



# Baldwin County Commission

## Legislation Details (With Text)

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**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

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amended provisions shall govern, and the contrary or conflicting provision in the Employee handbook shall be deemed repealed.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