



Town of Shallotte

ACTION AGENDA ITEM

2025

TO: Board of Alderman

ACTION ITEM #:

FROM: Ashley White, Human Resources Manager
EXT. # 1012

MEETING DATE:

11/05/2025

DATE SUBMITTED:

10/15/2025

ISSUE/ACTION REQUESTED:

PUBLIC HEARING:

☐ YES

☒ NO

BACKGROUND/PURPOSE OF REQUEST:

Approve Personnel Policy:

- Article VII Holidays & Leave of Absence
 - Section 26: Adverse Weather – See attached

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: Approve MOG

FINANCE RECOMMENDATION: N/A

ATTACHMENTS:

- 1.
- 2.
- 3.

ACTION OF THE BOARD OF ALDERMEN

APPROVED:

☐

DENIED:

☐

**DEFERRED
UNTIL:**

ATTEST:

CLERK TO THE BOARD

SIGNATURE

OTHER:

Section 26. Adverse Weather Conditions

In the event of adverse weather conditions, Town offices and departments shall remain open for the full scheduled workday unless authorization for early closing or other deviation from regular business hours is received from the Town Manager. All departments and offices shall receive advance notice of any authorized early closing or delayed opening.

The Town of Shallotte has a responsibility to provide essential services even during periods of adverse weather or other emergency conditions. Adequate staff are required to operate these critical services seven days per week and 24 hours per day in all weather. Department heads shall designate which employees are essential employees required to report to work regardless of weather or other emergency conditions. The list of essential employees by position shall be provided to the Town Manager and Human Resources Manager

Compensation

Non-essential employees will be paid for those hours worked prior to and after the event that caused the Town Manager to close, delay, or cancel Town offices and/or services. If Town offices and/or services remain closed for a standard business workday or more, the Town Manager will have the authority to grant leave with pay for adverse weather conditions not to exceed 24 hours per fiscal year.

Those employees designated by their Department Head as being essential employees and who must work to maintain the safety and well-being of the Town during adverse weather conditions will be compensated based on the following:

- Non-exempt employees will receive their base rate of pay for all hours worked in accordance with all applicable town policies and Fair Labor Standards Act (FLSA) related to compensation. In addition, eight (8) hours of adverse weather pay per day, not to exceed twenty-four (24) hours ~~annually~~ per fiscal year will be paid. These hours will not be included when calculating overtime pay.
- Exempt employees will receive their base rate of pay for all hours worked not to exceed forty (40) hours. Exempt employees who have worked in excess of forty (40) hours will receive eight (8) hours of adverse weather pay per day, not to exceed twenty-four (24) hours per fiscal year. In addition, if the State of Emergency declaration is proclaimed for the Town, all exempt employees will be compensated for any time worked in excess of forty (40) hours in a standard seven-day workweek at one and one-half (1 ½) times the regular hourly rate.

Employees who leave work before an official early closing time, as well as employees who report for work late or do not report for work because of adverse weather conditions may use earned vacation or compensatory leave for days or hours not worked. Sick leave may not be used to cover absences due to adverse weather. If an employee is sick, sick leave may be used. If the employee does not have any compensatory or vacation leave accrued, the employee will be placed in a Leave Without Pay status. Employees on approved vacation leave, sick leave, or leave without pay when an official closing is declared will be charged for vacation, sick, or leave without pay as arranged.

CITY/COUNTY	NON ESSENTIAL	ESSENTIAL	Paid	Unpaid	Depends
ASHEVILLE	TM CAN APPROVE IT TO BE PAID / OTHERWISE PERSONAL TIME IS USED	OVERTIME			
BEAUFORT	ADMIN LEAVE PROVIDED BY TM	OVERTIME			
BELVILLE	ADMIN LEAVE PROVIDED BY TM	OVERTIME			
BOONE	ADMIN LEAVE PROVIDED BY TM	OVERTIME			
BRUNSWICK COUNTY	ADMIN LEAVE PROVIDED BY TM	\$37.50 per hour for hours worked			
CAROLINA BEACH	ADMIN LEAVE PROVIDED BY TM	OVERTIME	18	7	4
CHAPEL HILL	EARLY CLOSURE OR LATE OPENING - NOT PAID. IF FULL DAY CLOSURE - PAID THROUGH ADMIN LEAVE ON CITY	overtime for all hours worked over 40 in the 7 day work week, and also receive ETO on an hour for hour basis for all hours worked onsite in Town during a Condition 2 event.			
CURRITUCK COUNTY	ADMIN LEAVE PROVIDED BY TM MUST USE COMP OR VACATION TIME (IN EXCEPTIONAL CIRCUMSTANCES THE TOWN WILL COMPENSATE EMPLOYEES FOR TIME)	OVERTIME			
DAVIDSON	ADMIN LEAVE PROVIDED BY TM	OVERTIME ASSUMED - DOES NOT STATE			
GRANITE FALLS	ADMIN LEAVE PROVIDED BY TM	OT + 8 HRS PER DAY OF CLOSING			
HORRY COUNTY	ADMIN LEAVE PROVIDED BY TM	OVERTIME			
KITTY HAWK	ADMIN LEAVE PROVIDED BY TM	OVERTIME			
LELAND	ADMIN LEAVE PROVIDED BY TM OR UNPAID	OVERTIME			
LENIOR	EMPLOYEE MUST USE OWN TIME	OVERTIME			
LINCOLN COUNTY	ADMIN LEAVE PROVIDED BY TM	OVERTIME			
MATTHEWS	EMPLOYEE MUST USE OWN TIME	OVERTIME OR COMP TIME			
MOREHEAD CITY	ADMIN LEAVE PROVIDED BY TM	OT + 8 HRS PER DAY OF CLOSING			
NEW HANOVER COUNTY	ADMIN LEAVE PROVIDED	OT + COMP TIME			
NORTH MYRTLE BEACH					
OAK ISLAND	ADMIN LEAVE PROVIDED	OVERTIME			
OIB	ADMIN LEAVE PROVIDED	HAZARD PAY @ RATE DETERMINED BY TM			
SOUTHPORT	ADMIN LEAVE PROVIDED	OVERTIME			
STATE OF NC	EMPLOYEE MUST USE OWN TIME	OVERTIME			
SUNSET BEACH	ADMIN LEAVE PROVIDED	OVERTIME			
SURF CITY	ADMIN LEAVE PROVIDED BY TM OR UNPAID (CONDITIONS APPLY)	OVERTIME			
THOMASVILLE	EMPLOYEE MUST USE OWN TIME	FOR DISASTER RELIEF - PAYING DOUBLE TIME - USUALLY PAY OVERTIME OR COMP TIME			
UNIVERSITY OF NC	EMPLOYEE MUST USE OWN TIME	OVERTIME + ADDITIONAL EQUIVALENT TIME OFF (ETO)			
WHITEVILLE					
WILMINGTON					
WILSON	ADMIN LEAVE PROVIDED BY TM OR UNPAID	OVERTIME			
WINSTON SALEM	EMPLOYEE MUST USE OWN TIME	OVERTIME			

* ETO EXPIRES AFTER 1 YR