



## CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

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**SUBMITTER:** Jennifer Harrell

**MEETING DATE:** February 8, 2023

**AGENDA SECTION:** CONSENT

**DEPARTMENT:** Human Resources

**TITLE OF ITEM:** Revision of the Personnel Policy –Amending Article III. Section 8 and Article VII. Sections 8 and 14 – *Jennifer Harrell, HR Director*

### **SUGGESTED MOTION(S):**

I move City Council adopt the Personnel Policy Amendment Resolution, as presented.

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### **SUMMARY:**

Staff is amending the following.

Article III. Section 8. Reassignments: A reassignment is defined as the voluntary movement to a position in a lower salary range. When an employee takes a reassignment, salary may be retained at the same level as long as their current salary falls within the pay range of the lower grade. If the employee retains their current salary, they will not be eligible for the 5% increase or probation completion level if they accept a position at a higher pay grade in the future unless the position they are promoted into is in a higher salary range than the position they moved from in the reassignment. Exceptions will be made on a case by case basis, authorized and approved by the City Manager.

Article VII. Section 8. Vacation Leave: Maximum Accumulation: Changing to state- Vacation leave may be accumulated without any applicable maximum until the last payroll in December.

Article VII. Section 14. Transfer of Sick Leave from Previous Employer: Changing this to state transferred sick leave from a previous employer covered by the State or Local Government Retirement System and will be credited to the employee's accruals upon hire date.

**BUDGET IMPACT:** \$0.00

**Is this expenditure approved in the current fiscal year budget?**

**If no, describe how it will be funded.**

**ATTACHMENTS:** Hendersonville Personnel Policy Article III. Section 8, Article VII. Section 8 and 14.