



# Baldwin County Commission

## Legislation Details (With Text)

**File #:** 20-0592      **Version:** 1  
**Type:** Consent      **Status:** Passed  
**File created:** 1/14/2020      **In control:** Baldwin County Commission Regular  
**On agenda:** 1/21/2020      **Final action:** 1/21/2020  
**Title:** Personnel Department - Employee Handbook Changes

**Indexes:**

**Attachments:** 1. Requested Employee Handbook Policy Changes, 2. Updated Section IV. Leave Policies, 3. Updated Section V. Benefits Section, 4. Updated Section I. Classification and Compensation Section

Date	Ver.	Action By	Action	Result
1/21/2020	1	Baldwin County Commission Regular	Approved	

**Meeting Type:** BCC Regular Meeting  
**Meeting Date:** 1/21/2020  
**Item Status:** New  
**From:** Deidra Hanak, Personnel Director  
**Submitted by:** Deidra Hanak, Personnel Director

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### ITEM TITLE

Personnel Department - Employee Handbook Changes

### STAFF RECOMMENDATION

Take the following actions:

- 1) As authorized pursuant to Section 45-2-120, et. seq., Code of Alabama 1975, and without limitation, and related to the Baldwin County Commission Employee Handbook, approve revisions, effective January 21, 2020, to policies I.C. Employment for Classified Positions, IV.A. Annual Leave, V.O. Retirement Investments, and V.Q. Benefits Due at Retirement, as set forth in the Employee Handbook as expressly amended by these provisions. All other terms, provisions and policies contained in the Employee Handbook shall remain in full force and effect. In the event of a conflict between the amended provisions and the remaining provisions contained in the Employee Handbook, the amended provisions shall govern, and the contrary or conflicting provision in the Employee handbook shall be deemed repealed; and
- 2) In reference to the approval of Employee Handbook Policy I.C. Employment for Classified Positions, approve retroactively reinstating the accrued sick leave and longevity for employee #185713.

### BACKGROUND INFORMATION

**Previous Commission action/date:** N/A

**Background:** The Baldwin Count Employee Handbook was adopted on April 2, 2013, and amended on April 16, 2019. The Personnel Director recommends updating the above policies for recruitment and retainment purposes.

**FINANCIAL IMPACT**

**Total cost of recommendation:** N/A

**Budget line item(s) to be used:** N/A

**If this is not a budgeted expenditure, does the recommendation create a need for funding?**  
N/A

**LEGAL IMPACT**

**Is legal review necessary for this staff recommendation and related documents?**  
N/A

**Reviewed/approved by:** N/A

**Additional comments:** N/A

**ADVERTISING REQUIREMENTS**

**Is advertising required for this recommendation?** N/A

**If the proof of publication affidavit is not attached, list the reason:** N/A

**FOLLOW UP IMPLEMENTATION**

**For time-sensitive follow up, select deadline date for follow up:** N/A

**Individual(s) responsible for follow up:** Personnel

**Action required (list contact persons/addresses if documents are to be mailed or emailed):**  
N/A

**Additional instructions/notes:** N/A