



Baldwin County Commission

Legislation Details (With Text)

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Type: Consent **Status:** Passed

File created: 6/4/2021 **In control:** Baldwin County Commission Regular

On agenda: 6/15/2021 **Final action:** 6/15/2021

Title: Personnel Department - Employee Handbook Changes

Indexes:

Attachments: 1. Employee Handbook Policy Change Recommendations

Date	Ver.	Action By	Action	Result
6/15/2021	1	Baldwin County Commission Regular	Approved	

Meeting Type: BCC Regular Meeting
Meeting Date: 6/15/2021
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 June 15, 2021, to policies IV.A. Annual Leave, IV.C. Sick Leave, IV.G. Part-Time Employee Paid Time Off (PTO), IV.H. Leave without Pay, IV.K. Family Medical Leave Act (FMLA), and IV.N. Jury Duty, 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the amended provisions shall govern, and the contrary or conflicting provision in the Employee handbook shall be deemed repealed.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 September 28, 2020. The Personnel Director recommends updating the above policies to coincide with the approved salary survey pay and classification system recommendations.

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: N/A

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

Additional instructions/notes: N/A