



NEW CASTLE COUNTY COUNCIL PERSONNEL SUBCOMMITTEE MEETING

Co-Chairs: Janet Kilpatrick, Third District
Valerie George, Fifth District

October 21, 2025
3:15 PM

VIRTUAL ZOOM WEBINAR MEETING** &
LOUIS L. REDDING CITY/COUNTY BUILDING
1ST FLOOR COUNCIL CHAMBERS
800 N. FRENCH STREET, WILMINGTON, DE 19801

AGENDA

- A. Meeting Call to Order
- B. Approval of Minutes: September 16, 2025
- C. Discussion: New Castle County Council Employee Handbook-Chapter 6: Benefits
 - Attachments - NCC Council Handbook Ch. 6 and NCC HR Personnel Policy 5.05
- D. Public Comment
- E. Adjournment

AGENDA POSTED: 10 - 14 - 25

*The agenda is posted (7) seven days in advance of the scheduled meeting in compliance with 29 *Del. C.* Section 10004(e)(2). The meeting may go into Executive Session to address issues that arise at the time of the meeting.

**Under Title 29, Section 10006A of *Delaware Code*, New Castle County Council is holding this meeting as a

telephone and video conference, utilizing **zoom** Webinar. In addition, this meeting is open to the public in Council Chambers (800 N. French Street, Wilmington, DE 19801). The link to join the meeting via computer, smart device, or smart phone is : <https://zoom.us/j/377322142> You may also call into the meeting (audio) using the following call in numbers: 1-312-626-6799 or +1-646-558-8656 or +1-346-248-7799 or +1-669-900-9128 or +1-253-215-8782 or +1-301-715-8592. Then enter the Webinar ID: 377 322 142. If you do not have a good connection with one, please try the others. Additional information regarding phone functionality during the meeting is available at: <https://support.zoom.us/hc/en-us/articles/360029527911-Live-Training-Webinars>

Meeting materials, including a meeting agenda, legislation to be addressed during the meeting, and other materials related to the meeting are electronically accessible at <https://www.nccde.org/2351/Agendas-and-Minutes> Members of the public joining the meeting may be provided an opportunity to make comments in real time. A comment period will be administered by a moderator to ensure everyone may have an opportunity to comment.

If permitted to comment, you will not be able to speak until called upon by the moderator. For those appearing virtually, there are functions in the program that allow you to do this. Please see the link in the previous paragraph.

Chapter 6. Benefits

6.1. General Statement

The descriptions below are summaries of benefits programs spelled out in greater detail in materials provided to employees by the New Castle County Department of Human Resources. If any questions arise regarding the implementation or interpretation of any benefit described in this Handbook, the terms and conditions of the actual plan documents and summary plan descriptions will control rather than the summaries contained in this Handbook. The Handbook (and other plan documents) are not contractual in nature and do not guarantee any continuance of benefits.

6.2. Health Insurance

New Castle County offers several health care programs that are also available to Council employees. Some are paid entirely by the County and other plans are offered on a contributory basis. A schedule of programs and the amount of the required contributions, if any, are offered to each employee during the initial orientation and may change from time to time.

6.3. Dental Insurance

New Castle County offers a dental plan that requires a contribution by the employee. Dental plans for Council Employees will be offered by the County as a whole, and are subject to change.

6.4. Life Insurance

Currently, if an unclassified employee dies while employed by New Castle County, his or her beneficiary will receive life insurance amounting to 150 percent of the annual base salary. The Council staff entitlement is the same as for all County employees and may change from time to time.

6.5. Pension Plan and Deferred Compensation Plan

Currently, membership shall become effective on completion of 6 months of service, provided that the employee has not attained the age of 55 or elected out of the pension system. Unclassified employees have the option of not participating in the pension plan. The Council staff entitlement is the same as for all County employees and may change from time to time. Another option offered by the County is a deferred compensation plan. That option is available to Council employees to the same extent it is available to all employees.

6.6. Vacation

Requests to take vacation time must be approved by the staff member's direct supervisor and by the Clerk of Council. New Castle County Code § 26.03.1404 provides that vacation with pay shall vest as of December 31 of the calendar year preceding the vacation year and shall accrue at 15 days for years 2 through 9, 20 days for years 10 through 14 and 25 at year 15. An additional day is added for each successive year of accumulated service.

Employees on the payroll of the County as of December 31 of a given year who have not completed 12 months of prior service will be eligible for vacation in the following year for one day of vacation for each completed month of accumulated service, to a maximum of 10 days.

Since this means that an employee who began January 5, for example, can not take vacation at all until January 1 of the following year, administrative leave of five (5) days may be granted during the first year if approved by the employee's supervisor and Council President. This will be granted only if no compensatory time has accrued.

The vacation year shall begin January 1 and end December 31. Vacation must be applied for and taken during this period. However, by approval of the supervising Council member, a maximum of 50 work days or 350 hours of vacation may be accumulated and carried over, provided at least two (2) weeks of vacation is taken in each vacation year. If a holiday falls within an approved vacation period, the employee shall be entitled to an additional day of vacation.

6.7. Sick Days

Staff members who are unable to work due to illness or emergency should call the Clerk's Office prior to their usual starting time or as soon as practical. A pattern (three

(3) or more in a 12-month period) of calling in sick before or after holidays or weekends will trigger a discussion with the Clerk of Council and the requirement of a doctor's excuse for all future pre- or post-weekend/holiday absences during the next twelve months. Failure to produce a doctor's excuse stating that the employee was unable to work due to illness for any such absence after the third absence in the 12-month period will result in a written reprimand concerning the pattern of absences. A consecutive period of absence as a result of illness or injury shall count as one occurrence for purposes of triggering a discussion with Clerk of Council or the requirement of a doctor's excuse. Additional lateness or absence will result in further disciplinary action. For all other purposes not mentioned herein relating to sick and vacation leave, the County merit system may be followed.

6.8. Holiday Pay

The Council will provide holidays as specified in the County Code, and as changes occur therein. Presently, there are 15 paid holidays. If the holiday falls on Saturday, the previous Friday will be recognized as the paid holiday. If the holiday falls on Sunday, the following Monday will be recognized as the holiday.

6.9 Tuition Reimbursement

New Castle County's tuition reimbursement policy offers employees the opportunity to further their education and self-development by providing financial assistance. This benefit is available to Council employees who meet the eligibility requirements under Personnel Policy number 5.05 of the New Castle County Office of Human Resources Personnel Policies and Procedures.

NEW CASTLE COUNTY

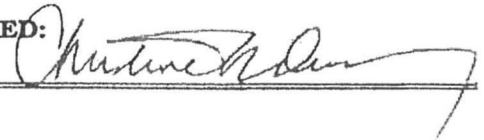
PERSONNEL POLICY

NUMBER 5.05

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DATE 06/27/14

SUBJECT: TUITION REIMBURSEMENT

APPROVED: 

OBJECTIVE: In an effort to encourage employees to further their education and self-development, New Castle County offers a tuition reimbursement plan which will provide financial assistance to eligible employees.

STATEMENT: Subject to the terms set forth below, New Castle County will provide up to 50% tuition reimbursement, not to exceed \$725 per fiscal year, to eligible employees who successfully complete courses of instruction approved by the department general manager and undertaken primarily for the maintenance or improvement of an employee's knowledge or skills as they relate to employment with New Castle County.

PROCEDURE:

1. The tuition reimbursement plan will be administered by the Office of Human Resources.
2. The Chief Human Resources Officer will be responsible for recommending and monitoring an annual budget for approved education qualifying for tuition reimbursement. The expenditure of these funds will be under the control of the Chief Human Resources Officer and will be disbursed subject to his/her approval.
3. The New Castle County Training Advisory Committee (hereinafter Committee) will assist the Chief Human Resources Officer in the implementation of a tuition reimbursement plan. The Committee will be comprised of: (1) one County employee from each operating department appointed by the general manager; (2) a representative of the row officers; (3) a Chairperson who shall be appointed by the Chief Human Resources Officer and who may be delegated the authority to perform the responsibilities of the Chief Human Resources Officer as granted under the terms of this policy; and (4) such new voting members as approved by the Chief Human Resources Officer.
4. It is the responsibility of the Committee to advise and assist the Chief Human Resources Officer by: (1) insuring that all eligible employees are given an opportunity, within the terms and conditions of this policy, to participate in and benefit from the tuition reimbursement plan; (2) reviewing and making advisory recommendations within the guidelines of this policy on all employee requests for tuition reimbursement which shall be subject to final approval by the Chief Human Resources Officer; (3) publishing an annual report which shall summarize the record of events as well as the disposition of each employee request for participation in the plan; and (4) offering recommendations to the Chief Human Resources Officer to improve and enhance the goals and objectives of the tuition reimbursement plan.
5. All permanent, full-time County employees who have completed their initial hire probationary period are eligible to participate in the tuition reimbursement plan subject to the following conditions: (1) the employee must be able to provide the course title and course description at the time of application for tuition reimbursement; (2) the course must begin within the fiscal year for which applications are being accepted and be approved by the Training Advisory Committee prior to the start date of the course; (3) the tuition reimbursement plan shall not be used in conjunction with a paid educational leave in any way, and the course must not be mandated by the employee's job description; and (4) applications for reimbursement will be considered on an equitable basis, and employees must have a rating of satisfactory or better on their most recent performance evaluation in order to apply.
6. In order to service the employees of New Castle County in as fair and equitable a manner as possible, the following list is the priority in which reimbursement will be granted:
 - Undergraduate - up to 50% per course - maximum \$725 per fiscal year
 - Graduate ----- up to 50% per course - maximum \$725 per fiscal year

NEW CASTLE COUNTY

PERSONNEL POLICY

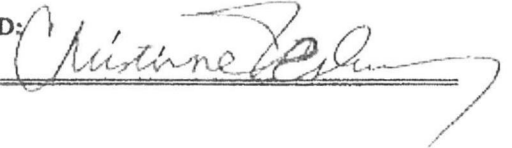
NUMBER 5.05

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DATE 06/27/14

SUBJECT: TUITION REIMBURSEMENT

APPROVED:



7. New Castle County will provide partial tuition reimbursement when an employee has enrolled in a course which was approved by the Committee prior to the start of the course and has successfully completed that course subject to the criteria set forth:
(1) The employee must receive a letter passing grade of "C" or better in the approved course, or a passing grade if no other grading plan is available. Courses with no grading system will require a certificate of attendance and successful completion as proof for reimbursement purposes. A copy of the official transcript showing the grade for the approved course must be tendered to the Committee within sixty (60) days of the completion of the course. (2) Reimbursement of tuition will be made only upon the submission of an original receipt of payment in his/her name of tuition paid by the employee for a course pre-approved by the Committee. Only actual tuition costs are subject to reimbursement. Books, materials, lab fees, travel, lodging or other expenses are not reimbursable items. (3) Employees who are no longer employed by the County at the time of approval for payment of reimbursement will not receive reimbursement of any kind. (4) Employees must maintain a current performance evaluation rating of satisfactory or better for reimbursement.
8. It is the applicant's responsibility to identify the work relativity of the course to the current work being done by the applicant or must provide sufficient information to show that the course is related to the growth and development plan as stated on their performance evaluation. The Training Advisory Committee does not have to approve work relativity if this information is not duly justified as part of the application.
9. Appeals of decisions may be considered by the Chief Human Resources Officer if submitted by the employee within 30 days of notification. The appeal must be in written form and must include any relative information which demonstrates that there may be cause for the Chief Human Resources Officer to reverse the Committee's decision. Decisions of the Chief Human Resources Officer shall be final and there shall be no further right of review or appeal.
10. Employees are required to submit final grades and payment receipts for the processing of their reimbursement within sixty (60) days of the completion of the course.

REQUIRED ACTION: The Chief Human Resources Officer shall be responsible for the implementation of and compliance with this policy.

Revised: 02/24/89

Revised: 04/01/92

Revised: 07/01/00

Revised: 06/27/14