



**RESOLUTION NO. 2021-04  
RESOLUTION TO REVISE THE  
TOWN OF PINEVILLE PERSONNEL POLICY**

**WHEREAS**, the Mayor and Council adopted a system of personnel administration in December 2015 and is periodically amended; and

**WHEREAS**, the Mayor and Town Board desires to amend the Personnel Policy Handbook to address including a new type of employee and all associated policy terms.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and the Town Council of the Town of Pineville that:

1. The Town of Pineville Personnel Policy, be hereby amended as shown in the amended section attached hereto as Exhibit "A" and incorporated herein by reference comprised of:
  1. **Employee Status Definitions**
    - o Full-time regular employee
    - o Part-time regular employee
    - o Non-exempt employee
  2. **Compensation**
    - o Introductory Pay Increases
    - o Effects on Salary Rate
    - o Overtime Pay Provisions
  3. **Conditions of Employment**
    - o New employee introductory period
  4. **Work Schedules**
    - o Hours of Work
    - o Overtime Work
  5. **Holidays and Leaves of Absence**
    - o Holidays
    - o Vacation Leave Accrual Rate

**BE IT FURTHER RESOLVED**, that the Town Manager is hereby authorized to implement this policy revision in his authority as Town Manager consistent with the Town of Pineville Personnel Policy.

Adopted this 9<sup>th</sup> day of March 2021.

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Jack Edwards, Mayor

ATTEST:

APPROVED AS TO FORM:

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Barbara Monticello, Town Clerk

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Town Attorney

