

## **RESOLUTION 2016-13**

### **AMENDING THE PERSONNEL POLICIES AND PROCEDURES MANUAL FOR KENT COUNTY**

The Board of County Commissioners of Kent County hereby resolves to amend Part V, Salaries and Benefits, of the *Personnel Policies and Procedures Manual for Kent County* (adopted April 10, 2001), with the following amendment:

For the purpose of amending chapter PM75, to reorder the policy numbers to reflect the new Article II approved this date for the *Personnel Policies and Procedures Manual for Kent County*, as follows:

#### **Chapter PM75 ATTENDANCE AND HOURS**

##### **ARTICLE I Hours of Work**

###### **§ PM75-1. Determination.**

##### **ARTICLE II Automated Timekeeping**

###### **§ PM75-2. Definitions.**

###### **§ PM75-3. Employee Responsibilities.**

###### **§ PM75-4. Supervisor Responsibilities.**

###### **§ PM75-5. Rounding Rules.**

##### **ARTICLE III Absenteeism and Tardiness**

###### **§ PM75-6. Findings.**

###### **§ PM75-7. Definitions.**

###### **§ PM75-8. Procedures.**

##### **ARTICLE IV Overtime**

###### **§ PM75-9. Definitions.**

###### **§ PM75-10. Scheduling of hours.**

###### **§ PM75-11. Compensation.**

##### **ARTICLE IV On Call/Call Back Policy**

###### **§ PM75-12. Definitions.**

###### **§ PM75-13. Compensation.**

###### **§ PM75-14. On Call Reporting Requirements.**

###### **§ PM75-15. Appeal Process.**

**ATTEST:**

**THE COUNTY COMMISSIONERS OF  
KENT COUNTY, MARYLAND**

  
Sondra M. Blackiston, Clerk

  
William W. Pickrum, President

  
Ronald H. Fithian, Member

  
William A. Short, Member

ADOPTED: October 18, 2016  
EFFECTIVE: October 18, 2016