



RICHLAND COUNTY COUNCIL RULES AND APPOINTMENTS

Valerie Hutchinson	Bill Malinowski, Chair	Kelvin Washington
District 9	District 1	District 10

**JULY 7, 2009
4:30 PM**

Administration Conference Room

CALL TO ORDER

Approval Of Minutes

1. June 16, 2009

Adoption Of Agenda

- 2.

Items For Action

3. Employee Grievance Committee Guidelines

Discussion

4. Richland County/City of Columbia Animal Care Advisory Committee-1

**Other Items
Adjournment**



Richland County Council Request of Action

Subject

June 16, 2009

Purpose

Minutes of



RICHLAND COUNTY COUNCIL RULES AND APPOINTMENTS COMMITTEE

June 16, 2009
4:00 PM

MEMBERS PRESENT:

Member Chair, Bill Malinowski
Member Valerie Hutchinson
Member Kelvin Washington

ALSO PRESENT- Monique Walters

CALL TO ORDER

The meeting was called to order at approximately 4:06 p.m.

APPROVAL OF MINUTES

Rules and Appointments Committee June 2, 2009-the minutes were approved as submitted.

ADOPTION OF AGENDA

Agenda was adopted as submitted.

ITEMS FOR ACTION

Council Individual Discretionary Accounts-Committee recommended approval of the draft as submitted with emphasis on the word guidelines, for the use of this account.

Employee Grievance Committee-Procedures/Guidelines for Committee Members-the Committee recommended have the Legal Department draft guideline for dos and don'ts, have committee members attend required training and sign a confidentiality agreement annually, and devise some kind of penalty or action on a committee member violating the guidelines.

Revised Application-the Committee forwarded this item out to Council with a recommendation for approval.

ADJOURNMENT

The meeting adjourned at approximately 4:18 pm.

Minutes transcribed by Monique Walters

Richland County Council Request of Action

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Employee Grievance Committee Guidelines

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STATE OF SOUTH CAROLINA)
) CONFIDENTIALITY AGREEMENT
COUNTY OF RICHLAND)

This Confidentiality Agreement (“Agreement”) is entered into on this ____ day of _____ 2009 between **RICHLAND COUNTY**, South Carolina, (the “County”), and _____, (“Employee”).

RECITALS

WHEREAS, the County has a Grievance Committee comprised of County employees created to hear grievances pursuant to the County Code of Ordinances; and

WHEREAS, during the course of the Grievance Committee hearings, confidential testimony is given which is to be used only for the specific purpose of the Grievance hearing ; and

WHEREAS, the County desires to eliminate the improper dissemination of confidential information by Grievance Committee members;

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS, for and in consideration of the mutual covenants herein contained, it is agreed:

1. Confidential Information. For the purposes of this Agreement, confidential information shall be described as and includes any testimony, whether written or oral, or documents provided by any witness at a Grievance Committee Hearing, which are specifically designated or labeled as “Confidential”; any testimony, whether written or oral, or documents provided by any witness at a Grievance Committee Hearing not open to the public; and any discussions or deliberations had on the merits of the case during a Grievance Committee hearing by Committee members. Any discussion had by Grievance Committee members outside of a Grievance Committee Hearing of issues not related to the merits of any specific case, such as scheduling and general Grievance Committee membership topics, is hereby excluded from the definition of confidential information.

2. Disclosure. Employee agrees not to disclose, publish or disseminate any confidential information, as is defined in this Agreement, to any person or entity unless required to do so by law. Employee further agrees that violation of this Agreement may subject Employee to disciplinary action.

3. Amendment. Any amendment to this Agreement shall not be binding upon the parties unless such amendment is in writing and executed by all parties hereto.

4. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of South Carolina.

5. Severability. If any of the provisions of this Agreement or the application thereof shall be found invalid or unenforceable, then the remainder of this Agreement shall not be affected thereby but shall be enforced to the greatest extent permitted by the law.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, in duplicate original, the day and year first above written.

WITNESSES:

RICHLAND COUNTY

J. Milton Pope
Richland County Administrator

EMPLOYEE:

Employee Grievance Committee Guideline (Suggestions)

- Committee members should be required to take Richland 101 so members can have a better understanding of how departments work and any special operation guidelines within the departments
- Members should tour the facilities before making a decision on the grievance
- Members should receive mandatory training annually; and members should sign a confidentiality agreement
- Grievance forms should be revised
- A Human Resource representative should provide guidance to the grievant before sending the case to the Committee

Richland County Council Request of Action

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