

**RESOLUTION BY THE CITY OF HENDERSONVILLE CITY COUNCIL AMENDING
THE CITY OF HENDERSONVILLE PERSONNEL POLICY**

WHEREAS, the City of Hendersonville maintains a Personnel Policy. The purpose of which is to establish a system of personnel administration for recruiting, selecting, employing, developing and maintaining an effective and responsible work force; and

WHEREAS, the City of Hendersonville wishes to amend Article III. Section 8 – Reassignments: by clarifying 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 on a case by case basis, authorized and approved by the City Manager; and

WHEREAS, the City of Hendersonville also wishes to amend Article VII. Section 8- Vacation Leave: Maximum Accumulation. Vacation leave may be accumulated without any applicable maximum until the last payroll in December. However, if the employee departs from service, payment for accumulated vacation leave shall not exceed 40 days prorated as shown in Section 16. Effective December 31st, any employee with more than 40 days of accumulated leave shall have the excess accumulation removed so that only 40 days are carried forward to January 1 of the next calendar year. Those hours, in excess of 40 days, shall be converted to the employee's sick leave account. Employees are not eligible to receive pay for vacation time not taken.

Employees are cautioned not to retain excess accumulated vacation leave until late in the year. Because of the necessity to keep all functions in operation, large numbers of employees cannot be granted vacation leave at any one time. If an employee has excess leave accumulation during the latter part of the year and is unable to take such leave because of staffing demands, the employee shall receive no special consideration either in having vacation leave scheduled or in receiving any exception to the maximum accumulation; and

WHEREAS, the change is being made due to the limitations in the current payroll system. The vacation to sick rollover time is calculating based on last payroll of the calendar year and is not taking into consideration absence time used through the end of December that falls into the first January payroll; and

WHEREAS, the City of Hendersonville also wishes to amend Article VII. Section 14- Transfer of Sick Leave from a Previous Employer by clarifying when sick leave from a previous employer covered by the State or Local Government Retirement System will be accepted. The City will accept sick leave balances when documented by a previous employer when the employee worked for a previous employer covered by the State or Local Government Retirement System and the employee did not withdraw accumulated contributions from that employer when leaving employment. The sick leave will be treated as though it were earned with the City of Hendersonville. The sick leave amount must be certified by the previous employer and it is the employee's responsibility to provide

documentation from his or her previous employer within three (3) months of employment. Transferred sick leave will be credited to the employee upon their hire date; and

WHEREAS, The City currently allows sick leave from a previous employer covered by the State or Local Government Retirement System to be added to an employee's accruals upon the completion of the probationary period. While the pandemic State of Emergency due to Covid was in effect, the City allowed sick leave to be added upon an employee's hire date. We've found no abuse of sick leave when it was activated at this time and this could also be used as a recruitment strategy.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Hendersonville, North Carolina that from and after the effective date of this resolution, Article III. Section 8 and Article VII. Section 8 and Section 14 of the Personnel Policy attached to this resolution, is hereby adopted.

This policy will become effective as of the date of adoption.

Adopted by the City Council of the City of Hendersonville, North Carolina on this 8th day of February 2023.

Attest:

Barbara G. Volk, Mayor, City of Hendersonville

Jill Murray, City Clerk

Approved as to form:

Angela S. Beeker, City Attorney