

CASE SUMMARY

APPLICATION TYPE: OTHER BUSINESS



File Number: 7-C-20-OB Related File Number:
Application Filed: 6/16/2020 Date of Revision:
Applicant: KNOXVILLE-KNOX COUNTY PLANNING

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: Consideration of amendments to Knoxville-Knox County Planning 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.: Consideration of amendments to Knoxville-Knox County Planning Employee Handbook

PLANNING COMMISSION ACTION AND DISPOSITION

Planner In Charge:

Gerald Green

Staff Recomm. (Abbr.):

APPROVE the proposed amendments to Knoxville-Knox County Planning Employee Handbook as presented by staff.

Staff Recomm. (Full):

APPROVE the proposed amendments to Knoxville-Knox County Planning Employee Handbook as presented by staff.

Comments:

Knoxville-Knox County Planning 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 have proposed for your consideration amendments to the Employee Handbook which include updates to two existing sections and additions of two new sections. The first update is revised language for the Family and Medical Leave Act (FMLA) policy. Planning recently contracted with Shafer HR Solutions to provide human resources evaluation and guidance services. They are now our administrator for FMLA compliance, and in that role, they provided a more extensive policy statement to improve the FMLA language already in our Handbook. The second update is a minor rewording of language in the Maternity/Paternity Leave policy, reaffirming that Planning continues to follow state requirements to provide up to 16 weeks of protected leave for parents.

A new section to the Handbook is an Infectious Disease policy, providing guidance to protect the health and safety of staff, colleagues, and citizens, while maintaining a level of service that ensures continued support of local business activity during an infectious disease outbreak. The second addition is a Telecommuting policy, setting eligibility and performance requirements for staff who can complete the essential functions of their jobs while working from home or other off-site location.

The proposed amendments to the Handbook have been reviewed by Shafer HR Solutions for federal and state compliance.

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

Action:

Approved

Meeting Date: 7/9/2020

Details of Action:

Summary of Action:

APPROVE the proposed amendments to Knoxville-Knox County Planning Employee Handbook as presented by staff.

Date of Approval:

7/9/2020

Date of Denial:

Postponements:

Date of Withdrawal:

Withdrawn prior to publication?: Action Appealed?:

LEGISLATIVE ACTION AND DISPOSITION

Legislative Body:

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: