

AN ORDINANCE TO AMEND  
TITLE 2  
OF THE CODE OF EMMITSBURG  
ENTITLED  
ADMINISTRATION AND PERSONNEL

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BE IT RESOLVED, ENACTED AND ORDAINED BY THE Mayor and Board of Commissioners of the Town of Emmitsburg, Maryland that Chapters 2.50.030 of the Emmitsburg Municipal Code be amended as follows:

The amended section of this regulation reads as follows with new wording indicated in **BOLD CAPITAL** letters and deleted words in [strikeout]

CHAPTER 2.50.30 SALARY STRUCTURE

Town Of Emmitsburg Salary Structure—Fiscal Year ~~2018~~ **2019**  
for July 1, ~~2017~~ **2018** with **2%** COLA factor approved

*See following pages*

SALARY CHART (Part 1 of 4)

Position	Grade		3.50%		3.00%
			Base	Step 1	Step 2
<b>Labors (unskilled)</b>	<b>1</b>	Annual Salary	\$25,014.21	\$25,889.71	\$26,666.40
		Biweekly Salary	\$962.09	\$995.76	\$1,025.63
		Hourly Rate	\$12.03	\$12.45	\$12.82
	<b>2</b>	Annual Salary	\$26,397.22	\$27,321.13	\$28,140.76
		Biweekly Salary	\$1,015.28	\$1,050.81	\$1,082.34
		Hourly Rate	\$12.69	\$13.14	\$13.53
<b>Water &amp; Sewer Trainee</b>	<b>3</b>	Annual Salary	\$27,584.80	\$28,550.27	\$29,406.77
		Biweekly Salary	\$1,060.95	\$1,098.09	\$1,131.03
		Hourly Rate	\$13.26	\$13.73	\$14.14
<b>Public Works Employee, Water/ Sewer Operator &amp; Receptionist</b>	<b>4</b>	Annual Salary	\$30,065.16	\$31,117.44	\$32,050.97
		Biweekly Salary	\$1,156.35	\$1,196.82	\$1,232.73
		Hourly Rate	\$14.45	\$14.96	\$15.41
<b>Office Manager</b>	<b>5</b>	Annual Salary	\$33,966.11	\$35,154.93	\$36,209.57
		Biweekly Salary	\$1,306.39	\$1,352.11	\$1,392.68
		Hourly Rate	\$16.33	\$16.90	\$17.41
<b>Maintenance, Parking Enforcement Accounting Tech &amp; Water/ Sewer Skilled Laborer</b>	<b>6</b>	Annual Salary	\$38,934.39	\$40,297.09	\$41,506.01
		Biweekly Salary	\$1,497.48	\$1,549.89	\$1,596.38
		Hourly Rate	\$18.72	\$19.37	\$19.95
<b>Public Works Supervisor</b>	<b>7</b>	Annual Salary	\$39,836.34	\$41,230.62	\$42,467.54
		Biweekly Salary	\$1,532.17	\$1,585.79	\$1,633.37
		Hourly Rate	\$19.15	\$19.82	\$20.42
<b>Town Clerk</b>	<b>8</b>	Annual Salary	\$42,842.87	\$44,342.37	\$45,672.64
		Biweekly Salary	\$1,647.80	\$1,705.48	\$1,756.64
		Hourly Rate	\$20.60	\$21.32	\$21.96
	<b>9</b>	Annual Salary	\$45,849.39	\$47,454.12	\$48,877.74
		Biweekly Salary	\$1,763.44	\$1,825.16	\$1,879.91
		Hourly Rate	\$22.04	\$22.81	\$23.50
	<b>10</b>	Annual Salary	\$48,620.31	\$50,322.02	\$51,831.68
		Biweekly Salary	\$1,870.01	\$1,935.46	\$1,993.53
		Hourly Rate	\$23.38	\$24.19	\$24.92
<b>Planner, Accountant Water &amp; Sewer Superintendent Public Works Superintendent</b>	<b>11</b>	Annual Salary	\$53,433.70	\$55,303.88	\$56,963.00
		Biweekly Salary	\$2,055.14	\$2,127.07	\$2,190.88
		Hourly Rate	\$25.69	\$26.59	\$27.39
<b>Town Manager</b>	<b>12</b>	Annual Salary	\$83,063.18	\$85,970.39	\$88,549.50
		Biweekly Salary	\$3,194.74	\$3,306.55	\$3,405.75
		Hourly Rate	\$39.93	\$41.33	\$42.57



SALARY CHART CONTINUED (Part 2 of 4)

Position	Grade		3.00%	2.00%	2.00%
			Step 3	Step 4	Step 5
<b>Labors (unskilled)</b>	<b>1</b>	Annual Salary	\$27,466.40	\$28,015.72	\$28,576.04
		Biweekly Salary	\$1,056.40	\$1,077.53	\$1,099.08
		Hourly Rate	\$13.20	\$13.47	\$13.74
	<b>2</b>	Annual Salary	\$28,984.98	\$29,564.68	\$30,155.98
		Biweekly Salary	\$1,114.81	\$1,137.10	\$1,159.85
		Hourly Rate	\$13.94	\$14.21	\$14.50
<b>Water &amp; Sewer Trainee</b>	<b>3</b>	Annual Salary	\$30,288.98	\$30,894.76	\$31,512.65
		Biweekly Salary	\$1,164.96	\$1,188.26	\$1,212.03
		Hourly Rate	\$14.56	\$14.85	\$15.15
<b>Public Works Employee, Water/ Sewer Operator &amp; Receptionist</b>	<b>4</b>	Annual Salary	\$33,012.50	\$33,672.75	\$34,346.20
		Biweekly Salary	\$1,269.71	\$1,295.11	\$1,321.01
		Hourly Rate	\$15.87	\$16.19	\$16.51
<b>Office Manager</b>	<b>5</b>	Annual Salary	\$37,295.86	\$38,041.78	\$38,802.61
		Biweekly Salary	\$1,434.46	\$1,463.15	\$1,492.41
		Hourly Rate	\$17.93	\$18.29	\$18.66
<b>Maintenance, Parking Enforcement Accounting Tech &amp; Water/ Sewer Skilled Laborer</b>	<b>6</b>	Annual Salary	\$42,751.19	\$43,606.21	\$44,478.33
		Biweekly Salary	\$1,644.28	\$1,677.16	\$1,710.71
		Hourly Rate	\$20.55	\$20.96	\$21.38
<b>Public Works Supervisor</b>	<b>7</b>	Annual Salary	\$43,741.56	\$44,616.39	\$45,508.72
		Biweekly Salary	\$1,682.37	\$1,716.02	\$1,750.34
		Hourly Rate	\$21.03	\$21.45	\$21.88
<b>Town Clerk</b>	<b>8</b>	Annual Salary	\$47,042.82	\$47,983.67	\$48,943.35
		Biweekly Salary	\$1,809.34	\$1,845.53	\$1,882.44
		Hourly Rate	\$22.62	\$23.07	\$23.53
	<b>9</b>	Annual Salary	\$50,344.07	\$51,350.95	\$52,377.97
		Biweekly Salary	\$1,936.31	\$1,975.04	\$2,014.54
		Hourly Rate	\$24.20	\$24.69	\$25.18
	<b>10</b>	Annual Salary	\$53,386.63	\$54,454.36	\$55,543.45
		Biweekly Salary	\$2,053.33	\$2,094.40	\$2,136.29
		Hourly Rate	\$25.67	\$26.18	\$26.70
<b>Planner, Accountant Water &amp; Sewer Superintendent Public Works Superintendent</b>	<b>11</b>	Annual Salary	\$58,671.89	\$59,845.32	\$61,042.23
		Biweekly Salary	\$2,256.61	\$2,301.74	\$2,347.78
		Hourly Rate	\$28.21	\$28.77	\$29.35
<b>Town Manager</b>	<b>12</b>	Annual Salary	\$91,205.99	\$93,030.11	\$94,890.71
		Biweekly Salary	\$3,507.92	\$3,578.08	\$3,649.64
		Hourly Rate	\$43.85	\$44.73	\$45.62

SALARY CHART CONTINUED (Part 3 of 4)

Position	Grade		1.50%	1.50%	1.50%
			Step 6	Step 7	Step 8
<b>Labors (unskilled)</b>	<b>1</b>	Annual Salary	\$29,004.68	\$29,439.75	\$29,881.35
		Biweekly Salary	\$1,115.56	\$1,132.30	\$1,149.28
		Hourly Rate	\$13.94	\$14.15	\$14.37
	<b>2</b>	Annual Salary	\$30,608.31	\$31,067.44	\$31,533.45
		Biweekly Salary	\$1,177.24	\$1,194.90	\$1,212.83
		Hourly Rate	\$14.72	\$14.94	\$15.16
<b>Water &amp; Sewer Trainee</b>	<b>3</b>	Annual Salary	\$31,985.34	\$32,465.12	\$32,952.10
		Biweekly Salary	\$1,230.21	\$1,248.66	\$1,267.39
		Hourly Rate	\$15.38	\$15.61	\$15.84
<b>Public Works Employee, Water/ Sewer Operator &amp; Receptionist</b>	<b>4</b>	Annual Salary	\$34,861.39	\$35,384.31	\$35,915.08
		Biweekly Salary	\$1,340.82	\$1,360.94	\$1,381.35
		Hourly Rate	\$16.76	\$17.01	\$17.27
<b>Office Manager</b>	<b>5</b>	Annual Salary	\$39,384.65	\$39,975.42	\$40,575.05
		Biweekly Salary	\$1,514.79	\$1,537.52	\$1,560.58
		Hourly Rate	\$18.93	\$19.22	\$19.51
<b>Maintenance, Parking Enforcement Accounting Tech &amp; Water/ Sewer Skilled Laborer</b>	<b>6</b>	Annual Salary	\$45,145.51	\$45,822.69	\$46,510.03
		Biweekly Salary	\$1,736.37	\$1,762.41	\$1,788.85
		Hourly Rate	\$21.70	\$22.03	\$22.36
<b>Public Works Supervisor</b>	<b>7</b>	Annual Salary	\$46,191.35	\$46,884.22	\$47,587.48
		Biweekly Salary	\$1,776.59	\$1,803.24	\$1,830.29
		Hourly Rate	\$22.21	\$22.54	\$22.88
<b>Town Clerk</b>	<b>8</b>	Annual Salary	\$49,677.50	\$50,422.66	\$51,179.00
		Biweekly Salary	\$1,910.67	\$1,939.33	\$1,968.42
		Hourly Rate	\$23.88	\$24.24	\$24.61
	<b>9</b>	Annual Salary	\$53,163.64	\$53,961.10	\$54,770.51
		Biweekly Salary	\$2,044.76	\$2,075.43	\$2,106.56
		Hourly Rate	\$25.56	\$25.94	\$26.33
	<b>10</b>	Annual Salary	\$56,376.60	\$57,222.25	\$58,080.59
		Biweekly Salary	\$2,168.33	\$2,200.86	\$2,233.87
		Hourly Rate	\$27.10	\$27.51	\$27.92
<b>Planner, Accountant Water &amp; Sewer Superintendent Public Works Superintendent</b>	<b>11</b>	Annual Salary	\$61,957.86	\$62,887.23	\$63,830.54
		Biweekly Salary	\$2,382.99	\$2,418.74	\$2,455.02
		Hourly Rate	\$29.79	\$30.23	\$30.69
<b>Town Manager</b>	<b>12</b>	Annual Salary	\$96,314.07	\$97,758.78	\$99,225.16
		Biweekly Salary	\$3,704.39	\$3,759.95	\$3,816.35
		Hourly Rate	\$46.30	\$47.00	\$47.70



SALARY CHART CONTINUED (Part 4 of 4)

Position	Grade		1.50%	1.50%	1.50%	1.50%
			Step 9	Step 10	Step 11	Step 12
<b>Labors (unskilled)</b>	<b>1</b>	Annual Salary	\$30,329.57	\$30,784.51	\$31,246.28	\$31,714.97
		Biweekly Salary	\$1,166.52	\$1,184.02	\$1,201.78	\$1,219.81
		Hourly Rate	\$14.58	\$14.80	\$15.02	\$15.25
	<b>2</b>	Annual Salary	\$32,006.45	\$32,486.55	\$32,973.85	\$33,468.46
		Biweekly Salary	\$1,231.02	\$1,249.48	\$1,268.22	\$1,287.25
		Hourly Rate	\$15.39	\$15.62	\$15.85	\$16.09
<b>Water &amp; Sewer Trainee</b>	<b>3</b>	Annual Salary	\$33,446.38	\$33,948.08	\$34,457.30	\$34,974.16
		Biweekly Salary	\$1,286.40	\$1,305.70	\$1,325.28	\$1,345.16
		Hourly Rate	\$16.08	\$16.32	\$16.57	\$16.81
<b>Public Works Employee, Water/ Sewer Operator &amp; Receptionist</b>	<b>4</b>	Annual Salary	\$36,453.81	\$37,000.61	\$37,555.62	\$38,118.96
		Biweekly Salary	\$1,402.07	\$1,423.10	\$1,444.45	\$1,466.11
		Hourly Rate	\$17.53	\$17.79	\$18.06	\$18.33
<b>Office Manager</b>	<b>5</b>	Annual Salary	\$41,183.68	\$41,801.44	\$42,428.46	\$43,064.88
		Biweekly Salary	\$1,583.99	\$1,607.75	\$1,631.86	\$1,656.34
		Hourly Rate	\$19.80	\$20.10	\$20.40	\$20.70
<b>Maintenance, Parking Enforcement Accounting Tech &amp; Water/ Sewer Skilled Laborer</b>	<b>6</b>	Annual Salary	\$47,207.68	\$47,915.80	\$48,634.53	\$49,364.05
		Biweekly Salary	\$1,815.68	\$1,842.92	\$1,870.56	\$1,898.62
		Hourly Rate	\$22.70	\$23.04	\$23.38	\$23.73
<b>Public Works Supervisor</b>	<b>7</b>	Annual Salary	\$48,301.30	\$49,025.82	\$49,761.20	\$50,507.62
		Biweekly Salary	\$1,857.74	\$1,885.61	\$1,913.89	\$1,942.60
		Hourly Rate	\$23.22	\$23.57	\$23.92	\$24.28
<b>Town Clerk</b>	<b>8</b>	Annual Salary	\$51,946.68	\$52,725.88	\$53,516.77	\$54,319.52
		Biweekly Salary	\$1,997.95	\$2,027.92	\$2,058.34	\$2,089.21
		Hourly Rate	\$24.97	\$25.35	\$25.73	\$26.12
	<b>9</b>	Annual Salary	\$55,592.07	\$56,425.95	\$57,272.34	\$58,131.43
		Biweekly Salary	\$2,138.16	\$2,170.23	\$2,202.78	\$2,235.82
		Hourly Rate	\$26.73	\$27.13	\$27.53	\$27.95
	<b>10</b>	Annual Salary	\$58,951.79	\$59,836.07	\$60,733.61	\$61,644.62
		Biweekly Salary	\$2,267.38	\$2,301.39	\$2,335.91	\$2,370.95
		Hourly Rate	\$28.34	\$28.77	\$29.20	\$29.64
<b>Planner, Accountant Water &amp; Sewer Superintendent Public Works Superintendent</b>	<b>11</b>	Annual Salary	\$64,788.00	\$65,759.82	\$66,746.21	\$67,747.41
		Biweekly Salary	\$2,491.85	\$2,529.22	\$2,567.16	\$2,605.67
		Hourly Rate	\$31.15	\$31.62	\$32.09	\$32.57
<b>Town Manager</b>	<b>12</b>	Annual Salary	\$100,713.54	\$102,224.24	\$103,757.61	\$105,313.97
		Biweekly Salary	\$3,873.60	\$3,931.70	\$3,990.68	\$4,050.54
		Hourly Rate	\$48.42	\$49.15	\$49.88	\$50.63

Biweekly salary is calculated by dividing the annual salary by twenty-six (26) pays.

Annual salary is the hourly rate multiplied by two thousand eighty (2,080) hours.

Part-time employee's annual and biweekly salary will be different than chart shows.

**BE IT FURTHER ENACTED AND ORDAINED**, that this Ordinance shall take effect on the date on which the Mayor approves the Ordinance after passing by the Board of Commissioners or on the date on which the Board of Commissioners passes the Ordinance over the veto of the Mayor.

**PASSED** this 4<sup>th</sup> day of June, 2018  
by a vote of 5 for, 0 against, 0 absent, and 0 abstain.

**ATTEST:**

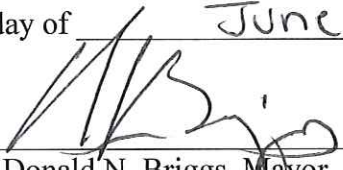
**EMMITSBURG BOARD OF COMMISSIONERS:**

  
\_\_\_\_\_  
Madeline Shaw, Town Clerk

  
\_\_\_\_\_  
Timothy O'Donnell, President

**MAYOR**

☒ **APPROVED** ☐ **VETOED**  
this 4<sup>th</sup> day of June, 2018.

  
\_\_\_\_\_  
Donald N. Briggs, Mayor

I hereby certify that the foregoing  
Ordinance has been posted as  
required by Chapter 2.04 of the  
Emmitsburg Municipal Code.

\_\_\_\_\_  
Madeline Shaw, Town Clerk  
Date: