

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

**RESOLUTION NO: 23-08**

**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 has adopted several additional resolutions amending various sections of the Handbook. The "summary of benefits" chart included in the Handbook must be revised to reflect such amendments. The Board of Aldermen desires to amend the Handbook accordingly with this change being effective 7/1/2023.

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

The Handbook, in Section "Benefits", Title "Summary of Benefits/Eligibility", 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 16<sup>th</sup> DAY OF MARCH, 2023.**

**WITNESS**

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

**APPROVED FOR LEGAL SUFFICIENCY:**

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



THE CITY OF FREDERICK

EMPLOYEE POLICIES AND PROCEDURES HANDBOOK

<b>Section:</b> BENEFITS	<b>Page:</b> 1 of 1
<b>Title:</b> Summary of Benefits / Eligibility	<b>Revised:</b> 3/16/2023

BENEFIT	FULL-TIME	REGULAR PART-TIME	NON-GRADED PART-TIME
<b>Supplemental Insurance and Legal Plan</b>	Yes	No	No
<b>Bereavement Leave</b>	Yes	No	No
<b>Compensatory Time</b>	Yes	No	No
<b>Deferred Compensation (457 Savings Plans)</b>	Yes	Yes	Yes
<b>Direct Deposit</b>	Yes	Yes	Yes
<b>Education Assistance Program</b>	Yes	Yes if 1040 hour/year position	Yes if 1040 hour/year position
<b>Employee Assistance Program (EAP) Counseling</b>	Yes	Yes	Yes
<b>Flexible Spending Accounts (Medical and/or Dependent Care)</b>	Yes	No	No
<b>Group Dental and Group Vision Insurance</b>	Yes	Yes if 1040 hour/year position	Yes if 1040 hour/year position
<b>Group Health Insurance (includes prescription coverage)</b>	Yes	Yes if 1040 hour/year position	Yes if 1040 hour/year position
<b>Group Term Life and Personal Accident Insurance</b>	Yes	Yes if 1040 hour/year position	Yes if 1040 hour/year position
<b>Jury Duty Leave</b>	Yes	No	No
<b>Military Leave</b>	Yes	Yes	No
<b>Other Benefits:</b>			
• Credit Union and Group Banking Services	Yes	Yes	Yes
• Summer Pool Passes	Yes	Yes	No
• Recreation Center Program Discounts/Talley Fitness Center Membership	Yes	Yes	No
• Weinberg Center Discount	Yes	Yes	No
<b>Paid Holidays</b>	Yes	No	No
<b>Pension Plans (choose from available options)</b>	Yes	See Plan Documents on City's Network <u>Common Drive</u> for plan details	See Plan Documents on City's Network <u>Common Drive</u> for plan details
<b>Short- and Long- Term Disability Insurance</b>	Yes	Yes if 1040 hour/year position	Yes if 1040 hour/year position
<b>Sick/Safe and Vacation Leave</b>	Yes	See Sick and Safe Leave Policy for eligibility	See Sick and Safe Leave Policy for eligibility
<b>Workers' Compensation Benefits</b>	Yes	Yes	Yes

