

# BALTIMORE CITY MAYOR'S OFFICE OF EMPLOYMENT DEVELOPMENT

## Local Hiring Law Frequently Asked Questions

**Q: Who determines if the new law is applicable to my contract or award?**

A: Each Baltimore City agency will determine the applicability of the law for all awarded contracts.

**Q: Does the new Local Hiring Law replace the Employ Baltimore Executive Order?**

A: No, the law, effective December 23, 2013, has different financial thresholds. Contracts must be 1) greater than \$300,000 for City contracts; and 2) over \$5,000,000 in assistance for City-subsidized projects. The Employ Baltimore Executive Order will still be applicable to contracts between \$50,000.01 and \$300,000.00.

**Q: Am I responsible for scheduling the required employment analysis with the Mayor's Office of Employment Development (MOED)?**

A: MOED will contact the vendor upon receipt of the Vendor Contact Form from the City agency. The required employment analysis must be completed within two weeks of the contract award date. If you have not heard from MOED feel free to contact [hirelocal@baltimorecity.gov](mailto:hirelocal@baltimorecity.gov) with any questions.

**Q: What if my company has a collective bargaining agreement in place and I am required to hire through a local union hall?**

A: Vendors and others subject to the Law that have binding collective bargaining agreements with unions should apply for and may be granted a waiver from utilizing MOED's recruitment services for those positions covered by the bargaining agreement. All non-union positions must still be posted through MOED and the vendor must utilize MOED's recruitment service. The vendor must still complete the employment analysis with MOED, maintain the 51% residency requirement on new hires and submit the monthly Employment Reports as required by the Law.

**Q: What is the procedure for obtaining a waiver?**

A: Waiver forms may be obtained from the contracting agency or by request to [hirelocal@baltimorecity.gov](mailto:hirelocal@baltimorecity.gov). A recommendation to waive or lower the requirements is based on the exceptions noted in the law and the subsequent Rules and Regulations. Waivers are not automatic and vendors must submit a waiver form for a contract-specific waiver. The decision to grant a waiver is made by the Local Hiring Review Committee.

**Q: Are professional services exempt from the law?**

A: No. Professional service contracts are not exempt from the Law. Only emergency service contracts and some contracts funded by federal grants are exempt from the law.

**Q: What if a position becomes available after the initial employment analysis is completed?**

A: All positions necessary to complete the contract and requiring new hires are applicable to the law throughout the duration of the contract term and must be posted with MOED for recruitment services.

**Q: Will changes to an initial award, including contract renewals or increases (e.g. Extra Work Orders) affect the applicability of the law to an existing contract?**

A: Yes, renewals and extensions of any contracts initially awarded after 2018 will be applicable.

**Q: What if the vendor has recruitment needs for positions not related to the awarded contract?**

A: MOED's Business Services Division will provide recruitment services for any of the vendor's open positions. However, only the jobs related to the contract award will count towards the residency requirement.