



HOWARD COUNTY DEPARTMENT OF COUNTY ADMINISTRATION

3430 Courthouse Drive ■ Ellicott City, Maryland 21043 ■ 410-313-2033  
Brandee Ganz, Chief Administrative Officer Voice/Relay

Anju A. Bennett, Administrator, Office of Human Resources

FAX 410-313-3470

August 24, 2023

TO: Brandee Ganz  
Chief Administrative Officer

VIA: Anju A. Bennett, Administrator  
Office of Human Resources

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Anju Bennett  
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FROM: Shana Fischer, Manager  
Classification and Compensation Division

SUBJECT: Approval of Pay Plan Amendments

The Administration is seeking approval for updates to the Pay Plan for Fiscal Year 2024, to be effective January 1, 2024. These changes are primarily being made to update pay schedules that were not presented in the most recent Pay Plan revisions adopted by the County Council. One additional change is being made to amend a portion of one pay schedule that was effective July 1, 2023. All Pay Plan changes related to Collective Bargaining units are the result of negotiated contracts. The changes to the Pay Schedules are as follows:

**Emergency Communication Supervisors, EC Schedule**

- Add new schedule effective January 1, 2024. The new schedule reflects a 2% Cost-of-Living Adjustment (COLA), also sometimes referred to as an “across the board” (ATB) increase.
- Fiscal impact is approximately: \$7,000

**Howard County Public Safety Dispatchers Association, Local 107, D Schedule**

- Add new schedule effective January 1, 2024. This new schedule reflects a 2% COLA.
- These changes reflect the negotiated Collective Bargaining Agreement. Fiscal impact was filed/reviewed as part of the earlier legislation adopting the Collective Bargaining Agreement.

**Howard County Police Officer’s Association, Lodge 21, P Schedule**

- Add new schedule effective January 1, 2024. This new schedule reflects a 5% COLA.
- These changes reflect the negotiated Collective Bargaining Agreement. Fiscal impact was filed/reviewed as part of the earlier legislation adopting the Collective Bargaining Agreement.

**The Fraternal Order of Police Lodge 143, Howard County Police Supervisor’s Alliance, Police Sergeants, PS Schedule**

- Add new schedule effective January 1, 2024. This new schedule reflects a 5% COLA.
- These changes reflect the negotiated Collective Bargaining Agreement. Fiscal impact was filed/reviewed as part of the earlier legislation adopting the Collective Bargaining Agreement.

**Police Management, PM Schedule**

- Add new schedule effective January 1, 2024. This new schedule reflects a 5% COLA.
- Fiscal impact is approximately: \$220,000

**International Association of Firefighters Local 2000, F Schedule**

- Add new schedule effective January 1, 2024. This new schedule reflects a 5% COLA.
- These changes reflect the negotiated Collective Bargaining Agreement. Fiscal impact was filed/reviewed as part of the earlier legislation adopting the Collective Bargaining Agreement.

**Fire Management, FM Schedule**

- Add new schedule effective January 1, 2024. This new schedule reflects a 5% COLA.
- Fiscal impact is approximately: \$345,000

**Fraternal Order of Police Lodge 131, Sheriff (CS/DS) Schedule**

The Council previously approved the CS/DS pay scale covering all positions on this schedule for an effective date of January 1, 2024. The schedule covers positions assigned to the Sheriff’s Office, most of which are covered by collective bargaining. The pay covering collective bargaining positions reflects the negotiated agreement and will remain in place as previously adopted by the Council.

The Council is asked to adopt changes **only** to Grade DS2 (Security Officers, class code 2404), which is not covered by the Collective Bargaining Agreement. These changes reflect amendments agreed upon by the Sheriff and County Administration and align with adjustments adopted by the Council for other non-represented employees.

- Amend previously adopted schedule effective December 19, 2022. The new schedule:
  - Reflects a 5% Cost-of-Living Adjustment (COLA), also sometimes referred to as an “across the board” (ATB) increase, retroactively effective to July 1, 2023. All other portions of the December 19, 2022, schedule remain in place.

- Amend previously adopted schedule effective January 1, 2024. The new schedule:
  - Reflects a 3% COLA, effective January 1, 2024. This change reflects changes agreed upon by the Sheriff and County Administration.
  
  - Amends eligibility for performance-based increments so employees are eligible for consideration of step increments annually. Currently, employees who have attained Step 11 or above receive annual performance reviews but must wait two years for performance-based step increments. This change in the implementation of step increments is consistent with other positions on the CS/DS schedule.
- Fiscal impact is approximately: \$28,000.