

**COUNCIL OF THE CITY OF SEAT PLEASANT, MARYLAND**

**Ordinance No.**                      **Ordinance O-12-10**  
**Introduced By**                    **City Council**  
**Date Introduced**                  **Monday, November 14, 2011**  
**First Reading**                    **Monday, November 14, 2011**  
**Second Reading**                 **Monday, December 12, 2011**  
**Date Adopted**                    **Monday, December 12, 2011**  
**Date Effective**                  **Wednesday, January 4, 2012**

**AN ORDINANCE concerning**

**CITY PERSONNEL RULES AND REGULATIONS**

**FOR** the purpose of repealing the City’s existing Personnel Rules and Regulations Manual and adopting a new Personnel Rules and Regulations Manual to stand in the place of the Manual repealed; repealing certain provisions of the City Code dealing with sexual harassment and discrimination that are superseded by provisions in the new Personnel Rules and Regulations Manual; providing comprehensive rules and regulations relating to employment with The City of Seat Pleasant and conduct, obligations, duties, rights and responsibilities of City officials and employees; providing that the provisions of the new Personnel Rules and Regulations Manual supersede any conflicting provision of the City Code; providing for the severability of the provisions of this Ordinance and the Manual; and matters generally relating to personnel matters in The City of Seat Pleasant.

**BY**    repealing  
         Personnel Rules and Regulations Manual, City of Seat Pleasant, Maryland  
         Revised April, 2002

**BY**    repealing  
         Chapter 41 – SEXUAL HARASSMENT & DISCRIMINATION  
         Sections 41-1 through 41-5  
         Code of the City of Seat Pleasant (1994 Edition, as amended)

**BY**    adding  
         Chapter 31 – PERSONNEL POLICIES  
         Section 31-12  
         Code of the City of Seat Pleasant (1994 Edition, as amended)

**SECTION 1. BE IT ORDAINED BY THE SEAT PLEASANT CITY COUNCIL** that the Personnel Rules and Regulations Manual, City of Seat Pleasant, Maryland, Revised April, 2002, is repealed.

**SECTION 2. AND BE IT FURTHER ORDAINED BY THE SEAT PLEASANT CITY COUNCIL** that Chapter 41 – SEXUAL HARASSMENT & DISCRIMINATION, consisting of Sections 41-1 through 41-5, Code of The City of Seat Pleasant (1994 Edition, as amended), is repealed.

**SECTION 3. AND BE IT FURTHER ORDAINED BY THE SEAT PLEASANT CITY COUNCIL** that new Section 31-12 is added to the Code of The City of Seat Pleasant (1994 Edition, as amended), to be under the Chapter 31, PERSONNEL POLICIES, to follow immediately after Section 31-11 and to read as follows:

**§ 31-12 PERSONNEL HANDBOOK.**

- A. THE PERSONNEL HANDBOOK FOR THE CITY OF SEAT PLEASANT IS THE “PERSONNEL RULES AND REGULATIONS MANUAL (OCTOBER 2011)”.
- B. A COPY OF THE “PERSONNEL RULES AND REGULATIONS MANUAL (OCTOBER 2011)” SHALL BE KEPT ON FILE IN THE OFFICE OF THE CITY CLERK.
- C. IN THE EVENT OF A CONFLICT BETWEEN ANY OTHER PROVISION OF THIS CODE AND THE “PERSONNEL RULES AND REGULATIONS MANUAL (OCTOBER 2011)”, THE LATTER SHALL PREVAIL.

**SECTION 4. AND BE IT FURTHER ORDAINED BY THE SEAT PLEASANT CITY COUNCIL** that the “PERSONNEL RULES AND REGULATIONS MANUAL (OCTOBER 2011)”, a copy of which is attached to this Ordinance, is adopted in its entirety.

**SECTION 5. AND BE IT FURTHER ORDAINED BY THE SEAT PLEASANT CITY COUNCIL** that the City Administrator shall provide a copy of the “PERSONNEL RULES AND REGULATIONS MANUAL (OCTOBER 2011)” to all current and new City employees and officials and obtain from each a signed receipt acknowledging that they have received a copy of the Manual.

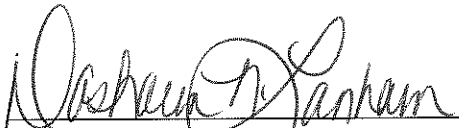
**SECTION 6. AND BE IT FURTHER ORDAINED BY THE SEAT PLEASANT CITY COUNCIL** that if any portion of this Ordinance or the “PERSONNEL RULES AND REGULATIONS MANUAL (OCTOBER 2011)”, or their application to any person or circumstances, is held invalid, the validity of the ordinance or Manual as a whole, or any other portion thereof, or the application of the provision to other persons or circumstances is not affected, it being the intent of the City Council that the provisions of this Ordinance and the Manual are severable.

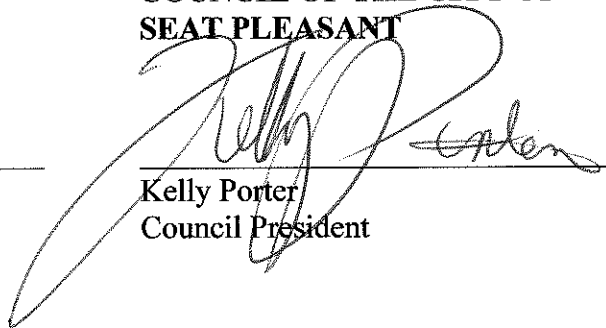
**SECTION 7. AND BE IT FURTHER ORDAINED BY THE SEAT PLEASANT CITY**

**COUNCIL** that the City Clerk shall certify to the adoption of this Ordinance, and cause the same to be published as required by law, and that this Ordinance shall become effective twenty (20) days following approval by the Mayor or passage by the council after veto by the Mayor.

**ATTEST:**

**COUNCIL OF THE CITY OF  
SEAT PLEASANT**

  
\_\_\_\_\_  
Dashaun N. Lanham  
City Clerk

  
\_\_\_\_\_  
Kelly Porter  
Council President

**EXPLANATION:**

CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.

((Double Parenthesis)) indicate matter deleted from existing law.


Underlining indicates amendments to bill.

~~Strike Out~~ indicates matter stricken from the bill by amendment or deleted from the law.

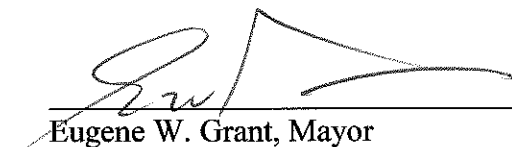
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**APPROVED:**

This Ordinance was presented to the Mayor for his approval of disapproval pursuant to Section C-313 of the Charter of The City of Seat Pleasant this 10<sup>th</sup> day of December, 2011.

  
\_\_\_\_\_  
Dashaun N. Lanham  
City Clerk

In accordance with Section C-313 of the Charter of The City of Seat Pleasant, I hereby **APPROVE/DISAPPROVE** this Ordinance this 12<sup>th</sup> day of December, 2011.

  
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Eugene W. Grant, Mayor