

Department of Legislative Services
Maryland General Assembly
2025 Session

FISCAL AND POLICY NOTE
First Reader

House Bill 520
Appropriations

(Delegate Wolek, *et al.*)

State Personnel - Job Sharing Arrangements and Tri-Position Identification
Number System (Maryland Workforce Retention, Recruitment, and Reentry
Act)

This bill requires all units in the State’s Executive Branch, including units with independent personnel systems, to establish a tri-position identification number (tri-PIN) system to the extent practicable. Beginning October 1, 2025, each appropriate official in a unit must review each new or existing vacant position for potential placement in a tri-PIN system. Upon reviewing a vacant position, the official must designate the vacant position as eligible for placement in a tri-PIN system or make a record explaining why it is ineligible for placement in the system. Additionally, each appropriate official must advertise and recruit for a vacant position based on the results of the review.

Fiscal Summary

State Effect: State expenditures increase beginning in FY 2026. *For illustrative purposes only*, if 20 vacant positions are filled by 40 part-time employees half-way through FY 2026, State expenditures increase by \$146,800 in FY 2026 and by more than \$263,000 annually thereafter (reflecting annualization and ongoing costs). Additionally, State expenditures may increase further for additional human resources personnel. Revenues are not affected.

Local Effect: None. The bill does not apply to local governments as employers.

Small Business Effect: None.

Analysis

Bill Summary: A tri-PIN system is a system that designates up to three position identification numbers (PINs) for employment in a position traditionally filled by one employee in which the position may instead be filled by a full-time employee with one PIN or two part-time employees who are in a job-sharing arrangement and each have their own PIN.

An “appropriate official” is defined as a Secretary of a principal department of the Executive Branch of State government.

Appropriate officials must review vacant positions within 15 months following a position vacancy on or after October 1, 2025, and the bill specifies considerations that the official must consider when conducting the review.

Current Law: A part-time employee is defined as an employee who works an average of 50% or more but less than 100% of the regular workweek. An individual who is a full-time employee in the State Personnel Management System (except a temporary employee) who is qualified for or desires to be a full-time employee may not be required to accept part-time employment as a condition of continued or new State employment. Conversely, an individual who is a part-time employee who is qualified for or desires to be a part-time employee may not be required to accept full-time employment as a condition of continued or new employment. In accordance with regulations, a part-time employee is entitled to receive all employment rights, privileges, and benefits that are normally available to a full-time employee in a similar position with a similar grade and length of service, except benefits must be prorated in proportion to the number of hours employed.

The principal departments of the Executive Branch are Aging, Agriculture, Budget and Management, Commerce, Disabilities, Emergency Management, the Environment, General Services, Health, Housing and Community Development, Human Services, Information Technology, Juvenile Services, Labor, Natural Resources, Planning, Public Safety and Correctional Services, Service and Civic Innovation, State Police, Transportation, and Veterans and Military Families.

State Expenditures: Although the bill applies to all units in the State’s Executive Branch, including units with independent personnel systems, the bill imposes duties only on principal departments of the Executive Branch. Accordingly, this analysis assumes that other units in the Executive Branch that are not principal departments are not required to review vacant positions, designate positions for the tri-PIN system, and advertise and recruit for those vacant positions designated to be in the tri-PIN system.

For principal departments of the Executive Branch, State personnel expenditures (all funds) increase beginning in fiscal 2026 to the extent that more part-time State employees are employed by the State. The Department of Legislative Services estimates that State expenditures increase on average by \$1,017 for a laptop and software configuration for each additional State employee in the initial year of hiring, plus State expenditures increase by more than \$12,600 on an annual basis for health care costs. Additionally, the Department of State Police notes that expenditures may increase for each additional background investigation performed, which includes paying for fingerprints and performing a polygraph. Likewise, the Department of Juvenile Services estimates expenditures increasing for background checks, equipment costs, and other services.

The actual fiscal impact depends on (1) the number of vacant positions designated to be in the tri-PIN system; (2) when those positions are filled; (3) the extent to which those positions are filled by 2 part-time employees instead of 1 full-time employee; and (4) any costs that are particular to a department (such as expenses for background investigations). *For illustrative purposes only*, if 20 vacant positions are filled by 40 part-time employees half-way through fiscal 2026 (accounting for a three-month delay from the bill's October 1, 2025 effective date to review, recruit, and fill positions), State expenditures increase by \$146,800 in fiscal 2026 for laptop and software equipment and health care costs and by more than \$263,000 annually thereafter (reflecting annualization and ongoing costs). If part-time employees are unable to share the same office space, then State expenditures increase further, by approximately \$5,500 for each additional employee, for office equipment.

Additionally, the bill increases the workload of human resources departments within principal departments of the Executive Branch. Vacant positions must be identified for placement in the tri-PIN system, and appointing officials must consider specified items when making their review. The Department of Budget and Management advises that each position placed in the tri-PIN system must be manually adjusted in Workday (the State's cloud-based benefits and time-tracking system). Human resources staff need to make considerations about job-sharing arrangements to ensure pay equity and need to issue guidelines regarding employment actions like reinstatement, layoffs, and transfers, which could affect job-sharing arrangements, and training on such matters needs to occur. Recruitment for tri-PIN positions may become more labor intensive if there is a need to monitor and post additional positions. While some principal departments may be able to meet these additional responsibilities with existing resources, others may need to hire additional human resources employees. Thus, State expenditures may increase further beginning in fiscal 2026.

To the extent that more part-time employees are employed, the workload of supervisors increases from having to manage more employees. Guidelines on coordinating duties and leave usage between job-sharing partners to ensure that essential duties are covered during

leave periods must also be established. Thus, the bill has an operational impact on principal departments of the State's Executive Branch.

Additional Information

Recent Prior Introductions: Similar legislation has not been introduced within the last three years.

Designated Cross File: None.

Information Source(s): Department of Commerce; Department of Information Technology; Maryland Department of Aging; Maryland Department of Emergency Management; Maryland Department of Agriculture; Department of Budget and Management; Maryland Department of Disabilities; Maryland Department of the Environment; Department of General Services; Maryland Department of Health; Department of Housing and Community Development; Department of Human Services; Department of Juvenile Services; Maryland Department of Labor; Department of Natural Resources; Maryland Department of Planning; Board of Public Works; Department of Service and Civic Innovation; Department of State Police; Maryland Department of Transportation; Department of Veterans and Military Families; University System of Maryland; Department of Legislative Services

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Analysis by: Heather N. MacDonagh

Direct Inquiries to:
(410) 946-5510
(301) 970-5510