

**Side Letter between the Maryland Department of Transportation, Maryland
Transportation Authority Police and Fraternal Order of Police Lodge #34**

The Maryland Transportation Authority Police and the Fraternal Order of Police agree to the following: There are times when an employee is assigned to a special assignment such as civil disturbance deployments, promotional testing, in-service, firearms training, out-sourced training, specialized unit training to include but not limited to Electronic Enforcement Unit, Training Unit, K-9 Unit, Marine Unit, Motor Unit, Homeland Enforcement and Traffic Unit, Collision Reconstruction Unit, Special Response Team, Crisis Negotiation Team and Emergency Operations Unit, and other training opportunities, for a scheduled set of hours outside the employees' regular duties. These special assignments will be defined in advance on a Personnel Order or in the Police In-Service Folder, which will outline the assignment, the date and time the employee will report for assignment, and the anticipated number of hours. The MDTA Police will make every attempt to schedule these special assignments during an 8-hour day within the pay period including the Physical Fitness Incentive Day, which will be an 8-hour work day moving forward.

The below scenarios will apply to those special assignments scheduled for 8 hours:

- Employees regularly assigned to 8-hour shifts: At the conclusion of the special assignment, the employee may be dismissed for the day.
- Employees regularly assigned to 10 or 12-hour shifts: If the employee is on an 8-hour day, at the conclusion of the special assignment the employee may be dismissed for the day. If an employee is not on an 8-hour day, the employee will record the difference in between their regular assigned shift hours, 2 or 4 hours respectively based on their regular schedule, as Virtual Time in MTrack. Instructions for recording the Virtual Time and Special Codes for the special assignments will be provided.

For special assignments including but not limited to Meters Recertification, Off-Duty Weapon Qualification, Award and Promotional Ceremonies where the assignment is completed in less than 8 hours, the assignment will be built into the employee's regular assigned shift hours. For example: if an employee is regularly assigned to an 8-hour shift and the employee completes the special assignment in 2-hours, the employee would work 6 hours at his/her detachment/unit before or after the special assignment. The same would apply to employees regularly assigned 10 or 12-hours shifts.

Detachment/Unit Commanders are responsible for coordinating with employees to schedule these special assignments and hours, which schedules may be adjusted based on the types of assignments to fit within an 8-hour day. (Note: the use of the term "regularly assigned shifts" in this Side Letter only refers to the total number of hours in a day and not actual shift times.) Regular assigned shift times can be adjusted based on the special assignment.



Pete K. Rahn Date
Maryland Department of Transportation



James Kruszynski Date
Fraternal Order of Police, Lodge #34