

# CASE SUMMARY

**APPLICATION TYPE: OTHER BUSINESS**

KNOXVILLE-KNOX COUNTY

**M P C**  
METROPOLITAN  
P L A N N I N G  
C O M M I S S I O N

T E N N E S S E E

Suite 403 • City County Building  
4 0 0 M a i n S t r e e t  
Knoxville, Tennessee 37902  
8 6 5 • 2 1 5 • 2 5 0 0  
F A X • 2 1 5 • 2 0 6 8  
w w w • k n o x m p c • o r g

**File Number:** 3-A-18-OB                      **Related File Number:**  
**Application Filed:** 1/22/2018              **Date of Revision:**  
**Applicant:** METROPOLITAN PLANNING COMMISSION

## PROPERTY INFORMATION

**General Location:**  
**Other Parcel Info.:**  
**Tax ID Number:** 999 999                      **Jurisdiction:**  
**Size of Tract:**  
**Accessibility:**

## GENERAL LAND USE INFORMATION

**Existing Land Use:**  
**Surrounding Land Use:**  
**Proposed Use:**                                      **Density:**  
**Sector Plan:**                                      **Sector Plan Designation:**  
**Growth Policy Plan:**  
**Neighborhood Context:**

## ADDRESS/RIGHT-OF-WAY INFORMATION (where applicable)

**Street:**  
**Location:**  
**Proposed Street Name:**  
**Department-Utility Report:**  
**Reason:** Amendments to MPC Employee Handbook

## ZONING INFORMATION (where applicable)

**Current Zoning:**  
**Former Zoning:**  
**Requested Zoning:**  
**Previous Requests:**  
**Extension of Zone:**  
**History of Zoning:**

## PLAN INFORMATION (where applicable)

**Current Plan Category:**  
**Requested Plan Category:**

**SUBDIVISION INFORMATION (where applicable)**

Subdivision Name:

No. of Lots Proposed:

No. of Lots Approved: 0

Variances Requested:

S/D Name Change:

**OTHER INFORMATION (where applicable)**

Other Bus./Ord. Amend.: Amendments to MPC Employee Handbook

**MPC ACTION AND DISPOSITION**

Planner In Charge: Dan Kelly

Staff Recomm. (Abbr.): APPROVE the proposed MPC Employee Handbook as presented by staff.

Staff Recomm. (Full):

**Comments:** The Knoxville/Knox County Metropolitan Planning Commission's (MPC) 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 has been working for some time to update and clarify various elements of the MPC Employee Handbook. Major changes are reflected in a clarification of the Equal Employment Opportunity Grievance Procedure and the FMLA policy and administration. Other revisions are proposed which are intended to either clarify or update existing policies and benefits. I have included a listing and a brief explanation of the proposed changes to the handbook.

In addition to consulting with employees in the Knox County HR Department, this effort to update the handbook has included a staff review committee that was headed by Terry Gilhulia our Information Services Manager. Other members of the committee included Kaye Graybeal, Doug Burton, Donna Hill and Elizabeth Watkins. Subsequent to the committee completing their review, Gerald Green and I reviewed the proposed handbook. Additionally, a draft of the proposed handbook has been reviewed by Mr. Mark Jones the Director of the Knox County H.R. Department.

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

Action: Approved

Meeting Date: 3/8/2018

Details of Action:

Summary of Action: APPROVE the proposed MPC Employee Handbook as presented by staff.

Date of Approval: 3/8/2018

Date of Denial:

Postponements:

Date of Withdrawal:

Withdrawn prior to publication?:  Action Appealed?:**LEGISLATIVE ACTION AND DISPOSITION**

Legislative Body: MPC

Date of Legislative Action:

Date of Legislative Action, Second Reading:

Ordinance Number:

Other Ordinance Number References:

Disposition of Case:

Disposition of Case, Second Reading:

If "Other":

If "Other":

Amendments:

Amendments:

Date of Legislative Appeal:

Effective Date of Ordinance: