



**Agenda of the Meeting of the City Council
City of New Carrollton**

WEDNESDAY, JUNE 19, 2019, 7:00 P.M.

Council Action

1. Call-to- Order/ Pledge of Allegiance

2. **Meeting Minutes**

- a.) City Council Workshop Meeting Minutes (April 3, 2019)
- b.) Council Workshop Meeting Minutes (April 15, 2019)
- c.) Special Council Workshop Meeting/Council Legislative Meeting Minutes (April 17, 2019)
- d.) Council Workshop Meeting/Special Council Legislative Meeting Minutes (May 1, 2019)
- e.) Special Council Workshop Meeting/Council Legislative Meeting Minutes (May 13, 2019)
- f.) Council Legislative Meeting Minutes (May 15, 2019)
- g.) Council Closed Session Meeting (May 1, 2019)

3. **Council Member Announcements** (1 Minute Each)

4. **Additions to the Agenda by the Council**

5. **OLD BUSINESS**

None

6. **NEW BUSINESS**

7. **Resolution 19-21 Change to the City's Personnel Policy: Accrual of Sick Leave**

Motion: I move that the Council adopt Resolution 19-21, a Resolution of the City Council of New Carrollton amending City Personnel Policies regarding the accrual of sick leave to change the sick leave accrual method to bi-weekly instead of monthly. – **Lashley**

8. **Resolution 19-22 Addition of a Personnel Position – Human Resources/Special Projects Assistant (Grade 115) and Removal of a Personnel Position Payroll Specialist (Grade 115)**

Motion: I move that the Council adopt Resolution 19-22, a Resolution of the City Council of New Carrollton amending City Personnel Policies to establish: adding a new personnel position – Human Resources/Special Projects Assistant and removing a personnel position – Payroll Specialist. – **Robbins**

9. **Adjournment**

This Agenda is subject to change. If this agenda is modified it will be reposted to the City of New Carrollton's website:

www.newcarrolltonmd.gov. If you have any questions please contact the City Clerk at (301) 459-6100.



Resolution 19-21
Changes to the City's Personnel Policy: Accrual of Sick Leave

Effective: June 19, 2019

**A RESOLUTION OF THE CITY COUNCIL OF NEW CARROLLTON AMENDING
CITY PERSONNEL POLICIES REGARDING THE ACCRUAL OF SICK LEAVE TO
CHANGE THE SICK LEAVE ACCRUAL METHOD TO BIWEEKLY INSTEAD OF
MONTHLY**

WHEREAS, New Carrollton City Code, §23-6 “Personnel Policies” requires that the City Council adopt, by resolution, personnel policies and procedures and that it amend the policies as necessary; and

WHEREAS, the Director of Finance & Accounting/Treasurer and the Human Resources Administrator reviewed the Accrual of Sick Leave policy and recommend the changes to the Policies contained in Exhibit A, which are, in short, changing the sick leave accrual method to be consistent with the vacation leave accrual method; and

WHEREAS, these changes will ensure all leave accrual methods are consistent and on a biweekly basis.

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the City Council of New Carrollton, that the City Personnel Policies, as set forth in Exhibit A, are hereby approve and the City Administration is hereby directed to make these changes to the City's Personnel Policy regarding the Accrual of Sick Leave policy.

ADOPTED AND ENACTED BY THE CITY COUNCIL OF NEW CARROLLTON THIS 19TH
DAY OF JUNE 2019.

[SEAL]

ATTEST:

Douglass A. Barber, CMC, City Clerk

Phelecia Nembhard, Chair
City Council

APPROVED:

Duane H. Rosenberg, Mayor

Date: _____



Resolution 19-22

Addition of a Personnel Position – Human Resources/Special Projects Assistant (Grade 115) and Removal of Personnel Position Payroll Specialist (Grade 115)

Effective: June 19, 2019

A RESOLUTION OF THE CITY COUNCIL OF NEW CARROLLTON AMENDING CITY PERSONNEL POLICIES TO ESTABLISH: ADDING A NEW PERSONNEL POSITION – HUMAN RESOURCES/SPECIAL PROJECTS ASSISTANT AND REMOVING A PERSONNEL POSITION – PAYROLL SPECIALIST

WHEREAS, New Carrollton City Code, §23-6 “Personnel Policies” requires that the City Council adopt, by resolution, and approve, establish, abolish and/or modify positions or classes of positions and approve, establish, and/or modify all salary schedules for classes of positions; and

WHEREAS, the Mayor and the Administration reviewed the structure of the City of New Carrollton’s General Administration/Finance and Human Resources staff and decided to remove the position of Payroll Specialist and establish the position of Human Resources/Special Projects Assistant to assist the Human Resources Administrator; and

WHEREAS, the new position of Human Resources Assistant is the same grade and salary range as the position of Payroll Specialist already budgeted for FY2020 that it is replacing; and

WHEREAS, the City Council desires to add the position of Human Resources/Special Projects Assistant and direct the Administration to post the job opening as soon as possible.

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the City Council of New Carrollton, that the City Personnel Policies are hereby amended to establish the position of Human Resources Assistant and remove the position of Payroll Specialist, and that the City of New Carrollton’s Pay Plan classifying the position of Human Resources/Special Projects Assistant as Grade 115, is hereby approved. Furthermore, City Administration is hereby directed to take any and all action required to reflect the addition of the position of Human Resources/Special Projects Assistant in the City of New Carrollton Personnel Policies.

ADOPTED AND ENACTED BY THE CITY COUNCIL OF NEW CARROLLTON THIS 19TH DAY OF MAY 2019.

[SEAL]

ATTEST:

Douglass A. Barber, CMC, City Clerk

Phelecia Nembhard, Chair

APPROVED:

Duane H. Rosenberg, Mayor

Date: _____