

RESOLUTION FOR THE MINUTES

A Resolution for the Minutes amending the *Administrative Manual – By-Laws, Management and Personnel*.

WHEREAS, the Commission periodically amends its *Administrative Manual – By-Laws, Management and Personnel (Bylaws)* to streamline procedures and update personnel policies;

WHEREAS, the Executive Director and staff have recommended amendments to the current *Bylaws* at Sections 5.6 G. and 5.7 F. to: clarify the Commission's policies regarding performance-based compensation adjustments, sick leave, and franchise leave; and

WHEREAS, the Commission has determined that its best interests are served by the revisions to the *Bylaws* described above; now therefore,

BE IT RESOLVED by the Delaware River Basin Commission that:

1. The *Administrative Manual – Bylaws, Management and Personnel* is hereby amended to incorporate the revisions shown in Attachment A.
2. The revised *Administrative Manual – Bylaws, Management and Personnel* shall be effective upon the date of adoption set forth below.

BY THE COMMISSION

ADOPTED: December 5, 2024

Attachment A

Mark-Up Showing Revisions to the *Administrative Manual – By-Laws, Management and Personnel*

Editor's Note:

Proposed additions are shown in redline with underscore.

Proposed deletions are shown in ~~redline with strikethrough~~.

A series of 4 asterisks (* * *) denotes
chapters, sections or paragraphs omitted because
no changes are proposed to them.*

Administrative Manual
BY-LAWS, MANAGEMENT AND PERSONNEL

Adopted and Effective December 13, 1961

Revised through December 5, 2024

* * * *

CHAPTER 5
PERSONNEL POLICIES

* * * *

5.6 Compensation Plans.

* * * *

5.6 G. *Performance Evaluation and Performance-Based Compensation Adjustments.*

1. *Annual Evaluations and Performance Increases.* Employee performance reviews shall be conducted annually by the employee's supervisor for the period running January 1 through December 31, in accordance with a system established by the Executive Director. . . .

Annually, effective April 1, employees who ~~have continuously~~ served the Commission for any portion since May 1 of the previous calendar year will be eligible to receive a performance increase. In the case of an employee who began service with the Commission during the previous calendar year, the performance increase will be pro-rated in accordance with the employee's length of service to the Commission during the previous calendar year. Commission-approved leave periods will not affect an employee's eligibility to receive a performance increase in accordance with this paragraph. The Executive Director shall establish a system that will provide for the calculation and distribution of annual performance increases among eligible employees, taking into consideration the financial resources available under the approved operating budget and the performance rating of the employee. The "comparatio" of the employee (defined as the current salary divided by the midpoint of the grade listed in the General Schedule) may also be considered.

* * * *

5.7 Fringe Benefits for Employees. . .

* * * *

5.7 F. *Description of Benefits.*

* * * *

8. *Sick Leave* – The following types of absence may be charged to sick leave:

- Absence necessitated by the personal illness or other physical disability of the employee;
- Absence of the employee's visits to a doctor or dentist for the purpose of seeking medical treatment; And, for valid sick-related reasons as discussed under "Other Absences" below.
- Illness or death of a family member of the employee—not to exceed five days in a calendar year without the prior approval of the Executive Director;
- Accompanying a family member to a medical appointment; and
- Maternity or New Parenting of a family member of the employee—not to exceed two weeks in a calendar year without the prior approval of the Executive Director. Note that this two-week leave period does not apply to Maternity or New Parenting of the employee, which is addressed in § 5.7 F.16.d., below.

* * * *

~~11. *Other Absence* – The following types of absence may be charged to sick leave with the approval of the Executive Director:~~

- ~~• Illness or death in the employee's family;~~
- ~~• Visit to doctor or dentist (immediate family)~~
- ~~• Maternity or New Parenting in the employee's immediate family—not to exceed two weeks.~~

~~13.~~ *Franchise Leave* – Leave for the purpose of voting in ~~the General Election each year~~ federal, state, or local primary or general elections – not to exceed three hours annually.

* * * *