



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

M-NCPPC Resolution 20-11

**Extension of Existing Standby Compensation Pilot Program for  
Designated IT Specialists and Trades Supervisor Positions Below the Division Chief Level**

WHEREAS, the Maryland-National Capital Park and Planning Commission (“M-NCPPC”) has the authority to set the compensation of employees and contractors pursuant to § 15-110 of the Land Use Article of the Annotated Code of Maryland; and

WHEREAS, there is a regular operational need for certain positions to provide after-hours support for critical functions throughout the 7-day week; and

WHEREAS, departments have expressed difficulty in getting employees to provide the needed coverage on a volunteer basis within the established compensation system for non-represented employees; and

WHEREAS, the Standby Compensation Pilot Program has been in effect for one (1) year and has successfully met these operational needs by recognizing the placement of designated IT specialist and Trades supervisor positions, at Grade J, 30, 32 (or their equivalency), and below, in a “ready to respond” status to address after-hours needs; and

WHEREAS, the Pilot Program provides for compensation to such employees with eight (8) hours of straight time compensation for providing after-hours coverage over a 7-consecutive day period, in the form of compensatory leave or straight pay, as determined by the Department Head and subject to budget availability; and

WHEREAS, the agency finds it beneficial to extend the current Pilot Program for one (1) year to further evaluate and address any changes in operational needs for Standby.

NOW, THEREFORE BE IT RESOLVED, that the Maryland-National Capital Park and Planning Commission approves, and does hereby authorize, a one (1) year extension of the Standby Compensation Pilot Program for designated IT specialist and Trades supervisor positions, at Grade J, 30, 32 (or their equivalency), and below; and

BE IT FURTHER RESOLVED, that such employees shall be compensated with eight (8) hours of straight time compensation for providing after-hours coverage over a 7-consecutive day period, in the form of either compensatory leave or straight pay, as determined by the Department Head and subject to budget availability; and

BE IT FURTHER RESOLVED, the Executive Director is authorized to promulgate operating procedures in the form of Administrative Procedures to implement the pilot program.

BE IT FURTHER RESOLVED, in conjunction with the Department Heads, the Executive Director shall re-evaluate the program in June 2021, and provide a recommendation to the Executive Committee.

Be it FURTHER RESOLVED, that the Commission authorizes the Executive Committee to make a determination at the end of the extension period, whether to continue, modify, or terminate the program.

APPROVED FOR LEGAL SUFFICIENCY:

William Dickerson,  
M-NCPPC Legal Department,  
June 8, 2020

This is to certify that the foregoing is a true and correct copy of Resolution No. 20-11 adopted by the Maryland-National Capital Park and Planning Commission on motion of Vice-Chair Hewlett, seconded by Commissioner Geraldo, with Commissioners Anderson, Bailey, Cichy, Doerner, Fani-Gonzalez, Geraldo, Hewlett and Patterson voting in favor of the motion, and Commissioners Verma and Washington absent during the vote, at its meeting held on June 17, 2020, via video-conference.

  
Asuntha Chiang-Smith, Executive Director



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

M-NCPPC 19-01

**Approval of Standby Compensation Pilot Program for  
Designated IT Specialist and Trades Supervisor Positions Below the Division Chief Level**

WHEREAS, the Maryland-National Capital Park and Planning Commission (“M-NCPPC”) has the authority to set the compensation of employees and contractors pursuant to § 15-110 of the Land Use Article of the Annotated Code of Maryland; and

WHEREAS, there is a regular operational need for certain positions to provide after-hours support for critical functions throughout the 7-day week; and

WHEREAS, departments have expressed difficulty in getting employees to provide the needed coverage on a volunteer basis within the established compensation system for non-represented employees; and

WHEREAS, a one (1) year Standby compensation pilot program has been proposed in an effort to meet these operational needs and recognize the placement of designated IT specialist and Trades supervisor positions, at Grade J, 30, 32 (or their equivalency), and below, in a “ready to respond” status to address after-hours needs, to be effective April 7, 2019; and

WHEREAS, the proposed pilot program would provide for compensating such employees with eight (8) hours of straight time compensation for providing after-hours coverage over a 7-consecutive day period, in the form of compensatory leave or straight pay, as determined by the Department Head and subject to budget availability; and

NOW THEREFORE, BE IT RESOLVED, that the Maryland-National Capital Park and Planning Commission approves, and does hereby authorize, the establishment of a Standby compensation pilot program for designated IT specialist and Trades supervisor positions, at Grade J, 30, 32 (or their equivalency), and below; and

BE IT FURTHER RESOLVED, that such employees shall be compensated with eight (8) hours of straight time compensation for providing after-hours coverage over a 7-consecutive day period, in the form of either compensatory leave or straight pay, as determined by the Department Head and subject to budget availability; and


BE IT FURTHER RESOLVED, the Executive Director is authorized to promulgate operating procedures in the form of Administrative Procedures to implement the pilot program.

BE IT FURTHER RESOLVED, in conjunction with the Department Heads, the Executive Director shall re-evaluate and report back to the Commission regarding this pilot program at the end of one year.

This is to certify that the foregoing is a true and correct copy of Resolution No. 19-01, adopted by the Maryland-National Capital Park and Planning Commission on motion of Commissioner Patterson, seconded by Commissioner Doerner, with Chair Hewlett, Vice-Chair Anderson, Commissioners Bailey, Cichy, Doerner, Patterson and Washington voting in favor of the motion at the meeting held on Wednesday, March 13, 2019 at the Prince George's County Parks and Recreation Administration Building Auditorium at 6600 Kenilworth Avenue in Riverdale, Maryland. Commissioners Dreyfuss, Fani-Gonzalez and Geraldo were absent from the vote.



Anju A. Bennett  
Acting Executive Director

APPROVED AS TO LEGAL SUFFICIENCY  
  
M-NCPPC Legal Department  
Date 5/2/19



# ADMINISTRATIVE PROCEDURES

Authorized by:

No. 19-01

Anju A. Bennett  
Acting Executive Director

Original issue: 05/03/2019

Last amended: 05/03/2019

Last reviewed: 05/03/2019

## STANDBY PROGRAM FOR AGENCY CRITICAL OPERATIONS

### AUTHORITY

These Administrative Procedures were issued by the Executive Director on May 3, 2019 to implement Resolution 19-01, Approval of Standby Compensation Pilot Program for Designated IT Specialist and Trades Supervisor Positions Below the Division Chief Level.

### REFERENCES

- M-NCPPC Resolution 19-01, Approval of Standby Compensation Pilot Program for Designated IT Specialist and Trades Supervisor Positions Below the Division Chief Level
- M-NCPPC Merit System Rules and Regulations, Chapter 1200, Employee Compensation

### OVERVIEW/BACKGROUND

These Procedures have been issued to implement the one-year Standby Pilot Program, effective April 7, 2019, which permits the assignment of certain positions in a “ready to respond” status to address critical agency concerns outside of normal business hours. The Pilot Program is management driven, as Department Heads expressed difficulty in getting regular after-hours coverage for critical functions.

### ELIGIBLE POSITIONS

Consistent with Commission Resolution 19-01, Standby assignments may be made for non-represented Merit System employees who are in the position of a Trade Supervisor or Information Technology Specialist below the Division Chief level (Below Grade K or 34).

### PROCEDURES

#### I. Department Head Determination of Need for Program

Each Department Head shall determine, based on critical agency concerns, whether there is a need to assign an eligible position in a “ready to respond” status (Standby assignment) to address after-hours needs. A Department Head may terminate use of the program when it is determined that it is no longer needed. A Standby assignment is not grievable.

## **II. Standby Assignment Conditions**

When an employee is placed in a Standby assignment, they must be readily available to respond to issues that arise outside of his/her regularly scheduled work hours. An employee placed in a Standby assignment shall:

- A. Not travel beyond 1 hour from his/her designated primary work-site, unless an exception is approved in advance, in writing, by the respective Division Chief.
- B. Ensure he/she is accessible to be reached at all times via an agreed upon mode of communication (e.g., cell phone or email).
- C. Not be impaired.

An employee on a Standby assignment should be able to respond immediately; however, if unable to, then no later than 30 minutes from when the service request is made. If needed, the employee must be able to respond to the location where the issue has occurred within one (1) hour, or longer as deemed appropriate by the Division Chief managing the assignment.

## **III. Length of Standby Assignment**

A Standby assignment is 7 calendar days in duration, from Sunday to Saturday. An individual placed on a Standby assignment is responsible for remaining in a "ready to respond" status during all hours which fall outside of their normal work schedule.

## **IV. Schedule Rotation**

To the extent practicable, employees shall be placed on Standby assignments on a rotating basis. The rotation is to be administered by the Division Chief who supervises the assigned employee(s), with the Department Head's or his/her designee's approval. The Division Chief shall also make available to relevant staff the schedule of employees assigned to Standby assignments, along with the designated employee's contact information.

In the event an employee on a Standby assignment has an unexpected absence and is unable to fulfill duties, then the Division Chief may request an alternate eligible employee to provide Standby coverage. The Division Chief may then assign the employee who had an unexpected absence to substitute an equivalent amount of time for the alternate employee during the alternate employee's subsequent assignment.

## **V. Compensation**

- A. Employees shall receive 8 hours of compensation for each 7-consecutive day Standby assignment, in a manner determined by their respective Department Head. The 8 hours given for a one-week standby assignment shall not be counted toward overtime calculations.
- B. The Department Head may select one of the following options, based upon availability of funding:
  1. 8 hours of compensatory leave earned; or
  2. 8 hours of pay at straight time.

The grant of compensatory leave allows a Department Head to require the use of the earned compensatory leave in subsequent pay periods, as appropriate, for managing earned compensatory leave balances.

- C. Holiday Assignments: No additional Standby compensation shall be granted for assignments which fall during weeks containing authorized or official M-NCPPC holidays.

## **VI. Active Duty Assignment During Standby Assignment**

In addition to Standby compensation as outlined in Section V (Compensation), above, an employee who responds to a service call, either on-site or remotely, that last 30 or more minutes shall be compensated in half-hour increments for time spent on active duty, subject to appropriate pay (e.g. regular pay or overtime).

Employees must track all hours while on active duty, including response time and type of response.

## **VII. Completing Timecard for Standby Assignment**

An employee assigned to a 7-consecutive day Standby assignment shall complete his/her timecards as follows:

1. Depending on which form of compensation is approved by the respective employee's Department Head, the employee will select either of the following pay codes:
  - NU Standby Pay
  - NU Standby Comp Ern 1.0

2. To add “NU Standby Pay” or “NU Standby Comp Ern 1.0” pay code and hours to the timecard.
  - On the Kronos Timecard grid, locate <Enter Pay Code> in the **Pay Code** column.
  - Click the <Enter Pay Code> drop-down list (to display list of codes).
  - Use the smart search box by typing the letters “NU” or scroll through the list to find codes.
  - Select the “**NU Standby Pay**” or “**NU Standby Comp Ern 1.0**”.
  - Enter 8 hours for the applicable day on that row, then **Save** the timecard.
3. If the assigned employee responded to after-hours calls during their Standby assignment, they shall enter the appropriate time spent on active duty, in half-hour increments based on either on-site or remote response outlined in Section VII, Response During Standby Assignment, above.

## RESPONSIBILITIES

### Employees shall:

- Record placement on a Standby assignment in the agency’s timekeeping system.
- Track time appropriately when actually responding to service requests, subject to Section VI (Response During Standby Assignment).

### Division Chiefs shall:

- Implement the Department Head’s decision on which compensation option is to be used by employees placed on a Standby assignment.
- Manage Standby assignments (for example, rotating assigned employees, communicating expectations, and ensuring employees appropriately code timecards for the compensation option designated by the Department Head).
- Inform relevant departments, divisions, or individuals of the schedule of employees on Standby assignment.

### Department Heads shall:

- Determine whether the use of employees in a Standby assignment is needed, based on the department’s need for coverage and critical service delivery requirements.



- Determine which Standby compensation option is to be paid (compensatory leave vs. pay).
- Ensure the Standby compensation is applied uniformly for all eligible employees throughout the department.
- Review, for approval, the basic Standby assignment rotation plan proposed by the Division Chief.