

Richland County Committee

Agenda Item Cover

Agenda Item Name: Employee Handbook – Affirming Revisions and Updates

Department:	Administration	Presented By:	Assistant to the Administrator
Date of Meeting:	07 December 2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Handbook
Date submitted:	07 December 2021	Referred by:	
Action needed by no later than (date)	N/A	Resolution	<u>N/A</u> , prepared, reviewed

Recommendation and/or action language:

Motion to... affirm all changes to the Richland County Employee Handbook, Pine Valley Addendum and FMLA Handbook, and to accept the formatting change to the Richland County Employee Handbook.

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

The attached draft of the Richland County Employee Handbook, Pine Valley Addendum and FMLA Handbook is composed with efforts of capturing the transition from the County Clerk Administration to the present Administrator structure. There are also several small formatting changes included. Administration would like to have Finance and Personnel affirm the content changes and accept formatting changes. This includes changes worked through the Administrator Transition Committee. The Assistant to the Administrator will be walking the committee through the changes and formatting revisions.

Attachments and References:

Employee handbook updates 12-2021	

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:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)