



# Town of Shallotte

## ACTION AGENDA ITEM

2025

TO: Board of Alderman

ACTION ITEM #:

FROM: Mimi Gaither, Town Manager  
EXT. #

MEETING DATE: 8.5.25

DATE SUBMITTED: 7.31.25

**ISSUE/ACTION REQUESTED:** At the BOA meeting on 8.5.25 we will distribute copies of the new Personnel Policies for your review.

**PUBLIC HEARING:** ☐ YES ☒ NO

### BACKGROUND/PURPOSE OF REQUEST:

We contracted with David Hill and the Piedmont Triad Regional Council of Governments (through our local COG area) to conduct a Pay Study and assist with revisions to our Personnel Policies. Our HR Manager, Ashley White, has worked closely with David and the HR Team at the North Carolina League of Municipalities (NCLM) to update, revise, and incorporate new policies that have been needed for some time.

We plan to review these policies in detail at our upcoming workshop meeting on **August 19**, but we wanted to provide the updated documents in advance for your reference.

Ashley has outlined the key changes on the **Policy Summary** page and also highlighted updates throughout the document. Most of the revisions are updates required due to changes in FLSA and other regulatory adjustments. In addition, a few entirely new policies have been added.

There are **two specific sections** where we would appreciate your guidance:

- **Section 26: Adverse Weather**
- **Section 28: Emergency or Disaster Compensation**

These sections have been discussed in the past, but no formal direction was provided. With David Hill's assistance, we now have a working draft, and we welcome your comments and input ahead of finalizing them.

### FISCAL IMPACT:

**BUDGET AMENDMENT REQUIRED:**

☐ YES ☒ NO

**CAPITAL PROJECT ORDINANCE REQUIRED:**

☐ YES ☒ NO

**PRE-AUDIT CERTIFICATION REQUIRED:**

☐ YES ☒ NO

**REVIEWED BY DIRECTOR OF FISCAL OPERATIONS**

☐ YES ☒ NO

---

**CONTRACTS/AGREEMENTS:****REVIEWED BY TOWN ATTORNEY:**☐ YES☒ NO☐ N/A

---

**ADVISORY BOARD RECOMMENDATION: N/A**

---

**TOWN MANAGER'S RECOMMENDATION:.**

---

**FINANCE RECOMMENDATION: N/A**

---

**ATTACHMENTS:**

1. Books will be handed out at the BOA Meeting 8.4.25

**ACTION OF THE BOARD OF ALDERMEN****APPROVED:**☐**ATTEST:****CLERK TO THE BOARD****DENIED:**☐**DEFERRED  
UNTIL:**

---

---

**SIGNATURE****OTHER:**