

Section I - Authority

Pursuant to the authority granted by the laws of the State of Maryland, the following policies and procedures are set forth by the Mayor and City Council, the City Charter of Hagerstown, and the City Administrator. Exceptions to the policies may be made by the City Administrator.

Section II - Purpose

The purpose of these regulations is to establish a system of uniform personnel policies and procedures.

Section III - Scope

These policies and procedures are applicable to all City employees and are superseded only by language in bargaining unit contracts pertaining to policies and procedures that may be in conflict. These policies and procedures do not apply to elected officials, the City Attorney, members of any Board or Commission established by charter, ordinance, or resolution and who are appointed by the Council and who have a specific term of office.

Section IV - Definitions

For the purpose of these policies, the following words and phrases shall be defined as follows:

Appointing Authority - City Administrator or designee.

Appointment Lists - Contains the names of qualified applicants for the appropriate position ranked on the basis of one or more of the following: qualifications, competitive examination score, personal interview or other approved selection device.

Classification - A position, or group of positions that have similar duties and responsibilities, and can be equitably compensated by the same salary range and are similar enough to be referred to by the same title.

Classified Service - Classified positions are all positions excluding elected and appointed officials, part-time and seasonal employees, and department heads.

Demotion - The movement of an employee from one classification to another classification with a lower pay grade.

Employee - A person employed to perform work who receives a stated compensation

from the City other than a pension or retainer. An employee is classified as either regular or non-regular.

Full-Time Employee – Employee hired to work at least forty (40) hours per week. The exception to the forty hour per week expectation is for those positions with a 14 or 28 day FLSA recognized pay period (some sworn police and fire).

Furlough - An involuntary separation due to a reduction in force or a forced unpaid leave.

Non-Regular Employee - An employee performing work in a position authorized as part-time or seasonal without entitlement to certain City benefits or bargaining unit representation.

Part-Time Employee - Employee hired to work an average of less than thirty (30) hours per week.

Pay Plan - The written chart which places every classification in a pay grade. Each pay grade consists of a maximum and minimum level and intermediate levels of pay.

Position (Job) Description - A written explanation of one position or of several very similar positions which always includes a title, a general definition of responsibilities, a list of typical duties, the minimum required qualifications.

Position - A group of duties and responsibilities assigned to one employee. A position can be vacant or occupied.

Position Upgrade/Downgrade - The process of reviewing the requirements of a position(s) in order to move the position from one pay grade to another.

Probationary Status - The status given to a new employee or upon classification changes for a minimum of six (6) months.

Promotion - The movement of an employee from one classification to another classification with a higher pay grade.

Reclassification - The changing of the title of a position.

Regular Employee - An employee performing work in a position authorized as full-time with entitlement to full City benefits.

Regular Status - The standing given to personnel system employees who have been recommended and have accumulated six (6) months of satisfactory probation status employment.

Seasonal Employee - Employee hired to work less than seven (7) months in a calendar year.

Unclassified Service - The unclassified service includes all elected and appointed officials, part time and seasonal employees, and department heads.

Work Week – The officially prescribed days and hours during which an employee is entitled to basic pay. Variations from the basic workweek may be authorized by a department head or a supervisor whom personnel management authority is delegated. For non-union, administrative and professional staff, the work week typically consists of five days of at least eight working hours and a half hour unpaid lunch. For example, many employees work Monday through Friday 8:00 a.m. to 4:30 p.m. and take a half hour unpaid lunch.