

**CITY OF SALISBURY  
ORDINANCE NO. 1926**

AN ORDINANCE of the City Council of the City of Salisbury  
amending Chapter 2.24 - Personnel Rules and Regulations to conform with  
revised personnel rules and procedures.

WHEREAS, the City of Salisbury has amended the grievance and appeal  
procedures in the Employee Handbook and Chapter 2.24 - Personnel Rules and  
Regulations requiring amendment to conform with the Employee Handbook.

NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY THE CITY OF  
SALISBURY, MARYLAND, as follows:

CHAPTER 2.24

PERSONNEL RULES AND REGULATIONS

Sections:

|                     |   |
|---------------------|---|
| 2.24.010            | <del>Designation of city personnel board — Officers.</del>                    |
| <del>2.24.020</del> | Basis for appointments and promotions.  |
| <del>2.24.030</del> | <u>2.24.020</u> Personnel rules.  |
| <del>2.24.040</del> | <u>2.24.030</u> Retirement pay plan.  |
| <del>2.24.050</del> | <u>2.24.040</u> Job classification plan.                                      |
| <del>2.24.060</del> | <u>2.24.050</u> Applicability of regulations.                                 |
| <del>2.24.070</del> | <u>2.24.060</u> Police department written directives – Grant of<br>authority. |
| <del>2.24.080</del> | <u>2.24.070</u> Same – Applicability directives.                              |
| <del>2.24.090</del> | <u>2.24.080</u> Same – Conflicts.   |

2.24.010 **~~Designation of city personnel board — Officers.~~**

~~The city council shall be designated as the city personnel board. The president of  
the city council shall be designated as the chairman of the personnel board. The city clerk  
shall serve as secretary of the city personnel board. (Prior Code § 28-1)~~

~~2.24.020~~      **Basis for appointments and promotions.**

All appointments and promotions of city employees shall be made on the basis of merit and fitness. Merit and fitness shall be determined on the basis of experience, intelligence and general qualifications of the person for the position he is to fill, except, in case of persons employed to make or conduct a special inquiry, investigation, examination or installation, if the ~~executive secretary~~ city administrator certifies that the employment is temporary and that the work should not be performed by regular city employees. (Prior code § 28-2)

~~2.24.030~~      2.24.020      **Personnel rules.**

The mayor shall prepare personnel rules to carry out the provisions of this chapter. After a hearing on the rules, the city ~~personnel board~~ council may approve such rules as proposed or modify, reject or return them for revision or resubmission. Such rules shall become effective after adoption by the city ~~personnel board~~ council, with or without amendment. These rules shall provide for the following:

A. A pay plan for each position within each department, subject to revision yearly prior to the beginning of the fiscal year.

B. ~~The procedure for discipline, grievance and appeal shall be set forth in the Employee Handbook adopted by Mayor and Council. for suspension and removal of employees, which procedure shall include provisions for appeals, through channels from the department level to the personnel board, from orders of suspension or removal or other disciplinary action. There shall be provisions, for the party bringing the case to the personnel board, for an appeal from the personnel board, as follows: If it is requested, the personnel board shall appoint three citizens of the city who are not employees to review the case and make recommendations to the personnel board. The personnel board shall then make its decision and so recommend to the mayor for appropriate action;~~

C. The hours of work, the attendance regulations and the provisions for sick leave, vacation leave and legal holidays;

D. Other practices and procedures necessary to the administration of the city personnel system. (Prior code § 28-3)

~~2.24.040~~      2.24.030      **Retirement pay plan.**

~~The city personnel board shall prepare for inclusion in its legislative program a system of retirement pay and such modification thereof as from time to time such board may prepare and recommend. (Prior code § 28-4)~~

The mayor shall, with the approval of the city council, set up a retirement pay system and periodically review and revise that system.

~~2.24.050~~      2.24.040      **Job classification plan.**

The mayor shall, with the approval of the city ~~personnel board~~ council, set up a job classification plan and establish rules and regulations for examinations for such personnel and periodically review and revise the same. (Prior code § 28-5)

~~2.24.060~~      2.24.050      **Applicability of regulations.**

~~Department~~ City regulations and ~~policy committees~~ policies shall apply to all persons whose appointments are made under authority of the mayor and city council, unless otherwise provided for in the Charter of the city. (Prior code § 28-6)

~~2.24.070~~      2.24.060      **Police department written directives – Grant of authority.**

The mayor and city council of the City of Salisbury grant the authority to the chief of police to establish rules and regulations now known as the “City of Salisbury Police Department Written Directives.” (Prior code § 28-7)

~~2.24.080~~      2.24.070      **Same – Applicability of directives.**

The written directives adopted by the police department govern the operation of the police department and employees of that department. (Prior code § 28-8)

~~2.24.090~~      2.24.080      **Same – Conflicts.**

When the written directives conflict with the city personnel policy, the written directives shall control. (Prior code § 29-9)

THIS ORDINANCE shall take effect from the date of its final passage.

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on the \_\_\_ day of February, 2005, and thereafter, a statement of the

substance of the ordinance having been published as required by law, in the meantime, was finally passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2005.

\_\_\_\_\_  
Brenda J. Colegrove, City Clerk

\_\_\_\_\_  
Michael P. Dunn,  
President of the Council of  
the City of Salisbury

Approved by me, this \_\_\_\_\_  
day of \_\_\_\_\_, 2005.

\_\_\_\_\_  
Barrie P. Tilghman,  
Mayor of the City of Salisbury