

SPECIAL MEETING

TOWN OF STONEVILLE Town Council Meeting

Mayor Craddock has called a special Council meeting on Tuesday April 5th at 6:00 p.m. to discuss the upcoming NC legislative session with NC House Representative Kyle Hall. No action is expected to be taken.

**Tuesday,
April 5th, 6:00pm**

STONEVILLE TOWN HALL

AGENDA
Stoneville Town Council Meeting
April 5, 2016
7:00 PM

Call to Order-Mayor Craddock
Pledge of Allegiance
Invocation
Approval of Minutes from Last Meeting
Approval of Agenda

New Business:

1. **Students Against Destructive Decisions – Samantha Martin**
2. **Storm Water Pipe Replacement in 100 Block of Woodland Drive – Ken Gamble**
3. **Personnel Ordinance Revisions 0-2016-02 – Joanna Dalton**
4. **Revision to Cruise In Ordinance 0-2016-03 – Ken Gamble**
5. **Weapons on Town Owned Property – Ken Gamble**
6. **Transfer of Stoneville Football and Cheer Programs – Ken Gamble**
7. **Asset Inventory & Assessment Grant – Ken Gamble**

Public Comments:

Old Business:

1. **Erosion Complaint 200 Block of Forrest Street – Mark Malloy**

Town Manager Report:

1. **Public Budget Meeting – Monday April 11th 6:00 p.m.**
2. **Bulky Item Pick-Up Week April 11-15, 2016**
3. **Ribbon Cutting for Stoneville Downtown Connector Trail Sunday April 17th 2p-4p**
4. **Stoneville High School Reunion Saturday April 30th 4p-7p**
5. **Matthews Street Project Update**

Executive Session Into:

Executive Session Out Of:

Adjourn/Recess:



TOWN OF STONEVILLE

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To: Mayor Ricky Craddock, Mayor Pro Tem Chuck Hundley, Councilmen Johnny Farmer, Bill Farris, Henry Thornton, Councilwoman Lori Armstrong

CC: Town Attorney Travis Martin

From: Ken Gamble – Town Administrator

Date: 04/01/2016

Subject: Storm Drain Pipe in 100 Block of Woodland Drive

On 09-29-2015 I received a call from Mike Claybrook requesting that I look at the drain located on his mother's property at 113 Woodland Drive. Mr. Claybrook said that a sink hole was developing and it could threaten the roadway. He said that there was a stump where the hole was located and it had disappeared in the recent rains.

I went to the property and examined the drain on the north side of the U shaped driveway. There was a concrete storm drain with a metal grate 25'3" from the east side of Woodland Drive. I noted that the land between the two arms of the driveway forms a shallow bowl and would flood easily if the storm drain was blocked or overwhelmed with storm water volume as was the case with the recent rain events. The Town saw over 8 inches of rain in 5 days with the last 4.3 inches falling on September 29th. Water was currently flowing in the drain with no obstructions.

The center of the hole in question is 4'9" west from the center of the storm drain grate. The hole is roughly 2' in diameter and 5' deep. I could see the top of the drain pipe, but there was no water flowing around the drain pipe or standing in the hole at that time. I could also see parts of a root system of a tree or bush surrounding the perimeter of the hole. The hole extended no more than a few feet west into the hillside. The hole is 20'6" from the east side of Woodland Drive and 28'6" from the center of Woodland Drive. This makes it well outside of the Town's right of way. See Photo 1.

The drain pipe extends in roughly a straight line under the road to another drain on the property at 110 Woodland Drive. Water was flowing freely through that drain as well. I did not see anything that would indicate a danger to the roadway bordering these two properties along the line of the drain.

On 09-30-2015 I accompanied Public Works Director Clark Cheek to the property to get a second opinion on the hole. Cheek advised that there was no danger to the roadway and that repair of the drain was the responsibility of the property owner. He gave me two repair options to communicate to Mr. Claybrook.

I contacted Mr. Claybrook and explained the repair options Cheek had given me. I also told him that the Town has a policy of denying requests to repair drainage and other problems on private property. I explained that if he disagreed, he could bring his request for the Town Council to consider.

The item was placed on the Agenda for the October 6th, 2015 meeting, but was withdrawn at the request of Mr. Claybrook.

On 03-09-2016 I was called back out to the property. Mr. Claybrook had a contractor replacing his section of the storm pipe and they saw that pipe had rusted out on the bottom and the damage continued into the pipe under the roadway. This section of Woodland Drive was temporarily closed until we could get the Town engineer, Bill Lester, to examine it.

Mr. Lester examined the pipe going under the roadway on 03-21-2016. He deemed it safe to travel upon and recommended periodic checks by staff. He did not think it was in immediate need of replacement. The storm pipe that runs under the road from the east right of way to the west right of way of Woodland Drive needs to be replaced and the cost of the replacement is the responsibility of the Town.

I contacted Mr. Claybrook and advised him that the Town would determine a cost to replace the pipe and put it on our list of projects to complete. However, I told him there were no immediate plans to complete the project.

I also recommend that the storm drain pipe that crosses under Oakdale Street be inspected since it was installed around the same time.

Photo 1

Sink Hole 09-29-2015



Photo 2
Storm Drain Pipe Running Under Woodland Drive 03-09-2016



Organization of Personnel System

32.020 Responsibility of Town Manager

§ 32.017 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

DESIGNEE. An employee who has been designated to make decisions or conduct business on behalf of another employee.

EXEMPT EMPLOYEE. An employee who is not subject to the overtime provisions of the Fair Labor Standards Act.

FULL-TIME EMPLOYEE (NON POLICE). An employee, either regular, trainee, probationary or temporary, who is regularly scheduled to work 40 or more work hours per week.

FULL-TIME EMPLOYEE (POLICE). An employee, either regular, trainee, probationary or temporary, who is regularly scheduled to work 84 or more work hours during a two-week pay period.

GRIEVANCE. A claim or complaint based upon an event or condition which affects the circumstances under which an employee works.

HUMAN RESOURCES OFFICER. A town employee who is designated by the Town ~~Manager~~Council to carry out the functions specifically indicated in these policies. The Town ~~Manager~~Council may also delegate any other functions deemed appropriate.

IMMEDIATE FAMILY.

(1) Individuals related to the employee, including the employee's spouse, children, mother, father, sister, brother, grandparent, grandchildren, plus the various combinations of half, step, in-law and adopted relationships that can be derived from those named.

(2) **IMMEDIATE FAMILY** is further defined in the policies which involve the immediate family.

PART-TIME EMPLOYEE. An employee, either regular or temporary, who is regularly scheduled to work less than 40 hours work hours per week.

PART-TIME EMPLOYEE (POLICE). An employee, either regular, trainee, probationary or temporary, who is regularly scheduled to work less than 84 work hours during a two-week pay period.

PROBATIONARY PERIOD. A working test period of 90 days, extendable for an additional 90 days, for all new town employees or in other circumstances as more fully explained in §§ [32.030](#) to [32.034](#). During this time an employee is required to demonstrate the ability to perform the work required and establish general suitability as an employee of the town. Successful completion of the probationary period does not change the at-will status or guarantee an employee employment or continued employment for any period of time.

REGULAR EMPLOYEE. A person hired to serve in a position for an indefinite duration and who has successfully served a probationary period.

TEMPORARY EMPLOYEE. An employee regularly scheduled to work, either on a full-time or part-time basis, for a defined period.

(Policy, passed 1-8-2013; Ord. passed 4-5-2016)

§ 32.019 RESPONSIBILITY OF TOWN COUNCIL.

The Town Council will establish, ~~apply, interpret~~ and amend personnel policies and rules. ~~The Town Council, in accordance with the policies and procedures in this manual and has complete and exclusive discretion to make decisions regarding hiring, appointments, and dismissals of town employees.~~

(Policy, passed 1-8-2013; Ord. passed 4-5-2016)~~Policy, passed 1-8-2013~~)

§ 32.020 RESPONSIBILITY OF TOWN MANAGER.

The Town Manager will submit requested changes to personnel policies and rules to the Town Council for approval. The Town Manager, in accordance with the policies and procedures in this manual, has complete and exclusive discretion to make decisions regarding hiring, appointments, and dismissals of town employees.

(Policy, passed 1-8-2013; Ord. passed 4-5-2016)

EMPLOYMENT STANDARDS

§ 32.032 PROBATIONARY PERIOD OF EMPLOYMENT.

(A) Each new employee shall serve a probationary period of 90 days beginning on the first day of employment. Either the employee or town may end the employment at-will relationship at any time during or after the probationary period with or without reason or advance notice. A probationary employee who has been dismissed may appeal such action in accordance with the grievance procedure outlined in §§ 32.135 to 32.138.

(B) The Town ~~Manager~~Council shall have the option of requiring an additional probationary period for employees who have been promoted or transferred to another position.

(C) Employees serving a probationary period shall not be permitted to take vacation leave during the probationary period unless the denial of such leave will create an unusual hardship. Vacation leave may be taken during this period only with the prior approval of the Town ~~Manager~~Council.

(D) Employees serving a probationary period following initial hire will not be eligible for paid military leave. Such leave must be taken without pay.

(E) Before completion of the probationary period, the employee's immediate supervisor should review the employee's performance.

(Policy, passed 1-8-2013; Ord. passed 4-5-2016)

§ 32.047 WORK SCHEDULE.

(A) The standard work week for Town Hall employees is 37.5 hours per week. The normal operating hours for Town Hall are 8:30 a.m. to 5:00 p.m. The standard work week for public works and waste and water treatment employees is 40 hours per week. Adjustments may be made in any department schedules only with the approval of the Town ManagerCouncil.

(B) Law enforcement employees shall work the scheduled number of hours designated by the Police Chief.

(Policy, passed 1-8-2013; Ord. passed 4-5-2016~~1-8-2013~~)

§ 32.049 USE OF PERSONAL CAR FOR BUSINESS.

When it is necessary to use a personal car for town business, with prior approval of the Town ManagerAdministrator, the town will pay the prevailing Internal Revenue Service reimbursement rate for mileage for the approved business use of the private vehicle. A travel expense form must be completed by the employee and submitted to the supervisor for approval.

(Policy, passed 1-8-2013; Ord. passed 4-5-2016~~1-8-2013~~)

§ 32.052 OUTSIDE EMPLOYMENT.

(A) Full-time employment with the town shall take precedence over all other employment opportunities of employees. Any employment, including self-employment if it is income-producing, should be secondary to employment with the town. In order to participate in outside employment, an employee shall have the prior approval of the Town ManagerCouncil. The purpose of the approval procedure is to determine the potential effect on the employment with the town and to try to ensure a conflict of interest will not arise. The town reserves the right to periodically review the outside employment to determine if there have been any adverse effects on town employment.

(B) Outside employment shall not be permitted when it would:

(1) Create either directly or indirectly a conflict of interest with town employment; or

(2) Impair in any way the employee's ability to perform all expected duties, to make decisions and carry out in an objective fashion the responsibilities of the employee's position with the town.

(Policy, ~~passed~~ passed 1-8-2013; Ord. passed 4-5-2016~~1-8-2013~~)

§ 32.063 SOCIAL NETWORKING.

The town understands that social networking and Internet services have become a common form of communication in the workplace. Employees that choose to participate in social networks while a town employee must adhere to the following guidelines:

(A) Town policies, rules, regulations and standards of conduct apply to employees that engage in social networking activities while conducting town business;

(B) Employees who participate in social media outlets on or off-duty may not violate any of the policies of this manual;

(C) Although minimal personal computer usage is allowed during the work day, participating in non work-related social media outlets while on duty is assumed to impact productivity and cause performance issues and therefore is prohibited;

(D) Town employees are prohibited from creating a social networking site or service to conduct town business unless approved by the Town Manager Council; and

(E) When participating in social networking sites not related to town business, an employee must make it clear that they are not speaking on behalf of the town but speaking in their capacity as a private citizen. If an employee publishes content on any website outside of the town and it has something to do with the employee's employment at the town or subjects associated with the town, the employee must use a disclaimer such as: "The postings on this site are my own and don't necessarily represent the Town's positions or opinions." It should be noted however that a disclaimer will not prevent an employee from being disciplined if their communication has the effect of violating any town policy.

(Policy, passed 1-8-2013; Ord. passed 4-5-2016~~1-8-2013~~)

HOURS OF WORK AND OVERTIME

§ 32.081 OVERTIME POLICY.

(A) *Generally.*

(1) In lieu of overtime pay, the town will generally compensate employees who work in excess of 40 hours in a workweek by providing them with compensatory time at the rate of one and one-half times the number of hours worked in excess of 40 within that workweek. Employees shall be allowed to accumulate up to 40 hours of compensatory time. If an employee has accumulated and is carrying a balance of 40 hours of compensatory time, for any subsequent workweeks during such time, the employee will be paid overtime at the rate of time and a half for hours worked in excess of 40 hours in the workweek and will not accumulate any compensatory time in excess of 40 hours.

(2) In the Town Manager's Council's sole discretion, overtime pay, in lieu of compensatory time, may be offered to an employee(s) in limited circumstances. Salaried exempt employees, as determined under the Fair Labor Standards Act and regulations promulgated thereunder, are exempt from these overtime policies. Notwithstanding the foregoing, the town wishes to treat all

employees fairly and also recognizes the physical and psychological health implication created by excessive overtime. Therefore, exempt employees shall be allowed to accumulate compensatory time on an hour-for-hour basis up to a maximum of 40 hours. Exempt employees may be allowed to take compensatory time in the same manner as vacation leave, with the prior approval of the employee's supervisor. Upon termination from employment, the employee shall not be paid for accrued but unused compensatory time.

(B) *Law enforcement.* Law enforcement employees shall receive their regular rate of pay for hours they work over eight hours in one day or on a scheduled off day as long as the total for the 28-day pay period does not exceed the maximum 171 hours established by the Department of Labor for payment of overtime.

(Policy, passed 1-8-2013; Ord. passed 4-5-2016~~1-8-2013~~)

§ 32.085 ON-CALL.

(A) Time spent by employees who are required to remain on-call on the town's premises or so close thereto that they cannot use the time for their own purposes is considered working time. However, if they are required only to leave word where they may be reached, the hours spent on-call are not regarded as working time.

(B) If the employee is called back to work, the employee shall be paid overtime at a rate of one and one-half times the number of hours worked. The minimum number of hours worked in such circumstances shall be deemed to be two hours.

(C) On-call duty shall not be assigned to employees who are on approved vacation leave, sick leave, civil leave, or military leave.

(D) Employees who are required to serve on an "on Call Rotation" may be compensated at a rate established by the Town Manager and approved by the Town Council.

§ 32.112 SUSPENSION.

The Town ~~Manager~~Administrator may suspend (paid or unpaid) an employee for up to five days during an investigation of allegations of serious misconduct or if the Town ~~Manager~~Administrator, in his or her discretion, believes the suspension is otherwise necessary for town operations. The Town ~~Council~~council can extend such suspension ~~-or order a suspension~~ if, in its discretion, the Town Council deems it necessary.

(Policy, passed 1-8-2013; Ord. passed 4-5-2016~~1-8-2013~~)

GRIEVANCE PROCEDURES

§ 32.136 COVERAGE.

The provisions of this procedure shall apply to all the town's employees. The Town ~~Manager~~Council has the authority to hire, supervise, discipline, and dismiss employees.

(Policy, passed 1-8-2013; Ord. passed 4-5-2016)

§ 32.138 GRIEVANCE PROCEDURE.

All grievances will be administered in the specified manner and processed within the stated time limits unless a time extension is approved by the Town Council. Failure by the employee to process a complaint or comply with the stated time limits shall constitute termination of the grievance procedure. At each step of the grievance process where written documentation is required, the Human Resources Officer shall receive a copy to put in the employee's permanent file. The employee filing a grievance shall have the right to have legal counsel only present at each step of the process. The following steps should be taken:

- (1) ~~(1)~~ *Step one: present grievance to immediate supervisor.* An employee with a grievance shall present the matter in writing to the employee's immediate supervisor within five working days of its occurrence or within five working days of the time the employee learns of its occurrence, with the objective of resolving the matter informally. The supervisor is encouraged to consult with any employee necessary to investigate. The supervisor shall respond to the employee as soon as possible, but within five working days.
- (2) *Step two: meeting with Human Resources Officer.* ~~If the response from step one is not acceptable to the grievant, the employee may appeal that decision in writing to the Human Resources Officer within ten working days of the receipt of the supervisor's decision. The Human Resources Officer will meet with the grievant and the supervisor within 10 working days from the date of the request, and the Human Resources Officer shall either uphold the supervisor's decision or recommend a hearing by the Personnel Committee within 10 working days of the meeting.~~
- (3) ~~Step three:~~ *meeting with personnel committee.* If the response from step ~~two~~one is not acceptable to the grievant, the employee may appeal that decision in writing to the Personnel Committee within ten working days of the receipt of the ~~supervisor's~~Human Resources Officer's decision. ~~The Human Resources Officer may also request a hearing before The Personnel Committee.~~ The Personnel Committee will meet with the grievant within ~~10~~5 working days from the date of the request, and the Personnel Committee shall ~~make a recommendation to the Town Manager~~render a decision within ~~10~~5 working days of the hearing.
- (4) ~~Step four:~~three *appeal to Town* ~~Manager~~Council. The Town Manager will meet with the grievant and supervisor ~~If the response from step two is not acceptable to the~~

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~~grievant, the employee may appeal that decision in writing to the Town Council within ten working days of receipt of the Personnel Committee's recommendation. A hearing by the Town Council shall be held within 15 working days from the date of the request, and the Town Manager Council shall render a decision within 105 working days of the meeting/hearing. The Town Manager Council has final authority in rendering any such decisions.~~

(5C) The decision of the Town Manager Council is final and binding, and no further appeal is allowed.

(Policy, passed 4-5-2016; Ord. passed 4-5-2016 ~~1-8-2013~~)

LEAVES OF ABSENCE

§ 32.174 VACATION LEAVE; ACCUMULATION.

(A) All regular and probationary employees of the town will accrue vacation leave at the following rate:

<i>Length of Service</i>	<i>Days Earned Each Month</i>	<i>Days Earned in One Year</i>
0 - up to 5 years	1 day	12
5 - up to 10 years	1-1/4 days	15
10 - up to 15 years	1-1/2 days	18
15 - up to 20 years	1-3/4 days	21
20 or more years	2 days	24

(B) Vacation leave may accrue to a maximum of ~~24000~~ hours. When the maximum has been accumulated, no additional leave may accrue until some of the accrued leave is taken. Time taken off by employees using approved leave with pay or workers' compensation benefits shall be counted as time worked for the purpose of earning vacation leave.

(C) Persons hired on or before the fifteenth of the month shall earn vacation leave for that month. Those hired after the fifteenth of the month begin earning vacation leave on the first of the following month.

(Policy, passed 1-8-2013; Ord. passed 4-5-2016)

§ 32.176 VACATION LEAVE; PAYMENT UPON TERMINATION OF EMPLOYMENT.

(A) If an employee's employment with the town ends for any reason, an employee must have worked through the fifteenth day of the month of separation in order for the employee to be eligible to accrue any vacation leave for that month.

(B) If an employee resigns or is separated from employment, other than for personal conduct or professional conduct detrimental to the town, the employee will be eligible to be paid for vacation leave accrued but unused as of the date of separation, not to exceed the maximum 0240 hours.

(C) An employee who is separated from employment for personal conduct or professional conduct detrimental to the town shall forfeit entitlement to be paid for vacation leave accrued but unused.

(Policy, passed 1-8-2013; [Ord. passed 4-5-2016](#))

§ 32.177 VACATION LEAVE; PAYMENT OF VACATION LEAVE UPON DEATH.

The estate of an employee who dies while employed by the town shall be entitled to payment of all of the accrued but unused vacation leave credited to the employee's account, not to exceed 0240 hours.

(Policy, passed 1-8-2013; [Ord. passed 4-5-2016](#))

§ 32.181 SICK LEAVE; USE AND REPORTING.

(A) Sick leave must be recorded and charged when used by employee. All employees are eligible to use sick leave as soon as it is earned.

(B) Employees are required to notify their supervisors as soon as possible, but no later than one hour ~~before~~^{after} the beginning of their regular work day, if they are unable to report to work because of illness or other reason covered by the Sick Leave policy.

(C) An employee who knows in advance that he or she will use more than two consecutive sick days for the purpose of receiving medical treatment shall give notice as soon as he or she is aware of the likelihood that such sick time will be used. Further, an employee shall consult with his or her supervisor prior to the scheduling of any elective surgery so that arrangements can be made to cover that employee's job responsibilities.

(Policy, passed ~~1-8-2013~~; [Ord. passed 4-5-2016](#) ~~1-8-2013~~)

§ 32.182 SICK LEAVE; PHYSICIAN'S CERTIFICATION

(A) For all absences due to injury or illness which result in more than three consecutive days of absence, the employee is required to provide proof from a healthcare provider that the employee was unable to work due to the employee's illness or injury or the illness or injury of the employee's immediate family member. Such proof should normally be in the form of certification from the individual's physician. If the absence is due to the employee's condition,

the Town ManagerCouncil has discretion to require the employee provide a medical certification from the employee's physician, indicating that the employee is physically and/or mentally able to return to work. The Town ManagerCouncil also may require a medical certification of the employee's fitness to return to work following any sick leave taken if circumstances warrant and such inquiry is business related and consistent with job necessity.

(B) Failure of an employee to provide a requested medical certification may result in nonpayment of the days taken and may, delay the employee's return to work, and/or be grounds for further disciplinary action up to and including termination.

(Policy, passed 1-8-2013; Ord. passed 4-5-2016~~1-8-2013~~)

§ 32.185 CIVIL LEAVE.

(A) Employees may be granted time off with pay for a reasonable amount of time to be established by the Town ManagerCouncil at the beginning or end of their regular work day so that they may vote in national, state and local elections.

(B) Civil leave may also be granted when an employee is called for jury duty or as a witness in any civil or criminal legal proceeding to which the employee is not a party. The employee may receive leave with pay for such duty during the required absence without charge to accumulated vacation upon providing proper documentation to the Human Resources Officer.

(C) When an employee's obligation for jury or witness duty ends before the end of that employee's normal work day, the employee is expected to return to work for the remainder of the work day.

(D) While on civil leave, benefits and leave shall accrue as though on regular duty.

(E) Exception: An employee who is a party in private litigation shall not be entitled to civil leave, but may take vacation leave or leave without pay for necessary court appearances with the approval of the supervisor for vacation leave and the Town ManagerCouncil for leave without pay.

(Policy, passed 1-8-2013; Ord. passed 4-5-2016~~1-8-2013~~)

§ 32.187 ADMINISTRATIVE LEAVE.

Leave with pay may be authorized by the Town Manager-Administrator for purposes considered to be in the public interest, in cases of civil disturbances, severe weather conditions or in such other circumstances as good judgment and common practice would dictate as determined in the sole discretion of the Town ManagerAdministrator.

(Policy, passed 1-8-2013; Ord. passed 4-5-2016~~1-8-2013~~)

§ 32.190 ADVERSE WEATHER CONDITIONS.

Following severe weather conditions occurring during the night, it is the responsibility of each employee to report to work as soon as possible after the normal work day begins. The employee must charge time away from work during adverse weather to vacation leave or compensatory time unless other specific arrangements are made with the employee's supervisor. The Town ManagerAdministrator has the authority to alter the regular business day in the event of severe weather conditions.

(Policy, passed 1-8-2013; Ord. passed 4-5-2016~~1-8-2013~~)

PAY

§ 32.205 SALARY AFTER PROMOTION.

An employee who is promoted should normally receive a pay increase. In some cases, an immediate salary increase may not be appropriate or equitable. If the employee's previous experience and other circumstances warrant, the salary may be adjusted with the approval of the Town ManagerCouncil.

(Policy, passed 1-8-2013; Ord. passed 4-5-2016~~1-8-2013~~)

§ 32.206 SALARY UPON DEMOTION.

The Town ManagerCouncil should determine the appropriate salary adjustment, if any, when an employee is demoted.

(Policy, passed 1-8-2013; Ord. passed 4-5-2016~~1-8-2013~~)

§ 32.207 REPORTING WORK TIME; HOURLY EMPLOYEES.

Due to the nature of their positions, some town employees may utilize a mechanical or electronic time clock to keep a record of hours worked. Only the individual employee concerned is authorized to "punch" in or out the employee's own time card. An employee is authorized to sign only the employee's own time card. Employees may not "punch-in" or begin work earlier than five minutes before the start of the official workday, unless earlier start time is authorized by their supervisor in advance. Unless otherwise authorized by their supervisor, employees will "punch-out" as close to possible to the end of their scheduled work day. Time cards will be turned into the Finance Officer by 9:00 a.m. on the MondayWednesday after the close of the work week and prior to the town's bi-weekly payday on WednesdayFriday.

(Policy, passed 1-8-2013; Ord. passed 4-5-2016~~1-8-2013~~)

TRAVEL AND TRANSPORTATION EXPENSES

§ 32.226 PRIOR APPROVAL FOR TRAVEL.

The town recognizes the need for flexibility in obtaining approval for travel. It is the Town ~~Manager~~~~Administrator~~'s responsibility to determine if travel is necessary and reasonable.

(Policy, ~~1-8-2013~~; Ord. passed ~~4-1-2014~~; Ord. passed ~~4-5-2016~~~~1-8-2013~~; Ord. passed ~~4-1-2014~~)

§ 32.227 ELIGIBLE TRANSPORTATION EXPENSES.

(A) Transportation expenses that are reasonable and necessary while conducting official business for the town are generally eligible for reimbursement. Eligible transportation expenses may include the cost of travel by air, rail, bus, taxi, and personal auto. All transportation by commercial carrier must be via coach unless such rates are not available and no other travel options are available.

(B) Whenever possible, town vehicles should be used for auto travel. In the event a town vehicle is not available, the employee's personal auto may be used.

(C) For reimbursement relating to an employee's use of his/her personal automobile, the ~~prevailing~~~~prevailing~~ rate allowed by the Internal Revenue Service for mileage will be used. Generally, reimbursement for the use of an employee's private automobile is limited to travel incurred in the local area or within the state.

(D) Occasionally, either for personal preference or for the benefit of the town, an employee may take his/her personal auto for out-of-town or state travel when transportation by other means would be more economical. In those cases, reimbursement will be limited to the mileage rate or an equivalent air fare, whichever is less.

(E) Other transportation expenses that may be covered are:

(1) Taxi fares or other costs of transportation between the airport or station and employee's hotel or from one place of business to another. Taxi fares are also allowable between the hotel and temporary work assignment;

(2) Baggage charges; or

(3) Reasonable tips that are incidental to any of the above transportation expenses.

(Policy, passed ~~1-8-2013~~; Ord. passed ~~4-1-2014~~; Ord. passed ~~4-5-2016~~~~1-8-2013~~; Ord. passed ~~4-1-2014~~)

PERSONNEL RECORDS

§ 32.246 CONFIDENTIAL INFORMATION.

All information contained in a town employee's personnel file, other than the information listed in § ~~32.245~~ above will be maintained as confidential in accordance with the requirement of G.S. § 160A-168 and shall be open to public inspection only in the following instances:

(A) The employee or his or her duly authorized agent may examine all portions of his or her personnel file, except:

(1) Letters of reference solicited prior to employment; and

(2) ~~Information~~Information concerning a medical disability, mental or physical, that a prudent physician would not divulge to his patient;

(B) A licensed physician designated in writing by the employee may examine the employee's medical record;

(C) A town employee having supervisory authority over the employee may examine all material in the employee's personnel file;

(D) By order of a court of competent jurisdiction, any person may examine all material in the employee's personnel file;

(E) An official of any agency of the state or federal government, or any political subdivision of the state, may inspect any portion of a personnel file when such information is deemed by the Human Resources Officer to be necessary and essential to the pursuance of a proper function of the inspecting agency, but no information shall be divulged-for the purpose of assisting in a criminal prosecution of the employee or for the purpose of assisting in an investigation of the employee's tax liability;

(F) Each individual requesting access to confidential information will be required to submit satisfactory proof of identity.

(G) A record shall be made of each disclosure and placed in the employee's file (except disclosures to the employee and the supervisor).

(Policy, passed 1-8-2013; Ord. passed 4-5-2016)



O-2016-02

ORDINANCE AMENDING CHAPTER 32 (PERSONNEL POLICIES) OF THE TOWN OF STONEVILLE CODE OF ORDINANCES

WHEREAS, changes to Chapter 32 were required when the Town changed its form of government from Mayor-Council to Council-Manager, and;

WHEREAS, updates to Chapter 32 were needed to reflect changes in policy which had already been approved by the Council, and;

WHEREAS, minor changes including wordsmithing to Chapter 32 were needed to improve the overall quality and professionalism of this chapter of our ordinances.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Stoneville that the following sections of Chapter 32 be amended and replaced by the sections that follow. Organization of Personnel System, 32.017 Definitions, 32.019 Responsibility of Town Council, 32.020 Responsibility of Town Manager, 32.032 Probationary Period of Employment, 32.047 Work Schedule, 32.049 Use of Personal Car for Business, 32.052 Outside Employment, 32.063 Social Networking, 32.081 Overtime Policy, 32.085 On-Call, 32.112 Suspension, 32.136 Coverage, 32.138 Grievance Procedure, 32.174 Vacation Leave; Accumulation, 32.176 Vacation Leave: Payment Upon Termination of Employment, 32.177 Vacation Leave; Payment of Vacation Leave Upon Death, 32.181 Sick Leave; Use and Reporting, 32.182 Sick Leave; Physician's Certification, 32.185 Civil Leave, 32.187 Administrative Leave, 32.190 Adverse Weather Conditions, 32.205 Salary After Promotion, 32.206 Salary Upon Demotion, 32.207 Reporting Work Time; Hourly Employees, 32.226 Prior Approval for Travel, 32.227 Eligible Transportation Expenses, 32.246 Confidential Information

Organization of Personnel System

32.015 Purpose

32.016 Coverage

32.017 Definitions

32.018 Merit principle

32.019 Responsibility of Town Council



32.020 Responsibility of Town Manager

§ 32.017 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

DESIGNEE. An employee who has been designated to make decisions or conduct business on behalf of another employee.

EXEMPT EMPLOYEE. An employee who is not subject to the overtime provisions of the Fair Labor Standards Act.

FULL-TIME EMPLOYEE (NON POLICE). An employee, either regular, trainee, probationary or temporary, who is regularly scheduled to work 40 or more work hours per week.

FULL-TIME EMPLOYEE (POLICE). An employee, either regular, trainee, probationary or temporary, who is regularly scheduled to work 84 or more work hours during a two-week pay period.

GRIEVANCE. A claim or complaint based upon an event or condition which affects the circumstances under which an employee works.

HUMAN RESOURCES OFFICER. A town employee who is designated by the Town Manager to carry out the functions specifically indicated in these policies. The Town Manager may also delegate any other functions deemed appropriate.

IMMEDIATE FAMILY.

(1) Individuals related to the employee, including the employee's spouse, children, mother, father, sister, brother, grandparent, grandchildren, plus the various combinations of half, step, in-law and adopted relationships that can be derived from those named.

(2) **IMMEDIATE FAMILY** is further defined in the policies which involve the immediate family.

PART-TIME EMPLOYEE. An employee, either regular or temporary, who is regularly scheduled to work less than 40 hours work hours per week.

PART-TIME EMPLOYEE (POLICE). An employee, either regular, trainee, probationary or temporary, who is regularly scheduled to work less than 84 work hours during a two-week pay period.

PROBATIONARY PERIOD. A working test period of 90 days, extendable for an additional 90 days, for all new town employees or in other circumstances as more fully explained in



§§ [32.030](#) to [32.034](#). During this time an employee is required to demonstrate the ability to perform the work required and establish general suitability as an employee of the town. Successful completion of the probationary period does not change the at-will status or guarantee an employee employment or continued employment for any period of time.

REGULAR EMPLOYEE. A person hired to serve in a position for an indefinite duration and who has successfully served a probationary period.

TEMPORARY EMPLOYEE. An employee regularly scheduled to work, either on a full-time or part-time basis, for a defined period.

(Policy, passed 1-8-2013; Ord. passed 4-5-2016)

§ 32.019 RESPONSIBILITY OF TOWN COUNCIL.

The Town Council will establish and amend personnel policies and rules.

(Policy, passed 1-8-2013; Ord. passed 4-5-2016)

§ 32.020 RESPONSIBILITY OF TOWN MANAGER.

The Town Manager will submit requested changes to personnel policies and rules to the Town Council for approval. The Town Manager, in accordance with the policies and procedures in this manual, has complete and exclusive discretion to make decisions regarding hiring, appointments, and dismissals of town employees.

(Policy, passed 1-8-2013; Ord. passed 4-5-2016)

§ 32.032 PROBATIONARY PERIOD OF EMPLOYMENT.

(A) Each new employee shall serve a probationary period of 90 days beginning on the first day of employment. Either the employee or town may end the employment at-will relationship at any time during or after the probationary period with or without reason or advance notice. A probationary employee who has been dismissed may appeal such action in accordance with the grievance procedure outlined in §§ [32.135](#) to [32.138](#).

(B) The Town Manager shall have the option of requiring an additional probationary period for employees who have been promoted or transferred to another position.

(C) Employees serving a probationary period shall not be permitted to take vacation leave during the probationary period unless the denial of such leave will create an unusual hardship.



Vacation leave may be taken during this period only with the prior approval of the Town Manager.

(D) Employees serving a probationary period following initial hire will not be eligible for paid military leave. Such leave must be taken without pay.

(E) Before completion of the probationary period, the employee's immediate supervisor should review the employee's performance.

(Policy, passed 1-8-2013; Ord. passed 4-5-2016)

§ 32.047 WORK SCHEDULE.

(A) The standard work week for Town Hall employees is 37.5 hours per week. The normal operating hours for Town Hall are 8:30 a.m. to 5:00 p.m. The standard work week for public works and waste and water treatment employees is 40 hours per week. Adjustments may be made in any department schedules only with the approval of the Town Manager.

(B) Law enforcement employees shall work the scheduled number of hours designated by the Police Chief.

(Policy, passed 1-8-2013; Ord. passed 4-5-2016)

§ 32.049 USE OF PERSONAL CAR FOR BUSINESS.

When it is necessary to use a personal car for town business, with prior approval of the Town Manager, the town will pay the prevailing Internal Revenue Service reimbursement rate for mileage for the approved business use of the private vehicle. A travel expense form must be completed by the employee and submitted to the supervisor for approval.

(Policy, passed 1-8-2013; Ord. passed 4-5-2016)

§ 32.052 OUTSIDE EMPLOYMENT.

(A) Full-time employment with the town shall take precedence over all other employment opportunities of employees. Any employment, including self-employment if it is income-producing, should be secondary to employment with the town. In order to participate in outside employment, an employee shall have the prior approval of the Town Manager. The purpose of the approval procedure is to determine the potential effect on the employment with the town and to try to ensure a conflict of interest will not arise. The town reserves the right to periodically



review the outside employment to determine if there have been any adverse effects on town employment.

(B) Outside employment shall not be permitted when it would:

- (1) Create either directly or indirectly a conflict of interest with town employment; or
- (2) Impair in any way the employee's ability to perform all expected duties, to make decisions and carry out in an objective fashion the responsibilities of the employee's position with the town.

(Policy, passed 1-8-2013; Ord. passed 4-5-2016)

§ 32.063 SOCIAL NETWORKING.

The town understands that social networking and Internet services have become a common form of communication in the workplace. Employees that choose to participate in social networks while a town employee must adhere to the following guidelines:

(A) Town policies, rules, regulations and standards of conduct apply to employees that engage in social networking activities while conducting town business;

(B) Employees who participate in social media outlets on or off-duty may not violate any of the policies of this manual;

(C) Although minimal personal computer usage is allowed during the work day, participating in non work-related social media outlets while on duty is assumed to impact productivity and cause performance issues and therefore is prohibited;

(D) Town employees are prohibited from creating a social networking site or service to conduct town business unless approved by the Town Manager; and

(E) When participating in social networking sites not related to town business, an employee must make it clear that they are not speaking on behalf of the town but speaking in their capacity as a private citizen. If an employee publishes content on any website outside of the town and it has something to do with the employee's employment at the town or subjects associated with the town, the employee must use a disclaimer such as: "The postings on this site are my own and don't necessarily represent the Town's positions or opinions." It should be noted however that a disclaimer will not prevent an employee from being disciplined if their communication has the effect of violating any town policy.

(Policy, passed 1-8-2013; Ord. passed 4-5-2016)



§ 32.081 OVERTIME POLICY.

(A) *Generally.*

(1) In lieu of overtime pay, the town will generally compensate employees who work in excess of 40 hours in a workweek by providing them with compensatory time at the rate of one and one-half times the number of hours worked in excess of 40 within that workweek. Employees shall be allowed to accumulate up to 40 hours of compensatory time. If an employee has accumulated and is carrying a balance of 40 hours of compensatory time, for any subsequent workweeks during such time, the employee will be paid overtime at the rate of time and a half for hours worked in excess of 40 hours in the workweek and will not accumulate any compensatory time in excess of 40 hours.

(2) In the Town Manager's sole discretion, overtime pay, in lieu of compensatory time, may be offered to an employee(s) in limited circumstances. Salaried exempt employees, as determined under the Fair Labor Standards Act and regulations promulgated thereunder, are exempt from these overtime policies. Notwithstanding the foregoing, the town wishes to treat all employees fairly and also recognizes the physical and psychological health implication created by excessive overtime. Therefore, exempt employees shall be allowed to accumulate compensatory time on an hour-for-hour basis up to a maximum of 40 hours. Exempt employees may be allowed to take compensatory time in the same manner as vacation leave, with the prior approval of the employee's supervisor. Upon termination from employment, the employee shall not be paid for accrued but unused compensatory time.

(B) *Law enforcement.* Law enforcement employees shall receive their regular rate of pay for hours they work over eight hours in one day or on a scheduled off day as long as the total for the 28-day pay period does not exceed the maximum 171 hours established by the Department of Labor for payment of overtime.

(Policy, passed 1-82013; Ord. passed 4-5-2016)

§ 32.085 ON-CALL.

(A) Time spent by employees who are required to remain on-call on the town's premises or so close thereto that they cannot use the time for their own purposes is considered working time. However, if they are required only to leave word where they may be reached, the hours spent on-call are not regarded as working time.

(B) If the employee is called back to work, the employee shall be paid overtime at a rate of one and one-half times the number of hours worked. The minimum number of hours worked in such circumstances shall be deemed to be two hours.



(C) On-call duty shall not be assigned to employees who are on approved vacation leave, sick leave, civil leave, or military leave.

(D) Employees who are required to serve on an “on Call Rotation” may be compensated at a rate established by the Town Manager and approved by the Town Council.

§ 32.112 SUSPENSION.

The Town Manager may suspend (paid or unpaid) an employee for up to five days during an investigation of allegations of serious misconduct or if the Town Manager, in his or her discretion, believes the suspension is otherwise necessary for town operations. The Town Council can extend such suspension if, in its discretion, the Town Council deems it necessary.

(Policy, passed 1-8-2013; Ord. passed 4-5-2016)

§ 32.136 COVERAGE.

The provisions of this procedure shall apply to all the town's employees. The Town Manager has the authority to hire, supervise, discipline, and dismiss employees.

(Policy, passed 1-8-2013; Ord. passed 4-5-2016)

§ 32.138 GRIEVANCE PROCEDURE.

All grievances will be administered in the specified manner and processed within the stated time limits unless a time extension is approved by the Town Council. Failure by the employee to process a complaint or comply with the stated time limits shall constitute termination of the grievance procedure. At each step of the grievance process where written documentation is required, the Human Resources Officer shall receive a copy to put in the employee's permanent file. The employee filing a grievance shall have the right to have legal counsel only present at each step of the process. The following steps should be taken:

- (1) *Step one: present grievance to immediate supervisor.* An employee with a grievance shall present the matter in writing to the employee's immediate supervisor within five working days of its occurrence or within five working days of the time the employee learns of its occurrence, with the objective of resolving the matter informally. The supervisor is encouraged to consult with any employee necessary to investigate. The supervisor shall respond to the employee as soon as possible, but within five working days.



- (2) *Step two: meeting with Human Resources Officer.* If the response from step one is not acceptable to the grievant, the employee may appeal that decision in writing to the Human Resources Officer within ten working days of the receipt of the supervisor's decision. The Human Resources Officer will meet with the grievant and the supervisor within 10 working days from the date of the request, and the Human Resources Officer shall either uphold the supervisor's decision or recommend a hearing by the Personnel Committee within 10 working days of the meeting.
- (3) *Step three: meeting with personnel committee.* If the response from step two is not acceptable to the grievant, the employee may appeal that decision in writing to the Personnel Committee within ten working days of the receipt of the Human Resources Officer's decision. The Human Resources Officer may also request a hearing before The Personnel Committee. The Personnel Committee will meet with the grievant within 10 working days from the date of the request, and the Personnel Committee shall make a recommendation to the Town Manager within 10 working days of the hearing.
- (4) *Step four: appeal to Town Manager.* The Town Manager will meet with the grievant and supervisor within ten working days of receipt of the Personnel Committee's recommendation. The Town Manager shall render a decision within 10 working days of the meeting. The Town Manager has final authority in rendering any such decisions.
- (5) The decision of the Town Manager is final and binding, and no further appeal is allowed.

(Policy, passed 4-5-2016; Ord. passed 4-5-2016)

§ 32.174 VACATION LEAVE; ACCUMULATION.

(A) All regular and probationary employees of the town will accrue vacation leave at the following rate:

<i>Length of Service</i>	<i>Days Earned Each Month</i>		<i>Days Earned in One Year</i>
0 - up to 5 years	1 day	12	
5 - up to 10 years	1-1/4 days	15	
10 - up to 15 years	1-1/2 days	18	
15 - up to 20 years	1-3/4 days	21	
20 or more years	2 days	24	



(B) Vacation leave may accrue to a maximum of 240 hours. When the maximum has been accumulated, no additional leave may accrue until some of the accrued leave is taken. Time taken off by employees using approved leave with pay or workers' compensation benefits shall be counted as time worked for the purpose of earning vacation leave.

(C) Persons hired on or before the fifteenth of the month shall earn vacation leave for that month. Those hired after the fifteenth of the month begin earning vacation leave on the first of the following month.

(Policy, passed 1-8-2013; Ord. passed 4-5-2016)

§ 32.176 VACATION LEAVE; PAYMENT UPON TERMINATION OF EMPLOYMENT.

(A) If an employee's employment with the town ends for any reason, an employee must have worked through the fifteenth day of the month of separation in order for the employee to be eligible to accrue any vacation leave for that month.

(B) If an employee resigns or is separated from employment, other than for personal conduct or professional conduct detrimental to the town, the employee will be eligible to be paid for vacation leave accrued but unused as of the date of separation, not to exceed the maximum 240 hours.

(C) An employee who is separated from employment for personal conduct or professional conduct detrimental to the town shall forfeit entitlement to be paid for vacation leave accrued but unused.

(Policy, passed 1-8-2013; Ord. passed 4-5-2016)

§ 32.177 VACATION LEAVE; PAYMENT OF VACATION LEAVE UPON DEATH.

The estate of an employee who dies while employed by the town shall be entitled to payment of all of the accrued but unused vacation leave credited to the employee's account, not to exceed 240 hours.

(Policy, passed 1-8-2013; Ord. passed 4-5-2016)



§ 32.181 SICK LEAVE; USE AND REPORTING.

(A) Sick leave must be recorded and charged when used by employee. All employees are eligible to use sick leave as soon as it is earned.

(B) Employees are required to notify their supervisors as soon as possible, but no later than one hour before the beginning of their regular work day, if they are unable to report to work because of illness or other reason covered by the Sick Leave policy.

(C) An employee who knows in advance that he or she will use more than two consecutive sick days for the purpose of receiving medical treatment shall give notice as soon as he or she is aware of the likelihood that such sick time will be used. Further, an employee shall consult with his or her supervisor prior to the scheduling of any elective surgery so that arrangements can be made to cover that employee's job responsibilities.

(Policy, passed 1-8-2013; Ord. passed 4-5-2016)

§ 32.182 SICK LEAVE; PHYSICIAN'S CERTIFICATION

(A) For all absences due to injury or illness which result in more than three consecutive days of absence, the employee is required to provide proof from a healthcare provider that the employee was unable to work due to the employee's illness or injury or the illness or injury of the employee's immediate family member. Such proof should normally be in the form of certification from the individual's physician. If the absence is due to the employee's condition, the Town Manager has discretion to require the employee provide a medical certification from the employee's physician, indicating that the employee is physically and/or mentally able to return to work. The Town Manager also may require a medical certification of the employee's fitness to return to work following any sick leave taken if circumstances warrant and such inquiry is business related and consistent with job necessity.

(B) Failure of an employee to provide a requested medical certification may result in nonpayment of the days taken and may, delay the employee's return to work, and/or be grounds for further disciplinary action up to and including termination.

(Policy, passed 1-8-2013; Ord. passed 4-5-2016)

§ 32.185 CIVIL LEAVE.

(A) Employees may be granted time off with pay for a reasonable amount of time to be established by the Town Manager at the beginning or end of their regular work day so that they may vote in national, state and local elections.



(B) Civil leave may also be granted when an employee is called for jury duty or as a witness in any civil or criminal legal proceeding to which the employee is not a party. The employee may receive leave with pay for such duty during the required absence without charge to accumulated vacation upon providing proper documentation to the Human Resources Officer.

(C) When an employee's obligation for jury or witness duty ends before the end of that employee's normal work day, the employee is expected to return to work for the remainder of the work day.

(D) While on civil leave, benefits and leave shall accrue as though on regular duty.

(E) Exception: An employee who is a party in private litigation shall not be entitled to civil leave, but may take vacation leave or leave without pay for necessary court appearances with the approval of the supervisor for vacation leave and the Town Manager for leave without pay.

(Policy, passed 1-8-2013; Ord. passed 4-5-2016)

§ 32.187 ADMINISTRATIVE LEAVE.

Leave with pay may be authorized by the Town Manager for purposes considered to be in the public interest, in cases of civil disturbances, severe weather conditions or in such other circumstances as good judgment and common practice would dictate as determined in the sole discretion of the Town Manager.

(Policy, passed 1-8-2013; Ord. passed 4-5-2016)

§ 32.190 ADVERSE WEATHER CONDITIONS.

Following severe weather conditions occurring during the night, it is the responsibility of each employee to report to work as soon as possible after the normal work day begins. The employee must charge time away from work during adverse weather to vacation leave or compensatory time unless other specific arrangements are made with the employee's supervisor. The Town Manager has the authority to alter the regular business day in the event of severe weather conditions.

(Policy, passed 1-8-2013; Ord. passed 4-5-2016)

§ 32.205 SALARY AFTER PROMOTION.

An employee who is promoted should normally receive a pay increase. In some cases, an immediate salary increase may not be appropriate or equitable. If the employee's previous



experience and other circumstances warrant, the salary may be adjusted with the approval of the Town Manager.

(Policy, passed 1-8-2013; Ord. passed 4-5-2016)

§ 32.206 SALARY UPON DEMOTION.

The Town Manager should determine the appropriate salary adjustment, if any, when an employee is demoted.

(Policy, passed 1-8-2013; Ord. passed 4-5-2016)

§ 32.207 REPORTING WORK TIME; HOURLY EMPLOYEES.

Due to the nature of their positions, some town employees may utilize a mechanical or electronic time clock to keep a record of hours worked. Only the individual employee concerned is authorized to “punch” in or out the employee's own time card. An employee is authorized to sign only the employee's own time card. Employees may not “punch-in” or begin work earlier than five minutes before the start of the official workday, unless earlier start time is authorized by their supervisor in advance. Unless otherwise authorized by their supervisor, employees will “punch-out” as close to possible to the end of their scheduled work day. Time cards will be turned into the Finance Officer by 9:00 a.m. on the Monday after the close of the work week and prior to the town's bi-weekly payday on Wednesday.

(Policy, passed 1-8-2013; Ord. passed 4-5-2016)

§ 32.226 PRIOR APPROVAL FOR TRAVEL.

The town recognizes the need for flexibility in obtaining approval for travel. It is the Town Manager's responsibility to determine if travel is necessary and reasonable.

(Policy, 1-8-2013; Ord. passed 4-1-2014; Ord. passed 4-5-2016)

§ 32.227 ELIGIBLE TRANSPORTATION EXPENSES.

(A) Transportation expenses that are reasonable and necessary while conducting official business for the town are generally eligible for reimbursement. Eligible transportation expenses may include the cost of travel by air, rail, bus, taxi, and personal auto. All transportation by commercial carrier must be via coach unless such rates are not available and no other travel options are available.



(B) Whenever possible, town vehicles should be used for auto travel. In the event a town vehicle is not available, the employee's personal auto may be used.

(C) For reimbursement relating to an employee's use of his/her personal automobile, the prevailing rate allowed by the Internal Revenue Service for mileage will be used. Generally, reimbursement for the use of an employee's private automobile is limited to travel incurred in the local area or within the state.

(D) Occasionally, either for personal preference or for the benefit of the town, an employee may take his/her personal auto for out-of-town or state travel when transportation by other means would be more economical. In those cases, reimbursement will be limited to the mileage rate or an equivalent air fare, whichever is less.

(E) Other transportation expenses that may be covered are:

(1) Taxi fares or other costs of transportation between the airport or station and employee's hotel or from one place of business to another. Taxi fares are also allowable between the hotel and temporary work assignment;

(2) Baggage charges; or

(3) Reasonable tips that are incidental to any of the above transportation expenses.

(Policy, passed 1-8-2013; Ord. passed 4-1-2014; Ord. passed 4-5-2016)

§ 32.246 CONFIDENTIAL INFORMATION.

All information contained in a town employee's personnel file, other than the information listed in § 32.245 above will be maintained as confidential in accordance with the requirement of G.S. § 160A-168 and shall be open to public inspection only in the following instances:

(A) The employee or his or her duly authorized agent may examine all portions of his or her personnel file, except:

(1) Letters of reference solicited prior to employment; and

(2) Information concerning a medical disability, mental or physical, that a prudent physician would not divulge to his patient;

(B) A licensed physician designated in writing by the employee may examine the employee's medical record;

(C) A town employee having supervisory authority over the employee may examine all material in the employee's personnel file;



(D) By order of a court of competent jurisdiction, any person may examine all material in the employee's personnel file;

(E) An official of any agency of the state or federal government, or any political subdivision of the state, may inspect any portion of a personnel file when such information is deemed by the Human Resources Officer to be necessary and essential to the pursuance of a proper function of the inspecting agency, but no information shall be divulged-for the purpose of assisting in a criminal prosecution of the employee or for the purpose of assisting in an investigation of the employee's tax liability;

(F) Each individual requesting access to confidential information will be required to submit satisfactory proof of identity.

(G) A record shall be made of each disclosure and placed in the employee's file (except disclosures to the employee and the supervisor).

(Policy, passed 1-8-2013; Ord. passed 4-5-2016)

This ordinance is to be effective upon its adoption this 5th day of April, 2016.

Ricky Craddock, Mayor

Attested to:

Sherri Darnell, Town Clerk



ORDINANCE 0-2016-03

AN ORDINANCE DECLARING A ROAD CLOSURE FOR ANNUAL CRUISE IN

WHEREAS, the Town Council of the Town of Stoneville acknowledges a long tradition of providing an annual Cruise In for the pleasure of its citizens; and

WHEREAS, the Town Council of the Town of Stoneville acknowledges its citizens realize a financial benefit from holding an annual Cruise In; and

WHEREAS, the Town Council of the Town of Stoneville acknowledges a Cruise In requires approximately one (1) hour to install signing and traffic control, and also requires approximately one (1) hour for removing signs, traffic control and litter;

NOW THEREFORE BE IT ORDAINED by the Town Council of the Town of Stoneville pursuant to the authority granted by G.S 20-169 that they do hereby declare a temporary road closure during the day and times set forth below on the following described portion of a State Highway System route:

Date:	The third Friday of the months April through September (Annually)
Times:	4:00 PM to 9:00 PM
Route Description:	SR 1603 (Henry St) from Main Street to Dollar General parking lot NC 770 (E. Main St) from SR 1405 (Glenn Street) to Stone Street

This ordinance to become effective when signs are erected giving notice of the limits and times of the Cruise In, and implementation of adequate traffic control to guide through vehicles and emergency vehicles around the festival.

Adopted this 5th day of April, 2016.

Ricky Craddock, Mayor

Attested to:

Sherri Darnell, Town Clerk



TOWN OF STONEVILLE

101 Smith Street • PO Box 71 • Stoneville NC 27048

Phone: 336-573-9393 • 336-573-9695 • Fax: 336-573-2020

To: Mayor Ricky Craddock, Mayor Pro Tem Chuck Hundley, Councilmen Bill Farris, Henry Thornton, Jerry Smith, Councilwoman Lori Armstrong

CC: Town Attorney Travis Martin

From: Ken Gamble – Town Manager

Date: 03/28/2016

Subject: Transfer of Stoneville Football and Cheerleading Programs

Jackie Blackard has been engaged in an ongoing dialogue with McMichael High School, Madison-Mayodan Recreation, Huntsville and the Rockingham County Youth Football League (RCYFL) in an effort to create some choices for a larger league that would be a feeder to McMichael High School. Representatives from each area will be included on the board for the new organization which will be called the Jr. Phoenix Football Program. Sign-ups will begin in April with all interested children in the area going into a common draft. The teams will feed the middle and high school programs. The programs being offered include flag football, two levels of tackle football and cheerleading. The fee for tackle football will be \$65 and other fees will be determined by the Jr. Phoenix board. Scholarships will be provided to needy children.

As you are aware, football is the most expensive and highest liability sport we offer. In order to field any teams in FY 16-17 we would be required to purchase \$4,000 - \$6,000 in new equipment. Additionally, interest and participation in our cheerleading program has been on the decline for the last several years. Jackie and I have discussed this at length and agree that it would be in everyone's best interests to transfer these programs to the Jr. Phoenix organization and offer another Fall sport that can generate revenue for the Recreation department.

I have directed Jackie to make a list of uniforms and equipment we have on hand for football and cheerleading. I request that you consider declaring these items surplus and either donate or sell these items at a nominal cost to the Jr. Phoenix organization. I will approach the Council at a later date with the appropriate documents.

Free Bulky Item Pick-Up Week

April 11th – 15th

For Town Residents Only

The Town of Stoneville Public Works Department will provide roadside pick-up for approved items from Monday April 11th – Friday April 15th. Residents must place items to be picked up behind the curb of the road **no sooner than 6:00 a.m. on April 4th** and **no later than 6:00 a.m. on April 11th** for pick-up. If items are not placed behind the curb by 6:00 am on April 11th, the Town **WILL NOT** be held responsible for pick-up or any disposal fees associated with these items. Residents are responsible for disposing of any items the Town does not pick up by Friday April 22, 2016.

ITEMS THE TOWN WILL PICK-UP

Due to changes made by the Rockingham County landfill the Town will only pick-up the following items:

Furniture and Regular Residential Waste

Regular residential waste is the non-recyclable trash you normally put in your trash can.

If you aren't sure if the Town will pick up an item call us at Town Hall **BEFORE** you put it out **336-573-9393**.

ITEMS THE TOWN **WILL NOT** PICK-UP

Appliances, Commercial Waste (Shingles, Remodeling and Construction Materials, Demolition Materials or Any Other Commercial Waste) Scrap Metal, Yard Waste, Televisions, Batteries, Asbestos, Liquids (Paints, Solvents, Chemicals) or Hazardous Materials

Citizens with appliances, scrap metal, televisions, batteries, used oil, used oil filters, wood pallets, scrap tires and other recyclable items may take them directly to the Rockingham County Landfill free of charge from Monday April 11th – Saturday April 16th. **NO COMMERCIAL WASTE WILL BE ACCEPTED**. Please call the landfill if you have any questions 336-427-4789.



Grand Opening and Ribbon Cutting Stoneville Park Downtown Connector Trail

Sunday April 17th 2p – 4p

Stoneville Memorial Park

Ribbon Cutting at 2:30 p.m.

*Inaugural Trail Walk Immediately Following
w/ Light Refreshments at Celebration Event
Centre at the End of the Walk*

*First 45 people to register the day of the event
get a free Stoneville Walking Club t-shirt!*

You're Invited...

