

**RESOLUTION 2021-02**

**A RESOLUTION TO ADOPT AN UPDATED EMPLOYEE HANDBOOK**

**WHEREAS**, the Commission finds it necessary to adopt an updated Employee Handbook that as a summary of the Employee Policies and Procedures Manual serves to provide the employee an efficient and comprehensive guide to the policies of the Town of Cottage City with regard to employment; and


**WHEREAS**, the Employee Handbook will assure compliance with State and Federal requirements; and

**WHEREAS**, the Commission finds it beneficial to provide employees with an efficient and comprehensive guide to the policies of the Town of Cottage City that are relative to their employment with the Town.

**NOW, THEREFORE, BE IT RESOLVED** in a meeting duly assembled this 12<sup>th</sup> day of May, 2021, that the Town of Cottage City Employee handbook is hereby adopted.

ATTEST:

TOWN OF COTTAGE CITY, MARYLAND

  
Consuella Barbour, Town Manager

By:   
Wanda Wheatley, Commissioner-Chair

CERTIFICATION

I, HEREBY CERTIFY, as the duly appointed Town Manager of the Town of Cottage City, Maryland, that on the 12<sup>th</sup> day of May 2021 with 5 Aye votes and 0 Nay votes, the aforesaid Resolution 2021-02 passed.

  
Consuella Barbour, Town Manager