



MADISON COUNTY BOARD OF SUPERVISORS

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August 3, 2015

District 1 Supervisor John Bell Crosby
District 2 Supervisor John Howland
District 3 Supervisor Gerald Steen
District 4 Supervisor Karl Banks, Board President
District 5 Supervisor Paul Griffin

**Subject: Approval of Revisions / Additions to Madison County Employee Handbook
Effective – October 1, 2015**

Gentlemen:

I am requesting your approval of the revisions and additions that have been made to the Madison County Employee Handbook. These updates have been made with the assistance of the Whittington Consultant Group. I've attached a copy of the handbook for your review.

REVISED

- Sick and Vacation Accrual Rates Policy
- Timesheet Policy
- Bereavement Leave Policy
- Family Medical Leave Act (FMLA) Policy
- Worker's Compensation Policy

ADDED

- Social Media Policy
- Retirement Section
- Personal Vehicle Used for Madison County Business
- Travel Policy & Reimbursement for Expenses

OTHER POLICIES PREVIOUSLY APPROVED BY BOARD

- Road Department Overtime Policy

Sincerely,

A handwritten signature in cursive script that reads "Loretta Phillips".

Loretta Phillips, Human Resources Director

John Bell Crosby, *District One*
John Howland, *District Two*

Gerald Steen, *District Three*
Karl M. Banks, Sr., *District Four*

Paul Griffin, *District Five*
Ronny Lott, *Chancery Clerk*