



# CITY OF KINSTON

## Personnel Policy

Subject:  City Employee Residency Requirements	Section: Conditions of Employment		Review Responsibility: Director of Human Resources		
	Policy #: 3	Effective Date: 12/1/2024	Rev. #: 2	Revision Date: 11/14/2024	Page: 1 of 3
	Supersedes: 2/01/2001	Prepared By: Tiffany Smith, HR Dir. 	Approved By: Rhonda Barwick, City Manager 		

### 1.0 Purpose

To establish and communicate, as a condition of initial and continued employment, all regular City employees and other employees shall maintain residence and continuously reside within fifty (50) miles of the City of Kinston city limits.

### 2.0 Departments Affected

2.1 All employees in all City departments.

### 3.0 Policy

As a condition of initial and continued employment, 1) the City Manager, Chief of Police and Director of Public Services shall live within Kinston city limits; 2) all other employees of the City are required to establish and maintain residence in and continuously reside within a fifty (50) mile radius of the city limits, unless otherwise negotiated. Such residency shall be established within six (6) months from the date of employment in a regular position, unless otherwise negotiated. Failure to comply with the provisions of this policy is a personal conduct violation and may be cause for immediate dismissal.

### 4.0 Definition

Residency: The act or fact of continuously living in a fixed, permanent and principal home.

### 5.0 Procedures

5.1 A candidate selected for employment or re-employment in a regular position shall indicate by signed statement on the City of Kinston Employee Residency Agreement (Appendix A) prior to employment, his or her understanding and, willingness to locate his or her place of residency to a site within a fifty (50) mile radius of the city limits of Kinston within six (6) months of such employment, unless otherwise negotiated.

5.2 The City Manager, Chief of Police and Public Services Director shall be required to live within the City limits.

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- 5.3 Even though the ultimate responsibility for compliance with this policy lies with the employee, it shall be the supervisor's responsibility to monitor the residency of his or her employees and to enforce the residency requirement within his or her work unit. A supervisor having knowledge of an employee's violation of this policy shall be subject to disciplinary action up to and including dismissal.
- 5.4 Cases involving extreme hardship making such a move impractical or other good and sufficient reasons considered to be controlling or in the best interest of the City shall be referred to the City Manager through the Human Resources Director requesting an extension of the Residency Requirement. Such requests shall be in writing and include a detailed explanation of the circumstances involved and shall be approved only by the City Manager.
- 5.5 Contractual, temporary, and seasonal employees and interns are exempt from this policy.
- 5.6 All regular employees, as a condition of continued employment, shall be required to provide their supervisor and the Human Resources Department, notice of any change in personal status, address, telephone numbers, etc. through the electronic personnel filing system (EPAF) for the permanent personnel records.

6.0 Appendix

6.1 Appendix A- Employment Residency Agreement



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### Appendix A

#### Employee Residency Agreement

I, \_\_\_\_\_ understand that, as a condition of employment with the City of Kinston, I must establish and maintain my principal home residence and continuously reside within a 50-mile radius of the City of Kinston. If I currently live outside a 50-mile radius of the City of Kinston, I agree to move my residence into a 50-mile radius within six months from my date of employment.

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New Employee Signature

Date