



City of Holly Springs

Date: Monday, April 19, 2021

Location: 3235 Holly Springs Parkway

Holly Springs Finance Committee Agenda 6:00 p.m., Public Safety Conference Room

I. CALL TO ORDER

II. NEW BUSINESS

- A. Discuss Section 10.14, Health Care Plan, of the City of Holly Springs Personnel Manual

Presented By: Karen Norred, City Clerk/Human Resources Director

- B. Discuss Section 10.21, Employee Recognition, of the City of Holly Springs Personnel Manual

Presented By: Karen Norred, City Clerk/Human Resources Director

- C. Discuss Section 21, Employment of Relatives (Nepotism), of the City of Holly Springs Personnel Manual

Presented By: Karen Norred, City Clerk/Human Resources Director

III. ADJOURNMENT

10.14 HEALTH CARE PLAN

The City of Holly Springs strives to provide employees with a competitive benefit package. Our employees are our greatest resource and we take pride in being able to offer comprehensive and affordable benefits for all of our employees and their families including:

- Medical Benefits
- Prescription Benefits
- Dental Plan
- Vision Plan
- Health Reimbursement Accounts (HRA)
- Health Care Flexible Spending Accounts (FSA)
- Dependent Care Flexible Spending Accounts (DCFSA)
- Employee Assistance Program (EAP)

10.14.1 Employee Eligibility:

All full-time employees are eligible for benefits on the first of the month following 30 days of employment.

10.14.2 Changes in Enrollment Status:

Open enrollment will occur once a year. Each year you may change your benefit elections during the open enrollment period. Once you have made your selection, you may not change it until the next year's open enrollment unless you have a "qualifying life event." Qualifying life events include:

- Marriage
- Divorce or legal separation
- Birth or adoption of a child
- Death
- Spouse losing coverage at their place of employment
- Child(ren) under age 26 losing their coverage through no fault of their own

10.14.3 In the event that you have a "qualifying life event", you must notify the City Clerk within 30 days if you wish to change the status of your insurance coverage.

10.21 EMPLOYEE RECOGNITION

10.21.1 Employee of the Year Awards – Employees recognized as an Employee of the Quarter within that given year are eligible to be recognized by the presentation of a certificate and \$250 monetary compensation.

10.21.2 Officer of the Year Awards – Sworn police officers recognized as an Officer of the Quarter within that given year are eligible to be recognized by the presentation of a certificate and \$250 monetary compensation.

10.21.3 Bob Fuller Leadership Award – Employees who demonstrate superior leadership skills and abilities who motivate others to excel in their duties may be recognized by the presentation of an annual award.

10.21.4 Service Awards – Employee tenure may be recognized by the presentation of a service gift or \$500 monetary compensation. These may be awarded to full-time employees by the City Council. Recognition may be given every 10 years of credited service.

21.0 EMPLOYMENT OF RELATIVES (NEPOTISM)

21.0.1 Two (2) or more members of an immediate family shall not be employed within the same department if such employment will result in one supervising another and has influence over the employment, promotion, salary administration, and other related management or personnel considerations of the other family member.

21.0.2 The term “immediate family” includes wife, husband, mother, father, sister, brother, son, daughter, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandmother, grandfather, grandson, granddaughter, stepmother, stepfather, stepson, and stepdaughter.