



Appendices
PDR: A, C
RTM: MSS.5

MSS – MANAGER SELF SERVICE

Appendix A

Notification Only

Notification Only

The following processes require **Manager Notification only**. The system shall provide the capability to send process notifications to the Manager as indicated on the following process flow diagrams:

Process	Notification
Termination – PIN Abolished	Employee termination - PIN Abolished
Termination – Laid Off from an Allocated Position	Employee termination – Laid Off from Allocated Position
Termination – Retired	Employee retirement
Contractual Job Requisition & Position Number Request	Initiate Contractual Job Requisition & Position Number Request
Contractual Job Requisition (Existing Position Number)	Initiate Contractual Job Requisition (Existing Position Number)
Contractual Conversion Request	Initiate Contractual Conversion Request
Contractual Renewal Request	Initiate Contractual Renewal Request
Contractual Termination Request	Initiate Contractual Termination Request

Appendix C

Transaction Responsibility Matrix

APPENDIX C

MSS Transaction Responsibility Matrix -- Transactions

Transactions	Stakeholders												
	Employee	Supervisor/Manager	2 nd Level Manager	Agency HR	Agency Timekeeper	Agency Payroll Coordinator	Agency Appointing Authority	Agency Budget Office	DBM CAS	DBM EBD	DBM RED	Contract Manager	CPB
Matrix Key													
I = Initiate													
R = Review													
A = Approve													
N = Notification													
PERSONNEL TRANSACTIONS													
Promotion (Not from Recruiting)	-	I	A	A	N	N	A	-	A	-	-	-	N
Demotion (Not from Recruiting)	-	I	A	A	N	N	A	-	A	-	-	-	-
Salary Adjustment	-	I	A	A	-	N	A	A	A	-	-	-	N
Data Change - Change % Employed	-	I	A	A	N	N	A	N	-	N	-	-	N
Termination - Deceased	-	I	-	A	N	N	A	-	-	-	-	-	N
Termination - End of Temporary Employment	-	I	-	A	N	N	A	-	-	-	-	-	N
Termination - New Hire - No Show or Declined Offer After Acceptance	-	I	-	A	N	N	A	-	-	-	-	-	N
Termination - Leave Without Pay	-	I	-	A	N	N	A	-	-	-	-	-	N
Termination - Resigned for Military Service	-	I	-	A	N	N	A	-	-	-	-	-	N
Termination - Resigned State Service	-	I	-	A	N	N	A	-	-	-	-	-	N
Termination - Laid Off from Allocation Position	R	N	-	R	-	N	I	-	-	-	-	-	N
Termination - Retired	I	N	-	N	N	N	-	-	-	-	-	-	N
Termination - PIN Abolished	N	N	-	R	-	N	I	A	-	-	-	-	N
CONTRACTUAL EMPLOYEES													
Contractual Job Requisition & PIN Request	-	I	-	A	-	-	A	A	A	-	-	-	-
Contractual Job Requisition	-	I	-	A	-	-	A	A	A	-	-	-	-

Appendix MSS.5

Termination Transaction Workflow Requirements

MSS Termination Transaction Workflow Requirements:

The below chart represents the workflow approval and notification required based on the Termination Reason. Once submitted, the system shall send the request for approval based on the Termination Reason's workflow approval requirement below. The system shall send the transaction from one approval level to another until the transaction is approved by the final reviewer, or denied by any reviewer.

Workflow Requirements									
Reason	Deceased	End of Temporary Employment	New Hire		Leave Without Pay			Resigned for Military Service	Resigned State Service
			No Show - On First Day	Declined Offer After Acceptance	Medical	Military	Personal		
1st Approval	Agency HR	Agency HR	Agency HR		Agency HR			Agency HR	Agency HR
2nd Approval	--	--	--		Agency Appointing Authority			--	--
Notification Only	Agency Timekeeper	--	Agency Timekeeper		Agency Timekeeper			Agency Timekeeper	Agency Timekeeper
Notification Only	Agency Payroll	Agency Payroll	Agency Payroll		Agency Payroll			Agency Payroll	Agency Payroll
Notification Only	DBM EBD	--	DBM EBD		DBM EBD			DBM EBD	DBM EBD
Notification Only	CPB	CPB	CPB		CPB			--	CPB
Notification Only	Initiator	Initiator	Initiator		Initiator			Initiator	Initiator

Legal Considerations

STATE OF MARYLAND				
Executive Pay Plan - Salary Schedule				
Annual Rates Effective July 1, 2011				
Scale		Minimum	Midpoint	Maximum
ES4	9904	\$74,608	\$87,043	\$99,478
ES5	9905	\$80,160	\$93,551	\$106,940
ES6	9906	\$86,161	\$100,581	\$115,000
ES7	9907	\$92,640	\$108,175	\$123,708
ES8	9908	\$99,637	\$116,375	\$133,112
ES9	9909	\$107,196	\$125,233	\$143,270
ES10	9910	\$115,356	\$134,797	\$154,235
ES11	9911	\$124,175	\$145,128	\$166,082

EX91	9991	\$142,800	\$191,250	\$239,700
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CALCULATING BI-WEEKLY SALARY:

Annual Salary x .038251 = Bi-Weekly Salary (Leap Year)
 Bi-Weekly Salary x 26.142857 - must equal at least
 the annual salary, adding a penny until it does. (Leap
 Year)

**Department of Budget and Management
Office of Personnel Services and Benefits**

SALARY GUIDELINES FOR THE STANDARD PAY PLAN

AUTHORITY: State Personnel and Pensions Article Sections 4-106 and 8-103.
Code of Maryland Regulations 17.04.02.09.

1. GENERAL INFORMATION

A. Within the State Personnel Management System there are two pay plans: the Standard Pay Plan and the Executive Pay Plan. These pay plans are mandated in the State Personnel and Pensions Article (SPPA), Subtitle 8-101.

(1) The Standard Pay Plan currently is made up of eight salary schedules: Standard Salary Schedule, Physician Salary Schedule, Police Officer Salary Schedule, Deputy State Fire Marshall Salary Schedule, State Police Salary Schedule, Natural Resources Police Salary Schedule, and the Park Ranger Salary Schedule. Additionally some individual classifications are assigned to hourly rates of pay, daily rates of pay, flat rates and slope scales.

(2) The Executive Pay Plan consists of one salary schedule: the Executive Salary Schedule.

B. In addition to the Standard and Executive Pay Plans, there are the Institutional Educators Pay Plan and the Maryland School for the Deaf Pay Plan. These pay plans are mandated in the State Education Article, Subtitle 6-303 and 8-312 respectively.

2. SCOPE

These Guidelines only apply to employees, positions and classifications within the Standard Pay Plan.

3. DEFINITIONS

In these Guidelines, the terms have the following meanings:

(1) "Career Change Demotion" means that an employee accepts a voluntary demotion from one classification to a classification in a different occupational area with a lower maximum rate of pay

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provided that the lower paid classification is experiencing recruitment difficulties.

(2) "Demotion" means that an employee is changed from one classification to a different classification with a lower maximum rate of pay.

(3) "Flat Rate" means a fixed annual salary, which is not part of a salary grade.

(4) "General Increase" means a cost of living increase or other salary increase affecting all classifications in the Standard Salary Plan.

(5) "Increment" means an annual increase from one step to the next higher step within a salary grade.

(6) "Maximum Rate" means the highest step of a salary grade or the highest pay rate of a slope scale.

(7) "Midpoint" means a step midway between the established minimum and maximum rates of a salary grade as calculated by the Department of Budget and Management.

(8) "Minimum Rate" means the lowest step of a salary grade or the lowest pay rate of a slope scale.

(9) "Part-Time Employee" means an employee who works an average of less than 100 percent of the regular workweek.

(10) "Promotion" means that an employee is advanced from a position in one classification to a different position in a different classification with a higher maximum rate of pay.

(11) "Reclassification" means the change of a position from one classification to another classification and may be to a classification with a higher salary, lower salary, or the same salary.

(12) "Reemployment" means rehiring of a person who does not meet the requirements for reinstatement.

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- (13)"Reinstatement" means reinstatement of an employee in accordance with SPPA Subtitle 2-601.
- (14)"Salary" means monetary compensation paid for work performed and does not include differentials or other forms of pay supplements.
- (15)"Salary Adjustment" means a change of salary for all positions within a classification.
- (16)"Salary Increase" means a salary adjustment or general increase.
- (17)"Salary Grade" means a range of pay with specified steps.
- (18)"Salary Plan" means a listing of all classification titles with corresponding salary grades and pay rates, which are established in accordance with the State Personnel and Pensions Article of the Annotated Code of Maryland.
- (19)"Salary Schedule" means a listing of salary grades with steps and corresponding pay rates.
- (20)"Secretary" means the Secretary of the Department of Budget and Management.
- (21)"Slope Scale" means a continuous range of pay between minimum and maximum rates that does not contain specific steps.
- (22)"Step" means a section within a salary grade that is assigned a specific rate of pay.
- (23)"Third Quartile" means a step representing the 75th percentile of a salary grade as calculated by the Department of Budget and Management.

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4. RATES OF PAY

A. The Secretary, with the approval of the Governor, may amend the Standard Pay Plan to increase pay rates for specific classes. Pay includes annual, daily and hourly rates in the form of salary grades, slope scales and flat rates.

B. The State shall pay each employee at the rate of pay established in the Salary Plan for the employee's classification. Employees shall not be paid below the minimum rate nor above the maximum rate established for the classification.

C. The Secretary may decrease pay rates as provided in SPPA Subtitle 8-109.

5. SALARY FOR PART-TIME EMPLOYMENT

A. The State shall calculate the salary of a part-time employee by multiplying the pay rate for full-time employment determined by these Guidelines by the percentage of employment authorized.

B. The State shall calculate the percentage of employment by dividing the average number of hours authorized for the employee by the number of hours in the standard workweek for full-time employees in the same work unit or classification.

6. SALARY UPON INITIAL APPOINTMENT

A. No person appointed to any position shall enter the State Service at a rate of compensation exceeding or less than the minimum rate of pay prescribed for the classification in which the person is employed, except as specifically provided in these Guidelines.

B. Initial Appointment Up To And Including Midpoint.

(1) An appointing authority may appoint an individual to a position in the skilled or professional service at an advanced step up to and including the midpoint of the salary grade.

(2) When an advanced step is used for initial appointments in a classification, the appointing authority may increase the step of current employees in that same classification within the unit, facility or geographic region to the level of the advanced step used for initial appointments.

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(3) The midpoints of the various salary schedules are indicated on the salary schedules that are issued periodically by the Executive Director of the Office of Personnel Services within the Department of Budget and Management.

(4) Each agency shall develop its own written policy establishing the criteria for authorizing appointment above minimum salary, consistent with its program priorities and financial resources.

C. Initial Appointment Above Midpoint - Recruitment Difficulty.

(1) The Secretary may approve appointment to a position in the skilled or professional service at an advanced step above the midpoint if the appointing authority has documented recruitment difficulty at lower steps because of location, qualifications or other factors. If an eligible list or register exists for the classification, the appointing authority shall have cleared the eligible list or register of all qualified applicants at each increment step below the approved advanced step.

(2) The Secretary may approve appointment above the midpoint for a single position, a group of positions, or for all positions in a classification or a classification series. The approval may apply to all of those positions which the appointing authority determines are affected by the recruitment difficulty within a geographic area, facility or unit of State government.

(3) When an advanced step above the midpoint is used for initial appointments in a classification, the appointing authority may increase the step of current employees in that same classification within the unit, facility or geographic region to the level of the advanced step used for initial appointments.

(4) When advanced steps are granted because of recruiting difficulty and the recipient of the advanced step vacates that job or position, the employee's salary may be recalculated so that the employee maintains credit for his or her length of State Service but does not carry to a new position the benefit of the advanced step for reasons which are no longer applicable.

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(5) The termination date of such authorization for an advanced step shall be the date specified by the Secretary. The Secretary shall review the need to continue appointment above midpoint when the classification of the position or positions is salary increased.

D. The Secretary may approve appointment to a position in the skilled or professional service at an advanced step above the midpoint if the appointing authority has documented that the candidate selected has exceptional qualifications exceeding those of the other candidates on the eligible list, and the candidate selected will not accept the job at a lower step.

E. Special Appointments and Management Service

(1) An appointing authority may appoint an individual to a special appointment position or a position in the Management Service at an advanced step up to and including the third quartile of the salary grade.

(2) Notwithstanding the preceding, the Secretary may authorize an employee who is appointed to a special appointment position or a position in the Management Service, placement at any step, up to and including the maximum step of the salary grade. The reasons for the higher step shall be documented and satisfactory to the Secretary. The Secretary may delegate to the Executive Director of the Office of Personnel Services and Benefits the authority to authorize appointments to an advanced step under the above circumstances.

(3) The third quartile of the various salary schedules is indicated on the salary schedules that are issued periodically by the Executive Director of the Office of Personnel Services within the Department of Budget and Management.

F. An appointing authority may appoint an emergency employee at any step up to and including the maximum step of the salary grade.

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G. Transfer of a Contractual Employee

(1) In accordance with Section 13-304 SPPA and the Secretary Guidelines on Contractual Conversion Transfer, the appointing authority shall give the contractual employee transferring to a budgeted position credit for service in the contractual position for the purpose of establishing the step in the pay grade applicable to the budgeted position.

(2) When establishing a step in the pay grade for the contractual employee transferring to a budgeted position, consideration shall be given to the starting salary of the initial contract when that salary was established in accordance with this Section (Salary Upon Initial Appointment) of the Guidelines.

7. REEMPLOYMENT

Any former employee returning to State Service on a reemployment basis must reenter as an initial appointment at the minimum salary for the classification, unless Section 6 (Salary Upon Initial Appointment) of these Guidelines is applicable and warrants a different result.

8. REINSTATEMENT

A. When an employee retires and is receiving a retirement allowance, the employee's rate of pay shall be determined in accordance with the application of Section 7 (Reemployment) of these Guidelines.

B. When an employee is reinstated to the classification held at the time of separation, the employee shall receive the prevailing salary grade of that classification. The employee's step shall be the greater of the following:

(1) The employee shall receive the same step in a salary grade or the same rate of pay in a slope scale as formerly received.

(2) When the classification held at the time of separation is currently subjected to Sections 6B or 6C (Salary Upon Initial Appointment) of these Guidelines, the employee may receive the prevailing advanced step used for other initial appointments.

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(3) When the classification held at the time of separation has been salary adjusted, the employee's step shall be determined in accordance with Section 15 (Salary Adjustment of a Classification) of these Guidelines.

C. When an employee is reinstated to a classification different from the classification held at the time of separation, the employee's step shall be determined as follows:

(1) When the reinstated classification is at the same salary grade or slope scale as the one held at time of separation, the salary shall be determined through the application of Section 8A (Reinstatement) of these Guidelines.

(2) When the reinstated classification is at a higher grade or slope scale than the one held at time of separation, the appropriate grade and step shall be determined through the application of Section 11 (Promotion) of these Guidelines.

(3) When the reinstated classification is at a lower grade or slope scale than the one held at time of separation, the appropriate step shall be determined through the application of Section 14B (Demotion) of these Guidelines.

D. Notwithstanding any of the preceding, when an employee is reinstated to a special appointment position or a position in the Management Service, the employee may be placed at any step up to and including the third quartile of the salary grade.

9. INCREMENTS

A. Provided that funds are available in the State budget, increments shall be granted to an employee paid in a salary grade who is rated "meets standards", "exceeds standards" or "outstanding" on the employee's midyear or final Performance Planning and Evaluation appraisal immediately preceding the employee's increment date. An employee in this category shall receive an annual pay increase of one step within the employee's salary grade until the maximum rate has been reached.

B. When a step is denied for the reasons specified in SPPA or in COMAR, the employee shall not be eligible for another step until the following scheduled increment date for that employee.

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C. An employee who was appointed on or between January 1 and June 30 shall be assigned an annual increment date of January 1. An employee who was appointed on or between July 1 and December 31 shall be assigned an annual increment date of July 1.

D. An employee who was reinstated on or between January 1 and June 30 shall be assigned an annual increment date of January 1. An employee who was reinstated on or between July 1 and December 31 shall be assigned an annual increment date of July 1.

E. When an increment is delayed by act of the legislature or executive order, the effective date of an annual increment becomes the delayed date.

F. An employee who is paid in a slope scale or a flat rate does not receive annual increments.

10. TRANSFER AND REASSIGNMENT

The appointing authority shall assure that an employee who moves from one position to another position in the same salary grade or slope scale retains the same salary, except as specifically provided in these Guidelines.

(1) An employee in a salary grade shall retain both the increment date and the step formerly received, unless the classification is currently subject to Section 6C (Salary Upon Initial Appointment) of these Guidelines.

(2) An employee in a slope scale shall retain the same rate of pay.

11. PROMOTION (This section effective for transactions processed on or after February 1, 2000.)

A. When an employee is promoted from a classification with a salary grade to a classification which is one salary grade higher, the employee shall be placed at the lowest step which provides a 6 percent increase in annual salary, but in no event shall the new rate exceed the maximum in the new grade.

B. When an employee is promoted from a classification with a salary grade to a classification which is two or more salary grades higher, the employee shall be placed in the lowest step which provides at least a 12 percent increase in annual salary, but in no event shall the new rate exceed the maximum in new classification.

SALARY GUIDELINES FOR THE STANDARD PAY PLAN

C. When an employee is promoted from a classification with a slope scale or flat rate to a classification with a salary grade, the employee shall receive a 6 percent increase in annual salary if the salary grade is the equivalent of one grade higher than the slope scale or flat rate from which the employee is promoted, but in no event shall the new rate exceed the maximum in new classification.

D. When an employee is promoted from a classification with a slope scale or flat rate to a classification with a salary grade, the employee shall receive a 12 percent increase in annual salary if the salary grade is the equivalent of two or more grades higher than the slope scale or flat rate from which the employee is promoted, but in no event shall the new rate exceed the maximum in new classification.

E. When an employee is promoted from a classification with a salary grade, slope scale or flat rate to a classification with a slope scale, the employee shall receive a 6 percent increase in annual salary if the slope scale is the equivalent of one grade higher than the salary grade, slope scale or flat rate from which the employee is promoted, but in no event shall the new rate exceed the maximum in new classification.

F. When an employee is promoted from a classification with a salary grade, slope scale or flat rate to a classification with a slope scale, the employee shall receive a 12 percent increase in annual salary if the slope scale is the equivalent of two or more grades higher than the salary grade, slope scale or flat rate from which the employee is promoted, but in no event shall the new rate exceed the maximum in new classification.

G. When an employee is promoted from a classification with a salary grade, slope scale or flat rate to a classification with a flat rate salary, the employee shall receive the specified flat rate salary.

H. When an employee is promoted to a classification currently subjected to Section 6C (Salary Upon Initial Appointment) of these Guidelines, the employee may receive the prevailing advanced step used for initial appointments.

I. Notwithstanding any of the preceding, the Secretary may authorize an employee who is promoted to a special appointment position or a position in the Management Service, placement at any step, up to and including the maximum step of the salary grade. The reasons for the higher step shall be documented and satisfactory to the Secretary. The Secretary may delegate to the Executive Director of the Office of Personnel Services and Benefits the authority to authorize promotions to an advanced step under the above circumstances.

SALARY GUIDELINES FOR THE STANDARD PAY PLAN

12. RECLASSIFICATION

A. With the exception of the implementation of a new classification or classification series, when an employee is reclassified to a classification for which a higher salary grade or slope scale is prescribed, the employee's step or rate of pay shall be determined in accordance with the application of Section 11 (Promotion) of these Guidelines.

B. When in the implementation of a new classification or classification series an employee is reclassified to a classification for which a higher salary grade is prescribed, the employee shall be placed at the lowest step which provides a 6 percent increase in annual salary, but in no event shall the new rate exceed the maximum in the new grade.

C. When an employee is reclassified from one classification to another with the same salary grade or slope scale, the employee's step or rate of pay shall be determined in accordance with Section 10 (Transfer and Reassignment) of these Guidelines.

D. When an employee is reclassified from one classification to another for which a lower salary grade or slope scale is prescribed, the employee's step or rate of pay shall be determined in accordance with Section 14 (Demotion) of these Guidelines.

E. When an employee is reclassified from one classification to another for which a flat rate is prescribed, the employee shall receive the specified flat rate salary.

13. SALARY UPON AUTHORIZATION TO WORK IN ACTING CAPACITY

When an employee is performing duties in an acting capacity, the employee's salary shall be calculated in accordance with Section 11 (Promotion) of these Guidelines. The temporary salary of an employee who is performing duties in an acting capacity shall be recalculated in accordance with Section 11 (Promotion) when any action is taken affecting the salary of the employee's permanent classification, or the salary of the employee's acting classification.

14. DEMOTION

A. When an employee is demoted as a form of discipline, the employee shall be given credit for service in the higher classification from which the employee was demoted, plus credit for any service in any classification not having a lower maximum salary than the classification to which the employee was demoted.

SALARY GUIDELINES FOR THE STANDARD PAY PLAN

B. When an employee accepts a voluntary demotion, the employee shall be placed in the lower paid classification at a rate of pay closest to, but not more than, the employee's current salary.

C. When an employee accepts a career change demotion, as approved by the appointing authority, the employee shall be placed in the lower paid classification at the lowest step which provides for no loss in pay whenever possible.

15. SALARY ADJUSTMENT OF A CLASSIFICATION

A. When an employee is in a classification which is adjusted from one salary grade to a higher salary grade, the employee shall retain the current step in the higher salary grade.

B. When an employee is in a classification which is adjusted from a slope scale or flat rate to a higher salary grade, the employee shall be placed at the lowest step which provides a 6 percent increase in their annual salary.

C. When an employee is in a classification which is adjusted from a salary grade, slope scale or flat rate to a lower salary grade, the employee shall be placed in the lower paid classification at a rate of pay closest to the employee's current salary.

16. PROCESSING SEQUENCE FOR SIMULTANEOUS TRANSACTIONS WHICH AFFECT SALARY

A. Unless the Secretary determines otherwise, two or more salary transactions which are effective on the same date for an employee shall be processed in the following sequence:

(1) Salary adjustment of the employee's classification;

(2) General increase of the salary schedule;

(3) Annual step increase; and

(4) All other transactions including but not limited to, promotion, reclassification and demotion.

B. The Secretary may establish time limits for the submittal of transactions affecting salary to provide for their orderly processing.

SALARY GUIDELINES FOR THE STANDARD PAY PLAN

17. DOCUMENTATION

Agencies shall retain documentation of all salary transactions for a period of at least three years.

18. AUDIT

All salary transactions shall be subjected to audit by the Department of Budget and Management. The Secretary may rescind or correct any salary transaction not in compliance with these Guidelines.

19. EXCEPTIONS

When an exception to these Guidelines is in the best interest of the State, the Secretary may authorize it. The reasons for the exception shall be documented and satisfactory to the Secretary and meet the requirements of COMAR 17.04.01.03. The Secretary may delegate the authority to issue exceptions to these Guidelines to the Executive Director of the Office of Personnel Services and Benefits.

20. EFFECTIVE DATE FOR SALARY GUIDELINE CHANGES

These Guidelines are effective on July 1, 2001. Thereafter, any change made in a Salary Guideline shall become effective upon the approval of the Secretary.

T. Eloise Foster
Secretary
Department of Budget and Management

REVISED: June, 2001

Department of Budget and Management
Office of Personnel Services and Benefits
SALARY GUIDELINES FOR THE EXECUTIVE PAY PLAN

AUTHORITY: State Personnel and Pensions Article Sections 4-106
and 8-103.
Code of Maryland Regulations 17.04.02.09.

1. GENERAL INFORMATION

- A. Within the State Personnel Management System there are two pay plans: the Executive Pay Plan and the Standard Pay Plan. These pay plans are mandated in the State Personnel and Pensions Article (SPPA), Subtitle 8-101.
- (1) The Executive Pay Plan consists of one salary schedule: the Executive Salary Schedule. Additionally some individual classifications in the Executive Service are assigned flat rate salaries.
 - (2) The Standard Pay Plan is made up of several salary schedules, e.g. Standard Salary Schedule, Physician Salary Schedule, and State Police Salary Schedule. Additionally some individual classifications are assigned to hourly rates of pay, daily rates of pay, flat rates and slope scales.
- B. In addition to the Executive and Standard Pay Plans, there are the Institutional Educators Pay Plan and the Maryland School for the Deaf Pay Plan. These pay plans are mandated in the State Education Article, Subtitle 6-303 and 8-312 respectively.

2. SCOPE

These Guidelines only apply to employees, positions and classifications within the Executive Pay Plan.

3. DEFINITIONS

In these Guidelines, the terms have the following meanings:

- (1) "Demotion" means that an employee is changed from one classification to a different classification with a lower maximum rate of pay.
- (2) "Executive Salary Grade" means a range of pay with a minimum and maximum rate.
- (3) "Executive Salary Schedule" means a listing of executive salary grades and corresponding pay rates.

- (4) "General Increase" means a cost of living increase or other salary increase affecting all classifications in the Executive Salary Plan.
- (5) "Merit Increase" means an annual performance based increase from one salary to a higher salary within the same executive salary grade.
- (6) "Maximum Rate" means the highest pay rate of an executive salary grade.
- (7) "Midpoint" means a rate of pay midway between the established minimum and maximum rates of the executive salary grade as calculated by the following formula. To obtain the midpoint subtract the minimum rate of the executive salary grade from the maximum rate of the executive salary grade, divide the remainder by 2, and add this quotient to the minimum rate of the executive salary grade.
- (8) "Minimum Rate" means the lowest pay rate of the executive salary grade.
- (9) "Promotion" means that an employee is advanced from a position in one classification to a different position in a different classification with a higher maximum rate of pay.
- (10) "Reclassification" means the change of a position from one classification to another classification and may be to a classification with a higher salary or lower salary.
- (11) "Salary" means monetary compensation paid for work performed.
- (12) "Salary Adjustment" means a change of salary for all positions within a classification.
- (13) "Salary Increase" means a salary adjustment or general increase.
- (14) "Salary Plan" means a listing of all classification titles with corresponding salary grades and pay rates, which are established in accordance with the State Personnel and Pensions Article of the Annotated Code of Maryland.
- (15) "Secretary" means the Secretary of the Department of Budget and Management.

4. RATES OF PAY

- A. The Secretary, with the approval of the Governor, may amend the Executive Pay Plan to increase pay rates for specific classes.
- B. The State shall pay each employee at the rate of pay established in the Salary Plan for the employee's classification. Employees shall not be paid below the minimum

rate nor above the maximum rate established for the classification.

- C. The Secretary may decrease pay rates as provided in SPPA Subtitle 8-109.

5. SALARY UPON INITIAL APPOINTMENT

- A. No person appointed to any position shall enter the State Service at a rate of compensation exceeding or less than the minimum rate of pay prescribed for the classification in which the person is employed, except as specifically provided in these Guidelines.

- B. Initial Appointment Up To And Including Midpoint.

- (1) A principal unit head may appoint an individual to a position in the executive service at an advanced salary up to and including the midpoint of the executive salary grade.
- (2) Each agency shall develop its own written policy establishing the criteria for authorizing appointment above minimum salary, consistent with its program priorities and financial resources.

- C. Initial Appointment Above Midpoint

The Secretary may approve appointment to a position at a salary above midpoint in an executive salary grade when it is in the best interest of the State. The principal unit head shall document the reasons for the salary above midpoint. The reasons shall be satisfactory to the Secretary.

6. MERIT INCREASE

- A. Based on individual performance, a merit increase may be granted to an employee paid in an executive salary grade.
- B. Merit increases shall not exceed the maximum rate of the executive salary grade.
- C. An employee in the executive service may receive only one merit increase per fiscal year.
- D. Provided that funds are available in the State budget, the merit increase shall be processed under procedures authorized by the Secretary at the beginning of each fiscal year.

7. TRANSFER AND REASSIGNMENT

The appointing authority shall assure that an employee who moves from one position to another position in the same executive salary grade retains the same salary.

8. PROMOTION

- A. When an employee is promoted to or within the Executive Pay Plan at an executive salary grade which is the equivalent of one grade higher, the employee shall receive a 7 percent increase in annual salary.
- B. When an employee is promoted to or within the Executive Pay Plan at an executive salary grade which is the equivalent of two or more grades higher, the employee shall receive a 14 percent increase in annual salary.

9. RECLASSIFICATION AND SALARY ADJUSTMENT

- A. The Secretary with the consent of the Governor may approve reclassification of a position to or within the Executive Pay Plan or a salary adjustment for a classification when it is in the best interest of the State. The principal unit head shall document the reasons for the reclassification. The reasons shall be satisfactory to the Secretary and the Governor.
- B. When an employee is reclassified to a classification for which a higher executive salary grade is prescribed or their present classification is salary adjusted to a higher executive salary grade, the employee's rate of pay shall be determined in accordance with the application of Section 8 (Promotion) of these Guidelines.
- C. When an employee is reclassified from one classification to another for which the same executive salary grade is prescribed, the employee's rate of pay shall be determined in accordance with Section 7 (Transfer and Reassignment).
- D. When an employee is reclassified from one classification to another for which a lower executive salary grade is prescribed or their present classification is salary adjusted to a lower executive salary grade, the employee's rate of pay shall be determined in accordance with Section 11 (Demotion) of these Guidelines.

10. SALARY UPON AUTHORIZATION TO WORK IN ACTING CAPACITY

When an employee is performing duties in an acting capacity, the employee's salary shall be calculated in accordance with Section 8 (Promotion) of these Guidelines. The temporary salary of an employee who is performing duties in an acting capacity shall be

recalculated in accordance with Section 8 (Promotion) when any action is taken affecting the salary of the employee's permanent classification, or the salary of the employee's acting classification.

11. DEMOTION

When an employee is demoted within the executive service, the principal unit head shall establish the employee's salary in the lower paid classification at a rate of pay that does not exceed the employee's current salary nor the maximum of the executive salary grade assigned to the lower paid classification.

12. PROCESSING SEQUENCE FOR SIMULTANEOUS TRANSACTIONS WHICH AFFECT SALARY

A. Unless the Secretary determines otherwise, two or more salary transactions which are effective on the same date for an employee shall be processed in the following sequence:

- (1) Salary adjustment of the employees classification;
- (2) General increase of the salary schedule;
- (3) Annual merit increase; and
- (4) All other transactions including but not limited to, promotion, reclassification and demotion.

B. The Secretary may establish time limits for the submittal of transactions affecting salary to provide for their orderly processing.

13. DOCUMENTATION

Agencies shall retain documentation of all salary transactions for a period of at least three years.

14. AUDIT

All salary transactions shall be subjected to audit by the Department of Budget and Management. The Secretary may rescind or correct any salary transaction not in compliance with these Guidelines.

15. EXCEPTIONS

When an exception to these Guidelines is in the best interest of the State, the Secretary with the consent of the Governor may authorize it. The principal unit head shall document the reasons for the exception. The reasons shall be satisfactory to the Secretary and the Governor.

16. EFFECTIVE DATE FOR SALARY GUIDELINE CHANGES

These Guidelines are effective on July 1, 2000. Thereafter, any change made in a Salary Guideline shall become effective upon the approval of the Secretary.

T. Eloise Foster
Secretary
Department of Budget and Management

Revised: July 1, 2000