

**COUNTY COUNCIL OF CECIL COUNTY, MARYLAND  
LEGISLATIVE SESSION 2022-21**

**RESOLUTION NO. 58-2022**

**Title of Resolution:** Approval- IAFF Agreement – Public Safety Professionals

**Synopsis:** A Resolution to approve the collective bargaining agreement between Cecil County and the Public Safety Professionals of Cecil County, International Association of Firefighters, Local 4645, to be effective July 1, 2022, to June 30, 2026.

**Introduced by:** Council President on behalf of the County Executive

**Introduced and order posted on:** October 4, 2022

**Consideration scheduled on:** October 18, 2022

**By:** \_\_\_\_\_  
Council Manager

Notice of time and title of Resolution having been posted by (date) at the County Administrative Building, 200 Chesapeake Blvd, Elkton, and consideration by the County Council of Cecil County having been scheduled on (date).

**By:** \_\_\_\_\_  
Council Manager

**Explanation:** CAPITALS INDICATE MATTER ADDED TO EXISTING ORDINANCE.  
~~Strike through~~ indicate matter deleted from existing ordinance.  
Underlining indicates language added by amendment.  
~~Double Strike through~~ indicates language deleted by amendment.

**Resolution no. 58-2022**  
**Approval – IAFF Agreement – Public Safety Professionals**

1           **WHEREAS**, pursuant to Section 70-5(A) of the Code of Cecil County, the Cecil County Council  
2 may enact an ordinance to authorize recognition of an exclusive representative by election or voluntary  
3 recognition through a check of authorization cards at the County's option and provide a process for  
4 such authorization; and

5           **WHEREAS**, pursuant to Section 70-5(C) of the Code of Cecil County, the Council may allow  
6 collective bargaining between Cecil County and the exclusive representative of its employees  
7 concerning terms and conditions of employment, and a process to resolve disagreements concerning  
8 the interpretation of any agreement made between the exclusive representative and the County; and

9           **WHEREAS**, pursuant to Section 70-5(D-G) of the Code of Cecil County, the Council may set forth  
10 the subjects of collective bargaining and the rights reserved by the County from those subjects; time  
11 frames of collective bargaining process; rules of conduct for collective bargaining; and a process and  
12 remedies for violations of established rules; and

13           **WHEREAS**, an agreement between Cecil County, Maryland, and Public Safety Professionals of  
14 Cecil County, International Association of Firefighters, Local 4645, to be effective July 1, 2022, to  
15 June 30, 2026, was approved and signed by all parties on September 29, 2022; and

16           **WHEREAS**, the Agreement between Cecil County, Maryland, and Public Safety Professionals of  
17 Cecil County, International Association of Firefighters, Local 4645, is attached as Appendix 1.

18           **NOW THEREFORE, BE IT HEREBY RESOLVED BY THE COUNTY COUNCIL OF CECIL COUNTY,**  
19 **MARYLAND**, that the Agreement between Cecil County, Maryland and Public Safety Professionals of  
20 Cecil County, International Association of Firefighters, Local 4645, as agreed by all parties on  
21 September 29, 2022, is hereby approved to be effective between July 1, 2022 to June 30, 2026.

22           **AND BE IT FURTHER RESOLVED BY THE COUNTY COUNCIL OF CECIL COUNTY, MARYLAND**, that  
23 this Resolution shall take effect on the date of its passage.

**INTRODUCED:** October 4, 2022

**ADOPTED:** \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
President of the Council

\_\_\_\_\_  
Council Manager

**COLLECTIVE BARGAINING  
AGREEMENT**

**BY AND BETWEEN**

**CECIL COUNTY, MARYLAND**

**AND**

**PUBLIC SAFETY PROFESSIONALS  
OF CECIL COUNTY,  
INTERNATIONAL ASSOCIATION  
OF FIRE FIGHTERS,  
LOCAL 4645**

**EFFECTIVE:**

**JULY 1, 2022 - JUNE 30, 2026**

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## **AGREEMENT**

This Collective Bargaining Agreement (the "Agreement") is by and between Cecil County, Maryland (hereafter referred to as the "County" or "Employer") and the Public Safety Professionals of Cecil County, International Association of Fire Fighters, Local 4645 (hereafter referred to as the "Union"). Whereas, the County and the Union, in consideration of the mutual covenants and promises herein contained, do hereby agree that the terms of the Agreement are as follows:

### **ARTICLE 1 BARGAINING UNIT**

The Employer recognizes the Union as the exclusive representative of the employees in the bargaining unit (herein referred to as "Employees" or "Employees in the bargaining unit" or "Bargaining Unit") as described in the Public Local Laws of Cecil County, Chapter 70, Article 2 - Public Local Laws of Maryland and Code of Public Local Laws of Cecil County, Chapter A384, Personnel Policies and Procedures, and Section 4 with respect to wages, hours and other terms and conditions of employment.

The bargaining unit consists of employees of the Department of Emergency Services (hereinafter "DES") whom are full-time, regular, uniformed, non-exempt, Paramedics and EMT's at the Ranks of Captain and below and exclude managerial employees and all other employees.

Part-time employees, contract employees, on-call employees, and/or Dispatcher employees are not included in the Bargaining Unit.

At such times when Employees at the Rank of Captain, Lieutenant, or Acting Captain and/or Acting Lieutenant perform supervisory duties including, but not limited to, evaluation, assignment, direction, and counseling of any other Employees in the bargaining unit, the duties shall be performed in the sole and best interest of the Employer. Any failure or refusal to perform such duties may (at the County's discretion) be grounds for discipline. The Union and its officers shall not take any adverse action or engage in any act of retaliation against a Captain, Lieutenant or Acting Captain, or Acting Lieutenant because of the exercise of supervisory or management duties.

The DES PORTS Coordinator, currently a contract position within DES, is not, by right, eligible for inclusion in the Bargaining Unit unless the PORTS Coordinator position is filled by a Bargaining Unit member, in which case, the PORTS Coordinator will continue as a member of the Bargaining Unit provided 1) that PORTS Coordinator continues full-time contract employment with the County in the position of PORTS Coordinator, and 2) they work overtime shifts as a Paramedic at least once per quarter in perpetuity.

### **ARTICLE 2 EXERCISE OF RIGHTS**

The Employer and the Union agree that neither shall interfere with Employees in the exercise of the rights guaranteed under the Cecil County Code Section A384 which incorporates the Cecil County Personnel Policies and Procedures Manual.

### **ARTICLE 3 PROBATIONARY EMPLOYEES**

All new and rehired fulltime employees hired by the Employer are subject to a new hire probationary period covering, at a minimum, any time in the Academy plus the first six (6) months of employment after successful Academy completion and, at a maximum, the first twelve (12) months of employment after successful Academy completion (hereinafter "Probationary Employees"). Said probationary period to be determined by the Director of DES (hereinafter "DES Director") at his/her exclusive

discretion.

Bargaining Unit members who receive a promotion are also subject to the above probationary period.

During the probationary period, Probationary Employees that would otherwise be considered a member of the Bargaining Unit but for their probationary status shall be included in the Bargaining Unit. For example, bargaining unit members who are on probation due to a promotion shall remain in the Bargaining Unit.

A Probationary Employee is not eligible for any step increase or promotions under this Agreement.

The discipline and or discharge of a Probationary Employee shall not be subject to Article XII (Grievance Resolution). And the DES Director (or his/her designee) retains the right to discipline and or discharge a Probationary Employee without cause in the DES Director's (or his/her designee's) sole discretion.

A Probationary Employee does not have any grievance rights under Article XII (Grievance Resolution).

Bargain Unit members who are on probation due to a promotion maintain their Discipline and Grievance rights under this Agreement except for grieving their discipline or dismissal from a promoted position during the probationary period provided that they are given the option of returning to an equivalent position they had prior to their promotion.

#### **ARTICLE 4 NON-DISCRIMINATION**

The County, at its discretion and at any time during the Term of this Agreement, without notice or penalty, may make any changes to ensure compliance with State and/or Federal law. Furthermore, this Agreement shall be interpreted so that it is in real-time compliance with State and/or Federal Law. If the County is aware that a change must be made or a new interpretation is required per State and/or Federal Law, the County will make every effort to notify the Union in a timely fashion.

The County and Union shall apply the provisions of this Agreement to all employees of the Bargaining Unit without discrimination per State and/or Federal Law.

#### **ARTICLE 5 UNION SECURITY**

##### **Section 5.1 - Dues Checkoff.**

The Employer agrees to deduct dues and service fees designated or certified by the Union from the pay of those Employees who provide written, signed and dated authorization, and to remit said dues to the Union without cost. Upon request, the Employer agrees to supply the Union or its designee with a dues deduction computer printout. Said printout shall include each Employee's name, workplace, annual salary, and amount deducted per pay period. Each Employee shall have the responsibility to limit the number of his/her payroll deductions so that the Employer can deduct said membership dues or service fees without incurring any costs. All authorizations can be revoked by the Employee by written instrument to the County.

##### **Section 5.2 – Checkoff Waiver.**

The Employer shall be relieved from making "checkoff" deductions upon an Employee's (a) termination, (b) transfer to a job outside the department or unit, upon written request of the Employee, (c) layoff from work, or (d) an authorized leave of absence. Upon the return of an Employee to work from any of the foregoing enumerated absences, the Employer shall resume the obligation of making

such deductions.

**Section 5.3 - Employer Indemnification.**

The Union and Employee shall indemnify and save the Employer harmless from any and all claims, grievances, actions, suits and other forms of liability or damages that arise out of or by reason of the collection of membership dues and/or any service fees deducted under this Article and remittance of the same to the Union.

**Section 5.4 - Administrative Leave.**

Administrative leave will be granted only to the Union's President or Vice President and one other Employee per working shift regardless of the total number of Employees on the Union's bargaining committee. Administrative Leave is only available to attend bargaining sessions with the Employer's bargaining representatives. In the case of grievance presentations, Employer will grant Administrative Leave to only the Union President (or his/her designee). Administrative Leave shall mean paid time at an Employee's regular straight time rate. To be eligible for Administrative Leave, the above identified Employees must be attending a bargaining session or grievance presentation during regular shift hours, which do not include any hours in overtime status or, for an Employee on second shift, said Employee may defer the end time of the immediately preceding work shift by the number of hours, rounded up, spent in the negotiating session with forty-eight (48) hours-notice and approval by the DES Director or his/her designee. Such approval shall not be unreasonably denied. At the completion of the negotiating session with the Employer's bargaining representatives or grievance presentation, an Employee must return to his/her duty assignment to complete his/her regular shift hours.

**Section 5.5 - Union Business Leave Bank.**

After giving three (3) calendar days' notice to the Director of DES (or their designee), one (1) Bargaining Unit member will be granted up to 12 hours (in 4 hour blocks of time) of Administrative Leave, to investigate and/or help resolve an Employee or Union written grievance per Article XII. Administrative Leave shall mean paid time at an Employee's regular straight time rate. To be eligible for Administrative Leave, an Employee must be investigating and or attempting to resolve a grievance during regular shift hours, which do not include any hours in overtime status. Such approval shall not be unreasonably denied. At the completion of the investigation or resolution, Employee must return to his/her duty assignment to complete his/her regular shift hours

**ARTICLE 6  
MANAGEMENT RIGHTS**

The Employer shall retain the exclusive right and authority, at its discretion, to maintain the order and efficiency of the public service entrusted to it, and to operate and manage the affairs of Cecil County and the Cecil County Division of Emergency Medical Services and all the other divisions of the Cecil County Department of Emergency Services in all aspects including, but not limited to, that provided by State law, County Ordinance, and Code of Public Local Laws of Cecil County, Chapter A384, Personnel Policies and Procedures, §4.

**ARTICLE 7  
UNION INSIGNIA**

Employees shall be permitted to wear a Union pin on their daily work uniform and their Class A uniform. In addition, Employees will be permitted to display any Union insignia as approved by the DES Director in his/her sole discretion.

**ARTICLE 8  
BULLETIN BOARDS AND COMMUNICATIONS**

The Employer shall make suitable space available in each paramedic station for a bulletin board to be

supplied by the Union for official Union information and notices. The Union President or Vice President shall sign all postings. No scurrilous or defamatory material shall be posted. The Director of DES (or his/her designee) may and the Union shall promptly remove any materials posted in violation of this Article. The Bulletin Board and postings shall be maintained in an orderly manner to include periodic removal of outdated material.

## **ARTICLES 9 UNION MEETINGS**

The Employer shall permit the Union to hold official Union meetings in a suitable space in the DES Headquarters building as long as such meetings do not hinder operations and the rooms are not committed to prior scheduled events. The Union shall provide to the DES Director at least thirty (30) days advance written notice of any request to schedule a room.

## **ARTICLE 10 UNIFORMS AND PERSONAL PROTECTIVE EQUIPMENT**

### **Section 10.1 - Uniform Distribution and Replacement**

A. Issued Uniforms - The Employer will supply each employee with the following uniform components:

- o Three pairs of wash and wear EMS Pants;
- o Three wash and wear short sleeve EMS Shirts (sized to the Employee/gender);
- o Three wash and wear long sleeve EMS Shirts (sized to the Employee/gender);
- o Three wash and wear DES T-Shirts;
- o One (1) black uniform belt;
- o All badges, patches, pins, and other insignia required by the DES Director;
- o One (1) pair of steel toe, black EMS boots;
- o One (1) Rescue Turnout Coat;
- o One (1) pair of Rescue Turnout Pants;
- o One (1) pair of Rescue Gloves (sized to the Employee);
- o One (1) pair of Safety Glasses;
- o One (1) Helmet;
- o One (1) pair of Fire Boots; and
- o One Ballistic Vest to Employees assigned to field work.

B. Uniform Replacement - The Employer will supply each Employee two (2) replacement pair of wash and wear EMS Pants, two (2) replacement wash and wear EMS Shirts, and two (2) replacement DEST-Shirts every twelve (12) months. In the event that any of the other Uniform or Equipment items listed in Section 10.1(A) requires replacement, the Employer will submit a request for a replacement article to the supplier or distributor no later than five (5) working days after the DES Director, or his/her designee, is notified that replacement is necessary. Uniform replacement shall be selected from existing inventory until such inventory is depleted.

C. Uniforms in General - The parties acknowledge that once existing inventory is depleted, the uniform components shall be issued as new items.

D. Labor Management Uniform Committee - The parties acknowledge that the DES Director, or his/her Designee, and the Union President, or their Designee, will work collaboratively to distribute the existing uniform and equipment stock prior to purchasing new uniform or equipment items.



- E. Employees shall not misuse, lose or be generally careless with any County property, which includes unnecessary wear and tear of uniforms outside of general industry standards.

**Section 10.2 - Tactical Unit.**

- A. The Employer will supply to each member of the Tactical Unit the following uniform components:
- o 2 pairs tactical pants;
  - o 2 uniform shirts; and
  - o Other tactical gear as outlined in the tactical SOG.
- B. The Employer will replace the above tactical uniform components due to normal wear and tear or destruction on as needed basis as determined by the DES Director (or his/her designee). The Employer will submit a request for a replacement article to the supplier or distributor no later than five (5) working days after the DES Director (or his/her designee) decided that replacement is necessary.

**ARTICLE 11  
PROMOTION PROCESS**

In the event that the Employer decides to implement a new promotional process for Employees, the Employer shall notify the Union upon commencement of the Employer's process for determining the components of the new promotional process. The Employer shall provide the Union with the opportunity to transmit proposals to the Employer for such promotional process. When the Employer has determined such new promotional process, it shall give the Union thirty days advance written notice prior to implementation. During such period, the Union shall have the opportunity to provide final comment on the new process.

**ARTICLE 12  
GRIEVANCE RESOLUTION**

**Section 12.1 - Definition.**

A grievance is a dispute concerning the application or interpretation of the terms of this Agreement or the County's rules and regulations.

**Section 12.2 - Scope.**

- A. This Article sets forth the grievance procedure for Employees and the Union (aggrieved) which shall apply and be limited to grievances as defined herein.
- B. Whenever a dispute or difference of opinion arises in the workplace, the Employee, Union and Employer are encouraged to make an effort to resolve the matter informally. Nothing in this Article shall discourage or prohibit the exercise of good communication in an attempt to informally resolve misunderstandings, the perceived misapplication of rules, or other confusing circumstances.
- C. An Employee and the Union cannot both grieve the same or similar facts underlying a dispute or difference.

**Section 12.3 - Grievance Procedure.**

- A. All grievances shall be in writing using the attached Grievance Form (Attachment A). The writing shall state specifically the substance of the grievance and identify the aggrieved party and the specific provisions of this Agreement or HR Rules, as applicable, alleged to have been violated. The aggrieved party shall have the right to have one (1) Union representative, as well as legal counsel (wherein said legal counsel to be wholly compensated including fees, costs, etc., by

Employee or Union) present at each Step meeting with the Employer and said Union representative shall be entitled to Administrative Leave as defined in Section 5.4.

- B. The aggrieved party must choose a grievance procedure on the Grievance Form. There are two grievance procedures available: the Three (3) Step IAFF Grievance Procedure (as outlined herein) or the County HR Procedure (as outlined in HR-009 in the County Personnel and Procedures Manual).
- C. Once the aggrieved party chooses a grievance procedure, they are barred from choosing a different procedure.
- D. In all grievance proceedings, the aggrieved party has the burden to overcome the issues that gave rise to the grievance. If the grievance relates to a Suspension or Discharge per Section 16 (Suspension and Discharge) herein, the Employer must show, if requested by the grieving party, evidence to substantiate "just cause".

#### **Section 12.4 – Three (3) Step IAFF Grievance Procedure**

##### **Step 1:**

The aggrieved party will submit his/her written and completed Grievance Form within fourteen (14) calendar days of the actions being grieved or within fourteen (14) calendar days of the party having reasonable knowledge of the actions, to his/her Assistant Chief (or his/her designee) or if there is no Assistant Chief, then to a Deputy Director (or his/her designee). The Assistant Chief or Deputy Director (or his/her designee) shall meet, within fourteen (14) calendar days of receipt of the Grievance Form with the aggrieved party and, at the aggrieved party's discretion, a Union Representative and/or legal counsel, to discuss the grievance and possible resolutions. Employer shall reply to the aggrieved, in writing, within fourteen (14) calendar days after the above meeting.

##### **Step 2:**

If not resolved at Step 1, the aggrieved party, if it would like to continue, shall transmit the Grievance Form in writing to the DES Director (or his/her designee) and the County Director of Administration (or his/her designee), within fourteen (14) calendar days of the date of the Step 1 decision. Any grievance filed by the Union or Employee contesting a decision made by the DES Director shall be initiated, in writing, at Step 2 within fourteen (14) calendar days of the DES Director's decision or within fourteen (14) calendar days of the Employee having reasonable knowledge of the DES Director's decision but in all cases reasonable knowledge cannot be later than ninety (90) calendar days after the DES Director's decision. The aggrieved party and, at the aggrieved party's discretion, a Union Representative and/or legal counsel, shall meet with the DES Director and the Director of Administration (or his/her designees) within fourteen (14) calendar days of the filing of the grievance at this Step to discuss the grievance and possible resolutions. The DES Director and the Director of Administration, (or his/her designees), shall give a decision in writing within fourteen (14) calendar days after the aforesaid meeting.

##### **Step 3:**

- A. If not resolved at Step 2, the aggrieved party, if they would like to continue, shall request a hearing, within fourteen (14) calendar days of the date of the step 2 decision, before a three-member Grievance Panel, comprising a retired member of a Public Safety agency with supervisory experience, an active HR Professional (that does not work directly for Cecil County Government) and a civilian (that does not work directly for Cecil County Government). The request should be made to the County Executive (or his/her designee). The County Executive will choose the three members. The Union may strike any one member of the group prior to the Step 3 hearing, and, in such a case, the County Executive

shall choose a replacement member within thirty (30) days. The Union may choose a fourth non-voting Grievance Panel member who is a current or former public safety employee, with a rank of Captain or higher with direct supervisory experience, not from DES, and not active in Cecil County Fire or EMS (or related to anyone who is), that may participate in the hearing but may not participate in the deliberations or the vote.

- B. The parties shall work together to select a date that is mutually agreeable for the Panel hearing. The parties agree that the hearing should occur within thirty (30) calendar days from which a Panel is agreed to by the parties.
- C. The parties agree that each side will get up to two (2) hours to present evidence to the Panel. The Panel, at its discretion, may allow for more time. The Employee or Union may request written rules and procedures from the County prior to the hearing.
- D. The County is not under any obligation to provide confidential documents and or personnel files beyond what is required or allowed by law.
- E. During the hearing, Panel members may question any representative, party, or witness that is at the hearing. The Panel has no obligation to answer any question during the hearing from the Parties.
- F. Parties may not cross examine each other or their respective witnesses.
- G. After both sides have presented their case, the Director of HR or their designee will give deliberation instructions to the Grievance Panel in front of the parties.
- H. The Director of HR or his/her designee will be present during the Grievance Panel's deliberations to answer questions about the Grievance process and to ensure that the process proceeds per the County's rules and regulations as well as this Agreement. The person representing HR cannot be someone who previously participated in a substantive manner with Step 1, Step 2 or Step 3 of the grievance process for the specific grievance.
- I. The Grievance Panel will notify both parties, in writing, within 30 days of the hearing of their decision.
- J. The Grievance Panel's decision shall be final and binding on all parties, although the aggrieved party shall maintain their right to pursue legal and equitable remedies in an appropriate court.
- K. Any direct or indirect monetary award is subject to approval of the County Executive and, depending on the award, may also be subject to approval by the County Council.
- L. A grievance must be presented and processed in accordance with the steps, time limits, and conditions contained in this Article. The Employer and Union recognize that time is of the essence and the prompt settlement of grievances is important to a sound and harmonious relationship.
- M. The failure of an Employee or the Union to act upon a grievance within the time limits shall be deemed a forfeiture of the right to advance further in the grievance process.
- N. The time limits prescribed herein may be altered and/or waived by mutual agreement, in writing, by the Employer and the Union.

**ARTICLE 13  
STANDARD OPERATING PROCEDURES**

The Employer shall have the right to adopt Standard Operating Procedures and Standard Operating Guidelines (SOP's/SOG's) with reasonable advance notice to the Union, which shall have the right to comment on the proposed changes before the date set for implementation. When the Employer has decided to adopt a revised SOP/SOG, it shall give the Union fourteen (14) days advance written notice prior to implementation, during which time the Union shall have the opportunity to comment on the proposed changes. All SOP's and SOG's shall be made available to employees in their current form.

In the event the Employer decides to change any operational or training matters not covered by SOP's/SOG's (including, but not limited to, vehicle procurement, equipment and supplies, training activities, and the Academy and field process), the Employer will make a good faith effort to seek input from the Union at a time when such input could be effective.

**ARTICLE 14  
ECONOMICS**

**Section 14.1 - General.**

During the term of this Agreement, the following economic terms and conditions and all other economic terms and conditions shall remain without change as they were in effect on June 30, 2022, unless otherwise discussed elsewhere in this Agreement:

- o Acting Pay;
- o Tuition Reimbursement;
- o Military Service leave; and
- o Shift Differential.

The County reserves the right to change or eliminate any of these programs in Section 14.1 (except Acting Pay and Shift differential) as long as the change is the same or similar for Employees as it is for a majority of County employees not covered by a collective bargaining agreement, provided the Union receives notice of the change within 30 calendar days prior to the change being implemented.

**Section 14.2 – Miscellaneous Employee Benefits.**

The following benefits will be provided to members of the Bargaining Unit under the same conditions and/or at a cost to members that it is for a majority of County employees not covered by a collective bargaining agreement:

- o Tuition Reimbursement;
- o Health Insurance;
- o Dental Insurance;
- o Vision Insurance;
- o Prescription Drugs;
- o Deferred Compensation;
- o Flexible Spending Account; and
- o Employee Assistance Program.

The County reserves the right to change or eliminate any of the programs in Section 14.2 as long as the change is the same or similar for Employees as it is for a majority of County employees not covered by a collective bargaining agreement.

**Section 14.3 – Leave and Time Off**

#### **A. Personal Leave, Annual Leave and Paid Time Off**

The County will provide Employees with Personal Leave and Annual Leave which will accrue according to the County's Personnel, Policies and Procedures manual. For Employees, the County will combine the use of Personal Leave, Annual Leave, and Holiday Leave into a new category of leave referred to as Paid Time Off (hereinafter "PTO"). Covid leave ("COVID COMP") will continue to be maintained in a separate bank. The use of PTO will be as follows:

1. Any and all PTO must be approved by a supervisor in writing and requested at least seven (7) days in advance of the requested time off (hereinafter "Scheduled PTO");
2. Any and all Scheduled PTO must be used in a minimum of 4 hour blocks;
3. Any and all Scheduled PTO must be used at the beginning or end of a scheduled shift (no Scheduled PTO can be used exclusively in the middle of a scheduled shift); and
4. Accrued PTO will carry over to a new fiscal year according to the County Personnel, Policies and Procedures manual as it applies to annual leave.

#### **B. Unscheduled Time Off**

In rare circumstances, PTO, Sick Time and/or unpaid time may be used to take time off for unforeseen and extenuating circumstances (hereinafter "Unscheduled Time Off"), per the following rules:

1. Unscheduled Time Off is not guaranteed and is at the discretion of an Assistant Chief, Deputy Director and/or DES Director;
2. Written approval from an Assistant Chief, Deputy Chief or DES Director or their designee is required;
3. Unscheduled Time Off must be taken in a minimum of four (4) hour time blocks, unless otherwise approved in writing by an Assistant Chief, Deputy Chief or DES Director;
4. Shift coverage must be maintained when considering whether Unscheduled Time Off will be approved. Accordingly, any Unscheduled Time Off that leads to a shift not being covered at the required level without written authorization from an Assistant Chief, Deputy Director or the DES Director is grounds for immediate disciplinary action which could lead to suspension and/or termination from employment with DES; and
5. Approved Unscheduled Time Off may be drawn from PTO or Sick Leave or if no PTO or Sick leave available, then, at the discretion of the DES Director, Unscheduled Time Off will be unpaid.

#### **C. Sick Time**

Sick time accrues per the County's Personnel, Policies and Procedures Manual. The County reserves the right to change or eliminate the Sick Time benefit as long as the change is the same or similar for Employees as it is for a majority of County employees not covered by a collective bargaining agreement.

#### **D. Sick Time Exchange**

When an Employee accrues over 80 hours of unused sick time within a calendar year, the Employee may apply, in writing to the County HR Director with a copy to the DES Director, between January 1<sup>st</sup> and January 31<sup>st</sup> of the following calendar year, to exchange the 80 hours of past year accrued and unused sick time for 40 hours of PTO which will be applied as PTO, upon verification, no later than the above January 31<sup>st</sup> date.

#### **E. Holiday Pay**

In Non-election years, the County grants 10 holidays and in Election-years, the County grants 11 holidays to Employees. The day of these Holidays (hereinafter "Actual Holidays") for bargaining unit Employees are set forth in the Attached "Actual Holiday List," (Attachment B). Per Subsection 14.3(A), Holiday leave is treated as PTO.

Employees will be paid double time for any hours worked on an Actual Holiday. Actual Holidays start at 0600 hours on the Actual Holiday and end at 0600 hours of the following day.

For any hours worked on an Actual Holiday by an unscheduled Employee (i.e., where the Employee is called into work to cover for another employee), the Employee will be paid double pay for those hours worked between 0600 hours on the Actual Holiday through 0600 hours of the following day.

Any hours worked on an "Observed Holiday" will be compensated at an Employees normal pay rate. Observed Holidays are established by DES and included in the Attached "Observed Holiday List," (Attachment C).

The County reserves the right to increase or reduce the number of holidays or change a holiday as long as the increase, reduction or change is the same or similar for Employees as it is for a majority of County employees not covered by a collective bargaining agreement.

Employees not scheduled to work on a Holiday based on the "Actual Holiday List" will earn 12 hours of holiday time that may be scheduled off at a later date.

**Section 14.4 - Cost of Living Adjustment ("COLA").**

- A. For the Fiscal Year July 1, 2022 through June 30, 2023 (FY23), the Employer will pay a 3.0% COLA increase, effective on the first full two-week pay period after July 1, 2022. The first pay period in FY23 begins on July 2, 2022. However, since EMT members have already received a 1.5% COLA (July 2, 2022), they will only receive an additional 1.5% COLA under this Subsection.
- B. For the Fiscal Year July 1, 2023 through June 30, 2024 (FY24), the Employer will pay a 2.0% COLA increase, effective on the first full two-week pay period after July 1, 2023. The first pay period in FY24 begins on July 1, 2023.
- C. For the Fiscal Year July 1, 2024 through June 30, 2025 (FY25), the Employer will pay a 2.0% COLA increase, effective on the first full two-week pay period after July 1, 2024. The first pay period in FY25 begins on July 13, 2024.
- D. For the Fiscal Year July 1, 2025 through June 30, 2026 (FY26), the Employer will pay a 1.0% COLA increase, effective on the first full two-week pay period after July 1, 2025. The first pay period in FY26 begins on July 12, 2025.

**Section 14.5 – Anniversary Step Increase.**

On the first full two-week pay period after the anniversary of each Employee's most recent entry on duty at DES, Employees who are eligible for an anniversary step increase in accordance with County Policy HR-003A shall:

- a) be eligible to receive a one-step increase during Fiscal Year 2023 (7/1/2022 through 6/30/2023);
- b) be eligible to receive a one-step increase during Fiscal Year 2024 (7/1/2023 through 6/30/2024);
- c) be eligible to receive a one-step increase during Fiscal Year 2025 (7/1/2024 through 6/30/2025); and
- d) be eligible to receive a one-step increase during Fiscal Year 2026 (7/1/2025 through 6/30/2026).
- e) When an employee who is covered by this agreement reaches their fifth (5<sup>th</sup>) year anniversary of the date of their entry on duty, the Employee shall be promoted to Senior Paramedic and be placed at Grade 5PU of the PU Pay Scale while remaining on their current step.

- i. If an employee is promoted to Lieutenant prior to reaching their fifth-year anniversary, once they reach their fifth-year anniversary date they will be moved forward four steps provided they did not receive a step and/or grade increase when they were promoted to Lieutenant.

Per the attached Wage Scale (Attachment D) there are a finite number of steps. When an Employee reaches the maximum steps for their grade, no additional steps will be awarded.

**Section 14.6 – Retention Step Increase.**

Effective on the first full two-week pay period after July 1, 2022, the County will award Employees a one-time one-step increase within the employee's current grade.

Per the attached Wage Scale (Attachment D) there are a finite number of steps. When an Employee reaches the maximum steps for their grade, no additional steps will be awarded.

**Section 14.7 – Wages**

- A. Effective on July 2, 2022, the Employer shall pay Employee in accordance with the wage scale (Attachment D), which includes a 3.0% COLA.
- B. Effective on July 1, 2023, the Employer shall pay Employee in accordance with the wage scale (Attachment D), which includes a 2.0% COLA.
- C. Effective on July 13, 2024, the Employer shall pay Employee in accordance with the wage scale (Attachment D), which includes a 2.0% COLA.
- D. Effective on July 12, 2025, the Employer shall pay Employee in accordance with the wage scale (Attachment D), which includes a 1.0% COLA.

**Section 14.8 - Funeral Leave.**

Employees shall receive up to 24 hours (in 12-hour increments) for Funeral Leave. Funeral Leave is for scheduled workdays only and must be used within 3 days of a qualified person's passing or within 3 days of a qualified funeral. Funeral Leave must be approved in writing by a supervisor. The Cecil County Personnel Policies and Procedures Manual governs all other aspects of Funeral Leave.

**Section 14.9 - Pension Contribution.**

The Employee contribution rate to the Public Safety Pension Plan shall be 8% of base pay. The County will not use Public Safety Pension Plan funds for any purposes not authorized by law.

**Section 14.10 - Premium Pay.**

- A. Employees who obtained (or obtain), during their employment with DES, Rapid Sequence Intubation ("RSI") certification after June 30, 2017 and continue, uninterrupted, to possess the RSI certification, as a full-time employee with DES, shall receive a 2% pay premium.
- B. Employees who obtained, during their employment with DES, Rapid Sequence Intubation ("RSI") certification on or prior to June 30, 2017 and continue, uninterrupted, to possess the RSI certification, as a full-time employee with DES, shall receive a 3% pay premium.

**Section 14.11 - Training and Training Pay.**

- A. All employees will receive an annual recertification bonus of \$1,250 for maintaining the core requirements for license recertification.
- B. Employees will be paid time-and-a-half their regular rate of pay for all hours of mandatory training that is not otherwise occurring on scheduled work hours and that are not part of the core requirements for license recertification.

- C. Employees will be responsible for obtaining the necessary core training for their license recertification.
- D. Cecil County strives to offer the required recertification training classes at a location within the County at least twice per year in accordance with COMAR.

**Section 14.12 - FTO/Preceptor Pay.**

A. Employees who are previously designated as a Field Training Officer (“FTO”) shall receive a shift differential pay of three dollars (\$3.00) per hour for all hours worked in which they serve as a FTO. FTO hours must be previously authorized in writing by a supervisor and must include the name of the person that is being trained. The FTO shift differential shall be paid bi-weekly.

B. Employees who are previously designated as a Preceptor shall receive a shift differential pay of three dollars (\$3.00) per hour for all hours worked between 0600 hours and 2100 hours, in which they serve as a Preceptor. Preceptor hours must be previously authorized in writing by a supervisor and must include the name of the person that is being trained. The Preceptor shift differential shall be paid bi-weekly.

**ARTICLE 15  
SEVERABILITY**

If any term or provision of this Agreement is, at any time during the life of this Agreement, determined by a court of competent jurisdiction to be in conflict with any applicable law, constitution statute or ordinance, such term or provision shall continue in effect only to the extent permitted by law. If any term or provision is so held to be invalid or unenforceable, or if the parties agree that it is, such invalidity or unenforceability shall not affect or impair any other term or provision of this Agreement. All other Articles and Sections of this Agreement will remain in full force and effect for the duration of the Agreement. If any term or provision is so held to be invalid or unenforceable, the parties will enter into negotiations for a substitute provision within fourteen (14) calendar days.

**ARTICLE 16  
PERSONNEL FILES**

**Section 16.1 - Access to Personnel File.**

An Employee or his/her authorized representatives have the right to examine the contents of the Employee's personnel file maintained by the Department of Human Resources by appointment during business hours Monday through Friday, excluding legal holidays. The Employee shall schedule an appointment in writing at least one (1) week in advance of the requested date to examine the Employee's personnel file. The Employee or his/her authorized representatives may copy documents from the Employee's personnel file at a cost of 25 cents per page or page equivalent.

**Section 16.2 - Records in Personnel File.**

Any record of a disciplinary action taken against an Employee shall not be placed in the Employee's personnel file without the Employee being informed.

**ARTICLE 17  
SUSPENSION AND DISCHARGE**

**Section 17.1 - Suspension and Discharge.**

The Employer shall not suspend any Employee for disciplinary reasons or discharge any Employee without just cause. The Employer shall notify the Union of any disciplinary suspension or discharge of any Employee in writing within forty-eight (48) hours after informing the affected Employee.



**Section 17.2 - Representation.**

Upon request by an Employee, the Employer shall allow the presence of a Union representative during any investigatory interview that may result in discipline of the Employee. The Employer has the right to determine when and where such an interview will occur, including the right to defer the interview until after the shift for operations purposes. The Union shall not interfere with the conduct of the investigation.

**ARTICLE 18  
NO STRIKE, SECONDARY BOYCOTT, OR LOCKOUT**

**Section 18.1 - No Strike/No Lockout.**

- A. The Employees, the Union and the Employer shall not engage in any conduct prohibited by Code of Public Laws of Cecil County, Section A384.
- B. Employees and Union each agree that during the term of this Agreement, neither the Union nor any Employee covered herein shall engage in, initiate, sponsor, support, or direct a strike or secondary boycott or organized job action, sick out or slow down. The Employer agrees that there will be no lockout during the term of this Agreement.
- C. If the Union violates any of the provisions in Section 18:
  - 1. The Union's designation as exclusive representative shall be revoked; and
  - 2. The Union shall be ineligible to participate in elections or to be certified as exclusive representative for a period of not less than ten (10) years thereafter.
- D. If an Employee violates any of the provisions in Section 18, they may be immediately disciplined, suspended, or terminated.

**Section 18.2 - Definitions.**

- A. Lockout means any action taken by the Employer to interrupt or prevent the continuity of the Employees' usual work for the purpose, and with the intent, of coercing the Employees into relinquishing rights guaranteed by law or this Agreement or bringing economic pressure on Employees for the purpose of securing the agreement of the Union to certain collectively bargained terms.
- B. Strike means any failure to report for duty, willful absence from position, stoppage or slowdown of work, sickout, or abstinence in whole or in part from the full, faithful, timely and proper performance of the duties of employment for the purpose of inducing, influencing, coercing, or enforcing demands for, or preventing a change in compensation or rights, privileges, obligations or other terms and conditions of employment, whether by concerted or individual action.

**Section 18.3 - Picketing.**

The Employees and Union each agree that they will not engage in picketing while they are on-duty or on Employer property.

**Section 18.4 - Other Remedies.**

- A. Nothing in this Agreement shall deprive Employer of remedies available to it under applicable law in the event of strike, boycott or any type of work stoppage
- B. The Employer, Employees, and Union shall have the right to pursue legal and equitable remedies in the appropriate courts in the event of a violation of this Section.

**ARTICLE 19  
DURATION AND MODIFICATION**

**Section 19.1 - Duration.**

This Agreement shall become effective at 12:00 AM on July 1, 2022 and remain in full force and effect between the Employer, its successors and assigns and the Union, its successors and assigns until 11:59:59 PM on June 30, 2026. This Agreement shall automatically be renewed from year to year after its expiration, unless either the Employer or Union gives notice to the other party of a desire to terminate, modify or amend this Agreement. Such notice shall be given to the other party in writing by certified mail, return receipt requested, no later than October 1 of the year preceding the date of termination. In the event such notice is given, the parties shall make good faith efforts to begin negotiations for a successor agreement not later than the first business day of the year that the Agreement expires.

**Section 19.2 - Modification.**

This Agreement can only be added to, amended, or modified by a document, in writing, signed by the Employer and Union through their duly authorized representatives.

**ARTICLE 20  
BOARD AND COMMITTEE MEMBERSHIP**

A representative of IAFF Local 4645 will have a position on the County EMS Advisory Board with voting rights, voting position on the Medical Review Committee (MRC) as well as a non-voting position on the Cecil County Personnel Policies and Procedures Review Committee and a non-voting position on the Health Care Advisory Board. In addition, a single member may attend the Cecil County Public Safety Pension Committee quarterly meetings.

**ARTICLE 21  
HOURS OF WORK AND OVERTIME**

Employees assigned to the Field EMS Division shall be scheduled to work on 24-hour shifts utilizing the 24-hours on, 72-hours off, 24-hours on, 72-hours off schedule. The work period for purposes of the 24-hour shift schedule shall be a 14-day period. All hours of work which exceed the Employee's regular schedule shall be paid as overtime.

DES Director (or his/her designee) may change the hours of work at his/her discretion and/or assign an Employee(s) to an alternate work schedule for a specific job duty in order to fulfill the operational needs of DES. If different from what is occurring on July 1, 2022, County will notify Union and Employees prior to any change.

**ARTICLE 22  
SHIFT EXCHANGE**

As long as shift coverage is maintained, DES, on a limited basis, will permit an Employee to exchange shifts with another Employee per the following rules:

1. The originally scheduled Employee must use the Exchange Form (Attachment E);
2. The Exchange Form must include the shift, specific hours (if less than a full shift) being exchanged, and the signatures of the originally scheduled Employee, the replacement Employee (i.e., the Employee agreeing to work the shift), and the originally scheduled Employee's supervisor;
3. The exchange is not considered approved until the exchange is posted on the schedule, which can only be done by a supervisor;
4. DES reserves the right to enforce repayment of the time or compensation not paid as a result

of the said agreement between the Employees;

5. If the Replacement Employee does not report to duty for an approved exchange shift, he/she shall have 1.5 times the amount of time they agreed to work deducted from their PTO. This deduction can be waived in writing by the DES Director/Chief in the case of an emergency which is determined at the Chief's sole discretion.
6. If the originally scheduled Employee does not follow the shift exchange rules and neither the purported Replacement Employee or the originally scheduled Employee fails to work the scheduled shift, then the originally scheduled Employee shall have 1.5 times the amount of time that neither worked deducted from his/her PTO;
7. There shall be no remuneration or consideration between the two shift-exchange Employees;
8. The failure by the originally scheduled employee, the replacement employee or the purported replacement employee to correctly follow the exchange rules is grounds for discipline which could lead to suspension or termination; and
9. These Exchange rules can be modified by the DES Director at his/her discretion with written notice to the Union prior to implementation.

#### **ARTICLE 23 HOLDOVERS/ MANDATORY OVERTIME**

Employees agree that they can be required to work eight (8) hours before or eight (8) hours after their scheduled twenty-four (24) hour shift, or any combination thereof, as long as the Employee does not work continuously for more than a total of thirty-two (32) hours. If requested by the Employer to assist with staffing shortages, an Employee may choose to work an additional four more hours for a total of thirty-six (36) hours.

#### **ARTICLE 24 GPS VEHICLE TRACKING**

In the event DES and/or County install AVL or similar type vehicle locator/analysis systems on DES vehicles, said system shall not be used as the sole reason for disciplinary actions or investigations. Nothing in this section shall limit the right of the DES Director (or his/her designee) to conduct an investigation and take disciplinary action when the action is supported by evidence gained in addition to information available from the AVL system.

# GRIEVANCE PACKET

## CECIL COUNTY GOVERNMENT



Danielle Hornberger, County Executive

**Angie Lawson, Director  
Department of Human Resources**

200 Chesapeake Blvd.  
Suite 2800  
Elkton, MD 21921

Office: 410-996-5250  
Fax: 888-522-7158

**An employee who is interested in participating in the Grievance Process must follow the timeframes as identified within the respective process selected (e.g. – IAFF, IUPA, FOP or County). Failure to follow the timeframe for the process selected will result in the grievance being time barred.**

In order for an employee to proceed with a grievance, this packet must be completed and forwarded to the appropriate individual within the Step being used. Letters, emails, or other forms will not be accepted in the place of the grievance form as noted in the County's Personnel Policies & Procedures Manual, and/or the appropriate Collective Bargaining Unit Agreement.

# GRIEVANCE PACKET

Grievant must complete all information on this page and ensure the entire packet is submitted via the appropriate steps as detailed within the grievance process being invoked. **Incomplete or missing pages will not be accepted.**

NAME: \_\_\_\_\_ ESS Employee ID: \_\_\_\_\_

POSITION: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

PRIMARY CONTACT  
NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

DEPARTMENT and

DIVISION: \_\_\_\_\_

DEPARTMENT HEAD/APPOINTING  
AUTHORITY: \_\_\_\_\_

MEMBER OF BARGINING UNIT:     IAFF         IUPA         FOP         NONE

GRIEVANCE PROCESS BEING  
INVOKED:                             IAFF         IUPA         FOP         COUNTY  
*MUST SELECT ONE (1) OPTION*

**Please provide a complete description below of the matter you are grieving. Attach additional sheets if necessary.**

Date of Incident being grieved: \_\_\_\_\_

Details of grievance:

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Remedy being sought:

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**STEP 1 GRIEVANCE**

**RECEIVING PARTY (check one):**

- IAFF – Assistant Chief (or designee)
- IUPA – Captain (or designee)
- FOP – Lieutenant (or designee)
- County – Immediate Supervisor

**TODAY'S DATE:** \_\_\_\_\_

I wish to grieve at Step 1 of the grievance process.

Grievant Printed Name: \_\_\_\_\_

Grievant Signature: \_\_\_\_\_

Employee Representative, if any: \_\_\_\_\_

***If an attorney represents the grievant, all contacts will be made through the attorney, the Director, HR & County Attorney, not the grievant. Please provide the attorney's contact information.***

**Step 1 was received by the receiving party (to be completed upon receipt):**

Received Date: \_\_\_\_\_ Time: \_\_\_\_\_

Printed Name & Signature: \_\_\_\_\_

At the conclusion of the Step 1 grievance process the following determination has been made\*:

- Grievance **Denied**       Grievance **Upheld/Approved**

***\*The formal determination response is attached outlining the reason(s) for the decision. If you remain unsatisfied with the results of the Step 1 determination, you may execute your additional rights within the grievance process for which you selected.***

- Copies to:     Grievant/Representative       Director, Human Resources
- Department Director                       County Attorney

**STEP 2 GRIEVANCE**

**RECEIVING PARTY (check one):**

- IAFF – Director, Emergency Services (or designee)
- IUPA – Sheriff & County Administrator
- FOP – Sheriff & County Administrator
- County – Department Director & Director, Human Resources

**TODAY'S DATE:** \_\_\_\_\_

I wish to grieve at Step 2 of the grievance process.

Grievant Printed Name: \_\_\_\_\_

Grievant Signature: \_\_\_\_\_

Employee Representative, if any: \_\_\_\_\_

***If an attorney represents the grievant, all contacts will be made through the attorney, the Director, HR & County Attorney, not the grievant. Please provide the attorney's contact information.***

**Step 2 was received by the receiving party (to be completed upon receipt):**

Received Date: \_\_\_\_\_ Time: \_\_\_\_\_

Printed Name & Signature: \_\_\_\_\_

At the conclusion of the Step 2 grievance process the following determination has been made\*:

- Grievance Denied       Grievance Upheld/Approved

***\*The formal determination response is attached outlining the reason(s) for the decision. If you remain unsatisfied with the results of the Step 2 determination, you may execute your additional rights within the grievance process for which you selected.***

- Copies to:     Grievant/Representative       Director, Human Resources
- Department Director                       County Attorney

**STEP 3 GRIEVANCE**

**RECEIVING PARTY (check one):**

- IAFF – Grievance Panel (C/O HR)
- IUPA – **Choose one (1) option below**
  - 3A – Sheriff & County Administrator
  - 3B – Personnel Advisory Board (PAB) (C/O HR)
- FOP – Sheriff & County Administrator
- County – County Executive (or designee) (C/O HR)

**TODAY'S DATE:** \_\_\_\_\_

I wish to grieve at Step 3 of the grievance process.

Grievant Printed Name: \_\_\_\_\_

Grievant Signature: \_\_\_\_\_

Employee Representative, if any: \_\_\_\_\_

***If an attorney represents the grievant, all contacts will be made through the attorney, the Director, HR & County Attorney, not the grievant. Please provide the attorney's contact information.***

**Step 3 was received by the receiving party (to be completed upon receipt):**

Received Date: \_\_\_\_\_ Time: \_\_\_\_\_

Printed Name & Signature: \_\_\_\_\_

At the conclusion of the Step 3 grievance process the following determination has been made\*:

- Grievance Denied       Grievance Upheld/Approved

***\*The formal determination response is attached outlining the reason(s) for the decision. If your grievance has been filed within the IAFF, IUPA or FOP process, the determination at Step 3 is considered final and binding on all parties.***

***If your grievance has been filed within the County process, and you remain unsatisfied with the results of the Step 3 determination, you may execute your additional rights within the grievance process for which you selected.***

- Copies to:     Grievant/Representative       Director, Human Resources
- Department Director                       County Attorney



**STEP 4 GRIEVANCE**

**RECEIVING PARTY (check one):**

County – Personnel Advisory Board (PAB) (C/O HR)

**TODAY'S DATE:** \_\_\_\_\_

I wish to grieve at Step 4 of the grievance process with a review of this grievance by the PAB. I understand that I may be represented by myself, an Attorney, a Union Representative, or an individual of my choice at the PAB hearing. I acknowledge the PAB will review cases presented to them on a case-by-case basis and my request is not guaranteed to be scheduled for a review. If my review is granted, any decision made by the PAB shall be final on all parties concerned.

Grievant Printed Name: \_\_\_\_\_

Grievant Signature: \_\_\_\_\_

Employee Representative, if any: \_\_\_\_\_

***If an attorney represents the grievant, all contacts will be made through the attorney, the Director, HR & County Attorney, not the grievant. Please provide the attorney's contact information.***

**Step 4 was received by the receiving party (to be completed upon receipt):**

Received Date: \_\_\_\_\_ Time: \_\_\_\_\_

Printed Name & Signature: \_\_\_\_\_

At the conclusion of the Step 4 grievance process the following determination has been made\*:

Grievance Denied       Grievance Upheld/Approved

***\*The formal determination response is attached outlining the reason(s) for the decision.***

Copies to:     Grievant/Representative       Director, Human Resources  
                   Department Director                 Administration/County Attorney

**Office of the County Executive**

Danielle M. Hornberger  
County Executive

Steven Overbay  
Acting Director of Administration

Office: 410.996.5202  
Fax: 800.863.0947



**Department of Human Resources**

Angelia R. Lawson, Director  
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Fax: 888.522.7158

County Information  
410.996.5200  
410.658.4041

***ACTUAL HOLIDAY LIST  
IAFF - 2022***

<b>New Year's Day</b>	<b>Friday, December 31, 2021</b>
<b>Dr. Martin Luther King, Jr.'s Birthday</b>	<b>Monday, January 17, 2022</b>
<b>Presidents' Day</b>	<b>Monday, February 21, 2022</b>
<b>Memorial Day</b>	<b>Monday, May 30, 2022</b>
<b>Independence Day</b>	<b>Monday, July 4, 2022</b>
<b>Labor Day</b>	<b>Monday, September 5, 2022</b>
<b>Columbus Day</b>	<b>Monday, October 10, 2022</b>
<b>Election Day</b>	<b>Tuesday, November 8, 2022</b>
<b>Veterans' Day</b>	<b>Friday, November 11, 2022</b>
<b>Thanksgiving Day</b>	<b>Thursday, November 24, 2022</b>
<b>Friday after Thanksgiving Day</b>	<b>Friday, November 25, 2022</b>
<b>Christmas Day</b>	<b>Sunday, December 25, 2022</b>

**Office of the County Executive**

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410.658.4041

***ACTUAL HOLIDAY LIST  
IAFF - 2023***

<b>New Year's Eve</b>	<b>Saturday, December 31, 2022</b>
<b>Dr. Martin Luther King, Jr.'s Birthday</b>	<b>Monday, January 16, 2023</b>
<b>Presidents' Day</b>	<b>Monday, February 20, 2023</b>
<b>Memorial Day</b>	<b>Monday, May 29, 2023</b>
<b>Independence Day</b>	<b>Tuesday, July 4, 2023</b>
<b>Labor Day</b>	<b>Monday, September 4, 2023</b>
<b>Columbus Day</b>	<b>Monday, October 9, 2023</b>
<b>Veterans' Day</b>	<b>Saturday, November 11, 2023</b>
<b>Thanksgiving Day</b>	<b>Thursday, November 23, 2023</b>
<b>Friday after Thanksgiving Day</b>	<b>Friday, November 24, 2023</b>
<b>Christmas Day</b>	<b>Monday, December 25, 2023</b>

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***ACTUAL HOLIDAY LIST  
IAFF - 2024***

<b>New Year's Eve</b>	<b>Sunday, December 31, 2023</b>
<b>Dr. Martin Luther King, Jr.'s Birthday</b>	<b>Monday, January 15, 2024</b>
<b>Presidents' Day</b>	<b>Monday, February 19, 2024</b>
<b>Memorial Day</b>	<b>Monday, May 27, 2024</b>
<b>Independence Day</b>	<b>Thursday, July 4, 2024</b>
<b>Labor Day</b>	<b>Monday, September 2, 2024</b>
<b>Columbus Day</b>	<b>Monday, October 14, 2024</b>
<b>Election Day</b>	<b>Tuesday, November 5, 2024</b>
<b>Veterans' Day</b>	<b>Monday, November 11, 2024</b>
<b>Thanksgiving Day</b>	<b>Thursday, November 28, 2024</b>
<b>Friday after Thanksgiving Day</b>	<b>Friday, November 29, 2024</b>
<b>Christmas Day</b>	<b>Wednesday, December 25, 2024</b>

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***ACTUAL HOLIDAY LIST  
IAFF - 2025***

<b>New Year's Eve</b>	<b>Tuesday, December 31, 2024</b>
<b>Dr. Martin Luther King, Jr.'s Birthday</b>	<b>Monday, January 20, 2025</b>
<b>Presidents' Day</b>	<b>Monday, February 17, 2025</b>
<b>Memorial Day</b>	<b>Monday, May 26, 2025</b>
<b>Independence Day</b>	<b>Friday, July 4, 2025</b>
<b>Labor Day</b>	<b>Monday, September 1, 2025</b>
<b>Columbus Day</b>	<b>Monday, October 13, 2025</b>
<b>Veterans' Day</b>	<b>Tuesday, November 11, 2025</b>
<b>Thanksgiving Day</b>	<b>Thursday, November 27, 2025</b>
<b>Friday after Thanksgiving Day</b>	<b>Friday, November 28, 2025</b>
<b>Christmas Day</b>	<b>Thursday, December 25, 2025</b>

**Office of the County Executive**

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410.658.4041

***ACTUAL HOLIDAY LIST  
IAFF – 2026***

<b>New Year's Eve</b>	<b>Wednesday, December 31, 2025</b>
<b>Dr. Martin Luther King, Jr.'s Birthday</b>	<b>Monday, January 19, 2026</b>
<b>Presidents' Day</b>	<b>Monday, February 16, 2026</b>
<b>Memorial Day</b>	<b>Monday, May 25, 2026</b>
<b>Independence Day</b>	<b>Saturday, July 4, 2026</b>
<b>Labor Day</b>	<b>Monday, September 7, 2026</b>
<b>Columbus Day</b>	<b>Monday, October 12, 2026</b>
<b>Election Day</b>	<b>Tuesday, November 3, 2026</b>
<b>Veterans' Day</b>	<b>Wednesday, November 11, 2026</b>
<b>Thanksgiving Day</b>	<b>Thursday, November 26, 2026</b>
<b>Friday after Thanksgiving Day</b>	<b>Friday, November 27, 2026</b>
<b>Christmas Day</b>	<b>Friday, December 25, 2026</b>

**Office of the County Executive**

Danielle M. Hornberger  
County Executive

Steven Overbay  
Acting Director of Administration

Office: 410.996.5202  
Fax: 800.863.0947



**Department of Human Resources**

Angelia R. Lawson, Director  
410.996.5250  
Fax: 888.522.7158

County Information  
410.996.5200  
410.658.4041

**OBSERVED HOLIDAY LIST  
IAFF – 2022**

<b>New Year's Day</b>	<b>Friday, December 31, 2021</b>
<b>Dr. Martin Luther King, Jr.'s Birthday</b>	<b>Monday, January 17, 2022</b>
<b>Presidents' Day</b>	<b>Monday, February 21, 2022</b>
<b>Memorial Day</b>	<b>Monday, May 30, 2022</b>
<b>Independence Day</b>	<b>Monday, July 4, 2022</b>
<b>Labor Day</b>	<b>Monday, September 5, 2022</b>
<b>Columbus Day</b>	<b>Monday, October 10, 2022</b>
<b>Election Day</b>	<b>Tuesday, November 8, 2022</b>
<b>Veterans' Day</b>	<b>Friday, November 11, 2022</b>
<b>Thanksgiving Day</b>	<b>Thursday, November 24, 2022</b>
<b>Friday after Thanksgiving Day</b>	<b>Friday, November 25, 2022</b>
<b>Christmas Day</b>	<b>Monday, December 26, 2022</b>

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***OBSERVED HOLIDAY LIST  
IAFF - 2023***

<b>New Year's Eve</b>	<b>Friday, December 30, 2022</b>
<b>Dr. Martin Luther King, Jr.'s Birthday</b>	<b>Monday, January 16, 2023</b>
<b>Presidents' Day</b>	<b>Monday, February 20, 2023</b>
<b>Memorial Day</b>	<b>Monday, May 29, 2023</b>
<b>Independence Day</b>	<b>Tuesday, July 4, 2023</b>
<b>Labor Day</b>	<b>Monday, September 4, 2023</b>
<b>Columbus Day</b>	<b>Monday, October 9, 2023</b>
<b>Veterans' Day</b>	<b>Friday, November 10, 2023</b>
<b>Thanksgiving Day</b>	<b>Thursday, November 23, 2023</b>
<b>Friday after Thanksgiving Day</b>	<b>Friday, November 24, 2023</b>
<b>Christmas Day</b>	<b>Monday, December 25, 2023</b>



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***OBSERVED HOLIDAY LIST  
IAFF - 2024***

<b>New Year's Eve</b>	<b>Monday, December 30, 2023</b>
<b>Dr. Martin Luther King, Jr.'s Birthday</b>	<b>Monday, January 15, 2024</b>
<b>Presidents' Day</b>	<b>Monday, February 19, 2024</b>
<b>Memorial Day</b>	<b>Monday, May 27, 2024</b>
<b>Independence Day</b>	<b>Thursday, July 4, 2024</b>
<b>Labor Day</b>	<b>Monday, September 2, 2024</b>
<b>Columbus Day</b>	<b>Monday, October 14, 2024</b>
<b>Election Day</b>	<b>Tuesday, November 5, 2024</b>
<b>Veterans' Day</b>	<b>Monday, November 11, 2024</b>
<b>Thanksgiving Day</b>	<b>Thursday, November 28, 2024</b>
<b>Friday after Thanksgiving Day</b>	<b>Friday, November 29, 2024</b>
<b>Christmas Day</b>	<b>Wednesday, December 25, 2024</b>

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***OBSERVED HOLIDAY LIST  
IAFF – 2025***

<b>New Year's Eve</b>	<b>Tuesday, December 31, 2024</b>
<b>Dr. Martin Luther King, Jr.'s Birthday</b>	<b>Monday, January 20, 2025</b>
<b>Presidents' Day</b>	<b>Monday, February 17, 2025</b>
<b>Memorial Day</b>	<b>Monday, May 26, 2025</b>
<b>Independence Day</b>	<b>Friday, July 4, 2025</b>
<b>Labor Day</b>	<b>Monday, September 1, 2025</b>
<b>Columbus Day</b>	<b>Monday, October 13, 2025</b>
<b>Veterans' Day</b>	<b>Tuesday, November 11, 2025</b>
<b>Thanksgiving Day</b>	<b>Thursday, November 27, 2025</b>
<b>Friday after Thanksgiving Day</b>	<b>Friday, November 28, 2025</b>
<b>Christmas Day</b>	<b>Thursday, December 25, 2025</b>

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***OBSERVED HOLIDAY LIST  
IAFF - 2026***

<b>New Year's Eve</b>	<b>Wednesday, December 31, 2025</b>
<b>Dr. Martin Luther King, Jr.'s Birthday</b>	<b>Monday, January 19, 2026</b>
<b>Presidents' Day</b>	<b>Monday, February 16, 2026</b>
<b>Memorial Day</b>	<b>Monday, May 25, 2026</b>
<b>Independence Day</b>	<b>Friday, July 3, 2026</b>
<b>Labor Day</b>	<b>Monday, September 7, 2026</b>
<b>Columbus Day</b>	<b>Monday, October 12, 2026</b>
<b>Election Day</b>	<b>Tuesday, November 3, 2026</b>
<b>Veterans' Day</b>	<b>Wednesday, November 11, 2026</b>
<b>Thanksgiving Day</b>	<b>Thursday, November 26, 2026</b>
<b>Friday after Thanksgiving Day</b>	<b>Friday, November 27, 2026</b>
<b>Christmas Day</b>	<b>Friday, December 25, 2026</b>

Current

GRADE/STEP	1	2	3	4	5	6	7	8	9	10	11	12
1PU	\$ 16.33	\$ 16.66	\$ 16.99	\$ 17.33	\$ 17.68	\$ 18.03	\$ 18.39	\$ 18.76	\$ 19.13	\$ 19.52	\$ 19.91	\$ 20.30
2PU	\$ 18.47	\$ 18.84	\$ 19.22	\$ 19.60	\$ 19.99	\$ 20.39	\$ 20.80	\$ 21.22	\$ 21.64	\$ 22.08	\$ 22.52	\$ 22.97
3PU	\$ 20.49	\$ 20.90	\$ 21.32	\$ 21.74	\$ 22.18	\$ 22.62	\$ 23.08	\$ 23.54	\$ 24.01	\$ 24.49	\$ 24.98	\$ 25.48
4PU	\$ 22.77	\$ 23.23	\$ 23.69	\$ 24.16	\$ 24.65	\$ 25.14	\$ 25.64	\$ 26.16	\$ 26.68	\$ 27.21	\$ 27.76	\$ 28.31
5PU	\$ 25.26	\$ 25.77	\$ 26.28	\$ 26.81	\$ 27.35	\$ 27.89	\$ 28.45	\$ 29.02	\$ 29.60	\$ 30.19	\$ 30.80	\$ 31.41
6PU	\$ 27.29	\$ 27.83	\$ 28.39	\$ 28.96	\$ 29.53	\$ 30.13	\$ 30.73	\$ 31.34	\$ 31.97	\$ 32.61	\$ 33.26	\$ 33.93
7PU	\$ 28.38	\$ 28.94	\$ 29.52	\$ 30.11	\$ 30.72	\$ 31.33	\$ 31.96	\$ 32.60	\$ 33.25	\$ 33.91	\$ 34.59	\$ 35.28

FY23	1	2	3	4	5	6	7	8	9	10	11	12
1PU	\$ 16.82	\$ 17.16	\$ 17.50	\$ 17.85	\$ 18.21	\$ 18.57	\$ 18.94	\$ 19.32	\$ 19.71	\$ 20.10	\$ 20.50	\$ 20.91
2PU	\$ 19.03	\$ 19.41	\$ 19.79	\$ 20.19	\$ 20.59	\$ 21.01	\$ 21.43	\$ 21.85	\$ 22.29	\$ 22.74	\$ 23.19	\$ 23.66
3PU	\$ 21.10	\$ 21.53	\$ 21.96	\$ 22.40	\$ 22.84	\$ 23.30	\$ 23.77	\$ 24.24	\$ 24.73	\$ 25.22	\$ 25.73	\$ 26.24
4PU	\$ 23.45	\$ 23.92	\$ 24.40	\$ 24.89	\$ 25.39	\$ 25.89	\$ 26.41	\$ 26.94	\$ 27.48	\$ 28.03	\$ 28.59	\$ 29.16
5PU	\$ 26.02	\$ 26.54	\$ 27.07	\$ 27.61	\$ 28.17	\$ 28.73	\$ 29.31	\$ 29.89	\$ 30.49	\$ 31.10	\$ 31.72	\$ 32.35
6PU	\$ 28.10	\$ 28.67	\$ 29.24	\$ 29.82	\$ 30.42	\$ 31.03	\$ 31.65	\$ 32.28	\$ 32.93	\$ 33.59	\$ 34.26	\$ 34.94
7PU	\$ 29.23	\$ 29.81	\$ 30.41	\$ 31.02	\$ 31.64	\$ 32.27	\$ 32.92	\$ 33.57	\$ 34.25	\$ 34.93	\$ 35.63	\$ 36.34

FY24	1	2	3	4	5	6	7	8	9	10	11	12
1PU	\$ 17.16	\$ 17.50	\$ 17.85	\$ 18.21	\$ 18.57	\$ 18.94	\$ 19.32	\$ 19.71	\$ 20.10	\$ 20.50	\$ 20.91	\$ 21.33
2PU	\$ 19.41	\$ 19.79	\$ 20.19	\$ 20.59	\$ 21.01	\$ 21.43	\$ 21.86	\$ 22.29	\$ 22.74	\$ 23.19	\$ 23.66	\$ 24.13
3PU	\$ 21.53	\$ 21.96	\$ 22.40	\$ 22.84	\$ 23.30	\$ 23.77	\$ 24.24	\$ 24.73	\$ 25.22	\$ 25.73	\$ 26.24	\$ 26.77
4PU	\$ 23.92	\$ 24.40	\$ 24.89	\$ 25.39	\$ 25.89	\$ 26.41	\$ 26.94	\$ 27.48	\$ 28.03	\$ 28.59	\$ 29.16	\$ 29.74
5PU	\$ 26.54	\$ 27.07	\$ 27.61	\$ 28.17	\$ 28.73	\$ 29.30	\$ 29.89	\$ 30.49	\$ 31.10	\$ 31.72	\$ 32.36	\$ 33.00
6PU	\$ 28.67	\$ 29.24	\$ 29.82	\$ 30.42	\$ 31.03	\$ 31.65	\$ 32.28	\$ 32.93	\$ 33.59	\$ 34.26	\$ 34.94	\$ 35.64
7PU	\$ 29.81	\$ 30.41	\$ 31.02	\$ 31.64	\$ 32.27	\$ 32.92	\$ 33.57	\$ 34.25	\$ 34.93	\$ 35.63	\$ 36.34	\$ 37.07

FY25	1	2	3	4	5	6	7	8	9	10	11	12
1PU	\$ 17.50	\$ 17.85	\$ 18.21	\$ 18.57	\$ 18.94	\$ 19.32	\$ 19.71	\$ 20.10	\$ 20.50	\$ 20.91	\$ 21.33	\$ 21.76
2PU	\$ 19.79	\$ 20.19	\$ 20.59	\$ 21.01	\$ 21.43	\$ 21.85	\$ 22.29	\$ 22.74	\$ 23.19	\$ 23.66	\$ 24.13	\$ 24.61
3PU	\$ 21.96	\$ 22.40	\$ 22.84	\$ 23.30	\$ 23.77	\$ 24.24	\$ 24.73	\$ 25.22	\$ 25.73	\$ 26.24	\$ 26.77	\$ 27.30
4PU	\$ 24.40	\$ 24.89	\$ 25.39	\$ 25.89	\$ 26.41	\$ 26.94	\$ 27.48	\$ 28.03	\$ 28.59	\$ 29.16	\$ 29.74	\$ 30.34
5PU	\$ 27.07	\$ 27.61	\$ 28.17	\$ 28.73	\$ 29.31	\$ 29.89	\$ 30.49	\$ 31.10	\$ 31.72	\$ 32.36	\$ 33.00	\$ 33.66
6PU	\$ 29.24	\$ 29.82	\$ 30.42	\$ 31.03	\$ 31.65	\$ 32.28	\$ 32.93	\$ 33.59	\$ 34.26	\$ 34.94	\$ 35.64	\$ 36.36
7PU	\$ 30.41	\$ 31.02	\$ 31.64	\$ 32.27	\$ 32.92	\$ 33.57	\$ 34.25	\$ 34.93	\$ 35.63	\$ 36.34	\$ 37.07	\$ 37.81

FY25	1	2	3	4	5	6	7	8	9	10	11	12
1PU	\$ 17.67	\$ 18.03	\$ 18.39	\$ 18.76	\$ 19.13	\$ 19.51	\$ 19.90	\$ 20.30	\$ 20.71	\$ 21.12	\$ 21.55	\$ 21.98
2PU	\$ 19.99	\$ 20.39	\$ 20.80	\$ 21.22	\$ 21.64	\$ 22.07	\$ 22.52	\$ 22.97	\$ 23.42	\$ 23.89	\$ 24.37	\$ 24.86
3PU	\$ 22.18	\$ 22.62	\$ 23.07	\$ 23.53	\$ 24.01	\$ 24.49	\$ 24.98	\$ 25.47	\$ 25.98	\$ 26.50	\$ 27.03	\$ 27.57
4PU	\$ 24.64	\$ 25.14	\$ 25.64	\$ 26.15	\$ 26.68	\$ 27.21	\$ 27.75	\$ 28.31	\$ 28.87	\$ 29.45	\$ 30.04	\$ 30.64
5PU	\$ 27.34	\$ 27.89	\$ 28.45	\$ 29.02	\$ 29.60	\$ 30.19	\$ 30.79	\$ 31.41	\$ 32.04	\$ 32.68	\$ 33.33	\$ 34.00
6PU	\$ 29.53	\$ 30.12	\$ 30.72	\$ 31.34	\$ 31.97	\$ 32.61	\$ 33.26	\$ 33.92	\$ 34.60	\$ 35.29	\$ 36.00	\$ 36.72
7PU	\$ 30.71	\$ 31.33	\$ 31.95	\$ 32.59	\$ 33.24	\$ 33.91	\$ 34.59	\$ 35.28	\$ 35.98	\$ 36.70	\$ 37.44	\$ 38.19

Current

GRADE/STEP	13	14	15	16	17	18	19	20	21	22	23	24
1PU	\$ 20.71	\$ 21.12	\$ 21.55	\$ 21.98	\$ 22.42	\$ 22.87	\$ 23.32	\$ 23.79	\$ 24.27	\$ 24.75	\$ 25.25	\$ 25.75
2PU	\$ 23.43	\$ 23.90	\$ 24.37	\$ 24.86	\$ 25.36	\$ 25.87	\$ 26.38	\$ 26.91	\$ 27.45	\$ 28.00	\$ 28.56	\$ 29.13
3PU	\$ 25.99	\$ 26.51	\$ 27.04	\$ 27.58	\$ 28.13	\$ 28.69	\$ 29.27	\$ 29.85	\$ 30.45	\$ 31.06	\$ 31.68	\$ 32.31
4PU	\$ 28.88	\$ 29.45	\$ 30.04	\$ 30.64	\$ 31.26	\$ 31.88	\$ 32.52	\$ 33.17	\$ 33.83	\$ 34.51	\$ 35.20	\$ 35.91
5PU	\$ 32.04	\$ 32.68	\$ 33.34	\$ 34.00	\$ 34.68	\$ 35.38	\$ 36.08	\$ 36.81	\$ 37.54	\$ 38.29	\$ 39.06	\$ 39.84
6PU	\$ 34.60	\$ 35.30	\$ 36.00	\$ 36.72	\$ 37.46	\$ 38.21	\$ 38.97	\$ 39.75	\$ 40.54	\$ 41.36	\$ 42.18	\$ 43.03
7PU	\$ 35.99	\$ 36.71	\$ 37.44	\$ 38.19	\$ 38.96	\$ 39.73	\$ 40.53	\$ 41.34	\$ 42.17	\$ 43.01	\$ 43.87	\$ 44.75

FY23	13	14	15	16	17	18	19	20	21	22	23	24
1PU	\$ 21.33	\$ 21.76	\$ 22.19	\$ 22.64	\$ 23.09	\$ 23.55	\$ 24.02	\$ 24.50	\$ 24.99	\$ 25.49	\$ 26.00	\$ 26.52
2PU	\$ 24.13	\$ 24.61	\$ 25.10	\$ 25.61	\$ 26.12	\$ 26.64	\$ 27.17	\$ 27.72	\$ 28.27	\$ 28.84	\$ 29.41	\$ 30.00
3PU	\$ 26.77	\$ 27.30	\$ 27.85	\$ 28.40	\$ 28.97	\$ 29.55	\$ 30.14	\$ 30.75	\$ 31.36	\$ 31.99	\$ 32.63	\$ 33.28
4PU	\$ 29.74	\$ 30.34	\$ 30.95	\$ 31.56	\$ 32.20	\$ 32.83	\$ 33.50	\$ 34.17	\$ 34.85	\$ 35.55	\$ 36.26	\$ 36.98
5PU	\$ 33.00	\$ 33.66	\$ 34.34	\$ 35.02	\$ 35.72	\$ 36.44	\$ 37.17	\$ 37.91	\$ 38.67	\$ 39.44	\$ 40.23	\$ 41.03
6PU	\$ 35.64	\$ 36.36	\$ 37.08	\$ 37.82	\$ 38.58	\$ 39.35	\$ 40.14	\$ 40.94	\$ 41.76	\$ 42.60	\$ 43.45	\$ 44.32
7PU	\$ 37.07	\$ 37.81	\$ 38.57	\$ 39.34	\$ 40.12	\$ 40.93	\$ 41.74	\$ 42.58	\$ 43.43	\$ 44.30	\$ 45.19	\$ 46.09

FY24	13	14	15	16	17	18	19	20	21	22	23	24
1PU	\$ 21.76	\$ 22.19	\$ 22.64	\$ 23.09	\$ 23.55	\$ 24.02	\$ 24.50	\$ 24.99	\$ 25.49	\$ 26.00	\$ 26.52	\$ 27.05
2PU	\$ 24.61	\$ 25.10	\$ 25.61	\$ 26.12	\$ 26.64	\$ 27.17	\$ 27.72	\$ 28.27	\$ 28.84	\$ 29.41	\$ 30.00	\$ 30.60
3PU	\$ 27.30	\$ 27.85	\$ 28.40	\$ 28.97	\$ 29.55	\$ 30.14	\$ 30.75	\$ 31.36	\$ 31.99	\$ 32.63	\$ 33.28	\$ 33.95
4PU	\$ 30.34	\$ 30.95	\$ 31.56	\$ 32.20	\$ 32.84	\$ 33.49	\$ 34.17	\$ 34.85	\$ 35.55	\$ 36.26	\$ 36.98	\$ 37.72
5PU	\$ 33.66	\$ 34.34	\$ 35.02	\$ 35.72	\$ 36.44	\$ 37.17	\$ 37.91	\$ 38.67	\$ 39.44	\$ 40.23	\$ 41.03	\$ 41.85
6PU	\$ 36.36	\$ 37.08	\$ 37.82	\$ 38.58	\$ 39.35	\$ 40.14	\$ 40.94	\$ 41.76	\$ 42.60	\$ 43.45	\$ 44.32	\$ 45.20
7PU	\$ 37.81	\$ 38.57	\$ 39.34	\$ 40.12	\$ 40.93	\$ 41.74	\$ 42.58	\$ 43.43	\$ 44.30	\$ 45.19	\$ 46.09	\$ 47.01

FY25	13	14	15	16	17	18	19	20	21	22	23	24
1PU	\$ 22.19	\$ 22.64	\$ 23.09	\$ 23.55	\$ 24.02	\$ 24.50	\$ 24.99	\$ 25.49	\$ 26.00	\$ 26.52	\$ 27.05	\$ 27.59
2PU	\$ 25.10	\$ 25.61	\$ 26.12	\$ 26.64	\$ 27.17	\$ 27.72	\$ 28.27	\$ 28.84	\$ 29.41	\$ 30.00	\$ 30.60	\$ 31.21
3PU	\$ 27.85	\$ 28.40	\$ 28.97	\$ 29.55	\$ 30.14	\$ 30.75	\$ 31.36	\$ 31.99	\$ 32.63	\$ 33.28	\$ 33.95	\$ 34.62
4PU	\$ 30.95	\$ 31.56	\$ 32.20	\$ 32.84	\$ 33.50	\$ 34.16	\$ 34.85	\$ 35.55	\$ 36.26	\$ 36.98	\$ 37.72	\$ 38.48
5PU	\$ 34.34	\$ 35.02	\$ 35.72	\$ 36.44	\$ 37.17	\$ 37.91	\$ 38.67	\$ 39.44	\$ 40.23	\$ 41.03	\$ 41.85	\$ 42.69
6PU	\$ 37.08	\$ 37.82	\$ 38.58	\$ 39.35	\$ 40.14	\$ 40.94	\$ 41.76	\$ 42.60	\$ 43.45	\$ 44.32	\$ 45.20	\$ 46.11
7PU	\$ 38.57	\$ 39.34	\$ 40.12	\$ 40.93	\$ 41.74	\$ 42.58	\$ 43.43	\$ 44.30	\$ 45.19	\$ 46.09	\$ 47.01	\$ 47.95

FY25	13	14	15	16	17	18	19	20	21	22	23	24
1PU	\$ 22.42	\$ 22.86	\$ 23.32	\$ 23.79	\$ 24.26	\$ 24.75	\$ 25.24	\$ 25.75	\$ 26.26	\$ 26.79	\$ 27.32	\$ 27.87
2PU	\$ 25.36	\$ 25.86	\$ 26.38	\$ 26.91	\$ 27.45	\$ 27.99	\$ 28.55	\$ 29.13	\$ 29.71	\$ 30.30	\$ 30.91	\$ 31.53
3PU	\$ 28.13	\$ 28.69	\$ 29.26	\$ 29.85	\$ 30.44	\$ 31.05	\$ 31.67	\$ 32.31	\$ 32.95	\$ 33.61	\$ 34.29	\$ 34.97
4PU	\$ 31.25	\$ 31.88	\$ 32.52	\$ 33.17	\$ 33.83	\$ 34.50	\$ 35.20	\$ 35.90	\$ 36.62	\$ 37.35	\$ 38.10	\$ 38.86
5PU	\$ 34.68	\$ 35.37	\$ 36.08	\$ 36.80	\$ 37.54	\$ 38.29	\$ 39.05	\$ 39.84	\$ 40.63	\$ 41.44	\$ 42.27	\$ 43.12
6PU	\$ 37.45	\$ 38.20	\$ 38.97	\$ 39.75	\$ 40.54	\$ 41.35	\$ 42.18	\$ 43.02	\$ 43.88	\$ 44.76	\$ 45.66	\$ 46.57
7PU	\$ 38.95	\$ 39.73	\$ 40.53	\$ 41.34	\$ 42.16	\$ 43.01	\$ 43.87	\$ 44.74	\$ 45.64	\$ 46.55	\$ 47.48	\$ 48.43

## SHIFT EXCHANGE REQUEST FORM DEPARTMENT OF EMERGENCY SERVICES

For use by those employees (e.g. – Requester) requesting a shift exchange with another employee (e.g. – Receiver). This form must be completed in its entirety and submitted to the requesting employee's immediate supervisor. Be advised the shift exchange is not deemed to be approved until after the request has been reviewed and sign off below by all parties (e.g. – requesting employee, replacement employment and the supervisor).

### REQUESTER INFORMATION

Full Name & EID #: \_\_\_\_\_ Position: \_\_\_\_\_

Shift exchange requested (date(s)/time(s)): \_\_\_\_\_

### RECEIVER INFORMATION

Full Name & EID #: \_\_\_\_\_ Position: \_\_\_\_\_

Agrees to Work Shift Date (date(s)/time(s)): \_\_\_\_\_

### REPAYMENT INFORMATION (Requestor to work for Receiver)

Full Name & EID #: \_\_\_\_\_ Position: \_\_\_\_\_

In repayment agrees to Work Shift Date (date(s)/time(s)): \_\_\_\_\_

### ACKNOWLEDGEMENT

By signing below the requester and receiver understand, acknowledge, and agree to the following:

- The requester and the receiver have discussed and mutually agreed to the shift exchange as identified above.
- The shift exchange is not considered approved until the *Shift Exchange Request Form* has been reviewed and approved by the Supervisor, and the exchange is posted on the work schedule.
- The Department of Emergency Services reserves the right to enforce repayment of the time or compensation not paid as a result of the agreement between the requester and receiver.
- If the receiving employee does not report for duty as agreed upon within the approved shift exchange, he/she shall have 1.5 times the amount of time the receiving employee agreed to work deducted from their accrued and available leave and will be subject to disciplinary action as deemed appropriate.
- If the requesting employee does not follow the agreement as set forth within the approved shift exchange, he/she shall have 1.5 times the amount of time the receiving employee agreed to work deducted from their accrued and available leave and will be subject to disciplinary action as deemed appropriate.
- There shall be no remuneration or consideration between the two shift exchange employees.

\_\_\_\_\_  
Requesting Employee Printed Name & Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Receiving Employee Printed Name & Signature

\_\_\_\_\_  
Date

### AUTHORIZATION

Shift exchange is:     **APPROVED**     **DENIED**     **ENTERED ON SCHEDULE**

Comments: \_\_\_\_\_

\_\_\_\_\_  
Supervisor Printed Name & Signature


\_\_\_\_\_  
Date

The parties have executed this Agreement, this 29 day of September, 2022.

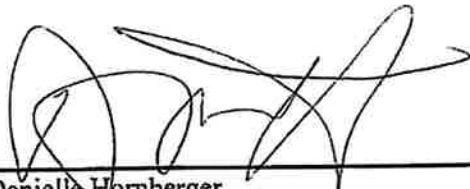
For PUBLIC SAFETY  
PROFESSIONALS OF CECIL  
COUNTY, INTERNATIONAL  
ASSOCIATION OF FIRE FIGHTERS,  
LOCAL 4645:

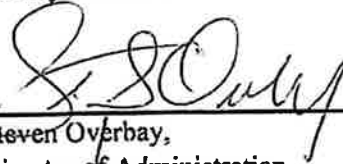
By   
\_\_\_\_\_  
Bill Adams,  
President

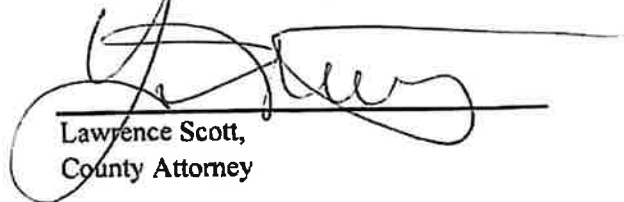
  
\_\_\_\_\_  
Stephen Cummins,  
Vice-President

  
\_\_\_\_\_  
Sara Faulman,  
Attorney

For CECIL COUNTY:

  
\_\_\_\_\_  
Danielle Hornberger,  
County Executive

  
\_\_\_\_\_  
Steven Overbay,  
Director of Administration

  
\_\_\_\_\_  
Lawrence Scott,  
County Attorney