

THE TOWN OF FOREST HEIGHTS
RESOLUTION 01-23

A RESOLUTION TO APPROVE MERIT SYSTEM PAY SCALES FOR THE TOWN OF FOREST HEIGHTS GENERAL GOVERNEMENT EMPLOYEE'S AND SWORN PERSONNEL

Introduced by: Councilman Jonathon Kennedy II

Co-Sponsor: Mayor Calvin Washington, Councilwoman Paula Noble

WHEREAS, pursuant to Section 33-69 of the Town Charter, the compensation of all officers (except the Mayor and Councilmen) and employees of the Town shall be set from time to time by a resolution passed by the Council; and

WHEREAS, pursuant to Section 2.3 of the Town Ordinance Code, the Town Council is authorized and empowered to provide the employees of the Town with benefits, including, but not limited to, death benefits, surgical, hospitalization and other sick benefits, under group insurance plans or otherwise; and

WHEREAS, pursuant to Section 33-67 of the Town Charter, the Mayor and Council may provide by ordinance for a merit system for Town employees, and to carry out this purpose, the Council shall have the power to adopt such rules and regulations governing the operation of a merit system as it deems desirable or necessary; and

WHEREAS, pursuant to Section 2.5.A of the Town Ordinance Code, the Town Council may, from time to time, by resolution issue such rules and regulations governing: 1) the use of Town property by officers, employees, and volunteers, and 2) the compensation, discipline, performance, safety, separation, and all other matters pertaining to the employment, supervision or management of the Town's officers, employees, and volunteers, as it deems appropriate; and

WHEREAS, the Mayor and Council adopted Resolution 65-12 on October 17, 2012, thereby adopting a comprehensive revision of the Town's Employee Handbook, which has since been amended; and

WHEREAS, a comprehensive merit employee pay scale which coincides with job descriptions, workload, performance, cost of living increase, or Merit Step System had not been presented to the Mayor and Council for adoption; and

WHEREAS, a comprehensive merit employee pay scale provides for foundational budgeting, forecasting, retirement planning, and other post-employment benefit calculations, and financial solvency for the Town; and

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WHEREAS, the Mayor and Council find that it is in the best interest of the Town and for the good and efficient government thereof, that said Employee Handbook and pay scale shall be revised and amended as stated herein below;

NOW THEREFORE BE IT RESOLVED, that the Town Council hereby adopts, and approves the following *Town of Forest Heights Sworn Employee Pay Scale (Attached)* and *Town of Forest Heights General Government PayScale (Attached)* amending the Employee Handbook, that was initially adopted and approved by Resolution 65-12 on October 17, 2012;

NOW THEREFOR BE IT FURHTER RESOLVED, that this pay scale shall be transmitted to the Maryland State retirement System upon request, human resources and the adopted pay scales supersede all other previously generated employee compensation scales;

NOW THERFOR BE IT FURTHER RESOLVED, General government employees shall be placed into the merit system pay scale immediately in a comparably similar grade and step to the employee's current compensation until a new human resources manual which details a pay scale adjustment appeal process, and an updated job description is approved by the Mayor and Council. Sworn employees shall be placed no higher than Step 2 in the sworn pay scale for the pay scale transition. All changes must conform to and not exceed the already approved fiscal year 2023 Budget for employee compensation for Town of Forest Heights Employees.

NOW THEREFOR BE IT FURTHER RESOLVED, that the adopted pay scales shall be amended annually during the budget process to coincide with adoption of the Fiscal Year Budget (Annual Budget) for the purpose of recording Cost of Living Increases or pay scale adjustments, and the adopted pay scale shall include the Fiscal Year of the approved pay scale which will then supersede previously approved pay scales.

AND BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately upon its passage.

PASSED this 9th day of January 2023.

APPROVED: By Resolution of the Town Council of The Town of Forest Heights, Maryland

ROLL CALL VOTE

YEA/NA Y/ABSTAIN/ABSENT

LILLY

Yea

KENNEDY II

Yea

NOBLE

Yea

BARNES

Absent

HINES

Yea

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WASHINGTON
ATKINSON

Wen
Adert

ATTEST:

THE TOWN OF FOREST HEIGHTS,
MARYLAND

Sherletta Hawkins
Sherletta Hawkins, Town Clerk

By: [Signature]
Calvin Washington, Mayor

By: [Signature]
Troy Lilly, Council President

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the ___ day of January 2023 with 5 Aye votes and 0 Nay (2/3rds supermajority) votes the aforesaid Resolution 01-23 passed.

Sherletta Hawkins
Sherletta Hawkins, Town Clerk

[Exhibit A – TOFH PROPOSED PAYSCALES SWORN AND GENERAL GOVERNMENT]