



RESOLUTION TITLE: TO APPROVE REVISIONS TO THE GASTON COUNTY PERSONNEL POLICY MANUAL RELATED TO RECLASSIFICATIONS, TRAINEE STATUS, HOLIDAYS, SICK LEAVE, BEREAVEMENT LEAVE, AND CALCULATING LEAVE FOR PART-TIME EMPLOYEES

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 personnel policy manual was approved effective July 1, 2010; and,

WHEREAS, the proposed revisions to the personnel policy are outlined in Exhibit A (attached); 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 May 1, 2026, as outlined in Exhibit A.

DO NOT TYPE BELOW THIS LINE

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	JBailey	CBrown	CCloninger	AFraley	BHovis	TKeigher	SShehan	Vote
2026-134	04/28/2026	TK	BH	A	A	A	A	A	A	A	U

DISTRIBUTION:
Laserfiche Users

EXHIBIT A

4 POSITION CLASSIFICATION AND PAY PLAN

4.1 Policy

The primary objective of the *Gaston County Pay Plan* is to ensure that wages paid to County employees are externally competitive, internally equitable, and are linked to the County's goals and objectives. Wages are based on the County's financial resources and may be amended annually by the Board of Commissioners as a portion of the Budget Ordinance. Gaston County is also required to comply with the Fair Labor Standards Act (FLSA). County policies are intended to supplement or enhance FLSA; if the County Policy and FLSA are not in agreement, the FLSA will take precedence over County policy. In order to maintain internal equity, jobs substantially similar as to difficulty, complexity, and responsibility of work are grouped into classes and position. Each class and position is given a descriptive title and allocated to an appropriate pay grade. Pay grades are listed in the *Gaston County Pay Plan*. The County Manager, as provided in General Statute 153a-92(c), shall be responsible for administering and maintaining the Pay Plan.

4.2 New Positions

Department Directors must submit requests for all new full-time and part-time positions to the Human Resources Director for review and subsequent approval by the Board of Commissioners.

4.3 Reclassification

A reclassification is an action which may increase, decrease, or otherwise change a position's pay grade, classification title, and/or duties and responsibilities. A Department Director, the County Manager or Human Resources Director may initiate a reclassification. The Department Director must submit HR Form 526 to the Human Resources Department for a review of the position to be reclassified. Approval from the Human Resources Director is required. Reclassifications may only be submitted during the Budget process, Mid-Year Process, or through an organization wide Compensation Study.

6 APPOINTMENTS

6.1 Definitions

- **Full-time Status:** The appointment of an employee to a position which, on a continuing schedule, requires the employee to work 30 hours or more per week.
- **Part-time Status:** The appointment of an employee to a position which, on a continuing schedule, requires the employee to work between 20 and 30 hours per week.
- **Half-time Status:** The appointment of an employee to a position which, on a continuing schedule requires the employee to work 19 hours per week or less.
- **Permanent Status:** The appointment of a full-time or part-time employee who has successfully completed their probationary period. As the term implies, a permanent appointment is of indefinite duration, depending upon: termination for just cause, funding for the position, or a Reduction in Force. A permanent employee is one who has completed probation and been granted permanent status.
- **Probationary Status:** The initial appointment of all County employees with the exception of those appointed to a temporary position, as defined below.
- **Temporary Status:** The appointment of an employee to a position of limited duration.

6.2 Qualifications

Individuals shall be appointed and promoted on the basis of job-related education, experience, knowledge, skills, ability, quality of past performance, and general suitability to perform required work. Selecting applicants for appointment shall be based on their qualifications for the position to be filled. The same selection process will be used with all applicants for the same job vacancies.

6.3 Temporary Status

Temporary appointments may be made or extended only in consultation with the Human Resources Director. Contract employees may fill positions of limited employment, either through a commercial employment service, by direct contract with an individual, or by contract with a college or university for an internship. The Human Resources Director must authorize contract employment.

11.1 Holidays

The following days are holidays with pay for permanent and probationary full-time County employees in pay status (actively working, or utilizing paid leave time).

(When a holiday falls on a weekend we will make every effort to have our calendar coincide with the Gaston County Public School calendar even if it is a deviation from our policy.)

Holiday	When Observed	
New Year's Day	January 1, or the following Monday if the 1 st falls on a weekend.	
Martin Luther King	Third Monday of January.	
Easter	The Friday before Easter.	
Memorial Day	The last Monday in May.	
Independence Day	July 4, or the following Monday if the 4 th falls on a weekend.	
Labor Day	The first Monday in September.	
Veteran's Day	November 11, or the following Monday if the 11 th falls on a weekend.	
Thanksgiving	The last Thursday and Friday in November.	
Christmas	If December 25th is:	Then:
	Sunday	Monday and Tuesday
	Monday	Monday and Tuesday
	Tuesday	Monday, Tuesday, and Wednesday
	Wednesday	Tuesday, Wednesday, and Thursday
	Thursday	Wednesday, Thursday, and Friday
	Friday	Thursday and Friday
	Saturday	Friday and Monday

Employees in unpaid status at any time during the week in which the holiday occurs, are not eligible for holiday pay. Holidays shall be compensated on the basis of the employee's standard work day up to a maximum of eight hours.

Employees who are scheduled to work a holiday and call in sick will not be paid holiday pay. Sick leave must be used to cover the absence.

Holiday Leave for employees scheduled to work less than 40 hours a week shall be determined according to the formula described in Calculating Leave for Part-Time Employees.

Holiday Worked Pay: Non-exempt full-time and part-time employees (not including half-time employees) required to work on regularly scheduled holidays shall receive additional compensation. Holiday Worked Pay will be calculated as the number of hours physically worked on the Holiday multiplied by the employee's hourly rate.

Requests for this pay are processed as a Personnel Action Form submitted by the requesting department to Human Resources. **Only those employees classified as Non-Exempt under the Fair Labor Standards Act are eligible for this allowance.**

11.3 Sick Leave (Recommended)

Sick leave is a leave of absence due to illness, injury, disability, sick care, or preventive health care. Sick leave may be used in the event of sickness for an employee's first degree relative (parent, child, spouse) or dependent. Sick leave may be used in the event of the death of an immediate family member (~~spouse, parents, grand-parents, children, grand-children, siblings, in-laws and steps~~) or dependent in accordance with Gaston County Personnel Policy 3.1.3 and Gaston County Personnel Policy 11.3.5.4

11.3.5 Bereavement Leave

11.3.5.1. Purpose: The Bereavement Leave Policy was established to provide support for employees during times of bereavement while maintaining a structured framework for organizational continuity.

11.3.5.2. Eligibility: All full-time and part-time employees are eligible for bereavement leave, and the policy extends to cover the loss of immediate family members, as defined in Gaston County Personnel Policy 3.1 3.

11.3.5.3. Duration of Bereavement Leave: Full-time employees are entitled to a maximum of 24- business hours of fully paid bereavement leave upon the death of an immediate family member, per calendar year. Part-time employees shall receive a prorated amount of 18-business hours of fully paid bereavement leave per calendar year. Bereavement leave time must be taken within the calendar year and remaining time cannot be banked for the following calendar year. Bereavement leave time will not be paid out upon separation from employment.

11.3.5.4. Notification Process: Employees are required to notify their immediate supervisor as soon as possible in the event of a bereavement situation. In the event an employee needs leave time extended beyond three days, the employee may use a paid leave benefit if it's available, in this order: compensatory time, sick leave, and annual leave. A written request for additional bereavement leave, beyond the initial 18 or 24 business hours, must be submitted to the department and the Director may approve the request. Leave without pay is also an option, which would require Director approval.

11.3.5.5 Documentation: Supervisors may request appropriate documentation, as needed, to support the employee's bereavement leave request. This documentation will be handled with the utmost sensitivity and confidentiality.

11.3.5.6. Flexible Scheduling: To accommodate the grieving process, employees may request flexible scheduling options during the bereavement period. These requests should be submitted to a supervisor for review and approval.

11.3.5.7. Confidentiality: All information related to an employee's bereavement situation will be treated with the highest level of confidentiality. Supervisors and HR personnel are trained to handle such matters discreetly.

11.3.5.8. Employee Assistance Program (EAP) Gaston County encourages employees to utilize the Employee Assistance Program for additional support during challenging times. The EAP provides counseling services and resources to help employees cope with grief and loss.

11.4 Calculating Leave for Part-Time Employees

Annual Leave earned by part-time employees scheduled to work at least 20 hours a week, or 1,040 hours a year, but not more than 29 hours a week or 1,508 hours a year, shall be determined on a pro-rated basis in accordance with the following schedule:

Years of Service	Hours/Pay Period	Hours/Year
Less than 2	2.77	72.02
More than 2, less than 5	3.23	83.98
More than 5, less than 10	3.93	102.18
More than 10, less than 15	4.62	120.12
More than 15, less than 20	5.31	138.06
More than 20	6.00	156

Sick Leave will be earned at 2.78 hours per pay period or 72.28 hours annually.

Holiday Pay will be entered as the number of hours normally scheduled on the day the Holiday occurs. If the employee's regularly scheduled day off falls on a Holiday, the employee shall not receive Holiday Pay.

Holiday Worked Pay shall be entered as the number of hours physically worked on the Holiday.

Employees who work 30 hours per week or 1,560 hours per year shall be considered full-time and shall accrue benefits at the rate of full-time employees.

Half-time employees who work less than 20 hours per week or less than 1,000 hours per year receive no leave benefit.



Gaston County

Gaston County
Board of Commissioners
www.gastongov.com

Human Resources

Board Action

File #: 26-152

Commissioner Shehan - Human Resources - To Approve Revisions to the Gaston County Personnel Policy Manual Related to Reclassifications, Trainee Status, Holidays, Sick Leave, Bereavement Leave, and Calculating Leave for Part-Time Employees

STAFF CONTACT

Amia Massey - Human Resources - 704-866-3160

BUDGET IMPACT

N/A

BACKGROUND

The current Personnel Policy was approved by the Board of Commissioners on July 1, 2010. The manual is reviewed periodically and updated and revised as necessary. All changes to the policy must be approved by the Board of Commissioners. Upon approval of this request, the Personnel Policy will incorporate revisions to Reclassifications, Trainee Status, Holidays, Sick Leave, Bereavement Leave, and Calculating Leave for Part-Time Employees.

POLICY IMPACT

See attached for full details of proposed policy.

ATTACHMENTS

Resolution; Exhibit A

DO NOT TYPE BELOW THIS LINE

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	JBailey	CBrown	CCloninger	AFraley	BHovis	TKeigher	SShehan	Vote
2026-134	04/28/2026	TK	BH	A	A	A	A	A	A	A	U

DISTRIBUTION:

Laserfiche Users