

COUNTY OF WASHINGTON

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RESOLUTION

To Amend the Washington County Personnel Policy
To revise: Article IV: Leaves Section 4B: Vacation Upon Separation of Employment; and
To revise: Article VIII: Separation Section 1: Separation

WHEREAS, the County Manager has recently recommended that certain revisions be made by amendment to the current Washington County Personnel Policy in order to more clearly address and guide employees and administrative staff in uniformly interpreting and implementing the terms and conditions of that policy under certain circumstances; and

WHEREAS, the Board desires to make such amendments to certain existing policy sections as more particularly described and shown below using ~~strike through~~ to depict deletions, and underlining to depict insertions to be made thereto as part of this amendment.

NOW THEREFORE, THE BOARD OF COUNTY COMMISSIONERS of WASHINGTON COUNTY HEREBY RESOLVES AS FOLLOWS:

1. That Article VIII: Separation Section 1: Separation is hereby revised as follows:

Section 1: Separation

Notification of all separations shall be given to the Human Resources Specialist in the Finance Office as soon as possible. All separations of employment shall be classified in the following types and shall be carried out as follows:

- Retirement
Service Retirement is voluntary termination after having satisfied the age and length of employment requirements of the applicable State Retirement System procedures for applying for retirement benefits as detailed in the Policy entitled "Retirement System." Employees are encouraged to submit their letter of retirement to the Finance Office at least 90 days prior to their intended retirement date to ensure that all of the necessary paperwork be submitted to the retirement

system in plenty of time for processing in accordance with applicable procedures. These may include without limitation the necessity that Retirement may only be taken effective as of the first day of a particular calendar month following notice thereof to the retirement system.

Notwithstanding anything in this policy to the contrary, an employee wanting to leave the County in good standing must still provide a written notice of their intent to retire to their immediate supervisor at least two weeks (14 calendar days) prior to the effective date of retirement (although this may still not be adequate notice to the Finance Office to assist you in actually processing your retirement in accordance with applicable procedures). Two weeks notice is understood to mean that the retiring employee will be available for work during this time so as to aid in the training of a replacement. Failure to provide two weeks advance notice shall result in a forfeit of accumulated vacation or personal leave time.

2. That Article VI: Leaves Section 4B: Vacation Upon Separation of Employment is hereby revised as follows:

Section 4B: Vacation Upon Separation of Employment

Upon resignation or retirement from County employment, or upon an employees death resulting from any cause or accident whether or not related to their employment other than suicide, an employee shall be paid ~~cash~~ at the normal rate of pay for his/her unused ~~annual~~ vacation leave up to a maximum of 225 hours, provided regular status has been attained, and in the case of resignations or retirement that the employee has left in good standing as more particularly described in this policy (including advance notice of resignation or retirement). An employee whose employment is terminated prior to completion of his/her probationary period ~~has accrued vacation time but~~ is not entitled to payment for unused vacation time.

~~If the employee retired or resigned, such employee thereupon shall be entitled to a sum of money equal to his/her former regular compensation for any earned vacation leave time which has not been used.~~

3. That except as specifically stated and amended herein, the Washington County Personnel Policy, as previously modified or amended from time to time, and currently in effect as of the date of this Resolution shall remain in full force and effect hereafter.

Adopted this 2nd day of December, 2019


Chair, Washington County Board of Commissioners

ATTEST:


Julie J. Bennett, CMC, NCMCC
Clerk to the Board

