

Introduced September 8, 2020  
Public Hearing September 21, 2020  
Council Action October 5, 2020  
Executive Action October 7, 2020  
Effective Date December 7, 2021

### County Council of Howard County, Maryland

2020 Legislative Session

Legislative Day No. 12

#### Bill No. 47 -2020

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

AN ACT amending the Pay Plan for Howard County in order to add pay scales for Emergency Communications Supervisors, members of Local 3085 and members of Lodge 131; amending specialty pays applicable to Emergency Communication Supervisors and Police Lieutenants; providing for the application of certain pay schedules; and generally relating to the Pay Plan for Howard County.

Introduced and read first time September 8, 2020. Ordered posted and hearing scheduled.  
By order Diane Schwartz Jones  
Diane Schwartz Jones, 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 September 21, 2020.  
By order Diane Schwartz Jones  
Diane Schwartz Jones, Administrator

This Bill was read the third time on October 5, 2020 and Passed , Passed with amendments , Failed .  
By order Diane Schwartz Jones  
Diane Schwartz Jones, Administrator

Sealed with the County Seal and presented to the County Executive for approval this 6th day of October, 2020 at 2:45 a.m./p.m.  
By order Diane Schwartz Jones  
Diane Schwartz Jones, Administrator

Approved/Vetoed by the County Executive October 7, 2020  
Calvin Ball  
Calvin Ball, 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 1.301 of  
2 the Howard County Code provide for the adoption of and amendment to the Pay Plan for  
3 Howard County, which allocates each class of positions to the appropriate pay grade, and which  
4 establishes rules for administration of the Pay Plan for positions within County government; and

5  
6           **WHEREAS**, under Section 1.301(c) of the County Code the Pay Plan, and any  
7 amendments thereto, are adopted by the County Council as attachments to the Council Bill  
8 through which the County Council exercises its legislative action on the Pay Plan; and

9  
10          **WHEREAS**, amendments to the Pay Plan include:

- 11           1.       Removing obsolete pay scales and inserting new pay scales for Emergency  
12                    Communications Supervisors that will be effective on December 21, 2020;
- 13           2.       Inserting pay scales, effective December 21, 2020 for members of American  
14                    Federation of State, County and Municipal Employees, Council 67-AFL-CIO,  
15                    Howard County Local 3085;
- 16           3.       Inserting pay scales, effective December 21, 2020, for members of Lodge 131;  
17                    and
- 18           4.       Amending specialty pays for Emergency Communications Supervisors,  
19                    Correctional Lieutenants and Captains, and Police Lieutenants.

20  
21          **NOW, THEREFORE,**

22  
23          ***Section 1. Be It Enacted*** by the County Council of Howard County, Maryland that Pay Plan for  
24          *Fiscal Year 2021 is hereby amended as follows and as shown in the attached Exhibit:*

- 25           1.       *On page P4 of the Pay Plan, the pay scale for emergency communications supervisors*  
26                    *that was to be effective on December 21, 2020, is replaced, as shown in the attached*  
27                    *Exhibit; and*
- 28           2.       *On page P8 of the Pay Plan, a new pay scale, effective December 21, 2020, for members*  
29                    *of Local 3085 is inserted, as shown in the attached Exhibit;*

1       3. *Following page P16 of the Pay Plan, a new pay scale, effective December 21, 2020, for*  
2       *members of Lodge 131 is inserted, as shown in the attached Exhibit; and*

3       4. *The Section titled "Specialty Pays" is amended as shown in the attached Exhibit.*  
4

5       ***Section 2. And Be It Further Enacted*** *by the County Council of Howard County, Maryland,*  
6       *that the provisions of this Act shall apply beginning with the first pay date after July 1, 2020.*  
7

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

**SCHEDULE LODGE 131 OF THE FRATERNAL ORDER OF POLICE (CS) AND DS SCHEDULE (SHERIFF)  
RATES EFFECTIVE DECEMBER 21, 2020**

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18
CS1	21.59	22.26	22.96	23.63	24.35	25.09	25.88	26.64	27.48	28.28	29.15	30.02	30.94	31.89	32.88	33.83	34.86	35.91
CS2				24.09	24.83	25.59	26.39	27.16	28.02	28.85	29.72	30.60	31.56	32.52	33.53	34.51	35.54	36.61
CS3	23.91	24.68	25.41	26.18	27.00	27.80	28.66	29.55	30.42	31.35	32.31	33.30	34.28	35.34	36.42	37.52	38.65	39.82
DS2	19.48	20.09	20.72	21.33	21.99	22.68	23.35	24.02	24.43	25.54	26.32	27.11	27.94	28.76	29.76	30.55	31.48	NA
DS5	26.52	27.35	28.18	29.05	29.92	30.81	31.77	32.69	33.68	34.76	35.79	36.89	37.97	39.13	40.34	41.55	42.80	44.07
DS6	29.40	30.27	31.20	32.14	33.12	34.12	35.18	36.26	37.32	38.49	39.66	40.85	42.09	43.36	44.68	46.00	47.40	48.82

**NOTES:**

1. GRADE DS2; TIME IN STEPS 1 TO 10 = 1 YEAR AND STEPS 11 TO 16 = 2 YEARS. ALL OTHER GRADES HAVE 1 YEAR BETWEEN STEPS.
2. LONGEVITY PAY: EMPLOYEES IN THE PAY GRADES CS1, CS2, CS3, DS5 & DS6 WHO HAVE 20 YEARS OF SERVICE IN THE SHERIFF'S DEPARTMENT WILL RECEIVE 3% LONGEVITY PAY ADDED TO THEIR BASE PAY.
3. LONGEVITY PAY: EMPLOYEES IN THE PAY GRADES CS1, CS2, CS3, DS5 & DS6 WHO HAVE 27 YEARS OF SERVICE IN THE SHERIFF'S DEPARTMENT WILL RECEIVE AN ADDITIONAL 3% LONGEVITY PAY ADDED TO THEIR BASE PAY.

**Schedule Lodge 131 of the Fraternal Order of Police (CS) and DS Schedule (Sheriff)  
rates Effective December 23, 2019**

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18
CS1	21.17	21.82	22.51	23.17	23.87	24.60	25.37	26.12	26.94	27.73	28.58	29.43	30.33	31.26	32.24	33.17	34.18	35.21
CS2				23.62	24.34	25.09	25.87	26.63	27.47	28.28	29.14	30.00	30.94	31.88	32.87	33.83	34.84	35.89
CS3	23.44	24.20	24.91	25.67	26.47	27.25	28.10	28.97	29.82	30.74	31.68	32.65	33.61	34.65	35.71	36.78	37.89	39.04
DS2	19.10	19.70	20.31	20.91	21.56	22.24	22.89	23.55	23.95	25.04	25.80	26.58	27.39	28.20	29.18	29.95	30.86	NA
DS5	26.00	26.81	27.63	28.48	29.33	30.21	31.15	32.05	33.02	34.08	35.09	36.17	37.23	38.36	39.55	40.74	41.96	43.21
DS6	28.82	29.68	30.59	31.51	32.47	33.45	34.49	35.55	36.59	37.74	38.88	40.05	41.26	42.51	43.80	45.10	46.47	47.86

Notes:

1. Grade DS2; Time in Steps 1 to 10 = 1 year and Steps 11 to 16 = 2 years. All other grades have 1 year between steps.
2. Longevity Pay: Employees in the pay grades CS1, CS2, CS3, DS5 & DS6 who have 20 years of service in the Sheriff's Department will receive 3% longevity pay added to their base pay.
3. Longevity Pay: Employees in the pay grades CS1, CS2, CS3, DS5 & DS6 who have 27 years of service in the Sheriff's Department will receive an additional 3% longevity pay added to their base pay.

**Local 3085 of the American State, County and Municipal Employees  
H Schedule  
Rates Eff. December 23, 2019**

<b>Pay Grade</b>	<b>Minimum Base Pay</b>	<b>Maximum Base Pay</b>
<b>H 3</b>	<b>\$15.62</b>	<b>\$21.29</b>
<b>H 4</b>	<b>\$15.76</b>	<b>\$22.92</b>
<b>H 5</b>	<b>\$16.99</b>	<b>\$24.69</b>
<b>H 6</b>	<b>\$17.84</b>	<b>\$26.56</b>
<b>H 7</b>	<b>\$18.76</b>	<b>\$28.62</b>
<b>H 8</b>	<b>\$20.13</b>	<b>\$30.84</b>
<b>H 9</b>	<b>\$22.81</b>	<b>\$34.92</b>

**LOCAL 3085 OF THE AMERICAN STATE, COUNTY AND MUNICIPAL EMPLOYEES  
H SCHEDULE  
RATES EFF. DECEMBER 21, 2020**

<b>PAY GRADE</b>	<b>MINIMUM BASE PAY</b>	<b>MAXIMUM BASE PAY</b>
<b>H 3</b>	<b>\$16.00</b>	<b>\$23.06</b>
<b>H 4</b>	<b>\$16.64</b>	<b>\$24.12</b>
<b>H 5</b>	<b>\$17.34</b>	<b>\$27.32</b>
<b>H 6</b>	<b>\$18.26</b>	<b>\$27.78</b>
<b>H 7</b>	<b>\$19.18</b>	<b>\$29.18</b>
<b>H 8</b>	<b>\$20.71</b>	<b>\$31.51</b>
<b>H 9</b>	<b>\$23.27</b>	<b>\$35.62</b>



**EC Schedule (Emergency Communications Supervisors)**  
rates Eff. December 23, 2019

EC	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
1	\$29.12	\$30.00	\$30.89	\$31.80	\$32.78	\$33.74	\$34.78	\$35.84	\$36.89	\$38.04	\$39.18	\$40.35	\$41.28	\$42.83	\$44.12	\$45.42	\$46.77	\$48.17	\$49.59

**[[EC Schedule (Emergency Communications Supervisors)**  
rates Eff. December 21, 2020

EC	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
1	\$29.70	\$30.60	\$31.51	\$32.44	\$33.44	\$34.41	\$35.48	\$36.56	\$37.63	\$38.80	\$39.96	\$41.16	\$42.11	\$43.69	\$45.00	\$46.33	\$47.71	\$49.13	\$50.58

]]

**EC SCHEDULE (EMERGENCY COMMUNICATIONS SUPERVISORS)**  
RATES EFF. DECEMBER 21, 2020

EC	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
1	\$30.59	\$31.52	\$32.46	\$33.41	\$34.44	\$35.45	\$36.54	\$37.66	\$38.76	\$39.96	\$41.17	\$42.39	\$43.37	\$44.99	\$46.35	\$47.72	\$49.13	\$50.61	\$52.10

## 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) Employees paid according to the DS Schedule in the Sheriff's Department who work
  - (i) A shift beginning between 1,300 hours and 5:59 PM 1,759 hours shall receive a shift differential of 6 % for all hours worked during the shift, or
  - (ii) An evening shift beginning between 1800 hours and 0200 hours shall receive a shift differential of 9.3% for all hours worked during the shift.
  - (iii) Permanent night shift in the Sheriff's Office when assigned to Court, MVA hearings, and training (except training extending beyond five days), and excluding voluntary day shift assignments.
- (5) Sworn members of the Howard County Police Department are not eligible for shift differential pay, except that:
  - (i) Lieutenants who worked a night shift beginning between 5:00 p.m. and 4:59 a.m. shall receive a shift differential increment of 6% over their base hourly rate of pay; and
  - (ii) Lieutenants who worked an afternoon shift beginning between 1:00 p.m. and 8:59 p.m. shall receive a shift differential increment of 3% above their base hourly rate of pay.
- [[ (6) Emergency Communication Supervisors who work a shift beginning between 6:59 p.m. and 6:59 a.m. shall receive an 6 % per hour shift differential for the entire shift.]]
- (6) 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 P.M. WILL RECEIVE A SHIFT DIFFERENTIAL INCREMENT OF 5% OVER THEIR BASE HOURLY RATE OF PAY.**
- ~~(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 p.m. will receive a shift differential increment of 5% over their base hourly rate of pay.~~

### (b) *Rotating Shifts.*

- (1) A classified employee who works a rotating shift that begins from 3:00 p.m. to 8:59 p.m. shall receive a shift differential increment of 2.5% over the employee's base hourly rate of pay.
- (2) A classified employee who works a rotating shift that begins from 9:00 p.m. to 4:59 a.m. shall receive a shift differential increment of 5% over the employee's base hourly rate of pay.

### (c) *Holiday Pay*

- (1) Police Lieutenants will be paid at a rate of one and one-half time their regular rate of pay if they are required to work on:
  - (i) The night shift beginning on the day before Christmas;
  - (ii) The day or evening shift on Christmas Day; or
  - (iii) The day, evening, or night shift on Thanksgiving Day.
- (2) (i) Police Lieutenants who are regularly scheduled to work on the July Fourth celebration will



- be paid at the rate of one and one-half times their regular hourly rate of pay.
- (ii) Police Lieutenants assigned to work the July Fourth celebration who are not regularly scheduled to work on that day shall be paid at one and one-half their regular hourly rate of pay for all hours worked.
  - (iii) If a Police Lieutenant has taken a day of annual leave in order to be off from work on the day of the July Fourth celebration, and is later called in to work at least 4 hours on the celebration detail, the Lieutenant shall receive a substitute day of annual leave.
- (3) Police Lieutenants and Captains scheduled and required to work on, or called in to work on, Thanksgiving, Christmas Eve, Christmas Day, or the Fourth of July will be credited a minimum of eight hours of Annual Leave for each holiday plus any additional hours worked during that particular shift.
- (4) (i) Emergency Communication Supervisors will be paid at one and one-half times their regular rate of pay when required to work the following Holidays:  
7 a.m. to 7 p.m. Christmas Eve  
7 p.m. Christmas Eve to 7 a.m. Christmas Day  
7 a.m. to 7 p.m. Christmas Day  
7 p.m. Christmas Day to 7 a.m. December 26<sup>th</sup>  
7 p.m. New Year's Eve to 7 a.m. on January 2  
7 a.m. Thanksgiving Day to 7 p.m. on the day after Thanksgiving Day  
7 a.m. July 4th to 7 a.m. July 5th
- (ii) Emergency Communications Supervisors scheduled and required to work on Thanksgiving, Christmas, or the Fourth of July will be credited a minimum of eight hours of Annual Leave for each holiday plus any additional hours worked during that particular shift.
- (iii) An Emergency Communication Supervisor who utilizes annual leave on an above listed holiday of this section and who is called in to work will be paid at a rate of two and one-half times their hourly rate and will be re-credited with the number of hours actually worked, not to exceed the amount of leave scheduled. Emergency Communication Supervisors working overtime as part of their regularly scheduled 48-hour week on these specified holidays are compensated at two and one half times the hourly pay rate for the overtime hours worked.
- (5) Fire Captains, Battalion Chiefs and Assistant Chiefs will be paid at one and one-half times their regular rate of pay when required to work on the following holidays:  
7:00 a.m. on Easter Sunday to 7:00 a.m. on the day after Easter  
7:00 a.m. on Thanksgiving Day and 7:00 a.m. on the day after Thanksgiving  
7:00 p.m. on Christmas Eve and 7:00 p.m. on Christmas Day
- (6) Correctional Lieutenants and Captains will be paid at one and one-half times their regular rate of pay for hours actually worked on the following holidays:  
Thanksgiving Day  
Christmas Day  
July 4th  
Labor Day
- (7) Employees paid in accordance with the DS Schedule will be paid at time and one-half when required to work on the following holidays:  
Night Shift on Christmas Eve  
Day or night shift Christmas Day  
Day or night shift Thanksgiving Day

July 4th

*(d) Premium Compensation for Police Lieutenants, Captains and Majors.*

- (1) Police Lieutenants assigned to the following divisions shall be paid an annual premium compensation paid bi-weekly in the following amounts:
  - (I) \$2000 annually to employees not assigned to Patrol or Communications as well as the following Specialty Assignments.
    - Drug Recognition Experts (DREs)
    - Emergency Services Unit (ESU)
    - Hostage Negotiators
    - ESV Operators
    - Employees who are trained and assigned to operate the Department's Small Unmanned Aircraft System (sUAS)
  - (II) In addition to the Specialty Pay in (I), \$2,500 annually to employees assigned to the following units: Auto theft/Arson/Fraud/Forgery, Child Abuse, Domestic Violence, **INTERNAL AFFAIRS**, Narcotics, Property Crimes, Robbery, ROPE, Street Drug, **TACTICAL**, Traffic, Vice, Violent Crimes and Warrants.
  - (III) The department's honor guard-\$220.00 annually.

Police Lieutenants who are assigned to Specialty Pay assignments during light-duty status are ineligible for corresponding Specialty Pay Benefits (This does not apply to Police Lieutenants who are already permanently assigned to a particular Specialty Unit while on light-duty status.)

- [[2) Police Lieutenants shall be paid a premium compensation of \$1,650 annually, paid bi-weekly, except for Lieutenants assigned as watch commanders.]]
- [[3]2) Police Lieutenants fluent in the following languages shall be paid a premium compensation based on the below qualifications:
  - (I) Employees will be paid \$3,000 annually when they have tested fluent in Spanish, Korean, or Chinese languages as designated 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.
  - (II) Employees will be paid an additional \$1,000 annually if they have tested at a superior level of fluency in Spanish, Korean, or Chinese languages and have successfully completed State requirements to become court certified. The Department will determine the number of court certified officers and the selection process for court certification eligibility.
- [[4]3) Police Lieutenants will be paid \$1,100 annually when they have tested fluent in any language not listed above designated 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.
- [[5]4) Employees earning premium compensation under this section shall be ineligible for Standby pay.
- [[6]5) A Police Lieutenant, Captain or Major who successfully passes two or fewer components of the Department's voluntary fitness program shall receive one hundred and twenty-five dollars (\$125.00) for each testing component they pass. If they pass three or more of the testing

components, they shall receive one hundred fifty dollars (\$150.00) for each testing component. The maximum amount for passing all four components is six hundred dollars (\$600.00).

(e) *Management Employees of Department of Fire and Rescue Services.*

- (1) *Paramedic, EMT-P, EMT-I, CRT and Preceptor Pay*
  - (i) Paramedic or EMT-P. An Assistant Chief, Battalion Chief or Fire Captain who is a qualified Howard County paramedic shall receive a paramedic premium of a flat rate of \$7,000 annually. Failure to maintain EMT-P registration will result in forfeiture of paramedic premium pay.
  - (ii) EMT-I or CRT. An Assistant Chief, Battalion Chief or Fire Captain who is a qualified Howard County Emergency Medical Technician-Intermediate (EMT-I) or a Cardiac Rescue Technician (CRT) shall receive a flat rate of \$2,500 annually.
  - (iii) Preceptor. An Assistant Chief, Battalion Chief or Fire Captain who is assigned to precept other employees of the department in the EMT-P, EMT-I, and CRT shall receive a flat rate of \$5.00 per hour, added to base, while engaged as a preceptor.
- (2) *Community Relations Unit.* A Battalion Chief or Fire Captain assigned to the Community Relations Unit shall receive day shift premium pay of \$4,000.
- (3) *Fire Marshall's Office.* An Assistant Chief, Battalion Chief or Fire Captain assigned to the Fire Marshall's Office shall receive \$1,000 per year while serving in this unit to be added to the base pay.
- (4) *Special Operations Pay.* An Assistant Chief, Battalion Chief or Fire Captain who is assigned to the regional search and rescue team or the special operations team shall receive \$1,000 per year to be added to the base pay.
- (5) Fire Captains assigned to work a day work schedule and not assigned a take home vehicle shall receive a \$4,000 per year day work premium added to the base pay.
- (6) Specialty pay received by management employees of the Department of Fire and Rescue Services shall be prorated on an annual basis and be added to the employee's base wage.
- (7) *Physical Fitness Pay.* Fire management employees in the classes of Assistant Chief, Battalion Chief and Fire Captain shall be eligible for an annual \$250.00 annual physical fitness allowance.
- (8) *Detail Pay.* A Fire Captain who is detailed to a station different than that to which they are normally assigned shall receive \$20.00 additional pay for each shift detailed, in accordance with Department detail guidelines.

(f) *Emergency Communication Supervisors*

- (1) *Clothing Allowance* - Emergency Communication Supervisors shall receive a maximum of \$30 Per Month for uniform cleaning services.
- (2) *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.

(g) *Commercial Driver's License Premium*

Employees in the job classification of Operations Leader I shall be eligible to receive a premium of \$0.30 per hour for possession of a current and valid Commercial Driver's License issued by the State of Maryland and maintained in accordance with departmental policy, when required by job assignment. The CDL premium shall be added to base hourly wage. Failure to maintain the CDL license shall result in forfeiture of CDL premium pay.

(h) *Uniformed Supervisory Employees in the Department of Corrections*

Correctional employees in the job classifications of Correctional Captain, Correctional Lieutenant and Correctional Supervisor I:

- (1) shall be eligible for an annual stipend of one-hundred fifty dollars (\$150.00) for clothing and equipment replacement, repair and alteration; and
- (2) shall receive an additional \$.75 per hour, for all hours worked, after having completed ten (10) years of continuous service with the Department of Corrections.
- (3) Effective January 1, 2015, shall receive \$1.00 an hour above their base hourly rate for all hours worked, after having completed fifteen (15) years of continuous service with the Department of Corrections.

(i) *Uniformed Employees In The Sheriff's Office Paid in Accordance with the DS Schedule*

Sheriff's Office employees in the Job Classifications of Security Officer II, Security Officer III, Sergeant Deputy Sheriff and Lieutenant Deputy Sheriff shall receive:

- (1) a quarterly clothing allowance of \$350 when assigned as full-time warrant detectives;
- (2) \$50 per diem when assigned to field officer training duties for at least 4 hours a day;
- (3) \$400 annually when assigned to the honor guard detail;
- (4) \$1,600 annually when assigned as a warrant detective or as a Domestic Violence Deputy;
- (5) \$500 annually when assigned as full time Duty Officer or MPTC Certified Instructor
- (6) \$3,000 for fluency in Spanish, Korean or Chinese and providing translation services.
- (7) \$1,100 for fluency in language other than above and providing translation services.
- (8) \$1,000 annually when assigned as Firearm Instructor or CDL Operator.

(j) *Clothing Allowance for Police Lieutenants and Captains*

Police Lieutenants the Captains shall be eligible for quarterly payments of \$330 for full time plainclothes assignments requiring business attire, \$264 for non-business attire assignments, and \$132 for part time plainclothes assignments.

(k) *Supplemental Pay for State Health Department Positions*

For retention purposes, and as authorized in the budget, the Personnel Officer may establish supplemental pay for certain State Health Department positions, including; the Director of Substance Abuse Services, the Deputy Health Officer, Sanitarians and the Director of Policy and Planning.

Amendment 1 to Council Bill No. 47-2020

BY: The Chairperson at the request  
of the County Executive

Legislative Day 14  
Date: October 5, 2020

Amendment No. 1

*(This amendment removes a redundant provision.)*

- 1 On the first page of the Exhibit titled "Specialty Pays", under "(a) *Shift Differentials for*
- 2 *Classified Employees*" strike paragraph (7) in its entirety.

ADOPTED October 5, 2020  
FAILED \_\_\_\_\_  
SIGNATURE Diana Jones





# Howard County

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## *Internal Memorandum*

**Subject:** Council Testimony

**To:** Lonnie Robbins  
Chief Administrative Officer

**Through:** *wsh*  
Wanda Hutchinson  
Human Resources Administrator

**From:** *SS*  
Stacey Simmons  
Chief, Classification and Pay

**Date:** July 29, 2020

The Administration is seeking Council approval for revisions the pay plan for Fiscal Year 2021. The changes to the pay plan for Local 3085 are a result of a negotiated agreement.

The changes to the pay plan affect:

### **Emergency Communication Supervisors**

- Removes scale effective December 2020
- Adds revised scale effective December 2020
  - 3% shift differential included in base pay
  - Annual salary calculated on 42-hour work schedule
  - Includes previously approved 2% Across the Board increase

Fiscal impact as a result of adding in shift differential and basing pension on 42-hour schedule is approximately \$3,812.

### **Local 3085**

- Adds scale effective December 2020
  - 2% Across the Board increase
  - Changes to the bottom of the pay scale

The fiscal impact is approximately \$428, 135.

**Sheriff**

- Adds scale effective December 2020 (2% Across the Board increase as negotiated between the Sheriff and Lodge 131)

**Specialty Pay-Emergency Communication Supervisors & Police Lt**

- Removes statement regarding shift differential
- Adds additional areas of premium pay
- Removes obsolete premium pay
- Corrects numbering due to removal of statements

- be paid at the rate of one and one-half times their regular hourly rate of pay.
- (ii) Police Lieutenants assigned to work the July Fourth celebration who are not regularly scheduled to work on that day shall be paid at one and one-half their regular hourly rate of pay for all hours worked.
  - (iii) If a Police Lieutenant has taken a day of annual leave in order to be off from work on the day of the July Fourth celebration, and is later called in to work at least 4 hours on the celebration detail, the Lieutenant shall receive a substitute day of annual leave.
- (3) Police Lieutenants and Captains scheduled and required to work on, or called in to work on, Thanksgiving, Christmas Eve, Christmas Day, or the Fourth of July will be credited a minimum of eight hours of Annual Leave for each holiday plus any additional hours worked during that particular shift.
- (4) (i) Emergency Communication Supervisors will be paid at one and one-half times their regular rate of pay when required to work the following Holidays:
- 7 a.m. to 7 p.m. Christmas Eve
  - 7 p.m. Christmas Eve to 7 a.m. Christmas Day
  - 7 a.m. to 7 p.m. Christmas Day
  - 7 p.m. Christmas Day to 7 a.m. December 26<sup>th</sup>
  - 7 p.m. New Year's Eve to 7 a.m. on January 2
  - 7 a.m. Thanksgiving Day to 7 p.m. on the day after Thanksgiving Day
  - 7 a.m. July 4th to 7 a.m. July 5th
- (ii) Emergency Communications Supervisors scheduled and required to work on Thanksgiving, Christmas, or the Fourth of July will be credited a minimum of eight hours of Annual Leave for each holiday plus any additional hours worked during that particular shift.
- (iii) An Emergency Communication Supervisor who utilizes annual leave on an above listed holiday of this section and who is called in to work will be paid at a rate of two and one-half times their hourly rate and will be re-credited with the number of hours actually worked, not to exceed the amount of leave scheduled. Emergency Communication Supervisors working overtime as part of their regularly scheduled 48-hour week on these specified holidays are compensated at two and one half times the hourly pay rate for the overtime hours worked.
- (5) Fire Captains, Battalion Chiefs and Assistant Chiefs will be paid at one and one-half times their regular rate of pay when required to work on the following holidays:
- 7:00 a.m. on Easter Sunday to 7:00 a.m. on the day after Easter
  - 7:00 a.m. on Thanksgiving Day and 7:00 a.m. on the day after Thanksgiving
  - 7:00 p.m. on Christmas Eve and 7:00 p.m. on Christmas Day
- (6) Correctional Lieutenants and Captains will be paid at one and one-half times their regular rate of pay for hours actually worked on the following holidays:
- Thanksgiving Day
  - Christmas Day
  - July 4th
  - Labor Day
- (7) Employees paid in accordance with the DS Schedule will be paid at time and one-half when required to work on the following holidays:
- Night Shift on Christmas Eve
  - Day or night shift Christmas Day
  - Day or night shift Thanksgiving Day



## 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) Employees paid according to the DS Schedule in the Sheriff's Department who work
  - (i) A shift beginning between 1,300 hours and 5:59 PM 1,759 hours shall receive a shift differential of 6 % for all hours worked during the shift, or
  - (ii) An evening shift beginning between 1800 hours and 0200 hours shall receive a shift differential of 9.3% for all hours worked during the shift.
  - (iii) Permanent night shift in the Sheriff's Office when assigned to Court, MVA hearings, and training (except training extending beyond five days), and excluding voluntary day shift assignments.
- (5) Sworn members of the Howard County Police Department are not eligible for shift differential pay, except that:
  - (i) Lieutenants who worked a night shift beginning between 5:00 p.m. and 4:59 a.m. shall receive a shift differential increment of 6% over their base hourly rate of pay; and
  - (ii) Lieutenants who worked an afternoon shift beginning between 1:00 p.m. and 8:59 p.m. shall receive a shift differential increment of 3% above their base hourly rate of pay.
- [[ (6) Emergency Communication Supervisors who work a shift beginning between 6:59 p.m. and 6:59 a.m. shall receive an 6 % per hour shift differential for the entire shift.]]
- (6) 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 P.M. WILL RECEIVE A SHIFT DIFFERENTIAL INCREMENT OF 5% OVER THEIR BASE HOURLY RATE OF PAY.
- (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 p.m. will receive a shift differential increment of 5% over their base hourly rate of pay.

### (b) *Rotating Shifts.*

- (1) A classified employee who works a rotating shift that begins from 3:00 p.m. to 8:59 p.m. shall receive a shift differential increment of 2.5% over the employee's base hourly rate of pay.
- (2) A classified employee who works a rotating shift that begins from 9:00 p.m. to 4:59 a.m. shall receive a shift differential increment of 5% over the employee's base hourly rate of pay.

### (c) *Holiday Pay*

- (1) Police Lieutenants will be paid at a rate of one and one-half time their regular rate of pay if they are required to work on:
  - (i) The night shift beginning on the day before Christmas;
  - (ii) The day or evening shift on Christmas Day; or
  - (iii) The day, evening, or night shift on Thanksgiving Day.
- (2) (i) Police Lieutenants who are regularly scheduled to work on the July Fourth celebration will



Amendment 1 to Council Bill No. 47-2020

BY: The Chairperson at the request  
of the County Executive

Legislative Day 14  
Date: October 5, 2020

Amendment No. 1

*(This amendment removes a redundant provision.)*

- 1 On the first page of the Exhibit titled "Specialty Pays", under "(a) *Shift Differentials for*
- 2 *Classified Employees*" strike paragraph (7) in its entirety.





**Office of the County Auditor**  
**Auditor's Analysis**

**Council Bill No. 47-2020**

Introduced: September 8, 2020

Auditor: Owen Clark

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Fiscal Impact:

The estimated Fiscal Year 2021 fiscal impact of this legislation is \$285,000 in personnel costs, while the annualized fiscal impact would be \$570,000. The appropriation for the cost of this bill is included in the FY 2021 Approved Operating Budget.

The FY 2021 fiscal impact is attributed to:

- A net increase of \$1,600 to employees of Emergency Communication Supervisors (ECS).
  - This is derived from a \$2,000 increase in pension costs and an estimated decrease of \$400 in shift differential pay.
- An increase of \$247,000 for pay scale changes to filled positions of Local 3085 and an increase of \$34,000 for pay increases to filled positions of Lodge 131.
- An increase of \$2,500 in premium pay for two police employees, one from the Tactical unit and another from Internal Affairs unit.

The fiscal impact of the Emergency Communication Supervisors pension costs, Local 3085 personnel costs, and premium pay to police personnel were provided by the Administration and reviewed by the Auditor's office.

Purpose:

To amend certain pay plans with an effective date of December 23, 2020, and make the following changes to specialty pay criteria as noted below:

- Increasing the ECS pay scale by 3 percent to include shift differential in base pay;
- Removing criteria for shift differential payments to ECS pay scale;
- Changing the basis of pension costs to a 42-hour schedule for ECS pay scale;
- Increasing the Local 3085 pay scale across the board by 2 percent;
- Eliminating certain gaps in the Local 3085 pay scale at the lower pay grades;
- Adding steps to the top Local 3085 pay scale for lower pay grades;
- Increasing Lodge 131 pay scale by 2 percent across the board; and
- Adding the Tactical and Internal Affairs units to certain premium pay criteria and removing obsolete premium pay criteria for Police Lieutenants.

Other Comments:

**NOTE:** The Administration indicated an amendment is necessary to remove the duplicated Section (6) under “Specialty Pays.”

Our Office estimated the impact of the pay increase to Lodge 131 employees using the current employee listing, as we have not yet been provided a copy of the negotiated agreement between the Sheriff and Lodge 131 or the Sheriff’s analysis of this negotiated pay increase.

Per the Administration, the eliminated premium pay text for police lieutenants on page 7 is a technical amendment. They noted this pay was eliminated in 2012 and replaced by assignment specific premiums, and no employees are currently receiving it.