Tab 2

RESOLUTION 2024-08 A RESOLUTION TO AMEND THE PERSONNEL POLICY

ARTICLE I -- PERSONNEL POLICY OF THE TOWN OF ORIENTAL

WHEREAS, the Mayor and Town Board of the Town of Oriental recognize the importance of its municipal employees in meeting the service needs of Town residents; and

WHEREAS, it is the desire of the Town Manager and the Town Board to maintain a municipal work force composed of qualified, competent, and dedicated employees; and

WHEREAS, it is the desire of the Town Manager and the Town Board to establish a system of personnel administration that will assure equity of compensation and fair and reasonable employee treatment;

NOW, THEREFORE BE IT RESOLVED BY THE TOWN BOARD OF THE TOWN OF ORIENTAL that the following policies shall govern the appointment, classification, salary, promotion, demotion, dismissal, and employment conditions of the employees of the Town of Oriental, North Carolina, replacing where appropriate the existing articles and sections on personnel, working conditions, expectations of employees, work rules, grievance procedures, pay plans, classification and benefits.

ADOPTED November 13, 2006

EFFECTIVE January 1, 2007

LAST REVISED August 13, 2024

_____
Mayor

_____
Town Manager

ARTICLE VII -- HOLIDAYS AND LEAVES OF ABSENCE

Section 9. Overtime Compensation

For employees whose regular work schedule is 40 hours per week, the employee shall receive straight- time pay for a standard 40-hour workweek, with the provision that:

- an additional amount equal to 1½ times the employee's regular hourly rate times the number of hours worked in excess of 40 shall be added to the base pay or;
- an employee shall be given compensatory time off, with the pre-approval by a Supervisor, on the basis of 1½ times the amount of time worked beyond 40 hours

during a week.

The following provisions apply to Overtime Compensatory Time:

- Overtime compensatory time may be accumulated up to a maximum of 40 hours (60 hours straight time). Any overtime worked above this amount may be paid in the employee's next regular paycheck.
- Request by the employee for use of overtime compensatory time requires 2(two) week notice and approval by town manager and supervisor. A request to use comp time cannot be denied to an employee unless the compensatory time off will unduly disrupt town's operations.
- An employee may not object to being sent home since they are not being sent home without pay
  – comp time is paid time-off. Overtime compensatory time shall be taken before any vacation or sick leave. Employee will be required to use accrued comp time concurrently with FMLA leave, turning unpaid leave into paid leave.
- Overtime compensatory time shall be taken within 45 days of being earned but no later than June 30th of each year. Should the use of compensatory time create an undue hardship to the town or disrupt operations the employee will receive pay for the compensatory time.
- Overtime should be reported to the Town Board as part of the Manager's report monthly.

If an employee separates before taking overtime compensatory time, it shall be paid in a lump sum upon separation.

- If an employee transfers to an exempt-FLSA position or another department before taking overtime compensatory time, it shall be paid in the current or next regular paycheck.

Employment with the Town of Oriental for non-exempt employees is subject to hours of work and overtime pay/compensatory time polices and the employee must sign a form acknowledging that it has been explained that it is the Town's policy to give time off in lieu of monetary compensation, wherever possible, for hours worked beyond 40 in a work week. Agreement to this is a condition of employment with the Town; failure or refusal to sign such agreement will prevent employment of that person. This signed form shall become a permanent part of the employee's personal record.

These policies shall become effective

upon adoption. Adopted this 13th day of

August, 2024

Mayor

Town Manager

Exempt Employees
Town Manager
Finance Officer
Public Works Director

Non-Exempt Employees
Office Staff – All Departments
Public Works Staff – All Departments
Police Officers

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