

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 October 5, 2021

Mayor

Town Manager

Employees are expected to take an active role in promoting workplace safety. If an employee witnesses an accident or an unsafe working situation, he or she must report it promptly to his or her supervisor or to the Town Manager (or a Town Board member if the Town Manager is unavailable). Employees should note the location of fire extinguishers, first-aid kits, safety equipment, and emergency exits. Questions can be directed to department heads or the Town Manager.

Employees must immediately report all work related injuries or occupational diseases to their supervisor, who will notify the Town Manager as soon as possible. Employees are responsible for ensuring that the Town Manager receives copies of all correspondence and invoices related to the accident or illness.

Section 8. Travel

The Town Manager is responsible for approving and determining that funds are available to cover the estimated cost of approved travel. All travel costs, not paid in advance, will be paid directly by the traveling party and will be reimbursed once receipts are provided. No reimbursement is allowed for entertainment, drugs, long distance telephone calls or alcoholic beverages and all reimbursement requests must be submitted within 30 days of the event.

Lodging will be reimbursed at the actual amount incurred. Lodging expenses for locations within 75 miles of Oriental must be approved in advance by the Town Manager.

Meals will be reimbursed at actual cost. Morning or evening meals will be reimbursed provided the travel destination is at least 35 miles from the employee's regular duty station.

Personally owned vehicles used for travel will be reimbursed at the current Internal Revenue Service provided no town vehicle was available.

After hour emergency situations requiring travel by personal vehicles will be reimbursed at the current IRS rate.

Section 9. Certification Expenses

Employees who attend training that leads to certification (clarification: This does not include classwork that is required to MAINTAIN certification) are obligated to remain in the employ of the Town for a one year period following that certification. If the employee chooses to separate from the Town, he or she will be required to pay back the Town for all expenses paid by the Town for that training to include, but not be limited to: tuition/registration fee, lodging, mileage, and meals, not to be prorated, on or before their last day of work with the Town.

ARTICLE VII -- HOLIDAYS AND LEAVES OF ABSENCE

Section 1. Paid Holidays Observed

The following holidays, in addition to any such other days which the Board of Commissioners may designate as holidays, shall be considered and treated as holidays with pay for all regular, probationary/provisional full or qualifying part-time Town employees. Regular part-time employees



RESOLUTION 2021-09

**RESOLUTION TO ADD TRAINING LEADING TO CERTIFICATION EXPENSE
REPAYMENT TO
PERSONNEL POLICY**

WHEREAS, the Town of Oriental is granted the authority to and occasionally has reason to amend their Personnel Policy; and

WHEREAS, the expenses of training and certifying personnel are significant; and

WHEREAS, retention of employees following certification is considered a goal.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Board of Commissioners of the Town of Oriental, that we do hereby request this addition to the Personnel Policy in Article VI, by adding

“Section 9, Training Leading to Certification.

Employees who attend training that leads to certification (clarification: This does not include classwork that is required to MAINTAIN certification) are obligated to remain in the employ of the Town for a one year period following that certification. If the employee chooses to separate from the Town, he or she will be required to pay back the Town for all expenses paid by the Town for that training to include, but not be limited to: tuition/registration fee, lodging, mileage, and meals, not to be prorated, on or before their last day of work with the Town.”

BE IT FURTHER RESOLVED, that the Mayor and Board of Commissioners of the Town of Oriental hereby resolve to put this section into force at 12:01AM October 6, 2021.

Adopted this 5th Day of October, 2021

Mayor Sally Belangia

ATTEST:

Diane H. Miller, Clerk