

sponsibilities of the Personnel Officer and Personnel Board of Howard County, classifying County employees, establishing the method of selecting and hiring new classified employees, providing for transfers, promotions, demotions, separations, dismissals, leaves, pay plans, hours of work, and personnel records for classified employees, containing prohibitions and defining prohibited activities concerning classified employees, and establishing appeal procedures.

Section 1. BE IT ENACTED BY THE COUNTY COUNCIL OF HOWARD COUNTY, MARYLAND, That Sections 1.100 through 1.121 inclusive, be and they are hereby added to Title 1 of the Howard County Code, "Administration", subtitle, "Personnel" to read as follows:

1.100—Authority

The Howard County Merit System is established by the Howard County Charter, Article VII and by ordinance adopted by the County Council of Howard County.

1.101—Scope

The Merit System of the County shall embrace all officers and employees of the County except the officers and employees of the Board of Education and all employees covered by the State Merit System.

All County positions shall be either in the exempt or classified service.

a. Exempt Service Employees

Elected officials, committing magistrates, attorneys, members of boards and commissions, the County Administrator, a secretary to the Executive, the secretary to the Council, the heads of departments and offices, **EMPLOYEES IN THE SHERIFF'S OFFICE, INCLUDING THE JAIL BUT EXCEPTING CLERICAL EMPLOYEES, EMPLOYEES IN THE STATE'S ATTORNEY'S OFFICE WITH THE EXCEPTION OF CLERICAL EMPLOYEES, EMPLOYEES OF THE CIRCUIT COURT, EMPLOYEES OF THE ASSESSOR'S OFFICE WITH THE EXCEPTION OF CLERICAL EMPLOYEES, PAID FIREMEN,** and temporary or seasonal employees.

b. Classified Service Employees

All other officers and employees not in exempt service.

NOTE: Upon recommendation of the Executive, the Council may, by legislative action, establish additional exempt positions.

1.102—Definitions

a. Actual Service

Time engaged in the performance of the duties of position or positions including absences with pay and authorized leave without pay.

b. Appeal

An application or procedure for review of an alleged grievance submitted or instituted by an employee to his immediate supervisor or appointing authority, as the case may be, in accordance with the appeal rules adopted by the Personnel Board.

c. Appointing Authority

The Head of each department or office shall be the appointing authority for all employees in his department or office.