

**THE CITY OF FREDERICK  
MAYOR AND BOARD OF ALDERMEN**

**RESOLUTION NO: 22-18**

**A RESOLUTION** concerning

Policies and Procedures Handbook for Employees of The City of Frederick

**BACKGROUND**

On June 2, 2011, the Board of Aldermen adopted Resolution No. 11-14, adopting a new Policies and Procedures Handbook for Employees of The City of Frederick ("Handbook"). Subsequently, the Board of Aldermen has adopted numerous additional resolutions amending various sections of the Handbook.

As part of its discussions following the completion of a comprehensive salary and benefits study in 2021, the Board of Aldermen determined that the amount of sick and safe leave provided to full-time employees should be increased from 12 to 15 days per year. The Board of Aldermen therefore desires to amend the Handbook accordingly.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF FREDERICK**, as follows:

The Handbook, in Section "Benefits", Title "Sick and Safe Leave", will be revised as shown on Exhibit A, attached hereto and incorporated herein by this reference.

**AND BE IT FURTHER RESOLVED** that except as amended by this resolution, the Policies and Procedures Handbook for Employees of The City of Frederick remains as adopted on June 2, 2011 and subsequently amended by the Board of Aldermen.

**ADOPTED AND APPROVED THIS 1<sup>st</sup> DAY OF DECEMBER, 2022.**

**WITNESS**

  
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\_\_\_\_\_ **Michael C. O'Connor, Mayor**

**APPROVED FOR LEGAL SUFFICIENCY:**

  
\_\_\_\_\_ **City Attorney**