

RESOLUTION NO. 2022-4

RESOLUTION TO ADOPT LEAVE AND PAY POLICIES

RECITAL

With recent changes of personnel and increases in the number of Town employees, the Mayor and Council have determined that it would be in the best interests of the Town and its citizenry to create, adopt and implement leave and payment policies. Toward that end the **Leave and Pay Policies** attached to this Resolution as Exhibit "A" is incorporated herein by reference.

RESOLUTION

BE IT RESOLVED by the Mayor and Council of the Town of Keedysville that the **Leave and Pay Policies** set forth in Exhibit "A" be and are hereby adopted; and it is further

RESOLVED that the **Leave and Pay Policies** shall be utilized and applied in a uniform and consistent fashion from the Effective Date of this Resolution forward; and it is further

RESOLVED that the terms and provisions of Exhibit "A" are incorporated herein by reference as if fully set forth in this Resolution and supersede any prior **Leave and Pay Policies**; and it is further

RESOLVED that the Mayor and Council reserves the right to amend, modify, revise, rescind and/or terminate said **Leave and Pay Policies** within their discretion and as the needs of the Town may require.

ATTEST

**MAYOR AND COUNCIL
TOWN OF KEEDYSVILLE**



Lisa Riner, Town Administrator



Kenneth Lord, Mayor

Date of Introduction: August 3, 2022

Date of Passage: August 3, 2022

Effective Date: August 3, 2022

TOWN OF KEEDYSVILLE, MARYLAND

"Where Northern Thrift and Personality Blend with Southern Charm and Hospitality"

P.O. Box 359
19 South Main Street
Keedysville, MD 21756
301-432-5795
www.keedysvillemd.com



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

Leave & Pay Policies

1. Definitions

- A. Eligible – Refers to any employee who has worked for a minimum of ninety (90) days for the town.
- B. Full-Time – An employee who works a minimum of 30 hours each week.
- C. Part-Time – An employee who works less than 30 hours each week.

2. Paid Time Off (PTO)

The Town provides, as a benefit, paid vacations for its eligible employees. Fill out the "Time Off Request Form" and email the document at least one (1) week in advance to the mayor and assistant mayor for approval. A time off request may be denied if proper notice is not provided or if there are not sufficient Town resources available to provide coverage.

All PTO is awarded on January 1st of each year to all full-time employees as follows:

<u>Years of Service</u>	<u>Full-Time</u>
0-5	80 Hours
6-15	120 Hours
Over 15	160 Hours

For part-time employees, PTO will be assigned at the time of hire and may be revisited on an annual basis. Typically, the amount of PTO will scale with the anticipated number of hours worked by the employee.

For new hires, PTO is awarded at the time of hire; however, new employees may not use PTO until after their first ninety (90) days of employment. Depending on the date of hire, a new employee will be awarded the following amount of PTO for the remainder of the employee's year:

<u>Date of Hire</u>	<u>Full-Time</u>
January – June	80 Hours
July	72 Hours
August	64 Hours
September	48 Hours

Unused PTO at the end of the year may not be carried forward into the next year. Management reserves the right to allow employees to carry over PTO in certain limited circumstances.

Upon termination of employment, whether voluntary or involuntary, all unused PTO will be forfeited and not paid out.

3. Unpaid Time Off (PTO)

Additionally, the Town allows for full-time employees to take unpaid time off. Fill out the "Time Off Request Form" and email the document at least one (1) week in advance to the mayor and assistant mayor for approval. A time off request may be denied if proper notice is not provided or if there are not sufficient Town resources available to provide coverage.

4. Sick Leave

Under the Maryland Healthy Working Families Act, eligible employees are entitled to accrue 40 hours of Sick Leave per year at a rate of one hour for every 30 hours worked. The Act allows employers to use a PTO policy to provide sick leave.

Situations may arise where an employee needs to take time off to address medical or other health concerns. The Town requests that employees provide notification to the mayor and assistant mayor as soon as practicable when taking time off. Forty (40) hours of Sick Leave is granted to eligible employees at the beginning of the year. Employees who miss 3 consecutive days may be required to present a doctor's note or release to return to work. Failure to comply or multiple missed days may result in disciplinary action.

An employee is allowed to use Sick Leave under the following conditions:

- To care for or treat the employee's mental or physical illness, injury, or condition,
- To obtain preventative medical care for the employee or the employee's family member,
- To care for a family member with a mental or physical illness, injury, or condition,
- For maternity or paternity leave, or
- The absence from work is necessary due to domestic violence, sexual assault, or stalking committed against the employee or the employee's family member and the leave is being used:
 - To obtain medical or mental health attention,
 - To obtain services from a victim services organization,
 - For legal services or proceedings, or
 - Because the employee has temporarily relocated as a result of the domestic violence, sexual assault, or stalking.

5. Holidays

The Town follows the Washington County Government's holiday schedule.

Holidays are observed on a paid basis for all eligible employees.

6. Inclement Weather

During times of inclement weather, in which it is decided that town hall will be closed, all full-time employees will receive regular pay for the day(s) of closure. Part-time employees are not eligible to receive this pay; however, the option of working from home may be agreed upon by the employee and the town.

7. Pay

Hourly employees will be paid on a quarter-hour basis for hours worked.

Pay increases will be reviewed annually in January and may occur based on inflation and cost of living, employee performance reviews, and/or Town financial conditions.

8. Performance Reviews

The Town will periodically evaluate an employee's performance annually in January. The Town may perform review more frequently if required. The goal of a performance review is to identify areas where an employee excels and areas that need improvement. The Town may use performance reviews as a tool to determine development opportunities, pay increases, promotions and/or terminations.

All performance reviews are based on merit, achievement and other factors that may include, but are not limited to:

- Quality of work
- Attitude
- Knowledge of work
- Job skills
- Attendance and punctuality
- Teamwork and cooperation
- Compliance with Town policy
- Past performance reviews
- Improvement
- Acceptance of responsibility and constructive feedback

Send Certification to:

Mr. Lisa Riner, Town Administrator
Town of Keedysville
Town Hall
P. O. Box 359
Keedysville, MD 21756

NOV 18 2022

Liber 13 Folio 866
Acts, Ordinances, Resolutions- Town
Clerk of the Circuit Clerk
Washington County

LF - Government
Instrument 0.00
Agency Name: town of
keedysville
Instrument List: Other
Describe Other:
Ref:

Total: 0.00
11/17/2022 12:58
CC21-RD
#18788122 CC0403 -
Washington
County/CC04.03.01 -
Register 01

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**Clerk of Circuit Court
Washington County, Maryland**

Kevin R. Tucker, Clerk
24 Summit Avenue
Hagerstown, MD 21740
301-790-7991

For Clerks Use Only

Improvement Fee _____
Recording Fee _____
County Transfer Tax _____
Recordation Tax _____
State Transfer Tax _____
Non-Resident Tax _____
TOTAL _____