

RESOLUTION NO. 3083

A RESOLUTION OF THE CITY OF SALISBURY TO UPDATE THE EMPLOYEE HANDBOOK BY AMENDING CHAPTER 10 TO INCLUDE ADDITIONAL REQUIREMENTS FOR AN EMPLOYEE TO RESIGN IN GOOD STANDING.

WHEREAS, the City of Salisbury has an Employee Handbook; and

WHEREAS, the Mayor's Office and the Human Resources Department have reviewed the Employee Handbook; and

WHEREAS, the Mayor's Office and the Human Resources Department recommend updating the Employee Handbook; and

WHEREAS, the City of Salisbury desires to amend the Employee Handbook in segments; and

WHEREAS, the City of Salisbury has already amended chapters 1 - 4, and will amend the rest of the Employee Handbooks in future resolutions; and

WHEREAS, the recommended changes have been approved by the Mayor and reviewed by the City Council.

NOW, THEREFORE, BE IT RESOLVED by the City of Salisbury, Maryland that Chapter 10 of the Employee Handbook is amended as follows:

Chapter 10
TERMINATION OF EMPLOYMENT

1001 Resignation In Good Standing

To resign in good standing, a City employee must resign in writing and provide at least fourteen days' notice of intention to resign to the Department Head. Further, the employee must perform all work in a satisfactory manner during the notice period to remain in good standing. Whenever possible, employees are encouraged to provide at least one month's notice of intention to resign. Resignation under any other circumstance, except unforeseen illness or accident, will be considered resignation which is not in good standing.

- A. Upon notice of resignation, an employee shall become an at-will employee
- B. After a notice of resignation is submitted, an employee may have his or her duties or schedule modified or may be terminated during the notice period for any reason at the discretion of the City; an employee who remains in good standing and is not a probationary employee will be paid regular wages during the notice period.

1002 Return of Property

Upon termination for any reason, all City property must be returned immediately. This includes all City uniforms, insignias, tools, manuals, handbooks, or equipment. In the event that an employee fails to return any City property, an appropriate amount may be withheld from any amounts otherwise owed to the employee until such property has been returned.

1003 Unused Leave Time

- A. Upon notice of termination of employment, the employee will be paid out for any accumulated but unused annual leave time through the end of the preceding full month. The payout amount will be equal to the number of unused leave days multiplied by the employee's last daily rate of pay.
- B. Upon notice of termination, any unused sick leave days will be forfeited, except in the event of Retirement from City employment. In the event of Retirement from City employment, the employee will be paid 25%, up to a maximum of thirty days, of all unused sick leave time.
- C. Unused leave time may not be used to extend an employee's employment if the employee has no bona-fide intention of returning to work following the leave.

1004 Insurance Benefits Upon Termination

Upon termination of employment, all insurance benefits will terminate immediately. Employees, however, may make arrangements to continue health insurance coverage by making arrangements with the Human Resources Department to pay the premium for health insurance coverage.

Underlined and italic indicate additions
~~Strikethrough~~ and bold indicate deletions

THE ABOVE RESOLUTION was introduced, read and passed at the regular meeting of the City of Salisbury held on the 14th day of December 2020, and is to become effective immediately upon adoption.

ATTEST:

Kimberly R. Nichols
Kimberly R. Nichols, City Clerk

John R. Heath
John R. Heath, President
Salisbury City Council

APPROVED BY ME THIS 16 day of December, 2020.

Julia Glanz
Julia Glanz, City Administrator, for and
at the direction of Jacob R. Day, Mayor



City of
Salisbury
Jacob R. Day, Mayor

DATE: November 20, 2020

TO: Julia Glanz, City Administrator

FROM: Jeanne Loyd, Director of Human Resources

SUBJ: Employee Handbook Changes

Please find attached a copy of a Resolution to effect the changes identified in the City Employee Handbook which covers Chapter 10, Termination of Employment.

The requested change will allow the City at the time of resignation to make employees to "At Will" and be able to accept their notice immediately without having them be required to complete the notice time. This would allow the City to reduce the continued risk of the employee having a worker's compensation injury/illness. This would also allow us to accept the resignation in lieu of notice and have them remain in good standing.

Certain parameters would allow the City to pay the employee for the two weeks of notice time and avoid risk of an injury and further costs to the City in the possible spread of COVID 19. This slight changes protects us from possible litigation due to letting an employee go "without cause".