



1. Where can I obtain a copy of my position description questionnaire (PDQ)?

To obtain a copy of your position description questionnaire (PDQ), you should first check with your supervisor. If your supervisor does not have a copy, you can submit a request to Classification & Salary Administration at ocsa-hris@mdcourts.gov.

2. I don't think my position is classified appropriately. What is the process for requesting an evaluation of my position?

If you feel that your position is not appropriately classified, you must first speak with your immediate supervisor. Requests for evaluations must then be submitted to Classification & Salary Administration through your Administrative Head. If your Administrative Head wishes to have your position evaluated, he/she must submit a request via CONNECT to Classification & Salary Administration. Click [here](#) to find more information on "Guidelines for Submitting Salary Actions to Classification and Salary Administration".

3. How can I obtain a blank PDQ form?

PDQ forms can be found under the Human Resources [Forms page](#), under "Salary Administration". PDQs must be approved and submitted to Classification & Salary Administration through your Administrative Head.

4. My position was recently evaluated by Classification & Salary Administration and I am not satisfied with the outcome. Can I request a re-evaluation? Or can I grieve the evaluation outcome?

After receiving notification of the evaluation decision from Classification & Salary Administration, the Administrative Head may request, in writing, that the study results be reconsidered to account for any new or additional information not previously provided. This request must be in writing and should include any other information or clarification points. Classification & Salary Administration will consider all information presented to determine if a re-evaluation is warranted. Assuming a re-evaluation is warranted, the re-evaluation will be conducted, and a final decision will be rendered.

5. When will I be eligible to receive a cost of living adjustment or merit increase?

Cost of living adjustments (COLA) and merit increases are not guaranteed and require approval by the legislature each fiscal year. All eligible employees will receive a COLA and/or Merit increase effective July 1 for that fiscal year, unless otherwise directed by the legislature.

6. What is a service premium adjustment, a market adjustment, and when am I eligible?

In 2017 Classification and Salary Administration implemented a pay structure that would reflect the relative worth of positions in the Judiciary. The pay structure for classifications (positions) in the Maryland Judiciary were updated to include pay ranges and exclude pay grades. As a result, our pay structure now includes market salary adjustments (MKT) and service premium adjustments (SPA). These adjustments were created to not only attract talent but to recognize our competent, long-tenured Maryland Judiciary employees. The MKT/SPA salary adjustments are not related to an employee's job performance, but instead their continuous years of state service within the Maryland Judiciary. The adjustments apply to regular judiciary employees. They do not apply to senior leadership, bailiffs and others in fixed rate positions.



Here are the MKT/SPA criteria:

- Employees who have successfully completed 5 continuous years of state Judiciary service will be brought up to the market midpoint for their position, if their salary is not already at or above that midpoint.
- Employees who have successfully completed 10 continuous years of state Judiciary service will be brought up to the 10-year salary mark for their position, if their salary is not already at or above that salary mark.
- Employees who have reached a service premium eligible milestone year (every 5 years starting at 15 years) after having 15 or more continuous years of state Judiciary service, will be granted a “Service Premium” salary increase of 2% when they reach a milestone year.
- *Note:* State Judiciary service does not include any service time while employed at the Register of Wills Office.
- *Note:* The increase will be granted the payroll effective date on or after the years of service milestone is reached.

7. What is Acting Capacity Pay?

Acting Capacity Pay is temporary compensation provided to an employee who has provisionally assumed greater responsibility resulting from the temporary absence of another employee, the existence of a vacant, critical position, or the temporary need for additional staff to perform higher level duties.

8. Who is eligible to receive acting capacity pay?

Employees designated to receive acting capacity pay must meet the minimum qualifications for the acting classification and must perform all the essential duties of the position. The acting capacity designation is not an entitlement and is at the sole discretion of an Administrative Official with the final approval with the Department of Human Resources.

9. How is the additional compensation for acting capacity pay calculated? And when does the additional compensation become effective?

When a regular employee is assigned duties in an acting capacity, the grade level and salary deemed most appropriate shall be determined by Classification & Salary Administration. The affected employee’s salary will be temporarily adjusted to the equivalent of what their salary would be if they were promoted to the indicated classification. There is a ten work-day waiting period before acting capacity payment begins.

10. How long may an employee receive acting capacity pay?

Acting Capacity requests are typically approved for up to 6 months.

11. How do I submit a request for acting capacity pay?

Acting Capacity requests are submitted via CONNECT from the Administrative Head. Guidelines for submitting acting pay requests can be found on the Classification and Salary Administration page. *Please note:* leadership acting positions, i.e., Lead workers, Supervisor, Manager, etc., will require the completion of an Acting Capacity Application found [here](#).

For assistance with other Classification & Salary Administration related questions, please contact us at (410) 260-1733 or ocsa-hris@mdcourts.gov.