



**Nominations/Personnel Committee Meeting**

**March 26, 2025**

**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/89741659867?pwd=bJdfNsCbetcwEKyobni8TjHPKzHLaH.1**

**Meeting ID: 897 4165 9867**

**Passcode: 499080**

**Call In: 1 301 715 8592**

**12:00 p.m.**

**Approval of Minutes**

Review minutes from May 22, 2024 committee meeting.

**Action Items**

1. **FY 2024-2025 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:** Per NCPC, an addition to the Vehicles Section on page 13:

If an employee chooses to drive their personal vehicle over 250 miles round-trip, a vehicle comparison must be completed.

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

~~The E.D. will follow procedures set by the Personnel Committee, using the formula, if a merit increase is warranted at the time of the performance review.~~ It is the policy of the Partnership to reward employees with merit increases for dedication to their work, extra effort, and better-than-average performance.

An update to the Adverse Weather Conditions on page 41 is also recommended:

The Partnership offices shall remain open for the full scheduled workday unless authorization for early closing or other deviation is received from the E.D. All employees will be given advance notice of any authorized early closing. In instances where the Partnership is closed due to adverse weather conditions, all full-time employees will be paid at their regular rate. If a part-time employee is scheduled to work and the Partnership is closed, they will be paid at their regular rate for their scheduled time. Employees who leave work before an official early closing time, as well as those employees who report for work late or do not report for work at all, will be required to use earned vacation or adjusted time schedule for hours or days taken.

**Recommendation:** It is recommended that the committee discuss and consider approving the FY 24-25 Annual Review of the Employee Handbook with suggested changes.

1. **FY 2025-2026 Board Slate**

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

**Issue:** The proposed FY 2025-2026 board slate is attached.

**Recommendation:** It is recommended that the committee review and consider approving the FY 2025-2026 board slate.

**Non-Action Items**

**Announcements**

**Adjournment**