



**RESOLUTION PROVIDING ANNUAL PERFORMANCE REVIEW
(August 19, 2024-August 19, 2025) of JAMES STABLES as TOWN
ADMINISTRATOR/MANAGER and MODIFICATION of the TOWN
ADMINISTRATOR/MANAGER EMPLOYMENT AGREEMENT**

**BEFORE THE MAYOR AND ALDERMEN OF THE TOWN OF MOUNT CARMEL,
TENNESSEE**

WHEREAS, the Town of Mount Carmel originally employed James Stables on August 19, 2024, as the Interim Town Administrator/Manager, and,

WHEREAS, the Board of Mayor and Aldermen previously took action to remove the interim title and employ him as the town administrator/manager on February 27, 2025, James Stables has continued to perform his duties and meet the responsibilities of the position with a high level of skill, professionalism, and dedication consistent with the expectations of the Board of Mayor and Aldermen, and the public, successfully completing one year with the Town, and;

WHEREAS, the Board of Mayor and Aldermen of the Town of Mount Carmel have completed an annual performance evaluation for the period of August 19, 2024-August 19, 2025, of James Stables as the Town Administrator/Manager and provided dialogue and feedback as to the evaluation awarding him collectively an overall "exceeds expectations" (4) rating on a scale of 1 to 5, with 1 being the lowest score and 5 being the highest score, and;

WHEREAS, the adoption of this resolution continues James Stables' employment as the Mount Carmel Town Administrator/Manager and provides certain benefits, establishes certain conditions of employment, and establishes working conditions for him as heretofore set forth in the revised employment agreement (Attachment 2); and;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF MOUNT CARMEL, TENNESSEE, as follows

SECTION 1. Receiving an acceptable annual performance review James Stables continues employment as the Town Administrator/Manager for the Town of Mount Carmel under the mutual covenants and benefits contained within the attached revised Employment Agreement,

Be It Resolved, the 25th day of September 2025

This Resolution was duly considered and adopted by the Board of Mayor and Aldermen, in and for the Town of Mount Carmel, Tennessee, this **25th** day of **September 2025**.



John Gibson, Mayor Attest:



Tyler Williams, Town Recorder



ANNUAL EVALUATION OF TOWN MANAGER

Management, Leadership, and Executive Skills

Name: James Stables

Department: Town Administrator/Manager

Date: September 25, 2025 (rating period 08/19/2024-08/19/2025)

INSTRUCTIONS: Please assess the Manager's performance by rating on a scale of 1 to 5, each of the items listed under each of the ten major sections. A score of 1 is the lowest and a score of 5 is the highest. If there is a rating of 1 or 5 use the comment pages to substantiate it.

A collective Management rating shall be determined for each major category after individual ratings are determined.

| | 1 Does Not Meet Expectations | 2 Improvement Needed | 3 Meets Expectations | 4 Exceeds Expectations | 5 Outstanding Performance |
|--|------------------------------------|----------------------------|----------------------------|-------------------------------------|---------------------------------|
| 1. ABILITY TO MANAGE | | | | | |
| 1.1 Exhibits competence in planning, organizing and follow-through. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 1.2 Maintains control of organization. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 1.3 Shows understanding of employee relations. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 1.4 Prepares well before giving instructions. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 1.5 Delegates as appropriate to allow time for Strategic leadership. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. ABILITY TO LEAD | | | | | |
| 2.1 Establishes clear expectations and goals to staff and board members. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2.2 Involves others in decision making process while maintaining responsibility for final decision. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2.3 Earns the respect and gains the confidence of Town employees. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2.4 Exhibits integrity in all dealings. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2.5 Exhibits genuine concern for the employees. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2.6 Earns the respect and confidence of the community. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2.7 Conducts self with a high degree of professionalism. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2.8 Resists pressure from all sources to take inappropriate actions he/she considers detrimental to the town, board, residents, and employees. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2.9 Is politically aware but remains ethically bound, professional, and non-partisan. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

| | 1 Does Not Meet Expectations | 2 Improvement Needed | 3 Meets Expectations | 4 Exceeds Expectations | 5 Outstanding Performance |
|---|------------------------------------|----------------------------|----------------------------|-------------------------------------|---------------------------------|
| 3. ABILITY TO COMMUNICATE | | | | | |
| 3.1 Consistently communicates thoughtfully, clearly, and thoroughly. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3.2 Exhibits adequate verbal ability. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3.3 Uses appropriate illustrations and examples. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3.4 Shows communicative adaptability to diverse audiences. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3.5 Recognizes and exhibits non-verbal communications. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3.6 Develops proactive relations with the media. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3.7 Permits a free flow of information to Board members from Town Manager's office when board members need to make decisions. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. ABILITY TO MAKE DECISIONS | | | | | |
| 4.1 Collects adequate information before making decisions. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4.2 Uses reliable sources of information. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4.3 Does not delay important decisions nor allow pressure to cause impulsive decisions. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4.4 Explains reasons for decisions to the persons affected. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4.5 Delegates decision making wherever appropriate. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4.6 Understands the importance of timing to decision making. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4.7 Selects the best candidates for positions. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4.8 Uses authority wisely and equitably. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4.9 Attempts to maintain an objective view when solving problems. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4.10 Has a working knowledge of Tennessee Municipal laws and applies it in decision making. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4.11 Seeks and follows the advice of the Town Attorney and Board, where appropriate, when differences of opinion exist regarding important decisions. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4.12 Gives employees an opportunity to differ with his/her proposals and to submit alternatives. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4.13 Decision making is transparent with staff accountability clearly defined. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5. RESPONSIVENESS TO OTHERS | | | | | |
| 5.1 Exhibits empathy when dealing with others. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5.2 Inclined toward praising others. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5.3 Reacts to mistakes with patience. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5.4 Corrects individuals in private. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

| | 1 Does Not Meet Expectations | 2 Improvement Needed | 3 Meets Expectations | 4 Exceeds Expectations | 5 Outstanding Performance |
|--|------------------------------------|----------------------------|----------------------------|-------------------------------------|---------------------------------|
| 5.5 Friendly and open-minded in meeting situations. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5.6 Steady and even-tempered but not self-effacing under severe criticism. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5.7 Coordinates and cooperates well with staff. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5.8 Is courteous, honorable and fair in dealings with subordinates. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5.9 Is fair in his/her dealings with employees. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5.10 Does not give special treatment to some managers while ignoring others. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 6. ABILITY TO MAINTAIN AN EFFECTIVE WORK CLIMATE | | | | | |
| 6.1 Promotes good motivational techniques. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 6.2 Allocates resources impartially and effectively. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 6.3 Recognizes the achievements of employees. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 6.4 Recognizes the importance of learning opportunities. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 6.5 Promotes an ethical working environment free from conflicts of interest. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 6.6 Encourages an atmosphere conducive to productivity. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 7. CREATIVITY | | | | | |
| 7.1 Demonstrates innovation in solving problems. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 7.2 Exhibits resourcefulness and ingenuity. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 7.3 Shows flexibility without losing direction. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 7.4 Encourages creative problem solving by staff. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 8. IMPLEMENTATION OF BOARD POLICIES AND PROCEDURES | | | | | |
| 8.1 Knows Town policies and implements them at the best level possible. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 8.2 Assumes responsibility for requesting changes as necessary in policies and procedures. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 8.3 Expresses thoughts and opinions on policy-making appropriately. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 8.4 Supports and executes policy decisions as finalized by the Board. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 8.5 Respects the policy-making authority and responsibility of the Board. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 9. SUPERVISION AND STAFF DEVELOPMENT | | | | | |
| 9.1 Encourages the professional growth of staff. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 9.2 Assists staff in setting objectives and in achieving those objectives. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 9.3 Understands the relationship of goal setting to improve performance. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 9.4 Uses performance evaluation tools appropriately. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

| | 1 Does Not Meet Expectations | 2 Improvement Needed | 3 Meets Expectations | 4 Exceeds Expectations | 5 Outstanding Performance |
|---|------------------------------------|----------------------------|----------------------------|-------------------------------------|---------------------------------|
| 9.5 Shows honesty in evaluations by identifying areas of weakness as well as areas of strength. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 9.6 Exhibits interest in the welfare of individuals and work groups. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 9.7 Supports competent staff for promotion whenever appropriate. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 9.8 Recognizes the importance of good employee morale. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 9.9 Gives all employees opportunity for recognition. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 10. PHYSICAL AND FINANCIAL RESOURCES | | | | | |
| 10.1 Carefully prepares Town budget. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 10.2 Controls budget to maximize the use of resources available. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 10.3 Coordinates objectives and priorities with resource allocation. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 10.4 Understands fiscal situations generally. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 10.5 Requests appropriate preventative maintenance and building renewal plans. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 10.6 Manages staff effectively in maintaining public buildings and grounds. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 10.7 Sets a good example of fiscal restraint. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 10.8 Shows a capacity for knowing where funds should be allocated. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 10.9 Prepares a realistic budget and keeps spending limits within the budget. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

OVERALL RATING SCORE: (max. 385 = 100%)

308 = 80%

- 20 Section 01 Ability to Manage (05 sections, max. 25)
- 36 Section 02 Ability to Lead (09 sections, max. 45)
- 28 Section 03 Ability to Communicate (07 sections, max. 35)
- 52 Section 04 Ability to Make Decisions (13 sections, max. 65)
- 40 Section 05 Responsiveness to Others (10 sections, max. 50)
- 24 Section 06 Ability to Maintain an Effective Work Climate (06 sections, max. 30)
- 16 Section 07 Creativity (04 sections, max. 20)
- 20 Section 08 Implementation of Board Policies and Procedures (05 sections, max. 25)
- 36 Section 09 Supervision and Staff Development (09 sections, max. 45)
- 36 Section 10 Physical and Financial Resources (09 sections, max. 45)

OVERALL EVALUATION OBSERVATIONS & IMPRESSIONS

Alderman Cross, "Overall I believe that his duties as town manager have met and been satisfactory for the town and the board-He has showed that he understands and is very helpful to answering any and all questions ask of him. He is a great asset to the board of Mount Carmel and town."

ANNUAL EVALUATION OF TOWN MANAGER

Management, Leadership, and Executive Skills

Comments

Please provide specific examples which serve as the basis for any "Does Not Meet Expectations" (1) or "Outstanding Performance" (5) ratings on the preceding items.

1. Ability to Manage

Alderman Patrick, "outstanding"

Alderman Shugart, "Mr. Stables has shown a great ability to manage not only the staff members but the board members"

2. Ability to Lead

Alderman Patrick, "outstanding"

3. Ability to Communicate

Mayor Gibson, "When working remote or out of the office for the day, communicating that to city hall would be beneficial so everyone is on the same page."

Alderman Patrick, "outstanding"

4. Ability to Make Decisions

Alderman Patrick, "outstanding"

5. Responsiveness to Others

Alderman Patrick, "outstanding"

6. Ability to Maintain an Effective Work Climate

Alderman Patrick "outstanding"

7. Creativity

Alderman Patrick, "outstanding"

8. Implementation of Commission Policies and Procedures.

Alderman Patrick, "outstanding"

9. Supervision and Staff Development

Alderman Patrick, "outstanding"

10. Physical and Financial Resources

Alderman Patrick, "outstanding"

ANNUAL EVALUATION OF TOWN MANAGER
Management, Leadership, and Executive Skills
SIGNATURE PAGE

| |
|---|
| Name: James Stables |
| Department: Town Administrator/Manager |
| Date: September 25, 2025 (rating period 08/19/2024-08/19/2025) |

Employee Comments:

It has been my honor and privilege to work for the Town of Mount Carmel over the last year. Collectively we have accomplished so much, as clearly evidenced by the long list of accomplishments attached. It is important to recognize that the teamwork from all of the employees, involved and engaged community members, and all of you on the Board of Mayor and Aldermen has resulted in the positive direction, accomplishments, and accolades present throughout the town.

As always, I remain available should you wish to discuss anything regarding my performance as the Town Administrator/Manager for the Town.

Thank you for the opportunity to continue serving the community of Mount Carmel.

Employee Signature:
Date: 09/26/2025



Mayor Signature:
Date: 09/26/2025



EMPLOYMENT AGREEMENT OF JAMES STABLES

as

TOWN ADMINISTRATOR/MANAGER

Section 1: Term

This agreement shall remain in force and effect until such time as it is terminated pursuant to the provisions contained herein.

Section 2: Duties and Authority

The Employer agrees to employ James Stables as Town Administrator-Town Manager to perform the functions and duties specified in the Charter of the Town of Mount Carmel, and by the Municipal Code of the Town of Mount Carmel, including those duties delegated to the Town Administrator as outlined in Ordinance No.: 17-463, and to perform other legally permissible and proper duties and functions as the Board of Mayor and Aldermen may from time-to- time assign.

Section 3: Hours of Work, Leave, and Compensation

The Employee shall work a minimum of 40 hours per week including sick leave, holidays, vacation, etc., with such hours to be set by the Employee. The Employer agrees to continue allowing accrual of the following leave benefits contained within the Town of Mount Carmel Personnel Policies & Procedures effective 07/01/2025. Specifically, sick leave at the rate identified in the Personnel Policies and Procedures, Section 4: Leave Policies, 4.2 Sick Leave, for regular full-time employees, and vacation leave at the 11-15 years of service row, as defined in the Personnel Policies and Procedures, Section 4: Leave Policies, 4.1 Vacation Leave Table. Additionally, the employee will be granted executive leave and permitted to utilize it consistently with the executive leave benefit provided to exempt employees defined in Personnel Policies and Procedures, Section 3: Classification, Pay, and Fringe Benefits. The Employer agrees to pay the Employee periodic pro-rated installment payments based on an annual salary of eighty-four thousand one hundred and twenty-two dollars and ninety cents (\$84,122.90). The periodic installment payment schedule shall be the same schedule as all other employees of the Employer are paid.

Section 4: Health, Disability, Retirement, Sick Leave, Vacation, and Other Benefits

The Employer agrees to provide, and the Employee shall be entitled to, the same level of benefits provided to other employees in the Town of Mount Carmel.

Section 5: Separation of Employment and Severance

Termination with or without cause for purpose of this agreement, shall occur when (a) majority of the governing body votes to terminate the Employee at a duly authorized public meeting; or (b) the Employer, citizens or Tennessee legislature acts to amend any provisions of the charter and ordinances pertaining to the role, powers, duties, authority, responsibilities of the Employee's position that substantially changes the form of

government; or (c) the Employer reduces the base salary, compensation or any other financial benefit of the Employee, unless it is applied in no greater percentage than the average reduction of all department heads; or (d) the employee resigns at the suggestion of a majority of the governing body, whether such request is formal or informal.

- A. Termination with Cause – may occur upon a finding that the employee: (a) has been convicted of a felony or crime involving moral turpitude; or (b) has engaged in actions deemed by the Employer to be conflicts of interest as defined by State law or in the Town’s Personnel Rules and Regulations; or (c) has engaged in actions deemed by the Employer to constitute gross negligence; or (d) has engaged in conduct or activities deemed by the Employer to be detrimental to the good name and reputation of the Town of Mount Carmel, provided that the employee was given written notice of specific allegations of such inappropriate conduct and that the Employee failed to substantially cure such alleged deficiencies within thirty (30) days. Should after due process the Employee be terminated for any reason listed above, Employee will be ineligible for severance. However, the employee will be eligible for payout of vacation leave time accrued, at the rate of pay earned by the employee at the time of their termination of employment.
- B. Termination without Cause – may occur in Tennessee at any time for any reason, or for no reason without incurring legal liability, with exceptions to the “EMPLOYMENT-ATWILL” identified on the Tennessee Department of Labor & Workforce Development website (<https://www.tn.gov/workforce/employees/labor-laws/labor-lawsredirect/employee-rights.html>)
- C. Voluntary resignation may occur at the Employee’s discretion and must provide a minimum of a 30-day notice, unless the parties agree otherwise. Severance is not available for termination with cause or voluntary resignation and shall only apply when termination without cause is exercised and shall be awarded based on the schedule listed below.

| <u>Service Time</u> | <u>Severance</u> |
|---------------------|---|
| 0 to 6 months | No Severance |
| 6 to 12 months | An amount equal to 1.5 months of salary |
| 12 to 24 months | An amount equal to 2.5 months of salary |
| 24 to 36 months | An amount equal to 3.5 months of salary |
| 36 months or more | An amount equal to 5.5 months of salary |

Section 6: Disability

If the Employee is permanently disabled or is otherwise unable to perform his duties because of sickness, accident, injury, mental incapacity or health for a period of twelve (12) successive weeks beyond any accrued sick leave or family medical leave, and if no reasonable accommodation exists under which Employee could continue to perform his duties in the future, the Employer shall have the option to terminate this agreement subject to the conditions of Section 5.

Section 7: Professional Associations and Conferences

The Employer agrees to pay the cost of the Employee's membership in the Tennessee Town Management Association (TCMA) and International Town/County Management Association (ICMA) if the Employee so desires. The Employer will pay for Employee attendance at annual TCMA conferences and periodic ICMA conferences provided the Town's budget can reasonably pay such expenses.

Section 8: Amendments

This Agreement may only be amended by the written mutual consent of the Employer and the Employee.

Section 9: Effective Date and Severability

This Agreement shall become effective on such date as both the Employer and Employee sign the Agreement. The invalidity or partial invalidity of any portion of this Agreement will not affect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid the remaining provisions shall be deemed to be in full force and effect as if they have been executed by both parties subsequent to the expungement or judicial modification of the invalid provision.



John Gibson, Mayor
Town of Mount Carmel, Tennessee

09/25/2025

Date



James Stables, Town Administrator/Manager
Town of Mount Carmel, Tennessee

09/25/2025

Date