



Appendices
PDR: B, C, E,
RTM: PS.1 – PS.3

PS - Personnel Transactions

Appendix B

Policies, Procedures and Guidelines, Legal Considerations

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Salary Schedules

The **State Salary Plan** lists the job title, class code, salary, and other attributes for job classifications within the State Personnel Management System, as of August 23, 2011.

The State has two Pay Plans: the **Standard Pay Plan** and the Executive Pay Plan which has a regular scale **Executive Pay Plan without Bonus** and the scale with the bonus **EPP with bonus**.

The Standard Pay Plan is made up of several salary schedules; for FY2012, these scales have been modified to include a one-time \$750 bonus for permanent State employees. The Executive Pay Plan has been modified to include a one-time \$750 bonus for permanent State employees.

For reference purposes, you can download a zip file containing the

FY2012 Salary Schedules without the one-time \$750 bonus that applies to permanent employees who began State service on or after July 1, 2011. Contractual employees, and permanent employees in any bargaining unit that has received salary adjustments through collective bargaining during FY 2011, or will receive such adjustments in FY 2012, are not eligible for the one-time only \$750 bonus.

- [Standard Salary Schedule \(PDF\)](#)
- [Hourly Wage Schedule \(PDF\)](#)
- [Deputy Fire Marshal Salary Schedule \(PDF\)](#)
- [Park Ranger Salary Schedule \(PDF\)](#)
- [Police Officer Salary Schedule \(PDF\)](#) (for police other than Maryland State Police and Natural Resources Police)
- [State and Natural Resources Police Salary Schedule \(PDF\)](#)
- [State Police Aviation Command Salary Schedule \(PDF\)](#)
- [Physician Salary Schedule \(PDF\)](#)

Most employees are paid in the Standard Salary Schedule, which has 26 grades and 20 steps.

| 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 |
|------|------|-----------|-----------|-----------|

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)

| STATE OF MARYLAND | | | | |
|--|------|-----------|-----------|-----------|
| Executive Pay Plan - Bonus Salary Schedule | | | | |
| Annual Rates Effective July 1, 2011 | | | | |
| Scale | | Minimum* | Midpoint* | Maximum |
| ES4 | 9904 | \$74,608 | \$87,043 | \$100,228 |
| ES5 | 9905 | \$80,160 | \$93,551 | \$107,690 |
| ES6 | 9906 | \$86,161 | \$100,581 | \$115,750 |
| ES7 | 9907 | \$92,640 | \$108,175 | \$124,458 |
| ES8 | 9908 | \$99,637 | \$116,375 | \$133,862 |
| ES9 | 9909 | \$107,196 | \$125,233 | \$144,020 |
| ES10 | 9910 | \$115,356 | \$134,797 | \$154,985 |
| ES11 | 9911 | \$124,175 | \$145,128 | \$166,832 |

| | | | | |
|------|------|-----------|-----------|-----------|
| EX91 | 9991 | \$142,800 | \$191,250 | \$240,450 |
|------|------|-----------|-----------|-----------|

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)

* The bonus amount of \$750 is not added to the minimum or
 midpoint to allow for the correct salary documentation for
 employees hired after 7/1/2011.

| HOURLY PERSONNEL BONUS PAY RATES Effective July 1, 2011 | | | | | |
|--|-------|-----------------------------|-------------|----|---------|
| CODE | SCALE | TITLE | RATE | | |
| 5468 | 9998 | Engineering Specialist | \$16.07 | to | \$30.53 |
| 5539*\$ | 9998 | Senior Citizen Aide * | \$7.61 | to | \$10.61 |
| 5128*\$ | 0074 | Student Engineer (Co-Op) | 1st 6 Mos.- | | \$12.32 |
| | | | 2nd 6 Mos.- | | \$13.32 |
| | | | 3rd 6 Mos.- | | \$14.35 |
| | | | 4th 6 Mos.- | | \$15.53 |
| 5302*\$ | 0076 | Student Technical Assistant | 1st Yr.- | | \$9.06 |
| | | | 2nd Yr.- | | \$9.61 |
| | | | 3rd Yr.- | | \$10.34 |
| | | | 4th Yr.- | | \$10.99 |
| | | | Graduate- | | \$11.61 |
| 5734*\$ | 9998 | Summer Student Worker * | \$7.61 | to | \$8.95 |
| 5300*\$ | 9998 | Work Study Student * | \$7.61 | to | \$8.95 |

Salary effective 7/24/2009. Adjustment a result of the increase in the federal minimum wage to \$7.25 and hour effective 7/24/2009.

| STATE OF MARYLAND | | | | | | | | | | | | | | | | | | | |
|-------------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|------------|----------|----------|----------|----------|----------|----------|-----------|
| DEPUTY FIRE MARSHAL SALARY SCHEDULE | | | | | | | | | | | | | | | | | | | |
| Annual Rates Effective July 1, 2011 | | | | | | | | | | | | | | | | | | | |
| SCALE | BASE | MID POINT | | | | | | | | | | THIRD QUAR | | | STEP | | | | |
| | | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 | STEP 8 | STEP 9 | STEP 10 | STEP 11 | STEP 12 | STEP 13 | | STEP 14 | STEP 15 | STEP 16 | STEP 17 |
| 0096 | \$34,777 | \$36,039 | \$37,354 | \$38,719 | \$40,134 | \$41,611 | \$42,379 | \$43,161 | \$43,962 | \$44,776 | \$45,607 | \$46,452 | \$47,318 | \$48,209 | \$49,126 | \$50,062 | \$51,016 | \$51,988 | \$52,980 |
| 0097 | \$39,348 | \$40,795 | \$42,297 | \$43,858 | \$45,484 | \$47,174 | \$48,059 | \$48,973 | \$49,907 | \$50,857 | \$51,828 | \$52,817 | \$53,826 | \$54,856 | \$55,906 | \$56,977 | \$58,069 | \$59,183 | \$60,318 |
| 0098 | \$44,581 | \$46,235 | \$47,959 | \$49,784 | \$51,682 | \$53,658 | \$54,883 | \$55,728 | \$56,796 | \$57,885 | \$58,987 | \$60,128 | \$61,285 | \$62,464 | \$63,666 | \$64,891 | \$66,144 | \$67,418 | \$68,721 |
| 0099 | \$50,582 | \$52,628 | \$54,625 | \$56,715 | \$58,889 | \$61,153 | \$62,329 | \$63,527 | \$64,752 | \$65,991 | \$67,251 | \$68,535 | \$69,846 | \$71,183 | \$72,547 | \$73,936 | \$75,356 | \$76,801 | \$78,277 |
| 0100 | \$57,626 | \$59,838 | \$62,140 | \$64,530 | \$67,017 | \$69,603 | \$70,949 | \$72,322 | \$73,722 | \$75,131 | \$76,558 | \$78,014 | \$79,499 | \$81,014 | \$82,560 | \$84,136 | \$85,743 | \$87,382 | \$89,052 |
| 0101 | \$65,657 | \$68,057 | \$70,708 | \$73,439 | \$76,282 | \$79,237 | \$80,776 | \$82,348 | \$83,949 | \$85,550 | \$87,168 | \$88,821 | \$90,504 | \$92,222 | \$93,976 | \$95,764 | \$97,584 | \$99,444 | \$101,334 |

**STATE OF MARYLAND
PARK RANGER SALARY SCHEDULE
Annual Rates Effective June 29, 2011**

| SCALE | STEP A | STEP B | STEP C | STEP D | STEP E | STEP F | STEP G | MID POINT STEP H | STEP I | STEP J | STEP K | STEP L | STEP M | THIRD QUAR TILE STEP N | STEP O | STEP P | STEP Q | STEP R | STEP S |
|-------|----------|----------|----------|----------|----------|----------|----------|------------------|----------|----------|----------|-----------|-----------|------------------------|-----------|-----------|-----------|-----------|-----------|
| 0062 | \$37,855 | \$39,757 | \$41,788 | \$43,936 | \$46,288 | \$47,123 | \$47,972 | \$48,915 | \$50,850 | \$51,831 | \$52,832 | \$53,854 | \$54,895 | \$55,955 | \$57,038 | \$58,144 | \$59,272 | \$60,420 | \$61,591 |
| 0063 | \$40,316 | \$42,368 | \$44,574 | \$46,965 | \$49,536 | \$50,443 | \$51,374 | \$52,384 | \$54,386 | \$55,439 | \$56,514 | \$57,607 | \$58,723 | \$59,863 | \$61,025 | \$62,207 | \$63,415 | \$64,647 | \$65,904 |
| 0064 | \$42,960 | \$45,222 | \$47,646 | \$50,274 | \$53,068 | \$54,039 | \$55,042 | \$56,127 | \$58,204 | \$59,335 | \$60,484 | \$61,659 | \$62,858 | \$64,077 | \$65,322 | \$66,594 | \$67,890 | \$69,212 | \$70,562 |
| 0065 | \$45,879 | \$48,358 | \$51,018 | \$53,843 | \$56,843 | \$57,907 | \$59,980 | \$60,145 | \$62,302 | \$63,513 | \$64,747 | \$66,007 | \$67,292 | \$68,601 | \$69,938 | \$71,300 | \$72,690 | \$74,107 | \$75,525 |
| 0066 | \$49,465 | \$52,194 | \$55,076 | \$58,132 | \$61,361 | \$62,640 | \$63,939 | \$65,310 | \$67,360 | \$68,814 | \$70,282 | \$71,778 | \$73,309 | \$74,882 | \$76,473 | \$78,086 | \$79,731 | \$81,414 | \$83,931 |
| 0067 | \$53,232 | \$56,185 | \$59,323 | \$62,643 | \$66,160 | \$67,410 | \$68,676 | \$70,033 | \$72,398 | \$73,811 | \$75,248 | \$76,688 | \$78,156 | \$79,654 | \$81,184 | \$82,741 | \$84,331 | \$85,950 | \$87,606 |
| 0068 | \$57,168 | \$60,359 | \$63,748 | \$67,332 | \$71,135 | \$72,481 | \$73,852 | \$75,307 | \$77,728 | \$79,218 | \$80,740 | \$82,291 | \$83,872 | \$85,483 | \$87,129 | \$88,806 | \$90,516 | \$92,260 | \$94,040 |
| 0069 | \$60,292 | \$63,708 | \$67,327 | \$71,158 | \$75,209 | \$76,785 | \$78,391 | \$80,059 | \$82,406 | \$84,149 | \$85,928 | \$87,744 | \$89,604 | \$91,500 | \$93,439 | \$95,418 | \$97,440 | \$99,509 | \$102,602 |
| 0070 | \$64,781 | \$68,460 | \$72,353 | \$76,455 | \$80,760 | \$82,460 | \$84,195 | \$85,989 | \$88,463 | \$90,337 | \$92,251 | \$94,204 | \$96,203 | \$98,242 | \$100,327 | \$102,455 | \$104,632 | \$106,853 | \$110,177 |
| 0071 | \$69,621 | \$73,594 | \$77,733 | \$82,115 | \$86,747 | \$88,577 | \$90,443 | \$92,374 | \$94,985 | \$97,002 | \$99,059 | \$101,161 | \$103,309 | \$105,504 | \$107,745 | \$110,035 | \$112,374 | \$114,764 | \$118,336 |

STATE OF MARYLAND

POLICE OFFICER SALARY SCHEDULE

Annual Rates Effective July 1, 2011

| SCALE | BASE | STEP | STEP | STEP | STEP | STEP | STEP | STEP | STEP | STEP | STEP | STEP | STEP | THIRD | STEP | STEP | STEP | STEP | STEP | STEP | STEP |
|-------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|------|------|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | QUAR | 14 | 15 | 16 | 17 | 18 | |
| 0105 | \$30,947 | \$32,051 | \$33,196 | \$34,389 | \$35,628 | \$36,917 | \$37,589 | \$38,271 | \$38,970 | \$39,681 | \$40,406 | \$41,146 | \$41,902 | \$42,672 | \$43,457 | \$44,258 | \$45,074 | \$45,907 | \$46,756 | | |
| 0106 | \$32,874 | \$34,055 | \$35,282 | \$37,862 | \$39,261 | \$39,980 | \$40,713 | \$41,458 | \$42,219 | \$43,789 | \$44,597 | \$45,420 | \$46,261 | \$47,118 | \$47,999 | \$48,911 | \$49,839 | | | | |
| 0107 | \$34,939 | \$36,200 | \$37,514 | \$38,878 | \$40,299 | \$41,775 | \$42,541 | \$43,323 | \$44,124 | \$44,936 | \$45,768 | \$46,616 | \$47,479 | \$48,373 | \$49,290 | \$50,227 | \$51,181 | \$52,153 | \$53,145 | | |
| 0108 | \$37,147 | \$38,497 | \$39,903 | \$41,363 | \$42,878 | \$44,459 | \$45,280 | \$46,117 | \$46,974 | \$47,847 | \$48,754 | \$49,678 | \$50,621 | \$51,584 | \$52,565 | \$53,567 | \$54,587 | \$55,627 | \$56,689 | | |
| 0109 | \$39,510 | \$40,956 | \$42,459 | \$44,020 | \$45,643 | \$47,334 | \$48,223 | \$49,137 | \$50,071 | \$51,022 | \$51,991 | \$52,980 | \$53,990 | \$55,020 | \$56,070 | \$57,142 | \$58,236 | \$59,350 | \$60,488 | | |
| 0110 | \$42,038 | \$43,584 | \$45,192 | \$46,862 | \$48,620 | \$50,466 | \$51,424 | \$52,402 | \$53,400 | \$54,417 | \$55,457 | \$56,515 | \$57,594 | \$58,696 | \$59,819 | \$60,964 | \$62,134 | \$63,326 | \$64,541 | | |
| 0111 | \$44,744 | \$46,397 | \$48,126 | \$49,951 | \$51,849 | \$53,822 | \$54,848 | \$55,894 | \$56,962 | \$58,051 | \$59,162 | \$60,296 | \$61,452 | \$62,631 | \$63,833 | \$65,058 | \$66,310 | \$67,587 | \$68,887 | | |
| 0112 | \$50,794 | \$52,724 | \$54,735 | \$56,825 | \$58,997 | \$61,257 | \$62,432 | \$63,629 | \$64,852 | \$66,099 | \$67,371 | \$68,669 | \$69,992 | \$71,341 | \$72,717 | \$74,120 | \$75,526 | \$76,958 | \$78,417 | | |

STATE OF MARYLAND
STATE AND NATURAL RESOURCES POLICE SALARY SCHEDULE
 Annual Rates Effective June 29, 2011

| SCALE MSP | SCALE MRP | SCALE | MID POINT | | | | | | | | | | THIRD QUARTILE | | | | | | | | |
|--------------|--------------|---------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|----------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | | | BASE A | STEP B | STEP C | STEP D | STEP E | STEP F | STEP G | STEP H | STEP I | STEP J | STEP K | STEP L | STEP M | STEP N | STEP O | STEP P | STEP Q | STEP R | |
| 0050 | 0080 | Cand. | \$40,000 | \$40,000 | \$40,000 | \$40,000 | \$40,000 | \$40,000 | \$40,000 | \$40,000 | \$40,000 | \$40,000 | \$40,000 | \$40,000 | \$40,000 | \$40,000 | \$40,000 | \$40,000 | \$40,000 | \$40,000 | \$40,000 |
| 0051 | 0081 | TPR | \$41,326 | \$43,498 | \$45,825 | \$48,306 | \$50,964 | \$53,095 | \$54,238 | \$56,053 | \$57,246 | \$58,464 | \$60,985 | \$63,616 | \$66,285 | \$68,976 | \$71,145 | \$73,180 | \$74,719 | \$76,316 | \$77,933 |
| 0052 | 0082 | OFCR | \$41,326 | \$43,498 | \$45,825 | \$48,306 | \$50,964 | \$53,095 | \$54,238 | \$56,053 | \$57,246 | \$58,464 | \$60,985 | \$63,616 | \$66,285 | \$68,976 | \$71,145 | \$73,180 | \$74,719 | \$76,316 | \$77,933 |
| 0053 | 0083 | OFTst | \$44,176 | \$46,557 | \$49,093 | \$51,797 | \$54,659 | \$56,955 | \$58,180 | \$60,081 | \$61,361 | \$62,670 | \$65,373 | \$68,197 | \$71,145 | \$74,145 | \$77,145 | \$79,145 | \$81,145 | \$83,145 | \$85,145 |
| 0054 | 0084 | Sr Ofcr | \$44,476 | \$46,873 | \$49,426 | \$52,148 | \$55,030 | \$57,345 | \$58,580 | \$60,490 | \$61,781 | \$63,100 | \$65,825 | \$68,672 | \$71,619 | \$74,619 | \$77,619 | \$80,619 | \$83,619 | \$86,619 | \$89,619 |
| 0055 | 0085 | Corp | \$47,316 | \$49,907 | \$52,662 | \$55,575 | \$58,657 | \$61,128 | \$62,445 | \$64,437 | \$65,812 | \$67,217 | \$70,121 | \$73,152 | \$76,201 | \$79,268 | \$82,352 | \$85,452 | \$88,568 | \$91,699 | \$94,844 |
| 0056 | 0086 | Sgt | \$50,724 | \$53,520 | \$56,486 | \$59,623 | \$62,943 | \$65,601 | \$67,015 | \$69,106 | \$70,582 | \$72,090 | \$75,207 | \$78,428 | \$81,764 | \$85,216 | \$88,684 | \$92,168 | \$95,668 | \$99,184 | \$102,716 |
| 0057 | 0087 | 1st Sgt | \$54,398 | \$57,412 | \$60,605 | \$63,981 | \$67,557 | \$70,418 | \$71,934 | \$74,133 | \$75,709 | \$77,309 | \$80,615 | \$84,068 | \$87,568 | \$91,104 | \$94,676 | \$98,284 | \$101,928 | \$105,608 | \$109,324 |
| 0058 | 0088 | Li | \$59,775 | \$62,932 | \$66,285 | \$69,831 | \$73,595 | \$76,263 | \$77,742 | \$80,214 | \$81,754 | \$83,323 | \$86,561 | \$89,926 | \$93,427 | \$96,964 | \$100,548 | \$104,178 | \$107,854 | \$111,576 | \$115,344 |
| 0059 | 0089 | Li | \$62,869 | \$66,189 | \$69,773 | \$73,563 | \$77,522 | \$80,694 | \$82,413 | \$84,804 | \$86,598 | \$88,431 | \$91,323 | \$94,307 | \$97,384 | \$100,454 | \$103,618 | \$106,878 | \$110,234 | \$113,686 | \$117,234 |
| 0060 | 0090 | Capl | \$67,253 | \$70,896 | \$74,737 | \$78,763 | \$83,026 | \$86,436 | \$88,278 | \$90,796 | \$92,719 | \$94,685 | \$97,749 | \$100,907 | \$104,168 | \$107,534 | \$110,996 | \$114,554 | \$118,118 | \$121,686 | \$125,258 |
| 0061 | 0091 | Maj | \$72,034 | \$75,925 | \$80,025 | \$84,356 | \$88,948 | \$92,619 | \$94,594 | \$97,249 | \$99,310 | \$101,420 | \$103,575 | \$105,776 | \$108,027 | \$110,326 | \$112,676 | \$115,077 | \$117,533 | \$120,034 | \$122,584 |
| 0062 | 0092 | LtCol | \$77,137 | \$81,306 | \$85,720 | \$90,382 | \$95,327 | \$99,275 | \$101,395 | \$104,195 | \$106,409 | \$108,672 | \$111,345 | \$114,225 | \$117,118 | \$120,024 | \$122,944 | \$125,878 | \$128,826 | \$131,788 | \$134,764 |

| STEPS |
|-----------|
| \$40,000 |
| \$69,948 |
| \$74,992 |
| \$75,531 |
| \$80,406 |
| \$86,173 |
| \$92,383 |
| \$97,071 |
| \$105,677 |
| \$113,173 |
| \$121,248 |
| \$129,940 |

| STATE OF MARYLAND | | | | | | | | | | | | | | | | | | | |
|---|-----------|-----------|-----------|-----------|-----------|-----------|-----------|---------------------------|-----------|-----------|-----------|-----------|-----------|------------------------------------|-----------|-----------|-----------|-----------|-----------|
| STATE POLICE AVIATION COMMAND SALARY SCHEDULE | | | | | | | | | | | | | | | | | | | |
| Annual Rates Effective June 29, 2011 | | | | | | | | | | | | | | | | | | | |
| SCALE | BASE A | STEP B | STEP C | STEP D | STEP E | STEP F | STEP G | MID POINT STEP H | STEP I | STEP J | STEP K | STEP L | STEP M | THIRD QUAR TILE STEP N | STEP O | STEP P | STEP Q | STEP R | STEP S |
| 0151 | \$46,826 | \$48,998 | \$51,325 | \$53,806 | \$56,464 | \$57,522 | \$58,595 | \$59,738 | \$61,553 | \$62,746 | \$63,964 | \$65,211 | \$66,485 | \$67,785 | \$69,116 | \$70,476 | \$71,864 | \$73,282 | \$75,448 |
| 0152 | \$49,676 | \$52,057 | \$54,593 | \$57,297 | \$60,159 | \$61,297 | \$62,455 | \$63,680 | \$65,581 | \$66,861 | \$68,170 | \$69,507 | \$70,873 | \$72,271 | \$73,697 | \$75,155 | \$76,645 | \$78,168 | \$80,492 |
| 0153 | \$49,976 | \$52,373 | \$54,926 | \$57,648 | \$60,530 | \$61,677 | \$62,845 | \$64,080 | \$65,990 | \$67,281 | \$68,600 | \$69,947 | \$71,325 | \$72,734 | \$74,172 | \$75,642 | \$77,144 | \$78,680 | \$81,031 |
| 0154 | \$52,816 | \$55,407 | \$58,162 | \$61,075 | \$64,157 | \$65,381 | \$66,628 | \$67,945 | \$69,937 | \$71,312 | \$72,717 | \$74,152 | \$75,621 | \$77,119 | \$78,652 | \$80,219 | \$81,816 | \$83,433 | \$85,906 |
| 0155 | \$56,224 | \$59,020 | \$61,986 | \$65,123 | \$68,443 | \$69,758 | \$71,101 | \$72,515 | \$74,606 | \$76,082 | \$77,590 | \$79,133 | \$80,707 | \$82,301 | \$83,928 | \$85,588 | \$87,286 | \$89,022 | \$91,673 |
| 0156 | \$59,898 | \$62,912 | \$66,105 | \$69,481 | \$73,057 | \$74,531 | \$75,918 | \$77,434 | \$79,633 | \$81,209 | \$82,809 | \$84,444 | \$86,115 | \$87,823 | \$89,568 | \$91,352 | \$93,174 | \$95,039 | \$97,883 |

STATE OF MARYLAND
PHYSICIAN BONUS SALARY SCHEDULE
Annual Rates Effective July 1, 2011

| SCALE | BASE | STEP | STEP | STEP | STEP | STEP | STEP | STEP | MID POINT | STEP | STEP | STEP | THIRD QUAR TILE | STEP | STEP | STEP | |
|-------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------------|-----------|-----------|-----------|-----------|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | | | |
| 0031 | \$79,460 | \$82,574 | \$85,689 | \$89,059 | \$92,429 | \$96,074 | \$99,717 | \$103,659 | \$107,600 | \$111,862 | \$116,125 | \$120,734 | \$125,345 | \$130,134 | | | |
| 0032 | \$85,576 | \$88,941 | \$92,305 | \$95,944 | \$103,520 | \$107,454 | \$111,712 | \$115,968 | \$125,005 | \$129,976 | \$134,947 | \$140,324 | \$145,702 | \$151,289 | | | |
| 0033 | \$92,182 | \$95,816 | \$99,450 | \$103,380 | \$111,561 | \$115,810 | \$120,408 | \$124,836 | \$129,800 | \$134,764 | \$145,504 | \$151,311 | \$157,118 | \$163,152 | | | |
| 0034 | \$99,315 | \$103,241 | \$107,164 | \$111,410 | \$115,653 | \$120,246 | \$124,667 | \$129,624 | \$134,399 | \$139,754 | \$145,108 | \$150,900 | \$156,903 | \$169,215 | \$175,989 | \$182,761 | \$189,799 |
| 0035 | \$107,019 | \$111,260 | \$115,498 | \$120,082 | \$124,667 | \$129,624 | \$134,399 | \$139,754 | \$145,108 | \$150,900 | \$156,903 | \$169,215 | \$175,989 | \$182,761 | \$189,799 | \$204,739 | |
| 0036 | \$115,342 | \$119,920 | \$124,498 | \$129,448 | \$134,399 | \$139,754 | \$144,911 | \$150,694 | \$156,476 | \$162,731 | \$175,508 | \$182,263 | \$189,568 | \$196,874 | \$204,773 | \$212,673 | \$220,882 |
| 0037 | \$124,328 | \$129,273 | \$134,219 | \$139,565 | \$144,911 | \$150,694 | \$156,265 | \$162,509 | \$168,754 | \$173,394 | \$187,262 | \$194,792 | \$202,301 | \$210,423 | \$218,543 | \$226,980 | |
| 0038 | \$134,035 | \$139,375 | \$144,714 | \$150,490 | \$154,619 | \$160,555 | \$166,976 | \$173,394 | \$187,262 | \$194,792 | \$202,301 | \$210,423 | \$218,543 | \$226,980 | | | |
| 0039 | \$137,703 | \$143,193 | \$148,682 | \$154,619 | \$160,555 | \$166,976 | \$173,394 | \$187,262 | \$194,792 | \$202,301 | \$210,423 | \$218,543 | \$226,980 | | | | |
| 0040 | \$144,517 | \$150,285 | \$156,052 | \$162,288 | \$168,525 | \$175,269 | \$182,015 | \$189,310 | \$196,605 | \$204,493 | \$212,382 | \$220,914 | \$229,447 | \$238,312 | | | |

SALARY GUIDELINE SUMMARY

| | Skilled Service and Professional Service | Special Appointment Status and Management Service |
|--|--|--|
| Starting Salary For Initial Appointments | <p>6B (1) Appointing Authorities s may appoint up to and including <u>midpoint</u> of the salary grade. (2) Agencies MAY increase steps of current employees in the same class to step of new hire.</p> <p>6C DBM approval required for appointments <u>above midpoint</u> of the salary grade based on general recruiting difficulties. Agencies MAY increase steps of current employees in the same class to step of new hires based on recruiting difficulties only.</p> <p>6D DBM approval required for appointments <u>above midpoint</u> of the salary grade based on exceptional qualifications. Steps of current employees in the same class MAY NOT be increased to the step of new hires based on exceptional qualifications.</p> | <p>6E (1) Appointing Authorities s may appoint up to and including <u>third quartile</u> of the salary grade</p> <p>(2) DBM approval required for appointments <u>above third quartile</u> of the salary grade.</p> <p>Agencies may NOT increase step of current employees to that of a new hire.</p> |
| Salary Upon Promotion | <p>11 A. For one grade promotions, the employee is placed at the lowest step that provides for a 6% increase in salary.</p> <p>B. For two or more grade promotions, the employee is placed at the lowest step that provides for a 12% increase in salary.</p> <p>H. For promotions to classes that are appointed above base, the employee may receive the prevailing advanced step used for initial appointments.</p> | <p>Same as for Skilled and Professional Service.</p> <p>Same as for Skilled and Professional Service.</p> <p>Employee may NOT receive advanced step.</p> |
| Salary Upon New Class Implementation | <p>12 A. Implementation of new class which may be one or more grades higher than the existing class, the employee is placed at the lowest step that provides for a 6% increase in salary.</p> | <p>Same as for Skilled and Professional Service.</p> |
| Salary For Acting Capacity Compensation | <p>Same as Salary Upon Promotion</p> | <p>Same as Salary Upon Promotion</p> |

| | Skilled Service and Professional Service | Special Appointment Status and Management Service |
|---------------------------------|---|---|
| Salary Upon Demotion | <p>14</p> <p>A. Disciplinary Demotion: the salary of an employee is based on credit given for the years of service in the higher class that the employee was demoted from, plus service credit for any class held by the employee that is a higher grade than the demoted class. The employee shall be placed in the lower paid class at a rate of pay that is less than the employee's salary before the demotion.</p> <p>B. Voluntary Demotion: the employee shall be placed in the lower paid class at a rate of pay closest to, but not more than, the employee's current pay.</p> <p>C. Career Change Demotion: the employee shall be placed in the lower paid class at the lowest step which provides for no loss in pay whenever possible.</p> | Same as for Skilled and Professional Service. |
| Exceptions to Salary Guidelines | <p>19</p> <p>DBM Secretary may authorize an exception to the guidelines if deemed in the best interest of the State.</p> | <p>19</p> <p>DBM Secretary may authorize an exception to the guidelines of deemed in the best interest of the State.</p> |
| Other Guidelines | 7: reemployment; 8: reinstatement; 9: increments; 10: transfer (also see salary guideline procedure for transfer from independent pay authority); 12: reclass; 13 acting capacity; 14: demotion; 15: salary adjustment of class; 16: processing sequence. | |

EXECUTIVE PAY PLAN

5B: Agency may make initial appointment **up to the mid-point** of the grade.

5C: DBM approval required for **Above mid-point appointments.**

8A: Salary increases by **7% for a one-grade** promotion to or within the EPP.

8B: Salary increases by **14% for a two or more grade** promotion to or within the EPP.

Any reclassification to or within the EPP requires the **approval** of the **Governor**.

THIS COMPARISON CHART IS TO USED ONLY AS A QUICK REFERENCE & STARTING POINT. PLEASE REFER TO THE ACTUAL SALARY GUIDELINES FOR APPLICATION TO SPECIFIC ACTIONS.

**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

SALARY GUIDELINES FOR THE STANDARD PAY PLAN

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.

SALARY GUIDELINES FOR THE STANDARD PAY PLAN

(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.

SALARY GUIDELINES FOR THE STANDARD PAY PLAN

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.

SALARY GUIDELINES FOR THE STANDARD PAY PLAN

(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.

SALARY GUIDELINES FOR THE STANDARD PAY PLAN

(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.

SALARY GUIDELINES FOR THE STANDARD PAY PLAN

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.

SALARY GUIDELINES FOR THE STANDARD PAY PLAN

(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.

SALARY GUIDELINES FOR THE STANDARD PAY PLAN

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

Appendix C

Sample Forms

EMPLOYEE INFORMATION SHEET

Please complete the following and return to the Personnel Office. Information provided on this form is strictly confidential and will be used in case of an emergency. Please print clearly.

Name: _____ Home Phone: _____

Home Address: _____

City/State/Zip: _____

Job Title: _____ Supervisor/Ext No.: _____

Room No.: _____ Work Phone: _____ Cell Phone (optional): _____

EMERGENCY CONTACT(S)

Name: _____ Relationship: _____

Address: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

If the person listed above cannot be contacted, please notify:

Name: _____ Relationship: _____

Address: _____

Home Phone: _____ Work Phone: _____

FAMILY PHYSICIAN/HMO

Name: _____ Office Phone: _____

I am allergic to the following drug(s) and/or experience the following disorder(s):

Signature: _____ **Date:** _____

DEPARTMENT OF BUDGET AND MANAGEMENT

EMPLOYEE VERIFICATION

NAME: _____

SOCIAL SECURITY #: _____

EDUCATION

College/University Attended _____

Dates Attended _____

Degree(s) Received _____

TRAINING

Types of Training Received _____

Dates Attended: _____

Training Completed: _____ **Yes** _____ **No**

Certificate Received: _____ **Yes** _____ **No**

STATE EMPLOYEES' LEAVE BANK DONATION FORM

Please complete this form if you wish to donate leave to **JOIN** or **RENEW** your membership in the State Employees' Leave Bank.

If you are joining the Leave Bank for the **FIRST TIME**, you must be a member for at least 90 days before you are eligible to receive leave.

EMPLOYEE TO COMPLETE

NAME:

SOCIAL SECURITY #:

AGENCY:

APPLICATION STATUS (*please check one*): INITIAL RENEWAL

I hereby certify that I am donating the following leave to establish membership in the State Employees' Leave Bank:

| TYPE OF LEAVE | DONATED HOURS |
|---------------|---------------|
| Annual | |
| Personal | |
| Sick | |

SIGNATURE OF EMPLOYEE

DATE

APPOINTING AUTHORITY TO COMPLETE

ANNUAL/PERSONAL LEAVE CERTIFICATION:
I have reviewed this employee's leave balances and affirm that s/he has sufficient annual/personal leave to make this donation.

SICK LEAVE CERTIFICATION:
I have reviewed this employee's sick leave balance. I affirm that s/he will have a sick leave balance of at least 240 hours after this donation is subtracted.

SIGNATURE OF APPOINTING AUTHORITY

DATE

STATE OF MARYLAND

APPLICATION FOR OUT-SERVICE TRAINING AUTHORIZATION

| | | | |
|---|------------------------------|-------------------------|-----------------|
| Major State Department | Agency, Institution, or Unit | Agency Code | |
| Employee's Name (Last, First, MI) | Social Sec. # | Position Classification | Phone Number |
| Duties To Which Requested Training Relates: | | | Probation Over? |
| Reason for Training: Career Development <input type="checkbox"/> Job Related <input type="checkbox"/> If Approved Career Development Plan is on file, please check: <input type="checkbox"/> | | | |
| Please Indicate Type of Out-Service Training: <input type="checkbox"/> Tuition Reimbursement <input type="checkbox"/> Long -Term <input type="checkbox"/> Short -Term <input type="checkbox"/> Work Study | | | |

TRAINING APPLIED FOR

| | | | | |
|---|--|------------------|----------------|-------|
| Name and Address of Organization Providing Training | Course Title and Number Attach Brochure or Catalog Describing Course | Semester Hours | | |
| Duration of Training Beginning Date _____ Ending Date _____ Hours of Training Working Hours _____ After Work _____ Weekly Total _____ | ESTIMATE OF COST | | | |
| | | State Paid | Paid by Others | Total |
| | Registration or Tuition | | | |
| | Books, etc. | | | |
| | Travel | | | |
| | Room and Subsistence | | | |
| | Estimated Total | | | |
| Amount of State Expense Approved \$ | | Method of Travel | | |

I Certify That The Information Given in This Application is Correct and Request Approval

Signature and Date

| | | |
|--|--|--|
| The Appointing Authority of this agency approves this application and certifies that funds are available. _____ (Sign) _____ (Date) _____ (Title) | The Department Secretary of the Department approves this application and recommends the training requested. _____ (Sign) _____ (Date) _____ (Title) | The Secretary of DBM authorizes this training as consistent with policy, rules, and regulations _____ (Sign) _____ (Date) _____ (Title) |
|--|--|--|

STATE OF MARYLAND
DEPARTMENT OF BUDGET AND MANAGEMENT
OFFICE OF PERSONNEL SERVICES AND BENEFITS
301 WEST PRESTON STREET
BALTIMORE, MD 21201

NOTICE OF TERMINATION

(Use **ONLY** for the disciplinary termination of employees in the Skilled and Professional Services, other than Special Appointments.)

TO:

Name Social Security Number

Home Address City/State Zip Code

Classification

Name of Employing Agency

Under the authority of Title 11 of the State Personnel and Pensions Article, I hereby terminate you from your **Skilled Service**; **Professional Service** position effective _____. This termination is **With Prejudice**; **Without Prejudice**.

You are advised that you may appeal, in writing, this termination **within fifteen (15) calendar days** after receipt of this notice to:

Name _____
Title: _____
Address: _____

CAUSE(S) FOR TERMINATION

(Specify the rules violated and the incidents of violations with appropriate dates.)

EXPLANATION FOR TERMINATION

(State why termination was determined to be the appropriate discipline.)

DATE OF NOTICE: _____

(Signed) _____

Appointing Authority

Title of Position

APPROVED BY: _____
Head of Principal Unit

DATE: _____

Please maintain a copy of this notice in the Employee's Official Personnel File.

State of Maryland
Department of Budget and Management
Office of Personnel Services and Benefits
301 West Preston Street
Baltimore, Maryland 21201

NOTICE OF DISCIPLINARY ACTION

To Employee: You or your representative may appeal this disciplinary action to the Cabinet Secretary of your department (if your agency is not headed by a Cabinet Secretary, appeal must be made to the agency head). The appeal **must** be in writing and filed within 15 calendar days after your receipt of this written notice.

To Agency: **COMPLETE IN DUPLICATE.** Give one copy to the employee; and retain one copy for your files.

FOR ACTIONS MARKED WITH AN ASTERISK (*), submit a MS-310 processing form to the Department of Budget and Management's Office of Personnel Services and Benefits, Personnel Transactions Unit.

Name of Employee

Classification

Social Security No.

Check appropriate box and complete:

- is reprimanded.
- * forfeits ____ Annual Leave days.
- * is suspended without pay for ____ work days from ____ through ____.
- * is denied an annual pay increase effective ____.
- * is demoted to _____ at _____, effective _____.
(Classification) (Salary Level)

DATE OF INCIDENT THAT PROMPTS THIS DISCIPLINE: _____.

DATE WHEN INCIDENT WAS DISCUSSED WITH THE EMPLOYEE: _____.

REASON FOR DISCIPLINE: (Explain in full) Attach pages as necessary.

Copy to Employee: _____ In Person Mailed to: _____
(Date) _____

(Date) (Name of Department) (Name and Signature of Appointing Authority)

STATE OF MARYLAND
DEPARTMENT OF BUDGET & MANAGEMENT
OFFICE OF PERSONNEL SERVICES AND BENEFITS
301 WEST PRESTON STREET
BALTIMORE, MD 21201

UNSATISFACTORY REPORT OF SERVICE

EMPLOYEE NAME:

(Last)

(First)

(Middle)

(Social Security No.)

CLASSIFICATION:

SEPARATED FROM:

(Name of Principal Unit)

(Appropriation Code)

SEPARATION WAS (CHECK AS APPROPRIATE):

- Resignation Resignation Without Proper Notice Resignation in Lieu of Termination
 Termination Without Prejudice Termination With Prejudice Other:

EFFECTIVE DATE OF SEPARATION:

(mm/dd/yy)

Explain the need for this unsatisfactory report:

Copy to employee:

(Date) (mm/dd/yy)

Copy delivered in person

Copy mailed to:

REPORT FILED BY:

(Appointing Authority)

(Title)

(Date)

APPEAL RIGHTS: An employee may submit a written request to change an unsatisfactory report to the Department of Budget and Management, 301 West Preston Street, Baltimore, Maryland 21201, within 30 calendar days of receipt. The Secretary of Budget and Management or the Secretary's designee may modify or correct any inaccurate or incomplete information on the unsatisfactory report. Only the appointing authority or the head of the principal unit who filed the report shall have the authority to rescind the report.

DEPARTMENT OF BUDGET AND MANAGEMENT USE ONLY

ACTION: _____ **DATE OF ACTION:** _____ **EXPIRATION DATE:** _____

INDIVIDUALS DELEGATED TO ACT ON BEHALF OF THE APPOINTING AUTHORITY

The following individuals are delegated to act on behalf of the appointing authority:

| <u>NAME</u> (please print or type) | <u>SIGNATURE</u> | <u>TITLE</u> | <u>COMMENTS</u> |
|---------------------------------------|------------------|--------------|-----------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

AUTHORIZED BY:

| | | |
|-----------------------------|--------------------------|----------------------|
| Appointing Authority: _____ | _____ | _____ |
| Name (please print or type) | Signature | Title |
| Agency _____ | Appropriation Code _____ | Effective Date _____ |

PLEASE SEND COMPLETED FORM TO:

Mr. Heinrich J. Losemann, Jr., Director
Employee Relations Division
Office of Personnel Services and Benefits
State Office Building -- Room 607
301 West Preston Street
Baltimore, MD 21201

PHONE: 410-767-4943
FAX: 410-333-7603

(PLEASE CONTINUE TO USE THIS FORM FOR FUTURE UPDATES, WHEN NECESSARY)

Appendix E

Agency Workflow Requirements

Appendix PS.1

Sample Notification Letters



MARYLAND
DEPARTMENT OF
BUDGET & MANAGEMENT

MARTIN O'MALLEY
Governor
ANTHONY BROWN
Lieutenant Governor

T. ELOISE FOSTER
Secretary
DAVID C. ROMANS
Deputy Secretary

TO: XXXXXXXXXXXXXXXX
Collection Agent IV
Central Collection Unit

FROM: Cynthia A. Kollner
Executive Director
Office of Personnel Services and Benefits

DATE: November 24, 2009

RE: Written Reprimand – Work Performance

This disciplinary action is being imposed pursuant to the Code of Maryland Regulations, Title 17, Subtitle 04, Chapter 05, Section .05A, due to the following:

Your position description form (MS 22) dated June 9, 2009 includes the following performance standard: "Collection agents at this level are responsible for reviewing a minimum of 90 accounts each day utilizing the CUBS database." On November 5, 2009, your supervisor, Pam Gray-Stevenson, completed a review of your October 2009 production-based Collector Activity Reports from CUBS. This review included your production for each day that you worked during the period October 1, 2009, through October 30, 2009, with the exception of October 19 – 21, 2009, for which data is unavailable.

With the exception of October 1, October 22, and October 23, 2009, when you exceeded the required performance standard, you have failed to meet it on multiple occasions in October, as noted below:

| | | | |
|------------|-------------|------------|-------------|
| October 2 | 72 accounts | October 27 | 58 accounts |
| October 13 | 26 accounts | October 28 | 42 accounts |
| October 14 | 53 accounts | October 29 | 57 accounts |
| October 15 | 27 accounts | October 30 | 45 accounts |
| October 26 | 62 accounts | | |

Attempts to contact a debtor via phone, request for notices to be generated to a debtor, responses to a debtor via email, and replies to correspondence qualify as a review of an individual account. Referrals of accounts to the Abatement Committee, where a determination

XXXXXXXXXXXXXXXXXX
Written Reprimand

has been made that an account is uncollectible, also qualify as a review of an individual account. Each time you review an account you should place a note on the account as to the reason for the review. These notes flag the account to be included on the daily collector activity report.

On May 6, 2009, a meeting was held to advise all collectors that performance standards would be monitored. A counseling memorandum was issued to you on September 14, 2009 for failing to meet a performance standard required of your position; therefore, this written reprimand is an appropriate disciplinary action based on your failure to meet the required performance standard of reviewing a minimum of 90 accounts each day utilizing the CUBS database. You should be aware that this action may negatively affect your performance evaluation and future infractions of a similar nature may result in further disciplinary action, up to and including termination from State service.

Please be advised that you have the right to appeal this written reprimand. As an employee in a special appointment position, you may appeal this disciplinary action to the designee of the Secretary of the Department of Budget and Management, Ms. Sherrie Procoffie, within 15 calendar days of receipt of this notice. An appeal may only be based on the grounds that the disciplinary action is illegal or unconstitutional. You will have the burden of proof in an appeal and the Secretary's decision will be the final administrative decision. Ms. Procoffie's address:

Ms. Sherrie Procoffie
Employee Relations Officer
Employee Relations Division
Office of Personnel Services and Benefits
Department of Budget and Management
301 W. Preston Street, Suite 607
Baltimore, MD 21201

I have received and read this document. My signature does not imply agreement with the contents.

Brenda Trusty

Date

cc: Official Personnel File
Ilene M. Carroll
Roderick Morant



MARYLAND
DEPARTMENT OF
BUDGET & MANAGEMENT

MARTIN O'MALLEY
Governor

ANTHONY BROWN
Lieutenant Governor

T. ELOISE FOSTER
Secretary

DAVID C. ROMANS
Deputy Secretary

October 20, 2009

Ms. XXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
Office of Personnel Services and Benefits
Department of Budget and Management

Dear Ms. XXXXXXXX:

This is notice of your termination on extended probation with the Department of Budget and Management effective November 3, 2009. Please see the attached Probationary Evaluation Form for the basis of this termination. You will be placed on Administrative Leave with pay through November 3, 2009 at the conclusion of this meeting.

You may appeal this decision within 15 days to the head of the principal unit, Secretary T. Eloise Foster, on legal or constitutional grounds only. You will bear the burden of proof of these grounds for appeal.

Thank you for your service with the Department of Budget and Management.

Sincerely,

Cynthia Kollner
Executive Director
Office of Personnel Services and Benefits

cc: T. Eloise Foster, DBM Secretary
Personnel File

~Effective Resource Management~

301 W. Preston Street • Baltimore, MD 21201

Tel: (410) 767-4715 • Fax: (410) 333-5262 • Toll Free: 1 (800) 705-3493 • TTY Users: call via Maryland Relay

<http://www.dbm.maryland.gov>

Appendix PS.2

Telework Forms

Maryland's Telework Program

Remote Workplace Self-Certification Checklist

Name: _____ Administration: _____

Remote Work Address: _____

Remote Work Phone: _____

Supervisor: _____

This checklist is designed to assess the overall safety of your remote workplace and to ensure that you have been properly prepared for teleworking. Upon completion, you should sign and return this form to your supervisor.

Describe the workspace in your remote workplace: _____

A. Work Space Environment

1. Is the work space free of potential hazards that could cause physical harm (frayed wires, bare conductors, loose wires, exposed wires to the ceiling, frayed or torn carpeting seams, uneven floor surfaces)? Yes No
2. Are electrical outlets grounded (3 pronged)? Yes No
3. Do chairs have any loose casters (wheels) Yes No ; and are the rungs and legs of the chairs sturdy? Yes No
4. Are the phone lines, electrical cords, and extension wires secured? Yes No
5. Is the office space neat, clean, and free of obstructions and excessive amounts of combustibles? Yes No
6. Is there enough light for reading? Yes No
7. Is a fire extinguisher easily accessible from the office space? Yes No
8. Is there a working (test) smoke detector within hearing distance of the workspace?
 Yes No
9. Is the area free from distractions (i.e. children)? Yes No

Maryland's Telework Program

Remote Workplace Self-Certification Checklist

B. Employee Orientation

1. Have you read the State of Maryland's Teleworker's Manual? Yes No
2. Have you been provided with a copy of your signed Agency Teleworking Agreement? Yes No
3. Have you discussed your work schedule with your supervisor? Yes No
4. Have you completed the Teleworker Work Plan? Yes No
5. If you have been issued agency equipment, have you been briefed on the care of the equipment? Yes No
6. Have you discussed your performance expectations with your supervisor?
 Yes No
7. Have you been provided with relevant telephone directories and electronic reports? Yes No

I certify that all information contained in this checklist is true and complete to the best of my knowledge. I authorize _____ to inspect the remote work location provided I am given 24 hours notice of the inspection. I understand that any erroneous, misleading or fraudulent information is sufficient grounds for my preclusion from teleworking and/or disciplinary action.

Teleworker

Date

Supervisor

Date

MEMORANDUM OF UNDERSTANDING

REQUEST FOR COMPRESSED WORK SCHEDULE

The following conditions govern participation in the volunteer compressed workweek schedule:

1. Annual and sick leave earned is based on the number of hours worked. When leave is taken, employees are charged for their normal workday (i.e. 8 or 10 hours).
2. Holiday leave is earned at the rate of 8 hours per holiday. When taken, it will be charged at the rate of 8 holiday leave hours and the remainder charged to accrued annual, personal or compensatory leave if the employee is scheduled for a 10-hour day.

In the event a holiday occurs on the employee's day off, the day will be accrued the same as a floating holiday.

3. The number of hours of personal leave granted participants shall be the same as non-participants, i.e. 48 hours annually (based on a 40-hour week).
4. All other leave (e.g. military, jury, interviewing, etc.) will be granted in accordance with established regulations.
5. Compensatory time/overtime payment practices are unaffected by a compressed work schedule.
6. Employees are encouraged to use their day off whenever possible to accommodate such things as routine doctor or dental appointments, personal business, etc.
7. An employee may discontinue use of the CWS option with adequate written notice to the supervisor and Division Director. Any employee abusing the privileges of this program will be returned to a 5-day week. All changes in scheduled CWS work hours must be in writing and approved by the employee's supervisor and Division Director.
8. If there is adverse impact on the Department, the program may be Terminated at any time.

I have read the above and have had the opportunity to ask questions, and consent to participate in the volunteer compressed workweek on pay period beginning:

Employee Signature

Date

REQUESTED COMPRESSED WORKWEEK SCHEDULE

PLEASE CIRCLE THE OPTION YOU ARE REQUESTING AND FILL IN REQUESTED INFORMATION

Option 1: 4 days per week at 10 hours per day biweekly

Work Hours: _____ to _____

Day off each week: _____

Option 2: Week 1 – 5 days per week for 8 hours per day

Work Hours: _____ to _____

Week 2 – 4 days per week at 10 hours per day

Work Hours: _____ to _____

Day off in this week: _____

Option 3: 4 days per week at 9 hours per day and
1 day per week at 4 hours per day

Work Hours: _____ to _____

Half day off each week: _____

Option 4: Seasonal

Dates: _____ to _____

When choosing this option, also select Option 1, 2, or 3 and fill in work hours and day off.

Employee's Signature

Date

APPROVED: _____ DISAPPROVED: _____

Supervisor's Signature

Date

APPROVED: _____ DISAPPROVED: _____

Division Director's Signature

Date

TELEWORK ELIGIBILITY CHECKLIST

This checklist will assist in determining whether telework is appropriate. If the answer to any of the following questions is "no," it is suggested that telework is not an appropriate option.

1. The employee is self-motivated and responsible. Yes No
2. The employee is able to work independently. Yes No
3. The employee is familiar with the job requirements. Yes No
4. Many of the employee's duties may be performed remotely. Yes No
5. The employee is aware of the agency's procedures. Yes No
6. The employee meets standards in his/her current position. Yes No
7. The employee is an effective communicator. Yes No
8. The employee is not currently serving a probationary period. Yes No
9. The employee has not been disciplined in the last year. Yes No
10. The supervisor is committed to discussing expectations of the telework day with the employee. Yes No
11. The supervisor is committed to reviewing the employee's completed work during the employee's next work day in the office. Yes No
12. The supervisor is committed to making periodic contact with the employee during the telework day. Yes No
13. The supervisor is willing to send the completed Telework Work Plan to the Agency Personnel Office within one week of the telework day. Yes No

TELEWORK WORK PLAN

This Telework Work Plan is intended to clearly define work expectations each time an employee works at a remote work site. Teleworkers who fail to complete this Work Plan and/or telework assignments to the satisfaction of the supervisor will not be permitted to continue to telework, and failure to complete work assignments may negatively affect the employee's performance rating, and/or result in disciplinary action.

1. A Work Plan must be completed by both the teleworker and the supervisor before each telework day.
2. The teleworker must complete Part I of this Work Plan to acknowledge an understanding of the general telework requirements before teleworking.
3. The supervisor must complete Part II of this Work Plan to identify the specific assignments to be performed during the telework day and the specific deliverables associated with those assignments.
4. During the telework day, the teleworker must complete Part III of this Work Plan, detailing the work performed during each hour of the telework day.
5. After the telework day, the teleworker must provide the Work Plan and associated deliverables to the supervisor.
6. The supervisor must submit the completed Work Plan to the Agency Personnel Office within one week of the telework day.

Teleworker's Name: _____ Telework Date: _____

Supervisor's Name: _____

PART I: General telework requirements:

By initialing next to each item, I (teleworker) certify that I understand and agree to adhere to each of the following requirements:

_____ I agree to provide a home or remote work site telephone number where I may be reached at all times (cell phone numbers may not be substituted for a home or remote work site number unless Employee certifies that there is no land line within the home or remote work site.) Phone number: _____

_____ I agree to respond to phone messages and emails at least hourly during each telework occasion.

_____ I agree to call my supervisor at least twice during each telework occasion.

_____ I agree to respond to calls from the main office within 15 minutes of the call.

_____ I agree to provide the specific deliverables, as detailed below, to my supervisor on my next regularly scheduled workday in the office.

_____ I agree to comply with all provisions of this Work Plan and acknowledge that failure to comply with these provisions will result in the termination of my participation in a teleworking arrangement, **may negatively affect my performance rating, and may result in disciplinary action.**

PART II: Assignments and Deliverables (To be completed by the Supervisor)

| ASSIGNMENT | SPECIFIC DELIVERABLE | ACKNOWLEDGEMENT OF COMPLETION |
|------------|----------------------|-------------------------------|
| | | |
| | | |
| | | |
| | | |

PART III: Hourly Work Log

| HOUR | WORK DESCRIPTION |
|-------------------------|------------------|
| 7:00 a.m. – 8:00 a.m. | |
| 8:00 a.m. – 9:00 a.m. | |
| 9:00 a.m. – 10:00 a.m. | |
| 10:00 a.m. – 11:00 a.m. | |
| 11:00 a.m. – 12:00 p.m. | |
| 12:00 p.m. – 1:00 p.m. | |
| 1:00 p.m. – 2:00 p.m. | |
| 2:00 p.m. – 3:00 p.m. | |
| 3:00 p.m. – 4:00 p.m. | |
| 4:00 p.m. – 5:00 p.m. | |
| 5:00 p.m. – 6:00 p.m. | |

Teleworker's Signature

Date

Supervisor's Signature

Date

Agency Personnel Officer's Signature

Date

TELEWORK SCHEDULE

The following work schedule and locations are agreed upon in support of this Teleworking Agreement, entered into by the _____ and _____ on _____.

Agency Name of Employee Date

Main Work Site Address: _____

Telephone No.: _____

Remote Work Site Address: _____

Telephone No.: _____

Work Hours/Location

| DAY | HOURS | M – Main, R – Remote |
|--------------------|-------|----------------------|
| Monday | _____ | _____ |
| Tuesday | _____ | _____ |
| Wednesday | _____ | _____ |
| Thursday | _____ | _____ |
| Friday | _____ | _____ |
| Saturday | _____ | _____ |
| Sunday | _____ | _____ |
| Daily Lunch Period | _____ | |

| | |
|-------------------|-------------|
| Employee: _____ | Date: _____ |
| Supervisor: _____ | Date: _____ |

Effective July 1, 2009



TELEWORK PROGRAM

TELEWORKING AGREEMENT

This Agreement, entered into effective _____, is
Date
between _____ (hereinafter referred to as
Name of employee
"Employee"), an employee of _____ (hereinafter referred to as
Agency
"Agency"), within the State Personnel Management System. It establishes the
respective obligations of the parties under the State of Maryland's Telework
Program.

The parties, intending to be legally bound, agree as follows:

Scope of Agreement

Other than those duties and obligations expressly imposed on Employee under this Agreement, the duties, obligations, responsibilities and conditions of Employee's employment with the Agency remain unchanged.

The terms "remote work site" shall mean Employee's residence or any remote office location approved by the Agency.

The term "main work site" shall mean Employee's usual and customary Agency work address or other location as approved by Employee's supervisor.

The term "workspace" shall mean the area within the main or remote work site, which has been designated as Employee's personal work area.

The term “work plan” shall mean a specific set of defined work expectations to be met each time Employee works at a remote work site.

This Agreement shall be construed, interpreted, and enforced according to the laws of the State of Maryland.

Term of Agreement

This Agreement shall become effective as of the date first written above, and shall remain in full force and effect for one year from the date of signing this Agreement. The Agreement may be renewed annually or at any time at the discretion of the Agency.

Eligibility Requirements

There exists no right to telework. Eligibility for a telework assignment must include a determination by the supervisor that Employee holds a position that has been identified by the supervisor as suitable for teleworking. Employee must have successfully completed Employee’s probationary period, and have received at least a “meets standards” performance evaluation on the most recent performance appraisal immediately preceding the request to telework. Telework privileges may be revoked if Employee fails to maintain at least an overall “meets standards” on successive performance evaluations. (See Telework Eligibility Checklist, Page 11.)

Termination of Agreement

Employee agrees that participation as a teleworker is voluntary and is available only as long as Employee is deemed eligible at the Agency’s sole discretion. Either party may terminate Employee’s participation as a teleworker, with or without cause, upon written notice thereof, in writing, to the other. The Agency will

not be held responsible for costs, damages or losses resulting from cessation of Employee's participation as a teleworker. This Agreement is not a contract of employment and may not be construed as one.

Compensation and Leave

While teleworking, Employee agrees to obtain supervisory approval in advance before performing overtime/compensatory work time and before taking leave. Working overtime or compensatory time without such approval may result in termination of the teleworking privilege and/or other appropriate action.

Standards of Conduct

Employee agrees to be bound by all applicable Agency's regulations, policies, and procedures while working at the remote work site. Violation of the foregoing may result in disciplinary action and the termination of this Agreement and the teleworking privilege.

Use of Equipment – General Equipment and Environmental Conditions

Preventative maintenance and repair of equipment used by Employee is the responsibility of the owner of the equipment. The Agency is responsible for preventative maintenance, repair, relocation, and replacement of Agency-owned equipment. Preventative maintenance, repair, relocation, and replacement of Employee-owned equipment are the responsibility of Employee. In the case of equipment malfunction, regardless of ownership, Employee must notify his or her supervisor in a timely fashion. In addition, in the event of Agency-owned equipment failure or malfunction, Employee agrees to notify the supervisor in a timely fashion in order to affect immediate repair or replacement of such equipment. Depending on

assigned duties, Employee may be required to report to the designated main work site or another assigned remote work site until the equipment is useable. Any change in Employee's remote work site that involves the relocation of installed equipment owned by the Agency must be discussed in advance with Employee's supervisor to ensure the equipment is handled properly.

Furniture, lighting, and household safety equipment, incidental to use of Employee or Agency-owned equipment, software and supplies shall be appropriate for their intended use and shall be used and maintained in a safe condition, free from defects and hazards.

Employee agrees to take all reasonable precautions, including but not limited to, scanning all computer equipment and software for viruses prior to use, installation and/or transmission, to prevent the transmission of viruses, unauthorized software or code to any computer owned by the Agency or onto the Agency's Network System.

Employee Owned-Equipment and Facilities

Employee agrees to the use of his/her personal equipment as a part of the work performed during a telework assignment. Employee is responsible for installation, operational costs, service, and maintenance of any Employee-owned equipment used. The Agency does not assume liability for loss, damage or wear of Employee-owned equipment.

The Agency reserves the right to install, modify or remove Agency-installed software, internet connections, or other computer systems modification on Employee's personal equipment. Software utilized by Employee at the remote work site in the normal course of Agency business will comply with all licensing and patent laws.

Agency-Owned Equipment

The Agency, at its sole discretion, may choose to purchase equipment and related supplies for use by Employee while teleworking or to permit the use of Employee-owned equipment. The decision as to the type, nature, function and/or quality of electronic hardware (including, but not limited to, computers, video display terminals, printers, modems, data processors and other terminal equipment), computer software, data and telecommunications equipment (*i.e.*, telephone lines) shall rest entirely with the Agency. The decision to remove or discontinue use of such equipment, data and/or software shall rest entirely with the Agency. Equipment purchased by the Agency for use by Employee shall remain the property of the Agency.

Employee agrees that use of equipment, software, data, supplies and furniture, provided by the Agency for use at the remote work site, is limited to authorized persons and for purposes related to work. Employee may be required to make restitution pursuant to State Personnel and Pensions Article, Section 11-107(c), for failure to exercise reasonable care of Agency-owned equipment, software, data, supplies or furniture, which results in damage or loss.

In the event that the Agency prevails in legal action to regain possession of Agency-owned equipment, software data and/or supplies, Employee agrees to pay all costs incurred by the Agency, including reasonable attorney fees.

Workspace

Employee agrees to designate a workspace within Employee's remote work site for placement and installation of equipment. The Agency must approve the site chosen as Employee's designated workspace. The workspace must be adequate for

performance of Employee's official duties. Employee shall maintain this workspace in a safe condition, free from hazards and other dangers to Employee and equipment.

Employee is responsible for installing fire/smoke detectors in the remote work site.

Employee must work at the designated main work site when not in the remote work site or on Agency-approved travel. Employee's supervisor shall ensure Employee has an adequate workspace when at the designated main work site.

Inspections

Employee agrees that the Agency may make on-site visits to the remote work site for the purposes of verifying that Employee is teleworking as scheduled, determining that the site is safe and free from hazards, and maintaining, repairing, inspecting or retrieving Agency-owned equipment, software, data, or supplies. The Agency will make inspections only during Employee's scheduled telework hours.

Telework Schedule and Work Status

Employee agrees that Employee's telework schedule will be as designated in the Telework Schedule form attached to the Agreement. Employee's supervisor must agree to any changes to Employee's Telework Schedule in advance. Employee agrees to maintain contact with the main work site as specified in the Work Performance Section of this Agreement.

Employee agrees to perform only official duties and to refrain from conducting personal business while on work status at the remote work site. Personal business

includes, but is not limited to, caring for dependents or making home repairs. (See Telework Schedule, Page 12.)

Employee may telework up to three days in a pay period unless additional days are permitted by Employee's appointing authority or designee.

Work Performance

A work plan must be established by Employee's supervisor before each telework day.

Each telework day, Employee must complete a work plan worksheet, detailing the work performed hourly. This worksheet must be submitted to the supervisor upon Employee's next work day.

Employee is required to maintain regular contact with the supervisor and office staff each telework day, be available to accept calls, return calls promptly, and be accessible by email.

Employee understands that failure to complete work assigned and/or failure to maintain the required contact with Employee's supervisor and office staff may result in adverse action, including disciplinary action, and a decline in work performance may result in termination of this Agreement by the Agency. (See Telework Work Plan, Pages 13-14.)

Supplies

Employee agrees to obtain from the main work site all supplies needed for work at the remote work site and understands that out-of-pocket expenses for supplies regularly available at the main work site will not be reimbursed unless prior approval is obtained from the supervisor.

Reimbursement

Employee agrees that the Agency will not be responsible for operating costs, home maintenance, or any other incidental cost (e.g., utilities, telephone, insurance) whatsoever, associated with the use of Employee's residence or computer equipment. The Agency will reimburse Employee for expenses authorized by Employee's supervisor and incurred while conducting business for the Agency. Employee further understands that it is Employee's responsibility to determine any tax implications of maintaining a remote work site in Employee's home. Employee is encouraged to consult with a qualified tax professional to discuss tax implications.

Liability for Injuries

It is understood that Employee is covered under the Maryland Workers' Compensation law if injured in the course of actually performing official duties at the remote work site during work hours. Employee agrees to notify Employee's supervisor immediately of any accident or injury that occurs at the remote work site and to complete any required forms. The Agency agrees to investigate such a report in accordance with existing policies.

Employee understands that the Agency will not be liable for damages to Employee's personal or real property while Employee is working at the remote work site, except to the extent required by Maryland Law.

Security of Confidential Information

Employee agrees that all Agency-owned data, software, equipment, facilities and supplies must be properly protected and secured. Agency-owned data, software, equipment, facilities and supplies must not be used to create Employee-

owned software or personal data. Employee will comply with all Agency policies and instructions regarding security of confidential information. Any software, products or data created as a result of work-related activities are owned by the Agency and must be produced in the approved format and medium.

Disclosure

Employee agrees to protect Agency records from unauthorized disclosure or damage and will comply with all requirements of law regarding disclosure of Agency information.

Other Action

Nothing in this Agreement precludes the Agency from taking any appropriate disciplinary or adverse action against Employee if Employee fails to comply with the provisions of this Agreement.

Miscellaneous Conditions

Employee agrees to participate in all studies, inquiries, reports or analyses relating to teleworking for the Agency and understands that such studies and reports may be public information. The release of such information shall be consistent with existing laws or regulations regarding public information.



TELEWORK ACKNOWLEDGEMENT

By my signature below, I affirm that I have read and understand this Agreement, and agree to be bound by its terms as a condition of participation in the Telework Program.

Employee

Date

By my signature below, I affirm that, as Employee's supervisor, I have reviewed this Agreement with Employee and will assume responsibility as the Agency's representative for ensuring that all terms and conditions are met.

Supervisor

Date

Effective July 1, 2009

TELEWORK WORK PLAN

This Telework Work Plan is intended to clearly define work expectations each time an employee works at a remote work site. Teleworkers who fail to complete this Work Plan and/or telework assignments to the satisfaction of the supervisor will not be permitted to continue to telework, and failure to complete work assignments may negatively affect the employee's performance rating, and/or result in disciplinary action.

1. A Work Plan must be completed by both the teleworker and the supervisor before each telework day.
2. The teleworker must complete Part I of this Work Plan to acknowledge an understanding of the general telework requirements before teleworking.
3. The supervisor must complete Part II of this Work Plan to identify the specific assignments to be performed during the telework day and the specific deliverables associated with those assignments.
4. During the telework day, the teleworker must complete Part III of this Work Plan, detailing the work performed during each hour of the telework day.
5. After the telework day, the teleworker must provide the Work Plan and associated deliverables to the supervisor.
6. The supervisor must submit the completed Work Plan to the Agency Personnel Office within one week of the telework day.

Teleworker's Name: _____ Telework Date: _____

Supervisor's Name: _____

PART I: General telework requirements:

By initialing next to each item, I (teleworker) certify that I understand and agree to adhere to each of the following requirements:

_____ I agree to provide a home or remote work site telephone number where I may be reached at all times (cell phone numbers may not be substituted for a home or remote work site number unless Employee certifies that there is no land line within the home or remote work site.) Phone number: _____

_____ I agree to respond to phone messages and emails at least hourly during each telework occasion.

_____ I agree to call my supervisor at least twice during each telework occasion.

_____ I agree to respond to calls from the main office within 15 minutes of the call.

_____ I agree to provide the specific deliverables, as detailed below, to my supervisor on my next regularly scheduled workday in the office.

_____ I agree to comply with all provisions of this Work Plan and acknowledge that failure to comply with these provisions will result in the termination of my participation in a teleworking arrangement, **may negatively affect my performance rating, and may result in disciplinary action.**

PART II: Assignments and Deliverables (To be completed by the Supervisor)

| ASSIGNMENT | SPECIFIC DELIVERABLE | ACKNOWLEDGEMENT OF COMPLETION |
|------------|----------------------|-------------------------------|
| | | |
| | | |
| | | |
| | | |

PART III: Hourly Work Log

| HOUR | WORK DESCRIPTION |
|-------------------------|------------------|
| 7:00 a.m. – 8:00 a.m. | |
| 8:00 a.m. – 9:00 a.m. | |
| 9:00 a.m. – 10:00 a.m. | |
| 10:00 a.m. – 11:00 a.m. | |
| 11:00 a.m. – 12:00 p.m. | |
| 12:00 p.m. – 1:00 p.m. | |
| 1:00 p.m. – 2:00 p.m. | |
| 2:00 p.m. – 3:00 p.m. | |
| 3:00 p.m. – 4:00 p.m. | |
| 4:00 p.m. – 5:00 p.m. | |
| 5:00 p.m. – 6:00 p.m. | |

Teleworker's Signature

Date

Supervisor's Signature

Date

Agency Personnel Officer's Signature

Date

Appendix PS.3

State Guidelines for Probationary End Dates

New Hire Probationary End Dates:

| Service Category | Salary Grade | Probationary Period End Date = Hire Date + X Days: | May Extend the Probationary Period End Date Up To X Days |
|--|---------------------------|---|--|
| SS – Skilled Service or PS – Professional Service | Salary Grade = 5, 6 or 7 | 180 Days | 90 Days |
| SS – Skilled Service or PS – Professional Service | Salary Grade ≠ 5, 6, or 7 | 180 Days | 180 Days |

- The following Agency and Class Code (Job Code) combinations have an exception to the Probationary Period End Date rule indicated above.

| Agency | Class Code | Probationary Period End Date = Hire Date + X Days: | May Extend the Probationary Period End Date Up To X Days |
|--------------------------|-----------------------------|---|--|
| DNR | 0535 – NRP Trainee | 730 Days | - |
| MD School for Deaf | 9009 – Teacher | 730 Days | - |
| DPSCS | 4080 – Correction Officer I | 180 Days | 180 Days |

- The Probationary Period End Date and Sworn Probationary Period End Date for Uniformed Police (Service Category = UP) at Maryland State Police (MSP) based on the following criteria:

| Agency | Class Code | Probationary Period End Date = Hire Date + X Days: | Sworn Probationary Period End Date = Hire Date + X Days: |
|--------|----------------------------|---|---|
| MSP | 0050 – Trooper | - | 730 Days |
| MSP | 0051 – Trooper First Class | 180 Days | - |
| MSP | 0052 – Corporal | 180 Days | - |
| MSP | 0053 – Sergeant | 180 Days | - |

Note: If the employee goes on a Leave of Absence prior to the end of their Probationary End Date and/or Sworn Probationary Period End Date, the system shall allow for the dates to be adjusted once the employee returns from leave.

- The Increment Month and Increment Year should default for State employees based on the following criteria:

| Effective Date of Hire | Increment Month | Increment Year |
|---|-----------------|-------------------------|
| January 1 st thru June 30 th | January | Effective Year + 1 Year |
| July 1 st thru December 31 st | July | Effective Year + 1 Year |

Rehire Probationary End Dates:

- The Probationary Period End Date for Skilled Service and Professional Service State employees based on the following criteria:

| Time Since Separation Date | Class at Separation | Returning Grade | Probationary Period End Date = Hire Date + X Days: | May Extend the Probationary Period End Date Up To X Days |
|----------------------------|---------------------|-----------------|--|--|
| >= 365 Days | Any | 5, 6 or 7 | 180 Days | 90 Days |
| >= 365 Days | Any | ≠ 5, 6 or 7 | 180 Days | 180 Days |
| < 365 Days | Same at Return | Any | No Probationary Period | N/A |
| < 365 Days | Lower at Return | Any | No Probationary Period | N/A |
| < 365 Days | Greater at Return | 5, 6 or 7 | 180 Days | 90 Days |
| < 365 Days | Greater at Return | ≠ 5, 6 or 7 | 180 Days | 180 Days |

- The Probationary Period End Date and Sworn Probationary Period End Date for Uniformed Police (Service Category = UP) based on the following criteria:

| If Employee Was Rehired As: | Probationary Period End Date = Hire Date + X Days: | Sworn Probationary Period End Date = Hire Date + X Days: |
|------------------------------|--|--|
| A Sworn Trooper | - | 730 Days |
| Anything but a Sworn Trooper | 180 Days | - |

- The Increment Month and Increment Year should default for State employees based on the following criteria:

| Effective Date of Rehire | Increment Month | Increment Year |
|---|-----------------|-------------------------|
| January 1 st thru June 30 th | January | Effective Year + 1 Year |
| July 1 st thru December 31 st | July | Effective Year + 1 Year |

➤ The EOD Date for all rehires are based on the following criteria:

| Rehire Reason | Time Separated from State Employment | EOD Date Field Should |
|-------------------|--------------------------------------|---|
| Reinstatement | <= 6 months | Default to original EOD Date |
| Reinstatement | > 6 months, but less than 3 years | Original EOD Date + Time Away from State Svc |
| Non-Reinstatement | > 3 years | Rehire Date |

Example 1: Original EOD Date = January 5, 1998
 Resigned = April 16, 2004
 Reinstated = September 29, 2004
 Time Away from State Service = 5 months 13 days
 EOD at Rehire = January 5, 1998

Example 2: Original EOD Date = May 23, 1994
 Resigned = January 23, 2004
 Reinstated = August 16, 2004
 Time Away from State Service = 6 months 23 days
 EOD at Rehire = December 16, 1994