



CITY COUNCIL WORK SESSION AGENDA

**JANUARY 21, 2026
6:30 PM**

Join Zoom Webinar:

<https://us02web.zoom.us/j/88085518580?pwd=AuzwCLGUxbZkIO4ZuEAB2YEzVsX1Zg.1>

I. SPECIAL MEETING/CLOSED SESSION

1. Special Meeting/Closed Session — Legal Matter

Suggested Action: OFFICIAL NOTICE

By Section 3-305(b)(7) of the General Provisions Article of the Annotated Code of the Public General Laws of Maryland, a closed session of the Greenbelt City Council will be held on Wednesday, January 21, 2026, at 6:30 p.m., in the Library of the Municipal Building, to consult with counsel to obtain legal advice on a legal matter.

The purpose of this meeting is 1) to obtain legal advice on a legal matter.

** The public may attend the Special Council Meeting of the City Council immediately before the closed session and observe the vote of the Council to move into the closed session on Wednesday, January 21, 2026.*

II. WORK SESSION – Discussion on Inclusive Language for Collective Bargaining Rights Covering All City Employees, Including Dispatchers and Non-Sworn Staff

2. Discussion on Inclusive Language for Collective Bargaining Rights Covering All City Employees, Including Dispatchers and Non-Sworn Staff

Suggested Action:

1. Introductions — 10 minutes (7:30–7:40 pm)
2. Council Discussion — 60 minutes (7:40–8:40 pm)
3. Questions and Answers — 35 minutes (8:40–9:15 pm)
4. Other Items — 15 minutes (9:15–9:30 pm)



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Bonita Anderson
City Clerk

Introduced by:
1st Reading: December 8, 2025
Passed:
Posted:
Effective:

**CHARTER AMENDMENT RESOLUTION NUMBER 2026-01
RESOLUTION NUMBER XXXX**

A Charter Amendment Resolution of the Council of the City of Greenbelt to Amend §3-22 “Powers” of the City Charter to Authorize the City of Greenbelt to Engage in Collective Bargaining with Representatives of certain non-classified, non-managerial, and non-professional City employees by Following Procedures in Amended Article VIII of Chapter 13 of the City Code.

WHEREAS, §3-22 of the City Charter enumerates the powers of the City Council; and

WHEREAS, the Council finds that establishing collective bargaining rights for certain non-classified, non managerial and non-professional employees promotes fair labor practices, efficient municipal operations, and improved service delivery; and

WHEREAS, the Council has amended Chapter 13 of the City Code to include Article VIII, “Labor Code,” which sets forth procedures for representation, negotiation, and dispute resolution; and

WHEREAS, the Council desires to amend §3-22 to expressly authorize collective bargaining rights for non-classified, non-managerial and non-professional employees excluding administrative and clerical employees in the following departments: Human Resources, Finance. Information Technology, the office of the Mayor and City Council, the office of the City Manager, the office of the City Clerk and the Police Department consistent with those procedures;

Section 1. NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Greenbelt that §3-22 “Powers” be repealed, re-enacted, and amended as shown in Exhibit A attached hereto and incorporated herein by reference.

Section 2. BE IT FURTHER RESOLVED that this charter resolution shall be introduced on _____, considered for adoption after public hearing, and become effective fifty (50) days after passage unless petitioned to referendum in accordance with law.

Section 3. BE IT FURTHER RESOLVED that the City Manager shall comply with all notice, publication, and filing requirements under Maryland law, including submission to the Department of Legislative Services.

Section 4. BE IT FURTHER RESOLVED that if any provision of this resolution is held invalid, such invalidity shall not affect the remaining provisions, which are declared severable.

INTRODUCED, by the Council of the City of Greenbelt, at a regular meeting on the ____ day of _____ 2026.

ADOPTED, by the Council of the City of Greenbelt at a regular meeting on the ____ day of _____ 2026.

EFFECTIVE, the ____ day of _____ 2026.

By:

Emmett V. Jordan, Mayor

ATTEST:

Bonita Anderson, City Clerk

All employees

POWERS

Sec. 3. General powers.

22. To recognize and engage in collective bargaining with one or more designated bargaining representatives of non-managerial, sworn police officers of the City of Greenbelt, Maryland, Police Department; **and designated representatives of non-managerial, non-professional employees of all other City Departments**; to enter into a binding collective bargaining agreements with said representatives; and to enact by ordinance or amendment a system of rules and regulations to govern this process. The City Council shall approve all collective bargaining agreements entered into by the city with a collective bargaining representatives prior to their becoming effective. In the event the parties negotiating a collective bargaining agreement are unable to reach agreement on one or more terms of a collective bargaining agreement, the City Council shall have the authority to set those terms and conditions of employment that remain in dispute upon a majority vote. (1937, Ch. 532, § 3; Res. No. 34, 1961; Char. Am. Res. No. 131, 10-31-67; Char. Am. Res. No. 1973-6, § 1, 11-19-73; Char. Am. Res. No. 1977-2, § 1, 2-28-77; Char. Am. Res. No. 1983-1, § 1, 10-3-83; Char. Am. Res. No. 2005-4, § IV, 12-12-05)

KEY:

~~Strikeout~~ indicate matter deleted from existing law.

BOLD indicate matter added to existing law.

REGULAR MEETING OF THE GREENBELT CITY COUNCIL held Monday, January 23, 2023.

Mayor Jordan called the Meeting to order at 7:30 pm.

ROLL CALL was answered by Councilmembers Colin A. Byrd (virtual), Judith F. Davis, Brandon R. Gordon, Silke I. Pope, Rodney M. Roberts, Kristen L.K. Weaver, and Mayor Emmett V. Jordan.

ALSO PRESENT were Timothy George, City Manager; Debi Sandlin, Interim Assistant City Manager; Bertha Gaymon, City Treasurer (virtual); Dawane Martinez, Human Resources Director; Tyra Smith, Diversity Equity and Inclusion Officer; Chondria Andrews, Public Information and Communications Coordinator; Jamarie Spencer, Public Information Producer; and Bonita Anderson, City Clerk.

Mayor Jordan asked for a moment of silence in honor of Mary Hernandez, Madhusudhana Rao Vegunta, and former resident Carolyn Foxwell.

Mayor Jordan then led the Pledge of Allegiance to the Flag.

PETITIONS AND REQUESTS:

Bob Rand, a resident, requested that the City Council have the Public Safety Advisory Committee (PSAC) correspondences related to the Fair and Just Policing Act posted on the PSAC page of the City website. He also requested that the PSAC recommendations be formally voted on at an upcoming council meeting on a resolution regarding the nine remaining police reform changes. Mr. Rand commented that PSAC pointed out that the Police Department remains non-compliant on some of Resolution 2096-2, dated January 2021, to ensure that the remaining emissions and ambiguities are resolved.

Bill Orleans, a resident, requested a follow-up on the status of the Ethics Commission minutes. In addition, he requested that the City Council or City Management ask Greenbelt Station at Franklin Park about the homeless population survey it had conducted.

CONSENT AGENDA: Ms. Davis requested that item #17, Meetings, be removed. It was moved by Ms. Pope to approve the consent agenda as amended. Mr. Gordon seconded. The motion passed 7-0.

Council thereby took the following actions:

MINUTES OF COUNCIL MEETINGS

Work Session – August 4, 2021
Work Session – March 21, 2022
Work Session – June 1, 2022

Approved as presented.

COMMITTEE REPORTS:

Board of Elections - Proposed Election Code and Charter Amendments: Early Voting and Date of Election Day Report: City Council accepted the report.

Public Safety Advisory Committee - Review and Recommendations of Nine Pending Police Procedures: City Council accepted the report.

Arts Advisory Board Report # 23 -1 - Space Study: City Council accepted the report.

MEETINGS: City Council approved the meetings list.

STAKEHOLDERS: City Council approved the stakeholder list.

RESIGNATION FROM ADVISORY GROUP: City Council accepted the resignation of Cindy Comproni from the Public Safety Advisory Committee.

APPROVAL OF AGENDA: Ms. Weaver requested to add item #20, Residency Requirement. It was moved by Ms. Davis to approve the agenda as amended. Ms. Pope seconded. The motion passed 6-1. (Mr. Roberts)

PRESENTATIONS:

Black History Month Proclamation: Mayor Jordan designated February as Black History Month. Dr. Lois Rosado and the Greenbelt Black History and Cultural Committee members accepted the proclamation and gave an overview of this year's events.

Update on the American Rescue Plan: Debi Sandlin, Interim Assistant City Manager, presented the City Council with an update on the ARPA Projects and Programs.

MINUTES OF COUNCIL MEETINGS: None

ADMINISTRATIVE REPORTS: Mr. George informed the City Council that the staff has begun working on the proposed fiscal year budget. He noted that the Human Resources Department has been busy with onboarding new staff and police officers, which brings the number of officers to 53. Mr. George introduced the City's new hire, Tyra Smith, Diversity Equity and Inclusion Specialist.

Ms. Davis suggested that the City participate in the Maryland Municipal League's 2023 Achievement Awards Competition. Mayor Jordan inquired about the status and logistics of the Reparations Commission's first meeting. Mr. George indicated that the staff liaison and commission are working on setting a date for the meeting. Council recommended that the first meeting be in-person.

LEGISLATION: None.

OTHER BUSINESS:

Compensation Study: Mayor Jordan read the agenda comments. Mr. Martinez provided the City Council with an overview of the compensation study results outlined in the memorandum. He noted that staff recommended implementing Option 2 and the decompression portion of Option 3 in a three-step process. Mr. Martinez indicated that the decompression increase is needed to reflect the time of services and not have a "flat" compensation plan. He reviewed the breakdown of the recommendation: 1) All employees would receive a 2% COLA increase, as is our standard practice; 2) All employees would then be brought to the minimum of their new range; and 3) Employees would then receive a decompression bump providing an additional 0.5% increase for each year of service in the position, up to 10 years.

Ms. Davis moved that the City Council approve the proposed recommendation if the budget allows it.

Ms. Pope seconded.

The motion passed 6-1. (Mr. Roberts)

Tree Canopy Grant Program: Mayor Jordan read the agenda comments. Ms. Sandlin presented to the City Council the Tree Canopy Grant Program to assist homeowners and community organizations with planting or replacing trees caused by storm damage, disease, or invasive insects in order to increase the density and resiliency of the City's iconic tree canopy. Funding for the grant will be provided through ARPA and can be used to purchase, install, stake, and mulch the area the tree or trees will be planted. The Advisory Committee on Trees (ACT) will review and evaluate all grant proposals.

Mayor Jordan inquired about the removal of damaged trees. Ms. Sandlin stated that ACT recommended that the cost for removal be separate from the grant funds.

Ms. Davis noted that the purpose is to increase the density of the tree canopy. She inquired about providing funding to faith-based organizations and asked that the deadline be extended to June 1. Ms. Sandlin noted that they would consider faith-based organizations and extending the deadline.

Mr. Roberts opposed the proposal due to the funding for the program.

Ms. Weaver noted that this is a reimbursable grant and inquired about the clarity of what the funding of this grant includes. Ms. Sandlin clarified that the grant could be used to purchase, install, stake, plant, and mulch the tree area.

Ms. Davis moved that the City Council establish the Tree Canopy Grant Program and

Guidelines and extend the deadline to June 1.

Mayor Jordan seconded.

The motion passed 6-1. (Mr. Roberts)

Nonprofit Recovery Grant Program: Mayor Jordan read the agenda comments. Ms. Sandlin presented the Nonprofit Recovery Grant Program eligibility requirements, guidelines, and application process to the City Council. She noted that the grant program aims to support nonprofit partners whose goals are to enhance and improve the life, health, and well-being of all Greenbelt residents and whose organizations have been substantially impacted by the pandemic.

Ms. Weaver inquired about the eligibility requirement of a minimum annual operating budget of \$25K. Ms. Sandlin indicated that the number frequently appeared during her research that nonprofits have a minimum budget of \$25K.

Bob Rand, a resident, requested that the City Council consider lowering the threshold for nonprofits to \$15K.

Ms. Pope moved that the City Council approve the staff recommendation allocating \$250,000 of the \$1.5 million approved by the Council to "Provide grants and develop programs to support small Greenbelt business and nonprofits, community development, and micro-grants" and to consider lowering the minimum annual operating budget to \$15K.

Mayor Jordan seconded.

The motion passed 7-0.

State and County Legislation: Mayor Jordan read the agenda comments.

SB0050/HB106 - State Finance – Prohibited Appropriations – Magnetic Levitation Transportation System: Ms. Davis moved that the City Council support Senate Bill 50/House Bill 106.

Mayor Jordan seconded.

The motion passed 7-0.

SB114 – Property Tax – Constant Yield Tax Rate – Notice Requirements: Ms. Davis moved the City Council support Senate Bill 114.

Ms. Pope seconded.

The motion passed 7-0.

SB0100/HB0036 – Real Property – Actions to Repossess – Proof of Rental Licensure: Ms. Davis moved that the City Council support Senate Bill 100/House Bill 36.

Ms. Weaver seconded.

The motion passed 6-1. (Ms. Pope)

SB11 – Motor Vehicles – Speed Limits – School Zones: SB11 – Motor Vehicles – Speed Limits – School Zones: Ms. Davis moved that the City Council oppose Senate Bill 11.

Ms. Pope seconded.

The motion passed 6-1. (Mr. Byrd)

CB-007-2023 – Rent Stabilization Act of 2023: Mr. Gordon moved that the City Council support the PGCMA letter in support of Council Bill 007.

Ms. Weaver seconded.

The motion passed 6-0-1. (Mr. Byrd abstained)

COUNCIL ACTIVITIES:

MML Legislative Committee Meetings – Ms. Davis

MML Legislative Reception – Mayor Jordan, Ms. Weaver, Ms. Davis, and Mr. Gordon

Wreath Laying for Corporal Peters 2nd Anniversary Memorial Service – Mayor Jordan and Mr. Gordon

MLK Fight for Fair Housing Symposium – Mr. Gordon

MLK Day Buddy Attick Service Event – Mayor Jordan, Ms. Weaver, Mr. Gordon, and Ms. Pope

MLK Coat Drive Beltway Plaza Mall – Mayor Jordan, Ms. Pope, and Mr. Gordon

MLK Dist. 22 Team Food Distribution – Mr. Gordon

Inauguration Swearing-In of Wes Moore & Aruna Miller – Mayor Jordan and Mr. Gordon

PGCMA Meeting – Mayor Jordan, Ms. Weaver, and Ms. Davis

Franklin Park Community Officer Meet n Greet – Mayor Jordan and Mr. Gordon

Greenbelt Resident Frank Anderson's Lion of Judah Legacy Red Carpet Premiere at OGT – Mr. Gordon

295 Coalition meeting – Mayor Jordan and Ms. Davis

MCRT meeting – Ms. Davis

COG Chesapeake Bay Policy Committee Meeting – Ms. Davis

PGCMA Legislative Committee Meeting – Ms. Davis

Residency Requirements for Municipal Managers: Ms. Weaver updated the City Council on MML Research Specialist Jim Peck's response about 28 municipalities' charter requirements for municipal managers. Ms. Davis suggested charter language similar to that of cities College Park

and Glenarden, to include "The City Manager need not be a resident of the City or State at the time of appointment but may reside outside the City limits while in office only with the approval of the Mayor and Council." Ms. Weaver moved that the City Council direct the City Solicitor to draft legislation to amend Charter Section 35 – City Manager – Appointment similar to the City of College Park.

Ms. Pope seconded.

The motion passed 6-1. (Mr. Roberts)

COUNCIL REPORTS: None.

ADJOURNMENT: A motion to adjourn the Meeting was made by Ms. Davis and seconded by Mr. Gordon. The motion carried 7-0. The Mayor adjourned the Regular Meeting on January 23, 2023, at 11:01 pm.

Respectfully submitted,

Bonita Anderson
City Clerk

"I hereby certify that the above and foregoing is a true and correct report of the Regular Meeting of the City Council of Greenbelt, Maryland, held January 23, 2023.

Emmett V. Jordan
Mayor



CITY COUNCIL WORK SESSION AGENDA

Work Session - Compensation Study

This meeting will be held in-person and virtual.

**25 Crescent Road
Greenbelt, MD 20770**

OR

**Virtual Participation
Zoom Webinar Attendees:**

**During "Petitions and Requests," please submit your request in writing via email to
questions@greenbeltmd.gov**

**[https://us02web.zoom.us/j/86384013615?](https://us02web.zoom.us/j/86384013615?pwd=eDNhL3MzZHJBL3paT0JlV1pQOC9KZz09)
[pwd=eDNhL3MzZHJBL3paT0JlV1pQOC9KZz09](https://us02web.zoom.us/j/86384013615?pwd=eDNhL3MzZHJBL3paT0JlV1pQOC9KZz09)
Dial-in: 301 715 8592
Webinar ID: 863 8401 3615
Passcode: 606323**

**Wednesday, January 4, 2023
7:30 PM**

I. Work Session Packet

1. Work Session - Compensation Study
Suggested Action:
Agenda
 - Introductions
 - Council Discussion
 - Questions and Answers

- Other Items

[Greenbelt MD- Final Presentation DRAFT 12.29.22.pdf](#)

2. Meeting and Stakeholder List

[meetings.pdf](#)

[Stakeholder Schedule.pdf](#)



Classification and Compensation Study

City of Greenbelt, MD



Agenda

- Project Methodology
- Project Results
 - *Internal Equity = Job Evaluation*
 - *External Equity = Market Study*
 - *Pay Plan Development*
 - *Implementation*
- Recommendations
- Next Steps

Project Overview

- **Data Collection:** project planning meetings to discuss goals for the study and current challenges experienced by existing classification and compensation plan, data collected from the City.
- **Position Review:** Position Analysis Questionnaires (PAQ) used to review titles and make recommendations for changes, as necessary, SAFE job evaluation conducted to establish internal equity.
- **Market Assessment:** collection of base pay and benefits information from peer organizations.
- **Pay Plan Development:** pay plan development, grade assignments, and implementation calculations.
- **Project Completion:** final report, Council presentation, project documentation delivery.



Title Recommendations

Baker Tilly reviewed existing position titles with consideration to nature and level of work performed in each role, against commonly used titles in the market, as well as consistency of progression throughout the City’s pay structure.

Department	Current Title	Suggested Title Change
Administration	Assistant to the City Clerk	Deputy City Clerk
Administration	Public Information & Comm. Coord	Public Information Officer
Administration	Museum Director	Museum Program Director
Administration	Communications Specialist	Communications Specialist
Public Works	Streets Maintenance Super.	Streets Maintenance Supervisor
Public Works	Sustainability Coord. II	Sustainability Coordinator II
Recreation	Therapeutic Rec Supervisor	Therapeutic Recreation Supervisor

Job Evaluation

- Baker Tilly owns a point factor job evaluation tool called SAFE® which was developed specifically for measuring local government jobs to determine internal value.
- A point factor evaluation, such as SAFE, allows for a consistent, equitable and defensible means of establishing a hierarchy of jobs (internal equity) and is compliant with the Equal Pay Act.
- The end result of this process is a total score for each position.

COMPENSABLE FACTOR		WEIGHT	DESCRIPTIONS / MEASUREMENT
1.	Education	16%	Minimum formal education level required by the position
1.	Experience	12%	Minimum years of experience required by the position
1.	Level of Work	14%	Degree of difficulty of work performed by the position
1.	Human Relations	8%	Type and level of human interactions
1.	Physical Demands	5%	Physical exertion performed by the position
1.	Working Conditions	7%	Environmental conditions experienced by the positions
1.	Independence to Act	12%	Degree of independence to make decisions and act on them
1.	Impact of Actions	14%	Severity of consequences as a result of decisions
1.	Supervision Exercised	14%	Type and level of supervision exercised
		100%	TOTAL

Market Assessment

- **Peer Organizations** = public peer organizations that are similar in size (revenue, population, or number of employees), services provided, geographic proximity, industry, competition for talent, etc.
 - Private Sector = published data salary survey data included in the market results
- **Benchmark Positions** = a job that is commonly found in the workforce and is likely to match with analogous positions in other organizations.
- **Data Adjustments** = work week, aging data if not in the current fiscal year, and cost of labor differentials. *Not the same as cost of living.*
- **Quality Control**
 - Market data is not weighted; no peer's data is given preference over another.
 - Required 3 matches per benchmark position to determine market values
 - A 75% overlap in duties/responsibilities is considered a “good” match

Market Assessment: Peer Organizations

- The City identified 11 public peer organizations to be included in the study
- Data was collected or compiled from 9 of those, **shown in bold below.**
- Data from **3 published surveys** included to represent the “private sector”

1. Bladensburg
2. **Bowie**
3. **Cheverly**
4. **College Park**
5. **Fredrick**
6. **Gaithersburg**
7. Hyattsville

8. **Laurel**
9. **New Carrollton**
10. **Rockville**
11. **Takoma Park**
12. **Comp Analyst**
13. **Bureau of Labor Statistics**
14. **Economic Research Institute**

Market Assessment: Cost of Labor Differentials

- Where cost of living is a measurement of goods and services in each area, the cost of labor is a measurement of compensation paid.
- Cost of labor can be impacted by the cost of living, but is mainly influenced by the supply and demand of labor in each area (rate of unemployment and number of qualified laborers).

Date Pulled	Client Name	Location	Geo Adjust	Client Avg Base
9.23.22	City of Greenbelt, MD	Greenbelt, MD	116.6	72,390
Peer #	Peer Organization	Locality Used	ERI Indicator	GeoDiff %
1	Bowie	Bowie, Maryland	116.5	0.1%
2	Cheverly	Hyattsville, Maryland	116.4	0.2%
3	College Park	College Park, Maryland	116.5	0.1%
4	Frederick	Frederick, Maryland	112.5	4.1%
5	Gaithersburg	Gaithersburg, Maryland	114.3	2.3%
6	Laurel	Laurel, Maryland	116.3	0.3%
7	New Carrollton	New Carrollton, Maryland	116.4	0.2%
8	Rockville	Rockville, Maryland	114.4	2.2%
9	Takoma Park	Takoma Park, Maryland	114.2	2.4%
10	Comp Analyst	United State Avg.	100	16.6%
11	Economic Research Institute	Greenbelt, Maryland	116.6	0.0%
12	Bureau of Labor Statistics	Maryland State Average	108.2	8.4%

Cost of labor differentials collected from Economic Research Institutes Geographic Assessor tool which utilizes figures published by the Bureau of Labor Statistics.

Market Assessments: Results

- All 113 positions were included in the market survey as a benchmark positions.
 - Of those, 13 had insufficient data (less than 3 matches) and a market value was not calculated.
 - Overall, the study yielded market values for 89.3% of the City's positions
- 
- Average minimum, midpoint, and maximum results were prepared for each of the 100 benchmark positions with sufficient data.
 - A comparison of current midpoints vs. the market average midpoint was also prepared. Additional market thresholds demonstrating 5% above and 5% below market were also prepared for consideration.
 - Based on this information, the City decided to align itself with the market.

Market Results Sample

Department	Benchmark Position	Matches	Average Minimum	Average Midpoint	Average Maximum	% Range Spread
Administration	Executive Assistant to the City Manager	9	\$64,068.01	\$85,444.64	\$106,821.27	67%
CARES	Crisis Intervention Counselor II - Family Services	2	Insufficient Data			
Finance	Accounting Technician I	11	\$47,712.13	\$62,012.68	\$76,313.23	60%
Human Resources	Director of Human Resources	10	\$106,087.66	\$144,779.90	\$183,472.14	73%
Human Resources	Human Resources Specialist II	9	\$62,158.68	\$83,850.98	\$105,543.28	70%
IT	Director of Information Technology	9	\$105,976.71	\$142,755.37	\$172,386.80	63%
IT	Network Administrator I	9	\$69,089.17	\$94,923.85	\$120,758.54	75%
Multiple	Administrative Assistant I	12	\$43,354.05	\$56,747.97	\$70,141.88	62%
Planning & Community Dev.	Inspector I	11	\$55,167.08	\$70,762.86	\$86,358.63	57%
Planning & Community Dev.	Planner I	9	\$63,845.38	\$83,435.47	\$103,025.57	61%
Planning & Community Dev.	Parking Enforcement Officer I	9	\$46,325.91	\$61,945.81	\$77,565.71	67%
Planning & Community Dev.	Supervisory Inspector	9	\$75,188.05	\$100,398.49	\$125,608.94	67%
Police	Animal Control Supervisor	2	Insufficient Data			
Police	Lieutenant	10	\$90,332.43	\$115,791.31	\$141,250.19	56%
Police	Police Data Administrator	2	Insufficient Data			
Public Works	Facility Maintenance Manager	9	\$75,879.68	\$101,749.20	\$127,618.72	68%
Public Works	Maintenance Worker I	11	\$34,372.78	\$42,204.35	\$51,160.36	49%
Public Works	Maintenance Worker II	10	\$38,137.42	\$50,439.48	\$62,741.55	65%
Public Works	Mechanic I	11	\$47,210.03	\$63,473.64	\$79,737.25	69%
Public Works	Mechanic Supervisor	11	\$63,592.41	\$85,954.48	\$108,316.55	70%
Public Works	Parks Supervisor	9	\$66,017.49	\$89,235.74	\$112,453.99	70%
Public Works	Sustainability Coordinator II	2	Insufficient Data			
Recreation	Community Center Supervisor	2	Insufficient Data			

Market Comparison

Department	Position Title	Current Midpoint	95% of Market	+ / (-) Market	Average Midpoint	+ / (-) Market	105% of Market	+ / (-) Market
Administration	Executive Assistant to the City Manager	\$82,180.80	\$81,172.40	▼ (1.2%)	\$85,444.64	▲ 4.0%	\$89,716.87	▲ 9.2%
CARES	Crisis Intervention Counselor I - Family Services	\$70,990.40	\$57,474.27	▼ (19.0%)	\$60,499.23	▼ (14.8%)	\$63,524.19	▼ (10.5%)
Finance	Accounting Technician I	\$61,204.00	\$58,912.04	▼ (3.7%)	\$62,012.68	▲ 1.3%	\$65,113.31	▲ 6.4%
Human Resources	Director of Human Resources	\$122,397.60	\$137,540.90	▲ 12.4%	\$144,779.90	▲ 18.3%	\$152,018.89	▲ 24.2%
Human Resources	Human Resources Specialist II	\$74,536.80	\$79,658.43	▲ 6.9%	\$83,850.98	▲ 12.5%	\$88,043.52	▲ 18.1%
IT	Director of Information Technology	\$122,387.55	\$135,617.60	▲ 10.8%	\$142,755.37	▲ 16.6%	\$149,893.14	▲ 22.5%
IT	Network Administrator I	\$78,114.40	\$90,177.66	▲ 15.4%	\$94,923.85	▲ 21.5%	\$99,670.04	▲ 27.6%
Multiple	Administrative Assistant I	\$61,204.00	\$53,910.57	▼ (11.9%)	\$56,747.97	▼ (7.3%)	\$59,585.36	▼ (2.6%)
Planning & Community Dev.	Inspector I	\$61,204.00	\$67,224.71	▲ 9.8%	\$70,762.86	▲ 15.6%	\$74,301.00	▲ 21.4%
Planning & Community Dev.	Planner I	\$74,536.80	\$79,263.70	▲ 6.3%	\$83,435.47	▲ 11.9%	\$87,607.25	▲ 17.5%
Planning & Community Dev.	Parking Enforcement Officer I	\$52,977.60	\$58,848.52	▲ 11.1%	\$61,945.81	▲ 16.9%	\$65,043.10	▲ 22.8%
Planning & Community Dev.	Supervisory Inspector	\$82,180.80	\$95,378.57	▲ 16.1%	\$100,398.49	▲ 22.2%	\$105,418.42	▲ 28.3%
Police	Animal Control Supervisor	\$78,114.40	Insufficient data					
Police	Lieutenant	\$132,974.40	\$110,001.74	▼ (17.3%)	\$115,791.31	▼ (12.9%)	\$121,580.88	▼ (8.6%)
Police	Police Data Administrator	\$70,990.40	Insufficient data					
Public Works	Facility Maintenance Manager	\$78,114.40	\$96,661.74	▲ 23.7%	\$101,749.20	▲ 30.3%	\$106,836.66	▲ 36.8%
Public Works	Maintenance Worker I		\$40,094.13		\$42,204.35		\$44,314.57	
Public Works	Maintenance Worker II	\$43,576.00	\$47,917.51	▲ 10.0%	\$50,439.48	▲ 15.8%	\$52,961.46	▲ 21.5%
Public Works	Mechanic I	\$61,204.00	\$60,299.96	▼ (1.5%)	\$63,473.64	▲ 3.7%	\$66,647.32	▲ 8.9%
Public Works	Mechanic Supervisor	\$74,536.80	\$81,656.76	▲ 9.6%	\$85,954.48	▲ 15.3%	\$90,252.21	▲ 21.1%
Public Works	Parks Supervisor	\$74,536.80	\$84,773.95	▲ 13.7%	\$89,235.74	▲ 19.7%	\$93,697.53	▲ 25.7%
Public Works	Sustainability Coordinator II	\$70,990.40	Insufficient data					
Recreation	Community Center Supervisor	\$82,180.80	Insufficient data					

Pay Plan Development

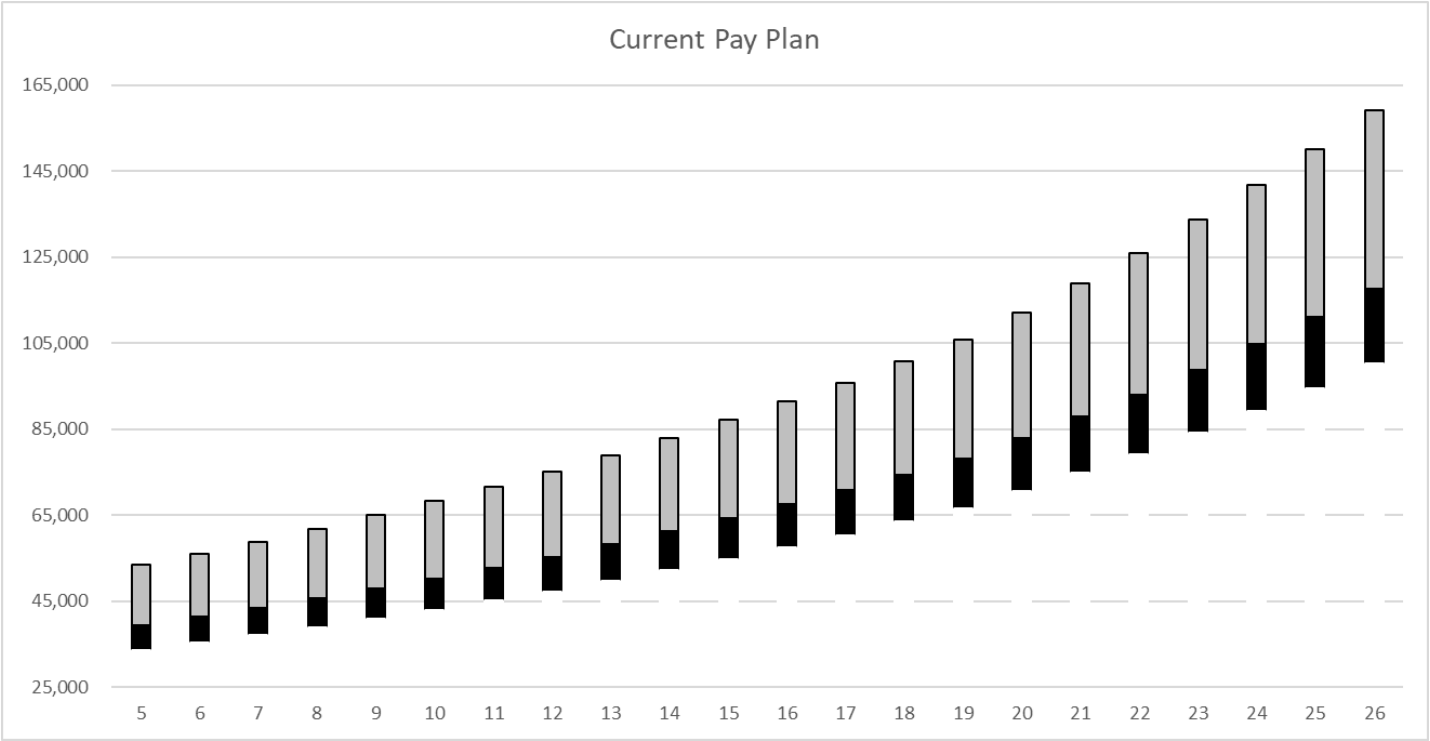
- Baker Tilly led discussions with the City's project team with regards to the number of pay plans, type of pay plans, and design of pay plans.
- Determination for the number of pay plans an organization needs may be influenced by the diversity of jobs, diversity in grading procedures, internal equity versus external competitiveness, and even your organizational culture.
- The City currently utilizes 3 pay structures: General, Police, and Police Command.

- 
- Baker Tilly recommended 2 pay structures with positions originally classified to the Police Command structure incorporated into the General Pay Plan.
 - General = 112 positions
 - Police = 4 positions

Current vs. Proposed: General Pay Plan

Current

Grade	Minimum	Midpoint	Maximum	Range Spread	Midpoint Differential
5	33,675.20	39,624.00	53,476.80	59%	
6	35,360.00	41,600.00	56,160.00	59%	5.0%
7	37,065.60	43,596.80	58,843.20	59%	4.8%
8	38,979.20	45,864.00	61,921.60	59%	5.2%
9	40,934.40	48,152.00	65,020.80	59%	5.0%
10	42,972.80	50,564.80	68,265.60	59%	5.0%
11	45,136.00	53,102.40	71,676.80	59%	5.0%
12	47,299.20	55,640.00	75,108.80	59%	4.8%
13	49,753.60	58,531.20	79,019.20	59%	5.2%
14	52,249.60	61,464.00	82,971.20	59%	5.0%
15	54,849.60	64,542.40	87,131.20	59%	5.0%
16	57,595.20	67,766.40	91,478.40	59%	5.0%
17	60,361.60	71,011.20	95,867.20	59%	4.8%
18	63,502.40	74,713.60	100,859.20	59%	5.2%
19	66,684.80	78,436.80	105,892.80	59%	5.0%
20	70,678.40	83,158.40	112,257.60	59%	6.0%
21	74,921.60	88,129.60	118,996.80	59%	6.0%
22	79,248.00	93,246.40	125,881.60	59%	5.8%
23	84,177.60	99,028.80	133,702.40	59%	6.2%
24	89,232.00	104,977.60	141,710.40	59%	6.0%
25	94,577.60	111,280.00	150,217.60	59%	6.0%
26	100,256.00	117,956.80	159,224.00	59%	6.0%



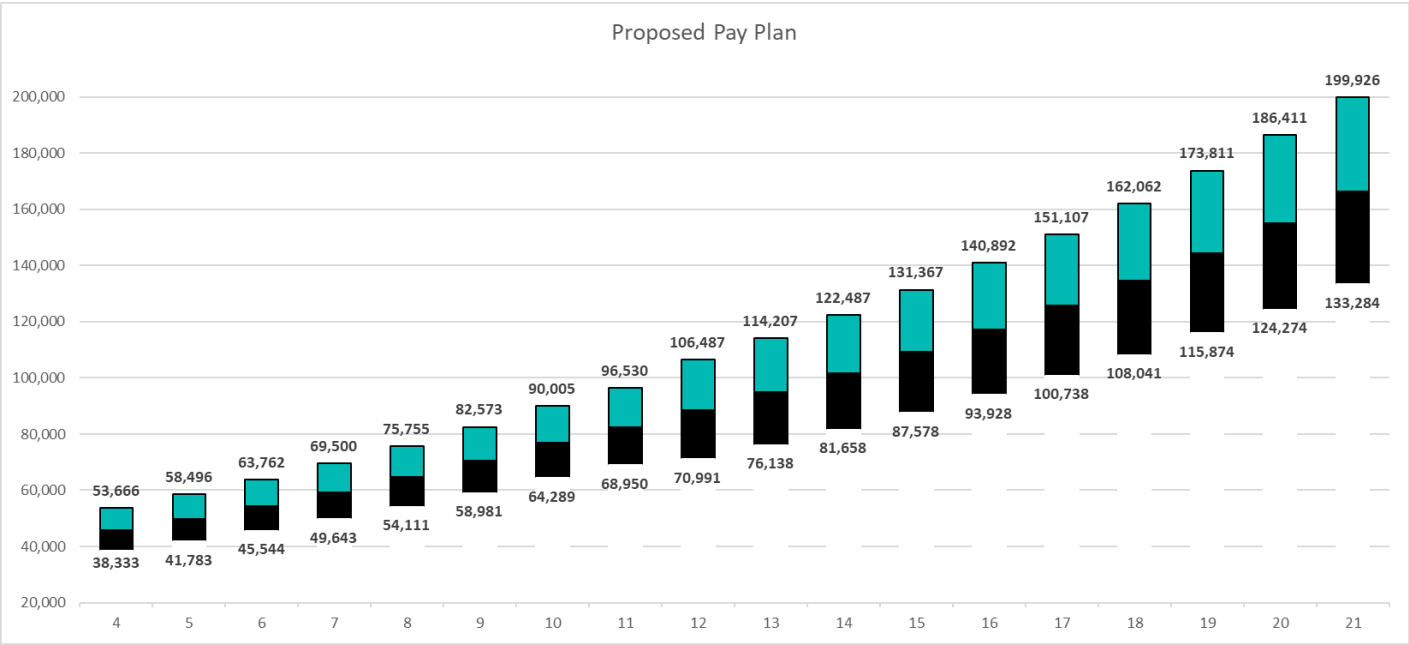
- Open Range Plan
- 21 Grades (5 through 26)
- 59% Range Spreads
- 4.8% to 6.2% Midpoint Differentials

- Minimum to Midpoint = 18%
- Midpoint to Maximum = 35%

Current vs. Proposed: General Pay Plan

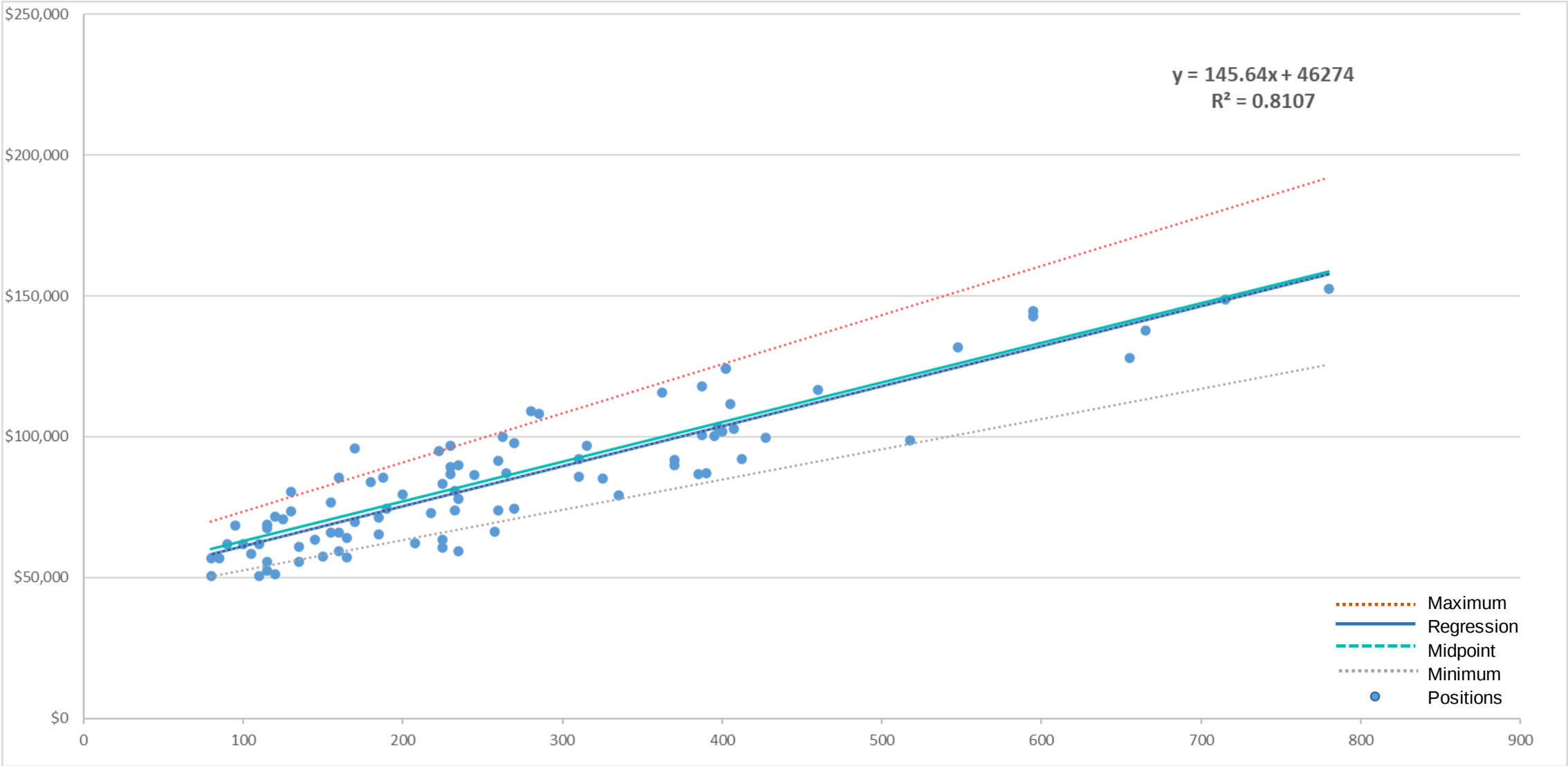
Proposed

Grade	Minimum	Midpoint	Maximum	Range Spread	Midpoint Differential
4	\$38,333	\$46,000	\$53,666	40%	9.00%
5	\$41,783	\$50,140	\$58,496	40%	9.00%
6	\$45,544	\$54,653	\$63,762	40%	9.00%
7	\$49,643	\$59,572	\$69,500	40%	9.00%
8	\$54,111	\$64,933	\$75,755	40%	9.00%
9	\$58,981	\$70,777	\$82,573	40%	9.00%
10	\$64,289	\$77,147	\$90,005	40%	9.00%
11	\$68,950	\$82,740	\$96,530	40%	7.25%
12	\$70,991	\$88,739	\$106,487	50%	7.25%
13	\$76,138	\$95,173	\$114,207	50%	7.25%
14	\$81,658	\$102,073	\$122,487	50%	7.25%
15	\$87,578	\$109,473	\$131,367	50%	7.25%
16	\$93,928	\$117,410	\$140,892	50%	7.25%
17	\$100,738	\$125,922	\$151,107	50%	7.25%
18	\$108,041	\$135,051	\$162,062	50%	7.25%
19	\$115,874	\$144,842	\$173,811	50%	7.25%
20	\$124,274	\$155,343	\$186,411	50%	7.25%
21	\$133,284	\$166,605	\$199,926	50%	7.25%



- Open Range Plan
- 18 Grades (4 through 21)
- 40 to 50% Range Spreads
- 9% to 7.25% Midpoint Progression
- Aligned to the market at the midpoint

Regression Analysis: General Pay Plan



General Pay Plan Title & Grade Assignments

Grade assignments were established with consideration to SAFE scores and market values.

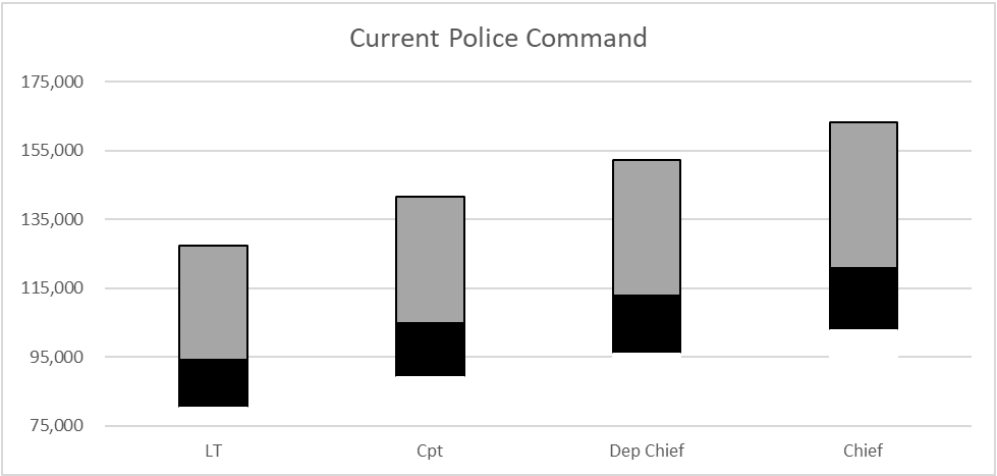
Department	Project Title	Grade	Minimum	Midpoint	Maximum
Administration	Assistant City Manager	20	\$124,274	\$155,343	\$186,411
Finance	City Treasurer	19	\$115,874	\$144,842	\$173,811
Public Works	Director of Public Works	19	\$115,874	\$144,842	\$173,811
Human Resources	Director of Human Resources	18	\$108,041	\$135,051	\$162,062
IT	Director of Information Technology	18	\$108,041	\$135,051	\$162,062
Planning & Community Dev.	Director of Planning & Community Development	18	\$108,041	\$135,051	\$162,062
Recreation	Director of Recreation	18	\$108,041	\$135,051	\$162,062
CARES	Director of Social Services	18	\$108,041	\$135,051	\$162,062
Planning & Community Dev.	Assistant Community Development Director	17	\$100,738	\$125,922	\$151,107
Public Works	Assistant Director - Parks	17	\$100,738	\$125,922	\$151,107
Planning & Community Dev.	Assistant Director of Planning & Community Development	16	\$93,928	\$117,410	\$140,892
IT	Assistant Director of Information Technology	16	\$93,928	\$117,410	\$140,892
Recreation	Assistant Director of Recreation Facility Operations	16	\$93,928	\$117,410	\$140,892
Recreation	Assistant Director of Recreation Programs	16	\$93,928	\$117,410	\$140,892
Recreation	Aquatic and Fitness Center Supervisor	15	\$87,578	\$109,473	\$131,367
CARES	Clinical Supervisor	14	\$81,658	\$102,073	\$122,487
CARES	Community Resource Advocate	14	\$81,658	\$102,073	\$122,487
Police	Crisis Intervention Counselor Supervisor - Police	14	\$81,658	\$102,073	\$122,487
IT	IT Specialist II	14	\$81,658	\$102,073	\$122,487
Finance	Accounting Administrator	13	\$76,138	\$95,173	\$114,207
Police	Animal Control Supervisor	13	\$76,138	\$95,173	\$114,207
Police	Communications Supervisor	13	\$76,138	\$95,173	\$114,207
Police	Crisis Intervention Counselor II - Police	13	\$76,138	\$95,173	\$114,207
Planning & Community Dev.	Planner II	13	\$76,138	\$95,173	\$114,207
Police	Police Accreditation Manager	13	\$76,138	\$95,173	\$114,207
Administration	Communications Specialist	12	\$70,991	\$88,739	\$106,487
Police	Crime Prevention Officer/ PIO	12	\$70,991	\$88,739	\$106,487
Public Works	Environmental Coordinator II	12	\$70,991	\$88,739	\$106,487
Administration	Executive Assistant to the City Manager	12	\$70,991	\$88,739	\$106,487
Public Works	Mechanic Supervisor	12	\$70,991	\$88,739	\$106,487
IT	Network Administrator I	12	\$70,991	\$88,739	\$106,487
Public Works	Parks Supervisor	12	\$70,991	\$88,739	\$106,487
Police	Police Data Administrator II	12	\$70,991	\$88,739	\$106,487
Recreation	Recreation Supervisor	12	\$70,991	\$88,739	\$106,487
CARES	Community Education and Workforce Development Coordina	11	\$68,950	\$82,740	\$96,530
Administration	Deputy City Clerk	11	\$68,950	\$82,740	\$96,530

Current vs. Proposed: Police Command

Current

Position	Minimum	Market	Maximum	Range Spread
Lieutenant	80,121.60	94,265.60	127,254.40	59%
Captain	89,169.60	104,915.20	141,627.20	59%
Deputy Chief	95,974.82	112,897.55	152,347.85	59%
Chief	102,752.00	120,889.60	163,196.80	59%

- Open Range Plan
- 4 grades, designated by position
- 59% range spread

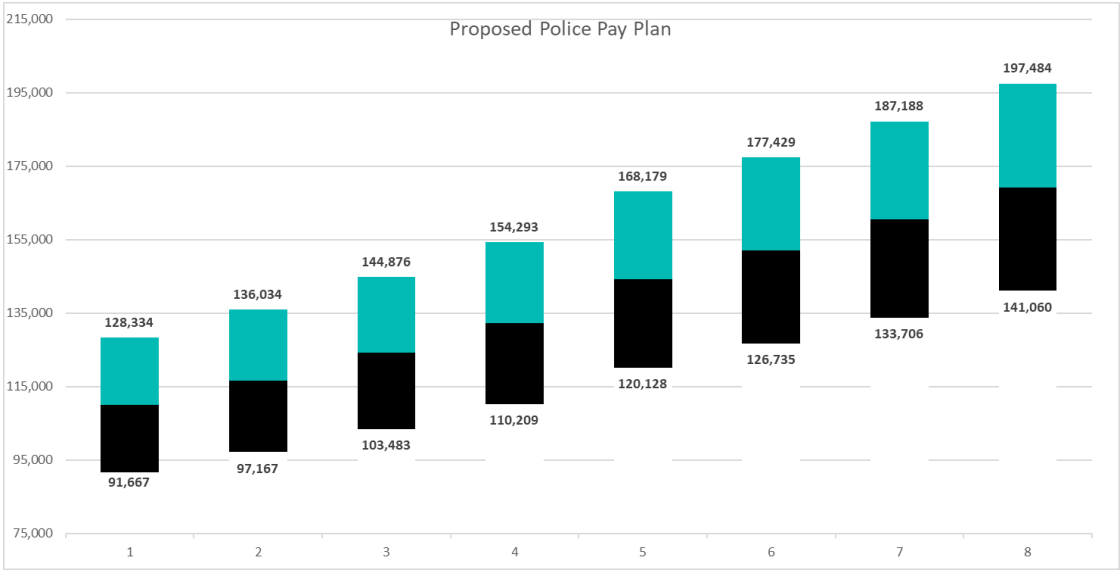


- Minimum to Midpoint = 18%
- Midpoint to Maximum = 35%

Proposed

Grade	Minimum	Midpoint	Maximum	Range Spread	Midpoint Differential
1	\$91,667	\$110,000	\$128,334	40%	6.00%
2	\$97,167	\$116,600	\$136,034	40%	6.00%
3	\$103,483	\$124,179	\$144,876	40%	6.50%
4	\$110,209	\$132,251	\$154,293	40%	6.50%
5	\$120,128	\$144,154	\$168,179	40%	9.00%
6	\$126,735	\$152,082	\$177,429	40%	5.50%
7	\$133,706	\$160,447	\$187,188	40%	5.50%
8	\$141,060	\$169,272	\$197,484	40%	5.50%

- Open Range Plan
- 8 Grades
- 40% Range Spread
- 5.5% to 9% Midpoint Differential
- Aligned to the market at the midpoint





Implementation Scenarios

- **Option 1:** Move employees to the minimum if their current salary is below the minimum and all others would retain their existing salary.
- **Option 2:** Employees below the minimum would move to the minimum while all others would receive a 2% increase. If the adjustment to minimum for those below results in less than 2% of an increase, they would receive a full 2% increase instead. Therefore, no employee receives less than a 2% increase.
 - *This option can be in combination with a planned COLA increase.*
- **Option 3:** Employees below the minimum would move to the minimum, then all employees would receive a 0.5% adjustment multiplied by their years of service, capped at the maximum of their pay range. For example, an employee with 10 years of service would receive a 5% adjustment.

Recommendations

We urge the City of Greenbelt to:

- Approve the recommended position title and classification adjustments.
- Approve the pay plans and position grade assignments.
- Approve an implementation scenario that addresses the City's compensation philosophy, business goals, and that is fiscally sustainable.
- Continue efforts to maintain the classification and compensation system:
 - Routinely review positions, job descriptions, and market conditions.
 - Adjust the pay structure and salaries, annually, to keep pace with the market.
 - Adopt merit increases, annually, to reward employees and ensure advancement through assigned pay ranges.

What's Next?

- Presentations to employees on Wednesday, January 4th
- Presentation to City Council on Wednesday, January 4th
- Baker Tilly to provide training to City's HR staff responsible for administering and maintaining new classification and compensation system going forward.

Additional Items Delivered

- Benefits Comparison Report
- Pay Policy Recommendations
- Updated Job Descriptions
- FLSA Review

CITY OF GREENBELT, MARYLAND
25 Crescent Road, Greenbelt, MD 20770-1891

12/27/2022 1:54 PM



City Council Meetings & Work Sessions
January – February

Advisory Board Interview	Mon.	01/09	7:10 pm
Regular Meeting	Mon.	01/09	7:30 pm
No Meeting	Wed.	01/11	
No Meeting	Mon.	01/16	
Work Session – Speed Camera (tentatively)	Wed.	01/18	7:30 pm
Regular Meeting	Mon.	01/23	7:30 pm
Work Session – Recreation/Museum Merger	Wed.	01/25	7:30 pm
Four Cities Meeting (College Park)	Thur.	01/26	7:00 pm
Work Session – TBD	Mon.	01/30	7:30 pm
Work Session – TBD	Wed.	02/01	7:30 pm
Work Session – Combined Properties/Greenway Center	Mon.	02/06	7:30 pm
Work Session – Board of Elections (tentatively)	Wed.	02/08	7:30 pm
Regular Meeting	Mon.	02/13	7:30 pm
Work Session – TBD	Wed.	02/15	7:30 pm
No Meeting	Mon.	02/20	
Work Session – Greenbelt Station	Wed.	02/22	7:30 pm
Regular Meeting	Mon.	02/27	7:30 pm

This schedule is subject to change. For confirmation, call 301-474-8000. Regular and Special meetings and Work Sessions are open to the public. If special accommodations are required for any disabled person, please call 301-474-8000 or 301-474-3870 no later than 10 a.m. on the meeting day. Deaf individuals are advised to use Video Relay Services (VRS) at 711 or e-mail banderson@greenbeltmd.gov to reach the City Clerk. Unless otherwise noted, meetings will be held in the Council Chambers in the Municipal Building (MB) at 25 Crescent Road and virtually by Zoom. Zoom meeting information for public participation is posted on the City's website at www.greenbeltmd.gov on the meeting calendar.

Bonita Anderson, City Clerk

A NATIONAL HISTORIC LANDMARK

(301) 474-8000

fax (301) 441-8248
www.greenbeltmd.gov

MD RELAY 711

CITY OF GREENBELT, MARYLAND

25 Crescent Road, Greenbelt, MD 20770-1891



12/27/2022 1:54 PM

Ready to be scheduled:

Closed Session (*Cable Ordinance*)
Parke Crescent Apartment Complex
Board of Elections reports:
- Procedure for filling Council vacancies
- Proposal for voting by resident non-citizens
(*waiting for CRAB Report*)
- Early Voting
Virtual Meetings Accessibility for Blind and
Visually Impaired
Walk-way Light Fixture
Prince George's County Council
Space Study
Prince George's County State's Attorney
(*presentation*)
Plastic Bag Ban (*Jan. or Feb*)
School Board Representative (schedule after 11/8)

For later scheduling:

Zoning Enforcement
Parkway Apartment Owners/GHI (*parking*)
Northway Fields Master Plan
City Manager Updates (Jan, Pre-budget; July &
Sept/Oct)
Meeting with County on Transportation Plan
Department of Permitting, Inspections &
Enforcement (DPIE)
Museum Plan
Term Limits legislation (*referral submitted to
CRAB*)
ERB Reports: (#2020-01 Procedures for
Employee Appeals & Grievances (#2021-02
Collective Bargaining) (*waiting for CRAB
Report*)
Bernard Penney (*Memorial Donation in honor of
Leonie Penney*)
Economic Development Advisory Committee
(*refer to Economic Development Manager*)
Potential Bond Referendum/Capital Financing
Cemetery Plans
City Contracting Policy
MARC Train Service/ MDOT
Arts & Entertainment District

Annual														
Advisory Group Chairs	7/22													
Franklin Park at Greenbelt Station Mgmt.	12/21	12/22												
Greenbelt Center HOAs														
Greenbelt East HOAs and COAs/Greenbelt East Advisory Coalition	4/22													
Greenbelt Homes, Inc.	8/22													
Greenbelt Station HOA/Verde Apts.	8/22													
School Board Member	9/21													
State Highway Administration	11/20	11/22												
Biennial														
Beltsville Ag. Research Center	8/18	11/22												
Beltway Plaza	9/22													
Roosevelt Center Merchants	1/22													
NASA/GSFC	3/22													
Greenbelt Business Alliance	10/22													
Greenbelt Park NPS	1/22													
Greenway Shopping Center	12/20													
Religious/Spiritual Organizations	6/22													
Twice a Year														
County Council Person and At Large Members														
Meetings as Needed														
Apartments	4/21													
Comcast/Verizon	3/21													
Greenbelt Office Parks														
Greenbelt Watershed Groups	10/19													
Hotels														
PEPCO/WSSC	2/22													
Prince George's Economic Development Corp.	11/21													
Prince George's Planning Board	10/19													
Roosevelt Center Owner	8/20													
University of Maryland	4/15													
WMATA/PGDPW&T (Semi-Annual)	5/22													
Newly Elected/Appointed Officials (Presentation of a Council Regular Meeting)														
County Executive														
School Board CEO														
State's Attorney														

Chapter 13

PERSONNEL*

* Charter References: Employee relations board, § 12; administrative officers, § 42.
Cross References: Bonds for city employees, § 2-3.

Art. I. In General, §§ 13-1--13-20

Art. II. Classification, §§ 13-21--13-45

Div. 1. Generally, §§ 13-21--13-30

Div. 2. Plan, §§ 13-31--13-45

Art. III. Appointments and Removal, §§ 13-46--13-90

Div. 1. Generally, §§ 13-46--13-55

Div. 2. Appointments, §§ 13-56--13-70

Div. 3. Termination of Service, §§ 13-71--13-90

Art. IV. Employee Benefits, §§ 13-91--13-160

Div. 1. Generally, §§ 13-91--13-100

Div. 2. Compensation, §§ 13-101--13-115

Div. 3. Leave, §§ 13-116--13-140

Div. 4. Other Benefits, §§ 13-141--13-160

Art. V. Conduct of Employees, §§ 13-161--13-173

Art. VI. Employee Appeals and Grievances, §§ 13-174--13-180

Art. VII. Public Officials and Employees Liability and Indemnity Fund, §§ 13-181--13-230

Div. 1. Generally, §§ 13-181--13-190

Div. 2. Indemnification, §§ 13-191--13-200

Div. 3. Representation in Actions, §§ 13-201--13-205

Div. 4. City's Defenses, §§ 13-206--13-210

Div. 5. Final Adjudication, §§ 13-211--13-215

Sec. 13-212. Judgment for public official or employee.

(a) In an action or proceeding against a public official or employee, if a judgment is rendered in favor of the public official or employee, the city shall request the court to require the moving party to pay the city or the public official or employee, as the case may be, the amount of the cost thereof and the reasonable expenses incurred, including reasonable attorney's fees, if the court finds that the action or proceeding was instituted:

- (1) In bad faith; or
- (2) Without substantial justification.

(b) The court shall require the moving party to pay the cost and expenses directly to the city.
(Ord. No. 1084, § 1, 4-20-92)

Secs. 13-213--13-215. Reserved.

DIVISION 6.

GOVERNMENTAL IMMUNITY

Sec. 13-216. No waiver.

(a) Nothing in this article shall be construed as waiving the city's defense of governmental immunity to it or to its employee in any action brought against the city or such employee.

(b) Nothing herein contained shall be construed as a waiver by the city of its defense of governmental immunity.
(Ord. No. 1084, § 1, 4-20-92)

Secs. 13-217--13-230. Reserved.

ARTICLE VIII.

LABOR CODE

Sec. 13-231. Legislative findings and purpose.

(a) *Title of article.* This article shall herein be referred to as the labor code of the City of Greenbelt, Maryland, or labor code.

(b) *Legislative findings.* It is the public policy of the council of Greenbelt and the purpose of this labor code to promote a fair, harmonious, peaceful and cooperative relationship between the management of the city and those employees of ~~the City the Greenbelt Police Department who~~ are covered by this labor code and ~~and~~ to protect and serve the public by assuring the responsive, orderly, efficient and continuous operation of the City's departments.

(c) *Purpose.* Pursuant to the authority set forth in the Charter of the City of Greenbelt, which authorizes the council to enact by ordinance or amendment a system of rules and regulations to govern the process, the council enacts this article for the following purposes:

- (1) To provide procedures for nonmanagerial, employees and sworn police officers to participate in the formulation and implementation of policies establishing or affecting their conditions of employment;
- (2) To recognize the right of said employees to organize for the purpose of collective bargaining in units appropriate for collective bargaining;
- (3) To provide a means by which said employees may select a collective bargaining representative in a unit appropriate for collective bargaining;
- (4) To require the City of Greenbelt to meet and confer with the collective bargaining representatives of said employees and to negotiate and enter into written agreements on certain matters of wages, hours and other terms and conditions of employment; and
- (5) To establish a method of dispute resolution.

(Ord. No. 1278, 1-22-07)

Sec. 13-232. Definitions

For the purposes of this article, the following words and phrases shall have the meanings respectively ascribed to them by this section:

Bargaining units. There shall be two specific bargaining units. (1) All nonmanagerial sworn police officers of the City of Greenbelt assigned to the Greenbelt Police Department, excluding managerial employees, confidential employees and other employees and (2) all nonmanagerial, and non-professional employees of the City of Greenbelt excluding administrative and clerical employees working in or assigned to the office of the City Manager, the City Clerk and the City Council, confidential employee and all other employees.

Confidential employee. Any employee who assists in a confidential capacity, persons who formulate, determine and effectuate management policies in the field of personnel and labor relations.

Municipal Employee. A person employed by the City of Greenbelt who is classified as and employees, and who is a nonmanagerial or non-professional employee and not a confidential employee. This definition and this labor code shall in no way serve to modify any personnel policy of the City of Greenbelt relative to probationary period.

Police Department Employee. A person employed by the City of Greenbelt Police Department who is classified as a police officer, who has completed the initial entrance training for certification as a police officer, and who is a nonmanagerial employee and not a confidential employee. This definition and this labor

code shall in no way serve to modify any personnel policy of the City of Greenbelt relative to probationary period, ~~or the Law Enforcement Officers' Bill of Rights.~~

Professional Employee: A Professional Employee is someone who performs predominantly intellectual and varied work requiring specialized knowledge, typically gained through advanced education, and who consistently exercises discretion and independent judgment.

Employee organization. Any lawful organization that admits ~~sworn police officers~~ Police Employees or Municipal Employees to membership, the primary purpose of which is to represent sworn police officers ~~or Municipal Employees respectively,~~ concerning wages, terms and conditions of employment, provided that the term "employee organization" shall not be defined to include any organization that discriminates on the basis of race, color, sex, creed or national origin, with regard to the acquisition or retention of membership or in accepting or advancing members in any training, apprenticeship or employment program.

Employee relations board. The employee relations board (ERB) constituted pursuant to the Charter of the City of Greenbelt.

Employer. The City of Greenbelt, including ~~its Departments~~ the Greenbelt Police Department.

Grievance. A dispute concerning the application or interpretation of the terms of a collective bargaining agreement between an employee organization and the employer.

Managerial employee. An employee of the City of Greenbelt ~~assigned to the Greenbelt Police Department~~ who has the authority to exercise independent judgment in the interest of the employer to hire, transfer, suspend, layoff, recall, promote or discharge other employees; who has the responsibility to direct them or adjust their grievances, or effectively to recommend such action; if, in connection with the foregoing, the exercise of such authority is not of a routine or clerical nature but requires the use of independent judgment, including, but not limited to, those employees who are sworn police officers of the rank of lieutenant or higher, but not including those employees who are sworn police officers of the rank of sergeant or lower, unless the employee is deemed to be a confidential employee.

Nonmanagerial sworn police officer. Any sworn police officer of the City of Greenbelt assigned to the Greenbelt Police Department who is not a managerial or confidential employee as defined herein. For purposes of this definition, the term shall also include any police officer trainee who has completed the initial entrance level training for certification as a police officer.

Nonmanagerial employee. Any Municipal Employee who is not a managerial, professional or confidential employee as defined herein.

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Strike. The failure to report for duty, the willful absence from positions, the stoppage or slowdown of work, or the abstinence in whole or in part from the full, faithful and proper performance of the duties of employment for the purpose of inducing, influencing, coercing or preventing a change in compensation or rights, privileges, obligations or other terms and conditions of employment, whether by concerted or individual action.

Terms and conditions of employment. All wages, benefits and other matters relating to the employment of employees in the bargaining unit, including, but not limited to, holidays, pensions, medical benefits and coverage, sick leave, paid and unpaid leave, military leave, overtime, equipment, training, discipline, and seniority, not expressly excluded by section 13-235.
(Ord. No. 1278, 1-22-07)

Units for collective bargaining.

There are two units for collective bargaining and for purposes of certification and decertification. Members of these units are all City employees as defined herein. The employees are divided into two units

(1) non-managerial sworn police officers, employed in the City's Police Department excluding managerial, confidential and all other employees

(2) non-managerial and non-professional employees of all other City Departments excluding confidential employees and administrative and clerical employees working in the office of the City Manager, the City Clerk and the City Council.

Sec. 13-233. Labor commissioner.

(a) There shall be a labor commissioner who shall exercise the authority and perform the functions assigned pursuant to this labor code.

(b) The labor commissioner shall be appointed for specific matters as they arise under this code for which such labor commissioner is needed from a list of individuals supplied by the American Arbitration Association in response to a joint letter from the city and the exclusive representative. The list shall be comprised of individuals with prior work experience at the National Labor Relations Board who reside in Maryland, the District of Columbia or Virginia. The city and the exclusive representative shall confer within ten (10) days of receipt of the list; if they are unable to agree on an individual, they shall alternately strike names from the list until one person remains, and that person shall serve as labor commissioner for the specific matter. The costs of the labor commissioner shall be paid by the city.

(c) The labor commissioner appointed for a specific matter shall have the following authority with respect to that matter:

(1) Administration.

- a. The labor commissioner shall be charged with the interpretation of the labor code and shall be further authorized to make any rules and regulations as may be necessary or proper to effectuate the purposes and intent of the labor code.
- b. The labor commissioner may appoint a representative or representatives to perform investigative, administrative, ministerial, procedural or other tasks associated with the duties assigned pursuant to this section.
- c. In addition to those duties specifically enumerated herein, the labor commissioner shall also have the authority to perform other duties as may be deemed necessary to effectuate the purposes and intent of this labor code.

(2) Representation.

- a. To grant and revoke certification of any employee organization as the exclusive bargaining representative of employees in the bargaining unit;
- b. To supervise the conduct of representation elections; and
- c. To determine the appropriateness of the employee organizations.

(3) Unfair labor practices. Investigation and adjudication of unfair labor practice charges and determination of remedies for unfair labor practices in accordance with the procedures and intent of this labor code.

(d) Decisions of the labor commissioner shall be in writing. Any party aggrieved by a decision of the labor commissioner may file an appeal to the city council within thirty (30) days of the issuance of the labor commissioner's decision. The decision of the city council shall be final, subject only to judicial review. In the event that there shall be a tie vote, then the decision of the labor commissioner shall be upheld.
(Ord. No. 1278, 1-22-07)

Sec. 13-234. Police Department and Municipal Employee rights. The following shall apply to Police Department and Municipal Employees:

(a) Employees shall have the right of self-organization; to form, join, or assist employee organizations; and to bargain collectively through representatives of their own choosing on terms and conditions of employment. Employees shall also have the right to refrain from any or all such activities.

(b) Employees shall be free from retaliation for the exercise of any rights set forth herein, or for participating in any proceeding established pursuant to this labor code.

(c) Nothing in this labor code shall prohibit an employee from presenting, discussing or resolving any grievance directly with the employer and without the intervention of the employee organization that represents the bargaining unit, provided that any adjustment of the grievance made shall not be inconsistent

with the terms of any applicable collective bargaining agreement.

Sec. 13-235. Employer rights.

(a) The employer shall have the following rights:

- (1) To determine the budget of the City of Greenbelt ~~and the Greenbelt Police Department and each of its departments~~, including all financial obligations and expenditures, and to exercise its taxing authority;
- (2) To determine the ways and means to allocate funds to its various departments and projects;
- (3) To establish methods and procedures for fulfilling its mission;
- (4) To determine how and when to deploy its personnel;
- (5) To establish, suspend, relocate or discontinue operations, facilities, stations, ~~operations~~, services and to reduce personnel;
- (6) To determine the way personnel will be used to effectuate the mission to ensure the public safety;
- (7) To adopt reasonable rules, regulations and general orders pertaining to ~~each~~the department's purpose, operation, techniques, efficiency and management which are not inconsistent with the terms of the collective bargaining agreement, provided that during negotiations for a collective bargaining agreement, the exclusive representative and the city shall have the right to discuss and agree upon rules, regulations and general orders;
- (8) To determine staffing, including, but not limited to, the use of full and part-time police officers, police officer candidates, cadets, or reserve police, ~~full and part time Municipal Employees~~ and the number of such staff;
- (9) To suspend, demote, discharge or take disciplinary action against employees with just cause ~~and subject to the provisions of the Law Enforcement Officers' Bill of Rights or any amendment or successor thereto; and~~
- (10) To discharge employees it reasonably believes to be involved in a strike ~~consistent with the provisions of the Law Enforcement Officers' Bill of Rights or any amendment or successor thereto.~~

(b) The employer shall not enter into or become bound by any collective bargaining agreement pursuant to this labor code that contains terms that infringe upon or limit the rights set forth in this section. The employee relations board in determining a grievance under a collective bargaining agreement shall not have the authority to add to, alter, amend, delete, modify or infringe upon any of the rights set forth in this section. (Ord. No. 1278, 1-22-07)

Sec. 13-236. Collective bargaining.

(a) *Bargaining in good faith.* Upon certification of an employee organization by the labor commissioner, the employer and the employee organization shall have the duty, through officials or their designated representatives, to negotiate collectively and in good faith with respect to the subjects of bargaining enumerated in this section and to reduce to writing the matters agreed upon as a result of such negotiations.

(b) *Employer/employee organization representative.*

- (1) The employer shall appoint the employer's representative or representatives for the purpose of conducting any bargaining with a certified employee organization.
- (2) The employee organization shall appoint a representative or representatives for the purpose of conducting any bargaining with the employer.

(c) *Subjects of bargaining.* The employer and employee organization may bargain collectively and reach agreement on the following subjects of bargaining:

- (1) Wages;
- (2) Terms and conditions of employment as defined in section 13-232 herein;
- (3) Employee benefit plans;
- (4) Bonuses and gifts;
- (5) Jury duty;
- (6) Duration of collective bargaining agreement; and
- (7) Grievance procedure.

(d) *Scope of bargaining.* The employer shall not enter into, or be bound by, any collective bargaining agreement, amendment thereto or other agreement that covers a subject of bargaining not specifically enumerated in this section, or which alters, amends, deletes, modifies or infringes upon any of the employer rights enumerated in section 13-235.
(Ord. No. 1278, 1-22-07)

Sec. 13-237. Representation.

(a) *Certification of representative.* No collective bargaining agreement shall be valid or enforceable unless it is between the employer and an employee organization that is certified by the labor commissioner as the exclusive bargaining representative for employees in the bargaining unit.

(b) *Majority of employees.* Certification of an employee organization shall only occur if the employee organization has been selected or designated by a majority of employees in the bargaining unit.

(c) *Procedure.*

- (1) *Certification election.* An employee organization seeking exclusive bargaining representative status for employees in the bargaining unit shall file a petition with the labor commissioner accompanied by evidence that at least thirty (30) percent of the employees in one of the two appropriate bargaining units, the bargaining unit have designated the employee organization as their exclusive bargaining representative. A petition under this subsection 1 may not be accepted by the labor commissioner unless filed by the employee organization during the month of September, provided, however, that in 2007 the employee organization shall have the right to file a petition anytime up to and including February 28. Within thirty (30) days of filing a petition for certification, the labor commissioner shall conduct a secret ballot election. If the results of the secret ballot election establish that a majority of those bargaining unit employees voting in the election designate the petitioning employee organization as their exclusive bargaining representative, then the labor commissioner shall certify the employee organization as the exclusive bargaining representative and shall authorize the employer to bargain collectively with the employee organization.
- (2) *Voluntary recognition.* In the event the petition filed by an employee organization is accompanied by evidence that within thirty (30) days prior to the filing of the petition more than fifty (50) percent of the employees in the bargaining unit have designated the employee organization as their exclusive representative for purposes of collective bargaining, the labor commissioner may give the employer the option to voluntarily recognize the employee organization without first conducting a certification election. If the employer declines to voluntarily recognize the employee organization, then the labor commissioner shall conduct a certification election pursuant to this section. Upon voluntary recognition pursuant to this section, the labor commissioner shall certify the employee organization as the exclusive bargaining representative of the employees in the petitioned-for unit and authorize the employer to bargain collectively with the employee organization.
- (3) *Decertification election.* Any employee seeking to terminate the certification of an employee organization as the exclusive bargaining representative of employees in a the bargaining unit described herein may file a petition with the labor commissioner accompanied by evidence that at least thirty (30) percent of the employees in the bargaining unit have expressed their desire to remove the employee organization as their exclusive bargaining representative. A petition may not be accepted by the labor commissioner unless filed during the month of September. Within thirty (30) days of the filing of a petition for decertification, the labor commissioner shall conduct a secret ballot election. If the results of the secret ballot election establish that a majority of those employees in the bargaining unit no longer wish to have the employee organization as their exclusive bargaining representative, then the labor commissioner shall decertify the employee organization as the exclusive bargaining representative of the employees in the petitioned-for unit.
- (4) No election under this section may be conducted more frequently than once every twenty-four (24) months.

Sec. 13-238. Unfair labor practices.

(a) *Employer unfair labor practices.* It shall be an unfair labor practice for the employer by and through its officers, agents and representatives to engage in the following conduct:

- (1) Interfere with, restrain or coerce employees in the exercise of their rights guaranteed under this labor code;
- (2) Discriminate in regard to hire or tenure of employment or any term or condition of employment to encourage or discourage membership in any employee organization;
- (3) Directly or indirectly cause, instigate, encourage, condone, initiate, sponsor, support, direct or engage in any lockout;
- (4) Fail or refuse to negotiate in good faith with a certified employee organization;
- (5) Retaliate against an employee because of that employee's exercise of rights guaranteed under this labor code; or
- (6) Control or dominate an employee organization or contribute financial or other support to it.

(b) *Employee organization unfair labor practices.* It shall be an unfair labor practice for an employee organization by and through its officers, agents and representatives to engage in the following conduct:

- (1) Interfere with, restrain or coerce employees in the exercise of their rights guaranteed under this labor code;
- (2) Induce the employer or its representatives to commit any unfair labor practice;
- (3) Directly or indirectly, cause, instigate, encourage, condone, initiate, sponsor, support, direct or engage in any strike;
- (4) Fail or refuse to negotiate in good faith with the employer; or
- (5) Retaliate against an employee because of that employee's exercise of rights guaranteed under this labor code.

(c) *Procedure.*

- (1) *Charge and evidentiary hearing.* In the event that a claim is made that an unfair labor practice has been committed by either the employer or the employee organization, the complaining party shall file with the labor commissioner a verified complaint setting forth a detailed statement of the alleged unfair labor practice no later than thirty (30) days after the date of the alleged unfair labor practice. The party complained of shall have the right to file an answer to the complaint within five (5) days after service thereof. After investigation, the labor commissioner may issue an order dismissing the complaint, order a further investigation, or schedule an evidentiary hearing thereon at a designated time and place. Any such hearing shall be conducted without

regard for the strict rules of evidence and a transcript of testimony shall be taken. The labor commissioner may designate a neutral fact finder to conduct the hearing and issue recommended findings of fact and conclusions of law.

- (2) *Determination.* If, at the conclusion of all testimony, or upon consideration of the neutral fact finder's recommended findings of fact and conclusions of law, the labor commissioner determines that an unfair labor practice has been committed, the labor commissioner shall state his/her findings and shall issue and cause to be served upon the party committing the unfair labor practice an order requiring the party to cease and desist from such practice within a specified period and shall take such further affirmative action as will comply with the provisions of this labor code. If upon all the testimony, the labor commissioner determines that a prohibited practice has not been or is not being committed, he/she shall state a finding of fact and shall issue an order dismissing the complaint.
- (3) *Procedure in the event of a strike or lockout.* Nothing in this labor code shall prohibit or impede the employer or a certified employee organization from using all available lawful means to end a strike or lockout, including the initiation of legal proceedings to enjoin the strike or lockout.
- (4) *Mediation.* Nothing in this section shall prohibit the labor commissioner from personally conducting mediation to resolve unfair labor practice issues.

(Ord. No. 1278, 1-22-07)

Sec. 13-239. No strike/no lockout.

(a) *Purpose.* The services performed by employees are essential to the public safety. Accordingly, strikes and lockouts are prohibited.

(b) *No lockouts.* The employer shall not, either directly or indirectly, cause, instigate, encourage, condone, initiate, sponsor, support, direct or engage in any lockout.

(c) *No strike by employees.* No employee shall either directly or indirectly, cause, instigate, encourage, condone, initiate, sponsor, support, direct or engage in any strike. Any such conduct by an employee shall be subject to immediate ~~discipline in accordance with the Law Enforcement Officers' Bill of Rights and/or any successor thereto~~, without recourse to the grievance procedure contained in an applicable collective bargaining agreement.

(d) *No strike by employee organization.* No employee organization shall either directly or indirectly, cause, instigate, encourage, condone, initiate, sponsor, support, direct or engage in any strike. If any employee organization violates this provision, its certification as the exclusive representative, if any, shall be revoked and the employee organization shall thereafter be ineligible to participate in procedures under this labor code to become and/or remain the exclusive representative of employees of the employer for a period of not less than three (3) years.

(e) *Other remedies.* The employer, employees and employee organizations shall have the right to pursue legal and equitable remedies in the appropriate courts in the event of a violation of this section.

(Ord. No. 1278, 1-22-07)

Sec. 13-240. Checkoff.

(a) *Dues checkoff.* When an employee organization has been certified as the exclusive representative of the employees in the bargaining unit, it shall be the only employee organization eligible to obtain an agreement from the employer to deduct dues or service fees designated or certified by the appropriate officer of the employee organization from the pay of those employees in the unit who provide written, signed and dated authorization, and to remit said dues to the employee organization without cost. All authorizations shall be irrevocable for a period of one (1) year and shall be automatically renewable from year to year unless written notice of termination by the employee is received by the employer thirty (30) days prior to the anniversary date of the authorization.

(b) *Indemnification.* The employer shall not have the authority to enter into a collective bargaining agreement that authorizes the deduction of dues from pay unless the agreement contains a provision whereby the employee organization agrees to indemnify the employer for any and all claims arising out of the deduction of dues and/or fees pursuant to this section.

(c) *No compulsory union membership.* No agreement between the employer and an employee organization shall compel any employee to become and remain a member of the employee organization and/or pay dues.
(Ord. No. 1278, 1-22-07)

Sec. 13-241. Permissible union activities.

Solicitation of members and dues, and other internal employee organization business shall be conducted only during the nonduty hours of the employees concerned. Employer-requested or approved consultations and meetings between management officials and representatives of the recognized employee organization shall, whenever practicable, be conducted on official time. Negotiations between the employer and designated members of the employee organization for the purpose of negotiating a collective bargaining agreement shall be conducted during work hours.
(Ord. No. 1278, 1-22-07)

Sec. 13-242. Grievance procedure.

All collective bargaining agreements between the employer and employee organization shall contain a grievance procedure that includes a provision for binding decision by the employee relations board. The employee relations board shall have the right to engage one (1) or more professional neutral persons to serve as a hearing officer, fact finder and to make recommendations concerning the grievance.
(Ord. No. 1278, 1-22-07)

Sec. 13-243. Impasse in collective bargaining.

(a) *Timeline.*⇒ Regardless of the date upon which certification is issued to the employee organization, negotiations shall be held only between November 1 and March 1. Any memorandum of understanding reached as a result of such negotiations shall become effective July 1 following such negotiations. Any such memorandum of understanding shall be presented to the city council for its approval by

April 15 in order that sufficient time shall exist to implement same at the commencement of the fiscal year on July 1. ~~Notwithstanding the provisions hereinabove, in the calendar year 2010 negotiations shall be extended from ending on March 1 to April 1.~~

(b) *Impasse procedure.* If after a reasonable period of negotiation over the terms of a memorandum of understanding a dispute exists between the employer and the certified employee organization, or if no understanding has been reached within a reasonable period of time, but not later than March 1, prior to the final date for setting the municipal budget, it shall be deemed that an impasse has been reached, at which time the matters in dispute shall be presented jointly by the parties in writing to the city council for hearing and resolution.

(c) *Hearing procedure.*

- (1) The city council shall hold a hearing on all disputed issues within thirty (30) days of the presentation of the dispute, and it shall issue its final decision within thirty (30) days of the conclusion of the hearing. The decision of the city council shall be final and binding upon the employer and the employee organization and shall be rendered at least forty (40) days before the beginning of the fiscal year. The decision of the city council shall be in writing and a copy shall be served on the employer and employee organization at the time the city council issues a final decision.
- (2) The city council shall establish the date, time, and place of all hearings, administer oaths, issue subpoenas to compel the attendance of witnesses to appear, and issue subpoenas duces tecum to compel the production of documents and other tangible evidence.
- (3) In reaching its decision, the city council may take into consideration any factors it considers significant to reaching the determination, including, but not limited to, the following factors:
 - a. Wages, benefits and other working conditions of other local government employees employed in public safety bargaining units in other municipal or county agencies of a similar size and demographics;
 - b. The value of other benefits available to or received by city employees;
 - c. Cost-of-living information; or
 - d. The availability of funds.

(d) *Mediation.* Nothing herein contained shall be construed as prohibiting the city council from mediating the dispute at any time prior to the issuance of its final and binding decision.
(Ord. No. 1278, 1-22-07; Ord. No. 1305, 2-22-10)

Secs. 13-244--13-260. Reserved.
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