

RESOLUTION 22-02
PERSONNEL POLICY ADMINISTRATION

WHEREAS, the Town of Holden Beach Personnel Policy was adopted/amended on January 21, 2020; and,

WHEREAS, the Policy provides for the administration of town employee benefits and compensation for the Holden Beach Town staff; and,

WHEREAS, specifically addressed in the Policy is the manner by which vacation leave is accrued and used annually to include provisions for treatment of vacation accumulations in excess of 240 hours; and,

WHEREAS, by virtue of circumstance the existing Policy effectively penalizes employees by application of administrative provisions that requires a deletion of a portion of earned vacation in excess of 240 hours at the end of each calendar year; and,

WHEREAS, due to the COVID 19 viral pandemic a state of emergency has been in effect for the Town of Holden Beach since March 23, 2020- a period of 22 months; and,

WHEREAS, the COVID 19 pandemic state of emergency has precluded many town employees from being able to take earned vacation leave in accordance the policy and standard practices contributing to their physical and mental health and wellness; and,

WHEREAS, the policy if implemented as written will penalize town employees by taking away an earned benefit; and,

WHEREAS, accumulated employee compensated absences represent more than \$100,000 of balance sheet liability according to the Town's most recent audit; and,

WHEREAS, the Town Manager has calculated the total value of all employees having accrued vacation hours in excess of 240 hours to be approximately \$37,000 of that compensated absence liability; and,

WHEREAS, the Town of Holden Beach values its employees and does not wish to adversely impact their earnings by virtue of implementing a policy that is disadvantageous to them; and,

WHEREAS, the Town Manager is requesting concurrence of the Holden Beach Board of Commissioners with his recommendation to suspend the implementation of those policy provisions that would cause loss of vacation hours in excess of 240 hours and to compensate said potentially impacted employees according to their accruals and wages for that time in excess of 240 hours; and

WHEREAS, said employee compensation can be accomplished from within existing budgeted resources.

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Town of Holden Beach that the Town Manager is authorized to suspend the excess vacation leave provisions of the Personnel Policy for a period of one year from the effective date of this Resolution and is directed to affect such administrative actions necessary to compensate qualifying employees for their vacation accruals in excess of 240 hours.

This the 18th day of January, 2022.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk