

RESOLUTION NO. 12 - 11

**RESOLUTION AMENDING WORCESTER COUNTY GOVERNMENT  
PERSONNEL RULES AND REGULATIONS**

WHEREAS, Section 4-301 of the County Government Article of the Code of Public Local Laws of Worcester County, Maryland authorizes the County Commissioners to adopt, by Resolution, a personnel system; and

WHEREAS, the County Commissioners comprehensively revised and adopted the current Worcester County Personnel Rules and Regulations on October 2, 2007; and

WHEREAS, the County Commissioners have determined it necessary and advisable to amend the personnel rules and regulations with regard to: retirement benefits; sick leave; personal leave; and holidays.

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland that Subsection 5.02.B (Retirement Benefits) of the Worcester County Personnel Rules and Regulations is hereby repealed and reenacted to read as follows:

**Section 5.02.B - RETIREMENT BENEFITS**

- B. All qualified employees employed on or after July 1, 1998 are enrolled in the Maryland State Retirement and Pension System in either the Contributory Pension Plan, Law Enforcement Officers Pension System (LEOPS), or the Correctional Officers Retirement System (CORS), and the employee contribution will be established by Maryland State Retirement for the system the employee enters. All other qualified employees are enrolled in the appropriate retirement or pension plan. Benefit levels and contribution rates are set by the applicable agency.

AND, BE IT FURTHER RESOLVED by the County Commissioners of Worcester County, Maryland that Subsection 6.03.A. (Sick Leave) of the Worcester County Personnel Rules and Regulations is hereby repealed and reenacted to read as follows:

**Section 6.03.A - SICK LEAVE**

- A. Sick leave is granted by the Commissioners to prevent financial hardship in case of serious illness of the employee or the need for the employee to care for the employee's parent, spouse or dependent child due to a serious illness or disability. All regular full-time employees accrue sick leave benefits at the rate of 4.62 hours per pay period beginning with the first complete pay period. Regular part-time, part-time and temporary employees do not earn sick leave benefits.

AND, BE IT FURTHER RESOLVED by the County Commissioners of Worcester County, Maryland that Subsection 6.03.F.1. (Sick Leave Bank) of the Worcester County Personnel Rules and Regulations is hereby repealed and reenacted to read as follows:

**Section 6.03.F.1. - SICK LEAVE**

- F. All County employees are encouraged to join the Sick Leave Bank (Bank). The purpose of the Bank is to provide sick leave to members of the Bank after the member's sick leave has been exhausted. Provisions of the procedures of the Bank shall be prescribed by Resolution of the Commissioners

1. All regular full-time employees who (1) are in active pay status, and (2) have a balance

of 120 or more hours of accrued unused leave are eligible to apply for membership during open enrollment which is held during the month of November of each year, to be eligible for benefits as of January 1<sup>st</sup> following enrollment. Vacation and personal leave may be converted to sick leave to qualify only to fulfill the initial requirement.

AND, BE IT FURTHER RESOLVED by the County Commissioners of Worcester County, Maryland that Subsection 6.04.A. (Personal Leave) of the Worcester County Personnel Rules and Regulations is hereby repealed and reenacted to read as follows:

**Section 6.04.A - PERSONAL LEAVE**

- A. Full-time employees shall be awarded 6 days of personal leave per fiscal year for personal reasons such as family emergencies. Personal leave shall be awarded during the first pay period of the fiscal year and authorized for use by the employee July 1<sup>st</sup> of the fiscal year. New employees hired after the beginning of the fiscal year shall receive a prorated amount of personal leave computed at 1.84 hours per pay period remaining in the fiscal year.

AND, BE IT FURTHER RESOLVED by the County Commissioners of Worcester County, Maryland that Subsection 6.11.A. (Holidays) of the Worcester County Personnel Rules and Regulations is hereby repealed and reenacted to read as follows:

**Section 6.11.A - HOLIDAYS**

- A. Paid holidays shall be granted to eligible regular full-time employees on the following days as designated by the County Commissioners:

New Years Day	(January 1)
Dr. Martin Luther King's Birthday	(January 15*)
Presidents' Day	(3rd Monday in February)
Good Friday	(Friday before Easter Sunday)
Memorial Day	(May 30*)
Independence Day	(July 4)
Labor Day	(1 <sup>st</sup> Monday in September)
Columbus Day	(October 12*)
Veteran's Day	(November 11)
Thanksgiving Day	(4 <sup>th</sup> Thursday in November)
Friday After Thanksgiving	(Day after 4 <sup>th</sup> Thursday in November)
Christmas Eve – County Offices close at noon	(December 24**)
Christmas Day	(December 25)
Each Statewide General Election Day	
Each other day that the County Commissioners designate as a holiday	


\*unless the United States Congress designates another day for observance of that legal holiday, in which case the day designated by the United States Congress.

\*\*the Christmas Eve holiday shall only be granted when such day falls on a regular workday, Monday through Thursday.


AND, BE IT FURTHER RESOLVED that this Resolution shall take effect upon its passage.

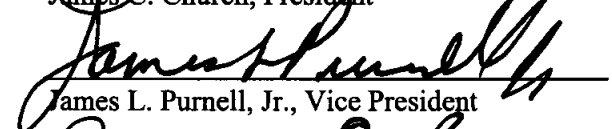
PASSED AND ADOPTED this 5<sup>th</sup> day of June, 2012.

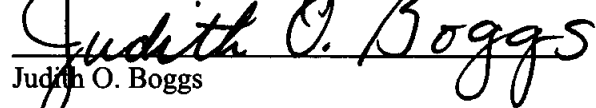
ATTEST:

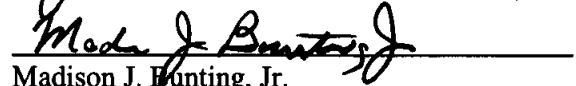
  
Gerald T. Mason  
Chief Administrative Officer

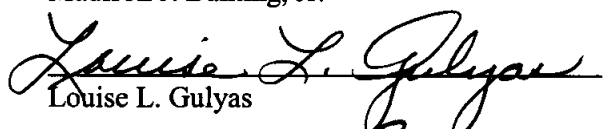
WORCESTER COUNTY COMMISSIONERS

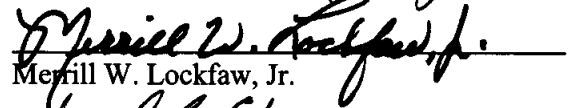
  
James C. Church, President

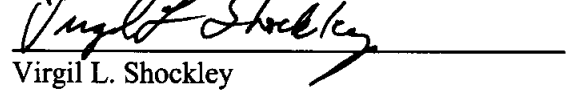
  
James L. Purnell, Jr., Vice President

  
Judith O. Boggs

  
Madison J. Hunting, Jr.

  
Louise L. Gulyas

  
Merrill W. Lockfaw, Jr.

  
Virgil L. Shockley