

**PERSONNEL
POWER HOUR**

PROPOSED ELECTION SERIES JOB CLASSIFICATIONS

- FAQs:
 - All LBE employees will receive a 3% increase to salaries on July 1, 2019; July 1, 2020; July 1, 2021; July 1, 2022. 2020-2022 3% increase will be in addition to anything that the Governor places in the State's budget.
 - Employees may see an additional 2% increase on July 1, 2019.
 - All LBE employees will be moving into a new classification as deemed by his/her Election Director. All employees must meet the minimum qualifications in a new job classification in order to move there.
 - Some employees will move from non-exempt to exempt employees and may have to complete State Ethics forms.

EXEMPT VS. NON-EXEMPT EMPLOYEES

EXEMPT

- Hours worked over 40 are considered compensatory time.
- No cash overtime.
- Compensatory time is accrued on “straight” time.
- There is unlimited accrual, BUT all leave accrued must be used within a year of accumulating it.
- It is recommended that the Appointing Authority set a policy in their offices to ensure that people in exempt status are able to use his/her leave
 - Is this by seniority? Years of service?
 - Is there still office coverage?

NON-EXEMPT

- Hours worked over 40, employee may have the option to take compensatory time or cash overtime.
- Compensatory time is accrued at time and a half and can be accrued up to 240 hours. It can be carried from year to year like annual and sick leave.
- Cash overtime is accrued at a time and a half basis and is unlimited as long as it’s approved by the Appointing Authority.
- It is at the discretion of the Appointing Authority if they permit staff to take up to 240 hours of compensatory or cash overtime.

WHO IS COVERED UNDER STATE ETHICS?

- WHICH OFFICIALS AND EMPLOYEES ARE SUBJECT TO THE JURISDICTION OF THE STATE ETHICS COMMISSION?
- The Maryland Code Annotated, General Provisions Article, Title 5 and Code of Maryland Regulations (“COMAR”) 19A.02.01 and .02 address the conflict of interest provisions of the State Ethics Law. The following employees and officials are directly subject to Ethics Commission conflict of interest jurisdiction: 1. Employees of the State of Maryland or its agencies. 2. Employees of the judicial branch of government with the exception of judges and certain judicial officers (who are subject to the Judicial Ethics Committee). 3. Members of most State boards and commissions. 4. State officials including the offices of Governor, Lt. Governor, Attorney General, Comptroller, Treasurer, State’s Attorney, Clerk of the Circuit Court, Register of Wills, and Sheriff. 5. Employees of the legislative branch of government. Note: Members of the General Assembly are subject to Ethics Commission jurisdiction for financial disclosure purposes only (for conflicts of interest they are subject to the Joint Committee on Legislative Ethics).
- www.ethics.maryland.gov

RETIREMENT INFORMATION/CONTACT:

- www.sra.maryland.gov- Forms can be found at the MD State Retirement website along with beneficial information.
- If planning to retire, please allow time for a estimate of what your monthly amount could be. This comes from MD State Retirement directly. SBE nor your HR Officer/Director will know the amount.
- 7% Pre-Tax comes out of pay toward State Pension. **This is mandatory.**
- Any unused sick leave will be recorded with MD State Retirement and can be used to increase monthly benefit.
- Maryland State Retirement's phone number is 410-625-5555.
- If planning to retire soon, review the 2019 Retiree Prescription benefits plan.

WHAT ARE THE BENEFITS OF BEING A STATE EMPLOYEE?

- Health Benefits www.dbm.maryland.gov/benefits/ - Great competitive rates
- 401K Nationwide www.marylanddc.com/ - This is through Nationwide directly. Not a MD State agency. However, you can enroll online or we can get you an enrollment form. Comes out Pre-taxed.
- Pension – 7% Pre-tax
- Earned time off- Annual, Personal, and sick
- Non-exempt employees earn cash overtime or comp time.
- Exempt employees can earn comp time.

STATE EMPLOYEE UNIONS:

- Approximately 30,000 Maryland State Employees have collective bargaining units.
- SBE is not apart of any bargaining unit. However, if you have transferred from another agency, you could still be a member of that union.
- SBE does not offer a union. However, you can enroll on your own with a MD state union.
- If you are enrolled and wish to cancel your membership, it is optional. You will have to contact the union you are affiliated with to cancel.

LEAVE ACCRUAL

- Work anniversary dates increase the amount of **annual** leave accrued. This is based on 40 hours per week. 80% or Part-time employees would be less than this amount.
- Entry to state service = 3.08 per pay period
- 5 years = 4.62 per pay period
- 10 years = 6.17 per pay period
- 20 years = 7.70 per pay period
- Upon retirement or separation from state service, the State will compensate the retiree for 400 hours of annual leave plus whatever is accrued in the year in which the person retires. Anything over 400 hours must be used.
- The beginning of every year, employees are granted 48 hours of personal leave.
- You can carry over a maximum of 75 days (600 hours) of annual each year.
- Personal Leave must be used by the end of the year; otherwise, this will be lost. For Exempt employees, you have one year from when you earned your comp time to use it. Otherwise this is lost. This can be manually tracked or by running reports out of Workday.
- Employees are only paid out 16 hours of comp time when resigning.

WHAT IS PARENTAL LEAVE?

- Parental Leave is paid leave granted to a Primary Caregiver to care for and nurture the employee's child within 6 months following the birth or adoption by the employee of a child less than 6 years of age. Employees are required to exhaust any available **annual or personal leave** prior to being granted Parental Leave. If the employee has less than 60 days of annual and personal leave combined, the employee is eligible for additional paid Parental Leave to attain the 60 days of Parental Leave. If the employee has 60 days or more of annual or personal leave (combined), the employee is not entitled to additional Parental Leave. State employees who jointly are responsible for the care and nurturing of a child each may be eligible to receive up to 60 days of Parental Leave, but they may not be determined to be the child's Primary Caregiver during the same period of time. Employees who wish to apply for Parental Leave should contact their human resources office to obtain the request form and obtain approval from their agency's Appointing Authority.

FMLA: WHAT DOES IT MEAN FOR YOU?

- FMLA can be taken for your own serious illness/injury or a family member's (Spouse, Parent, or child)
- Employee is entitled to 480 hours of FMLA that can be taken all at once or intermittently.
- Employee must code time sheets FMLA, once approved.
- If on FMLA for different illnesses, it will require separate FMLA documentation.
- All FMLA requests go directly to SBE HR, not the Election Director or any other appointing authority.
- For more information:
https://dbm.maryland.gov/employees/Documents/Leave/FMLA_Booklet.pdf

OFFICE POLICY AND PROCEDURE PERSONNEL HANDBOOK

- Having a set policy manual helps to ensure fairness in an office and sets a standard of expectation for new employees.
- The Election Director is the appointing authority in the office and must stay within state guidelines, but they can set policies as they deem necessary.
- Policy and Procedure handbooks should be sent to SBE HR for approval prior to being implemented or revised to ensure all state policies are being followed.
- Examples of things that can be in the employee handbook include:
 - Call-out policies
 - Flex-time policies
 - Compensatory time policies for non-exempt employees
 - Inclement weather policies
 - FMLA/Sick leave policies
 - Cell phone policies
 - Lunch time policies

PERFORMANCE EVALUATIONS AKA PEPS

- The Performance Planning and Evaluation Program is a process by which supervisors and employees can come together to discuss goals, objectives, and expected performance throughout the year. This process allows the supervisor and employee to improve their communication and plan for higher levels of output from the unit or department. The actual performance evaluation is a logical extension of the process which allows the supervisor and employee to appraise and discuss the accomplishment of certain standards and goals.
- **The Performance Planning Phase**--The supervisor and employee meet at the beginning of the review cycle to discuss performance expectations for the upcoming cycle.
- **The Mid-Cycle Performance Evaluation**--The supervisor evaluates the employee's performance according to the criteria that were discussed at the beginning of the cycle or any that have been amended in the meantime.
- **The End-of-Cycle Performance Evaluation**--The supervisor reviews the employee's performance according to the standards and criteria and assigns an overall rating.

RECLASS/NON COMPETITIVE PROMOTIONS:

- If an Election Director requests a reclassification of an employee, a MS2024, MS44, and a MS22 should be completed in its entirety. Once SBE HR receives it, they will send it to DBM for final approval.
- Normally, this takes around 45 days to complete, but DBM is currently delayed.
- If an Election Director requests a Non-Competitive Promotion of an employee, a MS22, MS2024, and MS44 should be completed in its entirety. The final approval and implementation of this is done at the SBE level and does not have to go to DBM.
- Non-Competitive Promotions are put in place for certain classes. These allow employees in those classes to receive a promotion after a year of performing at satisfactory rates. If you are ever unsure if you are in that class code you can contact HR or review the link below.
- <https://dbm.maryland.gov/employees/Documents/SalaryPlan/salaryplan.pdf>