

Introduced 3/7/16  
Public Hearing 3/21/16  
Council Action 4/4/16  
Executive Action 4/14/16  
Effective Date 6/14/16

## County Council Of Howard County, Maryland

2016 Legislative Session

Legislative Day No. 3

Bill No. 17 -2016

Introduced by the Chairperson at the request of the County Executive

AN ACT amending the required rates of pay when an employee's position is reclassified; and generally relating to the application of the Howard County Pay Plan.

Introduced and read first time March 7, 2016. Ordered posted and hearing scheduled.  
By order Jessica Feldmark  
Jessica Feldmark, 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 March 21, 2016.

By order Jessica Feldmark  
Jessica Feldmark, Administrator

This Bill was read the third time on April 4, 2016 and Passed , Passed with amendments \_\_\_\_\_, Failed \_\_\_\_\_.

By order Jessica Feldmark  
Jessica Feldmark, Administrator

Sealed with the County Seal and presented to the County Executive for approval this 7<sup>th</sup> day of April, 2016 at 11 a.m./p.m.

By order Jessica Feldmark  
Jessica Feldmark, Administrator

Approved/Vetoed by the County Executive April 14, 2016

Allan H. Kittleman  
Allan H. Kittleman, 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 **Section 1. Be It Enacted** by the County Council of Howard County, Maryland, that the  
2 following provision of the Howard County Code is amended:

3 Title 1 "Human Resources"

4 Subsection (e) of Section 1.302 "Starting rate of pay; promotion, demotion, and  
5 reclassification rates"

6  
7 **Title 1. Human Resources**

8 **Subtitle 3. Pay Plan**

9  
10 **Section 1.302. Starting rate of pay; promotion, demotion, and reclassification rates.**

11 (e) *Reclassification.* If an occupied position is reclassified under subsection 1.202(c) of this title,  
12 the position incumbent shall be paid at the rate of pay [[in the new grade that is closest to, but not  
13 less than, the employee's current rate of pay.]] AS FOLLOWS:

14 (1) IF THE EMPLOYEE'S POSITION IS RECLASSIFIED TO A HIGHER GRADE, THE  
15 EMPLOYEE'S NEW BASE HOURLY RATE OF PAY SHALL:

16 (i) BE THE BASE HOURLY RATE OF THE STEP WITHIN THE NEW GRADE WHICH  
17 MOST CLOSELY CORRESPONDS TO, BUT IS NOT LESS THAN, THE EMPLOYEE'S  
18 FORMER BASE HOURLY RATE, PLUS TWO STEPS; AND

19 (ii) NOT EXCEED THE MAXIMUM BASE HOURLY RATE OF PAY FOR THE NEW  
20 GRADE.

21 (2) IF THE EMPLOYEE'S POSITION IS RECLASSIFIED TO A LOWER GRADE FOR NON-  
22 DISCIPLINARY REASONS:

23 (i) THE EMPLOYEE'S BASE HOURLY RATE SHALL BE AT A LEVEL WITHIN THE  
24 NEW GRADE THAT IS CLOSEST TO, BUT NOT LESS THAN, THE EMPLOYEE'S  
25 BASE HOURLY RATE IN THE EMPLOYEE'S FORMER GRADE; AND

26 (ii) IF THE BASE HOURLY RATE AT WHICH THE EMPLOYEE WAS PAID IN THE  
27 FORMER GRADE IS MORE THAN THE MAXIMUM BASE HOURLY RATE FOR THE  
28 NEW GRADE, THE EMPLOYEE'S NEW BASE HOURLY RATE SHALL REMAIN THE  
29 SAME AS THE EMPLOYEE'S BASE HOURLY RATE IN THE EMPLOYEE'S FORMER

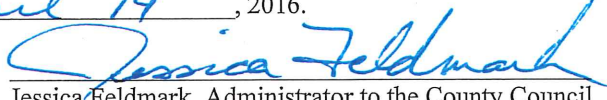
GRADE; AND

(3) THE PERSONNEL OFFICER MAY APPROVE A RATE OF PAY FOR AN EMPLOYEE WHOSE POSITION IS RECLASSIFIED THAT IS HIGHER THAN THE RATE OTHERWISE PROVIDED FOR BY THIS SUBSECTION.

*Section 2. And Be It Further Enacted by the County Council of Howard County, Maryland, that this Act shall become effective 61 days after its enactment.*

BY THE COUNCIL

This Bill, having been approved by the Executive and returned to the Council, stands enacted on April 14, 2016.

  
\_\_\_\_\_  
Jessica Feldmark, Administrator to the County Council

BY THE COUNCIL

This Bill, having been passed by the yeas and nays of two-thirds of the members of the Council notwithstanding the objections of the Executive, stands enacted on \_\_\_\_\_, 2016.

\_\_\_\_\_  
Jessica Feldmark, Administrator to the County Council

BY THE COUNCIL

This Bill, having received neither the approval nor the disapproval of the Executive within ten days of its presentation, stands enacted on \_\_\_\_\_, 2016.

\_\_\_\_\_  
Jessica Feldmark, Administrator to the County Council

BY THE COUNCIL

This Bill, not having been considered on final reading within the time required by Charter, stands failed for want of consideration on \_\_\_\_\_, 2016.

\_\_\_\_\_  
Jessica Feldmark, Administrator to the County Council

BY THE COUNCIL

This Bill, having been disapproved by the Executive and having failed on passage upon consideration by the Council stands failed on \_\_\_\_\_, 2016.

\_\_\_\_\_  
Jessica Feldmark, Administrator to the County Council

BY THE COUNCIL

This Bill, the withdrawal of which received a vote of two-thirds (2/3) of the members of the Council, is withdrawn from further consideration on \_\_\_\_\_, 2016.

\_\_\_\_\_  
Jessica Feldmark, Administrator to the County Council



# Howard County

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## Internal Memorandum

**Subject:** Council Testimony and Fiscal Impact Statement

**To:** Lonnie Robbins  
Chief Administrative Officer

**From:**   
Wanda Hutchinson  
Human Resources Administrator

**Date:** March 1, 2016

The Administration is seeking Council approval for a bill amending Howard County Code and the Employee Manual in regards to the rate of pay for reclassifications.

The Office of Human Resources has proposed changes to the Howard County Code, Sec. 1.302 (e) *Reclassification* and the Employee Manual regarding the pay increase given to current employees for a position reclassification. Currently, when an employee moves to a higher grade through the reclassification process, the employee is placed at a step within the new grade that is closest to, but not lower than, their current salary. Many times this results in a very minimal pay increase for what is, in essence, a promotion. The Office of Human Resources is seeking approval to change the policy to allow employees to receive a pay increase that is on par with the promotion pay policy: the base hourly rate of pay for the employee shall be the higher of (i) the minimum base hourly rate of pay of the new grade; or (ii) the base hourly rate of a step of the new grade which most closely corresponds to but is not less than the employee's current hourly rate plus two steps, not to exceed the maximum base hourly rate of pay for the new grade.

This new policy is a way to maintain internal equity among employees and a way to more fairly compensate a current employee for performing duties at a higher level.

The fiscal impact of this new policy would be based on the number of reclassifications and the new pay rates in given year. Based on a cost estimate for reclassifications from 1/1/2015-1/1/2016, the fiscal impact would have been approximately \$52,000.

cc: Jennifer Sager