

**SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: Employee Manual Revisions

REQUESTED ACTION: **Approve the revision to the Employee Manual to include various policies and revisions to conform to changes in Federal and State laws (Staff recommends approval)**

Work Session (Report Only) **DATE OF MEETING:** 9/27/2011
 Regular Meeting Special Meeting

CONTRACT: N/A Vendor/Entity: _____
Effective Date: _____ Termination Date: _____
Managing Division / Dept: _____

BUDGET IMPACT: _____
 Annual **FUNDING SOURCE:** _____
 Capital **EXPENDITURE ACCOUNT:** _____
 N/A

HISTORY/FACTS/ISSUES:

The Personnel Review Team (PRT), made up of Division or Department Head level positions representing each Division, meets monthly to address concerns arising from administration of the Employee Manual and other employee related matters.

The PRT met and discussed the need to revise the current Employee Manual to incorporate and revised the following policies:

- a. Accommodations Policy,
- b. Breastfeeding Accommodation Policy,
- c. Equal Employment Opportunity,
- d. Safe Harbor Compliance Policy,
- e. Weapons in the Workplace Policy,
- f. Vehicle Use Policy.

These policies and revisions conform to all State and Federal legislation and will provide for more efficient service to the citizens of Sumter County.
