

MAJOR CHANGES TO EMPLOYEE HANDBOOK

March 6, 2018

1. INTRODUCTION and PURPOSE: Combined and shortened.

2. ABOUT MPC: Removed.

3. MISSION AND PRINCIPLES: Removed.

4. ORGANIZATION CHART: Removed.

5. STATE AND FEDERAL POLICIES

Equal Employment Opportunity Grievance Procedures: Language was clarified to ensure readers understand that the procedures cover policy and grievance steps related to any type of discrimination or harassment. In previous version, the handbook included separate grievance procedures for harassment and ADA complaints. Knox County HR informed us that harassment and ADA complaints are handled through EEO policy. The separate procedures for harassment and ADA complaints were removed. Also tied EEO process to general Employee Grievances and Complaints procedures (in section Employee Conduct) re. appeals to Executive Committee.

Workplace Harassment: Added Abusive Conduct Prevention Policy on the recommendation of Knox County HR. Language taken from Knox County employee handbook. Complaint procedure refers readers back to EEO process which covers harassment complaints.

Disability and Accommodation: Complaint procedure refers readers back to EEO process which covers discrimination complaints.

6. CLASSIFICATION AND COMPENSATION

Employment Categories: Added number of work hours to definitions of Full-Time and Part-Time. Removed language about adoption of 2016 FLSA standards. Removed language about voluntary reclassification to Exempt Status.

Compensatory Time: Clarified language about eligibility and ineligibility based on status (non-exempt/exempt).

Employee Appreciation: New section.

7. GENERAL PERSONNEL POLICIES

Work Hours: Added language about alternative work schedules.

Nursing Mothers: New section. Added on recommendation of Knox County HR.

Inclement Weather: Clarified procedures. Added language re. compensation for time during official closings.

8. EMPLOYEE CONDUCT

Ethical Conduct: Removed Appendix B, Code of ethics and Professional Conduct of the American Institute of Certified Planners. Replaced it with direction to online code.

Political Activity: Added language re. staff running for elected offices and unacceptable types of political activity.

Reduction in Force: Removed statement, "If all factors are equal, seniority will govern."

Employee Grievances and Complaints: Clarified process based on type of complaint. Also tied process to EEO procedures re. appeals to Executive Committee.

9. LEAVE POLICIES

Payment to Eligible Employees for Unused Accrued Sick Leave: Simplified criteria for qualification for payment. Added stipulation that terminated employees will not qualify for payment, but those dismissed due to reduction in workforce would qualify.

Family and Medical Leave Act: Knox County HR now administers our FMLA procedures. As a result, we must follow their FMLA policy. Language from Knox County handbook replaced MPC language.

Maternity/Paternity Leave: New section to comply with state law.

Volunteer Activity Leave: Added paid time off for volunteer activity.

Educational Reimbursement Program, Professional Conferences/Seminars, and Professional Dues/Exams: Moved to Employee Benefits section.

10. APPENDICES

Appendix A – Definitions: Removed.

Appendix B – Code of Ethics: Removed. Readers referred to online version.

Appendix C – Grievance Procedure Pursuant to Americans With Disabilities Act: Removed. Covered by EEO policy and procedures.

Appendix D – FMLA: Replaced with Knox County policy.

Acknowledgement Form: Abbreviated and simplified.