

BALDWIN COUNTY COMMISSION AGENDA ACTION FORM	
Meeting Type:	Baldwin County Commission – Work Session
Meeting Date:	11/08/2016
Placement of Item on the Agenda:	PERSONNEL
Item Status:	New
Submitted By:	Deidra B. Hanak
From:	Andrea Roberson, Personnel Director
ITEM TITLE	
Personnel Department - Discussion of Pay Scale and Employee Handbook Changes	
STAFF RECOMMENDATION	
Discuss options for changing the merit pay scale from 18 steps to 20 steps and employee handbook changes.	
BACKGROUND INFORMATION	
Previous Commission Action/Background Information:	No
FINANCIAL IMPACT	
Does the recommendation have a financial impact?	No
LEGAL IMPACT	
Are there any legal documents required to be executed if this recommendation is approved?	No
ADVERTISING REQUIREMENTS	
Is advertising required for this recommendation?	No
CONSISTENCY WITH B.C. STRATEGIC PLAN - 2006-2016	
Is the recommendation applicable to the goals set forth in the Strategic Plan?	Yes
POLICY IMPACT	
Is the recommendation consistent with Commission Policy?	Yes
PERSONNEL IMPACT	
Does the recommendation have personnel impact?	Yes
Open funded position?	No
Newly created position?	No

IMPLEMENTATION	
Is implementation for this item time sensitive?	No
ATTACHMENTS	
1. Proposed Hourly Pay Scale.pdf 2. Employee Handbook Overall Section Changes.pdf 3. Classification and Compensation.pdf 4. General Policies.pdf 5. Progressive Discipline.pdf 6. Leave Policies.pdf 7. Benefits.pdf 8. Employment Interview Form.pdf	
APPROVALS	
Budget	
Personnel	Andrea Rider 11/2/2016 9:58:15 AM
Administration	Brandy N. Volovecky 11/2/2016 10:09:13 AM
Chairman and County Administrator	Chris Elliott 11/2/2016 5:40:17 PM