



FINANCE AND POLICY COMMITTEE MEETING

MONDAY, FEBRUARY 5, 2024 | 6PM

1st committee meeting

The Committee will meet in Mauldin City Hall at 5 East Butler Road in the Council Chambers at 6 p.m.

The meeting will be available remotely through Zoom. Please visit the City's website at <https://cityofmauldin.org/your-government/meeting-minutes-agendas/> to access the meeting via audio and videoconferencing.
A quorum of Council will be present.

**FINANCE AND POLICY COMMITTEE MEETING
FEBRUARY 5, 2024, 6PM
CITY HALL - COUNCIL CHAMBERS
5 E. BUTLER ROAD**

Committee Members:

- | | |
|-----------------------------------------------------------------------------------------------|----------------------|
| 1. <u>Call to Order</u> | Chairperson Reynolds |
| 2. <u>Public Comment</u> | Chairperson Reynolds |
| 3. <u>Reading and Approval of Minutes</u> | Chairperson Reynolds |
| a. Finance Committee Minutes-January 2, 2024 [Pages 3-4] | |
| 4. <u>Reports or Communications from City Officers</u> | Chairperson Reynolds |
| a. City Administrator Seth Duncan Update on 601 Bus Route CGI Video Contract Expiration | |
| b. Finance Director Holly Abercrombie Budget Review | |
| c. HR Director Mark Putnam SCMIT/SCMIRF update [Pages 5-25] | |
| 5. <u>Unfinished Business</u> | Chairperson Reynolds |
| There is no unfinished business. | |
| 6. <u>New Business</u> | Chairperson Reynolds |
| a. Employee Handbook [Page 26] | |
| 7. <u>Public Comment</u> | Chairperson Reynolds |
| 8. <u>Committee Concerns</u> | Chairperson Reynolds |
| 9. <u>Adjournment</u> | Chairperson Reynolds |

MINUTES
FINANCE AND POLICY COMMITTEE MEETING
JANUARY 2, 2024, 6PM
CITY HALL - COUNCIL CHAMBERS 5 E. BUTLER ROAD
1st committee meeting

Committee Members present: Chairman Michael Reynolds, Committee members Taft Matney and Carol King.

Others present: HR Director Mark Putnam and City Administrator Seth Duncan

1. Call to Order- Chairman Reynolds

2. Public Comment- None

3. Reading and Approval of Minutes

a. Finance Committee Minutes-November 6, 2023

Motion: Councilwoman King made a motion to approve the minutes.
Chairman Reynolds seconded the motion.

Councilman Matney did not vote since he was not a member of this committee at the last meeting.

Vote: The vote was unanimous (2-0).

4. Reports or Communications from City Officers

a. City Administrator Seth Duncan

Mr. Duncan reported Hometown Legislative Action Day is Tuesday, February 6th in Columbia.

The Council meeting this month will move to January 16th from January 15th, which is the Martin Luther King Jr. Holiday.

Finance Director Abercrombie was still on vacation. Mr. Duncan reported property tax revenues have started coming in.

b. Finance Director Holly Abercrombie

c. HR Director Mark Putnam

Mr. Putnam reported the comp/class plan was implemented, Juneteenth was added, and the new FLSA/Comp time policy was implemented last year. The personnel policy will be looked at during the first quarter of the year. Councilwoman King said she looked forward to going through the personnel policy again. The current version was adopted four years ago.

5. Unfinished Business- There is no unfinished business.

6. New Business- There is no new business.

7. Public Comment- None

8. Committee Concerns- None

9. Adjournment- Chairman Reynolds adjourned the meeting at 6:06 p.m.

Respectfully Submitted,
Cindy Miller
Municipal Clerk



1411 Gervais Street | PO BOX 12109 | Columbia, SC | 29211 | 803.799.9574

South Carolina Municipal Insurance and Risk Financing Fund Annual Review

City of Mauldin 2023

A service of the Municipal Association of South Carolina

The Right Partner Can Make All the Difference

The Risk Management Services programs of the Municipal Association of South Carolina endeavor to be the provider of choice for the workers' compensation, property and liability needs of South Carolina municipal entities. RMS' mission is to provide members with personalized service not found with traditional insurance.

On the following pages of this annual review, you'll see data about RMS services provided to your entity for the past year, as well as a snapshot of coverage, claims, grant usage, and participation by entity staff in RMS-offered trainings.

This annual review is meant to be a user-friendly report designed to provide concise information needed to gain an understanding of your organization's loss control efforts. Based on the numbers, you may want to encourage greater participation in our no-cost training activities or inquire about grants your entity may be eligible to receive. Your RMS loss control consultant is always available to help guide you.

On behalf of our board of trustees and staff, thank you for your continued membership. We look forward to another successful year.



Heather Ricard
Director of Risk Management Services

SCMIRF Member Resources

| | |
|-------------------------------------------------------------------------|-------------------------------------------------------------------------|
| • 24/7 online resources | • Online Claims Portal |
| • Law enforcement model policies | • Quarterly newsletter, <i>RiskLetter</i> |
| • Loss prevention services and programs | • GatherGuard Liability Coverage |
| • Liability reduction toolkits | • Live seminars |
| • Dedicated claims adjusters onsite | • LocalGovU online training |
| • Risk management manual available online | • Annual grants |
| • Dedicated, local in-house loss control, underwriting and claims staff | • Public works safety and risk management model policies and procedures |
| • Response to resistance law enforcement simulator | • Free labor and general liability hotlines |

Grants Utilized in 2023

| | |
|-----------------------------------------------------|-----|
| Law Enforcement Liability Reduction | \$0 |
| Public Works Property and Liability Reduction Grant | \$0 |

Hotline Hours Utilized in 2023

| | |
|----------------------|-------|
| Employment Liability | 10.00 |
| General Liability | 0.00 |

Training Services Utilized in 2023

| | |
|---------------------------------|-----|
| LocalGovU Courses Taken | 401 |
| Training Seminar Attendees | 3 |
| Member-Specific Onsite Training | 0 |

Quick Look Indicators

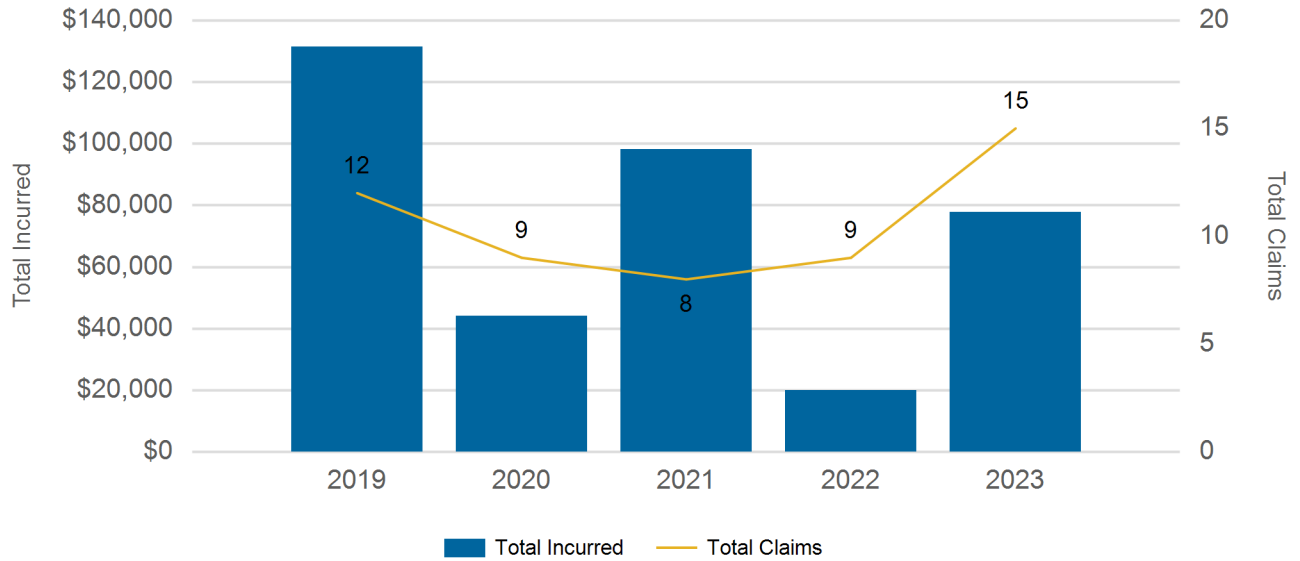
| | 2023 Change | 2023 | Annual Average 2018-2022 |
|--------------------------------------------|-------------|-----------|-----------------------------|
| Property Claims Frequency | ↑ | 4 | 1 |
| Property Claims Cost | ↑ | \$241,112 | \$4,266 |
| Auto Physical Damage Claims Frequency | ↑ | 20 | 10 |
| Auto Physical Damage Cost | ↑ | \$68,546 | \$21,918 |
| Auto Liability Claims Frequency | ↑ | 15 | 9 |
| Auto Liability Claims Cost | ↑ | \$77,711 | \$64,009 |
| General Liability Claims Frequency | ↑ | 7 | 6 |
| General Liability Claims Cost | ↓ | \$26,776 | \$93,454 |
| Public Officials Claims Frequency | ↓ | 0 | 1 |
| Public Officials Claims Cost | ↓ | \$0 | \$37,114 |
| Law Enforcement Liability Claims Frequency | ↓ | 0 | 1 |
| Law Enforcement Liability Claims Cost | ↓ | \$0 | \$14,694 |
| Total Tort Claims Frequency | ↓ | 7 | 7 |
| Total Tort Claims Cost | ↓ | \$26,776 | \$145,262 |

2023 Loss Summary

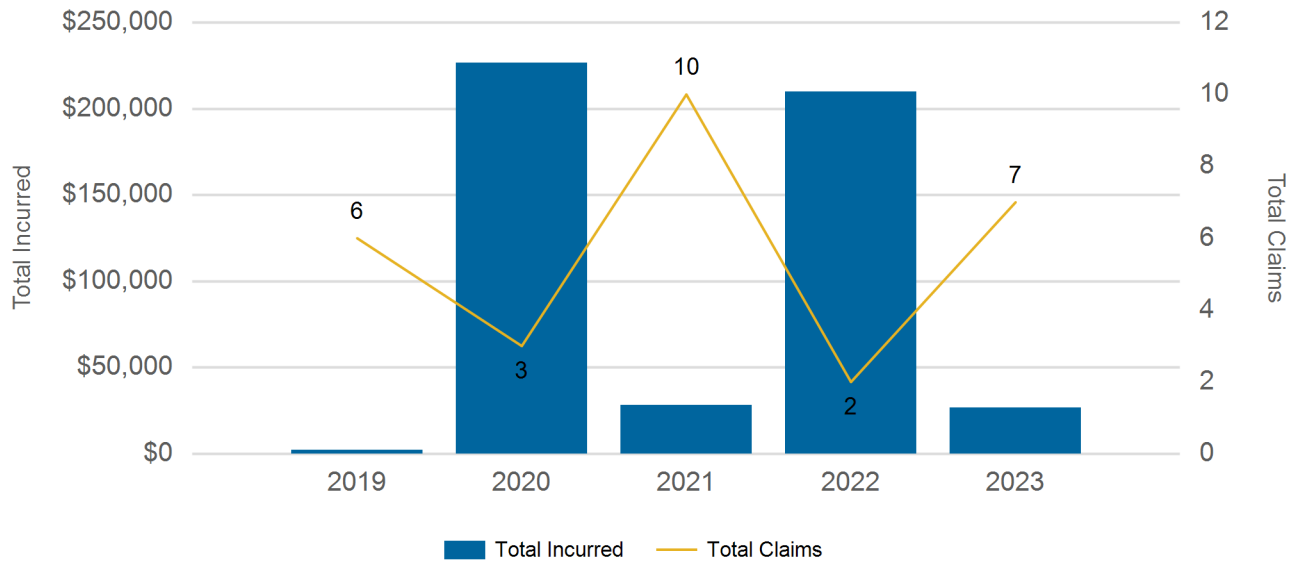
| Coverage | Open Claims | Closed Claims | Total Claims | Total Incurred | Loss Ratio | Experienc e Modifier | Unmodified Premium | Modified Premium |
|--------------------------------------|----------------|------------------|-----------------|-------------------|------------|-------------------------|-----------------------|---------------------|
| Property Claims | 2 | 2 | 4 | \$241,112 | 302.47% | n/a | \$79,716 | n/a |
| Auto Physical Damage Claims | 2 | 18 | 20 | \$68,546 | 56.12% | n/a | \$122,151 | n/a |
| Automobile Liability Claims | 3 | 12 | 15 | \$77,711 | 61.06% | 1.09 | \$127,274 | \$139,062 |
| General Liability Claims | 2 | 5 | 7 | \$26,776 | 25.16% | 0.56 | \$106,427 | \$59,089 |
| Public Officials Liability Claims | 0 | 0 | 0 | \$0 | 0.00% | 0.56 | \$50,625 | \$28,107 |
| Law Enforcement Liability Claims | 0 | 0 | 0 | \$0 | 0.00% | 0.56 | \$143,337 | \$79,581 |
| Total Tort Liability Claims | 2 | 5 | 7 | \$26,776 | 8.91% | 0.56 | \$300,390 | \$166,778 |

Reserves are only an estimate and may not be indicative of the final settlement value of a case

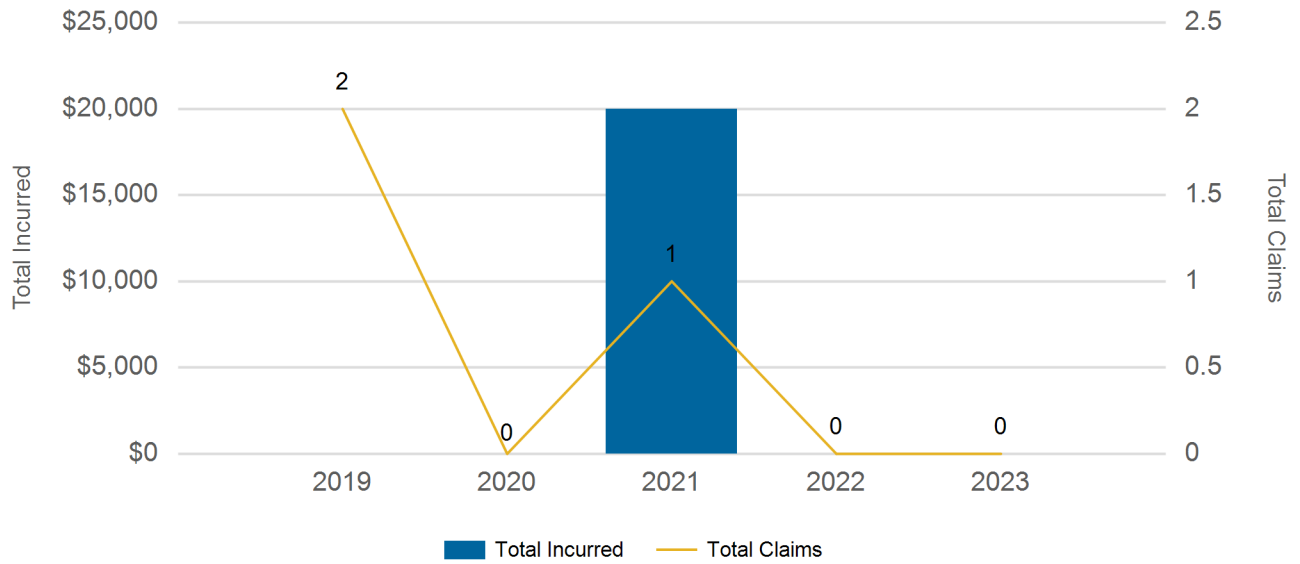
Automobile Liability Claims Frequency and Severity



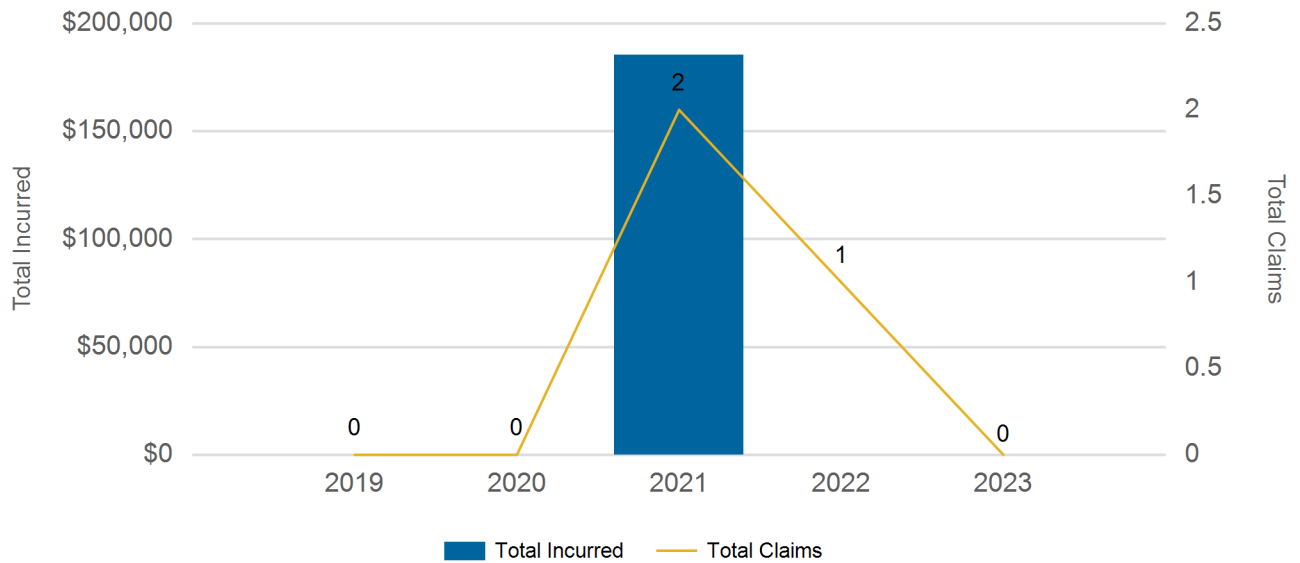
General Liability Claims Frequency and Severity



Law Enforcement Liability Claims Frequency and Severity

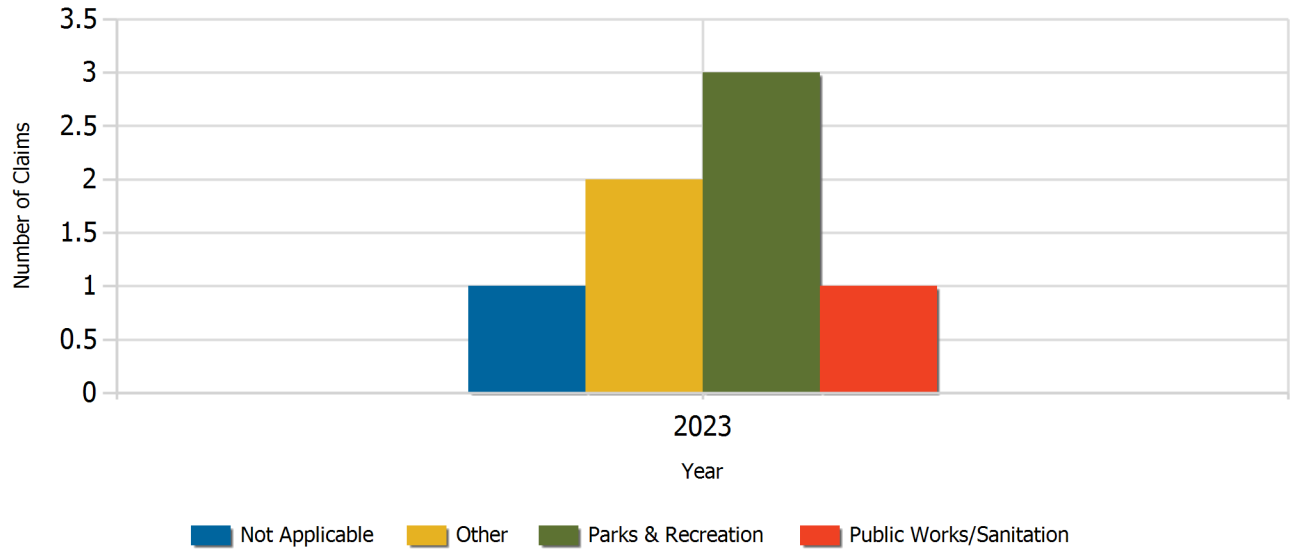


Public Officials Liability Claims Frequency and Severity

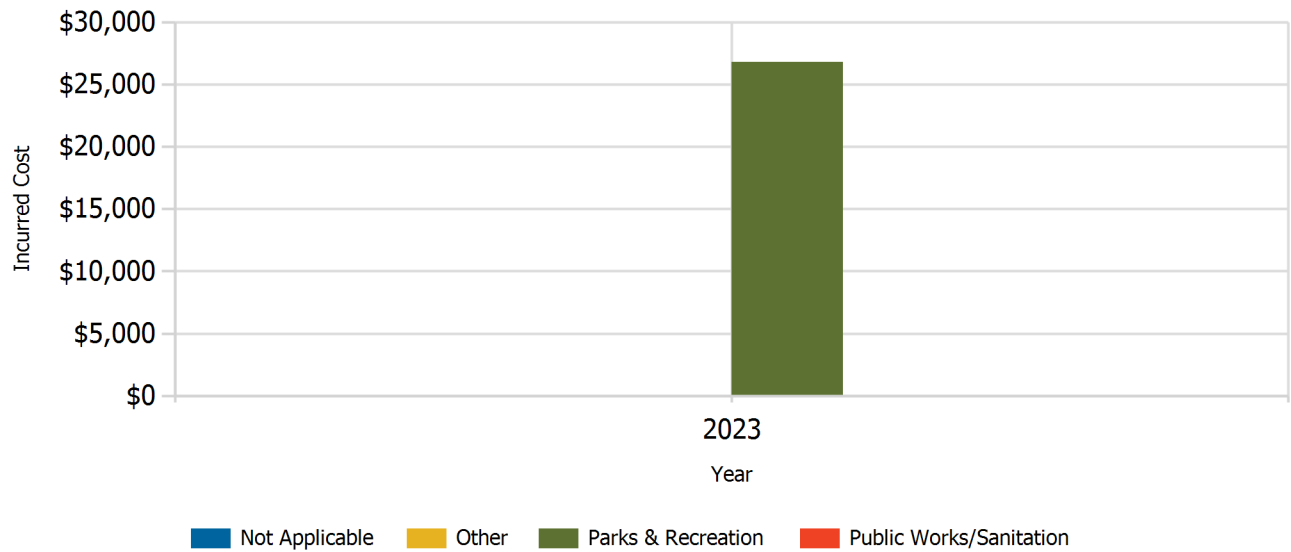


| | 2019 | | 2020 | | 2021 | | 2022 | | 2023 | |
|----------------------------|--------------|----------------|--------------|----------------|--------------|----------------|--------------|----------------|--------------|----------------|
| | Total Claims | Total Incurred | Total Claims | Total Incurred | Total Claims | Total Incurred | Total Claims | Total Incurred | Total Claims | Total Incurred |
| Automobile | 12 | \$131,461 | 9 | \$44,156 | 8 | \$98,105 | 9 | \$20,027 | 15 | \$77,711 |
| General Liability | 6 | \$2,275 | 3 | \$226,582 | 10 | \$28,130 | 2 | \$209,750 | 7 | \$26,776 |
| Law Enforcement Liability | 2 | \$0 | 0 | \$0 | 1 | \$20,000 | 0 | \$0 | 0 | \$0 |
| Public Officials Liability | 0 | \$0 | 0 | \$0 | 2 | \$185,572 | 1 | \$0 | 0 | \$0 |

Total Tort Claims by Department



Total Tort Claims Cost by Department



Total tort claims include general liability, law enforcement liability and public officials liability

2023 General Liability Top 10 Causes of Loss

| # of Claims | Loss Cause Description | Total Incurred |
|-------------|---------------------------------------|----------------|
| 1 | 3028 Slip & Fall Other Outside | \$20,015 |
| 1 | 3034 Clmt/Property Hit By Falling Obj | \$5,650 |
| 1 | 3131 Falling/Flying Object | \$1,111 |
| 1 | 3175 Loading/Unloading | \$0 |
| 1 | 3064 Faulty Roadway Holes Etc. | \$0 |
| 1 | 3058 Motorized Vehicle | \$0 |
| 1 | 3026 Slip & Fall Other Inside | \$0 |

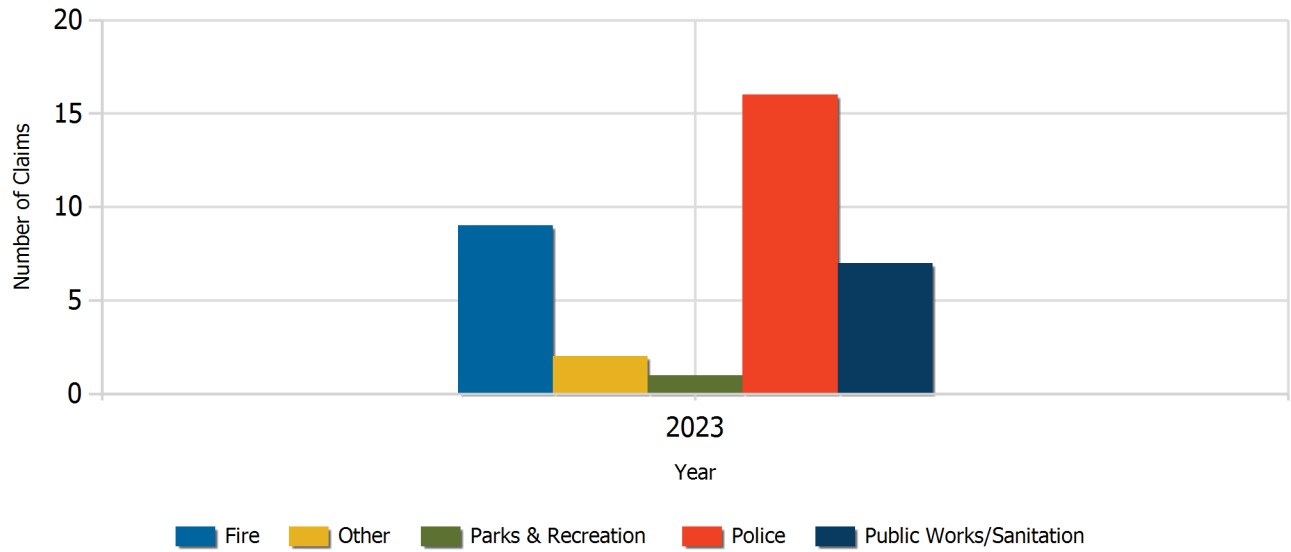
2023 Law Enforcement Liability Top 10 Causes of Loss

| # of Claims | Loss Cause Description | Total Incurred |
|-------------|------------------------|----------------|
|-------------|------------------------|----------------|

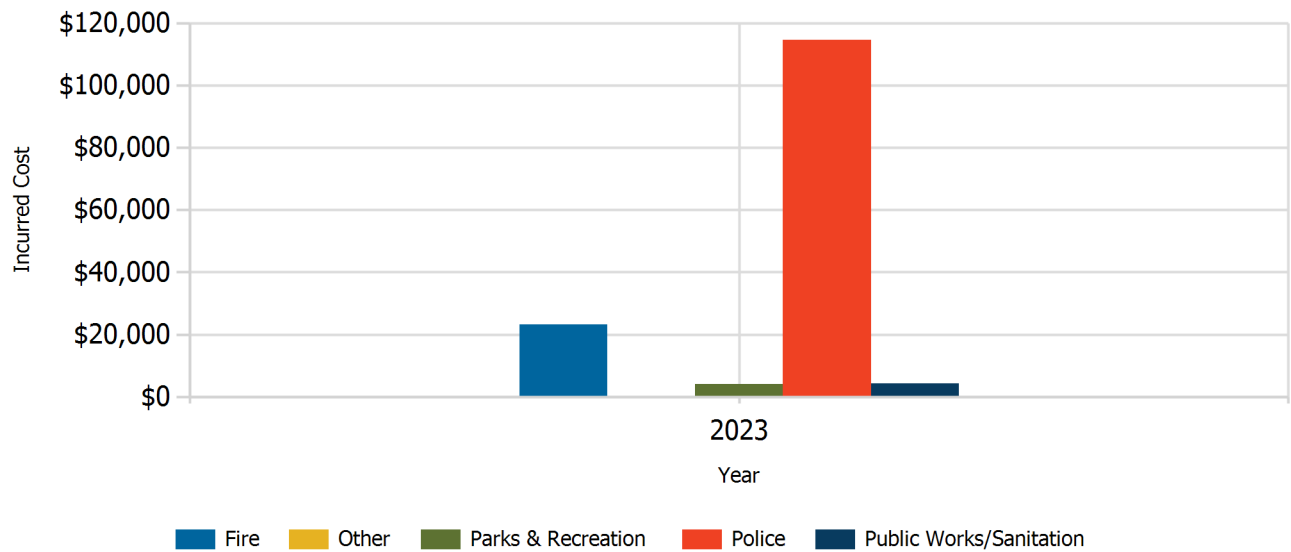
2023 Public Officials Liability Top 10 Causes of Loss

| # of Claims | Loss Cause Description | Total Incurred |
|-------------|------------------------|----------------|
|-------------|------------------------|----------------|

Auto Liability and Auto Physical Damage Claims by Department



Auto Liability and Auto Physical Damage Cost by Department



2023 Auto Liability Top 10 Causes of Loss

| # of Claims | Loss Cause Description | Total Incurred |
|-------------|---------------------------------|----------------|
| 6 | 1001 Rear-Ended Ov | \$49,967 |
| 1 | 1029 Ran Off Road | \$15,987 |
| 2 | 1043 Debris Falling Off Vehicle | \$6,575 |
| 2 | 1004 Hit Parked Vehicle | \$4,200 |
| 1 | 1003 Hit While Parked | \$856 |
| 1 | 1025 Backed Into Ov | \$125 |
| 1 | 1026 Backed Into By Ov | \$0 |
| 1 | 1011 Hit Stationary Obj. | \$0 |

2023 Auto Physical Damage Top 10 Causes of Loss

| # of Claims | Loss Cause Description | Total Incurred |
|-------------|--------------------------------|----------------|
| 2 | 4001 Rear-Ended Ov | \$31,492 |
| 3 | 4011 Hit Stationary Obj. | \$12,597 |
| 1 | 4034 Oth Hit Insured-Lane Chg | \$8,062 |
| 3 | 4028 Intersection-Not At Fault | \$6,757 |
| 1 | 4029 Ran Off Road | \$6,213 |
| 1 | 4504 Hail Damage | \$3,265 |
| 1 | 4026 Backed Into By Ov | \$125 |
| 2 | 4002 Rear-Ended By Ov | \$35 |
| 2 | 4004 Hit Parked Vehicle | \$0 |
| 2 | 4600 No Damage Member Vehicle | \$0 |

2023 City of Mauldin Vehicle Claims Versus SCMIRF Pool Vehicle Claims

| | |
|-----------------------------------------------------|--------|
| Mauldin Vehicles | 201 |
| Pool average of vehicles with an auto claim | 9.10% |
| Percent of Mauldin vehicles with an auto claim | 17.40% |
| Pool average incurred claims cost per fleet vehicle | \$556 |
| Total incurred cost per Mauldin vehicle claim | \$728 |

2024 SCMIRF Premium Breakdown

Modified Lines of Coverage

Per Claim Deductible = \$0

| Line Of Coverage | Auto Liability | General Liability | Law Enforcement Liability | Public Official Liability |
|--------------------------------------|------------------|-------------------|---------------------------|---------------------------|
| Unmodified Premium | \$126,475 | \$113,377 | \$168,086 | \$50,709 |
| Experience Modifier | 1.35 | 0.69 | 0.69 | 0.69 |
| Modified Premium | \$170,382 | \$78,684 | \$116,653 | \$35,192 |
| Risk Self-Assessment Adjustment (5%) | (\$8,519) | (\$3,934) | (\$5,833) | (\$1,760) |
| Total Modified Premium | \$161,863 | \$74,750 | \$110,820 | \$33,433 |
| Total - Modified Lines | \$380,866 | | | |

Unmodified Lines of Coverage

Per Claim Deductible = \$1,000

| Line Of Coverage | Amount |
|-------------------------------|------------------|
| Property | \$99,329 |
| Auto Physical Damage | \$124,653 |
| Boiler and Machinery | \$3,358 |
| Crime | \$1,554 |
| Bond | \$0 |
| Total Unmodified Lines | \$228,894 |

2023 Risk Self-Assessment Score: 100%

Hypothetical Premium Analysis with Different Experience Modifiers

| Modifier | Savings |
|----------|-------------|
| 0.50 | \$163,009 |
| 0.75 | \$54,080 |
| 1.00 | (\$54,849) |
| 1.50 | (\$272,706) |
| 2.50 | (\$708,421) |

Final Billed Premium

| Total | Amount |
|-------------------------------|------------------|
| Modified and Unmodified Lines | \$609,761 |
| Deductible Credit | \$0 |
| Membership Credit (2%) | (\$13,684) |
| Excess Liability Charge | \$0 |
| Premium Adjustment | \$0 |
| Cyber Liability | \$0 |
| Final Billed Premium | \$596,077 |

Premium values may not reflect waived amounts due to changes requested throughout the policy year

Experience Modification Factors

| Year | Automobile Liability | Tort Liability |
|------|----------------------|----------------|
| 2024 | 1.35 | 0.69 |
| 2023 | 1.09 | 0.56 |
| 2022 | 0.87 | 0.58 |
| 2021 | 0.70 | 0.78 |
| 2020 | 0.56 | 1.03 |
| 2019 | 0.52 | 1.30 |

| Member to SCMIRF Claim Reporting Lag Time | Days |
|-------------------------------------------|------|
| City of Mauldin | 5.0 |
| SCMIRF Pool Claim Reporting Lag Time | 7.2 |



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South Carolina Municipal Insurance Trust Annual Review

City of Mauldin 2023

A service of the Municipal Association of South Carolina

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This annual review is meant to be a user-friendly report designed to provide concise information needed to gain an understanding of your organization's loss control efforts. Based on the numbers, you may want to encourage greater participation in our no-cost training activities or inquire about grants your entity may be eligible to receive. Your RMS loss control consultant is always available to help guide you.

On behalf of our board of trustees and staff, thank you for your continued membership. We look forward to another successful year.



Heather Ricard
Director of Risk Management Services

SCMIT Member Resources

| | |
|-------------------------------------------------------------------------|-------------------------------------------------------------------------|
| • 24/7 online resources | • Quarterly newsletter, <i>RiskLetter</i> |
| • Fire service model policies | • Training calendar |
| • Loss prevention services and programs | • Training resources |
| • Annual grants | • Live seminars |
| • Risk management manual available online | • LocalGovU online training |
| • Dedicated, local in-house loss control, underwriting and claims staff | • Public works safety and risk management model policies and procedures |
| • Online Claims Portal | • Response to resistance law enforcement simulator |

Grants Utilized in 2023

| | |
|--------------------------------------|-------|
| Fire Service | \$0 |
| Law Enforcement Officer Safety Grant | \$788 |
| Public Works | \$0 |

Training Services Utilized in 2023

| | |
|---------------------------------|-----|
| LocalGovU Courses Taken | 401 |
| Training Seminar Attendees | 3 |
| Member-Specific Onsite Training | 0 |

Quick Look Indicators

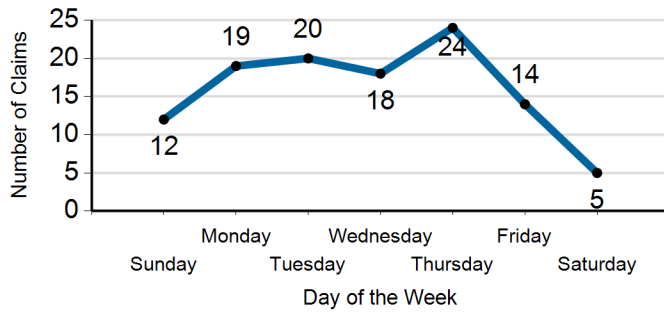
| | 2023 Change | 2023 | Annual Average 2018-2022 |
|-----------------------------------------------|----------------|----------|-----------------------------|
| Total Claims (excluding Notice Only) | ↓ | 21 | 22 |
| Medical-Only Claims | ↓ | 8 | 11 |
| Notice-Only Claims | ↓ | 4 | 6 |
| Indemnity Claims | ↑ | 13 | 11 |
| Claims over \$75,000 | ↓ | 0 | 2 |
| Total Incurred Claims | ↓ | \$55,317 | \$402,132 |
| Capped Incurred Claims (\$75,000) | ↓ | \$55,317 | \$185,311 |
| Medical Cost Incurred Per Claim | ↓ | \$1,130 | \$5,030 |
| Medical Cost (SCMIT Pool Average Per Claim) | ↓ | \$2,060 | \$4,152 |
| Indemnity Cost Incurred Per Claim | ↓ | \$192 | \$14,591 |
| Indemnity Cost (SCMIT Pool Average Per Claim) | ↓ | \$1,978 | \$10,694 |
| Average Cost Per Claim | ↓ | \$2,634 | \$18,446 |
| Experience Modifiers | ↑ | 1.61 | 1.12 |
| Loss Ratio | ↓ | 14.68% | 120.35% |

Summary of Losses

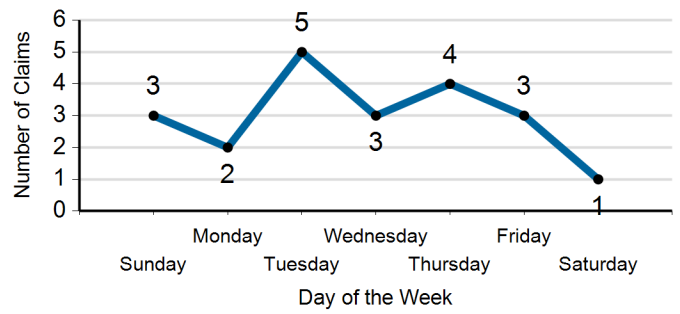
| Year | Open Claims | Closed Claims | Total Claims | Total Incurred Losses | Experience Modifier | Unmodified Premium | Modified Premium | Loss Ratio |
|------|----------------|------------------|-----------------|-----------------------------|------------------------|-----------------------|---------------------|---------------|
| 2023 | 8 | 13 | 21 | \$55,317 | 1.61 | \$376,721 | \$605,021 | 14.68% |
| 2022 | 3 | 20 | 23 | \$491,929 | 1.47 | \$342,170 | \$502,568 | 143.77% |
| 2021 | 0 | 18 | 18 | \$235,460 | 1.18 | \$354,982 | \$417,109 | 66.33% |
| 2020 | 2 | 20 | 22 | \$843,367 | 1.05 | \$315,560 | \$332,327 | 267.26% |
| 2019 | 0 | 28 | 28 | \$192,846 | 0.99 | \$328,460 | \$323,869 | 58.71% |
| 2018 | 0 | 18 | 18 | \$247,057 | 0.94 | \$329,474 | \$308,784 | 74.99% |

Reserves are only an estimate and may not be indicative of the final settlement value of a case

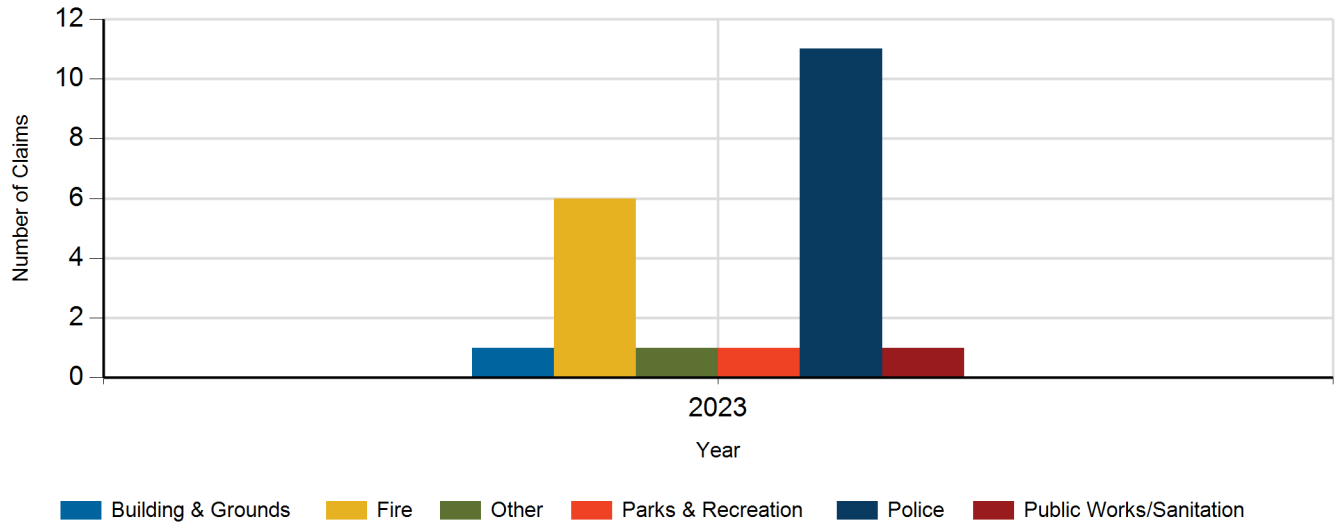
Number of Claims by Day of Week (2019-2023)



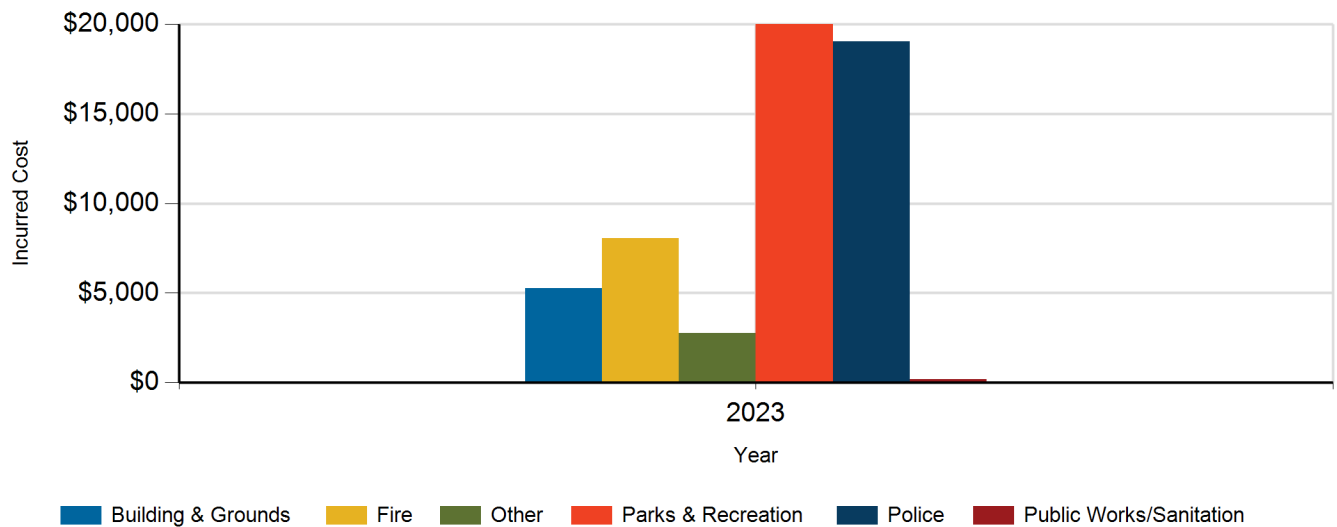
Number of Claims by Day of Week (2023)



Number of Claims By Department



Total Incurred By Department



2023 Top 10 Losses by Body Part

| # of Claims | Body Part Code | Body Part Description | Total Incurred |
|-------------|----------------|------------------------------------------|----------------|
| 7 | 35 | Hand | \$22,290 |
| 1 | 12 | Brain | \$8,964 |
| 1 | 90 | Multiple body parts | \$5,876 |
| 1 | 10 | Multiple head injury | \$5,271 |
| 1 | 53 | Knee(s) | \$4,015 |
| 3 | 42 | LOW BACK AREA (LUMBAR AREA & LUMBO SACRA | \$3,252 |
| 1 | 54 | LOWER LEG (TIBIA, FIBULA AND CORRESPONDI | \$2,765 |
| 1 | 04W | Face | \$1,000 |
| 1 | 33 | Lower arm | \$511 |
| 1 | 55 | Ankle | \$449 |

2023 Top 10 Losses by Nature

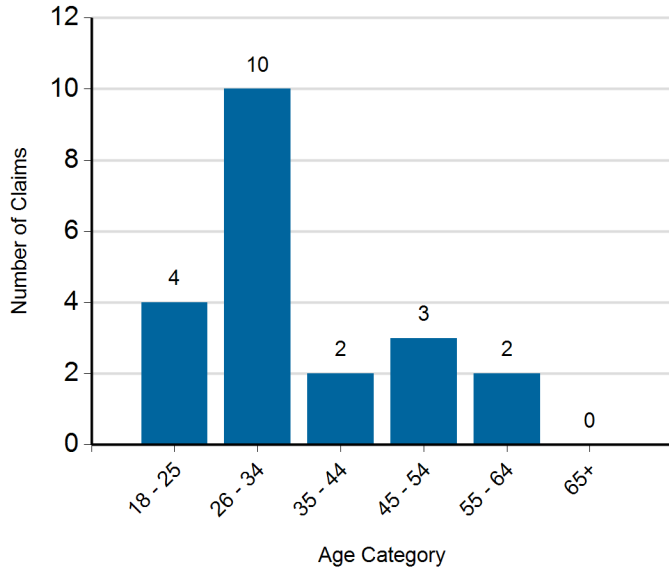
| # of Claims | Loss Nature Code | Loss Nature Description | Total Incurred |
|-------------|------------------|------------------------------------------|----------------|
| 1 | 28 | Fracture | \$19,989 |
| 2 | 07 | Concussion | \$14,235 |
| 3 | 16 | DISLOCATION (PINCHED NERVE,SLIPPED DISC, | \$9,052 |
| 3 | 37 | Inflammation | \$4,814 |
| 4 | 52 | Strain | \$3,500 |
| 6 | 40 | Laceration | \$3,463 |
| 1 | 66 | Poisoning - chemical (Other than metals) | \$264 |
| 1 | 04 | Burn | \$0 |

2023 Top 10 Losses by Cause

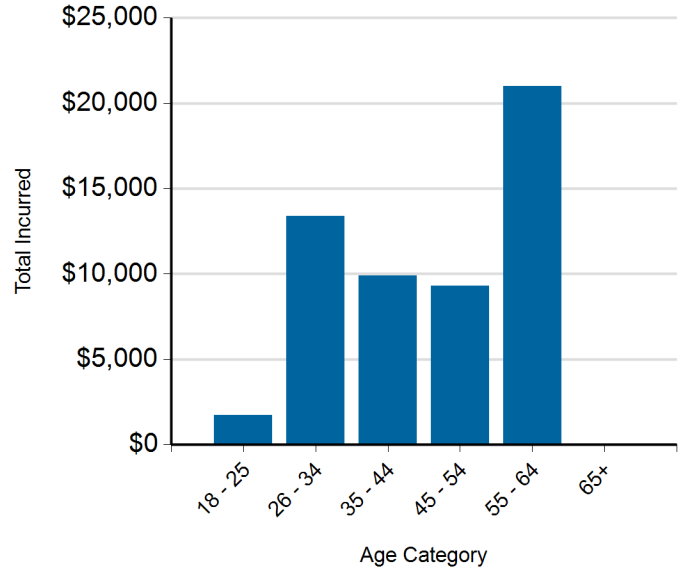
| # of Claims | Loss Cause Code | Loss Cause Description | Total Incurred |
|-------------|-----------------|-----------------------------------------|----------------|
| 1 | 10 | Caught; machine or machinery | \$19,989 |
| 2 | 77 | Injured by; motor vehicle | \$9,212 |
| 1 | 25 | Fall; from different level/elevation | \$5,876 |
| 4 | 74 | Injured by; fellow worker, patient | \$5,325 |
| 1 | 26 | Fall; from ladder or scaffolding | \$5,271 |
| 4 | 79 | Injured by; object being lifted/handled | \$3,663 |
| 1 | 99 | Misc; other - miscellaneous, NOC | \$2,765 |
| 2 | 85 | Injured by; animal or insect | \$1,275 |
| 1 | 81 | Injured by; struck or injured NOC | \$1,000 |
| 1 | 12 | Caught; object handled | \$478 |

| 2023 Losses by Job Classification | Number of Claims | Total Incurred | Average Loss |
|-----------------------------------|------------------|----------------|--------------|
| BUILDING/ MAINTENANCE & CUSTODIAL | 2 | \$8,036 | \$4,018 |
| FIREFIGHTERS | 6 | \$8,070 | \$1,345 |
| LANDSCAPE GARDENING & DRIVERS | 1 | \$19,989 | \$19,989 |
| MUNI,TOWNSHIP,CO/ST EMPLOY NOC | 1 | \$182 | \$182 |
| POLICE OFFICERS & DRIVERS | 11 | \$19,041 | \$1,731 |

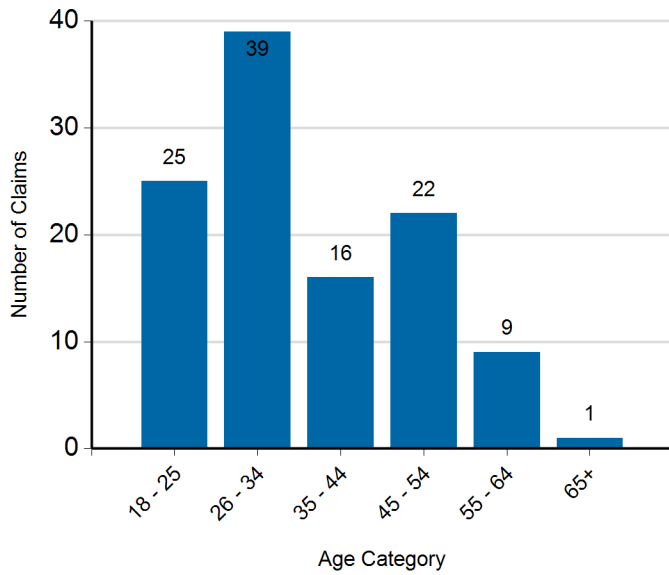
Claims Frequency by Age 2023



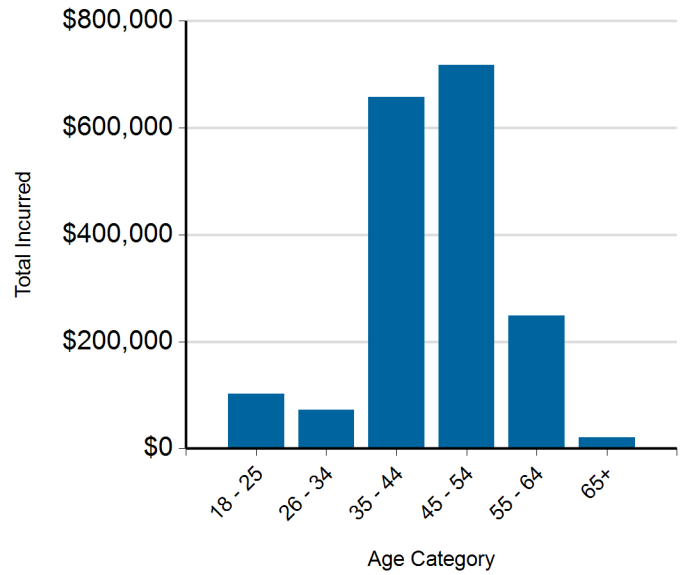
Claims Severity by Age 2023



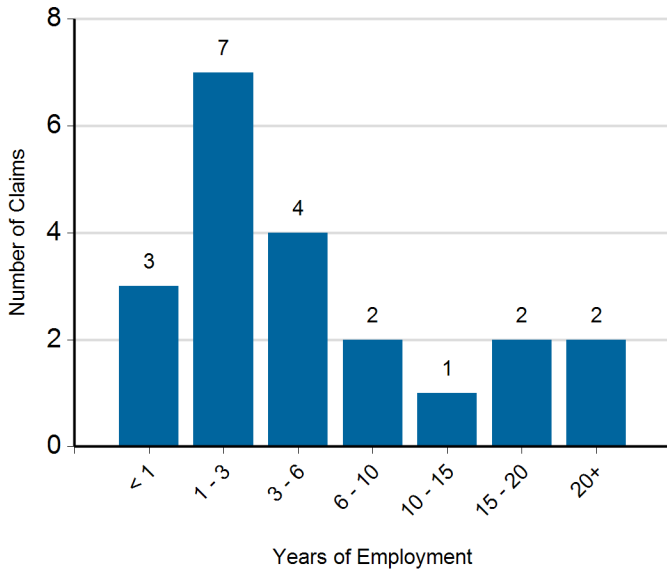
Claims Frequency by Age 2019-2023



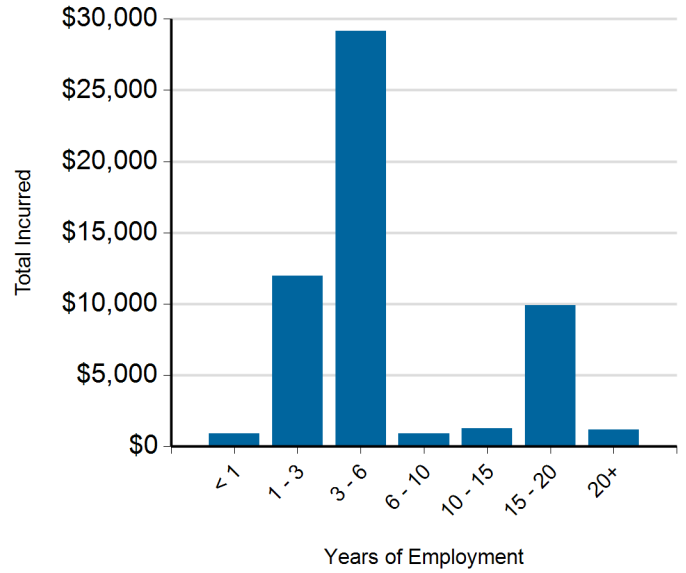
Claims Severity by Age 2019-2023



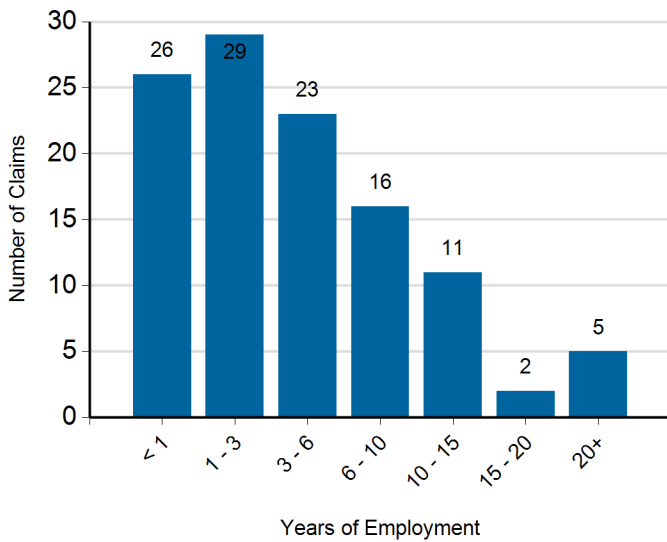
Claims Frequency by Length of Employment 2023



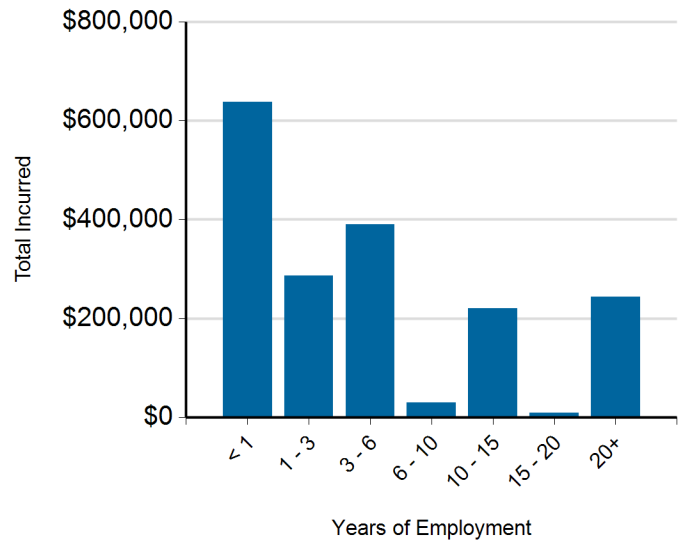
Claims Severity by Length of Employment 2023



Claims Frequency by Length of Employment 2019-2023



Claims Severity by Length of Employment 2019-2023



2024 SCMIT Premium Breakdown

Per Claim Deductible Amount \$2,500

| | |
|--------------------------------------|------------------|
| Unmodified Premium | \$362,653 |
| Experience Modifier | 1.63 |
| Modified Premium | \$589,718 |
| Risk Self-Assessment Adjustment (5%) | (\$29,486) |
| Deductible Credit | (\$50,981) |
| Membership Credit (2%) | (\$7,253) |
| Final Premium | \$501,998 |

2023 Claims Averages

| | |
|---------------------------------------------------|---------|
| Mauldin full-time equivalents | 295 |
| Number of claims per 100 full-time equivalents | 7.13 |
| SCMIT claims per 100 full-time equivalents | 6.97 |
| Total incurred cost per 100 full-time equivalents | \$188 |
| SCMIT incurred cost per 100 full-time equivalents | \$1,074 |

2023 Risk Self-Assessment Score: 100%**Hypothetical Premium Analysis with Different Ex Mods**

| Modifier | Savings |
|-------------|-------------|
| 0.50 | \$352,667 |
| 0.75 | \$274,374 |
| 1.00 | \$196,082 |
| 1.50 | \$39,498 |
| 2.50 | (\$273,671) |

2023 Lag Time Averages**Days**

| | |
|-----------------------------|------|
| Mauldin Reporting Lag Time | 1.76 |
| Employee Reporting Lag Time | 0.62 |

FINANCE AND POLICY COMMITTEE

AGENDA ITEM

MEETING DATE: February 5, 2024

AGENDA ITEM: Discussion on Employee Handbook Revision Procedures

TO: City Council

FROM: Human Resources Director

ITEM NUMBER: 6a

SUBJECT: Discussion on Employee Handbook Revisions

REQUEST

Discussion on employee handbook revision process and to receive initial Committee feedback on potential revisions to the employee handbook.

HISTORY/BACKGROUND

Mauldin's current employee handbook was revised and adopted in 2020. The employee handbook is four (4) years old and needs to be revisited and revisions made where needed to ensure compliance with state/federal law and other personnel changes adopted by Council.

ANALYSIS

The City's Human Resources staff will begin the process of drafting revisions to the employee handbook to ensure compliance with state/federal law and other personnel changes adopted by Council. During this process, staff will review handbooks from local municipalities, MASC model handbook and consult with labor attorney Kevin Strum. HR staff will also evaluate current processes and policies against best practices, emerging opportunities regarding retention and recruitment, and a benefits review. HR staff will also conduct a listening session/survey with staff to see what internal ideas might be worth exploring as well. The timeline for handbook revision to be brought forward to committee for review is May 2024.

FISCAL IMPACT

None associated with this request.

RECOMMENDATION

Provide HR staff with initial feedback on specific items, themes or new benefits Council would like to see staff evaluate during the handbook revision process.