



Handbook Policy Updates

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Agenda

- ❖ Update to the Merit Pay Policy
- ❖ Maternity Leave Revision to Paid Parental Leave

Merit Pay Update

Our Merit Pay Policy is not changing. We are adding clarifying wording for employees who may be on a Performance Improvement Plan or under Internal Investigation (IA):

Merit Pay Addition

Addition:

“Employees, Sworn Officers, and Firefighters who are on a Performance Improvement Plan (PIP) at the time of their annual performance review or awarding of an incentive pay program are not eligible for merit pay increases, incentive pay, or any step increased without prior approval from the Town Manager, Assistant Town Manager, and/or Human Resources Director, even if the employee meets the minimum performance requirements for such an increase. Any approved increase may be implemented after the employee has successfully completed the PIP/IA. Retroactive pay is not guaranteed and, if considered, will be determined at the sole discretion of Town Leadership.”

Merit Pay Recommendation

Add the afore mentioned statement to the policy to ensure we can review employees on a Personnel Improvement Plan (PIP) or undergoing an Internal Investigation (IA), prior to the receiving any increases.

Paid Parental Leave

The Town of Pineville is expanding our Maternity Leave Policy to include all employees. The new policy will be called Parental Leave (PPL, Paid Parental Leave payment code).

PPL will be used to support employees who welcome a new child into their family through birth, adoption, or foster care placement while maintaining compliance with the Family and Medical Leave Act (FMLA) and other applicable laws.

Paid Parental Leave Eligibility

Parental Leave is available to regular full-time employees who have completed their introductory period (generally six months) and meet the following criteria:

- ❖ Give Birth to a child
- ❖ A spouse or partner of a birthing parent
- ❖ Have adopted a child or been placed with a foster child (age 17 or younger)

The adoption of a new spouse's child or stepchild is excluded.

Paid Parental Leave Eligibility Continued

All approval is subject to acceptable paperwork and/or doctor certification as appropriate to include but not limited to:

- ❖ Birth certificate or hospital documentation
- ❖ Medical Certification
- ❖ Adoption Paperwork
- ❖ Foster Care Placement Documents
- ❖ FMLA/ADA forms as applicable

Paid Parental Leave Duration

- ❖ Birth Parent - A birth parent may be eligible for income replacement benefits through the Town's Short-Term Disability (STD) Program following childbirth, subject to the terms and eligibility requirements of that program. Following the approved disability period, the Town provides up to six (6) weeks of Paid Parental Leave for bonding with the child for a total of 12 weeks.
- ❖ Non-Birth Parent/Adoption/Fostering - Eligible employees who do not give birth are eligible for up to six (6) weeks of Paid Parental Leave for bonding.

Holidays during leave may extend the leave period

Paid Parental Leave Payments

- ❖ Paid Parental Leave is paid at 50% of the employee's regular weekly pay (20 hours per week).
- ❖ Employees may supplement pay with accrued leave, not exceeding normal compensation.

Paid Parental Leave and your Benefits

- ❖ If leave extends beyond 60 days, the employee will not accrue sick or vacation until they return to work.
- ❖ An employee using FMLA with Paid Parental Leave will not lose any employment benefits while on Paid Parental Leave.
- ❖ If an employee does not qualify for FMLA or has exhausted their leave, the employee has the option to set up payments for their benefits (contact HR)

Paid Parental Leave Usage

Paid Parental Leave must be taken in one continuous period.

Leave should begin immediately following the qualifying event. Employees may request to delay the start of leave subject to operational needs.

Delayed leave must:

- Be requested in writing to Human Resources
- Be taken within twelve (12) months of the qualifying event
- Be taken in one continuous period

Forfeiture of Leave

Paid Parental Leave will be forfeited if:

- ❖ Leave is not used within 12 months of the qualifying event
- ❖ The employee returns to work before using the full leave
- ❖ The employee terminates/separates from employment
- ❖ Paid Parental Leave is not eligible for cash out

Coordination with Other Leave Policies

- ❖ FMLA: Paid Parental Leave runs concurrently with FMLA when applicable.
- ❖ Birthing parent may be eligible for Short Term Disability and can reach out to Human Resources for more information

This list may not include all applicable policies and should be considered on a case-by-case basis. Employees are expected to consult with Human Resources to ensure all relevant policies are followed. If federal law supercedes Parental Leave guidance than Human Resources will default to federal law.

Paid Parental Leave Outliers

Multiple Births

Multiple births - are defined as more than one child born from a single pregnancy (e.g., twins, triplets). Paid Parental Leave will not be increased or extended based on the number of children born during the same birth event, unless additional leave is approved as a reasonable accommodation or is otherwise required by applicable law..

Multiple Qualifying Birth Within a 12-month Period – If an employee experiences more than one qualifying birth, adoption, or foster placement within the same 12-month period, the employee will be eligible for the Town's Paid Parental Leave benefit for each qualifying event, subject to the eligibility requirements of this policy. Paid Parental Leave is separate from Family and Medical Leave (FMLA). If an employee has exhausted their available FMLA entitlement, any additional Paid Parental Leave provided under this policy does not extend or reinstate FMLA job protection. Employees who are not eligible for, or who have exhausted, FMLA may still be considered for Paid Parental Leave and any additional leave in accordance with this policy and other applicable Town leave policies. Nothing in this policy guarantees continued employment beyond the protections provided by applicable law or other Town policies.



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Paid Parental Leave Proposal

Expand Maternity Leave to Parental Leave to include all employees who become parents which includes:

- Allowing up to six (6) weeks of Paid Parental Leave for bonding
- Paid Parental Leave will be paid at 50% of regular weekly base pay, which can be supplemented with other accrued leave to match current salary

Thank you