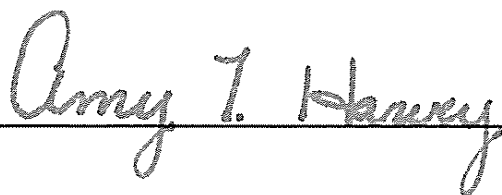


I, Amy T. Harvey, Deputy Town Clerk of the Town of Chapel Hill, North Carolina, hereby certify that the attached is a true and correct copy of (2022-09-14/O-3) enacted by the Chapel Hill Town Council on September 14, 2022.

This the 15th day of September, 2022.



**Amy T. Harvey
Deputy Town Clerk**



AN ORDINANCE TO AMEND THE PERSONNEL ORDINANCE TO ADD TIME LIMITED TO CATEGORIES OF TOWN POSITIONS AND RELATED EMPLOYEE BENEFITS. (2022-09-14/O-3)

WHEREAS, the Town needs additional flexibility in our position types to add positions that are time limited due to funding from sources like grants; and

WHEREAS, regulations require employees working greater than 1000 hours per 12-month period to receive retirement and health care benefits.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Town of Chapel Hill that the Town Code of Ordinances, Town of Chapel Hill, North Carolina, is hereby amended to read as follows:

Section 1. Chapter 14, Article II, Section 14-12.

"Sec. 14-12. - Categories of positions defined.

There are ~~two (2)~~ three (3) categories of town positions, regular, time limited and temporary. ([Ord. No. 2014-09-08/O-8, § 1](#))"

Section 2. Chapter 14, Article VII. Section 14-53."**Sec. 14-53. - Group medical insurance.**

Full-time regular and Time Limited employees. The town will provide full-time and time limited employees group medical insurance including family coverage. Employees and the town will share equally in the additional cost of the base plan for dependent coverage if employees desire to purchase such coverage for family members.

Part-time regular employees. Part-time employees may, if they so desire, purchase group medical insurance through the town, either for themselves ~~of~~ or for themselves and their families. Where assigned part-time hours are equivalent to fifty (50) to seventy-four (74) percent of a full-time position, (but not less than twenty hours per average workweek) a proportional amount of the additional cost for dependent coverage.

Where part-time hours are equivalent to seventy-five (75) percent or more of a full-time position, the town will pay a proportional amount of the additional cost for dependent coverage.

Notification. Information concerning the cost and benefits of the group medical insurance program shall be available to all employees through the human resources department. No changes will be made in the cost, benefits, or coverage of the program without prior notification to all covered employees.

Town council. Members of the town council are eligible to participate in the group medical insurance program on the same basis as full-time employees. Eligibility for participation in this coverage shall cease with the expiration of the term of office.

([Ord. No. 2014-09-08/O-8, § 1](#))"

Section 3. Chapter 14, Article VII. Section 14-56 through 14-58

"Sec. 14-56. - Group life insurance.

The town will pay the cost of group life insurance for each individual full-time, time limited and part-time regular employee based on salary. Employees may elect to insure other members of their family or to purchase additional coverage under this plan at their expense.

([Ord. No. 2014-09-08/O-8, § 1](#))

Sec. 14-57. - Group disability insurance.

The town will pay the cost of disability insurance for each individual full-time, time limited and part-time regular employee based on salary.

([Ord. No. 2014-09-08/O-8, § 1](#))

Sec. 14-58. - North Carolina Local Governmental Employees' Retirement System.

An employee hired as an employee in a regular or a time limited position of twenty (20) or more hours per week or one thousand twenty (1,020) hours per year shall join the North Carolina Local Governmental Employees' Retirement System upon employment.

([Ord. No. 2014-09-08/O-8, § 1](#))”

Section 4. Chapter 14, Article VIII. Section 14-66, and Section 14-67,

“Sec. 14-66. - Policy.

The policy of the town is to provide annual leave, sick leave, and holiday leave to all full-time, time limited and part-time regular employees in positions with work schedules of twenty (20) or more hours per week or one thousand twenty (1,020) hours per year, and to provide proportionately equivalent amounts to regular employees having average work weeks of different lengths. Paid leave and paid holidays are not provided to temporary employees. The provisions of this article shall apply to the town manager and the town attorney except as modified by contract.

([Ord. No. 2014-09-08/O-8, § 1](#))

Sec. 14-67. - Annual leave rate.

Each full-time, time limited and part-time employee of the town shall accrue annual leave based on the cumulative town service in regular positions, based on the following schedule approved by the town council.

Employees in regular positions shall accumulate annual leave in a manner prescribed by town policy.

([Ord. No. 2014-09-08/O-8, § 1](#))”

Section 5. Chapter 14, Article VIII. Section 14-72 through Section 14-74.

“Sec. 14-72. - Payment of accumulated leave upon termination.

A regular or time limited employee shall be paid for accrued annual leave following the date of separation not to exceed thirty (30) work-week equivalent days, provided notice is given to the immediate supervisor at least two (2) weeks in advance of the effective date of the resignation. The town manager, deputy town manager, assistant town managers, and department heads shall be required to give thirty (30) days notice prior to the effective date of resignation. Any employee failing to give the notice required by this section shall forfeit payment for accrued leave except as modified by contract.

([Ord. No. 2014-09-08/O-8, § 1](#))

Sec. 14-73. - Payment of accrued leave upon death.

If a regular or a time limited employee dies while in the service of the town, all unused annual leave and accumulated holiday leave in the deceased employee's credit will be issued with the final paycheck. The town will comply with North Carolina State law in matters of estate.

([Ord. No. 2014-09-08/O-8, § 1](#))

Sec. 14-74. - Sick leave policy.

Sick leave with pay shall be granted to a regular or time limited employee for use when sick or for illness in the employee's immediate family (including an employee's domestic partner as defined in [Section 1-2](#) of the Town Code and the domestic partner's children) is sick and requires the care of the employee.

([Ord. No. 2014-09-08/O-8, § 1](#))”

Section 6. This Ordinance is effective upon enactment.

This the 14th day of September 2022.