City of Lincolnton
114 West Sycamore Street
P. O. Box 617
Lincolnton, North Carolina
28093-0617

Human Resources Department
Phone (704) 736-8980
FAX (704) 736-8975
www.lincolntonnc.org

MEMORANDUM

To: Mayor and City Council Members

Through: Ritchie Haynes, City Manager

From: Tanya Osborne, Human Resources Director

Re: Revision City of Lincolnton Personnel Policy:
Article VI Section 14-Educational Involvement of City Employees

Date: May 14, 2024

As part of the 2024/2025 budget workshop held in March, Council gave consideration to the potential revision of Section 14 of the City of Lincolnton's Personnel Policy which allows employees paid time to attend school activities. This section is currently administered in accordance with N.C. G.S. § 95-28.3 which allows up to four (4) hours of leave.

During the workshop, Council expressed support for increasing the number of hours from four (4) to eight (8). This increase in time will assist employees with time spent in attending parent/teacher conferences and school supported activities. In addition, the eight (8) hours is equivalent to the amount of time allowed by Lincoln County for their employees.

Attached for your review is the revised Personnel Policy Article VI Section 14-Education Involvement of City Employees.

Council Consideration:
Approval of the revision of *The City of Lincolnton Personnel Policy, Article VI, Section 14-Educational Involvement of City Employees* with an effective date of July 1, 2024.

Attachment: Proposed Personnel Policy Revision, Article VI Section 14-Educational Involvement of City Employees

City of Lincolnton Personnel Policy
Proposed Revision: Article VI Section 14-Education Involvement of City Employees
June 6, 2024

Current Policy:

SECTION 14. EDUCATION INVOLVEMENT OF CITY EMPLOYEES:

The City Council of the City of Lincolnton recognizes the importance of excellence in education and commits its support of education through the participation of City employees in the educational process. All City employees are encouraged to actively participate in the educational system by attending parent-teacher conferences thereby becoming involved in the education and development of their children and when appropriate to volunteer in the schools.

In order to support City employees and to foster educational involvement, the City will permit employees time away from work in a certified pre-school, accredited private school or public school setting.

Educational time away from work is a privilege rather than an entitlement. Its use requires the advance approval of the department head or his or her designee. Validation of attendance at school activities may be required, if deemed necessary.

Proposed Revised Policy:

SECTION 14. EDUCATION INVOLVEMENT OF CITY EMPLOYEES:

The City of Lincolnton's Mayor and Council recognize the importance of excellence in education and commits its support of education through the participation of City employees in the educational process of their children. Employees shall be granted up to eight (8) hours of paid educational involvement leave per calendar year to attend or otherwise be involved at their child's school. Leave under this section is subject to the following conditions:

- The definition of an eligible employee and educational institution is outlined in N.C. G. S. § 95-28.3.
- The educational involvement leave shall be at a mutually agreed upon time between the supervisor and the employee.
- The employee must provide a request for educational involvement leave at least 48 hours before the time desired for the leave. Validation of participation in educational activities may be required.
- The educational involvement leave hours do not accumulate, and unused hours will not carry over from year to year.
- There is no waiting period for use of educational involvement leave hours.
- There is no entitlement for this additional benefit during employment or in the event the employee leaves employment with the City.