LEGISLATIVE RESOLUTION 17-O-01

Resolution and Ordinance of the Town of University Park, to amend the Personnel Manual, by repealing and re-enacting Section 12.1, "Pay Policy During Weekends, Holidays, Closure or Dismissal", Section 13.1 "Annual Leave Accrual" and Section 13.1.2, "Annual Leave Accumulation", to allow department heads to permanently elect to receive authorized sick leave as annual leave, allow department heads to permanently elect to convert annual leave in excess of 240 hours to sick leave, and to modify the pay policy for work performed on Sundays and holidays.

Section 1: Be it resolved and ordained by the Mayor and Common Council of the Town of University Park that Section 12.1 "Pay Policy During Weekends, Holidays, Closure or Dismissal", of the Personnel Manual be repealed, re-enacted and amended to read as follows:

Section 12.1 - Pay Policy [During Weekends,] FOR SUNDAYS AND Holidays[, Closure or Dismissal].

Non-Police

[Employees who are required to work on Saturdays will be paid time and a half.] Employees required to work on Sundays [or holidays] are paid double time. EMPLOYEES WHO ARE REQUIRED TO WORK ON A HOLIDAY ARE PAID EIGHT HOURS REGULAR PAY, AND TIME AND A HALF FOR ANY HOURS WORKED ON THE DAY. [Non-exempt employees required to work when an emergency is called by the Mayor receive double-time pay.]

EXPLANATION:

CAPITALS INDICATE MATTER ADDED TO EXISTING LAW
[Brackets] indicate matter deleted from existing law
* * Asterisks* * indicate provisions of existing law which have been omitted from the resolution
<u>UNDERLINED CAPITALS INDICATE MATTER ADDED IN THE AMENDMENT</u>
[Brackets] indicate matter deleted in amendment.

Police

Police officers required to work on a holiday receive time and a half pay plus eight hours of compensatory leave.

Section 2: Be it further resolved by the Mayor and Common Council of the Town of

University Park that Section 13.1 "Annual Leave Accumulation", of the Personnel Manual be

repealed, re-enacted and amended to read as follows:

Section 13.1 - Annual Leave Accrual

Eligible full time employees shall accrue annual leave at the rate set forth below. For the purposes of this policy, a full time employee's day is the equivalent of eight (8) hours. Eligible part-time employees accrue leave proportional to a 40-hour week:

Length of Service	Hours Per Annum	Hours Per Pay Period
Up to 2 years	80	3.08
After 2 years	120	4.62

Annual leave shall not accrue if a full time employee has more than five (5) days leave without pay (LWOP) during a pay period or is absent on workers compensation status. For part time employees, no annual leave shall accrue if the employee uses more than half of his or her scheduled hours in a pay period as LWOP or is absent on workers' compensation status. Annual leave accrual while using LWOP for more than one pay period shall be in accordance with Section 13.5 – Leave Without Pay. DEPARTMENT HEADS, INLCUDING THE CHIEF OF POLICE, PUBLIC WORKS DIRECTOR, TOWN CLERK AND TOWN TREASURER, MAY, ON A PERMANENT BASIS, ELECT TO RECEIVE THE SICK LEAVE AUTHORIZED IN SECTION 13.2 AS ANNUAL LEAVE.

Section 3: Be it further resolved by the Mayor and Common Council of the Town of

University Park that Section 13.1.2, "Annual Leave Accumulation", of the Personnel Manual be

repealed, re-enacted and amended to read as follows:

Section 13.1.2 - Annual Leave Accumulation

Employees may rollover a maximum of 240 hours of annual leave into the next calendar year. Excess annual leave over and above 240 hours MUST BE USED on OR BEFORE the last day of the first full pay period in January [will be forfeited] UNLESS AN EXCEPTION [Exceptions to forfeiture] for a period not to exceed four (4) months [may be considered] IS GRANTED by the Mayor on a case-by-case basis. [If an exception is not [requested, a] DEPARTMENT HEADS,

INCLUDING THE CHIEF OF POLICE, PUBLIC WORKS DIRECTOR, TOWN CLERK AND TOWN TREASURER MAY, ON A PERMANENT BASIS, ELECT TO AUTOMATICALLY CONVERT ANNUAL LEAVE IN EXCESS OF 240 HOURS TO SICK LEAVE. OTHERWISE, ANY LEAVE NOT USED BY THE REQUIRED DATE IS FORFEITED. Annual leave hours in excess of 240 FOR ALL OTHER EMPLOYEES THAT ARE NOT USED BY THE REQUIRED DATE shall be automatically converted to sick leave.

Section 4: Be it further resolved that this resolution shall become effective twenty (20) days after enactment by the Mayor and Common Council of University Park.

Section 5: Be it further resolved that a complete and exact copy of this proposed Ordinance shall be posted on the entrance door of the Town Building of University Park, Maryland, for a period of not less than ten (10) days, and a fair summary of this Ordinance shall be published at least once in a newspaper having general circulation in the community.
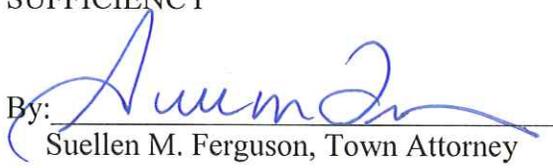
APPROVED this 6th day of March , 2017.

ATTEST:

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MAYOR AND COMMON COUNCIL
TOWN OF UNIVERSITY PARK
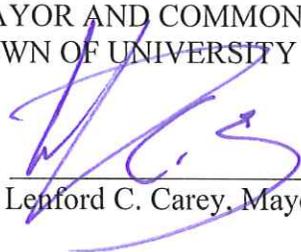
By: _____
Lenford C. Carey, Mayor

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

By: _____
Suellen M. Ferguson, Town Attorney

3