



# Office of Personnel

Mark M. Atkisson, Personnel Officer

Post Office Box 6675  
Annapolis, Maryland 21401

May 18, 2006

R. Michael Akers  
AFSCME, Local 582  
7320 Ritchie Highway  
Glen Burnie, Maryland 21061

Dear Mr. Akers:

This letter memorializes the terms of the agreement reached between Anne Arundel County and the American Federation of State, County and Municipal Employees, Local 582, regarding the components and implementation of a Maintenance Career Path Program in the Department of Public Works. This Letter of Understanding is a part of, and subject to the terms of, the Memorandum of Agreement dated July 1, 2004 to June 30, 2007 between Anne Arundel County, Maryland and the American Federation of State, County and Municipal Employees, Local 582.

A. The Elements of the Maintenance Career Path Program are to:

1. Create a non-competitive skill based series of classifications within the Bureau of Utility Operations that permits advancement through the County's proficiency advancement procedure and increases in pay based upon the acquisition of skill sets.
2. Change the letter designation of the Flexible Worker Pay Scale from "WT" to "FW" in the Memorandum of Agreement, Letters of Understanding thereto, and the Anne Arundel County Code.
3. Amend the third full paragraph of Section IV of the Letter of Understanding of June 28, 2002, to extend the use of the Flexible Worker Pay Scale as set forth herein and as determined by the County for new employees.
4. Create pay grade FW-04 on the Flexible Worker Pay Scale. Pay Grade FW-04 is comprised of Skill Level 13, which is 5% higher than pay grade FW-03, Skill Level 12 (see attached).
5. Create four separate proficiency class series career paths with classification titles and grades as follows:
  - a. Mechanical Technician I FW-01  
Mechanical Technician II FW-02  
Senior Mechanical Technician FW-03
  - b. Generator Technician I FW-01  
Generator Technician II FW-02  
Generator Technician III FW-03  
Senior Generator Technician FW-04
  - c. Instrumentation Technician I FW-01  
Instrumentation Technician II FW-02



	Instrumentation Technician III	FW-03
	Senior Instrumentation Technician	FW-04
d.	Electrical Technician I	FW-01
	Electrical Technician II	FW-02
	Electrical Technician III	FW-03
	Senior Electrical Technician	FW-04

B. Maintenance Career Path Qualification Process for Current Employees

1. Transfer on to the Flexible Workers Pay Schedule through participation in the Maintenance Career Path Program is voluntary for current employees.
2. Designated Maintenance Career Path positions are as follows:

<u>Position Title</u>	<u>PSC#</u>
Diesel Generator Mechanic	60830
Diesel Generator Mechanic	66620
Diesel Generator Mechanic	66630
Diesel Generator Mechanic	64090
Pumping Station Operator	65980
Trades Helper	60900
Trades Helper	61000
Trades Helper	60640
Trades Helper	69120
Trades Helper	64970
Trades Helper	60720
Trades Helper	64890
Utility Electrical Tech	66600
Utility Electrical Tech	66660
Utility Electrical Tech	60300
Utility Electrical Tech	68640
Utility Electrical Tech	60540
Utility Electrical Tech	61430
Utility Electrical Tech	60920
Utility Electrical Tech	60940
Utility Electrical Tech	60650
Utility Electrical Tech	68630
Utility Electrician	60140
Utility Electrician	64270
Utility Electrician	60980
Utility Instrumentation Tech	67140
Utility Instrumentation Tech	65870
Utility Instrumentation Tech	64240
Utility Instrumentation Tech	61510
Utility Instrumentation Tech	60260
Utility Instrumentation Tech	66650
Utility Mechanic I	62920
Utility Mechanic I	61090
Utility Mechanic II	61410
Utility Mechanic II	61420
Utility Mechanic II	66310
Utility Mechanic II	61450
Utility Mechanic II	61630
Utility Mechanic II	66790



Utility Mechanic II	60620
Utility Mechanic II	65020
Utility Mechanic III	64200
Utility Mechanic III	61600
Maintenance Crew Leader (Reclassification in process)	62210
Trades Helper (Reclassification in process)	64160

3. Employees holding positions listed in B.2 will be given an initial 30-day enrollment period to volunteer for the Maintenance Career Path Program.
  - a. For the Pumping Station Operator position and the seven (7) Trades Helper positions as identified in B.2, eligibility for participation will be determined by a review of the employee's current job duties and skill levels compared to the job duties and skill requirements of FW-1, Skill 1 through Skill 5 to ensure that the tasks performed by employees in their current assignment require all five (5) of those skills. This determination will be made by the County prior to the initial 30-day enrollment period. Once it is determined if current job duties match the FW-1, Skill 1 through Skill 5, the employees occupying matching positions will be permitted to volunteer to transfer on to the Flexible Worker Schedule during the initial enrollment period and will follow the same rules that apply to all other positions listed in B.2.
  - b. For employees in all other positions listed in B.2 that wish to volunteer for the Maintenance Career Path, Team Managers and other qualified certifiers will determine through performance testing, resume verification, and other assessment means if the employee has any skill deficiencies for all skill levels up to and including the FW pay scale point of entry. An employee will be informed of his/her skill deficiencies prior to the initial 30-day enrollment period.
  
4. Volunteering employees will be non-competitively transferred to a classification within the appropriate proficiency series/Maintenance Career Path listed in A.3 on the FW pay scale at the pay that is closest to, but not less than, their current pay.
  - a. The employee will sign an agreement documenting the transfer in classification to the Maintenance Career Path and the employee's entry on to the FW pay scale (see attachment). Per this Agreement, any requirements are to be completed within one year of entering the FW pay scale. Two calendar ninety-day extension periods are provided to each employee who does not complete the necessary missing requirements within one year of entering the FW pay scale. Employees must satisfactorily complete all of the knowledge and skill requirements set forth on the Maintenance Career Path Agreement as it exists at the time the employee signs the Maintenance Career Path Agreement.
  - b. After the employee has satisfactorily completed all of the knowledge and skill requirements set forth on the Maintenance Career Path Agreement as described in B.4.a above and has successfully completed the certification requirements as described in Section C below for those same knowledge and skill requirements, he/she is eligible to proceed and advance through the Maintenance Career Path skill sets of their class series in accordance with Section C below.
  - c. If an employee has not completed the needed requirements from transitioning into the Maintenance Career Path within the one year and the two calendar ninety-day extension periods, his/her pay will be reduced by the number of incomplete skill sets up to a limit of 15 percent. The employee will be retained in the Maintenance Career Path Program but at a lower FW pay rate or classification commensurate with the appropriate skill and knowledge the individual possesses.



5. The Maintenance Career Path Program enrollment period may be extended or re-opened at the County's discretion.

#### C. Certification Process

1. To advance through the pay rates of the Flexible Worker Schedule and the classifications of his or her proficiency class series/Maintenance Career Path, employees must satisfactorily complete all of the knowledge and skill requirements of each ascending skill set that is listed on the Skill Set Qualifications Forms currently in place or as amended.
2. After an employee successfully completes the licensing, knowledge, and skill requirements listed on the Skill Set Qualifications Form currently in place or as amended for a skill set and the employee's Team Manager has endorsed that the employee is prepared to be board certified in that skill set, he/she is assessed, examined and certified for the Skill Set by a Skill Set Certification Board composed of managers, employees, and/or subject matter experts designated to certify knowledge and skill requirements in that specific skill set.
3. An employee may be reclassified to the next higher level classification within a proficiency class series/Maintenance Career Path in accordance with the Anne Arundel County Code and the Office of Personnel policies and procedures.
4. If an employee fails the Skill Set Certification Examination, retesting cannot occur earlier than 30 days from the date of failure.
5. Requests for appearance before a Skill Set Certification Board may be made when all of the following conditions have been met:
  - a. Successful completion of all license or certificate requirements;
  - b. Successful completion of all knowledge requirements;
  - c. Successful completion of all skill requirements; and
  - d. Endorsement by the employee's Team Manager that the employee is prepared to appear before the Board.
6. Employees in the Maintenance Career Path are required to maintain certified skills and knowledge.

#### D. Compensation

1. After placement on the FW pay scale, completion of each ascending Skill Set in the career path as described in Section C above will result in a pay increase. Pay raises associated with successfully completing the skill set certification process are effective the first day of the pay period closest to the date that the employee successfully completes the Skill Set Certification Test that is administered by the Skill Set Certification Board.
2. An employee successfully completing some or all of a higher skill set will not receive a pay increase until he/she has satisfactorily completed the requirements of all lower skill sets.
3. In order to move from one classification to the next higher classification, an employee must complete the requirements of D.1 and D.2 and be reclassified within a proficiency class series/Maintenance Career Path in accordance with the Anne Arundel County Code and the Office of Personnel policies and procedures.
4. A \$1,000.00 certification allowance will be paid one time, and will not be added to an employee's base pay, as an incentive to current employees occupying the positions listed in B.2 on the closest pay period after all of the following conditions are met:
  - a. The employee volunteers to transfer into a proficiency class series/Maintenance Career Path classification on the FW pay schedule during the initial 30-day enrollment period;



- b. The employee is transferred on to the FW pay scale at a higher pay level than his/her pay level prior to placement; and
- c. The employee is certified in all of the Maintenance Career Path skills up to and including the skill at the placement pay level on the FW scale.

The County agrees to introduce and support legislation to effect the classification and compensation changes as described herein promptly after the execution of this Letter of Understanding. The items set forth in this Letter of Understanding are contingent upon any legislative action (including funding) needed to implement its provisions. It is understood that to the extent that there may be substantive changes proposed that have not been addressed herein, additional Letters of Understanding to the Agreement may be required.

Sincerely,

Mark M. Atkisson  
Personnel Officer

MMA/sft

Approved as to Form and Legal Sufficiency

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Anne Arundel County Office of Law

cc: Janet S. Owens  
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Accepted for the Union:

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