

# TOWN OF KEEDYSVILLE, MARYLAND

*“Where Northern Thrift and Personality Blend with Southern Charm and Hospitality”*

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*Ken Lord, Mayor*  
*Brandon Sweeney, Assistant Mayor*  
*Judy Kerns, Council*  
*Matthew Hull, Council*  
*Sarah Baker, Council*

April 28, 2021

The special meeting of the Keedysville Mayor and Town Council to discuss Personnel Policies was called to order at 6:02pm with the following members present: Mayor Ken Lord, Assistant Mayor Brandon Sweeney, Council Members Judy Kerns, Matt Hull, and Sarah Baker, and Assistant Town Administrator Lisa Riner.

Mr. Sweeney added a section to the draft Pay Policies document with definitions for eligible, part-time, and full-time staff. He noted that there is a section for paid time off, but not unpaid time off, so that should be added. After some discussion, it was decided to use a calendar to compile time off and that requests for time off should be forwarded to the Mayor & Assistant Mayor via email, preferably at least a week in advance.

Mr. Sweeney recommended awarding PTO on the first of the year, with new employees not able to use PTO until after their first ninety days of employment. Mayor Lord noted that this is a living document and can be amended if it is not working. Mr. Sweeney said that two weeks of PTO is a standard minimum amount, and that these policies would scale based on typical hours worked per week. Ms. Baker brought up whether PTO would be paid out if an employee leaves during the year with leftover PTO. After some discussion, it was agreed that Mr. Sweeney would do more research.

Mr. Sweeney noted that the Sick Leave section is based on the Maryland Healthy Working Families Act. Mr. Sweeney will change supervisor to Mayor and Assistant Mayor in the document. He noted that eligible employees include those who have worked a minimum of 90 days for the Town. There was some discussion about the vague statement related to disciplinary action under the Sick Leave section, but it was agreed that vague is probably better.

Mr. Sweeney noted that the Town needs other Personnel policies such as job descriptions, performance review policies, disciplinary policies, etc. in addition to the proposed Pay and Leave policies. Ms. Riner noted that staff has started working on some of these documents, so she will forward those to the Council.

Mayor Lord brought up inclement weather policies. There was discussion over whether it should be paid time off, whether full-time or part-time would be included. Mr. Sweeney recommended that full-time staff

be paid for inclement weather, but not part-time. Mayor Lord recommended that staff could also work from home when there is inclement weather.

Mr. Sweeney changed the pay increase language from 3% annually to an annual review to provide more flexibility. It was also discussed whether or not a formal performance review policy should be instituted and what should be required of staff in terms of metrics, goals, recording daily tasks, etc. Mayor Lord suggested creating an action item list and assigning responsibility for tasks at the end of each meeting.

Ms. Riner agreed to work on creating job descriptions for the two staff positions. Ms. Baker noted that adding instructions related to job tasks would be helpful too.

Meeting adjourned at 6:50pm.

Respectfully Submitted,  
Lisa Riner  
Assistant Town Administrator