REQUEST FOR CITY COUNCIL CONSIDERATION

Meeting Date: March 4, 2024

Agenda Item: 7F	Prepared by: Tammy O'Berry, Human Resources Director
Agenda Section: New Business: Ordinance. First Reading	Date: February 28, 2024
Subject: Adoption of revisions for the City of North Myrtle Beach Employee Personnel Manual	Division: Human Resources

Background:
This request will allow more flexibility in the use of sick leave and vacation time during a new hire's probationary period, subject to approval by the Department Head. The proposed changes to the personnel manual have been attached for Council's review.

Recommended Actions:
Approve or deny the proposed ordinance on first reading

Reviewed by Department Head	Reviewed by City Manager	Reviewed by City Attorney

Council Action:
Motion By_____ 2nd By_____ To_____

AN ORDINANCE

AN ORDINANCE OF THE CITY OF NORTH MYRTLE BEACH TO ADOPT REVISIONS FOR THE CITY OF NORTH MYRTLE BEACH EMPLOYEE PERSONNEL MANUAL.

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF NORTH MYRTLE BEACH, SOUTH CAROLINA, IN COUNCIL DULY ASSEMBLED, THAT:

Section I: There is authorized and adopted a revision to the employee personnel manual.

Section II: This ordinance shall become effective upon the date of passage and supersedes an inconsistent ordinance(s).

DONE, RATIFIED AND PASSED, THIS _____ DAY OF _____, 2024.

ATTEST: Mayor Marilyn Hatley

_____
City Clerk

APPROVED AS TO FORM:

_____ FIRST READING: 3.04.2024
City Attorney SECOND READING: _____

REVIEWED:

_____ ORDINANCE: _____
City Manager

Request to Allow More Flexibility in the Use of Sick Leave and Vacation Time During Probation

The Human Resources Department is requesting the following changes to the handbook (shown in red) in order to allow departments more flexibility on the use of sick and vacation time during a new hire's probationary period.

SECTION II. EMPLOYMENT STATUS

Probationary Period

During the probationary period, new, full-time employees accrue vacation leave. ~~but are not eligible to use vacation leave, sick leave, or personal holiday leave until successful completion of the probationary period, unless otherwise approved by the City Manager~~. Sick leave and personal holidays are allocated to an employee on a pro-rated basis.

Sick leave, vacation leave, or personal holiday leave may be used during the new hire probationary period only with department head approval. Otherwise, successful completion of the 6-month probationary period is required. Employees whose probationary period is extended due to training requirements for their position may use vacation leave, sick leave, and personal holiday leave during the probationary period if approved by their department head. However, the department head reserves the right to require the employee to complete six (6) months of employment before using any leave time.

SECTION VII. EMPLOYMENT LEAVES AND BENEFITS

Vacation Leave

A regular, full-time employee is eligible to take vacation leave after completing a successful initial probationary employment period with the City (unless leave is approved in advance by the Department Head). Vacation leave is accrued bi-weekly by all regular, full-time employees.

Attendance

A. Employees are ~~not~~ eligible to use sick leave ~~until~~ after completion of a successful initial probationary employment period with the City ~~period of at least six months (continuous service)~~ (unless leave is approved in advance by the Department Head).