

Ordinance To Adopt a Personnel Manual
and Related Amendments
Sponsored by: Councilmember Cron

AMENDED LEGISLATIVE RESOLUTION 14-0-07

Resolution and Ordinance of the Town of University Park, to enact a Personnel Manual, to repeal Chapter 2, "Administration, Article I, Section 2-111, "Employee probationary period", Section 2-112, "Injury While Working", and Section 2-113, "Employee Drug and Alcohol Testing", to repeal and re-enact Section 2-105, "Duties of the Treasurer", OF THE CODE OF ORDINANCES OF THE TOWN OF UNIVERSITY PARK to provide for the appointment of the Treasurer, to prohibit a Town elected official from also acting as an independent contractor for the Town, to enact a new Section 2-111 to provide for appointment of the Director of Public Works, and to renumber a certain paragraph.

Section 1: Be it resolved and ordained by the Mayor and Common Council of the Town of University Park that Chapter 2 "Administration", Article 1 "General Administration", Section 2-105 "Duties of the Treasurer", of the Code of the Town of University Park be repealed, re-enacted and amended to read as follows:

Section 2-105 APPOINTMENT AND Duties of the Treasurer

- (a) General. THE TREASURER SHALL BE APPOINTED BY THE MAYOR AND APPROVED BY THE COUNCIL. THE TREASURER SHALL SERVE AT THE PLEASURE OF THE MAYOR AND COUNCIL. The Treasurer shall have general supervisory and administrative authority under the Mayor, unless otherwise assigned. He shall be responsible for keeping the personnel records and work reports of all Town employees.
- (b) Purchasing. The Treasurer shall oversee all purchase orders. Except in situations where good cause has been demonstrated to the Council, the

EXPLANATION:

CAPITALS INDICATE MATTER ADDED TO EXISTING LAW

[Brackets] indicate matter deleted from existing law

* * Asterisks* * indicate provisions of existing law which have been omitted from the resolution

UNDERLINED CAPITALS INDICATE MATTER ADDED IN THE AMENDMENT

[Brackets] indicate matter deleted in amendment.

Treasurer shall make any single purchase or expenditure of more than ten thousand dollars (\$10,000.00) by means of sealed bids. Such bids shall be opened publicly after public notice at such time and place as the Treasurer shall determine. Whenever the State of Maryland, or any department thereof, or any Prince George's County, or the Metropolitan Washington Council of Governments or individual member government, or other local government in Maryland, has conducted a competitive bid process that is consistent with that adopted by the Town, and has awarded a contract that authorizes local governments to purchase the bid item at the bid price, the Treasurer may purchase the bid item at the bid price from the successful bidder, subject to the prior approval of the Mayor. A[N] TOWN ELECTED OFFICIAL SHALL NOT BE HIRED AS AN INDEPENDENT CONTRACTOR FOR THE TOWN. revised effective 7/7/03)

(c) through (e) * * * *

Section 2: Be it further resolved by the Mayor and Common Council of the Town of University Park that Chapter 2 "Administration", Article 1 "General Administration", Section 2-111, "Employee probationary period", of the Code of the Town of University Park be repealed.

Section 3: Be it further resolved by the Mayor and Common Council of the Town of University Park that Chapter 2 "Administration", Article 1 "General Administration", Section 2-112 "Injury While Working", of the Code of the Town of University Park be repealed.

Section 4: Be it further resolved by the Mayor and Common Council of the Town of University Park that Chapter 2 "Administration", Article 1 "General Administration", Section 2-113 "Employee Drug and Alcohol Testing", of the Code of the Town of University Park be repealed.

Section 5: Be it further resolved by the Mayor and Common Council of the Town of University Park that Chapter 2 "Administration", Article 1 "General Administration", Section 2-111, "Director of Public Works" be and it is hereby enacted as follows:

Section 2-111 APPOINTMENT OF THE DIRECTOR OF PUBLIC WORKS

THE DIRECTOR OF PUBLIC WORKS SHALL BE APPOINTED BY THE MAYOR AND APPROVED BY THE COUNCIL. THE DIRECTOR OF PUBLIC WORKS SHALL SERVE AT THE PLEASURE OF THE MAYOR AND COUNCIL.

Section 6: Be it further resolved by the Mayor and Common Council of the Town of University Park that Chapter 2 "Administration", Article 1 "General Administration", Section 2-114, "Use of Town Seal, Name or Logo" shall be renumbered as Section 2-112.

Section 7: Be it further resolved by the Mayor and Common Council of the Town of University Park that the ~~attached~~ Personnel Manual be adopted and enacted IN SUBSTANTIALLY THE FORM ATTACHED.

Section 8: Be it further resolved that this resolution shall become effective twenty (20) days after enactment by the Mayor and Common Council of University Park, Maryland.

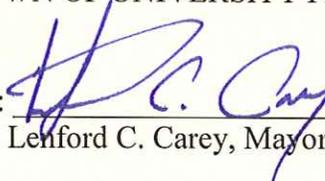
Section 9: Be it further resolved that a complete and exact copy of this proposed Ordinance shall be posted on the entrance door of the Town Building of University Park, Maryland, for a period of not less than ten (10) days, and a fair summary of this Ordinance shall be published at least once in a newspaper having general circulation in the community.

APPROVED this 12th day of August, 2014.

ATTEST:



MAYOR AND COMMON COUNCIL
TOWN OF UNIVERSITY PARK

By: 
Lenford C. Carey, Mayor

APPROVED AS TO FORM AND LEGAL
SUFFICIENCY

By: _____
Suellen M. Ferguson, Town Attorney