



MEMORANDUM

TO: Metropolitan Planning Commission
FROM: Mark Donaldson, Executive Director
DATE: December 12, 2013
SUBJECT: [Consideration of MPC Employee Handbook](#)
11-B-13-OB

REQUEST

Staff requests that the planning commission consider the approval of an update of the MPC Employee Handbook in its entirety.

BACKGROUND

The MPC Employee Handbook was last considered by the planning commission in 2004. Staff has spent a considerable amount of time revising and updating the handbook. The handbook provides orderly and uniform policies and procedures for employees in their service to the planning commission, describes the benefits available to employees and provides the agency's expectations about employee conduct.

ANALYSIS

The MPC Employee Handbook is intended to provide employees with a general understanding of MPC's personnel policies. It includes sections on applicable State and Federal employment policies, employment classification and compensation frameworks, general personnel policies, employee conduct, leave policies, and employee benefits. The update builds from a base of the 2004 version of the handbook and adds additional subsections as required, borrowing concepts from the City of Knoxville, Knox County and the State of Tennessee employee handbooks. The update was prepared with the assistance of a committee of MPC employees, the MPC senior management team and outside legal counsel.

STAFF RECOMMENDATION

Staff recommends approval of the MPC Employee Handbook dated December 2013.

EXHIBITS

- MPC Employee Handbook
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