



## Legislation Details (With Text)

<b>File #:</b>	19-198	<b>Version:</b>	1	<b>Name:</b>	
<b>Type:</b>	Agendas	<b>Status:</b>		Agenda Ready	
<b>File created:</b>	5/29/2019	<b>In control:</b>		Board of Aldermen	
<b>On agenda:</b>	6/4/2019	<b>Final action:</b>			
<b>Title:</b>	Proposed amendments to Chapter 4 (Personnel Policy) of the Town Code related to holiday compensation for shift employees, compensatory time, and personal time off PURPOSE: The purpose of this item is to amend Chapter 4 Personnel Policy of the Town Code sections 4-52, 4-73, and 4-74				
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	1. Attachments A1-A2 Holiday Leave Rev Ordinance, 2. Attachments B1-B2 Personal Time Off Leave Rev Ordinance, 3. Attachments C1-C2 Compensatory Time Rev Ordinance_, 4. Attachment D Holiday Leave Rev Ordinance 07-01-2019_Final, 5. Attachment E Personal Time Off Ordinance 07-01-2019_Final Draft, 6. Attachment F Compensatory Ordinance 07-01-2019_Final Draft				

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

### TITLE:

Proposed amendments to Chapter 4 (Personnel Policy) of the Town Code related to holiday compensation for shift employees, compensatory time, and personal time off

**PURPOSE:** The purpose of this item is to amend Chapter 4 Personnel Policy of the Town Code sections 4-52, 4-73, and 4-74

**DEPARTMENT:** Human Resources and Finance

**CONTACT INFORMATION:** Julie Eckenrode, HR Director 919-918-7308; Kathleen Nolan, Payroll and Benefits Specialist 919-918-7304

**INFORMATION:** In a recent audit of the various personnel policies, Finance and Human Resources recognized some deficiencies and liabilities in current personnel policies.

### Section 4-52 Holidays: Compensation for Public Safety Shift Personnel

The current system of tracking holiday pay for shift employees is inefficient, prone to error, and creates financial liability for the Town. Shift personnel's holiday hours are currently "banked" for later use. The proposed language would pay out holiday hours in real time. As each holiday passes, shift employees will receive holiday pay in their next pay check similarly to non-shift employees. This ensures that employees are paid holiday time at the rate it is earned thus reducing financial liability for the town. This will also reduce a huge administrative burden on supervisors, administrative assistants and payroll.

### Section 4-73 Personal Time Off

Currently, employees earn petty leave and school leave. Petty leave can only be taken in increments of up to 4 hours in a day, and school leave is geared toward employees who are parents. It is proposed to combine these two types of leave in to one type called "personal time off." It is proposed to eliminate the 4 hour limit and we

believe this change improve equity among all employees, whether a parent or not.

**Section 4-74 Compensatory Time**

Currently the Town has no limits related to compensatory time earned nor does it require compensatory time to be utilized before other types of leave. This is creating a financial liability for the Town in that compensatory time balances are paid out at separation or retirement. The proposed policy language also provides the option to pay out comp time above the max accrual limits each year if needed. This would reduce liability and ensure that this time is paid out at the same rate it was earned.

**FISCAL & STAFF IMPACT:** The change to the holiday compensation for shift employees will drastically reduce staff time currently spent tracking holiday hours. We expect the changes to the holiday policy and the comp time policy to reduce financial liability for the Town.

**RECOMMENDATION:** It is recommended that the Board of Alderman approve all proposed changes.