



Baldwin County Commission

Legislation Details (With Text)

File #: 21-1255 **Version:** 1
Type: Consent **Status:** Passed
File created: 8/26/2021 **In control:** Baldwin County Commission Regular
On agenda: 9/7/2021 **Final action:** 9/7/2021
Title: Personnel Department - Employee Handbook Changes
Indexes:
Attachments: 1. Employee Handbook Policy Change Recommendations

Date	Ver.	Action By	Action	Result
9/7/2021	1	Baldwin County Commission Regular	Approved	

Meeting Type: BCC Regular Meeting
Meeting Date: 9/7/2021
Item Status: New
From: Deidra Hanak, Personnel Director
Submitted by: Deidra Hanak, Personnel Director

ITEM TITLE

Personnel Department - Employee Handbook Changes

STAFF RECOMMENDATION

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 September 7, 2021, to policies I.A. Classification of Employees, I.D. Probationary Employees, I.E. Part-Time Employment, II.A. Equal Employment/Workplace Discrimination and Harassment Policy, II.B. Equal Employment Opportunity/Employment Grievance Procedures, II.I. Dress Code, II.K. Work Hours and Time Records, III.F. Appeal Procedures for Adverse Action, VIII.D. Workers Compensation, VII.E. Workers Compensation Payments, and VIII. Forms to include Personnel Appraisal Form, Grievance Appeal Form, and Leave Request Form, 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the amended provisions shall govern, and the contrary or conflicting provision in the Employee handbook shall be deemed repealed.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The Baldwin County Employee Handbook was adopted on April 2, 2013, and amended on June 15, 2021. The Personnel Director recommends updating the above policies.

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 - Implement Changes

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

Additional instructions/notes: N/A