



Buncombe County Board of Commissioners

Request for Board Action

Meeting Date: 3/19/2024

New Business

Department: Human Resources

Presenter(s): Amy Flaherty

Contact(s): Sharon Burke or Amy Flaherty

Subject: Amendments to the Benefits, Leave and Supplemental Pay Policies and Approval of the Overtime Pay Policy

Brief Summary: This request seeks to amend the Benefits, Leave and Supplemental Pay policies. The policies were edited to clarify existing language and address common questions received from employees. Several sections of these policies were moved to the corresponding procedures since they are related to how the policies are implemented.

We are introducing a new Overtime Pay policy, which provides guidance on pay related to work performed by employees outside of their regularly scheduled hours.

The Leave Policy includes the addition of the language from the Paid Parental and Family Leave Policy to consolidate these two policies into one Leave Policy.

Two edits made to the Leave Policy change current employee offerings:

- Annual Leave - adjusted the maximum leave accrual for employees on a shift schedule hired after March 23, 2024.
- Funeral/Bereavement Leave – added that leave may be used for miscarriages or stillbirths.

Recommended Motion & Requested Action:

Consider approving the amended Benefits, Leave and Supplemental Pay policies and new Overtime Pay policy.

County Manager's comments and Recommendation: Approve as presented.