

Introduced July 6, 2020
Public Hearing July 20, 2020
Council Action July 29, 2020
Executive Action July 30, 2020
Effective Date September 29, 2020

County Council Of Howard County, Maryland

2020 Legislative Session

Legislative Day No. 10

Bill No. 41 -2020

Introduced by: The Chairperson at the request of the County Executive

AN ACT pursuant to Section 1.111(e) of the Howard County Code, approving provisions in a collective bargaining agreement between Howard County and the American Federation of State, County and Municipal Employees, Howard County Local 3085, Council 67, AFL-CIO that are in conflict with the provisions of Title 1 "Human Resources" of the Howard County Code or the Employee Manual; approving a multi-year collective bargaining agreement between Howard County and the American Federation of State, County and Municipal Employees, Howard County Local 3085, Council 67, AFL-CIO that will be effective through the end of Fiscal Year 2022 and that includes payment of certain compensation in future fiscal years; providing for the application of this Act; and generally relating to the collective bargaining agreement between Howard County and the American Federation of State, County and Municipal Employees, Howard County Local 3085, Council 67, AFL-CIO.

Introduced and read first time July 6, 2020. Ordered posted and hearing scheduled.
By order Diane Schwartz Jones
Diane Schwartz Jones, Administrator

Having been posted and notice of time & place of hearing & title of Bill having been published according to Charter, the Bill was read for a second time at a public hearing on July 20, 2020.
By order Diane Schwartz Jones
Diane Schwartz Jones, Administrator

This Bill was read the third time on July 29, 2020 and Passed X, Passed with amendments _____, Failed _____.
By order Diane Schwartz Jones
Diane Schwartz Jones, Administrator

Sealed with the County Seal and presented to the County Executive for approval this 30th day of July, 2020 at 10:30 a.m./p.m.
By order Diane Schwartz Jones
Diane Schwartz Jones, Administrator

Approved Vetoed by the County Executive July 30, 2020
Calvin Ball
Calvin Ball, County Executive

NOTE: [[text in brackets]] indicates deletions from existing law; TEXT IN SMALL CAPITALS indicates additions to existing law; ~~Strike out~~ indicates material deleted by amendment; Underlining indicates material added by amendment.

1 **WHEREAS**, the American Federation of State, County and Municipal Employees,
2 Howard County Local 3085, Council 67, AFL-CIO (“Local 3085”) and the County have
3 reached agreement through a Memorandum of Agreement (the “Agreement”), substantially in
4 the form attached as Exhibit 1, to be effective July 1, 2020 through June 30, 2022; and

5
6 **WHEREAS**, in accordance with Section 1.111(e) of the Howard County Code, the
7 County Executive is required to submit to the County Council for its approval all provisions in
8 collective bargaining agreements that are in conflict with Title 1 “Human Resources” of the
9 Howard County Code or the Employee Manual; and

10
11 **WHEREAS**, the members of Local 3085 have ratified the Agreement, and the
12 Agreement includes provisions that are in conflict with Title 1 of the County Code or the
13 Employee Manual; and

14
15 **WHEREAS**, the Agreement includes the amount of compensation to be paid to
16 members of Local 3085 during Fiscal Year 2021 (July 1, 2020 to June 30, 2021); and

17
18 **WHEREAS**, the Agreement requires the payment by the County of funds from an
19 appropriation in a later fiscal year and therefore is subject to the multi-year provisions of
20 Section 612 of the Howard County Charter that requires Council approval of the Agreement.

21
22 **NOW, THEREFORE,**

23
24 ***Section 1. Be It Enacted*** by the County Council of Howard County, Maryland that in
25 accordance with Section 612 of the Howard County Charter, it approves the terms of the
26 Agreement between Howard County and the American Federation of State, County and
27 Municipal Employees, Howard County Local 3085, Council 67, AFL-CIO, which shall be in
28 substantially the same form as Exhibit 1 attached to this Act.

29
30 ***Section 2. And Be It Further Enacted*** by the County Council of Howard County, Maryland
31 that the County Council hereby endorses and ratifies the County Executive’s signature and

1 *execution of the Agreement, which shall be in substantially the same form as Exhibit 1 attached*
2 *to this Act, for such term in the name of and on behalf of the County.*

3

4 ***Section 3. And Be It Further Enacted*** *by the County Council of Howard County, Maryland*
5 *that, in regard to the Agreement between Howard County and the American Federation of*
6 *State, County and Municipal Employees, Howard County Local 3085, Council 67, AFL-CIO,*
7 *the County Council approves the attached Conflicting Provisions, listed in Exhibit 2, as*
8 *attached to this Act and incorporated herein, that are in conflict with the provisions of Title 1*
9 *"Human Resources" of the Howard County Code or the Employee Manual.*

10

11 ***Section 4. And Be It Further Enacted*** *by the County Council of Howard County, Maryland*
12 *that the provisions of this Act shall apply beginning with the first pay date after July 1, 2020.*

13

14 ***Section 5. And Be It Further Enacted*** *by the County Council of Howard County, Maryland*
15 *that if there is a conflict between the Agreement attached to this Act and the Howard County*
16 *Pay Plan, the provisions contained in the Agreement shall control.*

17

18 ***Section 6. And Be It Further Enacted*** *by the County Council of Howard County, Maryland*
19 *that, in accordance with Section 612 of the Howard County Charter, Section 1 and Section 2*
20 *of this Act shall be effective immediately upon its enactment.*

21

22 ***Section 7. And Be It Further Enacted*** *by the County Council of Howard County, Maryland*
23 *that, subject to Section 6, this Act shall become effective 61 days after its enactment.*

MEMORANDUM

OF

AGREEMENT

BETWEEN

HOWARD COUNTY, MARYLAND

AND

AMERICAN FEDERATION OF STATE,

COUNTY AND MUNICIPAL EMPLOYEES

HOWARD COUNTY LOCAL 3085

COUNCIL 67, AFL-CIO

EFFECTIVE:

JULY 1, 2020

-

JUNE 30, 2022

PREAMBLE.....	5
ARTICLE 1 - RECOGNITION AND UNIT DESCRIPTION.....	5
Section 1.1. - Recognition.....	5
Section 1.2. - Unit Description.	5
Section 1.3. - Exclusions.....	6
Section 1.4. - New Classifications.	6
Section 1.5. – Contingent Workers.	7
Section 1.6 – Union Continuity.	7
Section 1.7 - Bargaining Unit Work.	7
ARTICLE 2 – AUTHORIZED DUES DEDUCTIONS	7
Section 2.1. – Employee Rights.....	7
Section 2.2. - Dues Deductions for Employees Who Join the Union.	7
Section 2.3. - Periodic Dues.....	8
Section 2.4. - Authorization for Dues Deductions.	8
Section 2.5 - Insufficient Pay for Dues.	8
Section 2.6. – Amount of Dues.....	8
Section 2.7. - Indemnification Clause.....	8
ARTICLE 3 - RIGHTS OF EMPLOYEES/UNION REPRESENTATIVES	9
Section 3.1. - Designation of Representatives.	9
Section 3.2. - Non-Discrimination.	9
Section 3.3. - Individual Representation.	9
Section 3.4. - Union Visitation.	10
Section 3.5. - Union Representation.	10
Section 3.6. - Use of Bulletin Board.	10
Section 3.7. - Union Office.	10
Section 3.8. - Orientation.	10
Section 3.9. – Pension Disability Appeals Board.	11
Section 3.10. – Informational Meetings.....	11
ARTICLE 4 - MANAGEMENT RIGHTS	11
ARTICLE 5 – HOURS OF WORK	12
Section 5.1. - Regular Workweek.	12
Section 5.2. - Work Schedules.....	13

Section 5.3. - Tardiness.....	13
Section 5.4. – Changes to Time Cards/Payroll Sheets.....	13
Section 5.5. – Testing; Medical Examinations.	13
Section 5.6. – Paid Status.....	13
Section 5.7. - Fatigue Status.	14
ARTICLE 6 – LAYOFFS AND FURLOUGHS	14
ARTICLE 7 – COMPENSATION	14
Section 7.1. – Salary Scale; Adjustments.	14
Section 7.2. - Step Increment; Copy of Performance Review.	15
Section 7.3. - Longevity.....	15
Section 7.4. – Meal Allowances.....	15
Section 7.5. – Leave Without Pay.....	16
Section 7.6. – Collection and Payment of Income Taxes.	16
Section 7.7. – Field Training Pay.....	16
Section 7.8. – Construction Pay.....	16
ARTICLE 8 – PREMIUM PAY	16
Section 8.1. – Shift Differential.	16
Section 8.2. - Overtime.	17
Section 8.3. – Call-in-Pay.	19
Section 8.4. - Stand-by Pay.....	19
Section 8.5. - Welder’s Premium.	20
Section 8.6. - Commercial Driver’s Licenses (CDLs).....	20
Section 8.7. - No Duplication or Pyramiding of Premium Pay.....	20
Section 8.8. Mechanics’ Tool Reimbursement Program.	21
Section 8.9. - Mechanics’ Certification Premium.....	21
Section 8.10. - Emergencies.....	21
Section 8.11. – Multi-Task Certification.	21
Section 8.12. – Temporary Assignment Pay.....	22
Section 8.13. – Snow Removal Premium.	22
Section 8.14. – Certified Trainers.	22
Section 8.15. – Landfill Employees.....	23
Section 8.16. --Licensing Requirements	23
Section 8.17. - Back Flow Certification.....	23

Section 8.18. – Maryland Certified Emission Technician Premium.	23
Section 8.19. – Water Treatment License Premium.	23
ARTICLE 9 - SECONDARY EMPLOYMENT	24
ARTICLE 10 – LEAVE BENEFITS	24
Section 10.1. - Holidays.....	24
Section 10.2. - Annual Leave.....	25
Section 10.3. - Personal Leave.....	26
Section 10.4. - Disability Leave.....	26
Section 10.5. - Worker's Compensation Leave.....	27
Section 10.6. - Jury Leave.....	28
Section 10.7. - Military Leave.	29
Section 10.8. - Bereavement Leave.	29
Section 10.9. - Leave of Absence.	29
Section 10.10. – Union Leave.....	30
Section 10.11 - Compensatory Leave.	31
ARTICLE 11 - INSURANCE.....	31
Section 11.1. - Health Insurance.....	31
Section 11.2. – Life Insurance.	32
ARTICLE 12 - PROTECTIVE CLOTHING AND UNIFORMS.....	32
ARTICLE 13 - GRIEVANCE PROCEDURE.....	33
Section 13.1. - Scope.	33
Section 13.2. - Election of Remedies.....	33
Section 13.3. – Time Limitations.....	33
Section 13.4. - Procedural Steps.	34
Section 13.5. - Other Conditions.....	35
Section 13.6 - Multi-Employee Grievance.	35
Section 13.7—Last-Chance Agreements.	36
ARTICLE 14 - PERSONNEL FILES.....	36
Section 14.1. - Employee Access.....	36
Section 14.2. - Removal of Information.	36
Section 14.3. - Employee Additions.	36
ARTICLE 15 - SAFETY	36
ARTICLE 16 - TOOL REPLACEMENT	37

ARTICLE 17 - USE OF TELEPHONES	37
ARTICLE 18 - P.E.O.P.L.E. DEDUCTION.....	37
ARTICLE 19 - PROMOTIONS	38
Section 19.1. - Vacancies	38
Section 19.2. – Work Standards – Trial Period.....	38
Section 19.3. – Demotions.	38
Section 19.4. - Job Announcements.....	38
Section 19.5 –Promotions.	38
ARTICLE 20 – LABOR/MANAGEMENT COMMITTEE.....	39
ARTICLE 21 – PENSION	39
Section 21.1. – Pension Plan.....	39
ARTICLE 22 – NO STRIKE OR LOCKOUT CLAUSE.....	41
Section 22.1. – No Strikes.....	41
Section 22.2. - No Lockouts.	41
ARTICLE 23 – DURATION AND FINALITY OF AGREEMENT	42
ARTICLE 24 – SAVINGS CLAUSE	42
ARTICLE 25 - SUBMISSION TO THE COUNCIL	42
EXHIBIT A1 FY 2021 Pay Scales	45
EXHIBIT B Supplemental Life Insurance.....	46
EXHIBIT C Health Care Rates	47

PREAMBLE

This **AGREEMENT**, effective as of July 1, 2020 through June 30, 2022, is entered into between Howard County, Maryland, hereinafter referred to as the "County", and the American Federation of State, County and Municipal Employees, Howard County Local 3085, Council 67, AFL-CIO hereinafter referred to as the "Union".

WHEREAS, the County and the Union have as their intent and purpose to promote and improve the efficiency and quality of the public service provided by the County to the citizens of Howard County, Maryland; and

WHEREAS, the Union and the County agree that this goal can best be achieved through a harmonious relationship between them. In consideration of the mutual covenants and promises herewith contained, the County and the Union do hereby agree as follows:

ARTICLE 1 - RECOGNITION AND UNIT DESCRIPTION

Section 1.1. - Recognition.

The County recognizes AFSCME Local 3085 as the exclusive representative on matters with respect to wages, hours and other terms and conditions of employment for those employees in Section 1.2. below. Union members shall be permitted to wear an identifying AFSCME union pin on their County uniform.

Section 1.2. - Unit Description.

- (a) The unit is composed of employees occupying the following list of job class titles.

- 1815 Stores Clerk
- 1835 Senior Stores Clerk
- 1855 Stores Control Technician
- 3011 Parks Maintenance Worker
- 3012 Parks Maintenance Specialist
- 3013 Parks Maintenance Leader
- 3015 Park Ranger
- 7134 Communications Equipment Technician I
- 7135 Communications Equipment Technician II
- 9113 Animal Handler
- 9115 Animal Control Officer
- 9215 Custodial Worker
- 9221 Maintenance Mechanic I
- 9222 Maintenance Mechanic II
- 9234 Instruments/Electronics Technician
- 9421 Motor Equipment Operator I
- 9422 Motor Equipment Operator II
- 9423 Motor Equipment Operator III

9521 Buildings Control Technician
9523 Apprentice
9525 Air Conditioning & Heating Mechanic
9535 Traffic Signal Maintenance Technician
9546 Electrician
9565 Plumber
9581 Motor Equipment Mechanic I
9582 Motor Equipment Mechanic II
9615 Weighmaster
9621 Utility Worker I
9622 Utility Worker II
9623 Utility Worker III
9624 Utility Worker IV
9721 Water Reclamation Plant Operator I
9722 Water Reclamation Plant Operator II
9723 Water Reclamation Plant Operator III

- (b) Re-titled Classifications. In the event that any of the above listed classifications are re-titled without any change in job duties, such classifications shall be included in Section 1.2. (a).

The County agrees to study the Animal Control Officer (9113) and the Animal Handler (9115) classifications in order to determine the appropriate grade for each position. The County shall meet with the union prior to making a final determination on the classification study and present documentation of its findings.

Section 1.3. - Exclusions.

- (a) Laboratory Technicians, confidential employees, management employees, exempt employees and all employees similarly situated are excluded from the unit.
- (b) A probationary employee occupying a job in the unit is eligible for Union membership and representation after successfully completing a six-month probationary period. A bargaining unit member who is required to serve a probationary period as a result of a promotion to a higher classification within the unit is eligible to continue union membership within the bargaining unit.

Section 1.4. - New Classifications.

In the event that any new classifications are created, which fall within the first sentence of the unit description in Section 1.2(a) of this Article, the inclusion or exclusion of the new classifications shall be subject to the mutual agreement of the County and the Union. In the event the County and the Union are unable to agree on the inclusion or exclusion of a classification, either party may submit the issue to arbitration. The County and the Union shall attempt to select a mutually acceptable arbitrator within 10 working days. If no arbitrator is selected, the party seeking arbitration shall request a list of arbitrators from the Federal Mediation and Conciliation

Service. The arbitration shall be conducted in accordance with the rules of the American Arbitration Association. In reaching a decision, the arbitrator shall be guided by the standards used by the National Labor Relations Board in similar cases. The decision of the arbitrator shall be final and binding. The cost of the arbitration shall be borne equally by the County and the Union, except the costs incurred in presenting or defending the case to the arbitrator shall be borne by the side incurring the expense.

Section 1.5. – Contingent Workers.

This provision applies only to employees of the Department of Recreation and Parks.

The total hours of Contingent Workers who perform tasks associated with Bargaining Unit members will not exceed 25% of the total regular hours of the budgeted positions unless there are vacancies, positions held open due to budget constraints, or incumbent(s) who is/are on extended absences. Upon request, the County will provide the Union with a report identifying the number of budgeted hours and the number of hours worked by contingent workers. Each request shall not be made more often than quarterly.

Section 1.6 – Union Continuity.

The County shall make every effort not to contract out work normally performed by the bargaining unit. In the event that a position within the unit is eliminated as a result of the contracting out of work normally performed by the unit, the County shall place the employee in a vacant position for which the employee is qualified.

Section 1.7 - Bargaining Unit Work.

The County will establish an internal protocol to control and balance the use of supervisory efforts which intrude upon traditional bargaining unit work responsibilities. It shall be the intention of the Union and the County to limit non-emergency tasks performed by management that are within the purview of the bargaining unit. In the event the Union believes these protocols are ineffective, the Union reserves the right to reopen this section. The Union shall notify the County no less than 30 days prior to July 1, 2015, of their intent to reopen this section.

ARTICLE 2 – AUTHORIZED DUES DEDUCTIONS

Section 2.1. – Employee Rights.

No employee is required to join the Union and each employee has the right not to join the Union.

Section 2.2. - Dues Deductions for Employees Who Join the Union.

The County agrees to deduct from the earnings of each employee who has properly authorized such deductions, in writing, by a proper authorization card duly executed, membership

dues to be remitted to the Union as indicated below. The Union shall provide each employee executing an authorization, a copy of such card clearly indicating that such authorization is irrevocable and shall continue as a condition of employment except that the employee may elect to withdraw from Union membership and pay a service fee not to exceed the then current dues rate. Employees desiring to terminate Union membership must give written notice to the Office of Human Resources at least 30 days prior to the anniversary date of the authorization. An information copy of the notification to terminate Union membership will be sent to the Union.

Section 2.3. - Periodic Dues.

Withholdings for union dues or any other agreed upon voluntary deductions for union endorsed programs are to be transmitted via electronic fund transfer to the account authorized by the Comptroller of AFSCME Council 67. Such transfer shall take place no later than the 15th day after said collections(s) were made. A corresponding list of dues paying members employees in an Excel Format shall accompany the transfer of funds. A full list of all employees covered by the bargaining unit in an Excel format will be made available upon request.

Section 2.4. - Authorization for Dues Deductions.

The authorization for deductions pursuant to this Article shall be made on a form supplied to the employee by the Union that has been approved by the County. A deduction regarding any employee shall not be made by the County during any month unless the authorization form signed by the employee has been delivered to the County not later than the first day of the month in which the first deduction is to be made.

Section 2.5. - Insufficient Pay for Dues.

The County will not deduct the Union's dues when an employee's net pay for the pay period involved is insufficient to cover the dues fees after other legal deductions have been made.

Section 2.6. – Amount of Dues.

The amount of the dues deducted will remain the same until the Union certifies to the County, in writing, over the signature of an authorized officer of the Union, that it has been lawfully changed and what the new deduction will be each pay period. The County shall be notified at least two months in advance of the effective date of such a change.

Section 2.7. - Indemnification Clause.

The Union shall indemnify and save the County harmless of and from any and all claims, grievances, actions, suits or other forms of liability or damages arising out of, or by reason of, any action taken by the County for the purpose of complying with any of the provisions of this Article, and the Union assumes full responsibility for the disposition of the funds deducted under this Article as soon as they have been remitted by the County to the Union.

ARTICLE 3 - RIGHTS OF EMPLOYEES/UNION REPRESENTATIVES

Section 3.1. - Designation of Representatives.

- (a) The County recognizes and shall deal with appropriate Union Representatives as set forth herein.
- (b) Union employee representatives shall be selected in any manner determined by the Union from among those actively employed by the County. It is the intent of both the County and the Union that a Shop Steward be selected at each shop from among employees working at that site. It is also the County and the Union's mutual desire that selected Shop Stewards be appropriately trained. The Union shall prepare, keep current and provide the County with a list of accredited Stewards, Union President, Union Officers or Board Members, designated full time paid Representative or Council Representatives. The list shall include one alternate steward who shall serve only in the absence of the accredited steward. The Union shall promptly notify the County of any changes of such stewards and/or alternatives.
- (c) The County shall prepare, keep current and provide to the Union a list of County representatives and their work locations with whom the Union is to deal. The County shall promptly notify the Union of any changes of such County representatives.

Section 3.2. - Non-Discrimination.

The County and the Union shall not discriminate against any employee because of race, sex, creed, religion, color, age, national origin, physical or mental handicap, occupation, marital status, political opinion, sexual orientation, personal appearance, affiliation, association or non-association, or his membership or non-membership in the Union.

Section 3.3. - Individual Representation.

- (a) Employees have the right to represent themselves individually or designate their personal representative in any or all of their employment relations with the County.
- (b) The Union recognizes and will not interfere with management's right to investigate incidents or question employees regarding job related activities. However, when an employee is ordered to leave his/her immediate job site for a private conference, interview, hearing, or any other meeting with a representative of management within the department, other than the employee's immediate supervisor, the employee shall be entitled to Union representation if it is reasonably expected that such interaction could lead to disciplinary action.
- (c) Notwithstanding any other provision of this Agreement, an individual employee

may present a grievance or meet with members of management at anytime without intervention of the Union, provided that the Union is advised in advance of said grievance, and is notified of the specific disposition of the matter and provided further, than any adjustment made shall not be inconsistent with the terms of this Agreement.

Section 3.4. - Union Visitation.

With permission of the appropriate Department Head or his/her designee, representatives of Council 67, AFSCME shall have reasonable access to the County premises for the purpose of conferring with a shop steward while investigating a grievance. The County shall not unreasonably withhold such permission.

Section 3.5. - Union Representation.

Presuming there will be no abuse, the County agrees to hear grievances filed by the Union on behalf of an employee, pursuant to a provision of this Agreement, during normal work hours. Only one union representative employed by the County shall be permitted to attend these hearings at Steps 1 and 2 as set forth in Article 13 of this Agreement on a paid basis. Presuming there will be no abuse, two union representatives employed by the County, to include the Union President, shall be permitted to attend grievance hearings at Step 3 and above on a paid basis if held during their regular working hours. The County reserves the right at its option, after five days' notice to the Union, to schedule grievance hearings during non-work hours.

Section 3.6. - Use of Bulletin Board.

The County agrees to provide a bulletin board to the Union for the purpose of allowing the Union to inform its membership of Union business. Such material shall not violate criteria generally applicable to the posting of notices on County property; furthermore, the Union agrees to provide copies of all notices being posted to the Department Head and the Personnel Officer.

Section 3.7. - Union Office.

Based on space availability, the County shall provide a furnished office, including a telephone at the work site of the Union President. If space is not available at the President's work site, some alternative space may be made available. Said office will be used for the purpose of storing records and conducting official Union business at such times and by such persons as provided for in this Agreement.

Section 3.8. - Orientation.

- (a) The Office of Human Resources will notify the Union President when New Employee Orientations contain employees hired to fill vacant positions in the bargaining unit. The Union will be allowed to make a presentation during the orientation.

- (b) The Union will work in good faith to ensure that orientation sessions will be covered on a rotating basis by Union officials when the President is unable to attend to prevent a disparate impact on any one agency or bureau.

Section 3.9. – Pension Disability Appeals Board.

The Executive Board of AFSCME Local 3085 shall forward the name of the individual selected as the Peer Representative to the Pension Disability Appeals Board to the County Human Resources Administrator for appointment to the Board.

Section 3.10. – Informational Meetings.

Upon prior notice to and approval of the Chief Administrative Officer, the Union may conduct meetings with employees to disseminate information on issues having a substantial impact on the workplace.

ARTICLE 4 - MANAGEMENT RIGHTS

The County 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 the County in all aspects including, but not limited to, all rights and authority held by the County prior to the signing of this Agreement (including that provided by State law, County Charter, County Code, Rule or Regulation), except where abridged by an express provision of this Agreement.

The Union recognizes that the following rights, which are in no way wholly inclusive, belong to the County exclusively, except where abridged by an express provision of this Agreement.

- (a) To determine the purposes and objectives of each of the County's constituent offices and departments.
- (b) To set standards of services to be offered to the public.
- (c) To determine the methods, means, personnel and other resources by which the County's operations are to be conducted.
- (d) To exercise control and discretion over its organization and operations.
- (e) To direct its employees.
- (f) To hire, promote, transfer, assign or retain employees.
- (g) To establish work rules.
- (h) To demote, suspend, discharge or take any other appropriate disciplinary action against its employees for just cause and in accordance with the County Charter and

other applicable laws.

- (i) To relieve its employees from duty because of lack of work or other legitimate reasons.
- (j) To determine the mission, budget, organization, number of employees, number, type and grade of employees assigned, the work project, tour of duty, methods, processes by which such work has to be performed, technology needed, internal security practices and relocation of facilities.
- (k) To determine the qualifications of employees for appointment, promotion, step increases, etc., and to set standards of performance, appearance and conduct.
- (l) To judge skill, ability, and physical fitness, and to create, eliminate, or consolidate job classifications, department or operations.
- (m) To control and regulate the use of all equipment and other property of the County.
- (n) To set and change work hours.

ARTICLE 5 – HOURS OF WORK

Section 5.1. - Regular Workweek.

- (a) (a) For all employees, the regular workweek shall consist of 40 hours composed of five eight-hour workdays, Monday through Sunday, inclusive. There shall be no broken workdays. All hours worked on an assigned workday shall be consecutive. Except as otherwise provided in this section, the workday shall be composed of eight hours of work plus an unpaid meal period. The County reserves the right to implement at its own discretion an alternate 40-hour workweek, including but not limited to, a workweek consisting of four 10-hour workdays (not including unpaid meal periods), Monday through Sunday inclusive. The County will give the Union five days' notice before changing the regular workweek. The lunch period may not be pre-scheduled to be taken by the employee at the beginning of, or at the end of, the employee's regular work day. In the event that the employee is required to work a complete eight (8) hour shift without a lunch period due to completing an assigned task, the supervisor may approve leaving the work site after the continuous eight (8) hours.
- (b) An employee in the job classification of Water Reclamation Plant Operator I, II or III who is the sole employee on duty during his regular shift shall receive a paid thirty-minute lunch period.
- (c) Employees regularly scheduled to work at the landfill will have a forty-five-minute meal period consisting of a half-hour unpaid meal period combined with a fifteen-minute

paid meal period to be taken consecutively. There are no required break periods during the work day. The lunch period will not be taken at the start or the end of the employee's shift.

Section 5.2. - Work Schedules.

- (a) Work schedules showing the employees' regular workweek, including shifts, workdays, and hours shall be posted on the appropriate department bulletin board at all times. An employee will be given five days' notice of a change in his/her regular workweek.

Section 5.3. - Tardiness.

- (a) An employee, appropriately dressed and ready to work, must report to his/her clock-in or sign-in area at the start of scheduled duty time. An employee who does not clock-in on the scheduled start time is considered late.
- (b) Except as provided in subsection (c) of this section, an employee who is more than seven minutes late will be docked to the closest 15-minute increment.
- (c) An employee who is required to work during inclement weather shall report to work no later than one hour after the scheduled reporting time in order to be considered present for the full work period. Any time over the one-hour period shall be deducted from the employee's annual or compensatory leave balance or, if no leave is available, charged as leave without pay.

Section 5.4. – Changes to Time Cards/Payroll Sheets.

If an employees' time card or payroll sheet is changed from the way it was submitted, the supervisor authorizing the change shall immediately notify the employee, in writing, of the details of the change.

Section 5.5. – Testing; Medical Examinations.

- (a) Except for a license to operate a motor vehicle, time required to take a test or to obtain a re-certification that is mandated by the employee's classification, including travel time, shall be considered part of the employee's workday.
- (b) An employee will take the medical examination required for renewal of a commercial driver's license that is a requirement of the employee's job during work hours as arranged by the County.

Section 5.6. – Paid Status.

During a weather-related or other emergency event, an employee shall remain on paid status at all times the employee is on County premises between work assignments or is otherwise required by the County to be available for work.

Section 5.7. - Fatigue Status.

This provision shall not apply during snow or weather-related events. If during a non-snow or weather-related event an employee works 16 or more hours within a 24 hour period without one 8 hour break, he/she shall be placed on fatigue status and not have to report for their regularly scheduled shift for a period of 8 hours. Employees shall not be required to report to work and shall be paid administrative leave with pay for any portion of the 8 hours fatigue status period that falls within the scheduled reporting time for their regular shift. Employees shall be required to work the balance of their scheduled shift.

ARTICLE 6 – LAYOFFS and Furloughs

The County agrees to the following policy with respect to layoffs:

- (a) In the event that it becomes necessary to lay off employees, no regular full-time employee shall be laid off prior to the lay-off of temporary or part-time employees.
- (b) The order of layoff shall be the less senior member within the job classification to be laid off, bargaining unit wide, to the most senior member of the classification to be laid off provided that the senior employee has the knowledge, skills, and ability to perform tasks within the same job classification at the job site of the junior employee being displaced. Employees in higher classifications may not move or bump employees in a lower classification to avoid layoff.
- (c) Prior to layoff, employees shall receive not less than 10 working days' notice.
- (d) Laid off bargaining unit members shall have their names placed on the appropriate re-employment list for the classification they held at the time of their layoff. Such names shall remain on the appropriate list for a period of two years and shall automatically be placed on eligibility lists submitted to department heads.

ARTICLE 7 – COMPENSATION

Section 7.1. – Salary Scale; Adjustments.

Effective the first pay period that includes January 1, 2020a new salary scale will be adopted (Exhibit A2) which includes an adjustment to the existing scale and a 2% across the board increase for all members. Employees in grades H3 through H6 will b placed on the new scale at the step that is closest to but no lower than their current rate of pay prior to adding in the 2% across the board increase.

The County agrees to meet and reopen the agreement no later than January 15, 2021 solely for the purpose of discussing wages for fiscal year 2022. The wage reopener shall be subject to the same bargaining considerations found in Sections 1.606 and 1.608 of the Howard County Code.

Section 7.2. - Step Increment; Copy of Performance Review.

- (a) During the term of this Agreement, employees who are eligible for a step increment and who meet the standards established by the Department for satisfactory performance shall receive an increment of one step beginning with the first day of the pay period in which the anniversary date occurs.
- (b) If an employee is otherwise entitled to a step increment during a probationary period following a promotion, the step increment shall be effective beginning the first day of the pay period during which the employee's step increment effective date occurs.
- (c) Employees shall receive copies of their performance evaluations at the time that they sign them. Should any changes be made to that evaluation, the Department Head and the employee shall initial the change, and the employee will receive a copy of the updated evaluation.
- (d) Effective July 1, 2015, Step Q will be added to the pay scale as reflected in Attachment B. Employees who have completed 19 years of service will be moved on the first pay period of the agreement.

Section 7.3. - Longevity.

Provided that their most recent performance evaluation is not unsatisfactory and unit members will have completed the indicated total years of service with Howard County, they shall receive:

- (a) After completion of 10 years, a \$.75 per hour increase over their base rate.
- (b) After completion of 15 years, a \$1.45 per hour increase over their base rate.
- (c) After completion of 20 years, a \$1.75 per hour increase over their base rate.

Employees at the top of the pay scale for their grade that do not receive a longevity increase shall receive a one-time lump payment of \$500.00. Such payment shall be made on the first full pay-period in the month of December. This provision only applies to year one of the agreement.

Section 7.4. – Meal Allowances.

- (a) As provided in subsection (d) of this section, the County will provide a paid meal to employees who are required to work unscheduled overtime beginning two hours or more before the regular starting time of the employee's shift or lasting two hours after the close of the employee's shift.

- (b) As provided in subsection (d) of this section, the County will provide a paid meal if an employee is required to work unscheduled overtime of two hours or longer on a day when he/she is not scheduled to work.
- (c) Unscheduled overtime for this section only is defined as overtime assigned with less than 24 hours' notice given.
- (d) For operational purposes, a supervisor may require employees to eat at designated restaurants. Employees may be allowed to purchase meals at other nearby locations, and with appropriate receipts shall be reimbursed up to a maximum of \$14 per meal, including tips and taxes.
- (e) The supervisor will determine if individual receipts are necessary or if one person will buy meals for the group and be reimbursed based upon a single receipt.

Section 7.5. – Leave Without Pay

Leave without pay will not be granted on a call in basis except for a bona fide emergency. Leave without pay may be requested 48 hours in advance for a specified period if the employee has a personal need and does not have leave to cover it.

Section 7.6. – Collection and Payment of Income Taxes.

The County shall be responsible for the collection and payment of required income taxes to the employee's jurisdiction of record.

Section 7.7.- Field Training Pay

- (a) Employees who apply and are assigned as preceptors for the apprenticeship program shall receive an additional \$3.00 per hour added to their regular rate for all hours actively engaged as a one on one facilitator with the training employee, retroactive to the start of the Apprenticeship program.

Section 7.8.- Construction Pay

- (a) Unit members who participate in construction assignments will receive a sixty \$0.60 cent per hour increase to their base hourly rate of pay during the period that they are assigned to construction maintenance.

ARTICLE 8 – PREMIUM PAY

Section 8.1. – Shift Differential.

- (a) *Fixed Shifts.* For those employees who work a fixed shift, a shift differential shall be paid for hours worked as follows:

- (1) Employees whose shift begins at 12 noon or later and who work a full ten (10) hour shift shall receive a differential increment of five percent (5%) over their base hourly rate of pay.
 - (2) Employees whose fixed shift begins from 3:00 PM through 8:59 PM shall receive a shift differential increment of five percent (5%) over their base hourly rate of pay.
 - (3) Employees whose fixed shift begins from 9:00 PM through 4:59 AM shall receive a shift differential increment of seven and one-half percent (7½%) over their base hourly rate of pay.
- (b) Rotating Shifts. For those employees who work a rotating shift, a shift differential shall be paid for hours worked as follows:
- (1) Employees working the 3:00 PM – 11:30 PM shift shall receive a shift differential increment of five percent (5%) over their base rate of pay.
 - (2) Employees working the 11 Midnight - 7:30 AM shift shall receive a shift differential increment of seven and one-half percent (7½%) over their base rate of pay.
 - (3) Employees working the 11:00 AM to 11:30 PM shift will receive a 5% shift differential for the hours worked between 3:00 PM and 11:30 PM.
 - (4) Employees working the 11:00 PM to 11:30 AM shift will receive a 7.5% shift differential for the hours worked between 11:00 PM and 7:30 AM.
- (c) Current Schedules. Current schedules cannot be changed or altered for the sole purpose of avoiding payment of this premium.

Section 8.2. - Overtime.

- (a) All employees will be paid overtime at the rate of time and one half of their base hourly rate of pay for each hour worked in excess of 40 hours in any one-work week.
- (b) (1) Except as otherwise provided in this Subsection, at the option of the employee, in lieu of payment for overtime, the County shall grant compensatory time at a rate of time and one-half for each hour worked in excess of 40 hours in one week, not to exceed a total accrual of 100 hours. When scheduling use of compensatory time, the supervisor shall attempt to accommodate the wishes of the employee. Compensatory hours not used within six months of the date that they are earned shall be paid to the employee at the prevailing overtime rate. Compensatory hours can be taken in periods of one-half (1/2) hour or more.

- (2) Except as provided in Section 8.10 or for snow removal-related work, employees ordered to work overtime for another department shall have the option of accepting compensatory time in lieu of paid overtime. Employees who volunteer to work overtime in work units other than those to which they are normally assigned shall not have the option of accepting compensatory time but shall be paid overtime for the work performed in the other unit.
- (c) Scheduled overtime is overtime which is scheduled at least 48 hours in advance. As provided under rules mutually agreed upon by the Union and the County, if a supervisor is unable to fill a shift with scheduled overtime from within the specific work unit, the supervisor may fill the shift with employees from other work units.
- (d) A roster for overtime will be established and posted at each work site to ensure that overtime is administered fairly. Overtime will be made available on an equal basis to all qualified employees. An employee's refusal of overtime, as well as his being on a leave status when overtime would otherwise be offered, counts the same as if the employee had worked overtime for purposes of record keeping.
 - (1) A separate roster of qualified employees will be established when overtime is expected for duties not typically associated with the employee's position, work site or general assignment.
 - (2) The overtime roster shall allow for 3085 bargaining unit members to voluntarily opt-out of the roster rotation negating the requirement to call for an overtime situation. The County may reopen this provision in the event that such opt-out provision fails to relieve the timeliness of assembling a work crew. The County shall notify the union no less than 30 days prior to July 1, 2010 of their intent to reopen this provision.
 - (3) Employees, including those that have opted out of normal overtime opportunities may not opt out for emergency related assignments as defined in Section 8.10 (a). Once contacted or notified the employee shall be required to report for duty. The overtime roster shall be reset to zero on July 1st of each calendar year. Each July 1st, the overtime roster will reset the opportunity number to 0.
- (e) If an employee at the Wastewater Treatment Plant is scheduled to work a shift beginning between 3:00 PM and 8:59 PM on Sunday and is required to stay over to work the following shift, representing a new pay period, the employee shall be paid at a rate of time and one half the employee's base hourly rate of pay for the hour(s) worked during the subsequent contiguous shift.
- (f) A copy of the overtime roster for each work location shall be provided to the Union

on a monthly basis.

Section 8.3. – Call-in-Pay.

- (a) Employees called in to work hours not contiguous to their regular shift shall be paid a minimum of 4 hours pay at time and one-half. Pay shall start when the employee reports to work. Employees called in will only be required to complete the original task that prompted the call-in and related tasks. Should unrelated tasks be required, the employee will be paid time and one half for all hours spent on any work performed not related to the initial call-in.
- (b) Employees officially assigned to stand-by status as defined in Section 8.4 below shall receive minimum call-in pay, in addition to their stand-by pay, for the first call-in during any one stand-by period. Any additional required work time during the same 24-hour period shall be paid as overtime (i.e. time and one-half) for actual hours worked.
- (c) Employees not being paid stand-by cannot be disciplined for failure to report or respond to a call-in, except in cases where a bona-fide public safety emergency exists. An emergency can only be declared by an employee whose rank is no lower than Bureau Chief.
- (d) For the purpose of determining call-in pay, if an employee is officially assigned to stand-by status under Section 8.4 below, pay shall start when the employee receives notice to report to work.

Section 8.4. - Stand-by Pay.

- (a) An employee who is specifically assigned to stand-by status and scheduled through Communications as the Bureau's representative shall during the weekdays, Monday through Friday, be granted 1 hour and twenty minutes of pay at time and one-half for the stand-by period between his/her regular shifts. An employee who is specifically assigned standby status during the weekend, Saturday and Sunday, shall be granted 2 hours and forty minutes pay at time and one-half for the standby period of 24 hours. Standby assignments shall be rotated in the same manner as overtime among qualified employees.
- (b) Being on-call for snow removal or other emergency weather conditions does not qualify for stand-by pay.
- (c) Stand-by pay is in addition to any pay for time actually worked during the stand-by period unless such stand-by pay is in violation of Section 8.7 of this Agreement.
- (d) Employees receiving stand-by-pay shall be considered as receiving additional or overtime pay. Stand-by assignments shall be rotated in the same manner as overtime among qualified employees. Records of working stand-by shall be

recorded and maintained on a stand-by roster to ensure fair and equal distribution.

Section 8.5. - Welder's Premium.

- (a) Motor Equipment Mechanics who are required to spend at least fifty percent (50%) of their time welding or who are required to frequently fabricate by welding will have \$1,000 added to their base pay.
- (b) Unit members not meeting the requirements of paragraph (a) whose assigned job duties include welding and who spend at least 5% of their time welding and have the appropriate American Welding Society (AWS) certification will have \$500 added to their base pay. No more than 12-unit members may receive this premium.
- (c) The County will pay the renewal costs for the appropriate AWS certification for unit members meeting the requirements of (a) or (b).

Section 8.6. - Commercial Driver's Licenses (CDLs).

- (a) A member of the bargaining unit who possesses a valid Commercial Driver's License (CDL) will receive an additional \$.30 per hour for all hours worked. The CDL payment is not applicable to pension calculations. An employee whose regular assigned duties require that they possess and keep current a CDL will have the annual renewal cost paid by the County.

An employee that fails to maintain or has their CDL suspended or revoked must notify the County the next business day of their changed status.

- (b) The County will pay the cost for CDL drivers at the landfill who obtain and maintain a special endorsement for operating a fuel truck. CDL drivers who obtain the special endorsement will receive a \$1,000 annual premium. This premium will be available to any of the landfill employees who are required to maintain a CDL. Employees who qualify for this premium will be expected to operate the fuel truck during normal operations at the landfill as well as be available for any emergency operations including snow or other weather-related events.

Section 8.7. - No Duplication or Pyramiding of Premium Pay.

There shall be no duplication or pyramiding in the computation of overtime or other premium wages and nothing in this Agreement shall be construed to require the payment of overtime more than once for the same hours worked. If more than one of the provisions of this Article shall be applicable to any time worked by an employee; the employee shall be paid for such time at the highest rate specified in any one applicable section, but the employee shall not be entitled to additional pay for such time under any other section.

Section 8.8. Mechanics' Tool Reimbursement Program.

Motor Equipment Mechanics who purchase tools for use in the County Administration Fleet Shops or with the Department of Recreation and Parks, shall receive up to \$500 reimbursement for tools bought during the current fiscal year.

Section 8.9. - Mechanics' Certification Premium.

- (a) Mechanics who obtain and maintain ASE certifications pertinent to their shop assignment will receive \$.05 per hour for each separate certification maintained. To receive the premium, the employee must present a copy of the ASE Certificate indicating successful completion of the required course(s) and examination(s) and accept assignment to duties that utilize the certification.
- (b) Mechanics who work on Police and Fire vehicles and who obtain and maintain EVT certifications pertinent to their shop assignment will receive \$.05 per hour for each separate certification maintained. To receive the premium, the employee must present a copy of the EVT Certificate indicating successful completion of the required course(s) and examination(s) and accept assignment to duties that utilize the certification.

Section 8.10. - Emergencies.

- (a) Some unit members will be required to work during an emergency, which is defined as an unforeseen event or an event requiring critical action that occurs outside of normal business hours or results in the closing of County offices for normal business operations.
- (b) An employee who is required to work during an event under subsection (a) of this section shall be compensated at the regular rate or in compensatory time for hours worked during the employee's regular assigned shift. If the emergency results in the closing of County offices for normal business operations, an employee shall also be credited with compensatory time or pay equal to the number of hours that County offices were closed. The County shall determine whether compensation under this Subsection shall be pay or compensatory time. For emergencies outside of normal business hours, regular overtime as determined under Section 8.2 will apply. An emergency can only be declared by an employee whose rank is no lower than Bureau Chief.

Section 8.11. – Multi-Task Certification.

Employees at the Wastewater Treatment Facility who acquire two (2) certifications as required per their job responsibilities and when approved by the Director shall receive \$500 annually. Section 8.7 of this provision shall be applicable, and the stipend shall not be applicable toward any retirement calculations.

Section 8.12. – Temporary Assignment Pay.

Employees who are temporarily assigned to a job classification in a higher pay grade than their regular job classification for a period in excess of five consecutive eight hour days or four consecutive scheduled ten hour days, shall be paid for all hours worked in such higher pay grade, beginning with the first day worked, at either five percent (5%) above their regular rate of pay or the minimum rate for the higher pay grade, whichever is greater, provided the Personnel Officer has determined that all of the following conditions are satisfied:

- (1) The position to be filled temporarily is an authorized budgeted position.
- (2) There is no incumbent in the position or the incumbent is absent from duty.
- (3) The assigned employee meets the minimum qualifications for the classification.
- (4) The assigned employee is able to perform all the normal duties expected of a person occupying that position. Employees who are directed to perform duties of a higher classification will be told from the outset whether they will qualify for temporary assignment pay or are being assigned higher duties for training purposes which will be explained to them.

Section 8.13. – Snow Removal Premium.

- (a) An employee who is required to operate a motor vehicle or motorized equipment for purposes of snow removal will be paid an annual premium of \$25. For the purposes of this section, a motor vehicle or motorized equipment includes a skid steer loader, ATV, small tractor, and ride-on mower adopted for snow removal, but does not include a walk-behind snow blower. This premium does not apply to employees who receive a CDL premium under Section 8.6.
- (b) Premiums under this Section will be paid in a lump sum as of March 31 of each year.

Section 8.14. – Certified Trainers.

- (a) If an employee is certified as a Trainer and provides training to other County employees, the employee shall be paid the following amounts annually:
 - \$1,000 for Traffic Control Training
 - \$1,000 for Forklift Training
- (b) An employee may qualify for only one pay under this section per year.
- (c) An employee designated by a Bureau Chief to perform duties as a CDL trainer will be paid an annual premium of \$1,000. No more than 4-unit members may receive this premium.

- (d) Premiums under this section will be paid in a lump sum as of December 1 of each year.

Section 8.15. – Landfill Employees.

Bargaining unit members working at the Landfill that have received a HAZMAT Certification shall receive an additional \$500.00 annually.

Section 8.16. --Licensing Requirements.

- (a) State law requires licensing requirements for employees to carry out their assigned duties. Employees who are required to hold the following licenses as stated in their job description will have the cost of the temporary licensing, permanent licensing, renewal licensing and one certification test per license paid for by the County.
- (b) If the employee fails any testing, the next test for a particular license is paid by the employee.
- (c) The following licenses apply to this section:
 - a. D-Distribution
 - b. 5A Operators License Wastewater Treatment
 - c. 2C Wastewater Collection
 - d. Industrial II Wastewater
 - e. Maryland Pesticide Applicators License

Section 8.17. - Back Flow Certification.

Employees in the classification of plumber, and certified trained employees working at the Waste Water Treatment Plant who are approved by the Department Director, that are required to maintain a Back-Flow Preventer certification shall receive an annual premium of \$1000.00 added to their base salary.

Section 8.18. – Maryland Certified Emission Technician Premium.

A Motor Equipment Mechanic who obtains and maintains a Maryland Certified Emission Technician (MCET) certification pertinent to the employee's shop assignment will have \$500 added to the employee's base salary. To receive the premium, the employee must present a copy of the MCET Certificate indicating successful completion of the required course(s) and examination(s) and accept assignment to duties that utilize the certification.

Section 8.19.- Water Treatment License Premium

- (a) A member of the bargaining unit who possesses a valid water operator license will receive an additional \$0.25 per hour for all hours worked and an additional

\$0.25 per hour for all hours worked for a valid sewer operator license. If the bargaining member possesses both valid licenses, they would receive \$0.50 per hour for all hours worked. The payment is not applicable to pension calculations.

The County agrees to study the feasibility of establishing a formal training program to assist employees with obtaining both a distribution and a treatment license.

ARTICLE 9 - SECONDARY EMPLOYMENT

The County shall not restrict an employee's ability to engage in secondary employment unless such employment interferes with or renders the employee unavailable or unable to perform the duties and responsibilities of the employee's employment position or is deemed a prohibited practice by the County Ethics Commission. Such decision shall be made on a case by case basis. The Union shall be notified whenever an employee is denied the ability to engage in secondary employment. Such denial shall be subject to the grievance procedure; except that a decision of the County Ethics Commission respecting a violation of the County Ethics Law is final and binding upon the County and the employee.

ARTICLE 10 – LEAVE BENEFITS

Section 10.1. - Holidays.

- (a) All employees shall be entitled to 12 paid holidays as follows: New Year's Day; Martin Luther King Day; President's Day; Good Friday; Memorial Day; The Fourth of July; Labor Day; Columbus Day; Veterans' Day; Thanksgiving Day; The Day after Thanksgiving; Christmas Day; or as designated by the County Executive.

Holiday is defined as the day the county officially observes the above listed holiday.

- (b) Except as provided in paragraph (e) below, if an employee's work schedule is such that the employee is unable to observe a holiday on the specific day established by this section, or as designated by the County Executive, the employee will receive his/her regular rate of pay for all hours worked on the holiday plus, at the option of the employee, either (i) eight hours of pay at his/her regular rate of pay, or (ii) one day of leave.
- (c) An employee who is required to work on a holiday and is given less than 48 hours' notice of such change in his/her schedule will receive double his/her regular rate of pay for all hours worked on the holiday plus, at the option of the employee, either (i) eight hours of pay at his/her regular rate, or (ii) one day of leave.
- (d) A unit member shall receive one and one-half times his/her regular rate of pay for all hours worked on a holiday plus eight hours of pay at his/her regular rate, if the unit member:
 - (1) Works rotating shifts or rotating days; and

- (i) Is a Water Reclamation Plant Operator I, II, or III, (excluding maintenance); or
 - (ii) Is assigned to work in Animal Control.
- (2) Is assigned to work at the Alpha Ridge Landfill.
- (e) If an employee's work schedule is such that they are unable to observe Labor Day, Thanksgiving Day, Christmas Day (December 25), or the 4th of July (July 4), the unit member will receive one and one-half times his/her regular rate of pay for all hours worked on the holiday plus, at the employee's option, either (i) eight hours of pay at his/her regular rate, or (ii) one day of leave.
 - (f) An employee exercising the option to receive one day of leave under paragraph (b), (c), or (e) must do so by notifying the employee's supervisor prior to the pay period in which the holiday falls.
 - (g) Holiday pay will not be paid when an employee is on approved leave of absence without pay or when an employee is directed to report to work and fails to do so.
 - (h) Employees placed on standby status for a holiday who are called in on the holiday shall receive double time for any hours worked beyond 4 hours.

Section 10.2. - Annual Leave.

- (a) After six continuous months of service, employees shall be entitled to use paid annual leave earned in accordance with the following schedule, which shall be accrued monthly:

Continuous Service	Annual Leave Accrual
Appointment through 5 th year	13 days per year
6 th year through 10 th year	16 days per year
11 th year through 20 th year	19 days per year
21 st year and above	21 days per year

- (b) Beginning July 1, 2006, employees may carry over no more than 360 hours of annual leave from one fiscal year to the next, except where an employee is required to forego the use of annual leave because of a work emergency, in which case the employee will have until December 31 of the current fiscal year to utilize those hours in excess of 360. Every employee must use a minimum of five days annual leave per fiscal year.
- (c) The rate of pay while an employee is on annual leave shall be the regular straight time rate of pay for the employee's regular job.
- (d) Requests for scheduling annual leave shall be submitted before the Department

Head's deadline and will be granted according to seniority where practicable. Those requests submitted after the deadline will be granted as received based on departmental requirements.

- (e) Upon termination of employment, employees with six or more months of continuous service shall be paid any accumulated leave credits minus one day's pay for each day the employee fails to have given the County 10 days minimum notice.
- (f) All employees who request annual leave (vacation) time for two days or less will receive a response from supervision within two normal working days or less after it has been received.
- (g) Annual leave may be taken in periods of one-half (1/2) hour or more.

Section 10.3. - Personal Leave.

- (a) Existing employees shall receive six personal leave days each calendar year.
- (b) Employees hired after April 30 of the calendar year shall receive four personal leave days for that year.
- (c) Employees hired after August 31 of the calendar year shall receive two personal leave days for the year.
- (d) Employees hired after November 30 of the calendar year shall not receive any personal leave for that year.
- (e) Personal leave must be taken during the calendar year in which it is granted, upon prior approval of the immediate supervisor, and may be taken in periods of one-half (1/2) hour or more. Supervisors may grant the use of personal leave with less than 24 hours' notice at the sole discretion of the supervisor.

Section 10.4. - Disability Leave.

- (a) Employees shall earn disability leave at the rate of one working day per month with unlimited accrual. Disability leave shall accrue to the employee's credit for a given month as long as the employee is in pay status and leave balances may be carried over from one fiscal year to the next with no maximum carryover limitation. Disability leave may be taken in periods of one-half (1/2) hour or more.
- (b) Disability leave may be used for the incapacitating illness of an employee, the employee's spouse or the employee's minor child residing in the employee's household.
- (c) Fathers may use up to three days of disability leave related to the birth or adoption of a child.

- (d) Disability leave may be used for medical/dental/optical appointments; to the extent such appointments cannot be scheduled during non-working hours.
- (e) When an employee requests disability leave, he/she shall be required to notify his/her immediate supervisor of the illness or incapacity before the start of the employee's shift on the first day of illness or incapacity and the probable date of return to work.
- (f) When an employee uses more than three consecutive days of disability leave, such absence must be substantiated by a certificate from the treating physician or other licensed practitioner describing the nature of the illness or incapacity, the dates of treatment, which contains a release to return to work outlining any applicable work restrictions. Notwithstanding the above, if the employee's supervisor suspects abuse of disability leave, the employee may be put on notice that a doctor's certificate confirming the nature and extent of the illness or incapacity must be submitted upon the employee's return to work from the next incident of sick leave, even though this may be less than three days. Failure to notify the supervisor of illness, or abuse of disability leave, will be considered sufficient cause for disciplinary action.
- (g) When an employee has been counseled regarding the use and possible abuse of disability leave and improvement has not been noted, the County may require that employee to report to the County's physician each time he/she calls in sick to substantiate such absence. In cases of a documented illness which temporarily incapacitates the employee, that employee will be required to be examined by the County's physician prior to reporting back to work. An employee's failure to do so upon request shall result in being placed in an "absent without leave" status and will result in loss of pay and possible disciplinary action.
- (h) Employees who have worked from July 1st through June 30th and accrued 12 disability leave days during those periods and have used four or fewer of these days during that same period for personal or family illness or physician's appointments may, at their option, cash in two of their remaining days for one day's pay.

Section 10.5. - Worker's Compensation Leave.

Eligibility - an employee is eligible for Worker's Compensation Leave if an injury or disease which causes the employee to be disabled is compensable under Maryland Worker's Compensation Law; the employee is completely unable to work at their regular job or modified duty; and the inability to work is supported by sufficient medical evidence.

Medical Appointments - Worker's Compensation Leave shall be authorized for medical appointments if the appointment is at the request of the County or its authorized claims adjuster or the appointment is with the designated medical provider selected by the County.

Modified Duty - Worker's Compensation Leave shall not be authorized if the employee has been offered a temporary modified duty position in accordance with medical restrictions.

Rate - An employee who suffers a compensable work-related injury will receive full pay during the period he/she is disabled to a maximum of 12 months from the date of injury if the employee is evaluated by a County approved medical provider as to the ability to work with or without restrictions. Employees electing not to be evaluated by a County approved medical provider shall receive benefits, if applicable, at the rate established under the Workers' Compensation Laws of Maryland.

After 12 months, the employee is eligible to receive benefits to the extent available under Maryland Workers' Compensation Law.

In the event that the evaluations of the County approved medical provider and the employee's doctor are conflicting with respect to ability to work with or without restrictions, an independent evaluation may be requested by the employee. The physician conducting the independent evaluation will be selected based on mutual agreement of the parties. The cost of the independent evaluation shall be paid by the County. If the independent physician concurs with the opinion of the employee's doctor, the employee shall receive full salary for periods of authorized lost time up to one year from the date of injury, subject to all other provisions of Maryland Worker's Compensation Law. If the independent physician concurs with the opinion of the County approved medical provider that the employee can return to work, no benefits shall be payable.

If at any time during the course of the claim, the employer requests an independent medical exam in accordance with Maryland Worker's Compensation Law, the provision allowing for a third opinion will not apply.

Continuation of Other Benefits - During the period for which an employee is receiving Worker's Compensation Benefits, all health and life insurance premiums and retirement fund contributions shall continue as if the employee was receiving wages. If the employee is receiving Workers' Compensation benefits through a source other than County payroll, the employee will be responsible for reimbursement to the County for the employee's contributions for health and life insurance premiums and will be responsible for other personal payroll deductions.

Use of Accrued Leave - If the employee's Worker's Compensation payments are not payable or are suspended for any reason, the employee may elect to use available annual, personal, or disability leave with the approval of their supervisor, as long as the usual requirements for such leave are met.

Section 10.6. - Jury Leave.

Any employee called for jury duty by a State or Federal Court will receive full pay for the time needed to serve.

Section 10.7. - Military Leave.

Rate - Paid leave for hours equivalent to two times the employee's weekly hours (maximum).

Authorization - An official copy of military orders must be submitted to the employee's supervisor immediately upon receipt of the orders and prior to commencement of leave.

Limitations - Paid Military Leave benefits are granted time covered by written orders, to a maximum of the above rate. Time off for other military obligations will be granted as annual leave, personal or leave without pay at the request of the employee. In order for leave time to be approved as excused, the County may require documentation of required service dates for leave requested that is not covered by orders which designate the time as Active Duty Training or Active Duty Tour.

Section 10.8. - Bereavement Leave.

The Department Head shall grant an employee bereavement leave for a maximum of three consecutive work days following the death of the employee's wife, husband, son, daughter, mother, father, brother, sister, parents-in-law, son-in law, daughter-in law, stepmother, stepfather, grandparent or grandchild. Additionally, upon the death of a brother-in-law or sister-in-law, one day of bereavement leave shall be granted. Bereavement leave shall not be deducted from any other leave earned by the employee. At the discretion of the department head, up to 2 days of additional bereavement leave may be granted if the death or funeral occur out of state.

Section 10.9. - Leave of Absence.

- (a) The Personnel Officer may grant requests for leave of absence without pay for a period not to exceed one year for each year of this Agreement under such terms and conditions as set forth in the Unpaid Leave of Absence section of the Howard County Employee Manual.
- (b) A member of the Union shall, at the request of the Union, be granted a one time leave of absence without pay of up to one year during the life of this contract.

The County will guarantee re-employment in his/her current classification for a leave period of up to one year. All seniority shall continue to accrue during this period. For leaves of a greater period of time, the unit member may return to his/her regular classification or another classification provided that there is a vacant position and he/she meets the physical requirements and the current qualifications for that classification. If no position is available, he/she will be placed on the re-employment list. In any event, upon the return to County employment, he/she will be placed at the same step in the salary scale as when his/her leave began or an equivalent step at another grade.

Section 10.10. – Union Leave.

- (a) Members of the bargaining Unit shall be granted an aggregate total of 50 days to conduct Union business. Prior approval to use such leave must be obtained based upon a written request approved by the CAO. Such leave shall not be unreasonably denied. Union leave will not be required to attend negotiation sessions. Leave for negotiations will be determined when the ground rules for negotiations are established each negotiating year.

- (b) Donated Leave: The bargaining unit may create and administer a bank of donated annual leave for the purpose of providing additional paid time to conduct Local business. The Union must provide to the County a signed authorization form. In addition to member donated leave, at the end of each fiscal year, the union may roll over any unused union leave into the bank as long as the union leave bank balance does not exceed 100 days. Locals may donate Union leave to another local at its' direction. If the leave bank exceeds 100 days, any unused union leave will not carry over into the bank.

- (c) One member of AFSCME Local 1810, 3085 or 3888 shall be appointed to serve as an AFSCME Council 67 Chief shop steward. The Shop Steward shall be on full-time leave and responsible for investigating and handling grievances, attending labor management meetings, attending new employee orientation and managing day to day labor management relations as directed by the appropriate local union president. The Shop Steward will remain on the County payroll as a full time active employee and shall maintain all benefits as other full-time personnel employed by the County covered under the CBA to include but not limited to pension accruals, seniority and other fringe benefits. In the event that an emergency impacting the department's mission requiring additional resources of the shop steward's work assignment, the County may call the Shop Steward into service for the duration of the said emergency. The Shop Steward will be required to keep all required certifications and attend mandated training for their job classification.
 - 1. The Executive Director of AFSMCE Council 67 will forward three names for review by the County Chief Administrative Officer.
 - 2. The County may reject and request a replacement name in the event the individual occupies a position in which an absence would cause undue hardship to the agency in which the member is located.
 - 3. The Chief Administrative Officer may use one strike of the three members solicited in their discretion.
 - 4. The Executive Director of Council 67 will select a Shop Steward from the recommended members not stricken by the Chief Administrative Officer.

5. The Shop Steward will serve at the discretion of the Executive Director of AFSCME Council 67. If the Shop Steward position becomes vacant, above process will be used to select a new Shop Steward.

Section 10.11 - Compensatory Leave.

When scheduling compensatory leave, the supervisor shall attempt to accommodate the wishes of the employee. Compensatory leave should be requested at least 24 hours in advance, however, supervisors may grant compensatory leave with less notice depending on staffing needs. Compensatory time may be taken in periods of one half hour or more.

ARTICLE 11 - INSURANCE

Section 11.1. - Health Insurance.

- (a) During the term of this agreement, members of the bargaining unit shall be eligible for the medical (including vision and prescription drug), dental, flexible spending accounts, and any other health insurance benefit programs at the same cost and basis as all other groups of County benefit eligible employees. This includes eligibility for participation, premium contribution rates, plan coverage, and all other terms and conditions as stipulated in each benefit's governing document.
- (b) Health insurance rates for Calendar Year FY 2018 are provided in Exhibit C.
- (c) Unit members may participate in a pre-tax voluntary benefit program offered by SF&C Select Benefits Communication Group covering critical illness.
- (d) *Bidding.* When it becomes necessary for the County to bid for health insurance coverage, the Union shall be given, on a timely basis, the opportunity to meet with the County to discuss health benefit issues and provide input into the development of bid specifications. Additionally, the Union agrees to provide a representative on any ad hoc employee committee formed for such purpose. Neither meetings involving the development of bid specifications or participation on an ad hoc committee shall preclude the Union from submitting health insurance proposals in the course of negotiations on a new agreement.
- (e) *Dependent Children Eligibility.* In the managed care options (HMOS), employees' unmarried dependent children are eligible to be enrolled under the County's group medical insurance program until the first of the month following their 25th birthday, regardless of student status.
- (f) *Health Insurance Renewal.* When a multi-year agreement exists with a health care provider, the County will make the Human Resources Administrator, or other County employee who oversees the health care costs process, available upon request to the Union President to review and offer suggestions prior to establishing

the actual Health Care costs for each year.

- (g) *Plan Deductible.* In the event the County implements a change of plan year dates, amounts that employees have accrued toward required deductibles or co-insurances during the partial plan year shall be applied to the deductible required during new plan year.

Section 11.2. – Life Insurance.

The County shall provide, at no cost to the employee, basic group life insurance coverage in an amount equal to two times (2x) annual salary.

ARTICLE 12 - PROTECTIVE CLOTHING AND UNIFORMS

It shall be mandatory for employees to wear the uniforms provided by the County.

Each Department and/or Bureau will determine the proper uniform, color, style and types of clothing to be worn by bargaining unit employees.

Each Department and/or Bureau may choose to purchase or rent uniforms as appropriate. The Department or Bureau may choose to provide a stipend to allow members to purchase designated items from a designated uniform supplier.

At a minimum, each employee requiring a uniform will be provided with one Tee-shirt for each day worked during the normal workweek. Employees in the DPW Bureau of Facilities and the Department of Recreation and Parks will receive tee-shirts with collars.

The County will issue either one set of winter coveralls or a winter jacket to each bargaining unit member. Coveralls/winter jackets will be replaced on an as needed basis, depending upon fair wear and tear. With documentation (Loss/Theft Report), jacket/coveralls will be replaced.

The County will have disposable coveralls available at the Water Reclamation Plant to be used, as needed, and protective clothing to other employees as appropriate.

The County will provide full uniform service to Animal Control Officers, Park Rangers, Mechanics and bargaining unit members within the Bureau of Utilities and Bureau of Facilities.

The County will continue its present policy on providing safety eyewear. The County will comply with the Safety Footwear Program as contained in Policy & Procedure 200.6 and will monitor such compliance in cooperation with the Office of Human Resources. The County will pay any additional cost associated with the purchase of safety footwear under the policy that is directly attributable to the fact that the shoe is large.

If the Union determines that there is a particular need for a uniform(s) in a work area, it shall present appropriate justification of need to the County in which case the prescribed uniform provided may be adjusted.

ARTICLE 13 - GRIEVANCE PROCEDURE

Section 13.1. - Scope.

This Article sets forth a grievance procedure, which shall apply and be limited only to questions concerning the interpretation or application of a specific provision of this Agreement. Grievances not covered by the scope of this Agreement may be filed in accordance with Section 1.500, formerly Section 1.121 of the Howard County Code.

The order of presentation in all grievance hearings shall be as follows. For grievances resulting from disciplinary actions, the County shall proceed first. For all other grievances, the Union shall proceed first.

Section 13.2. - Election of Remedies.

- (a) As an alternative to the grievance procedure set forth in this Article, and except for grievances related to suspension or termination as contemplated in Section 13.4. of this article, an employee may use the grievance procedure provided in Section 1.500 of the Howard County Code and the "Appeals" section of the Howard County Employee Manual. An employee may elect only one of these remedies and by electing one procedure automatically, waives the other.
- (b) If an employee elects the grievance procedure under this article:
 - (1) Management personnel may communicate with the employee only through the Union or at scheduled grievance proceedings; and
 - (2) A settlement or other resolution of the grievance may be made only with the express approval of the Union.

Section 13.3. – Time Limitations.

A grievance covered by this Article must be presented promptly within 10 working days or two weeks after it arises and be processed in accordance with the following steps, time limits and conditions. The parties recognize that the prompt settlement of grievances is important to a sound and harmonious relationship between the Union, the County, and the employees.

The aggrieved employee shall present all grievances at the first step of this grievance procedure or the Union within the time limitation contained herein or they shall be considered waived. If the County fails to give its answer to a grievance within the time limits set forth in any step, the Union and/or employee may appeal the grievance to the next step at the expiration of such time limit.

The time limits prescribed herein may be waived by mutual agreement, in writing, by the parties hereto. A grievance not appealed within the time limits herein set forth shall be considered

settled on the basis of the answer provided by the County at the last step of the procedure utilized by the Union or the employee, which answer shall be final and binding upon the aggrieved employee member or the Union.

The parties may, by mutual agreement, waive certain steps and/or extend stated time frames. Such mutual agreement shall be reduced to writing and signed by the parties prior to the expiration of said time frames. In no event may waiver or extension of any time limit hereunder for presentation or appeal be implied by any action or inaction of the County or the Union.

Section 13.4. - Procedural Steps.

Step 1

The aggrieved employee, with or without his/her Union representative, shall meet with the lowest level County supervisor capable of resolving the grievance to present the grievance orally. If that supervisor lacks the authority to resolve the grievance, he/she shall refer the Union or the employee to the appropriate member of management, who may include the original supervisor in the adjustment process. The lowest level supervisor capable of resolving the grievance shall attempt to satisfactorily adjust the matter and reply to the unit member or the Union orally within five working days of the presentation of the grievance.

Step 2

In the event that the supervisor's decision at Step 1 is not satisfactory to the employee or the Union, the employee or the Union may, within 10 working days of receipt of that supervisor's answer at Step 1, present the grievance, in writing, to the Bureau Chief on a form to be supplied by the County. The Bureau Chief shall, within five working days of receipt of the grievance, schedule a meeting to discuss the grievance with the employee and/or the Union and reply to the employee and/or the Union, in writing, within ten working days of the meeting.

Step 3

In the event that the Bureau Chief's decision is not satisfactory to the employee or the Union, the employee or the Union may, within five working days from receipt of the Bureau Chief's answer at Step 2, present the Step 2 grievance form to the Department Head. All grievances concerning suspension or discharge shall begin at this step. The Department Head or his/her designee shall arrange to meet with the employee and/or the Union within five working days after receipt of the grievance, and shall reply to the grievance, in writing, to the employee and/or the Union within five working days of the meeting.

Step 4

In the event that the Department Head's decision is not satisfactory to the employee or the Union, the employee or the Union may, within five working days from receipt of the Department Head's decision at Step 3, present the grievance form to the Personnel Officer. The Personnel Officer or his/her designee shall arrange to meet with the employee and/or Union within

10 working days after receipt of the grievance. The Personnel Officer shall reply to the grievance, in writing, to the employee and/or the Union within 10 working days of the meeting.

Step 5

Any grievance that has been properly processed through the above procedure and has not been settled at Step 4, may, at the request of the Union, be appealed to binding arbitration.

The Union shall serve written notice of its intention to proceed to binding arbitration upon the Personnel Officer within 14 calendar days of receipt of the Personnel Officer's decision at Step 4.

The County and the Union may use the services of either the Federal Mediation and Conciliation Service or the American Arbitration Association. In any event, the arbitration shall be conducted in accordance with the rules of the American Arbitration Association. The Arbitrator shall have no authority to amend, alter or modify any provision of this Agreement or to limit, diminish or in any manner interfere with the authority of the County and its administration as provided by State law and/or County Charter. The written decision of the Arbitrator shall be rendered within 30 days after the hearing and shall be final and binding upon the aggrieved employee, the Union and the County. The cost of arbitration shall be shared equally by the County and the Union except that costs incurred in presenting or defending the grievance to the arbitrator shall be borne by the side incurring the expense.

Section 13.5. - Other Conditions.

No reprisals shall be invoked against any employee for filing or processing a grievance.

If an employee is given a directive by a supervisory authority, which he/she believes to be in conflict with a provision of this Agreement, the employee shall comply with the directive at the time it is given, and thereafter, may exercise his/her right to grieve the matter. The employee's compliance with such directive will not prejudice the employee's right to file a grievance, nor will his/her compliance affect the resolution of the grievance.

The County may present a grievance to the Union, in writing, at Step 5 of this procedure provided that it has filed a notice of intent with the Local 3085 President. The notice of intent, outlining the details of the complaint, must be presented 30 days prior to filing the demand for arbitration.

Section 13.6 - Mutli-Employee Grievance.

If such grievances affect a group or class of employees involving two (2) or more employees, the Union or the employees may submit such grievances in writing to the respective Director. The processing of the Multi-Employee grievances shall commence at Step 3. An employee may elect to file an individual grievance and thus not participate in the Multi-Employee grievance. A Multi-Employee grievance must include the names of at least two employees who are alleged to be aggrieved by the action necessitating a Multi-Employee grievance.

Section 13.7—Last-Chance Agreements.

Last-Chance Agreements will not be an option for employees covered under the Local 3085 collective bargaining agreement.

ARTICLE 14 - PERSONNEL FILES

Section 14.1. - Employee Access.

The Personnel Officer shall permit inspection of an employee's personnel file as provided by law. All personnel records shall be treated as confidential information. Employees with or without Union representation shall have access to their individual personnel files by prior appointment with the Personnel Office. Presuming there will be no abuse, employees who do not work at the main County office complex will be allowed, with prior supervisory approval, to inspect their personnel files during their normal work day. All items contained in such file shall be available for review and copy with the exception of outside confidential references relating to original employment or promotion.

Section 14.2. - Removal of Information.

Any correspondence related to disciplinary action may be removed from the employee's personnel file if requested in writing by the employee, provided two (2) years have elapsed since the most recent entry.

Section 14.3. - Employee Additions.

Employees shall have the right to respond in writing to any information contained in their personnel file, which will be kept in said file.

ARTICLE 15 - SAFETY

- (a) The County agrees to continue to follow its current safety policy as set forth in the County's Safety and Health Manual and Policy and Procedure 200.1. Additionally, a Union representative selected by the Union shall be allowed to sit as a member of Departmental or Bureau Safety committees, except in Environmental Services where an employee selected by the Union shall be a member of the Departmental and Division Safety Committees.
- (b) If an employee believes a violation of Policy and Procedure 200.1 or other workplace-related safety law or regulation has occurred, the employee shall immediately notify his or her supervisor. A supervisor with authority to address the situation shall complete an investigation of the report within 24 hours of receipt and shall take any remedial action deemed necessary.

- (c) The Union President or designee shall be notified of a safety violation reported to MOSHA or OSHA. The Union President or designee shall be permitted to accompany the safety inspector responding to investigate a reported safety condition.
- (d) The County and the Union agree to convene a safety committee to determine the training and certification prerequisites for performing skilled work in represented job classifications. The committee will make a recommendation for approval of the Chief Administrative Officer. The committee will also look at the Safety Article in the governing MOU to draft agreed upon language, if necessary, for safety oriented concerns.

The committee will meet no less than 6 times and recommendations shall be completed by December 31, 2020.

ARTICLE 16 - TOOL REPLACEMENT

Based on a recorded and approved inventory, the County will provide replacement in-kind for tools stolen from Motor Equipment Mechanics and Welder Mechanics who are required to purchase the necessary tools to perform their jobs. A departmental form or Police Report must be filed by the employee to be eligible for recovery. Additionally, for these same employees and subject to prior approval, worn tools will be replaced in like kind. Supervisors, upon request may approve upgraded replacement of tools. All replacements will be initiated by reimbursement to the employee upon submission of a receipt. The employee will be required to turn in the worn tool.

ARTICLE 17 - USE OF TELEPHONES

- (a) Presuming there will be no abuse, a unit member may use County telephones, on the clock, to call the Union representative, President, or Shop Steward when a grievance occurs and the call is needed. The supervisor must be informed that the call will be made. If abuse occurs, the County reserves the right at its option, after five days' notice to the Union, to withdraw this permission.
- (b) Presuming there will be no abuse, the Union and its members may use the County's GroupWise email system to communicate with and among members. The unit member shall inform the supervisor that the email is being sent. If abuse occurs, the County reserves the right at its option, after five days' notice to the Union, to withdraw this permission.

ARTICLE 18 - P.E.O.P.L.E. DEDUCTION

Employees shall be allowed to have monies deducted from their salary either once per year or per pay period for P.E.O.P.L.E. (Public Employees Organized to Promote Legislative Equality).

Such deductions will be made when a unit member authorizes by signing an approved form.

ARTICLE 19 - PROMOTIONS

Section 19.1. - Vacancies.

Vacancies in higher positions shall be filled by promotion, as far as practicable, from the lower classes, provided that the filling of such vacancy thereby will enhance governmental efficiency and be compatible with the intent and spirit of the County's Affirmative Action Program. The County encourages employees to develop skills and attain greater knowledge of their work, and to make known their qualifications for more responsible and different work. No employee shall be required to obtain the permission of his immediate supervisor or appointing authority before applying to the Personnel Administrator for a promotion and/or transfer between departments; however, upon receipt of any such application, the Personnel Administrator shall give immediate notice of same to the applicant's present department head. In the event that personnel on the promotional list and replacement list have substantially the same qualifications as personnel on the open competitive file, they shall be given preference in the placement on the qualifying register, except where such preference conflicts with the intent of the Affirmative Action Program.

Section 19.2. – Work Standards – Trial Period.

When an employee has been promoted and does not meet departmental work standards in the higher position, he may be demoted prior to the end of the trial period, without prejudice, to a position in a class equal to the same pay level held prior to promotion. In such cases, his/her pay shall be restored to the rate, plus general pay plan changes, in effect as though the promotion had not been granted.

Section 19.3. – Demotions.

In such cases, an effort shall be made to place the employee being demoted in a vacant position so as not to interfere with those promotions, which were made possible by his promotion. An employee who is selected and promoted to a vacant or newly created position and is rejected due to his inability to carry out the responsibilities of the new position, shall be assigned to a vacant or newly created position by the appointing authority, subject to Personnel Officer approval, at the same pay level held prior to promotion, plus general pay plan changes. In the event there is no available position of the same or comparable grade, the employee's name will be placed on the re-employment list.

Section 19.4. - Job Announcements.

A copy of each issued Howard County Job Opportunity Announcement shall be sent to AFSCME Council 67.

Section 19.5 –Promotions.

The Bureau of Utilities will conduct a study to determine the feasibility of a flexible worker program at the treatment plant.

ARTICLE 20 – LABOR/MANAGEMENT COMMITTEE

- (a) The County and the Union agree to establish a Labor-Management Committee to promote effective communications and labor relations throughout the contract period.
- (b) The Committee Chair shall submit the Committee's recommendations to the appropriate department head or the Chief Administrative Officer. The Committee Chair will provide feedback to the Committee on recommendations submitted to department heads or the Chief Administrative Officer.

ARTICLE 21 – PENSION

Section 21.1. – Pension Plan.

- (a) As provided in Section 1.455 of the Howard County Code (Retirement Plan Committee), a representative of Local 3085 shall be a member of the Retirement Plan Committee of the Howard County Retirement Plan.
- (b) The parties acknowledge, understand and agree that any amendment to the Howard County Retirement Plan must be reviewed by the Pension Oversight Commission (“Commission”) and approved by the Howard County Council (“Council”) before it can become effective.
 - 1) The amount of the monthly retirement income of a member of the bargaining unit (as defined by the Unit Description contained within this Agreement) who reaches a retirement date on or after July 1, 2011, will be equal to:
 - (a) 1.66% of the member’s “average compensation,” (as that term is defined by the Plan);
 - b) Multiplied by the member’s years of “creditable service” (as that term is defined by the Plan) in a job classification that is within the Unit Description of this Agreement.
 - 2) Members of the bargaining unit (as defined by the Unit Description contained within this Agreement) shall, effective with the first paycheck issued for work performed on or after July 1, 2011, and continuing thereafter, make contributions to the Plan equal to the sum of 3% of the member’s per pay compensation.
- (c) A member of the bargaining unit (as defined by the Unit Description in this Agreement) who, because of a change in job classification, ceases to be a member

of the bargaining unit within the Unit Description of this Agreement, but who remains a participant in the Plan:

- a) will no longer make contributions to the Plan equal to the sum of 3% of the member's per pay compensation; and
- b) will be subject to having his/her monthly retirement benefit calculations made by adding the sums of the following subparagraphs (1) and (2), where:
 - (1) (1) equals:
 - (i) 1.66% of the member's "average compensation" (as that term is defined by the Plan);
 - (ii) multiplied by the member's years of "creditable service" (as that term is defined by the Plan) in a job classification that is within the Unit Description of this Agreement; and
 - (2) (2) equals:
 - (i) 1.55 % of the employees' average compensation" (as that term is defined by the Plan) (or such other percentage as may be established by amendment to the Plan for employees of the County other than Participating Corrections Employees);
 - (ii) multiplied by the employee's years of creditable service in a job classification(s) that are not within the Unit Description of this Agreement, but are covered by the Plan.
- (d) In the event that the County or Union shall seek to include new classifications within the Unit Description of this Agreement, and new classifications are, in the future, included within the Unit Description, the County and Union agree that employees in classifications added to the Unit Description shall not (absent an express agreement between the County and the Union to the contrary) be entitled to have their prior creditable service (as that term is defined by the Plan) be treated or considered as service within the Unit Description of this Agreement.
- (e) The parties also agree that members of the bargaining unit shall, should amendments to the Plan be made to provide enhanced benefits to participants in the Plan other than Participating Corrections Employees (as that term is defined by the Plan), be entitled to receive any and all enhancements provided to participants in the Plan, other than those provided to Participating Corrections Employees.
- (f) Local 3085 shall as part of a secession plan be entitled to an alternate non-voting trustee trainee. The Union will appoint a trainee who will replace the current representative upon the representative's departure from the pension board. It will be anticipated that such member of local 3085 be trainable and committed to time

commitments required. The trainee shall be released to attend all pension meetings on a paid basis and obtain any other annual training that a voting trustee receives at no cost to the trainee, except that annual training shall be available on an every other year basis. The Union will work with the County to minimize training costs. This section is effective through July 1, 2015.

ARTICLE 22 – NO STRIKE OR LOCKOUT CLAUSE

Section 22.1. – No Strikes.

For the duration of this Agreement, the Union, its officers, representatives, stewards and members, and the employees covered by this Agreement, shall not in any way, directly or indirectly, individually or concertedly engage in, initiate, sponsor, support, direct, ratify or condone any strike, sympathy strike, sit-down, secondary boycott, or picketing, which interferes with or interrupts the County's operations, to include but not limited to the individual or concerted failure to report for duty, willful absence from one's position, stoppage or slowdown of work, or abstinence in whole or in part from the full, faithful and proper performance of the duties of employment. In the event of a violation of this Article, the Union shall, immediately upon learning of such activity, publicly disavow such action by the employees and shall so advise the County and the employees involved in writing.

In the event of any violation of this Article, the County Executive may, in addition to any other remedy or right of the County, take any or all of the following actions he deems necessary in the public interest:

- (1) Imposition of disciplinary action, including removal from County service of employees engaged in such illegal conduct;
- (2) Termination of the Union's dues deduction privilege, if any;
- (3) Revocation of the Union's exclusive representation certification and disqualification of the Union from participation in representation elections for a period up to a maximum of two years.

Any grievance involving disciplinary action against an employee charged with a violation of this Article shall be limited to the question of whether such a violation occurred.

Section 22.2. - No Lockouts.

The County shall not, under any circumstances, engage in, initiate or direct a lockout of County employees.

ARTICLE 23 – DURATION AND FINALITY OF AGREEMENT

- (a) This Agreement shall become effective as of July 1, 2020 12:01 AM, and remain in full force and effect until midnight, June 30, 2022. There will be a reopening of the contract in the second year to discuss pension issues.
- (b) It is understood that this Agreement can only be added to, amended, or modified by a document in writing, signed on behalf of the parties hereto by their duly authorized officers and representatives, after negotiations mutually agreed to by the County and the Union.
- (c) The parties acknowledge that this Agreement represents the complete Agreement arrived at as a result of negotiations during which both had the unlimited right and opportunity to make demands and proposals with respect to any negotiable subject or matter. Any subject or matter referred to or covered or not specifically referred to or covered in this Agreement shall be negotiable only by mutual consent for the duration of this Agreement.

ARTICLE 24 – SAVINGS CLAUSE

Any Article or Section of this Agreement found to be in conflict with the Howard County Charter or with any law, ordinance, statute, County or government regulation or declared invalid by decree of a court of competent jurisdiction, will be null and void and the parties will enter into negotiations for a substitute provision. All other Articles and Sections of this Agreement will remain in full force and effect for the duration of the Agreement.

ARTICLE 25 - SUBMISSION TO THE COUNCIL

The County Executive will make a submission to the County Council, in accordance with Section 1.606 of the Howard County Code as soon as possible following ratification by the Union members.

In witness whereof, the parties have executed this Memorandum of Agreement, this ____day of _____2020.

**HOWARD COUNTY ADMINISTRATION
HOWARD COUNTY, MARYLAND:**

COUNTY EXECUTIVE
Calvin Ball

CHIEF ADMINISTRATIVE OFFICER
Lonnie R. Robbins

COUNTY SOLICITOR
Gary W. Kuc

CHIEF NEGOTIATOR
Sean Malone

HUMAN RESOURCES ADMINISTRATOR
Wanda Hutchinson

DIRECTOR OF PUBLIC WORKS
James M. Irvin

DIRECTOR OF RECREATION & PARKS
Raul Delerme

TEAM MEMBER
Janssen Evelyn

TEAM MEMBER
John Peterson

UNION (Local 3085):

PRESIDENT, LOCAL 3085

Dale R. Chase

EXECUTIVE DIRECTOR, AFSCME

Council 67

Glenard S. Middleton, Sr.

CHIEF NEGOTIATOR

George Gison

TEAM MEMBER

Teresa Stonesifer

TEAM MEMBER

Charles Lindenberg

TEAM MEMBER

Milton Bruchey

TEAM MEMBER

Ricky Carr

TEAM MEMBER

Wesley Warren

TEAM MEMBER

Nick Diakantonis

TEAM MEMBER

Susan Carlson

EXHIBIT A1 Pay Scales

Salary Scale H - Local 3085

FY 2021

Effective January 1, 2021

Note: A = 10 YR. LONGEVITY (\$0.75/HR); B = 15 YR. LONGEVITY (\$1.45/HR); C = 20 YR. LONGEVITY (\$1.75/HR), W = WELDER PREMIUM (\$1,000/YR)

Grade	Entry	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
H3	\$16.00 \$33,280	\$16.31 \$33,925	\$16.72 \$34,778	\$17.05 \$35,464	\$17.48 \$36,358	\$17.83 \$37,086	\$18.28 \$38,022	\$18.65 \$38,792	\$19.11 \$39,749	\$19.49 \$40,539	\$19.98 \$41,558	\$20.38 \$42,390	\$20.89 \$43,451	\$21.31 \$44,325	\$21.74 \$45,219	\$22.17 \$46,114	\$22.61 \$47,029	\$23.06 \$47,965
H4	\$16.64 \$34,611	\$17.05 \$35,464	\$17.39 \$36,171	\$17.83 \$37,086	\$18.19 \$37,835	\$18.65 \$38,792	\$19.02 \$39,562	\$19.50 \$40,560	\$19.99 \$41,579	\$20.49 \$42,619	\$21.00 \$43,680	\$21.42 \$44,554	\$21.85 \$45,448	\$22.29 \$46,363	\$22.74 \$47,299	\$23.19 \$48,235	\$23.65 \$49,192	\$24.12 \$50,170
H5	\$17.34 \$36,067	\$17.78 \$36,982	\$18.23 \$37,918	\$18.69 \$38,875	\$19.16 \$39,853	\$19.64 \$40,851	\$20.12 \$41,850	\$20.62 \$42,890	\$21.14 \$43,971	\$21.68 \$45,094	\$22.22 \$46,218	\$22.88 \$47,590	\$23.56 \$49,005	\$24.27 \$50,482	\$24.99 \$51,979	\$25.74 \$53,539	\$26.52 \$55,162	\$27.32 \$56,826
H6	\$18.26 \$37,981	\$18.72 \$38,938	\$19.19 \$39,915	\$19.67 \$40,914	\$20.16 \$41,933	\$20.66 \$42,973	\$21.18 \$44,054	\$21.71 \$45,157	\$22.25 \$46,280	\$22.81 \$47,445	\$23.38 \$48,630	\$23.96 \$49,837	\$24.56 \$51,085	\$25.17 \$52,354	\$25.81 \$53,685	\$26.45 \$55,016	\$27.11 \$56,389	\$27.78 \$57,782
H7	\$19.18 \$39,894	\$19.66 \$40,893	\$20.15 \$41,912	\$20.64 \$42,931	\$21.17 \$44,034	\$21.70 \$45,136	\$22.24 \$46,259	\$22.80 \$47,424	\$23.37 \$48,610	\$23.95 \$49,816	\$24.55 \$51,064	\$25.16 \$52,333	\$25.80 \$53,664	\$26.44 \$54,995	\$27.10 \$56,368	\$27.77 \$57,762	\$28.47 \$59,218	\$29.18 \$60,694
H8	\$20.71 \$43,077	\$21.23 \$44,158	\$21.76 \$45,261	\$22.30 \$46,384	\$22.86 \$47,549	\$23.43 \$48,734	\$24.01 \$49,941	\$24.61 \$51,189	\$25.22 \$52,458	\$25.86 \$53,789	\$26.50 \$55,120	\$27.16 \$56,493	\$27.85 \$57,928	\$28.54 \$59,363	\$29.25 \$60,840	\$29.99 \$62,379	\$30.74 \$63,939	\$31.51 \$65,541
H9	\$23.27 \$48,402	\$23.85 \$49,608	\$24.46 \$50,877	\$25.07 \$52,146	\$25.69 \$53,435	\$26.34 \$54,787	\$27.00 \$56,160	\$27.67 \$57,554	\$28.37 \$59,010	\$29.08 \$60,486	\$29.80 \$61,984	\$30.55 \$63,544	\$31.31 \$65,125	\$32.10 \$66,768	\$32.91 \$68,453	\$33.73 \$70,158	\$34.58 \$71,926	\$35.62 \$74,090
HW	\$23.75 \$49,400	\$24.33 \$50,606	\$24.94 \$51,875	\$25.55 \$53,144	\$26.17 \$54,434	\$26.82 \$55,786	\$27.48 \$57,158	\$28.15 \$58,552	\$28.85 \$60,008	\$29.56 \$61,485	\$30.28 \$62,982	\$31.03 \$64,542	\$31.79 \$66,123	\$32.58 \$67,766	\$33.39 \$69,451	\$34.21 \$71,157	\$35.06 \$72,925	\$36.10 \$75,088

EXHIBIT B Supplemental Life Insurance

Supplemental Life Insurance	
Age on January 1st	Monthly Rate per \$1000 of coverage
under 25	\$0.050
25 - 29	\$0.060
30 - 34	\$0.080
35 - 39	\$0.090
40 - 44	\$0.105
45 - 49	\$0.195
50 - 54	\$0.336
55 - 59	\$0.430
60 - 64	\$0.660
65 - 69	\$1.270
70 +	\$2.060

Dependent Life Insurance
\$20,000 benefit on spouse
\$10,000 benefit on child(ren)
Rate is \$1.00 per pay

EXHIBIT C Health Care Rates

**HOWARD COUNTY GOVERNMENT
PLAN YEAR: JANUARY 1, 2020 - DECEMBER 31, 2020**

PLAN OPTION & ENROLLMENT TIER	2020 FULL MONTHLY PREMIUM	2020 FULL TIME EMPLOYEE Bi weekly contribution (24 pays)	2020 PART TIME EMPLOYEE Bi weekly contribution (24 pays)
Aetna Open Choice PPO			
Employee	\$748.60	\$56.50	\$187.50
Employee & Child(ren)	\$1,310.05	\$98.50	\$328.00
Employee & Spouse	\$1,721.79	\$129.50	\$430.50
Family	\$2,133.52	\$160.50	\$533.50
Aetna Open Access Select			
Employee	\$634.05	\$32.00	\$159.00
Employee & Child(ren)	\$1,185.69	\$59.50	\$296.50
Employee & Spouse	\$1,458.33	\$73.00	\$365.00
Family	\$1,876.82	\$94.00	\$469.50
Kaiser HMO			
Employee	\$599.94	\$30.00	\$150.00
Employee & Child(ren)	\$1,139.88	\$57.00	\$285.00
Employee & Spouse	\$1,379.86	\$69.00	\$345.00
Family	\$1,799.81	\$90.00	\$450.00
Delta Dental PPO Plus			
Employee	\$33.46	\$9.00	\$9.00
Employee & Child(ren)	\$58.47	\$15.00	\$15.00
Employee & Spouse	\$76.93	\$19.50	\$19.50
Family	\$94.68	\$24.00	\$24.00
Dominion Dental ePPO			
Employee	\$15.02	\$4.00	\$4.00
Employee & Child(ren)	\$28.12	\$7.50	\$7.50
Employee & Spouse	\$28.12	\$7.50	\$7.50
Family	\$36.29	\$9.50	\$9.50

PURSUANT TO Section 1.111 (e) of the Howard County Code, the following provisions of the Agreement, attachment to the Bill as Exhibit 1, between Howard County and the American Federation of State, County and Municipal Employees, Council 67-AFL-CIO, Howard County Local 3085, conflict with the provisions of Title 1 “Human Resources” of the Howard County Code or the Employee Manual:

1. Section 1.2 - Unit Description
2. Section 1.4 – New Classifications
3. Section 1.5 – Contingent Workers
4. Section 1.6 – Union Continuity
5. Section 1.7 – Bargaining Unit Work
6. Section 2.2 - Dues Deductions for Employees who Join the Union
7. Section 2.3 – Periodic Dues/Deduction
8. Section 2.4 – Authorization for Dues Deductions
9. Section 2.5 – Amount of Dues
10. Section 2.7 – Indemnification Clause
11. Section 3.1 – Designation of Representatives
12. Section 3.3 – Individual Representation
13. Section 3.4 – Union Visitation
14. Section 3.5 – Union Representation
15. Section 3.6 – Use of Bulletin Board
16. Section 3.7 – Union Office
17. Section 3.8 – Orientation
18. Section 3.9 - Pension Disability Appeals Board
19. Section 3.10 – Informational Meetings
20. Section 5.1 – Regular Workweek
21. Section 5.2 – Work Schedules
22. Section 5.3 – Tardiness

Subsection (c)

23. Section 5.4 – Changes to Time Cards/Payroll Sheets.
24. Section 5.5 – Testing; Medical Examinations
25. Section 5.6 – Paid Status
26. Section 5.7 – Fatigue Status

27. Article 6 – Layoffs and Furloughs
28. Section 7.1 – Salary Scale; Adjustments
29. Section 7.3 – Longevity
30. Section 7.4 – Meal Allowances
31. Section 7.5 – Leave Without Pay
32. Section 7.6 – Collection and Payment of Income Taxes
33. Section 7.7 – Field Training Pay
34. Section 7.8 – Construction Pay
35. Section 8.1 – Shift Differential
36. Section 8.2 – Overtime
37. Section 8.3 – Call-in-Pay
38. Section 8.4 – Stand-by Pay
39. Section 8.5 – Welder’s Premium
40. Section 8.6 – Commercial Driver’s Licenses (CDLs)
41. Section 8.8 – Mechanics’ Tool Reimbursement Program
42. Section 8.9 – Mechanics’ Certification Premium
43. Section 8.10 – Emergencies
44. Section 8.11 – Multi-Task Certification
45. Section 8.12 – Temporary Assignment Pay
46. Section 8.13 – Snow Removal Premium
47. Section 8.14 – Certified Trainers
48. Section 8.15 – Landfill Employees
49. Section 8.16 – Licensing Requirements
50. Section 8.17 – Back Flow Certification
51. Section 8.18 – Maryland Certification Emission Technician Premium
52. Section 8.19 – Water Treatment License Premium
53. Article 9 – Secondary Employment
54. Section 10.1 – Holidays
 - Subsections (b), (c), (d), (e), (f), and (h)
55. Section 10.2 – Annual Leave
 - Subsections (b), (d) and (f)

56. Section 10.4 – Disability Leave
 Subsections (b), (c), and (h)
57. Section 10.8 – Bereavement Leave
58. Section 10.9 – Leave of Absence
 Subsection (b)
59. Section 10.10 – Union Leave
60. Section 10.11 – Compensatory Leave
61. Section 11.1 – Health Insurance
 Subsections (d) and (f)
62. Article 12 – Protective Clothing and Uniforms
63. Article 13 – Grievance Procedure
64. Section 14.2 – Removal of Information
65. Section 14.3 – Employee Additions
66. Article 15 – Safety
67. Article 16 – Tool Replacement
68. Article 17 – Use of Telephones
69. Article 18 – P.E.O.P.L.E. Deduction
70. Section 19.1 – Vacancies
71. Section 19.2 – Work Standards – Trial Period
72. Section 19.3 – Demotions
73. Section 19.4 – Job Announcements
74. Section 19.5 – Promotions
75. Article 20 – Labor/Management Committee
76. Article 23 – Duration and Finality of Agreement

BY THE COUNCIL

This Bill, having been approved by the Executive and returned to the Council, stands enacted on

July 30

_____, 2020.

Diane Schwartz Jones

Diane Schwartz Jones, Administrator to the County Council

BY THE COUNCIL

This Bill, having been passed by the yeas and nays of two-thirds of the members of the Council notwithstanding the objections of the Executive, stands enacted on _____, 2020.

Diane Schwartz Jones, Administrator to the County Council

BY THE COUNCIL

This Bill, having received neither the approval nor the disapproval of the Executive within ten days of its presentation, stands enacted on _____, 2020.

Diane Schwartz Jones, Administrator to the County Council

BY THE COUNCIL

This Bill, not having been considered on final reading within the time required by Charter, stands failed for want of consideration on _____, 2020.

Diane Schwartz Jones, Administrator to the County Council

BY THE COUNCIL

This Bill, having been disapproved by the Executive and having failed on passage upon consideration by the Council stands failed on _____, 2020.

Diane Schwartz Jones, Administrator to the County Council

BY THE COUNCIL

This Bill, the withdrawal of which received a vote of two-thirds (2/3) of the members of the Council, is withdrawn from further consideration on _____, 2020.

Diane Schwartz Jones, Administrator to the County Council