
SALARY SURVEY COMMITTEE
FINAL RECOMMENDATIONS FOR AMENDMENTS
TO TITLE 27 - HUMAN RESOURCE ORDINANCE
DECEMBER 6, 1999

STRIKE - ~~STRIKE~~ - INDICATES DELETE
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TITLE 27 - Human Resources Ordinance

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TITLE 27. HUMAN RESOURCES

Subtitle I. DEFINITIONS AND WORD USAGE

27-101. Definitions. In this subtitle, the following words have the meanings indicated.

(a) *Anniversary Date.*

"Anniversary Date" means the date of employment of an employee by the Queen Anne's County Government as either a full or part time employee. For persons who began employment as contractual workers, the employee's anniversary date shall be the date upon which the employee converted from status as a contractual worker to that of a member of either the Classified or Professional and Executive services.

(b) *Annual Leave.*

"Annual Leave" means the employment benefit awarded to all full time County employees which allows them to be absent from the work place while continuing to receive pay at their regular rate.

(c) *Appeal.*

"Appeal" means an action by a member of the Classified service pertaining to a personnel action.

(d) *Appointing Authority.*

"Appointing Authority" means the designated position responsible for making the decision to appoint and terminate persons occupying non-elected classes work positions within the County government.

(e) *Class of Work.*

"Class of Work" means a grouping of positions bearing the same title which are assigned to the same pay grade on a County salary scale.

(f) *Classification.*

"Classification" means the process of systematically examining and evaluating the

duties, responsibilities and overall value of positions and classes of work to the County and, thereafter, assigning positions to an appropriate class of work and all classes of work to an appropriate grade on a County pay scale.

(g) *Classified Service.*

"Classified Service" consists of those full and part time positions which are designated ~~in this Ordinance~~ as such by resolution of the County Commissioners.

(h) *Compensation.*

"Compensation" means salary, wages, and allowances of any type paid to an employee or contractual worker, and compensatory leave.

(i) *Compensation Plan.*

"Compensation Plan" shall consist of:

- (1) The salary schedules for both the Classified Service and the Professional and Executive Service; and
- (2) The grading of classes for salary purposes as depicted in Section VI. of this Ordinance.

(j) *Compensatory Leave.*

"Compensatory Leave" is a leave benefit which an employee elects to receive for working in excess of normal work week in lieu of overtime pay.

(k) *Contractual Worker.*

"Contractual Worker" is a person who is employed by the County under an employment contract or agreement.

(l) *Controlled Substance.*

"Controlled substance" includes the following for employees other than sworn members of the Sheriff's Office; marijuana, cocaine, opiates, phencyclidine (PCP) and amphetamines. For sworn members of the Sheriff's Office, the term includes, in addition to the foregoing substances, barbiturates, propoxyphene and benzodiazepine.

(m) *Demotion.*

"Demotion" means the movement of an employee from a class of work to another class of work which is assigned to another grade on a County salary scale which is lower than the class of work previously occupied by the employee.

(n) *Duty Status.*

"Duty Status" is the period of time and status an employee occupies when regardless of physical location, he or she is performing assigned duties and responsibilities for the County.

(o) *Eligibility List.*

"Eligibility List" is a list of persons who have successfully completed all phases of the selection process for a position or position series and are eligible for appointment to the position or positions.

(p) *Exempt Service.*

"Exempt Service" consists of officials and employees of the County specified herein who are exempt from certain provisions of this Ordinance as hereafter specified.

(q) *Holiday.*

"Holiday" is any week day so designated by the County Commissioners on which the Queen Anne's County government is closed for business on a prescheduled basis.

(r) *Immediate Family.*

"Immediate Family" means a spouse, children, mother, father, sister, brother, guardian, grandparents, and grandchildren; and the various combinations of half, step, in-law and adopted relationships which can be derived from those named who reside in the employee's household.

(s) *Labor Market.*

"Labor Market" consists of the counties of Talbot, Kent, Wicomico, Worcester, Prince Georges, Caroline and Anne Arundel, the Maryland State Police and the cities of Easton, Chestertown, and Annapolis, the Chesapeake Bay Foundation; Harms and Associates; or as determined by the County Commissioners.

(t) *Leave Status.*

"Leave Status" means the status an employee occupies while scheduled for work but during which he or she is absent from work. Leave status may be paid or unpaid.

(u) *Leave Without Pay.*

"Leave Without Pay" means the status an employee occupies when he or she is absent from a scheduled duty status while not on an approved leave status and during which time the employee's right to receive payment of salary is suspended.

(v) *Over Maximum Salary.*

"Over Maximum Salary" is a term which applies to an employee who, as of the date of a county classification study, was making an amount which was in excess of the salary properly assigned to the position they occupy and whose salary has been deemed not eligible for increase until it falls within the General Salary Schedule as that Schedule is periodically adjusted.

(w) *Overtime.*

"Overtime" refers to those hours worked by an employee in excess of forty (40) worked during any County work week.

(x) *Paid Leave.*

"Paid Leave" is the period of time and status an employee occupies when he or she is not required to perform any work but during which he or she is entitled to be paid. Payment to an employee on leave status shall not exceed the regular hourly rate of pay the employee would normally receive had he or she been in duty status.

(y) *Personnel Action.*

- (1) A "Personnel Action" shall include, with respect to any non-probationary member of the Classified service;
 - (i) Any evaluation of job performance which reports unsatisfactory performance;
 - (ii) Written reprimand;
 - (iii) Suspension without pay;
 - (iv) Reclassification with a reduction or loss of associated compensation;
 - (v) Demotion; and
 - (vi) Termination from employment.
- (2) A "Personnel Action" shall not include:
 - (i) Any evaluation of job performance which reports performance which is better than unsatisfactory;
 - (ii) Oral reprimand;
 - (iii) Suspension with pay;
 - (iv) Reclassification without a reduction or loss of associated compensation; or
 - (v) Other personnel status change.

(z) *Position.*

"Position" is a budgeted and authorized grouping of tasks, duties and functions. A position may be either occupied by an employee or vacant.

(aa) *Professional and Executive Service.*

"Professional and Executive Service" consists of those professional County staff members designated as such ~~in this Ordinance~~ **by resolution of the County Commissioners** and all department directors and persons who serve at the pleasure of the County Commissioners.

(bb) *Promotion.*

"Promotion" means the movement of an employee from a class of work to another class of work which is assigned to a grade on a County salary scale which is higher than the class of work previously occupied by the employee.

(cc) *Re-Classification.*

"Re-Classification" is the processes of systematically re-examining and re-evaluating the duties, responsibilities assigned to an employee to ascertain;

- (1) Whether the employee is assigned to the proper class of work; or
- (2) Whether the class of work of which the employee's position is a part is assigned to the proper salary grade.

(dd) *Reduction in Force.*

"Reduction in Force" means the deletion of any full-time position from the County budget due to a reduction of the County services, elimination of County services or insufficient funds.

(ee) *Salary.*

"Salary" means the cash compensation that shall be paid for work performed by employees during duty status.

(ff) *Salary Grade.*

"Salary Grade" means ~~one of a fifteen (15) step range of rates of pay~~ **the minimum and maximum amounts depicted for each of the pay grades** as shown on the Classified Employees Salary Schedule, or the minimum and maximum amounts depicted for each of the five pay grades on the Professional and Executive Salary Schedule.

~~(gg) *Salary Step.*~~

~~"Salary Step" means one of a twelve (12) step range of rates of pay and three (3) longevity rates of pay assigned to a salary grade.~~

(hh ~~gg~~) *Sick Leave.*

"Sick Leave" means that employment benefit awarded to all full time County employees which allows them to be absent from the work place when they are incapacitated by illness or injury and unable to perform their assigned duties and responsibilities while continuing to receive pay at their regular rate.

(ii ~~hh~~) *Temporary Transfer Pay.*

"Temporary Transfer Pay" means the amount of salary in addition to or deducted from an employee's normal salary as a result of the assignment of greater or lesser duties and job duties and responsibilities as specified in this Policy.

(jj ~~ii~~) *Work Week.*

"Work Week" refers to the official County work week which commences at 12:01 AM on Wednesday and concludes at 12:00 PM the following Tuesday.

27-102. Rules of Interpretation. In this Subtitle, the provisions and rules of this section shall be observed and applied, except where the context clearly requires otherwise.

(a) *Verb Tense.*

Words used or defines in one tense or form shall include other tenses and derivative forms.

(b) *Masculine and Feminine Gender.*

The masculine gender shall include the feminine, and the feminine gender shall include the masculine.

(c) *"Shall"*

The word "shall" is mandatory.

(d) *"May"*

The word "may" is permissive.

(e) *Text Controls.*

In case of any difference in the meaning or implication between the text of this subtitle and any caption, illustration, or table, the text shall control.