

Richland County Administrative Transition Committee

Agenda Item Cover

Agenda Item Name: Employee Handbook Amendment

Department	Administration	Presented By:	Melissa Luck/Clinton Langreck
Date of Meeting:	April 9, 2021	Action Needed:	Vote on a Motion
Disclosure:	Open	Authority:	Committee Structure page 6E
Date submitted:	April 9, 2021	Referred by:	

Recommendation and/or action language:

Motion to recommend proposed amendments to the Employee Handbook of Richland County, (adopted by the County Board on January 17, 2012 and last amended on April 16, 2019) and addenda HHS, Highway, Sheriff and Pine Valley with referral to Finance and Personnel Committee.

Background:

At the July 21, 2020 meeting of the Richland County Board, job descriptions of the Administrator and 13 department heads were amended to reflect the statutory authority of the Administrator to supervise department heads who are not elected by Richland County voters.

The purpose of the Employee Handbook of Richland County is to provide “. . . a broad overview of Richland County’s (the “County”) employment policies, practices, procedures, and benefits . . .” Among other topics, this manual provides employees information on performance evaluation, discipline, separation, sexual harassment, accident reporting, and the County’s drug and alcohol policy.

Several changes are recommended to the Employee Handbook to reflect the supervisory changes approved by the Richland County Board. These changes shift responsibilities from the Administrative Coordinator and supervisory committees to the Administrator.

Attachments and References:

Attachment 5A: Employee Handbook 5B: Addendum HHS 5C: Highway 5D: Sheriff 5E: Pine Valley

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Approval:

Review:

Department Head

Administrator, or Elected Office (if applicable)