



CHAPEL HILL Towntalk

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PERUSE YOUR POLICIES, PLEASE

You asked for convenient access to Town of Chapel Hill policies – and you got it!

The Town Policy Project Team, led by Assistant Town Manager Mary Jane Nirdlinger, is pleased to announce that a first batch of new and updated Town policies have been posted to www.townofchapelhill.org/policies.

Over the next five months, this effort will continue as we modernize some of our outdated policies and procedures and create needed policies.

You also asked that policies and procedures be clear, helpful and easy to understand. Did we do it? Check for yourselves, and please give us your feedback!

After receiving feedback from the Employee Forum and subject matter experts within departments, the Policy Project Team cleaned up compensation policies to make them match our Ordinance and other laws. Town Manager Roger Stancil has approved these policies. Similarly, procedures – which offer guidance on the performance management system – are also updated with more detailed information. More background and FAQs on this project are available at <http://bit.ly/2syK1ff>.

“Where we received questions, we worked to make greater clarity including providing examples,” Nirdlinger said. “Where we learned of previously unwritten ‘word of mouth’ policies and procedures, we worked to put them in

writing to make them more clear and official.”

“We wish to thank everyone for their input and welcome continued feedback moving forward.”

What’s next? The policy team will work on consistent, fair, and equitable policies for our business and technology resources, including safety, fleet, and other operational procedures that help us do the work of the Town.

Policies that Boost the Well-being of Employees

The Town of Chapel Hill believes that policies that start with boosting the well-being of employees have ripple effects that benefit everyone in the Chapel Hill community. A few of these include the Wellness @ Work program, generous group medical insurance benefits, and a newly adopted Parental Leave and Protections Policy – among others. These policies reflect our RESPECT values of Responsibility, Equity, Safety, Professionalism, Ethics, Communication and Teamwork.

Coming up, the Policy Project Team will be reviewing policies in the area of Technology, Fleet and Vehicle Management, and Business Management Development. Look for opportunities for feedback on these draft revisions coming up this fall.



*Big Hairy Audacious Goal

DID WE DO IT?

Test Your Policies Acumen by taking the Town Policies Quiz at <https://www.surveymonkey.com/r/KT8HGW5>. Employees who complete the survey – regardless of their score – will be eligible to win a Town of Chapel Hill coffee mug in a drawing.

Summer 2017 Summary

Policy Name	What's changing in the Policy	Why	What's changing in the Procedures?	Why
Compensation Cluster				
Annual Leave	Nothing, policy statement is that Town offers annual leave	n/a	Adjustments to leave accruals	Brings policy in alignment with 2015 Town ordinance
Sick Leave	Transfer of sick leave	Clarification	Specifies 24 hour notice whenever possible; Expands definition of family members (NON FMLA) for whom you can use sick leave	Brings policy in alignment with 2015 Town ordinance and procedural changes allowing transfer of sick leave
Workers Compensation	No significant change to policy statement	n/a	More specificity in how to handle workers comp claims	Helps employees and supervisors with more guidance
FMLA	Brings policy in alignment with federal law	n/a	FMLA abuse is clarified Types of medical practitioners allowed to authorize FMLA clarified; allows town to get 2nd opinion	Assure that FMLA is used as intended by law and protects Town and employees
Non-FMLA Medical Leave	Says it is a discretionary benefit and not a right	Clarify that it's not automatically granted	Clarifies procedures for verification and granting, and monitoring of non-FMLA leave; allows department head and HRD Director to approve leave under 30 days	Allowing HRD and Department to approve short leaves improves efficiency and timeliness Clarifies that this leave is not a right, but a privilege
Civil Leave	Expanded use of civil leave for employees	Allow for early voting	More guidance on what counts as civil leave and people are paid	Incorporates early voting
Military leave Policy and Procedure	Nothing. Brings policy in alignment with federal law; complies with Town ordinance	n/a	Much more guidance about salary protection, benefit protection, etc.	Updated to comply with current law
Longevity pay	No changes in pay	Reformatted to new policy format	Updates the calculation examples	Complies with existing practices; provides clarity
Probationary Policy	Employees have access to grievance process No automatic pay increase	Brings policy in alignment with 2015 Town ordinance; old policy had a salary bump included	Refers supervisors to EPMS as a tool to manage probationary period. Explains grievance rights; provides guidance to supervision regarding notification	Complies with ordinance
Reinstatement and Rehire of Former Employees	No significant change to policy statement	Brings policy in alignment with 2015 Town ordinance	Explains process in more detail	Clarification for consistent interpretation and coordination with other policies (sick leave transfer)
Health Insurance	Nothing, written generically enough to survive changes in federal law and also any changes we might implement on cost sharing	Brings policy in alignment with 2015 Town ordinance	Procedures are more general to accommodate potential cost sharing or changes to the law Changes coverage to end in month that employee terminates employment Clarifies that Town continues to pay its share for any unpaid leave of less than 12 weeks duration	Coverage used to end in month employee received last paycheck which might be an entire additional month of coverage
Retiree Health Insurance Coverage	Policy updated to codify our existing practices since 2010	Brings policy in alignment with 2015 Town ordinance	Clarifies procedures	Complies with existing practices
Tuition Assistance	No significant change to policy statement	n/a	Clarifies that Departments are responsible for budgeting and approving Tuition reimbursement.	This was not clear to departments and employees in past version
Reduction- in-Force	Brings policy in alignment with 2015 ordinance	n/a	Significant changes related to severance benefits	Complies with ordinance

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