

City of Annapolis

*160 Duke Of Gloucester Street
Annapolis, MD 21401*



Standing Committee Minutes

Monday, November 30, 2015

10:00 AM

**Mayor John T. Chambers, Jr.
City Council Chambers**

Rules & City Government Committee

1. Call To Order

Chairman Arnett called the meeting to order at 10:15 a.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 Resource Director Hopkins and Training Programs Administrator Kimbo gave a joint presentation on the legislation and answered questions from the committee. Assistant City Attorney Elson was also present, spoke on the legislation and answered questions from the committee.

3. Adjournment

Upon motion duly made, seconded and adopted, the meeting was adjourned at 12:27 p.m..

**Cyndi Gaines
City Council Associate**