

TOWN OF COTTAGE CITY
RESOLUTION 2019-05

**A RESOLUTION TO AMEND RESOLUTION 2018-04 AND THE
TOWN OF COTTAGE CITY PERSONNEL MANUAL REGARDING
EMPLOYEE HEALTH BENEFITS**

Introduced by: Commissioner-Chair Ann Marshall Young

WHEREAS, last year the Town was transitioning to a new employee health insurance plan and the Town Manager recommended to the Cottage City Commission an amendment to the Personnel Manual in reference to health insurance to provide that the department heads be permitted to manage applicable budgetary line items in order to redistribute the funds appropriated for employee health benefits according to the budgeted amount, instead of having a certain fixed specific dollar amount allocation per employee for health insurance purposes; and

WHEREAS, Resolution 2018-04 was approved by the Cottage City Commission on August 8, 2019 to amend Section IV of the Town of Cottage City Personnel Manual as stated above; and

WHEREAS, at a recent Town meeting the Commissioners discussed further amending the current policy within the Personnel Manual that authorized the Town Manager and the department heads to reallocate funds for dependent health care within each department, but the Commissioners now wish to change the policy such that money from the departmental funds allocated for this purpose may be further distributed to all eligible employees regardless of department to cover dependent care; and

WHEREAS, the Cottage City Commission finds that it is in the best interest of the Town to amend the Personnel Manual.

NOW, THEREFORE, BE IT RESOLVED that the Cottage City Commission hereby approves, adopts and authorizes the following amendments to THE TOWN OF COTTAGE CITY PERSONNEL MANUAL:

SECTION IV. EMPLOYEE BENEFITS

A. LEAVE TIME

CAPITALS	:	Indicate matter added to existing law or policy	Page 1 of 3
[Brackets]	:	Indicate matter deleted from existing law or policy	
Asterisks * * *	:	Indicate that text is retained from existing law or policy but omitted herein.	

TOWN OF COTTAGE CITY
RESOLUTION 2019-05

B. INSURANCE AND RELATED BENEFITS

1. Medical & Hospitalization Insurance

- A. All full-time employees shall be eligible to participate in a group health plan or health maintenance organization plan, which may be established and/or approved by the Commission.
- B. The Town may pay an amount towards the premium for the participation of an eligible employee in the group health plan, which the Commission shall determine in a resolution or ordinance including a budget ordinance. The remainder of the premium cost is paid by the employee.
- C. Employees may authorize reduction in their compensation sufficient to pay the employee's share of the premium costs. This results in the employee's taxable income being reduced by the amount of premium expense.
- D. The Town may pay an amount towards the premium for the participation of an eligible employee's dependents in the group health plan, which the commission shall determine in a resolution or ordinance including a budget ordinance.
- E. Should the Commission appropriate funds in the annual budget to be paid toward dependent health care on a pro rata basis by employee per department, the Town Manager and the department heads shall have the authority to reallocate any individual employee's unused or unneeded portion to another employee's dependents [~~within the same~~] REGARDLESS OF department on an as needed basis.

2. Life Insurance. All full-time employees of the Town shall be covered by group life insurance policies in the amount of \$50,000. The full cost of the life insurance coverage shall be paid by the Town.

AND BE IT FURTHER RESOLVED that the Commissioner-Chairman shall be authorized to sign this Resolution on behalf of the Commission.

AND BE IT FURTHER RESOLVED that this Resolution shall take effect immediately.

CAPITALS	:	Indicate matter added to existing law or policy	Page 2 of 3
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TOWN OF COTTAGE CITY
RESOLUTION 2019-05

INTRODUCED AND PASSED by the Cottage City Commission at a Meeting on July 10, 2019.

ATTEST:


Consuella Barbour, Town Manager

TOWN OF COTTAGE CITY, MARYLAND

By: 
Ann Marshall Young, Commissioner-Chairman

CERTIFICATION

I, HEREBY CERTIFY, as the duly appointed Town Manager of the Town of Cottage City, Maryland, that on the 10th day of July 2019 with 5 Aye votes and 0 Nay votes, the aforesaid Resolution 2019-05 passed.


Consuella Barbour, Town Manager

CAPITALS : Indicate matter added to existing law or policy Page 3 of 3
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