

# **ADMINISTRATIVE MANUAL**

## **BROADCAST 023**

August 17, 2018  
PLEASE POST

Agency Heads  
Bureau Heads  
Human Resources Officers

### *Re: Administrative Policy Manual Update*

**AM-200-2 Work Hours and Employee Status** is new. The policy is available on the BBMR web site: <https://ca.baltimorecity.gov/am/files/AM-200-2.pdf>

**AM-200-3 Moving Expenses** is new. The policy is available on the BBMR web site: <https://ca.baltimorecity.gov/am/files/AM-200-3.pdf>

**AM-200-4 Positions of Trust** is new. The policy is available on the BBMR web site: <https://ca.baltimorecity.gov/am/files/AM-200-4.pdf>

**AM-200-4-1 Criminal Background Check** is new. The policy is available on the BBMR web site: <https://ca.baltimorecity.gov/am/files/AM-200-4-1.pdf>

**AM-200-4-2 Criminal Background Check Sample Letters** is new. The policy is available on the BBMR web site: <https://ca.baltimorecity.gov/am/files/AM-200-4-2.pdf>

**AM-207-3 Religious Accommodation** is new. The policy is available on the BBMR web site: <https://ca.baltimorecity.gov/am/files/AM-207-3.pdf>

**AM-207-3-1 Religious Accommodation Form** is new. The policy is available on the BBMR web site: <https://ca.baltimorecity.gov/am/files/AM-207-3-1.pdf>

**AM-207-3-2 Religious Accommodation: Sample Approval Letter** is new. The policy is available on the BBMR web site: <https://ca.baltimorecity.gov/am/files/AM-207-3-2.pdf>

**AM-207-3-3 Religious Accommodation: Sample Denial Letter** is revised. The policy is available on the BBMR web site: <https://ca.baltimorecity.gov/am/files/AM-207-3-3.pdf>

**AM-208-3 Non-Line of Duty Injury** is new. The policy is available on the BBMR web site: <https://ca.baltimorecity.gov/am/files/AM-208-3.pdf>

**AM-208-3-1 Non-Line of Duty Options Letter** is new. The policy is available on the BBMR web site: <https://ca.baltimorecity.gov/am/files/AM-208-3-1.pdf>

**AM-211-2 New Employee Checklist** is new. The policy is available on the BBMR web site: <https://ca.baltimorecity.gov/am/files/AM-211-2.pdf>

**AM-211-2-1 New Employee Checklist Form** is new. The policy is available on the BBMR web site: <https://ca.baltimorecity.gov/am/files/AM-211-2-1.pdf>

**AM-241-1 Employee Layoff** is new. The policy is available on the BBMR web site: <https://ca.baltimorecity.gov/am/files/AM-241-1.pdf>

**AM-241-1-1 Employee Layoff Checklist** is new. The policy is available on the BBMR web site: <https://ca.baltimorecity.gov/am/files/AM-241-1-1.pdf>

**AM-241-1-2 Employee Layoff: Layoff Letter** is new. The policy is available on the BBMR web site: <https://ca.baltimorecity.gov/am/files/AM-241-1-2.pdf>

**AM-241-2 Exit Interview** is new. The policy is available on the BBMR web site: <https://ca.baltimorecity.gov/am/files/AM-241-2.pdf>

**AM-241-2-1 Employee Clearance on Termination** is new. The policy is available on the BBMR web site: <https://ca.baltimorecity.gov/am/files/AM-241-2-1.pdf>

**AM-241-2-2 Employee Clearance Checklist** is new. The policy is available on the BBMR web site: <https://ca.baltimorecity.gov/am/files/AM-241-2-2.pdf>

**AM-226-1 Sexual Harassment** is restored. The policy is available on the BBMR web site: <https://ca.baltimorecity.gov/am/files/AM-226-1.pdf>

**AM-226-1-1 Procedure for Agency Internal Complaint** is revised. The policy is available on the BBMR web site: <https://ca.baltimorecity.gov/am/files/AM-226-1-1.pdf>

**AM-226-1-2 Procedure for Outside Agency Complaint** is revised. The policy is available on the BBMR web site: <https://ca.baltimorecity.gov/am/files/AM-226-1-2.pdf>

**AM-203-4 Permission Time for Cancer Screening** is new. The policy is available on the BBMR web site: <https://ca.baltimorecity.gov/am/files/AM-203-4.pdf>

**AM-203-4-1 City of Baltimore Cancer Screening Program** is new. The policy is available on the BBMR web site: <https://ca.baltimorecity.gov/am/files/AM-203-4-1.pdf>

**AM-203-5 Reasonable Accommodations** is new. The policy is available on the BBMR web site: <https://ca.baltimorecity.gov/am/files/AM-203-5.pdf>

**AM-203-5-1 Reasonable Accommodations Request Form** is new. The policy is available on the BBMR web site: <https://ca.baltimorecity.gov/am/files/AM-203-5-1.pdf>

**AM-204-18 Equal Employment Opportunity** is new. The policy is available on the BBMR web site: <https://ca.baltimorecity.gov/am/files/AM-204-18.pdf>

**AM-219-1-1 Tuition and Education Assistance Request Form** is new. The policy is available on the BBMR web site: <https://ca.baltimorecity.gov/am/files/AM-219-1-1.pdf>

**AM-501-2 Part 1 Training Courses, Driver Permits, Authorizations and Licenses for City-Owned Vehicles** is new. The policy is available on the BBMR web site: <https://ca.baltimorecity.gov/am/files/AM-501-2 Part 1.pdf>

**AM-501-2 Part 2 Commercial Driver License** is new. The policy is available on the BBMR web site: <https://ca.baltimorecity.gov/am/files/AM-501-2 Part 2.pdf>

**AM-204-12 Length of Service** is now removed.

**AM-204-17 Attendance Record** is now removed.

**AM-204-17-1 Completing an Attendance Record** is now removed.

**AM-205-18 Portal-to-Portal Pay** is now removed.

**AM-205-19 Environmental Differential Pay** is now removed.

**AM-205-5 Employee Clearance on Terminations** is now removed.

**AM-205-5-1 Employee Clearance Checklist** is now removed.

**AM-205-7-1 Cut-Off Notice** is now removed.

**AM-205-7-2 Employee Exit Interview** is now removed.

**AM-205-8 Employee Layoffs** is now removed.

**AM-205-8-1 Employee Layoff Procedures** is now removed.

**AM-207-1 Work Hours** is now removed.

**AM-219-2-1 Processing Repayment of Tuition Reimbursement** is now removed.

**AM-221-4 Moving Expenses** is now removed.

**AM-237-1 Position of Trust** is now removed.

**AM-237-1-1 Initiating a Criminal Background Investigation** is now removed.

**AM-237-1-2 Processing Results of a Criminal Background Investigation** is now removed.

**AM-290-1 City Union of Baltimore, CUB, Salary Scale** is now removed.

**AM-290-1-1 City Union of Baltimore, CUB, Flat Salary Scale** is now removed.

**AM-290-2-1 Local 44 Full-Time Salary Scale** is now removed.

**AM-290-2-2 Local 44 Hourly Wage Scale** is now removed.

**AM-290-2-3 Local 44 Part-Time Salary Scale** is now removed.

**AM-290-2-4 Local 44 Flat Salary Scale** is now removed.

**AM-290-3 Local 2202 Full-Time Salary Scale** is now removed.

**AM-290-5 Salary Scale for City Agencies Governed by the State of Maryland Salary System** is now removed.

**AM-290-6 Nurses, Local 558 Salary Scale** is now removed.

**AM-290-7-1 Managerial and Professional Society, MAPS, Graded Salary Scale** is now removed.

**AM-290-7-2 Managerial and Professional Society, MAPS, Flat Grade Salary Scale** is now removed.

**AM-290-7-3 Managerial and Professional Society, MAPS, Flat Salary Scale** is now removed.

**AM-290-9 Fire Fighters Salary Scale** is now removed.

**AM-290-10 Fire Officers Salary Scale** is now removed.

**AM-290-11 Police Salary Scales (Non-Supervisory)** is now removed.

**AM-290-12 Police salary Scales (Supervisory)** is now removed.

**AM-290-13 Salary Scale for Grades 800 and 900** is now removed.

AM Website for the entire manual:  
<http://bbmr.baltimorecity.gov/administrative-manual>

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