



Stokes County

Human Resources

February 4, 2021

Dear Commissioners,

Many employees and Department Heads have expressed concerns about our Personnel Handbook and the lack of certain information, or information that is no longer relevant to Stokes County Employees. Since the last update of the handbook was in 2011 (10 years ago), the Human Resources Department assigned a Personnel Handbook Committee to address these concerns. The Committee Members were Brandon Gentry (EMS Director), Stacey Elmes (DSS Director), David Sudderth (Planning Director), Tammy Martin (Health Director), Richard Brim (Tax Administrator), and Jamie Clark (Assistant Human Resources Officer). The committee was given the task to study and make any necessary changes and additions to our Personnel Handbook that is given to each new employee. Attached you will find the draft that has been submitted to County Manager Jake Oakley, Assistant County Manager Shannon Shaver, and County Attorney Ty Browder for review. We are asking that you please look over the suggested revisions and accept this as our new Stokes County Personnel Policies Handbook. Our wish is to make this handbook as user-friendly as possible while giving as much information to the employees as possible.

Please see all changes and additions highlighted in yellow, with notes and page number references to the current handbook in red.

Sincerely,

Two handwritten signatures are present. The first signature is in black ink and appears to be "Gayle M. Tucker". The second signature is in blue ink and appears to be "Jamie F. Clark".

Gayle M. Tucker -Human Resources Officer

Jamie F. Clark - Assistant Human Resources Officer/
Risk Management Coordinator