

**Saddle Creek Community Services District**  
**Regular Board Meeting May 15, 2018**

**AGENDA SUPPORTING DATA**

**7. DISCUSSION AND ACTION ITEMS**

- b. Adoption of a Resolution approving revised and updated personnel policies/employee handbook.

**Recommended Motion**

I move to adopt a resolution approving the revised and updated personnel policies/employee handbook.

**Background**

The District has adopted a number of personnel policies over the years; some by resolution, some by motion of the Board, and others based on minutes of the meeting where a policy concept was approved from a staff report; not actually on the agenda. We currently have no organized personnel policy manual to use in new employee orientation.

Over the past six months, staff has been working with our Human Resources consultant in the development of a full, comprehensive draft personnel policy manual. The policy manual was crafted to not change our current benefits, rather to memorialize them in an organized document. While we recommend your approval at this meeting, we understand that this document is lengthy and complex, and may require more time to evaluate.

This policy manual is compliant with current HR practices and solid policy.