

SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS
EXECUTIVE SUMMARY

SUBJECT: Approve revisions to the Employee Manual effective April 20, 2023 (Staff Recommends Approval).

REQUESTED ACTION: Staff Recommends Approval

Meeting Type: Regular Meeting **DATE OF MEETING:** 4/11/2023

CONTRACT: N/A Vendor/Entity: _____
Effective Date: 04/20/2023 Termination Date: NA
Managing Division / Dept: Employee Services

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

HISTORY/FACTS/ISSUES:

The Sumter County Board of County Commissioners' Employee Manual is reviewed regularly for conformance with State and Federal laws as well as any issues or concerns relating to the policies.

The Employee Manual was revised to reflect the following policies:

04/20/2023 – Section 6.110 – Bereavement Leave – To clarify that a day is a working day.

04/20/2023 – Section 6.130 (b)– Family and Medical Leave Policy – To clarify the calculation of the 12-week period.

04/20/2023 – Section 7.055 – Smoke, Smokeless, and Vape-Free Policy - To include smoke, smokeless, and vape products in the policy and to clarify that a violation of the policy will result in termination employment.

04/20/2023 – Section 7.060 – Smoking Policy – To include smoke, smokeless, and vape products in the policy and to clarify that use is prohibited while on duty.

04/20/2023 – Section 10.010 – Definitions – To define Smoke, Smokeless, and Vape Products.

04/20/2023 – Vehicle Use Policy (I) (4) - To prohibit the use of smoke, smokeless and vape products in County Vehicles.

04/20/2023 – Vehicle Use Policy (N)(1)(iv) – To increase damage estimate from \$500.00 to \$1,000.00.

04/20/2023 – Vehicle Use Policy (N)(5) – To include Fleet Services in the notification process.

Prepared by: Kitty L Fields **ProWritingAid Check**