

**ANNE ARUNDEL COUNTY, MARYLAND  
OFFICE OF THE BUDGET**

**Bill NUMBER: 4-24**

**DATE: Jan 16, 2024**

**FISCAL NOTE**

**BILL: AN ORDINANCE CONCERNING: PERSONNEL**

**SUMMARY OF LEGISLATION**

The purpose of this legislation is to expand the bases for nondiscrimination in hiring; modify the duties of the Personnel Officer relating to work-related physical agility standards for certain agencies; require routine reviews of and recommendations for employee pay and benefit practices; modify an exception to Council approval of position control; repeal provisions relating to job classifications and pay scales in the classified and exempt service; require the Personnel Officer to formulate and maintain classification and pay plans in the classified and exempt service; providing for the modification, approval, and operation of classification and pay plans in the classified and exempt service; modify certain provisions relating to pay at hiring, promotion, demotion, reclassification, grade allocation, and upon movement between pay schedules in the classified service; modify qualifications for acting out-of-class; increase the amount of carry over of accumulated annual leave; modify certain positions in the exempt service; adopt classification and pay plans for the classified and exempt service.

**FISCAL IMPACT**

Proposed changes to 6-1-110 Control of Positions allows for the moving and filling of a vacant position based on the Personnel Officer's determination of the duties, tasks, and responsibilities to be assigned to the position. The fiscal impact would be determined by the number of changes and the magnitude of these changes that are performed, compared to those that would be changed under the existing process requiring Council approval.

Proposed changes to 6-1-201 Classification plan allows for the modification to the classification plan outside of the annual ordinance process approved by the County Council. These changes would be effective during the fiscal year in which they are approved, and then presented annually in the next annual ordinance. The mid-year changes could then be reversed by the County Council, which would require the Personnel Officer to transfer employees affected by the modification to a similar position and seeks salary adjustment permitted under title 2. The fiscal impact would be determined by the number of changes and the magnitude of these changes that are performed, compared to those that would be changed under the existing process, as well as the outcome of the proposed annual Council approval.

Proposed changes to 6-1-302 increases the amount of annual leave eligible for carry over between calendar years from 35 days to 40 days. Currently, any annual leave not used in a calendar year in excess of 35 days is converted to disability leave for most employee groups. Unused annual leave is paid out to an employee at the time an employee leaves County Service. The fiscal impact is variable as it depends on annual leave use, but has the potential to add up to 5 additional days to employee payout. In addition, use of annual leave may drive overtime costs up. In 2023, the County has paid out \$1.5 million in annual leave payouts to 345 employees for which this new provision would apply. 49 of these employees were paid out at least the current cap amount of 280 annual leave hours at a cost of \$904,000. If these employees earned an additional 5 days of leave (40 hours) and were paid out on all five days this cost would have been an additional \$101,150. However, it should be noted that all 345 employees have the potential to accumulate 40 more hours of leave, with a potential cost of an additional \$500,000 if all five additional days are paid out.



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**Hujia Hasim, CGFM**  
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**1/12/2024**  
**Date**

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cc: Billie Penley, Controller