



# Gaston County

Gaston County  
Board of Commissioners  
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## Human Resources

### Board Action

File #: 16-366

Commissioner Keigher - To Approve Revisions to the Gaston County Personnel Policy Manual Related to Parental Leave, Meal Reimbursement, Employee Identification and Minor Corrections

#### STAFF CONTACT

Pam Overcash - Director - Human Resources - 704-866-3722

#### BUDGET IMPACT

N/A

#### BUDGET ORDINANCE IMPACT

N/A

#### BACKGROUND

The Gaston County Board of Commissioners approved the Gaston County Personnel Policy Manual to be effective July 1, 2010. There are several corrections/revisions/additions that need to be made as part of our annual policy review.

#### POLICY IMPACT

Please see summary attachment.

#### ATTACHMENTS

Resolution and Policy Manual Revisions 2016

I, Donna S. Buff, Clerk to the County Commission, do hereby certify that the above is a true and correct copy of action taken by the Board of Commissioners as follows:

NO.	DATE	M1	M2	Brown	Carpenter	Fraley	Keigher	Philbeck	Price	Williams	Vote
2016-232	08/23/2016	AF	JC	AB	A	A	A	A	AB	A	U

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**RESOLUTION TITLE: TO APPROVE REVISIONS TO THE GASTON COUNTY PERSONNEL POLICY MANUAL RELATED TO PARENTAL LEAVE, MEAL REIMBURSEMENT, EMPLOYEE IDENTIFICATION AND MINOR CORRECTIONS**

WHEREAS, Gaston County believes it is important to have a Personnel Policy Manual for employees and supervisors to follow; and,

WHEREAS, it is prudent to review and revise the policy manual periodically to make sure it is understandable, consistent, and up to date with current law, regulations and philosophy; and,

WHEREAS, the current policy was approved effective July 1, 2010; and,

WHEREAS, several corrections, revisions or additions need to be made; and,

WHEREAS, the Gaston County Board of Commissioners must adopt all changes to the Gaston County Personnel Policy Manual.

NOW, THEREFORE, BE IT RESOLVED that the Gaston County Board of Commissioners adopts revisions to the Gaston County Personnel Policy to be effective September 1, 2016.

I, Donna S. Buff, Clerk to the County Commission, do hereby certify that the above is a true and correct copy of action taken by the Board of Commissioners as follows:

*Donna S. Buff*

NO.	DATE	M1	M2	Brown	Carpenter	Frale	Keigher	Philbeck	Price	Williams	Vote
2016-232	08/23/2016	AF	JC	AB	A	A	A	A	AB	A	U

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### **11.14 Leave for Parental Involvement in Schools**

Employees shall be granted four hours of leave per year to attend or otherwise be involved at their child's school in accordance with North Carolina General Statute 95-28.3. This includes any employee who is a parent, guardian, or person standing in loco parentis of a school-aged child. Any leave under this section is subject to the following conditions:

- The leave shall be at a mutually agreed upon time between the supervisor and the employee.
- The employees must provide a request for Parental Involvement at least 48 hours before the time desired for the leave.
- Supervisors may require that the employee furnish written verification from the child's school that the employee was involved at that school during the time of the leave.

For the purpose of this section, "school" means any public school, private church school, or nonpublic school that regularly provides a course of grade school instruction, preschool, or child care facility.

Leave for Parental Involvement in Schools is unpaid leave unless the employee chooses to use annual leave to cover the absence. If annual leave is not used, it will be recorded as Authorized Leave without Pay on the timesheet.

This additional policy is to comply with SS 95-28.3

### **17.7 Subsistence**

Meal costs will be advanced or reimbursed at the per diem rate. Per diem will not be allowed for any meals which are included as part of the registration fee or program. Reimbursement for meals when there is no overnight stay is taxable income and will be reported on W2's.

This is additional information for the employees benefit in compliance with the IRS.

### **23.2.4 Employee Appeal for Suspensions, Demotions, and Discharges**

The employee has three business days to notify their Department Director in writing of intent to appeal. The notification must include the basis for appeal. Employees who are qualified for appeal rights with the ~~Office of State Personnel~~ Office of State Human Resources (Office of Administrative Hearings) or Civil Service may appeal directly to the appropriate agencies, but have no right to appeal to the Gaston County Personnel Commission.

This change is necessary to reflect the new name of the office.

### **7.13 Employee Identification**

All County employees while on duty shall be identified by either an official Gaston County uniform, a shirt that contains the Gaston County seal or the logo of the department, or a Gaston County issued ID badge. (Exception: Special Unit law enforcement.)

This change is important for our citizens so we can easily be identified and for our critical incident planning so that emergency responders to our buildings can readily identify employees.