

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: June 2, 2020

Item Details

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

Department(s): Human Resources Director

Requested Motion

Motion to approve amended Personnel Policies

Approval Recommended?

Yes

Item Details

The personnel policies listed below are being added/amended to reflect changes to benefits and procedures for the FY20-21 budget year. Changes to policies are listed below, in red.

- Retiree Health Insurance (amended)
- Salary Range Adjustments (amended)
- Floating Holiday (new)

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

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. (*Unused sick leave counted by the NCLGERS as creditable service time will count in determining total years of Town service.)

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.

Salary Effect of Salary Range Adjustments

The Town's salary ranges will be evaluated annually to determine if adjustments are needed for inflation or other competitive pay purposes. Any recommended salary adjustments will be presented to Town Council for approval as part of the annual budget process. Approved adjustments will be effective the first full pay period of the fiscal year, **or as determined by Council as part of the budget approval.**

If, as a result of adjusting the salary ranges, the salary of an employee falls below the minimum of the adjusted pay range, that employee's salary will be increased to the minimum of the pay range.

Regular employees whose salary falls below 5% of the minimum of the adjusted range, will be increased to 5% above the minimum of the pay range.

Probationary employees whose salary falls below 5% of the minimum of the adjusted range will remain the same until eligible for the probationary increase; at which point, they will be taken to 5% above the minimum of the pay range.

Floating Holiday (new)

Regular employees who have completed the new hire probationary period will receive one (1) paid floating holiday per fiscal year that may be used for personal reasons such as: religious observances, parent-teacher conferences or to supplement vacation, sick and holiday leave. The floating holiday will be provided at the beginning of each fiscal year and may be used at any time during the year, but will not carry over from one fiscal year to another (unused floating holiday hours will be lost). The floating holiday hours will be based of work schedule, as listed below:

General, 40 hour employees - 8 hours

Police Patrol – 12 hours

Fire Shift – 17.25 hours

Part-time – pro-rated based on hours worked

Attachments

- N/A

