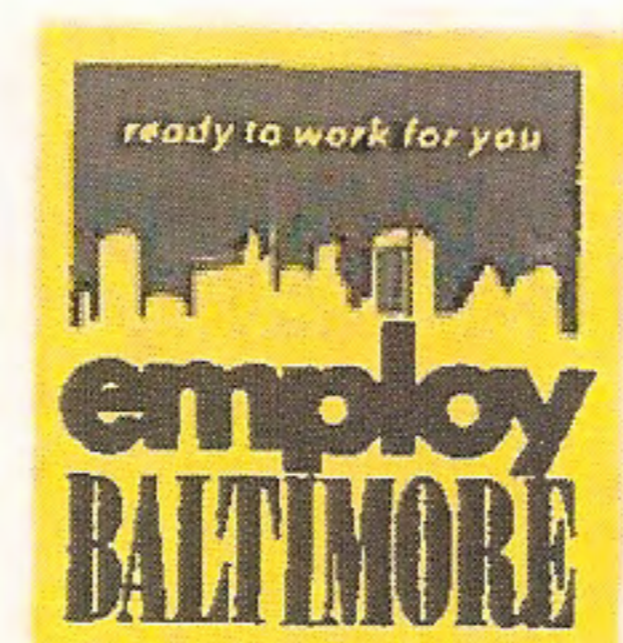




CITY OF BALTIMORE LOCAL HIRING LAW

**BUSINESS SERVICES
INFORMATION PACKET**

MAYOR'S
OFFICE OF
EMPLOYMENT
DEVELOPMENT



BALTIMORE CITY LOCAL HIRING LAW

Rules and Regulations

1. The Local Hiring Law (Council Bill 12-0159) (the "Law") is applicable to all City contracts that are greater than \$ 300,000.00, or agreements authorizing assistance that are within the terms of §27-2 of the Law executed by the City on or after the Law's effective date, December 23, 2013. The Law requires compliance by vendors/contractors and their subcontractors regardless of the subcontractor award amount and by all persons benefitting from an agreement involving more than \$ 5,000,000.00 in assistance for a City subsidized project.

2. The Law applies to the original term of the contract award greater than \$300,000.00, in addition to any contract modification (amendment, renewal, extra work or change order). Whether a City subsidized project is subject to the Law shall be finally determined when an agreement authorizing assistance valued at more than \$5,000,000.00 is executed by the City.

3. Any contract that was originally subject to the Employ Baltimore Executive Order and the dollar amount of the contract increases to over 300K, will become subject to the Local Hiring Law.

4. All City bids, RFP's and requests for bid packages and final contracts must include reference to the requirements of the Law. All bid documents and contracts subject to the Law will include a section referencing the requirements of the Law. The bidder's signature will verify a commitment to abide by the Law.

5. Upon contract award or approval of an agreement for subsidy covered by the Law, the contracting city agencies or agencies entering into an agreement for the City subsidized project must immediately complete the Mayor's Office of Employment Development (MOED) Vendor Contact form, providing contact information for each vendor/contract awarded and each beneficiary of a qualifying City subsidized project. MOED will contact the vendor or beneficiary upon receipt of the completed form from the city agency.

6. Within two weeks of the contract award or agreement for a City subsidized project covered by the Law, the awardee must work with a representative of the Mayor's Office of Employment Development (MOED) to complete an Employment Analysis that will project the total workforce and the "new hires" in the Baltimore area needed to fulfill the contract/agreement. That Analysis shall include all information reasonably required by MOED showing at a minimum general location (Baltimore area or not) of all workforce positions required to complete the contract/agreement.

7. Vendors who report that they do not have any "employees needed for the contract" at the initial workforce meeting or on the required monthly Employment Report form must meet with the City Agency to discuss how the work is getting done and how the funding is being utilized.

8. A Local Hiring Review Committee ("LHRC") will be established. The LHRC will be comprised of representatives/designees from the following:

- Office of the City Council President

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- Office of the Deputy Chief of Economic Development and Neighborhoods
- Mayor's Office of Employment Development
- Office of the Director of Finance
- Baltimore City's Procurement Office- Bureau of Purchases
- Baltimore City Department of Transportation
- Baltimore City Department of Public Works
- Baltimore Development Corporation
- Baltimore City Law Department
- Baltimore City Department of General Services
- Community Resident to be appointed by the President of the City Council

The LHRC will appoint a chair and meet no less than quarterly and as frequently as needed. Its primary role will be to review the monthly Employment Reports and to make recommendations to MOED regarding the approval or denial of any waiver requests made. The LHRC will also recommend to the Board of Estimates potential penalties and debarment for persons and others subject to the Law that has not complied with the Law. MOED will coordinate the materials to be presented to the LHRC and provide it with administrative staff support.

9. Vendors and others subject to the Law must submit Monthly Employment Reports by the fifth business day of the month for the preceding month beginning no later than 90 days after the Board of Estimates has awarded the contract or approved the agreement. City agency directors will be notified of persons or others subject to the Law that do not submit reports by the due date; continued delinquent persons or others subject to the Law will be reported to the LHRC.

10. Vendors and others subject to the Law that have binding collective bargaining agreements with unions will be granted a waiver from only utilizing MOED recruitment services, since they are bound by union regulations to utilize union halls. However, the persons or others subject to the Law must still meet the 51% residency requirement on new hires and must submit the monthly Employment Reports as required by the Law.

11. If MOED cannot fill a job posting provided by a vendor or others subject to the Law within the seven-day period, the person or others subject to the Law must still meet the 51% residency requirement on new hires. This requirement will only be waived if : 1) the person or others subject to the Law requests a waiver in writing and can provide documentation that they made good faith efforts in the form of job posting and other recruitment methods and that there were insufficient qualified applicants to fill the available new positions or ; 2) the bidder is able to confirm in the bid process that the contract will be only for services that will be performed or for products that will be manufactured outside the Baltimore Metropolitan Area and as such, no new positions will be called for in Baltimore area.

12. The Law is not applicable to a contract or an agreement that is made by the City, or on its behalf with any person in the event of an emergency pursuant to Article VI, § 11 (e)(ii) of the Baltimore City Charter.

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12. Definitions:

- a. *Good Faith Effort* is defined as a set of activities conducted by the contractor/vendor or other person which demonstrate multiple types of outreach efforts have been made to City residents including, but not limited to: ads in local papers, paid local job boards, information to local educational and workforce organizations, as well as an objective review and rating of resumes of city residents. (§ 27-6 (B) (1))
- b. *Substantially below appraised value* is the sale or transfer of land applicable to property that has been approved and sold for an amount below 30% of the appraised value. (§ 27-1 (C) (1))
- c. *"Satisfactory Special Workforce Development Training or Placement Arrangement"* is defined as a written agreement with MOED or a recognized workforce partner for a customized training or On-The-Job-Training opportunity leading to unsubsidized employment. (§27-6(B) (3))

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● RECRUITMENT

Through a citywide network of One-Stop Career Centers and multiple workforce partners, the Mayor's Office of Employment Development (MOED) Business Services team is uniquely positioned to coordinate the direct hiring needs for most positions within metropolitan businesses. Through MOED, **businesses can find qualified, skilled employees and receive valuable support services team at no cost.** Business Services representatives can help local companies with recruitment and pre-screening efforts using the resources of more than 100 local and regional workforce development partners.

Applicants are pre-screened to ensure that they meet the requirements of the business and can be referred for consideration. This service is provided at no cost to businesses. As needed, mass hiring halls and job fairs can be organized to address larger workforce needs in a short amount of time. MOED is also prepared to help leverage local, state and national resources, including **accessing tax credits that can significantly impact a company's bottom line.** Additional recruitment services offered at no cost include space for interviews or meetings.

Workforce Partners

MOED's Business Services team works closely with other local, state and federal agencies to promote the link between the city's workforce and economic development initiatives. Significant workforce and economic development partners include:

- Baltimore Workforce Investment Board (BWIB)
- Baltimore Development Corporation (BDC)
- Maryland Community College Business Training Network
- Maryland Department of Business and Economic Development (DBED)
- Maryland Department of Labor, Licensing and Regulation (DLLR)
- Maryland State Department of Education (MSDE)
- Maryland Workforce Investment Network
- United States Department of Labor (U.S. DOL)



TRAINING



The Mayor's Office of Employment Development (MOED) has a variety of training strategies in place to enable businesses to train new hires to meet specific skill standards, while at the same time reducing training costs. Employers in biotechnology, healthcare, information technology, manufacturing and other industries have taken advantage of these services.

Customized Training

Customized training is a business-driven training strategy designed to assist employers to support the cost of training new employees in hard-to-fill positions. This training strategy provides occupational skills tailored to meet the needs of an employer or group of employers, resulting in a more productive and efficient workforce. Training can be provided by the employer, or obtained through qualified training vendors selected by the company. To defray the extraordinary cost of training, **MOED will reimburse the company 50 percent of the training costs.** Employers must commit to hire all trainees who successfully complete the training program in full-time permanent positions with wages of \$10 per hour or higher. MOED provides marketing, recruitment and pre-screening of all applicants through the Career Center Network.

On-the-Job Training

MOED recently introduced an innovative new on-the-job training program designed to get the long-term unemployed back to work while reducing training costs for employers in occupations where skilled, qualified workers are in short supply. Custom built for each individual participating company, the on-the-job training program provides a **reimbursement of wages of up to 90 percent** during the initial training phase.

The program is federally funded, with the money funneled to MOED through the Maryland Department of Labor, Licensing and Regulation (DLLR) Division of Workforce Development and Adult Learning, through a discretionary grant awarded by the secretary of the U.S. Department of Labor. The training benefits employers as well as dislocated workers who have experienced prolonged unemployment.

Training opportunities to upgrade incumbent workers' skills are also available dependent upon funding. Contact MOED's Business Services to learn more.

