

1 **CITY COUNCIL OF THE CITY OF ANNAPOLIS**

2
3 **RESOLUTION NO. R-22-09**

4
5 **Introduced by Mayor Moyer**

LEGISLATIVE HISTORY			
First Reading:	Public Hearing:	Fiscal Impact Note:	120 Day Rule:
04/13/09	N/A	N/A	N/A
Referred to:	Meeting Date:	Action Taken:	

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7
8
9 **A RESOLUTION concerning**

10
11 **Amendments to Personnel Rules and Regulations**

12
13 **FOR** the purpose of amending the City’s Personnel Rules and Regulations to reflect
14 recent changes in Maryland’s Flexible Leave Act.

15
16 **WHEREAS,** the Civil Service Board met on February 23, 2009, and has recommended
17 that the City’s Personnel Rules and Regulations be amended to reflect
18 recent changes in Maryland State law regarding the Flexible Leave Act.

19
20 **NOW, THEREFORE, BE IT RESOLVED BY THE ANNAPOLIS CITY COUNCIL** that the
21 City of Annapolis Personnel Rules and Regulations are hereby amended as follows:

22
23 **SECTION 6: EMPLOYEE BENEFIT PROGRAMS**

24
25 Some Employee benefits such as life and health insurance change regularly due to fiscal
26 budgets. For a full and complete up to date list of benefits please contact the Human
27 Resource Department. The Maryland Flexible Leave Act of October 1, 2008 mandates that
28 an employee is entitled to use all forms of paid leave for an immediate family member’s
29 illness. Please refer to Section 6-11 The Flexible Leave Act.

30
31 **6-1 Annual Leave**

32
33 A. Purpose of Annual Leave

34
35 The purpose of annual leave is to provide eligible employees with an opportunity to have
36 scheduled leave from work without loss of pay or benefits.

37 B. Annual Leave Accrual Rate and Maximum Accrual

1
2 Annual leave is accrued based on the number of regularly scheduled hours an employee
3 remains on active pay status and length of service.

4
5 Carry-over period. At the end of the calendar year (December 30) for the year in which an
6 employee has attained full-time status, a maximum of 5 days of annual leave is permitted to
7 be carried over into the next calendar year. An additional 5 annual leave days will be
8 permitted for carry-over each year thereafter. Effectively an employee can carry 5 annual
9 leave days for each year of service up to a maximum of 30 days.

10
11 C. Scheduled and Unscheduled Leave From Work

12
13 A scheduled leave is a leave from work, which is planned by an employee and approved by
14 his department. (Guide: Minimum 24 hours advance notice)

15
16 An unscheduled leave generally causes more operational problems due to insufficient
17 notice of less than 24 hours.

18
19 D. Personal leave.

20
21 Eligible employees may use up to 3 personal leave days per year ~~for emergency purposes.~~
22 The City requests that the employee makes every effort to contact his supervisor to give as
23 much notice as possible to ensure smooth operations of citizen services.

24
25 E. General Provisions

26
27 ~~4.~~ Annual leave may be used in increments of quarters of an hour.

28
29 Requests for annual leave shall be made in advance of its use. In cases of an emergency,
30 the department may waive this requirement.

31
32 Paid annual leave may not be taken during the initial six (6) months of employment or
33 reemployment except for absences for documented medical reasons or as specified in
34 union or employment contracts.

35
36 An employee shall not be granted paid annual leave for hours not accrued, or for hours in
37 excess of his account balance.

38
39 The scheduling and use of annual leave shall be approved in advance in accordance with
40 departmental regulations. Factors and criteria to be considered in approving annual leave
41 requests may vary based upon departmental requirements.

42
43 The nature of an employee's job and operational requirements may cause the department

1 to limit the scheduling of leave during certain periods of the year. Based upon these
2 requirements, the department may require the use of annual leave for vacation purposes in
3 amounts of thirty-five (35) or more consecutive hours. In the event that such limitations
4 apply the Department Director must identify in writing these limitations to employees.
5

6 **6-2 Sick Leave**

7 8 A. Purpose of Sick Leave

9
10 The purpose of the sick leave program is to provide an eligible employee with basic salary
11 continuation during periods of illness or injury. Sick leave is not redeemable for monetary
12 payment.
13

14 B. Sick Leave Accrual Rate & Eligibility

15
16 An eligible employee accrues 15 days per year pro-rated. Employees accrue sick leave on
17 an unlimited basis, there are no carryover restrictions. After 6 month continuous regular
18 full-time employment, an employee is eligible to use accrued sick leave.
19

20 C. Notification Procedures

21
22 An employee medically incapacitated to the extent that he is unable to work shall ensure
23 his immediate supervisor is notified, before his scheduled reporting time, and include the
24 expected length of the absence. This procedure shall be followed for each day he is unable
25 to work, unless specific prior approval waiving this requirement is granted by the
26 department director or his designee.
27

28 An employee who utilizes excessive leave for reported illnesses or injuries, or is otherwise
29 frequently absent from duty for stated medical reasons may, at the department's discretion,
30 be required to document his future absences for medical reasons with a physician's
31 statement prior to being authorized an absence from duty on paid sick leave. An employee
32 failing to comply with such written notice shall not receive paid leave for the day(s) in
33 question. Use of leave will not relieve an employee of his attendance obligations and shall
34 not excuse excessive absenteeism.
35

36 Departmental management may send an employee home who is injured or too ill to work
37 effectively, or who would cause unhealthy or unsafe working conditions if he continued to
38 work. Such directed absences are to be considered unscheduled, and shall be accounted
39 for by hours from the employee's annual leave and/or sick leave account, whichever is
40 applicable.
41

42 Unusual circumstances may prevent an employee from personally notifying the department
43 of an extended absence, in which case notification may be made by another person. If an

1 employee is not able to make alternative arrangements to notify the department of his
2 absence, and can substantiate valid reasons for his failure to report an absence, sick leave
3 may be authorized by his Department Director.

4
5 D. General Provisions

6
7 An employee shall not be granted sick leave for hours not accrued, unless the department
8 specifically waives the requirement. An employee requesting sick leave for an absence
9 over three (3) days, shall be required to submit a physician's statement verifying that the
10 employee is unfit for duty in order to be eligible for paid sick leave. An employee who fails
11 to comply with this requirement shall not receive paid sick leave for the day(s) in question.

12
13 An employee returning to work after an illness or injury of more than three (3) consecutive
14 workdays may be required, at the department's discretion, to provide written authorization
15 from his physician certifying his medical fitness to return to work. In cases where a
16 physician's certification is required, the department shall reserve the right to require an
17 employee to be examined and receive a report from a physician designated by the City
18 prior to authorizing his return to work. In such cases, an appointment for an examination will
19 be scheduled by the Human Resources Office and paid for by the City. The concerned
20 department shall provide the designated physician with a letter describing in detail the
21 physical requirements of the employee's position.

22
23 An employee granted sick leave is expected to take all due care by following medical
24 direction and advise.

25
26 The City will adhere to all terms of the Family Medical Leave Act and the Maryland Flexible
27 Leave Act which allows employees to take leave from work for certain family
28 circumstances.

29
30 Sick leave may not be utilized for childcare purposes, but an employee may use up to three
31 days of sick leave per year for the illness or injury of their immediate family. however, an
32 employees may use sick leave for the illness or injury of their immediate family members
33 (parent, spouse and child).

34
35 An employee returning to work after an extended period of time (greater than 30 days) may
36 be required to submit to a fitness for duty examine and appropriate follow-up when
37 necessary as coordinated by Human Resources.

38
39 When a full-time employee is transferred to part-time status, his sick leave account balance
40 shall be eliminated.

41
42 E. Donation of Vacation/Sick Leave to Colleague

43

1 Under special circumstances the Department Director and Human Resources Director may
2 approve the donation of vacation/~~sick~~ time to another city employee's sick leave account on
3 a straight hour for hour basis. Any donated hours remaining in that employee's sick time
4 shall be divided equally among donors not to exceed employees donors initial donated
5 hours.

6
7 F. Serious Chronic Medical Condition

8
9 If it is determined that an employee has a serious and continuing medical condition which
10 makes it necessary for him to be absent from duty for the specific chronic medical problem,
11 including required follow-up medical treatment/therapy and/or recuperation, he ~~is~~ ~~may be~~
12 eligible to use sick leave. ~~from the first hour of absence.~~ The department director shall
13 review an employee's absenteeism records for compliance with established guidelines, and
14 when circumstances warrant, may recommend consideration of the case to the Human
15 Resources Director for review and final approval.

16
17 Guidelines for determining eligibility for this benefit are as follows:

- 18
19 1. The employee was initially absent to the extent that sick leave has been used due to
20 the specific illness or injury being considered.
21
22 2. The condition must be of a chronic and continuing nature. For example, heart
23 disease is generally a continuing medical condition. Being ill with the flu in the
24 spring, recuperating, and then becoming ill with the flu again in the autumn does not
25 meet the guidelines since it is a re-infection rather than a continuing condition.
26
27 3. The illness/injury is serious/severe to the degree that the employee must be absent
28 from duty for medical reasons, and be physically unable to perform required job
29 tasks so that working would be dangerous or a threat to his health according to
30 medical authority, and/or follow-up physician visits/therapy is needed. Since it is
31 expected that a serious medical condition would require the attention of a physician,
32 a medical report and documentation from the attending physician is a standard
33 requirement for determining eligibility.

34
35 4. Limited duty Assignments

36
37 Some minor injuries or illnesses may prohibit the full performance of assigned job
38 duties, however, there may be other duties an employee could safely perform
39 without aggravating his medical condition. When the physician states in writing that
40 "limited duty" work is acceptable and identifies the employee's specific physical
41 limitations, the department director may, at his discretion, assign other bonafide
42 tasks and light duties as the employee's health and medical condition may permit.
43 Limited duty assignments in compliance with medically established restrictions shall

1 be performed by an employee so assigned. A physician's written recommendation
2 for an employee's return to work on a "light limited-duty" basis will be considered by
3 the department on the following basis:
4

5 Suitable "light limited -duty" work must be available within any department in the city.
6

7 The physician recommending an employee's return to work on light-duty status must
8 provide reasonable assurance that the condition will not exceed thirty (30) calendar days.
9 Extension of light-duty status beyond thirty (30) calendar days requires the approval of the
10 employee's department. Extension of light-duty status beyond ninety (90) calendar days
11 requires the approval of the Human Resources Director.
12

13 G. Workers Compensation 14

15 An employee who sustains a workers compensation covered lost-time injury may request
16 his department to apply accrued sick leave hours or accrued annual leave hours from his
17 account in order to obtain full base pay while absent from duty for medical reasons related
18 to his injury.
19

20 **6-3 Holidays Observed by the City** 21

22 The following ~~ten~~ eleven (11) holidays are generally observed:
23

24 News Year's Day	-	January 1
25 Martin Luther King's Birthday	-	Third Monday of January
26 Presidents Birthday	-	Third Monday of February
27 Maryland Day	-	March 25
28 Good Friday	-	Friday Preceding Easter
29 Memorial Day	-	Last Monday in May
30 Independence Day	-	July 4
31 Labor Day	-	First Monday in September
32 Veteran's Day	-	November 11
33 Thanksgiving	-	Fourth Thursday in November
34 Christmas Day	-	December 25

35

36 The Mayor has the authority to designate holidays. A list of designated holidays will be
37 distributed by the Human Resources Department on an annual basis.
38

39 When a holiday falls on a Saturday, the preceding Friday is designated a substitute holiday
40 and observed as the official holiday for that year. When a holiday falls on a Sunday, the
41 following Monday is designated a substitute holiday and observed as the official holiday.
42

43 The Mayor or his designee will determine when any departmental operations will be closed

1 in observance of a holiday.

2

3 Operations permitting, employees will be granted time off on holidays. A holiday will either
4 be taken as time off, or will be paid as of the day that it is observed.

5

6 A full-time employee who is granted a day off on one of his regularly scheduled work days
7 to observe the holiday shall be paid for his normal schedule of hours for that day.

8

9 A full-time employee whose regularly scheduled work day falls on a day observed by the
10 City as a holiday and, in fact, works his normal schedule, shall receive an additional
11 number of normally scheduled hours holiday pay for that day.

12

13 If a full-time employee is granted a day off to observe a holiday but is required to work part
14 of the day due to operational requirements, he shall be paid for his normal schedule of
15 hours as holiday pay for that day plus the time actually worked.

16

17 A full-time employee whose scheduled day off occurs on a holiday shall receive normal
18 scheduled hour's holiday pay in addition to receiving his normal pay for hours worked
19 during the week.

20

21 An employee on annual leave, jury duty, sick leave, funeral leave, annual military leave and
22 ~~other absences~~ flexible leave from duty on active pay status shall receive holiday pay, if
23 eligible, for the same day that it is observed. An employee cannot receive both holiday pay
24 and other leave pay for the day observed as a holiday.

25

26 In order to qualify for holiday pay, an employee must be on active pay status or work his full
27 normal schedule of hours, either on the regularly scheduled working day immediately prior
28 to a holiday or his regularly scheduled working day immediately following a holiday.

29

30 Exceptions to this policy may be found in the various labor agreements.

31

32 **6-4 Funeral Leave**

33

34 Upon approval by the department, an eligible full-time employee shall be granted time off
35 with pay at his straight time rate, not to exceed three (3) consecutive scheduled workdays,
36 if needed, to attend the funeral of an immediate family member.

37

38 The employees immediate family or other relative by marriage (spouse, domestic partner,
39 father, mother, legal guardian (in AFSCME contract), stepparent, son, daughter, stepchild,
40 brother, sister, father-in-law, and mother-in-law, son-in-law, daughter-in-law, grandparents,
41 and grandchildren).

42

43 Funeral leave shall not be charged to annual or sick leave.

1
2 Should an employee require additional time other than provided in paragraph "A" above, he
3 may request the additional time from the department. Upon approval, any additional time
4 used may be taken as leave without pay, or be charged to annual or personal leave if he
5 has accrued sufficient annual or personal leave time.

6
7 An employee may be required to provide the department with proof of death in his
8 immediate family before funeral leave pay is approved.

9
10 **6-8 Military Leave**

11
12 The City shall adhere to the Uniformed Services Employment & Reemployment Rights Act
13 (USERRA) for matters concerning Military leave.

14
15 A. Military Leave

16
17 In accordance with Maryland Statutes, applicable federal law, an employee who is absent
18 from work for military duty, shall be entitled to a leave of absence without loss of pay for
19 such time as he shall be ordered to active or inactive duty training for a period not to
20 exceed two weeks. The annual period is defined as January 1 through December 31.

21
22 An employee shall be required to submit an order or statement from the appropriate military
23 commander as evidence of any such duty. Such order or statement must accompany the
24 formal request for military leave at least two (2) weeks in advance.

25
26 B. Inactive Duty Training (Weekend Drills)

27
28 An employee who is a member of the Armed Forces Reserve or the National Guard shall
29 be excused from work to attend inactive duty training as required. Evidence of membership
30 in the applicable organization and training orders shall be provided to the department by the
31 employee. Requests for such absences from work can be made either orally or in writing.
32 The submission of the applicable Reserve or National Guard training schedule will satisfy
33 this requirement. In the event scheduled inactive duty training falls on an employee's duty
34 day(s) he may request the use of annual military leave, annual leave, trading time
35 assignments in conformance with departmental procedures or leave without pay.

36
37 C. Recall to Active Military Duty

38
39 A full-time employee who is a member of a military reserve component or the National
40 Guard, who is ordered to active duty to fulfill his primary military obligation, will be granted
41 military leave of absence without pay for this period of time unless otherwise noted in
42 Federal, State, or City law.

43

1 D. Recall to Emergency Active Military Duty

2
3 Employees responding to emergency military orders shall be granted leave without pay for
4 required absences as necessary unless otherwise noted in Federal, State, or City law.

5
6 E. Reinstatement from Military Service

7
8 Upon termination from active military service, an employee who wishes to return to City
9 employment shall contact the Human Resources Director in writing within ninety (90)
10 calendar days from the date of military discharge. An employee shall not be considered
11 eligible for reinstatement by the City if he received a dishonorable military discharge. An
12 employee requesting reinstatement with the City shall submit to a medical examination, at
13 City expense, to determine if he is physically and mentally capable of performing the duties
14 of his former position prior to assuming his position. The Department Director can not
15 reinstate an employee until Human Resources confirms the employee has received medical
16 clearance to perform duties of the position.

17
18 An employee returning to City employment in his classified position shall be reinstated at
19 the salary he would have received, including all general wage adjustments, had he
20 remained continuously employed by the City instead of entering the armed service.

21
22 If the position vacated by an employee who entered the military service is reclassified or
23 retitled during his period of military service, he shall be reinstated where possible in
24 accordance with USERRA. If his former position has been abolished, or if he is incapable of
25 satisfactorily performing the duties, he shall be reinstated in a position as nearly
26 comparable as possible in salary and duties to the position he vacated, providing a vacancy
27 is available.

28
29 **6-9 Leave of Absence Without Pay**

30
31 A. ~~Leave of absence without pay~~ Voluntary

32
33 ~~Voluntary~~. The appointing authority may grant requests for leaves of absence without pay
34 for periods not to exceed one year. During the period of absence without pay, no sick or
35 vacation leave is accrued . At the termination of such leave, the employee shall be
36 reinstated in the civil service system with all previous rights and privileges, earned by the
37 individual up to the previous last day of employment. The appointing authority must notify
38 the Human Resources Department to ensure all benefits are reinstated.

39
40 B. Involuntary

41
42 A civil service employee who, by reason of illness or physical disability, is required to be
43 placed on leave of absence without pay, shall not be entitled to accrue either sick leave or

1 annual leave so long as the employee remains on leave of absence without pay.

2
3 A civil service employee who, by reason of illness or physical disability, is on leave of
4 absence for one calendar year or more shall be released from employment with the city,
5 and all pay and benefits stopped, and the position may be filled. The released employee
6 shall have priority consideration, before other applicants, for any job vacancy for which that
7 person is qualified when that person is certified by medical authority to return to work with
8 or without reasonable accommodations.

9
10 4. **C.** Family Leave (Reference Family Medical Leave Act)

11
12 ~~“Family Leave” means~~ **“Family Leave” means** leave without pay up to a maximum of 12
13 weeks is available to an employee who needs to take time off from work to care for:

- 14
15 a. A newly born or newly adopted child of the employee;
16
17 b. A foster child placed with the employee; or a seriously ill child (~~including~~
18 ~~adult child~~), spouse, parent, or legal dependent of the employee.

19
20 An employee must immediately notify his supervisor and complete all necessary forms
21 to avail of Family Leave. Employee needs to consult with Human Resources for
22 specific regulations governing this leave.

23
24 **6-10 Accident Prevention and Safety**

25
26 The City maintains a, comprehensive city-wide safety program. All aspects of the working
27 environment and work associated activities are to receive proper attention. The
28 development of safe working conditions, practices, habits and safety conscious thinking are
29 the principal objectives of the program.

30
31 A. Risk Management Committee

32
33 B. Safety Committee

34
35 Each department director will designate a person who will actively participate in the safety
36 program and represent the department in safety matters.

37
38 C. Safety Equipment Devices

39
40 The City will provide proper and necessary safety equipment and devices for an employee
41 engaged in work where such special equipment and devices are necessary. Such
42 equipment and devices, where provided, shall be used.

43

1 D. Reporting System

2
3 As an integral part of the City's overall safety program, a comprehensive reporting system
4 has been implemented. Three basic report requirements will be used in this area: (1)
5 Incident/Liability Report; (2) Motor Vehicle Accident Report; and (3) Report of Injury to an
6 Employee and Notice of Injury forms.

7
8 E. Incident/Liability Report

9
10 An Incident/Liability Report is to be used to report any event that happened or is alleged to
11 have happened where the City might conceivably share liability, but which does not require
12 either a Motor Vehicle Accident Report or Report of Injury to an Employee and Notice of
13 Injury forms.

14
15 F. Vehicle Accident Reporting Procedures

16
17 In the case of any City-owned vehicle, which is involved in a motor vehicle accident to
18 include boats, an employee operating such vehicle will immediately notify the Police
19 Department and his supervisor who will be dispatched when determined appropriate. In the
20 event his supervisor is not available, another supervisor from within the concerned
21 department will be dispatched by the department director.

22
23 A mandatory post-accident drug test will be administered within 32 hours and a post-
24 accident alcohol test will be administered within 8 hours by City approved contractor.

25
26 The department director of an employee involved in the motor vehicle accident will ensure
27 that a City Motor Vehicle Accident Report is completed and copies forwarded to both the
28 Legal Department and the Director of Finance within three (3) working days of the time the
29 accident occurred.

30
31 Employees utilizing their personal vehicle while on City business shall immediately report
32 any accident to their supervisor.

33
34 In case of serious injury or fatality, the Police Department and the Human Resources
35 Director shall be notified immediately. The Police Department will, in turn, notify the Director
36 of Finance (Risk Manager) regarding the accident.

37
38 G. On-the-Job Injuries

39
40 An employee shall be advised of his responsibility to immediately report to his supervisor all
41 injuries to himself that occur on the job.

42
43 A Report of Injury and an Employers First Report of Injury/Illness form should be submitted

1 to the Supervisor within forty-eight (48) hours after the occurrence of the injury. If the injury
2 occurs over a holiday or weekend, the injury reports should be submitted within forty-eight
3 (48) hours from the time the work period starts after the weekend or holiday. This applies to
4 all on-the-job injuries, as well as any employee injured in a vehicular accident involving City
5 equipment. In the latter case, a Motor Vehicle Accident Report will also be required. Fatal
6 injuries to an employee shall be immediately reported to the Director of Finance Office,
7 which shall report the fatality to the State Division of Workers Compensation within twenty-
8 four (24) hours as required by law.

9
10 In every on-the-job injury requiring medical attention, an employee will bring the Medical
11 Doctors Note back (signed by the attending physician) to his supervisor upon returning to
12 work. In no case shall an employee be returned to work the treating physician has released
13 him to full duty.

14 H. Workers Compensation for Injured Employees

15
16
17 Payment of workers compensation to an employee who is incapacitated because of an
18 injury occurring while on the job will be governed by the State of Maryland Workers
19 Compensation law and/or governed by Collective Bargaining Agreement.

20
21 Full wages will be paid for the complete shift on the day of the on-duty injury if disability
22 results, or for that part of the day spent receiving medical treatment.

23
24 If an injured employee cannot return to work on his next shift or normal workday as
25 determined by a physician, his injury will be considered a disability, with the disability
26 starting immediately following the day of the injury.

27
28 The statutory benefits of the Maryland Workers Compensation Law do not allow for
29 compensation during the first three calendar days of disability. Employees may apply for
30 accrued leave pay during the first three calendar days. However, if the injury results in
31 disability of more than fourteen (14) calendar days, compensation shall be allowed from the
32 commencement of the disability.

33
34 A decision involving possible separation of employment on the basis of physical inability to
35 perform job duties for an employee who was injured as a result of a job—related accident
36 and who has qualified for treatment under workers compensation will not be made until
37 after the employee reaches the status of maximum medical improvement as defined under
38 the provisions of the Maryland Statutes governing Workers Compensation.

39 I. On-Duty Injury Benefit

40
41
42 An employee who experiences a disability resulting from a compensable injury while acting
43 within the scope of his city employment may elect the following:

1
2 To be paid sick leave and use the workers compensation check to restore sick leave at the
3 ratio of 66 2/3% or as determined by Collective Bargaining Agreement.

4
5 Use annual or personal leave with no restoration of annual or personal leave. Receive
6 insurance checks from workers compensation carrier.

7
8 No sick or annual leave. Receive insurance checks from workers compensation carrier.

9
10 May request leave without pay, with the continuation of some benefits.

11
12 **6-11 The Flexible Leave Act – Leave of Absence With Pay**

13
14 On October 1, 2008, The Flexible Leave Act became Law in the State of Maryland. This
15 legislation provides that employees may use any form of paid leave for an immediate family
16 member's illness.

17
18 An immediate family member is defined as parent, spouse and child (including adult child)*
19 The employee may choose which type of paid leave he/she wishes to use.

20
21 The use of leave under this Act applies to any and all paid leave that is earned or accrued
22 prior to and after October 1, 2008.

23
24 *while the definition of immediate family may differ from other areas of the Rules and
25 Regulations, it is applicable to flexible leave as defined by Maryland Law.

26
27 The City may require proof of a family member's illness before flexible leave is paid.

28
29 **6-4112 Blood Bank**

30
31 Every employee and City retiree is automatically a member of the "City Employees Blood
32 Bank Group". As a member, he and his immediate dependent family are eligible to receive
33 needed blood at no cost. Periodically, blood drives are held to replenish this account.

34
35 **6-4213 Rest Breaks**

36
37 Rest breaks are authorized as a privilege, which shall be arranged so as not to interfere
38 with normal City business. Rest breaks may not be scheduled to extend meal periods or
39 reduce the length of the employees shift. It shall be the responsibility of supervisors to
40 properly enforce this provision.

41
42 **6-4314 Credit Union**

43

1 Application for Membership in the State of Maryland Employees Credit Union is available to
2 all employees and members of their immediate families. Additional information on Credit
3 Union policies may be obtained at the State Employees Credit Union of Maryland.

4
5 **6-1415 Group Insurance Program**
6

7 The City offers full-time employees the opportunity to participate in group life and health
8 insurance programs. At the time of employment, the employee will be required to complete
9 the necessary enrollment cards to indicate whether or not he wishes to participate in the
10 insurance program. The employee is responsible for advising the Human Resources
11 Department of any beneficiary changes, marital status change, and the addition/deletion of
12 dependents.

13
14 A full-time classified service employee is provided with a basic amount of term life and
15 accidental death and dismemberment insurance at no cost. Additional Supplemental term
16 life insurance may be obtained at the employee s expense.

17
18 A full-time employee is eligible to participate in one of the health plans offered and to
19 change his selection annually during the open enrollment period. Health insurance
20 coverage becomes effective on the first day of the month following date of hire.

21
22 An employees contribution for his group health plan and any additional life insurance will be
23 deducted from his paycheck.

24
25 Cobra-Health insurance coverage may be extended to covered employees and their
26 enrolled dependents as governed by Federal law in the following instances:

- 27
28
- 29 • Death of covered employee.
 - 30 • Divorce or legal separation.
 - 31 • Dependent child ineligible due to age.
 - 32 • Reduction of hours or termination of employee other than for reasons of gross
33 misconduct.

34 If extension of coverage is elected, Federal legislation requires that the entire cost of the
35 health insurance, plus administrative expenses, be borne by the covered employee or
36 dependent.

37
38 **6-1516 Vehicle/Mileage Allowance**
39

40 The City provides a vehicle Federal mileage allowance when the official duties of an
41 employee require the use of his personal vehicle and such use is authorized by his
42 department.

43

1 **6-1617 Longevity Pay Program**

2
3 Salary Increase at 7 year, 12 year, 15 year milestone of continuous employment
4

5 **6-20 Tuition Refund Program**

6
7 The City encourages employee self improvement. The Human Resources Department is
8 available to discuss financial support for continuing education that may enhance the
9 individual's career path with the City. A Tuition Refund Program is available to full-time
10 employees. The program is designed to help reimburse eligible employees for a portion of
11 their tuition expenses, for pre-approved educational courses, which must relate to the
12 employee's present job or a reasonable promotional objective.
13

14 A. Eligibility

15
16 Employee must be on a full-time status.
17

18 The resignation or discharge of an employee automatically terminates his eligibility for
19 benefits under this program.
20

21 B. Courses

- 22
- 23 1. This program applies to courses offered by accredited colleges or
24 universities.
25
 - 26 2. The course must relate to the employee's present job or a reasonable
27 promotional objective. Courses, including associated courses and electives,
28 taken toward an undergraduate degree related to the employee's present job
29 or reasonable promotional objective are acceptable.
30
 - 31 3. There must be a probability that the course will contribute to the employee's
32 development as a City employee.
33
 - 34 4. Course attendance must be on the employee's own time and should not
35 interfere with his regular work assignment.
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37 C. Approval

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39 Approval for course eligibility must be requested prior to the starting date of the course and
40 granted by the employee's department director, Supervisor and the Human Resource
41 Director.
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43 D. Reimbursement

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1. Amounts of reimbursement to employees under this program will be made for tuition costs only.
 2. Reimbursement of tuition will not exceed percentage approved during the annual budget process up to specified dollar limit per fiscal year/semester. Contact the Human Resources Department for current amount available.
 3. Course requirement for reimbursement is evidence of a grade of “C” or better.
 4. A verified statement of tuition cost or a receipt of payment is required prior to reimbursement.

E. Filing Procedure

1. When an employee wishes to participate in the tuition refund program, he will complete a Tuition Reimbursement Application form, which can be obtained from the Human Resources Department.
2. The employee will submit the application to his immediate supervisor and, if necessary, discuss the application with the supervisor to provide information relevant to determining if the employee is eligible to participate in the program.
3. If eligibility (employee and course) is recommended, the employees immediate supervisor will forward the completed Tuition Reimbursement Application with an itemized bill to the department director for approval.
4. If approved by the department director, the application will then be submitted to the Human Resources Department for review, final approval and processing.
5. The Human Resources Director acknowledgment portion of the employees Tuition Reimbursement Application form will be returned to the employee. This form will indicate if the request has been approved, or will give reason(s) if disapproved.
6. A new application must be submitted for each course, each session (semester or other term).
7. Within fifteen (15) days of completion of approved courses, the employee must submit a copy of the final grade to the Human Resources Department.

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2 8. Upon receipt of above materials, the Human Resources Department will
3 process a refund to the employee.
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5 **AND BE IT FURTHER RESOLVED BY THE ANNAPOLIS CITY COUNCIL** that these
6 amendments to the City's Personnel Rules and Regulations contained in this Resolution
7 shall take effect from the date of its passage.
8

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11 **ADOPTED** this 11th day of May, 2009.

12
13 **ATTEST:**

THE ANNAPOLIS CITY COUNCIL

14
15
16 _____
17 **Regina C. Watkins-Eldridge, CMC**
18 **City Clerk**

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20
BY: _____
ELLEN O. MOYER, MAYOR

EXPLANATION:

Highlighting indicates matter added to existing law.
~~Strikeout indicates matter deleted from existing law.~~
Underlining indicates amendments.