

1 **..Title**

2 **Exempt Service Position Updates** – For the purpose of modifying and updating certain  
3 position titles based on corresponding duties; amending certain position grades; clarifying  
4 reporting and salary approval requirements; and matters generally relating to the exempt  
5 service.

6 **..Body**

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

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**Ordinance 25-18**

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**Introduced by: Mayor Buckley**

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15 **Referred to**

16 Finance Committee

17 Rules and City Government Committee

18

19

20 **AN ORDINANCE** concerning

21

**Exempt Service Position Updates**

22

23

24 **FOR** the purpose of modifying and updating certain position titles based on  
25 corresponding duties; amending certain position grades; clarifying reporting and  
26 salary approval requirements; and matters generally relating to the exempt  
27 service.

28

29 **BY** repealing and re-enacting with amendments the following portions of the Code of  
30 the City of Annapolis, 2018 Edition

31 3.08.010

32 3.08.030

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

38

39 **TITLE 3 – HUMAN RESOURCES**

40

41 **Chapter 3.08 – EXEMPT SERVICE**

42

43 **Section 3.08.010 - Positions included.**

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45 The exempt service includes:

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- 1 1. All the elected officials;
- 2 2. All department directors;
- 3 3. City Manager;
- 4 4. Communications Officer;
- 5 5. City Attorney;
- 6 6. Assistant City Attorney;
- 7 7. Attorney I;
- 8 8. Attorney II;
- 9 9. ~~Community Relations Specialist~~ Engagement Administrator;
- 10 10. ~~Human Constituent Services Officer and Ombudsman~~;
- 11 11. Administrative Assistant;
- 12 12. Assistant City Manager;
- 13 13. Public Information Officer and Quartermaster;
- 14 14. Executive Office Associate;
- 15 15. Recruitment/Employee Relations Administrator;
- 16 16. Deputy Fire Chiefs;
- 17 17. Police Major and Captains;
- 18 18. Human Resources Manager;
- 19 19. Director of Office of Environmental Policy; ~~and~~
- 20 20. Economic Development Manager;
- 21 21. Development/Events Specialist; and
- 22 22. Chief of Staff.

**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:

Position	Grade
Executive Office Associate	A10
Recruitment/Employee Relations Administrator	A15
Communications Officer	<del>A18</del> A15
Deputy Fire Chief	F18
Human Resources Manager	A18
Director of Transportation	A20
Director of Office of Environmental Policy	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
<del>Human</del> <u>Constituent Services Officer and Ombudsman</u>	<del>A18</del> <u>A14</u>
<del>Community Relations Specialist</del> <u>Engagement Administrator</u>	<del>A12</del> <u>A14</u>
Administrative Assistant	A8
Assistant City Manager	A14
Public Information Officer and Quartermaster	A12
Fire Chief	F20
Police Chief	P20
Police Major	P18
Police Captain	P17
Director of Public Works	A20
Economic Development Manager	A17
<u>Development/Events Specialist</u>	<u>A12</u>
<u>Chief of Staff</u>	<u>A16</u>

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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, 2017, shall be an annual salary of fifteen thousand dollars. Each Alderman and Alderwoman shall be afforded an annual allowance of one thousand five hundred dollars to be used exclusively for 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) every two years, based upon COLAS awarded to other City exempt service employees during the two-

1 year period. The City Manager's compensation shall be subject to reduction  
2 to the same extent as other City exempt service employees, including  
3 reductions based upon furloughs or similar actions.

4 ii. Benefits. The City Manager is entitled to receive the same benefits as other  
5 City exempt service employees, including but not limited to inclusion in the  
6 City's health care and retirement plans, in which the City and the employee  
7 contribute in the same proportion as other City exempt service employees.

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

11 iv. Severance Pay. Three months' severance pay of salary if a City Manager has  
12 been removed from the position without cause, but there shall be no  
13 severance pay if the removal is for cause. Grounds for removal that  
14 constitute cause shall be 1) conviction of a felony or a crime of moral  
15 turpitude; or 2) malfeasance or misfeasance in office.  
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17 B. Salary raises for the list of positions included in the table in Section 3.08.030A.1:

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19 1. Shall be justified by a performance evaluation by the City Manager or the  
20 Mayor, whichever is the Appointing Authority, that exceeds the minimum  
21 requirements for the position and shall be entirely at the City Manager or the  
22 Mayor's discretion, with the exception of those positions listed in Subsection  
23 (B)(2) of this Section;  
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25 2. Shall be justified by a performance evaluation by the Department Director that  
26 exceeds the minimum requirements for the position for the following positions:  
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- 28 i. Deputy Fire Chiefs;
- 29 ii. Police Captains;
- 30 iii. Police Major;
- 31 iv. Recruitment/Employee Relations Administrator;
- 32 v. Assistant City Attorney;
- 33 vi. Attorney I;
- 34 vii. Attorney II;
- 35 viii. Public Information Officer and Quartermaster;
- 36 ix. Economic Development Manager;
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38 3. Shall not be awarded to an individual more frequently than once per year;

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40 4. Shall not be for an amount exceeding one pay step in the grade range for the  
41 position as set in Subsection (A)(1) of this Section;  
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43 5. Shall not cause an individual's salary to exceed the maximum salary of the  
44 assigned grade.  
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46 C. Longevity salary increases awarded to civil service employees shall not be a benefit  
47 of the exempt service.

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2 D. A City employee appointed to a position specified in Subsection (A)(1) of this  
3 Section shall be assigned to a salary in the new pay grade which is at a minimum five  
4 percent higher than the employee's salary prior to promotion or shall be assigned to  
5 the minimum of the new grade, whichever is higher. In no case shall the new salary  
6 exceed the maximum salary of the new grade.

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8 E. ~~For positions other than those specified in Subsection (B)(2) of this Section, t~~The  
9 Mayor, ~~or~~ City Manager, ~~or~~ Department Director, whichever is the Appointing  
10 Authority, may make an initial appointment at a salary greater than the first step of  
11 the assigned grade for positions that report to them. ~~The appointment and initial~~  
12 ~~salary is subject to confirmation by the City Council. For those positions specified in~~  
13 ~~Subsection (B)(2) of this Section, a~~Appointments to the following positions ~~made by~~  
14 ~~Department Director~~ do not require City Council approval and initial appointments  
15 may be made at a salary greater than the first step of the assigned grade subject to the  
16 availability of funding-;

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18 i. Administrative Assistant  
19 ii. Assistant City Manager  
20 iii. Executive Office Associate  
21 iv. Chief of Staff  
22 v. Communications Officer  
23 vi. Constituent Services Officer  
24 vii. Community Engagement Administrator  
25 viii. Development/Events Specialist  
26 ix. Director, Office of Environmental Policy  
27 x. Human Resources Manager  
28 xi. Deputy Fire Chiefs  
29 xii. Police Captains  
30 xiii. Police Major  
31 xiv. Recruitment/Employee Relations Administrator  
32 xv. Assistant City Attorney  
33 xvi. Attorney I  
34 xvii. Attorney II  
35 xviii. Public Information Officer and Quartermaster  
36 xx. Economic Development Manager.

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38 F. The appointment and initial salary for the following positions is subject to  
39 confirmation by the City Council:

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41 i. City Manager  
42 ii. City Attorney  
43 iii. Police Chief  
44 iv. Fire Chief  
45 v. Director of Transportation  
46 vi. Director of Recreation and Parks

