

Howard County Pay Plan

Fiscal Year 2016

Effective July 1, 2015

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 16
Effective July 1, 2015

Grade	<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>	<u>18</u>	<u>19</u>
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
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	25.72
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	88.08
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 16
 (Emergency Communications Supervisors)
 Eff. July 1, 2015

<u>EC</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>	<u>18</u>	<u>19</u>
1	\$25.87	\$26.64	\$27.44	\$28.25	\$29.12	\$29.97	\$30.89	\$31.84	\$32.77	\$33.79	\$34.81	\$35.84	\$36.93	\$38.05	\$39.18	\$40.35	\$41.55	\$42.79	\$44.06

Note: Time in Steps = 1 year

OT Schedule
(Local 1810 of the American Federation of State, Local and Municipal Employees)
Eff. July 1, 2015

<u>Grade</u>	<u>Minimum</u>	<u>Maximum</u>
A	\$9.97	\$17.08
B	\$11.06	\$18.91
C	\$12.24	\$20.97
D	\$13.55	\$23.25
E	\$15.04	\$25.72
F	\$16.66	\$28.53
G	\$18.46	\$31.61
H	\$20.45	\$35.04
I	\$22.65	\$38.79
J	\$25.12	\$42.96
K	\$27.81	\$47.59

D Schedule
(Howard County Public Safety Dispatchers Association)
Eff. July 1, 2015

Pay Grade	Minimum Base Pay	Maximum Base Pay
F Operator	\$17.76	\$29.37
G Dispatcher	19.65	32.51
DFC Dispatcher 1st Class	23.57	33.63
H Senior Dispatcher	21.74	36.00

OS Schedule
(Local 3888 of the American Federation of State, Local and Municipal Employees)
Eff. July 1, 2015

Pay Grade	Minimum Base Pay	Maximum Base Pay
I Operations Sup I	\$23.35	\$38.80
J Operations Sup II	\$25.87	\$42.95

H Schedule
(Local 3085 of the American State, Local and Municipal Employees)
Eff. July 1, 2015

Pay Grade	Minimum Base Pay	Maximum Base Pay
H2	\$12.89	\$18.74
H 3	13.51	19.67
H 4	14.56	21.17
H 5	15.70	22.81
H 6	16.48	24.54
H 7	17.32	26.44
H 8	18.60	28.50
H 9	21.07	32.26

P Schedule
(Howard County Police Officer's Association, Lodge 21)
Eff. July 1, 2015

Pay Grade	Minimum Base Pay	Maximum Base Pay	PL 14	PL 15	PL 16	PL 17	PL 18	PL 19	PL20
PO	24.38	36.82	38.11	39.35	40.63	41.94	43.31	44.71	46.17
PFC	27.99	38.11	39.35	40.63	41.94	43.31	44.71	46.17	47.66
CPL	31.03	40.85	42.17	43.53	44.96	46.43	47.92	49.48	51.10

P Schedule
(Howard County Police Officer's Association, Lodge 21)
Eff. June 13, 2016

Pay Grade	Minimum Base Pay	Maximum Base Pay	PL 14	PL 15	PL 16	PL 17	PL 18	PL 19	PL20
PO	\$25.36	\$38.29	\$39.63	\$40.92	\$42.26	\$43.62	\$45.04	\$46.50	\$48.02
PFC	\$29.11	\$39.63	\$40.92	\$42.26	\$43.62	\$45.04	\$46.50	\$48.02	\$49.57
CPL	\$32.27	\$42.48	\$43.86	\$45.27	\$46.76	\$48.29	\$49.84	\$51.46	\$53.14

PS Schedule
(The Fraternal Order of Police Lodge 143, Howard County Police Supervisor's Alliance)
Eff. July 1, 2015

Steps	1	2	3	4	5	6	7	8	9	L 14	L 15	L 16	L 17	L18	L19	L20
Rank																
mos.	60	72	84	96	108	120	132	144	156	168	180	192	204	216	228	240
Sergeant																
(PS)	34.33	35.50	\$36.75	\$38.03	\$39.36	\$40.78	\$42.17	\$43.70	\$45.23	\$46.70	\$48.21	\$49.78	\$51.41	\$53.08	\$54.81	56.59

PS Schedule
(The Fraternal Order of Police Lodge 143, Howard County Police Supervisor's Alliance)
Eff. June 13, 2016

Pay Grade	Minimum Base Pay	Maximum Base Pay	PL 14	PL 15	PL 16	PL 17	PL 18	PL 19	PL 20
SGT (PS)	\$35.70	\$47.04	\$48.57	\$50.14	\$51.77	\$53.47	\$55.20	\$57.00	\$58.85

**PM Schedule
(Police Management)
Eff. July 1, 2015**

Steps	1	2	3	4	5	6	7	8	9	10	L1Yr16	L2Yr17	L3Yr18	L4Yr19	L5Yr20	L6Yr21
mos	72	84	96	108	120	132	144	156	168	180						
Lieutenant (PM2)	\$38.04	\$39.35	\$40.76	\$42.21	\$43.64	\$45.23	\$46.78	\$48.41	\$50.13	\$51.85	\$53.66	\$55.55	\$57.48	\$59.50	\$61.58	\$63.58
Captain mos.		84	96	108	120	132	144	156	168	180						
(PM3)		\$47.03	\$48.70	\$50.45	\$52.15	\$54.05	\$55.90	\$57.86	\$59.90	\$61.96	\$64.13	\$66.37	\$68.69	\$71.10	\$73.59	\$75.98
Steps		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Major (PM 4)		\$52.90	\$54.79	\$56.75	\$58.67	\$60.81	\$62.89	\$65.08	\$67.39	\$69.71	\$72.14	\$74.67	\$77.28	\$80.00	\$82.79	\$85.49

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 and after 21 years, a 3.25 % longevity increase. 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.

**PM Schedule
(Police Management)
Eff. June 13, 2016**

Pay Grade	Minimum Base Pay	Maximum Base Pay	PL 1	PL 2	PL 3	PL 4	PL 5	PL 6
LT (PM 2)	\$39.56	\$53.92	\$55.81	\$57.77	\$59.78	\$61.88	\$64.04	\$66.12
Captain (PM 3)	\$48.91	\$64.44	\$66.70	\$69.02	\$71.44	\$73.94	\$76.53	\$79.02
Major (PM 4)	\$55.02	\$72.50	\$75.03	\$77.66	\$80.37	\$83.20	\$86.10	\$88.91

Note: A Police Lieutenant or Captain shall receive, upon completion of years 16, 17, 18, 19 and 20 of Howard County Service, longevity pay equal to 3.5% of the employees' previous base rate and after 21 years a 3.25% longevity increase.

F Schedule
(Local 2000 of the International Association of Firefighters)
Eff. July 1, 2015

	Minimum Base Pay	Maximum Base Pay
D 40	\$22.99	\$23.70
D 48	19.16	19.75
E 40	23.94	35.33
E 48	19.95	29.44
F 40	26.56	39.17
F 48	22.13	32.64
G 40	27.04	39.65
G 48	22.53	33.04
H 40	29.41	43.42
H 48	24.51	36.18
I 40	29.89	43.90
I 48	24.91	36.58
J 40	32.58	48.14
J 48	27.15	40.12

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

F Schedule
International Association of Firefighters Local 2000
(48 Hours per week)
Effective June 13, 2016

F Schedule Pay Grade	Minimum Base Pay	Maximum Base Pay
D 40 Hours	\$23.92	\$24.65
D 48 Hours	\$19.93	\$20.54
E 40	\$24.90	\$36.74
E 48	\$20.75	\$30.62
F 40	\$27.62	\$40.74
F 48	\$23.02	\$33.95
G 40	\$28.10	\$41.22
G 48	\$23.42	\$34.35
H 40	\$30.59	\$45.16

F Schedule Pay Grade	Minimum Base Pay	Maximum Base Pay
H 48	\$25.49	\$37.63
I 40	\$31.07	\$45.64
I 48	\$25.89	\$38.03
J 40	\$33.89	\$50.06
J 48	\$28.24	\$41.72

FM Schedule
(Fire Management)

Eff. July 1, 2015

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	\$36.44	\$37.55	\$38.66	\$39.89	\$41.11	\$42.36	\$43.66	\$44.95	\$46.31	\$47.71	\$49.19	\$50.69	\$52.20	\$53.80
48 hrs	\$30.37	\$31.29	\$32.22	\$33.24	\$34.26	\$35.30	\$36.38	\$37.46	\$38.59	\$39.76	\$40.99	\$42.24	\$43.50	\$44.83
months	78	90	102	114	126	138	150	162	174	186	198	222	246	270
Batt Chief														
40 hrs	\$40.43	\$41.57	\$42.88	\$44.16	\$45.52	\$46.91	\$48.37	\$49.82	\$51.34	\$52.86	\$54.50	\$56.16	\$57.83	\$59.58
48 hrs	\$33.69	\$34.64	\$35.73	\$36.80	\$37.93	\$39.09	\$40.31	\$41.52	\$42.78	\$44.05	\$45.42	\$46.80	\$48.19	\$49.65
months	90	102	114	126	138	150	162	174	186	198	210	234	258	282
Asst Chief														
40 hrs	\$46.81	\$48.24	\$49.70	\$51.20	\$52.78	\$54.34	\$56.01	\$57.74	\$59.46	\$61.31	\$63.17	\$65.05	\$67.03	\$69.07

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.

FM Schedule
(Howard County Fire and Rescue Service Management)

Eff. June 13, 2016

Pay Grade	Minimum Base Pay	Maximum Base Pay
Captain 40 Hours	\$37.90	\$55.95
48 Hours	\$31.58	\$46.62

Battalion Chief	\$42.05	\$61.96
48 Hours	\$35.04	\$51.64
Asst Chief	\$48.68	\$71.83

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

C Schedule

(Local 3080 of the American Federation of State, Local and Municipal Employees)

Eff. July 1, 2015

Pay Grade	Minimum Base Pay	Maximum Base Pay
C2	\$19.11	\$30.78
C3	21.00	33.85
C4	23.45	37.78

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

(Corrections Management)

Eff. July 1, 2015

Pay Grade	Minimum Base Pay	Maximum Base Pay
CM1	\$25.63	\$41.27
CM2	28.37	45.69

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 (Lodge 131 of the Fraternal Order of Police) and DS Schedule (Sheriff)
Eff. July 1, 2015

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	19.56	20.16	20.80	21.40	22.05	22.74	23.43	24.14	24.88	25.63	26.40	27.19	28.03	28.88	29.78	30.65	31.58	32.53
CS2	21.66	22.35	23.01	23.73	24.45	25.19	25.96	26.75	27.56	28.40	29.26	30.16	31.05	32.01	32.99	33.98	35.01	36.06
DS1	15.92	16.40	16.93	17.43	17.97	18.52	19.08	19.66	20.24	20.90	21.54	22.13	22.80	23.51	24.23	24.96	25.70	NA
DS2	17.65	18.20	18.76	19.32	19.92	20.54	21.15	21.76	22.13	23.14	23.82	24.56	25.29	26.06	26.96	27.67	28.51	NA
DS5	24.02	24.75	25.53	26.30	27.10	27.91	28.77	29.61	30.51	31.48	32.42	33.41	34.39	35.44	36.53	37.64	38.76	39.92
DS6	26.63	27.42	28.25	29.11	30.00	30.90	31.86	32.84	33.80	34.86	35.92	37.00	38.12	39.27	40.46	41.67	42.93	44.22

Notes:

1. Grades DS1 and DS2; Time in Steps 1 to 10 = 1 year and Steps 11 to 16 = 2 years. All other grades have 1 year between steps.

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:

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

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 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 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 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 26th
 - 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 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 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 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) *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.
- (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 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 \$.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) 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
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
2119	Police Services Support Supervisor III	K

Class Code	Classification	Pay Grade
2118	Police Services Support Specialist	J
2117	Police Services Support Supervisor II	I
2113	Police Services Support Supervisor I	H
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	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)
2511	Fire Captain	FM1 (P) (A)

Class Code	Classification	Pay Grade
2507	Firefighter Lieutenant	J (P) (A)
2506	Master firefighter/HVO	I (P) (D)
2505	Master Firefighter	H (P) (A)
2504	Firefighter/HVO	G (P) (D)
2503	Firefighter	F (P) (A)
2501	Firefighter Recruit	E (P)
2500	Firefighter Trainee	D
3117	Engineering Manager I	N
3115	Engineering Support Supervisor	M
3114	Engineering Specialist III	M
3112	Engineering Specialist II	L
3111	Engineering Specialist I	K
3110	Engineering Associate	J
3109	Stormwater Management Coordinator	K
3108	Engineering Support Technician IV	K
3107	Engineering Support Technician III	J
3105	Engineering Support Technician II	I
3103	Engineering Support Technician I	G
3101	Engineering Support Worker	E
3211	Planning Manager	M
3209	Planning Supervisor	K
3207	Planning Specialist II	J
3205	Planning Specialist I	I
3203	Planning Support Technician II	H
3201	Planning Support Technician I	F
3313	Regulation Manager	L
3309	Regulation Supervisor	J

Class Code	Classification	Pay Grade
3306	Regulation Inspector II	I
3305	Regulation Inspector I	H
3303	Regulation Support Technician II	G
3301	Regulation Support Technician I	E
4127	Operations Manager	M
4125	Operations Superintendent	L
4123	Operations Supervisor III	K
4121	Operations Supervisor II	J
4119	Operations Supervisor I	I
4117	Chief Mechanic	I
4115	Operations Leader II	H
4113	Operations Mechanic	G
4111	Operations Leader I	G
4110	Operations Technician III	G
4109	Operations Technician II	F
4107	Operations Technician I	E
4105	Operations Worker III	D
4103	Operations Worker II	C
4101	Operations Worker I	B
4219	Technical Services Manager II	N
4217	Technical Services Manager I	M
4215	Technical Services Supervisor	L
4213	Technical Services Support Specialist IV	L
4211	Technical Services Support Specialist III	K
4209	Technical Services Support Specialist II	J
4207	Technical Services Support Specialist I	I
4205	Technical Services Support Technician III	H

4203	Technical Services Support Technician II	G
4201	Technical Services Support Technician I	E
5137	Child Care Site Director	F
5136	Child Care Assistant Site Director	E
5133	Child Care Group Leader	C
5131	Child Care Assistant Group Leader	B
5129	Natural Resource Superintendent	L
5128	Natural Resource Program Manager III	K
5127	Natural Resource Program Manager II	J
5125	Natural Resource Program Manager I	I
5124	Natural Resource Specialist	H
5123	Natural Resource Technician II	G
5121	Natural Resource Technician I	F
5115	Recreation and Parks Bureau Chief	N
5111	Recreation Services Manager	L
5109	Recreation Services Supervisor	K
5107	Recreation Services Coordinator II	H
5105	Recreation Services Coordinator I	G
5103	Recreation Leader	F
5102	Recreation Services Assistant II	D
5100	Recreation Services Assistant I	B
5215	Human Services Manager II	N
5213	Human Services Manager I	M
5212	Human Services Supervisor	L
5211	Human Services Specialist III	K
5209	Human Services Specialist II	J
5207	Human Services Specialist I	H
5205	Human Services Worker II	G

5203	Human Services Worker I	E
5201	Human Services Aide	B

P Individuals serving in paramedic positions which are allocated to the Advanced Life Support (ALS) function are eligible to receive a paramedic premium. Failure to maintain EMT-P registration or movement to a position not allocated to the ALS function will result in forfeiture of paramedic premium pay.

D Individuals serving in designated heavy vehicle operator positions are eligible to receive a driver premium. Failure to maintain CDL certification endorsements or movement from a driver position will result in forfeiture of driver premium pay.

A Employees assigned to the day shift shall receive shift premium pay which shall be added to the base wage.

Position Classification Codes and Pay Grades for State-Authorized Exempt Employees

Class Code	Classification	Pay Grade
1301	Administrative Analyst I- Office of the State's Attorney	I
1305	Senior Administrative Analyst - Office of the State's Attorney	L
1413	Administrative Assistant - Assistant to the Chief Judge of the Circuit Court; Assistant to the State's Attorney	I
1412	Administrative Technician - Judicial Secretary	H
1411	Administrative Aide -Soil Conservation	G
1403	Office Assistant II - Law Library Assistant	C
1407	Administrative Support Technician II- Soil Conservation	E
1515	Deputy Attorney - Office of the State's Attorney	P
1513	Master in Chancery	P
1511	Principal Attorney - Office of the State's Attorney	O
1509	Circuit Court Administrator	P
1507	Senior Attorney - Office of the State's Attorney	N
1505	Attorney - Office of the State's Attorney	M
1504	Entry Level Attorney - Office of the State's Attorney	L
1503	Legal Support Services Specialist - Judicial Law Librarian; Jury Commissioner	I
1501	Legal Support Services Technician - Judicial Reporter; Judicial Law Clerk	G
2413	Chief Deputy Sheriff	L
2411	Lieutenant Deputy Sheriff	DS 6
2409	Sergeant Deputy Sheriff	DS 5
2407	Corporal Deputy Sheriff	CS 2
2405	Deputy Sheriff	CS 1
2404	Security Officer III	DS 2

Class Code	Classification	Pay Grade
2403	Security Officer II	DS 1
3211	Planning Manager - Soil Conservation District Coordinator	M
3111	Engineering Specialist I - Soil Conservation	K
5207	Human Services Specialist I - Family Support Services Coord.	H
5209	Human Services Specialist II- Office of the State's Attorney	J
5211	Human Services Specialist III - Circuit Court	K

Position Classification Codes and Pay Grades for Executive Exempt Employees

Class Code	Classification	Pay Grade
1119	Chief Administrative Officer	S
1117	Deputy Chief Administrative Officer	Q
1116	Chief of Staff	Q
1115	Administrator to County Council	Q
1113	Human Resources Administrator	O
1111	Labor Relations Coordinator	N
1110	Transportation Administrator	O
1109	Community Sustainability Administrator	N
1107	Public Information Administrator	O
1105	Deputy Administrator to County Council	M
1104	Executive Assistant II - Assistant to County Executive	N
1104	Executive Assistant II - Assistant to Chief Administrative Officer	N
1103	Executive Assistant I - Assistant to County Executive	L
1103	Executive Assistant I - Assistant to Chief Administrative Officer	L
1101	Special Assistant - County Council	L
1217	Director of Finance	P
1215	County Auditor	P
1213	Budget Administrator	P
1211	Deputy Director of Finance	O
1413	Administrative Assistant- Secretary to County Solicitor	I
1413	Administrative Assistant - Secretary To The Chief Administrative Officer	I
1413	Administrative Assistant - Secretary To The Chief Of Staff	I
1413	Administrative Assistant - Secretary to the County Executive	I

Class Code	Classification	Pay Grade
1413	Administrative Assistant – Constituent Relations Assistant To The County Executive	I
1517	County Solicitor	Q
1515	Deputy Attorney - Deputy County Solicitor	P
1511	Principal Attorney - Office of Law	O
1507	Senior Attorney - Office of Law	N
1505	Attorney - Office of Law	M
1504	Entry Level Attorney - Office of Law	L
2119	Police Services Support Supervisor III - Animal Control Administrator	K
2120	Police Information Supervisor	L
2129	Chief of Police	R
2127	Police Major	PM4
2229	Director of Corrections	P
2227	Deputy Director of Corrections	N
2225	Custody and Security Chief	M
2519	Chief, Fire & Rescue Services	R
2518	Medical Director	Q
2517	Deputy Chief	P
3121	Director, Public Works	R
3120	Deputy Director, Public Works	P
3119	Engineering Manager II	P
3215	Director, Planning & Zoning	P
3213	Deputy Director of Planning & Zoning	N
3317	Director, Inspections, Licenses & Permits	P
4215	Technical Services Supervisor - Cable Administrator	L
4223	Director, Technology & Communication Services	S
4221	Deputy Director, Technology and Communication Services	O

5135	Director, Recreation & Parks	P
5218	Director, Housing and Community Development	P
5217	Director, Citizen Services	P
5215	Human Services Manager II - Deputy Director, Citizen Services	N
5215	Human Services Manager II - Human Rights Administrator	N
5215	Human Services Manager II - Deputy Director, Housing and Community Development	N
5215	Human Services Manager II - Administrator on Aging	N
5213	Human Services Manager I –Workforce Development Administrator	M
5213	Human Services Manager I - Consumer Affairs Administrator	M
5213	Human Services Manager I - Children’s Services Administrator	M
5211	Human Services Specialist III - Substance Abuse Impact Coordinator	K
5211	Human Services Specialist III - Child Care Coordinator	K
5211	Human Services Specialist III - Grants Coordinator	K

Position Classification Codes and Pay Grades for Grant-Funded Employees

Class Code	Classification	Pay Grade
2103	Police Services Support Technician - School Crossing Guard Supervisor	F
4101	Operations Worker I - Utility Assistant	B
4215	Technical Services Supervisor - Cable T.V. Station Manager	L
4207	Technical Services Support Specialist I - Television Production	I
4205	Technical Services Support Technician III - T.V. Production; Public Access Coordinator	H
4203	Technical Services Support Technician II - T.V. Production Asst.	G
5211	Human Services Specialist III - Employment and Training Services Supervisor	K
5209	Human Services Specialist II - Employment Counselor II; Employment and Training Specialist	J
5207	Human Services Specialist I - Employment Counselor I	H
5203	Human Services Worker I - Employment Counseling Aide	E

**Position Classification Codes and Pay Grades for Employees Covered Under the
Bargaining Agreement Between Howard County and Lodge 21 of the Howard County
Police Officer's Association**

Class Code	Classification	Pay Grade
7762	Police Officer (Probationary)	PO
7764	Police Officer	PO
7766	Police Officer First Class	PFC
7767	Police Corporal	CPL

**Position Classification Codes and Pay Grades for Employees Covered Under the
Bargaining Agreement Between Howard County and Local 3085 of the American
Federation of State, Local and Municipal Employees**

Class Code	Classification	Pay Grade
1815	Stores Clerk	H4
1835	Senior Stores Clerk	H6
1855	Stores Control Technician	H7
3011	Parks Maintenance Worker	H5
3012	Parks Maintenance Specialist	H7
3013	Parks Maintenance Leader	H8
3015	Park Ranger	H7
7134	Communications Equip. Tech. I	H7
7135	Communications Equip. Tech II	H8
9113	Animal Handler	H5
9115	Animal Control Officer	H7
9215	Custodial Worker	H2
9221	Maintenance Mechanic I	H6
9222	Maintenance Mechanic II	H8
9234	Instruments/Electronics Technician	H8
9421	Motor Equipment Operator I	H5
9422	Motor Equipment Operator II	H7
9423	Motor Equipment Operator III	H8
9521	Buildings Control Technician	H9
9525	Air Conditioning & Heating Mechanic	H9
9535	Traffic Signal Maintenance Technician	H9
9546	Electrician	H9
9565	Plumber	H9
9581	Motor Equipment Mechanic I	H8

Class Code	Classification	Pay Grade
9582	Motor Equipment Mechanic II	H9
9615	Weighmaster	H5
9621	Utility Worker I	H3
9622	Utility Worker II	H4
9623	Utility Worker III	H6
9624	Utility Worker IV	H7
9721	Water Reclamation Plant Operator I	H5
9722	Water Reclamation Plant Operator II	H7
9723	Water Reclamation Plant Operator III	H8

**Position Classification Codes and Pay Grades for Employees Covered Under the
Bargaining Agreement Between Howard County and Local 1810 of the American
Federation of State, Local and Municipal Employees**

**Note: Confidential and non-merit exempt employees in these classes are ineligible
for union membership**

Class Code	Classification	Pay Grade
1401	Office Assistant I	B
1403	Office Assistant II	C
1405	Admin Support Tech I	D
1407	Admin Support Tech II	E
1409	Admin Support Tech III	F
1411	Admin Aide	G
1412	Administrative Technician	H
1413	Admin Assistant	I
1501	Legal Support Serv Tech	G
2103	Police Serv Support Tech I	F
2105	Police Serv Support Tech II	H
3101	Engineering Support Worker	E
3103	Engineering Support Tech I	G
3105	Engineering Support Tech II	I
3107	Engineering Support Tech III	J
3108	Engineering Support Tech IV	K
3201	Planning Support Tech I	F
3203	Planning Support Tech II	H
3301	Regulation Support Tech I	E
3303	Regulation Support Tech II	G
3305	Regulation Inspector I	H
3306	Regulation Inspector II	I

Class Code	Classification	Pay Grade
4107	Operations Technician I	E
4109	Operations Technician II	F
4110	Operations Technician III	G
4111	Operations Leader I	G
4115	Operations Leader II	H
4201	Technical Serv Support Tech I	E
4203	Technical Serv Support Tech II	G
4205	Technical Serv Supp Tech III	H
4207	Technical Serv Support Spec I	I
4209	Technical Serv Support Spec II	J
4211	Technical Serv Supp Spec III	K
5105	Recreation Servs Coord I	G
5121	Natural Resources Tech I	F
5123	Natural Resources Tech II	G
5203	Human Servs Worker I	E
5205	Human Servs Worker II	G

**Position Classification Codes and Pay Grades for Employees Covered Under the
Bargaining Agreement Between Howard County and The Howard County Public
Safety Dispatcher's Association**

Class Code	Classification	Pay Grade
2301	Emergency Communications Operator	DF
2303	Dispatcher	DG
2304	Dispatcher First Class	DFC
2305	Senior Dispatcher	DH

**Position Classification Codes and Pay Grades for Employees Covered Under the
Bargaining Agreement Between Howard County and Local 3888 of the American
Federation of State, Local and Municipal Employees**

Class Code	Classification	Pay Grade
4119	Operations Supervisor I	I
4121	Operations Supervisor II	J

Position classification codes and pay grades for employees covered under the bargaining agreement between the Howard County sheriff and Local 131 of the Fraternal Order of Police

Class code	Classification	Pay grade
2405	Deputy Sheriff	CS 3
2407	Corporal Deputy Sheriff	CS 4

Pay Rates for Contingent Employees

Employment Category	Rate of Pay	
	Minimum	Maximum
Administrative Support	Minimum Wage	\$15.00/ hour
Paraprofessional	Minimum Wage	\$18.00/ hour
Professional	\$11.00/hour	\$32.00/ hour
Protective Service	Minimum Wage	\$24.00/ hour
Service-Maintenance	Minimum Wage	\$15.00/ hour
Special Project	\$30.00	\$75.00 Req. Executive Approval