

COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND

1995 Legislative Session

Resolution No. CR-71-1995

Proposed by Chairwoman MacKinnon (by request - County Executive)

Introduced by Council Members MacKinnon and Wilson

Co-Sponsors

Date of Introduction October 17, 1995

RESOLUTION

A RESOLUTION concerning

Compensation and Benefits - Correctional Officials

Salary Schedule C-O, Schedule of Pay Grades

(D-27 - D-33) - Department of Corrections - Officials

FOR the purpose of amending the Salary Plan of the County to reflect pay rates, define the workweek, and explain benefits of the Department of Corrections' Officials.

WHEREAS, pursuant to Section 903 of Article IX of the Prince George's County Charter and Section 16-125(a) of the Prince George's County Code, amendments to the County's Salary Plan are to be submitted to the County Council in resolution form; and

WHEREAS, the Salary Plan must at this time be amended by approval of a Salary Schedule to reflect the pay rates and benefits for the Department of Corrections' Officials.

NOW, THEREFORE, BE IT RESOLVED by the County Council of Prince George's County, Maryland, that the salary schedule submitted and recommended by the County Executive on October 11, 1995, which is attached hereto and made a part thereof, setting forth the following modifications: no cost of living or merit increases during the period from July 1, 1995 through June 30, 1996 effective July 1, 1995; a reduction in uniform allowance and physical conditioning supplement during Fiscal Year 1996; an increase in the employee contribution to the supplemental pension plan by one percent (1%) effective July 1, 1995; changes in employer/employee contribution rate for Health Maintenance Organization (HMO) coverage effective July 1, 1995, and further establishing the workweek, work schedule, meal

period, pay in excess of base salary, leave provisions, incentive awards, unemployment insurance, retirement contributions, supplemental retirement benefit, group health insurance, life insurance, social security, worker's compensation, uniforms and physical conditioning, and unused sick leave payment for such employees, be and the same is hereby approved.

Adopted this _____ day of _____, 1995.

COUNTY COUNCIL OF PRINCE
GEORGE'S COUNTY, MARYLAND

BY:

Anne T. MacKinnon
Chairwoman

ATTEST:

Joyce T. Sweeney
Clerk of the Council

SALARY SCHEDULE C-O
SCHEDULE OF PAY GRADES
FOR CORRECTIONAL OFFICIALS
(LIEUTENANTS, CAPTAINS AND MAJORS)
PRINCE GEORGE'S COUNTY, MARYLAND
EFFECTIVE JULY 1, 1995 - JUNE 30, 1996

TABLE OF CONTENTS

	<u>Page</u>
I. Scheduled Pay Rates	1
II. Merit Increase - Fiscal Year 1996	2
III. Cost of Living Adjustment - Fiscal Year 1996	2
IV. Workweek	2
V. Work Schedules	3
VI. Designation of Meal Periods	3
VII. Pay in Excess of Base Salary	3
VIII. Leave Provisions	5
IX. Incentive Awards	8
X. Unemployment Insurance	8
XI. Retirement Contributions	8
XII. Supplemental Retirement Benefit	8
XIII. Group Health Insurance	9
XIV. Life Insurance	9
XV. Social Security	9
XVI. Worker's Compensation	10
XVII. Uniforms and Physical Conditioning	10
XVIII. Policy Statement	11

I. Scheduled Pay Rates

SALARY SCHEDULE C-O
 SCHEDULE OF PAY GRADES (D27 - D33)
 FOR CORRECTIONAL OFFICIALS
 (LIEUTENANTS, CAPTAINS AND MAJORS)
 PRINCE GEORGE'S COUNTY, MARYLAND
 IN EFFECT JULY 1, 1995

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
D27 Correctional Officer Lieutenant	HOURLY	16.6395	28.3042
	BIWKLY	1,331.16	2,264.34
	ANNUAL	34,610	58,873
D28	HOURLY	17.4716	29.7195
	BIWKLY	1,397.73	2,377.56
	ANNUAL	36,341	61,817
D29 Correctional Officer Captain	HOURLY	18.3451	31.2051
	BIWKLY	1,467.61	2,496.41
	ANNUAL	38,158	64,907
D30	HOURLY	19.2623	32.7654
	BIWKLY	1,540.98	2,621.23
	ANNUAL	40,066	68,152
D31	HOURLY	20.2255	34.4037
	BIWKLY	1,618.04	2,752.30
	ANNUAL	42,069	71,560
D32	HOURLY	21.2366	36.1239
	BIWKLY	1,698.93	2,889.91
	ANNUAL	44,172	75,138
D33 Correctional Officer Major	HOURLY	22.2984	37.9298
	BIWKLY	1,783.87	3,034.38
	ANNUAL	46,381	78,894

The hourly rates are the same as the March 5, 1995 rates adopted by CR-78-1994. For administrative purposes, the hourly rates are the controlling rates. Bi-weekly rates are hourly rates multiplied by 80. Annual rates are the hourly rates multiplied by 2,080 and rounded to the nearest dollar.

MIN-MAX System:

Effective July 2, 1989, the "MIN-MAX" system in effect for employees covered under this Salary Schedule is governed by the following rules:

- A. Merit increases for employees covered by this Salary Schedule who earn less than the maximum of their grade shall be granted at a rate of three and one-half percent (3 1/2%). Employees will continue to receive 3 1/2% merit increases until one of the following occurs:
 - 1. They reach the maximum of their grade;
 - 2. The 3 1/2% increase would establish their hourly rate one percent (1%) or less below the maximum, in which case their hourly rate will be automatically adjusted upward to the maximum; or
 - 3. The 3 1/2% increase would establish their hourly rate above the maximum rate for that grade, in which case their hourly rate will instead be adjusted to equal the applicable maximum rate.
- B. Steps for the purpose of promotions, demotions, discipline, and reallocations shall be at a rate of 5% and shall be governed by the Personnel Law.

II. Merit Increase - Fiscal Year 1996

No employee covered by this Salary Schedule will receive a merit step (anniversary) increase during the period from July 1, 1995 through June 30, 1996.

III. Cost of Living Adjustment - Fiscal Year 1996

No employee covered by this Salary Schedule will receive a cost of living increase during the period from July 1, 1995 through June 30, 1996.

IV. Workweek

The workweek is the seven (7) consecutive day period commencing at 12:01 a.m. Sunday, and ending the following Saturday midnight.

- A. The standard number of hours in the workweek for full-time employees is forty (40) productive hours.
- B. Appointing authorities may assign full-time employees to work schedules involving rotating shift work which may not provide for a standard number of productive hours within a workweek. The number of hours in the workweek for these employees may average 40-42 productive hours.

V. Work Schedules

Work schedules mean written schedules of the required daily hours of work within a workweek prescribed by an appointing authority for individual employees and/or various groups or units of employees under the appointing authority's jurisdiction as approved pursuant to Section 16-114 of the Personnel Law.

VI. Designation of Meal Periods

- A. Except for employees assigned to rotating shift work schedules, any employee who works five (5) or more hours in any workday shall receive an unpaid one-half hour meal period in addition to the forty (40) productive hours.
- B. Employees assigned to rotating shift work schedules averaging 40-42 productive hours shall be eligible for a meal period, as defined by the appointing authority, within the productive workday.

VII. Pay in Excess of Base Salary

A. Overtime Pay

1. General Provisions:

a. Subject to the limitations noted in Paragraph 2 below, employees allocated to classes within this Schedule shall be eligible to earn overtime pay for each hour or part thereof worked in excess of the number of productive hours constituting the standard workweek for full-time employees. Normally, the standard workweek for full-time employees will be forty (40) hours. However, in some instances, such as with rotating shift schedules, the number of full-time productive hours in the "standard" work- week may vary.

b. The rate of overtime pay for employees allocated to classes within this Schedule shall be equal to one and one-half (1 1/2) times the employee's regular hourly rate.

c. All pay status hours shall be considered productive hours for overtime computation purposes.

d. Each appointing authority shall be responsible for specifically directing and/or authorizing overtime work for employees under his/her jurisdiction. In addition, appointing authorities are responsible for ensuring fund availability for overtime pay.

2. Limitations:

- a. Employees assigned to this Schedule, Grades 27 through 30, inclusive,

shall be entitled to earn overtime pay only upon the written approval of the appropriate appointing authority.

b. Employees assigned to this Schedule, Grades 31 and above, shall be entitled to earn overtime pay only upon the written approval of the Chief Administrative Officer.

B. Premium Pay for Holiday Work

No employee occupying a position allocated to a class in the C-O Schedule above Grade 30 shall be eligible for premium pay for holiday work. However, when expressly directed in writing by the appointing authority to perform such holiday work, such employee shall receive an alternative day or shift schedule day off at the employee's base rate of pay.

Employees occupying classes allocated to Grades 27 through 30 in the C-O Schedule required to work on designated County holidays shall be paid at the rate of time and one-half the employee's base rate of pay for all hours worked in addition to the employee's regular holiday pay as provided for in Section 16-219(d) and (g) of the Personnel Law.

During FY96, the holiday premium pay provision in the paragraph immediately above will be adjusted as follows:

Employees occupying classes allocated to Grades 27 through 30 in the C-O Schedule required to work on designated County holidays shall be compensated for all hours worked on the holiday at the rate of one and one-half (1 1/2) hours of compensatory leave in addition to the employee's regular holiday pay as provided for in Section 16-219(d) and (g) of the Personnel Law.

Should a holiday fall on an employee's regularly scheduled day off, the employee shall receive an alternative day or shift schedule day off at the employee's base rate of pay.

C. Shift Differential

A shift differential shall be paid for all time worked on the first shift (i.e., the night shift - 11 p.m. to 7 a.m. or equivalent) and on the third shift (i.e., the evening shift - 3 p.m. to 11 p.m. or equivalent) to each employee who works those shifts.

The shift differential shall be adjusted to one dollar and forty cents (\$1.40) per hour effective the first full pay period beginning on or after July 1, 1990 and to one dollar and sixty-five cents (\$1.65) per hour effective the first full pay period beginning on or after July 1, 1991.

Notwithstanding the foregoing, during FY92 and FY93, employees will receive a

shift differential of one dollar forty cents (\$1.40) per hour instead of one dollar sixty-five cents (\$1.65) per hour.

The shift differential shall be adjusted to one dollar and seventy five cents (\$1.75) per hour effective the first full pay period beginning on or after July 1, 1994, and to one

dollar and eighty five cents (\$1.85) per hour effective the first full pay period beginning on or after January 1, 1995.

The shift differential provided herein is not included in the employee's base pay for any purposes such as computing holiday pay, annual and sick leave pay, retirement deductions, or retirement or insurance benefits.

D. Pyramiding of Overtime and Premium Pay

There shall be no pyramiding of overtime and premium rates. Only one overtime or premium rate will be paid for the same hours worked.

VIII. Leave Provisions

A. Sick Leave

Sick leave may be accumulated from year to year.

All full-time employees earn 4 1/2 hours of sick leave each pay period with a periodic adjustment to ensure that each employee earns fifteen (15) days of sick leave each leave year through the duration of County service. Each such day shall constitute eight (8) hours.

Employees who work on a year-round part-time basis for forty (40) or more hours per pay period shall accrue sick leave in proportion to the hours worked during each pay period.

B. Disability Leave

The Department will designate a member of management to make injury on the job determinations. Specifically, where an employee claims injury on the job (all hours working, including breaks will be considered) and is unable to work, management will review the claim as soon as possible but not later than ten (10) working days after the claim was made. In cases where injury on the job is clearly indicated, the employee will be placed on disability leave immediately. Where the illness or injury subsequently is determined to be non-service connected or of such a nature as not to require the employee to remain off of work, the employee will be returned to work but not backcharged sick or annual leave for the period of time the employee was on disability leave. In cases where injury on the job is not clearly indicated, the process outlined in Administrative Procedure 284 (Administration of Employee Leave) will be followed.

C. Annual Leave

Full-time employees shall earn annual leave on the following basis:

Zero (0) through three (3) years of service	Four (4) hours per pay period
Four (4) through fifteen (15) years of service	Six (6) hours per pay period with periodic adjustment to ensure that each employee earns 20 days
After fifteen (15) years of service	Eight (8) hours per pay period

Employees who work on a year-round part-time basis for forty (40) or more hours per pay period shall earn annual leave in proportion to the hours worked during each pay period.

D. Maximum Accumulation of Annual Leave

1. A maximum of 360 hours of accumulated annual leave earned beginning with the first pay period in Fiscal Year 1996 may be carried over from one (1) leave year to the next by an employee.
2. An employee shall be allowed to carry over annual leave earned as of the last full pay period in Fiscal Year 1995, even if such accumulated amount is in excess of the maximum allowed in subsection D. 1. above.
3. Annual leave hours in excess of the maximum allowed to be carried over to the next leave year are forfeited.

E. Sick and Annual Leave disposition upon separation

1. The annual and sick leave balances accumulated by an employee shall, upon the employee's separation from employment, with proper notice of separation as determined by the employee's appointing authority, be liquidated in the following manner:
 - a. The employee may elect to retain all or any portion of the employee's sick and annual leave balances credited to the employee's leave record for the period of time equal to the employee's eligibility for reappointment as determined in accordance with Section 16-148(a)(8);
 - b. The employee may elect to apply all or any portion of the employee's sick and annual leave balances to employment elsewhere, provided another employer has

agreed to accept accumulated sick or annual leave balances for credit on behalf of the employee;

c. Except in the case of an employee who is entitled to credit for sick and annual leave balances under the terms of an applicable County sponsored pension plan, the employee may elect to receive cash payment for all or any portion of the employee's annual leave balance in an amount equal to the total number of unused annual leave hours multiplied by the employee's final base hourly rate of pay, subject to the following limitation:

1. The maximum total amount of annual leave eligible for cash payment upon separation shall be the amount of remaining accumulated leave earned as of the end of the last full pay period in Fiscal Year 1995, or 360 hours, whichever is greater.

d. For all or any portion of the employee's sick leave balance earned as of the end of the last full pay period of Fiscal Year 1995, the employee may elect to receive cash payment in an amount equal to the total number of unused sick leave hours multiplied by one-half of the employee's base hourly rate of pay as of June 30, 1995. Sick leave earned beginning the first pay period of Fiscal Year 1996 is not subject to cash payment to the employee upon separation. Any employee who is entitled to credit for sick and annual leave under the terms of an applicable County sponsored pension plan will only be entitled to receive cash distribution for leave balances in accordance with the terms of the applicable pension plan.

e. Notwithstanding any provision in this Section to the contrary, an employee who is involuntarily separated from employment with the County for disciplinary reasons is not entitled to any payment for unused sick leave.

f. Notwithstanding any provision in this Section to the contrary, an employee who has been separated from employment under a separation-disability action pursuant to Section 16-189 shall forfeit any sick leave hours accumulated at the time of the employee's separation.

g. Upon retirement, an employee shall be entitled to receive credit, on an actuarial equivalent basis, for unused sick leave for which an authorized cash payment has not been elected, as creditable service, in accordance with the applicable provisions of the State Personnel and Pension Article, Annotated Code of Maryland, and the terms of any applicable County sponsored pension plan.

E. Personal Leave

Two (2) personal leave days shall be granted to all permanent, full-time employees and one (1) personal leave day shall be granted to all permanent part-time employees eligible for annual leave.

F. Compensatory Leave

Employees assigned to grades in this Schedule who are otherwise entitled to earn overtime compensation pursuant to Section V may elect to earn compensatory leave in lieu of overtime compensation, except that employees in Grades 27 through 30, inclusive, are entitled to earn compensatory leave without written approval of the appointing authority.

Accrual and use of compensatory leave shall be subject to the following restrictions:

No employee shall accrue more than 240 hours of compensatory leave. An employee shall be granted compensatory leave by the appointing authority within a reasonable period after requesting leave if the use of compensatory leave does not unduly disrupt the operations of the agency.

G. Administration of Leave

The provisions governing the administration of the above types of leave as well as other types of leave (holiday, administrative, military, military leave without pay, parental, family and medical, disability, leave without pay, absence without leave, compensatory) are specified in Division 17 of the Personnel Law and Administrative Procedure 284.

IX. Incentive Awards

To the extent that funds have been appropriated for such purpose, employees may be granted incentive awards, subject to the provisions of Section 16-209 of the Personnel Law.

X. Unemployment Insurance

Employees who are separated from County service may be entitled to unemployment compensation provided that they meet eligibility requirements established by Federal and/or State regulations.

XI. Retirement Contributions

- A. Employees paid in accordance with this Salary Schedule and who are enrolled in the Maryland State Employee's Retirement Systems shall pay retirement contributions at the rate of five percent (5%) or seven percent (7%) of base salary, depending on the plan option selected.
- B. Effective January 1, 1980, current participants in the Employee's Retirement System may transfer to the Employee's Pension System, which is non-contributory up to the Social Security Wage Base.
- C. All classified employees hired on or after January 1, 1980, must enroll in the Employee's Pension System.
- D. The County's contribution rate shall be that amount as established from time to time

by the State. Employee contributions (where applicable) shall be made through payroll deductions. If changes/improvements in retirement benefits are made, then contributions may be adjusted accordingly.

XII. Supplemental Retirement Benefit

A. Effective July 1, 1990, employees covered by this Salary Schedule shall commence participation in a supplemental retirement benefit program, jointly funded through County and employee contributions. (The County shall contribute seventy-five percent (75%) of the total cost of providing the employee's benefit, and the employee shall contribute, through payroll deduction, the remaining twenty-five percent (25%).)

B. Effective July 1, 1995, the employee contribution will be increased by an amount equal to two percent (2%) of the employee's annual salary and the employer contribution will be decreased accordingly.

C. In accordance with CR-41-1995, any employee separating from County service on or after July 6, 1995, shall not be eligible for the Discontinued Service Benefit.

Employees covered by this Salary Schedule may elect to commence participation in the Correctional Officer Pension Plan (the Plan) (established by amending the Supplemental Retirement benefit Plan) in lieu of participating in the Maryland State Retirement or Pension Systems and the Supplemental Retirement Benefit Plan. The Plan is effective July 1, 1996. Establishment of the Plan is contingent on approval of the Plan by the County Council and the State and is also contingent on the transfer of the appropriate assets from the State Retirement/Pension Systems to the County.

XIII. Group Health Insurance

A. The County shall contribute seventy-five percent (75%) to the cost of the County's health insurance program (CountyCare Choice) for any employee who elects to participate in the program.

Participating employees shall contribute the remaining twenty-five percent (25%).

B. For those employees who elect to enroll in a pre-paid group health plan or Health Maintenance Organization (HMO), their contribution shall continue at 3/\$6/\$9 for coverage through June 30, 1995. Effective in June, 1995 for July, 1995 coverage, the employee contribution rate will increase to twenty percent (20%).

Notwithstanding the above, upon ratification of the agreement, the employee contribution rate for HMO coverage will be fifteen percent (15%) for FY96 .

C. The Employer shall contribute ninety percent (90%) to the County's deductible prescription and optical care programs for any employee who elects to participate in either program. The participating employee shall contribute the remaining ten percent (10%).

D. A Dental Plan is available to employees. The employee pays the entire cost.

XIV. Life Insurance

The County shall pay one hundred percent (100%) of the monthly premium for the County life insurance coverage as authorized and in accordance with Section 16-212 of the Personnel Law. The County shall pay a death benefit of \$5,000 upon the death of any County employee whose death results from an accidental personal injury arising out of and in the course of his/her employment.

XV. Social Security

Effective January 1, 1995, the County and each employee paid in accordance with this Salary Schedule shall make contributions to the Social Security fund of 7.65% of the first \$61,200, and 1.45% of the remainder paid in wages per employee per calendar year. Employee contributions shall be made through payroll deductions.

Subsequent changes in the Social Security tax rate (%) and/or the taxable wage base (\$) as enacted through Federal legislation shall be applied in computing Social Security contributions by the County and each employee.

XVI. Worker's Compensation

The County will provide at its own cost all benefits due to an employee pursuant to the Maryland Worker's Compensation Law, Article 101, Annotated Code of Maryland.

XVII. Uniforms and Physical Conditioning

In order to foster the professional image of Prince George's County Correctional Officers, employees covered by this Salary Schedule shall report for duty in uniforms which are clean and neat in appearance. New employees shall receive an original uniform issue (except shoes). The original uniform issue shall consist of:

- | | |
|----------------------|-----------------------|
| 3 long sleeve shirts | 3 short sleeve shirts |
| 1 pair dress pants | 5 pair summer pants |
| 1 belt | 1 lightweight jacket |
| 1 jacket with lining | 1 raincoat |
| 1 dress blouse | 1 dress hat |
| 2 glove pouches | 1 dress badge |
| 1 winter hat | 1 necktie |
| 1 tie clasp | 1 pair handcuffs |
| 1 handcuff holder | 1 radio holder |
| 1 badge | 2 name tags |
| 1 scan pen | 3 blue or black BDUs |
| K9/ERT | |

Thereafter, employees are responsible for the care and maintenance of their uniforms in

serviceable condition. To defray the cost of this responsibility, the County will provide one thousand dollars (\$1,000.00) to employees covered by this Salary Schedule. These respective sums will be paid in two (2) equal installments in July and December of each fiscal year noted above, and will not be included in the employee's base pay for any purposes such as computing holiday pay, annual and sick leave pay, retirement deductions, or retirement or insurance benefits. Uniforms damaged in the line of duty will be replaced in accordance with Departmental policy. Notwithstanding the previous paragraph during FY96 (July 1, 1995 through June 30, 1996) employees covered by this Salary Schedule will receive a uniform allowance of five hundred dollars (\$500.00).

Employees who are covered by this Salary Schedule will participate in the Department's physical conditioning program unless excused from participation for valid medical reasons. In order to defray employee expenses associated with the program, employees will receive a physical conditioning supplement of one hundred seventy-five dollars (\$175.00) per fiscal year in FY94 and FY95. This supplement will be paid in two equal installments in July and December of each fiscal year noted above, and will not be included in the employee's base pay for any purposes such as computing holiday pay, annual and sick leave pay, retirement deductions or retirement or insurance benefits.

Notwithstanding the previous paragraph, during FY96 (July 1, 1995 through June 30, 1996) employees covered by this Salary Schedule will receive a physical conditioning supplement of eighty-seven dollars and fifty cents (\$87.50).

XVIII. Policy Statement

It is the policy of the County that benefits afforded to employees in the Salary Schedule are governed by the specific salary schedule to which an employee is currently assigned. If an employee is transferred, promoted, demoted, or in any way moves from one salary schedule to another, any benefits unique to or expressly a function of the former salary schedule are not carried over.