

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Employee Handbook Amendment

Department	Administration	Presented By:	Clinton Langreck
Date of Meeting:	September 1 st , 2020	Action Needed:	Vote on a Motion
Disclosure:	Open	Authority:	Committee Structure page 6E
Date submitted:	August 25 th , 2020	Referred by:	

Recommendation and/or action language:

Motion to recommend proposed amendments to the Employee Handbook of Richland County, (adopted by the County Board on January 17, 2012 and last amended on June 20, 2017) and addendum HHS, Highway, Sheriff and Pine Valley with resolution referral to the County Board.

Background:

At the July 21, 2020 meeting of the Richland County Board, job descriptions of the Administrator and 13 department heads were amended to reflect the statutory authority of the Administrator to supervise department heads who are not elected by Richland County voters.

The purpose of the Employee Handbook of Richland County is to provide “. . . a broad overview of Richland County’s (the “County”) employment policies, practices, procedures, and benefits . . .” Among other topics, this manual provides employees information on performance evaluation, discipline, separation, sexual harassment, accident reporting, and the County’s drug and alcohol policy.

Several changes are recommended to the Employee Handbook to reflect the supervisory changes approved by the Richland County Board. These changes shift responsibilities from the Administrative Coordinator and supervisory committees to the Administrator.

Attachments and References:

Attachment A: Employee Handbook, Addendum HHS, Highway, Sheriff and Pine Valley

Financial Review:

(please check one)

☐	In adopted budget	Fund Number	
☐	Apportionment needed	Requested Fund Number	
☐	Other funding Source		
☒	No financial impact		

(summary of current and future impacts)

Approval:

Review:

Department Head



Administrator, or Elected Office (if applicable)