

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 OR RATIFYING CERTAIN SICK LEAVE BENEFITS FOR PART-TIME EMPLOYEES & ANNUAL LEAVE ACCURAL RATES FOR SALARIED EMPLOYEES

Introduced By: The Cottage City Commission

WHEREAS, the Cottage City Charter contains Sections 56 through 64 regarding certain personnel matters and said sections authorize the Town to appoint certain officers and employees, defines the unclassified and classified services of the Town's workforce, provides the Commission to establish by ordinance for a merit system, and establish by resolution or ordinance the compensation, retirement systems and employee benefit programs for the municipality; and

WHEREAS, the Cottage City Commission of the Town of Cottage City recognizes 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 generally relating to personnel and employment matters; and

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

WHEREAS, the Cottage City Commission further desires to amend or ratify the Town's salaried employee annual leave accrual rate; and

WHEREAS, the Cottage City Commission further desires to adopt and approve an updated, revised and newly codified version of the Town of Cottage City Employee Handbook/Policy and Procedure Manual of 2026 (the "Handbook") prepared with the assistance of the Local Government Insurance Trust (LGIT).

NOW, THEREFORE, BE IT RESOLVED, by the Cottage City Commission of the Town of Cottage City that the TOWN OF COTTAGE CITY EMPLOYEE HANDBOOK/POLICY AND PROCEDURE MANUAL (2026), attached hereto and incorporated by reference herein, is adopted and approved as amended by this resolution,

AND BE IT FURTHER RESOLVED that notwithstanding anything to the contrary written therein said Handbook shall conform to or contain the following change or ratified provisions as follows:

Part-Time Employee Sick Leave:

All eligible part-time employees shall accrue unpaid sick and safe leave at a rate of four (4) hours per pay period, which exceeds the rate of 1 hour for every thirty (30) hours that an employee works up to a maximum of forty (40) hours of sick leave (unpaid) per year as mandated by State law in the Maryland Healthy Working Families Act.

AND BE IT FURTHER RESOLVED that said Handbook contains the following change or ratified provisions as follows:

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

See Handbook, Section IV, Employee Benefits

AND BE IT FURTHER RESOLVED that the Town Manager is authorized and directed to revise the TOWN OF COTTAGE CITY EMPLOYEE HANDBOOK/POLICY AND PROCEDURE MANUAL (2026), newly adopted by this Resolution to reflect 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