



# Chatham County, NC

## Legislation Text

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**File #:** 21-4059, **Version:** 1

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Vote on a request to adopt a Resolution to Amend the Chatham County Personnel Policy

Action Requested: Vote on a resolution to approve the amendments to the Chatham County Personnel Policy.

Introduction & Background: The Chatham County Personnel Policy was last revised on April 19, 2021. Periodically, it is necessary to amend the Personnel Policy for clarification or to better meet the needs of the employees and the County. A number of amendments to the personnel policy are proposed. These amendments are recommended by the personnel committee, human resources staff, or after policy review by the Office of State Human Resources.

Discussion & Analysis: A synopsis of the recommended changes is as follows:

1. Revision to the policy on employment of relatives: Previously immediate family members of employees of the county manager's office and finance office were prohibited from employment. As the manager's office has grown, many of the employees do not engage in human resources activities, so this list is recommended to be curtailed to only the county manager, assistant county manager(s) and the assistant human resources director.
2. Paid Family Leave: In April 2021 the board of commissioners approved an amendment to the personnel policy to provide for three weeks of paid parental leave. The personnel committee recommends an additional amendment to expand this benefit and allow for use by people functioning as caregivers of an ill spouse, parent or child. Same conditions apply as were approved for paid parental leave, this is just expanding the scope to recognize all stages of caregiving.
3. Special Leave Transfer: This concept originated with the personnel committee. The recommendation is to allow employees to elect to transfer up to one hundred (100) hours of accrued vacation leave to their sick leave balance one time per calendar year.
4. Office of State Human Resources (OSHR) Recommendations: In our pursuit of substantial equivalency, the board of commissioners has already approved some amendments to the personnel policy to comply with the requirements. These amendments to the separation, disciplinary action and grievance sections of the personnel policy (Articles VIII & IX) are at the recommendation of the reviewers at OSHR. These amendments will bring our sections into more congruence with the North Carolina Administrative Code that provides direction for those subject to the State Human Resources Act.

How does this relate to the Comprehensive Plan: Not applicable

Budgetary Impact: None

Recommendation: Approve the resolution for the amendments of the Chatham County Personnel Policy regarding the revisions listed above.