

VILLAGE OF RUIDOSO

RESOLUTION 2023-16

A RESOLUTION AMENDING ORDINANCE 2014-06 VILLAGE OF RUIDOSO PERSONNEL POLICY CHAPTER 4 POSITIONS AND PAY, SECTION 4-3 PAY FOR PERFORMANCE; CHAPTER 6 EMPLOYEE BENEFITS, SECTION 6-7 HOLIDAYS AND SECTION 6-15 MILITARY LEAVE; CHAPTER 16 MISCELLANEOUS, SECTION 16-8 EMPLOYEE COMMITTEE POLICY.

WHEREAS, the Village of Ruidoso Council adopted the Village of Ruidoso Personnel Policies by Ordinance 2014-06 in July 2014; and

WHEREAS, the Village Council believes that it is advisable to review the personnel policies from time to time and make changes as necessary; and

WHEREAS, the Village Council may amend the Village of Ruidoso's Personnel Policies by resolution; and

NOW THEREFORE, BE IT HEREBY RESOLVED that the Governing Body of the Village of Ruidoso, hereby adopts the AMENDED Personnel Policies, Ordinance 2014-06, Chapter 4 Positions and Pay, Section 4-3 Pay for Performance; Chapter 6 Employee Benefits, Section 6-7 Holidays and Section 6-15 Military Leave; Chapter 16 Miscellaneous, Section 16-8 Employee Committee Policy as stated below and fully incorporated herein by this reference and all prior resolutions or parts of resolutions or prior written Personnel Policies in conflict herewith are hereby repealed to the extent of the conflict.

1. The current adopted policy language is listed in black, the ~~strike-out~~ language is to be removed, and the revisions to the policy are indicated in **red**.

CHAPTER 4. POSITIONS AND PAY

4-3 Pay for Performance

Employees will be eligible to receive a **1%** performance increase annually based on achievements and measurable outcomes identified and documented in the employee's annual evaluation. Education, certifications, and specialized training achieved by employees to help build capacity within Departments can be identified by the Director and will be taken into consideration for the employee's performance increase.

4-3-1 ~~Performance increases Assigned goals~~ will be proposed by the Director and approved by the Village Manager and/or Deputy Manager.

4-3-2 Once an employee has ~~completed their assigned goal or goals been identified as meeting and exceeding their performance~~

~~criteria that has been established,~~ the employee will be eligible to earn awarded the percentage a 1% of pay increase. ~~that was tied to each assigned goal. Employees are eligible for up to 4% annually, Supervisors and Managers are eligible for up to 3% annually, and Directors are eligible for up to 2% annually.~~ Goals will be established in July during the annual evaluation process and goals must be completed by June 30 of the following year unless the Department Director/Manager assigns a specific date of completion prior to that.

4-3-3 Performance pay cannot be paid retroactively, but will be paid upon completion of assigned performance criteria and payroll processing. The Director or Manager shall complete a Personnel Action Notice and forward it to the Human Resources Department with documentation of the assigned performance criteria and completion.

4-3-4 Justification for the performance increase should be documented on the annual evaluation and placed in the employee's personnel file. ~~A Personnel Action Notice will need to be submitted to the Human Resources Department to process the pay change.~~

~~**4-3-5** If an employee receives disciplinary action within any evaluation period and the issue is not corrected by the next quarterly evaluation period, the employee will not be eligible for a performance increase.~~

CHAPTER 6. EMPLOYEE BENEFITS

6-7 Holidays

Full-time and appointed employees shall be entitled to the benefit of twelve (12) paid holidays annually.

- New Year's Day
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Indigenous People's Day
- Veteran's Day
- Thanksgiving Day
- Friday following Thanksgiving
- Christmas Eve
- Christmas Day

All general employees **who are regularly scheduled to work eight (8) hour shifts** shall be paid eight (8) hours of holiday pay. **General employees who are regularly**

scheduled to work ten (10) hour shifts shall be paid ten (10) hours of holiday pay.

Fire department employees shall be paid twenty-four (24) hours of holiday pay if they work a 96-hour or 120-hour workweek. When the employee is required to be on duty for a holiday, they shall receive holiday pay and compensation for hours worked at the corresponding FLSA payrate.

6-15 Military Leave

The Village will grant full-time employees military leave of absence **without pay** for attending military reserve duty or for any period of active military service as dictated by State and Federal Law. No leave time will be earned while the employee is on military leave. No holiday time will be given.

The employee on military leave is responsible for and must arrange for employee paid deductions to continue during the military leave period. Accrued leave may be used for this purpose.

CHAPTER 16. MISCELLANEOUS

16-8 Employee Committee ~~Policy~~

~~At times, there is a desire to send flowers or plants to an employee due to certain occurrences.~~ The Village has **set up** established an Employee Committee Fund that is to be funded by the employees on a completely voluntary basis. If an employee voluntarily chooses to donate to the Employee Committee Fund, they must complete the Employee Committee Fund Authorization Form. The money collected by payroll deduction will be used for **employee events throughout the year.** ~~for flowers or plants when:~~

- ~~• an employee is hospitalized;~~
- ~~• an employee gets married;~~
- ~~• an employee has a child born or adopts a child;~~
- ~~• an employee passes away;~~
- ~~• an employee's spouse, child, mother, father, or sibling passes away;~~
- ~~• other instances as approved by the Village Manager.~~

Procedure:

The employee can cancel or change their deduction at any time as long as the employee submits their request in writing prior to the end of the pay period. The money donated by the employee is non-refundable.

~~When one of the above situations occurs in a department, the Department Director/Manager will notify the Human Resources Department as soon as feasible.~~

PASSED, APPROVED, AND ADOPTED ON THIS 13th DAY OF JUNE 2023.

By: _____
Lynn D. Crawford, Mayor

(SEAL)

Attest: _____
Jini S. Turri, Village Clerk