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for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: January 14, 2025

Item Details

Presenter(s):   Mary Beth Manville, Director

Department(s):   Human Resources

Requested Motion

Motion to approve an amendment to the Town's Personnel Policies Manual.

Approval Recommended?

Yes

Item Details

The Town's Vacation Leave: Payment upon Separation policy is being updated to reflect a past practice of rolling any remaining vacation leave into the separating employee's sick leave balance.

The Town's Retiree Health Insurance policy is being updated to accommodate retirees who reside in a state that does not offer the same Medicare supplement plan that the Town provides to other post-65 retirees. With the update, the Town would work with its Benefits Consultant to identify a plan with the most comparable coverage that could be provided to the retiree.

These updates were presented and approved by the Personnel Committee at the December 6, 2024 Personnel Committee Meeting. The updated language being proposed is highlighted below in red.

Section 10. Vacation Leave: Payment upon Separation

An employee who has successfully completed six months of the probationary period will normally be paid for accumulated vacation leave upon separation not to exceed thirty (30) days, provided notice is given to the supervisor at least two weeks in advance of the effective date of resignation. Any remaining vacation hours above the maximum will be rolled to the employee's sick leave balance.

Any employee failing to give the notice required by this section shall forfeit payment for accumulated leave. The notice requirement may be waived by the Town Manager or their designee when deemed to be in the best interest of the Town. Employees who are involuntarily separated shall receive payment for accumulated vacation subject to the thirty day maximum.

Section 3. Retiree Health Insurance Employees hired prior to July 1, 2020

An employee who meets the conditions set forth under the provision of the North Carolina Local Government Employee's Retirement System (NCLGERS) may elect to retire and receive all benefits earned under the retirement plan. An employee who retires directly from the Town with 15 years of Town service may elect to continue on the Town's group health insurance plan if requested within 30 days of the retirement date. The retiree may continue dependent coverage (and pay the cost of this coverage) if enrolled in dependent coverage at the time of retirement. The Town will subsidize the cost of the health insurance premiums for the retiree as follows:

   15* years of service: 50% subsidy

   20* years of service: 75% subsidy

   25* years of service: 100% subsidy

Unused sick leave counted by the NCLGRS as creditable service time will count in determining total years of Town service.

When a retiree reaches age 65, the retiree enrolls in Medicare Part A and B and pays the cost. The Town provides Medicare supplement insurance for the retiree and subsidizes the cost of the Medicare supplement (as shown above) not to exceed the Town's monthly premium contribution toward employee health insurance coverage. If the Town's Medicare plan is not available in the retiree's residing State, a plan with the most comparable coverage, as identified by the Town, will be offered.

Employees who were hired prior to July 1, 2020 and separate from Town service will forfeit this benefit unless re-hired with the Town into a benefits eligible position within 2 years of the separation date, at which point previous service years will count towards overall service with the Town for the purpose of this benefit.

Employees who separate from service and are re-employed 2 or more years later will be considered a new hire and will not be eligible for the retiree health insurance benefit.

Employees hired on or after July 1, 2020

Employees hired on or after July 1, 2020 are not eligible for retiree health insurance.

Attachments
- CN12-A1: Town of Apex Personnel Policies – Vacation Leave Max Payout and Retiree Insurance