

10 **HR-001A** **Unclassified positions.**
 11 Employees in the following *positions* are considered unclassified and serve *at the pleasure of* their
 12 respective *appointing authority* and therefore, are not covered by the grievance procedures outlined in
 13 this manual:

Chief Deputy Sheriff	Circuit Court Staff
Council Manager	Director of Information Technology
Director of Administration	Director of Law Enforcement
Deputy Director of Detention Center	Director of Parks & Recreation
Director of Senior Services & Community Transit	Director of Permits & Inspections
Director of Community Corrections	Director of Planning & Zoning
Director of Detention Center	Director of Public Works
Director of Economic Development	Executive Secretary to the Sheriff
Director of Emergency Services	Deputy & Assistant State’s Attorneys’, Criminal Investigators and Executive Secretary
Director of Housing & Community Development	Director of Finance
Director of Human Resources	Regular Part-Time, Temporary, On-Call, Contractual and Grant-Funded positions

Comment [a1]: Added "Council Manager"

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 15 **HR-002B** **Employment Types**
 16 Reflecting both the needs of individual agencies and the needs of employees to balance work and
 17 personal life, Cecil County Government provides several types of employment which differ based on hours
 18 worked, expected duration, *appointing authority*, applicable policies and available funds and benefits.

Employment Type	Hours/Week	Duration	Probationary Period	Benefits Eligibility	Grievance Procedures
Regular Full Time	40 Hours	Indefinite	Sheriff’s Office – 12 months for sworn officers; Other Offices – 6 months	Full Benefits	Applies to classified employees
Regular Part Time	Less than 39	Indefinite	Do not apply	30-39 Hours/Week PTO, Health Care ¹ ,	Do not apply

Employment Type	Hours/Week	Duration	Probationary Period	Benefits Eligibility	Grievance Procedures
	Hours			Dental ¹ and Vision ¹ Coverage, Pension, and State/Federal Mandated Laws Less than 30 Hours/Week PTO, Pension, and State/Federal Mandated Laws	
Temporary	40	6 months or less	Do not apply	None	Do not apply
On-Call	As needed	Indefinite	Do not apply	State/Federal Mandated Laws	Do not apply
Contract/Grant	Set under contract	Set under contract	Do not apply	Established through the Personal Services Agreement	

Comment [a2]: Updated to reflect changes to regular part time employees eligible for benefits as of 1/1/2014.

¹Health Care, Dental and Vision Coverage for 30-39 Hours/Week Regular Part Time employees effective January 1, 2014.

Comment [a3]: Added footnote to reflect effective date of health care coverage for 30+ hours/week employees.

HR002E: Background Investigations

Cecil County Government believes that employing the best-qualified individuals contributes to the County's overall strategic success. Pre-employment background checks are a critical part of the selection process and are to determine and/or confirm, within appropriate legal and professional limits, the qualifications and suitability of a job candidate for the particular position for which the candidate is being considered.

Cecil County Government will perform pre-employment background checks on all candidates for employment. In addition, should an employee transfer to another position whether voluntarily or involuntarily within the County, any additional required background checks for that position which have not previously been performed, will be performed prior to transfer. The components of each candidate's background check will depend on the position.

Comment [vr4]: New Section added to include County procedures.

HR-002I: Separation

36 Employment terminates at the end of the work shift of the last day worked. Cecil County Government
37 encourages an employee who is considering leaving County employment to inform their supervisor prior
38 to the required 2-week period to allow for advertising and filling the position as soon as possible.
39 *Accrued, unused vacation leave* is paid in the final paycheck. Where the employee has not returned
40 County-owned equipment, property, contracted uniforms and identification cards, or if more personal
41 floating holiday hours are used than earned, the appropriate amounts are deducted from the employee's
42 final paycheck.

Comment [a5]: Edited for format.

Comment [a6]: Added section "or if more personal floating holidays are used than earned" and updated for content.

44 **HR-006B: Family and Medical Leave**

45 **Purpose and Definition** – Certain life events may make it difficult for you to work. Federal law, under the
46 Family and Medical Leave Act (FMLA), provides a means for employees to balance their work and family
47 responsibilities by taking unpaid leave for certain reasons. FMLA is consistent with Cecil County
48 Government's interest in promoting family stability and economic security. The FMLA provides an
49 entitlement of up to 12 weeks of unpaid job-protected leave to eligible employees for the following
50 reasons:

51 **Basic Leave Entitlement**

- 52 For incapacity due to pregnancy, prenatal medical care or child birth;
- 53 To care for the employee's child after birth, or placement for adoption or foster care;
- 54 To care for the employee's spouse, child (under age 18 unless he/she is "incapable of self-care
55 because of a mental or physical disability"), or parent, who has a serious health condition; or
- 56 For employee's serious health condition that makes him/her unable to perform one or more
57 essential job functions.

Comment [a7]: Edited to reflect FMLA language.

Comment [a8]: Edited to reflect FMLA language.

58 **Military Family Leave Entitlements**

- 59 Eligible employees with a spouse, child, or parent on active duty or called to active duty status in
60 the National Guard or Reserves in support of a contingency operation may use their 12-week leave
61 entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending
62 certain military events, arranging for alternative childcare, addressing certain financial and legal
63 arrangements, attending certain counseling sessions, and attending post-deployment reintegration
64 briefings.
- 65 FMLA also includes a special leave entitlement that permits eligible employees to take up to 26
66 weeks of leave to care for a covered service member during a single 12-month period. A covered
67 service member is a current member of the Armed Forces, including a member of the National Guard
68 or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may

Comment [a9]: Edited to reflect FMLA language.

69 render the service member medically unfit to perform his or her duties for which the service member
70 is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the
71 temporary disability retired list.

72 **Serious Health Condition** – A serious health condition is an illness, injury, impairment or physical or
73 mental condition that involves either an overnight stay in a medical care facility, or continuing treatment
74 by a health care provider for a condition that either prevents the employee from performing the essential
75 functions of their job, or prevents the qualified family member from participating in school or other daily
76 activities.

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

81 **Eligibility** – An employee is eligible to apply for FMLA leave if they have worked for Cecil County
82 Government for at least one year and for 1,250 hours over the 12 months preceding the requested leave.

83 **Requesting FMLA Leave and Providing On-going Documentation** – To procure FMLA leave, an employee
84 contacts the County’s third party administrator for initial FMLA paperwork. Where the initiating reason is
85 foreseen, the employee should provide 30 days advance notice. Where the leave is requested to attend
86 to an emergency, the request should be made as soon as possible and no later than the 4th consecutive
87 day of Absence. Failure to submit the required forms timely will result in the FMLA entitlement being
88 delayed.

89 **Medical Certification Process** – The County’s third party administrator may communicate with the health
90 care provider to authenticate or clarify the patient’s health condition as part of the certification process.
91 In addition, if it is deemed that additional information is required, a written notice will be provided by the
92 third party administrator to the employee listing what information is lacking. The employee will have
93 seven (7) calendar days to respond to the request for additional information.

94 Where there is a question regarding the FMLA request or documentation provided by the employee, Cecil
95 County Government has the right to require a second, and, as necessary, third medical opinion to justify
96 or refute the need for the FMLA leave.

97 **FMLA Leave** – An employee approved for FMLA leave will be able to receive up to 12 weeks of job-
98 protected leave (paid and/or unpaid) in a *rolling 12-month period* to manage the FMLA-qualifying event.
99 An employee on FMLA Leave to attend to their own serious health condition or for a dependent that
100 qualifies under the Basic Leave Entitlement is first required to exhaust all accrued paid leave time (sick,
101 vacation, and personal) and then the balance of the FMLA leave is unpaid time off.

Comment [a10]: Added verbiage to reflect new 3rd party administrator procedures.

Comment [a11]: Removed section referring to returning paperwork to FMLA due to 3rd party administrator.

Comment [a12]: Added verbiage to reflect new 3rd party administrator procedures.

Comment [a13]: Updated verbiage due to 3rd party administrator.

102 Spouses working for Cecil County Government are both eligible for FMLA leave. However, the aggregate
103 leave period for both employees may be limited to 12 weeks during any 12-month period if the leave is
104 for birth of the employee's child, the adoption or placement of a foster child with the employee, or to
105 attend to a sick parent.

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107 **HR-006C: Funeral Leave**

108 If you are a full-time active employee (including probationary employee) and experience a death in your
109 immediate family, such as parent (including step-parent), spouse, child (including stepchild and legally
110 adopted child), grandchild, grandparent, sibling, parent-in-law (must be married to child of in-law), or
111 death of anyone living in the employee's household, Cecil County Government will pay up to 3 days
112 straight wages to cover scheduled work time lost due to the death in the family. This is meant to cover
113 time from the notification of the death up to and including the date of the burial. Vacation leave may be
114 requested if the employee requires additional time off to attend to matters associated with the death.

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116 **HR-006H: Personal Floating Holidays**

117 The *County Executive*, at the beginning of each calendar year, announces the actual number of personal
118 floating holidays. These hours are available for when an employee cannot report or needs to leave work
119 early for personal reasons, or to attend wellness related appointments for themselves or immediate
120 family members (such as, annual physicals, dental check-up, annual vision exam, colonoscopy, etc.).
121 Employees shall inform his/her supervisor or other designated person in his/her area as soon as practical
122 of the need to use personal floating holiday hours. An employee in a twenty-four hour operation shall
123 provide notice a minimum of 2 hours prior to the start of his/her shift. If such notification is not received,
124 the *absence* is considered to be unauthorized.

125 These personal floating holidays may be scheduled and used in one-hour increments and must be used in
126 the calendar year earned. Forty (40) hours of personal floating holidays are awarded to employees on
127 payroll as of January 1st; however, if employment is severed during the calendar year, employee is only
128 eligible for a pro rata cash balance of the hours based on the amount of the year worked per the chart
129 below. If more floating holiday hours are used than earned, a deduction of the hours will be made from
130 the final paycheck.

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Comment [a14]: Revised to include 3 days (not 24 hours) for immediate family as noted. Removed section on 8 hours for attendance at funeral.

Comment [a15]: Added verbiage due to added days for wellness services.

Comment [a16]: Updated to reflect 40 hours per calendar year.

135 **HR-006J: Sick Leave Insurance**

136 □ **Sickness in Family –**

137 ▪ Non-FMLA *absence*: An employee may use accrued unused sick leave for an *absence* that does not
138 qualify for FMLA for the illness or injury of an individual living in the employee’s household (or
139 employee’s parents). *Absence* will be counted as an occurrence.

Comment [a17]: Removed “can” and added “may”.
Removed “48 hours”

Comment [a18]: Removed “to be recorded on timesheet as SF”.

141 **HR-006L: Severe Weather Conditions & Unforeseen Designated Emergencies**

142 □ **Closed** – if or when the *County Executive* closes business due to inclement weather or other
143 designated emergency:

144 ▪ *Non-essential employees* are not required to report to work and will be paid for the full day the
145 Government is closed. If the employee was previously scheduled for vacation, personal, or sick
146 leave for the day, the day will be charged to the pre-approved leave.

147 ▪ *Non-essential employees* already at work when the Government closes early shall be paid for the
148 remainder of their workday at their regular rate of pay without charging leave time.

149 ▪ *Non-essential employees* who choose to leave before an announcement is made that the
150 Government is closed will be charged vacation or personal leave, or leave without pay for the
151 remainder of the day.

152 ▪ *Essential employees* who do not report for work shall be charged vacation or personal leave, or
153 leave without pay for the time not worked and may be subject to *disciplinary action* for failing to
154 report to work. *Essential employees* who call in sick will be required to provide a physician’s
155 certification.

Comment [a19]: Updated to reflect non charging leave time and additional personal added if essential and physician’s certificate required if call in sick and essential.

156 ▪ *Essential employees* who are required to report to work, or at work when the Government closes,
157 will receive up to 8 hours additional personal leave accruals for hours worked during closure.

Comment [a20]: Updated to reflect if closed to be paid for full day.
Essential employees not working charged leave.
Essential employees calling in sick provide physician’s certification.
Essential employees working receive up to 8 hours personal leave.

159 **HR-006M: Vacation Leave**

160 Vacation leave may be used in 1-hour increments or consecutive days at a time up to the total number of
161 hours accrued and unused. Vacation leave may be accrued to a maximum carryover of 280 hours from
162 one fiscal year to the next. *Accrued, unused vacation leave* in excess of 280 hours at the start of a new
163 fiscal year will be forfeited. In certain circumstances vacation time (above 280 hours) may be carried
164 over into the new fiscal year based on recommendation from the department head and final approval of
165 the County Executive.

Comment [a21]: Deleted “240” and increased to “280”

Comment [a22]: Deleted “240” and increased to “280”

Comment [a23]: Deleted “240” and increased to “280”

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168 **HR-006N: Workers' Compensation**

169 **Return from leave** - Cecil County Government will make every effort to assist the employee in
170 rehabilitation and ultimate return to work. All employees are required to obtain a statement of physical
171 capabilities and/or work status from their physician, physician assistant or certified nurse practitioner.
172 These physical capabilities and/or work status form must be turned into the Department of Human
173 Resources no later than 1 day from the medical visit. Cecil County Government will make every effort to
174 accommodate an employee's restrictions provided that they are provided-by a licensed medical provider.
175 Since work functions as a form of occupational therapy, employees are encouraged to return to work as
176 soon as possible. If an employee refuses an offer by the County of modified duty, then Cecil County
177 Government will notify their Third Party Administrator to terminate the employee's temporary total
178 disability benefits, and the employee will not be reimbursed for any personal or unpaid leave that the
179 employee has used.

Comment [a24]: Updated for content based on current return to duty procedure.

181 **HR-007H: Direct Deposit**

182 Cecil County Government requires the payment of standard work time, overtime, expenses and premiums
183 through the use of direct deposit to any participating financial institution.

Comment [a25]: Updated to reflect County's direct deposit procedure.

185 **HR-007L: Health Care Coverage**

186 Newly hired, eligible regular full-time employees and part-time¹ employees working 30-39 hours per week
187 may enroll and be covered in the plan within 45 days of continuous employment, depending on start
188 date. Employees may make changes due to a life event within 31 days of that life event or during the
189 open enrollment period each June for July 1st coverage.

Comment [a26]: Added regular part-time employee reference and life event verbiage.

190 ¹ Health Care, Dental and Vision Coverage for 30-39 Hours/Week Regular Part-Time employees effective
191 January 1, 2014.

193 **HR-007R: Sick Leave Bank**

194 The Cecil County Sick Leave Bank is a voluntary program designed to provide additional sick leave to an
195 employee who, as a result of a serious illness or off-the-job injury, exhaust their accrued paid leave. This
196 program is completely voluntary on the part of the employee.

197 In order to participate, an employee must contribute eight (8) hours of their accrued, unused sick leave
198 (or if none available: *accrued, unused vacation leave*) to the bank during the open window period in
199 January. The Department of Human Resources notifies all employees in advance as to when the window
200 will open. For an employee currently in the bank, an eight-hour day will automatically be deducted from

201 their sick leave accrual (or if none available: *accrued, unused vacation leave*) unless the Department of
202 Human Resources is notified by the employee in writing that they no longer wish to participate.
203 For purposes of confidentiality, the Director of Human Resources serves as the administrator of the Sick
204 Leave Bank and reviews all requests. Appeals of administrative decisions may be made to the Director of
205 Administration, whose decision shall be final and binding. To be eligible to draw time from the bank, an
206 employee:

Comment [a27]: Updated to reflect use of vacation permitted and removed that they have to be actively at work.

- 207 1. Must be a regular full-time employee.
- 208 2. Must have completed the probationary period and/or have completed 6 continuous months
209 of employment with Cecil County Government.
- 210 3. Must contribute to the sick leave bank.
- 211 4. Must be unable to work due to a serious, documented, non-job related illness or injury.
212 Absences related to elective procedures are examples of those that do not qualify.
- 213 5. Employee must be unable to perform "light duty" functions as authorized by designated
214 department and approved by their treating physician. An employee who refuses "light duty"
215 functions does not qualify for sick leave bank use.
- 216 6. Must have an estimated return to work date from their treating physician.

Comment [a28]: Updated for content.

Comment [a29]: Updated to reflect stricter light duty requirements.

Comment [a30]: Updated with estimated return to work date.

218 **HR-010D: Alcohol, Drugs and Fitness for Duty**

219 **D. Test Administration**

220 2. Alcohol Testing Procedures

- 221 a. After the identity of the donor is checked using a picture identification, a urine specimen will
222 be collected to tests for alcohol concentration. Each specimen will be accompanied by a Chain
223 of Custody and Control form and identified using a unique identification number that
224 attributes the specimen to the correct individual. The specimen analysis will be conducted at a
225 HHS and Maryland certified laboratory. An initial drug screen and validity test will be
226 conducted on the primary urine specimen. For those specimens that are not negative, a
227 confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The
228 test will be considered positive if the amount of alcohol identified by the GC/MS test is above
229 the minimum thresholds established.

Comment [vr31]: Added section to reflect modifications for non-DOT alcohol testing procedure authorized for Maryland employees.

230