



Board of Directors Human Resources Committee Meeting

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June 15, 2023

3:00 p.m.

Agenda

Human Resources Committee Board Members

Marian C. Hwang, Esq.
Chair

Hon. Frederick N.
Smalkin

Robert L. Witt II

Call to Order

Marian Hwang

Approval of Minutes – May 25, 2023

Marian Hwang

Career Ladder updates:

- Equipment Operator
- Engineer

Tim Ford
Aimee Warner

Performance Based Salary increase

Hament Patel

Updated Polices for review and approval

- HR 8.01 – Tuition Assistant Program
- HR 8.02 – Agency-Wide Training Program
- HR 8.03 – Apprenticeship Policy for Operators in Training
- HR 8.04 – Out Service Training Program

Closed Session

- Approval of Minutes – Closed session – June 30, 2022
- Board member Financial Disclosure review
- Executive Director and Deputy Director Salary recommendations

Equipment Operator Career Path and Classification Restructure

The need for the Maryland Environmental Service to restructure the current Equipment Operator classification series is necessary for MES to establish an enhanced career path with trainings, certifications, and career growth opportunities for new and existing Equipment Operators within the Agency.

Why we need to restructure the Equipment Operator Classifications?

- Establish a solid career path for equipment Operators with an emphasis on training and professional growth including a path to management level positions.
- Difficulty attracting and retaining equipment operators across the series.
- Difficulty competing with higher paying positions outside of MES.

Current MES Equipment Operator Career Path – There are a number of Equipment Operator classifications from an Equipment Operator Trainee through Lead Equipment Operator. Additionally, there is a management track from Field Operations Supervisor through Senior Manager, Operations which pulls from the Equipment Operator Series. The following recommendations include merging the two series which allows for a clearer career path for Equipment Operators who want to pursue a management track

Recommended Changes to the Equipment Operator Classifications -

- Combines the Equipment Operator Track with the Field Management Track. This will give Equipment Operators who want to progress to a management pathway clear guideline for moving forward in a management track.
- Move Lead Operator classification from a Grade 6 to Grade 5 and move Field Operations Supervisor from a Grade 5 to 6. This will not have any financial impact on the agency, nor would it require any reduction to an existing employees salary. Current salary ranges for existing Lead Equipment Operators ranges from \$53,000 to \$73,000 which is in the Grade 5 salary range of 48K to 84K. Concurrently the pay range for our existing

Field Operations Supervisors is \$65,000 to \$78,000 which is in the current Grade 6 range of \$53,000 to \$93,000.

- Establish training, certifications, and education milestones.

Recommended Equipment Operator Classifications and key Requirements –

Classification	Current Grade	Proposed Change	Milestone Skills/Achievements	Training/Certification for Advancement
Equipment Operator Trainee	2		Limited experience with heavy construction equipment is acceptable. Experience with light equipment such as farm tractors, warehouse forklifts, skid-steers, etc. is preferred.	Heavy Equipment Operator Training
Equipment Operator	3		Must demonstrate proficiency with at least one type of heavy equipment. Must demonstrate working knowledge of the essential maintenance checks on multiple types of equipment including accessing compartments, hydraulic fluid levels, engine oil, coolant, grease points, etc.	Maintain a Heavy Equipment Operator Training Certification and specialized equipment certifications that are applicable to the position at hand
Senior Equipment Operator	4		Same Skills as Equipment operator with proficiency with at least two types of heavy equipment if applicable. Must demonstrate the ability to work independently to execute job tasks	Maintain a Heavy Equipment Operator Training Certification and any other applicable specialized equipment certifications

Lead Equipment Operator	6	5	Same Skills as Senior Equipment operator with proficiency with at least two types of heavy equipment. Must demonstrate the ability to work independently to execute job tasks and direct, train & mentor subordinate equipment operators.	Maintain a Heavy Equipment Operator Training Certification and any other specialized equipment certifications
Field Operations Supervisor	5	6	Experience with all facility equipment including site specific, specialized machinery. The ability to read and execute plans and interpret construction specifications. demonstrate sound leadership and communication skills	Attend MES supervisory training within 6 months or the earliest available training if training is not offered within 6 months. Complete OSHA 10 hr General Industry Training Class.
Operations Manager	7		Demonstrate effective management, leadership and communication. Proficiency with MES procurement policy. Experience with promoting subordinate staff and effective/judicious progressive disciplinary actions when necessary.	Attend MES supervisory training within 6 months or earliest available training if training is not offered within 6 months. Complete basic course on Excel, other Microsoft programs, and Workday. Obtain and maintain industry specific training or certifications related to assigned facility. Performs reports accounting for hours, materials, equipment use and other site requirements.

Senior Operations Manager	8		Same as operations manager. With more experience.	Attend MES supervisory training within 6 months or earliest available training if training is not offered within 6 months. Complete intermediate course on Excel, other Microsoft programs, and Workday. Obtain and maintain industry specific training or certifications related to assigned facility. May develop and perform operating training programs. Complete OSHA 30-hr General Industry Training
Lead Operations Manager	9		Same as Senior Operations Manager with increase in the number of overall staff or increase in facility size, complexity or production.	Attend MES supervisory training within 6 months or earliest available training if training is not offered within 6 months. Complete intermediate course on Excel, other Microsoft programs, and Workday. Obtain and maintain industry specific training or certification related to assigned facility. Demonstrate understanding of budget processes, tracking, and work planning.
Senior Manager, Operations (Change to: Senior Lead Operations Manager)	10		Same as Lead Operations Manager plus successfully managing multiple projects/sites. Takes active role in budget development with project managers.	Demonstrate prior training or attend MES manager training within 6 months or earliest available training if training is not offered within 6 months Complete intermediate course on Excel, other Microsoft programs, and Workday. Obtain and maintain training and certifications related to assigned facility.

What will the benefit be if MES restructures the current Equipment Operator classification series?

- Establishes a solid career path for Equipment Operators, (particularly with Equipment Operators who desire a pathway to management) with an emphasis on, training and professional growth.
- Provide Customers with highly skilled and motivated employees with the goal of increasing customer satisfaction and customer retainment
- Attract and retain Equipment Operators to strengthen Agency teams.
- Minimize our vacancies and increase billable hours.

Engineering Career Path and Classification Restructure

The need for the Maryland Environmental Service to restructure the current Engineering classification series is necessary for MES to establish an enhanced career path with education, trainings, certifications, and career growth opportunities for new and existing engineers within the Agency.

Why we need to restructure the Engineering classifications?

- Establish a solid career path for engineers with an emphasis on education, training, and professional growth.
- Difficulty attracting mid to senior level Engineers.
- Difficulty competing with higher paying positions outside of MES.

Current MES Engineering Career Path – The series includes four levels of engineering classifications from an Assistant Engineer through Senior Engineer. Additionally, there is an Engineering Section Chief position used by some of the MES operating groups.

Recommended Changes to the Engineering Classifications -

- Move Associate Engineer classification from a Grade 8 to Grade 7 and reduce the required years of experience from 3 to 2 years. This will give earlier opportunities for Assistant Engineers to progress to the next level. There is no immediate financial impact resulting from this re-grade. Employees currently in this position are already above the Grade 7 minimum.
- Add an additional classification level, Associate Engineer II (Grade 8 and 4 years of experience) after the Associate Engineer level to create earlier growth opportunities for Associate Engineers.
- Move Project Engineer classification from a Grade 8 to Grade 9 to better align with other classification within the grade.

- Add an additional classification level, Project Engineer II (Grade 10 and 8 years of experience) after the Project Engineer level to create earlier growth opportunities for Project Engineers.
- Increase the required years of experience for the Senior Engineer and Engineering Section Chief Classifications from 8 to 10 years.
- Establish training, certifications, and education milestones.

Recommended Engineering Classifications and Requirements –

<u>Classification</u>	<u>Grade</u>	<u>Years Experience</u>	<u>Professional Development Hours for Advancement</u>	<u>Additional Requirements</u>	<u>Increase</u>
Assistant Engineer	6	0	16		
Associate Engineer	7	2	32		Up to 10%
Associate Engineer II	8	4	48		Up to 10%
Project Engineer	9	6	64	2 years - project lead/engineering oversight	Up to 10%
Project Engineer II	10	8	80	1 year – supervising staff 3 years – project lead/engineering oversight	Up to 10%
Senior Engineer	12	10	96	4 years managing staff	Up to 10%
Section Chief, Engineering	12	10	96	5 years managing engineering projects and supervising staff	Up to 10%

What will the benefit be if MES restructures the current Engineering classification series?

- Establishes a solid career path for engineers with an emphasis on education, training and professional growth.
- Attract and retain engineers to strengthen Agency teams.
- Minimize our vacancies and increase billable hours.



Wes Moore GOVERNOR
Aruna Miller LT. GOVERNOR
Charles Glass, Ph.D., P.E. EXECUTIVE DIRECTOR

To: Board of Directors
From: Charles Glass, Ph.D., P.E
Date: June 15, 2023
Re: Employee Performance Based Compensation for FY 2024

Maryland Environmental Service’s employees have done excellent work in operating all facilities efficiently to serve our clients and the citizens of Maryland. In appreciation for the dedication and hard work of the employees, taking into consideration the rising costs of living, and to provide wages comparable to entities similar to MES, I recommend the following salary increase for MES employees.

I recommend that MES employees receive performance-based compensation increases as outlined in the table below for FY2024 based on the performance review for the period of April 1, 2022 to March 31, 2023, or applicable probationary period performance review. Employees who have not completed their probationary period as of March 31, 2023, will not be eligible for the salary increase.

These salary increases will be effective with pay period beginning July 12, 2023.

Score	Percentage of Increase
2.99 and under	No PBC
3.0 - 3.49	3%
3.5 - 3.99	4%
4.0 - 5.0	5%

This salary increase will not be applicable to the Executive Director and the Deputy Director .

The salary card will be updated to reflect the maximum percentage approved by the board for performance-based compensation.

Thank you.



Policy #: 8.01
Policy Category: Human Resources
Department Responsible: Training and Development

Effective Original Date(s):
~~10/28/2021~~08/15/1996

Board of Directors Approval: 10/28/2021

Last Edit: ~~10/28/2021~~06/15/2023

TRAINING & DEVELOPMENT: TUITION ASSISTANCE PROGRAM

I. SCOPE AND PURPOSE

- To motivate and provide financial assistance for those employees interested in enhancing their knowledge, skills, and career development.
- To provide the Maryland Environmental Service with a continuous supply of qualified technical and management talent to meet the needs of an ever-changing marketplace.
- To prepare employees for possible or actual increased responsibility.
- To provide opportunities for employees to develop to their full potential, capacity, and proficiency.

II. POLICY STATEMENT

It is the policy of the Maryland Environmental Service to provide developmental opportunities to all employees and to support efforts that broaden knowledge and expertise for a well-trained and focused workforce. The payment or reimbursement of funds will be considered for training specifically related to obtaining a high school equivalency diploma, or the College credited courses that relate to the employee's work or career development plan (program of study). Career development plan (or program of study) is defined as a prescribed number of required and elective courses that may also include co-operative work experiences and/or internships that are counted toward the completion of a high school equivalency diploma or an undergraduate or graduate college degree, continuing education certification, or other letter of recognition of completion of study. [Advance Payment or Reimbursement](#) for tuition will be subject to the availability of funds.

III. PROGRAM DEFINITION

- A. Maryland Environmental Service supports employees who wish to continue their education to secure increased responsibility and growth within their professional careers. In keeping with this philosophy, the Service has established an assistance program for expenses incurred through accredited institutions of learning. The

Managing Director of each Group in consultation with the Human Resources Division will approve an employee's program of study for accreditation purposes.

- B. Since this is a voluntary program, employees must take the initiative to apply for and participate in this assistance program.
- C. Qualifying and participation is subject to evaluation by the Service. The tuition assistance program is intended to enhance employee knowledge and skills relative to their current position or to prepare the employee for career advancement within the Service.
- D. Participation in the program will not guarantee an employee a promotion or preferred treatment for promotions or assignments.
- E. The Chief of Human Resources will be responsible for the administration of the tuition assistance program and will ensure that the program operates within the stated policy.

IV. ELIGIBILITY CRITERIA

- A. Full and part-time employees are eligible upon successful completion of their probation. Temporary and student employees are not eligible.
- B. An employee must successfully complete his/her period of probationary employment with the Service before being eligible to participate in the tuition assistance program.
- C. Courses eligible for tuition assistance must be relevant to the Service's needs, except that courses required for degree attainment will be relevant for purposes of meeting eligibility requirements. An employee is encouraged to, where possible, take courses relevant to the Service, when taking elective courses.
- D. Termination of employment for any reason will automatically and immediately cancel eligibility and participation in the tuition assistance program.

V. PROGRAM LIMITATIONS

- A. Tuition assistance is based on the Internal Revenue Services' (IRS) maximum dollar amount (as of [September 2021-May 2023](#)) ~~the maximum amount was in the amount of~~ \$5,250.00 per year) ~~per year~~, per employee. Employees may request, either by advance or reimbursement, up to the maximum annual IRS dollar amount, for continuing education through an accredited program that either offers growth in an area related to his/her current position or might lead to promotional opportunities. This includes college credit courses, continuing education unit courses, seminars, and examinations. The employee must secure a passing grade of "C" or better for undergraduate credit courses and a "B" or better for graduate credit courses. If a letter grade is not awarded, proof of successful completion of

the course or certification must be provided. An employee who does not achieve the minimum required grade must repay to the Service any tuition assistance provided for that course.

- B. Employees, who receive advanced tuition assistance, must provide proof of payment for the course and a copy of the final grade or certification, which shows hours or certification achieved, no later than fifteen (15) working days after a final grade has been made available to the employee. If validation of completion for the course or certification is not received by the Human Resources Division within the fifteen (15) workdays after a final grade has been made available to the employee, a deduction will be made from the employees' payroll check in an amount sufficient to cover the advance tuition assistance.
- C. College courses must be taken on the employee's own time and must not interfere with work assignments and performance.
- D. Requests for tuition assistance must be submitted by the employee to the Service's Human Resources Division at least 20 working days prior to the first-class meeting. The request must be approved by the employee's Group Managing Director and Human Resources Division before the employee can be eligible for tuition assistance.
- E. Eligible employees may receive tuition assistance for approved courses up to 100% of full tuition costs and registration fee not exceeding the annual dollar limit allowed by Internal Revenue Service (IRS).
- F. The tuition assistance may be used for lab fees and books.
- G. The Service may provide tuition assistance for up to Fifteen (15) credits per calendar year and up to four courses per semester for an accelerated curriculum. For example, a college may offer a 3-credit hour course in a 7-week period.
- H. An employee may receive tuition assistance prior to attending the approved course. To qualify for tuition assistance, an employee must, upon completion of the class, provide proof of their final grade, a C or above for undergraduate credit courses and grade of B or above for graduate credit courses to the Human Resources Division, within Fifteen (15) workdays after receiving notice of their grades. Employees, who do not submit proof of grade, will have an automatic deduction from their payroll check, in the amount of the initial advanced tuition assistance.
- I. If letter grades are not awarded, evidence that the employee has passed the course must be provided to the Service within Fifteen (15) workdays after the employee was notified the employee passed the course.
- J. An employee who is separated from employment with the Service, for any reason, within (1) one year of completion of a college credit course for which the Service has provided tuition assistance, shall be required to reimburse the Service for the

entire cost of the tuition paid for a college credit course in which the employee was enrolled during the previous twelve (12) months. Exceptions may be made by the Executive Director or Executive Director's Designee for hardship cases.

- K. Employees pursuing an undergraduate college degree may enroll in a program of study that is not directly related to his/her job duties or job classification if it is relevant to the Service's overall needs. Employees enrolling in a graduate program of study must demonstrate that the program of study is directly related to his/her job duties/classification and/or the Service's overall needs.
- L. The Service will provide funding assistance for an employee to participate in not more than one undergraduate college program of study, and not more than one graduate master's degree or doctoral degree program of study.
- M. Employees who are requesting reimbursement for a course must do so within 6 months of course completion.
- N. Employees who are currently repaying the Service for failed or dropped courses are not eligible to request additional tuition assistance until the prior obligation is repaid in full.

VI. APPLICATION PROCEDURES

- A. Tuition Assistance Program Application ([Attachment 1](#))
 - 1. An employee meeting the eligibility criteria may apply for tuition assistance by submitting a completed application ([attachment 1](#)) at least 20 working days prior to the first-class meeting.
 - 2. The employee submits the application to Human Resources for review. The application will then be forwarded to the Group Managing Director for approval.
 - 3. If the application is disapproved, the employee will be advised immediately by the Human Resources Division indicating the reason(s) for the disapproval.
 - 4. Approval notification is forwarded to the Accounts Payable Department, by the Human Resources Division for advance payment to the employee, if sought.
 - 5. If the employee does not choose to receive payment in advance for tuition assistance, the application will be kept in the employees' training file until completion of the course. The employee must, within 6 months upon completion of the course, submit a request for reimbursement.

- B. Semester Course(s) Approval and Reimbursement Request (SCARR) ([Attachment 2](#))
1. After approval of entry into the Tuition Assistance Program, the employee will submit the SCAAR form and all applicable backup to Human Resources. HR will review and submit all documentation to the Group Managing Director for funding approval. Tuition assistance is eligible for advanced payment if the SCAAR is submitted at least two weeks before classes begin. Otherwise, the employee will be eligible to be reimbursed once the course is successfully completed and proof of completion and grades is timely submitted to Human Resources.
 2. Human Resources will notify the employee of approval. If the course(s) are not approved, the employee will be advised immediately and told the reasons for disapproval.
 3. The original SCARR Form will be filed in the employee's tuition file in Human Resources.
- C. Upon completion of the course, HR will complete the bottom portion of the SCARR form, once the following is forwarded to Human Resources:
1. Copy of the final grade, transcript, or other official grade indicator; and
 2. Original school tuition receipt, cancelled check, charge receipt, etc.
- D. If not approved, the employee will be immediately notified and told the reasons for disapproval.
- E. A new SCARR form must be submitted and approved prior to each semester that the employee intends to take course(s).

VII. RELATED POLICY AND PROCEDURE LINKS

Links

VIII. REVISION HISTORY

Tuition Assistant Program Policy

HR 8.01

Page 6 of 6

Version	Date of Change	Section	Description of Change
.001	08/15/1996 <u>10/28/2021</u>	Full Document	Initial adoption of new policy format
<u>.002</u>	<u>09/30/2004</u>	<u>Full document</u>	<u>Regulatory changes to program</u>
<u>.002</u>	<u>10/28/2021</u>	<u>Full Document</u>	<u>New policy format</u>
<u>.003</u>	<u>06/15/2023</u>	<u>II and IV</u>	<u>Advanced payment allowed, forms removed</u>



TRAINING & DEVELOPMENT – AGENCY-WIDE TRAINING PROGRAM

I. SCOPE AND PURPOSE

- To enhance employee knowledge and skills for more effective job performance, update skills, and adjust to job requirement changes.
- To educate and promote awareness programs.
- To educate on changes in regulatory requirements.
- To educate as appropriate on Service policies that have a general agency-wide application.

II. DEFINITIONS

N/A

III. POLICY

It is the policy of the Maryland Environmental Service to provide employees with a common core of training and information necessary to fulfill the vision and mission of the Service.

IV. PROCEDURES – TRAINING INFORMATION

1. NAME OF PROCEDURE ~~Training Information~~

- A. Employees will be notified if a training is mandatory.
- B. Each year the trainings offered in the Agency-wide training program will be evaluated by the ~~Director~~Managing Executive Director, in consultation with the Executive Staff, and the Chief ~~for~~of Human Resources. Adjustments in trainings offered may change from year-to-year to reflect the changing needs and activities of the Service.
- C. Training scheduling will be conducted by the Division or Group that is offering the training. ~~Human Resources Division.~~
- D. The level of funding for this program shall be determined each fiscal year ~~by the Board of Directors.~~

V. **RELATED POLICY AND PROCEDURE LINKS**

N/A

VI. **REVISION HISTORY**

Version	Date of Change	Section	Description of Change
.001	03/26/1998 ^{Date}	Full Document	Initial adoption of new policy format
<u>.002</u>	<u>6/15/23</u>	<u>Full document</u>	<u>New policy format, title changes</u>



Policy #: 8.03

Policy Category: Training

Department Responsible: Human Resources

Original Adoption Date: 03/22/1995

Board of Directors Approval: 09/29/2016

Last Edit: 06/15/2023

TRAINING AND DEVELOPMENT

APPRENTICESHIP POLICY FOR OPERATOR IN TRAINING PROGRAM (OIT)

I. SCOPE AND PURPOSE

To develop certified Operators who can independently and efficiently operate and troubleshoot the facilities that they are assigned to.

II. POLICY

It is the policy of the Service to provide our clients with skilled operators who have a broad knowledge and better than average working understanding of water and wastewater treatment systems. The Service has dedicated its efforts to develop an efficient and comprehensive program of apprenticeship so that the Apprentices, through a systematic program of schooling and on-the-job training, provide our clients with the best possible service. The Service works in cooperation with the Maryland Apprenticeship and Training

Council, Department of Economic and Employment Development and United States Department of Labor, Employment and Training Administration, Bureau of Apprenticeship and Training, to sponsor this Apprenticeship Program of eligible employees who are interested in working as Environmental Systems Operators-in-Training.

III. DEFINITIONS

N/A

~~A.~~

IV. PROCEDURES

- A. Once a candidate has been selected for employment as an Operator-In-Training (OIT), the employee shall do all things required to obtain an Operator Certificate(s) as defined in the Code Of Maryland Regulations (COMAR) 26.06.01 for a treatment facility(s) classified as a (i) Class 1 through Class 5 Wastewater Treatment Plant, including 5A or (ii) Class 1 through Class 4 Water Treatment Plant, or (iii) Class 3 through 7 Industrial Plant as identified in COMAR 26.06.01.16 Tables 1, 2 and 3. As a condition of continued employment, the employee shall obtain the Operator Certificate(s) within three (3) years of the date of the employee's contract or have an application for operator certification pending.

- B. The term of apprenticeship for this occupation is 5400 work hours, which equates to 1800 work hours per year for three (3) years.
1. The employee must obtain a temporary operator certificate for all facilities at which he/she will be assigned immediately upon entering the Apprentice Program. The Temporary Certification Fee will be paid by the Service to the Board of Waterworks and Waste Systems Operators. In the event the employee does not achieve permanent certification within three years, all temporary certification fees may be required to be refunded by the employee to the Service.
 2. During the probationary period the Apprenticeship Contract may be terminated without cause by either party in accordance with the terms of the employment contract.
 3. The Service will pay the initial registration costs and the costs of the curriculum. In the event an employee terminates his or her contract with the Service prior to completion of the three (3) year MES Apprenticeship Program, the employee shall reimburse the Service for those registration and curriculum costs.
- C. Operators-in-Training will be assigned a Mentor and be given 2 hours of study time during each work week to complete their Field Study Training Volumes.
- D. The advancement opportunities and minimum classification requirements for the MES Apprenticeship Program are as follows:

An employee may enter the MES Apprenticeship Program as an Operator in Training (OIT). An OIT must successfully accomplish the following:

1. Within the first six (6) months of enrollment in the MES Apprenticeship Program, the OIT must:
 - a) Complete one (1) volume of the Field Study Training Program to continue employment. The volume will be chosen by the OIT's assigned Regional or Mentor.
 - b) In addition, the OIT must meet routine job performance expectations, i.e. report for work on time without excessive absences, be cooperative with other employees, follow direction well, complete assigned tasks and show an interest in their work and fulfill the terms of their Employment Contract with the Service.
 - c) ~~The OIT must be able to e~~Complete a facility walk-thru with their Mentor at the main facility where they work, ~~(See six Month facility walk-thru guideline)~~be able to describe the facility operations process, and be able to name all facility equipment.
 - d) The OIT must know and be able to demonstrate satisfactory knowledge and use of safety equipment for the main facility where they work.

- (i) NOTE: If the OIT does not satisfactorily complete all six month requirements, the OIT "may" be allowed an additional three months for completion. However, if the OIT does not meet all six-month requirements after the three month extension, employment will be terminated.
2. Within one (1) year of enrollment in the MES Apprenticeship Program, the OIT must:
- a) Complete a second volume of the Field Study Training Program. The volume will be chosen by the OIT's assigned [Regional/Mentor](#).
 - b) Continue to satisfactorily meet job performance expectations as described in Section [IV.D.1\(b\) ~~1B-III, Paragraph D, subsection 1B above~~](#) above.
 - ~~b)-c)~~ c) Complete a facility walk-thru with the Training Manager, [\(See one year facility walk-thru guideline\)](#). ~~at the main facility where they work,~~
 - ~~c)~~ d) ~~be able to describe the operations process, the names and purpose of equipment, and the process~~
 - ~~d)~~ e) ~~tests that are conducted to check performance of equipment and processes.~~
 - ~~e)-d)~~ f) Be able to identify safety equipment at the main facility where they are assigned as well as its proper use and the reason it is required.
 - ~~f)-e)~~ g) The OIT must pass a pre-test exam administered by their Mentor [with a passing score of at least and 80%](#)
 - ~~g)-f)~~ h) [The OIT must attend a full day of Water & Wastewater based training \(minimum 7.0 CEU's\) approved by the Regional Supervisor for the area to which the employee is assigned. Training includes any training approved by the Maryland Board of Waterworks and Waste System Operators. The OIT must attempt to pass a Class 1, 2 or 3 Water or Wastewater certification exam or another exam as recommended by the Regional Supervisor for the area to which the employee is assigned.](#)
 - i) Upon successful completion of Year 1 requirements, the individual may be reclassified to OIT I NOTE: If the OIT does not meet all 1st year requirements, employment may be terminated, [or a Performance Improvement Plan \(PIP\) may be developed. A three-month extension may be considered on a case-by-case basis.](#)
3. Within Two (2) years of enrollment in the MES Apprenticeship Program the OIT I must:
- a) Complete a third volume of the Field Study Training Program. The volume to be completed will be chosen by the OIT's assigned [Regional or Mentor](#).
 - b) Continue to satisfactorily meet job performance expectations as described in Section [IV.D.1\(b\) ~~III, paragraph D, subsection 1B above~~](#).

~~c)~~ Complete a facility walk-thru at the main facility where assigned with a Regional or Assistant Regional Supervisor. ~~(See Two Year facility walk-thru guideline).~~

~~be able to explain facility process and operations, identify the treatment units and process control tests for all process units and conduct a facility performance audit.~~

~~b)-d)~~ OIT I must familiarize themselves with the MES Compliance Division's audit requirements. OIT I must sit with mentor and review a Compliance Audit. ~~Be knowledgeable of compliance audit requirements~~

e) The OIT I must pass an exam as approved by the Regional Supervisor for the area to which the employee is assigned.

~~e)~~ a Class 1, 2 or 3 Water or Wastewater certification exam or another exam as recommended by the Regional Supervisor for the area to which the employee is assigned.

~~d)~~ NOTE: If the OIT does not meet all 2nd year requirements, employment may be terminated.

~~e)-f)~~ Upon successful completion of Year 2 requirements, the individual may be reclassified to OIT II. The OIT I will not be reclassified to OIT II until all Year 2 requirements are met.

~~f)~~ r: ~~Employees meeting all of the requirements of the Apprenticeship Program with a minimum of~~

~~g)~~ 24 months (3600 hours) experience in the Program will be reclassified to Operator Pending until the apprenticeship term (5400 hours) is fulfilled.

(i) NOTE: If the OIT I does not meet all 2nd year requirements, employment may be terminated or a Performance Improvement Plan (PIP) may be developed. A three-month extension may be considered on a case-by-case basis.

4. Within three (3) years of enrollment in the MES Apprenticeship Program, the OIT must:

a) Complete a fourth volume of the Field Study Training Program. The volume to be completed will be chosen by the OIT's Mentor.

b) Continue to satisfactorily pass the job performance expectations described in Section ~~IV.D.1(b)~~ Section III, paragraph D, subsection 1B above.

~~b)-c)~~ Correctly perform a Regulatory Compliance Audit as well as an Annual Walking Working Surfaces inspection with a Regional or Assistant Regional at all facilities where the OIT works.

- ~~e)-d)~~ The OIT II must pass an additional exam as approved by the Regional Supervisor for the area to which the employee is assigned. The OIT I must have passed a Class 1, 2 or 3 Water or Wastewater certification exam or another exam as recommended by the Regional Supervisor for the area to which the employee is assigned.
- ~~d)-e)~~ Upon successful completion of all Year 3 requirements, and if all requirements are met for Environmental Systems Operator the OIT II may be reclassified to "Operator". The OIT II will not be reclassified to Operator until all Year 3 requirements are met. Pass either a Class 4 Water or Class 4, 5 Wastewater exams or pass all facility system exams for the facility where the OIT works if there are no Class 4 Water or Class 5 Wastewater exams in the OIT's assigned area.
- f) Upon successful completion of Year 3 requirements, and if all requirements are met for Environmental Systems Operator the OIT II may be reclassified to "Operator". The OIT II will not be reclassified to Operator until all Year 3 requirements are met.
- ~~e)~~ the individual may be reclassified to OIT III, or if all requirements are met for "Operator" they may be reclassified to "Operator".
 - (i) NOTE: If the OIT II does not meet all 3rd year requirements, employment may be terminated or a Performance Improvement Plan (PIP) may be developed. A three-month extension may be considered on a case-by-case basis.

E. ~~The advancement~~The promotional opportunities for the MES OIT Apprenticeship Program are as follows:

1. Upon successful completion of Year 1 requirements, ~~the six (6) month and first (1st) year requirements, employees are eligible to receive Agency wide COLA salary adjustment.~~ OIT's are ~~also~~ eligible to receive a 5% salary increase and may be reclassified to OIT I
2. Upon successful completion of ~~second (2nd) year~~ Year 2 requirements, OIT I's are eligible to receive a ~~10~~5% salary increase and may be reclassified to OIT II ~~or:~~
3. ~~3. Operator Pending~~
4. ~~An employee who is reclassified to an Operator Pending after two years in the~~
5. ~~Apprenticeship Program will receive a salary increase of 25%.~~
- ~~6.3.5.~~ Upon successful completion of Year 3 third (3rd) year requirements, and if an OIT II meets the qualifications for Environmental Systems Operator, OIT II's are may be reclassified to Environmental Systems Operator and are eligible to receive a 5% salary increase. ~~reclassified to OIT III and are eligible to receive a 15% salary increase. If an OIT II meets the qualifications for Operator by the end of their third year, including successfully passing a third exam designated by the Regional Supervisor, they may be reclassified to Operator at the "Fully Competent" hire rate which provides a 21.6% salary increase.~~

~~7. 6. Once the Operator Pending has fulfilled the term (5400 work hours) of the Apprenticeship Program, the Operator Pending will be reclassified to Operator Grade 03 with a 6.6% pay increase.~~

~~NOTE: Third Year OITs who have satisfactorily completed the OIT Apprenticeship Program except for the exam requirements, will receive an additional 24 months to pass the required exams. If the Third Year OIT does not pass all required exams within 24 months, their employment may be terminated.~~

(i) NOTE: If the Board of Waterworks and Waste Systems Operators approves substitution of “appropriate” college study for experience, and an OIT II is granted permanent “Operator” certification, OIT II’s are eligible to receive an additional 5% salary increase and may be reclassified to Operator.

~~Successful completion of the OIT Apprenticeship Program does not guarantee the Employee continued employment with the Service. Employment is subject to the terms and conditions of the Employment Contract with the Service.~~

(+)(ii) NOTE: If an OIT II has passed one of the two required certification exams and holds permanent certification for that classification, the OIT II will remain an OIT II until the second Certification Exam has been passed.

V. RELATED POLICY AND PROCEDURES

VI. REVISION HISTORY

Version	Date of Change	Section	Description of Change
.001	03/22/1995	Full Document	Initial Adoption of new policy
.002	06/24/2004	Procedures	
.003	12/17/2007	Procedures	Created Incentive tracks
.004	4/27/2015	Full Document	New requirements, mentor program, academic & training changes
.005	9/28/2016	Procedures	Allowed early completion of program
.006	6/15/2023		New policy format. <u>Clarify promotional ladder</u>



Maryland Environmental Service

Policy #: 8.05

Policy Category: Personnel Policies and Procedures

Department Responsible: Human Resources

Effective Original Date(s): Enter Date(s) 10/22/1998

Board of Directors Approval: 9/30/2004 Enter Date

Last Edit: 6/15/2023 Enter Date

TRAINING AND DEVELOPMENT

OUT-SERVICE TRAINING PROGRAM

I. POLICY

It is the policy of the Maryland Environmental Service to provide an Out-Service Training Program for eligible employees

II. PURPOSE

- A. To develop and enhance employee skills and knowledge for more effective job performance.
- B. To outline the procedures for participating in the Service's Out-Service Training Program.

III. DEFINITIONS

"Out-Service Training" means job related instruction, taken outside the workplace, which is designed to enhance employee performance and meet individual and organizational objectives. This training, conducted in individual or group format by vendors, non-state organizations, other state agencies, universities, colleges, or other outside organizations, may be recommended by management or requested by the employee. Out-Service Training does not include training conducted by the Service, training that is part of the Service's agency-wide training program or training provided by the Tuition Assistance Program.

IV. ELIGIBILITY

- A. Non-Temporary full and part-time employees are eligible.
- B. Prior to enrolling in Out-Service Training, an employee must have satisfactorily completed an initial probationary period, except when training is required as part of the employee's responsibilities or as a condition of employment.

- C. The training must be related to the employee's work and be approved by the employee's supervisor and [Executive-Managing](#) Director.
- D. Termination of employment for any reason will automatically and immediately cancel participation in the Out-Service Training Program.

V. PROGRAM LIMITATIONS

- A. An employee who is released from duty to participate in an Out-Service Training program shall receive full pay and retain all benefits.
- B. If a program or course is canceled or rescheduled, an employee who is released from duty to participate in Out-Service Training shall report for duty to the employee's work location.
- C. All training and staff development is subject to fund availability and the operational needs and requirements of the Agency.
- D. Funding for Out-Service Training must be provided by the employee's Group unless otherwise authorized by the [Executive-Managing](#) Director.

VI. APPLICATION PROCEDURES

- A. An employee meeting the eligibility requirements for Out-Service Training shall request to be considered for training through the employee's supervisor.
- B. An Out-Service Training Authorization form must be completed by the employee and approved by the employee's [Executive-Managing](#) Director at least five work days before the beginning of training. An [Executive-Managing](#) Director may deny a request for Out-Service Training if sufficient funds are not available, if the employee's workload is too great to permit the employee's absence, or if the [Executive-Managing](#) Director does not conclude that the proposed training is consistent with or necessary to the employee's duties.
- C. After approval by the [Executive-Managing](#) Director, the authorization form is forwarded to the Human Resources Division.
- D. ~~If the Out-Service Training Authorization form is attached to an Individual Request for Out-of-State Travel, the entire package must be forwarded to the Executive Director of the Agency or Designee for approval before it is returned to Human Resources.~~

VII. REVISION HISTORY

**MARYLAND ENVIRONMENTAL SERVICE
OUT-SERVICE TRAINING AUTHORIZATION FORM**

Name of Employee (PLEASE PRINT)	Classification
Group	Work Location
Work Phone	Date of Hire
Reason for Training	

Training Requested (attach training brochure description to this form)

Name and Address of Training Facility	Duration of Training
	Start Date
	End Date
Group Cost Center Number	Total Cost of Training

I certify that information given on this form is correct and request approval

Signature of employee _____ **Date**

Approval of Supervisor _____ **Date**

Approval of Executive Managing Director _____ **Date**

(To be completed by Human Resources Division For EEO Purposes Only)

Employee Race	Employee Sex	Employee Job Code
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