

CONTRACTUAL CONVERSIONS, REINSTATEMENTS AND TRANSFERS

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AUTHORITY

Salary Guidelines for the Standard Pay Plan was created by the Office of Personnel Services & Benefits (OPSB) under the authority of:

- ◉ State Personnel and Pensions Article (SPPA)
Sections
 - Contractual Conversion - 13-304
 - Reinstatements - 2-601, 2-701 thru 2-707, 7-208

- ◉ Code of Maryland Regulations (COMAR)
 - Reinstatements - 17.04.04.05
 - Salary Exceptions - 17.04.01.05

DEFINITIONS

- There are many definitions used in the Salary Guideline. If used in the following presentation, they will be defined herein.

GENERAL INFORMATION

- Within the State Personnel Management System, there were 2 pay plans before SPS Workday:
 - Standard Pay Plan
 - Executive Pay Plan

Additionally, there were both the Institutional Educators Pay Plan (IEPP Teacher and Librarian Salary Schedule) and the Maryland School for the Deaf Pay Plan (School for the Deaf Grade). These pay plans were mandated in the State Education Article, Subtitle 6-303 and 8-312, respectively.

SALARY SCHEDULES

With the start of SPS Workday in November, 2014, all of the State pay scales were converted to Salary Schedules. The following salary schedules are where the majority of State employees fall into SPS Workday:

- **Standard Salary Structure**
 - STD 0005 - 0026 with Base through Step 20
- **Executive Pay Plan Salary Structure**
 - EPP 0001 - EPP 0009 Minimum, Midpoint and Maximum
- **Physician Salary Schedule**
 - PHY 0001 - PHY 0010 with Base through Step 13
- **State & Natural Resources Police Salary Schedule**
 - SNRP 0001 - SNR 0013 with Base through Step 18
- **State Police Aviation Command Salary Schedule**
 - MED 0001 - MED 0007, TRMA 0008 - TRMA 0014, RESC 0015 - RESC 0021 with Base through Step 18
- **MSP Civilian Pilot Standard Schedule**
 - PILT 0001 - PILT 0006 with Base through Step 14
- **Consolidated State Law Enforcement Salary Scale (SLEOLA)**
 - SLE 0001 - SLE 0010 with Base through Step 18
- **Park Ranger Salary Schedule**
 - PR 0001 - PR 0010 with Step 0 through Step 18
- **Hourly Personnel Pay Rates**
 - HRLY 0001 - HRLY 0008 - Includes Engineering Specialist, Senior Citizen Aide, Student Engineers, Student Technical Assistants, Summer Student Worker and Work Study Student with mid to max hourly rate or Student Education Level rates.
- **IEPP Administrator, Teacher and Librarian Salary Schedules**
 - PRNC 0001 - 0002 with minimum and maximum pay ranges
 - TEACH 0001 - 0007 with steps 1 through Step 18

***WORKDAY TIP:** Type SPMS Salary Schedule in the search field to select the appropriate Salary Schedule and all current salaries.*

CONTRACTUAL CONVERSION OF AN EMPLOYEE

- ◉ In accordance with Section 13-304 SPPA and the Secretary Guidelines on Contractual Conversion Transfer, the appointing authority shall give the contractual employee transferring to a budgeted position credit for service in the contractual position for the purpose of establishing the step in the salary schedule applicable to the budgeted position.
- ◉ When establishing a step in the salary schedule for the contractual employee transferring to a budgeted position, consideration shall be given to the starting salary of the initial contract when that salary was established in accordance with the Salary Upon Initial Appointment guidelines.
- ◉ An employee is able to transfer from a Contractual position to a Permanent position ONLY if the two “classifications” are the same, i.e, Contractual Office Secretary III to Permanent Office Secretary III and the Contractual employee has held that position for a minimum of six (6) months.

REINSTATEMENT OF AN EMPLOYEE

- When an employee retires and is receiving a retirement allowance, the employee's rate of pay is determined according to the Reemployment Section.
- When an employee is reinstated to the "same" classification held at the time of separation, the employee receives the same salary schedule of that classification. The step shall be the greater of the following:
 - The same step in a salary schedule or same rate of pay in the slope schedule as previously received.
 - When the classification held at the time of separation is subjected to the Salary upon Initial Appointment Guidelines, the employee may receive the prevailing advanced step used for initial appointments.
 - When the classification held at separation has been salary adjusted, the step is determined according to the Salary Adjustment of a Classification Guidelines.

REINSTATEMENT OF AN EMPLOYEE- CONTINUED

- When an employee is reinstated to a different classification from the one held at the time of separation, the step is determined as follows:
 - When the reinstated classification is the same salary schedule or slope scale, the salary is determined through the Reinstatement Guidelines.
 - When the reinstated classification is at a higher salary schedule or slope scale, the salary schedule and step is determined through the Promotion Guidelines.
 - When the reinstated classification is at a lower salary schedule or slope scale, the salary step is determined through the Demotion Guidelines.

When an employee is reinstated to a Special Appointment or Management Service position, the employee may be placed at any step up to and including the 3rd quartile of the salary schedule.

TRANSFER OF AN EMPLOYEE FROM ONE AGENCY TO ANOTHER AGENCY

- The appointing authority shall assure that an employee who moves from one position to another position in the same salary schedule or slope scale retains the same salary, except as specifically provided in these Guidelines.
 - An employee in the same salary schedule shall retain both the increment date and step formerly received, unless the classification is subject to the Salary Upon Initial Appointment Guidelines.
 - An employee in a slope scale shall retain the same rate of pay.

TRANSFER OF AN EMPLOYEE FROM A NON-SPMS TO SPMS AGENCY

○ Here is a list of the non-SPMS Agencies:

- Judiciary
- University of Maryland
- Baltimore City Community College
- Morgan University
- St. Mary's College of Maryland
- Maryland Stadium Authority
- Historic St. Mary's City Commission
- Maryland African American Museum Corporation
- Department of Transportation

TRANSFER OF AN EMPLOYEE FROM A NON-SPMS TO SPMS AGENCY - CONTINUED

- When an employee is transferring from one of the NON-SPMS agencies listed above, in order to correctly compensate that employee upon transfer you **MUST** secure and upload into WorkDay one or more of the following documents in the employee's Worker/Documents folder:
 - Current Paystub showing hourly/biweekly pay rate
 - Written verification from NON-SPMS Agency HR Office of employee's current classification, pay and gradeKeep in mind any salary change, which is outside of the salary guidelines, will require an MS-27 request to CAS with prior approval **BEFORE** you create the transfer process in WorkDay.

SALARY EXCEPTION REQUEST - MS-27 FORM

- What is the form and why is it used?
 - The MS-27 form is available in SPS Workday and is completed and submitted by an agency to request a change to an employee's salary, when that salary is outside of the salary guidelines.
 - REASONS:
 - Reemployment
 - Reinstatement
 - Contractual Conversion
 - Promotion
 - Voluntary Demotion
 - Career Change Demotion
 - Best Interest of the State

EXCEPTIONS

- When an exception to these Guidelines is in the best interest of the State, the Secretary may authorize it. The reasons for the exception is to be documented and satisfactory to the Secretary and meet the requirements of COMAR 17.04.01.05. The Secretary may delegate the authority to issue exceptions to these Guidelines to the Executive Director of OPSB.

DOCUMENTATION

- ⦿ Agencies are to retain documentation of all salary transactions for a period of at least 3 years.

AUDIT

- All salary transactions are subjected to audit by the Department of Budget & Management. The Secretary may rescind or correct any salary transaction not in compliance with these Guidelines.

Any questions?