


S.C. Municipal Clerks and  
Treasurers Institute

Handbook Do's and Don'ts

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- Less is more
  
- Do not have to explain "why" policy is being adopted

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### Adopting Handbook/Policies

- Do not adopt by ordinance
  
- Adopt by resolution or accept as information

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**Disclaimer**

- S.C. Code of Laws § 41-1-110
- ALL CAPITAL LETTERS, UNDERLINED
- First page – (*not* the first page after the Table of Contents).
- Signed by employee
  - Get duplicate signature page for file
- Cover

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**Equal Employment Policies**

- EEO Statement – no discrimination; no retaliation
- Anti-Harassment Policy –
  - Prohibit all unlawful harassment, not just sex
  - Procedure for complaining; provide at least two alternatives

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**Employment**

- Hiring/Recruiting
- Nepotism/Employment of Relatives

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[Redacted]

- Employment Status
  - Full Time
  - Part Time
  - Temporary
- Probationary/Introductory Period

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[Redacted]

- Outside Employment
  - Require authorization
  - Worker's comp considerations
- Conflicts of Interest

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[Redacted]

- Gifts & Gratuities
- Political Activity

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**Workplace Privacy**

- Workplace Privacy
- Computer/Internet Use

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**Drug Free Workplace**

- Drug Free Workplace
- Drug & Alcohol Testing
  - Random – safety sensitive & CDL
  - Reasonable Suspicion

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**Wages and Hours of Work**

- Hours of Work
  - Regular hours
  - Overtime
  - Compensatory time
    - Non-exempt employees
    - Exempt employees

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**Payment of Wages**

- Payment of Wages
  - Time and place of payments
  - Deductions, including deductions for misused or lost equipment
  - Forfeiture provisions

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**Performance evaluations**

- Performance evaluations

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**Benefits & Leave**

- Annual Leave
  - Consider expressing in hours, not days
- Sick Leave

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- Holidays “observed”
- Military Leave – “as provided by law”
- Jury Duty – limit
- Bereavement Leave “up to x days/hours”

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- Physical Disability and Personal Leave
  - FMLA if 50+ employees

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- Insurance
- Retirement
- Disability

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Safety
<ul style="list-style-type: none"><li>• Job Safety<ul style="list-style-type: none"><li>– Safety committee</li></ul></li><li>• Worker's Compensation</li></ul>

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Miscellaneous
<ul style="list-style-type: none"><li>• Personal Appearance</li><li>• Smoking</li><li>• Visitors</li></ul>

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<ul style="list-style-type: none"><li>• Personal use of telephones (city and personal)</li><li>• Social Media policy – social networks; personal web sites; blogs</li><li>• Inclement Weather</li></ul>

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**Employee Conduct**

- Discipline
  - Does not have to be progressive
  - Examples of misconduct
    - “Any other reason that, in the City’s sole discretion, warrants discipline.”

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**Grievance Procedure**

- Municipalities are not required to have a grievance procedure, but if adopted, the procedure must substantially comply with S.C. Code of Laws § 8-17-110, *et seq.*
- Consider
  - Form of government
  - Size of municipality

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