



Town of Shallotte

ACTION AGENDA ITEM

2026

TO: Board of Alderman

ACTION ITEM #:

FROM: Ashley White, Human Resources Manager
EXT. #

MEETING DATE:

05/05/2026

DATE SUBMITTED:

04/14/2026

ISSUE/ACTION REQUESTED: Updates to TOS
Personnel Policy

PUBLIC HEARING:

YES

NO

BACKGROUND/PURPOSE OF REQUEST:

We are requesting a updates to our TOS Personnel Policy to update and/or clarify language associated with the following policies:

- Article III Section 13: Standby and Call-back Pay
- Article IV Section 4: Probationary Period
- Article VII Section 26: Adverse Weather Conditions

I respectfully submit this for your approval.

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:

TOWN MANAGER'S RECOMMENDATION: approval - Mag

FINANCE RECOMMENDATION:

ATTACHMENTS:

1. Policy Revisions of all policies
- 2.
- 3.

<u>ACTION OF THE BOARD OF ALDERMEN</u>		
APPROVED: <input type="checkbox"/>	ATTEST:	CLERK TO THE BOARD
DENIED: <input type="checkbox"/>		
DEFERRED		
UNTIL: _____		
	_____ SIGNATURE	
OTHER:		

Whenever practical, departments will schedule time off on an hour-for-hour basis within the applicable work period for non-exempt employees, instead of paying overtime. When time off within the work period cannot be granted, overtime worked will be compensated in accordance with the FLSA.

In emergency situations, where employees are required to work long and continuous hours, the Town Manager may approve compensation at time and one-half for those hours worked and/or grant time off with pay for rest and recuperation to ensure safe working conditions.

Compensatory leave balances may not exceed 240 hours except for public safety employees (sworn police) who may not accrue more than 480 hours. Any overtime worked after such maximum balances must be compensated in pay. The Manager will be notified whenever a compensatory balance exceeds 100 hours.

Non-exempt employees, with prior approval from their supervisor, may choose to work through their meal break once per pay period. Working through a meal break is a privilege granted by the Town and should be used on an occasional basis, rather than as a regular practice, to avoid disruption of workflow. Requests should be submitted in advance to the employee's supervisor and must be approved by the employee's supervisor.

Exempt Employees

Employees in positions determined to be "exempt" from the FLSA (as Executive, Administrative or Professional staff) are paid on a salary basis and will not receive pay for hours worked in excess of their normal work periods. These employees may be granted occasional compensatory leave by their supervisor where the convenience of the department allows and in accordance with procedures established by the Town Manager. Such compensatory time is not guaranteed to be taken and ends without compensation upon separation from the organization.

In declared disaster or emergency situations requiring long and continuous hours of work, exempt employees may be compensated at a rate of up to time and one half and/or be granted time off with pay for rest and recuperation to ensure safe working conditions for the duration of the emergency period, as authorized by the Town Manager.

Section 13. Standby and Call-back Pay

The Town provides a continuous twenty-four hour a day, seven day a week service to its customers. Therefore, it is necessary for certain employees to respond to any reasonable request for duty at any hour of the day or night. A 'request for duty' includes, but is not limited to, formal calls for service, electronic notifications, or the observation of an emergent situation that requires immediate intervention based on the employee's job role. One of the conditions of employment with the Town is the acceptance of a share of the responsibility for continuous service, in accordance with the nature of each job position. If an employee fails to respond to reasonable calls for emergency service, either special or routine, the employee shall be subject to disciplinary actions up to and including dismissal.

Call-back

Non-exempt employees will be guaranteed a minimum payment of two hours of wages or compensatory time for being called back to work outside of normal working hours. Hours actually worked while on call-back are calculated beginning when the employee reports to the work site and are added to the regular total of hours worked for the week. "Call-back" provisions do not apply to previously scheduled overtime work (scheduled in advance).

Standby

Non-exempt employees required to be on "standby" duty will be paid for one day (8 or 8.4 hours) of work for each week (approximately 128 hours, excluding work time) of standby time they serve. Standby compensation for less than one full week shall be determined by the ratio of .04 hours of pay per one hour of standby time. Hours actually worked while on standby are calculated beginning when the employee reports to the work site and are added to the regular total of hours worked for the week. Standby time is defined as that time when an employee must carry a communication device (on-call phone, cell phone, radio) and must respond immediately to calls for service.

appointments and the starting salary for all applicants to the Town Manager. The Town Manager shall approve appointments and the starting salary for all applicants.

Section 4. Probationary Period

All newly employed individuals shall participate in a new employee orientation which shall include, at a minimum, the completion and explanation of all required forms and documents, an overview of Town and Department policies and an explanation of probationary employee expectations and procedures.

An employee appointed or promoted to a permanent position shall serve a probationary period. Employees shall serve a six-month probationary period, except that employees in sworn police positions and Department Heads shall serve a twelve-month probationary period. Employees hired as "trainees" shall remain on probation until the provisions of their traineeship are satisfied. During the probationary period, supervisors shall monitor an employee's performance and communicate with the employee concerning performance progress. Employees serving a six-month probationary period shall have a review at the conclusion of ~~three months and at the conclusion of the six month period~~; twelve-month probation shall have a probationary review at the end of ~~three six and eight twelve months as well as before the end of twelve months~~. This is a period of adjustment and learning. It is time for the employee and the Town to ensure that this is the proper career path for the employee. The employee is not guaranteed employment during the probationary period upon the completion of the probationary period.

An important purpose of the probationary period is to provide an opportunity for the new employee to adjust to the new job. Likewise, it serves as a trial period during which the employee demonstrates his or her ability to perform the work, to accept additional responsibility, to demonstrate good work habits and to work well with the public and fellow employees. Before the end of the probationary period, the supervisor shall conduct a performance evaluation conference with the employee and discuss accomplishments, strengths, and needed improvements. A summary of this discussion shall be documented in the employee's personnel file. The supervisor shall recommend in writing whether the probationary period should be completed, extended, or the employee transferred, demoted, or dismissed. With approval of the Human Resources Manager, probationary periods may be extended for a maximum of six additional months.

Disciplinary action, including demotion and dismissal, may be taken at any time during the probationary period of a new hire without following the steps outlined in this policy for disciplinary action. A probationary employee dismissed during the probationary period is not eligible for terminal pay for accrued vacation leave.

A promoted employee who does not successfully complete the probationary period may be transferred or demoted to a position in which the employee shows promise of success. If no such position is available, the employee shall be dismissed. Promoted and demoted employees who are on probation retain all other rights and benefits.

Section 5. Promotion

Promotion is the movement of an employee from one position to a vacant position in a class assigned to a higher salary range. It is the Town's policy to create career opportunities for its employees whenever possible. The Town will balance three goals in the employment process:

- 1) the benefits to employees and the organization of promotion from within;
- 2) providing equal employment opportunity and a diversified workforce to the community; and
- 3) obtaining the best possible employee who will provide the most productivity in that position.

Therefore, except in rare situations where previous Town experience is essential (such as promotions to Police Sergeant), or exceptional qualifications of an internal candidate so indicate, the Town will consider external and internal candidates rather than automatically promote from within. Candidates for promotion shall be chosen on the basis of their qualifications and their work records. Internal candidates shall apply for promotions using the same application process as external candidates.

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~~ 3 days based on the accrual rate for that department per fiscal year (10.6 Fire, 8.5 Police, 8 Admin/Maint).

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, employees will receive one day of adverse weather pay for each day worked during adverse weather conditions, not to exceed three (3) days per fiscal year, based on the current accrual rate for that department (10.6 Fire, 8.5 Police, 8 Admin/Maint). These hours will not be included when calculating overtime pay.

If the Town Manager authorizes a delayed opening or early closure for non-essential employees, essential employees shall be credited hours worked during the affected period using department multipliers (Fire: 1.33 hours per hour worked; Police: 1.07 hours per hour worked). Credited hours apply only to the affected period and may be used shall be applied to adverse weather pay. They shall not count toward overtime unless required by FLSA or during a declared State of Emergency, and do not apply to full-day closures.

- 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 during adverse weather conditions will receive eight (8) hours of compensatory time per day worked, 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