



# Baldwin County Commission

## Legislation Details (With Text)

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**File #:** 20-0517      **Version:** 1

**Type:** Work Session      **Status:** Agenda Ready

**File created:** 1/8/2020      **In control:** Baldwin County Commission Work Session

**On agenda:** 1/14/2020      **Final action:**

**Title:** Personnel Department - Employee Handbook Changes

**Indexes:**

**Attachments:** 1. Requested Employee Handbook Policy Changes

Date	Ver.	Action By	Action	Result
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**Meeting Type:** BCC Work Session  
**Meeting Date:** 1/14/2020  
**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

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the amended provisions shall govern, and the contrary or conflicting provision in the Employee handbook shall be deemed repealed.

### 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