

City of Annapolis

*160 Duke Of Gloucester Street
Annapolis, MD 21401*



Standing Committee Minutes

Wednesday, October 7, 2015

1:30 PM

Mayor John T. Chambers, Jr.
City Council Chambers

Rules & City Government Committee

1. Call To Order

Chairman Arnett called the meeting to order at 1:36 p.m.

Roll Call

Present: 3 - Alderwoman Pindell Charles, Alderwoman Finlayson and Alderman Arnett

2. Legislation before Committee

[R-17-15](#)

Personnel Rules and Regulations - For the purpose of approving updated and modified Rules and Regulations of the Personnel System.

Attachments: [R-17-15 Resolution.docx](#)
[R-17-15 Personnel Rules and Regs Clean Revised Version.pdf](#)
[R-17-15 List of Appendices.docx](#)
[R-17-15 Staff Report.docx](#)
[R-17-15 Appendix-A Transit Drug Alcohol Policy.docx](#)
[R-17-15 Appendix-B FMCSA Drug and Alcohol Testing Policy.docx](#)
[R-17-15 Appendix-C Non DOT Drug and Alcohol Testing Policy.docx](#)
[R-17-15 Appendix-D Drug Alcohol Policy Assignment by
Classification.xls](#)
[R-17-15 Appendix-E Employee Benefits Center.pdf](#)
[R-17-15 Appendix-F Employee Recognition and Reward
Program.docx](#)
[R-17-15 Appendix-G Employment Non-Discrimination Policy.docx](#)
[R-17-15 Appendix-H Equal Employment Opportunity.pdf](#)
[R-17-15 Appendix-I FMLA - Certification of Health Care Provider for
Ee's Serious Hlth Condition.pdf](#)
[R-17-15 Appendix-I FMLA - Certification of Health Care Provider for
Family Member's Serious Hlth Condition.pdf](#)
[R-17-15 Appendix-I FMLA - Designation Notice.pdf](#)
[R-17-15 Appendix-I FMLA -Employee Rights & Repsonsibilities.pdf](#)
[R-17-15 Appendix-J Fact Sheet The Health Insurance Portability and
Accountability Act \(HIPAA\).mht](#)
[R-17-15 Appendix-K MIT - Electronic Mail Policy.docx](#)
[R-17-15 Appendix-L MIT - Electronic Use Policy.docx](#)
[R-17-15 Appendix-M MIT - Social Media Policy.docx](#)
[R-17-15 Appendix-N MIT - Software and Data Code of Ethics.docx](#)
[R-17-15 Appendix-O Notice to Employees Regarding Rules and
Regulations.docx](#)
[R-17-15 Appendix-P Safety Manual.docx](#)
[R-17-15 Appendix-Q WC BROCHURE \(2012-10-23\).xls](#)
[R-17-15 Appendix-R Workplace Violence Policy.docx](#)
[Strikeout Version Rules and Regulations1992.doc](#)
[Appendix-A.Transit Drug Alcohol Policy \(Amended\).doc](#)
[Appendix-M.MIT - Social Media Policy\(Amended\).doc](#)

Acting Human Resources Director Hopkins and Training Specialist Kimbo discussed the legislation and answered questions from the committee.

The Committee will continue consideration of R-17-15 at their next meeting on November 10, 2015

Proposed Amendments

Amendment #3

On page 11, in section 2-2 Recruitment and Examination, in line 27, after vacancies, Insert: "Definition of external vacancies" (Need Definition)

Amendment #4

Internal / external announcements (Change language to reference Collective Bargaining Agreement) (Need page and line number)

Amendment #5

Part time and contractual candidates employed by the city for one year of continuous service may apply for internal vacancies (Confirm language) (Need page and line number)

Amendment #6

On page 12, in section 2-5 Examination Procedures, in line 42, Strike: "Sound" and Insert: "Job relevant"

Amendment #7

On page 13, in section, 2-6 Eligibility Lists, Strike: "lines 29-33"

3. Adjournment

Upon motion duly made, seconded and adopted, the meeting was adjourned at 3:44 p.m.

**Cyndi Gaines
City Council Associate**