

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: June 8, 2021

Item Details

Presenter(s): Mary Beth Manville, Human Resources Director

Department(s): Human Resources

Requested Motion

Motion to approve the Personnel Policy Updates to include the new Volunteer/Community Involvement Leave and increase the Tuition Reimbursement Policy amount to \$1,250.00.

Approval Recommended?

Yes

Item Details

As part of the FY22 Budget process, staff presented two new benefit enhancements to the Personnel Committee - the addition of a new paid leave, Volunteer/Community Involvement Leave, and an increase to the tuition reimbursement amount, from \$1,000 to \$1,250, available through the Town's Tuition Reimbursement policy. The Personnel Committee unanimously approved the proposed benefit enhancements.

If Council approves, the Tuition Reimbursement Policy will be updated to reflect the new reimbursement amount of \$1,250, and the Volunteer/Community Involvement Leave policy will be added the Town's Personnel Policy Manual, as follows:

Volunteer/Community Involvement Leave

Regular employees who have completed the new hire probationary period will receive eight (8) hours per fiscal year to be used to volunteer for service in the schools or in community programs. Employees in part-time, benefited positions will receive prorated hours based on their annual schedule. This leave will reset each year on July 1 and cannot be carried over into the new fiscal year (unused leave will be forfeited) or paid out upon separation.

Attachments

- N/A

