





Howard County

Internal Memorandum

Subject: Council Testimony and Fiscal Impact Statement

To: Lonnie Robbins
Chief Administrative Officer

Through: 
Wanda Hutchinson
Human Resources Administrator

From: Stacey Simmons 
Chief, Classification and Pay

Date: August 19, 2019

The Administration is seeking Council approval for a bill amending the classification plan for certain class descriptions, certain educational and experience requirements and Fair Labor Standards Act (FLSA) statuses.

The minimum requirements for the Police Sergeant have revised for clarification purposes.

The Class Description sections have been revised for the Police Sergeant and Police Lieutenant for currency. The License/Certification section has been updated to reflect the current certifying organization.

After a review, it was determined that Police Sergeant, Police Lieutenant and Correctional Lieutenant should be classified as FLSA Non-Exempt based on duties performed by the classifications.

Make a technical correction in regards to the FLSA designation for Police Corporal.

The Class Descriptions for Police Office Probationary, Police Office, Police Officer-First Class and Police Corporal have been updated, in the following sections, for currency:

- General Definition (PPO & PFC were not revised)
- Examples of Work
- Minimum Education and Experience
- Required Licenses, Certificates and Registrations

Changes to the FLSA status for Police Sergeants and Lieutenants may have a fiscal impact, but it is difficult to determine an amount due to several factors such as premium pays, amount of overtime and salaries of individual employees.

cc: Jennifer Sager
Janssen Evelyn