

Introduced 5/5/2014  
Public Hearing 5/19/2014  
Council Action 5/21/2014  
Executive Action 5/29/2014  
Effective Date 7/1/2014

## County Council Of Howard County, Maryland

2014 Legislative Session

Legislative Day No. 5

Bill No. 22 -2014

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

AN ACT amending the Pay Plan for Howard County; providing pay scales for employees; lengthening certain longevity pays for certain Correctional managers; amending certain specialty pays; amending certain overtime and compensatory time provisions; adding, removing and amending certain position classifications; reflecting pay grades that apply to certain bargaining units; amending certain pay grades; making certain technical corrections; providing for the application of this Act; and generally relating to the Pay Plan for Howard County.

Introduced and read first time May 5, 2014. Ordered posted and hearing scheduled.

By order Sheila M. Tolliver  
Sheila M. Tolliver, 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 May 19, 2014.

By order Sheila M. Tolliver  
Sheila M. Tolliver, Administrator

This Bill was read the third time on May 21, 2014 and Passed , Passed with amendments , Failed .

By order Sheila M. Tolliver  
Sheila M. Tolliver, Administrator

Sealed with the County Seal and presented to the County Executive for approval this 23<sup>rd</sup> day of May, 2014 at 10:00 a.m./p.m.

By order Sheila M. Tolliver  
Sheila M. Tolliver, Administrator

Approved/Vetoed by the County Executive May 29, 2014

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 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**, the Pay Plan for Fiscal Year 2015 is amended to establish pay rates for  
11 employees that shall apply during Fiscal Year 2015; and  
12

13           **WHEREAS**, the amendment also amends certain specialty pays offered to Emergency  
14 Communications Supervisors; increases longevity pay for Correctional management employees;  
15 removes the position of Management Aide, adds the position of Correctional Technician; amends  
16 the position name and pay grade for the position of Police Information Specialist; and makes  
17 certain technical corrections.  
18

19 **NOW, THEREFORE,**  
20

21 *Section 1. Be It Enacted by the County Council of Howard County, Maryland that it adopts*  
22 *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, Maryland,*  
25 *that the provisions of this Act shall apply beginning with the first pay date after July 1, 2014.*  
26

27 *Section 3. And Be It Further Enacted by the County Council of Howard County, Maryland,*  
28 *that until the following unions ratify and sign their collective bargaining agreement, the Pay*  
29 *Scales adopted by the County Council in the following bills shall apply to that Union's members:*

- 30           1.       *Council Bill No. 23-2013 for members of FOP Lodge 143, Howard County Police*  
31                   *Supervisor's Alliance; and;*

- 1           2.     *Council Bill No. 48-2013 for members of the International Association of*  
2                 *Firefighters, AFL-CIO, Howard County Local 2000; and*  
3           3.     *Council Bill No. 23-2013 for members of the Howard County Police Officer's*  
4                 *Association, Lodge 21.*

5  
6     ***Section 4. And Be It Further Enacted*** by the County Council of Howard County, Maryland,  
7     *that this Act shall become effective July 1, 2014.*



# Howard County Pay Plan

## Fiscal Year ~~2014~~2015

[[Revised January 1, 2014]] EFFECTIVE JULY 1, 2014

### Salary Schedules

Hourly rates for employees of Howard County are as provided in the General Salary Schedule, the Police Management Schedule (PM), the Corrections Management Schedule (CM), the County Sheriff Schedule (DS), THE EMERGENCY COMMUNICATIONS SUPERVISOR SCHEDULE (EC), and the Fire Management Schedule (FM) 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;
- (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;
- (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;
- (7) *OS Schedule* for employees within the unit description as contained in the collective bargaining agreement between the County and Local 3888 of the American Federation of State, Local and Municipal employees;
- (8) *OT Schedule* for employees within the unit description as contained in the collective bargaining agreement between the County and Local 1810 of the American Federation of State, Local and Municipal Employees; and
- (9) *CS Schedule* for employees within the unit description as contained in the collective bargaining agreement between the Howard County Sheriff and Lodge 131 of the Fraternal Order of Police.



**Howard County General Salary Schedule [[FY 14]] FY 15**

**Effective [[January 1, 2014 – June 30, 2014]] JULY 1, 2014-DECEMBER 31-2014**

Grade	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
A	\$9.68	\$10.01	\$10.30	\$10.61	\$10.90	\$11.26	\$11.61	\$11.95	\$12.32	\$12.71	\$13.08	\$13.46	\$13.87	\$14.30	\$14.73	\$15.17	\$15.63	\$16.10	\$16.58
B	\$10.74	\$11.07	\$11.41	\$11.76	\$12.12	\$12.50	\$12.86	\$13.25	\$13.66	\$14.07	\$14.49	\$14.92	\$15.38	\$15.84	\$16.32	\$16.81	\$17.31	\$17.83	\$18.36
C	\$11.88	\$12.25	\$12.63	\$13.01	\$13.40	\$13.80	\$14.23	\$14.67	\$15.14	\$15.57	\$16.08	\$16.52	\$17.05	\$17.56	\$18.09	\$18.64	\$19.20	\$19.77	\$20.35
D	\$13.16	\$13.59	\$14.01	\$14.41	\$14.85	\$15.31	\$15.78	\$16.23	\$16.75	\$17.26	\$17.77	\$18.33	\$18.87	\$19.46	\$20.04	\$20.64	\$21.28	\$21.92	\$22.57
E	\$14.60	\$15.02	\$15.50	\$15.97	\$16.46	\$16.96	\$17.47	\$18.00	\$18.53	\$19.15	\$19.72	\$20.28	\$20.90	\$21.54	\$22.19	\$22.85	\$23.54	\$24.25	\$24.97
F	\$16.17	\$16.67	\$17.18	\$17.70	\$18.25	\$18.81	\$19.37	\$19.94	\$20.56	\$21.20	\$21.83	\$22.49	\$23.16	\$23.87	\$24.59	\$25.34	\$26.11	\$26.90	\$27.70
G	\$17.92	\$18.47	\$19.03	\$19.60	\$20.21	\$20.83	\$21.45	\$22.11	\$22.80	\$23.47	\$24.18	\$24.91	\$25.66	\$26.46	\$27.26	\$28.08	\$28.93	\$29.79	\$30.69
H	\$19.85	\$20.46	\$21.07	\$21.74	\$22.39	\$23.07	\$23.78	\$24.50	\$25.26	\$26.00	\$26.81	\$27.62	\$28.45	\$29.33	\$30.21	\$31.12	\$32.07	\$33.03	\$34.02
I	\$21.99	\$22.67	\$23.38	\$24.08	\$24.82	\$25.57	\$26.35	\$27.12	\$27.94	\$28.83	\$29.69	\$30.59	\$31.51	\$32.48	\$33.47	\$34.47	\$35.50	\$36.56	\$37.66
J	\$24.39	\$25.12	\$25.88	\$26.66	\$27.48	\$28.29	\$29.17	\$30.07	\$30.96	\$31.93	\$32.90	\$33.88	\$34.91	\$35.98	\$37.06	\$38.17	\$39.31	\$40.49	\$41.71
K	\$27.00	\$27.82	\$28.66	\$29.52	\$30.47	\$31.37	\$32.34	\$33.31	\$34.32	\$35.36	\$36.43	\$37.53	\$38.66	\$39.83	\$41.03	\$42.27	\$43.54	\$44.85	\$46.20
L	\$29.92	\$30.84	\$31.78	\$32.70	\$33.73	\$34.75	\$35.81	\$36.88	\$38.04	\$39.19	\$40.38	\$41.60	\$42.84	\$44.14	\$45.47	\$46.85	\$48.27	\$49.71	\$51.20
M	\$33.15	\$34.17	\$35.20	\$36.27	\$37.38	\$38.53	\$39.69	\$40.88	\$42.12	\$43.40	\$44.75	\$46.09	\$47.49	\$48.94	\$50.41	\$51.93	\$53.50	\$55.10	\$56.75
N	\$36.73	\$37.85	\$38.99	\$40.18	\$41.40	\$42.66	\$43.96	\$45.31	\$46.68	\$48.09	\$49.57	\$51.06	\$52.61	\$54.20	\$55.83	\$57.52	\$59.25	\$61.03	\$62.85
O	\$40.67	\$41.93	\$43.20	\$44.49	\$45.87	\$47.28	\$48.71	\$50.18	\$51.72	\$53.28	\$54.90	\$56.59	\$58.29	\$60.08	\$61.88	\$63.74	\$65.67	\$67.64	\$69.67
P	\$45.07	\$46.43	\$47.86	\$49.33	\$50.82	\$52.37	\$53.97	\$55.59	\$57.29	\$59.06	\$60.85	\$62.70	\$64.58	\$66.50	\$68.51	\$70.58	\$72.72	\$74.90	\$77.14
Q	\$49.92	\$51.45	\$53.03	\$54.65	\$56.31	\$58.02	\$59.79	\$61.61	\$63.48	\$65.41	\$67.42	\$69.46	\$71.56	\$73.73	\$75.96	\$78.24	\$80.60	\$83.02	\$85.51
R	\$55.32	\$57.01	\$58.73	\$60.52	\$62.37	\$64.28	\$66.24	\$68.26	\$70.33	\$72.48	\$74.67	\$76.94	\$79.26	\$81.65	\$84.12	\$86.66	\$89.29	\$91.97	\$94.74
S	\$61.30	\$63.16	\$65.09	\$67.08	\$69.13	\$71.21	\$73.36	\$75.63	\$77.94	\$80.30	\$82.74	\$85.26	\$87.85	\$90.47	\$93.20	\$96.01	\$98.91	\$101.88	\$104.94





**HOWARD COUNTY GENERAL SALARY SCHEDULE FY 15  
EFFECTIVE JANUARY 1, 2015**

GRADE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
A	9.97	10.31	10.61	10.93	11.23	11.60	11.96	12.31	12.69	13.09	13.47	13.86	14.29	14.73	15.17	15.63	16.10	16.58	17.08	
B	11.06	11.40	11.75	12.11	12.48	12.88	13.25	13.65	14.07	14.49	14.92	15.37	15.84	16.32	16.81	17.31	17.83	18.36	18.91	
C	12.24	12.62	13.01	13.40	13.80	14.21	14.66	15.11	15.59	16.04	16.56	17.02	17.56	18.09	18.63	19.20	19.78	20.36	20.97	
D	13.55	14.00	14.43	14.84	15.30	15.77	16.25	16.72	17.25	17.78	18.30	18.88	19.44	20.04	20.64	21.26	21.92	22.58	23.25	
E	15.04	15.47	15.97	16.45	16.95	17.47	17.99	18.54	19.09	19.72	20.31	20.89	21.53	22.19	22.86	23.54	24.25	24.98	25.7	
F	16.66	17.17	17.70	18.23	18.80	19.37	19.95	20.54	21.18	21.84	22.48	23.16	23.85	24.59	25.33	26.10	26.89	27.71	28.53	
G	18.46	19.02	19.60	20.19	20.82	21.45	22.09	22.77	23.48	24.17	24.91	25.66	26.43	27.25	28.08	28.92	29.80	30.68	31.61	
H	20.45	21.07	21.70	22.39	23.06	23.76	24.49	25.24	26.02	26.78	27.61	28.45	29.30	30.21	31.12	32.05	33.03	34.02	35.04	
I	22.65	23.36	24.08	24.80	25.56	26.34	27.14	27.93	28.78	29.69	30.58	31.51	32.46	33.45	34.47	35.50	36.57	37.66	38.79	
J	25.12	25.87	26.66	27.46	28.30	29.14	30.05	30.97	31.89	32.89	33.89	34.90	35.96	37.06	38.17	39.32	40.49	41.70	42.96	
K	27.81	28.65	29.52	30.41	31.38	32.31	33.31	34.31	35.35	36.42	37.52	38.66	39.82	41.02	42.26	43.54	44.85	46.20	47.59	
L	30.82	31.77	32.73	33.68	34.74	35.79	36.88	37.99	39.18	40.37	41.59	42.85	44.13	45.46	46.83	48.26	49.72	51.20	52.74	
M	34.14	35.20	36.26	37.36	38.50	39.69	40.88	42.11	43.38	44.70	46.09	47.47	48.91	50.41	51.92	53.49	55.11	56.75	58.45	
N	37.83	38.99	40.16	41.39	42.64	43.94	45.28	46.67	48.08	49.53	51.06	52.59	54.19	55.83	57.50	59.25	61.03	62.86	64.74	
O	41.89	43.19	44.50	45.82	47.25	48.70	50.17	51.69	53.27	54.88	56.55	58.29	60.04	61.88	63.74	65.65	67.64	69.67	71.76	
P	46.42	47.82	49.30	50.81	52.34	53.94	55.59	57.26	59.01	60.83	62.68	64.58	66.52	68.50	70.57	72.70	74.90	77.15	79.45	
Q	51.42	52.99	54.62	56.29	58.00	59.76	61.58	63.46	65.38	67.37	69.44	71.54	73.71	75.94	78.24	80.59	83.02	85.51	88.0P	
R	56.98	58.72	60.49	62.34	64.24	66.21	68.23	70.31	72.44	74.65	76.91	79.25	81.64	84.10	86.64	89.26	91.97	94.73	97.58	
S	63.14	65.05	67.04	69.09	71.20	73.35	75.56	77.90	80.28	82.71	85.22	87.82	90.49	93.18	96.00	98.89	101.88	104.94	108.09	

Hourly rates for Police Lieutenants, Captains, and Majors are contained in the *PM Schedule*, and hourly rates for Fire Captains, Battalion Chiefs, and Assistant Chiefs in the Department of Fire and Rescue Services are contained in the *FM Schedule*. Hourly rates for Correctional Lieutenants and Captains are contained in the *CM Schedule*. Hourly rates for employees within Security Officer II, Sergeant Deputy Sheriff and Lieutenant Deputy Sheriff job classifications are paid in accordance with the *DS Schedule*.



EC SCHEDULE FY 15      EFF. JULY 1, 2014 – DECEMBER 31, 2014

EC	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
1	\$25.12	\$25.86	\$26.64	\$27.43	\$28.27	\$29.10	\$29.99	\$30.91	\$31.82	\$32.81	\$33.80	\$34.80	\$35.85	\$36.94	\$38.04	\$39.17	\$40.34	\$41.54	\$42.78

NOTE: TIME IN STEPS 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 = 1 YEAR; STEPS 11, 12, 13, 14, 15, 16, 17, 18 = 2 YEARS

EC SCHEDULE FY 15      EFF. JANUARY 1, 2015

EC	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
1	\$25.87	\$26.87	\$27.87	\$28.87	\$29.87	\$30.87	\$31.87	\$32.87	\$33.87	\$34.87	\$35.87	\$36.87	\$37.87	\$38.87	\$39.87	\$40.87	\$41.87	\$42.87	\$43.

NOTE: TIME IN STEPS 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 = 1 YEAR; STEPS 11, 12, 13, 14, 15, 16, 17, 18 = 2 YEARS



OT Schedule Eff. [[1/1/2014]] JULY 1, 2014 – DECEMBER 31, 2014

<u>Grade</u>	<u>Minimum</u>	<u>Maximum</u>
A	\$9.68	\$15.63
B	\$10.74	\$17.31
C	\$11.88	\$19.20
D	\$13.16	\$21.28
E	\$14.60	\$23.54
F	\$ 16.17	\$26.11
G	\$17.92	\$28.93
H	\$19.85	\$32.07
I	\$21.99	\$35.50
J	\$24.39	\$39.31
K	\$27.00	\$43.54

OT SCHEDULE EFF. JANUARY 1, 2015

<u>GRADE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
A	\$9.97	\$16.10
B	\$11.06	\$17.83
C	\$12.24	\$19.78
D	\$13.55	\$21.92
E	\$15.04	\$24.25
F	\$16.66	\$26.89
G	\$18.46	\$29.80
H	\$20.45	\$33.03
I	\$22.65	\$36.57
J	\$25.12	\$40.49
K	\$27.81	\$44.85



**D Schedule [[FY 14]] Eff. [[1/1/2014]] JULY 1, 2014 – DECEMBER 31, 2014**

Pay Grade	Minimum Base Pay	Maximum Base Pay
F Operator	\$17.24	\$27.68
G Dispatcher	19.08	30.64
DFC Dispatcher 1 <sup>st</sup> Class	22.88	31.70
H Senior Dispatcher	21.11	33.93

**D SCHEDULE EFF. JANUARY 1, 2015**

PAY GRADE	MINIMUM BASE PAY	MAXIMUM BASE PAY
F OPERATOR	\$17.76	\$28.51
G DISPATCHER	19.65	31.56
DFC DISPATCHER 1 <sup>ST</sup>	23.57	32.65
H SENIOR	21.74	34.95

**OS Schedule [[FY 14]] Eff. [[1/1/2014]] JULY 1, 2014- DECEMBER 31, 2014**

Pay Grade	Minimum Base Pay	Maximum Base Pay
I Operations Sup I	\$21.99	\$35.50
J Operations Sup II	\$24.39	\$39.31

**OS SCHEDULE EFF. JANUARY 1, 2015**

PAY GRADE	MINIMUM BASE PAY	MAXIMUM BASE PAY
I OPERATIONS SUP I	\$22.65	\$36.57
J OPERATIONS SUP II	\$25.12	\$40.49





**H SCHEDULE [[FY 14]] Eff. [[1/1/2014]] JULY 1, 2014 – DECEMBER 31, 2014**

Pay Grade	Minimum Base Pay	Maximum Base Pay
H2	\$ 12.51	\$17.66
H 3	13.12	18.54
H 4	14.14	19.95
H 5	15.24	21.50
H 6	16.00	23.14
H 7	16.82	24.92
H 8	18.06	26.86
H 9	20.46	30.41

**H SCHEDULE EFF. JANUARY 1, 2015**

PAY GRADE	MINIMUM BASE PAY	MAXIMUM BASE PAY
H2	\$12.89	\$18.19
H 3	13.51	19.10
H 4	14.56	20.55
H 5	15.70	22.15
H 6	16.48	23.83
H 7	17.32	25.67
H 8	18.60	27.67
H 9	21.07	31.32



**P SCHEDULE [[FY 14]] Eff. [[1/1/2014]] JULY 1, 2014**

Pay Grade	Minimum Base Pay	Maximum Base Pay	PL 14	PL 15	PL 16	PL 17	PL 18	PL 20
PO	23.44	35.40	36.64	37.84	39.07	40.33	41.64	42.99
PFC	26.91	36.64	37.84	39.07	40.33	41.64	42.99	44.39
CPL	29.84	39.28	40.55	41.86	42.23	44.64	46.08	47.13

**PS SCHEDULE [[FY 14]] Eff. [[1/1/2014]] JULY 1, 2014**

Steps	1	2	3	4	5	6	7	8	9	L 15	L 16	L 17	L 18	L 19	L 20
Rank															
mos.	60	72	84	96	108	120	132	144	168	180	192	204	216	228	240
Sergeant															
(PS)	\$33.01	\$34.13	\$35.34	\$36.57	\$37.85	\$39.21	\$40.55	\$42.02	\$43.46	\$44.87	\$46.32	\$47.83	\$49.38	\$50.98	52.63



**PM SCHEDULE [(FY 14)] Eff. [(1/1/2014)] JULY 1, 2014**

Steps	1	2	3	4	5	6	7	8	9	10	L1Yr16	L2Yr17	L3Yr18	L4Yr19	L5Yr20
mos	72	84	96	108	120	132	144	156	168	180					
Lieutenant (PM2)	\$36.58	\$37.84	\$39.19	\$40.59	\$41.96	\$43.49	\$44.98	\$46.55	\$48.20	\$49.86	\$51.60	\$53.41	\$55.27	\$57.21	\$59.21
Captain (PM3)		84	96	108	120	132	144	156	168	180					
		\$45.22	\$46.83	\$48.51	\$50.14	\$51.97	\$53.75	\$55.63	\$57.60	\$59.58	\$61.66	\$63.82	\$66.05	\$68.37	\$70.76
Steps	1	2	3	4	5	6	7	8	9	10	11	12	13	14	
Major (PM 4)															
	\$50.87	\$52.68	\$54.57	\$56.41	\$58.47	\$60.47	\$62.58	\$64.80	\$67.03	\$69.37	\$71.80	\$74.31	\$76.92	\$79.61	

NOTE: A Police Lieutenant or Captain shall receive, upon completion of 16, 17, 18, 19 and 20 years of County service, longevity pay equal to 3.5% of the employee's base rate. For purposes of determining the appropriate step within the *Police Management (PM) Schedule* upon appointment of an employee to the position of Police Lieutenant or Captain, the Personnel Officer shall utilize the employee's length of creditable service.



**F Schedule [[FY 14]] Eff. [[1/1/2014]] JULY 1, 2014**

	Minimum Base Pay	Maximum Base Pay
D 40	\$22.10	\$22.79
D 48	18.42	18.99
E 40	23.02	33.97
E 48	19.18	28.31
F 40	25.54	37.76
F 48	21.28	31.38
G 40	26.02	38.14
G 48	21.68	31.78
H 40	28.28	41.75
H 48	23.57	34.79
I 40	28.76	42.23
I 48	23.97	35.19
J 40	31.33	46.30
J 48	26.11	38.58

Longevity Pay: Employees who have completed 252 months of creditable service shall begin receiving Longevity Pay at the annualized rate of \$2,500.

**FM Schedule [[FY 14 ]] Eff. [[1/1/2014]] JULY 1, 2014**

Steps	1	2	3	4	5	6	7	8	9	10	11	12	13	14
months	66	78	90	102	114	126	138	150	162	174	186	210	234	258
Captain														
40 hrs	\$35.04	\$36.11	\$37.18	\$38.35	\$39.53	\$40.73	\$41.98	\$43.22	\$44.53	\$45.88	\$47.29	\$48.74	\$50.20	\$51.73
48 hrs	\$29.20	\$30.09	\$30.98	\$31.96	\$32.94	\$33.94	\$34.98	\$36.02	\$37.11	\$38.23	\$39.41	\$40.62	\$41.83	\$43.11
months	78	90	102	114	126	138	150	162	174	186	198	222	246	270
Batt Chief														
40 hrs	\$38.87	\$39.97	\$41.23	\$42.46	\$43.76	\$45.11	\$46.51	\$47.90	\$49.36	\$50.83	\$52.40	\$54.00	\$55.61	\$57.29
48 hrs	\$32.39	\$33.31	\$34.36	\$35.38	\$36.47	\$37.59	\$38.76	\$39.92	\$41.13	\$42.36	\$43.67	\$45.00	\$46.34	\$47.74
months	90	102	114	126	138	150	162	174	186	198	210	234	258	282
Asst Chief														
40 hrs	\$45.01	\$46.38	\$47.79	\$49.23	\$50.75	\$52.25	\$53.86	\$55.52	\$57.17	\$58.95	\$60.74	\$62.55	\$64.45	\$66.41

Longevity Pay: Employees, paid according to the FM Pay Schedule, who have completed 252 months of creditable service shall begin receiving Longevity Pay at the annualized rate of \$2,500.





**C Schedule [[FY 14]] Eff. [[1/1/2014]] JULY 1, 2014**

<b>Pay Grade</b>	<b>Minimum Base Pay</b>	<b>Maximum Base Pay</b>
<b>C2</b>	<b>\$18.55</b>	<b>\$29.01</b>
<b>C3</b>	<b>20.39</b>	<b>31.90</b>
<b>C4</b>	<b>22.77</b>	<b>35.61</b>

An employee who has completed 10 years of continuous service with the Department of Corrections shall receive an additional \$.75 per hour over their base pay schedule rate.

**C SCHEDULE EFF. JANUARY 1, 2015**

<b>PAY GRADE</b>	<b>MINIMUM BASE PAY</b>	<b>MAXIMUM BASE PAY</b>
<b>C2</b>	<b>\$19.11</b>	<b>\$29.88</b>
<b>C3</b>	<b>21.00</b>	<b>32.86</b>
<b>C4</b>	<b>23.45</b>	<b>36.68</b>

AN EMPLOYEE WHO HAS COMPLETED 10 YEARS OF CONTINUOUS SERVICE WITH THE DEPARTMENT OF CORRECTIONS SHALL RECEIVE AN ADDITIONAL \$.75 PER HOUR OVER THEIR BASE PAY SCHEDULE RATE. EMPLOYEES WHO HAVE COMPLETED 15 YEARS OF CONTINUOUS SERVICE WITHIN THE DEPARTMENT OF CORRECTIONS SHALL RECEIVE AN ADDITIONAL \$ 1.00 PER HOUR OVER THEIR BASE PAY SCHEDULE RATE.

**CM Schedule [[FY 14]] Eff. [[1/1/2014]] JULY 1, 2014**

<b>Pay Grade</b>	<b>Minimum Base Pay</b>	<b>Maximum Base Pay</b>
<b>CM1</b>	<b>\$24.88</b>	<b>\$38.90</b>
<b>CM2</b>	<b>27.54</b>	<b>43.07</b>

An employee who IS PAID IN ACCORDANCE WITH THE CM SCHEDULE AND has completed 10 years of continuous service with the Department of Corrections shall receive an additional \$.75 per hour over their base pay schedule rate.

**CM SCHEDULE EFF. JANUARY 1, 2015**

<b>PAY GRADE</b>	<b>MINIMUM BASE PAY</b>	<b>MAXIMUM BASE PAY</b>
<b>CM1</b>	<b>\$25.63</b>	<b>\$40.07</b>
<b>CM2</b>	<b>28.37</b>	<b>44.36</b>

AN EMPLOYEE WHO HAS COMPLETED 10 YEARS OF CONTINUOUS SERVICE WITH THE DEPARTMENT OF CORRECTIONS SHALL RECEIVE AN ADDITIONAL \$.75 PER HOUR OVER THEIR BASE PAY SCHEDULE RATE. EMPLOYEES WHO HAVE COMPLETED 15 YEARS OF CONTINUOUS SERVICE WITHIN THE DEPARTMENT OF CORRECTIONS SHALL RECEIVE AN ADDITIONAL \$ 1.00 PER HOUR OVER THEIR BASE PAY SCHEDULE RATE.



**CS Schedule [[FY 14]] Eff. [[1/1/2014]] JULY 1, 2014**

<b>Pay Grade</b>	<b>Minimum Base Pay</b>	<b>Maximum Base Pay</b>
<b>CS1</b>	<b>\$18.99</b>	<b>30.66</b>
<b>CS2</b>	<b>21.03</b>	<b>33.99</b>

**DS Schedule [[FY 14]] Eff. [[1/1/2014]] JULY 1, 2014**

<u>Grade</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>
DS1	\$15.46	\$15.92	\$16.44	\$16.92	\$17.45	\$17.98	\$18.52	\$19.09	\$19.65	\$20.29	\$20.91	\$21.49	\$22.14	\$22.83	\$23.52	\$24.23	\$24.95
DS2	\$17.14	\$17.67	\$18.21	\$18.76	\$19.34	\$19.94	\$20.53	\$21.13	\$21.49	\$22.47	\$23.13	\$23.84	\$24.55	\$25.30	\$26.17	\$26.86	\$27.68
DS5	\$23.32	\$24.03	\$24.79	\$25.53	\$26.31	\$27.10	\$27.93	\$28.75	\$29.62	\$30.56	\$31.48	\$32.44	\$33.39	\$34.41	\$35.47	\$36.54	\$37.63
DS6	\$25.85	\$26.62	\$27.43	\$28.26	\$29.13	\$30.00	\$30.93	\$31.88	\$32.82	\$33.84	\$34.87	\$35.92	\$37.01	\$38.13	\$39.28	\$40.46	\$41.68

**Note: Time in Steps 1, 2, 3,4, 5, 6, 7, 8, 9, 10 = 1 year; Steps 11, 12, 13, 14, 15, 16 = 2 years**



**Implementing the Pay Plan.**

- (a) *Rates are Hourly Rates.* All rates of pay contained in the Pay Plan are expressed as hourly rates.
- (b) *Fair Labor Standards Act (The “FLSA”).*
  - (1) Except as otherwise provided in the Pay Plan, full-time employees exempt from coverage of the federal FLSA receive an annual salary, which shall be calculated by multiplying the employee's hourly rate by the number of hours the employee is regularly scheduled to work per year, which are either the standard work hours for County employees or a schedule approved by the Personnel Officer under section 1.113(a)(1) of the County Code.
  - (2) In accordance with requirements of the FLSA, while the rates of pay in this Pay Plan, which are established by ordinance, may be expressed as hourly rates, employees in positions which have been determined to be exempt under the FLSA are paid on a salary basis, meaning a predetermined amount that does not vary from pay period to pay period, is not adjusted for quality or quantity of work, and meets the minimum salary level requirements under FLSA.
- (c) *Adjustments to Salary Schedule.* In order to maintain the effectiveness of the Pay Plan, the County annually shall review the general labor market, and, subject to the availability of appropriated funds, may propose an adjustment to the Salary Schedule.
- (d) *Management Employees of the Department of Fire and Rescue Services.*
  - (1) For purposes of determining the appropriate step within the *Fire Management (FM) schedule* upon appointment of an employee to the position of Fire Captain, Battalion Chief, or Assistant Chief, the Personnel Officer shall utilize the employee’s length of creditable service.
  - (2) Length of creditable service, in months, for purposes of paragraph (1) of this section shall be applied in accordance with the following schedule:

	<b>Steps</b>													
<b>Rank</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
<b>Capt.</b>	66	78	90	102	114	126	138	150	162	174	186	210	234	258
<b>Batt. Ch.</b>	78	90	102	114	126	138	150	162	174	186	198	222	246	270
<b>Asst Chf</b>	90	102	114	126	138	150	162	174	186	198	210	234	258	282

- (e) *“Creditable Service” Defined.*
  - (1) In implementing the Pay Plan for management employees of the Police Department and the Department of Fire and Rescue Services, “creditable service” means time spent in sworn classifications of the Police Department, in uniformed service in positions in the Department of Fire and Rescue Services, and in the positions of Police Officer (Probationary) and Firefighter Trainee.
  - (2) An employee shall be credited with service upon completion of the required length of service.
  - [[2]](3) “Creditable service” does not include time spent during unpaid breaks in service, time worked for which performance was rated less than satisfactory, or paid leave that was not credited as service time under application of the section entitled “Step Increment” of the Pay Plan.



## Step Increment.

- (a) *When Authorized.* In a fiscal year, an employee in the Classified Service may be granted a step increment if:
- (1) The Personnel Officer establishes a step increment in the fiscal year for all eligible employees;
  - (2) The County Executive provides for the step increment in the proposed annual expense budget for the fiscal year;
  - (3) The step increment is approved by the County Council as part of the expense budget; and
  - (4) The employee is eligible under subsection (b) of this section.
- (b) *Eligibility.* A Classified employee is eligible to receive a step increment approved under subsection (a) of this section if:
- (1) The employee is being paid below the maximum rate of pay in the employee's grade;
  - (2) Except for employees paid according to the *PM or FM Schedule*, the employee is:
    - (i) Currently in step 1 through 10 of the grade; or
    - (ii) At the end of the second year in [[step 11, 12, 13, 14, 15, or 16]] STEPS 11 THROUGH 18 of the grade;
  - (3) The employee's work meets the standards for satisfactory performance; and if the employee is eligible under paragraph (2)(ii) of this subsection, the employee has met those standards for a total number of 2 years while in the step; and
  - (4) The employee has worked more than 75% of the scheduled work days in the preceding year; and
  - (5) The employee is not, based upon the employee's position description, included within a representation unit that has been deemed appropriate for purposes of collective negotiations under Title 1 of the County Code.
- (c) *Employees paid according to the PM or FM Schedule.* Notwithstanding subsection (b)(2) of this section, when authorized under subsection (a) of this section:
- (1) An employee being paid below the maximum rate of pay in the employee's grade according to the *PM Schedule* is eligible for a step increment in accordance with the defined months of creditable service as indicated on the *PM Schedule*; and
  - (2) An employee being paid below the maximum rate of pay in the employee's grade according to the *FM Schedule* is eligible for step increment in accordance with the defined months of creditable service as indicated on the *FM Schedule*.
- (d) *Step Increment After Probationary Period.* Subject to subsection (a) of this section, and notwithstanding subsection (b)(2) of this section, if at the end of the initial probationary period an employee receives an overall rating of "Substantially Exceeds Standards" or better on the employee's performance appraisal, the department head may recommend and the Personnel Officer may approve a step increment for the employee.
- (e) *Effect of Funding on Step Increment.* If the County does not provide for a step increment in the current expense budget for any fiscal year, each year in which no step increment was granted shall be counted as one year for purposes of determining eligibility for a step increment in a subsequent year.
- (f) *When Step Increment Effective.*
- (1) A step increment is effective for a Classified employee at the beginning of the pay period during which the anniversary of the employee's date of appointment occurs. If an employee receives a step increment at the end of a probationary period, subsequent step increments shall be effective at the beginning of the pay period during which the





anniversary of the date the increment became effective occurs, not the employee's anniversary date.

- (2) An employee who is not eligible for a step increment on the appropriate date because the employee has not worked 75% of the scheduled work days in the preceding year shall receive the increment immediately after the employee has worked the required number of scheduled work days. The effective date of a step increment under this paragraph becomes the date on which the employee shall receive subsequent step increments under this section.
- (g) *Eligibility not Affected.* Eligibility for a step increment shall not be affected by:
- (1) Pay increases due to change in hours of work;
  - (2) General pay increases affecting 1 or more classes;
  - (3) Transfer; or
  - (4) Except as provided in subsection (f) of this section, promotion or reclassification to the extent that, for the purpose of determining eligibility for a step increment under Subsection (b)(2) of this section, the time spent in the former step is counted as time spent in the new step.
- (h) *Effect of Promotion or Reclassification on Step Increment.* If an employee is promoted or reclassified, the employee's anniversary date does not change, and future step increments shall be paid at the beginning of the pay period during which the anniversary date occurs. Granting a step increment during the employee's promotional probationary period does not satisfy the requirements of probation.

### 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 ~~[[8.3]]~~ 6 % 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 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 times 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 4<sup>th</sup> to 7 a.m. July 5<sup>th</sup>
  - (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 and Captains.*

(1) Police Lieutenants assigned to the following divisions shall be paid an annual premium compensation paid quarterly in the following amounts:

(i) Criminal Investigations Division, Family Crimes and Sexual Assault Division, Emergency Response Division, Traffic Management Division, - \$1,100 annually.

(ii) Vice and Narcotics Division, Education and Training Division and Hostage Negotiators - \$825 annually.

(iii) The department's honor guard - \$220.00 annually.

(iv) Members of the Immediate Action Team - \$550.00 annually

(2) Police Lieutenants shall be paid a premium compensation of \$1,100 annually, paid quarterly, except for Lieutenants assigned as watch commanders.

(3) Police Lieutenants who meet certain fluency criteria as established by the staff of Howard Community College or any other certification process deemed appropriate by the Police Department for the Spanish and Korean languages and who maintain this certification through an annual testing process will receive an annual premium of \$1200, paid quarterly.

(4) Employees earning premium compensation under this section shall be ineligible for Stand-by pay.

(5) A Police Lieutenant, Captain or Major shall receive one hundred dollars (\$100) annually for each successfully passed component of the Police Departments four component



voluntary fitness program.

(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 Investigative Unit.* A Battalion Chief or Fire Captain assigned to the Fire Investigative Unit shall receive a clothing allowance of \$1,000 per year and an additional \$1,000 per year while serving in this unit.
- (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 a flat rate of \$1,000 annually.
- (5) Specialty pay received by management employees of the Department of Fire and Rescue Services shall be added to the employee's base wage.
- (6) *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.
- (7) *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)] *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)]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.
- [[4)]3) *Four Area Premium Pay* – Emergency Communications Supervisors who have the requisite training, knowledge, and experience to supervise the call-taking, teletype, police dispatch and fire dispatch functions shall receive a [[2)]4% premium pay applied to their base rate of pay.





(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 ~~[[\$.50]]~~ \$.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.

## **Stand-by Pay**

(a) *Stand-by Pay Authorized.* Except as otherwise provided in a collective bargaining agreement, the county will pay an employee stand-by pay if:

- (1) the employee is specifically assigned to stand-by status within the department;
- (2) central communications is notified that the employee is the designated person of contact under certain defined circumstances, for the department; and
- (3) the employee is accessible for contact by central communications or the department to



respond immediately or within a reasonable time to a request to provide a service.

(b) *How Paid.*

- (1) an employee officially assigned to standby shall receive two (2) hours of pay at the straight time rate for the stand-by period between the employee's regularly scheduled work shift, or for *each* 24 hour standby period between work shifts except employees paid according to the DS Schedule shall receive three (3) hours of pay at the straight rate.
  - (2) stand-by pay shall be in addition to pay for any hours actually worked in between regular work shifts, such as when an employee is called in to report.
- (c) *Stand-by Status Not Hours Worked.* Stand-by pay is a payment for remaining available to work for the county. The stand-by period is not considered hours worked for purposes of leave accrual, overtime, or other FLSA computation. Wearing a county assigned cell phone or beeper does not, of itself, constitute being on stand-by status.
- (d) *Failure to Remain Available or Report.* An employee who is on stand-by status is subject to discipline if the employee is not available for contact or fails to report as requested.

**Acting Duty Pay.**

- (a) *Acting Appointments.* An appointing authority may make an acting appointment if there is a temporary vacancy in an authorized budgeted position. Employees who have been appointed in an acting capacity to a higher graded position and have served in that capacity for 21 calendar days or longer shall be compensated retroactively to the first day of appointment to the acting capacity in the higher grade at either the minimum base hourly rate of the higher grade or at 5% above their current annualized base rate, whichever is greater. However, employees paid according to the DS Schedule shall be compensated at 6% above their regular rate or the minimum of the acting grade, whichever is higher, after seven consecutive work days in a higher pay grade to qualify for acting duty pay.
- (b) *Conditions.* Acting duty pay shall be subject to the following conditions:
- (1) The higher graded position is temporarily vacant because there is no incumbent in the position or because the incumbent is on approved leave for purposes other than vacation;
  - (2) The employee meets the minimum qualification for the higher graded position;
  - (3) The employee is assigned and performs the full responsibilities of the vacant or newly created position;
  - (4) The appointing authority has submitted appropriate forms, signed by the employee, indicating the first day, the 21st day and, when known, the last day of the acting appointment;
  - (5) Merit increases during the period of acting duty shall be to the employee's permanent base hourly rate of pay;
  - (6) An employee who is permanently appointed to the position in which he or she is acting or an employee who had been serving in an acting appointment is permanently appointed to a different higher graded position shall receive a promotional increase based on the employee's permanent base hourly rate of pay, rather than on any acting duty pay; and
  - (7) There are sufficient budgeted funds to pay for the cost of the acting duty pay.



## Overtime and Compensatory Time.

- (a) *Paid Leave is Time Worked.* For the purpose of computing overtime or compensatory time, paid leave is considered time worked.
- (b) *Subject to Available Funds.* In order to pay overtime rather than grant compensatory time, a department must have sufficient budgeted funds available.
- (c) *Work Periods Adjusted.* If an employee works longer on any given day than the employee's regularly scheduled workday, the appointing authority may adjust the remainder of the employee's work period so that the employee does not work more than his/her regularly scheduled hours of work during that work period.
- (d) *Employees Covered by Collective Bargaining Agreements.* Employees covered by collective bargaining agreements shall be paid overtime pursuant to the provisions of the collective bargaining agreements.
- (e) *Situational Pay for Non-uniformed, Non-union Employees.* When there is a threat or occurrence of an emergency, special event, or other similar situation, the Chief Administrative Officer may authorize payment to an employee who staffed the Emergency Operations Center or who worked in response to the emergency, special event, or other similar situation for hours worked that the employee would have otherwise been off. Payment shall be monetary and shall not be in the form of compensatory time unless authorized by the Chief Administrative Officer. Payment shall be computed at the following rate; one and one-half times the regular hourly rate for non-exempt employees and at the straight hourly rate for FLSA exempt employees. Employees covered by collective bargaining agreements shall be paid for hours worked under this subsection pursuant to the provisions of the collective bargaining agreements.
- (f) *Employees Exempt from Fair Labor Standards Act.*
  - (1) Except as otherwise provided in this subsection, supervisors in Grades J and below shall be paid overtime or granted compensatory time off at the rate of 1.5 hours of overtime or compensatory time for each hour worked in excess of 40 hours per week.
  - (2)
    - (i) Police Lieutenants shall be paid overtime time at the rate of 1.5 hour's pay for each hour worked in excess of the assigned work schedule.
    - (ii) For purposes of computing overtime under this paragraph:
      - a. A Police Lieutenant who is called in to work outside his or her regular shift shall be credited with all hours worked, but not less than 4 hours; and
      - b. A Police Lieutenant who is required to attend court or otherwise meet with government attorneys outside his or her regular shift shall be credited with all hours of court time, but not less than 3 hours.
      - c. A Police Lieutenant who is assigned to a detail of at least fifteen (15) minutes but less than three (3) hours during off-duty hours shall receive a minimum of three (3) hours of pay or compensatory time at the overtime (1.5x) rate when the assignment is approved in advance.
      - d. Police Lieutenants who are required to report to work when the county offices are closed for normal operations by the county executive shall be compensated at the 1.5x rate for the hours actually worked during the duration of such closing.
    - (iii) Police Lieutenants may accrue compensatory hours in excess of 80 hours up to a maximum of 240 hours but shall be compensated at the time of separation at the hourly rate in effect at the time of separation, not to exceed 80 hours.
  - (3) A Police Services Supervisor I who is called in to work hours which are not contiguous to



their regular shift shall receive a minimum of 4 hours pay at the overtime rate. Such employees officially assigned to stand-by status shall receive minimum call-in pay, in addition to their stand-by pay, for the first call-in during any one stand-by period. Any additional required work time during the same stand-by period shall be paid as overtime (i.e. time and one-half) for actual hours worked. Pay shall start when the supervisor receives notice to report to work.

- (4) Emergency Communication Supervisors:
- (i) Required to work when the County offices are closed for normal operations by the County Executive shall be compensated at the 1.5X rate for the hours actually worked during the duration of such closing;
  - (ii) Called in to work hours which are not contiguous to their regular shift shall receive a minimum of 4 hours pay at the overtime rate. If canceled after they leave their residence, but prior to arriving at the worksite, they shall receive one hour of pay at the overtime rate;
  - (iii) Required to attend court as a result of a work related incident, or give a work related deposition during non-scheduled working hours, will be compensated at a minimum of three hours at the overtime rate;
  - (iv) Required to attend meetings, or represent the Department on committees during non-scheduled working hours will be compensated at a minimum of three hours of pay at either the overtime rate, or the regular rate of pay, dependent upon the employees work hours for that week. Eligibility for, and applicability of, detail pay must be approved in advance of the event by the Division Commander or above.
  - (v) May accrue compensatory hours in excess of 80 hours up to a maximum of 240 hours but shall be compensated at the time of separation at the hourly rate in effect at the time of separation, not to exceed 80 hours.
- (5) Regarding Fire Captains, Battalion Chiefs and Assistant Chiefs:
- (i) Fire Captains shall be paid overtime or earn compensatory leave at one and one-half times their regular hourly rate for hours worked in excess of the regular hours in the employee's workweek;
  - (ii) Battalion Chiefs shall be paid overtime or earn compensatory leave at the straight rate for the first five hours worked over their regular workweek and shall be paid overtime or earn compensatory leave at time and one-half for all hours in excess of the regular hours in the employee's workweek.
  - (iii) Fire Assistant Chiefs are not eligible for overtime. Fire Assistant Chiefs may accrue compensatory time or additional straight time at an hour-for-hour rate for each hour worked in excess of the regular hours in the employee's work week.
  - (iv) Fire Captains may accrue compensatory hours in excess of 80 hours up to a maximum of 240 hours but shall be compensated at the time of separation at the hourly rate in effect at the time of separation, not to exceed 80 hours. Fire Battalion Chiefs and Assistant Chiefs shall not accrue more than 80 hours of compensatory time.
- (6) Employees paid according to the DS Schedule shall be paid overtime or granted compensatory time off at the rate of 1.5 hours of overtime or compensatory time for each hour worked in excess of 40 hours per week. In addition, for purposes of computing overtime, employees paid according to the DS Schedule shall receive:
- (i) A minimum of 4 hours pay at time and one-half when called in to work outside of





- their regular shift, starting when the employee receives notification.
- (ii) One hour of pay at time and one-half when off-duty and contacted by a supervisor and the employee spends a minimum of 30 minutes attempting to resolve an issue.
  - (iii) Three hours of pay at time and one-half when required to attend work related court, hearings, depositions or meet with attorneys outside of their regular schedule. If contiguous to their regular shift they shall receive time and one-half for all hours worked, except for their shift hours.
  - (iv) Three hours of pay at time and one-half when assigned to a detail of at least 15 minutes but less than 3 hours during off-duty hours which are not contiguous to the employee's regular shift.
  - (v) Time and one-half pay for all hours worked during the closing of County Offices during an event declared by the County Executive.
- (7) Correctional Captains shall be paid overtime or granted compensatory time off at the rate of 1.5 hours of overtime or compensatory time for each hour worked in excess of 40 hours per week.
  - (8) Except as provided in paragraphs (1) - (5) of this subsection, a merit system employee who is exempt from the coverage of the Fair Labor Standards Act, except those identified in Section 1.111(b) "Exempt Service" of the Howard County Code, shall be granted compensatory time, on an hour for hour basis, for all hours worked in excess of 40 hours per week, to a maximum of 80 hours.
  - (9) Upon termination or retirement, a merit system employee who is exempt from the coverage of the Fair Labor Standards Act shall be paid at the hourly rate in effect at the time of separation for accumulated compensatory hours, not to exceed 80.
- (G) *Employees Covered by Fair Labor Standards Act*
- (1) Except as provided in paragraph (2) of this subsection, employees covered by provisions of the Federal Fair Labor Standards Act shall be paid overtime or granted compensatory time at the rate of 1.5 hours pay or 1.5 hours of compensatory time for each hour worked in excess of 40 hours per week.
  - [[2) Employees engaged in law enforcement and fire protection activities who are covered by provisions of the federal Fair Labor Standards Act shall be paid overtime or granted compensatory time at the rate of 1.5 hour's pay or 1.5 hours compensatory time for each hour worked in excess of the work periods established for such employees under Section 207(k) of the FLSA.]]
  - [[3]]2) If a supervisor fails to arrange compensatory time off within 60 days of accrual, the employee may request compensatory pay in lieu thereof.



**Involuntary Separation Pay**

- (a) *Scope of Section.* This section applies to a Classified Employee or an Executive Exempt employee who:
- (1) Is dismissed from employment for reasons other than those listed in Section 1.115(b) of the County Code:
  - (2) Did not voluntarily resign or retire; and
  - (3) Did not leave employment for any reason relating to inability to perform full range of essential job functions.

This section shall not apply to employees who failed to return from an approved leave of absence within the specified time.

- (b) *Notice or Payment In-Lieu-of Notice.* An appointing authority shall give an employee:
- (1) At least two weeks' advance notice of a separation from employment; or
  - (2) Additional pay under this section so that the employee receives a combination of two weeks' notice and pay-in-lieu thereof.
- (c) *Involuntary Separation Pay Authorized; Amount.*
- (1) The County shall pay an employee involuntary separation pay, not to exceed 10 weeks, in accordance with this subsection.
  - (2) The amount of involuntary separation pay, based on length of service shall be as follows:

Length of Service	Weeks of Involuntary Separation Pay
1-3 years	1 week
4-7 years	3 weeks
8-10 years	6 weeks
Over 10 years	10 weeks

(d) *Release Form.* In order to be eligible to receive involuntary separation pay under this section, an employee shall sign a release form as prescribed by the Personnel Officer.



## Position Classification Codes and Pay Grades for the Classified Service

Class Code	Classification	Pay Grade
1209	Purchasing Administrator	N
1208	Fiscal Manager III	N
1207	Fiscal Manager II	M
1205	Fiscal Manager I	L
1203	Fiscal Specialist II	K
1201	Fiscal Specialist I	J
1200	Fiscal Associate	I
1307	Administrative Manager	N
1306	Assistant Administrator	M
1305	Senior Administrative Analyst	L
1303	Administrative Analyst II	K
1301	Administrative Analyst I	I
1413	Administrative Assistant	I
1412	Administrative Technician	H
1411	Administrative Aide	G
[[1410]]	[[Management Aide]]	[[G]]
1409	Administrative Support Technician III	F
1407	Administrative Support Technician II	E
1405	Administrative Support Technician I	D
1403	Office Assistant II	C
1401	Office Assistant I	B
1503	Legal Support Services Specialist	I
1501	Legal Support Services Technician	G
2125	Police Captain	PM3
2123	Police Lieutenant	PM2
2121	Police Sergeant	PS



<b>Class Code</b>	<b>Classification</b>	<b>Pay Grade</b>
2119	Police Services Support Supervisor III	K
2118	Police Services Support Specialist	J
2117	Police Services Support Supervisor II	J
2113	Police Services Support Supervisor I	H
2110	Police Services Support Specialist	J
2105	Police Services Support Technician II	H
2103	Police Services Support Technician I	F
2101	Police Cadet	D
2223	Correctional Captain	CM2
2221	Corrections Program Supervisor II	K
2219	Detention Center Nurse	J
2217	Correctional Lieutenant	CM1
2213	Correctional Specialist	I
2212	CORRECTIONAL TECHNICIAN	H
2211	Correctional Sergeant	C4
2209	Correctional Supervisor I	CM1
2207	Correctional Corporal	C3
2205	Correctional Officer	C2
2201	Correctional Dietary Officer	C2
2307	Emergency Communications Supervisor	[[J]]EC1
2305	Senior Dispatcher	DH
2304	Dispatcher First Class	DFC
2303	Dispatcher	DG
2301	Emergency Communications Operator	DF
2401	Security Officer I	B
2515	Assistant Chief (Fire and Rescue Services)	FM3
2513	Battalion Chief	FM2 (P) (A)

