



TOWN COMMISSION MEETING

May 28, 2024 at 6:30 PM

AGENDA ITEM TITLE:	DISCUSSION & ACTION, ORDINANCE 24-07 HANDBOOK POLICY UPDATE
SUBJECT:	Town Commission will consider Ordinance 24-07 concerning employee handbook policy updates
STAFF ANALYSIS:	<p>Staff requested permission to review three items related to the town's personnel policy handbook at our April 23, 2024, Town Commission Meeting. Tonight, Town staff will propose a revision of two mentioned sections of the Handbook Policy.</p> <ol style="list-style-type: none">1. Review of Town Relatives Employment2. Review of Town Tobacco and Smoking Policy <p>The section related to Town cell phone usage policy will require additional research and review. This update could possibly require additional software for the Town to make sure we are meeting the requirements of Public Retention related to cell phones uses and data. Upon the completion of that research and cost related to those updates, we will present a revision that would be more suitable for the Town's needs.</p>
FISCAL IMPACT:	None
STAFF RECOMMENDATION:	Staff recommends approval
ATTACHMENTS:	Ord 24-07 FL Statute 112.3135