



MEMORANDUM

TO: Knoxville-Knox County Planning Commission
FROM: Gerald Green, Executive Director
DATE: Monday, June 22, 2020
SUBJECT: Consideration of amendments to Knoxville-Knox County Planning Employee Handbook
7-C-20-OB

STAFF RECOMMENDATION:

APPROVE the proposed amendments to Knoxville-Knox County Planning Employee Handbook as presented by staff.

BACKGROUND:

Knoxville-Knox County Planning Employee Handbook: Personnel Policies and Benefits outlines and summarizes personnel guidelines and employee benefits, responsibilities, and rights, establishing uniform policies and procedures for employees in their service to the agency.

Staff have proposed for your consideration amendments to the Employee Handbook which include updates to two existing sections and additions of two new sections. The first update is revised language for the Family and Medical Leave Act (FMLA) policy. Planning recently contracted with Shafer HR Solutions to provide human resources evaluation and guidance services. They are now our administrator for FMLA compliance, and in that role, they provided a more extensive policy statement to improve the FMLA language already in our Handbook. The second update is a minor rewording of language in the Maternity/Paternity Leave policy, reaffirming that Planning continues to follow state requirements to provide up to 16 weeks of protected leave for parents.

A new section to the Handbook is an Infectious Disease policy, providing guidance to protect the health and safety of staff, colleagues, and citizens, while maintaining a level of service that ensures continued support of local business activity during an infectious disease outbreak. The second addition is a Telecommuting policy, setting eligibility and performance requirements for staff who can complete the essential functions of their jobs while working from home or other off-site location.

The proposed amendments to the Handbook have been reviewed by Shafer HR Solutions for federal and state compliance.

If this version of the Employee Handbook is adopted by the Planning Commission, it becomes effective immediately, and it will replace any and all previously adopted versions of the Handbook.