



Board of Directors Meeting Human Resources Committee

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April 17, 2025

9:00 a.m.

Agenda

Board Members

Robert L. Witt, II
Chair, HR Committee

Hon. Frederic N. Smalkin

James H. Johnson Jr.,
Ph.D., P.E.

Shelley Heller

Call to Order

Robert Witt

Approval of Minutes – June 24, 2024

Robert Witt

Policies for review and approval:

Ramona Jones

- HR 1.11 Scheduled Hours
- HR 3.02 Annual Leave
- HR 3.22 Sick & Safe Leave
- HR 4.03 Abandonment of Employment
- HR 5.02 Attendance Standards – Lateness
- HR 6.05 Appeal of Disciplinary Action
- HR 8.03 Apprenticeship Policy
- HR 10.04 Overtime/Comp Time

Career Ladder updates:

Matt Lapinsky

- Water/Wastewater Operator-in-Training
- Water/Wastewater Operator

Executive Director performance evaluation – timeline

Robert Witt

SCHEDULED HOURS

I. SCOPE & PURPOSE

To establish clear and consistent guidelines for creating and enforcing employee work schedules and ensure fair and equitable treatment of all employees regarding work hours. To assist Supervisors in developing staffing arrangements and work schedules for efficient utilization of the work force and comply with all relevant labor laws and regulations.

II. POLICY STATEMENT

It is the policy of the Maryland Environmental Service to recognize a standard workweek of forty (40) hours.

III. DEFINITIONS

- A. Standard Workday – a standard workday is 8 hours at most facilities.
- B. Hours of Work – the time to report to work for a standard workday.
- C. Work Time – period during which an individual spends at paid labor, performing job duties or engaged in employment-related activities.

IV. POLICY

- A. Schedules should be created in a manner that is fair and equitable to all employees. Factors to be considered when creating schedules may include: business needs and operational requirements as well as legal and regulatory requirements (e.g. meal breaks, overtime).
- B. Schedules may be subject to change based on business needs, with reasonable notice to employees.
- C. Shifts and hours of work at MES facilities are established by the Managing Director with the concurrence of the Executive Director or designee and shall be on file by facility with the Human Resources Division.
- D. Employees are expected to adhere to their scheduled work hours. Punctuality is essential.

- E. Employees are expected to notify their supervisor promptly if they are unable to work their scheduled shift. (See also Policy 5.02 Attendance Standards – Lateness).

V. PROCEDURES

- A. Employees who work a shift longer than 6 hours may select either 1/2 or 1 hour meal periods. Any adjustments to the meal period require supervisory approval. Employees shall not be required to work during the unpaid meal period, and the meal period shall not be considered work time. In emergency situations the employee may be required to work during the meal period, and then the time shall be recorded as time worked.
- B. On or Off Duty Inactive Time – Where waiting is an integral part of an employee's job, the waiting time is work time. If the employee is completely relieved from duty or can use the time effectively for the employee's own purposes, the time is not work time.
- C. On-Call Inactive Time
 - 1. If an employee is required to be "on-call" and the employee cannot use the "on-call" time effectively for the employee's own purposes, then the employee is considered to be on work time. If the employee is merely required to leave word at the employee's facility or with the employee's supervisor where the employee may be reached, the employee is not on work time.
 - 2. If an employee is on duty for 24 hours or more, the Service may eliminate from hours worked bona fide meal periods and scheduled sleeping time of not more than eight hours.
 - 3. If the employee's sleeping period is interrupted for the performance of work, the interruption must be counted as hours worked. In addition, if the interruptions are so extensive or frequent that the employee cannot get a total of at least five hours of sleep during the scheduled period, then the entire period is work time.
 - 4. Clothes changing and wash up time are excluded from time worked unless it is an integral part of the employee's activities or is required by law. If changing of clothes is merely a convenience to the employee and is not directly related to the employee's principal activities, it cannot be considered as work time.
 - 5. An employee is considered to be on break if the employee is engaged in personal activities unrelated to his or her employment with the Service, regardless of the employee's place of activity.

- ## VI. RELATED POLICIES AND PROCEDURES:

- ## VII. REVISION HISTORY

[illegible]

ANNUAL LEAVE

I. POLICY

It is the policy of the Maryland Environmental Service to provide eligible employees with annual leave. Employees are encouraged to take at least ten annual leave days per year.

II. PURPOSE

- A. To define the policy and procedures of the Maryland Environmental Service with respect to annual leave.
- B. To provide eligible employees with paid annual leave.

III. PROCEDURES

Eligibility

- A. Employees are eligible to receive annual leave based on the length of their service.
- B. Employees are eligible to request, and use accrued annual leave upon completion of six-months of service.
- C. A student employee or temporary employees who are hired by the Service for a period not to exceed 6 months are not eligible to earn annual leave.
- D. Transfer of Annual leave from employment at a qualified state agency requires MES's Human Resource department be contacted by the Human Resources Department of the previous State Agency and provide the appropriate documentation showing the employee's unused leave balance at the time of their departure.
- E. When an employee leaves MES and desires to carry their annual leave to a new job with another state agency, it is required that the Human Resources department of that agency contact the MES's Human Resources department so the appropriate documentation can be given to them in regard to the unused leave balance. MES

makes no representations concerning whether any other state agency will accept leave balanced from MES.

IV. ANNUAL LEAVE ALLOWANCES

- A. Annual leave is earned on an hourly basis for each pay period in accordance with employees' service credit as established for leave purposes.

Years of Service	Service Credit Earnings	Accrued per pay period	Maximum earnings
1 through 5 years	1.0 hour for each 26 hours worked	<u>3.08</u>	80 hours/year
Beginning of 6th year	1.5 hours for each 26 hours worked	<u>4.62</u>	120 hours/year
Beginning of 11th year	2.0 hours for each 26 hours worked	<u>6.16</u>	160 hours/year
Beginning of 21st year	2.5 hours for each 26 hours worked	<u>7.7</u>	200 hours/year

- B. Annual leave will be credited and available to use after an employee completes 6 months of probation.
- C. For purposes of this policy, the hours that an employee is on paid leave are considered hours worked.

V. UTILIZATION OF ANNUAL LEAVE

- A. All annual leave requests must be submitted in advance to the employee's supervisor for approval through Workday.
- B. Annual leave will be available to the employee to the extent earned, provided that the employee's supervisor approves the dates for the leave. Approval may be denied if the supervisor determines that denial is necessary as a result of critical shortage of staff or project demands.
- C. The request may not be denied if it is for the observance of a religious holiday, unless the supervisor determines that denial is necessary because it would cause an undue hardship to the Service as a result of critical shortage of staff or project demands.
- D. Service holidays, which occur during a vacation period when an employee is on leave, are considered holiday hours, not annual leave hours.

- E. Periods of illness or disability, which occur while an employee is on scheduled annual leave, may be charged to sick leave if the employee requests the change, and provides medical certification from an acceptable health care practitioner.

VI. PAYMENT OF ANNUAL LEAVE

- A. An employee may not earn annual leave for hours worked in excess of the employee's standard workweek.
- B. An employee's annual leave pay will be computed on the base wage rate in effect at the time when the employee utilizes the annual leave.
- C. If an employee is eligible for payment of unused accrued annual leave in accordance with the employee's employment contract, the employee will be paid for the unused leave at the employee's salary rate in effect at the time of the employee's separation from the Service if the employee leaves in good standing and provides two weeks' notice.

VII. CARRYOVER OF ANNUAL LEAVE

- A. An employee may not carry into a new calendar year more than 600 hours ~~75 days~~ of unused annual leave. If an employee has more than 600 hours of unused accumulated annual leave by the end of the pay period which includes the date of December 31st, the Service shall reduce the employee's accumulated unused annual leave back to 600 hours.
- B. A part-time employee may not carry into a new calendar year more than the number of unused annual leave days, which are prorated based on their FTE percentage multiplied by 600 hours. For example, if a part-time employee works a 60 percent schedule, then the employee may not carry into the new calendar year more than 360 unused annual leave hours (0.60 x 600 hours). If, by the end of the pay period which includes the date of December 31st, a part-time employee has more than the permitted carry-over amount of accumulated unused annual leave, the Service shall reduce the employee's accumulated unused annual leave to the permitted carry-over amount.
- C. No later than January 1st of each year, a Managing Director may request the Executive Director to approve carry-over of unused annual leave of an employee in excess of the maximum allowable leave provided for under A and B of this section. The Executive Director, or the Director's Designee, may approve only those requests that are accompanied by written documentation signed by the

Managing Director identifying the unusual circumstances which resulted in employee accumulating more than the maximum allowable annual leave.

- D. No later than January 1st of each year, a Managing Director or Deputy Director may request the Executive Director to approve carry-over of unused annual leave of the Managing Director in excess of the maximum allowable leave provided for under A and B of this section. The Executive Director, or the Director's Designee, may approve only those requests that are accompanied by written documentation signed by the Managing Director or Deputy Director identifying the unusual circumstances which resulted in employee accumulating more than the maximum allowable annual leave.
- E. No later than January 1st of each year, the Executive Director may request the Board of Directors to approve carry-over of unused annual leave in excess of the maximum allowable leave provided for under A and B of this section. The Executive Director shall submit his or her request in writing to the Human Resources Committee of the Board and shall provide such information as the Committee and the Board may reasonably require regarding the Director's request.

VIII. RELATED POLICY AND PROCEDURES

- A. See COMAR 14.27.02.11

IX. REVISION HISTORY

Version	Date of Change	Section	Description of Change
.001	09/26/1996	Full Document	Initial adoption
.002	10/25/2018	§VII	Increased amount of carryover annual leave
.003	04/17/2025	Entire document	Policy Clarifications



Policy #: 3.22
Policy Category: Leave & Time Off
Department Responsible: *Human Resource*
Original Adoption Date: 02/25/2019
Board of Directors Approval: 02/25/2019
Last Edit: 04/17/2025

SICK AND SAFE LEAVE

I. POLICY

- A. It is the policy of the Maryland Environmental Service to provide eligible employees with Sick and Safe Leave that is authorized pursuant to the Maryland Healthy Working Families Act.

II. PURPOSE

- A. To define the policy and procedures of the Maryland Environmental Service with respect to providing Sick and Safe Leave.
- B. To provide eligible employees with paid leave that is consistent with the requirements of the Maryland Healthy Working Families Act (Md. Ann. Code, Labor & Employment, §3-1301 et seq.) (the "Act").

III. DEFINITIONS

- A. "Regular MES Employee" shall mean a MES employee, aged 18 years or above, who works at least 28.80 hours per week.
- B. "Eligible Employee" shall mean a student employee or a temporary MES employee who is hired for a period not to exceed six (6) months.
- C. Unless stated otherwise any other defined term in the Act shall have the same definition in this Policy.
- D. "Sick and Safe Leave" shall mean all paid leave accrued by an Eligible Employee under Section IV.

IV. ACCRUAL

- A. Regular MES Employee earn leave at a greater rate than is required by the Act and are permitted to use earned, annual, sick, accrued compensatory time or personal leave as provided by the MES leave policy for "Sick and Safe" and for the reasons set forth in Section V. Accordingly, Regular MES Employees cannot acquire earned Sick and Safe Leave as defined by the Act.

- B. Eligible Employee will accrue one (1) hour of Sick and Safe leave for every thirty (30) hours worked. An Eligible Employee cannot earn more than 40 hours of Sick and Safe Leave in a calendar year; or accrue more than 64 hours at any time; or use more than 64 hours of earned Sick and Safe Leave in a calendar year. If an employee has unused earned Sick and Safe Leave at the end of the calendar year, they may carry over the balance of the earned Sick and Safe Leave to the following calendar year, up to a total of 40 hours.
- C. If an Eligible Employee leaves employment and is rehired within 37 weeks of leaving, any earned and unused Sick and Safe Leave that the Eligible Employee had at the time of separation will be reinstated.

V. USE

- A. A Regular MES Employee may use paid leave and an Eligible Employee may use Sick and Safe Leave for the following purposes:
 - 1. To care for or treat the employee's mental or physical illness, injury, or condition,
 - 2. To obtain preventive medical care for the employee or employee's family member,
 - 3. To care for a family member with a mental or physical illness, injury, or condition,
 - 4. For maternity or paternity leave,
 - 5. If the absence from work is necessary due to domestic violence, sexual assault, or stalking committed against the employee or the employee's family member, and the leave is being used by the employee to obtain for the employee or the employee's family member:
 - a. medical or mental health attention that is related to the domestic violence, sexual assault, or stalking,
 - b. services from a victim services organization related to the domestic violence, sexual assault, or stalking,
 - c. legal services or proceedings related to or resulting from the domestic violence, sexual assault, or stalking, or
 - d. during the time that the employee has temporarily relocated due to the domestic violence, sexual assault, or stalking.

VI. DENIAL

- A. MES may deny an Eligible Employee's request to use earned Sick and Safe Leave if:
 - 1. An Eligible Employee fails to provide the notice required in Section VII(A); and
 - 2. The Eligible Employee's absence will cause a disruption to MES; or
 - 3. The Eligible Employee does not have earned Sick and Safe Leave or does not otherwise meet the eligibility requirements.
- B. Eligible Employees are not permitted to use leave during the first 106 calendar days of their employment unless expressly approved in writing by their management chain, including their Managing Director.

VII. REQUEST

- A. When the need to use Sick and Safe Leave is foreseeable, an Eligible Employee shall make a request to use the leave in advance by giving MES Human Resources seven (7) days prior notice. If the need to use earned Sick and Safe Leave is not foreseeable, an employee should notify their supervisor as soon as practicable and generally comply with MES Attendance Policy No. 5.02 for requesting or reporting leave usage. If the use of Sick and Safe Leave meets the requirements of the Family and Medical Leave Act ("FMLA") then the FMLA leave will run concurrently with Sick and Safe Leave as permitted by law.
- B. MES may require an Eligible Employee who uses earned Sick and Safe Leave to provide verification that the leave was used appropriately if the leave was used for more than two consecutive scheduled shifts. If an Eligible Employee fails or refuses to provide verification when properly requested to do so, MES may deny a subsequent request to take earned sick and safe leave for the same reason.

VIII. RELATED POLICY AND PROCEDURES

- A. The Maryland Healthy Working Families Act (Md. Ann. Code, Labor & Employment, §3-1301 et seq.)

IX. REVISION HISTORY

Version	Date of Change	Section	Description of Change
.001	02/25/2019	Full Document	Initial adoption
.002	04/17/2025	Accrual & Denial	Clarified time periods

DRAFT

ABANDONMENT OF EMPLOYMENT

I. Scope & Purpose

- A. To maintain staffing control and Service staffing needs.
- B. To establish a procedure for consistent treatment of an employee concerning abandonment of employment.

II. Policy Statement

It is the policy of the Maryland Environmental Service that an employee will be considered to have abandoned employment with the Service and will be terminated on that basis if the employee fails to notify the employee's supervisor within thirty-six (36) hours of the start of an absence. An employee will also be considered to have abandoned their job if an employee refuses to complete an assigned shift or walks off the job without approval of the immediate supervisor

III. Definitions

N/A

IV. Procedures

- A. An employee may be considered to have abandoned the employee's position and will be terminated for cause, in accordance with Paragraph 11 (b) of the employee's contract with MES, if the employee is absent for thirty-six (36) hours from the start an absence without providing notice to the employee's supervisor as to the cause and extent of the absence, unless the employee documents to the Service's satisfaction that it was impossible for the employee to give notice of absence during that period to their supervisor or the Human Resources Division. In accordance with MES policy 4.01, job abandonment is a voluntary resignation without notice and precludes the employee from future employment with the Service.
- B. If an employee's supervisor is not contacted by the employee within 36 hours of the start of the absence, the supervisor must notify the Human Resources Division and request that written notification be delivered to the employee, by mail, or by any other effective means. The notification will inform the employee that the employee has abandoned his or her position and, therefore, has voluntarily resigned from employment without notice. The notice also shall indicate the effective date of the resignation. The effective date shall be the last day the

employee was at work or on approved leave, whichever last occurred. The letter will also notify the employee that the employee has 24 hours after receipt of HR's notification, to provide a reason to the Service's satisfaction necessitating the absence.

- C. An employee who abandons the employee's position will receive pay for any hours worked. The employee will not receive payment for leave earned but not used as of the effective date of the termination.
- D. An employee who refuses to complete an assigned shift or who walks off the job without approval of the immediate supervisor will be considered to have abandoned the employee's position. Abandonment terminations will be coordinated by the Human Resources Division, with the required approval by the Executive Director or the Executive Director's Designee.
- E. An employee who is absent for some period less than the 36 hours described in Section IV.A. without approval and without justification to the Service's satisfaction that it was impossible for the employee to give notice of the absence, shall be subject to discipline in accordance with Policy No. 6.01 – Discipline Policy.

V. Related Policy and Procedure Links

- A. HR 4.01 Resignation
- B. HR 6.01 Discipline Policy

VI. Revision History

Version	Date of Change	Section	Description of Change
.001	8/14/1997	Full Document	Initial Adoption
.002	10/26/2016	Full Document	Reformatted
.003	4/17/2025	IV Procedures	Updated procedures

ATTENDANCE STANDARDS – LATENESS

I. POLICY

It is the policy of the Maryland Environmental Service that employees will report for work and be at their workstation at their scheduled time. Repeated or excessive instances of lateness by employees adversely affect the efficient operation of the Service.

II. PURPOSE

- A. To establish standards of attendance for employees.
- B. To ensure that all employees are aware of the attendance standards and that they are treated fairly when the standards are applied.
- C. To establish a fair procedure for dealing with employees who violate the lateness standards.

III. RESPONSIBILITIES

A. Employees

Each employee has the following responsibilities to the Service regarding the employee's attendance.

An employee who is going to be late for work must notify the employee's supervisor or the person designated by the employee's Group division as soon as possible, but no later than their scheduled starting time. An employee may be disciplined for failing to notify the employee's supervisor.

- B. Supervisors will be responsible for ensuring the consistent application of this policy as applied to their employees. Supervisors have the following responsibilities:
 - 1. Set a good example for employees.

2. Make employees fully aware of lateness policies and the importance of maintaining regular and punctual attendance.
3. Ensure that notification guidelines exist within the Group and that a responsible person is designated to receive absence and lateness reports.
4. Review attendance records regularly to determine if patterns or problems exist with an employee's attendance.
5. Counsel violators and/or use disciplinary action measures as outlined in the Service's Discipline Policy & Procedures HR 6.01.
6. Establish controls necessary to implement this policy.

IV. PROCEDURES

- A. Any instance in which an employee reports to work after the scheduled work time will be considered an occurrence of lateness.
- B. An occurrence of lateness may be excused by a supervisor or designee, if the employee can justify or document to the Service's satisfaction that it was impossible for the employee to arrive at the scheduled work time.
- C. An employee who develops a pattern of unexcused lateness will be subject to disciplinary action, which may ultimately include discharge.

V. RELATED POLICIES AND PROCEDURES

- A. HR 6.01 Discipline Policy & Procedures.

VI. REVISION HISTORY

Version	Date of Change	Section	Description of Change
.001	08/15/1996	Full Document	Initial adoption
.002	02/26/2018	§III	Updated notice requirement
.003	04/17/2025	III & IV	Updates to notice and procedures

APPEAL OF DISCIPLINARY SUSPENSION

I. SCOPE & PURPOSE

To provide employees of the Service with procedures and time limitations for the appeal of a disciplinary suspension.

II. POLICY STATEMENT

It is the policy of Maryland Environmental Service (the Service) to provide a fair and uniform procedure for the appeal of a disciplinary suspension.

III. DEFINITIONS

Disciplinary Suspension – a suspension without pay taken in accordance with Policy 6.01 – Discipline Policy & Procedures

IV. PROCEDURES

- A. The employee shall initiate an appeal in writing to the Executive Director of the Service within five (5) work days after receipt of written notice of the suspension.
- B. The Executive Director of the Service or designee whose duties and responsibilities are unrelated to the suspension shall hear the appeal within five (5) workdays after the receipt of the written appeal and shall render a written decision within fifteen calendar days after the hearing.
- C. In determining the decision, the Executive Director or another individual designated by the Director whose duties and responsibilities are unrelated to the suspension may consider the following options:
 - 1. Upholding the suspension
 - 2. Reversing the suspension, restoring any wages lost as a result of the suspension and purging any reference to the suspension from the employee's personnel file.
 - 3. Decreasing the number of days of the suspension.
 - 4. Any other action the Executive Director or designee deems appropriate.

[illegible]



Policy #: 8.03

Policy Category: Training & Development

Department Responsible: *Human Resources*

Original Adoption Date: 03/22/1995

Board of Directors Approval: 09/29/2016

Last Edit: 04/17/2025

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

OIT – Operator-in-Training for water and wastewater treatment facilities.

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. If the employee does not obtain the Operator Certificate within three years, then the employee will be reclassified as OIT Pending, as detailed below.

- 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) or OIT I, by having an approved 30 credits of college coursework in science or engineering. An OIT must successfully accomplish the following:

1. Within the first six (6) months of enrollment in the MES Apprenticeship Program, the OIT (or OIT I if entering as an OIT I with approved college credits) 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 Supervisor or Mentor.
 - b) 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) Complete a facility walk-thru with their Mentor at the main facility where they work to demonstrate their knowledge of plant systems, equipment, and their functions.

- d) Demonstrate satisfactory knowledge and use of safety equipment for the main facility where they work.
 - (i) 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 (or OIT I if entering as an OIT I with approved college credits) must:
 - a) Complete a second volume of the Field Study Training Program. The volume will be chosen by the OIT's assigned Regional Supervisor/Mentor.
 - b) Continue to satisfactorily meet job performance expectations as described in Section IV.D.1(b) above.
 - c) Complete a facility walk-thru with the Training Manager, (See one year facility walk-thru guideline).
 - d) 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.
 - e) Pass a pre-test exam administered by their Mentor with a passing score of at least 80%.
 - f) 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.
 - g) Upon successful completion of Year 1 requirements, the individual may be reclassified to OIT I
 - (i) 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.
 - (ii) An OIT I that entered with approved college credits would not get reclassified unless all of the requirements of an OIT II, including the requirements in Section IV.D.3 below are met.
- 3. Within Two (2) years of enrollment in the MES Apprenticeship Program the OIT I (or within 1 year for those entering as an OIT I with approved college credits) 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 Supervisor or Mentor.
 - b) Continue to satisfactorily meet job performance expectations as described in Section IV.D.1(b).
 - c) Complete a facility walk-thru at the main facility where assigned with a Regional or Assistant Regional Supervisor.
 - 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.
 - e) Pass an exam as approved by the Regional Supervisor for the area to which the employee is assigned.
 - 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.
4. If within Two (2) years of enrollment in the MES Apprenticeship Program f the OIT I has not met the requirements to be classified to an OIT II:
- a) The OIT I will be reclassified to OIT Pending.
 - b) The classification of OIT Pending will continue until the OIT Pending meets the requirements to be reclassified to the position of OIT II.
 - c) The OIT Pending will be responsible for taking an exam on their own time and paying for exam fees.
 - d) The OIT Pending will receive no annual performance-based pay increase.
 - e) The OIT Pending may not be eligible for BEST or BEST Plus payout.
 - f) Upon meeting all requirements to be reclassified to OIT II, the OIT Pending will be reclassified to OIT II, making them eligible for performance-based pay increases, BEST, and BEST Plus payouts.
 - g) If an OIT Pending does not meet the requirements to be reclassified to an OIT II within six years of enrollment in the MES Apprenticeship Program, which is one renewal cycle of their Operator in Training (Temporary) Certification, employment may be terminated.
5. Within three (3) years of enrollment in the MES Apprenticeship Program (or within two (2) years if entering as an OIT I with approved college credits), 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) above.
 - 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.
 - d) Pass an additional exam as approved by the Regional Supervisor for the area to which the employee is assigned.
 - 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.
- E. The promotional opportunities for the MES OIT Apprenticeship Program are as follows:
- 1. Upon successful completion of Year 1 requirements, OIT's are eligible to receive a 5% salary increase and may be reclassified to OIT I.
 - 2. Upon successful completion of Year 2 requirements, OIT I's are eligible to receive a 5% salary increase and may be reclassified to OIT II.
 - 3. Upon successful completion of Year 3 requirements, and if an OIT II meets the qualifications for Environmental Systems Operator, OIT II's may be reclassified to Environmental Systems Operator and are eligible to receive a 5% salary increase.
 - (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 by the Board of Waterworks and Waste System Operators, OIT II's are eligible to receive an additional 5% salary increase and may be reclassified to Operator. If entering as an OIT with approved college credits, only the standard 5% increase applies upon classification as an Operator.
 - (ii) 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	Procedures	New policy format. Clarify promotional ladder
.007	04/17/2023	Procedures	Allow High School hours, and OIT Pending designation

OVERTIME AND COMPENSATORY TIME ACCRUAL AND USE

I. POLICY

It is the policy of the Maryland Environmental Service to pay overtime at one and one-half times the hourly rate or offer the option to accrue compensatory time at the same one and one-half rate to all cash eligible employees for hours worked in excess of 40 in a work week. It is also the policy of the Service to provide for employees who are not otherwise eligible for cash-overtime payment to accrue Compensatory Time.

II. PURPOSE

- A. To define the Service's policy regarding compensatory time and the compensation of overtime pay.
- B. To establish a policy which complies with the U.S. Fair Labor Standards Act regarding the payment of overtime.
- C. To establish procedures governing the use of employee's earned compensatory leave.

III. DEFINITIONS

Exempt vs Non-Exempt

For payment of overtime, there are two employee classifications: Exempt (Compensatory Leave) and Non-Exempt (Mandatory Cash Payment).

- A. **EXEMPT** - Certain, Administrative and Professional employees whose classifications do not entitle them to receive mandatory cash overtime payments as defined by the Fair Labor Standards Act. These employees are eligible to receive compensatory time on a straight time basis for each hour worked in excess of their scheduled work week.
- B. **NON-EXEMPT** - Employees who are paid an hourly rate for purposes of determining overtime compensation and are eligible to receive mandatory cash overtime payments at one and one-half time the hourly rate for all hours worked in excess of 40 hours in the standard work week. The employee, at their discretion, may choose to accrue compensatory time at the rate of one and one-half hours per hour worked.

IV. PROCEDURES

- A. Supervisors or their designee may require employees to work periods of time in excess of their normal work week depending on workload demands.
- B. For an employee to earn compensatory time or cash overtime, prior approval is required from the employee's supervisor or designee. Approval shall be documented in Workday. . Verified emergencies will not require prior approval by the supervisor or designee.
- C. A minimum of one (1) continuous hour of work time beyond the employee's standard work day is required to be eligible to earn compensatory time. Total compensatory time earned is equal to that first hour plus any time worked after the first hour. An employee does not earn any compensatory time for less than one (1) continuous hour of work time beyond the employee's standard work day.
- D. **Overtime Pay - Non-exempt employees**
 - 1. Overtime is paid in accordance with the U.S. Fair Labor Standards Act.
 - 2. Non-exempt employees are paid one and one-half (1.5) times their regular hourly rate for all hours worked, more than forty (40) in any work week. Overtime is paid beginning at 8 minutes past an employee's normal scheduled work day.
 - 3. Annual leave, personal leave, sick leave, holiday leave or any other paid time off is considered work time in computing hours worked.
- E. **Compensatory Time - Exempt employees**
 - 1. Except as provided in Section IV C compensatory time will be credited to eligible employees for time worked more than forty (40) in any work week. . Compensatory time is earned on a straight time basis.
 - 2. Annual leave, personal leave, sick leave, holiday leave or any other paid time off is considered work time in computing hours worked.
- F. **Compensatory Time Carryover**
 - 1. An exempt employee may not carry into a new fiscal year more than 120 hours of unused compensatory leave. If, on June 30, an employee has more than 120 hours of compensatory leave, then on July 1 the Service shall reduce the employee's compensatory leave to 120 hours.

2. A non-exempt employee will have no limit on accrued compensatory leave.
3. An exempt part-time employee may not carry into a new fiscal year more than the number of unused compensatory leave hours which equals the funded percentage of the employee's position multiplied by 120 hours. For example, if a part-time employee works a 60 percent work schedule, then the employee may not carry into the new fiscal year more than 72 unused compensatory leave hours (0.60×120). If, on June 30, a part-time employee has more than the permitted carry-over amount of accumulated compensatory leave, on July 1, the Service shall reduce the employee's accumulated unused compensatory leave to the permitted carry-over amount.

G. Control of Overtime

1. Control and equitable distribution of overtime is the responsibility of the supervisor or designee.
2. If a non-exempt employee works overtime without permission, the Service is legally obligated for overtime payment, but the employee may be subject to disciplinary action.

H. Compensatory Leave Use

1. The use of compensatory leave requires supervisor or designee approval. Compensatory leave will be available to the employee to the extent earned, provided that the employee's supervisor or designee approves the dates for the leave. Approval may be denied if the supervisor or designee determines that denial is necessary as a result of critical shortage of staff or project demands.
2. The request may not be denied if it is for the observance of a religious holiday, unless the supervisor or designee determines that denial is necessary because it would cause an undue hardship to the Service as a result of critical shortage of staff or project demands.
3. Upon separation of employment, an exempt employee shall be paid for forty (40) hours of unused compensatory leave earned during the calendar year in which the employee's employment terminates. Non-exempt employees shall be paid out for each hour of compensatory time on the books at their current hourly rate.

V. REVISION HISTORY

Version	Date of Change	Section	Description of Change
.001	10/24/1996	Full Document	Initial adoption
.002	09/30/2004		
.003	08/19/2010		
.004	10/26/2017	Procedures	Clarify number of minutes worked in normal shift
.005	04/17/2025	Full Document	

DRAFT

Operator in Training Career Ladder

Operator in Training

Grade: N/A

Requirements: Complete 1s CSUS course within six months

Licenses: None **Experience:** N/A **Increase:** N/A

Operator in Training I

Grade: N/A

Requirements: • 2 CSUS courses completed

• Perform facility walkthrough • Attend full day of W/WW based training

Licenses: None

Experience: 1 year

Increase: 5%

Note: College course work of 30 semester credit hours in science, engineering, or math may be substituted for a maximum of 1 year of the required experience.

Operator in Training II

Grade: N/A

Requirements: • 3 CSUS courses completed

• Perform facility walkthrough • Attend full day of W/WW based training

Licenses: Pass certification exam for facility assigned

Experience: 2 years

Increase: 5%

Note: College course work of 30 semester credit hours in science, engineering, or math may be substituted for a maximum of 1 year of the required experience.

Water/Wastewater Operator Career Ladder

Operator

Grade: 3

Requirements: High school diploma or GED; 4 CSUS courses completed

Licenses: Valid driver's license; must hold 2 Operator Certifications or have passed 2 certification exams for facilities assigned

Experience: 3 years operator experience

Increase: 5%

Note: College course work of 30 semester credit hours in science, engineering, or math may be substituted for a maximum of 1 year of the required experience.

Senior Operator Grade: 4

Requirements: • High school diploma or GED

• 4 CSUS courses completed • Complete "Manage for Success" CSUS course

• Complete MES Supervisor Management Training Class (or equivalent) within 12 months

Licenses: • Valid driver's license • Hold 3 Operator Certifications or have passed 3 certification exams (2 must be one of the following: T3, T4, W3, W4, W5, WA, I5 or I6) •

May be required to hold superintendent certification

Experience: 4 years operator experience

Increase: 5%

Note: College course work of 30 semester credit hours in science, engineering, or math may be substituted for a maximum of 1 year of the required experience.

Lead Operator

Grade: 5

Requirements: • High school diploma or GED • 5 CSUS courses completed, and

Complete "Manage for Success" CSUS course • Previously complete MES Supervisor Management Training Class (or equivalent) • Maintenance Education Requirement –

Mechanical Course **Licenses:** • Valid driver's license • Hold 4 Operator Certifications

or have passed 4 certification exams (2 must be one of the following: T3, T4, W3, W4, W5, WA, I5 or I6) • May be required to hold superintendent certification

Experience: 5 years operator experience

Increase: 5%

Note: College course work of 30 semester credit hours in science, engineering, or math may be substituted for a maximum of 1 year of the required experience.

Senior Lead Operator

Grade: 6

Requirements: • High school diploma or GED • 6 CSUS courses completed, and

Complete "Manage for Success" CSUS course • Previously complete MES Supervisor Management Training Class (or equivalent) • Maintenance Education Requirement –

Mechanical and Electrical Courses

Licenses: • Valid driver's license • Hold 4 Operator Certifications (2 must be one of the following: T3,T4, W3, W4, W5, WA, I5 or I6) • Superintendent Certification – Water & Wastewater

Experience: 6 years operator experience

Increase: 5%

Note: College course work of 30 semester credit hours in science, engineering, or math may be substituted for a maximum of 1 year of the required experience.

Environmental Systems Supervisor

Grade: 7

Requirements: • High school diploma or GED • 6 CSUS courses completed, and Complete "Manage for Success" CSUS course • Previously complete MES Supervisor Management Training Class (or equivalent) • Maintenance Education Requirement - Mechanical and Electrical

Licenses: • Valid Driver's License • Hold 4 Permanent Operator Certifications (2 must be one of the following: T3,T4, W3, W4, W5, WA, I5 or I6)

Experience: 5 years operations experience and 1 year as Lead/Sr. Lead Operator.

Increase: Percent increase will be determined based on experience and candidate's qualifications

Environmental Systems Assistant Regional Supervisor

Grade: 9

Requirements: • High school diploma or GED • 6 CSUS courses completed, and Complete "Manage for Success" CSUS course • Previously complete MES Supervisor Management Training Class (or equivalent) • Maintenance Education Requirement – Mechanical and Electrical
Licenses: • Valid Driver's License • Hold 4 Permanent Operator Certifications (2 must be one of the following: T3,T4, W3, W4, W5, WA, I5 or I6)
Experience: 2 years as an Environmental Systems Supervisor with MES or 7 years experience in operations with at least 2 years supervision of employees.
Increase: Percent increase will be determined based on experience and candidate's qualifications

Environmental Systems Regional Supervisor

Grade: 10

Requirements: • High school diploma or GED • 6 CSUS courses completed, and Complete "Manage for Success" CSUS course • Previously complete MES Supervisor Management Training Class (or equivalent) • Maintenance Education Requirement – Mechanical and Electrical
Licenses: • Valid Driver's License • Hold 4 Permanent Operator Certifications (2 must be one of the following: T3,T4, W3, W4, W5, WA, I5 or I6)
Experience: 1 year as an Environmental Systems Assistant Regional Supervisor with MES or 8 years experience in operations with at least 3 years supervision of employees.
Increase: Percent increase will be determined based on experience and candidate's qualifications