

Introduced \_\_\_\_\_  
Public Hearing \_\_\_\_\_  
Council Action \_\_\_\_\_  
Executive Action \_\_\_\_\_  
Effective Date \_\_\_\_\_

## County Council of Howard County, Maryland

2025 Legislative Session

Legislative Day No. 3

### Bill No. 14 -2025

Introduced by: The Chairperson at the request of the County Executive

Short Title: Classified service eligibility lists – Federal employees and contractors – emergency legislation

Title: AN ACT providing that certain federal employees and contractors who meet the minimum qualifications for a position in the classified service may be placed on an eligibility list; generally relating to filling positions in the classified service; providing for the application of this Act; and declaring that this Act is an Emergency Bill necessary to meet an emergency affecting the public health, safety, or welfare .

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Introduced and read first time \_\_\_\_\_, 2025. Ordered posted and hearing scheduled.

By order \_\_\_\_\_  
Michelle Harrod, Administrator

Having been posted and notice of time & place of hearing & title of Bill having been published according to Charter, the Bill was read for a second time at a public hearing on \_\_\_\_\_, 2025.

By order \_\_\_\_\_  
Michelle Harrod, Administrator

This Bill was read the third time on \_\_\_\_\_, 2025 and Passed \_\_\_\_, Passed with amendments \_\_\_\_\_, Failed \_\_\_\_\_.

By order \_\_\_\_\_  
Michelle Harrod, Administrator

Sealed with the County Seal and presented to the County Executive for approval this \_\_\_ day of \_\_\_\_\_, 2025 at \_\_\_ a.m./p.m.

By order \_\_\_\_\_  
Michelle Harrod, Administrator

Approved/Vetoed by the County Executive \_\_\_\_\_, 2025

\_\_\_\_\_  
Calvin Ball, County Executive

NOTE: [[text in brackets]] indicates deletions from existing law; TEXT IN SMALL CAPITALS indicates additions to existing law; ~~Strike-out~~ indicates material deleted by amendment; Underlining indicates material added by amendment

1 **Section 1. Be It Enacted** by the County Council of Howard County, Maryland, that the Howard  
2 County Code is amended as follows:

3  
4 By amending

5 Title 1, Human Resources.  
6 Section 1.112, Filling positions in the classified service.

7  
8 **Title 1. Human Resources.**  
9 **Subtitle 1. Human Resources Administration.**  
10 **Part II. Merit System.**

11  
12 **Section 1.112. Filling positions in the classified service.**

- 13 (a) *Appointments Made on the Basis of Merit.* Appointments to positions in the classified  
14 service shall be made on the basis of merit from an eligibility list that shall include internal  
15 applicants or a combination of both external and internal applicants. For purposes of this  
16 section, an internal applicant is an applicant who is employed by Howard County  
17 Government at the time of application and an external applicant is an applicant who is not  
18 employed by Howard County Government at the time of application.
- 19 (b) *Vacancies.* An appointing authority who wishes to fill a budgeted vacant position in the  
20 classified service shall submit an employee requisition form to the Personnel Officer.
- 21 (c) *Job Announcements.*
- 22 (1) The Human Resources Administrator shall give public notice of the intent to:
- 23 (i) Fill one or more positions; or  
24 (ii) Accept applications for future vacancies.
- 25 (2) When an application deadline is established, the notice under paragraph (1) of this  
26 subsection shall be given at least two weeks in advance of the application filing  
27 deadline.
- 28 (3) Notice may be given by means of announcements posted on official County bulletin  
29 boards in County facilities, in police and fire stations, in any courthouse, and any other  
30 place the Human Resources Administrator deems proper. When deemed appropriate by

1 the Human Resources Administrator, a notice may be advertised in local newspapers or  
2 other media.

3 (4) A job announcement shall state:

4 (i) The title, grade, and the range for pay for the position for which applications are  
5 sought;

6 (ii) The nature of the work to be performed;

7 (iii) The education and work experience requirements of the position;

8 (iv) The examination requirement, if any;

9 (v) Any prerequisites for eligibility; and

10 (vi) Any limitations on criteria for the position, including any criteria that limit  
11 consideration to current employees of Howard County Government.

12 (5) Applications shall be made on forms prescribed by the Human Resources  
13 Administrator, and shall contain information relating to the education, work  
14 experience, training, and residence of the applicant, and shall contain a certification by  
15 the applicant of the accuracy of the statements made therein.

16 (d) *Duration of Active Application.* If an applicant meets the minimum qualifications of the  
17 position classification, the Human Resources Administrator shall maintain the application  
18 until the vacancy is filled.

19 (e) *Eligibility List.*

20 (1) If the Personnel Officer approves an employee requisition request, the Human  
21 Resources Administrator shall provide the appointing authority with an alphabetical  
22 eligibility list based on:

23 (i) The results of open, competitive examinations;

24 (ii) The results of an internal promotion exam; or

25 (iii) An examination of an application, resume, or other information provided by the  
26 applicant.

27 (2) Except as provided in paragraph (10) of this subsection, the eligibility list shall consist  
28 of at least three and up to ten names of applicants who are most qualified for the  
29 position plus: [[up]]

30 (I) UP to an additional five names of applicants who:

31 [[(i)]A. Were among the next five most highly qualified applicants; and



- 1 (i) The Personnel Officer determines that the individual is qualified for the position;  
2 and  
3 (ii) Except as provided in subsection 1.115(c)(2) of this subtitle, the employee agrees  
4 to the transfer.

5 (9) An appointing authority may fill a position by transferring an employee from a position  
6 in one Department to a position in another Department in the same position  
7 classification or in a different position classification in the same or lower grade if:

- 8 (i) The Personnel Officer determines that the individual is qualified for the position;  
9 and  
10 (ii) The appointing authorities of both Departments and the employee agree to the  
11 transfer.

12 (10) An eligibility list may have fewer than three applicants if the Office of Human  
13 Resources has determined that a reasonable search has been conducted.

14 (f) *Offer of Employment.*

15 (1) After receipt of the name of an individual selected under subsection (e)(6) of this  
16 section, the Human Resources Administrator shall forward the name to the Personnel  
17 Officer, who shall extend an offer of employment to the individual.

18 (2) An offer of employment may be subject to the selected individual passing a physical  
19 examination as specified by the Personnel Officer.

20 (g) *Probationary Period.*

21 (1) Upon initial appointment to a position in the classified service, an employee is a  
22 probationary employee. Time spent in a designated trainee class is considered a  
23 probationary period.

24 (2) An appointing authority may terminate a probationary employee:

- 25 (i) Upon giving up to two weeks' notice of termination; or  
26 (ii) Upon payment of up to two weeks' severance pay in-lieu-of notice of termination.

27 (3) At the end of the probationary period, the appointing authority shall notify the  
28 Human Resources Administrator that the appointing authority recommends:

- 29 (i) That the employee be placed in the classified service;  
30 (ii) That the employee's probationary period be extended for a period not to exceed  
31 six months; or

1 (iii) That the employee be terminated because the employee's performance does not  
2 meet the required performance standards for the position or job assignment.

3 (4) A termination under paragraph (2) or under paragraph (3)(iii) of this section is not  
4 appealable.

5 (5) (i) A classified employee who is promoted shall serve a probationary period equal to the  
6 length of the probationary period for that position.

7 (ii) If a classified employee is promoted and, during the probationary period, the  
8 appointing authority determines that the employee's performance does not meet  
9 the required performance standards for the new position, the appointing authority  
10 may dismiss the employee.

11 (iii) If a classified employee is dismissed under this paragraph, the appointing  
12 authority shall make a good faith effort to place the employee in a vacant position  
13 before the employee is terminated.

14 (iv) Movement from a designated trainee class to a full performance class is not a  
15 promotion.  
16

17 ***Section 2. And Be It Further Enacted, by the County Council of Howard County, Maryland that***  
18 ***an emergency exists because a mass layoff of federal employees and federal contractors will***  
19 ***impact County revenues and taxes and will place a strain on County services.***  
20

21 ***Section 3. And Be It Further Enacted by the County Council of Howard County, Maryland that***  
22 ***the authority to add up to five federal employees or federal contractors to eligibility lists as***  
23 ***established by this Act shall remain in effect through the end of Fiscal Year 2026 (June 30, 2026)***  
24 ***and, at the end of Fiscal Year 2026, with no further action required by the County Council, changes***  
25 ***made to Section 1.112(e)(2) of the County Code shall be abrogated and of no further force and***  
26 ***effect.***  
27

28 ***Section 4. And Be It Further Enacted by the County Council of Howard County, Maryland that***  
29 ***this Act is adopted as an emergency measure to address an immediate emergency affecting the***  
30 ***public health, safety or welfare and, having been passed, by two-thirds of its members, this Act***  
31 ***shall be effective immediately upon its enactment.***