

**RESOLUTION 2024-83**

**A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, APPROVING AMENDMENTS TO THE PERSONNEL MANUAL RELATED TO EMPLOYEES' WAGES, HOURS, AND LEAVE.**

**WHEREAS**, the City of Frostburg maintains a Personnel Manual that establishes policies, rules and procedures applicable to the City's employees; and,

**WHEREAS**, the City Administrator from time to time makes recommendations to the Mayor and Council to amend the Personnel Manual; and,

**WHEREAS**, the Amendments to Personnel Manual attached hereto transition to overtime pay being the standard form of compensation when hours in excess of full-time are worked, provides clarity on holiday pay, limits the number of comp time hours that can be accrued, creates a new comp time policy for exempt employees and transitions annual leave from a lump sum basis to an accrual basis, with accommodations for the transition years.

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and City Council of Frostburg, Maryland, hereby adopt the Amendments to Personnel Manual, the terms of which supersede all terms of the Personnel Manual that conflict with its terms.

**BE IT FURTHER RESOLVED**, the provisions related to Wages and Hours in Chapter 6 will become effective retroactively on December 16, 2024, and the provisions related to Employee Leave in Chapter 8 will become effective on January 1, 2025.

**ADOPTED**, this 17<sup>th</sup> day of December, 2024.

Frostburg Mayor and Council

BY \_\_\_\_\_  
Todd J. Logsdon, Mayor

Attest:

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Elizabeth Stahlman, City Administrator