
**TOWN OF ARCHER LODGE
RESOLUTION AMENDING PERSONNEL POLICY
ARTICLE I. GENERAL PROVISIONS
SECTION 7. DEFINITIONS
AND
ARTICLE VI. EMPLOYEE BENEFITS
SECTION 2. EMPLOYEE GROUP HEALTH**

WHEREAS, during the May 7, 2018 regular Council meeting of the Town Council of the Town of Archer Lodge, the Town adopted a Personnel Policy setting forth designation of Part-Time Employee and requirements for Employee Benefits; and

WHEREAS, Article I, Section 7 defines a part-time employee as an employee who is budgeted for an average work week of at least 20 hours but less than 35 hours; and

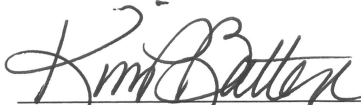
WHEREAS, Article VI, Section 2 requires a minimum of 20 budgeted hours per week for eligibility for participation in the Employee Group Health Plan; and

NOW, THEREFORE, BE IT RESOLVED that Article I, Section 7 is hereby amended to define a "Part-time employee" as an employee who is budgeted for an average work week of at least 19 hours but less than 35 hours. Let it also be resolved that Article VI, Section 2 is hereby amended to lower the required budgeted hours to be eligible for the Employee Group Health benefits from 20 budgeted hours to 19 budgeted hours.

DULY ADOPTED ON THIS 1ST DAY OF FEBRUARY 2021, WHILE IN REGULAR SESSION.


_____(SEAL)
Matthew B. Mulhollem
Mayor

ATTEST:


_____(SEAL)
Kim P. Batten
Town Clerk



**TOWN OF ARCHER LODGE
PERSONNEL POLICY**

BE IT RESOLVED by the Town Council of the Town of Archer Lodge 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 Archer Lodge.

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Section 5. Application of Policies, Plan, Rules, and Regulations

The personnel policy and all rules and regulations adopted pursuant thereto shall be binding on all Town employees. The Town Attorney, Town Administrator, members of the Town Council and advisory boards and commissions will be exempted except in sections where specifically included. An employee violating any of the provisions of this policy shall be subject to appropriate disciplinary action, as well as prosecution under any civil or criminal laws which have been violated.

Section 6. Departmental Rules and Regulations

Because of the particular personnel and operational requirements of the various departments of the Town, each department is authorized to establish supplemental written rules and regulations applicable only to the personnel of that department. All such rules and regulations shall be subject to review by the Human Resources Officer and the approval of the Town Administrator, and shall not in any way conflict with the provisions of this Policy, but shall be considered as a supplement to this Policy.

Section 7. Definitions

For the purposes of this Policy, the following words and phrases shall have the meanings respectively ascribed to them by this section:

Full-time employee. An employee who is in a position budgeted for an average work week that equals at least 35 hours, and continuous employment of at least 12 months as required by the Town.

Part-time employee. An employee who is in a position budgeted for an average work week of at least ~~20~~ hours and less than 35 hours and continuous employment of at least 12 months as required by the Town.

Regular employee. An employee appointed to a full or part-time position who has successfully completed the designated probationary period.

Probationary employee. An employee appointed to a full or part-time position who has not yet successfully completed the designated probationary period.

Limited Service employee. An employee, not in a permanent budgeted position, for which either the average work week required by the Town over the course of a year is less than 20 hours, or continuous employment required by the Town is less than 12 months.

Trainee. An employee status when an applicant is hired (or employee promoted) who does not meet all of the requirements for the position. During the duration of a trainee appointment, the employee is on probationary status.

Permanent position. A position authorized for the budget year for a full twelve months and budgeted for twenty or more hours per week. All Town positions are subject to budget review and approval each year by the Town Council and all employees' work and conduct must meet Town standards. Therefore, reference to "permanent" positions or employment should not be construed as a contract or right to perpetual funding or employment.

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ARTICLE VI. EMPLOYEE BENEFITS

Section 1. Eligibility

All full and part-time employees of the Town are eligible for employee benefits as provided for in this Article which are subject to change at the Town's discretion and annual budget appropriations. Limited Service employees are eligible only for legally mandated benefits such as workers' compensation and FICA..

Section 2. Employee Group Health

The Town provides group health insurance programs for full and part-time employees and their families as specified under the terms of the group insurance contract.

The Town pays the entire cost of health insurance for full-time employees. The Town will comply with the Affordable Care Act by providing health insurance for all employees expected to work 30 or more hours per week for three or more months. **Employees budgeted to work 20 or more hours per week** but fewer than 30 hours per week are eligible for health insurance but must pay a pro-rated amount based on the average number of hours per week they are budgeted to work.

Information concerning cost and benefits shall be available to all employees from the Human Resources Office.

Section 3. Other Optional Insurance Plans

The Town may provide and/or make other insurance plans available to employees upon authorization of the Town Administrator and/or Town Council. Such benefits will be reviewed to ensure they do not create an incentive for absence prior to being offered. For information about optional group benefit programs, employees may contact the Human Resources office.

Section 4. Retirement

Each employee who is expected to work for the Town more than 1,000 hours annually shall join the North Carolina Local Governmental Employees' Retirement System as a condition of employment and contribute the amount determined by the system.

Section 5. Supplemental Retirement Benefits

The Town may provide supplemental retirement benefits for its full and part-time employees as determined in the budget each year. All full-time employees may make voluntary contributions to the 401-K plan up to the limits established by law and the 401-K provider.

Section 6. Social Security

The Town, to the extent of its lawful authority and power, has extended Social Security benefits to its eligible employees.

Section 7. Workers' Compensation

All employees of the Town (full-time, part-time, and limited service) are covered by the North Carolina Worker's Compensation Act and are required to report all injuries arising out of and in the course of