

## June Regular Town Meeting Agenda

Wednesday, June 10, 2026 at 7:00 PM

3820 40th Avenue Cottage City, Maryland 20722

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### This meeting will be hosted on Zoom:

<https://us02web.zoom.us/j/88902375079?pwd=SEcZhqra7qvB3A6lbuhaHkubPHSArk.1>

**Phone: 301-715-8592 | Meeting ID: 889 0237 5079 | Passcode:544736**

### Call to Order and Roll Call

### Review of Agenda

### Public Comments

Anyone seeking to speak under Public Comments must sign in prior to the start of the Town Meeting. There is a 3-minute time limit. When you come up to speak, you will need to state your name, address, what organization that you represent and your topic of concern(s).

### Consent Agenda

1. Approval of Minutes (May)
2. Approval of Financials (May)
3. Public Safety Report (Chief Martini)
4. Public Works Report

### Commissioner Reports

5. Ward 1
6. Ward 2
7. Ward 3
8. Ward 4
9. At-Large Report

### Old Business

10. Ordinance 2026-02: Adopt A Budget & Levy Property Taxes FY 2027 (Final Reading & Commission Vote)
11. Pollinator Garden Agreement (Commission Vote)

### New Business

12. Ordinance 2026-03: Governance & Responsible Use Of Artificial Intelligence Systems (Commission Discussion)

13. Resolution 2026-17: Adopting The Revised Town of Cottage City Employee Handbook To Include Sick Leave For Part Time Employees & Revised Accrual Rates For Salaried Employees (Commission Vote)

14. PALS: Wayfinding Branding & Signage Strategy Presentation (Commission Discussion)

### **Updates**

15. Town Manager Update

### **Closed Session**

This meeting will be closed under General Provisions Art. § 3-305(b) only: (1)\_\_\_“To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals”.

The Commission proposes to enter into a closed session to conduct an interview for a candidate for the Cottage City Police Department.

### **Open Session Following Closed Session**

### **Adjournment**

All meetings are subject to closure pursuant to the Maryland Open Meetings Act: Pursuant to the Annotated Code of Maryland, State Government Article Section 10-508(a), the Council by majority vote may retire to executive or closed session at any time during the meeting. Should the Commission retire to executive or closed session the Chair will announce the reasons and a report will be issued at a future meeting disclosing the reasons for such closed session.



## May Work Session Minutes

Tuesday, May 05, 2026 at 6:30 PM

3820 40th Avenue Cottage City, Maryland 20722

### **This meeting will be hosted on Zoom:**

<https://us02web.zoom.us/j/83633620556?pwd=a3HaK7KY3eiVZPigkWULCq3L94xpUW.1>

**Phone: 301-715-8592 | Meeting ID: 836 3362 0556 | Passcode: 295179**

### **Call to Order and Roll Call 6:35 PM**

#### **Attendees**

- 1.) Commissioner Salsich- Ward 1
- 2.) Commissioner Henderson- Ward 2
- 3.) Commissioner Chair Wheatley- Ward 3
- 4.) Commissioner Givens- Ward 4
- 5.) Commissioner Brooks- At-Large
- 6.) John Hoatson- Town Manager
- 7.) Chief Martini- Chief of Police
- 8.) Kevin Best-Town Attorney
- 9.) Tom Campos-Commissioner Elect
- 10.)Josh Durant-Commissioner Elect
- 11.)Sierra Kim- Resident
- 12.)Conor Grew-Resident
- 13.)Emily Lutz- Maryland National Park & Planning Commission (MNCPPC)
- 14.)Arnald Ruiz- Maryland National Park & Planning Commission (MNCPPC)
- 15.)Jake DiPiazza- Eastgate Industrial Park
- 16.)Chris Hatcher- Attorney - Eastgate Industrial Park
- 17.)Mike Sponseller- Eastgate Industrial Park
- 18.)Phone caller- Resident
- 19.)Amy Sawyer-Resident

#### **Review of Agenda**

Commissioner Chair Wheatley suggested moving item thirteen on the agenda motions to suspend the rules to the top of the agenda. The other four Commissioners agreed.

#### **Motion**

**Commissioner Brooks made the motion, seconded by Commissioner Henderson. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye, & Brooks- Aye. There were no nays or abstentions. The motion passed unanimously.**

## **Public Comments**

Anyone seeking to speak under Public Comments must sign in prior to the end of the Board Work Session. There is a 3-minute time limit. When you come up to speak, you will need to state your name, address, what organization that you represent and your topic of concern(s).

## **Business**

### **1. Eastgate Industrial Park Zoning Discussion (Commission Discussion)**

Mike Sponseller discussed potential county zoning changes and informed the Commission that a hearing regarding the Port Sector Plan and countywide zoning would take place on May 11, 2026. He noted that the Town may testify if it chooses to participate.

Attorney Chris Hatcher stated that Eastgate Industrial Park would request the county maintain the previous zoning designation rather than adopt the proposed zoning changes.

Emily Lutz stated that testimony must be submitted by May 26, 2026, and that testimony during the hearing would be limited to three minutes. She advised that submissions could be made online and shared a presentation with the Commission.

### **2. FY 2027 Budget & Town Tax Rate Discussion (Commission Discussion)**

Commissioner Salsich noted conflicting budget line items, including:

General Government:

5035 Workers' Compensation Insurance

5065 Newsletter

5065 Family Relief

5150 Black History Month

5150 Refreshments

5165 Town Hall Maintenance & Repairs

Public Works:

5230 Equipment Maintenance & Operations

5271 Maintenance

She stated several items appeared lower than the previous year and required updates.

The Town Manager stated he would review the items with Todd, the accountant, and provide updates. He also advised that department salary increases would be discussed during closed session.

Commissioner Henderson requested clarification regarding:

General Government Salary 5005

5065 Crosswalk

5135 Town Hall Subscriptions

5065 Family Relief

Police Department 5405 Salaries

Grant Expenditures 6054.7 and 6054.8

The Town Manager explained that:

The crosswalk was requested by resident Lindsay for town beautification.

Subscriptions included Zoom, Adobe, Constant Contact, Formsite, and other operational software.

Salary discussions would occur in closed session.

Family Relief and Grant Expenditure accounts would be reviewed with Todd.

Commissioner Chair Wheatley requested discussion on:

5065 Scholarships  
 5065 Family Relief  
 Port Towns funding  
 5150 Adult Mixer  
 5150 Holiday Giveaways  
 5105 Senior Camp  
 5160 Town Communications (Newsletter)  
 5196 Website Hosting  
 General Government overtime  
 Police Department salaries

The Town Manager responded that:

Scholarship increases and Family Relief funding would be reviewed with Todd. He would confirm the Town's Port Towns contribution amount.

Holiday giveaway funding was reallocated to employee appreciation initiatives. The Adult Mixer would continue.

He would contact Ms. Blue regarding Senior Club funding.

Newsletter and website hosting increases reflected operational and website transition costs.

Overtime increases reflected additional staff participation in meetings and activities.

Police salaries would be discussed in closed session.

Commissioner Givens requested:

Overtime totals for all departments  
 Updated scholarship percentages  
 A Public Works training line item  
 Additional funding for truck maintenance, uniforms, and town signage

The Town Manager stated he would provide the requested overtime information and update the relevant budget items. He also noted he was working with the Grant Manager regarding signage grants.

Commissioner Brooks stated:

Family Relief funding was intended to continue only through July 1, not December 2026

Additional discussion would be needed before using general funds to extend the program

5065 End Time Harvest funding should be removed because no vote had been taken to continue it

The Town Manager stated he would review and update those items.

3. **Resolution 2026-12: Budget Amendments FY 2026 (Commission Discussion)**

The Town Manager explained that the amendment adjusted the FY 2026 budget ending June 30, 2026, to reflect current budget changes prior to approval of the FY 2027 budget.

Commissioner Chair Wheatley requested comments from the Commissioners. Commissioner Givens requested that a full-time Public Works employee position and salary be added to the budget.

4. **Resolution 2026-13: Bullet Proof Vest (Commission Discussion)**

The Town Manager stated that the resolution involved funding for police department body armor through a grant secured by Grant Manager John O'Connor. The grant would provide \$3,500 and require a \$3,500 match, totaling \$7,000. The resolution would be presented for vote on May 13, 2026.

5. **Letter of Support: Project Charge Request (Commission Discussion)**

The Town Manager stated that the Town was requesting:

\$175,000 from the Maryland National Capital Park and Planning Commission to expand youth development and recreation programming

\$300,000 for town beautification projects including landscaping, streetscape improvements, tree planting, community gardens, and gateway improvements

The letters of support would be sent to Council Member Shayla Adams-Stafford and the Planning Board.

Commissioner Chair Wheatley asked whether the Commission should vote that evening.

**Motion**

**Commissioner Brooks made the motion, seconded by Commissioner Givens. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye, & Brooks-Aye. There were no nays or abstentions. The motion passed unanimously.**

5. **Letter of Support for University of Maryland Environmental Finance Center; FY 27 Prince George's County Stormwater Stewardship Grant Program (Commission Discussion)**

The Town Manager stated that the Town received a request from Sustainable Maryland and the Maryland Environmental Finance Center for a support letter. Although the deadline had passed, he recommended sending the letter as soon as possible and voting that evening.

**Motion**

**Commissioner Brooks made the motion, seconded by Commissioner Henderson. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye, & Brooks-Aye. There were no nays or abstentions. The motion passed unanimously.**

7. **Lindsay & Associates Engagement Letter: FY 2026 Audit (Commission Discussion)**

The Town Manager stated that Lindsay & Associates submitted a renewal letter and suggested seeking quotes from new auditors.

Commissioner Henderson asked about the results of the previous audit.

The Town Manager stated he would consult Todd, the accountant, and provide the audit results to the Commissioners and post them on the Town website.

Commissioner Chair Wheatley, Commissioner Givens, and Commissioner Brooks agreed that the Town should obtain three quotes for auditing services.

8. **Tree Trimming Quotes (Commission Discussion)**

The Town Manager presented tree trimming quotes and proposals for removal of Tree of Heaven trees on private property.

Commissioner Chair Wheatley requested that each concern be addressed individually.

Commissioner Givens stated that he believed the Town already had a maintenance agreement with American Landscaping for tree services.

The Town Manager stated he was unaware of such an agreement and would confirm with American Landscaping.

Commissioner Chair Wheatley instructed the Town Manager to:

- Verify whether the maintenance contract remained active
- Use Timberline Tree Service if no contract existed
- Add tree maintenance funding to the budget
- Establish a townwide tree maintenance contract

The Town Manager then discussed assistance for two residents regarding Tree of Heaven removal and requested \$4,359 be added to the private property tree program.

Commissioner Salsich asked whether the trees had been treated before removal.

The Town Manager confirmed the trees had been poisoned.

Commissioner Salsich stated that she just wants to know the line item this is going under, but she supports it.

Commissioner Henderson stated he believed American Landscaping would be a good option.

Commissioner Chair Wheatley stated she supported using American Landscaping.

Commissioner Givens recommended reopening the private property tree program townwide.

Commissioner Brooks agreed and recommended adding funding for Private Property Tree Maintenance and allowing residents to apply.

The Town Manager stated he would consult with Town Attorney Kevin Best and

agreed the program should be reopened.

Commissioner Chair Wheatley stated the Town could identify funding either in the current fiscal year or the next budget cycle.

9. **Maryland Municipal League Summer Conference (Commission Discussion)**

The Town Manager stated that insufficient funding remained in the General Government training budget due to attendance at the ICMA conference in Tampa.

Commissioner Chair Wheatley supported the Town Manager attending the conference and recommended increasing the training budget.

Commissioners Salsich, Henderson, and Givens expressed support.

Commissioner Givens asked whether the Office Manager would oversee Town Hall operations during the conference.

The Town Manager confirmed that she would.

Commissioner Brooks suggested allowing Public Works employee Jorge to attend the conference to improve morale and training opportunities.

Commissioner Chair Wheatley agreed, noting that Public Works classes were offered at the conference.

The Town Manager stated he would work with Todd to add funding.

10. **BCCE Appointment (Commission Discussion)**

The Town Manager stated that the Town needed to appoint a new representative to the Bladensburg, Colmar Manor, Cottage City, and Edmonston (BCCE) committee following Karina Young's resignation.

Applicants included:

Conor Grew

Sierra Kim

Ben Rocky-Harris

Amy Sawyer

Commissioners discussed the candidates and expressed support for Conor Grew and Sierra Kim.

**Motion**

**Commissioner Givens made the motion to appoint Conor Grew, seconded by Commissioner Brooks. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye, & Brooks-Aye. There were no nays or abstentions. The motion passed unanimously.**

The Town Manager stated he would notify Mr. Leckie of the appointment.

11. **New Life Hope Ministries Contract (Commission Discussion)**

The Town Manager stated that Pastor Rena C. Brinson requested a long-term agreement to use Town Hall every Sunday for worship services at a rate of \$600 per month.

Commissioners discussed:

Use of Town Hall for religious services

Contract length

Pricing

Storage requirements

Building wear and tear

Capacity and security concerns

Several Commissioners supported only a short-term agreement, while others expressed

concern regarding pricing and long-term use.

Commissioner Brooks suggested a month-to-month arrangement with a higher monthly fee.

Town Attorney Kevin Best recommended tabling the matter until the next meeting.

## 12. **Town of Cottage City Hiring Policy (Commission Discussion)**

The Town Manager read Resolution 2026-14 into the record.

Commissioner Chair Wheatley stated the resolution would supersede the 2021 policy and permit Commissioners to participate in candidate interviews.

Commissioners discussed hiring procedures and expressed support for formalizing the process in writing.

### **Motion**

**Commissioner Givens made the motion, seconded by Commissioner Henderson. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye, & Brooks-Aye. There were no nays or abstentions. The motion passed unanimously.**

## 13. **Motion To Suspend the 'Rules To Vote In A Work Session (Commission Vote)**

### **Closed Session 9:37pm**

**Commissioner Brooks made the motion, seconded by Commissioner Givens. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye, & Brooks-Aye. There were no nays or abstentions. The motion passed unanimously.**

### **Updates**

Motion To Go Into A Closed Session: This meeting will be closed under General Provisions Art. § 3-305(b) only: (1)\_\_\_“To discuss the appointment, employment, assignment, promotion,

discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals”;

The Commission proposes to enter into a closed session to discuss employee performance evaluations and to conduct a discussion regarding a former employee of the CCPD.

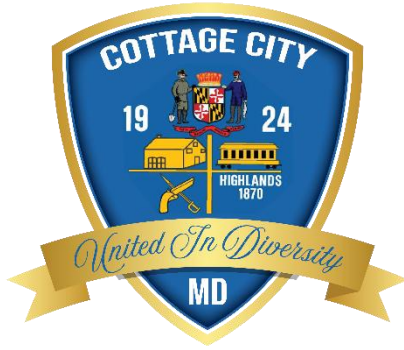
**Open Session Following Closed Session 10:44pm**

**Adjournment**

**Motion**

**Commissioner Givens made the motion, seconded by Commissioner Brooks. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye, & Brooks-Aye. There were no nays or abstentions. The motion passed unanimously. Adjourned at 10:45pm.**

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## Special Town Meeting Agenda

Monday, May 11, 2026 at 6:30 PM

3820 40th Avenue Cottage City, Maryland 20722

### **This meeting will be hosted on Zoom:**

<https://us02web.zoom.us/j/89977350921?pwd=TalkH1P6NimkQFJE5bz8iYWPNDIr6U.1>

**Phone: 301-715-8592 | Meeting ID: 899 7735 0921 | Passcode: 385648**

### **Call to Order and Roll Call 6:30 PM**

#### **Attendees**

- 1.) Commissioner Salsich- Ward 1
- 2.) Commissioner Henderson- Ward 2
- 3.) Commissioner Wheatley- Ward 3
- 4.) Commissioner Givens- Ward 4
- 5.) Commissioner Brooks- At-Large
- 6.) John Hoatson- Town Manager
- 7.) Tom Campos-Commissioner Elect

#### **Review of Agenda**

There were no changes or edits to the agenda.

#### **Public Comments**

Anyone seeking to speak under Public Comments must sign in prior to the end of the Town Meeting. There is a 3-minute time limit. When you come up to speak, you will need to state your name, address, what organization that you represent and your topic of concern(s).

There were no public comments.

#### **Business**

##### **1. Vacant & Public Utility Property Tax (Commission Discussion)**

The Town Manager stated that he wanted to bring forth the idea of creating two new tax classes within the Town:

Public Utility Property Tax - A simple statement would be placed into the budget during budget season. When assessments are issued, this additional amount would be sent to cable companies and various utility providers within the Town. This would assist the Town with generating additional revenue.

Vacant Property Tax - This tax would help address blighted properties within Town limits. The Town Manager stated that this would require an ordinance and would take some time to implement; therefore, it would not be ready for the FY27 budget. He

also stated that he would compile a list and advertise to various property owners that the Town is developing a vacant property tax initiative to encourage upkeep of properties.

Commissioner Givens stated that the Town already has an ordinance in place and asked the Town Manager to follow up with the Town Attorney regarding enforcement.

The Town Manager stated that he checked with both the Town Attorney and the Town Treasurer, and neither had knowledge of an existing Public Utility Property Tax or Vacant Property Tax.

Commissioner Givens stated that the Commissioners should establish a resolution for these matters so that future administrations are informed and able to enforce them.

The Commissioners discussed the matter and concluded that the Town Manager would conduct additional research and present the findings to the Commission at a later date.

- 2. **Motion To Suspend The Rules To Vote In A Special Town Meeting (Commission Vote)**
- 3. **Motion To Go Into A Closed Session (Commission Vote)**

**Motion**

**Commissioner Givens made the motion, seconded by Commissioner Chair Wheatley. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye, & Brooks- Aye. There were no nays or abstentions. The motion passed unanimously.**

**Closed Session 6:44 PM**

Motion To Go Into A Closed Session: This meeting will be closed under General Provisions Art. § 3-305(b) only: (1)\_\_\_“To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals”; (7)\_\_\_ “To consult with counsel to obtain legal advice”.

The Commission proposes to enter into a closed session to conduct interviews for the Part-Time Public Works Laborer position, discuss employee performance evaluations and proposed salaries, and to deliberate on a matter concerning a former employee of the Cottage City Police Department (CCPD).

Pursuant to the Annotated Code of Maryland, State Government Article Section 10-508(a), the Council by majority vote may retire to executive or closed session at any time during the meeting. Should the Commission retire to executive or closed session the Chair will announce the reasons and a report will be issued at a future meeting disclosing the reasons for such closed session.

**Open Session Following Closed Session 8:12 PM**

Commissioner Chair Wheatley stated that the Town Manager and the four Commissioners, including herself, conducted interviews with two candidates for the part-time Public Works

position. They reached a consensus on an hourly rate of \$22.00 per hour for a part-time position consisting of 30 hours per week with 4 hours of leave.

The Commission also discussed an ongoing internal concern regarding missing equipment and the possible misappropriation of funds but determined that additional information would be needed before reaching a resolution.

The Town Manager will contact the candidate regarding the background check and reference check..

### **Motion**

**Commissioner Givens made the motion to hire the part-time Public Works candidate David Reyes, seconded by Commissioner Brooks. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye, & Brooks- Aye. There were no nays or abstentions. The motion passed unanimously.**

### **Adjournment 8:15 PM**

### **Motion**

**Commissioner Givens made the motion to adjourn, seconded by Commissioner Brooks. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye, & Brooks- Aye. There were no nays or abstentions. The motion passed unanimously.**

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## Swearing - In Ceremony & May Regular Town Meeting Agenda

Wednesday, May 13, 2026 at 6:30 PM

3820 40th Avenue Cottage City, Maryland 20722

**This meeting will be hosted on Zoom:**

<https://us02web.zoom.us/j/85191861982?pwd=68wlqRVJbaOpsprK003WEK6MmeZMdB.1>

**Phone: 301-715-8592 | Meeting ID: 851 9186 1982 | Passcode: 862179**

6:30 PM Swearing In of Commissioners - Clerk of Court (In-Person At Town Hall)

Reception

### **Call to Order and Roll Call (Hybrid: Town Hall & Zoom) 7:19 PM**

- 1.) Commissioner Salsich- Ward 1
- 2.) Commissioner Durant- Ward 2
- 3.) Commissioner Chair Wheatley- Ward 3
- 4.) Commissioner Campos- Ward 4
- 5.) Commissioner Brooks- At-Large
- 6.) John Hoatson- Town Manager
- 7.) Chief Martini- Chief of Police
- 8.) Elisabeth Taylor- Office Manager
- 9.) Todd Frankenfield- Treasurer
- 10.) Rev. Brenson
- 11.) Ann Young- Resident

### **Pledge of Allegiance**

### **Review of the Agenda**

There were no changes or edits to the agenda.

### **Public Comments**

Anyone seeking to speak under Public Comments must sign in prior to the end of the Town Meeting. There is a 3-minute time limit. When you come up to speak, you will need to state your name, address, what organization that you represent and your topic of concern(s).

There were no public comments.

### **Selection of Commissioner Chair, Vice Chair & Secretary**

(Commission Discussion and Vote)

**Commissioner Chair**

Commissioner Salsich stated that she nominates Commissioner Wheatley for the role of Chair. Commissioner Brooks seconded the nomination.

**Motion**

**Commissioner Salsich made the motion, seconded by Commissioner Brooks. Salsich - Aye, Durant - Aye, Wheatley - Aye, Campos - Aye, Brooks - Aye.**

**There were no nays or abstentions. The motion passed unanimously.**

**Vice Chair**

Commissioner Campos nominated himself, and Commissioner Brooks seconded the nomination.

**Motion**

**Commissioner Salsich made the motion, seconded by Commissioner Brooks. Salsich - Aye, Durant - Aye, Wheatley - Aye, Campos - Aye, Brooks - Aye.**

**There were no nays or abstentions. The motion passed unanimously.**

**Secretary**

Commissioner Salsich nominated herself, and Commissioner Brooks seconded the nomination.

**Motion**

**Commissioner Salsich made the motion, seconded by Commissioner Brooks. Salsich - Aye, Durant - Aye, Wheatley - Aye, Campos - Aye, Brooks - Aye.**

**There were no nays or abstentions. The motion passed unanimously.**

**Consent Agenda**

**1. Approval of Minutes March & April**

Commissioner Brooks made a motion to approve the March and April minutes. Commissioner Campos seconded the motion.

**Motion**

**Commissioner Brooks made the motion, seconded by Commissioner Campos. Salsich - Aye, Durant - Aye, Wheatley - Aye, Campos - Aye, Brooks - Aye.**

**There were no nays or abstentions. The motion passed unanimously.**

**2. Approval of Financials - March & April**

Commissioner Brooks made a motion to approve the March and April financials. Commissioner Salsich seconded the motion.

**Motion**

**Commissioner Brooks made the motion, seconded by Commissioner Salsich. Salsich – Aye, Durant – Aye, Wheatley – Aye, Campos – Aye, Brooks – Aye.**

**There were no nays or abstentions. The motion passed unanimously.**

**3. Public Safety Report - April (Chief Martini)**

Chief Martini gave a brief synopsis of events that took place in the Town during the previous month. He also discussed events in the Town, training completed by the Police Department, and upcoming training opportunities. Additionally, he provided recruitment information for surrounding municipalities so the Commissioners could review what is currently being offered.

Commissioner Salsich thanked Chief Martini for all the work he has been doing.

Commissioner Chair Wheatley requested that Chief Martini notify the Commissioners when there is a death in the community.

Commissioner Campos thanked Chief Martini for all he has been doing and stated that he is excited to work with him.

Commissioner Brooks inquired about the security company and how operations were going.

Chief Martini stated that he receives a daily log from the company and that everything is going well. He also stated that both he and Officer Thompson review the logs daily.

Commissioner Chair Wheatley inquired about code compliance.

Chief Martini stated that he is preparing to post a job announcement for the position. In the meantime, he, Officer Thompson, and the Town have been maintaining compliance efforts.

Commissioner Chair Wheatley then inquired about the code compliance vehicle and whether it is still operable.

Chief Martini stated that he would look into it.

**4. Public Works Report - March & April (Elisabeth Taylor)**

The Office Manager provided the Commissioners with an update on Public Works and explained how Jorge has been cleaning up the Town, organizing the Public Works Building, and building shelves in the storage shed while working independently and attempting to manage all responsibilities without assistance. She also provided images of his work and informed the Commission that he had begun removing the ceiling in the old firehouse. Once the new part-time Public Works employee starts, they will complete the project.

Commissioner Salsich inquired about when the new Public Works employee will begin.

The Town Manager stated that he has the offer letter and wanted to bring something to the Commissioners' attention. He also stated that he would need a consensus from the body to move forward.

Commissioner Brooks stated that he believes it would be beneficial for the new Commissioners to visit the old firehouse.

The Town Manager stated that the Commissioners could visit the firehouse since work is currently being completed there.

### **Commissioner Reports**

#### **5. Ward 1**

No Report.

#### **6. Ward 2**

No Report. Commissioner Durant thanked the residents for coming out and voting in the election. He also stated that residents may contact him with any questions because he is here for the residents.

#### **7. Ward 3**

Commissioner Chair Wheatley stated that she spoke with Mr. Montgomery regarding a mentoring program for athletics that could potentially be started in the Town. She stated that she could arrange for representatives to come to the Town and provide a presentation.

#### **8. Ward 4**

No Report. Commissioner Campos stated that he agrees with the program. He also thanked everyone for coming out.

#### **9. At-Large Report**

Commissioner Brooks stated that he agrees with the program and would like to see something long-term established. He also stated that the Town is working with Colmar Manor on a camping event, with one camping night in Cottage City and one in Colmar Manor on June 20th.

Commissioner Brooks also noted that there is trash located at the end of Cottage Terrace.

The Town Manager stated that the Town has been working with Bates Trucking to have the area cleaned up.

### **Old Business**

#### **10. Resolution 2026-12: Budget Amendments FY 2026 (Commission Vote)**

The Town Manager read the budget amendment for the Commissioners to discuss.

Commissioner Durant inquired why the fines were lower than the fees and questioned whether the fines should exceed the fees.

Todd Frankenfield stated that the fines represent the amount of collections retained by the Town, while the vendor keeps approximately 30 to 35 percent.

**Motion**

**Commissioner Brooks made the motion, seconded by Commissioner Salsich. Salsich – Aye, Durant – Aye, Wheatley – Aye, Campos – Aye, Brooks – Aye.**

**There were no nays or abstentions. The motion passed unanimously.**

**11. Resolution 2026-13: Bulletproof Vests (Commission Vote)**

The Town Manager read the resolution and explained that it is part of a grant for the Police Department to receive body armor. He also stated that the Commissioners had previously discussed the matter and only needed to vote on the resolution.

Commissioner Brooks made a motion to approve Resolution 2026-13 for Bulletproof Vest funding in the amount of \$3,500.00 to match the grant contribution of \$3,500.00, for a total of \$7,000.00. Commissioner Campos seconded the motion.

**Motion**

**Commissioner Brooks made the motion, seconded by Commissioner Campos.**

**Salsich – Aye, Durant – Aye, Wheatley – Aye, Campos – Aye, Brooks – Aye.**

**There were no nays or abstentions. The motion passed unanimously.**

**12. New Life Hope Ministries 30-Day Contract (Commission Vote)**

The Town Manager stated that he invited Rev. Brenson to speak with the Commissioners and that the Town Attorney, Kevin, updated the month-to-month contract, which will begin on July 1st. The \$200.00 deposit is due on May 30, 2026.

Rev. Brenson spoke to the Commission and requested use of the facility for Sunday services.

Commissioner Durant made a motion to approve the month-to-month contract with New Life Hope Ministries in the amount of \$600.00 per month. Commissioner Campos seconded the motion.

**Motion**

**Commissioner Durant made the motion, seconded by Commissioner Campos.**

**Salsich – Abstained, Durant – Aye, Wheatley – Aye, Campos – Aye, Brooks – Abstained.**

**There were two abstentions. The motion passed.**

**New Business**

**13. Gem Car Battery Replacement Quote (Commission Discussion & Vote)**

The Town Manager stated that the Gem vehicles require new batteries and provided estimates in the amounts of \$4,643.32 and \$5,017.32, for a total of \$9,660.64.

Commissioner Durant asked whether multiple quotes had been obtained.

The Town Manager stated that he was unable to obtain three quotes because this is the only company in the area that services these vehicles.

Commissioner Durant asked whether there is a warranty.

The Town Manager stated that he would verify whether a warranty is included.

Commissioner Campos inquired whether the batteries are original or aftermarket batteries and whether they include a warranty.

Commissioner Brooks stated that he does not have an issue with the purchase and asked whether the Town had previously considered getting rid of one of the Gem vehicles.

The Town Manager stated that the Gem vehicles are utilized for many Town events, including Cottage City Day and other community activities.

Commissioner Brooks made a motion to move forward with Eastern Lift Truck Company, Inc. in the amount of \$9,660.64. Commissioner Salsich seconded the motion.

**Motion**

**Commissioner Brooks made the motion, seconded by Commissioner Salsich.**

**Salsich – Aye, Durant – Aye, Wheatley – Aye, Campos – Aye, Brooks – Aye.**

**There were no nays or abstentions. The motion passed unanimously.**

**14. Budget Discussion & Hearing: Public Comment Regarding the Proposed FY 2027 Budget and Property Taxes for the FY 2026–2027 Fiscal Year**

The Town Manager informed the Commission that the budget has been updated per their request. Since the newly elected Commissioners have not yet had an opportunity to review the budget, he recommended scheduling a special meeting.

**15. Resolution 2026-15: Town Tax Rates (Commission Vote)**

The Town Manager informed the Commission that they must vote on the tax rates and read the resolution into the record.

Resident Ann Young inquired about increasing funding for the resident food pantry, hiring a new Public Works employee, and the status of hiring additional police officers.

Chief Martini stated that a job announcement has been posted and that he has been reviewing resumes, conducting interviews, and working through the initial stages of the hiring process.

Todd Frankenfield stated that the Commissioners would be approving two types of tax rates: real estate taxes and personal property taxes.

Commissioner Brooks made a motion to approve Resolution 2026-15: Town Tax Rates. Commissioner Durant seconded the motion.

**Motion**

**Commissioner Brooks made the motion, seconded by Commissioner Durant.**

**Salsich – Aye, Durant – Aye, Wheatley – Aye, Campos – Aye, Brooks – Aye.**

**There were no nays or abstentions. The motion passed unanimously.**

The Town Manager stated that the Commissioners will call a special meeting to discuss the final budget and prepare the budget ordinance for approval.

**Updates**

**16. Town Manager Update**

Commissioner Chair Wheatley discussed implementing an AI policy for the Town. She informed the other Commissioners that she would send the policy to them for further discussion during the June meeting.

The Town Manager asked the Commission whether the new part-time employee should receive 4 hours of sick leave, noting that previous part-time employees received this benefit even though the handbook does not currently provide for it. He also stated that he could draft a resolution and have the handbook modified accordingly.

Commissioner Salsich stated that the Town should offer the 4 hours of leave and implement a resolution.

Commissioner Durant stated that he supports the proposal.

Commissioner Chair Wheatley stated that she supports the proposal.

Commissioner Campos stated that he supports the proposal and believes it would promote sustainability and employee retention.

Commissioner Brooks stated that he supports the proposal.

**Adjournment – 8:48 PM**

All meetings are subject to closure pursuant to the Maryland Open Meetings Act: Pursuant to the Annotated Code of Maryland, State Government Article Section 10-508(a), the Council by majority vote may retire to executive or closed session at any time during the meeting. Should the Commission retire to executive or closed sessions the Chair will announce the reasons, and a report will be issued at a future meeting disclosing the reasons for such closed session.

**Motion**

**Commissioner Brooks made the motion, seconded by Commissioner Campos.**

**Salsich - Aye, Durant - Aye, Wheatley - Aye, Campos - Aye, Brooks - Aye.**

**There were no nays or abstentions. The motion passed unanimously.**

# Town of Cottage City

Item # 2.

## Balance Sheet As of May 31, 2026

	TOTAL	
	AS OF MAY 31, 2026	AS OF MAY 31, 2025 (PY)
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
1009 Truist Savings x1643	0.00	303,171.04
1010 Savings - Capital One	5,198.77	5,192.37
1014 US Bank x5954	12,575.00	12,950.00
1015 Petty Cash Fund	466.03	466.03
1055 Savings - PNC	776,713.90	743,419.36
1060 Truist MM x4603	0.00	101,957.86
1061 Truist Operating Checking x1118	1,458,463.35	534,475.51
1062 Truist Public Fund Checking x6369	0.00	148.46
1065 Capital One CD	99,302.97	98,967.97
1072 Bill.com Money Out Clearing	1,675.48	2,291.39
<b>Total Bank Accounts</b>	<b>\$2,354,395.50</b>	<b>\$1,803,039.99</b>
Accounts Receivable	\$121,242.47	\$92,001.98
Other Current Assets	\$88,302.29	\$66,260.00
<b>Total Current Assets</b>	<b>\$2,563,940.26</b>	<b>\$1,961,301.97</b>
<b>TOTAL ASSETS</b>	<b>\$2,563,940.26</b>	<b>\$1,961,301.97</b>
<b>LIABILITIES AND EQUITY</b>	<b>\$2,563,940.26</b>	<b>\$1,961,301.97</b>

# Town of Cottage City

Item # 2.

## Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L

July 2025 - May 2026

	TOTAL	
	ACTUAL	BUDGET
<b>Income</b>		
4000 Operating Revenue		
4005 Real Estate Taxes - Residential (54%)	461,539.89	466,257.00
4006 Real Estate Taxes - Commercial (46%)	394,418.19	402,087.00
4015 Personal Property Taxes	73,283.32	95,000.00
4025 Income Tax	118,809.78	105,000.00
4030 Highway User Tax	43,930.27	54,311.00
4035 Fines & Forfeitures	2,794.31	8,000.00
4040 Speed Camera Fines	559,681.63	300,000.00
4041 Speed Camera Fees	159,507.85	180,000.00
4042 Red Light Camera Fines	339,210.41	150,000.00
4043 Red Light Camera Fees	181,999.93	180,000.00
4055 Franchise Fees (Cable TV)	11,862.36	18,000.00
4065 Licenses - Town	2,390.31	7,000.00
4075 Permits	100.00	
4085 Police Aid	25,004.70	26,550.00
4095 Interest Income	33,394.22	25,000.00
4102 Town Hall Rental	6,750.00	1,800.00
4106 Solar Renewable Energy Credits	339.30	
4107.1 Donations	4,022.55	3,000.00
4200 Miscellaneous	4,773.17	
<b>Total 4000 Operating Revenue</b>	<b>2,423,812.19</b>	<b>2,022,005.00</b>
4106.5 Grant Revenue		
41040 Bond Bill		500,000.00
4109 Maryland Heritage Authority (MHAA)		45,000.00
4110 Maryland Historical Trust (MHT)		100,000.00
4120 CDBG Grant - Infrastructure	400,815.22	400,815.00
4129 Chesapeake Bay Trust - Senior	63,000.00	70,000.00
4130 Cable - PEG - Broadcast Equip.		10,570.00
4141 MD DHCH - NED Grant		185,000.00
4144 Fed-Stormwater		670,000.00
<b>Total 4106.5 Grant Revenue</b>	<b>463,815.22</b>	<b>1,981,385.00</b>
4201 Appropriated from Fund Balance		1,582,200.00
4202 Appropriated from Fund Balance ARPA		128,345.00
<b>Total Income</b>	<b>\$2,887,627.41</b>	<b>\$5,713,935.00</b>
<b>GROSS PROFIT</b>	<b>\$2,887,627.41</b>	<b>\$5,713,935.00</b>
<b>Expenses</b>		
5000 General Government		
5005 Salaries	183,514.35	200,000.00
5006 Overtime		2,500.00
5010 Commissioner Salaries	32,076.00	35,000.00
<b>Total 5005 Salaries</b>	<b>215,590.35</b>	<b>237,500.00</b>

# Town of Cottage City

Item # 2.

## Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L

July 2025 - May 2026

	TOTAL	
	ACTUAL	BUDGET
5015 Payroll Taxes	16,784.30	16,200.00
5025 Health Insurance	15,063.19	14,000.00
5030 Retirement Benefits		7,000.00
5035 Workers Comp Ins.	15,147.00	15,200.00
5037 Unemployment Benefits	23,781.91	23,800.00
5040 Audit Fee	11,205.70	14,500.00
5065 Community Enhancement		
5065.10 Newsletter	7,778.62	7,000.00
5065.2 Port Towns CDC		15,000.00
5065.3 End Time Harvest Ministries	2,500.00	2,000.00
5065.4 Cottage City Scholarship	2,500.00	2,500.00
5065.5 Anacostia Watershed Donation		1,000.00
5065.6 Contribution to ATHA		1,000.00
5065.7 Fire Dept. Donation	1,000.00	1,000.00
5065.71 Green Team	821.10	1,200.00
5065.73 Food Pantry	103.98	5,000.00
5065.9 Summer Camp		900.00
<b>Total 5065 Community Enhancement</b>	<b>14,703.70</b>	<b>36,600.00</b>
5070 Community Garden	2,082.12	3,500.00
5071 Community Garden - 24 ARPA	343.28	11,448.00
5085 Contractual Services (Accounting Fees)	34,347.50	44,000.00
5086 Cell Phone	3,078.87	1,500.00
5087 Codification Services	995.00	2,000.00
5090 Election Expenses	976.24	1,200.00
5100 Insurance - Gen. & Public Offic	2,994.00	4,000.00
5107 IT Support	21,562.80	17,000.00
5115 Legal Fees	52,891.48	64,000.00
5120 Miscellaneous	2,428.22	2,000.00
5125 Membership Dues	3,954.00	4,000.00
5130 Commissioner Municipal Convention & Conf.	10,278.36	14,700.00
5135 Office Expense	35,279.43	31,000.00
5140 Printing & Legal Ads	410.00	1,000.00
5150 Special Events		
5150.11 Adult Mixer	491.55	500.00
5150.12 English Classes	1,000.00	2,000.00
5150.13 Black History Month	1,446.21	800.00
5150.14 Hispanic Heritage Month		800.00
5150.16 Native American Heritage Event		600.00
5150.18 Port Towns Legislative Dinner		300.00
5150.2 Easter Egg Hunt	663.54	800.00
5150.20 PGEMW - Town Sponsored Mtg		100.00
5150.22 Juneteenth		300.00
5150.23 Events Signage		4,000.00

# Town of Cottage City

Item # 2.

## Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L

July 2025 - May 2026

	TOTAL	
	ACTUAL	BUDGET
5150.24 Holiday Giveaways	2,101.06	3,000.00
5150.3 Cottage City Day	10,989.67	11,000.00
5150.4 Halloween	1,143.17	750.00
5150.5 Breakfast with Santa	869.16	1,400.00
5150.7 Refreshments	7,266.56	7,500.00
5150.8 Senior Harvest Dinner	500.00	500.00
<b>Total 5150 Special Events</b>	<b>26,470.92</b>	<b>34,350.00</b>
5160 Town Communications	1,125.32	8,000.00
5165 Town Hall Maintenance & Repairs	20,967.86	12,000.00
5170 Town Hall Utilities	20,414.90	34,420.00
5175 Staff Training	6,313.89	4,000.00
5196 Website Hosting	12,730.30	12,800.00
<b>Total 5000 General Government</b>	<b>571,920.64</b>	<b>671,718.00</b>
5200 Public Works		
5205 Salaries	54,338.44	54,080.00
5210 Payroll Taxes	4,156.90	4,326.00
5211 Health Insurance	496.86	
5215 Workers Comp Ins.	13,665.18	14,000.00
5230 Equipment Maint & Operating Exp	25,650.02	25,000.00
5232 Gasoline	5,377.80	8,000.00
5235 Highway Lighting	18,142.90	24,000.00
5237 MML & Training Expenses	833.00	
5260 Roadway/Sidewalk Const. Maint. & Supplies	3,140.08	7,500.00
5271 Maintenance	35,451.40	35,000.00
5272 Tree Maintenance		10,000.00
5285 Vehicle Insurance		3,500.00
5305 Dumping Fees	13.25	2,400.00
5315 Mosquito Control		2,300.00
5320 Waste Collection & Disposal	126,168.98	121,643.00
<b>Total 5200 Public Works</b>	<b>287,434.81</b>	<b>311,749.00</b>
5400 Police Department		
5405 Salaries	138,973.85	380,783.00
5406 Overtime		10,000.00
<b>Total 5405 Salaries</b>	<b>138,973.85</b>	<b>390,783.00</b>
5415 Payroll Taxes	12,728.46	23,447.00
5425 Health Insurance	30,506.20	53,817.00
5430 Retirement		17,500.00
5435 Workers Comp Ins.	37,002.82	30,000.00
5438 Temp Police Clerk	28,011.51	
5440 Applicant Screening & Shots	565.00	1,000.00
5445 Auto Insurance	29,424.00	25,000.00
5485 National Night Out	112.00	1,000.00
5490 Office Expense & Operating Cost	11,547.98	12,000.00

# Town of Cottage City

Item # 2.

## Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L

July 2025 - May 2026

	TOTAL	
	ACTUAL	BUDGET
5495 Police Liability Insurance	10,746.00	12,500.00
5500 Police Supplies	466.61	2,000.00
5505 Training	1,788.43	6,000.00
5506 Training - Police Chief	4,013.85	6,000.00
5515 Uniforms & Accessories	1,639.70	8,000.00
5520 Vehicle Operation & Maintenance	30,964.40	10,000.00
5525 Gasoline - PD	2,635.82	18,000.00
5534 Police Community Outreach	7,234.46	8,000.00
5537 Lexipol Law Enforcement	2,879.24	5,000.00
5538 Police Explorer Program		5,000.00
5539 SilverTrac		11,000.00
5540 Axion Tasers	3,689.14	4,000.00
5541 In Car Camera Upgrades	3,310.92	2,700.00
5542 Lefta System		3,000.00
5555 Expenses to Speed Camera Program		-180,700.00
5560 Red Light Camera Program Fees	181,999.93	180,000.00
5600 Speed Camera		
5600.1 Salaries		107,000.00
5600.2 Benefits		26,400.00
5600.3 Other Costs		35,200.00
5600.4 Vehicles		12,100.00
5600.5 Speed Camera Vendor Fees	159,387.85	180,000.00
5600.6 Speed Due to State	56,442.00	
<b>Total 5600 Speed Camera</b>	<b>215,829.85</b>	<b>360,700.00</b>
<b>Total 5400 Police Department</b>	<b>756,070.17</b>	<b>1,015,747.00</b>
6000 Grant Expenditures		
6002 MD DHCD - NED Grant		185,000.00
6010 CDBG Grant - Infrastructure	374,780.72	400,815.00
6016 Maryland Heritage Authority (MHAA)		90,000.00
6017 Maryland Historical Trust (MHT)		100,000.00
6021 Cable - PEG - Broadcast Equip	8,245.00	10,570.00
6044 Fed-Stormwater		670,000.00
6050 Chesapeake Bay Trust - Senior	68,108.00	70,000.00
6052 Bond Bill Expenses Firehouse	1,652.00	500,000.00
6054 ARPA Grant Expense		
6054.1 Family Relief Program	16,326.22	26,200.00
6054.15 ARPA Food Bank	17,521.53	15,000.00
6054.7 Grant Writer Salary	59,858.07	68,700.00
6054.8 Grant Writer Fringe	8,467.75	24,250.00
<b>Total 6054 ARPA Grant Expense</b>	<b>102,173.57</b>	<b>134,150.00</b>
<b>Total 6000 Grant Expenditures</b>	<b>554,959.29</b>	<b>2,160,535.00</b>
6500 Capital Outlays		
6501 General Government Capital Outlays		

# Town of Cottage City

Item # 2.
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## Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L

July 2025 - May 2026

	TOTAL	
	ACTUAL	BUDGET
6507 Town Hall Improvements	6,936.00	45,000.00
6511 Maryland Heritage Authority Match (MHAA)		90,000.00
6512 Maryland Historical Trust Match (MHT)		66,700.00
<b>Total 6501 General Government Capital Outlays</b>	<b>6,936.00</b>	<b>201,700.00</b>
6600 Public Works Capital Outlays		
6607 PW New Equipment	18,912.00	25,500.00
<b>Total 6600 Public Works Capital Outlays</b>	<b>18,912.00</b>	<b>25,500.00</b>
<b>Total 6500 Capital Outlays</b>	<b>25,848.00</b>	<b>227,200.00</b>
<b>Total Expenses</b>	<b>\$2,196,232.91</b>	<b>\$4,386,949.00</b>
NET OPERATING INCOME	<b>\$691,394.50</b>	<b>\$1,326,986.00</b>
NET INCOME	<b>\$691,394.50</b>	<b>\$1,326,986.00</b>

# COTTAGE CITY POLICE DEPARTMENT

## Monthly Report



**May 2026**

“To Protect and Serve”

CHIEF OF POLICE

# COTTAGE CITY POLICE DEPARTMENT

## Calls Handled

## May

911 DISCONNECT	8
ACCIDENT	1
ANIMAL COMPLAINT	2
ARMED PERSON	2
ASSIST	1
CHECK WELFARE	2
CHECK WELFARE COMBINED	4
CHECK WELFARE VIOLEN	1
CPR COMBINED	1
DISORDERLY	6
DOMESTIC	1
FAMILY DISPUTE	6
FOUND	1
FRAUD	1
JUVINILE COMPLIANT	1
LOCK OUT/IN COMBINED	1
LOUD MUSIC COMPLAINT	6
MISC POLICE INCIDENT	7
MISSING PERSON	2
NOTIFICATION	1
OVERDOSE	1
PARTY COMPLAINT	1
PEDESTRAIN STRUCK COMBINED	1
PREMISE CHECK	5
PROPERTY ALARM COMMERCIAL	2
STOLEN VEHICLE	2
SUSPICIOUS PERSON	3
TRAFFIC COMPLAINT	3
TRESPASSING COMPL	1
UNKNOWN TROUBLE	3
VEHCIEL ACCIDENT COMBINED	1
<b>Total</b>	<b>79</b>

# COTTAGE CITY POLICE DEPARTMENT

## UPDATES

### **4022 Bladensburg Road**

- Notified by residents
  - loud music all hours
  - large volume of people in and out
  - vehicles parked all over, blocking street
  - mostly late night hours
  - people in the street, late hours, loud, fights
  
- Served the occupant a Party Letter and met with him
  
- Notified the PGPD JAG Team and DPIE, started joint investigation

### Joint Agency Group

- Prince George's County Police (PGPD)
- Prince George's County States Attorney's Office
- Prince George's County Attorney's Office
- Office of the Comptroller of Maryland,
- Prince George's County Department of the Environment (DoE)
- Prince George's County Department of Permitting, Inspections and Enforcement (DPIE)
- Prince George's County Department of Public Works & Transportation (DPW&T)
- Prince George's County Office of Law (OOL)
- Prince George's County Fire/EMS Department (PGFD)
- Prince George's Board of License Commissioners (Liquor Board)
- Prince George's County Health Department
- Revenue Authority of Prince George's County (Revenue Authority)
- Nuisance Abatement Board.
  
- Identified as an after hours Night Club and Strip Club
  - Involved drugs and prostitution
  
- Initiated a case for Nuisance Abatement, illegal food and alcohol sale, illegal business operations and leasing violations
  
- Landlord initiated eviction process
  
- May 21, 2026, Bureau of Alcohol, Tobacco and Firearms (ATF) initiated a search and seizure warrant.
  
- Residence is vacant at this time

# COTTAGE CITY POLICE DEPARTMENT

## UPDATES

### Code Enforcement

#### -Education

- Town Codes and Ordinances
- Flyers
- Constant Contact
- Newsletter
- Website

#### -Warnings

- Door Hanging
- Letter
  - stating their violation
  - attach a photo
  - stating the exact code, they are in violation of

#### -Enforcement

- Civil or Criminal citation
- Ticket

# COTTAGE CITY POLICE DEPARTMENT

## EVENTS

### **May:**

- Cottage City Day Planning  
May 18, 2026, 2026

### **June:**

- Cottage City Dumpster Day  
June 6, 2026
  
- Cottage City Dumpster Day  
June 7, 2026

### **Upcoming Events:**

- Cottage City Day Planning  
June 15, 2026
  
- Juneteenth Celebration  
June 18, 2026
  
- Let's Go Camping  
June 20, 2026
  
- Cottage City Day Planning  
June 30, 2026
  
- Bladensburg Port Towns Fireworks  
July 2, 2026
  
- National Night Out (NNO)  
August 4, 2026
  
- Cottage City Day  
August 15, 2026

# COTTAGE CITY POLICE DEPARTMENT

## TRAINING/MEETINGS

### **May:**

- RedSpeed Court Training  
May 13, 2026  
Clerk J. Davila-Bernal
  
- Police Chief's Association of Prince George's County, Maryland  
May 26, 2026  
Chief D. Martini
  
- Municipal Parking Forum  
Revenue Authority of Prince George's County  
May 28, 2026  
Chief D. Martini

### **Upcoming Training:**

- Maryland Chiefs of Police Association  
June 10, 2026  
Chief D. Martini
  
- Bladensburg Fireworks Meeting  
June 12, 2026
  
- MML Training Conference  
June 13, 2026 – June 17, 2026  
Commissioners, Town Manager, Chief
  
- Municipal In-Service Training  
June 15, 2026 – June 16, 2026  
Acting Sergeant D. Thompson
  
- Police Chief's Association of Prince George's County, Maryland  
June 30, 2026  
Chief D. Martini

**ORDINANCE 2026-02**

**AN ORDINANCE OF THE COTTAGE CITY COMMISSION TO ADOPT A BUDGET  
AND LEVY PROPERTY TAXES  
FOR THE 2026-2027 FISCAL YEAR**

Introduced By: The Cottage City Commission

**WHEREAS**, Sections 38, 39, and 40 of the Charter of Cottage City requires the Cottage City Commission to adopt an annual budget containing anticipated revenues and appropriations for public purposes; and

**WHEREAS**, each fiscal year of the Town commences on July 1 and ends by the following June 30, pursuant to Section 38 of the Charter of the Town; and

**WHEREAS**, Section 39 of said Chapter, requires that before adopting the budget the Commission shall hold a public hearing thereon after two weeks' notice thereof in some newspaper or newspapers having general circulation within the municipality; and

**WHEREAS**, Section 46 of the Cottage City Charter provides that the Budget Ordinance shall constitute the tax levy for the fiscal year; and

**WHEREAS**, the Cottage City Commission enacted Ordinance 2016-06 on October 12, 2016, thereby amending the Code of the Town of Cottage City by adding Chapter 13 (Assessments and Taxation), Article 1 (Property Classification) by creating, defining, and designating certain tax classifications for residential and commercial real property situated within the Town and subject to municipal taxation, and generally relating to municipal taxation; and

**WHEREAS**, after several meetings, the Commission has prepared a budget for the fiscal year beginning July 1, 2026, and ending June 30, 2027, containing anticipated revenues and proposed expenditures; and

**WHEREAS**, the Town of Cottage City Budget as developed by the Commission and staff, is indicated herein below; and

**WHEREAS**, the current Real Property Tax Rates for the Town of Cottage City were set for the Fiscal Year beginning July 1, 2026, and ending June 30, 2027, at the rate of \$0.4538 for Noncommercial Real Property, and at the rate of \$0.7200 for Commercial Real Property; and

**WHEREAS**, according to the State Department of Assessments and Taxation, the Town's real property net assessable base for Noncommercial Real Property and Commercial Real Property for Fiscal Year 2027 will be \$111,145,515 and \$61,594.900 respectively, and the constant yield tax rates (CYTR's) for the two classes of real property according to SDAT's certifications are \$0.4200 (noncommercial) and \$0.6551 (commercial) respectively; and

**WHEREAS**, Charter, Section 39 prescribes that before adopting the budget the Commission shall hold a public hearing thereon after two weeks’ notice thereof in some newspaper or newspapers having general circulation within the municipality, and the Commission may insert new items or may increase or decrease the items of the budget; and

**WHEREAS**, pursuant to § 15 of the Town Charter, in cases of emergency, as determined by the Commission, the provision that an ordinance must be passed not less than six (6) nor more than sixty (60) days after the meeting at which it was introduced may be suspended by the affirmative votes of four members of the commission; and

**WHEREAS**, pursuant to § 5-205 of the LG Art. of Md. Ann. Code, a municipality may spend money for a purpose different from the purpose for which the money was appropriated or spend money not appropriated at the time of the annual levy if approved by a two-thirds vote of all the individuals elected to the legislative body; and

**WHEREAS**, the Cottage City Commission finds that it is more efficient and cost-effective to maintain a supplemental, detailed, line-item budget for the day-to-day management of the finances of the Town while adopting into law before the new fiscal year, as an emergency or regular measure adopted at just one or two meetings, the formal budget having the consolidated or major line items as stated herein below; and

**WHEREAS**, the Cottage City Commission has deemed it appropriate to adopt this budget ordinance after its introduction at a subsequent town meeting such that it will take effect upon the commencement of the next fiscal year.

**NOW, THEREFORE, BE IT ORDAINED BY THE COTTAGE CITY COMMISSION**, in special or regular session assembled, that the Town of Cottage City Budget containing anticipated revenues and proposed expenditures as indicated below, are hereby adopted for fiscal year 2027, beginning July 1, 2026, and ending June 30, 2027.

**Section 1.** The Fiscal Year 2027 Budget shall be divided into the following major anticipated revenue funds or groups having the estimated amounts as indicated below:

<u>REVENUE SOURCE</u>	<u>PROPOSED BUDGET</u> <u>AMOUNT</u>
Taxes	1,012,862
Intergovernmental	250,524
Fines, Charges & Misc. Fees	1,010,100
Grants	1,260,570
Other	44,600
Appropriated from Fund Balance	1,800,000
<b>Total Revenues:</b>	<b>5,378,655</b>

**Section 2.** The total of the anticipated revenues and any estimated fund balance available for expenditure during the fiscal year within each of the aforesaid categories of the FY 2027 Budget Ordinance shall equal or exceed the total of the proposed expenditures within the following general classification of expenditure or major appropriations having the amounts as indicated below:

<u>EXPENDITURES</u>	<u>PROPOSED BUDGET</u>
	<u>AMOUNT</u>
General Government	\$792,218
Public Works	\$475,607
Police Department	\$987,476
Grant Expenditures	\$1,305,570
Capital Outlays	280,604
Fund Balance to Next Year	1,537,181
<b>Total Expenditures:</b>	<b>5,378,656</b>

**AND BE IT FURTHER ORDAINED** that the Cottage City Real Property Tax (Noncommercial Real Property) for the Fiscal Year beginning July 1, 2026, and ending June 30, 2027, shall be at the rate of \$0.4538 per \$100.00 of assessed real property value, and such tax is hereby levied on all real property located in Cottage City that is subject to municipal taxation.

**AND BE IT FURTHER ORDAINED** that the Cottage City Real Property Tax (Commercial Real Property) for the Fiscal Year beginning July 1, 2026, and ending June 30, 2027, shall be at the rate of \$0.7200 per \$100.00 of assessed real property value, and such tax is hereby levied on all real property located in Cottage City that is subject to municipal taxation.

**AND BE IT FURTHER ORDAINED** that the Cottage City Business Personal Property Tax for the Fiscal Year beginning July 1, 2026, and ending June 30, 2027, shall be at the rate of \$1.35 per \$100.00 of assessed property value, and such tax is hereby levied on all personal and operating property located in Cottage City that is subject to municipal taxation.

**AND BE IT FURTHER ORDAINED** that the Cottage City Public Utility Tax for the Fiscal Year beginning July 1, 2026, and ending June 30, 2027, shall be at the rate of \$2.50 per \$100.00 of assessed property valuation and such tax is hereby levied on all utility property located in Cottage City that is subject to municipal taxation.

**AND BE IT FURTHER ORDAINED** that notwithstanding this budget ordinance, the FY 2027 Budget may be presented and discussed in further detail by enumerating additional sub-categories or detailed items pertaining to either revenues or expenditures as deemed necessary and expedient by the Cottage City Commission (the "Detailed Budget"), and although not considered incorporated by reference or formally part of this FY 2027 Budget Ordinance, the Detailed Budget, unless subsequently modified by the Commission, shall reflect the various items discussed therein and shall remain substantially uniform throughout the fiscal year having essentially the same format and items as presented to the Commissioners at the Town meeting wherein the FY 2027 Budget was approved.

**AND BE IT FURTHER ORDAINED** that all budget amendments transferring monies between major revenue funds, line items, classifications and/or major appropriations as reflected in this FY 2027 Budget Ordinance shall be submitted to the Cottage City Commission for approval, from time to time, by ordinance, and minor budget changes or amendments, however, occurring within certain specified sub-categories or the various detailed items not reflected herein above but shown in the Detailed Budget, shall be approved from time to time by the Town Manager subject to review and approval by the Cottage City Commission as recorded in the journal of its proceedings.

**AND BE IT FURTHER ORDAINED** that the Town Manager shall give notice of the making of the levies and budget approval by posting a notice thereof in some public place or places in the Town.

**AND BE IT FURTHER ORDAINED AND ENACTED**, that a fair summary of this ordinance shall be published at least once within ten days after the date of passage in a newspaper or newspapers having general circulation in the Town.

**AND BE IT FURTHER ORDAINED AND ENACTED**, that the Commissioner-Chairman shall be authorized to sign this Ordinance on behalf of the Commission, and that this Ordinance shall not be codified.

**INTRODUCED** by the Commission of Cottage City at a Town meeting on the 2nd day of June 2026, at which meeting copies were available to the public for inspection.

**HAVING BEEN INTRODUCED AND HAVING BEEN READ** as an ordinance and passed by a yea and nay vote of the Cottage City Commission with the affirmative votes of four members elected to the legislative body as indicated below at a Public Meeting of the Town of Cottage City held on the 10<sup>th</sup> day of June 2026, at approximately 7 o'clock p.m., in the Town Hall in Cottage City, Maryland.

**ATTEST:**

**TOWN OF COTTAGE CITY, MARYLAND**

\_\_\_\_\_  
John Hoatson, Town Manager

By: \_\_\_\_\_  
Wanda Wheatley, Ward 3, Commissioner Chair

\_\_\_\_\_  
Julia Salsich, Ward 1, Commissioner Secretary

\_\_\_\_\_  
Joshua Durant, Ward 2, Commissioner

\_\_\_\_\_  
Tom Campos, Ward 4, Commissioner Vice Chair

\_\_\_\_\_  
John Brooks, Commissioner At-Large

**CERTIFICATION**

I, hereby certify, as the duly appointed Town Manager of the Town of Cottage City, Maryland, that on the 10th day of June, 2026, Ordinance No. 2026-02, entitled Adoption of a Budget & Levy Personal Property Taxes for the FY 2026-2027 Year, was duly adopted by the Cottage City Commission of the Town of Cottage City, Maryland, by a vote of \_\_\_ Aye, \_\_\_ Nay, and \_\_\_ Absent.

By: \_\_\_\_\_  
John Hoatson, Town Manager

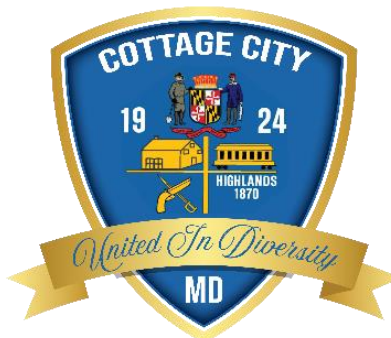
TOWN OF COTTAGE CITY FY27 PROPOSED BUDGET  
 Fiscal Year July 1, 2026 through June 30, 2027

Account #	Title	Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8	Column9	Column10
			Actuals 25	Year to Date Jan of 26	BUDGET FOR FY26	BUDGET FOR FY27					
<b>OPERATING REVENUE</b>											
4005	RESIDENTIAL Real Estate Taxes		\$438,718	\$446,333	\$466,257	504,378					
	FY27 @ 45.38 cents FY26 @ 45.38 cents										
4006	COMMERCIAL Real Estate Taxes		328,110	384,905	402,087	443,483					
	FY27 @ 72.00 cents, FY26 @ 72.00 cents										
4015	Personal Property Taxes (based on a levy of		53,402	63,731	40,000	65,000					
4025	Income Taxes		160,053	83,355	105,000	155,000					
4030	Highway User		49,040	25,051	54,311	65,524					
4035	Fines & Forfeitures		7,617	36,934	8,000	4,000					
4040	Speed Camera Fines		397,437	347,767	300,000	500,000					
4041	Speed Camera Fees		0	97,210		150,000					
4042	Red Light Camera Fines		42,121	181,275	50,000	250,000					
4043	Red Light Camera Fees			66,165	50,000	100,000					
4055	Franchise Fees (Cable TV)		18,284	8,051	18,000	16,000					
4065	Licenses - Town		4,627	5,140	18,000	6,000					
4075	Permits		100	100	-	100					
4080	County Disposal Rebate				-						
4085	Police Aid		35,824	16,285	26,550	30,000					
4095	Interest on Savings Accounts		30,023	21,419	25,000	25,000					
4100	Public Works - Abatements				-						
4102	Town Hall Rental		650	-400	1,800	600					
4106	Solar Renewable Energy Credits				-						
4107.1	Donations		2,100	3,573	3,000	3,000					
4200	Misc			4590							
<b>Subtotal - Operating Revenue</b>			<b>1,568,108</b>	<b>1,791,485</b>	<b>1,507,005</b>	<b>2,318,085</b>					

GENERAL GOVERNMENT				
5005 Salaries	\$106,888	\$121,261	\$165,000	174,500
5006 Overtime			2,500	16,000
5010 Commissioner Salaries	33,649	20,412	35,000	35,000
5007 Temp Services	61,383			
5015 Payroll Taxes	10,399	10,895	16,200	16,760
5020 Life Insurance	1,113			
5025 Health & Life Insurance	6,385	4,808	14,000	24,000
5030 Retirement Benefits	1,500		7,000	-
5035 Workmen's Compensation Insurance	10,227	10,547	1,700	10,000
5037 Unemployment Benefits		23,781.91		-
5040 Audit Fee	15,369	11,075	14,500	12,000
5045 Bus Service	1,100			
5065 Community Enhancement				
End Time Harvest Ministries	2,000	2,500	2,000	2,500
Cottage City Scholarship		2,500	2,500	3,000
Anacostia Watershed Donation			1,000	1,000
Contribution to ATHA			1,000	1,000
Fire Department Donation		1,000	1,000	1,000
Newsletter	1,135	2,886	1,000	
Green Team	363	77	1,200	1,200
Private Property Tree Maint				25,000
Crosswalk				2,000
TNR Program				4,000
Bees				700
Food Pantry			5,000	
Summer Camp			900	
Share Food				9,000
Family Relief				20,610
Port Towns CDC			15,000	15,000
Subtotal	3,498	8,964	30,600	86,010
5070 Community Garden	5,469	1,222	3,500	3,500
5072 Community Garden ARPA	1389.07		11,448	11,448
Contractual Services Grants				72,000
5085 Contractual Services (Accounting)	52,233	22,493	44,000	40,000
5086 Cell Phone	233		1,500	2,100
5087 Codification Service	995	995	2,000	2,000
5090 Election Expenses	1,685		1,200	1,200
5100 Insurance	2,596	2,994	4,000	4,000
5107 IT Support	18,776	15,070	17,000	30,000
5115 Legal Fees	36,463	36,816	40,000	40,000
5120 Commissioner Lunch	2,298	1,088	2,000	2,000
5125 Membership Dues	2,441	3,954	4,000	4,000
5130 Commissioner Municipal Convention & Co	11,135	4,067	14,700	14,700
5135 Office Expenses	30,011	32,075	31,000	31,000
TH Subscriptions				11,000
5140 Printing and Legat Ads	5,597		1,000	1,500

PUBLIC WORKS				
5205 Salaries	\$77,094	\$36,340	\$54,080	103,480
5206 Overtime	287	-	-	10,000
5210 Payroll Taxes	6,633	2,780	4,326	8,278
5211 Health & Life Insurance	11,821	221	-	12,000
5213 Retirement Benefits	100	-	-	-
5215 Workmen's Compensation Insurance	8,501	18,149	-	13,600
5230 Equipment Maintenance & Operating Expense	13,117	22,116	25,000	30,000
5232 Gasoline	5,612	5,237	8,000	8,000
5235 Highway Lighting	16,542	-	24,000	30,000
5237 MML & Training acct	6,971	833	-	-
5240 Abatements	-	-	-	2,000
5241 Cell Phone	4878.86	-	-	-
5242 Diga Talk Handheld Radio Service	-	-	-	-
5260 Roadway/Sidewalk Construction, Maintenance	25,301	2,493	7,500	20,000
5271 Maintenance	35,126	11,135	35,000	36,000
5272 Tree Maintenance	4,929	-	10,000	10,000
5273 Rain Garden	-	-	-	13,000
5280 Uniforms	-	-	-	900
5285 Vehicle Insurance	4,519	-	3,500	4,500
5287 Training	9494.85	-	-	1,500
5305 Dumping Fees	20	13	2,400	2,400
Composting	-	-	-	5,000
5315 Mosquito Control	299	-	2,300	-
5320 Waste Collection and Disposal	78,934	67,900	121,643	136,400
5322 Code Software	-	-	-	-
<b>TOTAL PUBLIC WORKS</b>	<b>\$310,180</b>	<b>\$167,218</b>	<b>\$297,749</b>	<b>447,058</b>

GRANT EXPENDITURES				
6002 MD DHCD - NED Grant			\$185,000	185,000
6006 DHCD - Community Surveillanc Project	11889.25			
6018 Community Engagement	34,534	-		
6014 First Responder Camp/Community	5,420	-		
6021 Cable - Public Education Grant - (PEG) curr	11,337	3,865	10,570	10,570
6023 Community Parks & Playground		-		
6052 BOND BILL EXPENSES FIREHOUSE	37,200		500,000	250,000
6016 Maryland Heritage Authority (MHAA)			90,000	90,000
6017 Maryland Historical Trust (MHT)			100,000	100,000
6010 Fed-Stormwater	925		670,000	670,000
6010 CDBG Grant	330,153	374,781	400,815	-
Subtotal Grants	\$431,458	\$378,646	\$1,956,385	1,305,570
6054 ARPA GRANT EXPENSE	58768.69			
6054.1 FAMILY RELIEF PROGRAM	23,727	14,175	5,395	
6054.7 Grant Writer Salary	54,062	44,378	68,700	
6054.8 Grant Writer Fringe	12,829	728	24,250	
6054.13 ARPA Resident Tree Program	22170		0	
6054.15 ARPA Food Bank	15,232	11,194	10,000	
Subtotal ARPA Grants	\$186,789	\$70,474	\$128,345	-
TOTAL GRANT EXPENDITURES	\$618,247	\$449,120	\$2,084,730	1,305,570
CAPITAL OUTLAYS				
6505 Capital Equipment			\$-	
6507 Town Hall Improvements			45,000	38,904
6509 Purchase - 3813 Cottage Terrace		-		
6511 Maryland Heritage Authority Match (MHAA)			90,000	90,000
6512 Maryland Historical Trust Match (MHT)			66,700	66,700
Subtotal General Government			201,700	
PUBLIC WORKS				
6606 Facility Maintenance	2,662	-		5,000
6607 PW New Equipment	7,995	18,912	25,500	
6615 Street Maintenance	401	-		15,000
Subtotal Public Works	11,058	18,912	25,500	
POLICE DEPARTMENT				
6701 Capital Outlays - Police Dept	15,060	-		65,000
TOTAL CAPITAL OUTLAYS	26,118		227,200	280,604
Fund Balance to Next Year				
7000 Fund Balance Carryover			-	1,575,730
GRAND TOTAL EXPENDITURES			3,788,296	5,378,656
Change in Fund Balance			1,340,639	(0)



**The Town of Cottage City  
3820 40<sup>th</sup> Avenue,  
Cottage City, MD 20722  
(301)-779-2161**

**Pollinator Partnership Capstone Agreement Between  
the Town of Cottage City and Amy Sawyer, Resident**

**1. Purpose:**

This Agreement establishes a collaborative capstone project between the Town of Cottage City and Amy Sawyer, a resident, University of Maryland Extension Master Gardener, and Xerces Society Bee City USA Ambassador. The purpose of this project is to design, install, and evaluate a native plant pollinator habitat at Cottage City Town Hall, while providing community education and fulfilling pollinator certification training requirements.

**2. Project Description:**

Amy Sawyer will lead the development of a native pollinator garden and associated educational programming as part of her certification training and capstone project. The project includes habitat creation, community engagement, and evaluation of lessons learned.

The project site is located at:  
Cottage City Town Hall  
3820 40th Avenue  
Cottage City, Maryland 20722

**3. Scope of Work:**

Amy Sawyer will be responsible for:

**A. Habitat Installation**

- Designing a native plant pollinator garden layout in coordination with the Town Manager and Town Commission
- Preparing the site, including installation of approximately 8–12 inches of mulch and/or cardboard sheet mulching to suppress existing turf

- Installing a layered native plant matrix of perennials and supporting plant materials
- Completing installation phases across seasonal timelines (see Section 4)

## **B. Educational Programming**

- Conducting six (6) free educational workshops open to the community
- Developing appropriate take-home educational materials for each workshop
- Teaching principles of pollinator habitat creation, native plant selection, and ecological stewardship

## **C. Grant Development**

- Identifying and pursuing applicable grant opportunities to support project expansion or supplemental funding
- Grant outcomes and funding availability may adjust project scope and timing

## **D. Coordination**

- Serving as the primary coordinator of all project activities
- Working directly with the Town Manager for approvals, scheduling, and implementation alignment

## **4. Project Timeline:**

- **June–July 2026:**  
Site preparation, including installation of mulch or cardboard sheet mulch to eliminate existing grass/turf
- **Summer 2026:**  
Finalize garden layout and plant list in consultation with the Town Commission
- **Fall 2026:**  
Install initial planting matrix and available native perennials
- **Winter 2026:**  
Maintain site; observe overwintering conditions and remaining perennials
- **Spring 2027:**  
Install remaining perennial plantings and complete habitat establishment

*Note: Timeline is subject to adjustment based on weather conditions and grant funding availability.*

## **5. Cost and Compensation:**

- Total cost to the Town of Cottage City: \$0.00
- Amy Sawyer will receive no monetary compensation for this project
- All labor, educational programming, and coordination services are provided on a volunteer/capstone basis.

**6. Evaluation and Outcomes:**

Upon completion, Amy Sawyer will provide:

- A summary of lessons learned from the capstone project
- Documentation of habitat installation and plant selections
- Overview of educational workshop outcomes and community participation
- Recommendations for long-term maintenance and sustainability of the pollinator garden

**7. Maintenance and Ownership:**

The Town of Cottage City will retain ownership of the project site and installed improvements. Ongoing maintenance responsibilities will be coordinated between the Town and designated personnel following project completion.

**8. Agreement Administration:**

Amy Sawyer will coordinate all efforts with the Town Manager or designee. Any significant modifications to scope, timeline, or design must be approved by the Town prior to implementation.

**9. Signatures:**

**Town of Cottage City:**

By: \_\_\_\_\_

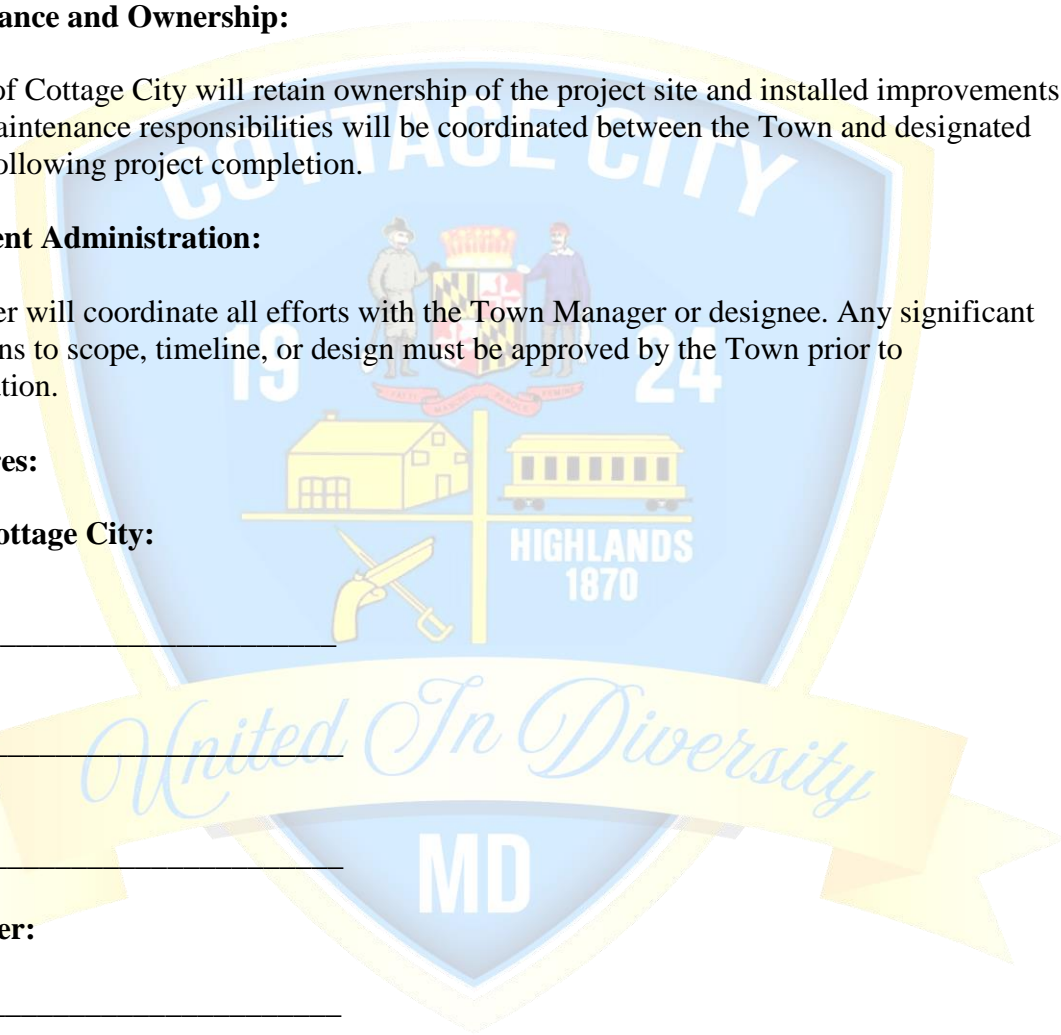
Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Amy Sawyer:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Municipal IT and Cybersecurity Policy & Procedure Template

A practical policy framework for Maryland municipalities, towns, cities, villages, and related public entities

<b>Prepared for</b>	[Municipality Name]
<b>Prepared by</b>	Advantage Technology
<b>Version</b>	1.0 template
<b>Draft date</b>	June 2, 2026
<b>Effective date</b>	[Insert date after adoption]
<b>Approved by</b>	[Mayor / Council / Town Administrator / City Manager]

This template is designed for adaptation by local leadership, counsel, administration, IT, public safety, public works, finance, HR, and department heads. It is not legal advice and should be reviewed against local charter, ordinances, labor agreements, cyber insurance requirements, grant terms, and applicable Maryland and federal law before adoption.

## Executive Use Note

Municipal governments run essential services with limited staff, public accountability, and increasing dependence on cloud platforms, endpoints, public-facing websites, public safety systems, finance systems, and citizen data. This template gives municipal leaders a practical policy baseline that can be adopted as a single policy manual or broken into individual policies.

The template is intentionally written in plain language. It avoids overengineering and focuses on the controls that reduce the most common municipal risks: account compromise, ransomware, unauthorized access, data loss, vendor exposure, weak backups, unmanaged devices, public records mishandling, and unclear incident communication.

### How to use this template

- Replace bracketed fields such as [Municipality Name], [IT Lead], and [Information Security Officer].
- Have legal counsel review references to public records, retention, privacy, personnel matters, procurement, police records, public safety, utilities, election interfaces, and collective bargaining obligations.
- Decide whether this will be adopted by council resolution, executive policy, administrative procedure, or a combination of those mechanisms.
- Assign one accountable owner for annual review, exception handling, and evidence collection.
- Train employees on the final version and require signed acknowledgement for acceptable use, data handling, incident reporting, remote work, and device use.

### Reference basis

This template aligns to common public-sector cybersecurity frameworks and current Maryland guidance, including:

Reference	Why it matters	Use in this template
NIST Cybersecurity Framework 2.0	Organizes cybersecurity outcomes around Govern, Identify, Protect, Detect, Respond, and Recover.	Used as the organizing model for governance, access, monitoring, response, and recovery.
Maryland DoIT Cybersecurity & Privacy Policy Suite	Maryland published a modernized policy suite in 2026 with governance, risk, asset, acceptable use, access, privacy, training, network security, monitoring, incident response, and continuity policies.	Used to mirror Maryland terminology and policy categories where practical for municipalities.
CISA Cybersecurity Performance Goals and Cyber Essentials	Provides baseline security practices for reducing common, high-impact cyber risk.	Used to keep the control set practical for small and mid-sized public entities.
Maryland Public Information Act and State Archives retention guidance	Municipal records must be managed for transparency, privacy, retention, and lawful disposition.	Used to separate public records handling from cybersecurity operations while ensuring they work together.
CIS / MS-ISAC resources for SLTT governments	Provides threat intelligence, incident response, advisories, peer collaboration, and SLTT-specific cybersecurity services.	Used to encourage information sharing and public-sector coordination.

### Adoption options

- **Option A - Policy manual adoption:** Adopt this document as a municipal IT and cybersecurity policy manual, then publish department-level procedures separately.
- **Option B - Administrative policy:** Have the city manager, town administrator, or equivalent executive adopt this as an administrative policy and brief the mayor/council.
- **Option C - Phased adoption:** Adopt the highest-risk sections first: acceptable use, access control, MFA, incident reporting, backups, vendor security, and public records handling. Complete the remaining sections within 90 to 180 days.

## Policy Catalog at a Glance

Policy Area	Primary Risk Reduced	Recommended Owner	Minimum Review Cadence
Governance and Accountability	Unclear ownership and inconsistent decisions	Mayor/Council and Municipal Administrator	Annual
Risk Management and Asset Inventory	Unknown systems and unmanaged exposure	IT Lead / Security Officer	Quarterly
Acceptable Use	Unsafe employee behavior and misuse of municipal resources	HR and Administration	Annual
Identity, Access, and MFA	Account takeover and unauthorized access	IT Lead	Quarterly
Data Protection, Privacy, and Records	Data loss, privacy exposure, PIA mistakes, retention failures	Clerk, Legal, IT, Department Heads	Annual

Endpoint, Mobile, and Remote Work	Lost devices, unmanaged devices, insecure remote access	IT Lead and HR	Semiannual
Email, Web, Social Media, and Communications	Phishing, website compromise, public misinformation	Communications Lead and IT	Annual
System, Network, Cloud, and Change Management	Misconfiguration and unpatched systems	IT Lead	Monthly to Quarterly
Backup, Continuity, and Recovery	Ransomware downtime and service disruption	Administration, IT, Finance, Public Safety	Quarterly
Incident Response and Reporting	Delayed response and uncontrolled communications	Municipal Administrator and Security Officer	Semiannual exercise
Vendor and Procurement Security	Third-party risk and unmanaged SaaS	Procurement, Legal, IT	Per purchase and annual
Training, Exceptions, and Enforcement	Policy gaps and inconsistent accountability	HR, Administration, IT	Annual

## Core Definitions

Term	Definition
<b>Municipality</b>	The city, town, village, municipal corporation, authority, board, commission, or related public entity adopting this policy.
<b>Municipal Data</b>	Any data created, received, maintained, processed, stored, or transmitted for municipal business, regardless of format or location.
<b>Confidential Data</b>	Data that is not intended for public release and may include personnel records, tax records, police records, public safety information, resident information, credentials, legal records, financial information, security information, and protected vendor information.
<b>Sensitive System</b>	A system that supports finance, payroll, public safety, utilities, water/sewer, permits, public records, elections support, identity, email, website administration, backups, or other essential municipal services.
<b>Privileged Account</b>	Any account that can administer systems, modify security settings, access large amounts of data, approve payments, create users, change permissions, or bypass normal controls.
<b>Cybersecurity Incident</b>	An event that may compromise confidentiality, integrity, availability, privacy, municipal operations, public trust, or the security of data, systems, identities, or services.
<b>Employee</b>	For this policy, employee includes elected officials, staff, volunteers, interns, contractors, vendors, and anyone acting on behalf of the municipality when using municipal systems or data.
<b>IT Lead</b>	The internal or outsourced person responsible for technology operations, system administration, technical support, and coordination with vendors.
<b>Information Security Officer</b>	The internal or outsourced person responsible for cybersecurity governance, risk coordination, incident response coordination, policy maintenance, and security reporting.

## 1. Governance and Accountability Policy

<b>Policy Owner</b>	Municipal Administrator / City Manager, IT Lead, and Information Security Officer
<b>Applies To</b>	Elected officials, employees, volunteers, interns, contractors, vendors, boards, commissions, and any person or entity with access to municipality systems or data
<b>Review Frequency</b>	Annual, and after material technology, legal, or risk changes
<b>Policy Status</b>	Template language for municipal review and adoption

### Purpose

To establish clear leadership accountability for technology, cybersecurity, privacy, public records, and resilience across the municipality.

### Policy

- The municipality must treat cybersecurity as a municipal governance and operational risk, not only as an IT issue.
- The mayor, council, municipal administrator, clerk, finance lead, police/fire/public safety leadership, public works leadership, HR, legal counsel, IT, and the Information Security Officer must coordinate on technology risk decisions that affect public services or resident data.

- The municipality must designate an accountable IT Lead and an accountable Information Security Officer. These roles may be internal, outsourced, or combined for smaller municipalities, but accountability must be documented.
- Department heads are responsible for ensuring their teams follow technology and cybersecurity policies, report issues promptly, and support security reviews.
- Cybersecurity status must be briefed to executive leadership at least annually and after any significant incident, audit finding, major technology change, or cyber insurance renewal.
- Exceptions to this policy must be documented, risk reviewed, time limited, and approved by authorized municipal leadership.

### Required Procedures

1. Maintain a current list of policy owners, system owners, department contacts, emergency contacts, IT vendors, cyber insurance contacts, law enforcement contacts, and incident response contacts.
2. Review the policy manual at least annually and document changes, approvals, and exceptions.
3. Include cybersecurity risk in budget planning, technology procurement, capital planning, public safety planning, and continuity planning.
4. Track open security findings, overdue remediation items, and accepted risks in a central register.
5. Require that new systems, applications, websites, domains, vendors, and cloud services receive IT and security review before purchase or production use.

### Minimum Evidence to Retain

- Approved policy manual
- Named IT Lead and Information Security Officer
- Annual briefing minutes or leadership summary
- Risk register and exception log
- Policy acknowledgement records

## 2. Cyber Risk Management and Asset Inventory Policy

<b>Policy Owner</b>	Municipal Administrator / City Manager, IT Lead, and Information Security Officer
<b>Applies To</b>	Elected officials, employees, volunteers, interns, contractors, vendors, boards, commissions, and any person or entity with access to municipality systems or data
<b>Review Frequency</b>	Annual, and after material technology, legal, or risk changes
<b>Policy Status</b>	Template language for municipal review and adoption

### Purpose

To ensure the municipality knows what technology it owns, who owns it, what data it handles, and which risks require action.

### Policy

- The municipality must maintain a current inventory of hardware, software, cloud services, websites, domains, network equipment, public safety systems, finance systems, utility systems, and critical vendor platforms.
- Each critical system must have a named business owner and technical owner.
- Systems must be categorized by business impact, data sensitivity, internet exposure, regulatory requirements, and recovery priority.
- Risk decisions must consider resident services, public safety, legal obligations, financial exposure, privacy, cyber insurance requirements, and reputational impact.
- Material risks must be tracked until remediated, transferred, mitigated, or formally accepted by authorized leadership.

### Required Procedures

6. Create and maintain an asset inventory covering computers, servers, mobile devices, network equipment, cloud applications, websites, domains, data repositories, and critical vendors.
7. Review the inventory at least quarterly and after procurement, disposal, migration, merger, department change, or incident.
8. Perform a cybersecurity risk review at least annually and when major systems are added or materially changed.

9. Prioritize remediation using impact to public services, known exploitation, internet exposure, privileged access, sensitive data, and backup/recovery dependency.
10. Report high and critical risks to leadership with recommended treatment options and budget impact.

### Minimum Evidence to Retain

- Asset inventory
- Risk register
- System owner list
- Remediation plan
- Quarterly review evidence

## 3. Acceptable Use Policy

<b>Policy Owner</b>	Municipal Administrator / City Manager, IT Lead, and Information Security Officer
<b>Applies To</b>	Elected officials, employees, volunteers, interns, contractors, vendors, boards, commissions, and any person or entity with access to municipality systems or data
<b>Review Frequency</b>	Annual, and after material technology, legal, or risk changes
<b>Policy Status</b>	Template language for municipal review and adoption

### Purpose

To define acceptable use of municipality-owned or municipality-managed technology resources and reduce misuse, unsafe behavior, and preventable security incidents.

### Policy

- Municipal systems must be used for authorized municipal business, approved public service functions, and limited incidental personal use that does not interfere with work, security, legal obligations, or public trust.
- Employees must not use municipal systems to access illegal content, harassing content, discriminatory content, gambling platforms, unauthorized file sharing, personal commercial activity, or content that creates municipal liability.
- Employees must not attempt to bypass security controls, disable endpoint protection, share accounts, use another person's credentials, or connect unauthorized devices to municipal networks.
- Municipal email, chat, file storage, collaboration systems, and devices may be monitored, logged, reviewed, preserved, or disclosed as allowed by law and municipal policy.
- Employees must report suspected phishing, malware, lost devices, unauthorized access, accidental disclosure, and suspicious system behavior immediately.
- Use of personal email, personal cloud storage, personal messaging, or personal devices for municipal records or confidential municipal business is prohibited unless specifically approved and managed under policy.

### Required Procedures

11. Provide this acceptable use policy to all employees before granting access to municipal systems.
12. Require signed acknowledgement at hiring, onboarding, appointment, or contract start, and at least annually afterward.
13. Review violations with HR, legal, administration, IT, and department leadership as appropriate.
14. Preserve logs and records related to investigations according to retention and legal hold requirements.
15. Disable access for users who create urgent security risk pending review by authorized leadership.

### Minimum Evidence to Retain

- Signed acknowledgements
- Training records
- Violation review records
- Access suspension evidence where applicable

## 4. Identity, Access Control, and MFA Policy

<b>Policy Owner</b>	Municipal Administrator / City Manager, IT Lead, and Information Security Officer
<b>Applies To</b>	Elected officials, employees, volunteers, interns, contractors, vendors,

	boards, commissions, and any person or entity with access to municipality systems or data
<b>Review Frequency</b>	Annual, and after material technology, legal, or risk changes
<b>Policy Status</b>	Template language for municipal review and adoption

## Purpose

To ensure access to municipal systems is authorized, traceable, least privileged, and promptly removed when no longer required.

## Policy

- Every user must have a unique account. Shared accounts are prohibited unless formally approved for a documented system limitation and protected with compensating controls.
- Access must be based on job duties, department role, data sensitivity, and least privilege.
- Multi-factor authentication must be required for email, remote access, cloud services, privileged accounts, finance systems, HR systems, public safety administration systems, vendor portals, and other sensitive systems where technically available.
- Privileged accounts must be separate from standard user accounts unless a documented technical exception exists.
- Access must be approved before provisioning and removed immediately when employment, contract, appointment, role, or business need ends.
- Administrative access must be limited to authorized personnel and reviewed at least quarterly.
- Conditional access, location restrictions, device compliance, and sign-in risk controls should be used when available and appropriate.

## Required Procedures

16. Require written approval from the department head or system owner before creating or modifying user access.
17. Use standard access groups by role wherever possible rather than assigning one-off permissions.
18. Review active users, privileged accounts, external users, service accounts, shared mailboxes, and high-risk groups at least quarterly.
19. Disable accounts immediately upon termination or loss of business need. Preserve records and mailboxes according to legal and retention requirements.
20. Investigate repeated failed login attempts, impossible travel, suspicious MFA prompts, unusual privilege changes, and access from unmanaged locations or devices.
21. Document any system that cannot support MFA or individual accounts and create a remediation or compensating-control plan.

## Minimum Evidence to Retain

- Access request records
- Quarterly access review reports
- Privileged account list
- MFA coverage evidence
- Termination access removal checklist

# 5. Password and Authentication Policy

<b>Policy Owner</b>	Municipal Administrator / City Manager, IT Lead, and Information Security Officer
<b>Applies To</b>	Elected officials, employees, volunteers, interns, contractors, vendors, boards, commissions, and any person or entity with access to municipality systems or data
<b>Review Frequency</b>	Annual, and after material technology, legal, or risk changes
<b>Policy Status</b>	Template language for municipal review and adoption

## Purpose

To protect municipal accounts from credential theft, guessing, reuse, phishing, and unauthorized access.

## Policy

- Users must create strong passwords or passphrases and must not reuse municipal passwords on personal or third-party accounts.
- Passwords must not be shared, emailed, posted, stored in plain text, or given to supervisors, coworkers, vendors, or IT staff.
- Where technically supported, the municipality must block known compromised passwords and require MFA for higher-risk access.
- Default passwords must be changed before any system, network device, camera, IoT device, application, or cloud service is placed into production.
- Service account credentials, API keys, certificates, and secrets must be inventoried, protected, rotated when personnel or vendor risk changes, and removed when no longer needed.
- Password resets must verify the requestor's identity using a trusted method and must not rely only on email access from the same potentially compromised account.

## Required Procedures

22. Set technical controls to enforce password length, lockout/rate limiting, MFA, and compromised password protection where available.
23. Use a managed password vault for administrative credentials, shared secrets, recovery keys, vendor access credentials, and emergency access credentials.
24. Require immediate password change and token/session revocation for suspected compromise.
25. Review service accounts and secrets at least annually and after vendor changes, staff changes, or incidents.
26. Document emergency access accounts and test their availability without using them for routine work.

## Minimum Evidence to Retain

- Password standard settings
- MFA settings
- Password vault access list
- Service account inventory
- Emergency access account documentation

## 6. Data Protection, Privacy, Public Records, and Retention Policy

<b>Policy Owner</b>	Municipal Administrator / City Manager, IT Lead, and Information Security Officer
<b>Applies To</b>	Elected officials, employees, volunteers, interns, contractors, vendors, boards, commissions, and any person or entity with access to municipality systems or data
<b>Review Frequency</b>	Annual, and after material technology, legal, or risk changes
<b>Policy Status</b>	Template language for municipal review and adoption

## Purpose

To protect municipal data while preserving transparency, lawful access, public records responsibilities, privacy, and retention obligations.

## Policy

- Municipal data must be handled according to sensitivity, business purpose, legal obligations, public records requirements, privacy requirements, and retention schedules.
- Confidential data must be stored only in approved systems with appropriate access control, logging, backup, and retention capability.
- Employees must not store municipal records or confidential data in personal email, personal cloud accounts, unapproved USB drives, personal messaging apps, or unmanaged devices.
- The municipality must maintain procedures for responding to Maryland Public Information Act requests while protecting confidential, privileged, exempt, or restricted information.
- Records must be retained and disposed of according to approved retention schedules and legal hold requirements. Employees must not delete or alter records to avoid disclosure or retention obligations.

- Privacy risk must be considered before collecting new resident data, using new systems, adding online forms, changing public portals, or sharing data with vendors.
- Security information such as network diagrams, credentials, vulnerability reports, cyber insurance details, incident reports, and security configurations must be restricted to authorized personnel.

### Required Procedures

27. Create a simple data classification model: Public, Internal, Confidential, and Restricted.
28. Map critical systems to the type of municipal data they store or process.
29. Coordinate PIA requests through the designated PIA representative, clerk, legal counsel, and system owners.
30. Apply legal holds promptly when litigation, investigation, incident response, audit, or public records obligations require preservation.
31. Review retention schedules before disposing of records, devices, backup media, email, archived data, or system exports.
32. Use encryption for laptops, mobile devices, backups, and confidential data transfers where technically available.
33. Review access to confidential repositories at least quarterly.

### Minimum Evidence to Retain

- Data classification guide
- PIA representative listing
- Retention schedule references
- Legal hold records
- Confidential repository access reviews

## 7. Email, Collaboration, and Phishing Protection Policy

<b>Policy Owner</b>	Municipal Administrator / City Manager, IT Lead, and Information Security Officer
<b>Applies To</b>	Elected officials, employees, volunteers, interns, contractors, vendors, boards, commissions, and any person or entity with access to municipality systems or data
<b>Review Frequency</b>	Annual, and after material technology, legal, or risk changes
<b>Policy Status</b>	Template language for municipal review and adoption

### Purpose

To reduce the likelihood and impact of phishing, business email compromise, malware, accidental disclosure, and unauthorized use of municipal communications platforms.

### Policy

- Municipal email and collaboration tools must be managed through approved platforms with MFA, anti-phishing controls, spam filtering, malware protection, and retention support.
- Employees must report suspicious emails, attachments, links, payment instructions, credential requests, gift card requests, wire transfer requests, and urgent or unusual communications.
- Employees must verify financial instructions, bank changes, vendor payment changes, payroll changes, and sensitive data requests using an out-of-band trusted method.
- Auto-forwarding municipal email to personal accounts is prohibited unless approved for a documented business need and reviewed by IT and legal counsel.
- Shared mailboxes, distribution lists, group chats, Teams/SharePoint workspaces, and similar collaboration spaces must have assigned owners and reviewed membership.
- Public meeting records, council communications, resident correspondence, and official decisions must be handled in accordance with records and PIA requirements.

### Required Procedures

34. Configure email protection, malware scanning, safe links or equivalent protections, attachment controls, and external sender warnings where appropriate.
35. Train users on phishing reporting and payment fraud verification procedures.
36. Review mail flow rules, forwarding rules, delegated mailbox access, shared mailbox permissions, and external guest access at least quarterly.

37. Investigate suspicious inbox rules, unexpected forwarding, mass deletion, credential prompts, impossible travel, and unusual mailbox access.
38. Maintain a documented payment-change verification procedure with finance and procurement.

### Minimum Evidence to Retain

- Email protection configuration
- Phishing training records
- Phishing reports
- Mailbox permission reviews
- Payment verification procedure

## 8. Endpoint, Mobile Device, and Removable Media Policy

<b>Policy Owner</b>	Municipal Administrator / City Manager, IT Lead, and Information Security Officer
<b>Applies To</b>	Elected officials, employees, volunteers, interns, contractors, vendors, boards, commissions, and any person or entity with access to municipality systems or data
<b>Review Frequency</b>	Annual, and after material technology, legal, or risk changes
<b>Policy Status</b>	Template language for municipal review and adoption

### Purpose

To protect laptops, desktops, tablets, phones, removable media, and field devices used for municipal work.

### Policy

- Municipality-owned computers and mobile devices must be inventoried, secured, patched, monitored, encrypted where technically available, and protected by approved endpoint security tools.
- Only approved and properly licensed software may be installed on municipal devices.
- Employees must not disable security tools, remove management agents, alter configurations, or install unauthorized software or browser extensions.
- Lost, stolen, damaged, or suspicious devices must be reported immediately.
- Removable media such as USB drives must be restricted, encrypted when used for confidential data, scanned for malware, and avoided when secure file transfer is available.
- Personal devices may not access confidential municipal data unless explicitly approved and protected under mobile device management, conditional access, or equivalent controls.
- Devices used by public safety, field staff, utilities, and public works must be secured according to operational needs and may require additional protections due to field exposure.

### Required Procedures

39. Maintain a device inventory with assigned user, department, device type, serial number, operating system, encryption status, endpoint protection status, and disposal status.
40. Apply operating system and application patches on a defined schedule, with expedited action for actively exploited or critical vulnerabilities.
41. Configure endpoint detection, antivirus/anti-malware, disk encryption, screen lock, remote wipe where available, and standard security baselines.
42. Approve and document any exception for unsupported systems, public kiosks, shared devices, police/utility specialty devices, or legacy equipment.
43. Sanitize or destroy storage media before disposal, reassignment, return to vendor, or recycling.

### Minimum Evidence to Retain

- Device inventory
- Patch reports
- Endpoint protection reports
- Encryption reports
- Lost device records
- Disposal certificates

## 9. Remote Work, Telework, and Remote Access Policy

<b>Policy Owner</b>	Municipal Administrator / City Manager, IT Lead, and Information Security Officer
<b>Applies To</b>	Elected officials, employees, volunteers, interns, contractors, vendors, boards, commissions, and any person or entity with access to municipality systems or data
<b>Review Frequency</b>	Annual, and after material technology, legal, or risk changes
<b>Policy Status</b>	Template language for municipal review and adoption

### Purpose

To ensure remote work and remote administration do not expose municipal systems or data to unnecessary risk.

### Policy

- Remote access to municipal systems must use approved methods, MFA, encryption, logging, and least privilege.
- Employees must not access confidential municipal data from public computers, shared personal devices, or unmanaged networks without approved protections.
- Remote administration tools must be approved, inventoried, restricted, logged, and disabled when no longer required.
- Vendors must not have persistent unattended access to municipal systems unless there is a documented business need, technical control, and owner approval.
- Employees working remotely must protect municipal devices and records from household members, visitors, theft, loss, and unauthorized viewing.
- Remote work does not change public records, retention, confidentiality, incident reporting, or acceptable use obligations.

### Required Procedures

44. Approve remote access based on job role, system need, device compliance, MFA status, and data sensitivity.
45. Review remote access users, VPN users, remote support tools, vendor accounts, and privileged remote access at least quarterly.
46. Disable remote access promptly when employment, vendor work, project need, or emergency need ends.
47. Require secure storage and transport of municipal devices and paper records during telework.
48. Investigate remote access from unusual locations, unmanaged devices, impossible travel, or outside expected work patterns.

### Minimum Evidence to Retain

- Remote access approval records
- VPN and remote support user reviews
- MFA enforcement evidence
- Vendor access review
- Remote work acknowledgement

## 10. System, Network, Cloud, and Configuration Security Policy

<b>Policy Owner</b>	Municipal Administrator / City Manager, IT Lead, and Information Security Officer
<b>Applies To</b>	Elected officials, employees, volunteers, interns, contractors, vendors, boards, commissions, and any person or entity with access to municipality systems or data
<b>Review Frequency</b>	Annual, and after material technology, legal, or risk changes
<b>Policy Status</b>	Template language for municipal review and adoption

### Purpose

To establish baseline controls for municipal infrastructure, cloud services, networks, servers, applications, domains, websites, and specialty systems.

## Policy

- Systems must be securely configured before production use and maintained according to approved baselines where available.
- Critical systems must be segmented or otherwise protected to limit the impact of compromise.
- Public-facing systems, websites, portals, remote access points, and cloud services must be inventoried, monitored, patched, and reviewed for exposure.
- Administrative interfaces must not be exposed to the public internet unless required, risk reviewed, protected by MFA, and approved.
- Logging must be enabled for identity, endpoint, email, firewall, VPN, cloud administration, finance systems, and other sensitive systems where technically available.
- DNS, domain names, websites, SSL/TLS certificates, registrar accounts, and website administrative accounts must be owned and controlled by the municipality, not by a single employee or vendor without oversight.
- Specialty environments such as police systems, CJIS-related systems, body camera systems, water/sewer/SCADA, building access, cameras, and public safety systems must follow additional applicable requirements.

## Required Procedures

49. Maintain network diagrams, system inventories, cloud tenant inventories, website/domain inventories, and administrative access lists.
50. Review internet-facing services at least quarterly and after firewall, VPN, cloud, DNS, or website changes.
51. Apply configuration baselines to servers, endpoints, cloud services, network devices, and SaaS platforms where practical.
52. Enable logging and alerting for account compromise, administrator changes, malware detection, firewall events, suspicious email activity, backup failures, and high-risk cloud activity.
53. Restrict administrative access by role, source, MFA, device compliance, and just-in-time approval where available.
54. Review DNS records, domain registration, website platform ownership, certificate expiration, and website administrator accounts at least annually.

## Minimum Evidence to Retain

- Network diagram
- Cloud tenant inventory
- Website and domain inventory
- Configuration review evidence
- Firewall/VPN review
- Logging and alerting reports

# 11. Patch, Vulnerability, and Change Management Policy

<b>Policy Owner</b>	Municipal Administrator / City Manager, IT Lead, and Information Security Officer
<b>Applies To</b>	Elected officials, employees, volunteers, interns, contractors, vendors, boards, commissions, and any person or entity with access to municipality systems or data
<b>Review Frequency</b>	Annual, and after material technology, legal, or risk changes
<b>Policy Status</b>	Template language for municipal review and adoption

## Purpose

To reduce preventable compromise caused by known vulnerabilities, unsupported systems, uncontrolled changes, and configuration drift.

## Policy

- Municipal systems must be patched on a defined schedule based on risk, business impact, vendor support, and exploit activity.
- Critical and actively exploited vulnerabilities must be prioritized for expedited remediation or documented compensating controls.
- Unsupported operating systems, applications, network devices, cameras, phone systems, websites, or specialty systems must be upgraded, isolated, replaced, or formally risk accepted.

- Material technology changes must be planned, reviewed, approved, tested where practical, documented, and reversible where possible.
- Emergency changes may be made to protect public services or security, but must be documented and reviewed after the fact.
- Vulnerability scanning or equivalent assessment must be performed on a recurring schedule appropriate to municipal size and exposure.

### Required Procedures

55. Maintain a patch calendar for workstations, servers, network equipment, firewalls, cloud services, websites, and critical applications.
56. Track patch compliance and vulnerability remediation with priority, owner, due date, and closure evidence.
57. Review critical vulnerabilities weekly when alerts are issued and at least monthly during routine operations.
58. Use a change request process for firewall changes, remote access changes, identity changes, email security changes, website changes, new applications, and critical system changes.
59. Maintain a list of unsupported or exception systems and review it at least quarterly.
60. Test restoration or rollback plans for high-risk changes where practical.

### Minimum Evidence to Retain

- Patch reports
- Vulnerability scan reports
- Change records
- Unsupported system register
- Emergency change review records

## 12. Backup, Continuity, and Disaster Recovery Policy

<b>Policy Owner</b>	Municipal Administrator / City Manager, IT Lead, and Information Security Officer
<b>Applies To</b>	Elected officials, employees, volunteers, interns, contractors, vendors, boards, commissions, and any person or entity with access to municipality systems or data
<b>Review Frequency</b>	Annual, and after material technology, legal, or risk changes
<b>Policy Status</b>	Template language for municipal review and adoption

### Purpose

To ensure the municipality can recover essential services after ransomware, accidental deletion, equipment failure, vendor outage, natural disaster, or other disruption.

### Policy

- Critical municipal systems and data must be backed up according to documented recovery requirements.
- Backups must be protected from deletion, encryption, tampering, and unauthorized access, including protection from compromised administrator accounts where possible.
- Backup coverage must include servers, critical cloud data, finance data, public records, public safety administration data, utility data, website content, and other systems required for municipal operations.
- Recovery priorities must be documented for essential services, including emergency communications, public safety, finance/payroll, email, public notices, permits, utilities, and council operations.
- Restoration testing must be performed at least quarterly for critical data or systems and after major changes.
- Continuity plans must identify manual workarounds when systems are unavailable.

### Required Procedures

61. Define recovery time objectives and recovery point objectives for critical systems.
62. Maintain a backup inventory showing what is backed up, frequency, retention, storage location, encryption, immutability or deletion protection, and responsible owner.
63. Review backup success and failure reports at least weekly for critical systems.
64. Perform documented restoration tests at least quarterly for high-value systems and at least annually for all critical systems.

65. Store incident response, vendor contacts, recovery procedures, insurance contacts, and emergency access information in a secure location accessible during an outage.
66. Review continuity and disaster recovery plans with department heads at least annually.

### Minimum Evidence to Retain

- Backup inventory
- Backup success reports
- Restoration test records
- Recovery priority list
- Continuity plan
- Emergency contact list

## 13. Cybersecurity Incident Response and Reporting Policy

<b>Policy Owner</b>	Municipal Administrator / City Manager, IT Lead, and Information Security Officer
<b>Applies To</b>	Elected officials, employees, volunteers, interns, contractors, vendors, boards, commissions, and any person or entity with access to municipality systems or data
<b>Review Frequency</b>	Annual, and after material technology, legal, or risk changes
<b>Policy Status</b>	Template language for municipal review and adoption

### Purpose

To ensure cybersecurity incidents are reported quickly, contained effectively, communicated appropriately, and handled with legal, operational, public safety, privacy, and public trust considerations.

### Policy

- Employees must immediately report suspected cybersecurity incidents, lost devices, accidental disclosure, suspicious login activity, phishing, malware, ransomware, unauthorized access, vendor compromise, website defacement, payment fraud, and unusual system behavior.
- The municipality must maintain an incident response team with defined roles for executive decision making, IT/security response, legal, communications, HR, finance, department operations, and public safety where applicable.
- Incident communications must be coordinated through authorized leadership. Employees must not independently contact the media, post incident details, or disclose sensitive security information unless authorized.
- Incident response must preserve evidence, logs, impacted systems, emails, and relevant records when possible and lawful.
- The municipality must coordinate with cyber insurance, legal counsel, law enforcement, Maryland cyber reporting channels, affected vendors, and other required parties as appropriate.
- After material incidents, the municipality must complete an after-action review and remediation plan.

### Required Procedures

67. Maintain a current incident response contact list and escalation procedure.
68. Train employees on what to report and how to report it.
69. Use an incident severity model to determine response urgency, leadership notification, insurance notification, legal involvement, and public communication requirements.
70. During suspected compromise, preserve relevant logs and isolate affected systems where directed by IT/security.
71. Use pre-approved communication templates for internal notifications, vendor requests, resident updates, elected official briefings, and media statements.
72. Perform at least one tabletop exercise annually and after major technology changes.

### Minimum Evidence to Retain

- Incident response plan
- Contact list
- Incident tickets or reports
- After-action reports
- Tabletop exercise records

- Communication approvals

## 14. Vendor, Contractor, and Procurement Security Policy

<b>Policy Owner</b>	Municipal Administrator / City Manager, IT Lead, and Information Security Officer
<b>Applies To</b>	Elected officials, employees, volunteers, interns, contractors, vendors, boards, commissions, and any person or entity with access to municipality systems or data
<b>Review Frequency</b>	Annual, and after material technology, legal, or risk changes
<b>Policy Status</b>	Template language for municipal review and adoption

### Purpose

To reduce technology and data risk introduced by vendors, contractors, hosted services, cloud applications, consultants, managed service providers, website providers, payment processors, public safety vendors, and other third parties.

### Policy

- Technology purchases, renewals, websites, cloud services, applications, managed services, public safety platforms, and vendors with access to municipal systems or data must receive IT/security review before approval.
- Contracts must define security responsibilities, data ownership, confidentiality, breach notification, access control, backup, retention, subcontractor use, support obligations, termination assistance, and return or destruction of data where applicable.
- Vendors must use unique accounts and MFA for access to municipal systems where technically available.
- Vendor remote access must be limited to approved purposes, systems, and timeframes, and must be logged where possible.
- The municipality must know where municipal data is stored, who can access it, how it is protected, how it is backed up, how it can be exported, and how it is deleted or returned at contract end.
- High-risk vendors must be reviewed at least annually or before renewal.

### Required Procedures

73. Use a vendor security intake checklist before procurement or renewal.
74. Identify vendors that store confidential data, process payments, administer systems, host public websites, provide public safety functions, manage backups, or connect to municipal networks.
75. Request appropriate security documentation such as SOC reports, cyber insurance evidence, incident notification commitments, vulnerability management statements, data location, backup capability, MFA support, and subcontractor information.
76. Disable vendor access immediately when work ends, contracts expire, personnel change, or risk is identified.
77. Ensure procurement and legal counsel involve IT/security before signing technology contracts or renewals.

### Minimum Evidence to Retain

- Vendor inventory
- Vendor intake checklist
- Security review records
- Contract security terms
- Vendor access review
- Renewal risk review

## 15. Technology Procurement, Software, SaaS, and AI Use Policy

<b>Policy Owner</b>	Municipal Administrator / City Manager, IT Lead, and Information Security Officer
<b>Applies To</b>	Elected officials, employees, volunteers, interns, contractors, vendors, boards, commissions, and any person or entity with access to municipality systems or data
<b>Review Frequency</b>	Annual, and after material technology, legal, or risk changes
<b>Policy Status</b>	Template language for municipal review and adoption

## Purpose

To ensure the municipality does not unintentionally create risk through unapproved applications, cloud services, browser extensions, artificial intelligence tools, online forms, or citizen-facing platforms.

## Policy

- Employees must not purchase, subscribe to, install, connect, or use software, SaaS, AI tools, browser extensions, websites, online forms, or cloud services for municipal work without approval through the municipality's technology review process.
- Municipal data must not be entered into public AI tools or unapproved platforms when the data is confidential, restricted, privileged, personnel-related, law enforcement-related, financial, security-sensitive, export-controlled, resident-specific, or otherwise not intended for public release.
- AI-generated content used for official municipal business must be reviewed by a qualified human before use, publication, decision making, resident communication, legal action, financial action, or public record creation.
- The municipality must maintain ownership and administrative control over its websites, domains, social media accounts, online forms, data repositories, SaaS platforms, and public communication channels.
- Online services that collect resident information must be reviewed for privacy, retention, accessibility, security, data export, and public records implications.

## Required Procedures

78. Create a technology request form for new software, SaaS, AI, online forms, websites, payment tools, integrations, and data-sharing platforms.
79. Review each request for business need, data sensitivity, access control, MFA, logging, data ownership, retention, backup, vendor risk, cost, support, and exit strategy.
80. Maintain an approved software and SaaS inventory.
81. Block or remove unapproved tools that create security, privacy, legal, or operational risk.
82. Train employees on approved AI use and prohibited data entry into unapproved tools.

## Minimum Evidence to Retain

- Technology request forms
- Approved software list
- SaaS inventory
- AI use guidance
- Online form review records

# 16. Physical Security and Environmental Protection Policy

<b>Policy Owner</b>	Municipal Administrator / City Manager, IT Lead, and Information Security Officer
<b>Applies To</b>	Elected officials, employees, volunteers, interns, contractors, vendors, boards, commissions, and any person or entity with access to municipality systems or data
<b>Review Frequency</b>	Annual, and after material technology, legal, or risk changes
<b>Policy Status</b>	Template language for municipal review and adoption

## Purpose

To protect municipal technology, records, network equipment, public safety systems, and facilities from unauthorized physical access, theft, damage, and environmental hazards.

## Policy

- Network closets, server rooms, dispatch technology areas, camera systems, backup media, finance records, public safety records, and other sensitive areas must be physically secured.
- Only authorized personnel may access areas containing critical technology, confidential records, or public safety systems.
- Visitors, contractors, and vendors must be escorted or authorized before accessing sensitive areas.
- Environmental risks such as heat, water, power failure, fire, poor cabling, blocked ventilation, and unsecured equipment must be corrected or tracked as risks.

- Paper records and removable media containing confidential information must be secured when not in use.
- Physical keys, access cards, door codes, alarm codes, and camera administration must be managed and revoked when no longer needed.

### Required Procedures

83. Maintain an access list for server rooms, network closets, records storage, public safety technology rooms, and other sensitive areas.
84. Review physical access at least annually and after staffing, contractor, or facility changes.
85. Ensure critical network and server equipment has appropriate power protection, ventilation, cable management, and environmental monitoring where needed.
86. Lock unattended municipal devices and secure portable devices during travel, field work, and public meetings.
87. Document physical security incidents, lost keys/cards, unauthorized access, and environmental issues.

### Minimum Evidence to Retain

- Physical access list
- Facility review checklist
- Key/card inventory
- Environmental issue log
- Visitor/vendor access records

## 17. Security Awareness and Workforce Training Policy

<b>Policy Owner</b>	Municipal Administrator / City Manager, IT Lead, and Information Security Officer
<b>Applies To</b>	Elected officials, employees, volunteers, interns, contractors, vendors, boards, commissions, and any person or entity with access to municipality systems or data
<b>Review Frequency</b>	Annual, and after material technology, legal, or risk changes
<b>Policy Status</b>	Template language for municipal review and adoption

### Purpose

To ensure employees understand their responsibilities and can recognize common threats to municipal systems, data, and public services.

### Policy

- All employees with access to municipal systems must receive cybersecurity and privacy awareness training at onboarding and at least annually.
- Training must cover phishing, MFA, password safety, acceptable use, incident reporting, data handling, public records, payment fraud, remote work, mobile devices, and vendor/social engineering risks.
- Users with elevated risk roles must receive role-based training. This includes finance, HR, clerks, police/public safety administration, public works/utilities, department heads, elected officials, IT administrators, website administrators, and users with privileged access.
- Phishing simulations or practical exercises should be used where appropriate to reinforce reporting behavior, not to shame employees.
- Employees who repeatedly miss training or create elevated risk may have access restricted until corrective action is complete.

### Required Procedures

88. Maintain a training plan with required courses, target audiences, frequency, and completion tracking.
89. Assign training during onboarding before or shortly after access is granted.
90. Track completion and report overdue training to department heads and administration.
91. Provide targeted reminders after incidents, phishing campaigns, audit findings, or major policy updates.
92. Train elected officials and department heads on governance responsibilities and incident communication expectations.

### Minimum Evidence to Retain

- Training plan

- Completion reports
- Role-based training records
- Phishing exercise reports
- Corrective action records

## 18. Website, Domain, Social Media, and Public Communications Security Policy

<b>Policy Owner</b>	Municipal Administrator / City Manager, IT Lead, and Information Security Officer
<b>Applies To</b>	Elected officials, employees, volunteers, interns, contractors, vendors, boards, commissions, and any person or entity with access to municipality systems or data
<b>Review Frequency</b>	Annual, and after material technology, legal, or risk changes
<b>Policy Status</b>	Template language for municipal review and adoption

### Purpose

To protect the municipality's public digital presence, official communications, domain names, online forms, and citizen-facing services.

### Policy

- Municipal websites, domains, DNS, SSL/TLS certificates, social media accounts, online forms, and resident portals must have documented ownership, administrative access, MFA where available, and backup or recovery procedures.
- Official municipal social media accounts must be controlled by the municipality, not a personal account, and must have at least two authorized administrators where the platform allows.
- Public website content, emergency notices, council information, public meeting materials, and resident communications must follow approval, accessibility, retention, and public records procedures.
- Website vendors and marketing vendors must not be the sole holders of domain registrations, hosting credentials, DNS control, or website administrative credentials.
- Online forms must not collect confidential or sensitive information unless reviewed and approved for privacy, security, retention, and data routing.
- Security incidents affecting public communications, websites, domains, or social media must be escalated as cybersecurity incidents.

### Required Procedures

93. Maintain an inventory of domains, DNS providers, website hosts, content management systems, registrars, certificates, social media accounts, online forms, and administrators.
94. Review public-facing accounts and administrators at least quarterly.
95. Use MFA for website, registrar, DNS, social media, and resident portal administration where available.
96. Back up website content or maintain recovery capability for critical public information.
97. Review online forms before use and confirm where submitted data is stored, who receives it, and how long it is retained.

### Minimum Evidence to Retain

- Domain and website inventory
- Social media admin list
- Certificate expiration tracker
- MFA evidence
- Online form review records

## 19. Enforcement, Exceptions, and Policy Maintenance Policy

<b>Policy Owner</b>	Municipal Administrator / City Manager, IT Lead, and Information Security Officer
<b>Applies To</b>	Elected officials, employees, volunteers, interns, contractors, vendors, boards, commissions, and any person or entity with access to municipality systems or data
<b>Review Frequency</b>	Annual, and after material technology, legal, or risk changes

## Purpose

To ensure cybersecurity requirements are applied consistently, exceptions are managed transparently, and policies remain current.

## Policy

- Failure to follow this policy may result in corrective action, access restriction, disciplinary action, contract remedies, or other action consistent with law, personnel policies, and contractual obligations.
- Security exceptions must be documented with business justification, risk, compensating controls, expiration date, and approval authority.
- Exceptions must not be permanent by default and must be reviewed at least annually.
- Policy conflicts, unclear requirements, or operational limitations must be escalated to administration, IT, security, HR, and legal counsel as appropriate.
- This policy manual must be reviewed annually, after significant incidents, after major technology changes, after major legal or regulatory changes, and before cyber insurance renewal where practical.

## Required Procedures

98. Maintain a policy exception register with owner, risk, compensating controls, expiration, and approval status.
99. Review exceptions at least quarterly for high-risk exceptions and annually for all exceptions.
100. Document enforcement actions according to HR, legal, and procurement procedures.
101. Update the policy manual when standards, systems, vendors, laws, grant requirements, cyber insurance requirements, or risk conditions materially change.
102. Provide updated training or acknowledgement when policy changes materially affect employees.

## Minimum Evidence to Retain

- Exception register
- Policy revision history
- Enforcement records where applicable
- Annual review record
- Updated acknowledgements

## Procedure Templates

The following procedure templates are designed to be copied into municipal operating procedures, department manuals, onboarding/offboarding checklists, incident response runbooks, and vendor intake processes.

### A. New User Access Procedure

103. Department head submits access request with employee name, role, start date, department, supervisor, systems needed, groups needed, device needed, and whether remote access is required.
104. HR or administration confirms employment, appointment, volunteer role, or contract status.
105. IT provisions unique account, MFA, device assignment, email, required applications, and role-based permissions.
106. User completes acceptable use acknowledgement, basic security training, and any role-specific training before full access is granted where practical.
107. IT records provisioning details in the access system, ticketing system, or onboarding checklist.

### B. Role Change Access Procedure

108. Supervisor notifies IT, HR, and administration before role changes take effect where practical.
109. System owners review current access against the new role.
110. IT removes access that is no longer needed before adding new access whenever possible.
111. Privileged access requires separate approval and must be reviewed within 30 days after role change.
112. Access review evidence is stored with the personnel or access record according to retention requirements.

### C. Termination and Offboarding Procedure

113. HR, administration, or department head notifies IT immediately of termination, resignation, appointment end, contractor end, vendor end, or leave requiring access removal.
114. IT disables accounts, revokes sessions/tokens, removes remote access, disables MFA methods, and blocks privileged access at the required time.
115. Municipal devices, keys, access cards, badges, removable media, records, and credentials are recovered or documented as missing.
116. Mailboxes, files, records, and department data are preserved or transferred according to legal, retention, and business requirements.
117. Vendor and SaaS access associated with the user is removed or transferred.

### D. Lost or Stolen Device Procedure

118. Employee immediately reports the loss to supervisor and IT/security, including last known location, device type, whether confidential data may be present, and whether police report is needed.
119. IT attempts remote lock, wipe, tracking, session revocation, password reset, and account review where available.
120. Information Security Officer determines whether confidential data, public safety data, resident data, or credentials may have been exposed.
121. Legal, HR, cyber insurance, and leadership are notified when privacy, security, or reporting obligations may apply.
122. Incident record is closed only after containment, recovery, replacement, and lessons learned are documented.

### E. Cyber Incident Initial Response Procedure

123. Receive report and record who reported it, when, what happened, affected systems, observed indicators, screenshots, messages, and immediate business impact.
124. Classify severity as Low, Moderate, High, or Critical based on data exposure, public service impact, public safety impact, ransomware indicators, privilege compromise, or public visibility.
125. Contain using approved steps such as isolating device, disabling account, revoking sessions, blocking malicious sender, blocking network traffic, preserving logs, and notifying vendor support.
126. Escalate to municipal leadership, legal counsel, cyber insurance, incident response provider, Maryland cyber reporting channel, law enforcement, or other parties based on severity and obligation.
127. Coordinate internal and external communications through authorized leadership. Do not speculate publicly.
128. Document root cause, scope, remediation, recovery, notifications, costs, downtime, and after-action improvements.

### F. Payment Change and Fraud Verification Procedure

129. Any request to change banking, payment instructions, vendor contact, payroll destination, or wire/ACH details must be verified through a trusted phone number already on file, not through the request email.
130. Finance staff must obtain secondary approval for payment changes above a defined threshold.
131. Suspicious payment requests must be reported to finance leadership, IT/security, and administration immediately.
132. Email thread history, attachments, phone verification notes, and approval records must be retained according to finance and records requirements.

### G. Backup Restoration Test Procedure

133. Select system, dataset, or mailbox for test based on criticality and rotation schedule.
134. Confirm backup exists, date/time of backup, retention point, storage location, and responsible owner.
135. Restore to a test location or approved alternate location without overwriting production data unless part of an approved recovery exercise.
136. Validate that restored files, permissions, application data, and dependencies are usable.
137. Document result, time required, issues found, corrective actions, and next test date.

### H. Vendor Security Intake Procedure

138. Identify what municipal data the vendor will access, where it will be stored, and whether the vendor will connect to municipal systems.
139. Confirm whether MFA, logging, encryption, backups, data export, breach notification, subcontractor controls, and administrative control are available.
140. Review contract terms for data ownership, confidentiality, security responsibilities, breach notification, termination assistance, insurance, and data return or destruction.
141. Assign a municipal business owner and technical owner before the service is approved.

142. Add the vendor to the vendor inventory and schedule renewal review.

## Employee Acknowledgement Template

I acknowledge that I have received, read, and understand the [Municipality Name] Municipal IT and Cybersecurity Policy & Procedure Template, including acceptable use, data protection, incident reporting, remote work, device use, and public records responsibilities. I understand that municipal systems and data must be used only as authorized and that violations may result in corrective action, access restriction, disciplinary action, contract remedies, or other action consistent with law and municipal policy.

<b>Name</b>	
<b>Role / Department</b>	
<b>Signature</b>	
<b>Date</b>	
<b>Supervisor / Witness if required</b>	

## Municipal Cybersecurity Annual Review Checklist

### Governance

Item	Complete	Owner	Notes / Evidence
Policy owner confirmed	[ ]		
Information Security Officer confirmed	[ ]		
Annual leadership briefing completed	[ ]		
Exception register reviewed	[ ]		
Cyber insurance requirements reviewed	[ ]		

### Identity and Access

Item	Complete	Owner	Notes / Evidence
MFA coverage reviewed	[ ]		
Privileged accounts reviewed	[ ]		
Terminated users removed	[ ]		
Vendor accounts reviewed	[ ]		
Shared accounts documented or eliminated	[ ]		

### Systems and Data

Item	Complete	Owner	Notes / Evidence
Asset inventory updated	[ ]		
Critical systems identified	[ ]		
Confidential data repositories reviewed	[ ]		
Retention schedules confirmed	[ ]		
Public records process reviewed	[ ]		

### Operations

Item	Complete	Owner	Notes / Evidence
Patch reports reviewed	[ ]		
Backup reports reviewed	[ ]		
Restore test completed	[ ]		
Vulnerability remediation tracked	[ ]		
Change process followed	[ ]		

### Incident Readiness

Item	Complete	Owner	Notes / Evidence
Incident contact list updated	[ ]		

Cyber insurance contact verified	[ ]		
Tabletop exercise completed	[ ]		
Public communication template reviewed	[ ]		
After-action items closed	[ ]		

## Vendors and Procurement

Item	Complete	Owner	Notes / Evidence
Vendor inventory updated	[ ]		
High-risk vendors reviewed	[ ]		
Contract security terms checked	[ ]		
Vendor remote access reviewed	[ ]		
SaaS inventory reconciled	[ ]		

## Optional Council Resolution Language

The following language is a starting point only and must be reviewed by municipal legal counsel before use.

WHEREAS, [Municipality Name] relies on information technology systems, digital records, communications platforms, public websites, and third-party service providers to deliver municipal services;

WHEREAS, cybersecurity incidents may affect public services, resident data, public trust, financial operations, public safety, legal obligations, and the continuity of municipal operations;

WHEREAS, the municipality desires to establish clear expectations for acceptable use, access control, data protection, incident reporting, vendor oversight, backup and recovery, and cybersecurity governance;

NOW, THEREFORE, BE IT RESOLVED that [Municipality Name] adopts the Municipal IT and Cybersecurity Policy & Procedure Template, as amended for local use, and directs the [Municipal Administrator / City Manager / Town Administrator / Clerk] to implement, maintain, and review the policy in coordination with department heads, IT, legal counsel, and other appropriate officials.

## Reference Links

- NIST Cybersecurity Framework 2.0 overview: <https://www.nist.gov/news-events/news/2024/02/nist-releases-version-20-landmark-cybersecurity-framework>
- Maryland DoIT Cybersecurity & Privacy Policy Suite: <https://doit.maryland.gov/policies/ci/Pages/default.aspx>
- Maryland DoIT Office of Security Management: <https://doit.maryland.gov/About-DoIT/Offices/Office-of-Security-Management/Pages/default.aspx>
- CISA Cybersecurity Performance Goals: <https://www.cisa.gov/cybersecurity-performance-goals-cpgs>
- CISA Cyber Essentials: <https://www.cisa.gov/resources-tools/resources/cyber-essentials>
- CISA StopRansomware Guide: <https://www.cisa.gov/stopransomware/ransomware-guide>
- Maryland Public Information Act information: <https://www.marylandcomptroller.gov/about/comptroller/pia.html>
- Maryland State Archives retention schedules: [https://msa.maryland.gov/msa/intromsa/html/record\\_mgmt1/toc.html](https://msa.maryland.gov/msa/intromsa/html/record_mgmt1/toc.html)
- CIS MS-ISAC: <https://www.cisecurity.org/ms-isac>

# TOWN OF COTTAGE CITY EMPLOYEE HANDBOOK/POLICY AND PROCEDURE MANUAL



Date of Adoption:  
Effective Date:

**This Employee Handbook Neither Constitutes Nor Creates an Employment Contract.**

**The Policies and Procedures Set Forth Herein May Be Unilaterally Changed by the Town at Any Time and Without Prior Notice.**

**TOWN MANAGER’S CERTIFICATION**

**I HEREBY CERTIFY THAT THIS “EMPLOYEE HANDBOOK/POLICY AND PROCEDURES MANUAL” IN ITS ENTIRETY (WAS DULY ADOPTED BY REFERENCE AND AS PART OF RESOLUTION NO. \_\_\_\_\_, HAVING BEEN PASSED BY THE REQUIRED YEA AND NAY VOTES OF THE COTTAGE CITY COMMISSION ON THE \_\_\_\_\_.**

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**DISCLAIMER**

THIS EMPLOYEE HANDBOOK/POLICY AND PROCEDURES MANUAL (SOMETIMES REFERRED TO HEREIN AS THE “PERSONNEL MANUAL” OR “MANUAL”) DOES NOT CONSTITUTE AN EXPRESS OR IMPLIED CONTRACT. WHILE IT IS IMPOSSIBLE TO DRAFT A PERSONNEL MANUAL THAT ADDRESSES EVERY FACT-SPECIFIC CIRCUMSTANCE, THE STATEMENTS AND PROCEDURES CONTAINED IN THIS PERSONNEL MANUAL CONSTITUTE GENERAL POLICIES AND PROCEDURES OF THE TOWN. NO EMPLOYEE OF THE TOWN SHALL RELY UPON ANY STATEMENT OF ANY TOWN OFFICIAL, DEPARTMENT HEAD OR SUPERVISOR THAT CONFLICTS OR DIFFERS FROM THE ABOVE STATEMENT OR THE PERSONNEL PROCEDURES AND POLICIES.

**EEO (EQUAL EMPLOYMENT OPPORTUNITY) STATEMENT**

THE TOWN IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. THE TOWN EMPLOYS, RETAINS, PROMOTES, TERMINATES, AND TREATS ALL EMPLOYEES AND JOB APPLICANTS ON THE BASIS OF MERIT, QUALIFICATIONS, AND COMPETENCE. THIS POLICY SHALL BE APPLIED WITHOUT REGARD TO AN INDIVIDUAL’S race (including race-based discrimination on the basis of hairstyle and texture), color, religion, ancestry or national origin, sex, age, marital status, sexual orientation, gender identity, disability, or genetic information, veteran status, military status, any other characteristic protected by federal, state, or county law or other non-merit factor.

**SEVERABILITY**

IF ANY PROVISION OF THE PERSONNEL MANUAL IS HELD OR DEEMED TO BE OR SHALL IN FACT BE INOPERATIVE OR UNENFORCEABLE BECAUSE IT CONFLICTS WITH ANY OTHER PROVISION OR PROVISIONS HEREOF OR ANY CONSTITUTION, STATUTE, RULE OF LAW OR PUBLIC POLICY, OR FOR ANY OTHER REASON BY A COURT OF COMPETENT JURISDICTION, SUCH CIRCUMSTANCES SHALL NOT HAVE THE EFFECT OF RENDERING THE PROVISION IN QUESTION INOPERATIVE OR UNENFORCEABLE IN ANY OTHER CASE OR CIRCUMSTANCES, OR OF RENDERING ANY OTHER PROVISION HEREIN CONTAINED INVALID, INOPERATIVE OR UNENFORCEABLE TO ANY EXTENT WHATEVER. THE INVALIDITY OF ANY ONE OR MORE PHRASES, SENTENCES, CLAUSES OR SECTIONS IN THE PERSONNEL MANUAL SHALL NOT AFFECT THE REMAINING PORTIONS OF THIS PERSONNEL MANUAL OR ANY PART THEREOF.

Disclaimer/EEO Statement/Severability

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## SECTION I GENERAL PROVISIONS:

### A. **PERSONNEL POLICY OBJECTIVES:**

By adoption of these Personnel Regulations the Cottage City Commission intends to create a Town Personnel System which results in:

- (1) Hiring, promotion, discipline, removal or any other actions affecting an employee's status without regard to race (including race-based discrimination on the basis of hairstyle and texture), color, religion, ancestry or national origin, sex, age, marital status, sexual orientation, gender identity, disability, **or** genetic information, veteran status, military status, affiliation or non-affiliation with a labor organization, or any other characteristic protected by federal, state, or county law.
- (2) Employment is attractive as a career.
- (3) Appointments and promotions on the sole basis of merit and fitness.
- (4) A performance rating system that supports economy and effectiveness in personal services for the mutual benefit of the employees, officials, taxpayers and Town residents.
- (5) Employees rendering the best service at all times.
- (6) Discipline actions taken fairly.
- (7) An appropriate review process for employees who are disciplined, suspended, terminated, or demoted from their positions with the Town.

### B. **DEFINITIONS:**

- (1) **DEPARTMENT HEAD:** The Chief of Police, the Supervisor of Public Works, and unless the position is vacant, the Town Manager, who shall oversee the Administrative Department.
- (2) **EMPLOYEE:** Any person working for the Town, except elected officials, and appointed Boards, and independent contractors hired by the Town Commission and including full-time employees. The Commission has the legal right to control the details of how the duties, services, or tasks are performed by its employees.
- (3) **FULL TIME EMPLOYEE:** These employees regularly work more than 39 hours per week and receive benefits.
- (4) **PART TIME EMPLOYEE:** These employees typically work less than 39 hours per week and receive no benefits.

- (5) **CONTRACTUAL EMPLOYEE:** (Terms of contract dictate benefits): These individuals are under contract by the Town as an employee. They may be full time or part time employees, but their benefits, if any, and terms of employment shall be as stated in the contract.
- (6) **INDEPENDENT CONTRACTOR:** (No benefits). An Independent Contractor is not an employee of the Town, but is under contract with the Town. Unlike an employee, an independent contractor does not work regularly for the Town but works as and when required by the contract.

C. **ADMINISTRATIVE:**

- (1) The Cottage City Commission or its designee(s) shall be responsible for the administration of and amendments to this Manual.
- (2) The Town Commission and the Town Charter have delegated to the Town Manager the responsibility for the day-to-day general supervision of employees and the enforcement of the provisions of this manual. These responsibilities shall include, but not necessarily be limited to:
- a. Administration of rates of compensation.
  - b. The recruitment, examination and investigation of the qualifications of applications for all positions.
  - c. Recommendations as to appointment, transfer, promotion, demotion, suspension, dismissal and/or any other change in employee status.
  - d. Maintenance of permanent personnel records of department employees.
  - e. Recommendation and justification for the establishment of new positions.
  - f. The implementation of all policies set forth in this Manual.
- (3) These policies shall supersede all previous personnel policies, except as specified in town ordinances and the town charter, and be applicable to all employees of the Town except as provided below:
- a. Appointed board and committee members unless expressly stated herein.
  - b. The general orders of the Police Department shall govern, unless they conflict with this Manual or Commission Policy and Action.
- (4) The Town Commission, in consultation with the Town Attorney, as appropriate, shall have sole authority for the interpretation of these regulations.

(5) The TOWN MANAGER shall oversee:

- (1) Administrative,
- (2) Public Works, and
- (3) Police Department

(6) The Commission shall hire a Town Manager who shall be responsible to oversee all departments and guide the administration of those duties in keeping with this Personnel Manual.

**D. SCOPE & APPLICABILITY:**

This handbook applies to all Town Employees as defined in Section 1.B.(2). Elected officials (Town Commissioners) are not “employees” under this handbook.

However, as compensated representatives of the Town, Commissioners are expected to comply with the following policies while performing official duties.

- 1. Personal Conduct (Section II.A)
- 2. Harassment, Discrimination, and Retaliation Prohibitions
- 3. Acceptance of Gifts (Section II.K)
- 4. Use of Town Vehicles (Section III)
- 5. Drug & Alcohol Use (Section II.H)

**SECTION II EMPLOYEE RESPONSIBILITIES:**

A. **PERSONAL CONDUCT:** Employees are representatives of the Town. Therefore, it is paramount that employees maintain the highest standards of professionalism and act and conduct themselves with other employees, officials and members of the public in a spirit of courtesy, restraint and respect of business and refraining from behavior that might be harmful or viewed unfavorably by the public at large.

Each Commissioner, Department Head and Employee is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. In addition, employees are responsible for respecting the rights of their co-workers. All Town employees and elected officials shall be required to comply with this policy and compliance shall be a factor considered in the evaluation of performance for all employees.

The following are examples of conduct or words or actions not suitable for employees and could result in disciplinary action up to and including dismissal:

- (1) **Harassment:** Harassment based on race (including **race-based discrimination on the basis of hairstyle and texture**), color, religion, ancestry or national origin, sex, age, marital status, sexual orientation, gender identity, disability, **or** genetic information, veteran status, military status, or any other characteristic protected by federal, state, or county law. Harassment includes improper interference with the ability of employees to perform their expected job

duties. Examples of such conduct would include, but are not limited to, physical contact of a sexual nature; sexual, racial, ethnic or religious related jokes, comments, insults, cartoons or innuendos; or personal conduct or mannerisms that could be construed as offensive. The Town's anti-harassment policy is in Exhibit A to this handbook and is incorporated herein to this policy by reference.

- (2) Sexual Harassment: With respect to sexual harassment, the Town specifically prohibits the following:
- a. Unwelcome sexual advances, requests for sexual favors and all other verbal and physical conduct of a sexual or otherwise offensive nature, especially where:
    - submission to such conduct is made explicitly or implicitly a term or condition of employment
    - submission to or rejection of such conduct is used as a basis for decisions affecting an individual's employment, or
    - such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment.
  - b. Offensive comments, jokes, innuendos and other sexual oriented statements.
- (3) Disparaging Terms: Terms that are used to degrade or imply negative statements pertaining to the categories listed above. They may include slurs, insults, printed materials, signs, photographs, symbols, posters or insignia. The mere usage of disparaging terms constitutes arbitrary discrimination.
- (4) Discrimination: Unfair or illegal treatment of a person on the basis of race (including **race-based discrimination on the basis of hairstyle and texture**), color, religion, ancestry or national origin, sex, age, marital status, sexual orientation, gender identity, disability, or genetic information, veteran status, military status, or any other characteristic protected by federal, state, or county law. Such discrimination can occur overtly, covertly, intentionally, or unintentionally, by an act or by an omission.
- (5) Prejudice: Any set of rigid and/or unfavorable attitudes toward a particular group or groups which is formed in disregard of facts; and unsupported judgment usually accompanied by disapproval.
- (6) Stereotyping: A preconceived or oversimplified generalization involving negative beliefs about a particular group or class of people. Negative stereotypes are often the basis for prejudicial attitude and beliefs, since stereotyping allows for the disregard of people as individuals, but categorizes them as a member of a group, in which all think, act, and behave in the same manner and fashion.
- (7) Deliberate Bullying or Intimidation: This is behavior that tends to demean and intimidate others when there is no immediate reason for such behavior.

- (8) Anti-Semitism: This is a prejudicial, discriminatory attitude towards Jewish people.
- (9) Racism: Racism deals with the incorrect assumption that race determines specific cultural and psychological traits, and with the belief that one race is superior to another or all others.
- (10) Retaliation against an employee for exercising their rights: Retaliation against an employee for filing a harassment or discrimination complaint or other complaint of inappropriate treatment is prohibited, nor will there be retaliation against any person connected with or who participates in the investigation of such complaint or who participates in any litigation related to the complaint. Any such action will be reported to the Commission who, in turn will order an immediate investigation.
- (11) Insubordination: Conduct that amounts to refusal to obey or disobeying direct orders of anyone in a supervisory capacity. It also includes conduct where supervisory personnel are ridiculed by employees to other employees and/or members of the public and tends to create an atmosphere of disrespect.
- (12) False statements or any fraudulent, misleading or harmful statements, actions or omissions, whether oral or written, relating to an employee, Department Head, supervisor, Commissioner, other elected or appointed official, the Town of Cottage City or activities relating to the Town.
- (13) Theft, unauthorized use, removal, or damage to the property of the Town of Cottage City.
- (14) Non-justifiable threatened or actual physical violence.
- (15) The use of profane obscene and/or abusive language.
- (16) Carrying any weapon while on Cottage City Town business or during hours of employment. Excluded are sworn police officers in accordance with the laws of the State of Maryland.
- (17) Bringing onto Cottage City Town premises, possessing, being under the influence of, consuming, using, transferring, distributing or attempting to distribute any form of alcohol at any time during work hours whether or not on duty, and whether or not on Cottage City Town business or Cottage City Town premises, unless authorized by the Town Commission or Town Charter or Ordinances.
- (18) Bringing on to the Cottage City Town premises, possessing, being under the influence of, using, consuming, distributing or attempting to distribute, manufacturing for distribution a controlled dangerous substance (as defined in the criminal law Article, Section 5-101 of the Annotated Code of Maryland), as amended, during working hours whether or not on duty and whether or not on Cottage City Town business or Cottage City Town premises.
- (19) Organized gambling or disorderly or immoral conduct while on duty or off duty and on Cottage City Town premises.

(20) **Misrepresentation:** Lying including but not limited to unauthorized use of passwords, software systems, or other support systems of the Town.

- B. **PERSONAL APPEARANCE:** Discretion in style of dress and behavior is essential to the efficient operation of Cottage City. Employees who are not required to wear uniforms to work are required to dress in appropriate attire. Employees are required to use good judgment in choosing work attire. Employees are required to maintain high standards of personal hygiene and cleanliness and to keep their work areas clean and orderly. This includes Cottage City vehicles when assigned as part of work responsibilities.

Employees failing to adhere to these standards of personal appearance and hygiene are subject to disciplinary action.

- C. **TELEPHONE COURTESY:** Each telephone call to the Town of Cottage City may be the caller's first contact with the Town Government. Therefore, it is essential that all callers be treated courteously and politely with the announcement of the title of the office and the name of the operator. Information obtained from callers must be as thorough as possible and shall include name, address, title, agency and return phone number. The operator should be efficient but should refrain from speculating on the provision of the service or the content of the call.

- D. **PERSONAL USE OF THE TELEPHONE:** The Town of Cottage City recognizes that today's society requires flexibility in handling day to day situations that may arise from the juggling of careers, home responsibilities, child-care and school. Therefore, Cottage City allows up to three (3) non-emergency calls not to exceed five (5) minutes each during the workday. Long distance will be at the expense of the employee and will not be charged to the Town's telephone account. An employee who allows personal phone calls to distract from the accomplishment of job responsibilities or to distract other workers from the accomplishment of their job responsibilities will be subject to disciplinary action.

- E. **PERSONAL VISITS/NON-EMERGENCY:** Non-emergency personal visits from friends and relatives shall be limited to fifteen (15) minutes in duration and should not be encouraged by the employee. Employees will be held accountable for the conduct of those friends or relatives visiting and the visits shall not distract from the accomplishment of job responsibilities of the employee or fellow workers.

- F. **EXCESSIVE ABSENTEEISM AND LATENESS:** For Cottage City to function effectively, it is important that each employee be present when assigned to begin work and to remain at work during prescribed work hours. The Town recognizes, however, that illnesses and injuries may occur and has established sick leave and Worker's Compensation programs to compensate employees in these instances.

Should an employee be unable to work due to illness, the supervisor must be notified no later than fifteen (15) minutes after the start of the employee's work schedule. If possible, the employee should notify the supervisor before starting time, or as soon as he/she knows he/she is not able to report to work on time. Failure to notify a supervisor will result in an unexcused absence. The notification should be by phone, text or email.

If an employee is absent for more than three (3) consecutive work-days a statement from a physician may be required before the employee will be permitted to return to work. In such instances, the Town reserves the right to require employees to submit to a physical examination by the Town’s medical group. Also, the Town may require employees to submit statements from physicians and/or submit to physical examinations when abuse of sick leave is reasonably suspected. Excessive absenteeism will result in disciplinary action up to and including dismissal.

The only exceptions to this policy are those employees who may commence work in the field and report to a specific work location for initial assignments.

Employees who experience three (3) unexcused occurrences of late arrival in any month will receive a written warning. Any repeat infraction within a subsequent month may be grounds for disciplinary action up to and including dismissal.

Employees who take unauthorized leave (absence without approved leave) the day before or day after a holiday will not be paid for the holiday.

THREE (3) CONSECUTIVE WORKING DAYS OF ABSENCE WITHOUT AUTHORIZED LEAVE WILL BE CONSIDERED A RESIGNATION FROM EMPLOYMENT WITHOUT NOTICE. EMPLOYEES IN SUCH CASES WILL BE CONSIDERED TO HAVE ABANDONED THEIR POSITIONS, WILL BE REMOVED FROM THE PAYROLL AND EMPLOYMENT WILL BE TERMINATED.

G. **HOURS OF WORK:** Employee work schedules may vary depending upon the needs of the various departments; however, the standard work week for Full-Time employees shall be forty (40) hours. Full-Time employees shall receive either a one (1) hour paid daily lunch break or two (2) fifteen (15) minute breaks and one (1) thirty (30) minute lunch break, as approved by their supervisor. At no time shall the office be left uncovered, and staffing must be maintained during normal office hours of 9:00 A.M. to 5:00 P.M. Police Department personnel who work ten (10) hours or more during a shift shall be entitled to normal break periods.

H. **DRUG AND ALCOHOL USE:** The Town of Cottage City has a sincere concern for the safety, health and well-being of its employees. It recognizes that consumption of alcohol, cannabis, illegal drugs, controlled substances (including medical cannabis), and/or unauthorized controlled substances by employee’s and applicants for employment can create significant problems.

The Town of Cottage City has a responsibility to its citizens to provide quality service in a timely and effective manner. The use of alcohol, cannabis, illegal drugs, controlled substances (including medical cannabis), and/or unauthorized controlled substances can affect severely the safe and effective operation of Town Government.

Cottage City has adopted a “Drug Free Work-Place Policy.” Consequently, it is committed to making a good faith effort to ensure a safe, secure, and substance-free workplace for its employees consistent with the Drug-Free Workplace Act of 1988. Pursuant to this policy, all employees of the Town, whether full-time or part-time, are prohibited from the manufacture, distribution,

dispensation, possession, use, or sale of alcohol, cannabis, illegal drugs, controlled substances (including medical cannabis), and/or unauthorized controlled substances on Town property, in Town vehicles, or during working hours. Any employee determined to be in violation of this policy shall be subject to disciplinary action, up to and including termination. This policy does not apply to employees attending functions on Town property for which a license has been obtained to allow consumption of alcohol and provided the employee attending the function is not in an on-duty status.

Cottage City has a zero-tolerance policy for any employee, full-time or part-time, who reports to work or spends any work time, with their mental or physical abilities impaired by alcohol, cannabis, illegal drugs, controlled substances, unauthorized controlled substances, over the counter medications / drugs, or prescription medications (including medical cannabis). Any employee determined to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

In addition, Cottage City has a zero-tolerance policy that prohibits off-premises abuse of illegal drugs, controlled substances (including medical cannabis), and unauthorized controlled substances by employees, as well as the possession, use, or sale of illegal drugs, controlled substances (including medical cannabis), and unauthorized controlled substances, when these activities adversely affect job performance, job safety, or the Town's reputation in the community. This zero-tolerance policy extends to the use of cannabis, including medical cannabis, by sworn law enforcement officers, employees whose essential job functions include the possession of a CDL license, and all employees who operate any type of motorized vehicle as part of their job duties.

Cottage City may require applicants to participate in a drug screening prior to employment. It further reserves the right to require any employee exhibiting symptoms of drug and/or alcohol intoxication or abuse during the workday to undergo drug and/or alcohol testing. Random drug testing may also be conducted for employees in safety sensitive positions or who operate motor vehicles or equipment for the Town.

### Discipline

Compliance with this policy is a term and condition of employment. Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable federal, state, and local law. Failure to observe this policy will result in disciplinary action, up to and including termination. As discussed below, employees who test positive or who refuse to submit to substance abuse screening will be subject to discipline, up to and including termination. Also, employees violating this policy could be charged criminally.

Employees that fail a drug or alcohol test shall be afforded the opportunity to participate in a drug/alcohol rehabilitation program only if the employee comes forward prior to the Town's knowledge of a drug/alcohol problem. Employees may use any and all leave options while receiving treatment. Employees must submit a description of the program to the department head and the program must be completed successfully before returning to work.

Please refer to Appendix B, which is incorporated herein, for documents related to the Town's drug and alcohol policy.

### Drug and Alcohol Testing in General

Except as provided below, all drug and/or alcohol testing conducted pursuant to the terms of this handbook will be conducted at a licensed laboratory at the Town's expense. All testing will be conducted in accordance with federal and/or state law as applicable, and employees will be provided with copies of lab results, a copy of the Town's Substance Abuse policy, and all notices required by federal and/or state law.

### Screening Applicants for Employment

All applicants for employment with the Town of Cottage City will be required to submit a blood or urine sample for analysis to a laboratory or clinic of the Town's choice. All samples will be analyzed for the presence of drugs and alcohol. Applicants who submit samples that test positively for the presence of any illegal drug will be immediately disqualified from consideration for employment with the Town. Any applicant's sample that tests positively for the presence of any other drug or alcohol at levels that the Town determines would impair the applicant's ability to satisfactorily and safely perform as a Town of Cottage City employee will be disqualified from consideration for employment.

Certain test results will not be revealed to the Town. Test results showing the presence of a non-prescription drug, excluding alcohol that is not prohibited under State law (i.e. over the counter cold remedies) or the use of a medically prescribed, are not to be revealed to the Town. Applicants must list medications currently being used on the authorization form.

All applicants for employment will, at the time they submit the blood or urine sample, authorize the release of the screening test results to the Town. Any applicant who refuses to authorize the release of this information will not be considered for Town employment.

This policy shall also apply to any promotional opportunity within the Town's merit system.

### Reasonable Suspicion

Reasonable suspicion urine and/or breath alcohol testing shall be made based on specific, articulable, and contemporaneous observations. Reasonable suspicion observations and reports can only be made by individuals, including supervisors, who are trained to detect the signs and symptoms of controlled substance and alcohol use and who may reasonably conclude that an employee may be adversely affected or impaired in their work performance due to the use of a controlled substance or alcohol. The observing supervisor or manager is required to complete the appropriate documentation within twenty-four (24) hours of the observed behavior or before the results of a controlled substance test are released, whichever is sooner.

Reasonable suspicion testing shall be required and completed whenever possible within two (2) hours of the observation, but in any case, no later than eight (8) hours after the observation for breath alcohol testing and thirty-two (32) hours for controlled substance testing.

The Town maintains a Supervisor Checklist that supervisors should use in assessing an employee and the Reasonable Suspicion Test documents. If a supervisor or manager believes an employee is

under the influence, he or she shall retrieve these forms from the Town Administrator. The Police Department includes staff who are trained to recognize and evaluate for reasonable suspicion that may be called to assist with assessing an employee.

Employees required to undergo testing based upon reasonable suspicion will be transported to the testing site by another member of staff.

#### Post-Accident Testing

Federal Highway Administration regulations require alcohol and controlled substance testing following an accident for any employee who was performing safety-sensitive functions if the accident involved a fatality, or for any employee who receives a citation for a moving traffic violation. In addition, the Town may require testing for all employees whose performance may have contributed to the accident, as well as any employee who was, or employees who were, involved in an accident to which injury to a person requires transport to a medical treatment facility, or disabling damage to one or more vehicles requires towing from the accident site to occur.

Post-accident testing shall be required and completed whenever possible within two (2) hours of the accident occurrence, but in any case, no later than eight (8) hours after the accident for breath alcohol testing (BAT) and thirty-two (32) hours for controlled substance testing. An employee involved in an accident shall refrain from alcohol consumption for eight (8) hours following the accident or until the employee undergoes a post-accident alcohol test, whichever occurs first. The Town will document the reasons for not conducting the required tests promptly.

Any employee who leaves the scene of an accident without appropriate authorization prior to submission to post-accident controlled substance and alcohol testing shall be considered to have refused the tests. This does not require delaying medical attention or other necessary assistance in responding to the accident.

Employees required to undergo post-accident testing will be transported to the testing site by another member of staff.

Law enforcement personnel will follow the applicable General Orders when involved in an accident in a police vehicle.

#### Random Testing

Random testing shall be conducted on employees performing safety-sensitive functions. Random testing shall be unannounced and conducted with unpredictable frequency throughout the year, using an established, scientifically based selection method as articulated in Federal Highway Administration regulations. Testing shall be conducted whenever and as ordered by appropriate supervisory personnel, but no less frequently than required by federal law and regulations, as well as any applicable state laws.

#### Return to Duty Testing

Return to duty urine drug and/or breath alcohol testing shall be required for an employee who has previously tested positive for any individual controlled substance, or general category of such

chemicals, or who admitted to alcohol or substance abuse and received treatment for such abuse. The employee must test negative and be evaluated and released to return to work by a Substance Abuse Professional (SAP).

Follow-Up Testing

Follow-up testing of any employee who has been allowed to return to work will be required. The employee will be required to submit to frequent, unannounced, random urine and/or breath alcohol testing at least six (6) times in the following twelve (12) months after returning to work. Follow-up testing may be continued for a period of up to sixty (60) months from the employee’s return to work date.

Confirmatory Testing

Any candidate or employee who questions the results of a required urine drug test under this policy may request that an additional test be conducted. The test must be performed on a split sample that was provided simultaneously with the original sample, and the test analysis may be conducted at a different, qualified laboratory than where the original test was performed. If the results of the additional test contradict those of the earlier initial and confirmation tests, and no irregularities pertaining the additional test results are discerned upon review by the Town Manager or designee shall declare the original tests to be canceled and invalid and note in the employee’s records that the original test results are to be considered neither positive nor negative.

The candidate or employee shall pay all costs for employee-requested retesting in advance. The Town may, at its discretion, refund the cost of the retest if the second test invalidates the original test. The employee’s request for a retest must be made to the Town Manager within seventy-two (72) hours of notice to the employee of the initial test results. Requests made after the seventy-two (72) hour limit will only be accepted if the delay was due to documentable facts that were beyond the candidate’s or employee's control.

Consequences of Testing Positive

Upon notification that an employee whose breath alcohol or confirmation urinalysis test results have returned positive, the Town Manager or designee will immediately order that the employee in question be removed from duty. The Town is not required to return employees who have tested positive or otherwise violated this policy to a safety-sensitive position or to otherwise retain them as employees. Moreover, an employee cannot return to safety-sensitive duties until they have been evaluated by a substance abuse professional, have complied with recommended rehabilitation, and have received negative results on a return-to-duty test. The Town will allow employees to take time off to meet these requirements as unpaid administrative leave. The employee may choose to use their accrued leave to receive income during this period.

Failure to Test

Any employee who:

- 1. Fails to report immediately to the test site, and/or
- 2. Fails to submit to the required testing, including all the necessary testing procedures, and/or

- 3. Fails to provide an adequate sample of urine for controlled substance testing or breath for alcohol testing without medical justification, and/or
- 4. Provides an altered sample of urine

will be considered to have refused to test and will be treated as if they had tested positive for either alcohol or a controlled substance. Such individuals shall be subject to disciplinary action up to and including termination. An employee who states at the time of the test that they are physically unable to provide an adequate urine or breath sample shall be evaluated by a licensed physician selected by the Town.

- I. **SAFETY HABITS:** Safety of employees is paramount, and departments are encouraged to conduct periodic training that relates to safe work habits. In addition, Cottage City may sponsor meetings/trainings that relate to a variety of safety topics. Department Heads and all employees will be, when practical, notified, in advance, of mandatory training sessions to enhance proper scheduling. Department Heads are accountable for the scheduling of subordinate’s attendance at these training sessions.

All employees are required to sign off on any safety meetings/trainings attended and/or instructions given. Employees shall immediately contact a supervisor when they believe unsafe conditions or violations of safety rules exist.

- J. **POLITICAL ACTIVITIES:** Participation in politics or political campaigns and the free expression of political opinion by employees shall not be prohibited.

All employees retain the rights provided to them by the Constitution of the United States of America and the Constitution and laws of the State of Maryland, however no employee shall:

- 1. Engage in political activity while on the job during working hours; or
- 2. Advocate the overthrow of the government by unconstitutional or violent means.
- 3. Make statements in public or on social media that are not protected speech such as defamation, obscenities, slurs, or matters causing disruption in the workplace that are not a public concern as defined by law.

- K. **ACCEPTANCE OF GIFTS:** It is important that Cottage City employees maintain high standards of integrity. Acceptance of gifts, rewards, or other tangible valuable consideration, by an employee, when given under circumstances indicating the hope or expectation of receiving a special favor or better treatment is prohibited. CHAPTER 15 of the Code of Cottage City sets forth the law regarding the solicitation and/or acceptance of gifts and is incorporated herein by reference.

- L. **OUTSIDE EMPLOYMENT:** An employee accepting employment outside Cottage City’s service shall notify their Department Head, in writing, prior to accepting the employment. Outside employment shall not impinge upon the Town’s workday and workforce. Employees assigned to the Police Department must have prior approval of the Chief of Police before accepting outside employment. SECONDARY EMPLOYMENT OF POLICE OFFICERS THAT MAY REQUIRE THE USE OF POLICE POWERS SHALL REQUIRE AN EMPLOYMENT AGREEMENT ENTERED INTO BY BOTH EMPLOYERS AND THE EMPLOYEE. THE EMPLOYMENT

AGREEMENT SHALL CONFORM WITH ANY APPLICABLE POLICE DIRECTIVES AND INCLUDE AN INDEMNIFICATION CLAUSE AND SHALL BE APPROVED AND SIGNED BY THE TOWN MANAGER AND COMMISSION. Any injury sustained in outside employment shall be immediately reported, in writing, to the employee’s immediate supervisor and Department Head.

**M. LOST OR DAMAGED EQUIPMENT:**

- (1) Employees of the Town are responsible for the proper use and care of the Town equipment.
- (2) Employees may be charged for lost or damaged equipment that has been placed with their control.
- (3) Charges for lost or damaged equipment will be decided upon by the employee’s Department Head. In the case of loss or damage by a Department Head, the Commission will determine whether or not to charge the Department Head.

**N. EMPLOYEES CLOCKING IN:** All non-exempt employees shall clock in at the beginning of their workday/shift and clock out at the end. This will be done in conjunction with any paper timesheet as deemed appropriate by the Town Manager.

**SECTION III USE OF TOWN VEHICLES:**

**A. AUTHORITY TO USE:** Only Town Employees, officials, members of the Commission, visitors on Official Town Business, or other authorized persons are permitted to ride, operate or be in or on any vehicle or piece of motor driven equipment owned or operated by the Town, except in cases of emergency (Exception: Take-home vehicles; see below). Town vehicles may be used only for transportation related to the conduct of Town business or Town-related activities, unless approved in advance by the Commission. Any employee or official of the Town who violates or permits the violation of any of the provisions of this section shall be subject to disciplinary action, up to and including termination.

Police personnel shall follow the General Orders for vehicle use, in addition to the following which shall be followed by all other employees or officials.

**B. OPERATOR’S LICENSE REQUIREMENTS:**

- (1) Any employee who operates a Town licensed motor vehicle must have a valid driver’s license.
  - a. Any employee whose license is revoked or suspended shall report the change to his/her supervisor at once and shall not operate a Town vehicle during the time of suspension or revocation.
  - b. Any employee holding a restricted driver’s license shall comply with such restrictions whenever operating a Town vehicle.

- c. Prior to authorizing an employee to use a Town vehicle, an employee's driving records are subject to review. Should an employee decline to authorize review of their driving records, the employee will not be permitted to use a Town vehicle. Reviews of the employee's driving records may be done on a yearly basis.
  - (2) An employee who is expected to operate a Town vehicle in the course of his/her duties who ceases to have a valid driver's license for whatever reason is subject to job transfer, demotion or dismissal in accordance with the best interests of the Town. The same action may be taken if it is determined that an employee has developed a poor-driving record.
- C. **INSURANCE:** An employee who does not qualify for Town insurance coverage due to a poor driving record or for some other reason is subject to job transfer, demotion or dismissal in accordance with the best interests of the Town.

D. **CONDITION OF VEHICLE:**

- (1) **OPERATOR'S RESPONSIBILITY:** All vehicle operators must ensure that Town vehicles are kept in good operating condition. Each driver must make sure that the proper levels of oil, water, fuel and air in tires are maintained, and that the battery system and special equipment is operable. If an employee becomes aware of needed regular maintenance or maintenance repairs, he/she must report to his/her supervisor or to the person in the employee's department responsible for maintenance and operation of motor vehicles. Failure to report the need for maintenance or repairs to a vehicle may result in discipline up to and including termination.
- (2) **UNSAFE VEHICLES:**
  - a. Any employee may refuse to operate a vehicle which is not in safe operating condition. The employee's supervisor shall have the vehicle inspected and, if necessary, repairs made as soon as possible. The employee shall be assigned another vehicle if available or other duties not requiring a vehicle.
  - b. If a supervisor determines that a vehicle questioned by an employee is in fact in safe operative condition, he/she may direct the employee to continue to operate it. The employee, however, shall have the right to appeal the supervisor's decision to the Commission.

E. **ACCIDENTS:**

(1) **REPORTING OF THE ACCIDENT:**

- a. As soon as possible, and whenever possible, before the vehicle is moved from the scene of the accident, an employee involved in an accident while driving a Town vehicle must immediately report the accident to the Administrative office, to his/her supervisor, and if in another jurisdiction, to the proper agency.

- b. A written report of the accident must be filed with the Administrative Office as soon as possible and not more than one working day after the accident. Failure to report an accident involving a Town vehicle may result in discipline, up to and including termination.
- c. All employees involved in such an accident will be subject to immediate drug and alcohol testing.
- d. For the first occurrence of a preventable accident resulting in damage or injury (which requires medical treatment) in which the employee is determined to have contributed, a written warning is recommended. In addition, the employee will be placed in a remedial training program to correct the deficiency which led to the accident. The employee may also be required to contribute to the cost of repair or replacement of damaged equipment. An employee who tests positive for drugs or alcohol in a post-accident drug test for the first occurrence of an accident or injury as described here will be suspended from work for a period of no less than 3 days, but may be subject to termination.
- e. Following the second occurrence of a preventable accident within a 12-month period resulting in damage or injury (which requires medical treatment) in which the employee is determined to have contributed, the employee will be suspended without pay or terminated and may be required to contribute to the cost of repair or replacement of damaged equipment.
- f. Following the third occurrence of a preventable accident (within a 2-year period) resulting in damage or injury in which the employee is determined to have contributed, the employee is subject to discipline, up to and including termination.
- g. Nothing in this subsection shall be construed to prevent other forms of disciplinary action from being taken including dismissal from employment regardless of the severity of an accident or the number of accidents in a twelve-month period.

(2) **OUTCOME OF THE ACCIDENT:**

- a. An employee operating a Town vehicle involved in an accident may be required to reimburse the Town for all or a portion of the loss, depending on the circumstances and who is to blame.
- b. An employee involved in an accident as a result of negligence or unlawful operation is subject to disciplinary action.

(3) **WORK RELATED INJURIES:**

All work-related injuries will be reported to the Department Head (if he/she is not already aware) as soon as possible. The Department Head will be responsible for notifying and coordinating necessary reports with the Administrative Office as soon as possible.

F. **UNATTENDED VEHICLES:**

(1) **BREAKDOWNS:** When a vehicle has broken down, the employee must make every effort to remove the vehicle from the travel lanes of the roadway. If a vehicle must be left standing in the travel lane of a roadway, appropriate measures must be taken to warn other vehicles of the stopped vehicle.

(2) **ITEMS IN VEHICLE:**

- a. When materials, supplies, or equipment of value are left unattended, the vehicle doors must be locked, and, if possible, valuable items shall be stored out of sight in a locked compartment. If it is not possible to secure valuables, they must either be removed, or the vehicle shall not be left attended.
- b. If an employee fails to take appropriate measures to secure or protect property, and as a result property is lost or stolen, he/she may be required to reimburse the Town for all or a portion of the value of the property. The Town is not responsible for loss of an employee's personal property left in a Town vehicle.

G. **DRIVING SAFETY:**

(1) **SEAT BELTS:** Seat belts shall be used by all parties in a vehicle whenever the vehicle is moving.

(2) **PASSENGERS:** The driver of a Town vehicle is responsible for the safety and conduct of all passengers. Employees are prohibited from transporting family members, friends, associates or other persons who are not employees of the Town or serving the interest of the Town without the approval of the department head. Passengers in trucks must ride in the passenger compartments.

(3) **LIGHTS:** Drivers shall use lights at all times while operating a Town vehicle.

H. **OPERATION OF TOWN VEHICLES WHILE UNDER THE INFLUENCE OF ALCOHOL OR OTHER DRUGS:**

(1) Town personnel regulations prohibit consuming alcoholic beverages, cannabis or illegal drugs during work hours.

(2) In addition, no employee may consume alcohol, cannabis or illegal drugs at home and then report to work under the influence of the alcohol or drugs. Failure to obey these regulations will subject the employee to disciplinary action.

(3) If an employee is called in to work in an emergency situation, such as for snow removal, it is conceivable that he/she may have been consuming alcohol prior to reporting to work. Any employee who has been drinking shall not report for work until the effects of the alcoholic consumption have worn off. Any employee observed to be impaired to any extent as the result of drinking alcoholic beverages or consuming drugs (either controlled dangerous substances or

prescription drugs causing side effects such as drowsiness), shall be tested for alcohol and drugs and be subject to discipline, up to and including termination.

## I. **TRAVEL:**

### (1) APPROVAL AND ATTENDANCE:

- a. These procedures apply to all town employees and members of the commission.
- b. Each employee and department head is expected to exercise sound and prudent judgement when arranging for, incurring and approving travel expenditures.
- c. All travel must be pre-approved by the department head or town manager, except in the case of a commissioner.
- d. Employees are not guaranteed attendance at conferences and training seminars. Department heads have the authority and the responsibility to approve or disapprove requests for conferences, training seminars, and other business travel. Departments are encouraged to provide these opportunities appropriately and fairly.
- e. The town manager must approve requests where multiple employees are requesting attendance at the same event outside the town metropolitan area and when overnight travel is involved. This approval is required even if these employees are from different departments.

### (2) TRANSPORTATION:

- a. It is expected that the most direct, practical and economical mode and route of travel will be arranged and used. Transportation is paid only if it is reasonable and necessary to accomplish the town's business.
- b. Town vehicles should be used for day or overnight travel whenever possible. Where town vehicles are not available, employees may use personal vehicles. When town vehicles are available and the employee or commissioner chooses to take their own vehicle the mileage reimbursement rate will be reduced from the irs rate by 5%.
- c. Personal vehicles should be used for transportation for local, day or overnight travel only when a town vehicle is not available or use of a town vehicle is highly inconvenient. Use of a personal vehicle on authorized business trips when a town vehicle is not available will be reimbursed at the town mileage rate which follows the standard irs rate less 5%.
  1. All expenditures that require use of a personal vehicle must be pre-authorized by your department head. The total rate for reimbursement is not to exceed the total cost of point-to point travel. The administrative office will use a mapping service such as google maps, mapquest, etc. To verify distances. Damage to a personal vehicle used on a business trip is not reimbursable.

2. The town requires mileage be calculated as the trip began and ended at the employee/representative's office location, not their home. Below is an example of how mileage should be calculated:

Example 1:

Mileage from home to airport (or other destination) 100 mileage from home to office (40)

Reimbursable mileage 60

Example 2:

Mileage from home to airport (or other destination) 10 mileage from home to office (35)

Reimbursable mileage zero

- d. Airplane, train, taxicab, shuttle bus, public transportation, and rental car: it is expected that the most economical and efficient mode and route of travel will be used and that all travel is necessary to accomplish the city's business. Transportation should be shared by employees traveling together whenever possible. Rental cars may be used only when necessary for official purposes while traveling. Expenses will be reimbursed at actual cost.

(3) LODGING:

- a. accommodations are arranged on a single occupancy basis only. Accommodations are arranged at (or closest to) the site of business. Town representatives must inquire about "government rates" when making reservations and confirming rates. Rates are capped at the maximum allowable rate by the gsa schedule for that location unless otherwise approved by the commission.
- b. Upon receipt of approval to travel, the individual may arrange for registration, lodging and/or common carrier needs utilizing a city credit card, or they may ask the office manager to make the lodging arrangements. If the individual elects to pay final costs with personal funds, reimbursement to the individual will be through the applicable reimbursement request form. If the individual elects not to pay final costs with personal funds, travel advance checks payable to the provider(s) may be generated and presented to the individual prior to departure as detailed in this standard.
- c. Any town employee/representative that is traveling is solely responsible to obtain a state sales tax exemption certificate and/or hotel/motel tax exemption form from the office manager before departing for their destination.
- d. No show charges: in the event of a change in arrangements, it is the responsibility of the employee/representative to cancel all guaranteed reservations. No show charges are the sole responsibility of the employee/representative and are not reimbursable.
- E. Ground transportation: ground transportation should be booked ahead of time if possible. The method of ground transportation that is reimbursable is dependent on the location,

duration and nature of the business trip. Many hotels offer complimentary shuttle service and, in some areas, a shuttle service offers a fast/convenient and economical mode of transportation from the airport to a downtown hotel. Shuttle services should represent a savings over standard taxi fare if selected as a transportation option.

- F. Lodging for overnight stays must be necessary and reasonable to accomplish the town’s business. It is at the department head’s discretion (with consideration of circumstances such as distance from home and times that training begins and ends, etc.) As to what constitutes a legitimate need for overnight lodging.

(4) MEALS AND INCIDENTAL EXPENSES:

Meals and incidental expenses, including tax and tips, will be reimbursed at the per diem rate for that location as specified by the GSA (General Services Administration)

**J. RECOMMENDED CORRECTIVE ACTION FOLLOWING A MOVING VIOLATION**

The recommended corrective action following a moving violation in a town vehicle or personal vehicle while driving in the course of business (without damage or injury):

- (1) First occurrence within 12 months – written warning and remedial training. Serious moving violations may result in immediate dismissal regardless of previous history.
- (2) Second occurrence within 12 months– suspension and remedial training.
- (3) Third occurrence within 36 months– termination of employment.

**SECTION IV EMPLOYEE BENEFITS:**

**A. LEAVE TIME:**

Annual Leave for Hourly Employees:

Accumulation: Full-time hourly employees shall accrue annual leave as follows:

<u>Length of Employment</u>	<u>Accrued Per Pay Period</u>
0 – 8 years	4 hours per pay period
8 + years	6 hours per pay period

Annual Leave for Salaried Employees:

Accumulation: Salaried employees shall accrue annual leave as follows:

<u>Length of Employment</u>	<u>Accrued Per Pay Period</u>
0 – 8 years	8 hours per pay period
8 + years	10 hours per pay period

Since annual leave is to be used for rest, relaxation and personal rejuvenation, Cottage City encourages all permanent employees to use at least one-half of their accrued annual leave during the calendar year as it is earned.

Employees may accrue up to one hundred fifty-six (156) hours (19.5 days) annual leave during the calendar year. However, accrued annual leave exceeding one hundred and twenty (120) hours by December 31<sup>st</sup> will be forfeited.

- a. Newly Hired Employees: Newly hired permanent full-time employees will accrue annual leave on the same basis as described above. However, annual leave will not ordinarily be approved for use until the new employee has satisfactorily completed three (3) months of continuous employment.
- b. Advanced Annual Leave: Employees are permitted to use, upon approval, only an amount of annual leave that is equal to what has been accrued. However, in unusual circumstances and upon recommendation of the Department Head, the Commission can approve the advancement of additional leave in excess of what has been accrued. Upon termination of employment employees who have been granted advanced leave shall reimburse the Town for such leave unless waived by the Commission.
- c. Compensation for Accrued Annual Leave Due to Resignation, Dismissal or Death: All employees that have been continuously employed by the Town for a period of more than six months shall be compensated for any accrued annual leave credited at the time of retirement, resignation, dismissal or death. All leave shall be paid at the rate prevailing at the time of retirement, resignation, dismissal or death.

(2) Holidays: Employees shall be granted the following paid holidays:

New Year’s Day	Labor Day
Martin Luther King Jr. Day	Native American Day (Columbus Day)
Inauguration Day (Every 4 Years)	Veterans Day
Presidents Day	Thanksgiving Day
Memorial Day	Day After Thanksgiving
Juneteenth Day	Christmas Eve
Independence Day	Christmas Day

An employee must be working or be on an approved leave status the day before and/or the

day after the holiday to receive holiday pay. If any Town paid holiday falls on a Saturday, the preceding Friday will be observed as the Holiday. If a Town paid holiday falls on a Sunday, the following Monday will be observed as the Holiday.

Employees required to work on holidays shall be paid one and one-half (1 and 1/2) times their hourly rate for hours worked, in addition to their regular holiday pay. Regular holiday pay for all employees, except police officers, shall be eight (8) hours. Police officers required to work on an authorized holiday shall be compensated at a rate of one and one-half (1 1/2) times the normal rate of pay for all scheduled hours and at 1 1/2 times their normal rate of pay for all additional hours.

Whenever an official holiday falls on a weekend and is celebrated on the preceding Friday or the following Monday, the day it is celebrated is considered a substitute holiday. Police officers required to work either on the official holiday or the substitute holiday shall be compensated at the holiday pay rate.

An employee who is required to work on both the official holiday and the substitute holiday shall be entitled to holiday pay for only one day. Whenever a police officer's regularly scheduled days off falls on the actual or celebrated holiday that officer shall receive one scheduled workday of holiday leave which must be used within 30 days of the holiday.

(3) Sick Leave (Paid):

- a. Accumulated Sick Leave: Full-time employees shall earn sick leave at the rate of one hundred and four (104) hours or thirteen (13) days per year. Sick leave will accrue at the rate of four (4) hours per pay period. Sick leave shall begin to accrue from the first day of employment and shall accumulate concurrently with the employee's continuous service. Sick leave may be accumulated up the maximum of four hundred and eight (480) hours or sixty (60) days. Beyond that point, no more sick leave can be accumulated. Sick leave is not compensable, or transferable to other employees, and will not be paid off at the time of any employee's resignation, dismissal or death.
- b. Advanced Sick Leave: Employees are permitted to use, upon approval by the Town Manager, advanced sick leave but will not exceed forty (40) work hours.
- c. Advance Notification of Use of Sick Leave: When an employee is sick, he/she shall notify his/her department head or other designated individual of the illness not later than one hour after the time he/she is supposed to work.
- d. Abuse of Sick Leave: Sick leave is to be used only when actually warranted. when there is reason to believe sick leave is being abused, an employee's supervisor may require the employee to obtain a licensed physician's certificate of explanation for the period of absence. After the employee has been absent for two or more consecutive days, or circumstances otherwise require it for the safety of the employee or others, a Medical

Release is required to return to work. Employees should realize that abuse of sick leave is just cause for disciplinary action, up to and including termination.

- e. Use of Sick Leave: Sick leave may be taken for the reasons noted below:
1. Personal Illness.
  2. Family Illness. For purposes of this section, “family” is defined as father, stepfather, mother, stepmother, son, stepson, daughter, stepdaughter, husband, wife, father-in-law, mother-in-law, or any relative living in the home.
  3. Bereavement Leave. In the event of death of an immediate family member. (Parent, Child, Stepchild, Spouse, Siblings, Stepsiblings, Grandparents or Grandchildren, Mother-in-law and Father-in-law or any relative living in the home) an employee is entitled to up to three (3) days leave with pay. Such leave shall not be deducted from any other leave. Leave does not apply to any day in which an employee is not scheduled to work.

(4) MARYLAND SICK AND SAFE LEAVE (UNPAID)

- a. This paragraph applies to part-time employees who are not entitled to paid sick leave. The Maryland Healthy Working Families Act requires that employers who employ fourteen (14) or fewer employees provide unpaid sick and safe leave for certain employees. Pursuant to Maryland law, employees of employers having fourteen (14) or fewer employees are entitled to earn (unpaid) sick and safe leave at the rate of 1 hour for every thirty (30) hours that an employee works up to a maximum of forty (40) hours of sick leave (unpaid) per year. The fiscal year commences on July 1 and ends on June 30. An employee accrues earned sick and safe leave at a rate of at least one hour for every 30 hours the employee works, however, an employee is not entitled to earn more than forty (40) hours of sick and safe leave in a year.
- b. An employee is not entitled to earn sick and safe leave (unpaid) during:
  - A two-week pay period in which the employee worked fewer than twenty-four (24) hours total;
  - A one-week pay period if the employee worked fewer than a combined total of twenty-four (24) hours in the current and preceding pay period; or
  - A pay period in which the employee is paid twice per month and the employee worked fewer than twenty-six (26) hours in the pay period.
  - An employee who is exempt from the overtime provisions of the fair labor standards act is assumed to work forty (40) hours per week.
- c. An employee may carry over any earned but unused sick and safe leave up to forty (40) hours but an employee may not accrue more than sixty-four (64) hours of sick and safe leave at any time.

- d. Employees will not be paid for any unused sick and safe leave upon termination of employment. If an employee leaves employment and is rehired within thirty-seven (37) weeks of leaving, any earned and unused sick leave that the employee had at the time of separation will be reinstated.
- e. UNPAID LEAVE USAGE:
1. Employees are not permitted to use leave (unpaid sick) during the first one hundred and six (106) calendar days of their employment.
  2. An employee is allowed to use earned sick and safe leave under the following conditions:
    - To care for or treat the employee's mental or physical illness, injury or condition;
    - To obtain preventative medical care for the employee or the employee's family member;
    - To care for a family member with a mental or physical illness, injury or condition;
    - For maternity or paternity leave; or
    - The absence from work is necessary due to domestic violence, sexual assault or stalking committed against the employee or the employee's family member and the leave is being used: (1) to obtain medical or mental health attention; (2) to obtain services from a victim services organization; (3) for legal services or proceedings; or (4) because the employee has temporarily relocated as a result of the domestic violence, sexual assault or stalking.
- f. A family member includes a spouse, child, parent, grandparent, grandchild, sibling, or legal guardian. For a complete list of family members included under the law, please see §3-1301(g) of the labor and employment article of the Maryland annotated code.
- g. Employees are permitted to use the sick leave (unpaid) in increments of not less than four (4) hours.
- h. ADVANCE SICK LEAVE (UNPAID):
1. An employee may use earned sick and safe leave before the leave has accrued up to a maximum of four (4) hours. If an employee wishes to use leave before it has accrued, the employee must sign an acknowledgement that any amount of earned sick and safe leave that is paid before it has accrued will be deducted from wages paid to the employee if the employee leaves employment prior to accrual.
  2. If the need to use sick and safe leave is foreseeable (for example a scheduled doctor's appointment), the employee must provide notice seven (7) days prior to leave use. Notice must be in writing and directed to the town manager. If the need to use leave is not foreseeable, the employee must provide notice as soon as practicable. A request for earned sick and safe leave may be denied if the employee fails to provide the required notice and the employee's absence will cause disruption to the employer.

3. Employees may only use earned sick and safe leave for one of the listed authorized reasons. Employees using earned sick and safe leave for unauthorized purposes or who have demonstrated a pattern of abusing sick and safe leave may be denied the right to use sick and safe leave in the future. If an employee uses sick and safe leave for more than two consecutive scheduled shifts, the employee must provide verification that the leave use was appropriate.
4. As indicated above, employees may not use sick and safe leave for the first one hundred and six (106) days of their employment. Employees who wish to use leave between the 107<sup>th</sup> through the 120<sup>th</sup> calendar days after beginning employment must provide verification that the leave use was appropriate as agreed upon at the time of hire, provided that the town and employee must have mutually agreed at the time of hire that the employee would provide such verification.

i. STATEMENT OF EARNED SICK AND SAFE LEAVE:

WITH EACH PAY PERIOD, EMPLOYEES WILL BE PROVIDED WITH A STATEMENT OF LEAVE USED AND AVAILABLE LEAVE.

1. Administrative Leave With Pay: of up to two (2) hours may be granted by the Town Manager for the purpose of voting in any municipal, state, or federal election.
2. Administrative Leave Without Pay: may be granted for up to thirty (30) days by a Department Head after consulting with the Town Manager. Any Administrative Leave with pay longer than three (3) days, or Administrative Leave without pay longer than two (2) weeks, must be approved by the Commission. Administrative leave lasting more than six (6) months will not be granted. At the end of six (6) months the employee must return to work or be involuntarily terminated.
3. Jury Duty: Employees called upon for jury duty shall be granted Administrative Leave without pay upon proof of service in this capacity. Any compensation for jury duty shall be retained by the employee.
4. Witness Leave: An employee summoned to appear in court on matters of official business pertaining to the Town and/or his/her job shall be permitted to be absent from his/her duties without loss of pay and without charge against his/her leave.
5. Leave Without Pay: The Town Manager may grant an employee leave without pay for a period greater than thirty (30) days. Leave Without Pay may be granted upon the determination that the employee is of more than average value to the Town and it is beneficial to retain the employee even at some additional cost. The employee's position may be filled by limited-term appointment, temporary promotion or temporary reassignment of another employee. This Leave status may be extended for a maximum of six months. If the employee cannot return to work within six (6) months, the employee will be involuntarily terminated. For those employees returning within six months the employee has the right to be reinstated to the position vacated, if the position still exists or to any other vacant position in the same class. Leave Without Pay shall

not constitute a break in service and will not affect seniority and pension rights. However, annual and sick leave shall not be accrued during the leave.

6. Military Leave: In accordance with Federal and State Law, Town Employees who are members of any United States Military Reserve or National Guard Unit and/or are required to engage in training exercises shall be entitled to Military Leave of absence from their respective duties without loss of accrued annual, sick or compensatory leave for a period of time not to exceed fifteen (15) days in any one-year period. Additional time off in excess of the authorized annual fifteen (15) days military leave shall be deducted from the employee's accrued annual leave. Military Leave is considered Leave without Pay and will be treated as such. The Town will always abide by the Uniformed Services Employment, Re-Employment and Rehabilitation Act.
  
7. FLEX-TIME HOURS: The use of flex-time allows an employee to work during hours other than those normally worked in order to create time off during work hours that day or week.
  - A. ELIGIBILITY: An employee may be eligible to work flextime hours only if he/she is not doing shift work, crew work, or some other type of work requiring specific hours.
  
  - B. APPROVAL: All flex time hours whether on a temporary or permanent basis must be approved and coordinated by the respective employee's department head. All flex time arrangements with a duration of more than three (3) days must be approved by the town manager.
  
8. Disability: (Please note that the Town has to engage in the investigative process)
  - a. If a Town employee is unable to perform the essential functions of his/her job, either temporarily (less than two (2) weeks) or permanently, the employee shall be considered disabled.
  
  - b. In the event that an employee is not able to resume the normal job activities within a one hundred and eighty (180) day time period, the Town shall determine that the individual is permanently disabled and involuntarily retire the employee from the Town's work force.
  
  - c. The Department Head may assign the affected employee to a position within the Town commensurate with his/her physical limitations if such is available. If the affected employee refuses to accept the temporary position, said employee shall forfeit rights to any additional disability payment from the Town in connection with that particular injury.
  
  - d. An employee shall not earn or accumulate sick or annual leave or receive holiday benefits while on disability.
  
  - e. The Town of Cottage City will pay the first three (3) DAYS of disability when it is

not covered by Worker's Compensation. Should the employee be awarded Worker's Compensation for the first three (3) days, the employee shall reimburse the Town for those three (3) days.

**B. INSURANCE AND RELATED BENEFITS:**

(1) Medical & Hospitalization Insurance:

- a. All full-time employees shall be eligible to participate in a group health plan or health maintenance organization plan, which may be established and/or approved by the Commission.
- b. The Town may pay an amount toward the premium for the participation of an eligible employee in the group health plan, as determined by the Commission through resolution, ordinance, or budget ordinance. The remainder of the premium cost shall be paid by the employee through payroll deduction. Currently, the Town of Cottage City shall contribute up to One Thousand Dollars \$1,000.00 per month toward an employee's health insurance premium. Any premium amount exceeding \$1,000.00 shall be the responsibility of the employee and shall be deducted through payroll deduction.
- c. Employees may authorize reduction in their compensation sufficient to pay the employee's share of the premium costs. This results in the employee's taxable income being reduced by the amount of premium expense.
- d. The Town may pay an amount towards the premium for the participation of an eligible employee's dependents in the group health plan, which the Commission shall determine in a resolution or ordinance including a budget ordinance.
- e. Should the Commission appropriate funds in the annual budget to be paid toward dependent health care on a pro rata basis by employee per department, the town manager and the department heads shall have the authority to reallocate any individual employee's unused or unneeded portion to another employee's dependents regardless of department on an as needed basis.

(2) Life Insurance: All full-time employees of the Town shall be covered by group life insurance policies in the amount of \$50,000. The full cost of the life insurance coverage shall be paid by the Town.

(3) Other Insurance Coverages: All employees shall be eligible to purchase additional insurance coverages, which may be available through the Town by private carriers. The full cost of the premiums for such insurance coverage shall be the responsibility of the employee and shall be deducted from said employee's salary through a payroll deduction plan. All efforts will be made by the Town to offer these policies on a pre-tax basis.

(4) Worker's Compensation: The Town shall participate in and adhere to the rules and regulations for Worker's Compensation coverage in the State of Maryland. Employees are required to report all on-duty work-related injuries no matter how minor. An "Employer's First Report

of Injury" form shall be completed by a person designated to do so by the Department Head.

Upon completion of the "First Report of Injury" form it shall be forwarded immediately to the Administrative Office. The Administrative Office will submit the required information to the Town's Workers Compensation insurance carrier.

- (5) COBRA: Employees may be eligible for a temporary extension of health care insurance for themselves and their dependents after termination of employment. Employees shall be notified of their COBRA rates as appropriate.
- (6) Retirement Systems: The Town offers a retirement or deferred compensation plan to eligible employees. The plan/plans will be approved by Commission resolution and copy of the plan provisions will be distributed to each eligible employee.

SECTION V. EMPLOYMENT PRACTICES

All employees of the Town are "at will" employees and can be dismissed with or without cause, at any time. Employees can only be dismissed by a majority vote of the Commissioners.

A. **RECRUITMENT:**

- 1. APPLICANTS: Individuals shall be recruited from a geographic area as wide as is necessary to obtain a qualified candidate. If a part-time position is upgraded to a full-time position, the part-time employee in that position will be given first consideration.
- 2. RECRUITMENT: All open positions for employment will be advertised in a newspaper of general circulation, recruitment website, or any internet site.

B. **PROMOTIONAL APPOINTMENTS:** When a vacancy occurs in a position, the Department Head will determine whether any Town employee is qualified and willing to accept promotion and/or reassignment WITH THE APPROVAL OF THE COMMISSION.

Any employee who is promoted to a position having greater or substantially different responsibilities shall be subject to a probationary period of six (6) months. The employee shall retain all rights, privileges and benefits of an employee holding a regular position, except that should the employee fail to fulfill the additional responsibilities of the new position during the probationary period, the employee shall return to the former position, PROVIDED THE AUTHORIZED NUMBER OF EMPLOYEES IS NOT INCREASED.

C. **PAY FOR EMPLOYEES SERVICE IN AN ACTING CAPACITY:**

- 1. A Town employee assigned on a temporary basis to perform substantially all duties and responsibilities of a higher classification for a period in excess of one hundred and twenty (120) calendar days shall ordinarily receive pay commensurate with the position,

commencing on the 121<sup>st</sup> consecutive calendar day.

2. Once an employee assumes an acting position, the increased pay for this position will begin on day one hundred and twenty-one (121).
3. The increased pay must be initiated by a Department Head. If a Department Head is involved the Commission will make the decision.
4. The “Acting Capacity” status shall terminate when either the position is filled, the incumbent employee returns to work, or these additional duties are removed from the employee’s job responsibilities. The employee’s salary shall then revert to his/her previous positions pay.

D. **EMPLOYMENT OF RELATIVES:** For purposes of this section, a “relative” is defined as a spouse, child, parent or sibling. The Town of Cottage City permits the employment of qualified applicants who are relatives of employees as long as such employment does not, in the opinion of the Commission, create an actual or perceived conflict of interest. The following guidelines shall be followed:

1. Individuals who are related by blood or marriage are permitted to work for the Town, provided no direct reporting or supervisory relationship exists. Work responsibilities, salary or career progress cannot be influenced by a relative.
2. Employees who marry other employees shall adhere to these guidelines.
3. Any situation that exists at the adoption of these procedures will be permitted to continue.

E. **PERSONNEL FILES:** The Administrative Office shall maintain a permanent personnel file for each employee. These files shall contain documentation regarding all aspects of employment, such as performance appraisals, beneficiary designation forms, disciplinary warning notices and letters of commendation. Employees may review their files by scheduling appointments with the Administrative Office representative. Only supervisors, the subject employee, the Town Manager, the Town Attorney and the Commissioners when meeting regarding a personnel matter discussed in closed session are permitted to view the contents of an employee’s personnel record and medical information.

To ensure that, at all times, personnel files are up-to-date, employees shall notify the Administrative Office representative, in writing, of any change in name, telephone number, home address, marital status, number of dependents, and beneficiary designations.

F. **PERFORMANCE REVIEWS:** It is important that employees are recognized for above average job performance and that they receive appropriate suggestions for improvement when deemed necessary. Consistent with this goal, job performance will be evaluated by supervisors on an ongoing basis. Written evaluations will normally occur approximately six (6) months after an employee starts and, after that, annually thereafter on the employee’s anniversary date.

All written performance reviews shall be based on the employee’s overall performance in relation

to job responsibilities and will take into account the employee’s conduct, demeanor and record of attendance.

In addition, written performance evaluations may be conducted by supervisory personnel, at any time, to advise employees of the existence of performance or disciplinary problems.

- G. **TRAINING OPPORTUNITIES:** The Town encourages and supports employee participation in training opportunities, which are intended to improve the skills needed in the performance of an employee’s duties. From time to time, as the need arises, the Town initiates and provides training sessions for employees.

**SECTION VI. COMPENSATION PRACTICES**

- A. **SALARY ADMINISTRATION:** To attract and retain employees, the Town endeavors to pay salaries competitive with those paid by other governmental agencies in the geographic area. The Town shall, periodically, monitor employee’s salaries to ensure that they are in line with local economic conditions.

The Town may revise job descriptions and evaluate jobs and job specifications when deemed necessary and without prior notice.

- B. **WORK HOURS & SCHEDULES:** The duration of working hours as required by workload and Town services must be in accordance with the provisions of the Fair Labor Standards Act (FLSA) that established minimum wage, overtime pay, record keeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local governments. (Exempt and non-exempt refers to employee status pursuant to FLSA.) The Town Manager and each Department Head are responsible to minimize the need for overtime, to ensure that non-exempt employee hours do not regularly exceed a standard work week and to manage the workload to ensure that staffing levels do not exceed the levels authorized in the annual budget. Salaried employees are FLSA-exempt and do not generally receive overtime compensation.

1. **DEFINITIONS:**

- a. **Core Work Hours:** Ordinarily, each Town office shall be open continuously at least from 9:00 a.m. until 5:00 p.m. Monday through Friday.
- b. **Overtime:** Hours worked in excess of the standard work hours in a standard work week or a standard work period.
- c. **Rotating Shift work Schedule:** Work hours for which the actual days an employee is scheduled to work frequently vary from week to week and for which the actual hours an employee is scheduled to work per day changes regularly from the core work hours to hours outside the standard work schedule (i.e. evenings and night shifts). Rotating shift work shall be planned so that each position is scheduled to work for a minimum of two thousand and eighty (2,080) hours per year.

- d. Shift work Schedule: A regular (non-overtime) employment work schedule for specified positions in which the majority of the hours scheduled are outside the Core Work Hours.
- e. Standard Work-Day: The standard work day is eight hours (8) of work per day plus a 30-minute paid meal period commencing at a time appropriate for the work of the particular office as determined by the Department Head.
- f. Standard Core Work Hours:
  - 1. Forty (40) hours per standard work week, or
  - 2. For sworn police officer positions on a rotating shift work schedule, eighty (80) hours per every two (2) weeks.
- g. Unusual Hours: A Department Head may allow an employee to work outside usual work hours, but only for one week in any year. Unusual work hours lasting beyond one week must be approved by the Commission.
- h. Standard Work Period: Typically, a period of three hundred and thirty-six (336) consecutive hours or fourteen (14) consecutive days.
- i. Standard Work Schedule: A regular (non-overtime) employment work schedule in which the majority of the hours scheduled are Monday through Friday during the Core Work Hours.
- j. Standard Work Week: Typically, a period of one hundred and sixty-eight (168) consecutive hours or seven (7) consecutive days.

## 2. WORK SCHEDULE POLICY:

- a. Each Town department shall ordinarily follow the Standard Work-Day and Core Work Hours set forth in the above definitions, unless the job description or the definition requires otherwise. No department may institute work hours outside the Core Work Hours (shift work or rotating shift work) without the written approval of the Town Manager for the specific positions.
- b. All employees shall be allowed a minimum of thirty minutes (30) for lunch each workday and this period is included in hours worked. (See page 11 Hours of Work)
- c. Employees On-Call. Each department may define the times and terms when certain employees are required to be available for service. Such employees, if they are non-exempt, shall be paid fair compensation based on the specific circumstances for their on-

call status as approved by the Commission. Whenever an employee is called in to work outside of normal hours, a minimum of two hours of pay at time and a half.

- d. Any training or alteration of the employee’s schedule that exceed three (3) days, the Commission shall be notified.

**3. ATTENDANCE AND LEAVE RECORD:**

a. Employees covered by the Fair Labor Standards Act:

The hours that each employee works, is out on leave, or is off for a holiday, shall be recorded each day using time sheets, time-cards and time clocks, logs or any other method approved by the Administrative Staff.

When leave is taken by an employee, the amount and type utilized must be clearly indicated and recorded. If the hours worked by an employee in a standard workweek or work period exceed the standard work hours for that week or period for the employee’s position, they constitute overtime hours and must be approved by a supervisor and be recorded and maintained as a payroll record. Each employee is responsible for ensuring that the information recorded for them is accurate and complete and is recorded in a timely manner.

b. Employees Exempt from the Fair Labor Standards Act.

- 1. Exempt employees have the flexibility to work a schedule that enables them to accomplish the job or task. However, exempt employees must consistently work at least forty (40) hours during the designated workweek. Exempt employees’ schedules must be approved by their immediate supervisor and their schedules must be available to their supervisors, subordinates, and the general-public.

- 2. For each employee who has been determined by the Town to be exempt from the overtime provisions of the FLSA, daily work hours need not be recorded. However, hours of leave taken must be recorded and maintained as follows:

- A. IF AN EXEMPT EMPLOYEE TAKES MORE THAN THREE (3) HOURS OF LEAVE AT ONE TIME, THE AMOUNT AND TYPE UTILIZED MUST BE CLEARLY RECORDED.

- B. IF AN EXEMPT EMPLOYEE TAKES THREE (3) HOURS OR LESS HOURS OF LEAVE AT ONE TIME, THEY ARE NOT REQUIRED TO RECORD THE USAGE OF LEAVE.

- 3. Regardless of the amount of leave that an exempt employee takes at a given time, the usage of leave must be approved by the immediate supervisor prior to them taking leave.

**C. COMPENSATION:**

- 1. For non-exempt employees only, hours worked in excess of the hours in the Standard Work Hours as defined above shall be compensated at one-and-one half the rate of pay of the employee. Only hours worked will be included in determining the hours worked in excess of the standard work hours except as provided immediately below. Such compensation will be reflected in the pay for the pay period in which it is earned.
- 2. Only upon approval of the Town Manager, may a Department Head set specific criteria for special circumstances/emergencies, when the Department Head can include leave time for purposes of calculating overtime.
- 3. For the purposes of computing overtime, all Town approved holidays and hours of authorized, paid, accrued leave do not count as hours worked except that an employee may not take paid time off and earn overtime in the same day.
- 4. For the purposes of computing overtime, forms of leave that are not accrued by employees, such as Administrative Leave, Bereavement Leave and Military Leave are not considered “hours worked” for purposes of computing overtime.
- 5. For purposes of computing overtime, paid time-off for a Worker’s Compensation is not considered “hours worked” for purposes of computing overtime. However, any accrued leave used to supplement Disability payments does count towards hours worked.
- 6. All Department Heads shall be positions exempt from the Overtime Provisions of the FLSA.

**D. FAILURE TO REPORT FOR OVERTIME:** An employee’s failure to report for mandatory overtime will be considered an unexcused absence and may subject the employee to disciplinary action up to and including termination.

**E. PAY PROCEDURES:** Employees are paid normally, every other Thursday. If a scheduled payroll date falls on a holiday, employees will be paid on the day before the holiday. All required deductions, such as federal, state and local taxes, and all contributory payments, such as health insurance premiums, will be automatically deducted from the employee’s pay. Supervisors shall immediately notify the Administrative Office of reported errors in payroll amounts and of reports of lost or stolen payroll checks.

**F. COST OF LIVING ADJUSTMENT (COLA):** The Commission from time to time may recommend a cost-of-living adjustment. Cost-of-living adjustments may be included in the budget process and should normally take effect at the beginning of the Town’s fiscal year.

**SECTION VII. DISCIPLINARY ACTION**

**A. RESPONSIBILITY:**

It is the responsibility of Department Heads, the Town Manager and Supervisors to maintain discipline and order in the workplace.

Department Heads and Supervisors are responsible for monitoring job performance of subordinate personnel and enforcement of the Town's policies and procedures. Department Heads and Supervisors are expected to take appropriate disciplinary action, for deficient job performance and violations of the Town's policies and procedures.

**B. STEPS IN DISCIPLINE:**

Generally, disciplinary action should be progressive as outlined below. However, any step outlined below may be skipped and immediate disciplinary action, up to and including dismissal may be justified by the circumstances or the conduct of the employee in the Town's and its agent's discretion.

1. **WRITTEN PERFORMANCE COUNSELING:** The Department Head or supervisor may issue written performance counseling if the work performance or conduct of the employee continues to decline, and inform the employee that stronger action may be imposed if performance or conduct does not improve. A copy of this counseling will be provided to the employee and a copy will be placed in the employee's personnel file. If the employee's performance improves the employee may request through his/her supervisor, to the Department Head, removal of the counseling after twenty-four (24) months. **AT THE TIME THE COUNSELING DOCUMENT BECOMES THE BASIS FOR FURTHER ACTION, IT MUST BE INCLUDED IN THE OFFICIAL PERSONNEL FILE. THE DISCUSSION AND DOCUMENTATION SHALL CLEARLY INDICATE THAT FAILURE TO ACHIEVE IMMEDIATE AND SUSTAINED IMPROVEMENT WILL RESULT IN FURTHER CORRECTIVE ACTION UP TO AND INCLUDING DISMISSAL.**
2. **ORAL WARNING:** AN ORAL WARNING MAY BE APPROPRIATE WHEN PRIOR COUNSELING HAS NOT PRODUCED THE DESIRED RESULTS OR WHEN THE VIOLATION OR OFFENSE IS MORE SERIOUS. THE SUPERVISOR SHALL VERBALLY AND PRIVATELY EXPLAIN TO THE EMPLOYEE THE DEFICIENCY IN PERFORMANCE, BEHAVIOR, OR CONDUCT. THE SUPERVISOR SHALL DESCRIBE THE SPECIFIC ISSUE, EXPLAIN WHAT MUST BE DONE TO CORRECT THE PROBLEM, AND ESTABLISH A TIME FRAME FOR CORRECTION. DOCUMENTATION SHALL BE PREPARED BY THE SUPERVISOR RESTATING THE PROBLEM AND THE CORRECTIVE ACTION PLAN.
3. **WRITTEN REPRIMAND:** The Department Head may issue a written reprimand to the employee, after a discussion and in case the previous warning has not improved the employee's performance. The written reprimand shall contain the nature of the violation and include the date and approximate time of the violation. In addition, it will include the dates of the discussion and verbal warnings. The employee shall sign and receive a copy of the written reprimand and a copy will be placed in the employee's personnel file.
4. **REMEDIAL TRAINING** may be appropriate when the employee's performance indicates a lack of understanding of standard operating procedures or work methods. Documentation shall be maintained by the supervisor and/or forwarded to the town manager for inclusion in the personnel file.

5. UNSATISFACTORY PERFORMANCE APPRAISAL: If an employee's deficient performance or conduct does not improve, the Department Head shall ordinarily conduct a performance appraisal of the employee to identify the areas which need improvement. If the employee's performance does not improve immediately, the Department Head may make a recommendation, in writing, supported by all available documentation, that further action be taken.
  
6. SUSPENSION/FINE: The Department Head, with the concurrence of the town manager may suspend or fine an employee for up to three (3) days but only after giving the employee the opportunity to be heard. Any suspension for a longer period must be approved by the Commission. An employee may be suspended with or without pay, pending investigation. The suspension without pay shall not exceed thirty (30) calendar days without the approval of the Cottage City Commission. Documentation shall be prepared by the supervisor, signed by the employee, and forwarded to administrative office for the personnel file.
  
7. DEMOTION: The town manager and Commission must approve any demotion of any employee. Employees may be demoted:
  - (1) If their job performance is unsatisfactory; and/or
  - (2) As a form of discipline.The Commission shall be informed of all demotions prior to the effective date of the demotion.
  
8. NOTICE OF ADVERSE ACTION:

Employees will be provided with written notice when adverse action is being recommended in accordance with established procedures. Adverse action means disciplinary suspension (with or without pay), disciplinary demotion, disciplinary pay reduction, or dismissal.
  
9. PROBATION: an employee may be placed in probationary status for up to one year for failure in performance or conduct. This means that the employee's job is in jeopardy and the employee may be dismissed from employment if further infractions occur.
  
10. TERMINATION. If an employee's performance is warrant, the department head may file a termination recommendation with the town manager and the Cottage City Commission. The Town Manager may recommend alternative disciplinary action. The termination recommendation shall include documentation of progressive disciplinary action taken, if any.

**SECTION VIII CODE OF CONDUCT:**

THE FOLLOWING ACTIONS WILL RESULT IN CORRECTIVE/DISCIPLINARY ACTION. THESE GUIDELINES ARE INTENDED FOR SAFE, EFFICIENT OPERATION AND ARE NOT ABSOLUTE, INFLEXIBLE RULES, BUT MUST BE TEMPERED WITH COMMON SENSE ON THE PART OF OUR EMPLOYEES. IN THE ABSENCE OF A REASONABLE BASIS FOR DEPARTURE FROM THE GUIDELINES, FAILURE TO PERFORM AND BEHAVE ACCORDING TO THE CODE OF CONDUCT WILL RESULT IN CORRECTIVE ACTION, DISCIPLINARY ACTION, UP TO AND INCLUDING DISCHARGE FROM EMPLOYMENT.

- (1) FAILURE TO WORK ASSIGNED HOURS, INCLUDING OVERTIME.
- (2) QUITTING WORK, WASTING TIME, LOITERING, OR LEAVING ASSIGNED WORK AREA DURING WORKING HOURS WITHOUT PERMISSION.
- (3) HABITUAL TARDINESS – REPORTING TO ASSIGNED WORK AREA AFTER SCHEDULED REPORTING TIME.
- (4) EXCESSIVE ABSENTEEISM.
- (5) ABSENCE WITHOUT EXCUSE, PERMISSION OR LEAVE.
- (6) FAILURE TO IMMEDIATELY REPORT A WORK-RELATED ACCIDENT OR INJURY.
- (7) FAILURE TO PROPERLY WEAR A COMPLETE TOWN UNIFORM WHEN REQUIRED BY THE DEPARTMENT.
- (8) FAILURE OF DRIVERS OR PASSENGERS TO WEAR SEAT BELTS WHILE DRIVING OR RIDING IN TOWN VEHICLES.
- (9) TRANSPORTING NON-EMPLOYEES IN TOWN VEHICLES WITHOUT THE APPROVAL OF APPROPRIATE SUPERVISORS.
- (10) SMOKING IN TOWN VEHICLES.
- (11) FAILURE TO USE HEADLIGHTS AT ALL TIMES WHILE DRIVING A TOWN VEHICLE.
- (12) MAKING OR PUBLISHING FALSE, VICIOUS, OR MALICIOUS STATEMENTS CONCERNING ANY EMPLOYEE, SUPERVISOR, THE TOWN, OR ITS OPERATIONS.
- (13) REFUSAL TO COOPERATE WITH ACCIDENT OR INCIDENT INVESTIGATIONS OR INTERFERENCE WITH AN INVESTIGATION.
- (14) UNAUTHORIZED PERSONAL USE OF ANY TOWN VEHICLE OR EQUIPMENT BY ANY EMPLOYEE.
- (15) OFFENSIVE CONDUCT OR USE OF OFFENSIVE LANGUAGE OR PROFANITY IN PUBLIC, OR TOWARD THE PUBLIC, TOWN OFFICIALS, OR CO-WORKERS.

- (16) DELIBERATE MISUSE, DESTRUCTION, OR DAMAGING OF TOWN EQUIPMENT, PROPERTY, OR PROPERTY OF ANOTHER EMPLOYEE.
- (17) FALSIFICATION OF PERSONAL OR TOWN RECORDS, INCLUDING EMPLOYMENT APPLICATIONS, ACCIDENT RECORDS, PURCHASE ORDERS, TIMECARDS, OR OTHER REPORTS OR WORK RECORDS.
- (18) CONVICTION OF A FELONY OR OTHER CRIME INVOLVING MORAL TURPITUDE.
- (19) VIOLATION OF A TOWN POLICY, LOCAL ORDINANCE OR STATE OR FEDERAL LAWS.
- (20) MAKING FALSE CLAIMS OR MISREPRESENTATIONS IN AN ATTEMPT TO OBTAIN SICKNESS OR ACCIDENT BENEFITS, OR WORKER'S COMPENSATION INSURANCE BENEFITS.
- (21) INSUBORDINATION BY THE REFUSAL TO PERFORM ASSIGNED WORK OR TO COMPLY WITH WRITTEN OR VERBAL INSTRUCTIONS OF A SUPERVISOR.
- (22) THEFT OR UNAUTHORIZED REMOVAL OF ANY TOWN PROPERTY OR PROPERTY OF ANY EMPLOYEE.
- (23) THREATENING, INTIMIDATING, COERCING, OR INTERFERING WITH FELLOW EMPLOYEES OR SUPERVISORS AT ANY TIME, INCLUDING THE USE OF ABUSIVE LANGUAGE.
- (24) SLEEPING DURING WORKING HOURS.
- (25) IMMORAL, UNLAWFUL OR IMPROPER CONDUCT, OR INDECENCY WHICH WOULD TEND TO AFFECT THE EMPLOYEE'S RELATIONSHIP WITH FELLOW WORKERS, REPUTATION OR GOOD WILL IN THE COMMUNITY, OR ABILITY TO PERFORM HIS/HER JOB DUTIES.
- (26) VIOLATION OF THE TOWN'S ALCOHOL AND DRUG POLICY.
- (27) PROVEN INCOMPETENCE OR INEFFICIENCY IN THE PERFORMANCE OF ASSIGNED DUTIES.
- (28) VIOLATING THE TOWN'S ANTI HARASSMENT POLICY.
- (29) FAILURE TO MAINTAIN REQUIRED LICENSES AND CERTIFICATIONS.
- (30) FAILURE TO RETURN TO WORK AFTER A LEAVE OF ABSENCE.
- (31) FAILURE TO REPORT A TRAFFIC VIOLATION WHICH MAY JEOPARDIZE THE EMPLOYEE'S SAFE DRIVING RECORD.

## SECTION IX INFORMAL CONFERENCE AND DISCIPLINARY APPEALS PROCESS:

A full-time employee who has been suspended, demoted, or discharged may file a notice of appeal to the Commission through the Manager Town Manager's Office. The notice of appeal must be filed within fourteen (14) days of the employee's receipt of the written notice of the suspension, demotion, or discharge. A notice of appeal must be submitted in writing and describe the grounds for appeal.

The Commission will set a hearing date no earlier than fourteen (14) days or later than twenty-eight (28) days from the Town Manager's receipt of the employee's notice of appeal, unless the employee requests a later date, and the request is approved by the Commission. The Town Manager will notify the employee in writing at least seven (7) days prior to the hearing as to the hearing date, time, and place.

During the hearing, the employee, the supervisor, and the Town Administrator, shall be given the opportunity to discuss and explain the circumstances giving rise to the disciplinary action, including the decision to impose discipline, suspend or terminate. In addition, other individuals may be allowed to provide additional information at the discretion of the Commission.

After the hearing, the Commission may recommend affirming, reversing, or modifying the decision to suspend, demote, or discharge. The appellant will be notified in writing within fourteen (14) days after the final decision of the Commission.

An appointee, part-time employee, or full-time employee in his or her probationary period who is suspended, demoted, or discharged, is not entitled to this appeal process.

## SECTION X. TERMINATION OF EMPLOYMENT:

**A. VOLUNTARY:** Employees are required to give at least two (2) weeks advance notice, in writing, to their Department Head, when resigning from the Town's work force. Proper notice will allow the Town to calculate all regular and overtime compensation, accumulated leave and any other payments due the employee.

Final payment will be made to the employee after certification has been received from the Department Head stating that all Town owned and issued property and equipment has been returned.

Employees who are retiring are urged to begin the process, at least two (2) months prior to their anticipated retirement date.

**B. INVOLUNTARY:** Employees can be recommended for involuntary termination by the Department Head or the Town Manager. Only the Commission can involuntarily terminate a non-probationary employee which employee shall ordinarily be granted an opportunity in closed session to be heard by the Commission or its designee(s) as to why the employee should not be involuntarily terminated, provided the employee in writing requests such an opportunity within five (5) days of receiving a Notice of Termination. The Commission shall use the applicable procedures outlined in Grievance Procedure Section XI.

Regardless of the reason for termination, all employees are required to return all Town property and equipment and to complete all necessary forms prior to receipt of their final payroll check.

- C. **AUTOMATIC TERMINATION:** Unless otherwise provided, any employee who is unable to perform all of the essential duties of his/her regular position for more than six calendar months (exclusive of time spent on military leave OR Workers Compensation) will be automatically discharged.

## **SECTION XI. GRIEVANCE PROCEDURE:**

A. **POLICY:** It is the desire of the Town to resolve grievances informally in a prompt and equitable manner. Whenever possible this shall be done informally and both supervisors and employees are expected to make every effort to resolve problems as they arise. However, it is recognized that there may be grievances which can be resolved only after a formal appeal process. Nothing in this section is intended to enhance or change the status of any employee regarding probation, or status, as outlined in the Charter, ordinances and regulations of the Town. Nothing shall preclude any employee, including probationary employees from making a formal complaint regarding a violation of civil rights or retaliation with the Town. Alleged discriminatory treatment need not be stated as a grievance. The employee may report such to any federal, state, county or Town officer designated to take such complaints.

### **B. APPLICABILITY AND ELIGIBILITY:**

- (1) This section governs grievances of all employees of the Town and supersedes any regulation, rule or order in all Town Departments.
- (2) Only a non-probationary employee may file a grievance.
- (3) Exclusions: A grievance may not be filed when it involves:
  - a. A grievant who is a temporary/seasonal, or probationary employee.
  - b. Actions taken by the Commission which are policy decisions and not management/administrative actions.
  - c. Non-selection for promotion when the sole reason for the grievance is based on personal opinion, and is not substantiated by fact.
  - d. Oral counseling or discussion.
  - e. Documented warnings not filed within the employee's official personnel records.
  - f. Performance appraisals-
  - g. Withholding a salary increase due to less than satisfactory performance.
  - h. Position classifications.
  - i. A supervisor's determination of the job responsibilities and performance standards of an employee's position.
  - j. The content of published Town policy.
  - k. Separation due to reduction in workforce.
  - l. The Town's decision not to renew an employment contract.

m. An involuntary termination.

C. PROCEDURES:

- (1) Grievance Criteria. Subject to the eligibility requirements and exclusions above, an employee may file a written grievance when the employee is adversely affected as a result of 1) the application of the provisions of this manual to the employee, 2) the actions of a supervisor, 3) alleged discrimination or unfair treatment, or unsafe or unhealthy working conditions. All grievances shall be in writing and shall set forth all pertinent four (4) facts including:
- a. The name and position of the person whose action is the subject of the grievance.
  - b. The date of the action which is the subject of the grievance.
  - c. A full description of the action, which is the subject of the grievance, including all facts which the employee deems necessary to explain the grievance fully.
  - d. The names and addresses or phone numbers of all witnesses.
- (2) Compliance. A failure on the part of an employee to comply with the time limits and requirements set forth in this section shall result in the employee waiving his or her right to pursue the matter as a grievance or appeal of such.
- (3) The final decision of the Town shall be the decision at the highest step or level to which the grievance or appeal was made. Unless the Commission determines otherwise the adverse action that is the subject of the grievance shall ordinarily not be effective until the final decision by the Town.
- (4) An employee must file the grievance with the Department Head, unless the Department Head is the subject of the grievance, in which case the grievance will be filed with the Commission. The grievance shall be filed within fourteen (14) days of the adverse actions that is the subject of the grievance. The Department Head or the Conference Office, as appropriate, should allow the employee the opportunity to be heard and should respond in writing as soon as possible.
- (5) Miscellaneous:
- a. Any party to a grievance may have an attorney present to advise and/or represent them at any step in a grievance.
  - b. No new issues may be added to the appeal of any grievance after the initial grievance is filed.. Hence, after the employee's initial grievance, any step or level of grievance above the initial step or level of grievance shall be limited to the issues raised in the first grievance.
- (6) Conference:
- a. The Department Head shall meet with the employee as soon as possible and may also conduct a separate investigation. However, the Department Head shall give the employee a written decision

and the reasons for the decision within five (5) business days after the date of the meeting with a copy to the Commission. Unless the Department Head affirmatively in writing extends the time to respond, when the Department Head fails to render a written decision within the five (5) day period, the grievance shall be deemed denied.

- b. An employee who is dissatisfied with the decision(s) of the Department Head may file a written grievance/appeal with the Town Manager. Such appeals must be received by the Town Manager within five (5) days after the date of the Department Head's answer or the date on which such answer was due.

The Town Manager or his/her designee(s) shall ordinarily be the Conference Officer. The Conference Officer shall hear the grievance and have all authority to decide the matter.

- c. The Conference Officer shall promptly conduct a conference in the presence of the grievant and the appropriate Town employee, both of whom shall have the right to produce such relevant evidence as may be desired.
- d. The conference shall be closed to the public in all cases unless the grievant elects otherwise, all parties agree, and the conference officer finds that the interests of the Town and of any Town employee can not be harmed by the conference being open to the public.
- e. The Conference Officer shall determine prior to the conference a) whether the Department Head or Grievant or both, shall present evidence, b) the order in which the parties shall present the evidence, c) such other matters as the Conference Officer considers appropriate to conduct a fair conference. The conference shall be recorded, videotaped, or transcribed, witnesses shall be sworn by the Clerk or appropriate individual, and all documentary evidence shall be marked. Formal rules of evidence shall not apply, but efforts shall be made to admit only credible, material or relevant evidence.
- f. The Conference Officer shall have full authority and discretion to decide all procedural and substantive issues in the grievance. The decision of the Conference Officer shall be final except as provided otherwise herein.

**APPENDIX A.**  
**ANTI-HARASSMENT POLICY**

A. POLICY

It is the policy of the Town of Cottage City that all employees have a right to work in an environment free of discrimination, which encompasses freedom from sexual harassment. The Town of Cottage City strongly disapproves of sexual harassment of its employees in any form, and states that all employees at all levels of the Town must avoid offensive or inappropriate sexual and/or sexually harassing behavior at work and will be held responsible for ensuring that the workplace is free from sexual harassment.

B. PROHIBITED ACTS

1. Specifically, The Town of Cottage City prohibits the following:
  - a. Unwelcome sexual advances,
  - b. Requests for sexual favors, whether or not accompanied by promises or threats with regard to the employment relationship,
  - c. Other verbal or physical conduct of a sexual nature made to any employee that may threaten or insinuate either explicitly or implicitly that any employee's submission to or rejection of sexual advances will in any way influence any personnel decision regarding that person's employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development.
  - d. Any verbal or physical conduct that has the purpose or effect of substantially interfering with the employee's ability to do his or her job.
  - e. Any verbal or physical conduct or any gesture which is sexual in nature.
2. Such conduct may result in disciplinary action up to and including dismissal.
3. Other sexually harassing conduct in the workplace, whether physical or verbal, committed by supervisors or non-supervisory personnel is also prohibited. This behavior includes but is not limited to: commentary about an individual's body, sexually degrading words to describe an individual, offensive comments, off-color language or jokes, innuendoes, and sexually suggestive objects books, magazines, photography, cartoons or pictures.

4. All employees of Cottage City are responsible for assisting in the prevention of discrimination or sexual harassment through the following acts:

- a. Refraining from participation in, or encouragement of actions that could be perceived as discrimination or sexual harassment.
- b. Reporting acts of discrimination or sexual harassment, whether involved as a victim or witness.
- c. Encouraging members who confide that they are victims of discrimination or sexual harassment to report such acts.
- d. When encountering discrimination or sexual harassment, telling the person causing it that their actions are unwelcome and offensive.
- e. Notifying a supervisor in a timely manner of any violation of this policy.
- f. Reporting any employee who is in possession of or in use of sexually explicit materials, pictures, printed materials, audio/visual, graphics, etc. in the workplace unless obtained during the course of an official investigation.

C. Reporting Process: Should any employee feel that they have been discriminated against or harassed, the employee may undertake one or more of the following steps:

1. Tell the person that their actions are unwelcome and offensive and document all incidents in order to provide the fullest basis for investigation.
2. Report the incident(s) to their Department Head as soon as possible, by memorandum. In the event of Department Head involvement or personal reasons, the employee may report the offense directly to the Town Manager, and/or the Full Commission.
3. The Town Manager receiving the complaint will immediately meet with the employee and ensure that the alleged incident(s) are documented carefully. In the event of Department Head involvement, the Town Manager will meet with the employee and ensure that the alleged incidents are documented carefully.

D. Investigation of Complaints: The Town Manager will receive complaints from department heads and determine if the complaint will be investigated as discrimination or sexual harassment as opposed to some other form of misconduct.

1. If any complaint alleges criminal activity, the investigation may be referred to the Police Department for investigation.
2. If the claim involves allegations against a sworn police officer, the investigation should be dealt with as appropriate.

3. The investigation will determine whether other employees are being harassed or discriminated against by the person, and whether other Town employees participated in or encouraged the harassment or discrimination.

The Department Head or Town Manager conducting the investigation will complete the investigation in a timely manner. Appropriate disciplinary action will be assessed by the Department Head or Town Manager. Disciplinary action can be as severe as termination of employment.

A file of such complaints involving civilian employees will be maintained in a secure location in the Administrative Office. Files involving the investigation of sworn police officers will be maintained in the Office of the Chief of Police.

E. **Outcome:** An employee may file a grievance/appeal in accordance with Section X of the Town Personnel Manual and Department procedures if they disagree with the investigation or disposition of a harassment or discrimination claim.

Employees who have complaints of sexual harassment or other harassment by anyone at work, including any supervisors, co-employees, or visitors are urged to report such conduct to their supervisor, Department Head, Town Manager, Chairman or member of the Commission so that the Town of Cottage City may investigate and resolve the problem. Employees may bring such matters to the direct attention of their immediate supervisors, to the Department Head, Town Manager or to the Commission if the complaint involves the employee's supervisor or someone in the direct line of supervision, or if the employee for any reason is uncomfortable in dealing with his or her immediate supervisor, the employee may go to the Town Manager, or the Commission.

The Town of Cottage City will make every attempt to maintain the information provided to it in the complaint and the investigation process as confidentially as possible.

There will be no retaliation against employees for reporting sexual harassment or any other harassment type or assisting the Town in the investigation of a complaint. However, if after investigating any complaint of harassment or unlawful discrimination the Town learns that the complaint is not bona fide or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who provided the false information.

This policy does not prohibit any employee from filing a complaint or grievance with an outside agency

**APPENDIX B**  
**TOWN OF COTTAGE CITY DRUG AND ALCOHOL ABUSE POLICY DOCUMENTS**

ATTACHMENT A

TOWN OF COTTAGE CITY EMPLOYEE DRUG AND ALCOHOL SCREENING  
AUTHORIZATION AND ACKNOWLEDGEMENT

I hereby authorize a medical facility to draw blood and/or obtain a urine specimen from me as requested by the Town of Cottage City.

I further authorize the medical facility to release to the Town of Cottage City the results of these tests.

I am taking/using the following medications now:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the individual is above 18 years of age:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

If the individual is below 18 years of age:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Consenting Parent/Legal Guardian

ATTACHMENT B

TOWN OF COTTAGE CITY EMPLOYEE DRUG SCREENING APPEALS PROCEDURE

TO: Town of Cottage City Commission

FROM: \_\_\_\_\_  
(Name of Employee)

The laboratory selected by the Town to conduct drug screening is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Should an employee want to appeal the results of the drug screen, the following appeal procedure is to be followed:

(PLEASE READ, COMPLETE, AND INITIAL TO THE LEFT OF EACH STATEMENT)

I. APPEAL

I hereby appeal the results of my drug screen test.

II. PAYMENT

I agree to pay in advance of the test being conducted \$\_\_\_\_\_, which is the cost of conducting the GCMS test by the laboratory. (Please make the full amount payable to the laboratory).

III. SHIPMENT OF SPECIMEN

I understand upon payment, I hereby authorize to arrange transportation by courier a portion (Aliquot-minimum 30cc) of my same specimen which was originally screened to my selected laboratory as designated in II. I understand a strict chain of custody on my specimen will be

observed.

IV. AUTHORIZATION FOR LABORATORY TO CONDUCT TEST

I hereby authorize my designated laboratory to conduct a Gas Chromatograph/Mass Spectrophotometry (GCMS) test on the same specimen, which was originally screened.

V. AUTHORIZATION TO RELEASE INFORMATION

I hereby authorize my designated laboratory to release any and all drug screening test results, including raw test data summary sheets, computer, and individually generated reports and notes to:

If the individual is above 18 years of age:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

If the individual is below 18 years of age:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Consenting Parent/Legal Guardian

## **APPENDIX C USE OF PERSONAL COMPUTER POLICY DISCLAIMER**

Use of Town Owned Computers - Use of personal or laptop computers and networks owned or controlled by the Town is a privilege that requires each user to act responsibly and ethically. Because electronic information is volatile and easily reproduced, lost, or corrupted, users must exercise care in acknowledging and respecting the work of others through strict adherence to software licensing agreements, copyright laws, and Town policy including those that may apply to personal conduct.

Users do not own accounts on Town office computers, but are granted the privilege of use. Misuse of computers, networking, or information resources may result in the loss of computing and/or network access. Additionally, misuse can be prosecuted under applicable statutes. Illegal production of software and other intellectual property protected by U.S. copyright law is subject to civil damages and criminal prosecution including fines and imprisonment. Employees shall refrain from unauthorized use of Town owned computers. Employees will also refrain from attempting to access confidential material, including, but not limited to, information related to personnel matters absent a legitimate business reason.

### Use of Personal Computer Policy

This policy statement and the procedures hereunder are intended for Town use only. The policies, procedures and regulations are for internal administrative purposes and are not intended to create any higher legal standard of care of liability in an evidentiary sense than is created by law. Violations of internal policies, procedures, regulations or rules form the basis for disciplinary action by the Town. Violations of law form the basis for civil and/or criminal sanctions to be typically determined in a proper judicial setting, not through the administrative procedures of the Town.

### POLICY

It is the policy of the Town of Cottage City that all Personal Computer (PCs) that are Town owned are under the administrative control of the systems administrator or Town’s designee.

Software and/or hardware must not be installed, moved, and/or modified on any PC without written approval from the administrator or other designee. Any Department Head may request that a given piece of software and/or hardware be installed on a computer assigned to his/her department.

Software may not be copied from Town of Cottage City PC or from a Town owned distribution disk or other media for use on an individual’s personally owned computer, if the duplication would violate the Copyright or Licensing Laws. Software piracy is a violation of Federal Law.

### SUMMARY

Procedures to be followed when using a PC apply to all Town employees, appointed or elected officials.

### DEFINITIONS:

- ADMINISTRATOR – the person the Commission appoints in charge of the Computers.
- APPLICATION/PASSWORD – a password that a user may assign within an application and/or document in a PCS that prohibits others from opening the secured application or document.
- HOME DIRECTORY – a directory that is located on the main server. The name of the directory will be the same as the user’s login name.
- LOGIN NAME – a user’s name that is derived from the employees last name and first letter of the employee’s first name. (I.e., User: browng, Login Name: browng.)
- LOGIN PASSWORD – a unique password that is used by an individual employee to login and gain access to a computer system
- PC – a personal computer or similar device that is owned by the Town of Cottage City and is assigned to an individual workstation and/or Department.
- POWER-ON PASSWORD – a password assigned to the hardware of a PC that prevents other users from starting the system
- WORK PRODUCT – any document, spreadsheet, program or other electronic file that is created or produced on a PC. -

#### PROCEDURES:

1. The administrator will assign the following to all Town personnel:
  - A. Network User-Name/Login Name.
  - B. An initial login password. All users will be required to change their password upon their first log in and every sixty days thereafter.
2. Department Heads will determine the need for Internet and e-mail privileges of their employees.
  - A. E-mail users will be assigned a home directory/folder on the Master Server in Novell Group.
    - The directory will be backed up frequently by the administrator.
    - Documents and/or files stored in the home directories will be secure from other users.
    - NOTE: Documents and/or files that are stored locally in other applications will not be backed up or secured (i.e. Word, Access, Excel, etc.)
3. To install software on a PC:

A. Submit a memorandum to the Department Head. Include the following:

- The name and type of software the employee is requesting to install.
- The reason for the proposed installation.
- How the software will benefit the Town, Department or individual in the performance of his/her duty.
- Which PC the software will be loaded on.

B. If approved, the Department Head will forward the request to the administrator.

C. The administrator will grant written approval based on the following criteria:

- The Town of Cottage City or the individual wishing to use it must own the legal copy of the software.
- The User's Manual must remain in close proximity to the computer. This will allow all users to utilize the software.

4. The administrator will periodically monitor and audit the entire system. If any unauthorized software, hardware, and/or any Power-On and/or Application passwords are discovered. The administrator will:

A. Remove the software, hardware, and/or password(s) from the PC.

B. Document and report the discovery by sending an interoffice memorandum to the Department Head where the violation was discovered.

5. If a PC malfunction or problem with the system occurs, notify the administrator during normal office hours, Monday through Friday, between 0900 and 1700 hours.

A. During non-office hours leave a voicemail message.

#### REGULATIONS:

1. The administrator shall have control of all PC's, which are on the Town network.

2. PC hardware shall not be moved or modified in any way without prior approval from the administrator.

3. Employees shall not copy software from a PC for use on their personally owned computers.
4. Software shall not be installed on any PC without obtaining written approval from the administrator.
5. All work products that are created on a PC are considered to be owned by the Town of Cottage City.
6. Employees shall not put on a PC any information that violates Town Policy and Procedure.
7. Employees shall not put Application Passwords or Power-On Passwords in a Town PC.
8. E-mail messages are not considered confidential and may be examined by proper authority upon the authorization of the administrator.
9. Employees shall not share nor give their personal Login Password to another employee.
10. The use of the internet is to carry out Town business only unless authorized by the administrator

**APPENDIX D  
TOWN OF COTTAGE CITY ACCOMMODATIONS FOR DISABILITIES**

**I. Background and Purpose**

No Town employee will discriminate against any qualified individual because of disability with respect to any term, condition, or privilege of employment. The Town will make reasonable accommodations to the known physical and mental limitations of otherwise qualified individuals with disabilities, unless such accommodations would impose an undue hardship on the Town’s business operations. Both job applicants and employees are covered by the Americans with Disabilities Act and this policy.

**II. Definitions**

Definition of Qualified Individual: A qualified individual with a disability is one who, with or without reasonable accommodation, can perform the essential function(s) of the position that such individual holds or desires.

**III. Scope**

The prohibition on discrimination applies to all terms, conditions, and privileges of employment, including but not limited to:

- Recruitment, selection, and hiring
- Job assignment and classification
- Promotions, transfers, layoffs, reduction in force
- Compensation
- Leave and Benefits
- Education and training
- Employer-sponsored activities.

IV. **Job Openings**: Information about job openings shall be accessible to people with disabilities and available in alternate formats upon request.

V. **Interviewing**: After reviewing the job description, interviewers may ask applicants if they are able to perform the essential job functions with or without reasonable accommodations. Interviewers may not ask direct questions about whether an applicant has a disability or about the nature of the disability. Medical information cannot be discussed until after an offer of employment has been extended.

VI. **Medical Examinations**: Supervisors are prohibited from requiring a medical exam before making an employment offer.

VII. **Medical Information**: Information on an employee’s medical condition or history is kept in a separate file from other employee information. Access to this information is limited to those who have a legitimate need to know.

VIII. Confidentiality Regarding Disabilities: All employees with responsibilities which may require knowledge of disabilities are to treat this knowledge in a confidential manner. All information regarding a disability or medical condition will be kept completely confidential except:

- A. Supervisors who are responsible for assigning work responsibilities will be informed regarding restrictions on the work or duties of employees with disabilities and any accommodations that have been made.
  
- B. First aid and safety personnel may be informed at appropriate times if the employee's condition may require emergency treatment.
  
- C. Appropriate officials investigating compliance with federal/state/local laws may be informed.

IX. Reasonable Accommodations: An employee with a disability may request a reasonable accommodation in accordance with Federal, State and Local law. Supervisors who have questions regarding the organization's ability to make reasonable accommodations or the reasonableness of a request should contact the Town Manager.

## APPENDIX E. FLEXTIME POLICY

The Town understands the importance of its employees having a proper work-life balance in order to be more efficient and productive. The Town recognizes that allowing employees to have some control over their work schedules makes it easier for them to manage non-job-related responsibilities and their professional commitment to the job. Consequently, the Town supports flexible work scheduling options for employees, provided that such schedules are mutually beneficial to employer and employee and continue to satisfy the needs and objectives of the organization.

### I. Definition

Flexitime is a way of restructuring the traditional work schedule so an employee may work daily hours that are different from regular office hours. Currently, the Town's regular office hours are Monday through Friday 9 a.m. to 5 p.m. Under this Flexitime policy, an employee and department head are able to establish the employee's work schedule between the hours of 7:00 a.m. – 6:00 p.m., pursuant to the provisions herein. Flexitime does not refer to the hours of operation stated in an offer letter. This policy excludes those hours that are implemented for seasonal operations.

### II. Eligibility

All full-time staff are eligible.

### III. Guidelines

A. The flexitime work schedule will be a consistent, approved daily schedule for an individual employee with established starting and ending times that remain the same week after week. For example, each eligible employee may select a different work starting time between the hours of 7:00 a.m. and 9:00 a.m. and an ending time between 4:00 p.m. and 6:00 p.m., subject to department head approval. The flexitime work schedule starting/ending times must be in 30-minute increments, i.e., start time, 7:00 a.m., 7:30 a.m., etc.

All requests for seasonal operation hours must be requested in writing and must be submitted to \_\_\_\_\_.

B. Employees and their department heads will also be able to select a thirty (30) minute lunch period.

C. Regardless of the flexitime work schedule, full-time employees are required to work a minimum of forty (40) hours per week, working eight (8) hours each workday of the week.

D. Lunch cannot be eliminated from the daily flexitime work schedule in order to reduce the number of hours in the workday.

E. The granting of flexitime work schedules will not result in a change in the department's regular hours of operation. Each department head will be responsible for ensuring that all services of the department are available to internal and external clientele during regular business hours and that the efficiency and effectiveness of the department's operations will not be interrupted.

F. While it is not required that flextime work schedules be uniformly available to all positions in a department, the department head is responsible for ensuring the fair and equitable administration of this procedure to employees.

G. Participation in the flextime schedule is voluntary. Working a flextime schedule is a privilege, not an employee right, and flextime schedules are not appropriate for all jobs or all situations. Denial of a request for a flextime work schedule is not grievable.

H. Department Head or Town Manager reserves the right to alter the participants established work schedule to accommodate work demands or for any other official purpose.

I. Flexible work may not be used as a substitute for dependent care.

#### IV. Requests for Flextime Work Schedule

Flexible work options require department head and Town Manager approval and depend on a partnership between the department head and employee to ensure that the needs of both the employee and the Town are being met.

Flexible work options may be introduced in a work environment by an employee who determines that he/she would like to have a flexible work option. However, department heads may also suggest flexible work options for some or all staff members.

Employees and their department heads are encouraged to discuss their needs and to work together to develop the best possible arrangements for their situation. Here are the steps for introducing a flexible work option:

##### 1. Review the Options

Review all of the flexible work options and determine which would be most desirable and appropriate.

- Personal needs and preferences,
- Personal work style and capabilities,
- The demands of the job,
- The office situation and organizational needs, with particular focus given to opportunities for improved accountability, cost effectiveness and customer satisfaction, and

##### 2. Prepare a Request Form

Prepare a written proposal to the department head requesting the flexible work option, covering:

- Benefits to the Town
- Reasons the option will work for the job

- Why employee is suitable for this option
- What processes will be needed to maintain good communication and continue to achieve the work goals, and
- How accountability, cost effectiveness and office needs will be addressed. The form will then be forwarded to the Town Manager for review and approval.

### 3. Town Manager Formalizes the Arrangement

If the Town Manager determines that the proposal is satisfactory, the arrangement must be formalized with a written agreement. The option will be most comfortable for all parties if a collaborative effort contributed to the final plan.

### 4. Option is Piloted[WW4]

Next, the option should be "piloted." During the pilot experience, the department head and staff member should meet regularly, at pre-arranged intervals, to discuss how the arrangement is going. The following questions should be reviewed:

- Are expectations clearly understood?
- Is productivity being maintained?
- Are there benefits that can be identified?
- Are there adjustments to the arrangement that might be desired by either party?
- Should the option be maintained?
- Is the employee able to maintain the quality and quantity of their work?
- Do the work assignments and responsibilities of the employee's position warrant continued participation?
- Is the employee's most recent performance appraisal rating at least fully successful in all critical elements?

At the end of the pilot period, the option should be evaluated. It should be understood from the start that either the department head or employee may end the arrangement if the goals of the arrangement are not being met.

**EMPLOYEE ACKNOWLEDGEMENT FORM**

The employee handbook describes important information about the Town of Cottage City, and I understand that I should consult my supervisor or the town manager regarding any questions not answered in the handbook. I have entered into my employment relationship with the Town of Cottage City voluntarily and acknowledge that there is no specified length of employment. Accordingly, either the Town of Cottage City or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to the Town of Cottage City’s policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Commissioners of the Town of Cottage City has the power to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S NAME (printed):

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EMPLOYEE'S SIGNATURE:

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DATE: \_\_\_\_\_

TOWN OF COTTAGE CITY  
RESOLUTION 2026-17

**A RESOLUTION OF THE COTTAGE CITY COMMISSION OF THE TOWN OF COTTAGE CITY ADOPTING THE REVISED PERSONNEL MANUAL AND AMENDING SICK LEAVE BENEFITS FOR PART-TIME EMPLOYEES & ANNUAL LEAVE ACCURAL RATES FOR SALARIED EMPLOYEES**

**Introduced By: The Cottage City Commission**

**WHEREAS**, the Cottage City Commission of the Town of Cottage City recognize the importance of maintaining an up-to-date Employee Handbook / Policy and Procedure Manual that reflects current employment practices, policies, and benefits; and

**WHEREAS**, the Town has reviewed and revised its Employee Handbook to ensure clarity, consistency, and compliance with applicable laws and regulations; and

**WHEREAS**, the Town's Employee Handbook establishes policies governing employee responsibilities, use of Town vehicles, employee benefits, employment practices, compensation practices, disciplinary action, code of conduct, including sick leave accrual and usage; and

**WHEREAS**, the Cottage City Commission desire to amend the Town's sick leave policy to provide sick leave benefits to eligible part-time employees; and

**WHEREAS**, the Cottage City Commission desire to amend the Town's salaried employee annual leave accrual rate;

NOW, THEREFORE, BE IT RESOLVED, by the Cottage City Commission of the Town of Cottage City that the Town of Cottage City Employee Handbook is hereby amended as follows:

**Part-Time Employee Sick Leave:**

Effective immediately upon adoption of this Resolution, all eligible part-time employees shall accrue sick leave at a rate of four (4) hours per pay period.

**Salaried Employee Annual Leave Accrual Rates:**

Effective immediately upon adoption of this Resolution, salaried employees shall accrue annual leave according to the following schedule:

Years of Service	Annual Leave Accrual Rate
0 through 8 Years	8 hours per pay period
More than 8 Years	10 hours per pay period

**Employee Handbook Amendment:**

The Town Manager is authorized and directed to revise the Town of Cottage City Employee Handbook to reflect on the changes adopted by this Resolution and to ensure all affected employees are notified of the revised provisions.

AND BE IT FURTHER RESOLVED that this Resolution shall become effective immediately and may be signed by the Cottage City Commission.

ATTEST:

TOWN OF COTTAGE CITY, MARYLAND

\_\_\_\_\_  
John Hoatson, Town Manager

By: \_\_\_\_\_  
Wanda Wheatley, Ward 3, Commissioner Chair

\_\_\_\_\_  
Julia Salsich, Ward 1, Commissioner Secretary

\_\_\_\_\_  
Joshua Durant, Ward 2, Commissioner

\_\_\_\_\_  
Tom Campos, Ward 4, Commissioner Vice Chair

\_\_\_\_\_  
John Brooks, At-Large, Commissioner

CERTIFICATION

I, hereby certify, as the duly appointed Town Manager of the Town of Cottage City, Maryland, that on the 10th day of June, 2026, Resolution No. 2026-17, entitled: Adopting the revised personnel manual and amending sick leave benefits for part-time employees & annual leave accrual rates for salaried employees, was duly adopted by the Cottage City Commission of the Town of Cottage City, Maryland, by a vote of \_\_\_ Aye, \_\_\_ Nay, and \_\_\_ Absent.

By: \_\_\_\_\_  
John Hoatson, Town Manager