



**Nominations/Personnel Committee Meeting**

**March 20, 2024**

**Committee Meetings will be hosted as a hybrid format where public may attend in person at:**

**Robeson County Partnership for Children, Inc. Board Room**

**210 E. Second Street**

**Lumberton, NC 28358**

**OR**

**Virtually Via Zoom:**

**https://us06web.zoom.us/j/86596594111?pwd=SmZoV1E3UlBVcmV0WVorKzBUV1Z6QT09**

**Meeting ID: 865 9659 4111**

**Passcode: 267312**

**Call In: 1 301 715 8592**

**12:00 p.m.**

**Approval of Minutes**

Review minutes from May 24, 2023 committee meeting.

**Action Items**

1. **FY 2023-2024 Annual Review of Employee Handbook**

**Background:** A review of the Employee Handbook is conducted on an annual basis as a measure of best practice.

**Issue:** The addition of a vehicle policy on page 13 is recommended:

**VEHICLES**

To maximize use of company-owned vehicles, travelers seeking expense reimbursement must use the company vehicle if available, easily accessible, and feasible for travel purposes. When company-owned resources are not available, not easily accessible, or not feasible, travelers should pursue one of the following options:

1. Rental- The Partnership will pay for approved use of a rental vehicle provided the company vehicle is unavailable, inaccessible, or infeasible for travel purposes.
2. Personally owned- The Partnership will pay for use of a personally-owned vehicle on business-related travel provided the company vehicle is unavailable, inaccessible, or infeasible for travel. A valid driver’s license issued within the United States and personal automobile insurance are required for expenses to be reimbursed. Drivers should be aware of the extent of coverage (if any) provided by his or her insurance company for travel that is business or not personal in nature. If a traveler uses a personal vehicle for business travel, actual mileage is reimbursable. Mileage is measured from the duty station or point of departure – whichever is closer to the destination – to the destination (and return). Maximum mileage reimbursement rate will follow the rate set in the state budget manual (section 5.2).

*Vehicle Usage – Company Owned and Rentals*

RCPC provides vehicles for business use to allow full-time employees to drive on company-designated business and to reimburse employees for business use of personal vehicles according to the guidelines below.

1. Employees may not drive any business vehicles without a valid NC driver’s license. All eligible full-time employees will be added to the insurance policy. Employees approved to drive on company business are required to inform their supervisor, RCPC’s Operations Director, and RCPC’s Executive Director of any changes that may affect either their legal or physical ability to drive or their continued insurability.
2. All full-time employees must, as a condition of employment, be able to meet the driver approval standards of this policy at all times.
3. Employees needing transportation for company business may use vehicles. When no company vehicles are available, easily accessible, or feasible for travel purposes, employees may use their own vehicle or a rental vehicle for business purposes. A rental vehicle requires pre-authorization from their supervisor, RCPC’s finance department, and a fully approved purchase order request 30 days prior to the travel date.
4. Employees who drive a vehicle on company business must, in addition to meeting the approval requirements above, exercise due diligence to drive safely and to maintain the security of the vehicle and its contents. Use of handheld cell phones (including texting) while behind the wheel of a moving vehicle being used on company business is strictly prohibited. Employees are responsible for any driving infractions or fines as a result of their driving.
5. Nonemployees and nonbusiness passengers (i.e., family and friends) are prohibited from riding in company and rental vehicles without prior approval from their supervisor.
6. Generally, employees who use their personal vehicles for approved business purposes will receive a mileage allowance equal to the rate set by the NC Office of State Budget Management in the state budget manual (section 5). This allowance is to compensate for the cost of gasoline, oil, depreciation and insurance. Employees who operate personal vehicles for company business should obtain auto liability coverage for bodily injury and property damage with a special endorsement for business use, when necessary as determined by their personal insurance agent.
7. Employees must report any accident, theft or malicious damage involving a company vehicle to authorities, their supervisor, RCPC’s Operations Director, and RCPC’s Executive Director, regardless of the extent of damage or lack of injuries. Such reports must be made as soon as possible but no later than 24 hours after the incident. Employees are expected to cooperate fully with authorities in the event of an accident. However, employees should make no voluntary statement other than in reply to questions of investigating officers.
8. Employees are not permitted, under any circumstances, to operate a company vehicle or a personal vehicle for company business when any physical or mental impairment causes the employee to be unable to drive safely. Additionally, employees shall not operate any company vehicle at any time or operate any personal vehicle while on company business while using or consuming alcohol, illegal drugs or prescription medications that may affect their ability to drive. These prohibitions include circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of impairment, illness, medication or intoxication.

An update to the Performance Appraisals and Salary/Merit Increases policy on page 18 is also recommended:

All new hires shall have a performance appraisal 90 days after employment. Thereafter, an employee of the Partnership will participate in an annual performance appraisal with the E.D./Supervisor ~~on employee's anniversary date~~ at the end of each calendar year.

An update to the Bereavement Leave policy on page 28 is also recommended:

~~The Partnership will provide additional time off for employees to attend the funerals of family members. For the death of a spouse, parent, child, sister, brother, or loco parentis, you will receive three days paid time off. For the death of grandparents, parent-in-laws or son/daughter-in-law, or grandchildren you will receive one-half day paid time off. Sick Leave or Vacation Leave may be used to cover any other period of absence for bereavement.~~

The Partnership will provide additional time off for employees for the loss of a loved one. For the death of a spouse, parent, child, or loco parentis, an employee will receive 72 hours of paid time off. For the death of a sibling, grandparents, parent in laws, son/daughter in law, or grandchildren an employee will receive 36 hours of paid time off. Sick, Vacation, or Personal Leave may be used to cover any other period of absence for bereavement.

**Recommendation:** It is recommended that the committee discuss and consider approving the FY 23-24 Annual Review of the Employee Handbook with suggested changes.

1. **Board Member Resignation**

**Background:** Tonie Brite is a current member of the Board of Directors.

**Issue:** Ms. Brite has issued her resignation from the Board of Directors.

**Recommendation:** It is recommended that the committee consider accepting Ms. Brite’s resignation.

1. **FY 2024-2025 Board Slate**

**Background:** The Board of Directors must approve the slate each year.

**Issue:** The proposed FY 2024-2025 board slate is attached.

**Recommendation:** It is recommended that the committee review and consider approving the FY 2024-2025 board slate.

**Non-Action Items**

1. **Leon Maynor Board Member of Excellence Award**

**Announcements**

**Adjournment**