

## 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**, policies have been updated in the 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 October 14, 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.**

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

ATTEST:

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Marcia Hunter, Town Clerk  
Town of Bluffton, South Carolina

ATTACHMENT:

A. Town of Bluffton Employee Handbook (Revised), October 14, 2025