

State of Maryland
Department of Health and Mental Hygiene

Parris N. Glendening, Governor - Martin P. Wasserman, M.D., J.D., Secretary



MEMORANDUM

TO: Contract Monitors, Personnel Officers, and Personnel Liaisons
FROM: Alan Baker, Chief, Personnel Services Administration
DATE: April 20, 1999
RE: Special Payments Payroll Manual

Attached is the new Special Payments Payroll Manual. This Manual replaces the Special Payments Payroll Instructional Memorandum distributed annually in previous years. Any future changes to the Manual will be distributed as replacement pages only.

The FY'2000 hourly Salary Structure charts are currently under construction and will be distributed shortly. Instructions to incorporate the January 1, 2000 salary adjustment into contracts with effective dates beginning 7/1/99, will be distributed with the hourly charts. Upon receipt of this information, please submit contractual paperwork for processing as soon as possible.

Any Special Payments Payroll questions or concerns should be directed to Mrs. McDonough at (410) 767-6411.

AB/DRM/drm

Attachment

DHMH

***SPECIAL PAYMENTS
PAYROLL
MANUAL***

First Issued 5/1999

***Revised
2/2013***

Dale McDonough

SPECIAL PAYMENTS PAYROLL

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(REVISED 12/2009)

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SECTION I

GENERAL INFORMATION

SPECIAL PAYMENTS PAYROLL - SECTION I - GENERAL INFORMATION

DEFINITION - SPECIAL PAYMENTS PAYROLL EMPLOYEE

A Special Payments Payroll (Contractual) employee is an individual providing personal services to the State. The services and remuneration are specified in a written agreement, and only one person may be employed under a contract. Special Payments Payroll is for services that cannot be performed by assignment or hiring of any non-temporary employee, that are infrequent, needed for a limited time, are unusual, or need to be implemented quickly for which there is no reasonable alternative, and for which there exists an employer-employee relationship. If employment is for a % greater than 50% and expected to be for longer than one (1) year, a permanent position should be requested/established. In general when considering employing an individual under Special Payments Payroll, you must be sure that all of the following criteria are met:

- a) There is a TEMPORARY need for services where the functions coincide with those of existing line personnel; i.e. Community Health Nurse, Physician C, Painter, etc.

If a manager has a workload situation which he estimates to be six months or less in duration, he should use an "EM" temporary employee in lieu of Special Payments Payroll.

If the need for the services of the temporary employee is greater than 50%, longer than one (1) year, and expected to continue, the manager should consider reallocating permanent resources, or the establishment of a new position to accommodate the function.

- b) The use of the Special Payments Payroll system is only appropriate when an employer-employee relationship applies. Persons providing services to a State agency and a contractor where an employer-employee relationship does not exist, may not be paid via the Special Payments Payroll. Payments for such services shall be made to the contracting entity via Procurement.

EMPLOYER-EMPLOYEE RELATIONSHIP

In order to initiate a Special Payments Payroll contract, an employer-employee relationship must exist. An employer-employee relationship means that all of the following conditions exist:

- a) The State has the right to control and direct the performance of services not only as to results, but also as to details and means;
- b) The State has the right to discharge the employee; and
- c) The State furnishes necessary tools and a place to work.

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In addition, below is information which will help you to determine if an employer-employee relationship exists:

An employer-employee relationship exists when an employee must comply with instructions concerning when, where and how to work; renders services personally; has a continuing relationship with the employer; usually works on the premises of the employer; normally is furnished significant tools, materials and other equipment by the employer; can be terminated by the employer; and can resign without incurring liability.

Special Payments Payroll contracts should not be used for independent contractors. Independent contractors can hire, supervise and pay assistants; generally can set their own hours; usually are paid by the job or on straight commission; have a significant investment in facilities; can make a profit or suffer a loss; generally are free to provide services to two or more unrelated persons or organizations at the same time; and make their services available to the public.

Agencies hiring individuals as "Independent" contractors when an employer-employee relationship exists, are subject to being fined by the Internal Revenue Service, since no withholdings are deducted from an "Independent" contractor.

SECONDARY EMPLOYMENT

An individual may be employed in two separate capacities in State government only with the agreement, before the second employment begins, of the appointing authorities of the units that will employ the individual. Employment with an agency of the State includes employment in any personnel system in any branch of government in any capacity and for any number of hours worked. Elected officials, constitutional officers, and officials appointed by the Governor are not subject to this regulation.

RECRUITMENT AND SELECTION

A reasonable effort must be made to publicly solicit applicants for contractual employment. Screening and selecting applicants must be made by methods and criteria that are uniformly applied to all applicants, and are based on the qualifications of the applicant. Affirmative Action Programs which promote equal employment opportunity are to be applied to all appointments. The selected applicant should be made aware that the appointment is TEMPORARY in nature. It is the Hiring Manager's responsibility to abide by Recruitment and Selection Guidelines (See Section VI – Attachment #3) and to maintain files to support the selection of employees. Proof of advertisements, interviews conducted and any documentation relating to the selection process are to be available at all times for auditing purposes.

FUNDS

Funds shall be identified and available in order for the State agency to authorize Central Payroll

SPECIAL PAYMENTS PAYROLL-GEN'L INFORMATION-PAGE 3 (REVISED 12/2009)

Bureau to make payment through the Special Payments Payroll. The initial contractual employment authorization shall include a statement by the appointing authority certifying availability of funds and identifying the source of funds in the Agency budget. A contract shall be terminated if funds become unavailable.

If funds are not identified and available for a particular contract, written approval should be obtained before execution of the contract.

COMPENSATION

The rate of pay for the Special Payments Payroll employee is comparable to the rate paid to employees in positions that involve comparable duties, responsibilities, experience and authority.

FRINGE BENEFITS

Except as provided by law, fringe benefits are not provided to Special Payments Payroll employees.

TERM OF CONTRACT

No Special Payments Payroll contract can exceed one year, unless approved by the Office of Personnel Services and Benefits, Maryland Department of Budget and Management.

CERTIFICATION OF SPECIAL PAYMENTS PAYROLL CONTRACTS

The Secretary, Department of Budget and Management, may exempt specific contracts from their review and certification. The exemptions currently approved by the Secretary are outlined in the memorandum dated June 15, 2009 to Headquarters' Program Directors, Personnel Officers and Personnel Liaisons (See Section VI - Attachment #6).

CONTINUING CERTIFICATION OF SPECIAL PAYMENTS PAYROLL CONTRACTS

If the services performed under a contract encompass permanent functions; have no specific expiration date; and are regularly performed on a basis that is at least equal to 50% of the work responsibility of a full-time permanent employee, continuing certification may not be given. Justification for continuing certification must exist for the contractual employee. To enable a contractual employee to participate in any required examination for a budgeted position, continuation of the employee's contract for a maximum period of one (1) year after the date on which the budgeted position is created is permissible.

CONTRACT AMENDMENTS

Contract amendments are not permitted and a current contract must be maintained for each

SPECIAL PAYMENTS PAYROLL -SECTION I - GENERAL INFORMATION - PAGE 4

Special Payments Payroll employee. If a change in a contract is necessary, the original contract shall be terminated and a new contract shall be processed. Contract amendments include items such as change in the period of time contracted; hours contracted to work; rate of remuneration; specific job duties; classification changes or change in salary grade.

TRANSFER OF SPECIAL PAYMENTS PAYROLL EMPLOYEES TO BUDGETED POSITIONS

If a contractual position is replaced by a budgeted position, a contractual employee in the contractual position may transfer to the budgeted position if:

- (a) The employee meets the minimum qualifications for the budgeted position and has at least 6 continuous months of satisfactory service as of the date on which the replacement occurs;
- b) There is a continuing need for the function to be performed;
- c) The agency can document a competitive hiring process; and
- d) The budgeted position replacing the contractual position was not available at the time the contractual employee was hired.

RIGHTS OF TRANSFER

A contractual employee who transfers to a budgeted position shall be given credit for service in the contractual position for the purpose of establishing:

- (1) steps in the pay grade applicable to the budgeted position;
- (2) annual leave
- (3) seniority rights; and
- (4) membership in the Employees' Pension System of the State of Maryland.

AUDITS

The Secretary shall periodically conduct audits of the Special Payments Payroll. If as a result of an audit, the Secretary determines that services being provided by contractual employees should be performed by permanent employees, renewals of contracts will be refused and recommendations will be made to establish permanent positions or suggest alternate criteria in lieu of renewal of contracts.

SECTION II

FORMS CHECK LISTS

**FORMS CHECK LISTS FOR SPECIAL
PAYMENTS PAYROLL CONTRACTS**

CHECK LIST A

INITIAL CONTRACT (NEW HIRE)

CHECK LIST B

RENEWAL CHECK OFF LIST B-1

RENEWAL CONTRACT WITH CHANGE
IN SALARY GRADE, CLASS OR
FUNCTION

CHECK LIST C

RENEWAL CHECK OFF LIST C-1

RENEWAL CONTRACT WITH NO
CHANGE IN SALARY GRADE, CLASS
OR FUNCTION

CHECK LIST A

EMPLOYEE NAME: _____

INITIAL (NEW HIRE) SPP CONTRACTS ARE TO BE SUBMITTED IN THE FOLLOWING ORDER

- ___ ORIGINAL 311T PLUS COPY
- ___ W-4 PLUS COPY
- ___ ORIGINAL 312 PLUS COPY (IF NECESSARY)
- ___ ORIGINAL 1242-1 (PLUS COPY IF 312 IS NECESSARY)
- ___ ORIGINAL 1242-2 (PLUS COPY IF 312 IS NECESSARY)
- ___ ORIGINAL 1242-6 (PLUS COPY IF 312 IS NECESSARY)
- ___ 1819 (PLUS COPY IF 312 IS NECESSARY)
- ___ POSITION CLASSIFICATION WORKSHEET (IF CLASSIFICATION **IS NOT** ON THE DHMH DELEGATED CLASSIFICATION LISTING)
- ___ APPLICATION/RESUME
- ___ LICENSE, REGISTRATION, DIPLOMA, TRANSCRIPTS, ETC.
- ___ RECORD OF COMPLETION OF EMPLOYMENT REFERENCE CHECK(S)
- ___ RECORD OF COMPLETION OF EDUCATIONAL CREDENTIAL CHECK(S)
(WITH ACCOMPANYING DOCUMENTATION)
- ___ RECORD OF COMPLETION OF EXPERIENCE CREDENTIAL CHECK(S)
(WITH ACCOMPANYING DOCUMENTATION)
- ___ I-9 FORM
- ___ AUTHORITY FOR RELEASE OF INFORMATION FORM
- ___ CRIMINAL CONVICTION REPORT FORM
- ___ CRIMINAL BACKGROUND CHECK FORM
- ___ COMBINED IRMA POLICY ACKNOWLEDGMENT FORM
- ___ STATE OF MD SUBSTANCE ABUSE POLICY ACKNOWLEDGMENT FORM
- ___ DRUG TESTING REQUIREMENT FORM (SENSITIVE CLASSES)
- ___ DRIVER ACKNOWLEDGMENT FORM
- ___ SEXUAL HARASSMENT FORM
- ___ HEALTH BENEFITS ELECTION FORM
- ___ MARYLAND NEW HIRE REGISTRY REPORTING FORM OR CONFIRMATION #
- ___ DOMESTIC VIOLENCE ACKNOWLEDGMENT FORM
- ___ EQUAL OPPORTUNITY APPLICANT DATA FORM
- ___ REQUEST FOR STATE I.D. BADGE (STATE OFFICE COMPLEX EMPLOYEES)
- ___ CORPORATE COMPLIANCE

CONTRACT ADMINISTRATOR/PERSONNEL LIAISON/DATE*
*MUST BE ORIGINAL SIGNATURE

REVISED 3/2003

CHECK LIST B

EMPLOYEE NAME: _____

CONTRACTS BEING RENEWED WITH CHANGE IN SALARY GRADE, CLASS OR FUNCTION ARE TO BE SUBMITTED IN THE FOLLOWING ORDER

- ___ RENEWAL CHECK OFF LIST B-1*
- ___ 311-T AUTHORIZATION CHANGE FORM
- ___ W-4 PLUS COPY (IF CHANGE IN TAX STATUS OR ALLOWANCES IS
BEING REQUESTED)
- ___ DBM 312 FORM (IF NECESSARY)
- ___ ORIGINAL 1242-1 PLUS COPY
- ___ ORIGINAL 1242-2 PLUS COPY
- ___ ORIGINAL 1242-6 PLUS COPY
- ___ 1819 PLUS COPY
- ___ POSITION CLASSIFICATION WORKSHEET (IF CLASSIFICATION **IS NOT** ON
THE DHMH DELEGATED CLASSIFICATION LISTING)
- ___ APPLICATION/RESUME
- ___ LICENSE, REGISTRATION, DIPLOMA, TRANSCRIPTS, ETC.
- ___ RECORD OF COMPLETION OF EDUCATIONAL CREDENTIAL CHECK (S)
(WITH ACCOMPANYING DOCUMENTATION)
- ___ RECORD OF COMPLETION OF EXPERIENCE CREDENTIAL CHECK (S)
(WITH ACCOMPANYING DOCUMENTATION)
- ___ HEALTH BENEFITS CONTINUATION FORM
- ___ CORPORATE COMPLIANCE

*IF ANY ITEMS APPEARING ON THE RENEWAL CHECK OFF LIST DO NOT
HAVE DOCUMENTED UPDATED INFORMATION ON THEM, UPDATED FORMS
MUST BE SUBMITTED.

CONTRACT ADMINISTRATOR/PERSONNEL LIAISON/DATE

REVISED 12/2009

CHECK LIST C

EMPLOYEE NAME: _____

**CONTRACTS BEING RENEWED WITH NO CHANGE IN SALARY GRADE, CLASS
OR FUNCTION ARE TO BE SUBMITTED IN THE FOLLOWING ORDER**

- ___ RENEWAL CHECK OFF LIST C-1*
- ___ 311-T AUTHORIZATION CHANGE FORM
- ___ DBM 312 (IF NECESSARY)
- ___ W-4 PLUS COPY (IF CHANGE IN TAX STATUS OR ALLOWANCES IS BEING
REQUESTED)
- ___ ORIGINAL 1242-1 PLUS COPY
- ___ ORIGINAL 1242-2 PLUS COPY
- ___ ORIGINAL 1242-6 PLUS COPY
- ___ HEALTH BENEFITS CONTINUATION FORM
- ___ CORPORATE COMPLIANCE

*IF ANY ITEMS APPEARING ON THE RENEWAL CHECK OFF LIST DONOT HAVE
DOCUMENTED UPDATED INFORMATION ON THEM, UPDATED FORMS MUST BE
SUBMITTED.

CONTRACT ADMINISTRATOR/PERSONNEL LIAISON/DATE

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RENEWAL CHECK OFF LIST C-1

EMPLOYEE NAME: _____

THIS IS TO CERTIFY THAT THERE ARE COPIES OF THE FOLLOWING FORMS IN THE CONTRACT FILE LOCATED IN THE EMPLOYING UNIT FOR THE ABOVE-NAMED EMPLOYEE. **FORMS REQUIRING UPDATED INFORMATION, HAVE BEEN UPDATED, AND A COPY IS ATTACHED TO THIS CHECK OFF LIST:**

- ___ DHMH 1819 FORM
- ___ POSITION CLASSIFICATION WORKSHEET (IF CLASSIFICATION IS NOT ON THE DHMH DELEGATED CLASSIFICATION LISTING)
- ___ APPLICATION/RESUME
- ___ LICENSE, REGISTRATION, DIPLOMA, TRANSCRIPTS, ETC.
- ___ RECORD OF COMPLETION OF EMPLOYMENT REFERENCE CHECK(S)
- ___ RECORD OF COMPLETION OF EDUCATIONAL CREDENTIAL CHECK(S) (WITH ACCOMPANYING DOCUMENTATION)
- ___ RECORD OF COMPLETION OF EXPERIENCE CREDENTIAL CHECK(S) (WITH ACCOMPANYING DOCUMENTATION)
- ___ FORM I-9 (DOCUMENTATION IS CURRENT, I.E., NOT EXPIRED)
- ___ AUTHORITY FOR RELEASE OF INFORMATION FORM
- ___ CRIMINAL CONVICTION REPORT FORM
- ___ CRIMINAL BACKGROUND CHECK FORM
- ___ COMBINED IRMA POLICY ACKNOWLEDGMENT FORM
- ___ STATE OF MD SUBSTANCE ABUSE POLICY ACKNOWLEDGMENT FORM
- ___ DRUG TESTING REQUIREMENT (SENSITIVE CLASSIFICATIONS ONLY)
- ___ DRIVER ACKNOWLEDGMENT FORM
- ___ SEXUAL HARASSMENT FORM
- ___ HEALTH BENEFITS ELECTION FORM
- ___ MARYLAND NEW HIRE REGISTRY REPORTING FORM
- ___ DOMESTIC VIOLENCE ACKNOWLEDGMENT FORM
- ___ EQUAL OPPORTUNITY APPLICANT DATA FORM
- ___ REQUEST FOR STATE I.D. BADGE (STATE OFFICE COMPLEX EMPLOYEES)

CONTRACT ADMINISTRATOR/PERSONNEL LIAISON*

DATE

*MUST BE ORIGINAL SIGNATURE

REVISED 3/2003

SECTION III

**PROCESSING
GUIDELINES**

PROCESSING GUIDELINES - SECTION III (REVISED 12/2009)

PROCESSING INITIAL CONTRACTS MEETING APPROVED DEPARTMENT OF BUDGET & MANAGEMENT (DBM) EXEMPTIONS

An Initial (New Hire) contract can be approved as an exemption (without the approval of the Department of Budget and Management) if:

- 1) The contract is for a classification that **IS** a DHMH Delegated Classification (See Section VI, Attachment #6); **AND**
- 2) The hourly rate of pay is equal to or less than the **maximum hourly or daily rate of pay of grade 15; AND**
- 3) The contract maximum is equal to or less than the **maximum annual rate of pay of grade 15; AND**
- 4) The employee is not employed under any other contract with the contracting agency; **AND**
- 5) The term of the contract does not exceed one year.

If **ALL** the above criteria are met, complete all the forms shown on Check List A, Initial - New Hire, except the DBM 312 Form. The CPB 311-T Form **only** will be submitted to Central Payroll Bureau in order to place the employee on the Special Payments Payroll. The Review Code on the CPB 311-T Form is 07. The rest of the completed contract paperwork is to be maintained in the employee's file. Once the employee is placed on the payroll, a pre-printed (Green) CPB 311-T Form will be generated by the Central Payroll Bureau as verification that the employee is on the payroll.

PROCESSING INITIAL CONTRACTS THAT DO NOT MEET THE APPROVED DEPARTMENT OF BUDGET & MANAGEMENT (DBM) EXEMPTIONS

An Initial (New Hire) contract that does not meet **ALL** the exemptions shown in the above section must be approved by DBM. This requires the completion of the forms shown on Check List A, Initial - New Hire, including the DBM 312 Form. The CPB 311-T Form must reflect Review Code "99" for Initial contracts not meeting items 2-5 above. Review Code "07" is to be used for Initial contracts that meet items 2-5 above. The following forms are to be submitted to DBM for approval:

Freeze Approval (If required); CPB 311-T Form; W-4; Direct Deposit Form; DBM 312 Form; 1242-1 Form; 1242-2 Form; 1242-6 Form; 1819 Form with copy of ad/posting; Applicant's Salary Request Letter; Position Classification Worksheet or MS-22; MS-100; license/certifications; and verification of reference/education/experience checks.

Once the contract is approved by DBM, the CPB 311-T Form will be submitted to the Central Payroll Bureau by DBM in order to place the employee on the Special Payments Payroll. The approved DBM 312 Form and the employment contract package will be returned to the Agency. A pre-printed CPB 311-T Form will be generated by the Central Payroll Bureau.

PROCESSING GUIDELINES - SECTION III - PAGE 2 (REVISED 12/2009)

PROCESSING RENEWAL CONTRACTS WITH CHANGE IN SALARY GRADE, CLASS
OR FUNCTION (CHECK LIST B & B-1)

AND

PROCESSING RENEWAL CONTRACTS WITH NO CHANGE IN SALARY GRADE,
CLASS OR FUNCTION (CHECK LIST C AND C-1)

Renewal of a contract requires the completion of all the forms show on the applicable Check List. The CPB 311-T Form (Green) must reflect Review Code "99". If an initial contract did not meet the Fiscal Exclusions (Items 2-5, shown on the previous page, under "Processing Initial Contracts Meeting Approved Department of Budget & Managements (DBM) Exemptions"), and therefore required DBM approval, the Review Code on the CPB 311-T Form should already be pre-printed as "99". If an initial contract was processed as an "07", Fiscal Exclusion, and the CPB 311-T Form Review Code is "07", it must be changed to Review Code "99". Review Code "07" is reserved for Initial Hire appointments that meet the Fiscal Exclusions. If the renewal contract is for a classification that **IS** a DHMH Delegated Classification **AND** it meets the fiscal exclusions, complete all the forms show on the applicable Check List, submit the CPB 311-T to CPB and retain the rest of the contract package in the employee's personnel file. If the renewal contract is for a classification that is **NOT** a DHMH Delegated Classification, the contract will require DBM approval regardless of whether items 2-5 are met. The following forms are to be submitted to DBM for approval:

1. Pre-printed CPB 311-T Form
2. DBM 312 Form
3. Rest of Contract package except Health Benefits Continuation Form and Corporate Compliance.

Once the contract is approved by DBM, the pre-printed (Green) CPB 311-T Form will be submitted to the Central Payroll Bureau by DBM in order to effect the changes to the employee's records. The approved DBM 312 Form and the rest of the contract package will be returned to the Agency. A new pre-printed (Green) CPB 311-T will be generated by the Central Payroll Bureau. This new pre-printed CPB 311-T Form is verification that the employee is on the payroll and that the requested changes have been made to the employee's record.

See Section VI, Attachment #6 entitled, "New Processing guidelines Effective 7/1/09".

NOTE: CHECK LIST C AND C-1 IS ALSO TO BE USED FOR CHANGES TO RATES OF
PAY DUE TO GENERAL PAY INCREASES AUTHORIZED FOR THE STANDARD SALARY
PLAN (COLAS); OR INCREMENTS WITHIN THE SAME PAY GRADE.

CHANGES TO CONTRACTS THAT CAN BE AFFECTED BY COMPLETION OF
THE CPB 311-T AUTHORIZATION CHANGE FORM ONLY

NOTE: THE CPB 311-T AUTHORIZATION CHANGE FORM IS AN INTERNAL
FORM - UNITS WITH ON-SITE PERSONNEL OFFICERS MUST USE THE PRE-
PRINTED CPB 311-T FORM TO MAKE THE CHANGES SHOWN BELOW:

- Project change/Program change which is for budgetary reasons and do not affect the duties being performed as agreed on the current contract.
- Correction to spelling/change of names
- Correction of Social Security #; Birth Date, Sex, Ethnic ID
- Code/percentages
- Termination of Employee from the Special Payments Payroll*

*The MS-940A Separation Report Form must also be completed when terminating an employee from the payroll.

NOTE: HEADQUARTERS UNITS AND COUNTY HEALTH DEPARTMENTS WHO DO NOT HAVE ON-SITE PERSONNEL OFFICERS ARE TO SUBMIT ALL PAPERWORK TO THE DHMH OFFICE OF HUMAN RESOURCES, CONTRACTS UNIT FOR PROCESSING. THOSE UNITS WITH ON-SITE PERSONNEL OFFICERS HAVE DELEGATED AUTHORITY TO PROCESS CONTRACTS DIRECTLY TO EITHER THE CENTRAL PAYROLL BUREAU OR THE DEPARTMENT OF BUDGET AND MANAGEMENT AND SHOULD COMPLETE THE PRE-PRINTED CPB 311-T FORM INSTEAD OF THE 311-T AUTHORIZATION CHANGE FORM SHOWN ON THE RENEWAL CHECK LISTS B AND C BEFORE SUBMITTING TO THE CONTROL AGENCIES FOR APPROVAL/PROCESSING. THE 311-T AUTHORIZATION CHANGE FORM IS AN INTERNAL FORM. IT WILL NOT BE ACCEPTED BY THE CENTRAL PAYROLL BUREAU, AND WILL BE RETURNED UNPROCESSED.

SECTION IV

**EXISTING OPERATING
PROCEDURES**

1) W-4 FORM

Only Original W-4 Forms are accepted by Central Payroll Bureau. It is vital that the box which indicates "CT" Payroll System be marked on the W-4. It is not necessary to complete another W-4 Form when a contract is being renewed, unless a change to the tax status or allowances is being requested.

2) CPB 311-T FORM

This form is the document that places an employee on the Special Payments Payroll, therefore it is of utmost importance that this document be accurate in all fields. A copy of the current CPB 311-T Form can be found in Section VI- Attachment #1. Once an employee is placed on the payroll, a pre-printed (Green) 311-T Form will be generated by Central Payroll Bureau. Subsequent changes to employee records require that the pre-printed (Green) CPB 311-T Form be submitted to Central Payroll Bureau. **PLEASE NOTE:** Pre-printed CPB 311-T Forms are maintained and submitted to Central Payroll Bureau by the Office of Human Resources' Contracts Unit for those units who DO NOT have On-Site Personnel Officers.

3) 311-T AUTHORIZATION CHANGE FORM

This form is a DHMH internal form that can be used in place of the CPB 311-T Form when renewing a contract, and to effect changes such as project changes/program changes which do not affect the duties being performed, correction to spelling of names, fund source, code, etc. NOTE: Units with On-Site Personnel Officers who have delegated authority to process contracts directly to the CPB and DBM may use this form INTERNALLY if they wish -- DO NOT SEND THIS FORM TO CPB -- it will be returned unprocessed.

4) DBM 312 FORM (INITIAL CONTRACTS)

This form must be used with initial contracts that FAIL to meet all the exemptions shown below:

- 1) The contract is for a classification that IS a DHMH Delegated Classification; AND
- 2) The hourly or daily rate of remuneration specified in the contract does not exceed the comparable hourly or daily rates for the maximum of salary grade 15; AND
- 3) The total contract cost does not exceed the maximum annual salary of grade 15; AND
- 4) The person is not employed under another contract with the contracting agency; AND
- 5) The term of the contract does not exceed one year.

NOTE: If an initial contract is for a classification that is NOT a DHMH Delegated Classification, a DBM 312 Form must be used and the contract must be approved by DBM regardless if Items 2-5 are met.

5) DBM 312 FORM (RENEWAL CONTRACTS)

Renewal contracts that fail to meet the criteria shown on Page 1, Item 4 of this section, require that a DBM 312 Form be completed with the contract package and approval must be received from the Department of Budget and Management.

NOTE: If a renewal contract is for a classification that is **NOT** a DHMH Delegated Classification, it must be approved by DBM regardless if Items 2-5 shown on Page 1, Item 4 of this section, are met.

6) AMENDMENT OF NON-EXEMPT CONTRACTUAL EMPLOYEE BUDGET AUTHORIZATION

Title 17.04.03.13.D(2) states:

"Funds shall be identified and available in order for the State agency to authorize the Central Payroll Bureau to make payment through the Special Payments Payroll".

Please refer to Mr. James P. Johnson's memorandum dated 12/20/93 for complete instructions regarding amendments of Non-Exempt contractual employee budget authorizations (See Section VI - Attachment #2).

7) DHMH 1819 FORM

This form must be used for **all** newly hired Special Payments Payroll employees. Completion of the DHMH 1819 Form documents recruitment efforts and results and provides verification that all Recruitment and Selection Guidelines have been adhered to as required by rules and regulations. Please refer to the Recruitment and Selection Guidelines for Special Payments Payroll (Section VI - Attachment # 3).

8) ACADEMIC/PROFESSIONAL CREDENTIALS AND EMPLOYMENT HISTORY

It is a requirement by Title 13.202 that contractual employees meet the educational and experience requirements for the positions they occupy. Therefore, educational and experience credentials are to be conducted on all positions by the hiring administration. This includes verification of academic credentials, i.e. high school diplomas, specialized/technical degrees, certificates, transcripts, licenses, typing ability (via administration of a typing test), etc., as well as verification of experience. The verification must be in the form of hard-copy documentation. When a contract is submitted to the DHMH Office of Human Resources' Contracts Unit and approved, without receipt of the written verification of education/experience, etc., the hiring administration will be required to submit the documentation within a maximum of 6 weeks of the contract start date, or the contract will be terminated. Falsification of an employee's education, experience, etc. will require that an employee be dismissed. Additional training required of

EXISTING OPERATING PROCEDURES - SECTION IV - PAGE 3 (REVISED 02/2013)

classifications such as Addiction Counselor series will also need to be verified via hard-copy documentation and submitted for inclusion in the employee's file. Failure of an employee to receive the required additional training is also cause for dismissal. It is the hiring administration's responsibility to advise employees of their need to obtain additional training. It is wise to advise prospective employees during the interview process of the need to provide hard-copy documentation of the verification of academic/professional credentials and employment history.

9) **REFERENCE CHECKS**

Employment Reference Checks must be completed for all Special Payments Payroll employees. Written verification of reference checks must be submitted with all contracts.

10) **FOREIGN EDUCATIONAL CREDENTIALS**

If an applicant has a foreign degree, it is the responsibility of the prospective employee to submit an Application for Evaluation of Foreign Education Credentials form to the appropriate agency. The employee must pay for the completion of the evaluation of their degrees, licenses, etc. to determine if their credentials are equivalent to U.S. standards.

11) **CRIMINAL BACKGROUND INVESTIGATIONS**

Please refer to the attached 4/2/12 memorandum from Janet Nugent regarding Criminal Background Checks.

12) **AUTHORITY FOR RELEASE OF INFORMATION**

The Authority for Release of Information form must be completed by all new Special Payments Payroll employees.

13) **I-9 (EMPLOYMENT ELIGIBILITY VERIFICATION) FORM**

An I-9 Form is to be completed for all new Special Payments Payroll employees. This form is a requirement under the Immigration Reform and Control Act of 1988. It is also a requirement that the documents used to establish identity be unexpired, i.e., Employment Authorization Form, Foreign Passports, etc.



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene
201 W. Preston Street • Baltimore, Maryland 21201

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – Joshua M. Sharfstein, M.D., Secretary

MEMORANDUM

TO: Facility CEOs
Health Officers
Personnel Administrators/Officers/Liaisons

FROM: Janet Nugent, Director
Office of Human Resources

RE: Criminal Background Checks

DATE: April 2, 2012

There are changes to the process of conducting criminal background checks being implemented by CJIS (the Maryland Criminal Justice Information System – Central Repository) and the FBI which may impact operations at your agencies.

After April 15, 2012, CJIS will no longer accept ink fingerprint cards. All fingerprint submissions must be electronically or digitally captured. Agencies must use an approved electronic fingerprint location or purchase an electronic capture device. The cost for the digital fingerprinting is approximately \$20 which does not include the cost of the FBI (\$16.50) or State (\$18.00) background check. Digital fingerprinting is available through State operated fingerprinting services, but locations are limited. The use of private providers for digital fingerprinting requires a procurement process.

In light of this change, we recommend that agencies be circumspect about which candidates for employment receive formal background checks and that you review the various laws, regulations, or practices governing your individual programs. If a formal background check is required it should be conducted once at the time of initial hire to contract or PIN. Our practice in headquarters is to require each job applicant to complete an Employee Disclosure of Criminal History form at the time of interview. When a candidate is selected for a position, the Office of Human Resources does an initial background check on that individual through the Maryland Judiciary Case Search. If criminal conviction, probation before judgment, or not criminally responsible disposition is indicated (other than minor traffic violations), we conduct a criminal background check through CJIS.

Most DHMH facilities and some local health departments handle CJIS records checks and fingerprinting independent of headquarters. Other local health departments do their own fingerprinting, but send the background request form to OHR's Employment Services Division where we add a central account number, route through General Accounting, and forward to CJIS.

After April 15th, we recommend that all local health departments request and obtain individual account numbers from CJIS and procure digital fingerprinting from a local provider or use a State operated location in your area. After you receive and review the results of any required background checks, they should be sent to OHR if we maintain the official personnel file.

You may continue to use the OHR central account number if a State operated digital fingerprinting location is most convenient. This process will require that you complete the request form for fingerprinting (attached) and send a copy of it to our Employment Services Director, Tammi Speights. At the same time, give the form to the employee/applicant and schedule them to go to a State operated location for digital fingerprinting (also attached).

If you have any questions or concerns, please do not hesitate to contact me, Christine Brigandi, or Tammi Speights at 410-767-5423.

Attachments

References:

<http://www.dpscs.state.md.us/publicservs/bgchecks.shtml> - Info on Background checks and obtaining an agency authorization code;

<http://casesearch.courts.state.md.us/inquiry/inquiry-index.jsp>. - Maryland Judiciary Website



STATE OF MARYLAND
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES
CRIMINAL JUSTICE INFORMATION SYSTEMS – CENTRAL REPOSITORY

LIVESCAN PRE-REGISTRATION APPLICATION

APPLICANT INFORMATION *(PLEASE TYPE OR PRINT CLEARLY)*

Name: _____

Date of birth: _____ SSN: _____ Gender: Male Female *(Please check)*

Height: _____ ft. _____ inches Weight: _____ lbs. Eye Color: _____ Hair Color: _____

Race: Black White Asian/Pacific Islander Native American Other *(Please check)*

Place of Birth: _____ Citizenship: _____

Current address: _____

City: _____ State: _____ ZIP Code: _____

Daytime Phone: _____ Evening Phone: _____ Driver's License #: _____

AGENCY INFORMATION

Agency Authorization #: _____

ORI # (if required): _____ Reason fingerprinted? _____

Position Applied for: _____

Request Type: *(Choose one ONLY)*

<input type="checkbox"/> Adult Dependent Care	<input type="checkbox"/> Government Licensing or Certification
<input type="checkbox"/> Attorney/Client	<input type="checkbox"/> Immigration/VISA
<input type="checkbox"/> Child care	<input type="checkbox"/> Individual Challenge
<input type="checkbox"/> Criminal Justice	<input type="checkbox"/> Individual Review
<input type="checkbox"/> Gold Seal/ Adoption	<input type="checkbox"/> MSP Licensing
<input type="checkbox"/> Gold Seal/Letter/VISA	<input type="checkbox"/> Private Party Petition
<input type="checkbox"/> Government Employment	<input type="checkbox"/> Public Housing

Mail Response to:
 (Mailing option only available for Visa Gold Seal and/or Individual Review)

Name: _____

Address: _____

City, State, Zip code: _____

State Operated Fingerprinting Services

Location: 6776 Reisterstown Road
(West side of Reisterstown Road Plaza Mall)
Suite 102 (first floor)
Baltimore, MD 21215
For directions, go to <http://www.mapquest.com>

Phone: 410-764-4501
1-888-795-0011 (toll free)

Hours of Operation Monday, Tuesday, Wednesday, Friday
8:30am- 5:00pm

Thursday
8:30am – 6:30pm

1st and 3rd Saturdays of each month
8:30am – 4:30pm

Closed on designated State holidays

The following locations are available by appointment only:

Motor Vehicle Administration - Bel Air
501 West MacPhail Road
Bel Air, MD 21014

Motor Vehicle Administration - Frederick
1601 Bowman's Farm Rd.
Frederick, MD 21701

Motor Vehicle Administration - Waldorf
St. Charles Business Park
11 Industrial Park Drive
Waldorf, MD 20602

Motor Vehicle Administration - Salisbury
251 Tilghman Rd
Salisbury, MD 21801

Motor Vehicle Administration - Glen Burnie
6601 Ritchie Hwy, N.E.
Glen Burnie, MD 21062

Call for an appointment: 410-764-4501 or 1-888-795-0011 (toll free)

14) DHMH POSITION CLASSIFICATION WORKSHEET

Contracts to employ individuals into classifications that are not listed on the DHMH Delegated Classification Listing will require that a completed "DHMH Contractual Position Classification Worksheet" or MS-22 be submitted with the contract package. A more thorough review of the duties and responsibilities are required by DBM for these appointments. If the position has not previously been filled and/or reviewed for the appropriate classification, or the duties have changed, it is required that a review be conducted to determine the appropriate classification before proceeding with recruitment. See Section VI - Attachment #6 for the listing of DHMH Delegated Classifications and Attachment #4 for a Position Classification Worksheet.

15) CLASS CODE

Please identify a valid class code whenever possible. Use "8999" only whenever services are performed for which there is no appropriate job classification such as Patients, Deaf Interpreters, O.D. Physicians and Substitute Teachers.

16) HEALTH INSURANCE

Health Insurance is available to Special Payments Payroll employees. These employees must enroll within 60 days of their first contract or during Open Enrollment. The employee must pay the total cost of the health benefit, i.e., the employee's and the State's contribution. Information concerning the available plans can be accessed on DBM's web-site. Payment for insurance is to be submitted directly to DBM's Employee Benefits' Division. All newly hired Special Payments Payroll employees must sign the Health Benefits Election Form. Renewal of a contract requires the employee to sign the Health Benefits Continuation Form.

17) ID CARDS

Special Payments Payroll employees employed at the State Complex are required to obtain a Photo ID Card through the Dept. of General Services.

18) SENSITIVE/NON-SENSITIVE CLASSIFICATIONS

All employees must sign the State of Maryland Substance Abuse Policy Acknowledgment Form. Employees employed in sensitive classifications must also sign the Drug Testing Requirement Form and be drug tested at time of initial contractual hire. Employees hired in both sensitive and non-sensitive classifications must attend a Drug Orientation Briefing.

19) EMPLOYEES USING COMPUTERS

Any Special Payments Payroll employee using or with the potential to use

Computers, must sign the Combined IRMA Policy Acknowledgment Form.

20) PHYSICALS

Classifications requiring pre-employment physical examinations is also applicable to Special Payments Payroll employees. Completion of physical examinations and retention of documentation is the responsibility of the Hiring unit. Please refer to the applicable Specification Sheet in order to determine if a particular classification requires a pre-employment physical to be completed.

21) DRIVERS OF STATE VEHICLES

Employees who operate State vehicles must read and sign the Acknowledgment Form for Drivers of State Vehicles. Expenses incurred by a Special Payments Payroll employee may be paid in accordance with the Standard Travel Regulations in the same manner and at the same rate as for regular payroll employees.

22) VOLUNTARY DEDUCTIONS

Voluntary deductions are permitted for direct deposit, deferred compensation, savings bonds and authorized charitable contributions. Of course, State and Federal taxes and FICA are automatically deducted from the employee's paycheck.

23) WORKMEN'S COMPENSATION AND UNEMPLOYMENT INSURANCE

All Special Payments Payroll employees are covered by Workmen's Compensation and unemployment insurance.

24) RETIREES

The re-hiring of State Retirees to the Special Payments Payroll must be reported to the Maryland State Retirement Agency. It is therefore imperative that the State Retiree area be completed on the DHMH 1242-1 Form. Units with On-site Personnel Officers are responsible for reporting this information to the Retirement Agency.

25) SHIFT DIFFERENTIAL/ANTICIPATED OVERTIME AND ON-CALL

A qualifying shift differential is one that starts on or after 2 p.m. and on or before 1 a.m., and is designated for that purpose by management. Shift differential, overtime, and on-call shall not be included in the rate of pay, however, the cost will be included in the contract maximum reflected on the DHMH 1242-2 Contractual Employee Agreement Form. Individuals on Special Payments Payroll who are exempt from cash overtime are paid straight time for all hours worked.

26) COMPUTING CONTRACT PERCENTAGE

Anticipated Annual Hours (including overtime) in the contract
_____ X100 = %
2080 Hours

27) CONTROL OF DOLLARS EXPENDED, CONTRACT END DATES, AND FISCAL APPROVALS

It is the responsibility of the employing unit to establish a monitoring system for tracking contract dollar limits, end dates, and fiscal approval. Under no circumstances is an employee to be permitted to work beyond the approved contract maximum (dollar amount) or end date of his/her contract. It is legally required that contract documents be up-to-date, fiscally approved, and on file for each contract employee.

28) VOUCHERS

The Special Payments Payroll employee shall be paid only for the hours and days actually worked. Positive time reports of actual hours worked shall be maintained by the Appointing Authority. The DHMH Special Payments Payroll Voucher is to be used by all DHMH Headquarters Special Payments Payroll employees. Please advise Special Payments Payroll employees that it is their responsibility to submit payroll vouchers on the due dates listed on the Special Payments Payroll schedule. Also, please encourage all Special Payments Payroll employees to enroll in Direct Deposit. Otherwise checks will be mailed to employee's home address.

Special Payments Payroll procedures and forms for local health departments are available upon request. Any questions regarding payroll processing should be directed to the DHMH Payroll Unit at (410) 767-5544.

29) EMERGENCY CHECKS

Emergency Checks cannot be issued by the DHMH Payroll Office. Please advise your DHMH Headquarter's Special Payments Payroll employees that it is imperative that they submit their Voucher to the Payroll Office according to the Voucher Due Date Schedule.

30) CHANGE OF NAME/HOME ADDRESS

Units without On-site Personnel Officers may use the 311-T Authorization Change Form to change a name. Units with On-site Personnel Officers must use the pre-printed CPB 311-T Form to effect a name change. A change of home address requires a Change of Address Form to be completed by the employee. If an employee is enrolled in any of the Health Plans, Vision Plan, etc., it will be necessary for a Change of Name/Address Form to be completed also.

31) RECRUITMENT SERVICES FOR CENTRAL OFFICE

As you may know, job seekers routinely walk in or write the Central Office seeking Special Payments Payroll employment. The Recruitment and Selection Division in the Office of Human Resources can refer applicants to the Web-site for job postings for current recruitments within DHMH. The Recruitment and Selection Division can assist in the construction of ads/postings and can place ads in newspapers and/or the DHMH/DBM web-sites, etc. Any job listing/solicitation should include job title, salary requirements, and contact information and must involve some type of public solicitation. When recruiting for contractual employees, the Recruitment & Selection Guidelines are to be adhered to by Hiring Managers.

32) RENEWAL CONTRACTS

Please refer to Renewal Check Lists B and C which outline the necessary paperwork to be submitted with a renewal contract. As a reminder, any contract requiring the approval of the Department of Budget and Management, must be submitted to that Department and must include a DBM 312 Form. See Section VI - Attachment #6 for complete instructions.

33) TERMINATION OF EMPLOYEES

Employees need to be advised, in writing, if being terminated and a 2-week notice be provided unless circumstances dictate that no notice be given. Units without On-site Personnel Officers may submit a 311-T Authorization Change Form and an MS-940A - Separation Report Form to the OHR Contracts Unit to remove an employee from the Special Payments Payroll. Unless a 311-T Form is sent to CPB to remove an employee from the Payroll, they will continue to appear as if they are still employed by your Administration. **PLEASE NOTE:** This office will automatically process a termination for any employee whose contract has an expiration date older than one (1) month and for which neither a renewal contract nor

termination paperwork has been received. Of course, this automatic termination does not negate the need for termination paperwork to be submitted.

Units with On-Site Personnel Officers must submit the Pre-printed 311-T Form to Central Payroll Bureau to terminate an employee. A Separation Report should be completed and retained in the employee's file for the purpose of quick retrieval of information to verify an employee's previous employment and to provide information when requested, to the Maryland State Unemployment Office.

34) CONTRACTUAL CONVERSIONS

Please direct any questions regarding Contractual Conversions to the DHMH Employment Unit at (410) 767-6403.

35) TIME FRAME FOR PROCESSING CONTRACTS

Units without On-Site Personnel Officers, must forward ALL contracts to the OHR, Contracts Unit at least 4-6 weeks prior to a Special Payments Payroll employee's starting date so that all approvals can be obtained in a timely fashion. Exceptions to this would be contracts for emergency services due to circumstances threatening health, injury, loss of life or property loss or damages. Also, keep in mind that absolutely no commitments are to be made to prospective employees until appropriate paperwork has been cleared through the Control Agencies. Salary advances cannot be given to employees who have been asked to start before approval has been given. An approval letter will be issued to the employee. Unnecessary delays in receiving approvals for contracts can be avoided if contracts are submitted in the appropriate order as shown on the Check Lists, and all required documents are included and completed properly.

36) RETENTION OF RECORDS

All records and documents relating to Special Payments Payroll employees are to be retained for a period of five (5) years from the date of final payment under the contract. All documents are to be available for inspection and audit by authorized State and/or Federal Officials.

37) MISCELLANEOUS CORRESPONDENCE

All correspondence relating to Special Payments Payroll employees must contain the employee's social security number. The social security number is the only identification key used by Central Payroll Bureau.

38) **SEXUAL HARASSMENT**

All employees must sign the form acknowledging receipt of a copy of DHMH Policy Number 4144, Policy on Sexual Harassment.

39) **NEW HIRE REGISTRY REPORTING**

The Department of Labor, Licensing & Regulation requires that information be reported on newly hired and re-hired employees. This information can be reported through the Internet at <http://www.mdnewhire.com>. **Note:** County Health Departments without delegated authority and Headquarters' Units must complete the New Hire Registry Reporting Form and submit this document with the contract package.

40) **DOMESTIC VIOLENCE AND THE WORKPLACE**

All employees must sign the form acknowledging receipt of a copy of Domestic Violence and the Workplace Executive Order 01.01.1998.25.

41) **EQUAL OPPORTUNITY APPLICANT DATA FORM**

This form must be completed, signed by the Hiring Manager and submitted with the Special Payments Payroll contractual package for all appointments.

42) **IDENTIFYING & RESPONDING TO WORKPLACE THREATS**

All mailroom, secretarial and clerical staff must attend the mandatory training program on *Identifying & Responding to Workplace Threats*. The Department highly recommends that all managers and supervisors attend the program as well.

43) **CORPORATE COMPLIANCE PROGRAM**

The Corporate Compliance Program requires that appointing authorities do not hire any individual either on a permanent or contractual basis, who has been convicted of a criminal offense related to health care, or who is listed by a Federal agency as debarred, excluded, or otherwise ineligible for participation in Federally-funded health care programs. Such individuals are listed on the U.S. Government's HHS Office of Inspector General's List of Excluded Individuals/Entities list. It is the Appointing Authorities' responsibility to check the database to ensure that selected applicants have not be barred from contracting with DHMH prior to submitting contracts for approval. This database can be accessed through the Internet at <http://exclusions.oig.hhs.gov/>.

- 44) Employees may receive their regular hourly rate of pay for jury service when the employee receives a notice for jury service and only when the employee's jury service occurs on the employee's scheduled workday. If, after reporting for jury duty, the employee is dismissed for the day, the employee shall return to work if time permits. Payment will be prorated based on the employee's percentage of employment. An individual employed less than 50 percent of the workweek will not receive payment for jury service. An employee who is selected for jury service shall notify the appointing authority immediately, produce a copy of the jury notice and must indicate this absence on the voucher as appropriate.
- 45) Direct Deposit and POSC is available to Special Payments Payroll employees. Please refer your employees to <http://compnet.comp.state.md.us/cpb> for further information.

SECTION V

**OBTAINING
CONTRACT FORMS**

OBTAINING CONTRACT FORMS - SECTION V – PAGE 1 - (REVISED 02/2013)

The following forms can be E-Mailed to your office and are also available through the DHMH Intranet Site. Please feel free to Xerox these forms for future use.

- CPB 311-T Form/311-T Authorization Change Form
- DBM 312 Form
- DHMH 1242-1 Form
- DHMH 1242-2 Form
- DHMH 1242-6 Form
- DHMH 1819 Form
- Position Classification Worksheet
- Record of Completion of Employment Reference Check(s) Form
- Record of Completion of Educational Credential Check(s) Form
- Form letter to Registrar of Transcripts to verify education/degrees, etc.
- Record of Completion of Experience Credential Check(s) Form
- Form letter to previous employers to verify experience
- Authority For Release of Information Form
- Criminal Conviction Report Form
- Software Code of Ethics Form
- Electronic Acknowledgment Form
- Driver Acknowledgment Form
- Health Benefits Election Form/Health Benefits Continuation Form
- Check Lists A, B and C
- Renewal Check-Off Lists B-1 and C-1
- Separation Report (MS-940A)
- Change of Name/Address Form
- Voucher (Headquarters' Units)
- Sexual Harassment Acknowledgment Form
- Domestic Violence Acknowledgment Form
- Equal Opportunity Applicant Data Form
- Request for State I.D. Badge Form
- I-9 Form (Also available at <http://www.uscis.gov/portal/site/uscis>)
- W-4 Form (Also available at <http://compnet.comp.state.md.us/cpb/>)
- Direct Deposit Form (Also available at <http://compnet.comp.state.md.us/cpb/>)
- State of Maryland Substance Abuse Policy Acknowledgment Form
- Drug Testing Requirement Form
- Maryland New Hire Registry Form (Also available at <http://newhire-reporting.com/MD-Newhire/default.aspx>)
- Livescan Pre-Registration Application (Also available from Department of Public Safety and Correctional Services Web-site – Central Repository)
<http://dpscs.maryland.gov/publicservs/docs/LiveScanPre-RegistrationApp.doc>

If your office would like to obtain contract packages, please contact the Contracts Unit at (410) 767-6411.

SECTION VI

**REFERENCE
MEMORANDUMS**

SPECIAL PAYMENTS PAYROLL AUTHORIZATION

ACTION CODE	EFFECTIVE DATE	AGENCY CODE	AGENCY CONTACT & PHONE NUMBER				
SOCIAL SECURITY NO. <small>(Verified)</small>	FIRST NAME <small>(Legal Name Only)</small>		MIDDLE INT.	LAST NAME			
RATE OF PAY	H/D	NPH	PCT EMP	CHK DIST/LOC	SUB-PGM	PROGRAM	PSEUDO CODE
FUND SOURCE	CODE	PERCENT	REVIEW CODE	CLASS CODE	AGENCY CONTROL NUMBER		
FIRST							
SECOND			AGENCY CONTROL NUMBER <small>(Not required)</small>		RESERVED (PIN)		
THIRD			ENTRY ON DUTY DATE	(IF EMPLOYEE HAS HAD PREVIOUS CONTRACTS, THE ENTRY ON DUTY DATE SHOULD BE THE DATE OF THE ORIGINAL CONTRACT.)			

REMARKS:

I CERTIFY THAT SUFFICIENT FUNDS ARE IDENTIFIED AND AVAILABLE IN THE AGENCY APPROPRIATION FOR CONTRACTUAL EMPLOYMENT TO SUPPORT THIS EXPENDITURE, THAT THE APPROPRIATE CONTROL AGENCY REVIEW STATUS HAS BEEN INDICATED AND THAT APPROVAL HAS BEEN OBTAINED BY WAY OF THE 312 PROCESS, IF REQUIRED.

SIGNATURE-FISCAL OFFICER

SIGNATURE-APPOINTING AUTHORITY

DATE

NAME-APPOINTING AUTHORITY

ACTION CODE (01-NEW HIRE, 02-TRANSFER, 03-CHANGE, 04-TERMINATE)
 For new hires submission of a W4 (Form MW507) is required.
 The new W4 Form must indicate Payroll Type CT.

REVIEW CODES (REASONS EXEMPT FROM PRE-EMPLOYMENT CONTROL AGENCY REVIEW)

- A. SEPARATION OF POWERS 41-LEGISLATIVE 51-JUDICIAL
- B. STATUTORY - 21
- C. POLICY:

01-STUDENT (FICA EXEMPT)	08-SPECIAL AUTHORITY (ATTACH JUSTIFICATION)
02-PATIENT (FICA EXEMPT)	09-ON DUTY PHYSICIAN, DHMH
03-INMATE (FICA EXEMPT)	10-APPROVED, BPW
04-DIRECT EMERGENCY SERVICES	11-INTERMITTENT/ SEASONAL EMPLOYMENT
05-DIRECT STUDENT SERVICES, SCHOOL FOR THE DEAF	12-EXEC DEPT-GOV
06-COLLEGE FACULTY	14-INCENTIVE AWARDS
07-FISCAL EXCLUSION- DBM APPROVAL REQUIRED (ALSO SUBMIT DBM 312)	99-DBM APPROVAL REQUIRED (ALSO SUBMIT DBM 312)

FORWARD COMPLETED FORM TO: CPB PERSONNEL INTERFACE UNIT
 P. O. BOX 2396
 ANNAPOLIS, MD 21401

FORMS REQUIRING REVIEW CODES "07" & "99" MUST BE FORWARDED TO DEPT. OF PERSONNEL SERVICES AND BENEFITS, CLASSIFICATION UNIT FOR APPROVAL.

STATE OF MARYLAND
DEPARTMENT OF HEALTH AND MENTAL HYGIENE
BUDGET MANAGEMENT OFFICE

TO: ALL UNITS

FROM: James P. Johnson, Chief
Budget Management Office *JPS*

DATE: December 20, 1993

RE: Amendment of Non-Exempt Contractual Employee
Budget Authorization

The Department of Budget and Fiscal Planning (DBFP) has established a new policy on budget authorization for non-exempt contractual employees. Effective January 17, 1994, an Amendment of Non-Exempt Contractual Employee Budget Authorization is required for any unit requesting to fill a non-exempt contractual position which is not listed on their Non-Exempt Contractual Employee budget form (SPP form).

The Budget Management Office (BMO) will serve as DHMH's representative for the preparation and submission of Amendment of Non-Exempt Contractual Employee Budget Authorization. Units requesting to fill a non-exempt contractual position after January 16, 1994, which is not contained in their non-exempt contractual employee budget form, must submit to BMO a request to change their budget form. This request must be in writing, and must follow the guidelines which are attached to this memo. BMO will distribute to all units a summary of their current non-exempt contractual employee budget authorizations for FY 1994 (which includes any adjustments necessitated by FY 1994 budget amendments).

BMO will submit the amendment of Non-Exempt Contractual Employee Budget Authorization to DBFP, and forward approved copies to affected units. DBFP policy states that "Funds may not be expended or encumbered until the Amendment of Non-Exempt Contractual Employee Budget Authorization is approved".

This policy eliminates the requirement for DBFP and BMO approvals on Form CPB-312 Special Payments Payroll Authorization for non-budgeted requests. An approved Amendment of Non-Exempt Contractual Employee Budget Authorization will serve as justification for designating previously non-budgeted requests as budgeted.

Approval of an Amendment of Non-Exempt Contractual Employee Budget Authorization does not change a unit's appropriation. In order to comply with the Comptroller's policy on "Over Expenditure of State Appropriation," units should monitor constantly their program by fund status and make the appropriate adjustments, including the early submission of budget amendment requests, in sufficient time to avoid overdraw situations. Requests to BMO for budget amendments which affect non-exempt contractual employment, should also include required information for submission of Amendment of Non-Exempt Contractual Employee Budget Authorization.

If you have any questions or problems concerning this new policy, please contact your assigned analyst in the Budget Management Office.

JPJ:rc

cc: Robert Eastridge
Mary Mussman, M.D.
Richard Bandelin
Larry Triplett
Frank Zoll

Guidelines for Submission of Requests for Amendment of Non-Exempt Contractual Employee Budget Authorization

- A. Requests should be made at the sub-program level of detail. All non-exempt contractual positions contained in affected sub-programs must be listed.
- B. Current Appropriation or Authorization must be listed and contain the following information.
 - 1. Classification of employment
 - 2. Full-time equivalent positions (FTEs)
 - 3. Dollar amount of FTEs (excluding fringe benefits)
 - 4. Appropriate two digit fund code and percentage of each fund if multiple funded
- C. Revised Spending Plan - must contain same level of detail as Current Appropriation or Authorization.
- D. Justification - Fully explain reasons for requesting an Amendment of Non-Exempt Contractual Employee Budget Authorization. Explanations must address what funding sources will be available to cover the revised spending plan.

ATTACHMENT #3

DEPARTMENT OF HEALTH AND MENTAL HYGIENE
PERSONNEL SERVICES ADMINISTRATION
GUIDELINES

HIRING SPP CONTRACT AND TEMPORARY EMERGENCY EMPLOYEES

These guidelines apply to all SPP contract hiring. The guidelines are to be applied before any contract is signed or processed. These guidelines also apply to Temporary Emergency (EM) appointments.

All hiring above base salary must be predicated upon demonstrated recruitment difficulty and a justifiable need to offer such salary amount. When hiring above base salary, no other candidate, qualified as defined by the job specifications, with comparable job related expertise/abilities who would accept a lower salary level (step) can be available. While we are not compelled to offer the position to the low bidder applicant who may not be the best suited applicant in terms of job related skills, knowledge, abilities/expertise, we are required to justify why any particular above base salary offer is "reasonable" and should be approved, even if only one applicant is available for the position.

All contract positions should be publicly solicited/advertised (newspaper ad recommended - a sample ad is attached) in order to attract an applicant pool. The hiring manager or designee in determining what is a reasonable salary level for a particular applicant must relate the applicant's requested salary level/step to their present or most recent salary and/or any valid, active, competing salary offer being entertained by the applicant. It is reasonable that some applicants will not change employers unless they are offered a greater salary than that received at one's present or most recent employer.

In general, it is reasonable under these guidelines that up to an approximate 12% salary increase over present or most recent salary may be necessary to attract a candidate. Please note that salary as an EM employee is not to be considered as "most recent salary." It is also recognized under these guidelines that it may be necessary to meet or approximate but not exceed one's active salary offer from elsewhere to make a successful job offer. These statements constitute the guideline salary offer limits. It is appropriate in the salary negotiation process for the hiring manager to request that an applicant state, in writing, the lowest salary the applicant would accept and why, in relation to the applicant's salary history/job competing job offer(s). A form is attached that must be used to obtain the minimum salary levels of all "qualified" applicants.

Hiring managers should note that above base hiring, at any step level, is not automatically authorized to offset a lack of benefits in contractual or Temporary Emergency employment.

Hiring managers should also note that an above base salary level, approved under contract employment or Temporary Emergency (EM) Appointment, cannot be guaranteed when any employee is appointed to a permanent position (PIN).

A hiring manager, with the advice of the field Personnel Officer; or, the Contracts Unit (for SPP only) of the Personnel Services Administration, may authorize a salary level up to and including step 8 of the salary grade provided the salary does not exceed the salary offer limits per these guidelines and meets the current Fiscal Exclusions set by the Department of Budget and Management.

Salary offers exceeding salary offer limits per these guidelines requires demonstrated public solicitation to recruit/attract applicants via recent newspaper help wanted ad(s); and a statement from the hiring manager as to why additional recruitment/advertising cannot or should not be undertaken; and requires the approval of the Program Director, Facility Director, or Local Health Officer prior to signing/submitting contract or processing an EM appointment.

The Program Director, Facility Director, or Local Health Officer, with the advice of the field Personnel Officer; or, the Contracts Unit (for SPP only) of the Personnel Services Administration, may authorize a salary level within the salary grade that exceeds the guideline salary level when he/she determines that a reasonable effort has been made to recruit/attract applicants; and determines that such salary offer is in the State's best interest as relates to service quality, efficiency, and/or expediency.

Any and all of these salary and recruitment guidelines may be waived in the name of departmental "Emergency Preparedness" or "Emergency Response" when such circumstance clearly exists, and the DHMH Director, Personnel Services Administration concurs with the requesting Program Director, Facility Director, or Local Health officer on the need for such a waiver.

Note Following these guidelines will result in a contract that meets all requirements;
For SPP however, managers and employees should be aware the contract is not official
only: until it is reviewed and approved by the appropriate control agencies.

The DHMH 1819 form should only be used for contractual appointments. The request for Temporary Emergency Appointment form with revised attachment should be used for emergency appointments.

Also attached is a condensed, summary version of the guidelines which may be useful.

Attachments

ATTACHMENT #3

DEPARTMENT OF HEALTH AND MENTAL HYGIENE
PERSONNEL SERVICES ADMINISTRATION
GUIDELINES (SUMMARY)

HIRING SPP CONTRACT AND TEMPORARY EMERGENCY EMPLOYEES

GENERAL:

1. All salaries must be negotiated and finalized following these guidelines before a contract/EM appointment is signed and submitted for processing.
2. Some form of accepted public solicitation (newspaper help wanted ad(s) recommended) to attract applicants must occur prior to appointment.
3. Any above base salary approved for a Special Payments employee under these guidelines can not be guaranteed to that employee upon conversion to a permanent position.
4. An above base salary is not automatically authorized to offset lack of benefits.
5. No other qualified candidate, as defined by the job's specifications, with comparable job related expertise/abilities who would accept a lower salary level, can be available.

CRITICAL SALARY NEGOTIATION DETERMINING FACTORS:

1. Applicant's present salary, if employed.
2. Applicant's most recent salary, if unemployed.
3. Applicant's active, valid, competing job offers, if any.

SALARY OFFER LIMITS UNDER THE GUIDELINES:

1. Offer should not exceed approximately twelve (12) percent of applicant's present or most recent salary.
- OR,
2. Offer can meet or closely approximate, but not exceed, applicant's active, valid, competing job offer(s).

SALARY OFFERS EXCEEDING SALARY OFFER LIMITS:

1. Requires demonstrated public solicitation to recruit/attract applicants via recent newspaper help wanted ad(s).

AND,
2. Requires hiring manager statement as to why additional recruitment/advertising cannot or should not be undertaken.

AND,
3. Requires the approval of the Program Director, Facility Director, or Local Health Officer prior to signing/submitting contract or processing an EM Appointment.

ABOVE BASE SALARY APPROVAL AUTHORITY LIMITATIONS:

WITHIN THE GUIDELINES:

The hiring manager, with the advice of the field Personnel Officer; or the, Contracts Unit (for SPP only) of the Personnel Services Administration, may authorize a salary level up to and including step 8 of the salary grade provided the amount does not exceed salary offer limits under the guidelines.

EXCEEDING THE GUIDELINES

The Program Director, Facility Director, or Local Health Officer, with the advice of the field Personnel Officer or the Contracts Unit (for SPP only) of the Personnel Services Administration, may authorize a salary level within the salary grade that exceeds the guideline salary level when he/she determines that a reasonable effort has been made to recruit/attract applicants; and, determines that such salary offer is in the State's best interest as relates to service quality, efficiency, and/or expediency.

FORM 1819 - COMPLETE THIS FORM FOR ALL APPOINTMENTS

STATE PERSONNEL AND PENSIONS ARTICLE, TITLE 13-203, ANNOTATED CODE OF MARYLAND, REQUIRES THAT A REASONABLE EFFORT BE MADE TO PUBLICLY SOLICIT APPLICANTS FOR CONTRACTUAL EMPLOYMENT, TO SCREEN AND SELECT APPLICANTS USING METHODS AND CRITERIA THAT ARE UNIFORMLY APPLIED TO ALL APPLICANTS, AND TO USE CRITERIA TO SELECT CONTRACTUAL EMPLOYEES THAT ARE BASED ON THE QUALIFICATIONS OF THE APPLICANT. ADDITIONALLY, THE DEPARTMENT OF HEALTH AND MENTAL HYGIENE, PERSONNEL SERVICES ADMINISTRATION GUIDELINES MUST BE FOLLOWED.

APPLICANT AND WAGES INFORMATION:

DHMH UNIT: _____ TOTAL CONTRACT AMOUNT: \$ _____
SELECTED APPLICANT: _____ CLASS/LEVEL: _____
REQUESTED SALARY GRADE: ___ STEP: _____ REQUESTED HOURLY RATE: \$ _____

RECRUITMENT METHODS/RESULTS:

RECRUITMENT METHODS/SOURCES USED (Check Those Used):

- *NEWSPAPER HELP WANTED AD(S) (GIVE DATE(S)/NAME OF PAPER – ATTACH COPY): _____
- JOB FLYERS POSTED/DISTRIBUTED (GIVE DATE(S)- ATTACH COPY): _____
- *MERIT SYSTEM ELIGIBLE LIST VIA LOCAL PERSONNEL OFFICE
- LISTING OF POSITION WITH LOCAL/REGIONAL MD JOB SERVICE OFFICE
- OTHER (EXPLAIN) _____

* SATISFIES COMPETITIVE HIRING GUIDELINES FOR CONTRACTUAL COVERSION TO A MERIT SYSTEM PIN.

RECRUITMENT RESULTS:

___ NUMBER OF APPLICANTS INTERVIEWED – MINIMUM OF 3 REQUIRED

___ NUMBER OF MARGINALLY QUALIFIED**AVAILABLE APPLICANTS

** MEET GENERAL MINIMUM EDUCATION AND/OR EXPERIENCE REQUIREMENTS, BUT LACK ONE OR MORE NECESSARY JOB SPECIFIC SKILLS, KNOWLEDGE OR ABILITIES.

___ NUMBER OF QUALIFIED ACCEPTABLE APPLICANTS

COMPLETE IF SALARY OF APPLICANT IS ABOVE BASE:

MINIMUM SALARY LEVEL REQUIRED BY SELECTED APPLICANT (Check One):

___ Step 1 ___ Step 2 ___ Step 3 ___ Step 4 ___ Step 5 ___ Step 6 ___ Step 7 ___ Step 8

APPLICANT'S PRESENT SALARY (IF EMPLOYED) \$ _____
APPLICANT'S MOST RECENT SALARY (IF UNEMPLOYED) \$ _____
APPLICANT'S ACTIVE, VALID, COMPETING JOB OFFER(S), AMOUNT IF ANY \$ _____

ATTACH MINIMUM SALARY REQUIREMENT LETTER FROM APPLICANT.

SELECTED APPLICANT: _____ (From First Page)

PREVIOUS APPLICANT OFFERS (ALL APPLICANTS) MADE AND REJECTED FOR THIS CONTRACT POSITION (INDICATE NUMBER):

___ AT BASE OF SALARY GRADE
___ AT STEP 1 ___ AT STEP 3 ___ AT STEP 5 ___ AT STEP 7
___ AT STEP 2 ___ AT STEP 4 ___ AT STEP 6 ___ AT STEP 8

REASON(S) GIVEN FOR REJECTED OFFERS (INDICATE NUMBER):

___ SALARY ___ TRAVEL REQUIRED ___ WORKING CONDITIONS
___ JOB DUTIES ___ NO LONGER AVAILABLE ___ LACK OF BENEFITS
___ OTHER (SPECIFY) _____

COMPLETE IF SALARY OFFER IS AT BASE OR WITHIN DHMH ABOVE BASE GUIDELINES:

Check One:

- The salary being requested for applicant is at base.
- The salary being requested for the applicant does not exceed 12% of the applicant's present or most recent salary.
- The salary being requested for the applicant does not exceed the applicant's active, valid, competing job offer(s).

I certify that there is no other qualified candidate with comparable job related expertise/abilities who would accept a lesser salary level than that being requested for the selected applicant.

HIRING MANAGER (SIGNATURE) DATE _____
HIRING MANAGER (PRINT NAME)

COMPLETE IF SALARY OFFER EXCEEDS DHMH ABOVE BASE GUIDELINES:

I certify that demonstrated public solicitation to recruit/attract applicants via newspaper help wanted ad(s) has been accomplished as required. Additional recruitment/advertising cannot or should not be undertaken because:

HIRING MANAGER (SIGNATURE) DATE _____
HIRING MANAGER (PRINT NAME)

SIGNATURE/DATE OF PROGRAM DIRECTOR,
HEALTH OFFICER, OR FACILITY DIRECTOR _____
PRINTED NAME OF PROGRAM DIRECTOR,
HEALTH OFFICER, OR FACILITY DIRECTOR

APPLICANT SALARY REQUEST LETTER

NAME: _____

SS#: _____

DATE: _____

POSITION: _____

Complete One (Verification Required):

Current Salary _____/Hour

Previous Salary _____/Hour

Competing Job Offer Amount _____/Hour

The lowest salary I will accept if offered this position _____.

Base _____/hour

Step 1 _____/hour

Step 2 _____/hour

Step 3 _____/hour

Step 4 _____/hour

Step 5 _____/hour

Step 6 _____/hour

Step 7 _____/hour

Step 8 _____/hour

Applicant's Signature & Date

REQUEST FOR TEMPORARY EMERGENCY APPOINTMENT

UNIT'S NAME: _____

APPROPRIATION CODE: 32, _____ PROGRAM _____ SUB-PROG _____ FUND _____

REQUESTED CLASSIFICATION AND CLASSIFICATION CODE: _____

CLASSIFICATION GRADE AND REQUESTED STEP: _____

(If request is for a salary above base, complete Request For Above Base Form)

FUNCTION TO BE PERFORMED BY POSITION: _____

REASON WHY AN EXISTING PERMANENT POSITION COULD NOT BE USED TO PERFORM THIS FUNCTION: _____

REASON/JUSTIFICATION FOR REQUEST TO HIRE VIA TEMPORARY EMERGENCY EMPLOYMENT: _____

SELECTED APPLICANTS NAME: _____ SS# _____

STARTING DATE (Must Have Prior Approval): _____

ENDING DATE (May Not Exceed 6 Months): _____

FULL TIME _____ PART TIME _____ % OF EMPLOYMENT _____

APPOINTING AUTHORITY/DESIGNEE SIGNATURE _____

DATE _____

PRINT NAME _____

PHONE NUMBER _____

FISCAL OFFICER'S SIGNATURE _____

DATE _____

Certification of the availability of source of funding for this reason

PRINT NAME _____

PERSONNEL OFFICER'S SIGNATURE _____

DATE _____

Attachment - State Application completed to include birthdate, race and sex.

EM/TE APPOINTMENTS REQUESTING ABOVE BASE SALARY ONLY

RECRUITMENT METHODS/RESULTS:

RECRUITMENT METHODS/SOURCES USED (Check Those Used):

- NEWSPAPER HELP WANTED AD(S) (GIVE DATE(S)):
- JOB FLYERS POSTED/DISTRIBUTED (GIVE DATE(S)):
- LISTING OF POSITION WITH LOCAL/REGIONAL MD JOB SERVICE OFFICE
- OTHER (EXPLAIN) _____

RECRUITMENT RESULTS:

_____ NUMBER OF MARGINALLY QUALIFIED** AVAILABLE APPLICANTS

** MEET GENERAL MINIMUM EDUCATION AND/OR EXPERIENCE REQUIREMENTS, BUT LACK ONE OR MORE NECESSARY JOB SPECIFIC SKILLS, KNOWLEDGE, OR ABILITIES.

_____ NUMBER OF QUALIFIED ACCEPTABLE APPLICANTS

MINIMUM SALARY LEVEL REQUIRED BY SELECTED APPLICANT (Check One):

Grade _____ Step _____

APPLICANT'S MOST RECENT SALARY \$ _____

ATTACH MINIMUM SALARY REQUIREMENT LETTER FROM APPLICANT.

How many applicants requested a lower salary level? _____

REASON(S) GIVEN FOR REJECTED OFFERS (INDICATE NUMBER):

- | | | |
|-----------------------|---------------------------|--------------------------|
| _____ SALARY | _____ TRAVEL REQUIRED | _____ WORKING CONDITIONS |
| _____ JOB DUTIES | _____ NO LONGER AVAILABLE | _____ LACK OF BENEFITS |
| _____ OTHER (SPECIFY) | | |

SELECTED APPLICANT: _____

COMPLETE IF SALARY OFFER IS AT BASE OR WITHIN DHMH ABOVE BASE GUIDELINES:

Check One:

- The salary being requested for the applicant does not exceed 12% of the applicant's present or most recent salary.
- The salary being requested for the applicant does not exceed the applicant's active, valid, competing job offer(s).

I certify that there is no other qualified candidate with comparable job related expertise/abilities who would accept a lesser salary level than that being requested for the selected applicant.

HIRING MANAGER (SIGNATURE) DATE HIRING MANAGER (PRINT NAME)

COMPLETE IF SALARY OFFER EXCEEDS DHMH ABOVE BASE GUIDELINES:

I certify that there was a demonstrated public solicitation to recruit/attract applicants.

HIRING MANAGER (SIGNATURE) DATE HIRING MANAGER (PRINT NAME)

SIGNATURE/DATE OF PROGRAM DIRECTOR,
HEALTH OFFICER, OR FACILITY DIRECTOR PRINTED NAME OF PROGRAM DIRECTOR,
HEALTH OFFICER, OR FACILITY DIRECTOR

[Print Page](#)

OFFICE SERVICES CLERK

[<< Return to search](#)

DEPARTMENT OF HEALTH AND MENTAL HYGIENE

Job Snapshot

Location :	201 W. Preston Street, Room SS-9 Baltimore, MD 21201 (Map it!)
Employee Type :	Full-Time
Industry :	Government - Civil Service Healthcare - Health Services
Manages Others :	No
Job Type :	Government Health Care Admin - Clerical
Experience :	Not Specified
Relocation Covered :	No
Division :	Office of Systems, Operations and Pharmacy
Post Date :	10/4/2012

Contact Information

Contact :	Kisha Wilson-Hamlett
Ref ID :	OSC - OSOP
Fax :	410-333-5277

Description

LOCATION:

Office of Systems, Operations and Pharmacy
201 W Preston Street
Baltimore MD 21201

NATURE OF WORK: Positions perform diverse clerical duties that support Medicaid operations and require the review, verification and interpretation of information in order to make determinations and resolve problems in accordance with Medical Assistance policies, regulations and laws. Employees in this classification do not supervise.

Requirements

MINIMUM QUALIFICATION REQUIREMENTS:

EDUCATION: Graduation from an accredited high school or possession of a high school equivalency certificate.

EXPERIENCE: Two (2) years of experience performing clerical duties.

SUBSTITUTION NOTE: Additional general clerical experience may substitute for the required education on a year-for-year basis. Applicants may substitute education from an accredited college/university at the rate of 30 semester credit hours for one (1) year experience on a year-for-year basis for the required experience.

SALARY: \$12.10 - \$15.73/hour (Salary negotiable)



STATE OF MARYLAND JOB OPENINGS

HEALTH POLICY ANALYST I

Powered by Job

Recruitment #12-999999-511

DATE OPENED 9/25/2012 2:35:00 PM
FILING DEADLINE 10/16/2012 11:59:00 PM
SALARY \$41,074.00/year
EMPLOYMENT TYPE Full-Time
HR ANALYST Carolyn Chase
WORK LOCATION Baltimore City

GRADE

16

LOCATION OF POSITION

Office of Health Services

MAIN PURPOSE OF JOB

Applications are being accepted for three (3) full-time contractual Health Policy Analyst I positions with the Maryland Department of Health and Mental Hygiene, Office of Health Services. These full-time contractual positions will be responsible for high priority Medicaid policy and data analysis and program implementation. Working within the Office of Health Services in the Office of the Deputy Secretary for Health Care Financing, these positions play a vital role in the Medicaid program. Selected individual(s) should have strong skills in strategic planning for federal and/or State programs, specifically Medicaid; skill applying, interpreting, analyzing large data sets, and strong oral and written communication skills. This position requires a bachelor's degree and one (1) year experience evaluating, analyzing, researching and developing health care service's policies and programs.

MINIMUM EDUCATION OR GENERAL REQUIREMENTS

Education: A Bachelor's degree from an accredited college or university.

Experience: One year of experience evaluating, analyzing, researching and developing health care services, policies and programs

Note:

A Master's degree in Health Sciences, Health Care Administration, Public Health, Public Policy or closely related field may be substituted for the required experience.

SELECTION PROCESS

These are full time contractual positions with no benefits.

FURTHER INSTRUCTIONS

As an equal opportunity employer Maryland is committed to recruiting, retaining and promoting employees who are reflective of the State's diversity.

Click on a link below to apply for this position:

<p>Fill out the Application NOW using the Internet.</p>	<p>Apply Online </p>
<p>Apply via Paper Application.</p>	<p>You may also download and complete the Paper Application here.</p>

ADMINISTRATIVE OFFICER

Full time contract position (no benefits) responsible for review, processing monitoring and tracking all procurement activities for proper documentation, form and content between the Developmental Disabilities Administration and providers of service in the State of Maryland. Directs regional staff in the correction of contracts and procurement action submitted with incorrect or missing information. Process in excess of 150 renewal and continuation contracts annually. Knowledge of Word Perfect for Windows and Lotus 123 is required. Requires a bachelor's degree and five years of administrative or professional experience. Additional exper. will substitute for college years/degree. Salary: \$28,547 - \$37,075 per yr. Submit resume by no later than June 1, 1999 for fullest consideration to: Ms. Lorena Meadows-Way, Developmental Disabilities Administration, 201 W. Preston St., Balto., MD 21201, FAX: 410-767-5850, EOE.

OFFICE SECRETARY III
STARTS AT \$20,403

FT Contractual position w/the Dept. of Juvenile Justice located at 120 W. Fayette St. Provide secy support to the Standards and Compliance Unit. Program Serv., Div. Req. HS Diploma or GED, type 40 wpm, word processing proficiency & 3 yrs. exp. in secy/cler. work incl. typing duties. Send resume or MD State Appl. and references to Mr. Jearl Ward, Dir. of Standards and Compliance Unit. 6/11/99.

NO STATE BENEFITS. E.O.E.

Fast paced Laurel accounting firm. Exc salary & benefits. Call 410-792-2989.

ADMIN. ASSIST. - TO \$30K
 Fee Paid by Employer.
 Growing Computer Co.
 Needs proven admin w/MS Ofc. To support CEO & personnel. Great ben's. Fax resume to (917) 410-296-5173
NANCY ADAMS PERSONNEL, EOE M/F (Agency)

ADMIN ASST/RECEPT
 \$21-\$24K. Expanding law firm needs outgoing person to move up the ladder. Some College preferred. Will train in the legal field. Excellent computer skills needed. Fax 410-649-0899. Carol.

Admin Assist \$25,000
 Non-Profit seeks Assist. with great interpersonal skills, handle multi-task position. Call Gina 410-632-1803 GC

ADMIN ASST/SECRETARY
 \$25-\$30K. Assist CEO of CPA firm w/strong computer and organizational skills needed. Schedule and attend meetings. Excellent skills needed. Fax 410-649-0899. Shannon

ADMIN ASST.
 Executive \$30K-\$36K Career opportunity. Strong computer and organizational skills needed. Pragmatic firm. Growth potential. Fax 410-649-0899. Jenna

Admin Asst EXECUTIVE ASST
 Assist great boss & partner of CPA firm w/strong admin skills. Fax 410-290-5778 ERG

ADMIN. ASST./SPANISH
 \$30K-\$35K Career opportunity. Great growth potential. Prestigious firm. Strong computer skills. Fax 410-649-0899 Mary

Admin Executive Assist \$30,000-33,000
 Highly Motivated, highly skilled MS Office to assist VP of progressive company. Call Gina 410-632-1803 GC

FirstDayAd
ADMIN/FRONT DESK
 Dynamic person for front desk of headquarters of a national educational co. Must have exc phone manner & strong computer skills. Must also be prof'l, reliable & organized. Great career growth optdy. Fax resume to L.A. 410-448-2108.

ADMINISTRATIVE ASSISTANTS

At Matria Healthcare, Inc., we know that small things can make a big difference. We provide an exceptional level of personal care for our patients, and we are equally attentive to the personal and professional needs of our employees. Currently, we are seeking Administrative Assistants in our Towson center.

We are seeking 1 part-time (Approx. 28 hrs./week) and 1 PRN Administrative Assistant. Responsibilities include but are not limited to reception, processing mail and facsimiles, answering phones, general filing and processing general clerical assignments. Will also be responsible for inventory management and cleaning/testing of equipment.

Both positions require a high school diploma or equivalent plus 2-3 years secretarial and general office experience, preferably in a medical environment. Advanced knowledge of PC applications (Microsoft Office 97) and knowledge of general office equipment is a must. Excellent typing, word processing and data entry skills essential. Weekends and holidays are required as needed.

Bring your talent and dedication to Matria. Enjoy an excellent salary and benefits and a supportive work environment. Please send your resume to: Matria Healthcare, Inc., Attn: Gene Frizzers, 810 Glenaeles Court, Suite 101, Towson, MD 21286 or Fax: (410) 583-7522 EOE.

MATRIA

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JOHNS HOPKINS

ADMINISTRATIVE OFFICER

Full time contract position (no benefits) responsible for review, processing, monitoring and tracking all procurement activities for proper documentation, form and content between the Developmental Disabilities Administration and providers of service in the State of Maryland. Directs regional staff in the correction of contracts and procurement action submitted with incorrect or missing information. Process in excess of 150 renewal and continuation contracts annually. Knowledge of WordPerfect for Windows and Lotus 123 is required. Requires a bachelor's degree and five years of administrative or professional experience. Additional exper. will substitute for college years/degree. Salary: \$28,547-\$37,075 per yr. Submit resume by no later than June 1, 1999 for fullest consideration to: Ms. Lorena Meadows-Way, Developmental Disabilities Administration, 201 W. Preston St., Balto., MD 21201. FAX: 410-767-5850. EOE.

ADMINISTRATIVE SECRETARY

Interesting, responsible front-desk position available in the School of Medicine Office of Research Administration. Need a bright and energetic person who enjoys both paperwork and people contact. Will serve as first source of information to callers and visitors, review and triage all correspondence, maintain proposal tracking database, distribute electronic notices of award and provide secretarial support for five staff members.

High school diploma or equivalent degree; AA or higher degree preferred. Good typing and computer skills necessary, along with the ability to read accurately and quickly and to communicate clearly. Candidate should be well organized and able to handle a heavy workload with frequent interruptions.

We have a comprehensive salary program and offer excellent benefits in a smoke/drug free workplace. For consideration please send resume and cover letter indicating job #98M3641 and salary history to Jaymie Hornberger, Johns Hopkins University, School of Medicine, P.O. Box 2454, Baltimore, Maryland, 21203. AA/EOE/D/V www.jhu.edu.

JOHNS HOPKINS

WILLIAM M. MERCER

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 Operations Manager
 18195 Main Street
 Suite 0
 Fairfax, VA 22031
 E-mail: patkenn@mcgr.com
 Fax: (703) 399-0789
 No phone calls please

Medical Manager Corporation

Administration Asbury, Maryland's leading Retirement Community has an outstanding opportunity for an Assistant Administrator.

Join a Continuous Quality Improvement team as Asbury Methodist Village a not-for-profit Certified Continuing Care Retirement Community. This position leads a multi-disciplinary management team and is responsible for day-to-day operations of our Assisted Living facility.

Requires: 2-3 years exp. in assisted living or long term care management; includes exp. in budget management, communication, and counseling skills. Bachelors in management, gerontology, social services or related field. MA or MS preferred. Maryland NHA Lic./eligibility required.

Asbury offers outstanding salary & benefits package. To apply submit resume, cover letter, and salary history to: Asbury Methodist Village ATTN: Jean Rodriguez, SPHR, Employment Manager, 201 Russell Ave., Gaithersburg, MD 20877 Fax: 301-216-5747 Email: jrodriguez@asbury.org

Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT

Large area contractor has an opening for an independent, well organized person to handle detail work, word processing, filing and busy phones in a fast paced environment. Position provides clerical support for Project Managers. Computer skills required. Familiarity with construction terminology a plus. FT.

Send resume to: HR-L.H. Cranston PO Box 4418 Timonium, MD 21094

ADMINISTRATIVE SPECIALIST I

This is an administrative level position with the Maryland Board of Nursing with responsibility for coordinating the renewal process for the nurse licensure. This position will function as a lead employee to (3) other staff. Minimum qualifications include possession of a Bachelors degree from an accredited college or University and 1 year of experience in administrative or professional work. Pertinent volunteer and/or part time experience is acceptable. Applicants may substitute graduate education for the required general experience at the rate of 1 year of education for 1 year of experience. Applicants may substitute experience as defined above for the required education at the rate of 1 year of experience for 1 year of education. This is a full time contract position with a starting salary of \$21,774 annually. Please mail resume to: Mrs. Lynn Kirk-Flury, Director Information Systems, Maryland Board of Nursing, 4140 Patuxent Ave., Baltimore, MD 21215, fax 410-358-3530 Applications must be received no later than May 24, 1999 in order to be considered for this position.

ADMINISTRATIVE SPECIALIST II

Salary \$11.94/hourly MD Dept of Human Resources is recruiting for an Administrative Specialist III. These are contractual positions with no fringe benefits. This position functions as a Program Administrator and Administrative liaison in coordinating child support inter-agency transactions and providing assistance to Maryland's courts, other states, federal government and foreign countries. Qualifications: Bachelor's degree and 3 yrs of exp in administrative or professional work. Applicants may substitute exp as defined above for the required education at the rate of 1 yr exp for 1 yr of educ. up to 4 yrs of the required educ. Applicants may substitute grad educ. for the required general exp at the rate of 1 yr of educ. exp preferred. To apply: Submit a State application (MS 100) to: Trynelle McNeill, Dept of Human Resources, 311 W. Saratoga St., Rm 350, Balto MD 21201. Applications must be marked Administrative Specialist/CSEA and postmarked no later than May 27, 1999.

ADMINISTRATIVE

How would you like to expand your skills, your experience, & your opportunities with one of the world's most innovative & forward-thinking companies?

Option One, a division of Aerotek, offers training and career opportunities for both contract and permanent professionals. Right now we're searching for an Executive Assistant in the Lanham location.

Duties include the following:
 3-5 years experience in secretarial/administrative area
 Need professional self-motivated, and detail-oriented person
 Handle word processing, basic office functions, reports, purchase requests, new hire/departure procedures
 Experience with MS Word, Excel, and PowerPoint
 Must be able to work with dynamic scheduling problems
 Must possess strong communication skills: written and oral presentation
 Apply to: Mary Muller-Thym Phone: 410-540-4338 Fax: 410-579-6031 E-mail: mmuller@aerotek.com

Administration

WAKE UP!

Earn what you deserve! Rapidly expanding company seeking quality indivs at all levels. Will train. For possible appointment call

administrative support; ensure effective management of budgetary record keeping; participate in the management of resources and programs for a stress reduction center; and serve as the initial contact for all clients seeking services at the center. Requires a BS/BA and 2 yrs. of exp. in administrative staff work. Prof. exp. in health promotion programming; knowledge of basic principles of human behavior; and excellent decision making, problem solving, and computer skills desired.

Submit resume to: J0004477, Univ of MD, Baltimore, MD, 737 W. Lombard St., Balto., MD 21201. Visit our website at www.unimaryland.edu/adv or call our jobsline at (410) 706-5308. AA/EOE/AA

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Administrative Underwriting Assistant

Growing managed care organization seeks an energetic, self-motivated individual to prepare and issue legal documents. Individual will also assist with other operational activities. Must be proficient and have 3-5 years experience in MS Word and Excel. Must be well organized and detail oriented. Qualified individuals should forward resume and salary requirements to:

The Preferred Health Network

Human Resources Department
 1099 Winterson Road
 Linthicum, MD, 21090
 or Fax: (410) 855-8810
 No Phone Calls Please
 EOE/M/F/V/D

ADMINISTRATIVE ASSISTANT

A prestigious Boston-based investment firm seeks qualified individuals to fill administrative Assistant positions in Towson, MD, downtown Baltimore and Easton, MD. Requirements include: retail and operations experience in a brokerage firm, customer service experience with all around strong administrative skills, as well as strong MS Office skills. Preferably a Series 7 license. Duties include editing/creating proposals/presentations, arranging meetings, customer service and broker support. Salary commensurate with experience.

Send cover letter, resume, salary history and references to: BROKER ADMIN, Recruiting Solutions, 1819 L Street, N.W., Suite 200, Washington, DC 20036. Fax to 202-730-7250 or email to Fabncius@langanpc.com

ADMINISTRATIVE ENTRY

level Clerk/Runner for busy Downtown law firm. Starting salary \$7.00/hr. Send resume to C. Carlisen at 250 West Pratt St. Suite 1100 Baltimore

Equal C ADI

The MD recruit of Adn (Soec) Proper this tion th ciate c- sueriv- ment o ings an activit compli and ger principl gree wv in the are. filings a duct ac of man's exp is candida vanced sional g CFCU. E Submit req. by l MD Insu St. Paul Balto, M

ADMINIS TANT
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James: Vice P Romano & 5086 Dors Ellicott City Fax# 41C Email: roman

ADMINIS TANT

Administrat

JOBS

- Temporary an opportunities areas for:
- Secretaries
- Word Processors
- Legal Secretaries
- Receptionists
- Data Entry
- Telemarkete

- High
- Vacation &
- Unique
- Referral

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410-68!

ADMINISTRATIVE
 Individual nee work for a us- chise. Must of & good with Basic secretar quired, compu plus Salary of experience Pl at 202-730-7250

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410-869-7151
EEO/AA Employer.
Women and minorities
are encouraged to apply.

SECRETARY

SR. MEDICAL SECRETARY

The Department of Orthopaedic Surgery seeks a Sr. Medical Secretary to schedule and coordinate appointments, lab tests, surgeries and admissions; obtain patients' demographics and insurance information and preauthorizations; establish and maintain files; and transcribe correspondence, grants, and contracts.

High School diploma or equivalent required. Two years office experience required; three or more years experience working for one or more physicians preferred. Knowledge of research activities a plus. Excellent communication and organizational skills needed. Strong computer skills and medical terminology required.

We have a comprehensive salary program and offer excellent benefits in a smoke/drug free workplace. For consideration please send resume and cover letter indicating a job #99M2448 and salary history to Shelia George, The Johns Hopkins University, School of Medicine, P.O. Box 2454, Baltimore, Maryland 21205. A A / E O E / D / V . www.jhu.edu.

JOHNS HOPKINS

SECRETARIAL OPPORTUNITIES

The Walters Art Gallery has 2 secretarial opportunities available:

Secretary to the Directors Office: immediate full time opportunity to provide general secretarial support to the Director and the Executive Assistant in a fast paced office. The ideal candidate will have a H.S. diploma, (A.A. degree or formal secretarial education desired), 3-5 yrs. related exp. must be a team player, PC literate, have excellent communication, interpersonal, organizational, telephone and customer service skills; self-motivated, able to prioritize and work independently.

Secretary to the Board: Part time position providing confidential administrative and secretarial support to the Board of Trustees, including its Chairman, President and Committee Chairs. The selected candidate will have a B.A. degree (or equiv exp); 3-5 yrs. related exp. working in an executive level capacity, excellent written/verbal communication, interpersonal and organizational skills. Req. also incl. ability to take minutes thru shorthand or transcription, able to prioritize, problem solve, work independently and maintain confidentiality. A team player with strong customer service, organizational and PC skills. 30 hr/week p/t position.

We offer an attractive benefits package. Qualified candidates send your resume (include salary requirements) to: The Walters Art Gallery, 600 N. Street, Baltimore, MD 21202. ATTN: HR Dept.-SEC. An EEO/AA Employer.

SECRETARY NEED knowledge of Quickbooks. 410-687-3966



Best Buy is a Fortune 200 consumer electronics retailer looking for a motivated individual to support our fast-paced Laurel, MD Office.

REGIONAL SECRETARY

RESPONSIBILITIES:
• Make travel arrangements for staff members
• Answer phones & greet visitors
• Provide informational support to retail stores as well as Regional & District staff

The qualified candidate will have previous experience with handling multiple office communication and reporting structures. Strong abilities in handling various levels of incoming calls on multi-line phone system, including customer service issues. Good experience with the MS Office package and strong spreadsheet skills are necessary.

Best Buy offers a competitive wage plus benefits. Please fax/send resume to:

Best Buy Regional Office
Attn: RS
14180 Baltimore Ave.
Laurel, MD 20707
Fax (301) 498-5121

www.bestbuy.com

Equal Opportunity/Drug Free Employer

Secretary ASSISTANT TO THE ASSOCIATE DEAN FOR ACADEMIC AFFAIRS

Full-time position available for assistant to support the associate dean for academic affairs. Primary responsibilities: provide administrative and clerical support; assist associate dean with work directly associated with student advising, e.g., maintain student files; prepare letters, reports and official notices; oversee and reconcile department budgets.

Minimum requirements: three to five years secretarial or related experience; knowledge of Microsoft Word required; Excel preferred; excellent communication, interpersonal and telephone skills; ability to work independently, handle multiple tasks simultaneously and work well under pressure.

This position offers an excellent benefit package, including tuition remission. Please send resume to Director of Human Resources, Goucher College, 1021 Dulaney Valley Road, Towson, MD 21204. EOE.

SECRETARY

The Salvation Army Divisional headquarters is currently seeking applications for a full time secretarial position in the Finance Dept. Position includes a full benefits package and free parking. For more details call 410-347-9944 ext 130. Resumes or applications may be mailed to: 814 Light St., Balto. Md. 21230. Attn: Captain Harold Tracy

Sun Classified! 539-7700

...total compensation package which includes tuition remission for employee, spouse and dependent children upon completion of eligibility periods. To apply, send resume, including salary requirements to:

Human Resources
LOYOLA COLLEGE IN MARYLAND
Fine Arts Search
4501 N. Charles Street
Baltimore, MD 21210-2699
EOE

SECRETARY UNIVERSITY OF MARYLAND Baltimore

Dentistry / Law / Medicine Nursing / Pharmacy Social Work / Graduate Studies

ADMINISTRATIVE SECRETARY

Working in the Psych. Dept., you will support our Business Manager. Responsibilities include AVR & A/P, Word Processing, and filing. HS Diploma and 1 year of exp. required. Must possess proficiency with MS Word, Excel, and Access. Prior exp. in a academic setting preferred.

Please submit resume to: ST004330, UMB, HRS, 737 W. Lombard St., Baltimore, MD 21201. Please visit our website at www.umaryland.edu/hs or call our 24 hour jobsline at (410) 706-5308. AA/EEO/ADA

Careers That Change Lives

Secretarial OFFICE SECRETARY

Challenging and diversified full time contract position in the Developmental Disabilities Administration. Requires High School or GED and two years secretarial or clerical work with ability to type 40 wpm. Requires excellent communication, typing and office management skills. Experience with data entry and spreadsheet desirable. Salary: \$19,942-\$29,841 yr. Submit resume no later than June 21, 1999 for fullest consideration to: Ms. Marthe Lochary, CMRO, Rosewood Center, Rosewood Lane, Owings Mills, MD 21117. Fax (410)-581-6170. EOE.

SECRETARY

Possible temp-to-perm assignment in Linthicum. Must have organizational. Good phone, organizational skills and word processing required. Good Salary.

Call Monday 410-885-2550 or Fax resume w/ cover letter 410-625-6177

able

Office Secretary III Starts at \$20,403

FT Contractual position w/ the Dept. of Juvenile Justice located at 120 W. Fayette St. Provide secy support to the Standards and Compliance Unit, Program Serv., Div. Reg. HS Diploma or GED, two yr. wpm, word processing proficiency & 3 yrs. exp. in secy/cler. work incl. typing duties. Send resume or MD State Appl. and references to Mr. Jeeri Ward, Dir. of Standards and Compliance Unit, 6/11/99. NO STATE BENEFITS. EOE.

SECRETARY FOR PROFESSIONAL Towson accounting firm. WordPerfect and Quattro Pro helpful. Great salary & benefit pkg. Call 410-296-1436 S.O.S.

...etc. Computer skills essential. EOE benefits pkg. Fax resume in confidence to Hogo Construction, 410-94-9293. EOE.

SECRETARIAL POSITION, full time, in Restertown area. Must have (PC) computer experience. Willing to learn new computer programs and open to other duties. Fax resumes to 410-833-6133.

SECRETARY-LEGAL P/T: 4 hrs/day; \$10/hr Downtown. Parking provided. (410) 752-0225

SECRETARY SEE OUR AD under Human Services, P.O. 210, West Milton, PA, 17886

SECRETARIES Doctors of office, Pikesville, \$450-\$500 wk. #46, 410-494-1991 Mark Assoc

SECRETARY NEEDED FOR small office, computer experience a must. Fax resume to 410-391-1473.

SECRETARY-PT/FLEX Comp skills req'd. Exc pay. Call 410-744-4400



We have the following shifts available:

6AM - 2PM
2PM - 10PM
10PM - 6AM

Must have previous Security experience. Experience in Healthcare is a plus.

Please send/fax resume and salary requirements to: (410) 325-3485 or resumes/applications are being accepted at: Lorien Nursing and Rehab Center, 5009 Frankford Ave., Baltimore, MD 21206.



SECURITY OFFICER

Sheppard Pratt Health System at Towson has full-time openings for Security Officer (evening shift [30m-11pm] and night shift [11pm-7am]). Under general supervision, ensures the security of patients, staff, volunteers, and visitors and the protection of the Hospital grounds and property, by patrolling on foot and in automobiles, and enforcing Hospital and Security policies and procedures. Applicant must possess a valid driver's license and be able to qualify for a commission by the State of Maryland as a Special Police Officer. Comprehensive Benefits Package offered. Please fax resume to: 410-938-3326, email in WordPerfect 6.1 to sheppardpratt.org, or mail to Box L-SECURITY OFFICER, Sheppard Pratt Health System, Human Resources, 6501 N Charles Street, Baltimore MD 21285-6815. For more information on Sheppard Pratt or to email an application on-line, visit our homepage at http://sheppardpratt.org. Sheppard Pratt is committed to an ethnically and culturally diverse workplace.

SECURITY OFFICER

Sheppard Pratt Health System at Towson has full-time openings for Security Officer (evening shift [30m-11pm] and night shift [11pm-7am]). Under general supervision, ensures the security of patients, staff, volunteers, and visitors and the protection of the Hospital grounds and property, by patrolling on foot and in automobiles, and enforcing Hospital and Security policies and procedures. Applicant must possess a valid driver's license and be able to qualify for a commission by the State of Maryland as a Special Police Officer. Comprehensive Benefits Package offered. Please fax resume to: 410-938-3326, email in WordPerfect 6.1 to sheppardpratt.org, or mail to Box L-SECURITY OFFICER, Sheppard Pratt Health System, Human Resources, 6501 N Charles Street, Baltimore MD 21285-6815. For more information on Sheppard Pratt or to email an application on-line, visit our homepage at http://sheppardpratt.org. Sheppard Pratt is committed to an ethnically and culturally diverse workplace.

Applicants now being accepted for flexible reliable persons with customer service skills to work at parking facility in university setting. Job duties include assisting customers, waiting tours facilities and cashiering. Applicants should have some prior cash handling exp as well as a solid work background. Company benefits and flexible work schedule. Apply in person, 5 North Paces St. (Baltimore Grand garage). Mon-Sat, 10am-2pm. Pre-employment drug screening & criminal background check req'd. Must be 18 or over. EOE

SECURITY ATTENDANT

Applicants now being accepted for flexible reliable persons with customer service skills to work at parking facility in university setting. Job duties include assisting customers, waiting tours facilities and cashiering. Applicants should have some prior cash handling exp as well as a solid work background. Company benefits and flexible work schedule. Apply in person, 5 North Paces St. (Baltimore Grand garage). Mon-Sat, 10am-2pm. Pre-employment drug screening & criminal background check req'd. Must be 18 or over. EOE

SECURITY 75 OFFICERS NEEDED

Immediate FT & PT positions in Downtown Balto. All shifts avail. Will train. Benefits include health, bonus incentives & advancement opty's. CES Security 410-922-8908

The Washington Suburban Sanitary Com-county water and wastewater utility, is work at the Headquarters Building located in a uniform, shift work position, responsible general guard duties in protecting person Also, performs central alarm monitoring dispatch duties. Successful applicant should edge of security fundamentals with the tactfully and effectively with the general

Position requires one year of experience in a guard or similar position and a high school possess a valid driver's license. Also, at Maryland State Police Clearance, WSSC competitive salary & benefits package. Ple to:

Washington Suburban Sanitary Co
Human Resources Division, Job # 14501 Sweitzer Lane
Laurel, MD, 20707

WSSC is an Equal Opportunity Employer



SECURITY
CUSTOM PROTECTION DIVISION
\$12 ARMED OFFICERS
\$10 UNARMED OFFICERS

BACKGROUND REQUIREMENTS
• MILITARY POLICE
• CIVILIAN POLICE
• MARINES
• CAREER MILITARY
• CORRECTIONS
• CRIMINAL JUSTICE DEGREE
BENEFITS INCLUDE
• HEALTH INSURANCE
• UNIFORMS
• TRAINING
• 401k
• VACATION

APPLY IN PERSON
THE WACKENHUT CORPORATION
6630 Baltimore Nat'l Pike
Catonsville
(410) 788-6800
E.O.E.

SECURITY OFFICERS

Full & Part Time
All Shifts Available
Visit us at our **OPEN HOUSE**
Wed. June 9th, 11am-4pm
Werner Brothers
Distribution Center
1000 Franklin Square Drive
White Marsh, MD 21236

Industrial Security Officers needed in the White Marsh area. MD State Clearance ID Card required. Must be people oriented and present a professional appearance. Drug screening required. Please call to arrange an appointment: 212-784-5400 or fax resume 212-784-0213.

GSS SECURITY SERVICE INC

SECURITY ATTENDANT
Applications now being accepted for flexible reliable persons with customer service skills to work at parking facility in university setting. Job duties include assisting customers, waiting tours facilities and cashiering. Applicants should have some prior cash handling exp as well as a solid work background. Company benefits and flexible work schedule. Apply in person, 5 North Paces St. (Baltimore Grand garage). Mon-Sat, 10am-2pm. Pre-employment drug screening & criminal background check req'd. Must be 18 or over. EOE

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SECURITY GUARD

3 FT position-Gil area, 1 FT-Rose area, 1 FT-Laurel area Balto City, 12 Hr wkends, 2 FT Supervisor, 2 FT All of the listed above avg. pay 7 successful candidates offered free med. benefits, vacation, advancement. Apply to: Advantix, 6866 Security Ste 4, M-F 9-3. Sun Classified! 5

SEC MAN

National protect security expanding more area. seek exper for Open agement pc

If you have 3 visory/man. rience, som military, act customer service, send salary histo PLY SERVIC Dr. Ste GA 30080. equal oppor er and offer benefits

Security DIRECTOR

Professional Security Department organization with at least law enforcement level background. Salary with 1 Forward resu, box M97, S Calvert St, 21278-0001.

SECURITY \$790 PER (INCLUDES

A national criminal ment companies for exper nity personnel response nation pay all travel expenses whil job. Security t and/or military is a plus. Must be able for travel and assignme up to 45 days. 800-745-3996 information.

EOE/M/F SECURITY

ATM TECH ARMORED I
Brnks inc in Balt seeking ATM T Armored Mess; full time, and part opportunities. Car must be 21 yrs have a clean pc and a strong w. We offer a full package and co wages. Apply if today at 3610 (Dr. Ste 801, Bal MD 21227, Fax 410-737-3255

SECURITY GUARD

3 FT position-Gil area, 1 FT-Rose area, 1 FT-Laurel area Balto City, 12 Hr wkends, 2 FT Supervisor, 2 FT All of the listed above avg. pay 7 successful candidates offered free med. benefits, vacation, advancement. Apply to: Advantix, 6866 Security Ste 4, M-F 9-3. Sun Classified! 5

DHMH CONTRACTUAL POSITION CLASSIFICATION WORKSHEET

Name of Employee (if filled) _____
Name of Previous SPP Employee who encumbered position: _____
Program/Unit: _____
Classification Requested (if known): _____

I. Main Purpose of the Position: _____

II. Primary duties assigned to the position and approximate percentage of time for each:
1. _____

2. _____

3. _____

III. The employee reports to: (Name) _____ (Pin) _____
(Classification): _____

IV. Please list the names, PIN's, and classifications of any merit system or contractual positions supervised by the employee:

V. If non-supervisory, please circle functional performance level of the employee:
Beginning Intermediate Proficient

VI. Please list names, PIN's, and classifications of any merit system or contractual position performing similar duties:

VII. Completed by: _____
(Name) _____ (Date) _____
Phone Number: _____

SPP RECRUITMENT TIPS

Attachment #5 (Revised 10/2012)

IMPORTANT NOTE: RECRUITMENTS FOR ANY INTERVIEW & HIRE POSITIONS MUST GO THROUGH DHR'S – WELFARE TO WORK PROGRAM BEFORE RECRUITING AND HIRING (INTERVIEW & HIRE LIST IS ATTACHED). PLEASE REFER TO DHR GUIDELINES FOR ASSISTANCE.

- 1) In order to determine the appropriate classification to use when recruiting, the duties of the position should be studied. If a position has been studied previously, and there have been no changes to the position, a study is not necessary. In order to request a study of a position that is for a DHMH Delegated classification, the DHMH Position Classification Worksheet is to be completed and sent to DHMH Contracts Unit. Classifications that are not on the DHMH Delegated Classification Listing, will require DBM's review. Once the results of the study are received, you are ready to begin recruitment. If freeze approval is required, you must obtain freeze approval prior to proceeding with recruitment.
- 2) You need to advertise and interview a minimum of 3 candidates. You can advertise in a newspaper and/or on the DHMH Web-Site and on the Dept. of Budget and Management's Web Site. You have to keep the position open for responses for 10 working days. Once you review the applications that you receive, you need to select a minimum of 3 candidates to be interviewed. If the classification level is grade 16 or above, you need an interview panel. All involved in the interview process must have previously been briefed by the DHMH EEO Office. Interviews are to be conducted after the closing date in order that all applicants are given fair and equal consideration.
- 3) The interview package needs to be completed by each applicant who is interviewed. The Interview package consists of an Applicant Salary Request Form, Authority for Release of Information Form, Criminal Conviction Report Form, and the MS-22 Sign-off Form.
- 4) When a selection is made, the New Hire Contract Package is completed. If the selected candidate requests a higher rate than the other candidates have indicated on their Applicant Salary Request Form, you will need to justify why you did not select one of the candidates who was willing to accept the position at the lower rate. While we are not compelled to offer the position to the low bidder applicant who may not be the best suited applicant in terms of job related skills, knowledge, abilities/expertise, we are required to justify why any particular above base salary offer is "reasonable" and should be approved. This information is to be reflected on the DHMH 1819 Form. Remember the hiring process for contracts is similar to a bidding process where you are attempting to hire the best-suited candidate at the lowest rate.
- 5) The New Hire Package, once completed, needs to be sent thru your Administration for signature and then to the proper Delegated Authorities for approval.
- 6) It normally takes a minimum of 4 weeks from start to finish to obtain an approval for a SPP employee to report to work.

**Current Interview and Hire List
April 1, 2010**

#	Class Code	Class Title	Grade	Service	Salary
01	0335	Autopsy Assistant Trainee	06	S	\$22,112 – \$34,196
02	0336	Autopsy Assistant	07	S	\$23,440 – \$36,375
03	3052	Baker I	05	S	\$20,871 – \$32,166
04	4022	Building Security Officer Trainee	05	S	\$20,871 – \$32,166
05	4023	Building Security Officer I	05	S	\$20,871 – \$32,166
06	4556	Building Services Worker	05	S	\$20,871 – \$32,166
07	1439	Clerical Assistant	FR	S	\$19,596
08	1040	Computer Operator Trainee	08	S	\$24,861 – \$38,698
09	3054	Cook I	05	S	\$20,871 – \$32,166
10	0798	Data Entry Operator I	06	S	\$22,112 – \$34,196
11	0799	Data Entry Operator II	07	S	\$23,440 – \$36,375
12	0431	IT Production Control Specialist Trainee	06	S	\$22,112 – \$34,196
13	0432	IT Production Control Specialist I	08	S	\$24,861 – \$38,698
14	4001	Direct Care Trainee	05	S	\$20,871 – \$32,166
15	0500	Family Support Worker Trainee	07	S	\$23,440 – \$36,375
16	4516	Fiscal Accounts Clerk Trainee	06	S	\$22,112 – \$34,196
17	4561	Food Service Worker	05	S	\$20,871 – \$32,166
18	4578	Groundskeeper	05	S	\$20,871 – \$32,166
19	3615	Health Records Technician Trainee	07	S	\$23,440 – \$36,375
20	4563	Linen Service Worker	05	S	\$20,871 – \$32,166
21	0692	Office Appliance Clerk I	05	S	\$20,871 – \$32,166
22	2654	Office Appliance Clerk II	06	S	\$22,112 – \$34,196
23	1373	Office Clerk Assistant	05	S	\$20,871 – \$32,166
24	1368	Office Processing Assistant	05	S	\$20,871 – \$32,166
25	1369	Office Processing Clerk I	06	S	\$22,112 – \$34,196
26	1268	PH Lab Assistant I	05	S	\$20,871 – \$32,166
27	0001	Sailor II	06	S	\$22,112 – \$34,196
28	4565	Stock Clerk	05	S	\$20,871 – \$32,166
29	0900	Telephone Operator I	05	S	\$20,871 – \$32,166
30	0901	Telephone Operator II	06	S	\$22,112 – \$34,196
31	2150	Veterans Cemetery Caretaker	06	S	\$22,112 – \$34,196
32	4306	Vision and Hearing Screen Tech Trainee	05	S	\$20,871 – \$32,166

Current Interview and Hire List 040110.doc
Salaries are reduced salaries



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene
201 W. Preston Street • Baltimore, Maryland 21201

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – John M. Colmers, Secretary

MEMORANDUM

TO: Headquarters' Program Directors, All Personnel Officers, and All Personnel Liaisons

FROM: Dale McDonough, Personnel Officer, OHR Contracts Unit *Dale McDonough*

RE: New Processing Guidelines Effective 7/1/09

DATE: June 15, 2009

Effective 7/1/09, the Consolidation of Classification and Salary Services puts in place a change to the Processing Guidelines for Special Payments Payroll. The following applies to DHMH.

Any contract with a classification that does **NOT** appear on the attached DHMH Delegated Classifications listing will require the approval (certification) of the Department of Budget and Management (DBM) regardless of whether the contract meets the Fiscal Exclusion.

Those contracts with a classification that **IS** on the DHMH Delegated Classifications listing **AND meets the Fiscal Exclusion** will **NOT** require approval by DBM. A Fiscal Exclusion is:

- The person is not employed under any other contract with the contracting agency;
- The hourly or daily rate of remuneration specified in the contract does not exceed the comparable hourly or daily rates for maximum of grade 15;
- The total contract cost does not exceed the maximum salary of grade 15.

In addition, contracts shown on the attached "Exempt Certification Review Codes" instructions that were previously exempt from certification, remain exempt. You must use the applicable Review Code on the 311-T Form for these types of contracts.

Regarding the use of Review Codes "07" and "99", if an initial hire contract meets the Fiscal Exclusion, Review Code 07 is to be used. When that contract is due for renewal, the review code should be changed to Review Code "99". If an initial hire contract does

Page 2

Headquarters' Program Directors, All Personnel Officers & All Personnel Liaisons
June 3, 2009

NOT meet the Fiscal Exclusion, Review Code "99" is to be used; this review code will remain the same on renewal contracts.

ALL contracts, including renewals, NOT appearing on the DHMH Delegated Classifications listing requires a CPB 312 Form and must receive certification (approval) from DBM.

Special Payments Payroll contracts for units with On-Site Personnel Officers are to submit contracts requiring DBM certification directly to DBM at the following address:

Penni Miller, Director
Department of Budget & Management
Division of Classification & Salary
301 West Preston Street – Room 603
Baltimore, MD 21201-2365

Please do not hesitate to contact me should you have any questions at (410) 767-6400 or Mary Lee Ports at (410) 767-6411.

DRM/drm

cc: Janet Nugent

Leslie Friedman

SPECIAL PAYMENTS CONTRACTUAL EMPLOYMENT
EXEMPT CERTIFICATION REVIEW CODES

Section 13-201 of the State Personnel and Pensions Article (SPP) stipulates that the Secretary of the Department of Budget and Management (DBM) may exempt specific types of contractual employees from certification by DBM.

The following types of contracts are exempt from certification and do not require review by DBM. See page 2 for types of contracts that are not exempt from certification. Please use the appropriate Review Code on the CPB-311T form to indicate the specific type of contract exempt from certification.

REVIEW CODE

- (01) Contracts for Employment of **Student Labor**. For a contract to be exempt, the student shall be officially enrolled and regularly attending classes throughout the period of employment.
- (02) Contracts for employment of **Patient Labor** in a hospital.
- (03) Contracts for employment of **Inmate Labor** in a correctional institution.
- (04) Contracts for **Direct Emergency Services** calling for immediate action due to unforeseen circumstances that threaten health, injury, loss of life, or property loss or damage.
- (05) Contracts for employment by the **Maryland School, for the Deaf** relating to direct student services rendered on an on-call basis.
- (06) Contracts for **College Faculty**.
- (08) Contracts for one of the following [**Special Authority**]
 - (a) When any statute authorizes contracts for employment by State agencies that have authority to appoint or fix the compensation of these employees without regard to the Merit System Law; or
 - (b) For the employment of persons by those State agencies exempted by statute from control agency review and approval of contractual employment.
- (09) Contracts for **On-duty Physicians** employed by the Department of Health and Mental Hygiene under the rate schedule approved by the DBM.
- (10) Contract already approved by the **Board of Public Works**.
- (11) Contracts for intermittent **Unemployment Insurance Claims Aides, Associates, and Specialists** employed by the Division of Unemployment Insurance under the rate approved by the Secretary of Department of Labor, Licensing and Regulation. Contracts for **seasonal Department of Natural Resources** employees that work in the State parks, forests, and wildlife areas or conduct seasonal biological surveys at a rate that does exceed the hourly rate of grade 11 base; or contracts for **Department of Natural Resources disadvantaged youth** employees working under the **Americorps** Program at a rate that does exceed the hourly rate of grade 11 base; or **Department of Natural Resources disadvantaged youth** employees working under **Civic Justice Corporation** at a rate that does exceed the hourly rate of grade 15/step 6.
- (12) Contracts executed by the **Executive Department – Governor**
- (21) Contracts executed under **Statutory Authority**
- (41) Contracts executed by the **Legislative**
- (51) Contracts executed by the **Judicial**

DHMH DELEGATED CLASSES

JUNE 1, 2009

Class C	Class Title	Scale	NCP	WA	S	BU	ABOL
1563	A/D ASSOCIATE COUNSELOR	0014		06	P	E	
1562	A/D ASSOCIATE COUNSELOR PROVISIONAL	0012		06	P	E	
1566	A/D PROFESSIONAL COUNSELOR	0016		06	P	E	
1565	A/D PROFESSIONAL COUNSELOR PROVISIONAL	0014		06	P	E	
1568	A/D PROFESSIONAL COUNSELOR SUPERVISOR	0017		06	P	S	
1561	A/D SUPERVISED COUNSELOR	0012		06	P	D	
1560	A/D SUPERVISED COUNSELOR PROVISIONAL	0010		06	P	D	
4546	ACCOUNTANT I	0014	Y	05	S	G	
4547	ACCOUNTANT II	0015	Y	05	S	G	
4545	ACCOUNTANT TRAINEE	0013	Y	05	S	G	
4200	ACTIVITY THERAPY ASSOCIATE I	0007	Y	06	S	D	
4201	ACTIVITY THERAPY ASSOCIATE II	0008	Y	06	S	D	
4202	ACTIVITY THERAPY ASSOCIATE III	0009	Y	06	S	D	
2239	AGENCY HLTH AND SAFETY SPEC I	0008	Y	17	S	C	
3298	AGENCY HLTH AND SAFETY SPEC II	0009	Y	17	S	C	
0061	ALCOH & OTHER DRUG ABUSE PREVENT SPEC	0010		06	S	E	
4205	ART THERAPIST I	0012	Y	06	S	E	
4206	ART THERAPIST II	0013	Y	06	S	E	
4207	ART THERAPIST SUPERVISOR	0014		06	S	S	
0119	ASSOC LIBRARIAN I	0012		13	P	G	
0127	AUTOMOTIVE SERVICES HELPER	0005	Y	15	S	A	
0126	AUTOMOTIVE SERVICES MECHANIC	0010	Y	15	S	A	
0336	AUTOPSY ASSISTANT	1007	Y	06	S	D	
0335	AUTOPSY ASSISTANT TRAINEE	1006	Y	06	S	D	
0337	AUTOPSY ASSISTANT, LEAD	1008		06	S	D	
3052	BAKER I	1005	Y	15	S	A	
1796	BAKER II	1006	Y	15	S	A	
0136	BARBER	0005		15	S	A	
0138	BEAUTY OPERATOR	0005		15	S	A	
4023	BUILDING SECURITY OFFICER I	1005	Y	19	S	H	
4024	BUILDING SECURITY OFFICER II	1006	Y	19	S	H	
4022	BUILDING SECURITY OFFICER TRAINEE	1005	Y	19	S	H	
4556	BUILDING SERVICES WORKER	0005	Y	15	S	A	
4557	BUILDING SERVICES WORKER	0005	Y	15	S	A	
0161	BUYERS CLERK	0008		10	S	B	
4452	CAMH ASSOCIATE I	1008	Y	06	S	D	
4453	CAMH ASSOCIATE II	1009	Y	06	S	D	
4454	CAMH ASSOCIATE III	1010	Y	06	S	D	
4458	CAMH SPECIALIST I	1012	Y	06	S	E	
4459	CAMH SPECIALIST II	1013	Y	06	S	E	
0167	CARPENTER	0008		15	S	A	
2126	CARPENTER TRIM	0009		15	S	A	
5188	CHAPLAIN	0015	Y	01	P	X	
0236	CHEMIST I	0014	Y	12	S	G	
0237	CHEMIST II	0015	Y	12	S	G	
1439	CLERICAL ASSISTANT	9999		03	S	B	
4215	COMM HLTH NURSE I	0015	Y	06	P	E	
4216	COMM HLTH NURSE II	0016	Y	06	P	E	
4217	COMM HLTH NURSE PSYCHIATRIC	0017		06	P	E	
4218	COMM HLTH NURSE SUPERVISOR	0017		06	P	S	
0205	COMM HLTH OUTREACH WORKER I	0006	Y	06	S	D	

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0206	COMM HLTH OUTREACH WORKER II	0007	Y	06	S	D
4408	COMPUTER INFO SERVICES SPEC I	0013	Y	03	S	G
4409	COMPUTER INFO SERVICES SPEC II	0015	Y	03	S	G
4410	COMPUTER INFO SERVICES SPEC SUPV	0017		03	S	S
4412	COMPUTER NETWORK SPEC I	0016	Y	03	S	G
4413	COMPUTER NETWORK SPEC II	0017	Y	03	S	G
4411	COMPUTER NETWORK SPEC TRAINEE	0015	Y	03	S	G
3054	COOK I	1005	Y	15	S	A
1797	COOK II	1006	Y	15	S	A
4559	CUSTOM SEWER II	0005	Y	15	S	A
4224	DANCE THERAPIST I	0012	Y	06	S	E
4225	DANCE THERAPIST II	0013	Y	06	S	E
4226	DANCE THERAPIST SUPERVISOR	0014		06	S	S
0798	DATA ENTRY OPERATOR I	0006	Y	03	S	B
0799	DATA ENTRY OPERATOR II	0007	Y	03	S	B
0800	DATA ENTRY OPERATOR LEAD	0008		03	S	B
0801	DATA ENTRY OPERATOR SUPR	0010		03	S	S
4228	DENTAL ASSISTANT I	0007	Y	06	S	D
4229	DENTAL ASSISTANT II	0008	Y	06	S	D
4227	DENTAL ASSISTANT TRAINEE	0006	Y	06	S	D
4230	DENTAL HYGIENIST I	0010	Y	06	S	D
4231	DENTAL HYGIENIST II	0012	Y	06	S	D
4233	DENTIST I	0023	Y	06	P	E
4234	DENTIST II	0024	Y	06	P	E
4209	DEVELOPMENTAL DISABIL ASSOC	1009		06	S	D
4238	DIALYSIS SERV TECH I	1009	Y	06	S	D
4239	DIALYSIS SERV TECH II	1011	Y	06	S	D
4237	DIALYSIS SERV TECH TRAINEE	1007	Y	06	S	D
4002	DIRECT CARE ASST I	1006	Y	06	S	D
4003	DIRECT CARE ASST II	1007	Y	06	S	D
4001	DIRECT CARE TRAINEE	1005	Y	06	S	D
0217	DRIVER/ATTENDANT OCME	0005		15	S	A
0418	ELECTRICIAN	0009		15	S	A
0598	ELECTRICIAN SENIOR	0011		15	S	A
2646	ELECTRONIC TECH I	0009	Y	07	S	B
2647	ELECTRONIC TECH II	0010	Y	07	S	B
2236	ENVRMNTL HEALTH AIDE I	0005	Y	06	S	D
2237	ENVRMNTL HEALTH AIDE II	0006	Y	06	S	D
2371	ENVRMNTL HEALTH AIDE III	0008	Y	06	S	D
2429	ENVRMNTL SANITARIAN I	0014	Y	06	P	G
2430	ENVRMNTL SANITARIAN II	0015	Y	06	P	G
2431	ENVRMNTL SANITARIAN SUPV	0016		06	P	S
2428	ENVRMNTL SANITARIAN TRAINEE	0013	Y	06	S	G
3641	EPIDEMIOLOGIST I	0016	Y	06	P	E
3642	EPIDEMIOLOGIST II	0017	Y	06	P	E
0463	FINANCIAL AGENT I	0008	Y	17	S	G
1246	FINANCIAL AGENT II	0009	Y	17	S	G
3424	FINANCIAL AGENT III	0010	Y	17	S	G
4517	FISCAL ACCOUNTS CLERK I	0007	Y	05	S	B
4518	FISCAL ACCOUNTS CLERK II	0009	Y	05	S	B
4521	FISCAL ACCOUNTS CLERK MANAGER	0014		05	S	S
4520	FISCAL ACCOUNTS CLERK SUPERVISOR	0012		05	S	S

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4516	FISCAL ACCOUNTS CLERK TRAINEE	0006	Y	05	S	B	
4519	FISCAL ACCOUNTS CLERK, LEAD	0010		05	S	B	
0163	FOOD SERVICE ASSISTANT	1005		15	S	A	
4560	FOOD SERVICE WORKER I	1005	Y	15	S	A	
4561	FOOD SERVICE WORKER II	1005	Y	15	S	A	
1193	GERIATRIC NURSING ASSISTANT I	1006	Y	06	S	D	
1194	GERIATRIC NURSING ASSISTANT II	1007	Y	06	S	D	
0497	GROUNDS SUPERVISOR I	0006		15	S	S	
0498	GROUNDS SUPERVISOR II	0008		15	S	S	
4577	GROUNDSKEEPER I	0005	Y	15	S	A	
4578	GROUNDSKEEPER II	0005	Y	15	S	A	
1444	HABILITATION TECHNICIAN	0009		06	S	D	
4242	HLTH AIDE TRAINEE						ABOL
4241	HLTH AIDE II						ABOL
4243	HLTH AIDE II	0005	Y	06	S	D	
1421	HLTH FAC SURVEYOR I DIETARY	0013	Y	06	P	E	
1422	HLTH FAC SURVEYOR I ENVR HLTH	0013	Y	06	P	E	
3327	HLTH FAC SURVEYOR I GENERAL	0013	Y	06	P	E	
1424	HLTH FAC SURVEYOR I PHARMACY	0013	Y	06	P	E	
1423	HLTH FAC SURVEYOR I PHYS THERPY	0013	Y	06	P	E	
1500	HLTH FAC SURVEYOR II DIETARY	0014	Y	06	P	E	
1501	HLTH FAC SURVEYOR II ENV HLTH	0014	Y	06	P	E	
3480	HLTH FAC SURVEYOR II GENERAL	0014	Y	06	P	E	
1503	HLTH FAC SURVEYOR II PHARMACY	0014	Y	06	P	E	
1504	HLTH FAC SURVEYOR II PHY THERPY	0014	Y	06	P	E	
3615	HLTH RECORDS TECH TR	0007	Y	06	S	D	
3616	HLTH RECORDS TECH I	0008	Y	06	S	D	
3617	HLTH RECORDS TECH II	0009	Y	06	S	D	
3619	HLTH RECORDS TECH SUPV	0011		06	S	S	
0734	HLTH SER SPEC I	0010	Y	06	S	E	
2149	HLTH SER SPEC II	0011	Y	06	S	E	
2924	HLTH SER SPEC III	0012		06	S	E	
4438	HOME HEALTH NURSE	0017		06	P	E	
0504	HOUSEKEEPING SUPV I	0006		15	S	S	
0526	HOUSEKEEPING SUPV II	0007		15	S	S	
0876	HOUSEKEEPING SUPV III	0008		15	S	S	
2066	HOUSEKEEPING SUPV IV	0009		15	S	S	
0629	INSTRUCTIONAL ASSISTANT I	0006	Y	16	S	B	
0630	INSTRUCTIONAL ASSISTANT II	0008	Y	16	S	B	
3465	INTERVIEWER-TRANSLATOR	0008		09	S	B	
4467	IT PROGRAMMER	0013	Y	03	S	G	
4469	IT PROGRAMMER ANALYST I	0016	Y	03	S	G	
4470	IT PROGRAMMER ANALYST II	0017	Y	03	S	G	
4468	IT PROGRAMMER ANALYST TRAINEE	0015	Y	03	S	G	
4466	IT PROGRAMMER TRAINEE	0010	Y	03	S	G	
4246	LICENSED PRACTICAL NURSE I	1011	Y	06	S	D	
4247	LICENSED PRACTICAL NURSE II	1012	Y	06	S	D	
2734	LINEN SERVICE CHIEF	0005		15	S	S	
1003	LINEN SERVICE SUPV	0006		15	S	S	
4562	LINEN SERVICE WORKER I	0005	Y	15	S	A	
4563	LINEN SERVICE WORKER II	0005	Y	15	S	A	
0395	LOCKSMITH	0009		15	S	A	

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2736	MAINT ASST	0006		15	S	A	
1107	MAINT MECHANIC	0007		15	S	A	
0606	MAINT MECHANIC SENIOR	0008		15	S	A	
0620	MASON PLASTERER	0009		15	S	A	
4250	MEDICAL SERV REVIEWING NURSE I	0016	Y	06	P	E	
4251	MEDICAL SERV REVIEWING NURSE II	0017	Y	06	P	E	
2243	MENTAL HEALTH ASSOC I	1008	Y	06	S	D	
2500	MENTAL HEALTH ASSOC II	1009	Y	06	S	D	
1254	METAL MAINTENANCE WORKER	0009		15	S	A	
1258	MOTOR VEHICLE OPER II	0005	Y	15	S	A	
4253	MUSIC THERAPIST I	0012	Y	06	S	E	
4254	MUSIC THERAPIST II	0013	Y	06	S	E	
4255	MUSIC THERAPIST SUPERVISOR	0014		06	S	S	
4256	NURSE PRACTITIONER/MIDWIFE I	1018	Y	06	P	E	
4257	NURSE PRACTITIONER/MIDWIFE II	1019	Y	06	P	E	
4258	NURSE PRACTITIONER/MIDWIFE SUPER	1020		06	P	S	
0013	NURSING TECH	1014		06	P	E	
3331	NUTRITIONIST I	0014	Y	06	P	E	
1272	NUTRITIONIST II	0015	Y	06	P	E	
2318	OBS-TEACHER AIDE I	0005	Y	16	S	E	ABOL
2958	OBS-TEACHER AIDE II	0005	Y	16	S	E	ABOL
4265	OCCUPATIONAL THERAPIST I	0014	Y	06	P	E	
4266	OCCUPATIONAL THERAPIST II	0016	Y	06	P	E	
4396	OCCUPATIONAL THERAPIST III ADV	0017		06	P	E	
4267	OCCUPATIONAL THERAPIST III LEAD	0017		06	P	E	
0015	OCCUPATIONAL THERAPIST INSTITUTIONAL	0015		06	P	E	
4268	OCCUPATIONAL THERAPIST SUPERVISOR	0018		06	P	S	
4270	OCCUPATIONAL THERAPY ASST I	0009	Y	06	S	D	
4271	OCCUPATIONAL THERAPY ASST II	0010	Y	06	S	D	
1373	OFFICE CLERK ASSISTANT	0005	Y	03	S	B	
1374	OFFICE CLERK I	0006	Y	03	S	B	
1375	OFFICE CLERK II	0007	Y	03	S	B	
1368	OFFICE PROCESSING ASSISTANT	0005	Y	03	S	B	
1369	OFFICE PROCESSING CLERK I	0006	Y	03	S	B	
1370	OFFICE PROCESSING CLERK II	0007	Y	03	S	B	
1371	OFFICE PROCESSING CLERK LEAD	0008		03	S	B	
1372	OFFICE PROCESSING CLERK SUPR	0010		03	S	B	
1376	OFFICE SERVICES CLERK	0008		03	S	B	
1377	OFFICE SERVICES CLERK LEAD	0009		03	S	B	
0667	PAINTER	0009		15	S	A	
0086	PATIENT/CLIENT DRIVER	1006		15	S	A	
1268	PH LAB ASSISTANT I	0005	Y	04	S	B	
1269	PH LAB ASSISTANT II	0005	Y	04	S	B	
1270	PH LAB ASSISTANT III	0006	Y	04	S	B	
0304	PH LAB TECHNICIAN I	0007	Y	04	S	B	
0305	PH LAB TECHNICIAN II	0008	Y	04	S	B	
0306	PH LAB TECHNICIAN III	0009	Y	04	S	B	
0688	PHARMACIST I	0016	Y	06	P	E	
2376	PHARMACIST II	0017	Y	06	P	E	
3451	PHARMACIST III	0018		06	P	E	
0680	PHARMACY TECHNICIAN	0005		06	S	D	
4272	PHYSICAL THERAPIST I	0014	Y	06	P	E	

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4273	PHYSICAL THERAPIST II	0016	Y	06	P	E
4397	PHYSICAL THERAPIST III ADV	0017		06	P	E
4274	PHYSICAL THERAPIST III LEAD	0017		06	P	E
0014	PHYSICAL THERAPIST INSTITUTIONAL	0015		06	P	E
4275	PHYSICAL THERAPIST SUPERVISOR	0018		06	P	S
4276	PHYSICAL THERAPY ASSISTANT I	0009	Y	06	S	D
4277	PHYSICAL THERAPY ASSISTANT II	0010	Y	06	S	D
4606	PHYSICIAN CLINICAL SPECIALIST	1036		06	P	E
4603	PHYSICIAN CLINICAL STAFF	1033		06	P	E
0697	PLUMBER	0009		15	S	A
4125	POLICE OFFICER I	1106	Y	19	S	I
4126	POLICE OFFICER II	1107	Y	19	S	I
4127	POLICE OFFICER III	1108		19	S	I
4128	POLICE OFFICER SUPERVISOR	1109		19	S	S
4124	POLICE OFFICER TRAINEE	1105	Y	19	S	I
0012	PRACTICAL NURSING TECH	0009		06	S	D
0612	PSYCHOLOGIST I	0018	Y	01	P	F
0613	PSYCHOLOGIST II	0019	Y	01	P	F
0464	PSYCHOLOGIST INTERN	9999		01	P	F
0465	PSYCHOLOGY ASSOCIATE DOCTORATE	0017	Y	01	P	F
0608	PSYCHOLOGY ASSOCIATE I MASTERS	0012	Y	01	P	F
0609	PSYCHOLOGY ASSOCIATE II MASTERS	0013	Y	01	P	F
0610	PSYCHOLOGY ASSOCIATE III MASTERS	0014	Y	01	P	F
4280	RADIOLOGIC TECHNOLOGIST I	1009	Y	06	S	D
4281	RADIOLOGIC TECHNOLOGIST II	1010	Y	06	S	D
2036	REFRIGERATION MECHANIC	0010		15	S	A
1440	REGISTERED DIETITIAN I	0013	Y	06	P	E
1446	REGISTERED DIETITIAN II	0014	Y	06	P	E
4284	REGISTERED NURSE	1016		06	P	E
4286	REGISTERED NURSE CHARGE MED	1017		06	P	E
0349	REGISTERED NURSE CHARGE PERKINS	1018		06	P	E
4285	REGISTERED NURSE CHARGE PSYCH	1017		06	P	E
0348	REGISTERED NURSE PERKINS	1017		06	P	E
4288	REGISTERED NURSE SUPV MED	1018		06	P	S
0350	REGISTERED NURSE SUPV PERKINS	1019		06	P	S
4287	REGISTERED NURSE SUPV PSYCH	1018		06	P	S
4300	RESPIRATORY CARE NURSE	1017		06	P	E
2412	RESPIRATORY CARE PRACTITIONER I	1012	Y	06	P	E
2413	RESPIRATORY CARE PRACTITIONER II	1014		06	P	E
2414	RESPIRATORY CARE PRACTITIONER LEAD	1015		06	P	E
2415	RESPIRATORY CARE PRACTITIONER SUPV	1016		06	P	S
2388	RESPIRATORY THERAPIST II	1014	Y	06	P	E
4143	SECURITY ATTEND I	1011	Y	19	S	H
4150	SECURITY ATTEND I HOSP POLICE	1011	Y	19	S	H
4144	SECURITY ATTEND II	1012	Y	19	S	H
4151	SECURITY ATTEND II HOSP POLICE	1012	Y	19	S	H
4145	SECURITY ATTEND III	1013		19	S	H
4152	SECURITY ATTEND III HOSP POLICE	1013		19	S	H
4146	SECURITY ATTEND LPN	1015		19	S	H
4147	SECURITY ATTEND SUPV	1015		19	S	S
4153	SECURITY ATTEND SUPV HOSP POLICE	1015		19	S	S
4154	SECURITY ATTENDANT NURSING I,PERKINS	1011	Y	19	S	H

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4156	SECURITY ATTENDANT NURSING II,PERKINS	1012	Y	19	S	H	
0505	SERVICE WORK CHIEF	0005		15	S	H	
0810	SHEET METAL WORKER	0009		15	S	A	
1991	SOCIAL WORKER I, HEALTH SVCS	0015	Y	01	P	F	
1992	SOCIAL WORKER II, HEALTH SVCS	0016	Y	01	P	F	
2153	SPEECH PATHOLGST AUDIOLGST I	0014	Y	06	P	E	
2527	SPEECH PATHOLGST AUDIOLGST II	0016	Y	06	P	E	
1030	SPEECH PATHOLGST AUDIOLGST III	0017		06	P	E	
0287	STATIONARY ENGINEER 1ST GRADE	1010		15	S	A	
0811	STATIONARY ENGINEER 2ND GRADE	1008		15	S	A	ABOL
0831	STATIONARY ENGINEER 3RD GRADE	1005		15	S	A	ABOL
0386	STATIONARY ENGINEER APPRENTICE	9990		15	S	A	ABOL
0832	STEAM FITTER	0009		15	S	A	
4564	STOCK CLERK I	0005	Y	10	S	B	
4565	STOCK CLERK II	0005	Y	10	S	B	
0900	TELEPHONE OPERATOR I	0005	Y	03	S	B	
0901	TELEPHONE OPERATOR II	0006	Y	03	S	B	
0902	TELEPHONE OPERATOR SUPR	0007		03	S	S	
4283	THERAPEUTIC RECREATOR I	0012	Y	06	S	E	
4302	THERAPEUTIC RECREATOR II	0013	Y	06	S	E	
4303	THERAPEUTIC RECREATOR SUPERVISOR	0014		06	S	S	
4304	THERAPY SERVICES MGR I	0019		06	M	M	
6324	THERAPY SERVICES MGR I	0019		03	M	M	
4307	VISION HEARG SCREEN TECH	0006	Y	06	S	D	
4308	VISION HEARG SCREEN TECH LEAD	0007		06	S	D	
4309	VISION HEARG SCREEN TECH SUPV I	0008		06	S	S	
4310	VISION HEARG SCREEN TECH SUPV II	0009		06	S	S	
4306	VISION HEARG SCREEN TECH TRAINEE	0005	Y	06	S	D	
0974	VOLUNTEER ACTIVITIES COORD I	0008	Y	09	S	F	
2262	VOLUNTEER ACTIVITIES COORD II	0010	Y	09	S	F	
1893	WIC SERVICES ASSOC	0009	Y	06	S	D	
1892	WIC SERVICES ASSOC TRN	0008	Y	06	S	D	
4311	WORK ADJUSTMENT ASSOCIATE I	0007	Y	06	S	D	
4312	WORK ADJUSTMENT ASSOCIATE II	0008	Y	06	S	D	
4313	WORK ADJUSTMENT ASSOCIATE III	0009	Y	06	S	D	

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