

RESOLUTION

A RESOLUTION APPROVING THE ADOPTION OF THE REVISED EMPLOYEE HANDBOOK FOR THE TOWN OF BLUFFTON, SOUTH CAROLINA

WHEREAS, the Town of Bluffton Town Council (the "Town Council") desires a comprehensive set of guidelines and policies governing all personnel matters for all Town employees, including employee conduct, workplace conditions, drug and alcohol policies, policies that implement state and federal employment laws, and other aspects of public employment and service; and

WHEREAS, the Town Council voted to approve the Employee Handbook be updated to be in compliance with the law and best practices; and

WHEREAS, the Town of Bluffton Employee Handbook was approved and adopted by Town Council on October 13, 2004, and was subsequently revised and amended by Resolution by Town Council in 2006, 2008, 2015, 2019, 2021, 2023, and 2024; and

WHEREAS, relevant policies from the existing Supervisor Manual were incorporated into the updated Employee Handbook; and

WHEREAS, new policies have been added to the updated Employee Handbook to cover topics relevant to Town Staff since the last revision and to comply with changes in federal, state and local law; and

WHEREAS, a number of the existing policies in the Employee Handbook were revised or enhanced for clarification;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF BLUFFTON AS FOLLOWS:

1. The Town Council of the Town of Bluffton adopts the Town of Bluffton Employee Handbook, dated June 10, 2025, a copy of which is attached hereto as **Exhibit "A"** and incorporated by reference herein.
2. The attached Employee Handbook shall supercede any previously approved Employee Handbook.

THIS RESOLUTION SHALL BE EFFECTIVE IMMEDIATELY UPON ADOPTION, SIGNED, SEALED AND DELIVERED AS OF THIS _____ DAY OF ____, 2025.

Larry C. Toomer, Mayor
Town of Bluffton, South Carolina

ATTEST:

Marcia Hunter, Town Clerk
Town of Bluffton, South Carolina

ATTACHMENT:

A. Town of Bluffton Employee Handbook (Revised), June 10, 2025