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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 19, 2025

As part of the 2025/2026 budget workshop held in April, the Strategic Planning Committee for Employee Benefits asked the Council for 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 with their children. This section is based upon N.C. G.S. § 95-28.3 Leave for Parent Involvement in Schools.

The definition of eligible "schools" in the statute does not extend to college. During the budget workshop, the Council expressed support for including colleges as an eligible educational institution.

Attached for your review is the revised Personnel Policy Article VI Section 14-Education Involvement of City Employees. The proposed addition to the policy is highlighted.

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, 2025.

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
Proposed Effective Date: July 1, 2025

Current 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.

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. In addition, participation in educational activities at college level institutions of higher learning shall be included.
- 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.