

TOWN OF COTTAGE CITY
RESOLUTION 2026-17

A RESOLUTION OF THE COTTAGE CITY COMMISSION OF THE TOWN OF COTTAGE CITY ADOPTING THE REVISED PERSONNEL MANUAL AND AMENDING SICK LEAVE BENEFITS FOR PART-TIME EMPLOYEES & ANNUAL LEAVE ACCURAL RATES FOR SALARIED EMPLOYEES

Introduced By: The Cottage City Commission

WHEREAS, the Cottage City Commission of the Town of Cottage City recognize the importance of maintaining an up-to-date Employee Handbook / Policy and Procedure Manual that reflects current employment practices, policies, and benefits; and

WHEREAS, the Town has reviewed and revised its Employee Handbook to ensure clarity, consistency, and compliance with applicable laws and regulations; and

WHEREAS, the Town's Employee Handbook establishes policies governing employee responsibilities, use of Town vehicles, employee benefits, employment practices, compensation practices, disciplinary action, code of conduct, including sick leave accrual and usage; and

WHEREAS, the Cottage City Commission desire to amend the Town's sick leave policy to provide sick leave benefits to eligible part-time employees; and

WHEREAS, the Cottage City Commission desire to amend the Town's salaried employee annual leave accrual rate;

NOW, THEREFORE, BE IT RESOLVED, by the Cottage City Commission of the Town of Cottage City that the Town of Cottage City Employee Handbook is hereby amended as follows:

Part-Time Employee Sick Leave:

Effective immediately upon adoption of this Resolution, all eligible part-time employees shall accrue sick leave at a rate of four (4) hours per pay period.

Salaried Employee Annual Leave Accrual Rates:

Effective immediately upon adoption of this Resolution, salaried employees shall accrue annual leave according to the following schedule:

Years of Service	Annual Leave Accrual Rate
0 through 8 Years	8 hours per pay period
More than 8 Years	10 hours per pay period

Employee Handbook Amendment:

The Town Manager is authorized and directed to revise the Town of Cottage City Employee Handbook to reflect on the changes adopted by this Resolution and to ensure all affected employees are notified of the revised provisions.

AND BE IT FURTHER RESOLVED that this Resolution shall become effective immediately and may be signed by the Cottage City Commission.

ATTEST:

TOWN OF COTTAGE CITY, MARYLAND

John Hoatson, Town Manager

By: _____
Wanda Wheatley, Ward 3, Commissioner Chair

Julia Salsich, Ward 1, Commissioner Secretary

Joshua Durant, Ward 2, Commissioner

Tom Campos, Ward 4, Commissioner Vice Chair

John Brooks, At-Large, Commissioner

CERTIFICATION

I, hereby certify, as the duly appointed Town Manager of the Town of Cottage City, Maryland, that on the 10th day of June, 2026, Resolution No. 2026-17, entitled: Adopting the revised personnel manual and amending sick leave benefits for part-time employees & annual leave accrual rates for salaried employees, was duly adopted by the Cottage City Commission of the Town of Cottage City, Maryland, by a vote of ___ Aye, ___ Nay, and ___ Absent.

By: _____
John Hoatson, Town Manager