

# Howard County Pay Plan

## Fiscal Year 2010

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### Salary Schedules

Hourly rates for employees of Howard County are as provided in the General Salary Schedule, the Police Management Schedule, the Corrections Management Schedule, the Deputy Sheriff Schedule and the Fire Management Schedule 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 Alliance, Lodge 21; and
- (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 and
- (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 Local 112 of the International Union of Police Associations.
- (6) *D Schedule* for employees within the unit description as contained in the collective bargaining agreement between the County and Local 107 of the International Union of Police Associations.

<sup>1</sup> All salary schedules adopted for Fiscal Year 2010 are subject to the Furlough Plan adopted by the County Council, unless employees are specifically excluded by the Plan.

**Howard County General Salary Schedule<sup>1</sup> FY 10**

| <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> |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| A            | \$9.49   | \$9.81   | \$10.10  | \$10.40  | \$10.69  | \$11.04  | \$11.38  | \$11.72  | \$12.08  | \$12.46   | \$12.82   | \$13.20   | \$13.60   | \$14.02   | \$14.44   | \$14.87   | \$15.32   |
| B            | \$10.53  | \$10.85  | \$11.19  | \$11.53  | \$11.88  | \$12.25  | \$12.61  | \$12.99  | \$13.39  | \$13.79   | \$14.21   | \$14.63   | \$15.08   | \$15.53   | \$16.00   | \$16.48   | \$16.97   |
| C            | \$11.65  | \$12.01  | \$12.38  | \$12.75  | \$13.14  | \$13.53  | \$13.95  | \$14.38  | \$14.84  | \$15.26   | \$15.76   | \$16.20   | \$16.72   | \$17.22   | \$17.74   | \$18.27   | \$18.82   |
| D            | \$12.90  | \$13.32  | \$13.74  | \$14.13  | \$14.56  | \$15.01  | \$15.47  | \$15.91  | \$16.42  | \$16.92   | \$17.42   | \$17.97   | \$18.50   | \$19.08   | \$19.65   | \$20.24   | \$20.86   |
| E            | \$14.31  | \$14.73  | \$15.20  | \$15.66  | \$16.14  | \$16.63  | \$17.13  | \$17.65  | \$18.17  | \$18.77   | \$19.33   | \$19.88   | \$20.49   | \$21.12   | \$21.75   | \$22.40   | \$23.08   |
| F            | \$15.85  | \$16.34  | \$16.84  | \$17.35  | \$17.89  | \$18.44  | \$18.99  | \$19.55  | \$20.16  | \$20.78   | \$21.40   | \$22.05   | \$22.71   | \$23.40   | \$24.11   | \$24.84   | \$25.60   |
| G            | \$17.57  | \$18.11  | \$18.66  | \$19.22  | \$19.81  | \$20.42  | \$21.03  | \$21.68  | \$22.35  | \$23.01   | \$23.71   | \$24.42   | \$25.16   | \$25.94   | \$26.73   | \$27.53   | \$28.36   |
| H            | \$19.46  | \$20.06  | \$20.66  | \$21.31  | \$21.95  | \$22.62  | \$23.31  | \$24.02  | \$24.76  | \$25.49   | \$26.28   | \$27.08   | \$27.89   | \$28.75   | \$29.62   | \$30.51   | \$31.44   |
| I            | \$21.56  | \$22.23  | \$22.92  | \$23.61  | \$24.33  | \$25.07  | \$25.83  | \$26.59  | \$27.39  | \$28.26   | \$29.11   | \$29.99   | \$30.89   | \$31.84   | \$32.81   | \$33.79   | \$34.80   |
| J            | \$23.91  | \$24.63  | \$25.37  | \$26.14  | \$26.94  | \$27.74  | \$28.60  | \$29.48  | \$30.35  | \$31.30   | \$32.25   | \$33.22   | \$34.23   | \$35.27   | \$36.33   | \$37.42   | \$38.54   |
| K            | \$26.47  | \$27.27  | \$28.10  | \$28.94  | \$29.87  | \$30.75  | \$31.71  | \$32.66  | \$33.65  | \$34.67   | \$35.72   | \$36.79   | \$37.90   | \$39.05   | \$40.23   | \$41.44   | \$42.69   |
| L            | \$29.33  | \$30.24  | \$31.16  | \$32.06  | \$33.07  | \$34.07  | \$35.11  | \$36.16  | \$37.29  | \$38.42   | \$39.59   | \$40.78   | \$42.00   | \$43.27   | \$44.58   | \$45.93   | \$47.32   |
| M            | \$32.50  | \$33.50  | \$34.51  | \$35.56  | \$36.65  | \$37.77  | \$38.91  | \$40.08  | \$41.29  | \$42.55   | \$43.87   | \$45.19   | \$46.56   | \$47.98   | \$49.42   | \$50.91   | \$52.45   |
| N            | \$36.01  | \$37.11  | \$38.23  | \$39.39  | \$40.59  | \$41.82  | \$43.10  | \$44.42  | \$45.76  | \$47.15   | \$48.60   | \$50.06   | \$51.58   | \$53.14   | \$54.74   | \$56.39   | \$58.09   |
| O            | \$39.87  | \$41.11  | \$42.35  | \$43.62  | \$44.97  | \$46.35  | \$47.75  | \$49.20  | \$50.71  | \$52.24   | \$53.82   | \$55.48   | \$57.15   | \$58.90   | \$60.67   | \$62.49   | \$64.38   |
| P            | \$44.19  | \$45.52  | \$46.92  | \$48.36  | \$49.82  | \$51.34  | \$52.91  | \$54.50  | \$56.17  | \$57.90   | \$59.66   | \$61.47   | \$63.31   | \$65.20   | \$67.17   | \$69.20   | \$71.29   |
| Q            | \$48.94  | \$50.44  | \$51.99  | \$53.58  | \$55.21  | \$56.88  | \$58.62  | \$60.40  | \$62.24  | \$64.13   | \$66.10   | \$68.10   | \$70.16   | \$72.28   | \$74.47   | \$76.71   | \$79.02   |
| R            | \$54.24  | \$55.89  | \$57.58  | \$59.33  | \$61.15  | \$63.02  | \$64.94  | \$66.92  | \$68.95  | \$71.06   | \$73.21   | \$75.43   | \$77.71   | \$80.05   | \$82.47   | \$84.96   | \$87.54   |
| S            | \$60.10  | \$61.92  | \$63.81  | \$65.76  | \$67.77  | \$69.81  | \$71.92  | \$74.15  | \$76.41  | \$78.73   | \$81.12   | \$83.59   | \$86.13   | \$88.70   | \$91.37   | \$94.13   | \$96.97   |

Hourly rates for Police Lieutenants and Captains are contained in the *PM Schedule*, and hourly rates for Fire Captains, Battalion Chiefs, and Deputy 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, Deputy Sheriff, Corporal Deputy Sheriff, Sergeant Deputy Sheriff and Lieutenant Deputy Sheriff job classifications are paid in accordance with the *DS Schedule*.

**D Schedule<sup>1</sup> FY 10**

| <b>Pay Grade</b>                           | <b>Minimum Base Pay</b> | <b>Maximum Base Pay</b> |
|--|-------------------------|-------------------------|
| <b>F Operator</b>                          | <b>\$16.34</b>          | <b>\$26.38</b>          |
| <b>G Dispatcher</b>                        | <b>18.11</b>            | <b>29.22</b>            |
| <b>DFC Dispatcher 1<sup>st</sup> Class</b> | <b>21.76</b>            | <b>30.24</b>            |
| <b>H Senior Dispatcher</b>                 | <b>20.06</b>            | <b>32.38</b>            |

**H SCHEDULE<sup>1</sup> FY 10**

| <b>Pay Grade</b> | <b>Minimum Base Pay</b> | <b>Maximum Base Pay</b> |
|------------------|-------------------------|-------------------------|
| <b>H2</b>        | <b>\$ 12.14</b>         | <b>\$17.14</b>          |
| <b>H 3</b>       | <b>12.73</b>            | <b>18.00</b>            |
| <b>H 4</b>       | <b>13.72</b>            | <b>19.37</b>            |
| <b>H 5</b>       | <b>14.79</b>            | <b>20.87</b>            |
| <b>H 6</b>       | <b>15.53</b>            | <b>22.47</b>            |
| <b>H 7</b>       | <b>16.33</b>            | <b>24.19</b>            |
| <b>H 8</b>       | <b>17.53</b>            | <b>26.07</b>            |
| <b>H 9</b>       | <b>19.86</b>            | <b>29.51</b>            |

**P SCHEDULE<sup>1</sup> FY 10**

| <b>Pay Grade</b> | <b>Minimum Base Pay</b> | <b>Maximum Base Pay</b> | <b>PL 15</b> | <b>PL 16</b> | <b>PL 17</b> | <b>PL20</b>  |
|------------------|-------------------------|-------------------------|--------------|--------------|--------------|--------------|
| <b>PO</b>        | <b>22.08</b>            | <b>33.36</b>            | <b>34.53</b> | <b>35.66</b> | <b>36.81</b> | <b>38.00</b> |
| <b>PFC</b>       | <b>25.35</b>            | <b>34.53</b>            | <b>35.66</b> | <b>36.81</b> | <b>38.00</b> | <b>39.24</b> |
| <b>CPL</b>       | <b>28.12</b>            | <b>36.99</b>            | <b>38.19</b> | <b>39.43</b> | <b>40.71</b> | <b>42.03</b> |

**PS SCHEDULE<sup>1</sup> FY 10**

| <b>Steps</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>L 15</b>    | <b>L 16</b>    | <b>L 17</b>    | <b>L 20</b>  |
|-----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|--------------|
| <b>Rank</b>     |                |                |                |                |                |                |                |                |                |                |                |                |              |
| <b>mos.</b>     | <b>60</b>      | <b>72</b>      | <b>84</b>      | <b>96</b>      | <b>108</b>     | <b>120</b>     | <b>132</b>     | <b>144</b>     | <b>168</b>     | <b>180</b>     | <b>192</b>     | <b>204</b>     | <b>240</b>   |
| <b>Sergeant</b> |                |                |                |                |                |                |                |                |                |                |                |                |              |
| <b>(PS)</b>     | <b>\$31.11</b> | <b>\$32.16</b> | <b>\$33.30</b> | <b>\$34.46</b> | <b>\$35.67</b> | <b>\$36.95</b> | <b>\$38.21</b> | <b>\$39.60</b> | <b>\$40.95</b> | <b>\$42.28</b> | <b>\$43.65</b> | <b>\$45.07</b> | <b>46.53</b> |

**PM SCHEDULE<sup>1</sup> FY 10**

|                                  |                |                |                |                |                |                |                |                |                |                |
|----------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| <b>Lieutenant mos.<br/>(PM2)</b> |                |                |                |                |                |                |                |                |                |                |
|                                  | 72             | 84             | 96             | 108            | 120            | 132            | 144            | 156            | 168            | 180            |
|                                  | <b>\$33.30</b> | <b>\$34.46</b> | <b>\$35.68</b> | <b>\$36.95</b> | <b>\$38.21</b> | <b>\$39.60</b> | <b>\$40.95</b> | <b>\$42.39</b> | <b>\$43.87</b> | <b>\$45.39</b> |
| <b>Captain mos.<br/>(PM3)</b>    |                |                |                |                |                |                |                |                |                |                |
|                                  | 84             | 96             | 108            | 120            | 132            | 144            | 156            | 168            | 180            | 192            |
|                                  | <b>\$39.76</b> | <b>\$41.14</b> | <b>\$42.62</b> | <b>\$44.08</b> | <b>\$45.63</b> | <b>\$47.22</b> | <b>\$48.87</b> | <b>\$50.56</b> | <b>\$52.34</b> | <b>\$54.19</b> |

NOTE: An employee paid according to the *PM Schedule* shall receive, upon completion of 16, 17, 18 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<sup>1</sup> FY 10 (Eff. 7/1/2009)**

|             | <b>Minimum Base Pay</b> | <b>Maximum Base Pay</b> |
|-------------|-------------------------|-------------------------|
| <b>D 40</b> | <b>\$19.30</b>          | <b>\$19.90</b>          |
| <b>D 48</b> | <b>16.08</b>            | <b>16.58</b>            |
| <b>E 40</b> | <b>20.09</b>            | <b>29.64</b>            |
| <b>E 48</b> | <b>16.74</b>            | <b>24.70</b>            |
| <b>F 40</b> | <b>22.28</b>            | <b>32.86</b>            |
| <b>F 48</b> | <b>18.57</b>            | <b>27.38</b>            |
| <b>G 40</b> | <b>22.76</b>            | <b>33.34</b>            |
| <b>G 48</b> | <b>18.97</b>            | <b>27.78</b>            |
| <b>H 40</b> | <b>24.68</b>            | <b>36.43</b>            |
| <b>H 48</b> | <b>20.57</b>            | <b>30.36</b>            |
| <b>I 40</b> | <b>25.16</b>            | <b>36.91</b>            |
| <b>I 48</b> | <b>20.97</b>            | <b>30.76</b>            |
| <b>J 40</b> | <b>27.34</b>            | <b>40.39</b>            |
| <b>J 48</b> | <b>22.78</b>            | <b>33.66</b>            |

**F Schedule<sup>1</sup> FY 10 (Eff. 1/1/2010)**

| <b>Pay Grade</b> | <b>Minimum Base Pay</b> | <b>Maximum Base Pay</b> |
|------------------|-------------------------|-------------------------|
| <b>D 40</b>      | <b>\$20.45</b>          | <b>\$21.08</b>          |
| <b>D 48</b>      | <b>17.04</b>            | <b>17.57</b>            |
| <b>E 40</b>      | <b>21.29</b>            | <b>31.42</b>            |
| <b>E 48</b>      | <b>17.74</b>            | <b>26.18</b>            |
| <b>F 40</b>      | <b>23.62</b>            | <b>34.82</b>            |
| <b>F 48</b>      | <b>19.68</b>            | <b>29.02</b>            |
| <b>G 40</b>      | <b>24.10</b>            | <b>35.30</b>            |
| <b>G 48</b>      | <b>20.08</b>            | <b>29.42</b>            |
| <b>H 40</b>      | <b>26.16</b>            | <b>38.62</b>            |
| <b>H 48</b>      | <b>21.80</b>            | <b>32.18</b>            |
| <b>I 40</b>      | <b>26.64</b>            | <b>39.10</b>            |
| <b>I 48</b>      | <b>22.20</b>            | <b>32.58</b>            |
| <b>J 40</b>      | <b>28.98</b>            | <b>42.82</b>            |
| <b>J48</b>       | <b>24.15</b>            | <b>35.68</b>            |

**FM Schedule<sup>1</sup> FY 10 (Eff. 7/1/2009)**

| <b>Steps</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>months</b>     | <b>66</b>      | <b>78</b>      | <b>90</b>      | <b>102</b>     | <b>114</b>     | <b>126</b>     | <b>138</b>     | <b>150</b>     | <b>162</b>     | <b>174</b>     | <b>186</b>     | <b>210</b>     | <b>234</b>     | <b>258</b>     |
| <b>Captain</b>    |                |                |                |                |                |                |                |                |                |                |                |                |                |                |
| <b>40 hrs</b>     | <b>\$30.58</b> | <b>\$31.50</b> | <b>\$32.44</b> | <b>\$33.47</b> | <b>\$34.49</b> | <b>\$35.53</b> | <b>\$36.62</b> | <b>\$37.70</b> | <b>\$38.86</b> | <b>\$40.03</b> | <b>\$41.27</b> | <b>\$42.53</b> | <b>\$43.80</b> | <b>\$45.13</b> |
| <b>48 hrs</b>     | <b>\$25.48</b> | <b>\$26.25</b> | <b>\$27.03</b> | <b>\$27.89</b> | <b>\$28.74</b> | <b>\$29.61</b> | <b>\$30.52</b> | <b>\$31.42</b> | <b>\$32.38</b> | <b>\$33.36</b> | <b>\$34.39</b> | <b>\$35.44</b> | <b>\$36.50</b> | <b>\$37.61</b> |
| <b>months</b>     | <b>78</b>      | <b>90</b>      | <b>102</b>     | <b>114</b>     | <b>126</b>     | <b>138</b>     | <b>150</b>     | <b>162</b>     | <b>174</b>     | <b>186</b>     | <b>198</b>     | <b>222</b>     | <b>246</b>     | <b>270</b>     |
| <b>Batt Chief</b> |                |                |                |                |                |                |                |                |                |                |                |                |                |                |
| <b>40 hrs</b>     | <b>\$33.90</b> | <b>\$34.88</b> | <b>\$35.98</b> | <b>\$37.06</b> | <b>\$38.18</b> | <b>\$39.35</b> | <b>\$40.58</b> | <b>\$41.80</b> | <b>\$43.07</b> | <b>\$44.35</b> | <b>\$45.72</b> | <b>\$47.11</b> | <b>\$48.52</b> | <b>\$49.98</b> |
| <b>48 hrs</b>     | <b>\$28.25</b> | <b>\$29.07</b> | <b>\$29.98</b> | <b>\$30.88</b> | <b>\$31.82</b> | <b>\$32.79</b> | <b>\$33.82</b> | <b>\$34.83</b> | <b>\$35.89</b> | <b>\$36.96</b> | <b>\$38.10</b> | <b>\$39.26</b> | <b>\$40.43</b> | <b>\$41.65</b> |
| <b>months</b>     | <b>90</b>      | <b>102</b>     | <b>114</b>     | <b>126</b>     | <b>138</b>     | <b>150</b>     | <b>162</b>     | <b>174</b>     | <b>186</b>     | <b>198</b>     | <b>210</b>     | <b>234</b>     | <b>258</b>     | <b>282</b>     |
| <b>Dep Chief</b>  |                |                |                |                |                |                |                |                |                |                |                |                |                |                |
| <b>40 hrs</b>     | <b>\$39.27</b> | <b>\$40.47</b> | <b>\$41.70</b> | <b>\$42.95</b> | <b>\$44.27</b> | <b>\$45.59</b> | <b>\$46.99</b> | <b>\$48.44</b> | <b>\$49.89</b> | <b>\$51.43</b> | <b>\$53.00</b> | <b>\$54.58</b> | <b>\$56.24</b> | <b>\$57.94</b> |

**FM Schedule<sup>1</sup> FY 10 (Eff. 1/1/2010)**

| <b>Steps</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> |
|-------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|-----------|-----------|-----------|-----------|
| months            | 66       | 78       | 90       | 102      | 114      | 126      | 138      | 150      | 162      | 174       | 186       | 210       | 234       | 258       |
| <b>Captain</b>    |          |          |          |          |          |          |          |          |          |           |           |           |           |           |
| 40 hrs            | \$32.41  | \$33.40  | \$34.48  | \$35.47  | \$36.55  | \$37.67  | \$38.82  | \$39.97  | \$41.18  | \$42.43   | \$43.74   | \$45.08   | \$46.43   | \$47.84   |
| 48 hrs            | \$27.01  | \$27.83  | \$28.65  | \$29.56  | \$30.46  | \$31.39  | \$32.35  | \$33.31  | \$34.32  | \$35.36   | \$36.45   | \$37.57   | \$38.69   | \$39.87   |
|                   |          |          |          |          |          |          |          |          |          |           |           |           |           |           |
| months            | 78       | 90       | 102      | 114      | 126      | 138      | 150      | 162      | 174      | 186       | 198       | 222       | 246       | 270       |
| <b>Batt Chief</b> |          |          |          |          |          |          |          |          |          |           |           |           |           |           |
| 40 hrs            | \$35.94  | \$36.97  | \$38.14  | \$39.28  | \$40.48  | \$41.71  | \$43.02  | \$44.30  | \$45.65  | \$47.02   | \$48.47   | \$49.94   | \$51.43   | \$52.98   |
| 48 hrs            | \$29.95  | \$30.81  | \$31.78  | \$32.73  | \$33.73  | \$34.76  | \$35.85  | \$36.92  | \$38.04  | \$39.18   | \$40.39   | \$41.62   | \$42.86   | \$44.15   |
|                   |          |          |          |          |          |          |          |          |          |           |           |           |           |           |
| months            | 90       | 102      | 114      | 126      | 138      | 150      | 162      | 174      | 186      | 198       | 210       | 234       | 258       | 282       |
| <b>Dep Chief</b>  |          |          |          |          |          |          |          |          |          |           |           |           |           |           |
| 40 hrs            | \$41.63  | \$42.90  | \$44.20  | \$45.53  | \$46.93  | \$48.33  | \$49.81  | \$51.35  | \$52.88  | \$54.52   | \$56.18   | \$57.85   | \$59.61   | \$61.42   |

**C Schedule<sup>1</sup> FY 10**

| <b>Pay Grade</b> | <b>Minimum Base Pay</b> | <b>Maximum Base Pay</b> |
|------------------|-------------------------|-------------------------|
| <b>C2</b>        | \$17.83                 | \$27.88                 |
| <b>C3</b>        | 19.60                   | 30.66                   |
| <b>C4</b>        | 21.88                   | 34.23                   |

**CM Schedule<sup>1</sup> FY 10**

| <b>Pay Grade</b> | <b>Minimum Base Pay</b> | <b>Maximum Base Pay</b> |
|------------------|-------------------------|-------------------------|
| <b>CM1</b>       | \$23.91                 | \$37.39                 |
| <b>CM2</b>       | 26.47                   | 41.40                   |

**DS Schedule<sup>1</sup> FY 10**

| <b>Grade</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>15</b> | <b>16</b> | <b>17</b> |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| DS1          | \$15.16  | \$15.61  | \$16.12  | \$16.59  | \$17.11  | \$17.63  | \$18.16  | \$18.72  | \$19.26  | \$19.89   | \$20.50   | \$21.07   | \$21.71   | \$22.38   | \$23.06   | \$23.75   | \$24.46   |
| DS2          | \$16.80  | \$17.32  | \$17.85  | \$18.39  | \$18.96  | \$19.55  | \$20.13  | \$20.72  | \$21.07  | \$22.03   | \$22.68   | \$23.37   | \$24.07   | \$24.80   | \$25.66   | \$26.33   | \$27.14   |
| DS[2]3       | \$18.62  | \$19.19  | \$19.79  | \$20.37  | \$20.99  | \$21.65  | \$22.30  | \$22.98  | \$23.69  | \$24.39   | \$25.13   | \$25.88   | \$26.68   | \$27.49   | \$28.34   | \$29.18   | \$30.06   |
| DS[3]4       | \$20.62  | \$21.27  | \$21.90  | \$22.59  | \$23.27  | \$23.98  | \$24.71  | \$25.46  | \$26.24  | \$27.03   | \$27.85   | \$28.71   | \$29.56   | \$30.47   | \$31.40   | \$32.34   | \$33.32   |
| DS[4]5       | \$22.86  | \$23.56  | \$24.30  | \$25.03  | \$25.79  | \$26.57  | \$27.38  | \$28.19  | \$29.04  | \$29.96   | \$30.86   | \$31.80   | \$32.74   | \$33.74   | \$34.77   | \$35.82   | \$36.89   |
| DS[5]6       | \$25.34  | \$26.10  | \$26.89  | \$27.71  | \$28.56  | \$29.41  | \$30.32  | \$31.25  | \$32.18  | \$33.18   | \$34.19   | \$35.22   | \$36.28   | \$37.38   | \$38.51   | \$39.67   | \$40.86   |

**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 Deputy 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>Dep. Ch.</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) “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 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) Deputized employees in the Sheriff's Department who work
  - (i) A shift beginning between 12:59 PM and 5:59 PM shall receive a shift differential of 5% for all hours worked during the shift, or
  - (ii) An evening shift beginning at 6 PM or later shall receive a shift differential of 8.3% for all hours worked during the shift.
- (5) Sworn members of the Howard County Police Department are not eligible for shift differential pay, except that:
  - (i) Lieutenants who worked a shift beginning between 5:00 p.m. and 4:59 a.m. shall receive a shift differential increment of 8.3% over their base hourly rate of pay; and
  - (ii) Lieutenants who worked a shift beginning between 1:00 p.m. and 8:59 p.m. shall receive a shift differential increment of 5% per hour 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% per hour shift differential for the entire shift.

(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 times 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 P.m. New Year's Day
    - 7 a.m. to 7 p.m. Thanksgiving Day
    - 7 p.m. to 7 a.m. Thanksgiving Day
    - 7 a.m. to 7 p.m. July 4<sup>th</sup>
    - 7 p.m. to 7 a.m. July 4<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.
- (4) Fire Captains, Battalion Chiefs and Deputy 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
- (5) 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

*(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 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.
- (3) Employees earning premium compensation under this section shall be ineligible for Stand-by pay.
- (4) A Police Lieutenant or Captain 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. A Deputy 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. A Deputy 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. A Deputy 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 \$1.00 per hour 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.* A Deputy 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.* Concluding in fiscal year 2011, fire management employees in the classes of Deputy Chief, Battalion Chief and Fire Captain shall be eligible for an annual \$250.00 annual physical fitness allowance.

(f) *ASE Certification for Management Employees of the Fleet Maintenance Division.*

An Operations Supervisor I or II assigned to the Fleet Maintenance Division of the Office of Central Services, Department of County Administration, is eligible to receive a premium of \$0.05 per hour for each ASE Certificate maintained in accordance with Departmental policy, which shall be added to the base wage. Failure to maintain a Certificate will result in forfeiture of the premium pay.

(g) *Commercial Driver's License Premium*

Employees in the job classifications of Operations Supervisor I, Operations Supervisor II and 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 per hour, for all hours worked, after having completed ten (10) years of continuous service with the Department of Corrections.

(i) *Uniformed Employees In The Sheriff's Office*

Sheriff's Office employees in the Job Classifications of Deputy Sheriff, Corporal Deputy Sheriff, Sergeant Deputy Sheriff and Lieutenant Deputy Sheriff shall receive:

- (1) a quarterly clothing allowance of \$264 when assigned as full time warrant detectives;
- (2) \$50 per diem when assigned to field officer training duties for at least 6 hours a day;
- (3) \$220 annually when assigned to the honor guard detail;
- (4) \$1,100 annually when assigned as a warrant detective.

(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) *Clothing Allowance For Emergency Communications Supervisors*

Emergency Communication Supervisors Shall Receive A Maximum Of \$30 Per Month For uniform cleaning services.

(l) *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.

(m) *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.

(n) *Language Fluency Pay For Emergency Communications Supervisors*

As provided by the Chief of Police, Communications Supervisors who have demonstrated fluency in a foreign language and who provide translation services for the County shall be paid \$1,200 annually.

**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.
- (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.

(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) *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: 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) 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.
  - (3) An Emergency Communication Supervisor and 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.
  - (4) Fire Captains and Battalion Chiefs shall be paid overtime at one and one-half times their regular hourly rate for hours worked in excess of the work periods established for fire protection employees under Section 207(k) of the FLSA.

Fire Captains, Battalion Chiefs and Deputy Chiefs who are called in or held over to work outside their regular shift shall be paid a minimum of three hours at time and one-half, except that employees held over on an emergency response will be paid time and one-half for actual hours worked.

- (5) Corporal Deputy Sheriff, Sergeant Deputy Sheriff, and Lieutenant Deputy Sheriff 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.
  - (6) 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.
  - (7) Except as provided in paragraphs (1) - (4) 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.
  - (8) 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.
- (f) *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) 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 fail to return to work from a 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

| <b>Class Code</b> | <b>Classification</b>                  | <b>Pay Grade</b> |
|-------------------|--|------------------|
| 1209              | Purchasing Administrator               | 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                |
| 1411              | Administrative Aide                    | G                |
| 1412              | Administrative Technician              | H                |
| 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                |
| 2118              | Police Services Support Specialist     | J                |

| <b>Class Code</b> | <b>Classification</b>                   | <b>Pay Grade</b> |
|-------------------|---|------------------|
| 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                |
| 2225              | Correctional Program Supervisor III     | L                |
| 2223              | Correctional Captain                    | CM2              |
| 2221              | Corrections Program Supervisor II       | K                |
| 2219              | Detention Center Nurse                  | J                |
| 2217              | Correctional Lieutenant                 | CM1              |
| 2213              | Correctional Specialist                 | I                |
| 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                |
| 2305              | Senior Dispatcher                       | DH               |
| 2304              | Dispatcher First Class                  | DFC              |
| 2303              | Dispatcher                              | DG               |
| 2301              | Emergency Communications Operator       | DF               |
| 2401              | Security Officer I                      | B                |
| 2515              | Deputy Chief (Fire and Rescue Services) | FM3              |
| 2513              | Battalion Chief                         | FM2 (P) (A)      |
| 2511              | Fire Captain                            | FM1 (P) (A)      |
| 2507              | Firefighter Lieutenant                  | J (P) (A)        |

| <b>Class Code</b> | <b>Classification</b>              | <b>Pay Grade</b> |
|-------------------|------------------------------------|------------------|
| 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                |
| 3119              | Engineering Manager II **          | P                |
| 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              | 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                |
| 3306              | Regulation Inspector II            | I                |

| <b>Class Code</b> | <b>Classification</b>                     | <b>Pay Grade</b> |
|-------------------|---|------------------|
| 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 <sup>ASE</sup>   | 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 |
| 5127 | Natural Resource Program Manager II     | J |
| 5125 | Natural Resource Program Manager I      | I |
| 5123 | Natural Resource Technician II          | G |
| 5121 | Natural Resource Technician I           | F |
| 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 |
| 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 |

\*\* Applies only to an individual in this classification appointed before July 1, 1993.

**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.

**ASE** Employees assigned to fleet maintenance operations shall receive \$.05 per hour for each ASE certificate maintained which shall be added to base wage.

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

| <b>Class Code</b> | <b>Classification</b>   | <b>Pay Grade</b> |
|-------------------|---|------------------|
| 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   | DS 4             |
| 2405              | Deputy Sheriff  | DS 3             |

| <b>Class Code</b> | <b>Classification</b>  | <b>Pay Grade</b> |
|-------------------|--|------------------|
| <b>2404</b>       | <b>Security Officer III</b>                                  | DS 2             |
| 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**

| <b>Class Code</b> | <b>Classification</b>  | <b>Pay Grade</b> |
|-------------------|--|------------------|
| 1119              | Chief Administrative Officer                                       | S                |
| 1117              | Deputy Chief Administrative Officer                                | Q                |
| 1116              | Chief of Staff   | Q                |
| 1115              | Administrator to County Council                                    | P                |
| 1113              | Human Resources Administrator                                      | O                |
| 1111              | Labor Relations Coordinator  | N                |
| 1109              | Environment And 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                                 | J                |
| 1217              | Director of Finance  | P                |
| 1215              | County Auditor   | P                |
| 1213              | Budget Administrator   | P                |
| 1211              | Deputy Director of Finance   | O                |
| 1412              | Administrative Technician - Secretary to County Solicitor          | H                |

| <b>Class Code</b> | <b>Classification</b>  | <b>Pay Grade</b> |
|-------------------|--|------------------|
| 1413              | Administrative Assistant - Board of Appeals  | 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                |
| 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 Specialist  | K                |
| 2129              | Chief of Police  | R                |
| 2127              | Police Major   | P                |
| 2229              | Director of Corrections  | P                |
| 2227              | Deputy Director of Corrections   | N                |
| 2519              | Chief, Fire & Rescue Services  | Q                |
| 2517              | Assistant Chief  | O                |
| 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                                  | Q |
| 4221 | Information Systems Services Administrator                                     | 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 |

\* Applies only to an individual in this classification appointed on or after July 1, 1993.

**Position Classification Codes and Pay Grades for Grant-Funded Employees**

| <b>Class Code</b> | <b>Classification</b>  | <b>Pay Grade</b> |
|-------------------|--|------------------|
| 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 Local 86 of the International  
Union of Police Associations**

| <b>Class Code</b> | <b>Classification</b>         | <b>Pay Grade</b> |
|-------------------|-------------------------------|------------------|
| 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**

| <b>Class Code</b> | <b>Classification</b>                 | <b>Pay Grade</b> |
|-------------------|---------------------------------------|------------------|
| 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               |

| <b>Class Code</b> | <b>Classification</b>                | <b>Pay Grade</b> |
|-------------------|--------------------------------------|------------------|
| 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               |

### 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 | \$18.00/hour                    |
| Service-Maintenance    | Minimum Wage | \$15.00/hour                    |
| Special Project        | \$30.00      | \$75.00 Req. Executive Approval |