



HOWARD COUNTY DEPARTMENT OF COUNTY ADMINISTRATION

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Brandee Ganz, Chief Administrative Officer


Voice/Relay

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April 14, 2025

To: Brandee Ganz
Chief Administrative Officer

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

Lauriane Shipley, Lead Analyst
Classification and Compensation Division

Re: Council Testimony for Approval of FY26 Pay Plan Amendments

The Administration is seeking Council approval for updates to the Pay Plan for Fiscal Year 2026. As part of the legislative process, these updates have been approved by the Chief Administrative Officer for submission to the Council for action.

The majority of the changes apply to updated pay schedules. Please note that recommended changes to collective bargaining unit pay schedules are based on prior adopted collective bargaining agreements, or tentative agreements reached with the respective bargaining unit, for which ratification is expected before the Council vote.

Additional pay plan changes are being made to address changes in the accrual limits for compensatory leave and recognize two new positions assigned to the newly created Department of General Services.

Changes to the Pay Schedules are as follows:

1. General Salary Schedule

- Remove the salary schedule that was effective July 1, 2024.
- Add the following FY26 pay schedules:
 - ✓ Add schedule that will become effective January 1, 2026. This will amend January 1, 2025 schedule by adding a 2% COLA across the pay scale.

Fiscal impact in FY26 is approximately: \$1.3 million

2. D Schedule: Howard County Public Safety Dispatchers Association, Local 107

- Remove the salary schedule that was effective July 1, 2024.
- Add the following FY26 pay schedules:
 - ✓ Add schedule that will become effective January 1, 2026. This will amend the January 1, 2025 schedule by adding a 2% COLA across the pay scale.

Fiscal impact in FY26 is approximately: \$67,000

3. EC Schedule: Emergency Communication Supervisors

- Remove the salary schedule that was effective July 1, 2024.
- Add the following FY26 pay schedules:
 - ✓ Add schedule that will become effective January 1, 2026. This will amend the January 1, 2025 schedule by adding a 2% COLA across the pay scale.

Fiscal impact in FY26 is approximately: \$8,000

4. OT Schedule: Local 1810

- Remove the salary schedule that was effective July 1, 2024.

5. OS Schedule: Local 3888

- Remove the salary schedule that was effective July 1, 2024

6. H Schedule: Local 3085

- Remove the salary schedule that was effective July 1, 2024.

7. P Schedule: Howard County Police Officer's Association, Lodge 21

- Remove the salary schedule that was effective July 1, 2024.
- Remove schedule that was effective January 1, 2025.
- Add the following FY26 schedules:
 - ✓ Add schedule that will become effective July 1, 2025. This schedule reflects a 1% COLA across the pay scale.
 - ✓ Add schedule that will be effective January 1, 2026. This will amend the July 1, 2025 schedule by adding 3% COLA across the pay scale.

Fiscal impact in FY26: These changes reflect a previously negotiated CBA. Fiscal impact was filed/reviewed as part of the earlier legislation adopting the existing CBA.

8. PS Schedule: The Fraternal Order of Police Lodge 143, Howard County Police Supervisor's Alliance, Police Sergeants

- Remove the salary schedule that was effective July 1, 2024.
- Remove schedule that was effective January 1, 2025.
- Add the following FY26 schedules:
 - ✓ Add schedule that will become effective July 1, 2025. This schedule reflects a 1% COLA across the pay scale.
 - ✓ Add schedule that will be effective January 1, 2026. This will amend the July 1, 2025 schedule by adding a 3% COLA across the pay scale.

Fiscal impact in FY26: These changes reflect a previously negotiated CBA. Fiscal impact was filed/reviewed as part of the earlier legislation adopting the existing CBA.

9. **PM Schedule: Police Management**

- Remove the salary schedule that was effective July 1, 2024.
- Remove schedule that was effective January 1, 2025.
- Add the following FY26 schedules:
 - ✓ Add schedule that will become effective July 1, 2025. This schedule reflects a 1% COLA across the pay scale.
 - Captains on this salary scale shall also receive an annual lump sum specialty pay of \$5000 paid effective July 1.
 - ✓ Add schedule that will be effective January 1, 2026. This will amend the July 1, 2025 schedule by adding a 3% COLA across the pay scale.
 - Additionally, for the rank of Major, an additional pay step is being added to extend pay scale to recognize additional service.

Fiscal impact in FY26 is approximately: \$250,000

10. **F Schedule – Local 2000**

- Remove the salary schedule that was effective July 1, 2024.
- On the salary schedule, effective January 1, 2025, spells out “Academy Graduate”.

11. **FM Schedule – Fire Management**

- Remove the salary schedule that was effective July 1, 2024

12. **C Schedule – Local 3080**

- Remove the salary schedule that was effective July 1, 2024

13. **CM Schedule – Corrections Management**

- Remove the salary schedule that was effective July 1, 2024

14. **Fraternal Order of Police Lodge 131, Sheriff, CS/DS Schedule**

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 Grade DS2, (Security Officer) is not covered by collective bargaining. The adjustments to pay for these positions align with adjustments for other non-represented employees who are covered by the General salary scale.

Proposed updates include:

- Remove the salary schedule that was effective July 1, 2024.
- Add the following FY26 pay schedules:
 - ✓ Add pay scales that will become effective January 1, 2026. This schedule will amend the January 1, 2025 schedule by:
 - Adding a 3% COLA for Sheriffs at grades CS (1-3).
 - Adding a 3% COLA for Sheriffs at grades DS (5-7).
 - Adding a 2% COLA for Security Officers at grades DS (2)

Fiscal impact in FY26 is approximately: \$ 97,000

15. RLC Schedule: Recreational Licensed Childcare

- Remove the salary schedule that was effective July 1, 2024.
- Add the following FY26 pay schedules:
 - ✓ Add schedule that will become effective January 1, 2026. This schedule will amend the January 1, 2025 schedule by adding a 2% COLA across the pay scale.

Fiscal impact in FY26 is approximately: \$24,000

B. Implementing the Pay Plan, Overtime and Compensatory Time.

Amendments are recommended for provisions covering compensatory time for employees exempt from the Fair Labor Standards Act.

The Fair Labor Standards Act mandates certain positions to receive overtime pay at a rate of 1 ½ times for all hours worked beyond 40 in a work week. Employees that are exempt from Fair Labor Standards Act are not required to receive 1 ½ overtime pay under the Act.

Like many public employers, the county utilizes compensatory leave to address overtime at 1 ½ and straight time depending on the work being carried out by positions and their status under the Fair Labor Standards Act. Compensatory leave provides eligible employees with paid time off in exchange for extra hours worked beyond their regular schedule, particularly in lieu of immediate overtime pay. It serves as a flexible workforce tool that allows departments to meet operational demands while balancing overall time and resource allocation.

In Section (8) and (9), which address compensatory leave earned by exempt employees, amendments are being made to:

1. The Administration proposes an adjustment in compensatory leave accrual limit from the current maximum of 80 to 120 hours. This higher limit is essential to maintaining the County's operational readiness, particularly during periods of high service demand when employees are required to work extended hours to meet critical deadlines. This adjustment ensures continuity of operations while providing departments the flexibility to manage staffing and workload effectively within existing budget constraints.
2. Minor amendments have also been to clarify the existing basis on which compensatory leave is earned, and to explain that the amended language applies unless otherwise addressed by collective bargaining, or other subsections of the Code that may apply to specific positions in the County.

Fiscal impact in FY26 is approximately: No direct fiscal impact. Salary for individuals using comp time would already be budgeted. It is difficult to predict if overtime and leave costs would be impacted and to what extent.

C. Position Classification Codes and Pay Grades for Executive Exempt Employees

Proposed amendments are being made to the Pay Plan under this section to recognize the new positions that will be assigned to the Department of General Services. These positions were previously considered as part of Council Bill 9-2025, in which the Council approved a reorganization of the Executive Branch of the County Government to establish a Department of General Services.

Fiscal impact: There is no additional fiscal impact from these amendments as they were reviewed as part of CB9-2025.