



# Agenda Item Summary Sheet

Item No: **E-6**  
Meeting Date: **August 7, 2024**

**Item Title:** Consideration of modification to Personnel Policy to incorporate Inclement Weather Policy

**Item Summary:**

Staff recommends replacing the current "Storm Related Compensation Leave" policy located in the Personnel Policy, Article VII, Section 21 which briefly states, "The Board of Commissioners or town manager may, at their discretion, award straight time to employees that work during storm related events granted by the town manager or mandatory evacuations declared by the Mayor of the Town of Nags Head."

Instead, staff recommends implementing an Inclement Weather policy (attached) to provide more guidance for inclement weather and office closure circumstances. Please refer to the attached memo for additional information.

Number of Attachments: 2

**Specific Action Requested:**

Approval of attached Storm Compensatory Leave Policy.

Submitted By: Administrative Services

Date: July 31, 2024

**Finance Officer Comment:**

No unbudgeted fiscal impact.

Signature: Amy Miller

Date: July 31, 2024

**Town Attorney Comment:**

N/A

Signature: John Leidy

Date: July 31, 2024

**Town Manager Comment and/or Recommendation:**

This is one of the items identified during the Town's recent Emergency Operations exercise that needed clarification. I appreciate staff bringing this forth so quickly. This will allow for a clear and consistent way to handle storm leave for all employees.

Signature: Andy Garman

Date: July 31, 2024