



WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) R

Date: 05-05-16

Weekly Agenda Date: 05-10-16

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Ed Gilliland

WORDING FOR AGENDA ITEM: Employee Notification Procedure, Information Only

ACTION REQUIRED:

Approve Ordinance Approve Resolution Approve Motion

Give Direction Other: Informational Attachments

EXECUTIVE SUMMARY: This is informational only, we are looking for recognition of our process. Attached are samples of the templates we would use to notify the employees of changes to the Employee Handbook and the required Acknowledgment of receipt of the change, signature required.

BACKGROUND: The Human Resource Dept. has been asked to establish a procedure for notification of employees as to policy changes which have occurred since the creation of the policy review committee. We would also notify employees of changes to the Employee Handbook in a similar manner.

Many of the legal recommendations we read seem to suggest that we should NOT lay out the every process as a formal codified process and that Policy and Procedure should be separate from process. However, we will attempt to follow the process one would follow if they were amending an ERISA document, i. e., a Health or Pension Plan.

FINANCIAL IMPACT: Minimal. Some extra printing each cost each time we make changes.

There is no contract.

RECOMMENDATION:

Please acknowledge our process and allow us to proceed.

ACTION REQUIRED / PROPOSED MOTION:

SAMPLE

WOODBURY COUNTY ACKNOWLEDGMENT FORM

I acknowledge that I have received a Notice of Change for _____ dated _____ to Woodbury County Employee Handbook or Woodbury County Policy and Procedure.

I agree to read it thoroughly and if there is any information in the change to Woodbury County Employee Handbook or Woodbury County Policy and Procedure that I do not understand, I will seek clarification from the Woodbury County Human Resources Department.

This is to acknowledge that I have received a Notice of Change to the Woodbury County Employee Handbook or Woodbury County Policy and Procedure.

Employee Signature

Employee's Name Printed

Department Name

Date

SAMPLE

