory of any administrative or civil action brought pursuant to TCA Section 50-9-100 et seq.,

**Substance abuse testing for job applicants and employees will include a urinalysis screen for the following drugs:**

**Alcohol:** (not required for job applicant testing)

**Any "Alcoholic Beverage", all liquid medications containing ethyl alcohol (ethanol).** Please read the label for content. For example; Vicks Nyquil™ is 25% (50 proof) ethyl alcohol, Comtrex™ is 20% (40 proof), Contac Severe Cold Formula Night Strength™ is 25% (50 proof) and Listerine™ is 26.9% (54 proof).

**Amphetamines:** "speed," "uppers," etc.

**Cannabinoids:** THC, marijuana, hashish, "pot," "grass," "hash," etc.

**Cocaine:** "coke," "crack," etc.

**Phencyclidine:** PCP, "angel dust."

**Opiates:** Narcotics, Heroin, Codeine, Morphine, "smack, dope, etc..."

**Barbiturates**

**Benzodiazepines:** Ativan, Valium, Xanax, etc.

**Methaqualone:** Quaaludes

#### 4.16 Smoking Policy

As required by the Tennessee Non-Smokers Protection Act, smoking is prohibited in County owned enclosed spaces, including County owned vehicles. Smoking is only allowed in designated outdoor areas, which can be identified by asking your supervisor or appropriate signage.

#### 4.17 Outside Employment

Employees are hired and continue in the County's employ with the understanding that the County is their primary employer and that other employment or commercial involvement

that interferes with their ability to meet performance standards and work requirements of their position with the County. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. Employees must not work outside employment while on any type of County approved leave other than military or disaster leave.

## **4.18 Disciplinary and Corrective Actions**

Behaviors contrary to the County's expectations and policies will be dealt with through disciplinary action up to and including immediate termination.

Under normal circumstances, Bedford County endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. It does, however, retain the right to administer discipline in any manner it sees fit. This policy does not modify the status of employees as employees-at-will or in any way restrict the County's right to bypass the disciplinary procedures suggested.

The following steps are suggested in the discipline procedure. All steps should be documented in the employee's personnel file.

**Step 1: Informal Discussion.** When a performance problem is first identified, the nature of the problem and the action necessary to correct it should be thoroughly discussed with the employee.

**Step 2: Counseling.** If a private informal discussion with the employee has not resulted in corrective action, following a thorough investigation, the supervisor should meet with the employee and (a) review the problem, (b) permit the employee to present his or her views on the problem, (c) advise the employee that the problem must be corrected, (d) inform the employee that failure to correct the problem will result in further disciplinary action which may include discharge, and (e) issue a counseling notice to the employee.

**Step 3: Reprimand.** If satisfactory performance and corrective action are not achieved under Steps 1 and 2, the supervisor and his or her superior should meet with the employee in private and proceed via (a) through (d) above, and issue a reprimand notice to the employee.

**Step 4: Suspension.** Supervisors have the authority to temporarily remove employees from the workplace, if approved in advance by the department director and the director of Human Resources. Allowing the employee to utilize vacation or comp time to avoid loss of income is discouraged.

An exempt employee generally may not be suspended without pay for less than a full day, and the suspension must be related to written workplace conduct rules applicable to all employees, e.g., such as a written policy prohibiting sexual harassment or workplace violence.

**Step 5: Failure to improve.** Failure to improve performance or behavior after the written warning or suspension can result in termination.

The progressive disciplinary procedures described above also may be applied to an employee who is experiencing a series of unrelated problems involving job performance or behavior.

In cases involving serious misconduct, or any time the supervisor determines it is necessary, such as a major breach of policy or violation of law, the procedures contained above may be disregarded. Typically, the supervisor should suspend the employee immediately and an investigation of the incidents leading up to the suspension should be conducted to determine if any further action, such as termination, should be taken.

#### **4.19 Separation from Employment**

Bedford County Government makes every effort to retain, to the extent consistent with County requirement, the services of all employees who perform their duties efficiently and effectively. However, it may become necessary under certain conditions to terminate employment for the good of the employee and/or the County, and can be initiated by the county or the employee, with or without cause or notice. The types of separation that exist are:

##### **Voluntary Resignation**

If for personal or professional reasons an employee elects to resign from the County, Bedford County Government requests that the employee provides at least two weeks' advance notice of the departure date. Professional staffs are expected to provide four weeks' notice. A resignation letter should be prepared and submitted to the immediate supervisor or Department Head whenever possible.

Failure to provide adequate notice of resignation will result in the employee not receiving vacation for the accrued month of the resignation unless authorized by the County Mayor. Employees working in departments which utilize paid time off (PTO) are subject to the specific departmental policies.

##### **Layoff**

Termination of employees due to a reduction in the workload will be avoided if at all possible. If a layoff is necessary, at least two weeks' notification will normally be given. Personnel affected may continue their duties during this period. In some cases, an immediate release from duties is desirable to allow the employee to seek new employment.

##### **Discharge**

Under a variety of circumstances, an employee may be discharged with or without notice for offenses which include, but are not limited to, failure to adequately perform the duties and responsibilities of the job; flagrant neglect of work; insubordination; possession of or being under the influence of alcohol or narcotics while on County business or property; harassment, theft, or for any action having an adverse impact on the work and/or the reputation of the County.

Employees leaving involuntarily will be paid for any accrued unused vacation time. Employees working in departments which utilize paid time off (PTO) are subject to those specific policies.

##### **Final Paycheck upon Separation**

If you have used more than your accrued allowance at the time of separation, the difference will be deducted from your final paycheck. Holidays and Vacation time cannot be used to extend your last day worked. You will not be reimbursed for unused sick time.

If an employee voluntarily or involuntarily terminates her/his employment, the final paycheck will be made available on the next regular payday.

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## **5 COMPENSATION POLICIES**

### **5.1 Pay Periods**

County Clerk employees are paid bi-weekly on Fridays. If the pay date falls on a non-working day, employees will be paid on the last business day before the pay date.

### **5.2 Timekeeping Procedures**

Employees shall work set schedules as established by the County Clerk. Employees are required to record their hours on the forms provided for this purpose. Employees are required to fill in this form daily and, at the end of the pay period, sign and forward them to your supervisor for review and processing. Please ensure that your actual hours worked and leave time taken are recorded accurately. Falsifying these records is a crime under T.C.A. §39-16-504 and is grounds for immediate termination. Incorrectly completed time sheets prevent accurate recordkeeping for pay and recording earned overtime pay or comp time.

### **5.3 Overtime Pay**

Overtime compensation is paid to non-exempt employees in accordance with federal and state wage and hour restrictions. Employees shall earn overtime for all hours worked in excess of forty (40) hours during the workweek. Hours worked is defined as time that is actually spent on the job and does not include vacation, jury duty, sick time, holiday, or similar compensation. Employees working nontraditional shifts and/or utilizing paid time off (PTO) are subject to the policies of that specific department.

Generally, the County grants compensatory time off instead of payment for the time worked in excess of forty (40) hours in a workweek for non-exempt staff. Compensatory time will be granted at time and one-half for all time worked in excess of forty (40) hours. Any employee who wishes to receive overtime payment in lieu of compensatory time must have approval from their Department Head prior to working the overtime. Failing to do so will result in comp time being given and may be cause for disciplinary action.

Compensatory time is cumulative to a maximum of two hundred and forty (240) hours (one-hundred and sixty (160) hours of actual overtime worked) for all eligible County employees. No hours of compensatory time may be accrued beyond the maximum of two hundred and forty (240) hours unless your additional work hours were for public safety activity, an emergency response activity, or a seasonal activity. In those circumstances you may accrue no more than four hundred and eighty (480) hours of compensatory time (three hundred and twenty (320) hours of actual overtime worked).

Employees working in departments with nontraditional shifts and/or paid time off (PTO) should refer to the specific departmental policies.

Any employee who has accumulated the maximum hours of compensatory time shall be paid for any additional overtime that is worked. The County reserves the right, at any time, to pay an employee in cash for any or all accrued compensatory time. The use of compensatory time is subject to approval by the Department Head. Such approval will not be denied unless undue disruption to the office or department will occur. Request for compensatory time shall be in writing and in advance of taking the compensatory time. Employees are expected to utilize earned compensation time within the fiscal year unless approved by the Department Head. With approval, the compensation time will carry over

to the next fiscal year. Department Heads are expected to document the accumulation of comp time. Employees are expected to refer to their respective departmental policies and confer with the management of that department.

County Clerk employees who are required to work more than thirty-five (35) hours but less than forty (40) hours will receive one hour of flex time for each hour over 35 (and less than 40) hours worked. Employees should not accrue more than 12 hours flex time.

## **5.4 Deductions from Pay**

The law requires deductions to cover federal, state, and local income taxes and Social Security/Medicare (FICA). These deductions are made automatically and will be itemized on your check stub. The amount of the deductions may depend on your earnings and on the information you furnish on your W-4 form regarding the number of dependents/exemptions you claim.

Any change in name, address, telephone number, marital status or number of exemptions must be reported to Finance immediately to ensure proper credit for tax purposes. The W-2 form you receive for each year indicates precisely how much of your earnings were deducted for these purposes.

### **5.4.1 Pay Garnishments**

Bedford County will comply with all state and federal laws concerning garnishments, bankruptcy payments, court ordered garnishments, IRS wage levies, or child support orders, if necessary. Finance will provide an explanation to you whenever the County is ordered to make such deductions.

### **5.4.2 Errors in Pay and Improper Deductions**

Every effort is made by the County to avoid errors in each employee's paycheck. If an error appears to have been made, the Department Head is to be notified immediately. He or she will take the necessary steps to research the problem to determine if the County has made an improper deduction from an employee's paycheck, and to ensure that any necessary correction is made properly and promptly.

In addition, Bedford County is committed to ensuring that its salaried employees are paid in full for the services they perform. The County does not tolerate or condone any improper deductions from a salaried (exempt) employee's paycheck. Subject to some exceptions, salaried employees must receive the full salary for any week worked without regard to the number of days or hours worked (less any applicable Federal, state or local taxes withheld). Deductions from an employee's pay can be made when he/she is absent from work for one or more full days for personal reasons. Deductions from pay can also be made for absences occasioned by sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for loss of salary occasioned by illness.

Deductions from an employee's pay may be made for unpaid disciplinary suspensions of one or more full days imposed in good faith for infraction of workplace conduct rules (for example, violation of the County's Harassment Policy) or infractions of safety rules of major significance. Deductions from pay may also be made for weeks in which the employee takes an unpaid leave of absence.

If an employee believes he/she has been subjected to an improper deduction from her/his paycheck, the direct supervisor and/or department head is to be notified of the problem. If an employee is uncomfortable going to her/his supervisor, he/she may inform the County's Finance Department. An investigation will be conducted by the supervisor and the Finance Department to determine if the County has made an improper deduction from an employee's paycheck. If the County determines that an improper deduction was made, the employee will be promptly reimbursed for the improper deduction.

Retaliation against any employee who comes forward to report any claims of improper salary deductions is strictly prohibited.

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## **6 EMPLOYEE BENEFITS**

### **6.1 Insurance**

Bedford County Government makes health insurance, life insurance, dental and vision available to eligible employees and their eligible family members. The County pays a portion of the premiums for the group benefits, with the employee sharing the balance of the cost. The low cost of these benefits is an important part of each eligible employee's compensation package. Eligible employees may also purchase optional life insurance, disability, dental, specific illness, or accident policies for themselves, spouses, and dependents.

Eligible employees are all full-time employees at least thirty (30) hours per week and have been employed at least ninety (90) days. Specific details on coverage and benefits are outlined in the New Employee Benefits Orientation Package and the Employee Benefit Summary Plan Document. These materials are provided to employees during New Employee Orientation in the Finance Department. Employees receive authorization forms for all benefits at orientation.

### **6.2 COBRA Notification**

According to the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985, in the event of termination of employment with Bedford County or loss of eligibility to remain covered under Bedford County's group health insurance program, employees and their eligible dependents may have the right to continued coverage under Bedford County's group health insurance program for a limited period of time at their own expense upon occurrence of qualifying events. These events include:

1. The employee's death.
2. Voluntary or involuntary termination of employment or reduction in hours.
3. Divorce or legal separation.
4. A dependent child ceasing to be eligible under the applicable plan provision.
5. Covered employee's entitlement to Medicare.

If one of these events occurs, a qualified beneficiary must notify the Finance Department within sixty (60) days from the date of the qualifying event. If he/she does not, all rights under COBRA will end. When the Finance Department is notified of a qualifying event the qualified beneficiaries will receive notification of their right to purchase continuation coverage. Each qualified beneficiary has sixty (60) days from the date of written notification to decide to make an election to continue the coverage.

Premiums for continuing coverage equal the full amount the County pays plus 2% of the premium cost to cover administrative costs. In addition to the premium rate cost, the individual is responsible for retroactive payment from the date of insurance termination. Additional details may be obtained from the Finance Department.

### **6.3 Worker's Compensation**

All employees are entitled to Workers' Compensation benefits paid by Bedford County Government. This coverage is automatic and immediate and protects employees from work-related injury or illness. If an employee cannot work due to a work-related injury or

illness, Workers' Compensation insurance pays his or her medical bills and provides a portion of his or her income until he/she can return to work. An employee's group health plan coverage cannot be used for work-related injuries or illnesses that are covered under the Workers' Compensation Act.

It is the employees' responsibility to notify her/his immediate supervisor, Department Head or the County Mayor's office immediately if he/she has a work-related injury or illness, regardless of its severity. Bedford County Government encourages injured employees to seek prompt medical attention if necessary. Employees are required to select from a Panel of Physicians provided to them by the County.

For further information regarding benefits under this program, please contact the Finance Department or the County Mayor's Office.

## **6.4 Retirement Plan**

Bedford County is a member of the Tennessee Consolidated Retirement System. All General Fund full-time employees are non-contributory to the system. Enrollment in the System is mandatory for all full-time (thirty plus (30+) hours/week) employees. Employee contributions are made at five percent (5%) of annual wages. If an employee was employed by the County prior to June 30, 1987 he/she may have the option to withdraw her/his contributed funds on pre-retirement departure from County employment subject to the rules and regulations of the Tennessee Consolidated Retirement System. Bedford County employees attain vesting rights with five (5) years of service.

## **6.5 Longevity Pay**

After fully completing twenty-four (24) months of full-time, consecutive employment, employees are eligible to receive longevity pay after the beginning of the next fiscal year. The 2nd year of employment must be completed by June 30 in order to be eligible for a check in the following fiscal year. The longevity is available to pay after allocation/appropriation by the County Commission, following the adoption of the new fiscal year budget. It is paid after July 1, only after the adoption of the new budget.

The first longevity payment is \$150.00 gross (with appropriate Social Security, Medicare, TCRS and Federal Income Tax deductions). Each following year of continuous employment, the longevity increases by an additional \$150.00, with a maximum annual longevity cap of \$2,000.00. Termination of employment for any reason results in an employee's ineligibility to receive a longevity payment.

Former county employees shall be credited with all prior service. Such employees are eligible for longevity upon the completion of the next full year of creditable service, including all months in excess of a whole year of creditable prior service.



## 7 TIME-OFF BENEFITS

### 7.1 Holiday Policy

Regular, full-time and employees of Bedford County Government will receive the following fourteen (14) paid holidays unless working in a department with nontraditional shifts. Those employees should refer to the specific departmental policy.

New Year's Day	January 1
Martin Luther King Jr. Day	3 <sup>rd</sup> Monday in January
President's Day	3 <sup>rd</sup> Monday in February
Good Friday	Friday before Easter Sunday
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	1 <sup>st</sup> Monday in September
Veteran's Day	November 11
Thanksgiving Day	4 <sup>th</sup> Thursday in November
Friday after Thanksgiving	4 <sup>th</sup> Friday in November
Christmas Eve	December 24
Christmas Day*	December 25
New Year's Eve	December 31

\*The County Mayor will assign a third day for Christmas.

- When a recognized holiday falls on Saturday, the preceding Friday will be observed as the holiday. When a recognized holiday falls on Sunday, the following Monday will be observed as the holiday. The Mayor may assign an additional holiday when a holiday falls a day prior or after a weekend.
- Holiday pay is not counted as hours worked or included in an employee's regular rate of pay.
- Holidays for regular, full-time employees will be considered eight (8) hours days. Regardless of the length of an employee's daily shift, holiday pay will not exceed eight (8) hours. Employees working in nontraditional shifts should refer to the specific departmental policy.
- Part-time regular employees are eligible for holiday pay provided the holiday occurs on their scheduled work day. Holiday hours paid are based the employee's scheduled hours to work and not to exceed eight (8) hours. For example: if July 4 falls on a day the part-time regular employee was scheduled to work four (4) hours, the employee receives 4 hours of holiday pay.
- Where possible, every eligible employee is given time off on recognized holidays, except those required to maintain essential or emergency County operations. When an employee is required to work on a recognized holiday, the employee will receive up to eight (8) hours holiday pay and, in addition, any work performed on the holiday is compensated at the employee's regular pay. At the discretion of their Department Head, employees who are required to work on a holiday may receive the equivalent time off on another day. When possible, the equivalent time off should be granted within the same or subsequent pay period in which the holiday occurs. Employees working in nontraditional shifts should refer to the specific departmental policy.
- Employees who are in an inactive status are not eligible for holiday pay. Employees on a leave of absence for any reason are not entitled to paid holidays.

- Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

## 7.2 Vacation Leave

All employees who work thirty (30) or more hours per week on a regular basis are eligible to accrue vacation leave. Employees working in departments with nontraditional work shifts should refer to their specific department policy. The following guidelines apply:

1. Vacation may be used only at times approved in advance by the Department Head. Vacation leave requests will be honored to the extent possible.
2. Employees accrue leave at 6.67 hours per month, not to exceed a total of eighty (80) hours in a year. Authorized days off for vacation leave will not be considered as working time for calculating overtime. Employees who are on any type of unpaid leave will not accrue annual leave during leave.
3. Payment is based on the rate of compensation received on the last day worked. Payment is computed on the next payroll date following the employee's last day. No checks will be issued in advance. Employees who leave employment will receive accrued leave up to the maximum accumulated **provided** they have given the proper notice, returned all County property, and leave in good standing with the County.
4. Employees may take annual leave in increments of quarter-hours. This means that the minimum amount of leave employees may take is fifteen (15) minutes.
5. The number of accrued leave hours to be used for one day of leave is equal to the number of scheduled paid hours of work for that day of leave. For example, if an employee works four (4) ten (10)-hour days per workweek, they must use ten (10) hours of annual leave to have the entire day off. If they work seven and one-half (7.5) hours per day, then seven and one-half (7.5) is the number of hours of annual leave they must use to equal one day. All leave is taken in hours.
6. Employees may take annual leave in the year earned. Any unused vacation leave may be carried over to the next fiscal year up to a maximum of forty (40) hours. Vacation leave taken and not accrued will be deducted out of the last pay check.

## 7.3 Sick Leave

All full-time, regular employees accrue sick leave from the date of hire, effective after completing the introductory period. Each full time employee shall be entitled to accrue seven (7) hours of sick leave per month of employment. Employees hired on or before the 15<sup>th</sup> of the month accrue seven (7) hours of sick leave for that month. Employees hired after the 15<sup>th</sup> of the month do not accrue any sick leave for that month. While absent due to personal illness, employees continue to accrue sick leave credit as long as they are receiving sick leave or vacation pay. Sick leave will not be accrued when an employee is on any unpaid leaves of absences. Sick leave shall not exceed 84 hours per year.

Sick leave may be used for an employee's personal illness, well-care, and medical appointments. Sick leave may also be used for illness and well-care of an employee's immediate family. Immediate family includes parents, spouse, children, siblings, mothers or fathers-in-law, daughters or sons-in-law, sisters or brothers-in-law, grandparents, grandparent-in-law, grandchildren, foster families, and Step families.

For absences more than three (3) days to care for a sick or injured member of an employee's family the event must be considered an FMLA qualifying event and requires the employee to submit an FMLA application along with a Medical Certification.

When possible, employees are expected to schedule planned medical appointments in a manner that minimizes disruption of workflow. Further, employees must use sick leave for its intended purpose. Employees are required to notify their Department Head or supervisor as early as possible on the first day of the absence and in advance when foreseeable. The Department Head may request a doctor's verification of the illness if you are absent three (3) or more consecutive workdays or if your absences are excessive. Employees may be required to furnish a certificate for Fitness for Duty from their current treating physician before the employee is able to resume work.

Sick leave cannot be carried over at the end of the year (except for retirement purposes) and is not paid out, any balance of sick leave is lost. Any unused sick leave may qualify as time worked for Tennessee Consolidated Retirement System participation (subject to TCRS policy). Also, it will not be paid out if the employee is terminated or resigns.

### **Paid Sick Leave**

Employees who qualify for FMLA, and have exhausted all of their sick leave, personal leave, flex time, and comp time will be given up to six weeks' paid sick leave per 12-month period.

### **Sick Leave Donation**

Realizing that catastrophic events occur relating to illness and injury, Bedford County Government, upon approval, provides for employees to donate sick time to other Bedford County Government employees who are on FMLA for themselves. (In an *extreme* situation the Mayor/Dept. Head/ and Finance Dept. / HR in agreement together, can grant approval otherwise). The request for donated sick time must be received and approved by the Department Head. The Department Head must solicit employees for sick time with the approval of the County Mayor's Office. Donations may not be used until all approvals have been met and the affected employees notified. The following conditions must be met:

- The recipient must exhaust all of his/her personal sick time, vacation time, compensatory time and six (6) weeks' paid leave prior to utilizing donated sick time.
- Requests are considered for catastrophic events, illness resulting in a medical condition or injury that will require a loss of thirty (30) days or more work days in a calendar year.
- No more than forty (40) hours per calendar year may be donated by any employee.
- Recipient must have been employed full time for one year.
- Donated hours cannot extend FMLA protection or other leaves and will not be paid out to the recipient in any form.
- Unused donated sick leave expires at the end of June.

## 7.4 Bereavement Leave

In the event of a death in a regular full-time employee's immediate family, the employee will be allowed up to three (3) normally scheduled consecutive working days off immediately following the death to arrange for and/or attend the funeral.

Those individuals who are considered immediate family members under this policy are as follows: spouse, parents, siblings, grandchildren, parents-in-law, children, step children, grandparents, foster parents, step parents.

The use of sick leave for death of a family member is limited to two (2) days. Time over the five (5) allotted days (three days of bereavement leave and two days of sick leave) must be taken using the employees' available compensatory/vacation time.

## 7.5 Jury Duty

County employees who are subpoenaed to serve as jurors will be granted civil leave. Civil leave is granted for any day or days an employee is required, by summons, to report for jury duty, provided such responsibility for jury duty exceeds three (3) hours during the day for which the excuse is sought. If the employee serves less than three (3) hours per day, the time served is considered civil leave and the employee must return to work or use compensatory or annual leave for the remaining work hours. An employee may retain any compensation received for jury duty from the courts. Civil leave includes the time required to travel to and from jury duty... Time spent on jury duty will not be counted as hours worked for the purpose of computing overtime pay in any given week.

Employees must provide proof of jury duty before being paid for those days spent in jury duty. Employees' pay will be adjusted to account for payment by the court system.

The above provision does not apply if the employee is involved in private litigation as a plaintiff, defendant, or for non-subpoenaed court appearances. In those instances, the employee must take vacation leave or compensatory time.

## 7.6 Voting Leave

Any employee entitled to vote in an election held in Tennessee may take a reasonable time (not over three (3) hours) off from work on Election Day to vote. T.C.A. § 2-1-106. If the polls are open for more than three hours before or after the employee's shift begins or ends, the employee is not entitled three (3) to take time off to vote. If time off must be given, the employee is required to give the employer notice by noon on the day before the election and the employer can specify the voting hours.

It is unlawful to coerce or direct an employee to vote or not vote for a candidate or measure, or to vote for any candidate, or to circulate any statement or report intended to coerce or intimidate an employee to vote in a particular way, or to discipline or discharge an employee for the way he or she votes. T.C.A. § 2-19-134.

## 7.7 Family/Medical Leaves of Absence

Bedford County employees who have been employed for at least twelve (12) months, and have worked a minimum of 1,250 hours during the previous twelve-month period, are entitled to take leave under the Family and Medical Leave Act of 1993 (FMLA). Bedford County has elected to use the "rolling" twelve-month period allowed by the FMLA. Any

FMLA leave taken by an employee during the preceding twelve (12) months will be used to determine the amount of available leave pursuant to the FMLA.

For example, if an employee used six (6) weeks of FMLA leave beginning June 1, 2011, two weeks of FMLA leave beginning September 1, 2011, and four (4) weeks of FMLA leave beginning November 1, 2011, the employee would not be entitled to any additional FMLA leave until June 1, 2012. On June 1, 2012, the employee would be entitled to an additional two (2) weeks, etc. If an employee took twelve (12) weeks of FMLA leave beginning September 1, 2012, the employee would not be entitled to any additional FMLA leave until September 1, 2013.

Family and Medical Leave may be taken for:

- The birth of a child or to care for a child within the first twelve (12) months after birth;
- The placement of a child with the employee for adoption or foster care and to bond with and care for the child (within the first twelve (12) months of placement);
- To care for an immediate family member who has a serious health condition;
- For a serious health condition that makes the employee unable to perform the functions of his/her position; or
- If the employee experiences a qualifying exigency that arises out of the fact that a spouse, parent, or child has been called to or is on active duty in the Armed Forces.

**Injured Service member Leave.** An employee who is the spouse, parent, child, or next of kin of a member of the Armed Forces who was injured in the line of duty ("injured service member") may be eligible for up to twenty-six (26) weeks of FMLA leave in a twelve (12)-month period, including the types of leave listed above.

**Notice of Leave.** When requesting leave, the employee must provide notice of the need for leave at least thirty (30) days in advance or as soon as practicable. In the event of an emergency, the request should be submitted to the supervisor no later than forty-eight (48) hours following the commencement of the injury, illness, or disability. If the employee cannot contact the Supervisor personally, the employee should have someone contact the County of his/her behalf. Bedford County may designate an absence as FMLA leave, if the employee is eligible, even if employee did not specifically request FMLA leave.

**Medical and other Certifications.** Employees will be required to provide a medical certification if the leave request is: 1) for the employee's own serious health condition, 2) to care for a family member's serious health condition, or 3) military caregiver leave. Failure to provide the requested medical certification within fifteen (15) calendar days may result in denial of the leave. If an employee refuses to provide a medical certification, his or her leave request may be denied and the employee may be disciplined.

Bedford County, at its expense, may require a medical examination by a health care provider of its own choosing if it has a reasonable question regarding the medical certification provided by the employee. In lieu of a second opinion, Bedford County may contact the health care provider directly to clarify or authenticate a medical certification, including certifications for military caregiver leave. Second opinions may not be required for military caregiver leave.

Separate certification may also be required regarding the nature of the family member's military service and/or the existence of a qualifying exigency.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of employees or their family members. In order to comply with this law, one should not provide any genetic information to the County or its representatives.

**Definition of Serious Health Condition.** A serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves (a) inpatient care in a hospital, hospice, or residential medical care facility of more than three (3) days; or (b) continuing treatment by a health care provider.

Under the family leave portion of the policy, a seriously ill family member is defined as a parent, child or spouse who has a physical or mental condition that warrants the participation of the employee during the period of medical treatment.

**Fitness for Duty Certifications.** Because Bedford County wishes to ensure the well-being of all employees, any employee returning from FMLA leave for his/her own serious health condition will need to provide a Fitness for Duty (FFD) statement signed by his/her treating physician. Any employee who fails to provide an FFD statement will be prohibited from returning to work until it is provided. An employee who fails to provide an FFD certification may be disciplined or terminated.

**Maintenance of Benefits.** Bedford County will maintain health care benefits for the employee while on FMLA leave, but the employee is responsible for paying the normal monthly contribution. If the employee elects not to return to work at the end of the leave period, the employee will be required to reimburse Bedford County for the cost of premiums paid for maintaining coverage during the leave period. All other benefits cease to accrue during the unpaid portion of the leave.

**Concurrent Leave.** Employees must use any accumulated sick leave or comp time to the extent available during FMLA leave unless such leave is covered under Workers' Compensation, in which case the employee may only use accumulated leave time for the purpose of satisfying any waiting period. Absences in excess of these accumulated days or the provisions listed in the next section will be treated as FMLA leave without pay.

Employees working in departments which utilize paid time off (PTO) should refer to that specific departmental policy.

**Paid Leave Provisions.** In order to receive pay during FMLA, the employee must be paid out with these provisions in the designated order:

1. Use of all Sick and Comp Leave
2. Personal leave
3. Vacation leave
4. Donated sick leave hours

At the time that all of the paid leave provisions are exhausted, an employee will have leave without pay. Employees working in departments utilizing paid time off (PTO) should refer to her/his departmental policy for guidance.

**Married Couples Who Work for Bedford County.** If an employee and his/her spouse both work for Bedford County, they are both eligible for leave. The amount of leave allowed for the employee and the employee's spouse may be limited to a combined total of twelve (12) weeks of FMLA leave in a twelve-month period if the leave is taken for:

- The birth, adoption, or foster placement of a child;
- To care for and bond with such child who does not suffer from a serious health condition;

- To care for a parent with a serious health condition; or a combination of the above.

For injured service member leave, the employee and his/her spouse may be limited to a combined total of twenty (26) weeks of leave in a twelve (12)-month period, including the types of leave listed above in this paragraph.

**Intermittent Leave.** It may be medically necessary for some employees to use intermittent FMLA leave. Bedford County will work with employees (and employees are required to work with the County) to arrange reduced work schedules or leaves of absence in order to care for a family member's serious medical condition or due to the employee's own serious medical condition. Fitness for Duty statements are not required when an employee returns from intermittent FMLA leave. Employees utilizing intermittent leave are afforded the same paid leave provisions as those utilizing full time FMLA within the twelve (12) month period.

Leave because of the birth or adoption of a child must be completed within the twelve (12) month period beginning on the date of birth or placement of the child. It may not be taken intermittently. See also the Tennessee Maternity Leave policy.

**Return from Leave.** Employees who do not return to work will be administratively discharged when they have exhausted their FMLA leave unless they are entitled to additional leave as a reasonable accommodation under the Americans with Disabilities Act.

**Attendance Policy.** Qualifying FMLA leave will not be counted as an absence under the county's attendance policy.

**State and Local Laws.** When state and local laws offer more protection or benefits, the protection or benefits provided by those laws will apply.

## 7.8 Tennessee Maternity Act

As mandated by Tennessee law, both female and male employees of Bedford County Government who have been employed full-time for twelve (12) consecutive months will be eligible for up to four (4) months of unpaid maternity leave for pregnancy and the birth, adoption and nursing of a child.

Except in an emergency, an employee is required to give three (3) months advance notice to his or her supervisor as to the anticipated date of departure for maternity leave, the length of maternity leave he or she plans to utilize, and his or her intentions to return to full-time employment following the leave. However, in cases of a medical emergency requiring the maternity leave to begin immediately, employees may choose to use accrued time for maternity leave. For adoption, leave begins upon the employee receiving custody of the child.

Employees are responsible for maintaining their share of the insurance premium payments while on maternity leave. Arrangements must be made prior to departure for timely payments of insurance premiums during the leave time.

It should be noted that maternity leave, family and medical leave and any paid leave an employee utilizes to supplement the unpaid portion of the leave shall all run concurrently.

Employees returning from maternity leave will be reinstated to their previous position if at all possible. If their previous position is not available, a similar position with similar pay generally will be provided.

## 7.9 Military Leave

As an Equal Opportunity Employer, Bedford County Government is committed to providing the basic employment and reemployment services and support as set forth in the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) as well as T.C.A. § 8-33-109, Reservist's Leave of Absence.

An employee who is called to military service, voluntarily or involuntarily, will be granted a leave of absence for the time necessary to fulfill the military obligations. Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. Such notification to the County should include written verification of duty call from military authority, date the leave is to commence, and the expected date of return.

Employees who are members of the reserve components of the Armed Forces of the United States, including members of the Tennessee National Guard, receive leave without pay for up to twenty (20) days or one-hundred and sixty (160) hours maximum in one calendar year. Leave without pay is granted for periods of active duty or training activity with the U.S. Armed Services, (both regular and reserve components) or the Tennessee National Guard for authorized periods exceeding the twenty (20) days of paid leave.

Upon completion of their military service, employees who apply for reinstatement within the stated time period as required by USERRA based on length of leave are entitled to be restored to their former jobs with no loss of service time, or to a position offering the same pay with no loss of service time.

Additionally, while on a military leave of absence, employees taking military leave are entitled to elect to continue health care coverage; to the extent such coverage is otherwise provided, for a period of up to thirty-one (31) days. After thirty-one (31) days, continuation of health insurance benefits, at the employee's own expense, is available as required by USERRA for a period of up to twenty-four (24) months, and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible. Upon re-employment from military leave, the employee will be exempt from insurance waiting periods or limitations on coverage for the employee and all covered family members.

## 7.10 Personal Leave

Employees get twenty-one (21) hours personal leave. If you encounter circumstances that are not covered by the other leaves listed, you may apply for a personal leave of absence. Personal leave is with pay. Personal leaves are available to employees who have worked for the County at least ninety (90) days and are in good standing at the time the leave is requested. In the event your absence may cause undue hardship to the County or the department, your request can be denied. Personal Leave cannot be carried over at the end of the year or be paid out.

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## **EMPLOYEE ACKNOWLEDGEMENT**

I acknowledge I have received a copy of Bedford County Clerk's Employee Handbook. I understand it contains important information about the County's general policies and about my privileges and obligations as an employee. I further understand and acknowledge I am governed by the contents of the Employee Handbook and I am expected to read, understand, familiarize myself with and comply with the policies contained in them.

I also understand the County Clerk may change, rescind, or add to any of the policies, benefits, or practices described in the Employee Handbook, except the employment-at-will policy in its sole and absolute discretion, with or without prior notice.

I also understand the County Clerk will advise employees from time to time of material changes to the policies, benefits, or practices described in the Employee Handbook.

Furthermore, I understand, acknowledge and agree the Employee Handbook is not a contract of employment. I also understand my employment with the County Clerk is not for a specified term and employment with the County Clerk is at the mutual consent of the employee and the County Clerk. Therefore, I hereby acknowledge either the County Clerk or I can terminate my employment relationship at will, with or without cause or notice.

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

