

## Richland County Finance and Personnel Committee

### Agenda Item Cover

#### Agenda Item Name: Amendments to Highway Addendum

<b>Department</b>	Highway	<b>Presented By:</b>	Roger Petrick
<b>Date of Meeting:</b>	03 Nov 2020	<b>Action Needed:</b>	Update Highway Addendum
<b>Disclosure:</b>	Open	<b>Authority:</b>	Handbook
<b>Date submitted:</b>	10/13/2020	<b>Referred by:</b>	Highway

**Recommendation and/or action language:** *(summarize action/s sought by committee, e.g. present a resolution, present an ordinance, receive and file information, approve expense or grant, etc.)*

Motion to recommend updates to Highway Addendum to reflect current staff, remove old language referring to a four-wheel drive snow plow and changing sick leave and vacation language to follow Handbook of Personnel Policies.

**Background:** *(preferred one page or less with focus on options and decision points)*

At the October 7<sup>th</sup> meeting of the Highway Commission, the Commission and I discussed old language and for the Department to follow Handbook of Personnel Policies for sick leave and vacation. All members were present and voted in favor in the changes.

Changes:

F.9.a. Superintendent to Superintendents.

F.11.a and 13.a remove just use county policy.

J.10. change wording in first sentence last part to, safety will best be served by assigning employees to specific jobs as needed. And removing third sentence, Two persons shall always be assigned to the four-wheel drive snowplow.

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#### Attachments and References:

Highway Minutes	

#### Financial Review:

*(please check one)*

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

*(summary of current and future impacts)*

**Approval:**

**Review:**

**Richland County Finance and Personnel Committee**

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  *Roger Petrick*    
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Department Head

Administrator, or Elected Office (if applicable)