

TOWN COUNCIL

STAFF REPORT Human Resources



MEETING DATE:	June 10, 2025
PROJECT:	Consideration of a Resolution to Adopt the Revised Town of Bluffton Employee Handbook
PROJECT MANAGER:	Anni Evans, Director of Human Resources

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, 2023 and in 2024.

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

Changes to existing policies:

- Update to the Traveling on Business Policy
- Updates to the Employee Behavior and Expectations-Code of Conduct
- Update to the Social Media Policy

Add the following new policies:

- On-Call Policy
- Service Award Program

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