

**COUNTY COUNCIL OF CECIL COUNTY, MARYLAND  
LEGISLATIVE SESSION DAY 2015-22**

**RESOLUTION NO. 62-2015**

**Title of Resolution:** Amendment - Personnel Policies and Procedures

**Synopsis:** A Resolution to amend certain sections of the Cecil County Personnel Policies and Procedures, Section HR-02B Employment Types, Section HR-03A Pay Structures; Section HR-04A Payroll Period; Section HR-04B Overtime, Section HR-04C Holiday Pay; Section HR-04D Shift Differential; HR-012C Definitions; and Glossary.

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

**Introduced and ordered posted on:** November 17, 2015

**Public hearing scheduled on:** December 15, 2015 at: 7:00 p.m.

**Tentative Consideration on :** January 5, 2016

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

**PUBLIC HEARING**

Notice of time and place of public hearing and title of Resolution having been posted by \_\_\_\_\_ at the County Administration Building, 200 Chesapeake Blvd., Elkton and having been published according to the Charter on \_\_\_\_\_, a public hearing was held on \_\_\_\_\_, and concluded on \_\_\_\_\_.

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

**Explanation:** CAPITAL LETTERS UNDERLINED INDICATE MATTER ADDED TO EXISTING DOCUMENT  
~~Strike through~~ indicate deleted from existing document  
Underlining indicates language added to document by amendment.  
~~Double Strike through~~ indicates language stricken from document by amendment.

1           **WHEREAS**, pursuant to Chapter A384-1. Personnel Policies and Procedures of the Code of Cecil  
2 County, the Cecil County Council must adopt the provisions in the current revision of the Cecil County,  
3 Maryland, Personnel Policies and Procedures Manual, which shall apply to Cecil County employees, when  
4 relevant; and

5           **WHEREAS**, the County Code empowers the County Council to change or repeal any or all of the  
6 provisions of the Personnel Policies and Procedures at any time; and

7           **WHEREAS**, the County Executive has recommended the changes to the Cecil County Personnel  
8 Policies and Procedures to the County Council of Cecil County.

9           **NOW, THEREFORE, BE IT HEREBY RESOLVED** by the County Council of Cecil County, Maryland that  
10 the proposed changes to the Cecil County Personnel Policies and Procedures are hereby approved as  
11 follows:

12           1.       In section HR-002B Employment Types, within the chart, on row "Regular Full Time" and  
13 column "Probationary Period", amend as follows:

14                   "Sheriff's Office - ~~12~~ **18** months for sworn officers; Other Offices - 6 months"

15           2.       In section HR-003A Pay Structure, insert the following:

16                   "Shift Accumulator (Sworn Law Enforcement Officer – Patrol): The employee’s normal  
17 regularly scheduled shift shall be 11.25 hours, but salary will be paid at a total of 80 hours  
18 per pay period cycle. The payroll system will track actual hours worked as well as hours  
19 paid. Each January 1<sup>st</sup>, the accumulator will be zeroed out and if an employee is in an  
20 overage, these hours will be added to their vacation accruals. If the employee should owe,  
21 the time will be withdrawn from the employee’s paycheck in a maximum of 3 hour  
22 increments per pay period cycle until the balance is paid."

23           3.       In section HR-004A Payroll Period, amend as follows:

24                   **NON-EXEMPT** employees are required to complete a timesheet for submission to the  
25 Department of Human Resources for calculation of **PAY** ~~hours to be paid.~~"

26           4.       In Section HR-004B Overtime amend the chart as follows:  
27

| Department   | Regular Overtime Compensation  | Emergency Work  | Call Out Pay  |
|--|--|---|---|
| Roads, Landfill, Wastewater Operators, Facilities Management & Permits & Inspection Inspectors | Time & ½ paid for hours worked in excess of 40 hours in a single workweek; time taken off for holiday and personal floating holiday hours are counted as hours worked.   | All paid <i>absences</i> will be counted as hours worked. | Automatic 2 hours in overtime compensation for any call out situation |
| Sworn Law Enforcement Officers - (Patrol)  | Time & ½ is paid for hours worked in excess of <b>8 11.25</b> hours in a single day; if employee works any hours on scheduled day off, time & ½ is paid for those hours; <b><u>TIME TAKEN OFF FOR VACATION, HOLIDAY, AND PERSONAL FLOATING HOLIDAY HOURS ARE COUNTED AS HOURS WORKED</u></b> | Not Applicable  | Not Applicable  |
| <b><u>SWORN LAW ENFORCEMENT OFFICERS - (NON-PATROL)</u></b>                                    | <b><u>TIME &amp; 1/2 IS PAID FOR HOURS WORKED IN EXCESS OF 8 HOURS IN A SINGLE DAY; IF EMPLOYEE WORKS ANY HOURS ON SCHEDULED DAY OFF, TIME &amp; 1/2 IS PAID FOR THOSE HOURS; TIME TAKEN OFF FOR VACATION, HOLIDAY, AND PERSONAL FLOATING HOLIDAY HOURS ARE COUNTED AS HOURS WORKED</u></b>  | <b><u>NOT APPLICABLE</u></b>                              | <b><u>NOT APPLICABLE</u></b>  |

|   |  |  |                                     |
|---|--|--|-------------------------------------|
| <p>Sworn Officers in Corrections<br/><b><u>CORRECTIONAL OFFICERS</u></b></p>  | <p><del>Time &amp; ½ paid for hours worked in excess of 40 80 hours in a single work week; time taken off for vacation, holiday, and personal floating holiday hours are counted as hours worked</del><br/><b>8 hour Shift Configuration*:</b><br/><br/>Time &amp; ½ paid for hours worked in excess of 40 hours in a single workweek; time taken off for vacation, holiday, and personal floating holiday hours are counted as hours worked<br/><br/><b>12 hour Shift Configuration*:</b><br/><br/>Time &amp; ½ paid for hours worked in excess of 84 hours in a 2 week pay period; time taken off for vacation, holiday, and personal floating holiday hours are counted as hours worked</p> | <p>Not Applicable</p>  | <p>Not Applicable</p>               |
| <p><b><u>WORK RELEASE OFFICERS</u></b></p>  | <p><b><u>TIME &amp; 1/2 PAID FOR HOURS WORKED IN EXCESS OF 40 HOURS IN A SINGLE WORKWEEK; TIME TAKEN OFF FOR VACATION, HOLIDAY, AND PERSONAL FLOATING HOLIDAY HOURS ARE COUNTED AS HOURS WORKED.</u></b></p>   | <p><b><u>NOT APPLICABLE</u></b></p>  | <p><b><u>NOT APPLICABLE</u></b></p> |
| <p>Emergency Services (effective pay period starting 07/03/10)<br/><br/>(12-hour shifts)<br/>Regular schedule is 7 twelve-hour days per</p> | <p>Time &amp; 1/2 is paid for hours worked beyond 40; time taken off for vacation, sick, holiday and personal floating holidays hours are not counted as hours</p>   | <p>When covering an open shift or attending mandatory training beyond the regularly scheduled workweek, compensation will be paid at time and 1/2.</p> | <p>Not Applicable</p>               |

|  |  |   |                       |
|--|--|---|-----------------------|
| <p>pay period: 4 twelve-hour shifts (48 hours/week) and 3 twelve-hour shifts (36 hours/week)</p> | <p>worked for calculation of overtime pay.</p> <p>NOTE: If on leave for whole pay period, 84 hours will be charged to accruals (48+36). Maximum of 48 hours will be charged to leave accruals in one week.</p> | <p>NOTE: Any training attended that is not mandatory will be paid at a straight rate of pay unless hours worked are over 40 hours in the week training is attended.</p> |                       |
| <p>All other departments</p>   | <p>Time &amp; 1/2 paid for hours worked in excess of 40 hours in a single workweek. Time taken off for holiday and personal floating holiday are counted as hours worked.</p>                                  | <p>Not Applicable</p>   | <p>Not Applicable</p> |

28 \*Shift configuration determined by Sheriff's Office Administration to meet operation requirements.

29 5. In Section HR-004C Holiday Pay – amend as follows:  
30 Update 24 Hour Operations section to standardize the issuance and usage of Holiday Pay  
31 when employee works and when the employee is scheduled off to reflect the following:  
32 ***“24-hour ~~public safety~~ Operations*** (Law Enforcement, Detention Center, Community  
33 Corrections, Domestic Violence and Emergency Services).

34 **1) EMPLOYEES WILL BE PROVIDED HOLIDAY TIME EQUAL TO THE ADOPTED HOLIDAY**  
35 **LISTING EACH YEAR TO BE USED AS FOLLOWS:**

36 a) Employees ~~scheduled to work~~ working on an observed holiday to meet  
37 operating needs **WILL** ~~is entitled to~~ receive additional pay up to **THE**  
38 **EMPLOYEE'S NORMAL REGULARLY SCHEDULED SHIFT HOURS AT THE REGULAR**  
39 **RATE OF PAY; 8 hours at the regular rate of pay or offset time within the same**  
40 ~~payroll period as the holiday; or~~

41 b) Employee ~~scheduled off~~ **NOT WORKING** on an observed holiday  
42 **EARNs** ~~is entitled to offset~~ 8 hours of holiday PAY THAT MAY BE SCHEDULED  
43 OFF AT A LATER DATE. ~~time to be used within the calendar year earned.~~

44 ~~Holidays earned in the first half of the calendar year can be used between~~  
45 ~~January through June, holidays earned in second half of calendar year can be~~  
46 ~~used July through December.~~ **UNUSED HOLIDAY LEAVE, ALTHOUGH EARNED**

47 **ON A CALENDAR YEAR BASIS, MAY BE CARRIED OVER UNTIL JUNE 30TH OF**  
48 **THE FOLLOWING YEAR.** ~~Accrued holidays will be forfeited if they are not used~~  
49 ~~by the end of the calendar year. If a paid sick day is taken on the holiday, the~~  
50 ~~holiday will be accrued and sick leave will be reduced ”~~

51 6. In Section HR-004D Shift Differential: amend as follows:  
52 Due to Cecil County Government’s service responsibilities, some employees are required to  
53 operate on a shift basis. A differential is paid to compensate the employee for disruption  
54 to family life or normal day/night schedules. Shift workers are those *non-exempt* full-  
55 time employees who replace or are replaced by another employee in a 24/7  
56 operation or are assigned to work on a shift basis (Facilities Management, Domestic  
57 Violence Shelter) and work a *qualifying shift*. The rate of shift differential pay is set by  
58 the *County Council* and may be adjusted from time to time.

- 59 1) Shift differential will be paid, on a prorated basis, to eligible full-time employees  
60 working only part of their scheduled *qualifying shift* due to use of vacation, sick or  
61 personal leave; and,
- 62 2) A *qualifying shift* **IS ONE THAT IS** ~~means an established work period, regularly~~  
63 ~~scheduled~~ **AND STARTS AFTER 1500 AND ENDS BEFORE 0600.** ~~to meet required~~  
64 ~~staffing levels, which must begin between 1400 and 0300 and is scheduled for an~~  
65 ~~eight hour duration or begins between 1800 and 0600 for a scheduled twelve hour~~  
66 ~~duration; and~~
- 67 3) Shift differential will ~~not~~ be paid **ON A PRO-RATED BASIS, TO ELIGIBLE FULL-TIME**  
68 **EMPLOYEES WORKING ONLY PART OF THEIR SCHEDULED QUALIFYING SHIFT DUE**  
69 **TO USE OF VACATION, SICK, OR PERSONAL LEAVE** ~~for hours worked between 0800~~  
70 ~~and 1400 hours inclusive for 8 hour operations. Also, it will not be paid for hours~~  
71 ~~worked between 0600 and 1800. These are non-qualifying shifts; and~~
- 72 4) **A NON-QUALIFYING SHIFT IS ONE THAT STARTS OR ENDS OUTSIDE THE HOURS**  
73 **NOTED IN #3 ABOVE; AND IF AN EMPLOYEE IS HELD OVER FROM REGULARLY**  
74 **SCHEDULED SHIFT FOR AT LEAST FOUR (4) HOURS INTO A QUALIFYING SHIFT,**  
75 **THEY WILL BE PAID SHIFT DIFFERENTIAL IN ADDITION TO ANY OVERTIME FOR THE**  
76 **HOURS WORKED IN THE QUALIFYING SHIFT.**
- 77 5) If an employee **IS HELD OVER FROM A REGULARLY SCHEDULED SHIFT FOR** ~~works~~  
78 ~~at least four (4) hours of a *qualifying shift* and is regularly scheduled for an eight-~~  
79 ~~hour or twelve-hour workday,~~ they **WILL** ~~shall~~ be paid the shift differential rate in  
80 addition to any overtime ~~payment for the~~ hours **PAID** ~~worked in the *qualifying*~~  
81 ~~*shift.*~~
- 82 6) ~~Shift differential is not paid to an employee who works overtime while on paid~~  
83 ~~leave, i.e., scheduled off on a holiday but works an overtime assignment.~~  
84 Employees responding to emergency calls or temporary return to duty are ineligible  
85 to receive shift differential for those hours.
- 86 7. In Section HR-012C Definitions, amend as follows:  
87 **“Instant Messages** - A type of communication that enables you to create a private chat  
88 room with another individual in order to communicate in real time over the **MICROSOFT**

89                    **OUTLOOK** ~~Lotus Sametime~~ or the Internet, analogous to a telephone conversation but  
90                    using text- based, not voice-based, communication.”

91                    8.        In Glossary of Terms, insert the following:

92                    **“Shift Accumulator:** System used to record hours worked per week to verify 2080 hours  
93                    per year. If employee works under 2080 hours, balance will be withdrawn from leave  
94                    accruals. If employee works over 2080 hours, additional leave will be added to the  
95                    employee’s accruals.”

96                    **AND BE IT FURTHER RESOLVED THAT** the Cecil County Personnel Policies and Procedures  
97                    are hereby amended by the County Council of Cecil County according to the Chapter A384-2  
98                    of the Code of Cecil County.

99                    **AND BE IT FURTHER RESOLVED THAT** that this Resolution shall take effect on the date of  
100                    its passage by the County Council of Cecil County, Maryland.

INTRODUCED: November 17, 2015

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

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

ATTEST:

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