

The Town of Upper Marlboro

RESOLUTION: 2022-18

SESSION: Regular Town Meeting

DATED: August 23, 2022

A RESOLUTION FOR THE PURPOSE OF ADOPTING A REVISED EMPLOYEE HANDBOOK AS A POLICY GUIDE FOR ALL OFFICERS AND EMPLOYEES OF THE TOWN OF UPPER MARLBORO (THE "TOWN")

WHEREAS: pursuant to Section 82-59 of the Charter of the Town of Upper Marlboro, the Town has the power to employ such officers and employees as it deems necessary to execute the powers and duties provided by the Town Charter or State law and to operate the Town government; and

WHEREAS: the Town Commissioners find that it is in the best interest of the Town to adopt and publish an Employee Handbook that has been prepared to provide the Town's officers and employees with a general understanding of Town personnel policies, work rules and benefits; and

WHEREAS: said Handbook is proposed to be changed or amended as follows: (i) updated as 2022 edition and other stylistic changes, (ii) add on call and event pay provisions, (iii) add random drug-testing of employees provisions, and (iv) add sick leave accrual provision; and

WHEREAS: said Handbook should not be construed as an employment contract or agreement for employment and said Handbook should not be considered to alter or otherwise modify the at-will employment relationship established by State law.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners for The Town of Upper Marlboro, sitting in regular session this 23rd day of August, 2022, *The Town of Upper Marlboro Employee Handbook, 2022 Version* is hereby adopted by reference, and supersedes any prior versions of this handbook, as though set out herein word by word, as a general policy guide for all employees and officers of The Town of Upper Marlboro; and be it,

FURTHER RESOLVED, that said Employee Handbook may be amended from time to time by the Board of Commissioners by a simple resolution provided the Handbook manuscript is updated and distributed in a timely manner; and be it,

FURTHER RESOLVED, that all officers and employees of the Town shall receive a copy of said Employee Handbook as certified by an appropriate entry made into each personnel record and shall receive copies of the original and any amendments thereto as they are adopted and published from time to time, however, failure to receive said copies or notice of said

Handbook or any amendments thereto shall not relieve or otherwise absolve an employee of his nor her duties and responsibilities as stated in said Handbook, as amended; and be it,

FURTHER RESOLVED, that all prior resolutions or parts of resolutions in conflict with this Resolution shall be considered repealed insofar as they conflict hereto.

ATTEST:

THE TOWN OF UPPER MARLBORO

John Hoatson, Town Clerk

Sarah Franklin, President

Date: _____

Charles Colbert, Commissioner

Janice Duckett, Commissioner

Thomas Hanchett, Commissioner

Karen Lott, Commissioner

[Exhibit A – The Town of Upper Marlboro Employee Handbook, 2022 Version]

CERTIFICATION

I, the undersigned, hereby certify that I am the Town Clerk of the Town of Upper Marlboro and that the Board of Town Commissioners of the Town of Upper Marlboro at a public meeting at which a quorum was present adopted this Resolution, and that said Resolution is in full force and effect and has not been amended or repealed.

In witness whereof, I have hereunto set my hand and seal of the municipal corporation, this _____ day of _____, 2022.

John Hoatson, Town Clerk