

## Richland County Committee

### Agenda Item Cover

**Agenda Item Name:** Employee Handbook – Affirming Revisions and Updates

<b>Department</b>	Administration	<b>Presented By:</b>	Assistant to the Administrator
<b>Date of Meeting:</b>	02 Nov 2021	<b>Action Needed:</b>	Vote
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Handbook
<b>Date submitted:</b>	01 Nov 2021	<b>Referred by:</b>	
<b>Action needed by no later than (date)</b>	N/A	<b>Resolution</b>	<u>N/A</u> , prepared, reviewed

**Recommendation and/or action language:**

Motion to... affirm all previous changes to the Richland County Employee 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 is composed with efforts of capturing several previously accepted changes of the past year. There are also several small formatting changes included. Administration would like to have Finance and Personnel affirm the content changes and accept formatting changes. It is intended that changes worked through the Administrator Transition Committee will then be brought forward in December. The Assistant to the Administrator will be walking the committee through the changes and formatting revisions.

**Attachments and References:**

Employee handbook updates 10-2021	

**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)*

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**Approval:**

**Review:**

*Clinton Langreck*

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Department Head

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Administrator, or Elected Office (if applicable)