



Town of Shallotte

ACTION AGENDA ITEM

2026

TO: Board of Alderman

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

ACTION ITEM #:

MEETING DATE: 09/15/2026

DATE SUBMITTED: 09/4/2026

ISSUE/ACTION REQUESTED:

PUBLIC HEARING: ☐ YES ☒ NO

Addition and Amendment of Personnel Policy

- **Article VII. HOLIDAYS AND LEAVES OF ABSENCE**
 - Amend: Section 26 Adverse Weather Conditions
- **Article VII. HOLIDAYS AND LEAVES OF ABSENCE**
 - Renumber Current Section 27. Break Time for Nursing Mothers to Section 28
- **Article VII. HOLIDAYS AND LEAVES OF ABSENCE**
 - NEW: Section 27: Emergency or Disaster Compensation Policy

BACKGROUND/PURPOSE OF REQUEST:

- **Adverse Weather Conditions** – Amendment to Section 26 to clarify provisions and distinguish adverse weather closures from the new Emergency or Disaster Compensation Policy
- **Emergency or Disaster Compensation Policy** – NEW Section 27 added to establish provisions for employee compensation during emergency or disaster situations
- **Break Time for Nursing Mothers** – Current Section 27 renumbered as Section 28 to keep related leave policies grouped together

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 - Mwg

FINANCE RECOMMENDATION: N/A

ATTACHMENTS:

1. Revisions to Policies
2. Comparison of Compensation Practices among other local government entities during State of Emergency/Adverse Weather
3. Cost Comparison Spreadsheet of the Different Options

ACTION OF THE BOARD OF ALDERMEN

APPROVED:

☐

ATTEST:

CLERK TO THE BOARD

DENIED:

☐

**DEFERRED
UNTIL:**

SIGNATURE

OTHER: