

BALTIMORE COUNTY, MARYLAND

Office of Human Resources

EXECUTIVE BENEFIT POLICY APPOINTED EMPLOYEES

COVERED EMPLOYEES

This policy pertains to the County Administrative Officer, Deputy Administrative Officers, the Secretary to the County Executive (Chief of Staff), Agency Heads, those in the Executive Branch (in accordance with the Baltimore County Charter and the Baltimore County Code), who are treated as department heads under the Baltimore County Employees' Retirement System. These employees are referred to as appointed employees throughout this memorandum.

APPOINTMENT TO POSITIONS COVERED BY THIS POLICY

County employees (classified or exempt) who are appointed to positions covered by this policy may receive credit for sick and vacation leave earned up to the date of appointment; and credit for applicable prior service time towards retirement.

SALARY

Appointed employees shall receive compensation as determined by the County Executive and the County Administrative Officer. Salaries or hourly rates of pay will be reviewed annually to ensure a pay rate structure that is internally consistent and externally competitive. The amount of any increase is determined by the County Executive and the County Administrative Officer.

VACATION, PERSONAL, COMPENSATORY AND SICK LEAVE

Vacation, Personal and Compensatory Leave

In accordance with the policy change effective 7/13/1995, appointed employees do not receive vacation, personal or compensatory leave. Any absences must be approved in advance by the Administrative Officer. Appointed employees who separate from County service may receive payment for previously accrued unused vacation leave.

Sick

Appointed employees shall receive fifteen (15) days of sick leave at the time of initial employment. Beginning with the first full calendar year thereafter, appointed employees earn sick leave at the rate of fifteen (15) days per calendar year. There is no limit on the number of sick days that may be accrued in total. Additionally, the County Administrative Officer may grant unearned paid sick leave, up to a maximum of thirty (30) days, contingent upon the circumstances and the need therefore.

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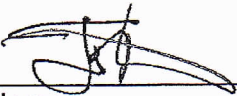
SEVERANCE PAY

Payment will be provided to eligible appointed employees covered by this benefit policy as a result of their separation from county service. Appointed employees are eligible for severance pay in accordance with the following schedule:

- Up to 20 years of service – 80 days pay
- Between 20-30 years of service – 100 days pay
- More than 30 years of service – 120 days pay

This is only a summary of benefits and policies. Any benefit or policy may be changed at any time at the discretion of the administration. This summary does not constitute an express or implied contract, nor does it constitute a guarantee that an employment relationship will continue for any specified period of time or end only under certain conditions.

APPROVED:



Fred Homan
County Administrative Officer

1/7/15
Date