

TOWN OF COTTAGE CITY
RESOLUTION 2025-10

A RESOLUTION OF THE COTTAGE CITY COMMISSION AMENDING THE TOWN OF COTTAGE CITY EMPLOYEE HANDBOOK / POLICY & PROCEDURE MANUAL TO CHANGE THE TIMING OF PAY FOR EMPLOYEES SERVING IN AN ACTING CAPACITY

WHEREAS, the Town Manager on December 4, 2024, certified the latest version of the “Employee Handbook/Policy and Procedures Manual” in its entirety (a total of 64 pages) which was duly adopted by reference and as part of Resolution No. 2021-02, having been passed by the required ye and nay votes of the Cottage City Commission on the 12th day of May 2021; and

WHEREAS, the Town of Cottage City recognizes the importance of fair compensation for employees temporarily assigned to higher-level responsibilities; and

WHEREAS, the current Employee Handbook / Policy & Procedure Manual provides for pay adjustments only after 120 calendar days of service in an acting capacity; and

WHEREAS, the Commission seeks to ensure that employees who are performing substantially all duties and responsibilities of a higher classification receive equitable compensation in a timely manner; and

WHEREAS, the Commission finds it in the best interest of the Town and its employees to revise the policy to reflect a more reasonable timeframe for such compensation; and

WHEREAS, the Commission also seeks to clarify the roles and responsibilities of Department Heads, the Town Manager, and the Commission in initiating acting pay and determining when acting capacity status begins and ends.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE TOWN OF COTTAGE CITY, that the Employee Handbook / Policy & Procedure Manual is hereby amended as follows:

SECTION V. EMPLOYMENT PRACTICES

~~D. PAY FOR EMPLOYEES SERVICE IN AN ACTING CAPACITY~~

~~1. A Town employee assigned on a temporary basis to perform substantially all duties and responsibilities of a higher classification for a period in excess of 120 calendar days shall~~

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Bold : Indicate matter added to existing law
[Brackets] : Indicate matter deleted from existing law
Asterisks * * * : Indicate that text is retained from existing law but omitted herein.

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~~ordinarily receive pay commensurate with the position, commencing on the 121st consecutive calendar day.~~

- ~~2. Once an employee assumes an acting position, the increased pay for this position will begin on day 121.~~
- ~~3. The increased pay must be initiated by a Department Head. If a Department Head is involved the Commission will make the decision.~~
- ~~4. The "Acting Capacity" status shall terminate when either the position is filled, the incumbent employee returns to work, or these additional duties are removed from the employee's job responsibilities. The employee's salary shall then revert to his/her previous positions pay.~~

D. PAY FOR EMPLOYEES SERVING IN AN ACTING CAPACITY

A Originally Town Employee assigned on a temporary basis to perform substantially all duties and responsibilities of a higher classification for a period in excess of 120 calendar days shall ordinarily receive pay commensurate with the position, commencing on the 121st consecutive calendar day of service in that acting capacity.

Once an employee assumes an acting position, the increased pay for this position shall begin on the 31st day of continuous service in the acting role.

The increased pay must be initiated by both the Department Head and the Town Manager. However, if the Department Head is the individual serving in the acting capacity, the Commission shall make the final decision regarding such pay.

The "Acting Capacity" status shall terminate when either:

- a. the vacant position is permanently filled;**
- b. the incumbent employee returns to their position; or**
- c. the additional duties and responsibilities are removed from the employee's role.**

At that time, the employee's salary shall revert to the pay associated with their original position.

AND BE IT FURTHER RESOLVED that this Resolution shall take effect immediately and that the Commissioner-Chair may sign this Resolution on behalf of the Cottage City Commission.

INTRODUCED AND PASSED by the Cottage City Commission at a Regular Town Meeting on October 8, 2025.

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ATTEST:

TOWN OF COTTAGE CITY, MARYLAND

John Hoatson, Town Manager

By: _____
Wanda Wheatley, Commissioner-Chair

CERTIFICATION

I, HEREBY CERTIFY, as the duly appointed Town Manager of the Town of Cottage City, Maryland, that on the 8th day of October 2025 with ___ Aye votes and ___ Nay votes, the aforesaid Resolution 2025-10 passed.

John Hoatson, Town Manager

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