Council Member ___ made a motion to approve the following resolution. A vote of ___.

RESOLUTION TO AMEND THE TOWN OF BLACK MOUNTAIN, NORTH CAROLINA PERSONNEL POLICY

Resolution #: R-25-34

WHEREAS, the Town of Black Mountain recognizes the importance of maintaining an up-to-date and effective personnel policy to guide its employees and ensure a fair and consistent workplace; and

WHEREAS, it is the desire of the Town Council to amend certain provisions within the existing Personnel Policy Manual to address current needs, improve clarity, or ensure compliance with applicable laws and regulations; and

WHEREAS, the proposed amendments have been reviewed by appropriate staff and departments and are deemed to be in the best interest of the Town and its employees.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Black Mountain that the following changes be made to the Town of Black Mountain Personnel Policy Manual, effective as of the date of this Resolution (additions are underlined in bold and deletions are shown as red struck text):

Article VI: Work Conditions and Expectations, Section 24.

Section 24. Emergency Lodging and Meal Support Policy

(a) **Purpose**

(1) **The purpose of this policy is to establish formal authorization for the Town of Black Mountain to provide lodging and meals for town staff, emergency workers, contractors, and essential personnel during an emergency situation in which remaining onsite or in proximity to critical operations is necessary to protect health, safety, or the continuity of government operations.**

(2) **This policy ensures compliance with requirements of federal and state reimbursement programs, including but not limited to FEMA Public Assistance (PA), the North Carolina Emergency Management (NCEM) reimbursement programs, and any future applicable relief mechanisms.**

(b) **Authority**

(1) **This policy shall apply during:**

- **A presidentially declared disaster or emergency;**
- **A state-declared disaster or emergency;**
- **A locally declared state of emergency by the Mayor;**
- **A determination by the Town Manager or Assistant Town Manager that an emergency situation exists that threatens the safety of personnel or significantly disrupts essential services.**

(c) **Policy**

(1) **The Town of Black Mountain may provide or reimburse reasonable costs for lodging, meals, and related subsistence expenses for:**

- **Town employees required to remain onsite or within close proximity to their assigned emergency duties;**
- **Mutual aid responders and contracted emergency personnel supporting the Town's response and recovery;**
- **Other individuals whose housing or meal support is deemed necessary to maintain critical operations or ensure health and safety during the event.**

This includes:

- **Hotel or short-term lodging accommodations when safe on-site shelter is unavailable or inappropriate;**
- **Meals provided onsite or through per diem reimbursement consistent with federal and state guidance;**
- **Extended support if recovery or response efforts continue beyond the duration of the declared event.**

All expenditures must be:

- **Pre-approved by the Town Manager or Assistant Town Manager;**
- **Reasonable, necessary, and directly related to the emergency;**
- **Documented with itemized receipts and justification, including names of those housed or fed and their roles in the response.**

(d) **Implementation**

The Town Manager, Assistant Town Manager, or their designee shall be responsible for implementing this policy during a qualifying emergency. Finance staff will ensure all documentation meets standards required for reimbursement by external funding agencies.

(e) **Reimbursement and Funding**

When applicable, the Town will seek reimbursement for these expenses through FEMA Public Assistance, NCEM, insurance, or other sources. Adoption of this policy is intended to support eligibility for current and future reimbursement programs by demonstrating formal procedures.

(f) **Review and Updates**

This policy shall be reviewed periodically and revised as necessary to remain consistent with best practices and federal/state guidance for emergency management and disaster recovery.

BE IT FURTHER RESOLVED that all other provisions of the Town of Black Mountain Personnel Policy Manual shall remain in full force and effect.

BE IT FURTHER RESOLVED that the Town Manager (or other designated authority) is hereby authorized to take all necessary actions to implement these amendments, including updating the electronic and physical copies of the Personnel Policy Manual and communicating these changes to employees.

Adopted this 11th day of August, 2025.

_____
C. Michael Sobol
Mayor

Attest:

_____
Wesley M. Barker
Town Clerk