

September 5, 2013

City of Murfreesboro Tennessee
Mr. Jim Crumley
Assistant City Manager
111 West Vine Street
Murfreesboro, Tennessee 37130

VIA ELECTRONIC MAIL

Dear Mr. Crumley:

Responsive to your request, please find enclosed the following:

- (1) A 3-page report outlining the benefits of an Employee Handbook;
- (2) A copy of the Bristol Tennessee Employee Handbook; and
- (3) A copy of the Franklin Tennessee Employee Handbook.

In summary, an employee handbook is an important management tool in effectively managing your most important asset – your employees. A well-drafted handbook will provide clear guidance to management and staff on job-related information including standards, expectations, and benefits while furthering organizational aims for fairness and consistency across the organization.

The Franklin and Bristol handbooks are both good examples of handbooks that have been promulgated in Tennessee and should give you a good starting point for one for Murfreesboro.

Please let me know if you require any additional assistance on this or any matter.

Very truly yours,



Jeffrey J. Broughton
Municipal Management Consultant