



**TOWN  
OF  
SWANSBORO**

**PERSONNEL  
POLICY**

**TOWN OF SWANSBORO  
PERSONNEL POLICY  
TABLE OF CONTENTS**

BE IT RESOLVED by the Town Board of Commissioners of the Town of Swansboro that the following policies apply to the appointment, classification, benefits, salary, promotion, demotion, dismissal, and conditions of employment of the employees of the Town of Swansboro.

**Article                      Title**

**Article I                      General Provisions**

- Section 1. Purpose of the Policy .....
- Section 2. At Will Employment .....
- Section 3. Merit Principle .....
- Section 4. Responsibilities in the Administration of the Personnel Program:
  - Responsibilities of the Town Board of Commissioners .....
  - Responsibilities of the Town Manager .....
  - Responsibilities of the Supervisors .....
  - Responsibilities of the Employees .....
- Section 5. Application of Policies, Plans, Rules and Regulations .....
- Section 6. Departmental Rules and Regulations .....
- Section 7. Definitions.....

**Article II                      Position Classification Plan**

- Section 1. Purpose.....
- Section 2. Composition of the Position Classification Plan .....
- Section 3. Use of the Position Classification Plan.....
- Section 4. Administration of the Position Classification Plan.....
- Section 5. Adoption of the Position Classification Plan .....
- Section 6. Request for Reclassification .....

**Article III                      Pay Plan**

- Section 1. Definition .....
- Section 2. Administration and Maintenance .....
- Section 3. Starting Salaries .....
- Section 4. Trainee Designation and Provisions .....
- Section 5. Probationary Pay Increases .....
- Section 6. Merit Pay.....
- Section 7. Merit Pay Bonus .....
- Section 8. Salary Effect of Promotions, Demotions, Transfers and Reclassification.....
- Section 9. Salary Effect of Salary Range Revisions .....
- Section 10. Adjustment to the Plan.....
- Section 11. Effective Date of Salary Changes .....
- Section 12. Fair Labor Standards Act and Overtime Compensation .....

Section 13. Rest Periods and Breaks.....

Section 14. Call Back and Stand-by-Pay .....

Section 15. Payroll Deductions.....

Section 16. Hourly Rate of Pay.....

Section 17. Longevity Bonus.....

Section 18. Payment of Travel Expenses.....

Section 19. Certification Salary Increases .....

Section 20. Reimbursement of Training Expenses .....

Section 21. Pay for Interim Assignment in a Higher Classification .....

Section 22. Court Pay .....

Section 23. Expenses Stipends for Reserve Officers .....

**Article IV                      Recruitment and Employment**

Section 1. Equal Employment Opportunity Policy.....

Section 2. Implementation of Equal Employment Opportunity Policy .....

Section 3. Recruitment, Selections and Appointment .....

Section 4. Probationary Period .....

Section 5. Promotion.....

Section 6. Demotion.....

Section 7. Transfer .....

**Article V                      Conditions of Employment**

Section 1. Work Schedule and Employee Attendance.....

Section 2. Political Activity .....

Section 3. Outside Employment .....

Section 4. Dual Employment .....

Section 5. Employment of Relatives.....

Section 6. Harassment Prohibited.....

Section 6(a). Workplace Violence .....

Section 7. Expectation of Ethical Conduct/Conflict of Interest.....

Section 8. Performance Evaluation.....

Section 9. Safety and Health.....

Section 10. Substance Abuse Policy.....

Section 11. Use of Town Property and Equipment.....

Section 12. Adverse Weather and Emergency Conditions .....

Section 13. Immigration Law Requirements .....

Section 14. Credentials and Certification .....

Section 15. Weapons.....

Section 16. Personal Cell Phone Use During Work Hours.....

Section 17. Social Media Policy Regarding Town-Sponsored Social Media Sites.....

Section 18. Accessing the Town’s Internet Account.....

**Article VI Employee Benefits**

Section 1. Eligibility .....  
Section 2. Group Health and Hospitalization Insurance .....  
Section 2(a). Group Dental Insurance.....  
Section 3. Group Life Insurance .....  
Section 4. Other Optional Group Insurance Plans .....  
Section 5. Retirement.....  
Section 6. Effective Date of Benefit Changes .....  
Section 7. Supplemental Retirement Benefits .....  
Section 8. Social Security .....  
Section 9. Workers' Compensation .....  
Section 10. Unemployment Compensation.....  
Section 11. Employee Improvement Award.....  
Section 12. Separation Allowance for Law Enforcement Officers.....  
Section 13. Uniforms, Clothing Allowance and Dress Code.....  
Section 14. College Assistance Program .....  
Section 15. Membership in Professional Organizations .....  
Section 16. Floral Gifts .....  
Section 17. Cash Stipend in Lieu of Health Insurance \*rescinded\* .....  
Section 18. Expense Stipends for Reserve Officers.....  
Section 19. Cell Phone Stipend.....  
Section 20. Retirement Gifts.....  
Section 21. Employee Recognition.....

**Article VII Holidays and Leave of Absence**

Section 1. Policy .....  
Section 2. Holidays .....  
Section 3. Holidays: Effect on Other Types of Leave .....  
Section 4. Holidays: Compensation When Work is Required.....  
Section 5. Vacation Leave .....  
Section 6. Vacation Leave: Use by Probationary Employees.....  
Section 7. Vacation Leave: Accrual Rate .....  
Section 8. Vacation Leave: Maximum Accumulation .....  
Section 9. Vacation Leave: Manner of Taking .....  
Section 10. Vacation Leave: Payment upon Separation .....  
Section 11. Vacation leave: Payment upon Death .....  
Section 12. Sick Leave.....  
Section 12a. Funeral Leave.....  
Section 13. Sick Leave: Accrual Rate and Accumulation .....  
Section 14. Transfer of Sick Leave from Previous Employer .....  
Section 15. Sick Leave: Medical Certification .....  
Section 16. Leave Pro-rated.....  
Section 17. Leave Without Pay.....  
Section 18. Leave without Pay: Retention and Continuation of Benefits.....

Section 19. Short Term Disability and Family Leave.....

Section 20. Worker’s Compensation Leave.....

Section 21. Parental Leave.....

Section 22. Military Leave.....

Section 23. Reinstatement Following Military Service .....

Section 24. Civil Leave.....

Section 25. Parental School Leave.....

Section 26. Voluntary Shared Leave Program.....

Section 27. Membership in Professional Organizations .....

**Article VIII                    Separation and Reinstatement**

Section 1. Types of Separations.....

Section 2. Resignation .....

Section 3. Reduction in Force .....

Section 4. Disability.....

Section 5. Voluntary Retirement.....

Section 6. Death.....

Section 7. Dismissal.....

Section 8. Reinstatement.....

Section 9. Rehiring.....

**Article IX                    Unsatisfactory Job performance and Detrimental Personal Conduct**

Section 1. Disciplinary Action for Unsatisfactory Job Performance.....

Section 2. Unsatisfactory Job performance Defined.....

Section 3. Communication and Warning Procedures Preceding Disciplinary Action for  
Unsatisfactory Job Performance .....

Section 4. Disciplinary Action for Detrimental Personal Conduct.....

Section 5. Detrimental Personal Conduct Defined .....

Section 6. Types of Disciplinary Actions and Pre-disciplinary Conference .....

Section 7. Non-disciplinary Suspension .....

**Article X                    Grievance Procedures and Adverse Action Appeal**

Section 1. Policy .....

Section 2. Definitions.....

Section 3. Procedures for Addressing Grievances Regarding Conditions of Employment..

Section 4. Procedure for Addressing Grievances Alleging Discrimination, Sexual  
Harassment, or Adverse Action; **Personnel Grievance Committee**.....

**Article XI                    Personnel Records and Reports**

Section 1. Public Information .....

Section 2. Access to Confidential Records .....

Section 3. Personnel Actions .....

Section 4. Records of Former Employees.....  
Section 5. Remedies of Employees Objecting to Material in File.....  
Section 6. Penalties for Permitting Access to Confidential Records.....  
Section 7. Examining and/or Copying Confidential Records without Authorization .....  
Section 8. Destruction of Records Regulated.....

**Article XII                    Implementation of Policies**

Section 1. Conflicting Policies Repealed.....  
Section 2. Separability.....  
Section 3. Amendments.....

**Article XIII                Emergency/Event Policy**

Section 1. Paid Administrative Leave/Telework Agreement.....  
Section 2. COVID-19 Emergency Safety Plan.....  
Section 3. Swansboro Emergency Paid Sick Leave (SEPSL).....