

TOWN COUNCIL

STAFF REPORT

Human Resources



MEETING DATE:	March 14, 2023
PROJECT:	Consideration of a Resolution to Adopt the Revised Town of Bluffton Employee Handbook
PROJECT MANAGER:	Anni Evans, Human Resources Director

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 and in 2021.

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

Changes to existing policies:

- Special Pay Provisions to incorporate pay for working remotely during an emergency
- Telecommuting Policy to incorporate positions eligible to work remotely
- Town Vehicle Usage Policy to incorporate written approval to use personal vehicles for Town business and to require employees to sign a waiver to do as such

Add the following new policy:

- Name Clearing Hearing Policy

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. Resolution to adopt revisions to Employee Handbook
2. Current Town of Bluffton Employee Handbook
3. Drafts of revised policies and added policy
4. Recommended Motion

