

Introduced Nov. 7, 2011  
Public Hearing Nov. 21, 2011  
Council Action Dec. 5, 2011  
Executive Action Dec. 6, 2011  
Effective Date Feb. 5, 2012

## County Council Of Howard County, Maryland

2011 Legislative Session

Legislative Day No. 12

Bill No. 56 -2011

Introduced by: The Chairperson at the request of the County Executive

AN ACT amending the Pay Plan for Howard County; establishing a premium pay for certain Emergency Communications Supervisors; providing for certain shift differentials and payrates for Correctional Lieutenants and Captains; and generally relating to the Pay Plan for Howard County.

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Introduced and read first time November 7, 2011. Ordered posted and hearing scheduled.

By order Stephen LeGendre  
Stephen LeGendre, Administrator

Having been posted and notice of time & place of hearing & title of Bill having been published according to Charter, the Bill was read for a second time at a public hearing on November 21, 2011.

By order Stephen LeGendre  
Stephen LeGendre, Administrator

This Bill was read the third time on December 5 2011 and Passed , Passed with amendments , Failed .

By order Stephen LeGendre  
Stephen LeGendre, Administrator

Sealed with the County Seal and presented to the County Executive for approval this 6<sup>th</sup> day of December, 2011 at 3:00 a.m./p.m.

By order Stephen LeGendre  
Stephen LeGendre, Administrator

Approved/~~Voted~~ by the County Executive December 6<sup>th</sup>, 2011

Ken Ulman  
Ken Ulman, County Executive

NOTE: [[text in brackets]] indicates deletions from existing law; TEXT IN SMALL CAPITALS indicates additions to existing law; Strike-out indicates material deleted by amendment; Underlining indicates material added by amendment.

1           **WHEREAS**, Sections 706 and 707 of the Howard County Charter and Section  
2 1.301 of the Howard County Code provide for the adoption of and amendment to the Pay  
3 Plan for Howard County, which allocates each class of positions to the appropriate pay  
4 grade, and which establishes rules for administration of the Pay Plan for positions within  
5 County government; and

6  
7           **WHEREAS**, under Section 1.301(c) of the County Code the Pay Plan, and any  
8 amendments thereto, are adopted by the County Council as attachments to the Council  
9 Bill through which the County Council exercises its legislative action on the Pay Plan;  
10 and

11  
12           **WHEREAS**, an amendment to the Pay Plan has been proposed in order to  
13 provide certain specialty pays to Emergency Communications Supervisors, to provide for  
14 certain shift differentials for Correctional Lieutenants and Captains; and to provide for  
15 certain pay rates for Correctional Lieutenants and Captains that are consistent with pay  
16 rates for members of the American Federation of State, County and Municipal  
17 Employees, Howard County Local 3080, Council 67, AFL-CIO.

18  
19 **NOW, THEREFORE,**

20  
21 *Section 1. Be It Enacted by the County Council of Howard County, Maryland that it*  
22 *adopts amendments to the Pay Plan of Howard County, as attached to this Bill.*

23  
24 *Section 2. And Be It Further Enacted by the County Council of Howard County,*  
25 *Maryland, that the provisions of this Act shall apply beginning with the first pay date*  
26 *after January 1, 2012.*

27  
28 *Section 3. And Be It Further Enacted by the County Council of Howard County,*  
29 *Maryland, that this Act shall become effective 61 days after its enactment.*

# Howard County Pay Plan

## Fiscal Year 2012

### **Salary Schedules**

Hourly rates for employees of Howard County are as provided in the General Salary Schedule, the Police Management Schedule, the Corrections Management Schedule, the Deputy Sheriff Schedule and the Fire Management Schedule except that hourly rates for positions included in Unit Descriptions in collective bargaining agreements shall be in accordance with the following schedules:

- (1) *C Schedule* for employees within the unit description as contained in the collective bargaining agreement between the County and Local 3080 of the American Federation of State, Local and municipal employees.
- (2) *H Schedule* for employees within the Unit Description as contained in the collective bargaining agreement between the County and Local 3085 of the American Federation of State, Local and Municipal Employees;
- (3) *P Schedule* for employees of the Police Department who are within the Unit Description as contained in the collective bargaining agreement between the County and The Howard County's Police Officer's Association, Lodge 21; and
- (4) *F Schedule* for employees of the Department of Fire and Rescue Services who are within the unit description as contained in the collective bargaining agreement between the County and Local 2000 of the International Association of Firefighters and
- (5) *PS Schedule* for Police Sergeant employees of the Police Department who are within the description as contained in the collective bargaining agreement between the County and the Fraternal Order of Police Lodge 143, Howard County Police Supervisor's Alliance.
- (6) *D Schedule* for employees within the unit description as contained in the collective bargaining agreement between the County and the Howard County Public Safety Dispatchers Association.

**CM Schedule FY 12 Eff. 7/1/2011**

<b>Pay Grade</b>	<b>Minimum Base Pay</b>	<b>Maximum Base Pay</b>
<b>CM1</b>	<b>\$23.91</b>	<b>\$37.39</b>
<b>CM2</b>	<b>26.47</b>	<b>41.40</b>

**CM SCHEDULE FY12 EFF.1/1/2012**

<b>PAY GRADE</b>	<b>MINIMUM BASE PAY</b>	<b>MAXIMUM BASE PAY</b>
<b>CM1</b>	<b>\$24.39</b>	<b>\$38.14</b>
<b>CM2</b>	<b>27.00</b>	<b>42.23</b>

## Specialty Pays.

### (a) *Shift Differentials for Classified Employees.*

- (1) Classified employees who work a fixed shift starting from 3:00 p.m. through 8:59 p.m. will receive a shift differential increment of 5% over their base hourly rate of pay.
- (2) Classified employees whose shifts begin from 9:00 p.m. through 4:59 a.m. will receive a shift differential increment of 7.5% over their base hourly rate of pay.
- (3) Uniformed career personnel in the Department of Fire and Rescue Services are not eligible for shift differential pay with the exception that Fire Captains who are assigned to the Communications (911) Center and who work a shift beginning between 5:00 p.m. and 4:59 a.m. shall receive an 8.3% per hour shift differential for the entire shift.
- (4) Deputized employees in the Sheriff's Department who work
  - (i) A shift beginning between 12:59 PM and 5:59 PM shall receive a shift differential of 5% for all hours worked during the shift, or
  - (ii) An evening shift beginning at 6 PM or later shall receive a shift differential of 8.3% for all hours worked during the shift.
- (5) Sworn members of the Howard County Police Department are not eligible for shift differential pay, except that:
  - (i) Lieutenants who worked a shift beginning between 5:00 p.m. and 4:59 a.m. shall receive a shift differential increment of 8.3% over their base hourly rate of pay through December 31, 2011 and 6% over their base hourly rate of pay, effective January 1, 2012 and thereafter; and
  - (ii) Lieutenants who worked a shift beginning between 1:00 p.m. and 8:59 p.m. shall receive a shift differential increment of 5% per hour above their base hourly rate of pay through December 31, 2011 and 3% above their base hourly rate of pay effective January 1, 2012 and thereafter.
- (6) Emergency Communication Supervisors who work a shift beginning between 6:59 p.m. and 6:59 a.m. shall receive an 8.3% per hour shift differential for the entire shift.
- (7) CORRECTIONAL LIEUTENANTS AND CAPTAINS WHO WORK A FIXED SHIFT STARTING FROM 3:00 P.M. THROUGH 8:59 P.M. WILL RECEIVE A SHIFT DIFFERENTIAL INCREMENT OF 3% OVER THEIR BASE HOURLY RATE OF PAY AND FOR SHIFTS WHICH BEGIN FROM 9:00 P.M. THROUGH 4:59 A.M. WILL RECEIVE A SHIFT DIFFERENTIAL INCREMENT OF 5% OVER THEIR BASE HOURLY RATE OF PAY.

### (f) *Emergency Communication Supervisors*

- (1) *Clothing Allowance* - Emergency Communication Supervisors Shall Receive A Maximum Of \$30 Per Month For uniform cleaning services.
- (2) *Health/Quality of Work-life Premium*- Emergency Communications Supervisors are eligible to receive an annual payment of \$499 as a health/quality of work-life premium.
- (3) *Language Fluency Pay For Emergency Communications Supervisors* - Emergency Communication Supervisors will be paid \$3,000 annually when they have tested fluent in Spanish, Korean or Chinese languages or \$1,200 annually for other languages, specifically approved by the Chief of Police and provide translation services for Department business. The criteria for fluency as determined by the Chief of Police will be predicated on a state, regional or national evaluation instrument or a standard developed by an institution of higher education.

- (4) ***FOUR AREA PREMIUM PAY***—EMERGENCY COMMUNICATIONS SUPERVISORS WHO HAVE THE REQUISITE TRAINING, JOB KNOWLEDGE, AND EXPERIENCE TO SUPERVISE THE CALL-TAKING, TELETYPE, POLICE DISPATCH, AND FIRE DISPATCH FUNCTIONS SHALL RECEIVE A 2% PREMIUM PAY APPLIED TO THEIR BASE RATE OF PAY.

BY THE COUNCIL

This Bill, having been approved by the Executive and returned to the Council, stands enacted on December 6, 2011.

Stephen M. LeGendre  
Stephen M. LeGendre, Administrator to the County Council

BY THE COUNCIL

This Bill, having been passed by the yeas and nays of two-thirds of the members of the Council notwithstanding the objections of the Executive, stands enacted on \_\_\_\_\_, 2011.

Stephen M. LeGendre  
Stephen M. LeGendre, Administrator to the County Council

BY THE COUNCIL

This Bill, having received neither the approval nor the disapproval of the Executive within ten days of its presentation, stands enacted on \_\_\_\_\_, 2011.

Stephen M. LeGendre  
Stephen M. LeGendre, Administrator to the County Council

BY THE COUNCIL

This Bill, not having been considered on final reading within the time required by Charter, stands failed for want of consideration on \_\_\_\_\_, 2011.

Stephen M. LeGendre  
Stephen M. LeGendre, Administrator to the County Council

BY THE COUNCIL

This Bill, having been disapproved by the Executive and having failed on passage upon consideration by the Council stands failed on \_\_\_\_\_, 2011.

Stephen M. LeGendre  
Stephen M. LeGendre, Administrator to the County Council

BY THE COUNCIL

This Bill, the withdrawal of which received a vote of two-thirds (2/3) of the members of the Council, is withdrawn from further consideration on \_\_\_\_\_, 2011.

Stephen M. LeGendre  
Stephen M. LeGendre, Administrator to the County Council

  
**Howard County**  
*Internal Memorandum*

**SUBJECT:** Council Testimony and Fiscal Impact  
Statement – Council Bill No. \_\_\_\_\_

**To:** Lonnie Robbins  
Chief Administrative Officer

**Through:** L. Todd Allen   
Human Resources Administrator

**From:** Art Griffin   
Chief, Classification and Pay

**Date:** October 3, 2011

The Administration is seeking Council approval for a bill adjusting the pay of two small subgroups of County employees: Correctional Lieutenants and Captains, supervisors of custody and security operations at the Detention Center; and Emergency Communication Supervisors; supervising dispatch operations within the Emergency Operations Center.

For Correctional Lieutenants and Captains, the bill will reduce the current shift differential premium from 5% to 3% for the evening shift and reduce the night shift differential from 7.5% to 5%. Commensurate with this reduction will be a 2% across the board increase in hourly rate for these employees. These are the same conditions provided in the FY 2012-13 Agreement with AFSCME Local 3080, the correctional officers supervised by the Lieutenants and Captains. The cost for this action is estimated to be about \$12,000 through the end of the fiscal year. The FY 2012 cost is derived from a \$4,000 savings from reduced shift differential rates while it will cost about \$16,000 for the 2% increase in base pay. The funds for this were included in the FY12 budget.

At the request of the Police Department, The Office of Human Resources undertook a pay study of the Emergency Communication Supervisors to determine if pay for this job class is internally equitable and competitive with the labor market for similar positions in other jurisdictions. For the most part, the Administration has kept pace with the dispatch union by passing on negotiated union improvements to these non-represented supervisors. One item of pay that a supervisor loses when promoted from dispatcher is Four Area Premium Pay, used as an inducement for a dispatcher to become knowledgeable and proficient in the work areas of call-taking, teletype operations, Police dispatch and



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**Fire/Rescue dispatch and perform all of these functions. Recognizing that the supervisors must remain knowledgeable and proficient in these areas in order to effectively supervise these operations, the Administration is seeking to retain a 2% bonus for dispatch supervisors with regard to the Four Area Premium Pay. The cost of this award for the five employees affected is estimated to be \$4,000 through the remainder of the fiscal year. The costs can be absorbed in the FY12 budget.**

**Todd Allen and I will remain available to the Council to answer any questions relating to this legislation.**

**cc: Ray Wacks  
Jennifer Sager**