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Lincolnton NC
Near the City. Near the Mountains. Near Perfect.

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MEMORANDUM

To: Mayor and City Council Members

Through: Ritchie Haynes, City Manager

From: Tanya Osborne, Human Resources Director

Re: Revision of Personnel Policy Related to LPD Restructured Work Hours:
Article V Section 1(B) Workweek
Article VI Section 1 Holiday Pay, and 3(B) Vacation-Manner of Accumulation

Date: June 25, 2026

The following changes to the Personnel Policy are presented to correspond to the change to the Police Department's approved operating schedule of 1820 annual hours.

Article V Section 1(B) Workweek
Currently reads:
Police Personnel - ~~86~~ Hours per work period

Revision:
Police Personnel - 70 Hours per work period

Article VI Section I Holiday and Floating Holiday
Currently reads:
~~42-hour per week employees will be paid 8.40 hours of Holiday Pay for each Holiday.~~
~~The 8.4 hours are calculated as follows:~~
~~42 hours per week/40 hours per week for regular employee = 1.05~~
~~1.05 X 104 (13 Holidays per year x 8 hours for a regular full-time employee) =109.2~~
~~109.2 hours/13 Holidays = 8.40 hours of Holiday pay~~

Revision:
35-hour per week employees will be paid 7 hours of Holiday pay for each Holiday.
The 7 hours are calculated as follows:
35 hours per week /40 hours per week for regular employee = .875
.875 X 104 (13 holidays per year x 8 hours) = 91
91 hours/13 holidays = 7 hours of holiday pay

Article VI Section 3(B) Vacation Manner of Accumulation

Currently reads:

~~Table 3 – 84 Hours per Bi-Weekly Work Period Employee~~

~~Years of Service~~	~~Hours Accrued Per Pay Period~~
~~0 through 2 Years~~	~~3.88~~
~~3 through 5 Years~~	~~4.20~~
~~6 through 10 Years~~	~~5.50~~
~~11 through 15 Years~~	~~6.47~~
~~16 through 20 Years~~	~~7.44~~
~~21 through 25 Years~~	~~8.40~~
~~26 + Years~~	~~9.05~~

Revision:

Table 3 – 70 Hours per Bi-Weekly Work Period Employee

Years of Service	Hours Accrued Per Pay Period
0 through 2 Years	3.24
3 through 5 Years	3.50
6 through 10 Years	4.58
11 through 15 Years	5.39
16 through 20 Years	6.20
21 through 25 Years	7.00
26 + Years	7.54

Action: Council Approval

Request Council to approve the revisions to the Personnel Policy:

Article V Section 1(B) Workweek

Article VI Section 1 Holiday Pay, and 3(B) Vacation-Manner of Accumulation