

COUNCIL OF THE CITY OF SEAT PLEASANT, MARYLAND

RESOLUTION NO. R-14-08

Introduced By City Council
Date Introduced September 4, 2013
Amendments Adopted
Date Adopted September 4, 2013
Date Effective September 4, 2013

A RESOLUTION

**OUTLINING THE ORGANIZATIONAL STRUCTURE AND CHAIN OF COMMAND
FOR EMPLOYEES OF THE CITY OF SEAT PLEASANT**

FOR the purpose of outlining the organizational structure and chain of command for employees of the City of Seat Pleasant as set forth in the Charter for Seat Pleasant, the Code of the City of Seat Pleasant, and the Personnel Rules and Regulations Manual; and generally relating to the organizational structure and chain of command for employees of the City of Seat Pleasant.

WHEREAS, on July 26, 2013, the City Council issued a Memorandum to all City officers, department heads, and other employees of the City of Seat Pleasant, with the subject line reading "Organizational Structure and Supervision," wherein the City Council expressed its appreciation for such employees' dedication and public service and reemphasized the organizational structure in place for purposes of supervision, complaints, and grievances of such employees in the workplace; and

WHEREAS, the City Council is desirous of formalizing the matters set forth in its July 26, 2013 Memorandum in the form of a Resolution.

SECTION I. NOW THEREFORE BE IT RESOLVED by the Seat Pleasant City Council that the day-to-day supervision and management of City employees is delegated to the City Administrator (also referred to as the Chief Administrative Officer);

SECTION II. AND BE IT FURTHER RESOLVED that, subject to policy direction from the City Council, the day-to-day supervision and management of the directors of all departments established by the Charter for Seat Pleasant, including the Finance, Public Works,

Resolution R-14-08, Outlining the Organizational Structure and Chain of Command for Employees of the City of Seat Pleasant

August 8, 2013

Page 1 of 3

Police, and Community Services Departments, is delegated to the City Administrator; provided, however, that the Police Department is under the direction and supervision of the Chief of Police, who, in turn, is under the supervision and management of the City Administrator.

SECTION III. AND BE IT FURTHER RESOLVED that the chain of command for all City employees, including City officers and department heads, is established under and shall be in accordance with Chapter III, Article 2 of the Personnel Rules and Regulation Manual.

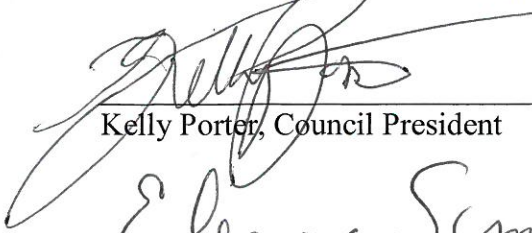
SECTION IV. AND BE IT FURTHER RESOLVED that disciplinary action for all City employees, including City officers and Department Heads, is established under and shall be in accordance with Chapter XII of the Personnel Rules and Regulations Manual.

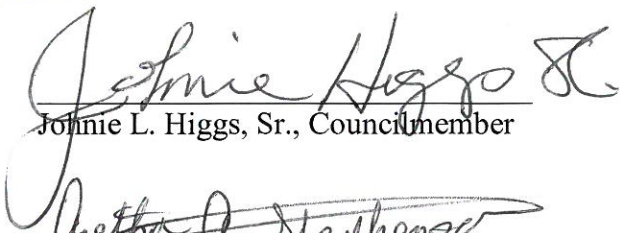
SECTION V. AND BE IT FURTHER RESOLVED that all communications to any and all City employees, including City officers and department heads, from any and all elected officials of the City, *i.e.*, the Mayor and the City Councilmembers, shall flow to and through the City Administrator. Neither the Mayor nor any City Councilmember shall directly supervise or manage any City employee; provided, however, that the City Administrator reports directly to and is supervised by the City Council. This section shall not be construed so as to prohibit the Mayor or City Councilmembers from informally communicating with City employees from time to time; however, formal management directives, orders, assignments, requests for information, and any and all other employment-related communications shall be directed to City employees only through the City Administrator or his/her designee.

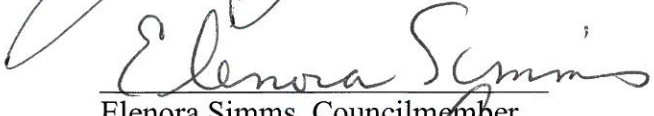
SECTION VI. AND BE IT FURTHER RESOLVED that all City employees, including City officers and Department Heads, shall report any concerns or protests to their immediate supervisor, Department Head, or the City Administrator, depending on the circumstances. Complaints involving workplace discrimination or harassment shall be directed to the City Administrator. Procedures for formal grievances are established under and shall be in accordance with Chapter XIII of the Personnel Rules and Regulations Manual.


SECTION VII. AND BE IT FURTHER RESOLVED that this Resolution shall take effect immediately.

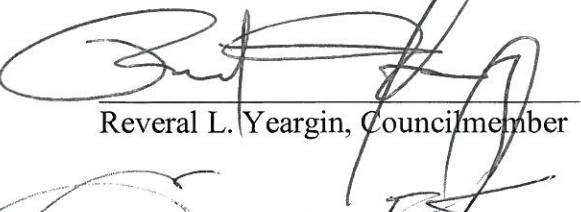
ADOPTED and effective this 4th day of September, 2013.

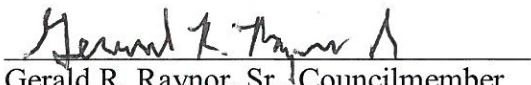

Kelly Porter, Council President

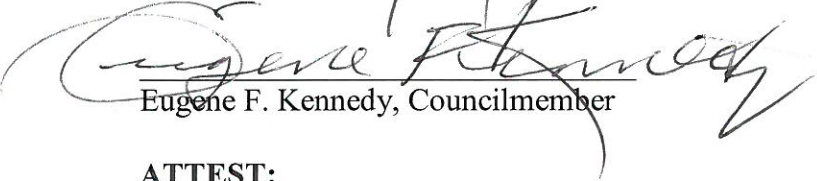

Johnnie L. Higgs, Sr., Councilmember


Elenora Simms, Councilmember


Aretha A. Stephenson, Councilmember


Reveral L. Yeargin, Councilmember


Gerald R. Raynor, Sr., Councilmember


Eugene F. Kennedy, Councilmember

ATTEST:


Dashaun N. Lanham, City Clerk