



Board of Directors Meeting

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December 18, 2025

9:30 a.m.

Agenda

Board Members

Shelley Heller
Chair

Sean L. Coleman, Esq.
Secretary

Brendon Baatz
Treasurer

Moalie Jose, P.E.
Chair, Audit Committee

James H. Johnson Jr.,
Ph.D., P.E.
Chair, HR Committee

Odessa L. Phillip, P.E.

Rebecca L. Flora, AICP
*Secretary, Department
of Planning*

Charles C. Glass, Ph.D.,
P.E.
Executive Director

Delegate Dylan A. Behler

Call to Order	Shelley Heller
Inspire Awards	Managing Directors
Approval of Minutes – November 20, 2025	Shelley Heller
Executive Director's Report	Charles Glass
New Business Report	Managing Directors
Financial Report	Hament Patel
<ul style="list-style-type: none">Darlington Water Supply Service District – 10th update to Five-Year Plan and Proposed Rate Changes	
Human Resources Report	Felicia Gross
Human Resources Committee Report	James Johnson
<ul style="list-style-type: none">HR Policies for Review and Approval	
Procurement	Winsome Condra
Procurement Items	
<ul style="list-style-type: none">Item 1: Midshore II leachate hauling – JCI EnvironmentalItem 2: Marland Energy Administration, Maryland State Energy Plan technical assistance – AECOMItem 3: MPA Public Outreach & Stakeholder Engagement supportItem 4: Dundalk Marine & Terminal & Hawkins Point Landfill line cleaning, inspection & repair – Mobile Dredging & Video Pipe, Inc.Item 5: ECI CoGen purchase Gimpel top mechanism trip & throttle valve – Siemens Energy, Inc.Item 6: Brown Station Road Landfill street sweeping services – Atlantic Sweeping & Cleaning, Inc.	
Procurement Notifications	
Legal Report	Priscilla Carroll

Group Updates

- Montgomery County MDF – C&D Pilot Study Jason Browne
- Darlington Water Treatment System Ezgi Kurdoglu Heim
- Maryland Clean Energy Summit 2025 Cassandra Savel
- Dundalk Marine Terminal Remediation support services Aimee Warner

Old/New Business

Shelley Heller

CLOSED SESSION

Adjournment

Shelley Heller



Policy #: 1.02

Policy Category: Hiring & Employment

Department Responsible: *Human Resource*

Original Adoption Date: 9/30/2004

Board of Directors Approval: 9/30/2004

Last Edit: 12/2/2025

NEPOTISM

I. POLICY

It is the policy of the Service to provide equal opportunity to all qualified individuals and not to show partiality in employment practices to any employee or individual.

II. PURPOSE

To define and establish the Service's policy with respect to favoritism and the employment of relatives.

III. DEFINITION

Nepotism: Favoritism shown on the basis of family relationships.

Family members: for this policy is defined as wife, husband, spouse, domestic partner, son, daughter, children, in-laws, parents, grandparents, children, grandchildren, sister, brother, son, daughter, uncle, aunt, niece, nephew, cousin, children, in-laws, half-brother, half-sister, foster parent, foster child, in-laws, and other relatives living as members of the employee's household.

Personnel Action: Includes an appointment, promotion, disciplinary or corrective action, acting capacity, reassignment, reclassification, reinstatement, performance appraisal, decision affecting compensation, benefits, training, or any other matter which significantly affects and individual's compensation, terms, conditions, or privileges of employment.

IV. PROCEDURE

Family members, as defined for purposes of this policy, will not be hired, transferred or promoted into a position where family members have line authority or direct influence over personnel actions concerning the employee. No employee may be involved in any personnel action concerning a family member. Program Managing Directors/ supervisors shall seek to apply the principle and spirit of this policy in situations where questions as to influence over personnel action by an employed family member may arise.

VII. REVISION HISTORY

<u>Version</u>	<u>Date of Change</u>	<u>Section</u>	<u>Description of Change</u>
<u>.001</u>	<u>9/30/2004</u>	<u>Full Document</u>	<u>Initial Adoption</u>
<u>.002</u>	<u>12/2/2025</u>	<u>III Definitions</u>	<u>Elaborated and clarified definitions</u>

PROBATIONARY PERIOD

I. POLICY

It is the policy of the Maryland Environmental Service to require all newly hired employees and other employees designated by this policy to complete a probationary period.

II. PURPOSE

To define the policy and procedures of the Service with regard to an initial probationary period.

III. DEFINITION

Probationary Period: The initial six to nine months of employment during which a new employee or other designated employee has an opportunity to become acclimated to the job and a time for the Service to assess the employee's suitability to become a regular employee.

IV. APPLICATION

This policy shall apply to (a) all newly hired employees of the Service and to (b) employees of the Service who are promoted or reclassified into one of the Service's Apprenticeship positions shall serve an initial six-month probationary period in that position.

V. PROCEDURES

- A. A supervisor shall have general progress meetings with a new employee during the probationary period.
- B. Before the end of the probationary period, the new employee will receive a formal, written performance evaluation using the Probationary Performance Appraisal Form. At this time, the Service will determine, in its discretion, whether to grant regular employee status, extend the probationary period or terminate the employment relationship.
- C. An employee who satisfactorily completes the probationary period, as indicated on the formal evaluation, will become a regular employee. ~~The~~

~~employee will receive a salary increase in accordance with the policies of the Service.~~

- D. An employee who is recommended for extension of the probationary period, as indicated on the formal evaluation, will be granted a one-time extension not to exceed three (3) months. The maximum period of probation including extension may not exceed nine (9) months.
- E. An employee who does not meet the performance requirements can be terminated on probation at any time during the probationary period in accordance with the regulations of the Service.

VI. FORMS

The Probationary Performance Appraisal forms are available from the Human Resources Division.

VII. RELATED POLICY AND PROCEDURES

See COMAR 14.27.02.07

VIII. REVISION HISTORY

<u>Version</u>	<u>Date of Change</u>	<u>Section</u>	<u>Description of Change</u>
<u>.001</u>	<u>06/26/1997</u>	<u>Full Document</u>	<u>Initial adoption</u>
<u>.002</u>	<u>06/24/2004</u>		<u>updates</u>
<u>.003</u>	<u>12/24/2025</u>	<u>V Procedure</u>	<u>Clarification of C – salary increase</u>

REINSTATEMENT

I. POLICY

It is the policy of the Maryland Environmental Service to reinstate an eligible former employee of the Service who returns to active duty within three years of the employee's separation from Service employment.

II. PURPOSE

To enable an eligible Maryland Environmental Service employee to leave and return to active duty within a period of three years, with reinstatement to the employee of service and leave credit.

III. ELIGIBILITY

- A. The following former employees, whether full-time or part-time, are eligible for reinstatement:
 - 1. An employee who was separated as a result of a layoff.
 - 2. An employee who resigned in good standing.
 - 3. An employee who was separated because of not meeting the requirements of the Operator in Training Program. The employee is not eligible to be reinstated into the OIT program.
- B. A former employee who did not have a satisfactory work record with the Service shall not be eligible for reinstatement.

IV. PROCEDURES

- A. An eligible former employee of the Service may be reinstated to the Service within three years from the date of separation from active service subject to the availability of an employment position for which the employee is qualified.

- B. An individual who is reinstated shall receive Service credit for time employed before separation for the purpose of determining the employee's:
1. Placement in the salary schedule
 2. Rate of annual leave accrual (all prior years of service will be credited); and
 3. Length of service
- C. The availability of reinstatement does not require the Service to rehire an individual who has previously separated from the Service.
- D. An individual who is reinstated may be required to pass a pre-employment medical examination.
- ~~D.E.~~ An individual who is reinstated may not be subject to a probationary period.
- ~~E.F.~~ This policy will follow any update to COMAR 14.27.02.

V. REINSTATEMENT OF VETERANS

Notwithstanding the foregoing, the Service shall reinstate returning veterans in accordance with the MD Ann. Code, St. Pers. & Pen. Article §20-701 et seq., and after applicable State and federal law.

VI. RELATED POLICY AND PROCEDURES

See COMAR 14.27.02.11(7)

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VII. REVISION HISTORY

<u>Version</u>	<u>Date of Change</u>	<u>Section</u>	<u>Description of Change</u>
<u>.001</u>	<u>10/23/1997</u>	<u>Full Document</u>	<u>Initial adoption</u>
<u>.002</u>	<u>06/26/2025</u>	<u>IV Procedures</u>	<u>Removes restoration of unused sick leave</u>
<u>.003</u>	<u>12/2/2025</u>	<u>IV Procedures</u>	<u>Clarify years of service calculation</u>

~~A.~~

INTERNAL APPLICANTS

I. POLICY

It is the policy of the Maryland Environmental Service that a current employee who is an applicant for a position and who meets the minimum qualifications and selection criteria for a job vacancy shall be interviewed for the job position by the interviewing Group.

II. PURPOSE

- A. To provide eligible and qualified employees with the opportunity to advance to higher-level positions within the Service.
- B. For the Service to further benefit from the knowledge and expertise acquired by employees.

III. DEFINITION

Internal Applicant: An employee of the Service who, within the agency closing date for accepting applications for an advertised vacant position, submits a job application for a job opening within the Service.

IV. APPLICABILITY

This Policy applies to all Service employees except:

- A. An applicant for an Executive Director position; or
- B. An inmate or patient in a State or County institution who is employed by the Service.

V. PROCEDURE

- A. Human Resources will forward to the interviewing Group all applications from internal applicants who meet the minimum qualifications and selection criteria for an advertised job opening. Satisfactory performance in an internal applicant's current role may be considered in determining qualifications for the opening.

- B. The interviewing Group will interview at least once, all internal applicants who meet the minimum qualifications and selection criteria established for the job opening.
- C. The interviewing Group is not required to interview an internal applicant if the internal applicant does not meet the minimum qualifications and selection criteria for the position.
- D. The interviewing Group is not required to interview an internal applicant if the internal applicant does not meet the interviewer at the time, date, and place agreed upon by the internal applicant and interviewer.

VI. RELATED POLICY AND PROCEDURES

See COMAR 14.27.02

VII. REVISION HISTORY

<u>Version</u>	<u>Date of Change</u>	<u>Section</u>	<u>Description of Change</u>
<u>.001</u>	<u>06/25/1996</u>	<u>Full Document</u>	<u>Initial adoption</u>
<u>.002</u>	<u>06/24/2004</u>		<u>updates</u>
<u>.003</u>	<u>12/2/2025</u>	<u>V Procedure</u>	<u>clarifications</u>

EMERGENCY ESSENTIAL DUTY

I. POLICY

It is the policy of the Maryland Environmental Service to require emergency essential personnel to report to duty when an emergency condition is declared.

II. PURPOSE

- A. To establish fair standards for emergency essential employees who are required to report for duty during emergency conditions.
- B. To assist Supervisors in developing emergency work schedules that are consistent with Service policy and the efficient utilization of available emergency essential personnel.
- C. To ensure that all emergency essential employees are aware of responsibilities when assigned to work during an emergency.
- D. Definitions
 - a. Emergency condition – means a circumstance declared by the Service or the State of Maryland that would expose employees or the public to harm or unsafe conditions and includes conditions that threaten the lives of employees and citizens of the State, such as extreme weather events, terrorist attacks or threats, chemical spills, disease outbreak, civil disturbance, and any other conditions determined to be an emergency.
 - b. Emergency essential employee – an employee whose duties require the employee to report for work or remain at the work site to continue Agency operations during an emergency condition. The Service may declare additional employees as emergency essential when necessary, to avoid or mitigate serious damage to public health, safety or welfare.

III. PROCEDURES

- A. Emergency essential employees who work at a facility affected by an emergency condition, and who are required to perform duties after an emergency condition is declared, or are required to report to work after such a declaration, shall be

compensated according to MES overtime and compensatory time policy 10.04.

- B. Supervisors will be responsible for ensuring the consistent application of this policy and will establish in-house procedures to fairly implement this policy at assigned facilities.
- C. Employees must be notified of their emergency essential status and their responsibilities to the Service during emergency work situations.
- D. An emergency essential employee is exempted from liberal leave, early release, delayed opening, and early closing options. may be disciplined for Ffailing to report to work or developing a pattern of not reporting to work during emergency situations may result in disciplinary actions.
- E. Efforts will be made by MES management to restrict an employee to no more than two consecutive shifts during a declared emergency condition.

F. Non-emergency essential employees are prohibited from being at a work location that is closed during a declared emergency condition.

IV. RELATED POLICY AND PROCEDURES

See COMAR 14.27.02

V. REVISION HISTORY

<u>Version</u>	<u>Date of Change</u>	<u>Section</u>	<u>Description of Change</u>
<u>.001</u>	<u>06//28/2018</u>	<u>Full Document</u>	<u>Initial adoption</u>
<u>.002</u>	<u>12/2/2025</u>	<u>III Procedures</u>	<u>Clarifications</u>
<u>.003</u>			

F.

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	<u>Accrued per pay period</u>	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.
- 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. An employee may not earn annual leave in excess of the maximum accrual rate based on their years of service. Years 1 - 5 = 80; Years 6-10 = 120; Years 11-20 = 160; Years 21+ = 200.
- 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 week^s 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, accrued 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 at the beginning of the first full pay period of the next calendar year.
- B. A part-time employee may not carry into a new calendar year more than the number of unused annual leave days, ~~which~~ 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 ~~accrued~~ accumulated unused annual leave, the Service shall reduce the employee's ~~accumulated~~ unused annual leave to the permitted carry-over amount at the beginning of the first full pay period of the next calendar year.

- 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 the 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 the 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 ~~their~~ the Executive Director's 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~~ the 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	04/24/2025	Entire document	Policy Clarifications
<u>.004</u>	<u>12/2/2025</u>	<u>VII. Carryover</u>	<u>Clarifies carryover amounts and times</u>

PERSONAL LEAVE

I. POLICY

It is the policy of the Maryland Environmental Service to provide non-temporary employees with personal leave.

II. PURPOSE

- A. To define the policy and procedures of the Service with respect to personal leave.
- B. To provide non-temporary employees with paid personal leave.

III. DEFINITION

Personal leave is time off with pay, to be used for any personal reason.

IV. PROCEDURES

- A. In each calendar year, a full-time employee who is employed with the Service on January 1, or who is hired by the Service in the months of January through June, is entitled to 4 days of personal leave.
- B. A full-time employee who is hired by the Service in the months of July or August is entitled to ~~3~~2 days of personal leave in the calendar year that the employee is hired.
- C. A full-time employee who is hired by the Service in the months of September or October is entitled to ~~2~~1 day of personal leave in the calendar year that the employee is hired.
- D. A full-time employee who is hired by the Service in the months of November or December is not entitled to ~~1 day of any~~ personal leave in the calendar year that the employee is hired.
- E. In each calendar year, a part-time employee is entitled to the percentage of 4 days of personal leave equal to the percentage the part-time position is funded. The limitations on personal leave set forth in A-D above apply to a

part-time employee during the calendar year in which a part-time employee is hired.

- F. An employee may not accumulate personal leave and shall forfeit any unused personal leave at the end of a calendar year and at termination of employment.
- G. Except in the case of an emergency, an employee shall obtain permission from the employee's supervisor before using personal leave.
- H. Personal leave may be used in conjunction with annual leave.
- I. The Service shall not reimburse an employee for any personal leave not used.
- J. A day of personal leave is equivalent to an eight (8) hour day.

V. RELATED POLICY AND PROCEDURES

See COMAR 14.27.02.15C

VI. REVISION HISTORY

<u>Version</u>	<u>Date of Change</u>	<u>Section</u>	<u>Description of Change</u>
<u>.001</u>	<u>03/27/1997</u>	<u>Full Document</u>	<u>Initial adoption</u>
<u>.002</u>	<u>12/18/2003</u>	<u>-</u>	<u>Revises</u>
<u>.003</u>	<u>12/2/2025</u>	<u>IV Procedures</u>	<u>Clarified number of days based on hire date</u>

A.



Policy #: 3.10
Policy Category: Leave & Time Off
Department Responsible: Human Resource
Original Adoption Date: 11/21/1996
Board of Directors Approval: 2/27/1997
Last Edit: 12/2/2025

JURY DUTY

I. POLICY

It is the policy of the Maryland Environmental Service to compensate regular employees who are required to perform jury duty necessitating their absence from work. Service employees are sometimes summoned to report for jury duty. An eligible employee who receives such a summons from a recognized judicial entity is covered by this policy for purposes of computing leave usage and pay eligibility.

~~H. PURPOSE~~

~~To comply with COMAR 14.27.02.15D.~~

II. PROCEDURES

A. An employee who serves as a member of a jury of a court is permitted to be absent from assigned duties without loss of pay. If, after reporting for jury duty, it is determined that the employee's services are not required and the employee is dismissed from jury duty for the day, then, if time reasonably permits, the employee shall report for work. An employee who is called for jury service shall immediately notify the employee's supervisor. When the public interest requires that the employee not be absent from assigned duties, the supervisor may request the appropriate judge to excuse the employee.

~~B.~~ After an employee completes jury service, the employee is responsible for furnishing ~~the supervisor~~ Human Resources with evidence of having served. Such evidence is a copy of the Certificate of Service. ~~A copy of the Certificate of Service shall be forwarded with the employee's timesheet to the Payroll Office for pay compensation.~~

~~C.B.~~ Jury Duty shall be designated ~~Administrative Leave~~ as the leave type on the employee's timesheet.

III. RELATED POLICY AND PROCEDURES

See COMAR 14.27.02.15D

IV. REVISION HISTORY

<u>Version</u>	<u>Date of Change</u>	<u>Section</u>	<u>Description of Change</u>
<u>.001</u>	<u>11/21/1996</u>	<u>Full Document</u>	<u>Initial adoption</u>
<u>.002</u>	<u>12/2/2025</u>	<u>III Procedures</u>	<u>Update documentation requirements</u>

D:

MILITARY LEAVE

I. POLICY

It is the policy of the Maryland Environmental Service to allow employees leave from their jobs to perform inactive duty training.

II. PURPOSE

- A. To conform with Federal and State law regarding inactive duty training.
- B. To enable employees to fulfill certain military obligations.

III. MILITARY LEAVE REGULATION

Employees who are members of any component of the U.S. Armed Forces Reserve, State National Guard, or Maryland Militia, shall be entitled to a leave of absence for inactive duty training for a period of not more than 15 days annually without loss of pay or charge against any leave.

IV. DEFINITIONS

- Inactive duty training is any training duty performed and documented on military unit records in any of the military units listed above in accordance with orders issued by competent State or Federal authority.

V. PROCEDURES

- A. All orders specifying dates and times of scheduled training drills must be submitted to the employee's ~~Program supervisor and Managing~~ Director at least thirty days prior to the commencement of such duty or as soon as the employee becomes aware of the training dates.
- B. The certificate of attendance form must be submitted to the ~~Program supervisor and Managing~~ Director five days after inactive duty training has been completed.

VI. RELATED POLICY AND PROCEDURES

See COMAR 14.27.02.15G

VII. REVISION HISTORY

<u>Version</u>	<u>Date of Change</u>	<u>Section</u>	<u>Description of Change</u>
<u>.001</u>	<u>02/27/27</u>	<u>Full Document</u>	<u>Initial adoption</u>
<u>.002</u>	<u>12/2/2025</u>	<u>V. Procedures</u>	<u>Updated documentation requirements</u>



Policy #: HR 5.03
Policy Category: *Attendance & Absenteeism*
Department Responsible: *Human Resources*
Effective Date(s): 3/31/2022
Board of Directors Approval: 3/31/2022
Last Edit: ~~3/31/22~~12/2/2025

~~ATTENDANCE & ABSENTEEISM:~~

TELEWORK POLICY

I. SCOPE AND PURPOSE

To define the telework policy for the Maryland Environmental Service.

II. POLICY STATEMENT/AGENCY GOAL

MES views telework as a vital tool in recruiting and retaining a high caliber workforce, reducing traffic congestion, improving air quality, increasing productivity, and enhancing the work/life balance of our most valuable asset our employees.

III. TELEWORK ELIGIBILITY

This policy applies to all full and part-time employees who have executed telework agreements. ~~Not all positions are eligible for telework, and whose positions are on the Service's telework eligible classifications list. Employees in classifications not on the list of telework eligible classifications may not be in a full-time or hybrid telework status.~~

IV. DEFINITIONS

- 4.1. Telework Eligible Employee: An employee of the Service in a position identified by the employee's supervisor and approved by the Executive Director as being suitable for teleworking.
- 4.2. Full-Time Telework: Work status where all primary work hours are performed from a Remote Work Site.
- 4.3. Hybrid Telework: Work status where work hours are performed partly from a Remote Work Site and partly from a MES/State Work Site.

- 4.4. MES/State Work Site: the employee's usual and customary work location as approved by the employee's supervisor including any building, facility, or location managed or leased by the Service for the purposes of allowing employees to work.
- 4.5. Remote Work Site: a work location, approved by the employee's supervisor, other than the employee's MES/State Work Site.
- 4.6. Service: The Maryland Environmental Service.
- 4.7. Telework: The practice of working from a Remote Work Site in lieu of working at the employee's MES/State Work Site.
- 4.8. Teleworker: an employee who works from a Remote Work site.
- 4.9. Telework Agreement: a written agreement signed by an employee of the Service that outlines the scope, terms, standards of conduct and other conditions that the employee will abide by while teleworking.

V. EMPLOYEE PARTICIPATION

- 5.1. Except as specified in Section 6, teleworking is voluntary and may be terminated by the supervisor, or the employee (with approval of the supervisor), at any time.
- 5.2. Before being allowed to telework, an employee shall review and sign, where applicable:
 - a. the Telework Agreement.
 - b. a Weekly Communication and Accountability Plan.
 - c. pre-established performance metrics as defined by their supervisor;
and
 - d. the employee's job description if the employee does not have an updated job description on file.
- 5.3. Adherence to the MES's regulations and policies, as well as other applicable law, is required and is unaffected by an employee's status as a Teleworker or while the employee is working at a Remote Work Site.
- 5.4. Appropriate disciplinary action may be taken against an employee for failing to comply with the provisions of the Teleworking Agreement, failing to meet

performance metrics or for violating any law, regulation, or policy while on duty.

VI. AGENCY OFFICE SPACE ASSESSMENTS AND MANDATORY TELEWORK

- 6.1. The Service's Executive Director or Deputy Director may designate positions in Telework Eligible Classifications as full-time telework or hybrid telework as part of an agency initiative to address office space needs.
- 6.2. Telework is mandatory if a position is designated as full-time telework or hybrid telework as part of an agency initiative to address office space needs. Attendance at in-person meetings may be required on occasion.
- 6.3. Prior to initiating an office space assessment initiative, employees must be provided with at least 30 days' notice of the implementation of an office space assessment initiative and the institution of mandatory telework.
- 6.4. After notification, employees and supervisors may mutually agree to institute mandatory telework sooner than 30 days.
- 6.5. Once the Service has instituted mandatory telework, employees, upon request, shall be provided with the necessary equipment and supplies or reimbursed for the purchase of certain equipment and supplies as approved by the supervisor and in accordance with the Service's expense reimbursement procedures.

VII. EMPLOYMENT

- 7.1. The teleworker's duties, obligations, responsibilities, and conditions of employment with the Service will be unaffected by teleworking.
- 7.2. The teleworker's compensation and any benefits will remain unchanged by a teleworking arrangement.
- 7.3. All work hours, overtime compensation, and leave usage must conform to all applicable federal, state and local laws, regulations, and all other applicable policies and procedures.
- 7.4. All telework hours should be recorded in Workday and in any other timekeeping system of record used by the Service.

VIII. SCHEDULES

- 8.1. Supervisors shall work with employees to establish schedules for positions as telework or hybrid telework.
- 8.2. In general, work hours should mirror office work hours. Supervisors may authorize teleworkers to work flexible hours and/or schedules.
- 8.3. The teleworker must have the pre-approval of the teleworker's supervisor before working overtime or compensatory time while in telework status.
- 8.4. In accordance with existing law, regulation, policy or procedure, the teleworker must receive prior supervisory approval before using annual or compensatory time and must notify the supervisor prior to use of sick or personal leave.
- 8.5. Leave without pay while teleworking may not be used unless prior approval has been received by the teleworker's Managing Director.

IX. EMPLOYEE AVAILABILITY WHILE TELEWORKING

- 9.1. Teleworkers shall be available by e-mail, phone, or other communication methods established by the supervisor during work hours.
- 9.2. Supervisors shall establish response time requirements, deadlines for work, and the appropriate methods of communication for an employee in a telework status.
- 9.3. While teleworking, employees shall be available for virtual meetings, conference calls, trainings and other required activities as directed by the employee's supervisor. Attendance at in-person meetings maybe required from time to time.
- 9.4. Teleworkers must immediately notify their supervisor of any situation that interferes with their ability to perform their job duties at the Remote Work Site and utilize the appropriate accrued time off in accordance with the applicable time off policies and procedures.

- 9.5. Teleworking employees may be required to work at a MES/State Worksite when necessary and as directed by Supervisor.

X. EQUIPMENT AND SUPPLIES

- 10.1. The teleworker must have a phone and a designated workspace with appropriate equipment and supplies to complete work assignments at the Remote Work Site.
- 10.2. Except as provided for in Section 6.2 (Mandatory Telework), if the teleworker does not possess the equipment and software required to telework at the Remote Work Site, the Service is not required to provide the equipment and software. In this case, the employee must report to their MES/State Work Site instead of working at a Remote Work Site.
- 10.3. The Service may provide the teleworker with the following equipment, if available and approved by the Managing Director:
- a. laptops
 - b. desktop computers
 - c. printers
 - d. faxes
 - e. scanners
 - f. cables or other hardware
 - g. software
- 10.4. Equipment owned by the Service that is provided to an employee shall remain the property of the Service and shall immediately be returned to the Service upon the termination of an employee's participation in the telework program or upon termination of the employee's employment with the Service.
- 10.5. The use of equipment, software, data, supplies, and furniture, if provided by the Service, is limited to use by authorized persons and for authorized purposes related to agency business only.
- 10.6. The teleworker must comply with all applicable provisions of the MES Information Technology – Acceptable Use Policy and will be responsible for the security of all items furnished by the Service.
- 10.7. The teleworker may obtain from the MES/State Work Site supplies needed for work at the Remote Work Site with supervisory approval.

XI. WORKSPACE

- 11.1. The teleworker must have an area designated as workspace.
- 11.2. The workspace should be maintained in a safe condition, free of hazards that might endanger the employee or result in damage or loss of agency equipment or property.

XII. EXPENSES

- 12.1. Work-related long-distance phone calls should be planned for in-office days whenever possible.
- 12.2. Expenses for long distance calls that must be made from a teleworker's home may be reimbursed if the reason and cost for the call are documented and approved by the supervisor.
- 12.3. The teleworker is responsible for the cost of maintenance, repair and operation of personal equipment that has not been provided by the Service, as well maintaining a functioning phone and phone line service.
- 12.4. Expenses for supplies regularly available at the MES/State Work Site will not be reimbursed unless pre-purchase approval has been granted by the teleworker's supervisor.

XIII. LIABILITY FOR INJURIES WHILE TELEWORKING

- 13.1. The teleworker may be covered under the State's Workers' Compensation Law for injuries occurring during the actual performance of official duties at the Remote Work Site. The determination of whether an injury is covered by Worker's Compensation will initially be made by the MES insurer, and subsequently by the Worker's Compensation Commission of Maryland.
- 13.2. The teleworker or someone acting on the teleworker's behalf shall immediately notify the teleworker's supervisor of any accident or injury that occurs at the Remote Work Site while the teleworker is performing their job duties.
- 13.3. The agency is not liable for damages to the teleworker's personal or real property while the teleworker is working at the Remote Work Site, except to

the extent required under Maryland law.

XIV. CHILD/DEPENDENT CARE/PERSONAL BUSINESS

- 14.1. Teleworking is not a substitute for child or dependent care.
- 14.2. The teleworker must, to the best of their ability, continue to arrange for child or dependent care to the same extent as if the teleworker were working at a MES/State Work Site.
- 14.3. The teleworker must refrain from conducting personal business while on work status at the Remote Work Site.

~~XV.~~ INSPECTIONS

- ~~15.1. The supervisor may make an on-site visit to the teleworker's Remote Work Site during the employee's scheduled telework hours for the purposes of verifying that the employee is teleworking as scheduled, determining that the site is safe and free from hazards, and to maintain, repair, inspect or retrieve agency-owned equipment, software, data, or supplies.~~
- ~~15.2. On-site visits may be scheduled or unscheduled.~~

~~XVI.~~ XV. PROHIBITED ACTIONS

- 15.1. Except for participating in on-line meetings and calls, teleworkers may not hold in-person work-related meetings in the employee's home without the approval of the teleworker's supervisor.
- 15.2. Teleworkers may not:
 - a. work under the inappropriate influence of prescription drugs or over the counter drugs,
 - b. work under the influence of a controlled dangerous substance, or
 - c. work under the influence of alcohol.

~~XVII.~~ XVI. CONFIDENTIAL AND OTHER INFORMATION

- 16.1. The teleworker and the supervisor shall establish appropriate safeguards to secure confidential data and information.

- 16.2. The teleworker is responsible for ensuring that confidential information is handled in a manner designed to protect this information while at the Remote Work Site.
- 16.3. Any records, files, documents, messages, maps, images, or data collectively, “public records”) that are generated, created, received, or stored by a teleworker in the course of teleworking, regardless of the location of the public records or the type of device on which the public records may exist, shall be the property of the Service, and may not be erased, transferred or destroyed except in accordance with applicable law.

~~XVIII.~~XVII. **TRAVEL EXPENSES**

Teleworkers shall not be paid for time or mileage involved in travel between the Remote Work Site and the employee’s assigned MES/State Work Site. All other travel mileage shall be reimbursed less the normal commute mileage to the employee’s assigned MES/State Work Site.

~~XIX.~~XVIII. **INCLEMENT WEATHER AND EMERGENCY CONDITIONS**

Unless approved to take leave, an employee who is scheduled to work at a Remote Work Site must work during a State closure of the employee’s assigned State Work Site that is due to inclement weather or other emergency condition unless directed otherwise by their supervisor.

~~XX.~~XIX. **REVISION HISTORY**

Version	Date of Change	Section	Description of Change
001	3/31/22	whole	Adopted New
<u>.002</u>	<u>12/2/25</u>	<u>XV</u>	<u>Removed Remote Work Site inspections</u>

Approval after Solicitation
PROCUREMENTS, CONTRACTS, PURCHASE ORDERS,
AMENDMENTS, AND CHANGE ORDERS
FOR
BOARD OF DIRECTORS' APPROVAL

December 18, 2025

Item: 1

Type: Services over \$200,000

Group & Division: Environmental Operations

MES Contract Number: 1-26-4-24-5

Project Name: Midshore II Regional Solid Waste Facility (RSWF)

Title/Description: Leachate Hauling

Procurement Method: Competitive Sealed Bid

Bids/Proposals:

JCI Environmental	\$248,809.32
Stillwater Septic Service	\$487,425.00
Chesapeake Turf LLC	\$664,100.00

Awarded To: The Julian Companies Incorporated dba JCI Environmental

Amount: \$248,809.32

Term: Two years with three (3) one-year option periods.

Client/Fund Source: Midshore Enterprise Fund

MBE Goal: 0% (*limited due to no subcontracting opportunities*)

Remarks: Contractor's scope of work includes hauling landfill leachate on a unit-rate (\$ per gallon) basis from the Midshore II RSWF to one or more MES-designated disposal or storage facilities. Bidders' unit rates for hauling an estimated 2,000,000 gallons of leachate to the Midshore I RSWF (primary unloading location) during the base two-year term are:

JCI Environmental –	\$0.0621/gallon
Stillwater Septic Service –	\$0.1200/gallon
Chesapeake Turf LLC –	\$0.1590/gallon

JCI Environmental is certified by MDOT as both an SBE and MBE.

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December 18, 2025

Item:	2
Type:	A/E Services over \$200,000
Group & Division:	Technical and Environmental Services
MES Contract Number:	1-26-3-17-3
Project Name:	Maryland State Energy Plan Technical Assistance
Title/Description:	AECOM will provide technical expertise to develop the Maryland State Energy Plan.
Procurement Method:	A/E Shortlist
Awarded To:	AECOM
Amount:	\$750,000
Term:	NTP through June 30, 2027
Client/Fund Source:	2-17-3-84: Memorandum of Understanding between Maryland Energy Administration (MEA) and MES
MBE Goal:	13%
Remarks:	AECOM will provide MES and our client, MEA, with the technical expertise necessary to develop the Maryland State Energy Plan. Elements of the plan may include: state-level electrification, transmission and distribution, energy generation, load forecasting, energy modeling, energy imports, load flexibility and load management, resource adequacy, and locational value. AECOM will assist in the collection of data and projection analysis to establish a baseline assessment for current and future energy needs, conduct stakeholder outreach to develop the plan, and conduct outreach and education regarding the plan once published. Due to the required subject matter expertise and technical specifications of this project, MBE opportunities were limited to the areas of technical writing, graphic design, mapping, data gathering, and outreach services.

Pre-Solicitation Approval
PROCUREMENTS, CONTRACTS, PURCHASE ORDERS,
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BOARD OF DIRECTORS' APPROVAL

December 18, 2025

Item:	3
Type:	Services: over \$200,000
Group & Division:	Environmental Dredging and Restoration
MES Procurement #:	1-26-5-10-8
Project Name:	Public Outreach and Stakeholder Engagement in Support of MPA's Dredged Material Management Program
Title/Description:	The solicitation is for proposals from qualified firms to provide stakeholder engagement and community outreach services to MES in support of Maryland Port Administration (MPA) dredged material management activities and projects, including the State's Dredged Material Management Program (DMMP). Up to four successful offerors will be awarded a contract and will provide services on an indefinite delivery/indefinite quantity basis, contingent on the work assigned by MES. MES and MPA will participate in the proposed technical evaluation team.
Procurement Method:	Request for Proposals
Advertising Date:	December 2025
Estimate:	The initial two-year term of the Contract(s) shall have a limit of up to \$4,000,000 for total work, which may be extended up to an additional \$2,000,000 for each subsequent two-year extension for an aggregate total up to and not to exceed \$10,000,000. The Contract will have an option to extend for three additional two-year terms at the sole discretion of MES.
Client/Fund Source:	TSA IV MOU with MPA (Contract 2-16-3-14)
MBE Goal:	29%
Remarks:	The contract awards may vary between successful Offerors at the sole discretion of MES.

Approval after Solicitation
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December 18, 2025

Item:	4
Type:	Services: over \$200,000
Group & Division:	Environmental Dredging & Restoration
MES Contract Number:	1-26-5-16-5
Project Name:	Line Cleaning, Inspection, and Repair at Dundalk Marine Terminal and Hawkins Point Landfill
Title/Description:	Services to cover line cleanings, inspections (including laser profile scans), and repairs. Lines can include storm drains, wastewater treatment plant effluent lines, and landfill leachate lines.
Procurement Method:	Competitive Sealed Bid
Bids/Proposals:	Mobile Dredging and Video Pipe, Inc.
Awarded To:	Mobile Dredging and Video Pipe, Inc.
Amount:	\$2,023,650
Term:	Three (3) years beginning from the date of notice to proceed, with the option to renew for two (2) additional 1-year periods
Client/Fund Source:	Maryland Port Administration – Dundalk Marine Terminal MOU (96-03-01), Hawkins Point Landfill (95-03-55), and SERM MOU (13-07-39). Honeywell – Hawkins Point Landfill (83-03-47)
MBE Goal:	7%
Remarks:	MBE is low due to limited vendors that have hazardous waste certifications in this service sector and appropriate equipment. Specialized services include 2D and 3D laser profile scans of select segments of DMT storm drains to meet Consent Decree requirements.

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Item:	5
Type:	Supplies over \$200,000
Group & Division:	Environmental Operations
MES Contract Number:	PO TBD
Project Name:	ECI Cogeneration
Title/Description:	Gimpel Top Mechanism Trip and Throttle Valve
Procurement Method:	Sole Source
Bids/Proposals:	Siemens Energy, Inc. - \$202,650
Awarded To:	Siemens Energy, Inc.
Amount:	\$202,650
Term:	Six Months
Client/Fund Source:	State Reimbursable
MBE Goal:	0%
Remarks:	Recommended spare for the existing Trip and Throttle Valve for Steam Turbine #1. This is a critical safety component manufactured by the Original Equipment Manufacturer (OEM). There are no subcontracting opportunities and, therefore, no opportunity for MBE participation.



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December 18, 2025

Item: 6

Type: Services over \$200,000

Group & Division: Environmental Operations

MES Contract Number: 1-26-4-16-5

Project Name: Brown Station Road Landfill (BSRL) Street Sweeping

Title/Description: Street sweeping services at the Brown Station Road Sanitary Landfill and associated facilities

Procurement Method: Competitive Sealed Bid

Bids/Proposals:

Atlantic Sweeping & Cleaning, Inc.	\$218,060.00
Pioneers Powerwashing INC	\$357,000.00
Quiet Sweep, Ltd.	\$340,115.05
Small's Enterprise, LLC	\$305,520.00

Awarded To: Atlantic Sweeping & Cleaning, Inc.

Amount: \$218,060.00

Term: June 30, 2026 with a one (1) year optional extension.

Client/Fund Source: Prince George's County/IGA 2-21-4-53

MBE Goal: 5%

Remarks: The contractor will perform street sweeping services at the Brown Station Road Sanitary Landfill and Convenience Center, including all paved access roads, three (3) days per week. The contract also allows for on-call services and overtime work as needed.