

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

RESOLUTION NO: 22-19

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 education assistance program currently offered to full-time employees should be extended to part-time employees who work more than 1040 hours per year, and that the City should also provide funds for certain textbooks, fees, and supplies. 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 "Education Assistance Program", 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 1st DAY OF DECEMBER, 2022.

WITNESS




Michael C. O'Connor, Mayor

APPROVED FOR LEGAL SUFFICIENCY:



City Attorney