

# ADMINISTRATIVE MANUAL

## BROADCAST 002

June 15, 2012  
PLEASE POST

Agency Heads  
Bureau Heads  
Human Resources Officers

### *Re: Administrative Policy Manual Update*

**AM-100-03: Public Service Problems** is now removed.

**AM-102-1: City Offices** is now updated. The most updated policy is on the BBMR intranet: <https://cobweb.baltimorecity.gov/bbmr/administrative/policies/AM-102-1.pdf>

**AM-103-1: Notification of Public Events** is now updated. The most updated policy is on the BBMR intranet: <https://cobweb.baltimorecity.gov/bbmr/administrative/am-103-1.pdf>

**AM-105-1: Public Service Problems** is now updated. The most updated policy is on the BBMR intranet: <https://cobweb.baltimorecity.gov/bbmr/administrative/am-105-1.pdf>

**AM-290-1: City Union of Baltimore Salary Scale** is now updated. The most updated policy is on the BBMR intranet: <https://cobweb.baltimorecity.gov/bbmr/personnel/policies/AM-290-1.pdf>

**AM-290-1-1: City Union of Baltimore Flat Salary Scale** is now updated. The most updated policy is on the BBMR intranet: <https://cobweb.baltimorecity.gov/bbmr/personnel/policies/AM-290-1-1.pdf>

**AM-290-02-1: Local 44 Full-Time Salary Scale** is now updated. The most updated policy is on the BBMR intranet: <https://cobweb.baltimorecity.gov/bbmr/personnel/policies/AM-290-2-1.pdf>

**AM-290-02-2: Local 44 Hourly Salary Scale** is now updated. The most updated policy is on the BBMR intranet: <https://cobweb.baltimorecity.gov/bbmr/personnel/policies/AM-290-2-2.pdf>

**AM-290-02-3: Local 44 Part-Time Salary Scale** is now updated. The most updated policy is on the BBMR intranet: <https://cobweb.baltimorecity.gov/bbmr/personnel/policies/AM-290-2-3.pdf>

**AM-290-02-4: Local 44 Flat Salary Scale** is now updated. The most updated policy is on the BBMR intranet: <https://cobweb.baltimorecity.gov/bbmr/personnel/policies/AM-290-2-4.pdf>

**AM-290-3: Local 2202 Full-Time Salary Scale** is now updated. The most updated policy is on the BBMR intranet: <https://cobweb.baltimorecity.gov/bbmr/personnel/policies/AM-290-3.pdf>

**AM-290-5: State of Maryland Salary Scale** is now updated. The most updated policy is on the BBMR intranet: <https://cobweb.baltimorecity.gov/bbmr/personnel/policies/AM-290-5.pdf>

**AM-290-6: AFSCME Local 558 Salary Scale** is now updated. The most updated policy is on the BBMR intranet: <https://cobweb.baltimorecity.gov/bbmr/personnel/policies/AM-290-6.pdf>

**AM-290-07-1: MAPS Graded Salary Scale** is now updated. The most updated policy is on the BBMR intranet: <https://cobweb.baltimorecity.gov/bbmr/personnel/policies/AM-290-7-1.pdf>

**AM-290-07-2: MAPS Flat Graded Salary Scale** is now updated. The most updated policy is on the BBMR intranet: <https://cobweb.baltimorecity.gov/bbmr/personnel/policies/AM-290-7-2.pdf>

**AM-290-07-3: MAPS Flat Salary Scale** is now updated. The most updated policy is on the BBMR intranet: <https://cobweb.baltimorecity.gov/bbmr/personnel/policies/AM-290-7-3.pdf>

**AM-290-09: Fire Fighters Salary Scale** is now updated. The most updated policy is on the BBMR intranet: <https://cobweb.baltimorecity.gov/bbmr/personnel/policies/AM-290-9.pdf>

**AM-290-10: Fire Officers Salary Scale** is now updated. The most updated policy is on the BBMR intranet: <https://cobweb.baltimorecity.gov/bbmr/personnel/policies/AM-290-10.pdf>

**AM-290-11: Police Salary Scale Unit I Salary Scale** is now updated. The most updated policy is on the BBMR intranet: <https://cobweb.baltimorecity.gov/bbmr/personnel/policies/AM-290-11.pdf>

**AM-290-12: Police Salary Scale Unit II Salary Scale** is now updated. The most updated policy is on the BBMR intranet: <https://cobweb.baltimorecity.gov/bbmr/personnel/policies/AM-290-12.pdf>

**AM-290-13: Grades 800 and 900 Salary Scale** is now updated. The most updated policy is on the BBMR intranet: <https://cobweb.baltimorecity.gov/bbmr/personnel/policies/AM-290-13.pdf>

**AM-291-01: Civil Service Classes** is now updated. The most updated policy is on the BBMR intranet: <https://cobweb.baltimorecity.gov/bbmr/personnel/policies/AM-291-01.pdf>

**AM-291-02: Non-Civil Service Classes** is now updated. The most updated policy is on the BBMR intranet: <https://cobweb.baltimorecity.gov/bbmr/personnel/policies/AM-291-02.pdf>

**AM-301-02: Memberships and Subscriptions** is now updated. The most updated policy is on the BBMR intranet:

<https://cobweb.baltimorecity.gov/bbmr/administrative/policies/am-301-02.pdf>

**AM-300-03: Community Association Directory** is now removed.

**AM-301-1-2: Fuel Oil Additives** is now removed.

**AM-301-1-3: Partial Shipment** is now removed.

**AM-302-01: City Warehouse** is now removed.

**AM-404-04: Outside Audits** is now updated. The most updated policy is on the BBMR intranet:

<https://cobweb.baltimorecity.gov/bbmr/administrative/policies/AM-404-4.pdf>

**AM-420-1: Budget Process** is now updated. The most updated policy is on the BBMR intranet:

<https://cobweb.baltimorecity.gov/bbmr/administrative/policies/AM-420-01%20Calendar.pdf>

**AM-422-1: User Fee Policy** is new. The new policy is on the BBMR intranet:

<https://cobweb.baltimorecity.gov/bbmr/administrative/policies/AM-422-1.pdf>

AM Website for the entire manual:

<http://cobweb.baltimorecity.gov/bbmr>

**Bureau of the Budget and Management Research,  
Department of Finance**