

RESOLUTION NO. 2874

A RESOLUTION OF THE CITY OF SALISBURY TO CHANGE THE EMPLOYEE HANDBOOK SECTION 0505(K.)(1.) FAMILY LEAVE TO REQUIRE 12 MONTHS OF EMPLOYMENT AFTER USING PAID PARENTAL LEAVE.

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 making changes to the Employee Handbook to supplement FMLA coverage by extending financial support to employees who meet certain criteria and have newborn or adopted children; and

WHEREAS, the City of Salisbury desires to require continued employment for a minimum of 12 months for any employee utilizing the Paid Parental Leave benefit; 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 Section 0505(K.)(1.) of the Employee Handbook is amended by adding paragraph h. as follows:

Chapter 5

Act, and to provide only the rights required thereunder.

- h.** **To receive the Paid Parental Leave benefit, you must agree to remain in the employment of the City of Salisbury for a minimum of twelve (12) months following your return to work. If you elect not to return to work at the end of the leave period, or if you fail to remain in the employment of the City for a minimum of twelve (12) months following the end of the leave period, you must repay to the City all Paid Parental Leave received by you during the leave period. All Paid Parental Leave to which the City is entitled will be due and payable within thirty (30) days after written notice to you by the City. The amount owed will be equal to all sums paid to you or on your behalf by the City to the fullest extent permitted by law. If you are unable to return to work because of a serious health condition or other circumstances beyond your control, you will not be required to repay the City.**

Underlined and Bold indicate additions


~~Strikethrough~~ indicate deletions

THE ABOVE RESOLUTION was introduced and read and passed at the regular meeting of the City of Salisbury held on the 22nd day of October, 2018, and is to become effective immediately upon adoption.

ATTEST:



Kimberly R. Nichols, City Clerk



John R. Heath, President
Salisbury City Council

APPROVED BY ME THIS 23rd day of OCTOBER, 2018.



Jacob R. Day, Mayor



To: City Council
From: Julia Glanz, City Administrator and Jeanne Loyd, Human Resources Director
Subject: Paid Parental Leave Policy Update
Date: October 22, 2018

The Mayor's Office recently recommended changes to the employee handbook to allow for a paid parental leave program in which City employees are entitled to take up to six weeks of fully paid leave in the event of child birth or adoption. The City Council passed the legislation to go into effect on July 1, 2018. In taking paid parental leave, employees will be able to exhaust their six weeks of parental leave time before using their accrued leave time.

The Mayor's Office and Human Resources Department is recommending a change to the recently adopted Paid Parental Leave program. The new policy would require 12 months of employment after using Paid Parental Leave. We have similar employment requirements with the Police Department.

The City of Salisbury is dedicated to providing staff with the most competitive benefits possible. We believe we are the first city our size to offer this benefit. Family is a strong value within the City and this benefit will enable our team to be fully present at work and home and not worry about how they will take off time when they return, to any number of needs that may arise.

Should you have questions, please do not hesitate to contact me or Human Resources for clarification.