

bb. Qualifications, Minimum

The minimum educational, experience and personal requirements which must be fulfilled by a person preliminary to appointment or promotion.

cc. Separation

Leaving a position including resignation, lay-off, dismissal, unsatisfactory service, disability, retirement and death.

dd. Supervisor

Any employee whose primary function, by express definition in his or her job description, supervises the activities of others.

ee. Suspension

An enforced leave of absence or separation for disciplinary purposes.

ff. Trial Period

The period of time following promotion, not to exceed six months, which is used to determine the ability of the employee to perform the job.

gg. Unassembled Examination

An examination in which qualifications are evaluated on the basis of records of education and experience submitted by the applicants, supplemented by any information obtained by an investigation.

hh. Work Day

Scheduled number of hours an employee is required to work per day.

ii. Work Week

Except where the nature of work or the service provides otherwise, the work week shall be: (1) For all hourly employees, forty (40) hours per week, exclusive of one-half hour allowed for a lunch period; (2) For members of the Howard County Police Department, forty-five (45) hours per week; (3) For all other employees, thirty-five (35) hours per week, exclusive of an hour period per day for lunch.

1.103—Administration of the Merit System

The Howard County Merit System shall be administered by the Personnel Officer (County Administrator).

1.104—Duties of the Personnel Officer

a. The County Administrator will be the Personnel Officer of the County.

b. The Personnel Officer shall be responsible for:

(1) Preparing a classification plan which describes the qualifications, duties and general requirements for each class of position to be submitted to the Personnel Board for its approval.

(2) Maintaining the Classification Plan on a current basis in order that it may properly reflect the qualifications, duties and general requirements of each position in the classified service.

(3) Preparing a Pay Plan and allocating each class of positions to the appropriate pay grade, as shown in the Pay Plan, to be submitted to the Personnel Board.