

1 **..Title**

2 **Exempt Service** – For the purpose of transferring the position of Police Professional Standards  
3 Manager to the exempt service; and generally relating to the position of Police Professional  
4 Standards Manager.

5 **..Body**

6 **CITY COUNCIL OF THE**  
7 **City of Annapolis**

8 **Ordinance 36-21**

9 **Introduced by: Mayor Buckley**  
10 **Co-sponsored by:**

11 **AN ORDINANCE** concerning

12 **Exempt Service**

13 **FOR** the purpose of transferring the position of Police Professional Standards Manager to the  
14 exempt service; and generally relating to the position of Police Professional Standards  
15 Manager.

16 **BY** repealing and reenacting with amendments the following portions of the Code of the City  
17 of Annapolis, 2021 Edition  
18 3.08.010  
19 3.08.030

20 **SECTION I: BE IT ESTABLISHED AND ORDAINED BY THE ANNAPOLIS CITY**  
21 **COUNCIL** that the Code of the City of Annapolis shall be amended to read as follows:

22 **Title 3 – HUMAN RESOURCES**  
23 **Chapter 3.08 - EXEMPT SERVICE**

24 **Section 3.08.010 - Positions included.**

25 The exempt service includes:

- 26
- 27 1. All the elected officials;
  - 28 2. All department directors;
  - 29 3. City Manager;
  - 30 4. Communications Officer;
  - 31 5. City Attorney;
  - 32 6. Assistant City Attorney;
  - 33 7. Attorney I;
  - 34 8. Attorney II;
  - 35 9. Community Engagement Administrator;
  - 36 10. Community Services Specialist;
- 37

- 1 11. Constituent Services Officer;
- 2 12. Administrative Assistant;
- 3 13. Assistant City Manager;
- 4 14. Public Information Officer and Quartermaster;
- 5 15. Executive Office Associate;
- 6 16. Recruitment/Employee Relations Administrator;
- 7 17. Deputy Fire Chiefs;
- 8 18. Police Major and Captains;
- 9 19. Human Resources Manager;
- 10 20. Deputy City Manager for Resilience and Sustainability;
- 11 21. Economic Development Manager;
- 12 22. Development/Events Specialist;
- 13 23. Chief of Staff; ~~and~~
- 14 24. Management Information Technology Manager; AND
- 15 25. POLICE PROFESSIONAL STANDARDS MANAGER.

**Section 3.08.030 Salary.**

A.1. For purposes of setting annual salaries, the following positions in the exempt service are assigned grades in the City's pay plan as indicated:

<b>Position</b>	<b>Grade</b>
Executive Office Associate	A10
Recruitment/Employee Relations Administrator	A15
Communications Officer	A15
Deputy Fire Chief	F18
Human Resources Manager	A19
Director of Transportation	A20
Deputy City Manager for Resilience and Sustainability	A20
Director of Recreation and Parks	A20
City Attorney	A20
Assistant City Attorney	A18
Attorney I	A14
Attorney II	A16
Director of Finance	A20
Director of Planning and Zoning	A20
Constituent Services Officer	A14
Community Services Specialist	A10
Community Engagement Administrator	A14
Administrative Assistant	A8
Assistant City Manager	A14
Public Information Officer and Quartermaster	A12
Fire Chief	F20

Police Chief	P20	1
Police Major	P18	2
Police Captain	P17	3
Director of Public Works	A20	4
Economic Development Manager	A17	5
Development/Events Specialist	A12	6
Chief of Staff	A16	7
Director of the Office of Emergency Management	A20	8
Management Information Technology Manager	A19	9
POLICE PROFESSIONAL STANDARDS MANAGER	A17	10
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2. The salary of the Mayor for the term of office commencing on the first Monday in December, 2017, shall be an annual salary of ninety-eight thousand dollars and an entitlement to the benefits afforded to the City's exempt service employees.
  
3. The salary of each Alderman and Alderwoman for the term of office commencing on the first Monday in December, 2021, shall be an annual salary of fifteen thousand dollars increased by the percentage of the consumer price index (CPI), as calculated for the twelve-month average annually for the Washington-Baltimore Metropolitan Area. In year two of their term, the annual salary shall first increase by one thousand dollars, then increase by the CPI rate as described in year one. In year three, the annual salary shall first increase by an additional one thousand dollars, then increase by the CPI rate as described in year one. In year four, the annual salary will first increase by an additional one thousand dollars, then increase by the CPI rate as described in year one. Each Alderman and Alderwoman shall be afforded an annual allowance of two thousand dollars to be used exclusively for expenses related to the performance of usual and customary constituent services; such expenses may include supplies for town halls and constituent outreach, education, and training. Aldermen and Alderwomen shall participate in the Maryland State Retirement and Pension System.
  
4. The salary of the City Manager shall be:
  - i. Salary and Performance Reviews. A base salary for the City Manager ranging from one hundred thirty thousand dollars to one hundred eighty thousand dollars per year, with incremental increases based upon annual performance reviews conducted by the Mayor. The initial base salary shall be fixed within the provided range based upon the City Manager's education and employment experience. The annual performance review shall be based upon criteria established in advance by the Mayor in consultation with the Manager of Human Resources. The base salary and increments shall be subject to cost of living increases (COLAS), commensurate with COLAS awarded to other City exempt service employees. The City Manager's compensation shall be subject to reduction to the same extent as other City exempt service employees, including reductions based upon furloughs or similar actions.
  - ii. Benefits. The City Manager is entitled to receive the same benefits as other City exempt service employees, including but not limited to inclusion in the City's health

1 care and retirement plans, in which the City and the employee contribute in the  
2 same proportion as other City exempt service employees.

3 iii. Allowances. The City shall provide the City Manager with a City vehicle, or  
4 additional compensation to reimburse the use of a personally-owned vehicle.

5 iv. Severance Pay. Three months' severance pay of salary if a City Manager has been  
6 removed from the position without cause, but there shall be no severance pay if the  
7 removal is for cause. Grounds for removal that constitute cause shall be 1)  
8 conviction of a felony or a crime of moral turpitude; or 2) malfeasance or  
9 misfeasance in office.

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11 B. Salary raises for the list of positions included in the table in Section 3.08.030A.1:

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13 1. Shall be justified by a performance evaluation by the City Manager or the Mayor,  
14 whichever is the Appointing Authority, that exceeds the minimum requirements for the  
15 position and shall be entirely at the discretion of the City Manager or the Mayor, with the  
16 exception of those positions listed in Subsection (B)(2) of this Section;

17 2. Shall be justified for the following positions by a performance evaluation by the  
18 Department Director that exceeds the minimum requirements for the position:

19  
20 i. Deputy Fire Chiefs

21 ii. Police Captains

22 iii. Police Major

23 iv. Recruitment/Employee Relations Administrator

24 v. Assistant City Attorney

25 vi. Attorney I

26 vii. Attorney II

27 viii. Public Information Officer and Quartermaster

28 ix. Economic Development Manager-

29 X. POLICE PROFESSIONAL STANDARDS MANAGER.

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31 3. May not be awarded to an individual more frequently than once per year;

32 4. May not be for an amount exceeding one pay step in the grade range for the position as  
33 set in Subsection (A)(1) of this Section;

34 5. May not cause an individual's salary to exceed the maximum salary of the assigned  
35 grade.

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37 C. Longevity salary increases awarded to civil service employees shall not be a benefit of the  
38 exempt service.

39 D. A City employee appointed to a position specified in Subsection (A)(1) of this Section shall  
40 be provided pay as follows:

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42 1. If the employee is appointed to a position in a higher grade, the salary shall be at a rate  
43 in the new pay grade which is at a minimum five percent higher than the employee's  
44 salary prior to promotion or shall be assigned to the minimum of the new grade,  
45 whichever is higher.

- 1 2. If the employee is appointed to a position in a lower grade or if the position is  
2 reclassified to a classification in a lower grade or if the employee's classification is  
3 reallocated to a lower grade, the employee's new pay shall be at a level within the new  
4 grade that is closest to and not lower than the level at which the employee was paid in  
5 the former grade. If the level at which the employee was paid in the former grade is  
6 more than the maximum pay for the new grade, the employee's new pay shall remain  
7 the same as the employee's pay in the former grade and the employee is not eligible for  
8 any form of pay increase unless or until the maximum pay in the new grade is increased  
9 to a level that exceeds the employee's pay.

- 10  
11 E. The Mayor, City Manager, or Department Director, whichever is the Appointing Authority,  
12 may make an initial appointment at a salary greater than the first step of the assigned grade  
13 for positions that report to them. Appointments to the following positions do not require City  
14 Council approval and initial appointments may be made at a salary greater than the first step  
15 of the assigned grade subject to the availability of funding:  
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- 17 1. i. Administrative Assistant  
18 ii. Assistant City Manager  
19 iii. Executive Office Associate  
20 iv. Chief of Staff  
21 v. Communications Officer  
22 vi. Constituent Services Officer  
23 vii. Community Engagement Administrator  
24 viii. Community Services Specialist  
25 ix. Development/Events Specialist  
26 x. Deputy Fire Chiefs  
27 xi. Police Captains  
28 xii. Police Major  
29 xiii. Recruitment/Employee Relations Administrator  
30 xiv. Assistant City Attorney  
31 xv. Attorney I  
32 xvi. Attorney II  
33 xvii. Public Information Officer and Quartermaster  
34 xviii. Economic Development Manager  
35 XIX. POLICE PROFESSIONAL STANDARDS MANAGER  
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- 37 F. The appointment and initial salary for the following positions is subject to confirmation by  
38 the City Council:  
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- 40 1. i. City Manager  
41 ii. City Attorney  
42 iii. Police Chief  
43 iv. Fire Chief  
44 v. Director of Transportation  
45 vi. Director of Recreation and Parks  
46 vii. Director of Finance

