

To: Stephen Worsham, City Attorney Brittany
Hoskins, City Attorney
From: Jason Quick, City Administrator
Date: October 24, 2025
Subject: Violation of Employment Agreement

Dear Mr. Worsham and Ms. Hoskins,

Over the past several weeks, non-actions by the previously seated board and recent intentional actions taken by the current Board of Mayor and Aldermen have triggered violations of the terms of my employment agreement. Specific violations include:

- Section 11 Performance Evaluation requires:
 - An annual evaluation by the board is required to perform at least one evaluation annually before the adoption of a new budget on June 30th of each year.
 - Written goals and objectives from the board are to be provided to me annually
 - Since my hire date of September 6, 2023, no official evaluations or written goals and objectives have been provided to me by the former or current board.
- On October 2, 2025, the Board approved:
 - 2. **Item No. 25-104** – A request to authorize the city attorney's office or other city staff to research outside firms to provide HR services to the City of Tullahoma, including support for performance reviews, employee grievance process, support for updating city personnel policies, and other services as determined by the Board of Mayor and Aldermen.
 - 3. **Item No. 25-105** - A request to authorize city attorney's office or other city staff to research outside firms to provide IT services to the City of Tullahoma including security audits, system security configuration and other services as determined by the Board of Mayor and Aldermen.
 - The Board did not consult me before approving these two items, nor invited me to participate in the discussion at the meeting.

The roles and responsibilities of my employment with the City of Tullahoma are defined through my employment agreement and 1-302 of the Municipal Code:

Employment Agreement (not reflected in whole) –

- *The City agrees to employ Mr. Jason Quick, as City Administrator of the City of Tullahoma to perform the functions and duties specified in said Tullahoma Municipal Code, Section 1-301 and 1-302, and to perform other legally permissible and proper duties and functions without interference.*
- *Employee is the chief executive officer of the City and shall faithfully perform the duties as prescribed in the job description as set forth in the City's policies, charter and/or ordinances and as may be lawfully assigned by the City and shall comply with all lawful governing body directives, state and federal law, City policies, rules and regulation as they exist or may hereafter be amended.*
- *Specifically, Employee responsibilities include appointment and termination on behalf of the City all other employees of the organization consistent with the policies of the governing body and the ordinances and charter of the City.*

- *It shall also be the duty of the Employee to direct, assign, reassign and evaluate all the employees of the City consistent with applicable City policies, ordinances, charter, state and federal law.*
- *It shall also be the duty of the Employee to organize, reorganize and arrange the staff of the City and to develop and establish internal regulations, rules, and procedures which the Employee deems necessary for the efficient and effective operation of the City consistent with the lawful directives, policies, ordinances, charter and state and federal law.*
- *It shall also be the duty of the Employee to accept all resignations of employees of the City consistent with the policies, ordinances, state and federal law, except the Employee's resignation which must be accepted by the governing body.*

Municipal Code: 1-302 Duties

It shall be the duty of the administrator to supervise and coordinate all administrative activities of each department directly under the control of the board of mayor and aldermen in accordance with an organization chart adopted by the board of mayor and aldermen and filed with the city recorder. The administrator shall also have the following duties with respect to the administration of the affairs of the city under the control of the board of mayor and aldermen:

- *To make recommendations to the board of mayor and aldermen for improving the quality and quantity of public services to be rendered by the city to citizens thereof.*
- *To keep the board of mayor and aldermen fully advised as to the conditions and needs of the city, including an inventory of property and equipment and to recommend necessary repairs or replacements.*
- *To recommend to the board of mayor and aldermen necessary programs or projects involving public works or public improvements to be undertaken by the city and the priority of same.*
- *To direct the enforcement of all personnel rules, regulations and personnel policies which may be adopted by the board of mayor and aldermen from time to time and to approve any dismissal, promotion or demotion of any employee when same is deemed necessary and proper in accordance with such rules, regulations and policies. The city administrator will review the findings and decision of the respective department heads involved in dismissals, promotions and demotions, and will either approve or reject same. After such approval or rejection, the grievance procedure provided for in said personnel policies will then be applicable.*
- *To act as purchasing agent subject to the policies, rules and regulations established by the board of mayor and aldermen and to recommend changes in such policies, rules and regulations as deemed necessary to establish effective procedures. The city administrator shall approve purchases in excess of \$1,500.00, with department heads approving budgeted purchases of \$1,500.00, or less, in accordance with City's purchasing policies.*
- *To review, approve and recommend to the board of mayor and aldermen an annual budget for each department of the city coming under the direct supervision of the board of mayor and aldermen.*
- *The city administrator shall have the original authority and jurisdiction to execute and deliver all notices, orders, and other documents necessary for the enforcement of all ordinances of the city, and may delegate said authority to various personnel including, but not limited to, department heads. Anywhere in the code of ordinances where reference is made to the sending of notices, the enforcement of ordinances, and other matters of an administrative nature where reference is made to a particular official of the City of Tullahoma having the authority to do so, said provisions shall be*

amended to delete therefrom the authority of said particularly designated official and substituted therefor shall be city administrator with the provisions that said authority may be delegated by said city administrator to said designated official or another employee of the City of Tullahoma. All provisions in conflict herewith are hereby repealed.

- *To perform such other duties as may be passed by the board of mayor and aldermen in official session from time to time.*
- *To review all applications for employment filed with the city personnel officer for department head positions, to interview applicants and to make written recommendations to the board of mayor and aldermen regarding the hiring of said department heads. (1988 Code, § 1-402, modified)*

The current board's violations of my agreement are still under review, but the two examples above are known to date. As a result of these violations, my leadership has become unnecessarily gravely subverted and impaired by members of the board. It has created widespread anxiety among city employees, who question the stability of their positions and whether they could be outsourced by the board next.

Currently, I remain faithfully committed to fulfilling my duties in accordance with the City Charter and the direction of the Board. However, I must also inform you that I am continuing to evaluate my legal options in response to these incidents and actions. The purpose of this memorandum is to ensure that the City's legal counsel is formally informed and that these matters are documented in the official records of the City.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "J. Quick", written in a cursive style.

City Administrator

Cc: Lori Ashley, Human Resource Officer
Personnel file for Jason Quick