

**COUNTY COUNCIL OF CECIL COUNTY, MARYLAND  
LEGISLATIVE SESSION DAY 2016-11**

**RESOLUTION NO. 24-2016**

**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-003A Pay Structure(s); Section HR-003B Changes in Position

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

**Introduced and ordered posted on:** June 7, 2016

**Public hearing scheduled on:** July 5, 2016 at 7:00 p.m.

**Scheduled for consideration on:** July 19, 2016

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

**PUBLIC HEARINGS**

Notice of time and place of public hearing and title of this Resolution having been posted on \_\_\_\_\_ at the County Administration Building, 200 Chesapeake Blvd., Elkton, Maryland, and having been published on \_\_\_\_\_. A public hearing was held on \_\_\_\_\_ and concluded on \_\_\_\_\_.

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

**Explanation:** CAPITAL LETTERS INDICATE LANGUAGE ADDED TO EXISTING DOCUMENT  
~~Strike through~~ indicates language 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 Code of Cecil County empowers the Cecil County Council to change or repeal any or  
6 all of the provisions of the Personnel Policies and Procedures at any time; and

7           **WHEREAS**, the County Executive has recommended these 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,**  
10 **MARYLAND** that the proposed changes to the Cecil County Personnel Policies and Procedures are hereby  
11 approved as follows:

- 12           1.       In section HR-003A: Pay Structure(s), The Pay Scales include only the *positions* listed on  
13                   the Allocation of Positions to Pay Grade for the appropriate pay scale. The percentage of  
14                   increase between steps is approximately ~~3%~~ 2%.
- 15           2.       In section HR-003A: Pay Structure(s), amend as follows:
  - 16                   a.       Public Safety Pay Scale for Law Enforcement: The pay scale for employees on this  
17                   scale consists of *pay grades* ~~6L~~ 7L – 10L with ~~16~~ 24 steps in each grade.
  - 18                   b.       Public Safety Union Pay Scale for Law Enforcement: The pay scale for employees on  
19                   this scale consists of *pay grades* 1LU – ~~5LU~~ 6LU with ~~16~~ 24 steps in each grade.
  - 20                   c.       Public Safety Pay Scale for Corrections: The pay scale for employees on this scale  
21                   consists of pay grades 1C – 9C with ~~16~~ 24 steps in each grade.
  - 22                   d.       Public Safety Pay Scale for Dispatch & Emergency Services: The pay scale for  
23                   employees on this scale consists of *pay grades* 1P – 10P with ~~16~~ 24 steps in each  
24                   grade. Grades 1-6 are based on 1,976 hours/year and are *non-exempt positions*;  
25                   Grades 7-10 are based on 2,080 hours/year and are *exempt* salaried *positions*.
  - 26                   e.       Public Safety Union Pay Scale for Emergency Medical Services: The pay scale for  
27                   employees on this scale consists of *pay grades* 1PU – 5PU with ~~16~~ 24 steps in each  
28                   grade.
  - 29                   f.       Non-Public Safety Pay Scale: The pay scale for employees on this scale consists of  
30                   *pay grades* 1N – 15N with ~~16~~ 24 steps in each grade.

31           3.     In section HR-003B: Changes in Positions, under Attainment of Special Certifications or  
32                   Additional Responsibilities, amend as follows: Under these circumstances, the County  
33                   Executive reserves the right to award an additional percentage increase of ~~3%~~ 2% to  
34                   recognize these accomplishments. NOTE: Typically the ~~3%~~ 2% increase for professional  
35                   certification is given one-time only; however, the County Executive will review additional  
36                   requests that come to them with a recommendation from the department head or  
37                   appointing authority and the Director of Human Resources. In these cases, an employee  
38                   will receive a lump sum payment equivalent to ~~3%~~ 2% of their base salary.

39                   **NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE COUNTY COUNCIL OF CECIL COUNTY,**  
40     **MARYLAND,** that the Cecil County Personnel Policies and Procedures are amended according to the  
41     Chapters A384-2 of the Code of Cecil County.

42                   **AND BE IT FURTHER RESOLVED BY THE COUNTY COUNCIL OF CECIL COUNTY, MARYLAND,** that all  
43     provisions of this Resolution shall take effect on the date that the Resolution is adopted by the Council.

INTRODUCED: June 7, 2016

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

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

ATTEST:

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