



## REQUEST FOR BOARD ACTION

ITEM NO. 7.

**DATE OF MEETING:** October 3, 2011

**REQUESTED BY:** Amber Parker, Human Resources Director

**SHORT TITLE:** Resolution Adopting Amended Pender County Employee Personnel Policies

**BACKGROUND:** The last major revision of the Pender County Employee Personnel Policies occurred in 2000 with standalone policy updates being approved intermittently that were never incorporated into the main body of the policy document. Additionally, many employment laws and trends have changed over the past eleven years and a major policy revision was long overdue.

A significant amount of reorganization and reformatting has been completed, several new policies are proposed and many old policies have been revised; however, many of the general policies regarding benefits, compensation and classification and disciplinary actions have not changed significantly.

The proposed policy has been sent to the County Manager, the County Attorney, Department Heads, and to all employees for review and comment. A detailed work session was held with Department Heads to obtain feedback regarding the proposed policy and employees were given an opportunity to review and comment.

The significant changes between the proposed policy and the current policy include the addition of policies addressing breaks for nursing mothers, training, Workers' Compensation and return to work, the creation of an employee grievance panel, offering an Employee Assistance Program, and a social media policy. Additionally, significant policy revisions include new Family Medical Leave Act benefits, enhanced unlawful harassment policies, drug and alcohol testing, conversion of parent involvement in school leave to community service leave, allowing unrestricted use of sick leave transferred from other agencies, and the leave transfer policy regarding shared leave has been improved to improve employee assistance.

**SPECIFIC ACTION REQUESTED:** To consider approving a resolution entitled, "Resolution Adopting Amended Pender County Employee Personnel Policies."

**COUNTY MANAGER'S RECOMMENDATION**

Respectfully recommend approval.

RB  
Initial

**RESOLUTION**

**NOW, THEREFORE BE IT RESOLVED** by the Pender County Board of Commissioners that:

the Board hereby approves the attached resolution entitled, "Resolution Adopting Amended Pender County Employee Personnel Policies," with an effective date of November 1, 2011. The Chairman/County Manager is authorized to execute any/all documents necessary to implement this resolution.

**AMENDMENTS:**

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ UNANIMOUS

YEA VOTES: Brown \_\_\_ Tate \_\_\_ Rivenbark \_\_\_ Ward \_\_\_ Williams \_\_\_

\_\_\_\_\_  
George R. Brown, Jr., Chairman      Date

\_\_\_\_\_  
ATTEST                                      Date

**STATE OF NORTH CAROLINA  
COUNTY OF PENDER**

**RESOLUTION ADOPTING  
AMENDED PENDER COUNTY EMPLOYEE PERSONNEL POLICIES**

**WHEREAS**, the Pender County Board of Commissioners expresses its intent to provide County employees with the amended Pender County Employee Personnel Policies for the purpose of facilitating the performance and operation of personnel functions within the County of Pender; and

**WHEREAS**, the Pender County Board of Commissioners has developed Employee Personnel Policies that promote consistent human resources management practices and procedures throughout County departments; and

**WHEREAS**, the amended Pender County Employee Personnel Policies will enhance the County's efforts to provide efficient and responsible service to the citizens of the County of Pender; and

**WHEREAS**, it is the intent of the Pender County Board of Commissioners to have the Pender County Employee Personnel Policies govern the recruitment, appointment, classification, salary, promotion, demotion, discipline, dismissal, and other terms and conditions of employment of employees of the County of Pender; and

**WHEREAS**, the Pender County Board of Commissioners hereby confirms that the County of Pender is an Equal Opportunity Employer, and that it hires only United States citizens and individuals lawfully authorized to work in the United States; and

**WHEREAS**, the County Manager is authorized to interpret where necessary all provisions of this policy; and

**WHEREAS**, all other previous or conflicting personnel policies are repealed in their entirety and replaced with this policy, and the only exceptions to this policy will be by resolution based on the recommendation of the County Manager.

**NOW, THEREFORE, BE IT RESOLVED**, that the Pender County Board of Commissioners hereby adopts and implements the amended Pender County Employee Personnel Policies with an effective date of November 1, 2011.

Adopted this the 3<sup>rd</sup> day of October, 2011.

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George R. Brown, Jr., Chairman  
Pender County Board of Commissioners

ATTEST:

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Rick Benton, County Manager