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203-3-1	Certification of Health Care Provider for Employee' Serious Health Condition	1/09
203-3-2	Sick Leave Donation Authorization Form	9/01
203-3-3	Sick Leave Donation (sample memo)	9/01
203-4	Permission Time for Cancer Screening	5/05
203-4-1	Cancer Screening Program (form)	5/05
204-1	Holidays:	
	Part I: - Holiday Listing	1/07
	Part II:- Observance of Election Days	7/04

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AM POLICY NUMBER	POLICY TITLE	EFFECTIVE DATE
	Part III: Holiday Compensation	9/99
204-2	Vacation Leave	3/08
204-3	Holiday Parties	12/03
204-4	Personal Leave	5/08
204-5	Jury Service	12/12
204-6	Appearance as Court Witness	6/08
204-7	Lactation Policy	1/13
204-7-1	Lactation Accommodations Policy	1/13
204-7-2	Lactation Accommodation Leave Tracking Form	1/13
204-7-3	Lactation Accommodation Leave Reduction Form	1/13
204-8	Leave of Absence: Bereavement	9/00
204-9	Attendance at Union Conferences & Conventions	4/00
204-10	Job-Related Injury & Illness	12/07
204-11	Military Leave	12/12
204-11-1	Military Leave of Absence Form	12/12
204-11-2	Military Leave Testing Procedures	12/12
204-11-3	Acknowledgment of Military Leave	12/12
204-11-4	Employee Checklist – Military Deployment	12/12
204-11-5	Continuation of Benefits While on Military Leave	12/12

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AM POLICY NUMBER	POLICY TITLE	EFFECTIVE DATE
204-11-6	Agency HR Checklist	12/12
204-11-7	Reemployment Notification Form	12/12
204-12	Length of Service	7/97
204-13	Time Off By Executive Order	1/90
204-14	Sick Leave	7/98
204-15	Extended Sick Leave	7/89
204-15-1	Requesting Extended Sick Leave	9/74
204-16	Changes to Recorded Leave	12/73
204-16-1	Completing Payroll Attendance Report	11/79
204-17	Attendance Record	12/81
204-17-1	Completing an Attendance Record	12/81
204-18	Equal Employment Opportunity	2/13
204-21	Third Party Settlements	5/12
204-22	Inclement Weather and City Emergencies Policy	1/11
204-23	Health Care Benefits Program	5/07
204-24	Prescription Plan	5/07
204-25	Health Incentive Reimbursement Program for Physical Examinations, Physical Fitness, Vision or Dental Care	7/08
204-26	Vision Benefit Plan	5/07

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204-28	COBRA	5/08
204-29	Domestic Partner Benefits	9/00
204-30	Determination of Benefits: Part I	3/86
204-31	Determination of Benefits: Part II	3/86
204-32	Employee Recognition Program	4/00
205-1	Salary	5/00
205-2	Overtime & Call-Back Part I Overview Part II Non-Exempt Classes Part III Exempt Classes	2/90
205-2-1	Overtime Conversion Chart	1/90
205-3	Direct Deposit Payroll Plan	6/88
205-3-1	Payroll - Direct Deposit Request	6/08
205-4	Employment Eligibility Verification	6/87
205-4-1	Employment Eligibility Verification	6/87
205-4-2	Preparing an Entry Ticket	7/90
205-4-5	Preparing a Change Notice	7/90
205-5	Employee Clearance on Terminations	11/88
205-5-1	Employee Clearance Checklist	11/88

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205-7	Separation & Payment at Termination	7/89
205-7-1	Cut-Off Notice	7/90
205-7-2	Employee Exit Interview	11/88
205-8	Employee Layoffs	9/09
205-8-1	Employee Layoff Procedure	9/09
205-9	Rehiring in CS Class after Layoff	7/98
205-10	Payroll Systems	2/89
205-11	Effect of Daylight Savings and Standard Time Changes On Employees' Pay	2/89
205-12	Sick Leave Conversion	6/88
205-12-1	Sick Leave Conversion Procedure	6/88
205-13	Longevity Increment	12/88
205-15	Work Permit for Minor	2/86
205-15-1	Obtaining Work Permit for Minor	2/86
205-16	Meal Allowance	6/89
205-17	Reimbursement of Non-Paid Board & Commission Members	10/83
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206-2	Pre-Retirement Seminar	12/01
206-2-1	Pre-Retirement Seminar Registration Form	3/98
207-1	Work Hours	2/89
208-1	Leave of Absence w/o Pay (Parts I and II)	2/89
208-1-1	Requesting Leave of Absence w/o Pay	3/82
208-2	Elective Office: State Service and Service in Other Jurisdictions	8/89
209-1	Union Visitation	9/04
210-1	Grievances	8/96
210-1-1	Grievance Procedure	8/96
211-1	Overlap in Employment	6/70
212-1	Contractual Agreements Part I: Retired City Employees Part II: Other than Retired City Employees	10/00
213-1	Part I: Reinstatement Part II: Subsequent Employment after Voluntary Separation from City Service	4/03
213-1-1	Reinstatement/Subsequent Employment Record	7/97
214-1	Out-of-Title Work: Part I Part II Part III	 11/88 7/95 11/88

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216-2	Death Benefits Chart	1/90
216-2-1	Designation of Beneficiary Form	7/89
217-3	Collection of Payroll Overpayment	6/03
217-3-1	Notification of Overpayment (memo to employee)	6/03
219-1	Tuition Reimbursement	7/07
219-1-1	Tuition Reimbursement from Accredited Institutions	7/07
219-2	Repayment of Tuition Reimbursement	12/90
219-2-1	Processing Repayment of Tuition Reimbursement	12/90
221-4	Moving Expenses	11/88
224-1	Employee Assistance Program	10/03
225-1	Political Activity	8/89
227-1	Workplace Violence Policy	9/10
227-1-1	Avoiding Opportunity for Physical Attack	9/10
227-1-2	Baltimore City Government Workplace Violence Incident Report	9/10
227-1-3	Baltimore City Memorandum	9/10
227-1-4	Baltimore City Memorandum – SAMPLE	9/10
227-1-5	Acknowledgement of Workplace Violence Policy	9/10

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230-1-1	Completing a Personnel Action Request	10/83
230-1-2	Completing a Position Description	10/83
230-3	Creation & Abolishment of Positions	10/83
230-3-1	Requesting Creation of CS Positions via Direct Request to Board of Estimates	10/83
230-3-2	Requesting Creation of Non-CS Positions via Direct Request to Board of Estimates	10/83
230-3-3	Requesting Abolishment of Positions (CS and non-CS) via Direct Request to Board of Estimates	10/83
230-4	Reclassification of Positions	10/83
230-4-2	Requesting Reclassification of CS Positions via Direct Request to Board of Estimates	10/83
230-4-3	Requesting Reclassification of Non-CS Positions via Direct Request to Board of Estimates	10/83
230-5	Downgrading	10/90
230-5-1	Downgrading Procedure	10/90
231-1	Hiring & Transfers	7/76
231-1-1	Employee Action Request	7/76
231-1-2	Non-City Resident Approval Request	7/76
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232-1	Permanent Positions & Employees	7/76

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232-1-1	Filling a Permanent Position by Hiring or Transfer	7/76
234-1	Temporary or Seasonal Appointments	7/07
234-1-1	Procedure for Temporary Appointments	5/03
235-1	Promotions	3/90
235-1-1	Promoting an Employee	3/90
236-1	Probationary Period	2/89
237-1	Positions of Trust	5/12
237-1-1	Initiating a Criminal Background Investigation	2/08
237-1-2	Processing Results of a Criminal Background Investigation	2/08
239-1	Elected Officials' Business Expenses	5/04
239-1-1	Out-of-Town Travel by Elected Officials	5/05
240-1	Travel Package Overview	5/05
240-2	Agency Head Approval	5/05
240-3	Board of Estimates Approval	5/05
240-5	Subsistence Allowance	1/08
240-5-1	Subsistence: Rates for High Rate Geographic Areas	11/13
240-6	Advance Funds/Reimbursement	5/05
240-7	Travel within City Limits	7/89
240-8	Travel: Transportation Mode	5/05

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240-9	Commercial Transportation	7/89
240-10	Employee-Owned Vehicle	7/11
240-11	Employee Expense Report	3/05
240-12	Executive Search Expenses	5/05
290-1	City Union of Baltimore Salary Scale	7/11
290-1-1	City Union of Baltimore Salary Scale – Flat Grades	7/11
290-2-1	Local 44 Full-Time Salary Scale	7/11
209-2-2	Local 44 Hourly Wage Salary Scale	7/11
290-2-3	Local 44 Part-Time Salary Scale	7/11
290-2-4	Local 44 Flat Salaries Salary Scale	7/11
290-3	Local 2202 Full-Time Salary Scale	7/11
290-5	Salary Scale for City Agencies Governed by State of MD Salary System	7/11
290-6	Nurses, Local 558, Salary Scale	7/11
290-7-1	Managerial and Professional Society, MAPS, Graded Salary Scale	7/11
290-7-2	Managerial and Professional Society, MAPS, Flat Grade Salary Scale	8/12
290-7-3	Managerial and Professional Society, MAPS, Flat Salary Scale	7/11
290-9	Fire Fighters Salary Scale: Local 964 IAFF	7/11

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290-10	Fire Officers Salary Scale: Local 734 IAFF	7/11
290-11	Police Salary Scale: Unit 1 (Non-Supervisory)	4/12
290-12	Police Salary Scale: Unit II (Supervisory)	4/12
290-13	Salary Scales for Grade 800 and 900	4/12
291-1	Civil Service Classes	4/12
291-1 (Codes)	Codes for Civil Service Classes	1/08
291-2	Non-Civil Service Classes	4/12
291 -2 (Codes)	Codes for Non-Civil Service Classes	1/08
SECTION 300:	**PROCUREMENT**	
301-1	Purchasing	7/11
301-1-1	Completing a Requisition	2/88
301-2	Membership & Subscriptions	6/12
301-3	Floor-Space Requests & Rent Payments	11/75
301-3-1	Applying for Floor-Space	1/74
301-3-2	Payment of Real Property Rentals	1/74
301-5	Procurement of Reproduction & Printing Equip.	2/76
301-5-1	Purchase Justification Detail	2/76
301-10	Computer Systems & Services	5/12

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AM POLICY NUMBER	POLICY TITLE	EFFECTIVE DATE
301-10-1	Computer System & Services Procedures	5/12
303-1	Expenditure Authorizations (EAs)	8/12
303-2	City of Baltimore Tax Exempt Certificate	2/05
303-3	Payment of City Obligations	7/89
303-4	Informal Bids	1/01
304-1	Interdepartmental Work Order	6/70
304-1-1	Completing an Interdepartmental Work Order	11/70
305-1	Control of City Materials and Equipment Part I & II	4/89
305-1-1	Control of City Materials and Equipment	4/89
306-1	Property Disposal Program (Excluding Real Property)	1/01
306-1-1	Procedure for Declaring Excess Property	4/00
307-1	Vending Machines	4/00
308-1	Procurement	7/11
308-1-1	Completing an "Unsatisfactory Supplier Performance Report"	8/75
309-1	Small Purchases Procurement Card Program	7/09
309-1-1	Authorization for Wage Reduction	12/06

SECTION 400: BUDGET AND APPROPRIATIONS

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AM POLICY NUMBER	POLICY TITLE	EFFECTIVE DATE
400-2	Demurrage Payable on Gas Cylinders	5/77
400-3	Indirect Cost Reimbursement for Federal Grants & Contracts	11/73
401-1	Petty Cash Fund	3/05
401-1-1	Establishing, Increasing, Decreasing, or Replenishing Petty Cash Funds	3/05
402-1	Collection of Revenue	8/86
402-1-1	Completing a "Cash Deposit Slip"	12/76
402-1-2	Voiding a "Cash Deposit Slip"	7/72
402-2	Payee on Checks for Grant Program	8/86
402-2-1	Receipt of Checks Issued in Payment for Grant Program	8/86
402-10-1	Completing a Revenue Deposit Advice Form	8/86
403-1	Expenditure Authorization Request	10/04
404-1	Financial Grants	7/90
404-1-1	Applying for Grants	7/90
404-1-2	Action upon Receiving Grant Approval	7/90
404-4	Outside Audits	6/12
404-5	Quadrennial Audits Policy	3/14
405-1	Money Due the City	5/12
406-1	Journal Entry	10/04

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AM POLICY NUMBER	POLICY TITLE	EFFECTIVE DATE
406-1-1	Processing a Journal Entry	12/04
407-1	Carry-over of Unexpended Appropriations	1/97
409-1	Board of Estimates Contingent Fund	10/04
410-1	Payment of Settlements and Judgments	5/12
411-1	Board of Finance: Authorization to Approve Payment through the EA	10/12
419-1	Budget Account Number	10/04
420-1	Budget Preparation Overview	10/04
420-1 (Calendar)	Budget Preparation Calendar	10/04
420-3	Operating Budget Preparation	12/04
420-4	Operating Budget	10/04
420-6	Capital Budget Preparation	10/04
420-7	Capital Budget	10/04
420-8	Capital Budget: Objects/ Sub-Objects of Expenditure	12/04
SECTION 500:	**CENTRAL SERVICES**	
501-1	City-Owned Vehicles	5/12
501-2 Part I	Training Courses, Driver Permits, etc.	4/04
501-2 Part II	Commercial Driver License	5/12
501-2-1	Obtaining a Driver Permit for City-Owned Vehicles	5/12

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AM POLICY NUMBER	POLICY TITLE	EFFECTIVE DATE
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501-3	Mayor's Motor Vehicle Freeze Committee (MMVFC): Assigned Vehicle	3/08
501-3-1	Mayor's Motor Vehicle Freeze Committee (MMVFC): Purchase Request/Vehicle Assignee	3/08
501-6	Mayor's Motor Vehicle Freeze Committee (MMVFC): Assigned Vehicles Maintenance/Repairs	3/08
501-8	Activity-Assigned Vehicles	3/08
501-8-1	Requesting the Purchase of Activity-Assigned Vehicle	3/08
501-9	Vehicle Rental	3/08
501-10	Motor Vehicle Accident	10/12
501-11	Vehicle Damage & Malfunction	3/08
501-12	Use of Communications Devices Prohibited when Operating City Motor Vehicles or Driving Personal Vehicles for City Business	5/12
501-14	Seat Belt Use	10/12
502-1	Records Management	12/10
502-1-1	Procedure for Disposal of Records: Sending Records To Archives	6/04
502-1-2	Procedure for Creating or Changing Records Retention Schedules	6/04
502-1-3	Procedure for Scanning Records	6/04

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AM POLICY NUMBER	POLICY TITLE	EFFECTIVE DATE
503-1	Municipal Post Office	8/12
503-1-1	Municipal Post Office: Procedure for Obtaining Postage Stamps and Other Postal Supplies	8/12
503-1-2	Charge Ticket: Municipal Post Office	8/12
504-1	Reproduction & Printing	1/84
504-1-1	Obtaining Printed Materials	1/84
504-2	Quick Copy Center	1/84
504-2-1	Obtaining Quick Copy Center Service	1/84
505-1	Insurance for Loss or Damage to City Property	5/12
505-1-1	Procedure for Property Claims	10/12
506-1	Building Maintenance	10/04
507-1	Municipal Telephone Service	1/77
507-1-1	Municipal Telephone Service: Completing a Telephone Service Request Form	7/12
508-1	Stationery	7/91
508-1-1	Ordering Stationery	7/91
508-2	Business Cards	7/91
508-2-1	Business Card Layout	12/01
509-1	Cable and Communications Services	5/12
509-2	Pagers and Cellular Phones	8/12

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AM POLICY NUMBER	POLICY TITLE	EFFECTIVE DATE
509-2-1	Procedure for Requesting Pagers & Cellular Telephones	8/12
509-2-2	Pager Receipt and Agreement	8/12
509-2-3	Pagers/Cellular Phones Justification Form	8/12

Introduction

SCOPE

The Administrative Manual (AM) communicates official City policies and procedures that affect the City's operations and its employees. By distilling provisions of the City Charter, Board of Estimates policies and rules, Memoranda of Understanding and the decisions and directives of the City Administration, the published policies provide uniform and consistent operating rules. The AM includes only those policies and procedures applicable on a citywide basis. Policies and/or procedures that are developed by individual departments and agencies for their own use are not included in the AM. If an agency is exempt from the provisions of certain policies and procedures, it will not be cited in the AM.

MANUAL RESPONSIBILITY

The Bureau of the Budget and Management Research (BBMR) within the Department of Finance is responsible for the production of the AM, including drafting, revising, publishing, and withdrawing the AM's policies and procedures. By virtue of this charge, BBMR determines the format, content, style, wording, and composition of all AM documents.

All City agencies are responsible for recommending changes to existing policies and procedures on as as-needed basis. In addition, agencies tasked with the administration of a particular AM policy should perform periodic reviews and recommend updates to the policy and its procedures as necessary. BBMR will regularly survey agency points of contact about the need for updates.

Responsibility for drafting, revising, and withdrawing human resources-related policies and procedures housed in the Personnel Section of the AM rests with the Department of Human Resources (DHR). Where appropriate, DHR will solicit input from the Office of the Labor Commissioner, the Law Department, and other interested stakeholders, when updating the content of the Personnel Section. In addition, BBMR will review DHR's proposed changes to ensure quality and consistency, as it relates to the format, style, wording, and composition of the AM, as well as any financial implications.

MANUAL COMPLIANCE

Employees at all levels of the City government are responsible for ensuring compliance with the provisions of the Administrative Manual. Each city agency head must inform BBMR of any changes in their operations that affect an existing AM policy and/or policy section. City agency heads or their designees are also responsible for supplying necessary information requested by the Administrative Manual Section of the BBMR for the preparation and/or revision of AM documents.

MANUAL ISSUANCE

The AM is issued by the BBMR. The most updated manual is published on the BBMR intranet: http://cobweb.baltimorecity.gov/bbmr/

A printable PDF version of the manual is available on the intranet if bureau heads or employees have the need to access the hard copy of the Administrative Manual. Binders are available upon request at the print shop.

The print shop order numbers for the red, 3-ring Administrative Manual Binders, which include dividers, are:

- 23-0380-5375-00 Volume 1 (3-inch)
- 23-0380-5275-00 Volume 2 (2-inch)

MANUAL MAINTENANCE

The Administrative Manual on the BBMR intranet site will be updated whenever new or revised policies are approved by the Board of Estimates. A broadcast detailing Manual updates will be emailed to all City employees. See additional details about the Administrative Manual Broadcast in AM-002-1-1.

Address correspondence about Administrative Manuals or policies to:

Administrative Manual Section, Bureau of Budget and Management Research, Room 469, City Hall or call 410-396-5944.

m Administrative Manual Revision Process

SCOPE

This policy outlines Bureau of the Budget and Management Research's (BBMR) process for requesting changes to the Administrative Manual (AM).

PRE-REQUEST REQUIREMENTS

1. The requesting agency must draft the proposed changes and/or additions to the AM.

2. Before submitting the proposed changes to BBMR, the requesting agency must provide a copy of the proposed changes to each affected agency (or a representative sample of affected agencies) for review and comment. Any suggestions and/or concerns received from the agencies should be carefully considered and, where appropriate, addressed in the final submission to BBMR.

3. Any proposed additions and/or changes to the AM that impact (or have the potential to impact) the terms and/or conditions of employment for City employees must be reviewed and approved by the Department of Human Resources (DHR), the Office of the Labor Commissioner, and the Law Department. Possible union concerns should be brought to the attention of the Labor Commission for consideration and, where appropriate, resolved before the proposed policy is submitted to BBMR.

4. In addition, any changes to the AM that involve the use of leave and/or payment processing must also be reviewed and approved by the Office of the Labor Commissioner and the Department of Finance.

REQUEST FORMAT

1. Requests to change or update the AM should be accompanied by a memorandum, signed by the Agency Head. The memorandum should briefly summarize the proposed changes and recommend an effective date following approval of the Board of Estimates.

2. The memorandum should identify all agencies that reviewed the proposed changes.

3. Union endorsement of a specific proposal should be noted in the memorandum. Likewise, union opposition to a particular proposal (actual or anticipated) should be noted.

4. The memorandum should be submitted to the Budget Director and the Administrative Manual Section of BBMR at:

Bureau of the Budget and Management Research
469 City Hall
100 N. Holliday St.
Attn: Administrative Manual Section
Budget Director

POST-REQUEST PROCEDURE

1. BBMR will coordinate interdepartmental communications to ensure all agency comments are considered and, where appropriate, incorporated into the policy.

2. Upon the approval of the Finance Director, BBMR will prepare the letter to the Board of Estimates requesting that the proposed changes be made.

3. The proposal will be placed on the Board's agenda.

4. Changes will become effective within the timeframe indicated in the requesting agency's memorandum following Board approval.

5. BBMR will issue a broadcast notifying all City employees of the AM changes and will place the broadcast and updated policy on BBMR's Intranet.

6. Refer to AM-002-1-1 for the broadcast template.

m Request for Board of Estimates Approval

SCOPE

This policy concerns all communications, documents, personnel matters and related actions which must be considered and approved by the Board of Estimates.

DOCUMENTS OR COMMUNICATIONS

Documents or communications which require Board of Estimates' approval, but which are not concerned with personnel matters, must be submitted to the Board in the following manner:

• Original and 5 copies --Address and forward to:

President and Honorable Members
Board of Estimates
204 City Hall

• 1 copy -- Forward to:

Chief of Staff
Office of the Mayor
250 City Hall

PERSONNEL MATTERS

All personnel matters which require Board of Estimates' approval must be submitted to the Board in the following manner:

• Original and 5 copies -- Address to:

President and Honorable Members
Board of Estimates
204 City Hall

Forward directly to:

Secretary
Expenditure Control Committee
469 City Hall

• 1 copy -- Forward a copy of the cover MEMO concerning the request to:

m Request for Board of Estimates Approval

Chief of Staff
Office of the Mayor
250 City Hall

REQUEST FOR BOARD OF ESTIMATES' APPROVAL

All requests for approval by the Board of Estimates must be submitted on City memo paper and be formatted as in AM-101-1-1 except for Expenditure Authorization Request forms, Travel Request forms, and the Bureau of Purchases' list of informal awards.

The following are the areas to be discussed in the memo:

- Action Requested by Board of Estimates;
- Amount of Money and Source of Funds;
- Background/Explanation; and
- MBE/WBE Participation - if applicable.

PRIOR APPROVAL

Prior to submission to the Board of Estimates, the agency must receive approval from the Bureau of the Budget and Management Research (BBMR) regarding all matters that involve expenditure of funds.

All third party contracts and/or legal documents which bind the City must be reviewed by the Department of Law for form and legal sufficiency. Agency heads must receive approval from the Department of Law prior to submission to BBMR for funding approval.

The Department of Audits reviews grant awards to the City, subgrantee awards made by City agencies, consultant contracts, change orders, on-call contracts and medical payments. After review and approval by the Department of Audits, the request is placed on the Board of Estimates' agenda. Other areas may be reviewed at the discretion of the auditors or upon request by the Board of Estimates.

LATE APPROVAL

Submissions to the Board of Estimates should be made in a timely manner, i.e. prior to the execution of or effective date of the requested action. In those cases where it is not possible to obtain prior approval, a full explanation of the reason must be included in the letter or other request to the Board of Estimates with a copy forwarded to the Mayor's Office, attention of the Chief of Staff.

APPROVAL/DISAPPROVAL

Agencies may not act upon their request to the Board of Estimates until the approved copy is received back from the Office of Comptroller's Office, normally within five (5) work days of the Board meeting. If the request has been disapproved, it is returned to the agency indicating disapproval.

PREPARATION OF THE BOARD OF ESTIMATES AGENDA

The Office of the Comptroller prepares the agenda for the Board of Estimates. The Comptroller's office issues regulations regarding the deadline for submissions for the agenda, the manner in which items must be submitted, and the dates of Board meetings.

The general rules are:

1. The Board of Estimates meets every Wednesday at 9:00 a.m. in City Hall, Room 215, unless otherwise modified.
2. The deadline for submissions of items is Thursday by 11:00 a.m. for meetings on the following Wednesday, unless notified otherwise.
3. The original request (and required copies) to the Board and/or related document must be submitted in order for an item to be placed on the agenda. A fax, photocopy or incomplete document will not be accepted for the agenda.
4. Prior to the submission of an item for the agenda, the requesting agency is responsible for confirming dates, amounts, and securing the required approvals.
5. A request to withdraw an item must be received no later than 2:00 p.m. on the Friday preceding the Board meeting that is scheduled for the following Wednesday.

"WALK-ONS"

Items added to the published agenda of the Board of Estimates ("walk-ons") should be limited to emergencies where life or property is in jeopardy, confidential settlements of civil lawsuits, matters requiring immediate action to preclude loss of Federal or State funding, items requiring immediate subsequent approval of the Maryland Board of Public Works and matters of a similar nature. "Walk-ons" should not include routine items which are not on the agenda due to delays in the agency's administrative review and approval process. All requested "walk-ons" for the Administration must be submitted first to the Mayor's Office for review.

CERTIFIED EMERGENCY

In the event of an emergency of such a nature that the public welfare would be adversely affected by awaiting the approval of the Board of Estimates, the Director of Finance, upon request by the head of the municipal agency involved, may proceed to obtain the supplies, materials, equipment, services or public works required without reference to the procurement procedures outlined in the City Charter. A full report of any such action shall be promptly submitted to the Board of Estimates.

RELATED STATIONERY

Agencies should not use letterhead when corresponding with the Board of Estimates. The official City MEMORANDUM (26-1418-5007) must be used.

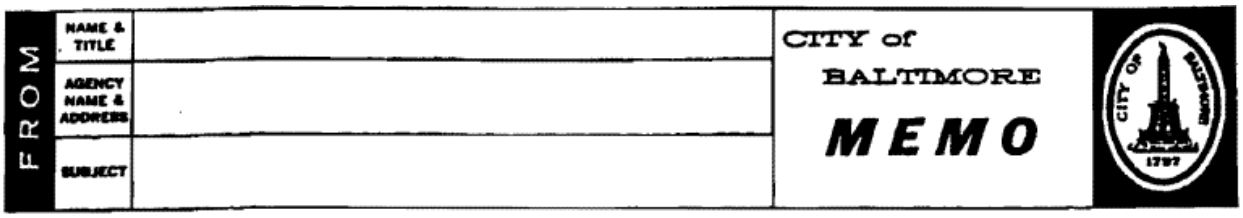
RELATED POLICIES

AM-230-1 PERSONNEL REQUEST

AM-508-1 LETTERHEAD

m Format for Requests for Board of Estimates' Approval

All requests submitted to the Board of Estimates for approval must be formatted in the following manner, except Expenditure Authorization Request forms, Travel Request forms, and the Bureau of Purchases' list of informal awards.



To: Date:

Honorable President and Members
Of the Board of Estimates

Dear Mr. President and Members:

ACTION REQUEST OF BOARD OF ESTIMATES:

AMOUNT OF MONEY AND SOURCE OF FUNDS:

BACKGROUND/EXPLANATION:

MBE/WBE PARTICIPATION:
(If applicable. If not, do not include this heading.)

APPROVED BY BOARD OF ESTIMATES

Date Clerk

SCOPE

This document provides updated contacts, mailing addresses, telephone and facsimile numbers, and postal delivery service information for City and City-related departments, committees and boards commissions, and frequently called City offices. It is the responsibility of the agency head or designee to inform the Bureau of the Budget and Management Research of any changes relative to this listing by writing to the Administrative Manual, BBMR, Re: AM 102-1, Room 427, City Hall, Baltimore, 21202. Any errors will be rectified in the next scheduled policy update.

ALPHABETICAL LISTING

AGENCY	**ADDRESS/PHONE/FAX**	**POSTAL DELIVERY**
ACCOUNTING & PAYROLL SERVICES, BUREAU Tom Reese Chief	M.E.C.U. Building 401 E. Fayette St. (Dept. of Finance) 5th Floor (410) 396-3745 (410) 396-3770 FAX	Interdepartmental
Accounts Payable Division John Crout Accounting Manager	401 E. Fayette St. 5th Floor (410) 396-3802 (410) 396-3770 FAX	Interdepartmental
Central Payroll Division John Bennett Manager, Central Payroll Division	401 E. Fayette St. 8th Floor (410) 396-3760 (410) 234-0914 FAX	Interdepartmental
AGING AND CARE SERVICES Arnold Eppel Director, Aging and CARE Services	417 E. Fayette St., 6th Floor (410) 396-4932 (410) 385-0381 FAX	Interdepartmental
ARCHIVES & RECORDS MANAGEMENT (Dept. of Legislative Reference) Rebecca Gunby, Archivist & Records Management Officer	2615 Mathew Street (410) 396-3884	Interdepartmental
AUDITS, DEPARTMENT OF Comptroller's Office Robert McCarty	City Hall Room 321 (410) 396-4783	Interdepartmental

City Auditor	(410) 545-3961 FAX	
BALTIMORE CITY BOARD OF SCHOOL COMMISSIONERS Shanaysha Sauls Board Chair	200 E. North Ave. Room 406 Baltimore, MD 21202 (410) 396-8709 (410) 545-3613 FAX	
BALTIMORE CITY PUBLIC SCHOOLS Dr. Gregory Thornton Chief Executive Officer	Superintendent Office 200 E. North Avenue (410) 396-8803 (410) 396-8898 FAX	Interdepartmental
BALTIMORE DEVELOPMENT CORP. William H. Cole President and CEO	36 S. Charles St, Suite 1600 (410) 837-9305 (410) 837-6363 FAX	Interdepartmental
BALTIMORE RISING, INC. Executive Director	3939 Reisterstown Road Lorrie Davis Suite 268 410-396-4274 410-367-5760 FAX	Interdepartmental
BOARDS AND COMMISSIONS OFFICE OF Kumasi Vines Chief	3000 Druid Park Dr. 1st Floor (410) 396-6883	Interdepartmental
BUDGET & MANAGEMENT RESEARCH, BUREAU OF (Department of Finance) Andrew Kleine Chief	City Hall Room 469 (410) 396-4941 (410) 396-4236 FAX	Interdepartmental
CABLE & COMMUNICATIONS, OFFICE OF Tonia Lee General Manager	8 Market Pl, Suite 200 (410) 396-1100 (410) 727-5850 FAX	Interdepartmental
CITY COUNCIL Honorable Bernard C. “Jack” Young President	City Hall Room 400 (410) 396-4804 (410) 539-0647 FAX	Interdepartmental

Honorable City Hall, Edward L. Reisinger Vice President	Room 511 (410) 396-4822 (410) 545-7353 FAX	Interdepartmental

CITY COUNCIL MEMBERS

1st DISTRICT Honorable James B. Kraft	City Hall, Room 503 (410) 396-4821 (410) 347-0547 FAX	Interdepartmental
2nd DISTRICT Honorable Brandon M. Scott	Room 525 (410) 396-4808 (410) 396-4414 FAX	Interdepartmental
3RD DISTRICT Honorable Robert W. Curran	Room 553 (410) 396-4812 (410) 396-8621 FAX	Interdepartmental
4th DISTRICT Honorable Bill Henry	Room 502 (410) 396-4830 (410) 659-1792 FAX	Interdepartmental
5th DISTRICT Honorable Rochelle "Rikki" Spector	Room 521 (410) 396-4819 (410) 396-6800 FAX	Interdepartmental
6th DISTRICT Honorable Sharon Green-Middleton	Room 516 (410) 396-4832 (410) 244-5343 FAX	Interdepartmental
7th DISTRICT Honorable Nick Mosby	Room 513 (410) 396-4810 (410) 347-0537 FAX	Interdepartmental

8TH DISTRICT		
Honorable Helen Holton	Room 518 (410) 396-4818 (410) 396-4828 FAX	Interdepartmental
9th District		
Honorable William "Pete" Welch	Room 532 (410) 396-4815 (410) 545-3857 FAX	Interdepartmental
10th DISTRICT		
Honorable Edward L. Reisinger	Room 511 (410) 396-4822 (410) 545-7353 FAX	Interdepartmental
11th DISTRICT		
Honorable Eric T. Costello	Room 527 (410) 396-4816 (410) 545-7464 FAX	Interdepartmental
12th DISTRICT		
Honorable Carl Stokes	Room 509 (410) 396-4811 (410) 396-1594 FAX	Interdepartmental
13th DISTRICT		
Honorable Warren Branch	Room 505 (410) 396-4829 (410) 347-0534 FAX	Interdepartmental
14th DISTRICT		
Honorable Mary Pat Clarke	Room 550 (410) 396-4814 (410) 545-7585 FAX	Interdepartmental

CITY COUNCIL STANDING COMMITTEES

BUDGET & APPROPRIATIONS Honorable Helen Holton, Chair	City Hall Room 518 (410) 396-4818 (410) 396-4828 FAX	Interdepartmental

LABOR Honorable Robert Curran, Chair	City Hall Room 553 (410) 396-4812 (410) 396-8621 FAX	
EDUCATION AND YOUTH Honorable Mary Pat Clarke, Chair	City Hall Room 550 (410) 396-4814 (410) 545-7585 FAX	Interdepartmental
EXECUTIVE APPOINTMENTS Honorable William “Pete” Welch, Chair	City Hall Room 527 (410) 396-4816 (410) 545-7464 FAX	Interdepartmental
HEALTH Honorable Robert Curran, Chair	City Hall Room 553 (410) 396-4812 (410) 396-8621 FAX	Interdepartmental
JUDICIARY & LEGISLATIVE INVESTIGATIONS Honorable James B. Kraft, Chair	City Hall Room 503 (410) 396-4821 (410) 347-0547 FAX	Interdepartmental
LAND USE & TRANSPORTATION Honorable Edward Reisinger, Chair	City Hall Room 511 (410) 396-4822 (410) 545-7353 FAX	Interdepartmental
POLICY AND PLANNING Honorable Warren Branch, Chair	City Hall Room 523 (410) 396-4829 (410) 396-0534 FAX	Interdepartmental
PUBLIC SAFETY Honorable Warren Branch, Chair	City Hall Room 523 (410) 396-4829 (410) 396-0534 FAX	Interdepartmental

RECREATION & PARKS Honorable Carl Stokes, Chair	City Hall Room 525 (410) 396-4816 (410) 545-7464 FAX	Interdepartmental
TAXATION, FINANCE & ECONOMIC DEVELOPMENT Honorable Carl Stokes, Chair	City Hall Room 511 (410) 396-4811 (410) 396-1594 FAX	Interdepartmental
Subcommittee: HOUSING & COMMUNITY 'DEVELOPMENT Honorable Bill Henry, Chair	City Hall Room 502 (410) 396-4830 (410)659-1792	Interdepartmental
URBAN AFFAIRS AND AGING Honorable Sharon Green-Middleton	City Hall, Room 516 (410) 396-4832 (410) 244-5343 FAX	Interdepartmental
CITY FRAUD HOTLINE	(410) 396-3589 (410) 545-3939 (AUDITS - FAX) (410) 545-3961 (CITY HALL - FAX)	Interdepartmental
CIVIL SERVICE COMMISSION Devon Dodson President	201 E. Baltimore St. Suite 300 (410) 396-3851 (410) 396-1523 FAX	Interdepartmental
REVENUE COLLECTION'S BUREAU (Dept. of Finance) Janice Simmons	Abel Wolman Building Room 7 (410) 396-3961 (410) 244-7355 FAX	Interdepartmental
CIVIL RIGHTS, OFFICE OF Larry Ennels Acting Director	10 N. Calvert St, Suite 915 (410) 396-3141 (410) 396-9586 FAX	Interdepartmental
COMPTROLLER, OFFICE OF Honorable Joan M. Pratt Comptroller	City Hall Room 204 (410)396-4755 (410)685-4416 FAX	Interdepartmental

CONVENTION AND VISITORS ASSOCIATION, BALTIMORE Thomas J. Noonan President & CEO	100 Light Street 12th Floor Baltimore, MD 21202 (410) 659-7000 (410) 727-2308 FAX	U.S. Mail
CONVENTION CENTER, BALTIMORE Peggy Daidakis Executive Director	Baltimore Convention Center 1 W. Pratt Street (410) 649-7000 (410) 649-7077 FAX	Interdepartmental
COUNCIL SERVICES, OFFICE OF Larry Greene Director	City Hall Room 421 (410) 396-7215 (410) 545-7596 FAX	Interdepartmental
COURTS, CIRCUIT W. Michel Pierson Administrative Judge	Court House East Room 208 (410) 396-3836 (410) 545-0180 FAX	Interdepartmental
Beverly B. Carter Administrator	Court House East Room 200 (410) 396-5188 (410) 752-5274 FAX	Interdepartmental
COURT, ORPHANS' Lewyn Scott Garrett Chief Judge	Court House East 111 N. Calvert St, Room 311 (410) 396-5049 (410) 545-3487 FAX	Interdepartmental
EMERGENCY MANAGEMENT MAYOR'S OFFICE OF Robert Maloney Director	1201 E. Cold Spring Lane (410) 396-6188 (410) 532-6125 FAX	Interdepartmental
DOWNTOWN PARTNERSHIP Kirby Fowler President	217 N. Charles St, Suite 100 Baltimore, MD 21201 (410) 244-1030 (410) 244-8670 FAX	U.S. Mail

EMPLOYEES' AND ELECTED OFFICIALS' RETIREMENT SYSTEM Roselyn H. Spencer Executive Director	7E. Redwood Street, 12th floor (410) 984-3180 (410) 528-1474 FAX	Interdepartmental
ELECTIONS, BOARD OF Lawrence Cager, Jr. President	417 E. Fayette St, Room 129 (410) 396-5570 (410) 962-8747 FAX	Interdepartmental
Armstead B.C. Jones, Sr. Administrator	417 E. Fayette St, Room 129 (410) 396-5570 (410) 962-8747 FAX	Interdepartmental
EMPLOYEE ASSISTANCE PROGRAM Department of Human Resources Margo Bruner Chief	201 E. Baltimore St, Suite 400 (410) 396-3813 (410) 396-4483 FAX	Interdepartmental
ENVIRONMENTAL CONTROL BOARD Rebecca Woods, Esq. Executive Director	200 E. Lexington St, Rm 100 (410) 396-6909 or 6911 (410) 396-6876	Interdepartmental
EXPENDITURE CONTROL COMMITTEE (E.C.C.) Robert A Cenname Secretary	City Hall Room 427 (410) 396-4774 (410) 396-4236 FAX	Interdepartmental
FINANCE, BOARD O F Stephen M. Kraus Clerk to the Board	200 Holiday St, Rm 7 (410) 396-4750 (410) 396-5876 FAX	Interdepartmental
FINANCE, DEPARTMENT OF Henry Raymond Director	City Hall, Room 449 (410) 396-4940 (410) 396-4236 FAX	Interdepartmental
FIRE AND POLICE EMPLOYEES' RETIREMENT SYSTEM N. Anthony Calhoun Executive Director	7E. Redwood St (410) 497-7929 (888) 443-7008 FAX	Interdepartmental

FIRE COMMISSIONERS, BOARD OF Herman Williams, Jr. President	401 E. Fayette Street (410) 396-3083 (410) 625-2699 FAX	Interdepartmental
FIRE DEPARTMENT Niles R. Ford, PhD Chief	401 E. Fayette Street (410) 396-3083 (410) 625-2699 FAX	Interdepartmental
GENERAL SERVICES, DEPARTMENT OF Steve Sharkey Director	Abel Wolman Building Room 800 (410) 396-3704 (410) 385-2417 FAX	Interdepartmental
DOCKMASTER, OFFICE OF Fran Knauff Dockmaster	400 A Key Highway (410) 396-3174 (410) 396-1324 FAX	Interdepartmental
HEALTH, DEPARTMENT OF Dr. Leana Wen Commissioner	1001 E, Fayette St, (410) 396-4387 (410) 396-1617 FAX	Interdepartmental
HISTORICAL & ARCHITECTURAL PRESERVATION, COMMISSION FOR Thomas Liebel Chairperson	417 E. Fayette St, 8th Floor (410) 396-4866 (410) 396-5662 FAX	Interdepartmental
Kathleen Gilbert Kotarba Executive Director	417 E. Fayette St, 8th Floor (410) 396-4866 (410) 396-5662 FAX	Interdepartmental
HOUSING AND COMMUNITY DEVELOPMENT, DEPARTMENT OF Paul T. Graziano Commissioner	417 E. Fayette Street Room 1346 (410) 396-3232 (410) 545-7771 FAX	Interdepartmental
HUMAN RESOURCES, DEPARTMENT OF Mary Talley Director	201 E. Baltimore Street (410) 396-1563/1565 (410) 396-1523 FAX	Interdepartmental

INDUSTRIAL DEVELOPMENT AUTHORITY Henry Raymond President	City Hall Interdepartmental Room 454 (410) 396-4940 (410) 396-4236 FAX	
INFORMATION TECHNOLOGY SERVICES BUREAU, (Dept. of Finance) Jerome Mullen Chief	401 E. Fayette Street, 3rd fl. (410) 396-6648 (410)-837-5415 FAX	Interdepartmental
LAW, DEPARTMENT OF City Hall, George Nilson City Solicitor	Room 101 (410) 396-8393 (410) 659-4077 FAX	Interdepartmental
LEGISLATIVE REFERENCE, DEPARTMENT OF Avery Aisenstark Director	City Hall, Room 626 (410) 396-4733 (410) 396-8483 FAX	Interdepartmental
LIBRARY, ENOCH PRATT FREE Dr. Carla D. Hayden CEO	400 Cathedral Street (410) 396-5395 (410) 396-1321 FAX	Interdepartmental
LIQUOR LICENSE COMMISSIONERS, BOARD OF Michelle Bailey-Hedgepeth Chairman	231 E. Baltimore St, 6th Floor (410) 396-4377 (410) 396-4382 FAX	Interdepartmental
MAYOR'S OFFICE Honorable Stephanie Rawlings-Blake Mayor	City Hall Room 250 Dial 0	Interdepartmental
Kaliope Parthemos Chief of Staff Administration	Room 250 (443) 545-7987	Interdepartmental
Kimberly Morton Deputy Chief of Staff	Room 250 (410) 396-4876	Interdepartmental
Kevin Harris Chief of Public Affairs	Room 250 (443) 984-3734	Interdepartmental

Dawn Kirstaetter Deputy Mayor, Offices of Health, Human Services, Education, and Youth	Room 250 (410) 396-8954	Interdepartmental
Robert Maloney Deputy Mayor, Offices of Emergency Management and Public Safety	Room 250 (410) 396-4721	Interdepartmental
Andrew Smullian Deputy Mayor, Offices of Government Relations and Labor	Room 250 (410) 396-7208 (410) 269-0207	Interdepartmental
Colin Tarbert Deputy Mayor, Offices of Economic and Neighborhood Development	Room 250 (410) 545-6208	Interdepartmental
Khalil Zaied Deputy Mayor, Offices of Operations	Room 250 (410) 396-4725	Interdepartmental
Caron Brace Press Secretary, Mayor's Office of Communications	Room 250 (410) 545-3406	Interdepartmental
Sharon Pinder Director, Mayor's Office of Minority And Women-Owned Business Development	Room 250 (410) 396-3818	Interdepartmental
CITISTAT, MAYOR'S OFFICE OF Mark Grimes Director	City Hall 6th Fl. (410) 396-4721 (410) 625-8707 FAX	Interdepartmental
CRIMINAL JUSTICE MAYOR'S OFFICE OF Angela Johnese Director	City Hall Room 334 (410) 396-9521 (410) 625-2136 FAX	Interdepartmental

EMPLOYMENT DEVELOPMENT, MAYOR'S OFFICE OF Karen Sitnick Director	417 E. Fayette St, Suite 468 (410) 396-3009 (410) 396-5219	Interdepartmental
HUMAN SERVICES, MAYOR'S OFFICE OF Olivia Farrow, Esq. Director	City Hall Room 250 (410) 396-7370 (410) 396-1046	Interdepartmental
INFORMATION TECHNOLOGY, MAYOR'S OFFICE OF Jerome Mullen Acting Chief Information Director	401 E. Fayette St (410) 396-6648 (410) 837-5415 FAX	Interdepartmental
NEIGHBORHOODS, MAYOR'S OFFICE OF Gussener Augustus Director, Neighborhoods & Constituent Services	City Hall Room 250 (410) 396-4735 (410) 396-1632 FAX	Interdepartmental
INSPECTOR GENERAL, MAYOR'S OFFICE OF Robert H. Pearre Inspector General	City Hall Room 640 (443) 984-3690 (443) 837-1033 FAX	Interdepartmental
LABOR COMMISSIONER, OFFICE OF Deborah Moore-Carter Commissioner	417 E. Fayette Street Room 1405 (410) 396-4365 (410) 396-1526 FAX	Interdepartmental
MUNICIPAL TELEPHONE EXCHANGE (Comptroller Office) Simon Etta Acting Director, Communication Services	201 E. Baltimore Street 11th Floor (410) 396-4926 (410) 396-4547 FAX	Interdepartmental
MUNICIPAL ZONING AND APPEALS, BOARD OF David Tanner Director	417 E. Fayette St, Rm 1432 (410) 396-4301 (410) 625-8422 FAX	Interdepartmental

MUSEUM OF ART, BALTIMORE Doreen Bolger Director	Art Museum Drive Baltimore, MD 21218 (410) 396-7100 (410) 396-7153 FAX	U.S. Mail
OCCUPATIONAL SAFETY, DIV OF (Dept. of Personnel) Doug Kerr Risk Manager	201 E. Baltimore St. Suite 200 (410) 396-5115 (410) 396-1071 FAX	Interdepartmental
OFF-STREET PARKING COMMISSION Sylvia H. Law Chairperson	417 E. Fayette St, Room 940 (410) 396-4753	Interdepartmental
PARKS, DIVISION OF (Dept. of Rec. & Parks) Tom Jeanetta, Chief of Parks	2600 Madison Avenue (410) 396-7931 (410) 396-7945 FAX	Interdepartmental
PLANNING COMMISSION Wilbur Cunningham Chairperson	417 E. Fayette St, 8th Floor (410) 396-4327 (410) 244-7358 FAX	Interdepartmental
PLANNING DEPARTMENT Tom Stosur Planning Director	417 E. Fayette St, 8th Floor (410) 396-4327 (410) 244-7358 FAX	Interdepartmental
POLICE DEPARTMENT Anthony Batts Commissioner	601 E. Fayette Street (410) 396-2020 (From Centrex dial 15-2525) (410) 752-4970 FAX	Interdepartmental
POST OFFICE, MUNICIPAL (Comptroller's Office)	201 E. Baltimore St, 11th Floor (410) 396-4926 (410) 396-4547 FAX	Interdepartmental
PRINTING & GRAPHICS DIVISION (Dept. of Finance - Bureau of Purchases) Jeffrey Jolliffe Manager	111 N. Calvert Street Lower Level & 1st Floor (410) 396-5741 (410) 545-3765 FAX	Interdepartmental

PROMOTION, OFFICE OF William Gilmore Director	10 E. Baltimore Street (410) 752-8632 (410) 385-0361 FAX	Interdepartmental
PUBLIC WORKS, DEPARTMENT OF Rudy Chow, P.E. Director	Abel Wolman Building (410) 396-3310 (410) 539-6119 FAX	Interdepartmental
PURCHASES, BUREAU OF (Dept. of Finance) Tim Krus City Purchasing Agent	231 E. Baltimore Street (410) 396-5700 (new address 6/15/99) (410) 396-1822 FAX	Interdepartmental
REAL ESTATE, DEPARTMENT OF (Comptroller's Office) Walter Horton Real Estate Officer	City Hall Room 304 (410) 396-4763 (410) 528-1437 FAX	Interdepartmental
REAL ESTATE DIVISION (Dept. of Law) David Ralph, Deputy City Solicitor	City Hall, Room 101 (410) 396-3297 (410) 576-7203 FAX	Interdepartmental
RECREATION AND PARKS ADVISORY BOARD Howard Aylesworth President	2901 Druid Park Drive (410) 225-7896 (410) 225-9857 FAX	Interdepartmental
RECREATION AND PARKS, DEPARTMENT OF Ernest Burkeen, Jr. Director	3001 East Drive Druid Hill Park (410) 396-7900 (410) 889-3856 FAX	Interdepartmental
OFFICE OF RISK MANAGEMENT DIVISION OF OCCUPATIONAL SAFETY (Dept. of Finance) Douglas Kerr Risk Manager	401 E. Fayette Street 7th Floor (410) 396-4311 (410) 396-4227 (410) 396-7278 FAX	Interdepartmental
SHERIFF'S OFFICE John W. Anderson Sheriff	Mitchell Court House 110 N. Calvert St, Room 104 (410) 396-1155 (410) 727-3507 FAX	Interdepartmental

SOCIAL SERVICES, DEPARTMENT OF David Thompson Interim Director	1910 N. Broadway St (443) 378-4600 (443) 378-4613 FAX	Interdepartmental
SOLID WASTE, BUREAU OF (Dept. of Public Works) Valentina Ukwuoma Bureau Head	Abel Wolman Building Room 1000 (410) 396-5134 (410) 545-6117 FAX	Interdepartmental
SPACE UTILIZATION COMMITTEE Comptroller's Office	City Hall, Room 304 (410) 396-4763	Interdepartmental
STATE'S ATTORNEY'S OFFICE Honorable Marilyn Mosby, Esq. State's Attorney	120 East Baltimore St. 9th Floor Baltimore, MD 21202 (443) 984-6000 (443) 984-6258 FAX	Interdepartmental
SURPLUS PROPERTY DISPOSAL (Dept. of Finance Bureau of Purchases) Timothy Krus	231 E. Baltimore Street (410) 396-5726 (410) 396-1822 FAX	Interdepartmental
TRANSPORTATION, DEPARTMENT OF William M. Johnson Director	417 E. Fayette Street Room 512 (410) 396-6802 (410) 547-1036 FAX	Interdepartmental
TREASURY MANAGEMENT, BUREAU OF (Dept. of Finance) Steven Kraus, Chief	200 N. Holliday St, Rm 7 (410) 396-4752 (410) 396-5876 FAX	Interdepartmental
Alvin O. Hillard Executive Director	10 N. Calvert St, Suite 915 (410) 396-4835 (410) 752-3190 FAX (410) 545-0190 FAX	Interdepartmental

WATER & WASTE WATER, BUREAU OF (Dept. of Public Works) Kumasi Vines Acting Bureau Head	Abel Wolman Building Room 300 (410) 396-3500 (410) 539-0955 FAX	Interdepartmental

m Notification of Public Events

SCOPE

All City agencies are required to inform the Municipal Telephone Exchange of those public events, meetings, parades, involving the City or City officials as sponsors or participants, as well as special announcements, alerts, warnings that are intended for the general public. The Municipal Telephone Exchange is to be supplied a copy of all information disseminated by the agency relative to public events, news conferences, and city agency-related information of a timely nature that may prompt telephone calls from the public, such as immunization clinics for school children, essay/poster contests, special health screenings, parking fine amnesty month, annual tax sale, etc.

REQUIRED INFORMATION

Information on matters of public interest and concern must be accurate and timely. The provided information must include the date, location and hours of the event. A contact person and telephone number within the agency must be included.

The following information should be available for internal use only by the Municipal Telephone Exchange, in case additional information is needed during non-business hours: the home telephone number of the contact person, a weekend contact, and name of the duty officer, if applicable.

NON-BUSINESS HOURS CONTACT INFORMATION

After Hours Contact Person: _____ Contact #'s: _____

Weekend Contact Person: _____ Contact #'s: _____

Duty Officer: _____ Contact #'s: _____

NOTIFICATION

Agencies must notify the Municipal Telephone Exchange by MEMORANDUM (28-1418-5007), at least ten (10) days prior to the scheduled event or as soon as possible. A news release may also be sent if it contains the "required information" noted previously.

m Notification of Public Events

When there are time changes, cancellations or other unanticipated situations, the Municipal Telephone Exchange must be notified immediately by telephone. This information should be confirmed by a memo as soon as possible. All notifications should be directed to:

Municipal Telephone Exchange
Communication Services Supervisor
201 E. Baltimore St., Suite 1100
Telephone: 410-396-1903 or 410-396-4926
Fax: 410-396-4547
Mtesupervisor@baltimorecity.gov

Flags at Half-Staff

SCOPE

This policy provides direction for flying flags at half-staff at city buildings. By Presidential Proclamation, the flying of the United States Flag shall be flown at half-staff in those city buildings where the flag is displayed. The Governor of the State of Maryland is the responsible official who determines when the State of Maryland Flag shall be flown at half-staff in those city buildings where the flag is displayed. The Mayor of Baltimore City is the responsible official who determines when it is appropriate for the City of Baltimore to recognize a solemn occasion by directing the flying of the City of Baltimore Flag at half-staff in all or designated city buildings. The Maryland flag shall be flown at half-staff whenever the U.S. flag is so flown. The Baltimore City Flag shall be flown at half-staff whenever the Maryland flag is so flown. In all cases, flags displayed on city property shall be flown in accordance with the U.S. Flag Code.

SOLEMN OCCASION – CITY FLAG

When it is appropriate for the City of Baltimore to recognize a solemn occasion, the mayor shall direct that the City Flag be flown at half-staff in all city buildings. It may be appropriate for the Mayor to direct that the City Flag be flown at half-staff for a specified period in designated city buildings. The Mayor's directive shall be forwarded to the Director of General Services, 8th Floor, Wolman Municipal Office Building, for subsequent instruction to the appropriate employees.

SOLEMN OCCASION – STATE FLAG

The Governor of the State of Maryland is the responsible official who determines when the State of Maryland Flag shall be flown at half-staff in those buildings displaying the State Flag. The Department of General Services, after notification from the Governor's office, shall notify all necessary offices relative to the proper display of the State Flag.

SOLEMN OCCASION – UNITED STATES FLAG

The President of the United States is responsible for determining when the U.S. Flag shall be flown at half-staff. On Memorial Day, the U.S. flag is displayed at half-staff until noon only; then they are hoisted to the top of the staff. The United States Flag shall fly at half-staff for 30 days from the day of death of a President or former President; for 10 days from the death of for a Vice President, Chief Justice or retired Chief Justice of the United States, or Speaker of the House of Representatives; from day of death until burial of an Associate Justice of the Supreme Court, cabinet member, former Vice President, or Senate President Pro Tempore, Majority or Minority Senate Leader, or Majority or Minority House Leader; for a United States Senator, Representative, Territorial Delegate, or the Resident Commissioner of Puerto Rico on the day of death and the following day within the Metropolitan area of the District of Columbia and from day of death until burial within the decedent's State congressional district, territory, or commonwealth; and for the death of the governor of the state, territory, or possession of the

United States from day of death until burial within that state, territory or possession. The Department of General Services, shall notify all necessary offices relative to the proper display of the United States Flag.

m Meetings of Boards and Commissions

SCOPE

Two sets of laws govern the conduct of meetings by boards, commissions, and other public bodies of the City: City Code Article 1, Subtitle 6; and State Government Article, Title 10, Subtitle 5. In case of any conflict, the State law applies except to the extent that the City law is "more stringent".

The City law applies to "all meetings, regular and special" of all "boards or commissions in control of any department, bureau or other agency" of the City.

The State law more broadly covers all "public bodies" (more fully defined in that law as any multi-member entity established by law, regulation, or executive order), whenever carrying out any "advisory function", "legislative function", "quasi-legislative function" (e.g., rulemaking), or other public business.

The State law does not apply to a public body when carrying out a "judicial function", a "quasi-judicial function", or an "executive function" (other than land use matters, which are covered). The City law, on the other hand, applies notwithstanding the function being carried out.

COMPLIANCE WITH THE POLICY

The Chairpersons of all boards, commissions, and other public bodies of the City are responsible for communicating and disseminating this policy to the members within 10 days of their appointments.

OPEN MEETINGS REQUIRED

Both State and City law generally require that all meetings be open to the public at all times. The City law permits the holding of an "executive session", but prohibits any resolution, rule, or regulation from being "finally adopted" at that executive session.

State law, however, is far more restrictive for public bodies carrying out functions subject to the law's purview

- No meeting or part of a meeting may be closed except for a very limited number of statutorily authorized reasons. These include, for example, the discussion of individual personnel matters, matters involving the acquisition of real property, and consultations with legal counsel “to obtain legal advice”.
- A meeting may be closed for one of these authorized reasons only on the recorded vote of a majority of the members.

- Before the meeting begins, the presiding officer must prepare a written statement of the reason and authority for closing the meeting and of the topics to be discussed and, later, must file the statement and a record of the vote in the minutes of the next open session, as a public record.
- If any person objects to the closing of a meeting, a copy of the written statement must be sent to the State Compliance Board. During a closed meeting, the public body may not act on or even discuss any other matter.

NOTICE OF MEETINGS

Both laws require that public notice be given of all meetings, whether open or closed.

The State law requires that it be "reasonable advance notice" and that, "whenever reasonable", the notice must:

- be in writing,
- include the date, time, and place of the meeting, *and*
- if appropriate, include a statement that a part or all of the meeting may be conducted in closed session.

The State law specifically authorizes any one of the following methods for giving public notice:

- by delivery to the news media,
- by posting or depositing at a "convenient public location" at or near the place of the meeting (subject to prior notice that this method will be used), *or*
- by "any other reasonable method".

The City law similarly requires written notice of the date, time, and place of the meeting. It further specifies that the notice be given:

- at least seven (7) days before the meeting, *or*
- for an emergency meeting, as soon as possible before or after the meeting.

City law requires the following method for giving notice:

- by delivery to the Department of Legislative Reference for posting. (Paper or facsimile is accepted).

m Meetings of Boards and Commissions

Under City law, if a board or commission fails to comply with the local notice requirements, "such meeting will be deemed to have no legal standing". If a meeting is canceled, notice of the cancellation should be given at least 48 hours before the scheduled time for the meeting.

MINUTES

City law requires all boards and commissions to:

- prepare written minutes of all meetings, *and*
- file a copy of the minutes with the Department of Legislative Reference within 60 days of the meeting or, if earlier, within 7 days of the next regularly scheduled meeting. (Paper or facsimile is accepted).

State law requires minutes to be prepared "as soon as practicable" after the meeting of a "public body", and requires that these minutes "reflect":

- each item considered,
- the action taken on each item, *and*
- each vote that was recorded.

For any closed meeting, the State law requires that the minutes for the next open meeting include:

- a statement of the time, place, and purpose of the closed meeting,
- a record of each member's vote for closing the meeting,
- a citation of the legal authority for closing the meeting, *and*
- a listing of the topics discussed, persons present, actions taken.

ADDITIONAL INFORMATION

The Department of Legislative Reference is located at 626 City Hall, Baltimore, MD 21202; telephone: 410-396-4730, fax: 410-396-8483.

m *Public Service Problems*

SCOPE

It is the responsibility of all City employees to look for problems involving all types of public services and to report these conditions promptly. Such problem areas include abandoned vehicles, clogged storm drains, missing traffic signs, dead animals, health violations, etc.

EMERGENCY PROBLEMS

Emergency problems, such as broken water mains, malfunction of traffic signals, flooding, etc., should be reported immediately by telephone or radio.

Telephone - Supervisory personnel who have been issued cell phones, Smartphones or Blackberries, should report issues directly to City's One Call Center by dialing 311 or 443-263-2220.

Radio - Other personnel who carry radios can radio to their yard and have the clerical staffs there enter the service requests. Clerical staffs should report issues directly City's One Call Center by dialing 311 or 443-263-2220.

EMPLOYEE LISTS

All City agencies must prepare and maintain lists of: (1) all persons assigned City automobiles and trucks; and (2) all persons who use City cars or personal vehicles on a regular basis to conduct City business. Such lists must be kept up-to-date and both lists referenced above, (1) and (2), shall be periodically updated and emailed by Agency to Office of Risk Management/Department of Safety by January 30th of each year as well as by June 30th of same year so that all updates of personnel are known to those agencies charged with monitoring driving responsibilities.

EMPLOYEES REQUIRED TO SUBMIT REPORTS

Persons named on the above lists will be expected to make full use of the City's complaint system.

m *Safety Program*

SCOPE

This policy applies to all City employees (Civil Service and non-Civil Service). The purpose of this policy is to outline the major responsibilities of the Office of Risk Management/Division of Occupational Safety (Department of Finance), agency heads, agency safety personnel, and all City employees in accomplishing the objectives of the City of Baltimore Safety Program.

OFFICE OF RISK MANAGEMENT/DIVISION OF OCCUPATIONAL SAFETY RESPONSIBILITIES

The Office of Risk Management/Division of Occupational Safety (ORM/DOS) is responsible for developing and administering a Citywide Safety Program for the prevention of accidents, illnesses, and injuries. This responsibility includes:

- Developing and monitoring safety programs in City agencies, boards, and commissions.
- Working with agency safety personnel to assure the effectiveness of their safety programs.
- Ensuring compliance with City safety policies, and state and federal occupational safety regulations by agencies, boards, and commissions.
- Advising the Mayor, the Director of Finance, and agencies on safety matters, laws, and regulations.
- Investigating and reporting occupational injuries and illnesses, and maintaining a record system of such cases.
- Maintaining relationships with appropriate regulatory agencies and organizations (example - DOS Liaison maintains a relationship with the Maryland Occupational Safety and Health Administration (MOSH).
- Maintaining relationships with appropriate City contracted-with firms (legal and non-legal), companies, and agencies, including but not limited to insurance companies, brokers, etc. to ensure that accurate records of assigned to cases are maintained, discussed periodically (with ORM/DOS personnel) as necessary, and current, as appropriate.
- Developing and maintaining professional educational programs for all safety personnel and City supervisors (where applicable).
- Issuing the City of Baltimore Driver Permits and monitoring driver status and compliance with regulations and City policy. See AM-501-2.

AGENCY HEAD RESPONSIBILITIES

m *Safety Program*

Agency heads are responsible for the safety of their personnel and for ensuring that all personnel within their agencies comply with the City of Baltimore Safety Program.

AGENCY SAFETY PERSONNEL RESPONSIBILITIES

Under the direction of their agency heads, safety personnel are responsible for conducting and implementing their agencies' safety programs. Authorized safety personnel shall be responsible for maintaining and timey keeping up to date any and all required and/or suggested credentials which authorize he/she to instruct safety related courses to City employees, agencies, boards, and commissions.

EMPLOYEE RESPONSIBILITIES

All City employees must comply with the City of Baltimore Safety Program by following safe practices, obeying all safety rules, and taking an active role in promoting safety within their work areas. For additional information, contact the Office of Risk Management/Division of Occupational Safety, Department of Finance, at 410-396-4311 or 410-396-5115.

Office of Risk Management
Division of Occupational Safety
401 E. Fayette Street, Suite 700
Baltimore, MD 21202
Telephone – Main Lines = 410-396-4311 or 410-396-5115
Fax – Main Lines = 410-396-7278 or 410-396-1071

RELATED POLICIES

AM-501-2, PART I, TRAINING COURSES, DRIVER PERMITS, AUTHORIZATIONS, AND LICENSES FOR CITY-OWNED VEHICLES

OSHA – U.S. Department of Labor – Proposed Safety and Health Program Rule – 29 CFR 1900.1 – Safety Program Outline provided to authorized agency personnel during Agency Supervisor's Training provided by ORM/DOS; Training is available upon request to ORM/DOS and must be a class of ten (10) or more people.

m *New Employee Orientation*

SCOPE

The Department of Human Resources administers a monthly orientation program for new employees, which provides information to assist them in selecting health insurance, retirement options and financial resources. The program also covers the City's personnel policies and procedures including attendance, leave and work performance.

PROGRAM TOPICS

Specific topics covered during the program's full-day session include:

- Employee Health Benefits
- Employee Assistance Program
- Occupational Safety
- Attendance Standards Policy
- Workplace Violence Policy
- Substance Abuse Policy
- Sexual Harassment Policy
- Office of the Inspector General: Prevention of waste, fraud, abuse, and misconduct in City government
- City of Baltimore Deferred Compensation Plan
- Municipal Employees Credit Union
- Pre-Retirement Education
- Union Information

ATTENDANCE

All new permanent employees are scheduled to attend the orientation program within the first 60 days of their employment. Employees will be notified in writing of the date and location of their scheduled program. Agency Human Resource Representatives will also be notified of the date and location of the orientation programs scheduled for their employees. Employees must complete the registration form and submit it to their supervisor prior to attending orientation. The supervisor must then sign-off and fax it to DHR Training Division at 410-545-3289.

a **AM-109-1**

m Construction Work Involving Railroad Rights-of-Way

SCOPE

When a City agency engages in construction work which spans, crosses, or is adjacent to railroad rights-of-way, it may be necessary for railroad employees to be at the construction site to perform various functions (e.g., coordinating train timetables with construction schedules, taking measures to protect railroad property from accidental damage, etc.). In such cases, the City may be required to reimburse the railroad for the work performed by these railroad employees.

LABOR SURCHARGES

The City will negotiate labor surcharge rates with the railroads based upon the rates set forth in the Federal Highway Administration's "Federal Aid Highway Program Manual". The following extract from this document must be consulted when negotiating such contracts.

EXTRACT

LABOR SURCHARGES ESTABLISHED BY AGREEMENT BETWEEN THE FEDERAL HIGHWAY ADMINISTRATION AND THE ASSOCIATION OF AMERICAN RAILROADS APPLICABLE TO 23 CFR, CH.1, PART 140, SUBPART I AND PART 646, SUBPART B.

For additional information or interpretation of the rates, contact: Department of Transportation, 417 E. Fayette Street, 5th floor.

m *Continuity of Operations Plan*

SCOPE

This policy should be used as a guide in order to assist in emergency preparedness of City agencies. Agencies are encouraged to use their best judgment in determining the fair and reasonable level of emergency preparedness.

CONTINUITY OF OPERATIONS PLAN (COOP)

All City agencies are required to develop a Continuity of Operations Plan (COOP) in coordination with the Mayor's Office of Emergency Management (MOEM). Agencies are also required to appoint a COOP Coordinator who acts as a point of contact in developing the Continuity of Operations Plan. A Continuity of Operations Plan should include, at a minimum:

1) Privacy Statement
2) Record of Changes
3) Record of Distribution
4) Basic Plan (including an executive summary, a promulgation statement, COOP coordinator, and reference documents)
5) Concept of Operation (including organization and assignment of responsibilities, standard operation procedures, essential functions, disaster intelligence needs, and major scenarios)
6) Direction, Control and Coordination
7) Communications
8) Budget and Acquisition of Resources
9) Plan Development and Maintenance

MAYOR'S OFFICE OF EMERGENCY MANAGEMENT (MOEM)

Agencies should coordinate with the Mayor's Office of Emergency Management (MOEM) to develop a comprehensive Continuity of Operations Plan. Agencies should also revise the plan as necessary to keep the plan current. All questions concerning emergency preparedness should be addressed to the MOEM, which prepares the City and the public for emergencies, coordinates interagency response and recovery, and implements a comprehensive program of disaster mitigation, preparedness, response, and recovery.

m *Innovation Program*

SCOPE
This policy establishes guidelines for the Innovation Program.

OVERVIEW
The Innovation Program is designed to encourage City employees to think creatively about how to improve day-to-day operations and address inefficiencies within business processes. Begun in 2012, the Innovation Program has become an integral part of the City's fiscal management approach. It consists of three parts: the Innovation Fund, the Employee Innovations Program (EIP), and Lean Government.

INNOVATION FUND

PURPOSE

The purpose of the Innovation Fund (the Fund) is to provide seed money that will lead to improved results, reduce ongoing operating costs, and/or new revenue. City agencies and quasi-City agencies may apply for Innovation Fund loans by submitting proposals to the Innovation Program Committee. Grantees are not eligible to apply directly for Innovation Fund money, but can partner with eligible agencies. Innovation Fund proposals are separate from normal operating budget proposals.

Innovation Fund investments are one-time loans. Awarded funds must be paid back to the Fund by the agency so that monies are available for future awards. Any follow-on funding will be available on a competitive basis in future years' regular operating budget processes. The Fund seeks proposals that demonstrate a positive **Return on Investment (ROI)** through reduced operating costs and/or new revenue. Proposals that improve results, but do not reduce costs and/or increase revenue should be advanced through the regular budget proposal-making process. Proposals which do not demonstrate a positive ROI are not eligible for an Innovation Fund investment.

- An investment that leads to ***reduced operating costs*** produces cumulative operating savings within five years of implementation that exceed the initial investment.
- An investment that leads to ***increased revenue*** may be as a result of better performance such as leveraging new funding sources, more fees collected due to increased effectiveness, or the implementation of new fees due to a change in service delivery.

Operating cost savings realized during the first two repayment years will be split between the agency and the Innovation Fund, in equal shares. The agency shall use its share of savings to fund projects which conform to the requirements of investments made hereunder and such use shall be certified in detail to the Innovation Fund Committee prior to commencement. Savings

during subsequent years shall go to the Innovation Fund, until the Innovation Fund has been repaid 100% of the investment, after which time, 100% of the savings shall go to the General Fund. Operating savings will be certified by the Bureau of the Budget and Management Research (BBMR), and agencies that receive Innovation Fund monies will be expected to report on their progress to BBMR quarterly.

Upon approval by the Mayor, BBMR will draft a Letter of Agreement specifying funding amount and use, funding terms, deliverables, schedule, and project monitor and manager. Both the Budget Director and agency head must sign the Letter of Agreement to acknowledge the terms and conditions of the funds issued.

JUDGING OF PROPOSALS FOR THE INNOVATION FUND

The Innovation Program Committee will rank proposals based on the following criteria, in order of importance:

Disruptive Innovation**.** The Fund seeks proposals that disrupt the status quo way of addressing a challenge or delivering a service, and offer a compelling and game-changing solution. Not all innovative ideas are new. Applicants are encouraged to apply existing, proven ideas which have been funded and applied by others (e.g., philanthropic partners, educational institutions, business practices) but not used by our agencies at all or to scale.

Sustainability. The Fund seeks proposals that create sustainable improvements lasting for many years beyond the initial investment. Projects that provide a one-time "bump" in results but then revert back to the base level of performance will not be eligible for funding. The Innovation Fund will not provide funding beyond the initial investment. If the investment is for a pilot or demonstration project, any follow-on funding will be subject to a competitive process in future years' regular operating budget cycles, and applicants should demonstrate how future funding may be obtained either from the regular operating budget or from external sources, or both.

Leverage. The Fund seeks proposals that partner the City with other investors, such as foundations, businesses, and State and federal agencies who want to join us in promoting innovative solutions to our toughest challenges. Proposals that demonstrate strong potential for such partnerships, such as proposals seeking to leverage external dollars through a "last-in investment" by the City will receive priority consideration.

Customer Service Focus. The Fund seeks proposals that focus on providing excellent customer service. Applicants should think of customers broadly. Internal customers could include other City agencies or City staff members. External customers could include citizens, businesses,

vendors, or other potential users of City services.

Based on these criteria and available funding, the Committee will make loan proposals to the Mayor for final approval.

FUNDING FOR ADOPTED INNOVATIONS

The amount budgeted for the Innovation Fund is at the discretion of the Mayor and City Council. Proposals must be for loans of $100,000 or greater. Funding for investments of less than $100,000 must be requested and justified within a regular operating budget proposal process.

SUBMITTING APPLICATIONS

Agencies requesting Innovation Fund monies must submit a two part application. A standard template will be provided by BBMR including a narrative portion in a Word document and an Excel spreadsheet.

Innovation Fund Proposals should:

1) Clearly demonstrate how they are going to re-pay their Innovation Fund award including the proposed period of repayment.
2) Clearly demonstrate the benefits, including how they advance the Mayor's Priority Outcomes and goals; how costs will decrease; how performance will improve; and how revenue will increase.
3) Not simply espouse the benefits, but "unpack" the projections with data sources and clear assumptions.
4) Not be wish lists. They should reflect thoughtful, strategic use of funds for a specific purpose and benefit.

ADMINISTRATION

The Bureau of the Budget and Management Research (BBMR) has overall responsibility for administering the program. In administering the Innovation Fund, BBMR provides the standard template of application, informs agencies of the Innovation Fund Committee's decision, and evaluates quarterly reports provided by agencies being awarded Innovation Fund monies.

EMPLOYEE INNOVATIONS PROGRAM

PURPOSE

The Employee Innovations Program is designed to:

- Encourage employees to propose creative and divergent solutions to problems facing the City and formulate improvements to existing operations and procedures.
- Recognize employees whose proposals are adopted and implemented.

This program applies to all City employees except those whose job responsibilities involve the investigation of methods to improve operations or services and supervisory personnel if the proposal involves operations that they have the authority to change.

Employees may propose ways to improve customer service, employee relations, administrative procedures, operations, equipment, production methods, safety measures, or other aspects of the work environment. Proposals may be made by an individual employee or jointly by two or more employees. Proposals must result in significant savings in terms of time, money, or materials, solve an operational problem, increase revenue, or greatly increase customer service or other work performance. The minimum savings or increase in revenue considered will be $50,000.

Cash awards may be made to an employee whose proposal is selected and implemented. Generally, awards will amount to 5% of the anticipated savings or increased revenue, up to a maximum of $5,000. Awards of $500 may be made for cost-neutral service quality improvements.

All awards will be treated as compensation to the employee to be disbursed as a one-time payment as part of an employee's paycheck and subject to all applicable taxes. Awards for group proposals are distributed evenly among the members of the group. If sufficiently similar proposals reach BBMR on the same day, any award is shared equally among all the employees whose proposals were similar and adopted. If a proposal is rejected and the same proposal is submitted and adopted within three years, the employee(s) who made the original proposal will also be eligible to share in the award, if any. Except as specifically set forth above, when two or more similar proposals are submitted, only the one received first is eligible for a cash award.

Awards are generally funded by the agency to which the proposal is applied. Awards for proposals that have citywide impact, as determined by the Innovation Committee, will be funded by the Innovation Fund. All cash awards are subject to the availability of funds.

The Innovation Program Committee's (or Board of Estimates') decision on any matter related to Innovation Fund or Employee Innovations Program submissions, including the amount of any

award, is final and may not be the subject of a grievance.

Each proposal is treated confidentially. The name(s) of employee(s) are released only with the employee(s)' consent. Only the control number assigned by BBMR identifies the submission.

BBMR vets each submission for completeness, sending responses to participants to ensure that they know that their ideas have been received and that they meet the submission criteria.

JUDGING OF PROPOSALS FOR THE EMPLOYEES REWARDS PROGRAM

Proposals for the Innovation Fund and Employee Innovations Program will be reviewed by the Innovation Program Committee, chaired by the Director of Finance and consisting of the Director of Human Resources, the CitiStat Director, and three individuals appointed by the Mayor.

The Innovation Program Committee examines all proposals and determines its merit and financial impact. The Committee may authorize cash awards, commensurate with anticipated savings or increased revenue.

Eligible proposals would be limited to those that are:

a) original to the City of Baltimore
b) not currently being developed in the City
c) implementable in the current context of the City of Baltimore
d) scalable in their capacity to be expanded either in scope or to new challenges
e) quantifiable in their impact

The Committee judges ideas on a uniform scorecard to ensure fairness of judging.

FUNDING FOR ADOPTED EMPLOYEE INNOVATIONS PROGRAM IMPLEMENTATIONS

The cost to implement any selected proposal will generally be charged to the agency to which the proposal applies. If the Innovation Committee determines the cost to implement a selected proposal will be more than can be reasonably charged to the agency based on their budget, but the projected savings or revenue increase justifies implementation, the agency may be required to submit a budget enhancement request to offset the implementation costs.

If the Innovation Committee determines the selected proposal will have impact on more than one agency or citywide impact, the cost to implement the selected proposal may be borne by the Innovation Fund.

SUBMITTING APPLICATIONS

Individuals or groups may submit proposals using any of the following methods:

- Complete an online application at: http://bbmr.baltimorecity.gov/InnovationProgram/EmployeeInnovationsProgram.aspx. Any additional information for consideration by the Innovation Committee (sketches, charts, etc.) should be scanned and attached to the submission.
- Complete the attached application form, print and email the completed submission to budget@baltimorecity.gov. The email should be titled: Employee Innovations Program Submission – [Contact Person's Name] – [Date of Submission]. Any additional information should be scanned and attached to the email for consideration by the Innovation Committee.

Employees should retain a copy of all submitted documents.

ADMINISTRATION

The Bureau of the Budget and Management Research (BBMR) has overall responsibility for administering the program. In administering the EIP, BBMR provides the standard template of application, informs employees of the Innovation Fund Committee's decision as to whether their proposal was accepted or not for implementation, and informs employees of all policies, including those concerning payment, for the EIP.

LEAN GOVERNMENT

PURPOSE

The purpose of Lean Government is to make government business processes more customer-friendly and efficient. Lean employs a variety of tactics to identify and eliminate waste. From mapping out complicated, intensive processes step-by-step or implementing small changes quickly that can have dramatic results, Lean Government is a flexible technique to improving how government delivers services to its residents.

The goal of this policy is to promote a Lean culture in city government by training employees and sponsoring Lean events. Lean events are held for City employees to carefully examine business processes, eliminate the parts of the process that are inefficient, outdated, or not useful, and design a better process to use going forward.

The Innovation Program Committee will review all proposals for Lean events. Events will be led by certified facilitators. The Committee will also oversee a Lean training program for employees, the goals of which are to foster "grassroots" Lean improvements across agencies and to certify a cadre of City employees to lead formal Lean events.

JUDGING AND SELECTION OF PROPOSED LEAN EVENTS

The Innovation Program Committee will select proposals to participate in Lean events based on the following criteria:

1) Description of Business Process – this includes defining the current problems with the process and the impact those problems are having on customer service, cost, employee morale, etc. In prioritizing proposed events, the Committee will consider both the complexity of the business process and the impact of improving the business process.

2) Readiness – a clear showing of readiness on the part of the agency(ies) involved, including having a list of event participants and a full understanding of the requirements of the event. Requirements may include, but not are limited to, pre-work to be done and attendance. Agencies should be fully prepared to commit to the work that needs to be done in order for a Lean event to be successful.

3) Advice from Certified Lean Facilitators – The Innovation Program Committee will consult with City-approved Lean facilitators to determine which events are ready to take place and have the greatest chance of success.

SUBMITTING APPLICATIONS

Agencies may submit proposals by obtaining an application from the BBMR website at http://bbmr.baltimorecity.gov/LeanGovernment/About.aspx. Once the application has been completed, it should be sent to budget@baltimorecity.gov.

ADMINISTRATION

BBMR is responsible for supporting the Committee in its review of Lean event proposals,

managing any contracts for Lean facilitation and training, assisting agencies in following through on Lean implementation plans, and documenting the results of Lean events.

The Innovation Committee may request reports from implementing agencies with quantitative and qualitative information on the benefits of the implemented proposals.

INNOVATION PROGRAM COMMITTEE

The Innovation Program Committee is chaired by the Director of Finance and is comprised of the following members:

- Deputy Mayor for Operations
- Chief Information Officer
- Director of Human Resources
- Director of Citistat
- One representative from the City Council office
- Two agency heads (rotating for two-year terms)
- Two citizens with expertise related to business plans, technology, or operations management.

a **AM-112-1**

m ***Public Use of City Hall***

SCOPE

Because Baltimore City Hall is listed on the National Register of Historic Places as one of the country's historic and architectural treasures, certain guidelines have been established for appropriate use of the building. Also, security measures are in place for safety reasons and must be adhered to by all visitors, employees, and elected officials.

TOURS

Because of security measures, all tours must be pre-arranged. The Curator for City Hall, Office of the Mayor, schedules all tours of City Hall and makes arrangements with security personnel. Any group or individual interested in touring City Hall may contact the Curator at 410-396-4947.

ASSEMBLY ROOMS

The assembly rooms in City Hall are restricted to use by City agencies. Assembly Rooms include the Rotunda, the City Hall Courtyard Galleries, the Curran Room and the Reeves Room.

The Rotunda and the City Hall Courtyard Galleries may be scheduled by contacting the Curator at 410-396- 4947. Use of these rooms by non-City government groups or individuals will not be considered. The Curran Room and the Reeves Room are scheduled by the City Council President's Office by contacting 410-396-4804.

City personnel sponsoring use of assembly room space in City Hall must notify the Mayor's Executive Protection Unit in adequate advance of the usage and provide pertinent information. For additional information on the requirements, contact the Executive Protection Unit at 410-396-4373.

All members of groups and/or city employees attending functions in City Hall assembly rooms must comply with the security measures posted at the entrance of City Hall, including presenting photo identification upon request.

SOLICITATION

No solicitation in City Hall is permitted except for programs specifically sanctioned by the City Administration, e.g., U.S. Savings Bonds, Combined Charities, etc.

m Maintaining Aesthetic Appearance of City Hall

SCOPE

Because Baltimore City Hall is listed on the National Register of Historic Places as one of the country's historic and architectural treasures worthy of preserving, certain guidelines have been established for maintaining the visual integrity of the building.

CURATOR REVIEW

In order to preserve the historical and architectural integrity of City Hall, the Curator for City Hall, Office of the Mayor, is charged with approving all additions, deletions, or changes to the architectural or decorating scheme for City Hall. The following requests must be submitted to the Curator:

- Physical alteration to the building
- New or replacement furniture and accessories, such as waste receptacles
- Artwork, plaques, or signs in spaces other than private offices
- Exhibits and displays

NEW OR REPLACEMENT FURNITURE

Any agency interested in new or replacement furniture for City Hall must contact the Curator's Office at 410-396-4947. The requesting agency is responsible for the cost of the new or replacement furniture.

UNAUTHORIZED FURNISHINGS

Unauthorized furnishings (desk, lamps, chairs, tables, etc.) are subject to removal by the Bureau of General Services, Department of Public Works.

PRIVATE OFFICES

Employees may display pictures, plaques, diplomas, etc. appropriate for a government work environment in their private offices or work areas. Employees are responsible for providing and framing artwork for their private offices. This applies to any photographs, certificates, etc., acquired through employment with the City of Baltimore. However, if these objects are to be placed on the wall, assistance must be obtained from the Office of the Curator for City Hall. No decals, bumper stickers, lettering including employee names, etc. are to be placed on office doors or adjacent glass panels because of the difficulty of removing them and possible damage to these surfaces.

m Maintaining Aesthetic Appearance of City Hall

MAPS AND BULLETIN BOARDS

Standards have been established for mounting of maps and bulletin boards intended for the common use of employees in a particular work area. Agencies are responsible for the cost of these items. City Hall maintenance personnel can assist in the hanging of large bulletin boards.

EXHIBITS OR POSTERS

No poster or fliers are to be mounted on any surfaces in public spaces such as elevator walls, wood paneling, etc unless authorized to do so by the Curator's Office because of possible damage to the marble and wood walls with the use of various tapes and mounting glue. All exhibits and displays are scheduled through the Mayor's Office.

City Signs

SCOPE

This policy applies to all City signs and banners placed on or over the City right-of-way which are for the purpose of informing the public. Examples of such signs and banners are:

- Directional signs;
- Community signs;
- Street banners announcing events; and
- Building identification signs.

Excluded from the scope of this policy are street identification signs, traffic control signs, e.g., No Parking, No Stopping, Left Turn Only, etc., and legally permitted commercial signs.

Signs covered by this policy must be approved by the City's Signing Committee prior to the formation of any contractual agreements, fabrication of signs, or installation, removal, or repair of signs. The Bureau of the Budget and Management Research must certify all SIGN AUTHORIZATION REQUESTS (28-1458-5129) for availability of funds.

CATEGORIES OF SIGNS

There are two categories of signs.

1.) PERMANENT - - a sign which does not have an anticipated date of removal.

2.) TEMPORARY - - a sign which has an anticipated date of removal.

RESPONSIBILITIES

Signing Committee

The Signing Committee is appointed by the Mayor and is responsible for:

- Contacting the appropriate City agencies, boards, and commissions to obtain sign approvals as required by the City Charter, City Code, ordinances or other legal authority.
- Evaluating SIGN AUTHORIZATION REQUESTS (28-1258-5068) based on the following criteria:
  - Durability;
  - Public safety;

  - Necessity; and
  - Quality of design.
- Processing all SIGN AUTHORIZATION REQUESTS in accordance with this policy, to include approving or disapproving such requests.
- Ordering the repair or removal of signs which are:
  - Duplicated or made obsolete by other signs or sign systems;
  - Deteriorated in appearance or structure; and
  - Detrimental to the public health or welfare.

TRANSPORTATION

The Department of Transportation is responsible for evaluating all SIGN AUTHORIZATION REQUESTS. In addition, the Department:

- Determines the best location for the requested sign;
- Obtains clearance and approvals from utility and City agencies
- Processes all SIGN AUTHORIZATION REQUESTS in accordance with this policy to include approving or disapproving such requests;
- Coordinates sign repair requests reported by telephone and directly to the Department.

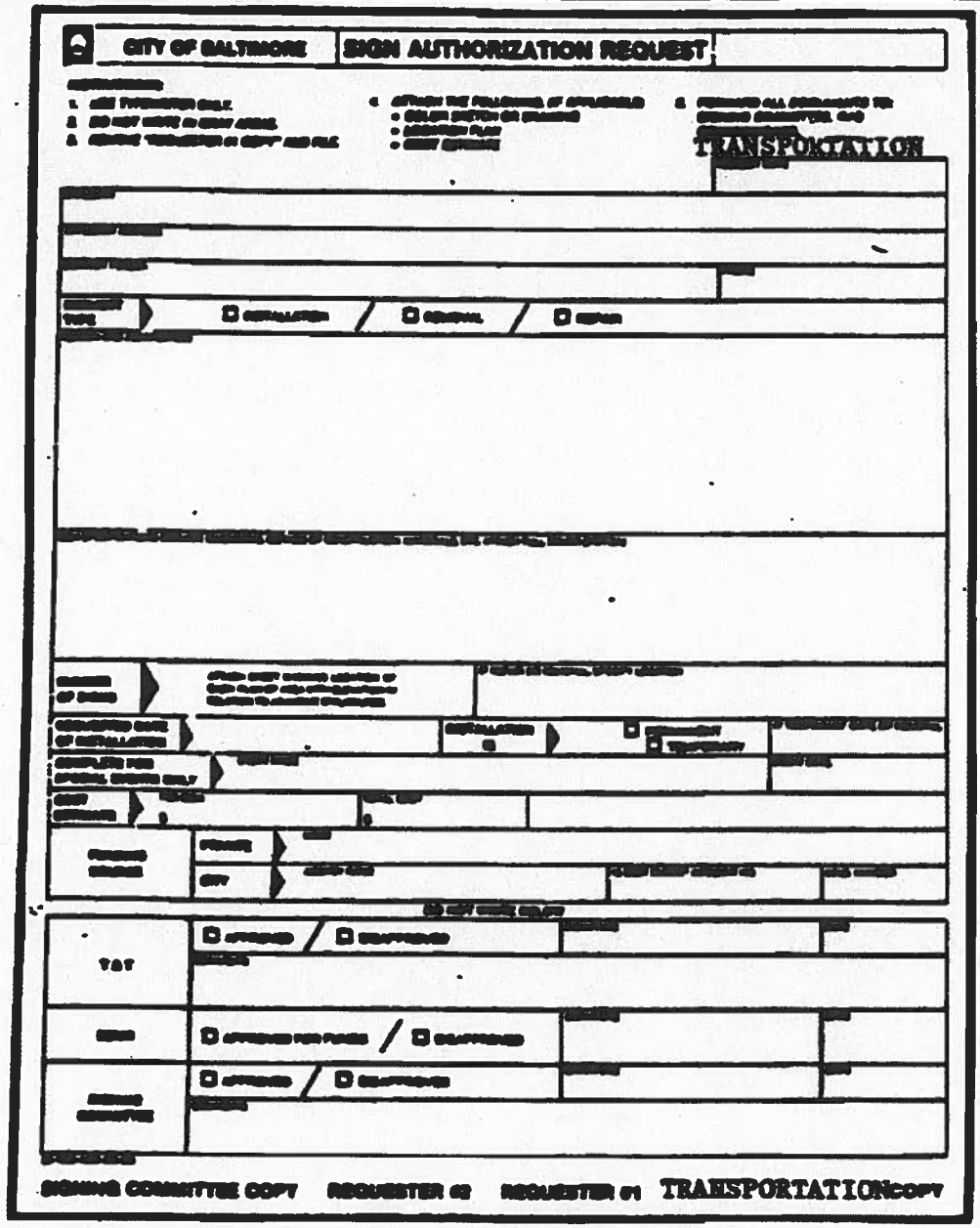
SIGNS: INSTALLATION, REMOVAL OR REPAIR

To request installation, removal or repair of a sign, a SIGN AUTHORIZATION REQUEST must be prepared and submitted to the Signing Committee, Attn: Commissioner of Transportation, 5th floor, 417 E Fayette Street. Signs which need repair should be reported to the Department of Transportation by telephone. The Department of Transportation will then prepare the required SIGN AUTHORIZATION REQUEST. SIGN AUTHORIZATION REQUESTS must be submitted at least 2 MONTHS prior to the date that action is required.

Administrative Manual PROCEDURE

SECTION: Administration

SUBJECT: SIGN AUTHORIZATION REQUEST



CITY OF BALTIMORE | SIGN AUTHORIZATION REQUEST

TRANSPORTATION

SIGNING COMMITTEE COPY REQUESTER #2 REQUESTER #1 TRANSPORTATION COPY

- Form Number : 28-1258-5068
- Type : 4 part set
- Size : 8 1/2" x 11"
- Order Unit : Specify "Each"
- Quantity of Forms per Order Unit : 1 set

To order, prepare a WAREHOUSE REQUISITION (28-1458-5129) (AM-302-1-1) specifying Warehouse Division 02 , and citing the above information.

NOTE: The Sign Authorization Request should be forwarded to the TRANSPORTATION DEPT. NOT to Transit & Traffic.

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Hazardous or Toxic Materials: Spill or Leakage Incidents

SCOPE

This policy directs actions to be taken by City agencies/employees in the event of spilled or leaked materials, which are hazardous or toxic in Baltimore City.

CITY EMPLOYEE RESPONSIBILITIES

A City employee involved with or witnessing spillage or leakage of hazardous materials (oil, fuel, chemicals, elemental mercury etc.) must immediately notify the Fire Department (Dial 911) and his/her supervisor. The following information should be reported to the Fire Department:

- the location of the incident.
- the general conditions at the scene.
- the type and quantity of materials spilled or leaked.
- the number of person(s) affected.

An employee reporting such an incident must comply with all instructions issued by the Fire Department in regard to the incident until the Fire Department responds.

PUBLIC STATEMENT

Before any statement is released for dissemination to the public, the Mayor's Office and appropriate C*ity agency heads or designees must be notified.*

CONTROL MEASURES

The Baltimore City Fire Department will be the lead agency at any hazardous materials incident in Baltimore City. The control measures at any known or suspected hazardous materials incident shall include hazard identification, risk analysis, atmospheric and product monitoring, and mitigation of the incident in accordance with all local, state and federal regulations. Utilization of additional city, regional, state or federal resources will be determined by the incident commander

a **AM-117-1**

m Security Services: City Owned/Operated Facilities

SCOPE

This policy concerns obtaining security services for use in City-Owned/Operated Facilities. The options available to agencies desiring security services consist of the following types of security personnel:

- City Protection Officers, i.e., off-duty City Police Officers.
- Private security guards.

REQUESTING SECURITY SERVICES

An agency head must request security services by completing a REQUEST FOR SECURITY SERVICES. This form is available from:

Facilities Security Administrator (410-396-2141)
c/o City Owned Facilities/Overtime and Special Events Unit
Baltimore City Police Headquarters
601 E. Fayette Street

Within 10 work days after receipt, the agency head must return the form to the Facilities Security Administrator for development of a security requirement report. This report will be attached to the form and forwarded to the Prequalification Standards Committee (PSC) for action.

APPROVAL

Upon approval of security services by the PSC, the requesting agency will be notified indicating whether services will be provided by City Protection Officers, private security guards, or by a combination thereof.

When security services are to be provided through the use of City Protection Officers, the Facilities Security Administrator will implement the security plan. When services are to be provided by private security guards, the agency must send a PURCHASE REQUISITION (28- J 448-5125), approved by the agency's budget analyst, to the Facilities Security Administrator who will forward the approved REQUEST FOR SECURITY SERVICES form with the PURCHASE REQUISITION to the Bureau of Purchases.

RATES

Rates charged for security services will vary depending upon the type of security personnel approved by the PSC. The average overtime rate for Po1ice Officers is $32 an hour; however, the actual rate will vary depending on the individual officer detailed. The rate for private security guards will range from $15 to $25 an hour. Agencies may obtain current rates by

contacting the Administrator.

PAYMENT

When City Protection Officers are to be utilized, agencies will be charged by a JOURNAL ENTRY (28-1428-5020).

When private security guards are to be utilized, agencies must submit a DEPARTMENTAL RECEIVING NOTICE FOR PARTIAL SHIPMENT (28-1428-5019), matched with the Purchase Order, to Accounts Payable, Bureau of Accounting and Payroll Services, 401 E. Fayette St.

COMPLIANCE

All requests for security and the use of such services must comply with the provisions of this policy. Failure to comply with this policy may result in adverse administrative action by the PSC.

All City personnel are directed to report cases of noncompliance with this policy by written MEMO (28-1418-5007) to the Facilities Security Administrator.

COMMITTEE FUNCTION

The PSC, formally known as the City-Owned/Operated Facilities Protection Pre-qualification Standards Committee, has been appointed by the Mayor and consists of the Police Commissioner and the City Purchasing Agent.

The routine work of the PSC will be directed through the "City-Owned/Operated Facilities Administrator," also referred to as the Administrator in this policy.

The PSC is responsible for:

- Determining the type of security personnel to be assigned to agency facilities.
    - Type of security protection needed.
    - Agency's ability to fund the type of security personnel-requested.
    - Public perception.
    - Need for trained law enforcement professional.
    - Requirements for special security equipment.

- Reviewing and approving or disapproving all agency requests for security services.
- Pre-qualification of contractors capable of providing security services as specified by
- Renewal of contracts every two (2) years to include qualification or disqualification of contractors capable of providing security services specified by contract.
- Approval of time extensions for security services or terminating security services for cause prior to the designated stop date.

AGENCY RESPONSIBILITIES

Agencies are responsible for:

- Determining the need for security services.
- Obtaining approval from the PSC to obtain security services.
- Evaluating the effectiveness of services.
- Reporting all complaints to the Administrator.
- Notifying the Administrator by MEMO (28-1418-5007) of need to terminate security services for cause prior to the requested stop date or need to extend security services beyond the requested stop date. Thirty (30) calendar days' notice is required for either of the alternatives.
- Obtaining approval/disapproval of expenditures of funds from the Bureau of the Budget and Management Research.

ADMINISTRATOR RESPONSIBILITIES

The Baltimore City Police Department's officer who has been designated as Administrator will administer the City-Owned/Operated Facilities Protection Program.

The Administrator is responsible for:

- Coordinating security requests for the Committee actions.
- Coordinating a security requirement report on the Agency security request.
- Daily operation, administration, and follow-up activities of the protection program, including any complaints relative to this policy.

Questions relating to the protection program should be directed to the Administrator, c/o Overtime and Special Events Unit, Baltimore City Police Headquarters, 601 E. Fayette Street.

RELATED POLICIES

AM-117-1-1,	REQUEST FOR SECURITY SERVICES
AM-301-1,	PURCHASING

RELATED PROCEDURES

Requesting Agency shall provide a copy of the APPROVED Request for Security Services to Department of Finance, Office of Risk Management, Division of Occupational Safety, 401 E. Fayette Street, 7th Floor, Baltimore, MD 21202 or FAX to 410-396-7278.

CITY OF BALTIMORE

CITY-OWNED/OPERATED FACILITIES PROTECTION PROGRAM
REQUEST FOR SECURITY SERVICES

INSTRUCTIONS:
1. USE TYPEWRITER.
2. RETAIN "AGENCY INITIAL COPY" FOR FILES.
3. SUBMIT REMAINING COPIES TO:
   BALTIMORE CITY POLICE HEADQUARTERS
   601 E. FAYETTE STREET
   ATTN: CITY-OWNED/OPERATED FACILITIES ADMINISTRATOR

AGENCY NAME	BUDGET ACCOUNT NO.

AGENCY ADDRESS	AGENCY'S CONTACT PERSON
	CONTACT PERSON'S PHONE NO.

LOCATION WHERE SECURITY NEEDED

REQUESTED START DATE OF SECURITY SERVICES	REQUESTED STOP DATE OF SECURITY SERVICES

DESCRIPTION OF SECURITY SERVICES TO BE PERFORMED:

TYPE OF COVERAGE DESIRED ☐ CITY PROTECTION OFFICERS (OFF-DUTY POLICE OFFICERS) / ☐ PRIVATE SECURITY GUARDS

AGENCY HEAD TYPED NAME	AGENCY HEAD SIGNATURE	DATE

AGENCY — DO NOT WRITE BELOW THIS LINE

ADMINISTRATOR

DATE REQUEST RECEIVED	DATE SENT TO COMMITTEE

COMMENTS:

SECURITY REQUIREMENTS REPORT ATTACHED ☐ YES / ☐ NO

ADMINISTRATOR SIGNATURE	DATE

COMMITTEE

REQUEST IS
☐ APPROVED AS REQUESTED
☐ APPROVED WITH MODIFICATIONS
☐ DISAPPROVED

COMMENTS/MODIFICATIONS:

COMMITTEE CHAIRPERSON SIGNATURE	DATE

28-1268-5056 1310-26-69

COPY #1: ADMINISTRATOR COPY #2: AGENCY FINAL COPY #3: COMMITTEE COPY #4: PURCHASING COPY #5: SITE COPY #6: STATION HOUSE COPY #7: AGENCY INITIAL

m *Electronic Communications Policy*

PURPOSE

The City of Baltimore ("City") maintains a unified electronic communication systems including, but not limited to, personal computers, electronic mail ("e-mail"), instant messaging, voice mail and telecommunications equipment (i.e., cellular, desktop, cordless telephones, telephone recorders; faxes). The purpose of this policy is to explain the ownership of the electronic communications created, received, or stored on the City's electronic communications systems and to ensure that electronic communications are protected and used appropriately. This use is subject to the same standards as set forth in the Acceptable Use Policy and should be done within reason and not excess.

SCOPE

This policy applies to all City employees (full and part time, permanent and temporary) and contracted staff. This policy is supplemental and does not replace any other policy or code of conduct of the City or its City agency generated documents.

DEFINITIONS

Electronic Communications includes but is not limited to messages, transmissions, records, files and software in both electronic form and/or hardcopy.

POLICY

Electronic Communications

The use of the City's electronic communications systems is for the sole use of conducting business on behalf of the City. Its purposes and uses are limited to City employees, public officials, contractors and consultants. Government business uses can include, but are not limited to, the dissemination of information concerning City events and charities, such as Combined Charities Campaign. However, the City reserves the sole right to determine the access to these systems.

Any non-government business use or intentional misuse of the City's systems is a violation of this policy. Non-government business uses may include, but are not limited to:

- Sending lengthy private messages,
- Sending political messages,
- Operating a business for personal financial gain, and
- Purchasing goods or services for private uses.

m Electronic Communications Policy

Electronic data stored on a network, personal computer hard drive, CDs, DVDs, diskettes/removable media or hard drives; email, voice mail, fax, telephone recorders, or any other storage media technology/devices are to be used for City purposes and are the property of City. Unless ownership rights are expressly reserved in writing to a third party, all electronic information, including backup material and archived data, is the property of the City. This property includes all messages created, received, forwarded, or sent using the City's electronic communications systems. Any and all electronic communication, therefore, must be consistent with and sensitive to the City's mission.

All guidelines concerning communication within and regarding the City apply equally to messages transmitted via the electronic communications systems. The electronic communications systems should not be used to transmit information you would not be comfortable disclosing in a letter or memorandum to your loved ones or the press. It is also the duty of City employees to protect confidential and privileged information from inappropriate disclosure.

Since the electronic communications systems are intended to exclusively facilitate communication for the City's business, such communication should not be used for inappropriate purposes. Individuals should not make discriminatory nor offensive comments on the basis of race, color, ancestry, national origin, religion, religious creed, sex, age, physical/mental disability, sexual orientation, marital status, or veteran status. Additionally, individuals should not willfully download, create, receive, forward, or send inappropriate, offensive, or sexually explicit material of any nature. In accordance with other City standard operational procedures and policies, discriminatory, offensive, inappropriate, or sexually explicit material of any nature should not be transmitted via City resources.

An employee who is the recipient of inappropriate, offensive, or sexually explicit communications should delete the communication and send a separate message to the sender stating that the communication is inappropriate and that the employee does not wish to receive further communications of that nature. Should employees become aware of inappropriate, offensive, or sexually explicit communications, they should report it to their supervisor, Compliance, Human Resources or the Office of the Inspector General (OIG).

Only the intended recipient or his/her proxy should access messages transmitted via the electronic communications systems. Individual passwords to any systems or databases, for which an employee has access, should not be stored around the workspace, shared (unless for the purposes of conducting City business) and should be changed on a regular basis to ensure proper security.

The electronic communications systems should not be used to conduct private business, share confidential or privileged information, or to conduct any other non-City activities. Sending City proprietary, or other, information to a personal email account or to an entity or individual outside

of the city who does not have an expressed need to know, is a violation of this policy and may be subject to progressive disciplinary action up to and including termination.

The City reserves the right to conduct reasonable non-obtrusive searches of computer systems, devices, records and any City property on or off City owned/leased premises. Employees may be personally liable for unlawful acts committed using the City's resources and for any damages incurred as a result of his/her violation of this policy.

Email Etiquette

All email correspondence should be authored and sent in a professional manner with regard to addressing the intended audience, tone, grammatical and spelling errors. Consideration must be given to:

- The tone of your communication
- Remaining mindful of acceptable mannerisms
- Being Concise
- Avoiding the use of abbreviations and terminology used while texting
- Use of work or professional email address
- Attaching attachments without permission or notification
- Avoiding the use of "All CAPS"
- Spelling and grammar

Violations

Since data security and integrity along with resource protection is critical to the operation of the City, employees that do not adhere to this policy may be subject to progressive disciplinary action up to and including termination; as well as the possibility of civil or criminal liability. If necessary, the City will advise appropriate officials and the OIG of any illegal violations. Any employee aware of any violation of this policy is required to report it to their supervisor or other authorized representative. All City employees are subject to the Executive Order of July 27, 2005:

1. Any municipal officer, member of a City board or commission, City employee, individual providing goods or services to the City, or employee of an organization or business providing goods or services to the City who receives a complaint within the scope of matters described in section 3(a) shall immediately refer such complaint to the Office Inspector General.

2. Any municipal officer, member of a City board or commission, City employee, individual providing goods or services to the City, or employee of an organization or business providing goods or services to the City who has knowledge of an incident of fraud, waste, or abuse shall immediately refer such complaint to the Office Inspector General.

End of Use

Employee's access to the City's systems shall cease when one of following occurs:

- Termination from City employment
- Lay-off of a City employee
- Leave of absence of a City employee
- End of a public official's term
- Termination of a contract, Memorandum of Agreement/Understanding, or Inter Agency Agreement that provided access.

Amendments and Revisions

This Policy is not all-inclusive and will be reviewed on an ongoing basis and may be modified as the City continues to change and grow.

RELATED POLICIES

AM-XXX-XX,	EMAIL USAGE POLICY
AM-XXX-XX,	SOCIAL MEDIA POLICY
AM-XXX-XX,	PHYSICAL ASSET MANAGEMENT POLICY
AM-XXX-XX,	ACCEPTABLE USE POLICY

m *Electronic Message Retention*

SCOPE

This policy defines the retention schedule for electronic mail (e-mail) messages maintained and stored electronically on enterprise messaging systems, maintained by the Mayor's Office of Information Technology. Storage limitations are required in order to provide a cost effective and high level of service and availability for these systems.

DEFINITIONS

Electronic mail or e-mail is an information transfer system which uses computers to send, receive and temporarily store messages.

Retention is the maximum lifetime of an electronic message that the recipient has not deleted from the email system.

SCHEDULE

Messages stored on enterprise servers will be retained for 90 days. Any message aged greater than 90 days will be purged on a daily basis by the system administrator. Full system backups used to maintain system integrity in the event of a malfunction or to retrieve accidentally deleted messages will be maintained for 10 calendar days.

Records of Official City Business

All agencies are required to maintain records of all proceedings, financial transactions and official acts of the City of Baltimore, under AM-502-1, Records Management. If electronic messages or attached documents contained within e-mails are in these broad categories, a printed version must be maintained by the agency and stored in the City Archives and Records Management Center according to the agency's approved retention schedule. These electronic messages and attached documents will be automatically deleted from the server after 90 days.

RELATED POLICIES

AM-118-1 Electronic Communication Policy

AM-502-1 Records Management

m Concurrent City Employment Prohibition

SCOPE
City employees may not have concurrent employment with the City of Baltimore except for employment in certain part-time capacities. City employees may have additional employment outside of City government provided such employment does not violate any other City policies, rules, and ordinances, such as the Ethics Code.

CONCURRENT EMPLOYMENT
Concurrent employment is when a City employee is employed full-time at one City agency while being simultaneously employed in a full or part-time position with the same or a different City agency.

PROHIBITED EMPLOYMENT
Neither exempt nor nonexempt full-time employees of the City of Baltimore may have concurrent employment with City of Baltimore.

PART-TIME EMPLOYEES
Part-time employees may have concurrent part-time employment with the City of Baltimore**;** however, the employee may not work more than 20 hours per week in each job. Part-time employees may not have employment in more than two concurrent part-time positions with the City of Baltimore.

EXCEPTIONS
Only the Board of Estimates may approve an exception to this policy. The requesting agency must show substantial justification for the exception related to the agency's fiscal and operational functions. Any request of a policy waiver must be addressed as a Personnel Action.

EMPLOYEE ACTION REQUESTS

TIME LIMIT ON APPROVED REQUESTS

Effective immediately, an approved EMPLOYEE ACTION REQUEST (28-1608-5021) [AM-231-1-1] will be valid for only 3 months from the date authorized by the Mayor's Personnel Freeze Committee. This time limit applies to all City agencies.

PROPER USE OF JUSTIFICATION BLOCK

Agencies are reminded that the justification block on the EMPLOYEE ACTION REQUEST (Section D – Agency Justification for Requested Action) must contain adequate reasons for filling a position.

Statements such as the following are NOT considered to be adequate justification:

- "The employee previously in the job has been promoted."
- "The position is vacant and we need to fill it."
- "The employee who filled the job has resigned."
- "We have a Public Service Employee whose funding is expiring and who needs a permanent position."
- "We transferred the previous holder of the job."

Agencies must provide answers to the following types of questions when completing the justification block:

- What will be the impact on the agency's operations if the position is not filled?
- What will be the impact on the quality and quantity of services provided by the agency if the position is not filled?
- Will overtime costs increase if the position is not filled?

Additional sheets may be attached to the EMPLOYEE ACTION REQUEST if extra space is needed for the justification.

Insufficient or inadequate justification will be considered by the Freeze Committee as grounds for disapproval of the request.

m Civil Service Commission

SCOPE

The Civil Service Commission administers the rules governing and regulating the employment policies of the Mayor and City Council.

RESPONSIBILITIES

The Civil Service Commission makes rules to accomplish proper personnel administration and to provide for appointments to and employment in the classified service. Such appointments are based on merit, efficiency, character, and industry. The commission may make changes and additions to its original rules. All rules, changes, and additions must be filed with the Department of Legislative Reference and are not effective until so filed.

The Civil Service Commission has the power to investigate all matters touching upon the execution of its provisions of the Charter. During investigations, each member of the commission has the power to administer oaths and to summon and examine witnesses in relevant matters.

If the Civil Service Commission finds, after investigation, that any appointing officer has abused his power, it will so report to the Mayor. The Mayor has the power to remove, without further hearing, an appointing officer found guilty of abuse by the commission.

ROLE OF THE DEPARTMENT OF HUMAN RESOURCES

The Department of Human Resources powers and duties consist of proposing and administering rules approved by the Civil Service Commission. These rules govern probationary status, temporary and emergency appointments, classifications, reclassifications, examinations, promotions, demotions, transfers, reinstatements, discharges, and other discipline of employees. The Department also issues rules and policies related to health and welfare benefits, training and development, recruitment and counseling Civil Service members.

m *Compensatory Leave*

DEFINITION

Compensatory leave is time off with pay granted to employees as compensation for overtime or call-back work.(See AM-205-2 for complete information concerning overtime and call-back work.)

RATE

The amount of compensatory leave received is determined by an employee's salary. Employees in the categories listed below may elect to receive compensatory leave at the time and one-half or double time rate in lieu of monetary payment for overtime or call-back work, **depending on the specifics outlined in the negotiated union contract.**

- Employees receiving C.M.E.A. benefits. who have a salary grade or flat salary equal to or less than grade 39.
- All employees receiving Local 44 benefits.
- Employees receiving M.A.P.S. benefits who have a salary grade or flat salary equal to or less than grade 109.

Employees in the following categories will receive compensatory leave in an amount equal to the amount of overtime or call-back worked:

- Employees receiving C.M.E.A. benefits who have a salary grade or flat salary equal to or greater than grade 40.

- Employees receiving M.A.P.S. benefits. who have a salary grade or flat salary equal to or greater than grade 110.

TIME AND ONE-HALF

Eligible employees will receive compensatory leave equal to 1 ½ times the amount of overtime or call-back worked during the following periods:

- During the normal workweek.
- On the employee's 6th consecutive work day in an operation where the normal work week is 5 days in a 7 day period.
- On the employee's 11th and 12th work days in an operation where the normal workweek is 10 days in a 14-day period.

DOUBLE TIME

Eligible employees will receive compensatory leave equal to 2 times the amount of overtime or call-back worked during the following periods:

- On the employee's 7th consecutive work day in an operation where the work week is 5 days in a 7 day period.
- On the employee's 13th and 14th work days in an operation where the workweek is 10 days in a 14-day period.

ACCUMULATION

Compensatory leave will be accumulated in ½ hour increments after 1 hour of overtime has been worked. An employee who works a full day of overtime will receive 7 hours, 20 minutes of compensatory leave (multiplied by 1½ or 2 when applicable), if his/her normal work day is 7 1/3 hours.

The maximum amount of compensatory leave that may be accumulated by an employee is 400 hours. Once an employee accumulates this maximum amount of leave, he will not be credited with any additional compensatory leave until his accumulation drops below the maximum limit.

RETENTION OF ACCUMULATED LEAVE

Accumulated compensatory leave may be retained by permanent employees who:

- Transfer from 1 agency or position to another agency or position in the classified service with no break in service.
- Are granted a leave of absence without pay and are reinstated following the expiration of such leave (or placed on a reemployment list due to lack of a vacant position).
- Are laid-off due to lack of work or funds and are subsequently rehired. (See AM-205-9 for eligibility details.)

USE

Compensatory leave must be taken in increments of ½ hour. An employee who takes a full day of compensatory leave will have 7 hours, 20 minutes subtracted from his compensatory leave balance if normal work day is 7 1/3 hours.

REQUESTS FOR LEAVE

An employee who wishes to use accumulated compensatory leave must obtain prior approval from his supervisor.

Compensatory leave requests for a period of 1 week or longer must normally be made 1 week in advance. Compensatory leave requests for less than 1 week must normally be made 1 workday in advance. However, these time requirements may be waived by the employee's supervisor.

HOLIDAYS

An official City holiday which occurs on an employee's compensatory leave day will not be counted as compensatory leave. However, in the event of an early closing on an employee's leave day, the employee will be charged compensatory leave as if the early closing had not occurred.

TERMINATION OF EMPLOYMENT

Employees will not receive payment for any compensatory leave, which is unused as of the date of separation from City employment.

m *Organ Donor Leave*

SCOPE

Organ donation leave authorizes paid permission leave to full-time and part-time permanent employees of the Mayor and City Council of Baltimore. Organ donation leave can be used without loss of any benefits to which the employee is otherwise entitled.

EMPLOYEE ELIGIBILITY

Employees are eligible for organ donation leave under the following conditions:

- The employee has been a permanent employee with the City for at least 12 months immediately preceding the period for which he/she is requesting leave.
- The employee has requested and received prior approval from the head of his/her agency.
- A request for organ donation leave must include medical documentation of the proposed organ or bone marrow donation.

EXTENT OF LEAVE

Employees may use organ donation leave up to the following limits:

- Seven (7) days in any 12-month period to be a bone marrow donor
- Thirty (30) days in any 12-month period to be an organ donor

CONTINUATION OF BENEFITS

If an employee needs to extend the organ donor leave period beyond the maximum amount specified above, he/she may use accrued sick leave or other approved leave time, consistent with applicable leave policies. The use of sick leave in this case will not count as an occurrence if it is used immediately following the organ donation leave.

PAYROLL MARKINGS

The PAYROLL ATTENDANCE RECORD (147-019) is to be marked "P" in the appropriate blocks corresponding to the day(s) of absence due to organ or bone marrow donation. In the "Remarks" column next to the employee's name, one of the following is to be noted: 1) bone marrow donation; or 2) organ donation.

NOTIFICATION TO SUPERVISOR

An employee must notify his/her supervisor in advance by submitting a REQUEST FOR TIME OFF (28-1408-5040). Medical documentation must accompany the leave slip or be submitted as soon as possible and prior to any time off. Approval of the agency head is mandatory before the employee takes time off.

RELATED POLICIES

AM-202-1 Compensatory Leave

AM-204-4 Personal Leave

AM-204-2 Vacation Leave

AM-204-14 Sick Leave

m *Family and Medical Leave*

Employees may be entitled to take a leave of absence under the *Family and Medical Leave Act of 1993* (FMLA), 29 U.S.C. § 2601. This policy describes the procedures City agencies and employees should follow when requesting, approving and administering FMLA leave. This policy shall be interpreted and applied in a matter consistent with the U.S. Department of Labor's FMLA regulations at 29 C.F.R. Part 825.

1. ELIGIBILITY FOR LEAVE

FMLA leave is available to all eligible employees where such leave is used for an FMLA-qualifying reason. To be "eligible" for FMLA leave, an employee must have: 1) been employed by the City for at least 12 months; and 2) worked at least 1,250 hours in the twelve months prior to the commencement of leave.

The required 12 months of employment need not be consecutive, provided any break in service is for a period of less than 7 years. When calculating the 1,250-hour requirement, all time worked will be counted, including overtime hours. Paid and unpaid time off will not count toward the 1,250-hour requirement, with the exception of periods of military leave.

2. QUALIFYING REASONS FOR LEAVE

An eligible employee may take up to 12 weeks of unpaid FMLA leave during a rolling twelve-month period for any of the following reasons:

a) The serious health condition of the employee;

b) The birth or care of an employee's newborn child;

c) The adoption or placement of a child with an employee for foster care;

d) The serious health condition of an employee's immediate family member (*e.g.* spouse, child or parent); or

e) A "qualifying exigency" in connection with a family member's active duty military service overseas or in support of a contingency operation (Qualifying Exigency Leave).

In addition to the basic FMLA leave entitlement discussed above, eligible employees may also take up to 26 weeks of leave per leave year for the care of a covered military service member or veteran with a serious service-connected injury or illness (Military Caregiver Leave). Military Caregiver Leave may not exceed 26 weeks even when combined with other FMLA-qualifying

leaves.

When an employee and his or her spouse both work for the City of Baltimore, each will be limited to a combined total of 12 weeks of leave in a leave year for the following reasons: 1) for the birth of the employee's child or to care for the child after birth; 2) the placement of a son or daughter with the employee for adoption or foster care or to care for a child after placement; and 3) to care for the employee's parent with a serious health condition. Leave taken for other qualifying reasons will not count toward the combined limitation. Likewise, spouses who seek FMLA leave to care for a covered military service member or veteran are limited to a combined 26 weeks of leave.

For example, a married couple employed by the City may take up to a total 12 weeks of FMLA leave between them for the birth of a healthy child. However, the same couple may each take up to 12 weeks of FMLA leave to care for a child with a serious health condition, provided they have not already exhausted their FMLA leave entitlement for the leave year.

3. ROLLING LEAVE YEAR

The City of Baltimore uses a "rolling backward" method for calculating the 12-month FMLA leave entitlement, meaning City agencies will look back 12 months from the date the employee is expected to start a new period of FMLA leave to determine leave eligibility and whether the employee has already exhausted his or her leave entitlement for the 12-month period (or "leave year").

For example, if an employee requests five weeks of FMLA leave starting on December 5, 2013, the agency will look back 12 months from that date to see whether the employee has already used the maximum amount of FMLA leave to which he or she would be entitled. If not, the employee will be permitted to use the balance of any remaining leave.

4. CONDITIONS OF LEAVE

FMLA leave usually will be taken for a period of consecutive days, weeks or months. Employees may also take FMLA leave on an intermittent or reduced leave schedule basis either when medically necessary or for qualifying exigencies. When intermittent leave or a reduced schedule is requested, the City may in its discretion temporarily transfer the employee to an equivalent position (with equivalent pay and benefits) that would better accommodate recurring periods of leave.

FMLA leave will be tracked in increments of 30 minutes, unless otherwise provided in an applicable labor agreement. Agencies may not require employees to take (and employees shall

not use) more leave than is needed to address the circumstances that prompted the leave request. While on FMLA leave, employees must use any accrued vacation, personal, compensatory and sick leave, as appropriate. Paid leave must be used in accordance with applicable City leave policies and labor agreements.

The substitution of paid leave does not extend the length of an FMLA leave, and the paid time off will run concurrently with an employee's FMLA entitlement. Likewise, leaves taken in connection with a disability leave plan or workers' compensation shall run concurrently with any FMLA leave entitlement.

The substitution of paid sick leave will be authorized only in connection with an employee's own serious health condition or the employee's need for pre- or postnatal health care. An employee may also use up to 5 days of paid sick leave for the care of a family member with a serious health condition or for adoption or the placement of a child in foster care.

Employees of the Baltimore City Fire Department should refer to the department's internal policies and procedures governing the use of paid leave for FMLA purposes. Where a conflict exists, the department's own internal policies and procedures shall apply.

5. CONTINUATION OF BENEFITS

While an employee is on FMLA leave, the City will continue the employee's health benefits at the same level and under the same conditions as if the employee had continued to work. Under current City policy, employees pay a portion of the health care premium. While on paid leave, the City will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make these premium payments through direct billing with the Employee Benefits Division – Premium Billing. The City will continue to pay the employer portion of the premiums for up to 6 bi-weekly pay periods or 12 weekly pay periods (or up to 13 bi-weekly/26 weekly pay periods in the case of Military Caregiver Leave). At the end of this period, the employee will be required to pay 100% of the health benefits premium cost.

Where premium payments made through direct billing are more than 30 days late, the City may terminate the employee's health coverage for the duration of leave. The City will provide the employee at least 15 days advance written notice before terminating coverage. The coverage will be reinstated the first day following the employee's return to work, with no waiting periods or pre-existing condition exclusions, provided the employee contacts Employee Benefits within 60 days of return.

If an employee chooses not to return to work for reasons other than a continued serious health condition or a circumstance beyond the employee's control, the City will require the employee to

reimburse the City the amount paid for the employee's health premiums during any unpaid portion of the leave. If at any time (either before or during leave) an employee gives notice of intent not to return to work, health benefits will be discontinued.

Employees on FMLA leave are entitled to other benefits to the same extent they are provided to employees on comparable forms of leave. Employees will continue to accrue vacation, personal and sick leave, for example, as long as they remain in pay status. Employees on FMLA leave also may continue their group life insurance coverage during the leave.

6. SERIOUS HEALTH CONDITION

A serious health condition refers to a physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that prevents the employee (or a covered family member) from working, attending school or participating in daily activities. Subject to certain conditions, the "continuing treatment" requirement may be met by a period of incapacity of more than three consecutive calendar days combined with: 1) at least two visits to a health care provider within 7 days of incapacity; or 2) one visit and a regiment of continuing treatment under the supervision of a healthcare provider.

A serious health condition also refers to any period of incapacity or treatment connected with pregnancy or a chronic, long-term or permanent medical condition.

7. COVERED FAMILY MEMBERS

FMLA leave to care for a family member with a serious health condition is limited to a spouse, parent or child. The term "child" refers to a biological child, adopted child, foster child, stepchild, legal ward or the child of a person standing *in loco parentis* (in the place of a parent) who is:

a) Under the age of 18; OR

b) Age 18 or older and incapable of self-care due to a mental or physical disability.

A covered parent includes a biological, adopted, step or foster parent or any individual who stands or stood *in loco parentis* when the employee was a son or daughter as described above. A parent "in-law" is not covered.

Employees must provide appropriate documentation confirming the existence of a family relationship or the age of a child, such as a birth or marriage certificate, court document or a written statement of a qualifying family relationship.

8. LEAVE FOR BIRTH, ADOPTION OR PLACEMENT FOR FOSTER CARE

Both parents may take FMLA leave for the birth or care of a newborn child. The mother also may take FMLA leave for incapacity due to pregnancy, for pre- or postnatal health care or for a serious health condition following birth. In the case of adoption and placement for foster care, employees may take FMLA leave before the actual placement or adoption if an absence from work is required for the placement or adoption to proceed.

An employee may not take leave on an intermittent or reduced work schedule basis after placement or birth, unless such arrangements are needed in connection with a serious health condition or are otherwise authorized by the employing agency. An employee's entitlement to leave for birth, adoption or placement for foster care expires 12 months following the date of birth, adoption or foster care placement.

9. QUALIFYING EXIGENCY LEAVE

The purpose of Qualifying Exigency Leave is to allow employees with close family members serving in the Armed Forces overseas to take time off from work to address common challenges that arise in connection with a deployment.

Agencies may grant Qualifying Exigency Leave to any eligible employee (*e.g.* a parent, spouse or child of a military service member) for exigencies that arise out of an active duty deployment overseas or in connection with a call or impending call or order to active duty service overseas. Such leave is available to members of the Regular Armed Forces who are deployed to a foreign country, as well as members of the National Guard and Reserves who are either deployed with the Armed Forces to a foreign country or under a federal call or order to active duty in support of a contingency operation.

Qualifying Exigency Leave may be granted for any of the following reasons: a) to address issues that arise from a short-notice deployment (up to seven days); b) to attend official military events, briefings and programs; c) to provide or arrange for child care on an urgent, immediate need basis; d) to enroll or transfer a child to a new school or day care and attend school-related meetings; e) to make or update financial and legal arrangements; f) to attend counseling; g) to care for a service member's parent who is incapable of self-care on an urgent, immediate need basis (or arranging for such care); h) to attend arrival ceremonies, reintegration briefings and other post-deployment activities; i) to address issues that arise from the death of the military member while on active duty; and j) other events that arise out of an overseas deployment or contingency operation, as agreed upon by the agency and the employee.

In addition, an eligible employee may take up to 15 calendar days of Qualifying Exigency Leave per leave year to spend time with a military member who is on short-term, temporary Rest and

Recuperation leave during a covered military deployment. An employee who requests leave for this purpose must provide a copy of the military member's Rest and Recuperation leave orders.

10. MILITARY CAREGIVER LEAVE

Military Caregiver Leave provides eligible employees with up to 26 weeks of leave per leave year to care for a covered service member or veteran with a serious service-connected injury or illness. To qualify for Military Caregiver Leave, an eligible employee must be the spouse, parent or child (any age) of the covered service member or veteran or the next of kin.

Covered service members include current members of the Armed Forces and members of the National Guard or Reserves who are: a) undergoing medical treatment, recuperation or therapy for a serious illness or injury; b) in outpatient status; or 3) on the temporary disability retired list. Leave to care for a covered veteran (a former member of the Armed Forces or the National Guard or Reserves) may be taken for up to 5 years following discharge from the military, provided the veteran's release from duty was under conditions other than dishonorable. Serious injury or illness in the case of a veteran includes:

a) The continuation of a serious injury or illness suffered while serving as a member of the Armed Forces and which has rendered the veteran unable to perform military duties;

b) A physical or mental condition for which the veteran received a U.S. Department of Veterans Affairs Service-Related Disability Rating of 50% or greater;

c) A physical or mental condition that substantially impairs the veteran's ability to secure or maintain substantially gainful occupation; or

d) An injury (including psychological injury) that serves as the basis for the veteran's enrollment in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

11. REQUESTING FMLA LEAVE

Employees who wish to take FMLA leave must timely notify their agencies of the need for FMLA leave and the anticipated timing and duration of the leave, if known. When the need for leave is foreseeable, employees must provide at least 30 days advance notice. When 30 days' notice is not possible, or the need for leave is not foreseeable, employees must provide notice as soon as practicable under the circumstances – generally the same or the next business day. Employees should complete an *FMLA Leave Request Form* (AM-203-2-1) in application for

leave.

Calling in "sick" without providing reasons for needing leave will not be considered sufficient notice for FMLA leave under this policy, and employees are expected to respond to questions designed to determine if an absence is potentially FMLA-qualifying. Employees who seek to use previously approved FMLA leave must specifically reference the FMLA-qualifying reason when calling in. Leave may be delayed or denied where an employee fails to adequately explain the reasons for the leave.

Employees must follow departmental call-in procedures when requesting FMLA leave, absent unusual circumstances. Where an employee fails to comply with these procedures, and no unusual circumstances justify the failure to comply, leave may be delayed or denied and the employee may be subject to discipline.

In the case of planned medical treatment, employees must make a reasonable effort to schedule treatment so as not to disrupt the operations of the agency. Employees must consult with their supervisors prior to scheduling treatment in order to work out a treatment schedule that best suits the needs of both the agency and the employee, subject to the approval of an employee's health care provider.

Employees on FMLA leave are expected to be reasonably responsive to and communicate with their agencies during the leave and may be required to check in periodically (*e.g.* at least once each month) regarding their status and intent to return to work.

12. PROCESSING LEAVE REQUESTS

When an employee requests FMLA leave, or when an agency acquires knowledge that an employee's leave may be for an FMLA-qualifying reason, the agency must notify the employee within 5 business days of his or her eligibility to take FMLA leave, absent extenuating circumstances preventing timely notice. Agencies shall provide notice using the *Notice of Eligibility and Rights & Responsibilities* (AM-203-2-2) form.

The *Notice of Eligibility and Rights and Responsibilities* should be accompanied by any required certification forms. Once the agency has enough information to determine whether an eligible employee is requesting leave for an FMLA-qualifying reason, the agency must notify the employee whether the leave will be designated as FMLA leave. The agency will provide this notice within 5 business days by delivering to the employee a completed *Designation Notice* (AM-203-2-3).

In any instance where the employer does not have sufficient information about the reason for an employee's use of leave, the agency should inquire further of the employee to ascertain whether

leave is potentially FMLA-qualifying.

13. CERTIFICATION REQUIREMENTS

Depending on the nature of the leave sought, employees will be required to submit appropriate certification supporting the need for FMLA-qualifying leave. When leave is requested in connection with a serious health condition, for example, the request must be supported by medical certification from a health care provider. In the case of the employee's own serious health condition, the employee must return a completed *Certification of Health Care Provider for Employee's Serious Health* Condition (AM-203-2-4). In the case of a family member's serious health condition, the employee must return a completed *Certification of Health Care Provider for Family Member's Serious Health Condition* (AM-203-2-5).

Certification and other supporting documentation also will be required to take Qualifying Exigency Leave, *Certification of Qualifying Military Exigency* (AM-203-2-8) and Military Caregiver Leave, *Certification of Health Care Provider for Military Caregiver Leave – Service member (AM-203-2-6)* or *Certification of Health Care Provider for Military Caregiver Leave – Veteran* (AM-203-2-7).

It is the employee's responsibility to provide the agency with timely, complete and sufficient certification. Whenever possible, employees should submit the completed certification at the time leave is requested. In any event, employees must provide the certification within 15 calendar days once it is requested by the agency, absent extenuating circumstances. Agencies may deny FMLA leave to an employee who fails to provide certification in a timely manner. When it is necessary to verify that the information contained in a medical certification was authorized by the health care provider, or to understand the handwriting or meaning of a response, an agency HR Representative or management official (other than a direct supervisor) may contact the employee's health care provider to obtain verification or clarification. If the employee refuses to permit such contact, the agency may deny the leave if the certification is unclear.

When a certification is incomplete or insufficient, the agency may reject the certification and give the employee at least 7 calendar days to cure any deficiencies. When rejecting a certification, the agency must provide the employee with a letter that describes what additional information is needed to make the certification complete and sufficient. If the employee fails to cure deficiencies in a timely manner, the agency may delay or deny the leave request.
If in the case of an employee's own serious health condition or that of a family member an agency has reason to doubt the medical certification, it may require a second medical opinion. If the opinions of the initial and second health care providers differ, the agency may require a third, final and binding certification from a health care provider jointly approved by the agency and the employee. The agency must conditionally approve the employee's leave request pending the

outcome and bear the expense of acquiring the second and/or third medical opinion (including reasonable out-of-pocket travel expenses connected with the appointment). Agencies may not require a second or third opinion when Military Caregiver Leave has been requested.

14. RECERTIFICATION

Agencies shall require employees to recertify the need for FMLA leave for a serious health condition of the employee or a family member: 1) whenever the expected minimum duration of leave expires; or 2) at least every six months in connection with an absence. Agencies may also request recertification when:

a) The employee requests an extension of the leave;

b) Circumstances described in the employee's current certification have changed significantly (such as the duration or frequency of absences or the nature or severity of the illness); or

c) Information is received that casts doubt upon the employee's stated reason for the absence or the continuing validity of the certification.

Agencies may not request recertification in the case of Military Caregiver Leave.
Agencies should use the appropriate recertification form: *Recertification of Employee's Serious Health Condition* (AM-203-2-9) or *Recertification of Family Member's Serious Health Condition* (AM-203-2-10). Agencies shall give employees at least 15 calendar days to return the recertification.

Where recertification is prompted by changed circumstances or doubts about the continuing validity of the existing certification, the agency shall give the health care provider the employee's FMLA attendance record to help him or her determine whether leave usage is consistent with the serious health condition in question.

15. RETURN TO WORK

At the end of FMLA leave, the employee will be restored to the same position held prior to leave or a position with equivalent pay, status, benefits and other employment terms, subject to certain exceptions. An agency may in its discretion elect not to return certain "key" employees, for example, if doing so would cause grievous and economic harm to the agency. Similarly, an agency may deny reemployment if there has been an intervening layoff that would have included the employee's position.

An employee returning to work following his or her own serious health condition must provide a *Fitness For Duty Certification of Health Care Provider* (AM-203-2-11) form completed by the health care provider. The certification must confirm the employee's ability to resume work and to perform all essential job functions. Agencies may delay or deny job restoration until the employee returns the completed certification.

Agencies shall notify employees of this requirement at the start of leave by so indicating on the employee's *Designation Notice*. Where appropriate, agencies should also include a list of the essential functions of the employee's position for use by the health care provider in determining the employee's readiness to return to work.

16. DISCRIMINATION PROHIBITED

This policy prohibits discrimination against an individual for having exercised the right to take FMLA leave and prohibits unlawful interference with an individual's FMLA rights. In addition, this policy prohibits illegal retaliation against someone who has made an FMLA-related complaint or who has participated in the investigation of a complaint.

Concerns about discrimination, interference or retaliation under this policy should be immediately reported to the employing agency's Equal Opportunity Compliance (EOC) Officer or an HR Representative.

FMLA Leave Request Form

(*Family and Medical Leave – AM-203-2-1*)

Section I: Employee Information

Employee's Full Name _____ Job Title _____

Agency/Bureau/Division _____

Phone _____ Email _____

Is your spouse employed by the City of Baltimore? ☐ Yes ☐ No

If yes, please provide the following:

Spouse's Name _____ Employing Agency _____

Section II: Leave Request Information

Dates requested for leave of absence: FROM_____ THROUGH_____

Reason(s) for leave:

- ☐ The birth of a child and/or care of a newborn child.
- ☐ Placement of a child for adoption or foster care.
- ☐ To care for a family member (spouse, child or parent) with a serious health condition.
- ☐ Unable to perform one or more essential job function because of a serious health condition.
- ☐ Spouse, child, parent or next of kin is a covered service member or veteran with a serious service-connected injury or illness.
- ☐ Qualifying exigency arising out of the fact that a spouse, child or parent is on active duty (or call to active duty status) with the Armed Forces overseas or in support of a contingency operation.

Type of Leave Requested:

☐ Continuous ☐ Intermittent ☐ Reduced Schedule

Describe the Intermittent/Reduced Leave schedule, if requested:

Section III: Employee Verification

Employee Signature _____ Date _____

NOTICE OF ELIGIBILITY
AND RIGHTS AND RESPONSIBILITIES
(*FAMILY AND MEDICAL LEAVE – AM-203-2-2*)

Date: [Date]

To: [Employee Name] From: [Agency HR Contact]

Section I: Notice of Eligibility

On [date], you requested Family and Medical Leave beginning on [date] for:

- ☐ The birth of a child and/or care of a newborn child.
- ☐ Placement of a child for adoption or foster care.
- ☐ To care for a family member (spouse, child or parent) with a serious health condition.
- ☐ Unable to perform one or more essential job functions because of a serious health condition.
- ☐ Spouse, child, parent or next of kin is a covered service member or veteran with a serious injury or illness.
- ☐ Qualifying exigency arising out of the fact that a spouse, child or parent is on active duty (or call to active duty status) with the Armed Forces overseas or in support of a contingency operation.

This notice is to inform you that you:

- ☐ Are eligible for FMLA leave (**See Section II below**).
- ☐ Are **not** eligible for FMLA leave because:
  - ☐ You have not met the FMLA 12-month length of service requirement. As of the first date of requested leave, you will have worked approximately_____months toward this requirement.
  - ☐ You have not met the FMLA 1,250-hours worked requirement.

Section II: Rights and Responsibilities

As explained in Section I, you meet the eligibility requirements for taking FMLA leave and have FMLA leave available during the applicable 12-month period. **However, in order for us to determine whether your absence qualifies as FMLA leave, you must return the following information to us by [date].** If a certification is requested, you have at least 15 calendar days from receipt of this notice to return the certification to us. Additional time may be allowed in some extenuating circumstances. If sufficient information is not provided in a timely manner, your leave may be denied.

- ☐ Please provide sufficient certification to support your request for FMLA leave.
  - ☐ A certification form that sets forth the information necessary to support your request is enclosed.
- ☐ Please provide sufficient documentation to establish the required relationship between you and your family member.
- ☐ Other information needed:

If your leave does qualify as FMLA leave, you will have the following **responsibilities** while on FMLA leave:

☒ Contact the Employee Benefits Division at (410) 396-5830 to make arrangements to continue paying your share of the premium on your health insurance to maintain health benefits while you are on unpaid leave. You have a minimum 30-day grace period in which to make premium payments. If payment is not made timely, your group health insurance may be cancelled, provided we notify you in writing at least 15 days before the date your health coverage will lapse.

☒ You will be required to use your available paid [☐ **sick**], [☐ **vacation**], [☐ **compensatory**], [☐ **personal**], and/or [☐ **other paid**] leave during your FMLA absence. This means you will receive your paid leave, and the leave will also be considered protected FMLA leave and counted against your FMLA leave entitlement.

☐ Due to your status within Baltimore City government, you are considered a "key employee" as defined in the FMLA. As a "key employee," restoration to employment may be denied following FMLA leave on the grounds that such restoration will cause substantial and grievous economic injury to us. We [☐ **have**]/[☐ **have not**] determined that restoring you to employment at the conclusion of FMLA leave will cause substantial and grievous economic harm to us.

☐ While on leave, you will be required to furnish us with periodic reports of your status and intent to return to work as often as every 30 days.

If the circumstances of your leave change and you are able to return to work earlier than the date indicated on this form, ***you will be required to notify us at least two workdays prior to the date you intend to report for work.***

If your leave does qualify as FMLA leave, you will have the following **rights** while on FMLA leave:

☐ You have a right under the FMLA to take up to 12 weeks of leave in a 12-month period, calculated as the 12-month period measured backward from the date of any FMLA leave usage.

☐ You have a right under the FMLA for up to 26 weeks of leave in a single 12-month period to care for a covered service member or veteran of the Armed Forces with a serious, service-connected injury or illness. This single 12-month period commenced on [date].

☒ Your health benefits must be maintained during any period of unpaid leave under the same conditions as if you continued to work.

☒ You must be reinstated to the same or an equivalent job with the same pay, benefits and terms and conditions of employment upon your return from FMLA-protected leave (if your leave extends beyond the end of your FMLA entitlement, you do not have return rights under FMLA).

☒ If you do not return to work following FMLA leave, you may be required to reimburse us for our share of health insurance premiums paid on your behalf during your FMLA leave, unless you did not return for one of the following reasons:

1) The continuation, recurrence or onset of a serious health condition.
2) The continuation, recurrence or onset of a serious injury or illness connected with military service.
3) Other circumstances beyond your control.

☒ If we have not informed you above that you must use accrued paid leave while taking your unpaid FMLA leave entitlement, you have the right to have sick, vacation, and/or other paid leave run concurrently with your unpaid leave entitlement, provided you meet any applicable requirements as set forth in the City's Administrative Manual or an applicable Labor Agreement. These policies are available on the City's Intranet site for the Department of Human Resources and the Office of the Labor Commissioner.

☒ If you do not meet the requirements for taking paid leave, you remain entitled to take unpaid FMLA [illegible]

Once we obtain the information from you as specified above, we will inform you within 5 business days whether your leave will be designated as FMLA leave and count toward your FMLA leave entitlement.

If you have any questions, please do not hesitate to contact [HR Contact Name and Phone Number].

DESIGNATION NOTICE

(*FAMILY AND MEDICAL LEAVE – AM-203-2-3*)

TO BE COMPLETED BY AGENCY

Date: [Date]

To: [Employee Name] From: [Agency HR Contact]

We have reviewed your request for leave under the Family and Medical Leave Act (FMLA) and supporting documentation. We received your most recent information on [date] and have determined:

☐ Your FMLA leave request is approved: **See Section I.**

☐ Additional information is needed to determine if your request can be approved: **See Section II.**

☐ Your FMLA leave request is not approved: **See Section III.**

Section I: FMLA Leave Approved

All leave taken for this reason will be designated as FMLA leave. You have been approved to use FMLA leave in the following manner:

☐ Continuous basis beginning on: [date]; Return to Work Date: [date]

☐ Intermittent basis beginning on: [date]; Return to Work Date: [date]

Details:

☒ The FMLA requires that you notify us as soon as practicable if dates of scheduled leave change or are extended.

☐ Provided there is no deviation from your anticipated leave schedule, the following number of hours, days or weeks will be counted against your leave entitlement:_____.

☐ Because the leave you need will be unscheduled, it is not possible to provide the hours, days or weeks that will be counted against your FMLA entitlement at this time. You have the right to request this information once in a 30-day period (if leave was taken in the 30-day period).

☒ In accordance with the City's leave policies, you are required to substitute or use accrued paid leave during your FMLA leave.

☒ During leave, you may be asked to provide a medical recertification from your health care provider. You will be notified when recertification is required.

☒ You will be required to present a fitness-for-duty certification to be restored to employment. If we do not receive this certification in a timely manner, your return to work may be delayed. A list of the essential functions of your position is attached. The fitness-for-duty certification must address your ability to perform these functions.

☒ While on leave, you may choose to continue your health benefits. For as long as you remain in pay status, your portion of the premiums will be deducted from your paycheck as usual. While on unpaid leave, you must continue to make these payments through direct billing. Where payments are more than 30 days late, your group health insurance may be cancelled. The City will continue to pay the employer portion of the premiums for up to 6 bi-weekly pay periods or 12 weekly pay periods (or up to 13 bi-weekly/26 weekly pay periods in the case of Military Caregiver Leave).

☒ You may be required to reimburse the City for the employer's share of health insurance premiums paid on your behalf during your leave if you do not return to work following the leave, unless you cannot return due to a serious health condition or other circumstances beyond your control.

☒ If you have a Healthcare Flexible Spending Account (Healthcare FSA), it may be continued during an FMLA leave of absence. Contributions to your account will be taken via normal payroll deduction for as long as you remain in pay status. If you enter non-pay status, you will have to make after-tax contributions to your Healthcare FSA in order to remain enrolled.

☒ A Dependent Care FSA cannot be continued while you are in an unpaid status.

Section II: Additional Information Required

☐ The certification you have provided is not complete and sufficient to determine whether the FMLA applies to your leave request.

☐ You have not provided documentation supporting an FMLA-covered relationship.

☐ We are exercising our right to have you obtain a second or third opinion medical certification at our expense.

Section III: FMLA Leave Not Approved

☐ The FMLA does not apply to your leave request.

☐ You have exhausted your FMLA leave entitlement in the applicable 12-month period.

CERTIFICATION OF HEALTH CARE PROVIDER
EMPLOYEE'S SERIOUS HEALTH CONDITION
(*FAMILY AND MEDICAL LEAVE – AM-203-2-4*)

Section I: To be Completed by the Employee

Employee's Full Name _____ Job Title _____

Agency/Bureau/Division _____

Regular Work Schedule _____

Phone _____ Email _____

Section II: To Be Completed by the Health Care Provider

Your patient has requested leave under the *Family and Medical Leave Act* (FMLA). Please answer the questions in this certification form fully and completely. Make sure to sign the last page. Several questions ask you to describe the frequency or duration of a condition, treatment, *etc.* You should provide your best estimate, based upon your medical knowledge, experience and examination of the patient. Please be as specific as you can—terms such as "lifetime," "unknown" or "indeterminate" may not be sufficient to determine FMLA coverage. Limit your responses to the condition for which the employee is seeking leave.

The *Genetic Information Nondiscrimination Act* (GINA) prohibits employers from requesting or requiring genetic information of an individual or a family member of the individual, except as specifically allowed by law. In order to comply, we are asking that you not provide any genetic information when completing this medical certification. GINA defines "genetic information" to include family medical history, the results of genetic tests, the fact that an individual or family member has requested or received genetic services or the genetic information of a fetus or embryo.

Health Care Provider's Name _____ Name of Practice/Health Care Facility _____

Business Address _____

Type of Practice/Specialty _____

Phone _____ Fax _____

Section II, Part A: Medical Facts

Approximate Date Condition Commenced _____ Probable Duration of Condition _____

Was the patient admitted for an overnight stay in a hospital, hospice or residential medical care facility?..... ☐ Yes ☐ No

If yes, please provide dates of admission:

_____ _____ _____

Dates you treated the patient for the condition:

_____ _____ _____

_____ _____ _____

Will the patient need to have treatment visits at least twice per year due to the condition? ☐ Yes ☐ No

Was medication, other than over-the-counter medication, prescribed? ☐ Yes ☐ No

Was the patient referred to other health care provider(s) for evaluation or treatment? ☐ Yes ☐ No
(*e.g., physical therapist, etc.*)

If yes, state the nature of such treatments and expected duration of treatment:

Is the medical condition pregnancy? ☐ Yes ☐ No

If yes, please provide expected delivery date:_____

Is the employee unable to perform any of his/her job functions due to the condition? ☐ Yes ☐ No

If yes, identify the job functions the employee is unable to perform and specify the probable duration:

Describe other relevant medical facts related to the condition for which the employee seeks leave:
(*Such medical facts may include, for example, symptoms, diagnosis and any regimen of continuing treatment.*)

Section II, Part B: Amount of Leave Needed

Will the employee be incapacitated for a single continuous period of time due to his/her medical condition, including any time for treatment and recovery? ☐ Yes ☐ No

If yes, estimate the beginning and ending dates for the period of incapacity:

_____ _____
Beginning Date Ending Date

Is it medically necessary for the employee to take leave intermittently? ☐ Yes ☐ No

If yes, explain why and state the probable frequency/duration of intermittent absences:

Will the employee need to attend follow-up treatment appointments?..... ☐ Yes ☐ No

If yes, estimate treatment schedule, including dates or frequency of scheduled appointments and time required for each appointment—including any recovery period:

Will the condition cause episodic flare-ups? ..... ☐ Yes ☐ No

If yes, is it medically necessary for the employee to be absent from work during flare-ups?..... ☐ Yes ☐ No

Please explain:

Based upon the patient's medical history and your knowledge of the medical condition, estimate the frequency of flare-ups and the duration of related incapacity that the patient may experience over the next 6 months (*e.g., 1 episode every 3 months, lasting 1-2 days*):

Frequency:_____times per every_____week(s)/_____month(s)

Duration:_____hours OR_____day(s) per episode

Is it medically necessary for the employee to work a part-time or reduced work schedule?..... ☐ Yes ☐ No

If yes, explain why and for how long:

Estimate the reduced work schedule:

_____hours per day,_____days per week

Section II, Part C: Additional Information

Please provide any additional information relevant to the condition for which the employee is requesting leave. Attach additional sheets if necessary.

Section III: Health Care Provider Verification

_____ _____

Signature of Health Care Provider Date

CITY OF BALTIMORE
FAMILY AND MEDICAL LEAVE
RECERTIFICATION OF HEALTH CARE PROVIDER

----------To Be Completed by Employer----------

1. Employee's Name: _____

2. Patient's Name (if different from employee): _____

3. Date of original certification: _____

4. Dates of FMLA leave taken since original certification: _____

----------To Be Completed by Physician----------

Changes in Condition: Has Patient's condition (check one)

- ☐ Stayed the same
- ☐ Improved
- ☐ Deteriorated

If condition has <u>improved</u>,

Yes	**No**	
☐	☐	Will additional treatments for this condition be necessary?
☐	☐	Is the patient able to care for him or herself?
☐	☐	Is patient, if city employee, able to return to a regular work schedule?

Omit The Following Section if the Patient is not a City Employee

If the condition has <u>deteriorated or stayed the same</u>,

Yes	**No**	
☐	☐	Are there any physical limitations?
☐	☐	Will additional treatments be necessary for this condition?
☐	☐	Is it necessary for employee to work intermittently or work a reduced schedule (hours per day or days per week) in order to receive proper treatment for this health condition?

Physician's Signature: _____ Date: _____
Physician's Printed Name: _____
Physician's Telephone Number: _____

I, _____, give permission for my physician to release the above information to my employer.

_____ _____
Employee Signature Date

CERTIFICATION OF HEALTH CARE PROVIDER
FAMILY MEMBER'S SERIOUS HEALTH CONDITION
(*FAMILY AND MEDICAL LEAVE – AM-203-2-5*)

Section I: To be Completed by the Employee

Employee's Full Name _____ Job Title _____

Agency/Bureau/Division _____

Regular Work Schedule _____

Phone _____ Email _____

Name of family member for whom care will be provided _____

The family member is the employee's:

☐ Parent ☐ Spouse ☐ Child (Specify date of birth): _____

Describe the care you will provide to your family member and estimate the amount of leave that will be needed to provide such care:

I affirm that, to the best of my knowledge, the above information contains no false or misleading statements.

Employee Signature _____ Date _____

Section II: To be Completed by the Health Care Provider

The employee listed in Section I has requested leave under the *Family and Medical Leave Act* (FMLA) to care for your patient. Please answer the questions in this certification form fully and completely. Make sure to sign the last page. Several questions ask you to describe the frequency or duration of a condition, treatment, etc. You should provide your best estimate, based upon your medical knowledge, experience and examination of the patient. Please be as specific as you can—terms such as "lifetime," "unknown" or "indeterminate" may not be sufficient to determine FMLA coverage. Limit your responses to the condition for which the employee is seeking leave.

Health Care Provider's Name _____ Name of Practice/Health Care Facility _____

Business Address _____

Type of Practice/Specialty

Phone _____ Fax _____

Section II, Part A: Medical Facts

Approximate Date Condition Commenced _____ Probable Duration of Condition _____

Was the patient admitted for an overnight stay in a hospital, hospice or residential medical care facility?..... ☐ Yes ☐ No

If yes, please provide dates of admission:

_____ _____ _____ _____

Date(s) you treated the patient for the condition:

_____ _____ _____ _____

Will the patient need to have treatment visits at least twice per year due to the condition?..... ☐ Yes ☐ No

Was medication, other than over-the-counter medication, prescribed?..... ☐ Yes ☐ No

Was the patient referred to other health care provider(s) for evaluation or treatment? ..... ☐ Yes ☐ No
(*e.g., physical therapist, etc.*)

If yes, state the nature of such treatments and expected duration of treatment:

Is the medical condition pregnancy?..... ☐ Yes ☐ No

If yes, please provide expected delivery date:_____

Describe other relevant medical facts related to the condition for which the employee seeks leave:
(*Such medical facts may include, for example, symptoms, diagnosis and any regimen of continuing treatment.*)

Section II, Part B: Amount of Care Needed

Will the patient be incapacitated for a single continuous period of time due to his/her medical condition, including any time for treatment and recovery? ..... ☐ Yes ☐ No

If yes, estimate the beginning and ending dates for the period of incapacity:

Beginning Date _____ Ending Date _____

During this time, will the patient need care?..... ☐ Yes ☐ No

If yes, explain the care needed by the patient and why such care is medically necessary:

Will the employee need to be absent from work intermittently in order to provide care for the patient? ..... ☐ Yes ☐ No

If yes, explain the intermittent care needed by the patient, why intermittent care is medically necessary and for how long the employee will need to provide care on an intermittent basis:

Will the patient require follow-up treatment or appointments? ..... ☐ Yes ☐ No

If yes, estimate the treatment schedule, including the dates or frequency of any scheduled appointments and the time required for each appointment, including any recovery period:

Please explain the follow-up care needed by the patient and why such care is medically necessary:

Will the condition cause episodic flare-ups, preventing the patient from participating in normal activities?.. ☐ Yes ☐ No

Based upon the patient's medical history and your knowledge of the medical condition, estimate the frequency of flare-ups and the duration of related incapacity that the patient may experience over the next 6 months (*e.g., 1 episode every 3 months, lasting 1-2 days*):

Frequency:_____times per every_____week(s)/_____month(s)

Duration:_____hours OR_____day(s) per episode

Will the patient need care during these flare-ups? ..... ☐ Yes ☐ No

Explain the care needed by the patient during flare-ups and why such care is medically necessary:

Will the employee need to work a part-time or reduced work schedule in order to care for the patient? ..... ☐ Yes ☐ No

If yes, explain the care needed by the patient, why a part-time or reduced work schedule is medically necessary for the patient and for how long the schedule will be required:

Estimate the reduced work schedule:

_____hours per day,_____days per week

Section II, Part C: Additional Information

Please provide any additional information relevant to the condition for which the employee is requesting leave. Attach additional sheets if necessary.

Section III: Health Care Provider Verification

_____ _____

Signature of Health Care Provider Date

CERTIFICATION OF HEALTH CARE PROVIDER FOR MILITARY CAREGIVER LEAVE – VETERAN

(FAMILY AND MEDICAL LEAVE – AM-203-2-6)

Section I: To be Completed by the Employee

Employee's Full Name _____ Job Title _____

Agency/Bureau/Division _____

Regular Work Schedule _____

Phone _____ Email _____

Name of veteran for whom care will be provided _____

The veteran is the employee's:

☐ Parent ☐ Spouse ☐ Child ☐ Next of kin (specify): _____

Date of the veteran's discharge from military _____

Military branch, rank and unit at time of discharge _____

Was the veteran **dishonorably** discharged or released from the Armed Forces, the National Guard or Reserves? ..... ☐ Yes ☐ No

Is the veteran receiving medical treatment, recuperation or therapy for an injury or illness? ..... ☐ Yes ☐ No

Describe the care you will provide to the veteran and estimate the amount of leave necessary to provide such care:

I affirm that, to the best of my knowledge, the above information contains no false or misleading statements.

Employee Signature _____ Date _____

(Form continues)

Section II: To Be Completed by the Health Care Provider

The employee named in Section I has requested leave under the *Family and Medical Leave Act* (FMLA) to care for a seriously ill or injured family member who is a veteran. A serious injury or illness means one that is incurred in the line of duty while on active duty in the Armed Forces (or a preexisting condition that was aggravated while on active duty).

In order for the leave request to be approved, the employee must provide a complete and sufficient certification. Please answer the questions in this certification form fully and completely. Make sure to sign the last page. Several questions ask you to describe the frequency or duration of a condition, treatment, etc. You should provide your best estimate, based upon your medical knowledge, experience and examination of the patient. Please be as specific as you can—terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage. Limit your responses to the veteran's condition for which the employee is seeking leave.

Health Care Provider's Name

Name of Practice/Health Care Facility

Business Address

Type of Practice/Specialty

Phone

Fax

Indicate whether the provider is:

☐ DOD health care provider

☐ VA health care provider

☐ DOD TRICARE network authorized private health care provider

☐ DOD non-network TRICARE authorized private health care provider

Section II, Part A: Medical Status

If you are unable to make certain military-related determinations contained in this Part, you may rely upon determinations from an authorized DOD representative (such as a DOD recovery care coordinator) or an authorized VA representative.

The veteran's medical condition is:

☐ A continuation of a serious injury or illness that was incurred or aggravated when the veteran was a member of the Armed Forces and rendered the veteran unable to perform the duties of the his/her office, grade, rank or rating.

☐ A physical or mental condition for which the veteran has received a U.S. Department of Veterans Affairs Service Related Disability Rating (VASRD) of 50% or higher and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave.

☐ A physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service or would do so absent treatment.

☐ An injury, including a psychological injury, on the basis of which the veteran is enrolled in the Department of Veterans' Affairs Program of Comprehensive Assistance for Family Caregivers.

Is the veteran being treated for a condition that was incurred or aggravated by service in the line of duty while on active

Approximate Date Condition Commenced

Probable Duration of Condition and/or Need for Care

Is the covered veteran undergoing medical treatment, recuperation or therapy for this condition? ..... ☐ Yes ☐ No

If yes, describe medical treatment, recuperation or therapy:

Section II, Part B: Veteran's Need for Care by Family Member

The term "care" refers to both physical and psychological care. It includes situations where, for example, the veteran is unable to care for his or her own basic medical, hygienic or nutritional needs or safety or is unable to transport him or herself to the doctor. It also includes providing psychological comfort and reassurance that would be beneficial to the veteran who is receiving inpatient or home care.

Will the veteran need care for a single, continuous period of time due to his/her condition, including any time for treatment and recovery? ..... ☐ Yes ☐ No

If yes, estimate the beginning and ending dates for the period of time:

Beginning Date _____ Ending Date _____

Will the veteran require periodic follow-up treatment or appointments? ..... ☐ Yes ☐ No

If yes, estimate the treatment schedule, including the dates or frequency of any scheduled appointments and the time required for each appointment, including any recovery period:

Is there a medical necessity for the veteran to have care for these periodic follow-ups? ..... ☐ Yes ☐ No

Is there a medical necessity for the veteran to have periodic care for other-than-scheduled follow-up treatment or appointments? ..... ☐ Yes ☐ No

(*e.g. episodic flare-ups of medical condition*)

If yes, estimate the frequency and duration of periodic care:

Section III: Health Care Provider Verification

Signature of Health Care Provider _____ Date _____

CERTIFICATION OF HEALTH CARE PROVIDER FOR MILITARY CAREGIVER LEAVE – SERVICEMEMBER

(*FAMILY AND MEDICAL LEAVE – AM-203-2-7*)

Section I: To be Completed by the Employee

Employee's Full Name _____ Job Title _____

Agency/Bureau/Division _____

Regular Work Schedule _____

Phone _____ Email _____

Name of servicemember for whom care will be provided _____

The servicemember is the employee's:

☐ Parent ☐ Spouse ☐ Child ☐ Next of kin (specify): _____

Is the servicemember a current member of the Regular Armed Forces, the National Guard or Reserves?..... ☐ Yes ☐ No

If yes, provide military branch, rank and unit _____

Is the servicemember assigned to a military medical treatment facility as an outpatient or to a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients (such as a medical hold or warrior transition unit)? ..... ☐ Yes ☐ No

If yes, please provide the name of the medical treatment facility or unit:

Is the servicemember on the Temporary Disability Retired List (TDRL)? ..... ☐ Yes ☐ No

Describe the care you will provide to the servicemember and estimate the amount of leave necessary to provide such care:

I affirm that, to the best of my knowledge, the above information contains no false or misleading statements.

Employee Signature _____ Date _____

(*Form continues*)

Section II: To Be Completed by the Health Care Provider

For completion by a United States Department of Defense (DOD) Health Care Provider or a Health Care Provider who is: 1) a United States Department of Veterans Affairs (VA) health care provider; 2) a DOD TRICARE network authorized private health care provider; 3) a DOD non-network TRICARE authorized private health care provider; or 4) a health care provider as defined in 29 C.F.R. §825.125.

The employee named in Section I has requested leave under the *Family and Medical Leave Act* (FMLA) to care for your patient. In order for the leave request to be approved, the employee must provide a complete and sufficient certification.

Please answer the questions in this certification form fully and completely. Make sure to sign the last page. Several questions ask you to describe the frequency or duration of a condition, treatment, etc. You should provide your best estimate, based upon your medical knowledge, experience and examination of the patient. Please be as specific as you can—terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage. Limit your responses to the servicemember's condition for which the employee is seeking leave.

Health Care Provider's Name _____ Name of Practice/Health Care Facility _____

Business Address _____

Type of Practice/Specialty _____

Phone _____ Fax _____

Indicate whether the provider is:

☐ DOD health care provider

☐ VA health care provider

☐ DOD TRICARE network authorized private health care provider

☐ DOD non-network TRICARE authorized private health care provider

☐ A health care provider as defined in 29 C.F.R. §825.125

Section II, Part A: Medical Status

If you are unable to make certain military-related determinations described below, you may rely upon determinations from an authorized DOD representative (such as a DOD recovery care coordinator).

The servicemember's medical condition is classified as (check one):

☐ **(VSI) Very Seriously Ill/Injured**: Illness/injury is of such a severity that life is imminently endangered. Family members are requested at bedside immediately (*NOTE: this is an internal DOD casualty assistance designation used by DOD health care providers*).

☐ **(SI) Seriously Ill/Injured**: Illness/injury is of such severity that there is cause for immediate concern, but there is no imminent danger to life. Family members are requested at bedside (*NOTE: this is an internal DOD casualty assistance designation used by DOD healthcare providers*).

☐ **OTHER Ill/Injured**: A serious injury or illness that may render the servicemember medically unfit to perform the duties of the member's office, grade, rank or rating.

☐ NONE of the above. If this box is checked, employee may not be eligible for FMLA leave for the care of a family member with a "serious health condition." Employee should contact a human resources representative to request the appropriate certification form.

Was the condition for which the servicemember is being treated incurred in the line of duty while on active duty in the Armed Forces? ☐ Yes ☐ No

Approximate Date Condition Commenced

Probable Duration of Condition and/or Need for Care

Is the covered servicemember undergoing medical treatment, recuperation or therapy? ☐ Yes ☐ No

If yes, describe medical treatment, recuperation or therapy:

Section II, Part B: Servicemember's Need for Care By Family Member

The term "care" refers to both physical and psychological care. It includes situations where, for example, the servicemember is unable to care for his or her own basic medical, hygienic or nutritional needs or safety or is unable to transport him or herself to the doctor. It also includes providing psychological comfort and reassurance that would be beneficial to the servicemember who is receiving inpatient or home care.

Will the servicemember need care for a single, continuous period of time due to his/her condition, including any time for treatment and recovery? ☐ Yes ☐ No

If yes, estimate the beginning and ending dates for the period of time:

Beginning Date

Ending Date

Will the servicemember require periodic follow-up treatment or appointments? ☐ Yes ☐ No

If yes, estimate the treatment schedule, including the dates or frequency of any scheduled appointments and the time required for each appointment, including any recovery period:

Is there a medical necessity for the servicemember to have periodic care for these follow-ups? ☐ Yes ☐ No

Is there a medical necessity for the servicemember to have periodic care for other than scheduled follow-up treatment or appointments? ☐ Yes ☐ No

(*e.g. episodic flare-ups of medical condition*)

If yes, estimate the frequency and duration of periodic care:

Section III: Health Care Provider Verification

Signature of Health Care Provider

Date

CERTIFICATION OF QUALIFYING MILITARY EXIGENCY

(*FAMILY AND MEDICAL LEAVE – AM-203-2-8*)

Section I: To be Completed by the Employee

Employee's Full Name _____ Job Title _____

Agency/Bureau/Division _____

Regular Work Schedule _____

Phone _____ Email _____

Name of covered military member _____

(*On active duty or call to active duty status with the Armed Forces*)

The military member is the employee's:

☐ Parent ☐ Spouse ☐ Child

Period of covered military member's active duty:_____

A complete and sufficient certification to support a request for FMLA leave due to a qualifying exigency includes written documentation confirming a covered military member's active duty or call to covered active duty status. Please check one of the following:

☐ A copy of the covered military member's active duty orders is attached.

☐ Other documentation from the military certifying that the covered military member is on covered active duty (or has been notified of an impending call to active duty) is attached.

☐ I have previously provided my employer with sufficient written documentation confirming the military member's covered active duty or call to covered active duty status.

Section I, Part A: Reason for Leave

Describe the reason you are requesting FMLA leave due to a qualifying exigency (including the specific reason you are requesting leave):

A complete and sufficient certification to support a request for FMLA leave due to a qualifying exigency includes any available written documentation that supports the need for leave. Such documentation may include, for example, a copy of a meeting announcement for informational briefings sponsored by the military, a document confirming the military member's Rest and Recuperation leave, an appointment with a third-party, or a copy of a bill for services for the handling

Is available written documentation supporting this request for leave attached?..... ☐ Yes ☐ No ☐ None Available

Section I, Part B: Amount of Leave Needed

Approximate Date Exigency Commenced _____ Probable Duration of Exigency _____

Will you need to be absent for a single, continuous period of time due to the qualifying exigency?..... ☐ Yes ☐ No

If yes, estimate the beginning and ending dates for the period of time:

Beginning Date _____ Ending Date _____

Will you need to be absent from work periodically to address this qualifying exigency? ..... ☐ Yes ☐ No

Estimate schedule of leave, including the dates of any scheduled meetings or appointments:

Estimate the frequency and duration of each appointment, meeting or leave event, including any travel time: (*e.g., 1 deployment-related meeting every 1 month, lasting 4 hours*):

Frequency:_____times per every_____week(s)/_____month(s)

Duration:_____hours OR_____day(s) per event

Section I, Part C: Third Party Contact Information

If leave is requested to meet with a third party (for example: to arrange for childcare or parental care; to attend counseling; to attend meetings with school; childcare or parental care providers; to make financial or legal arrangements; to act as the military member's representative before a federal, state, or local agency for purposes of obtaining, arranging, or appealing military service benefits; or to attend any event sponsored by the military or military service organizations), a complete and sufficient certification includes the name, address, and appropriate contact information (i.e., telephone or fax number, or email address) of the individual or entity with whom you are meeting. This information may be used by your employer to verify that the information contained on this form is accurate.

Name of Individual _____ Title _____

Organization _____

Address _____

Phone _____ Fax _____

Email Address _____

Describe the nature of the meeting:

Section II: Certification of Employee

[illegible], to the best of my knowledge, this document contains no false or misleading statements.

Signature of Employee _____ Date _____

RECERTIFICATION
EMPLOYEE'S SERIOUS HEALTH CONDITION
(*FAMILY AND MEDICAL LEAVE – AM-203-2-9*)

Section I: To be Completed by the Employee

Employee's Full Name _____ Job Title _____

Agency/Bureau/Division _____

Regular Work Schedule _____

Phone _____ Email _____

Section II: To Be Completed by the Health Care Provider

Your patient has requested leave under the *Family and Medical Leave Act* (FMLA). Please answer the questions in this certification form fully and completely. Make sure to sign the last page. Several questions ask you to describe the frequency or duration of a condition, treatment, *etc.* You should provide your best estimate, based upon your medical knowledge, experience and examination of the patient. Please be as specific as you can—terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage. Limit your responses to the condition for which the employee is seeking leave.

The *Genetic Information Nondiscrimination Act* (GINA) prohibits employers from requesting or requiring genetic information of an individual or a family member of the individual, except as specifically allowed by law. In order to comply, we are asking that you not provide any genetic information when completing this medical certification. GINA defines "genetic information" to include family medical history, the results of genetic tests, the fact that an individual or family member has requested or received genetic services or the genetic information of a fetus or embryo.

Health Care Provider's Name _____ Name of Practice/Health Care Facility _____

Business Address _____

Type of Practice/Specialty _____

Phone _____ Fax _____

Section II, Part A: Medical Facts

Approximate Date Condition Commenced _____ Probable Duration of Condition _____

Was the patient admitted for an overnight stay in a hospital, hospice or residential medical care facility?..... ☐ Yes ☐ No

If yes, please provide dates of admission:

_____ _____ _____ _____

Dates you treated the patient for the condition:

_____ _____ _____ _____

Will the patient need to have treatment visits at least twice per year due to the condition? ☐ Yes ☐ No

Was medication, other than over-the-counter medication, prescribed? ☐ Yes ☐ No

Was the patient referred to other health care provider(s) for evaluation or treatment? ☐ Yes ☐ No
(*e.g., physical therapist, etc.*)

If yes, state the nature of such treatments and expected duration of treatment:

Is the medical condition pregnancy? ☐ Yes ☐ No

If yes, please provide expected delivery date: _____

Is the employee unable to perform any of his/her job functions due to the condition? ☐ Yes ☐ No

If yes, identify the job functions the employee is unable to perform and specify the probable duration:

Describe other relevant medical facts related to the condition for which the employee seeks leave:
(*Such medical facts may include, for example, symptoms, diagnosis and any regimen of continuing treatment.*)

Section II, Part B: Amount of Leave Needed

Will the employee be incapacitated for a single continuous period of time due to his/her medical condition, including any time for treatment and recovery? ☐ Yes ☐ No

If yes, estimate the beginning and ending dates for the period of incapacity:

_____ _____
Beginning Date Ending Date

Is it medically necessary for the employee to take leave intermittently? ☐ Yes ☐ No

If yes, explain why and state the probable frequency/duration of intermittent absences:

Will the employee need to attend follow-up treatment appointments?..... ☐ Yes ☐ No

If yes, estimate treatment schedule, including dates or frequency of scheduled appointments and time required for each appointment, including any recovery period:

Will the condition cause episodic flare-ups? ..... ☐ Yes ☐ No

If yes, is it medically necessary for the employee to be absent from work during flare-ups?..... ☐ Yes ☐ No

Please explain:

Based upon the patient's medical history and your knowledge of the medical condition, estimate the frequency of flare-ups and the duration of related incapacity that the patient may experience over the next 6 months (*e.g., 1 episode every 3 months, lasting 1-2 days*):

Frequency:_____times per every_____week(s)/_____month(s)

Duration:_____hours OR_____day(s) per episode

Is it medically necessary for the employee to work a part-time or reduced work schedule?..... ☐ Yes ☐ No

If yes, explain why and for how long:

Estimate the reduced work schedule:

_____hours per day,_____days per week

Section II, Part C: Additional Information

Please provide any additional information relevant to the condition for which the employee is requesting leave. Attach additional sheets if necessary.

Signature of Health Care Provider Date

RECERTIFICATION
FAMILY MEMBER'S SERIOUS HEALTH CONDITION
(*FAMILY AND MEDICAL LEAVE – AM-203-2-10*)

Section I: To be Completed by the Employee

Employee's Full Name _____ Job Title _____

Agency/Bureau/Division _____

Regular Work Schedule _____

Phone _____ Email _____

Name of family member for whom care will be provided _____

The family member is the employee's:

☐ Parent ☐ Spouse ☐ Child (Specify date of birth): _____

Describe the care you will provide to your family member, and estimate the amount of leave that will be needed to provide such care:

I affirm that, to the best of my knowledge, the above information contains no false or misleading statements.

Employee Signature _____ Date _____

Section II: To Be Completed by the Health Care Provider

The employee listed in Section I has requested leave under the *Family and Medical Leave Act* (FMLA) to care for your patient. Please answer the questions in this certification form fully and completely. Make sure to sign the last page. Several questions ask you to describe the frequency or duration of a condition, treatment, etc. You should provide your best estimate, based upon your medical knowledge, experience and examination of the patient. Please be as specific as you can—terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage. Limit your responses to the condition for which the employee is seeking leave.

Health Care Provider's Name _____ Name of Practice/Health Care Facility _____

Business Address _____

Type of Practice/Specialty _____

Phone _____ Fax _____

Section II, Part A: Medical Facts

Approximate Date Condition Commenced _____

Probable Duration of Condition _____

Was the patient admitted for an overnight stay in a hospital, hospice or residential medical care facility?..... ☐ Yes ☐ No

If yes, please provide dates of admission:

_____ _____ _____ _____

Date(s) you treated the patient for the condition:

_____ _____ _____ _____

Will the patient need to have treatment visits at least twice per year due to the condition?..... ☐ Yes ☐ No

Was medication, other than over-the-counter medication, prescribed?..... ☐ Yes ☐ No

Was the patient referred to other health care provider(s) for evaluation or treatment? ..... ☐ Yes ☐ No
(*e.g., physical therapist, etc.*)

If yes, state the nature of such treatments and expected duration of treatment:

Is the medical condition pregnancy?..... ☐ Yes ☐ No

If yes, please provide expected delivery date:_____

Describe other relevant medical facts related to the condition for which the employee seeks leave:
(*Such medical facts may include, for example, symptoms, diagnosis, and any regimen of continuing treatment.*)

Section II, Part B: Amount of Care Needed

Will the patient be incapacitated for a single continuous period of time due to his/her medical condition, including any time for treatment and recovery? ..... ☐ Yes ☐ No

If yes, estimate the beginning and ending dates for the period of incapacity:

Beginning Date _____

Ending Date _____

During this time, will the patient need care? ..... ☐ Yes ☐ No

If yes, explain the care needed by the patient and why such care is medically necessary:

Will the employee need to be absent from work intermittently in order to provide care for the patient? ..... ☐ Yes ☐ No

If yes, explain the intermittent care needed by the patient, why intermittent care is medically necessary, and for how long the employee will need to provide care on an intermittent basis:

Will the patient require follow-up treatment or appointments? ..... ☐ Yes ☐ No

If yes, estimate the treatment schedule, including the dates or frequency of any scheduled appointments and the time required for each appointment, including any recovery period:

Please explain the follow-up care needed by the patient and why such care is medically necessary:

Will the condition cause episodic flare-ups, preventing the patient from participating in normal activities? .. ☐ Yes ☐ No

Based upon the patient's medical history and your knowledge of the medical condition, estimate the frequency of flare-ups and the duration of related incapacity that the patient may experience over the next 6 months (*e.g., 1 episode every 3 months, lasting 1-2 days*):

Frequency:_____times per every_____week(s)/_____month(s)

Duration:_____hours OR_____day(s) per episode

Will the patient need care during these flare-ups? ..... ☐ Yes ☐ No

Explain the care needed by the patient during flare-ups and why such care is medically necessary:

Will the employee need to work a part-time or reduced work schedule in order to care for the patient? ..... ☐ Yes ☐ No

If yes, explain the care needed by the patient, why a part-time or reduced work schedule is medically necessary for the patient and for how long the schedule will be required:

Estimate the reduced work schedule:

_____hours per day,_____days per week

Section II, Part C: Additional Information

Please provide any additional information relevant to the condition for which the employee is requesting leave. Attach additional sheets if necessary.

Section III: Health Care Provider Verification

_____ _____

Signature of Health Care Provider Date

FITNESS FOR DUTY CERTIFICATION OF HEALTH CARE PROVIDER

(*FAMILY AND MEDICAL LEAVE – AM-203-2-11*)

Instructions for Health Care Provider:

Employees of the City of Baltimore must provide a completed Fitness for Duty Certification before returning to work following an FMLA leave of absence for a serious health condition. An employee may not return to work without this certification. Please provide a response to questions 1 and 2 below.

Section I: Fitness for Duty Certification

Your patient, **[Employee's Name]**, began FMLA leave on [**Date**] due to a serious health condition and is scheduled to return to work on **[Date]**. Attached is a list of all essential job functions for the employee's position.

1. Please review the attached list and indicate the status of the employee's release for duty:

   ☐ The employee **may resume work** at this time and is able to perform all essential job functions with or without a reasonable accommodation.

   ☐ The employee **may NOT resume work** at this time and is unable to perform all essential job functions.

2. Describe any restrictions and/or accommodations necessary to allow the employee to return to work and to perform the essential job functions:

Section II: Signature of Health Care Provider

Name of Health Care Provider
(Please Print)

Signature of Health Care Provider

Genetic Information Nondiscrimination Act (GINA) Notice: *The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for a medical certification. Genetic information, as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, or the genetic information of a fetus or embryo.*

EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service-member during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

***The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".**

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months*, and if at least 50 employees are employed by the employer within 75 miles.

***Special hours of service eligibility requirements apply to airline flight crew employees.**

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.

For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor | Wage and Hour Division

WHD Publication 1420 · Revised February 2013

Sick Leave Donation

SCOPE

The Sick Leave Donation Program was established to permit City employees to donate a portion of accrued sick leave to another City employee who has exhausted all accrued sick, vacation, and personal leave, and/or compensatory time while absent from work due to a personal illness or injury. This program is not intended to replace the extended sick leave policy, is not available to employees who are members of a union sick leave bank, and is not available to employees who are eligible for membership in a union sick leave bank.

This policy does not replace any rights available under the City's Family and Medical Leave policy (AM-203-2), which eligible employees may request in accordance with federal Family and Medical Leave Act (FMLA).

Two years from the effective date of approval by the Board of Estimates, the Labor Commissioner, the Director of Human Resources and the Director of Finance will review the policy and make recommendations to the Mayor's Office and the Board of Estimates concerning the continuation of the Sick Leave Donation Program.

DEFINITIONS

Donor – A full-time or part-time City employee, who earns sick leave and donates from one (1**)** to five (5) days of accrued sick leave to another City employee.

Recipient – A permanent full-time or part-time City employee with at least two years of continuous City service who earns sick leave and who has received a donation of sick leave from one or more employee donors.

Sick Leave Donation – The transfer of accrued sick leave from the sick leave balance of one or more donors to a recipient. The minimum sick leave donation from a donor is one day. Donations may be used in half-day or whole-day units.

Organizational Unit –

- In an agency, which has three (3) or more organizational levels, the level immediately below the agency is normally designated as a bureau. The organizational level immediately below a bureau is normally designated as a division. "Organizational unit" refers to a division.

- In an agency, which has two (2) organizational levels, the level below the agency is normally designated as a division. "Organizational unit" refers to a division.

- In an agency, which has one (1) organizational level, "Organizational unit" refers to the agency.

Personal Illness or Injury – An illness or injury requiring temporary absence from work.

PROGRAM REQUIREMENTS

1. The recipient must be a permanent employee with at least two years of continuous City service.
2. The recipient must have exhausted all accumulated leave, including sick, vacation and personal leave and compensatory time.
3. The recipient must not be a member or eligible for membership in a union sick leave bank.
4. The recipient may only request donations one time in a one-year period and can receive no more than 30 days of transferred sick leave days in a one-year period.
5. The recipient's attending physician must certify that the employee will be able to return to work and the expected date of return to work.
6. Contributions of sick leave must come from within the organizational unit where the requesting recipient is assigned.
7. Donations of sick leave may not exceed the number of days the employee will need off for the illness or injury.
8. The transfer of sick leave days in accordance with this program is strictly a donation. Sick leave days may not be donated in exchange for cash or other remuneration.
9. All sick days transferred pursuant to this program are irrevocable transfers.
10. Board of Estimates' approval is required for the transfer of all sick leave days.

THE SICK LEAVE DONATION PROGRAM

A sick leave donation may be made only for absences required by a personal illness or injury that prevents an employee from temporarily returning to work. If an employee does not have sufficient leave balances to cover this absence, he/she must apply for Extended Sick Leave before requesting donations under this policy. (See AM-204-15, Extended Sick Leave, for details on use of extended sick leave.)

The following are additional requirements of the program:

- Requests to obtain and use sick leave donations must be made in writing to agency personnel officer and agency head with the signature of the requesting employee, and submitted with a completed Certification of Health Care Provider form indicating the nature of the illness or injury, prognosis and the estimated date of the employee's return

to work. (Refer to Certification of Health Care Provider form, AM-203-3-1.) If the employee cannot return to work, see AM-208-1, Leave of Absence without Pay.

- Donations should be requested and processed as expediently as possible to avoid the recipient being in an out-of-pay status for an extended time.

- The recipient may request sick leave donations only one time in any one-year period, which begins on the date of the Board of Estimates' approval of the letter submitted by the agency head. (Refer to AM-203-3-3.)

- The maximum number of sick leave days an employee recipient is eligible to have credited to his/her sick leave account from employee donations is 30 days in any one-year period.

- Sick leave donations may not be used for the care of family members, job-related illnesses/injuries, or medical/dental appointments except those related to the personal illness/ injury.

- Donated days may be used by the recipient in half-day or whole-day units.

- If an employee is currently on leave from work and using donated days when a holiday occurs, the employee will be marked "H" for the holiday.

- Employees using donated days do not accrue leave.

EMPLOYEE DONATIONS

Employees who wish to donate sick leave to an employee recipient must request permission in writing from the agency head or designee by using the Sick Leave Donation Authorization form, AM-203-3-2, coordinated through the agency personnel officer. An employee may donate from one to five days of sick leave to a recipient, per request.

The agency's personnel officer will coordinate the sick leave donations. This office will return any Sick Leave Donation Authorization forms that are not needed by the recipient to the donating employees, in the order in which the forms were received, prior to information being submitted to the Board of Estimates.

Donations must be in whole days. Sick leave donations will be transferred from the donor’s life-to-date sick leave balance to the recipient’s sick leave account after the Central Payroll Division

receives a copy of the Board of Estimates' approval and the list of donors from the employee's agency personnel officer.

If the deduction of sick leave days is made from the balance earned prior to the current sick leave conversion year, the donation of sick leave days will not affect the number of days an employee donor is able to convert to cash for sick leave conversion. (See AM-205-2, Sick Leave Conversion.) Sick leave donations will not be returned to an employee donor once the donation is actually deducted from his/her sick leave balance.

Copies of Sick Leave Donation Authorization forms and a Board of Estimates (BOE) letter, signed by the agency head, must be sent to the Office of the Labor Commissioner (OLC) for review and approval. Once the OLC has approved the BOE letter, the recommendation for sick leave donation transfers will be submitted to the BOE for approval.

Following BOE approval, the agency personnel officer must provide the Central Payroll Division with a copy of the Board of Estimates' approval, accompanied by a list of the employee donors, their social security numbers, department/payroll location codes, and the number of days to be donated. Donations cannot be processed until the Central Payroll Division receives this information.

RELATED POLICIES

AM-203-3-1 Certification of Health Care Provider (pdf)

AM-203-3-2 Sick Leave Donation Authorization Form (pdf)

AM-203-3-3 Board of Estimates Memo for Sick Leave Donations (MS Word)

AM-203-2 Family and Medical Leave

AM-204-15 Extended Sick Leave

AM-205-2 Sick Leave Conversion

AM-208-1 Leave of Absence without Pay

Certification of Health Care Provider for Employee's Serious Health Condition (Family and Medical Leave Act)

U.S. Department of Labor
Wage and Hour Division

OMB Control Number: 1235-0003
Expires: 2/28/2015

SECTION I: For Completion by the EMPLOYER

INSTRUCTIONS to the EMPLOYER: The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave due to a serious health condition to submit a medical certification issued by the employee's health care provider. Please complete Section I before giving this form to your employee. Your response is voluntary. While you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308. Employers must generally maintain records and documents relating to medical certifications, recertifications, or medical histories of employees created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies.

Employer name and contact: _____

Employee's job title: _____ Regular work schedule: _____

Employee's essential job functions: _____

_____

Check if job description is attached: _____

SECTION II: For Completion by the EMPLOYEE

INSTRUCTIONS to the EMPLOYEE: Please complete Section II before giving this form to your medical provider. The FMLA permits an employer to require that you submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to your own serious health condition. If requested by your employer, your response is required to obtain or retain the benefit of FMLA protections. 29 U.S.C. §§ 2613, 2614(c)(3). Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA request. 20 C.F.R. § 825.313. Your employer must give you at least 15 calendar days to return this form. 29 C.F.R. § 825.305(b).

Your name: _____
First Middle Last

SECTION III: For Completion by the HEALTH CARE PROVIDER

INSTRUCTIONS to the HEALTH CARE PROVIDER: Your patient has requested leave under the FMLA. Answer, fully and completely, all applicable parts. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage. Limit your responses to the condition for which the employee is seeking leave. Please be sure to sign the form on the last page.

Provider's name and business address: _____

Type of practice / Medical specialty: _____

Telephone: (_____)_____ Fax:(_____)_____

 CONTINUED ON NEXT PAGE

PART A: MEDICAL FACTS

1. Approximate date condition commenced: _____

   Probable duration of condition: _____

   Mark below as applicable:
   Was the patient admitted for an overnight stay in a hospital, hospice, or residential medical care facility?
   ___No ___Yes. If so, dates of admission:

   _____

   Date(s) you treated the patient for condition:

   _____

   Will the patient need to have treatment visits at least twice per year due to the condition? ___No ___ Yes.

   Was medication, other than over-the-counter medication, prescribed? ___No ___Yes.

   Was the patient referred to other health care provider(s) for evaluation or treatment (e.g., physical therapist)?
   ____No ____Yes. If so, state the nature of such treatments and expected duration of treatment:

   _____

2. Is the medical condition pregnancy? ___No ___Yes. If so, expected delivery date: _____

3. Use the information provided by the employer in Section I to answer this question. If the employer fails to provide a list of the employee's essential functions or a job description, answer these questions based upon the employee's own description of his/her job functions.

   Is the employee unable to perform any of his/her job functions due to the condition: ____ No ____ Yes.

   If so, identify the job functions the employee is unable to perform:

   _____

4. Describe other relevant medical facts, if any, related to the condition for which the employee seeks leave (such medical facts may include symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment):

   _____

   _____

   _____

   _____

   _____

   _____

   _____

PART B: AMOUNT OF LEAVE NEEDED

5. Will the employee be incapacitated for a single continuous period of time due to his/her medical condition, including any time for treatment and recovery? ___No ___Yes.

   If so, estimate the beginning and ending dates for the period of incapacity: _____

6. Will the employee need to attend follow-up treatment appointments or work part-time or on a reduced schedule because of the employee's medical condition? ___No ___Yes.

   If so, are the treatments or the reduced number of hours of work medically necessary? ___No ___Yes.

   Estimate treatment schedule, if any, including the dates of any scheduled appointments and the time required for each appointment, including any recovery period:

   _____

   Estimate the part-time or reduced work schedule the employee needs, if any:

   _____ hour(s) per day; _____ days per week from _____ through _____

7. Will the condition cause episodic flare-ups periodically preventing the employee from performing his/her job functions? ____No ____Yes.

   Is it medically necessary for the employee to be absent from work during the flare-ups? ____ No ____Yes. If so, explain:

   _____

   _____

   Based upon the patient's medical history and your knowledge of the medical condition, estimate the frequency of flare-ups and the duration of related incapacity that the patient may have over the next 6 months (e.g., 1 episode every 3 months lasting 1-2 days):

Frequency : _____ times per _____ week(s) _____ month(s)

Duration: _____ hours or ___ day(s) per episode

ADDITIONAL INFORMATION: IDENTIFY QUESTION NUMBER WITH YOUR ADDITIONAL ANSWER.

_____

_____

_____

_____

_____

_____

Signature of Health Care Provider **Date**

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 20 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Ave., NW, Washington, DC 20210. **DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR; RETURN TO THE PATIENT.**

m Sick Leave Donation Authorization Form

I, _____ wish to donate _____ of my sick

leave days to *(Name of Recipient)* _____.

I understand that the transfer of sick leave days in accordance with the Sick Leave Donation Program, AM-203-3, is strictly a donation. Sick leave days may not be donated in exchange for cash or other remuneration.

Sick leave donations will be transferred from my life-to-date sick leave balance to the recipient's sick leave account. This action will have no impact on my eligibility for the annual sick leave conversion, according to AM-205-2. Once the Board of Estimates approves the transfer of days to the recipient, the sick days are irrevocable transfers.

I hereby authorize the Central Payroll Division, Department of Finance, to deduct from my sick leave balance the number of days indicated above to be used as sick leave by the recipient named above.

_____ _____

Signature Date

_____

Print name

Social Security # _____

Dept/Payroll Location Codes _____ # of Days to be Donated _____

FROM	NAME & TITLE	*(Agency Head)*	CITY of BALTIMORE **MEMO**
	SUBJECT	**Sick Leave Donation – *Insert Employee's Name***	

TO

DATE:

Honorable President and Members
of the Board of Estimates

XXXX, 2001

Dear Madame President and Members:

ACTION REQUESTED OF BOARD OF ESTIMATES:

The *(Agency)*_____requests the Board of Estimates to approve the transfer of a total of _____sick leave days from City employees of this agency to:

Employee's Name:_____,

Entry Date:_____, *Department/Payroll Location Codes*:_____.

The list of employee donors is attached.

AMOUNT OF MONEY AND SOURCE OF FUNDS:

NA

BACKGROUND/EXPLANATION:

Employees of the City of Baltimore have volunteered to transfer their sick leave in order for this employee to remain in pay status and maintain health care coverage during the period of illness/injury. The requirements of AM-203-3, Sick Leave Donation Program, have been followed. This employee is not a member of a union sick leave bank and is not eligible for membership in a union sick leave bank. All of his/her leave has been used. The employee is expected to return to work by (*date*)_____.

Sick leave donations will be transferred from each donor's life-to-date sick leave balance to the requesting employee's sick leave account. The transfers will occur after the Central Payroll Division receives the following information from the agency personnel office: a copy of this memo approved by the Board of Estimates and a list of donors with their social security numbers, department/payroll location codes, and number of sick leave days to be donated.

Attachment

_____ _____

Agency/Bureau Head Signature **Labor Commissioner**

APPROVED BY THE BOARD OF ESTIMATES:

_____

Date Clerk

TRANSFER OF SICK LEAVE

The employees listed below have asked to be permitted to transfer sick leave days to:
Name of Employee: _____.

Donor's Name	# of Days to be Donated
1.	
2.	
3.	
4.	
5.	
6.	

m Permission Time for Cancer Screening

SCOPE

Cancer is the second leading cause of death in Maryland, after heart disease. In Baltimore City, the most common cancers are breast, cervical, oral and colon. Early detection is the best form of prevention for all cancers. City employees are encouraged to seek cancer screening. To promote a healthier workforce and reduce cancer deaths, permanent full-time and permanent part-time employees will be granted permission time up to four hours once a year for cancer screening.

PERMISSION TIME

All City employees will be allowed up to four (4) hours once per calendar year as Permission (P) time to use for cancer screening without using their accumulated leave time.

To ensure appropriate coverage at the worksite, prior approval from the employee's supervisor is required. The employees must submit to the supervisor a Request for Time Off form (28-1408-5040) as soon as the appointment is made for the screening. Employees are asked to make a reasonable effort to schedule the screening when their absence is less disruptive to the operations of the workplace. The supervisor will keep the employee's Request for Time Off form until the employee returns verification of the screening. The employee will be required to submit as verification to the supervisor a completed City of Baltimore Cancer Screening Program Certification Form after the screening. The supervisor can then authorize Permission (P) time for correct payroll marking.

Additional time needed for cancer screening beyond the four hour permission time must be charged to the employee's accrued leave. This does not count as an occurrence.

CERTIFICATION FORM

To ensure appropriate coverage at the worksite, prior approval from the supervisor for the four hour leave for cancer screening is required.

In order for the employee's time to be marked as Permission (P) time, employees who use the four hour leave for cancer screening must provide their supervisor with a completed Cancer Screening Program Certification Form (AM-203-4-1) following the screening. This form is to be completed by the physician or health care professional/medical facility conducting the cancer screening.

The employee must submit the completed Cancer Screening Program Certification Form to his/her supervisor in order for the four hour screening benefit to be applied. For appropriate payroll marking of Permission time and documentation, the supervisor will verify use of

Permission time and note that verification was received in the area above the supervisor's signature on the Request for Time Off form.

The completed Request for Time Off form must be attached to the employee's timesheet for appropriate payroll marking and documentation. The supervisor must send the completed verification form to the agency's human resources/personnel office for filing with other medical-related documents. The verification form must not be attached to payroll attendance sheets or submitted to the payroll clerk.

PROVIDERS

Employees enrolled in the PPN are encouraged to consult with their primary care provider on cancer screening. Employees enrolled in HMOs must contact their service center sites for either onsite cancer screenings or referrals. Mercy Medical Center and the University of Maryland Medical Systems are partnering with the City to provide screening for all other City employees who choose to go to their sites.

RELATED FORM AND POLICIES

AM-203-4-1 Cancer Screening Program Certification Form
AM-202-1 Compensatory Leave
AM-204-2 Vacation Leave
AM-204-4 Personal Leave
AM-204-14 Sick Leave

City of Baltimore
Cancer Screening Program

Certification Form

- City of Baltimore permanent full-time and permanent part-time employees will be granted the use of permission time up to four (4) hours per calendar year for cancer screening.
- Such leave **will not** be charged to any accrued leave unless the screening exceeds the four hour maximum permission time.
- To ensure appropriate coverage at the worksite, prior approval from the employee's supervisor for the 4-hour leave is required.
- The employee must submit the completed form to his/her supervisor for the 4-hour screening benefit to be applied. The supervisor must send this form to the agency's human resource/personnel office for filing.
- Early detection through regular screening is the best form of prevention for all cancers. Employees are encouraged to undergo cancer screening. Take care of your health -- get screened!

Physician/Medical Facility

This form is to be completed by the physician or health care professional/medical facility conducting the cancer screening.

_____ has undergone a cancer screening at our facility.
Employee/Patient Name

The cancer screening was administered on: _____
Date

Physician/Health Care Professional:

_____ _____
Printed Name Signature

Physician / Health Care Facility Address: _____

_____ Tel: (___)_____

Please place Physician/Health Care Facility verification/validation stamp here →

SCOPE

In accordance with Board of Estimates policy, City offices are closed officially for business on 11 annual holidays. The calendar of annual holidays is set forth in this policy. Permanent full-time employees not scheduled to work on these dates will receive their regular rate of pay. A permanent part-time employee will receive his/her regular rate of pay as holiday compensation, providing the observance of the holiday falls on the employee's regularly scheduled workday.

The observance of a scheduled City holiday may be altered by action of the Board of Estimates. A Board action effectively amends this policy for that particular calendar year.

MODIFIED OBSERVANCE DATE

A holiday which falls on Saturday will be observed the preceding Friday; a holiday which falls on Sunday will be observed the following Monday.

ANNUAL HOLIDAYS

January 1 New Year's Day

Third Monday in January Martin Luther King's Birthday

Third Monday in February President’s Day

Friday before Easter Good Friday

Last Monday in May Memorial Day *(Observed)*

July 4 Independence Day

First Monday in September Labor Day

Second Monday in October Columbus Day *(Observed)*

November 11 Veterans Day

Fourth Thursday in November Thanksgiving Day

December 25 Christmas

EXCEPTIONS

In addition to the holidays listed above, employees of the Baltimore City Police Department also observe: February 12 – Lincoln's Birthday; March 25 - Maryland Day; and September 12 - Defender's Day.

RELATED POLICIES

For additional information, see:

AM-232-1 PERMANENT POSITIONS AND EMPLOYEES

AM-204-1, Part II ELECTION DAY

AM-204-1, Part III HOLIDAY COMPENSATION

m *Observance of Election Days*

SCOPE

In accordance with Board of Estimates policy, certain elections will be observed by the City as an official City holiday. Administrative leave may be granted, if necessary, for other elections.

GENERAL ELECTIONS

All general elections, i.e., in which a member of the U.S. Congress is to be elected, will be observed as a City holiday. A general election is scheduled on the Tuesday immediately following the first Monday of November in even numbered years, e.g., 2004, 2006, 2008, etc. City offices will be officially closed for business on the day of a general election.

A permanent full-time employee not required to work on this day will receive his/her regular rate of pay. A permanent part-time employee will receive his/her regular rate of pay providing the observance of the holiday falls on the employee's regularly scheduled workday.

City employees who are eligible to receive holiday compensation and who are required to work on a City holiday will be compensated in accordance with AM-204-1, Part III, Holiday Compensation.

PRIMARY AND MAYORAL ELECTIONS

A City employee who is registered to vote in the City of Baltimore will be allowed, if necessary, a maximum of two (2) hours administrative leave with pay for the purpose of voting in primary and mayoral elections.

Approved administrative leave with pay applies to the following primary and mayoral elections:

1. The second Tuesday after the first Monday in September -- a primary election of candidates for State and City offices and Central Committee is held throughout Maryland.
2. The second Tuesday in March -- a primary election of candidates for the President and Vice-President of the United States and members of the United States Congress is held throughout Maryland.
3. Such date as specified by the Governor -- special primary elections for congressional representatives are held in Maryland when necessary.

RELATED POLICIES

For additional information, see:

m *Observance of Election Days*

AM-204-1 PART I HOLIDAYS
AM-204-1 PART III HOLIDAY COMPENSATION
AM-232-1 PERMANENT POSITIONS AND EMPLOYEES

m *Holiday Compensation*

SCOPE

This policy is concerned with holiday compensation for City employees who have been in pay status for at least one (1) day in the payroll period in which the holiday occurs. Permanent full-time employees not scheduled to work on these dates will receive their regular rate of pay. A permanent part-time employee will receive his/her regular rate of pay as holiday compensation providing the observance the holiday falls on the employee's regularly scheduled workday.

City employees who are eligible to receive holiday compensation and who are scheduled to work on a City holiday will be compensated according to their classification under the Fair Labor Standards Act (FLSA) as non-exempt or exempt employees. Employees who are eligible to receive holiday compensation and who are not required to work on a City holiday will be granted their regular rate of pay for the day on which the holiday is observed.

FLSA ELIGIBILITY

NON-EXEMPT EMPLOYEES (CODE F):

Code F employees required to work on a holiday will be compensated either at a pay rate of time and one-half for each hour worked, or compensatory leave computed at a rate of time and one-half for each hour worked.

EXEMPT EMPLOYEES (CODE X):

Code X employees required to work on a holiday will be compensated by receiving their regular pay, plus compensatory leave in an amount equivalent to the hours worked.

DOUBLE SHIFT WORK

Code F employees who normally are engaged in shift work and are required to work a regular shift, plus a second shift on the holiday, will receive normal pay for each of the two shifts worked, plus pay or compensatory leave at the rate of time and one-half for all hours worked on both shifts.

CHARGEABLE LEAVE

Employees scheduled to work on holiday and who cannot report for duty because of sickness will be charged sick leave for that day provided it is reported in the first hour of the shift to the supervisor and the employee has accrued sick leave to cover the occurrence. Failure to properly

notify the supervisor of the sick occurrence as stipulated in this policy will result in a payroll marking of "X" and a complete loss of pay for the day.

An employee authorized a sick leave marking immediately prior to a holiday who is not scheduled to work the holiday will not be charged sick leave for the holiday.

An official City holiday which occurs on an employee's vacation leave day or personal leave day will not be deducted from the employee's vacation or personal leave balances.

TEMPORARY OR SEASONAL EMPLOYEES

Temporary or seasonal employees, including provisional employees, are not eligible to receive holiday compensation. If such employees are required to work on a holiday, they will be compensated for such work at their regular rate of pay.

RELATED DOCUMENTS

For additional information, see:

AM-204-1 (PART I) ANNUAL HOLIDAYS

AM-204-1 (PART II) ELECTION DAYS

AM-204-2 VACATION LEAVE

AM-204-4 PERSONAL LEAVE

AM-204-14 SICK LEAVE

AM-291-1 CIVIL SERVICE CLASSES

AM-291-2 NON-CIVIL SERVICE CLASSES

AM-234-1 TEMPORARY OR SEASONAL APPOINTMENTS

Vacation Leave

SCOPE

A vacation leave day may be earned only by a permanent full-time employee or a permanent part-time employee, who has been in pay status at any time during the payroll period containing the employee's monthly anniversary date. Temporary employees, including provisional employees, are not eligible for vacation leave. However, employees who are provisional appointees as the result of a promotion and therefore provisional while awaiting Civil Service action, i.e., test, list, etc., may earn vacation leave similar to other permanent full-time employees. The rate of accrual for all eligible employees is based upon the length of continuous service.

RATE OF ACCRUAL FOR PERMANENT EMPLOYEES

The rate of accrual is based upon the eligible employee's length of continuous service.

Permanent Full-Time Employees: Vacation leave is earned at a set rate for each completed month of service.

Permanent Part-Time Employees: Vacation leave is earned at a set rate for each completed 160 hours of service.

COMPLETED YRS OF CONTINUOUS SERVICE	DAYS EARNED PER MONTH OR P/T -160 HRS	PER YEAR FULL-TIME EMPLOYEE
0 through 5	1	12
6 through 10	1 ¼	15
11 through 13	1 ½	18
14 through 18	1 ¾	21
19 or more	2	24

LEAVE USE

Employees may not use vacation leave before it is earned. Vacation leave may be used in 45-minute increments. Vacation leave earned by employees, who have not previously served a probationary period, may not be used until the probationary period, has been successfully completed.

The leave day is equal to 7.20 hours for employees designated by Representation Code 5

(AFSCME, Local 558), 6 (MAPS), 9 (Unrepresented, MAPS benefits), U (CUB) and M (CUB unrepresented). A leave day is equal to 8 hours for employees in classifications with Representation Codes 1 (AFSCME, Local 44 and 2202). The codes indicate which, if any, labor union or professional group represents employees in a particular job classification.

LEAVE REQUESTS

An employee who wishes to use accumulated vacation leave must obtain prior approval from his/her immediate supervisor. Vacation leave requests for one week or longer must be made one week in advance in most situations. A request to use vacation leave for less than one week must be made one workday in advance. However, the employee's supervisor may waive these time requirements.

All reasonable requests to use vacation leave will be approved. However, requests, which would be detrimental to the proper operation of an agency, may be denied. Conflicting requests for vacation **leave** will be resolved on the basis of seniority.

Employees should also refer to the negotiated contract for their employee representation group.

HOLIDAYS

Any official City holiday, which falls during an employee's scheduled time off**,** will not be counted as vacation leave.

CITY OFFICES CLOSED BY EXECUTIVE ORDER or EARLY CLOSINGS

Under the Inclement Weather Policy, AM-204-22, "when non-essential City facilities are closed by Mayoral Executive Order, essential employees are required to report as scheduled and appropriate compensation is authorized."

In the situation of pre-approved vacation leave, the essential employee will not be charged vacation leave for the day when an Executive Order is in effect. Non-essential employees on approved vacation leave are not charged leave for that day. However, in the event of an early closing on employee's vacation day, the essential and non-essential employee will be charged full vacation leave as if the early closing had not occurred.

MAXIMUM ACCUMULATION

The maximum number of unused vacation leave days that an employee may accumulate is equal to the number of days that an employee can earn in the period outlined in the following table**.**

Computation must be based on the employee's current accrual rate as related to his/her years of continuous service and as determined in this policy.

POSITION DESIGNATED REPRESENTATION CODE	ACCUMULATION PERIOD
1 - AFSCME, Local 44 5 - AFSCME, Local 558 7 - Local 2202 F- Fire fighters (including Paramedics)	4 years
O - Fire Officers U - City Union of Baltimore (CUB**)** * M - Unrepresented (CUB benefits) *	5 years
8 - Police Non-Supervisory S – Police Supervisory	192 days
6 - Managerial & Professional Society (MAPS) 9 - Unrepresented (MAPS benefits)	8 years **

If an employee accumulates the maximum allowable number of vacation leave days, he/she will not be credited with any additional vacation days until his/her accumulation total drops below the maximum limit.

* Please note that if an employee's position is designated by Representation Code of U or M, the employee will paid at the time of separation for accumulated vacation up to a maximum number of days earnable for a four-year period.

** However, if that employee's position is designated by Representation Code 6 or 9 then the employee may bank excess vacation days and be paid for them at time of separation with at least 20 years of service or retirement on the basis of one (1) day for every three (3) days banked.

CONTINUOUS SERVICE

Years of continuous service are calculated from the date of appointment as a permanent employee. An employee's service in a provisional status may be included in his/her years of continuous service, if the employee's status changed from provisional to permanent with no break in service and service was in the same classification as that of entry.

Prior City service is recognized as continuous service if the employee was a permanent employee who:

• Was laid-off due to lack of work or funds; or
• Had a break in service of 29 or less working days; or
• Was granted a leave of absence without pay and was reinstated within 10 days of the expiration of such leave.

RETENTION OF ACCUMULATED LEAVE

Accumulated vacation leave may be retained by permanent employees who:

• Transfer from one agency or position to another agency or position in the classified (?) service with no break in service.
• Are granted a leave of absence without pay and are reinstated within 10 days of the expiration of such leave.

Other questions regarding retention or transfer of leave benefits are governed by the specific AM policy and/or negotiated contracts by employee's representation group.

PAYMENT RULE

Payment for accumulated vacation days is based on the employee's regular rate of pay at the time of separation or retirement. Employees will receive full payment for any accumulated vacation leave which is still unused as of the date of separation subject to the employee's rate of accrual and the employee's years of continuous service. However, if an employee is in debt to the City, payment will be deducted from the leave payment in an amount equal to the employee's indebtedness (i.e., non-business City cell phone calls reimbursement, travel funds reconciliation, tuition reimbursement). Payment for leave will also be denied to employees whose service is terminated before the completion of their probationary period with the City.

MILITARY SERVICE

Employees who are granted leaves of absence without pay for the purpose of military service may elect: (1) to be paid for unused vacation leave upon beginning their leave of absence***;*** or (2) to retain their vacation leave for credit to their leave account upon reinstatement in City service.

RELATED POLICIES

AM-204-1 ANNUAL HOLIDAYS
AM-205-7 SEPARATION AND PAYMENT AT TERMINATION
AM-208-1 LEAVE OF ABSENCE WITHOUT PAY

m *Holiday Parties*

SCHEDULING

Only with the prior approval by the agency head may a holiday party be scheduled. Each Supervisor of an office or worksite may allow employees to hold a holiday party to celebrate the season on any day during the last two weeks of December.

On the date approved by the agency head, affected City employees may be allowed up to two (2) hours off including their lunch periods for the party. Any additional time off work for the holiday party must be approved by the agency head and charged to the employee's accrued vacation or personal leave or compensatory time.

A holiday party cannot interrupt City business or close a City office. It should not be offensive to employees who do not participate. Parties at City worksites may not have alcoholic beverages.

m *Vacation and Personal Leave*

The City of Baltimore offers a comprehensive benefits package to its employees, including vacation and personal leave. Paid time off encourages and supports a healthy work-life balance, and helps the City attract and retain talented employees. This policy explains the City's vacation and personal leave paid time off benefits.

I. ELIGIBILITY

Regular full-time Civil Service and non-Civil Service employees are eligible for the City's vacation and personal leave benefits. Temporary employees are not eligible to receive the City's vacation or personal leave benefits. Part-time employees may be eligible for leave as detailed below.

Part-time employees who are members of City Union of Baltimore ("CUB") Local 800 Unit I and Unit II, and the American Federation of State, County, and Municipal Employees ("AFSCME") Local 44, 558, and 2202 are eligible for the City's vacation and personal leave benefits in accordance with the provisions of their respective Agreements.

Employees in the Managerial and Professional Society of Baltimore, Inc. ("MAPS") who are appointed to regular positions and are working less than full-time work hours as of June 30, 2015, will continue to receive vacation and personal leave benefits. MAPS employees who begin working less than a full-time work week after June 30, 2015 or employees that become members of MAPS after June 30, 2015 who are working less than a full-time work week are not eligible for the City vacation and personal leave benefit and shall no longer receive vacation and personal leave.

II. ADMINISTRATION

The City's vacation and personal leave benefits are administered on a July 1st to June 30th fiscal calendar. Vacation and personal leave are accrued on a monthly basis for full-time employees and on a 160 work hour basis for eligible part-time employees. Employees will receive payment for unused vacation and personal leave in accordance with Section VII of this policy.

III. VACATION LEAVE

Eligible full-time and eligible part-time employees will accrue vacation leave according to the appropriate step on the Accrual Schedule. The maximum amount of vacation leave an employee may accrue is 45 days. Accrued leave is available for use in accordance with subsection V of this policy.

A. Leave Accrual

The vacation leave accrual rate is determined by the employee's status (full-time or part-time), length of continuous service, and service anniversary date. Employees will be placed in a step

on the accrual schedule based on all three factors.

1. Accrual Schedule

The accrual schedule is separated into five steps corresponding to an employee's length of continuous service.

	Length of Continuous Service	**Status**	
		Eligible Full-time	**Eligible Part-time**
Step 1	0-5 years	1 day per month, maximum of 12 days per year	1 day per 160 hours worked, maximum of 10 days per year
Step 2	6-10 years	1.25 days per month, maximum of 15 days per year	1.25 days per 160 hours worked, maximum of 13 days per year
Step 3	11-13 years	1.5 days per month, maximum of 18 days per year	1.5 days per 160 hours worked, maximum of 15 days per year
Step 4	14-18 years	1.75 days per month, maximum of 21 days per year	1.75 days per 160 hours worked, maximum of 18 days per year
Step 5	19 +	2 days per month, maximum of 24 days per year	2 days per 160 hours worked, maximum of 20 days per year

2. Length of Continuous Service

Length of continuous service is calculated from the first day of appointment to a regular Civil Service or Non-Civil Service position.

Prior City employment will qualify as continuous service if the employee was appointed to a regular Civil Service or Non-Civil Service position, but:

- Was laid off due to lack of work or funds and rehired into a regular position within one (1) year of separation;
- Had a break in service of twenty-nine (29) working days or less; or
- Was granted a leave of absence without pay and was reinstated within ten (10) days of the expiration of such leave.

3. Service Anniversary Date

An employee's Service Anniversary Date is the initial date of appointment to a regular Civil Service or non-Civil Service position. An Employee's accrual rate is applied in accordance with the employee's Service Anniversary Date.

4. Change in Full-time or Part-time Status
Eligible employees whose status changes during the fiscal year will accrue vacation leave according to the Accrual Schedule beginning on the date the change in status becomes effective.

B. Leave Maintenance
Each employee's cumulative vacation leave shall be held in the Vacation Account and Legacy Vacation Account, if any, as described in subsections III(B)(1) and (2) below. The Vacation Account and Legacy Vacation Account shall only be used by the employee for whom the account was created.

1. Vacation Account
The Vacation Account is used to store an eligible employees' vacation leave accrued after July 1, 2015. The maximum amount of vacation leave an employee may accrue and carry forward is 45 days. Vacation leave held in the Vacation Account is available for use in accordance with subsection V of this policy. When an employee has accrued 45 days of vacation leave in the Vacation Account the employee shall not accrue additional vacation leave until the Vacation Account balance is reduced below the 45 day maximum.

2. Legacy Vacation Account
Individuals employed with the City as of June 30, 2015 who have unused vacation leave balances will have a Legacy Vacation Account to store eligible employees' unused vacation leave balance. Eligible employees will have all previously accumulated vacation leave transferred into the Legacy Vacation Account on July 1, 2015. Employees shall not transfer any vacation leave accrued after June 30, 2015 into the Legacy Vacation Account. The Legacy Vacation Account is available for use upon exhaustion of the leave stored in the Vacation Account. Legacy Vacation Accounts shall be permanently closed upon reaching a zero balance.

Individuals beginning employment with the City after June 30, 2015 shall not have a Legacy Vacation Account.

IV. PERSONAL LEAVE
Eligible full-time employees will receive credit for the maximum annual personal leave allowance on July 1st of each year. Full-time employees appointed after July 1st of each fiscal year will receive credit for a prorated maximum personal leave allowance on the first day of employment.

Eligible part-time employees will accrue personal leave according to subsection IV(A) beginning on the first day of employment.

A. Personal Leave Accrual Rate

The personal leave accrual rate is based on the employee's status. Eligible full-time employees earn a quarter day of personal leave per month. Eligible part-time employees earn a quarter day of personal leave for every 160 hours worked. Both full-time and part-time employees have a maximum annual accrual of three (3) days per fiscal year, except in the limited circumstances where the City has entered into a separate agreement with a recognized employee bargaining unit.

B. Leave Maintenance

Employees' personal leave allowance shall be held in the Personal Account and the Legacy Personal Account, if applicable. Personal leave accounts shall only be used by the employee for whom the account was created.

1. Personal Account

The Personal Account is used to hold employees' current year leave allowance beginning after July 1, 2015. Eligible full-time employees' maximum personal leave allowance for the fiscal year is deposited into the Personal Account on July 1st of each fiscal year.

Eligible part-time employees personal leave accrued during the current fiscal year will be held in the Personal Account.

The Personal Account shall not exceed the maximum personal leave allowance described in section IV(A) in any fiscal year. Personal Leave Account balances may only be used in the year in which they are accrued. Personal Account leave balances are non-transferable. The balance of leave remaining in the Personal Account at the end of each fiscal year will be forfeited.

Personal leave stored in the Personal Account is available for immediate use in accordance with subsection V.

2. Legacy Personal Account

A Legacy Personal Account shall be created for employees with unused personal leave balances as of June 30, 2015. The employee's unused personal leave shall be transferred into the Legacy Personal Account on July 1, 2015, with no additional transfers permitted after July 1, 2015. The account is available for use upon exhaustion of the leave held in the Personal Account. Legacy Personal Accounts shall be permanently closed upon reaching a zero balance.

3. Change in Status

Eligible employees that change status from full-time to part-time during the current fiscal year will have their Current Year Personal Account reduced to the total number of days the employee accrued based on the hours worked according to subsection IV(A).

Eligible employees that change status from part-time to full-time during the current fiscal year will be credited with the difference between the maximum personal leave allowance for the fiscal year corresponding to their step and the total days they accrued while in part-time status.

Adjustments to an employee's leave balance based on an employee's change in status will be made by the Bureau of Accounting and Payroll.

V. LEAVE USAGE

Employees must obtain approval prior to using personal or vacation leave. Personal and vacation leave can be used for any absence. A full day is equivalent to the number of paid hours in a single shift for each employee based on the employee's labor union or professional association affiliation. A three work day notice is needed for all requests for personal leave. A three work day notice is needed for all requests for vacation leave of less than one work week. A one work week notice is needed for all requests for vacation leave of more than one work week.

All reasonable requests for leave shall be considered and approved, unless doing so would result in demonstrable operational hardship.

A. Prohibited Usage

Employees serving their initial probationary period are prohibited from using vacation leave during the first 6 months (180 days) of employment. Employees who transfer from a regular position to a temporary position will receive payment for vacation and personal leave in accordance with Section VIII of this policy.

B. Religious Accommodation

Agencies must grant all requests for personal leave for religious activities, regardless of seniority, unless doing so would result in demonstrably severe operational hardship.

C. Executive Orders

No employee shall be charged for pre-scheduled leave on days the City closes due to an Executive Order. Employees shall be charged the full pre-scheduled leave on days the City works on a modified schedule due to an Executive Order.

VI. OUT OF PAY STATUS

Employees shall not accrue vacation or personal leave while in an out of pay status.

Full-time employees shall have their Personal Account reduced according to the appropriate

accrual rate for the period in which the employee is in an out of pay status. Full-time employees that use more leave than they accrue during the fiscal year because of their out of pay status will owe the City for the amount of unearned leave used. To collect the balance of any unearned leave used by an employee, the City will (1) deduct an equal period of time from the employees other accrued leave on June 30 of the fiscal year or (2) deduct an equal period of time from the employee's accounts when the employee returns to paid status.

VII. Military Leave

Employees who are granted a military leave of absence may elect: (1) to use accrued vacation and personal leave during their absence in accordance with AM 204-11 Military Leave, or (2) retain any vacation and personal leave accrued prior to their military leave of absence for credit to their leave account upon reinstatement to City service.

VIII. SEPARATION FROM EMPLOYMENT

Employees shall receive payment for vacation and personal leave upon separation of employment as set forth in VIII (A) and (B) below. The rate of pay shall be based on the employee's regular rate of pay at the time of separation. Any employee who uses unearned leave shall owe the City for the amount of unearned leave used. The City will (1) withhold money from the employee's final leave payout, (2) deduct an equal period of time from the employee's other accrued leave, or (3) pursue legal action when necessary to recover the value of the used but unearned leave.

A. Vacation Leave

Employees shall receive payment for the balance of unused vacation leave in their Legacy Vacation Account or a maximum of 45 days from the combination of the Legacy Vacation Account and Vacation Account, whichever is greater.

Employees that do not have a Legacy Vacation Account shall receive payment for the balance of unused leave in their Vacation Account.

B. Personal Leave

Employees shall receive payment for the balance of unused leave in the Legacy Personal Account only.

IX. AUTHORITY

The City of Baltimore Department of Human Resources issues this policy pursuant to the authority of the Charter of Baltimore City, Article VI, Section 12.

RELATED POLICIES

AM-204-1 Annual Holidays
AM-204-12 Length of Service
AM-204-13 Time Off by Executive Order
AM-204-30 Determination of Benefits
AM-205-7 Separation and Payment at Termination
AM-208-1 Leave of Absence without Pay

Jury Service

SCOPE

The City of Baltimore recognizes that jury service is an important civic responsibility, and all employees are encouraged to fulfill this obligation. The purpose of this policy is to provide leave for employees who have been called for jury service and to explain the procedures for both requesting and approving leave for this purpose.

PAID LEAVE

All employees are eligible to take leave to perform jury service, including full and part-time, probationary, seasonal, and temporary employees, as well as elected officials and their appointed staffs. An employee is eligible to take leave for jury service regardless of his or her place of residence.

Employees will be granted paid time off from their regular work schedule for the period they are required to perform jury service and will not be required to use their own accrued vacation, personal, sick or compensatory leave. Individuals who perform services for the City on a contractual basis will not be compensated for time spent performing jury service.

Upon return to work, an employee must provide proof of time served. Failure to provide this documentation could result in the denial of paid leave.

NOTIFICATION TO SUPERVISOR

Employees are responsible for promptly notifying an immediate supervisor of a jury service obligation and must provide a copy of the summons. Notification should be given no later than (3) days from receipt of the summons so that arrangements can be made to accommodate the employee's absence. Employees must also promptly notify an immediate supervisor when jury service has been cancelled or postponed.

On occasions where scheduled jury service is expected to cause operational hardship to an agency, the employee may be asked to request a postponement. In such cases, the employee will be responsible for contacting the court and making the request. City agencies will make every effort to manage operational challenges, however, without having to resort to postponement.

REPORTING BACK TO WORK

An employee who is dismissed from jury service before the end of the workday will be expected to return to work.

However, an employee who has performed four (4) or more hours of jury service (inclusive of

travel time) will not be required to report to an *evening* work shift that begins either: 1) on or after 5:00 p.m. on the day of the employee's jury service; or 2) before 3:00 a.m. on the following day. In these cases, the employee should report back on his or her next scheduled work shift.

RETALIATION PROHIBITED

This policy strictly prohibits any form of retaliation (or threats of retaliation) for requesting or taking leave under this policy. Any retaliation by a supervisor will result in disciplinary action, up to including discharge from employment. Concerns about retaliation should be promptly reported to an agency Human Resources representative.

a **AM-204-6**

m Appearance as a Court Witness

SCOPE

This policy applies to all City employees whether permanent, temporary or provisional who have been subpoenaed as a witness in any court, i.e., Federal, State, City or County.

PERMANENT EMPLOYEES

Leave Time
A City employee subpoenaed as a court witness will not be charged with use of any accrued leave time, i.e., vacation or personal leave or compensatory time and will receive their regular rate of pay for the time off necessary for the court appearance. Please note that the employee will only be excused without being charged leave time if the court appearance is the result of being subpoenaed as a witness. If the employee is a party to the civil/criminal action (plaintiff, defendant, counsel to either party, etc.), the employee must utilize accrued leave.

If the employee is dismissed from the court proceedings before the workday is over, the employee is required to report to his/her work site or site specified by the supervisor for the remainder of the workday.

Notification Process
When a permanent City employee has been subpoenaed as a court witness, the employee must immediately notify the immediate supervisor by telephone, e-mail of the time, date and place of court appearance and/or by submitting a "Request for Time Off" form (28-1408-5040) to the supervisor for the court dates with the "Permission Time" block marked on the form, and a copy of the subpoena attached.

Payroll Marking
The timekeeper would mark the employee in E-time system timecard, dropdown paycode box, as Permission – Court Witness.

TEMPORARY AND PROVISIONAL EMPLOYEES

Leave Time
A temporary or provisional City employee subpoenaed as a court witness will not be paid for the time missed from work and spent in court. If the employee is dismissed from the court proceedings before the workday is over, the employee is required to report to his/her work site or site specified by the supervisor for the remainder of the workday and will be paid for time worked.

m Appearance as a Court Witness

Notification Process
When a temporary or provisional City employee has been subpoenaed as a court witness, the employee must immediately notify the immediate supervisor by telephone or e-mail of the time, date and place of court appearance or by memorandum with a copy of the subpoena attached.

Payroll Marking
The timekeeper would mark the employee in E-time system timecard, dropdown paycode box, as X- Permission (LWOP – Excused). Only permanent employees are given paid Permission days when subpoenaed as a court witness.

RELATED POLICY
AM-204-5 JURY DUTY

a **AM-204-7**

m Lactation Accommodations Policy

In recognition of the health benefits of breastfeeding for infants and their mothers, this policy provides reasonable break time during the workday to express milk and requires agencies to provide an appropriate room for this purpose. This policy is designed in compliance with the Fair Labor Standards Act (FLSA), 29 U.S.C. § 207 (r).

1. ELIGIBILITY

This policy applies to all City employees, including full and part-time, probationary, seasonal, and temporary employees, as well as elected officials and their appointed staff.

2. REASONABLE BREAK TIME

For up to one (1) year after the birth of a child, an employee will be permitted to take reasonable breaks during the workday to express breast milk. Although such breaks are generally unpaid, employees will be permitted to use regular meal and rest breaks for the purpose of expressing milk. Where additional time is need, employees must use their accrued leave.

Employees may use up to five (5) days of accrued sick leave for lactation purposes. Sick leave used for lactation breaks will count toward the five-day maximum provided by labor agreement for the care of an immediate family member, where applicable. Employees may also use accrued personal, vacation, or compensatory leave. If the employee does not have enough accrued leave, her leave will be reduced in subsequent pay periods until the leave debt is satisfied.

In addition, agencies may authorize flexible work arrangements (such as adjustments to the timing of regular breaks and to the start and end times of an employee's work shift) to help facilitate a lactation schedule. The decision to grant flexible work arrangements will be at the sole discretion of the agency. Agencies may also unilaterally modify or terminate a flexible work arrangement, provided the employee's need for accommodation is otherwise satisfied.

Employees of the Baltimore City Fire Department should refer to the department's internal policies and procedures governing leave for lactation purposes. Where a conflict exists, the department's own internal policies and procedures shall apply.

Agencies must provide a reasonable amount of break time to express milk. Although the frequency and length of such breaks may vary, a breastfeeding employee will typically require between two and three breaks in an eight-hour period. Such breaks often last anywhere from fifteen to thirty minutes with additional time needed for set-up and clean-up. It is expected that the employee will express milk before the start of her shift so that she will be ready to begin working immediately upon arrival at work.

Employees and their supervisors should work cooperatively to determine appropriate times to take lactation breaks during the workday, taking into consideration both the employee's biological needs and the agency's operational requirements. Employees must make a good faith effort to schedule breaks at times that minimize disruption to the agency's operations.

An agency may, at its sole discretion, continue an employee's lactation accommodation, either with or without modification, beyond one year. The decision to extend the accommodation will be made in consultation with an agency Human Resources representative.

An employee who fails to use a lactation accommodation for its intended purpose may be subject to disciplinary action, up to and including discharge.

3. LOCATION OF BREAKS

Although agencies are not required to maintain a permanent, dedicated space for expressing milk, a room must be made available when requested. Such locations must be private, shielded from view, and not located in a restroom or shower room. In addition, the room must be free from any intrusion by co-workers or the public. Agencies can ensure privacy by selecting a space with a locked door or by providing appropriate signage to indicate when the space is in use.

If a dedicated lactation room is not available in the employee's workplace, an agency may consider such other options as reserving a conference room as needed, adapting a clean and infrequently used storage area, or converting an unused office or other room. If an employee has a private office, it may be used for this purpose.

Any location used for lactation purposes must contain a chair and a flat surface (other than the floor) on which to place a pump. Agencies should also make every effort to identify a space that contains an electrical outlet and nearby access to running water. The room should be located as close to the employee's work area as possible to reduce the amount of time required for the break. Employees will be responsible for keeping the lactation room clean using anti-microbial wipes or disinfectant and for bringing their own supplies for this purpose.

If an employee does not have space in her designated work area for storing a pump, or lacks a designated work area, the agency must provide a location where the employee's pump can be stored.

Where space limitations or the nature of the employee's work present special challenges to scheduling or otherwise accommodating lactation breaks, agencies should contact the Department of Human Resources (DHR) for guidance.

4. STORAGE OF BREAST MILK

Employees are responsible for making arrangements for storing expressed milk. Milk may be stored in a refrigerator located at the worksite, provided the refrigerator is not also used for the storage of biohazards or lab specimens. The employee must provide her own containers for expressed milk, which must be concealed in a labeled, personal storage bag.

If there is no refrigerator available, employees must provide their own means to store and keep the milk cold, such as a personal storage cooler. If the employee does not have space for a cooler in her designated work area, agencies must provide a location where it can be stored.

The City of Baltimore is not responsible for the integrity or security of breast milk stored on City property.

5. REQUESTING BREAK AND ROOM ACCOMMODATIONS

Employees should provide their supervisors with as much advance notice as possible that a lactation accommodation will be needed. Likewise, the employee must promptly notify her supervisor when a lactation accommodation is no longer needed or when fewer or shorter breaks are required.

Upon receipt of a request for lactation accommodation, the supervisor will promptly contact an agency Human Resources representative. The supervisor and HR will work together, and in consultation with the employee where necessary, to determine the details of the lactation accommodation – including appropriate break times, any adjustments to the employee's work schedule, a suitable location for breaks, and whether or how the employee's paid leave will be used. The accommodation arrangement must be memorialized in writing with a copy provided to the employee.

An agency may at its discretion modify the specific terms of an accommodation (including break times and location of the lactation room), provided the employee's need for accommodation is otherwise satisfied.

6. EDUCATION AND SUPPORT PROGRAMS

The Baltimore City Health Department offers a variety of education and support programs for breastfeeding mothers that are also available to City employees. These programs include, for example, prenatal and postpartum breastfeeding classes, informational materials and lactation support resources. The classes are held at the Women, Infants and Children (WIC) program

clinics. All programs and services are available to mothers, fathers and their partners.

Although City employees are generally responsible for bringing to work their own personal pump and accessories, the Health Department has a limited number of electric hospital grade pumps and related supplies available for use on loan during working hours. Pumps and supplies are available on a first-come, first-served basis.
Questions about these programs and services should be directed to the Health Department.

7. RETALIATION PROHIBITED

This policy strictly prohibits any form of retaliation (or threats of retaliation) for requesting or receiving an accommodation under this policy. Any retaliation will result in disciplinary action, up to and including discharge from employment. Concerns about retaliation should be promptly reported to an agency Human Resources representative.

[redacted]

a **AM-204-7-1**

m Lactation Accommodation Confirmation Letter

[DATE]

[NAME]
[ADDRESS]
[ADDRESS]

Re: Lactation Accommodation

Dear [EMPLOYEE NAME],

Congratulations on the birth of your child and welcome back to work. You informed us that you intend to breastfeed your child and will require a lactation accommodation under AM-204-7 (*Lactation Accommodations*). This letter is to memorialize the accommodation we have agreed to, as well as to provide you with some important guidelines.

Please note that we will provide you with an accommodation for up to one (1) year from the birth of your child or until [DATE – ONE YEAR FROM CHILD'S BIRTH]. We may at our discretion extend the accommodation beyond one year (with or without modification), if requested to do so. Any decision to extend, however, will depend on the operational needs of the agency.

The accommodation we have agreed to provide is as follows:

1. We will allow you to take reasonable break time during the work day to express milk. Although we understand that the length and frequency of breaks may vary by individual, U.S. Department of Labor guidelines suggest that usually no more than two or three breaks in an eight- hour period will be necessary. It is our expectation that you will be ready to work when you start your shift, meaning that you will have taken the time to express milk before the workday starts. You are expected to work cooperatively with us to schedule and take breaks in a manner that does not disrupt agency business or services.

2. You will use your regularly scheduled rest and meal periods for lactation purposes, and we will allow you to structure those break periods as follows: [SPECIFIC TIME(S) OF DAY EMPLOYEE WILL TAKE LACTATION BREAKS AND APPROXIMATE LENGTH OF BREAKS]. If you require additional time for lactation (beyond regular rest and meal periods), you must use accrued leave – personal, vacation, compensatory and up to five (5) days of sick leave. Any sick leave used will count toward the five days provided by labor agreement for use in caring for an immediate family member, where applicable. If you do not have sufficient accrued leave, we will reduce your leave as it accrues.

3. You will take your breaks at the following location: [IDENTIFY LACTATION ROOM – *E.G.* CONFERENCE ROOM, EMPLOYEE'S OFFICE, PERMANENT LACTATION FACILITY]. You are responsible for keeping the room clean during and after use. You must also provide your own pump and other needed supplies, which should be stored in your personal work space.

4. You are responsible for storing your own breast milk. If your work area has a shared refrigerator for use by employees, you may store your milk there, provided the refrigerator is not also used to store biohazards or lab specimens. You are responsible for providing your own containers for expressed milk, which must be concealed in a labeled, personal storage bag. If there is no refrigerator available, you must provide your own means to store and keep the milk cold, such as a personal storage cooler. The City of Baltimore is not responsible for the integrity or security of breast milk stored on City property.

5. If you do not have a place to store your pump or a personal storage cooler, we will provide a storage space for you. The City is not responsible for personal items stored on City property.

6. If at any time you decide to stop breastfeeding your child, you must promptly notify us of your decision. You must also promptly notify us if you require fewer or shorter breaks. You will be responsible for accurately tracking and reporting leave used for lactation purposes. Any failure on your part to accurately report leave usage, or to use the accommodation for its intended purpose, may result in disciplinary action.

Please be advised that we may, at our discretion, modify this accommodation at any time. If modifications are needed, we will notify you in writing.

We hope this accommodation will help facilitate your efforts to breastfeed your child. If you have any questions about these arrangements or require assistance, please do not hesitate to contact [NAME OF HR CONTACT] at [PHONE NUMBER AND E-MAIL].

Sincerely,
[HR REPRESENTATIVE]

I have read and agree to the above terms,

_____

[EMPLOYEE NAME] [DATE]

[redacted]

a **AM-204-7-2**

m Lactation Accommodation Leave Tracking Form

Leave Used for Pay Period Beginning _____ Ending _____

Employee Name: _____ I.D. _____

Agency: _____

Week of _____

Date	Break 1	Break 2	Break 3	Total Leave	Leave Type

Week of _____

Date	Break 1	Break 2	Break 3	Total Leave	Leave Type

I certify that the above leave was used for lactation purposes and in accordance with the terms of my lactation accommodation.

Employee's Signature _____ Date: _____

Supervisor Signature _____ Date: _____

CITY OF BALTIMORE
PAYROLL LEAVE REDUCTION FORM

This form is to be used when vacation, personal, or sick leave is to be reduced from an employee's leave accumulation totals. The original form should be sent to Central Payroll for the reduction, with a copy placed in the employee's official personnel file.

Reduce leave for:

_____
Name

_____
Dept/Location

_____
Employee ID Number

_____
Justification

Leave should be reduced by: **Vacation Leave _____ (hours/minutes)**
Personal Leave _____ (hours/minutes)
Sick Leave _____ (hours/minutes)
Compensatory Leave _____ (hours/minutes)

This leave reduction is effective with the payroll period ending _____.

Should the employee not have sufficient leave to accommodate this leave reduction, the leave accumulation totals will be reduced as leave is earned until the leave debt is satisfied.

_____
Supervisor's Signature **Date**

_____
Human Resource Officer's Signature **Date**

Eff. 2/10/12

m Leave of Absence: Bereavement

SCOPE

This policy governs leave of absence with pay for a City employee who experiences a death in the immediate family and establishes leave of absence with pay for death of other relatives. Any subsequent change to the policy is dependent upon the negotiated agreement between the Mayor and City Council and the employee's designated bargaining unit.

IMMEDIATE FAMILY

For purposes of this policy, the immediate family includes the employee's:

- Mother
- Father
- Sister
- Brother
- Spouse
- Children
- Mother-in-law
- Father-in-law
- Registered Domestic Partner
- Step or half-blood relationships

In certain instances, the leave of absence with pay benefit for death in the immediate family may include other specified individual(s), such as grandparent and/or grandchild, as part of the immediate family, depending upon the employee's bargaining unit.

LEAVE ENTITLEMENT

Four (4) consecutive working days' leave with pay shall be granted upon request in the event of a death in an employee's immediate family, as cited in the section "Immediate Family." The four (4) days shall commence at the option of the employee on the date of death or the day following the day of death, or in conjunction with a memorial or funeral service.

Employees who require additional time off beyond these four (4) days may request and may be granted additional reasonable time off charged to vacation or personal leave, or compensatory time.

OTHER RELATIVES

m *Leave of Absence: Bereavement*

A city employee may be entitled to one (1) days' leave of absence with pay for the death of other relatives, e.g. aunt, uncle, grandparent, grandchildren, etc., depending upon the employee's bargaining unit. Other relatives for whom a City employee may be authorized bereavement leave are specified by the employee's designated bargaining unit.

In this instance, the one (1) days' leave must be taken at the option of the employee within four (4) calendar days of the date of death or the day following the day of death, or in conjunction with a memorial or funeral service.

EXCEPTIONS TO THIS POLICY

An employee who divorces his or her spouse is no longer entitled to bereavement leave for the death of a former spouse or the parents of a former spouse. Great grandparents are not covered under this policy. The death of an aunt, uncle, brother or sister of an employee's spouse is not covered under this policy. Common law marriages are not valid in the State of Maryland. Therefore, this policy does not cover the death of a common law spouse.

VERIFICATION

A leave of absence with pay granted for death in the immediate family or other relatives is subject to reasonable verification upon request of the immediate supervisor.

PAYROLL MARKINGS

Appropriate payroll markings should be used in recording attendance and marking the PAYROLL ATTENDANCE REPORT (147-093) which is submitted to the Bureau of Accounting and Payroll Services. The designated code of "P", Permission, should be entered next to the appropriate date(s) with an explanation of the marking in the "REMARKS" column.

RELATED POLICIES

AM-216-1 DEATH BENEFITS

AM-204-29 DOMESTIC PARTNERS BENEFITS

m Attendance at Union Conferences and Conventions

SCOPE

City employees who are members of certain recognized city unions may be granted paid administrative leave for attendance at union conferences and conventions each year subject to the negotiated contract between the responsible parties.

CITY UNION OF BALTIMORE

All officers, stewards, and members of CUB conferences shall be granted Administrative Leave with pay in the amount of 175 staff-days each year with a maximum of 12 days for any elected officer and 5 days for any other employee. (Conferences or meetings sponsored by the City in which the Union is asked to participate shall not be charged to this leave.)

LOCAL 44

Each year, a total of 15 employees who are officially designated as delegates to regularly scheduled union conferences and conventions will be granted leave without loss of pay to attend such meetings. However, no individual will be granted such leave for these meetings more than once per year.

NURSES

Employees officially designated by the union to attend scheduled conferences and conventions shall be granted leave without loss of pay, subject to scheduling needs of the department.

This leave must be requested at least three weeks in advance. No more than 20 staff days in a calendar year will be available. However, no employee will be granted this leave more than once each calendar year.

REQUEST FOR USE OF UNION LEAVE

All requests for use of union leave should be submitted to the Office of the Labor Commissioner (OLC) at least one week in advance of its usage. Requests for union leave that are submitted with less than one week's notice be handled on a case by case basis. Consideration will be given to the impact on the agency's operation.

The OLC will review and approve the leave. A written notice will be sent to the agency(ies) personnel officer with name(s) of affected employee(s) and date(s) such leave will be used.

m Attendance at Union Conferences and Conventions

When the approval of the union leave would affect the efficient operations of an agency, the personnel officer should submit a written notice to the OLC requesting that the leave be denied.

The OLC will notify the union(s) if union leave is denied.

m *Job-Related Injury and Illness*

SCOPE

This policy is intended to provide employees with a comprehensive response to on-the-job injuries and illnesses, prompt medical treatment and a timely return to work. It complies with OSHA regulation 29 CFR 1904.35 on informing each employee how to report on-the-job injuries and illnesses.

POLICY SECTIONS

- Definitions
- Reporting Requirements
- Employee Responsibilities
- Supervisor Responsibilities
- Severe Injuries/Out of Town on City Business Injuries
- City of Baltimore Occupational Medical Services (Mercy Clinic)
- Notification of Return to Duty
- Job Injury Leave
- Leave Usage
- Delayed or Failure to Report Incidents - Progressive Disciplinary Procedures
- Fraud Warning
- Related Policies
- Related Procedures and/or Documents

DEFINITIONS

City of Baltimore Occupational Medical Services – A health care organization designated by the City of Baltimore and confirmed. by contract that provides medical services on behalf of the City of Baltimore for on-the-job. injuries and illnesses at the site designated. For this policy, the site designated is the City of Baltimore Occupational Medical Services (Mercy Clinic), 323 N. Calvert St., Baltimore, MD 21202.

Discharge Instructions – A written document provided to employees seen at the Mercy Clinic at the end of each visit that indicates diagnosis, treatment plan, work status and the time and place of the employee's next visit. The employee should give a copy of the document to his/her supervisor

immediately following each appointment.

Employee – This includes permanent full-time, permanent part-time employees and temporary employees contracted directly by the agencies (seasonal employees). It excludes consultants, volunteers and staff provided by temporary personnel agencies. For specific information on who is considered an employee for workers' compensation purposes, contact the City's Department of Finance, Office of Risk Management, at 410-396-5115.

Employee Incident Report (EIR) – A City form that is used to report job-related injuries and illness. The warehouse form number is 28-1608-5149. It is to be completed within 24 hours by the supervisor, called into Teleprompt at 1-877-607-8600 and then sent to the Third Party Administrator. The employee is to take the EIR form with him/her to the clinic for treatment.

The EIR form has 4 parts:

1. **Original** – is for the Third Party Claims Administrator (TPA). (The current TPA is Key Risk);
2. **Safety** – is designated for the Division of Occupational Safety;
3. **Medical Services** – is the copy which accompanies the employee to the Mercy Clinic; and
4. **Agency** – is to be retained with the Agency Human Resources Office.

Medical Director – A physician licensed in the State of Maryland and board certified in Occupational and Environmental Medicine who oversees the operation of the City of Baltimore Occupational Medical Services and serves as the chief physician of the City for matters of City employee medical services.

Supervisor – An employee designated by management, who exercises major, supervisory functions over other employees. These functions include hiring, evaluating, assigning work, disciplining, and dismissing.

Third Party Administrator (TPA) – An organization designated by the City of Baltimore to receive, investigate and process claims pursuant to a service contract and in accordance with the Maryland Workers' Compensation statute. For this policy, the TPA is Key Risk, 7 St. Paul Street, Suite 450, Baltimore, MD 21202.

Workers' Compensation Claim – A workers' compensation claim is a report of a job-related injury or illness that arises out of or in the course of his/her employment with the City (whether at the regular jobsite, a temporary jobsite, traveling on business for the City or driving on City business) that has been reported to the TPA and the Workers' Compensation Commission within the statutory time frame.

REPORTING REQUIREMENTS

Prompt reporting of job-related injuries and illnesses is essential for the following reasons:

- An employee will not be treated at the Mercy Clinic (unless the injury is severe) without a copy of the completed EIR, resulting in delayed medical attention.
- The TPA cannot set up a claim, authorize treatment or payments until the EIR has been called into Teleprompt or a copy of the completed EIR has been received by mail or fax.
- The Maryland Department of Labor, Licensing and Regulation as well as the Maryland Workers' Compensation Commission can levy late reporting actions against the City. If the City of Baltimore is fined for late reporting, any fine up to $1,000 will be charged back to the agency responsible for the late reporting.
- Failure to report incidents or delayed reporting of incidents by employees and supervisors may result in disciplinary action.

EMPLOYEE RESPONSIBILITIES

Employees shall follow these procedures in the event of a job-related injury or illness:

1. Report any job-related injury or illness to the appropriate supervisor on the date or shift that it occurs, unless incapacitated.
2. Complete the appropriate section on the EIR and sign it as soon as possible.
3. Report to the Mercy Clinic (323 N. Calvert Street, Baltimore, MD 21202) to seek evaluation and treatment with the EIR copy for Medical Services. A valid City identification and a copy of the EIR are required.
4. Provide the supervisor with the agency's copy of the Discharge Instructions immediately following each appointment. The document includes the patient's diagnosis, work status, return appointment and any information relating to a referral outside of the clinic.

SUPERVISOR RESPONSIBILITIES

The supervisor's first priority is to see that prompt medical treatment is provided to an injured employee. In the event of a serious job-related injury or illness, dial 911. The employee should be taken to the closest medical facility.

In all other cases, when an employee reports a job-related injury or illness, the supervisor shall follow these procedures:

1. Complete the EIR form (#28-1608-5149) and send the employee to the clinic with the EIR copy for "Medical Services."

2. Call the Teleprompt number (1-877-607-8600) with the EIR available. The claim reporting telephone number is available 24 hours a day, 7 days a week. This is an essential step as it officially establishes a claim with the TPA. Immediately calling Teleprompt ensures prompt services will be provided to injured employees.

3. Do not delay in calling Teleprompt if additional investigation is needed. Required fields for reporting to Teleprompt are: employee's name, address, phone number, date and description of injury, agency name, and contact information.

4. Forward the completed "Original" copy of the EIR form to the Key Risk (TPA) at

   FAX: 410-864-2600 or mail to 7 St. Paul Street, Suite 450, Baltimore, MD 21202.

5. Send the "Safety" copy by mail, facsimile or in person to the Department of Finance, Office of Risk Management, Division of Occupational Safety, 401 E. Fayette Street, 7th Floor, Baltimore MD 21202 or FAX to 410-396-7278.

6. Send the copy designated for "Agency" to the Agency Human Resources Office.

7. Coordinate with the Agency Human Resources Office to provide light duty or transitional work assignments in accordance with the medical restrictions on the Discharge Instructions.

Supervisors shall follow these accident investigation procedures to ensure a complete report:

1. Report to the incident site, when possible.

2. Obtain names and addresses of all witnesses.

3. Interview and document statements of witnesses. Accurately note date, time, place, weather, and circumstances surrounding the accident. Obtain, produce or sketch detailed drawings and measurements. Take photographs of the site, if possible. Document first aid and medical treatment provided to all parties. Identify use of safety equipment and personal protective equipment.

4. Secure and preserve all evidence in regard to the incident.

5. Avoid disputes and make no commitments relative to repairs and acceptance of liability.

6. When the accident investigation is complete, every question on the completed EIR form shall be answered. Again, do not delay reporting the initial claim to Teleprompt. The EIR can always be forwarded to the TPA when completed.

SEVERE INJURIES OR OUT OF TOWN ON CITY BUSINESS INJURIES

If a job-related injury is severe or occurs when the employee is on City business out of the area, the

employee must go to an urgent care or emergency center for treatment and then contact the supervisor to process an EIR. The supervisor prepares the EIR and calls Teleprompt (1-877-607-8600) to report the claim. The employee must be seen at Baltimore City Occupational Medical Services (Mercy Clinic) for an initial examination as soon as medically able. After being seen at the City of Baltimore Occupational Medical Services (Mercy Clinic), a plan of care is developed and managed by the Medical Director. The Medical Director at Mercy Medical Center will request medical records from the original treating facility. Mercy or the attending physician will issue Discharge Instructions indicating return to work abilities.

CITY OF BALTIMORE OCCUPATIONAL MEDICAL SERVICES

Except for severe injuries and illnesses and those that occur on City business out of the area, all on-the-job injuries and illnesses shall be treated at City of Baltimore Occupational Medical Services (Mercy Clinic). The clinic shall provide ongoing appropriate medical care if the injured worker's injury or illness is found to be covered under the Maryland Workers' Compensation statute. The decision of whether a claim is covered or not is determined by the TPA. The Mercy Clinic shall evaluate the employee's injury or illness, order any necessary tests, make a diagnosis, establish a treatment plan, recommend work status and schedule the next appointment. The Medical Director may also refer the employee to an additional medical care provider who will facilitate care.

NOTIFICATION OF RETURN TO DUTY

Before leaving the Mercy Clinic, the employee will be given a written document in duplicate, called Discharge Instructions. This document will include the patient's diagnosis, work status, return appointment date and any information relating to a referral outside of the clinic. It is the employee's responsibility to provide the supervisor with the agency's copy of the Discharge Instructions, no later than the start of the employee's next scheduled shift.

JOB INJURY LEAVE

The TPA will generate a First Report of Injury and send a copy to the reporting agency within 48 hours. The TPA will make a determination as to the whether the claim is covered or not (compensability) within 14 working days after receiving the EIR and necessary documentation. If the Discharge Instructions authorize days off from work due to a covered injury, the TPA generates an Accident Leave Voucher (A-time) authorizing compensable covered dates. It is forwarded by the TPA to the agency's human resources/personnel office and the Department of Finance, Central Payroll Division, authorizing the employee to be paid Accident Leave (A-time).

LEAVE USAGE

Job injury leave is granted for a specific period of time and is not charged against accumulated sick leave, vacation leave, personal leave or compensatory time. The maximum amount of job injury leave granted to an employee is established by the applicable labor agreements negotiated by the employee's representative organization.

For additional information on job injury leave, employees should consult their negotiated labor agreement, their Agency's Human Resources Office, or the City's website at www.ci.baltimore.md.us/govemmentllabor/index.html.

DELAYED OR FAILURE TO REPORT INCIDENTS- PROGRESSIVE DISCIPLINARY PROCEDURES

Delays or failures by employees and supervisors to report a job-related injury or illness, complete an EIR, or contact the TPA using Teleprompt, may result in disciplinary action up to and including termination.

FRAUD WARNING

It is a crime to lie or provide false information in order to receive workers' compensation benefits. Employees, employers and other parties who lie or provide false information regarding a claim are subject to prosecution for fraud. The Fraud Hotline of the TPA is available 24 hours a day, 7 days a week by calling 1-866-841-1044. Information about Workers' Compensation fraud should also be communicated to the Maryland Workers' Compensation Commission at 1-800-492-0479, 410-864-5100.

RELATED POLICIES

AM-203-2,	FAMILY AND MEDICAL LEAVE
AM-501-2, PART II,	COMMERCIAL DRIVER LICENSE
AM-501-10,	MOTOR VEHICLE ACCIDENT

RELATED PROCEDURES AND/OR DOCUMENTS

Employee's Incident Report (EIR)
TPA (Key Risk) – Workers Compensation – "First Report of Injury or Illness" - TPA generated documents used by TPA to generate/confirm the existence of a submitted claim.

m *Military Leave*

The purpose of this policy is to provide employees with time-off from work for military service and to ensure compliance with local, state and federal laws relating to the employment of individuals in the uniformed services, including the *Uniformed Services Employment and Reemployment Rights Act* (USERRA), as amended, 38 U.S.C. §§4301-4334. This policy is designed in compliance with USERRA and will be construed in accordance with its provisions.

1. ELIGIBILITY FOR LEAVE

All employees are eligible to take military leave for uniformed service, including employees who are full or part-time, probationary, seasonal, temporary, elected, appointed, or at-will. There is no minimum amount of time an employee must have worked for the City to become eligible for leave under this policy. Leave will be granted for both voluntary and involuntary service.

The uniformed services includes: the Armed Forces (Army, Navy, Air Force, Marine Corps, and Coast Guard) or a Reserve component of one of these branches; the Public Health Service Commissioned Corps; the Maryland organized militia (Maryland Army National Guard, the Maryland Air National Guard, the Inactive National Guard, and the Maryland Defense Force); and any category of persons designated by the President in time of war or national emergency. The uniformed service also may include service the National Disaster Medical System, as provided in 42 U.S.C. § 300hh-11(e).

Leave may be taken for a variety of military activities, including (but not limited to) periods of active military service, active and inactive duty training, initial active duty training, funeral honors duty, and fitness-for-service examinations.

2. NOTICE OF NEED FOR LEAVE

Employees must provide advance notice to their supervisors before taking military leave, except in the rare case when advance notice is prevented by military necessity or would otherwise be impossible or unreasonable. Notice may be given orally or in writing and may be communicated by the employee's military command.

Employees must provide notice to their supervisors (and a copy of their orders) as soon as they have knowledge of a service obligation. National Guard and Reserve members should provide their agencies with copies of annual drill and training schedules and orders as soon as they become available. Employees are responsible for notifying their agencies when orders have been updated or extended.

Before departing for leave, employees should complete a *Military Leave of Absence Form* (AM-204-11-1). Agencies will provide service members with a copy of the form as soon as notice is given. In situations where the employee's military orders provide short notice of an impending

service obligation, agencies will work with the service member to gather the information requested on the form.

3. STATUS DURING LEAVE

Except as provided in Section 4 below, military leave is unpaid. Employees may at their election use their accrued vacation, personal, or compensatory leave during their absence. Sick leave may not be used. If accrued leave is not used, the employee's unused leave balances will be restored upon return to City employment.

To use accrued leave, the employee must complete a *Military Leave of Absence Form* (AM-204-11-1). Accrued leave days will be applied consecutively at the start of military leave. Once the employee's accrued leave elections are exhausted, the employee will be placed in an unpaid leave status.

4. PAID MILITARY LEAVE

An employee will receive *paid* leave for military service in the following two circumstances only:

> Inactive Duty Training – Employees who are members of a state National Guard, a Reserve unit, or the Maryland militia will be paid up to fifteen (15) working days each fiscal year to attend military training. During such leave, employees receive their full City salary, in addition to military pay, with no loss of vacation, seniority, or performance rating. Any additional leave beyond the fifteen days will be without pay. Unused days will not carry over from year to year.
>
> State Active Duty Service – Any member of the Maryland organized militia who is ordered to state active duty by the Governor of Maryland (usually in times of natural disaster or other public crisis) will be granted paid leave for all time spent in active duty service to the state as provided by MD. CODE ANN., Public Safety § 13-706. The employee will receive his or her full City salary, in addition to military pay, with no loss of vacation, seniority, or performance rating.

In order to receive paid military leave, employees must complete a *Military Leave of Absence Form* (AM-204-11-1) and attach a copy of their military orders. Eligibility for paid leave is subject to verification by the agency and must be reviewed and approved by the Department of Human Resources City agencies and the Department of Human Resources will review paid leave usage annually to ensure that it is awarded in accordance with this policy.

5. HEALTH BENEFITS

During a military leave of absence, employees may continue City health benefits (including vision, dental, and prescription drug coverage) under the same pre-leave benefit elections as follows:

> Service of 30 Days or Less – If the period of military service is expected to last 30 days or less, as in the case of National Guard and Reserve training, the City will automatically continue the employee's health benefits at active employee rates, unless the employee elects to cancel coverage. Payroll deductions will continue for as long as the employee remains in pay status. Thereafter, the employee will be billed directly for any outstanding premiums.
>
> Service of More than 30 Days – If the period of military service is expected to last more than 30 days, employees may elect to continue their City health benefits for up to 24 months or until the deadline for reemployment has passed, whichever comes first. The employee may continue coverage at the employee rate while exhausting accrued leave. Thereafter, the employee will be responsible for paying up to 102% of the premium cost, depending on the benefit.

To continue health benefits during leaves of greater than 30 days, an employee must elect to continue the coverage by completing a *Military Leave of Absence Form* (AM-201-11-1). The City will cancel benefits if an employee fails to make an election or does not make timely payments.

Health benefits for eligible employees and their dependents will be reinstated upon return to City employment. Reinstatement of health benefits will occur immediately upon the first day of reemployment without waiting periods or pre-existing condition exclusions, except for illnesses and injuries related to military service under certain plans.

6. RETIREMENT BENEFITS

Employees who qualify for reemployment after returning from military leave will be treated as if continuously employed for pension benefit purposes, and time spent on military leave will not be considered a "break in employment" for purposes of vesting and accruals.

For members of the *Employee Retirement System* (ERS) and *Elected Officials' Retirement System* (EOS), credited service will continue during military leave, provided the employee qualifies for reemployment, returns to active City employment within one year of discharge from the military, and provides all required documentation.

Members of the *Fire & Police Employees' Retirement System* (F&P) will receive service credit for military leave during employment, with the City making all mandatory contributions the member would have made if he or she had continued regular full-time employment ("military service contributions"), provided the employee qualifies for reemployment under Section 9 of this policy, returns to active City employment within one year of discharge from the military, and provides all required documentation. F&P members are entitled to the benefit of military service contributions *only upon retirement from City employment.* Accordingly, members who are not eligible for reemployment, or who separate from the City before retiring, will not receive the benefit of military service contributions.

Under all three retirement plans, a member who dies while performing qualified military service will be treated as if actively employed for the purpose of awarding pension benefits, and their beneficiaries will be eligible to receive non-line-of-duty-death benefits. In computing the amount of the benefit, the member will not be entitled to benefit accruals for the time spent in military service.

Contributions to the City's *Deferred Compensation Plan* cease during military leave once an employee is no longer in pay status, although employees may resume their contributions upon return to active City employment. In addition, employees may make "catch-up" contributions for a period of up to three times the length of his or her military leave (not to exceed five years). If called to active duty for more than 179 days, employees may be eligible to withdraw contributions from their accounts without penalty. Upon return from active duty, those funds may be re-deposited in an IRA for up to 2 years.

7. OTHER BENEFITS

Employees on military leave will be eligible for *non-seniority* based benefits to the same extent they are provided to other employees on comparable forms of leave. For example, an employee on a military leave of absence will accrue leave (vacation, personal, and sick) as long as he or she is in pay status. Once the employee falls out of pay status, leave will not accrue, except as provided in AM-208-1 (*Leaves of Absence Without Pay, Parts I & II*).

Likewise, employees on military leave may continue group life insurance coverage through the City to the same extent as employees on other types of long-term unpaid leaves.

8. PROMOTIONAL EXAMINATIONS

Eligible Fire and Police Department employees who cannot attend scheduled ranked promotional examinations due to military service may arrange to take a makeup exam upon return from military leave as provided in AM-204-11-2 (*Military Leave Testing Procedures*).

Employees returning from military leave may also schedule a makeup exam for open and unranked promotional tests. The candidate is responsible for scheduling the makeup exam through the Department of Human Resources, Test Development Division. In order to sit for the exam, candidates must provide a copy of the military orders and written confirmation from their military command that the scheduling conflict could not have been avoided.

Employees will be permitted to take a reasonable amount of time to adjust to reemployment before sitting for the exam. The exam will be a comparable, alternate form of the original test administered under controlled and monitored conditions.

9. REEMPLOYMENT ELIGIBILITY

City agencies must reemploy a returning service member who is eligible for reemployment. To be eligible for reemployment, all of the following criteria must be met:

a) *Notice* – The employee must have provided advance notice of the military service as required by Section 2 of this policy.

b) *Length of Service* – The employee must not have exceeded the five-year cumulative limit on military leave, subject to the exceptions outlined in USERRA's regulations at 20 C.F.R. §1002.103.

c) *Service Discharge* – The employee may not have separated from uniformed service with a dishonorable or bad conduct discharge, by court martial, or under "other than honorable conditions."

d) *Timely Application* – The employee must have applied for reemployment within the time limits mandated by USERRA:

- Military leave less than 31 days (including fitness-for-service exams) – No later than the first regularly scheduled workday that starts at least 8 hours after the person's return home from military service.

- Military leave between 31 and 180 days – No later than 14 calendar days after completing military service.

- Military leave greater than 180 days – No later than 90 calendar days following the completion of military service.

- Following a Service-Connected Illness or Injury – Within the applicable timeframe listed above following recovery from the service-connected illness or injury. The recovery period may not exceed two years from the date of the completion of service, except where circumstances beyond the employee's control make reporting within this period impossible or unreasonable.

An employee who fails to apply for reemployment in a timely manner will be subject to the City's conduct rules, policies and practices relating to an employee's unexcused absence from work.

In addition, an agency may in its discretion deny reemployment if there has been a change in circumstances that would make reemployment impossible or unreasonable. For example, an agency may deny reemployment if there has been an intervening layoff that would have included the employee's position. Reemployment may also be denied if the employee's pre-service position was for a brief, non-recurrent period with no reasonable expectation the employment relationship would continue for a significant length of time, as in the case of seasonal and contractual employment.

Agencies must first contact the Department of Human Resources or the Law Department before denying reemployment to a returning service member.

10. TERMS OF REEMPLOYMENT

Agencies must reemploy a returning employee within a reasonable period, normally within 10 working days. The position to which the employee should be restored will depend on the length of the employee's military service, as follows:

Service of 90 Days or Less – Employees who serve in the military for 90 days or less must be restored to the same position they would have attained had their employment not been interrupted by military service. If this is a higher-level position, the agency must make reasonable efforts to train the individual for the job. If training is unsuccessful, the agency should return the employee to his or her pre-service position.

Service of Greater Than 90 Days – Employees who serve for longer than 90 days should be restored to the same position they would have attained absent military service or to a position of similar seniority, status, and pay. If an employee is not qualified for the position, the agency must make reasonable efforts to train the employee. If training is unsuccessful, the agency should either place the individual in the pre-service position or

in a position of similar seniority, status and pay to the old position.

Disabled Veterans – Agencies must reasonably accommodate an employee with a service-connected disability in the position he or she would have held absent military service. If the agency is unable to reasonably accommodate the person in this position, the agency must place him or her in a position of equivalent seniority, status and pay. If this is impossible to do, the agency may place the employee in a position of lesser status and pay, but with equal seniority.

Time spent on military leave counts as time served on the job for the purposes of calculating seniority and other benefits determined by seniority, such as annual leave accrual rates. Returning employees will be restored to the pay level they would have attained if not for the military service, which will include cost of living adjustments and longevity increases.

11. APPRENTICESHIPS AND PROBATIONARY PERIODS

Any employee who has not completed a probationary period or apprenticeship before taking military leave will be required to serve the remainder of the probationary period, or complete the apprenticeship, upon return to City employment. Once the employee successfully completes the apprenticeship or probationary period, his or her pay and seniority will be adjusted to reflect all pre- and post-service time worked, plus time served in the military.

12. VERIFICATION OF SERVICE

When an employee returns from a military leave of absence of longer than 30 days, agencies should ask the employee to provide documentation to establish that: 1) the reemployment application is timely; 2) the employee has not exceeded the five-year limit on the duration of service (subject to the exceptions provided in USERRA); and 3) the employee's separation from service was not disqualifying.

An agency should not delay reemployment while awaiting verification, but rather should temporarily reinstate the employee until appropriate documentation is received. If documentation is not forthcoming, agencies may contact the employee's military command for assistance.

13. DISCHARGE OF AT-WILL EMPLOYEES

If a service member is reemployed to an at-will position, the agency may not discharge the employee without cause for a period of time, the length of which will depend on how long the employee served in the military. An employee whose military service exceeded 180 days may not be terminated without cause for 1 year. An employee who served for less than 180 days (but

more than 30) may not be terminated, except for cause, for up to 180 days. These protections do not apply when the employee's military service lasts 30 days or less.

14. DISCRIMINATION PROHIBITED

This policy prohibits discrimination against any employee or applicant for employment on the basis of their military status or military obligations. No person will be denied employment, reemployment, promotion, or any benefit of employment on the basis of that membership or service. In addition, no employee or applicant will be subjected to retaliation for having exercised his or her rights under this policy or for having participated in an investigation. Concerns about discrimination or retaliation should be immediately reported to the employing agency's Equal Opportunity Compliance (EOC) Officer or a Human Resources representative.

a **AM-204-11-1**

m Military Leave of Absence Form

Section I: Employee Information

Employee's Full Name

Date of Birth

Agency/Bureau/Division

Job Title

Mailing Address (While on leave)

Mobile Phone

City, State, ZIP Code

Personal Email Address

Section II: Service Information

Date Ordered to Report for Duty

Length of Duty

☐ Military Orders (Attach)

Branch of Service

Military Point of Contact

Phone

Email Address

Section III: Designated Contact

I designate the person below to receive and open correspondence from the City of Baltimore while I am on military leave, and s/he may act on my behalf concerning matters related to my employment.

Name

Relationship

Address

Phone

Section IV: Paid Leave

I request *paid* military leave for:

- ☐ Inactive Duty Training and Drilling (up to 15 working days per year).
- ☐ State Active Duty Service (for service performed by order of the Governor of Maryland in response to a state emergency, as provided in MD. CODE ANN., Public Safety § 13-706).

m Military Leave of Absence Form

Section V: Use of Accrued Leave

Accrued leave (vacation/personal/compensatory) may be used if applied continuously at the start of your military leave.

- ☐ I elect to use all of my accrued leave.
- ☐ I elect to use my accrued leave as indicated below:
  - _____Days _____Hours of Vacation Leave
  - _____Days _____Hours of Personal Leave
  - _____Days _____Hours of Compensatory Leave
- ☐ I elect to retain all accrued leave during my absence for use upon my return.
- ☐ I do not have any accrued leave.

Section VI: Benefit Elections

Check whether to continue City benefits for which you are currently enrolled. Benefits may be cancelled if you fail to make an election or if you do not make timely premium payments. Arrangements for payment must be made through the Employee Benefits Division at 410-396-5830.

	Continue Enrolled	Discontinue	Not
Medical Coverage	☐	☐	☐
Dental Coverage	☐	☐	☐
Prescription Coverage	☐	☐	☐
Vision Coverage	☐	☐	☐
Optional Life Insurance	☐	☐	☐
Accidental Death & Dismemberment (AD&D)	☐	☐	☐
Health Care Flexible Spending Account	☐	☐	☐

Section VII: Employee Verification

I affirm that, to the best of my knowledge, this document contains no false or misleading statements. I authorize the City to contact the appropriate military command to verify the content of this form or to request additional information that may be needed to administer leave and benefits in accordance with City policy (AM-204-11).

_____ _____

Employee Signature Date

a **AM-204-11-2**

m Military Leave Testing Procedures

Fire and Police Department employees who expect to be on military leave during a ranked promotional examination may, before departing for leave, make arrangements to sit for a makeup exam upon their return. Arrangements should be made in advance of leave by contacting the Test Administrator, Department of Human Resources. The Test Administrator will require the candidate to provide the following:

1. A copy of the military orders with a projected return date;

2. A written statement from the employee's military command stating that military service is *required* on the date of the exam and cannot be rescheduled to avoid the conflict; and

3. A signed *Pledge Form*, which precludes the candidate from discussing the exam (or its content) with anyone who takes the exam on the original test date.

Test candidates must provide the Test Administrator with copies of any updated or changed military orders. If subsequent orders eliminate the scheduling conflict, the candidate must sit for the exam on the day it is scheduled and a makeup exam will not be administered.
Eligible candidates may take a makeup examination only upon return to City employment. Exams will *not* be administered to candidates off-site. Candidates returning from military leave will be permitted to take a reasonable amount of time to adjust to reemployment before sitting for the exam.
It is the candidate's responsibility to contact the Test Administrator to schedule the makeup exam, which will be a comparable, alternate form of the original test. The exam will be administered under controlled, monitored conditions by Department of Human Resources staff. Once the makeup exam has been taken and scored, the candidate will be placed on the current list by the ranking that would have been achieved had the candidate taken the test at the time it was originally scheduled.

a **AM-204-11-3**

m Acknowledgement of Military Leave

DATE]
[EMPLOYEE NAME]
[ADDRESS]
[ADDRESS]

Dear [EMPLOYEE NAME]:

This confirms your request for a military leave of absence beginning [DATE]. If you have not already done so, please complete the attached *Military Leave of Absence Form* (*AM-204-11-1*) to indicate your preferences concerning paid leave and benefits and to designate a contact person who can receive mail (and act on your behalf) while you are away. Please complete this form as quickly as possible *before you depart for leave*.

Based on the information we have on file, you may be eligible for the following:

[INCLUDE ALL THAT APPLY]

- Paid military leave for up to fifteen days for inactive duty training. Our records show that you have ____ paid training day(s) left in this fiscal year.

- Paid military leave for state active duty service that is ordered by the Governor of Maryland, in accordance with MD. CODE ANN., Public Safety § 13-706.

- Unpaid military leave once your paid leave elections have been exhausted.

Eligibility for paid leave and/or benefits must be confirmed with your prompt submission of military orders.

You are also permitted (but not required) to use your own accrued personal, vacation, and compensatory leave during your absence. Sick leave may not be used. Accrued leave days will be applied consecutively at the start of the leave period.

If military service is expected to last 30 days or less, your City benefits will continue automatically unless you cancel the coverage. If you wish to continue your City benefits during a longer period of leave, you must elect to continue your coverage on the *Military Leave of Absence Form.* If you fail to make an election, your benefits will be cancelled during leave. Please note that if you decide not to participate in your City health plan during leave, coverage for your dependents will also terminate.

For your convenience, I have attached the following informational materials concerning military

leave:

Military Leave Policy (AM-204-11)
Employee Checklist for Military Deployment (AM-204-11-4)
Continuation of Benefits Fact Sheet (AM-204-11-5)
Military Leave Testing Procedures (AM-204-11-2) [Optional]

Please pay particular attention to the *Employee Checklist*, which outlines some additional steps you should consider taking before you depart.

When you have completed your military service, you should return to City-employment within the time limits mandated by USERRA, which are discussed in Section 9 of the *Military Leave Policy*. Failure to return to work in a timely manner will be considered a resignation from City employment. You are responsible for keeping us informed of any changes to your military orders while on leave, including changes to your release date.

If you have any questions regarding your military leave of absence or require assistance, please do not hesitate to contact [NAME OF HR CONTACT] at [PHONE NUMBER].

Sincerely,

[HR REPRESENTATIVE]

cc: [NAME OF SUPERVISOR]
Employee Benefits Division
[EMPLOYEE RETIREMENT SYSTEM]
[FIRE & POLICE EMPLOYEES' RETIREMENT SYSTEM]
[ELECTED OFFICIALS' RETIREMENT SYSTEM]

a **AM-204-11-4**

m Employee Checklist for Military Deployment

Keep your agency informed – If you are a member of a Guard or Reserve unit, give your supervisor a copy of your annual training schedule as soon as it becomes available. Providing maximum lead time will help your agency accommodate your military activities.

- ☐ Give plenty of notice – As soon as you have notice of a deployment or other military service obligation, notify your supervisor and provide a copy of your orders. Defense Department regulations strongly recommend that service members provide *at least 30 days advance written notice* whenever it is feasible to do so. The failure to provide advance notice may jeopardize your eligibility for reemployment.

- ☐ Complete a *Military Leave of Absence Form* – Before you depart for leave, complete a *Military Leave of Absence Form* (*AM-201-11-1*) and return it to your HR department. The information you provide on the form will help us stay in touch with you while you are on leave. It will also help us administer paid leave and other benefits. If your military obligation is expected to last more than 30 days and you wish to continue your City benefits, *you must make an election on this form*. If you fail to do so, your benefits will be cancelled until you return to City employment.

- ☐ Notify your retirement plan – Let your retirement plan know that you will be taking a leave of absence for military service. Representatives of the plan will advise you on what you need to do to ensure that time spent in military service is counted for pension vesting and accrual purposes. In the case of Fire & Police Employees' Retirement System (F&P) members, the plan must be notified so that your mandatory contributions to the plan can be suspended.

- ☐ Update beneficiary information – Before you leave for active duty military service, contact your retirement and life insurance plans to update your beneficiary designations.

Employee Retirement System	443-984-3200
Fire and Police Employees' Retirement System	410-497-7929 (Option 3)
Elected Officials' Retirement System	443-984-3200
Employee Benefits Division	410-396-5830
Deferred Compensation	877-223-2748

- ☐ Payroll Deductions – The City will continue to process payroll deductions – including wage garnishments, child support payments, and deductions taken for voluntary insurances and the Municipal Employees Credit Union (MECU) – for as long as you remain in pay status and have sufficient funds cover the payments. If you fall out of pay status during military leave,

the City will suspend any deductions. If some or all of your leave will be unpaid, you should make other arrangements payment before you go.

☐ Fire and Police Promotional Examinations – Fire and Police personnel who will not be available to sit for a ranked promotional exam due to military service should review the *Military Leave Testing Procedures* (*AM-201-11-2*) and contact the Test Administrator. You will be allowed to sit for a makeup exam when you return to City employment, provided you complete the necessary paperwork. The Test Administrator can be reached at 410-396-3857.

☐ Keep contact information up-to-date – Keep us advised of your correct permanent and mailing address(es) during leave. Changes in your permanent address may affect your eligibility for certain health plans. In addition, we need a correct mailing address to keep you (or your designated contact) informed of matters related to your employment, including benefits.

☐ Report extensions of orders – Notify your supervisor of any changes to your military orders, including extensions. It is your responsibility to keep us informed of any changes to your expected release date.

m Continuation of Benefits While on Military Leave

If you are taking leave for military service, you should understand what happens to your benefits while you are away. Take a minute to read the information below to understand your benefit options. If you have further questions, you may contact your HR representative for assistance or refer to the appropriate benefit administrator. Please note that all benefit offerings are subject to change from time to time, and the City reserves the right to make changes with or without notice.

Health Insurance

While on military leave, you may continue your City health benefits (including medical, dental, vision, and prescription drug coverage) at the same elections you have now. The City will continue to contribute toward the cost of your coverage for as long as you remain in pay status and for shorter periods of military service (30 days or less).

If your service obligation is expected to last more than 30 days, you are eligible for coverage under TRICARE (http://www.tricare.mil/). You may also continue participation in your City health plan at full cost (without the City contributing toward the premiums) for a maximum of 24 months under the Uniformed Services Employment and Reemployment Rights Act (USERRA). Your USERRA right to continued health coverage is very similar to your right to 18 months of continued coverage under COBRA and will run concurrently with your COBRA rights.

If you decide to cancel your City health benefits during leave, you will be able to reenroll in the same plans you had before when you return to work – with no waiting periods or pre-existing condition exclusions, except for service-connected conditions under certain plans.

Flexible Spending Accounts

You have the option of either suspending or continuing your Healthcare Flexible Spending Account (Healthcare FSA) contributions during military leave. If you decide to suspend contributions, your account will be reinstated when you return to work, provided you return within the same plan year. If you return during a different plan year, you will have 60 days from the date of your return to reenroll. You will have until the end of the plan year run-out period to submit requests for reimbursement. Claims incurred after the date you terminate your Healthcare FSA will not be eligible for reimbursement.

If you decide to continue your Healthcare FSA, contributions to your account will be taken via normal payroll deduction for as long as you remain in pay status. If you enter non-pay status, you will have to make after-tax contributions to your Healthcare FSA in order to remain enrolled. The amount of your contribution may be changed only if you experience a Qualified Life Event. Direct billing for after-tax contributions must be arranged through the Employee Benefits Division.

Qualified reservists who are called to active duty for 180 days or more have the additional option of requesting a taxable distribution of any unused funds. You might consider doing this, for example, if you do not think you will have enough eligible expenses to deplete the balance in your account. Rather than forfeit those funds, you can have the balance returned to you.

Employees on extended, unpaid leaves (including unpaid military leave) may not continue participation in a Dependent Care FSA, but may withdraw their account balance as taxable income.

Life Insurance and AD&D

You may elect to continue your group life insurance coverage during military leave. Under the Optional Life plan, benefits are payable in the event of death resulting from military service. The City's Accidental Death and Dismemberment (AD&D) plan, however, will not pay for death or loss resulting from war or acts of war or from a substantial armed conflict.

If you decide to discontinue your enrollment in one or both of these plans, you will be able to re-enroll for the amount of coverage you had before as long, as you do so within 60 days of your return to active employment. Evidence of insurability will not be required if you apply within this timeframe.

Pension Plans

You will receive service credit for vesting and eligibility purposes for periods of qualified military leave. For members of the Employee Retirement System (ERS) and Elected Officials' Retirement System (EOS), credited service will continue during military leave, provided you qualify for reemployment, return to active City employment within one year of discharge from the military, and provide all required documentation.

If you are a member of the Fire & Police Employees' Retirement System (F&P), you will receive service credit for military leave, with the City making all mandatory employee contributions to the plan during your leave ("military service contributions"), provided you qualify for reemployment, return to work within one year of discharge, and provide all required documentation. Military service contributions are awarded *only* upon retirement from City employment. Employees who separate for other reasons will not receive the benefit of military service contributions.

Under all three plans, a member who dies while performing military service will be treated as if actively employed for the purpose of awarding death benefits. Beneficiaries will be eligible to

receive non-line-of-duty benefits, excluding accruals for time spent in military service.

Deferred Compensation

Contributions to the City's Deferred Compensation Plan cease during military leave once you are no longer in pay status, although you will be able to resume contributions when you return to work. In addition, you will be permitted to make "catch-up" contributions for a period of up to three times the length of your military leave (not to exceed five years).

If you have been called to active duty for more than 179 days, you are eligible to withdraw your contributions from your account without the 10% early withdrawal tax. Upon your return from active duty, you may redeposit any funds that you withdrew, to an IRA, for up to 2 years from the end of active service.

Before You Go…

If you plan to continue your City health benefits and/or life insurance during longer periods of military leave (more than 30 days), you must indicate your benefit elections on a *Military Leave of Absence Form (AM-201-11-1)* and promptly return the form to your HR representative. If you fail to make an election, *your benefits will be terminated*.

Benefit coverage will continue for as long as you make timely premium payments either through payroll deduction (for periods of paid leave) or direct billing (during unpaid leaves). Questions about health and life insurance benefits should be directed to the Employee Benefits Division at 410-396-5830.

Before you depart, you should also notify your retirement plan and update your beneficiary designations. A plan representative will also advise you on the steps you need to take to ensure that the time you spend performing military service is counted for vesting and accrual purposes.

Employee Retirement System.....443-984-3200
Fire and Police Employees' Retirement System.....410-497-7929 (Option 3)
Elected Officials' Retirement System.....443-984-3200

m *Agency HR Checklist*

☐ Acknowledge the Leave Request – Within 24 hours of receiving notice that an employee will be taking military leave, send the employee an *Acknowledgement of Military Leave* (*AM-204-11-3*) and attach copies of the following:

Military Leave Policy (AM-204-11)
Military Leave of Absence Form (AM-204-11-1)
Employee Checklist for Military Deployment (AM-204-11-4)
Continuation of Benefits While on Military Leave Fact Sheet (AM-204-11-5)
Military Leave Testing Procedures (AM-204-11-2) [Optional]

These documents, and fillable forms and letters, are available electronically in the "HR Tools" section of the Department of Human Resources' intranet site.

☐ Follow-up with the Employee – Encourage employees to return the *Military Leave of Absence Form* as soon as possible, preferably before they depart for leave. Offer the employee reminders as necessary. In the case of a short-notice deployment, work with the employee (or a designated contact or proxy) to gather the information requested on the form.

☐ Determine Eligibility for Paid Leave and Benefits – Review the employee's military orders to verify the employee's eligibility for paid leave and City-subsidized health benefits.

- ☐ Inactive Duty Training. Confirm that the leave will be used for inactive duty training and drilling. Use E-Time to determine how many paid training days the employee already used during the fiscal year and authorize use of the remaining balance (up to 15 days).

- ☐ State Active Duty Service. Paid leave for "state active duty service" should be authorized only when a member of the Maryland militia (*e.g.* the Maryland National Guard, the Maryland Air National Guard, the Inactive National Guard, or the Maryland Defense force) is ordered to active duty service *by the Governor of Maryland*. Such orders are relatively rare and typically stem from a natural disaster or other public crisis within the state. An order issued "with the consent of the Governor" is not a state active duty order.

If the employee's eligibility for paid leave and/or benefits it is not clear from the face of the orders, the agency should contact the employee's military command to request clarification. Ultimately, it is the employee's responsibility to ensure the agency receives adequate documentation to verify eligibility.

m *Agency HR Checklist*

All paid leave requests must be approved by the Department of Human Resources.

☐ Notify the Employee's Retirement Plan – Send a copy of the employee's *Acknowledgment of Military Leave* letter to the employee's retirement plan (*e.g.* Employee Retirement System (ERS), Fire and Police Employees' Retirement System (F&P), or the Elected Officials' Retirement System (EOS)). Notification is necessary to ensure that time spent in the military is counted for pension vesting and accrual purposes. In the case of Fire & Police Employees' Retirement System (F&P) members, the employee's mandatory contributions to the plan must be suspended during leave, as is required under the plan.

☐ Notify the *Employee Benefits Division* – As soon as the employee returns the *Military Leave of Absence Form*, forward a copy to the Employee Benefits Division, Department of Human Resources so that the employee's benefit elections can be processed.

☐ Provide an HR Contact – The agency's HR department should assign the employee an HR point-of-contact so that the employee and/or a family member can call with questions during the leave.

☐ Secure City Property and Resources – Before an employee departs for a longer period of military service (such as an active duty deployment), collect all City property in the employee's possession, including: vehicles, keys, access cards, credit cards, pagers, cell phones, radios, laptops, cameras, parking passes, fuel cards, City Driver Permits, uniforms, tools, equipment, and City files and records.

Retrieve any City funds held by the employee, such as petty cash, and change security codes as necessary. Agencies should also disable the employee's access to City e-mail accounts by logging on to https://cob/moit/acct/.

☐ Processing Leave in HRIS and E-Time – As soon as the employee departs for military leave, change the department locator to "MIL." Timekeepers will track the employee in E-Time using the following pay codes:

Military – Accrued Vacation
Military – Accrued Personal
Military – Accrued Comp Time
Military – Paid Training
Military – Paid State Active Duty

Military – Unpaid Leave

The first three codes should be used while the employee uses accrued vacation, personal or compensatory leave. The "Military – Paid Training" code should be used when an employee is on military leave for training. The "Military – Paid State Active Duty" code should be used on the relatively rare occasion when an employee has been called to active duty service by the Governor of Maryland.

When all paid and/or accrued leave elections have been exhausted, timekeepers should use the "Military – Unpaid Leave" code.

UPON RETURN FROM MILITARY LEAVE

☐ Verify Military Service – When an employee returns from a military leave of absence of longer than 30 days, ask the employee to provide documentation to establish that: 1) the reemployment application is timely; 2) the employee has not exceeded the five-year limit on the duration of service; and 3) the employee's separation from service was not disqualifying.

Do not delay reemployment while awaiting verification. Temporarily reinstate the employee until documentation is received. If documentation is not forthcoming, contact the employee's military unit for assistance.

☐ Determine Eligibility for Reemployment – The employee must be eligible for reemployment under Section 9 of the *Military Leave Policy*, which requires the following:

- ☐ The employee gave advance notice of the need to take military leave, absent extenuating circumstances;
- ☐ The employee's cumulative years of military service does not exceed five years, subject to the exceptions outlined in the USERRA regulations at 20 C.F.R. §1002.103;
- ☐ The employee did not separate from the military with a dishonorable or bad conduct discharge, by court martial, or under "other than honorable conditions"; and
- ☐ The employee reported back to work or applied for reemployment within the appropriate time constraints:

- ☐ Military leave less than 30 days (including fitness-for-service exams) – No later than the first regularly scheduled workday that starts at least 8 hours after the person's return home from military service.

- ☐ Military leave between 31 and 180 days – No later than 14 calendar days after completing military service.

- ☐ Military leave greater than 180 days – No later than 90 calendar days following the completion of military service.

- ☐ Following a Service-Connected Injury – No later than two years following completion of service.

☐ Notification of Reemployment – Once the employee has been restored to City employment, complete a *Reemployment Notification Form* (*AM-201-11-6*) and forward it to:

- ☐ Employee Benefits Division
- ☐ Central Payroll Division
- ☐ The employee's retirement plan (ERS/F&P/EOS)

a **AM-204-11-7**

m Reemployment Notification Form

Section I: Employee Information

Employee's Full Name

Date of Birth

Agency/Bureau/Division

Job Title

Street Address

Phone

City, State, ZIP Code

Section II: Service Information

Date Military Service Began

Return to Work Date

Branch of Service

☐ Discharge Papers (Attach)

Section III: Notification

A copy of this form will be forwarded to the following:

☐ Employee Benefits Division

☐ Fire & Police Employees' Retirement System (F&P)

☐ Central Payroll

☐ Elected Officials' Retirement System (EOS)

☐ Employee Retirement System (ERS)

Agency Human Resources Director

Date

a **AM-204-11-1**

m Military Leave of Absence Form

Section I: Employee Information

Employee's Full Name

Date of Birth

Agency/Bureau/Division

Job Title

Mailing Address (While on leave)

Mobile Phone

City, State, ZIP Code

Personal Email Address

Section II: Service Information

Date Ordered to Report for Duty

Length of Duty

☐ Military Orders (Attach)

Branch of Service

Military Point of Contact

Phone

Email Address

Section III: Designated Contact

I designate the person below to receive and open correspondence from the City of Baltimore while I am on military leave, and s/he may act on my behalf concerning matters related to my employment.

Name

Relationship

Address

Phone

Section IV: Paid Leave

I request *paid* military leave for:

- ☐ Inactive Duty Training and Drilling (up to 15 working days per year).
- ☐ State Active Duty Service (for service performed by order of the Governor of Maryland in response to a state emergency, as provided in MD. CODE ANN., Public Safety § 13-706).

m Military Leave of Absence Form

Section V: Use of Accrued Leave

Accrued leave (vacation/personal/compensatory) may be used if applied continuously at the start of your military leave.

- ☐ I elect to use all of my accrued leave.
- ☐ I elect to use my accrued leave as indicated below:
  - _____Days _____Hours of Vacation Leave
  - _____Days _____Hours of Personal Leave
  - _____Days _____Hours of Compensatory Leave
- ☐ I elect to retain all accrued leave during my absence for use upon my return.
- ☐ I do not have any accrued leave.

Section VI: Benefit Elections

Check whether to continue City benefits for which you are currently enrolled. Benefits may be cancelled if you fail to make an election or if you do not make timely premium payments. Arrangements for payment must be made through the Employee Benefits Division at 410-396-5830.

	Continue Enrolled	Discontinue	Not
Medical Coverage	☐	☐	☐
Dental Coverage	☐	☐	☐
Prescription Coverage	☐	☐	☐
Vision Coverage	☐	☐	☐
Optional Life Insurance	☐	☐	☐
Accidental Death & Dismemberment (AD&D)	☐	☐	☐
Health Care Flexible Spending Account	☐	☐	☐

Section VII: Employee Verification

I affirm that, to the best of my knowledge, this document contains no false or misleading statements. I authorize the City to contact the appropriate military command to verify the content of this form or to request additional information that may be needed to administer leave and benefits in accordance with City policy (AM-204-11).

_____ _____

Employee Signature Date

m Military Leave Testing Procedures

Fire and Police Department employees who expect to be on military leave during a ranked promotional examination may, before departing for leave, make arrangements to sit for a makeup exam upon their return. Arrangements should be made in advance of leave by contacting the Test Administrator, Department of Human Resources. The Test Administrator will require the candidate to provide the following:

1. A copy of the military orders with a projected return date;

2. A written statement from the employee's military command stating that military service is *required* on the date of the exam and cannot be rescheduled to avoid the conflict; and

3. A signed *Pledge Form*, which precludes the candidate from discussing the exam (or its content) with anyone who takes the exam on the original test date.

Test candidates must provide the Test Administrator with copies of any updated or changed military orders. If subsequent orders eliminate the scheduling conflict, the candidate must sit for the exam on the day it is scheduled and a makeup exam will not be administered.
Eligible candidates may take a makeup examination only upon return to City employment. Exams will *not* be administered to candidates off-site. Candidates returning from military leave will be permitted to take a reasonable amount of time to adjust to reemployment before sitting for the exam.
It is the candidate's responsibility to contact the Test Administrator to schedule the makeup exam, which will be a comparable, alternate form of the original test. The exam will be administered under controlled, monitored conditions by Department of Human Resources staff. Once the makeup exam has been taken and scored, the candidate will be placed on the current list by the ranking that would have been achieved had the candidate taken the test at the time it was originally scheduled.

m Acknowledgement of Military Leave

DATE]
[EMPLOYEE NAME]
[ADDRESS]
[ADDRESS]

Dear [EMPLOYEE NAME]:

This confirms your request for a military leave of absence beginning [DATE]. If you have not already done so, please complete the attached *Military Leave of Absence Form* (*AM-204-11-1*) to indicate your preferences concerning paid leave and benefits and to designate a contact person who can receive mail (and act on your behalf) while you are away. Please complete this form as quickly as possible *before you depart for leave*.

Based on the information we have on file, you may be eligible for the following:

[INCLUDE ALL THAT APPLY]

- Paid military leave for up to fifteen days for inactive duty training. Our records show that you have ____ paid training day(s) left in this fiscal year.

- Paid military leave for state active duty service that is ordered by the Governor of Maryland, in accordance with MD. CODE ANN., Public Safety § 13-706.

- Unpaid military leave once your paid leave elections have been exhausted.

Eligibility for paid leave and/or benefits must be confirmed with your prompt submission of military orders.

You are also permitted (but not required) to use your own accrued personal, vacation, and compensatory leave during your absence. Sick leave may not be used. Accrued leave days will be applied consecutively at the start of the leave period.

If military service is expected to last 30 days or less, your City benefits will continue automatically unless you cancel the coverage. If you wish to continue your City benefits during a longer period of leave, you must elect to continue your coverage on the *Military Leave of Absence Form.* If you fail to make an election, your benefits will be cancelled during leave. Please note that if you decide not to participate in your City health plan during leave, coverage for your dependents will also terminate.

For your convenience, I have attached the following informational materials concerning military

leave:

Military Leave Policy (AM-204-11)
Employee Checklist for Military Deployment (AM-204-11-4)
Continuation of Benefits Fact Sheet (AM-204-11-5)
Military Leave Testing Procedures (AM-204-11-2) [Optional]

Please pay particular attention to the *Employee Checklist*, which outlines some additional steps you should consider taking before you depart.

When you have completed your military service, you should return to City-employment within the time limits mandated by USERRA, which are discussed in Section 9 of the *Military Leave Policy*. Failure to return to work in a timely manner will be considered a resignation from City employment. You are responsible for keeping us informed of any changes to your military orders while on leave, including changes to your release date.

If you have any questions regarding your military leave of absence or require assistance, please do not hesitate to contact [NAME OF HR CONTACT] at [PHONE NUMBER].

Sincerely,

[HR REPRESENTATIVE]

cc: [NAME OF SUPERVISOR]
Employee Benefits Division
[EMPLOYEE RETIREMENT SYSTEM]
[FIRE & POLICE EMPLOYEES' RETIREMENT SYSTEM]
[ELECTED OFFICIALS' RETIREMENT SYSTEM]

a **AM-204-11-4**

m Employee Checklist for Military Deployment

Keep your agency informed – If you are a member of a Guard or Reserve unit, give your supervisor a copy of your annual training schedule as soon as it becomes available. Providing maximum lead time will help your agency accommodate your military activities.

☐ Give plenty of notice – As soon as you have notice of a deployment or other military service obligation, notify your supervisor and provide a copy of your orders. Defense Department regulations strongly recommend that service members provide *at least 30 days advance written notice* whenever it is feasible to do so. The failure to provide advance notice may jeopardize your eligibility for reemployment.

☐ Complete a *Military Leave of Absence Form* – Before you depart for leave, complete a *Military Leave of Absence Form* (*AM-201-11-1*) and return it to your HR department. The information you provide on the form will help us stay in touch with you while you are on leave. It will also help us administer paid leave and other benefits. If your military obligation is expected to last more than 30 days and you wish to continue your City benefits, *you must make an election on this form*. If you fail to do so, your benefits will be cancelled until you return to City employment.

☐ Notify your retirement plan – Let your retirement plan know that you will be taking a leave of absence for military service. Representatives of the plan will advise you on what you need to do to ensure that time spent in military service is counted for pension vesting and accrual purposes. In the case of Fire & Police Employees' Retirement System (F&P) members, the plan must be notified so that your mandatory contributions to the plan can be suspended.

☐ Update beneficiary information – Before you leave for active duty military service, contact your retirement and life insurance plans to update your beneficiary designations.

Employee Retirement System	443-984-3200
Fire and Police Employees' Retirement System	410-497-7929 (Option 3)
Elected Officials' Retirement System	443-984-3200
Employee Benefits Division	410-396-5830
Deferred Compensation	877-223-2748

☐ Payroll Deductions – The City will continue to process payroll deductions – including wage garnishments, child support payments, and deductions taken for voluntary insurances and the Municipal Employees Credit Union (MECU) – for as long as you remain in pay status and have sufficient funds cover the payments. If you fall out of pay status during military leave,

the City will suspend any deductions. If some or all of your leave will be unpaid, you should make other arrangements payment before you go.

☐ Fire and Police Promotional Examinations – Fire and Police personnel who will not be available to sit for a ranked promotional exam due to military service should review the *Military Leave Testing Procedures* (*AM-201-11-2*) and contact the Test Administrator. You will be allowed to sit for a makeup exam when you return to City employment, provided you complete the necessary paperwork. The Test Administrator can be reached at 410-396-3857.

☐ Keep contact information up-to-date – Keep us advised of your correct permanent and mailing address(es) during leave. Changes in your permanent address may affect your eligibility for certain health plans. In addition, we need a correct mailing address to keep you (or your designated contact) informed of matters related to your employment, including benefits.

☐ Report extensions of orders – Notify your supervisor of any changes to your military orders, including extensions. It is your responsibility to keep us informed of any changes to your expected release date.

m Continuation of Benefits While on Military Leave

If you are taking leave for military service, you should understand what happens to your benefits while you are away. Take a minute to read the information below to understand your benefit options. If you have further questions, you may contact your HR representative for assistance or refer to the appropriate benefit administrator. Please note that all benefit offerings are subject to change from time to time, and the City reserves the right to make changes with or without notice.

Health Insurance

While on military leave, you may continue your City health benefits (including medical, dental, vision, and prescription drug coverage) at the same elections you have now. The City will continue to contribute toward the cost of your coverage for as long as you remain in pay status and for shorter periods of military service (30 days or less).

If your service obligation is expected to last more than 30 days, you are eligible for coverage under TRICARE (http://www.tricare.mil/). You may also continue participation in your City health plan at full cost (without the City contributing toward the premiums) for a maximum of 24 months under the Uniformed Services Employment and Reemployment Rights Act (USERRA). Your USERRA right to continued health coverage is very similar to your right to 18 months of continued coverage under COBRA and will run concurrently with your COBRA rights.

If you decide to cancel your City health benefits during leave, you will be able to reenroll in the same plans you had before when you return to work – with no waiting periods or pre-existing condition exclusions, except for service-connected conditions under certain plans.

Flexible Spending Accounts

You have the option of either suspending or continuing your Healthcare Flexible Spending Account (Healthcare FSA) contributions during military leave. If you decide to suspend contributions, your account will be reinstated when you return to work, provided you return within the same plan year. If you return during a different plan year, you will have 60 days from the date of your return to reenroll. You will have until the end of the plan year run-out period to submit requests for reimbursement. Claims incurred after the date you terminate your Healthcare FSA will not be eligible for reimbursement.

If you decide to continue your Healthcare FSA, contributions to your account will be taken via normal payroll deduction for as long as you remain in pay status. If you enter non-pay status, you will have to make after-tax contributions to your Healthcare FSA in order to remain enrolled. The amount of your contribution may be changed only if you experience a Qualified Life Event. Direct billing for after-tax contributions must be arranged through the Employee Benefits Division.

Qualified reservists who are called to active duty for 180 days or more have the additional option of requesting a taxable distribution of any unused funds. You might consider doing this, for example, if you do not think you will have enough eligible expenses to deplete the balance in your account. Rather than forfeit those funds, you can have the balance returned to you.

Employees on extended, unpaid leaves (including unpaid military leave) may not continue participation in a Dependent Care FSA, but may withdraw their account balance as taxable income.

Life Insurance and AD&D

You may elect to continue your group life insurance coverage during military leave. Under the Optional Life plan, benefits are payable in the event of death resulting from military service. The City's Accidental Death and Dismemberment (AD&D) plan, however, will not pay for death or loss resulting from war or acts of war or from a substantial armed conflict.

If you decide to discontinue your enrollment in one or both of these plans, you will be able to re-enroll for the amount of coverage you had before as long, as you do so within 60 days of your return to active employment. Evidence of insurability will not be required if you apply within this timeframe.

Pension Plans

You will receive service credit for vesting and eligibility purposes for periods of qualified military leave. For members of the Employee Retirement System (ERS) and Elected Officials' Retirement System (EOS), credited service will continue during military leave, provided you qualify for reemployment, return to active City employment within one year of discharge from the military, and provide all required documentation.

If you are a member of the Fire & Police Employees' Retirement System (F&P), you will receive service credit for military leave, with the City making all mandatory employee contributions to the plan during your leave ("military service contributions"), provided you qualify for reemployment, return to work within one year of discharge, and provide all required documentation. Military service contributions are awarded *only* upon retirement from City employment. Employees who separate for other reasons will not receive the benefit of military service contributions.

Under all three plans, a member who dies while performing military service will be treated as if actively employed for the purpose of awarding death benefits. Beneficiaries will be eligible to

receive non-line-of-duty benefits, excluding accruals for time spent in military service.

Deferred Compensation

Contributions to the City's Deferred Compensation Plan cease during military leave once you are no longer in pay status, although you will be able to resume contributions when you return to work. In addition, you will be permitted to make "catch-up" contributions for a period of up to three times the length of your military leave (not to exceed five years).

If you have been called to active duty for more than 179 days, you are eligible to withdraw your contributions from your account without the 10% early withdrawal tax. Upon your return from active duty, you may redeposit any funds that you withdrew, to an IRA, for up to 2 years from the end of active service.

Before You Go…

If you plan to continue your City health benefits and/or life insurance during longer periods of military leave (more than 30 days), you must indicate your benefit elections on a *Military Leave of Absence Form (AM-201-11-1)* and promptly return the form to your HR representative. If you fail to make an election, *your benefits will be terminated*.

Benefit coverage will continue for as long as you make timely premium payments either through payroll deduction (for periods of paid leave) or direct billing (during unpaid leaves). Questions about health and life insurance benefits should be directed to the Employee Benefits Division at 410-396-5830.

Before you depart, you should also notify your retirement plan and update your beneficiary designations. A plan representative will also advise you on the steps you need to take to ensure that the time you spend performing military service is counted for vesting and accrual purposes.

Employee Retirement System.....443-984-3200
Fire and Police Employees' Retirement System.....410-497-7929 (Option 3)
Elected Officials' Retirement System.....443-984-3200

m *Agency HR Checklist*

☐ Acknowledge the Leave Request – Within 24 hours of receiving notice that an employee will be taking military leave, send the employee an *Acknowledgement of Military Leave* (*AM-204-11-3*) and attach copies of the following:

Military Leave Policy (AM-204-11)
Military Leave of Absence Form (AM-204-11-1)
Employee Checklist for Military Deployment (AM-204-11-4)
Continuation of Benefits While on Military Leave Fact Sheet (AM-204-11-5)
Military Leave Testing Procedures (AM-204-11-2) [Optional]

These documents, and fillable forms and letters, are available electronically in the "HR Tools" section of the Department of Human Resources' intranet site.

☐ Follow-up with the Employee – Encourage employees to return the *Military Leave of Absence Form* as soon as possible, preferably before they depart for leave. Offer the employee reminders as necessary. In the case of a short-notice deployment, work with the employee (or a designated contact or proxy) to gather the information requested on the form.

☐ Determine Eligibility for Paid Leave and Benefits – Review the employee's military orders to verify the employee's eligibility for paid leave and City-subsidized health benefits.

- ☐ Inactive Duty Training. Confirm that the leave will be used for inactive duty training and drilling. Use E-Time to determine how many paid training days the employee already used during the fiscal year and authorize use of the remaining balance (up to 15 days).

- ☐ State Active Duty Service. Paid leave for "state active duty service" should be authorized only when a member of the Maryland militia (*e.g.* the Maryland National Guard, the Maryland Air National Guard, the Inactive National Guard, or the Maryland Defense force) is ordered to active duty service *by the Governor of Maryland*. Such orders are relatively rare and typically stem from a natural disaster or other public crisis within the state. An order issued "with the consent of the Governor" is not a state active duty order.

If the employee's eligibility for paid leave and/or benefits it is not clear from the face of the orders, the agency should contact the employee's military command to request clarification. Ultimately, it is the employee's responsibility to ensure the agency receives adequate documentation to verify eligibility.

m *Agency HR Checklist*

All paid leave requests must be approved by the Department of Human Resources.

☐ Notify the Employee's Retirement Plan – Send a copy of the employee's *Acknowledgment of Military Leave* letter to the employee's retirement plan (*e.g.* Employee Retirement System (ERS), Fire and Police Employees' Retirement System (F&P), or the Elected Officials' Retirement System (EOS)). Notification is necessary to ensure that time spent in the military is counted for pension vesting and accrual purposes. In the case of Fire & Police Employees' Retirement System (F&P) members, the employee's mandatory contributions to the plan must be suspended during leave, as is required under the plan.

☐ Notify the *Employee Benefits Division* – As soon as the employee returns the *Military Leave of Absence Form*, forward a copy to the Employee Benefits Division, Department of Human Resources so that the employee's benefit elections can be processed.

☐ Provide an HR Contact – The agency's HR department should assign the employee an HR point-of-contact so that the employee and/or a family member can call with questions during the leave.

☐ Secure City Property and Resources – Before an employee departs for a longer period of military service (such as an active duty deployment), collect all City property in the employee's possession, including: vehicles, keys, access cards, credit cards, pagers, cell phones, radios, laptops, cameras, parking passes, fuel cards, City Driver Permits, uniforms, tools, equipment, and City files and records.

Retrieve any City funds held by the employee, such as petty cash, and change security codes as necessary. Agencies should also disable the employee's access to City e-mail accounts by logging on to https://cob/moit/acct/.

☐ Processing Leave in HRIS and E-Time – As soon as the employee departs for military leave, change the department locator to "MIL." Timekeepers will track the employee in E-Time using the following pay codes:

Military – Accrued Vacation
Military – Accrued Personal
Military – Accrued Comp Time
Military – Paid Training
Military – Paid State Active Duty

Military – Unpaid Leave

The first three codes should be used while the employee uses accrued vacation, personal or compensatory leave. The "Military – Paid Training" code should be used when an employee is on military leave for training. The "Military – Paid State Active Duty" code should be used on the relatively rare occasion when an employee has been called to active duty service by the Governor of Maryland.

When all paid and/or accrued leave elections have been exhausted, timekeepers should use the "Military – Unpaid Leave" code.

UPON RETURN FROM MILITARY LEAVE

☐ Verify Military Service – When an employee returns from a military leave of absence of longer than 30 days, ask the employee to provide documentation to establish that: 1) the reemployment application is timely; 2) the employee has not exceeded the five-year limit on the duration of service; and 3) the employee's separation from service was not disqualifying.

Do not delay reemployment while awaiting verification. Temporarily reinstate the employee until documentation is received. If documentation is not forthcoming, contact the employee's military unit for assistance.

☐ Determine Eligibility for Reemployment – The employee must be eligible for reemployment under Section 9 of the *Military Leave Policy*, which requires the following:

- ☐ The employee gave advance notice of the need to take military leave, absent extenuating circumstances;
- ☐ The employee's cumulative years of military service does not exceed five years, subject to the exceptions outlined in the USERRA regulations at 20 C.F.R. §1002.103;
- ☐ The employee did not separate from the military with a dishonorable or bad conduct discharge, by court martial, or under "other than honorable conditions"; and
- ☐ The employee reported back to work or applied for reemployment within the appropriate time constraints:

- ☐ Military leave less than 30 days (including fitness-for-service exams) – No later than the first regularly scheduled workday that starts at least 8 hours after the person's return home from military service.

- ☐ Military leave between 31 and 180 days – No later than 14 calendar days after completing military service.

- ☐ Military leave greater than 180 days – No later than 90 calendar days following the completion of military service.

- ☐ Following a Service-Connected Injury – No later than two years following completion of service.

☐ Notification of Reemployment – Once the employee has been restored to City employment, complete a *Reemployment Notification Form* (*AM-201-11-6*) and forward it to:

- ☐ Employee Benefits Division
- ☐ Central Payroll Division
- ☐ The employee's retirement plan (ERS/F&P/EOS)

a **AM-204-11-7**

m Reemployment Notification Form

Section I: Employee Information

Employee's Full Name

Date of Birth

Agency/Bureau/Division

Job Title

Street Address

Phone

City, State, ZIP Code

Section II: Service Information

Date Military Service Began

Return to Work Date

☐ Discharge Papers (Attach)

Branch of Service

Section III: Notification

A copy of this form will be forwarded to the following:

☐ Employee Benefits Division

☐ Fire & Police Employees' Retirement System (F&P)

☐ Central Payroll (EOS)

☐ Elected Officials' Retirement System

☐ Employee Retirement System (ERS)

Agency Human Resources Director

Date

m *Length of Service*

SCOPE

Guidelines for the calculation of length of service or creditable service are set forth in this policy. This policy, however, does not apply to the calculation of Employees' Retirement System service that is defined in Article 22 of the Baltimore City Code. Length of service as a City employee is a factor in the administration of many personnel policies, e.g., vacation leave, level movements, longevity calculations and layoffs. An employee's length of service is calculated from the date of appointment as a permanent employee providing the employee has completed a satisfactory probationary period. A claim for prior creditable service upon reinstatement or subsequent employment (within one year from date of separation) must be made within eighteen (18) months of the reentry date by the employee to the hiring department.

EXCEPTION

When an employee is appointed as "permanent," the employee may claim continuous service to the earliest date of temporary/provisional appointment provided: 1) the permanent appointment is in the same class as the prior temporary/provisional appointment; 2) there is no break in service; and 3) the required probationary period has been satisfied.

PRIOR SERVICE

Prior City employment may be considered as creditable service if the employee was a permanent employee who:

- Was laid-off due to lack of work or funds and was subsequently re-hired within one (1) year of the layoff;
- Was granted a leave of absence without pay in accordance with AM-208-1 and was reinstated within 10 days of the expiration of an approved leave of absence;
- Was rehired to City government employment in accordance with AM-213-1, Part I or Part II.

Prior service, as applicable, will be credited by an adjustment to the original entry date.

RELATED DOCUMENTS

AM-205-8 LAYOFF OF EMPLOYEES IN CIVIL SERVICE CLASSES

AM-208-1 LEAVE OF ABSENCE WITHOUT PAY

AM-213-1, Part I REINSTATEMENT

AM-213-1, Part II SUBSEQUENT EMPLOYMENT

AM-232-1 PERMANENT POSITIONS AND EMPLOYEES

a **AM-204-13**

m Time-Off by Executive Order

SCOPE

This policy concerns those rules applicable to employees required to work when time-off has been granted by the Mayor in an appropriate Executive Order. Under FLSA guidelines, non-exempt employees shall have the ability to receive overtime compensation as a cash payment or as compensatory time subject to the accumulation cap of 240 hours. Eligible employees in the Police Department shall receive cash payment only. Exempt employees shall follow the City overtime policy. Depending on the requirements of current negotiated agreements, certain City employees may not be eligible to receive overtime rates of pay until 40 hours of work have been completed at straight time within a given week.

NON-EXEMPT EMPLOYEES

When time-off is granted by order of the Mayor, non-exempt employees required to work will receive their normal pay for the day plus overtime pay at the rate of one and one-half (1 ½) times their normal/straight rate of pay for each hour worked. If an employee works longer than the normal workday, they shall be paid double time for each hour worked in excess of their normal workday.

EXEMPT EMPLOYEES

When an employee is not entitled to overtime pay and he is required to work, he will receive his normal pay for the day plus compensatory time for each hour worked.

PAYROLL PROVISIONS

If an employee's regular day off falls on a day when executive time-off is declared, he will not be allowed additional time-off, additional pay or compensatory time.

An employee scheduled to be on leave when executive time-off is declared in advance of the fact, will not be charged leave for that day. However, if an employee is on leave on a day when early closing by Executive Order is declared, he shall be charged a full day of leave for the day.

RELATED POLICY

AM-204-22	Inclement Weather
AM-205-2	Overtime and Call Back Work

a **AM-204-14**

m *Sick Leave*

SCOPE

This policy concerns the eligibility, use and accrual rate for City sick leave benefits. A sick leave day can be earned and accrued by a permanent full-time or permanent part-time employee who has been in pay status at any time during the payroll period containing the employee's monthly anniversary date. Temporary employees to include provisional employees are not eligible to earn sick leave. Use of sick leave will be denied if it is found to be abused by the employee. Employees who abuse sick leave are subject to appropriate disciplinary action.

ACCRUAL RATE

Different accrual rates exist for eligible City employees.

- Full-Time Permanent Employees: 1 day of sick leave is accrued for each completed full month of active service.
- Part-Time Permanent Employees: 1 day of sick leave is accrued upon completion of 160 hours of active service.

There is no limit on the number of sick leave days that an eligible employee may accumulate.

LEAVE RETENTION

Accumulated sick leave may be retained by permanent full-time and permanent part-time employees who:

- Transfer from one agency or position to another agency or position in the classified service with no break in service;
- Are laid-off due to lack of work or funds and are subsequently rehired; or
- Are granted a leave of absence without pay in accordance with AM-208-1 and are subsequently reinstated within 10 days of the expiration of such leave.

USE

Accumulated sick leave days may be used by employees who are required to be absent from duty because of personal sickness whether physical or mental, injury, or prenatal or postnatal disability. An employee who is conscientiously seeking treatment for alcoholism or drug abuse shall receive the same consideration for the use of sick leave as an employee with another type of illness.

In accordance with the City's FAMILY AND MEDICAL LEAVE Policy (AM-203-2), the use of sick leave is appropriate for child care purposes only when the Division of Occupational Medicine,

Department of Personnel can certify that the employee's child has a highly contagious disease requiring quarantine, isolation, and restrictions.

Also in accordance with the Family and Medical Leave Policy (AM-203-2, dated 1/22/97), paid leave, including no more than five (5) accrued sick leave days may be used within a 12 month period for adoption and/or foster care placement.

Sick leave may be taken in increments of 45 minutes by eligible employees. However, the payroll markings for eligible employees will vary according to the designated representation code of the employee's position.

Employees must notify their supervisor as early as possible on the first day of illness preferably prior to the start of the work shift and at such intervals as specified by the supervisor until the employee is able to return to work. All use of sick leave is subject to verification, including periodic examination by Division of Occupational Medicine, Department of Personnel.

PAYROLL MARKINGS

Employees scheduled to work on a holiday and who call in sick will be charged sick leave on that day. Failure of the employee to call in sick will result in full loss of pay for the day. However, if an employee is already on sick leave when the holiday occurs, the employee will not be charged sick leave for the holiday.

A payroll marking of sick on a day of inclement weather, as defined in AM-204-22, will not be honored unless: (1) a medical certificate is presented; or (2) the illness is verified by the appropriate supervisor; or (3) the illness is continued for several days before and/or after the day of inclement weather.

PAYMENT/CONVERSION

Pay for sick days is based on the employee's regular rate of pay. Upon termination of employment, employees will, under certain conditions, be paid for a portion of unused accumulated sick leave in accordance with the City's policy on SEPARATION AND PAYMENT AT TERMINATION (AM-205-7).

RELATED LEAVE ACCUMULATION

While in sick leave status, an employee is considered to be in active pay status provided the individual has accumulated time to cover the period of incapacitation. The employee, therefore, continues to accumulate sick leave and other types of leave for which he/she is eligible.

EXTENDED SICK LEAVE

An employee who remains incapacitated for work after using all accumulated sick, vacation, compensatory, and personal leave may request extended sick leave with pay. The agency-designated officer/supervisor must be consulted to initiate such a request of the Department of Personnel.

RETURN TO WORK

Agency heads shall notify the Division of Occupational Medicine, Department of Personnel of any employee who has been on sick leave for more than 60 calendar days. The Division shall monitor the case and provide advice on the Americans with Disabilities Act requirements, reasonable accommodations and procedures for returning the employee to full-time work as quickly as possible.

Employees who have had an illness or injury which requires restricted duty upon returning to work must report to the Division of Occupational Medicine immediately upon return to work only if the period of absence and the period of restricted duty combined last for more than 21 work days. For example, if an employee is on sick leave for three weeks and is placed on restricted duty for an additional two weeks by the employee's personal physician, the employee must report to the City clinic immediately upon returning to work from sick leave. In such instances, the employee must present the appropriate medical certificate from the treating physician regarding the incapacitation and restriction.

PAY BACK PROVISION

City employees with at least three (3) years of service and who are unable to return to work after all of their accrued sick leave, vacation leave, personal leave and compensatory time have been exhausted may request extended leave with pay. If granted and upon return to work, certain City employees receiving this benefit are requested to reimburse the City for one-half of the extended sick leave days granted. This pay back provision shall be implemented after the affected employee has accumulated 10 sick leave days.

The employee must consult the Department of Personnel or the appropriate designated personnel officer in the agency of assignment for details regarding the required process to request such

leave, the formula used to calculate extended sick leave, the appeal procedures and the pay back provisions, if any.

Upon reemployment from a layoff, the employee will be credited with sick leave, which was not converted, to cash at the time of layoff in accordance with AM-205-9.

In the case of reinstatement from a voluntary resignation, the unpaid sick leave balance will be restored in accordance with AM-213-1. Sick leave for which he/she was paid at the time of separation may not be repurchased.

RELATED POLICIES

AM-203-2 FAMILY AND MEDICAL LEAVE

AM-204-15 EXTENDED SICK LEAVE

AM-204-22 INCLEMENT WEATHER

AM-205-7 SEPARATION AND PAYMENT AT TERMINATION

AM-205-9 REHIRING IN A CIVIL SERVICE CLASS AFTER LAYOFF

AM-205-12 SICK LEAVE CONVERSION

AM-208-1 LEAVE OF ABSENCE WITHOUT PAY

AM-213-1-1 REINSTATEMENT FOLLOWING SEPARATION FROM CITY SERVICE

Extended Sick Leave

SCOPE

An employee who is unable to return to work due to a non-job related injury, personal illness or disability, may request extended sick leave with pay from his agency head. To be eligible for extended sick leave, an employee must have used all accumulated sick, vacation, compensatory, and personal leave. The Civil Service Commission is responsible for processing and reviewing requests of EXTENDED SICK LEAVE regardless of whether the employee serves in a Civil Service or non-Civil Service classification.

EXCEPTION

If the employee's absence is the result of an on-the-job injury, the employee must have used all the job-injury leave he has earned as well as his accumulated sick leave in order to be eligible for extended sick leave. He does not have to use his accumulated vacation, compensatory time or personal leave.

AGENCY HEAD ROLE

If the agency head finds that the extension is warranted, he must submit an EXTENDED SICK LEAVE REQUEST (28-1608-5116) to the Civil Service Commission. This requirement applies to all agencies including those which are not under the jurisdiction of Civil Service.

CIVIL SERVICE ROLE

Civil Service will conduct an individual review of each case submitted and will either approve or disapprove the request based upon the following factors:

- Doctor's condition report;
- Past record of employee's use of sick leave;
- Seniority;
- Likelihood of return to duty;
- Disability retirement implications

MAXIMUM EXTENSION

Civil Service will not approve more than 1/2 the sum of an employee's year-end sick leave balance for the 2 or 3 calendar years immediately preceding the request, i.e. December 31, as determined by the negotiated agreement governing the employee's position classification.

Example: An employee requests sick leave on August 10, 1988. His sick leave balance as of December 31, 1987, was 28 days, and as of December 31, 1988 was 40 days. Using the computation rule for prior 2 years:

28 days -- Sick leave balance as of 12-31-87.
\+ 40 days -- Sick leave balance as of 12-31-88.

68 days -- Two year sum.

1/2 x 68 days = 34 days maximum extended sick leave

Allowances will be made for employees with less than 2 years of completed service. However, an approved time extension cannot exceed the maximum limit of 1 day for each completed month of service.

EARNED LEAVE

During an employee's EXTENDED SICK LEAVE he continues to have leave balances print on his salary check stub, leave listings, etc.. However, any leave recorded during this period has not been earned by the employee. Therefore, the Central Payroll Division manually adjusts the leave balance to zero when the individual's approved EXTENDED SICK LEAVE entitlement expires.

PAY-BACK PROVISION

Depending on the negotiated agreement governing the employee's position classification, he may be required to pay-back all or a portion of extended sick leave time upon return to active duty and accumulation of sick leave days. This action is implemented by the Payroll Division when the affected employee's accumulation reaches 10 or more sick leave balance days. Consult your agency personnel officer or appropriate negotiated agreement regarding applicability of this provision.

HOLIDAY MARKING

If an employee is already on EXTENDED SICK LEAVE when a holiday occurs, EXTENDED SICK LEAVE will not be charged for the holiday.

RELATED POLICIES

AM-204-10 JOB INJURY LEAVE

m Requesting Extended Sick Leave

RESPONSIBILITY **ACTION**

EMPLOYEE

1. Inform agency head of need for extension of sick leave. Specify nature of illness. This extension request may be made orally, or in writing. (A relative or acquaintance of the employee may make the request if the employee is unable to do so.)

AGENCY HEAD

2. Review request and make initial agency evaluation:

   a.) <u>If disapproved</u>, inform employee of decision and state reasons. Procedure ends here.

   b.) <u>If approved</u>:
   - Complete Part I of a REQUEST FOR EXTENDED SICK LEAVE (28-1608-5116).
   - Retain "Agency Copy #1," and forward remainder of form to the employee's physician.

ATTENDING PHYSICIAN

3. Complete Part II of request form, and return all copies to the agency head.

AGENCY HEAD

4. Review doctor's report and make <u>final</u> agency evaluation of employee's request:

   a.) <u>If disapproved</u>:

   - Complete Part III of form.
   - Retain original (top sheet) of form for files, and destroy all other copies.
   - Notify employee of decision, and explain reasons for disapproval.

- Procedure ends here.

b.) <u>If approved</u>:

- Complete Part III of form.
- Obtain 1 copy of the employee's attendance records <u>or</u> prepare 1 copy of a detailed report of the employee's sick leave usage. (This record or report must cover the past five 5 year period.)
- Remove and file "Agency Copy #2." Send the remaining <u>unseparated</u> pages of the request (plus 1 copy of the employee's attendance record or sick leave usage report) to the Civil Service Commission.

CIVIL SERVICE COMMISSION

5. Evaluate doctor's report and employee's request, and approve or disapprove request:

a.) <u>If disapproved</u>:

- Complete Part IV of form.
- Retain "Civil Service Commission Copy" for files, destroy "Payroll Copy", and forward "Agency Copy #3" to the requesting agency.

b.) <u>If approved</u>:

- Complete Part IV of form.
- Retain "Civil Service Commission Copy" for files, return "Agency Copy #3" to the requesting agency and forward "Payroll Copy" to Central Payroll Division, Bureau of Accounting Operations.

CENTRAL PAYROLL

DIVISION

6. Note dates approved for records, and retain copy in file.

AGENCY HEAD

7. a.) If extension is disapproved, notify employee of this action, and file "Agency Copy #3". Procedure ends here.

   b.) If extension is approved, notify employee of this action, file the "Agency Copy #3", and notify the agency's payroll clerk to mark sick leave code on attendance sheets for the period approved by Civil Service.

Administrative Manual POLICY

SECTION

Personnel

SUBJECT

CHANGES TO RECORDED LEAVE

After leave has been recorded on the PAYROLL ATTENDANCE REPORT and submitted to the Central Payroll Division, no change may be made to the recorded leave.

The Central Payroll Division will not honor requests to convert one type of recorded leave to another type of leave, even if loss of pay is involved.

Administrative Manual DETAIL PROCEDURE

SECTION: Personnel

SUBJECT: COMPLETING A BI-WEEKLY "PAYROLL ATTENDANCE REPORT"

SAMPLE FORM APPENDED TO PROCEDURE

The PAYROLL ATTENDANCE REPORT *is distributed automatically to all agencies by the Central Payroll Division. Complete this report in duplicate following the directions given below. The circled numbers refer to columns or blocks on the attached sample form. Use blue ink unless directed otherwise.*

Upon completion, forward the original to the Central Payroll Division and retain copy for files.

(1) - Remarks -- This block is to be used to explain certain entries made on the PAYROLL ATTENDANCE REPORT. Further specific instructions on the use of this block are given in the applicable sections of this procedure.

(2) - Information listed in the column heading is preprinted in this column in the same layout for each employee. For new employees, enter all data in the first blank space.

DAILY ATTENDANCE

(3) - Work Dates -- Record the attendance of each employee listed in column 2 for every day of the payroll period. The blocks in this column correspond to the printed dates in the column heading. For each work day, enter 1 of the payroll codes specified below if the employee worked the full day or was off the entire day.

PAYROLL CODE	EXPLANATION
/	Present (salaried employees only).
H	Holiday.
S	Sick Leave.
V	Vacation Leave.

continued . . .

SECTION	SUBJECT
Personnel	COMPLETING A BI-WEEKLY "PAYROLL ATTENDANCE REPORT"

PAYROLL CODE	EXPLANATION
PL	Personal Leave.
C	Compensatory Leave.
P	Absent with permission (explain in column (1)).
X	Absent without pay - no prior approval.
SX	Absent without pay due to illness.
XP	Absent without pay - prior authorization of supervisor was obtained (suspension, maternity leave, etc.).
A	Accident Leave - On the job injuries only. (See AM-204-10 for permitted amount.)
AS	Accident Leave with 1/2 day charged to sick leave - Local 44 Only. (See AM-204-10 for explanation.)
Actual Number of Hours Worked	For hourly employees, enter the number of hours worked in the appropriate attendance block. If no work was performed, use appropriate code.

Outlined below are directions for recording the following exceptions to the normal work day:

- Overtime and call-back work.
- Half day's absence.
- Absence of less than half day.
- Work subject to pay differential.

RECORDING OVERTIME AND CALL-BACK WORK

Regularly Scheduled Work Days -- In addition to the payroll code already recorded, enter the actual number of overtime or call-back hours worked*, e.g., 2/. In recording the hours worked, use the color of ink specified below. Do not convert actual hours to time and one-half or double time rate.

*NOTE: *If the amount of call-back work is less than 4 hours, record 4 hours and print "Call-Back" in column (1) .*

- Overtime and call-back for which payment is requested:
  - Payable at time and one-half rate -- enter actual hours in red ink.*
  - Payable at double time rate -- enter actual hours in red ink* with a "D" above entry.
- Overtime and call-back for which compensatory leave is requested:
  - Leave earned at time and one-half rate -- enter actual hours in blue ink.*
  - Leave earned at double time rate -- enter actual hours in blue ink* with a "D" above entry.
  - Leave earned at straight time rate -- enter actual hours in blue ink* and circle the number of hours entered.

Regularly Scheduled Day-Off -- Do not enter a payroll code; enter only the actual number of overtime or call-back hours worked*. Use the color of ink specified above.

RECORDING HALF DAY'S ABSENCE

Salaried Employees -- Divide the block into 2 parts with a diagonal slash. Enter the appropriate code for absence either in upper half of the block (for a morning absence) or the lower half of the block (for afternoon absence). Enter the code for present in the remaining half of the block, e.g., V/ or /V.

Hourly Employees -- Divide the block into 2 parts with a diagonal slash. Enter the appropriate code for absence with the number of hours of absence in upper half of the block (for a morning absence) or the lower half of the block (afternoon absence). Enter the number of hours worked in the remaining half of the block, e.g., V4/4 or 4/V4.

RECORDING ABSENCE OF LESS THAN HALF DAY

Salaried Employees -- Enter the code for present. Also enter the appropriate payroll code for absence followed by the number of hours of absence either above the code for present (for a morning absence) or below the code for present (for an afternoon absence), e.g., C2/ or /C2.

*NOTE: *If the amount of call-back work is less than 4 hours, record 4 hours and print "Call-Back" in column (1).*

Hourly Employees -- In addition to the number of hours actually worked, enter the appropriate payroll code for absence.

RECORDING WORK SUBJECT TO PAY DIFFERENTIAL

If only a portion of the payroll period is spent on work subject to pay differential -- record the number of hours as follows:

- Shift differential -- In addition to the payroll code already recorded, enter the hours subject to shift differential in green ink, e.g., 3/.
- Hazardous duty and environmental differential -- In addition to the payroll code already recorded, enter the hours subject to hazardous duty or environmental differential in green ink followed by "H", e.g., 3H/. Print "Environmental Differential" or "Hazard Pay" in column (1).

If all work during the payroll period is spent on work subject to pay differential -- do not make any additions to the payroll code which has already been recorded.

(4) - Omitted Time -- Enter time left off the previous pay period's report due to error. Mark attendance as in column (3). Enter date in corresponding blocks at top of column. If omitted time involves dates prior to the immediately preceding pay period, or if incorrect entries were made, report omitted time or corrections to Central Payroll by signed MEMO (28-1418-5007).

(5) - Total Time -- Enter total number of regularly scheduled days (for salaried employees) or hours (for hourly employees) for which employee should be paid. Do not include overtime.

LEAVE USED

(6) - Comp. Time -- Leave blank.

(7) - Vacation -- Leave blank.

(8) - Sick -- Leave blank.

(9) - Personal -- Leave blank.

SECTION	SUBJECT
Personnel	COMPLETING A BI-WEEKLY "PAYROLL ATTENDANCE REPORT"

EXCEPTION TIME TOTALS

(10) - Hours or Days - Leave blank.

(11) - Comp. Time Act. -- Using blue ink, enter total number of actual overtime or call-back hours worked during the pay period for which compensatory leave at the rate of time and one-half or straight time is permitted. Do not convert actual hours worked to time and one-half. If leave is permitted at straight time rate, circle the number of hours entered.

(12) - Comp. Time 2 -- Using blue ink, enter total number of actual overtime or call-back hours worked during the pay period for which compensatory leave at the double time rate is permitted. Do not convert actual hours worked to double time.

(13) - Overtime Act. -- Using red ink, enter total number of actual overtime or call-back hours worked during the pay period for which payment at the rate of time and one-half is permitted. Do not convert actual hours worked to time and one-half.

NOTE: Do not make any entries in this section if employee requests payment for overtime or call-back worked while in an out-of-title status. See (16) for instructions on how to record this work.

(14) - Overtime 2 -- Using red ink, enter total number of actual overtime or call-back hours worked during the pay period for which payment at the double time rate is permitted. Do not convert actual hours worked to double time.

NOTE: Do not make any entries in this section if employee requests payment for overtime or call-back worked while in an out-of-title status. See (16) for instructions on how to record this work.

(15) - Diff. Hrs. -- Using green ink, enter total number of hours worked during the pay period subject to pay differential. If the hours worked are also subject to overtime pay, multiply the hours by the overtime factor before entering. Separate within the block those hours subject to overtime pay and those not subject to overtime pay. For work subject to hazardous duty or environmental differential, add "H" after the number of hours entered and write "Environmental Diff" or "Hazard Pay" in column (1) .

(16) - Out-of-Title Days -- Enter number of days (for salaried employees) or hours (for hourly employees) for which employees should be paid for out-of-title work (including leave days and holidays which fall within the period of certified out-of-title work).

Also enter, in red ink, the number of overtime or call-back hours worked while in the out-of-title status for which payment is requested. For overtime or call-back payable at double time rate, enter a "D" above the number of hours. Circle all overtime or call-back entries in this column.

(17) - Out-of-Title Class -- Enter class number of the higher class in which employee is working out-of-title.

NOTE: Agency or bureau head must sign in column (1) for each employee marked for out-of-title.

DOLLARS ADJUSTED

(18) - To Gross -- Leave blank.

(19) - To Net -- Enter payment due employee for either travel into county or meal allowance. If employee is to receive payment for both, enter total amount. Explain in column (1) whether payment due is for portal to portal pay or meal allowance. Enter in columns (26) through (31) the 15 digit budget account number to which the meal allowance expense or portal to portal pay is to be charged.

CHARGING RECORDED ATTENDANCE TO BUDGET ACCOUNTS OTHER THAN NORMAL

This section is to be used to charge an employee's attendance against a budget account number which is different from that printed in column (2) . Use a separate line for each account number. If additional space is needed, use a CONTINUATION SHEET FOR OTHER THAN NORMAL ACCOUNT NUMBERS (28-1428-5115).

(20) - Hours -- Enter total number of regular hours worked during the pay period which are to be charged to other than normal budget account numbers. To obtain the total number of hours

for salaried employees, multiply the number of days to be charged by 7.3.

(21) - Overtime 1-1/2 -- Complete as per column (13) for account numbers other than normal.

(22) - Overtime 2 -- Complete as per column (14) for account numbers other than normal.

(23) - Diff. Hours -- Complete as per column (15) for account numbers other than normal.

(24) - Out-of-Title Hours -- Enter total number of hours payable at the out-of-title rate for account numbers other than normal. To obtain the total number of hours for salaried employees, multiply the number of days worked out-of-title by 7.3. For overtime entries, see instructions for column (16) .

(25) - Out-of-Title Class -- Complete as per column (17) for account numbers other than normal.

(26) - Fund -- 4 digit fund number of budget account to be charged.

(27) - Program -- 3 digit program number of budget account to be charged.

(28) - Activity -- 3 digit activity number of budget account to be charged.

(29) - Sub-Activity -- 2 digit sub-activity number of budget account to be charged.

(30) - Object -- 1 digit object number of budget account to be charged.

(31) - Sub-Object -- 2 digit sub-object number of budget account to be charged.

(32) - W/O Number -- 6 digit work order number, if any.

NOTE: If column (19) shows payment due an employee for meal allowance, columns (26) through (31) must have entries which show the proper budget account number to which the meal allowance expense is to be charged.

COLUMN TOTALS

(33) -
(34) -
(35) -
(36) -
(37) -

LEAVE BLANK.

CERTIFICATION

(38) - Sub-Bureau/Bureau Head -- Signature of person reviewing report prior to review by bureau or agency head.

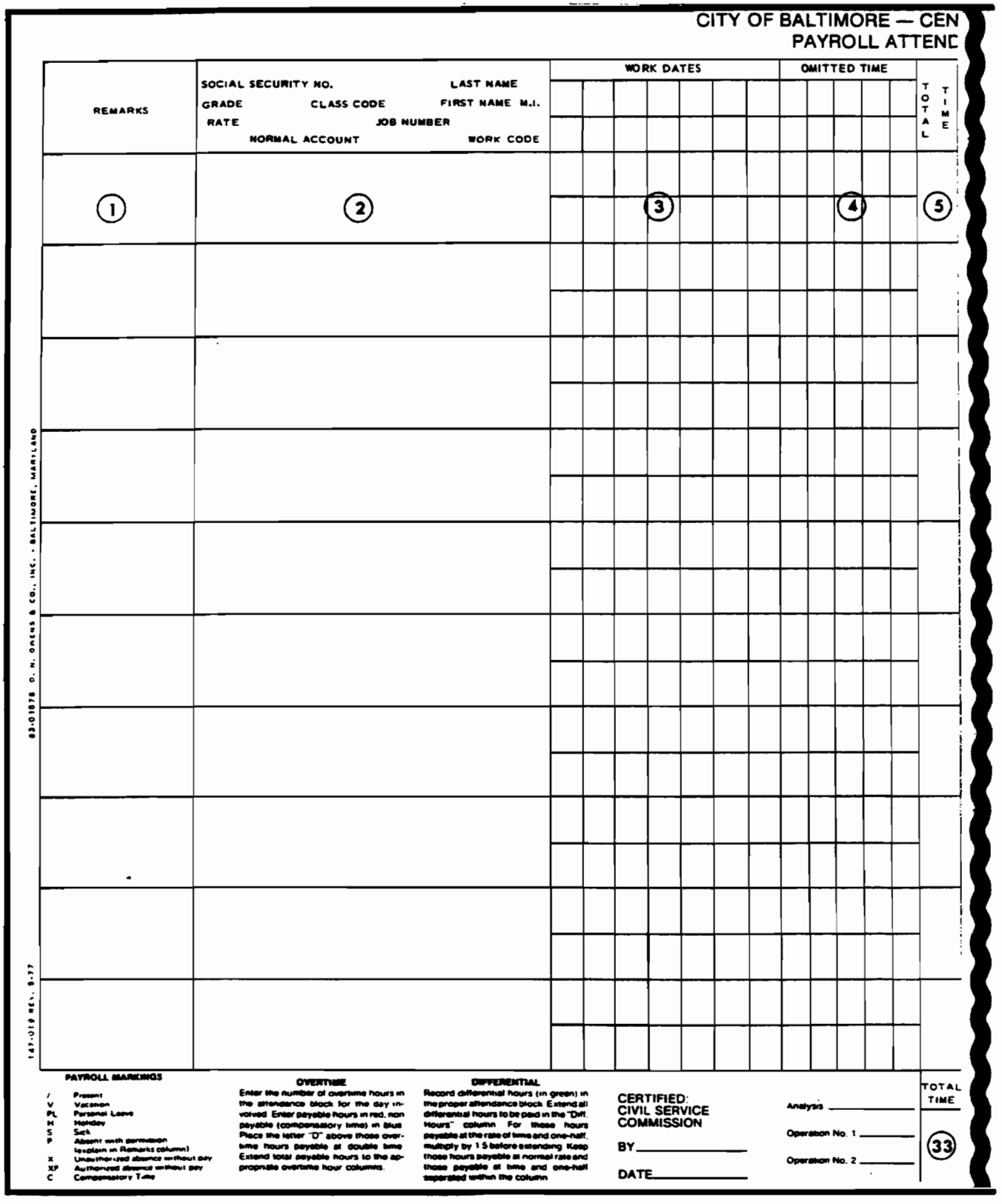
(39) - Department/Bureau Head -- Signature of agency or bureau head.

SECTION

Personnel

SUBJECT

COMPLETING A BI-WEEKLY "PAYROLL ATTENDANCE REPORT"



CITY OF BALTIMORE — CEN
PAYROLL ATTEND

REMARKS	SOCIAL SECURITY NO. / GRADE / RATE / NORMAL ACCOUNT / CLASS CODE / JOB NUMBER / LAST NAME / FIRST NAME M.I. / WORK CODE	WORK DATES	OMITTED TIME	TOTAL TIME
1	2	3	4	5

83-01878 D. H. OWENS & CO., INC. - BALTIMORE, MARYLAND

147-019 REV. 9-77

PAYROLL MARKINGS

/	Present
V	Vacation
PL	Personal Leave
H	Holiday
S	Sick
P	Absent with permission (explain in Remarks column)
X	Unauthorized absence without pay
XP	Authorized absence without pay
C	Compensatory Time

OVERTIME

Enter the number of overtime hours in the attendance block for the day involved. Enter payable hours in red, non payable (compensatory time) in blue. Place the letter "D" above those overtime hours payable at double time. Extend total payable hours to the appropriate overtime hour columns.

DIFFERENTIAL

Record differential hours (in green) in the proper attendance block. Extend all differential hours to be paid in the "Diff. Hours" column. For those hours payable at the rate of time and one-half, multiply by 1.5 before extending. Keep those hours payable at normal rate and those payable at time and one-half separated within the column.

CERTIFIED:
CIVIL SERVICE
COMMISSION

BY _____

DATE _____

Analysis _____

Operation No. 1 _____

Operation No. 2 _____

TOTAL TIME

33

continued . . .

TRAL PAYROLL DIVISION
ANCE REPORT

AUDITED – DEPARTMENT OF AUDITS
BY ______________ DATE ________

LEAVE USED			EXCEPTION TIME TOTALS						DOLLARS ADJ.		DISTRIBUTION TIME						ACCOUNT NUMBERS OTHER THAN NORMAL						
COMP. TIME / VACATION	SICK	PERSONAL	HOURS OR DAYS	COMP. TIME / OVERTIME ACT.	2	DIFF. HRS.	OUT OF TITLE DAYS	CLASS	TO GROSS	TO NET	HOURS	OVERTIME 1½	2	DIFF. HRS.	OUT OF TITLE HOURS	CLASS	FUND	PROGRAM	ACTIVITY	SUB ACTIVITY	OBJECT	SUB OBJECT	W/O NUMBER
(6)				(11)	(12)																		
(7)	(8)	(9)	(10)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)

LEAVE			EXCEPTION TIME TOTALS					DOLLARS ADJ.		DISTRIBUTION TIME						CERTIFICATION
COMP. TIME / VAC	SICK	PERS.	HRS. DYS.	COMP. TIME / OVERTIME 1½	2	DIFF HRS.	OUT OF TITLE DAYS / CLASS	TO GROSS	TO NET	HRS.	OVERTIME 1½	2	DIFF. HRS.	OUT OF TITLE HRS.	CLASS	I hereby certify all markings recorded for the employees enumerated hereon is true, correct and complete to the best of my knowledge (38)
	(34)			(35)				(36)			(37)					Sub Bureau/Bureau Head (39) Department/Bureau Head

Administrative Manual POLICY

SECTION: Personnel

SUBJECT: ATTENDANCE RECORD

Scope

All agencies are required to keep a detailed record of each employee's attendance on an ATTENDANCE RECORD (28-1408-5151) [AM-204-17-1].

Purpose

The purpose of this record is to: (1) serve as a document for the recording of each employee's attendance during a calendar year; and (2) supply supervisors with the necessary information regarding their employees' attendance.

Employees Involved

An ATTENDANCE RECORD must be prepared and retained for each City employee.

Other Attendance Report

An agency's PAYROLL ATTENDANCE REPORT (147-019) [AM-204-16-1] must be prepared in addition to an ATTENDANCE RECORD.

Administrative Manual
DETAIL PROCEDURE

SECTION: Personnel

SUBJECT: COMPLETING AN ATTENDANCE RECORD

The form shown below contains all necessary instructions for completion:

CITY OF BALTIMORE — ATTENDANCE RECORD 19___

EMPLOYEE NAME | SOCIAL SECURITY NUMBER

AGENCY | ENTRY DATE

GENERAL INSTRUCTIONS

1. Using the CODES shown below, complete both sides of the "ATTENDANCE RECORD" on a regular basis.
2. Retain in employee's personnel file kept by the agency.

	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	REMARKS
JAN.																																							
FEB.																																							
MAR.																																							
APR.																																							
MAY																																							
JUNE																																							
JULY																																							
AUG.																																							
SEPT.																																							
OCT.																																							
NOV.																																							
DEC.																																							

CODES FOR "ATTENDANCE RECORD" ONLY

Enter the appropriate attendance code in the proper date block. If the code applies to less than a full day, indicate the number of hours involved (for example, V-4)

- V - Vacation
- PL - Personal leave
- S - Sick leave
- ES - Extended sick leave (*CSC or BE approved only*)
- A - Accident with pay (*job-related injury only*)
- AS - Accident with ½ day charged to sick leave (*Local 44 only*)
- C - Compensatory leave
- H - Holiday (*or substitution — note in "remarks"*)
- P - Absent with permission with pay (*explain in "remarks"*)
- XP - Absent with permission without pay (*explain in "remarks"*)
- X - Absent without permission without pay
- M - Military leave (*annual training for reservists only*)
- J - Jury duty or court leave
- B - Bereavement (*death*) leave
- T - Travel (*on City business*)
- / - Lateness (*enter amount*)
- O - Regular day off

PREVIOUS YEARS' TOTALS

YEAR	ABSENT	LATE
19__		
19__		
19__		

28-1408-5151 (REV 11-81)

. Form Number: 28-1408-5151
. Type : Single Sheet
. Size : 11" x 8 1/2"
. Order Unit : Specify "Each"
. Quantity of Forms per Order Unit : 1 Sheet

To order, prepare a WAREHOUSE REQUISITION (28-1458-5129) [AM-302-1-1] specifying Warehouse Division 02, and citing the above information.

a **AM-204-18**

m Equal Employment Opportunity

As part of our ongoing commitment to equal employment opportunity, the City of Baltimore adopts the following policy and procedures to ensure compliance with local, state, and federal laws prohibiting discrimination in employment. The concepts of equal opportunity and fair treatment are core values of Baltimore City government, and City agencies constantly strive to promote a professional work environment that is free from unlawful discrimination and harassment.

This policy applies to all City employees, including full and part-time, probationary, seasonal, temporary, at-will, as well as elected officials and their appointed staff. Additionally, independent contractors, vendors, volunteers and visitors must refrain from engaging in behavior that violates this policy.

1. COMMITMENT TO INCLUSION AND NON-DISCRIMINATION

The City of Baltimore understands that the success of every City agency depends on the ability to attract and retain the best available talent and to help those individuals reach their fullest potential. Accordingly, the City remains firmly committed to equal employment opportunity for all employees and job applicants and to developing a highly talented and diverse workforce that can deliver the best possible services to the citizens of Baltimore.

City agencies will base all employment decisions individual merit, qualifications, experience and skills, without regard to such factors as race, color, age, national origin, ancestry, marital status, sexual orientation, gender, religion, veteran status, physical or mental disability, genetic information, gender identity or expression or any other status protected by law. They will ensure equal opportunity in all aspects of employment, including recruitment, hiring, termination, discipline, transfers, training and career development, work assignments, promotions and demotions, compensation, benefit administration and all other terms and conditions of employment. All forms of unlawful discrimination are strictly prohibited.

Through the implementation of this policy, the City aims to create a diverse and inclusive workplace in which all employees feel they belong and can make meaningful contributions to City government. By fostering a level playing field for all employees, the City enhances the progress of individuals and the community they serve.

2. PROHIBITION AGAINST HARASSMENT AND SEXUAL HARASSMENT

All employees have a right to work in an environment free from the demoralizing effects of unlawful harassment. For this reason, harassment based on race, color, age, national origin, ancestry, marital status, sexual orientation, gender, religion, veteran status, physical or mental disability, genetic information, gender identity or expression or any other status protected by law

will not be tolerated.

Inappropriate harassing behavior may include, but is not limited to, verbal abuse, slurs and negative stereotyping, offensive jokes and comments, threatening or intimidating behavior, the display or circulation of offensive objects and materials (including offensive graffiti, photographs, cartoons, texts and emails) and any other behavior meant to mistreat someone because of his or her race, color, religion, ethnicity, national origin, gender, marital status, age, disability, sexual orientation, gender identity or expression or veterans status.

This policy also prohibits sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually suggestive or offensive language or other sexual conduct that unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment. Examples of sexual harassment includes, but are not limited to: a) repeated and unwelcome sexual advances or requests for sexual favors; b) offensive comments, jokes and innuendo; c) sexually graphic or degrading comments about appearance; d) sexually offensive gestures, whistling and leering; e) offensive physical contact (such as patting, grabbing, pinching or brushing up against someone); and f) displaying or circulating sexually suggestive objects and materials (including inappropriate photographs, cartoons, posters, texts and emails).
Under no circumstances may a supervisor or manager: 1) offer or provide an employment benefit in exchange for sexual favors; or 2) take (or threaten to take) an adverse employment action because someone refused to perform a sexual favor.
Employees are expected to conduct themselves in a professional manner at all times while they are working, whether on or off City property or outside regular work hours. The policy also applies during work-related business and social events.

3. CONSEQUENCES FOR VIOLATIONS

The City's policy is one of zero-tolerance for discrimination and harassment. Accordingly, any employee found in violation of this policy will be subject to disciplinary action, up to and including discharge from employment.

In addition, any vendor, contractor, volunteer or visitor who engages in behavior prohibited by this policy will be so advised and asked to immediately cease the offending behavior. If compliance is not forthcoming, the City may terminate its relationship with the individual and/or remove the person from City property.

4. REPORTING AND COMPLAINT PROCEDURES

Everyone in City government has a shared responsibility for creating and maintaining a workplace that is free of discrimination and harassment. To that end, all employees are responsible for conducting themselves professionally and for reporting violations of this policy. Supervisors at all levels are responsible for ensuring full compliance with this policy in their respective work areas. Any supervisor who has knowledge of discriminatory or harassing behavior and fails to correct and/or report it will be subject to disciplinary action, up to and including discharge from employment.

Concerns about discrimination or harassment should be brought to the attention of a supervisor or manager, an HR Representative or an Equal Opportunity Compliance (EOC) Officer assigned to the agency. Where a complaint is first received by a supervisor, the supervisor shall promptly refer the matter to an HR Representative or an EOC Officer.

The City encourages prompt reporting so that potential problems can be addressed before a situation escalates. To facilitate prompt reporting, individuals may bring a complaint either orally or in writing.

Agencies shall investigate concerns about harassment and discrimination and take prompt and effective corrective action where appropriate. Individuals asked to participate in the investigation of a complaint, including the complainant, will be expected to give their full cooperation until the matter has been resolved.

5. NO RETALIATION

This policy strictly prohibits retaliation against any individual for having: 1) made a complaint of discrimination or harassment; 2) opposed discrimination or harassment at work; or 3) participated in a complaint investigation. Anyone found to have engaged in retaliation in violation of this policy will be subject to disciplinary action, up to and including discharge from employment. In the case of a non-employee found to have engaged in retaliation, the City may direct the individual to cease the retaliatory behavior, terminate its relationship with the individual and/or remove him or her from City property.

Concerns about retaliation should be immediately reported to a supervisor, an agency HR Representative or an EOC Officer. Agencies shall promptly investigate such concerns and take appropriate corrective action when necessary.

a **AM-204-19**

m Municipal Employees Credit Union (MECU) Financial Counseling Service

PROGRAM

The Municipal Employees Credit Union (MECU) offers a program of free financial counseling to City employees through the Customer Credit Counseling Service (CCCS). CCCS is an independent counseling service at MECU offices which will provide a full-time professional counselor. Employees must contact MECU to make an appointment for a counseling session.

ELIGIBILITY

All City employees in need of financial counseling are eligible to participate in this program. Employees are not required to be a member of MECU.

LEAVE FOR PARTICIPATION IN PROGRAM

Employees will be allowed up to 3 hours, if necessary, of time off with pay for the purpose of attending counseling sessions.

VERIFICATION OF APPOINTMENT

Supervisors may request CCCS to provide verification of an employee's attendance at a counseling session.

3rd Party Settlement

SCOPE

A third party settlement occurs when a party, other than the City, is either found responsible for an employee's on-the-job or off-the-job injury or a settlement is reached for the injury sustained.

APPROVAL PROCESS

If an employee intends to file a claim, bring suit, or accept settlement for damages related to an on-the-job or off-the-job injury caused by a third party, the employee must submit a memo detailing such intent to his/her agency head.

The agency head must immediately forward such notification for:

1. Non-occupational/non-line of duty injuries to:

   Department of Law
   Division of Collections
   100 N. Holliday St., Room 82

2. Occupational/line of duty injuries to:

   Department of Law
   Worker's Compensation liaison attorney
   100 N. Holliday St., Room 81

REIMBURSEMENT REQUIREMENTS

If the employee receives a settlement from a third party or the third party's insurer for damages related to an injury, or if the employee receives a payment pursuant to a judgment or award in favor of the employee, the employee is required to reimburse the City in full for any expenses advanced by the City. These expenses normally include, but are not limited to:

1. Wages paid, which include employee's use of:

   - Job injury leave
   - Sick leave
   - Extended sick leave
   - Personal leave
   - Vacation leave
   - Compensatory leave

- Other paid time off

2. Medical costs to include:

- Physicians' fees
- Hospital charges
- Diagnostic procedures
- Drugs
- Therapy

3. Incidental costs to include:

- Telephone in hospital
- Television in hospital

A reimbursement payment to the City must be made payable to the Director of Finance. Reimbursement shall be limited to the amount of the settlement as evidenced from the employee.

RESTORATION OF LEAVE

If the City is reimbursed for vacation, personal leave, compensatory leave, and/or sick leave used by the employee as a result of the employee's injuries, the Department of Law will inform the Central Payroll Division. The leave will be restored to the employee's leave balance and his/her taxable earnings will be adjusted accordingly.

FAILURE TO COMPLY

If an employee fails to reimburse the City as required, the City may exercise appropriate remedies to include suit or reduction of wages until the employee's debt is paid. A determination to establish a lien against the employee's wages shall be rendered by the Department of Law.

m *Inclement Weather and City Emergencies Policy*

SCOPE

This policy outlines the responsibilities of non-essential, emergency essential and essential employees during inclement weather, other City emergencies, or disasters. Only the Mayor, by Executive Order, may authorize the closing or late opening of City facilities or the delayed arrival of non-essential City employees. However, all essential City services must remain in operation regardless of a delayed opening or a decision to close City facilities. Essential employees assigned to essential City services are required to report to work or remain at work as scheduled during inclement weather, other City emergencies, or disasters. Essential employees who do not report to work or remain at work as scheduled will not be compensated for the hours not worked due to inclement weather or City emergencies.

DEFINITIONS

Essential City Services - Essential City services include, but are not limited to police and fire protection, water and wastewater processing and treatment, utility maintenance, transportation services (including signal operations and maintenance) Convention Center services (including maintenance and preparation for contracted events), municipal telephone services, animal shelter, accounting, management information services, and departmental and citywide payroll functions.

Essential Employees - Employees who are designated as such by a department/agency head or designee for the purpose of providing essential services to City residents and/or other City employees during inclement weather, other City emergencies, and disasters when City offices are operating under the liberal leave policy or City offices are closed.

Emergency Essential Employees - Employees who are considered non-essential and are not generally required to respond to City emergencies outside of their normal workday, but who are designated for a period of time by their department/agency head or designee as essential. Emergency essential employees are required to report to work or remain at work as scheduled or as otherwise specifically directed due to the nature of the emergency or disaster. Employees will be informed when they are designated as emergency essential for an incident, and will return to their non-essential designation when their department/agency head deems their duties no longer necessary for that incident.

Non-essential employees – Employees whose functions are not considered necessary for the operation of City services and who are not required to report to work during inclement weather, City emergencies or when the City is operating under the liberal leave policy or City offices are closed.

m Inclement Weather and City Emergencies Policy

Designation of Employees – Department/agency head or designees must designate employees as either essential or non-essential by name and job classification. Copies of the official notice of designation must be sent to the Office of the Labor Commissioner (OLC).

Hours of Operation - Generally, City services are provided to the public in the City offices between the hours of 8:30 a.m. and 4:30 p.m. However, actual hours of work may vary based on the mission and operations of the agency.

Liberal Leave –Non-essential employees may use accumulated vacation or personal leave, compensatory time, or authorized leave without pay granted by the department/agency head or designee without requiring the normal advanced notice request period. Liberal leave will only be instituted when authorized by the Mayor. Non-essential Employees must call their immediate supervisor or designee to request leave and receive approval for use of leave when the liberal leave policy is in effect.

Workday/Shift - The hours that an employee is routinely scheduled to work in a day.

Designation of Employees - Department/agency heads must designate employees as either essential or non-essential by name and job classification. Copies of the official notice must be sent to the Office of the Labor Commissioner (OLC).

Emergency Holdover/Call-In - When circumstances necessitate, an essential employee or emergency essential employee may be held over, or called in prior to or after the employee's normal shift, in order to perform services for the preservation of public safety. The employee's department/agency head or designee may deem those services an emergency hold over or call-in. If the department agency/head or designee designates such services to be an emergency which requires employees to be held over or called-in, normal overtime provisions shall apply.

IMPLEMENTATION

The Mayor's Office has designated the OLC to coordinate and implement this policy as necessary. In September of each year, the OLC will distribute printouts so that employees may be notified of their status as either essential, or non-essential in accordance with this policy. All designations of employees as either essential or non-essential must be indicated in the City's HRIS when hired or as the designation changes. Department/ agency head or designees will be informed directly by the OLC of any decision to delay opening or to close City facilities.

ANNOUNCEMENT(S)

An appropriate announcement of a Mayoral Executive Order on delayed opening or closing of City offices will be announced on the City of Baltimore dedicated hotline for employees, which is (410) 361-9200, radio station WBAL-AM (1090), television stations 2, 11, 13, 45, and cable station 21. The City of Baltimore is not responsible for reporting errors made by the media.

GUIDELINES FOR D ELAYED OPEN ING, EARLY CLOSING, OR TIME OFF BY EXECUTIVE ORDER

The following system is adopted for City employees during inclement weather conditions, other City emergencies, or disasters:

Delayed Opening or Early Closing

Essential employees are required to report to work as scheduled. Liberal leave policy is in effect at the start of the workday or during the workday for non-essential employees with authorization from the agency/department head or designee.

- Non-essential employees who are absent, late for work, or leave early during a delayed opening or early closing must charge such absence to accumulated vacation, personal leave, compensatory time, or leave without pay. The department/agency head or designee may authorize such absence on an individual basis provided that essential City services remain in operation.
- Essential employees assigned to essential City services who do not report to work as scheduled during inclement weather conditions, other City emergency, or disasters will not be paid nor granted the use of accumulated leave for time missed from work. These employees may be subject to disciplinary action if waivers are not granted. The payroll marking will be "X" for the workday (unauthorized absence without pay). In the event of reasonable lateness during inclement weather, the department/agency head or designee may allow the use of accumulated leave for the hours not worked.
- Employees either essential or non-essential, who are absent, late for work, or leave early during inclement weather, other City emergency, or disasters may not charge such absence to sick leave unless: (1) a medical certificate is presented; or (2) illness is verified by the agency head; or (3) illness has occurred at least one workday before the day of inclement weather.

m Inclement Weather and City Emergencies Policy

Offices Closed by Executive Order

If non-essential City facilities are closed by Mayoral Executive Order, essential employees are required to report as scheduled. Appropriate compensation is authorized. Non-essential employees are not charged leave. The correct payroll marking for non-essential employees who do not report for duty is "P" (Permission Leave).

Essential employees who do not report to work as scheduled during inclement weather conditions, other City emergency, or disasters will not be paid or granted the use of accumulated leave time for the workday. The payroll marking will be "X" for the workday (unauthorized absence without pay). Sick leave may be charged when: (1) medical certificate is presented; (2) illness is verified by department/agency head or designee; or (3) illness occurred at least one workday before the closing.

Report-to-Work Waivers for Essential Person

Under certain circumstances, an essential employee(s) may be excused from reporting to work, if permission is granted prior to the shift by the department/agency head or designee. This exemption should be granted if the employee's services are not deemed crucial at the time of a delayed opening or earlier when liberal leave is in effect or when an Executive Order closes City offices. However, granting of such waivers must be thoroughly evaluated on a case-by-case basis by the agency head or designee to ensure that there will be no gap or disruption in essential City services during the inclement weather conditions, other City emergency, or disasters. When designated by the agency head or designee, any essential employee who is excused from reporting to work on that day will be treated the same as non-essential personnel for the purposes of leave usage and payroll markings.

EMPLOYEES WORKING IN BUILDINGS THAT ARE NOT OWNED AND OPERATED BY THE CITY

Essential and non-essential employees who work at alternative worksites may be impacted by the closing of those sites. The closings may not coincide with the directive from the Mayor. Those employees will be given the name and telephone number of a contact person to call if their building is closed by their immediate supervisor or human resources office. Employees will report to the agency's main office or alternative work site where arrangements can be made A

AGENCY HEAD RESPONSIBILITY

All department/agency head or their designees must designate essential employees by classifications and submit their names to the Office of the Labor Commissioner. Agencies are

responsible for maintaining written records and HRIS (rosters and supplemental memos) of employees' designations. Employees who are newly hired, promoted, transferred, reassigned, or whose positions changed by other personnel actions, should be notified of their essential or non-essential designation within 30 days of their employment status change.

In addition, the agency/department head or designee must designate an employee and a telephone number for receiving calls and granting leave when the Inclement Weather Conditions and City Emergencies Policy has been invoked.

Some City facilities are open on weekends and holidays. The Mayor must approve closures or delayed openings of these sites before any announcement is released.

Department/agency head or designees are responsible for distributing the Inclement Weather Conditions and City Emergencies Policy to all employees. In addition to the policy distribution, communication on employees' designations is critical for employees' understanding and adherence to the Inclement Weather Conditions and City Emergencies Policy.

TRANSPORTATION – The City is not obligated to provide transportation services to and/or from work during inclement weather, other City emergencies, or disasters.

RELATED POLICIES

AM-202-1 COMPENSATORY TIME

AM-204-2 VACATION LEAVE

AM-204-4 PERSONAL LEAVE

AM-204-13 TIME-OFF BY EXECUTIVE ORDER

AM-204-14 SICK LEAVE

m *Health Care Benefits Program*

SCOPE

This policy applies to eligible permanent full-time and eligible permanent part-time employees who elect to enroll in health care benefits program offered by the City of Baltimore.

AVAILABLE PROGRAMS

The City offers several health care plan options to employees that provide coverage for medical and dental benefits. For more information on the programs currently available and related costs, contact the Employee Benefits Division at 201 E. Baltimore St, Suite 500 Baltimore, MD 21202, or call 410-396-5830. Employees may also find more information about the benefits offered by the City of Baltimore on the enrollment website, https://www.baltimorecity.essbenefits.com/essenroll.asp.
City employees may not be enrolled in more than one City medical and one City dental program at a time.

EFFECTIVE DATE OF COVERAGE

Coverage for new hires will become effective on the first day of the calendar month following 30 days of service.

DATE COVERAGE ENDS

Coverage for employees will end on the last day of the calendar month in which termination occurs.

LEVELS OF COVERAGE WITHIN HEALTHCARE PROGRAMS

Employees may enroll in any one of the following levels of coverage within a health care program:

- Individual – Employee only.
- Employee and Spouse (or Domestic Partner).
- Parent and Child – two people (Employee and one Child).
- Family – indicates three or more people

DEPENDENT ELIGIBILITY

An eligible dependent is defined as:

- A spouse. The City requires a marriage certificate to verify eligibility.
- Domestic Partner. The City requires an Affidavit of Domestic Partnership to verify eligibility.
- An unmarried child by natural birth or legal adoption until the year in which the child reaches the age of ineligibility as defined by the provisions of the health care coverage

selected (outlined below). The City may require birth certificate or court documentation to verify dependency.

- An unmarried child for whom a City employee has been designated guardian or economic sole support until the end of the calendar year in which the child reaches the age of ineligibility as defined by the provisions of the health care coverage selected. The City may require court or other official documentation to verify dependency.
- An unmarried child above eligibility age who is incapable of self-support because of disability that commenced prior to the date on which the child reached the age of ineligibility as defined by the provision of the health care coverage selected.

CHANGES IN LEVEL OF COVERAGE

Once an employee is enrolled in benefits a change cannot be made unless there is a Change in Status. A Change in Status is defined as marriage, divorce, termination of domestic partnership, and birth or adoption of a child. The employee has 60 days to notify the City of Baltimore of an enrollment change due to a Change in Status. The employee will make the necessary elections using the City of Baltimore's enrollment website, https://www.baltimorecity.essbenefits.com/essenroll.asp. For more information regarding a change in status, please contact the Employee Benefits Division or log on to the City's enrollment website for more information.

New dependents must be added to a health plan within 60 days of a qualifying event. An event is defined as marriage, childbirth, adoption of an eligible dependent, marriage to an individual with an eligible dependent, or declaration of domestic partnership.

PREMIUMS

The City pays a percentage of the cost of medical premiums. This payment may vary depending upon the medical care program selected. The employee, through payroll deduction, pays the balance of the medical care premium.

The City pays the full premium for the dental HMO option. Employees pay a portion of the dental PPO premium equal to the difference in cost between the PPO dental and the HMO dental option.

For more information regarding the employee cost for health care, please contact the Employee Benefits Division or log on to the City of Baltimore's Enrollment website, https://www.baltimorecity.essbenefits.com/essenroll.asp.

NEW EMPLOYEE ENROLLMENT

New employees may apply for coverage under one of the health care programs offered through the Employee Benefits Division by accessing the enrollment website,

https://www.baltimorecity.essbenefits.com/essenroll.asp within 45 days of their date of hire. If an employee does not elect to enroll in benefits within the 45-day period that employee will have to wait until the next scheduled Open Enrollment period to enroll.

OPEN ENROLLMENT

Employees in pay status for a period longer than 45 calendar days that wish to enroll in a health care plan offered by the City through the Employee Benefits Division may enroll during the open enrollment period scheduled each year. In addition, employees currently enrolled in a City health plan may change their election only during an open enrollment period unless the employee has a qualifying life event.

BENEFITS

The type of medical and dental benefits provided will differ among the various provider plans available to employees. For specific information, contact the Employee Benefits Division or the agency human resources officer.

The Health Incentive Program for Physical Examination, Physical Fitness, Vision or Dental Reimbursement, (AM-204-25) and the Vision Benefits Plan (AM-204-26) are employee benefits available to those eligible as a result of either negotiated labor contracts or federal legislation. To enroll in these benefits employees must log on to the enrollment website, https://www.baltimorecity.essbenefits.com/essenroll.asp. The City of Baltimore also offers Optional Life/Accidental Death and Dismemberment (AD&D) Plans (AM-204- 27) to employees. Enrollment in one of the health care plans outlined in this policy has no impact on these specific programs.

EXPERIMENTAL MEDICAL PROCEDURES

Experimental medical procedures are not covered by any of the medical care plans or programs offered by the City through the Employee Benefits Division of the Department of Human Resources. Employees must contact their medical care provider in writing and receive written approval from them before receiving any medical care that may be considered experimental.

MAJOR MEDICAL COVERAGE

Major medical coverage is provided to those enrolled in the Blue Cross/Blue Shield Traditional Plan and the Blue Cross/Blue Shield Preferred Provider Network. Information and/or claim forms concerning major medical coverage may be obtained from Blue Cross/Blue Shield.

ACTIVE EMPLOYEES AGE 65 AND OVER

The Federal Tax Equity and Fiscal Responsibility Act of 1982 (TEFRA) requires that Medicare become the secondary health carrier for active employees who are 65 years of age or older.

Employees are required to provide their Medicare Number prior to turning 65 years old. The Medicare number can be entered into employee records on the enrollment website provided throughout this document.

For more information on this act and how it affects employees and their dependents, please contact the Employee Benefits Division at 410-396-5830. There are additional considerations regarding medical care coverage for active employees who are 65 and over and their dependents. Employees in this category are urged to contact the Employee Benefits Division 2 months prior to reaching age 65.

RETIREES

Retirees can no longer enroll in a medical plan at any time. New retirees have 60 days from the date of their retirement date to enroll online or by calling the IVR Benefits Enrollment Line. Coverage for new retirees will be effective the first day of the month following their retirement date. Double medical plan premiums may be taken from the retirees' pension check for missed payroll deductions. Retirees may change coverage within 60 days from the date of a qualifying event with documentation or during an Open Enrollment period.

INACTIVE EMPLOYEES

Employees who are on a leave of absence without pay or who are in any other non-pay status may be eligible for continuation of health benefits. Inactive employees who retain membership in their existing health care program will be billed for the full amount of their premium. Employees in this status must contact the Employee Benefits Division to discuss the coverage for which they are being billed.

Failure by employees to pay bills submitted by the Employee Benefits Division for participation in a health care program will result in termination of health benefits.

Inactive employees are not eligible to participate in the City's Health Care Incentive Program for Physical Examination, Physical Fitness, Vision or Dental Reimbursement, (AM-204-25). To be eligible for the Prescription Drug Program and Vision Program employees will need to elect the COBRA option and continue to pay premiums directly for those benefits.

ENROLLMENT AFTER A LEAVE OF ABSENCE

Employees returning from an approved leave of absence may apply for health care coverage by accessing the enrollment website, https://www.baltimorecity.essbenefits.com/essenroll.asp. Employees who choose not to join within the 60-day period will have to wait for the next scheduled open enrollment period.

Employees may also be eligible to re-enroll in the City's Prescription Drug Program (AM-204-24) and participate in the City's Health Incentive Program for Physical Examination, Physical Fitness, Vision or Dental Reimbursement (AM-204-25) and Vision Benefits Plan (AM-204-26), and upon reinstatement to active City service in accordance with the City's policy on reinstatement (AM-213-3).

TERMINATION OF HEALTH CARE COVERAGE

Employees may terminate their health care coverage within 60 days of a change in status or during the annual Open Enrollment period.

SEPARATION FROM CITY SERVICE

Employees who separate from City service may be eligible to continue participation in their health care program under the federal Consolidated Omnibus Budget Reconciliation Act, COBRA, (AM-204-28). Employees who separate from City service may also be eligible to continue participation in the City's Prescription Drug Program (AM-204-24), and the City's Vision Benefits Plan (AM-204-26).

Employees will receive information relative to COBRA enrollment and continuation of benefits at the time of their exit interview or subsequent communication from ADP Benefits Services.

CHANGE OF NAME AND/OR ADDRESS

Employees and retirees may change their name and/or address by contacting their agency human resources officer and completing the address change form provided by that agency.

INFORMATIONAL MATERIALS

Additional information on the various health care programs offered to City employees is available on the City of Baltimore enrollment website, https://www.baltimorecity.essbenefits.com/essenroll.asp. Information may also be obtained from the Employee Benefits Office at 201 E. Baltimore St. Suite 500, Baltimore, MD 21202.

RELATED DOCUMENTS

AM-204-24 Prescription Drug Program
AM-204-25 Health Incentive Program for Physical Examination, Physical Fitness, Vision or Dental Reimbursement
AM-204-26 Vision Benefits Plan
AM-204-27 Optional Life and Accidental Death and Dismemberment Plans
AM-204-28 COBRA
AM-204-29 Domestic Partner Benefits
AM-213-1, Part 1 Reinstatement Following Separation from City Service
AM-213-1, Part 2 Subsequent Employment after Voluntary Separation from City Service

m *Prescription Drug Plan*

SCOPE
This policy applies to eligible permanent full-time and eligible part-time employees who elect to enroll in a pharmacy program offered by the City of Baltimore.

ENROLLMENT
All employees eligible for the prescription drug plan must enroll for coverage within 60 days of employment or change in status. To enroll employees will need to log on to the online enrollment website, www.baltimorecity.essbenefits.com. Employees may access this website by using their Social Security number and PIN (4 digit Personal Identification Number).

EFFECTIVE DATE OF COVERAGE
Coverage for new hires will become effective on the first day of the calendar month following 30 days of service.

DATE COVERAGE ENDS

Coverage for employees will end on the last day of the calendar month in which termination occurs.

LEVELS OF COVERAGE WITHIN THE PRESCRIPTION DRUG PLAN
Employees may enroll in any one of the following levels of coverage within a health care program:

- **Individual – Employee only.**
- **Employee and Spouse (or Domestic Partner).**
- **Parent and Child –two people (Employee and one Child).**
- **Family – indicates three or more people.**

DEPENDENTS ELIGIBILITY

An eligible dependent is defined as:

- **A spouse. The City requires a marriage certificate to verify eligibility.**
- **Domestic Partner. The City requires an Affidavit of Domestic Partnership to verify eligibility.**
- **An unmarried child by natural birth or legal adoption until the year in which the child reaches the age of ineligibility as defined by the provisions of the health care coverage selected (outlined below). The City may require birth certificate or court documentation to verify dependency.**
- **An unmarried child for whom a City employee has been designated guardian or economic sole support until the end of the calendar year in which the child reaches the age of**

ineligibility as defined by the provisions of the health care coverage selected. The City may require court or other official documentation to verify dependency.

- An unmarried child above eligibility age who is incapable of self-support because of disability that commenced prior to the date on which the child reached the age of ineligibility as defined by the provision of the health care coverage selected.

HOW THE PLAN WORKS:

The employee pays a copay for each allowed prescription under the Prescription Drug Plan, either at a retail pharmacy or through the mail order pharmacy. The Prescription Drug Plan requires that the participating pharmacy, including mail order pharmacy, use generic drugs, unless there is a medical reason that supports the use of a brand name medication.

MAIL ORDER PHARMACY

Employees (and their eligible dependents) have the option to have maintenance medications filled through a mail order pharmacy. Using a mail order pharmacy to fill maintenance medications allows employees (and their eligible dependents) to fill a 90-day supply instead of a 30-day supply at a local retail pharmacy.

Maintenance medications are medications that will be taken on a long-term basis. Examples of maintenance medications include drugs prescribed to treat illnesses, such as high blood pressure, high cholesterol, arthritis, thyroid or diabetes.

Non-Participating Providers

If a non-participating provider is used to fill a prescription, the employee must pay for the cost of the prescription in full.

- Claims with a fill date of 1 to 60 days from the participant's effective date, reimbursement is at the submitted cost less the copay amount.
- Claims with a fill date of more than 60 days from the participant's effective date, reimbursement is at the client's contracted rate minus the copay amount.

To request reimbursement, the employee must complete a Prescription Reimbursement form, which is available from Express Scripts.

TRAVEL OUT OF THE UNITED STATES

Employees traveling outside of the United States must contact the Employee Benefits Division at least two weeks before departure if any medications are required before the refill date or if an extended supply of medication is needed.

QUALIFYING EVENTS FOR DEPENDENT ENROLLMENT

There are certain situations, called Qualifying Events, which permit employees to enroll dependents in the Prescription Drug Program outside of the annual Open Enrollment. Employees must enroll eligible dependents within 60 days of a Qualifying Event. Employees who need to make changes to their benefits, due to a Qualifying Event, will need to access the City's enrollment website, www.baltimorecity.essbenefits.com. Employees must provide the required documentation for dependents, which are listed in the following paragraphs.

Domestic Partner

To add a domestic partner to the employee's prescription plan, the employee must access the enrollment website and add the Domestic Partner. Then the employee and the domestic partner must provide an Affidavit for Employee Domestic Partnership to the Employee Benefits Division.

Newborn

To add a newborn to the employees existing prescription plan employees must access the enrollment website within 60 days of the newborn's date of birth. The coverage effective date for a newborn will be the child's date of birth. The employee will also need to submit a birth certificate within 60 days of the child's date of birth.

Dependent Child (For New Enrollees only)

Employees must provide a copy of the child's birth certificate within 60 days of the Change in Status or Date of Hire.

Step-Children

To add a stepchild the employee must access the enrollment website and add a stepchild to his/her benefits. The employee must provide a marriage and birth certificate to Employee Benefits within 60 days.

Children of Domestic Partners

The earliest a child of a domestic partner can be added is the first of the month following the date of Domestic Partnership Certification. Eligible dependents must be added by accessing the enrollment website within 60 days of the certification (or qualifying event). The employee must provide the Affidavit of Domestic Partnership and a birth certificate to Employee Benefits within 60 days.

Adopted Children

An adopted child will be effective on the date of the adoption. To enroll an adopted child the employee must enroll the child by accessing the enrollment website within 60 days of the adoption. The employee must then submit a Birth Certificate and a document of placement to Employee Benefits within 60 days.

Legal Guardianship

An eligible dependent, for whom an employee has legal guardianship, can be added to the employee's policy on the first of the month following the event as long as the employee has enrolled the child within 60 days of legal guardianship.

Economic Sole Support

To add an eligible dependent for whom an employee provides economic sole support, the dependent must be enrolled within 60 days of the economic sole support determination. Employees must submit the following documentation of proof of the relationship: a birth certificate for a child and a grandchild and the Certification of Economic Sole Support for Grandchildren form.

Full-time Students

To add dependent children over the age of 19, the employee must enroll the child by using the enrollment website and certifying that the child is a full-time student. The employee will need to submit a Student Verification form to Employee Benefits within 60 days of this event.

SEPARATION FROM CITY SERVICE

Employees who separate from City service will receive information regarding Consolidated Omnibus Budget Reconciliation Act, COBRA, (AM-204-28) at the time of their exit interview or through a subsequent communication from the Employee Benefits Division. If an employee is eligible for and selects enrollment in the Prescription Drug Plan through COBRA, that employee (and his/her eligible dependents) will receive a new prescription drug card.

INACTIVE EMPLOYEES

If the employee is out of pay status for more than 30 consecutive days for reasons other than an approved Family Medical Leave (FMLA), the employee is responsible for the monthly premium to continue this benefit. However, if the employee is on an approved FMLA then the employee is entitled to continue this benefit for the length of the FMLA. For more information, contact Employee Benefits Division at 410-396-5830.

RELATED DOCUMENTS
AM-203-2 Family and Medical Leave
AM-204-23 Health Care Benefits Program
AM-204-28 COBRA
AM-204-29 Domestic Partner Benefits
AM-213-1 Reinstatement Following Separation from City Service

m Health Incentive Reimbursement Program

SCOPE
Permanent full-time and permanent part-time employees with representation codes 2, 3, 6, or 9 (elected officials, appointed officials, Managerial and Professional Society, and unrepresented with MAPS benefits, respectively) are eligible for certain reimbursement benefits up to $250 per fiscal year for costs related to the following:

- Employee's physical examination;
- Employee's physical fitness/wellness programsmay include weight control, yoga, pilates, karate, tai chi, smoking cessation and stress management classes (as approved by the Employee Benefits Division, Department of Human Resources);
- Employee's vision not covered by his/her optical plan;
- Employee's dental care expenses not covered by his/her dental plan; or
- Employee's holistic/natural medical treatments.

Eligible employees will not receive reimbursement for combinations of the above.
Employees are eligible for this reimbursement upon completion of six months of service.

CONDITIONS FOR REIMBURSEMENT
Employees may be reimbursed up to $250 per fiscal year, which begins with the date of the last physical examination, fitness program enrollment, vision or dental care service, or holistic/natural medical treatment, if applicable. *(Employees' spouses and dependents and retirees are not eligible to participate in this program.)* **Funds must be available in the budget of the agency in which the requesting employee is employed.**

Note: Any reimbursement request received by the Department of Human Resources later than 60 days after the end of a fiscal year, for services obtained during the previous fiscal year, will not be honored.

RECEIVING REIMBURSEMENT FOR A PHYSICAL EXAMINATION
The employee must send a written request for reimbursement to the agency human resources officer or designee within 60 days of the date of the employee's physical examination. Reimbursement of up to $250 for physical examinations is subject to the following conditions:

- Requests for reimbursement must be made within 60 days of the date of the physical examination.
- An original receipt for the physical examination must be furnished.
- An explanation of benefits from the employee's health plan must be furnished.
- Employees may not receive reimbursement from the City for expenses that are being paid by a health care provider.

RECEIVING REIMBURSEMENT FOR PHYSICAL FITNESS/WELLNESS PROGRAMS

The employee must send a written request for reimbursement to the agency human resources officer or designee within 60 days of enrollment or renewal of membership, along with the following:

- An original receipt that verifies employee's enrollment and premium/dues paid for his/her membership; or
- A statement on letterhead from the health club, spa or fitness center indicating the amount paid for the employee's membership.

If the employee's program is payable on a monthly schedule only, the employee must inform the agency human resources officer in advance and submit in a timely manner an original receipt or record of the total monthly payments on the program's letterhead. The amount eligible for reimbursement may not exceed $250 during the fiscal year. The reimbursement is for only one of the five covered benefits and all reimbursable invoices must be for services obtained during the same fiscal year.

The Employee Benefits Division of the Department of Human Resources is responsible for determining which physical fitness programs qualify for reimbursement. Requests for reimbursement for non-aerobic dance classes will not be approved.

RECEIVING REIMBURSEMENT FOR VISION OR DENTAL CARE

Employees must send a written request for reimbursement to the agency human resources officer within 60 days of the date of the employee's vision or dental services. Vision service may include eye examinations, frames, prescription lenses or contact lenses. For dental, expenses incurred but not covered by the dental plan may be submitted. Reimbursement of up to $250 for vision or dental care is subject to the following conditions:

- An original receipt(s) with payment of the vision or dental service.
- An explanation of benefits from the employee's health plan or dental plan, or proof that the service claim was rejected by the employee's plan.
- Employees may not receive reimbursement from the City for expenses that are being paid under the optical or dental plan.

RECEIVING REIMBURSEMENT FOR HOLISTIC/NATURAL MEDICAL TREATMENT

The employee must send a written request for reimbursement to the agency human resources officer or designee within 60 days of the date of the employee's treatment. Reimbursement of up to $250 for holistic/natural medical treatment(s) is subject to the following conditions:

- Requests for reimbursement must be made within 60 days of the date of the treatment.
- An original receipt for the treatment(s) must be furnished.
- An explanation of benefits from the employee's health plan must be furnished.
- Employees may not receive reimbursement from the City for expenses that are being paid by a health care provider.

If the employee's treatments are payable on a monthly schedule only, the employee must inform the agency human resources officer in advance and submit in a timely manner an original receipt or
record of the total monthly payments on the program's letterhead. The amount eligible for reimbursement may not exceed $250 during the fiscal year. The reimbursement is for only one of the five covered benefits and all reimbursable invoices must be for services obtained during the same fiscal year.

INACTIVE EMPLOYEES
Employees who are on a leave of absence without pay or who are in any other non-pay status are not eligible to receive any of these health incentive reimbursement benefits.

Employees will be eligible to receive the physical examination, physical fitness, vision or dental care(not covered by vision or dental plan), or holistic/natural medical treatment reimbursement benefits upon reinstatement to City service in accordance with the City's reinstatement and subsequent employment policies (AM-213-1, Part I and Part II).

REIMBURSEMENT PROCESS
The required information along with a copy of the ComPASS - Direct Payment Order (DPO) is sent to the Employee Benefits Division, Department of Human Resources, 201 E. Baltimore Street, by the assigned agency contact. Fiscal approval within the requesting agency and by the agency's assigned budget analyst is required for funding availability prior to submission to Human Resources. The Department of Human Resources will verify eligibility for reimbursement or request additional information from the employee. If the request is approved, the Employee Benefits Division will forward the DPO copy to the Department of Finance, Accounts Payable Division, 401 E. Fayette Street, for processing of the payment.

If the request for reimbursement is not approved, the Employee Benefits Division will indicate the reason and return the request and DPO copy to the agency contact who will notify the employee.

RELATED POLICIES
AM-204-23 HEALTH CARE PROVISIONS
AM-204-26 OPTICAL/VISION CARE

m Health Incentive Reimbursement Program

AM-213-1, Part I and II REINSTATEMENT AND SUBSEQUENT EMPLOYMENT
AM-291-1 CIVIL SERVICE CLASS LISTINGS
AM-291-2 NON-CIVIL SERVICE CLASS LISTING
AM-303-1 DIRECT PAYMENT ORDER

m *Vision Benefit Plan*

SCOPE
This policy applies to eligible permanent full-time and eligible permanent part-time employees who elect to enroll in the vision care benefits plan offered by the City of Baltimore.

EFFECTIVE DATE OF COVERAGE
Coverage for new hires will become effective on the first day of the calendar month following 30 days of service.

DATE COVERAGE ENDS
Coverage for employees will end on the last day of the calendar month in which termination occurs.

LEVELS OF COVERAGE WITHIN HEALTHCARE PROGRAMS
Employees may enroll in any one of the following levels of coverage within a health care program:

- Individual – Employee only.
- Employee and Spouse (or Domestic Partner).
- Parent and Child – two people (Employee and one Child).
- Family – indicates three or more people

DEPENDENT ELIGIBILITY
An eligible dependent is defined as:

- A spouse. The City requires a marriage certificate to verify eligibility.
- Domestic Partner. The City requires an Affidavit of Domestic Partnership to verify eligibility.
- An unmarried child by natural birth or legal adoption until the year in which the child reaches the age of ineligibility as defined by the provisions of the health care coverage selected (outlined below). The City may require birth certificate or court documentation to verify dependency.
- An unmarried child for whom a City employee has been designated guardian or economic sole support until the end of the calendar year in which the child reaches the age of ineligibility as defined by the provisions of the health care coverage selected. The City may require court or other official documentation to verify dependency.
- An unmarried child above eligibility age who is incapable of self-support because of disability that commenced prior to the date on which the child reached the age of ineligibility as defined by the provision of the health care coverage selected.

CHANGES IN LEVEL OF COVERAGE
Once an employee is enrolled in benefits a change cannot be made unless there is a Change in

Status. A Change in Status is defined as marriage, divorce, termination of domestic partnership, and birth or adoption of a child. The employee has 60 days to notify the City of Baltimore of an enrollment change due to a Change in Status. The employee will make the necessary elections using the City of Baltimore's enrollment website, https://www.baltimorecity.essbenefits.com/essenroll.asp. For more information regarding a change in status, please contact the Employee Benefits Division or log on to the City's enrollment website for more information.

New dependents must be added to a health plan within 60 days of a qualifying event. An event is defined as marriage, childbirth, adoption of an eligible dependent, marriage to an individual with an eligible dependent, or declaration of domestic partnership.

BENEFITS

The City's Optical/Vision Program allows for the following benefits for eligible employees and dependents:

- An eye examination every two years. A year begins with the date of the last eye examination.
- The issuance of one pair of eyeglasses every two years, if necessary.

The City of Baltimore provides vision benefits to its employees and some retirees. The vision plan, which employees are enrolled under, is based on the employee's union affiliation.

Baltimore City Vision Care (BCVC) - Benefits are provided by BCVC for Police, Fire, CUB and AFSCME locals. BCVC members must order their vouchers by calling 410.396.3777 and selecting option 1 and then option 4. Before submitting the voucher for reimbursement, the voucher must be completed in its entirety and signed by both the employee and provider. BCVC does not accept copies of vouchers for reimbursement.

Carefirst Blue Cross/Blue Shield Select Vision Program - Select Vision provides benefits for MAPS employees and select retirees.

NON-PARTICIPATION PROVIDERS

Baltimore City Vision Care (BCVC) - If the employee selects a nonparticipating provider the employee must submit the signed voucher along with itemized receipts to Baltimore City Vision Care for reimbursement. The employee must pay the provider the total amount charged for the service and obtain an itemized receipt from the provider. Reimbursement is not to exceed the maximum allowed amount outlined in the BCVC Fee Schedule.

Select Vision (CareFirst BC/BS) – The employee can also receive vision exams, frames and lenses, or contact lenses from non-participating providers. The employee must pay these providers for these services and submit any bills or receipts to CareFirst BlueCross/BlueShield. The employee will be directly reimbursed up to the allowed benefit and is responsible for any difference between the scheduled benefit and the billed charges.

More information about the vision plans offered by the City of Baltimore, including the fee schedule is available on the City of Baltimore's enrollment website,

https://www.baltimorecity.essbenefits.com.asp.

EXCLUSIONS

- Sunglasses or any lenses in red darker than No. 2 tints, even if prescribed.
- Separate exam for contact lens fitting.
- Replacement or repair of damaged or lost frames, lenses for frames and contact lenses.
- Vision care services and materials, which may be required as a condition of employment such as a driver's license or rendered by a facility under agreement with the Employer.
- Vision care services of any kind other than defined and limits herein.
- Vision care services rendered before and beyond the effective date of member's eligibility.
- Vision care services rendered after the member's coverage is terminated.
- Any type of medical treatments or surgical care or treatment of any type of vision training.
- Coated or aniseikonia lenses.
- Benefits to which eligible employees are entitled under any Workmen's Compensation or similar law.

INACTIVE EMPLOYEES

Employees who are on a leave of absence without pay or who are in any other non-pay status are not eligible to receive Vision Plan benefits.

Employees will be eligible to re-enroll in the City's Vision Plan upon reinstatement to active City service in accordance with the City's reinstatement policy (AM-213-1).

SEPARATION FROM CITY SERVICE

Employees who are separate from City Service will receive information relative to the eligibility for continuation of benefits as a result of the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) (AM-204-28) at the time of their "Exit Interview" or subsequent communication from the Employee Benefits Division.

RELATED DOCUMENTS

AM-204-23 Health Care Benefits Program
AM-204-28 COBRA
AM-213-1, Part 1 Reinstatement Following Separation from City Service
AM-213-1, Part 2 Subsequent Employment after Voluntary Separation from City Service

m Optional Life and Accidental Death and Dismemberment Plan

SCOPE

An employee may elect Optional Life and Accidental Death and Dismemberment (AD&D) insurance if he/she is a permanent full-time or permanent part-time employee. The Employee Benefits Division of the Department of Personnel oversees the insurance plans for employees.

OPTIONAL LIFE

The Optional Life Plan provides employees with additional life insurance coverage beyond the Basic Life Plan (for Optional Accidental Death and Dismemberment insurance, see the next heading). When enrolling in the Optional Life Plan, an employee may choose a level of coverage from one to five time his/her annual salary (rounded to the next highest $1,000) up to a maximum of $500,000.

For example, if an employee's annual salary is $17,275 and he/she selects Optional Life coverage of two times his/her annual salary, he/she will receive additional life insurance coverage in the amount of $35,000 ($17,275 x 2 = $34,550).

OPTIONAL LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT (AD&D)

The Optional Accidental Death and Dismemberment Plan provides the employee with AD&D coverage beyond what the Basic Plan covers. An employee must elect the Optional Life Plan to participate in the Optional AD&D Plan. AD&D insurance provides benefits in the case of death or loss of limbs or sight caused directly by an accident. An employee may choose a level of coverage from one to five times his/her annual salary (rounded to the next highest $1,000) up to a maximum of $500,000 (this is a combined maximum with Optional Life).

ENROLLING IN OPTIONAL LIFE OR OPTIONAL LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT (AD&D)

New Employees

If a new employee enrolls within 60 days of his/her employment date or within 60 days of the Basic Life eligibility, the employee can enroll for one to five times his/her annual salary, up to $500,000, without providing proof of good health (evidence of insurability).

Open Enrollment

m Optional Life and Accidental Death and Dismemberment Plan

New Enrollee – Each year during Open Enrollment, an employee can enroll for one to five times his/her annual salary, up to $500,000, upon completion and approval of a "Proof of Good Health Form" (evidence of insurability).

Current Enrollee – During Open Enrollment, an employee can enroll in one additional level (times his/her salary), up to five times the annual salary without proof of good health. Coverage can be increased by two, three, or four additional levels (times the salary), up to

$500,000 upon completion and approval of a "Proof of Good Health Form" (evidence of insurability).

Change in Family Status

If there is a change in family status such as marriage, birth, or adoption, the employee may increase his/her coverage amount by one times the annual salary without providing proof of good health (evidence of insurability). The employee must notify the Employee Benefits Division of the Department of Personnel within 60 days of the qualifying event.

Conversion Privilege

When employment ends, the employee is eligible to continue an individual life insurance policy with the City's current life insurance provider. This policy can be in an amount equal to or less than the amount of life insurance he/she had under the City of Baltimore policy. He/she will not have to provide proof of good health to receive this coverage. **The former employee will have to pay the full premium for this coverage.**

If an employee is interested in this conversion privilege, he/she must contact the Employee Benefits Division, Life Insurance Unit, at 410-396-5307 within 30 days of the date of separation from City service. Upon request for conversion information, the City will provide the separated employee in writing the name, address and phone number of the City's current life insurance provider. It will be the separated employee's responsibility to contact the provider regarding all conversion information.

BENEFICIARY

Under the City of Baltimore's optional life and/or accidental death and dismemberment plans, employees may select anyone as beneficiary(ies). Employees may change beneficiaries at any time by completing a Beneficiary Form and submitting it to the Employee Benefits Division, Department of Personnel, 201 E. Baltimore St.; telephone: 410-396-5307.

m Optional Life and Accidental Death and Dismemberment Plan

RELATED POLICIES

AM-216-1 DEATH BENEFITS

a **AM-204-28**

m *COBRA*

SCOPE

The Consolidated Omnibus Budget Reconciliation Act (COBRA) is a federal law that requires certain individuals as determined by the "Qualified Beneficiaries" and "Qualifying Event" sections of this policy, be given the opportunity to continue health care benefits.

QUALIFIED BENEFICIARIES

The following individuals, who are covered under the City of Baltimore's group health plan the day before the "qualifying event," can become qualified beneficiaries under COBRA:

• an employee;
• the spouse of an employee or retiree; and
• the dependent children of an employee or retiree.

QUALIFYING EVENT

Employees, retirees, and their covered dependents may be eligible for continuation of health care benefits, if one of the following qualifying events occurs:

For covered employees:

- the termination (other than by reason of gross misconduct) or reduction in hours of the covered employee's employment.

In this case, health care benefits may be extended for the employee, as well as for covered dependents, for a period not to exceed 18 months. Health care benefits may be extended to 29 months for certain disabled qualified beneficiaries and their non-disabled family members.

For covered spouses and dependent children:

- the covered employee's termination of employment (other than for gross misconduct) or reduction in hours of employment.
- *Health care benefits may be extended for a period not to exceed 18 months.*
- the covered employee's or retiree's death;
- a divorce or legal separation of a spouse from a covered employee or retiree;
- a covered employee's or retiree's entitlement to Medicare; or
- a child's loss of dependent status.

In these cases (other than termination or reduction in hours of employment), health care benefits may be extended for the spouse and children for a period not to exceed 36 months.

NOTIFICATION OF THE RIGHT TO CONTINUE HEALTH BENEFITS

Termination or Reduction in Hours

Employees who separate from City employment, and the spouses and dependent children of the employees will receive notification of their rights to continue health care benefits. A COBRA notification letter along with a COBRA election form will be mailed to the address indicated on the City's payroll records at the time of separation. Employees, their spouses and dependent children will have 60 days from the date of separation to apply for continuation of health benefits provided that they are enrolled at the time of separation.

Employees who are out of pay status due to a leave of absence, sick leave, family and medical leave, suspension, or other reasons will automatically be billed for their health plan premiums for every pay period they are out of pay status. Employees must call Employee Benefits Division-Premium Billing when they receive their bill. A representative will determine the employee's contribution based on the reason they are out of pay status. If they wish to continue prescription, dental and vision benefits, they must contact COBRA by calling ADP Benefit Services, phone number 1-800-526-2720.

Death of a Covered Employee or Retiree

The spouse and dependent children of a deceased employee or retiree will receive notification of their right to continue health care benefits. A COBRA notification letter along with a COBRA election form will be mailed to the address indicated on the City's payroll records at the time of death. The spouse and dependent children of the employee or retiree will have 60 days from the date of death to apply for continuation of health benefits provided that they are enrolled at the time of death.

Divorce

In cases of divorce, the employee or retiree must notify Employee Benefits Division within 60 days of the qualifying event. A COBRA notification letter along with a COBRA election form will be mailed to the address on file at the time of the qualifying event to the spouse and children of the employee or retiree. The spouse and dependent children of the employee or retiree will have 60 days from the date of divorce to apply for continuation of health benefits provided that they are enrolled at the time of the qualifying event.

Employee's or Retiree's Entitlement to Medicare

An employee's or retiree's entitlement to Medicare that causes his/her spouse (or dependent children) to lose coverage is a qualifying event. However, Medicare Entitlement as the initial qualifying event, does not exist under the City's group health plan. Under Tax Equity and Fiscal Responsibility Act (TEFRA) of 1982, employees who become entitled to Medicare may continue coverage in their health plan as primary and Medicare secondary. In most cases, Medicare Entitlement is a second qualifying event.

Loss of Child's Dependent Status

In cases of a child's loss of dependent status, a COBRA notification letter along with a COBRA election form will be mailed to the dependent child at the address indicated on file. The dependent child will have 60 days from the date of the qualifying event to apply for continuation of health benefits provided that the child was enrolled at the time of the qualifying event. *(Loss of dependent status refers to dependent children who have reached the age limit for the health plan in which they are enrolled.)*

COBRA ELECTION

Qualified beneficiaries who are eligible to continue their health benefits under COBRA may continue the following health benefit plans provided that they are enrolled at the time of the qualifying event:

- Medical Plan
- Prescription Drug Plan
- Vision Plan
- Dental Plan

Qualified beneficiaries, who elect to continue health benefits under COBRA, must continue coverage in the plans enrolled at the time of the qualifying event. Qualified beneficiaries may elect one level of coverage, such as Individual, Husband and Wife, Parent and Child, or Family provided that the dependents were enrolled at the time of the qualifying event.

DEPENDENT ELIGIBILITY

Qualified beneficiaries may enroll additional dependents during the year within 60 days of a marriage, birth, legal adoption, or guardianship, or terminate a dependent during the year within 60 days of a death, divorce or legal separation or other coverage. Documentation of enrollment or termination of a dependent is required at the time of notification. Contact ADP Benefit

Services by calling 1-800-526-2720.

OPEN ENROLLMENT

Qualified beneficiaries may also transfer health plans, enroll in or terminate a benefit or enroll or terminate a dependent during an annual Open Enrollment period. Changes will become effective January 1 of the following year.

BILLING

Qualified beneficiaries will receive monthly bill from ADP Benefit Services. Monthly payments are due the first day of each month. Payments must be made in full and made payable to:

ADP Benefit Services
P.O. Box 2968
Alpharetta, GA 30023-2968
Phone: 1-800-526-2720
Fax: 1-800-526-2723

TERMINATION OF COBRA BENEFITS

The maximum coverage periods may be terminated early if the:

- qualified beneficiary fails to pay the premium on time;
- qualified beneficiary becomes covered under another group health plan or Medicare after the COBRA election date; or
- City terminates all of its group health benefits.

FOR MORE INFORMATION

Additional information on the various health care benefits offered is available from the Employee Benefits Division of the Department of Human Resources, 201 E. Baltimore Street, Suite 500, Baltimore, MD 21202.

RELATED DOCUMENTS

AM-204-23 HEALTH CARE PROVISIONS
AM-204-24 PRESCRIPTION DRUG PROGRAM
AM-204-25 HEALTH INCENTIVE REIMBURSEMENT PROGRAM FOR PHYSICAL EXAMINATIONS, PHYSICAL FITNESS, VISION CARE OR DENTAL CARE
AM-204-26 OPTICAL/VISION PROGRAM

AM-204-27 OPTIONAL LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT PLANS

m *Domestic Partner Benefits*

SCOPE

The definition and use of the term "domestic partner" means two same-gender adults who have chosen to share all aspects of each other's lives in an intimate and committed relationship. Many domestic partners are unable to marry because the law prohibits same-gender marriage in the state in which they maintain their legal residence. However, to receive benefits for a domestic partner as a City employee, the following requirements must be met:

- The two persons must have shared a common legal residence for at least six months;
- The two persons must agree to share basic living expenses, including food, shelter, and other expenses which are paid, at least in part, by a program or benefit for which the partner is qualified because of the domestic partnership;
- Neither person may be married or in any other domestic partnership;
- The two persons must not be related by blood in a way that would bar marriage under Maryland law;
- Both persons must be age 18 or older and have the capacity to contract; and
- Both persons must sign an "Affidavit of Domestic Partnership" (hereinafter "Affidavit").

DOCUMENTATION FOR DOMESTIC PARTNERSHIP

In addition to executing the "Affidavit", the partners will be required to present evidence to prove mutual economic dependence, such as a joint lease, mortgage, or power of attorney. They will also be required to show evidence of common legal residence by presenting driver's licenses, voter registration cards, or other identification. In addition to evidence of common legal residence, a copy of a birth certificate for each person must also be presented. The proof must have been in existence for at least six months before filing of the "Affidavit". Affidavits are available from and filed with the Employee Benefits Division, Department of Personnel, 201 E. Baltimore Street.

INSURANCE PROGRAMS

The domestic partner may apply for the following coverage through the provider of the employee:

- Health insurance coverage;
- Prescription drug coverage;
- Dental insurance coverage; and

- Vision care benefits.

To receive benefits cited above, the employee and his/her domestic partner must both enroll in the programs above within 60 days of the qualifying event or during the annual Open Enrollment period.

OTHER BENEFITS

Any benefits of employment which are based upon a spousal relationship and defined in the City's Personnel Rules and Regulations, the applicable Memorandum of Understanding, and the *Administrative Manual* will also be applied to a domestic partner.

Eligible dependents of domestic partners must provide the same proof and verification that is requested for spousal and dependent relations. This includes:

- Entitlement as outlined in the Bereavement Leave Policy; and
- Entitlement as outlined in the Family and Medical Leave Policy.

PROCEDURES

The employee and domestic partner must complete an "Affidavit of Domestic Partnership," which both must sign and have notarized to apply for benefits. Appropriate documentation must be submitted with the "Affidavit" to the Employee Benefits Division in the Department of Personnel.

The employee will be notified after the Employee Benefits Division has reviewed the "Affidavit" and documentation, and a determination has been made that the eligible requirements are met.

CHANGE IN AFFIDAVIT INFORMATION

Any changes in the circumstances attested to in the "Affidavit of Domestic Partnership" must be communicated to the Employee Benefits Division. The Employee Benefits Division will review any changes to determine if they affect domestic partnership benefits. If it is determined that domestic partnership benefits are not affected by the change, no action will be taken. If the Employee Benefits Division determines the partnership is no longer eligible for domestic partnership benefits, benefits will be terminated. The employee and the health care provider will receive a notice, which will include:

- The names of the employee, the partner, and other dependents; and
- The reason for termination of benefits.

FRAUD

The sworn "Affidavit" includes acknowledgment by the participants that civil action may be brought against them for any losses or costs because of false statements or failure to notify the City in the event of termination of the partnership. A separate "Affidavit of Termination of Domestic Partnership" is provided for this purpose. The "Affidavit" further contains a statement certifying that the facts represented are true and correct and that willful falsification of information could lead to disciplinary action up to and including termination.

TERMINATION OF PARTNERSHIP

If the relationship ends, the employee must complete an "Affidavit of Termination of Domestic Partnership" and a "Benefits Selection Form". This affidavit and benefit form must be delivered to the domestic partner and the Employee Benefits Division. The Employee Benefits Division will inform the health care provider of the termination of partnership.

The "Affidavit" states that the employee may not re-apply for domestic partnership benefits for at least six months from the date the "Affidavit of Termination of Domestic Partnership" is processed by the Employee Benefits Division.

RELATED POLICIES

AM-203-2 FAMILY AND MEDICAL LEAVE

AM-204-8 LEAVE OF ABSENCE - BEREAVEMENT

AM-204-23 HEALTH CARE PROVISIONS

AM-204-24 PRESCRIPTION DRUG PROGRAM

AM-204-26 OPTICAL/VISION PROGRAM

MOVEMENT BETWEEN CIVIL SERVICE POSITIONS

APPLICABILITY

The provisions of this section apply to all persons who move with no break in service from a Civil Service position to another Civil Service position. Such movement may occur between organizations or may occur within the same organization.

LEAVE CREDIT

Civil Service employees in permanent appointments will be given credit in accordance with this policy for the following types of leave when moving between positions, provided that there is no break in service:

- Vacation.
- Personal.
- Sick.

Compensatory leave will be handled according to the requirements of the Fair Labor Standards Act.

If a Civil Service employee in a permanent appointment moves to another Civil Service position with a permanent appointment code in which vacation and personal leave are earned at a lower rate than the employee's previous position, the following guidelines will be used by the Central Payroll Division to recalculate the leave credit:

- By using the leave earning rate of the new position, the amount of leave credit which the employee would have earned in the previous position at that rate will be recalculated.
- From the above computed leave figure, subtract the actual leave used by the employee while serving in the previous position.
- The resulting leave figure will be credited to the employee provided that such leave does not exceed any maximum accumulated leave limits which apply to the new position.

If a Civil Service employee in a permanent appointment moves to another Civil Service position with a permanent appointment code in which vacation and personal leave are earned at the same or higher rate than the employee's previous position, the employee will be credited with all such

leave provided that such leave does not exceed any maximum accumulated leave limits which apply to the new position.

In cases where the employee's former accumulated vacation and personal leave balances exceed those credited to the employee in the position, the excess leave days will be converted to cash. The organization from which the employee is moving is responsible for funding such cash payments.

All accumulated sick leave will be credited to the employee in the new position.

If a Civil Service employee in a permanent appointment is appointed to another Civil Service position on a provisional basis, the employee will be credited with all leave in the same manner as if the appointment were permanent. Additional leave will also be earned in the same manner as if the appointment were permanent.

The employee's previous organization must attach to the employee's CHANGE NOTICE (28-1618-5143) [AM-205-4-5] a MEMO (28-1418-5007) containing complete information concerning the employee's leave balances and, if applicable, a detailed description and explanation of all calculations made in regard to such leave balances.

DATE OF ENTRY

The employee's date of entry into City service will not be changed when the employee moves between positions. Such date will continue to be used to compute leave and longevity benefits.

HEALTH CARE BENEFITS

If an employee moves between Civil Service positions with permanent appointment codes, and at the time of movement is enrolled in a City health care plan, the employee will continue to be covered by that same plan; however, benefits may differ depending upon the union affiliation of the new position.

If a Civil Service employee in a permanent appointment receives provisional appointment to another Civil Service position and at the time of movement is enrolled in a City health care plan; the employee will continue to be covered by that same health care plan; however, benefits may differ depending upon the union affiliation of the new position.

m Determination of Benefits Part I

RETIREMENT BENEFITS

Movement between Civil Service positions may have an effect on an employee's status within the City Employees' Retirement System. Employees should contact a Benefits Analyst within the City Employees' Retirement System prior to movement.

m Determination of Benefits Part II

MOVEMENT FROM NON-CIVIL TO CIVIL SERVICE POSITIONS

APPLICABILITY

The provisions of this section apply to all persons who move with no break in service to a Civil Service position from:

- A City or City related organization;

AND,

- A class recognized by the Expenditure Control Committee (ECC) but not controlled by Civil Service.

Employees who meet the above criteria are hereinafter referred to as City recognized employees.

LEAVE CREDIT

A City-recognized employee will be given credit in accordance with this policy for the following types of leave when moving to a Civil Service position with a permanent appointment code provided that there is no break in service and the employee's former organization has an officially promulgated written leave policy:

- Vacation.
- Personal.
- Sick.

Compensatory leave will be handled according to the requirements of the Fair Labor Standards Act.

If a City-recognized employee moves to a Civil Service position with a permanent appointment code in which vacation, personal, and/or sick leave are earned at a lower rate than the employee's previous position, the following guidelines will be used by the Central Payroll Division to recalculate the leave credit:

- By using the leave earning rate of the new position the amount of leave credit which the employee would have earned in the previous position at that rate will be recalculated.

- From the above computed leave figure, subtract the actual leave used by the employee while serving in the previous position.

- The resulting leave figure will be credited to the employee provided that such leave does not exceed any maximum accumulated leave limits which apply to the new position.

If a City-recognized employee moves to a Civil Service position with a permanent appointment code in which vacation, personal, and/or sick leave are earned at the same or higher rate than the employee's previous position, the employee will be credited with all such leave, provided that such leave does not exceed any maximum accumulated leave limits which apply to the new position.

If, after all required calculations have been made, the employee's former accumulated vacation and personal leave balances exceed those credited to the employee in the new position, the excess leave will not be created by the employee's new agency. The disposition of such excess leave will be resolved with his former organization according to its internal policies.

If a City-recognized employee is appointed to a Civil Service position on a provisional basis, the employee will be credited with all leave in the new position in the same manner as if the appointment were permanent. Additional leave may also be earned in the same manner as if the appointment were permanent.

The employee's previous organization must attach to the employee's CHANGE NOTICE (28-1618-5143) [AM-205-4-5] a MEMO (28-1418-5007) containing complete information concerning the employee's leave balances and, if applicable, a detailed description and explanation of all calculations made in regard to such leave balances.

m Determination of Benefits Part II

DATE OF ENTRY

The employee's date of entry into City service will be considered to be the earliest date of permanent appointment into a Civil Service or City related position, provided that there is no break in service. This date of entry will be used to compute leave and longevity benefits.

HEALTH CARE BENEFITS

If a City recognized employee moves to a Civil Service position with no break in service, and if at the time of movement the employee is enrolled in a City health care plan, the employee will continue to be covered by that plan; however, benefits may differ depending upon the union affiliation of the new position.

If a City-recognized employee is appointed to a Civil Service position, the employee will be eligible to apply for City health care benefits, provided that the employee:

- Had not been eligible to apply for such coverage in the previous position;

AND

- Submits the application within 60 days of the appointment.

RETIREMENT BENEFITS

If a City-recognized employee moves to a Civil Service position, and at the time of movement is a member of another retirement system, the disposition of retirement benefits will be resolved on a case-by case basis. Effected employees should contact a Benefits Analyst within the City Employees' Retirement System prior to movement.

Membership in the City Employees' Retirement System is mandatory for employees on the City's payroll after 1 year of continuous service.

m *Employee Recognition Program*

SCOPE

This policy establishes the guidelines for the Employee Recognition Program. This program is designed to:

- Establish positive recognition for outstanding work performance.
- Encourage and promote employee achievement through program activities honoring their accomplishments.
- Highlight positive employee role models and work behaviors.
- Recognize longevity of service to the City.
- Improve employee morale.
- Demonstrate to the public that recognition of dedicated service and outstanding work by City employees serves as a basis for improving public services throughout the City.

This program applies to all permanent employees of the City of Baltimore.

OVERVIEW

The Employee Recognition Program establishes three categories of recognition for City employees: **Service Awards, Recognition Awards and Achievement Awards, and Safety Awards**. Each City agency shall establish and administer internal procedures, including announcements, forms, and posters for the program. Whatever plan an agency uses to make nominations must be reported to the Department of Human Resources (DHR). Each agency manager and employee shall participate in the program to insure equity and fairness in the distribution of awards.

Each agency head will appoint an Employee Recognition Program Coordinator, hereinafter referred to as the Agency Coordinator. DHR will administer the Employee Recognition Program.

SERVICE AWARDS

The purpose of these awards is to recognize 10 or more years of employment at 5-year intervals. Employees will receive service pins for the completion of 10 years of service and each succeeding 5-year interval. At least once each year an agency ceremony may be held whereby employees reaching the required years of employment will receive service pins. Special certificates will also be awarded by the agency head to employee attaining 30 or more years. Awards for 45 and 50 years will be presented at the City's Annual Employee Recognition Awards ceremony.

Criteria – Service Awards
Eligibility for service awards requires an entry date, which establishes the length of employment. The City's payroll system will be the only source for determining length of employment.

Procedure – Service Awards
1. In February of each year, the DHR will transmit to each agency the names of all City employees who have reached the employment requirement for the preceding calendar year.
2. The agency will order the appropriate number of service pins from the City warehouse system for each eligible employee.
3. Employees will receive their service pins and/or certificates in an agency-scheduled and sponsored ceremony no later than September 30 of each year.
4. Employees with 45 or more years of employment will receive special service certificates at the City's Annual Employee Recognition Awards ceremony.

ACHIEVEMENT AWARDS AND RECOGNITION AWARDS

The purpose of these awards is to recognize outstanding individual service to the City. The Achievement Awards are the highest awards granted by the City in recognition of sustained and exceptional service. They are awarded to two (2) employees regardless of occupational category. Achievement Award winners will be selected from among those nominated for Recognition Awards. A total of 11 awards (two Achievements and nine Recognitions) will be presented by the Mayor at the City's Annual Employee Recognition Awards ceremony.

Annually, each agency may nominate employees to be considered for Recognition Awards. Each agency may nominate no more than two employees per occupational category for Recognition Awards. The Recognition Awards are given to only one employee in each occupational category. The **occupational categories** are listed below:

> **Public Safety**: Classes in which workers are entrusted with safety of the public, security and protection from destructive forces. Examples are police officers, fire fighters, guards, sheriffs, school police, parking control agents and similar classes.
>
> **Education**: Classes in the Department of Education whose workers are in major educational programs requiring specialized training and State certification.
>
> **Administrative/Office Support**: Classes in which employees are responsible for internal and external communication, recording and retrieving data and/or information and other paperwork required in the office. Examples are office assistants, data entry operators,

accounting assistants, administrative coordinators, office supervisors and similar classes.

Supervision/Management: Classes in which employees set broad policies, exercise overall responsibility for execution of these policies or direct individual departments or special phases of an agency's operations. Examples are department heads, bureau heads, assistant directors, superintendents, division chiefs, project managers and similar classes.

Engineering and Inspection: Classes in which employees design and/or evaluate parts of major construction projects and ensure that construction complies with the design and specifications. Examples include engineers, inspectors, survey technicians and similar classes.

Professional Services: Classes which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Examples include personnel and labor relations workers, social workers, psychologists, nurses, lawyers, accountants, systems analysts, librarians, and budget analysts and similar cases.

Human Services: Classes in which one-on-one services are given to members of the public. Examples include counselors, recreation assistants, home health aides, educational assistants and similar classes.

Technical/Skilled Craft: Classes which require special manual skill and a comprehensive knowledge of the processes involved in the work through on-the-job training or an apprenticeship program. Examples include mechanics, electricians, carpenters, pipefitters, cooks, water and waste water technicians, stationary engineers, typesetters and similar classes.

Service/Maintenance: Classes in which workers perform duties which result in and contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities, and grounds of public property. Examples include chauffeurs, truck drivers, heavy equipment operators, bus drivers, custodial employees, building repairers, groundskeepers, food service workers and similar classes.

Criteria – Achievement and Recognition Awards

To be eligible for an award, the employee must have, for at least the two consecutive calendar years immediately prior to the determination of award eligibility:

1. A good or outstanding performance rating under the performance evaluation system.
2. A satisfactory employment record with no documented rule violations or disciplinary problems.

Awards
An employee will receive the following amount of Permission Leave if selected for these awards.

Type	Days Awarded	No. of Persons
Achievement Award	5	2
Recognition Award	3	9

All leave must be used in whole day units by the end of the calendar year in which the award is received. The agency is responsible for ensuring that no more than the number of days awarded are used.

Procedure – Achievement and Recognition Awards

1. The agency may nominate no more than two employees for Recognition Awards in any of the eight categories listed above other than Education, which is limited to Department of Education employees. All nominations must be made on the Employee Recognition Program Nomination Form (28-1408-5166).

2. The Recognition Award for Education is limited to teachers and administrators in the Department of Education. Not more than 10 nominations may be submitted, with one from each of the major programs or organizational units within the department, as determined by the Superintendent of Public Instruction.

3. The agency coordinators will submit the names of nominees with the nominating documents to DHR by March 1 of each year.

4. DHR will submit the nominees' names to the City Award Panel comprised of a representative form the Mayor's Office, three agency heads, and two union association presidents.

5. The City Award Panel will select the Recognition Award recipients from the nominees submitted by the agencies. The Achievement Award winners will be selected from nominees for the Recognition Awards across all occupational categories.

6. The award recipients will receive their awards at the City's Annual Employee Recognition Awards ceremony.

There may be an existing, agency program which could produce a number of potential nominees, e.g., a City agency administers an Employee of the Month Program. The agency may choose to select from among recent winners of agency awards, or may elect to accept special nominations once a year for Recognition Awards. Each agency has the latitude to create and administer a selection process that considers employees in the most effective and equitable manner.

SAFETY AWARDS

The purpose of these awards is to promote safety awareness and the overall prevention of accidents. It is envisioned that the Safety Program will contribute to the overall reduction of citywide job related injuries through the recognition of safe behavior by employee groups.

Criteria – Safety Awards
To be eligible for a Safety Award, the employee group must have:
1. A minimum number of safety violations in the last 12 months. No member may have received a letter of warning or suspension for unsafe practices.
2. Minimum job related injuries according to agency records for the work crew.
3. Minimum lost time due to job-related injuries.
4. Minimum number of sick days used by the work crew, including the supervisor.
5. At least two members in the work crew.
6. A superior record of productivity for the work crew.

Awards
One work crew or group including the supervisor will receive the following amount of permission leave and a Safety Award certificate:

Type	Days Awarded
Safety Award	Up to 15 days for the group, with a Maximum of 1 day per employee.

All leave must be used by the end of the calendar year in which the award is received. The agency is responsible for ensuring that no more than the number of days awarded are used. Agencies must insure that supervisors and employees clearly understand the group designation to assist in determining and tracking lost time, sick time, discipline and work injuries by the work group or work crew. Units with the highest number of "staff days" accident free (or with the greatest improvement rate over the last 12 months) would be recognized each year at the agency's annual

awards ceremony. Positive efforts to improve safety, such as safety suggestions or volunteer

safety work, will also be considered in determining the award recipients. DHR may establish additional Safety Awards based on type of occupation or work sites.

Procedure – Safety Awards

1. The agency coordinator will establish a plan for submission of nominations to an agency safety awards panel. Safety officers will be standing members of the Panel for Safety Awards). Prior to agency implementation, whatever plan the agency uses to accept nominations must be approved by DHR to ensure maximum participation of employees at all levels. All nominations must be made on the Employee Recognition Program Nomination Form (28-1408-5166).
2. The agency coordinator and the agency award panel will select the Safety Awards nominees and submit them to the agency head for final approval. Each agency may nominate one work crew for the City Safety Award for every 500 employees.
3. The City award panel will select the Safety Award recipients from the nominees submitted by the agencies.
4. The award recipients will receive their awards at the City's Annual Employee Recognition Awards ceremony.

AWARDS CEREMONY

Service Awards for employees with 45 or 50 years of service, Employee Recognition Awards, Achievement Awards, and the Safety Awards will be issued at the City's Annual Employee Recognition Awards ceremony. The Department of Human Resources will plan the event with assistance from the agency coordinators. The program may be funded at least in part by selling tickets to the public and employees. Monies for the award ceremony may also be raised by other fund raising activities.

NON-SELECTEE AWARDS

Agency heads may honor the employee(s) not selected for a citywide award by whatever method is appropriate. Such an award will give nominees a chance to know of their nomination and allow other employees to congratulate them.

m *Salary*

SCOPE

The Board of Estimates establishes the salary of all City classes whether the employee is in a Civil Service class or a Non-Civil Service class.

TYPES OF SALARY

There are two types of salary, which have been established by the Board of Estimates. They are a FLAT SALARY and a GRADED SALARY.

Flat Salary

In the case of a FLAT SALARY, i.e., grade 000 and grade 999, the Board of Estimates establishes the salary of a class at a fixed, non-incremental amount or that of an approved salary within the established flat range. An employee who fills a flat salaried classification does not receive a salary level movement after 18 months of service, but is eligible for the annually negotiated cost of living increase and for advancement on the salary scale for seniority if otherwise eligible. An employee whose salary is that of a flat salary classification is not subject to negotiation but is established by the Board of Estimates. Director of Personnel may authorize movement within the range of a variable ranged flat salary grade of 999 when requested by an agency with sound supporting justification.

Graded Salary

In the case of a GRADED SALARY, the Board of Estimates may establish the salary of a class at a specified grade, i.e., 61, 410, and 117. Each grade has a specific range with a specific minimum and maximum salary. The range between the minimum and maximum salary is separated by a single increment. An employee begins employment at the minimum of the appropriate salary range and advances 18 months to the middle increment and 18 months hence advances to the maximum of the salary for the grade. The granting of any advance within the range is subject to the City's fiscal condition and satisfactory performance of the employee. An employee whose salary is in a graded salary classification may be increased through the collective bargaining process and subsequently requires Board of Estimates approval.

BASE SALARY

An employee's base salary is either:

- The amount of the employee's placement in his

grade after any longevity amount has been removed.

OR

- The amount of the employee's specified flat salary.

STARTING SALARY

The starting salary of a new employee whether in a Civil Service or non-Civil Service class is determined as follows:

- If the employee's class has a flat salary, then the starting salary will be the stated flat rate for those classes in grade 000 or the agreed salary, which is in the range for those classes established in grade 999.

- If the employee's class has a graded salary, then the starting salary will be the minimum of the class range.

RECRUITMENT DIFFICULTY - CIVIL SERVICE

In certain circumstances, the Personnel Director of the Department of Personnel may authorize a higher starting salary or when not empowered to do so, may seek the approval of the Board of Estimates. In the case of current City employees, the promotion rule would apply. Refer to AM-235-1.

Flat Salary - The Personnel Director of the Department of Personnel may not authorize a starting salary, which is higher than an established flat salary. When the Department of Personnel has difficulty locating qualified applicants who will accept employment at the established flat salary, then the Department of Personnel must request the Board of Estimates to upgrade the class or revise the class to a ranged flat grade i.e., 999, and establish an equitable range. An employee who fills a ranged flat salary does not receive an 18 months level movement, but is eligible for a cost of living increase and longevity increase if approved. Also, the employee does not automatically progress through the classification salary range.

Graded Salary - The Personnel Director of the Department of Personnel may authorize a starting salary which is higher than the beginning range of the class, including merit levels, when the Department of Personnel documents difficulty in locating qualified applicants who will accept employment at the established starting salary.

RECRUITMENT DIFFICULTY - NON-CIVIL SERVICE

If an agency which has the authority to employ non-Civil Service personnel documents difficulty in locating qualified applicants who will accept employment at the established starting salary, the agency head may request the Department of Personnel to:

Flat Salary - recommend to the Board of Estimates to authorize the upgrading of the grade

in question or conversion of the classification to a ranged flat.

Graded Salary - authorize a starting salary, which is higher than the beginning range.

In the case of current City employees, the promotion rule would apply. Refer to

AM-235-1, Promotions.

SALARY OF TRANSFERRED EMPLOYEES

If an employee transfers between agencies, programs, or funds and retains his present class, he shall also retain his present salary, provided the gaining agency approves funds to fill the position at this salary. The employee's increment date is not affected by a transfer.

SALARY AFTER PROMOTION

The salary of an employee who has been promoted to a higher grade within a class is set in accordance with AM-235-1, PROMOTION.

SALARY AFTER UPGRADING

The salary of an employee whose job class has been upgraded is determined as follows:

- If the salary range of the class has the same total number of levels after upgrading as before

upgrading, then the employee shall move to the same level in the higher salary grade.

- If the salary range of the class has fewer total levels after upgrading than before upgrading, then the employee shall move to the same salary level in the higher grade and class. However, if the upgraded class has no level corresponding to the employee's present level, he shall advance to the hiring level of the new grade.

An employee's level movement date is not affected by an upgrading of his class.

SALARY AFTER DEMOTION

The salary of an employee who has been demoted to a lower class either voluntarily or involuntarily is determined as follows:

- If employee's present salary is the same as or greater than the maximum of the lower class, then the employee shall receive the maximum salary of the lower class.

- If employee's present salary is less than the maximum of the lower class, then the employee shall receive the salary of the level in the lower class, which is closest to his present salary. He shall then advance in the normal manner until the maximum salary of the lower class is reached.

An employee's level movement date is not affected by demotion.

SALARY AFTER DOWNGRADING

Civil Service and Non-Civil Service positions may be downgraded as a result of a Civil Service action approved by the Board of Estimates. Changes in salary for an employee whose position or job classification has been downgraded are determined in accordance with the provisions of AM-230-5, Downgrading. Any adjustment to salary resulting from a position or job classification downgrading will be implemented in three phases.

EFFECTIVE DATE OF SALARY CHANGE

The effective date of a salary change is determined as follows:

- If the employee's approval date for promotion, demotion, upgrading, downgrading, or his level movement date falls within the first half of a payroll period, then the salary change is effective the first day of that payroll period.

- If an employee's approval date or level movement date falls within the second half of a payroll period, then the salary change is effective the first day of the following payroll period.

CHARGES TO SALARY

Certain employees will be charged for any housing, subsistence or transportation provided to them. These charges will be deducted from the employee's initial paycheck. Those employees

affected by this provision should consult the Bureau of Accounting and Payroll Services, Department of Finance.

RELATED POLICIES:

AM-204-30 DETERMINATION OF BENEFITS: PART I

AM-204-31 DETERMINATION OF BENEFITS: PART II

AM-230-5 DOWNGRADING

AM-205-13 LONGEVITY INCREMENTS

AM-235-1 PROMOTION

AM-290 SALARY SCHEDULES

m Overtime and Call-Back Work: Overview

SCOPE

The provisions of the fair Labor Standards Act (FLSA) as amended in November 1985, apply to overtime compensation for City employees. Under this Act, all positions in the City service have been categorized either as "non-exempt" or "exempt". Specific guidelines governing the manner in which employees serving in non-exempt positions must be compensated for work Performed in excess of the normal full-time work shift and/or in Excess of the normal full-time work week are established in Part II of this policy. Employee positions categorized as "exempt" may be compensated for overtime in accordance with Part III of this policy.

The FLSA Codes identifying job classes as non-exempt or exempt are listed in CIVIL SERVICE CLASSES {AM-291-1} and NON-CIVIL SERVICE CLASSES {AM-291-2}. Non-Exempt classes are indicated by FLSA Code "F" while exempt classes are indicated by FLSA Code "X." However, designated positions within a class may have been assigned an FLSA Code different from that which is listed for the entire class. The agency personnel officer or the classification division of the Civil Service Commission may be contacted to verify FLSA Codes.

> *Note: Uniformed police and fire personnel are subject to police and fire department overtime regulations.*

OVERTIME FUNDS

Each agency head and bureau head must carefully monitor the funds which have been budgeted for overtime. If it appears that a program will exceed such budgeted funds, the agency head must submit a MEMO (28-1418-5007) to the Chief, Bureau of the Budget and Management Research, requesting a reallocation of funds within the total amount budgeted for salaries and wages. A copy of the MEMO must also be forwarded to the Overtime Committee, Mayor's Office, City Hall.

The request for reallocation of funds must include a detailed explanation of the conditions under which the use of funds for overtime was authorized and a justification of the need for additional funds. The Chief, Bureau of the Budget of the Budget and Management Research, will review the request and approve or disapprove the reallocation of funds. In addition, he may initiate action to have a study made to determine alternative means of accomplishing the necessary work.

m *Overtime and Call-Back Work: Overview*

WORK SHIFT DEFINED

Representation Code*	Work Shift
1,U,M	The work shift consists of an 8 hour day which includes a 40 minute lunch period.
4,5,6,7,9	The work shift consists of a 7 1/3 hour work day plus an unpaid 40 minute lunch period

*See Key on page5.

WORK WEEK DEFINED

The normal full-time work week consists of 5 consecutive Work days in a 7 day period excluding Saturday and Sunday. However, in operations where an employee is normally scheduled to work on Saturday and/or Sunday, the normal full-time work period will consist of 10 work days in a 14 day period.

OVERTIME WORK PROVISION

An agency head may authorize overtime work in accordance with parts II and III of this policy only under the following conditions:

- To deal with emergency situations. For purposes of this policy, an emergency situation is defined as any condition which endangers, safety, life or property or threatens the breakdown of vital services to the public.

- To perform duties which can only be accomplished outside an employee's regularly scheduled workday.

- To accomplish essential work within a prescribed time when a deadline cannot be altered.

- To maintain essential operations.

m Overtime and Call-Back Work: Overview

Employees cannot be required to perform overtime work except in an emergency situation. Every case of refusal, however, must be recorded and the number of hours declined specified.

TRAVEL STATUS

The performance of overtime work by a City representative while attending a conference, convention, or seminar either out-of-town {AM-240-1} or within City limits {AM-240-7} must be specifically authorized by the Board of Estimates prior to the event.

If conditions require that a TRAVEL REQUEST (28-1418-5016) {AM-240-1-1} be submitted to the Board of Estimates, the request for overtime authorization must be included in this form; otherwise, the request must be submitted to the Board of Estimates on a City MEMO (28-1418-5007) in accordance with AM-101-1.

A non-exempt employee who works approved overtime while in a travel status must be compensated in accordance with FLSA provisions.

TIME CHANGE

No employee will lose pay due to a shortening of his actual hours of work caused by the changing of clocks for the observance of Eastern Daylight Savings Time. Any employee whose actual hours of work are extended due to the changing of clocks for the return of Eastern Standard Time will be compensated for all work in excess of 8 hours.

CALL-BACK COMPENSATION

A permanent full-time employee or a permanent part-time employee who:

- has completed the normal full-time work shift and has been called back to work after leaving with the expectation that he would <u>not</u> be required to work during his normal time off,

OR

- has completed the normal full-time work week and has been called back to work after

leaving with the expectation that he would not be required to work during his normal time off,

will receive compensation for a minimum of 4 hours. Non-exempt employees may elect to receive monetary payment or compensatory leave in an amount equal to 1 ½ times the total hours of callback work recorded. Exempt employees will receive compensatory leave in an amount equal to the total hours of call-back work recorded. The hours recorded as call-back work shall not be counted as time worked for overtime purposes.

Exception

An employee called back to work additional hours consecutively annexed to either end or both ends of his regular work shift cannot receive call-back compensation. However, he can receive overtime compensation for such work if he meets all eligibility requirements for overtime compensation. No provisions of this policy shall be constructed as to mean compounding of overtime.

KEY TO REPRESENTATION CODES

The following codes indicate which, if any, labor union represents employees in a particular job class.

1 – AFSCME, Local 44.
2 – Elected Officials
3 – Appointed Officials subject to the provisions of Article VI, Section 3 (a) of the Baltimore City Charter.
4 – CMEA.
5 – AFSCME, Local 558.
6 – Managerial and Professional Society.
7 – Unrepresented (designated benefits – Salary Schedule A).
8 – Sworn Fire and Police Personnel.
9 – Unrepresented (Managerial and Professional Society).

M – Unrepresented (designated benefits – Salary Schedule B).
N – No representative/no benefits.
U – City Union of Baltimore.

RELATED DOCUMENTS

For additional information, see:

AM-101-1	REQUESTS FOR B/E APPROVAL
AM-205-2 PART II	OVERTIME: NON-EXEMPT EMPLOYEES
AM-205-2 PART III	OVERTIME: OVERTIME EXEMPT EMPLOYEES
AM-205-2-1	OVERTIME CONVERSION CHART
AM-214-1	OUT-OF-TITLE WORK
AM-205-16	MEAL ALLOWANCE
AM-240-1	TRAVEL PACKAGE OVERVIEW
AM-291-1	CIVIL SERVICE CLASSES
AM-291-2	NON-CIVIL SERVICE CLASSES

m Overtime and Call-Back Work: Overview

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Overtime Work: Non-Exempt Classes

SCOPE

In addition to the general guidelines stated in Part I of this policy, compensation for overtime work performed by an employee serving in a position categorized as "non-exempt" ass listed in CIVIL SERVICE CALSSES {AM-291-1} and NON-CIVIL SERVICE CLASSES {AM-291-2} must be in accordance with the provisions outlined in the following sections. Overtime work results when an employee's immediate supervisor has approved work beyond the normal work day as determined by the representation status of the class; or, approved work performed by the employee on an unscheduled work day.

OVERTIME MANAGEMENT

Central Payroll will routinely process all overtime as posted by the agency payroll clerk.

To keep agency expenditures within budgetary programming, each agency's monthly expenditures for overtime will be monitored to ascertain that the monthly expenditure does not exceed 1/12 of the agency's annual appropriation.

The Overtime Committee will review other reports gleaned From Payroll and Integrated Financial Systems (IFS) data to review overtime spending; particularly as it applies to program, Program activity, individual employee(s), budgeted positions, etc.

The Overtime Committee will advise the Mayor directly of those agencies which, in their opinion, are not positively responding to the Mayor's directives to reduce and otherwise control overtime spending.

RECORDING OVERTIME WORK

Overtime is recorded and compensation granted in 6 minute increments after an initial 12 minutes of overtime has been worked beyond the normal work shift and/or work week. All paid leave used within a pay period, i.e., vacation leave, compensatory leave, etc. is counted as time worked in determining eligibility for overtime compensation.

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Overtime Work: Non-Exempt Classes

WORK SHIFT DEFINED

Representation Code*	Work Shift
1 , U, M	The work shift consists of an 8 hour day which includes a 40 minute lunch period.
4 ,5 ,6 ,7 ,9	The work shift consists of a 7 1/3 hour work day plus an unpaid 40 minute lunch period.

*See Key on page 5.

WORK WEEK DEFINED

The normal full-time work week consist of 5 consecutive work days in a 7 day period excluding Saturday and Sunday. However, in operations where an employee is normally scheduled to work on Saturday and/or Sunday, the normal full-time work period will consist of 10 work days in a 14 day period.

COMPENSATION

Overtime compensation for non-exempt classes is determined by the appropriate union code for the class as contained in CIVIL SERVICE CLASSES (AM-291-1) and NON-CIVIL SERVICE CLASSES (AM-291-2). The rate is calculated as follows:

Representation Code	FLSA Code	Conditions	Compensation
4, 6, 7, 9	F	Time worked in excess of 36 2/3 but less than or equal to 40 hours during the normal full time work week	Monetary payment in an amount equal to the employee's normal hourly rate.

Overtime Work: Non-Exempt Classes

1, U, M	F	Time worked in excess of 8 hours during a normal full-time work shift.	Employees may elect to receive either Monetary payment or compensatory leave in an amount equal to 1 ½ time the Overtime hours worked.
1, 4, 6, 7, 9, U, M	F	Time worked in excess of 40 hours during the normal full-time work week.	
1, U, M	F	Time worked on the 6th consecutive work day in an operation where the normal work week is 5 days in a 7 day period.	
1, U, M	F	Time worked in excess of 80 hours on the 11th and 12th consecutive work days in an operation where is 10 days in a 14day period.	
4, 6, 7, 9	F	Time worked in excess of 47 1/3 hours on the 7th consecutive work day in an operation where the work week is 5 days in a 7 day period.	Employees may elect to receive either monetary payment or compensatory leave in an amount equal To 2 times the over-time hours worked.
1, U, M	F	Time worked in excess of 48 hours on the 7th consecutive work day in an operation where the work week is 5 days in a 7 day period.	
4, 6, 7, 9	F	Time worked in excess of 91 2/3 hours on the 13th And 14th work days in an operation where the normal work week is 10 days in a 14 day period.	
		Time worked in excess of 96 hours on the 13th and 14th work days in an operation where the normal work week is 10 days in a 14 day operation.	

Overtime Work: Non-Exempt Classes

MAXIMUM ACCUMULATION OF COMPENSATORY LEAVE

The maximum amount of compensatory leave that a non-exempt employee may accumulate is 240 hours. Non-exempt employees must receive monetary payment for overtime worked if their compensatory leave balance has reached the 240 hour limit.

OUT-OF-TITLE WORK

A non-exempt employee who works in an approved out-of title status which may indicate a different FLSA category will retain a non-exempt status for purposes of overtime compensation.

TRAVEL STATUS

A non-exempt employee who works approved overtime while in a travel status must be compensated in accordance with FLSA provisions.

MOVEMENT FROM NON-EXEMPT TO EXEMPT

A non-exempt employee who permanently moves to an exempt position will be paid for all accumulated compensatory leave which is unused as of the date of movement.

SEPARATION FROM CITY SERVICE

A non-exempt employee will receive full payment for all accumulated compensatory leave which is unused as of the date of separation provided that the employee is not indebted to the City.

KEY TO PRESENTATION CODES

The following codes indicate which, if any, labor union represents employees in a particular job class.

1 - AFSCME, Local 44.
2 - Elected Officials.
3 - Appointed Officials subject to the provisions of ARTICLE VI, Section 3 (a) of the Baltimore City Charter.
4 - CMEA.
5 - AFSCME, Local 558.
6 - Managerial and Professional Society.
7 - Unrepresented (designed benefits – Salary Schedule A).

8 - Sworn Fire and Police Personnel.
9 - Unrepresented (Managerial and Professional Society).
M - Unrepresented (designated benefits – Salary Schedule B).
N - No representative/no benefits.
U - City Union of Baltimore.

RELATED DOCUMENTS

For additional information, see:

AM-101-1	REQUEST FOR B/E APPROVAL
AM-205-2 PART I	OVERTIME AND CALL-BACK WORK: OVERVIEW
AM-205-2 PART III	OVERTIME: EXEMPT EMPLOYEES
AM-205-2-1	OVERTIME CONVERSION CHART
AM-214-1	OUT-OF-TITLE WORK
AM-205-16	MEAL ALLOWANCE
AM-291-1	CIVIL SERVICE CLASSES
AM-291-2	NON-CIVIL SERVICE CLASSES

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Overtime Work: Exempt Classes

SCOPE

Compensation for overtime work performed by employees serving in positions categorized as "exempt" as listed in Civil Service Classes {AM-291-2} may be in conformity with the provisions outlined in the following sections. Overtime work results when an employee's immediate supervisor has approved work beyond the normal work day as determined by the representation status of the class; or, approved work performed by the employee on an unscheduled work day.

RECORDING OVERTIME WORK

Compensation for overtime work may be granted after a minimum of 1 hour of overtime work has been performed. Overtime work is recorded and compensation granted in 6 minute increments to the first hour of overtime worked.

COMPENSATION

Employees will receive compensatory leave in an amount equal to the overtime recorded.

MAXIMUM ACCUMULATION OF COMPENSATORY LEAVE

An accumulation not exceeding 400 hours of compensatory leave is authorized for employees serving in exempt positions.

OUT-OF-TITLE WORK

An exempt employee who fills a non-exempt position, while in an approved out-of-title status, will be treated as a non-exempt employee for purposes of overtime compensation. (See Part II of this policy.)

MOVEMENT FORM EXEMPT TO NON-EXEMPT

When an employee serving in an exempt class permanently moves to a non-exempt position, the employee's compensatory leave balances will be converted to sick leave.

SEPARATION FROM CITY SERVICE

Exempt employees cannot use compensatory leave on the date of separation and/or 4 work days immediately preceding the date of separation. Exempt employees will not receive payment for any compensatory leave which is unused as of the date of separation.

RELATED DOCUMENTS

For additional information, see:

AM-101-1	REQUESTS FOR B/E APPROVAL
AM-205-2 PART I	OVERTIME AND CALL-BACK WORK: OVERVIEW
AM-205-2 PART II	OVERTIME: NON-EXEMPT EMPLOYEES
AM-205-2-1	OVERTIME CONVEERSION CHART
AM-214-1	OUT-OF-TITLE WORK
AM-205-16	MEAL ALLOWANCE
AM-240-1	TRAVEL PACKAGE OVERVIEW
AM-291-1	CIVIL SERVICE CLASSES
AM-291-2	NON-CIVIL SERVICE CLASSES

m *Overtime Conversion Chart*

SCOPE

Overtime is recorded and compensation granted in 6 minute increments. The following chart may be used to convert minutes to fractions of an hour for the purpose of recording overtime on the PAYROLL ATTENDANCE REPORT (AM-204-16-1).

OVERTIME CONVERSION CHART (11 Minutes De Minimus)

Minutes	Fraction Of An Hour
0 – 11	0.0
12	0.2
13 – 18	0.3
19 – 24	0.4
25 – 30	0.5
31 – 36	0.6
37 – 42	0.7
43 – 48	0.8
49 – 54	0.9
55 – 60	1.0
61 – 66	1.1
67 – 72	1.2

m Direct Deposit Payroll Plan

SCOPE

Certain City employees may elect to have their net salary deposited directly to their personal checking account or MECU share draft account rather than receive a payroll check on the designated pay date. If direct deposit is elected, the amount of the employee's salary will be available for withdrawal at the start of banking hours on the designated payday for that employee's location. The employee will receive his paycheck stub at the regular paycheck distribution time at his designated payroll location.

DIRECT DEPOSIT REQUEST

To participate in the Direct Deposit Payroll Plan, a PAYROLL DIRECT DEPOSIT REQUEST (28-1428-5031) (AM-205-3-1) must be completed and sent to the Central Payroll Division, 8th floor, M.E.C.U. Building, 400 E. Fayette Street, by the employee. In addition, the employee should attach a voided check from their personal account to ensure accuracy of account number and bank code. The employee's net salary will be deposited directly to his checking account within 2 pay periods after receipt of this form by the Central Payroll Division.

PARTICIPATING BANKS/INSTITUTIONS

Most major banks, thrifts and credit unions participate in the electronic network, however an employee should contact the Central Payroll Division for confirmation.

CITY OF BALTIMORE

PAYROLL DIRECT DEPOSIT REQUEST

INSTRUCTIONS: *1. Print legibly in ink. 2. Refer to pay stub for Department, Location Codes & Employee ID.*
3. Forward to: Central Payroll Division, Rm. 800, 401 E. Fayette St., Baltimore, MD 21202

Social Security Number	Employee ID No.	Last Name	First Name	Middle Initial	Department & Location Code

I authorize the Central Payroll Division to take the following action with my net pay:

(Check Appropriate Box)

☐ Begin Direct Deposit to:

☐ Change Direct Deposit to:

Select one:

☐ Discontinue Direct Deposit

Enter Name of Financial Institution:

☐ Checking *(Attach voided check)*

☐ Savings

Routing Number _____

Account Number _____

In the event that the Central Payroll Division notifies the financial institution that funds to which I am not entitled were deposited to my account in error, I hereby authorize and direct the financial institution to return said funds to the Central Payroll Division as soon as possible.

CENTRAL PAYROLL DIVISION USE ONLY ABA #	Employee Signature	
Account #	Date	Daytime Phone No.

	Administrative Manual POLICY	SECTION: Personnel
		SUBJECT: EMPLOYMENT ELIGIBILITY VERIFICATION

SCOPE

The purpose of this policy is to permit the City of Baltimore, a recognized public employer, to discharge its obligations under the Immigration Reform and Control Act of 1986, hereafter referenced as "IRCA." The City is required as an employer to inspect and verify documentation which establishes both the identity and the employment authorization of every new employee regardless of circumstances. Therefore, all new hirees must submit a document or combination of documents to satisfy that they are not unauthorized aliens.

IMPLEMENTATION

Effective June 1, 1987, every agency head is responsible for implementation of this policy and is designated as employer for purposes of compliance with "IRCA." Affected by this policy are:

1) All employees entering service after June 1, and

2) All employees who entered service subsequent to November 6, 1986 but before May 30, 1987.

Failure to comply with the requirements of this policy and "IRCA" will result in certain sanctions imposed upon the City of Baltimore.

ATTESTATION REQUIREMENT

For purposes of complying with "IRCA," the Immigration and Naturalization Service is requiring a completed EMPLOYMENT ELIGIBILITY VERIFICATION Form (28-1418-5014) be on file for all employees subject to this policy. This form is retained by the Bureau of Payroll and Disbursement. On this form the employee and employer must attest: that the documentation cited establishes the hiree's identity; that the documentation cited authorizes the hiree to work; that the documentation establishes the hiree is not an illegal alien. Both employer and employee must attest to the documentation under penalty of perjury.

Employee Entry Processing

Commencing June 1, 1987

Under the terms of this policy, the required Employment Eligibility Form must accompany each entry ticket for an employee entering service on or after June 1, 1987. An entry ticket can not be processed without the completed form. The

documentation used to verify the hiree's identity and authority to work should be photocopied and retained at the agency level.

If an individual is unable to provide the required document or documents within the time periods specified, the individual must present a receipt for the application of the document or documents within three days of the hire and present the required document or documents within 21 days of the hire.

Subsequent to November 6, 1987

Not later than July 25, 1987, an agency head must have inspected necessary documentation, completed the form and submitted it on all new agency entries subsequent to November 6, 1986 and inclusive of May 30, 1987.

A control roster containing a listing of all individuals entering during this time period within payroll location will be directed to each agency head by the Bureau of Payroll and Disbursements. If an employee's name appears on the control roster but has terminated service with the City of Baltimore, then indicate the cut-off date on the control roster next to the name. The control roster and required form(s) must be returned to the Bureau of Payroll and Disbursements.

Photocopies of the documentation used in completing the form(s) should be retained at the agency level.

ACCEPTABLE VERIFICATION:

(A) The following documents are acceptable to evidence both identity and employment eligibility:

(1) United States Passport;

(2) Certificate of United States Citizenship, INS Form N-560 or N-561;

(3) Certificate of Naturalization, INS Form N-550 or N-570;

(4) An unexpired foreign passport which:

. contains an unexpired stamp therein which reads, "Processed for I-551. Temporary Evidence of Lawful Admission for permanent residence. Valid until _____. Employment authorized." or

. has attached thereto a Form I-94 bearing the same name as the passport and contains an employment authorization stamp, so long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the EMPLOYMENT ELIGIBILITY VERIFICATION Form.

(5) Alien Registration Receipt, INS Form I-551, provided that it contains a photograph of the bearer;

(6) Temporary Resident Card, INS Form I-688;

(7) Employment Authorization Card, INS Form I-688A.

(B) The following documents are acceptable to establish identity only;

(1) a state-issued identification card containing a photograph. If the driver's license or identification card does not contain a photograph, identifying information should be included such as: name, date of birth, sex, height, color of eyes, and address;

. School identification card with a photograph;

. Voter's registration card;

. U.S. military card or draft record;

. Identification card issued by federal, state, or local government agencies or entities;

. Military dependent's identification card;

. Native American tribal documents;

. United States Coast Guard Merchant Mariner Card;

. Driver's license issued by a Canadian government authority;

(C) The following are acceptable documents to establish employment authorization only:

(1) A social security number card other than one which has printed on its face "not valid for employment purposes";

(2) An unexpired reentry permit, INS Form I-327;

(3) An unexpired Refugee Travel Document, INS Form I-551;

(4) A Certification of Birth issued by the Department of State, Form DS-1350;

(6) An original or certified copy of a birth certificate issued by a state, county, or municipal authority bearing a seal;

(7) An employment authorization document issued by the Immigration and Naturalization Service;

(8) Native American tribal document;

(9) United States Citizen Identification Card, INS Form I-197;

(10) Identification card for use of resident citizen in the United States, INS Form I-179.

Record-Keeping Requirements

The EMPLOYMENT ELIGIBILITY VERIFICATION Form must be retained by the Central Payroll section for three (3) years or one (1) year after an employee subject to this policy terminates if that service has been two (2) years or less. The same retention requirement applies to photocopies of the documentation retained at the agency.

Employment of Minors

For information on hiring minors in compliance with "IRCA," contact the Administrative Manual Section at 396-5315.

Hiring Previously Employed Individual

When hiring an individual who has been previously employed and where the required EMPLOYMENT ELIGIBILITY

VERIFICATION Form has been completed and the verification requirements met, the employer is to inspect and revalidate the previously completed form and supporting documentation. If it is determined that the information contained in the file remains valid, then new verifications need not be obtained. In processing the entry ticket, the employer must attach a copy of the original certified EMPLOYMENT ELIGIBILITY VERIFICATION Form or must execute a duplicate completed form.

Administrative Manual PROCEDURE

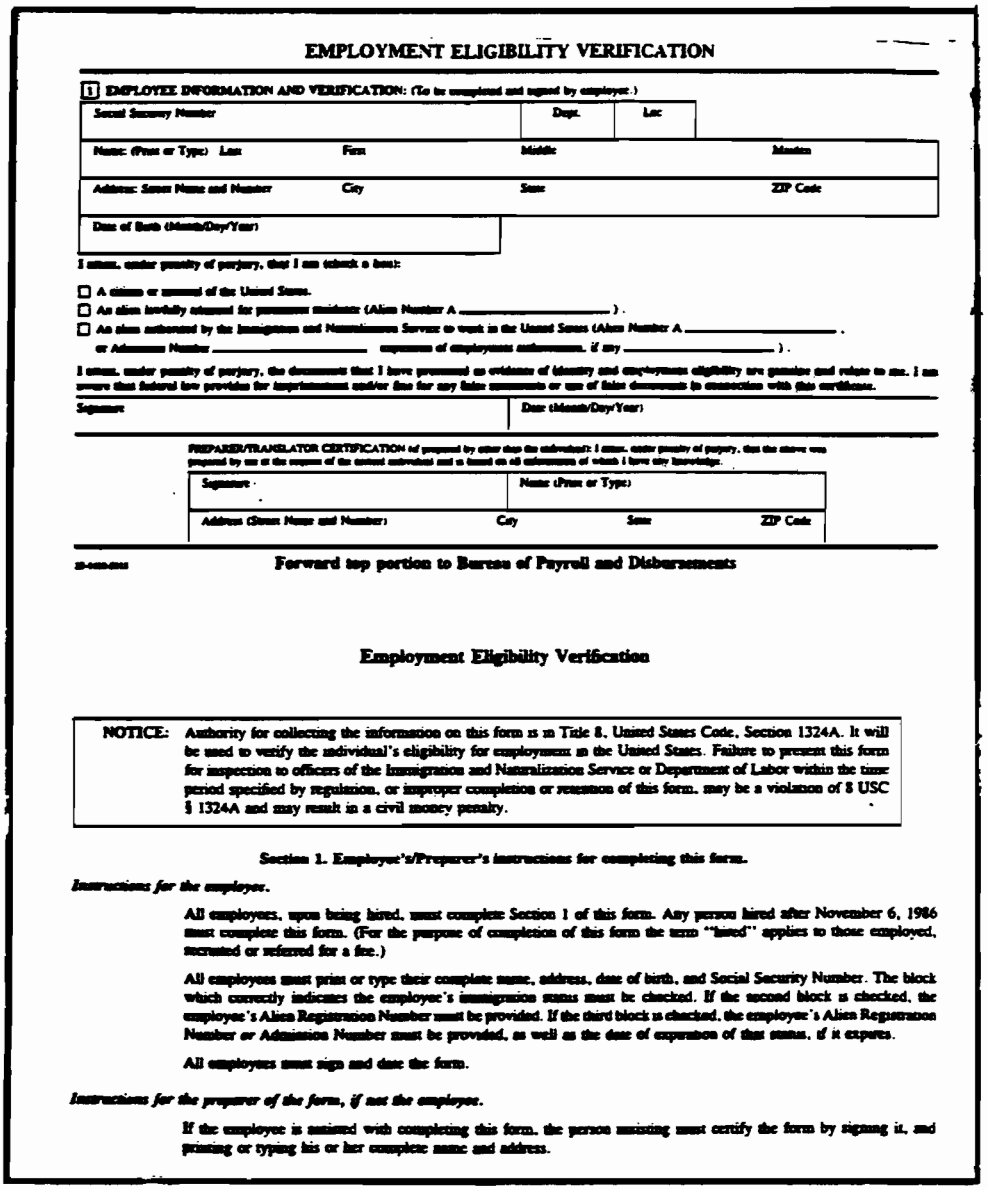
SECTION

Personnel

SUBJECT

EMPLOYMENT ELIGIBILITY VERIFICATION

The form shown below contains all necessary instructions for completion:



EMPLOYMENT ELIGIBILITY VERIFICATION

1 EMPLOYEE INFORMATION AND VERIFICATION: (To be completed and signed by employee.)

Social Security Number | Dept. | Loc.

Name: (Print or Type) Last | First | Middle | Maiden

Address: Street Name and Number | City | State | ZIP Code

Date of Birth (Month/Day/Year)

I attest, under penalty of perjury, that I am (check a box):

☐ A citizen or national of the United States.
☐ An alien lawfully admitted for permanent residence (Alien Number A _____).
☐ An alien authorized by the Immigration and Naturalization Service to work in the United States (Alien Number A _____ .
or Admission Number _____ expiration of employment authorization, if any _____).

I attest, under penalty of perjury, the documents that I have presented as evidence of identity and employment eligibility are genuine and relate to me. I am aware that federal law provides for imprisonment and/or fine for any false statements or use of false documents in connection with this certificate.

Signature | Date (Month/Day/Year)

PREPARER/TRANSLATOR CERTIFICATION (if prepared by other than the individual): I attest, under penalty of perjury, that the above was prepared by me at the request of the named individual and is based on all information of which I have any knowledge.

Signature | Name (Print or Type)

Address (Street Name and Number) | City | State | ZIP Code

28-1418-5015 **Forward top portion to Bureau of Payroll and Disbursements**

Employment Eligibility Verification

NOTICE: Authority for collecting the information on this form is in Title 8, United States Code, Section 1324A. It will be used to verify the individual's eligibility for employment in the United States. Failure to present this form for inspection to officers of the Immigration and Naturalization Service or Department of Labor within the time period specified by regulation, or improper completion or retention of this form, may be a violation of 8 USC § 1324A and may result in a civil money penalty.

Section 1. Employee's/Preparer's instructions for completing this form.

Instructions for the employee.

All employees, upon being hired, must complete Section 1 of this form. Any person hired after November 6, 1986 must complete this form. (For the purpose of completion of this form the term "hired" applies to those employed, recruited or referred for a fee.)

All employees must print or type their complete name, address, date of birth, and Social Security Number. The block which correctly indicates the employee's immigration status must be checked. If the second block is checked, the employee's Alien Registration Number must be provided. If the third block is checked, the employee's Alien Registration Number or Admission Number must be provided, as well as the date of expiration of that status, if it expires.

All employees must sign and date the form.

Instructions for the preparer of the form, if not the employee.

If the employee is assisted with completing this form, the person assisting must certify the form by signing it, and printing or typing his or her complete name and address.

- Form Number: 28-1418-5015
- Type : single sheet
- Size : 8 1/2" x 11"
- Order Unit : Specify "Pad"
- Quantity of Forms per Order Unit : 25 sheets

To order, prepare a WAREHOUSE REQUISITION (28-1458-5129) (AM-302-1-1) specifying Warehouse Division 02, and citing the above information.

Administrative Manual PROCEDURE

SECTION: Personnel

SUBJECT: PREPARING AN "ENTRY TICKET"

SCOPE

The Central Payroll Division will not honor ENTRY TICKETS which are not filled out completely and correctly. Complete an ENTRY TICKET (28-1618-5142) as indicated in this procedure.

ENTRY TICKET

The numbers in parentheses refer to blocks on the attached sample form. A sample form is appended.

(1) - SOCIAL SECURITY NUMBER - Copy this number directly from the employee's social security card.

(2) - DEPT. - Department number as found on PAYROLL ATTENDANCE REPORT sent to you by the Central Payroll Division.

(3) - LOC. - Location number as found on PAYROLL ATTENDANCE REPORT.

(4) - NAME - Enter last name, first name, and middle name. If no middle name, type "NONE".

(5) - SEX - Enter code as follows:

M = Male

F = Female

(6) - MARITAL STATUS - Enter code as follows:

M - Married

S - Single

(7) - RACE - Enter code as follows:

1 = White. (Include persons of Indo-European descent including Pakistani and East Indian.)

2 = Black. (Include persons of African descent as well as those identified as Jamaican, Trinidadian and West Indian.)

(7) 3 = Spanish surnames. (Include all persons of Mexican, Puerto Rican, Cuban, Latin American or Spanish descent.)

4 = Asian American. (Include persons of Japanese, Chinese, Korean, or Filipino descent.)

5 = American Indian. (Include persons who identify themselves or are known as such by virtue of tribal association.)

(8) - LEAVE BLANK.

(9) - DATE OF BIRTH - Month, day and year in numerals e.g., 3/14/62.

(10) - WORK CODE - For salaried employees paid on a bi-weekly basis enter work code as follows:

Work Code

05 = 5 day week
06 = Fire Dept. use only
07 = 7 day week
08 = Police Dept. use only
09 = hourly rate
10 = 10 month teacher (Education only)
62 = 10 month worker (Education only)
65 = 10 month worker (Health only)
00 = Level 1, per diem employee (Hiring)
01 = Level 2, per diem employee (Full Performance)
02 = Level 3, per diem employee (Experienced)

(11) - TYPE OF APPOINTMENT - Enter code as follows:

1 = Civil Service permanent full-time selected from a certification list.

(11) 2 = Civil Service provisional - used when no certifiable list is available.

3 = Civil Service part-time, temporary, and provisional.

6 = Civil Service permanent part-time selected from certification list.

X = Non-Civil Service, leave not controlled.

4 = Non-Civil Service, sick leave only controlled.

8 = Non-Civil Service, all leave controlled.

A = Appointed official.

F = Fire Department.

P = Police Department.

E = Department of Education, non-Civil Service.

L = Pratt Library.

C = Department of Education workers, e.g., cafeteria workers.

Use the suffix "R" in combination with one of the other letters for employees who have withdrawn their resignation within a 1 year period and who have returned to the same classification in the same agency, e.g., "6R".

(12) - ENTRY DATE - First date in pay status.

(13) - ADDRESS - Include all information requested and residence code as follows:

01 - Alleghany	09 - Charles	17 - Prince Goerge's
02 - Anne Arundel	10 - Dorchester	18 - Queen Anne's
03 - Baltimore County	11 - Frederick	19 - St. Mary's
04 - Baltimore City	12 - Garrett	20 - Somerset
05 - Calvert	13 - Harford	21 - Talbot
06 - Caroline	14 - Howard	22 - Washington
07 - Carroll	15 - Kent	23 - Wicomico
08 - Cecil	16 - Montgomery	24 - Worcester
		25 - Out-of-State

Enter address of employee's residency. Do not use P. O. Box Number unless authorized as delivery point for address of employee/resident by the Postal Service.

(14) - GRADE - Grade of budgeted position.

(15) - STEP - Salary level of budgeted position.

(16) - F-BY GRADE - Fill in only if position is filled "in lieu" by classification other than that budgeted and it is an equal or lower pay grade.

(17) - STEP - Salary level at entry.

(18) - EXEMPTIONS - Number of Federal and State tax exemptions. (Transfer from W-4 form).

(19) - ADDITIONAL TAX - Additional withholding tax, if any. (Transfer from W-4 form).

(20) - EXEMPT - If employee is federal, state, or FICA tax-exempt, type an "X" in the appropriate box. Fire Dept. and Police Dept. personnel may use code "M" relative to FICA, if applicable.

(21) - LEAVE BLANK.

(22) - ANNUAL SALARY - Complete only for employees in an annually rated classification. Enter employee's actual annual salary, not the budgeted salary for the position. Add longevity monies to the figure before entering, if applicable.

(23) - BI-WEEKLY RATE - Complete for employees in an annually rated classification. Enter employee's actual annual salary, divided by 26, except for employees with the following work codes.

Work Code	Divide by
07	26.072
10	21.6
62	21.6
65	21.6

(24) - HOURLY/DAILY RATE - For employees paid by the hour, day or session only. Use salary figure to three decimal places, e.g., 7.365 or 10.000.

(25) - LEAVE BLANK.

(26) - STATE PENSION PC - For Department of Education and Pratt Library use only. Enter percentage figure as appropriate for respective system.

(27) - LEAVE BLANK.

(28) - JOB NO. - 8 digit job number, i.e., 3 digit program code followed by 5 digit job number, e.g., 100-00001 applies to permanent full-time and permanent part-time positions. Do not enter a job number for part-time, temporary employees. Do not assign more than one employee to a given 8 digit job number.

(29) - PERCENT TIME (%):

(a) FOR BUDGETED POSITIONS: Percent of position being filled, e.g., 100% for permanent full-time employee; 50% for permanent part-time employee working 20 hours per week filling a 40 hour per week position, etc.

(b) FOR NON-BUDGETED POSITIONS, e.g., temporary, part-time, labor. Enter "000".

(30) - BUDGET ACCOUNT NUMBER - Enter full 15 digit budget account number used to find the position. A 6 digit work order number, if applicable, can be used; however only certain designated agencies may do so, e.g., Office of Employment Development.

(31) - POSITION APPROVED B. of E. - Date position was approved by the Board of Estimates. If position was approved as part of the budget, the date used is the first day of the fiscal year (7/1/YR).

(32) - CLASS NO. - Classification number of budgeted position.

(33) - CLASS TITLE - Classification title of budgeted position.

(34) - F-BY CLASS NO. - Classification number of "in lieu" job," if applicable.

(35) - FILLED-BY CLASS TITLE - Classification title of "in lieu" job, if applicable.

(36) - DEPARTMENT - BUREAU AND DIVISION - Names of department, bureau and division.

(37) - APPOINTING OFFICER - Signature of appointing officer and date.

ATTACHMENTS TO TICKET

The ENTRY TICKET should be accompanied by the following form(s), as-noted.

1.) Current year Internal Revenue Service Form W4.

2.) FLSA Assignment (Civil Service Form.)

3.) EMPLOYMENT ELIGIBILITY VERIFICATION Form (28-1418-5014).

4.) RELEASE OF INFORMATION Form (28-1608-5104), if the requirement for a criminal background investigation has been indicated on the EMPLOYEE ACTION REQUEST.

5.) NON-CITY RESIDENT APPROVAL REQUEST (28-1258-5036) if applicable.

6.) Pre-employment physical release.

7.) EMPLOYEE ACTION REQUEST (28-1608-5021).

RETAINED FORMS

The following form(s) should be retained at the agency level and not forwarded with the "ENTRY TICKET".

1.) RECEIPT OF STRIKE INFORMATION FORM (28-1408-5024).

2.) WORK PERMIT, if applicable, (AM-205-15).

3.) BACKGROUND QUESTIONNAIRE (28-1608-5105), if the

requirement for a Criminal Background Invesitgation, CBI has been indicated on the EMPLOYEE ACTION REQUEST.

4.) Immigration and Naturalization supportive documentation (AM-205-4).

Questions regarding the processing of an Entry Ticket should be referred to the Civil Service Commission, 396-3872.

RELATED POLICIES

AM-205-4	EMPLOYMENT ELIGIBILITY VERIFICATION
AM-205-15	WORK PERMIT FOR MINOR
AM-231-1	HIRING AND TRANSFERS
AM-231-1-1	EMPLOYEE ACTION REQUEST
AM-231-1-2	NON-CITY RESIDENT APPROVAL REQUEST
AM-231-1-3	RECEIPT OF STRIKE INFORMATION
AM-232-1	PERMANENT POSITIONS AND EMPLOYEES
AM-232-1-1	FILLING A PERMANENT POSITION
AM-237-1	POSITIONS OF TRUST

SECTION	SUBJECT
Personnel	PREPARING AN "ENTRY TICKET"

INSTRUCTIONS:
1. PREPARE USING TYPEWRITER COMPLETING ALL SPACES
2. RETAIN LAST COPY "RECORD COPY" FOR YOUR FILE
3. SUBMIT REMAINING COPY COMPLETE WITH CARBONS ATTACHED TO THE CIVIL SERVICE COMMISSION

28-1618-5142

CIVIL SERVICE COMMISSION OF BALTIMORE

DO NOT WRITE IN THIS SPACE

ENTRY TICKET

FOR ALL EMPLOYEES OF THE CLASSIFIED SERVICE

1	SOCIAL SECURITY NUMBER (1)	DEPT. (2)	LOC. (3)	LAST NAME	FIRST NAME (4)	MIDDLE NAME					
2	SEX (5)	MARITAL STATUS (6)	RACE (7)	EDUCATION (8)	DATE OF BIRTH (9)	WORK CODE (10)	TYPE OF APPOINTMENT (11)	ENTRY DATE (12)			
2	ADDRESS: STREET	CITY (13)	STATE	ZIPCODE	COUNTY	RES. CODE					
3	Grade (14)	Step (15)	F—By Grade (16)	Step (17)	EXEMPTIONS FEDERAL (18)	EXEMPTIONS STATE (19)	ADDITIONAL TAX FEDERAL	ADDITIONAL TAX STATE	EXEMPT FED. TAX	EXEMPT STATE MX (20)	EXEMPT F.I.C.A.	MAINT. (21)
	ANNUAL SALARY (22)	Bi-Weekly Rate (23)	OR	Hourly Daily Rate (24)	DIFFERENTIAL (25)	State Pension PC (26)	PENSION NO. (27)					
4	JOB NO. (28)	PERCENT TIME (29)	BUDGET ACCOUNT NUMBER (30)	POSITION APPROVED B of E. DATE: (31)								
	CLASS NO. (32)	CLASS TITLE (33)	F—By Class No. (34)	FILLED—BY CLASS TITLE (35)								

PERSONNEL USE ONLY

(36)

DEPARTMENT—BUREAU AND DIVISION

(37)

APPOINTING OFFICER DATE

CIVIL SERVICE COMMISSION COPY

CONTROLS

PAYROLL USE ONLY

TYPE	NET EFFECT	
	BASE PAY	DEDUCTIONS
S		
H		

KP: KV:

. Form Number : 28-1618-5142
. Type : 7-part Set
. Size : 8 x 5
. Order Unit : Specify "Each"
. Quantity of Forms per Order Unit : 100 Sets

To order, prepare a WAREHOUSE REQUISITION (28-1458-5129) (AM-302-1-1) specifying Warehouse Division 02 , and citing the above information.

Administrative Manual PROCEDURE

SECTION: Personnel

SUBJECT: PREPARING A "CHANGE NOTICE"

SCOPE

Complete a CHANGE NOTICE (28-1618-5143) as indicated in this procedure. Central Payroll will not process a CHANGE NOTICE unless it is filled out correctly and all necessary items are completed.

CHANGE NOTICE

The circled numbers refer to blocks on the sample form which is appended.

(1) - For a transfer into a General Fund position, enter the 15 digit account number that the employee's position is changing from.

--Blocks 2 through 6 should always be filled-in, using the old information--

(2) - SOCIAL SECURITY NUMBER - Verify number by referring to employee's social security card.

(3) - DEPT. - Department number as found on PAYROLL ATTENDANCE REPORT sent by Central Payroll Division.

(4) - LOC. - Location number as found on PAYROLL ATTENDANCE REPORT.

(5) - PENSION NO. - Employee's pension number if member of City pension system and it is known.

(6) - NAME - Enter last name, first name, and middle name.

--If information in any one of blocks 7 through 13 changes, all blocks on that line must be filled in, using the old information. If no information on this line changes, none of the blocks need be completed--

(7) - GRADE - Grade of budgeted position.

(8) - F-BY GRADE - Fill-in only if position is filled "in lieu" by classification other than that budgeted and the classification is of equal or a lower pay grade. Enter grade.

(9) - ANNUAL SALARY - Complete for employees in an annually rated salary classification only. Enter employee's actual salary, not the budgeted salary for the position. Add longevity monies to the figure to be entered, if applicable.

(10) - BI-WEEKLY RATE - Complete for bi-weekly employees only. Enter employees actual annual salary divided by 26, except for employees with the following work codes:

Work Code	Divide by
07	26.072
10	21.6
62	21.6
65	21.6

(11) - HOURLY/DAILY RATE - Complete for employees paid by the hour, day or session only. Enter employee's actual salary, not the budgeted salary for the position. Add longevity monies to the figure to be entered, if applicable. Use salary figure to 3 decimal places, e.g., 7.365 or 10.000.

(12) - CLASS NO. - Enter employee's actual class number not the class no. of the budgeted position.

(13) - CLASS TITLE - Employee's actual class title, not the class title of the budgeted position.

-- If information in any one of blocks 14 through 21 changes, fill in new information in that block only--

(14) - GRADE - Enter grade of budgeted position.

(15) - STEP - Enter salary level of actual position.

(16) - F-BY GRADE - Fill in only if position is filled "in lieu" by classification other than that budgeted and the classification equal or lower pay grade. Enter grade.

(17) - ANNUAL SALARY - Complete only for employees in annually rated classifications only. Enter employee's actual salary, not the budgeted salary for the position. Add longevity monies to the figure to be entered, if applicable.

(18) - BI-WEEKLY RATE - Complete only for employees in an annually rated salary classification. Enter employee's actual annual salary divided by 26, except for employees with the following work codes:

Work Code	Divide by
07	26.072
10	21.6
62	21.6
65	21.6

(19) - HOURLY/DAILY RATE - Complete for employees paid by the hour, day or session only. Use salary figure to 3 decimal places, e.g., 7.365 or 10.000.

(20) - WORK CODE - For salaried employees paid on a bi-weekly basis, enter work code as follows:

05 = 5 day week.
06 = Fire Dept. use only.
07 = 7 day week.
08 = Police Dept. use only.
09 = hourly rate in a bi-weekly job.
10 = 10 month teacher (Education only).
62 = 10 month worker (Education only).
65 = 10 month worker (Health only).

00 = Level 1, per diem employee (Hiring).

01 = Level 2, per diem employee (Full Performance).

02 = Level 3, per diem employee (Experience).

(21) - TYPE OF APPOINTMENT - Enter code as follows:

1 = Civil Service selected from list

2 = Civil Service provisional

3 = Civil Service temporary intermittent

6 = Civil Service permanent part time

X = Non-Civil Service, leave not controlled

4 = Non-Civil Service, sick leave only controlled

8 = Non-Civil Service, all leave controlled

A = Appointed official

F = Fire Department

P = Police Department

E = Department of Education, non-Civil Service

L = Pratt Library

Use the suffix "R" in connection with above codes for employees who have withdrawn their resignation within a year and who have returned to the same classification in the same agency, e.g. "6R."

--Always fill in block 22--

(22) - EFFECTIVE DATE - Date of change.

--If information in any one of blocks 23 through 38 changes, fill in new information in that block--

(23) - DEPT. - Department number as found on PAYROLL ATTENDANCE REPORT sent to you by the Central Payroll Division.

(24) - LOC. - Location number as found on PAYROLL ATTENDANCE REPORT.

(25) - JOB NO. - 8 digit job number - Use 3 digit program code followed by 5 digit job number, e.g., 100-00001. Do not enter a job number for part-time or temporary employees. This space must be filled in and an EMPLOYEE ACTION REQUEST (28-1608-5021) must be attached if an employee's position is changed to another available job number in the agency.

(26) - BUDGET ACCOUNT NUMBER - Full 15 digit budget account number or 6 digit work order number, if applicable, should be entered. A 6 digit work code number is used by certain designated agencies.

(27) - SOCIAL SECURITY NUMBER - Verify number by referring to employee's social security card.

(28) - PERCENT (%) TIME:

(a) FOR BUDGETED POSITIONS: Percent of position being filled, e.g., 100% for full-time employee, 50% for part-time employee working 20 hours per week and filling a 40 hour per week position, etc.

(b) FOR NON-BUDGETED POSITIONS, i.e., part-time, temporary, labor: Enter "000".

(29) - CLASS NO. - Classification number of budgeted position.

(30) - CLASS TITLE - Classification title of budgeted position.

(31) - F-BY CLASS NO. - Classification number of "in lieu" job.

(32) - FILLED-BY CLASS Title - Classification title of "in lieu" job.

(33) - NAME - Enter complete new name.

(34) - LEAVE BLANK.

(35) - LEAVE BLANK.

(36) - ADDRESS - Include all information requested and residence codes as follows:

01 - Allegany	09 - Charles	17 - Prince George's
02 - Anne Arundel	10 - Dorchester	18 - Queen Anne's
03 - Baltimore County	11 - Frederick	19 - St. Mary's
04 - Baltimore City	12 - Garrett	20 - Somerset
05 - Calvert	13 - Harford	21 - Talbot
06 - Caroline	14 - Howard	22 - Washington
07 - Carroll	15 - Kent	23 - Wicomico
08 - Cecil	16 - Montgomery	24 - Worcester
		25 - Out-of-State

Enter address of residency for the employee. Do not use a P.O. Box Number for the address unless it is the authorized delivery point for address of the employee/resident by the Postal Service.

(37) - MARITAL STAT. - Enter code as follows:

M = Married

S = Single

(38) - LEAVE BLANK.

--Fill-in block 39 for any change that requires Board of Estimates approval--

(39) - BOARD OF ESTIMATES - Date change was approved by the Board of Estimates. If change occurred as part of the budget, the date used is the first day of the fiscal year, i.e., 7/1/YR.

--Blocks 40 and 41 must be filled in--

(40) - DEPARTMENT-BUREAU AND DIVISION - Names of department, bureau and division.

(41) - APPOINTING OFFICER - Signature of appointing officer and date.

ATTACHMENTS TO NOTICE

The CHANGE NOTICE should be accompanied by the following form(s) as noted:

1) EMPLOYEE ACTION REQUEST, (28-1608-5021), if a job number change is involved.
2) FLSA Assignment Form (Civil Service Form), if applicable and class number is changing.
3) RELEASE OF INFORMATION Form (28-1608-5104), if the requirement for a criminal background investigation has been indicated on the EMPLOYEE ACTION REQUEST.

RETAINED FORMS

The following form(s) should be retained at the agency level and not forwarded.

1) BACKGROUND QUESTIONNAIRE (28-1608-5105), if the requirement for a criminal background investigation has been indicated on the EMPLOYEE ACTION REQUEST.

Questions regarding the processing of a CHANGE NOTICE should be referred to the Civil Service Commission, 396-3872.

RELATED DOCUMENTS

For additional information, see:

AM-230-2	JOB NUMBER
AM-231-1	HIRING AND TRANSFERS
AM-231-1-1	EMPLOYEE ACTION REQUEST
AM-237-1	POSITIONS OF TRUST

SECTION	SUBJECT
Personnel	PREPARING A "CHANGE NOTICE"

INSTRUCTIONS:
1. PREPARE USING TYPEWRITER COMPLETING ALL SPACES
2. RETAIN LAST COPY "RECORD COPY" FOR YOUR FILE
3. SUBMIT REMAINING COPY COMPLETE WITH CARBONS ATTACHED TO THE CIVIL SERVICE COMMISSION

1400-23-6

28-1618-5143 Rev. 09-80

CHANGE NOTICE (1)

CIVIL SERVICE COMMISSION OF BALTIMORE

DO NOT WRITE IN THIS SPACE

SOCIAL SECURITY NO. (2)	DEPT (3)	LOC (4)	PENSION NO. (5)	NAME (6)

CHANGE FROM:	Grade (7)	F—By Grade (8)	Annual Salary (9)	Bi-Weekly Rate (10)	Hrly/Diy Rate (11)	Class No. (12)	CLASS TITLE (13)

CHANGE TO: FILL IN ONLY THE INFORMATION WHICH CHANGED

		Grade (14)	Step (15)	F—By Grade (16)	Annual Salary (17)	Bi-Weekly Rate (18)	Hrly/Diy Rate (19)	Work Code (20)	TYPE OF APPOINTMENT (21)	EFFECTIVE DATE (22)
15	S/S NO. DEPT. LOC.									

		DEPT (23)	LOC (24)	JOB NO. (25)	BUDGET ACCOUNT NUMBER (26)			SOCIAL SECURITY NO. (27)
12	S/S NO. DEPT. LOC.					11	S/S NO.	

CONT			CLASS NO. (29)	CLASS TITLE (30)	F—By Class No. (31)	FILLED—BY CLASS TITLE (32)

		LAST NAME (33)	FIRST NAME	M.I.			MAINTENANCE (34)		DIFFERENTIAL (35)
13	S/S NO.				16	S/S NO. DEPT. LOC.		17	S/S NO. DEPT. LOC.

		STREET	CITY (36)	STATE	ZIPCODE	COUNTY	RES. CODE
50	S/S NO.						

PERSONNEL USE ONLY

52	S/S NO.	MARITAL STAT. (37)	EDUCATION (38)	BOARD OF ESTIMATES DATE: (39)

(40)

DEPARTMENT—BUREAU AND DIVISION

(41)

APPOINTING OFFICER DATE

CIVIL SERVICE COMMISSION COPY

CONTROLS

PAYROLL USE ONLY

TYPE	NET EFFECT	
	BASE PAY	DEDUCTIONS
S		
H		

KP: KV:

- Form Number : 28-1618-5143
- Type : 7-Part Set
- Size : 8 x 5
- Order Unit : Specify "Package"
- Quantity of Forms per Order Unit : 100 Set

To order, prepare a WAREHOUSE REQUISITION (28-1458-5129) (AM-302-1-1) specifying Warehouse Division 02 and citing the above information.

m Employee Clearance on Terminations

SCOPE

When an employee terminates employment with the City, an Employee Clearance Checklist (28-1608-5152) must be completed and submitted as an attachment to the CUT-OFF NOTICE (AM-205-7-1). The purpose of completing the Employee Clearance Checklist is to ensure that all equipment, records and other City provided items are turned in, that custodian accounts are accounted for and reconciled, and that employee access and use privileges, as applicable, are revoked.

COMPLETION INSTRUCTIONS

The form should be completed on the last day of employment with individual categories initialed by the departing employee's supervisor or designated officer as the items are cleared. The departing employee and agency head are also to sign the form. A copy should be given to the departing employee, a copy should be retained in the agency's personnel records and a copy will be processed with the CUT-OFF NOTICE. Items specific to employment in the appointing agency must be included where space permits on the form.

REPORTED SHORTAGES

In the event these procedures disclose a shortage of equipment or funds for which the employee had responsibility, restitution will be required. It may be paid by adjusting the final pay check. The departing employee's final pay check will not be released until receipt by the Bureau of Payroll and Disbursements of the CUT-OFF NOTICE and a completed EMPLOYEE CLEARANCE CHECKLIST is on file.

REPORTED LOSSES

Any loss of keys, key cards, fuel cards, credit cards or drug prescription cards should be reported to the issuing City agency. In those cases where these items are issued on a city-wide basis to appropriate individuals, their loss must be reported as follows:

Item	City Agency to Notify
Key Card	BOMIS
Driver Permit	Central Garage
Fuel Card/Charge Card	Central Garage
Drug Prescription Card	Civil Service

m Employee Clearance on Terminations

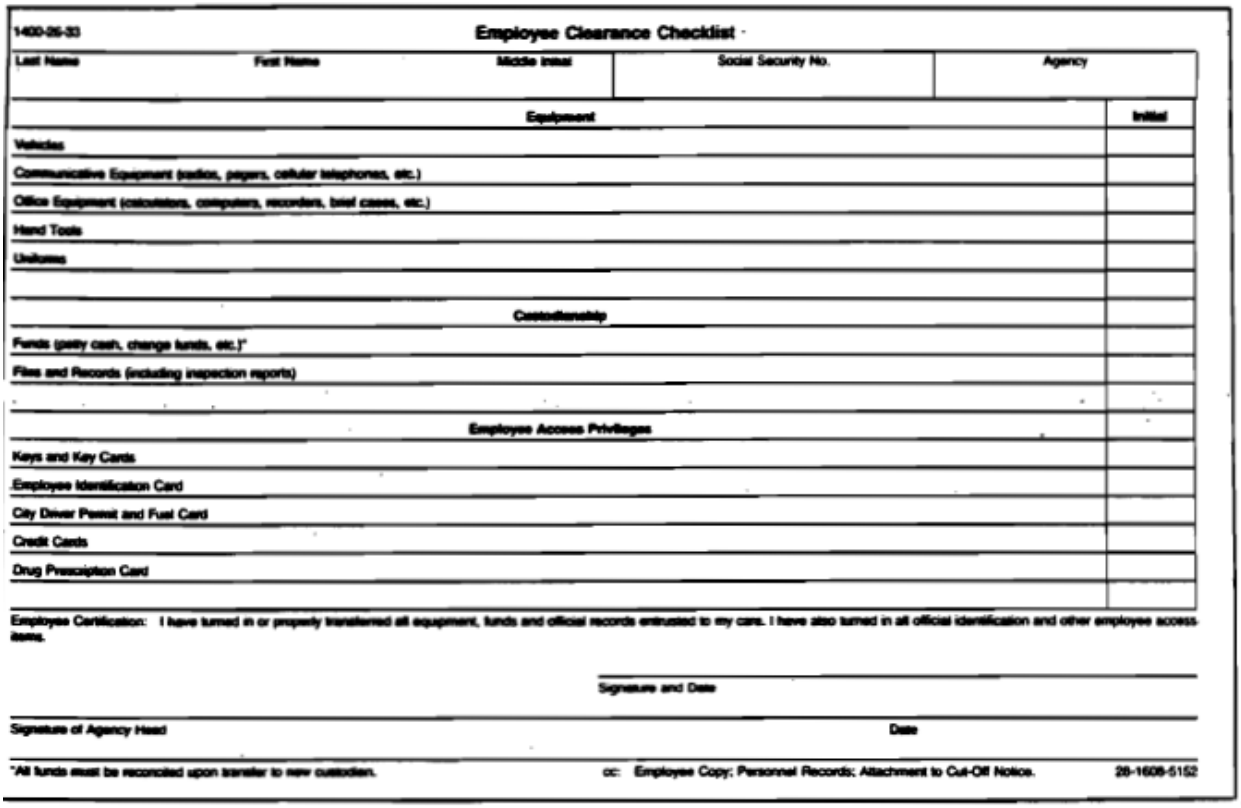
RELATED DOCUMENTS

For additional information, see:

AM-205-7-1	CUT-OFF NOTICE

m Employee Clearance on Terminations

The form shown below contains all necessary instructions for completion:



1400-05-33 **Employee Clearance Checklist**

Last Name	First Name	Middle Initial	Social Security No.	Agency

Equipment	Initial
Vehicles	
Communicative Equipment (radios, pagers, cellular telephones, etc.)	
Office Equipment (calculators, computers, recorders, brief cases, etc.)	
Hand Tools	
Uniforms	
Custodianship	
Funds (petty cash, change funds, etc.)*	
Files and Records (including inspection reports)	
Employee Access Privileges	
Keys and Key Cards	
Employee Identification Card	
City Driver Permit and Fuel Card	
Credit Cards	
Drug Prescription Card	

Employee Certification: I have turned in or properly transferred all equipment, funds and official records entrusted to my care. I have also turned in all official identification and other employee access items.

Signature and Date

Signature of Agency Head Date

*All funds must be reconciled upon transfer to new custodian. cc: Employee Copy; Personnel Records; Attachment to Cut-Off Notice. 28-1608-5152

- Form Number: 28-1608-5152
- Type: 3-Part
- Size: 8” by 5”
- Order Unit: Specify “Pkg”
- Quantity of Forms per Order Unit: 25 Sets

m *Night or Shift Differential*

SCOPE

This policy provides direction on night or shift differential rates of pay, hours of limitations for such pay, eligibility, pay calculation and affected City personnel. It further specifies the shift differential period. Current negotiated agreements should be consulted for applicability of this policy, rates and those City employees subject to it.

POLICY PROVISIONS

City employees assigned to regularly scheduled night or shift work that begins between 2:00 p.m. and 5 a.m. shall be paid thirty cents (30 cents) per hour above the established rate for each hour worked unless otherwise negotiated except when working such shifts as part of overtime appended to their regular shift, i.e., an employee not regularly assigned to the night shift but who works overtime hours into the night shift. Otherwise, the night differential rate shall be paid at the appropriate overtime rate. Certain employees not regularly assigned to the night shift but who work overtime hours into the night shift, e.g. CUB employees, et al, shall receive the night differential rate or the appropriate overtime rate for all overtime hours worked into the night shift in excess of 10 hours in a given bi-weekly payroll period. Shift differential will become part of an employee's base pay for paid leave purposes after he has been assigned to an eligible shift for 30 consecutive days.

EXCLUDED PERSONNEL

Night or shift differential does not apply to watchmen, guards, other than City Jail Correctional Officers, members of the Fire Department and Police Department and other employees whose emergency assignments start or carry into this period.

SPECIAL CIRCUMSTANCES

Certain City employees shall have a period of fifteen (15) minutes appended to their regular work day for the personnel shift changeover. Consult appropriate negotiated agreements for affected employees.

HOURS LIMITATION

Employees shall not be required to work more than sixteen (16) consecutive hours without an eight (8) hour break except in the case of an emergency endangering life, health and/or safety. If an employee is required to work for more than sixteen (16) consecutive hours under such an emergency situation, the period shall not exceed twenty-four (24) consecutive hours.

m Separation and Payment at Termination

SCOPE

This policy governs the termination of a City employee relative to separation date, payment of accumulated leave entitlement, if any, and use of accumulated leave prior to separation. Employees who are vested in a City retirement system at the time of termination may exercise their option to a deferred retirement or payment of accumulated contributions, if any, at the time of separation. Employees who are terminated without having completed their initial probationary period are not eligible to receive any accrued leave payment except for those FLSA non-exempt employees having compensatory leave balances.

TERMINATION

If an employee is to terminate City service in good standing, the employee must:

- Prepare a letter of resignation specifying the termination date and reason for resignation. The termination date shall be the last date that the employee will be recorded on the City payroll.
- Submit the letter of resignation to the employee's appointing officer plus 1 copy of the letter to the employee's immediate supervisor at least 5 work days prior to the termination date.
- Assist in completion of the required EMPLOYEE CLEARANCE CHECKLIST AND EXIT INTERVIEW.

An employee who fails to comply with the above requirements will be regarded as having left City service with prejudice.

SEPARATION DATE

If an employee terminates in good standing, the official date of separation will be the termination date specified in the letter of resignation. If an employee does not terminate in good standing, the official date of separation will be the last day that the employee was physically present for work.

USE OF LEAVE

1. VACATION AND PERSONAL LEAVE

Employees may use accumulated vacation and personal leave prior to and including the date of separation. Use of such leave must be in compliance with the City's vacation leave policy and personal leave policy.

2. SICK LEAVE

Employees may use accumulated sick leave prior to and including the date of separation, provided that the employee presents satisfactory medical documentation for these days or the agency head verifies such usage. Use of such leave must also be in compliance with the City's sick leave policy.

3. COMPENSATORY LEAVE

Compensatory leave may not be used by an employee on the date of separation and/or the 4 work days immediately preceding the date of separation if the employee is FLSA Exempt. Non-exempt FLSA employees may use compensatory leave on the date of separation and 4 work days preceding the date of separation.

LEAVE PAYMENT

This section governs accumulated leave payments, as applicable, for vacation, personal leave, sick leave and compensatory leave.

1. VACATION AND PERSONAL LEAVE

Employees will normally receive full payment for all accumulated vacation and personal leave which is unused as of the date of separation.

2. SICK LEAVE

Conversion of Total Accumulation

Employees whose service is terminated under 1 of the conditions listed below will receive payment for sick days accumulated during their service and still unused as of the date of separation. This payment will be computed by the formula appropriate for the employee's authorized bargaining unit; e.g., "1 for 4," or "1 for 3," etc., and shall be deemed a full liquidation of any and all sick leave earned by the employee during the time of his employment.

•Retirement with pension benefits.

•Termination of service without pension benefits after completion of 20 or more years of service.

Conversion of Annual Accumulation

Employees whose service is not terminated under 1 of the conditions specified in the previous paragraph and whose date of separation is between June 1 and November 30 will receive 1 day's pay for every 4 sick leave days accumulated during the current administrative sick leave year and still unused as of the date of separation. This payment shall be deemed a full liquidation of any and all sick leave earned by the employee during the current administrative sick leave year. It shall further be deemed a full liquidation of any and all sick leave earned during the time of employment if the employee meets 1 or both of the following conditions:

• The employee's service is terminated for a reason other than layoff.
• The employee is not reemployed within 29 calendar days of the dat of separation.

If the employee is reemployed following a layoff or if he is reemployed within 29 calendar days of the date of separation, he will be credited with any unused sick leave which was not converted to cash at the time of separation.

3. COMPENSATORY LEAVE

Employees will not receive payment for any compensatory leave which is unused as of the date of separation unless they are FLSA non-exempt status employees, who will be paid for compensatory leave subject to the 240 hours ceiling.

PAYMENT EXCEPTIONS

Payment for all leave will be denied to employees whose service is terminated before the completion of their initial probationary period with the City; however FLSA non-exempt employees will be paid compensatory leave balances.

If an employee is in debt to the City, payment for leave will be withheld in an amount equal to the employee's indebtedness.

RETIREMENT SYSTEM

An employee should consult with the respective City Employees Retirement System, City Hall, Room 640, relative to their eligibility for retirement benefits either on termination or on a deferred basis. Employees who are not vested but who have made contributions to the retirement system are eligible for a return of their contribution upon separation.

RELATED POLICIES

AM-204-2	VACATION LEAVE
AM-204-4	PERSONAL LEAVE
AM-204-14	SICK LEAVE
AM-205-5	EMPLOYEE CLEARANCE ON TERMINATION
AM-205-5-1	EMPLOYEE CLEARANCE CHECKLIST
AM-205-7-2	EMPLOYEE EXIT INTERVIEW

Employee Layoffs

SCOPE

This policy governs separation of City employees filling Civil Service or non-Civil-Service positions, who are notified that they are being laid off. Federal, state, and local laws prohibit an employer from considering factors such as age, gender, race, physical or mental disability, sexual orientation, marital status, national origin, or religion as criteria for layoff.

This policy is subject to amendment and interpretation as determined by the Employer and appropriate negotiated Contractual Agreement or Memorandum of Understanding.

This policy does not apply to appointed employees, to non-civil service employees or other employees who do not have permanent status. Laid off Civil Service employees may have reemployment rights for a previous classification, in accordance with the Civil Service Rules (See CSC Rules 39 and 52).

DEFINITIONS (For purpose of this policy)

Agency Head – A municipal officer appointed by the Mayor and subject to confirmation by the City Council.

Appointed Officer – The official or municipal service employee who has authority to make appointments to and removals from positions in a City organizational unit by reason of the provisions of the Baltimore City Charter, or of a statue or ordinance, or by reason of delegation by the appointing authority.

Contractual Employee – An individual having an independent agreement with the city of Baltimore that provides the terms and conditions by which the individual will provide services to the City.

Employee – Any person holding a position in the service of the Mayor and City Council of Baltimore. This includes permanent full-time, permanent part-time employees and temporary employees hired directly by the agencies.

Lay-Off – Termination of a permanent employee is considered to be a layoff if the employee's position is abolished or unfunded. The discharging of persons for the purpose of reducing the workforce of City employees, without fault of personnel involved.

Organization Unit - For purposes of layoff an, "organization unit" is defined as:

- In an agency that has three (3) or more organizational levels, the level immediately below the agency is normally designated as a **bureau**. The organizational level immediately below a bureau is normally designated as a division. The "Organizational Unit" is the division.+99
- In an agency that has two (2) organizational levels, the level below the agency is normally designated as a division. The "Organization Unit" is the division.
- In an agency that has one (1) organizational level, "Organizational Unit" refers to the agency.

A current description of layoff organizational units will be on file at the Office of the Labor Commissioner at all times. For layoff purposes, the number of organization levels within each department shall be determined by the agency and subject to the review of the Office of the Labor Commissioner, for any expectations or resolution of complaints.

Permanent Full-Time Employees – A person who is appointed from an eligible list to a permanent position, and works a full workweek on a counting basis.

Permanent Part-Time Employee – A person who is appointed from an eligible list to a permanent position, and work less than a full workweek on a counting basis.

Probationary Employee – Classified employee who is selected from an open eligible list. A laid-off employee who is selected by a different agency from a re-employment list who has not completed the probationary period. A laid off employee who is selected by a different agency from a re-employment list. (A probationary period constitutes the 6-month segment of time during which an employee's competency to fulfill the duties of the position to which appointed is judged by the appointing officer.)

Termination Checklist – Is a form to be completed by the agency HR Officers, or designee, when an employee's employment with Baltimore City Government or agency of Baltimore City Government has been terminated. The purpose of the Termination Checklist Form is to guide agency Human Resources Officers through the termination process to insure all required documents are completed.

Temporary/Seasonal Employee – A person who is paid on an hourly basis and not entitled to benefits, such as vacations, pension, health insurance, and other benefits, A "temporary" appointment is an employment status of limited duration.

Transfer – A transfer shall mean the appointment of an employee: (1) to a position in the same class **outside** the authority of the original appointing officer, or (2) to a position under the authority of the **same** appointing officer in a comparable class which require similar knowledge, skills and abilities.

ALTERNATIVES TO LAYOFFS

Agency heads **may** reduce the impact or number of layoffs by taking the following actions:

- Reviewing and considering requests for voluntary lay-off, must have agency head approval.
- If the employee is eligible for a job removal retirement benefit the agency head should contact Employees' Retirement Systems or Fire and Police Employees' Retirement System.

- If the employee is eligible for the retirement benefit the agency head must consult with the Mayor's Office, the Director of Human Resources and the Department of Law prior to certifying the job removal.

- Identifying employees who will retire, separate from City employment, transfer to other City employment, transfer to other City agencies, or take a leave of absence in the near future leaving positions vacant. Agency heads are cautioned that salary savings may be offset by Unemployment Insurance, leave payouts and other costs of terminating employees.

- Transferring employees.to positions in other classifications at the same or lower grade level for which the employee is qualified.

- Obtaining other sources of funding for existing positions, e.g., grants from federal, state, or private agencies.

- Reducing other personnel costs such as overtime.

- Terminating temporary employees.

- Terminating probationary employees.

Terminations of temporary and probationary employees are not considered layoffs. Temporary and probationary employees who have been terminated are not eligible for those benefits and privileges available to permanent employees being laid off.

Any alternatives above which require line item budget changes require the approval of the Bureau of the Budget and Management Research (BBMR).

SELECTION OF EMPLOYEES TO BE LAID OFF

Within selected layoff organizational unit, agency heads must first select those classifications from which layoffs will occur. Selection of classifications may be based on the need for supervision, the need for the performance of the duties of the classification, or the need for special types of employees.

Within selected layoff organizational units and selected classifications, agencies must select employees to be laid off with the good of the public service as the primary consideration. The following employee characteristics govern such selection, subject to the current negotiated Contractual Agreement or Memoranda of Understanding with the employee's bargaining agent:

A. For an employee whose job classification is <u>not</u> of an executive, administrative, technical, or
Professional nature:
   - Work performance (must be at least satisfactory).
   - Length of service in present classification and in present organizational unit.
   - Other factors included in the negotiated Memoranda of Understanding affecting the
     employee's bargaining unit.

B. For an employee whose job classification is of an executive, administrative, technical, or
Professional nature:
   - Work performance (must be at least satisfactory).
   - Characteristics of the individual that contribute to the efficient operation of the organizational unit.
   - Skills and education compared to agency needs.
   - Length of service in present classification.
   - Length of service in previous classification(s) in the series.

OFFICIAL DATE OF LAYOFF AND EMPLOYEE NOTIFICATION

If a position is abolished in the budget process, the position must be vacated no later than the following July 1. If a position is abolished or unfunded by a special action of the Board of Estimates, the effective date of the layoff would be at least two (2) weeks after the Board action. Appointing officers must ensure the positions are vacated through layoff or transfer. Transfers are subject to approval of the BBMR and the Department of Human Resources (DHR). Changes from full-time to part-time employment are also subject to the approval of the BBMR.

No later than two (2) weeks prior to the effective date of layoff, the agency head or designee must meet with each employee who will be laid-off, or if the employee is not available, a letter is sent to the home address by certified mail, return receipt requested. Whenever possible the agency head or designee should have a witness at the meeting.

IMPLEMENTATION

(AM 205-8-1 provides specific procedures in a work sheet format by areas of responsibility and time periods.)

The agency head has the overall responsibility for determining the job classifications and organizational units from which employees will be laid off. The layoff lists are developed using the criteria specified in this policy or current negotiated agreement as applicable. The agency head must prepare a Memorandum containing the following information on each employee to be laid off: organizational unit, job title, name, employee identification number, position_number, entry date, length of service in present classification, length of service in organizational unit, reason for layoff (example: job abolishment), date of layoff, union or employee organization, date of birth, gender and race. This memo must be sent to the Labor Commissioner at least 30 days prior to the layoff. The Equal opportunity Officer in the Law Department should also receive the memo at least 30 days prior to the layoff.

Thirty (30) days prior to the date of layoff, the Equal Opportunity Officer must review the proposed layoff and determine its impact on the agency's Affirmative Action Plan. At least three (3) weeks prior to the date of layoff, the agency will be notified in writing of the impact of the proposed layoff on the agency's Affirmative Action plan.

The Agency head will discuss and receive approval of the list by the Office of Labor Commissioner (OLC) to verify that selection rules are followed for Civil Service positions. When a selection is invalid, the agency must provide the Labor Commissioner with new name(s) within two (2) working days.

Layoffs letters and layoff package information may be found under "HR Tools, Lay-off Packet" on the City's intranet website at: http://cob/personnel/. For large numbers of employees being laid off, the DHR will provide separation workshops.

Three (3) weeks prior to the date of layoff, the Office of the Labor Commissioner (OLC) will verify that the selection of employees for layoff conforms to provisions of the contractual agreements, layoff organizational units and other selection criteria. The Labor Commissioner shall notify the appropriate unions or employee organizations of the proposed layoffs.

AFTER LAYOFF NOTICES ARE DELIVERED

The Agency Head ensures the termination information indicating the layoff reason code is entered into the Human Resources Information System (HRIS) and that a copy of the following

is sent to the DHR no later than the date of layoff:

- The signed employee layoff letter.
- Copy of memo to Labor Commissioner.
- Signed and completed Exit Interview Form.

A copy of the following is sent to Payroll no later than the date of layoff:

- Signed and completed Termination Checklist.
- A copy of the signed memo regarding employee indebtedness, if applicable. Also send copy to Law Department.

SECURITY

Steps must be taken to ensure information security, data retention and personal safety. Prior to giving the notice of layoff to affected employees, the agency head or designee must review access to the various City systems including email, e-time, HRIS and others. The agency head or designee must determine if access to any of the systems should be revoked prior to the employee's last day. MOIT must be notified of the agency's decision. Also see AM118-1 and AM 509-2.

If personal safety is a concern, the employee to be laid off may be granted administrative leave with pay from the date the notice is received until the effective date of layoff. The office of the Labor Commissioner must authorize all requests for administrative leave with pay.

MANDATORY SEPARATION

The agency must remove incumbent employees from positions which are abolished or unfunded. The laid off employee could be transferred to another funded full or part-time positions for which the employee qualifies at the same or lower grade level. The DHR shall perform the following actions:

1. Compare final layoff list to Board of Estimates' action. If there are any position numbers for abolishment without an employee listed on the layoff list, ascertain whether the job is vacant. If vacant, no other action will be taken. If filled, BBMR will notify the agency to place the employee on the layoff list or laterally transfer employee to a funded vacant position with another position number.
2. If the appointing officer has not processed the lay off for the affected employee by the official date of layoff, the DHR will inform the agency head.

ADJUSTMENT OF AGENCY LAYOFF ROSTER

Both the BBMR and the OLC, who will notify the DHR, must approve any adjustment to the layoff

roster.

If approval is granted for the adjustment of an agency layoff roster, the agency head shall immediately notify the employee in person. A confirming LETTER must be represented to the employee in person or sent to the employee's home address by regular mail and certified mail with a return receipt requested.

USE OF LEAVE PRIOR TO DATE OF LAYOFF

Vacation, Personal, and Compensatory Leave

Employees may use accumulated vacation, personal, and compensatory leave prior to or on the date of layoff. Use must be in compliance with the City's policies governing such leave and the applicable Contractual Agreement or Memorandum of Understanding (MOU).

Sick Leave

Employees may use accumulated sick leave prior to the date of layoff, provided that the employee presents satisfactory medical documentation for the days used or the agency head is satisfied with such usage.

LEAVE PAYMENT

Vacation, Personal and Compensatory Leave
Employees will receive full payment for unused accumulated vacation and personal leave, up to the maximum allowed by negotiated MOU, as of the effective date of layoff. This payment will be paid in a lump sum. If applicable, FLSA non-exempt employees will also receive payment for accumulated compensatory time up to the maximum of 240 hours.

Sick Leave

The appropriate negotiated Contractual Agreement or Memoranda of Understanding and employee years of service determine payment for accumulated sick leave on a prorated basis. See AM -205-7, SEPARATION AND PAYMENT AT TERMINATION.

REPAYMENT REQUIREMENT

Any eligible leave payout will be withheld until property is returned, or the employee's final check will be reduced in an amount equal to the indebtedness. If the employee's indebtedness is greater than the final check, the matter will be referred by Payroll to the Law Department, Collection Division.
If an employee is indebted to the City, the employee should be advised to contact the Law Department.

UNEMPLOYMENT COMPENSATION CLAIM

Laid off employees may apply for unemployment compensation from the State of Maryland. To obtain

information about eligibility, compensation benefits, and the application process, laid off employees should contact the Maryland State Department of Labor Licensing and Regulation.

REEMPLOYMENT LIST (CIVIL SERVICE ONLY)

All laid off employees will be placed on reemployment list(s) in accordance with and in the order determined by DHR. (See Civil Service Rules 39 and 52.)

HEALTH BENEFITS

A laid off employee should contact the DHR, Employees Benefits Division regarding continuation of health insurance coverage. An employee's existing active health benefits coverage ends at the end of the month in which the layoff date occurs, unless informed otherwise by DHR.

RETIREMENT

A laid off employee should contact the Employees' Retirement Systems or Fire and Police Employees' Retirement System for assistance in determining eligibility for retirement benefits.

EMPLOYMENT ELIGIBILITY

The DHR should be contacted for assistance in determining eligibility for other City positions.

RELATED POLICIES

AM-204-2 VACATION LEAVE

AM-204-4 PERSONAL LEAVE

AM-204-14 SICK LEAVE

AM-205-7 SEPARATION AND PAYMENT AT TERMINATION

AM-205-9 REHIRING IN A CIVIL SERVICE CLASS AFTER LAYOFF

AM-208-1 LEAVE OF ABSENCE – PART II

AM-232-1 PERMANENT POSITION

m *Employee Layoff Procedures*

RESPONSIBILITY	**ACTION**
Agency Head or Agency HR Officer	
6 Weeks Prior to Layoff Date:_____	1. Determine job classifications and organizational units from which employee(s) will be laid off 2. For each organizational unit, develop a list of employees in each job classification from which layoffs will occur. List employees in order of their promotion dates beginning with the least senior employee. 3. Select employee(s) to be laid off as determined by this policy or existing negotiated memorandum of understanding. Retain seniority list in agency files.
4 Weeks Prior to Layoff Date:_____	4. Send to the Labor Commissioner a Memorandum containing the following information on the employee(s) to be laid off: • Organizational Unit. • Class number and title. • Employee Name. • Employee Identification Number. • Position number. • Entry Date. • Length of service in present classification. • Length of service in organizational unit. • Reason for layoff (Example: job abolishment). • Date of layoff. • Union or employee organization. • Date of Birth. • Gender. • Race. 5. Send a Memorandum containing the same information Requested in Step 4 above to Department of Human Resources (DHR) and the Equal Opportunity Officer, Law Department, and: A) Retain a copy of the Memorandum in agency's files.

B) At least 4 weeks prior to the data of layoff, the agency head must begin the preparation of layoff packages for distribution to employees being laid off. Lay off material may be found on the DHR intranet site under HR Tools. Assemble layoff materials into envelopes for each employee including:

- The signed layoff letter
- The layoff brochure
- Your Rights Under COBRA and Notice of privacy practices
- State Unemployment Insurance Brochure
- Retirement System brochure
- Signed memo regarding employee's indebtedness, if applicable.

3 Weeks Prior to Layoff

Date: _____

6. Receive written comments from Equal Opportunity Officer regarding impact of proposed layoff on agency's affirmative action plan.

2 Weeks Prior to Layoff

Date: _____

7. Present or send to each employee to be laid off a letter containing pertinent information regarding the layoff, i.e., date of layoff, reason for layoff, and a statement that the separation from service is a result of a layoff, and a statement that the separation from service is a result of a layoff and is *through no fault of the employee*. The letter must be presented to the employee in person or, if the employee is not available, sent to his or her home address by regular and certified mail with a return receipt requested. Attached to this letter must be a copy of INFORMATION FOR LAID-OFF EMPLOYEES (28-1418-5018 REV. 12/08). Due to the serious nature of being laid off, the preferred method is giving the employee the layoff letter in a short meeting to explain the reason for the layoff.

Prior to Layoff

Date: _____

8. Conduct an exit interview with the employee; and

a) Complete an EMPLOYEE EXIT INTERVIEW (28-1608-5071). Prepare 3 copies of the EMPLOYMENT EXIT INTERVIEW. Retain a copy in the agency's files and give a copy to the employee and DHR.

b) Inform the employee of any due compensation for unused vacation leave, personal leave, sick leave, compensatory leave, as applicable and that payment will be received in a lump sum.

c) If applicable, discuss the employee's indebtedness to the City. The indebtedness will prevail at the time of layoff: notify the Central Payroll Division of the Bureau of Accounting and Payroll. Complete an indebtedness memo that includes the following information:

- Reason for indebtedness: and
- Amount of indebtedness.

Prepare 3 copies of this MEMO. Give one copy to the employee, retain a copy in employee's personnel file and send copy to Central Payroll.

d) Complete an EMPLOYEE TERMINATION CHECKLIST. Disburse as indicated on Checklist form.

e) Advise the employee to confer with the Municipal Employees Credit Union Inc. (MECU) regarding any outstanding loans and membership entitlement, if applicable. Notify MECU accordingly of employee status.

f) Inform employee that COBRA notification will be mailed directly to his/her home from ADP Benefits Services. The employee has 60 (sixty) days from the date of separation to apply for COBRA benefits.

9. Enter termination information in HRIS. Reason code should indicate layoff.

NOTE: Indicate the TERMINATION reasons, for employees who are eligible to retire, by **both** the RETIRED and LAY-OFF boxes as the reasons for the separation.

a) Send to Central Payroll:

- Completed and signed TERMINATION check list.

- Copy of signed memo of employee's indebtedness, if applicable

Labor Commissioner

4 Weeks Prior to Layoff

Date: _____

10. Upon receipt of above cited Memorandum (Step 4) from the agency, verify the layoff list and notify the appropriate union or employee organization of the proposed layoff.

11. Notify Employee Retirement System and Department of Human Resources of employee status.

Date: _____

Equal Opportunity Officer

4 Weeks Prior to Layoff

Date: _____

12. Upon receipt of above cited Memorandum (Step 4) from the agency:

- Review the layoff; determine the impact on the agency's Affirmative Action Plan.

3 Weeks Prior to Layoff

13. Notify the agency in writing of the impact of the proposed layoff on the agency's Affirmative Action Plan.

Department of Human Resources

3 Weeks Prior to Layoff

Date: _____

14. Confer with employees on health benefit plan options for which he/she is eligible, if requested.

15. Confer with employee on eligibility for other City positions, if requested.

Due not later than the date of layoff:

Date: _____

16. Place Civil Service employee's name on appropriate reemployment list(s).

Payroll Division

After Layoff

Date: _____

17. Record the following information about the laid off employee:

- Conversion of sick leave days to cash.

- Number of sick leave days not converted to cash.
- Unused compensatory leave before payment for accumulated compensatory leave as applicable.
- Total length of City service.
- Length of service in level of current salary grade.
- Retain in agency files.

18. Prepare and issue employee's final paycheck and payment for unused leave. Deduct the amount of the employee's indebtedness to the City, if applicable.

19. Retain in agency files and "PAYROLL", if applicable, a copy of LETTER to employee concerning indebtedness to the City.

Retirement System
Before Cut-Off

20. Confer with employee regarding Retirement System benefits if requested. Process appropriate paper work on benefits according to employee's decision.

Date: _____

m Rehiring in a Civil Service Class after Layoff

SCOPE

This policy governs the rehiring of former City employees into active City service provided they:

• were laid off from a Civil Service class; and

• are rehired into a Civil Service class from a certification list; and

• are rehired within one (1) year from the date of employee layoff.

Specific aspects of their reemployment are detailed in this policy. For the purpose of layoff and reemployment, "organizational unit" is defined in AM-205-8, Employee Layoffs.

Note: This policy does not cover employees laid off from 1) non-Civil Service classes who return to City government either in Civil Service or non-Civil Service classes or 2) Civil Service classes who return to City government in non-Civil Service classes. If these employees are hired within one (1) year of the layoff, they may be covered under the Administrative Manual policy on Subsequent Employment, AM-213-1, Part II.

PROBATIONARY PERIOD

Persons rehired from a reemployment list into their former class and organizational unit will not be required to serve a probationary period. Persons rehired in a different class or organizational unit must serve a probationary period with leave usage the same as the initial probationary period.

PHYSICAL EXAMINATION

Prior to being rehired, a City pre-employment physical examination by the Division of Occupational Medicine, Department of Personnel, is required.

SALARY

An employee who is rehired within one (1) year of the date of layoff will:

• if rehired in the same class, receive the salary to which he/she would have been entitled if the layoff had not occurred.

• if rehired in a class which has a lower grade than the class at the time of layoff, be considered as having taken a voluntary demotion under the salary policy for demotions.

• if rehired in a class which has a higher grade than the class at the time of layoff, be considered to have received a promotion under the salary policy for promotions.

PRIOR SERVICE CREDIT

For the purpose of calculating seniority, longevity, and vacation leave, rehired persons will be credited with that period of unbroken service earned by them at the time of their layoff.

For the purpose of determining length of service in one (1) level of a salary grade, persons rehired within 12 months of being laid off will be credited with that period of service in the grade earned by them at the time of layoff.

The electronic payroll system requires adjustments to entry date, next level movement date, promotion date, etc., in order to ensure proper reporting of these items; subsequently, these dates will be changed for rehired employees so as to preclude the accrual of service credit during the period of time the employee was laid off. Entry tickets should have "REHIRE AFTER LAYOFF" written on the top. Agencies should submit with first day at work as effective date and Central Payroll will adjust accordingly.

Example (Rehire within 1 year)

Employee hired 12/3/92

Next level movement date 8/4/96

Employee laid off 6/30/96

Employee re-hired 6/29/97

Central Payroll Division staff will adjust the Entry Date from 12/3/92 to 12/2/93 and next level movement date to 8/3/97

SICK LEAVE ENTITLEMENT

Eligible rehired employees will be credited with 100% of sick leave which was not converted to cash at the time of layoff.

EXAMPLES OF SICK LEAVE ENTITLEMENT

The following examples are provided to assist in understanding and implementation of any sick leave entitlement.

A) 20 OR MORE YEARS OF SERVICE AT THE TIME OF LAYOFF AND SEPARATED

WITHOUT PENSION BENEFITS

An employee who was laid off for 1 year or less without a pension benefit, and who had 20 years of City service, is rehired. At the time of layoff, the employee had accumulated 102 unused sick leave days. Using the conversion formula of 1 day's pay for every 3 unused sick leave days, the employee received 34 day's pay, i.e., 102 unused sick leave days divided by 3 = 34 day's pay. The conversion formula varies according to the employee's certified bargaining unit, e.g., MAPS employees convert at 1 for 3, CUB employees at 1 for 4, etc.

When reinstated the employee receives 68 days of sick leave which was not converted to cash.

B) LESS THAN 20 YEARS OF SERVICE AT THE TIME OF LAYOFF

LAYOFF BETWEEN JUNE 1 AND NOVEMBER 30

An employee who was laid off in August and who had 19 years of City service, is rehired the following May. At the time of layoff, the employee had accumulated 93 unused sick leave days, 84 of which had been earned prior to the then current administrative sick leave year (sick leave conversion - the last payroll of the previous November). The employee lost 84 days because he/she did not have 20 years of service. Those 84 days, will be restored to the employee's sick leave record upon reinstatement. The 9 sick leave days which the employee had accumulated during the then current administrative sick leave year were converted to cash at the time of layoff. Using the conversion formula of 1 day's pay for every 4 unused sick leave days accumulated, the employee received 2 days pay, i.e., 11 days unused sick leave days divided by 4 = 2 days pay with 1 day left over. The 1 day left over, which could not be converted to cash at the time of layoff and which was subsequently lost, will also be restored to his sick leave record. (Because this conversion, i.e., "less than 20 years service at the time of layoff" is a pro rata form of the annual sick leave conversion, the 1 for 4 formula remains the same irrespective of the employee's bargaining unit. Further, consistent with the annual sick leave conversion policy, payment is for whole days only and is capped at 3 days pay.)

LAYOFF BETWEEN DECEMBER 1 AND MAY 31

An employee who was laid off on December 31 and who had 19 years of City service, is rehired in October. At the time of lay off, the employee was not eligible to convert to cash any of the 75

leave days which had accumulated. All 75 sick leave days will now be restored to the employee's sick leave record.

COMPENSATORY LEAVE ENTITLEMENT

FLSA - Nonexempt

A rehired person who at the time of layoff was nonexempt under FLSA and received payment in full for compensatory leave at separation can not repurchase the compensatory leave, i.e., "buy back" is prohibited.

FLSA -Exempt

Rehired persons, who were exempt under FLSA at the time of layoff, received no payout for accumulated compensatory leave. The compensatory leave balance will not be restored.

RELATED POLICIES

AM-204-30 DETERMINATION OF BENEFITS: PART I

AM-204-31 DETERMINATION OF BENEFITS: PART II

AM-205-1 SALARY

AM-205-8 EMPLOYEE LAYOFFS

AM-232-1-1 FILLING A PERMANENT POSITION BY HIRING OR TRANSFER

AM-236-1 PROBATIONARY PERIOD

AM-290 SALARY SCHEDULES

Payroll Systems

SCOPE

Establishing internal controls in administering City payroll systems is a requirement of each agency and bureau head. Important control features for City agencies to follow in providing reasonable protection against various payroll errors and fraud schemes include:

- Using a positive documented system to determine presence or absence of employees;
- Assigning competent and trained staff as well as trained alternates to payroll record keeping and reporting duties;
- Segregating duties;
- Conducting at random intervals unannounced changes in duties of individuals assigned payroll functions; and
- Establishing oversight and authorization responsibilities at appropriate levels.

Guidelines for meeting these control requirements are set forth.

TIME AND ATTENDANCE RECORDS

The PAYROLL ATTENDANCE REPORT (147-093) is the document which the Bureau of Payroll and Disbursements relies upon to pay employees. It is the vehicle for consolidating and reporting time and attendance information to the Bureau of Payroll and Disbursements. This document also has significant impact on the accounting and monitoring of expenditures, e.g., wages, salary, overtime, meal allowance, etc. At the agency/bureau level, this report must be completed from a documented record of presence, absence, overtime, compensatory time, holiday or authorized leave usage for each employee. It is not a sufficient basis for establishing the actual time and attendance of employees. However, internal agency records are compared at intervals with records in Central Payroll. Such records are subject to subpoena by the courts and other investigative entities.

Supervisors are responsible for assuring the accuracy of time and attendance information of individuals under their immediate supervision and should perform these duties diligently. When there are irregularities the supervisor and the subordinate involved in the irregularity will be held accountable.

POSITIVE TIME-KEEPING SYSTEMS

All agencies must install a positive time-keeping system for each payroll section under their supervision. A positive time-keeping system includes a contemporaneously maintained individual time record. Acceptable alternatives include a daily work crew report or a daily duty assignment roster maintained and reported by the foreman. Where time clocks are used, the

resulting time cards serve the same purpose. Daily sign-in, sign-out records are also acceptable reporting practices.

REPORTING PROCESS

Regardless of the time-keeping option used, the filled out form must be submitted through the immediate supervisor responsible for reporting individual or group location attendance. It is then forwarded to the agency payroll clerk as the basis for preparation of the PAYROLL ATTENDANCE REPORT.

The supervisor should take reasonable precautions to preclude the opportunity for the reporting individual or group to intercept and alter the information after supervisory approval and before it is received by the payroll clerk. When an individual or groups of individuals work at locations remote from on-going supervisory scrutiny, supervisors are responsible for making personal unscheduled spot checks of their presence and attention to duty. Random telephone contacts and on-site visits should be used to make these determinations.

PAYROLL ATTENDANCE REPORT

This report is prepared from the time and attendance records. Sources of information to be used include add and drop slips, overtime and compensatory time approvals, permission time approvals, out-of-title approvals, etc. The work of the payroll clerks should be periodically spot checked for accuracy by their immediate supervisor which can be accomplished by comparing markings and related information on the PAYROLL ATTENDANCE REPORT with the positive timekeeping records and/or other authorized documents. The PAYROLL ATTENDANCE REPORT should reflect the name of the payroll clerk who prepared it. Clerks are to sign in the space provided for the Auditor's use. Individuals assigned these payroll duties must receive training from the Bureau of Payroll and Disbursements.

APPROVAL AND REVIEW

The PAYROLL ATTENDANCE REPORT should be reviewed and approved by an individual who has reasonable knowledge of the attendance, absence, overtime, etc. of the reporting unit. Where there are alterations on the report to correct errors, each such alteration should be initialed by the approving official. Initialing is intended to preclude an individual from making unapproved alterations to the PAYROLL ATTENDANCE REPORT after the approving official has signed off and before the report is delivered to the Bureau of Payroll and Disbursements. The PAYROLL ATTENDANCE REPORT must be reviewed and signed by the approving official or in his absence, a designated alternate. Facsimile approval signatures to include stamps, imitations or proxy signatures are prohibited.

AUTHORIZATION AND SUBMISSION

The agency/bureau head must certify to the Bureau of Payroll and Disbursements, Attn: Chief, in a signed MEMORANDUM (28-1418-5007), all authorized signatures of the PAYROLL ATTENDANCE REPORT. The MEMO must contain a written sample of the signatory to include full name and initials. The designated signatory must see that the PAYROLL ATTENDANCE REPORT is submitted to the Central Payroll Division in accord with the pay period schedule for the administrative unit. It is expected that no changes will be made to the PAYROLL ATTENDANCE REPORT after submission.

ANTICIPATED TIME

It may be necessary to anticipate the probable attendance or absence of an employee on the last day of the pay period. An agency must, therefore, use documented records of actual attendance to compare with anticipated attendance before processing necessary adjustments to the payroll in a subsequent payroll period. In a sign-in sign-out, time clock, duty roster, or similar system this is accomplished by comparing actuals to estimates. In a contemporaneously maintained individual time sheets system, separate cumulative reports by the employee of actual to date and estimated for the remainder of the pay period can be used.

PAYCHECK DISTRIBUTION

Whether it is an individual payroll check or the pay stub of an employee on direct deposit, the payroll clerk should not be the individual directed to pick up or distribute it within the agency. Separation of duties between payroll preparation and paycheck distribution as well as prompt processing of the cut-off notice for separating employees are essential to minimizing the opportunity for fraud or error on the payroll.

Undeliverable paychecks or stubs must be brought to the attention of the immediate supervisor. Prompt return of paychecks or pay stubs to the Bureau of Payroll and Disbursements is required to preclude repetition on subsequent pay periods.

PAYROLL ABUSE

There are a number of schemes by which individuals or groups of individuals may seek to take advantage of the payroll system, including credit for hours not worked, increasing pay entitlement, or creating "ghost" employees. Supervisors need to be alert for indications of such situations. In instances where outside assistance may be needed to address such concerns, the Department of Audits should be contacted. When an agency head becomes aware of any irregularities, he must report such situations immediately to the City Solicitor for

recommendation as to appropriate action. A reporting mechanism available to all City employees is the City Fraud Hotline, 410-396-3589.

MINIMUM CURE

In all cases of payroll abuse, the minimum cure should be restitution and disciplinary action of the affected employee by the agency head. To be considered in such cases is whether neglect of supervisory responsibility created the opportunity for the abuse. If so, appropriate disciplinary action is to be considered for the supervisor.

RELATED POLICIES

AM-204-16 Authorized Change: Recorded Leave
AM-204-16-1 Completing Payroll Attendance Report
AM-205-7-1 Cut-Off Notice

a **AM-205-11**

m Effect of Daylight Savings & Standard Time Changes on Employees' pay

SCOPE

This policy determines pay for an employee whose work shift is affected by the shortening of actual hours worked or whose work shift is affected by the extension of actual hours worked because of observance of Daylight Savings Time or the return to Standard Time.

DAYLIGHT SAVINGS TIME

No city employee will lose pay due to a shortening of his actual hours of work caused by the changing of clocks for the observance of Daylight Savings Time.

STANDARD TIME

An employee whose actual hours of work are extended due to the changing of clocks for the return of Standard Time will be eligible for paid overtime or to accrue compensatory time as appropriate for all work performed in excess of the regular work shift.

PAYROLL MARKINGS

An employee affected by the shortening of actual hours worked should be recorded on the PAYROLL ATTENDANCE SHEET (147-019) with the appropriate marking which reflects a full work shift, i.e., "/" or the number of work hours, "7.3".

An employee affected by the extension of actual hours worked should be recorded on the PAYROLL ATTENDANCE SHEET with the appropriate marking which reflects the amount of overtime worked or compensatory time to be accrued, i.e., "1.0" hours.

m *Sick Leave Conversion*

SCOPE

This policy details employee eligibility for sick leave conversion and payment at the end of each sick leave year. The sick leave year begins on the day immediately following the last payroll period in November and extends through the last payroll period in November of the following year. An employee may convert to cash all or none of the days to which he is entitled. Conversion of only some of the days to which an employee is entitled as well as conversion pf partial days is not authorized.

ELIGIBILITY

When a sick leave day is used by an employee, the most recently accrued sick leave day is subtracted from the employee's leave balance. An employee's current sick leave year accumulation is therefore always affected whenever the employee uses sick leave.

All permanent employees whether full-time or permanent part-time are eligible for sick leave conversion at the end of each sick leave year, provided: 1) the employee's sick leave is controlled through the computerized system such that sick leave balance is printed on their check stub: and 2) they have a minimum balance of 4 unused sick leave days which were accumulated during the preceding 12 months.

CONVERSION FACTOR

For every 4 days of sick leave accumulated during the designated sick leave year, a permanent employee is eligible to convert 1 day to cash thereby retaining 3 days in his sick leave account balance. The maximum number of days which can be converted is 3 days.

Accumulated and Unused Sick Leave Days During Sick Leave Year	Eligible Days for Conversion	Number of Days Retained in sick Leave Account
12	3	9
8 through 11	2	6 through 9
4 through 7	1	3 through 6
Less than 4	0	0 through 3

PAYMENT

Payment for sick leave conversion will not be included in the employee's regular salary check, but will be issued in a separate check. Direct deposit of sick leave conversion monies is NOT AVAILABLE. Checks for such payment must be issued no later than December 24 of each year. Payments will be subject to Federal and State withholding taxes and Social Security.

CONVERSION AT TERMINATION

Upon termination of employment employees may, under certain conditions, be paid for a portion of their unused sick leave.

RELATED POLICIES

205-7 TERMINATION OF EMPLOYMENT

m Sick Leave Conversion

RESPONSIBILITY	ACTION
Central Payroll Division	1. At the end of each sick leave year, forward Sick Leave Conversion Roster to each agency.
Agency Payroll Clerk	2. Complete the roster according to the instruct-Ions printed on it.
	3. Submit the original of the Roster to Central Payroll Division before December 5. Rosters received after December 5 will not be processed for payment until after Christmas.
	4. Retain copy of the Sick Leave Conversion Roster for files.
Central Payroll Division	5. Process roster and issue checks to agency no later than December 24.

m *Longevity Increment*

SCOPE

A longevity increment is a salary increase granted to eligible employees depending upon representative organization after a specified period of City service has been completed. Longevity increments are affected by processing a signed CHANGE NOTICE (28-1618-5143) which indicates the employee has attained the required number of years of service as well as met any other criteria to be eligible to receive the longevity increment, i.e. time in grade. The increment date and effective date for longevity pay is determined in the same manner as the increment date for other salary increments.

LONGEVITY INCREMENT

The amount of the longevity increase is a fixed percentage of the maximum step of the employee's salary grade or flat salary whichever is applicable depending upon employee's representative organization, i.e. C.M.E.A, C.U.B, M.A.P.S. The appropriate Salary Schedule of the employee's representative organization should be referred to in order to determine the value of the increment.

ELIGIBLE YEARS OF SERVICE

Longevity increments are granted to eligible City employees depending upon representative organization who have completed 10 years, 15 years, 20 years, 25 years, and 30 years of service. In the case of M.A.P.S. employees, an increment for 30 years of service is not authorized, also the granting of a longevity increment depends on the number of years the employee has been in service in the merit step beyond the maximum step of the salary grade.

The effective date of a longevity increment is determined in the same manner as the effective date for other salary changes.

RELATED POLICIES

AM-205-1	SALARY
AM-290	SALARY SCHEDULES

m *Work Permit for Minor*

STATE OF MARYLAND REQUIREMENTS

It is a State of Maryland requirement that all individuals who are 14 through 17 years of age have a valid work permit before employment. A valid State WORK PERMIT FOR MINOR must be on file in the appropriate agency personnel office before any minor is employed by the City. (See AM-205-15-1 for details)

The WORK PERMIT FOR MINOR allows the minor to perform only the duties associated with the work described on the issued permit. If the minor employee transfers positions or undertakes new duties, a new work permit must be issued pertinent to the new duties.

APPOINTING OFFICER RESPONSIBILITY

It is the responsibility of the prospective employee's appointing officer to see that a valid work permit is on file prior to employment and upon change of duties or transfer of positions. A minor cannot begin work without a valid work permit.

a **AM-205-16**

m *Meal Allowance*

SCOPE

A meal allowance in accordance with applicable labor agreements between the City of Baltimore and City employees as determined by designated Representation Code, shall be granted if the City employee is required to work 3 or more hours either before or after the regularly scheduled full-time work shift. In addition, employees designated by Representation Code 6 or 9 and who are required to work on an official City holiday or a regularly scheduled day-off will be paid the appropriate meal allowance when 3 or more overtime hours have been completed. Payment of the meal allowance is subject to reasonable costs and original meal receipt(s) as outlined in this policy.

PAYMENT

Petty cash may not be used for reimbursement to an employee for meal allowance. Employees receiving benefits of the following units:

I – AFSCME, Local 44
U – City Union of Baltimore
M – Unrepresented (designated benefits – Salary Schedule B)
4 – CMEA
5 – AFSCME, Local 55B
7 – Unrepresented (designated benefits – Salary Schedule A)

will be paid $4.00 for each approved request for meal allowance. Payments will be effectuated through the payroll upon posting of the appropriate dollar figure in the "Dollar Adjustment to Net" block and the "Account Numbers other than Normal" block is completed using object/sub-object 2-11. The "Remarks" must include the explanation if meal allowance is posted, i.e., **$00.** adj: to net account number xxxx-xxx-xx-xxx-211, and no overtime or compensatory leave hours are posted. Meal allowance payment appears on the employee's paycheck as an "adjustment to net."

Employees receiving the benefits of the following units:

6 – Managerial and Professional Society
9 – Unrepresented (Managerial and Professional Society)

will be reimbursed for reasonable meal costs for each eligible period as specified in this policy. Alcoholic beverages will not be reimbursed as part of the meal cost, e.g., beer, wine, liquor. An original receipt(s) is necessary to obtain payment of meal allowance. Such receipt(s) must be for

a meal, i.e., not for groceries, luncheon meats, seafood, etc., which may or may not be consumed off the work site.

EMPLOYEE EXPENSE REPORT

To receive meal allowance payment, employees designated by representation code 6 or 9 must submit an EMPLOYEES EXPENSE REPORT (28-1448-5060), with all receipts attached to the EMPLOYEES EXPENSE REPORT. The agency/bureau head must verify the employees eligibility for reimbursement in terms of hours worked on the day(s) meal expenses were incurred.

The Employee Expense Report and receipts must then be submitted to the Disbursements Division, Room 700, 401 E. Fayette St., Attn: Disbursements Supervisor. Reimbursement will be issued directly to the employee unless other arrangements are made with the Disbursements Division.

RELATED POLICIES

AM-205-2	OVERTIME AND CALL-BACK
AM-240-11	EMPLOYEE EXPENSE REPORT

a **AM-205-17**

m Reimbursement of Non-Paid Board and Commission Members

ELIGIBILITY

All non-paid members of the various advisory boards and commissions of the City of Baltimore are eligible for a reimbursement as compensation for any expenses incurred relative to attendance at meetings.

AMOUNT

A flat rate of $10.00 per meeting for each board member or commissioner is available except where special federal or state grant requirements specify other rates of reimbursement.

REQUESTING REIMBURSEMENT

This reimbursement is obtained by submitting a DIRECT PAYMENT ORDER (28-1428-5035) [AM-303-1-1-] for each eligible commissioner. The date of the meeting attended should be stated on the DIRECT PAYMENT ORDER.

a **AM-205-18**

m # *Portal-to-Portal Pay*

SCOPE

Depending upon the City employee's designated position Representation Code, and if he is also domiciled in Baltimore City bust must travel to a City work site in a county location, that employee may be eligible to receive portal-to-portal pay.

UNION AFFILIATION/RATE

Eligible City employees whose positions are designated by Representation Codes: M, U, 1, 4, 6, 7, and 9, may receive 10 cents per day for reporting to work at a City work site which is located in the county; an additional 10 cents per day worked is authorized for eligible employees for return to the City.

BACK RIVER WASTE WATER TREATMENT PLANT

Employees of the Back River Waste Water Treatment Plant living either within or outside the City limits and travelling to and from the plant located in Baltimore County, shall receive a portal-to-portal travel expense of 20 cents per day worked.

PAYROLL DESIGNATION

Designation of portal-to-portal pay must be recorded on the PAYROLL ATTENDANCE SHEET (147-093) each bi-weekly as an adjustment to GROSS for the employee. The adjustment marking and total due must also reflect the accompanying 12 digit budget account number, charged to object, sub-object 302.

REPRESENTATION DESIGNATIONS

The following representation code designations apply to this policy.

Code Designations

M – UNREPRESENTED – (designated benefits Salary Schedule B)
U – CITY UNION OF BALTIMORE
1 – AFSCME – Local 44
4 – CMEA
6 – MAPS
7 – UNREPRESENTED – (designated benefits Salary Schedule A)
9 – UNREPRESENTED (Managerial and Professional Society)

a **AM-205-19**

m Environmental Differential Pay

SCOPE

This policy establishes the rate of pay for eligible City employees who are working with hazardous environmental conditions. Employees eligible for such pay are designated in the appropriate negotiated agreement(s), e.g., Department of Public Works, Water and Waste Water Division at specified sites.

HAZARDOUS ENVIRONMENTAL CONDITION

A hazardous environmental condition is one which exposes the employee to an area where highly toxic chemicals are used and an atmosphere where the level of toxic fumes or gases is determined to be dangerously high.

RATE OF PAY

Affected employees shall be paid 15 cents per hour above the established rate for each hour worked. This adjustment should be noted on the PAYROLL ATTENDANCE SHEET (147-093) with appropriate explanation in the "Remarks" column.

m Managerial and Professional Society Salary Policy

I. PURPOSE

The purpose of this policy is to establish, maintain and administer a comprehensive compensation plan for all employees of the Mayor and City Council of Baltimore ("City") in the Civil and Non-Civil classifications of the Managerial and Professional Society of Baltimore, Inc. ("MAPS"). All salaries for MAPS classifications shall be administered in compliance with this policy.

II. DEFINITIONS

For purposes of this policy the following definitions will apply:

Agency – Any Department, Office, Board, Commission or other entity of the Mayor and City Council of Baltimore having the authority to appoint employees whose salaries are administered by the Baltimore City Department of Human Resources ("DHR").

Base Pay – An employee's salary, which may be reported as an hourly wage, weekly, semi-monthly, monthly or annual salary, excluding shift differentials, temporary pay, benefits, overtime, or other similar non-base pay compensation.

Certification - A specialized course of study resulting in the receipt of a certification from a nationally recognized and accredited entity for a particular profession.

Classification Salary Adjustment – The movement of a classification to a different salary range due to changes in the labor supply, market conditions or due to a change in the duties and responsibilities associated with the classification.

Competitive Salary Offer – A counter offer to a higher salary offered by an organization outside of the City or another City agency to an employee deemed critical to the agency's mission and operations.

Demotion (Voluntary) – An employee initiated movement to a different classification in a lower salary range.

Demotion (Involuntary) – A management initiated movement of an employee to a different classification with a lower salary range for disciplinary or performance reasons.

Duties and Responsibilities - The primary and essential task assigned to a particular position or classification.

In-Range Adjustment ("IRA") – An increase to an employee's base pay on the basis of changes in duties and responsibilities, professional/skill development, or internal salary alignment.

Internal Salary Alignment – An increase to an employee's base pay based upon a comparison to the base pay of other employees within the agency who have comparable levels of training and experience, duties and responsibilities, similar performance and competencies, and/or knowledge and skills.

Lateral Transfer – The movement of an employee to a different position in the same classification or salary range.

License – A credential that is required by law to perform the duties of the position or classification.

Managerial and Professional Society of Baltimore, Inc. ("MAPS") – The representative organization for professional and supervisory employees of the City of Baltimore.

MAPS Performance Management Program – A program designed to improve organizational effectiveness by setting performance objectives, providing guidance and feedback, encouraging opportunities for professional development, and rewarding achievement.

Market Availability – The availability of suitable, qualified candidates in the general labor market that is subject to the changes in supply and demand.

Position Reclassification – A movement of a position to a different classification in a higher, (Upward Classification Change), lower (Downward Classification Change), or the same (Lateral Classification Change) salary range.

Performance – A measure of an employee's work accomplishments, outcomes and behavioral inter-actions assessed as part of the MAPS Performance Management Program.

Promotion – The advancement of an employee to a different classification with a higher maximum salary range through either reclassification of the employee's existing position or appointment of the employee to another position.

Salary Administration - The guidelines for establishing and changing compensation including Starting Pay, Promotion, Transfer, Demotion, Classification Change, In-Range Adjustment, Disciplinary Action, Performance-Related Salary Actions, and Competitive Offers.

Salary Grade - The three (3) digit number in the City's Human Resources Information System (HRIS) that is used to designate a specific salary range in the City's Salary Administration Plan for MAPS employees.

Salary Range- The minimum, mid-point, and maximum salary assigned to a classification for purposes of recruitment, and compensation administration.

III. SALARY ADMINISTRATION

All MAPS positions shall be assigned to a Civil Service or Non-Civil Service classification with a specified salary range. The salary range represents the minimum, mid-point, and maximum pay for the classification. MAPS employees shall not be paid less than the minimum or more than the maximum of the assigned salary range for the classification.

All salary decisions must be documented, and kept in the employee's personnel file throughout the employee's term of employment with the City and in accordance with applicable laws after the employee's separation from City services.

A. Initial Appointment

Upon initial appointment, an employee shall be paid at least the minimum salary of the salary range to which the employee has been appointed. An Agency may negotiate a starting base pay up to the mid-point of the assigned salary range. An Agency shall not offer a candidate a starting base pay that exceeds the mid-point of the assigned salary range.

B. Promotion

When an employee is moved to a position in a different classification that has a higher maximum salary range, the employee's base pay shall be increased to either the minimum of the new salary range, or ten percent (10%) above the employee's current base pay, whichever is greater, not to exceed the maximum of the salary range for the new classification.

C. Demotion

An employee may be demoted either voluntarily or involuntarily.

1. ***Voluntary***
   An employee who voluntarily moves to a position in a classification with a lower maximum salary shall retain their base pay unless their base pay exceeds the maximum salary of the lower classification. In cases where the employee's base pay exceeds the maximum salary range for the lower classification the employee's base pay shall be reduced to the maximum salary of the lower classification.

2. ***Involuntary***
   An employee may be demoted involuntarily for poor performance or disciplinary reasons. The involuntary demotion may result in an employee moving to a position in a classification with a lower maximum salary or to a position in a classification with the same maximum salary. The employees' base pay shall be reduced by a minimum of five percent (5%) unless the employee's reduced salary exceeds the maximum salary for the classification. In cases where the employees' reduced base pay exceeds the maximum

salary of the employee's classification the salary shall be reduced to the maximum salary of the lower classification.

D. Lateral Transfer

An employee who transfers to a different position with the same salary range may negotiate the base pay for the new position up to ten percent (10%) above the employee's current base pay, not to exceed the maximum salary of the salary range for the classification.

E. In-Range Adjustment

An Agency may initiate an In-Range Adjustment to resolve specific salary issues or provide potential salary growth and career progression within a salary range. An In-Range Adjustment shall not exceed an increase of five percent (5%) of the employee's base pay. An employee may receive more than one In-Range Adjustment in a fiscal year provided that the total of all In-Range Adjustments does not exceed five percent (5%) during the fiscal year. An employee shall be ineligible for an In-Range Adjustment if the employee's base pay is at the maximum of the salary range.

1. ***Permanent Change In Duties***
   An increase in base pay may be granted to an employee who assumes new higher-level duties and responsibilities on a permanent basis that are critical to the operations of an agency.

2. ***Internal Alignment***
   An increase in base pay may be granted to align an employee's salary with those of other employees' within the same agency who have comparable levels of training and experience, similar duties and responsibilities, performance, competencies and/or knowledge and skills.

3. ***Professional/Skill Development***
   An employee may receive an increase in base pay for completing a course of study directly related to the duties and responsibilities of the employee's position.

All In-Range Adjustments are discretionary actions, based upon the availability of funds and the prior approval of the Director of DHR.

F. Performance Based Salary Increases

An Agency may propose a base pay increase for employees performing at or above the satisfactory level as defined in the MAPS Performance Management Program and Policy. Performance based increases shall not cause an employee's base pay to exceed the maximum salary of the employee's current salary range.

All performance based increases are discretionary, based upon the availability of funds and require the prior approval of the Director of DHR.

G. Competitive Offer

An Agency may provide a salary adjustment to an employee who is deemed critical to the agency's mission and on-going operations when the employee receives a job offer from another City agency (Internal Competitive Salary Offer), or from outside of City government (External Competitive Salary Offer). A competitive offer may not occur within an agency. When providing competitive salary adjustments, agencies must comply with the following guidelines:

- Obtain a copy of the written offer for verification
- Assess the need to retain the employee, the impact on agency operations if the employee separates and the difficulty in recruiting to replace the employee
- Request approval from the Director of Human Resources prior to extending a competitive salary offer

1. ***Internal Competitive Salary Offer***
   When an employee receives a higher salary offer from another City agency, there can be only one counter-offer from the employee's current agency.
- The amount of the counter-offer may not exceed the amount of the job offer from the other agency.
- The other City agency may not make a second offer in response to the current agency's counter-offer.

2. ***External Competitive Salary Offer***
   When an employee receives a salary offer from an organization external to the City, the employing agency may make a counter-offer, not to exceed the amount of the job offer, or a 10% increase over the employee's current base pay, whichever is less, not to exceed the maximum salary of the assigned salary range.

All competitive salary offers are discretionary, subject to the availability of funds and require the prior approval of the Director of DHR.

H. Temporary Assignment

An employee may be temporarily assigned additional duties and responsibilities as a result of agency needs or a special project. The Agency shall obtain approval from the Director of Human Resources, prior to an employee beginning a temporary assignment, by submitting a request for study of the additional duties and responsibilities. Employees approved for temporary assignment shall receive five percent (5%) of the employee's base pay as additional compensation for the term of the temporary assignment only. Temporary assignments are limited to an initial four month period with an option for the agency to extend for two additional four month periods, not to exceed one year.

I. Position Reclassification

A position may be changed to a different classification in a higher, lower or the same salary range due to a change in the duties and responsibilities of the position or as a result of a classification study. A position reclassification does not result in a change in position number.

1. ***Upward Classification Change***
   The employee's classification and base pay remain unchanged, until a Promotion is processed in accordance with the provisions of Section III(B).

2. ***Downward Classification Change***
   An employee whose position has been reclassified to a lower salary range will have their base pay adjusted according to the City's Downgrading Policy, AM 230-5.

3. ***Lateral Classification Change***
   The employee's base pay shall not be changed when a position is changed to a different classification in the same salary range.

J. Classification Salary Adjustment

Agencies may submit a request to the Director of Human Resources for the movement of a classification to a different salary range or DHR may initiate a study that results in the movement of a classification to a different salary range. When the salary range for a classification is changed, the employee's base pay remains unchanged provided the employee's current base pay is within the new salary range.

When a classification is moved to a higher salary range and the employee's current base pay is below the minimum salary of the new range, the employee's base pay will be adjusted to the minimum of the higher salary range.

When a classification is moved to a lower salary range and the employee's current base pay is above the maximum salary of the new range, the employee's base pay will be adjusted to the maximum salary of the lower salary range.

IV. RETURN TO CITY SERVICE

All former employees returning to City service in a MAPS classification will have their base pay established according to the Starting Pay provisions of this policy.

1. **Military Leave**
   An employee returning to City service after time off for military service will have their base pay established according the provisions of AM 204-11.

2. Layoff

A former employee rehired within one (1) year of the layoff will have their base pay established as follows:

i. If the employee is rehired into the same classification, the employee's base pay will be the same as the base pay the employee would have been entitled to if the layoff had not occurred.

ii. If the employee is rehired in a classification with a lower salary range than the classification the employee held at the time of the layoff, the employee's base pay will be the same as in 2(i), unless the base pay is above the maximum of the lower salary range. When the employee's base pay exceeds the maximum of the lower salary range, the employee's base pay shall be reduced to the maximum salary of the range.

iii. If the employee is rehired into a classification with a higher salary range than the classification the employee held at the time of the layoff, the employee's base pay will be the same as in 2(i), unless the base pay is below the minimum of the higher salary range. When the employee's base pay is lower the minimum of the lower salary range, the employee's base pay shall be increased to the minimum salary of the range.

3. Reinstatement

A former employee reinstated to a position in the same classification within one (1) year of the employee's voluntary resignation will receive the same base pay the employee was receiving at the time of their resignation. Former employees must meet all criteria for reinstatement as set forth in AM 213-1, Part I.

4. Subsequent Employment

A former employee obtaining subsequent employment with the City in a different classification within one (1) year of the employee's voluntary resignation will have their base pay established in accordance with the Initial Appointment provisions of this policy.

V. EXCEPTIONS

The Director of Human Resources has the authority to grant an exception to any provisions of this policy. To request an exception, the agency shall complete and submit MAPS Salary Policy Exception Form (**AM 205-20-1**) providing all necessary information including a detailed justification of the need for the exception. All exceptions are within the sole discretion of the Director of Human Resources and subject to the availability of funds.

VI. AUTHORITY

The Department of Human Resources issues this policy pursuant to the authority provided in the City Charter, Articles VI and VII, and the approval of the City's Board of Estimates.

VII. INTERPRETATION

The Director of Human Resources is responsible for the official interpretation of this policy.

The Department of Human Resources reserves the right to revise or eliminate this policy at any time, with the approval of the City's Board of Estimates.

RELATED POLICIES

AM 200-5	Hiring, Transfers, and Promotions
AM 204-11	Military Leave
AM 204-30	Determination of Benefits, Part 1
AM 204-31	Determination of Benefits, Part II
AM 205-8	Employee Layoff Procedures
AM 205-9	Rehiring in a Civil Service Class after Layoff
AM 213-1 Part 1	Reinstatement
AM 213-1 Part II	Subsequent Employment after Voluntary Separation
AM 213-1-1	Reinstatement/Subsequent Employment Record
AM 230-4	Reclassification of Positions
AM 230-5	Downgrading
AM 235-1	Promotions
AM 290-07, 1-3	MAPS Graded and Flat Salary Scale

m Employee's Retirement System

SCOPE

The Employees' Retirement System (ERS) is a defined benefit plan that provides retirement, disability and death benefits for its members.

This summary is intended to describe the essential features of the Employees' Retirement System. Every effort has been made to make sure that the information contained in this summary is correct; however, in the case of any discrepancy, the provisions of the legal documents, policies and law (Article 22 of the Baltimore City Code) embodying the plan will govern.

MEMBERSHIP

Any person who is a regular and permanent employee of Baltimore City and who is employed in the general administrative service of the City is eligible for membership in the ERS.

EXCLUDED from the ERS are uniformed Fire Personnel and Police Officers, who become members of the Fire and Police Employees' Retirement System. Also excluded are elected officials who became members of the Elected Officials' Retirement System. Both the Fire and Police and Elected Officials' Systems are Baltimore City Retirement Systems. Baltimore City educational personnel, teachers and administrators become members of the Maryland State Retirement System.

ENROLLMENT

All eligible employees hired after July 1, 1979, become non-contributory Class C members of the Employees' Retirement System upon completion of one year of City employment. The employee will be notified by mail to visit the ERS to sign up for membership. The Retirement Systems office is open Monday through Friday, 8:30 a.m. to 12:30 p.m. and 1:30 p.m. to 4:30 p.m. for enrollment. If these hours are not convenient, the employee may set up an appointment by calling 443-984-3200.

To complete the enrollment process, the employee must furnish specific documents which will be returned to the employee at the conclusion of the interview.

1. The employee's birth certificate or birth registration notice or a certified photocopy of either,

AND WHERE APPLICABLE

2. A marriage license(s) or court order legally changing the employee's name, if the present name is different from the last name shown on the birth certificate,

3. A certified photocopy of military separation papers (DD214 or equivalent),

4. A list of any prior service in Baltimore City, Maryland State or any of its subdivisions, or other non-federal government employment in Maryland.

As a part of the enrollment process, the employee will complete a Beneficiary Designation Form for any and all pre-retirement death benefits that may be payable by the Retirement System. By completing this confidential form, the employee will make certain that the Retirement System provided pre-retirement death benefits will be distributed to the person or persons named as beneficiaries.

If the employee does not enroll voluntarily in the Retirement System, the employee will be enrolled automatically as required by law. However, if the employee should die in active service, the employee's heirs may be denied or may experience costly delays in receiving certain death benefits because the Retirement System did not have the required beneficiary designation form.

There is also a separate beneficiary designation form for the union death benefits which are paid by the Employee Benefits Division of the Department of Personnel. This form does not establish or change the Retirement System beneficiary designation.

MEMBERSHIP CLASS

As a member of the ERS, the employee is eligible for service retirement, disability retirement and death benefits under specific legislated circumstances.

The eligibility requirements and level of benefits depend upon the employee's membership class.

There are three classes of ERS members:

Class A

Employees who were hired before July 1, 1979, and entered membership on or after January 1, 1954, or who elected, prior to April 1, 1954, to contribute at the higher Class A member rate. Any Class B member may elect to become a Class A member by bringing his/her accumulated contributions and interest up to what they would be if the member had elected Class A membership on January 1, 1954.

Class B

Employees as of January 1, 1954, who did not elect Class A membership.

Class C

Employees, who were hired on or after July 1, 1979, or any Class A or B members who elected to transfer before June 30, 1991, to Class C.

MEMBER CONTRIBUTIONS

Class A and Class B members contribute at the rate of four (4) percent of earnable compensation to the ERS through payroll deduction. Contributions are not required upon attaining age 60 and completing 35 years of service.

Class C members do not contribute to the ERS.

MEMBERSHIP SERVICE CREDIT

Retirement System membership service credit is a major factor in determining the employee's eligibility for service retirement, disability retirement and death benefits. The employee's current membership service begins with the employee's most recent date of entry into the ERS. THE EMPLOYEE'S MEMBERSHIP DOES NOT BEGIN WITH HIS/HER DATE OF EMPLOYMENT.

For Example:

• For contributory Class A or B members hired before June 12, 1967, enrollment was mandatory six (6) months after the employee became a permanent City employee.

• For contributory Class A or B members hired after June 12, 1967, and before July 1, 1979, membership in the ERS was mandatory after two years of permanent employment. However, the employee had the option to join the ERS at any time prior to the two-year mandatory entry date.

• For non-contributory Class C members hired after June 30, 1979, membership in the ERS is automatic after one year of permanent employment. Employees hired after June 30, 1979 do not have the option to join the ERS before their first anniversary of employment.

Membership Service Credit can be made up of different types of service. The following is a summary of the types of service which can make up your total membership service credit. **Only the staff of the Employees' Retirement System can determine an employee's membership service credit.**

Current Service

Current service is accumulated starting with your entry date in the Retirement System. Entry date depends upon when your employment began and your membership class. For example, if you were hired before July 12, 1967, your membership in the ERS was mandatory after six (6) months of employment. If you were hired on or after July 12, 1967, and before July 1, 1979, your membership in the ERS was mandatory after two (2) years of employment. If you were hired after June 30, 1979, your membership was mandatory after one (1) year of employment.

Transferred Service

If you were a member of a Maryland State Retirement System and/or one of the Maryland County Systems and you transferred your employment to Baltimore City with no break in service, you can apply to transfer your prior service within one year of becoming a member of the ERS.

Purchased Service

Previous membership service: If you were a City employee and a member of the ERS prior to your current employment, you may be eligible to purchase your previous membership service.

Pre-Membership Employment: If you were not a member of the ERS when you first began working for the City, you can purchase regular and permanent City employment prior to entry in the ERS. For noncontributory Class C members, this would include the first year of employment.

Military Service

There are two types of military service for which you can receive membership service credit provided you are not receiving or will not receive benefits from any other retirement system because of your military service.

Military Service Prior to Employment

You may receive up to three (3) years of service credit if you were in the armed forces prior to employment with the City and provided certain eligibility requirements are met.

Classes A and B: Attain age 60 and acquire 10 or more years of

service; or acquire 20 or more years of service,

regardless of age.

Class C: Attain age 62 and acquire 10 or more years of

service; or acquire 20 or more years of service,

regardless of age.

Military Service Within Employment

You may receive up to five (5) years of service credit with proper documentation if you have a break in employment because of military duty (Example: Desert Storm). All within employment military service credit is subject to the provisions of the Veteran's Reemployment Rights Act of 1974 and the Uniformed Services Employment and Reemployment Rights Act of 1994.

SERVICE RETIREMENT BENEFIT

Upon termination from employment, a member is entitled to receive a service retirement benefit if the requirements for age and/or years of Retirement System membership service credit are met. The eligibility requirements depend on Membership Class:

Contributory Member - Classes A & B

Normal Retirement: Must have attained the age of 60 with a minimum of five (5) years of Retirement System membership service credit; or 30 years of Retirement System membership service credit, regardless of age.

Non-Contributory Member - Class C

Normal Retirement: Must have attained the age of 65 with a minimum of five (5) years of Retirement System membership service credit; or have 30 years of Retirement System membership service credit, regardless of age.

OR

Early Service Retirement: Must have attained age 55 with five (5) years or more years of Retirement System membership service credit, but less than 30 years of Retirement System membership service credit.

Reduced benefits if received prior to age 65.

Benefits reduced 6.7% for each year, if you retire between the ages of 60 and 65.

Benefits reduced 3.3% for each year, if you retire between the ages of 55 and 60.

LAYOFF / JOB ABOLISHMENT

If the employee loses his/her job through no fault of the employee's own (if the employee is laid off or the employee's job is abolished), the employee may be eligible for a retirement benefit. It depends upon the number of years of Retirement System service credit the employee has.

Regardless of the employee's membership class, if the employee loses his/her job through no fault of the employee's own and has 20 years of Retirement System membership service credit, the employee is vested and will collect an immediate retirement benefit.

Regardless of the employee's membership class, if the employee loses his/her job through no fault of the employee's own and has five (5) years of Retirement System membership service credit, the employee is vested and may collect a deferred vested retirement benefits as follows:

Contributory Member - Classes A and B

The employee can begin collecting a retirement benefit at age 60.

Non-Contributory Member - Class C

The employee can begin collecting a reduced benefit as early as age 55 with five (5) or more years of membership service or the employee can begin collecting unreduced retirement benefits at age 65.

DEFERRED VESTED RETIREMENT BENEFIT

If the employee leaves City employment before retirement age, the employee may be eligible for a Deferred Vested Retirement Benefit. A deferred vested benefit is a benefit that the employee will be eligible to receive at a later date. In other words, while the employee is not eligible for an immediate benefit when the employee leaves City employment, the employee will be eligible to receive a benefit in the future.

BEFORE LEAVING CITY EMPLOYMENT, THE EMPLOYEE SHOULD VISIT THE RETIREMENT SYSTEM OFFICE TO BE SURE THE EMPLOYEE HAS CREDIT FOR ALL HIS/HER EMPLOYMENT WITH THE CITY OR STATE.

The number of years of City service the employee needs to be eligible for a vested retirement benefit depends upon whether the employee is a contributory or non-contributory member.

Contributory Member-Classes A and B

As a contributory member, the employee needs 15 years of Retirement System membership service credit, and the employee must leave his/her contributions in the Retirement System. The employee can begin collecting his/her retirement benefit at age 60.

Non-contributory Member - Class C

As a non-contributory member, the employee needs 10 years of Retirement System membership service credit. The employee can begin collecting reduced retirement benefits as early as age 55. The employee can begin collecting unreduced retirement benefits at age 65.

PLEASE NOTE: Should the employee elect to defer receiving retirement benefits until age 65 and the former employee dies prior to receiving any benefit payments, no retirement benefits will be payable to the employee's beneficiary. The employee must begin receiving retirement benefits in order for the employee's beneficiary to be eligible for survivorship retirement benefits.

DISABILITY RETIREMENT BENEFITS

In the event that the employee becomes ill or disabled to the point that the employee cannot continue to work, the employee may be eligible for disability benefits.

If the employee has at least five (5) years of ERS membership service, the employee is eligible to apply for an ordinary, non-line of duty, disability benefit. If the employee is hurt on the job and is a member of the System, the employee is eligible to apply for an accidental, line of duty, disability benefit. The employee must file an application with the Retirement System, Room 640, City Hall. The employee's department cannot file this application for the employee.

The disability process can take approximately three (3) to six (6) months.

Because the disability process is long, it is very important that the employee file a disability application before the employee has used up all of the employee's paid leave. If the employee's leave time runs out before a disability application has been processed, the employee may temporarily lose his/her health and prescription coverage paid for by the City. The employee will, however, be eligible to personally pay for the continuance of the employee's health plan coverage until the employee begins receiving a disability benefit, if eligible.

When the employee files a Retirement System disability application, the employee should also contact the Employee Benefits Division of the Department of Personnel to make arrangements for continuing his/her health plan coverage until the employee begins receiving a disability benefit, if eligible.

If the employee files an application for a disability benefit and later is able to return to work, the employee can withdraw his/her disability application with no penalty.

Below are listed the steps in the disability application process:

1. Visit the Retirement System's office and file an application for disability. An employee must personally file this application.

2. File the employee's doctor's report (Retirement Systems' Form 25) of disability.

3. Retirement System gathers all medical and other pertinent records regarding the employee's disability.

4. Retirement System schedules the employee for a medical examination and evaluation of the employee's disability by a physician representing the City.

5. Retirement System schedules a hearing of the employee's claim before a hearing examiner. The hearings are adversarial proceedings. The employee may have an attorney represent him/her at this hearing.

6. Hearing Examiner renders a decision.

For example: If an employee has been hurt on the job, the hearing examiner must determine that the employee is incapacitated for the performance of duty as the result of an injury in the line of duty and that the disability is likely to be permanent. Or, if an employee has a non-line of duty illness or disability, the employee must have at least five years of Retirement System membership service and a hearing examiner must determine that the employee is non-line of duty illness or disability, the employee must have at least five years of Retirement System membership service and a hearing examiner must determine that the employee is incapacitated for the performance of duty and that disability is likely to be permanent.

7. Retirement System notifies the employee and his/her department of the decision of the hearing examiner.

8. If the hearing examiner denies the employee's claim, the employee is entitled to appeal the decision through the Circuit Court of Baltimore City. Likewise, if the City disagrees with the decision of the hearing examiner, the City may also appeal the decision through the Court. The appeal must be filed within 30 days after the employee receives the hearing examiner's decision.

9. If the hearing examiner finds the employee is eligible for disability benefits, the employee will be advised of the benefits payable under the various options that provide survivorship benefits. The employee must then select a benefit option so that the employee may be placed on the retirement payroll. (Disability payments may be reduced by any Workers' Compensation awards received).

Determinations of disability by the Workers' Compensation Commission or terminations of employment are completely separate from the Retirement System's disability process. The employee's eligibility for disability benefits from the Retirement System will be based solely on the evidence presented to the hearing examiner for the Retirement System.

DEATH BENEFITS

If the employee dies while an active employee of the City, the employee's beneficiary may be eligible for a death benefit.

The employee must have been a member of the Employees' Retirement System as of the date of the employee's death for at least one year for the employee's beneficiary to be eligible to receive a lump-sum payment equal to one-half (1/2) of the employee's annual salary.

If the employee is a Class A or Class B contributory member, the employee's beneficiary will also receive a refund of the employee's accumulated contributions and credited interest.

Or, if at the time of the employee's death, the employee was eligible (or would have been eligible within 90 days after death) for a normal service retirement, the employee's surviving spouse or parent, if eligible, may elect to receive a retirement allowance in-lieu of the lump-sum benefits mentioned above.

In the event of an accidental, job-related death, the employee's surviving spouse is eligible to receive a pension of 100% of the employee's current salary for life or until re-marriage, in which event the benefit continues to be paid until the employee's youngest child attains age 18 years (or 22 years if a full-time student). In the event there is no eligible spouse or eligible children, a dependent parent may be eligible to receive this accidental, job-related death benefit. The employee is covered by this accidental death benefit upon becoming a member of the Employees' Retirement System.

If due to the employee's death, or to a disability resulting in the employee's death, an award of compensation from the Workers' Compensation Commission is paid, the amount of such award will be deducted from any death benefit amounts paid by the Employees' Retirement System.

In order to collect any retirement benefits that may be payable, the employee's beneficiary must call the Retirement System at 443-984-3200 to set up an appointment with a benefits analyst.

The employee's beneficiary will be advised by a benefits analyst as to what specific documents are needed to process the employee's death claim. All of the required papers must be received by the Retirement System before the employee's death benefit can be processed.

The following outlines the circumstances under which particular documents are required by the Retirement System for processing death claims.

FOR EVERY DEATH CLAIM, a certified death certificate and the deceased's birth certificate or birth registration certificate or a certified photocopy of either are required.

IF THE SPOUSE IS THE BENEFICIARY, a marriage license and the spouse's birth certificate or birth registration certificate or a certified photocopy of either are also required.

IF A MINOR CHILD (UNDER 18 YEARS OF AGE) IS THE BENEFICIARY, the child's birth certificate or a certified photocopy and Guardianship of Property Papers are also required.

IF THERE IS NO NAMED BENEFICIARY OR IF THE BENEFICIARY IS DECEASED, either letters of administration or small estate papers are also required.

RETIREMENT PROCESS

Before an employee makes any retirement decisions, the employee should make an appointment with a retirements benefits analyst (1) to verify membership service credit; (2) to confirm retirement eligibility; and (3) to get an estimate of retirement benefits.

When an employee is ready to retire, the employee should notify his appointing officer of his intention in writing.

The employee must file an application for retirement with the Employees' Retirement System, not more than 90 days and not less than 30 days prior to the employee's intended date of retirement. During the application process, the member must choose either the maximum benefit or one of the optional forms of benefits. Also, the member must designate a beneficiary to receive continuing benefits, if applicable, upon the death of the retired member. For health care

benefits to continue to a retired employee's spouse, a biweekly benefit payment must be received by the spouse. Therefore, an employee may want to elect a retirement option that provides survivorship benefits to insure the availability of health care coverage. The following documents must be on file with the Retirement System for the retirement process to be completed.

1. Birth certificates or birth registration notice for the member and the member's spouse.

2. Marriage license(s) or certificates which documents name changes since birth for the member and spouse.

3. If not previously filed, military separation papers (form DD 214 or equivalent).

4. The employee's spouse's social security number and,

5. Birth certificates for all unmarried children, age 22 and younger.

For additional information, contact the Employees' Retirement System on 443-984-3200.

When retiring, the employee should also contact:

Employee Benefits Division of the Department of Personnel (410-396-5830) 30 to 40 days before retirement for information on continuance of the employee's health benefits. These benefits do not automatically transfer when the employee retires. The employee must sign up again for City health benefits.

Social Security at least 90 days before the employee's 62nd or 65th (or whatever other appropriate) birthday for information on benefit.

Central Payroll (410-396-3760) 30 to 45 days before retirement for assistance in determining final payroll check and payout for accumulated leave. Contact your agency personnel officer.

Municipal Employees Credit Union (410-752-8313) 30 days before retirement for information on continuing membership.

Deferred Compensation Program (877-223-2748 - Great West) at the Department of Personnel, at least four (4) years before retirement, whether or not the employee has been participating in the Deferred Compensation Program. Advice will be given which may help in future financial planning.

RETIREMENT PLANNING

Even if the employee's plans are still indefinite, and retirement is a few years away, it would be worth the employee's while to take time to attend a Pre-Retirement Planning Seminar.

The sessions last two days and are given the third Tuesday and Wednesday of each month, except July and August, by the Commission on Aging and Retirement Education at 34 Market Place, Suite 300. Among the topics discussed are planning for a healthy retirement, using leisure time effectively, City retirement benefits, City health benefits, Social Security information, deferred compensation and legal considerations. The information presented will help to organize the employee's thinking about retirement. To register, call the Commission on Aging and Retirement Education at (410)-396-5780.

RELATED POLICIES

AM-206-2 PRE-RETIREMENT SEMINAR

m *Pre-Retirement Seminar*

SCOPE

All employees who are within ten years of their planned retirement and are members of Employees' Retirement System (ERS) are encouraged to attend one (1) pre-retirement seminar sponsored by the Commission on Aging and Retirement Education, CARE, during their employment with City government.

CARE conducts a two-day seminar on the third Tuesday and Wednesday of the month, except July and August, from 8:30 a.m. to 4:30 p.m. at 10 N. Calvert Street, Suite 300. The seminar includes all topics which are necessary for the retirement planning process from City government. Employees must receive permission from their supervisor before registering for the seminar.

If the supervisor approves the employee's request to attend the seminar, the employee may be granted a Permission "P" Day. The agency is charged a minimal fee to cover the costs of materials and administration.

REGISTRATION

After receiving permission from her/his supervisor, the employee should call the offices of CARE at 410-396-5780 to register for the two day seminar and/or complete a photocopy of AM-206-2-1 (form) and return it no later than 10 days (2 weeks) prior to the requested seminar. CARE will send a confirmation letter and agenda to the registered attendee. The $60 cost for the two days will be charged by journal entry to the agency's budget account number by CARE.

CARE does encourage spouses to attend the seminar together since it involves "life planning". Spouses of employees must complete the registration form and attach a check for $60, made payable to the Director of Finance.

ATTENDANCE

At the seminar attendees are required to sign their names and agencies on the CARE attendance record for verification purposes.

For payroll purposes, employees are required to complete a REQUEST FOR TIME OFF form (28-1408-5040), checking the "Permission Day" block and submit it to the supervisor for approval.

After registration, if an employee is unable to attend the seminar due to circumstances beyond the employee's control, CARE must be notified at least 48 hours before the scheduled class in

order to assign an alternate. Failure to notify CARE will result in the agency still being charged the seminar fee.

RELATED POLICY

AM-206-1 EMPLOYEES' RETIREMENT SYSTEM

AM-206-2-1 PRE-RETIREMENT SEMINAR REGISTRATION FORM

a **AM-206-2-1**

m Pre-Retirement Seminar Registration Form

Baltimore City
Commission on Aging and Retirement Education

Name_____Social Security #_____

Home Address_____

City_____State_____Zip Code_____

Work Telephone #_____FAX#_____Home #_____

Agency Name_____

Payroll Location & Number_____Workshop Date_____

Work Address_____

Budget Account #_____

Employee's Signature_____

Supervisor's Signature_____

Spouse Enrollment ☐ *Yes* Name_____ ☐ Payment enclosed
☐ *No*

Please Note: If you fail to notify the CARE Personnel Office of your cancellation at least 48 hours prior to the class, your agency will still be charged for the registration fee.

Return to:

Pre-Retirement Seminar/Personnel Office
Commission on Aging and Retirement Education (CARE)
10 N. Calvert Street, Suite 300

CARE USE ONLY

Date Registered _____

Cancellation Confirmation (Initial & Date) _____

Work Hours

SCOPE

Municipal office hours are established for all City offices under ordinance 543 (1946). Authority for changes to the established office hours for municipal government rests with the Mayor and Board of Estimates on recommendation of the agency head.

ORDINANCE PROVISION

The ordinance provides: "That all municipal offices shall remain open from 8:30 A.M. to 4:30 P.M. on Mondays through Fridays for the entire calendar year, with a forty minute employee luncheon period. However, any department head may, with the approval of the Mayor, establish hours other than those above specified for such employees as may be needed to meet emergencies or to promote the public service, and the Board of Estimates shall have the power, in its discretion, to modify or change the hours during which municipal offices shall be open whenever such change or changes shall seem desirable."

Leave of Absence Without Pay 30 Calendar Days or Less Overview

SCOPE

All permanent full-time and permanent part-time employees who have completed their initial probationary period may request a leave of absence without pay. A leave of absence without pay may be granted if an employee has a valid reason for requesting leave time but does not have a sufficient amount of paid leave days available for use. A leave of absence for educational purposes may be granted only if the employee has at least 1 year of continuous service. Educational leave may not be requested more than once every 3 years. Granting of a leave of absence without pay depends on length of time requested, type of City service, i.e. Civil Service or Non-Civil Service, and the action of the appointing official relative to approval or disapproval.

LEAVE EXAMPLES

Listed below are examples of acceptable reasons for granting a leave of absence and the period for which such leave may be granted.

- Illness or disability of employee or a member of his immediate family – 1 year or less.
- Prenatal and postnatal disability, i.e., child care – 1 year or less.
- Educational purposes – 9 months or less.
- Appointment to a position in the non-Classified Service – 6 months or less.
- Election or appointment as president, vice president, etc. of a recognized City representation unit.

Administrative Manual
POLICY

SECTION
Personnel

SUBJECT
LEAVE OF ABSENCE WITHOUT PAY OVERVIEW

SCOPE

All permanent full-time and permanent part-time employees who have completed their initial probationary period may request a leave of absence without pay. A leave of absence without pay may be granted if an employee has a valid reason for requesting leave time but does not have a sufficient amount of paid leave days available for use. A leave of absence for educational purposes, may be granted only if the employee has at least 1 year of continuous service. Educational leave may not be requested more than once every 3 years. Granting of a leave of absence without pay depends on length of time requested, type of City service, i.e. Civil Service or Non-Civil Service, and the action of the appointing official relative to approval or disapproval.

LEAVE EXAMPLES

Listed below are examples of acceptable reasons for granting a leave of absence and the period for which such leave may be granted.

. Illness or disability of employee or a member of his immediate family - 1 year or less.

. Prenatal and postnatal disability, i.e., child care - 1 year or less.

. Educational purposes - 9 months or less.

. Appointment to a position in the non-Classified Service - 6 months or less.

. Election or appointment as president, vice president, etc. of a recognized City represention unit.

	Administrative Manual POLICY	SECTION: **Personnel**
		SUBJECT: **LEAVE OF ABSENCE WITHOUT PAY 30 CALENDAR DAYS OR LESS PART I**

SCOPE

A leave of absence without pay for a period not to exceed 30 calendar days or less may be granted by the employee's appointing officer. No other approval is required.

EXTENSION OF LEAVE

A leave of absence without pay approved originally for less than 30 calendar day period may be extended to the maximum limit of 30 days if approval is granted by the appointing officer. No extension beyond the maximum allowable can be granted by the appointing officer.

FILLING THE POSITION

If an employee has been granted a leave of absence for 30 calendar days or less, the appointing officer may not fill the position with a permanent employee. However, a temporary employee may be hired for the duration of the leave, if necessary.

RETURN TO DUTY GUIDELINES

An employee who has been granted a leave of absence for 30 calendar days or less must return to duty on the date specified by his appointing officer. An employee failing to return on the date specified will be considered absent without pay. Failure to return within 3 consecutive working days of the date specified without good cause and without notifying the appointing officer in writing will be deemed cause for dismissal.

Failure to submit the required notification of return to duty within the specified time period will be considered a resignation, and a CUT-OFF NOTICE (28-1608-5144), citing "Resignation" as the reason, must be immediately submitted by the

appointing officer. A MEMORANDUM {28-1418-5007} should be attached to the CUT-OFF NOTICE by the appointing officer citing the particulars of failure to comply with City policy or return to duty from a leave of absence for 30 calendar days or less.

MEDICAL EVALUATION

Prior to reinstatement, a medical clearance to return to duty must be obtained from the Division of Occupational Medicine if the employee:

> requested a leave of 30 calendar days or less because of personal illness, disability, prenatal or postnatal disability care. Otherwise, the employee may be reinstated without a medical clearance from the Division of Medicine.

LEAVE AND SERVICE CREDIT

An employee who is granted a leave of absence without pay for 30 calendar days or less will continue to accrue leave and service provided he is in pay status at some time during the payroll period containing his monthly anniversary date.

PAYROLL MARKINGS

An employee who is granted a leave of absence without pay for 30 calendar days or less should be marked appropriately on the PAYROLL ATTENDANCE REPORT {147-019}, i.e., a mark of "XP." In the REMARKS column next to the employee's name, the proper notation regarding appointing officer approval of a leave of absence for 30 calendar days or less should be entered. When the employee returns to duty following the authorized leave, the payroll marking should be adjusted and recorded as "Present", "/".

If an employee has leave balances and the assigning officer posts such leave during the employee's absence, such posting must be continuous. The posting of any leave to ensure an employee's remaining in pay status coincident with anniversary date and leave accrual is prohibited.

HEALTH PLAN

It is the responsibility of the employee to contact the Employee Benefits section, Civil Service Commission, 1st Floor, 111 N. Calvert St., Court House East, Baltimore 21201, to ensure continuation and proper billing process for the employee's designated health plan.

Administrative Manual
POLICY

SECTION
Personnel

SUBJECT
LEAVE OF ABSENCE WITHOUT PAY EXCEEDING 30 CALENDAR DAYS PART II

APPROVAL

A leave of absence for a period in excess of 30 calendar days must be approved by the Civil Service Commission for employees in the classified service only, as well as the employee's appointing officer. Employees in non-Civil Service classes must obtain the approval of his appointing officer to be granted a leave of absence for 30 calendar days or more.

EXTENSION OF LEAVE

Extension of a leave of absence originally granted for 30 calendar days or less but will upon extension exceed 30 calendar days must be sought of the Civil Service Commission for those in classified service providing approval of the appointing officer has been obtained. Employees in non-Civil Service positions must obtain the approval of his appointing officer to be granted an extension of a leave originally granted for 30 days or less but upon extension will exceed 30 calendar days. An extension of leave originally granted for 30 calendar days or more may be granted with the approval of the appointing officer and/or the Civil Service Commission depending on class of City service.

PAYROLL MARKINGS

An employee granted a leave of absence exceeding 30 calendar days must be transferred to the 999 payroll by a CHANGE NOTICE (28-1618-5143). The payroll marking should be "XP" while on this payroll with appropriate notations in the REMARKS column next to the employee's name.

FILLING THE POSITION

If an employee has been granted a leave of absence for more

than 30 calendar days, the appointing officer may either fill the position with a permanent employee or hire a temporary employee.

RETURN TO DUTY GUIDELINES

An employee who has been on a leave of absence for more than 30 calendar days must notify his appointing officer in writing at the earliest opportunity of his desire and fitness to return to duty. In all cases, this notification must be made not later than 10 calendar days following the expiration of the leave. Employees in the classified service must also notify the Civil Service Commission within this time period. The employee must return to duty within this time period unless:

. His position has been filled by a permanent employee.

OR

. His position has been abolished.

REQUIRED APPROVALS

The Mayor's Personnel Freeze Committee must approve the filling of a position with an employee returning from a Leave Of Absence Without Pay of more than 30 calendar days. Prior to the employee's return to duty, the appointing officer must submit an EMPLOYEE ACTION REQUEST (28-1608-5021) to the Freeze Committee. Failure to allow sufficient time, prior to the employee's return to duty, for approval of the EMPLOYEE ACTION REQUEST and a medical evaluation as applicable, will result in the employee being considered laid-off.

After receipt of the approved EMPLOYEE ACTION REQUEST, the appointing officer must complete a CHANGE NOTICE returning the employee to active payroll status. The effective date on the CHANGE NOTICE must not be prior to the date of Freeze Committee approval on the EMPLOYEE ACTION REQUEST.

MEDICAL EVALUATION

Prior to reinstatement, medical clearance to return to duty must be obtained from the Division of Occupational Medicine (DOM) as follows:

- If the leave of absence without pay exceeded 30 calendar days and was due to personal illness or disability exclusive of post natal disability, the employee must submit to and pass a return to duty evaluation.

- If the leave of absence without pay totals more than 6 months, to include any time spent on lay-off, the employee must submit to and pass a preemployment physical examination.

EXCEPTION

An employee returning to duty after childbirth and an absence of 30 calendar days or longer need not have a return to duty physical. However, the employee must submit a statement to the Chief Physician at DOM from her private physician stating that the employee is fit for duty as of a specified date. This necessary documentation can be mailed or delivered to the clinic in advance of the date scheduled for return to duty. However, if the employee's private physician has placed any restrictions on the return to duty, then that employee must be cleared by DOM prior to return to work.

LEAVE AND SERVICE CREDIT

An employee who is granted a leave of absence without pay for more than 30 calendar days will not accrue leave or

service while on the leave of absence. If the employee is reinstated within the 10 calendar day period following his leave of absence, or is determined to have been laid-off, he will be credited with his prior service for the purpose of calculating seniority, longevity, and vacation leave. He will also be credited with any unused leave he may have had prior to his leave for which he has not received payment.

ENTITLEMENTS IF LAID OFF

If an employee desires to return to his position but is unable to do so because it is not available, the appointing officer must attempt to place him in another vacant position within his job class. If the employee cannot be reinstated within the 10 calendar day period following expiration of his leave of absence, he is considered to be laid-off. In such cases, the appointing officer must submit a CUT-OFF NOTICE (28-1608-1544) citing "Leave of Absence Expired" as the reason. A copy of the notification by the employee of his willingness to return to duty must be attached to the CUT-OFF NOTICE.

The appointing officer should direct the employee to contact the Employee Benefits Unit of the Civil Service Commission for information regarding benefits to which he may be entitled and assistance in identifying employment opportunities in other agencies.

HEALTH PLAN

It is the responsibility of the employee to contact the Employee Benefits section, Civil Service Commission, 1st Floor, 111 N. Calvert St., Court House East, Baltimore 21201, to ensure continuation and proper billing process for the employee's designated health plan.

Administrative Manual

DETAIL PROCEDURE

SECTION: Personnel

SUBJECT: REQUESTING LEAVE OF ABSENCE WITHOUT PAY

SAMPLE FORM APPENDED TO PROCEDURE

RESPONSIBILITY	ACTION
. Employee	1. Complete "Part I" of REQUEST FOR LEAVE OF ABSENCE WITHOUT PAY (28-1418-5028). Forward form to appointing officer.
. Appointing Officer	2. Review request and note approval or disapproval by completing "Part II" of the request. a.) If request disapproved, retain form in files. Inform employee of decision. Procedure ends here. b.) If request approved and amount requested is 30 calendar days or less, retain form in files. Inform employee of decision. Proceed to Step 5. c.) If request approved and amount requested is more than 30 calendar days, make 1 photocopy of form and retain in files.
	3. Have employee placed in an inactive payroll status by instructing payroll clerk to complete a CHANGE NOTICE (28-1618-5143 for Civil Service employees; 28-1428-5107 for non-Civil Service employees) [AM-205-4-5] with the following special entries: . Annual Salary and Hourly/Daily Rate -- enter both amounts. . Work Code -- Specify "9". . Loc (location) -- Specify "999". . Job Number -- Specify "zzz-zzzzz". . Budget Account Number -- Specify "103" for the sub-object (last 3 digits of the account number).

continued . . .

SECTION: Personnel

SUBJECT: REQUESTING LEAVE OF ABSENCE WITHOUT PAY

RESPONSIBILITY	ACTION
. Appointing Officer (continued)	Forward request (original) and CHANGE NOTICE to Civil Service (for employees in the Classified Service only) or Payroll and Disbursements as applicable. For non-Civil Service employees proceed to Step 5.
. Civil Service Commission	4. Review request and note approval or disapproval by completing "Part III" of the request. a.) <u>If request disapproved</u>, make 2 photocopies of form and distribute as follows: . Original -- Agency. . Copy -- Employee. . Copy -- Civil Service files. Destroy CHANGE NOTICE. Procedure ends here. b.) <u>If request approved</u>, make 3 photocopies of form and distribute, with CHANGE NOTICE, as follows: . Original -- Payroll and Disbursements. . Copy -- Agency. . Copy -- Employee. . Copy -- Civil Service files.
Appointing Officer	5. Notify payroll clerk of duration of approved leave in order that the following reports may be accurately completed: . PAYROLL ATTENDANCE REPORT [AM-204-16-1]. . ATTENDANCE RECORD (28-1408-5151) [AM-204-17-1].

SECTION	SUBJECT
Personnel	REQUESTING LEAVE OF ABSENCE WITHOUT PAY

CITY OF BALTIMORE — **REQUEST FOR LEAVE OF ABSENCE WITHOUT PAY**

TO BE COMPLETED BY EMPLOYEE

PART I

INSTRUCTIONS

1. *COMPLETE PART 1*
2. *FORWARD FORM TO APPOINTING OFFICER.*
3. *ASK APPOINTING OFFICER ABOUT PROCEDURE FOR REINSTATEMENT.*

NOTE: YOUR POSITION MAY BE PERMANENTLY FILLED IF YOUR ABSENCE WILL EXCEED 30 CALENDAR DAYS.

NAME	SOCIAL SECURITY NO.	JOB TITLE	
HOME ADDRESS	AGENCY NAME	AGENCY NO.	LOCATION NO.
ENTRY DATE	PERIOD OF LEAVE OF ABSENCE: BEGINNING DATE	ENDING DATE	TOTAL NO. OF CALENDAR DAYS
REASON FOR LEAVE			
	SIGNATURE	DATE	

TO BE COMPLETED BY APPOINTING OFFICER (SEE ADMINISTRATIVE MANUAL FOR DETAILS)

PART II

☐ APPROVED/ ☐ DISAPPROVED REASON FOR DISAPPROVAL

APPOINTING OFFICER TYPED NAME	TITLE
SIGNATURE	DATE

CIVIL SERVICE USE ONLY

PART III

☐ APPROVED/ ☐ DISAPPROVED REASON FOR DISAPPROVAL

TYPED NAME	TITLE
SIGNATURE	DATE

28-1418-5028 (3-77)

. Form Number: 28-1418-5028
. Type : Single Sheet
. Size : 8 1/2" x 11"
. Order Unit : Specify "Each"
. Quantity of Forms per Order Unit : 1 Sheet

To order, prepare a WAREHOUSE REQUISITION (28-1458-5129) [AM-302-1-1] specifying Warehouse Division 02, and citing the above information.

m Leave of Absence Without Pay 30 Calendar Days or Less

SCOPE

A leave of absence without pay for a period not to exceed 30 calendar days or less may be granted by the employee's appointing officer. No other approval is required.

EXTENSION OF LEAVE

A leave of absence without pay approved originally for less than 30 calendar day period may be extended to the maximum limit of 30 days if approval is granted by the appointing officer. No extension beyond the maximum allowable can be granted by the appointing officer.

FILLING THE POSITION

If an employee has been granted a leave of absence for 30 calendar days or less, the appointing officer may not fill the position with a permanent employee. However, a temporary employee may be hired for the duration of the leave, if necessary.

RETURN TO DUTY GUIDELINES

An employee who has been granted a leave of absence for 30 calendar days or less must return to duty on the date specified by his appointing officer. An employee failing to return on the date specified will be considered absent without pay. Failure to return within 3 consecutive working days of the date specified without goo cause and without notifying the appointing officer in writing will be deemed cause for dismissal

Failure to submit the required notification of return to duty within the specified time period will be considered a resignation, and a CUT-OFF NOTICE (28-1608-5144), citing "Resignation" as the reason, must be immediately submitted by the appointing officer. A MEMORANDUM (28-1418-5007) should be attached to the CUT-OFF NOTICE by the appointing officer. A MEMORANDUM (28-1418-5007) should be attached to the CUT-OFF NOTICE by the appointing officer citing the particulars of failure to comply with City policy or return to duty from a leave of absence for 30 calendar days or less.

MEDICAL EVALUATION

m Leave of Absence Without Pay 30 Calendar Days or Less

Prior to reinstatement, a medical clearance to return to duty must be obtained from the Division of Occupational Medicine if the employee:

requested a leave of 30 calendar days or less because of personal illness, disability prenatal or postnatal disability care. Otherwise, the employee may be reinstated without a medical clearance from the Division of Medicine.

LEAVE AND SERVICE CREDIT

An employee who is granted a leave of absence without pay for 30 calendar days or less will continue to accrue leave and service provided he is in pay status at some time during the payroll period containing his monthly anniversary date.

PAYROLL MARKINGS

An employee who is granted a leave of absence without pay for 30 calendar days or less should be marked appropriately on the PAYROLL ATTENDANCE REPORT (147-019), i.e., a mark of "XP". In the remarks column next to the employee's name, the proper notation regarding appointing officer approval of a leave of absence for 30 calendar days or less should be entered. When the employee returns to duty following the authorized leave, the payroll marking should be adjusted and recorded as "Present", "/"

m Leave of Absence Without Pay Exceeding 30 Calendar Days

APPROVAL

A leave of absence for a period in excess of 30 calendar days must be approved by the Civil Service Commission for employees in the classified service only, as well as the employee's appointing officer. Employees in non-Civil Service classes must obtain the approval of his appointing officer to be granted a leave of absence for 30 calendar days or more.

EXTENSION OF LEAVE

Extension of a leave of absence originally granted for 30 calendar days or less but will upon extension exceed 30 calendar days must be sought of the Civil Service Commission for those in classified service providing approval of the appointing officer has been obtained. Employees in non-Civil Service positions must obtain the approval of his appointing officer to be granted an extension of a leave originally granted for 30 calendar days or less but upon extension will exceed 30 calendar days or more may be granted for 30 calendar days. An extension of leave originally granted for 30 calendar days or more may be granted with the approval of the appointing officer and/or the Civil Service Commission depending on class of City service.

PAYROLL MARKINGS

An employee granted a leave of absence exceeding 30 calendar days must be transferred to the 999 payroll by a CHANGE NOTICE (28-1618-5143). The payroll marking should be "XP" while on this payroll with appropriate notations in the REMARKS column next to the employee's name.

FILLING THE POSITION

If an employee has been granted a leave of absence for more than 30 calendar days, the appointing officer may either fill the position with a permanent employee or hire a temporary employee.

RETURN TO DUTY GUIDELINES

An employee who has been on a leave of absence for more than 30 calendar days must notify his appointing officer in writing at the earliest opportunity of his desire and fitness to return to duty. In all cases, this notification must be made not later than 10 calendar days following the expiration of the leave. Employees in the classified service must also notify the Civil Service Commission within this time period. The employee must return to duty within this period

unless:

- His position has been filled by a permanent employee.
  OR
- His position has been abolished.

REQUIRED APPROVALS

The Mayor's Personnel Freeze Committee must approve the filling of a position with an employee returning from a Leave Of Absence Without Pay of more than 30 calendar days. Prior to the employee's return to duty, the appointing officer must submit an EMPLOYEE ACTION REQUEST (28-1608-5021) TO THE Freeze Committee. Failure to allow sufficient time, prior to the employee's return to duty, for approval of the EMPLOYEE ACTION REQUEST and a medical evaluation as applicable, will result in the employee being considered laid-off.

After receipt of the approved EMPLOYEE ACTION REQUEST, the appointing officer must complete a CHANGE NOTICE returning the employee to active payroll status. The effective date on the CHANGE NOTICE must not be prior to the date of Freeze Committee approval on the EMPLOYEE ACTION REQUEST.

MEDICAL EVALUATION

Prior to reinstatement, medical clearance to return to duty must be obtained from the Division of Occupational Medicine (DOM) as follows:

- If the leave of absence without pay exceeded 30 calendar days and was due to personal illness or disability exclusive of post natal disability, the employee must submit to and pass a return to duty evaluation.

- If the leave of absence without pay totals more than 6 months, to include any time spent on lay-off, the employee must submit to and pass a pre-employment physical examination.

EXCEPTION

An employee returning to duty after childbirth and an absence of 30 calendar days or longer need not have a return to duty physical. However, the employee must submit a statement to the Chief Physician at DOM from her private physician stating that the employee is fit for duty as of a specified date. This necessary documentation can be mailed or delivered to the clinic in advance of the date scheduled for return to duty. However, if the employee's private physician has placed

any restriction on the return to duty. However, if the employee's private physician has placed any restrictions on the return to duty then that employee must be cleared by DOM prior to return to work.

LEAVE AND SERVICE CREDIT

An employee who is granted a leave of absence without pay for more than 30 calendar days will not accrue leave or service while on leave of absence. If the employee is reinstated within the 10 calendar day period following his leave of absence, or is determined to have been laid-off, he will be credited with his prior service for the purpose of calculating seniority, longevity, and vacation leave. He will also be credited with any unused leave he may have had prior to his leave for which he has not received payment.

ENTITLEMENTS IF LAID OFF

If an employee desires to return to his position but is unable to do so because it is not available, the appointing officer must attempt to place him in another vacant position within his job class. If the employee cannot be reinstated within the 10 calendar day period following expiration of his leave of absence, he is considered to be laid-off. In such cases, the appointing officer must submit a CUT-OFF NOTICE.

The appointing officer should direct the employee to contact the Employee Benefits Unit of the Civil Service Commission for information regarding benefits to which he may be entitled and assistance in identifying employment opportunities in other agencies.

HEALTH PLAN

It is the responsibility of the employee to contact Employee Benefits section, Civil Service Commission, 1st floor, 111 N. Calvert St., Court House East, Baltimore 21201, to ensure continuation and proper billing process for the employee's designated health plan.

Elective Office: State Service and Service in Other Jurisdiction

SCOPE

This policy provides appropriate measures to be taken when a City employee is selected to the General Assembly of the State of Maryland. It, also, stipulates use of time by a City employee who is an elected official in another jurisdiction.

STATE SERVICE

A City employee elected to the General Assembly of the State of Maryland will be granted time off without pay to attend each required session of the General Assembly. When legislative responsibilities require attendance at interim committee meetings, time-off without pay will be granted.

NOTIFICATION

An employee must notify his appointing officer and the Central Payroll Division by MEMORANDUM (28-1418-5007) of all necessary absences due to attendance at General Assembly sessions and interim committee meetings. Such notification must be made as much in advance of each absence as is possible.

EMPLOYEE BENEFITS

While serving in the General Assembly, an employee will retain all benefits to which an active employee is normally entitled, with the exception of receiving a salary. Such employees will:

- Be credited with all time spent in the General Assembly for the purpose of calculating length of City service.
- Continue to accrue vacation, sick, and personal leave.
- Not have their level movement date(s) altered or changed.

The City will continue to pay its share of Blue Cross-Blue Shield or Health Maintenance Organization (HMO) benefit coverage charges provided that the employee continues to pay his share. Payment procedures should be coordinated with the Employee Benefits Unit, 111 N. Calvert St., Baltimore, MD 21202. Eligibility for benefit questions should be directed to the agency personnel officer.

Elective Office: State Service and Service in Other Jurisdiction

OTHER JURISDICTIONS

A City employee may serve as an elected official in other jurisdictions, providing, the official duties of the employee do not conflict nor give the appearance of conflict with performance of his job responsibilities. A City employee will not be granted time off for service or performance of duties in the elected position except as the employee applies for and is granted vacation leave, personal leave, and/or compensatory leave in conformity with City procedures. Sick leave may not be used for such purposes.

RELATED POLICIES

AM-204-2	VACATION LEAVE
AM-204-4	PERSONAL LEAVE
AM-204-14	SICK LEAVE
AM-225-1	POLITICAL ACTIVITY

m *Union Visitation*

DISCUSSION OF GRIEVANCES

Upon request, any recognized and accredited representative of the Union shall be granted reasonable time off with pay during working hours for the purpose of processing grievances in accordance with the appropriate grievance procedure provided that there is no interference with work performance. The union steward or representative must make an appointment in advance with the appropriate management representative.

NOTICES AND COMMUNICATIONS

A union steward or representative may visit work areas during working hours without loss of pay for the purpose of:

- Posting official notices on designated union bulletin board.
- Transmitting union-authorized communications to the employer or a management representative.

DEFINITION

A grievance is a dispute concerning the application or interpretation of the terms of the Memoranda of Understanding between one of the various Employee Organizations and the City Administration, or a claimed violation, misinterpretation or misapplication of the rules or regulations of a municipal agency or the employer affecting the terms and conditions of employment.

MATTERS WHICH CANNOT BE GRIEVED

All matters which by law are vested in the Board of Estimates, the Civil Service

Commission/Department of Personnel, or a City agency cannot be the subject of a grievance. These include, but are not limited to :

• Determination of the mission of an agency.

• Establishment of standards of service to be offered to the public.

• Exercise of control and direction over an agency's organization and operation.

• The right to direct employees and to hire, promote, transfer, assign, or retain employees in positions with an agency.

• The right to suspend, demote, discharge, or take other appropriate disciplinary action against an employee for just cause.

• Establishment of reasonable work rules.

• Establishment or alteration of wages, hours or leave benefits.

• Examination and qualification of employees and applicants for employment.

• Classifications.

• Relief from duty of employees in case of lack of work or funds, or other legitimate reason.

WHO MAY INITIATE A GRIEVANCE

Grievances may be initiated by an employee, a group of employees, or certified organization representing employees.

EMPLOYEE REPRESENTATIVE

An employee has the right to select a representative who may present his/her grievance or assist in any other manner. This representative may be selected from the agency where the grievance originated or may be any other representative.

An employee may select this representative any time during the grievance procedure. However, once the selection is made, it cannot be changed.

UNIMPEDED PROCEDURE

No disciplinary action shall be taken against an employee or his/her representative solely for instituting or pursuing a grievance. Employees shall be entirely free from interference, discrimination, or coercion during all steps of the grievance procedure.

ABSENCE FROM WORK

Three employees, including the selected employee representative, may be excused from work to attend a grievance meeting at the First and Second Steps. Five employees maybe excused at the Third and Fourth Steps. These limitations may be exceeded only if prior permission is obtained from the person or persons designated to determine the grievance. Employees excused from work will suffer no loss of time or pay for scheduled work time spent attending grievance meetings.

COST

Any cost incurred for the contracting of an impartial arbitrator to settle the grievance in the Fourth Step shall be equally divided between the City and the employee organization representing the employee.

Any cost incurred for the participation of a mediator and/or arbitrator where the employee is represented by an employee organization will be paid as provided by the applicable Memorandum of Understanding.

m *Grievance Procedure*

NOTES: An employee has the right to select a representative to assist him/her during any step of this procedure. (See AM-210-1 for details.)

The time limits in this procedure may be changed by the mutual agreement of the parties involved. However, if no change is made and the employee does not appeal within the prescribed time limits, the grievance procedure will terminate and a settlement made on the basis of the last answer received. Further, if an employee does not receive a response to the grievance within the prescribed time, he may proceed to the next step in the procedure.

RESPONSIBILITY - ACTION

FIRST STEP

1. Employee- Discuss grievance with immediate supervisor within ten (10) calendar days and in no event more than thirty (30) days after becoming aware of the action or condition which is the basis of grievance.
2. Immediate Supervisor- Attempt to satisfy grievance and respond to grievant within ten (10) calendar days of presentation of grievance.

SECOND STEP

1. Employee/Grievant and/or representative supervisor- If grievance is not satisfactorily resolved at Step 1, appeal to 2nd-level supervisor within five (5) calendar days following completion of Step 1.Complete a GRIEVANCE REPORT (28-1608-5027) and submit it to the 2nd-level supervisor.
2. Level Supervisor - Discuss grievance with employee within five (5) calendar days of receipt of GRIEVANCE REPORT. Record reply to the grievance on the GRIEVANCE REPORT. Attach additional sheets if necessary. Sign the GRIEVANCE REPORT and have a copy made. Return original (with attached sheets) to employee within five (5) calendar days of meeting.
3. Employee- Indicate on GRIEVANCE REPORT whether decision of 2nd-level supervisor is accepted or rejected. If accepted, procedure ends here. If rejected, employee may proceed to Step 3 within five (5) calendar days of receipt of decision from 2nd-level supervisor.

THIRD STEP

1. Employee - If grievance is not satisfactorily resolved at Step 2, appeal to agency head by forwarding GRIEVANCE REPORT (with any attachments) and sending a copy to the Labor Commissioner.

2. Agency Head or (authorized representative) - Together with the Labor Commissioner (or authorized representative) meet with the employee to discuss the grievance within five (5) calendar days of receipt of GRIEVANCE REPORT.
3. Labor Commissioner (or authorized representative) - Prepare a written reply to Grievance. Make three (3) copies of reply and distribute as shown below within ten (10) calendar days of meeting with employee. • Original attach to GRIEVANCE REPORT and forward to employee. • Copy employee's agency head • Copy employee's representative • Copy Labor Commissioner's files
4. Employee - Indicate on GRIEVANCE REPORT whether decision is accepted or rejected. If accepted, procedure ends here. If rejected, employee may proceed to Step 4 within seven (7) calendar days of receipt of decision from Labor Commissioner.

FOURTH STEP

This step is divided into two sections. Each section outlines steps to be taken by an employee whose representative is as noted.

A. Employees who represent themselves, or whose representative was selected from within the agency where the grievance originated.

1. Employee - If grievance is not satisfactorily resolved at Step 3, appeal to the Grievance Appeal Board for final review. Submit written request (with a copy of all documents) to the Civil Service Commission/Department of Personnel. Send one (1) copy of the request to the Labor Commissioner.
2. Civil Service/ Department of Personnel - Select a Grievance Appeals Board to hear grievance. The Board is to be comprised as follows: • One (1) agency head other than the one involved in the grievance. • One (1) member of the Board of Estimates. • The Personnel Director of the Civil Service Commission/ Department of Personnel.
3. Grievance Appeals Board - Investigate grievance as promptly as possible and make a final determination.
4. Grievance Appeals Board - Advise the aggrieved employee and the Labor Commissioner of the determination in writing.

B. Employees who are following a grievance procedure outlined in a memorandum of understanding and whose representative was selected from the employee organization designated as their exclusive bargaining representative.

1. Employee Organization - If grievance is not satisfactorily resolved at Step 3, request review by an impartial arbitrator. Submit written request (with a copy of all relevant documents) to the Labor Commissioner.

2. Labor Commissioner - Together with the Employee Organization, select an impartial arbitrator. If an agreement cannot be reached, request list of arbitrators from the Federal Mediation and Conciliation Service. Select an arbitrator from this list.
3. Arbitrator - Investigate grievance and forward ruling to the Employee Organization and to the Labor Commissioner. This ruling is final and binding as pursuant to the Municipal Employee Relations Ordinance (Baltimore City Code, Article 1, Section 132, as amended).

m *Overlap in Employment*

Overlap in employment is a condition that exists when two employees occupy the same position at the same time for training purposes.

Overlap in employment up to twenty (20) working days may be granted in special cases is sufficient funds are available. A request for the overlap and a cut-off ticket must be submitted to the Civil Service Commission at least ten (10) working days before the effective date of the new appointment. Overlap of greater than twenty (20) working days must have prior approval of the Board of Estimates.

m *Contractual Agreements*

SCOPE

Retired City employees may be engaged to render services to the City on a contractual basis when the requesting agency is able to establish a need for the retiree's services and the retiree possesses the qualifications necessary to satisfy the requirements of the services to be rendered.

This policy applies to retired City employees who were members of one of the City's retirement systems and who are receiving periodically paid benefits at the time they enter into the contractual agreement. They must have been retired for at least 90 calendar days before beginning such services.

OVERVIEW

A retired City employee providing services must enter into a contractual agreement with the Mayor and the City Council of Baltimore. Contracts require a stipulated time period not to exceed one (1) year subject to a ceiling of 1200 paid work hours per contract year. Contractual agreements are contingent on funds being available and require the approval of the Board of Estimates. All contracts must be submitted to and approved by the Board of Estimates prior to the individual starting to perform any work under that contract. **A contract start date prior to the Board of Estimates approval date is unacceptable and will not be allowed**.

STEPS FOR NECESSARY APPROVALS

The following steps must be taken to have a contractual agreement approved for the services of a retired City employee.

1. **Law Department** - The head of the requesting agency must contact the appropriate solicitor in the Law Department for assistance with the preparation of the contractual agreement. The Law Department must approve the contractual agreement for form and legal sufficiency before it is submitted to the Department of Finance, Bureau of the Budget and Management Research, which is the second step.
2. **Bureau of the Budget and Management Research (BBMR)** - The agency's budget analyst must review the contract for funding availability before the contract is submitted to the Department of Personnel, which is the third step.
3. **Department of Personnel** – All contracts must be reviewed by the Classification and Compensation Division for appropriate compensation and conformance with applicable *Administrative Manual* policies, prior to submission to the Expenditure Control Committee (ECC) and the Board of Estimates. The Department of Personnel forwards their recommendations to BBMR for the budget analyst recommendation to ECC.

4. **Expenditure Control Committee** (**ECC) -** Based on the recommendation, the ECC will approve or disapprove the contractual agreement. Documents for approved contractual agreements will be returned to BBMR for submission to the Board of Estimates. If the contractual agreement is not approved, all documents will be returned to the agency.
5. **Board of Estimates (B/E) -** Approved contracts by ECC will be submitted to the Board of Estimates by BBMR. (For specific dates, refer to the Department of Personnel memo on ECC and B/E Deadlines for the current year).

CONTRACT START DATE

All contracts must be submitted to and approved by the Board of Estimates before a retired City employee can start to perform any work under that contract. A contract start date prior to the Board of Estimates approval date is unacceptable and will not be allowed.

WORK HOURS

The retiree must work during the normal office hours of the agency to which he/she is assigned unless otherwise specified in the contractual agreement. A retired City employee who is under contract with the City may not work more than 1200 paid work hours per contract year.

This provision does not apply to a retired City or Baltimore Police Department employee who is under contract with the Baltimore Police Department.

RATE DETERMINATION

A retired City employee on contract shall be paid an appropriate rate on an hourly basis. The rate received can be no more than the difference between the maximum salary which the retiree would have received based upon his/her qualifications if he/she were employed full-time by the City in the classification at the time of the contract and the retiree's maximum City Retirement Systems benefit**.** To determine the maximum hourly rate, the dollar value of the difference is to be divided by the 1200 work hours allowed per contract year. Based upon review of the information submitted by the agency head, the appropriate solicitor in the Law Department must verify the hourly rate of pay stipulated in the contract as part of the review for legal sufficiency.

This provision does not apply to retired City or Baltimore Police Department employee who is under contract with the Baltimore Police Department.

DISALLOWED BENEFITS

Contractual employees do not receive health benefits, paid holidays, vacation leave, personal leave, sick leave benefits, compensatory time, death benefits, or new or additional retirement

benefits. Lunch hours are not included as paid hours of work. City retirees under contract with the City are not represented by any employee union or professional association. However, a retiree under contract is covered by the provisions of the Maryland Workers' Compensation Act.

REPORTING OF TAXABLE INCOME

The retiree will receive a W-2 form from the City of Baltimore at the end of the calendar year in accordance with the guidelines of the Internal Revenue Service (IRS).

APPOINTMENT PROCESS

Retired City employees engaged on a contractual basis shall be entered on an ENTRY TICKET (28-1618-5142) as Grade 999 ($5.15- $90.00 Hourly), Class #00106, Contract Services Specialist I, Work Code 9, Appt. Code "X", with the appropriate hourly rate as stipulated in the approved contract.

Since a retiree on contract cannot work beyond one (1) year on an approved contract, a CUT-OFF NOTICE (28-1608-5144), used for the purpose of removal from the payroll, should be processed with the ENTRY TICKET.

CONTRACT REQUIREMENT

Contracts for retired City employees may not be amended to extend the originally approved ending date. The Board of Estimates must specifically approve a new contract for the additional time that the services of the City retiree are needed. The steps for approval must be repeated for each new contract to be submitted to the Board of Estimates.

RELATED DOCUMENTS

For additional information, see:

AM-204-1 ANNUAL HOLIDAYS PART I

AM-205-4-2 PREPARING AN ENTRY TICKET AM-205-7-1

CUT-OFF NOTICE

AM-207-1 WORK HOURS

m Contractual Agreements – Other than Retired City Employees

SCOPE

Individuals other than retired City employees as defined in this policy (AM-212-1) may be engaged to render services to the City on a contractual basis when the requesting agency is able to establish a need for the individual's services and the individual possesses the qualifications necessary to satisfy the requirements of the services to be rendered.

OVERVIEW

An individual providing such services must enter into a contractual agreement with the Mayor and City Council of Baltimore. A contractual agreement with an individual who is other than a retired City employee as defined in this policy (AM-212-1) may not exceed one (1) year in duration. Contractual agreements are contingent upon funds being available and require the approval of the Board of Estimates. All contracts must be submitted to and approved by the Board of Estimates prior to the individual starting to perform any work under that contract. **A contract start date prior to the Board of Estimates approval date is unacceptable and will not be allowed.**

STEPS FOR NECESSARY APPROVALS

The following steps must be taken to have a contractual agreement approved for the services of an individual, other than a retired City employee.

1. **Law Department** - The head of the requesting agency must contact the appropriate solicitor in the Law Department for assistance in the preparation of the contractual agreement. The Law Department must approve the contract for form and legal sufficiency before it is submitted to the Department of Finance, Bureau of the Budget and Management Research, which is the second step.
2. **Bureau of the Budget and Management Research (BBMR)** - The agency's budget analyst must review the contract for funding availability before the contract is submitted to the Department of Personnel, which is the third step.
3. **Department of Personnel** - All contracts must be reviewed by the Classification and Compensation Division for appropriate compensation and conformance with *Administrative Manual* policies, before submission to the Expenditure Control Committee (ECC) and the Board of Estimates. The Department of Personnel forwards their recommendation to BBMR for the budget analyst recommendation to the ECC.
4. **Expenditure Control Committee (ECC)** - Based on the recommendation, the ECC will approve or disapprove the contractual agreement. Documents for the approved contractual agreements will be returned to BBMR for submission to the Board of

Estimates. If the contractual agreement is not approved, all documents will be returned to the agency.

5. **Board of Estimates (B/E) -** Approved contracts by ECC will be submitted to the Board of Estimates by BBMR. (For specific dates, refer to the Department of Personnel memo on ECC and B/E deadlines for the current year).

CONTRACT START DATE

All contracts must be submitted to the Board of Estimates and approved by that body prior to the individual starting to perform any work under that contract. A contract start date prior to the Board of Estimates approval date is unacceptable and will not be allowed.

WORK HOURS

Contractual individuals must perform their work during the normal office hours of the agency to which he/she is assigned unless otherwise stipulated in the contractual agreement.

RATE DETERMINATION

The hourly rate of pay shall be determined based on the services to be rendered and that rate information supplied by the requesting agency head. The rate to be paid will be stipulated in the approval of the Board of Estimates.

DISALLOWED BENEFITS

Contractual individuals do not receive health benefits, paid holidays, death benefits, vacation leave, personal leave, sick leave benefits, compensatory time, death benefits, or new or additional retirement benefits. Lunch hours are not included as paid hours of work. Individuals under contract with the City are not represented by an employee union or professional association. However, a contractual worker is covered by the provisions of the Maryland Workers' Compensation Act.

REPORTING OF TAXABLE INCOME

The individual will receive a W-2 form from the City of Baltimore at the end of the calendar year in accordance with the guidelines of the Internal Revenue Service (IRS).

APPOINTMENT PROCESS

m Contractual Agreements – Other than Retired City Employees

An individual engaged on a contractual basis shall be entered on an ENTRY TICKET (28-1618-5142) as Grade 999 ($5.15-$90.00 Hourly), Class #00107, Contract Services Specialist II, Work Code 9, Appt. Code "X", with the appropriate hourly rate as stipulated in the approved contract.

Since a contractual individual cannot work beyond one (1) year on an approved contract, a CUT-OFF NOTICE (28-1608-5144), used for the purpose of removal from the payroll, should be processed with the ENTRY TICKET.

CONTRACT REQUIREMENT

A new contract must be submitted to the Board of Estimates and approved by that body for each successive year that such services are needed. The steps for approval must be repeated for each new contract to be submitted to the Board of Estimates for approval.

RELATED DOCUMENTS

For additional information, see:

AM-204-1 ANNUAL HOLIDAYS PART I

AM-205-4-2 PREPARING AN ENTRY TICKET

AM-205-7-1 CUT-OFF NOTICE

AM-207-1 WORK HOURS

AM-213-1-1

Reinstatement/Subsequent Employment Record

Instructions to Personnel Officer: The hiring agency's Personnel Officer oversees the completion of this form for an employee being rehired within one year from date of resignation. After this form is completed, forward a copy to the Retirement Systems, give a copy to the employee and place the original in the employee's personnel record. See AM-213-1, Part I and II.

Instructions to the Employee: Fill in the information below to the best of your ability. Please check any prior employment records that you may have before giving this form to your new Personnel Officer. The Personnel Officer will verify your information and tell you where there is disagreement. You must make a written request within 18 months to appeal the Personnel Officer's findings.

To Be Completed by Employee

Employee's Full Name: _____

Social Security #: _____

Original Entry Date: ____/____/____ Effective Date of Resignation: ____/____/____

Former City Agency: _____

Last Job Classification: _____

Grade/Level: _____/_____Note: You will be eligible for a step/level movement after 18 months.

Salary:_____ Longevity Increment(s) (based on years of service): _____

Sick Leave Balance (that was not converted to cash): _____

Prior Vacation Accrual Rate: _____

Employee's Signature:_____ Date:_____

To Be Completed by Personnel Officer and Central Payroll

Date of Reentry: ____/____/____

Adjusted Entry Date: ____/____/____ (Basis for determining vacation leave accrual & longevity based salary increments)

New Class Number: _____New Job Title:_____

New Grade: _____New Salary / Step: _____/_____

Restored Longevity Increment(s) based on years of service (circle): L1 L2 L3 L4 M1 M2 M3 M4

Restored Sick Leave (50% of prior sick leave balance): _____

New Vacation Accrual Rate: _____

Signature of Central Payroll Supervisor/Manager:_____ Date:_____

Signature of Agency Personnel Officer: _____ Date:_____

m *Reinstatement*

SCOPE

An individual may be reinstated to a position in the same job classification from which he/she voluntarily resigned provided that not more than one (1) year has transpired since the employee's resignation. The position does not have to be in the same agency from which the employee resigned.

For reinstatement, the employee's entry date will be adjusted to reflect the period of absence. Vacation leave accrual rates and longevity-based salary increments will be based on the adjusted entry date. Any unpaid sick leave will be adjusted and restored.

If more than one (1) year has lapsed since the employee's resignation, the individual must follow the normal rules for applying for City government employment. Benefits are not restored. This policy, however, does not apply to the calculation of Employees' Retirement System service that is defined in Article 22 of the Baltimore City Code.

This Policy does not apply to City or Baltimore Police Department employees seeking reinstatement with the Baltimore Police Department.

REINSTATEMENT PROCESS

To be reinstated to a Civil Service position, an individual must contact the Department of Human Resources by letter relative to the request. If after investigation by the Department of Human Resources, it is determined that a position in the same classification from which the individual resigned is vacant, that funds are available for the position, and that the agency head wants to accept the employee, then the Department of Human Resources may approve the reinstatement request and notify the individual and the agency.

The hiring process may be initiated in accordance with established policies after Department of Human Resources approval of the reinstatement. To be reinstated to a non-Civil Service position, the individual must contact the appointing officer.

To resolve questions concerning adjusted entry date, leave accrual and sick leave balance, the hiring agency's human resources/personnel officer is asked to oversee the completion of AM-213- 1-1, a form to document this information for the employee and agency. Employees are requested to complete the top portion of the form at the time of reentry and return it to the human resources/personnel office of the hiring agency. The human resources/personnel office inserts the reentry date and forwards the form to the Central Payroll Division for completion. The form is returned to the hiring agency where it is reviewed and signed by the human resources/personnel officer. The human resources/personnel officer forwards a copy of the completed form to the Retirement Systems, gives a copy to the employee and the original becomes part of the employee's

personnel record. Discrepancies should be resolved in a reasonable time frame; however, the employee has 18 months in which to place a claim to the hiring agency for prior creditable service.

SALARY DETERMINATION

An employee who is reinstated to a position within a year from the date of separation shall be reentered either at the classification's entry level salary or at one salary level lower than the employee's salary level which he/she had been receiving at the time of separation, whichever is higher. After placement on the salary scale, appropriate longevity moneys will be restored. Employees must observe a full eighteen (18) month period before moving to the next level.

PROBATION PERIOD

There is no probation period requirement for an employee who is reinstated to a previously held classification provided that the requirement was satisfied during the original appointment. Vacation may be used as it is earned.

BENEFITS DETERMINATION

Entry Date

The original entry date of an employee who is reinstated shall be restored and then adjusted for the period transpired between separation and reinstatement subject to the one year reinstatement period. This entry date will be the official entry date and will be the basis for determining vacation leave accrual rates and longevity based salary increments.

Sick Leave

An individual who is reinstated will be credited with 50% of sick leave balance that was not converted to cash at the time of termination. (See AM-205-7).

Upon reinstatement a former employee who voluntarily separated may not repurchase sick leave for which he/she was paid.

Health Care

The Employees Benefits Section of the Department of Human Resources must be contacted for information on the health care benefits available to a reinstated employee.

Retirement Systems

The Employees' Retirement Systems must be contacted for information on Retirement System service credit for the reinstated employee.

DRUG/ALCOHOL TESTING AND PHYSICAL EXAM REQUIREMENT

Prior to reinstatement, all individuals are required to take pre-placement drug and alcohol screenings at the City of Baltimore Occupational Medical Services (Mercy Clinic) at 323 N. Calvert Street. The agency human resources/personnel office or designee must schedule an appointment for the testing by FAX: 410-332-0614. When reporting for the scheduled appointment, the individual must bring photo identification, along with the completed Management/HR Administration Drug/Alcohol Testing Order, (form # 28-1608-5156).

Only those individuals being considered for reinstatement in the following categories will be required to undergo physicals:

- All Commercial Drivers License (CDL) holders
- All employees who are required to frequently lift over 40 lbs.
- All health care workers
- All employees with potential exposure to hazardous materials, (ex. Chemicals, rodenticides, herbicides, lead, asbestos)
- All employees with exposure to noise in excess of 85 decibels
- All employees who are candidates for vaccination, (ex. hepatitis B, rabies)
- All employees who wear respirators

The agency human resources/personnel office or designee must schedule an appointment for the physical by FAX: 410-332-0614. For the scheduled appointment, the individual must bring photo identification, along with the completed Request for Services form (form #28-1608-5153) and the Management/HR Administration Drug/Alcohol Testing Order, (form # 28-1608-5156).

RELATED DOCUMENTS

AM-204-30 Part I DETERMINATION OF BENEFITS

AM-204-31 Part II DETERMINATION OF BENEFITS

AM-204-12 LENGTH OF SERVICE

AM-205-7 SEPARATION AND PAYMENT AT TERMINATION

AM-205-9 REHIRING IN A CIVIL SERVICE CLASS AFTER LAYOFF

AM-205-13 LONGEVITY INCREMENT

AM 213-1, Part II SUBSEQUENT EMPLOYMENT

AM 213-1-1 REINSTATEMENT/SUBSEQUENT EMPLOYMENT RECORD

AM-231-1 HIRING AND TRANSFERS

m Subsequent Employment after Voluntary Separation from City Service

SCOPE

Subsequent employment pertains to employees who resign after the effective date of this policy and return to City government employment in a different classification than they previously held, within one (1) year of their voluntary termination. This category is different from reinstatement because the individual is not returning to the same job classification. An employee returning to the same classification is covered under AM-213-1, Part I, Reinstatement.

For the subsequent employment category, the employee's entry date will be adjusted to reflect the period of absence. Any unpaid sick leave will be adjusted and restored. Vacation leave accrual rates will be based on the adjusted entry date and the Memorandum of Understanding for the employee's representation in the new job classification.

If more than one (1) year has transpired, the individual will be considered a new hire without an adjusted entry date. Benefits are not restored. This policy, however, does not apply to the calculation of Employees' Retirement System service that is defined in Article 22 of the Baltimore City Code.

This Policy does not apply to City or Baltimore Police Department employees seeking reinstatement with the Baltimore Police Department

SUBSEQUENT EMPLOYMENT PROCESS

An individual may be considered for the benefits of subsequent employment with City government provided that the person is hired to a different classification than previously held and not more than one (1) year has transpired since the employee's voluntary resignation from the City. For the purposes of hiring, the employee must follow the normal rules for applying for City government employment.

To resolve questions concerning adjusted entry date, leave accrual and sick leave balance, the hiring agency's human resources/personnel officer is asked to oversee the completion of AM-213-1-1, a form to document this information for the employee and agency. Employees are requested to complete the top portion of the form at the time of reentry and return it to the human resources/personnel office of the hiring agency. The human resources/personnel office inserts the reentry date and forwards the form to the Central Payroll Division for completion. The form is returned to the hiring agency where it is reviewed and signed by the human resources/personnel officer. The human resources/personnel officer forwards a copy of the completed form to the Retirement Systems, gives a copy to the employee and the original becomes part of the employee's personnel record. Discrepancies should be resolved in a reasonable time frame; however, the employee has 18 months in which to place a claim to the hiring agency for prior creditable service.

m Subsequent Employment after Voluntary Separation from City Service

SALARY DETERMINATION

An employee who is hired to a position within one (1) year from the date of separation will be hired at the entry level grade of the class unless approved for higher salary by the Director of Human Resources in accordance with AM 205-1. For eligible employees, longevity increments based on years of service will be restored according to the adjusted entry date and the representative organization of the current job classification. Employees must observe a full eighteen (18) month period before moving to the next level.

PROBATIONARY PERIOD

The employee will be required to serve a probationary period if selected to fill a vacant position in the Classified Civil Service. The probationary period of six (6) months is required to assess the employee's competency to fulfill the duties of the position. The employee may not use earned vacation leave until the probationary period is satisfactorily completed. With the concurrence of the supervisor, sick leave or personal leave may be used during the probationary period.

BENEFITS

Entry Date

The original entry date of an employee who is subsequently employed shall be restored and then adjusted for the period transpired between separation and reentry, as long as the period is no longer than one (1) year. The adjusted entry date will be the basis for determining vacation leave accrual rates and longevity-based salary increments, as outlined in the new job classification.

Sick Leave

An individual who is subsequently employed will be credited with 50% of sick leave balance, which was not converted to cash at the time of termination. (See AM 205-7).

Upon re-entry, a former employee who voluntarily separated may not repurchase sick leave for which he/she was paid.

Health Care

The Employees' Benefits Section of the Department of Human Resources must be contacted for information on the health care benefits available for subsequent employment.

Retirement Systems

The Employees' Retirement Systems must be contacted for information on Retirement System service credit for the employee in the subsequent employment category.

DRUG/ALCOHOL TESTING AND PHYSICAL EXAM REQUIREMENT

In the subsequent employment category, all individuals are required to take pre-placement drug and alcohol screenings at the City of Baltimore Occupational Medical Services (Mercy Clinic) at 323 N. Calvert Street. The agency human resources/personnel office or designee must schedule an appointment for the testing by FAX: 410-332-0614. When reporting for the scheduled appointment, the individual must bring photo identification, along with the completed Management/HR Administration Drug/Alcohol

Testing Order, (form # 28-1608-5156).

Only those individuals being considered for subsequent employment in the following categories will be required to undergo physicals:

- All Commercial Drivers License (CDL) holders
- All employees who are required to frequently lift over 40 lbs.
- All health care workers
- All employees with potential exposure to hazardous materials, (ex. Chemicals, rodenticides, herbicides, lead, asbestos)
- All employees with exposure to noise in excess of 85 decibels
- All employees who are candidates for vaccination, (ex. hepatitis B, rabies)
- All employees who wear respirators

The agency human resources/personnel office or designee must schedule an appointment for the physical by FAX: 410-332-0614. For the scheduled appointment, the individual must bring photo identification, along with the completed Request for Services form (form #28-1608-5153) and the Management/HR Administration Drug/Alcohol Testing Order, (form # 28-1608-5156).

RELATED DOCUMENTS

AM-204-12 LENGTH OF SERVICE

AM-204-30 Part I DETERMINATION OF BENEFITS AM-204-

31 Part II DETERMINATION OF BENEFITS AM-205-1

SALARY

AM-205-7 SEPARATION AND PAYMENT AT TERMINATION AM-205-

13 LONGEVITY INCREMENT

AM-213-1, Part I REINSTATEMENT

m Subsequent Employment after Voluntary Separation from City Service

AM-213-1-1 REINSTATEMENT/SUBSEQUENT EMPLOYMENT RECORD

AM-231-1 HIRING AND TRANSFERS

AM-236-1 PROBATIONARY PERIOD

m

Out-of-Title Work (Substitution) Part I

LABOR EMPLOYEES

SCOPE

Out-of-little work is intended to be temporary in nature. The rules of the Civil Service Commission governs the filling of permanent positions. An employee may not voluntarily perform the duties of the out-of-title class nor be assigned these duties without receiving out-of-title compensation.

ELIGIBILITY

A labor employee is an employee who is appointed from a certified employment list of eligible to a labor position.

A labor employee will receive out-of-title compensation provided that all of the following conditions are met:

- The employee has been officially assigned to perform the job duties of a higher class, and:
    - Is currently serving in lieu of the higher class; OR
    - Is not serving in lieu of the higher class is absent for 1 of the following reasons:
        - Illness or incapacitation.
        - Leave of absence.
        - Vacation, personal, sick, or compensatory leave.
        - On temporary loan to another agency.
        - No longer employed in that position by the agency, and the position is therefore vacant.
- If the position is to be filled on a permanent basis, the agency must submit an official request to fill the position. If an employment list exists, agencies must

begin the selection process immediately.

- The employee has not received out-of title pay cumulatively for more than 120 work days in the current fiscal year.

- The agency head certifies that funds are available in the budget to cover the increased cost.

CIVIL SERVICE APPROVAL

The Civil Service Commission must approve all out-of-title assignments which involve increases of 5 or more salary grades prior to the beginning of the assignment.

The agency must address a MEMO {28-1418-5007} and a completed POSITION DESCRIPTION form {28-1618-5064}to the Classification Division of the Civil Service Commission requesting a review of the out-of title work being performed. If Civil Service determine that the employee is assuming all the duties and responsibilities of the higher class, the payment of out-of-title compensation will be approved.

The Central Payroll Division and the agency will be notified by Civil Service of all approved requests.

Note: For purposes of computing the number of salary grades involved when an employee moves between union or employee groups, salary grade 40 should be considered equivalent to salary grade 110.

AMOUNT OF COMPENSATION

A labor employee who is eligible for out-of-title pay will receive the rate of the salary level in the grade of the higher class immediately above his existing rate of pay plus longevity, if applicable. If the resulting increase is less than 5¢ per hour, the employee will be paid at the next higher level, provided such increase does not exceed the maximum rate of the higher class.

EFFECTIVE DATE

m Out-of-Title Work (Substitution) Part I

Labor employees eligible for out-of title pay will receive the higher rate of pay effective the first hour of assignment to the higher class.

Payment of out-of-title compensation may be made in units of less than whole days, but not less than ½ hour.

MAXIMUM ALLOWABLE DAYS

The maximum allowable days for which out-of-title pay is authorized is 120 cumulative work days per fiscal year.

APPROVALS

60 WORK DAYS OR LESS

Agency or bureau heads must approve out-of-title work for 60 work days or less by certifying on a PAYROLL ATTENDANCE REPORT (147-019) {AM-204-16-1} or a WEEKLY PER DIEM TIME SHEET (147-020) that such work has been performed.

MORE THAN 60 WORK DAYS

Out-of-title work beyond 60 work days must be approved by the Expenditure Control Committee (**ECC**) prior to the 61st day of performance of such work by an employee.

Requests from agency or bureau heads for such work may be granted by the ECC for any of the reasons cited in the applicable "ELGIBILITY" section of this policy.

CERTIFICATION DEADLINE

Agency or bureau heads must certify out-of-title work has been performed during the pay period in which the employee was authorized by the agency or bureau head to perform such work.

LATE CERTIFICATIONS

Failure of the agency or bureau head to certify out-of-title pay during the current pay period requires ECC approval before payment can be authorized when the employee is continuing to perform out-of-title duties. The appointing officer should send a MEMO to the Civil Service

Commission outlining the circumstances of the failure to certify; the Civil Service Commission will forward its recommendation to the Expenditure Control Committee. This request is limited to the period not certified by the agency or bureau head.

In cases where the agency or bureau head approved the out-of-title work to be performed, but failed to certify the performance of such work, and the employee is no longer performing the out-of-title duties, then the agency or bureau head must send a MEMO to the Civil Service Commission outlining the circumstances surrounding the failure to properly certify the out-of-title work performed; the Civil Service Commission will forward its recommendation to the ECC. If favorably reviewed by the ECC, then the approval of the Board of Estimates is necessary before payment can be authorized.

HOLIDAYS AND LEAVE DAYS

Out-of-title pay will not be authorized for labor employees for leave days or holidays.

EMPLOYEES LISTS

The Bureau of Management Information Systems (BOMIS) will generate every payroll period a list which contains the names of employees who have worked 60 to 120 cumulative work days during the current fiscal year in an out-of title assignment. Bomis will forward this list to the Central Payroll Division for distribution to agency bureau heads and the Department of Audits.

Agency heads are responsible for ensuring that the limits stated within this policy for the performance of out-of-title work are not exceeded.

AUTOMATIC PAY REDUCTION

The Central Payroll Division will automatically reduce an employee's pay to the employee's appropriate salary and grade level when the employee attains 120 cumulative work days during the fiscal year in an out-of-title assignment.

m *Out-of-Title Work (Substitution)*

SCOPE

This policy describes the approval of and compensation for out-of-title (substitution) work when certain categories of employees are temporarily assigned the duties of a higher classification. This part of AM-214-1 only applies when the employee is neither in a non-competitive labor classification (see Part I) nor performing the duties of an agency or bureau head (see Part III).

ELIGIBILITY

An out-of-title assignment may be made **only when one of the following conditions exist**:

- The incumbent in a budgeted position with a higher classification has been assigned to the duties of another position or is absent due to leave of absence, illness, incapacitation, or the use of leave,

OR

- A budgeted position is vacated because of a retirement, resignation, termination, or transfer and no list of eligible candidates for the classification exists. (The agency head must request an examination for the classification from the Civil Service Commission [CSC].)

In addition, eligibility criteria require that **the employee selected for the assignment must**:

- Meet the minimum qualifications of the higher classification.
- Receive a MEMO (28-1418-5017) from the agency or bureau head assigning out-of-title work.
- Assume the full range of responsibilities and duties of the out-of-title classification.

An employee may not voluntarily perform the duties of an out-of-title class or be assigned those duties without receiving out-of-title compensation.

Special Provision

When a position is unexpectedly vacated and a list of eligible candidates for the classification exists, an out-of-title payment for no more than 20 consecutive working days may be allowed. This gives an agency the opportunity to make an out-of-title assignment while it proceeds to fill the vacant position. Agencies wishing to make an out-of-title assignment under these circumstances must submit an OUT-OF-TITLE PAY REQUEST (28-1408-5159) to CSC regardless of the number of grades between the grade of the higher class and the regular grade of the assigned employee. The 20-day limit also applies when an eligible list becomes available during an approved out-of-title assignment.

m *Out-of-Title Work (Substitution)*

OVERVIEW
The procedure for approving an out-of-title assignment depends on the numerical difference between salary grades (when comparing the grade of the higher class and the regular grade of the assigned employee) and on the length of the assignment. Key differences regarding approval are summarized in the following chart and explained in subsequent sections of this policy.

	Grade difference of 6 or less	Grade difference of 7 or more
Verification that the employee meets minimum qualifications for the higher class	Agency head (for initial period)	CSC
Approval of initial 120-day period	Agency head	CSC
Approval of 60-day extension	CSC and Expenditure Control Committee (ECC)	CSC and ECC
Approval of late requests	CSC and ECC	CSC and ECC

CSC must approve out-of-title assignments when either the employee's regular grade or the out-of-title grade is 000 or 999. Also, CSC must approve out-of-title assignments when the assignment is to or from a position in the 600 grade series. See "DIFFERENCE IN UNION GROUP" section if an out-of-title assignment is made to a class represented by an employee group other than the assignee's regular group.

LENGTH OF OUT-OF-TITLE ASSIGNMENT
An out-of-title assignment should normally last no more than 120 cumulative working days during a fiscal year. One extension of up to 60 cumulative work days may be granted by CSC and ECC.

APPROVAL OF INITIAL ASSIGNMENT

Grade Difference of 6 or Less

The **agency or bureau head is authorized to approve** an out-of-title assignment when there are **6 or fewer grades** between the grade of the higher class and the regular grade of the assigned employee and when the assignment is for **120 or fewer working days**. The agency or bureau head must:

- Verify that the assigned employee meets the minimum qualifications (including any licenses or other certification) of the higher class.

• Give the employee a MEMO formally assigning out-of-title work. This MEMO must contain the job number of the higher class position.

• Certify that the employee performed the work of the higher class on the PAYROLL ATTENDANCE REPORT (147-015) (see section entitled "SUBMISSION OF PAYROLL").

Grade Difference of 7 or More

The **CSC must approve** out-of-title assignments when there are **7 or more grades** between the grade of the higher class and the regular grade of the assigned employee. Agencies seeking such approval must submit a completed OUT-OF-TITLE PAY REQUEST to the Classification Division of CSC before assigning an employee to work out-of-title. If the out-of-title assignment is to a position in a classification series other than the assignee's regular position, the agency must also submit a completed POSITION DESCRIPTION (28-1618-5064) to describe the duties performed by the assignee.

CSC will notify both the agency and the Central Payroll Division (CPD) if it approves the request. The agency or bureau head must then give the employee a MEMO formally assigning out-of-title work. This MEMO must contain the job number of the higher class position. The agency or bureau head must also certify that the employee performed the work of the higher class on the PAYROLL ATTENDANCE REPORT (see section entitled "SUBMISSION OF PAYROLL").

APPROVAL OF 60-DAY EXTENSION PERIOD

Both the **CSC and ECC must approve all out-of-title assignments lasting more than 120 working days within a fiscal year**. Agencies seeking an extension must submit a completed OUT-OF-TITLE PAY REQUEST and a POSITION DESCRIPTION to the Classification Division of the CSC at least 30 days before the end of the initial 120-day period.

CSC may disapprove the request to extend an out-of-title assignment. Before assigning a second employee to the same out-of-title duties (even though the grade difference is 6 or less), the agency must follow the application guidelines outlined in this section.

ECC will notify both the agency and the CPD if it approves the extension. The agency or bureau head must then give the employee a MEMO formally extending the out-of-title assignment. This MEMO must contain the job number of the higher class. The agency or bureau head must also certify that the employee performed the work of the higher class on the PAYROLL ATTENDANCE REPORT (see section entitled "SUBMISSION OF PAYROLL").

If CSC or ECC disapproves the extension and the employee worked in the out-of-title assignment while the request was under consideration, the employee will receive the out-of-title pay rate

through the date that the agency is notified of the disapproval. The agency must immediately remove the employee from the out-of-title assignment.

LATE REQUESTS FOR INITIAL APPROVAL, EXTENSION, OR COMPENSATION

Any of the following circumstances cause a request for out-of-title compensation to be considered late:

- A request for approval of an **initial period** of out-of-title work when the grade difference is 7 or more is received by CSC 30 calendar days after the beginning of the assignment.
- A request for an **extension** of an out-of-title assignment is received by CSC less than 30 calendar days before the end of the initial 120-day period.
- The agency or bureau head **fails to properly certify** the out-of-title performance on the PAYROLL ATTENDANCE REPORT and to correct the omission by submitting an adjustment MEMO to CPD in time for the subsequent payroll.

All late requests must be approved by ECC.

Agencies seeking approval of a late request must submit a completed OUT-OF-TITLE PAY REQUEST and a POSITION DESCRIPTION to the Classification Division of the CSC. They must complete the relevant section of the REQUEST to explain why it is late.

COMPENSATION

An employee approved for an out-of-title assignment will receive a **$1^{1/3}$% increase for each salary grade difference** when comparing the grade of the higher class to their regular grade. (When either salary grade is 000 or 999, the assigned employee will receive a straight 4% increase.) Compensation may not, however, exceed the maximum salary of the higher class adjusted for any longevity compensation to which the employee is entitled.

The out-of-title salary rate will not be used in payments such as sick leave conversion or special compensation negotiated by a union or employee group. Nor will it be paid when the employee is on leave for full days during the out-of-title assignment. (These full leave days will not be counted when computing the number of days the employee has worked out-of-title.) The out-of-title salary rate will be paid for holidays when the employee is paid the out-of-title rate on the work days immediately before and after the holiday.

Refer to the employee's regular union or employee group agreement to determine when out-of-title compensation begins.

In addition to a pay increase, the employee may cite (with appropriate documentation) the experience gained while working out-of-title to qualify for CSC promotion or eligibility lists based on training and experience.

DIFFERENCE IN UNION GROUP

When an employee is assigned to work out-of-title in a class in another union or employee group, the following grades are equivalent: 90, 110, 440, and 540. Also, grade 410 is equivalent to grade 65. Employees working out-of-title retain those attributes associated with their regular class such as Fair Labor Standards Act status, maximum accumulated leave, health benefits, survivor benefits, and separation pay.

COMPENSATION EXAMPLES

Same Employee Group		**Different Employee Group**	
A. Out-of-title grade	84	A. Out-of-title grade 110, equivalent to grade	90
B. Employee's current grade	75	B. Employee's current grade	87
C. Grade difference (A - B)	9	C. Grade difference (A - B)	3
D. Difference x 1 1/3 (C x 1 1/3)	12%	D. Difference x 1 1/3 (C x 1 1/3)	4%
E. Employee's current daily rate	$77.40	E. Employee's current daily rate	$120.25
F. Out -of-title increase (D x E)	$ 9.29	F. Out -of-title increase (D x E)	$ 4.81
G. Out-of-title daily rate	$88.69	G. Out-of-title daily rate	$125.06

SUBMISSION OF PAYROLL

In order for an employee to receive appropriate compensation for an out-of-title assignment, the agency or bureau head must certify the out-of-title work on the PAYROLL ATTENDANCE REPORT. The following markings must appear:

- In **black ink**, enter the total number of out-of-title regular days worked in the pay period in the "Out-of-Title Days" column.
- In **black ink**, enter the out-of-title class number in the "Out-of-Title Class" column.
- In **red ink**, enter the total number of out-of-title overtime hours worked in the pay period in the "Out-of-Title Days" column.
- In **red ink followed by the letter "D,"** enter the total number of out-of-title double-time overtime hours worked in the pay period in the "Out-of-Title Days" column.

- In **black ink**, enter the total number of out-of-title hours worked for compensatory time in the "Comp Time" column.

- Enter the job number of the out-of-title class and the dates of the out-of-title work (<u>if</u> less than all work days in the pay period) in the remarks column.

The agency or bureau head must initial these entries in the remarks column.

REPORT ON NUMBER OF OUT-OF-TITLE DAYS WORKED

The Bureau of Management Information Systems (BOMIS) will generate a listing of employees who have worked in out-of-title assignments for more than 80 cumulative work days in the current fiscal year. The listing will be forwarded to CSC and to CPD for distribution to agency heads on a bi-weekly basis. Agency heads must ensure that the time limits stated within this policy are not exceeded.

RELATED POLICIES

AM-214-1, Part I Out-of-title Work (Substitution) – Labor Employees
AM-214-1, Part III Out-of-title Work (Substitution) – Acting Agency or Bureau Heads

m Acting Agency or Bureau Heads Out-of-Title Work (Substitution)

SCOPE

This section governs out-of-title compensation for acting agency or bureau heads. An employee may not voluntarily perform the duties of the out-of-title class nor be assigned these duties without receiving out-of-title compensation. Out-of-title work is intended to be temporary in nature and is the result of a position becoming vacant. Out-of-title compensation can also be received by an employee subject to the eligibility requirements of this policy if the incumbent agency or bureau head is incapacitated, or otherwise not available, for a period which exceeds 30 consecutive calendar days.

ELIGIBILITY

An employee who has been officially assigned by a written MEMO from the appropriate appointing authority to perform the job duties an agency or bureau head will receive out-of-title compensation provided that all of the following conditions are met:

- The position of agency or bureau head has become vacant and the employee has performed the duties of the higher class for 30 consecutive days.

- A certified list of eligibles is not available from the Civil Service Commission. If a list is not available, steps must be initiated by the appropriate appointing authority to fill the position permanently subject to the rules of the Civil Service Commission.

- The appointing officer responsible for the vacant position has submitted to the Civil Service Commission a REQUEST FOR CERTIFICATION OF ELIGIBLES, if available, or a REQUEST FOR EXAMINATION, if applicable.

AMOUNT OF COMPENSATION

An employee fitting the definition of out-of-title work and pursuant to the eligibility requirements will be compensated by an amount equal to 50% of the difference between the present salary being earned by the employee in his permanent position and classification and the amount the employee would be paid if promoted to the higher class.

m Acting Agency or Bureau Heads Out-of-Title Work (Substitution)

EFFECTIVE DATES

An employee authorized for out-of-title pay will receive the higher rate of pay effective the first full payroll period following the 30 consecutive calendar days period of performing the duties of the higher class or following the request for an eligible list, whichever occurs last.

Compensation for out-of-title pay ceases when a new appointee assumes the duties of the position or the appointing officer terminates the out-of-title assignment.

IMPLEMENTATION

To implement the out-of-title salary change, a **CHANGE NOTICE** (28-1618-5143) {AM-205-4-5}must be submitted to the Civil Service Commission for subsequent forwarding to the Central Payroll Division. No written entries are required on the PAYROLL ATTENDANCE REPORT.

At the conclusion of the out-of-title assignment, a **CHANGE NOTICE** must be processed through the Civil Service Commission to the Central Payroll Division. This notice adjusts the employee's out-of-title pay to the rate of his permanent position and classification.

Death Benefits

SCOPE

This policy stipulates the death benefit(s) which a designated survivor of an eligible City employee is entitled. Eligible employees must be serving in a permanent full-time position or permanent part-time status at the time of death and have at least 12 months of continuous service. The death benefit entitlement is subject to revision depending upon the negotiated agreement affecting the employee's position classification. Eligibility for death benefits includes those City employees who are members of any Maryland State Retirement of Pension System as well as those employees who are members of any of the systems within any of the City Retirement Systems. The Department of Finance, Bureau of Payroll and Disbursements, shall be the repository of all records pertaining to the payment of death benefits exclusive of those records required by the appropriate City Retirement Systems in determination of similar benefits if applicable.

LEAVE ENTITLEMENT

When an employee dies his legal heir(s) is entitled to payment for all unused vacation and/or personal leave time the deceased had accrued. In addition, the legal heir(s) of certain eligible employees, i.e., those classified as FLSA non-exempt employees, will be paid for accumulated compensatory time subject to the 240 hours ceiling. It shall be paid at the rate of pay for the classification in which the employee was serving at the time of death. All payments for leave entitlement are subject to taxation, liens, garnishments, overpayments, etc., provided such were in effect prior to the employee's death. Subsequently, payment for leave entitlement will be effectuated by a payroll check made payable to the deceased and forwarded to the beneficiary of estate.

If the employee did not use extended sick leave in excess of his bonus entitlement within six (6) months of his date of death, his legal heir(s) is eligible to receive a further payment equivalent to the employee's vacation leave entitlement for twelve (12) months. The later entitlement is determined by the deceased employee's annual accrual rate at the time of death.

DOCUMENTATION

Appropriate documentation necessary for any legal heir(s) to collect the death benefit should be directed to the Bureau of Payroll and Disbursements, 8th Floor, M.E.C.U. Building, 401 E. Fayette Street, Attn: Chief. In most cases, a notarized copy of the death certificate and completed beneficiary certification form is sufficient to establish the claim for a death benefit.

In the case where the deceased was a member of one of the Employees' Retirement Systems an additional benefit may be authorized. The survivor should contact the Employees' Retirement Systems Office, City Hall, Room 640, for appropriate determination.

DESIGNATION OF BENEFICIARY

A fully completed, notarized and executed beneficiary form must be on file with the Department of Finance, Bureau of Payroll and Disbursements, if the death benefit is to be paid to the designated survivor. Failure of the employee to properly file the beneficiary form as noted could result in either the payment of the death benefit to the employee's estate or to the designated beneficiary on file with the appropriate City's Employees Retirement System.

BENEFIT DESIGNATION

Entitlement varies with the employee's designated union representation code. The chart at AM 216-2 summarizes the City's death benefit entitlement; however, it is subject to the current negotiated agreement affecting the employee's classification.

PAYMENT

The City's death benefit will be effectuated by that insurance company so designated by the City and shall be paid directly to the authorized beneficiary or to the employee's estate whichever is more appropriate.

RETIREES

To file for any death benefit payment which may be authorized, the legal heir(s) must contact the Department of Finance, Bureau of Payroll and Disbursements. Proper documentation regarding the retiree as well as a properly executed beneficiary form must be on file with the Department of Finance. Legal heir(s) of a City retiree should contact the Bureau of Payroll and Disbursements, Attn: Chief, Room 800, 401 E. Fayette Street, relative to coverage.

CATASTROPHIC ILLNESS

An employee may be eligible to collect a catastrophic illness benefit subject to appropriate documentation. To determine eligibility for such payment the employee should consult the appropriate agreement affecting their position classification. To file for catastrophic illness

payment an employee must contact the Department of Finance, Bureau of Payroll and Disbursements, 8th Floor, M.E.C.U. Building, 401 E. Fayette St., Attn: Chief. Eligibility and Documentation necessary to process illness payment should be determined at that time.

Payment of catastrophic illness benefits precludes any subsequent claim to the City's death benefit. It does not, however, prohibit any similar benefit emanating from the appropriate Employees' Retirement System.

RELATED POLICIES

AM 204-2	VACATION LEAVE
AM 204-15	EXTENDED SICK LEAVE
AM 216-2	CHART – DEATH BENEFITS
AM 216-2-1	DESIGNATION OF BENEFICIARY FORM

m *Death Benefits Chart*

Death benefits are subject to the current negotiated agreement affecting the employee's position classification

MAPS

The basic death benefit for an employee entitled to "MAPS" benefits shall be either an amount equal to two and one half times the employee's annual salary or $90,00 whichever is less. In the event of accidental death, the benefit payable shall be double the amount stipulated, i.e., $90,000 or an amount equal to two and a half times the employee's annual salary, whichever is less.

The death benefit shall be converted upon retirement to an $8,500 death benefit, with double that amount in the event of accidental death, payable to the designated beneficiary or estate.

AFSCME – LOCAL 44

In the event of ordinary death, the City shall supplement the lump sum death benefit provided by the respective Employee's' Retirement System in order that the total benefit received shall equal the greater of $15,000 or the employee's annual salary.

In the event of accidental death, the employee shall receive the greater of $15,000 or the employee's annual salary, in addition to any pension authorized by the respective Employee's Retirement System.

CMEA /LOCAL #558

The represented eligible employee shall receive in death benefits either $15,000 or the employee's annual salary whichever is greater.

In the event of accidental death, the benefit payable shall be double the amount stipulated, i.e., greater of $15,000 or the employee's annual salary.

LOCAL #2202

In the event of ordinary death, the employer shall supplement the lump sum death benefit provided by the Employees' Retirement System in order that the total benefit received shall equal the greater of $15,000 or the employees' annual salary.

m Death Benefits Chart

In the event of accidental death the employee shall receive the greater of $15,000 or the employee's annual salary, in addition to any pension received under the Employees' Retirement Systems. An employee's coverage under this provision shall terminate upon separation except that employees represented by AFSCME shall be covered by a reduced death benefit of $1,500 if they retire from City employment.

CUB

Death benefits in the amount of $16,175 or the employee's annual salary, whichever is greater providing the employee is permanent full-time status. The death and dismemberment benefits for permanent part-time employees who work an average of 50% of the regularly scheduled work week shall be the greater amount of their annual salary or that percentage of $16,175 which corresponds to the percentage of the work year of a full-time employee which is represented by that part-time employee's regularly scheduled annual hours.

In the event of accidental death, the benefit payable shall be doubled the amount specified, i.e., $16,175 or the employee's annual salary whichever is greater,

Administrative Manual PROCEDURE

SECTION: Personnel

SUBJECT: DESIGNATION OF BENEFICIARY FORM

City of Baltimore
Central Payroll Division
Death Benefit
Beneficiary Form

Name of Employee or Retiree _____ Social Security Number _____

Primary Beneficiary(s)

I do hereby designate the following named person(s) as my primary beneficiary(s) for the purpose of receiving the Death Benefit to which I may be entitled through the City of Baltimore, provided such designated person(s) is/are living at the time of my death.

In the event I designate more than one primary beneficiary, and such beneficiaries are living at the time of my death, I understand that each such living primary beneficiary shall receive an equal share of any monies due.

Name of Beneficiary _____ Address _____
Social Security No. _____ City _____ State _____ Zip _____
Date of Birth _____

Name of Beneficiary _____ Address _____
Social Security No. _____ City _____ State _____ Zip _____
Date of Birth _____

Name of Beneficiary _____ Address _____
Social Security No. _____ City _____ State _____ Zip _____
Date of Birth _____

Contingent Beneficiary(s)

In the event none of the primary beneficiaries I have designated is living at the time of my death, I do hereby designate the following person(s) as my contingent beneficiary(s) for the above benefit.

In the event I designate more than one contingent beneficiary, and such beneficiaries are living at the time of my death, I understand that each such living contingent beneficiary shall receive an equal share of any monies due.

Name of Beneficiary _____ Address _____
Social Security No. _____ City _____ State _____ Zip _____
Date of Birth _____

Name of Beneficiary _____ Address _____
Social Security No. _____ City _____ State _____ Zip _____
Date of Birth _____

Name of Beneficiary _____ Address _____
Social Security No. _____ City _____ State _____ Zip _____
Date of Birth _____

*If you desire to designate additional primary or contingent beneficiaries, a supplemental Beneficiary Form must be completed.

To order, contact the Central Payroll Division of the Finance Department. This form is issued in two versions. Employees currently on the City payroll will receive a green form, #195-011. Employees hired after 9/1/89 will receive a white form, #195-012.

a **AM-217-3-1**

m **Notification of Overpayment**

(Memo to the Employee)

All notifications must include this information:

Employee's Name: _____Date: _____

Payroll Department and Location: _____SSN: _____-____-_____

Following consultation with the Central Payroll Division (CPD), we have determined that you were overpaid on pay period(s) ending _____. The reason for the overpayment was _____. The total taxable amount of the overpayment is _____.

1) If the person is a non-permanent worker paid on an hourly basis:

Following City policy, AM-217-3, the overpayment will be recovered by:
☐ Repayment of the net amount of $_____ by personal check payable to the Director of Finance.
☐ Recovery of the full amount from your next pay(s).

You have five (5) business days to notify CPD in writing if you wish to contest the validity of the overpayment calculation. You must provide an explanation and documentation to substantiate your claim.

Please check above as appropriate and sign on the next page to acknowledge this notification.

2) If the person is a permanent employee who was overpaid by 5% or less (but not more than $100) of his/her weekly or biweekly gross salary or average regular earnings:

Since your overpayment equals five (5) % or less (but not more than $100) of your weekly or biweekly gross salary or average regular earnings, the overpayment will be deducted from your pay for period ending _____.

You have five (5) business days to notify CPD in writing if you wish to contest the validity of the overpayment calculation. You must provide an explanation and documentation to substantiate your claim.

Please sign on the next page to acknowledge this notification.

m

Notification of Overpayment

(Memo to the Employee)

3) If the person is a permanent employee who was overpaid by more than 5% or more than $100 of his/her weekly or biweekly gross salary or average regular earnings:

The following repayment options are available to you:

- ☐ You may return the erroneous check, and CPD staff will issue the appropriate replacement check (usually within one business day).
- ☐ You may reimburse the net amount ($_____) of the overpayment by personal check made payable to the Director of Finance.
- ☐ You may agree to the recovery of the overpayment in full by payroll deduction from your next pay.
- ☐ You may request a repayment plan by payroll deduction – the **minimum** amount of the deduction is $ _____.

Please check above as appropriate and sign below to acknowledge this notification.

You have five (5) business days to notify your agency and CPD in writing if you wish to contest the validity of the overpayment calculation. You must provide an explanation and documentation to substantiate your claim.

If, after five (5) business days, CPD has not received a notification of contest, a signed installment election form, the uncashed erroneous paycheck, or an employee's personal check for the net amount of the overpayment, CPD will proceed with recovery via payroll deduction. Recovery in this circumstance will be made from all subsequent paychecks net of mandatory deductions until the overpayment is fully satisfied.

Upon collection of overpayments, CPD staff will correct year-to-date records as necessary.

Employee's Signature: _____ Date: _____

Original to Employee
Employee's File
CPD Copy

m Collection of Payroll Overpayment

SCOPE

When a City employee has been overpaid in his/her biweekly paycheck, the Central Payroll Division (CPD), Bureau of Accounting and Payroll Services, Department of Finance, has an obligation to retrieve the funds paid to an employee in error.

OVERPAYMENT

City employees are sometimes overpaid, usually through no fault of their own. Overpayments can result from errors in establishing an employee's rate of pay, other pay rate action, or inaccurate reporting and/or processing of attendance either by the employee, his/her agency, or Central Payroll Division (CPD) staff. Data entry or processing errors can also cause overpayments.

Most employees are aware of details regarding their salary and immediately question a payment that they are not expecting. All employees are expected to exercise a degree of diligence by monitoring their pay and reporting any discrepancies to the immediate supervisor or agency payroll clerk. Information is printed on their pay stubs to assist in this endeavor. Similarly, agencies are given an "Agency Register" and other reports every payday. This information should be used to detect overpayments as early as possible.

When CPD discovers that an employee has been overpaid, the division has an obligation to retrieve the funds paid to an employee in error. Agencies are required to take the appropriate disciplinary action if an employee is found to have intentionally falsified records, resulting in an overpayment to himself/herself or to another person.

OVERPAYMENTS RESULTING FROM ERRORS IN RECORDING ATTENDANCE DURING A SINGLE PAY PERIOD

When an employee is overpaid because of an attendance marking error and subsequent correction, the recovery of funds will be made by CPD on the next pay. The agency must notify the employee if this action is taken.

NOTIFICATION OF OTHER OVERPAYMENTS

Overpayments may be detected by an employee, an agency, or by CPD staff. CPD will determine the amount of the overpayment and will consult with the agency regarding the circumstances and amount of the overpayment. The agency will contact the employee and explain the circumstances and amount of the overpayment. AM-217-3-1, Notification of Overpayment (Memo to the Employee), provides sample language that may be used by agencies to notify the employee of an

overpayment and of options for repaying the funds.

In no case may an agency attempt to rectify an overpayment without notifying CPD. This is necessary to assure that tax withholding and year-to-date earnings are recorded accurately.

REPAYMENT – NON-PERMANENT WORKERS PAID ON AN HOURLY BASIS

Overpayments made to non-permanent workers who are paid on an hourly basis are recoverable immediately on notification. If the worker does not repay the amount directly, adjustments will be made on his/her future pays until the complete recovery of funds is made. Agencies must obtain the worker's signature on a memo acknowledging any such adjustments. A worker who fails to acknowledge the adjustment memo may be terminated.

In the event the worker is terminated and an unpaid balance remains, the Department of Finance will issue a "Miscellaneous Bill" to the worker. If the bill is not paid, the Collections Division of the City Law Department will file for a judgment against the worker. If the Court finds in favor of the City, the worker's earnings from any subsequent employer will be garnished until the principal amount (plus court costs, legal fees, and interest) are satisfied.

REPAYMENT – PERMANENT FULL-TIME & PERMANENT PART-TIME EMPLOYEES

Permanent employees who have been overpaid by an amount of 5% or less (but not exceeding $100) of their weekly or biweekly base salary or average regular earnings will have the overpayment deducted from a subsequent pay. CPD will notify an agency when such action will be taken, and the agency will inform the employee.

Employees who have been overpaid in excess of 5% or more than $100 have four courses of action available to them:

1. They may return the erroneous check, and CPD staff will issue the appropriate replacement check (usually within one business day).
2. They may reimburse the net amount of the overpayment by personal check or money order made payable to the Director of Finance.
3. They may agree to the recovery of the gross overpayment in full by payroll deduction from their next pay.
4. They may agree to an installment repayment plan by payroll deduction (see below).

If an overpayment exceeds $1,000, recovery of all or a portion of the excess may be made by a "cash-in" of accrued vacation or personal leave days. Requests for such consideration must be

made in writing by the employee to the supervisor and then the request is sent to the Director of Finance or the Director's designee.

Upon collection of overpayments, CPD staff will correct year-to-date records as necessary.

REPAYMENT IN INSTALLMENTS BY PAYROLL DEDUCTION

CPD offers permanent full-time and permanent part-time employees the convenience of repaying qualified overpayments by payroll deduction without interest or administrative charges. However, this manual method imposes a processing burden on agency and CPD staff. It is therefore the intention of CPD that **all repayments will be made within a twelve (12) month period**.

In order to protect the City's interests, decrease the processing burden, and assist agencies in controlling their operating budgets, CPD has set the following **minimum** amounts for payroll deductions:

1. Permanent employees with annual base salaries of $60,000 or more -- $100 per biweekly pay.
2. All other permanent employees paid on a biweekly basis -- $50 per biweekly pay.
3. Permanent employees paid on a weekly basis -- $25 per week.
4. In all cases, the recovery must be made within a twelve (12) month period.

The Central Payroll Manager may approve other repayment plans in individual cases when, for example, the agency and the employee can demonstrate extraordinary hardship caused by a minimum deduction as shown above.

EMPLOYEE AUTHORIZATION

Once an agency notifies the permanent employee of an overpayment, (AM-217-3-1), the employee has five (5) business days to notify the agency and CPD in writing if he/she wishes to contest the validity of the overpayment calculation. The employee's letter should include a full explanation and backup documentation to substantiate his/her claim.

The protest will be reviewed by designated employees of CPD and a response will be sent within five (5) business days. The response will either accept or deny the allegations in the protest. The employee will then be able to appeal the staff decision to the Central Payroll Manager within five (5) business days, and the manager will respond within five (5) business days.

If the overpayment is not contested or the protest is denied and the employee wants to repay by payroll deduction, then the employee must sign and return the bottom portion of the notification

letter. The employee must state the amount of the payroll deduction (no less than the minimum deduction stated above).

If, after five (5) business days from when the agency notified the employee of an overpayment, CPD has not received a letter of protest, a signed installment election form, the uncashed erroneous paycheck, or an employee's personal check or money order for the net amount of the overpayment, CPD will proceed with recovery via payroll deduction. Recovery in this circumstance will be made at the minimum deduction cited above until the overpayment is fully satisfied.

FAILURE TO REPAY FUNDS TO WHICH AN EMPLOYEE IS NOT ENTITLED

The Board of Estimates approved AM-205-7, Separation and Payment at Termination, effective July 1, 1989. This policy includes the following statement:

> *If an employee is in debt to the City, payment for leave will be withheld in an amount equal to the employee's indebtedness.*

CPD will follow this policy if an employee with an outstanding overpayment is terminated.

In the event that any unpaid balance still remains, the Department of Finance will issue a "Miscellaneous Bill" to the employee. If the employee does not pay the bill, the Collections Division of the City Law Department will file for a judgment against the employee. If the Court finds in favor of the City, the employee's earnings from any subsequent employer will be garnished until the principal amount (plus court costs, legal fees, and interest) are satisfied.

RELATED POLICIES

AM-205-7 SEPARATION AND PAYMENT AT TERMINATION

AM-217-3-1 NOTIFICATION OF OVERPAYMENT (MEMO TO EMPLOYEE)

AM-234-1 TEMPORARY OR SEASONAL APPOINTMENTS

m *Tuition Reimbursement*

SCOPE

Permanent full-time and permanent part-time employees are eligible for tuition reimbursement assistance for approved courses and certain administrative costs based on specific criteria in the applicable Memorandum of Understanding (MOU). Employees who are not represented by a union, but receive the benefits of a specific union, may also use that union's MOU. The employee must meet certain requirements including submission of the tuition reimbursement form, pre-approval of courses at an accredited institution, and maintenance of a minimum grade average.

Employees serving an initial probationary period of six (6) months, one year for employees of the Baltimore Police Department, or any other required probationary period under city regulations are not eligible for tuition reimbursement.

REQUIREMENTS

The requirements for tuition reimbursement concerning the amount of reimbursement may vary based on the MOU applicable to the employees or the Police "Department's General Order, D-8 .

Employees are encouraged to review their current MOU which is available on the City's web site for the Office of the Labor Commissioner (http://www.ci.baltimore.md.us/government/labor/index.html) or consult with the agency human resources officer for the specific MOU language for tuition reimbursement or education sections.

The maximum number of allowable courses an employee may take per semester is four (4), with a maximum of 10 credits. Courses may not be taken during the employee's regular working hours. Regular working hours are considered to be any approved shift period.

Employees must sign the designated section of the Tuition Reimbursement form (#28-1608-5005) agreeing to serve as a City employee for one (1) year after completion of any course for which tuition reimbursement was received.

FUNDING TUITION REIMBURSEMENT

Receipt of tuition reimbursement, for eligible employees, depends upon availability of funds in the agency budget. If funds are not available in the requesting employee's agency, the Department of Human Resources (DHR) will disapprove the request for tuition reimbursement.

REIMBURSEMENT LIMITATIONS

Administrative fees include registration, library, student activity or student union fees, mandatory fees for accident insurance and health services and a one-time application fee for admission. Unless specified in the applicable MOU, the cost of books is not covered. Limits apply to approval of tuition reimbursement requests and are subject to availability of agency funds. Direct tuition cost does not include the cost of books, special materials, late fees or travel expenses.

Most non-accredited courses or CEU's (continuing education units) are not reimbursable. However, some non-reimbursable courses may be eligible for reimbursement if documentation is provided from a third party showing an accreditation conversion and the acceptance of the credits as a part of an accredited degree program.

REQUESTING TUITION REIMBURSEMENT

When requesting tuition reimbursement, employees must obtain a Tuition Reimbursement form (#28-1608-5005) from their immediate supervisor or the agency human resources officer. A separate form must be completed for each semester in which courses are taken.

RECOMMENDATIONS AND APPROVAL AUTHORITY

The employee, immediate supervisor, agency human resources officer and agency head or authorized designee must sign the form. The immediate supervisor and agency head or authorized designee must indicate approval or disapproval of the request. All disapprovals must include the reason for the denial of tuition reimbursement. Reasons are also encouraged, but not required for approvals. After signature, the request must be forwarded to the Department of Human Resources (DHR), regardless of approval or disapproval.

Approval of a tuition reimbursement request for employees in Civil Service and non-Civil Service classes is the responsibility of the Department of Human Resources. In determining the job-related nature of a tuition reimbursement request, DHR will use the official class specification as the determining factor. DHR reviews all tuition reimbursement forms for compliance with this policy and the applicable MOU.

GRADE REQUIREMENTS

If an employee does not attain a minimum grade of "C" or higher in accordance the applicable MOU or the employee fails to complete the course for any reason other than cancellation by the institution, the employee will not be eligible for tuition reimbursement. Courses take on a Pass/Fail basis are not eligible for reimbursement if the institution offers students the option to receive a letter or number grade.

PAYMENT AUTHORIZATION

Upon receipt of an employee's official report of acceptable grades and proof of tuition payment, the agency must immediately process the tuition reimbursement request for payment.

TIME LIMITS

Time limits apply to all requests for tuition reimbursement. Requests for tuition reimbursement approval must be submitted to DHR at the time of registration or prior to the completion of the semester of enrollment. Late applications for tuition reimbursement will not be accepted.

Upon successful completion of course work, the official grade report of courses taken and proof of payment are to be submitted to the agency human resources officer for further processing. Members of the Fire unions must submit all materials upon successful completion of coursework to the agency human resources officer for submission to DHR. All materials must be submitted prior to the start of the next semester.

RELATED DOCUMENTS

AM-219-1-1 Tuition Reimbursement from Accredited Institutions

AM-303-1 Direct Payment Orders

m Tuition Reimbursement from Accredited Institutions

RESPONSIBILITY	ACTION
Employee	1. Prior to registration, obtain from agency human resources officer or designated agency representative a Tuition Reimbursement form (#28-1608-5005). Complete form. 2. Retain employee initial copy of the form and forward the remaining copies to immediate supervisor.
Immediate Supervisor	3. Review request for accuracy and completeness; verify that employee is eligible and that all requirements are met. Indicate employee's union affiliation next to employee's job title. 4. Complete recommendation section of form and forward request to agency head/authorized designee.
Agency Head/ Authorized Designee	5. Review request for accuracy and completeness to include verification that funds are available. 6. Complete recommendation section. Include a letter of justification, when applicable, for MAPS employees. If disapproval is recommended, cite specific reasons(s). 7. Forward request to the Administrator, Classification Division, Department of Human Resources (DHR).
Administrator, **Classification Division** **DHR**	8. Review request for accuracy and completeness. a. If disapproval is recommended by agency due to insufficient funds, request must be disapproved by DHR. b. If disapproval is recommended by agency for any reason other than insuffcient funds, or if approval is recommended, verify that employee is eligible and that all

	requirements are met.
Administrator, **Classification Division,** **DHR** ***(continued)***	9. Act on request. a. If disapproved, cite specific reasons(s). Retain DHR Copy of request for files, destroy Accounts Payable Copy of request. Forward Employee Final Copy and Agency Copy to agency human resources officer or other appropriate officer. b. If approved, complete the shaded DHR Use Only section of request. Forward all remaining copies of request to agency human resources officer or other appropriate officer.
Agency Human Resources Officer/ Designated Agency Representative	10. Upon receipt of information from DHR, file the Agency Copy and Accounts Payable Copy of request in employee's personnel file. 11. Forward Employee Final Copy to employee.
Employee	12. Upon receipt of Employee Final Copy from the agency human resources officer or other appropriate officer, file with personal records. If request was disapproved, procedure ends here. 13. If request was approved upon successful completion of course(s), forward official grade report of courses taken, plus proof of tuition payment to agency human resources officer or other appropriate officer for further processing.
Agency Human Resources Officer/Designated Agency Representative	14. Upon receipt of employee's grade report and proof of tuition payment, verify that employee meets all requirements for receiving tuition aid. 15. Retrieve employee's tuition reimbursement form from files, and complete the Processing for Payment section. The amount authorized for payment may not exceed the amount approved by DHR. Retain Agency

	Copy for employee's personnel file. 16. Complete a Direct Payment Order for the amount entered in the Processing for Payment section of the Tuition Reimbursement form. 17. Forward the following material to the Accounts Payable Division: --Direct Payment Order --Accounts Payable Copy of request --Employee's proof of tuition payment. --Employee's grade report.
Accounts Payable Division	18. Issue payment as established by DHR to employee.

m Repayment of Tuition Reimbursement

SCOPE

This policy applies to all City employees who have received reimbursement from the City for college tuition expenses and who leave service within one year of the reimbursement for such expenses.

REPAYMENT CONDITIONS

An employee who received tuition aid and leaves City employment for any reason, except lay-off, before completion of 1 year of service from the date indicated on the TUITION AID REQUEST's "Processing for Payment" section, must repay to the City all tuition aid inclusive of fees received within this 1 year period.

SUPERVISOR'S ROLE

The employee's immediate supervisor must notify by MEMO the Disbursements Division of the resignation of an employee who is required to repay to the City monies received as tuition reimbursement. The immediate supervisor does not have the authority to waive this repayment requirement.

Unless other arrangements are made by the employee, the Disbursements Division will withhold from the employee's final paycheck those funds owed to the City.

m Processing Repayment of Tuition Reimbursement

RESPONSIBILITY	ACTION
• Personnel Officer/ Agency Designated Representative	1. Notify employees that he is required to repay the City for tuition monies received and that the amount will be deducted from his final paycheck. 2. Obtain "AGENCY COPY" of TUITION AID REQUEST (28-1608-5005) from employee's personnel file. 3. Prepare a MEMO (28-1418-5007) of explanation and justification for the employee's repayment of tuition aid. Include in the MEMO the following information: • Employee's name. • Employee's Social Security number. • Agency name. • Payroll location number. • The amount of tuition aid the employee is required to repay is indicated in the Agency's "PROCESSING FOR PAYMENT" section of the TUITION AID REQUEST. • Dates of the employee's next 2 pay days. 4. Make a photocopy of TUITION AID REQUEST and MEMO. Attach copy of MEMO to original of request and file in employee's personnel file.

RESPONSIBILITY	ACTION
	5. Attach the copy of TUITION AID REQUEST to original of the MEMO As proof that repayment is required. Submit MEMO and attachments to the Disbursements Division.
Disbursement Division	6. Upon receipt of documents from the agency, deduct from the employee's final paycheck the amount of tuition aid indicated in the MEMO, unless other arrangements have been made by the employee.
	7. Forward employee's final paycheck to immediate supervisor for subsequent transmittal to employee.

SCOPE

This policy establishes responsibility for certain moving expenses, when an individual is moving personal belongings and/or family in order to assume a position with the City government. Under no circumstances will the City consider or approve reimbursement of moving expenses for personal belongings or related expenses unless the charges are approved by the Board of Estimates in advance. A move of less than 50 miles in radius from the City of Baltimore will not be approved for reimbursement.

COVERED COSTS

In circumstances which may arise from the level of position being filled and the costs of an interstate move, an agency head may request the Board of Estimates to defray the costs of certain moving expenses in order to secure the services of an individual. In such cases, the move must involve a radius of more than 50 miles and be limited to the costs of the move of personal belongings. The City under no circumstances will be responsible for reimbursement of family or related expenses incurred in an interstate move, i.e., overnight lodging, personal vehicle travel, etc.

COST DETERMINATION

It is the responsibility of the agency head to secure from the individual accepting City employment 2 estimates of the move costs. Such cost estimates must detail the scope of the estimate, i.e. move is limited to cost of personal belongings. The Board of Estimates shall stipulate the amount of moving expenses to be covered in its approval.

LUXURY ITEMS

The decision to pay expenses for transport and/or the move of luxury items i.e., pianos, boats, cars, etc., rests entirely with the Board of Estimates.

REIMBURSEMENT PRICES

An individual who has received reimbursement approval of moving expenses for personal belongings must present the original bill of lading which details transport weight, hourly cost or flat rate charge etc., to his agency head or designee. Reimbursement of approved expenses will be obtained by preparing a DIRECT PAYMENT ORDER (28-1428-5035), which must be approved for available funds by the appropriate analyst in the Bureau of the Budget and Management Research. The original bill of lading is to be processed with the DIRECT PAYMENT ORDER and the letter of approval by the Board of Estimates. The budget analyst should forward the request approval to the Bureau of Payroll and Disbursements.

RELATED DOCUMENTS
For additional information, see:

AM-303-1	DIRECT PAYMENT ORDERS

m Employee Assistance Program

SCOPE

The Department of Human Resources, Employee Assistance Program (EAP), is a counseling service available to all permanent employees within all departments of the City, excluding all employees of the Baltimore City Public School System, Fire Department, and uniformed members of the Police Department.

The EAP is designed to assist employees who are experiencing personal problems which are interfering with job performance or attendance. These problems may include:

- Alcohol or drug abuse
- Mental health
- Family
- Financial
- Health
- Stress

EMPLOYEE ASSISTANCE PROGRAM

The EAP is staffed by mental health professionals with a variety of clinical experience and training in psychology and addictions who will:

- Assist the employee in determining the nature and severity of the problem.
- Provide short term, solutions-focused counseling.
- Refer the employee to the appropriate treatment resource.
- Monitor the progress of the employee.
- Notify the employee's supervisor (under certain circumstances) of the employee's participation in the EAP.

REFERRALS TO EAP

Self-Referral

An employee may refer himself/herself to the EAP without informing the supervisor. In such cases, the employee shall request to use his/her leave to attend the appointment. An employee may also request that the supervisor make the referral, in which case the supervisor may require that the employee uses his/her leave.

Supervisory Referral

A supervisor may refer an employee to the EAP when there is a work-related problem, such as poor attendance or job performance. In addition, a referral may be made if an employee violates the Substance Abuse Control Policy or the Workplace Violence Policy. An employee who is referred by his/her supervisor will be allowed time off with pay to attend the initial evaluation interview with the EAP.

CONFIDENTIALITY

Except when required by federal law or City policy, all contacts with the EAP are confidential. No employee shall have his job security or promotional opportunity jeopardized by using the EAP. For a supervisory referral, the counselor informs the supervisor if the employee fails to keep the appointment or is late, forcing the appointment to be rescheduled. If the employee keeps the appointment, a slip is given to the employee at the end of the session which indicates the date of the appointment, arrival and departure time and if a follow-up appointment is made.

SUPERVISOR'S RESPONSIBILITIES

Supervisors are responsible for:

- Informing their employees about the EAP and its purposes and encouraging those who may be experiencing personal problems to seek assistance from the EAP.
- Referring their employees to the EAP when job performance or attendance problems have not been corrected by normal disciplinary and corrective procedures.
- Referring those employees who violate the City's Substance Abuse Control Policy and Workplace Violence Policy.
- Adhering to the provisions of AM-204-14 in granting sick leave for employees seeking treatment for alcohol or drug abuse, or other personal problems.

EMPLOYEE'S RESPONSIBILITIES

Employees are responsible for:

- Seeking help for any personal problem that is causing or may cause unsatisfactory job performance or attendance problems.
- Complying with treatment recommendations made by the EAP, particularly in the case of mandated referrals under a Work Improvement Plan (i.e., the Substance Abuse Control Policy and the Workplace Violence Policy).

LOCATION

The Employee Assistance Program is located at 201 East Baltimore Street, Suite 400, Baltimore, Maryland 21202. To make an appointment, call 410-396-1859.

RELATED POLICIES

AM-203-2 Family and Medical Leave

AM-204-14 Sick Leave

SCOPE

This policy establishes substantive and procedural requirements for a City employee who files as a candidate for elective and public office; who acts in an official campaign capacity for an individual running for elective and public office; and the extent of political activity of a City employee, when he/she is not a candidate for elective and public office. All elected City officials are excluded from the requirements of this policy.

PROHIBITED POLITICAL ACTIVITY - EMPLOYEE

All City employees are restricted in their political activity. A City employee:

- may not engage in political activity while on the job;
- may not advocate the overthrow of the government by unconstitutional and violent means;
- may not use official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office; and
- may not directly or indirectly coerce a State or local officer or employee to pay, lend, or contribute anything of value to any political cause or purpose.

SPECIAL REQUIREMENTS

A City employee may be subject to certain requirements of the federal government relative to working in an agency which receives federal funds and to stipulations entailed in the Hatch Act, Section 1502.

Federal Funds

A City employee whose principal employment is in connection with an activity which is financed in whole or in part by federal funds may not become a candidate for elected office and is subject to prohibition of political activities as detailed in this policy.

Hatch Act

The Hatch Act, Section 1502, provides that a State or local officer or employee may not be a candidate for elective office. The provisions of this Act apply to employees on leave status, whether annual leave, leave without pay, or other approved leave of absence. An employee is released from the requirements of the Act only upon termination of employment or through reassignment to a position not connected with a federally funded activity.

CITY REQUIREMENTS

Providing the City employee is not subject to the federal requirements as stipulated, the following requirements shall apply:

Running For Office

Any City employee running for an elective and public office must request a leave, i.e., to include vacation leave, personal leave and compensatory time, or leave of absence without pay. Sick leave can not be used for such purposes. The effective period of such leave would be determined by the period of active campaigning and the appearance of any conflict in discharge of City duties as an employee.

Winning an Office

A candidate who is successful in winning the elective office is eligible to return to his/her City position until he/she is duly sworn and qualified for the position unless a conflict develops concerning his/her City duties as an employee. During the term of elective office, the candidate may request a leave of absence or must resign. If a conflict situation develops concerning the duties of the employee, the employee must resign from his/her job.

Losing An Office

A candidate who is unsuccessful in election to public office may return to his/her position in accord with the conditions of the approved leave. A candidate whose name appears on the ballot, even though they are not actually campaigning for elective office, may not return to work until the election has been held.

SANCTIONS

If an employee is found to be participating or otherwise conducting activities which cause conflict in the office of assignment, he shall be subject to sanctions to include dismissal as determined by the Civil Service Commission or City Charter as appropriate.

RELATED POLICIES

AM-208-2 ELECTIVE OFFICE: STATE SERVICE AND SERVICE IN OTHER JURISDICTIONS

Sexual Harassment

SCOPE

The City of Baltimore does not tolerate workplace sexual harassment, whether it involves co-worker harassment, harassment by a supervisor or manager, or harassment by persons doing business on behalf of the City of Baltimore. Sexual harassment violates an employee's fundamental rights and personal dignity, as well as state and federal law. Sexual harassment may also adversely affect an employee's productivity and morale.

The purpose of this policy is to define sexual harassment, provide guidelines to an employee who believes that he/she has been subjected to sexual harassment, provide procedures that management can use to investigate sexual harassment claims, and ensure that violations are remedied.

SEXUAL HARASSMENT DEFINED

"Unwelcome sexual advances, request for sexual favors and other verbal and physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment."

While sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include:

- Promising, directly or indirectly, an employee a reward, if the employee complies with a sexually oriented request;
- Threatening, directly or indirectly, to retaliate against an employee, if the employee refuses to comply with a sexually oriented request;
- Denying, directly or indirectly, an employee an employment-related opportunity, if the employee refuses to comply with a sexually oriented request;
- Engaging in sexually suggestive physical contact or touching another employee in a way that is unwelcome;
- Displaying, storing, or transmitting pornographic sexually oriented materials using the City's equipment or facilities;
- Engaging in indecent exposure;
- Making sexual or romantic advances toward an employee and persisting despite the employee's rejection of the advances;
- Unwanted sexual jokes, flirtations, or propositions, or obscene comments or gestures of a sexual nature made in the presence of others;
- Unwanted or suggestive leering, whistling, pinching or insulting; or

- Inappropriate comments based on an employee's sex (e.g., commenting on an employee's menstrual cycle or private body parts).

These types of behavior are unacceptable at any City work location, or in such work settings as business trips, and at business related social events. All City employees, and particularly managers and supervisors, have a responsibility for keeping the work environment free of harassment.

Sexual harassment can be physical and/or psychological in nature. An aggregation of a series of incidents can constitute sexual harassment even if one of the incidents considered on its own would not be harassing.

RESPONSIBILITIES

A. Employee

If an employee believes that he/she has been subjected to sexual harassment or any unwanted sexual attention he/she should:

- Make his/her unease and/or disapproval directly and immediately known to the harasser as soon as feasible;

- Make a written statement of the date, time, and nature of the incident(s) and the names of any witnesses; and

- Report the incident to either the agency Equal Opportunity Compliance (EOC) Officer or designee, a human resource officer, or a supervisor. NOTE: It is not required that the employee report his/her claim of harassment to more than one of the persons identified immediately above.

An employee should follow the procedures delineated in AM-226-1-1, AGENCY INTERNAL COMPLAINT, or file a complaint with one of the following outside agencies: Baltimore City Community Relations Commission, Maryland Human Relations Commission, or U.S. Equal Employment Opportunity Commission, by following the procedures delineated in AM-226-1-2, OUTSIDE AGENCY COMPLAINT. It is not a requirement to file an internal complaint prior to filing an outside agency complaint.

All incidents of sexual harassment or inappropriate sexual conduct should be reported regardless of their seriousness.

B. Supervisors

Supervisors must deal expeditiously and fairly with allegations of sexual harassment within their sections whether or not there has been a written or formal complaint. Supervisors must:

- Act promptly to ensure that the harassment or inappropriate sexually oriented conduct is reported immediately to the agency's EOC Officer or Human Resource Officer, regardless of whether the complainant wants the supervisor to do so; and

- Take corrective action to prevent any prohibited conduct from reoccurring in the workplace.

Supervisors who knowingly allow or tolerate sexual harassment are in violation of this policy and shall be subject to disciplinary action.

C. Equal Opportunity Compliance Officer

An employee within each agency shall be designated as an EQUAL OPPORTUNITY COMPLIANCE OFFICER (EOC OFFICER). Additionally, each agency shall also designate an Alternate EOC Officer.

The EOC Officer shall inform the individual filing the complaint (hereinafter referred to as the complainant) and the accused individual (herein referred to as the respondent) that the City takes complaints of sexual harassment seriously and will thoroughly investigate each claim of sexual harassment. The EOC Officer shall be responsible for:

- Explaining the City's sexual harassment policy and investigation procedures to the complainant and the respondent;
- Conducting an investigation of the alleged harassment and preparing a written report and recommendation, which may include exploring informal means of resolving the complaint;
- Referring the complainant and/ or the respondent to the Employee Assistance Program (EAP) for counseling and referral services, if appropriate;
- Notifying the police if criminal activities are alleged.

The Department of Human Resources will coordinate training for agency EOC officers to ensure their understanding of equal employment opportunity laws and sexual harassment statutes. In cases of sexual harassment, the primary responsibility of the EOC officer shall be to receive complaints of sexual harassment and to process them according to these procedures.

In addition, the EOC officer shall promote sensitivity to the problem of sexual harassment, e.g., obtaining brochures for distribution, requesting speakers for supervisory meetings and including harassment as a training topic for staff development.

Each current and future employee of the agency shall be advised either at the time of employment or upon adoption of these standards, whichever is appropriate, of the identification of the agency EOC officer and Alternate EOC Officer. The EOC officer shall conduct interviews with employees in a professional and objective manner and must assure confidentiality to the extent practical and appropriate under the circumstances.

D. Law Department

The Law Department staff will offer advice at any step of this procedure. If there are specific issues that require consultation, contact the Law Department at (410) 396-3297.

To assist the Law Department's Labor, Employment & Personnel division, a quarterly listing of pending EEO Complaints should be prepared and submitted by each agency to the City Solicitor. This information will assist the Labor, Employment & Personnel division in determining sections, areas, or classifications where there are specific problems involving a group.

The Law Department must be consulted if the EOC Officer suspects any validity to the charges.

The Law Department may assist in negotiating a settlement, in implementing remedies or in recommending corrective action. The Director of Human Resources should be notified as early as possible if a settlement or court order includes rehiring a person to a classified position, recommends sanctions, or orders changes in agency procedures, etc.

COMPLAINT DECISIONS

Decisions made regarding complaints of sexual harassment are usually expressed as findings of "probable cause" or "no probable cause."

"Probable Cause" - Reasonable ground to believe that the charges of harassment on the basis of sex are valid.

"No Probable Cause" - Reasonable ground to believe that the charges of harassment on the basis of sex are untrue and without basis in fact.

A regulatory agency finding of "no probable cause" is accompanied by a RIGHT TO SUE NOTICE. Even if the Outside Agency finds no probable cause, the complainant has a right to sue the employer under Title VII of the Civil Rights Act of 1964, assuming a timely charge was filed. The complainant may exercise a right to sue in federal court within ninety (90) days upon receipt of a decision rendered by the regulatory agency.

RETALIATION

No employee will be subject to, and it is the City's policy to strictly prohibit, any form of discipline in retaliation for reporting any incident or situation of discrimination or harassment, pursuing any claim of discrimination or harassment, or otherwise participating or cooperating in any investigation of a complaint of discrimination or harassment.

LIABILITY

All efforts should be made to identify problems and resolve complaints in an expeditious and unequivocal manner. The failure of an employee to complain to agency administration or management does not insulate the City from liability for the supervisor's conduct.

RELATED DOCUMENTS

For additional information, see:

AM-226-1-1 AGENCY INTERNAL COMPLAINT
AM-226-1-2 OUTSIDE AGENCY COMPLAINT

m Procedure for Agency Internal Complaint

RESPONSIBILITY	ACTION
EMPLOYEE/ COMPLAINANT	1. File a Complaint with the Agency EOC Officer. (If employee/complainant concludes or otherwise believes that reporting the incident to the Agency EOC Officer is not convenient or comfortable, the incident may be reported to a supervisor or human resources officer.)
AGENCY EOC OFFICER	2. Inform the complainant that he or she has 300 days to file a charge with an outside agency. 3. Ask basic questions to ascertain the general nature of the complaint. 4. The initial investigation should begin immediately, but no later than three (3) working days from the receipt of the complaint. Collect all relevant information from the complainant to determine whether the complaint is based upon the definition of sexual harassment. If there is sufficient information to indicate that a valid complaint has been made, proceed to 6. 5. If there is not sufficient information the PROCEDURE ENDS HERE. Explain the reasons for ending the procedure to the complainant. File a report containing the name, date, description of complaint, and reason for concluding that there is insufficient information to proceed. This should be done within ten (10) days of receipt of the complaint. Remind the complainant of his/her right to file an external complaint. 6. Determine the scope of the investigation, i.e., who to contact for information, what questions to ask, what documents to request, and the order in which interviewing will be conducted. 7. Proceed with the investigation, to ascertain validity of the allegations made in the complaint.

8. Finalize a draft containing the findings within ten (10) days of receipt of the initial complaint. The draft document should include the nature of the complaint, results of interviews, findings and conclusions, and recommendation for disciplinary action if warranted.

DESIGNATED PANEL/ AGENCY EOC OFFICER

9. Department head or designee shall review the final draft within three (3) days of receipt and shall forward any comments, suggestions or recommendations to the Agency EOC Officer for finalization. The findings shall be finalized and signed by Agency EOC Officer and department head within two (2) days.

AGENCY EOC OFFICER

10. If the complaint is upheld, the recommended resolution is implemented immediately. If the complaint is not upheld, no action is taken.

11. Discuss the findings with the parties and remind each party of appropriate behavior and standards for the work environment.

12. If disciplinary action is taken, the extent of discipline will depend upon the nature and severity of the sexual harassment.

a AM-226-1-2

m **Procedure for Outside Agency Complaint**

RESPONSIBILITY	ACTION
AGENCY HEAD/ EOC OFFICER	1. Upon receipt of a cover letter and form from the Outside Agency, the cover letter and form shall be given to the Agency EOC Officer unopened. The letter or form will contain the following information: a.) the name of the complainant; b.) the nature of the allegations; c.) the information and/or documents requested by the OUTSIDE AGENCY for review; and d.) the deadline for returning the requested information. 2. Review the letter or form and determine: a.) the organizational unit(s) to prepare the requested information; b.) the deadline for returning information and/or documents; c.) the extent of content detail to be used in responding to request; and d.) if an extension of time is necessary to prepare a response to the OUTSIDE AGENCY.
AGENCY EOC OFFICER	3. Collect facts and data which will document the Agency's position at any hearing or interview. 4. Collect the requested information and assure that the responses correctly address the requested information in the letter or form. The information is drafted into a document whose format corresponds with the request.
AGENCY HEAD/ EOC OFFICER	5. Review draft of the response and discuss the validity of the allegations as necessary.

6. The final document is prepared and signed by Agency EOC Officer and/or agency head.

7. The final document is copied and the original mailed or delivered to the OUTSIDE AGENCY and a copy is sent to the Law Department.

OUTSIDE AGENCY

The Agency EOC Officer has no control over the procedures or processes used by the Outside Agency. Typically, however, the Outside Agency will:

8. Conduct an investigation of this complaint to include a hearing or pertinent interviews, depending upon the Agency's procedure after the information requested is returned. The OUTSIDE AGENCY may resolve the charge through a written agreement at any stage of the complaint procedure.

9. Conduct hearing(s) or interview (s) as necessary in designated offices. The agency EOC Officer and/or other employee (s) and supervisor(s) must attend the hearing(s). The Law Department should be notified of any scheduled hearing(s).

10. Upon completion of the hearing, the OUTSIDE AGENCY will submit their findings and decision to the Agency in writing.

AGENCY HEAD

11. Accept the findings and decision and take the recommended action or appeal the decision.

m *Workplace Violence Policy*

PURPOSE

The City of Baltimore (City) recognizes that workplace violence is a growing issue nationally that must be addressed by all employers. The purpose of this policy is to heighten employee awareness of workplace violence and to provide guidance for employees and management to address the occurrence of workplace violence and its consequences in the workplace. Consistent with this policy, acts or threats of damage to property or physical violence, including intimidation, harassment, and/or coercion, which involve or affect Baltimore City Government, its officials, employees, agents, and volunteers, will not be tolerated. At the same time it should be clearly stated that retaliation of any kind against an employee who reports an incident of workplace violence is strictly prohibited. If retaliation is alleged and an investigation confirms it occurred, severe disciplinary action will follow.

POLICY INTENT

The City of Baltimore is committed to promoting and ensuring the health and safety of its employees. To solidify that commitment the adoption of this Policy guarantees that each reported incident of Workplace Violence will be thoroughly investigated and, if the investigation warrants, the accused employee will be subject to discipline that includes suspension and/or a recommendation for termination. **Workplace violence in any form will not be tolerated nor permitted by the City**. Each department and agency director shall assure that all information regarding workplace violence is disseminated and understood by all employees.

SCOPE

The procedures and provisions of this policy apply to all employees and individuals involved in the City's operation, including but not limited to vendors, contractors, agents, temporary workers, volunteers, and anyone else on Baltimore City Government property, as well as employees and individuals acting as a representative and/or conducting business on behalf of the City while away from City property. Any violent actions committed by employees while on City property or while acting as a representative of the City while away from City property will lead to disciplinary action and/or prosecution. The City understands the sensitivity of the scope of this policy and will attempt to maintain confidentiality to the extent permitted by law.

POLICY OBJECTIVES

The objectives of this policy are to achieve the following:

- To reduce the potential for violence in and around the workplace.
- To encourage and foster a work environment that is characterized by respect and healthy conflict resolution.

· To mitigate the negative consequences for employees who experience or encounter violence in their work lives.
· To educate employees on the consequences of workplace violence.

DEFINITIONS

An employee is defined as any individual employed by and paid by the City of Baltimore. This includes hourly and salaried workers, supervisors, managers, Department Heads, Bureau and Agency Chiefs and Elected Officials and their appointed employees.
A threat is a statement or act intended to inflict harm or injury on any person, or on his or her property. Threats also include words or actions intended to intimidate another person or to interfere with the performance of his or her official duties (e.g., standing in front of a corridor with a menacing posture and not permitting a coworker to enter a room).
An assault is any willful attempt to inflict injury on the person of another, when coupled with an apparent ability to do so, or any intentional display of harm. Note: an assault may be committed without touching, striking, or doing bodily harm to another person (e.g., throwing a brick at a person that does not actually strike the person).
Acts or Threats of Violence include, but are not limited to, assault, battery, damage to property, harassment and stalking.
Work Site or Workplace - Any location whether owned or leased by the City or any other location not owned or leased by the City where a City employee, vendor, contractor, agent, temporary worker, or volunteer is carrying out the responsibilities and duties of his/her job on behalf of Baltimore City Government.
The Office of the Inspector General was created to conduct and supervise objective and independent audits, reviews, and investigations relating to the City of Baltimore programs and operations to, among other duties, prevent and detect fraud, waste, and abuse and misconduct and review and respond to complaints from employees and the citizens of Baltimore.

EXAMPLES OF WORKPLACE VIOLENCE

General examples of prohibited workplace violence include, but are not limited to, the following:
All threats or acts of violence occurring on Baltimore City Government property, regardless of the relationship between the City and the parties involved in the incident.
All threats or acts of violence not occurring on Baltimore City Government property but involving someone who is acting as a representative of Baltimore City Government.
All threats or acts of violence not occurring on Baltimore City Government property involving an employee of Baltimore City Government while on duty.
Any threats or acts resulting in the conviction of an employee or agent of Baltimore City Government, or of an individual performing services on the City's behalf on a contract or temporary basis.

SPECIFIC EXAMPLES OF PROHIBITED CONDUCT

Specific examples of conduct that may be considered "threats or acts of violence" prohibited under this policy include, but are not limited to, the following:

1. Hitting or shoving an individual.
2. Threatening to harm an individual or his/her family, friends, associates, or their property.
3. Intentionally damaging or threatening to damage property owned, operated, or controlled by Baltimore City Government.
4. Making harassing or threatening telephone calls, letters or other forms of written or electronic communications (emails).
5. Intimidating or attempting to coerce an employee to do wrongful acts that would affect the business interests of Baltimore City Government.
6. Harassing surveillance, also known as stalking, the willful, malicious and repeated following of another person and making credible threat with intent to place the other person in reasonable fear of his or her safety.
7. Unlawfully using or possessing firearms, weapons, or any other dangerous device on Baltimore City Government property, in City vehicles, in personal vehicles used for City business, or while conducting City Government business while not on City property.

NOTE: For those employees of Baltimore City Government who are required as a condition of their work assignment to possess firearms, weapons, or other dangerous devices, it is Baltimore City Government's policy that employees are to use them only in accordance with departmental operating procedures and all applicable City, State, and Federal laws.

ROLES AND RESPONSIBILITIES

Employees Responsibilities

1. Refrain from making threats or committing any acts of violence against any person in any City work place.
2. Learn to recognize and respond to behaviors by potential perpetrators that may indicate a risk of violence.
3. Report to a supervisor any violent or threatening behavior whether witnessed, received or told, by another person.
4. Provide the supervisor and HR with a copy of a protective or restrining order which lists City premises as a protected area which such an order is received.
5. Seek counseling from the City's Employee Assistance Program (EAP) or other health care providers when appropriate to address any personal problems that could elicit violent thoughts or behavior.
6. Comply with all treatment recommendations made by the EAP or other health care providers and all conditions of a Performance Improvement Plan.

Supervisor Responsibilities

Follow steps 1 through 6 above.
Steps to be taken in the event of an act or threat of violence.

1. When someone commits an act of violence that involves physical injury, an immediate threat of physical harm, property damage, or when a weapon is present (implied, concealed, or displayed), **the police department's 911 emergency number should be called immediately**. Any injuries should be reported to them so that immediate medical attention can be obtained. Additionally, provide the 911 operator with as much information about the assailant as possible, i.e., name, location, race, gender, clothing, and if there is a weapon involved, what kind.
2. Refer injured employees not requiring immediate emergency care to the City of Baltimore Occupational Medical Services (Mercy Clinic) with an Employee Incident Report (E.I.R. #28-1608-5149 Rev. 3/09). Additionally, the supervisor must report the injury to Key Risk Management, the City's worker's comp vendor. Their phone number is 1-877-607-8600.
3. Contact the Agency's HR officer (hereafter HR officer) immediately and inform him or her of the incident.
4. With the approval of the HR officer remove the employee from the job with pay pending an investigation by the HR office or suspend the employee without pay. The employee should not be allowed to return to work without a clearance from the HR officer, after the HR officer consults with EAP. In cases involving sworn members of the Baltimore Police Department, discipline will be imposed pursuant to Section 3-108 of the LEOBR and Article 16 of both MOU.
5. Complete a Workplace Violence Incident Report form (AM-227-1-2) describing in detail all facts known to the supervisor regarding the incident and attach all witness statements. Submit these documents to the HR officer and the Department Head within 24 hours of the incident, or within 24 hours of gaining knowledge of the incident.
6. Impose all disciplinary action as recommended by the HR officer.
7. Where appropriate, complete a Performance Improvement Plan, with the assistance of EAP and the HR officer and monitor the employee's compliance.
8. In cases where a serious assault has occurred, offer to provide all affected employees counseling through EAP.
9. Failure to follow these procedures will result in disciplinary action against the responsible supervisor.

NOTE: After any incident of workplace violence, the supervisor of the complainant and the offending party should consult with the HR officer to determine areas where the offender may try to gain access. After obtaining such information, the HR officer should contact the Department of Public Works Training and Safety Division for a paper print-out of the employee's photo ID (or in cases not involving a violent employee, seek a photograph of the individual through other means). This documentation may be sent to the Department of General

Services Facility Management Division for distribution to building security on City premises or in leased buildings, privately owned security or management. If there are other City workplaces where the person may try to gain access, the HR officer should share the photograph with the respective building's security.

Agency's Human Resources Officer or Designee Responsibilities

1. Review job candidates' backgrounds using pre-hire screening consisting of reference checks and background investigations.
2. Obtain incident reports from supervisors and all parties involved in any incident of violence or threat of violence, including all witnesses.
3. 3. Begin a thorough investigation of any incident of workplace violence within 24 hours of receiving incident reports. Every effort will be made by the HR office to interview all witnesses and all other involved parties, conclude the investigation and impose disciplinary action within a 30-day window after the Agency acquires knowledge of the incident, except in those cases where criminal conduct may be involved, or with offences related to violations of civil statutes. In any event, the City's investigation of and disposition of an alleged infraction shall occur with reasonable dispatch.
4. After consultation with the supervisor, refer any employee who may have been impacted by the incident to the EAP for counseling
5. Within 24 hours send a copy of the Workplace Violence Incident Summary Sheet and a copy of the workplace Violence Incident Report to the Department of Human Resources (DHR).
6. Notify the Director of the Agency that the alleged incident has occurred.
7. If a violation of this policy has occurred, refer the employee(s) to EAP.
8. Determine appropriate disciplinary action (according to the disciplinary section of this Policy) and/or legal action and ensure that it is implemented.
9. If legal action is contemplated the HR Officer should contact the City of Baltimore Law Department.
10. Assist the supervisor in writing a Performance Improvement Plan to include EAP recommendations when appropriate.
11. Call EAP regarding the employee's fitness for duty and any other recommendations.
12. Ensure that recommendations made by the EAP are implemented.
13. Be aware of domestic violence issues and their implications for the workplace.
14. Ensure that supervisors and employees are trained on this Policy and that all aspects of the Policy are adhered to.
15. Within 24 hours send a copy of the Workplace Violence final determination/resolution to the Department of Human Resources.

Employee Assistance Program (EAP) Responsibilities

1. Obtain reports on all incidents of Workplace Violence from the Agency's HR officer.

2. Conduct a complete evaluation of the employee(s) to determine fitness for duty.
3. Prepare a written report for HR officer indicating employee's current fitness for duty, counseling or work-related recommendations.
4. Refer employee to appropriate treatment resources, monitor employee's progress and compliance with EAP recommendations.
5. Recommend to supervisor or HR officer when an employee may be safely returned to the workplace.

Reporting

· All City employees having knowledge of a violent act involving any other City employee shall report it.
(1) The employee shall report immediately the disturbance to his/her supervisor or department/agency director who shall in turn report to Agency HR and the Agency Head.
(2) The person filing the report may ask for anonymity during all or part of the investigation.
(3) At any time an employee is encouraged to submit recommendations and suggestions to enhance workplace security to the Workplace Incident Task Force.

· The Department of Human Resources will maintain a central database of all reported incidents of workplace violence. Agency HR Officers should send a copy of the Workplace Violence Incident Report (AM-227-1-2), the Workplace Violence Summary Sheet and the final determination to the Personnel Policy Analyst at DHR, 201 E. Baltimore St., Suite 300, Baltimore, Md. 21202.

Disciplinary Actions

Employees who violate this Policy will be subject to the following disciplinary action:

Acts of Violence

Physical Assault

- Any incident of assault to another person(s), regardless of whether medical treatment is required, shall result in disciplinary action ranging from a 5-day suspension up to and including a recommendation for termination.

Minor Destruction of Property

- First incident of deliberate destruction of property resulting in insignificant damage shall result in a 5-day suspension without pay

based on a decision made by the Agency's HR office, referral to the EAP, and implementation of a Performance Improvement Plan.
- Second incident of same shall result in a recommendation for termination.
- In either case the employee responsible for the destruction will be required to make full restitution for the damage caused. If the employee is terminated or refuses to pay, the Law Department may file a lawsuit to recover damages.

Major Destruction of Property

- Any incident of the deliberate destruction of property (City or private) resulting in significant monetary damage to or loss of valuable property shall result in a recommendation for termination.
- After termination, if the employee does not agree to restitution, a lawsuit for damages will be filed by the City's Law Department.

Threats of Violence

Major Threat

- Any incident of threat with the serious intention of causing bodily harm or the possession of a weapon shall result in a recommendation for termination.

Minor Threat

- First incident of threat of bodily harm with no serious intent or no possession of a weapon shall result in a 5-day suspension with or without pay, referral to the EAP and implementation of a Performance Improvement Plan. For factors associated with or without pay decision see Minor Destruction of Property above.
- Second incident of same shall result in a recommendation for termination.

NOTE: Any violation of a Performance Improvement Plan relating to the workplace violence incident will result in disciplinary action up to and including termination. Any first-time probationary or temporary employee involved in a violation of this policy shall be immediately recommended for termination. 5-day suspensions must be consecutive.

Workplace Incident Task Force

Where major violence erupts, the Director of Human Resources will assemble a task force including members of the affected department, the Mayor's Office, the Police Department, the

Fire Department, the Office of the Inspector General, the Department of Human Resources, the Law Department and other departments as needed to conduct a post-incident response.
All public information about violent incidents at a City workplace should be released only through the Department's public information officer or depending on the seriousness of the incident, the Director of Media Relations.

Violence Assessment Committee

A Violence Assessment Committee is established to identify existing or potential violence hazards and to determine appropriate preventive measures. The assessment should include inspecting security measures, analyzing records of violent incidents, and conducting screening surveys to learn about employees' concerns. Results of these assessments and surveys will be used to create the safest possible workplace environment.

Education and Training

1. The Department of Human Resources (DHR) Training Division and the Office of Inspector General (OIG) shall provide training to department and agency directors and supervisors on the methods and procedures to identify, prevent and handle violence at an early stage as well as the appropriate procedures to be taken in emergency and catastrophic emergency situations. Supervisor and manager training will also emphasize that this policy should never be used in a frivolous or vindictive manner.
2. Each department and agency director shall assure that all information regarding workplace violence is disseminated and understood by all employees. Employees will be required to sign a document (AM-227-1-5) verifying that they have received a copy of the policy. That signed document will be placed in the employee's personnel file. An employee's refusal to sign the document will be noted and a third party will be asked to sign instead stating that they witnessed the employee receiving the policy.
3. The DHR Training Division and OIG will provide ongoing training and periodically distribute information to employees on workplace violence.

Related Procedures and Forms

AM-227-1-1 Procedures for Avoiding Physical Attack
AM-227-1-2 Workplace Violence Incident Report
AM-227-1-3 Memo – Protective Order Notification
AM-227-1-4 Memo Sample – Performance Improvement Plan
AM-227-1-5 Acknowledgement of Workplace Violence Policy

m Procedures for Avoiding Opportunity for Physical Attack

All employees should be aware of their daily work surroundings, both the physical layout and the employees with whom they work. This is especially important for those employees who work outside a "traditional" office environment. These may include a remote job site, fueling depot, warehouse, testing lab, etc. Particular attention should be paid at locations where fellow employees come and go frequently, driving to multiple locations largely unsupervised.

Once identified, a potentially violent or disturbed person should not be left alone with other employees. Potentially violent or disturbed persons should be closely observed and monitored. These employees should be escorted to a private area away from onlookers. Trained supervisors should determine the appropriate course of action. (See page 3 of AM-227-1, Supervisor Responsibilities.)

If an employee has become involved in a non-criminal dispute with family members or others, or if the employee has disclosed that he or she is a victim of domestic violence and the employee has obtained an "Order of Protection", an "Injunction Against Harassment" or a similar court order, the employee should be instructed to include the employee's work location, as well as the place of residence, in the order. The employee should notify his or her supervisor of such an order and provide a description or recent photograph(s) of the individual(s) cited in the order.

As a general rule, work sites should be reasonably secured. Alarms, television monitors, intercoms, panic buttons, electric latch devices or electronic card key devices may be helpful means of securing a work area, but most office locations may need little more than secure standard key locks or a card key system. Management should consider any additional security devices after a careful risk assessment.

Removing Motivations for Violence

Along with avoiding the opportunity for physical attack, employees should avoid antagonizing others and creating hard feelings. Defusing a potentially violent person requires self-control, tact, judgment and patience. Some suggestions are:

· Remain calm and try to keep everyone else calm.
· Avoid a win-lose situation, especially in front of spectators.
· Let the person sit down, relax and calm down in private.
· Listen to what the employee or citizen has to say without arguing or challenging.
· Do not be critical, judgmental or sarcastic.
· If any threat of violence is made, warn the person that threats of violence are taken very seriously and are not acceptable.
· Surrender property during a robbery.
· Appear agreeable (even temporarily) to the person's demands if possible.

m Procedures for Avoiding Opportunity for Physical Attack

RELATED DOCUMENTS

AM 227-1 Workplace Violence Policy

a **AM-227-1-2**

m City of Baltimore Workplace Violence Incident Report

Site Supervisor should complete a Workplace Violence Incident Report form (AM-227-1-2) describing in detail all facts known to the supervisor regarding the incident and attach all witness statements. Submit these documents to the Agency HR officer and the Department Head within 24 hours of the incident, or within 24 hours of gaining knowledge of the incident.

Agency HR Officer should within 24 hours send a copy of the Workplace Violence Incident Summary Sheet and a copy of the Workplace Violence Incident Report to the Department of Human Resources.

1. Complainant's Name:	2. Name of Alleged Offending Party:
Relationship to City:	Relationship to City:
Relationship to #2, if any:	Address:
Work Address:	Daytime Phone:
Daytime Phone:	
Agency:	
Agency Contact & Phone:	Is There On-Site Security? Yes No
Date Reported:	
3. Incident Date:	Time: A. M. P.M.
Description of Events That Preceded and May Have Triggered the Incident:	
4. Please indicate if one or more occurred: Threat Physical Assault, Destruction of Property or OIG notified Description of the Incident (attach another sheet if necessary):	

m City of Baltimore Workplace Violence Incident Report

5. Description of Alleged Offending Party's (#2) Appearance (Physical and Emotional):

6 Names of Witnesses and Phone Numbers:

_____ _____
_
_____ _____
_
_____ _____
_
_____ _____
_
_____ _____
_

7.At the conclusion of the incident, the victim:
__ Was Sent to Clinic
__ Was Hospitalized
__ Returned to Work
__ Left Premises
__ Unknown
__ Other:

8.At the conclusion of the incident, the Alleged Offending Party :
__ Was Arrested
__ Was Sent to Clinic
__ Was Hospitalized
__ Removed From Premises
__ Other:

9 What Happened To Other Employees Directly Involved, If Any, After the Incident?

m City of Baltimore Workplace Violence Incident Report

10. Names and Daytime Phone # of Any Supervisory Staff Involved and How They Responded To the Incident?
11. Has this Incident been reported to the Baltimore City Police Department? Yes __ No __ If yes, Police Officer's Name and contact information: Report #: _____
12. Is there a known history of aggressive behavior by the Alleged Offending Party Yes __ No __ If yes, additional information and dates:
13. If Reporting a Threat, What Steps Have Been Taken to Ensure That The Threat Will Not Be Carried Out?
14. Was the Agency Aware Of and Had On File a Copy Of A Protective/Restraining/No Trespassing Order? __Yes __No

Is This information is being provided in response to a promise of confidentiality? __ Yes __ No

Are you willing to testify in court or in an administrative hearing concerning this incident?
__Yes __ No

Signature of Person Completing Form: _____ Date: _____

m City of Baltimore Workplace Violence Incident Report

FOR DEPARTMENT OF HUMAN RESOURCES USE ONLY
Data Entry

Incident #: _____
Date: _____
Follow-Up Assigned to: __ Agency
___Security Incident Status: __ Monitor: __ Close: _____
___Police
___Property Manager Date & Signature

RELATED DOCUMENTS

AM 227-1 Workplace Violence Policy

a **AM-227-1-3**

m ***Baltimore City Memorandum***

Date:

TO: Agency Director
Agency Name

FROM: Employee's Name

SUBJECT: Protective Order Notification

Attached is a copy of a Protective/Restraining Order issued by_____(Court) on _____(Date) which affects city location(s). I am providing this information and am requesting the City's assistance in assuring the implementation of this order.

Should you need further information, please contact me at _____(telephone number).

RELATED DOCUMENTS
AM 227-1 Workplace Violence Policy

a **AM-227-1-4**

m Baltimore City Memorandum - SAMPLE

TO: (Employee)
FROM: (Supervisor)

SUBJECT: Performance Improvement Plan (For Violation of AM-227-1)

WORK/BEHAVIOR WHICH REQUIRES IMPROVEMENT:
On _____ [date] you were found to have engaged in behavior that is prohibited by the City's Workplace Violence Policy (PM 360 and AM-227-1). Specifically, [identify behavior in detail]
_____
_____.

Your behavior requires immediate improvement. A Performance Improvement Plan has been developed for you.

DEADLINES FOR IMPROVEMENT (Examples):
You must comply with and be monitored by the Employee Assistance Program (EAP) until _____. [date]
You must completely refrain from engaging in behavior construed as violent while working or engaging in the activities as a Baltimore City employee.
You must maintain satisfactory work performance.
You must inform and keep supervisor apprised of any injury sustained in the course or context of employment.

STEPS TO BE TAKEN BY THE EMPLOYEE AND SUPERVISOR (Examples):
You must not engage in any behavior that is defined as violent (as defined in PM 360 and AM-227-1). You must comply with all EAP recommendations. You are to successfully complete an anger management program as recommended or agreed to by EAP. You are to successfully complete one year monitoring by the EAP and the supervisor. You must never make any threats, implied or overt, to anyone while working.

Supervisor will monitor employee, conjointly, with EAP AND REPORT to Agency's Human Resources officer a second violation of the City's Workplace Violence policy (or this agreement). A second violation will result in disciplinary action consistent with the Workplace Violence Policy.

Superintendent/Supervisor

I ACKNOWLEDGE THAT I HAVE EITHER READ OR HAVE BEEN READ THE ABOVE MEMO.

_____ Witness _____
Employee Signature (If employee refuses to sign)

RELATED DOCUMENTS

AM 227-1 Workplace Violence Policy

m Acknowledgement of Workplace Violence Policy

As an employee of the Mayor and City Council of Baltimore, I have received a personal copy of AM- 227-1, Workplace Violence Policy, dated September 29, 2010, to review and maintain in my personal records. This signed copy acknowledges that I did receive a copy of the policy for my use. It also acknowledges that I agree to review the policy, and if I do not understand any sections that I immediately contact my supervisor for further explanation.

I understand that the City of Baltimore is committed to promoting and ensuring the health and safety of its employees. Workplace violence in any form will not be permitted nor tolerated by the City. To solidify that commitment, the adoption of this policy guarantees that each reported incident of workplace violence will be thoroughly investigated and, if the investigation warrants, the accused employee will be subject to discipline that includes suspension and/or a recommendation for termination. An employee who commits destruction of property will be required to make full restitution for the damage caused.

I am aware that any violation of the policy by me will subject me to disciplinary action, up to and including discharge from employment or contract. I will be required to make full restitution for the damage caused. I also am aware that a copy of this Acknowledgment will become part of my agency personnel file.

_____	_____	_____
Employee Signature	Printed Name of Employee	Date Signed

_____	_____
Supervisor or Witness Signature	Date Signed

RELATED DOCUMENTS

AM 227-1 Workplace Violence Policy

m Performance Management Policy for Managerial and Professional Society of Baltimore Covered Employees

The City of Baltimore ("the City") is committed to encouraging a high performance culture by creating a productive and accountable workforce. The City's Performance Management Program is a systematic process for improving organizational effectiveness through individual, division and agency accountability. The Performance Management Program instruments are designed to identify competencies, establish Specific, Measurable, Achievable, Results-focused, and Time-bound (SMART) goals, accountabilities, deliverables, and performance objectives that align with each employee's job responsibilities. They are also designed for initiating ongoing coaching, counseling and feedback, encouraging professional development and recognizing contributions that assist in achieving organizational goals.

I. PURPOSE

This policy communicates and clarifies the City's goals and expectations for employees and agencies regarding performance management and engages and enables employees to implement an individualized and integrated performance management and development process. This policy is designed to:

- Set forth the City's expectations for performance management and development;
- Create an objective and quantifiable system for evaluating performance and recognizing accomplishments;
- Identify and communicate individual and division accountabilities and performance objectives;
- Align individual responsibilities and performance objectives to division and agency strategic goals;
- Assist employees, divisions, and agencies with accomplishing strategic goals;
- Inform employees of performance expectations and objectives prior to a performance evaluation;
- Promptly identify and address performance deficiencies through performance assessments, continuous feedback, individualized development plans, and individualized performance improvement plans (PIP);
- Provide feedback to employees and divisions about work expectations and accountabilities;
- Improve individual and division effectiveness through continuous feedback, coaching/counseling, training and assessment;
- Recognize and reward outstanding performance accomplishments; and
- Serve as a human capital planning and communications tool for all job actions.

II. SCOPE

The Performance Management Program applies to all areas of performance management for eligible Managerial and Professional Society of Baltimore, Inc. (MAPS) employees, both Civil Service and non-Civil Service employees. All performance management tools are confidential; however, performance management tools may be produced during grievances, appeals to the Civil Service Commission or Labor Commissioner, or external litigation.

III. DEFINITIONS

Accountabilities – Areas of job responsibility for which an employee is expected to produce results.

Competencies – Competencies are a set of defined abilities that provide a structured guide enabling the identification, evaluation and development of the behaviors in individual employees

Deliverables – Tangible and specific results and outcomes that an employee is expected to produce and provide by performing required steps, tasks, and actions necessary to fulfill accountabilities.

Eligible Employee – All *regular employees* of the City of Baltimore in both Civil Service and Non Civil Service MAPS represented and non-represented covered classifications.

Performance Objectives – Measurable and evidence based outcomes that the employee is expected to achieve. Supports accountabilities and deliverables, and concisely identifies resource dependencies (including human capital and other resources), as well as what, when, where, and how actions will be executed to fulfill accountabilities and deliverables.

Professional Development – Training that builds skills, expands knowledge or enhances competencies.

SMART goals – Objectives that are **S**pecific, **M**easurable, **A**ttainable, **R**ealistic, and **T**imed (or **T**angible).

Additional definitions are located in the Performance Management System Guidance Document.

IV. RESPONSIBILITIES

A. Department of Human Resources Responsibilities

The Department of Human Resources (DHR) shall provide performance management training to Managers/Supervisors and human resources practitioners as needed to remain in compliance with this policy. DHR will also collect performance data from each City Agency to provide a

City-wide analysis of employee performance outcomes.

B. Agency Responsibilities

Agencies shall ensure that Managers/Supervisors are aware of Agency strategic goals, and that Managers/Supervisors remain in compliance with this policy. Agency Heads shall be responsible for ensuring each Manager/Supervisor completes performance plans and evaluations.

C. Manager and Supervisor Responsibilities

Managers/Supervisors shall be required to set performance expectations based on the employee's position description and Agency goals. Managers/Supervisors shall attend mandatory performance management training and ensure that performance management tools are administered in a timely manner, and in compliance with the City's goals for performance management. Managers/Supervisors shall provide continuous feedback to employees to assist with meeting performance expectations and must keep the contents of all performance management instruments confidential.

D. Employee Responsibilities

Employees shall develop their Performance Plan, in collaboration with their Manager/Supervisor, seek feedback for meeting performance expectations, notify their Manager/Supervisor of obstacles that could prevent them from meeting performance expectations and notify their Manager/Supervisor of their accomplishments. It is also recommended that each employee complete a self-evaluation.

E. Agency Human Resources (HR) Practitioner Responsibilities

The Agency HR Practitioners shall provide guidance and technical assistance on the application of this policy. The Agency HR Practitioner shall also review each evaluation before the evaluation is discussed with the employee to examine the content for appropriateness. The Agency HR Practitioner shall also serve as the point person for any appeal of an evaluation and shall monitor Agency compliance with the policy. Agency HR Departments shall provide annual employee performance data to DHR for City wide analysis of employee performance outcomes. Employee performance data must be provided to DHR by June 30th of each year.

V. PERFORMANCE MANAGEMENT ELIGIBILITY AND PERIOD

The performance management period is based on a July 1st to June 30th fiscal year for all eligible employees. Eligible employees will have 45 days from July 1st to create their initial performance plan, and must have a performance plan drafted annually by July 31st of each fiscal year. This plan should be crafted in conjunction with the employee's Manager/Supervisor. Each eligible

employee shall receive a performance plan annually, except for employees who fall into one of the categories below.

A. **Newly hired employees:** Newly hired employees shall receive a performance plan within 45 days of their commencement date (i.e. date of entry). An evaluation shall be completed at least 15 days **before** the end of the employee's probationary period, which is generally 180 days. After successfully completing the probationary period, the employee shall receive a new performance plan for the performance management period if their probationary period ends on or before April 30th. The new employee shall only be eligible for consideration of a merit increase if the employee has a minimum of 270 days of continuous service before the end of the evaluation period of June 15th.

EXAMPLE: *John Smith commences on September 5, 2015. His probationary performance plan is due no later than October 25, 2015. His probationary period ends March 4, 2016. The evaluation of the probationary performance plan should occur no later than February 19, 2016. In this scenario, John would be considered for a merit increase as his probationary period ended before April 30th of the plan year and he will have had at least 270 days of continuous service before June 15th.*

If the newly hired employee's probationary period ends on or after May 1st, the employee is not eligible for a merit-based increase in the current performance management period but shall receive an annual performance plan for the next performance management period.

EXAMPLE: *John Smith commences on December 1, 2015. His new hire performance plan is due no later than January 15, 2016. His probationary period ends June 1, 2016. In this scenario, John would* ***NOT*** *be considered for a merit increase as he would not have worked 270 consecutive days before the end of the evaluation period.*

B. **Material Change in Job Duties:** An employee must have a new performance plan within 45 days if a permanent material change in job duties, as determined by the Manager/Supervisor, occurs during the performance management cycle. An employee who has a significant change in job responsibilities shall collaborate with their Manager/Supervisor to amend their current performance plan to align with new job duties. An employee who is reclassified, promoted, demoted, or transferred must have their previous performance plan completed by their outgoing supervisor. The employee, in collaboration with their new Manager/Supervisor, must draft a new performance plan corresponding to the start date of when the reclassification, promotion, demotion or transfer became effective.

C. **Newly promoted employees**: Newly promoted employees must have a minimum of 180 days (6 months) of service in the new position, prior to the conclusion of the performance management period, to be eligible for a merit-based increase.

EXAMPLE: *John Smith is promoted and commences work on February 1, 2016. His new performance plan is due no later than March 15, 2016. His probationary period ends August 1, 2016. In this scenario, John would* ***NOT*** *be considered for a merit increase as his probationary period ended* ***after*** *June 15th, the end of the entire performance management period.*

D. **Reinstated employees**: An employee reinstated to the same position, in the same agency, will use the previous performance plan. An employee reinstated to a different position must create a new performance plan utilizing their new position description.

VI. PERFORMANCE PLANNING

Performance plans shall set forth an employee's performance expectations through SMART goals, accountabilities and deliverables, establishing performance objectives, identifying competencies and creating professional development goals for the specific performance management period. Performance Plans must be created by the employee in collaboration with their direct Manager/Supervisor. Each performance plan shall be created using the Position Description and the Guidance Document. Performance plans shall be documented on the Performance Planning and Evaluation Form.

Employees will not be permitted to initiate a grievance or appeal for any part of the employee performance plan.

A. Administration

Performance plans for all MAPS employees are due annually between July 1st and July 31st of each fiscal year. New performance plans are also required within 45 days after a material change in job duties. Performance plans must be signed by the employee and the direct Manager/Supervisor.

B. Change In Supervision

A performance evaluation must address a specific performance management period under the same supervisor.

1. **Employee Transfer**
   If an employee is transferred during a performance management cycle within the same

agency and in the same position, the current performance plan should be reviewed by the new supervisor and amended as needed. If the transfer is into a new agency and/or position, then the current performance plan terminates on the employee's last date of employment under the outgoing Manager/Supervisor. The outgoing Manager/Supervisor shall complete an evaluation using the current plan. The receiving Manager/Supervisor shall initiate a new performance plan for the employee with an effective date from the employee's first day of employment under the receiving Manager/Supervisor to the end of the performance period. The new plan should be drafted within the first 45 days of the employee being transferred.

2. **Change in** Manager/Supervisor
   If there is a change in supervision due to a Manager's/Supervisor's voluntary separation of employment, but no change in job duties for the employee, the active performance plan shall be reviewed by the new Manager/Supervisor, who may amend the plan as appropriate, with the review period starting from the date of the new supervision till the end of the performance period. If there is a change in supervision due to a Manager's/Supervisor's involuntary separation of employment, the new Manager/Supervisor should review the current plan and may amend as appropriate.

3. **No Manager/Supervisor**
   If no new Manager/Supervisor is identified within 60 days of the departure of the previous Manager/Supervisor, the next level supervisor will be responsible for completing the evaluation for the employee. If a new Manager/Supervisor is identified, the performance plan should be reviewed and the new Manager/Supervisor should complete after consulting with their next level manager.

C. Development and Training

Training is an essential part of the performance management process. Managers/Supervisors are also required to ensure employees complete at least two professional development and/or training activities, either external or internal. This may include courses offered in the City of Baltimore University Training Catalog.

VII. PERFORMANCE MONITORING

Performance monitoring is an ongoing process that assists Managers/Supervisors and employees in achieving performance goals by identifying and addressing performance deficiencies when they occur. Performance monitoring consists of continuous coaching and counseling, a mid-year progress discussion (mandatory for new hires), and may include performance improvement plans.

A. Mid-Year Progress Discussion

The Mid-Year Progress Discussion is a dialogue between the Manager/Supervisor and the employee. The Mid-Year Progress discussion is mandatory for all new hire employees and suggested for all other employees. The Mid-Year Progress Discussion should generally be conducted in January of the plan year, but should be conducted at least 90 days prior the end of the performance evaluation period of June 15th. Mid-Year Discussions shall be documented, but does not replace the annual performance evaluation. Please refer to the *Performance Management System Guidance Document* on how to document the Mid-Year Progress Discussion.

A mid-year progress discussion for new hire employees must occur 180 days after employment commences. It is the Manager's/Supervisor's role to provide feedback to the employee and identify any deficiencies that need to be addressed prior to the end of the review period. It is the employee's role to provide the Manager/Supervisor with information on accomplishments and/or any obstacles that would keep the employee from achieving performance expectations.

B. Performance Plan Adjustments

Performance plan adjustments shall be made to reflect any changes in employee job duties, key accountabilities, deliverables, and/or performance objectives or if the department or agency objectives have changed.

C. Coaching/Counseling

Managers/Supervisors may initiate coaching/counseling as needed to assist employees with meeting performance objectives. A formal session **must** be documented by creating a short written summary of the session and should be placed in the employee's personnel file. An informal coaching and counseling session **may** be documented.

D. Mid-Year Performance Improvement Plans (PIPs)

Performance Improvement Plans are designed to assist employees with correcting performance deficiencies through individualized plans. All PIPs must specify the performance deficiency being addressed, the coaching and counseling sessions previously administered, the proposed discipline if performance deficiency continues, and employee's time period for correcting the performance deficiency.

PIPs can have an improvement period of 30, 60, or 90 days. The Manager/Supervisor is required to conduct an evaluation of the employee's compliance within 10 days of the end of the PIP. The Manager/Supervisor must document compliance with the PIP. Failure to issue a timely PIP evaluation will result in the employee's performance being deemed to have met the goals of the

plan.

A PIP may not be issued within 90 days of the end of the evaluation period.

VIII. PERFORMANCE EVALUATION

Performance evaluations shall encompass the employee's overall performance during the performance management period. Each performance evaluation shall be created in accordance with the Performance Management and Evaluation instruments.

Performance evaluations are not grievable, but may be appealed as set forth in subsection E, below.

Performance evaluations shall encompass a variety of performance management tools to include performance monitoring, mid-year progress discussions, coaching and counseling, informal and formal feedback, and performance improvement plans when applicable.

A. Administration

Performance evaluations must be conducted annually between May 1st and June 15th of each fiscal year. Performance evaluations are required for all eligible employees. All eligible employees are required to have at least one performance evaluation per fiscal year. Performance evaluations are mandatory at the end of each performance management cycle. Performance evaluations are also required after a permanent material change in job duties such as reclassification, promotion, demotion, transfers, change in job assignment, or lateral moves to another Manager/Supervisor. Performance evaluations shall be signed by the employee and the Manager/Supervisor.

Newly hired employees shall receive a performance evaluation at least 15 days before the end of their probationary period, and annually thereafter. Eligible employees shall receive performance evaluations annually or 90 days after appointment to a new position.

B. Change In Supervision

A performance evaluation must address a specific performance management period under the same Manager/Supervisor. If an employee is transferred during a performance management period, then the Manager/Supervisor must conduct a performance evaluation at least 15 days prior to the employee's last date of work under them. The performance period shall be shortened to the last date of employment with that Manager/Supervisor. The new Manager/Supervisor shall conduct a performance evaluation from the employee's first day of employment under the receiving Manager/Supervisor to the end of the performance period.

If there is a change in supervision due to a Manager/Supervisor's separation of employment, the employee's previous Manager/Supervisor, or designee, shall conduct a performance evaluation for the employee prior to the change in supervision. The new Manager/Supervisor shall then conduct a performance evaluation with a review period starting from the commencement date of the new supervision until the end of the performance period.

Managers/Supervisors shall notify employees of the performance evaluation date at least 30 days before the scheduled evaluation.

C. Employee Self-Evaluation (Optional)

Each employee is encouraged, but not required, to complete and submit a self-evaluation to their Manager/Supervisor, prior to the evaluation due date. The self-evaluation is an essential part of performance management, as it gives the employee an opportunity to assess and evaluate their own achievements in preparation for the performance discussion with the Manager/Supervisor.

D. Performance Recognition

Performance recognition is directly tied to the employee's performance evaluation. Eligible employees with performance rating of Meets Expectations (3); Superior (4); and Distinguished (5), are eligible for recognition which may include: performance based salary increases. There is no guarantee any increase will be granted.

An Agency may propose a base pay increase for employees performing at or above the satisfactory level. Performance based increases shall not cause an employee's base pay to exceed the maximum salary of the employee's current salary range.

All performance based salary increases are discretionary, based upon the availability of funds and the prior approval of the Department of Human Resources and the Department of Finance.

No late submissions will be considered for merit increases.

E. Performance Evaluation Review

Employees may appeal their performance evaluation if they receive an overall performance rating of a 1-Performance Does Not Meet; or a 2-Improvement Needed.

F. Performance Improvement Plan (PIP) at the Conclusion of Evaluation Period

A PIP must be issued when an employee's overall performance falls below a **meets expectations** rating. Employees shall not be allowed to initiate a grievance or appeal for any performance

improvement plan.

PIPs can have an improvement period of 30, 60, or 90 days as determined by the Manager/Supervisor. The Manager/Supervisor is required to conduct an evaluation of the employee's compliance with the PIP, no later than 10 days after the conclusion date of the PIP. The Manager/Supervisor must document compliance with the PIP. Failure to issue a timely PIP evaluation will result in deeming the employee's performance as meeting the goals of the improvement plan.

G. Issues Eligible for Appeal

1. Any overall section rating or total rating of Performance does not meet standards
2. Any overall section or total rating of Improvement required rating.

Employees should contact their agency Human Resources Practitioner to discuss concerns or to file an appeal.

Employees have the right to use this procedure free from threats or acts of retaliation, interference, coercion, restraint, discrimination, or reprisal. Employees may not be retaliated against for filing an appeal. Allegations of retaliation should promptly be reported to an agency Human Resources practitioner.

A performance evaluation appeal may only be filed for the most recent performance evaluation. Any appeal not filed timely will not be considered. The employee is limited to one appeal for any performance cycle, regardless of the number of issues involved.

Appeal Procedure

1. An employee who disagrees with their annual evaluation and cannot resolve the disagreement with their Manager/Supervisor may take their written appeal to the Human Resources Practitioner of their agency. Such an appeal must be made in writing, and within 10 days of the performance evaluation meeting between the employee and Manager/Supervisor.

2. Upon receiving the written appeal, the HR Practitioner shall provide the appeal to the Agency Head. The Agency Head/Director (or executive-level designee) shall provide the employee and the Manager/Supervisor a written response within 10 days of the HR

Practitioner's receipt of the appeal. The written response shall indicate one of the following outcomes:

- The Agency Head/Director agrees with the original performance evaluation;
- The Agency Head/Director disagrees with parts of the performance evaluation and instructs the Manager/Supervisor to revise the original performance evaluation; and
- The Agency Head/Director disagrees with entire performance evaluation and instructs the Manager/Supervisor to complete a new performance evaluation.

The decision by the Agency Chief/Director (or designee) shall be final.

IX. DISCRIMINATION PROHIBITED

The City strictly prohibits retaliation and/or discrimination against an employee for conforming to the Performance Management and Development policy. Violation of this policy may result in disciplinary action, including termination of employment. All employees are required to promptly report concerns of retaliation under this policy to the agency human resources personnel.

X. AUTHORITY

The Department of Human Resources issues this policy pursuant to the authority provided in the City Charter, Articles VI and VII, and the approval of the City's Board of Estimates.

XI. INTERPRETATION

The Department of Human Resources reserves the right to revise or eliminate this policy at any time, with the approval of the City's Board of Estimates.

RELATED POLICIES

AM-200-05	Hiring, Transfers, and Promotions
AM-204-32	Employee Recognition Program
AM-231-01	Hiring and Transfers
AM-235-01	Promotions
PM-370	Performance Evaluations

m Managerial and Professional Society Pay-for-Performance

The City of Baltimore ("City") is committed to attracting, encouraging, and retaining high performing employees by offering competitive compensation and rewarding individual performance. The City's Performance Management Program for Managerial and Professional Society of Baltimore, Inc. (MAPS) covered employees, uses the annual performance planning and evaluation process to establish and evaluate approved goals, objectives, and competencies. Pay-For-Performance is awarded based on employee performance as demonstrated through achievement of individual goals, demonstration of required competencies; and budget allocation for salary increases. This process is intended to reward employees, who receive a Distinguished, Superior, or Meets Expectations annual perform rating. The Pay-For-Performance program shall be administered without regard to political affiliation, race, color, national origin, sex, age, disability or religion.

I. PURPOSE

The purpose of this policy is to ensure consistency, transparency and fairness in the process of awarding a MAPS covered employee performance based compensation.

II. SCOPE

The Performance Management Program and the associated Pay-For-Performance applies to eligible MAPS employees, both Civil Service and non-Civil Service.

III. DEFINITIONS

A. **Pay-For-Performance Budget Allocation**- The amount of money available for distribution to employees is determined on an annual basis through the budget process. Distribution of the budget allocation is at the discretion of the Agency Head, subject to policy guidelines, and the availability of funds.

B. **Pay-For-Performance (Merit) Adjustment**- A performance based compensation adjustment comprised of a merit increase or merit bonus.
   1. **Pay-For-Performance (Merit) Increase**- A performance based salary increase that is added to the employee's base salary.
   2. **Pay-For-Performance (Merit) Bonus**- A performance based, one-time, lump-sum payment that is not added to the employee's base salary.

C. **Special Recognition Award**- a financial recognition of up to $2,500, that may be granted at the conclusion of the performance evaluation period to an employee who has made an exceptional contribution(s) during the applicable evaluation period. This award is granted at the prerogative of the Agency Head who may

opt to give any number of such awards, including none, in any given performance cycle.

IV. ELIGIBILITY

MAPS Employees are eligible and may receive a Pay-For-Performance Adjustment if:

A. The employee has a current completed performance plan on file in the Agency Human Resources Division;
B. The employee has a minimum of 270 days of continuous service before the end of the June 15th evaluation period; and
C. The Employee has demonstrated meritorious performance by attaining an overall rating of "Distinguished (5)," "Superior (4)," or "Meets Expectations (3)" in the current performance cycle.

V. RESTRICTIONS

A. An employee whose overall performance is rated as "Improvement Required (2)" or "Performance Does Not Meet (1)," is not eligible for Pay-For-Performance
B. An employee in a Grant Service Specialist ("GSS") or any other temporary position is not eligible for Pay-For-Performance.
C. An employee who has received a salary adjustment of more than 10% of the employee's base salary less than (6) months prior to the proposed effective date of the Pay-For-Performance Adjustment is not eligible for Pay-For-Performance.
D. A Pay-For-Performance Increase shall not place an employee above the salary range for their assigned classification.

VI. REQUIREMENTS

A. Pay-For-Performance is subject to the availability of funding and must be managed within each Agency's budget allocation.
B. Annually, each Agency Head will make the following determinations of:
    i. Whether to award a Pay-For-Performance Increase or Pay-For-Performance Bonus to its employees; and
    ii. Which overall performance rating levels will receive a Pay-For-Performance Adjustment.

C. Employees, agency-wide, receiving the same overall performance rating shall receive the same Pay-For-Performance Adjustment, if the agency chooses to make an award for that performance rating level.

D. Special Recognition Awards may be awarded to employees who have a current completed performance plan and have received at least a "Meets Expectations (3)" in the current performance cycle. Special Recognition Awards may be used to recognize one of the following:

i. Contributions to increased organizational productivity;
ii. Development and/or implementation of improved work processes;
iii. Innovative initiatives and programs;
iv. Exceptional customer service;
v. Realized cost savings; or
vi. Other specific contributions to the success of the Agency's missions, goals, or objectives.

VII. AWARD AMOUNTS

A. Pay-For-Performance Adjustments shall be awarded according to the following table:

Performance Rating	PFP Increase	PFP Bonus
Distinguished (5)	Up to 5% of the Employee's Base Salary	Up to $2,500
Superior (4)	Up to 3% of the Employee's Base Salary	Up to $ 1,250
Meets Expectations (3)	Up to 1% of the Employee's Base Salary	Up to $ 625

B. An employee shall not receive a greater Pay-For-Performance Adjustment than an employee with a higher performance rating.

C. Special Recognition Awards may be awarded in conjunction with a Pay-For-Performance Adjustment. A Special Recognition Award may not exceed $2,500 and the exact award amount as determined by the Agency Head is based on availability of funds within the Pay-For-Performance budget allocation.

VIII. ADMINISTRATION

A. Between May 1st and June 15 of each fiscal year performance evaluations shall be administered.
B. By July 15th, Agencies shall submit a Pay-For-Performance report to the Department of Human Resources. The report must include a list of all employees receiving a Pay for Performance Adjustment and/or Special Recognition Award, including each employee's overall performance rating and the specific amount awarded.
C. Pay-For-Performance Adjustments and Special Recognition Awards will become effective no later than the first full pay period in August. Late submissions are ineligible for retroactive pay adjustment.

IX. AUTHORITY

The Department of Human Resources issues this policy pursuant to the authority provided in the City Charter, Articles VI and VII, and the approval of the City's Board of Estimates.

X. INTERPRETATION

The Director of Human Resources is responsible for the official interpretation of this policy. The Department of Human Resources reserves the right to revise or eliminate this policy at any time, with the approval of the City's Board of Estimates.

XI. RELATED POLICIES

AM-200-05 Hiring, Transfers, and Promotions
AM-204-32 Employee Recognition Program
AM-228-1 Performance Management Policy for Managerial and Professional Society of Baltimore Covered Employees
AM-231-01 Hiring and Transfers
AM-235-01 Promotions
PM-370 Performance Evaluations

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Personnel Action Request and Position Description

SCOPE

This policy applies to all budgeted positions and all classes (Civil Service and non-Civil Service).

WHEN REQUIRED

Whenever an action is taken which affects classes and/or budgeted positions, a PERSONNEL ACTION REQUEST (PAR) (28-1418-5014) [AM-230-1-1] must be completed. (For detailed information concerning submission of the PAR, see the Administrative Manual Document applicable to the personnel action.)

In addition, a POSITION DESCRIPTION (28-1618-5064) [AM-230-1-2] must be completed by the requesting agency for all positions creation or reclassification actions.

CLASS ACTIONS

A class is an employment category comprised of all positions having similar duties, responsibilities, and qualifications. All positions in a class have the same title and salary grade.

A class action is an operation which affects a class in 1 of the following ways:

- Abolishment*-- Removal of a class to the computer file.
- Creation* -- Addition of a class to the computer file.
- Change* -- Changing any of the following information for an existing class in the computer file:

  . Title.
  . Grade.
  . Starting level.
  . Salary range.
  . Salary/wage period.

. Union designation.
. Class code.

*NOTE: Due to the current computer program for PAR'S, a change to a class number can not be entered on a PAR as a "change", but must instead be handled as an "ABOLISH/CREATE" action. The old class number, plus all other class number must then be created, and the other previously abolished class information must be recreated.

Only the Civil Service Commission and the Bureau of the Budget and Management Research are authorized are authorized to initiate class actions.

POSITION ACTIONS

A budgeted position is a group of duties and responsibilities requiring the employment of 1 person. A position is commonly referred to as a "job", and is assigned a "job number" (AM-230-2).

A position action is an operation which affects a budgeted position in 1 of the following ways:

- Abolishment* - - Removal of a position from a budget program.
- Creation* - - Addition of a position to a budget program.
- Change* - - Changing any of the following information for an existing position in a budget program:

  - Fund.
  - Activity.
  - Agency.
  - Class number.

*NOTE: Due to the current computer program for PAR'S, s a change to a job number can not be entered on a

m

Personnel Action Request and Position Description

PAR as a "CHANGE", but must instead be handled as an "ABOLISH/CREATE" action. The old job number, plus all other position information, must be abolished. A new job number must then be created, and the other previously abolished position information must be recreated

Administrative Manual PROCEDURE

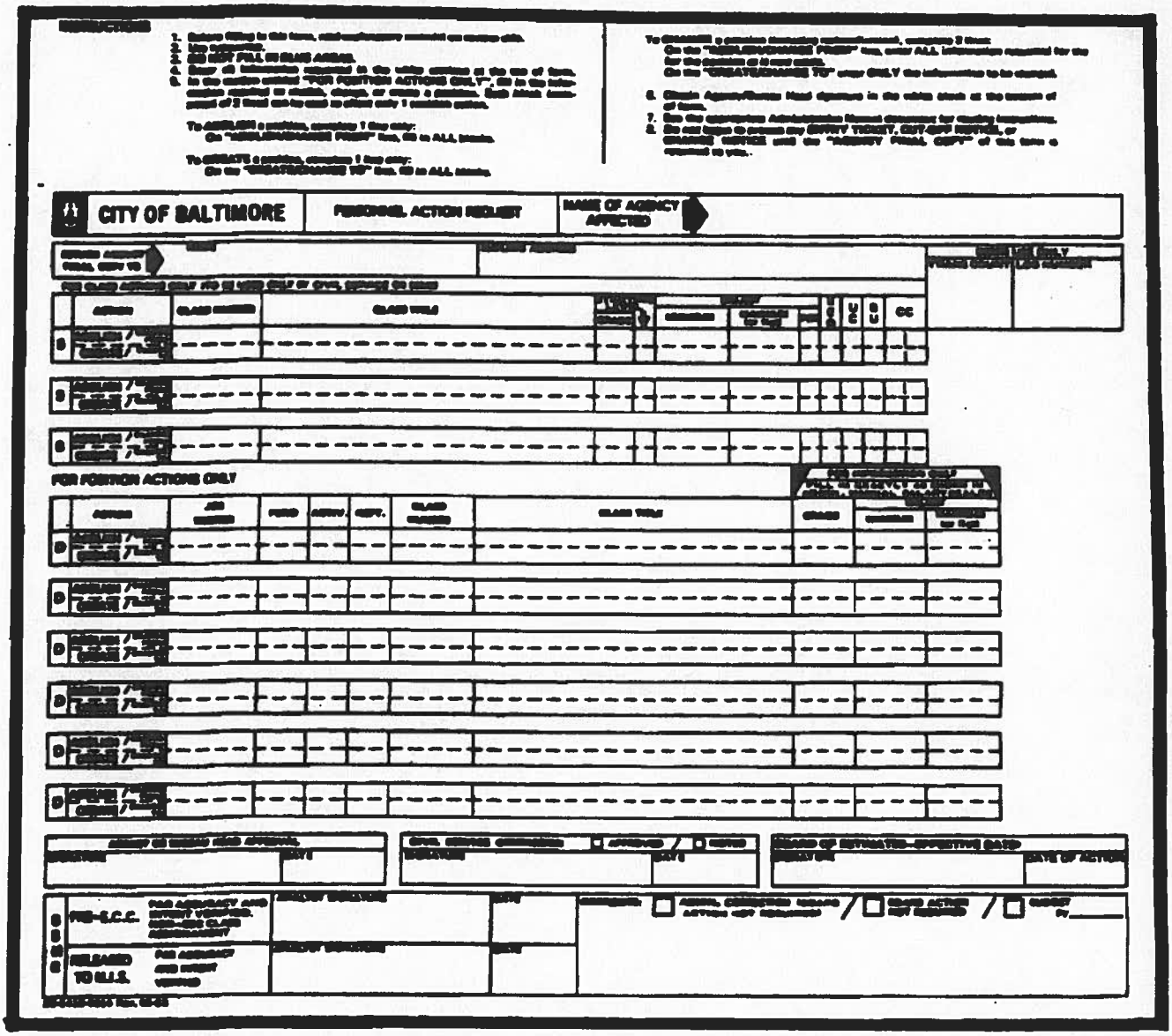
SECTION

Personnel

SUBJECT

COMPLETING A PERSONNEL ACTION REQUEST

The form shown below contains all necessary instructions for completion:



CITY OF BALTIMORE — PERSONNEL ACTION REQUEST — NAME OF AGENCY AFFECTED

FOR POSITION ACTIONS ONLY

- **Form Number:** 28-1418-5014
- **Type** : 7-Part Set
- **Size** : 8 1/2" x 11"
- **Order Unit** : Specify "Package"
- **Quantity of Forms per Order Unit** : 25 Sets

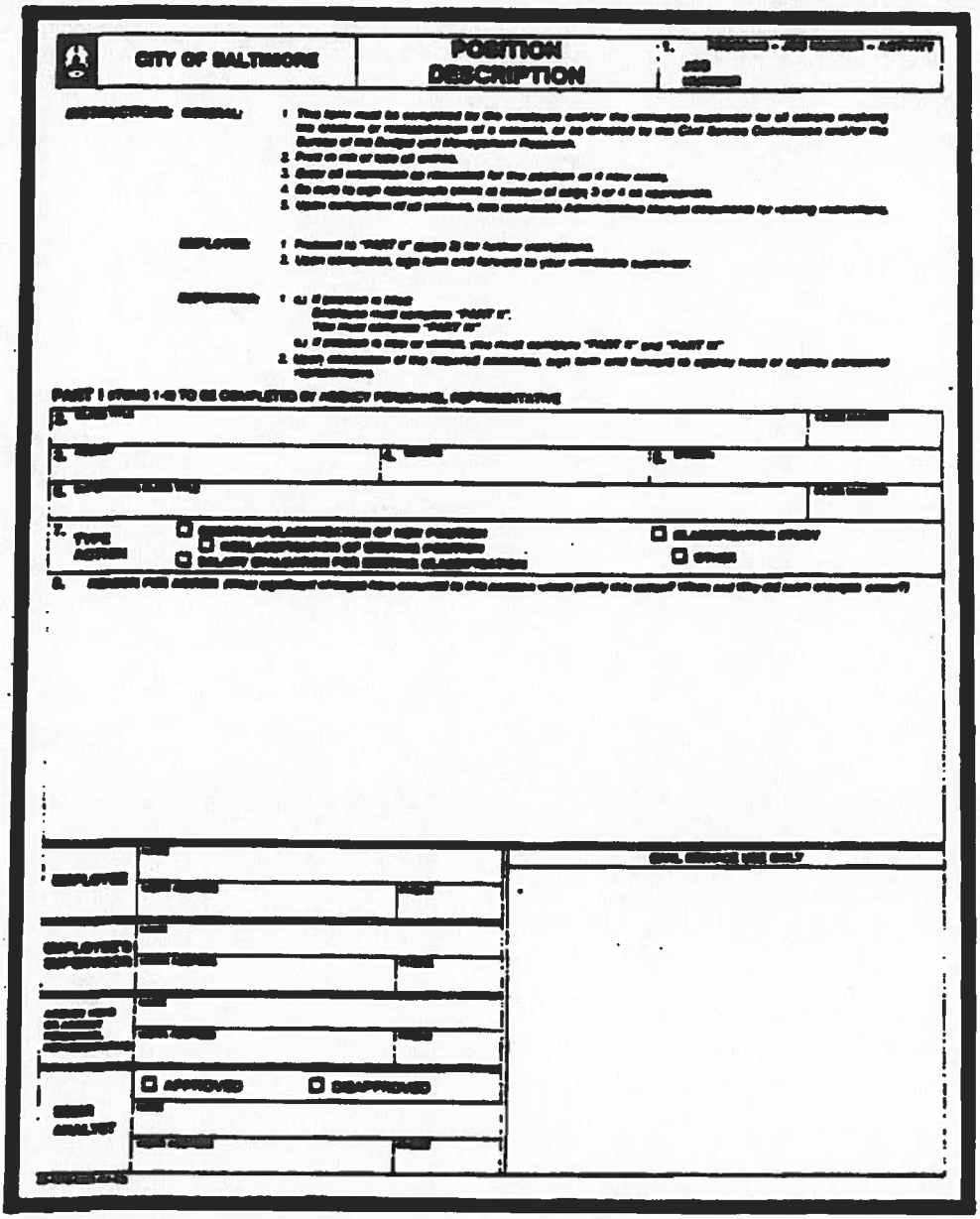
To order, prepare a WAREHOUSE REQUISITION (28-1458-5129) [AM-302-1] specifying Warehouse Division 02, and citing the above information.

Administrative Manual PROCEDURE

SECTION: Personnel

SUBJECT: COMPLETING A POSITION DESCRIPTION

The form shown below contains all necessary instructions for completion:



CITY OF BALTIMORE

POSITION DESCRIPTION

- . Form Number: 28-1618-5064
- . Type : Sheet
- . Size : 8 1/2" x 11"
- . Order Unit : Specify "Each"
- . Quantity of Forms per Order Unit : 1 Sheet

To order, prepare a WAREHOUSE REQUISITION (28-1458-5129) [AM-302-1] specifying Warehouse Division 02, and citing the above information.

m Creation and Abolishment of Positions

SCOPE

This policy applies to all budgeted positions and all classes (Civil Service and non-Civil Service).

AUTHORIZATION

The creation or abolishment of a position must be authorized by the Board of Estimates. Agencies must obtain this authorization by:

- A position action request in the agency's Annual Budget Request;

OR

- A direct request to the Board of Estimates

ANNUAL BUDGET REQUEST

See AM-405-7 through AM-405-9-1 for complete instructions concerning the inclusion of requests for position creations and/or abolishments in an agency's Annual Budget Request.

DIRECT REQUEST TO BOARD OF ESTIMATES

See the appropriate procedure listed below for detailed instructions concerning a direct request to the Board of Estimates for the creation and/or abolishment of positions:

- AM-230-3-1: For requesting creation of Civil Service positions.
- AM-230-3-2: For requesting creation of non-Civil Service positions.
- AM-230-3-3: For requesting abolishment of positions (Civil Service and non-Civil Service).

Administrative Manual PROCEDURE

SECTION: Personnel

SUBJECT: REQUESTING CREATION OF CIVIL SERVICE POSITIONS VIA DIRECT REQUEST TO BOARD OF ESTIMATES

This procedure must be followed when an agency requests:

- ***Creation of a position; OR***
- ***Creation of a position at the same time that abolishment of a position is requested.***

To abolish a position without requesting creation of position at the same time, see AM-230-3-3.

RESPONSIBILITY	ACTION
. Agency	1. Complete and forward a POSITION DESCRIPTION (28-1618-5064) [AM-230-1-2] to the agency's assigned analyst in the Bureau of the Budget and Management Research (BBMR).
. Bureau of the Budget and Management Research (BBMR)	2. Approve or disapprove request based on need for the new position. a.) If disapproved, complete "BBMR" section of form and forward form to agency. Procedure ends here. b.) If approved, complete "BBMR" section of form and forward to Civil Service Commission.
. Civil Service Commission	3. Perform job analysis and determine proper job class. Complete "CIVIL SERVICE" section of form and retain for files. (If creation of new class is necessary, establish job specifications and recommended salary.)

continued . . .

SECTION	SUBJECT
Personnel	REQUESTING CREATION OF CIVIL SERVICE POSITIONS VIA DIRECT REQUEST TO BOARD OF ESTIMATES

RESPONSIBILITY	ACTION
. BBMR	7. Upon receipt of documents from Civil Service: a.) Verify that the PAR has been accurately completed and correctly reflects the intent of the requesting agency and Civil Service. Resolve any discrepancies. Sign the PAR in space provided next to "PRE-ECC" block to indicate completion of verification actions. ***NOTE:*** *Signature of PAR does not indicate approval of the action requested.* b.) Complete a RECOMMENDATION TO ECC (140-019). This recommendation must include information on funding source, availability of funds, and need for new position. 8. Forward the following documents to the Secretary, Expenditure Control Committee (ECC): . RECOMMENTATION TO ECC. . PAR (all copies). . Civil Service MEMO of justification (original plus 5 copies).
. Expenditure Control Committee (ECC)	9. Upon receipt of documents from BBMR, review and make recommendation. Forward recommendation, plus all documents received from BBMR, to Board of Estimates.
. Board of Estimates	10. Approve or disapprove request: . Indicate on the PAR the action taken by the Board of Estimates.

continued . . .

RESPONSIBILITY	ACTION
. PAR Control Section (BBMR) (continued)	Distribute copies of PAR as follows: . Forward "MIS/BBMR COPY" and "MIS COPY" to the Bureau of Management Information Systems (MIS). . Retain remaining copies pending receipt of "MIS/BBMR COPY" from MIS.
. Bureau of Management Information Systems (MIS)	12. Process PAR. Upon completion, return "MIS/BBMR COPY" to PAR Control Section.
. PAR Control Section (BBMR)	13. Upon receipt of "MIS/BBMR COPY" of PAR: . Forward to assigned analyst in BBMR the "MIS/BBMR COPY" of PAR, plus copy of Civil Service MEMO, for files. . Forward to agency the "AGENCY FINAL COPY" of PAR. . Forward "CIVIL SERVICE COMMISSION FINAL COPY" of PAR to Civil Service. . File "BBMR COPY" of PAR.
. Agency	14. Upon receipt of approved "AGENCY FINAL COPY" of PAR, agency may initiate actions necessary to fill position. (For complete information, see appropriate Administrative Manual documents concerning filling of positions.)

Administrative Manual PROCEDURE

SECTION: Personnel

SUBJECT: REQUESTING CREATION OF A NON-CIVIL SERVICE POSITION VIA DIRECT REQUEST TO BOARD OF ESTIMATES

This procedure must be followed when an agency requests:

- ***Creation of a position; OR***
- ***Creation of a position at the same time that abolishment of a position is requested.***

To abolish a position without requesting creation of position at the same time, see AM-230-3-3.

RESPONSIBILITY	ACTION
. Agency	1. Complete and forward a POSITION DESCRIPTION (28-1618-5064) [AM-230-1-2] to the agency's assigned analyst in the Bureau of the Budget and Management Research (BBMR).
. Bureau of the Budget and Management Research (BBMR)	2. Approve or disapprove request based on need for the new position. a.) If disapproved, complete "BBMR" section of form and return to agency. Procedure ends here. b.) If approved, complete "BBMR" section of form and retain for files.
	3. Determine proper class for position. (If creation of a new class is necessary, establish job specifications and recommended salary.)
	4. Inform agency of class determination by MEMO (28-1418-5007). Include in the MEMO the following information: . Class number. . Class title.

RESPONSIBILITY	ACTION
. BBMR (continued)	c.) Verify that the PAR has been accurately completed and correctly reflects the intent of the requesting agency. Resolve any discrepancies. Sign the PAR in the space provided next to "PRE-ECC" block to indicate completion of verification actions. ***NOTE:*** *Signature of the PAR does not indicate approval of the action requested.* d.) Complete a RECOMMENDATION TO ECC (140-019). This recommendation must include information on funding, source, availability of funds, and need for new position.
	7. Forward the following documents to the Secretary, Expenditure Control Committee (ECC): . RECOMMENDATION TO ECC. . PAR (all copies). . Agency MEMO of justification (original plus 5 copies).
. Expenditure Control Committee (ECC)	8. Upon receipt of documents from BBMR, review and make recommendation. Forward recommendation plus all documents received from BBMR to the Board of Estimates.
. Board of Estimates	9. Approve or disapprove request: . Indicate on the PAR the action taken by the Board of Estimates. . Retain the following documents for files: . "BOARD OF ESTIMATES COPY" of PAR

SECTION	SUBJECT
Personnel	REQUESTING CREATION OF A NON-CIVIL SERVICE POSITION POSITION VIA DIRECT REQUEST TO BOARD OF ESTIMATES

RESPONSIBILITY	ACTION
. PAR Control Section (BBMR) (continued)	. Retain remaining copies pending receipt of "MIS/BBMR COPY" from MIS.
. Bureau of Management Information Systems (MIS)	11. Process PAR. Upon completion, return "MIS/BBMR COPY" to PAR Control Section.
. PAR Control Section (BBMR)	12. Upon receipt of "MIS/BBMR COPY" of PAR: . Forward to assigned analyst in BBMR the "MIS/BBMR COPY" of PAR, plus copy of agency MEMO, for files. . Forward to agency the "AGENCY FINAL COPY" of PAR. . File "BBMR COPY" of PAR.
. Agency	13. Upon receipt of approved "AGENCY FINAL COPY" of PAR, agency may initiate actions necessary to fill position. (For complete information, see appropriate Administrative Manual documents concerning filling of positions.)

Administrative Manual PROCEDURE

SECTION: Personnel

SUBJECT: REQUESTING ABOLISHMENT OF POSITIONS (CIVIL SERVICE AND NON-CIVIL SERVICE) VIA DIRECT REQUEST TO BOARD OF ESTIMATES

This procedure is not to be followed when an agency is requesting creation of a position at the same time that it is abolishing a position. See AM-230-3-1 (Civil Service positions) or AM-230-3-2 (non-Civil Service positions) for details concerning the abolishment of a position at the same time that a new position is being requested.

RESPONSIBILITY	ACTION
. Agency	1. Prepare the documents listed below and distribute as indicated: . PERSONNEL ACTION REQUEST (PAR) (28-1418-5014) [AM-230-1-1]. Retain "AGENCY INITIAL COPY". Forward remaining copies of PAR to agency's assigned analyst in the Bureau of the Budget and Management Research (BBMR). . MEMO (28-1418-5007), addressed to the Board of Estimates, justifying the abolishment of the position. Forward the original plus 5 copies to agency's assigned analyst in BBMR. Forward 1 copy to the Mayor's Office.
. Bureau of the Budget and Management Research (BBMR)	2. Approve or disapprove request based on <u>need for the position</u>. a.) <u>If disapproved</u>: . Enter "disapproved" and analyst's name in "COMMENTS" section of PAR. . Retain "MIS/BBMR COPY" of PAR for analyst's files; forward remaining copies of PAR to agency.

SECTION	SUBJECT
Personnel	REQUESTING ABOLISHMENT OF POSITIONS (CIVIL SERVICE AND NON-CIVIL SERVICE) VIA DIREC REQUEST TO BOARD OF ESTIMAT

RESPONSIBILITY	ACTION
	b.) For actions involving non-Civil Servic classes or positions, proceed to step 6
. Civil Service Commission (for CSC positions and classes) OR BBMR (for non-CSC positions and classes) (continued)	
. BBMR	6. Complete a RECOMMENDATION TO ECC (140-019) concerning the desirability of th requested action.
	7. Forward the following documents to th Secretary, Expenditure Control Committe (ECC): . RECOMMENDATION TO ECC. . PAR (all copies). . Agency MEMO of justification (origi nal plus 5 copies).
. Expenditure Control Committee (ECC)	8. Upon receipt of documents from BBMR review and make recommendation. Forward recommendation plus all documents received from BBMR to the Board of Estimates.
. Board of Estimates	9. Approve or disapprove request: . Indicate on the PAR the action taken by the Board of Estimates. . Retain the following documents for files: . "BOARD OF ESTIMATES COPY" of PA . Original of agency MEMO of justifi cation.

continued . . .

SECTION	SUBJECT
Personnel	REQUESTING ABOLISHMENT OF POSITIONS (CIVIL SERVICE AND NON-CIVIL SERVICE) VIA DIRECT REQUEST TO BOARD OF ESTIMATES

RESPONSIBILITY	ACTION
. Bureau of Management Information Systems (MIS)	11. Process PAR. Upon completion, return "MIS/BBMR COPY" to PAR Control Section.
. PAR Control Section (BBMR)	12. Upon receipt of "MIS/BBMR COPY" of PAR: . Forward to assigned analyst in BBMR the "MIS/BBMR COPY" of PAR, plus copy of agency MEMO, for files. . Forward to agency the "AGENCY FINAL COPY" of PAR. . If action involves Civil Service classes or positions, forward "CIVIL SERVICE COMMISSION COPY" to Civil Service. . File "BBMR COPY" of PAR.

m Reclassification of Positions

SCOPE

This policy applies to all budgeted positions and all classes (Civil Service and non-Civil Service.

DEFINITIONS

A budgeted position is a group of duties and responsibilities requiring the full-time employment of 1 person. A budgeted position is commonly referred to as a "job," and is assigned a "job number." (See AM-230-2 for complete information concerning job numbers.)

A class is an employment category comprised of positions having similar duties, responsibilities, and qualifications. The creation of a new class is necessary whenever the employee's duties do not correspond to any existing Civil Service or non-Civil Service class.

Reclassification is the changing of the class of a budgeted position due to a change in the duties and responsibilities of the position.

REQUESTING RECLASSIFICATION OF POSITIONS

For complete information concerning the submission of position reclassification requirements, see the appropriate Administrative Manual document cited below:

- For positions in Civil Service classes: AM-230-4-2.
- For positions in non-Civil Service classes: AM-230-4-3.

m Requesting Reclassification of Civil Service Positions via Direct Request to Board of Estimates

RESPONSIBILITY	ACTION
Agency	1. Complete and forward a POSITION DESCRIPTION (28-1618-5064) [AM-230-1-2] to the Civil Service Commission.
Civil Service Commission	2. Review agency request: a.) If requested action is not a result of an organizational change, proceed to step 4. b.) If requested action is a result of an organizational change, forward POSITION DESCRIPTIONN to agency's assigned analyst in the Bureau of the Budget and Management Research (BBMR). Proceed to step 3.
Bureau of the Budget and Management Research (BBMR)	3. Approve or disapprove request based on need for the reclassification. a.) If disapproved, complete "BBMR" section of form. Forward photocopy of form (front page only) to agency. Return form to Civil Service Commission for files. Procedure ends here. b.) If approved, complete "BBMR" section of form and return to Civil Service Commission.
Civil Service Commission	4. Perform job analysis and determine proper job class. a.) If reclassification of the position not required, take the following action: • Complete "CIVIL SERVICE" Section of POSITION DESCRIPTION and retain for files.

RESPONSIBILITY ACTION

- Prepare a MEMO (28-1418-5007) denying the request, and forward MEMO to requesting agency.
- Notify BBMR of action by phone.

Procedure ends here.

b.) If reclassification of the position is required, take the following action:

- Complete "CIVIL SERVICE" section of POSITION DESCRIPTION and retain for files. (If creation of new class is necessary, establish job specifications and recommended salary.)
- Inform agency of class determination by MEMO (28-1418-5007). Include in the MEMO the following information:
  - Class number.
  - Class title.
  - Grade.
  - Salary range.

Agency

5. Upon receipt of MEMO from Civil Service, prepare PERSONNEL ACTION REQUEST (PAR) (28-1418-5014) [AM-230-1-1]. Complete PAR using the information furnished by Civil Service. Retain "AGENCY INITIAL COPY". Forward remaining copies of PAR to Civil Service.

Civil Service Commission

6. Upon receipt of PAR from agency, take the following actions:

a.) Complete PAR and sign in the indicated block. Retain "CIVIL SERVICE INITIAL COPY".

b.) Prepare MEMO (original plus 7 copies), addressed to Board of Estimates, justifying the reclassification and/or the creation of a

new class. (Cite salary for all class actions.)
Forward 1 copy to requesting agency.
Forward 1 copy to Mayor's Office.

c.) Forward the following documents to BBMR:
- PAR (all copies).
- Civil Service MEMO of justification (original plus 5 copies).

BBMR

7. Upon receipt of documents from Civil Service:

a.) Verify that the PAR has been accurately completed and correctly reflects the intent of the requesting agency and Civil Service. Resolve any discrepancies. Sign the PAR in space provided next to "PRE-ECC" block to indicate completion of verification actions.

NOTE: Signature of the PAR does not indicate approval of the reclassification.

b.) Complete a RECOMMENDATION TO ECC (140-019). This recommendation must include information on funding source, availability of funds, and need for reclassification.

8. Forward the following documents to the Secretary, Expenditure Control Committee (ECC):

- RECOMMENDATION TO ECC.
- PAR (all copies).
- Civil Service MEMO of justification (original plus 5 copies).

Expenditure Control Committee (ECC)

9. Upon receipt of documents f BBMR, review and make recommendation. Forward recommendation, plus all documents received f BBMR, to Board of Estimates.

Board of

10. Approve or disapprove request:

Estimates	• Indicate on the PAR the action taken by the Board of Estimates.
	• Retain the following documents for files:
	  • "BOARD OF ESTIMATES COPY" of PAR.
	  • Original of Civil Service MEMO of justification.
	• Forward remaining copies of PAR, plus 1 copy of Civil Service MEMO of justification, to PAR Control Section of BBMR.
	• Forward remaining copies of Civil Service MEMO of justification to agency, Civil Service Commission, Director of Finance, and Bureau of Payroll and Disbursements.

PAR Control Section (BBMR)	11. a.) If PAR disapproved by Board of Estimates, annotate records accordingly. Distribute documents as follows: • Forward to Civil Service the "CIVIL SERVICE COMMISSION COPY" of PAR. • Forward to assigned analyst in BBMR the "MIS/BBMR COPY" of PAR and copy of Civil Service MEMO for files. • Retain "BBMR COPY" of PAR for files. • Forward to agency all remaining copies of PAR. Procedure ends here. b.) If PAR approved by Board of Estimates, process PAR (to include analyst's final verification of PAR and signature of analyst in release block). Distribute copies of PAR as follows: • Forward "MIS\BBMR COPY" and "MIS

	COPY" to the Bureau of Management Information Systems (MIS). • Retain remaining copies pending receipt of "MIS/BBMR COPY" from MIS.
Bureau of Management Information Systems (MIS)	12. Process PAR. Upon completion, return "MIS/BBMR COPY" to PAR Control Section.
PAR Control Section (BBMR)	13. Upon receipt of "MIS/BBMR COPY" of PAR: • Forward to assigned analyst in BBMR the "MIS/BBMR COPY" of PAR, plus copy of Civil Service MEMO, for files. • Forward to agency the "AGENCY FINAL COPY" of PAR. • Forward "CIVIL SERVICE COMMISSION FINAL COPY" of PAR to Civil Service. • File "BBMR COPY" of PAR.
Agency	14. Upon receipt of approved "AGENCY FINAL COPY" of PAR, agency may initiate appropriate personnel actions. (For complete information, see applicable Administrative Manual documents.0

m REQUESTING RECLASSIFICATION OF NON-CIVIL SERVICE POSITIONS VIA DIRECT REQUEST TO BOARD OF ESTIMATES

RESPONSIBILITY	ACTION
Agency	1. Complete and forward a POSITION DESCRIPTION (28-1618-5064) [AM-230-1-2] to the agency's assigned analyst in the Bureau of the Budget and Management Research (BBMR).
Bureau of the Budget and Management Research (BBMR)	2. Approve or disapprove request based on <u>need for the reclassification</u>. a.) <u>If disapproved</u>, complete "BBMR" section of form and return to agency. Procedure ends here. b.) <u>If approved</u>, complete "BBMR" section of form and retain for files. 3. Determine proper class for position. (If creation of new class is necessary, establish job specifications and recommended salary.) 4. Inform agency of class determination by MEMO (28-1418-5007). Include in the MEMO the following information: • Class number. • Class title. • Grade. • Salary range.
Agency	5. Upon receipt of MEMO from BBMR, prepare the documents listed below: • PERSONNEL ACTION REQUEST (PAR) (28- 1418-5014) [AM-230-1-1]. Complete this form using the information furnished by BBMR. Retain "AGENCY

INITIAL COPY". Forward remaining copies of PAR to BBMR.

BBMR

6. Upon receipt of documents from agency:

a.) If reclassification request involves the creation of a new class, complete "FOR CLASS ACTIONS ONLY" section of the PAR.

b.) verify that the PAR has been accurately completed and correctly reflects the intent of the requesting agency. Resolve any discrepancies. Sign the PAR in space provided next to "PRE-ECC" block to indicate completion of verification actions.

NOTE: Signatuer of the PAR does not indicate approval of the reclassification.

c.) Complete a RECOMMENDATION TO ECC (140-109). This recommendation must include information on funding source, availability of funds, and need for reclassification.

7. Forward the following documents to the Secretary, Expenditure Control Committee (ECC):

- RECOMMENDATION TO ECC
- PAR (all copies).
- Agency MEMO of justification (original plus 5 copies).

Expenditure Control Committee (ECC)

8. Upon receipt of documents from BBMR, review and make recommendation. Forward recommendation plus all documents received from BBMR to the Board of Estimates.

Board of Estimates

9. Approve or disapprove request:

- Indicate on the PAR the action taken by the Board of Estimates.
- Retain the following documents for files:
  - "BOARD OF ESTIMATES COPY' of PAR.
  - Original of agency's MEMO of justification.
- Forward remaining copies of PAR, plus 1 copy of agency's MEMO of justification, to PAR Control Section of BBMR.
- Forward remaining copies of agency MEMO of justification to agency, Civil Service Commission, Director of Finance, and Bureau of Payroll and Disbursements.

PAR Control Section (BBMR)

10. a.) If PAR disapproved by Board of Estimates, annotate records accordingly. Distribute documents as follows:

- Forward to assigned analyst in BBMR the "MIS/BBMR COPY" of PAR and copy of agency MEMO.
- Retain "BBMR COPY" of PAR for files.
- Forward to agency all remaining copies of PAR.

Procedure ends here.

b.) If PAR approved by Board of Estimates, process PAR (to include analyst's final verification of PAR and signature of analyst in release block).

- Distribute copies of PAR as follows:
  - Forward "MIS/BBMR COPY"

and "MIS COPY" to the Bureau of management Information Systems (MOIS).
- Destroy "CIVIL SERVICE COMMISSION COPY".
- Retain remaining copies pending receipt of "MIS/BBMR COPY" from MIS.

Bureau of Management Information Systems (MIS)

11. Process PAR. Upon completion, return "MIS/BBMR COPY" to PAR Control Section.

PAR Control Section (BBMR)

12. Upon receipt of "MIS/BBMR COPY" of PAR:

- Forward to assigned analyst in BBMR the "MIS/BBMR COPY" of {AR, plus copy of agency MEMO, for files.
- Forward to agency the "AGENCY FINAL COPY" of PAR.
- File "BBMR COPY" of PAR.

Agency

13. Upon receipt of approved "AGENCY FINAL COPY" of PAR, agency may initiate appropriate personnel actions. (For complete information, see applicable Administrative Manual documents.)

m *Downgrading*

SCOPE

Civil Service and Non-Civil Service positions may be downgraded as a result of a Civil Service action approved by the Board of Estimates.

Change in salary and/or employee benefits for an employee whose position or job classification has been downgraded will be determined in accordance with the provisions of tis policy.

SALARY

Any adjustment to salary resulting from a position or job classification downgrading will be implemented in three phases:

First Phase – Saved Grade

The first phase begins when the budgeted position is reclassified to the new, lower level classification upon approval of the Board of Estimates. During this phase, for one year following the reclassification, the employee will retain the original classification union designation, and salary grade. The employee will remain eligible for merit increments, level movements, longevity and cost of living incr3eases, assuming that all other conditions for receiving these remunerations are met.

Second Phase – Saved Pay

The second phase begins at the start of the second year following the Board of Estimates approval of the downgrading. During this phase, the employee's salary is frozen, the employee is ineligible to receive cost of living increases, level movements and/or merit increases. However, the employee will be eligible to receive longevity increments when they become due. The employee continues to retain the original classification and union designation during this phase.

Third Phase - Downgrade

The third phase begins after the completion of two years, following the Board of Estimates approval of the downgrade. During this phase, the employee's classification and grade are changed to match the classification of the budgeted position. If a change in union designation is involved in this action, changes in benefits related to union designation become effective on the date as the downgrade at the start of the third phase.

The employee's salary is adjusted in the following manner in order to place the employee on the salary scale at the assigned grade of the budgeted position:

- If the employee's present salary, exclusive of longevity increments, is higher than the maximum of the new grade, then the employee will be placed on the highest level of the new grade.

- If the employee's present salary, exclusive of longevity increments, is between levels of the new grade, then the employee will be placed on the level closest to the salary the employee received during the "Second Phase" – Saved Pay" stage of the downgrading process.

- For purposes of salary placement only and in the context of downgrading only, merits shall be considered as salary levels in cases where MAPS 1XX or 6XX grades are being downgraded. However, such merits will not be applied as addends to any salary newly derived from the downgrading process.

After the employee has been placed on the correct step of the new grade, applicable longevity increments will be applied.

DATE OF ENTRY

The employee's date of entry into City service will not be changed when the employee's position or job classification is downgraded.

HEALTH CARE BENEFITS

If an employee's position or job classification has been downgraded and the employee is enrolled in a City health care plan, the employee will continue to be covered by that same plan. However, at the start of the third phase when the employee's classification and grade are changed to match the budgeted position, the employee's benefits may differ depending upon the union designation of the actual budgeted position.

RETIREMENT BENEFITS

Downgrading of a position or job classification may have an effect on an employee's status within the City Employees' Retirement System. Employees may contact a Benefits Analyst within the City Employee's Retirement System to determine whether the downgrade will affect their retirement benefits.

DEATH BENEFITS

If a change in union designation is involved when an employee's position or job classification is downgraded, the employee's death benefit entitlement will change at the start of the "Third Phase – Downgrade" stage of the downgrading process so as to be consistent with the union designation of the new position.

VACATION AND PERSONAL LEAVE CREDIT

If a change in union designation is involved when an employee's position or job classification is downgraded, the maximum number of unused vacation and/or personal leave days that an employee may accumulate may be affected.

In cases where the employee's accumulated vacation and/or personal leave balances exceed the maximum accumulation level allowable in the new position, the excess leave days of the "Third Phase – Downgrade" stage of the downgrading process.

SICK LEAVE CREDIT

All accumulated sick leave will be credited to the employee in the new position. Annual sick leave conversion payments, if any, will be based on the daily pay rate in effect at the time of payment.

COMPENSATORY LEAVE CREDIT

If an employee is downgraded from an FLSA non-exempt, the employee will be paid cash for all accumulated compensatory leave which is unused prior to the first day of the "Third Phase – Downgrade" stage of the downgrading process.

If an employee is downgraded from an FLSA exempt position to a budgeted position which is FLSA non-exempt, the employee may use accumulated compensatory leave during the first phase and the second phase of the downgrade process. However, at the start of the third phase when the employee's classification and grade are changed to match the classification of the budgeted position, the employee will not be credited with any accumulated compensatory leave balance as of the date of the change.

REASSIGNMENT, TRANSFER, AND PROMOTION

Employees who occupy positions which have been reclassified and downgraded may be placed on a separate class change promotional list, if appropriate, in accordance with Civil Service Rule 28. Employees on the applicable class change list will have priority over all other eligibility lists for that class except a reemployment list. In this case priority means: every employee on the applicable class change list must be given an opportunity to be interviewed for the vacant position before an open list for that class is certified. If an employee refuses an offer of employment, he /she will be removed from the class change list.

In selecting employees from a class change list, agencies should consider seniority in addition to other criteria necessary to perform the duties of the vacant position in that class. Agencies which fall to select employees from the class change list must document the reasons why these employees were deemed unsuitable.

If during the downgrade process, an affected employee receives a promotion, the employee's salary is to be determined by applying the promotion rules to the employee at his/her current step within grade.

An employee may be withdrawn from the downgrade process during any phase, subject to the approval of the Civil Service Commission, if the employee receives a major reassignment of duties or a lateral transfer.

RELATED DOCUMENTS

For additional information see:

AM-204-2 VACATION LEAVE

AM-204-4	PERSONAL LEAVE
AM-204-23	HEALTH CARE PROVISIONS
AM-205-2	OVERTIME AND CALL-BACK
AM-216-1	DEATH BENEFITS

m *Downgrading Procedure*

RESPONSIBILITY	ACTION
Civil Service Commission (CSC)	1. Follow classification study procedures. If downgrading of a class or position is recommended and approved by the Board of Estimates, proceed to Step 2.
	2. Inform agency of class determination by MEMO (28-1418-5007). Include in the MEMO the following allocation information: • Class Number • Class Title • Grade • Salary range
	3. Begin "First Phase Freeze File" on downgraded positions, effective date of board of Estimates approval.
	4. Establish class change eligibility list, where applicable.
Bureau of Management Information Systems (BOMIS)	5. Run a monthly match of payroll files against the CSC " First Phase Freeze File" and print out any exceptions, such as name changes, department or location code changes and class number changes.
	6. Forward printout of exceptions to CSC.
Civil Service Commission (CSC)	7. Check exceptions against "Freeze File" and contact agency for additional information as necessary.

RESPONSIBILITY	ACTION
	8. In cases where lateral changes have occurred, obtain position description and initiate job unit as necessary.
Payroll and Disbursements Division Bureau of Accounting Systems	9. Check CHANGE TICKETS against the CSC "Second Phase—Saved Pay Freeze File". Cost of living adjustments, level movements, merit increases, and class upgrades may not be processed during the "Second Phase –Saved Pay" stage. Notify CSC of any such occurrences.
Agency	10. Notify CSC of any personnel action effecting employees involved in the downgrading process prior to the effective date of such personnel action.
	11. If longevity increments become due during any phase of the downgrading process, complete a CHANGE NOTICE (28-1618-5143).

AM-231-1-3

CITY OF BALTIMORE		Receipt of Strike Information

I have been informed that it is illegal for an employee of the City of Baltimore to initiate, support, sponsor, or engage in any strike, boycott, work stoppage, or other related actions against the Mayor and City Council of Baltimore City, either directly or indirectly.

TYPED OR PRINTED NAME OF EMPLOYEE	EMPLOYEE'S SIGNATURE	SOCIAL SECURITY #
TYPED OR PRINTED NAME OF WITNESS	SIGNATURE OF WITNESS	DATE

NOTE TO AGENCY HEAD: THIS RECEIPT IS RETAINED IN THE AGENCY FILE. IF THE EMPLOYEE TRANSFERS TO ANOTHER CITY AGENCY, THIS RECEIPT MUST BE FORWARDED TO THE GAINING AGENCY FOR RETENTION IN EMPLOYEE FILE.

Hiring and Transfers

SCOPE

This policy applies to all City agencies (Civil Service and non-Civil Service) and includes the following personnel actions, regardless of the type of funding:

- Hiring (to include full-time or part-time permanent, temporary, and labor employees).
- Transfers.

This policy does **not** apply to promotions.

PERSONNEL ACTIONS

For additional information concerning the subjects listed below, see the cited Administrative Manual documents:

- Permanent Positions and Employees: AM-232-l
- Labor Positions and Employees: 233-1
- Temporary Employees: AM-234-1
- Promotions: AM-235-l

TRANSFER DEFINED

A transfer is the filling of a vacant position with a City employee whose job class is the same as that of the vacant position (or related and carrying a lower salary than that of the vacant position) and who is:

- Filling a position in an agency or program other than where the vacancy occurs,

AND/OR

- Filling **any** position which has funding different from that of the vacant position.

Personnel who change their employment from a non-Civil Service position to a Civil Service position, or vice-versa, are **not** considered "transfers," but instead are considered to be new employees.

A shift of personnel within a program, which does not involve a change in funding, is not considered a transfer.

REQUIREMENTS

Hiring and Transfers

In order to hire or transfer personnel, all of the following requirements must be met by the requesting agency:

- A vacant position must exist in the appropriate program of the agency's approved budget. (In the case of temporary and part-time employees, funds for the proposed action must be available in the agency's budget.) If no vacant position exists, the creation of a new position must be approved by the Board of Estimates [AM-230-3].

- Approval of the proposed action must be obtained from the Civil Service Commission (where appropriate) and the Mayor's Expenditure Freeze Committee.

USE OF "IN LIEU" CLASSES

An agency may fill a vacant position with an employee whose job class is not the same as the class of the vacant position if such action will allow the individual to gain the necessary experience to qualify for the class. To be eligible, the employee's class and the class of the vacant position must be in the same class series. (For example, a Senior Clerk position may be filled with a Clerk "in lieu" of a Senior Clerk.)

LEAVE OF ABSENCE

If an agency wishes to fill the position of an employee who is on a leave of absence without pay, the **employee on leave** must be placed in an inactive payroll status by submission of a CHANGE NOTICE (28-1618-5143 or 28-1428-5108) [AM-205-4-5]. The CHANGE NOTICE must include the following special entries:

- Work Code -- Specify **"9".**
- Loc (location) -- Specify **"999".**
- Job Number -- Specify "zzz-zzzzz".
- Budget Account Number -- Specify "103" for the sub-object (last 3 digits of the account number)

PROHIBITED ACTIONS

The following personnel actions are prohibited and will not be approved under any circumstances:

- Filling a vacant position with an employee whose job class is in the same class series as the vacant position, but has a salary range which is higher than the budgeted position, (for example, filling a vacant Clerk position with a Senior Clerk "in lieu" of a Clerk).
- Placing more than 1 person in the same budgeted position.

Hiring and Transfers

CITY RESIDENCE

When filling a vacant position by hiring a new employee, agencies must give preference to City residents. If an agency finds it necessary to fill the position with a non-City resident, approval must first be obtained from the Mayor by submitting a NON-CITY RESIDENT APPROVAL REQUEST (28-1528-5036) [AM-231-1-2].

TRANSFERS

When filling a vacant position by transfer, agencies are not required to give preference to City residents. However, if the transfer will also involve the promotion of an employee, preference **is** to be given to City residents. If an agency wants to transfer **and** promote a non-City resident, approval must first be obtained from the Mayor by submitting a NON-CITY RESIDENT APPROVAL REQUEST (28-1528-5035) [AM-231-1-2].

NOTIFICATION OF ILLEGAL STRIKE ACTIVITY

Supervisors must inform all new City employees that it is illegal for them to engage in any type of strike-related activity against the Mayor and City Council of Baltimore. Employees must sign a RECEIPT OF STRIKE INFORMATION (28-1408-5024) [AM-231-l-3] to confirm that they have received this information.

NOTE: If an employee refuses to sign this acknowledgement, the supervisor must note this on the form.

This acknowledgement must be retained in the agency files with the "Record Copy" of the employee's ENTRY TICKET [M-205-4-2]. If an employee transfers to another City agency, the acknowledgement must be forwarded to the gaining agency for retention in their file with a copy of the CHANGE NOTICE [AM-205-4-5].

Administrative Manual DETAIL PROCEDURE

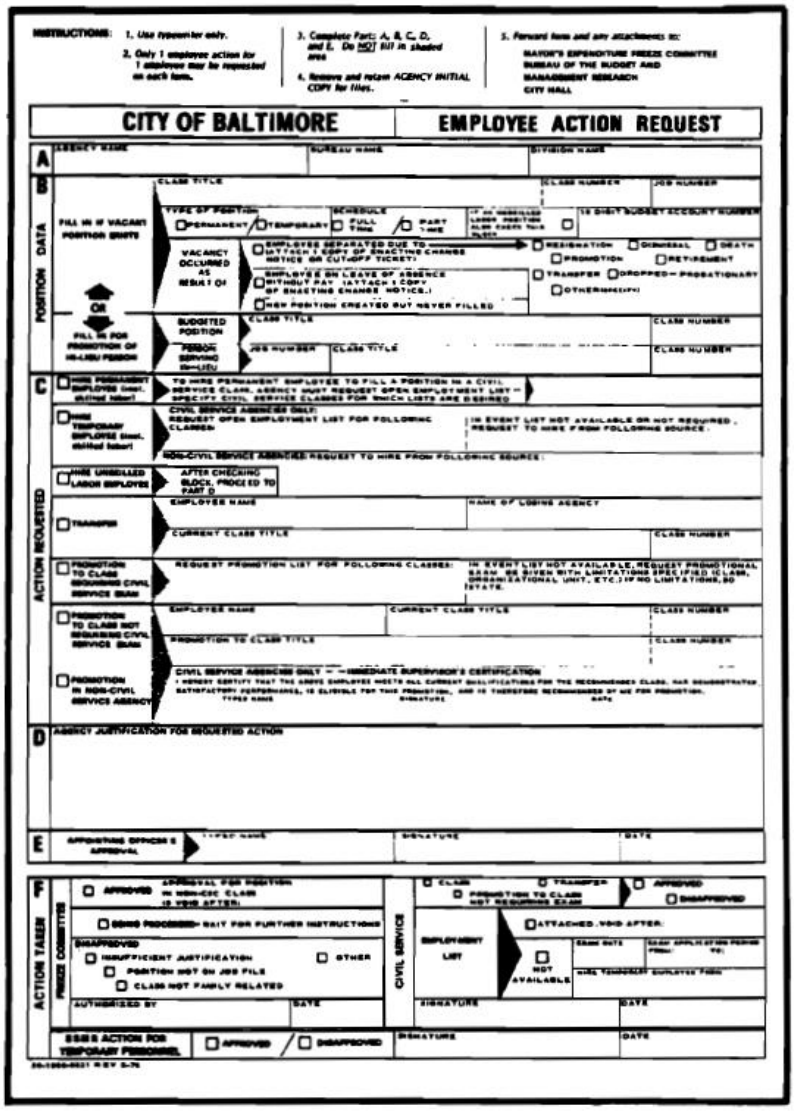
SECTION

Personnel

SUBJECT

EMPLOYEE ACTION REQUEST

The form shown below contains all necessary instructions for completion:



INSTRUCTIONS: 1. Use typewriter only. 2. Only 1 employee action for 1 employee may be requested on each form. 3. Complete Parts A, B, C, D, and E. Do NOT fill in shaded area. 4. Remove and retain AGENCY INITIAL COPY for files. 5. Forward form and any attachments to: MAYOR'S EXPENDITURE FREEZE COMMITTEE, BUREAU OF THE BUDGET AND MANAGEMENT RESEARCH, CITY HALL

CITY OF BALTIMORE — EMPLOYEE ACTION REQUEST

A — AGENCY NAME | BUREAU NAME | DIVISION NAME

B — POSITION DATA: CLASS TITLE | CLASS NUMBER | JOB NUMBER; FILL IN IF VACANT POSITION EXISTS; TYPE OF POSITION: PERMANENT / TEMPORARY; SCHEDULE: FULL TIME / PART TIME; 10 DIGIT BUDGET ACCOUNT NUMBER; VACANCY OCCURRED AS RESULT OF: EMPLOYEE SEPARATED DUE TO (ATTACH 1 COPY OF ENACTING CHANGE NOTICE OR CUT-OFF TICKET): RESIGNATION, DISMISSAL, DEATH, PROMOTION, RETIREMENT; EMPLOYEE ON LEAVE OF ABSENCE WITHOUT PAY (ATTACH 1 COPY OF ENACTING CHANGE NOTICE.): TRANSFER, DROPPED — PROBATIONARY, OTHER (specify); NEW POSITION CREATED BUT NEVER FILLED; OR; FILL IN FOR PROMOTION OF INCUMBENT PERSON; BUDGETED POSITION: CLASS TITLE, CLASS NUMBER; PRESENT INCUMBENT: JOB NUMBER, CLASS TITLE, CLASS NUMBER

C — ACTION REQUESTED: HIRE PERMANENT EMPLOYEE (incl. skilled labor): TO HIRE PERMANENT EMPLOYEE TO FILL A POSITION IN A CIVIL SERVICE CLASS, AGENCY MUST REQUEST OPEN EMPLOYMENT LIST — SPECIFY CIVIL SERVICE CLASSES FOR WHICH LISTS ARE DESIRED; HIRE TEMPORARY EMPLOYEE (incl. skilled labor): CIVIL SERVICE AGENCIES ONLY: REQUEST OPEN EMPLOYMENT LIST FOR FOLLOWING CLASSES: IN EVENT LIST NOT AVAILABLE OR NOT REQUIRED, REQUEST TO HIRE FROM FOLLOWING SOURCE; NON-CIVIL SERVICE AGENCIES: REQUEST TO HIRE FROM FOLLOWING SOURCE; HIRE UNSKILLED LABOR EMPLOYEE: AFTER CHECKING BLOCK, PROCEED TO PART D; TRANSFER: EMPLOYEE NAME, NAME OF LOSING AGENCY, CURRENT CLASS TITLE, CLASS NUMBER; PROMOTION TO CLASS REQUIRING CIVIL SERVICE EXAM: REQUEST PROMOTION LIST FOR FOLLOWING CLASSES: IN EVENT LIST NOT AVAILABLE, REQUEST PROMOTIONAL EXAM BE GIVEN WITH LIMITATIONS SPECIFIED (CLASS, ORGANIZATIONAL UNIT, ETC.) IF NO LIMITATIONS, SO STATE; PROMOTION TO CLASS NOT REQUIRING CIVIL SERVICE EXAM: EMPLOYEE NAME, CURRENT CLASS TITLE, CLASS NUMBER, PROMOTION TO CLASS TITLE, CLASS NUMBER; PROMOTION IN NON-CIVIL SERVICE AGENCY: CIVIL SERVICE AGENCIES ONLY — IMMEDIATE SUPERVISOR'S CERTIFICATION: I HEREBY CERTIFY THAT THE ABOVE EMPLOYEE MEETS ALL CURRENT QUALIFICATIONS FOR THE RECOMMENDED CLASS, HAS DEMONSTRATED SATISFACTORY PERFORMANCE, IS ELIGIBLE FOR THIS PROMOTION, AND IS THEREFORE RECOMMENDED BY ME FOR PROMOTION. TYPED NAME, SIGNATURE, DATE

D — AGENCY JUSTIFICATION FOR REQUESTED ACTION

E — APPOINTING OFFICER'S APPROVAL: TYPED NAME, SIGNATURE, DATE

F — ACTION TAKEN: PERSONNEL COMMITTEE: APPROVED — APPROVAL FOR POSITION IN NON-CSC CLASS IS VOID AFTER; BOARD PROCEEDED — WAIT FOR FURTHER INSTRUCTIONS; DISAPPROVED: INSUFFICIENT JUSTIFICATION, OTHER, POSITION NOT ON JOB FILE, CLASS NOT FAMILY RELATED; AUTHORIZED BY, DATE; CIVIL SERVICE: CLASS, TRANSFER, PROMOTION TO CLASS NOT REQUIRING EXAM, APPROVED, DISAPPROVED, ATTACHED. VOID AFTER; EMPLOYMENT LIST; NOT AVAILABLE; EXAM DATE; EXAM APPLICATION PERIOD FROM: TO:; HIRE TEMPORARY EMPLOYEE FROM:; SIGNATURE, DATE; SSRB ACTION FOR TEMPORARY PERSONNEL: APPROVED / DISAPPROVED; SIGNATURE, DATE

- Form Number: 28-1608-5021
- Type : 6-part set
- Size : 8 1/2" x 11"
- Order Unit : Specify "Each"
- Quantity of Forms per Order Unit : 1 set

To order, prepare a WAREHOUSE REQUISITION (28-1458-5129) [AM-302-1-1] specifying Warehouse Division 02, and citing the above information.

AM-231-1-3

CITY OF BALTIMORE		Receipt of Strike Information

I have been informed that it is illegal for an employee of the City of Baltimore to initiate, support, sponsor, or engage in any strike, boycott, work stoppage, or other related actions against the Mayor and City Council of Baltimore City, either directly or indirectly.

TYPED OR PRINTED NAME OF EMPLOYEE	EMPLOYEE'S SIGNATURE	SOCIAL SECURITY #
TYPED OR PRINTED NAME OF WITNESS	SIGNATURE OF WITNESS	DATE

NOTE TO AGENCY HEAD: THIS RECEIPT IS RETAINED IN THE AGENCY FILE. IF THE EMPLOYEE TRANSFERS TO ANOTHER CITY AGENCY, THIS RECEIPT MUST BE FORWARDED TO THE GAINING AGENCY FOR RETENTION IN EMPLOYEE FILE.

m Permanent Positions and Employees

SCOPE

A permanent position is a group of duties and responsibilities which requires the full-time or part-time employment of 1 person for a period in excess of 90 calendar days.

PERMANENT EMPLOYEE

PERMANENT FULL -TIME EMPLOYEE

A permanent full-time employee is a person who is appointed from an employment list to a permanent position, and works a full work week on a continuing basis.

PERMANENT PART-TIME EMPLOYEE

A permanent part-time employee is a person who is appointed from an employment list to a permanent position, and works less than a full work week on a continuing basis.

WORK WEEK DEFINED

The normal full-time work week consists of 5 consecutive work shifts in a 7 day period. (The normal full-time work shift consists of 8 consecutive hours in a 24 hour period.) However, in operations where work is normally scheduled on Saturday and/or Sunday, the normal full-time work week consists of 10 work shifts in a 14 day period.

FILLING A PERMANENT POSITION

See AM-232-l-l for details on filling a permanent position.

a **AM-232-1-1**

m Filling a Permanent Position by Hiring or Transfer

APPLICABILITY

The following procedure must be followed when filling all vacant positions (Civil Service and non-Civil Service) BY THE FOLLOWING MEANS:

- Hiring permanent employees from an open employment list (or a comparable hiring method used to fill non-Civil Service positions).

OR

- Transfer

This procedure does not apply to:

- Filling vacant permanent positions by promotion. (See AM-235-1-1).
- Filling vacant unskilled labor positions. (See AM-233-1-1).
- Hiring temporary employees. (See AM-234-1).

PROCEDURE FORMAT

The following procedure is divided into 3 sections:

- Section I: Applies to all permanent positions.
- Section II: Applies only to permanent Civil Service positions.
- Section III: Applies only to permanent non-Civil Service positions.

Section I: All City Agencies

RESPONSIBILITY	ACTION
• Agency	1. Complete an EMPLOYEE ACTION REQUEST (28-1608-5021) [AM-231-1-1].
	2. Retain "Agency Initial Copy" and submit request (with carbons

RESPONSIBILITY	ACTION
	intact) to: FREEZE COMMITTEE Bureau of the Budget and Management Research City Hall Attach a copy of appropriate CUT-OFF NOTICE or CHANGE NOTICE as proof that vacancy exists.
• Freeze Committee	3. Review request: a.) <u>If disapproved</u>, indicate decision on request form and return all copies to agency. Procedure ends here. b.) <u>If approved</u>, indicate decision on request form, and retain "Freeze Committee Copy" for files. Distribute remaining copies as follows: • <u>If vacant Civil Service position</u>, return "Agency Intermediate Copy" to agency for files. Forward remaining copies to the Civil Service Commission. • <u>If vacant non-Civil Service position</u>, forward all copies to agency.
Agency	4. Proceed to Section II or III of this procedure, as applicable.
	<u>Section II</u>: <u>Civil Service Positions</u>
Civil Service Commission	1. Upon receipt from Freeze committee of approved request, determine proper class of vacant position: a.) <u>If new position created in budget</u>, analyze duties and responsibilities to ensure that class included

RESPONSIBILITY	ACTION
	in budget is correct. b.) <u>If new position created through direct request to Board of Estimates</u>, check EMPLOYEE ACTION REQUEST (28-1418-5014) [AM-230-1-1] which created the position to ensure that correct class is cited. c.) <u>If existing position</u>, analyze duties and responsibilities to ensure that the class has not changed since previous classification action. If the class as cited on the EMPOYEE ACTION REQUEST is not proper, take corrective action. 2. Review action requested by agency: a.) <u>If transfer requested</u>, approve or disapprove and indicate decision on request form. Distribute copies as follows: • <u>If disapproved</u>, retain "CSC Copy" and retain remaining copies to agency. • <u>If approved</u>, retain "CSC Copy" and "Payroll Copy" for future processing. Return "Agency Final Copy" to "Agency Final Copy" to agency.
• Civil Service Commission	b.) <u>If an employment list is requested, and is available,</u> forward the following documents to the agency: • "Agency Final Copy" of EMPLOYEE ACTION REQUEST. • CERTIFICATION TO APPOINTING OFFICER (CS-7) (Employment List). • REPORT OF CERTIFICATION (CS-7A).

RESPONSIBILITY	ACTION
	Retain for future processing the "CSC Copy" and "Payroll Copy" of EMPLOYEE ACTION REQUEST.
	c.) <u>If an employment list is requested, but is not available,</u> schedule examination. Forward "Agency Final Copy" of EMPLOYEE ACTION REQUEST to agency. (Retain "CSC Copy" and "Payroll Copy" for future processing.) After testing applicants, forward the following documents to the agency: • CERTIFICATION TO APPOINTING OFFICER (CS-7) (Employment List). • REPORT OF CERTIFICATION (CS-7A).
Agency	3. Upon receipt of documents from the Civil Service Commission: a.) <u>If transfer approved,</u> notify selected employee. File "Agency Final Copy". of EMPLOYEE ACTION Request and destroy "Agency Intermediate Copy". b.) <u>If eligible list received</u>, schedule interview with eligible and make a selection <u>within 30 calendar days</u> from the date that the employment list was furnished by Civil Service. If a selection or a request for additional names is not made within 30 days, the agency's approval to hire is invalidated. <u>NOTE</u>: Agencies must give preference to City residents when hiring <u>new</u> City employees. (Preference need not be given City residents if the position is to be filled by the transfer of a City employee.) If an agency finds it necessary to fill the position with a non-City resident, approval must be obtained from the Mayor by submitting a NON-CITY RESIDENT

RESPONSIBILITY	ACTION
	APPROVAL REQUEST (28-1258-5036) [AM-231-1-2].

4. After selection has been made:
   a.) Complete REPORT OF CERTIFICATION (showing actions taken on each candidate) and return to Civil Service.
   b.) File CERTIFICATION TO APPOINTING OFFICER.
   c.) File "Agency Final Copy" of EMPLOYEE ACTION REQUEST. (Destroy "Agency Intermediate Copy".)

5. Have prospective employees take the following actions where necessary:
   a.) If the job duties will involve physical labor, have employee undergo medical examination by the Medical Services Division of the Civil Service Commission.
   b.) If employee is 17 years of age or under, have him obtain a WORK PERMIT. (See AM-205-15 for details.)

6. Inform employee that it is illegal for him to engage in any type of strike-related activity against the Mayor and City Council of Baltimore. Have employee sign a RECEIPT OF STRIKE INFORMATION (28-1408-5024) [AM-231-1-3]. Retain in agency files.

7. Process employee records as described below:
   a.) FOR NEW employees:
      - Complete the following forms
         - ENTRY TICKET (28-1618-5142) [AM-205-4-2]. Remove and retain "RECORD COPY" for files; leave carbons intact.

RESPONSIBILITY	ACTION

	• WITHHOLDING EXEMPTION CERTIFICATES:
	  • FEDERAL W-4 (28-1428-5079).
	  • STATE MW-507 (28-1428-5109).
	• Attach the following documents to the new ENTRY TICKET:
	  • "CSC/Payroll Copy" of NON- CITY RESIDENT APPROVAL REQUEST, if applicable. (Retain "Agency Final Copy" in files.)
	  • WITHHOLDING CERTIFICATES:
	  • FEDERAL W-4.
	  • STATE MW-507.
	• Forward ENTRY TICKET and attachments to Civil Service Commission at least 3 work days prior to end of payroll period. (If submission is after this deadline, the employee will not be paid until the end of next payroll period.)
	
	b.) For employees currently filling a Civil Service position who are to be transferred to another Civil Service position, complete a CHANGE NOTICE (28-1618-5143) [AM-205-4-5. Remove and retain "Record Copy" for files. Forward remaining copies (with carbons intact) to Civil Service at least 3 work days prior to end of payroll period.

Civil Service	8. Separate all copies of forms received from agency. Attach the following documents to the "Payroll Copy" of the ENTRY TICKET or CHANGE

RESPONSIBILITY	ACTION

	NOTICE:
	
	• "Payroll Copy" of EMPLOYEE ACTION REQUEST.
	• "CSC/Payroll Copy" of NON-CITY RESIDENT APPROVAL Request (if applicable).
	• WITHHOLDING CERTIFICATES (if applicable):
	  • FEDERAL W-4.
	  • STATE MW-507.

	9. Distribute the ENTRY TICKET or CHANGE NOTICE copies (with attachments) as per the instructions on the form. 10. Retain "CSC Copy" of EMPLOYEE ACTION REQUEST for files.
	Section III: Non-Civil Service Positions
Agency	1. Upon receipt from Freeze Committee of approved request, select employee through normal agency procedures within 30 calendar days from date of approval. If a selection is not made within 30 calendar days, the agency's approval to hire is invalidated. NOTE: Agencies must give preference to City residents when hiring new City Employees. (Preference need not be given City residents if the position is to be filled by the transfer of a City employee.) If an agency finds it necessary to fill the position with a non-City RESIDENT APPROVAL REQUEST (28-1258-5036) [AM-231-1-2].

RESPONSIBILITY	ACTION

2. After selection has been made:

a.) For NEW City employees:

- If employee is 17 years of age, or under, have him obtain a WORK PERMIT. (See AM-205-15 for additional information.)
- Inform employee that it is illegal for him to engage in any type of strike-related activity against the Mayor and City Council of Baltimore. Have employee sign a RECEIPT OF STRIKE INFORMATION (28-1408-5024) [AM-231-1-3]. Retain in agency files.
- Complete the following forms:
  - ENTRY TICKET (28-1428-5106) [AM-205-4-2].
  - WITHHOLDING EXEMPTIONS CERTIFICATES:
    - FEDERAL W-4 (28-1428-5079).
    - STATE MW-507 (28-1428-5109).
- Separate all copies of forms. Attach the following documents to the "Payroll Copy" of the ENTRY TICKET:
  - "Payroll Copy" of EMPLOYEE ACTION REQUEST.
  - "CSC/Payroll Copy" of NON_CITY RESIDENTIAL APPROVAL REQUEST (if applicable).
  - WITHOLDING CERTIFICATES:
    - FEDERAL W-4.
    - STATE MW-507.
- Distribute the ENTRY TICKET copies as per the instructions on the form. (Central Payroll must receive its copy at least 2 work days prior

RESPONSIBILITY	ACTION
	• to end of payroll period. If submission is after this deadline, the employee will not be paid until the end of the next payroll period.) • File "Agency Final Copy" of EMPLOYEE ACTION REQUEST. (Destroy "Agency Intermediate Copy" and "CSC Copy".) b.) For employees currently filling a non-Civil Service position who are to be transferred to another non-Civil Service position: • Complete a CHANGE NOTICE (28-1428-5108) [AM-205-4-5]. • Separate all copies of the CHANGE NOTICE. Attach the "Payroll Copy" of EMPLOYEE ACTION REQUEST to the "Payroll Copy of the CHANGE NOTICE. • Distribute the CHANGE NOTICE as per the instructions on the form. (Central Payroll must receive its copy at least 2 work days prior to end of payroll period.) • File "Agency Final Copy" of EMPLOYEE ACTION REQUEST. (Destroy "Agency Intermediate Copy" and "CSC Copy".)

m *Temporary or Seasonal Employments*

SCOPE

Temporary or seasonal appointments are made to Civil Service positions and non-Civil Service positions, which are deemed temporary positions because of unusually heavy workloads, seasonally heavy workloads or the unexpected availability of additional grant funding with short-term expenditure requirements. The length of a temporary or seasonal appointment is determined by whether it is a Civil Service or non-Civil Service position, agency needs, and funding**.**

Individuals who have temporary appointments to Civil Service positions are considered temporary employees. Individuals appointed to temporary or seasonal positions, not under Civil Service, are also considered temporary employees. Temporary employees are paid hourly for time actually worked, are not eligible for health benefits or any other employee benefit, and cannot earn leave. However, the one exception is benefit-eligible positions which are grant-funded in non-Civil Service classifications and which have been approved for funding by the Department of Finance, Bureau of the Budget and Management Research. A temporary employee will receive job injury leave if injured on the job. Under the State Workers' Compensation Law, the person will receive two-thirds of his/her average weekly wage.

All temporary employees are required to have a pre-placement physical at the City of Baltimore Occupational Medical Services (Mercy Clinic) at 323 N. Calvert St.

This policy does not cover temporary employees hired through employment agencies.

CIVIL SERVICE POSITIONS

Fully-Funded Permanent Positions

The Director of Human Resources may authorize the temporary appointment of a person not to exceed six (6) months for the following conditions: whenever a vacancy arises in a fully-funded permanent Civil Service position in a classification for which there is no re-employment list and no employment list or an emergency need requires that the position be filled while the process of interviewing eligible candidates is taking place.

The temporary appointment shall continue only until such time as certification of qualified eligible candidates can be made, and a regular appointment becomes effective, according to Civil Service rules and the City Charter.

When there is a need for an emergency temporary appointment in a permanent Civil Service position for less than 60 days, Department of Human Resources approval is not required.

Position Abolishment or No Permanent Funding

A temporary appointment may be made to a Civil Service position when the position is expected to be abolished, or when permanent funding for the position is not available. Whenever such a temporary appointment is requested, the Director of Human Resources may grant authority for the appointment for a period not to exceed one (1) year, provided that the person appointed for more than 60 days meets the minimum qualifications for the classification.

If a Civil Service position that is filled is not abolished within one (1) year or if funding is made available beyond one year, then the Director of Human Resources shall proceed to certify an appropriate eligible list for permanent appointment or may authorize a temporary appointment in accordance the rules listed under Fully-Funded Permanent Positions.

NON-CIVIL SERVICE POSITIONS

Temporary or seasonal employment due to an unusually heavy workload or a seasonally heavy workload is considered non-Civil Service. Positions funded because of short-term grants that are not routinely received are also considered non-Civil Service.

Temporary positions in this category shall be placed in non-Civil Service classifications, and appointments to those classifications shall be audited by the Department of Human Resources each year to insure that appointments to temporary positions in this category shall not be continued for more than two (2) years.

Positions in the category of temporary or seasonal employment which require full-time employment for twelve (12) months per year for more than two (2) years shall be deemed permanent and therefore within the Civil Service, unless the exclusion is extended by the Civil Service Commission prior to the completion of the two-year period.

Temporary or seasonal employment positions, which are later deemed permanent, shall be reclassified and included in the Civil Service and a permanent appointment shall be required according to the Department of Human Resources rules. Persons in temporary positions, which are later deemed permanent, shall not be placed on the official roster until they have been certified and permanently appointed in accordance with these rules.

RELATED POLICIES

231-1 Hiring and Transfers

a **AM-234-1-1**

m ***Procedure for Temporary Appointments***

SCOPE

The following procedure for temporary appointments is divided into three sections:
Section I: Applies to Civil Service and Non-Civil Service.
Section II: Applies only to filling Civil Service positions.
Section III: Applies only to filling Non-Civil Service positions.

SECTION I: ALL CITY AGENCIES

RESPONSIBILITY	ACTION
AGENCY	1. Complete an EMPLOYEE ACTION REQUEST (28-1608-5021).
	2. Retain "Agency Initial Copy" and submit request (with carbons intact) to: Agency Budget Analyst Bureau of the Budget and Management Research City Hall, Room 469 100 N. Holliday St.
BUDGET BUREAU	3. Review request:
	a.) If disapproved, indicate decision on request form and return all copies to agency. Procedure ends here.
	b.) If approved, indicate decision on request form, and retain copy for Budget Bureau files. Distribute remaining copies as follows: • If the agency's personnel actions are governed by the Department of Human Resources return "Agency Intermediate Copy" to agency for files. Forward remaining copies to the Department of Human Resources. • If the agency's personnel actions are not governed by the Department of Human Resources, forward all copies to agency.

RESPONSIBILITY	ACTION
AGENCY	4. Proceed to the Section on Civil Service positions or Non-Civil Service positions of this procedure, as applicable.

SECTION II: CIVIL SERVICE POSITIONS

DEPARTMENT OF HUMAN RESOURCES (HR)

1. Upon receipt from Budget Bureau of approved request:

   a.) If employment list exists and is required to fill the position, forward the following documents to the agency:

   - "Agency Final Copy" of EMPLOYEE ACTION REQUEST.
   - CERTIFICATION TO APPOINTING OFFICER (Employment List).
   - CERTIFICATION OF ELIGIBLES.

   Retain for future processing the "HR Copy" and "Payroll Copy" of EMPLOYEE ACTION REQUEST.

   b.) If employment list does not exist for the class, or if the use of an employment list is not necessary to fill position, enter on request form the source from which which agency should hire the temporary employee. Return the "Agency Final Copy" and "Payroll Copy" of EMPLOYEE ACTION REQUEST to agency. File "HR Copy".

RESPONSIBILITY	ACTION
AGENCY	
	2. Upon receipt of documents from the Department of Human Resources:
	a.) When employment list is received, schedule interviews with eligible candidates and make a selection according to the directions printed on the employment list, furnished by Department of Human Resources. If a selection is not made within the required time frame, the agency's approval to hire is invalidated. If the opportunity for employment is declined by all persons on the employment list, the Department of Human Resources will inform the agency of the source from which it may hire.
	b.) If no employment list exists or if the use of an employment list is not required, select employee from HR- approved source.
	3. After selection of employee has been made:
	a.) File "Agency Final Copy" of EMPLOYEE ACTION REQUEST. (Destroy "Agency Intermediate Copy".)
	b.) If employment list was furnished to agency:
	• Complete CERTIFICATION OF ELIGIBLES (showing action taken on each candidate) and return to Department of Human Resources.
	• File CERTIFICATION TO APPOINTING OFFICER.
	c.) If prospective employee is to be entered on the City payroll:
	• Inform him/her that as an employee that it is illegal for him/her to engage in any type of strike-related activity

RESPONSIBILITY	ACTION
AGENCY	against the Mayor and City Council of Baltimore. Have employee sign a RECEIPT OF STRIKE INFORMATION (28-1408-5024). Retain in agency files.
	• Have employee take the following actions where necessary:
	- Employee is required to have a pre-placement physical at the City of Baltimore Occupational Medical Services (Mercy Clinic), 323 N. Calvert St. Employee takes completed Request for Services (28-1608-5153) with photo ID to the scheduled appointment.
	- If employee is 17 years of age or under, have him/her obtain a WORK PERMIT. (See AM-205-15 for details.)
	• Complete the following forms:
	• ENTRY TICKET (28-1618-5142) (AM-205-4-2) Remove and retain "Record Copy" for files; leave set intact.
	• CUT-OFF NOTICE (28-1608-5144) Ticket must be pre-dated to end of temporary employment period. (Remove and retain "Record Copy" for files; leave set intact.)
	• WITHHOLDING EXEMPTION CERTIFICATES: - FEDERAL W-4 (28-1428-5079). - STATE MW-507 (28-1428-5109).

RESPONSIBILITY **ACTION**

AGENCY

- Attach the following documents to the ENTRY TICKET:
  - WITHHOLDING CERTIFICATES:
    - FEDERAL W-4.
    - STATE MW-507.
  - CUT-OFF NOTICE.
- Forward ENTRY TICKET and attachments to Department of Human Resources at least 3 work days prior to the end of the payroll period. (If submission is after this deadline, the employee will not be paid until the end of the next payroll period.)

Procedure for agency ends here.

DEPARTMENT OF HUMAN RESOURCES (HR)

4. Separate all copies of forms received from agency. Attach the following documents to the "Payroll Copy" of the ENTRY TICKET:
   - WITHHOLDING EXEMPTION CERTIFICATES:
     - FEDERAL W-4.
     - STATE MW-507.
   - "Payroll Copy" of CUT-OFF NOTICE.
   - "Payroll Copy" of EMPLOYEE ACTION REQUEST.
5. Distribute the ENTRY TICKET and CUT-OFF TICKET as per the instructions on the forms.

SECTION III: NON-CIVIL SERVICE

RESPONSIBILITY	ACTION
AGENCY	1. Upon receipt from Budget Bureau of approved request, select employee through normal agency procedures within 90 calendar days from date of approval. If a selection is not made within 90 calendar days, the agency's approval to hire is invalidated. 2. After selection has been made: a.) Before the employee is to be entered on the City Payroll: • Schedule the employee for a pre-placement physical at the City of Baltimore Occupational Medical Services (Mercy Clinic) at 323 N. Calvert St. and complete the Request for Services form for the employee to take with him/her, along with photo ID to the clinic. • If employee is 17 years of age or under, have him/her obtain a WORK PERMIT. (See Am-205-15 for additional information.) • Inform employee that it is illegal for him/her to engage in any type of strike-related activity against the Mayor and City Council of Baltimore. Have employee sign a RECEIPT OF STRIKE INFORMATION (28-1408-5024) (AM-231-1-3). Retain in agency files. • Complete the following forms: • ENTRY TICKET (28-1428-5106) (AM-205-4-2). • CUT-OFF NOTICE (28-1608-5144) Ticket must be pre-dated to end of temporary employment period. • WITHHOLDING EXEMPTION CERTIFICATES:

RESPONSIBILITY	ACTION
AGENCY	- FEDERAL W-4 (28-1428-5079) - STATE MW-507 (28-1428-5109) • Separate all copies of forms. Attach the "Payroll Copies" of documents listed below to the "Payroll Copy" of the ENTRY TICKET: - EMPLOYEE ACTION REQUEST. - CUT-OFF NOTICE. - WITHHOLDING EXEMPTION CERTIFICATES (federal and state). • Distribute the ENTRY TICKET copies as per the instructions on the form. (Central Payroll must receive its copy at least 3 work days prior to the end of payroll period. If submission is after this deadline, the employee will not be paid until the end of the next payroll period.) • File "Agency Final Copy" of EMPLOYEE ACTION REQUEST. (Destroy "HR Copy" and "Agency Intermediate Copy".)

Promotions

SCOPE

This policy addresses promotion of City employees whether serving in a Civil Service or non-Civil Service position. A promotion is a movement by the employee from an existing position to a vacant and funded position of a higher classification and grade. Exceptions in setting and calculating salary in the promotional grade are set forth in order to provide a consistent application of the salary rule upon promotion of an employee.

PROMOTION CONDITIONS

A promotion may be authorized only when the following conditions exist:

Case I

- A vacant position is available and funded in a class and grade higher than that in which the employee is currently filling;

In this case, an employee is required to pass the certification examination and to be selected from that list.

Case II

- An existing position is reclassified to a higher grade and class for which funding is available.

This case involves the reclassification of an existing position to a position, which is in a higher classification and grade. The rules for establishing salary for promotion or "reclassification" are identical.

RESPONSIBILITY

It is the responsibility of the appointing officer to insure that the employee meets all job qualifications for promotion, that the vacant position is within a classification assigned to the organizational unit, and to obtain funding approval for the promotion from the Bureau of the Budget and Management Research. A promotion may not occur without funding approval.

RECLASSIFICATION

A promotion may occur when an employee occupies a position which, as a result of a Civil Service Salary Study, is subsequently reclassified to that of a higher classification.

QUALIFICATIONS

Minimum qualifications to be met by an employee filling a position within the classified Civil Service are established by the Civil Service Commission. Specific requirements relative to education and/or experience are indicated on Civil Service job announcements.

An individual's previous experience must meet the qualifications of a like class in the same occupational area in order to be credited to the employee. When considering previous experience, approved out-of-title work will qualify as necessary experience, but service performed in an "in lieu" capacity will not apply. The appointing officer is responsible for verifying, as necessary, that a candidate for promotion possesses the required qualifications.

Minimum qualifications for promotion to non-Civil Service positions are established by the appropriate agency head.

EMPLOYMENT LISTS

Candidates for promotion to a position in a Civil Service classified class must be selected from a current Civil Service employment eligibility list. Appointing officers are required to interview 5 candidates (the first 5 when the list is ranked) from the list of eligibles when filling a vacant position in a Civil Service classified class. The employment eligibility lists for positions in Civil Service classified classes may be obtained from the Civil Service Commission Support Services Division.

Employment eligibility lists for Civil Service unclassified classes are maintained at the agency level.

Employment eligibility lists for labor positions within the Civil Service classified classes are maintained at the Office of the Mayor.

CITY RESIDENCY

City residency may be a qualifying factor for promotion as determined by the appointing official.

EFFECTIVE DATE OF SALARY CHANGE

An employee's effective date of promotion may not be in advance of the date of issue of the employment eligibility list, Board of Estimates as applicable, or the EMPLOYEE ACTION REQUEST (EAR) which cites funding approval.

The effective date of salary change is determined as follows:

- If the employee's date of promotion falls within the first half of a payroll period, the salary change is effective the first day of that payroll period.

- If the employee's date of promotion falls within the second half of a payroll period, the salary change is effective the first day of the following payroll period.

SALARY GUIDELINES

The salary of an employee being promoted to that of a higher classification and grade is computed as follows:

Strip any addendum, e.g., merit, longevity, etc., from the employee's current salary such that the "salary" has been reduced to that of Hiring, Full Performance or Experienced/Senior Level as applicable depending on the designated representation code of the employee's position.

- CALCULATION A: Determine the difference in salary between the employee's present level and the next level in his/her current grade; then

- CALCULATION B: Determine the difference in salary between the employee's present level and the hiring level of the promotional grade.

If the figure obtained from "A" is less than that of "B", then the employee will be placed at the hiring level of the higher grade.

If the figure obtained from "A" is equal to or greater than that of "B", the employee will be advanced to that level within the promotional grade which is 1 level above the next level used in calculation "A". Restore longevity monies to non-MAPS employees only.

EXCEPTIONS

In order to provide consistency in the application of the salary rule certain exceptions should be noted in calculating the salary and in promotional grade placement.

- MAPS GRADES

In those cases involving MAPS 100 and 600 grades, and for computation purposes only, treat merits as "levels" and utilize the same formulas in A & B above to determine promotional salary placement.

- PROMOTIONAL GRADE/SALARY PLACEMENT

If the application of the salary rule fails to yield at least a 4% increase from the current salary which the employee is receiving, place the employee on the level in the promotional grade which provides at least a 4% increase from the employee's current salary. The employee shall not be placed above the top level of the promotional grade, even if such placement yields less than a 4% increase. An employee in grade "999" or who is being promoted to grade "999"**,** shall have his promotional salary calculated according to the 4% increase provision. The salary rule computation shall not apply in this instance.

RELATED POLICIES

AM-204-30	DETERMINATION OF BENEFITS - PART I
AM-204-31	DETERMINATION OF BENEFITS - PART II
AM-205-1	SALARY
AM-214-1	OUT-OF-TITLE WORK
AM-230-3	CREATION AND ABOLISHMENT OF POSITIONS
AM-230-4	RECLASSIFICATION OF POSITIONS
AM-231-l	HIRING AND TRANSFERS
AM-235-1	PROCEDURAL DETAILS ON PROMOTING AN EMPLOYEE
AM-237-1	POSITIONS OF TRUST
AM-290-1	SALARY SCHEDULES
AM-290-15	SALARY SCHEDULES
AM-291-1	CIVIL SERVICE CLASSES
AM-291-2	NON-CIVIL SERVICE CLASSES

m *Promoting an Employee*

RESPONSIBILITY	**ACTION**
Agency	1. Complete an EMPLOYEE ACTION REQUEST (28-1608-502) AM-231-1-1. 2. Retain "Agency Initial Copy", and submit request with carbons to: Bureau of the Budget And Management Research Room 469, City Hall Attach a copy of appropriate CUT-OFF TICKET or CHANGE NOTICE as proof that vacancy exists. 3. If personnel actions are not governed by Civil Service: • Check employee's residency status. If the employee selected for promotion is not a City resident, approval must be obtained from the Mayor by submitting a NON- CITY RESIDENT APPROVAL REQUEST (28-1258-5036) {AM-231-1-2}. • Complete a CHANGE NOTICE (28-1428-5108) {AM-205-4-5}. • Separate all copies of the CHANGE NOTICE. Attach the following documents to the "Payroll Copy" of the CHANGE NOTICE: • "Payroll Copy" of EMPLOYEE ACTION REQUEST.

RESPONSIBILITY	ACTION
	"CSC/Payroll Copy" of NON-CITY RESIDENTIAL APPROVAL REQUEST if applicable. • Distribute the CHANGE NOTICE with attachments. • All required documents must be distributed within 30 calendar days from the date that BBMR approved the agency's request; if this time limit is not met, the agency's approval to promote is invalidated.
	• File "Agency Final Copy" of EMPLOYEE ACTION REQUEST. Destroy "CSC Copy" and "Agency Intermediate Copy". PROCEDURE ENDS HERE. • If personnel actions are governed by Civil Service Commission.
Civil Service Commission	4. Upon receipt of documents from the Agency: • Determine proper class of position to be filled by promotion. • If new position created in Budget, analyze duties and responsibilities to ensure that class included in budget is correct.

- If a new position created through direct request to Board of Estimates, check EMPLOYEE ACTION REQUEST WITH THEPERSONNEL ACTION REQUEST (29-1418-5014) {AM-230-1-1} which created that position to ensure that correct class is cited.

- If existing position, analyze duties and responsibilities to ensure that the class has not changed since previous classification

5. If an employment list exists for the requested class, forward the following documents to the agency:

    - "Agency Final Copy" of EMPLOYEE ACTION REQUEST. Destroy "Agency Intermediate Copy" and retain "CSC Copy" and "Payroll Copy" for future processing.

    - CERTIFICATION TO APPOINTING OFFICER - Employment List (Civil Service Reference Number).

    - REPORT OF CERTIFICATION (Civil Service Reference Number).

    - If no employment list exists, schedule examination. Forward "Agency Final Copy" of EMPLOYEE ACTION REQUEST to Agency. Destroy "Agency Intermediate Copy" and "Civil Service Copy" for future processing. After testing applicants, forward the following documents to the agency:

- CERTIFICATION TO APPOINTING OFFICER - Employment List (Civil Service Reference Number).

- REPORT OF CERTIFICATION (Civil Service Reference Number

Agency

6. Make selection from employment list with 30 calendar days from the date that the employment list was furnished by Civil Service. If selection is not made within this time period, the agency's approval to promote is invalidated.

   - If an agency finds it necessary to promote non-City resident, approval must be obtained from the Mayor by submitting a NON-CITY RESIDENT APPROVAL REQUEST (28-1258-5036) {AM-232-1-2}.

7. Complete the following:

   - REPORT OF CERTIFICATION showing actions taken on each candidate.

   - CHANGE NOTICE (28-1658-5143) {AM-205-4-5}. Remove and retain "RECORD COPY" for files; leave carbons intact.

   - Attach the following documents to CHANGE NOTICE: REPORT OF CERTIFICATION. "CSC/Payroll Copy" of NON-CITY RESIDENT APPROVAL REQUEST if applicable.

   - Forward CHANGE NOTICE and Attachments to Civil Service at least 5 work days prior to end of patrol period.

Civil Service Commission

8. File CERTIFICATION TO APPOINTING OFFICER and "Agency Final Copy" of EMPLOYEE ACTION REQUEST and NON-CITY RESIDENT APPROVAL REQUEST if applicable.

9. Separate all copies of the CHANGE NOTICE. Attach the following documents to the "Payroll Copy" of the CHANGE NOTICE:

   - "Payroll Copy" of EMPLOYEE ACTION REQUEST.

   - "CSC/PAYROLL Copy" of NON-CITY RESIDENT APPROVAL REQUEST. if applicable.

10. Distribute the CHANGE NOTICE copies with attachments.

11. Retain "CSC Copy" of EMPLOYEE ACTION REQUEST for files.

m *Probationary Period*

SCOPE

A probationary period constitutes the 6 month segment of time during which an employee's competency to fulfill the duties of the position to which appointed is judged by the appointing officer. At any time during the probationary period, the appointing officer may dismiss an employee when performance is deemed unsatisfactory by completing a CUT-OFF TICKET (28-1618-5144). These requirements affect employees appointed to a Civil Service class or non-civil Service class. In addition employees serving in a non-Civil Service class are subject to immediate dismissal following two weeks notice if they have completed successful probationary period.

OVERTIME WORK

A probationary employee should not work overtime except in an emergency, i.e., the protection of the public safety or City property and equipment, etc.

REQUIREMENT

An employee will be required to serve a probationary period if he is selected to fill a vacant position in the Classified Civil Service, and the selection resulted from 1 of the following:

- An open employment list.
- A reemployment list if the vacant position is in an organizational unit other than that of his previous employment.
- A list established by the appointing officer for non-Civil Service classes.

DEFINITION

As defined by Civil Service, an organizational unit: (1) is the 1st level of organization immediately below the agency level; and (2) bears the designation of "bureau". Where an official bureau does not exist, the agency is considered the organizational unit.

LEAVE ENTITLEMEMT

- **VACATION**
  An employee who is serving his first probationary period in City service earns vacation leave at the normal rate, but may not use this earned leave until the probationary period is satisfactorily completed.

- **SICK/PERSONAL LEAVE**
  An employee serving in his first probationary period earns sick and personal leave at the established rate. With the concurrence of the Supervisor, such leave may be used during the probationary period.

DISMISSAL PROVISIONS

An employee who is dismissed by his appointing officer before his first probationary period is completed, does not benefit from any accrued leave since that employee must complete the probationary period in order to satisfactorily earn 6 vacation days. Therefore, the dismissed employee will not be allowed to convert any leave to cash.

RELATED POLICIES

AM-204-2	VACATION LEAVE
AM-205-7-1	CUT-OFF NOTICE

Positions of Trust

SCOPE

This policy establishes guidelines to be used in screening candidates for positions of trust and identifying positions of trust within the City's classification system. A position of trust is created when an individual is permitted to exercise certain authorities without close supervision, and these authorities, if abused, could lead to personal or financial benefit either directly or indirectly. A position of trust also is created when an individual works with children.

This policy applies to individuals who are being appointed, reinstated, transferred, and/or promoted to a position of trust.

This policy does not apply to sworn members of the Baltimore City Police Department, or positions covered by the Public Local Laws (PPL) adopted by the General Assembly (Sec. 16-16A, 16B, and 16C) such as Special Enforcement, Special Traffic and Special Parking Officers. PPL gives the Police Commissioner the authorization to appoint such officers and to remove them, and thus to set the criteria used for such actions.

GUIDELINES

In accordance with the following guidelines, the agency's appointing officer is responsible for identifying those positions of trust, which exist within the agency. The Director of Human Resources (or his or her designee) shall convene and chair a panel of Human Resources and agency representatives to review the designations made by the appointing officer. The panel may, after consultation with the appointing officer and in accordance with the following guidelines, determine that a position is not a position of trust. Position of trust categories include:

CATEGORY 1

Senior officials whose positions involve a significant degree of responsibility and authority. Included in this group would be Department, Agency, and Bureau Heads and their senior deputies. In some instances, it would be appropriate to include division heads and their deputies and even individual senior advisors where such officials have, because of specializations, a significant opportunity to influence the decision making process of the City.

CATEGORY 2

Individuals who can significantly influence the financial interests of third parties. This group includes those involved in procurement, licensing, benefits eligibility, loans, settlements, property valuation and use and employment eligibility.

CATEGORY 3

Individuals who have access to resources highly susceptible to loss or conversion. This includes individuals who handle cash, checks, and other receipts (other than imprest funds of less than $100); individuals who collect rent; individuals who have custody of inventories susceptible to theft; individuals who sell surplus property; and individuals who authorize payroll and other disbursements.

CATEGORY 4

Individuals who can materially affect the financial and related systems of the City, either by manipulation or sabotage. This would include accountants, budget officers, and ADP system designers, programmers and operators.

CATEGORY 5

Other sensitive positions such as security officials, officials who establish or enforce controls regarding environmental or other health hazards, and individuals who investigate safety and various code violations.

CATEGORY 6

Individuals who work with children, such as school nurses, recreation leaders, outreach workers or counselors who serve children, or individuals who work in youth opportunity programs.

CATEGORY 7

Individuals who have access to others' personal information. This group includes persons with access to any personally identifiable health information, financial information, educational information, or personnel information.

RESPONSIBILITIES

The appointing officer is charged with the following responsibilities:

- Insuring that final applicants for positions of trust complete a RELEASE and AUTHORIZATION FOR CRIMINAL BACKGROUND CHECK.
- Forwarding the RELEASE and AUTHORIZATION FOR CRIMINAL BACKGROUND CHECK to the Department of Human Resources to initiate the criminal background investigation.

- Upon receipt of an evaluation of the background investigation from the Department of Human Resources, evaluating the results and taking appropriate action in accordance with this policy.

The Department of Human Resources is responsible for:

- Designating one or more human resources specialists to: (1) receive the RELEASES and AUTHORIZATIONS FOR CRIMINAL BACKGROUND CHECKS and order the criminal background check; (2) receive completed background investigations; (3) evaluate the results of each completed background investigation; and (4) provide a written evaluation of the results of the investigation to the hiring agency. The written evaluation shall summarize and assess the results of the investigation. The completed background investigation shall not be disclosed to the hiring agency. The Department of Law may review the background investigation.
- Maintaining the confidentiality of completed background investigations in accordance with this policy.
- Verifying that criminal background investigations have been initiated when required, and entering the requests into Human Resources Information Systems (HRIS).
- Preparing journal entry to charge requesting agency for the cost of the criminal background investigation.
- Maintaining an up-to-date inventory of all positions of trust.
- Insuring that affected class descriptions and job announcements reflect the criminal background investigation requirement.
- Stipulating to the Board of Estimates in letters concerning positions to be created or reclassified whether the position is a position of trust.

POLICY IMPLEMENTATION

Based on the inventory of positions for which criminal background investigations are required, positions are flagged as confidential in HRIS. Submission of the RELEASE and AUTHORIZATION form is required prior to processing the employment action.

Exceptions

Except for employees working with children, employees filling positions of trust in an out-of-title status will be exempt from the requirement to complete a RELEASE and AUTHORIZATION FOR CRIMINAL BACKGROUND CHECK. A criminal background investigation is not required when an employee is reinstated to a previously held position of trust provided that an investigation had been completed within 1 year of the date of reentry.

Non-Positions of Trust

Employment applications for positions that are not positions of trust shall not require applicants to disclose prior convictions or any other criminal history information.

APPOINTMENT PRIOR TO INVESTIGATION

An individual may not be appointed to a position of trust prior to initiating a criminal background investigation, but may be appointed in advance of its completion. However, a disposition regarding the information obtained must be made during the employee's probationary period. See AM-237-l-2 for further details on processing the results of a criminal background investigation.

CRIMINAL HISTORY INVESTIGATION

Criminal history information supplied by the City's vendor will be restricted to conviction data. Therefore, arrest information will not be included in any report provided by the City's vendor, as the appointing officer may not consider such information in rendering a decision on employment. The presence of any criminal conviction may not be used as the sole basis for denying employment. Appointing officers must consult with the Department of Law and the Department of Human Resources prior to rendering a decision on the job-related nature of conviction data. The appointing officer, in consultation with the Department of Law and the Department of Human Resources, must give fair consideration to the relationship between a conviction and the applicant's suitability for a particular position.

In determining the job-related nature of a conviction, the following criteria must be used:

- Number and types of convictions.
- Severity of the crime and the sentence imposed.
- Recency of the conviction.
- Evidence of rehabilitation.
- Conditions in the workplace.

DISPUTES

If a candidate disputes the findings of a criminal history investigation, the candidate may elect to be fingerprinted at the Baltimore City Police Department. Providing fingerprint data will insure the accuracy of any criminal history information obtained.

MAINTENANCE OF CRIMINAL HISTORY INFORMATION

Due to the sensitive nature of criminal history information, efforts must be taken to insure confidentiality and security of records. A photocopy of the completed RELEASE and AUTHORIZATION FOR CRIMINAL BACKGROUND CHECK and a copy of the written evaluation prepared by the Department of Human Resources remains part of the employee's permanent record, but all attachments and/or notices furnished by the City's vendor or the Maryland State Police must be destroyed after evaluating the findings. Any criminal history information obtained is pertinent only to the employee action under consideration and subsequently must be discarded. Should it be necessary to obtain criminal history information on the same individual at a future date, a new information request must be submitted.

RELATED POLICIES
For additional information related to POSITIONS OF TRUST, refer to:

AM-236-l PROBATIONARY PERIOD
AM-23l-l HIRING AND TRANSFERS

m Initiating a Criminal Background Investigation

RESPONSIBILITY	ACTION
Appointing Officer	1. If the position is flagged as confidential, have the final candidate(s) for the position complete a RELEASE AND AUTHORIZATION form (to be submitted to Department of Human Resources, Data Processing). 2. Complete the bottom portion of the RELEASE and AUTHORIZATION form. Include a budget account number on the bottom of the form so that the Department of Human Resources may charge the requesting agency for the cost of the criminal background investigation. 3. Maintain a photocopy of the completed RELEASE and AUTHORIZATION form in the employee's personnel file. 4. Forward the following to the Department of Human Resources: • The RELEASE and AUTHORIZATION form.
Department of Human Resources	5. Upon receipt of a RELEASE and AUTHORIZATION form: • Enter the information from the form into the secure website for the City's vendor.

m Processing Results of a Criminal Background Investigation

RESPONSIBILITY	ACTION
Human Resources Specialist	1. Evaluate the results of the criminal history investigation. Consult with the Department of Law, as needed, regarding the investigation. 2. Prepare a written evaluation that: (1) summarizes the potentially relevant background information; and (2) assesses the relevance of the background information to the job. 3. Provide the hiring agency and the Department of Human Resources with a copy of the written evaluation. 4. Once the agency has completed its assessment of the written evaluation, destroy the criminal history information provided by the City's vendor or the Maryland State Police.
Appointing Officer	5. Assess the written evaluation provided by the human resources specialist. • If conviction data is not disclosed, make appropriate notes on the RELEASE and AUTHORIZATION form in the employee's personnel file. • If conviction data is present, consult with the Department of Law and the Department of Human Resources to determine the job-related nature of the conviction data. • If conviction data has no bearing on the employee's suitability for the position, make appropriate notes on the copy of the RELEASE and AUTHORIZATION form in the employee's personnel file. • If conviction data is determined to be sufficient to remove the employee from the position, process a change or termination in HRIS whichever is applicable, and follow all standard procedures for releasing an employee from city service. Make appropriate notes on the copy of the RELEASE and AUTHORIZATION form in

	the employee's personnel file.

m Elected Officials' Business Expenses

SCOPE

This policy establishes standards and financial responsibility and accountability for business expenses of City of Baltimore elected officials with appropriated expense accounts.

OVERVIEW OF BUSINESS EXPENSE ALLOCATION

This policy affects elected officials who are appropriated annual amounts of funding for certain business expenses incurred in the ordinary execution of their offices. Such amounts as shall be included for each elected official in the annual Ordinance of Estimates representing the maximum amount of funds available for this purpose.

ACCOUNTABLE PLAN REQUIREMENTS

The elected official's expenses must have a business connection (i.e., individual must have paid or incurred deductible expenses while performing services as an employee of Mayor and City Council).

Elected officials must adequately account to the Mayor and City Council for these expenses within a reasonable period of time (within 60 calendar days after the expenses were paid or incurred. Receipts must be submitted within this period of time).

Elected officials must return any excess reimbursement or allowance within a reasonable period of time, (within 120 calendar days after the expenses were paid or incurred).

ALLOWABLE BUSINESS EXPENSES

- Cost of City-related travel away from home.
- Mileage reimbursement for the City-related use of Elected Official-owned vehicle plus parking and tolls.
- Telephone calls while in the line of doing City business.
- Local City-related transportation.
- Registration for Conferences directly related to the business of the elected official's office.
- Memberships in government-related associations.
- Meals and Entertainment. *Must show that the main purpose of the combined business and entertainment was the active conduct (discussion, meeting, negotiation) of City-related business; elected official did engage in City-related business during entertainment period, expectation of some specific City-related benefit.*
- And in general, City-related ordinary and necessary business expenses.

m Elected Officials' Business Expenses

DISALLOWABLE EXPENSES

- Sales Tax *(Use the City's tax exemption number; See AM-303-2)*
- Alcoholic beverages.
- Gifts or charitable contributions.
- Political contributions and other political-related expenses.
- Meals and entertainment when City-related business is not conducted.
- Dues and memberships in clubs organized for pleasure, recreation and social purposes. *This includes country clubs, golf and athletic clubs, airline clubs, hotel clubs and clubs that provide meals.*
- Expenses that are not directly related to or associated with City business.

ADVANCE OF BUSINESS EXPENSES

There are two situations in which an elected official may get an advance from their appropriated expense allowance.

1. Out-of-Town Travel by Elected Officials, Procedure for Requesting Advance Funds or Reimbursement – See AM-239-1-1**.**

2. A newly elected official or an individual appointed to an elective position may request a one-time advance for getting started in office by providing an estimate of the amount and purpose of the advance required. If the advance is not fully spent within 60 days of the date of the advance, such difference must be returned and will be credited to the elected official's appropriated expense allocation. (*Until this is done, no additional expenditure from the expense account will be allowed*.)

ELECTED OFFICIALS' RESPONSIBILITIES

- Account for all expenditures with appropriate receipts including credit card receipts.
- Complete a monthly EMPLOYEE EXPENSE REPORT (28-1448-5060) to identify all expenses including the identification of each business purpose for reimbursement within 60 days after the expenses were paid or incurred. See AM-240-11 for guidance on Employee Expense Report completion. Receipts must accompany the Employee Expense Report when submitted to the designated staff person in the appropriate office for processing.
- Complete any and all business transactions for which reimbursement is sought and/or the appropriate closing-out of any advances on or before June 30th of each year.
- Maintain an office file of all material submitted for processing.

PROCESSING PROCEDURES

The City Council President shall identify a staff member to provide assistance to City Council members and to coordinate the reimbursement for business expenses.

The Mayor and Comptroller shall designate a staff member to coordinate and process reimbursement for their business expenses.

A Direct Payment Order (DPO), signed by the official's designated authorized person and Employee Expense Report, signed by the elected official with attached receipts, is sent for funding approval to the Department of Finance, Bureau of the Budget and Management Research, 469 City Hall, and then for payment to the Bureau of Accounting and Payroll Services, Accounts Payable Unit, 401 E. Fayette Street. The agency copy of the DPO, along with a copy of the Employee Expense Report and all supporting receipts and documentation, shall be kept in the Office of the City Council President for all City Council members. For the Mayor's Office and the Office of the Comptroller, such a file of their DPOs and Employee Expense Reports with all supporting receipts and documentation shall be maintained in their respective offices**.**

RELATED POLICIES

AM-239-1-1 Out-of-Travel by Elected officials – Procedure for Requesting Advance Funds or Reimbursement
AM-240-10 Employee-owned Vehicle (mileage rate)
AM-240-11 Employee Expense Report
AM-303-1 Direct Payment Orders
AM-303-2 City's Tax Exempt Number

m Out-of-Town Travel by Elected Officials Procedure for Requesting Advance Funds or Reimbursement

OVERVIEW

The City of Baltimore Travel Request form (28-1418-5016) must be completed by elected officials for out-of-town business travel. If requesting advance travel funds, the form must be completed at least 20 calendar days prior to departure. If notice to travel is less than 20 calendar days, the Travel Request form does not require completion until the return from the trip; however advance funds cannot be requested. All travel requests that exceed $800 of expense must be filed with the Clerk of the Board of Estimates.

SUBSISTENCE RATE

The subsistence allowance for an area not designated as a High Rate Geographic Area (HRGA) is $91per day, exclusive of the hotel tax which is to be added to the stipulated amount. For listings of HRGAs, refer to AM-240-5-1. The subsistence allowance must be used to pay for the cost of the following items: lodging, food, gratuities or tips, local transportation at the conference site, miscellaneous expenses such as clothes cleaning. Original receipts are required for all lodging costs incurred in travel status for which reimbursement will be or was requested. Receipts are also required for conference registration and transportation, if applicable. A copy of a credit card statement supporting reimbursement may be accepted, if the elected official signs the credit card statement and indicates that the statement submitted serves as the original.

ADVANCE TRAVEL FUNDS

An elected official may request funds for travel prior to the date of travel by submitting a Direct Payment Order (DPO) with a completed Travel Request form to the Department of Finance, Bureau of the Budget and Management Research (BBMR), for funding approval at least 20 calendar days before departure. BBMR will forward the travel package to the Bureau of Accounting and Payroll Services, Accounts Payable Unit, for a cash advance. A minimum of 10 work days should be allowed for processing the DPO and issuing a check to the elected official.

All travel requests in excess of $800 must be filed with the Clerk of the Board of Estimates at least 20 calendar days before the trip departure.

TRAVEL UNDER $800

No Cash Advance

m Out-of-Town Travel by Elected Officials Procedure for Requesting Advance Funds or Reimbursement

- Complete a Travel Request form as soon as possible. Prepare a DPO and attach the Travel Request form.
- Within 10 calendar days of the return from the trip, submit to BBMR for approval of funds the following: a DPO with the completed Travel Request form attached and all of the required travel receipts.
- BBMR will forward the travel package to the Accounts Payable Unit to obtain the reimbursement.

Cash Advance Required

- Pre-registration for conferences and travel arrangements should be planned at least 30 calendar days or more in advance of the travel date in order to maximize City savings for air travel and registrations.
- Prepare a DPO and complete a Travel Request form.
- At least 20 calendar days before trip departure, submit to BBMR for approval of funds the following: the DPO with the completed Travel Request form attached.
- BBMR will forward the travel package to Accounts Payable Unit to provide a cash advance.
- Within 10 calendar days of returning from the trip, submit a report accounting for all required travel expenses and provide the required travel receipts to the Accounts Payable Unit.

TRAVEL OVER $800 – Filing with the Clerk of the Board of Estimates Is Required.

Elected officials are required to file a completed travel request form with the Clerk of the Board of Estimates at least 20 calendar days before trip departure. If less time is involved, see the section on Exception. The filing must include a transmittal memo from the elected official, which contains the travel dates, destination, purpose of the trip, and a statement certifying compliance with the subsistence rate in accordance with AM-240-5, Subsistence Allowance, or AM-240-5-1, Subsistence: High Rate Geographic Area.

The Clerk of the Board of Estimates will provide a date-stamped copy of the transmittal memo to the elected official.

No Cash Advance

- Pre-registration for conferences and travel arrangements should be planned at least 30 calendar days or more in advance of the travel date in order to maximize City savings for air travel and registrations.

- Complete a Travel Request form.
- At least 20 calendar days before trip departure, file a transmittal memo to the Clerk of the Board of Estimates indicating travel dates, destination, purpose of the trip, and a statement certifying compliance with the subsistence rate in accordance with AM-240-5, Subsistence Allowance, or AM-240-5-1, Subsistence: High Rate Geographic Area, along with a completed Travel Request form.
- Prepare a DPO.
- Within 10 calendar days of return from the trip, submit the following to BBMR for approval of funds: the DPO with the completed Travel Request form attached, all of the required travel receipts, and a copy of the transmittal memo showing the Clerk's date-stamp.
- BBMR will forward the travel package to the Accounts Payable Unit to obtain the reimbursement.

Cash Advance Required

- Pre-registration for conferences and travel arrangements should be planned at least 30 calendar days or more in advance of the travel date in order to maximize City savings for air travel and registrations.
- Complete a Travel Request form.
- At least 20 calendar days before trip departure, file a transmittal memo to the Clerk of the Board of Estimates indicating the travel dates, destination, purpose of the trip, and a statement certifying compliance with the subsistence rate in accordance with AM-240-5, Subsistence Allowance, or AM-240-5-1, Subsistence: High Rate Geographic Area, along with a completed travel request form.
- Prepare a DPO.
- At least 20 calendar days before trip departure, submit to BBMR for approval of funds the following: the DPO with the completed Travel Request form attached and a copy of the transmittal memo showing the Clerk's date-stamp.
- BBMR will forward the travel package to Accounts Payable Unit to provide a cash advance.
- Within 10 calendar days of returning from the trip, submit a report accounting for all required travel expenses and provide all of the required receipts to the Accounts Payable Unit.

Exception

In the event that the requirement for travel does not allow for the filing of the transmittal memo and Travel Request form with the Clerk of the Board of Estimates at least 20 calendar days in

advance, there can be no cash advance. The filing is still required. Within 10 calendar days of returning from the trip, a report accounting for all required travel expenses with the required receipts must be submitted to the Accounts Payable Unit.

FOR ALL ADVANCE TRAVEL FUNDS

Accountability – Upon return from the trip, the elected official must account for all required expenditures pertaining to advance travel funds by submitting a memo containing the following information to the Accounts Payable Unit: the elected official's name, social security number, check number corresponding to the advance funds issued, and original receipts for lodging, conference registration and transportation, if applicable. A copy of a credit card statement supporting reimbursement may be accepted, if the elected official signs the credit card statement and indicates that the statement submitted serves as the original.

Unexpended Funds - Unexpended travel funds must be accounted for and returned. Refunds are to be made only by check or money order to the Director of Finance, City of Baltimore. Cash should not be used. All returns of unexpended travel funds submitted to the Accounts Payable Unit will be deposited to the appropriate account from which advance travel funds were drawn**.**

Insufficient Funds - If the advance travel funding was insufficient to cover business expenses incurred during the trip, elected officials may seek reimbursement.

- Less than $40 – Enter the amount on the monthly expense report with a brief explanation.
- More than $40 – Submit an amended Travel Request form to the Board of Estimates for approval.

RELATED POLICIES

AM-239-1 ELECTED OFFICIALS' BUSINESS EXPENSES
AM-240-5 SUBSISTENCE ALLOWANCE
AM-240-5-1 SUBSISTENCE: HIGH RATE GEOGRAPHIC AREA

Travel Package Overview

SCOPE

Travel requests must be submitted for approval to either the representative's agency head or the Board of Estimates, depending upon such conditions as the cost of the trip, length of absence, etc. Agency head approved requests must contain the signature of the agency head; proxies or rubber stamps are not permitted. The source or type of funds used to pay for the travel has no bearing upon the level of approval required. Petty cash funds can not be used to defray travel expenses.

It is the intent of this policy to encourage travel on official City business by the most economical means, i.e., discount airfare, and to maximize City savings on conference expenses, i.e., early bird registration and number of employees permitted to attend the same conference.

Out-of-town travel is necessary travel extending beyond City limits for the purpose of conducting official City business. This includes conferences, conventions, seminars, and other approved events dealing with topics of value to the City.

Travel within the City limits is necessary travel that does not extend beyond the City's geographic boundaries for the purpose of conducting official City business, to include conventions, seminars, certain qualifying emergency local work and related events.

The travel package has been separated into the following sections:

- Travel Package Overview (AM-240-1)
- Agency Head Approval (AM-240-2)
- Board of Estimates Approval (AM-240-3)
- Subsistence Allowances (AM-240-5) (AM-240-5-1)
- Advance Funds/Reimbursement (AM-240-6)
- Travel within City Limits (AM-240-7)
- Transportation (AM-240-8)
- Use: Commercial Transportation (AM-240-9)
- Use: Employee-Owned Vehicles (AM-240-10)
- Employee Expense Report (AM-240-11)
- Executive Search Expenses (AM-240-12)

The **TRAVEL REQUEST** form (28-1418-5016) applies to any City representative planning to attend a conference, convention, or seminar, whether out-of-town or within City limits. This request must be approved by the appropriate body if the representative is to have the trip funded by the City. The travel request should be submitted to the Agency Head or Board of Estimates

for approval at least 30 calendar days or more prior to scheduled travel if the City is to be advantaged in defraying air travel and conference registration costs.

The **AGENCY HEAD APPROVAL** (AM-240-2) policy applies if the total travel expenses will not exceed $800 per City representative and such travel will not exceed a five (5) work day absence, or include weekend travel. The agency head may also approve travel expenses of a candidate(s) in connection with filling an executive level position in City government providing they do not exceed $800. In cases of a second interview, the agency head may authorize approval of travel expenses not to exceed an additional $800 for the same candidate to interview for the vacant executive level position. The agency head, also, may approve overtime or compensatory time in those cases where an employee is acting in a work-related capacity but is otherwise not in travel status, e.g., trip chaperones. An amendment to the original request and approval for funds will not be authorized unless the employee's expenses exceeds the original request by $40.00 or more subject to the ceiling of $800. Failure by the employee to properly request travel approval in sufficient time, i.e., 30 calendar days or more, to take advantage of air and conference registration savings may not be approved for additional funds upon amendment. No reimbursement will be authorized for an employee who fails to provide appropriate supportive documentation, i.e., required receipts, etc.

The **BOARD of ESTIMATES APPROVAL** policy (AM-240-3) applies if certain conditions exist. The following is a list of some of the cases outlined in AM-240-3 which would require the Board of Estimates approval:

- the travel exceeds five (5) work days.
- the reimbursable funds exceed $800 per City representative. This requirement applies to all travel, even if done in connection with or under the auspices of a City contract
- the expenses of candidates who interviews for an executive level position with the City exceed $800.
- compensatory leave or overtime work will be necessary while in travel status, except as provided in AM-240-3.
- the trip will require travel outside the continental United States.

No reimbursement is authorized for an employee who fails to provide appropriate supportive documentation, i.e, required receipts, etc. An amendment to the original request and approval for funds will not be authorized unless the employee's expenses exceed the approved amount by $40 or more. Failure of the employee to properly request travel approval in sufficient time, i.e., 30 calendar days or more, to take advantage of air and conference registration savings may not be approved by the Board upon submission of an amendment for funds approved for travel.

The **SUBSISTENCE** (AM-240-5) policy specifies reimbursable expenses for the City

representative in travel status. The **HIGH RATE GEOGRAPHIC AREAS** procedure (AM-240-5-1) stipulates the subsistence allowance authorized for certain designated areas where the standard subsistence allowance is not adequate. The standard allowance is established as $91 per day exclusive of the hotel tax. Provided is an exception to the stipulated subsistence allowance for executive level employees attending certain required executive related conferences who may be reimbursed for reasonable costs in excess of the permitted allowance. In addition, where applicable, the hotel tax established for the approved city of travel shall be added to the subsistence allowance.

The **ADVANCE FUNDS/REIMBURSEMENT** (AM-240-6) policy pertains to optional methods for a City representative to fund an approved City trip. Also specified in this policy is the requirement for City employees to request reimbursement from the City for travel expenses incurred in connection with administering City contracts as well as the requirement for City supervisors to inform the Bureau of Accounting and Payroll Services, Accounts Payable Unit, to bill the appropriate City contractor for City employee travel expenses.

The **TRAVEL WITHIN CITY LIMITS** (AM-240-7) policy applies to all City representatives who request approval to travel on official City business to include conferences, conventions, seminars, and certain qualifying local work.

The **TRANSPORTATION** policy pertains to mode of round-trip transportation to the respective travel site as well as special requirements at the travel site, e.g., use of a rental vehicle. Stipulated is the allowance for airport limousine service expense at each airport. Specifically disallowed is limousine service expense for any other mode of transportation, e.g., train, bus**,** etc.

The **COMMERCIAL TRANSPORTATION** (AM-240-9) policy pertains to the utilization of commercial transportation, such as mass transit conveyances, trains, cabs, and planes, in the conduct of official City business.

The **EMPLOYEE-OWNED VEHICLES** (AM-240-10) policy pertains to the utilization of employee-owned personal vehicles in the conduct of official City business, e.g., certain qualifying local work, and sets forth the mileage reimbursement rates for such use.

The **EMPLOYEE EXPENSE REPORT** (AM-240-11*)* policy specifies the circumstances under which the report must be submitted and sets forth the deadlines for submission of this report.

The **EXECUTIVE SEARCH EXPENSES** (AM-240-12) policy specifies the circumstances and approval process for obtaining travel expenses associated with interviewing candidate(s) for executive level positions only with the City of Baltimore. It is intended that such expenses

subject to the travel policy would be defrayed for candidates determined to be finalists for the executive position.

RELATED POLICIES

AM-239-1-1 OUT OF TOWN TRAVEL BY ELECTED OFFICIALS
AM-240-2 AGENCY HEAD APPROVAL
AM-240-3 BOARD OF ESTIMATES APPROVAL
AM-240-5 SUBSISTENCE RATE
AM-240-5-1 HRGAs: SUBSISTENCE ALLOWANCES
AM-240-6 ADVANCE FUNDS/REIMBURSEMENT
AM-240-7 TRAVEL WITHIN CITY LIMITS
AM-240-8 TRANSPORTATION
AM-240-9 USE: COMMERCIAL TRANSPORTATION
AM-240-10 USE: EMPLOYEE-OWNED VEHICLES
AM-240-11 EMPLOYEE EXPENSE REPORT
AM-240-12 EXECUTIVE SEARCH EXPENSES

Agency Head Approval

SCOPE

This policy establishes conditions in which an agency head may approve travel within City limits and that of out-of-town. It also permits the agency head to approve overtime or compensatory time when the employee is performing work-related responsibilities, e.g., trip chaperone, a condition in which the expenses for such a trip are not subject to recovery by the employee and, the employee is considered in no other way in travel status. In addition, an agency head may authorize travel expenses subject to proper receipts, not to exceed $800 for a candidate to be interviewed in connection with filling an executive level position with the City and an additional $800 for the same candidate to interview a second time for the same position. An employee is expected to present his travel request at least 30 calendar days or more in advance of the travel date except in emergency cases in order to maximize savings to the City for air fare and conference registration costs. Failure of the employee to properly submit travel requests in advance in order to maximize City savings may result in reduced funding for a trip or disapproval of any amendment request to the approved travel amount. Conditions other than those outlined in this policy require approval by the Board of Estimates.

REQUIREMENTS

An agency head may approve travel if:

- total reimbursable expenses will not exceed $800 per City representative.
- such absence will not exceed five (5) work days nor include weekend travel.
- no compensatory time or overtime approval is requested in connection with travel status except an agency head may approve overtime or compensatory time for an employee performing work-related responsibilities, e.g., trip chaperone, providing the employee is in no other way in travel status.
- travel is within the continental United States.
- ravel is limited to the least number of person(s) which will produce maximum benefits for the City.
- the amendment request for additional travel funds by an employee is for $40 or more and does not exceed the $800 ceiling.
- candidate travel expense for an executive level position will not exceed $800 and an additional $800 ceiling for travel expenses in connection with a second interview for the same position.

TRIP REPORT

Agency Head Approval

Agency heads are encouraged to have employees submit trip reports describing the benefits to the City from the approved in-town or out-of-town travel. Trip reports may be used by the agency head to determine the value to the City of future trips of a similar nature. These reports may also be disseminated to other agencies with an interest in the topic.

CANCELLATION OF TRIP

If a trip is cancelled, the agency head must be notified immediately and any funds advanced must be returned to the Department of Finance, Bureau of Accounting and Payroll Services, Accounts Payable Unit, in accord with Board of Estimates policies.

SUBSTITUTION

If an employee is unable to attend a trip approved by the agency head, the employee must return any advance funds to the Accounts Payable Unit. The agency head may substitute another employee to attend the trip, however, an accompanying memo of explanation must be attached to a separate request for advance funds and submitted to the Accounts Payable Unit.

EXCEPTION

An agency head may approve overtime/compensatory time for an employee performing work-related responsibilities, e.g., trip chaperone, in which the employee in no other way meets the test of travel status, i.e., travel expenses for subsistence, mileage reimbursement, use of commercial transportation, etc., are not recoverable by the employee.

RELATED POLICIES

AM-240-3 BOARD OF ESTIMATES APPROVAL
AM-240-6 ADVANCE FUNDS/REIMBURSEMENT
AM-240-10-1 USE: EMPLOYEE-OWNED VEHICLES
AM-240-12 EXECUTIVE SEARCH EXPENSES

m *Board of Estimates Approval*

SCOPE

This policy establishes those conditions which require approval of the Board of Estimates in connection with a Travel Request form (28-1418-5016). An employee is expected to present his travel request at least 30 calendar days or more in advance of the travel date in order to maximize City savings for air travel and conference registration costs except in emergency circumstances.

REQUIREMENTS

The Board of Estimates must take action on a Travel Request form if any of the following conditions exists:

- the travel costs will exceed $800. This requirement applies to all travel, even if done in connection with or under the auspices of a City contract.
- the City representative's absence will exceed five (5) work days or involves one or both weekend days.
- compensatory leave or overtime work will be necessary while in travel status except as provided in this policy.
- the trip will require travel outside the continental United States regardless of source of funds, cost of trip, or length of absence.
- specific ground transportation is necessary by the employee on arrival to the travel site, i.e., rental vehicle.
- expenses of a candidate(s) who interview(s) for an executive level position with the City government exceeds $800 for the first interview and exceeds an additional $800 for a second interview of the same candidate for the same position the subsistence allowance as designated for attending certain conference and professional associations is not sufficient to cover lodging costs, then a reasonable allowance may be designated by the Board provided the Mayor, executive designates and/or any Member of the Board of Estimates are required to attend. All other City employees are subject to the subsistence allowance as established.
- the amendment request to the original approved travel amount is for $40 or more.

Travel requests submitted to the Board of Estimates for approval of more than 1 person from an agency per event will normally not be granted. Substantiation for additional attendees to the same event is required with the submission. The Board of Estimates must approve requests for travel prior to the date of the planned travel.

TRIP REPORT

City representatives approved for out-of-town travel may be selected at random to present trip reports at an open meeting of the Board of Estimates. The reports must specify how the information obtained as a result of approved travel can be applied to the representative's work responsibilities.

CANCELLATION OF TRIP

If it becomes necessary to cancel a trip which has already been approved by the Board of Estimates and for which an advance of funds has been made or for which expenses have been incurred, it is necessary for the City agency and/or representative to notify the Board by memo of the cancellation and of the reason for cancellation. The memo should also state if any expenses were incurred for which the representative seeks reimbursement.

Any funds advanced and which may have already been disbursed must be returned to the Accounts Payable Unit either by sending: (1) the original check; or (2) a personal check or money order which is payable to the Director of Finance, City of Baltimore and in an amount equal to the entire amount of the advance, or that amount minus any advance fees approved by the Board in regard to the cancellation of the trip, e.g., advance registration. The original Board approved travel request and any Board approvals regarding such travel must be forwarded to the Bureau of Accounting and Payroll Services, Accounts Payable Unit, with the appropriate amount.

The Board must be notified of all cancellations within 10 work days after the date of the trip or the employee may be subject to penalty.

SUBSTITUTION

An individual may not be substituted as the City representative on a previously approved trip unless the individual's name is submitted to the Board of Estimates and approved prior to the date of the trip.

Agency heads may make substitutions in an emergency situation only provided that Board of Estimates approval is sought at the next regularly scheduled meeting of the Board. In such circumstances where an advance of funds has occurred to another employee, then that employee must return all funds to the Accounts Payable Unit, 401 E. Fayette St. The funds may not be transferred to another City employee.

EXCEPTION

Approval by the Board of Estimates for overtime/compensatory time is not required in cases where an employee is performing work-related responsibilities but in no other way meets the test of travel status, e.g., a trip chaperone may be approved for over-time monies or compensatory leave since travel expenses for the trip to include subsistence, mileage, commercial transportation costs, are not subject to recovery. The employee fitting this description is not in the context of the AM policy considered in travel status.

RELATED POLICIES

AM-240-1 TRAVEL PACKAGE OVERVIEW
AM-240-2 AGENCY HEAD APPROVAL
AM-240-5 SUBSISTENCE ALLOWANCE
AM-240-5-1 SUBSISTENCE: HIGH RATE GEOGRAPHIC AREAS
AM-240-6 ADVANCE FUNDS/REIMBURSEMENT
AM-240-10-1 USE: EMPLOYEE-OWNED VEHICLES

m *Subsistence Allowance*

SCOPE

This policy defines those costs to be defrayed by a subsistence allowance and establishes subsistence allowances within and outside the continental United States. The subsistence allowance must be used to pay for the cost of the following items:

- Lodging, e.g., hotels, motels, etc.
- Food
- Gratuities or tips
- Clothes cleaning
- Local transportation at the conference site, e.g., taxi, bus, rental car, parking expenses, etc.
- Miscellaneous expenses

Subsistence funds approved by the Board of Estimates may not be drawn from City accounts until 10 work days prior to commencement of the trip. Subsistence expenditures which exceed the daily subsistence allowance exclusive of the hotel tax cited for the place of travel are not reimbursable and claims for such reimbursement will not be honored except as identified in this policy. The hotel tax for the approved City of travel shall be added to the subsistence allowance as published.

DESTINATION ALLOWANCE

Within the continental United States

For travel within the continental United States, each City representative will receive a daily subsistence allowance which will vary according to the location of the out-of-town event. The specified allowance is contained in this policy exclusive of the hotel tax.

HRGA'S/Other Areas

Certain locations have been designated as HIGH RATE GEOGRAPHIC AREAS (HRGAs) for the purpose of setting appropriate subsistence allowance amounts. The authorized subsistence allowances for these HRGAs are listed in this policy. Subsistence expenditures exclusive of the hotel tax which exceed these allowances are not reimbursable and claims for such reimbursement will not be honored unless otherwise stipulated in this policy. The subsistence allowance for an area not designated as a HRGA is $109 per day exclusive of the hotel tax, which is to be added to the stipulated amount. The subsistence allowance is reviewed periodically and may result in

rate changes. Publication of revised HRGA allowance is the responsibility of the Department of Finance.

Outside the continental United States

For travel outside the continental United States, each City representative must include a proposed amount for a daily subsistence allowance on the TRAVEL REQUEST which the representative believes to be both reasonable and economical. The Board of Estimates will determine the final monetary amount of the daily subsistence allowance and stipulate the rate in its approval.

ALLOWANCE EXCEPTION

For attendance at certain conferences and/or professional associations which are required of the Mayor, the Mayor's designated executive and/or Members of the Board of Estimates, the Board may upon presentation of appropriate information by the designated executive stipulate an increased subsistence allowance should the existing allowance be deemed insufficient to cover lodging costs. The published allowance shall prevail in all other circumstances and for all other employees or City designees.

RECORD-KEEPING

Original receipts are required for all lodging costs incurred in travel status for which reimbursement will be requested. Receipts for other subsistence related expenses are not required. Failure to provide original receipts for lodging may result in disallowance of the expense claim by the Accounts Payable Unit. The Accounts Payable Unit reserves the right, if circumstances warrant, to require certain specific articulation of hotel/motel bills, e.g., date checked-in, date checked-out, etc.

RELATED POLICIES

AM-239-1-1	OUT OF TOWN TRAVEL BY ELECTED OFFICIALS
AM-240-1	TRAVEL PACKAGE OVERVIEW
AM-240-2	AGENCY HEAD APPROVAL
AM-240-3	BOARD OF ESTIMATES APPROVAL
AM-240-5-1	SUBSISTENCE: HIGH RATE GEOGRAPHIC AREAS
AM-240-6	ADVANCE FUNDS/REIMBURSEMENT
AM-240-7	TRAVEL WITHIN CITY LIMITS
AM-240-8	TRANSPORTATION
AM-240-9	USE: COMMERCIAL TRANSPORTATION
AM-240-10	USE: EMPLOYEE-OWNED VEHICLES

AM-240-11 EMPLOYEE EXPENSE REPORT
AM-240-12 EXECUTIVE SEARCH EXPENSES

m Subsistence Rates for High Rate Geographic Areas

Subsistence rates (per diem) are the allowances for lodging (excluding taxes), meals and incidental expenses. The General Services Administration (GSA) establishes per diem rates for destinations within the Continental United States (CONUS). The State Department establishes the foreign rates (for example, Russia, Aruba, Bahamas, Europe, etc.). The Department of Defense (DOD) establishes non-foreign rates such as Alaska, Hawaii, Puerto Rico, and Guam.

Rates are set by federal fiscal year, effective October 1. More information on per diem rates can be found on http://www.gsa.gov/portal/category/21287.

STATE	DESTINATION	COUNTY/LOCATION DEFINED	SEASON BEGIN	SEASON END	FY17 Lodging Rate	FY17 M&IE	Total
	Standard CONUS rate applies to all counties not specifically listed. Cities not listed may be located in a listed county.				**$91**	**$51**	**$142**
AL	Birmingham	Jefferson / Shelby			$96	$59	$155
AL	Gulf Shores	Baldwin	October 1	February 28	$105	$64	$169
AL	Gulf Shores	Baldwin	March 1	May 31	$122	$64	$186
AL	Gulf Shores	Baldwin	June 1	July 31	$156	$64	$220
AL	Gulf Shores	Baldwin	August 1	September 30	$105	$64	$169
AL	Mobile	Mobile	October 1	December 31	$91	$59	$150
AL	Mobile	Mobile	January 1	February 28	$99	$59	$158
AL	Mobile	Mobile	March 1	September 30	$91	$59	$150
AR	Hot Springs	Garland			$101	$59	$160
AR	Little Rock	Pulaski			$94	$59	$153
AZ	Grand Canyon / Flagstaff	Coconino / Yavapai less the city of Sedona	October 1	October 31	$143	$64	$207
AZ	Grand Canyon / Flagstaff	Coconino / Yavapai less the city of Sedona	November 1	February 28	$91	$64	$155
AZ	Grand Canyon / Flagstaff	Coconino / Yavapai less the city of Sedona	March 1	June 30	$127	$64	$191
AZ	Grand Canyon / Flagstaff	Coconino / Yavapai less the city of Sedona	July 1	September 30	$143	$64	$207

AZ	Kayenta	Navajo	October 1	October 31	$131	$59	$190
AZ	Kayenta	Navajo	November 1	April 30	$103	$59	$162
AZ	Kayenta	Navajo	May 1	September 30	$131	$59	$190
AZ	Phoenix / Scottsdale	Maricopa	October 1	December 31	$118	$59	$177
AZ	Phoenix / Scottsdale	Maricopa	January 1	March 31	$169	$59	$228
AZ	Phoenix / Scottsdale	Maricopa	April 1	May 31	$130	$59	$189
AZ	Phoenix / Scottsdale	Maricopa	June 1	August 31	$91	$59	$150
AZ	Phoenix / Scottsdale	Maricopa	September 1	September 30	$118	$59	$177
AZ	Sedona	City Limits of Sedona	October 1	February 28	$153	$74	$227
AZ	Sedona	City Limits of Sedona	March 1	April 30	$193	$74	$267
AZ	Sedona	City Limits of Sedona	May 1	September 30	$153	$74	$227
AZ	Tucson	Pima	October 1	December 31	$91	$59	$150
AZ	Tucson	Pima	January 1	February 28	$113	$59	$172
AZ	Tucson	Pima	March 1	September 30	$91	$59	$150
CA	Antioch / Brentwood / Concord	Contra Costa			$145	$64	$209
CA	Bakersfield / Ridgecrest	Kern			$96	$59	$155
CA	Barstow / Ontario / Victorville	San Bernardino			$92	$54	$146
CA	Death Valley	Inyo			$106	$64	$170
CA	Eureka / Arcata / McKinleyville	Humboldt	October 1	June 30	$100	$74	$174
CA	Eureka / Arcata / McKinleyville	Humboldt	July 1	August 31	$126	$74	$200
CA	Eureka / Arcata / McKinleyville	Humboldt	September 1	September 30	$100	$74	$174
CA	Fresno	Fresno			$97	$64	$161
CA	Los Angeles	Los Angeles / Orange / Ventura / Edwards AFB less the city of Santa Monica	October 1	December 31	$158	$64	$222

CA	Los Angeles	Los Angeles / Orange / Ventura / Edwards AFB less the city of Santa Monica	January 1	March 31	$175	$64	$239
CA	Los Angeles	Los Angeles / Orange / Ventura / Edwards AFB less the city of Santa Monica	April 1	September 30	$158	$64	$222
CA	Mammoth Lakes	Mono			$133	$74	$207
CA	Mill Valley / San Rafael / Novato	Marin	October 1	October 31	$175	$74	$249
CA	Mill Valley / San Rafael / Novato	Marin	November 1	May 31	$149	$74	$223
CA	Mill Valley / San Rafael / Novato	Marin	June 1	September 30	$175	$74	$249
CA	Monterey	Monterey	October 1	June 30	$140	$74	$214
CA	Monterey	Monterey	July 1	August 31	$188	$74	$262
CA	Monterey	Monterey	September 1	September 30	$140	$74	$214
CA	Napa	Napa	October 1	October 31	$207	$69	$276
CA	Napa	Napa	November 1	April 30	$158	$69	$227
CA	Napa	Napa	May 1	September 30	$207	$69	$276
CA	Oakhurst	Madera	October 1	May 31	$94	$64	$158
CA	Oakhurst	Madera	June 1	August 31	$117	$64	$181
CA	Oakhurst	Madera	September 1	September 30	$94	$64	$158
CA	Oakland	Alameda			$161	$69	$230
CA	Palm Springs	Riverside	October 1	October 31	$101	$64	$165
CA	Palm Springs	Riverside	November 1	April 30	$131	$64	$195
CA	Palm Springs	Riverside	May 1	September 30	$101	$64	$165
CA	Point Arena / Gualala	Mendocino			$112	$69	$181
CA	Redding	Shasta			$93	$64	$157
CA	Sacramento	Sacramento			$119	$64	$183
CA	San Diego	San Diego	October 1	December 31	$149	$64	$213
CA	San Diego	San Diego	January 1	July 31	$162	$64	$226
CA	San Diego	San Diego	August 1	September 30	$149	$64	$213
CA	San Francisco	San Francisco			$267	$74	$341

CA	San Luis Obispo	San Luis Obispo	October 1	May 31	$117	$64	$181
CA	San Luis Obispo	San Luis Obispo	June 1	August 31	$138	$64	$202
CA	San Luis Obispo	San Luis Obispo	September 1	September 30	$117	$64	$181
CA	San Mateo / Foster City / Belmont	San Mateo			$199	$69	$268
CA	Santa Barbara	Santa Barbara	October 1	June 30	$164	$74	$238
CA	Santa Barbara	Santa Barbara	July 1	August 31	$219	$74	$293
CA	Santa Barbara	Santa Barbara	September 1	September 30	$164	$74	$238
CA	Santa Cruz	Santa Cruz	October 1	May 31	$138	$59	$197
CA	Santa Cruz	Santa Cruz	June 1	August 31	$175	$59	$234
CA	Santa Cruz	Santa Cruz	September 1	September 30	$138	$59	$197
CA	Santa Monica	City limits of Santa Monica	October 1	June 30	$237	$64	$301
CA	Santa Monica	City limits of Santa Monica	July 1	August 31	$281	$64	$345
CA	Santa Monica	City limits of Santa Monica	September 1	September 30	$237	$64	$301
CA	Santa Rosa	Sonoma	October 1	October 31	$148	$64	$212
CA	Santa Rosa	Sonoma	November 1	April 30	$129	$64	$193
CA	Santa Rosa	Sonoma	May 1	September 30	$148	$64	$212
CA	South Lake Tahoe	El Dorado	October 1	November 30	$112	$64	$176
CA	South Lake Tahoe	El Dorado	December 1	June 30	$127	$64	$191
CA	South Lake Tahoe	El Dorado	July 1	August 31	$148	$64	$212
CA	South Lake Tahoe	El Dorado	September 1	September 30	$112	$64	$176
CA	Stockton	San Joaquin			$100	$64	$164
CA	Sunnyvale / Palo Alto / San Jose	Santa Clara	October 1	December 31	$206	$64	$270
CA	Sunnyvale / Palo Alto / San Jose	Santa Clara	January 1	March 31	$223	$64	$287
CA	Sunnyvale / Palo Alto / San Jose	Santa Clara	April 1	September 30	$206	$64	$270
CA	Tahoe City	Placer			$100	$64	$164
CA	Truckee	Nevada			$126	$74	$200
CA	Visalia /	Tulare / Kings			$94	$59	$153

	Lemoore						
CA	West Sacramento / Davis	Yolo			$115	$64	$179
CA	Yosemite National Park	Mariposa	October 1	December 31	$124	$69	$193
CA	Yosemite National Park	Mariposa	January 1	May 31	$109	$69	$178
CA	Yosemite National Park	Mariposa	June 1	September 30	$124	$69	$193
CO	Aspen	Pitkin	October 1	November 30	$141	$74	$215
CO	Aspen	Pitkin	December 1	March 31	$338	$74	$412
CO	Aspen	Pitkin	April 1	May 31	$153	$74	$227
CO	Aspen	Pitkin	June 1	August 31	$191	$74	$265
CO	Aspen	Pitkin	September 1	September 30	$141	$74	$215
CO	Boulder / Broomfield	Boulder / Broomfield			$132	$59	$191
CO	Colorado Springs	El Paso			$97	$59	$156
CO	Cortez	Montezuma	October 1	May 31	$91	$59	$150
CO	Cortez	Montezuma	June 1	September 30	$114	$59	$173
CO	Crested Butte / Gunnison	Gunnison	October 1	November 30	$108	$64	$172
CO	Crested Butte / Gunnison	Gunnison	December 1	March 31	$146	$64	$210
CO	Crested Butte / Gunnison	Gunnison	April 1	September 30	$108	$64	$172
CO	Denver / Aurora	Denver / Adams / Arapahoe / Jefferson	October 1	November 30	$178	$69	$247
CO	Denver / Aurora	Denver / Adams / Arapahoe / Jefferson	December 1	January 31	$149	$69	$218
CO	Denver / Aurora	Denver / Adams / Arapahoe / Jefferson	February 1	September 30	$178	$69	$247
CO	Douglas	Douglas			$123	$59	$182
CO	Durango	La Plata	October 1	May 31	$102	$64	$166
CO	Durango	La Plata	June 1	September 30	$152	$64	$216
CO	Fort Collins / Loveland	Larimer			$109	$59	$168
CO	Grand Lake	Grand	October 1	November 30	$112	$64	$176
CO	Grand Lake	Grand	December 1	March 31	$180	$64	$244
CO	Grand Lake	Grand	April 1	May 31	$98	$64	$162
CO	Grand Lake	Grand	June 1	September 30	$112	$64	$176
CO	Montrose	Montrose			$94	$64	$158

CO	Silverthorne / Breckenridge	Summit	October 1	November 30	$116	$64	$180
CO	Silverthorne / Breckenridge	Summit	December 1	March 31	$185	$64	$249
CO	Silverthorne / Breckenridge	Summit	April 1	May 31	$105	$64	$169
CO	Silverthorne / Breckenridge	Summit	June 1	September 30	$116	$64	$180
CO	Steamboat Springs	Routt	October 1	November 30	$106	$74	$180
CO	Steamboat Springs	Routt	December 1	March 31	$188	$74	$262
CO	Steamboat Springs	Routt	April 1	May 31	$95	$74	$169
CO	Steamboat Springs	Routt	June 1	September 30	$106	$74	$180
CO	Telluride	San Miguel	October 1	November 30	$140	$74	$214
CO	Telluride	San Miguel	December 1	March 31	$362	$74	$436
CO	Telluride	San Miguel	April 1	May 31	$150	$74	$224
CO	Telluride	San Miguel	June 1	August 31	$187	$74	$261
CO	Telluride	San Miguel	September 1	September 30	$140	$74	$214
CO	Vail	Eagle	October 1	November 30	$134	$74	$208
CO	Vail	Eagle	December 1	August 31	$261	$74	$335
CO	Vail	Eagle	September 1	September 30	$134	$74	$208
CT	Bridgeport / Danbury	Fairfield			$130	$64	$194
CT	Cromwell / Old Saybrook	Middlesex			$96	$64	$160
CT	Hartford	Hartford			$124	$59	$183
CT	New Haven	New Haven			$104	$64	$168
CT	New London / Groton	New London			$102	$64	$166
DC	District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland)	October 1	October 31	$231	$69	$300

DC	District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland)	November 1	February 28	$182	$69	$251
DC	District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland)	March 1	June 30	$242	$69	$311
DC	District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland)	July 1	August 31	$172	$69	$241
DC	District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland)	September 1	September 30	$231	$69	$300
DE	Dover	Kent	October 1	April 30	$91	$54	$145
DE	Dover	Kent	May 1	September 30	$105	$54	$159
DE	Lewes	Sussex	October 1	June 30	$95	$59	$154
DE	Lewes	Sussex	July 1	August 31	$153	$59	$212

DE	Lewes	Sussex	September 1	September 30	$95	$59	$154
DE	Wilmington	New Castle			$124	$54	$178
FL	Boca Raton / Delray Beach / Jupiter	Palm Beach / Hendry	October 1	December 31	$117	$59	$176
FL	Boca Raton / Delray Beach / Jupiter	Palm Beach / Hendry	January 1	April 30	$182	$59	$241
FL	Boca Raton / Delray Beach / Jupiter	Palm Beach / Hendry	May 1	September 30	$100	$59	$159
FL	Bradenton	Manatee	October 1	January 31	$102	$54	$156
FL	Bradenton	Manatee	February 1	March 31	$159	$54	$213
FL	Bradenton	Manatee	April 1	September 30	$102	$54	$156
FL	Cocoa Beach	Brevard	October 1	January 31	$113	$64	$177
FL	Cocoa Beach	Brevard	February 1	March 31	$146	$64	$210
FL	Cocoa Beach	Brevard	April 1	September 30	$113	$64	$177
FL	Daytona Beach	Volusia	October 1	January 31	$91	$59	$150
FL	Daytona Beach	Volusia	February 1	March 31	$125	$59	$184
FL	Daytona Beach	Volusia	April 1	July 31	$102	$59	$161
FL	Daytona Beach	Volusia	August 1	September 30	$91	$59	$150
FL	Fort Lauderdale	Broward	October 1	December 31	$151	$64	$215
FL	Fort Lauderdale	Broward	January 1	April 30	$200	$64	$264
FL	Fort Lauderdale	Broward	May 1	September 30	$118	$64	$182
FL	Fort Myers	Lee	October 1	December 31	$100	$59	$159
FL	Fort Myers	Lee	January 1	April 30	$165	$59	$224
FL	Fort Myers	Lee	May 1	September 30	$100	$59	$159
FL	Fort Walton Beach / De Funiak Springs	Okaloosa / Walton	October 1	October 31	$135	$64	$199
FL	Fort Walton Beach / De Funiak Springs	Okaloosa / Walton	November 1	February 28	$94	$64	$158
FL	Fort Walton Beach / De Funiak Springs	Okaloosa / Walton	March 1	May 31	$158	$64	$222

FL	Fort Walton Beach / De Funiak Springs	Okaloosa / Walton	June 1	July 31	$215	$64	$279
FL	Fort Walton Beach / De Funiak Springs	Okaloosa / Walton	August 1	September 30	$135	$64	$199
FL	Gainesville	Alachua			$102	$59	$161
FL	Gulf Breeze	Santa Rosa	October 1	February 28	$91	$64	$155
FL	Gulf Breeze	Santa Rosa	March 1	May 31	$98	$64	$162
FL	Gulf Breeze	Santa Rosa	June 1	July 31	$127	$64	$191
FL	Gulf Breeze	Santa Rosa	August 1	September 30	$91	$64	$155
FL	Key West	Monroe	October 1	November 30	$210	$69	$279
FL	Key West	Monroe	December 1	January 31	$279	$69	$348
FL	Key West	Monroe	February 1	April 30	$311	$69	$380
FL	Key West	Monroe	May 1	September 30	$204	$69	$273
FL	Miami	Miami-Dade	October 1	November 30	$145	$64	$209
FL	Miami	Miami-Dade	December 1	March 31	$196	$64	$260
FL	Miami	Miami-Dade	April 1	May 31	$156	$64	$220
FL	Miami	Miami-Dade	June 1	September 30	$119	$64	$183
FL	Naples	Collier	October 1	November 30	$143	$64	$207
FL	Naples	Collier	December 1	January 31	$214	$64	$278
FL	Naples	Collier	February 1	April 30	$268	$64	$332
FL	Naples	Collier	May 1	September 30	$130	$64	$194
FL	Orlando	Orange	October 1	March 31	$133	$59	$192
FL	Orlando	Orange	April 1	September 30	$114	$59	$173
FL	Panama City	Bay	October 1	February 28	$91	$59	$150
FL	Panama City	Bay	March 1	May 31	$115	$59	$174
FL	Panama City	Bay	June 1	July 31	$139	$59	$198
FL	Panama City	Bay	August 1	September 30	$91	$59	$150
FL	Pensacola	Escambia	October 1	February 28	$105	$59	$164
FL	Pensacola	Escambia	March 1	May 31	$122	$59	$181
FL	Pensacola	Escambia	June 1	July 31	$150	$59	$209
FL	Pensacola	Escambia	August 1	September 30	$105	$59	$164
FL	Punta Gorda	Charlotte	October 1	January 31	$91	$59	$150
FL	Punta Gorda	Charlotte	February 1	March 31	$146	$59	$205
FL	Punta Gorda	Charlotte	April 1	September 30	$91	$59	$150
FL	Sarasota	Sarasota	October 1	November 30	$103	$59	$162
FL	Sarasota	Sarasota	December 1	April 30	$151	$59	$210

FL	Sarasota	Sarasota	May 1	September 30	$103	$59	$162
FL	Sebring	Highlands			$99	$54	$153
FL	St. Augustine	St. Johns			$119	$59	$178
FL	Stuart	Martin	October 1	January 31	$95	$59	$154
FL	Stuart	Martin	February 1	March 31	$146	$59	$205
FL	Stuart	Martin	April 1	September 30	$95	$59	$154
FL	Tallahassee	Leon	October 1	December 31	$98	$54	$152
FL	Tallahassee	Leon	January 1	April 30	$117	$54	$171
FL	Tallahassee	Leon	May 1	September 30	$98	$54	$152
FL	Tampa / St. Petersburg	Pinellas / Hillsborough	October 1	December 31	$114	$54	$168
FL	Tampa / St. Petersburg	Pinellas / Hillsborough	January 1	March 31	$147	$54	$201
FL	Tampa / St. Petersburg	Pinellas / Hillsborough	April 1	September 30	$114	$54	$168
FL	Vero Beach	Indian River	October 1	November 30	$134	$59	$193
FL	Vero Beach	Indian River	December 1	April 30	$177	$59	$236
FL	Vero Beach	Indian River	May 1	September 30	$134	$59	$193
GA	Athens	Clarke			$98	$59	$157
GA	Atlanta	Fulton / Dekalb / Cobb	October 1	December 31	$140	$69	$209
GA	Atlanta	Fulton / Dekalb / Cobb	January 1	April 30	$148	$69	$217
GA	Atlanta	Fulton / Dekalb / Cobb	May 1	September 30	$140	$69	$209
GA	Augusta	Richmond			$100	$59	$159
GA	Jekyll Island / Brunswick	Glynn	October 1	February 28	$125	$64	$189
GA	Jekyll Island / Brunswick	Glynn	March 1	July 31	$151	$64	$215
GA	Jekyll Island / Brunswick	Glynn	August 1	September 30	$125	$64	$189
GA	Savannah	Chatham	October 1	February 28	$115	$59	$174
GA	Savannah	Chatham	March 1	April 30	$132	$59	$191
GA	Savannah	Chatham	May 1	September 30	$115	$59	$174
IA	Cedar Rapids	Linn			$93	$54	$147
IA	Dallas	Dallas			$120	$54	$174
IA	Des Moines	Polk			$107	$59	$166
ID	Bonner's Ferry / Sandpoint	Bonner / Boundary / Shoshone	October 1	May 31	$91	$64	$155
ID	Bonner's Ferry / Sandpoint	Bonner / Boundary / Shoshone	June 1	September 30	$116	$64	$180

ID	Coeur d'Alene	Kootenai	October 1	May 31	$91	$59	$150
ID	Coeur d'Alene	Kootenai	June 1	August 31	$129	$59	$188
ID	Coeur d'Alene	Kootenai	September 1	September 30	$91	$59	$150
ID	Sun Valley / Ketchum	Blaine / Elmore			$110	$54	$164
IL	Bolingbrook / Romeoville / Lemont	Will			$95	$54	$149
IL	Chicago	Cook / Lake	October 1	November 30	$212	$74	$286
IL	Chicago	Cook / Lake	December 1	March 31	$137	$74	$211
IL	Chicago	Cook / Lake	April 1	June 30	$222	$74	$296
IL	Chicago	Cook / Lake	July 1	August 31	$192	$74	$266
IL	Chicago	Cook / Lake	September 1	September 30	$212	$74	$286
IL	O'Fallon / Fairview Heights / Collinsville	Bond / Calhoun / Clinton / Jersey / Macoupin / Madison / Monroe / St. Clair			$125	$54	$179
IL	Oak Brook Terrace	Dupage			$112	$59	$171
IN	Bloomington	Monroe			$104	$69	$173
IN	Ft. Wayne	Allen			$92	$54	$146
IN	Hammond / Munster / Merrillville	Lake			$99	$59	$158
IN	Indianapolis / Carmel	Marion / Hamilton	October 1	January 31	$107	$54	$161
IN	Indianapolis / Carmel	Marion / Hamilton	February 1	April 30	$121	$54	$175
IN	Indianapolis / Carmel	Marion / Hamilton	May 1	September 30	$107	$54	$161
IN	Lafayette / West Lafayette	Tippecanoe			$97	$54	$151
IN	South Bend	St. Joseph			$96	$59	$155
KS	Kansas City / Overland Park	Wyandotte / Johnson / Leavenworth			$117	$64	$181
KS	Wichita	Sedgwick			$99	$59	$158
KY	Boone	Boone			$98	$54	$152
KY	Kenton	Kenton			$136	$69	$205
KY	Lexington	Fayette			$108	$54	$162
KY	Louisville	Jefferson	October 1	October 31	$121	$59	$180
KY	Louisville	Jefferson	November 1	January 31	$113	$59	$172
KY	Louisville	Jefferson	February 1	May 31	$134	$59	$193
KY	Louisville	Jefferson	June 1	September 30	$121	$59	$180

LA	Alexandria / Leesville / Natchitoches	Allen / Jefferson Davis / Natchitoches / Rapides / Vernon Parishes			$97	$64	$161
LA	Baton Rouge	East Baton Rouge Parish			$97	$59	$156
LA	New Orleans	Orleans / St. Bernard / Jefferson / Plaquemine Parishes	October 1	April 30	$156	$64	$220
LA	New Orleans	Orleans / St. Bernard / Jefferson / Plaquemine Parishes	May 1	September 30	$128	$64	$192
MA	Andover	Essex			$114	$59	$173
MA	Boston / Cambridge	Suffolk, city of Cambridge	October 1	October 31	$296	$69	$365
MA	Boston / Cambridge	Suffolk, city of Cambridge	November 1	March 31	$204	$69	$273
MA	Boston / Cambridge	Suffolk, city of Cambridge	April 1	June 30	$275	$69	$344
MA	Boston / Cambridge	Suffolk, city of Cambridge	July 1	August 31	$262	$69	$331
MA	Boston / Cambridge	Suffolk, city of Cambridge	September 1	September 30	$296	$69	$365
MA	Burlington / Woburn	Middlesex less the city of Cambridge			$147	$64	$211
MA	Falmouth	City limits of Falmouth	October 1	October 31	$146	$64	$210
MA	Falmouth	City limits of Falmouth	November 1	April 30	$107	$64	$171
MA	Falmouth	City limits of Falmouth	May 1	June 30	$151	$64	$215
MA	Falmouth	City limits of Falmouth	July 1	August 31	$242	$64	$306
MA	Falmouth	City limits of Falmouth	September 1	September 30	$146	$64	$210
MA	Hyannis	Barnstable less the city of Falmouth	October 1	June 30	$105	$64	$169
MA	Hyannis	Barnstable less the city of Falmouth	July 1	August 31	$165	$64	$229
MA	Hyannis	Barnstable less the city of Falmouth	September 1	September 30	$105	$64	$169
MA	Martha's Vineyard	Dukes	October 1	May 31	$130	$74	$204
MA	Martha's Vineyard	Dukes	June 1	September 30	$290	$74	$364
MA	Nantucket	Nantucket	October 1	December 31	$162	$74	$236
MA	Nantucket	Nantucket	January 1	May 31	$131	$74	$205
MA	Nantucket	Nantucket	June 1	August 31	$294	$74	$368

MA	Nantucket	Nantucket	September 1	September 30	$162	$74	$236
MA	Northampton	Hampshire			$110	$64	$174
MA	Pittsfield	Berkshire			$126	$64	$190
MA	Plymouth / Taunton / New Bedford	Plymouth / Bristol			$113	$59	$172
MA	Quincy	Norfolk	October 1	October 31	$160	$59	$219
MA	Quincy	Norfolk	November 1	April 30	$136	$59	$195
MA	Quincy	Norfolk	May 1	September 30	$160	$59	$219
MA	Springfield	Hampden			$110	$59	$169
MA	Worcester	Worcester			$118	$59	$177
MD	Aberdeen / Bel Air / Belcamp	Harford			$104	$59	$163
MD	Annapolis	Anne Arundel	October 1	October 31	$126	$69	$195
MD	Annapolis	Anne Arundel	November 1	April 30	$103	$69	$172
MD	Annapolis	Anne Arundel	May 1	September 30	$126	$69	$195
MD	Baltimore City	Baltimore City	October 1	November 30	$159	$69	$228
MD	Baltimore City	Baltimore City	December 1	February 28	$122	$69	$191
MD	Baltimore City	Baltimore City	March 1	June 30	$156	$69	$225
MD	Baltimore City	Baltimore City	July 1	August 31	$140	$69	$209
MD	Baltimore City	Baltimore City	September 1	September 30	$159	$69	$228
MD	Baltimore County	Baltimore			$101	$59	$160
MD	Cambridge / St. Michaels	Dorchester / Talbot	October 1	March 31	$120	$64	$184
MD	Cambridge / St. Michaels	Dorchester / Talbot	April 1	August 31	$151	$64	$215
MD	Cambridge / St. Michaels	Dorchester / Talbot	September 1	September 30	$120	$64	$184
MD	Centreville	Queen Anne			$117	$69	$186
MD	Columbia	Howard			$109	$64	$173
MD	Frederick	Frederick			$98	$59	$157
MD	Ocean City	Worcester	October 1	May 31	$92	$64	$156
MD	Ocean City	Worcester	June 1	August 31	$212	$64	$276
MD	Ocean City	Worcester	September 1	September 30	$92	$64	$156
ME	Bar Harbor	Hancock	October 1	October 31	$144	$74	$218
ME	Bar Harbor	Hancock	November 1	June 30	$115	$74	$189
ME	Bar Harbor	Hancock	July 1	August 31	$188	$74	$262
ME	Bar Harbor	Hancock	September 1	September 30	$144	$74	$218

ME	Kennebunk / Kittery / Sanford	York	October 1	November 30	$106	$59	$165
ME	Kennebunk / Kittery / Sanford	York	December 1	March 31	$91	$59	$150
ME	Kennebunk / Kittery / Sanford	York	April 1	June 30	$101	$59	$160
ME	Kennebunk / Kittery / Sanford	York	July 1	August 31	$149	$59	$208
ME	Kennebunk / Kittery / Sanford	York	September 1	September 30	$106	$59	$165
ME	Portland	Cumberland / Sagadahoc	October 1	October 31	$136	$59	$195
ME	Portland	Cumberland / Sagadahoc	November 1	June 30	$106	$59	$165
ME	Portland	Cumberland / Sagadahoc	July 1	August 31	$157	$59	$216
ME	Portland	Cumberland / Sagadahoc	September 1	September 30	$136	$59	$195
ME	Rockport	Knox	October 1	June 30	$91	$69	$160
ME	Rockport	Knox	July 1	August 31	$114	$69	$183
ME	Rockport	Knox	September 1	September 30	$91	$69	$160
MI	Ann Arbor	Washtenaw			$115	$59	$174
MI	Benton Harbor / St. Joseph / Stevensville	Berrien			$96	$54	$150
MI	Detroit	Wayne			$122	$54	$176
MI	East Lansing / Lansing	Ingham / Eaton			$100	$59	$159
MI	Grand Rapids	Kent			$109	$59	$168
MI	Holland	Ottawa			$100	$59	$159
MI	Kalamazoo / Battle Creek	Kalamazoo / Calhoun			$98	$54	$152
MI	Mackinac Island	Mackinac	October 1	June 30	$91	$59	$150
MI	Mackinac Island	Mackinac	July 1	August 31	$108	$59	$167
MI	Mackinac Island	Mackinac	September 1	September 30	$91	$59	$150
MI	Midland	Midland			$110	$54	$164
MI	Muskegon	Muskegon	October 1	May 31	$91	$54	$145
MI	Muskegon	Muskegon	June 1	August 31	$114	$54	$168
MI	Muskegon	Muskegon	September 1	September	$91	$54	$145

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MI	Petoskey	Emmet	October 1	June 30	$106	$59	$165
MI	Petoskey	Emmet	July 1	August 31	$171	$59	$230
MI	Petoskey	Emmet	September 1	September 30	$106	$59	$165
MI	Pontiac / Auburn Hills	Oakland			$108	$54	$162
MI	South Haven	Van Buren	October 1	May 31	$91	$59	$150
MI	South Haven	Van Buren	June 1	August 31	$112	$59	$171
MI	South Haven	Van Buren	September 1	September 30	$91	$59	$150
MI	Traverse City / Leland	Grand Traverse / Leelanau	October 1	October 31	$109	$74	$183
MI	Traverse City / Leland	Grand Traverse / Leelanau	November 1	June 30	$93	$74	$167
MI	Traverse City / Leland	Grand Traverse / Leelanau	July 1	August 31	$178	$74	$252
MI	Traverse City / Leland	Grand Traverse / Leelanau	September 1	September 30	$109	$74	$183
MN	Duluth	St. Louis	October 1	October 31	$147	$64	$211
MN	Duluth	St. Louis	November 1	May 31	$114	$64	$178
MN	Duluth	St. Louis	June 1	August 31	$160	$64	$224
MN	Duluth	St. Louis	September 1	September 30	$147	$64	$211
MN	Eagan / Burnsville / Mendota Heights	Dakota			$96	$59	$155
MN	Minneapolis / St. Paul	Hennepin / Ramsey			$145	$64	$209
MN	Rochester	Olmsted			$120	$64	$184
MO	Kansas City	Jackson / Clay / Cass / Platte			$117	$64	$181
MO	St. Louis	St. Louis / St. Louis City / St. Charles / Crawford / Franklin / Jefferson / Lincoln / Warren / Washington			$125	$54	$179
MS	Oxford	Lafayette			$107	$64	$171
MS	Southaven	Desoto			$105	$59	$164
MS	Starkville	Oktibbeha			$98	$54	$152
MT	Big Sky / West Yellowstone	Gallatin	October 1	May 31	$93	$59	$152
MT	Big Sky / West Yellowstone	Gallatin	June 1	September 30	$152	$59	$211
MT	Butte	Silver Bow			$94	$64	$158
MT	Glendive /	Dawson / Richland			$122	$69	$191

	Sidney						
MT	Helena	Lewis and Clark			$95	$64	$159
MT	Missoula / Polson / Kalispell	Missoula / Lake / Flathead	October 1	June 30	$95	$59	$154
MT	Missoula / Polson / Kalispell	Missoula / Lake / Flathead	July 1	August 31	$140	$59	$199
MT	Missoula / Polson / Kalispell	Missoula / Lake / Flathead	September 1	September 30	$95	$59	$154
NC	Asheville	Buncombe	October 1	December 31	$117	$59	$176
NC	Asheville	Buncombe	January 1	February 28	$95	$59	$154
NC	Asheville	Buncombe	March 1	September 30	$117	$59	$176
NC	Atlantic Beach / Morehead City	Carteret	October 1	May 31	$91	$64	$155
NC	Atlantic Beach / Morehead City	Carteret	June 1	August 31	$118	$64	$182
NC	Atlantic Beach / Morehead City	Carteret	September 1	September 30	$91	$64	$155
NC	Chapel Hill	Orange			$115	$69	$184
NC	Charlotte	Mecklenburg			$122	$59	$181
NC	Durham	Durham			$102	$59	$161
NC	Fayetteville	Cumberland			$102	$54	$156
NC	Greensboro	Guilford	October 1	October 31	$101	$54	$155
NC	Greensboro	Guilford	November 1	March 31	$93	$54	$147
NC	Greensboro	Guilford	April 1	September 30	$101	$54	$155
NC	Kill Devil	Dare	October 1	March 31	$96	$64	$160
NC	Kill Devil	Dare	April 1	May 31	$122	$64	$186
NC	Kill Devil	Dare	June 1	August 31	$185	$64	$249
NC	Kill Devil	Dare	September 1	September 30	$96	$64	$160
NC	Raleigh	Wake			$111	$59	$170
NC	Wilmington	New Hanover			$98	$59	$157
ND	Dickinson / Beulah	Stark / Mercer / Billings			$107	$69	$176
ND	Williston	Williams / Mountrail / McKenzie			$123	$69	$192
NE	Omaha	Douglas			$107	$64	$171
NH	Concord	Merrimack			$102	$59	$161
NH	Conway	Caroll	October 1	February 28	$126	$54	$180
NH	Conway	Caroll	March 1	June 30	$110	$54	$164

NH	Conway	Caroll	July 1	August 31	$154	$54	$208
NH	Conway	Caroll	September 1	September 30	$126	$54	$180
NH	Durham	Strafford			$104	$54	$158
NH	Laconia	Belknap	October 1	October 31	$134	$69	$203
NH	Laconia	Belknap	November 1	May 31	$112	$69	$181
NH	Laconia	Belknap	June 1	September 30	$134	$69	$203
NH	Lebanon / Lincoln / West Lebanon	Grafton / Sullivan			$126	$64	$190
NH	Manchester	Hillsborough			$108	$64	$172
NH	Portsmouth	Rockingham	October 1	June 30	$114	$59	$173
NH	Portsmouth	Rockingham	July 1	August 31	$150	$59	$209
NH	Portsmouth	Rockingham	September 1	September 30	$114	$59	$173
NJ	Atlantic City / Ocean City / Cape May	Atlantic / Cape May	October 1	December 31	$99	$64	$163
NJ	Atlantic City / Ocean City / Cape May	Atlantic / Cape May	January 1	February 28	$91	$64	$155
NJ	Atlantic City / Ocean City / Cape May	Atlantic / Cape May	March 1	September 30	$99	$64	$163
NJ	Cherry Hill / Moorestown	Camden / Burlington			$100	$59	$159
NJ	Eatontown / Freehold	Monmouth			$103	$59	$162
NJ	Edison / Piscataway	Middlesex			$108	$59	$167
NJ	Flemington	Hunterdon			$119	$64	$183
NJ	Newark	Essex / Bergen / Hudson / Passaic			$140	$64	$204
NJ	Parsippany	Morris			$145	$59	$204
NJ	Princeton / Trenton	Mercer			$127	$59	$186
NJ	Somerset	Somerset			$148	$59	$207
NJ	Springfield / Cranford / New Providence	Union			$118	$59	$177
NJ	Toms River	Ocean	October 1	April 30	$91	$64	$155
NJ	Toms River	Ocean	May 1	August 31	$103	$64	$167
NJ	Toms River	Ocean	September 1	September 30	$91	$64	$155
NM	Carlsbad	Eddy			$153	$54	$207
NM	Las Cruces	Dona Ana			$95	$59	$154

NM	Santa Fe	Santa Fe			$100	$64	$164
NM	Taos	Taos			$92	$69	$161
NV	Incline Village / Reno / Sparks	Washoe	October 1	June 30	$102	$64	$166
NV	Incline Village / Reno / Sparks	Washoe	July 1	August 31	$134	$64	$198
NV	Incline Village / Reno / Sparks	Washoe	September 1	September 30	$102	$64	$166
NV	Las Vegas	Clark			$102	$64	$166
NY	Albany	Albany			$116	$59	$175
NY	Binghamton / Owego	Broome / Tioga			$98	$59	$157
NY	Buffalo	Erie			$107	$64	$171
NY	Floral Park / Garden City / Great Neck	Nassau			$148	$69	$217
NY	Glens Falls	Warren	October 1	June 30	$100	$64	$164
NY	Glens Falls	Warren	July 1	August 31	$159	$64	$223
NY	Glens Falls	Warren	September 1	September 30	$100	$64	$164
NY	Ithaca / Waterloo / Romulus	Tompkins / Seneca			$124	$59	$183
NY	Kingston	Ulster			$117	$69	$186
NY	Lake Placid	Essex	October 1	November 30	$122	$74	$196
NY	Lake Placid	Essex	December 1	February 28	$139	$74	$213
NY	Lake Placid	Essex	March 1	June 30	$112	$74	$186
NY	Lake Placid	Essex	July 1	August 31	$179	$74	$253
NY	Lake Placid	Essex	September 1	September 30	$122	$74	$196
NY	New York City	Bronx / Kings / New York / Queens / Richmond	October 1	December 31	$301	$74	$375
NY	New York City	Bronx / Kings / New York / Queens / Richmond	January 1	February 28	$168	$74	$242
NY	New York City	Bronx / Kings / New York / Queens / Richmond	March 1	June 30	$267	$74	$341
NY	New York City	Bronx / Kings / New York / Queens / Richmond	July 1	August 31	$239	$74	$313
NY	New York City	Bronx / Kings / New York / Queens / Richmond	September 1	September 30	$301	$74	$375
NY	Niagara Falls	Niagara	October 1	June 30	$91	$59	$150
NY	Niagara Falls	Niagara	July 1	August 31	$120	$59	$179

NY	Niagara Falls	Niagara	September 1	September 30	$91	$59	$150
NY	Nyack / Palisades	Rockland			$119	$64	$183
NY	Poughkeepsie	Dutchess			$109	$64	$173
NY	Riverhead / Ronkonkoma / Melville	Suffolk			$130	$64	$194
NY	Rochester	Monroe			$104	$59	$163
NY	Saratoga Springs / Schenectady	Saratoga / Schenectady	October 1	June 30	$124	$64	$188
NY	Saratoga Springs / Schenectady	Saratoga / Schenectady	July 1	August 31	$188	$64	$252
NY	Saratoga Springs / Schenectady	Saratoga / Schenectady	September 1	September 30	$124	$64	$188
NY	Syracuse / Oswego	Onondaga / Oswego			$102	$59	$161
NY	Tarrytown / White Plains / New Rochelle	Westchester			$152	$64	$216
NY	Troy	Rensselaer			$110	$64	$174
NY	Watertown	Jefferson			$94	$54	$148
NY	West Point	Orange			$109	$59	$168
OH	Akron	Summit			$103	$54	$157
OH	Canton	Stark			$101	$59	$160
OH	Cincinnati	Hamilton / Clermont			$136	$69	$205
OH	Cleveland	Cuyahoga			$134	$69	$203
OH	Columbus	Franklin			$115	$59	$174
OH	Dayton / Fairborn	Greene / Darke / Montgomery			$97	$59	$156
OH	Hamilton	Butler / Warren			$112	$54	$166
OH	Medina / Wooster	Wayne / Medina			$103	$54	$157
OH	Mentor	Lake			$99	$59	$158
OH	Sandusky / Bellevue	Erie / Huron	October 1	May 31	$101	$54	$155
OH	Sandusky / Bellevue	Erie / Huron	June 1	August 31	$113	$54	$167
OH	Sandusky / Bellevue	Erie / Huron	September 1	September 30	$101	$54	$155
OH	Youngstown	Mahoning / Trumbull			$94	$54	$148
OK	Enid	Garfield			$103	$59	$162
OK	Oklahoma City	Oklahoma			$97	$59	$156
OR	Beaverton	Washington			$130	$59	$189

OR	Bend	Deschutes	October 1	May 31	$105	$59	$164
OR	Bend	Deschutes	June 1	August 31	$138	$59	$197
OR	Bend	Deschutes	September 1	September 30	$105	$59	$164
OR	Clackamas	Clackamas			$116	$59	$175
OR	Eugene / Florence	Lane			$110	$59	$169
OR	Lincoln City	Lincoln	October 1	June 30	$97	$59	$156
OR	Lincoln City	Lincoln	July 1	August 31	$130	$59	$189
OR	Lincoln City	Lincoln	September 1	September 30	$97	$59	$156
OR	Portland	Multnomah			$169	$64	$233
OR	Seaside	Clatsop	October 1	June 30	$110	$69	$179
OR	Seaside	Clatsop	July 1	August 31	$171	$69	$240
OR	Seaside	Clatsop	September 1	September 30	$110	$69	$179
PA	Allentown / Easton / Bethlehem	Lehigh / Northampton			$98	$59	$157
PA	Bucks	Bucks			$101	$59	$160
PA	Chester / Radnor / Essington	Delaware			$111	$64	$175
PA	Erie	Erie			$97	$54	$151
PA	Gettysburg	Adams	October 1	October 31	$104	$64	$168
PA	Gettysburg	Adams	November 1	March 31	$91	$64	$155
PA	Gettysburg	Adams	April 1	September 30	$104	$64	$168
PA	Harrisburg	Dauphin County excluding Hershey			$110	$69	$179
PA	Hershey	Hershey	October 1	October 31	$125	$69	$194
PA	Hershey	Hershey	November 1	May 31	$109	$69	$178
PA	Hershey	Hershey	June 1	August 31	$180	$69	$249
PA	Hershey	Hershey	September 1	September 30	$125	$69	$194
PA	Lancaster	Lancaster			$112	$59	$171
PA	Malvern / Frazer / Berwyn	Chester			$125	$59	$184
PA	Mechanicsburg	Cumberland			$93	$54	$147
PA	Montgomery	Montgomery			$126	$64	$190
PA	Philadelphia	Philadelphia	October 1	November 30	$183	$64	$247
PA	Philadelphia	Philadelphia	December 1	March 31	$151	$64	$215
PA	Philadelphia	Philadelphia	April 1	June 30	$188	$64	$252
PA	Philadelphia	Philadelphia	July 1	August 31	$152	$64	$216
PA	Philadelphia	Philadelphia	September 1	September	$183	$64	$247

				30			
PA	Pittsburgh	Allegheny			$129	$54	$183
PA	Reading	Berks			$102	$54	$156
PA	Scranton	Lackawanna			$92	$59	$151
PA	State College	Centre			$98	$59	$157
RI	East Greenwich / Warwick / North Kingstown	Kent / Washington			$99	$59	$158
RI	Jamestown / Middletown / Newport	Newport	October 1	October 31	$171	$59	$230
RI	Jamestown / Middletown / Newport	Newport	November 1	April 30	$103	$59	$162
RI	Jamestown / Middletown / Newport	Newport	May 1	June 30	$171	$59	$230
RI	Jamestown / Middletown / Newport	Newport	July 1	August 31	$209	$59	$268
RI	Jamestown / Middletown / Newport	Newport	September 1	September 30	$171	$59	$230
RI	Providence / Bristol	Providence / Bristol			$147	$59	$206
SC	Aiken	Aiken			$94	$59	$153
SC	Charleston	Charleston / Berkeley / Dorchester	October 1	November 30	$178	$69	$247
SC	Charleston	Charleston / Berkeley / Dorchester	December 1	February 28	$146	$69	$215
SC	Charleston	Charleston / Berkeley / Dorchester	March 1	May 31	$211	$69	$280
SC	Charleston	Charleston / Berkeley / Dorchester	June 1	September 30	$178	$69	$247
SC	Columbia	Richland / Lexington			$101	$59	$160
SC	Hilton Head	Beaufort	October 1	March 31	$110	$64	$174
SC	Hilton Head	Beaufort	April 1	August 31	$151	$64	$215
SC	Hilton Head	Beaufort	September 1	September 30	$110	$64	$174
SC	Myrtle Beach	Horry	October 1	February 28	$91	$59	$150
SC	Myrtle Beach	Horry	March 1	May 31	$105	$59	$164
SC	Myrtle Beach	Horry	June 1	August 31	$156	$59	$215
SC	Myrtle Beach	Horry	September 1	September 30	$91	$59	$150
SD	Hot Springs	Fall River / Custer	October 1	October 31	$93	$59	$152

SD	Hot Springs	Fall River / Custer	November 1	May 31	$91	$59	$150
SD	Hot Springs	Fall River / Custer	June 1	August 31	$136	$59	$195
SD	Hot Springs	Fall River / Custer	September 1	September 30	$93	$59	$152
SD	Rapid City	Pennington	October 1	April 30	$91	$59	$150
SD	Rapid City	Pennington	May 1	September 30	$131	$59	$190
SD	Sturgis / Spearfish	Meade / Butte / Lawrence	October 1	May 31	$91	$59	$150
SD	Sturgis / Spearfish	Meade / Butte / Lawrence	June 1	August 31	$142	$59	$201
SD	Sturgis / Spearfish	Meade / Butte / Lawrence	September 1	September 30	$91	$59	$150
TN	Brentwood / Franklin	Williamson			$121	$59	$180
TN	Chattanooga	Hamilton			$100	$64	$164
TN	Knoxville	Knox			$96	$59	$155
TN	Memphis	Shelby			$113	$59	$172
TN	Nashville	Davidson	October 1	June 30	$161	$59	$220
TN	Nashville	Davidson	July 1	August 31	$151	$59	$210
TN	Nashville	Davidson	September 1	September 30	$161	$59	$220
TX	Arlington / Fort Worth / Grapevine	Tarrant County / City of Grapevine			$152	$59	$211
TX	Austin	Travis	October 1	December 31	$141	$59	$200
TX	Austin	Travis	January 1	March 31	$158	$59	$217
TX	Austin	Travis	April 1	September 30	$141	$59	$200
TX	Big Spring	Howard			$124	$54	$178
TX	College Station	Brazos			$110	$59	$169
TX	Corpus Christi	Nueces			$106	$59	$165
TX	Dallas	Dallas	October 1	December 31	$135	$64	$199
TX	Dallas	Dallas	January 1	May 31	$146	$64	$210
TX	Dallas	Dallas	June 1	September 30	$135	$64	$199
TX	El Paso	El Paso			$98	$59	$157
TX	Galveston	Galveston	October 1	May 31	$100	$64	$164
TX	Galveston	Galveston	June 1	August 31	$125	$64	$189
TX	Galveston	Galveston	September 1	September 30	$100	$64	$164
TX	Houston (L.B. Johnson Space Center)	Montgomery / Fort Bend / Harris			$135	$59	$194
TX	Laredo	Webb			$92	$59	$151
TX	McAllen	Hidalgo			$94	$59	$153

TX	Midland	Midland	October 1	October 31	$150	$64	$214
TX	Midland	Midland	November 1	March 31	$127	$64	$191
TX	Midland	Midland	April 1	September 30	$150	$64	$214
TX	Pearsall	Frio / Medina / La Salle	October 1	March 31	$91	$54	$145
TX	Pearsall	Frio / Medina / La Salle	April 1	May 31	$99	$54	$153
TX	Pearsall	Frio / Medina / La Salle	June 1	September 30	$91	$54	$145
TX	Pecos	Reeves			$133	$54	$187
TX	Plano	Collin			$120	$59	$179
TX	Round Rock	Williamson			$99	$59	$158
TX	San Angelo	Tom Green			$96	$59	$155
TX	San Antonio	Bexar			$121	$64	$185
TX	South Padre Island	Cameron	October 1	February 28	$91	$59	$150
TX	South Padre Island	Cameron	March 1	May 31	$101	$59	$160
TX	South Padre Island	Cameron	June 1	August 31	$116	$59	$175
TX	South Padre Island	Cameron	September 1	September 30	$91	$59	$150
TX	Waco	McLennan			$99	$59	$158
UT	Moab	Grand	October 1	October 31	$162	$64	$226
UT	Moab	Grand	November 1	February 28	$91	$64	$155
UT	Moab	Grand	March 1	September 30	$162	$64	$226
UT	Park City	Summit	October 1	November 30	$126	$74	$200
UT	Park City	Summit	December 1	March 31	$235	$74	$309
UT	Park City	Summit	April 1	September 30	$126	$74	$200
UT	Provo	Utah			$95	$59	$154
UT	Salt Lake City	Salt Lake / Tooele	October 1	December 31	$115	$59	$174
UT	Salt Lake City	Salt Lake / Tooele	January 1	March 31	$121	$59	$180
UT	Salt Lake City	Salt Lake / Tooele	April 1	September 30	$115	$59	$174
VA	Abingdon	Washington			$101	$69	$170
VA	Blacksburg	Montgomery	October 1	June 30	$101	$59	$160
VA	Blacksburg	Montgomery	July 1	September 30	$119	$59	$178
VA	Charlottesville	City of Charlottesville / Albemarle / Greene			$126	$69	$195
VA	Loudoun	Loudoun			$97	$59	$156
VA	Lynchburg	Campbell / Lynchburg City			$96	$59	$155

VA	Richmond	City of Richmond	October 1	October 31	$143	$64	$207
VA	Richmond	City of Richmond	November 1	August 31	$132	$64	$196
VA	Richmond	City of Richmond	September 1	September 30	$143	$64	$207
VA	Roanoke	City limits of Roanoke			$107	$59	$166
VA	Virginia Beach	City of Virginia Beach	October 1	May 31	$99	$59	$158
VA	Virginia Beach	City of Virginia Beach	June 1	August 31	$185	$59	$244
VA	Virginia Beach	City of Virginia Beach	September 1	September 30	$99	$59	$158
VA	Wallops Island	Accomack	October 1	June 30	$103	$64	$167
VA	Wallops Island	Accomack	July 1	August 31	$184	$64	$248
VA	Wallops Island	Accomack	September 1	September 30	$103	$64	$167
VA	Warrenton	Fauquier			$94	$59	$153
VA	Williamsburg / York	James City / York Counties / City of Williamsburg	October 1	February 28	$91	$64	$155
VA	Williamsburg / York	James City / York Counties / City of Williamsburg	March 1	August 31	$104	$64	$168
VA	Williamsburg / York	James City / York Counties / City of Williamsburg	September 1	September 30	$91	$64	$155
VT	Burlington / St. Albans / Middlebury	Chittenden / Franklin / Addison	October 1	October 31	$125	$64	$189
VT	Burlington / St. Albans / Middlebury	Chittenden / Franklin / Addison	November 1	April 30	$101	$64	$165
VT	Burlington / St. Albans / Middlebury	Chittenden / Franklin / Addison	May 1	September 30	$125	$64	$189
VT	Manchester	Bennington	October 1	October 31	$121	$69	$190
VT	Manchester	Bennington	November 1	June 30	$101	$69	$170
VT	Manchester	Bennington	July 1	September 30	$121	$69	$190
VT	Montpelier	Washington			$115	$74	$189
VT	Stowe	Lamoille	October 1	October 31	$143	$74	$217
VT	Stowe	Lamoille	November 1	June 30	$126	$74	$200
VT	Stowe	Lamoille	July 1	September 30	$143	$74	$217
VT	White River Junction	Windsor	October 1	October 31	$103	$69	$172
VT	White River Junction	Windsor	November 1	January 31	$97	$69	$166
VT	White River Junction	Windsor	February 1	September 30	$103	$69	$172

WA	Everett / Lynnwood	Snohomish			$117	$64	$181
WA	Ocean Shores	Grays Harbor	October 1	June 30	$94	$69	$163
WA	Ocean Shores	Grays Harbor	July 1	August 31	$123	$69	$192
WA	Ocean Shores	Grays Harbor	September 1	September 30	$94	$69	$163
WA	Olympia / Tumwater	Thurston			$103	$69	$172
WA	Port Angeles / Port Townsend	Clallam / Jefferson	October 1	June 30	$102	$74	$176
WA	Port Angeles / Port Townsend	Clallam / Jefferson	July 1	August 31	$144	$74	$218
WA	Port Angeles / Port Townsend	Clallam / Jefferson	September 1	September 30	$102	$74	$176
WA	Richland / Pasco	Benton / Franklin			$96	$59	$155
WA	Seattle	King	October 1	October 31	$205	$74	$279
WA	Seattle	King	November 1	May 31	$167	$74	$241
WA	Seattle	King	June 1	August 31	$240	$74	$314
WA	Seattle	King	September 1	September 30	$205	$74	$279
WA	Spokane	Spokane			$99	$64	$163
WA	Tacoma	Pierce			$120	$64	$184
WA	Vancouver	Clark / Cowlitz / Skamania			$169	$64	$233
WI	Appleton	Outagamie			$97	$64	$161
WI	Brookfield / Racine	Waukesha / Racine			$100	$59	$159
WI	Madison	Dane			$115	$59	$174
WI	Milwaukee	Milwaukee			$119	$64	$183
WI	Sheboygan	Sheboygan			$94	$59	$153
WI	Sturgeon Bay	Door	October 1	June 30	$91	$54	$145
WI	Sturgeon Bay	Door	July 1	August 31	$96	$54	$150
WI	Sturgeon Bay	Door	September 1	September 30	$91	$54	$145
WI	Wisconsin Dells	Columbia	October 1	May 31	$101	$59	$160
WI	Wisconsin Dells	Columbia	June 1	September 30	$127	$59	$186
WV	Charleston	Kanawha			$107	$54	$161
WV	Morgantown	Monongalia			$105	$54	$159
WV	Wheeling	Ohio			$115	$54	$169
WY	Cody	Park	October 1	May 31	$108	$64	$172
WY	Cody	Park	June 1	September 30	$148	$64	$212
WY	Evanston /	Sweetwater / Uinta			$100	$59	$159

	Rock Springs						
WY	Gillette	Campbell	October 1	May 31	$95	$59	$154
WY	Gillette	Campbell	June 1	August 31	$111	$59	$170
WY	Gillette	Campbell	September 1	September 30	$95	$59	$154
WY	Jackson / Pinedale	Teton / Sublette	October 1	June 30	$141	$74	$215
WY	Jackson / Pinedale	Teton / Sublette	July 1	August 31	$217	$74	$291
WY	Jackson / Pinedale	Teton / Sublette	September 1	September 30	$141	$74	$215

m *Advance Funds/Reimbursement*

SCOPE

There are two (2) methods for funding authorized travel by City representatives: advance travel money and/or post-trip reimbursement.

ADVANCE TRAVEL MONEY

A City representative may request funds for authorized travel prior to the date of travel by submitting a Direct Payment Order (28-1428-5035) to the Department of Finance, Accounting and Payroll Services, Accounts Payable Unit. A minimum of 10 work days should be allowed for the processing of the Direct Payment Order (DPO) and the issuance of a check to the City representative. Advance payment of subsistence money may not be requested until 10 work days prior to the trip. Requests for funds required for convention registration fees and/or airline tickets may be submitted with the necessary DPO and Board of Estimates approval prior to the 10 day stipulation, provided it benefits the City to do so.

ACCOUNTABILITY

Employees must account for all expenditures pertaining to advance travel funds by submitting a memo containing the following information to the Bureau of Accounting and Payroll Services:

- employee's name
- employee's social security number
- check number corresponding to the advance funds issued
- all original receipts

POST-TRIP REIMBURSEMENT OF EXPENSES

City representatives may request reimbursement of authorized travel expenses by submitting an Employee Expense Report (28-1448-5060) with all required original receipts to the Accounts Payable Unit within 10 work days of their return. The Accounts Payable Unit will verify all expenses incurred and issue a check to the employee for the approved reimbursement amount.

TRAVEL AT THE EXPENSE OF CITY CONTRACTORS

When a contract provides for the contractor to be responsible for the expense of City employee travel in connection with administering the contract, the City employee's expenses will be reimbursed by the City. Employees may request reimbursement of travel expenses by submitting

an Employee Expense Report with all required original receipts to the Accounts Payable Unit will verify all expenses incurred and issue a check to the employee for the approved reimbursement.

The City will then obtain reimbursement for the expenses from the contractor. This process must be initiated by the requesting employee's supervisor who must submit a memo to the Bureau of Accounting and Payroll Services, Accounts Payable Unit, 401 E. Fayette Street, with the following information:

- Name and address of the contractor to be billed
- Total amount to be billed
- Brief explanation relative to the bill
- Account number to be credited with payment received from the City contractor

The Accounts Payable Unit will bill the City contractor and credit the appropriate account when payment is received.

OVER-EXPENDITURE LIMITS

No reimbursement will be authorized if the employee experiences an over-expenditure as a result of City approved travel unless the costs exceed $40. It is the responsibility of the employee to submit accurate and timely travel requests at the time of Board of Estimates/Agency Head approval. Failure of the employee to do so may result in disapproval of any amendment request to the original travel monies approved. Strict adherence to City disbursement guidelines should not result in a monetary disadvantage to the employee subject to the ceilings established in this policy, i.e., subsistence.

UNEXPENDED TRAVEL FUNDS

Unexpended travel funds in excess of $10 must be accounted for and returned. Refunds are to be made by check or money order only, payable to the Director of Finance, City of Baltimore; cash should not be used. The accounting of expenditures and the check/money order or validated cash slip should be submitted to the Accounts Payable Unit within 10 work days of the representative's return. Expenses can not be offset from one item to another. All returns of unexpended travel funds submitted to Accounts Payable Unit will be deposited to the appropriate account from which advance travel funds were drawn.

PENALTIES

Paychecks may be withheld for failure to submit necessary receipts to the Accounts Payable Unit in accordance with this policy until the amount advanced is satisfied or the employee satisfies the Accounts Payable for expenses during travel status.

RELATED POLICIES

AM-303-1 DIRECT PAYMENT ORDER
AM-240-2 AGENCY HEAD APPROVAL
AM-240-3 BOARD OF ESTIMATES APPROVAL
AM-240-11 EMPLOYEES EXPENSE REPORT

m Travel Within City Limits, Conferences, Seminars, Qualifying Local Work, Related Events

SCOPE

Travel within the City limits is travel which falls within the official City boundaries and which is undertaken for the purpose of conducting official City business to include: attendance at conferences, conventions, seminars; qualifying local work; and these other events which deal with topics of value and interest to the City.

CONFERENCE EXPENSES

City representatives attending conferences or similar events on approved official business will be reimbursed by the City for the following expenses, provided that receipts for these expenses are obtained:

- Registration and tuition expenses.
- Cost of publications and materials for the event.

The City will not reimburse City representatives for the following expenses in connection with attending conferences or similar events:

- Transportation costs to and/or from the event.
- Food costs unless included in the stated registration and/or tuition expenses.
- Lodging costs at hotels, motels, etc.
- Gratuities or tips.

APPROVAL REQUIREMENTS

Approval for travel within the City limits must be obtained from the Agency Head or the Board of Estimates, as appropriate.

EMERGENCY LOCAL WORK

An employee approved for qualifying local work may obtain reimbursement for travel expenses if use of the employee-owned vehicle is authorized. An EMPLOYEE EXPENSE REPORT should be submitted at the end of each month in which such authorized expenses are incurred. The Disbursements Division, in concert with the Central Payroll Division, may require specificity relative to qualifying local work.

m Travel Within City Limits, Conferences, Seminars, Qualifying Local Work, Related Events

REALTED DOCUMENTS

AM-240-2	AGENCY HEAD APPROVAL
AM-240-3	BOARD OF ESTIMATES APPROVAL
AM-240-10	USE: EMPLOYEE_OWNED VEHICLES
AM-240-11	EMPLOYEE EXPENSE REPORT

m *Travel: Transportation Mode*

SCOPE

Transportation used by a City representative to and from a City approved conference site must be the most economical type consistent with the representative is position. The City will pay all transportation expenses, which meet this requirement.

However, if the City representative does not use the type of transportation authorized for the trip and selects a different type, the City will compare the costs of both types of transportation and reimburse the lesser amount or that amount they deem to be reasonable.

Travel to and/or from an event site may be authorized the day prior to and/or the day after the event, provided the conference event sessions warrant such travel arrangements.

TRAVEL TO AIRPORT(S)

Reimbursement of limousine service expenses to and from the airport(s) is limited to a maximum of $30 at each airport for each out-of-town trip while in travel status. Receipts are required.

If a departing City representative uses his/her private vehicle to travel to the airport, the mileage cost to and from the airport and the cost of parking the vehicle at the airport will be paid by the City up to the amount granted by the City for limousine service, i.e., $30. Limousine service expenses are not applicable to any other mode of transportation except for air travel, e.g., bus, train. Expenses in connection with other transportation travel must be defrayed from the subsistence allowance.

TRANSPORTATION AT CONFERENCE SITE

Local transportation expenses at the conference site other than airport limousine service must be paid from the City representative's daily subsistence allowance, e.g., rental car, taxi, bus, etc. Offset of such expenses by the unused amount allowed for limousine services is not permitted.

If official City business at the event site will require extensive inspection trips, tours, or other unusual but necessary land travel, the Board of Estimates must approve funds for such expenses in advance of the trip. This approval also applies to trips normally authorized by the agency head. When seeking Board of Estimates approval, the request for such transportation expenses must be stated on the Travel Request form. For trips authorized by the agency head, the request for such transportation expenses must be stated in a memo and transmitted to the Board of Estimates in accordance with AM-101-1.

RECORD-KEEPING

Employees are required to furnish original receipts for all transportation expenses for which reimbursement is requested. Appropriate receipts consist of original paid invoices, register receipts, etc.

RELATED POLICIES

AM-239-1-1 OUT OF TOWN TRAVEL BY ELECTED OFFICIALS
AM-240-1 TRAVEL PACKAGE OVERVIEW
AM-240-2 AGENCY HEAD APPROVAL
AM-240-3 BOARD OF ESTIMATES APPROVAL

m Commercial Transportation

SCOPE

Commercial transportation includes mass transit vehicles, trains, cabs and planes. An agency/bureau head may authorize use of commercial transportation for an employee in conduct of official City business when it is the most practical mode of transportation, e.g., the use of a City-owned or employee-owned vehicle is not available or advisable, the driving record of an employee is poor, etc.

EXPENSE PAYMENT

An EMPLOYEE EXPENSE REPORT must be completed and submitted on a monthly basis for reimbursement of these expenses. All other expenses for which reimbursement is claimed, to include where petty cash funds are not applicable, must be received by the Bureau of Payroll and Disbursements, Room 700, 401 E. Fayette St., Attention: Disbursements Supervisor, within 40 work days from the last calendar day of the month during which expenses were incurred or the City will not be obligated to reimburse an employee for such expenses.

m *Employee-Owned Vehicle*

SCOPE

Either the Board of Estimates or the Agency Head may authorize the use of an employee-owned personal vehicle for City business when it is the most practical mode of transportation under the existing circumstances, e.g., out-of-town travel, qualifying local work, etc. Normally such approval is granted when a City-owned vehicle is neither available nor accessible, or it is cost beneficial to authorize use of an employee-owned vehicle. An Agency Head shall use discretion when permitting the use of an employee-owned vehicle in the conduction of City business. The mileage reimbursement an employee receives as a result of using a personal vehicle for City business is taxable and reportable if the reimbursement rate exceeds Internal Revenue Service (IRS) guidelines.

REQUIREMENTS

An employee who uses his personal vehicle for official City business must be trained initially by taking a Defensive Driving Course and then a Recertification class every three (3) years from the Office of Risk Management/Division of Occupational Safety (ORM/DOS). An employee shall also have and maintain automobile insurance in the amount required under existing Maryland motor vehicle laws or laws from the State where your vehicle is registered. The Agency Head should review continued use of an employee-owned vehicle for City business intermittently since applicable insurance rates and employee costs could increase without eligibility for reimbursement. Employee must assume responsibility for reporting all accidents as per AM-501-10 as well as reporting to the City's Occupational Clinic (Mercy Clinic) for injuries and drug/alcohol post-accident testing and to also see Substance Abuse Control Policy (SACP) as required. Failure to adhere to the relevant post-accident procedures and governing policies may result in discipline and/or termination.

REIMBURSEMENT RATES

Employees who have been authorized to use their personal vehicles to perform official City business will be reimbursed for each mile traveled on approved City business in accordance with the approved City rate structure. These rates are subject to change depending on the negotiated agreement governing the employee's position classification.

Effective January 1, 2017 the mileage reimbursement rate for employee-owned personal vehicles is the IRS standard business rate of **53.5¢ per mile** for City Union of Baltimore (CUB); Managerial and Professional Society (MAPS); Locals 44, 558 and 2202, American Federation of State, County and Municipal Employees (AFSCME); elected officials; appointed officials; and unrepresented.

Members of Locals 734 and 964, International Association of Fire Fighters (IAFF), have a transportation rate of $5.00 when personal vehicles are used for business.

Employees will be reimbursed for reasonable parking expenditures incurred in the conduct of official City business, e.g., meter charges and parking lot/garage fees. If possible, please obtain a receipt from the parking vendor especially when using a parking lot/garage. Use the receipt to justify the expenditure. At no time shall an employee driving his/her personal vehicle be authorized to use fuel services to fuel their personal vehicle regardless if they are using their personal vehicle for City business. Mileage reimbursement for qualifying work is in lieu of the privilege of utilizing City owned fuel with Fuel Systems.

Such expenses may be claimed by submitting an EMPLOYEE EXPENSE REPORT with appropriate documentation to:

> Finance Department, Accounts Payable Division, 401 E. Fayette Street, 5th Floor; Attn: Assistant Accounts Payable Administrator.

No other expenses (such as insurance and gas) in connection with use of an employee-owned vehicle will be defrayed.

QUALIFYING LOCAL WORK

When submitting mileage expenses for qualifying local work, the authorized employee must deduct personal miles traveled, e.g., to and from home, when filling out the EMPLOYEE EXPENSE REPORT. These miles are not subject to reimbursement. Miles traveled in connection with such work must begin and end at the assigned City office location, i.e., the mileage reimbursement for travel may not exceed the map mileage from the normal work site to the temporary work site.

RELATED POLICIES

AM-239-1,	ELECTED OFFICIALS' BUSINESS EXPENSES
AM-240-2,	AGENCY HEAD APPROVAL
AM-240-3,	BOARD OF ESTIMATES APPROVAL
AM-240-11,	EMPLOYEE EXPENSE REPORT
AM-501-2, PART I,	TRAINING COURSES/DRIVER PERMITS/AUTHORIZATIONS/ LICENSES FOR CITY-OWNED VEHICLES
AM-501-7,	MMVFC - ASSIGNED VEHICLES
AM-510-10,	MOTOR VEHICLE ACCIDENT
SACP,	SUBSTANCE ABUSE CONTROL POLICY

Employee Expense Report

SCOPE

An EMPLOYEE EXPENSE REPORT (28-1448-5060) must be submitted for:

- reimbursement of personal vehicle mileage expenses for City-related travel.
- all approved out-of-town travel reimbursement requests.

A separate Employee Expense Report must normally be submitted for each instance of out-of-town travel. However, more than one (1) such trip may be listed on a single Employee Expense Report if reimbursement is not required for lodging.

An Employee Expense Report must also be used to request reimbursement for other legitimate expenses when the use of Direct Payment Orders or Petty Cash Funds for reimbursement is inappropriate or not authorized. The following examples are items which may be reimbursable expenses when incurred for City business: telephone calls, wireless phone calls which are circled on original bill, parking meter fees, parking lots with receipts, and subway and light rail transportation.

DEADLINE FOR SUBMISSION OF REPORT

Local Expenses

Employee Expense Report must be received by the Bureau of Accounting and Payroll Services within 40 work days for the last calendar day of the month in which the expenses were incurred. Expenses submitted after this time limit will not be reimbursed without written approval of the Board of Estimates.

Out-of-Town Expenses

Employee Expense Report must be received by the Bureau of Accounting and Payroll Services within 10 work days from the day on which the employee returns from the trip.

MARYLAND SALES TAX

The City is exempt from payment of the Maryland sales tax. The City's tax exemption, 3000055-9, must be supplied to the vendor or supplier at the time of purchase. Reimbursement of the Maryland sales tax will not be made in those cases where an agency or employee fails to use the City's tax exemption number.

REQUIRED RECEIPTS

An EMPLOYEE EXPENSE REPORT must be accompanied by original receipts.

RELATED POLICIES

AM-239-1	ELECTED OFFICIALS' BUSINESS EXPENSES
AM-303-1	DIRECT PAYMENT ORDER
AM-303-2	TAX EXEMPT CERTIFICATE
AM-401-1	PETTY CASH FUNDS

m *Executive Search Expenses*

SCOPE

Under certain circumstances, expenses related to candidate interview requirements associated with filling executive level positions may be defrayed by the City. It is the intention of this policy that payment of interview expenses shall be for those candidates who are deemed to be finalists for executive positions. Executive level positions are limited to agency head and bureau head personnel unless otherwise approved by the Board of Estimates. An agency head may authorize interview expenses providing they do not exceed $800. Any requirement for payment exceeding $800 must be specifically approved by the Board of Estimates in advance. Under no circumstances may the expenses to be incurred be advanced to the candidate.

SECOND INTERVIEW

If a candidate is invited for a second interview, an agency head may approve additional expenses providing they do not exceed $800 for the same candidate to return for a second interview in connection with the vacant executive level position. Board of Estimates approval is necessary for second interview expenses exceeding $800.

COVERED EXPENSES

Expenses subject to reimbursement are travel by the most economical conveyance, subsistence allowance according to the travel policy and airport limousine expenses. Rental of a vehicle is not authorized in connection with such travel. Any other expense incurred in connection with the travel must be the responsibility of the candidate. Authorized expenses are subject to receipts as required under the citywide travel policy.

CHARGES

It will be the responsibility of the appropriate agency seeking to interview a candidate to absorb the charges within the limit of their approved budget.

REIMBURSEMENT RESPONSIBILITY

It is the responsibility of the agency head to provide the candidate with the appropriate forms to permit reimbursement and inform him of proper procedures in seeking reimbursement for approved travel expenses. It is the responsibility of the candidate to provide the agency head with required receipts within 10 work days of completed travel so that reimbursement may be requested. Failure to do so or otherwise not provide acceptable receipts for expenses in connection with such travel will result in denial of reimbursement expenses.

m *Executive Search Expenses*

RELATED POLICIES:

AM-240-1 TRAVEL PACKAGE OVERVIEW
AM-240-2 AGENCY HEAD APPROVAL
AM-240-3 BOARD OF ESTIMATES APPROVAL
AM-240-5 SUBSISTENCE ALLOWANCE
AM-240-7 TRAVEL WITHIN CITY LIMITS

AM-290-1

City Union of Baltimore Salary Scale

Grade	Hiring Level	Full Performance Level	Experienced Level	Senior Level	Longevity 1 thru 5
061	**21,858**	**22,195**	**23,761**	**24,126**	**724**
062	**22,097**	**22,440**	**24,040**	**24,405**	**732**
063	**22,341**	**22,704**	**24,323**	**24,698**	**741**
064	**22,608**	**22,968**	**24,612**	**24,987**	**750**
065	**22,867**	**23,248**	**24,931**	**25,315**	**759**
066	**23,143**	**23,523**	**25,250**	**25,639**	**769**
067	**23,422**	**23,828**	**25,592**	**25,988**	**780**
068	**23,722**	**24,137**	**25,953**	**26,354**	**791**
069	**24,033**	**24,468**	**26,334**	**26,744**	**802**
070	**24,361**	**24,815**	**26,747**	**27,161**	**815**
071	**24,706**	**25,184**	**27,194**	**27,618**	**829**
072	**25,074**	**25,577**	**27,695**	**28,124**	**844**
073	**25,465**	**25,989**	**28,229**	**28,668**	**860**
074	**25,874**	**26,431**	**28,812**	**29,259**	**878**
075	**26,316**	**26,916**	**29,453**	**29,913**	**897**
076	**26,797**	**27,466**	**30,035**	**30,506**	**915**
077	**27,343**	**28,081**	**30,858**	**31,340**	**940**
078	**27,958**	**28,653**	**31,741**	**32,241**	**967**
079	**28,528**	**29,476**	**32,775**	**33,306**	**999**
080	**29,343**	**30,358**	**33,966**	**34,518**	**1,036**
081	**30,223**	**31,368**	**35,232**	**35,806**	**1,074**
082	**31,225**	**32,462**	**36,343**	**36,934**	**1,108**
083	**32,315**	**33,667**	**37,814**	**38,431**	**1,153**
084	**33,510**	**34,718**	**39,354**	**39,994**	**1,200**
085	**34,562**	**36,117**	**40,975**	**41,645**	**1,249**
086	**35,947**	**37,583**	**42,659**	**43,361**	**1,301**
087	**37,407**	**39,122**	**44,486**	**45,218**	**1,357**
088	**38,939**	**40,730**	**46,408**	**47,176**	**1,415**
089	**40,540**	**42,466**	**48,426**	**49,222**	**1,477**
090	**42,267**	**44,291**	**50,538**	**51,371**	**1,541**
091	**44,084**	**46,209**	**52,767**	**53,638**	**1,609**
092	**45,992**	**48,212**	**55,096**	**56,004**	**1,680**
093	**47,985**	**50,332**	**57,555**	**58,508**	**1,755**
094	**50,096**	**52,544**	**60,122**	**61,117**	**1,834**
095	**52,296**	**54,878**	**62,744**	**63,783**	**1,913**
096	**54,621**	**57,306**	**65,584**	**66,675**	**2,000**
097	**57,037**	**59,853**	**68,516**	**69,654**	**2,090**
098	**59,568**	**62,509**	**71,593**	**72,785**	**2,184**
099	**62,213**	**65,298**	**74,809**	**76,057**	**2,282**

Longevity Increments: The annual rate of pay is increased by the amount indicated in Column "L1-5" after completion of the following periods of service: 10 years, 15 years, 20 years, 25 years, and 30 years.

City Union of Baltimore Salary Scale

10 MONTH EMPLOYEES

Grade	Hiring Level	Full Performance Level	Experienced Level	Senior Level	Longevity 1 thru 5
050	**23,478**	**24,055**	**26,620**	**27,036**	**811**
052	**28,837**	**30,129**	**34,163**	**34,720**	**1,042**

PART-TIME EMPLOYEES

Grade	Hiring Level	Full Performance Level	Experienced Level	Senior Level	Longevity 1 thru 5
060	**8,926**	**9,040**	**9,601**	**9,744**	**292**

Longevity Increments: The annual rate of pay is increased by the amount indicated in Column "L1-5" after completion of the following periods of service: 10 years, 15 years, 20 years, 25 years, and 30 years.

AM-290-1-1

City Union of Baltimore Salary Scale
Flat Grades

Grade	Minimum Hourly	Maximum Annual
801	**7.58**	**14,446**
802	**7.82**	**14,911**
805	**12.95**	**24,694**
810	**5.29**	**10,082**
812	**7.80**	**14,870**
813	**9.22**	**17,584**
814	**11.65**	**22,212**
815	**12.82**	**24,453**
816	**14.26**	**27,194**
818	**14.61**	**27,870**
821	**16.31**	**31,097**
825	**19.28**	**36,766**
901	**7.40**	**19,736**
905	**7.40**	**66,034**
910	**7.39**	**16,124**
911	**11.81**	**39,281**
912	**13.16**	**42,707**
913	**13.56**	**32,329**
914	**14.20**	**37,165**
916	**15.51**	**53,451**
918	**16.43**	**54,609**
919	**16.95**	**51,282**
920	**17.41**	**58,407**
921	**18.45**	**59,630**
922	**19.42**	**42,583**
924	**22.69**	**55,426**
925	**23.55**	**63,839**
926	**24.31**	**55,231**
928	**27.15**	**66,361**

AM-290-2-1

Local 44 Full-Time Salary Scale

Grade	Hiring Level	Full Performance Level	Experienced Level	L1-5*
410	**23,674**	**23,888**	**24,395**	**732**
411	**24,152**	**24,366**	**24,875**	**746**
412	**24,366**	**24,581**	**25,115**	**753**
413	**24,581**	**24,814**	**25,363**	**761**
414	**24,814**	**25,053**	**25,613**	**768**
415	**25,053**	**25,303**	**25,898**	**777**
416	**25,303**	**25,550**	**26,187**	**786**
417	**25,550**	**25,839**	**26,500**	**795**
418	**25,839**	**26,124**	**26,824**	**805**
419	**26,124**	**26,434**	**27,167**	**815**
420	**26,214**	**26,541**	**27,328**	**820**
421	**26,541**	**26,887**	**27,747**	**832**
422	**26,887**	**27,263**	**28,214**	**846**
423	**27,263**	**27,676**	**28,745**	**862**
424	**27,676**	**28,146**	**29,375**	**881**
425	**28,146**	**28,657**	**30,072**	**902**
426	**28,657**	**29,254**	**30,705**	**921**
427	**29,005**	**29,667**	**31,314**	**939**
428	**29,667**	**30,262**	**32,267**	**968**
429	**30,262**	**31,073**	**33,337**	**1,000**
430	**31,073**	**31,968**	**34,534**	**1,036**
431	**31,968**	**32,953**	**35,787**	**1,074**
432	**32,953**	**34,044**	**36,850**	**1,106**
433	**34,044**	**35,194**	**38,261**	**1,148**
434	**35,194**	**36,167**	**39,749**	**1,192**
435	**36,167**	**37,463**	**41,301**	**1,239**
436	**37,463**	**38,820**	**42,934**	**1,288**
437	**38,820**	**40,244**	**44,687**	**1,341**
438	**40,244**	**41,736**	**46,529**	**1,396**

Longevity Increments: The annual rate of pay is increased by the amount indicated in Column "L1-5" after completion of the following periods of service: 10 years, 15 years, 20 years, 25 years, and 30 years.

Local 44 Full-Time Salary Scale

Grade	Hiring Level	Full Performance Level	Experienced Level	L1-5*
439	**41,736**	**43,339**	**48,477**	**1,454**
440	**43,339**	**45,041**	**50,508**	**1,515**
441	**45,041**	**46,807**	**52,645**	**1,579**
442	**46,807**	**48,670**	**54,893**	**1,647**
443	**48,670**	**50,631**	**57,250**	**1,718**
444	**50,631**	**52,849**	**59,724**	**1,792**
445	**52,849**	**54,847**	**62,239**	**1,867**

10 MONTH

450	**14,443**	**14,550**	**14,815**	**444**
451	**18,888**	**19,051**	**19,442**	**583**
460	**22,275**	**22,564**	**23,239**	**697**
461	**22,554**	**22,849**	**23,545**	**706**
462	**22,847**	**23,144**	**23,874**	**716**
463	**23,144**	**23,470**	**24,273**	**728**
465	**23,570**	**23,995**	**25,141**	**754**
468	**25,149**	**25,593**	**27,086**	**444**

UNREPRESENTED

Grade	Hiring Level	Full Performance **Level**	Experienced Level	L1-5*
470	**30,148**	**31,218**	**34,418**	**1,033**

Longevity Increments: The annual rate of pay is increased by the amount indicated in Column "L1-5" after completion of the following periods of service: 10 years, 15 years, 20 years, 25 years, and 30 years.

AM-290-2-2

Local 44 Hourly Wage Scale

Grade	Hiring Level	Full Performance Level	Experienced Level	L1-5*
481	**13.18**	**13.34**	**13.57**	**0.41**
482	**13.34**	**13.54**	**13.78**	**0.41**
483	**13.43**	**13.60**	**13.86**	**0.42**
484	**13.54**	**13.75**	**14.00**	**0.42**
485	**13.75**	**13.97**	**14.27**	**0.43**
486	**13.83**	**14.15**	**14.47**	**0.43**
487	**14.15**	**14.40**	**14.78**	**0.44**
488	**14.40**	**14.74**	**15.15**	**0.45**
489	**14.74**	**15.11**	**15.63**	**0.47**
490	**15.11**	**15.54**	**16.10**	**0.48**
491	**15.54**	**16.01**	**16.66**	**0.50**
492	**16.01**	**16.49**	**17.23**	**0.52**
493	**16.49**	**17.04**	**17.77**	**0.53**
494	**17.04**	**17.62**	**18.40**	**0.55**
495	**17.62**	**18.14**	**19.13**	**0.57**
496	**18.14**	**18.79**	**19.80**	**0.59**

Longevity Increments: The annual rate of pay is increased by the amount indicated in Column "L1-5" after completion of the following periods of service: 10 years, 15 years, 20 years, 25 years, and 30 years.

AM-290-2-3

Local 44 Part-Time Salary Scale

Grade	Hiring Level	Full Performance Level	Experienced Level	L1-5*
401	**10,848**	**10,956**	**11,081**	**332**
402	**12,540**	**12,710**	**12,912**	**387**
403	**20,352**	**21,625**	**22,962**	**689**
404	**15,979**	**16,141**	**16,326**	**490**
405	**15,680**	**15,836**	**15,992**	**480**
406	**22,407**	**22,570**	**22,798**	**684**
407	**16,470**	**16,699**	**16,928**	**508**
408	**16,394**	**16,582**	**17,035**	**511**
409	**21,088**	**21,304**	**21,552**	**647**

Longevity Increments: The annual rate of pay is increased by the amount indicated in Column "L1-5" after completion of the following periods of service: 10 years, 15 years, 20 years, 25 years, and 30 years.

AM-290-2-4

Local 44 Flat Scales

Grade	Minimum	Maximum	L1-5*
840	**9.52**	**9.52**	**0.29**
845	**24,484**	**24,484**	**735**
846	**25,076**	**25,076**	**752**
847	**25,661**	**25,661**	**770**
848	**26,040**	**26,040**	**781**

AM-290-3

Local 2202 Full-Time Salary Scale

Grade	Hiring Level	Full Performance l Level	Experienced Level	L1-5*
550	**26,887**	**27,263**	**28,214**	**846**
551	**27,263**	**27,676**	**28,745**	**862**
552	**28,657**	**29,254**	**30,705**	**921**
553	**30,262**	**31,073**	**33,337**	**1,000**
554	**41,736**	**43,339**	**48,477**	**1,454**
556	**38,820**	**40,244**	**44,687**	**1,341**
558	**41,736**	**43,339**	**48,477**	**1,454**

Longevity Increments: The annual rate of pay is increased by the amount indicated in Column "L1-5" after completion of the following periods of service: 10 years, 15 years, 20 years, 25 years, and 30 years.

a **Salary Scale for City Agencies Governed by** **AM-290-5**

m **State of Maryland Salary System**

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	MID POINT STEP 10
205	$21,188	$21,908	$22,657	$23,436	$24,246	$25,088	$25,526	$25,972	$26,429	$26,893
206	$22,448	$23,219	$24,018	$24,853	$25,718	$26,619	$27,089	$27,566	$28,055	$28,551
207	$23,796	$24,621	$25,478	$26,370	$27,298	$28,263	$28,762	$29,274	$29,796	$30,328
208	$25,239	$26,122	$27,038	$27,992	$28,984	$30,016	$30,552	$31,099	$31,656	$32,226
209	$26,783	$27,726	$28,707	$29,728	$30,790	$31,895	$32,468	$33,054	$33,650	$34,260
210	$28,434	$29,444	$30,494	$31,587	$32,723	$33,903	$34,518	$35,144	$35,783	$36,436
211	$30,200	$31,282	$32,405	$33,574	$34,788	$36,052	$36,710	$37,381	$38,065	$38,763
212	$32,091	$33,247	$34,450	$35,700	$37,002	$38,354	$39,056	$39,773	$40,506	$41,250
213	$34,113	$35,351	$36,639	$37,977	$39,365	$40,814	$41,567	$42,333	$43,118	$43,917
214	$36,280	$37,603	$38,981	$40,411	$41,899	$43,448	$44,254	$45,074	$45,914	$46,769
215	$38,594	$40,013	$41,485	$43,016	$44,610	$46,268	$47,129	$48,012	$48,928	$49,859
216	$41,074	$42,590	$44,168	$45,806	$47,511	$49,313	$50,255	$51,214	$52,192	$53,189
217	$43,725	$45,347	$47,033	$48,807	$50,668	$52,605	$53,610	$54,635	$55,682	$56,750
218	$46,563	$48,309	$50,151	$52,065	$54,056	$56,126	$57,203	$58,299	$59,421	$60,563
219	$49,638	$51,532	$53,501	$55,548	$57,677	$59,894	$61,044	$62,220	$63,420	$64,642
220	$52,950	$54,977	$57,083	$59,276	$61,554	$63,924	$65,157	$66,414	$67,697	$69,003
221	$56,496	$58,664	$60,921	$63,264	$65,702	$68,238	$69,557	$70,903	$72,276	$73,674
222	$60,290	$62,609	$65,021	$67,532	$70,141	$72,855	$74,265	$75,677	$77,116	$78,584
223	$64,349	$66,832	$69,414	$72,098	$74,879	$77,726	$79,205	$80,714	$82,254	$83,824
224	$68,692	$71,349	$74,112	$76,931	$79,859	$82,905	$84,489	$86,107	$87,753	$89,434
225	$73,341	$76,146	$79,043	$82,055	$85,190	$88,450	$90,143	$91,874	$93,636	$95,434
226	$78,233	$81,216	$84,314	$87,540	$90,895	$94,381	$96,194	$98,043	$99,930	$101,855
251	$84,597	$87,186	$89,856	$92,614	$95,460	$98,393	$101,425	$104,159	$106,974	$109,863

a **Salary Scale for City Agencies Governed by** **AM-290-5**

m **State of Maryland Salary System**

GRADE	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	THIRD QUAR-TILE STEP 16	STEP 17	STEP 18	STEP 19	STEP 20	STEP 21
205	$27,367	$27,851	$28,343	$28,847	$29,360	$29,883	$30,416	$30,961	$31,514	$32,079	$32,655
206	$29,059	$29,577	$30,105	$30,642	$31,191	$31,752	$32,323	$32,906	$33,497	$34,101	$34,716
207	$30,872	$31,426	$31,989	$32,564	$33,154	$33,752	$34,363	$34,988	$35,622	$36,270	$36,928
208	$32,807	$33,400	$34,004	$34,619	$35,249	$35,890	$36,544	$37,212	$37,890	$38,582	$39,287
209	$34,881	$35,516	$36,162	$36,820	$37,495	$38,180	$38,879	$39,593	$40,320	$41,062	$41,816
210	$37,101	$37,779	$38,471	$39,177	$39,895	$40,630	$41,378	$42,141	$42,919	$43,713	$44,520
211	$39,473	$40,200	$40,939	$41,694	$42,464	$43,251	$44,052	$44,871	$45,705	$46,554	$47,420
212	$42,013	$42,789	$43,581	$44,389	$45,213	$46,055	$46,911	$47,785	$48,694	$49,620	$50,563
213	$44,731	$45,560	$46,408	$47,272	$48,162	$49,080	$50,015	$50,968	$51,941	$52,933	$53,944
214	$47,639	$48,543	$49,468	$50,414	$51,375	$52,356	$53,359	$54,380	$55,422	$56,484	$57,567
215	$50,811	$51,781	$52,770	$53,780	$54,809	$55,859	$56,930	$58,022	$59,135	$60,270	$61,427
216	$54,207	$55,245	$56,306	$57,386	$58,487	$59,609	$60,757	$61,927	$63,117	$64,331	$65,568
217	$57,840	$58,949	$60,083	$61,239	$62,417	$63,618	$64,847	$66,096	$67,373	$68,674	$69,999
218	$61,729	$62,917	$64,129	$65,366	$66,627	$67,912	$69,224	$70,562	$71,926	$73,316	$74,725
219	$65,887	$67,160	$68,457	$69,780	$71,129	$72,505	$73,910	$75,320	$76,750	$78,208	$79,693
220	$70,339	$71,699	$73,087	$74,499	$75,914	$77,359	$78,832	$80,333	$81,864	$83,425	$85,017
221	$75,085	$76,513	$77,968	$79,453	$80,969	$82,514	$84,089	$85,697	$87,334	$89,004	$90,706
222	$80,081	$81,609	$83,165	$84,756	$86,377	$88,030	$89,717	$91,438	$93,194	$94,983	$96,808
223	$85,428	$87,062	$88,728	$90,431	$92,164	$93,932	$95,738	$97,578	$99,457	$101,373	$103,328
224	$91,148	$92,896	$94,681	$96,501	$98,356	$100,249	$102,180	$104,151	$106,159	$108,208	$110,297
225	$97,268	$99,139	$101,048	$102,996	$104,981	$107,006	$109,071	$111,178	$113,327	$115,518	$117,751
226	$103,817	$105,819	$107,861	$109,946	$112,070	$114,235	$116,449	$118,704	$121,005	$123,351	$125,743
251	$112,838	$115,891	$119,034	$122,261	$125,042	$127,042	$129,042	$131,042			

AM-290-6

Nurses, Local 558, Salary Scale

COMMUNITY HEALTH NURSES

10 MONTH EMPLOYEES

Grade	Hiring level	Full Performance level	Experienced level	Senior level	L1-5*
501	**35,634**	**39,089**	**40,067**	**41,068**	**1,232**
503	**39,886**	**44,884**	**46,008**	**47,160**	**1,415**
505	**43,290**	**47,037**	**48,215**	**49,421**	**1,483**
506	**44,979**	**49,190**	**50,420**	**51,679**	**1,550**
507	**46,970**	**51,342**	**52,624**	**53,940**	**1,618**
508	**49,085**	**53,648**	**54,992**	**56,369**	**1,691**
509	**51,239**	**55,959**	**57,359**	**58,792**	**1,764**
510	**54,858**	**59,739**	**61,234**	**62,765**	**1,883**

12 MONTH EMPLOYEES

Grade	Hiring level	Full Performance level	Experienced level	Senior level	L1-5*
532	**40,662**	**45,935**	**47,083**	**48,261**	**1,448**
533	**42,826**	**46,908**	**48,083**	**49,284**	**1,479**
535	**45,421**	**50,393**	**51,648**	**52,938**	**1,588**
537	**47,929**	**53,865**	**55,213**	**56,594**	**1,698**
539	**50,557**	**56,325**	**57,732**	**59,175**	**1,775**
540	**53,187**	**58,785**	**60,252**	**61,761**	**1,853**
542	**56,791**	**61,611**	**63,154**	**64,733**	**1,942**
543	**59,346**	**64,388**	**65,996**	**67,646**	**2,029**
544	**62,012**	**67,278**	**68,962**	**70,686**	**2,121**
545	**64,802**	**70,308**	**72,063**	**73,866**	**2,216**
546	**65,833**	**71,691**	**73,485**	**75,322**	**2,260**

Longevity Increments: The annual rate of pay is increased by the amount indicated in Column "L1-5" after completion of the following periods of service: 10 years, 15 years, 20 years, 25 years, and 30 years.

AM-290-7-1

Managerial and Professional Society, MAPS, Graded Salary Scale

Grade	Hiring Level	Full Performance	Experience Level	Merit 1	Merit 2	Merit 3	Merit 4	Merit 5	Merit 6
110	**40,000**	**41,700**	**48,900**	**50,100**	**51,400**	**52,700**	**54,000**	**55,400**	**56,800**
111	**41,700**	**44,300**	**52,200**	**53,500**	**54,800**	**56,200**	**57,600**	**59,000**	**60,500**
112	**44,300**	**46,700**	**54,000**	**55,300**	**56,700**	**58,100**	**59,600**	**61,100**	**62,600**
113	**46,700**	**48,600**	**56,500**	**57,900**	**59,300**	**60,800**	**62,300**	**63,900**	**65,500**
114	**48,600**	**51,000**	**59,100**	**60,600**	**62,100**	**63,700**	**65,300**	**66,900**	**68,600**
115	**51,000**	**53,900**	**62,200**	**63,800**	**65,400**	**67,000**	**68,700**	**70,400**	**72,200**
116	**53,900**	**56,000**	**65,600**	**67,200**	**68,900**	**70,600**	**72,400**	**74,200**	**76,000**
117	**56,000**	**58,800**	**68,500**	**70,200**	**72,000**	**73,800**	**75,600**	**77,500**	**79,400**
118	**58,800**	**61,900**	**72,300**	**74,100**	**76,000**	**77,900**	**79,800**	**81,800**	**83,800**
119	**61,900**	**64,800**	**75,500**	**77,400**	**79,300**	**81,300**	**83,300**	**85,400**	**87,500**
120	**64,800**	**68,500**	**78,500**	**80,500**	**82,500**	**84,600**	**86,700**	**88,900**	**91,100**
121	**68,500**	**71,200**	**82,500**	**84,600**	**86,700**	**88,900**	**91,100**	**93,400**	**95,700**
122	**71,200**	**74,500**	**86,900**	**89,000**	**91,200**	**93,500**	**95,800**	**98,200**	**100,700**
123	**74,500**	**77,500**	**90,600**	**92,900**	**95,200**	**97,600**	**100,000**	**102,500**	**105,100**
124	**77,500**	**82,300**	**95,700**	**98,100**	**100,600**	**103,100**	**105,700**	**108,200**	**111,000**

Managerial and Professional Society, MAPS, Flat Grade Salary Scale

Grade	Flat Salary	Merit 1	Merit 2	Merit 3	Merit 4	Merit 5	Merit 6
632	61,200	62,700	64,300	65,900	67,500	69,200	70,900
648	83,700	85,800	87,900	90,100	92,300	94,600	97,000
652	89,700	91,900	94,200	96,600	99,000	101,500	104,000
653	90,800	93,000	95,300	97,700	100,100	102,600	105,200
659	101,500	104,000	106,600	109,300	112,000	114,800	117,700
662	107,800	110,500	113,300	116,100	119,000	122,000	125,100
670	125,100	128,200	131,400	134,700	138,100	141,600	145,100
672	129,900	133,100	136,400	139,800	143,300	146,900	150,600

Managerial and Professional Society, MAPS, Flat Grade Salary Scale

Grade	Old Minimum	Old Maximum	New Minimum	New Maximum
82M	67,200	67,200	68,500	68,500
87M	142,100	142,100	144,900	144,900
88M	156,000	156,000	159,100	159,100
930	36,400	56,600	37,100	57,700
932	26,500	53,000	27,000	54,100
933	33,400	61,400	34,100	62,600
934	37,200	67,100	37,900	68,400
935	39,500	54,600	40,300	55,700
937	43,300	82,900	44,200	84,600
938	44,300	81,300	45,200	82,900
940	47,900	65,700	48,900	67,000
941	48,400	83,100	49,400	84,800
943	50,200	78,000	51,200	79,600
945	52,800	78,700	53,900	80,300
946	52,800	92,000	53,900	93,800
948	54,100	97,300	55,200	99,200
949	54,200	59,600	55,300	60,800
952	61,500	89,100	62,700	90,900
953	62,100	103,500	63,300	105,600
955	72,600	100,300	74,100	102,300
957	75,700	102,900	77,200	105,000
958	75,700	119,000	77,200	121,400
959	75,700	129,800	77,200	132,400
961	77,800	96,300	79,400	98,200
963	86,500	137,200	88,200	139,900
964	90,200	109,300	92,000	111,500
966	94,400	116,700	96,300	119,000
968	110,000	200,000	112,200	204,000

AM-290-9

Fire Officers Salary Scale
Local 964 IAFF

Grade	Hiring Level	Full Performance	Experienced Level	Maximum Level	L1* 1%	L2-5* 3.5%	L4-5 4.0%
311	**34,146**	**40,650**	**53,236**	**54,567**	**546**	**1,910**	**2,183**
312	**35,148**	**40,651**	**54,725**	**56,094**	**561**	**1,963**	**2,244**
314	**37,761**	**39,121**	**44,324**	**45,432**	**454**	**1,590**	**1,817**
316	**36,883**	**42,881**	**57,466**	**58,902**	**589**	**2,062**	**2,356**
317	**36,883**	**42,881**	**57,466**	**58,902**	**589**	**2,062**	**2,356**
324	**34,532**	**40,184**	**54,448**	**55,809**	**558**	**1,953**	**2,232**
325	**40,504**	**46,303**	**60,686**	**62,203**	**622**	**2,177**	**2,488**
334	**33,659**	**39,161**	**53,236**	**54,567**	**546**	**1,910**	**2,183**
335	**34,776**	**40,463**	**54,778**	**56,148**	**561**	**1,965**	**2,246**
336	**35,990**	**41,883**	**56,471**	**57,883**	**579**	**2,026**	**2,315**
337	**38,947**	**45,329**	**58,137**	**59,590**	**596**	**2,086**	**2,384**
352	**35,148**	**40,651**	**54,725**	**56,094**	**561**	**1,963**	**2,244**
354	**36,022**	**41,674**	**55,936**	**57,334**	**573**	**2,007**	**2,293**
355	**36,266**	**41,954**	**56,267**	**57,674**	**577**	**2,019**	**2,307**
357	**37,479**	**43,373**	**57,959**	**59,408**	**594**	**2,079**	**2,376**
359	**38,372**	**44,370**	**58,954**	**60,429**	**604**	**2,115**	**2,417**
364	**39,251**	**40,611**	**45,813**	**46,959**	**470**	**1,644**	**1,878**
365	**40,436**	**46,818**	**59,626**	**61,080**	**611**	**2,138**	**2,443**
366	**40,437**	**46,818**	**59,627**	**61,116**	**611**	**2,139**	**2,445**
367	**41,993**	**47,792**	**62,175**	**63,692**	**637**	**2,229**	**2,548**
368	**41,992**	**47,792**	**62,174**	**63,730**	**637**	**2,231**	**2,549**

Apprentice Wage Scale

	Minimum	Maximum
830	**21,624**	**21,624**
91F	**34,146**	**54,567**

Longevity Increments: Column L1 after attaining 5 years of service; L2-5 after attaining the following periods of service: 10 years, 15 years, 20 years, and 25 years.

AM-290-10

Fire Officers Salary Scale
Local 734 *IAFF*

Grade	Full Performance Level A	Full Performance Level B	Experienced Level	Maximum Level	L1* 1%	L2·5* 3.5%	L4·5 4.0%
338	**51,289**	**53,290**	**61,055**	**62,582**	**626**	**2,190**	**2,503**
339	**51,289**	**53,290**	**61,055**	**62,582**	**626**	**2,190**	**2,503**
341	**57,490**	**60,073**	**69,183**	**70,911**	**709**	**2,482**	**2,836**
344	**65,446**	**68,578**	**79,773**	**81,767**	**818**	**2,862**	**3,271**
345	**72,659**	**75,839**	**88,214**	**90,419**	**904**	**3,165**	**3,617**
374	**52,777**	**54,779**	**62,545**	**64,109**	**641**	**2,244**	**2,564**
375	**53,495**	**55,496**	**63,261**	**64,844**	**648**	**2,270**	**2,594**
376	**55,149**	**57,151**	**64,917**	**66,540**	**665**	**2,329**	**2,662**
377	**58,403**	**60,889**	**69,238**	**70,970**	**710**	**2,484**	**2,839**
378	**58,978**	**61,562**	**70,671**	**72,437**	**724**	**2,535**	**2,897**
379	**59,697**	**62,279**	**71,389**	**73,172**	**732**	**2,561**	**2,927**
380	**61,351**	**63,935**	**73,043**	**74,869**	**749**	**2,620**	**2,995**
381	**66,935**	**70,068**	**81,261**	**83,293**	**833**	**2,915**	**3,332**
382	**67,653**	**70,784**	**81,979**	**84,029**	**840**	**2,941**	**3,361**
383	**69,307**	**72,439**	**83,634**	**85,725**	**857**	**3,000**	**3,429**
385	**74,148**	**77,328**	**89,703**	**91,946**	**919**	**3,218**	**3,678**
392	**56,914**	**59,399**	**67,749**	**69,443**	**694**	**2,431**	**2,778**

Longevity Increments: Column L1 after attaining 5 years of service; L2-5 after attaining the following periods of service: 10 years, 15 years, 20 years, and 25 years.

AM-290-11

Police Salary Scale - Unit I (Non-Supervisory)

Service Step	Police Officer	Flight Officer	Flight Officer EID	Police Agent EID
	Grade 723	Grade 726	Grade 796	Grade 799
1	43,136	0	0	42,787
2	43,239	0	0	43,773
3	43,895	0	0	44,761
4	51,937	0	0	53,395
5	55,208	62,735	63,786	56,664
6	58,244	66,707	67,758	59,651
7	58,827	67,375	68,426	60,246
8	59,410	68,040	69,091	60,843
9	59,991	68,707	69,758	61,439
10	60,576	69,376	70,427	62,035
11	61,157	70,043	71,094	62,634
12	61,740	70,709	71,760	63,230
13	62,324	71,377	72,427	63,800
14	62,905	72,044	73,094	64,422
15	63,487	72,712	73,762	65,020
16	64,070	73,377	74,427	65,616
17	64,652	74,045	75,095	66,211
18	65,234	74,737	75,788	66,809
19	65,816	75,378	76,429	67,406
20	66,400	76,047	77,098	68,000
21	66,982	76,689	77,739	68,597
22	67,564	77,380	78,431	69,195
23	68,146	78,048	79,099	69,791
24	68,729	78,715	79,766	70,386
25	69,312	79,382	80,432	70,984
26	69,893	80,049	81,099	71,580

AM-290-12

Police Salary Scale - Unit II (Supervisory)

Service Step	Sergeant	Lieutenant	Sergeant EID	Lieutenant EID
	Grade 738	Grade 741	Grade 758	Grade 759
1	61,585	70,003	62,635	71,053
2	64,969	73,855	66,020	74,906
3	67,694	76,953	68,745	78,003
4	67,694	76,953	68,745	78,003
5	67,694	76,953	68,745	78,003
6	68,165	77,504	69,215	78,554
7	68,847	78,279	69,898	79,329
8	69,527	78,515	70,578	79,565
9	70,210	79,258	71,260	80,309
10	70,891	80,000	71,942	81,050
11	71,574	80,476	72,625	81,527
12	72,254	81,542	73,304	82,592
13	72,406	82,305	73,456	83,355
14	73,141	83,141	74,192	84,192
15	73,812	83,904	74,863	84,955
16	74,307	84,468	75,358	85,519
17	74,992	85,250	76,043	86,300
18	75,679	86,029	76,730	87,079
19	76,299	86,733	77,350	87,783
20	76,985	87,514	78,035	88,565
21	77,695	88,319	78,746	89,369
22	78,327	89,039	79,377	90,089
23	79,031	89,838	80,081	90,888
24	79,732	90,636	80,783	91,687
25	80,366	91,357	81,416	92,408
26	81,082	92,172	82,132	93,223

m Salary Scales for Grade 800 & 900

Grade	Union	Minimum Annual	Maximum Annual
	AFSCME		
840	1	$ 19,802	$ 19,802
845	1	$ 24,484	$ 24,484
846	1	$ 25,076	$ 25,076
847	1	$ 25,661	$ 25,661
848	1	$ 26,040	$ 26,040
	ELECTED		
81E	2	$ 61,383	$ 61,383
82E	2	$ 62,500	$ 62,500
83E	2	$ 67,844	$ 67,844
84E	2	$ 72,500	$ 72,500
86E	2	$ 114,050	$ 114,050
87E	2	$ 105,535	$ 105,535
88E	2	$ 159,380	$ 159,380
89E	2	$ 238,772	$ 238,772
	APPOINTED		
81A	3	$ 3,625	$ 3,625
82A	3	$ 4,250	$ 4,250
84A	3	$ 8,062	$ 8,062
85A	3	$ 8,600	$ 8,600
86A	3	$ 10,000	$ 10,000
87A	3	$ 11,000	$ 11,000
88A	3	$ 28,000	$ 28,000
88M	3	$ 160,000	$ 160,000
89A	3	$ 28,500	$ 28,500

m Salary Scales for Grade 800 & 900

Grade	Union	Minimum Annual	Maximum Annual
	MAPS		
82M	6	$ 68,500	$ 68,500
87M	6	$ 144,900	$ 144,900
88M	6	$ 159,100	$ 159,100
930	6	$ 37,100	$ 57,700
932	6	$ 27,000	$ 54,100
933	6	$ 34,100	$ 62,600
934	6	$ 37,900	$ 68,400
935	6	$ 40,300	$ 55,700
937	6	$ 44,200	$ 84,600
938	6	$ 45,200	$ 82,900
940	6	$ 48,900	$ 67,000
941	6	$ 49,400	$ 84,800
943	6	$ 51,200	$ 79,600
945	6	$ 53,900	$ 80,300
946	6	$ 53,900	$ 93,800
948	6	$ 55,200	$ 99,200
949	6	$ 55,300	$ 60,800
952	6	$ 62,700	$ 90,900
953	6	$ 63,300	$ 105,600
955	6	$ 74,100	$ 102,300
957	6	$ 77,200	$ 105,000
958	6	$ 77,200	$ 121,400
959	6	$ 77,200	$ 132,400
961	6	$ 79,400	$ 98,200
963	6	$ 88,200	$ 139,900
964	6	$ 92,000	$ 111,500
966	6	$ 96,300	$ 119,000
968	6	$ 112,200	$ 204,000
	Fire		
830	F	$ 21,624	$ 21,624
91F	F	$ 34,146	$ 54,567

m Salary Scales for Grade 800 & 900

Grade	Union	Minimum Annual	Maximum Annual
	CUB		
801	U	$ 14,446	$ 14,446
802	U	$ 14,911	$ 14,911
805	U	$ 24,694	$ 24,694
810	U	$ 10,082	$ 10,082
812	U	$ 14,870	$ 14,870
813	U	$ 17,584	$ 17,584
814	U	$ 22,212	$ 22,212
815	U	$ 24,453	$ 24,453
816	U	$ 27,194	$ 27,194
818	U	$ 27,870	$ 27,870
821	U	$ 31,097	$ 31,097
825	U	$ 36,766	$ 36,766
901	U	$ 14,111	$ 19,736
905	U	$ 14,111	$ 66,034
910	U	$ 14,102	$ 16,124
911	U	$ 22,519	$ 39,281
912	U	$ 25,097	$ 42,707
913	U	$ 25,863	$ 32,329
914	U	$ 27,070	$ 37,165
916	U	$ 29,584	$ 53,451
918	U	$ 31,341	$ 54,609
919	U	$ 32,329	$ 51,282
920	U	$ 33,206	$ 58,407
921	U	$ 35,186	$ 59,630
922	U	$ 37,028	$ 42,583
924	U	$ 43,270	$ 55,426
925	U	$ 44,917	$ 63,839
926	U	$ 46,359	$ 55,231
928	U	$ 51,775	$ 66,361

m Salary Scales for Grade 800 & 900

Grade	Union	Minimum Annual	Maximum Annual
	NO UNION		
850	N	$ 10,712	$ 10,712
851	N	$ 15,080	$ 15,080
851	N	$ 15,080	$ 15,080
853	N	$ 18,408	$ 18,408
855	N	$ 20,842	$ 20,842
858	N	$ 22,464	$ 22,464
859	N	$ 20,800	$ 20,800
860	N	$ 21,341	$ 21,341
863	N	$ 27,082	$ 27,082
869	N	$ 1,937	$ 1,937
870	N	$ 2,043	$ 2,043
870	N	$ 2,043	$ 2,043
871	N	$ 2,248	$ 2,248
872	N	$ 2,316	$ 2,316
873	N	$ 2,354	$ 2,354
874	N	$ 2,557	$ 2,557
875	N	$ 3,709	$ 3,709
876	N	$ 5,200	$ 5,200
877	N	$ 7,800	$ 7,800
877	N	$ 7,800	$ 7,800
878	N	$ 10,400	$ 10,400
879	N	$ 15,600	$ 15,600
880	N	$ 3,600	$ 3,600
881	N	$ 2,000	$ 2,000
881	N	$ 2,000	$ 2,000
882	N	$ 3,750	$ 3,750
886	N	$ 11,866	$ 11,866
888	N	$ 25,000	$ 25,000
889	N	$ 30,000	$ 30,000
92D	N	$ 377	$ 5,200
93D	N	$ 3,900	$ 6,500
970	N	$ 1,560	$ 6,240
971	N	$ 4,576	$ 7,280
972	N	$ 11,310	$ 15,210

m Salary Scales for Grade 800 & 900

Grade	Union	Minimum Annual	Maximum Annual
	NO UNION		
973	N	$ 10,712	$ 20,592
974	N	$ 15,080	$ 18,096
974	N	$ 15,080	$ 18,096
974	N	$ 15,080	$ 18,096
975	N	$ 15,080	$ 19,448
975	N	$ 15,080	$ 19,448
976	N	$ 15,080	$ 21,008
977	N	$ 15,080	$ 23,296
977	N	$ 15,080	$ 23,296
977	N	$ 15,080	$ 23,296
977	N	$ 15,080	$ 23,296
979	N	$ 15,080	$ 26,832
979	N	$ 15,080	$ 26,832
979	N	$ 15,080	$ 26,832
980	N	$ 7,163	$ 13,931
980	N	$ 15,080	$ 29,328
981	N	$ 15,080	$ 36,608
982	N	$ 15,080	$ 104,000
983	N	$ 15,080	$ 187,200
983	N	$ 15,080	$ 187,200
984	N	$ 15,080	$ 20,800
984	N	$ 15,080	$ 20,800
985	N	$ 15,080	$ 41,600
986	N	$ 15,080	$ 62,400
987	N	$ 18,720	$ 31,200
988	N	$ 11,856	$ 19,760
989	N	$ 72,800	$ 114,400
997	N	$ 100	$ 10,000
997	N	$ 100	$ 10,000
997	N	$ 100	$ 10,000
998	N	$ 100	$ 31,250

JOB CODE	DESCRIPTION	GRADE	MINIMUM SALARY	MAXIMUM SALARY	PER	UNION CODE	FLSA CODE	EEO4 CODE
33352	911 LEAD OPERATOR	086	35947	43361	A	U	N	6
33351	911 OPERATOR	085	34562	41645	A	U	N	6
33355	911 OPERATOR SUPERVISOR	088	38939	47176	A	U	N	6
34141	ACCOUNTANT I	088	38939	47176	A	U	N	2
34142	ACCOUNTANT II	110	40000	56800	A	6	A	2
34145	ACCOUNTANT SUPV	114	48600	68600	A	6	A	2
34191	ACCOUNTANT TRAINEE	085	34562	41645	A	M	N	2
34135	ACCOUNTING ASSISTANT SUPV	084	33510	39994	A	U	N	6
34131	ACCOUNTING ASST I	075	26316	29913	A	U	N	6
34132	ACCOUNTING ASST II	078	27958	32241	A	U	N	6
34133	ACCOUNTING ASST III	084	33510	39994	A	U	N	6
34146	ACCOUNTING MANAGER	119	61900	87500	A	6	A	2
34197	ACCOUNTING SYSTEMS ADMINISTRAT	120	64800	91100	A	6	A	1
34151	ACCOUNTING SYSTEMS ANALYST I	113	46700	65500	A	6	A	2
34152	ACCOUNTING SYSTEMS ANALYST II	116	53900	76000	A	6	A	2
31122	ADMIN POLICY ANALYST	118	58800	83800	A	6	A	1
31311	ADMINISTRATIVE ANALYST I	087	37407	45218	A	U	N	2
31312	ADMINISTRATIVE ANALYST II	110	40000	56800	A	6	A	2
31100	ADMINISTRATIVE COORDINATOR	087	37407	45218	A	M	N	5
31101	ADMINISTRATIVE OFFICER I	111	41700	60500	A	9	N	2
31102	ADMINISTRATIVE OFFICER II	115	51000	72200	A	9	A	2
31103	ADMINISTRATIVE OFFICER III	118	58800	83800	A	9	A	2
33143	ANALYST/PROGRAMMER I	089	40540	49222	A	U	N	3
33144	ANALYST/PROGRAMMER II	092	45992	56004	A	U	N	3
41413	ANIMAL CONTROL INVESTIGATOR	087	37407	45218	A	U	N	4
41415	ANIMAL ENFORCEMENT OFCR SUPV	087	37407	45218	A	U	N	8
41411	ANIMAL ENFORCEMENT OFFICER	433	34044	38261	A	1	N	4
33669	APPRENTICESHIP PROGRAM ADMINIS	113	46700	65500	A	9	A	1
33667	APPRENTICESHIP PROGRAM COORDIN	088	38939	47176	A	M	N	2
83215	AQUATIC CENTER DIRECTOR	085	34562	41645	A	U	N	2
83115	AQUATIC CENTER LEADER	080	29343	34518	A	U	N	5
75111	ARCHITECT I	087	37407	45218	A	U	N	3
75112	ARCHITECT II	112	44300	62600	A	6	A	6
75115	ARCHITECT SUPERVISOR - LICENSE	118	58800	83800	A	6	A	2
33825	ARCHIVES RECORD MANAGEMENT OFF	113	46700	65500	A	6	A	2
33820	ARCHIVES TECHNICIAN	078	27958	32241	A	M	N	2
33821	ARCHIVIST	082	31225	36934	A	U	A	2
53818	ASSISTANT CHF, SOLID WASTE	117	56000	79400	A	6	A	1

JOB CODE	DESCRIPTION	GRADE	MINIMUM SALARY	MAXIMUM SALARY	PER	UNION CODE	FLSA CODE	EEO4 CODE
72615	ASSISTANT FIELD SURVEY SUPERVI	112	44300	62600	A	6	A	3
53622	ASSISTANT PARK DISTRICT MGR	084	33510	39994	A	U	N	8
71425	ASSISTANT WATERSHED MANAGER	115	51000	72200	A	6	A	1
82121	ASSOCIATE TEACHER PRESCHOOL	078	27958	32241	A	U	N	5
52118	ASST CHIEF DIV FLEET MAINT	118	58800	83800	A	6	A	1
53541	ASST CHIEF DIV OF UTILITY MAIN	117	56000	79400	A	6	A	1
71441	ASST CHIEF HORTICULTURIST	088	38939	47176	A	U	N	2
82135	ASST COORDINATOR PRESCHOOL PRO	114	48600	68600	A	6	A	2
72431	ASST NEIGHBORHOOD PROJECT COOR	088	38939	47176	A	U	N	5
53225	ASST SUPT ENERGY MANAGEMENT	110	40000	56800	A	6	A	2
42134	ASST SUPT HOUSING INSPECTIONS	114	48600	68600	A	6	A	2
52981	ASST SUPT PUBLIC BUILDING MAIN	110	40000	56800	A	6	A	2
53223	ASST SUPT PUBLIC BUILDING OPER	110	40000	56800	A	6	A	2
53353	ASST SUPT TRAFFIC SIGNS/MARKIN	089	40540	49222	A	U	N	7
42167	ASST. CHIEF DIV. OF HWSG. INSP	117	56000	79400	A	6	A	1
52611	AUDIO-VISUAL TECH	077	27343	31340	A	U	N	3
34110	AUDITOR I	090	42267	51371	A	M	N	2
34120	AUDITOR I (CPA)	091	44084	53638	A	M	N	2
34111	AUDITOR II	113	46700	65500	A	9	A	2
34121	AUDITOR II (CPA)	114	48600	68600	A	9	A	2
34112	AUDITOR III	116	53900	76000	A	9	A	2
34122	AUDITOR III (CPA)	117	56000	79400	A	9	A	2
34125	AUDITOR SUPERVISOR (CPA)	121	68500	95700	A	9	A	2
34115	AUDITOR SUPV	120	64800	91100	A	9	A	2
34113	AUDITOR TRAINEE	087	37407	45218	A	M	N	2
52153	AUTOMOTIVE BODY AND FENDER TEC	434	35194	39749	A	1	N	7
52155	AUTOMOTIVE BODY SHOP SUPERVISO	090	42267	51371	A	U	N	7
52114	AUTOMOTIVE LEAD MECH	437	38820	44687	A	1	N	7
52115	AUTOMOTIVE MAINT SUPV I	090	42267	51371	A	U	N	7
52116	AUTOMOTIVE MAINT SUPV II	113	46700	65500	A	6	A	3
52193	AUTOMOTIVE MAINTENANCE WORKER	426	28657	30705	A	1	N	8
52110	AUTOMOTIVE MECHANIC	434	35194	39749	A	1	N	7
52105	AUTOMOTIVE MECHANIC APPRENTICE	430	31073	34534	A	1	N	7

JOB CODE	DESCRIPTION	GRADE	MINIMUM SALARY	MAXIMUM SALARY	PER	UNION CODE	FLSA CODE	EEO4 CODE
52721	AVIATION MECHANIC	094	50096	61117	A	U	N	3
52722	AVIATION MECHANIC INSPECTOR (A	096	54621	66675	A	U	N	3
52723	AVIONICS TECHNICIAN	098	59568	72785	A	U	N	3
41214	BATTALION FIRE CHIEF	344	65446	81767	A	O	A	1
41243	BATTALION FIRE CHIEF EMS EMT-P	383	69307	85725	A	O	A	4
41282	BATTALION FIRE CHIEF, ALS	381	66935	83293	A	O	A	1
34285	BILLING SECTION SUPERVISOR	112	44300	62600	A	6	A	2
52541	BINDERY WORKER I	075	26316	29913	A	U	N	7
52542	BINDERY WORKER II	079	28528	33306	A	U	N	8
52543	BINDERY WORKER III	082	31225	36934	A	U	N	8
72133	BRIDGE PROJECT ENGINEER	119	61900	87500	A	6	A	2
31301	BUDGET/MANAGEMENT ANALYST I	110	40000	56800	A	6	A	2
31302	BUDGET/MANAGEMENT ANALYST II	113	46700	65500	A	6	A	2
31303	BUDGET/MANAGEMENT ANALYST III	117	56000	79400	A	6	A	2
31304	BUDGET/MANAGEMENT ANALYST IV	119	61900	87500	A	6	A	2
52991	BUILDING MAINT GENERAL SUPV	087	37407	45218	A	U	N	8
53221	BUILDING OPERATIONS SUPERVISOR	084	33510	39994	A	U	N	8
72492	BUILDING PROJECT COORDINATOR	093	47985	58508	A	U	N	2
53111	BUILDING REPAIRER	429	30262	33337	A	1	N	7
53115	BUILDING REPAIRER SUPV	084	33510	39994	A	U	N	7
52231	CABINETMAKER I	429	30262	33337	A	1	N	7
52232	CABINETMAKER II	432	32953	36850	A	1	N	7
52235	CABINETMAKER SUPV	087	37407	45218	A	U	N	7
42325	CABLE INSPECTION SUPERVISOR	088	38939	47176	A	U	N	3
42321	CABLE INSPECTOR	082	31225	36934	A	U	N	3
33361	CALL CENTER AGENT I	080	29343	34518	A	M	N	3
33362	CALL CENTER AGENT II	084	33510	39994	A	M	N	3
33366	CALL CENTER OPERATIONS MANAGER	115	51000	72200	A	6	A	1
33365	CALL CENTER SUPERVISOR	088	38939	47176	A	M	N	3
33360	CALL CENTER TRAINEE	074	25874	29259	A	M	N	6
34497	CAPITAL PLANNING ANALYST	115	51000	72200	A	6	A	2
81311	CARE AIDE	901	14111	19736	H	M	N	5
52241	CARPENTER I	426	28657	30705	A	1	N	7
52242	CARPENTER II	429	30262	33337	A	1	N	7
52245	CARPENTER SUPERVISOR	084	33510	39994	A	U	N	7
61167	CASE MANAGEMENT SUPERVISOR	093	47985	58508	A	U	A	6
34211	CASHIER I	078	27958	32241	A	U	N	6
34233	CASHIER I HOURLY	974	15080	18096	H	N	N	6

JOB CODE	DESCRIPTION	GRADE	MINIMUM SALARY	MAXIMUM SALARY	PER	UNION CODE	FLSA CODE	EEO4 CODE
34215	CASHIER SUPERVISOR I	084	33510	39994	A	U	N	6
53311	CEMENT FINISHER	487	29432	30742	H	1	N	7
33839	CENTRAL RECORDS SHIFT SUPV	089	40540	49222	A	U	N	2
71521	CHEMIST I	086	35947	43361	A	U	N	2
71522	CHEMIST II	089	40540	49222	A	U	A	2
71523	CHEMIST III	093	47985	58508	A	U	A	2
72415	CHIEF CONTRACT ADMINISTRATION	116	53900	76000	A	6	A	2
72498	CHIEF CONTRACT OFFICER	115	51000	72200	A	6	A	1
71442	CHIEF HORTICULTURIST	115	51000	72200	A	6	A	1
81145	CHIEF MENTAL HEALTH PROGRAMS	117	56000	79400	A	6	A	1
34426	CHIEF OF FISCAL SERVICES I	117	56000	79400	A	6	A	1
34427	CHIEF OF FISCAL SERVICES II	121	68500	95700	A	6	A	1
72646	CHIEF OF SURVEYS	118	58800	83800	A	6	A	3
33169	CHIEF OF TECHNOLOGY SERVICES	121	68500	95700	A	6	A	1
71412	CITY ARBORIST	117	56000	79400	A	6	A	1
74136	CITY PLANNER I	111	41700	60500	A	6	A	2
74133	CITY PLANNER I CHAP	111	41700	60500	A	6	A	2
74137	CITY PLANNER II	113	46700	65500	A	6	A	2
74134	CITY PLANNER II CHAP	113	46700	65500	A	6	A	2
74138	CITY PLANNER III	115	51000	72200	A	6	A	2
74135	CITY PLANNER III CHAP	115	51000	72200	A	6	A	2
74139	CITY PLANNER SUPERVISOR	117	56000	79400	A	6	A	2
99999	CITY SERV SPEC	982	15080	104000	H	N	A	6
72511	CIVIL ENG DRAFTING TECH I	079	28528	33306	A	U	N	3
72512	CIVIL ENG DRAFTING TECH II	083	32315	38431	A	U	N	3
72116	CIVIL ENGINEER	116	53900	76000	A	6	A	2
72515	CIVIL ENGINEERING DRAFTING SUP	088	38939	47176	A	U	N	3
31940	CLAIMS AND SYSTEMS MANAGER	120	64800	91100	A	9	A	1
32211	CLAIMS INVESTIGATOR	113	46700	65500	A	9	N	2
61121	CLINICAL DIR SCHOOL-BASED HEAL	119	61900	87500	A	6	A	2
81116	CLINICAL SOCIAL WORK SUPERVISO	116	53900	76000	A	6	A	2
42931	CODE ENFORCEMT INVESTIGATOR I	087	37407	45218	A	U	N	4
42933	CODE ENFORCEMT INVESTIGATOR II	092	45992	56004	A	U	N	4
53707	COIN COLLECTION WORKER	073	25465	28668	A	U	N	7
34255	COLLECTION REPRESENTATIVE SUPV	086	35947	43361	A	U	N	6
34253	COLLECTIONS REPRESENTATIVE	080	29343	34518	A	U	N	6
34254	COLLECTIONS REPRESENTATIVE II	082	31225	36934	A	U	N	1

JOB CODE	DESCRIPTION	GRADE	MINIMUM SALARY	MAXIMUM SALARY	PER	UNION CODE	FLSA CODE	EEO4 CODE
34242	COLLECTIONS SUPERVISOR II	087	37407	45218	A	U	N	6
33323	COMMUNICATION SERVICES ADMINIS	114	48600	68600	A	6	A	1
33320	COMMUNICATIONS ANALYST I	087	37407	45218	A	U	N	3
33321	COMMUNICATIONS ANALYST II	089	40540	49222	A	U	N	3
33319	COMMUNICATIONS ASSISTANT	081	30223	35806	A	U	N	6
33315	COMMUNICATIONS SERVCS SUPV	089	40540	49222	A	U	N	6
33313	COMMUNICATIONS SERVICES SUPV I	084	33510	39994	A	U	N	6
33322	COMMUNICATIONS SPECIALIST	116	53900	76000	A	6	A	2
34286	COMMUNICATIONS SVCS BILLING SU	091	44084	53638	A	U	N	6
81442	COMMUNITY COORDINATOR	090	42267	51371	A	U	A	2
61251	COMMUNITY HEALTH EDUCATOR I	082	31225	36934	A	U	N	2
61252	COMMUNITY HEALTH EDUCATOR II	085	34562	41645	A	U	N	2
61253	COMMUNITY HEALTH EDUCATOR III	088	38939	47176	A	U	N	2
61255	COMMUNITY HEALTH EDUCATOR SUPV	112	44300	62600	A	6	A	2
62211	COMMUNITY HEALTH NURSE I	537	47929	56594	A	5	A	2
62221	COMMUNITY HEALTH NURSE I 10 MO	503	39886	47160	A	5	A	2
62212	COMMUNITY HEALTH NURSE II	542	56791	64733	A	5	A	2
62222	COMMUNITY HEALTH NURSE II (10	507	46970	53940	A	5	A	2
62215	COMMUNITY HEALTH NURSE SUPV I	544	62012	70686	A	5	A	2
62216	COMMUNITY HEALTH NURSE SUPV II	119	61900	87500	A	6	A	2
62210	COMMUNITY HEALTH NURSE TRAINEE	532	40662	48261	A	5	A	2
62220	COMMUNITY HEALTH NURSE TRAINEE	501	35634	41068	A	5	A	2
81351	COMMUNITY OUTREACH WORKER	422	26887	28214	A	1	N	3
81349	COMMUNITY PROGRAM SUPERVISOR	089	40540	49222	A	M	N	5
84224	COMMUNITY RELATIONS REP SUPV	112	44300	62600	A	6	A	2
84221	COMMUNITY RELATIONS REPRESENTA	089	40540	49222	A	U	N	2
81193	COMMUNITY RESOURCE COORD	088	38939	47176	A	U	N	5
41179	COMMUNITY SERVICE OFFICER	080	29343	34518	A	U	N	4
33547	COMMUNITYMKTGOUTREACH OFFICER	112	44300	62600	A	6	N	2

JOB CODE	DESCRIPTION	GRADE	MINIMUM SALARY	MAXIMUM SALARY	PER	UNION CODE	FLSA CODE	EEO4 CODE
33131	COMPUTER OPERATOR II	083	32315	38431	A	U	N	3
33132	COMPUTER OPERATOR III	086	35947	43361	A	U	N	3
33133	COMPUTER OPERATOR IV	088	38939	47176	A	U	N	3
33135	COMPUTER OPERATOR SUPERVISOR	111	41700	60500	A	9	A	3
33140	COMPUTER PROGRAMMER I	080	29343	34518	A	U	N	3
33141	COMPUTER PROGRAMMER II	083	32315	38431	A	U	N	3
33142	COMPUTER PROGRAMMER III	086	35947	43361	A	U	N	3
53555	CONDUIT MAINTENANCE SUPV I	085	34562	41645	A	U	N	8
53556	CONDUIT MAINTENANCE SUPV II	089	40540	49222	A	U	N	8
42261	CONSTRUCTION BLDG INSPECTOR I	085	34562	41645	A	U	N	3
42262	CONSTRUCTION BLDG INSPECTOR II	090	42267	51371	A	U	N	3
72494	CONSTRUCTION CONTRACT ADMINIST	116	53900	76000	A	6	A	2
42271	CONSTRUCTION ELECTRCL INSPEC I	085	34562	41645	A	U	N	3
42272	CONSTRUCTION ELECTRCL INSPECII	090	42267	51371	A	U	N	3
42281	CONSTRUCTION MECHNCL INSPEC I	085	34562	41645	A	U	N	3
42282	CONSTRUCTION MECHNCL INSPEC II	090	42267	51371	A	U	N	3
42221	CONSTRUCTION PROJECT SUPV I	115	51000	72200	A	6	A	2
42222	CONSTRUCTION PROJECT SUPV II	118	58800	83800	A	6	A	2
72411	CONTRACT ADMINISTRATOR I	085	34562	41645	A	U	N	3
72412	CONTRACT ADMINISTRATOR II	089	40540	49222	A	U	N	3
31933	CONTRACT DEVELOPMENT ASSISTANT	089	40540	49222	A	M	N	1
72496	CONTRACT OFFICER	112	44300	62600	A	6	A	2
72417	CONTRACT PROCESSING SUPERVISOR	088	38939	47176	A	U	N	3
33120	CONTROL SYSTEM LEAD OPERATOR	085	34562	41645	A	U	N	3
33119	CONTROL SYSTEM OPERATOR	082	31225	36934	A	U	N	3
33105	CONTROL SYSTEM OPERATOR SUPERV	088	38939	47176	A	U	N	5
51241	COOK I 12 MOS	550	26887	28214	A	7	N	8
52555	COPY CENTER SUPERVISOR	089	40540	49222	A	U	N	7
71139	CRIME LAB QUALITY OFFICER	116	53900	76000	A	6	A	2
71121	CRIME LABORATORY PHOTOGRAPHER	088	38939	47176	A	U	N	3
71125	CRIME LABORATORY PHOTOGRAPHER	111	41700	60500	A	6	N	3
71135	CRIME LABORATORY TECH SUPV	113	46700	65500	A	6	N	2

JOB CODE	DESCRIPTION	GRADE	MINIMUM SALARY	MAXIMUM SALARY	PER	UNION CODE	FLSA CODE	EEO4 CODE
71131	CRIME LABORATORY TECHNICIAN II	091	44084	53638	A	U	N	2
33837	CRIME RECORD TECHNICIAN	081	30223	35806	A	U	N	6
34540	CRIME STATISTICS ANALYST	085	34562	41645	A	U	N	2
71111	CRIMINALIST I	091	44084	53638	A	U	A	2
71112	CRIMINALIST II	114	48600	68600	A	6	A	2
71113	CRIMINALIST III DNA ANALYSIS	115	51000	72200	A	6	A	2
71118	CRIMINALIST III DRUG ANALYSIS	115	51000	72200	A	6	A	2
71119	CRIMINALIST III TRACE ANALYSIS	115	51000	72200	A	6	A	2
71114	CRIMINALIST SUPV DRUG ANALYSIS	118	58800	83800	A	6	A	2
71115	CRIMINALIST SUPV TRACE ANALYSI	118	58800	83800	A	6	A	2
82190	CROSSING GUARD	060	8926	9744	A	U	N	4
82195	CROSSING GUARD SUPV I	083	32315	38431	A	U	N	4
82196	CROSSING GUARD SUPV II	086	35947	43361	A	U	N	4
53121	CUSTODIAL WORKER I	420	26214	27328	A	1	N	8
53130	CUSTODIAL WORKER I HR	840	19802	19802	H	1	N	8
53122	CUSTODIAL WORKER II	423	27263	28745	A	1	N	8
33111	DATA ENTRY OPERATOR I	075	26316	29913	A	U	N	6
33113	DATA ENTRY OPERATOR III	081	30223	35806	A	U	N	6
33112	DATA ENTRY OPERATOR II	078	27958	32241	A	U	N	6
33115	DATA ENTRY SUPERVISOR I	084	33510	39994	A	U	N	6
33116	DATA ENTRY SUPERVISOR II	087	37407	45218	A	U	N	6
33102	DATABASE SPECIALIST	114	48600	68600	A	6	A	2
82146	DAY CARE PROGRAM DIRECTOR	115	51000	72200	A	6	A	2
62425	DENTAL ASST (BOARD QUALIFIED)	078	27958	32241	A	U	N	3
62441	DENTAL HYGIENIST I	081	30223	35806	A	U	N	3
62442	DENTAL HYGIENIST II	085	34562	41645	A	U	N	3
54469	DEPUTY TOWING MANAGER	114	48600	68600	A	6	A	1
74146	DESIGN PLANNER I	111	41700	60500	A	6	A	3
74147	DESIGN PLANNER II	113	46700	65500	A	6	A	2
74148	DESIGN PLANNER III	115	51000	72200	A	6	A	3
74149	DESIGN PLANNER SUPERVISOR	117	56000	79400	A	6	A	1
52514	DESK TOP PUBLISHING COORDINATO	089	40540	49222	A	U	N	7
41435	DIR BUREAU OF ANIMAL CONTROL	119	61900	87500	A	6	A	1
61125	DIR BUREAU OF DISEASE CONTROL	119	61900	87500	A	6	A	1
61127	DIR CHRONIC DISEASE PREVENTION	117	56000	79400	A	6	A	2
61115	DIR EARLY INTERVENTION SVCS	117	56000	79400	A	6	A	1

JOB CODE	DESCRIPTION	GRADE	MINIMUM SALARY	MAXIMUM SALARY	PER	UNION CODE	FLSA CODE	EEO4 CODE
61118	DIR SCHOOL HEALTH PROGRAMS	120	64800	91100	A	6	A	1
42516	DIRECTO BUREAU OF ENVIRON SERV	119	61900	87500	A	6	A	1
61193	DIRECTOR ADOLESCENT & REPRODUC	118	58800	83800	A	6	A	1
81235	DIRECTOR CHILD CARE FOOD PROGR	115	51000	72200	A	6	A	2
82125	DIRECTOR DAY CARE CENTER	089	40540	49222	A	U	A	1
81376	DIRECTOR GERIATRIC HEALTH SERV	119	61900	87500	A	6	A	1
75355	DIRECTOR LEAD ABATEMENT	116	53900	76000	A	6	A	1
33828	DIRECTOR LEGISLATIVE REFERENCE	648	83700	97000	A	6	A	1
81418	DIRECTOR OPERATION SAFE KIDS	119	61900	87500	A	6	A	1
62312	DIRECTOR ORAL HEALTH SERVICES	653	90800	105200	A	9	A	2
81247	DIRECTOR WIC PROGRAM	117	56000	79400	A	6	A	1
53690	DOCK MASTER	087	37407	45218	A	U	N	8
33188	DOCUMENT IMAGING MANAGER	089	40540	49222	A	U	N	6
33675	DPW SAFETY AND TRAINING MANAGE	116	53900	76000	A	6	A	2
33645	DPW TRAINING SUPERVISOR	113	46700	65500	A	6	A	2
72591	DRAFTING TRAINEE	073	25465	28668	A	U	N	3
54492	DRAWBRIDGE OPERATOR	483	27934	28829	H	1	N	8
54437	DRIVER I	424	27676	29375	A	1	N	8
54439	DRIVER II	426	28657	30705	A	1	N	8
41461	ECOLOGICAL INVESTIGATION COORD	089	40540	49222	A	U	N	3
74311	ECONOMIC DEVELOPMENT OFFICER	113	46700	65500	A	6	A	2
74392	ECONOMIC EMPOWERMENT OFFICER	114	48600	68600	A	6	A	2
32937	E-DISCOVERY COORDINATOR	113	46700	65500	A	9	A	2
33197	EDP CENTER MANAGER	121	68500	95700	A	6	A	1
33173	EDP COMMUNICATIONS COOR I	089	40540	49222	A	U	N	6
33174	EDP COMMUNICATIONS COOR II	092	45992	56004	A	U	N	6
33181	EDP DATA TECH I	080	29343	34518	A	U	N	3
33182	EDP DATA TECHNICIAN II	083	32315	38431	A	U	N	6
33183	EDP DATA TECHNICIAN III	086	35947	43361	A	U	N	3
33185	EDP DATA TECHNICIAN SUPERVISOR	111	41700	60500	A	6	A	3
82133	EDUCATIONAL COORDINATOR	111	41700	60500	A	6	A	5
54353	ELECTRICAL MAINT TECH III	435	36167	41301	A	1	N	3
54355	ELECTRICAL MAINT TECH SUPV I	088	38939	47176	A	U	N	3

JOB CODE	DESCRIPTION	GRADE	MINIMUM SALARY	MAXIMUM SALARY	PER	UNION CODE	FLSA CODE	EEO4 CODE
54352	ELECTRICAL MAINTENANCE TECH II	432	32953	36850	A	1	N	3
53421	ELECTRICAL MECH ST LIGHTING I	429	30262	33337	A	1	N	7
53422	ELECTRICAL MECH ST LIGHTING II	432	32953	36850	A	1	N	7
53425	ELECTRICAL MECH SUPV ST LIGHTG	087	37407	45218	A	U	N	7
52210	ELECTRICAL MECHANIC APPRENTICE	418	25839	26824	A	1	N	7
52211	ELECTRICAL MECHANIC I	429	30262	33337	A	1	N	7
52212	ELECTRICAL MECHANIC II	432	32953	36850	A	1	N	7
52215	ELECTRICAL MECHANIC SUPV	087	37407	45218	A	U	N	7
52216	ELECTRICAL SUPV LICENSED	088	38939	47176	A	U	N	7
33335	EMERGENCY DISPATCH SUPERVISOR	089	40540	49222	A	U	N	2
33330	EMERGENCY DISPATCHER	087	37407	45218	A	U	N	3
62721	EMERGENCY MEDICAL AIDE	075	26316	29913	A	U	N	5
41286	EMERGENCY MEDICAL SUPPLY COORD	367	41993	63692	A	F	N	6
33691	EMPL ASSISTANCE COUNSELOR I	088	38939	47176	A	M	N	2
33696	EMPL ASSISTANCE COUNSELOR II	092	45992	56004	A	M	N	2
33688	EMPLOYEE BENEFITS ASSISTANT	080	29343	34518	A	M	N	5
33690	EMPLOYEE BENEFITS SUPERVISOR	114	48600	68600	A	9	A	2
33278	EMRGNCY MEDL SRVCS BILLING SUP	091	44084	53638	A	U	N	1
41209	EMT FIREFIGHTER	311	34146	54567	A	F	N	4
75345	ENERGY PROGRAM ADMINISTRATOR	115	51000	72200	A	6	A	2
75331	ENERGY PROGRAM ASST	984	15080	20800	H	N	N	5
75332	ENERGY PROGRAM TECH I	552	28657	30705	A	7	N	3
75333	ENERGY PROGRAM TECH II	553	30262	33337	A	7	N	3
72111	ENGINEER I	110	40000	56800	A	6	A	2
72121	ENGINEER I (PE)	111	41700	60500	A	6	A	2
72112	ENGINEER II	113	46700	65500	A	6	A	2
72122	ENGINEER II (PE)	114	48600	68600	A	6	A	2
72113	ENGINEER III	116	53900	76000	A	6	A	2
72123	ENGINEER III (PE)	117	56000	79400	A	6	A	2
72115	ENGINEER SUPERVISOR	119	61900	87500	A	6	A	2
72125	ENGINEER SUPERVISOR (PE)	120	64800	91100	A	6	A	2
72711	ENGINEERING ASSOCIATE I	087	37407	45218	A	U	N	2
72712	ENGINEERING ASSOCIATE II	089	40540	49222	A	U	N	2
72713	ENGINEERING ASSOCIATE III	092	45992	56004	A	U	N	2
72715	ENGINEERING ASSOCIATE SUPERVIS	095	52296	63783	A	U	A	2

JOB CODE	DESCRIPTION	GRADE	MINIMUM SALARY	MAXIMUM SALARY	PER	UNION CODE	FLSA CODE	EEO4 CODE
71452	ENVIRONMENTAL CONSERVATION ANA	112	44300	62600	A	6	A	2
42932	ENVIRONMENTAL CRIMES INVESTIGA	092	45992	56004	A	U	N	4
42515	ENVIRONMENTAL HEALTH SUPV	115	51000	72200	A	6	A	2
42255	ENVIRONMENTAL INSPECTION SUPV	090	42267	51371	A	U	N	3
42251	ENVIRONMENTAL INSPECTOR	085	34562	41645	A	U	N	3
31137	ENVIRONMENTAL POLICY ANALYST	114	48600	68600	A	6	A	2
42511	ENVIRONMENTAL SANITARIAN I	088	38939	47176	A	U	N	2
42512	ENVIRONMENTAL SANITARIAN II	091	44084	53638	A	U	A	2
42513	ENVIRONMENTAL SANITARIAN III	095	52296	63783	A	U	A	2
42992	ENVIRONMENTAL TECHNICIAN	089	40540	49222	A	U	N	2
42995	ENVIRONMENTAL TECHNICIAN SUPV	113	46700	65500	A	9	A	1
61291	EPIDEMIOLOGIST	113	46700	65500	A	6	A	2
61293	EPIDEMIOLOGIST SUPERVISOR	117	56000	79400	A	6	A	2
33658	EQUAL OPPORTUNITY OFFICER	113	46700	65500	A	9	A	1
52995	EVENTS MANAGER	087	37407	45218	A	U	N	5
62723	FIELD HEALTH SERVICES SUPV	089	40540	49222	A	U	N	3
72616	FIELD SURVEY SUPERVISOR	115	51000	72200	A	6	A	3
71147	FINGERPRINT SECTION MANAGER	111	41700	60500	A	6	A	3
71141	FINGERPRINT TECHNICIAN	082	31225	36934	A	U	N	3
71146	FINGERPRINT TECHNICIAN SUPERVI	086	35947	43361	A	U	N	3
41293	FIRE APPARATUS COORDINATOR	337	38947	59590	A	F	N	2
41267	FIRE APPARATUS DRIVER OPERATOR	337	38947	59590	A	F	N	3
41280	FIRE APPARATUS DRIVER OPR ALS	366	40437	61116	A	F	N	3
41254	FIRE CAPT INVSTGTN & PREV SERV	341	57490	70911	A	O	N	2
41213	FIRE CAPTAIN	341	57490	70911	A	O	N	2
41279	FIRE CAPTAIN ALS	378	58978	72437	A	O	N	4
41235	FIRE CAPTAIN EMS CRT	379	59697	73172	A	O	N	4
41242	FIRE CAPTAIN EMS EMT-P	380	61351	74869	A	O	N	4
41272	FIRE CAPTAIN OEM	341	57490	70911	A	O	N	2
41205	FIRE DISPATCH ADMINISTRATOR	341	57490	70911	A	O	N	1
41233	FIRE DISPATCH MANAGER	344	65446	81767	A	O	A	1
41204	FIRE DISPATCH SUPERVISOR	338	51289	62582	A	O	N	2
41201	FIRE DISPATCHER	314	37761	45432	A	F	N	3

JOB CODE	DESCRIPTION	GRADE	MINIMUM SALARY	MAXIMUM SALARY	PER	UNION CODE	FLSA CODE	EEO4 CODE
41264	FIRE EMERGENCY BOAT OPERATOR	335	34776	56148	A	F	N	2
41274	FIRE EMERGENCY BOAT OPR, ALS	355	36266	57674	A	F	N	2
41297	FIRE EMERGENCY VEHICLE DRIVER	324	34532	55809	A	F	N	3
41212	FIRE LIEUTENANT	338	51289	62582	A	O	N	2
41278	FIRE LIEUTENANT ALS	374	52777	64109	A	O	N	4
41234	FIRE LIEUTENANT EMS CRT	375	53495	64844	A	O	N	4
41241	FIRE LIEUTENANT EMS EMT-P	376	55149	66540	A	O	N	4
41271	FIRE LIEUTENANT OEM	338	51289	62582	A	O	N	2
41221	FIRE LT INVSTGTN & PREVNTN SVC	338	51289	62582	A	O	N	2
41229	FIRE OPERATIONS AIDE	336	35990	57883	A	F	N	3
41227	FIRE PREVENTION INSPEC II, AL	367	41993	63692	A	F	N	3
41224	FIRE PREVENTION INSPECTOR I	337	38947	59590	A	F	N	3
41225	FIRE PREVENTION INSPECTOR I,AL	365	40436	61080	A	F	N	3
41226	FIRE PREVENTION INSPECTOR II	325	40504	62203	A	F	N	3
41230	FIRE PREVENTION SPECIALIST	336	35990	57883	A	F	N	4
41296	FIRE PUMP OPERATOR	335	34776	56148	A	F	N	3
41273	FIRE PUMP OPERATOR, ALS	355	36266	57674	A	F	N	3
41284	FIRE RESPIRATORYAPPARATUS OFCR	338	51289	62582	A	O	N	6
41290	FIRE SAFETY AND HEALTH OFFICER	344	65446	81767	A	O	A	1
41294	FIRE SUPPLY COORDINATOR	337	38947	59590	A	F	N	6
71151	FIREARMS EXAMINER	120	64800	91100	A	6	A	3
71155	FIREARMS EXAMINER SUPERVISOR	123	74500	105100	A	6	A	3
41211	FIREFIGHTER	334	33659	54567	A	F	N	4
41210	FIREFIGHTER/PARAMEDIC	312	35148	56094	A	F	N	4
62790	FIREFIGHTER-PARAMEDIC APPRENTI	91F	34146	54567	A	F	N	3
31321	FISCAL POLICY ANALYST	117	56000	79400	A	6	A	2
31342	FISCAL RESEARCH ANALYST	118	58800	83800	A	6	A	2
34425	FISCAL SUPERVISOR	113	46700	65500	A	6	A	2
34421	FISCAL TECHNICIAN	088	38939	47176	A	U	N	2
52162	FLEET QUALITY CONTROL ANALYST	089	40540	49222	A	U	N	2
71117	FORENSIC ARTIST	088	38939	47176	A	U	N	3
71264	FUEL SYSTEMS SPECIALIST	115	51000	72200	A	6	A	2
42116	GENERAL SUPT BUILDING INSPECTI	116	53900	76000	A	6	A	3
42136	GENL SUPT HOUSING INSPECTIONS	118	58800	83800	A	6	A	1

JOB CODE	DESCRIPTION	GRADE	MINIMUM SALARY	MAXIMUM SALARY	PER	UNION CODE	FLSA CODE	EEO4 CODE
53523	GENL SUPT UTILITIES MAINT REP	114	48600	68600	A	6	A	1
81331	GERIATRIC DAY CARE AIDE	075	26316	29913	A	M	N	5
81335	GERIATRIC DAY CARE DIRECTOR	115	51000	72200	A	6	A	5
81132	GERIATRIC GUARDIANSHIP OFFICER	085	34562	41645	A	M	N	2
81299	GERIATRIC NUTRITIONIST	093	47985	58508	A	U	A	5
33190	GIS SUPERVISOR	118	58800	83800	A	9	A	3
33189	GIS TECHNICIAN	087	37407	45218	A	U	N	3
53155	GRAFFITI REMOVAL SUPERVISOR	087	37407	45218	A	U	N	8
31754	GRANTS PROCUREMENT OFFICER	113	46700	65500	A	6	A	1
73111	GRAPHIC ARTIST I	078	27958	32241	A	U	N	3
73112	GRAPHIC ARTIST II	085	34562	41645	A	U	A	3
73115	GRAPHIC ARTIST SUPV	089	40540	49222	A	U	A	3
52551	GRAPHIC PRINT OPERATOR	079	28528	33306	A	U	N	7
53692	GREENHOUSE SUPERVISOR	084	33510	39994	A	U	N	8
53675	GROUNDS MAINTENANCE SUPERVISOR	084	33510	39994	A	U	N	8
41521	GUARD I	072	25074	28124	A	U	N	4
41522	GUARD II	074	25874	29259	A	U	N	4
61245	HEALTH ANALYSIS SUPV	114	48600	68600	A	6	A	2
61222	HEALTH AND POLICY ANALYST	115	51000	72200	A	6	A	2
62492	HEALTH CLINIC AIDE	425	28146	30072	A	1	N	5
53275	HEALTH FACILITIES COORDINATOR	113	46700	65500	A	6	A	1
61112	HEALTH PROGRAM ADMIN II	113	46700	65500	A	6	A	2
61113	HEALTH PROGRAM ADMIN III	116	53900	76000	A	6	A	2
61111	HEALTH PROGRAM ADMINISTRATOR I	111	41700	60500	A	6	A	1
61114	HEALTH PROGRAMS BUREAU ADMIN	117	56000	79400	A	6	A	2
62491	HEALTH SERVICES TRAINEE	417	25550	26500	A	1	N	5
81192	HEALTH SOCIAL SERVICES COORDIN	088	38939	47176	A	U	N	5
63331	HEARING & VISION TESTER (10 MO	460	22275	23239	A	1	N	3
54211	HEAT & AIR CONDITIONING TECH I	429	30262	33337	A	1	N	7
54212	HEAT & AIR CONDITIONING TECHII	432	32953	36850	A	1	N	7
54213	HEAT & AIR CONDITIONING TECHII	435	36167	41301	A	1	N	7
54215	HEAT AIR CONDITIONING TECH SUP	087	37407	45218	A	U	N	7
54216	HEAT/AIR CONDITIONING TECH SUP	110	40000	56800	A	6	N	7

JOB CODE	DESCRIPTION	GRADE	MINIMUM SALARY	MAXIMUM SALARY	PER	UNION CODE	FLSA CODE	EEO4 CODE
54432	HEAVY EQUIPMENT OPERATOR II	433	34044	38261	A	1	N	8
53331	HIGHWAY MAINTENANCE SUPERVISOR	087	37407	45218	A	U	N	8
53661	HORTICULTURAL ASST	427	29005	31314	A	1	N	3
71390	HOSTLER	423	27263	28745	A	1	N	8
42132	HOUSING INSPECTOR	087	37407	45218	A	U	N	3
42129	HOUSING INSPECTOR APPRENTICE	080	29343	34518	A	U	N	1
42133	HOUSING INSPECTOR SENIOR	090	42267	51371	A	U	N	3
75312	HOUSING REHABILITATION TECH I	086	35947	43361	A	U	N	5
75313	HOUSING REHABILITATION TECH II	088	38939	47176	A	U	N	2
75314	HOUSING REHABILITATION TECH II	091	44084	53638	A	U	N	3
33628	HUMAN RESOURCES SPECIALIST I	090	42267	51371	A	M	N	2
33629	HUMAN RESOURCES SPECIALIST II	113	46700	65500	A	9	A	2
33630	HUMAN RESOURCES SPECIALIST III	116	53900	76000	A	9	A	2
84325	HUMAN SERVICES MANAGER	113	46700	65500	A	6	A	1
84321	HUMAN SERVICES WORKER I	556	38820	44687	A	7	N	5
84323	HUMAN SERVICES WORKER II	558	41736	48477	A	7	N	5
52134	HYDRAULIC MECHANIC	437	38820	44687	A	1	N	7
61295	IMMUNIZATION REGISTRY COORDINA	113	46700	65500	A	6	N	2
54463	IMPOUNDMENT SERVICES SUPV I	084	33510	39994	A	U	N	8
54465	IMPOUNDMENT SERVICES SUPV II	087	37407	45218	A	U	N	5
81380	INFORMATION AND REFERRAL WORKE	083	32315	38431	A	M	N	5
61261	INJURY PREVENTION SPECIALIST	089	40540	49222	A	U	N	2
42231	INSPECTION ASSOCIATE I	081	30223	35806	A	U	N	3
42235	INSPECTION ASSOCIATE SUPERVISO	088	38939	47176	A	U	N	3
42232	INSPECTIONS ASSOCIATE II	085	34562	41645	A	U	N	3
42911	INSPECTOR TRAINEE	073	25465	28668	A	U	N	3
52620	INSTRUMENTATION TECH APPRENTIC	430	31073	34534	A	1	N	7
52621	INSTRUMENTATION TECH I	435	36167	41301	A	1	N	3
52622	INSTRUMENTATION TECH II	088	38939	47176	A	U	N	3
52625	INSTRUMENTATION TECH SUPV I	112	44300	62600	A	6	N	3
52626	INSTRUMENTATION TECH SUPV II	114	48600	68600	A	6	A	3
31941	INSURANCE AND RISK FINANCE MGR	120	64800	91100	A	9	A	1

JOB CODE	DESCRIPTION	GRADE	MINIMUM SALARY	MAXIMUM SALARY	PER	UNION CODE	FLSA CODE	EEO4 CODE
33191	IT ENGINEER	114	48600	68600	A	9	A	2
71526	LAB TECHNICAL SUPERVISOR	115	51000	72200	A	6	A	2
71511	LABORATORY ASST I	425	28146	30072	A	1	N	3
71512	LABORATORY ASST II	428	29667	32267	A	1	N	3
71527	LABORATORY TECH ADMINISTRATOR	117	56000	79400	A	6	A	1
52941	LABORER	423	27263	28745	A	1	N	8
52931	LABORER (HOURLY)	482	27747	28662	H	1	N	8
52932	LABORER CREW LEADER I	486	28808	30118	H	1	N	8
52942	LABORER CREW LEADER I	426	28657	30705	A	1	N	8
52943	LABORER CREW LEADER II	429	30262	33337	A	1	N	8
81230	LACTATION TECHNICIAN	082	31225	36934	A	U	N	2
33725	LAND CONVEYANCE SUPERVISOR	114	48600	68600	A	6	A	3
53827	LANDFILL SUPERINTENDENT	115	51000	72200	A	6	A	1
71142	LATENT PRINT EXAMINER	120	64800	91100	A	6	A	3
71145	LATENT PRINT EXAMINER SUPV	123	74500	105100	A	6	A	3
33103	LEAD APPLICATINS SYS ANL/PRGMR	118	58800	83800	A	6	A	2
32932	LEGAL ASSISTANT I	084	33510	39994	A	M	N	5
32933	LEGAL ASSISTANT II	087	37407	45218	A	M	N	5
32935	LEGAL ASSISTANT SUPERVISOR	091	44084	53638	A	M	N	5
32922	LEGAL OFFICER	113	46700	65500	A	9	A	2
33222	LEGAL STENOGRAPHER II	080	29343	34518	A	U	N	6
34533	LEGISLATIVE POLICY ANALYST	117	56000	79400	A	6	A	2
33824	LEGISLATIVE REFERENCE ASST	084	33510	39994	A	M	N	5
34531	LEGISLATIVE RESEARCH TECH	110	40000	56800	A	9	N	2
31420	LIAISON OFFICER I	090	42267	51371	A	U	N	2
31422	LIAISON OFFICER II	093	47985	58508	A	U	N	6
81423	LIAISON OFFICER SAFE STREETS	113	46700	65500	A	9	A	5
42998	LICENSE INSPECTOR	081	30223	35806	A	U	N	1
62260	LICENSED PRACTICAL NURSE	435	36167	41301	A	1	N	3
62250	LICENSED PRACTICAL NURSE (10 M	470	30148	34418	A	1	N	3
34258	LIENS PROCESS SUPERVISOR	087	37407	45218	A	U	N	6
52415	LINE MAINT TECHNICIAN SUPV	110	40000	56800	A	6	N	2
34162	LIQUOR BOARD ACCOUNTING ASSTIS	085	34562	41645	A	M	N	3
42943	LIQUOR BOARD ASST CHIEF INSPEC	097	57037	69654	A	M	N	3
42945	LIQUOR BOARD CHIEF INSPECTOR	099	62213	76057	A	M	N	3
33204	LIQUOR BOARD COMMUNITY REPRESE	093	47985	58508	A	M	N	5
42941	LIQUOR BOARD INSPECTOR I	082	31225	36934	A	M	N	3

JOB CODE	DESCRIPTION	GRADE	MINIMUM SALARY	MAXIMUM SALARY	PER	UNION CODE	FLSA CODE	EEO4 CODE
42944	LIQUOR BOARD INSPECTOR III	088	38939	47176	A	M	N	3
33202	LIQUOR BOARD OFFICE ASST II	082	31225	36934	A	M	N	6
33206	LIQUOR BOARD SECRETARY III	086	35947	43361	A	M	N	6
33205	LIQUOUR BOARD ASST EXE SECRETA	099	62213	76057	A	M	N	5
52251	LOCKSMITH I	426	28657	30705	A	1	N	7
52252	LOCKSMITH II	429	30262	33337	A	1	N	7
81387	LONG-TERM CARE OMBUDSMAN	111	41700	60500	A	9	A	2
81389	LONG-TERM CARE SUPERVISOR.	114	48600	68600	A	9	A	2
33391	MAILING SUPV	087	37407	45218	A	U	N	6
53190	MAINT COORDINATOR	085	34562	41645	A	U	N	7
54351	MAINTENANCE TECH APPRENTICE	429	30262	33337	A	1	N	3
31172	MANAGEMENT SUPPORT TECHNICIAN	110	40000	56800	A	6	A	2
41625	MARINE DOCK MASTER	087	37407	45218	A	U	N	5
41622	MARINE ENFORCEMENT AGENT I	078	27958	32241	A	U	N	5
41623	MARINE ENFORCEMENT AGENT II	080	29343	34518	A	U	N	5
41261	MARINE ENGINEER FIRE DEPT	325	40504	62203	A	F	N	3
54513	MARINE EQUIPMENT OPERATOR I	427	29005	31314	A	1	N	8
54514	MARINE EQUIPMENT OPERATOR II	430	31073	34534	A	1	N	8
41263	MARINE PILOT	325	40504	62203	A	F	N	2
52221	MASON I	429	30262	33337	A	1	N	7
52222	MASON II	432	32953	36850	A	1	N	7
52225	MASON SUPERVISOR	087	37407	45218	A	U	N	7
42241	MATERIALS INSPECTOR I	082	31225	36934	A	U	N	3
54364	MECHANICAL MAINT TECH III	435	36167	41301	A	1	N	3
54365	MECHANICAL MAINT TECH SUPV I	088	38939	47176	A	U	N	3
54366	MECHANICAL MAINT TECH SUPV II	113	46700	65500	A	6	A	3
54363	MECHANICAL MAINTENANCE TECH II	432	32953	36850	A	1	N	3
53813	MECHANICAL SWEEPER OPERATOR	491	32323	34653	H	1	N	8
83342	MEDIA PRODUCER DIRECTOR I	090	42267	51371	A	M	A	2
83343	MEDIA PRODUCER DIRECTOR II	092	45992	56004	A	M	A	2
33663	MEDICAL CLAIMS EXAMINER	080	29343	34518	A	M	N	5
33241	MEDICAL CLAIMS PROCESSOR I	084	33510	39994	A	U	N	6
33242	MEDICAL CLAIMS PROCESSOR II	087	37407	45218	A	U	N	6
63225	MEDICAL LABORATORY TECH SUPV	116	53900	76000	A	6	A	2

JOB CODE	DESCRIPTION	GRADE	MINIMUM SALARY	MAXIMUM SALARY	PER	UNION CODE	FLSA CODE	EEO4 CODE
61391	MEDICAL OFFICE ASSISTANT	078	27958	32241	A	U	N	6
61392	MEDICAL OFFICE ASSISTANT (10 M	050	23478	27036	A	U	N	6
61411	MEDICAL RECORDS TECH	080	29343	34518	A	U	N	6
81141	MENTAL HEALTH ANALYST	089	40540	49222	A	U	N	2
81195	MENTAL HEALTH PROGRAM ASST	111	41700	60500	A	6	A	2
71531	MICROBIOLOGIST I	086	35947	43361	A	U	N	3
71532	MICROBIOLOGIST II	089	40540	49222	A	U	A	2
71533	MICROBIOLOGIST SUPV	113	46700	65500	A	6	A	2
33593	MINORITY/SMALL BUSINESS PURCH	114	48600	68600	A	6	A	2
52142	MOTOR EQUIPMENT SPECIFICATION	113	46700	65500	A	6	A	1
54445	MOTOR POOL SUPV	084	33510	39994	A	U	N	8
54441	MOTOR POOL WORKER I	423	27263	28745	A	1	N	8
54442	MOTOR POOL WORKER II	427	29005	31314	A	1	N	8
54411	MOTOR VEHICLE DRIVER I	487	29432	30742	H	1	N	8
54421	MOTOR VEHICLE DRIVER I	427	29005	31314	A	1	N	8
54422	MOTOR VEHICLE DRIVER II	430	31073	34534	A	1	N	8
54412	MOTOR VEHICLE DRIVER II (HRLY)	490	31429	33488	H	1	N	8
83292	MUSEUM CURATOR	088	38939	47176	A	U	A	2
71491	NATURALIST	084	33510	39994	A	U	N	2
72432	NEIGHBORHOOD PROJECT COORDINAT	112	44300	62600	A	6	A	5
33192	NETWORK ENGINEER	115	51000	72200	A	6	A	3
33193	NETWORK SYSTEMS ADMINISTRATOR	121	68500	95700	A	9	A	1
61220	NOSOLOGIST	085	34562	41645	A	U	N	6
62294	NURSE PRACTITIONER	546	65833	75322	A	5	A	2
62293	NURSE PRACTITIONER (10 MOS)	510	54858	62765	A	5	A	2
62295	NURSE PRACTITIONER SUPV	115	51000	72200	A	6	A	2
81212	NUTRITION AIDE	423	27263	28745	A	1	N	5
81231	NUTRITION TECHNICIAN	082	31225	36934	A	U	N	2
81234	NUTRITION TECHNICIAN SUPERVISO	089	40540	49222	A	U	N	2
81242	NUTRITIONIST	090	42267	51371	A	U	A	2
81241	NUTRITIONIST TRAINEE	085	34562	41645	A	U	N	5
33124	OFC SYSTEMS ANALYST/PRGMMR	089	40540	49222	A	U	N	3
33125	OFC SYSTEMS ANLYST PRGMMR SUPV	113	46700	65500	A	6	A	3
33211	OFFICE ASSISTANT I	071	24706	27618	A	U	N	6
33212	OFFICE ASSISTANT II	075	26316	29913	A	U	N	6
33213	OFFICE ASSISTANT III	078	27958	32241	A	U	N	6
33215	OFFICE SUPERVISOR	084	33510	39994	A	U	N	6
52552	OFFSET PRESS OPERATOR I	084	33510	39994	A	U	N	7

JOB CODE	DESCRIPTION	GRADE	MINIMUM SALARY	MAXIMUM SALARY	PER	UNION CODE	FLSA CODE	EEO4 CODE
72193	OPERATIONS ENGINEER	115	51000	72200	A	6	A	2
31314	OPERATIONS RESEARCH ANALYST	116	53900	76000	A	6	A	2
31313	OPERATIONS RESEARCH ASSISTANT	081	30223	35806	A	U	N	5
54311	OPERATIONS TECH APPRENTICE	430	31073	34534	A	1	N	3
94311	OPERATIONS TECHNICIAN I	430	31073	34534	A	1	N	3
52271	PAINTER I	426	28657	30705	A	1	N	7
52272	PAINTER II	429	30262	33337	A	1	N	7
52273	PAINTER III	430	31073	34534	A	1	N	7
52275	PAINTER SUPERVISOR	084	33510	39994	A	U	N	7
84241	PARALEGAL	090	42267	51371	A	U	N	3
62710	PARAMEDIC ASST	830	21624	21624	A	F	N	4
62711	PARAMEDIC CRT	366	40437	61116	A	F	N	4
62712	PARAMEDIC EMT-P	368	41992	63730	A	F	N	4
71430	PARK ADMINISTRATOR	110	40000	56800	A	6	A	2
53623	PARK DISTRICT MANAGER	110	40000	56800	A	6	A	1
53621	PARK MAINTENANCE SUPERVISOR	078	27958	32241	A	U	N	8
41611	PARKING CONTROL AGENT I	076	26797	30506	A	U	N	5
41612	PARKING CONTROL AGENT II	078	27958	32241	A	U	N	5
41615	PARKING CONTROL SUPV I	084	33510	39994	A	U	N	5
41616	PARKING CONTROL SUPV II	087	37407	45218	A	U	N	5
34257	PARKING FINES SUPERVISOR	110	40000	56800	A	6	A	6
53711	PARKING METER MECHANIC	080	29343	34518	A	U	N	7
53715	PARKING METER MECHANIC SUPV	084	33510	39994	A	U	N	7
33127	PC SUPPORT TECHNICIAN I	082	31225	36934	A	U	N	3
33128	PC SUPPORT TECHNICIAN II	087	37407	45218	A	U	N	6
33129	PC SUPPORT TECHNICIAN III	111	41700	60500	A	9	A	3
33126	PC SUPPORT TECHNICIAN SUPV	114	48600	68600	A	6	A	3
33295	PERMITS AND RECORDS TECHNICIAN	083	32315	38431	A	U	N	6
33293	PERMITS/RECORDS SUPERVISOR	087	37407	45218	A	U	N	6
33679	PERSONNEL ADMINISTRATOR	117	56000	79400	A	9	A	1
33681	PERSONNEL ASSISTANT I	081	30223	35806	A	M	N	5
33683	PERSONNEL ASSISTANT II	085	34562	41645	A	M	N	5
33676	PERSONNEL GENERALIST I	088	38939	47176	A	M	N	2
33677	PERSONNEL GENERALIST II	111	41700	60500	A	9	A	2
33621	PERSONNEL POLICY ANALYST	111	41700	60500	A	9	A	2
52961	PEST CONTROL WORKER	425	28146	30072	A	1	N	8
63393	PHLEBOTOMIST	428	29667	32267	A	1	N	5
73211	PHOTOGRAPHER	085	34562	41645	A	U	N	3
62413	PHYSICIAN'S ASSISTANT	099	62213	76057	A	U	A	2
52281	PIPEFITTER I	426	28657	30705	A	1	N	7
52282	PIPEFITTER II	429	30262	33337	A	1	N	7

JOB CODE	DESCRIPTION	GRADE	MINIMUM SALARY	MAXIMUM SALARY	PER	UNION CODE	FLSA CODE	EEO4 CODE
74132	PLANNING ASST	081	30223	35806	A	U	N	5
72724	PLANS & INSPECTION SUPERVISOR	091	44084	53638	A	U	N	2
53290	PLANT BUILDING MAINT SUPV	112	44300	62600	A	6	A	2
72621	PLATS & RECORDS TECH	086	35947	43361	A	U	N	3
72625	PLATS AND RECORDS SUPERVISOR	089	40540	49222	A	U	N	3
41191	POLICE CADET	818	27870	27870	A	M	N	4
41115	POLICE CAPTAIN	637	68900	80000	A	9	A	4
41122	POLICE FLIGHT OFFICER	726	61500	78479	A	8	N	3
41131	POLICE FLIGHT OFFICER EID	796	0	79509	A	8	N	3
33682	POLICE HUMAN RESOURCES ASSOCIA	085	34562	41645	A	M	N	5
33382	POLICE INFORMATION LEAD TECH	083	32315	38431	A	U	N	6
33385	POLICE INFORMATION TECH SUPV	086	35947	43361	A	U	N	6
33381	POLICE INFORMATION TECHNICIAN	080	29343	34518	A	U	N	6
41113	POLICE LIEUTENANT	741	68630	90365	A	S	A	2
41133	POLICE LIEUTENANT EID	759	69660	91395	A	S	N	2
41111	POLICE OFFICER	723	42290	68523	A	8	N	4
41121	POLICE OFFICER (EID)	799	41948	70176	A	8	N	4
41110	POLICE OFFICER TRAINEE	723	42290	68523	A	8	N	4
33831	POLICE REPORT REVIEWER	081	30223	35806	A	U	N	6
33834	POLICE REPORT REVIEWER SUPV	085	34562	41645	A	U	N	3
41112	POLICE SERGEANT	738	60377	79492	A	S	A	3
41132	POLICE SERGEANT EID	758	61407	80522	A	S	N	3
71211	POLLUTION CONTROL ANALYST I	086	35947	43361	A	U	N	2
71212	POLLUTION CONTROL ANALYST II	089	40540	49222	A	U	N	2
71213	POLLUTION CONTROL ANALYST III	093	47985	58508	A	U	A	2
71215	POLLUTION CONTROL ANALYST SUPV	115	51000	72200	A	6	A	2
71216	POLLUTION CONTROL PROGRAM ADMI	118	58800	83800	A	6	A	1
71191	POLYGRAPH EXAMINER	091	44084	53638	A	U	A	3
41265	PORT ENGINEER	392	56914	69443	A	O	N	2
52537	PRINT SHOP MANAGER	118	58800	83800	A	6	A	1
52590	PRINTING PLANNER AND ESTIMATOR	085	34562	41645	A	U	N	7
52591	PRINTING PLANNER AND ESTIMATOR	087	37407	45218	A	U	N	7
52531	PRINTING PRESS OPR I MULTI-COL	085	34562	41645	A	U	N	7
33586	PROCUREMENT OFF II	113	46700	65500	A	6	A	2
33523	PROCUREMENT SPECIALIST I	091	44084	53638	A	U	A	2

JOB CODE	DESCRIPTION	GRADE	MINIMUM SALARY	MAXIMUM SALARY	PER	UNION CODE	FLSA CODE	EEO4 CODE
33527	PROCUREMENT SPECIALIST III	115	51000	72200	A	6	A	2
33525	PROCUREMENT SUPERVISOR	116	53900	76000	A	6	A	2
31911	PROFESSIONAL SERVICE TRAINEE	085	34562	41645	A	U	N	2
81345	PROG SUPERVISOR WAXTER CENTER	089	40540	49222	A	M	N	5
31511	PROGRAM ANALYST	113	46700	65500	A	6	A	2
81322	PROGRAM ASSISTANT I	080	29343	34518	A	U	N	5
81323	PROGRAM ASSISTANT II	084	33510	39994	A	U	N	5
31500	PROGRAM COMPLIANCE ASSISTANT	080	29343	34518	A	M	N	5
31501	PROGRAM COMPLIANCE OFFICER I	087	37407	45218	A	U	N	2
31502	PROGRAM COMPLIANCE OFFICER II	110	40000	56800	A	6	A	2
31192	PROGRAM COORDINATOR	112	44300	62600	A	6	A	1
33541	PROPERTY DISPOSAL ASSISTANT	084	33510	39994	A	U	N	2
33544	PROPERTY DISPOSAL ASSISTANT SU	110	40000	56800	A	6	A	2
72635	PROPERTY LOCATION SUPV	113	46700	65500	A	6	A	3
72631	PROPERTY LOCATION TECH	087	37407	45218	A	U	N	3
34259	PROPERTY TRANSFER SUPERVISOR	089	40540	49222	A	U	N	6
81368	PROVIDER PROCESS SUPERVISOR	089	40540	49222	A	U	N	5
53231	PUBLIC BUILDING MAINT COORDINA	432	32953	36850	A	1	N	7
53222	PUBLIC BUILDING MANAGER	087	37407	45218	A	U	N	8
62311	PUBLIC HEALTH DENTIST	120	64800	91100	A	6	A	2
42571	PUBLIC HEALTH INVESTIGATOR	430	31073	34534	A	1	N	3
42561	PUBLIC HEALTH REPRESENTATIVE	086	35947	43361	A	U	N	2
33411	PUBLIC INFORMATION OFFICER I	085	34562	41645	A	U	N	2
33412	PUBLIC INFORMATION OFFICER II	089	40540	49222	A	U	A	2
33413	PUBLIC INFORMATION OFFICER III	110	40000	56800	A	6	A	2
33415	PUBLIC INFORMATION SUPV I	113	46700	65500	A	6	A	2
33416	PUBLIC INFORMATION SUPV II	117	56000	79400	A	6	A	1
42211	PUBLIC WORKS INSPECTOR I	084	33510	39994	A	U	N	3
42212	PUBLIC WORKS INSPECTOR II	087	37407	45218	A	U	N	3
42213	PUBLIC WORKS INSPECTOR III	092	45992	56004	A	U	N	3
54345	PUMPING STATIONS OPNS MANAGER	115	51000	72200	A	6	A	1
54341	PUMPING STATIONS OPNS SUPV	111	41700	60500	A	6	A	2
54318	PUMPING TECHNICIAN II	433	34044	38261	A	1	N	3
54319	PUMPING TECHNICIAN III	436	37463	42934	A	1	N	3

JOB CODE	DESCRIPTION	GRADE	MINIMUM SALARY	MAXIMUM SALARY	PER	UNION CODE	FLSA CODE	EEO4 CODE
33501	PURCHASING ASSISTANT	081	30223	35806	A	U	N	5
33503	PURCHASING SERVICES COORDINATO	090	42267	51371	A	M	N	6
33371	RADIO DISPATCHER I	078	27958	32241	A	U	N	3
33372	RADIO DISPATCHER II	082	31225	36934	A	U	N	3
33375	RADIO DISPATCHER SUPV	085	34562	41645	A	U	N	3
52421	RADIO MAINT TECH I	084	33510	39994	A	U	N	7
52422	RADIO MAINT TECH II	088	38939	47176	A	U	N	3
52425	RADIO MAINT TECH SUPV	112	44300	62600	A	6	N	3
52420	RADIO MAINT TRAINEE	077	27343	31340	A	U	N	7
33711	REAL ESTATE AGENT I	089	40540	49222	A	U	A	2
33712	REAL ESTATE AGENT II	112	44300	62600	A	6	A	2
33713	REAL ESTATE AGENT III	114	48600	68600	A	6	A	2
33715	REAL ESTATE AGENT SUPV	116	53900	76000	A	6	A	2
33730	REAL ESTATE APPRAISER I	111	41700	60500	A	6	A	5
33732	REAL ESTATE APPRAISER II	114	48600	68600	A	6	A	5
33731	REAL ESTATE APPRAISER III	117	56000	79400	A	6	A	2
33721	REAL ESTATE TECHNICIAN	087	37407	45218	A	U	N	3
33267	RECORDS AND PAYROLL MANAGER	111	41700	60500	A	6	A	2
83213	RECREATION AREA MANAGER	089	40540	49222	A	U	N	2
83211	RECREATION CENTER DIRECTOR I	082	31225	36934	A	U	N	2
83212	RECREATION CENTER DIRECTOR II	084	33510	39994	A	U	N	2
83111	RECREATION LEADER I	075	26316	29913	A	U	N	5
83112	RECREATION LEADER II	079	28528	33306	A	U	N	5
83113	RECREATION LEADER II ELDER ACT	079	28528	33306	A	U	N	5
83233	RECREATION MANAGER	113	46700	65500	A	6	A	2
83120	RECREATION PROGRAM ASST	084	33510	39994	A	U	N	2
83191	RECREATION PROGRAM COORDINATOR	114	48600	68600	A	6	A	2
83121	RECREATION PROGRAMMER	090	42267	51371	A	U	N	2
53855	RECYCLING COORDINATOR	117	56000	79400	A	6	A	2
42981	RECYCLING PROGRAM ASSOCIATE	085	34562	41645	A	U	N	2
81243	REGISTERED DIETICIAN	090	42267	51371	A	U	N	2
34218	REMITTANCE SUPERVISOR	087	37407	45218	A	U	N	6
34511	RESEARCH ANALYST I	088	38939	47176	A	U	N	2
34512	RESEARCH ANALYST II	111	41700	60500	A	6	N	2
31755	RESOURCE DEVELOPMENT COORD	117	56000	79400	A	6	A	1
33631	RETIREMENT BENEFITS ANALYST I	089	40540	49222	A	M	N	2
33632	RETIREMENT BENEFITS ANALYST II	110	40000	56800	A	9	A	2
33635	RETIREMENT BENEFITS ANALYST SU	113	46700	65500	A	9	A	2

JOB CODE	DESCRIPTION	GRADE	MINIMUM SALARY	MAXIMUM SALARY	PER	UNION CODE	FLSA CODE	EEO4 CODE
33641	SAFETY ENFORCEMENT OFFICER I	085	34562	41645	A	M	N	2
33642	SAFETY ENFORCEMENT OFFICER II	088	38939	47176	A	M	N	2
33643	SAFETY ENFORCEMENT OFFICER III	090	42267	51371	A	M	N	2
52627	SCADA SYSTEM SUPERVISOR	115	51000	72200	A	6	A	2
53821	SCALE ATTENDANT	078	27958	32241	A	U	N	8
99000	SCHOOL CROSSING GUARD	810	10082	10082	A	U	N	4
62497	SCHOOL HEALTH AIDE	425	28146	30072	A	1	N	5
62494	SCHOOL HEALTH AIDE (10 MONTHS)	465	23570	25141	A	1	N	5
33231	SECRETARY I	075	26316	29913	A	U	N	6
33232	SECRETARY II	078	27958	32241	A	U	N	6
33233	SECRETARY III	084	33510	39994	A	M	N	6
34496	SENIOR CAPITAL PLANNING ANALYS	118	58800	83800	A	6	A	2
81172	SENIOR SOCIAL SERVICES COORDIN	086	35947	43361	A	U	N	2
81413	SENIOR YOUTH DEVELOPMENT TECHN	086	35947	43361	A	U	N	3
42311	SEWERLINE VIDEO INSPECTOR TECH	082	31225	36934	A	U	N	3
53371	SIGN FABRICATOR I	076	26797	30506	A	U	N	7
53372	SIGN FABRICATOR II	079	28528	33306	A	U	N	7
53351	SIGN PAINTER I	081	30223	35806	A	U	N	7
53352	SIGN PAINTER II	084	33510	39994	A	U	N	7
74235	SIGNAL SYSTEM MANAGER	117	56000	79400	A	6	A	5
71225	SLUDGE CONTROL MANAGER	112	44300	62600	A	6	A	8
53790	SMALL ENGINE MECHANIC APPRENTI	423	27263	28745	A	1	N	7
53791	SMALL ENGINE MECHANIC I	426	28657	30705	A	1	N	7
53792	SMALL ENGINE MECHANIC II	429	30262	33337	A	1	N	7
81162	SOCIAL POLICY AND PROGRAM ANAL	113	46700	65500	A	6	A	2
81152	SOCIAL PROG ADMINISTRATOR II	112	44300	62600	A	6	A	2
81153	SOCIAL PROG ADMINISTRATOR III	116	53900	76000	A	6	A	1
81151	SOCIAL PROGRAM ADMINISTRATOR I	088	38939	47176	A	U	N	2
81175	SOCIAL SERVICES COORDINATION S	111	41700	60500	A	9	A	2
81171	SOCIAL SERVICES COORDINATOR	084	33510	39994	A	U	N	2
81110	SOCIAL WORK ASSOC I	085	34562	41645	A	U	A	5
81111	SOCIAL WORK ASSOC II	089	40540	49222	A	U	A	2
81115	SOCIAL WORK SUPV	115	51000	72200	A	6	A	2
81112	SOCIAL WORKER I (LGSW)	089	40540	49222	A	U	A	2
81113	SOCIAL WORKER II	092	45992	56004	A	U	A	2

JOB CODE	DESCRIPTION	GRADE	MINIMUM SALARY	MAXIMUM SALARY	PER	UNION CODE	FLSA CODE	EEO4 CODE
53817	SOLID WASTE ASST SUPERINTENDEN	113	46700	65500	A	6	A	1
53812	SOLID WASTE DRIVER	490	31429	33488	H	1	N	8
53814	SOLID WASTE LEAD WORKER	434	35194	39749	A	1	N	8
53816	SOLID WASTE SUPERINTENDENT	115	51000	72200	A	6	A	2
53815	SOLID WASTE SUPERVISOR	089	40540	49222	A	U	A	8
53811	SOLID WASTE WORKER	485	28600	29682	H	1	N	8
52612	SOUND EQUIPMENT TECHNICIAN	430	31073	34534	A	1	N	3
41613	SPECIAL TRAFFIC ENFORCMNT OFCR	081	30223	35806	A	U	N	5
41618	SPECIAL TRAFFIC ENFRCMNT SUPI	084	33510	39994	A	U	N	5
41619	SPECIAL TRAFFIC ENFRCMNT SUPII	087	37407	45218	A	U	N	5
83214	SPORTS FACILITY DIRECTOR	111	41700	60500	A	6	A	2
34599	STATISTICAL TRAFFIC ANALYST	082	31225	36934	A	U	N	2
33564	STORE SUPERVISOR I AUTO PARTS	086	35947	43361	A	U	N	6
33567	STORE SUPERVISOR II AUTO PARTS	110	40000	56800	A	6	A	6
33561	STOREKEEPER I	077	27343	31340	A	U	N	6
33562	STOREKEEPER II	080	29343	34518	A	U	N	6
33563	STOREKEEPER II AUTO PARTS	080	29343	34518	A	U	N	6
33565	STORES SUPERVISOR I	086	35947	43361	A	U	N	6
33566	STORES SUPERVISOR II	110	40000	56800	A	6	A	6
53312	STREET MASON	432	32953	36850	A	1	N	7
53557	SUPERINTENDENT CONDUITS	110	40000	56800	A	6	A	7
53332	SUPERINTENDENT OF TRANSPORTATI	113	46700	65500	A	6	A	2
41617	SUPERINTENDENT PARKING CONTROL	114	48600	68600	A	6	A	3
53427	SUPERINTENDENT STREET LIGHTING	112	44300	62600	A	6	A	2
42165	SUPT HOUSING INSPECTIONS	117	56000	79400	A	6	A	2
42115	SUPT BUILDING INSPECTION	113	46700	65500	A	6	A	3
52986	SUPT CLEANING BOARDNG & GR MNT	111	41700	60500	A	6	A	8
52491	SUPT COMMUNICATIONS/COMPUTER O	113	46700	65500	A	6	A	2
42145	SUPT ELECTRICAL INSPECTION	113	46700	65500	A	6	A	3
42155	SUPT MECHANICAL INSPECTION	113	46700	65500	A	6	A	3
53717	SUPT PARKING METERS	110	40000	56800	A	6	A	2
72726	SUPT PLANS AND INSPECTIONS	113	46700	65500	A	6	A	2
52635	SUPT TRAFFIC SIGNAL ELECTRONIC	114	48600	68600	A	6	A	3

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53355	SUPT TRAFFIC SIGNS AND MARKING	112	44300	62600	A	6	A	7
53521	SUPT UTILITIES MAINT & REPAIR	110	40000	56800	A	6	A	2
53531	SUPT WASTE WATER MAINT REPAIR	110	40000	56800	A	6	A	2
52985	SUPV. OF BOARDING/GROUNDS MAIN	089	40540	49222	A	U	N	8
72641	SURVEY COMPUTATION ANALYST	092	45992	56004	A	U	N	3
72645	SURVEY COMPUTATIONS SUPERVISOR	115	51000	72200	A	6	A	3
72611	SURVEY TECHNICIAN I	073	25465	28668	A	U	N	3
72612	SURVEY TECHNICIAN II	081	30223	35806	A	U	N	3
72613	SURVEY TECHNICIAN III	085	34562	41645	A	U	N	3
72614	SURVEY TECHNICIAN IV	089	40540	49222	A	U	N	3
33151	SYSTEMS ANALYST I	114	48600	68600	A	6	A	2
33152	SYSTEMS ANALYST II	117	56000	79400	A	6	A	2
33158	SYSTEMS ANALYST/PROGRAM MGR	122	71200	100700	A	9	A	2
33162	SYSTEMS PROGRAMMER I	114	48600	68600	A	6	A	2
33163	SYSTEMS PROGRAMMER II	117	56000	79400	A	6	A	2
33164	SYSTEMS PROGRAMMER III	120	64800	91100	A	6	A	2
33165	SYSTEMS PROGRAMMING MGR	122	71200	100700	A	9	A	2
33155	SYSTEMS SUPERVISOR	120	64800	91100	A	6	A	2
34293	TAX TRANSFER CLERK I	082	31225	36934	A	U	N	6
34294	TAX TRANSFER CLERK II	085	34562	41645	A	U	N	6
82122	TEACHER PRESCHOOL	083	32315	38431	A	U	A	2
82112	TEACHER'S ASSIST II PRESCHOOL	072	25074	28124	A	U	N	5
82111	TEACHERS ASST I	069	24033	26744	A	U	N	5
33311	TELEPHONE OPERATOR I	077	27343	31340	A	U	N	6
33312	TELEPHONE OPERATOR II	080	29343	34518	A	U	N	6
52194	TIRE MAINTENANCE WORKER I	426	28657	30705	A	1	N	8
52195	TIRE MAINTENANCE WORKER II	430	31073	34534	A	1	N	8
33741	TITLE RECORDS ASSISTANT	086	35947	43361	A	U	N	6
54461	TOW TRUCK OPERATOR	427	29005	31314	A	1	N	8
31142	TOWING ADMINISTRATIVE SERVICE	111	41700	60500	A	6	A	2
54471	TOWING LOT SUPERINTENDENT	110	40000	56800	A	6	A	2
54468	TOWING MANAGER	117	56000	79400	A	6	A	1
33341	TOWING SERVICES REP I	079	28528	33306	A	U	N	6
33342	TOWING SERVICES REP II	082	31225	36934	A	U	N	6
54440	TRACTOR TRAILER DRIVER	433	34044	38261	A	1	N	8
52911	TRADES HELPER	422	26887	28214	A	1	N	8
52632	TRAFFIC ELECTRON MAINT TECH II	088	38939	47176	A	U	N	3

JOB CODE	DESCRIPTION	GRADE	MINIMUM SALARY	MAXIMUM SALARY	PER	UNION CODE	FLSA CODE	EEO4 CODE
52631	TRAFFIC ELECTRONICS MAINTENANC	082	31225	36934	A	U	N	3
42411	TRAFFIC INVESTIGATOR I	071	24706	27618	A	U	N	4
42412	TRAFFIC INVESTIGATOR II	079	28528	33306	A	U	N	3
42413	TRAFFIC INVESTIGATOR III	083	32315	38431	A	U	N	3
42415	TRAFFIC INVESTIGATOR SUPV	085	34562	41645	A	U	N	4
53321	TRAFFIC MAINT WORKER I	075	26316	29913	A	U	N	8
53322	TRAFFIC MAINT WORKER II	078	27958	32241	A	U	N	8
53325	TRAFFIC MAINT WORKER SUPV	084	33510	39994	A	U	N	7
31992	TRAFFIC SAFETY ASSISTANT	088	38939	47176	A	U	N	2
31993	TRAFFIC SAFETY COORDINATOR	114	48600	68600	A	6	A	1
31994	TRAFFIC SAFETY MANAGER	117	56000	79400	A	6	A	1
53411	TRAFFIC SIGNAL INSTALLER I	078	27958	32241	A	U	N	7
53412	TRAFFIC SIGNAL INSTALLER II	080	29343	34518	A	U	N	7
53413	TRAFFIC SIGNAL INSTALLER III	084	33510	39994	A	U	N	7
53415	TRAFFIC SIGNAL MAINT SUPV	087	37407	45218	A	U	N	3
33673	TRAINING ASSISTANT	081	30223	35806	A	M	N	2
33672	TRAINING OFFICER I	111	41700	60500	A	9	N	2
33684	TRAINING OFFICER II	114	48600	68600	A	9	A	2
72733	TRANSPORTATION ANALYST	092	45992	56004	A	U	N	5
72721	TRANSPORTATION ASSOC I	086	35947	43361	A	U	N	2
72722	TRANSPORTATION ASSOC II	089	40540	49222	A	U	N	2
74291	TRANSPORTATION MARKETING COORD	110	40000	56800	A	6	A	2
82191	TRANSPORTATION SAFETY INSTRUCT	076	26797	30506	A	U	N	5
82194	TRANSPORTATION SAFETY INSTRUCT	081	30223	35806	A	U	N	5
82197	TRANSPORTATION SAFETY SUPERVIS	111	41700	60500	A	6	A	2
34439	TREASURY ASSISTANT	091	44084	53638	A	U	N	1
34441	TREASURY TECHNICIAN	116	53900	76000	A	6	A	2
53655	TREE SERVICE SUPV I	081	30223	35806	A	U	N	7
53656	TREE SERVICE SUPV II	084	33510	39994	A	U	N	7
53693	TREE SERVICE TECHNICIAN	082	31225	36934	A	U	N	8
53651	TREE TRIMMER	429	30262	33337	A	1	N	7
52920	TREE TRIMMER APPRENTICE	845	24484	24484	A	1	N	7
52965	TURF MANAGEMENT SUPV	084	33510	39994	A	U	N	8
33251	TYPIST I	071	24706	27618	A	U	N	6
33252	TYPIST II	075	26316	29913	A	U	N	6
33253	TYPIST III	078	27958	32241	A	U	N	6
53511	UTILITIES INSTALLER REPAIR I	483	27934	28829	H	1	N	8
53512	UTILITIES INSTALLER REPAIR II	485	28600	29682	H	1	N	8
53513	UTILITIES INSTALLER REPAIR III	428	29667	32267	A	1	N	8

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53516	UTILITIES INSTALLER REPAIR SII	087	37407	45218	A	U	N	3
52951	UTILITY AIDE	422	26887	28214	A	1	N	8
53562	UTILITY INVESTIGATOR	087	37407	45218	A	U	N	3
53565	UTILITY INVESTIGATOR SUPV	091	44084	53638	A	U	N	3
34318	UTILITY METER FIELD OPERATIONS	115	51000	72200	A	6	A	2
34311	UTILITY METER READER I	078	27958	32241	A	U	N	6
34312	UTILITY METER READER II	081	30223	35806	A	U	N	6
34315	UTILITY METER READER SUPERVISO	084	33510	39994	A	U	N	3
34316	UTILITY METER READER SUPT I	087	37407	45218	A	U	N	3
34317	UTILITY METER READER SUPT II	110	40000	56800	A	6	A	3
31140	UTILITY POLICY ANALYST	114	48600	68600	A	6	A	1
32221	VEHICLE DAMAGE INVESTIGATOR	110	40000	56800	A	9	A	6
42996	VEHICLE IDENTIFICATION INSPECT	082	31225	36934	A	U	N	6
42997	VEHICLE PROCESSOR	075	26316	29913	A	U	N	6
81381	VOLUNTEER SERVICE COORDINATOR	111	41700	60500	A	6	A	2
81394	VOLUNTEER SERVICE WORKER	080	29343	34518	A	U	N	5
33108	WAN ARCHITECTURAL ENGINEER	120	64800	91100	A	9	A	2
54358	WASTE WATER MAINT MGR INSTRUM	115	51000	72200	A	6	A	1
54359	WASTE WATER MAINTENANCE MGR ME	115	51000	72200	A	6	A	1
54332	WASTE WATER OPNS TECH II PUMP	433	34044	38261	A	1	N	3
54333	WASTE WATER OPNS TECH II SANIT	433	34044	38261	A	1	N	3
54354	WASTE WATER PLANT COORDINATOR	088	38939	47176	A	U	N	3
54339	WASTE WATER PLANT MANAGER	119	61900	87500	A	6	A	1
54337	WASTE WATER PLANT OPNS SUPV	114	48600	68600	A	6	A	2
54335	WASTE WATER TECH SUPV I PUMP	087	37407	45218	A	U	N	3
54336	WASTE WATER TECH SUPV II PUMP	090	42267	51371	A	U	N	3
54338	WASTE WATER TECH SUPV II SANIT	090	42267	51371	A	U	N	3
54334	WASTE WATER TECHN SUPV I SANIT	087	37407	45218	A	U	N	3
54325	WATER PUMPING ASST MANAGER	116	53900	76000	A	6	A	2
42330	WATER SERVICE INSPECTOR	078	27958	32241	A	U	N	3

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54322	WATER SYSTEMS PUMPING MANAGER	119	61900	87500	A	6	A	2
54316	WATER SYSTEMS PUMPING SUPV	113	46700	65500	A	6	A	3
54323	WATER SYSTEMS TREATMENT MANAGE	119	61900	87500	A	6	A	2
54317	WATER SYSTEMS TREATMENT SUPV	113	46700	65500	A	6	A	3
54324	WATER TREATMENT ASST MANAGER	117	56000	79400	A	6	A	2
54312	WATER TREATMENT TECHNICIAN II	433	34044	38261	A	1	N	3
54313	WATER TREATMENT TECHNICIAN III	436	37463	42934	A	1	N	3
54315	WATER TREATMENT TECHNICIAN SUP	088	38939	47176	A	U	N	3
71421	WATERSHED FORESTER	087	37407	45218	A	U	A	4
53691	WATERSHED MAINT SUPV	084	33510	39994	A	U	N	8
71426	WATERSHED MANAGER	119	61900	87500	A	6	A	1
41520	WATERSHED RANGER I	085	34562	41645	A	U	N	4
41523	WATERSHED RANGER II	089	40540	49222	A	U	N	4
41524	WATERSHED RANGER III	092	45992	56004	A	U	N	4
41525	WATERSHED RANGER SUPERVISOR	114	48600	68600	A	6	A	4
75340	WEATHERIZATION PROGRAM SUPERVI	113	46700	65500	A	6	A	5
52311	WELDER	434	35194	39749	A	1	N	7
52310	WELDER ASST	429	30262	33337	A	1	N	7
52315	WELDER SUPV	088	38939	47176	A	U	N	7
52593	WHITEPRINT MACHINE OPR	079	28528	33306	A	U	N	6
33256	WORD PROCESSING OPERATOR I	071	24706	27618	A	U	N	6
33257	WORD PROCESSING OPERATOR II	075	26316	29913	A	U	N	6
33258	WORD PROCESSING OPERATOR III	078	27958	32241	A	U	N	6
33292	WORKER'S COMPENSATION CONTRACT	117	56000	79400	A	6	A	2
81410	YOUTH DEVELOPMENT AIDE I	067	23422	25988	A	U	N	5
81411	YOUTH DEVELOPMENT AIDE II	075	26316	29913	A	U	N	5
81420	YOUTH DEVELOPMENT AIDE SUPERVI	084	33510	39994	A	U	N	5
81412	YOUTH DEVELOPMENT TECH	082	31225	36934	A	U	N	3
42618	ZONING ADMINISTRATOR	120	64800	91100	A	6	A	1
42621	ZONING APPEALS ADVISOR BMZA	090	42267	51371	A	U	N	4
42617	ZONING ENFORCEMENT OFFICER	113	46700	65500	A	6	A	4
42612	ZONING EXAMINER I	084	33510	39994	A	U	N	3
42613	ZONING EXAMINER II	087	37407	45218	A	U	N	3
42611	ZONING EXAMINER TRAINEE	074	25874	29259	A	U	N	4

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07376	ACCOUNT EXECUTIVE	110	40000	56800	A	9	A	2
07356	ACCOUNTANT I	088	38939	47176	A	M	N	2
07357	ACCOUNTANT II	110	40000	56800	A	9	A	2
00651	ACCOUNTING ASSISTANT II LIBRAR	078	27958	32241	A	M	N	7
00079	ACCOUNTING ASST II	078	27958	32241	A	M	N	6
00789	ACCOUNTING ASST III	084	33510	39994	A	M	N	5
00652	ACCOUNTING ASST III LIBRARY	084	33510	39994	A	M	N	2
07394	ACCOUNTING OPERATIONS OFFICER	119	61900	87500	A	9	A	2
07393	ACCOUNTING SYSTEMS ANALYST	113	46700	65500	A	9	A	6
00015	ADM ASST	940	48900	67000	A	9	A	2
00702	ADM COORDINATOR	087	37407	45218	A	M	N	5
00068	ADMINISTRATIVE AIDE	085	34562	41645	A	M	N	6
00180	ADMINISTRATIVE ASSISTANT	941	49400	84800	A	9	A	2
01426	ADMINISTRATIVE OFFICER	111	41700	60500	A	9	N	3
01956	ADMINISTRATIVE POLICY ANALYST	110	40000	56800	A	9	A	6
01224	ADMINISTRATIVE SERVICES	920	33206	58407	A	M	N	2
00850	ADMINISTRATOR COURTS	659	101500	117700	A	9	A	1
07100	AIDE BLUE CHIP	972	11310	15210	H	N	N	5
00839	AIDE TO SHERIFF	112	44300	62600	A	9	A	2
10204	AIDE TO THE POLICE COMMISSIONE	110	40000	56800	A	9	A	4
03017	AIRPORT RETIREE	999	1	99999	A	N	A	2
00808	ALCOHOL ASSESSMENT COUNSELOR I	083	32315	38431	A	M	N	2
00802	ALCOHOL ASSESSMENT DIRECTOR CO	114	48600	68600	A	9	A	2
00807	ALCOHOL ASSESSMT COUNSELOR II	085	34562	41645	A	M	N	5
00803	ALCOHOL ASSESSMT COUNSELOR III	087	37407	45218	A	M	N	2
00725	ANAYLST/PROGRAMMER,LEAD	113	46700	65500	A	9	N	2
00203	APPEALS COUNSEL LIQUOR BOARD	097	57037	69654	A	M	A	2
00825	ASSISTANT CHIEF COURT SECURITY	089	40540	49222	A	M	N	4
10040	ASSISTANT CHIEF EOC	117	56000	79400	A	9	A	1
10074	ASSISTANT COUNSEL	116	53900	76000	A	9	A	2
10203	ASSISTANT COUNSEL CODE ENFORCE	937	44200	84600	A	9	A	2
07362	ASSISTANT DIRECTOR PUBLIC SAFE	113	46700	65500	A	9	A	8
10143	ASSISTANT FOR PUBLIC AFFAIRS C	945	53900	80300	A	9	A	1
01424	ASSISTANT SHERIFF	221	56496	90706	A	G	A	4
10198	ASSISTANT SOLICITOR	937	44200	84600	A	9	A	2

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10057	ASSISTANT TO COMPTROLLER	114	48600	68600	A	9	A	2
00716	ASSOC MEMBER PLANNING COMMISSI	84A	8062	8062	A	3	A	2
00842	ASSOCIATE ADMINISTRATOR COURTS	118	58800	83800	A	9	A	2
10076	ASSOCIATE GENERAL COUNSEL	648	83700	97000	A	9	A	2
00831	ASSOCIATE JUDGE ORPHANS' COURT	82E	62500	62500	A	2	A	5
00876	ASST CHIEF MEDICAL OFFICER (PA	117	56000	79400	A	9	A	6
00952	ASST CONDUCTOR BANDS R&P	874	2557	2557	H	N	A	2
07378	ASST DIRECTOR BUILDING SERVICE	113	46700	65500	A	9	A	1
00662	ASST LIBRARY BUILDING MAINT SU	084	33510	39994	A	M	N	8
00668	ASST LIBRARY CUSTODIAL WORKER	075	26316	29913	A	M	N	8
00014	ASST OFFICE MANAGER	935	40300	55700	A	9	A	6
07364	ASST SUPT OPERATIONS CONVENTIO	110	40000	56800	A	9	A	2
10123	ASST TO THE EXEC DIR ENVIRON C	110	40000	56800	A	9	N	1
00009	ASST TO THE MAYOR	953	63300	105600	A	9	A	1
00189	ASST. SECRETARY MAYOR'S TASK F	987	18720	31200	H	N	N	6
10070	B/E TECHNICIAN I	088	38939	47176	A	M	A	6
10068	B/E TECHNICIAN II	090	42267	51371	A	M	A	6
03021	BALTIMORE MUSEUM OF ART RETIRE	999	1	99999	A	N	A	3
00606	BINDERY WORKER SUPERVISOR LIBR	084	33510	39994	A	M	N	6
07335	BOX OFFICE CLERK CONV	975	15080	19448	H	N	N	3
01899	BUILDING PROJECT COORDINATOR	093	47985	58508	A	M	N	2
00082	BUILDING REPAIRER I	429	30262	33337	A	4	N	7
07339	BUILDING SERVICES SUPERVISOR	088	38939	47176	A	M	N	8
07340	CABINETMAKER CONVENTION CENTER	430	31073	34534	A	1	N	7
07386	CARPENTER CONVENTION CENTER	427	29005	31314	A	1	N	8
07373	CARPET TECHNICIAN	427	29005	31314	A	1	N	3
10219	CASHIER HOURLY	974	15080	18096	A	N	N	6
00719	CHAIRMAN BMZA	85A	8600	8600	A	3	A	2
00290	CHAIRMAN LIQUOR BOARD	89A	28500	28500	A	M	A	1
00720	CHAIRMAN PLANNING COMMISSION	85A	8600	8600	A	3	A	1
00983	CHAUFFEUR BANDS R&P	872	2316	2316	H	N	N	8
01182	CHIEF CLERK CC	088	38939	47176	A	M	A	5
00824	CHIEF COURT SECURITY	094	50096	61117	A	M	N	4

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10060	CHIEF OF CDBG COMPLIANCE	118	58800	83800	A	9	A	1
10234	CHIEF OF UTILITY FINANCES	958	77200	121400	A	9	A	2
10199	CHIEF SOLICITOR	958	77200	121400	A	9	A	1
01963	CHIEF STATE'S ATTORNEY	958	77200	121400	A	9	A	2
01924	CHILD ABUSE ADVOCATE SAO	087	37407	45218	A	M	A	5
00676	CHILDREN'S SERVICES COORD LIBR	116	53900	76000	A	9	A	6
00684	CIRCULATION CENTER SUPVERVISOR	088	38939	47176	A	M	A	6
00682	CIRCULATION SYSTEMS MANAGER LI	090	42267	51371	A	M	A	3
00116	CITIZEN INVOLVEMENT COORDINATO	094	50096	61117	A	M	A	2
10101	CITY AUDITOR	672	129900	150600	A	9	A	1
00735	CITY SOLICITOR	88M	160000	160000	A	9	A	1
10132	CIVILIAN REVIEW BOARD INVESTIG	949	55300	60800	A	9	A	2
00823	CLERICAL ASSISTANT I COURTS	080	29343	34518	A	M	N	6
01917	CLERICAL ASSISTANT I SAO	080	29343	34518	A	M	N	6
00810	CLERICAL ASSISTANT II COURTS	076	26797	30506	A	M	N	6
01918	CLERICAL ASSISTANT II SAO	077	27343	31340	A	M	N	6
01919	CLERICAL ASSISTANT III SAO	076	26797	30506	A	M	N	6
00811	CLERICAL ASST III COURTS	072	25074	28124	A	M	N	6
01826	CLERK TEMP ELECTIONS	802	14911	14911	H	M	N	6
00787	COACH	977	15080	23296	H	N	N	5
00286	COMMISSIONER LIQUOR BOARD	88A	28000	28000	A	M	A	1
01183	COMMITTEE CLERK CC	881	2000	2000	A	N	A	6
01004	COMMUNITY AIDE	979	15080	26832	H	N	N	6
10224	COMMUNITY HEALTH NURSE I	035	48880	57782	H	N	N	2
10225	COMMUNITY HEALTH NURSE II	036	57554	66082	H	N	N	2
01968	COMMUNITY LIAISON SAO	110	40000	56800	A	9	N	1
00137	COMMUNITY OUTREACH COORDINATOR	095	52296	63783	A	M	A	2
01942	COMMUNITY OUTREACH SUPERVISOR	113	46700	65500	A	9	N	1
01960	COMMUNITY PARTNERSHIP COORDINA	82M	68500	68500	A	9	A	3
00740	COMPTROLLER	87E	105535	105535	A	2	A	2
01959	COMPUTER ANALYST	095	52296	63783	A	M	A	1
00954	CONDUCTOR BANDS R&P	875	3709	3709	H	N	A	8
07392	CONTRACT COOR CONVENTION	086	35947	43361	A	M	N	5
00107	CONTRACT SERV SPEC II	983	15080	187200	H	N	N	3
00106	CONTRACT SERVICES SPEC. I	983	15080	187200	H	N	N	3
00846	COORD MEDICAL SERVICES JUVENIL	115	51000	72200	A	9	A	1

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10011	COUNCIL ASSISTANT	084	33510	39994	A	M	A	5
01166	COUNCIL MEMBER	81E	61383	61383	A	2	A	1
00760	COUNCIL REP PLANNING COMMISSIO	84A	8062	8062	A	3	A	1
10209	COUNCIL TECHNICIAN	093	47985	58508	A	M	A	2
00821	COURT ASSESSOR	088	38939	47176	A	M	N	3
00898	COURT REPORTER	094	50096	61117	A	M	N	2
00812	COURT SECRETARY I	091	44084	53638	A	M	A	6
00813	COURT SECRETARY II	089	40540	49222	A	M	N	6
00814	COURT SECRETARY III	074	25874	29259	A	M	N	6
00866	COURT SERVICES MANAGER	118	58800	83800	A	9	A	1
00867	COURT TECHNOLOGIST	092	45992	56004	A	M	N	6
00111	CRIMINAL JUSTICE ASSOCIATE	935	40300	55700	A	9	A	2
10220	CROSSING GUARD	031	20051	21902	H	N	N	4
03013	CUB RETIREE REP.	999	1	99999	A	N	A	5
03014	CUB RETIREE UNREP.	999	1	99999	A	N	A	5
07388	CUSTODIAL WORKER	420	26214	27328	A	1	N	8
00603	DATA ENTRY OPR I LBRY	075	26316	29913	A	M	N	6
00604	DATA ENTRY OPR II LBRY	078	27958	32241	A	M	N	6
10235	DATABASE SPECIALIST	114	48600	68600	A	9	A	2
02349	DEP DIR, SOCIAL SERVICES SUPP	886	11866	11866	A	N	A	1
00848	DEPUTY ADMINISTRATOR COURTS	121	68500	95700	A	9	A	6
10243	DEPUTY CITY AUDITOR	662	107800	125100	A	9	A	1
00896	DEPUTY DIRECTOR MEDICAL SERVIC	117	56000	79400	A	9	A	1
01401	DEPUTY SHERIFF	214	36280	57567	A	G	N	4
01402	DEPUTY SHERIFF (SPECIAL)	214	36280	57567	A	G	N	4
01409	DEPUTY SHERIFF CAPTAIN	219	49638	79693	A	G	A	4
01404	DEPUTY SHERIFF LIEUTENANT	218	46563	74725	A	G	N	4
01422	DEPUTY SHERIFF MAJOR	220	52950	85017	A	G	A	1
01423	DEPUTY SHERIFF SERGEANT	216	41074	65568	A	G	N	4
01418	DEPUTY SHERIFF SUPV (SPECIAL)	216	41074	65568	A	G	N	4
01400	DEPUTY SHERIFF TRAINEE	212	32091	50563	A	G	N	4
01403	DEPUTY SHERIFF WRIT CLERK	211	30200	47420	A	G	N	4
00897	DIR COMMUNITY SERVICE AFFAIRS	113	46700	65500	A	9	A	1
00005	DIR COMMUNITY SERVICES/OUTREAC	940	48900	67000	A	9	A	1
00818	DIR JUVENILE MEDICAL OFFICE CO	117	56000	79400	A	9	A	6
02348	DIR SOCIAL SERV (SUPPLEMENT)	889	30000	30000	A	N	A	1
10202	DIRECTOR BALTIMORE PUBLIC WORK	114	48600	68600	A	9	A	1
10009	DIRECTOR COUNCIL SERVICES	652	89700	104000	A	9	A	1

JOB CODE	DESCRIPTION	GRADE	MINIMUM SALARY	MAXIMUM SALARY	PER	UNION CODE	FLSA CODE	EEO4 CODE
10190	DIRECTOR OF HOME OWNERSHIP	120	64800	91100	A	9	A	1
10166	DIRECTOR OF PERMITS/CODE ENFOR	122	71200	100700	A	9	A	1
10158	DIRECTOR OF PROJECT FINANCE	120	64800	91100	A	9	A	1
10159	DIRECTOR OF REHABILITATION	120	64800	91100	A	9	A	1
10125	DIRECTOR OF YOUTH EDUCATION FI	341	57490	70911	A	O	A	1
00510	DIRECTOR PUBLIC WORKS	88M	160000	160000	A	9	A	1
10160	DIRECTOR, PUBLIC PROGRAM	964	92000	111500	A	9	A	1
10171	DIVISION CHIEF I	943	51200	79600	A	9	A	1
10172	DIVISION CHIEF II	952	62700	90900	A	9	A	1
10173	DIVISION CHIEF III	955	74100	102300	A	9	A	1
01913	DIVISION DIR/LEGISLATIVE LIAIS	653	90800	105200	A	9	A	1
00631	DRIVER LIBRARY	075	26316	29913	A	M	N	3
00125	EDITOR II	922	37028	42583	A	M	A	2
00420	EDP COMMUNICATIONS COORDINATOR	089	40540	49222	A	M	N	6
00689	EDP DATA TECHNICIAN I (LIBRARY	080	29343	34518	A	M	N	3
00683	EDP DATA TECHNICIAN II LIBRARY	083	32315	38431	A	M	N	1
00687	EDP DATA TECHNICIAN III (LIBRA	086	35947	43361	A	M	N	3
03027	EDUCATION (CUB) RETIREE	999	1	99999	A	N	A	5
03028	EDUCATION LOCAL 44 RETIREE	999	1	99999	A	N	A	7
01827	ELECTION CHIEF CUSTODIAN	207	23796	36928	A	G	N	6
01828	ELECTION CUSTODIAN	206	22448	34716	A	G	N	6
01815	ELECTION JUDGE (REGULAR)	877	7800	7800	H	N	A	1
01816	ELECTION JUDGE (SUBSTITUTE)	877	7800	7800	H	N	A	1
01814	ELECTION JUDGES CHIEF	878	10400	10400	H	N	A	1
01851	ELECTION WORKER I	93D	3900	6500	H	N	A	6
01852	ELECTION WORKER II	876	5200	5200	H	N	A	6
00701	EMERGENCY MEDICAL AIDE (PART T	805	24694	24694	H	M	N	5
00028	EMPLOYEE RELATION SPECIALIST	816	27194	27194	A	M	N	2
10218	ENERGY PROGRAM ASSISTANT	984	15080	20800	H	N	N	5
03030	ERS FIRE, POLICE & SURVIVOR	999	1	99999	A	N	A	4
03001	ERS RETIREES	999	1	99999	A	N	A	2
07332	EVENT PERSONNEL CONV	979	15080	26832	H	N	N	2
10121	EXEC ASST TO DEPUTY COMMISIOER	115	51000	72200	A	6	A	2
10193	EXEC ASST TO DIR REC & PARKS	115	51000	72200	A	9	A	2

JOB CODE	DESCRIPTION	GRADE	MINIMUM SALARY	MAXIMUM SALARY	PER	UNION CODE	FLSA CODE	EEO4 CODE
00770	EXECECUTIVE DIRECTOR WMC	114	48600	68600	A	9	A	8
01901	EXECUTIVE ASST TO STATE'S ATTO	118	58800	83800	A	9	A	2
10043	EXECUTIVE ASST. (CABLE)	114	48600	68600	A	9	A	1
00142	EXECUTIVE LEVEL I	948	55200	99200	A	9	A	2
00143	EXECUTIVE LEVEL II	959	77200	132400	A	9	A	2
00144	EXECUTIVE LEVEL III	968	112200	204000	A	9	A	2
00010	EXECUTIVE SECRETARY	921	35186	59630	A	M	A	6
01969	EXECUTIVE SECRETARY SAO	089	40540	49222	A	M	N	3
03002	F & P RETIREES	999	1	99999	A	N	A	4
01221	FACILITIES/OFFICE SERVICES I	911	22519	39281	A	M	N	6
01222	FACILITIES/OFFICE SERVICES II	916	29584	53451	A	M	N	5
03003	FDP RETIREES & WIDOWS	999	1	99999	A	N	A	4
10189	FINANCE PROJECT MANAGER	958	77200	121400	A	9	A	1
10212	FIRE COMMAND STAFF I	964	92000	111500	A	9	A	1
10213	FIRE COMMAND STAFF II	966	96300	119000	A	9	A	1
03018	FIRE FIGHTERS RETIREE	999	1	99999	A	N	A	4
03019	FIRE OFFICERS RETIREE	999	1	99999	A	N	A	4
10197	FIRE PRESS OFFICER	961	79400	98200	A	9	A	1
10136	FIRE PUBLIC ASSEMBLY SPECIALIS	341	57490	70911	A	O	A	2
03011	FIRE SURVIVORS	999	1	99999	A	N	A	4
01908	FISCAL ADMINISTRATOR	119	61900	87500	A	9	A	1
01407	FISCAL CLERK SHERIFF'S OFFICE	207	23796	36928	A	G	N	6
00742	FISCAL OFFICER	113	46700	65500	A	9	A	2
00800	FISCAL TECH	093	47985	58508	A	M	N	5
10242	FOOD POLICY DIRECTOR	937	44200	84600	A	9	A	1
00828	FORENSIC PSYCHOL/EVALUATION CO	111	41700	60500	A	9	A	3
10077	GENERAL COUNSEL	652	89700	104000	A	9	A	2
10215	GRANT SERVICES SPECIALIST I	913	25863	32329	A	M	N	6
10216	GRANT SERVICES SPECIALIST II	919	32329	51282	A	M	N	5
10217	GRANT SERVICES SPECIALIST III	941	49400	84800	A	9	A	2
10120	GRANTS DEVELOPMENT DIRECTOR	113	46700	65500	A	9	A	2
01964	GRAPHIC ARTIST I	087	37407	45218	A	M	N	1
01980	GRAPHIC ARTIST II	090	42267	51371	A	M	N	6
10174	HEALTH PROJECT DIRECTOR	937	44200	84600	A	9	A	1
00417	HOMELESS HOUSING DEVELOPER I	087	37407	45218	A	M	N	3
00418	HOMELESS HOUSING DEVELOPER II	089	40540	49222	A	M	N	3
00411	HOMELESS PROGRAM ADMINISTRATOR	632	61200	70900	A	9	A	1
00419	HOMELESS PROGRAM COORDINATOR	088	38939	47176	A	M	A	2

JOB CODE	DESCRIPTION	GRADE	MINIMUM SALARY	MAXIMUM SALARY	PER	UNION CODE	FLSA CODE	EEO4 CODE
01223	HUMAN SERVICES	918	31341	54609	A	M	N	3
00607	INTER-LIBRARY LOAN DEPT SUPERV	090	42267	51371	A	M	N	6
00820	INVESTIGATOR	087	37407	45218	A	M	N	1
00210	INVESTIGATOR PART-TIME LB	880	3600	3600	A	N	N	3
01966	INVESTIGATOR SAO	090	42267	51371	A	M	N	3
00957	IST CHAIR MUSICIAN BANDS R&P	873	2354	2354	H	N	A	2
10241	IT DIVISION MANAGER	958	77200	121400	A	9	A	1
10153	IT SHORT-TERM PROJECT MANAGER	989	72800	114400	A	N	A	2
01202	JTPA TRAINEE A MOMR	970	1560	6240	H	N	N	6
01201	JTPA TRAINEE MOMR	976	15080	21008	H	N	N	6
00616	JUDGE'S WIDOW	997	100	10000	A	N	A	1
00615	JUDGE'S WIDOW SUPREME BENCH	997	100	10000	A	N	A	1
00617	JURY COMMISSIONER WIDOW	882	3750	3750	A	N	A	1
00837	JUVENILE COURT SECRETARY	089	40540	49222	A	M	N	3
00114	LABOR RELATIONS SPECIALIST	117	56000	79400	A	9	A	2
01975	LAW CLERK SAO	085	34562	41645	A	M	A	6
01955	LAW CLERK SAO	085	34562	41645	A	M	A	2
00871	LAW CLERK/BAILIFF (GRADUATE)	825	36766	36766	A	M	A	4
00698	LEAD SYSTEMS ANALYST SAO	115	51000	72200	A	9	A	2
07101	LEADER BLUE CHIP	973	10712	20592	H	N	N	5
00830	LEGAL ASSISTANT COURTS	087	37407	45218	A	M	N	4
01914	LEGAL ASSISTANT SAO	082	31225	36934	A	M	N	1
01921	LEGAL STENOGRAPHER SAO	076	26797	30506	A	M	N	2
00187	LEGISLATIVE FISCAL ANALYST	117	56000	79400	A	9	A	2
01981	LEGISLATIVE/GOVERNMENTAL LIAIS	118	58800	83800	A	9	A	2
00656	LIBRARIAN I	087	37407	45218	A	M	A	2
00657	LIBRARIAN II	090	42267	51371	A	M	A	2
00717	LIBRARIAN III	110	40000	56800	A	9	A	2
00658	LIBRARIAN SUPV I	113	46700	65500	A	9	A	2
00659	LIBRARIAN SUPV II	115	51000	72200	A	9	A	2
00693	LIBRARY ANNUAL FUND COORDINATO	111	41700	60500	A	9	A	2
00653	LIBRARY ASSOCIATE I	082	31225	36934	A	M	N	6
00654	LIBRARY ASSOCIATE II	085	34562	41645	A	M	N	2
00681	LIBRARY AUDIO-VISUAL TECHNOLOG	077	27343	31340	A	M	N	2
00650	LIBRARY BINDERY WORKER	075	26316	29913	A	M	N	8
00625	LIBRARY BOOKMOBILE OPERATOR	077	27343	31340	A	M	N	6
00647	LIBRARY BRANCH COORDINATOR	116	53900	76000	A	9	A	2
00663	LIBRARY BUILDING MAINT SUPV	087	37407	45218	A	M	N	8

JOB CODE	DESCRIPTION	GRADE	MINIMUM SALARY	MAXIMUM SALARY	PER	UNION CODE	FLSA CODE	EEO4 CODE
00634	LIBRARY CARPENTER	082	31225	36934	A	M	N	7
00655	LIBRARY CENTER SUPV	087	37407	45218	A	M	N	2
00605	LIBRARY COMPUTER SYSTEMS ADMIN	120	64800	91100	A	6	A	1
00627	LIBRARY COMPUTER SYSTEMS SUPV	117	56000	79400	A	9	A	2
00619	LIBRARY CUSTODIAL WORKER I	070	24361	27161	A	M	N	8
00614	LIBRARY CUSTODIAL WORKER II	073	25465	28668	A	M	N	8
00667	LIBRARY CUSTODIAL WORKER SUPV	078	27958	32241	A	M	N	6
00722	LIBRARY DEVELOPMENT ASSISTANT	081	30223	35806	A	M	N	3
00678	LIBRARY DEVELOPMENT ASSOCIATE	087	37407	45218	A	M	N	5
00696	LIBRARY DONOR RELATIONS PLANNE	084	33510	39994	A	M	N	6
00675	LIBRARY EDP COMMUNICATIONS COO	087	37407	45218	A	M	N	4
00601	LIBRARY ELECTRICIAN MECHANIC L	086	35947	43361	A	M	N	3
00691	LIBRARY INFO TECH TRAINING OFF	110	40000	56800	A	9	N	2
00714	LIBRARY MEDIA RELATIONS COORDI	110	40000	56800	A	9	A	2
00600	LIBRARY PAGE	069	24033	26744	A	M	N	6
00664	LIBRARY PERSONNEL ASST	084	33510	39994	A	M	N	8
00660	LIBRARY PROGRAM ASST	084	33510	39994	A	M	N	2
00697	LIBRARY PROGRAM SPECIALIST	088	38939	47176	A	M	A	5
00672	LIBRARY SECURITY OFFICER	083	32315	38431	A	M	N	4
00674	LIBRARY SECURITY OFFICER SUPV	086	35947	43361	A	M	N	4
00618	LIBRARY STORES SUPV	085	34562	41645	A	M	N	6
00641	LIBRARY WIDE AREA NETWORK ADMI	115	51000	72200	A	9	A	2
00853	LICENSED CLINICAL SOCIAL WORK	116	53900	76000	A	9	A	1
01954	LICENSED CLINICAL SOCIAL WORKE	093	47985	58508	A	M	A	2
00841	LICENSED GRADUATE SOCIAL WORKE	092	45992	56004	A	M	A	2
01957	LICENSED GRADUATE SOCIAL WORKE	089	40540	49222	A	M	A	2
10223	LICENSED PRACTICAL NURSE	034	33862	38667	H	N	N	3
00829	LIEUTENANT (COURT SECURITY)	086	35947	43361	A	M	N	2
00796	LIFEGUARD I	853	18408	18408	H	N	N	8
00797	LIFEGUARD II	855	20842	20842	H	N	N	8

JOB CODE	DESCRIPTION	GRADE	MINIMUM SALARY	MAXIMUM SALARY	PER	UNION CODE	FLSA CODE	EEO4 CODE
03024	LOCAL 44 RETIREE (UNREPRESENTE	999	1	99999	A	N	A	7
03009	LOCAL 44 RETIREE REP.	999	1	99999	A	N	A	7
03026	LOCAL 558 RETIREE (UNREPRESENT	999	1	99999	A	N	A	2
03012	LOCAL 558 RETIREE REP.	999	1	99999	A	N	A	2
07348	MAINTENANCE MECHANIC	435	36167	41301	A	1	N	8
00724	MANAGEMENT SUPPORT TECHNICIAN	111	41700	60500	A	9	A	2
10184	MANAGER COURT INFORMATION SYST	121	68500	95700	A	9	A	2
00602	MANAGER FISCAL SERVICES LIBRAR	117	56000	79400	A	6	A	2
01226	MANAGER LEVEL	938	45200	82900	A	9	A	1
03007	MAPS RETIREE REP	999	1	99999	A	N	A	2
03008	MAPS RETIREE UNREP	999	1	99999	A	N	A	2
00834	MASTER	251	84597	131042	A	9	A	1
00817	MASTER'S LAW CLERK (GRADUATE)	825	36766	36766	A	M	A	5
00100	MAYOR	88E	159380	159380	A	2	A	1
10222	MEDICAL OFFICE ASSISTANT	033	28766	33155	H	N	N	6
00852	MEDICAL PSYCHIATRIST COURTS (P	115	51000	72200	A	9	A	2
00775	MEMBER BMZA	84A	8062	8062	A	3	A	1
01122	MISCELLANEOUS	997	100	10000	A	N	N	6
07358	NETWORK ENGINEER	115	51000	72200	A	9	A	2
00622	NETWORK OPERATIONS COORD LIBRA	113	46700	65500	A	9	A	1
10226	NURSE PRACTITIONER	037	67226	76918	H	N	N	2
10033	OFFICE AIDE (CITY COUNCIL)	801	14446	14446	A	M	N	6
00197	OFFICE ASSISTANT	914	27070	37165	A	M	N	6
00709	OFFICE ASST I	071	24706	27618	A	M	N	6
02418	OFFICE ASST I	071	24706	27618	A	M	N	6
00707	OFFICE ASST II	075	26316	29913	A	M	N	6
00708	OFFICE ASST III	078	27958	32241	A	M	N	6
00021	OFFICE MANAGER	940	48900	67000	A	9	A	6
01909	OFFICE MANAGER SAO	114	48600	68600	A	9	N	2
01971	OFFICE SERVICES ASSISTANT I SA	076	26797	30506	A	M	N	6
01972	OFFICE SERVICES ASSISTANT II S	080	29343	34518	A	M	N	6
01976	OFFICE SUPERVISOR SAO	086	35947	43361	A	M	N	6
00712	OFFICE SUPV	084	33510	39994	A	M	N	6
00826	OFFICER COURT SECURITY	085	34562	41645	A	M	N	4
10210	OIG AGENT	115	51000	72200	A	9	A	2
10211	OIG EVALUATOR	115	51000	72200	A	9	A	2
07385	OPERATIONS AIDE	423	27263	28745	A	1	N	7
07383	OPERATIONS SUPERVISOR	088	38939	47176	A	M	N	5
07384	OPERSATIONS CREW LEADER	426	28657	30705	A	1	N	8

JOB CODE	DESCRIPTION	GRADE	MINIMUM SALARY	MAXIMUM SALARY	PER	UNION CODE	FLSA CODE	EEO4 CODE
07390	PAINTER II CONVENTION CENTER	430	31073	34534	A	4	N	7
01922	PARALEGAL	079	28528	33306	A	M	N	6
01977	PARALEGAL I SAO	084	33510	39994	A	M	N	6
01978	PARALEGAL II SAO	090	42267	51371	A	M	N	3
00690	PC COORDINATOR LIBRARY	085	34562	41645	A	M	N	3
07103	PC SUPPORT TECHNICIAN	087	37407	45218	A	M	N	3
01965	PC SUPPORT TECHNICIAN SAO	087	37407	45218	A	M	N	3
00721	PC SUPPORT TECHNICIAN SUPERVIS	114	48600	68600	A	9	A	2
03004	PDP RETIREES	999	1	99999	A	N	A	4
03006	PDP SPECIAL WIDOWS 003	999	1	99999	A	N	A	4
03005	PDP WIDOWS	999	1	99999	A	N	A	4
00815	PERMANENCY PLANNING LIAISON	089	40540	49222	A	M	N	2
07382	PERSONNEL ASST	081	30223	35806	A	M	N	5
07395	PERSONNEL GENERALIST	111	41700	60500	A	9	A	2
00680	PERSONNEL OFFICER	088	38939	47176	A	M	N	5
00801	PERSONNEL OFFICER COURTS	093	47985	58508	A	M	N	2
01604	POLICE COLONEL	655	94200	109300	A	9	A	1
01609	POLICE COMMAND STAFF I	957	77200	105000	A	9	A	1
01610	POLICE COMMAND STAFF II	963	88200	139900	A	9	A	1
01958	POLICE ETHICS INVESTIGATOR SAO	926	46359	55231	A	M	N	2
03016	POLICE RETIREE NONSUPV.	999	1	99999	A	N	A	4
03015	POLICE RETIREE SUPV.	999	1	99999	A	N	A	4
03010	POLICE SURVIVORS	999	1	99999	A	N	A	4
01850	PRESIDENT BOARD OF ELECTIONS	87A	11000	11000	A	3	A	8
01165	PRESIDENT CITY COUNCIL	87E	105535	105535	A	2	A	1
00827	PRE-TRIAL COMMUNITY SERVICE CO	089	40540	49222	A	M	N	4
10140	PRINCIPAL PROGRAM ASSESSMENT A	122	71200	100700	A	9	A	2
00608	PRINTER LIBRARY	083	32315	38431	A	M	N	7
01425	PROCESS SERVER	085	34562	41645	A	M	N	4
00637	PROFESSIONAL ASST LBRY	988	11856	19760	H	N	A	6
01225	PROFESSIONAL SERVICES	934	37900	68400	A	9	A	2
00416	PROGRAM COMPLIANCE OFFICER I	087	37407	45218	A	U	N	2
10240	PROGRAM COORDINATOR	112	44300	62600	A	6	A	1
00804	PROGRAM COORDINATOR COURTS	090	42267	51371	A	M	A	2
01405	PROGRAM MANAGER IV SHERIFF	222	60290	96808	A	G	A	4
07334	PROJECT COORDINATOR	088	38939	47176	A	M	A	2
01927	PROJECT DIRECTOR	090	42267	51371	A	M	A	2
10109	PUBLIC HEALTH PHYSICIAN I	958	77200	121400	A	9	A	2
10110	PUBLIC HEALTH PHYSICIAN II	963	88200	139900	A	9	A	2

JOB CODE	DESCRIPTION	GRADE	MINIMUM SALARY	MAXIMUM SALARY	PER	UNION CODE	FLSA CODE	EEO4 CODE
01961	PUBLIC INFORMATION OFFICER SAO	113	46700	65500	A	9	A	2
01415	PUBLIC INFORMATION OFFICER SHE	085	34562	41645	A	M	N	2
07316	PUBLIC SAFETY OFFICER	083	32315	38431	A	M	N	4
07315	PUBLIC SAFETY SUPERVISOR	088	38939	47176	A	M	N	4
00856	PURCHASING ASSISTANT	081	30223	35806	A	M	N	5
01420	RADIO DISPATCHER SHERIFF	084	33510	39994	A	M	N	3
02375	REAL ESTATE AGENT II	112	44300	62600	A	6	A	2
00784	RECREATION ACTIVITIES ASSISTAN	974	15080	18096	H	N	N	5
00783	RECREATION AIDE	905	14111	66034	H	M	N	5
00061	RECREATION ARTS INSTRUCTOR	985	15080	41600	H	N	N	2
00056	RECREATION TRAINEE	851	15080	15080	H	N	N	5
10231	RESEARCH ANALYST I	088	38939	47176	A	U	N	2
03022	RETIRED CROSSING GUARD (CUB RE	999	1	99999	A	N	A	4
03023	RETIRED CROSSING GUARD (UNREPR	999	1	99999	A	N	A	4
03031	RETIRED EDUCATIONAL ASSISTANT	999	1	99999	A	N	A	5
03029	RETIRED FIRE DISPATCHER	999	1	99999	A	N	A	3
00894	RETIRED JUDGE ORPHANS COURT	998	100	31250	A	N	A	1
00628	SAILOR DATA ADMINISTRATOR LIBR	115	51000	72200	A	9	A	2
00629	SAILOR HELP DESK MANAGER LIBRA	113	46700	65500	A	9	A	2
00630	SAILOR NETWORK TECHNICIAN LIBR	112	44300	62600	A	9	N	1
07379	SALES MANAGER	113	46700	65500	A	9	A	1
10221	SCHOOL HEALTH AIDE	032	26312	28101	H	N	N	5
01219	SEASONAL MAINT AIDE	980	15080	29328	H	N	N	8
10010	SECRETARY CITY COUNCIL	086	35947	43361	A	M	A	6
00705	SECRETARY I	075	26316	29913	A	M	N	6
00710	SECRETARY II	078	27958	32241	A	M	N	6
00711	SECRETARY III	084	33510	39994	A	M	N	6
01970	SECRETARY SAO	082	31225	36934	A	M	N	6
10001	SECRETARY TO MEMBER B/E	088	38939	47176	A	M	A	6
10105	SECRETARY TO THE CITY SOLICITO	091	44084	53638	A	M	A	N
10207	SECRETARY TO THE FIRE CHIEF	091	44084	53638	A	M	A	6
00019	SECRETARY TO THE MAYOR	925	44917	63839	A	M	A	6
07329	SECURITY GUARD CONV. CENTER	977	15080	23296	H	N	N	4
00835	SECURITY GUARD JUVENILE COURT	072	25074	28124	A	M	N	2
07331	SENIOR ACCOUNT EXECUTIVE	113	46700	65500	A	9	A	2

JOB CODE	DESCRIPTION	GRADE	MINIMUM SALARY	MAXIMUM SALARY	PER	UNION CODE	FLSA CODE	EEO4 CODE
01905	SENIOR PARALEGAL SAO	090	42267	51371	A	M	N	5
10183	SENIOR PROGRAM ASSESSMENT ANAL	119	61900	87500	A	9	A	2
01173	SERGEANT-AT-ARMS CC	881	2000	2000	A	N	A	4
00635	SERV ASST LBRY	980	7163	13931	H	N	N	7
00006	SERVICE AIDE I	910	14102	16124	A	M	N	8
00007	SERVICE AIDE II	914	27070	37165	A	M	N	8
01410	SHERIFF	86E	114050	114050	A	2	A	1
00984	SHOWMOBILE MGR	860	21341	21341	H	N	N	8
00951	SIDECHAIR MUSICIANS BANDS R&P	871	2248	2248	H	N	A	2
00840	SOCIAL SERVICES COORD COURTS	113	46700	65500	A	9	A	2
00949	SOLOIST BANDS R&P	870	2043	2043	H	N	A	8
00953	SONG LEADER BANDS R&P	870	2043	2043	H	N	A	2
07102	SPEC AIDE BLUE CHIP	850	10712	10712	H	N	N	5
00119	SPECIAL AIDE I	912	25097	42707	A	M	N	2
00128	SPECIAL AIDE II	933	34100	62600	A	9	A	2
01979	SPECIAL ASSIST. TO THE STATE'S	091	44084	53638	A	M	N	3
10063	SPECIAL ASSISTANT	089	40540	49222	A	M	A	6
10048	SPECIAL ASSISTANT DIRECTOR OF	115	51000	72200	A	9	A	2
10087	SPECIAL ASST DIRECTOR OF PUBLI	116	53900	76000	A	9	A	2
00129	SPECIAL ASST TO MAYOR	888	25000	25000	A	N	A	6
00737	SPECIAL INVESTIGATION SUPERVIS	117	56000	79400	A	9	A	1
00786	SPORTS COORDINATOR	979	15080	26832	H	N	N	4
00435	SR CITIZEN AIDE HLTH	975	15080	19448	H	N	N	5
00401	SR COMPANION STIPEND HLTH	971	4576	7280	H	N	A	6
00004	SR YOUTH ASST	814	22212	22212	A	M	N	6
10206	STAFF AIDE TO THE FIRE CHIEF	341	57490	70911	A	O	A	2
00138	STAFF ASSISTANT MAYOR'S OFFICE	932	27000	54100	A	9	A	2
01190	STAFF ASSOC. PRES CITY COUNCIL	933	34100	62600	A	9	A	2
00626	STAFF DEVELOPMENT/TRAINING COO	113	46700	65500	A	9	A	8
00670	STATE LIBRARY RESOURCE CENTER	117	56000	79400	A	9	A	5
01950	STATE'S ATTORNEY	89E	238772	238772	A	2	A	1
00666	STOREKEEPER	078	27958	32241	A	M	N	6
01039	STUDY STUDENT	92D	377	5200	H	N	N	5
10244	SUMMER FOOD PROGRAM WORKER	986	15080	62400	H	N	N	3
07363	SUPERINTENDENT OPERATIONS	113	46700	65500	A	9	A	4
01801	SUPERVISOR ELECTIONS	86A	10000	10000	A	3	A	1

JOB CODE	DESCRIPTION	GRADE	MINIMUM SALARY	MAXIMUM SALARY	PER	UNION CODE	FLSA CODE	EEO4 CODE
00847	SUPERVISOR OF ADMINISTRATION C	082	31225	36934	A	M	N	1
00795	SWIMMING POOL ATTENDENT	851	15080	15080	H	N	N	8
00793	SWIMMING POOL MANAGER	863	27082	27082	H	N	N	8
00794	SWIMMING POOL OPERATOR	858	22464	22464	H	N	N	8
00890	SYSTEMS ANALYST	114	48600	68600	A	9	A	2
01216	TEMP SUMMER EMP MOMR	977	15080	23296	H	N	N	6
10116	TEST MONITOR	859	20800	20800	H	N	N	6
01120	TUTOR CLERICAL	977	15080	23296	H	N	N	6
00981	USHER BANDS R&P	869	1937	1937	H	N	N	8
01167	VICE PRESIDENT CITY COUNCIL	83E	67844	67844	A	2	A	1
01944	VICTIM SPECIALIST II SAO	083	32315	38431	A	M	N	2
01967	VICTIM/WITNESS COORDINATOR SAO	090	42267	51371	A	M	N	3
00715	VOLUNTEER ACTIVITIES COORDINAT	090	42267	51371	A	M	A	2
01830	VOTING MACHING TECHNICIAN	879	15600	15600	H	N	A	3
03020	WALTERS GALLERY RETIREE	999	1	99999	A	N	A	3
00718	WEB DEVELOPER	110	40000	56800	A	9	A	2
10112	WORK STUDY STUDENT	981	15080	36608	H	N	N	5
10232	WWW DIVISION MANAGER I	954	62700	103500	A	9	A	2
10233	WWW DIVISION MANAGER II	962	74100	128600	A	9	A	2
10205	ZONING APPEALS OFFICER	115	51000	72200	A	9	A	2

m *Codes for Civil Service Classes*

The codes listed in the following pages are explained below.

REPRESENTATION CODES
The following codes indicate which, if any, labor union or professional group represents employees in a particular job classification.

1 - AFSCME, Local 44
4 - Unrepresented (AFSCME, Local 44 benefits)
5 - AFSCME, Local 558
6 - Managerial and Professional Society
7 - AFSCME, Local 2202
8 - Sworn Police Non-Supervisory
9 - Unrepresented (Managerial and Professional Society benefits)
F - Sworn Fire Fighters (incl. Paramedics)
M - Unrepresented (CUB benefits)
N - No Representation / No Benefits
O - Sworn Fire Officers
S - Sworn Police Supervisory
U - City Union of Baltimore (CUB)

FLSA CODES
The column labeled "FLSA Code" is used to indicate the Fair Labor Standards Act status of a particular job class. The explanation of the codes is as follows:

N - Covered by FLSA (Non-Exempt) A - Exempt from FLSA (Administrative)

EEOC CODES
The following Equal Employment Opportunity Compliance codes indicate how Civil Service classifications are categorized:

1 - Official and Administrator
2 - Professional
3 - Technician
4 - Protective Service
5 - Paraprofessionals
6 - Office and Clerical
7 - Skilled Craft
8 - Service Maintenance
9 - Laborer
X - N.E.C. (Not Elsewhere Classified)-Used to designate certain elected and appointed individuals

m *Codes for Non-Civil Service Classes*

The codes listed in the following pages are explained below.

REPRESENTATION CODES
The following codes indicate which, if any, labor union or professional group represents employees in a particular job classification. This list includes both Civil Service and Non-Civil Service classifications.

1 - AFSCME, Local 44
2 - Elected Officials
3 - Appointed Officials subject to Provisions of Article VI, Sec. 10 (a) of the Baltimore City Charter
4 - Unrepresented (AFSCME, Local 44 benefits)
5 - AFSCME, Local 558
6 - Managerial and Professional Society (MAPS)
7 - AFSCME, Local 2202
8 - Sworn Police Non-Supervisory
9 - Unrepresented (MAPS benefits)
F - Sworn Fire Fighters (incl. Paramedics)
G - State Salary Scale*
M - Unrepresented (CUB benefits)
N - No Representation / No Benefits
O - Sworn Fire Officers
S - Sworn Police Supervisory
U - City Union of Baltimore (CUB

FLSA CODES
The column labeled "FLSA Code" is used to indicate the Fair Labor Standards Act status of a particular job class. The explanation of the codes is as follows:

N - Covered by FLSA (Non-Exempt) A - Exempt from FLSA (Administrative)

EEOC CODES
The following Equal Employment Opportunity Compliance codes indicate how Civil Service and Non-Civil Service classifications are categorized:

1-Official and Administrator; 2-Professional; 3-Technician; 4-Protective Service; 5 - Paraprofessionals; 6-Office and Clerical; 7-Skilled Craft; 8-Service / Maintenance; 9 - Laborer; X-N.E.C. (Not Elsewhere Classified)- Used to designate certain elected and appointed officials; A - Education Official / Administrator; G - Other Teacher; L - Teacher's Aide.

m

Community Association Directory

SCOPE

An updated edition of the COMMUNITY ASSOCIATION DIRECTORY is available from the Department of Planning at 410-396-9555. The COMMUNITY ASSOCIATION DIRECTORY is updated each year to provide a comprehensive guide to active community groups within the City of Baltimore. It includes mailing addresses, telephone numbers and contact names for approximately 630 organizations including citywide, umbrella and neighborhood groups. The directory is listed in alphabetical order, according to council districts.

DIRECTORY CHARGE

Non-City organizations or individuals may purchase a COMMUNITY ASSOCIATION DIRECTORY from the Department of Planning by contacting the District Planning Office, 417 E. Fayette Street, 8th Floor, 21202, or call 410-396-9555.

Charges for the directory are $5.00 for in-person pick-up or $8.00 if the directory is mailed. A City agency requiring a directory must provide an appropriate budget account number.

REPRODUCTION

The COMMUNITY ASSOCIATION DIRECTORY can be easily photocopied if additional copies are needed. Reproduction of the directory is encouraged.

PURCHASING

SCOPE

City agencies must make every effort to gain the maximum benefits of a centralized purchasing system and competitive bidding. All materials, supplies, equipment, and services used by agencies, with the exception of professional services and public works (i.e., construction), must be obtained through the Bureau of Purchases. Professional services may be procured through the Board of Estimates with the assistance of the Law Department; public works (i.e., construction) may be procured through the Department of Public Works.

PROCUREMENT THROUGH THE BUREAU OF PURCHASES

To obtain materials, supplies, equipment, or services through the Bureau of Purchases, complete a Requisition (or, if ordering from a master blanket contract, a Release Requisition) using CitiBuy. (CitiBuy is the City's automated procurement system at www.baltimorecitibuy.org. Users may obtain passwords and user identification numbers by contacting the Bureau of Purchases.)

Agency heads are responsible for anticipating purchasing requirements in sufficient time to obtain goods and services through the normal channels in the Bureau of Purchases, and should use the following table as a guide as to the required lead time for the Bureau of Purchases to process their requisitions. (Note that the timeframes given below are averages; some procurement may take longer to complete.)

Purchase from an existing Master Blanket Contract	Expenditure of $5,000 or Less	Expenditure of $5,000 to $25,000	Expenditure of $25,000 to $50,000	Expenditure of Over $50,000
Average of 7 Days	Average of 14 Days	Average of 30 Days	Average of 45 Days	Average of 90 Days

DIRECT PURCHASES

Agencies may procure some items directly from a vendor provided that certain criteria are met. Expenditure Authorizations, Small Purchases Procurement Cards (credit cards), and Petty Cash Funds provide agencies the means to make direct purchases when necessary and are the subject of separate Administrative Manual policies.

RELATED DOCUMENTS

AM-212-1 CONTRACTUAL AGREEMENTS

AM-303-1 DIRECT PAYMENT ORDERS

PURCHASING

AM-303-2 CITY'S TAX EXEMPTION NUMBER

AM-308-1 PURCHASE ORDERS FOR GOODS & SERVICES – AGENCY RESPONSIBILITIES

AM-309-1 SMALL PURCHASES PROCUREMENT CARD PROGRAM

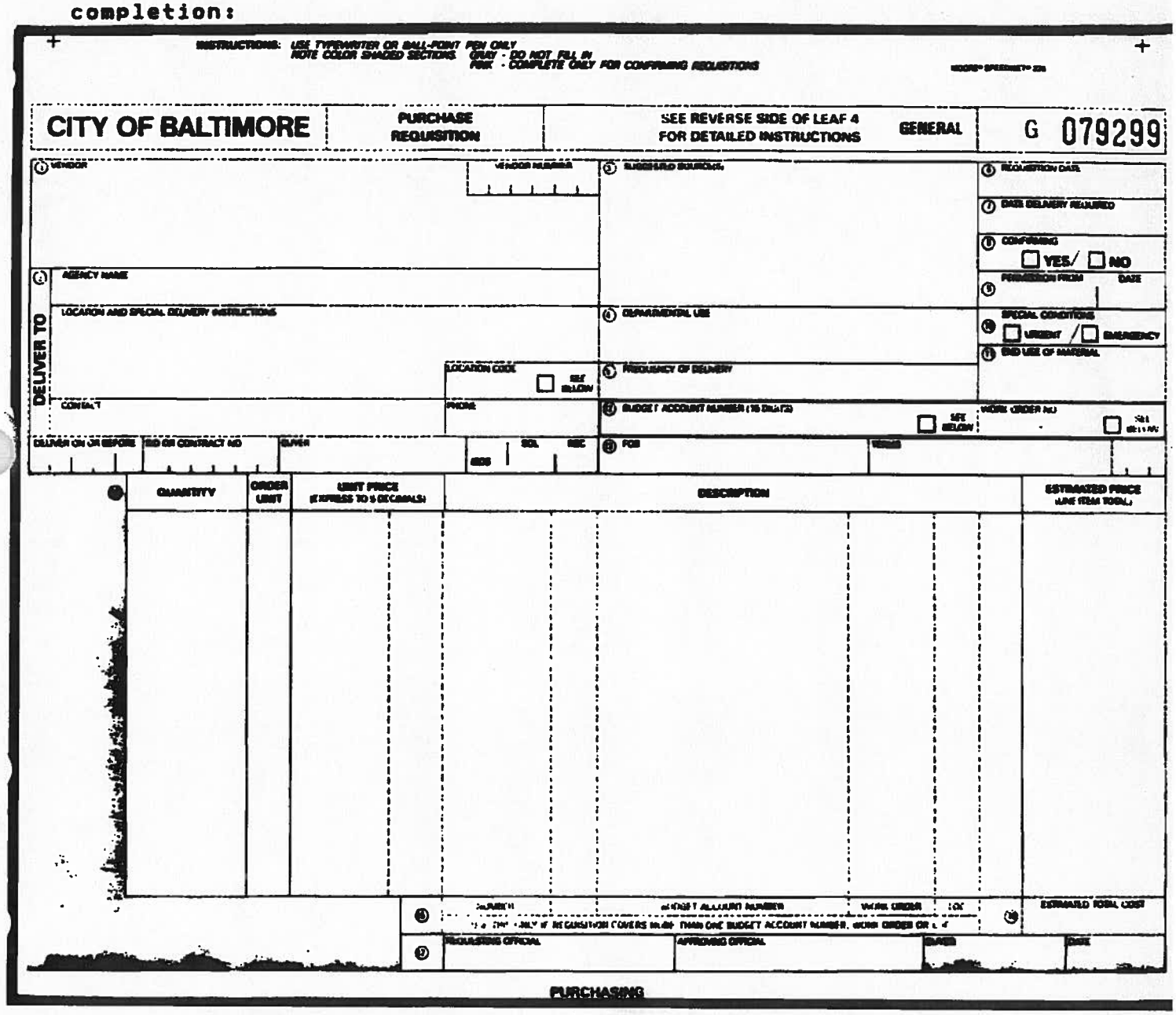
AM-401-1 PETTY CASH FUND

Administrative Manual PROCEDURE

SECTION: Procurement

SUBJECT: COMPLETING A REQUSITION

The form shown below contains all necessary instructions for completion:



INSTRUCTIONS: USE TYPEWRITER OR BALL-POINT PEN ONLY
NOTE COLOR SHADED SECTIONS GRAY : DO NOT FILL IN
PINK : COMPLETE ONLY FOR CONFIRMING REQUESTIONS

CITY OF BALTIMORE | PURCHASE REQUISITION | SEE REVERSE SIDE OF LEAF 4 FOR DETAILED INSTRUCTIONS | GENERAL | G 079299

① VENDOR | VENDOR NUMBER | ② SUGGESTED SOURCE | ③ REQUISITION DATE | ④ DATE DELIVERY REQUIRED | ⑤ CONFIRMING ☐ YES/ ☐ NO | ⑥ PERMISSION FROM | DATE

⑦ AGENCY NAME

DELIVER TO: LOCATION AND SPECIAL DELIVERY INSTRUCTIONS | LOCATION CODE ☐ SEE BELOW | CONTACT | PHONE

⑧ DEPARTMENTAL USE | ⑨ FREQUENCY OF DELIVERY | ⑩ SPECIAL CONDITIONS ☐ URGENT / ☐ EMERGENCY | ⑪ END USE OF MATERIAL

⑫ BUDGET ACCOUNT NUMBER (16 DIGITS) ☐ SEE BELOW | WORK ORDER NO. ☐ SEE BELOW

DELIVER ON OR BEFORE | BID OR CONTRACT NO. | BUYER | SOL | REC | ⑬ FOB | VENDOR

⑭ QUANTITY	ORDER UNIT	UNIT PRICE (EXPRESS TO 5 DECIMALS)	DESCRIPTION	ESTIMATED PRICE (LINE ITEM TOTAL)

⑮ NUMBER | BUDGET ACCOUNT NUMBER | WORK ORDER | LOC | ⑯ ESTIMATED TOTAL COST

⑰ REQUESTING OFFICIAL | APPROVING OFFICIAL | DATE | DATE

PURCHASING

.Form Number: 28-1448-5123
.Type: 1 Ply Second Sheets With Carbon On Top
.Size: 11" x 8 1/2"
.Order Unit: Specify "Each"
.Quantity of Forms per Order Unit: 1 set

To order, prepare a WAREHOUSE REQUISITION (28-1458-5129) (AM-302-1-1) specifying Warehouse Division 01, and citing the above information.

m *Memberships and Subscriptions*

SCOPE

Agency heads may authorize the use of City funds to allow employees to join professional associations or organizations and/or to subscribe to professional publications, which directly relate to the work of the agency

GUIDELINES

When requesting dues for a professional membership or ordering a subscription, the following general guidelines must be observed;

Membership Dues

1. Payment of an employee's membership dues will be authorized for a professional association or organization that is related to the employee's work and that will benefit City Government.
2. The agency head or designee must approve the membership dues request.

Subscription

1. Only one subscription per publication will be authorized for any one agency unless expressly requested, justified and approved by the agency head.
2. Subscriptions must be purchased in the name and title of the agency head or his/her designee.
3. All publications must be delivered to the business address of the subscriber.

MEMBERSHIPS AND SUBSCRIPTIONS

To process professional membership dues or order a subscription, an expenditure authorization must be prepared with appropriate documentation attached and submitted to the Department of Finance, Bureau of Accounting and Payroll Services, 401 E. Fayette St.

The small purchases procurement card may also be used to process professional membership payments in accordance with AM-309-1.

Related Policy

AM-303-1 Expenditure Authorization
AM-309-1 Small Purchases Procurement Card

m Floor-Space Requests and Rent Payments

All applications for the following types of floor space must be submitted to the Space Utilization Committee and approved by the Board of Estimates:

- Requests for rental of real property.
- Requests for lease renewals and extensions.
- Requests for space in City-owned buildings.

Applications should be sent to Room 400, Temporary City Hall, 26 S. Calvert St.

APPROVAL OF SPACE REQUESTS

The above types of space requests must be submitted to the Space Utilization Committee at least 4 months prior to either the beginning of the expected lease period or the date that the space will be needed.

The Space Utilization Committee will forward the request to the Department of Finance and the Department of Planning, for comment prior to review.

RENT PAYMENT

A PURCHASE REQUISITION and DEPARTMENTAL RECEIVING NOTICE - - FOR PARTIAL SHIPMENT must be submitted at specific times in order for payment to take place. See AM-301-3-2 for details.

TERMINATION OF LEASE

If upon expiration of the current lease, no lease renewal or other space will be required, the Space Utilization Committee must be informed in writing of the lease termination, 4 months prior to the lease expiration date.

SURPLUS SPACE

Agencies must promptly notify the Space Utilization Committee when any or all space which is presently under their jurisdiction is no longer required.

REQUESTS FOR RENTAL OF CITY BUILDINGS

Agencies must refer all requests for the rental or use of City-owned buildings to the Space Utilization Committee.

Administrative Manual
DETAIL PROCEDURE

SECTION: Procurement

SUBJECT: APPLYING FOR FLOOR-SPACE

FLOOR-SPACE REQUEST must be sent to Space Utilization Committee at lease 4 months prior to beginning of expected lease period or date that the space is needed.

SAMPLE FORM APPENDED TO PROCEDURE

RESPONSIBILITY	ACTION
• Requesting Agency	1. Obtain FLOOR-SPACE REQUEST forms (130-001) from Space Utilization Committee.
	2. Prepare original and 3 copies of the form, and make sketch (if possible) of requested floor-space area.
	3. Send sketch plus original and 2 copies of the form to Space Utilization Committee; retain 1 copy for files.
• Space Utilization Committee	4. Send one copy of FLOOR-SPACE REQUEST form to each of the following for report and recommendation: • Department of Finance • Department of Planning
• Department of Finance	5. Check availability of funds for renovation, moving expenses, and any rental involved.
	6. Check "Approved" or "Disapproved" block on form. (If disapproved, state reasons on reverse of form.) Sign form and return it to Space Utilization Committee.
• Department of Planning	7. Review request in terms of conformity to City plans for location of services.

continued . . .

RESPONSIBILITY	ACTION
•Department of Planning	8. Check "Approved" or "Disapproved" block on form. (If disapproved, state reasons on reverse of form.) Sign form and return it to Space Utilization Committee. Attach recommendations, if any.
•Space Utilization Committee	9. Review comment on form reference availability of funds. a.) <u>If funds are not available</u>, return form to agency and inform agency to drop request. Procedure ends here. b.) <u>If funds are available</u>, evaluate request and Department of Planning's recommendations, if any.
	10. Approve or disapprove request. a.) <u>If request is disapproved</u>, check "Disapproved" on form, sign, and return it to agency. Procedure ends here. b.) <u>If request is approved and space is available in a City-owned building</u>, proceed to Step 14. c.) <u>If request is approved and space is not available in a City-owned building</u>, direct Real Estate Department to begin negotiations with owner of space. Proceed to Step 11.
•Real Estate Department	11. Negotiate with owner of space and prepare preliminary proposal for floor-space acquisition.
	12. Forward preliminary proposal to Space Utilization Committee.
•Space Utilization Committee	13. Evaluate preliminary proposal.

RESPONSIBILITY	ACTION
• Space Utilization Committee	14. Send letter (original and 5 copies) to Board of Estimates requesting assignment of space or approval (in principle) of preliminary proposal.
• Board of Estimates	15. Approve or disapprove request.
	16. Send 1 copy of the request letter, with Board action noted, to Space Utilization Committee.
• Space Utilization Committee	17. a.) <u>If request is disapproved</u>, notify requesting agency. Procedure ends here.
	b.) <u>If request for space in a City-owned building is approved</u>, notify requesting agency. Procedure ends here.
	c.) <u>If request for rental of real property is approved</u>, notify requesting agency and proceed to Step 18.
	18. Direct Real Estate Department to continue negotiations with owner of space.
• Real Estate Department	19. Request CERTIFICATE OF OCCUPANCY from Division of Construction and Building Inspection, Department of Housing and Community Development.
• Division of Construction and Building Inspection	20. Inspect space being negotiated and issue preliminary CERTIFICATE OF OCCUPANCY to Real Estate Department.
• Real Estate Department	21. Continue negotiations with prospective lessor and finalize lease (subject to approval by Board of Estimates).
	22. Prepare letter to Board of Estimates requesting approval of lease.

SECTION	SUBJECT
Procurement	APPLYING FOR FLOOR-SPACE

RESPONSIBILITY	ACTION
•Real Estate Department	23. Send following material to Board of Estimates: • Finalized lease (original and 2 copies). • Letter of request addressed to Board of Estimates (original and 5 copies).
•Board of Estimates	24. Approve or disapprove final lease. 25. Send 1 copy of the request letter, with action noted, to Real Estate Department.
•Real Estate Department	26. a.) <u>If lease is disapproved</u>, notify agency. Procedure ends here. b.) <u>If lease is approved</u>, notify agency to submit a PURCHASE REQUISITION in accordance with AM-301-3-2 to cover the cost of the lease.
•Requesting Agency	27. Submit PURCHASE REQUISITION when notified to do so by Real Estate Department.

SECTION	SUBJECT
Procurement	APPLYING FOR FLOOR-SPACE

CITY OF BALTIMORE — FLOOR—SPACE REQUEST

INSTRUCTIONS:
1. Use typewriter only.
2. Remove last copy and retain for files.
3. Send remaining sheets to: SPACE UTILIZATION COMMITTEE, ROOM 209, CITY HALL.
   Note: Submit request at least 4 months prior to start of lease period or date that space is needed.

DEPARTMENT	BUREAU	DATE
DIVISION	FOR INFO CONTACT	PHONE
COMPLETE ADDRESS		TOTAL SQUARE-FEET

PRESENT LOCATION

☐ CITY-OWNED / ☐ LEASED	ANNUAL RENT $	$. PER SQ FT PER MO
LEASE EXPIRATION DATE — RENEWABLE ☐ YES/☐ NO	SUBJECT TO NEGOTIATION ☐YES/☐ NO	TAX ESCALATION CLAUSE ☐ YES/☐ NO

REQUESTED SPACE NOTE: ATTACH ROUGH SKETCH OF REQUESTED SPACE, IF POSSIBLE

DESIRED SITE (IF KNOWN)	TOTAL SQ FT	$. PER SQ FT PER MO

REASON AND JUSTIFICATION FOR RELOCATION/EXPANSION (INCLUDE DESCRIPTION OF WORK TO BE DONE, NUMBER, TYPE OF EMPLOYEES)

SPECIAL NEEDS

☐ AIR CONDITIONING	MIN. CEILING HEIGHT	FLOORING
PLUMBING		LIGHTING

OTHER NEEDS (PROXIMITY TO OTHER AGENCIES, TRANSPORTATION, ETC.)

JANITORIAL SERVICES PROVIDED BY ☐ LESSOR / ☐ LESSEE / ☐ GEN. SERVICES

ESTIMATED COST OF RELOCATION/EXPANSION/RENOVATION

A. IF RELOCATION, ESTIMATED MOVING COSTS $ _____

B. IF CONSTRUCTION/RENOVATION, ESTIMATED COSTS $ _____ $ _____ PER SQ FT

IF BOTH A. AND B., TOTAL COST $ _____

FUND SOURCE	APPROPRIATION ACCOUNT NUMBER (15 DIGITS)	
SUBMITTED BY: AGENCY HEAD NAME/TITLE		SIGNATURE

DO NOT WRITE BELOW THIS LINE

SPACE UTILIZATION COMMITTEE	DEPT OF FINANCE (FOR FUNDS)	PLANNING DEPT
☐ APPROVED / ☐ DISAPPROVED	☐ APPROVED / ☐ DISAPPROVED	☐ APPROVED / ☐ DISAPPROVED
SIGNATURE	SIGNATURE	SIGNATURE

IF DISAPPROVED, STATE REASONS

130-001 REV 10-73

Original form is 8 1/2" x 11", multi-colored, four-part, carbonless set.

m *Payment of Real Property Rentals*

RESPONSIBILITY	ACTION
Requesting Agency	1. Submit PURCHASE REQUISITION (28-1447-1971) [AM-301-1-1] to Bureau of Purchases at the time specified below: • For new leases: Submit immediately upon receiving instructions from Real Estate Department. • For existing leases which continue from one fiscal year to another: Submit 1 month prior to the beginning of each fiscal year.
Bureau of Purchases	2. Send PURCHASE ORDER to owner of rental property.
Requesting Agency	3. Submit DEPATMENTAL RECEIVING NOTICE – FOR PARTIAL SHIPMENT (28-1427-0047) [AM-301-1-3] to Disbursements Division one week before rent is due. In "Unit" column, enter number of months. In "Description of Supplies and Services" column, include: • Address of property rented. • Dates payment covers, e.g. August 1-31, 1973. • Whom to make check payable to. • Amount of rent due. In the blank marked "Shipment," indicate number of payment (1st, 2nd, etc., or final).
Disbursements	4. Send check for appropriate amount to owner of rental property. NOTE: If upon expiration of the current lease, no lease renewal or other space will be required, the Space Committee must be informed in writing of the lease termination 4 months prior to the lease expiration date.

m Procurement of Reproduction and Printing Equipment, Accessories, & Service Contracts

PRINTING EQUIPMENT, ACCESSORIES, MAINTENANCE CONTRACTS

In order to purchase or lease any of the items listed below an agency must submit a PURCHASE JUSTIFICATION DETAIL (28-1448-5127) [AM-301-5-1] and a PURCHASE REQUISITION (28-1448-5123) [AM-301-1-1] to the Bureau of Purchases:

- Reproduction and printing equipment (e.g. photocopiers, offset duplicators, type setting equipment, and bindery equipment). Mimeograph equipment or spirit duplicators are not included.
- Accessories for reproduction and printing equipment.
- Maintenance or service contracts for reproduction and printing equipment.

EVALUATION

The Bureau of Purchases has the authority to alter or reject an agency's procurement request. Before purchasing or leasing any reproduction and printing equipment, accessories, or maintenance contracts, the Bureau of Purchases will evaluate the agency's request to determine the following:

- Whether the agency has sufficient need to justify the use of reproduction and printing equipment, accessories, or maintenance contracts.
- Whether the agency's needs can be met through the utilization of existing City facilities. Specifically, the following alternatives to the requested purchase or lease will be studied.
    - The feasibility of utilizing the Reproduction and Printing Division of the Bureau of Purchases to provide the necessary services. [AM-504-1]
    - The feasibility of utilizing facilities of another City agency to provide the necessary services.
    - The feasibility of expanding existing facilities (either those of Reproduction and Printing or another agency) to provide the necessary services.

RENEWAL OF LEASE AGREEMENTS

For renewal of a continuing lease agreement, agencies must submit a PURCHASE REQUISITION to the Bureau of Purchases at the start of the fiscal year to cover the cost of the year's lease.

If the renewed lease will include changes or additions to existing equipment, a PURCHASE JUSTIFICATION DETAIL must also be submitted to the Bureau of Purchases with the PURCHASE REQUISITION.

Administrative Manual DETAIL PROCEDURE

SECTION

Procurement

SUBJECT

PURCHASE JUSTIFICATION DETAIL

The form shown below contains all necessary instructions for completion:

CITY OF BALTIMORE | **PURCHASE JUSTIFICATION DETAIL**

INSTRUCTIONS

1. Print legibly or use typewriter.
2. Complete this form in conjunction with a PURCHASE REQUISITION when ordering any of the following:
   - Purchase or lease of reproduction and printing equipment regardless of cost (excluding mimeograph and spirit duplicators).
   - Purchase of accessories for reproduction and printing equipment regardless of cost.
   - Maintenance or service contracts for reproduction and printing equipment.
   - Supplies, materials, equipment (other than reproduction and printing) costing $500.00 or more when funds for the expenditure are not specifically provided in the budget appropriation.
3. Submit completed form and the PURCHASE REQUISITION to the Bureau of Purchases.

	BUDGET ACCOUNT NUMBER	REQUISITION CONTROL NUMBER
AGENCY	BUREAU	DATE SUBMITTED
EQUIPMENT LOCATION (STATE COMPLETE ADDRESS & ROOM NO. IF APPLICABLE)		
JUSTIFICATION SUBMITTED FOR	☐ PURCHASE / ☐ LEASE / ☐ SERVICE CONTRACT	
SUPPLIES, MATERIALS OR EQUIPMENT DESCRIPTION (SPECIFY ALL ACCESSORIES OR EXTRA DEVICES LISTED ON PURCHASE REQUISITION)		
SERVICE CONTRACT DESCRIPTION (SPECIFY ALL EQUIPMENT TO BE COVERED, INDICATE TYPE MANUFACTURER, MODEL NUMBER, DATE OF ACQUISITION, & ESTIMATED COST)		
JUSTIFICATION		
SUBMITTED BY	TYPED NAME & TITLE	SIGNATURE

28 1408 5127-M REV.10 70

- Form Number: 28-1408-5127
- Type : Single Sheets
- Size : 8 1/2" x 11"
- Order Unit : Specify "Each"
- Quantity of Forms per Order Unit : 1 Sheet

To order, prepare a WAREHOUSE REQUISITION (28-1458-5129) [AM-302-1-1] specifying Warehouse Division 01, and citing the above information.

m *Computer Systems and Services*

SCOPE

The Baltimore City board of Estimates requires economical use of computer systems and services. This policy addresses procurement and use of all computer systems and services including, but not limited to: consultants, hardware, software, training, maintenance, and grant applications which include computer systems and services.

RESPONSIBILITY

The Director of Finance is responsible for the overall supervision of the implementation of this policy. The Chief of the Mayor's Office of Information Technology (MOIT) acts as the principal computer systems advisor to the Board of Estimates in all relative matters involving computer systems, services, and personnel actions where position descriptions include a computer related activity. He shall promulgate from time to time specific requirements for reporting evaluations of performance and utilization statistics on all computer services and installed computer systems. The City Purchasing Agent administers the procurement of computer systems and/or services in accordance with the Baltimore City Charter. The City Auditor is given authority through the City Charter to audit requests for computer systems and services as he may deem appropriate based on his own initiative or in response to a request from MOIT.

POLICY IMPLEMENTATION

In implementing the terms of this policy, the Chief of MOIT will undertake the responsibility to see:

- That all requests for computers systems, services and personnel actions where position descriptions include a computer related activity are reviewed
- That guidance, instruction, and support are available to users of computer in the effective utilization of end user computing tools.
- That evaluations of performance and utilization statistics on all computer services and installed computer systems are performed
- That consideration is given to the needs of the requesting agency and the feasibility of obtaining services from other facilities within the City.
- That a consulting service is provided to the Bureau of the Budget and Management Research, Department of Finance, and the Board of Estimates in evaluating budget requests for computer systems and services.

DATA PROCESSING COORDINATOR'S ROLE

Agencies with a central data processing facility, designated by MOIT, must initiate requests for computer systems and/or services to the agency's in-house Data Processing Coordinator. In agencies which do not have a central Data Processing Coordinator, the head of the agency, or designee, will be responsible for discharging the duties normally performed by the Data Processing Coordinator. The Data Processing Coordinator is responsible for:

- Coordinating all computer-related requests within the agency and acting as liaison
- Developing an annual plan for submission to MOIT by December 1 of each year which describes anticipated acquisitions, changes in configuration of hardware and software, and resultant changes in staffing requirements for the next fiscal year.
- Developing and maintaining performance and utilization statistics on all computer services and installed computer systems.
- MOIT may be contacted regarding appropriate performance and utilization statistics to be maintained by the Data Processing coordinator at the agency level.

VENDOR CONTACT

Approval by the Chief of MOIT is a mandatory prerequisite before a vendor contact may initiated on any computer – related matter.

RENEWAL OF CONTINUING AGREEMENTS

If a continuing agreement for computer systems and/or services has been approved by the Board of Estimates and contains provisions for establishing renewal rates during subsequent years, it need not be resubmitted for approval in a succeeding year provided there are no changes in the configuration of items or changes in the contract terms and conditions.

However, the agency responsible for renewing the leased equipment and/or services must complete and submit a requisition denoting the entire contract year's rental to the Bureau of the Budget and Management Research and Bureau of Purchases.

COMPLIANCE REQUIREMENTS

If equipment and/or services are not ordered by the agency in accordance with the Charter and the prescribed Administrative Manuel procedures (AM-310-10-1), the City will not be responsible for paying the bill. An agency head will be held personally accountable for the cost incurred in failing to adhere to these compliance requirements.

m Computer Systems and Services

Users of computer systems and/or services must adhere to the laws governing copyrighted materials as well as any other terms and conditions set forth in the contract. Failure to comply with laws governing use of copyrighted materials may result in appropriate legal action being taken against the offending employee. The City is not responsible for any employee's infringement of laws governing copyrighted materials.

In agencies which do not have a Data Processing Coordinator, the head of the agency, or designee, will be responsible for discharging the duties normally performed by the Data Processing Coordinator.

Responsibility	**Duties**
Data Processing Coordinator/ Agency Head	1. Determine need for computer systems or services. 2. Forward a MEMO [28-1418-5007] to the Mayor's Office of Information Technology broadly identifying the following information: Statement of the current problem. • Statement of how the current method is handled. • Listing of alternative solutions. • Statement of anticipated cost/benefit of requested change(s). • Statement of whether this request was included in the annual plan for future automation submitted to Mayor's Office of Information Technology (MOIT) or not. • Statement of whether this request was included in the annual plan for future automation submitted to Mayor's Office of Information Technology
MOIT	3. Review the MEMO and recommend to the Data Processing Coordinator/Agency Head either to: a. Consider an alternative solution and end b. Proceed to STEP 4.
Data Processing Coordinator/ Agency Head	4. Submit a requisition for funding to the Bureau of the Bureau of Budget and Management Research

Bureau of the Budget and Management Research (BBMR)	5. Approve or disapprove for funding and return requisition to the requesting agency.
Data Processing Coordinator/ Agency Head	6. Upon receipt of the requisition: a. If funding is not available, procedure ends here. b. if funding is available, proceed to STEP 7. 7. Conduct an in-depth feasibility study and include the following: • Problem statement/definition. • Desired objectives • Narrative description and analysis of existing environment. • List of alternatives considered and the impact of these solutions on both the desired objectives and existing environment. • Document cost and benefit analysis for alternative solutions. • Agency-recommended solution and justification for same. 8. Contact MOIT if guidance is required in completing the feasibility study. 9. Forward the completed feasibility
Bureau of the Budget and Management Research (BBMR)	10. Review request and agency-prepared feasibility study. NOTE: *At its discretion or in response to a request from MOIT, the Department of Audits may participate with MOIT in the completion of the review and recommendation process.* 11. Attach written recommendations regarding the request and forward all related documents to the Bureau of Purchases.

Bureau of Purchases	12. Determine if requested equipment or services are to be competitively bid. a. If it is not practicable or no benefit will result from a competitive bid, in accordance with Article 6 Section 4d of the City Charter, proceed to STEP 13. b. If requested equipment or services are to be competitively bid, prepare specifications and obtain sign-off from: • Requesting agency. • MOIT. AND • Issue a Request for Proposal in accordance with Article 6 Section 4 of the City Charter, then proceed to STEP 14. 13. Obtain from vendor a price quote or contract defining the terms and conditions for procurement of requested equipment and services. 14. Select the lowest responsive, responsible vendor. 15. Forward the contract to the Law Department for review.
Law Department	16. If approved for form and legal sufficiency, sign and return the contract to the Bureau of Purchases.
Bureau of Purchases	17. Prepare a letter to the Board of Estimates requesting approval to procure requested computer systems or services. 18. Review the letter with the MOIT

MOIT	19. Make written comments to accompany the letter to the board of Estimates detailing recommendations for approval or disapproval of request.
Bureau of Purchases	20. Forward the letter and any accompanying documents to the Board of Estimates. 21. If request is approved, follow appropriate procedures for issuing a purchase order.
Data Processing Coordinator/Agency Head	22. Upon receipt of requested systems and/or services, initiate plan for maintaining performance and utilization statistics. It is incumbent upon the agency head to see that compliance to Board stipulation occurs.

Administrative Manual POLICY

SECTION: Procurement

SUBJECT: CITY WAREHOUSE

Operation

The City Warehouse is operated by the Bureau of Purchases, and stocks standard materials and supplies for use by City agencies.

Warehouse Commodity Catalog

USE

The Warehouse Commodity Catalog is published by the Bureau of Purchases. This catalog lists every item that is stocked in the Warehouse, and contains all information needed by agencies to order these items.

FORMAT

The Warehouse Commodity Catalog is constructed in loose-leaf binder style, with separate sections for each commodity classification. (See AM-302-1-2 for a description of each classification section.) Each section is indexed so that it may be used independently of other sections. In addition to the classification sections, and explanatory preface and master index to the entire catalog may be ordered. Special vinyl binders are available to hold the various sections. Agencies may construct a Commodity Catalog which fits their exact needs by ordering the vinyl binder and the appropriate classification sections.

HOW TO GET CATALOG

To obtain the Commodity Catalog binder or any sections of the catalog, follow the instructions contained in AM-302-1-2.

SECTION	SUBJECT
Procurement	CITY WAREHOUSE

Ordering Catalog Items

Items listed in the Commodity Catalog must be ordered by completing a WAREHOUSE REQUISITION (28-1458-5129) [AM-302-1-1].

Items listed in the Commodity Catalog may not be ordered from another source unless one of the following conditions exists:

- Emergency conditions (as defined in AM-301-1) require obtaining the item from another source.

OR

- The Bureau of Purchases is unable to supply the item or an acceptable substitute.

Special Storeroom

A special storeroom which contains over 900 different items in the Office and Stationery Supplies classification is maintained by the Bureau of Purchases. The official designation of this storeroom is Warehouse 02 Office Supplies.

This storeroom is designed for the walk-in requisitioner who needs small carry-out quantities of office and stationery supplies. A properly completed WAREHOUSE REQUISITION must be presented to the Special Storeroom personnel in order to obtain any supplies.

The storeroom is located on the ground floor of 111 N. Calvert Street. (To reach this area, enter the building on the Guilford Avenue side using the door nearest Lexington Street.)

m *Expenditure Authorizations (EAs)*

SCOPE

This policy concerns Expenditure Authorizations (EAs) (28-1428-5035), which may be used to pay for certain City obligations. With the advent of the new CityDynamics financial system, Expenditure Authorizations (EAs) replace the use of Direct Payment Orders (DPOs).

DEFINITIONS

Non-Recurring Expenses: Purchases for goods or services that are not related to and do not constitute an obligation or commitment on the part of the City for any expense with that vendor that would exceed $5,000 for those same goods or services over the course of a fiscal year. "Non-recurring" further means that the agency does not knowingly have additional ongoing requirements that would exceed $5,000 for the same goods or services over the course of a fiscal year.

Recurring Expenses: Purchases for goods or services that are related to or do constitute an obligation or commitment on the part of the City for further expense with that vendor for those goods or services that would exceed $5,000 over the course of a fiscal year, as well as purchases for which an agency knowingly has additional ongoing requirements for the same goods or services that would exceed $5,000 over the course of a fiscal year.

APPROPRIATE USES OF AN EA

Purchases Up to $5,000 of a Non-Recurring Nature

City agencies may transact certain purchases of a non-recurring nature (as defined above) up to $5,000 on a direct basis and pay the invoice with an EA. Note that an EA should NOT be used to purchase goods or services that are available on a Citywide requirements contract (see section titled "Requirements Contracts" below). Additionally, EAs may NOT be used to purchase services from outside vendors that are provided by the Printing and Graphics Division of the Bureau of Purchases.

Obligations Approved by the Board of Estimates of a Non-Recurring Nature

If a transaction is valued at more than $5,000 but has explicit approval of the Board of Estimates and is of a non-recurring nature (see definition of "non-recurring" above) then an EA may appropriately be used to pay the obligation. A copy of the Board of Estimates approval should accompany the EA.

Special Authority for Uses of an EA

There are certain specific categories of obligations that may be paid, even on a recurring basis and regardless of dollar amount, with an EA without seeking Board of Estimates approval for the payment. When an agency uses an EA to pay for one of these items, it must clearly note on the EA form the category under which the expense falls. These categories for use of an EA are limited to:

- Payments to the Baltimore City Director of Finance
- Payments to the State of Maryland or individual Maryland State agencies
- Payments to the Housing Authority of Baltimore City
- Payments to the Baltimore Development Corporation
- Payments to other Maryland county governments
- State mandated payments such as the annual payment to the Maryland Stadium Authority
- Reimbursements, refunds for overpayments, and release of security deposits (excluding audit findings; also note that employee expense reimbursements are subject to separate AM policies such as AM-240-1 for travel expenses)
- Payments of City-issued credit card invoices
- Payments of grants or contributions that are characterized as individual activities/categories by name of intended recipient in the City's annual operating budget detail. As such, the Board of Estimates has explicitly authorized payment through its adoption of the Ordinance of Estimates. The budget programs from which these payments are made include:
    - Service 122 – Miscellaneous General Expense (BBMR only)
    - Service 385 – Health and Welfare Grants
    - Service 446 – Educational Grants
    - Service 493 – Art and Culture Grants
    - Service 590 – Civic Promotion Grants
    - Service 681 – Activity 30 – Urban Youth Corps Program
    - Service 820 – Convention Sales and Tourism Marketing
    - Service 824 – Events, Art, Culture and Film
    - Service 828 – Bromo Seltzer Arts Tower

- Utility bills for energy and utility service consumed by City agencies or for payments by the City on behalf of residents receiving City energy assistance (e.g., energy assistance for elderly residents paid directly to the energy provider by the Commission on Aging and Retirement Education)
- Replenishment of imprest funds and petty cash funds (including for jurors fees and confiscated funds)
- Court-related and other legal costs including:
    - Claims, settlements and judgments, in accordance with policy of the Board of Estimates (See AM 410-1)
    - Payments for legal services
    - Payments to expert witnesses and litigation consultants
    - Payments for language interpreters
    - Payment of court costs
    - Payments in connection with the examination of titles, and any other costs

associated with the examination of titles, on behalf of the City
  - Payments for legal costs and expenses, such as court stenographers, legal records and briefs printed for the Department of Law, and legal books and subscriptions
  - Payments to the Attorney General of Maryland by the State's Attorney's Office for legal counsel in matters such as appeals to the Court of Special Appeals of Maryland and the Court of Appeals

- Certain expenses approved by the Board of Finance, pursuant to AM-411-1
- Police Department costs for wiretaps and pen registers for investigative purposes
- Human Resources test examiners including itemized expenses (other than per diem compensation) when total expenses for all examiners for an examination is limited to $300 (note: per diem reimbursement, overnight lodging, and total expenses greater than $300 require Board of Estimates approval)
- Expenses for lodging, meals, storage and transportation directly related to the witness protection programs managed by the State's Attorney's Office and the Department of Housing and Community Development
- Expenses related to the processing of disability claims by the retirement systems, including costs for legal services, medical services, and hearing examiners as part of the claims review process
- Membership dues, pursuant to AM-301-2
- Payments to administrative judges such as for the Environmental Control Board and for special hearing officers such as for water billing disputes, as long as hour/case rates are approved by the Board of Estimates
- Reimbursement for non-paid members of boards and commissions
- Tuition reimbursement, pursuant to AM-219-1
- Payments to special benefits districts as stipulated in the City Code, Article 14
- Payments for postage (not for leasing of postage machines or postage machine maintenance)
- Rental subsidies and nutritional subsidies provided through programs administered by the Health Department or the Department of Housing and Community Development
- Advertising cost required by law or for personnel recruitment
- Costs for admission tickets and day trip related expenses for implementing youth recreational programming activities

CIRCUMSTANCES UNDER WHICH A PURCHASE ORDER FROM THE BUREAU OF PURCHASES IS REQUIRED

Obligations Greater Than $5,000

To cover those obligations greater than $5,000 that are not specifically identified above as special authority to go beyond the $5,000 limit or have not specifically been authorized and approved by the Board of Estimates, it is necessary to initiate a purchasing requisition according to the process as stipulated in AM-301-1.

Requirements Contracts

For purchases from a Citywide requirements contract, it is necessary to initiate a release requisition and have a purchase order issued against the requirements contract. Requirements contracts have been established as a mechanism to acquire goods and services directly from a vendor that has been awarded a contract by the Board of Estimates, generally for a multi-year term. This type of contract provides City agencies the ability to secure goods and services on a repetitive basis without going through a competitive process each time such goods and services are required. Such an award by the Board of Estimates carries with it an **explicit directive** to City agencies to purchase those goods or services from that particular vendor only.

A complete list of currently available requirements contracts can be found in CitiBuy. Users should perform an Advanced Search for Contracts in "Sent" status.

Professional Services Contracts

On occasion, City agencies may bring a professional services contract, such as for consultants, directly to the Board of Estimates for authorization and approval. Although such contracts have approval by the Board of Estimates, it is still necessary to have the City Purchasing Agent issue a purchase order. Therefore, following the approval of such a contract by the Board of Estimates, the agency shall initiate a requisition and attach a copy of the approved Board of Estimates letter in CitiBuy. The funding will be encumbered upon the approval of the requisition. The City Purchasing Agent will then be able to issue a purchase order directly without delay. The existence of a purchase order for such contracts will provide the Accounts Payable Unit with a mechanism for knowing when expenditures against the contract reach the authorized level.

This section of the policy related to Professional Services Contracts is not meant to include engineering and design contracts administered by the Department of Public Works and the Department of Transportation according to their internal procedures. This section also excludes personal services contracts/agreements that have been approved by the Board of Estimates according to the provisions of AM-212-1.

Recurring Payments Under $5,000 Each
It is not appropriate to use an EA to make payments under $5,000 if the payments are of a recurring nature (as defined earlier) and add up to more than $5,000 during the course of a fiscal year.

OTHER CIRCUMSTANCES
Expenditures greater than $25,000
According to Resolution 10-24 of the Mayor and City Council and City Charter Article VI § 11 (3) (2), contracts must be approved by the Board of Estimates for all expenditures greater than $25,000.

Expenditures greater than $50,000
According to Resolution 10-24 of the Mayor and City Council and City Charter Article VI § 11 (3) (2), contracts must be formally advertised for all expenditures greater than $50,000.

SALES TAX EXEMPTION
The City is exempt from payment of State of Maryland sales tax. Agencies which make direct purchases must supply the City's tax exemption number (3000055-9) to the vendor at the time of purchase.

COMPLETING AND SUBMITTING EAs
Expenditure Authorizations (EAs) must be submitted electronically in the CityDynamics financial system. If an EA is being used to pay for a "Special Authority" case, this must be noted in the "Enter Notes" section of the EA. Once submitted, EAs will be automatically routed to the appropriate agency approver in CityDynamics. In all but emergency cases an EA must be approved prior to the acquisition of the associated goods or services. This serves as the authority to purchase the goods and services. In those cases where BOE approval is required, enter the BOE approval date in the reference number filed on the EA. The EA number must be communicated to the vendor providing the goods or services and vendors must be instructed to include the EA number on all invoices. Failure to include the EA number on invoices will delay payment.

Vendor invoices must be sent directly by the Vendor to the Bureau of Accounting and Payroll Services to be electronically linked to the EA creation in CityDynamics. Agency fiscal staff must match, receive and approve in CityDynamics. Once matched and approved, the invoice will be scheduled for payment by Bureau of Accounting and Payroll Services Accounts Payable Division. In order to ensure appropriate internal control over all vendor payments, the Bureau of Accounting and Payroll Services cannot pay for any goods or services that are not supported by an appropriate vendor invoice. If you have questions regarding what constitutes a valid invoice, please contact the Bureau of Accounting and Payroll Services Accounts Payable Office for

guidance. Failure to provide appropriate invoice documentation will delay payments to vendors.

AGENCY RESPONSIBILITIES
Agencies may not divide large requirements into several smaller orders under $5,000 in an attempt to circumvent competitive bidding requirements. Violations of this direct purchasing authority by City agencies may result in the agency losing the authority to purchase up to $5,000 using the EA process.

MBE/WBE PREFERENCE
The City of Baltimore promotes equal business opportunity in the City's purchasing process by encouraging full and equitable participation by minority and women's business enterprises in the provision of goods and services to the City. Agencies should give preference to these vendors when making purchases less than $5,000 according to this policy. A full list of certified MBE and WBE vendors is available on the City's website at:
http://cityservices.baltimorecity.gov/mwboo/

FINANCE DEPARTMENT RESPONSIBILITIES
The Bureau of Accounting and Payroll Services will return to an agency any EAs that are not in accordance with AM-303-1 or specifically authorized by the Board of Estimates. Additionally, the Finance Department will perform quality control checks on a regular basis to ensure that EAs are generally being used appropriately by City agencies.

RELATED DOCUMENTS
For additional information, refer to:

AM-205-17	Reimbursement of Non- Paid Board and Commission Members
AM-219-1	Tuition Reimbursement
AM-240-1	Travel Package Overview
AM-240-6	Travel-Advance Funds / Reimbursement
AM-240-11	Employee Expense Report
AM-301-1	Purchasing
AM-301-2	Membership and Subscriptions
AM-401-1	Petty Cash
AM-410-1	Payment of Settlements and Judgments
AM-411-1	Board of Finance
AM-508-1	Stationery
AM-508-2	Business Cards

m City of Baltimore Tax Exempt Certificate

SCOPE

The City is exempt from payment of State of Maryland sales tax. Agencies which make direct purchases must supply the City's tax exemption number to the vendor at the time of purchase. Reimbursement will not be made for sales taxes paid.

TAX EXEMPTION NUMBER

3000055-9

RELATED POLICIES

AM-301-1, PURCHASING
AM-401-1, PETTY CASH FUND
Copy of City of Baltimore Tax Exempt Certificate

Payment of City Obligations

SCOPE

Board of Estimates policy requires prompt payment of the City of Baltimore obligations; provides for the payment of interest by the City after a certain period of time; provides certain exemptions from the City's payment of interest; and authorizes the Director of Finance to perform certain duties generally relating to the payment of City obligations.

DEFINITIONS

"Proper invoice" has the meaning stated in Article 5, §37-1 of the Baltimore City Code[1].

"Receipt date" has the meaning stated in Article 5, §37-1 of the Baltimore City Code[2].

POLICY REQUIREMENTS

It is the policy of the City that payment pursuant to any authorized written procurement or construction contract shall be made by the City to the contractor not later than the date specified in the contract or, if no date is specified, then not later than 30 days from the receipt date of a proper invoice.

An agency or office responsible for paying City obligations may adopt a separate, more specific or unique policy regarding payment of City obligations that is consistent with the requirements of this policy. Such a policy shall require review and approval by the Director of Finance in writing and posted online.

CONTRACT INITIATION

In accordance with existing City laws, policies, and procedures, all costs associated with a purchase order or other authorization shall be established in writing between the City and a vendor prior to purchase. Any changes in the cost of a contract or purchase require a change order or, if applicable, an amendment. The Department of Finance may establish procedures for streamlined approval of low-risk change orders for time and material cost estimates that are in accordance with Generally Accepted Accounting Principles. The Department of Finance shall

[1] According to Article 5, §37-1 of the Baltimore City Code, "Proper invoice" means an invoice which contains the contractor's federal Employer's Identification Number or Social Security Number and the contract or purchase order number or other description of the contract and which contains or is accompanied by such substantiating information and documentation as required by the Director.

[2] According to Article 5, §37-1 of the Baltimore City Code, "Receipt date" means the date that a proper invoice and receiving notice or, in the case of a construction contract, a proper construction estimate is received and recorded by the Bureau of Payroll and Disbursements.

issue written guidance describing any streamlined procedures are effective until explicitly rescinded or overturned by future written guidance issued by the Department of Finance.

INVOICE REVIEW AND APPROVAL

Every City agency or office responsible for payment of City obligations shall appoint an "Accounts Payable Lead" and "Accounts Payable Alternate." The Accounts Payable Lead shall be responsible for tracking invoices for the agency or office, monitoring timeliness and review of the invoice and shall make every effort to ensure payment within 30 calendar days from submission of a proper invoice. The Accounts Payable Lead shall alert management within the agency or office, the Accounts Payable Contact(s) within the Department of Finance, and the Accounts Payable Contact(s) within the Mayor's Office when an invoice is not paid within 30 calendar days. The Accounts Payable Alternate shall perform the duties of the Accounts Payable Lead in his/her absence or when the Accounts Payable Lead is otherwise unavailable.

While vendors shall send invoices to the location specified in the contract, they should also send courtesy copies to the agencies or offices responsible for paying City obligations simultaneously.

No invoice may be approved unless it is a proper invoice. These courtesy copies shall not be used as the basis for receiving goods or services. Blind receiving of invoices is a key component of the City's three-way match of the purchase order, the receipts, and the invoice. Properly executed receiving establishes the total permit-to-pay amount on a purchase order at any given point in time.

Agencies or offices responsible for the payment of City obligations shall take all necessary steps to alert vendors or contractors that an invoice is not proper and explain why. A determination that an invoice is not proper and therefore, payment cannot be made, shall be in writing, a copy of which shall be kept in the file of record for the contract.

Agencies or offices shall alert vendors or contractors that an invoice is needed for work performed or services rendered if no invoice is received within 6 months of completion of the work or services provided.

COLLECTION LIMITATIONS

Consistent with City, State, or Federal law, the Finance Director may determine a period of time after which an invoice is no longer valid and for which the City has no obligation to pay. Such a determination shall ensure there were demonstrable and documented attempts to resolve any outstanding questions.

COMPLIANCE

The Mayor's Office and the Department of Finance shall determine procedures to review the timeliness of payments of obligations as well as compliance with existing laws, policies, and procedures.

INTEREST

Any amount due and payable pursuant to law and under an authorized written procurement contract or a construction contract, which remains unpaid for more than 45 calendar days after the receipt date, shall accrue interest. The interest shall accrue at a rate specified by the Board of Estimates for the period that begins 31 calendar days after the receipt date. If the written contract specifies a date before which payment must be made by the City, then the provisions of that contract shall apply to the payment of interest by the City.

EXEMPTIONS

The City is not liable for the payment of interest if a proper invoice for accrued interest is not submitted within 30 calendar days after the payment date of the amount on which the interest accrued, if there is a dispute between the City and the contractor, or for more than one year following the 31st calendar day after the receipt date or on amounts representing unpaid interest.

RESPONSBILITIES

The Director of Finance may adopt guidelines, rules, and/or regulations pertinent to enforcing this policy. The Director may charge the contracting City agency any interest paid, when the City agency was the cause of the delay requiring the payment of interest, otherwise the Department of Finance shall pay the interest provided.

Informal Bids

SCOPE

An informal bid involves the procurement of any supplies, materials, equipment or services, other than food or professional services, which have a value of less than $25,000. In cases of a food bid, the procurement must be less than $40,000. Bids are opened at 11:00 a.m. on the specified due date during the workweek; however there are no informal bid openings on Wednesday. Recommended bids are submitted to the Board of Estimates for award, except for bid awards of less than $5,000, which are awarded by the Department of Finance, Bureau of Purchases or the responsible City department.

DELIVERY OF BIDS

The Informal Bid Office is located in Department of Finance, Bureau of Purchases, 231 E. Baltimore St., Suite 200, Baltimore, MD 21202. The office is open from 8:30 a.m. to 4:30 p.m., five days a week. Vendors may deliver sealed bids only to this office on any day before the bid due date, but no later than 11:00 a.m. on the due date.

BID DEADLINE

The bid office personnel accepts no responsibility for a vendor's failure to meet the deadline of a specified bid opening. All informal bids must be accepted and stamped before 11:01 a.m. on the bid due date. Any bid received after 11:01 a.m. will be marked "late" and returned with the original bid envelope to the vendor with the appropriate explanatory letter. A copy of the bid envelope and explanatory letter are forwarded to the Bureau of Purchases or the responsible City department along with all acceptable bids for award consideration. The time stamp clock is set daily by calling local time on 410-844-1212 and is the official time for determining whether a bid has been submitted by the deadline.

OPENING OF BIDS

Vendor informal bids are opened at the Informal Bid Office, processed, stored in computerized archives, and then dispersed. The originals are then sent to the Bureau of Purchases or appropriate City department for evaluation and award. Results of bid openings, which are in computerized archives, may be reviewed no earlier than the following Tuesday of the bid opening date at the Bureau of Purchases, 231 E. Baltimore St., Suite 200.

Informal Bids

PUBLIC READING OF BIDS

The purpose of the public reading on an informal bid is to permit any interested party to observe the opening of the informal bid envelopes by bid office personnel. Also, at the public reading a vendor may request the reading of prices for the solicitation in which they are interested. An informal bid public reading takes place immediately following the 11:00 a.m. deadline on the due date. A maximum of 10 items will be read from each bid list, if requested. A vendor is not permitted to read, to inspect or to handle an informal bid at anytime. Personnel of this office are not permitted to give information over the telephone in reference to bid results.

TRANSMISSION OF BIDS

Bids are transmitted to the awarding department or the Bureau of Purchases within two (2) days after the bid opening.

FORMAL BIDS

The Informal Bid Office is not authorized to process "Formal Bids". Personnel of the informal bid office are not authorized to provide information to buyers or vendors on "Formal Bids". Formal Bids are received in Room 204, City Hall, 100 N. Holliday St. and are the responsibility of the Office of the Comptroller.

EXTENSION OF DUE DATE

The due date of an informal bid may be changed by the Bureau of Purchases or the awarding department, provided that the Informal Bid Office is informed in writing by the City Purchasing Agent or awarding department of the change before the due date of the bid. The Bureau of Purchases or the awarding department accepts responsibility for informing all affected vendors.

REJECTION OF BIDS

If an informal bid contains a submission entry in pencil, the entire bid will be rejected. An informal bid with insufficient postage affixed to it will be refused by the Bid Office personnel. All informal bids received after the public deadline will also be rejected. An informal bid submitted by Facsimile or e-mail will be rejected. Bids that are not delivered in sealed envelopes will not be accepted.

m Interdepartmental Work Order

An Interdepartmental Work Order (MDB 3916) is used to directly obtain various services provided by City agencies, rather than using the normal requisitioning process through the Bureau of Purchases. This form is generally used for interdepartmental services involving labor and/or material other than the normal maintenance services provide by the Bureau of General Services.

Administrative Manual
DETAIL PROCEDURE

SECTION

PROCUREMENT

SUBJECT

COMPLETING AN INTERDEPARTMENTAL WORK ORDER

SAMPLE FORM APPENDED TO PROCEDURE

RESPONSIBILITY	ACTION
• Department Head	1. Determine need for interdepartmental service.
	2. Call agency providing service to determine their capability and availability to meet your needs. Discuss and agree on terms, estimated cost, etc. of services to be provided.
	3. a.) If the agency is not able to meet your needs, forward usual requisition to the Bureau of Purchases following AM-301-1-1. b.) If agency is able to meet your needs: . Forward "Original" and "Duplicate" copy of an "Interdepartmental Work Order" (MDB 3916) to the agency rendering the service; include estimated cost of service to be rendered. . Forward "Triplicate" copy to Bureau of Accounting Operations. . Retain "Quadruplicate" copy for files.
• Agency Rendering Service	4. Forward original copy of "Interdepartmental Work Order" to Bureau of Accounting Operations after requested services are rendered; retain "Duplicate" copy for files.
• Accounting	5. Transfer actual cost of service rendered by use of a "Journal Entry" (28-1420-1191) [AM-406-1].

SECTION	SUBJECT
PROCUREMENT	COMPLETING AN INTERDEPARTMENTAL WORK OF

A.S.D. 9.031. M.D.S. 3916.

CITY OF BALTIMORE

BUREAU OF _____

ORDER 97817

INTERDEPARTMENTAL WORK ORDER

BALTIMORE, MD. _____ 19 ___

TO _____

ADDRESS _____

Original

PLEASE FURNISH, SUBJECT TO INSPECTION AND APPROVAL, FOR USE OF THIS BUREAU.

TO BE FORWARDED TO DEPARTMENT RENDERING SERVICE

QUANTITY	DESCRIPTION
	SHOW DETAILS IN REGARD TO AGREEMENT REACHED COVERING PRICE, TERMS, ETC.

CHARGE TO COST ACCOUNT _____

WORK ORDER NO. _____

ORDERED BY _____

APPROVED BY _____

Original form is 7½"x8½", white, five part set.

m *Control of City Inventory and Management of City Assets*

SCOPE

This policy establishes safeguards and controls to prevent the loss, abuse, and theft of materials, tools, and equipment owned by, or leased to, the City and assigned to various City administrative units. Adherence to these control and management procedures should reduce financial loss suffered by the City and maximize productivity of the administrative unit owning or leasing such equipment. It is the responsibility of the agency/bureau head or designee to ensure that the established procedures are implemented.

POLICY REQUIREMENTS

It is the policy of The City of Baltimore that all City materials, tools, and equipment owned by, or leased to, the City:

1. Be safeguarded against theft, abuse, and loss;
2. Be managed and utilized in a prudent and effective manner to maximize their value;
3. Be financially valued and depreciated in accordance with Generally Accepted Accounting Principles; and
4. Be catalogued and inventoried and tracked in accordance with Generally Accepted Accounting Principles.

The Mayor's Office shall establish guidelines to implement this policy. Agencies may develop their own guidelines so long as they are as stringent as those developed by the Mayor's Office and have been reviewed and approved by the Mayor's Chief of Staff or his/her designee.

IDENTIFICATION

Each agency that utilizes and/or manages materials, tools, and equipment shall designate employees whose primary responsibility it is to catalogue, value, and monitor the supply of the materials, tools, and equipment. These employees may not purchase materials, tools, and equipment.

Materials

- Management of inventories must be vested in specific individual(s) who are different than those responsible for purchasing.
- Materials must be stored in a secured area reasonably protected from physical deterioration and not accessible to the public or to unauthorized employees.
- Fragmentation of material storage areas must be avoided so as to facilitate control and to avoid the accumulation of excess stocks.

- Materials must only be issued with a written receipt and in the quantities immediately needed. Employees may not draw their own materials without oversight.
- Surplus materials must be returned immediately to stock. Consistent failure to have surplus materials returned to stock must be investigated.
- Inventories must be maintained on regularly stocked items.
- Office supplies should be physically located so that management is aware of any unusual usage by an employee.
- All materials must be tagged and tracked.

Tools

- Hand and power tools must be issued to specific employees and a signed receipt kept for same.
- The damaged original must accompany requests for replacement tools.
- Records must be kept of all tools issued to each employee. They must be inventoried periodically and upon termination.

Equipment

- Inventories of valuable equipment items that are easily portable, e.g., slide projectors, typewriters, desk computers, hand mowers, vacuum cleaners, mobile phones, tablets, etc., require special attention. This equipment must be tagged, and officially assigned to a specific person who agrees to keep the equipment safeguarded.
- Each item must be indelibly identified as City property that includes an identification number.
- Records must be kept of all equipment. All equipment must be tracked and tagged.
- An individual employee must be identified as accountable for personal use equipment. The Unit Supervisor, where the equipment is utilized, is accountable for common equipment.
- Equipment must not be loaned to another organizational unit without the signature of a responsible agency official. The borrowing agency is accountable for the condition of the tool upon return.
- Agencies must avoid keeping damaged, inoperable, or excessive equipment in stock.
- Employees who damage or destroy equipment may be subject to discipline as determined by their department or agency.
- Employees are not allowed to borrow equipment for personal use.

Vehicles and Other Rolling Stock

- The use of City vehicles must conform to all established Citywide policies.

Software

- Licenses for software must be managed and tracked.
- The Mayor's Office of Information Technology shall develop standards and guidelines with agency input for software management distribution.

CONTROL OF CITY PROPERTY

Agencies or bureaus at the time of procurement shall identify in a uniform manner materials, tools, and equipment as:

1. Either assets or expenses and as
2. Either sensitive or non-sensitive.

Sensitive items are those items that are attractive for personnel use, pilferable, and or hazardous, and therefore require a greater degree of control and accountability. These include such items as desktop and laptop computers, smart phones, tablets, firearms, medicinal drugs, caustic chemicals, etc.

Unless otherwise specified by law, contract, or other binding agreement, all items purchased using City funds that are considered non-sensitive with a value of $500 or more, or sensitive with a value of $250 or more must be physically tagged.

All City Property, when no longer needed by the City agency with possession of or control over the property, must be transferred or disposed of in accordance with the Property Disposal Program (see AM-306-1 and AM-306-1-1) and categorized as one of the following:

- Excess property, as defined in AM-306-1;
- Surplus property, as defined in AM-306-1;
- Salvage property, as defined in AM-306-1; or
- Scrap property, as defined in AM-306-1.

All City Property that is procured or otherwise acquired by the City with the sole intention of transferring ownership to another party (e.g. program incentive gifts, promotional items, emergency preparedness supplies, back-to-school supplies, employee awards) shall be clearly marked as such, and should not be counted as City inventory.

m *Control of City Inventory and Management of City Assets*

Agencies or Bureaus shall:

- Ensure all City Property is valued and managed in accordance with Generally Accepted Accounting Principles and
- Cataloged in a secure, reliable, and protected inventory management system that has been authorized or recommended by the Mayor's Office of Information Technology.

From time to time, the Department of Finance shall request financial information pertaining to asset depreciation as well as the cost, use, and procedures for safeguarding and managing materials, tools, and equipment.

Agencies or Bureaus shall physically count all materials, tools, and equipment at least once per fiscal year and establish a procedure for performing continuous cycle counts for high-theft and/or high-dollar items. The Director of Finance may determine special procedures certain when necessary.

All sensitive items shall be assigned to an owner who is responsible for its safekeeping.

The custodial agency with inventory items or assets that have a set shelf life or expiration date, or a warranty period, should include this information in the inventory and/or asset tracking system (e.g. ballistic vests, pharmaceuticals, replacement windows).

ASSET MANAGEMENT

Assets are resources controlled by the City that have value and from which future economic benefits may be derived. In addition to investments and funds, assets include property and structures, as well as certain materials, tools, and equipment.

Agencies or bureaus controlling assets shall manage City assets in accordance with Generally Accepted Accounting Principles and AM305-1 Part III Capital Assets and Accounting.

RELATED POLICIES

AM-305-1 Part II	INVENTORY SYSTEM: STOCK ITEMS
AM-306-1	PROPERTY DISPOSAL PROGRAM
AM-306-1-1	PROCEDURE FOR DECLARING EXCESS PROPERTY
AM-501	CITY OWNED VEHICLE POLICIES

m *Inventory System: Stock Items*

SCOPE

An inventory system must provide a continuous running record of the items on hand. In particular, it aids control and safeguard of items. An inventory record is maintained on a current basis for each item of inventory. The record will provide for recording recipients, issues, and balances on hand, usually in both quantities and dollar amounts. Thus, the physical amount and evaluation of items on hand at any time are readily available from the accounting records. With such a record, it is possible to guide material procurement by establishing points on minimum and maximum quantities for each standard item stocked. Inventory records discourage inventory theft and waste, since storekeepers and other employees are aware of the accountability of goods established by this continuous record of goods received, issued, and on hand.

INVENTORY SYSTEM

In accordance with AM-305-1 Part I, all agencies shall conduct a physical count of all inventories controlled by the agency at least once per year, unless otherwise specified by grant or contract. When a discrepancy is found, the inventory records must be adjusted to the physical count. Differences, other than nominal amounts, must be investigated. The Chief of the Bureau of Accounting and Payroll Services as well as the City Inventory Control Officer should be consulted relative to establishing an inventory control system. For this purpose, an INVENTORY RECORD (28-1408-5157) may be utilized.

PHYSICAL INVENTORY PROCESS

- Designate employees to assume responsibility for the physical inventory other than employees responsible for storerooms and inventory records. For sizable inventories, a consultant may be utilized.
- Select the most advantageous date or dates for inventory taking.
- Review procedures followed in preceding year(s).
- Design and implement sheets, summary sheets, and other necessary forms. Serially numbered inventory count tags are usually attached to each lot of goods during the taking of physical inventory.
- Utilize an electronic tracking system approved by the Mayor's Office of Information Technology.
- Preparation of written instructions for all persons who are to participate in the physical inventory.
- Arrange for cut-off of goods received and internal transfers while the inventory is being taken.
- Control all documents throughout the inventory taking, costing, and summarizing periods.
- Prepare a list of all locations where the inventory is stored.

- Employees whose duties do not include physical custody of inventories or perpetual inventory record keeping should perform physical counts.
- Segregate obsolete or damaged goods and materials and dispose of the same by established procedures.
- Inventory counts should be subject to adequate verification, i.e., recounts or spot checks.
- Investigate and resolve any difference between physical counts and inventory records.
- Ensure all sensitive items, as defined in AM-305-1 Part I, are appropriately tagged.

REPORTING REQUIREMENTS

When a theft or diversion is identified or suspected, there are several alternative reporting requirements depending on the circumstances.

- If there is physical evidence that the loss resulted from a theft, for example, breaking and entering, the Police Department should be contacted. Similarly, the Police Department should also be contacted if there is obvious evidence of a theft such as an employee being seen taking City property for personal use. In addition to notifying the Police Department, the City's Insurance Manager must be notified of such losses.
- If there are suspicions or allegations of theft or diversion by an employee, the Agency should undertake an inquiry calling on the Department of Audits from appropriate assistance. The Department of Audits will coordinate the reporting of such crime(s) to the Office of the State's Attorney, the State Prosecutor's Office, or other appropriate channels. Minor thefts or diversions involving City employees will be dealt with by the agency head for appropriate disciplinary action.
- Agency heads who become aware of irregularities, must report the matter immediately to the City Solicitor by MEMORANDUM for recommendations as to appropriate actions to be taken.
- Another reporting mechanism available to all employees is the City Fraud Hotline, 396-3589.

IMPELEMENTATION

Unless otherwise specified by law, contract, or other binding agreement, agencies may adopt a separate process or policy, subject to approval by the Director of Finance that is at least as stringent as this policy.

RELATED POLICIES

AM-305-1 Part I	CONTROL OF CITY INVENTORY AND MANAGEMENT OF CITY ASSETS
AM-205-5	EMPLOYEE CLEARANCE ON TERMINATION
AM-205-5-1	EMPLOYEE CLEARANCE CHECKLIST

AM-306-1	PROPERTY DISPOSAL PROGRAM (EXCLUDING REAL PROPERTY)
AM-501-1	CITY OWNED VEHICLES
AM-505-1	INSURANC ADMINISTRATION

m Property Disposal Program (Excluding Real Property)

SCOPE

This policy applies to City-owned property in all agencies, including abandoned vehicles. The Property Disposal Program does not apply to real property; however, the program includes the interior fixtures and other contents of real property should they be disposed of separately from the property.

This program provides for the efficient use of all City-owned property and also furnishes agencies with an incentive to dispose of unneeded property.

The Bureau of Purchases within the Department of Finance administers the Property Disposal Program, per Article VII of the City Charter.

DEFINITIONS

The following definitions are provided to assist in implementing this policy.

City-owned Property. Items in use or in storage to which the City has legal claim of ownership through procurement, donation, or other acquisition procedures.

Excess Property. Items which are not in active use and which are no longer needed to meet the operating responsibilities of an agency.

Surplus Property. Items that are no longer needed for the efficient operation of the City. Property that has been declared excess and which cannot be utilized by any City agency will be considered surplus.

Salvage Property. Damaged or worn out equipment and materials having components which may be used in the repair of similar items or applied to other productive purposes.

Scrap Property. Equipment and materials having no remaining useful life but which retain some monetary value through recycling or reprocessing.

Custodial Agency. The last agency having ownership of an item prior to its being declared surplus, salvage, or scrap by the City Purchasing Agent.

Point of Origin. The location of a surplus item or items.

Property Disposal Coordinator. The person designated by the City Purchasing Agent to

manage the Property Disposal Program, normally the supervisor of the Surplus Property Division within the Bureau of Purchases.

AGENCY SURVEY OF PROPERTY

Agency heads are responsible for inventorying, declaring, and reporting all excess property to the Property Disposal Coordinator, and shall periodically survey their property in order to identify the following.

1. Items that are not needed where presently located, but which could be used elsewhere within the agency. Such property may be moved within the agency upon approval of the agency head and without the approval of the City Purchasing Agent.

2. Items that are not in active use and are no longer needed to meet agency operating responsibilities.

All property which is not in active use and is no longer needed to meet agency operating responsibilities must be declared excess by the agency head.

All such property shall be reported to the Property Disposal Coordinator by submission of a PROPERTY DISPOSAL REPORT (28-1408-5010).

Agencies shall not accumulate excess property or establish agency storage locations for such property without the prior approval of the City Purchasing Agent. The City Purchasing Agent is authorized to require submission of an inventory report for the contents of any agency storage location.

The Property Disposal Coordinator will determine whether an excess item will be disposed of at its point of origin or at an alternative location.

AVAILABLE EXCESS PROPERTY

Property Disposal Reports are evaluated by the Property Disposal Coordinator who will identify items that may be of use in other City agencies.

The Property Disposal Coordinator shall make available a listing of available excess property to all City agencies.

SERVICE CHARGE

A service charge will be assessed on all items released back to agencies from surplus. This charge helps offset the operating expenses of the Surplus Property Division, which is a self-sustaining organization. The service charge assessed shall be 10% of the fair market value of the items.

DISPOSAL OF PROPERTY

The City Purchasing Agent has the sole authority to determine the disposition of surplus, salvage, and scrap property, to include the movement and storage of such property.

Methods used by the City Purchasing Agent to dispose of surplus, salvage, and scrap property include.

- Solicitation of bids from one or more vendors.
- Sale at a retail surplus property facility.
- Live public or Internet auctions.
- Donation to charitable or non-profit organizations which have State-issued tax exempt numbers, and "Sister Cities" or other jurisdictions which together with the City of Baltimore currently maintain an agreement of mutual understanding and support.

Surplus property that is to be donated must first be reported to the Property Disposal Coordinator in accordance with the normal procedures contained elsewhere herein. Property that has significant value, as determined by the City Purchasing Agent, can be donated only with the approval of the Board of Estimates.

Agencies may not dispose of any City-owned property without the written approval of the City Purchasing Agent. The agency must receive a Property Release Authorization issued by the Bureau of Purchases.

MONETARY CREDIT FOR PROPERTY

All money resulting from the sale of an agency's excess or scrap property by the City Purchasing Agent will be credited 50% to the custodial agency and 50% to the Bureau of Purchases to offset the administrative costs of the Property Disposal Program.

m Property Disposal Program (Excluding Real Property)

RESPONSIBILITIES

City Purchasing Agent

- Administers the City's Property Disposal Program.
- Directs the transfer of materials, supplies and equipment between agencies.
- Acts as the sole authority in the determination, declaration, and disposal of surplus, salvage, and scrap property.
- Appoints a Property Disposal Coordinator to coordinate the various activities of the Property Disposal Program.
- Periodically distributes a list of available excess property to all City agencies.
- Coordinates the collection, storage, transfer, and disposal of all excess property.

Executive Director, Commission for Historical and Architectural Preservation:

- Advises the City Purchasing Agent concerning the handling and disposition of the interior fixtures and other contents of City-owned buildings, which may have historical or architectural significance.

Agency Head

- Ensure that City-owned property which is no longer in active use and which is not needed to meet agency-operating responsibilities is declared excess.
- Ensure that disposition restrictions for property procured through Federal or State resources are observed.
- Notify the City Purchasing Agent of City Warehouse items which are no longer required for agency operations, proposed closings, renovations, or demolition of City-owned real property, and potential buyers for property.
- Appoint agency Property Disposal Coordinators to supervise the disposition of property within the agency.

RELATED POLICY

AM-306-1-1 Procedure for Declaring Excess Property

m Procedure for Declaring Excess Property

RESPONSIBILITY	ACTION
Agency Head	**1.** Identify all excess property and complete a PROPERTY DISPOSAL REPORT (28-1408-5010). Retain "Agency Copy" for files. Forward remaining copy to Property Disposal Coordinator in Bureau of Purchases, 231 E. Baltimore St.
Property Disposal Coordinator	**2.** Review PROPERTY DISPOSAL REPORT and: a. Determine and arrange proper disposition of excess property. b. Complete shaded "Purchasing use ONLY" section of report. c. Retain report for files. **3.** Complete a PROPERTY RELEASE AUTHORIZATION (28-1408-5009) and distribute as follows: a. Forward "Purchasing Copy #1" and "Agency Copy" to agency. b. Forward "Recipient Copy" to person selected by Bureau of Purchases to remove the property. c. Retain "Purchasing Copy #2".

m Procedure for Declaring Excess Property

Agency Head	**4.** Obtain the "Recipient Copy" of the PROPERTY RELEASE AUTHORIZATION from the person removing the property. Verify agreement of information on "Recipient Copy" and "Purchasing Copy #1". **5.** Require the person picking up the property to sign both the "Purchasing Copy #1" and the "Agency Copy" of the PROPERTY RELEASE AUTHORIZATION prior to removing property. **6.** Retain and file "Agency Copy" of the form and forward "Purchasing Copy #1 " to Property Disposal Coordinator.
Property Disposal Coordinator	**7.** File "Purchasing Copy #1" of the form and destroy "Purchasing Copy #2". **8.** Ensure that the agency is credited with appropriate share of any money from the sales of property.

Vending Machines

SCOPE

All vending machine installations must be approved through the City of Baltimore's standard Citywide "requirements" type of procurement contract, solicited and bid by the Department of Finance, Bureau of Purchases. It must be publicly approved and awarded by the Board of Estimates. Any City agency desiring to have vending machine installations other than those included in the City "requirements" contracts, must request an exemption from the Board of Estimates. Any vending machine installations, which are not among those approved in the City's "requirements" contracts or specifically approved by the Board of Estimates, shall immediately be removed and service terminated by the agency.

DEFINITION

Vending Machines - All coin-operated food and beverage dispensing equipment shall be considered vending machines.

GENERAL PROVISIONS - The delivery of vending machine services for City agencies shall be competitively bid on the basis of the service and commodity specified and the highest fixed rent paid to the City on a quarterly basis. Revenues accruing to the City will be regarded as secondary and in reasonable relation to the cost to the City of providing space, utilities and janitorial services. Additionally, fair and reasonable vended product selling prices will be part of the contractor's proposal. All contracts shall require "maintenance" by the vendor; i.e., the timely stocking and cleaning of machines. At no time will City employees handle vending stock, maintain machines or handle monies collected.

The cost of installing additional utility lines, where necessary, and any desired tables, chairs and related lunchroom items surrounding a vending machine installation shall be charged to the agency requesting the installation.

The parameters of City "requirements" contracts dictate that the City government obtains all of its required services or commodities from the awarded vendor and the vendor shall deliver to the City all of the services or commodities ordered under the contract. Every effort will be made to ensure a reasonably high level of service, a variety of fresh product selections and a moderate price structure for the consumer.

REVENUE

Revenue, in the form of fixed rent, from vending machine installations shall be remitted to the Department of Finance, Bureau of Treasury Management, Collections Division, as General Fund revenue. The City Purchasing Agent shall see that the terms of the contractual revenue payments are provided to the Bureau of Accounting and Payroll Services for inclusion into the City's automated Miscellaneous Billing System.

NEW INSTALLATIONS

All requests for vending machine installations shall be submitted in writing to the City Purchasing Agent, Bureau of Purchases, 231 E. Baltimore St. and include the following:

- approximate number and type of machines;
- exact location or locations proposed;
- proximity of the machines to appropriate utility outlets and or connections;
- justification of need for each type of machine requested include the following:
    - number of employees serviced; and
    - distance to nearest alternate source of product.
- estimate of gross sales per machine.

If a "lunchroom" is to be created or modified, the estimated cost of any renovations, tables, chairs or other modifications shall be quoted.

The City Purchasing Agent or his/her designee will review all new vending machine installation requests for incorporation into the Citywide "requirements" contract. If the City Purchasing Agent determines that the request is not adequately justified or economically viable, the requestor will be notified in writing. If the request is justified, the vending machines will be promptly ordered and the new location shall be added to the City's vending contract.

EXEMPT VENDING MACHINE INSTALLATIONS

Any City agencies desiring to have vending machine installations other than those included in the City' "requirements" contracts, must request an exemption from the Board of Estimates. The agency shall submit a letter to the Board of Estimates, which includes the following information:

- approximate number and type of machines;
- justification of need for each type of machine requested include the following:
    1. number of employees serviced; and
    2. distance to nearest alternate source of product.

- estimate of gross sales per machine;
- estimated revenue to agency;
- suggested disposition of revenue to be realized; and
- any potential future installations within the agency.

If construction, modification or other "lunchroom" accessories would be requested, an estimate of those costs shall also be included.

Upon approval by the Board of Estimates, a copy of the approved board letter shall be sent to the City Purchasing Agent so the exempted machines and locations can be excluded from the city "requirements" contract.

REFERENCE POLICIES

AM-101-1 Requests for Board of Estimates' Approval

Procurement

PURCHASE ORDERS FOR GOODS AND SERVICES – AGENCY RESPONSIBILITIES

All agencies are responsible for taking the following actions in regard to the purchase of goods and services.

UPON RECEIPT OF PURCHASE ORDER

Upon receipt of a Purchase Order (or, if using a Master Blanket contract, a Release Purchase Order) in CitiBuy, the agency must immediately examine it to ensure that it agrees with the Requisition submitted by the agency in CitiBuy. (CitiBuy is the City's automated procurement system accessed at www.baltimorecitibuy.org. Users may obtain passwords and user identification numbers by contacting the Bureau of Purchases.) If any discrepancies exist, the agency must immediately notify the appropriate buyer in the Bureau of Purchases.

FOLLOW-UP OF ORDER

The agency is responsible for following up the progress of the order by checking directly with the supplier to ensure proper delivery of goods and services.

UPON RECEIPT OF GOODS AND SERVICES

Upon receipt of the ordered goods or services, the agency must immediately verify that:

- All specifications for goods or services have been met.
- The quantity of all goods or services delivered is correct.
- The goods have not been damaged.

If any of the above conditions are not met:

The agency must immediately notify the supplier and request that the supplier take corrective action. If substitute goods or services are desired by an agency, the agency must submit a written request for approval of such substitutions to the appropriate buyer in the Bureau of Purchases. Agencies may not accept substitute goods or services without written approval from the Bureau of Purchases.

If all the above conditions have been met:

The agency must immediately enter the appropriate receiving information into CitiBuy. Quick action will not only contribute to improved supplier relations, but will also ensure that the City will be able to take advantage of any cash discounts offered for

prompt payment.

PROBLEMS WITH SUPPLIERS

Agencies should attempt to resolve problems with suppliers by dealing directly with the supplier and all such attempts must be carefully documented. Copies of correspondence with suppliers must be sent to the appropriate buyer in the Bureau of Purchases.

Agencies must carefully maintain written records of inadequate performance by suppliers, e.g., failure to meet specifications, late deliveries, failure to perform according to contract, etc.

When notifying a supplier or the Bureau of Purchases of any problem, agencies must make such notification in writing. If an emergency exists, notification may be made initially by telephone with follow-up written notification.

If repeated agency attempts to resolve problems with a supplier do not produce satisfactory results within 30 days after the required performance date for services, or within 60 days after the required delivery date for goods, the agency must promptly submit an UNSATISFACTORY SUPPLIER PERFORMANCE REPORT (28-1448-5025) [AM-308-1-1] to the appropriate buyer in the Bureau of Purchases. If the situation is serious enough to warrant earlier action, the agency may submit the report prior to the timeframes specified above. Copies of all relevant correspondence must be attached to the report.

If a supplier has a history of unsatisfactory performance on a number of Purchase Orders or creates a serious problem in a particular instance, the agency should submit a memorandum directly to the City Purchasing Agent. The memorandum should contain an explanation of the problem, and a description of the corrective actions taken by the agency. Copies of all relevant correspondence should be attached to the memorandum.

Administrative Manual
DETAIL PROCEDURE

SECTION: Procurement

SUBJECT: COMPLETING AN "UNSATISFACTORY SUPPLIER PERFORMANCE REPORT"

The form shown below contains all necessary instructions for completion:

CITY OF BALTIMORE — **UNSATISFACTORY SUPPLIER PERFORMANCE REPORT**

INSTRUCTIONS: 1—USE TYPEWRITER ONLY
2—SUBMIT PART 1 & 2 WITH PERTINENT CORRESPONDENCE TO BUREAU OF PURCHASES
3—RETAIN PART 3 FOR FILE

TO: CITY PURCHASING AGENT
BUREAU OF PURCHASES
111 N. CALVERT STREET
BALTIMORE, MARYLAND 21202

DATE

FROM: AGENCY | BUREAU
DIVISION, SECTION
NAME OF COMPLAINANT | SIGNATURE

SUPPLIER (COMPANY NAME) | CONTRACT NUMBER | P.O. NUMBER
PERSON CONTACTED | TITLE | PHONE

THE SUPPLIER NOTED ABOVE HAS FAILED TO FULFILL THE CONTRACT INDICATED BECAUSE OF:

CHECK ONE: ☐ LATE / ☐ SHORT / ☐ OVER / ☐ DAMAGED / ☐ FAILED TO MEET SPECIFICATIONS

OTHER

DETAILS OF ABOVE

ACTION TAKEN BY ORDERING AGENCY: [ ] REFUSED DELIVERY

[ ] CONTACTED SUPPLIER (Specify Dates and Results of Contacts).

DISTRIBUTION
PART 1 & 2 — BUREAU OF PURCHASES
PART 3 — — — AGENCY FILE

- Form Number: 28-1448-5025
- Type : 3-part set
- Size : 8 1/2" x 11"
- Order Unit : Specify "Each"
- Quantity of Forms per Order Unit : 1 set

To order, prepare a WAREHOUSE REQUISITION (28-1458-5129) [AM-302-1-1] specifying Warehouse Division 01, and citing the above information.

m Small Purchases Procurement Card Program

SCOPE

The City of Baltimore has established a Small Purchases Procurement Card Program (SPPCP) for use by authorized Baltimore City government employees. This policy establishes standards for issuance and use of the Small Purchases Procurement Card (SPPC) under the program administered by the Bureau of Purchases. The program is designed to save the City time and money by allowing authorized purchasers a convenient alternative to an Expenditure Authorization (EA) to make inexpensive day-to-day purchases necessary for City operations. This program will eliminate the issuance of many Expenditure Authorizations, ensure prompt vendor payment, reduce the number of small dollar value checks, and facilitate the procurement of small dollar value items.

This policy does not replace Baltimore City Charter requirements or other Administrative Manual policies. Except as indicated elsewhere in this policy, the SPPC is subject to the same restrictions placed on EA use by AM-303-1.

DEFINITIONS AND ABBREVIATIONS

Activity Log - A log in which a Card Holder records all purchases made with his/her Small Purchase Procurement Card.

Agency Administrator - The person designated by the agency head to oversee the SPPC program in each agency and who serves as the liaison between the agency and the SPPCP Coordinator.

Card Holder - The permanent employee to whom a card is issued. This card bears the employee's name and may only be used by the employee to make authorized purchases for Baltimore City.

Card Provider - The bank or other financial institution that provides the SPPC.

Corporate Invoice - Summary invoice for monthly activity on all SPPC's issued by the City.

Individual Statement - Statement from SPPC provider bank listing all monthly activity on an individual SPPC.

MCCG - Merchant Category Code Group.

SPPC - Small Purchases Credit Card.

SPPCP - Small Purchases Credit Card Program.

SPPCP Coordinator - The person designated by the City Purchasing Agent to administer the SPPCP. In this capacity, the SPPCP Coordinator will serve as the focal point for, among other things, SPPCP applications, issuance and destruction of cards, establishment of reporting requirements, auditing of transactions, and training.

APPLICATION PROCESS

Applicants must be City of Baltimore permanent employees.

An application package is available from the SPPCP Coordinator at the Bureau of Purchases. The package will include an application form and any other forms or agreements that may be required by the Card Provider. The completed application package, approved by the applicant's supervisor and agency head (or designee), shall be submitted to the SPPCP Coordinator for processing.

Prior to being issued an SPPC applicants must attended a Small Purchases Procurement Card Program training class which will be arranged by the SPPCP Coordinator when an application package is received.

PURCHASING LIMITS

Each Card Holder will have one or more of the following limits imposed on his/her Small Purchases Procurement Card:

- Credit limit for the cycle (month), set by the agency.
- Dollar limit per transaction, set by the Bureau of Purchases.
- Number of authorized transactions per day.
- Number of authorized transactions per cycle (month).
- Type of supplier from whom purchases can be made.
- Type of purchases made by item and/or category.

USE RESTRICTIONS

The primary responsibility for proper use of the SPPC rests with the Card Holder. As stated elsewhere, SPPC's may be used only for those items authorized for EAs by AM-303-1 or by this AM policy. Card Holders are accountable for every SPPC purchase, and each month must justify each purchase as being both necessary to City operations and in accordance with AM policy. (See Card Holder's Responsibilities section.)

Although this program permits individual purchases in the retail marketplace up to $5000, actual purchase limits will be established on an agency by agency basis (but not to exceed $5000, unless otherwise provided for in this policy).

TYPES OF MERCHANTS

SPPC's are coded so as to restrict their use to only certain classes of merchants. Merchants are identified as to their type of business by a Standard Merchant Category Code Group (MCCG). Allowed MCCG's are individually assigned to each card. These codes will allow a SPPC to be used only at those merchants within an authorized MCCG. MCCG's will be assigned by the Department of Finance according to the needs of the requesting agencies and in compliance with existing City purchasing policies.

The fact that MCCG's are allowed for a particular card does not mean purchases are automatically authorized for merchants within that MCCG. The test of whether a purchase is authorized is not whether it "goes through" for a particular merchant, but whether it complies with this AM policy.

EMERGENCY USE

To meet emergency requirements as defined in the City Charter, the City Purchasing Agent, at the direction of the Director of Finance, may remove restrictions on card use and increase dollar limits to the extent necessary to cope with the emergency; however, Card Holders must still record and report each purchase as required elsewhere in this policy.

MBE/WBE PURCHASES

Each agency is responsible for establishing a method for capturing and reporting MBE/WBE purchasing data, as required by City regulations.

CARD DESCRIPTION

Each card is embossed with the Card Holder's name and shows the City of Baltimore's tax exempt number. The card identifies (electronically) purchase limitations set for that Card Holder and the authorized merchant codes. *It is the Card Holder's responsibility to communicate to the merchant that purchases are tax exempt; this is not an automatic process.*

USE OF CARD

The Card Holder must use "good purchasing judgment" for all purchases. The Card Holder agrees to strive to obtain the best value for the City and agrees not to make excessive or unnecessary purchases with the card.

Within each agency, the Agency Administrator shall direct all authorized SPPC Card Holders as to which items are approved for purchase and where.

Specifics

- All items purchased must be immediately available. Items may not be back-ordered.
- All items purchased by a telephone order or Internet must be delivered within the 30-day billing cycle.
- Card Holder may not charge personal purchases, even with the intention of reimbursing the City.
- Automatic renewals and recurring automatic payments are prohibited. (For example, automatically renewed subscriptions and Internet service provider monthly charges are prohibited.)

The Agency Administrator shall direct the maintenance of SPPC control logs for all authorized card holders within his/her agency. A log must be used to document purchases. Logs with sales receipts attached must be retained by the Agency Administrator for three years.

PROCESSING STATEMENTS FOR PAYMENT

Each card issued will be encoded with a 15-digit account number, using the usual first 12 digits of the City account number, but with Object Sub-Object "780" as the last three digits. Each agency fiscal officer will be responsible for assigning account numbers for the cards in his/her agency.

The Card Holder must keep an Activity Log to record all SPPC purchases. In addition to information on the date and nature of each transaction, the log must also include the 15-digit account number to which the purchase should be charged. All receipts and any other pertinent information relative to the transaction must be attached to the Activity Log and forwarded to the Agency Administrator who will keep it for a period of three years from the date of purchase.

At the end of each monthly billing cycle, the Card Holder will receive an Individual Statement of transactions that were charged to his/her account for the period. It must be checked for accuracy against the Card Holder's Activity Log. If the statement is correct, a Journal Entry request is prepared according to agency procedures, debiting the budget account numbers recorded in the log and crediting object/sub-object 780. The journal entry total and the statement total should match. If a discrepancy exists and it cannot be resolved, a discrepancy report must be prepared and submitted to the bank by the Card Holder or Agency Administrator.

The Agency Administrator must verify and sign the Card Holder's Activity Log and Individual Statement. Copies of the Individual Statement, Activity Log (without receipts), and Journal Entry request must be forwarded both to the Bureau of Accounting and Payroll Services (for processing) and to the SPPCP Coordinator in the Bureau of Purchases (for oversight) within 15 workdays from the receipt of the Individual Statement. (The originals and receipts remain with the Agency Administrator.)

An agency file for all SPPC documentation, including all receipts, must be centrally located and maintained for a period of three years from the date of purchase. Receipts shall not be sent to the Bureau of Accounting and Payroll Services or the Bureau of Purchases, unless specifically requested for audit purposes.

If the Card Holder is not available to review, certify, and submit the reconciled statement to Accounting Operations within the stated time period, the Agency Administrator is responsible for reviewing and certifying the Card Holder's Individual Statement within the time allowed.

Failure to abide by the procedures outlined herein will result in the cancellation of the SPPC for that Card Holder, and may result in disciplinary action.

DEFECTIVE MERCHANDISE AND DISPUTED ITEMS

For items purchased and found to be defective the Card Holder shall return the item(s) to the supplier, who will initiate a credit to appear on the subsequent month's bank statement.

When a Card Holder discovers an incorrect amount has been charged for goods and/or services received, or a questionable purchase or transaction appears on the monthly bank statement, the Card Holder must immediately seek to resolve the problem with the vendor.

If no resolution can be made with the vendor, a Card Holder Statement of Disputed Item form (forms are provided by the SPPCP Coordinator when the SPPC issued) should be forwarded to the Card Provider for handling. It is important to note that the form should be forwarded to Card Provider as soon as the discrepancy occurs, but not later than sixty (60) days after the appearance of the item on the Card Holder's Individual Statement. Forms for this purpose are provided during Card Holder training.

The Card Provider will issue an adjustment to the balance due until resolution of the dispute. If the resolution of the dispute results in a credit, it will be posted to the Card Holder's account.

The Card Holder should post the credit to the Activity Log and verify that the credit appears on the subsequent monthly bank statement.

LOST OR STOLEN CARDS

In the event a SPPCP card is lost or stolen, the Card Holder must immediately report it to the Card Provider and the Agency Administrator. The Card Holder will receive an emergency replacement card, usually within 48 hours.

DISCIPLINARY ACTION FOR VIOLATIONS

Employees who violate or abuse the Small Purchases Procurement Card Program will incur disciplinary action up to and including termination in addition to possible legal action.

CARD HOLDER'S RESPONSIBILITIES

All SPPC holders must:

- Be familiar with this policy.
- Sign the Card Holder Agreement.
- Sign the Authorization for Wage Reduction, AM-309-1-1.
- Attend training and retraining sessions in proper use when scheduled by the Bureau of Purchases.
- Keep the SPPC in a secure place, not allow anyone else to use the card, and follow the rules outlined in this AM policy.

- Reconcile the monthly Activity Log with the Individual Statement and submit it to the Agency Administrator.

- Prepare the Journal Entry request. (In some agencies, this may be the Agency Administrator's responsibility.)

- Immediately notify the Card Provider and Agency Administrator when a card is lost or stolen.

SUPERVISOR'S RESPONSIBILITIES
In cases where an employee does not properly use the procurement card, the Card Holder's supervisor must apply discipline utilizing current policy and procedures.

If an employee leaves City service without an exit interview, the supervisor must notify the SPPCP Coordinator immediately to cancel the SPPC.

AGENCY ADMINISTRATOR'S RESPONSIBILITIES
Each agency's designated Agency Administrator must keep a consolidated file of all purchase logs and receipts for each purchase made by each agency Card Holder.

Each Agency Administrator must keep these records for at least three years from the time of the purchases made by employees.

On a monthly basis, each Agency Administrator must verify employees' purchases by signing each employee's purchase log and monthly bank statement. Submissions of the verified purchases must be made to the Bureau of Purchases within 15 days of the receipt of bank statements. If verification is not submitted within 15 days, the Bureau of Purchases' SPPCP
Coordinator will refer the matter to the respective agency's bureau and agency heads and the City's Purchasing Agent.

In cases where a Card Holder's privileges are revoked, the Agency Administrator must immediately notify the Bureau of Purchases, whereby the Bureau's Procurement Card Coordinator will contact the Card Provider to terminate the SPPC. Terminated cards must be cut in two and delivered to the Bureau of Purchases within 24 hours.

In cases where a Card Holder has made an unauthorized purchase, the Agency Administrator must send to the Bureau of Purchases, SPPCP Coordinator:

- Reimbursement through wage reduction from the Card Holder to the City for the unauthorized purchase;
- A letter from the supervisor outlining the disciplinary steps taken against the employee; and

- Evidence that the Card Holder's privileges have been revoked. (The Card Holder's privileges shall remain revoked until reinstated by the Director of Finance. See "Agency Head Responsibilities" below.)

The Agency Administrator must fully cooperate and produce documentation when an audit of the card is conducted by the Bureau of Purchases. If the required documentation is not provided, the Agency Administrator will be subject to disciplinary action.

The Agency Administrator must immediately inform the agency head of any concerns or possible violations of any card's usage.

AGENCY HEAD RESPONSIBILITIES

Agency heads are responsible for the oversight of the Small Purchases Procurement Card Program and for setting policy regarding SPPC use within their agencies.

Agency heads are responsible for establishing a method for capturing and reporting information on MBE/WBE purchases, as required by City regulations.

Agency heads shall review and, when requested, comment on SPPC audits of individual Card Holder accounts conducted by the Bureau of Purchases.

Any failure by the Card Holder to abide by the procedures outlined in this AM policy will result in the immediate revocation of a Card Holder's privileges. Agency Heads with a compelling reason for doing so may request restoration of SPPC privileges to the original Card Holder by sending a signed letter to the City Purchasing Agent requesting the restoration and indicating the following:

- The name of the individual for whom restoration of privileges is sought.
- The reason his or her privileges were revoked.
- Disciplinary or other actions taken to address the original revocation.
- Actions taken to prevent a recurrence.
- An explanation of why it is necessary and critical to the agency's operations for the specific individual's card privileges to be restored despite the abuse that has occurred.

BUREAU OF PURCHASES RESPONSIBILITIES

The City Purchasing Agent shall review requests for restoration of SPPC privileges and forward them to the Director of Finance for consideration, along with a recommendation as to whether restoration would be in the best interest of the City. (See also Agency Head Responsibilities section.)

The Bureau will also:

- Provide initial training of employees who will be Card Holders, and re-training of Card Holders as needed.

- Maintain a log of all Small Purchases Procurement Card Program users.
- Perform at least 10 monthly audits of individual Card Holder accounts, and forward results to the Agency Head concerned for review and comment (when appropriate).
- Forward the Corporate Invoice to the Bureau of Accounting and Payroll Services for payment when received from the Card Provider.

RELATED POLICIES AND FORM

AM-309-1-1 AUTHORIZATION FOR WAGE REDUCTION
AM-301-1 PURCHASES
AM-303-1 DIRECT PAYMENT ORDER
AM-303-2 CITY'S TAX EXEMPTION NUMBER

m Authorization for Wage Reduction

I hereby acknowledge receiving AM-309-1 governing the use of Small Purchase Procurement Card ("SPPC"). I have read AM-309-1 and understand that it is my primary responsibility to ensure that the SPPC is used only for the purchase of items authorized in AM-303-1, Direct Payment Order, or as otherwise permitted under this AM policy. I further acknowledge that if it is determined that I have misused the SPPC, I may be held personally responsible for the value of the misuse. I agree to have deducted from my payroll check the amount of any unauthorized use of the SPPC.

_____

Signature of SPPC Holder

_____

Printed Name of SPPC Holder

Administrative Manual

BROADCAST

SECTION

Budget and Appropriations

SUBJECT

DEMURRAGE PAYABLE ON GAS CYLINDERS

Effective May 1, 1977, all agencies which have gas cylinders on hand must furnish inventory information regarding these cylinders to the Disbursements Division of the Bureau of Accounting Operations. This information must be submitted at the beginning of each month in order that all applicable demurrage charges can be paid.

The inventory information must be recorded on a DEPARTMENTAL RECEIVING NOTICE - FOR PARTIAL SHIPMENT (28-1428-5019) [AM-301-1-3] and must include the following:

- Number of cylinders on hand at the beginning of the previous month.
- Number of cylinders received during the month (include date received, delivery ticket number, and date demurrage payable).
- Number of cylinders returned during the month (include date returned).
- Number of cylinders on hand at the end of the previous month.
- Cost of the gas.
- Demurrage cost.

A separate DEPARTMENTAL RECEIVING NOTICE must be completed for each type of gas used.

An illustration of the format to be used by agencies is shown on page 2 of this Broadcast.

Agencies should be aware that in many instances demurrage charges exceed the cost of the gas. Therefore, in many cases a savings will be realized by returning the cylinders before they are completely empty. At the very latest, cylinders must be returned as soon as they are emptied.

continued . . .

SECTION	SUBJECT
Budget and Appropriations	DEMURRAGE PAYABLE ON GAS CYLINDERS

TO BE PREPARED IMMEDIATELY UPON RECEIPT OF ANY MATERIAL *FOR PARTIAL SHIPMENT*

CITY OF BALTIMORE
DEPARTMENTAL RECEIVING NOTICE

FROM Burdett Oxygen Co. (NAME OF SHIPPER)
Norristown, Pa.

NAME OF DEPT. Recreation and Parks

PURCHASE ORDER NO. 687336

CONTRACT NO.

RECEIVED AT Druid Hill Construction (LOCATION IN DEPARTMENT)

TYPE OF GAS Oxygen

Quantity	Unit	Description of Supplies & or Services	Work Order	Account No.
		Demurrage Report for December 1976		1001-478-008-00-409

Date Cylinder Received	Ticket No.	Date Demurrage Payable	Date Cylinder Returned
11/8/76	68082	12/8/76	12/22/76
11/26/76	68545	12/26/76	12/22/76
11/26/76	68545	12/26/76	12/22/76
11/26/76	68545	12/26/76	
On Hand 12/1/76 - 4			
12/22/76	75271	1/22/77	
12/22/76	75271	1/22/77	
12/22/76	75271	1/22/77	
On Hand 1/1/77 - 4			

Oxygen Cost $1.65 per CCF
Demurrage Cost $.10 per day after 30 days

(USE VEHICLE NO. WHERE APPLICABLE)

STATE IF FREIGHT OR EXPRESS CHARGES WERE PREPAID _____ (YES OR NO)

_____ (1ST, 2ND, ETC., OR FINAL) SHIPMENT

ALL MATERIAL IS TO BE CHECKED AS TO QUANTITY AND QUALITY AT ONCE.

TO BE USED FOR REPORTING ALL MATERIAL RECEIVED, BOTH COMPLETE AND PARTIAL SHIPMENTS.

TO BE FILLED OUT BY PARTY ACTUALLY RECEIVING AND CHECKING THE MATERIAL FOR QUANTITY AND QUALITY.

SHOW FOR ALL SHIPMENTS ON CONTRACTS OR PARTIAL SHIPMENTS ON PURCHASE ORDERS IN SPACE PROVIDED ABOVE WHETHER NOTICE REPRESENTS 1ST, 2ND, ETC., OR FINAL SHIPMENT BEFORE IT IS SENT TO THE BUREAU OF DISBURSEMENTS.

RECEIVING COPY OF PURCHASE ORDER SHOULD ACCOMPANY FINAL PARTIAL RECEIVING NOTICE.

FOR MATERIAL RECEIVED BY FREIGHT OR EXPRESS STATE IN SPACE ABOVE IF CHARGES WERE PREPAID AND WAYBILL NO. IF NOT PREPAID

23-1428-5019

Date Material Was Received

December

I hereby certify that the articles above specified have been received, that the quality and quantity thereof have been verified with exceptions, if any, noted above.

Title _____ (PARTY ACTUALLY RECEIVING MAT'L)

Approved

_____ (HEAD OF BUREAU OR DEPT.)

m Indirect Cost Reimbursement for Federal Grants and Contracts

FEDERAL REQUIREMENT

The Federal Government requires recipients of federal grants and contracts to submit overhead rate proposals for its approval in order to claim reimbursement for any overhead costs chargeable to a federal grant or contract (see Federal OMB Circular A-87).

In some cases, overhead is used as part of the local "match." If the overhead rate proposals are not submitted, the City will have to use cash, rather than overhead, to supply any required "match."

ASSISTANCE IN PPREPARING PROPOSALS

Due to the complexity of preparing these overhead rate proposals, the Bureau of Accounting Operations is providing assistance to all City agencies who receive federal funds.

If your agency is currently receiving federal funds, immediately set up an appointment with Accounting by calling or writing:

Sandra Stecker
Bureau of Accounting and Payroll Services
4th Floor
401 E. Fayette St.
Phone: 401-396-3767

Petty Cash Fund

SCOPE

A petty cash fund is an amount of money available to an agency, bureau, or division to pay expenses where the use of an EA (Expenditure Authorization) is inappropriate. The Director of Finance must approve the establishment of a petty cash fund and authorize the maximum amount of cash to be made available in the fund.

APPROVED USES

Payment for the following expenses may be disbursed from the petty cash fund:

- Minor office, operating, and maintenance supplies, up to maximum value of $25.00. The item is needed to meet an emergency situation where time does not allow the procurement of items from a designated supplier.
- Employee expenses, totaling $25.00 or less, incurred while in a "travel within City limits" status. (Such expenses must be permissible for reimbursement in accordance with AM-240-7.)

PROHIBITED USES

Payment for the following expenses shall not be disbursed from the petty cash fund:

- Employee expenses incurred frequently.
- Employee expenses where the total amount exceeds $25.00.
- Meal allowance.
- Salaries and wages.
- Out-of-town travel expenses.
- Mileage reimbursement.
- Stationery.
- Business Cards.
- Sales tax.
- Postage stamps or mailing services available at the Municipal Post Office.

SALES TAX EXEMPTION

The City is exempt from payment of State of Maryland sales tax. Agencies which make direct purchases must supply the City's tax exemption number (3000055-9) to the vendor at the time of purchase.

DISBURSING OFFICER

The petty cash fund must be administered by a disbursing officer designated by the agency or bureau head. The Bureau of Accounting and Payroll Services is to be notified when there is a change in the disbursing officer. At the time of changeover, the authorized fund amount must be accounted for in writing by the relieved disbursing officer and verified by the agency head or designee. This accounting also applies to the Petty Cash Fund in the offices of elected officials.

ADMINISTRATION

It is the responsibility of the designated disbursing officer to maintain the petty cash fund, approve reimbursements and replenish the fund to the amount authorized by the Director of Finance. (See AM-401-l-l for procedures.)

The petty cash fund must be kept in a locked and secure location and may not be combined with any other cash on the premises. If it is discovered that funds are missing, the City Police Department must be notified immediately and a report of the incident must be completed.

DISBURSEMENTS

An employee must receive approval from the agency head or disbursing officer prior to making any purchase for which petty cash funds are expected to be used.

When money is taken from the petty cash fund for an allowable expense, a PETTY CASH VOUCHER (28-1418-5094) (AM-401-l-l) must be placed in the petty cash fund for the amount disbursed. This voucher must be properly completed and accompanied by the original receipt of purchase.

The use of these vouchers enables the disbursing officer to account for the total amount of the fund at any time. (Total vouchers on hand + total cash on hand + amount of un-reimbursed Direct Payment Orders, if any, = total petty cash fund.)

CHECKING ACCOUNTS

Under certain circumstances, a petty cash fund may be used to establish an agency checking account for the payment of expenses. If such an account is authorized, the following controls apply:

- Prior authorization for the establishment and amount of the checking account must be obtained from the Director of Finance and the Board of Estimates.
- The depository for such funds must be one designated by the Board of Finance.
- Funds may be withdrawn only by checks bearing the signatures of the agency head or his designee, and the disbursing officer.
- Signatures on checks must be manual.

The agency head, his designee and the disbursing officer must be bonded in such amount as may be determined appropriate by the Director of Finance.

AUDITS

The City auditor is authorized to perform an audit of any agency's petty cash fund.

RELATED POLICIES
For additional information, see:

AM-205-16,	MEAL ALLOWANCE
AM-239-1,	ELECTED OFFICIALS BUSINESS EXPENSES
AM-240-7,	TRAVEL WITHIN CITY LIMITS
AM-240-11,	EMPLOYEE EXPENSE REPORT
AM-303-1,	DIRECT PAYMENT ORDER
AM-401-l-l,	ESTABLISHING, INCREASING, DECREASING OR REPLENISHING PETTY CASH FUNDS
AM-503-l,	OPERATIONS: MUNICIPAL POST OFFICE
AM-508-l-l,	STATIONERY
AM-508-2-l,	BUSINESS CARDS

m Establishing, Increasing, Decreasing, or Replenishing Petty Cash Funds

Section 1	**Establishing, Increasing or Decreasing the Amount of Petty Cash Funds**
RESPONSIBILITY	**ACTION**
Agency	1. Submit a MEMO (28-1418-5007) to the Director of Finance requesting the establishment of, or change in amount of, a petty cash fund. Include the following information in the request: • Amount requested. • Justification. • Name and location of disbursing officer (employee responsible for the fund). • Anticipated frequency of reimbursement.
Director of Finance	2. Evaluate request: • If disapproved, note decision and reason on request and return to agency. Procedure ends here. • If approved, note decision on request and forward to Bureau of Accounting and Payroll Services.
Bureau of Accounting & Payroll Services	3. Upon receipt of approved request, create account, or note change in amount of petty cash fund. Retain approved request in files.
Agency	4. Upon receipt of approval, submit an EA (Expenditure Authorization) to Bureau of Accounting and Payroll Services for the approved amount. Retain copy of approved request in files.
Bureau of Accounting and Payroll Services	5. Upon receipt of DIRECT PAYMENT ORDER: • For requests establishing a petty cash fund, verify approval

	and obtain account number. Forward check to agency. • For requests changing the amount of an established petty cash fund, verify approval, note change in amount, and forward check to agency.
Section 2	**Establishing a Petty Cash Fund Checking Account**
RESPONSIBILITY	**ACTION**
Agency	1. Submit a MEMO to the Director of Finance requesting the establishment of a petty cash fund checking account. Include the following information in the request: • Proposed depository. • Amount requested to establish account. • Source of funds used to establish account. • Names and locations of persons authorized to sign checks. • Signatures of persons authorized to sign checks. • Whether signatures will be manual or facsimile. If facsimile, explain how signature plate or device will be safeguarded.
Director of Finance	2. Evaluate request: • If disapproved, note decision and reason on request and return to agency. Procedure ends here. • If approved, note decision on request and forward to Board of Estimates.
Board of Estimates	3. Approve or disapprove request: • If disapproved, note disapproval on request. Return to Director of Finance for subsequent transmittal to requesting

	agency. Procedure ends here. • <u>If approved,</u> note approval on request. Return to Director of Finance.
Director of Finance	4. Forward approved request to Bureau of Accounting and Payroll Services. Send copy of approved request to agency.
Agency	5. Upon receipt of approval, submit an EA (Expenditure Authorization) [AM-303-1-1] to Bureau of Accounting and Payroll Services for the approved amount. Retain copy of approved request in files.
Bureau of Accounting and Payroll Services	6. Upon receipt of the EA (Expenditure Authorization) and approved request, initiate action to create an account. Forward check to agency.
<u>Section 3</u>	**Replenishing Petty Cash Funds** The Approved EA (Expenditure Authorization) must be received by the Bureau of Accounting and Payroll Services at least 5 working days prior to the date that agency reimbursement is needed.
RESPONSIBILITY	**ACTION**
Agency	1. Complete an EA (Expenditure Authorization) for an amount equal to the total of all Petty Cash Vouchers (28-1418-5094). 2. Attach all Petty Cash Vouchers and receipts to the EA (Expenditure Authorization). 3. Submit Direct Payment Order and attachments to the Bureau of Accounting and Payroll Services. *Note: If petty cash funds are missing, notify police and obtain 2 copies of police report. Attach 1 copy of police report to Director*

	Payment Order and submit to Bureau of Accounting and Payroll Services. Retain one copy for agency files.
Bureau of Accounting and Payroll Services	4. Upon receipt of the EA (Expenditure Authorization), Petty Cash Vouchers, receipts and police report (if applicable), review documents for accuracy and completeness. • If petty cash fund is being properly used, forward check to agency. • If petty cash fund is being misused, notify agency head, Director of Finance, and City Auditor of the misuse. If necessary, withhold entire check for replenishment of fund until corrective action has been taken or forward check for reimbursement of properly supported items only.

Collection of Revenue

PURPOSE

The Collection Division of the Department of Finance is responsible for the collection of all revenue due Baltimore City.

OVERVIEW

The following policies and procedures address the collection and processing of monies due Baltimore City:

COMPLETING A CASH DEPOSIT SLIP (AM-402-1-1) enumerates the process for filling out a CASH DEPOSIT SLIP (28-1428-5043).

VOIDING A CASH DEPOSIT SLIP (AM-402-1-2) explains those actions to be taken when voiding a CASH DEPOSIT SLIP.

REVENUE DEPOSIT ADVICE (AM-402-10) is concerned with the circumstances in which this form must be used. COMPLETING A REVENUE DEPOSIT ADVICE FORM (28-1428-5012) [AM-402-10-1] contains an illustration of the form and provides ordering details.

PAYEE ON CHECKS FOR GRANT PROGRAM (AM-402-2) details how a grant check sent to the City should be addressed to ensure proper crediting and processing.

RECEIPT OF CHECKS ISSUED IN PAYMENT FOR GRANT PROGRAM (AM-402-2-1) details agency responsibilities once grant-financed checks are received by the City; actions to be taken upon receipt of the check(s) by the Collections Division and the recipient agency are addressed.

INVOICES

Agencies which anticipate the need to bill for services rendered on a regular basis must contact the Chief, Bureau of Accounting Operations, Rm. 600, 401 E. Fayette St., to receive approval and establish a billing procedure. All invoices must originate from the Bureau of Accounting Operations.

SMALL/MISCELLANEOUS RECEIPTS

m *Collection of Revenue*

Authority for the collection of revenue by an agency must be obtained from the Director of Finance (AM-405-1). Agency receipt of revenue is normally restricted to the collection of small or miscellaneous funds, e.g. admission fees, animal shelter charges, dental clinic fees, etc.

Agencies permitted to collect revenue must ensure that:

- Checks are made payable to the Director of Finance.
- Monies are deposited promptly at the Collections Division using a completed CASH DEPOSIT SLIP.

Administrative Manual

DETAIL PROCEDURE

SECTION

Budget and Appropriations

SUBJECT

COMPLETING A "CASH DEPOSIT SLIP"

SAMPLE FORM APPENDED TO PROCEDURE

RESPONSIBILITY	ACTION
• Depositing Agency	1. Complete a CASH DEPOSIT SLIP (28-1428-5043) as indicated below. The circled numbers refer to blocks or columns on the attached sample form.

(1) - Revenue account or agency appropriation account number to be credited.
NOTE: The agency appropriation account is to be credited only when the City has issued an incorrect check or DIRECT DEPOSIT ORDER and the check has been returned to the City.

(2) - Work order number (if any).

(3) - Amount of money to be charged to each account number.

(4) - Fill in total of amounts shown in column (3).

(5) - Current date.

(6) - Name of agency making the deposit.

(7) - Name of agency or individual being credited with the revenue, if other than (6).

(8) - Location of agency or individual being credited with the revenue.

(9) - Control number(s) of check(s) being deposited (if any).

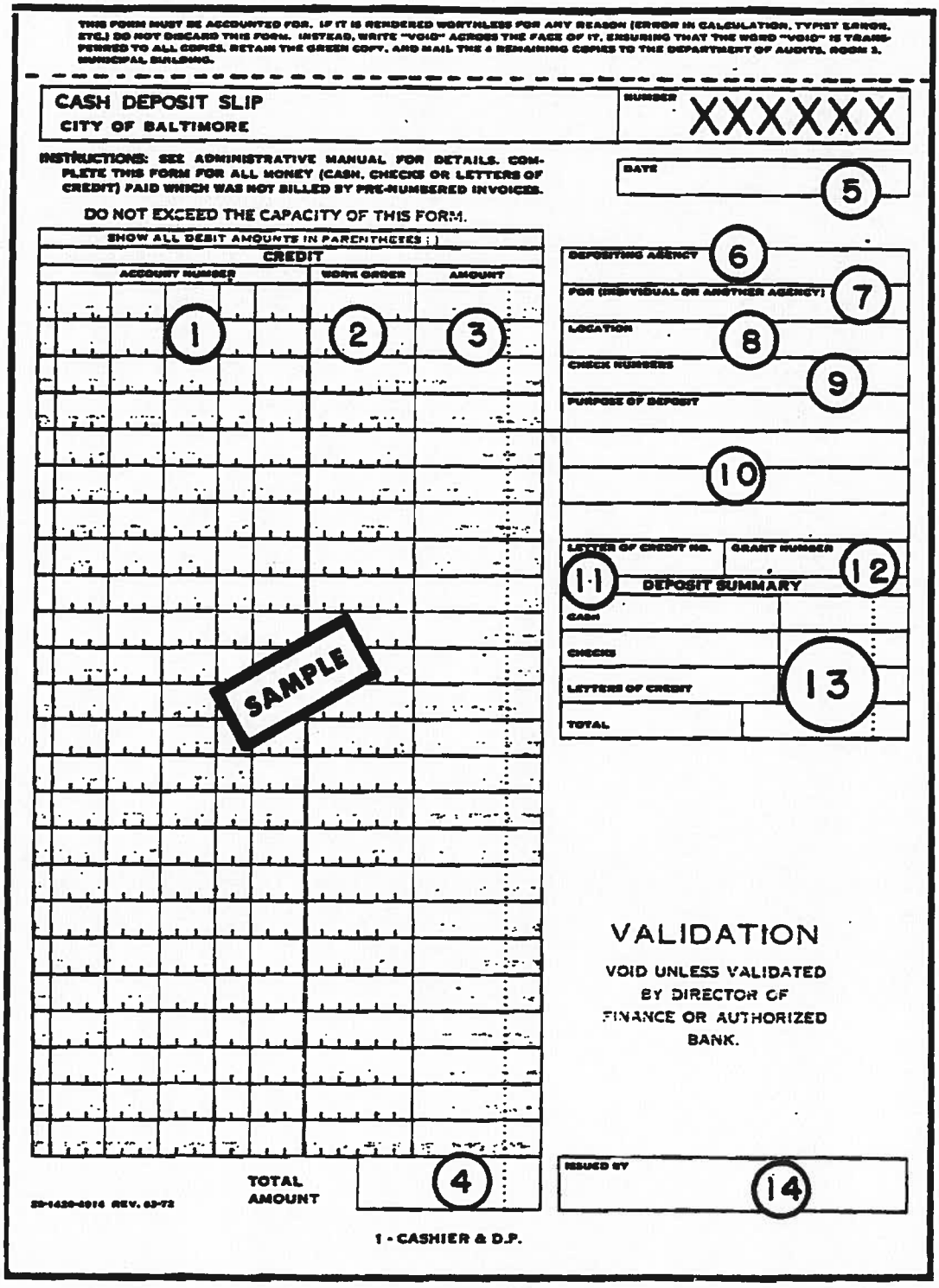
continued . . .

SECTION	SUBJECT
Budget and Appropriations	COMPLETING A "CASH DEPOSIT SLIP"

RESPONSIBILITY	ACTION
• Depositing Agency (Cont'd)	(10) - Source of revenue and reason for payment. (Example: "Partial payment on Federal grant".)
	(11) - Control number of Letter of Credit being deposited (if any).
	(12) - Number of federal, state, or private grant (if any).
	(13) - Breakdown of total deposit by category.
	(14) - Signature of department head or authorized representative.
	2. Remove 5th sheet (green) of "Cash Deposit Slip" for file. Do not separate remaining copies.
	3. Deliver remaining 4 copies of "Cash Deposit Slip" (with carbons intact) and cash, checks, and/or letters of credit to cashier at Bureau of Collections.
• Bureau of Collections	4. Validate "Cash Deposit Slip" and return yellow copy to depositing agency.
• Depositing Agency	5. Retain validated 2nd sheet (yellow) of "Cash Deposit Slip" for file. Destroy non-validated green copy.

TO VOID A "CASH DEPOSIT SLIP", SEE AM-402-1-2

SECTION	SUBJECT
Budget and Appropriations	COMPLETING A "CASH DEPOSIT SLIP"



THIS FORM MUST BE ACCOUNTED FOR. IF IT IS RENDERED WORTHLESS FOR ANY REASON (ERROR IN CALCULATION, TYPIST ERROR, ETC.) DO NOT DISCARD THIS FORM. INSTEAD, WRITE "VOID" ACROSS THE FACE OF IT, ENSURING THAT THE WORD "VOID" IS TRANSFERRED TO ALL COPIES. RETAIN THE GREEN COPY, AND MAIL THE 4 REMAINING COPIES TO THE DEPARTMENT OF AUDITS, ROOM 3, MUNICIPAL BUILDING.

CASH DEPOSIT SLIP
CITY OF BALTIMORE

NUMBER XXXXXX

INSTRUCTIONS: SEE ADMINISTRATIVE MANUAL FOR DETAILS. COMPLETE THIS FORM FOR ALL MONEY (CASH, CHECKS OR LETTERS OF CREDIT) PAID WHICH WAS NOT BILLED BY PRE-NUMBERED INVOICES.

DO NOT EXCEED THE CAPACITY OF THIS FORM.

DATE 5

SHOW ALL DEBIT AMOUNTS IN PARENTHESES ( )

CREDIT

ACCOUNT NUMBER 1	WORK ORDER 2	AMOUNT 3

SAMPLE

TOTAL AMOUNT 4

DEPOSITING AGENCY 6

FOR (INDIVIDUAL OR ANOTHER AGENCY) 7

LOCATION 8

CHECK NUMBERS 9

PURPOSE OF DEPOSIT 10

LETTER OF CREDIT NO. 11 | GRANT NUMBER 12

DEPOSIT SUMMARY 13

CASH	
CHECKS	
LETTERS OF CREDIT	
TOTAL	

VALIDATION

VOID UNLESS VALIDATED BY DIRECTOR OF FINANCE OR AUTHORIZED BANK.

ISSUED BY 14

SD-1430-0014 REV. 03-72

1 - CASHIER & D.P.

Original form is 8½" x 11", multi-colored, five part snap-out set.

m Voiding a "Cash Deposit Slip"

If a "Cash Deposit Slip" (28-1420-4916) [AM-402-1-1] has been rendered worthless for any reason, DO NOT DISCARD IT. Instead, take the following actions:

- Print "VOID" across the face of the form in large letters. Be sure that the word "VOID" has been transferred to all copies.
- Retain green copy of voided "Cash Deposit Slip" for file.
- Forward the 4 remaining copies of the form to Department of Audits.

m *Payee on Checks for Grant Program*

PAYEE -- DIRECTOR OF FINANCE

The administering City agency representative expecting a check in payment for a grant program must instruct the issuing party to make the check payable to the DIRECTOR OF FINANCE. Checks are to be sent directly to:

DIRECTOR OF FINANCE
c/o Collection Division
Room One
Municipal Bldg., 200 Holliday St.
Baltimore, MD 21202

The grant identification number should be placed on each check to assist the Collection Division in processing and crediting the funds.

If the party issuing the check sends it directly to the recipient agency rather than the Collections Division, the administering agency representative should initiate those steps in AM-402-2-1.

a **AM-402-2-1**

m Payee on Checks for Grant Program Procedure

When the party issuing a check has correctly cited the Director of Finance as payee and has sent the check directly to the Collection Division, the steps in the following section must be taken:

RESPONSIBILITY	ACTION
Collection Division	1. Upon receipt of a check made payable to the Director of Finance, determine the correct account to be credited.
	2. Complete a CASH DEPOSIT SLIP [AM-402-1-1] crediting the proper account.
	3. Forward "Agency Receipt" copy of the CASH DEPOSIT SLIP to recipient agency.
	4. Forward check to bank for processing.

When the issuing party has incorrectly sent the check directly to the recipient agency, the following steps must be taken immediately:

Recipient Agency	1. Complete a CASH DEPOSIT SLIP in accordance with AM-402-1-1. 2. Retain "Agency File" copy of CASH DEPOSIT SLIP. The remaining copies and the check must be hand-carried to the Cashier in the Collection Division.
Cashier	3. Validate CASH DEPOSIT SLIP and return "Agency Receipt" copy to agency.
Recipient Agency	4. Forward· check to bank for processing. 5. If additional checks are anticipated, send a letter to the issuing party with the instructions to make all checks payable to the DIRECTOR OF FINANCE.

Administrative Manual
POLICY

SECTION
Budget and Appropriations

SUBJECT
LETTER OF CREDIT

SCOPE

A letter of credit is a commitment from a federal agency indicating the dollar amount available for funding the federal share of programs at the local level. The objective of federal funding through a letter of credit is to facilitate cash availability for programs requiring advance federal payments in order to continue operation. Letter of credit funding is generally used for large operations where the annual advance financing will be greater than $250,000 and the program being funded will continue for more than one year.

The federal government will determine the method of advancing funds for each approved application and will supply the administering agency with detailed procedures for drawing against such funds. Three methods of advancing funds for letters of credit are used by the federal government. The three methods are the "old system," "RDO System," and "LOC-TFCS."

The administering agency head must supply information specific to a letter of credit pursuant to a grant for funding. City banking information as listed below must be obtained from the Supervisor of Treasury Management, 100 Guilford Avenue, Baltimore, Md 21202.

- Name and address of City's designated financial institution.
- Name, title, and telephone number of two principal officers of the financial institution.
- Title and account number of the recipient's account which is to be credited at the financial institution.
- The American Bankers Association (ABA) nine-digit identifier.

It is the responsibility of the head of the administering agency to notify the Supervisor of Treasury Management when an application for the letter of credit or an amendment to an existing letter of credit is either approved or denied by the federal government.

MONITORING PLAN

Prior to submitting a completed application to the appropriate federal agency, the administering agency must prepare a MEMO (28-1418-5007) detailing a plan for monitoring cash drawdowns against the letter of credit. The MEMO must be reviewed by the City Auditor or his designee for advice as to whether the proposed plan is in accordance with the City's established accounting system. The MEMO must be signed by the City Auditor in order for the application to be processed.

SIGNATORY AUTHORIZATION

The administering agency must attach the signed MEMO to the AUTHORIZED SIGNATURE PAYMENT CARDS (SF 1194) and forward same to the Bureau of Treasury Management to obtain the federally required signatory authorization. The authorized signatures for the City are: the Director of Finance; Deputy Director of Finance; Chief of Treasury Management; and Supervisor of Treasury Management.

A copy of the signed MEMO will be retained by Treasury Management, and the completed AUTHORIZED SIGNATURE PAYMENT CARDS with the original copy of the signed MEMO will be returned to the administering agency. It is the responsibility of the head of the requesting agency to certify that those signatures appearing on the CARDS are those of the individuals authorized to draw against funds of the cited letter of credit. The AUTHORIZED SIGNATURE PAYMENT CARDS and other required documents must then be forwarded to the appropriate federal agency. The signed MEMO must be retained by the requesting agency for audit purposes.

PROCEDURES FOR DRAWDOWN REQUESTS

All documents necessary for drawdown requests must be prepared by the administering agency head and must be accompanied by a REVENUE DEPOSIT ADVICE (28-1428-5012) in order to be processed. The specific forms to be completed are determined by the method in which the federal government advances the funds. Completed forms must be hand-carried to the Supervisor of Treasury Management to obtain necessary signatory authorization.

DRAWDOWN REJECTION

A request for drawdown on a letter of credit will be returned if any of the following conditions occurs:

- Unauthorized signatures.
- Stamped with facsimile signatures.
- Missing or erroneous information.
- Alterations, i.e., erasures or strike-overs.
- Amount requested exceeds available balance.

Should a request to draw against funds on a letter of credit be returned, the Bureau of Treasury Management will be notified by the City's financial institution. The Bureau of Treasury Management will advise the appropriate agencies of a drawdown rejection.

Administrative Manual
PROCEDURE

SECTION: Budget and Appropriations

SUBJECT: LETTER OF CREDIT

APPLICATION PROCEDURE

RESPONSIBILITY	ACTION
. Administering Agency	1. Pursuant to receipt of a grant for funding, complete materials furnished by the grantor specific to a letter of credit. . Letters of credit must be issued in favor of: Director of Finance c/o Collection Division Room One - Municipal Building 200 Holliday Street Baltimore, MD 21202 . City banking information may be obtained by contacting: Supervisor of Treasury Management 100 Guilford Avenue Baltimore, MD 21202
	2. Prepare a MEMO (28-1418-5007) detailing a plan for monitoring cash drawdowns.
	3. Review monitoring plan with the City Auditor and obtain sign-off on MEMO.
	4. Attach signed MEMO to AUTHORIZED SIGNATURE PAYMENT CARDS (SF 1194) and hand-carry to the Supervisor of Treasury Management.
. Supervisor of Treasury Management	5. Upon receipt of MEMO,: a. If not signed by the City Auditor, return materials to the administering agency and procedure ends here. b. If signed by the City Auditor, retain one copy for records and have the AUTHORIZED SIGNATURE PAYMENT CARDS signed by:

APPLICATION PROCEDURE -- CONTINUED

RESPONSIBILITY	ACTION
	. Director of Finance. . Deputy Director of Finance. . Chief of Treasury Management. . Supervisor of Treasury Management.
	6. Return the original MEMO and completed AUTHORIZED SIGNATURE PAYMENT CARDS to the administering agency.
. Head of Administering Agency	7. Retain the original signed MEMO for audit purposes.
	8. Certify, in space designated, that signatures appearing on the AUTHORIZED SIGNATURE PAYMENT CARDS are those of the individuals authorized to draw against the letter of credit.
	9. Forward AUTHORIZED SIGNATURE PAYMENT CARDS with all other completed materials specific to the request for a letter of credit to the appropriate federal agency.
	10. Notify the Supervisor of Treasury Management when letter of credit application is either approved or denied.

Administrative Manual PROCEDURE

SECTION: Budget and Appropriations

SUBJECT: LETTER OF CREDIT

Three methods of advancing funds for letters of credit are used by the federal government. Follow the procedures below as appropriate.

DRAWDOWN PROCEDURE

Old System

RESPONSIBILITY	ACTION
. Administering Agency	1. Complete the following forms: . PAYMENT VOUCHER ON LETTER OF CREDIT (TFS 5401C). . CASH DEPOSIT SLIP (28-1428-5043). . REVENUE DEPOSIT ADVICE (28-1428-5012).
	2. Hand-carry completed forms to the Supervisor of Treasury Management, 100 Guilford Avenue, to obtain signatory authorization.
	3. After obtaining signatory authorization, hand-carry forms to the Collection Division, 200 Holliday Street, for processing.
. Collection Division	4. Validate CASH DEPOSIT SLIP and provide administering agency with a validated copy.
	5. Forward appropriate forms to the City's financial institution for processing.
	6. Retain one copy of REVENUE DEPOSIT ADVICE and disburse remaining copies to: . Administering Agency. . Accounting Operations.

SECTION	SUBJECT
Budget and Appropriations	LETTER OF CREDIT

RDO SYSTEM

RESPONSIBILITY	ACTION
. Administering Agency	1. Complete the following forms: . REQUEST FOR PAYMENT ON LETTER OF CREDIT AND STATUS OF FUNDS REPORT (Treasury Form 183). . REVENUE DEPOSIT ADVICE (28-1428-5012). 2. Hand-carry completed forms to the Supervisor of Treasury Management, 100 Guilford Avenue, to obtain signatory authorization.
. Supervisor of Treasury Management	3. After obtaining signatory authorization,: . Forward REVENUE DEPOSIT ADVICE to the Collection Division. . Via "Special Delivery Mail," forward REQUEST FOR PAYMENT ON LETTER OF CREDIT AND STATUS OF FUNDS REPORT to the Treasury Regional Disbursing Office as directed by the grantor. . Forward a copy of the REQUEST FOR PAYMENT ON LETTER OF CREDIT AND STATUS OF FUNDS REPORT to administering agency.
. Collection Division	4. Upon receipt of REVENUE DEPOSIT ADVICE, anticipate receipt of a check for the administering agency from the Regional Disbursing Office. 5. Upon receipt of check from the Regional Disbursing Office, retain one copy of REVENUE DEPOSIT ADVICE and disburse remaining copies to: . Administering Agency. . Accounting Operations. 6. Prepare and validate a CASH DEPOSIT SLIP (28-1428-5043) and provide administering agency with a validated copy. 7. Forward check to the City's financial institution for processing.

LOC-TFCS

RESPONSIBILITY	ACTION
. Administering Agency	1. Complete the following forms: . REQUEST FOR FUNDS (5805). . REVENUE DEPOSIT ADVICE (28-1428-5012). 2. Hand-carry completed forms to the Supervisor of Treasury Management, 100 Guilford Avenue, to obtain signatory authorization.
. Supervisor of Treasury Management	3. Obtain signatory authorization on REQUEST FOR FUNDS. 4. Forward appropriate copies of REQUEST FOR FUNDS to the City's financial institution for processing. 5. Upon notification from the City's financial institution, note approval or disapproval of request on REVENUE DEPOSIT ADVICE and disburse copies to: . Administering Agency. . Collection Division. . Accounting Operations.
. Collection Division	6. Upon receipt of REVENUE DEPOSIT ADVICE, prepare and validate a CASH DEPOSIT SLIP (28-1428-5043) and provide administering agency with a validated copy.

AM-402-10

Completing a Revenue Deposit Advice Form

Administrative Manual PROCEDURE

SECTION

Budget and Appropriations

SUBJECT

COMPLETING A REVENUE DEPOSIT ADVICE FORM

The form shown below contains all necessary instructions for completion:

CITY OF BALTIMORE

REVENUE DEPOSIT ADVICE

TO CITY COLLECTOR
COLLECTION DIVISION
ROOM #1, MUNICIPAL BUILDING
200 HOLLIDAY STREET
BALTIMORE, MD. 21202

DATE _____

FROM _____

AGENCY NAME & ADDRESS _____

THE FUNDS INDICATED HEREON WILL BE REMITTED TO YOUR OFFICE BY THE BELOW NAMED PAYOR:

_____

_____

IN PAYMENT OF _____

METHOD OF PAYMENT _____

LETTER OF CREDIT NO.	GRANT NUMBER
ISSUED BY	TELEPHONE NO.

INSTRUCTIONS:
1. FILL OUT COMPLETELY.
2. SEND COPIES 1 AND 2. KEEP AGENCY FILE COPY.
3. SEE AM 402-1 FOR COMPLETE DETAILS.

CREDIT	
ACCOUNT NUMBER	AMOUNT
TOTAL AMOUNT	

28-1428-5012
1400-25-6

1. CITY COLLECTOR COPY 2. ACCOUNTING OPNS COPY ATTN: GRANT ACCOUNTING SECTION, 400 E. FAYETTE ST. 3. AGENCY FILE COPY

. Form Number: 28-1428-5012.
. Type: 3-part set.
. Size: 8½" x 5½".

. Order Unit: Specify "Each".
. Quantity of Forms per Order Unit: 1 set.

To order, prepare a WAREHOUSE REQUISITION (28-1458-5129) [AM-302-1-1] specifying Warehouse Division 02, and citing the above information.

m Expenditure Authorization Request

PURPOSE

AN EXPENDITURE AUTHORIZATION REQUEST (#28-1428-5022) must be completed for the documents listed below if expenditures from the capital budget will be involved:

- Contracts (except real estate contracts).
- CHANGE ORDERS (#28-1428-5087), formerly titled EXTRA WORK ORDERS.

The purpose of this request is to: (1) serve as a document for the recording of all approval signatures necessary for the execution of the contract or CHANGE ORDER; and (2) supply the Bureau of Accounting and Payroll Services with the necessary information for the encumbrance of required funds.

SUBMISSION

The EXPENDITURE AUTHORIZATION REQUEST must be submitted to the Bureau of Accounting and Payroll Services (BAPS).

If the contract or CHANGE ORDER requires Board of Estimates approval, BAPS will certify funding availability and forward the EXPENDITURE AUTHORIZATION REQUEST to the:

Change Order Review Committee – In the case of a CHANGE ORDER.
Board of Estimates – In the case of a contract.

Upon receipt of its approved copy of the EXPENDITURE AUTHORIZATION REQUEST from the Board of Estimates, the Bureau of Accounting and Payroll Services will encumber the required funds.

If the contract or CHANGE ORDER does not require Board of Estimates approval, BAPS will encumber the required funds upon receipt of the EXPENDITURE AUTHORIZATION REQUEST.

Financial Grants

SCOPE

City agencies should seek and apply for grants whenever possible in order that the City's financial burden will be decreased and its public service enhanced. It is the responsibility of each agency to investigate the availability of grant funds, obtain information and application materials from the grantor, prepare the required application documents and notify the appropriate parties of the intent to submit a grant application. A grant is an agreement between a governmental or private agency, also called the grantor, and the City, also called the grantee, whereby the grantor provides funds in whole or in part to the grantee to carry out specified programs, services and/or activities.

GRANT SOURCES

The Following sources of information should be consulted relative to availability of grant funds:

- The Catalog of Federal Domestic Assistance.
- The Maryland Congressional Delegation.
- The City's representative in Washington D.C
- The National League of Cities.
- The National Association of Counties
- Specialized professional associations in various functional fields, e.g., GFOA, AOHA, APWA, etc.
- The FAPRS system of the Office of Management and Budget, Washington, D.C.

GRANT RSPONSIBILITIES

General and specific responsibilities in applying for and securing grants are discharged by the Department of Finance, Law and Planning, as well as the Civil Service Commission when the awarding of a grant necessitates personnel actions. The requesting agency must furnish certain materials to these Departments for review and comment. All submissions and reviews must be in keeping with the grant application timetable.

DEPARTMENT OF FINANCE

The Department of Finance must exercise certain responsibilities for evaluation and

implementation in grant application and award. The Department is responsible for:

- Determination of the need for the service or public work, its benefit to the City and its consistency with City policies and priorities.
- Determination of the grant project's impact upon other agencies and/or any commitments required therefrom, the conflicts which may arise, and its wisdom, effectiveness, duplication or inefficiency.
- Coordination of grant activities with the City's Washington representative, the Maryland Congressional delegation and federal and State agencies, as necessary.

Bureau of the Budget and Management Research:

- Examines fully the budgetary fiscal impact of the grant, the availability of funds and appropriations, and the need for supplemental appropriations.
- Estimates the commitment required of the City sand its resources.

Accounting Operations:

- Ascertains the accounting and record-keeping required, the billing and collection procedures, the method of payment, and the overhead computations.
- Accounts for and monitors the collection of funds due, and secures timely reports concerning these collections.

LAW DEPARTMENT

- Explores fully the legal implications of each grant, the requirements of federal, State, and City laws and regulations.
- Determines the feasibility and desirability of conforming with these laws and regulations.

DEPARTMENT OF PLANNING

- Reviews all grant applications to ensure proper coordination among City agencies.
- Reviews grant applications under the OMB-A95 federal procedure when required.

CIVL SERVICE COMMISSION

- Review grant applications which require personnel actions in order to plan administrative actions required to create a position, recruit candidates and/or prepare testing

requirements.

PAYMENT METHODS

The method of payment for grant financed programs may be optional or negotiate for maximum possible payments at the earliest possible dates. The payment methods listed are prioritized as to benefit to the City. This order must be observed during any negotiations concerning methods of payment.

- Total advancement of grant funds.
- Partial advancement of grant funds; further payments by draw-down against a letter of credit.
- Partial advancement of grant funds; further payments upon receipt of bills.
- Reimbursement of costs on basis of periodic bills.

GRANT PAYEE

When a grant has been secured and payment method determined, there are two means by which the City may receive the funds or payments. They include all payments by CHECK and by LETTER OF CREDIT. The DIRECTOR OF FINANCE, BALTIMORE CITY, is the payee on all payment methods.

Check

Agencies must inform the grantor of the proper City payee on all checks. The payee must be the Director of Finance, Baltimore City.

Letter of Credit

When the method of payment of grant funds is to be drawn against a LETTER OF CREDIT, agencies must inform the grantor that the LETTER OF CREDIT must be issued in favor of the Director of Finance, Baltimore City.

APPROVAL PROCESS

If the grantor, as part of the grant application process, requires the City to officially approve the contracting agency and/or designate an authorized representative, the City agency seeking the grant must submit the grant application to the Board of Estimates and request such approval and/or designation. The requesting City agency must also submit for acceptance to the Board of

Estimates all grants which have been approved by a federal, State, or private agency, prior to the legal execution of any agreement relative to the grant and use of funds.

GRANT MANAGEMENT CONFERENCE

Upon the acceptance of a grant by the Board of Estimates, the agency's assigned budget analyst will convene a Grant Management Conference, if deemed necessary. The Grant Management Conference will consist of the following parties:

- Official grant representative form the grantee agency.
- Grantee agency's budget analyst from Bureau of the Budget and Management Research
- Designated representative from Accounting Operations.
- Designated representative from the Department of Audits
- Designated representative from the Civil Service Commission when the awarding of a grant necessitates personnel actions.
- Designated representative(s) from other agencies involved in the administration of the grant.

The Grant Management conferees will determine the details of the Management of the grant with respect to the application and grant approval documents.

The management plan will detail reporting systems, accounting systems, reimbursement systems, records systems, personnel action requirements, coordination among agencies and determination of process for resolution of grant problems.

If a Grant Management conference is deemed necessary, then the analyst shall notify all concerned parties in a MEMO.

GRANT REPOTING

The grantee agency will be responsible for the preparation on a timely basis of all narrative and statistical reporting required by the conditions of the grant.

FINANCIAL REPORTING AND ACCOUNTING

The Department of Finance is responsible for all accounting and collection of money due the City. Specifically, Accounting Operations will have general supervision and control of all accounting. and bookkeeping in regard to grants. However, it may delegate certain responsibilities to grantee agencies, provided that proper safeguards are established and maintained. Normally, a grantee agency prepares appropriate financial reports.

GRANT CLOSE-OUT PROCESS

Revenues and expenditures of operating grants will not be closed out annually, but will be shown in a cumulative manner until such time as an operating grant is totally concluded. Grants must be closed out within the time limits specified by the grant. Delay or failure to close out a grant will be reported promptly by Accounting Operations to the grantee agency. The grantee is responsible for requesting final inspection of the grant program or project.

Unless otherwise required by the terms of the grant, the final audit will be conducted by the City Auditor. If an audit is to be conducted by federal, state, and/or independent auditors, the City Auditor must be notified of the time and location of such audits as soon as the agency has received such information. The agency must accomplish this notification immediately by telephone and by MEMORANDOM (28-1418-5007).

If an exception taken to any City expenditure or practice by a non-City auditor is not resolved, the grantee agency must immediately notify the City Auditor and the City Solicitor of the situation.

If an adult exception exceeds 5% of the grant or $5,000, whichever is less, the grantee agency must immediately notify the Mayor's Office, Attn: Chief of Staff.

Administrative Manual PROCEDURE

SECTION: Budget and Appropriations

SUBJECT: APPLYING FOR GRANTS

RESPONSIBILITY	ACTION
. Agency	1. After decision is made to apply for a grant or for a renewal of an existing grant, complete the grant application.
	2. Submit 1 copy of the grant application to:
	. The Mayor's Office.
	. The agency's assigned budget analyst in the Bureau of the Budget and Management Research.
	. The agency's assigned accountant in Accounting Operations.
	. The Planning Department.
	. The Civil Service Commission when the awarding of a grant necessitates personnel actions.
. Mayor's Office	3. Take the following actions:
	. If federal grant, submit a MEMO to the Mayor's representative in Washington D.C., that application has been made.
	. At Mayor's direction send a MEMO to Law Department requesting review.

RESPONSIBILITY	ACTION
. Board of Estimates	11. Review grant material submitted by agency and approve or disapprove the action requested. a.) If action requested by the agency is disapproved, notify the agency of disapproval. PROCEDURE ENDS HERE. b.) If action requested by the agency is approved, notify the agency of approval. PROCEED TO STEP 12.
. Agency	12. The agency must: a.) If review by the Planning Department in accordance with OMB A-95 is required, request Planning Department to conduct such review. b.) If review by the Planning Department in accordance with OMB A-95 is not required, PROCEED TO STEP 13.
. Planning	13. Review grant application material in accordance with OMB A-95. Submit results of review and any required documents to the requesting agency.
. Agency	14. Submit grant application and any required documents to the grantor. Attach any documents received from the Planning Department as required by OMB A-95.

SECTION	SUBJECT
Budget and Appropriations	APPLYING FOR GRANTS

RESPONSIBILITY	ACTION
. Agency	If required materials from the Planning Department have not been received by the requesting agency in a timely manner, the requesting agency should not delay the grant application process, but should instead submit the grant application to the grantor.

Administrative Manual PROCEDURE

SECTION: Budget and Appropriations

SUBJECT: ACTION UPON RECEIVING GRANT APPROVAL

RESPONSIBILITY	ACTION
. Agency	1. Upon receiving notification from an authoritative source that the City's grant application has been approved, immediately notify the Mayor's Office, Attn: Director of Public Relations.
	2. Upon receiving official notification from a federal or State agency that the City's grant application has been approved. Meet with the agency's assigned accountant in Accounting Operations to obtain assistance with the preparation of a GRANT INFORMATION SUMMARY (28-1418-5113).
	. Submit 1 copy of the above GRANT INFORMATION SUMMARY to:
	. Mayor's Office, Attn: Chief of Staff.
	. Mayor's Office, Attn: Director of Public Relations.
	. Agency's assigned budget analyst in the Bureau of the Budget and Management Research (BBMR).
	. Accounting Operations, Attention: Grant Accounting.
	. The Planning Department.

. Agency

. The Civil Service Commission when personnel actions are required.

3. Send following material to Board of Estimates:

. MEMO requesting approval to accept grant.

. Copy of GRANT INFORMATION SUMMARY.

. If applicable, MEMO from Bureau of the Budget and Management Research requesting approval of interprogram APPROPRIATION ADJUSTMENT ORDER (A.A.O.) or supplementary appropriation ordinance.

. Board of Estimates

4. Approve or disapprove City's acceptance of grant:

a.) If acceptance of grant is disapproved notify all involved parties of disapproval. PROCEDURE ENDS HERE.

b.) If acceptance of grant is approved, notify Mayor's Office and requesting agency of approval.

. Bureau of the Budget and Management Research

5. Upon receiving approval from Board of Estimates to accept grant, convene a Grant Management Conference if necessary.

. Bureau of the Budget and Management Research

a.) If conference is necessary, set up conference consisting of the following parties:

- . Official grant representative from the requesting agency.
- . Agency's assigned budget analyst.
- . Agency's assigned accountant.
- . Representative from Department of Audits.
- . Representative from the Civil Service Commission when personnel actions are required.
- . Representative(s) from other agencies involved in the administration of the grant.

PROCEED TO STEP 6.

b.) If conference is not to be convened, PROCEED TO STEP 8.

. Grant Management Conferees

6. Determine details of grant management to include:

- . Reporting systems;
- . Accounting methods;
- . Reimbursement systems;
- . Records systems;

. Bureau of the Budget and Management Research

- . Personnel actions;
- . Coordination among agencies; and
- . Unresolved problems.

. Agency

7. Submit all narrative and statistical reports and statements required by the terms of the grant to the grantor. If responsibility for financial reporting has been delegated to grantee agency, prepare all financial reports and statements required by the terms of the grant.

- . Accounting Operations of any grant budget changes approved by the grantor.

. Bureau of the Budget and Management Research

8. Prepare all APPROPRIATION ADJUSTMENTS.

. Accounting Operations

9. Upon receipt of GRANT INFORMATION SUMMARY, if responsibility for financial reporting has not been delegated to Grantee Agency then:

- . Enter appropriate grant information in GRANT REGISTER.
- . Submit all narrative and statistical reports and statements required by the terms of the grant to the grantor.

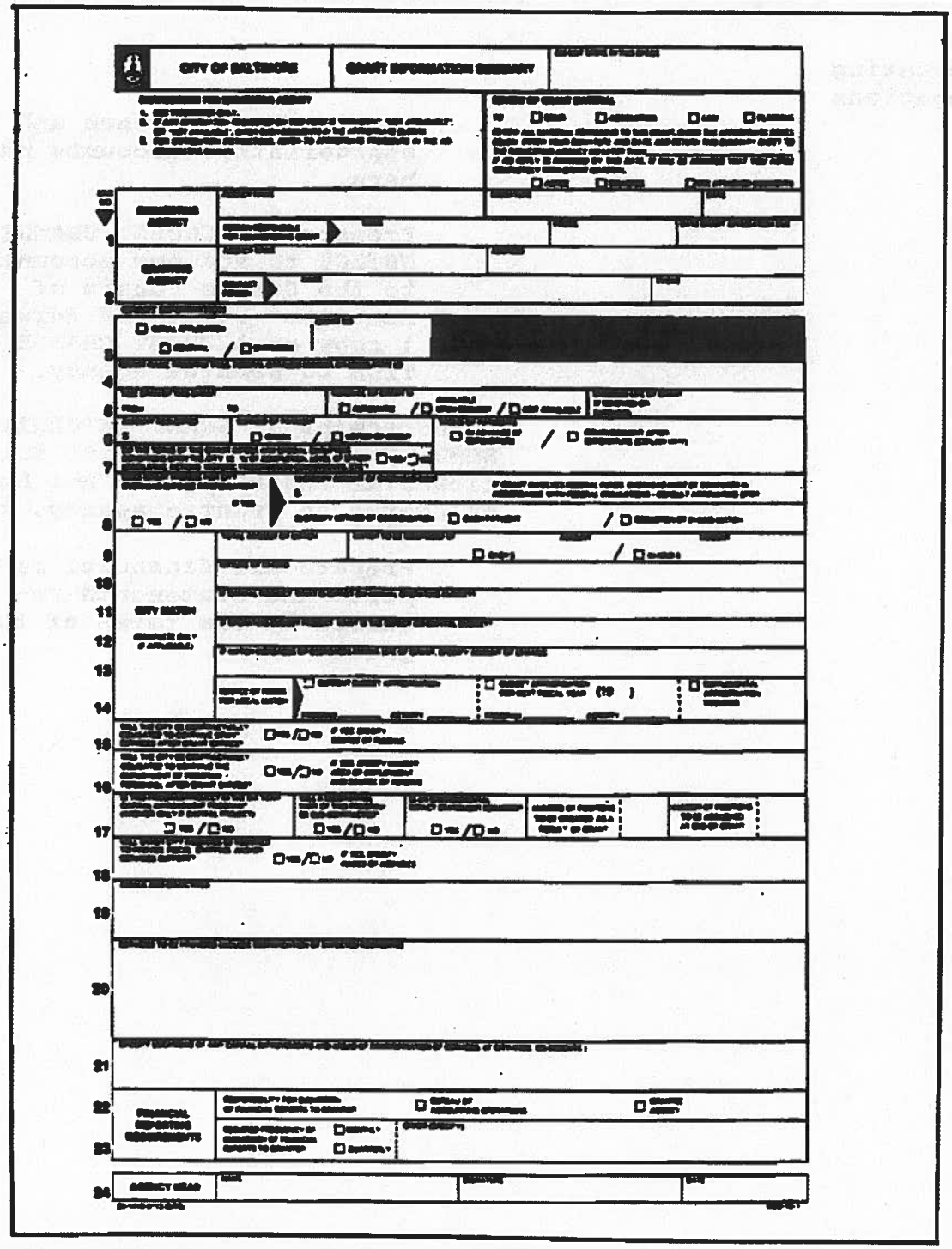
. Accounting Operations

- . Create grant revenue and appropriation accounts numbers.
- . Prepare an ACCOUNT CHANGE NOTICE to add new accounts to the City's "Chart of Accounts" book, and forward 1 copy of ACCOUNT CHANGE NOTICE to grantee agency.

Upon receipt of GRANT INFORMATION SUMMARY, if responsibility for financial reporting has not been delegated to grantee agency, then

- . Prepare all financial reports and statements required by the terms of the grant.

SECTION	SUBJECT
Budget and Appropriations	ACTION UPON RECEIVING GRANT APPROVAL



.Form Number: 28-1418-5113 .Order Unit: Specify "Each"
.Type : Flat Sheet Folded .Quantity of Forms
.Size : 8 1/2" x 11" .per Order Unit : 1 Sheet

To order, prepare a WAREHOUSE REQUISITION (28-1458-5129) (AM-302-1-1) specifying Warehouse Division 02, and citing the above information.

Outside Audits

Records of City agencies pertaining to grant funds are subject to audit by representatives of Federal and/or State government agencies. The Charter responsibilities of the City Auditor, as head of the Department of Audits, under Article V, Sections 8 and 9, relate to audits of City agencies, transactions, contracts, grants, etc., as well as the audit of the City's Comprehensive Annual Financial Report. Additionally, the Department of Audits performs the City's annual Single Audit of Federal financial assistance received directly from Federal agencies and "passed-through" State agencies. To avoid substantial duplication of audit effort, the City Auditor must be informed prior to the start of an audit by outside auditors. Therefore, the City Auditor must be notified in writing as soon as a City agency has received notice that an audit is to be performed by outside auditors.

SCOPE

Council Bill 12-0053 ("The Ordinance") was enacted on August 15, 2012. The Ordinance amended the City Charter, in Article VII, Section 4.5, to require certain Executive Departments – referred to as *"Principal Agency"* in the City Charter – to undergo a quadrennial audit. The audit is to take place at least once during every four-year term of the Mayor and City Council. The audit must be of the *Principal Agency's* operations during the preceding four years.

The Department of Finance will maintain a list of vendors that have been approved by the Board of Estimates as required by the City Charter. The audits are to commence in Fiscal Year 2014.

PRINCIPAL AGENCIES SUBJECT TO AUDIT

The City of Baltimore Quadrennial Agency Audits policy applies only to those Executive Departments defined as "*Principal Agencies"* in Council Bill 12-0053. Those thirteen agencies are delineated below. The Ordinance defines the following Executive Departments as being a *"Principal Agency"*:

i. Department of Finance
ii. Department of Law
iii. Department of Public Works
iv. Fire Department
v. Police Department
vi. Department of Housing and Community Development
vii. Baltimore Development Corporation
viii. Department of Parks and Recreation
ix. Department of Transportation
x. Department of General Services
xi. Department of Planning
xii. Department of Human Resources
xiii. Mayor's Office of Information Technology

Approximately three-to-four agencies will undergo an audit in a given year. The Department of Finance in consultation with the Office of the Mayor will determine which of the above agencies must undergo an audit during a given year. Please note that all agencies listed above must undergo at least one audit during every four-year-term of the Mayor and City Council.

An "Audit" is defined by Article VII, Section 4.5 of the City Charter as an audit undertaken in accordance with generally accepted auditing standards and Federal and State Law; and states that an "Audit" includes both:

1. A financial audit of an Agency's financial transactions, including all accounts, revenues, and receipts; and
2. A performance audit that assesses an Agency's practices to determine whether the agency is operating economically and efficiently and whether corrective actions for improving its performance are appropriate.

DEPARTMENT OF FINANCE RESPONSIBILITIES

The Department of Finance, pursuant to consultation with the Office of the Mayor, shall be responsible for ensuring overall compliance with Article VII, Section 4.5 of the City Charter. The Department of Finance is tasked with the following:

- Requesting appropriations sufficient to pay for audits and related expenses for all 13 *"Principal Agencies"* consistent with the City's annual budget process.
- Determining which *"Principal Agencies"* will be audited during the course of a given year.
- Ensuring all 13 *"Principal Agencies"* are audited during the course of every four-year-term of the Mayor and City Council.

PRINCIPAL AGENCY RESPONSIBILITIES

Each "*Principal Agency"* must undergo an audit at least once during every four-year term of the Mayor and City Council. The "*Principal Agency"* must:

- Engage an approved vendor or the Department of Audits;
- Make available all financial transactions from the preceding four years; including all receipts, revenues, and expenditures;
- Obtain financial statements and notes to the financial statements from the Department of Finance, Bureau of Accounting and Payroll Services (BAPS);
- Make available documentation relating to procedures, policies, service delivery, laws, regulations, etc.; and
- Make available key personnel to the auditors, including the Agency Head and the Agency Fiscal Officer.

EXCEPTIONS

All Executive Departments, defined as a *"Principal Agency"* in Article VII, Section 4.5 of the City Charter, must adhere to the City of Baltimore's Quadrennial Agency Audits policy described in this document.

PROCEDURES

As indicated above, the Department of Finance in consultation with the Office of the Mayor shall be responsible for ensuring compliance with Article VII, Section 4.5 of the City Charter. The following procedures will take place each year during a four-year Mayoral and City Council term:

1) The Department of Finance in consultation with the Office of the Mayor will determine which three-to-four *"Principal Agencies"* will undergo an audit during that fiscal year.
2) After consultation with the Office of the Mayor, the Department of Finance Director will inform the *"Principal Agency"* Head in writing that her/his agency will be audited that year.
3) The Finance Director will instruct the *"Principal Agency"* to initiate an Engagement Letter for an audit estimate in accordance with rotational vendor selection defined in the contract or the Department of Audits.
4) The Department of Finance, in conjunction with the *"Principal Agency"*, will review the Engagement Letters and estimates to confirm compliance with the contract and to ensure the pricing appears to be fair and reasonable.
5) After review of the Engagement Letters, all appropriate materials will be packaged and a letter to the Board of Estimates seeking approval for the purchase order versus the blanket will be prepared and added to the Board's agenda for the next available meeting.
6) Once the Board has approved the purchase order, the vendor or the Department of Audits will begin and perform the audit under the purview (contract management) of the Department of Finance**.**
7) The *"Principal Agency,"* through the Department of Finance, will facilitate transmittal of the financial and performance audits to the Board of Estimates. Copies of the audits will be provided to the Mayor, the President of the City Council, the Comptroller, and all members of City Council.

Please note that any changes to the Board of Estimates approved final contract, such as extensions of time, unforeseen circumstances or developments, changes in scope, etc., will have to go through the normal change order process, which requires the approval of the Board of Estimates.

CHARTER PROVISION

In all financial transactions, involving money due the Mayor and City Council of Baltimore City, all City Departments, Agencies, Bureaus, or Commissions must comply with the Baltimore City Charter provision providing that "The Director of Finance shall receive, collect, and account for all moneys due the City from any source whatsoever." Agency heads are encouraged to check the financial statement issued by the Department of Finance for the receipt of funds due their agencies with special emphasis on funds of a non-recurring nature and report any apparent discrepancies to the Department of Audits.

REQUIRED STATEMENT -- RESPONSIBILITY

It shall be the responsibility of the head of every City Department, Agency, Board, or Commission to insure that the following statement is included verbatim in all instruments, contract, grants, and miscellaneous documents including insurance policies:

Any payment(s) to the Mayor and City council or any of its Departments, Agencies, Boards or Commissions due under the terms of this agreement or arising incident thereto shall be made to the Director of Finance and be mailed or delivered to:

Director of Finance
c/o Bureau of Revenue Collections
Abel Wolman Municipal Building
200 N. Holliday Street
Baltimore, MD 21202

Wiring instructions may be obtained from the Bureau of Treasury Management.

The City Solicitor will not approve for legal sufficiency any instrument not containing the aforementioned statement.

EXCEPTION

The Director of Finance may authorize an exception to this policy whenever, in his/her opinion, inclusion of the aforementioned statement would not be practicable. Such exception must be in writing with copies to:

- City Auditor
- City Solicitor
- Clerk to the Board of Estimates

m *Journal Entry*

A Journal Entry (#28-1420-1191) is used to transfer funds between 15 digit account numbers.

The primary uses of this form are:

1. Billing of one agency by another agency for services rendered.
2. Correction of errors.
3. Allocation of cost accumulated in one cost center to other account numbers.
4. Accrual of accounts payable or accounts receivable.
5. Allocation of revenue accumulated in one revenue center to other account numbers.

RELATED POLICY

AM-419-1 BUDGET ACCOUNT NUMBER

a **AM-406-1-1**

m Processing a Journal Entry

FOR INTERDEPARTMENTAL SERVICES RENDERED

RESPONSIBILITY	ACTION
Agency Rendering Service	1. All Journal Entries are done on line through City Dynamics. Complete instructions are available in the Microsoft Dynamics Journal Entry Manual, Version 2. 2. Journal Entries must be approved by a supervisor before sending them to the Bureau of Accounting and Payroll Services.
Accounting	3. Sees Journal Entry in City Dynamics verifies that it has been approved and that the appropriate backup is attached. The entry is then posted.

m Carry-Over of Unexpended Appropriations

SCOPE

All agencies must submit to the Board of Estimates (through the Bureau of the Budget and Management Research) all requests for transfer into the following fiscal year of unencumbered operating appropriations existing at the close of the current fiscal year. (Capital project appropriations will be automatically forwarded to the following fiscal year).

All carry-over requests must be received by the Bureau of the Budget and Management Research by the date indicated in the annual letter dealing with this subject from the Budget Chief.

REQUEST CATEGORIES

Requests to carry-over appropriations should be submitted in two categories:

- To accomplish a purpose for which the funds were originally appropriated.
- To accomplish a purpose other than the purpose for which the funds were originally appropriated.

ROUTINE EXPENSES

Requests to carry-over appropriations to defray routine expenses will be denied.

ENCUMBERED ITEMS

Appropriations for items already encumbered are automatically carried-over; requests are not required.

AVAILABILITY OF FUNDS

Carry-over of appropriations approved by the Board of Estimates is subject to the availability of funds after the posting of all charges applicable to the current fiscal year.

YEAR-END ACCOUNTING PROCEDURE

To facilitate the closing of the current year's accounts, purchase orders and other contracts received by the Department of Finance after the date indicated in the annual memo from Bureau of Accounting and Management Information Services will be charged against appropriations of the following fiscal year.

m Carry-Over of Unexpended Appropriations

USE OF CARRY-OVER FUNDS

Each carry-over appropriation can only be used for the purpose for which the carry-over was approved by the Board of Estimates.

m *Board of Estimates Contingent Fund*

SCOPE

The Contingent Fund is an amount of money included in the annual Ordinance of Estimates in the General Fund to be used by the Board of Estimates for emergency or unanticipated expenditures. Under City Charter requirements, this fund must not exceed $1.0 million and the fund amount must be appropriated annually.

APPROVED AUTHORITY

All expenditures, including transfers, from the Contingent Fund must be approved by the Board of Estimates. Proposed expenditures from the Contingent Fund must be reported to the City Council at least one (1) week prior to action by the Board of Estimates.

SUBMISSION OF APPROVAL REQUESTS

To request approval of an expenditure from the Contingent Fund, the agency head or designee must prepare and address a memo to the Chief, Bureau of the Budget and Management Research (BBMR), 469 City Hall. The memo must specify the reason for the request and identify the 15 digit budget account number to be credited or the party to whom direct payment will be made.

Upon review of the request, appropriate action will be recommended and the paper work transmitted to the Board of Estimates by BBMR for action.

DISBURSEMENT

Upon approval of the Board of Estimates, the responsible budget analyst in BBMR will coordinate the disbursement of funds as authorized by the Board.

a **AM-410-1**

m Payment of Settlement and Judgments

SCOPE

This policy clarifies the process in which the Law Department approves or recommends for approval settlements and judgments against the City, its agencies, and employees. It also sets forth the circumstances requiring Board of Estimates approval of a settlement or judgment.

INTERNAL LAW DEPARTMENT APPROVAL OF CLAIMS SETTLEMENTS

Pursuant to the Law Department's internal policies and procedures, no settlement involving the payment of money can be entered into without the prior review and approval by the appropriate approving authority. The Deputy Chief of the Central Bureau of Investigation (CBI) has settlement approval authority up to $4,000. The Chief of Litigation has settlement approval authority up to $5,000. Typically, settlements between $5,001 and $8,000 will be approved by the Small Settlement Committee of the Law Department, which is made up of three members (one of the City Solicitor, Deputy City Solicitor or Chief of Litigation and two senior lawyers within the Law Department). Typically, settlements of more than $8,000 will be approved by the Large Settlement Committee of the Law Department, which is made up of at least three members, including the City Solicitor, the Deputy City Solicitor, and the Chief of Litigation. The City Solicitor or Deputy City Solicitor may approve or recommend a settlement of any amount, but for matters over $5,000 will inform other members of the appropriate settlement committee of such settlements.

PAYMENT OF SETTLEMENTS

The Law Department will submit any proposed settlement valued at $25,000 or more to the Board of Estimates for approval.

PAYMENT OF JUDGMENTS

Final judgments are orders of court that do not require Law Department or Board of Estimates approval. The Law Department will pay final judgments in any amount once all appeals have been exhausted or a determination is made not to appeal.

m Board of Finance

Authorization to Approve Payment through the EA – Expenditure Authorization System of Certain Expenditures, Costs and Expenses

SCOPE

This policy establishes the authority of the Board of Finance to utilize the Expenditure Authorization form to facilitate payment on certain expenses related to the issuance and sale of certificates of indebtedness, banking services, debt management, and investment agreements.

A. CERTAIN EXPENSES ASSOCIATED WITH THE ISSUANCE AND SALE OF CERTIFICATES OF INDEBTEDNESS

The Board of Finance, in applications of its authority, shall approve such costs directly connected with the sale and issuance of any type of indebtedness including but not limited to: Bond Counsel; costs and fees of underwriters and their counsel; costs and fees of trustees, registrars, paying agents, auction agents, counterparties, or entities that perform comparable services; costs and/or expenses of credit enhancers or liquidity providers; costs connected with perfecting any type of security related to the indebtedness; costs of printing; and any payments arising from obligations in connection with such indebtedness.

The Board of Finance shall also approve such costs indirectly connected with the sale and issuance of any type of indebtedness including but not limited to: the retention of specialized advisors to the City such as financial or other complex financing advisors; the payment of parties retained to fulfill obligations of the City that arise from the issuance of debt; payments of costs and/or expenses of rating agencies involved with the City's debt; costs or expenses arising from investment agreements entered into as part of the transaction; and costs of printing and/or storing documents connected with the City's debt and compliance with federal laws and regulations.

B. CERTAIN EXPENSES ASSOCIATED WITH BANKING SERVICES

The Board of Finance, as part of its responsibility to select depository institutions for the City's Funds, shall approve costs, fees, and/or expenses relating to such accounts or equipment needed in connection with the City's banking and safekeeping services.

C. CERTAIN OTHER EXPENSES

To the extent not expressly covered under Sections A and B, the Board of Estimates also delegates to the Board of Finance the ability to approve expenditures, costs, and fees made in connection with debt management, investment agreements not directly connected with the issuance and sale of certificates of indebtedness, and financial services contracts, such as, but not limited to, guaranteed investment contracts, repurchase agreements, general financial advising

relating to the City's debt; costs (such as printing or mailing) relating to disclosure or other presentations; the retention of any firm to do financial analysis or consulting relating to these areas, if needed; and the costs of any equipment needed in connection with these areas. The Board of Finance is also authorized to dispense funds in accordance with requirements of certain trust funds under its safekeeping.

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AM 413-00

Grants Management & Administration

PURPOSE

To establish a *grants management committee* within each agency, organization and/or entity (hereafter referred to as agency/entity) that oversees grant activities and ensures compliance with all relevant (Federal) Office of Management and Budget (OMB) circulars, grant-related city of Baltimore Administrative Manual (AM) policies, and applicable State and/or foundation requirements.

SCOPE

This policy is applicable to all city of Baltimore agencies/entities that use grant funding, as well as any organizations for which the city serves as grantor or contributes resources. Moreover, this policy supersedes and replaces **400-3 Indirect Cost Reimbursement for Federal Grants and Contracts, AM 404-1 Financial Grants**, **AM 404-1-1 Applying for Grants** and **AM 404-1-2 Action upon Receiving Grant Approval**.

POLICY STATEMENT

Each agency/entity must establish and maintain a grants management committee that meets at least quarterly or in the event, a grant exceeds its monthly budget by 20% or if a grant is within 60-days of its start/end date. Committee membership must include at least one senior manager with authority to make grant-related decisions for the agency/entity, at least one senior fiscal representative; as well as a representation of key grant manager(s) and/or responsible (grants management) supervisory staff. At a minimum, the committee should:

- Review potential grant applications, renewals and grant budgets (active & planned);
- Ensure the agency/entity is meeting its ongoing documentation requirements;
- Match grantee billings to the general ledger;
- Ensure the proper and timely closeout of all grants;
- Review grant outcome measures, audit results, drawdowns, and extension requests;
- Maximize opportunities for positive public relations/lobbying efforts; and,
- Ensure compliance with all OMB and AM policies.

In addition, each agency/entity's GMC chairperson is required to serve on a citywide *Grants Management Steering Committee* that meets at least quarterly or based on need with the finance department's grants management staff and senior management - with the aim of fostering a healthy standardized and centralized grants management culture throughout the city.

Grants Management & Administration

PROCEDURES

NOTE

- Procedural items preceded by this symbol are designated as quality issues. Failure to adhere to this requirement can impact the overall quality of this policy.
- Procedural items preceded by this symbol are designated as risk issues. Failure to monitor this requirement can create an unwarranted risk.

Agency/Entity:

1. Establishes an internal grants management committee (GMC) and designates a senior staff member with authority to make grant-related decisions to serve as chairperson.

Grants Management Committee (GMC):

2. Monitors and ensures agency/entity compliance with all relevant (Federal) Office of Management and Budget (OMB) circulars, all grant-related city of Baltimore Administrative Manual (AM) policies as well as all applicable State and/or foundation requirements;

3. Designates a committee member to document and archive the minutes of each GMC meeting on the city's grants management SharePoint site, at: https://portal.baltimorecity.gov/dof/GM/SitePages/Home.aspx;

4. Ensures the agency/entity maintains a cadre of trained grant managers, grant writers and (grant) budget proposal managers to prepare and/or submit grant applications;

5. Retains documented evidence of training(s) in a (hardcopy) file and on the city's grants management SharePoint site;

6. Keeps current *all* active grants, grant activity and assigned grant managers on the city's grants management Customer Relationship Management (CRM) site, at: https://bmore.crm9.dynamics.com/main.aspx; and,

7. Ensures all single audit and grants management office findings are immediately corrected.

8. Reviews, at a minimum, the following information during each GMC meeting:

Applications

9. Projects what new or renewal grant applications are forthcoming and determines:
    a. What resources will be needed;
    b. What (key) staff, sub-recipients or consultants are required; and,
    c. Whom to designate as application manager and/or budget proposal manager(s).

10. Follows the steps detailed in AM policies: **413-10 Grant Identification**; **413-20 Grant Screening & Evaluation**; **413.30 Grant Preparation & Application** and **413.40 Grant Management Review** when making a grant application;

11. In the event of a non-awarded grant, requests a debrief from reviewer(s) to learn about the application's content weaknesses and/or to obtain feedback on the budget that negatively impacted the submission; and,

12. Retains all debrief notes on the city's SharePoint site along with the original grant application so that appropriate adjustments can be made to optimize the agency/entity's chances for future grant awards.

Budgets

13. Reviews budget charts/graphs or data to highlight and focus upon areas of concern; e.g., over- or under-spending - in collaboration with the agency/entity's fiscal staff and/or their assigned Bureau of the Budget and Management Research (BBMR) Budget Analyst; and,

14. Ensures all grant-related primary accounts and subaccounts are closed within 45-days of the grant's end date and that all receipts, invoices or charges received or posted after the grant's closure were incurred within the grant's period of performance.

Grants Management & Administration

Tracking

15. Maintains a shared calendar to project new and renewal applications, anticipated audits, expiration dates for Grant Services Specialist (GSS) positions (if applicable), grant closeout dates, grant extensions, periodic reports as required by the grantor, and forecasted GMC meeting dates.

Public Relations

16. Periodically submits success stories generated from their grants management efforts to the grants management office and mayor's director of communications. Each submission should describe who was involved, what happened and when and where the activity took place. To submit success stories, click the **Send Email Alert** and **Submit Success Story** buttons on the city's grants management SharePoint site;

17. Depending upon the number of grants an agency manages, the committee and/or a designated staff member(s) should submit the following number of public relations articles annually, for:

- 0-10 grants - 1 per year;
- 11-25 grants - 2 per year;
- 26-50 grants - 3 per year;
- 51-75 grants - 4 per year;
- 76-100 grants - 5 per year; or,
- 100+ grants - 6 per year.

18. Committees are encouraged to exceed recommended success story submission requirements.

Lobbying

19. In the event the GMC feels that external lobbying on the agency/entity's behalf will help ensure a successful grant award, submits a lobbying request to the deputy mayor of government relations and labor. To submit lobbying requests, click the **Send Email Alert** and **Request Grant Support** buttons on the city's grants management SharePoint site.

Grants Manager:

20. Takes corrective action based on audit results or feedback from grantor, auditing or the grants management office; and,

21. Follows **AM Policies 413-50 Grant Award**; **413.60 Grant Documentation**; **413.61 Grant Management Financial Reporting** and **413-70 Grant Closeout** for the daily operation and ultimate closure of each grant.

Grants Management Office:

22. Monitors each agency/entity's grants management activities and provides database access, guidance, support and resources as needed;

23. Performs internal control testing in accordance with applicable OMB circulars and the city's grants management policies and procedures;

24. Monitors all grant accounts to ensure drawdowns and expenditures are timely, occur within the grant's period of performance, are appropriately charged and minimize unspent funds and/or negative budget variances;

25. Conducts annual compliance reviews of the city's agency/entities with grants, to monitor compliance with all applicable grants management AM policies and OMB circulars;

26. As necessary, submits a corresponding compliance report to each agency/entities' head and GMC for corrective action; and,

27. Chairs periodic grants management steering committee meetings.

POLICY OWNER

The city of Baltimore grants management office is responsible for all changes and/or updates to this policy.

WORKFLOW PROCESS

A flowchart displays workflow graphically, using some or all of the following process symbols.

Grants Management & Administration

PROCESS KEY

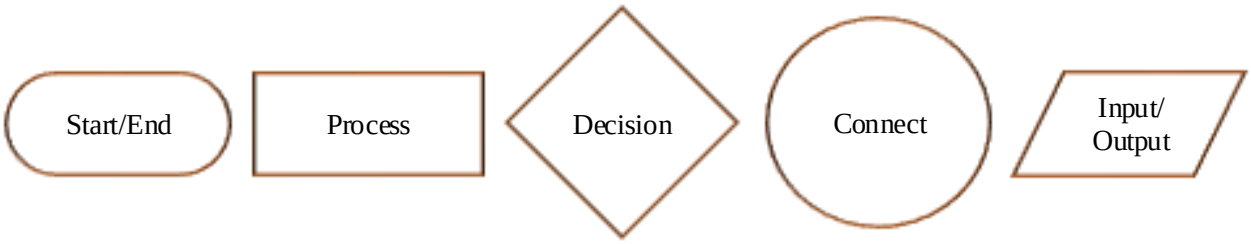

Figure 1, below, graphically displays the primary steps followed in the **Grants Management & Administration** process.

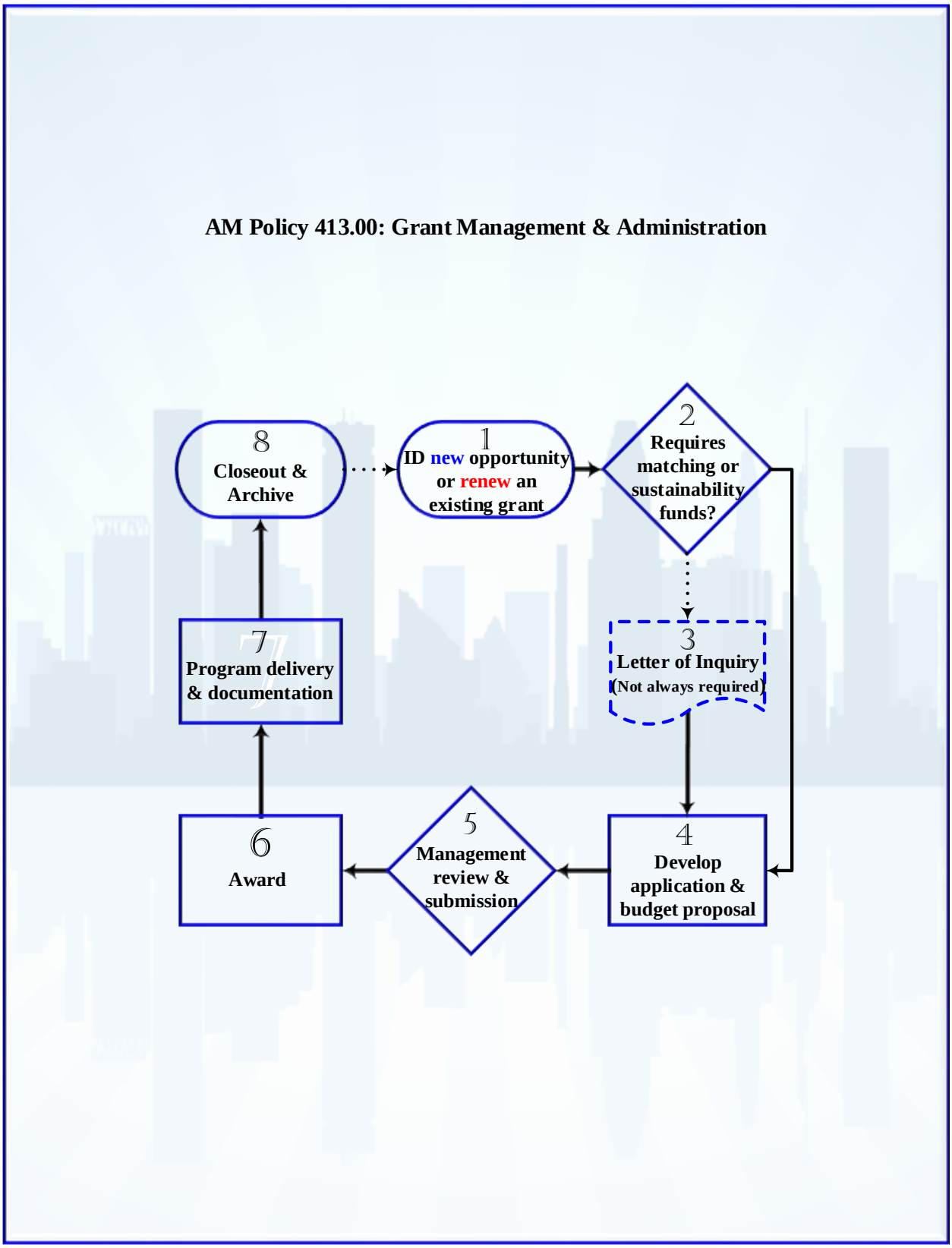

Figure 1: ***Grant Management & Administration*** reflects the macro-level steps of the grants management process.

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AM 413-10

Grant Identification

PURPOSE

Early identification and proactive planning are key to forecasting and capturing grant awards. This policy establishes a preplanning process that optimizes the opportunity for success when applying for a grant.

SCOPE

This policy is applicable to all city of Baltimore agencies/entities that use grant funding, as well as any other organizations for which the city serves as grantor or contributes resources. Moreover, this policy supersedes and replaces **400-3 Indirect Cost Reimbursement for Federal Grants and Contracts, AM 404-1 Financial Grants**, **AM 404-1-1 Applying for Grants** and **AM 404-1-2 Action upon Receiving Grant Approval**.

POLICY STATEMENT

Each city of Baltimore agency/entity that receives grant funding must form a grants management committee to support the early identification and vetting of all relevant grant opportunities. For an explanation of the grant management committees' roles and responsibilities, see **Administrative Manual (AM) Policy 413-00**, **Grants Management & Administration**.

PROCEDURE

NOTE

- Procedural items preceded by this symbol are designated as quality issues. Failure to adhere to this requirement can impact the overall quality of this policy.
- Procedural items preceded by this symbol are designated as risk issues. Failure to monitor this requirement can create an unwarranted risk.

<u>Grants Management Committee</u>:

1. Designates at least one individual to track all germane grant announcements, via the Internet (e.g., Grants.gov or Grantfinder.com), electronic or standard mail, by telephone, through professional contacts or other sources. This designee must:

Grant Identification

a. Be a member of the agency/entity's grants management committee;

b. Create a grant record in the city's Customer Relationship Management (CRM) software immediately after identifying the candidate grant. The grants management CRM can be accessed at https://bmore.crm9.dynamics.com/main.aspx;

c. Maintain and periodically update a comprehensive listing of agency/entity specific keywords and/or search terms in SharePoint for use when searching for grants;

d. Negotiate with other agencies/entities in the event two or more entities wish to apply for the same grant. Synergistic alliances that benefit the city are encouraged;

2. Determine if the grant opportunity is a *new* or *renewal* application. For renewal applications, skip forward to **AM Policy 413-30**, **Grant Preparation & Application**;

3. Identify and track all grant opportunities that align with the organization's long-range strategic plans and/or the agency's mission as far in advance as possible;

4. Determine if the new grant application aligns with the Mayor's Priority Outcomes and/or the agency's mission. If an agency/entity wishes to apply for a grant that does not align with the Mayors' Priority Outcomes and/or the agency's mission, the grants management committee chairperson must obtain and keep on file a written exemption to this requirement from the appropriate deputy mayor;

5. Document all grant targets in the CRM database then advance to **AM Policy 413-20**, **Grant Screening and Evaluation**; also,

6. In the event the grants management committee feels additional, external support is warranted to ensure a successful grant application, refer to **AM Policy 413-00, Grants Management & Administration: Lobbying**.

Grant Identification

POLICY OWNER

The grants management office is responsible for all changes and/or updates to this policy.

WORKFLOW PROCESS

A flowchart displays workflow graphically, using some or all of the following process symbols.

PROCESS KEY

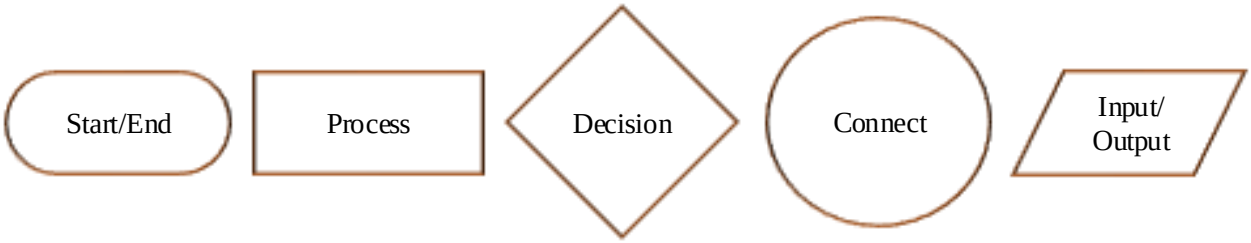

Figure 1, below, graphically displays the primary steps followed in the **Grant Identification** process. As shown, new grant applications follow a dotted line path while renewal applications follow a dashed line path.

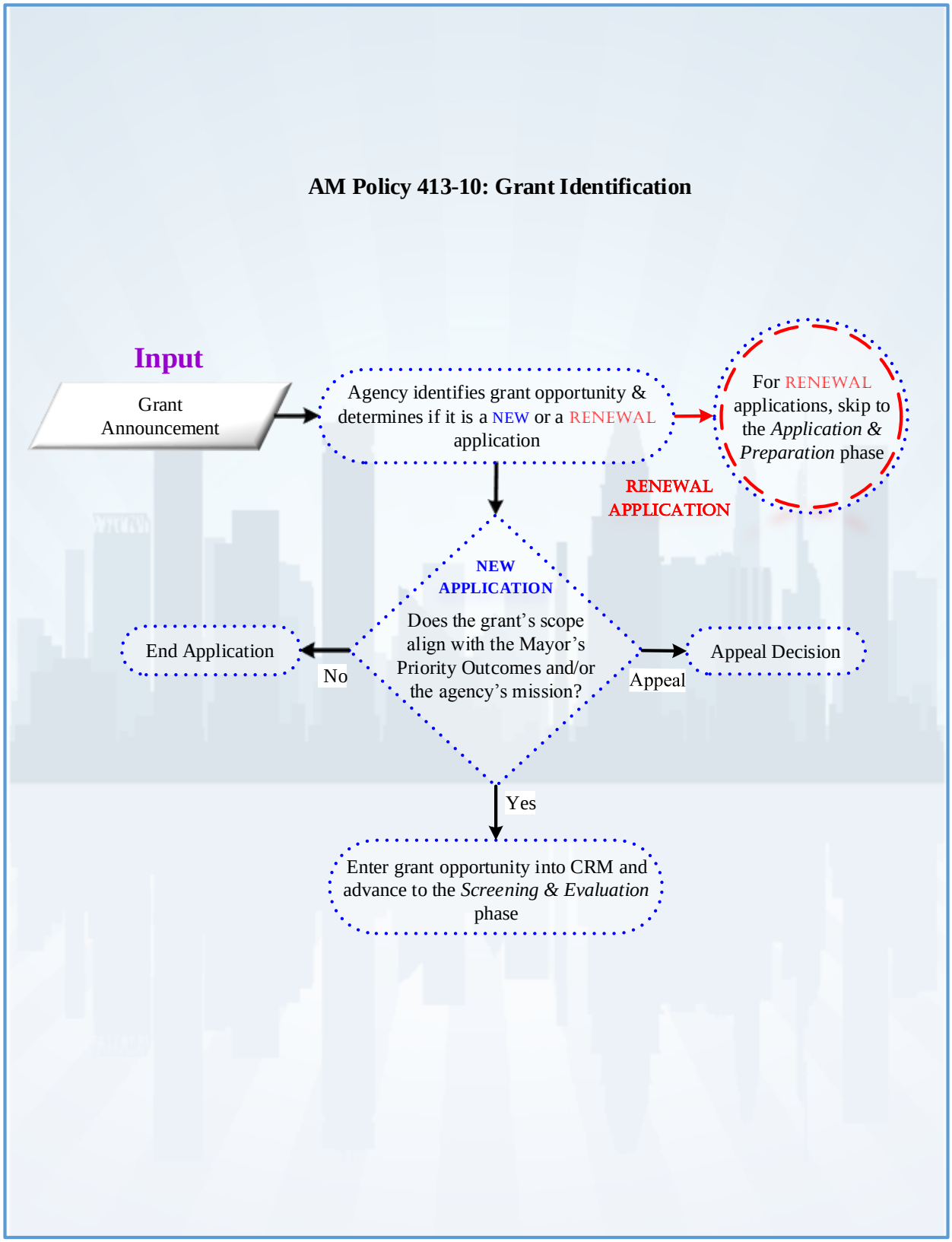

Figure 1: ***Grant Identification*** promotes the early identification and proactive planning essential to forecasting grant opportunities and capturing awards.

a **AM 413-20**

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Grants Screening & Evaluation

PURPOSE

Preplanning and early resource gathering are key to success when screening and evaluating a grant application. This policy promotes a proactive assessment and determination of each grant's requirements to minimize confusion and maximize preparation time prior to submitting an application.

SCOPE

This policy is applicable to all city of Baltimore agencies/entities that use grant funding, as well as any other organizations for which the city serves as grantor or contributes resources. Moreover, this policy supersedes and replaces **400-3 Indirect Cost Reimbursement for Federal Grants and Contracts, AM 404-1 Financial Grants**, **AM 404-1-1 Applying for Grants** and **AM 404-1-2 Action upon Receiving Grant Approval**.

POLICY STATEMENT

This policy requires grants management staff to proactively determine all grant application requirements and compile resources when preparing a grant application, to include determining whether the grant application requires *sustainability* or *matching funds*. When questions arise regarding a Notice of Funding Availability (NOFA), Scope of Work (SOW) or a Request for Proposal (RFP) – see **Definitions**, page 3 – staff should seek clarity from the grantor as early as possible.

PROCEDURE

NOTE

- Procedural items preceded by this symbol are designated as quality issues. Failure to adhere to this requirement can impact the overall quality of this policy.
- Procedural items preceded by this symbol

are designated as risk issues. Failure to monitor this requirement can create an unwarranted risk.

Grants Screening & Evaluation

Grants Management Committee:

RISK

1. Assigns a grant proposal manager and/or budget proposal manager to compile, review and submit each grant application. This/these individual(s) must be proactive in identifying any problems or issues that may interfere with a successful grant award and/or ongoing operation;

RISK

2. Determines whether a NOFA or RFP has a sustainability or matching funds requirement. **Note:** Both the applying agency/entity and their respective Bureau of the Budget and Management Research (BBMR) Budget Analyst must review and approve in writing the Notice of Funding Availability (NOFA) and corresponding draft budget prior to submitting ***any*** grant application. The agency/entity must also,

3. Determine their eligibility to apply and decide if the funding guidelines meet the agency/entities' funding needs by thoroughly reading the NOFA or RFP. If necessary, identifies a partner to meet the SOW requirements.

Grants Manager/Grant Proposal Manager and/or Budget Proposal Manager:

4. When necessary, seeks clarity on the SOW from the grantor by completing a *Letter of Inquiry* as early as possible. Draft Letters of Inquiry can be found (or stored) on the SharePoint site, at: https://portal.baltimorecity.gov/dof/GM/SitePages/Home.aspx, in the **Forms Library**.

BBMR Budget Analyst:

5. Has two (2) workdays from the receipt of the inquiry to approve or disapprove (in writing) the submitting agency/entity's draft budget. **Note:** BBMR's draft budget template can be found in the **Forms Library** on the city's grants management SharePoint site.

Grant Proposal Manager and/or Budget Proposal Manager:

6. Identifies sub-recipient(s) and determines their funding amounts prior to an application submission. **Note:** Pre-award identification and preparation of sub-recipient agreements expedites post award startup; and,

7. Gathers all resources required by the NOFA or RFP Scope of Work (SOW) as early as possible, to maximize the grant application's success.

DEFINITIONS

- **Notice of Funding Availability (NOFA)** - is a publicly available document by which an agency/organization makes known its intentions to award discretionary grants or cooperative agreements, usually as a result of a competition for funds; also known as a **Funding Opportunity Announcement (FOA)**.

- **Request for Proposal (RFP)** – is a solicitation to submit business proposals, often made through a bidding process to potential suppliers by an agency or company interested in procurement of a commodity or service.

- **Scope of Work (SOW)** – is a formal agreement that specifies all the criteria of a contract between a service provider (vendor) and the customer. The SOW documents the project requirements, milestones, and deliverables, i.e., products, documents and reports expected from the customer/contractor/consultant.

POLICY OWNER

The grants management office is responsible for all changes and/or updates to this policy.

WORKFLOW PROCESS

A flowchart displays workflow graphically, using some or all of the following process symbols.

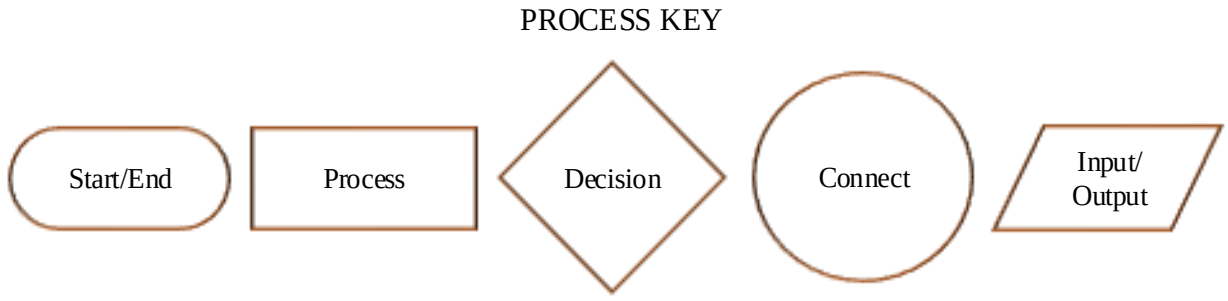


Figure 1, below, graphically displays the primary steps followed in the **Grant Screening & Evaluation** process.

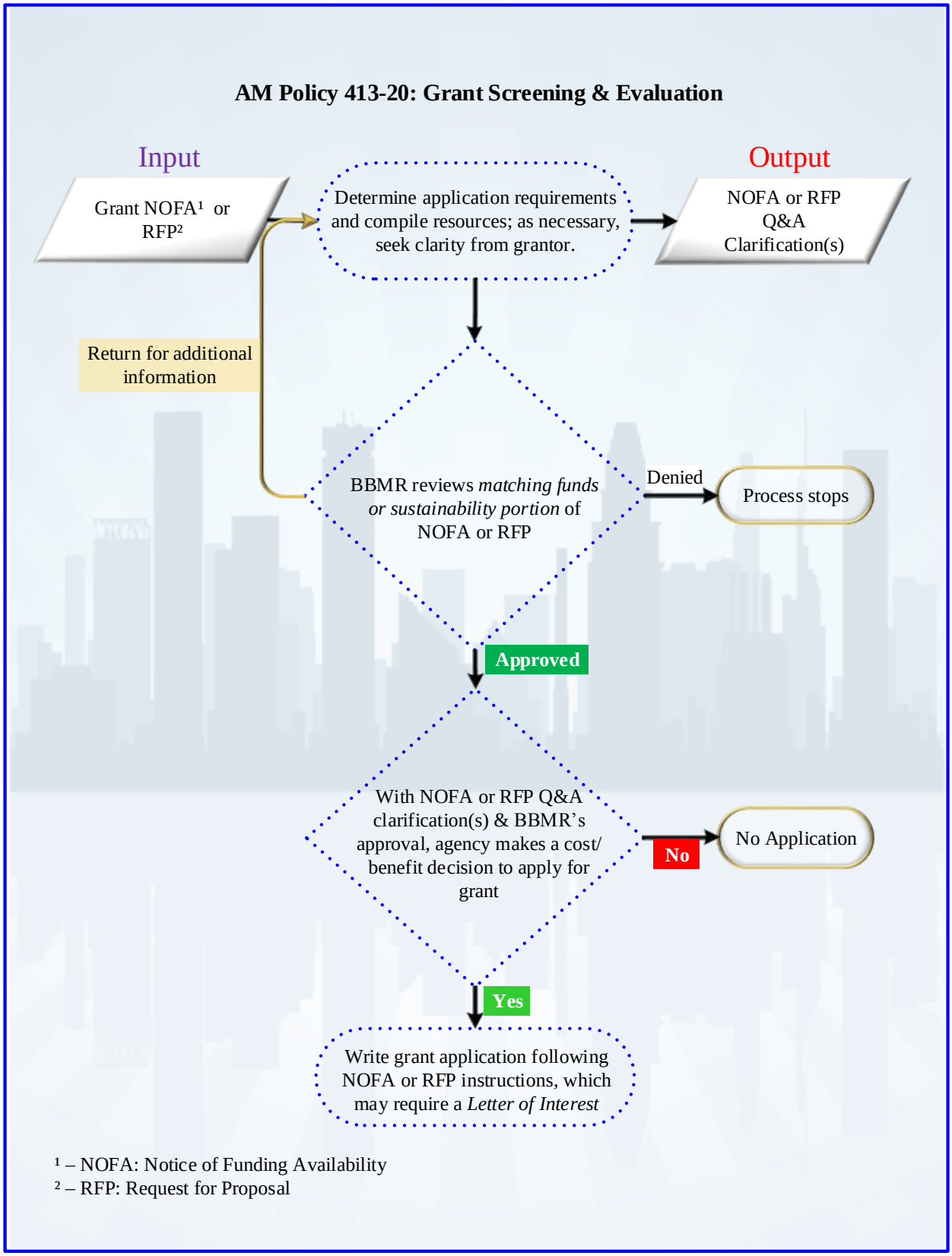


Figure 1: ***Grant Screening & Evaluation*** requires BBMR's pre-submission approval of all grant budgets.

Grants Preparation & Application

PURPOSE

To generate a checklist of requirements as detailed in a Scope of Work (SOW), Notice of Funding Availability (NOFA) or Request for Proposal (RFP) and require that the grant proposal manager collaborate with the Bureau of the Budget and Management Research (BBMR) when preparing a grant application's budget proposal.

SCOPE

This policy is applicable to all city of Baltimore agencies/entities that use grant funding, as well as any other organizations for which the city serves as grantor or contributes resources. Moreover, this policy supersedes and replaces **400-3 Indirect Cost Reimbursement for Federal Grants and Contracts, AM 404-1 Financial Grants**, **AM 404-1-1 Applying for Grants** and **AM 404-1-2 Action upon Receiving Grant Approval**.

POLICY STATEMENT

Each city of Baltimore agency/entity that receives grant funding must form a Grants Committee to support the grant preparation and application process, (see **AM Policy 413-00**, **Grants Management & Administration** for a more in-depth explanation of the grant committees' role and responsibilities). The committee's leadership must ensure all requirements identified within each NOFA or RFP's Scope of Work are met and BBMR's pre-submission approval is obtained on the grant application's corresponding budget.

PROCEDURE

NOTE

- Procedural items preceded by this symbol are designated as quality issues. Failure to adhere to this requirement can impact the overall quality of this policy.
- Procedural items preceded by this symbol

are designated as risk issues. Failure to monitor this requirement can create an unwarranted risk.

Grants Preparation & Application

Grants Management Committee:

RISK

1. Identifies and designates a grant proposal manager as early as possible to:
   - Avoid making false assumptions based on grantor feedback;
   - Overcome delays from grantor communications;
   - Avoid delays or errors in the budget approval process as well as the identification of new cost possibilities (efficiencies);
   - Avoid overextending or underestimating grant preparation capability;
   - Create redundant capabilities to ensure continuity of operations; and,
   - Maintain a timeline/calendar to track all grant preparation activity.

Grant Proposal Manager:

2. Determines application requirements as defined within the NOFA or RFP's SOW, or as defined by stakeholders, which may include the following requirements at a minimum:
   - SF-424 (Application for Federal Assistance), or equivalent State of Maryland application form;
   - DUNS/SAM #s;
   - Catalog of Federal Domestic Assistance Number (CFDA #);
   - Project Summary/Abstract;
   - Project Narrative;
   - Budget & Budget Narrative (including match requirements, if applicable);
   - Organization Chart;
   - Organizational Capacity (may require resumes);
   - Key Hires, if applicable;
   - Point of Contact (Project Director/Grant Manager);
   - Signed Certifications and if applicable;
   - Sub-recipient MOUs, letters of support or agreements.

3. Designates a grant writer(s) and/or budget proposal manager;

4. Determines grant evaluation method/process;

5. References the **Grant Support & Resources** button on the city's grants management SharePoint website for additional information on grant writing and/or budgeting;

6. Creates checklist of requirements, based on the SOW and/or stakeholder's needs, to generate an application outline and prevent submission omissions;

7. Identifies key hires as soon as possible; and,

8. Checks proposal archive on the SharePoint website for previous submissions and/or supporting documentation to expedite the application process.

Grant Writer(s):

9. Drafts technical proposal based on identified requirements.

Grant Proposal/Budget Manager:

10. Determines whether a NOFA or RFP has a sustainability or matching funds requirement.

11. Using BBMR's Budget Template, compiles a draft budget for the grant and forwards it to BBMR for review.

BBMR Budget Analyst:

12. Has two (2) workdays from the receipt of the inquiry to approve or disapprove the submitting agency/entity's draft budget.

Grants Proposal Manager:

13. Works with grant writer(s) and budget proposal manager to compile the technical and budget proposal; i.e. the grant application; and,

14. Collaborates with BBMR until the grant's budget is approved or it is decided the grant application will not be pursued.

Grants Committee:

15. Supports the grant proposal manager preparing the grant application for submission.

16. The quality goal for this process is to give the grant proposal manager ample time to review and approve the grant application prior to submission to the Grants Committee and/or management for review and/or approval.

Grant Proposal Manager:

17. Submits the approved grant application to management for review; reference **AM Policy413-40, Management Review**.

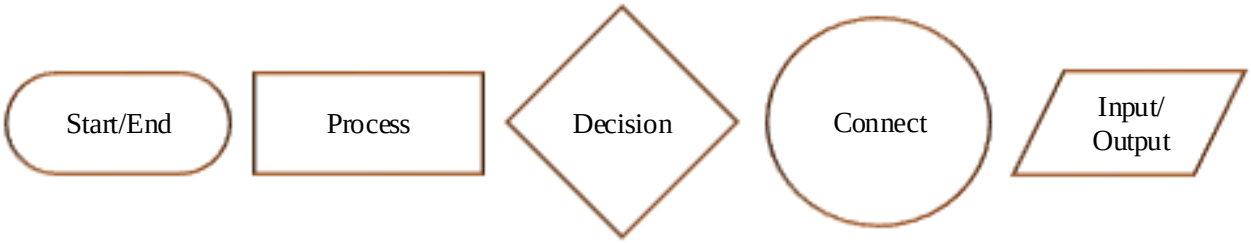
POLICY OWNER

The grants management office is responsible for all changes and/or updates to this policy.

WORKFLOW PROCESS

A flowchart displays workflow graphically, using some or all of the following process symbols.

PROCESS KEY



FLOW PROCESS

Figure 1 below graphically displays the primary steps followed in the **Grant Preparation & Application** process.

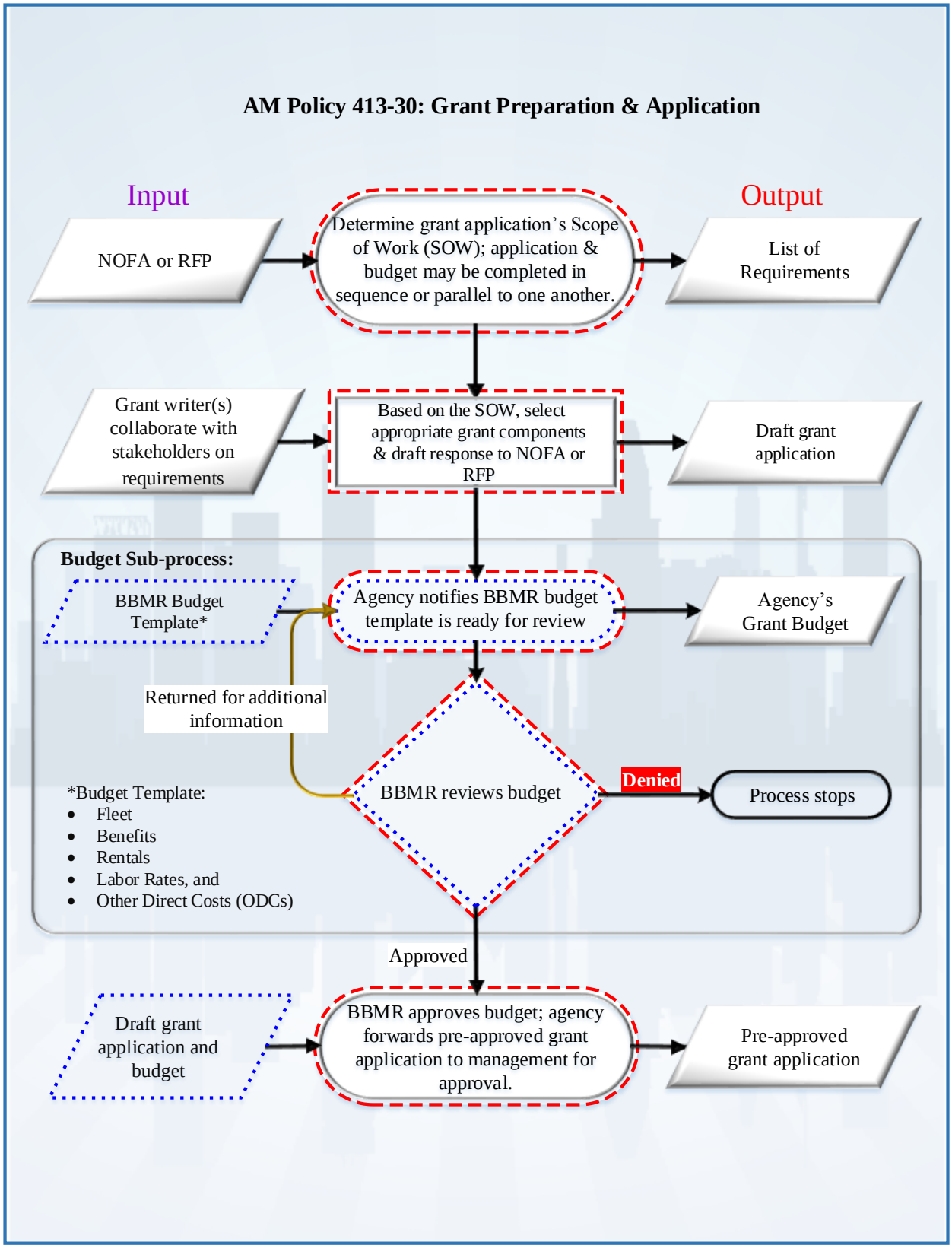


Figure 1: ***Grant Preparation & Application*** requires the grant proposal manager to generate and follow a requirements checklist and to collaborate with the BBMR on the grant's budget.

a **AM 413-40**

m

Grant Management Review

PURPOSE

To give management an opportunity to review and ensure the quality and completeness of *all* grant applications and supporting documentation, e.g., technical and cost proposals, prior to submission.

SCOPE

This policy is applicable to all city of Baltimore agencies and/or entities that use grant funding, as well as any other organizations for which the city serves as grantor or contributes resources. Moreover, this policy supersedes and replaces **400-3 Indirect Cost Reimbursement for Federal Grants and Contracts, AM 404-1 Financial Grants**, **AM 404-1-1 Applying for Grants**, and **AM 404-1-2 Action upon Receiving Grant Approval**.

POLICY STATEMENT

An agency/entity's senior management must review and approve all grant applications to ensure the quality and completeness of each application - at a reasonable or specified price - prior to submission.

PROCEDURE

NOTE

- Procedural items preceded by this symbol are designated as quality issues. Failure to adhere to this requirement can impact the overall quality of this policy.
- Procedural items preceded by this symbol are designated as risk issues. Failure to monitor this requirement can create an unwarranted risk.

Grant Proposal Manager:

1. Forwards the draft grant application and budget to agency's internal grants management committee (GMC) for review and approval.

Grants Management Committee (GMC):

2. Ensures grant application meets the requirements detailed in the NOFA or RFP Scope of

Work or as designated by key stakeholders, prior to the agency's fiscal officer review; and,

3. If changes are required, returns draft document(s) with changes noted to the grant proposal manager for revision.

Agency/Entity's Fiscal Officer and/or Budget Proposal Manager:

4. In collaboration with the agency/entity's BBMR Budget Analyst, ensures grant application meets the requirements detailed in the Scope of Work prior to senior management's review; and,

5. If necessary, returns draft document(s) to budget proposal manager for correction or changes.

Chairperson Grants Management Committee:

6. Ensures grant application meets the requirements detailed in the Scope of Work and approves for submission;

7. If necessary, returns draft document(s) to the appropriate staff member for correction(s); and,

8. Records the name of the GMC approver and the date the grant application was approved on the CRM site, at: at https://bmore.crm9.dynamics.com/main.aspx.

Grant Proposal Manager:

9. Upon receipt of the approved application, delivers/submits grant as detailed in the Notice of Funding Availability (NOFA) or Request for Proposal (RFP);

10. Forwards a copy of the completed grant application to the grants management office and archives a copy, with all supporting documentation, in SharePoint.

POLICY OWNER

The grants management office is responsible for all changes and/or updates to this policy.

FLOW PROCESS

Figure 1, below, displays the primary steps followed in the grant review process.

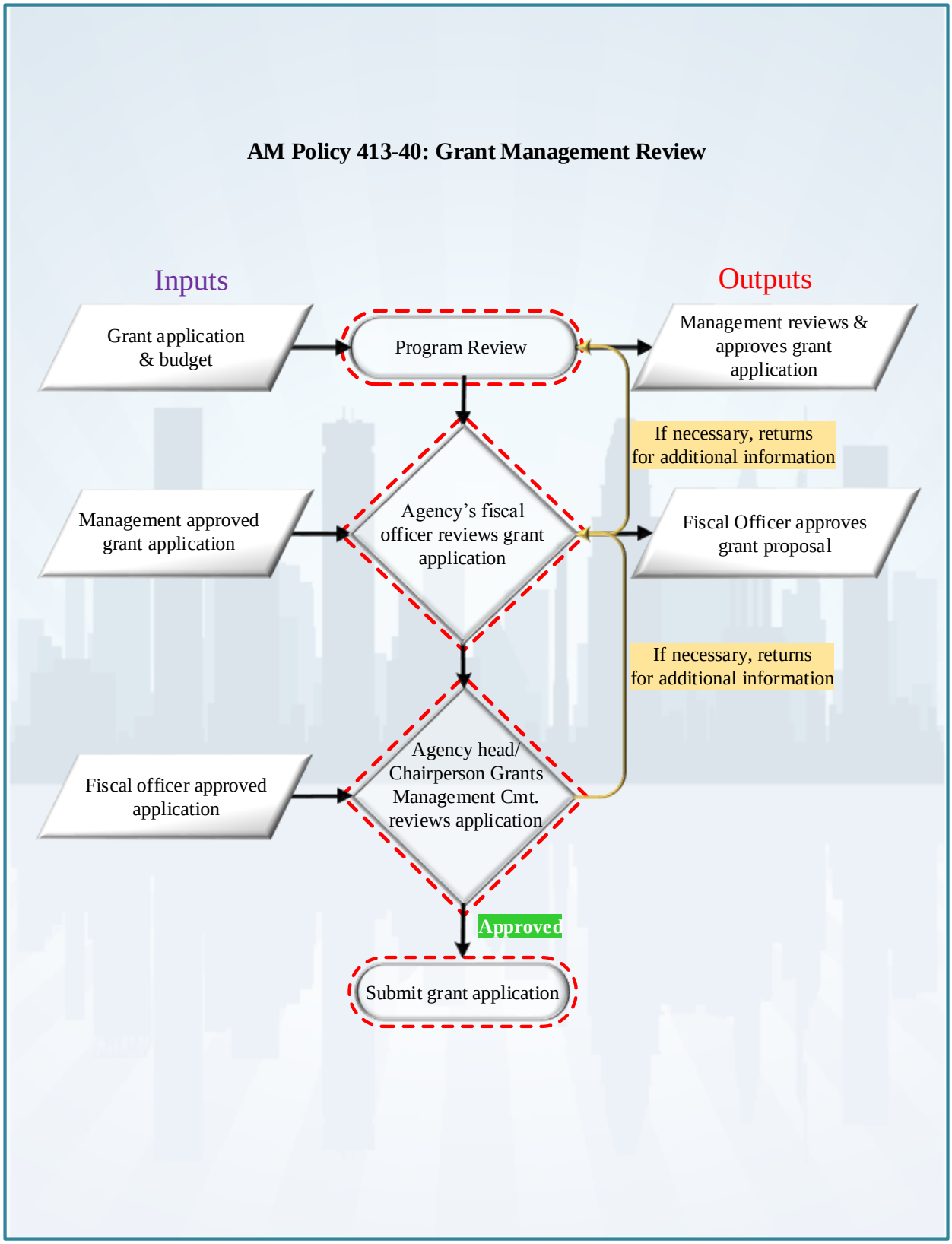


Figure 1: ***Grant Management Review*** gives management an opportunity to review all grant submissions to ensure the pre-submission quality of the grant application.

Grant Award

PURPOSE

Expediting the establishment of a budget account number allows an agency/entity to begin grant operations as soon as possible.

SCOPE

This policy is applicable to all city of Baltimore agencies/entities that use grant funding, as well as any other organizations for which the city serves as grantor or contributes resources. Moreover, this policy supersedes and replaces **400-3 Indirect Cost Reimbursement for Federal Grants and Contracts, AM 404-1 Financial Grants**, **AM 404-1-1 Applying for Grants**, and **AM 404-1-2 Action upon Receiving Grant Approval**.

POLICY STATEMENT

Per **AM 101-1 Request for Board of Estimates Approval**, all third party contracts and/or legal documents which bind the city must be reviewed by the law department. Therefore, post-award and prior to beginning a new grant the law department must review all awards for *legal form and sufficiency*. In addition, copies of the award and sub-grantee awards must be forwarded to the department of audits for review and endorsement. Finally, prior to beginning operations, the Board of Estimates (BOE) must approve the grant award and when applicable, all corresponding sub-recipient award(s).

PROCEDURE

NOTE

- Procedural items preceded by this symbol are designated as quality issues. Failure to adhere to this requirement can impact the overall quality of this policy.
- Procedural items preceded by this symbol are designated as risk issues. Failure to monitor this requirement can create an unwarranted risk.

1. After award, an *expeditious turnaround of documentation is required* so that the grant may begin operating as quickly as possible. The primary risk to this policy is a delay in the post-award approval processes.

Grant Award

(Agency) Grant Manager:

2. Upon receipt of a grant award letter, posts award information in the CRM database. **Note:** CRM can be accessed at https://bmore.crm9.dynamics.com/main.aspx; then,

3. Following the submission guidelines outlined in **AM Policy 101-1 and AM Policy 101-1-1, Requests for Board of Estimates** forwards copies of the grant award and sub-recipient agreement(s) to the law department, with a courtesy copy to the appropriate deputy mayor.

Law Department/Agency Legal Representative:

4. Reviews the grant award and sub-recipient agreements within three (3) working days of receipt for legal form and sufficiency. If an award is lacking information, contacts grant manager for the additional information; then,

5. Forwards grant award to the Bureau of the Budget and Management Research (BBMR).

BBMR:

6. Approves grant award for funds and forwards BOE cover letter, grant award letter and sub-recipient agreement(s) to the BOE.

Department of Audits:

7. Reviews and endorses the grant award while pending submission to the BOE for approval.

Board of Estimates:

8. Approves grant award or if necessary, returns it for additional information;

9. Once approved, returns cover letter with approvals, grant award letter and/or sub-recipient agreement(s) to the grant manager.

Grant Award

(Agency) Grant Manager:

10. Typically, a scope of work (SOW), award letter and BOE approval are required to obtain a budget account number and begin work. However, occasionally – especially for grants extended beyond their original period of performance – the *grantor* may delay updating the scope of work. In these cases, the grant manager may begin operating post-BOE approval, sans scope of work, so as not to interfere with the continuity of services. It is, however, recommended that the grant manager work closely with the grantor and document their efforts to obtain a copy of the SOW within 90-days of the award;

11. Forwards copy of the BOE-approved grant award letter to the grants management office; and,

12. Posts a softcopy of the BOE-approved grant award to the CRM database.

Grants Management Office (GMO)/Bureau of Accounting & Payroll Services (BAPS):

13. Within 24-hours of receipt of the BOE-approved grant award letter, sets up the detailed fund account number in CityDynamics; then, collaborates with BAPS and BBMR to create a budget account number. **NOTE**: Budget account numbers will not be issued by the Grants Management Office without a BOE-approved award letter.

14. Returns budget account number to the grant manager to begin grant operations.

(Agency) Grant Manager:

15. Upon receipt of budget account number begins grant operations.

16. In the event of a non-award, works with agency's grants management committee to seek a debrief with the grantor so that appropriate in-house adjustments can be made to future grant applications, therefore optimizing the agency/organization/entity's chances for future awards: see **Grants Management & Administration**, **AM Policy 413-00: Applications**.

POLICY OWNER

The grants management office is responsible for all changes and/or updates to this policy.

Grant Award

WORKFLOW PROCESS

A flowchart displays workflow graphically, using some or all of the following process symbols.

PROCESS KEY

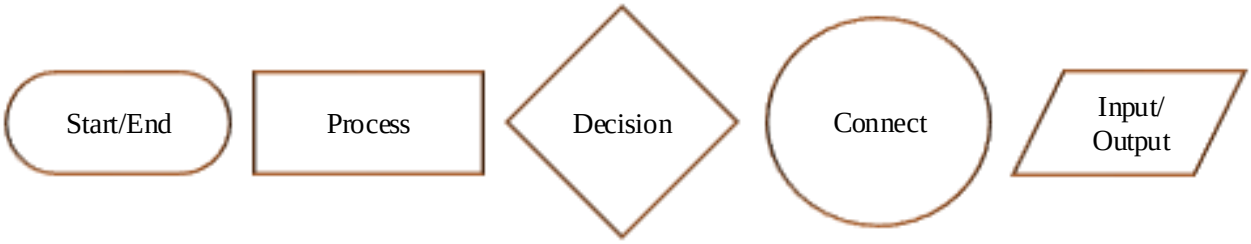


Figure 1, below, graphically displays the primary steps followed in the grant award process.

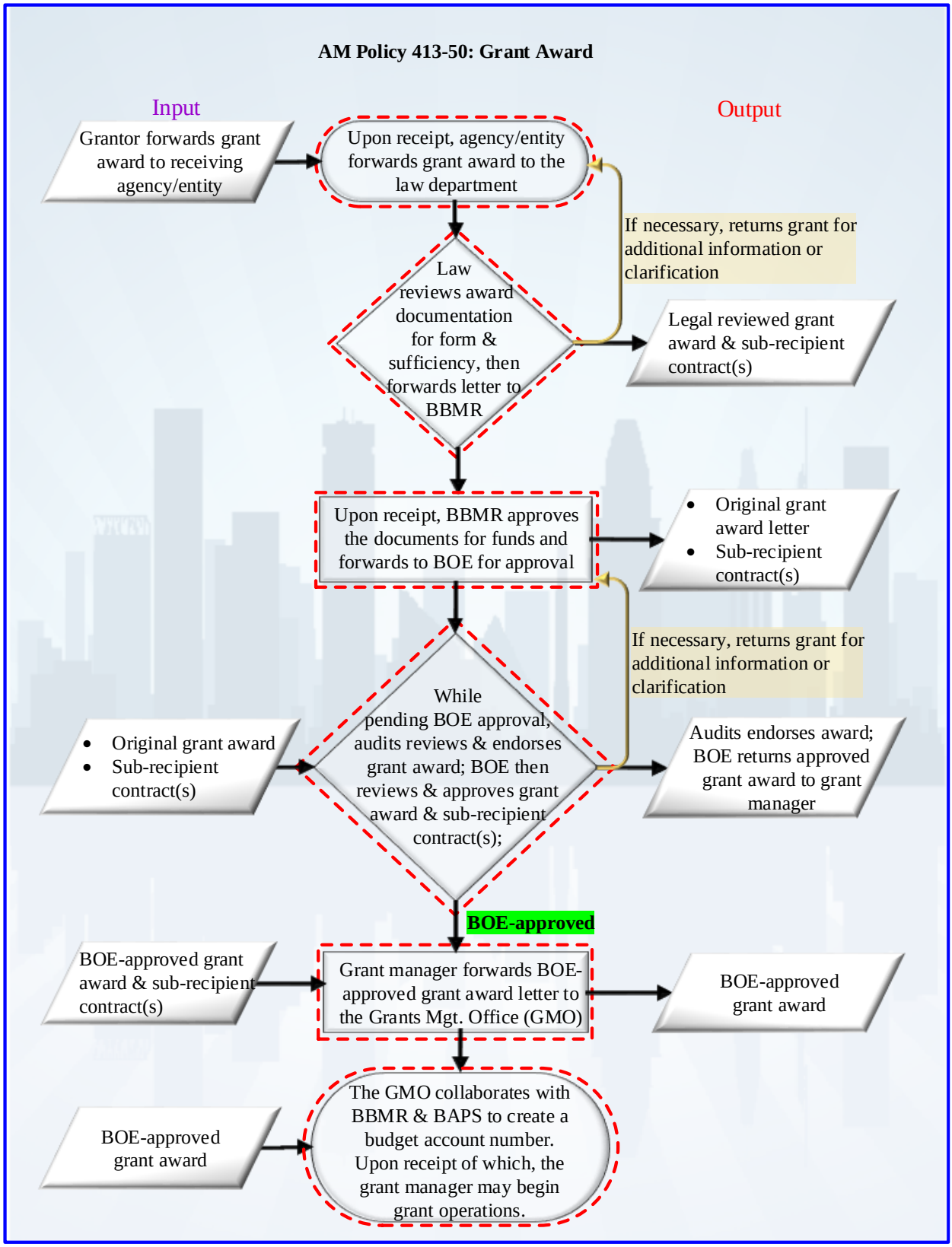


Figure 1: ***Grant Award*** details the process an award goes through after initial receipt.

Grant Documentation

PURPOSE

Proper documentation is imperative to avoiding audit findings, disallowed costs and/or non-compliance issues.

SCOPE

This policy is applicable to all city of Baltimore agencies and/or entities that use grant funding, as well as any other organizations for which the city serves as grantor or contributes resources. Moreover, this policy supersedes and replaces **400-3 Indirect Cost Reimbursement for Federal Grants and Contracts, AM 404-1 Financial Grants**, **AM 404-1-1 Applying for Grants** and **AM 404-1-2 Action upon Receiving Grant Approval**.

POLICY STATEMENT

Grant management staff must conduct ongoing monitoring and control of all grant activities; to include, timely drawdowns, meeting documentation requirements, as well as the receipt and appropriate deposit of reimbursements until the grant's period of performance ends.

PROCEDURE

NOTE

- Procedural items preceded by this symbol are designated as quality issues. Failure to adhere to this requirement can impact the overall quality of this policy.
- Procedural items preceded by this symbol

are designated as risk issues. Failure to monitor this requirement can create an unwarranted risk.

<u>Grants Management Office</u>:

1. Upon receipt of a BOE-approved grant award from a grant manager sets up grant account number. For details on this process, reference **AM Policy 413-50 Grant Award**.

<u>Grants Manager</u>:

2. Upon receipt of grant account number, enters number into CRM;

RISK

3. Maintains an online archive of *all* grant applications, award letters, monthly, quarterly, semi-annual and annual (as required) operational and financial reports for a minimum of seven years on the grants management' SharePoint website. If necessary, online applications must be printed, scanned and stored in SharePoint;

4. To allow for easy retrieval, stores all documentation in SharePoint using the following folder naming convention:

Budget Series Code - Grant Year - Granting Agency/Grantor - Grant Name

For example: **4001-16-DOJ-Byrne Justice Grant**

5. After the grant account and archive are established, completes staff hiring process (as necessary);

6. Completes applicable procurement/purchasing needs;

7. Notifies stakeholders (sub-recipients) of the grants start date, expectations, and requirements;

RISK

8. Conducts ongoing monitoring and control of all reimbursement receipts and deposits until grant ends; as well as all program and sub-recipient (when applicable) documentation, to include:
   a. Program documentation
   b. Timesheets
   c. Deliverables
   d. Activities
   e. Vendor payments
   f. Program data/charts/numbers
   g. Financial and compliance reports

9. Establishes and maintains a hardcopy audit file as a desk reference. This file should include:
   a. Federal System Registrations: SAM; DUNS #s, Grants.gov information;
   b. Federal Financial Accountability and Transparency (FFATA) information;
   c. FFR Submissions (SF-425 Federal Financial Report);
   d. Grant Agreements; and,
   e. Prior Year Single Audits/Monitoring Reports.

RISK 10. Failure to maintain all documentation and/or or financial submissions can result in audit findings and/or disallowed costs.

11. Moves to **AM Policy 413-70, Grant Closeout** once a grant's period-of-performance has concluded; or,

12. Returns to **AM Policy 413-10, Grant Identification** if the grant is to be renewed.

POLICY OWNER

The grants management office is responsible for all changes and/or updates to this policy.

FLOW PROCESS

Figure 1, below, displays the primary steps followed in the grant documentation process.

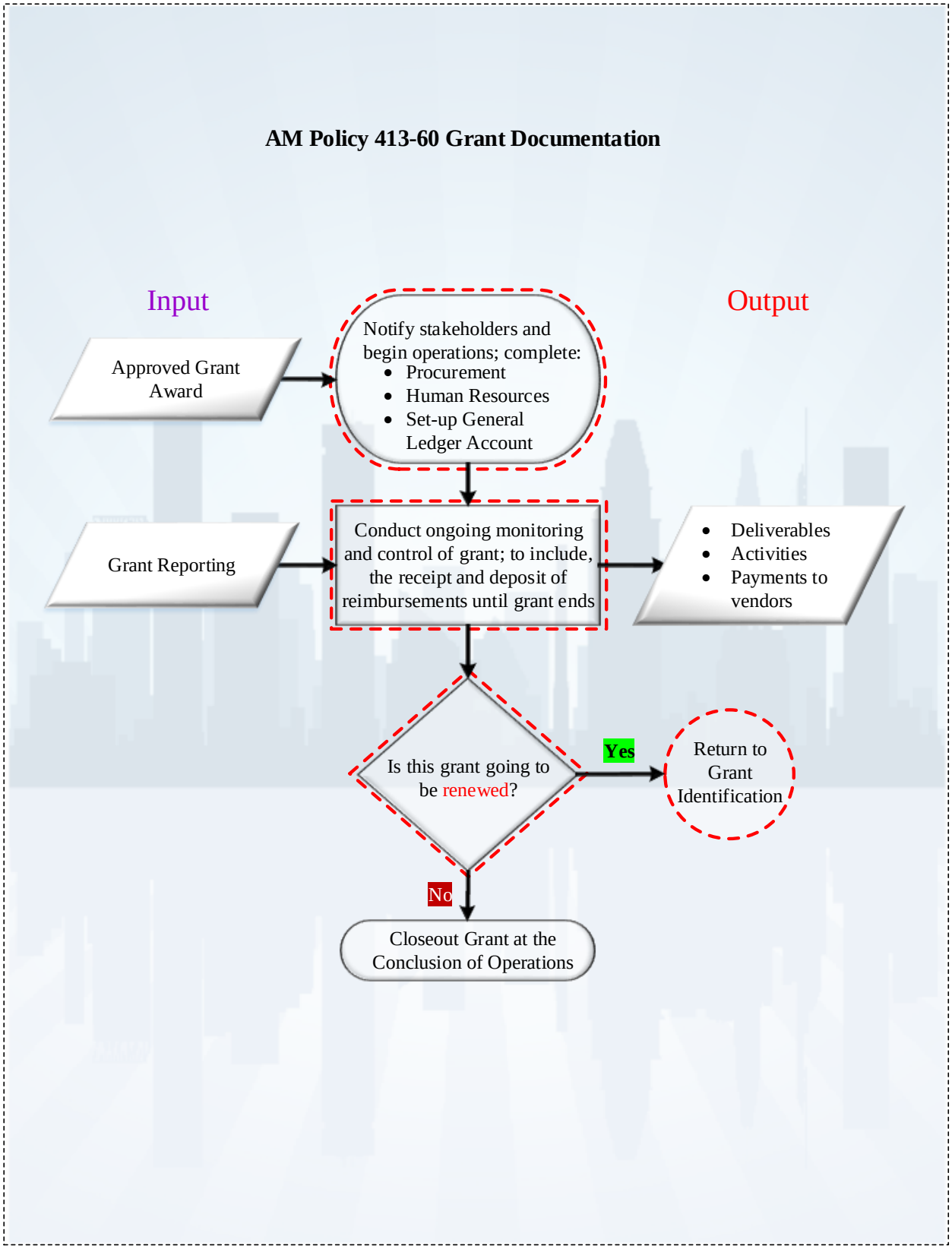


Figure 1 ***Grant Documentation***, proper documentation is imperative to avoid audit findings, disallowed costs and/or non-compliance issues.

Grant Management Financial Reporting

PURPOSE

To establish a citywide financial reporting approach for all grants that is accurate and allowable based on the specific terms and conditions of each grant, and reviewed and approved by appropriate city of Baltimore supervisory personnel.

SCOPE

This policy applies to all city of Baltimore agencies and/or entities that use grant funding, as well as any other organizations for which the city serves as grantee or contributes resources. Moreover, this policy supersedes **400-3 Indirect Cost Reimbursement for Federal Grants and Contracts, AM 404-1 Financial Grants**, **AM 404-1-1 Applying for Grants** and **AM 404-1-2 Action upon Receiving Grant Approval**.

POLICY STATEMENT

Each agency/entity that receives grant funding must ensure that all periodic financial reporting, be it monthly, quarterly, annually, etc., meets the terms and conditions of the grant's scope of work, be within budget, and have been accrued during the grant's period of performance.

PROCEDURE

NOTE

- Procedural items preceded by this symbol are designated as quality issues. Failure to adhere to this requirement can impact the overall quality of this policy.
- Procedural items preceded by this symbol

are designated as risk issues. Failure to monitor this requirement can create an unwarranted risk.

<u>Program Manager/Director (Pre-award)</u>:

1. Prior to applying for a grant, in collaboration with the agency's fiscal supervisor, the grant budget proposal manager and (BBMR) budget analyst create a summary of special terms or conditions as well as a budget and allowable costs, as detailed in **Administrative Manual (AM) Policy 413-30, Grants Preparation & Application**; to include any spending restrictions, required matches or in-kind contributions.

Grant Management Financial Reporting

Grant Manager/Sub-recipient (Post-award):

2. Expend funds as detailed within the grant award's approved budget; forwarding all receipts and invoices of charges against the grant for review and approval to the agency/entity's fiscal officer.

(Agency) Fiscal Officer:

3. Upon receipt of financial documentation reviews all invoices and supporting documentation for appropriateness against the grant's approved budget. This review must include an analysis that ensures any percentages, matches, and/or in-kind contributions associated with the expenditures of the grant are consistent with the allowable expenses under the grant.

4. Forwards screened and approved invoices and receipts to the Bureau of Accounting and Payroll Services (BAPS) for payment.

Bureau of Accounting and Payroll Services (BAPS):

5. Reviews all submissions for payment for consistency by comparing the request for payment to the receipts received.

6. Posts expenditures to the grant ledger and safeguards the information.

7. Once BAPS has closed the month (which generally happens on the fifth the day of the next month) reporting is available to all agencies. Each agency/entity can run reports from the city's financial management system for sign-off by their supervisors.

Grant Manager/Program Manager/Director:

8. Maintains all documentation, either electronic or hard copy, for all federally funded grants for the term of the grant for a minimum of seven years for review and audit by the granting agency or its designee; see **AM Policy 413-60: Grant Documentation**.

Grant Management Financial Reporting

POLICY OWNER

The grants management office is responsible for all changes and/or updates to this policy.

WORKFLOW PROCESS

A flowchart displays workflow graphically, using some or all of the following process symbols.

PROCESS KEY

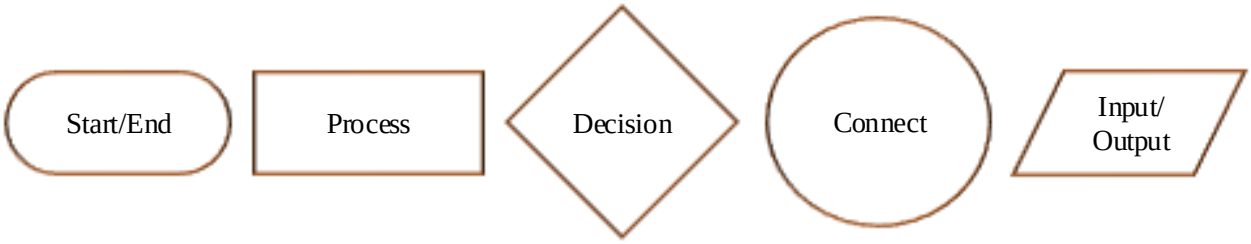


Figure 1, below, graphically displays the primary steps followed in the grant award process.

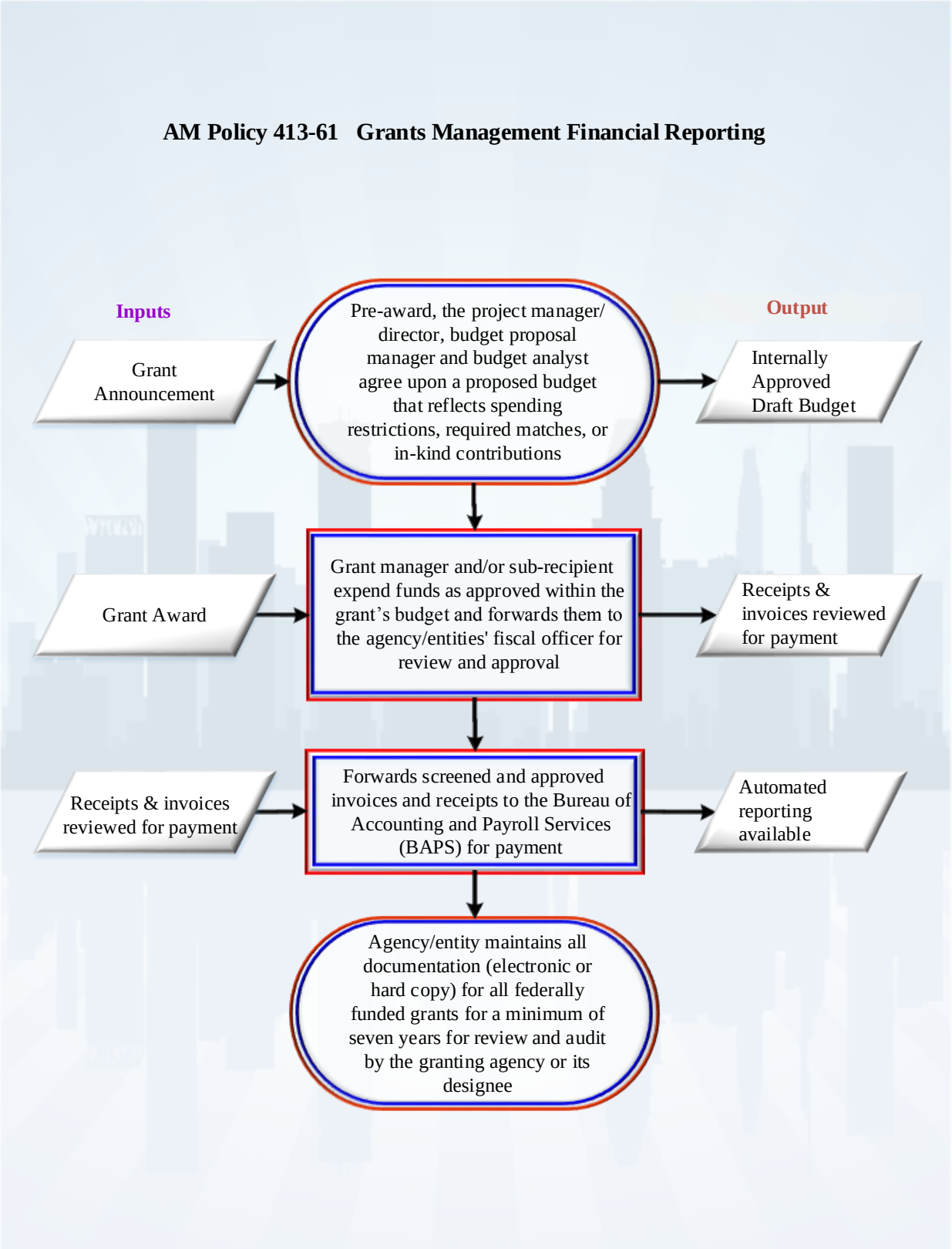


Figure 1: ***Grants Management Financial Reporting*** reflects the requisite steps to ensure all incurred costs are within budget and allowable.

Grant Closeout

PURPOSE

To ensure a proper and timely closeout of all grants that are ending and to identify grants that should be renewed.

SCOPE

This policy is applicable to all city of Baltimore agencies/entities that use grant funding, as well as any other organizations for which the city serves as a grantor or contributes resources. Moreover, this policy supersedes and replaces **400-3 Indirect Cost Reimbursement for Federal Grants and Contracts, AM 404-1 Financial Grants**, **AM 404-1-1 Applying for Grants**, and **AM 404-1-2 Action upon Receiving Grant Approval**.

POLICY STATEMENT

To ensure all primary accounts and subaccounts related to each grant are closed within 45-days of the grant's end-date and that any receipts or invoices received after the grant's ending-date, occurred within the grant's period-of-performance.

PROCEDURE

NOTE

- Procedural items preceded by this symbol are designated as quality issues. Failure to adhere to this requirement can impact the overall quality of this policy.
- Procedural items preceded by this symbol

are designated as risk issues. Failure to monitor this requirement can create an unwarranted risk.

Grant Manager:

1. Determines if a grant will be ending or renewed. For renewals, refer to **AM Policy 413-10, Grant Identification**;

2. Pulls together detail of the grant's financial transactions, program narrative and/or required grantor closeout information. This checklist should include, at a minimum:
    a. Approved grant budget;
    b. Grant fund budget analytics (including General Ledger records);
    c. Copies of invoices, receipts, canceled checks, and/or purchase orders;
    d. Approved budget reallocations;

e. Print-out of grantee's expenditure/receipt reports;
f. Grant drawdown records;
g. Copies of contracts, invoices, receipts, etc. (sub-recipients/consultants); and,
h. Relevant Federal, State, foundation and other financial reports

3. Completes an Internal Closeout Checklist to ensure all activities and transmittals have been completed, documented and submitted timely. The Internal Closeout Checklist should include, at a minimum:
    a. A copy of the executed grant agreement (grantor's and sub-recipient's);
    b. Program performance reports;
    c. Sub-recipient monitoring reports;
    d. Germaine Federal, State, foundation and/or other financial reports;
    e. Environmental Review Records and Clearances; and,
    f. Davis Bacon documentation and other labor records (if applicable).

4. Prepares final Grant Summary Report based on Internal Closeout Checklist results/findings; and,

5. Submits Grant Summary Report to grantor.

Grantor:

6. Audits grant (as deemed necessary). Annually, the city prepares and submits a Single Audit Report to the appropriate federal agencies as part of the city's overall audit; to include:
    a. SF-SAC – Federal Audit Clearinghouse Report, as well as,
    b. All non-Federal grantor's audit requirements.

Grant Manager:

7. May receive notification of a grant's imminent ending and/or a final report from the grantor;

8. Makes sure all primary account and subaccounts related to the grant are closed within 45-days following the grant's end-date. Any receipts or invoices received after the grant's end-date must have been incurred within the grant's period of performance;

9. Maintains ongoing communications with the Bureau of Accounting & Payroll Services (BAPS), auditing, the Bureau of the Budget Management Research (BBMR) and Grants Management Office (GMO) to further ensure ongoing fiscal integrity; and,

10. Archives all grant documentation along with the original grant application in SharePoint, as prescribed in **AM Policy 413-60, Grant Documentation: Grants Manager**.

Grants Management Office:

11. Deactivates all expired grant accounts to avoid ongoing charges against a grant that has ended to eliminate the possibility of disallowed costs and/or inappropriate expenditures to the Grants Revenue Fund.

POLICY OWNER

The grants management office is responsible for all changes and/or updates to this policy.

FLOW PROCESS

Figure 1, below, graphically displays the primary steps followed in the grant closeout process.

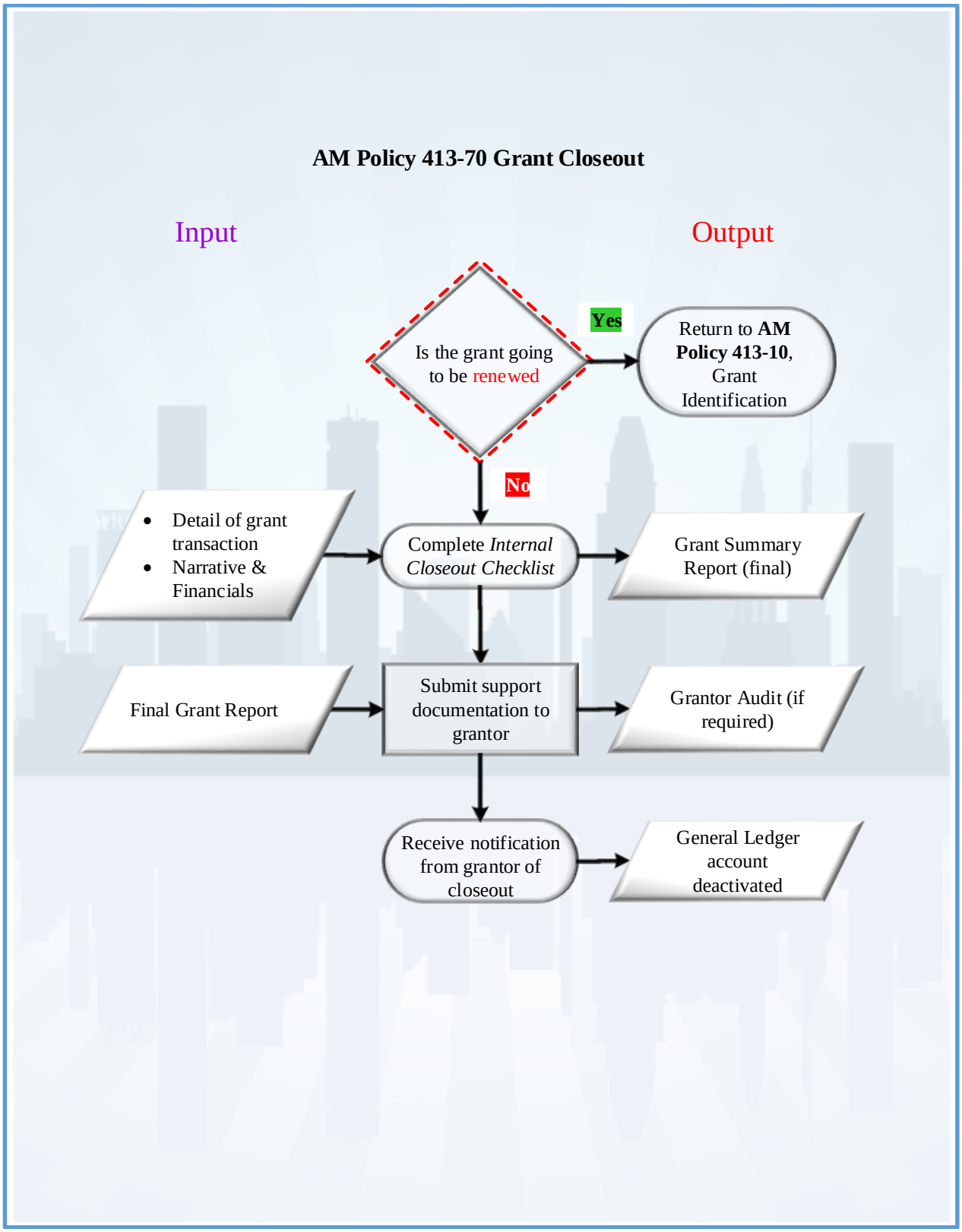


Figure 1: ***Grant Closeout***, a timely and thorough closeout of all grants helps to ensure fewer audit findings and better overall compliance.

m Budget Account Number

SCOPE

The budget account number is a 15 digit control number divided into sets of digits and assigned to all City budgeted transactions. It is used to clarify and charge an Agency's expenditures and appropriations. A budget account number is divided into five (5) sections of which each section can be specifically identified. Budget account numbers should always be divided into five (5) sections.

BUDGET ACCOUNT NUMBER

XXXX-XXX-XXX-XX-X-XX

FUND TYPE

The first 4 digits of the account number identify the type of Fund from which resources will be made available for the operation of the program.

XXXX-xxx-xxx-xx-x-xx

PROGRAM

The fifth through seventh digits identify the Program.

xxxx-XXX-xxx-xx-x-xx

ACTIVITY

The eighth through tenth digits designate the specific Activity within the program to which funds are appropriated or spent.

xxxx-xxx-XXX-xx-x-xx

SUB-ACTIVITY

The eleventh and twelfth digits specify the Sub-Activity or major area of performance within the activity.

xxxx-xxx-xxx-XX-x-xx

OBJECT OF EXPENDITURE

The thirteenth digit identifies the Object of Expenditure.

xxxx-xxx-xxx-xx-X-xx

SUB-OBJECT OF EXPENDITURE

The fourteenth and fifteenth digits identify the Sub-Object of Expenditure**.**

xxxx-xxx-xxx-xx-x-XX

USE OF ZERO

Double zeros, must be inserted at the sub-activity level whenever an activity has not been divided into major areas of performance. This use of zero is necessary to bring the total number of digits to 15.

CITY FORMS

If a City form does not provide divisions for breaking up a budget account number into its various sections, the responsible agency employee should break the account number into the five (5) distinct sections when affixing it to the form.

Example: **XXXX-XXX-XXX-XX-X-XX**

m *Budget Preparation Overview*

SCOPE

In accordance with the Baltimore City Charter, the Board of Estimates is responsible for formulating, determining, and executing the fiscal policy of the City. In accordance with this responsibility, the Director of Finance prepares the preliminary operating budget for the Board's consideration. In addition, the Planning Commission is required to submit a recommended long-range capital improvement program which includes a report on the ensuing fiscal year capital budget and program. Following deliberation by the Board of Estimates, the Department of Finance revises the proposed operating and capital budgets in accordance with Board's direction. The Board of Estimates' recommendations and the proposed budget are submitted for approval to the City Council, Board of Estimates and Mayor.

The following policies detail the operating and capital budget preparation and approval process:

- AM-420-3 Operating Budget Preparation
- AM-420-4 Operating Budget
- AM-420-6 Capital Budget Preparation
- AM-420-7 Capital Budget
- AM-420-8 Capital Budget Standard Objects and Sub-Objects of Expenditure

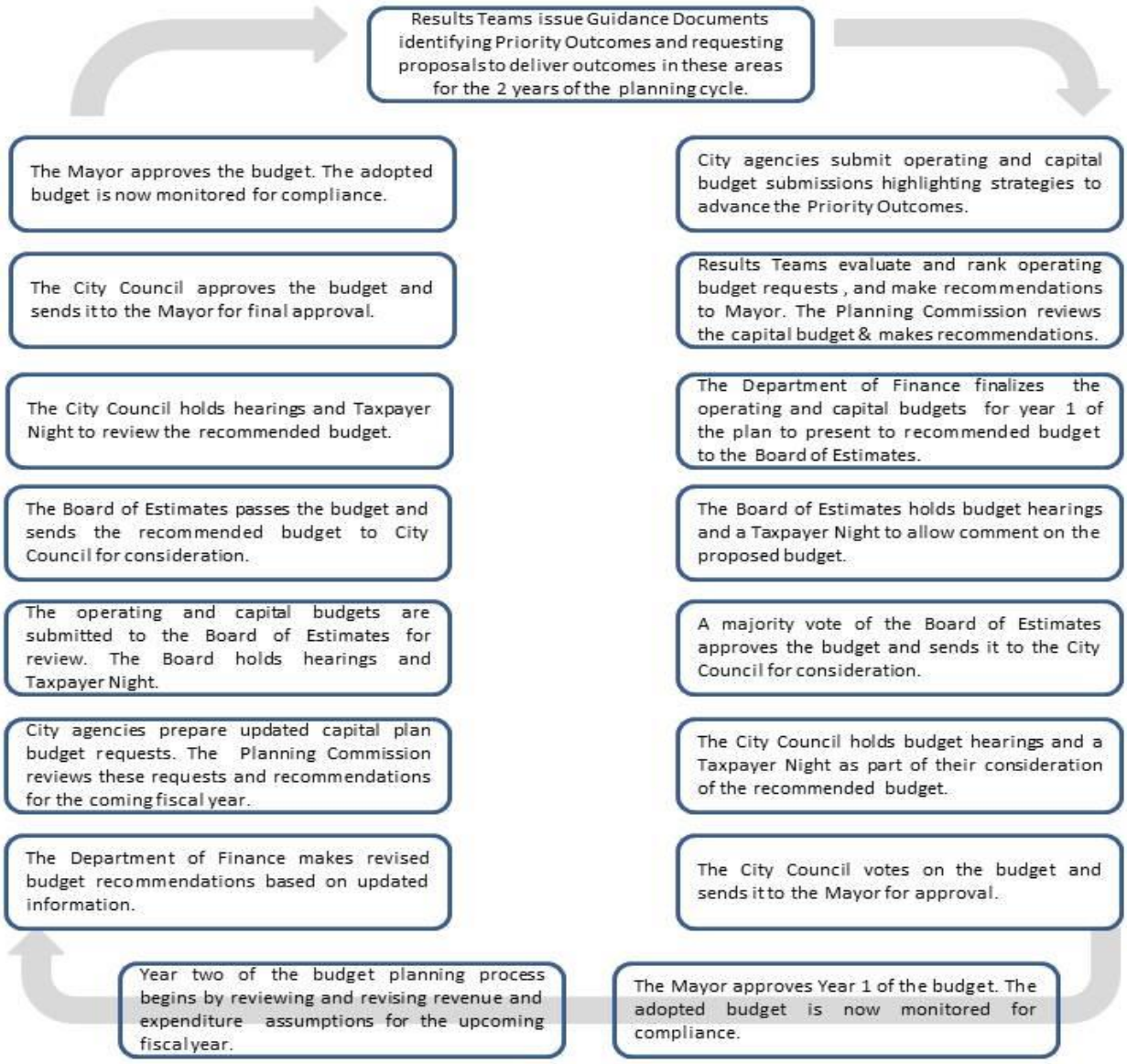
ORDINANCE OF ESTIMATES

Every legislative act of the City requires an ordinance or resolution both of which require a majority vote of the members of the City Council and approval of the Mayor. The operating and capital budgets are given legal effect as the Ordinance of Estimates.

BUDGET-MAKING PROCESS

The chart on the next page illustrates the budget-making process inclusive of the enactment of the Ordinance of Estimates.

m The City of Baltimore's Budget Process



m *Operating Budget Preparation*

SCOPE

The Director of Finance is responsible for preparing a recommended operating budget (Preliminary Budget Plan) for the approval of the Board of Estimates. In discharging this responsibility, the Director of Finance, through the Bureau of the Budget and Management Research, will require specified budgetary material from each agency head as is deemed necessary to develop and produce a recommended operating budget.

BUDGETARY REQUIREMENTS

As required by the City Charter, the Preliminary Budget Plan submitted to the Board of Estimates by the Director of Finance for inclusion in the proposed Ordinance of Estimates will contain the following material:

- Budget requests submitted by each agency head for the next fiscal year.
- Specified material directed by the Board of Estimates.
- Recommendations of the Director of Finance.

DETAILED INSTRUCTIONS

Detailed instructions for complying with the Board of Estimates charge to the Director of Finance are distributed to each agency by the Bureau of the Budget and Management Research, BBMR, usually during the month of October. Agency requests for a current level of service budget, and if required, a budget plan in accordance with a designated target, are returned to BBMR in accordance with duties included in the Operating Budget Instructions. The instructions, which are prepared by BBMR, are designed to assist agencies in the preparation of their budget requests, and includes information needed to develop a budget, instructions on how to complete required forms, and samples of completed forms and deadlines for submission.

SCOPE

The operating budget is a plan approved by the Board of Estimates and the City Council for appropriating funds to agencies for operating costs during a fiscal year. This plan establishes legal expenditure limits and reflects appropriations budgeted according to programs and sources of funding.

TERMS

The following is a listing of frequently used terms with definitions specific to the operating budget.

ACTIVITY: A subdivision of a program that specifies a specific function of the program. Some programs may be accomplished through the performance of only one activity, while other programs may require the performance of two or more activities.

AGENCY: An organization authorized by the Mayor and City Council to operate in the best interest of the public. Each agency is responsible for submitting a budget request outlining projected costs of operation for the upcoming fiscal year to the Director of Finance and/or Planning Commission, as applicable.

APPROPRIATION: An authorization granted by City Ordinance to make expenditures and incur obligations in a specified amount from a designated fund account for a specific project.

FISCAL YEAR: The year from July 1 through June 30, designated by the calendar year in which June 30 occurs.

FUND: A sum of money segregated for specific purposes. Use of this money requires adherence to special regulations established for each type of fund. The various funds are:

1001 General – A fund comprised primarily of City tax revenues; used to support many City operations.

2000 Internal Service – A fund to provide for the cost of goods and services furnished by certain agencies to other agencies.

2022 Convention Center Bond Fund – Established in Fiscal 1995 to budget and account for hotel tax revenues to be dedicated to support the payment of principal and interest associated with City indebtedness to finance one-third of the $151 million cost of the joint city-state expansion of the Baltimore Convention Center.

2024 Conduit Enterprise Fund – Established to budget for revenue charged to non-City entities renting space in the City owned and operated underground conduit system and for operating and

capital expenses and Maintaining the system.

2070 Waste Water Utility – A fund comprised of payments received for sewage service; used to support operations of the sewage system.

2071 Water Utility – A fund comprised of payments received for water; used to support operations of the water supply system.

2073 Loan & Guarantee Enterprise – A fund established to budget for the self-supporting of program of loans and guarantees administered by the Department of Finance pursuant to policies and procedures approved by the Board of Estimates.

2075 Parking Enterprise **–** A fund comprised of revenues from garage operations, installment purchase payments, and various parking related revenues; used to support the development of off street parking facilities.

2076 Parking Management Fund **–** A fund comprised of monies transferred from the Parking Enterprise Fund and of certain parking related revenues; used to budget for fund transfers from the Parking Enterprise Fund and to the General Fund and to support certain parking activities.

4000 Federal – A fund comprised of federal grants; used to support specific purposes.

5000 State – A fund comprised of State grants; used to support specific purposes.

6000 Special – A fund comprised of grants from private sources; used to support specific purposes.

GRANT: Revenue received from the private sector or from another government to support a specific function.

OBJECT OF EXPENDITURE: A grouping of similar goods, services, or other expenses used to categorize spending. The Objects of Expenditure are listed below.

Object 0 – Transfers
Object 1 – Salaries
Object 2 – Other Personnel Costs
Object 3 – Contractual Services
Object 4 – Materials and Supplies
Object 5 – Equipment - $4,999 or less
Object 6 – Equipment - $5,000 or more
Object 7 – Grants, Subsidies, and Contributions
Object 8 – Debt Service
Object 9 – Capital Improvements

OPERATING BUDGET: A plan for appropriating funds to agencies for operating costs during a fiscal year. This plan establishes legal expenditure limits and reflects appropriations according to programs and sources of funding. Included are capital improvements under $50,000, items of repairs, maintenance or emergency nature under $100,000, and Bureau of Water and Waste Water items of repair, maintenance or emergency nature costing less than $250,000.

PROGRAM: A subdivision of an agency's operating budget. Some agencies require only one program, while other agencies require two or more programs.

REVENUE: Income generated by taxes, fines, licenses, notes, bonds, penalties, investment income, property rental, user charges, grants, and other sources.

SALARY/WAGE SAVINGS: Unexpended or unappropriated part of the gross salaries and wages approved for permanent full-time positions. These savings result from positions which are vacant or filled by employees in lower pay classifications.

SUB-OBJECT OF EXPENDITURE: A sub-division of an object of expenditure to identify specific commodities and/or services. A listing of common sub-objects and their descriptions is in the Operating Budget Instructions, which are issued annually by the Bureau of the Budget and Management Research.

RELATED POLICIES

AM-419-1	BUDGET ACCOUNT NUMBER
AM-420-1	BUDGET PREPARATION OVERVIEW
AM-420-3	OPERATING BUDGET PREPARATION

a **AM-420-6**

m Capital Budget Preparation

SCOPE

The Planning Commission is responsible for recommending the proposed capital budget for the consideration of the Board of Estimates. In discharging this responsibility, the Planning Commission will require specified budgetary material from each agency head as is deemed necessary.

BUDGETARY REQUIREMENTS

As required by the City Charter, the proposed capital budget is submitted to the Board of Estimates by the Planning Commission for inclusion in the proposed Ordinance of Estimates. It contains the following material:

- Capital budget requests submitted by each agency head.
- A long-range Capital Improvement Program (CIP).
- Specified material directed by the Board of Estimates.
- Planning Commission recommendations.

DETAILED INSTRUCTIONS

Detailed instructions for complying with the Board of Estimates charge to the Planning Commission are distributed to each agency by the Department of Planning during the month of October. Agency requests are returned to the Department of Planning by the date indicated in the Capital Budget Instructions.

The Capital Budget Instructions, prepared by the Department of Planning, are designed to assist agencies in the preparation of their budget requests. The instructions include information needed to develop a budget, instructions on how to access the CIP intranet site and complete required forms, and samples of completed forms.

Capital Budget

SCOPE

The capital improvement program is a six-year plan specifying physical improvements recommended by the Planning Commission after reviewing the requests of City agency heads. The projects approved for the first year of the program comprise the capital budget portion of the Ordinance of Estimates.

TERMS

The following is a listing of frequently used terms with definitions specific to the capital budget.
AGENCY: An organization which is authorized by charter or the Mayor and City to operate in the best interest of the public.

APPROPRIATION: An authorization granted by City Ordinance to make expenditures and incur obligations for specific purposes.

CAPITAL IMPROVEMENT PROGRAM: A plan for appropriating funds by source to construct capital projects over a specified period of time. The Capital Improvement Program for Baltimore City covers a six-year period.

CAPITAL PROJECT: A physical betterment or improvement which by policy of the Board of Estimates must meet the following definition:

> ". . . any physical betterment or improvement and any preliminary studies and surveys and surveys relative thereto, including but not limited to, any property of a permanent nature and equipment needed in connection with or for such betterment or improvement when first erected or acquired, provided, however, that the terms "Capital Improvement" or "Capital Project" shall not be deemed to include the following:
>
> (a) Projects or improvements costing less than $50,000;
> (b) Vehicular equipment;
> (c) Items of repair, maintenance or emergency nature costing less than $100,000;
> (d) Bureau of Water and Waste Water items of repair, maintenance or emergency nature costing less than $250,000.
> (e) Salaries other than those which are properly capitalized as a part of the project cost.

CAPITAL SUB-PROJECTS: Elements or phases of the capital process which fall within the

capital project categories.

FISCAL YEAR: The period from July 1 through June 30 is the time frame to which the budget applies for the City of Baltimore.

FUND: A sum of money segregated for specific activities. Use of this money requires adherence to special regulations established for each type of fund.

GRANT: A contribution made from either the private sector to the City or by one governmental unit to another unit. The contribution is usually made to support a specified function.

OBJECT OF EXPENDITURE: A group of like services or related articles for which payment must be rendered to fulfill performance of the program. The objects and sub-objects of expenditure are listed and described in AM-420-8.

REVENUE: Income generated by taxes, notes, bonds, investment income, land rental, user charges, or grants.

SUB-OBJECT OF EXPENDITURE: A sub-division of an object of expenditure in which groups of like services are identified as specific commodities.

RELATED POLICIES

AM-420-6 Capital Budget Preparation

AM-420-8 Capital Budget Objects and Sub-Objects of Expenditure

m

Capital Budget: Objects/Sub-Objects of Expenditure

SCOPE

An object of expenditure is a group of like services or related articles for which payment must be rendered to fulfill performance of the program. Objects of expenditure are further subdivided into sub-objects.

DEFINITIONS

The following is a listing of standard objects and sub-objects of expenditure which apply to the Capital portion of the City's budget. A comprehensive listing may be found on a current City Chart of Accounts as provided by the Bureau of Accounting and Payroll Services.

	OBJECTS OF EXPENDITURE
1 Disposition Costs	All costs incurred with sale of real property.
2 Extra Work	Extra Work and Contingencies.
3 Design and Studies	The preliminary planning of a project prior to letting the contract and continues during its construction. Includes work done by City personnel as well as outside contractors.
4 Site	This includes purchase price and costs such as legal and administration fees, filling and excavation costs, and the like which are incurred to put the land in condition for its intended use. Includes survey and appraisal.
5 Inspection	Cost of City Inspection or outside contracts and includes all expenditures relative to the inspection such as salaries, transportation, meals and payments to outside inspectors.
6 Structures and Improvements	All costs of constructions of the capital project as specified in the applicable construction contract.
7 Utilities	The costs incurred when providing the capital project with such utilities as water, sewer, gas, electric and steam.
8 Furniture and Equipment	The cost of furniture and equipment required to convert the capital structure into a usable facility.
9 General	To be used only where none of the above apply.

	SUB-OBJECTS OF EXPENDITURE
1 Regular	Salaries to City officials and employees for services rendered on a continuing basis.
2 Temporary	Salaries to employees for services rendered on an intermittent or short term basis.
3 Part-time	Salaries to employees who work less than the schedules normal salary work week.
4 Shift Differential	Additional compensation to employees regularly assigned to night or shift work.
5 Overtime	Salaried employees – Overtime payment to salaried employees for services rendered beyond their regular work schedule.
6 Meal allowance	Allowance for meals to employees who are required to work more than three hours beyond their regular schedule.
8 Sick Leave Conversion	Payments to employees for unused sick leave. (Use 908)
9 Contract Salaries	Payments to employees for services rendered under terms of individual contract authorizations.
10 Major Medical (City)	
12 Prescription Plan	Payments for cost of premium for the City drug plan for employees other than educational.
13 Vision Care	Payments for cost of premiums of City optical plan for employees exclusive of M.A.P.S. and educational.
17 Vacation	Regular (Use 917)
18 Sick Leave	Regular (Use 918) (No S.S.)
19 Personal Leave	Regular (Use 919)
21 Social Security Regular	Employer's share of Social Security payments (FICA).
22 Employees' Retirement System	City Share of Retirement System Contributions.
23 Workmen's Compensation	Compensation payments to employees and State Accident Fund administrative costs.
24 Unemployment Compensation	Compensation payments to persons whose full-time employment was terminated as a result of abolishment of their position.
25 Medical and Hospital Insurance	City share of Medical and Hospital Insurance.
26 Physical Examination Plan	Payments to persons entitled to receive reimbursement for physical examination by Doctor (M.A.P.S. Physical Plan)

27 M.A.P.S. Optical Plan	
28 Survivor Benefits	
29 Deferred Comp Administrative Expense	
30 Architect	Plan results in biddable or constructible plans and specifications. It includes both preliminary plans and specifications and final plans and specifications as these are defined in Architectural Agreements. It does not include investigations producing information provided to Architects or Engineers by the City.
31 Preliminary Engineering	Design of improvements other than those requiring an architect. It does not include work done by City Personnel, unless such work is authorized by an Inter-departmental Work Order.
32 Consultants	Advisors to either the Architect or Engineer or acting independently in an advisory capacity for a specific project. It does not include City Personnel.
33 Survivor Benefits	Payments to legal heirs for certain entitlement granted as the result of the death of employees.
34 Accident Sick Leave (Non- Taxable)	
35 Accident Sick Leave (Taxable)	
36 Studies	Overall studies of a development where no specific project is planned.
37 Test Borings	Soil tests by an independent contractor are charged direct. Test borings by City personnel require an Inter-departmental Work Order.
38 Advertising	Payments for advertising.
39 Printing	Includes cost of plates, contracts, pamphlets, specifications, or any other printed matter relative to the project.
40 Purchase of Site or Right of Way	The purchase price and all other costs pertaining to the acquisition of the site. If the site has a structure or structures on it, and said structures are to be demolished include cost of structures under this Sub-Object. This includes easements and riparian rights.
41 Purchase of Structure	Where a structure is purchased with the intention of using the basic structure as is, or the renovation and improvement of the basic structure.
42 Surveys	Costs involved in surveys and legal description of project sites for condemnation, design or acquisition by negotiations.

43 Appraisal	Costs of appraisal of property by an independent contractor. This includes the appraisal of land, structures and equipment. If the appraised property is to be razed, charge to Sub-Project "Site". If the property is to be retained use the Sub-Project "Structures and Improvements".
44 Legal and Administration	Costs of legal and administrative expenses by an outside contractor or an Inter-Departmental Work Order if performed by City Personnel.
45 Demolition	The razing of a structure or partial demolition such as gutting. If the structure was acquired to be razed for site clearance or a Right of Way charge the Sub-Project "Site". If only a part of the existing structure is demolished for an addition or major renovation, the cost is a part of "Structures and Improvements".
46 Relocation	Includes supplementary payments and allowance to property owner.
47 Site-Improvements	Site improvements are improvements of a permanent nature, landscaping, fences, sidewalk, fountains, etc.
48 Protection, Management and Repairs	Payments to Housing Authority for boarding & management of buildings, emergency demolitions, etc.
49 Rent	
50 Local Mileage Reimbursement	Reimbursement for use of personal auto in the conduct of City Business at the prescribed mileage rate.
52 Meals	
53 Transportation	Rental of Motor Equipment and Vehicles – Payments for use of motor equipment and vehicles of CENTRAL AUTOMOTIVE GARAGE ONLY.
54 Transportation – Outside Rental of Motor Equipment and Vehicles	Payments for use of motor equipment and vehicles rented from outside concerns. Includes all other travel not covered by Sub-Object 53.
55 Tests	Materials tested prior to or during construction – Use inter-departmental work order if done by City forces.
56 Bond Expense	
57 Interdepartmental Charges (Accounting Operations)	
58 Removal Costs	Costs incurred in abandonment of Assets.
59 Administration Charges – Wage Commission	
61 Self-Insurance Fund Reimbursement	Cash received from self-insurance fund for losses.
63 Contract Cost	Monthly payments.
64 Contract Cost (Extra Work)	Payments due to Extra Work (Order)

65 Materials & Supplies	General Materials & Supplies – Items used in construction of Capital Improvements.
67 Art	Applicable to ordinance calling for 1% Art Work.
68 Negotiated Leave Time	
69 Severance Pay (Death– Negotiated Leave Benefit)	
70 Paving	Work done by Bureau of Highways for other City Agencies. This can be done by an Interdepartmental Work Order or charged direct to a City Agency by Highways, if the work was done by an outside Contractor.
71 Mechanical Electrical	*Conduit
72 Mechanical Electrical	*Lighting
73 Sanitary Sewers	*
74 Storm Water	*
75 Water	***** ***Sub-Objects 71 thru 75 are Utilities which are installed by one City Agency for another. USE INTERDEPARTMENTAL WORK ORDER.***
76 Rehabilitation Payments (HCD)	
77 Telephone	
78 Electric	*****
79 Gas	*****
80 Steam	***** **** Sub-Objects 78 thru 80 are Utilities which are installed by the Gas & Electric Company or other Outside Contractors for a particular project such as schools, recreation centers, etc. This can be charged direct.***
81 Biological Specimens	Animals/Mammals for Aquarium
82 Administration Furniture	Includes: desks, chairs, files, tables, cabinets or any other like furniture used in an office.
83 Administration Equipment	Includes: adding machines, typewriters, calculators, copying machines, cameras, etc.
84 Operating Furniture	Furniture of a particular nature such as classroom furniture, lounge or waiting room furniture used in a hospital, etc.
85 Operating Equipment	Typewriters, adding machines used in a classroom, or X-ray machines, beds, operating tables, dental chairs, etc., or any specific equipment necessary for the department to function in its particular operation.
86 Outdoor Operating Equipment	Includes playground equipment, athletic field equipment, lawn mowers, small snow plows, etc.

87 Maintenance Equipment	Such as vacuum, floor polishers, etc.
88 Vocational Equipment – Furniture (Educational Use Only)	Encompasses all equipment and furniture that is reimbursable by the State Vocational Facilities Equipment Division of the State Department of Education.
89 Educational Equipment – Furniture (Educational Use Only)	Encompasses all equipment and furniture under the State School Construction Program approved for reimbursement.
90 Principal	
91 Interest	
98 Distributed Review (Interstate)	
99 Other	Where none of the above Sub-Objects apply.

m *Budget Stabilization Reserve Policy*

SCOPE

The Budget Stabilization Reserve (aka, Rainy Day Fund) serves to provide a budget defense to stabilize a post-adopted budget that has been impacted by an uncorrectable shortfall in revenues and/or an unanticipated and uncorrectable emergency expense. The reserve becomes the revenue source of last resort to avoid a budget deficit.

USE OF THE BUDGET STABILIZATION RESERVE

The Board of Estimates in determining the use of the Budget Stabilization Reserve and coincident with recommending to the City Council that it appropriate for such use, would acknowledge that initially, all reasonable efforts had been made in controlling expenses, and secondly, that use of the City's unreserved fund balance had been exhausted in order to minimize the use of the reserve in avoiding a budget deficit. Under no circumstances can the Budget Stabilization Reserve be used as a revenue source to balance a planning year budget.

The Budget Stabilization Reserve shall cover and be used in support of the General Fund and the Motor Vehicle Fund. It is recommended to be maintained on any June 30th at a minimum level of 8% of the combined value of the General Fund and Motor Vehicle Fund operating budgets of the subsequent fiscal year.

CONTRIBUTION TO THE BUDGET STABILIZATION RESERVE

The Board of Estimates shall determine the amount of the annual contribution to the Budget Stabilization Reserve from current operating revenues that shall be included in the annual Ordinance of Estimates.

Any un-anticipated one-time revenues received during a fiscal year that are not needed to balance the budget of that fiscal year, shall be transferred to the Budget Stabilization Reserve until the reserve is funded at the minimum level of 8% of the combined value of the General Fund and Motor Vehicle Fund operating budgets of the subsequent fiscal year.

RESTORATION OF FUNDS

In the event reserve funds are utilized, the policy calls for the Board of Estimates to approve a replenishment plan and a timetable to restore in full the drawn down funds within a period not to exceed five (5) years. The first year of such a restoration plan should be the fiscal year following the reserve fund use, unless the Board of Estimates determined that doing so would create an undue budgetary burden.

m *User Fee Policy*

SCOPE

This policy should be used as a guide to department heads in order to assist in the determination of the appropriate level for fees. Agency heads are encouraged to use their best judgment in determining fair and reasonable fee levels in order to promote current public policy goals.

TRANSPARENCY

The adoption, administration, compliance and payment of fees should be transparent. To preserve contract integrity, fees are not retroactive but implemented with advance notice of the change. The administration of fees by agencies should be based on objective criteria such as the cost of the good or service. Fees are not subject to negotiation and payment is based on a uniform application of the law. Citizens should be able to understand how the fee is charged, the unit of the charges and have an understanding of what will be expected in the terms of payment.

PRINCIPLES

The following principles will be applied in developing and implementing service charges:

1. Revenues should generally not exceed the reasonable cost of providing service.

2. Cost recovery goals should be based on the total cost of delivering the service, including direct costs, departmental administration costs, and organization-wide support costs such as accounting, personnel, data processing, vehicle maintenance and insurance.

3. Agencies should take into account, and possibly charge for, the incremental costs driven by negative externalities created by the activities for which a license or permit is provided (e.g., additional police service costs at establishments with liquor licenses).

4. Agencies should take into account what comparable jurisdictions charge for similar services.

5. The method of assessing and collecting fees should be simple in order to reduce the administrative cost of collection.

6. Cost recovery goals will depend on the nature of the service provided and be consistent with policy goals. Generally, fees should reflect full cost recovery. However, agencies should seek low cost recovery for services intended to be widely accessible, when charging the full cost of service would prohibit access to citizens based on their ability to pay. Agencies should seek high cost recovery for services that are regulatory in nature and provided to for-profit entities.

7. A consistent approach should be used in determining cost recovery levels for various programs based on the factors discussed above.

ONGOING REVIEW

Fees should be reviewed and updated on an ongoing basis to ensure that they keep pace with changes in the cost-of-living as well as changes in methods or levels of cost recovery. In implementing this goal, a comprehensive analysis of City costs and fees should be made at least every five (5) years. In the interim, fees should be adjusted by annual changes in the Chained Consumer Price Index for All Urban Consumers (C-CPI-U). Fees may be adjusted during this interim period based on supplemental analysis whenever there have been significant changes in the method, level or cost of service delivery.

Agencies should compile and maintain a master fee schedule in order to make implementing a comprehensive user fee review and setting a systematic process for periodic adjustments of fees more manageable.

Documents and Forms

SCOPE

All downloadable documents and forms available to City employees are published on https://cobweb.baltimorecity.gov/CityAgencies/Finance/Documents/tabid/388/Default.aspx.

Documents and forms available on the intranet include:

Document/Form Title
ASSIGNED VEHICLE USE RECORD
BUSINESS CARD LAYOUT
CITY OF BALTIMORE MEMO FORM
DAILY EMPLOYEE LOG
DECLARATION OF SURPLUS PROPERTY
EMPLOYEE ATTENDANCE RECORD 2011
EMPLOYEE ATTENDANCE RECORD 2012
EMPLOYEE ELIGIBILTIY VERIFICATION
EMPLOYEE GRIEVANCE REPORT
ENVELOPE METERING_FILLING REQUEST
EXPENDITURE AUTHORIZATION REQUEST
JOB DESCRIPTION SUMMARY
JOURNAL ENTRY
MATERIAL REQUEST
MEDICAL HISTORY
MEMO TRANSMITTAL
DRUG & ALCOHOL TEST ORDER
MOTOR VEHICLE ACCIDENT REPORT
MOTOR VEHICLE DAILY MAINTENANCE RECORD
MUNICIPLE POST-OFFICE CHARGE TICKET
OUT-OF-TITLE PAY
OUT-OF-TOWN TRAVEL REQUEST
OVERTIME REPORT PUBLIC WORKS
PAYROLL DIRECT DEPOSIT REQUEST
PETTY CASH VOUCHER
POSITION ACTION REQUEST
POSITION DESCRIPTION
PREVENTIVE MAINTENANCE SCHEDULE

Document/Form Title
PROPERTY RELEASE AUTHORIZATION
PURCHASING JUSTIFICATION DETAIL
RECEIVING NOTICE, DEPT.
REQUEST EXTENDED SICK LEAVE
REQUEST FOR LEAVE OF ABSENCE WITHOUT PAY
REQUEST FOR SERVICES
REQUEST FOR TIME OFF
REQUEST TUITION AID
SUPERVISORY DRUG & ALCOHOL TEST ORDER
UNSATISFACTORY SUPPLIER PERFORMANCE REPORT
VEHICLE ASSIGNMENT REQUEST
VEHICLE DAMAGE DESCRIPTION
VEHICLE PAYROLL DEDUCTION AUTHORIZATION
VENDOR DELIVERY AUTHORIZATION
WET PAINT SIGNS

All numbered forms are available in hard copy. To obtain copies, contact the Digital Documents Division for ordering information.

Digital Documents Division
111 N. Calvert Street (First Floor)
Baltimore, MD 21202
410-396-5741
printshop@baltimorecity.gov

m *Smoke-Free Workplace*

SCOPE

The City of Baltimore is committed to workplace safety. As part of this commitment, it shall be the policy of the City to provide a smoke-free work environment for all employees, contractors, and visitors doing business on City premises. This policy is designed in compliance with the Maryland Clean Indoor Air Act, MD. CODE ANN., Health-General § 24-501-511 (2012) and the Baltimore City Health Code, Title 12, § 12-101-112.

NO-SMOKING POLICY

Smoking is strictly prohibited in any City-owned/leased buildings, including all indoor areas, partially enclosed area (such as the Benton Building), any areas open to the public, building entrances and lobbies, conference rooms, classrooms, private offices, reception areas, lounges, lunch and break rooms, lavatories, stairwells, hallways, elevators, loading docks, garages, and any other enclosed area. As part of this policy, smoking is prohibited within fifty [50] feet of the entrance or exit of a City-owned/leased building. This policy prohibits smoking in all City-owned/leased vehicles, including all motorized equipment. Smoking is also prohibited in personal vehicles when transporting passengers on City business.

Employees who choose to smoke during work hours must do so only during regularly scheduled breaks or meal periods. These employees must remain more than fifty [50] feet from a City-owned/leased building entrance or exit. No additional breaks may be taken for the purpose of smoking. Employees who take unauthorized breaks for smoking or any other reason may be disciplined up to and including termination.

This policy shall be in effect at all times, including before, during, and after work hours. This policy shall apply to all City employees and contractors whether full or part-time, probationary, seasonal, or temporary with the exception of police and fire personnel. Members of the Baltimore City Police and Fire Departments shall adhere to their departmental policies governing designated smoking areas.

The No-Smoking Policy shall also apply to elected officials, their staff, and their visitors. Additionally, vendors, volunteers, and all other visitors are subject to this policy and must refrain from smoking while in City buildings and vehicles as noted in this policy.

CONSEQUENCES OF VIOLATIONS

Employees

Persons observing a violation of this policy should bring it to the attention of a supervisor. Violations may result in disciplinary action up to and including termination. Failure to comply

with this policy by employees who drive City owned vehicles may result in suspension or revocation of the employee's City of Baltimore Driver Permit.

Non-Employees

Any vendor, volunteer, or other visitor who fails to comply will be advised of the policy and asked to immediately cease smoking. If compliance is not forthcoming, the visitor will be asked to leave the premises for the day or for some other specified period of time, as appropriate.

RETALIATION PROHIBITED

Retaliation against individuals for reporting violations of this policy will not be tolerated and will serve as the basis for immediate disciplinary action up to including termination from employment. Concerns about retaliation should be promptly reported to an agency Human Resources representative or the agency's EEO Office.

SMOKING CESSATION OPPORTUNITIES

The City of Baltimore would like to help all interested employees quit smoking. Information about smoking cessation is available through the City's Employee Assistance Program (EAP). The EAP office can be reached at 410-396-1859. The Baltimore City Health Department (BCHD) also offers programs designed to help people stop smoking. BCHD can be reached at 410-396-4398.

City-Owned Vehicles

SCOPE

The series of Administrative Manual policies on City-owned vehicles communicates the City's policies on the purchase, assignment, control, operation, and maintenance of all City vehicles and the responsibilities of all parties involved in these activities. The policies are approved by the Board of Estimates.

POLICIES

The City's vehicle policies have been divided into the following numbered policies and procedures:

AM-501-2, Part I	Training Courses, Driver Permits, Authorizations and Licenses for City- Owned Vehicles
AM-501-2, Part II	Commercial Driver License (CDL)
AM-501-2-1	Obtaining a Driver Permit for City Owned Vehicles
AM-501-2-2	Notification of City Vehicle Policy (form)
AM-501-3	Mayor's Motor Vehicle Freeze Committee (MMVFC) Assigned Vehicles
AM-501-3-1	MMVFC Assigned Vehicles Purchase Request/Vehicle Assignment
AM-501-6	Assigned Vehicles Maintenance/Repairs
AM-501-8	Activity-Assigned Vehicles
AM-501-8-1	Requesting Purchase of Activity-Assigned Vehicles
AM-501-9	Motor Vehicle Rental
AM-501-10	Motor Vehicle Accident
AM-501-11	Vehicle Damage and Malfunction

Other related policies include:

AM-501-12	Use of Communications Devices Prohibited When Operating City Motor Vehicles or Driving Personal Vehicles on City Business
AM-500-01	Smoke-Free Workplace
AM-501-14	Seat Belt Use

ONLINE FORMS

Motor vehicle-related forms are available online within the related policies and will no longer be warehouse-stocked items. Links are in policy numbers, AM-501-3, 501-6, 501-8, 501-10 and 501-11, for the following forms:

- Vehicle Assignment Request (#28-1408-5037)
- Vehicle Payroll Deduction Authorization (#28-1418-5008)
- Vehicle Maintenance Record (#28-1902-5032)
- Vehicle Use Record (#28-1908-5038)

- Motor Vehicle Accident (#28-1758-5026)
- Vehicle Damage Description (#28-1418-5079)

Commercial Driver License

SCOPE

This policy applies to all City employees (Civil Service and non-Civil Service) who will operate Commercial Motor Vehicles (CMV) for and/or owned by the Mayor and City Council of Baltimore. The purpose of this policy is to outline the requirements for all Commercial Driver License (CDL) holders to maintain a City of Baltimore Driver Permit and the specifics of the physical examinations and testing procedures, according to the federal Department of Transportation (DOT) regulations.

REQUIREMENTS

In order to operate a City-owned Mayor's Motor Vehicle Freeze Committee (MMVFC) or activity-assigned vehicle, an employee must meet all of the requirements of AM-501-2, Part I. Upon meeting all of the requirements, an employee will be issued a City of Baltimore Driver Permit by the Department of Finance, Division of Occupational Safety (DOS).

In addition, all City drivers operating a CMV for and/or owned by the Mayor and City Council of Baltimore are subject to the provisions of the federal DOT regulations. The regulations require that all CDL holders be randomly tested for alcohol and drugs and successfully complete a physical examination every two (2) years, effective January 1, 1995.

A City of Baltimore Driver Permit is valid for three (3) years and is renewable, only if the employee completes a Driver Re-certification Training Course and continues to meet all of the requirements of the Motor Vehicle policies in the *Administrative Manual* Section 501. Drivers are to notify their immediate supervisor of conditions that adversely change their driving status.

A CMV, according to 49 CFR 382.107, means "a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:

- has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating if more than 10,000 rounds; or
- has a gross vehicle weight rating of 26,001 or more pounds; or
- is designated to transport 16 or more passengers, including the driver; or
- is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the hazardous Materials Regulations (49 CFR part 172, subpart F)."

CDL BIENNIAL PHYSICAL EXAMINATION

The purpose of this examination is to determine a driver's physical qualifications to operate a CMV according to requirements and guidelines in 49 CFR 391.41-49. All City drivers are required to successfully complete this examination and obtain a two-year Medical Examiner's Certificate (i.e.: DOT Card) from the City of Baltimore Occupational Medical Services (Mercy Clinic). The City of Baltimore does not recognize Medical Examiner's Certificates (DOT Cards) obtained from any outside medical facility.

The CDL biennial physical examination will consist of:

- Reviewing medical history.

Checking for the following:

- Limbs (foot, leg, hand and arm) and their corresponding motion and function (including fingers & hands for power grasping);
- Insulin dependent diabetes;
- Cardiovascular disease;
- Respiratory functions;
- High blood pressure;
- Vascular, rheumatic, arthritic, orthopedic, muscular, or neuromuscular disease;
- Epilepsy or any condition likely to cause a loss of consciousness;
- Mental, nervous, organic, or functional disease or psychiatric disorder;
- Vision disorder;
- Hearing function; and also
- Substance use.

- Performing breath alcohol and urine drug tests, according to City policy.

Failure to successfully meet any of the requirements of the CDL biennial physical examination will result in disqualification from receiving the Medical Examiner's Certificate (DOT Card) and the driver will be considered as "Does Not Meet Standards (DMS)."

Depending upon the outcome of the employee's physical examination, the employee may receive a Medical Examiner's Certificate (DOT Card) for either three (3) months, six (6) months or one (1) year in place of the two-year Medical Examiner's Certificate and is considered "Temporarily Qualified (TQ)".

An employee may also be "Deferred (DEFF)" from receiving a Medical Examiner's Certificate (DOT Card) until additional required information is forwarded to the Mercy Clinic by the employee. It is required that this information be received by the Mercy Clinic within fourteen (14) workdays.

If an employee is classified as "Temporarily Disqualified (TD)", the employee must recover from the physical condition(s) that lead to the limitation(s) prior to being issued the Medical Examiner's Certificate (DOT Card). Employees are required to closely follow all medical directions for rapid full recovery.

CDL DRUG TESTING PROCEDURE

DOS maintains the listing of CDL drivers from which random selections are made for drug and/or alcohol testing. Agencies must supply the names of employees and any subsequent changes with CDL to DOS within 10 workdays.

DOS may notify the agency of the names of employees requiring CDL biennial physicals prior to the expiration of the two-year Medical Examiner's Certificate (DOT Card). . At that point, the agency human resources/personnel designee must contact the Mercy Clinic to schedule examinations. Agencies will receive a daily list from the Mercy Clinic with the names of CDL holders that need to report for testing on the scheduled day.

The agency human resources/personnel designee will notify the employee selected to be at the Mercy Clinic, 323 North Calvert Street, at the beginning of the employee's shift. The employee will report to the Mercy Clinic with the following: a completed Request for Services Form (#28-1608-5151), a completed Supervisory Drug/Alcohol Testing Order form (#28-1608-5157), and City photo identification. *(Note: The drug/alcohol testing order form does not have to be signed by a Substance Abuse Control Officer, SACO).*

RANDOM TESTS

All CDL employees shall be subject to regulated drug and alcohol testing as enumerated in the Baltimore City Substance Abuse Control Policy.

TEST RESULTS

Negative Test Results: DOS will receive a written report stating negative test results. . The employee will continue to work and will be subject to future testing if selected again by the random selection process.

Positive Test Results: DOS will receive a written report stating positive test results. DOS will suspend the employee's driving privileges.

RELATED POLICES

AM-106-1	City of Baltimore Safety Program
AM-501-1	City-Owned Vehicles
AM-501-2, Part I	Training Courses, Drivers Permits, Authorizations, and Licenses for City-Owned Vehicles
AM-501-2-1	Obtaining a Driver Permit for City-Owned Vehicles
AM-501-2-2	Notification of City Vehicle Policy
AM-501-6	Vehicle Maintenance/Repairs
AM-501-8	Activity-Assigned Vehicles
AM-501-10	Motor Vehicle Accident
AM-501-11	Vehicle Damage and Malfunction
AM-501-12	Use of Communication Devices Prohibited When Operating City Motor Vehicles or Driving Personal Vehicles for City Business
AM-501-13	Baltimore City Smoking Policy
AM-501-14	Seat Belt Use

Notification of City Vehicle Policy

I acknowledge that I have read (or have had read to me) and understand all provisions of the Motor Vehicle policies in Section 501 of the *Administrative Manual* regarding use of a City-owned vehicle.

I understand that I am responsible for complying with all provisions of the Motor Vehicle policies in Section 501 of the *Administrative Manual* regarding use of a City-owned vehicle.

I understand that if a City-owned vehicle is damaged as a result of my misuse, abuse, or failure to comply with all provisions of the Motor Vehicle policies of Section 501 of the *Administrative Manual* regarding use of a City-owned vehicle, I may be subject to disciplinary action which may include charges for the damage, repair, and/or replacement of the vehicle.

Employee's Name (PRINT FULL NAME**)**

_____-_____-_____ _____ _____

Social Security Number **Department** **Location**

Driver's License: _____ _____

Class **Number**

Employee's Signature **Date**

The following is for the Employee's Supervisor or Safety Official.

I certify that the above named employee has had the opportunity to have all provisions of the Motor Vehicle policies in Section 501 of the *Administrative Manual* regarding use of a City-owned vehicle explained to him/her and has reviewed this notification with me.

Signature of Supervisor or Safety Official **Date**

Two copies of this form are initiated. The original copy is filed in the Driver's file at the Division of Occupational Safety. The second copy is given to the employee.

m Training Courses, Driver Permits, Authorizations and Licenses for City-Owned Vehicles

SCOPE

This Policy applies to all City employees (civil and non-civil service) who will operate a vehicle for and/or owned by the Mayor and City Council of Baltimore. Eligibility for a City of Baltimore Driver Permit/Authorization (CBDP/A) is contingent upon a City employee having a valid Maryland State driver's license with the appropriate license class code, (employees with licenses from PA, VA, DC and DE (or any other State) may be eligible if that State is proven to be their actual state of residency …i.e. go there each night after work), and meeting the requirements for such Permit/Authorization as outlined in this policy. A City employee who does not have a valid City of Baltimore Driver Permit will not be allowed to operate any type of City-owned vehicle. A City of Baltimore Driver Permit/Authorization may be suspended or revoked by the Department of Finance, Division of Occupational Safety (DOS), or the employee's agency head when circumstances warrant it.

Failure to maintain (for any reason) a CBDP/A, may result in the immediate transfer, demotion, and/or termination of the affected employee. A current file of individuals whose City of Baltimore Driver Permits/Authorizations and/or State drivers' licenses have been suspended or revoked shall be maintained by DOS and at the agency level. Employees who have approved for a CBDP/A but reside in PA, VA, DC or DE (or any other State) must provide Division of Occupational Safety (DOS) with a certified copy of their State Driving Record every six (6) months, January and July.

Issuance and/or reinstatement of a CBDP/A, upon request of a City Agency shall be solely the discretion of DOS.

TRAINING

Basic Driver Training

The Basic Driver Training Course provides instruction in basic driving and safety techniques for the Mayor's Motor Vehicle Freeze Committee (MMVFC) and activity-assigned vehicles. This course is administered by DOS and/or their assigned representatives. DOS designs the course (which currently includes the National Safety Council's Defensive Driving Course, vision examination, and other required elements. Although these may change in the future, all aspects of the course must be passed in order to attain or retain a City Driver's Permit. A MMVFC/activity-assigned vehicle is defined as a car, station wagon, or truck with a 2,000 pound load capacity or less. (See AM-501-2, Part II, Commercial Driver License (CDL) policy. Completing this course is a prerequisite for obtaining a CBDP/A.

m Training Courses, Driver Permits, Authorizations and Licenses for City-Owned Vehicles

Special Purpose Vehicle Training

The Special Purpose Vehicle Training Course is administered by each agency having personnel who are required to use special purpose vehicles. A special purpose vehicle is defined as any vehicle that requires anything other than a Class C license to operate. Prior to special purpose vehicle training, the agency must have an approved training course on file with DOS.

An agency head must notify DOS by memo within five (5) days after employees have completed the course. The memo should state those employees who have been qualified to operate a special purpose vehicle and the type of vehicle each is permitted to operate. DOS will issue the Special Purpose Vehicle Permit to each qualified employee.

REQUIREMENTS FOR OBTAINING A DRIVER PERMIT

Basic Vehicle Permit

Upon request of a City Agency for an employee to operate a City-owned MMVFC or activity-assigned vehicle, an employee must meet all of the below listed requirements. Upon meeting all of the requirements, an individual (must be a City employee not a contractual employee or volunteer) will be issued a City of Baltimore Driver Permit by DOS. A City of Baltimore Driver Permit is valid for three (3) years and is renewable only if the employee completes Driver Recertification Training Course and continues to meet all of the following listed requirements.

- Be at least 21 years of age with at least three (3) years of licensed driving experience.
- Possess a valid Maryland State driver's license(employees with licenses from PA, VA, DC and DE (or any other State) may be eligible if that State is proven to be their actual state of residency …i.e. go there each night after work), with the appropriate license class code.
- Have successfully completed the Basic Driver Training Course.
- Have reviewed and signed a NOTIFICATION OF CITY VEHICLE POLICY (AM-501-2-2) provided by DOS.

Special Purpose Vehicle Authorization

In order to operate any type of City-owned special purpose vehicle an employee must meet all of the below listed requirements. Upon meeting all of the requirements, a Special Vehicle Permit will be issued by DOS indicating the type of special purpose vehicle he/she is authorized to operate. This authorization is valid for three (3) years and is renewable only if the employee successfully completes an additional Special Vehicle Training Course and continues to meet all of the following requirements.

- Be at least 21 years of age.
- Possess a valid State driver's license with the appropriate license class code.
- Possess a City of Baltimore Driver Permit.
- Have successfully completed a Special Vehicle Training Course.
- Have reviewed and signed a NOTIFICATION OF CITY VEHICLE POLICY provided by DOS.

Exception to Age Requirement

If an agency head finds it necessary for an employee under age 21 and/or with less than three (3) years of licensed driving experience to operate a City-owned vehicle on a basic or special vehicle permit, a memo detailing the reason(s) for the request should be forwarded to DOS. A certified copy of the employee's Motor Vehicle Administration driving record must be attached to the memo for evaluation. DOS will notify the agency head of the decision on a case-by-case basis. Any blanket exceptions need approval by the Board of Estimates.

SUSPENSION OR REVOCATION OF CITY OF BALTIMORE DRIVER PERMIT/ AUTHORIZATION

Suspension or revocation of an employee's City of Baltimore Driver Permit/Authorization by the employee's agency head must be reported by memo within three (3) workdays to the MMVFC and to DOS. The memo must cite the reason(s) for the suspension or revocation and specify actions taken to prevent recurrences. DOS may revoke or suspend an employee's City of Baltimore Driver Permit/Authorization even if the employee's agency head elects not to take such action.

An employee's City of Baltimore Driver Permit/Authorization may be suspended or revoked for any of the following reasons:

- Driving any vehicle (City owned or privately owned) while under the influence of alcohol or drugs.
- Any violation to the Maryland State Driver's Handbook or restriction placed on a State driver's license (including but not limited to refusing a chemical test, interlock device restriction even when employer vehicle exempted, etc…)
- Leaving the scene of an accident or failure to report an accident in accordance with AM-501-10.
- Operating or ordering the operation of City-owned vehicle with the knowledge that the vehicle has safety deficiencies.
- Unsafe driving practices or persistent violation of safety rules. Negligence, misuse, and/or abuse of City-owned vehicle.

- Frequent accidents, i.e. more than two (2) accidents in a year.
- Failure to properly secure a City-owned vehicle, i.e. runaway vehicle.
- Suspension, revocation, or expiration of State driver's license.
- Failure to inform supervisor and DOS of the suspension, revocation, or expiration of State driver's license.
  - Failure to pay traffic or parking fines for violations incurred while using a City-owned vehicle.
- Any points on State driving record.
- Failure to perform vehicle safety and operating checks.
- Using a City-owned vehicle (or privately owned vehicle while on duty for the City) for pleasure, to conduct personal business, and/or to transport passengers not engaged in official City business.
- Medical problems which may interfere with the safe operation of a City-owned vehicle, as determined by the City of Baltimore Occupational Medical Services (Mercy Clinic).
  - Failure to inform supervisor and DOS of the medical problems which may interfere with the safe operation of a City-owned vehicle.
- Alteration/forgery of City of Baltimore Driver Permit/Authorization by employee.
  - Obtaining fuel while City driver permit is suspended.
- Other reasons or circumstances which are deemed as unsafe operation of a City-owned vehicle by DOS or the department head.
- Use of personal communication devices (hand0held or hands-free) in accordance with AM-501-12
- Smoking in a City-owned vehicle in accordance with AM-501-13
- Failure to wear seat belts by anyone in the vehicle in accordance with AM-501-14

The Law and Police Departments are also responsible for reporting any of the above instances within three (3) workdays to DOS.

REPORTING SUSPENSION, REVOCATION OR EXPIRATION OF STATE DRIVER'S LICENSE

An employee must officially notify, either in person or in writing, his supervisor and DOS of the suspension, revocation, or expiration of his/her State driver's license within one (1) workday. Failure to notify as required may result in suspension of the employee from work.

DOS and the agency head will periodically obtain and review the Maryland State driving record of each employee who possesses a City of Baltimore Driver Permit in order to monitor compliance with the *Administrative Manual* policy. Employers who have been approved for a

CBDP/A but reside in PA, VA, DC or DE (or any other State) must provide DOS with a certified copy of their State Driving Record every six (6) months, January and July. Appropriate action will be initiated as required for employees who are in violation of this policy. The appropriate action may include suspension of driving privileges by DOS and/or disciplinary action by agency for insuboration (up to and including termination).

RELATED POLICIES

AM-106-1	City of Baltimore Safety Program
AM-501-1	City-Owned Vehicles
AM-501-2, Part II	Commercial Driver License (CDL))
AM-501-2-1	Obtaining a Driver Permit for City-Owned Vehicles
AM-501-2-2	Notification of City Vehicle Policy
AM-501-6	Vehicle Maintenance/Repairs
AM-501-8	Activity-Assigned Vehicles
AM-501-10	Motor Vehicle Accident
AM-501-11	Vehicle Damage and Malfunction

AM-501-12 Use of Communications Devices Prohibited when operating a City owned Motor Vehicle or driving a personal vehicle on City business

AM-501-13 No smoking in City vehicles

Am-501-14 Safety Belts

Commercial Driver License

SCOPE

This policy applies to all City employees (Civil Service and non-Civil Service) who will operate Commercial Motor Vehicles (CMV) for and/or owned by the Mayor and City Council of Baltimore. The purpose of this policy is to outline the requirements for all Commercial Driver License (CDL) holders to maintain a City of Baltimore Driver Permit and the specifics of the physical examinations and testing procedures, according to the federal Department of Transportation (DOT) regulations.

REQUIREMENTS

In order to operate a City-owned Mayor's Motor Vehicle Freeze Committee (MMVFC) or activity-assigned vehicle, an employee must meet all of the requirements of AM-501-2, Part I. Upon meeting all of the requirements, an employee will be issued a City of Baltimore Driver Permit by the Department of Finance, Division of Occupational Safety (DOS).

In addition, all City drivers operating a CMV for and/or owned by the Mayor and City Council of Baltimore are subject to the provisions of the federal DOT regulations. The regulations require that all CDL holders be randomly tested for alcohol and drugs and successfully complete a physical examination every two (2) years, effective January 1, 1995.

A City of Baltimore Driver Permit is valid for three (3) years and is renewable, only if the employee completes a Driver Re-certification Training Course and continues to meet all of the requirements of the Motor Vehicle policies in the *Administrative Manual* Section 501. Drivers are to notify their immediate supervisor of conditions that adversely change their driving status.

A CMV, according to 49 CFR 382.107, means "a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:

- has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating if more than 10,000 rounds; or
- has a gross vehicle weight rating of 26,001 or more pounds; or
- is designated to transport 16 or more passengers, including the driver; or
- is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the hazardous Materials Regulations (49 CFR part 172, subpart F)."

CDL BIENNIAL PHYSICAL EXAMINATION

The purpose of this examination is to determine a driver's physical qualifications to operate a CMV according to requirements and guidelines in 49 CFR 391.41-49. All City drivers are required to successfully complete this examination and obtain a two-year Medical Examiner's Certificate (i.e.: DOT Card) from the City of Baltimore Occupational Medical Services (Mercy Clinic). The City of Baltimore does not recognize Medical Examiner's Certificates (DOT Cards) obtained from any outside medical facility.

The CDL biennial physical examination will consist of:

- Reviewing medical history.

Checking for the following:

- Limbs (foot, leg, hand and arm) and their corresponding motion and function (including fingers & hands for power grasping);
- Insulin dependent diabetes;
- Cardiovascular disease;
- Respiratory functions;
- High blood pressure;
- Vascular, rheumatic, arthritic, orthopedic, muscular, or neuromuscular disease;
- Epilepsy or any condition likely to cause a loss of consciousness;
- Mental, nervous, organic, or functional disease or psychiatric disorder;
- Vision disorder;
- Hearing function; and also
- Substance use.

- Performing breath alcohol and urine drug tests, according to City policy.

Failure to successfully meet any of the requirements of the CDL biennial physical examination will result in disqualification from receiving the Medical Examiner's Certificate (DOT Card) and the driver will be considered as "Does Not Meet Standards (DMS)."

Depending upon the outcome of the employee's physical examination, the employee may receive a Medical Examiner's Certificate (DOT Card) for either three (3) months, six (6) months or one (1) year in place of the two-year Medical Examiner's Certificate and is considered "Temporarily Qualified (TQ)".

An employee may also be "Deferred (DEFF)" from receiving a Medical Examiner's Certificate (DOT Card) until additional required information is forwarded to the Mercy Clinic by the employee. It is required that this information be received by the Mercy Clinic within fourteen (14) workdays.

If an employee is classified as "Temporarily Disqualified (TD)", the employee must recover from the physical condition(s) that lead to the limitation(s) prior to being issued the Medical Examiner's Certificate (DOT Card). Employees are required to closely follow all medical directions for rapid full recovery.

CDL DRUG TESTING PROCEDURE

DOS maintains the listing of CDL drivers from which random selections are made for drug and/or alcohol testing. Agencies must supply the names of employees and any subsequent changes with CDL to DOS within 10 workdays.

DOS may notify the agency of the names of employees requiring CDL biennial physicals prior to the expiration of the two-year Medical Examiner's Certificate (DOT Card). . At that point, the agency human resources/personnel designee must contact the Mercy Clinic to schedule examinations. Agencies will receive a daily list from the Mercy Clinic with the names of CDL holders that need to report for testing on the scheduled day.

The agency human resources/personnel designee will notify the employee selected to be at the Mercy Clinic, 323 North Calvert Street, at the beginning of the employee's shift. The employee will report to the Mercy Clinic with the following: a completed Request for Services Form (#28-1608-5151), a completed Supervisory Drug/Alcohol Testing Order form (#28-1608-5157), and City photo identification. *(Note: The drug/alcohol testing order form does not have to be signed by a Substance Abuse Control Officer, SACO).*

RANDOM TESTS

All CDL employees shall be subject to regulated drug and alcohol testing as enumerated in the Baltimore City Substance Abuse Control Policy.

TEST RESULTS

Negative Test Results: DOS will receive a written report stating negative test results. . The employee will continue to work and will be subject to future testing if selected again by the random selection process.

Positive Test Results: DOS will receive a written report stating positive test results. DOS will suspend the employee's driving privileges.

RELATED POLICES

AM-106-1	City of Baltimore Safety Program
AM-501-1	City-Owned Vehicles
AM-501-2, Part I	Training Courses, Drivers Permits, Authorizations, and Licenses for City-Owned Vehicles
AM-501-2-1	Obtaining a Driver Permit for City-Owned Vehicles
AM-501-2-2	Notification of City Vehicle Policy
AM-501-6	Vehicle Maintenance/Repairs
AM-501-8	Activity-Assigned Vehicles
AM-501-10	Motor Vehicle Accident
AM-501-11	Vehicle Damage and Malfunction
AM-501-12	Use of Communication Devices Prohibited When Operating City Motor Vehicles or Driving Personal Vehicles for City Business
AM-501-13	Baltimore City Smoking Policy
AM-501-14	Seat Belt Use

m Obtaining a Driver Permit for City-Owned Vehicles

The City of Baltimore Driver Permit allows an employee to operate a City-owned car, station wagon, and truck with 2,000 lb. load capacity or less and/or a commercial motor vehicle (CMV) where the driver possesses a commercial driver license (CDL). This driver must maintain a current Medical Examiner's Certificate (DOT card) by successfully completing a physical examination with the City of Baltimore Occupational Medical Services (Mercy Clinic). If an employee is to operate any other type of vehicle, he/she must complete a Special Purpose Vehicle Training Course (AM-501-2) in addition to following this procedure.

RESPONSIBILITY	***ACTION***
AGENCY HEAD OR AUTHORIZED REPRESENTATIVE	
	1. Contact Department of Finance, Division of Occupational Safety (DOS), to schedule employees for the Driver Training Course and/or Basic Re-certification Course.
	2. Notify employees of the date, time and location of the course. Exceptions or noncompliance to course arrangement must be cleared with DOS at least one (1) day in advance.
EMPLOYEE	
	3. a. Present a valid Maryland State driver's license or approved equivalent to the instructor at the beginning of the course. b. Surrender current City of Baltimore Driver Permit to the instructor at the beginning of the Re-certification Course for administrative purposes. c. Take corrective lenses to the course(s) if they are legally required for driving.
DIVISION OF OCCUPATIONAL SAFETY	
	4. Verify that the employee meets all requirements for obtaining a City of Baltimore Driver Permit in AM-501-2, Part I.
	5. Conduct Driver Training Courses and/or Basic Re-certification Course for employees.

6. Have each employee, who has successfully completed the applicable driver training course; review a NOTIFICATION OF CITY VEHICLE POLICY, AM-501-2-2. Require each employee to sign notification.

7. Will issue City of Baltimore Driver Permit upon receipt of signed NOTIFICATION OF CITY VEHICLE POLICY or as soon as possible after completion.

Notification of City Vehicle Policy

I acknowledge that I have read (or have had read to me) and understand all provisions of the Motor Vehicle policies in Section 501 of the *Administrative Manual* regarding use of a City-owned vehicle.

I understand that I am responsible for complying with all provisions of the Motor Vehicle policies in Section 501 of the *Administrative Manual* regarding use of a City-owned vehicle.

I understand that if a City-owned vehicle is damaged as a result of my misuse, abuse, or failure to comply with all provisions of the Motor Vehicle policies of Section 501 of the *Administrative Manual* regarding use of a City-owned vehicle, I may be subject to disciplinary action which may include charges for the damage, repair, and/or replacement of the vehicle.

Employee's Name (PRINT FULL NAME**)**

_____-_____-_____ _____ _____

Social Security Number **Department** **Location**

Driver's License: _____ _____

Class **Number**

Employee's Signature **Date**

The following is for the Employee's Supervisor or Safety Official.

I certify that the above named employee has had the opportunity to have all provisions of the Motor Vehicle policies in Section 501 of the *Administrative Manual* regarding use of a City-owned vehicle explained to him/her and has reviewed this notification with me.

Signature of Supervisor or Safety Official **Date**

Two copies of this form are initiated. The original copy is filed in the Driver's file at the Division of Occupational Safety. The second copy is given to the employee.

Mayor's Motor Vehicle Freeze Committee-Assigned Vehicles

SCOPE

The Mayor's Motor Vehicle Freeze Committee (MMVFC) is responsible for assigning non-activity based vehicles owned by the Mayor and City Council to one employee based on the position of the employee and duties being performed. MMVFC-assigned vehicle is a passenger car, van, station wagon, pick-up truck, or sport utility vehicle. No vehicle will be released unless approval for assignment has been given by the MMVFC. The MMVFC is composed of representatives from the Department of Finance, Fleet Management Division (FMD) and the Mayor's Office. This Committee must make assignment of all take-home vehicles and emergency vehicles. The MMVFC may revoke an assignment at any time. Effective January 1, 1985, use of a City-owned vehicle, which includes take-home privileges, may result in additional personal income tax liability, including F.I.C.A. taxes. An employee may also be subject to additional personal income tax liability when special assignments result in temporary take-home privileges of City-owned vehicles.

The Fire, Sheriff and Police Departments are not subject to the provisions of this policy. Employees of these departments may, however, be subject to additional taxes, which result from take-home privileges.

SECTIONS

1. **General Provisions**
2. **Categories**
3. **Vehicle Acquisition and Assignment**
4. **Vehicle Assignment/Assignee**
5. **Annual Renewal of Vehicle Assignment**
6. **Vehicle Assignment and Classes**
7. **Reporting**
8. **Related Policies and Procedures**

1. GENERAL PROVISIONS

- All Members of the Board of Estimates will be assigned a vehicle upon request.
- An agency/bureau head must request assignment of a vehicle.
- Assigned vehicles shall not be used for pleasure or to conduct personal business.
- Passengers in assigned vehicles are limited at all times to those engaged in official City business. Employees are cautioned that the use of assigned vehicles for the regular transportation of passengers, including fellow employees, could result in additional income tax liability to the assigned employee and/or the passengers. Violations of this policy and/or the policy relating to the personal use of an assigned vehicle will also result in disciplinary action, and may result in civil liability.

- All traffic or parking fines incurred, as a result of violating motor vehicle laws will be borne by the responsible employee. The City reserves the right to deduct from any employees' check unpaid fines or penalties incurred while operating City-owned vehicles.
- Emergency vehicles must be designated by the MMVFC.

2. CATEGORIES OF ASSIGNED VEHICLES
Determination of Code status is made by the Fleet Management Division (FMD) at time of purchase/receipt of Motorized Vehicle Status Report.

Code I
A vehicle which meets the following criteria:
- Responsibility of an agency.
- Maintenance and servicing may be performed by the FMD.
- The using agency is billed directly by the FMD for maintenance and servicing.

Code II
A vehicle which meets the following criteria:
- Responsibility of the FMD and rented to an agency.
- A monthly rental fee is paid to the FMD by the using agency.
- Maintenance and servicing is performed by the FMD.

3. VEHICLE ACQUISITION AND ASSIGNMENT
Vehicle acquisition and assignment, exclusive of elected officials, will be in conformity with the overall vehicle needs of the City and will be consistent with the function of the employee in requesting use of a City-owned vehicle. Consideration factors in replacement shall include, but not be limited to, monies available and operating and maintenance expenses of the vehicle to be replaced. Where possible and consistent with sound fleet management policy the following assignment category may be followed:

Board of Estimates Members	Full-size 4 door non-luxury sedan.
Department Heads	Intermediate 4 door sedan or full-size 4 door non-luxury sedan.
Bureau Heads/Deputy Department Heads	Compact 4 door sedan or intermediate 4 door sedan.
Division Chiefs/Staff Personnel	Compact 4-door sedan.
General Use	Compact 4-door sedan.

Mayor's Motor Vehicle Freeze Committee-Assigned Vehicles

4. VEHICLE ASSIGNMENT/ASSIGNEE

A VEHICLE ASSIGNMENT REQUEST (form #28-1408-5037) must be submitted to the Mayor's Motor Vehicle Freeze Committee (MMVFC) and approved to effect a vehicle assignment and designate an assignee. Any disapproved Vehicle Assignment Request may be appealed by the agency/bureau head by directing a memo to the MMVFC. Any requested change in assignee or assignment status must be submitted to the MMVFC via a Vehicle Assignment Request.

All vehicles must be inspected and necessary repairs made immediately upon approval of an assignee. An assignee is responsible for the condition of a City-owned vehicle.

When requesting take-home privileges, a Vehicle Assignment Request must be submitted along with a Vehicle Payroll Deduction Authorization (form# 28-1418-5008) and justification for such an assignment.

Assignees with take-home vehicle privileges, except those employees assigned certified emergency vehicles, members of the Board of Estimates, and elected officials, will be charged for commuting mileage. Commuting mileage charge will be deducted from the employee's paycheck. Deductions will be effective on the date designated by the MMVFC. Commuting mileage is defined as the distance traveled between the employee's home and assigned office at the start and finish of the normal workday. The per mile commuting mileage charge is tied directly to the Internal Revenue Service (IRS) standard business mileage reimbursement rate which is calculated annually to reflect the costs of automobile operation. Central Payroll Division will adjust the payroll deduction rate annually to correspond to the IRS standard mileage rate. The annual update will take effect on the first pay period in February.

An employee is eligible for commuting mileage reimbursement after a 30 consecutive calendar day absence during which the employee was in leave status and not operating a MMVFC-assigned vehicle. A written request for reimbursement must be received by the MMVFC within 10 workdays after the employee returns to work.

An assignee with take-home vehicle privileges must immediately inform the MMVFC by memo of any change in residence. Failure to notify the MMVFC could result in revocation of privileges.

When an assignee authorizes another operator to use a City-owned vehicle, the operator must meet all City/State licensing, operating, and use requirements

- If the vehicle is to be used primarily by one (1) employee as either a take-home or non-take home vehicle, that employee will be the assignee.
- If the vehicle is to be used regularly by more than one (1) employee as a non-take-home vehicle, the supervisor or agency/bureau head will be the assignee.
- If the vehicle is to be used regularly by more than one (1) employee as a non-take-home vehicle, but is also to be used by 1 employee as a take-home vehicle, the employee who is to use the vehicle as a take-home vehicle will be the assignee.

5. ANNUAL RENEWAL OF VEHICLE ASSIGNMENT

The MMVFC requires that each vehicle assignment be renewed each year. The MMVFC will generate a listing of all vehicle and assignee information it has on file for each agency/bureau. The MMVFC will forward these listings to the agency/bureau heads for review.

Each agency/bureau should compare the listing provided by the MMVFC against the vehicle files maintained in the agency/bureau. All changes must be noted directly on the listing. If retention of the vehicle is not requested, the MMVFC should be notified and the vehicle returned to the FMD for inspection and garaging. It is the responsibility of the agency/bureau head to comply with the annual renewal requirement.

When returning an annual renewal listing which has a new assignee or change of assignee noted, it is necessary to attach the proper paperwork for such assignment as outlined in this policy. Other than annual renewals, it is the agency/bureau's responsibility to notify the MMVFC of any vehicle or assignee change throughout the year.

6. VEHICLE ASSIGNMENT CLASSES

Action on an assignment class cannot be taken by the MMVFC unless all required paperwork has been completed and is on file with the committee.

A. <u>Non-take-home vehicles</u>:

- Local travel on official City business by one (1) or more agency employees for a minimum of 6,000 miles per year or a minimum of four (4) hours per day.
- A substantial amount of tools and/or equipment are transported daily by one (1) or more agency employees.

B. <u>Take-home vehicles:</u>

An employee will be assigned a take-home vehicle provided that at least one of the above-cited assignment condition(s) is met and one (1) of the conditions listed below exists.

- Frequent emergency callbacks, at least four (4) per month over a six (6) month period, in

conjunction with official City business

- Frequent attendance, at least four (4) per month over a six (6) month period, is required at meetings held in conjunction with official City business and scheduled after the employee's normal working hours.

C. Emergency Vehicles:

According to the Annotated Code of Maryland, Article 66, S 11-118, "emergency vehicles are special vehicles funded or provided by federal, State, or local government and used for emergency or rescue purposes in this State." All city vehicles to be classified as emergency are subject to the State's requirements.

When requesting an Emergency Vehicle, the agency/bureau must submit a Vehicle Assignment Request along with justification for such classification and a completed Application for Approval of Emergency Vehicles or Service Vehicles (State Form VR-26 (7-77) to the MMVFC. The justification should specifically state the type of emergency equipment(s) required and the reasons. The MMVFC will review all of the paperwork submitted and recommend approval or disapproval to the State.

The assignee of an Emergency Vehicle is exempt from paying commuting mileage to and from work; however, such assignee is not exempt from additional personal income tax liability, including F.I.C.A. taxes.

7. REQUIRED REPORTING

The following reports must be completed and retained in the agency vehicle file folder for periodic review.

A VEHICLE MAINTENANCE RECORD, form # 28-1902-5032, must be completed every month for each Mayor's Motor Vehicle Freeze Committee (MMVFC)-assigned vehicle, regardless of whether the vehicle was used during the month.

A VEHICLE USE RECORD, form #28-1908-5038, must be completed every month for each MMVF C-assigned vehicle, regardless of whether the vehicle was used during the month.

8. RELATED POLICIES AND PROCEDURES

AM-501-2, Part I Training, Drivers Permits, Authorizations and Licenses for City-owned Vehicles
AM-501-2, Part II Commercial Driver License
AM-501-3-1 MMVFC Assigned Vehicles: Purchase Request/Vehicle Assignee

Mayor's Motor Vehicle Freeze Committee-Assigned Vehicles

AM-501-6	Assigned Vehicle Maintenance and Repair
AM-501-8	Activity Assigned Vehicle
AM-509-9	Vehicle Rental
AM-501-10	Motor Vehicle Accident
AM-501-11	Vehicle Damage and Malfunction

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Mayor's Motor Vehicle Freeze Committee-Assigned Vehicles: Purchase Request/Vehicle Assignee

SCOPE

The following procedures are to be used by each City Agency in requesting the purchase of Mayor's Motor Vehicle Freeze Committee (MMVFC)-assigned vehicles. The agency/bureau must complete a Requisition utilizing the CitiBuy system, a Vehicle Assignment Request, and justification for the purchase of a new vehicle indicated on the "Notes" section of the CitiBuy requisition. Disapproved requests may be appealed to the MMVFC.

All vehicles to be replaced will be turned into the Fleet Management Division (FMD), for inspection and disposition. Determination of useful life of a MMVFC-assigned vehicle and disposition of same is the responsibility of the FMD.

RESPONSIBILITY	ACTION
AGENCY/BUREAU HEAD	Initiate completion and submission of a Requisition, utilitzing the CitiBuy system with justification for the purchase of a new vehicle indicated on the "Notes" section of the CitiBuy requisition.
BBMR / MMVFC	Agency Budget Analyst reviews Requisition(s) in CitiBuy, certifies funds are available, and submits a hard copy to the Director of Finance for approval. If approved and signed by the Director of Finance, BBMR stamps a copy of the requisition and BBMR forwards it to the Bureau of Purchases. Retains the Vehicle Assignment Request and Vehicle Payroll Deduction Authorization form if applicable. Note: The CitiBuy system submits the above actions for pre-encumbrance of funds to Bureau of Accounting.
FMD	Prepares the Vehicle Specifications and forwards them with the CitiBuy reference copy to the Bureau of Purchases.

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Mayor's Motor Vehicle Freeze Committee-Assigned Vehicles: Purchase Request/Vehicle Assignee

BUREAU OF PURCHASES	Purchases vehicle in accordance with City Purchasing policies and arranges for delivery of vehicle to FMD at Central Garage. No requisition is to be processed without the approval of the Director of Finance and FMD.
FMD	Verifies that all specifications are met, inspects vehicle and notifies MMVFC that the end user agency has accepted delivery of the vehicle. Accepts delivery of vehicle at Central Garage and notifies agency when vehicle is ready to be picked up.

If request is disapproved, all documents submitted should be returned to the agency/bureau head with reason for denial.

APPEAL PROCESS

Agency/Bureau	To appeal, the agency/bureau head should send a memo to the Director of Finance, 469 City Hall, outlining the reasons for appeal.
Finance Director	The Finance Director will notify agency/bureau head of the decision. Original documents must accompany the appeal.

If approved, the documents will be considered as outlined in this policy or returned with reasons for denial.

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Assigned Vehicles Maintenance/Repairs

SCOPE
All assignees of City-owned vehicles are responsible for ensuring that proper safety standards, operating standards and vehicle maintenance are observed in conjunction with the Fleet Management Division (FMD).

Operators assigned are responsible for performing a safety and operating check each day the vehicle is used. See VEHICLE MAINTENANCE RECORD (form #28-1908-5032). The FMD has the authority to direct an agency/bureau head to send any City-owned vehicle to inspection.

Failure to comply with the provisions of this policy shall result in the recall of MMVFC-assigned vehicles, assessment of authorized charges, and/or any other actions deemed appropriate by the MMVFC, Vehicle Damage Investigator, agency/bureau heads, and/or other authorized parties.

PREVENTIVE MAINTENANCE PROGRAM
All MMVFC-assigned vehicles must receive preventive maintenance servicing in accordance with the Preventive Maintenance Program established by the FMD. Upon receipt of an assigned vehicle, the assignee must contact the FMD to obtain the preventive maintenance schedule required for the vehicle. The assignee must also ensure compliance with such schedule by contacting the FMD to set up vehicle servicing appointments. Assignee must take vehicle to the assigned location of the FMD for preventive maintenance servicing, which is normally every 4 months or 3,000 miles.

ROAD SERVICE
All operators of MMVFC-assigned vehicles must obtain local road service as necessary when traveling within a 50-mile radius of the central business district by telephoning or radioing the FMD. Any repairs or services not authorized by the FMD are the responsibility of the employee. If outside the toll-free telephone area, the charge for the call may be reversed.

Traveling outside a 50-mile limit, the agency/bureau head must submit a memo to the FMD, requesting that the operator be temporarily provided a City commercial fuel/service credit card. Repairs must be obtained only from the service stations listed on the credit card; all repairs must be approved by the FMD, prior to the start of the repairs. Any repairs or services not authorized by FMD are the responsibility of the employee. Immediately upon completion of travel, the operator must return the credit card and all credit card receipts to the FMD. Any exception to this ruling must be submitted to FMD for approval.

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Assigned Vehicles Maintenance/Repairs

FMD RESPONSIBILITIES

FMD is responsible for the following activities of MVVFC-assigned vehicles:

- Obtaining titles and tags for vehicles.
- Notifying the Bureau of Accounting and the MMVFC when an employee accepts delivery of a vehicle.
- Maintaining, servicing, and repairing vehicles.
- Maintenance, inspection, and certification of vehicle records as necessary.
- Replacing fully depreciated Code II vehicles.
- Conducting necessary vehicle inspections as directed.
- Follow-up on all motor vehicle accident reports submitted.
- Reporting vehicle damage to the appropriate agency fleet coordinator.
- Notifying an employee's agency fleet coordinator that a driver of the city-owned vehicle had incurred traffic or parking fines.
- To receive into inventory all vehicles purchased by the Mayor and City Council.
- Establishment of a Preventive Maintenance Program.
- Providing and monitoring of commercial fuel/service credit cards.
- Approval of all repairs for vehicles traveling 50 miles outside the central business district.
- Assigning/providing appropriate type of vehicle.

RELATED POLICIES AND PROCEDURES

AM-501-3 MMVFC Assigned Vehicles
AM-501-11 Vehicle Damage and Malfunction

Activity-Assigned Vehicles

SCOPE

An activity-assigned vehicle is a vehicle which is: (1) owned by the Mayor and City Council; (2) assigned by the Fleet Management Division (FMD); and (3) funds for initial purchase are approved by the Department of Finance and provided to the agency for subject purchase.

Non passenger car, van, station wagon, pick-up truck, or sport utility vehicle types listed below are not assigned by the Mayor's Motor Vehicle Freeze Committee (MMVFC). These vehicles are not to be taken home.

- Trucks
- Dumpsters
- Front-end loaders
- Fork-lifts
- Construction equipment
- Other special purpose equipment
- Carry-alls and other vehicles of this type
- Golf Carts

CATEGORIES

Activity-assigned vehicles:

Code I - - A vehicle which meets the following criteria:

- Responsibility of an agency.
- Maintenance and servicing may be performed by the FMD.
- Using agency is billed directly by FMD for maintenance and servicing.

Code II - - A vehicle which meets the following criteria:

- Responsibility of the FMD and rented to an agency.
- A monthly rental fee is paid to the FMD by the using agency.
- Maintenance and servicing are performed by the FMD.

An agency/bureau head must exercise care in authorizing the operation of activity-assigned vehicles to subordinate employees. Operators must meet all licensing and operating requirements of Maryland law and evidence same; operators are subject to the same care and responsibility of activity-assigned vehicles as established for MMVFC-assigned vehicles.

FMD RESPONSIBILITIES

FMD is responsible for:

- Title and tags.
- Maintaining, servicing and repairing vehicles.
- Maintenance, inspection, and certification of vehicle records as necessary.

- Replacement of fully depreciated Code II vehicles.
- Vehicle inspections.
- Reporting vehicle damage to the and the appropriate agency/bureau head.
- Notification of unpaid traffic/parking fines related to use of a City-owned vehicle.
- Distribution of local fuel, oil, and anti-freeze for vehicles.
- Provide assistance and directions for vehicles necessitating road service.

GENERAL PROVISIONS
PERSONAL BUSINESS
Activity-assigned vehicles may not be used for pleasure or to conduct personal business. Passengers in activity-assigned vehicles are limited at all times to those engaged in official City business.

MOTOR VEHICLE LAWS
Any traffic or parking fines incurred as a result of violating motor vehicle laws are paid by FMD. Agency fleet coordinators are notified of traffic and parking violations. The agency incurring any violations must attempt to collect reimbursement from the employee.

All accidents must be reported in conformity with AM-501-10, Motor Vehicle Accidents.

MAINTENANCE AND REPAIRS
All agency/bureau heads are responsible for ensuring that proper safety standards, operating standards, and vehicle maintenance are observed by authorized users. The VEHICLE MAINTENANCE RECORD, (form # 28-1908-5032) must be completed on each vehicle and filed accordingly.

All activity-assigned vehicles must comply with preventive maintenance servicing requirements in accordance with the Preventive Maintenance Program and schedules established by the FMD.

REQUIRED REPORTING
A vehicle maintenance record must be completed every month for each activity-assigned vehicle, regardless of whether the vehicle was used during the month. The record must be retained in the Agency vehicle file folder for periodic review.

NON-COMPLIANCE WITH POLICY
Failure to comply with the provisions of this policy shall result in the recall of activity-assigned vehicles, assessment of authorized charges, and/or any other actions deemed appropriate by the Vehicle Damage Investigator, agency heads, FMD and/ or other authorized parties.

RELATED POLICIES AND PROCEDURES
AM-501-3 MMVFC Assigned Vehicles

Activity-Assigned Vehicles

AM-501-6 Assigned Vehicle Maintenance and Repairs
AM-501-10 Motor Vehicle Accident
AM-501-11 Vehicle Damage and Malfunction

Requesting the Purchase of Activity-Assigned Vehicle

REQUESTING THE PURCHASE OF AN ACTIVITY-ASSIGNED VEHICLE
Activity-assigned vehicles may be purchased by an agency/bureau head providing a demonstrable task or function needs to be performed and it is determined that one of the vehicles outlined in this policy is appropriate; or a position has been approved and budgeted for which this requested vehicle is appropriate.

All vehicles to be replaced will be turned into the Fleet Management Division (FMD), for inspection and disposition. Determination of useful life of an activity-assigned vehicle and disposition of same is the responsibility of the FMD.

RESPONSIBILITY	ACTION
AGENCY/BUREAU HEAD	Initiate completion and submission of a Requisition, utilitzing the CitiBuy system with justification for the purchase of a new vehicle indicated on the "Notes" section of the CitiBuy requisition.
BBMR	Agency Budget Analyst reviews Requisition in CitiBuy, certifies funds are available, and submits a hard copy to the Director of Finance for approval. If approved and signed by the Director of Finance, BBMR stamps a copy of the requisition and forwards it to the Bureua of Purchases. Note: The CitiBuy system submits the above actions for pre-encumbrance of funds to Bureau of Accounting.
FMD	Prepares the Vehicle Specifications and forwards them with the CitiBuy reference copy to the Bureau of Purchases.
BUREAU OF PURCHASES	Purchases vehicle in accordance with City Purchasing policies and arranges for delivery of vehicle to FMD at Central Garage. No requisition is to be processed without the approval of the Director

Requesting the Purchase of Activity-Assigned Vehicle

	of Finance and FMD.
FMD	Verifies that all specifications are met, inspects vehicle and notifies MMVFC that the end user agency has accepted delivery of the vehicle. Accepts delivery of vehicle at Central Garage and notifies agency when vehicle is ready to be picked up.

If request is disapproved, all documents submitted should be returned to the agency/bureau head with reason for denial.

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Vehicle Rental

SCOPE

This policy applies to the City's commercial vehicle rental policy. Specifically, the rental of a passenger vehicle, regardless of funding source, can be authorized when a vehicle is not available from the Fleet Management Division (FMD). A passenger vehicle in this policy refers to a passenger car, station wagon, van, pick-up truck, or sport utility vehicle. Rental of a passenger vehicle must be approved by the agency/bureau head, Bureau of the Budget and Management Research (BBMR) and the Bureau of Purchases, Department of Finance. The requesting agency/bureau is not authorized to contact a vehicle rental vendor. All vehicle rentals must be coordinated through the Bureau of Purchases.

RENTAL CRITERIA

Rental of passenger vehicles may be approved if the request conforms to the following criteria:

- A City-owned vehicle is not available for use.
- Public transportation is not practical or economically feasible.
- The rental vehicle will be used solely for the conduct of official business.
- The rental vehicle will not be used for pleasure or to conduct personal business.
- Passengers in the rental vehicle will be limited at all times to those engaged in official City business.
- The rental vehicle will be operated only by persons specified in writing on a Requisition, utilizing the CitiBuy system.
- The use of a rental vehicle is the most practical and economical method of providing necessary transportation
- A valid and critical need exists for the use of a rental vehicle.
- The rental period is in accordance with the provisions of this policy.

LENGTH OF RENTAL

The maximum rental period normally allowed for passenger vehicles is five (5) workdays. In instances where the initial rental period does exceed five work days, then a new rental request must be submitted for approval immediately. A rental period anticipated to exceed five (5) workdays requires submitting a rental request with detailed justification.

PASSENGER VEHICLE RENTAL PROCEDURES

Justification for use of a rental vehicle must be entered in the "Notes" section of the Requisition, utilizing the CitiBuy system. Failure to include proper information will result in rejection of the request.

Advance rental refers to a request for a rental vehicle within three (3) days or more before the date of anticipated use. After obtaining all necessary approvals, a Requisition, utilizing the CitiBuy system must be submitted to the Bureau of Purchases.

Vehicle Rental

PAYMENT OF VEHICLE RENTAL
Rental charges not authorized will not be honored for reimbursement. Petty cash funds or direct payment orders may not be used to defray cost of rental vehicles.

OTHER VEHICLE RENTALS
Non-passenger vehicle rentals must be approved by BBMR and coordinated through the Bureau of Purchases.

FUEL FOR RENTAL VEHICLES
Costs for fuel used in rental vehicles will be charged to the requesting agency/bureau by use of a commercial fuel/service credit card issued by FMD or a City-issued fuel card at the time of vehicle rental.

MOTOR VEHICLE LAWS
Any traffic or parking fines incurred as a result of violating motor vehicle laws are paid by FMD. Agency fleet coordinators are notified of traffic and parking violations. The agency incurring any violations must attempt to collect reimbursement from the employee.

m *Motor Vehicle Accident*

SCOPE

This policy governs those actions to be taken when a City employee is involved in a motor vehicle accident while in the conduct of City business and/or when the accident involves the use of a City-owned vehicle or in a personal vehicle while on City business.

It is the responsibility of the agency bureau head or designee to ensure that the required MOTOR VEHICLE ACCIDENT REPORT (MVAR form #28-1758-5026) has been completed, signed and submitted to the Central Bureau of Investigation (CBI), Law Department; Office of Risk Management/Division of Occupational Safety (ORM/DOS), Finance Department; Central Garage Division, Department of Public Works; and the agency head within 24 hours following an accident. A supply of this form must be carried in the glove compartments of all City-owned vehicles at all time.

REQUIRED ACTIONS

When involved in a motor vehicle accident, an employee must:

- Summon the local police to the scene of the accident.
- Make no statements at the scene of the accident to anyone except the investigating police officer, an identified investigator from CBI or an identified investigator from the ORM/DOS.
- Obtain names and addresses of person(s) involved in the accident.
- Call 311 to report the details of the accident. (see "Motor Vehicle Reporting Requirement" as listed at the end of this policy)
- Notify the agency you work for if you are injured as soon as practical and if there is an injury, complete an Employee Injury Report (EIR) and have your supervisor call the claim/injury details into ActecSystems at 1- 877-607-8600.
- Submit the Motor Vehicle Accident Report (MVAR) within 24 hours to the parties identified in the above section and on the report form.
- Notify CBI or ORM/DOS as necessary. (ORM/DOS is responsible for notifying Maryland Occupational Safety and Health Administration (MOSHA) of certain injuries.)

INJURY

If the employee is injured and is able to be transported, the employee (with completed EIR) shall immediately report to the Baltimore City Occupational Medical Services (Mercy Clinic) facility, 323 N. Calvert Street (after hours employee injuries are to be seen/treated at the Emergency Room - Mercy Hospital). If an employee is to be treated at any other hospital or other emergency facility, the immediate supervisor must be notified of where he/she is being treated.

If an employee is injured in the accident, an EMPLOYEE INCIDENT REPORT (EIR) (form #28-1608-5149) must be completed and submitted by the agency head or designee to those listed on the form.

PROPERTY DAMAGE

The employee or their supervisor must immediately call 311 Call Center and report the accident details for any motor vehicle accident that resulted in property damage. Employees should call 410-396-3400 if calls are made between 8:30 a.m. and 4:30 p.m., Monday through Friday. After-hour calls should be made to 410-396-3100 where the City Hall operator will connect the employee with the CBI duty officer.

DRUG AND ALCOHOL TESTING

All drivers involved in an accident while operating a City-owned vehicle or while in performance of their City work, even in a privately-owned vehicle, shall be tested immediately for a complete drug and alcohol screening at the Baltimore City Occupational Medical Services (Mercy Clinic), 323 N. Calvert Street, **after hours at Mercy Emergency Room** per the City's Substance Abuse Control Policy. The supervisor is required to escort or assign a designee to escort the employee to the Mercy Clinic for testing following an accident.

m *Motor Vehicle Accident Reporting Requirement Procedures*

SCOPE

The Motor Vehicle Accident Reporting Requirement below outlines the procedures in reporting motor vehicle accidents involving a City of Baltimore motor vehicle and/or accidents involving a personal vehicle while in use for City business.

MOTOR VEHICLE ACCIDENT REPORTING REQUIREMENT

City employees are required to document all accidents involving a City of Baltimore Motor Vehicle and/or accidents involving a personal vehicle while in use for City business by calling the City's 311 Call Center between the hours of 6:00 AM and 10:00 PM (7 days a week). If the accident occurs between 10:00 PM and 6:00 AM, the employee/supervisor should call the next business day. The 311 Agent is required to take the accident details over the phone. The City defines an accident as an intentional/unintentional damaging event, including injury/damage to persons or property.

The following procedures should be followed when reporting a motor vehicle accident:

- Employees are required to immediately report the accident to the supervisor.
- Employees are required to call the Police Department as required by City Policy.
- The driver or supervisor should call 311 and report the accident.
- Employees are required to call ACTEC Systems at 1-877-607-8600 if the accident involves a possible Workers' Compensation claim.
- Employees must complete the required Motor Vehicle Accident Report (MVAR).

When Calling 311, employees should be prepared with the following Information:

- Accident location
- City driver's name
- City employees' name reporting the accident
- City vehicle number (the City number assigned to the vehicle)
- City vehicle tag number (license plate number)
- Reporting Agency's Name
- Accident Date
- Accident Time
- Number of vehicles (including City vehicle) involved in the accident
- Whether a workers' compensation claim will be filed
    - If a workers' compensation claim is filed, employees should report the

employee's injury to ACTEC Systems 1-877-607-8600, complete an EIR (Employee Injury Report) and when appropriate, send the injured employee to Mercy Hospital/City's Occupational Medical Clinic.

- Whether a third party (non-city vehicle/person) was involved in the incident
- Whether the Police was called to the scene (Required)
- Whether a Police report was written
- Whether the City of Baltimore Motor Vehicle Accident Report was completed (Required)
- Contact person's name, title and phone number.

Any questions concerning the motor vehicle reporting requirment should be addressed to:

Office of Risk Management
Department of Finance
401 E. Fayette Street, Suite 700
Baltimore, MD 21202
(443) 984-3786
Fax: 410-396-1071
Cell: 443-250-7413

RELATED POLICIES

AM-204-10 – JOB INJURY
AM-502-1, Part 2 – COMMERCIAL DRIVER LICENSE

m Vehicle Damage and Malfunction

SCOPE
Whenever vehicle damage, malfunctions, or accidents occur, appropriate actions must be initiated within 24 hours by the operator or assignee, and the supervisor. Once notified of the damage, malfunction, or accident, Fleet Management Division (FMD), and the Vehicle Damage Inspector become involved in analyzing, investigating and following through on the occurrence in accordance with this policy.

OPERATOR RESPONSIBILITY
If vehicle is damaged it is the responsibility of the operator to:

- Report vehicle damage by telephone or in person to his/her immediate supervisor. If the vehicle operator is not the assignee, the operator must also report the damage to the assignee.
- Notify FMD, by telephone of vehicle damage, and arrange for repairs.
- Complete and forward a VEHICLE DAMAGE DESCRIPTION to the immediate supervisor detailing the incident.

If vehicle malfunctions, it is the responsibility of the operator to:

- Report vehicle malfunction immediately to FMD and arrange for repairs.

If vehicle is in an accident, it is the responsibility of the operator to:

- Report accidents in accordance with AM-501-10, Motor Vehicle Accidents.

SUPERVISOR RESPONSIBILITIES
Upon receipt of the operator's completed Vehicle Damage Description, review all information, complete the "IMMEDIATE SUPERVISOR" section of the form and distribute to the appropriate parties.

FMD RESPONSIBILITIES
The FMD, within three (3) workdays from the initial observation or discovery of vehicle damage, must file a VEHICLE DAMAGE REPORT, (form # 28-4908-5077) concerning the damage and notify the proper parties:

- Vehicle Damage Investigator
- Agency Vehicle Coordinator
- Risk Management, Division of Occupational Safety

The above actions must be taken if the FMD:

- Discovers vehicle damage while servicing or inspecting a vehicle; or
- Discovers vehicle damage while investigating vehicle malfunction; or
- Receives a report of vehicle damage.

If the vehicle must be repaired by an outside vendor, the FMD must obtain a written estimate from the vendor stating the following information:

- Type of damage.
- Probable cause of damage.
- Estimated cost of repairs, i.e., an itemized breakdown of costs for labor and parts.

The FMD, must submit a copy of the above-cited estimate with a Vehicle Damage Report to the Vehicle Damage Investigator.

The FMD may not release any vehicle which has been damaged without submission of a Vehicle Damage Report for that vehicle.

Vehicle Damage Investigator
The Vehicle Damage Investigator is responsible for reviewing and/or investigating all cases of vehicle damage involving City-owned vehicle. The investigator must determine whether damage occurred through negligence, misuse, and/or abuse, and notify the responsible party(ies). The investigator must recommend specific disciplinary action and direct charges to the agency budget. In each case of vehicle damage, required investigative duties and necessary reports must be submitted within 20 days of completion of vehicle damage investigation.

VEHICLE DAMAGE INVESTIGATION RULING
The Investigator may direct:

- An agency/bureau head to send any City-owned vehicle to the FMD for inspection.
- The FMD to conduct an inspection of any City-owned vehicle.

Copies of the VEHICLE DAMAGE RULING should be submitted to:

- Fleet Management Division.
- Agency Fleet Coordinator.
- Risk Management, Division of Occupational Safety

Within 15 work days from receipt of the Vehicle Damage Ruling, the agency head must state on the form the disciplinary actions or reasons for not taking action by returning the form to the Investigator. If an employee is judged to have been negligent, abusive, etc., then the agency head may direct the following actions upon consultation with the Law Department and Office of the Labor Commissioner:

- Suspension/termination.
- require employee repayment.
- reprimand the employee.
- revoke vehicle assignment.

Failure by the agency head to return the Vehicle Damage Ruling within the 15 work day time limit will result in the recall of the vehicle by the FMD, with all recall costs to be borne by the agency. Written notification of such failure will be made by the investigator to the Mayor.

RISK MANAGEMENT, DIVISION OF OCCUPATIONAL SAFETY

The Division of Occupational Safety has the authority to immediately suspend an employee's City of Baltimore Driver Permit and/or Special Purpose Vehicle Authorization. See AM-501-2, Part 1, Training Courses, Driver Permits, Authorizations and Licenses for City-Owned Vehicles, for complete information concerning suspension and revocation of the Driver Permit and Special Purpose Vehicle Authorization.

RELATED POLICIES AND PROCEDURES

AM-501-2, Part 1, Training Courses, Driver Permits, Authorizations and Licenses for City-Owned Vehicles
AM-501-2, Part II, Commercial Driver License
AM-501-11 Vehicle Damage and Malfunction

m Use of Communications Devices Prohibited When Operating City Motor Vehicles or Driving Personal Vehicles for City Business

SCOPE

City employees are prohibited from using personal communications devices and/or wearing any type of headset/headphones including Bluetooth, to either send, receive, listen to and/or review communications at any time while driving City-owned/leased vehicles for any purpose or while driving their personal vehicles on City business. This policy also applies while operating a, moving and/or in-gear motorized off-road equipment.

This policy does not apply to the use of communications devices issued to first responders (Fire and Police) for official emergency communications, Police Department issued laptop/notebook computers for police vehicles, and City-issued two-way radio with push-to-talk technology when no passenger is in the vehicle.

DEFINITIONS

Employee - Any individual employed by and/or paid by the Mayor and City Council of Baltimore. This includes hourly and salaried workers, supervisors, managers, department heads, bureau heads, and elected officials and their appointed staffs. The policy also includes consultants, volunteers and staff provided by temporary agencies (seasonal employees) while operating their own personal vehicle on City business.

Personal Communications Device - Personally owned or City issued, communication devices such as, but not limited to, cell phones, pagers, text pagers, two-way radios, wireless devices (Blackberries etc), Bluetooth technology, speakerphones and/or headsets/headphones of any type.

Hands Free Communications Device – Any communication device/equipment not requiring the use of hands or to be held by hands.

Motorized Vehicle - Any Vehicle registered with the State MVA (car, van, truck) and/or any State or Department of Transportation (DOT) registered vehicle.

WHAT IS PROHIBITED

The following represent unsafe acts and are **NOT** allowed:

- Any use of a cell phone when driving;
- The writing, sending or reading of text or email messages when driving;

m Use of Communications Devices Prohibited When Operating City Motor Vehicles or Driving Personal Vehicles for City Business

- The use of any voice activated technologies to write, send, or read text or email messages while driving;
- The use of a Personal Communications Device by the driver while operating a moving and/or in-gear motorized vehicle;
- The use of laptop, notebook, net book, iPad or other type of computer when driving;
- The use of two-way radio by driver/operator when another a passenger, is able to handle the communication;
- The use of any hand-held or hands free communication device in any manner while fueling and/or refueling any vehicle (personal, City, or other) at any time in any location; and
- The use of any hand-held or hands free communication device at any location involving a potential or confirmed fuel spill, gas leak, or any potentially hazardous and/or flammable spills or vapors.

WHAT IS ALLOWED

- The use of City-issued two-way radio that operates with push-to-talk technology is allowed to be used by the driver/operator ~~only~~ in situations when there is no passenger employee present in the cab or vehicle who is able to use the radio communication;
- The use of a personal communications device by first responders for official emergency communications;
- The use of Police Department issued laptop/notebook computers for marked patrol vehicles; and
- The use of a wireless communication device to contact a 9-1-1 system.

PLACING OR RECEIVING CALLS AND MESSAGES

If communication is necessary using a personal communications device either outgoing or incoming, the driver is to wait until he/she reaches a safe place to park before placing or receiving calls, text messaging and emailing.

DISCIPLINARY ACTION

Failure to comply with this policy may result in loss of an employee's City driving permit and/or progressive disciplinary action up to and including termination.

m *Seat Belt Use*

SCOPE

All employees of the City of Baltimore are required to wear seat belts (at all times while the vehicle is in operation) when traveling in city-owned/leased vehicles for any purpose or while driving their personal vehicles on City business. **All occupants including the driver and any and all passenger(s) shall wear seat belts**. No vehicle shall be operated unless all occupants are secured by a seat belt. This policy also applies to employees while operating moving and/or in-gear motorized off-road equipment.

This policy will also apply to consultants, volunteers and staff (either provided by temporary employment agencies or doing business directly with the City (including seasonal employees) while operating their own personal vehicles on City business.

DEFINITIONS

Employee: Any individual employed by, who works for and or is paid by the City of Baltimore. This includes (but is not limited to) hourly and salaried workers, supervisors, managers, department heads, bureau and agency chiefs, elected officials and their appointed staffs, consultants, volunteers and staff from employment agencies.

Operation: The vehicle is considered to be in "operation" when the key is turned to the on position and the engine is running.

DISCIPLINARY ACTION

Failure to comply with this policy may result in the suspension/revocation of an employee's City of Baltimore Driver Permit/Authorization and/or may also result in progressive disciplinary action for **any** occupant. Disciplinary action for sworn and civilian members of the Baltimore Police Department shall be in accordance with the provisions and directives contained in its General Orders. Disciplinary action for employees of the Fire Department will be in accordance with the Manual of Procedure.

Seat Belt Visual Audits

The Office of Risk Management/Division of Occupational Safety will be conducting random visual inspection audits to see if the driver and occupants of the City vehicle are wearing seat belts. The audit will show the date and time of the infraction as well as the location and vehicle ID number (and tag if available). Once that information is gathered, it will be turned over to the responsible Agency for progressive disciplinary to take place against those in violation of the policy.

RELATED POLICIES

AM-501-2 Training Courses, Driver Permits, Authorizations and Licenses for City-Owned Vehicles

SCOPE

Under the City Charter, the Baltimore City Archives and Records Management Office is empowered to implement and oversee records management of all City agencies. All agencies are required to maintain records of all proceedings, financial transactions and official acts. Only records covered by an approved retention schedule for the agency can be stored in the City Archives and Records Management Center. Disposal of records must be approved by the Records Management Officer and be included on the retention schedule of the agency.

RECORDS MANAGEMENT OFFICER

The Records Management Officer operates a City Archives and Records Management Center for the purpose of storing City records. It is located at 2615 Mathew Street, Baltimore, MD, 21218. The officer is empowered to inspect records, review record management practices of individual agencies and to initiate record policies and procedures with the approval of the City Records Committee. This officer is responsible for microfilming records, maintaining the microfilm for individual agencies, and operating the City Archives and Records Management Center.

AGENCY RESPONSIBILITIES

The agency head or designated representative must request permission from the Records Management Officer to:

- Establish and change the Retention Schedule, i.e. period of time records must be kept.
- Retain records in the City Archives or Records Management Center
- Determine the form in which record services are to be kept, i.e. original, microfilm, etc.
- Retain records of historical significance.
- Dispose of unnecessary and inactive records.

APPROVAL PROCESS

After the survey has been initiated, the Archives staff will submit to the agency head a Records Disposition Authorization form, i.e., Records Retention Schedule. It contains the schedule for records management and material retention for the agency. Upon acceptance by the agency head, the Records Disposition Authorization form will be submitted to the City Records Committee for review and verification. The schedule goes into place upon acceptance by that committee.

HISTORICAL HOLDINGS

The Archives staff collects and administers the municipal government's historical records. Over 5,000 cubic feet of historical material is available for research purposes. All records are categorized and extensive name indices are available.

Historical holdings include:

- Official papers from each Baltimore Mayor
- Maps of Baltimore City
- Election records
- Tax records
- Administrative files from City agencies

RECORDS ACCESS

Work space is provided for records users. Individuals who enter the storage area must state their affiliation and purpose. Material that the Maryland Public Information Act designates as confidential is restricted. Record users should familiarize themselves with the location and nature of all needed records. Agency users should refer to the retention schedule on file with the City Archives as well as the Records Transmittal Request form before requesting use of stored materials.

STAFF ASSISTANCE

Archives staff can assist you with questions about the City's history, past projects, administrative decisions and agency responsibilities, and other related topics. The City Archives and Records Management Center is located at 2615 Mathews Street, Baltimore, MD, 21218; telephone number 410-396-3884.

RELATED POLICIES AND PROCEDURES

AM-119-1 Electronic Mail Retention

AM-502-1-1 Procedure for Disposal of Records – Sending Records to Archives

AM-502-1-2 Procedure for Creating or Changing Records Retention Schedules

AM-502-1-3 Procedure for Scanning Records

a **AM-502-1-1**

m Procedure for Disposal of Records – Sending Records to Archives

RESPONSIBILITY	ACTION
Agency Head	**1.** Review approved Records Retention Schedule. If none exists, contact Records Management Officer to create same. **2.** Determine need to dispose of records no longer deemed necessary. **3.** Inform Records Management Officer of records that need to be disposed of.
Records Management Officer	**4.** Inspect records. Review agency retention schedule. **5.** Determine method of disposal and submit recommendations to Agency Head.
Agency Head	**6.** Approve findings and return to Records Management Officer.
Records Management Officer	**7.** Forward same to City Records Committee and return approved form to Agency Head.

m Procedure for Disposal of Records – Sending Records to Archives

Agency Head	**8.** Dispose of records by method determined from Records Management Officer. Coordinate movement of records to Archives and Records Center. **9.** Pack and label the records in regulation storage boxes. Boxes can be obtained from the City's designated supply vendors (15"x12"x10", with lid). Each box must contain material from one schedule only. Records should be packed in the order they were kept in the office files. All boxes must be correctly labeled. Information concerning the label is to be placed under the handle, and must be legible and complete. **10.** Complete a copy of a Records Transmittal Request form or memo and forward to Records Management Officer. This form must be approved by the Archives staff before the records are sent. Box descriptions should be general; e.g. Correspondence, A-D Contracts, 10071-12007 Case Files, M. Brown-A. Jones
Records Management Officer	**11.** Approve Records Transmittal Request form and call Agency Head.
Agency Head	**12.** Coordinate transport of records at a time approved by the Archives staff. Assistance in loading and stacking on shelves may also be required.
Records Management Officer	**13.** This memo will be referenced when requesting records from the Records Management Center.

m Procedure for Creating or Changing Records Retention Schedules

RESPONSIBILITY	ACTION
Agency Head	**1**. Determines need to create or change a Records Retention Schedule. **2.** Informs Records Management Officer of need for new or revised Records Retention Schedule. **3**. Develops an estimated Records Retention Schedule for review by the Records Management Officer.
Records Management Officer	**4**. Inspects records and submits recommendations to Agency Head.
Agency Head	**5.** Approves Records Retention Schedule and returns it to Records Management Officer.
Records Management Officer	**6.** Forwards approved schedules to City Records Committees for review and final acceptance.
Agency Head	**7.** Retains approved Records Retention Schedule for easy reference and later use in requesting records

a **AM-502-1-3**

m ***Procedure for Scanning Records***

RESPONSIBILITY	ACTION
Agency Head	**1**. Determines the need to scan or otherwise store certain records. **2.** Notifies Records Management Officer of need.
Records Management Officer	**3.** Inspects records and submits recommendations to City Records Committee for approval. **4.** Informs Agency Head of findings and Committee's approval.
Agency Head	**5.** Coordinates movement of records to be scanned, etc. to City Archives and Records Management Center.
Records Management Officer	**6.** Forwards approved schedules to City Records Committees for review and final acceptance. **7**. Makes proper disposition of hard copy records.

m *Municipal Post Office*

SCOPE

The Municipal Post Office (MPO) handles incoming and outgoing U.S. Mail, including parcels, heavy or bulky packages and interdepartmental mail for agencies, which include insertion of return envelopes, invoices or standardized notice letters, registered mail, priority delivery, certified mail and express mail.

OBTAINING POSTAGE STAMPS, SUPPPLIES AND SERVICES

Requests for postage stamps should be based on extenuating circumstances that prevent the agency to utilize the MPO. Requisitions for postage stamps, related postal supplies and services must be sent to Accounting Operations for disbursement, but must be initially processed by the MPO since they are responsible for approval. All postage stamps and postal related supplies, equipment and services within the City government are provided by the MPO's procurement. Use of all postage stamps and postal related supplies, equipment and services must be reviewed by the Director of Communication Services in all relative matters involving the above mentioned services and equipment.

This addresses all postal-related service and equipment including, but not limited to:

- Consultants
- Maintenance
- Training
- Hardware
- Software
- Grant Applications

Approval by the Director of Communication Services is required before a vendor contact may be initiated on any postal related matter.

MAIL AND PARCEL REQUIREMENTS

U.S. Mail and parcels for City agencies are picked up and delivered by the MPO several times a day at designated locations within agency, City departments and related locations. All outgoing U. S. Mail must be bound together and accompanied by a completed CHARGE TICKET, MPO (28-1428-5110) {AM-503-1-2}. When sending special mail, indicate type of special mail service desired directly on the charge ticket and secure properly. Special arrangements must be made at least five (5) business days in advance with the MPO supervisor to arrange for pick up and processing of heavy or large mailings. Sufficient notice will insure timely processing.

PERSONAL MAIL

The MPO does not deliver personal packages or magazines to employees.

MAIL STANDARDIZATION
Address standardization has the potential to improve business-to-business mail processing and save cost.

For better address quality: or **For Better Mailing Results, the United States Postal Service (USPS) has issued these helpful guidelines**:

1. Addresses should be typewritten or machine printed in dark ink on a light background using uppercase letters.
2. All punctuation may be omitted except for the hyphen in the primary or secondary street number (if needed) or the ZIP + 4 code.
3. All lines of the address should be formatted with a uniformed left margin.
4. Always place the country name by itself on the last line when using a foreign address.
5. Include all pertinent information such as the directional code, apartment, floor, and suite number.
6. The entire address should be contained in an imaginary rectangle know as the Optical Character Reader (OCR) read area that extends from 5/8" to 2 ¾" from the bottom of the mail piece, with 1/2" margins on each side. SEE AM-503-1-3.
7. Extraneous (non-address) printing that appears in the OCR read area should be positioned above the delivery address line and away from the address block.
8. Address characters must not touch and should be evenly spaced. All lines of the address should be parallel to the bottom of the envelope.

BULK MAIL PERMITS
For Bulk Mailing Permits, each request must be accompanied by a deposit, for the USPS, equivalent to the total amount of postage to be complete the shipment. Bulk Mailings must have a minimum of 200 pieces or 50 lbs of mail per mailing.

CHARGING COSTS
An agency is charged at the end of each month for accumulated postage incurred through use of the MPO's standard metered system.

DELIVERY SERVICE AREA
All pickup and delivery service areas of the MPO are designated in MAILING ADDRESSES FOR CITY OFFICES {AM-102-1}. Areas not served by MPO are served directly by the U. S. Postal Service.

CHANGE OF ADDRESS
An agency head is requested to utilize change of address cards when the agency's mailing address has been changed. Change of address cards are available at the MPO.

PROCESSING NEW MAIL ACCOUNTS
In order for agencies to create a new mail account, the agency must perform the following:

1. Agency sends a memo to the Communication Services Administrator. This memo should state the location of the pickup/drop site to be established or eliminated. For new sites, the memo must also contain the account number to be charged.
2. The Communication Services Administrator notifies the Bureau of Accounting and Payroll Services (BAPS) of the change request that has been approved. Based on the notification, BAPS makes the necessary adjustments to its records so that it will be in effect for the next billing period. As needed BAPS will adjust the current year's charges.

LOCATION
The MPO is located at 100 N. Guilford Ave, Baltimore, MD 21202, located at the rear of Courthouse East 111 N. Calvert St.

RELATED POLICIES

For additional information, see:
AM-102-1 MAILING ADDRESSES AND POSTAL DELIVERY

AM-503-1-1 OBTAINING POSTAGE STAMPS AND RELATED POSTAL SUPPLIES

AM-503-1-2 CHARGE TICKET: MUNICIPAL POST OFFICE

m Municipal Post Office – Procedure for Obtaining Postage Stamps and Other Postal Supplies

Responsibilities	Action
Agency Head/ Designee	1. Determine need for use of postage stamps of varying denominations and related postal supplies 2. Send email to MPO@baltimorecity.gov with number of stamps requested, budget account number to be charged, contact name and telephone number.
Director of Communication Services/ Designee	3. Review the requisition and approve or disapprove. a. If approved, process in CityDynamics. b. If disapproved, notify the requesting agency.

AM-503-1-2

MUNICIPAL POST OFFICE

100 N. Guilford Avenue - Lower Level

DATE _____|_____|_____

_____

BUREAU - DIVISION

CHARGE THE ACCOUNT LISTED BELOW WITH POSTAGE INDICATED.

P.O. USE ONLY

$

AMOUNT

_____ _____|_____|_____|_____

PIECES **BUDGET ACCOUNT**

28-1428-5110
1400-27-10

_____

SIGNED

m *Reproduction and Printing*

DESCRIPTION

The City provides printing services to all City agencies through the Reproduction and Printing Division of the Bureau of Purchases.

SCOPE

All requests for reproduction and printing services must be submitted to this in-house printing facility.

PRINTING BY OUTSIDE VENDORS

Agencies are not authorized to send printing requests to outside vendors unless prior approval has been obtained from the Printing and Graphics Division.

The Disbursements Division of the Bureau of Payroll and Disbursements will not pay any invoices from outside vendors for printing services unless such invoices have been approved by the Printing and Graphics Division.

SERVICES AVAILABLE

The Reproduction and Printing Division offers the following services:

- Graphic design - professional assistance in the design of printed material.
- Composition - typesetting in a wide selection of type styles and sizes, utilizing desktop publishing.
- Camera, stripping, and platemaking - lithographic photography; press preparation of line art and photographs.
- Presswork - printing services utilizing a wide variety of equipment.
- Binding services to include:
    - Cutting
    - Collating
    - Stitching, i.e., stapling.
    - Spiral Binding
    - Saddle Stitch Binding
    - Perfect Binding
    - Drilling, i.e., hole punching
    - Perforating
    - Numbering.

- Folding.
- Wrapping

PRINTING CATEGORIES

Printing jobs are divided into (3) three categories:

- First Printing - the initial production on any job.
- Repeat Printing - any production after the initial production involving no changes.
- Printing with Changes - any change in specification or format from the previous production. (If such changes exceed 1/4 of the total format, the request should be considered a "First Printing".)

PROOFS

A proof is an accurate picture of the final material before printing. Proofs for all "First Printing" and "Printing with Changes" jobs must be approved by the requester prior to printing.

COMPLETION OF PRINTING JOBS

FIRST PRINTING OR PRINTING WITH CHANGES

After the receipt by Printing and Graphics of final approved proofs, every effort will be made to satisfy the requester's delivery requirements.

REPEAT PRINTING

After the receipt by Printing and Graphics an approved PURCHASE REQUISITION (28-1448-5123) (AM-301-1-1), every effort will be made to satisfy the requester's delivery requirements.

ORDERING PRINTED MATERIAL

To order printed materials, a PURCHASE REQUISITION must be submitted. See AM-504-1-1 for details. Any order estimated at $1,000.00 or less may be submitted with a Printing and Graphics Request for Services (28-0706-0511 Rev. 4/94.

QUICK COPY CENTER

In addition to printing, Printing and Graphics operates the Quick Copy Center to provide timely and inexpensive copying of originals. See AM-504-2 for complete information.

m Obtaining Printed Materials

REPSONSIBILITY	**ACTION**
Agency	1. Prepare desired layout and printing specifications. If necessary, consult with Reproduction and Printing to obtain technical advice. (If requesting a "Repeat Printing" or "Printing with Changes," submit 1 copy of the material to be printed, with all changes clearly marked.) 2. Review policy on CITY PUBLICATIONS [AM-504-4] to determine if submission of a PUBLICATION APPROVAL REQUEST (28-1258-5089) [AM-504-4-1] is required. a.) If submission is not required, prepare a PURCHASE REQUISITION (28-1448-5123) [AM-301-1-1] and submit requisition, plus layout and printing specifications, to assigned analyst in Bureau of the Budget and Management Research (BBMR) for approval and subsequent transmittal to Reproduction and Printing. b.) If submission is required, prepare a PUBLICATION APPROVAL REQUEST and submit to agency Publications Coordinator. Upon receipt of the approved request from the City's Publications Committee, prepare a PURCHASE REQUISITION and submit all documents to agency Publications Coordinator for processing in accordance with AM-504-4-1.
Reproduction and Printing	3. Upon receipt of approved documents, arrange for production of material.

Quick Copy Center

DESCRIPTION

The Quick Copy Center (QCC) is operated by the Reproduction and Printing Section of the Bureau of Purchases. The QCC provides multiple copies of documents at the lowest possible cost. Agencies which require more than 50 copies of a document must utilize this service in order to minimize the City's copying costs. Agency copiers must not be used for production of more than 50 copies of a single document

QUANTITY LIMITATIONS

For quantities ranging from 50 to 2,000 copies of a document, use of the QCC is the most economical method of reproduction.

For quantities exceeding 2,000 copies of a document, the most economical method of reproduction involves use of special equipment operated by the Reproduction and Printing Section. Requests for such printing should be made in accordance with AM-504-1.

PUBLICATIONS COMMITTEE APPROVAL

The Publications Committee must approve all material which is classified as a publication prior to printing.

To determine if a printing request requires Publications Committee approval, see AM-504-4.

CAPABILITY

The QCC can provide from 50 to 2,000 copies of a document. In addition, the QCC can punch, collate, staple, and bind copies.

TYPE OF COPIES

Copies will normally be printed on white bond paper 81/2" x 11", in black ink. (Colored paper and 8 ½" x 14"copies are available.)

CONDITION OF DOCUMENTS TO BE COPIED

Documents to be copies must be either 81/2" x 11", or 8 1/2"x14", and will be reproduced on the same size paper as the originals. For proper quality copies, typewritten original documents should be prepared on white paper with a black ribbon; signatures should be written in black ink.

OBTAINING SERVICE

An approved PUBLICATION APPROVAL REQUEST (28-1258-5089) [AM-504-4-1], if applicable, and a COPY CENTER DUPLICATING REQUEST (AM-504-2-1) must be submitted to Reproduction and Printing to request Quick Copy service.

> *Note: If several document require the same number of copies, a single Copy Center request may be submitted. However, if several documents require different numbers of copies, a separate request is necessary for each document.*

Requests involving not more than 200 copies of 10 original sheets will be processed within 24 hours. On larger request consult Reproduction and Printing for time estimates.

m Insurance for Loss or Damage to City Property

SCOPE

The Office of Risk Management, Department of Finance, must be notified within 24 hours by telephone, followed by a letter or e-mail of notification, of any loss to City-owned real property, including contents. In cases of loss or damage to real property, the Building Inspection/Maintenance Engineer for the building/agency shall also be notified.

LOSSES

1. Losses of $5,000 or less are absorbed by the affected agency.
2. Losses above $5,000 to limits of commercial insurance policy's deductible, currently at $500,000, are covered by the City's Self-Insurance Fund. (The first $5,000 of a covered loss is still the agency's responsibility.)
3. Losses in excess of the commercial insurance policy's deductible, currently at $500,000, are covered by a commercial insurance policy. (In such cases, the first $5,000 is the agency's responsibility; the next $495,000, or the limits of the commercial insurance policy's deductible, is covered by the City's Self-Insurance Fund.)
4. The City's Self-Insurance Fund **is not** responsible for unexplained disappearance of City-owned property.
5. The City or the City's Self-Insurance Fund **is not** responsible for the loss, damage or unexplained disappearance of a City employee's personal property, unless it is proven to be used for work and is a requirement of employment.
6. Only losses that would be covered (a covered event or covered cause of loss) under the City's commercial insurance policy (whether or not the $500,000 deductible was breached), will be paid by the City's Self-Insurance Fund.

When there is a loss of other City property, but not as a result connected with a real property or its contents:

1. Losses up to $5,000, depending on the particular type of loss and the insurance policy providing such coverage, are absorbed by the affected agency.
2. Losses above $5,000 to limits of the commercial insurance policy's deductible are covered by the City's Self-Insurance Fund. (The first $5,000 of a covered loss is still the agency's responsibility.)
3. Losses in excess of the commercial insurance policy's deductible are covered by a commercial insurance policy. (In such cases, the first $5,000 is the agency's responsibility; the balance of the commercial insurance policy's deductible, is the City's responsibility.) When there is a loss, the entire amount of the loss may be covered by the City's Self-Insurance Fund or by a commercial insurance policy, subject to the procedures above.

m Insurance for Loss or Damage to City Property

The amount of the deductible, which is applied in the all of the above circumstances, may be at the administrative discretion of the Office of Risk Management, Department of Finance, in some cases. See AM-505-1-1.

The City generally does not assume responsibility for alleged injuries or damage except those:

- Involving City-owned or operated motor vehicles and caused by the negligence of a City employee and not covered by commercial insurance.
- Involving damages to property of others caused by the negligence of a City employee or agency and not covered by commercial insurance, while said property is under the care, custody and control, per a written agreement signed by an authorized City official.

An agency must notify the Central Bureau of Investigation, Law Department, within 24 hours of any alleged:

- Accidental injury to an employee of the City.
- Claims against the City or its employees.
- Injury to a person or damage to property of others, while under the care, custody and control, caused by the City or its employees, whether or not covered by commercial insurance.
- Claims by the City against a person responsible for damages to City property.

LOSS OR DAMAGE TO CITY PROPERTY, INCLUDING CONTENTS

RESPONSIBILITY	**ACTION**
AGENCY HEAD	Notify within 24 hours by telephone or e-mail the following officials of any City-owned property damage or theft: a.) Office of Risk Management, Dept. of Finance, 401 E. Fayette St., 7th floor, (410-396-5115). b.) Your agency's Building Inspection /Maintenance Engineer (only when real property (such as buildings) is involved). Complete the Risk Management Incident Report and mail it or e-mail it to the Office of Risk Management. **Risk Management Incident Report is attached.**
BUILDING INSPECTION/ MAINTENANCE ENGINEER	Personally inspect and prepare estimate of reported loss or damage. Send copy of estimate to affected agency and the Office of Risk Management.
AGENCY HEAD	Agency Head may select one of the following options: • Make repairs using own maintenance force, or • Request the awarding of a contract for such repairs or replacements, or • Make repairs or replacements at a later date. If damage, theft or loss is: a.) **$5,000 or less, PROCEDURE ENDS HERE**. b.) If the loss is greater than $5,000 to limits of commercial insurance deductible, (currently at $500,000), send a written request to the Office of Risk Management, including an itemized list of repairs or replacements based on actual or estimated costs plus any and all information that will substantiate the loss, for approval to reimburse the agency from the City's Self-Insurance Fund. (The first $5,000 of the covered

loss is still the agency's responsibility.)

OFFICE OF RISK MANAGEMENT

If damage or loss is between $5,000 and $500,000, the Office of Risk Management will reimburse the agency for repair and/or replacement costs from the Self-Insurance Fund. **The Agency must pay for the repairs first then seek reimbursement from the Office of Risk Management** – Self-Insurance Fund. Repairs must be of similar like kind and quality.

If damage, theft or loss is in excess of $500,000:

a.) The Office of Risk Management will reimburse the agency for $495,000 from the Self-Insurance Fund.

b.) Risk Management will then notify the insurance company of the claim and negotiate a settlement on behalf of the City and the affected agency for claim costs in excess of the commercial policy deductible, currently at $500,000.

RISK MANAGEMENT
INCIDENT REPORT FOR REPORTING LOSS OR DAMAGE OF CITY PROPERTY

Agency/Bureau: _____ Building Name: _____

Address of Loss: _____

Contact Person's Name: _____ Phone #: _____

Incident Date: _____

Incident Description: _____

_____

_____

_____

_____

Estimated Repair/Replacement Cost: _____ Actual Cost: _____

Project Manager's Name: _____ Phone #: _____

Date of when the incident was reported to the Office of Risk Management: _____

Time Reported: _____ Person's Name: _____

Police Report #: _____ Copy Attached: YES NO

Photos Taken: YES NO If YES, taken by whom: _____

Are there Attached Photos: YES NO

Action Taken Related to the Loss: _____

_____

_____

Signature: _____ Final Submission Date: _____

Office of Risk Management, 401 E. Fayette Street, Suite 700, Baltimore, MD 21202
Phone: (410) 396-5115 Fax: (410) 396-1071 E-Mail: Douglas.Kerr@baltimorecity.gov

m *Building Maintenance*

SCOPE

The Department of Public Works, Bureau of General Services, is divided into three divisions that can assist with building services: General Services Engineering Division**,** Construction Management Division and Building Maintenance Division. All requests for work require the City form, Requisition for Repairs, Alterations, or Construction, and a budget account number to charge labor and materials.

GENERAL SERVICES ENGINEERING DIVISION

- Provides architectural and engineering services such as studies, evaluations, designs, and cost estimates for major City building projects, including buildings owned by other City agencies.
- Provides design services for repairs, alterations, maintenance and minor construction for various City agencies.
- Reviews and approves plans for public and private building construction in accordance with State and local erosion and sediment control and storm water management requirements. Enforces the plan requirements through field inspections.
- Provides assistance to City agencies to expedite all public right-of-way permits and approvals. The functions included in this group are providing maps and survey records, property location and ownership records, street and alley closures, right-of-entry agreements, developer's agreements, franchise agreements, temporary use of the right-of-way permits (such as curb lane closures, dumpsters, fences, fire pots and filming), blasting permits, special event permits, banner installation, minor privilege permits, sediment and erosion control and storm water management approvals, and inspection enforcement of all the above.

CONSTRUCTION MANAGEMENT DIVISION

- Provides project management services including construction inspection, change order review and approval, contractor payments, progress meetings, evaluations of contractor and subcontractor performance for all public building and environmental engineering construction projects.
- Is responsible for the abatement of asbestos and mold within City-owned buildings.
- Monitors the construction, alteration, maintenance and repair of City-owned buildings performed by outside contractors.
- Solicits informal bids for emergency repairs (Construction Maintenance).

BUILDING MAINTENANCE DIVISION

m *Building Maintenance*

- Operates and maintains over 400 City-owned buildings.
- Provides construction and repair services for City-owned buildings.
- Provides contractual custodial services.
- Provides contractual unarmed guard services.
- Provides contractual lawn cutting, extermination, and other related building services.

LEASED BUILDINGS

In buildings leased by City agencies, the property owners, usually provide certain services, according to the specific terms of leases.

PROCEDURE TO REQUEST WORK

All requests for work require a requisition and an identified budget account number to charge labor and materials. Specific requests and questions regarding requests should be directed to the Bureau of General Services. Contact 410-396-3704 for referral information.

To request work, the agency division chief would follow the steps below.

1. Determine need for maintenance, alterations, or repairs of municipal buildings.

2. Complete the City form, Requisition for Repairs, Alterations or Construction (#28-1428-5050).

- Type all requested information in the spaces provided.
- Indicate the 15 digit budget account number to be charged in upper left-hand corner of requisition.
- Mark "Confirmatory" and give date of call in the space labeled "NATURE OF WORK TO BE DONE" when following up on an emergency call.

3. Forward requisition to department or bureau head for signature.

4. Send signed requisition to the Bureau of General Services, Abel Woman Municipal Building, 200 N. Holiday St., Room 801.

m *Municipal Telephone Exchange*

Municipal Telephone Exchange

All telephone service and equipment within the City government are provided by the Municipal Telephone Exchange.

Agency Representatives

Each agency must select 1 or more employees to represent the organization in its dealings with the Municipal Telephone Exchange. The names and titles of the authorized representatives must be submitted to the Municipal Telephone Exchange by means of a MEMO (28-1418-5007) [AM-508-1] from the agency head.

Requesting Telephone Equipment

To request surveys of telephone requirements or equipment installation, change, or removal, a TELEPHONE SERVICE REQUEST (28-1308-5013) [AM-507-l-l] must be submitted to the Municipal Telephone Exchange by the agency's authorized representative. Requests received from persons other than the authorized representative will not be honored.

The TELEPHONE SERVICE REQUESTS for routine work must be received by the Municipal Telephone Exchange at least 10 work days prior to the desired installation date. Requests for complex work require more notice to be given. While the exact time requirements vary depending on the nature of the work involved, requests for complex work must be received at least 15 work days prior to the desired installation date.

Billing

All costs associated with a telephone number will be charged against the budget account number provided by the agency on the TELEPHONE SERVICE REQUEST. Only 1 budget account number will be allowed on a single TELEPHONE SERVICE REQUEST. Adjustments for split funding, shared costs, etc., are the responsibility of the requesting agency, and should be made through use of a JOURNAL ENTRY (28-1428-5020) [AM-406-1].

Long Distance Business Calls

Agencies must submit a LONG DISTANCE CALL AUTHORIZATION (28-1308-5118) [AM-507-1-2] to the Municipal Telephone Exchange for each long distance (toll) call.

Personal Calls

LOCAL CALLS
City telephones are not to be used by employees for personal messages except in emergencies. Pay telephones located in various buildings should be used for personal calls.

LONG DISTANCE CALLS
If it becomes essential for an employee to make a personal long distance call during working hours using a City phone, he should attempt to have the call billed by the operator to a personal phone number, e.g., his home phone, or ask the operator to place a collect call (reverse the charges). If neither of these actions can be taken, the employee must record the call on a LONG DISTANCE CALL AUTHORIZATION and reimburse the Municipal Telephone Exchange for the cost of the call.

A $10 penalty will be assessed against any employee who is found to have made a long distance call without intending to pay for it.

Telegrams or Mail-o-grams

Agencies must submit a LONG DISTANCE CALL AUTHORIZATION to the Municipal Telephone Exchange for all telegrams or mail-o-grams charged to a City telephone number. The word "telegram" or "mail-o-gram" must be entered in the upper right-hand corner of the form. If the message was sent to multiple locations, the locations and the total number of telegrams sent must be noted on the reverse side of the form.

Emergency Duty Personnel

Agencies must provide the Municipal Telephone Exchange with a current list of duty or emergency personnel to be called upon during non-working hours. This list should include the names and telephone numbers of these employees and a brief description of the types of calls to which they will respond.

These lists of emergency duty personnel are confidential. No private telephone numbers will be given out at any time.

Public Events

The Municipal Telephone Exchange must be notified of any public event which involves the City government or any of its officials as sponsors or participants. (See AM-103-l for details.) If

m *Municipal Telephone Exchange*

City-provided telephone service is anticipated, that service must be requested through the submission of a TELEPHONE SERVICE REQUEST.

Directory Listings

Agencies must submit to the Municipal Telephone Exchange by MEMO of any additions, changes, or deletions to either the Municipal Telephone Directory of the C & P Telephone Directories.

Obtaining A Municipal Telephone Directory

The Municipal Telephone Directory is stocked in the City Warehouse. The complete directory consists of a 7-ring, orange vinyl binder and a set of loose (unbound) directory pages.

To order the directory, prepare a WAREHOUSE REQUISITION (28-1458-5129) [AM-302-1-1], specifying Warehouse Division 02 and citing the following information:

Stock No.	Description	Issue Unit	Unit Cost
23-0380-7777	Binder, 7-ring, orange	Each	See Warehouse Catalog
23-0380-7780	Municipal Telephone Directory Pages	Each	No Charge

[redacted]

a **AM-507-1-1**

m *Municipal Telephone Service*

Telephone Service Request Form

The form shown below contains all necessary instructions for completion:

CITY OF BALTIMORE MUNICIPAL TELEPHONE EXCHANGE	TELEPHONE SERVICE REQUEST
LG_____ **BAC**_____ *Office Use Only*	

AGENCY INSTRUCTIONS:
1. BEGIN ALL ENTRIES WITHIN THE SHADED INPUT BOXES
2. FORWARD TO MUNICIPAL TELEPHONE EXCHANGE

MAY ONLY BE USED FOR REQUESTING SERVICE AT 1 ADDRESS AND CHARGING 1 B/A NUMBER **TSR**

AGENCY NAME		REQUEST DATE	15 DIGIT ACCOUNT TO BE BILLED
DEPARTMENT/BUREAU		ADDRESS WHERE WORK IS TO BE PERFORMED	
ADDRESS			
AUTHORIZED OFFICIAL	PHONE	PRIMARY CONTACT AT ABOVE ADDRESS	PHONE

ACTION REQUESTED: NEW SERVICE ☐ CHANGE ☐ MOVE ☐ REPAIR ☐ DISCONNECT ☐	PROVIDE THE LINE NUMBER TO BE WORKED ON (IF CHANGING NUMBERS, ENTER THE CHANGE-TO NUMBER, FOR A NEW NUMBER, ENTER 0000000)

DETAILED DESCRIPTION OF WORK TO BE DONE

SHADED BOX WILL EXPAND WITH ENTRY. TO CREATE A LINE RETURN WITHIN THE SHADED DATA ENTRY BOX, USE SHIFT-ENTER.

FOR REPAIR REQUESTS ONLY

HOURS OF ACCESS:

WAS THIS TROUBLE REPORTED WITHINTHE LAST WEEK? ☐ YES ☐ NO

IF YES, DID A TECHNICIAN SHOW UP ON THAT TROUBLE? ☐ YES ☐ NO

WHAT INFORMATION DID THEY GIVE YOU?

NOTE: NO TELEPHONE COMPANY ORDERS ARE TO BE INITITAED OR MODIFIED EXCEPT ON THE DIRECT AUTHORITY OF THE DIRECTOR OF COMMUNICATION SERVICES (410.396.4926)	*** ALL ORDERS ARE TO BE NORMAL DATE DUE UNLESS OTHERWISE NOTED ABOVE** *** ANY CENTREX LINE DISCONNECTED IS TO BE WIRED TO 410.396.3100 INTERCEPT UNLESS OTHERWISE NOTED**

a **AM-507-1-2**

m *Municipal Telephone Service*

Voicemail Request Form

CITY OF BALTIMORE **MUNICIPAL TELEPHONE EXCHANGE**	*TELEPHONE SERVICE REQUEST* **VOICEMAIL REQUEST ONLY**
LG_____ **BAC**_____ *Office Use Only*	

AGENCY INSTRUCTIONS:
1. BEGIN ALL ENTRIES WITHIN THE SHADED INPUT BOXES
2. FORWARD TO MUNICIPAL TELEPHONE EXCHANGE

MAY ONLY BE USED FOR REQUESTING SERVICE AT 1 ADDRESS AND CHARGING 1 B/A NUMBER *TSR*

AGENCY NAME		REQUEST DATE	15 DIGIT ACCOUNT TO BE BILLED
DEPARTMENT/BUREAU		ADDRESS WHERE WORK IS TO BE PERFORMED	
ADDRESS			
AUTHORIZED OFFICIAL	PHONE	PRIMARY CONTACT AT ABOVE ADDRESS	PHONE
VOICEMAIL ONLY		PROVIDE THE LINE NUMBER TO BE WORKED ON (IF CHANGING NUMBERS, ENTER THE CHANGE-TO NUMBER, FOR A NEW NUMBER, ENTER 0000000)	

DETAILED DESCRIPTION OF VOICEMAIL REQUEST

Phone Number	Name	Email	Title	Action	Mailbox Type
				☐ ADD ☐ DELETE ☐ CHANGE Specify Change	☐ SINGLE USER ☐ MULTI USER ☐ ANNOUNCEMENT ☐ SPECIAL
				☐ ADD ☐ DELETE ☐ CHANGE Specify Change	☐ SINGLE USER ☐ MULTI USER ☐ ANNOUNCEMENT ☐ SPECIAL
				☐ ADD ☐ DELETE ☐ CHANGE Specify Change	☐ SINGLE USER ☐ MULTI USER ☐ ANNOUNCEMENT ☐ SPECIAL
				☐ ADD ☐ DELETE ☐ CHANGE Specify Change	☐ SINGLE USER ☐ MULTI USER ☐ ANNOUNCEMENT ☐ SPECIAL
				☐ ADD ☐ DELETE ☐ CHANGE Specify Change	☐ SINGLE USER ☐ MULTI USER ☐ ANNOUNCEMENT ☐ SPECIAL
				☐ ADD ☐ DELETE ☐ CHANGE Specify Change	☐ SINGLE USER ☐ MULTI USER ☐ ANNOUNCEMENT ☐ SPECIAL

Attach additional sheets if needed

If requesting Personal Assistant and Integrated Client Application Licenses, mark "SPECIAL". A meeting will be setup with the users to configure the application for the user. A one-time setup fee will be assessed.

General Comments

NOTE: NO TELEPHONE COMPANY ORDERS ARE TO BE INITITAED OR MODIFIED EXCEPT ON THE DIRECT AUTHORITY OF THE DIRECTOR OF COMMUNICATION SERVICES (410.396.4926)

* ALL ORDERS ARE TO BE NORMAL DATE DUE UNLESS OTHERWISE NOTED ABOVE

*** ANY CENTREX LINE DISCONNECTED IS TO BE WIRED TO 410.396.3100 INTERCEPT UNLESS OTHERWISE NOTED**

m *Stationery*

Standard and controls for all City stationery are part of the City's Forms Control Program (developed and administered by the Administrative Manual Section of the Department of Finance).These standards and controls are enacted in order to affect maximum monetary savings and to present unified, progressive image for the City.

PAPER

Recycled paper is to be used whenever possible. Paper is available in the following categories:

- LETTERHEAAD SHEETS
- STANDARD MEMO SHEETS
- STADARD MEMO SHEETS FOR LASER PRINTERS
- TRANSMITTAL MEMO SHEETS
- CONTINUATION SHEETS
- COPY SHEETS (tissue/onionskin).
- GENERAL TYPING SHEETS

See AM-508-1-1 for specific sizes and ordering information.

Various types of paper specifically for use in laser printers, copiers, and other duplicating methods are also available. Consult the warehouse commodity catalog for ordering information.

LETTERHEAD SHEETS

USE

LETTERHEAD SHEETS may be used only when corresponding with other governmental jurisdictions, the general public, and private industry. LETTERHEAD Sheets may not be used to correspond between or within City agencies, or for correspondence with the Board of Estimates; official MEMO SHEETS must instead be used for all such correspondence.

TITLE AND ADDRESSES OF ORGANIZATIONAL UNITS

Titles and addresses of agencies, departments, bureaus, commissions, and boards may be printed on LETTERHEAD SHEETS; titles and addresses of organizational units below these levels will not be printed.

PERSONAL NAMES AND TITLES

The names and official City titles of permanently appointed heads of agencies, departments, boards and commissions may be printed on LETTERHEAD SHEETS; names of officials below these levels, including members of boards and commissions, will not be printed on LETTERHEAD SHEETS.

LOGOS, SYMBOLS, AND IMPRINTS

The City's official standard symbol (logotype or "logo") will be printed on all LETTERHEAD SHEETS; other symbols and logos, telephone numbers, slogans; "Reply TO" notations, and other similar imprints will not be printed on LETTERHEAD SHEETS.

PAPER STOCK, INK, AND LAYOUT

All LETTERHEAD SHEETS consist of 1 standard grade of white paper printed with 1 standard color of ink.

See page 8 of this policy for the standard layout for LETTERHEAD SHEETS.

MEMOS

USE

MEMOS must be used to correspond between or within City agencies, including correspondence with the Board of Estimates; LETTERHEAD SHEETS may not be used for such correspondence. Failure to properly use MEMOS is costly since the paper stock for MEMOS is less expensive than the paper stock for LETTERHEADS.

PERSONALIZED OR CUSTOMIZED MEMOS

Personalized notes or sheets (such as "Form the Desk of …") and customized Memos with special logos, headings, phone numbers, fax numbers, or the names of agencies, bureaus, etc. will not be printed.

PAPER STOCK, INK, AND LAYOUTS

MEMOS are available in 3 different forms:

- MEMO – 8 1/2" x 11" on 1 standard grade of white stock with 1 standard color of ink.
- TRANSMITTAL MEMO – 4 1/4" x 7 3/8" on 1 standard grade of recycled white or colored stock with black ink.

See page 9 of this policy for illustrations of MEMOS.

- MEMO – 8 1/2" x 11 " on bond premium Xerox copy paper for use in laser printers with 1 standard color of ink.

CONTINUATION SHEETS

CONTINUATION SHEETS are pages used to continue the information from the 1st page of a LETTERHEAD or MEMO. CONTINUATION SHEETS consist of blank, white paper in 2 different paper stocks, and must BE USED AS FOLLOWS:

- LETTERHEAD CONTINUATION SHEETS – for use only with LETTERHEADS. (The paper stock is identical to the paper stock used for LETTERHEADS.)
- MEMO CONTINUATION SHEETS – for use only with MEMOS. (The paper stock is identical to the paper stock used for MEMOS.)

The proper type of CONTINUATION SHEET must be used. Particular care must be taken to ensure that LETTERHEAD CONTINUATION SHEETS are not to be used to continue a MEMO; such misuse is costly since the paper stock for LETTERHEAD CONTINUATION SHEETS is more expensive than the paper stock MEMO CONTINUATION SHEETS.

REPRODUCTION/PRINTING SHEETS

The most suitable kind of blank paper for each method of in house printing* has been selected and stocked in the City Warehouse. Whenever possible, recycled paper is to be used for in-house printing. Sizes, colors, and ordering information are specified in AM-508-1-1.

***Note:** In-house printing refers to all reproduction, duplicating, and printing machines (including presses and laser printers) operated by any City agency, and includes the following types of equipment: photocopier, laser printer, offset, letterpress, mimeograph and spirit (ditto) duplicators.

LETTERHEAD and MEMO SHEETS may not be used as paper for in-house printing. If a LETTERHEAD or Memo heading imprint is required on an in-house printing job, the City's Reproduction and Printing Section (Bureau of Purchases) must be contacted in order to obtain: (1) authorization for the imprint; and (2) the paper best suited for such a job.

GENERAL TYPING SHEETS

Blank paper for general typing use in is available from the City Warehouse. See AM-508-1-1 for details.

ENVELOPES

Envelopes are available in 3 different styles and a variety of sizes.

Styles	**No. of Sizes Available**
• CITY OF BALTIMORE LOGO	7
• SPECIAL LOGO	1
• INTERDEPARTMENTAL	2

See AM-508-1-1 for specific sizes and ordering information.

CITY OF BALTIMORE LOGO EMVELOPES

CITY OF BALTIMORE LOGO ENVELOPES may be used to only carry correspondences to other governmental jurisdictions, the general public, and private industry. These envelopes may not be used to carry correspondence between or within City agencies, or to the Board of Estimates.

CITY OF BALTIMORE LOGO ENVELOPES will be furnished preprinted only with the standard City logo. (See illustration on page 10). In order to expedite the return of undeliverable mail to the sender, the U.S. Post Office requests that return addresses be placed on these envelopes. It is recommended that agencies use rubber stamps or typewriters for this purpose.

SPECIAL LOGO ENVELOPES

These envelopes should be used only to carry LETTERHEAD and LETTERHEAD CONTINUATION SHEETS to other governmental jurisdictions, the general public, and private industry. SPECIAL LOGO ENVELOPES may not be used to carry correspondence between or within City agencies.

Titles and addresses of agencies, departments, commissions, and boards may be printed on SPECIAL LOGO ENVELPOES; titles and addresses of organizational units below these levels will not be printed. Only 1 address which represents the central administrative office of an agency, department, commission, or board will be printed on SPECIAL LOGO ENVELOPES.

See page 10 for standard layout of SPECIAL LOGO ENVELOPES.

INTERDEPARTMENTAL ENVELOPES.

USE

INTERDEPARTMENTAL ENVELOPES are used to carry correspondence between or within City agencies; other types of envelopes may not be used for such correspondence.

INTERDEPARTMENTAL ENVELOPES are expected to have a useful life equal to the number of address spaces on the envelope. If an envelope is still in usable condition after all address spaces have been filled, the envelope may contain to be utilized by placing address labels over the old addresses.

CLOSING METHODS

- Large (10" x 15") INTERDEPARTMENTAL ENVELOPES -- are closed with a button and string device.

- Small (5" x 11 ½") INTERDEPARTMENTAL ENVELOPES – are closed and locked by breaking a glue dot (glue dot (glue dot may not be present in all cases) and trucking in a flap. (See page 11 of this policy for diagram.) These envelopes must not be closed by stapling or taping; the locked-flap method shown in the diagram is adequate to prevent loss of contents.

SURPLUS ENVELOPES

SURPLUS INTERDEPARTMENTAL ENVELOPES should be bundled neatly and returned to the Municipal Post Office for re-issue.

ORDERING STATIONERY

See AM-508-1-1 for detailed instructions concerning the proper order forms, order numbers and method of payment.

Petty cash funds {AM-404-1} or DIRECT PAYMENT ORDERS (D.P.O.'S) {AM-303-1} may not be used to obtain stationery; such methods of payment will not be honored.

RELATED DOCUMENTS:

AM-303-1	PURCHASING
AM-301-1-1	COMPLETING A REQUISTION
AM-303-1	DIRECT PAYMENT ORDERS
AM-401-1	PETTY CASH FUND
AM-508-1-1	ORDERING STATIONERY
AM-508-2	BUSINESS CARDS
AM-508-2-1	ORDERING BUSINESS CARDS

Administrative Manual PROCEDURE

SECTION: Central Services

SUBJECT: ORDERING STATIONERY

To order stationery, follow the detailed instructions below.

Petty cash funds (AM-401-1) or DIRECT PAYMENT ORDERS (28-1428-5035) (AM-303-1) may not be used to obtain stationery; such methods of payment will not be honored.

PAPER

Letterhead, Memo, Continuation, & Copy Sheets

TYPE OF SHEETS	SIZE	COLOR	WHAT TO SUBMIT	CATALOG NUMBERS	ORDER UNIT	NO. OF SHEETS PER UNIT
Letterhead	8 1/2" x 11"	White	P.R. *	Prepare P.R. * in accordance with standards cited in AM-508-1.	-	-
Standard Memo	8 1/2" x 11"	White	W.R. **	28-1418-5007	Pkg	500
Standard Memo for Laser Printers	8 1/2" x 11"	White	W.R. **	28-1418-5017	Pkg	250
Transmittal Memo	4 1/4" x 7 3/8"	White	W.R. **	28-1418-5008	Pkg	50 per pad; 10 pads per pkg.
Continuation Sheets for:						
Letterheads	8 1/2" x 11"	White	W.R. **	23-6816-0811	Pkg	500
Memos	8 1/2" x 11"	White	W.R. **	23-6820-0811	Pkg	500
Copy { Tissue	8 1/2" x 11"	White	W.R. **	23-6890-0811	Pkg	500
Copy { Onionskin	8 1/2" x 14"	White	W.R. **	23-6890-0814	Pkg	500
Copy { etc.						

* P.R. -- PURCHASE REQUISITION (28-1448-5123) (AM-301-1-1).

** W.R. -- WAREHOUSE REQUISITION (28-1458-5129) (AM-302-1-1).
Specify Warehouse Division (Storeroom) 02.

SECTION	SUBJECT
Central Services	ORDERING STATIONERY

BLANK PAPER FOR GENERAL TYPING USE

Prepare a WAREHOUSE REQUISITION (28-1458-5129) {AM-302-1-1} specifying Warehouse Division (Storeroom) 02, and citing the appropriate information from the chart below.

COLOR	SIZE	CATALOG NUMBERS — GENERAL TYPING USE		ORDER UNIT	NO. OF SHEETS PER UNIT
		ORIGINALS	COPIES		
White	8 1/2" x 11"	23-6820-0811	23-6890-0811	Pkg	500
	8 1/2" x 14"	23-6820-0814	23-6890-0814	Pkg	500

BLANK PAPER FOR REPRODUCTION/DUPLICATION

Prepare a WAREHOUSE REQUISITION (28-1458-5129) {AM-302-1-1} specifying Warehouse Division (Storeroom) 02, and citing the appropriate information from the chart below.

COLOR	SIZE	CATALOG NUMBERS — REPRODUCTION/DUPLICATION USE				ORDER UNIT	NO. OF SHEETS PER UNIT
		SPIRIT/DITTO	MIMEO/STENCIL/ GESTETNER	XEROX	OFFSET/MULTILITH/ LETTERPRESS		
White	8 1/2" x 11"	23-6853-0811	23-6870-0811	23-6820-0811	•	Pkg	500
	8 1/2" x 14"	-	23-6870-0814	23-6820-0814	•	Pkg	500
Canary	8 1/2" x 11"	-	23-6870-3811	23-6820-3811	•	Pkg	500
Pink	8 1/2" x 11"	-	23-6870-8811	23-6820-8811	•	Pkg	500
Goldenrod	8 1/2" x 11"	-	23-6870-5811	-	•	Pkg	500
Green	8 1/2" x 11"	-	23-6870-6811	-	•	Pkg	500
Blue	8 1/2" x 11"	-	23-6870-1811	23-6870-1811	•	Pkg	500

SECTION	SUBJECT
Central Services	ORDERING STATIONERY

ENVELOPES

CITY OF BALTIMORE LOGO ENVELOPES

Prepare a WAREHOUSE REQUISITION (28-1458-5129) {AM-302-1-1} specifying Warehouse Division (Storeroom) 02, and citing the appropriate information from the chart below.

SIZE	STYLE	TYPE OF PAPER	CATALOG NO.	ORDER UNIT	NO. OF ENVELOPES PER UNIT
2 7/8" x 5 1/4"	Gummed flap on 2 7/8" dimension.	Brown kraft	23-3489-3515	Box	500
3 7/8" x 8 7/8"	Gummed flap on 8 7/8" dimension; address window.	White	23-3489-5408	Box	500
4 1/8" x 9 1/2"	Gummed flap on 9 1/2" dimension.	White	23-3489-5312	Box	500
	Gummed flap on 9 1/2" dimension; address window.	White	23-3489-5412	Box	500
5" x 11 1/2"	Gummed flap on 11 1/2" dimension.	White	23-3489-8971	Box	500
7" x 10"	Gummed flap on 7" dimension.	Brown kraft	23-3489-1221	Box	500
10" x 13"	Gummed flap on 10" dimension.	Brown kraft	23-3489-1030	Box	500
10" x 15"	Gummed flap on 15" dimension.	Brown kraft	23-3489-9030	Each	1

SPECIAL LOGO ENVELOPES

Prepare a PURCHASE REQUISITION (28-1448-5123) {AM-301-1-1} in accordance with the envelope standards described in AM-508-1.

INTERDEPARTMENTAL ENVELOPES

All surplus used envelopes are stored at the Municipal Post Office, and are issued to requesting agencies at no charge.

SECTION	SUBJECT
Central Services	ORDERING STATIONERY

To obtain these free envelopes, telephone the Municipal Post Office. If the Municipal Post Office cannot fill the order, new envelopes may be purchased by preparing a WAREHOUSE REQUISITION (28-1458-5129) {AM-302-1-1} specifying Warehouse Division (Storeroom) 02, and citing the appropriate information from the envelope chart below.

Agencies which have surplus envelopes should bundle the envelopes neatly and return then to the Municipal Post Office for re-issue.

SIZE	STYLE	TYPE OF PAPER	CATALOG NO.	ORDER UNIT	NO. OF ENVELOPES PER UNIT
5" x 11 1/2"	"Tuck-In" flap on 5" dimension; multiple addressee spaces.	Brown kraft	23-3489-7512	Box	500
10" x 15"	Button & String closure; flap on 15" dimension; multiple addressee spaces.	Brown kraft	23-3489-7560	Each	1

m *Business Cards*

SCOPE

Standards and controls for all City business cards are part of the City's Forms Control Program (developed and administered by the Administrative Manual Section of the Department of Finance). These standards and controls are enacted in order to effect maximum monetary savings and to present a unified progressive image for the City.

SPECIFICATIONS

All business cards will be printed using recycled paper in accordance with the following specifications.

Stock:	65% WHITE-LINEN FINISH	PRINTING:	FLAT OFFSET PRINTING (NO ENGRAVING, THERMO-GRAPHIC, OR RAISED FACE PRODUCTION ALLOWED).
INK:	PMS #456 GREEN	LAYOUT:	ONLY THE LAYOUT SHOWN IN AM-508-2-1 WILL BE ALLOWED.
SIZE:	2" X 3 1/2"		
TYPE FACE:	TIMES ROMAN (OR EQUIVALENT)		

WHO MAY HAVE CARDS

Business cards may only be authorized for those employees who have a definite need and legitimate requirement for cards in the performance of their duties. Agency Heads are responsible for determining which employees qualify for cards.

QUANTITY

The quantity of business cards to be printed is limited to a maximum and minimum order of 500 cards per person.

ORDERING CARDS

To order business cards, submit a properly completed BUSINESS CARD LAYOUT (28-1448-

5098) {AM-508-2-1} and a PURCHASE REQUISITION (28-1448-5123) {AM-301-1-1} to the Bureau of the Budget and Management Research (BBMR). See AM-508-2-1 for details.

Petty cash funds {AM-401-1} or DIRECT PAYMENT ORDERS (D.P.O's) {AM-303-1} may not be used to obtain business cards; such methods of payment will not be honored.

RELATED DOCUMENTS:

AM-301-1	PURCHASING
AM-301-1-1	COMPLETING A REQUISITION
AM-303-1	DIRECT PAYMENT ORDERS
AM-40l-1	PETTY CASH FUND
AM-508-1	STATIONERY
AM-508-1-1	ORDERING STATIONERY
AM-508-2-1	ORDERING BUSINESS CARDS

BUSINESS CARD LAYOUT

NOTE: LIST NAME(S) ON REQUISITION

CITY OF BALTIMORE

DEPARTMENT NAME

NAME OF PERSON
TITLE OF PERSON

SECTION, DIVISION, AND/OR BUREAU

Phone:
Fax:
Email:
If applicable:
Pager:
Cell:

ADDRESS

Baltimore, Maryland 212 **ZIP CODE**

ALL INFORMATION MUST BE LEGIBLE - PREFERABLY TYPEWRITTEN

MINIMUM AND MAXIMUM QUANTITY: 500 CARDS PER PERSON

SAMPLE CARD

CITY OF BALTIMORE
MAYOR'S OFFICE OF EMPLOYMENT DEVELOPMENT

JOHN DOE
EMPLOYMENT DEVELOPMENT SPECIALIST
WORKMATTERS/HABC
WELFARE TO WORK DIVISION

j.doe@baltimorecity.gov
410-396-000
Pager: 410-000-000
Fax: 410-396-000

000 W. 00th Street
Baltimore, Maryland 21218

DO NOT WRITE IN THIS SPACE

JOB # _____

DPO# _____

DATE _____

a **AM-509-01**

m Cable and Communication Services

SCOPE

The responsibilities of the Baltimore City Office of Cable and Communications include the negotiation and enforcement of the provisions for the Baltimore City's Cable Television franchise agreement. BCOCC ensures FCC compliance, monitors cable service and cable complaints. BCOCC serves as an advocate for the City on related communications matters. The multimedia service and production mission is primarily to serve as a communications resource for the Mayor, other City Officials and the citizens of Baltimore by managing and providing programming on the City Government Channel 25. Produce audio/visual projects for City agencies; and other related telecommunications matters.

RESPONSIBILITIES

This agency provides the following services or offers consultation for:

- Multimedia production services: programming, management, training videos, promotional and documentary videos, audio production, public service announcements and graphics.
- Infrastructure management: responsible for day to day management and maintenance of the City's Fiber Optic Network as related to Public Safety Communications and various other services.
- Communications equipment maintenance, inventory and purchasing procedures as related to audio/visual production.
- Cable communications system design.
- Assessment of agency communications needs.
- Other activities as may be required by federal and state laws.

SERVICE AND FEES

To request a service, contact the Baltimore City Office of Cable & Communications, 8 Market Place, Suite 200, Baltimore, MD 21201; telephone: 410-396-1100. A fee is determined based on the type of service requested by the agency/client. City agencies can use their budget account number and non-city agencies will be billed.

m *Pagers and Cellular Phones*

SCOPE

The purpose of this policy is to provide guidance for the City department heads and supervisors, and establish responsibility for the acquisition, management and cost control of pagers and cellular telephone equipment and services. This policy shall apply to pagers and cellular equipment used by all City agencies and quasi-City agencies.

This policy also establishes responsibility for assignment, use, review, and oversight of pagers and cellular equipment assigned to City agencies and employees. All pager and cellular equipment must be secured through the Municipal Telephone Exchange (MTE). MTE has the overall responsibility for the pager/cellular systems.

REQUEST/ ASSIGNMENT

Cellular equipment is made available to further the business of the City.

The initial request for cellular equipment and services must be authorized by the agency head in accordance with this policy if the request meets the requirements of (1) and/or (2) below, and the Justification Form (AM 509-02-3) section is documented on the Pager/Cellular Telephone Request Form (AM 509-02-2). Assignments of cellular equipment shall be limited to business use by officials and employees (1) who travel from their assigned work site on City government business for a significant part of their normal workday and need to communicate frequently with employees and/or citizens while not at the assigned work site (by having immediate access for situations relating to urgent City business), and/or (2) must be accessible at all times, as required by the Mayor and agency head.

If the use of cellular equipment is occasional or as a matter of personal convenience for the employee in conducting City business, the employee may be reimbursed for reasonable City business use made on his/her own personal cellular equipment by submitting an original statement from the cellular carrier with the appropriate use circled with an employee's expense report. The employee needs to request in writing the approval of the agency head prior to initial use of his/her cellular equipment for City business. The agency head has the authority to determine appropriate usage and a maximum monthly dollar amount (if needed) for reimbursement to employee. City government is not responsible for monthly fees, maintenance, damage or theft/loss of the employee's personal cellular equipment. City-related use is subject to verification if requested.

A Pager/Cellular Request must be submitted to MTE to request assignment of the equipment. (See AM-509-2-1 for complete instructions.) A pager or cellular equipment may be assigned

when there is justification for such unit(s), the agency head recommends it and the agency's Budget Analyst at BBMR approves the costs

The equipment may be assigned to the employee's immediate supervisor when justification involves employees performing the same duties but on different shifts. It may be assigned on a temporary basis when there is a seasonal or limited need for such assignment.

PERSONAL USE OF CITY CELLULAR EQUIPMENT

Personal use of City cellular equipment is to be avoided unless it is an emergency situation with subsequent approval of the agency head.

An employee will be required to reimburse the City for the cost of all personal use in accordance with procedures established by MTE. A $10.00 penalty per use will be assessed against any employee found to have made personal use cellular equipment without either recording or paying for it.

All personal use must be circled on the monthly bills and reviewed by agency head and supervisor. Personal use must be reconciled with the monthly bill by submitting a cash deposit slip with a personal check made payable to the Director of Finance. A copy of the cash deposit slip and a copy of the check along with the monthly justification form must be sent to the Agency Telephone Coordinator.

PAGER RENTAL FEES AND CHARGES

Agencies will be charged a monthly rental fee for all assigned equipment. Equipment is the property of MTE.

.**MUNICIPAL TELEPHONE EXCHANGE**

The Municipal Telephone Exchange (MTE) has overall operating responsibility for the Pager/Cellular system. MTE's responsibilities include:

- receiving and evaluating equipment assignment requests;
- submitting costs and justification for new service to agency budget analyst for approval
- placing orders with vendor
- providing inventory control, distribution, and retrieval of equipment;
- providing assistance via the vendor for maintenance and repair of equipment;
- informing the Department of Finance, Bureau of Accounting of rental fees assessed or charges to the using agencies;

- forwarding monthly cellular charges to the using agency;
- reviewing MEMO (28-1418-5007) (AM-509-2-1) on equipment loss, damage, theft, or suspicious disappearance;
- monitoring payment by employees for personal cellular use;
- assessing charges to agencies in cases of negligence, misuse or abuse of pager/cellular equipment by employees;
- reviewing cases involving equipment loss, damage, theft or suspicious disappearance to determine negligence, misuse, or abuse of pager/cellular equipment for possible recommendation to the agency/bureau head of appropriate disciplinary action to be taken against the responsible employee.

AGENCY

Agency responsibilities include:

- obtaining ancillary equipment and batteries through MTE;
- notifying MTE in writing of any permanent or temporary change of personnel which relate to Pager/Cellular assignments;
- assuring that equipment not approved for retention is returned to MTE;
- obtaining verification of cellular charges from user, and certifying that services were received and that there were no personal calls, except as noted by user;
- reviewing and approving personal use City cellular equipment which is circled on the monthly invoice for the employee to reimburse;
- approving/disapproving requests in writing by employees to use personal cellular equipment for occasional City business use; deciding appropriate business use, and monthly maximum reimbursable amount (if needed) that employee can request on employee expense account;
- assessing and collecting charges from employees when negligence, abuse, or misuse of assigned equipment has been determined.

USER

Users are subject to disciplinary action and/or assessment of charges in cases of negligence, misuse, or abuse of assigned pagers or cellular equipment.

User responsibilities include:

- properly using and caring for the pager or cellular equipment;
- immediately notifying the Police Department of a theft or suspicious disappearance involving the equipment;

- contacting Agency Telephone Coordinator immediately upon theft, loss, disappearance so the service can be discontinued and forwarding an email within 24 hours to their Agency Telephone Coordinator and supervisor describing in detail any theft or suspicious disappearance of assigned equipment;
- reviewing the monthly invoice for accuracy of cellular charges and noting all personal use by circling; *(Note: Approval by supervisor and agency head of the monthly invoice is required.)*
- preparing and submitting a cash deposit slip with reimbursement for any personal use of the City cellular equipment to the Director of Finance;
- preparing and submitting an employee expense account report for reimbursement of approved City-related use on the employee's personal cellular equipment. Original invoices from the employee's cellular carrier with the City business use circled must be attached to the report.

RELATED POLICIES

AM-509-2-1 Procedure for Requesting Pagers and Cellular Telephones

AM-240-11 Employee Expense Report

Procedure for Requesting Pagers and Cellular Equipment

RESPONSIBILITY	ACTION
Requester	1. Complete a Pager/Cellular Equipment Request form, available from Equipment Request form, available from MTE. ***Note:*** *If the employee is requesting reimbursement for use of his/her personnel cellular equipment for occasional City business, a request in writing must be submitted to the agency head for approval prior to any City-related usage for reimbursement on an employee expense account report. If agency head grants approval of this type of use, the original invoice from the carrier with the City business calls circled must be attached the employee expense report).* 2. Forward the Pager/Cellular Equipment Request to agency or bureau head.
Agency or Bureau Head	3. Review request for accuracy and completeness. 4. Approve or disapprove request: a.) <u>If disapproved</u>, return the request unassigned to supervisor. Procedure ends here. b) <u>If approved</u>, sign request and forward to the Municipal Telephone Exchange (MTE).

RESPONSIBILITY	ACTION
Municipal Telephone Exchange (MTE)	5. Evaluate request. 6. Contact requester and arrange for pick-up of equipment. 7. Prepare PAGER /CELLULAR EQUIPMENT DRAW RECORD RECEIPT AND AGREEMENT (125-011) (AM-509-2-2).

Requester

8. Accept assignment of pager. Sign PAGER RECEIPT AND AGREEMENT. Retain "EMPLOYEE COPY" for personal files.

9. Distribute PAGER RECEIPT AND AGREEMENT as follows:

RESPONSIBILITY	ACTION
	- Forward "AGENCY COPY" to agency or bureau head.
	- Retain remaining copies for files.

10. Distribute TELEPHONE SERVICE REQUEST as follows:

    - Forward "AGENCY FINAL COPY" to agency.

    - Retain remaining copies for files.

11. Bill agencies directly each month through Customer Information Control System (CICS) automated system maintained at BAMIS.

[redacted]

a **AM-509-2-2**

m ***Pagers/Cellular Phones Request Form***

	City of Baltimore	**Pager/ Cellular Request Form**

INSTRUCTIONS:

- **USE THE TAB KEY TO MOVE BETWEEN EACH FIELD**
- **FILL IN SHADED AREAS**
- **FOR BUDGET ACCOUNT NUMBER, ENTER DASHES**
- **DATE FORMAT: MM/DD/YYYY - PHONE FORMAT: ENTER ALL 10 DIGITS**
- **FOR DATE AND PHONE, ENTER NUMBERS ONLY**
- **FORWARD TO: MUNICIPAL TELEPHONE EXCHANGE**

THIS FORM MAY ONLY BE USED FOR REQUESTING SERVICE AT ONE (1) ADDRESS AND CHARGING ONE (1) BUDGET ACCOUNT NUMBER.

MUNICIPAL TELEPHONE EXCHANGE USE ONLY

LG	
BAC	
	TSR NUMBER
[redacted]	

AGENCY NAME:		26 DIGIT BUDGET ACCOUNT NUMBER:	
BUREAU NAME:		USER'S NAME AND ADDRESS:	
ADDRESS:			
TYPED NAME OF AUTHORIZED OFFICIAL:	PHONE:		
SIGNATURE OF AUTHORIZED OFFICIAL:	DATE OF REQUEST:	CONTACT AT ABOVE ADDRESS:	PHONE:

PROVIDE:

☐ Verizon ☐ Sprint/Nextel

☐ Digital Pager (Non – Centrex)

☐ Blackberry Phone

☐ Cellular Phone

☐ Smart Phone (Specify:_____)

☐ Air Card ☐ USB Modem

☐ Other/Special Request

MTE RECOMMENDATIONS/ NOTES

IT IS UNDERSTOOD THAT ALL COSTS ASSOCIATED WITH THIS REQUEST WILL BE CHARGED TO THE ABOVE INDICATED BUDGET ACCOUNT NUMBER

Pager/ Cellular Justification Form
NEW SERVICE ONLY

USER'S NAME:

USER'S DEPARTMENT:

USER'S BUREAU/DIVISION:

ADDRESS:

PHONE NUMBER:

TITLE:

CHARGE BUDGET ACCOUNT #:

REQUESTING: BLACKBERRY ☐ CELLULAR PHONE ☐ PAGER ☐ AIR CARD ☐ USB MODEM ☐
SMART PHONE ☐ OTHER/SPECIAL REQUEST ☐

1. REQUEST IS FOR: PERMANENT ☐ TEMPORARY ☐
   IF TEMPORARY, INDICATE DATES REQUIRED (Month and Year): FROM TO

   DESCRIBE USE FOR THE TYPE OF EQUIPMENT REQUESTED

2. CURRENT CITY COMMUNICATION EQUIPMENT AUTHORIZED TO PROPOSED USER:
   2-WAY HAND-HELD RADIO ☐ 2-WAY MOBILE RADIO ☐ MOBILR TO MOBILE ☐
   BLACKBERRY ☐ CELLULAR PHONE ☐ TONE PAGER ☐ VOICE PAGER ☐

   IF ANY ITEM IS CHECKED, STATE WHY THE REQUESTED EQUIPMENT IS NECESSARY

3. DURING THE PREVIOUS 6 MONTHS, PROVIDE WORK EXAMPLES AND DATES IN WHICH THE REQUESTED EQUIPMENT WOULD HAVE IMPROVED THE OUTCOME (i.e. IMPROVED RESPONSE TIME, IMPROVED SERVICE DELIVERY, ETC, ETC {ATTACH ADDITIONAL SHEETS IF NECESSARY})

4. HOW WERE YOU CONTACTED IN THE WORK EXAMPLES STATED ABOVE?

5. DURING THE NORMAL WORK WEEK, WHAT PERCENTAGE OF YOUR TIME IS SPENT AT LOCATIONS WHERE:
   A PHONE IS AVAILABLE_____ A PHONE IS NOT AVAILABLE_____

m *Pagers/Cellular Phones Justification Form*

6. WHAT PERCENTAGE OF TIME IS SPENT RESPONDING TO EMERGENCIES DURING:
   NORMAL WORK WEEK OFF-DUTY
   IN A VEHICLE WITH A RADIO_____ IN A VEHICLE WITHOUT A RADIO_____

7. IF THE REQUEST IS FOR A PAGER OR CELLULAR EQUIPMENT, WILL IT BE SHARED WITH OTHER USERS?
   YES ☐ NO ☐

8. IF YES, INDICATE BY NAME AND TITLE: _____

9. HOW WILL OTHERS USE THE PAGER OR CELLULAR EQUIPMENT?
   DUTY OFFICER ☐ BACK-UP WHEN ON LEAVE ☐

   OTHER (EXPLAIN)

- I UNDERSTAND THAT, IF APPROVED, I WILL ACCEPT RESPONSIBILITY FOR PROPER CARE AND USE OF SUBJECT EQUIPMENT IN ACCORDANCE WITH ESTABLISHED CITY POLICY GOVERNING SAME.

- I UNDERSTAND THAT IF I USE THE CITY CELLULAR EQUIPMENT FOR PERSONAL USE, I AM RESPONSIBLE FOR REIMBURSING THE CITY FOR THE EXCESS OF ALL SUCH CALLS WITHIN (7) WORKING DAYS OF RECEIVING MY BILL.
- I UNDERSTAND THAT MY CELLULAR EQUIPMENT BILL WILL BE AUDITED PERIODICALLY FOR POLICY COMPLIANCE.
- I UNDERSTAND WORKING EQUIPMENT LESS THAN (1) YEAR WILL NOT BE REPLACED.

SIGNATURE OF USER: _____ DATE: _____
(REQUIRED)

I APPROVE THIS REQUEST
SIGNATURE OF AGENCY HEAD: _____ DATE: _____

ALL REQUESTS FOR CELLULAR EQUIPMENT, BLACKBERRIES, SMART PHONES AND PAGERS MUST BE APPROVED BY DEPARTMENT HEAD:

APPROVED: _____ DATE: _____
SIGNATURE, DEPARTMENT HEAD

RETURN COMPLETED FORM TO: ***MUNICIPAL TELEPHONE EXCHANGE***
201 E. BALTIMORE STREET, 11TH FLOOR
OR
CPR@baltimorecity.gov