

TOWN COUNCIL

STAFF REPORT Human Resources



MEETING DATE:	July 9, 2024
PROJECT:	Consideration of a Resolution to Adopt the Revised Town of Bluffton Employee Handbook
PROJECT MANAGER:	Stephen Steese, Town Manager

REQUEST: Consideration by Town Council to adopt by resolution the revisions to the Town of Bluffton Employee Handbook.

BACKGROUND: Town Council approved adoption of the Town of Bluffton Employee Handbook on October 13, 2004. This provided for subsequent revisions to be approved by Resolution of Town Council. Revisions to the Handbook have been made in accordance with this procedure in 2006, 2008, 2015, 2019, 2021 and in 2023.

Staff reviewed and have recommended the following changes to the Town of Bluffton Employee Handbook:

Changes to existing policies:

- Added annual DMV checks to vehicle usage policy;
- Add in-lieu of holidays to holiday policy;
- Add President's Day to paid holiday schedule;
- Critical update to Harassment/Non-Discrimination Policy: add in reporting procedure;
- Chain of Command

Add the following new policies:

- PTO Donation
- Paid Parental Leave
- Bereavement Leave

NEXT STEPS: Upon adoption of Resolution, provide an electronic copy of the updated policies in the Employee Handbook to all employees, conduct training sessions to answer questions and review the updated information.

SUMMARY: Human Resources is recommending updating the current Employee Handbook to stay current and compliant. Regularly reviewing and updating the Employee Handbook is best business practice.

ATTACHMENTS:

1. Presentation
2. Drafts of revised policies and added policies
3. Resolution
4. Proposed Motion