

**COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND**

**1995 Legislative Session**

Resolution No. CR-70-1995

Proposed by Chairwoman MacKinnon (by request - County Executive)

Introduced by Council Member MacKinnon

Co-Sponsors

Date of Introduction October 17, 1995

**RESOLUTION**

A RESOLUTION concerning

Compensation and Benefits - Sheriff's Department

Officials (Captains and Majors) Salary Schedule S-O

FOR the purpose of amending the Salary Plan of the County to reflect the pay rates, define workweek and explain benefits applicable to employees covered under Salary Schedule S-O.

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 the approval of a salary schedule to reflect the pay rates and benefits for the Sheriff's Department Officials.

NOW, THEREFORE, BE IT RESOLVED by the County Council of Prince George's County, Maryland, that the salary schedule "S-O" submitted and recommended by the County Executive on October 11, 1995, which is attached hereto and made a part hereof, setting forth the following modifications: no cost of living or merit step increases during Fiscal Year 1996; an increase in the employee supplemental pension contribution rate by 1.5% effective July 1, 1995; the \$1,000 clothing allowance is reduced to \$500; no clothing allowance will be paid during FY96; and further establishing work week and the number of productive hours therein, meal period, holiday pay, shift differential, clothing allowance, payment for unused annual and sick leave, disability leave, annual leave carryover, life and supplemental life insurance, worker's compensation, unemployment insurance, social security, health insurance, retirement and supplemental retirement contributions and incentive awards 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 S-O  
SCHEDULE OF PAY GRADES  
SHERIFF'S DEPARTMENT OFFICIALS  
(CAPTAINS - MAJORS)  
PRINCE GEORGE'S COUNTY, MARYLAND  
EFFECTIVE JULY 1, 1995 - JUNE 30, 1996

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## I. Cost of Living and Merit Step Increases

There will be no cost of living or merit step increases for employees covered by this Salary Schedule between the period from July 1, 1995 through June 30, 1996 inclusive.

## II. Uniform Wage Scale

The Uniform Wage Scale described below, and the Scheduled Pay Rates in effect as of July 1, 1995 as reflected in Section IV of this Salary Schedule shall remain in effect through June 30, 1996.

### A. DESCRIPTION OF THE UNIFORM WAGE SCALE

For each rank of deputy sheriff (Captain and Major) in this Salary Schedule, there is established a pay grade containing fifteen (15) pay rates (steps) ranging from Step 0 through Step 14: Deputy Sheriff Captain - W31 and Deputy Sheriff Major - W34. The percentage values of the intervals between steps are 3.5% from Step 0 through Step 11 and 3% for the three remaining intervals from Step 11 through Step 14.

An employee will be eligible to advance to the next step for his/her rank on his/her anniversary date at the rate of one step per year up to and including Step 12, provided that he/she receives at least a satisfactory performance evaluation for the preceding year. After reaching Step 12, an employee will be eligible to advance to Steps 13 and 14 after three years of service at each step (that is, after having completed fifteen and eighteen years of service, respectively), provided that his/her performance for the applicable period has been evaluated as satisfactory.

Employees covered by this Salary Schedule and hired before July 1, 1989 will keep the anniversary dates that they held on July 1, 1989 for as long as they are continuously employed. Employees hired on or after July 1, 1989 will have as their anniversary dates the dates of their initial appointment and those anniversary dates will not be changed while those employees are continuously employed.

Upon promotion, an employee's salary rate shall be increased to that of the corresponding pay step for the promotional grade.

### B. IMPLEMENTATION OF THE UNIFORM WAGE SCALE

FY90. Effective July 2, 1989, employees covered by this Salary Schedule, after receiving the four percent (4%) cost of living adjustment, will be placed on the Uniform Wage Scale at the step for their rank which is immediately above their annual salary.

However, an employee whose salary, when adjusted for the four percent (4%) cost of living adjustment, exceeds the maximum salary payable at his/her rank will be red-circled at that salary, and will continue to be red-circled. Further, an employee who was hired at a rate of pay greater than the entry rate will be placed on the pay scale pursuant to the foregoing rules and will maintain the resultant step differential.

On their anniversary dates during FY90, all deputy sheriffs will receive a one step anniversary increase (either three and one-half percent (3 1/2%) or three percent (3%), depending on their July 2 placement on the Uniform Wage Scale) to the next step on the Uniform Wage Scale unless they are at Step 14.

FY91. On their anniversary dates during FY91, all employees below the step which would be warranted by their years of service will be placed at that step. Employees who are hired at a rate of pay greater than the entry rate will be placed on the pay scale pursuant to this rule so as to maintain the resultant step differential.

### III. Modifications to the Uniform Wage Scale--During FY95

A. Effective July 1, 1994, the Uniform Wage Scale is modified as follows:

For each rank of deputy sheriff captain and major, there is an established pay grade on the Uniform Wage Scale. The pay scale for both the rank of Deputy Sheriff Captain (W31) and Deputy Sheriff Major (W34) contains fourteen (14) pay rates (steps) ranging from Step A through Step N.

Grades W31 and W34 are the pay grades for Deputy Sheriff Captain (W31) and Deputy Sheriff Major (W34). The percentage values of the intervals between the steps are three and one-half percent (3.5%) from Step A through Step J, three percent (3%) from Step J through Step M and two and one-half percent (2.5%) for the remaining interval from Step M to Step N. Deputies in the ranks of Deputy Sheriff Captain and Deputy Sheriff Major will be eligible to advance to the next step for their rank on the deputy's anniversary date at the rate of one (1) step per year up to and including Step L (after thirteen (13) years of service) provided he or she receives at least a satisfactory performance evaluation for the preceding year. After reaching Step L, deputies in the ranks of Deputy Sheriff Captain and Deputy Sheriff Major will be eligible to advance to Step M after two (2) years of service (that is, after having completed fifteen (15) years of service) and to Step N after three (3) years of service at Step M (that is, after having completed eighteen (18) years of service).

B. Effective June 30, 1995, the Uniform Wage Scale is further modified as follows:

For the ranks of Deputy Sheriff Captain (W31) and Deputy Sheriff Major (W34) one additional pay rate (step) will be added to the pay scale, establishing a fifteen (15) step pay scale ranging from Step A through Step O. The percentage value of the interval between Step N and the new Step O is two and one-half percent (2.5%). Deputies in the ranks of Deputy Sheriff Captain and Deputy Sheriff Major will be eligible to advance to Step 15 after five (5) years of service (that is, after having completed twenty-three (23) years of service) at Step N.

C. Upon promotion an employee's salary rate shall be increased to that of the corresponding pay step for the promotional grade.

#### Implementation Of Modified Uniform Wage Scale

FY95:

1. On July 1, 1994, every deputy will be assigned to the pay step for his or her rank on the modified Uniform Wage Scale with a salary rate identical to the deputy's salary rate on June 30, 1994.
2. On his or her anniversary date in Fiscal Year 1995, every deputy will be eligible to advance to the next step on the modified Uniform Wage Scale, provided that the deputy's performance for the applicable period has been evaluated as satisfactory.
3. On June 25, 1995, any deputy who is not at the pay step for his or her rank which would be warranted by his or her years of service, will be placed at that pay step.





IV. Scheduled Pay Rates

SCHEDULE S-O  
 UNIFORM WAGE SCALE  
 IN EFFECT AS OF JULY 1, 1995  
 FOR SHERIFF'S DEPARTMENT OFFICIALS  
 (CAPTAINS & MAJORS)  
 PRINCE GEORGE'S COUNTY, MARYLAND

STEP	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
YRS SERVICE	2	3	4	5	6	7	8	9	10	11	12	13-14	15-17	18	23
W31 - DEPUTY SHERIFF CAPTAIN															
HOURLY	23.3788	24.1971	25.0437	25.9203	26.8275	27.7666	28.7383	29.7443	30.7852	31.8628	32.8187	33.8034	34.8173	35.6878	36.5800
BIWEEKLY	1870.30	1935.77	2003.50	2073.62	2146.20	2221.33	2299.06	2379.54	2462.82	2549.02	2625.50	2704.27	2785.38	2855.02	2926.40
ANNUAL	48,628	50,330	52,091	53,914	55,801	57,755	59,776	61,868	64,033	66,275	68,263	70,311	72,420	74,231	76,086
W34 - DEPUTY SHERIFF MAJOR															
HOURLY	25.7747	26.6768	27.6105	28.5769	29.5770	30.6123	31.6840	32.7930	33.9406	35.1284	36.1823	37.2679	38.3860	39.3456	40.3292
BIWEEKLY	2061.98	2134.14	2208.84	2286.15	2366.16	2448.98	2534.72	2623.44	2715.25	2810.27	2894.58	2981.43	3070.88	3147.65	3226.34
ANNUAL	53,611	55,488	57,430	59,440	61,520	63,674	65,903	68,209	70,596	73,067	75,259	77,517	79,843	81,839	83,885

The hourly rates are the same as the June 30, 1995 rates as adopted by CR-77-1994, which are the January 8, 1995 rates with the addition of a 15th step. 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.

V. Workweek

The workweek is the seven (7) consecutive day period commencing at 12:01 a.m. Sunday, and ending the following Saturday midnight. The standard number of hours in a workweek for full-time employees shall be forty (40) hours.

1. The standard number of hours in the workweek for full-time employees is forty (40) productive hours.

2. 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.

VI. Work Schedules

Work schedules mean written schedules of the required daily hours of work within a workweek prescribed by an appointing authority as established by Charter 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.

VII. Designation of Meal Periods

Any employee who works five (5) or more hours in any workday shall receive a one-half (1/2) hour meal period.

VIII. Holiday Pay

Eligible employees shall receive straight time pay for each designated holiday on which they perform no work. Beginning in FY94 an additional holiday, entitled "Police Memorial Day" will be recognized and observed on May 15 of each year as a County holiday for employees covered by this Salary Schedule.

Employees functioning as operational Duty Commanders who work on a holiday shall have the option (subject to the approval of the Sheriff) of either (a) being paid at one and one-half times their regular rate of pay for each hour worked (except overtime) in addition to the holiday pay described above, but not receiving another day off, or (b) being paid at one and one-half times their regular rate of pay for each hour worked (except overtime) and receiving another day off.

Operational Duty Commanders shall not be paid overtime.

If a holiday falls on an employee's regularly scheduled day off, the employee shall have the option (subject to the approval of the Sheriff) to receive either an extra day's pay at straight time for the day, or another day off.

IX. Shift Differential

A. Effective the first full pay period beginning on or after July 1, 1991, a shift differential of one dollar fifty-five cents (\$1.55) per hour 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) to each employee specifically assigned (on a permanent or rotating basis) to work the first shift.

B. Effective the first full pay period beginning on or after July 1, 1994 the shift differential for the first shift should be adjusted to one dollar seventy-five cents (\$1.75) per hour.

C. Effective the first full pay period beginning on or after July 1, 1991, a shift differential of one dollar twenty cents (\$1.20) per hour shall be paid for all time worked on the third shift (i.e., the evening shift - 3 p.m. to 11 p.m. or equivalent) to each employee specifically assigned (on a permanent or rotating basis) to work the third shift.

D. Effective the first full pay period beginning on or after July 1, 1994, the shift differential for the third shift shall be adjusted to one dollar forty cents (\$1.40) per hour.

E. No shift differential will be considered to be part of the employee's base rate, nor shall it be applied to pay for nonproductive hours such as holiday pay and annual and sick leave pay, nor shall it be used for the purpose of computing retirement deductions or for retirement or insurance benefits.

F. Any employee who works the second shift (i.e., the day shift) shall not be entitled to a shift differential.

G. Any employee assigned to the Civil Process Section shall not be entitled to a shift differential except on assigned duty days.

H. When the hours worked fall within the third and first shifts, the employee shall be paid for all such hours at the shift differential rate which coincides with the majority of the hours worked, except that if exactly half the hours worked are in each of the third and first shifts, the higher differential rate shall apply for the entire number of hours worked.

X. Clothing Allowance

A. Employees covered by this Salary Schedule shall receive a clothing allowance of five hundred dollars (\$500) per fiscal year for the procurement, care and upkeep of clothing and leather goods. This clothing allowance is not considered part of the employee's base pay, and will be paid in two equal installments in December and June, of each fiscal year covered by this Salary Schedule.

Notwithstanding the previous paragraph, during FY96 (July 1, 1995 through June 30, 1996) employees covered by this Salary Schedule will not receive the clothing allowance

referenced in the preceding paragraph.

B. If an employee arrives or leaves during the fiscal year, his allowance shall be prorated.

XI. Payment for Unused Sick Leave

Employees who terminate employment for reasons not beyond their control, to be eligible for the payment of unused sick leave referenced below in XVI. B., must provide two (2) weeks notice to the Sheriff's Department of such intent to terminate. This notice requirement shall not apply to death, retirement or other non-disciplinary terminations which are beyond the control of the employee.

XII. 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 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.

For good cause shown, the Personnel Officer may grant up to two additional 90 day periods of disability leave to a deputy sheriff who has petitioned the Sheriff and has received the Sheriff's recommendation for additional leave.

XIII. Personal Leave

Two (2) paid personal leave days per wage reporting year shall be granted to each employee eligible for annual leave. A personal leave day shall be requested and approved in advance of use. There shall be no accumulation of personal leave days, and unused personal leave shall be forfeited at the end of the leave year or upon termination of employment.

XIV. Discretionary Leave

Beginning with the 1994 wage reporting year, one (1) day of discretionary leave per wage reporting year shall be granted for employees with five (5) or more years of service. Discretionary leave may not be taken in increments, must be requested and approved in advance, and unused discretionary leave cannot be carried over from one year to the next.

XV. Family and Medical Leave

Employees covered by this Salary Schedule are entitled to family and medical leave in

accordance with the Personnel Law (See Personnel Law Section 16-225.02.)

XVI. Leave Provisions

A. 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 A. 1. above.

3. Annual leave hours in excess of the maximum allowed to be carried over to the next leave year are forfeited.

When taking annual leave, employees covered by this Salary Schedule must use compensatory time they have accumulated prior to using annual leave.

B. 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.

#### XVII. Administration of Employee Leave

The provisions governing the administration of all types of leave (holiday, annual, sick, administrative, military, military leave without pay, disability, family and medical, leave without pay, absence without leave, compensatory, personal) are specified in Division 17 of the Personnel Law and Administrative Procedure 284.

#### XVIII. Life Insurance

The Employer shall pay 100% of the monthly premium for the life insurance coverage for full-time employees in the amount of two (2) times the employee's annual salary.

For Deputy Sheriffs who retire on or after July 1, 1995, the County provided life insurance benefits of up to \$100,000 will not be reduced until the retiree attains age sixty (60). At that time, the retiree's total life insurance benefit shall be reduced by fifteen percent (15%) of the original face value per year, to a residual of twenty-five percent (25%) by reducing the life insurance benefit by fifteen percent (15%) on the first day of the calendar month or next following the date of the retiree's attainment of age sixty (60). On each of the next four (4) anniversaries, the retiree's insurance benefit will be reduced by the same dollar amount.

Effective July 1, 1994, the five thousand dollar (\$5,000) accidental death insurance policy the County maintains for employees covered by this Salary Schedule shall be payable in the amount of fifty thousand dollars (\$50,000) to an employee's designated beneficiary should the employee be killed in the line of duty.

XIX. Supplemental Life Insurance Benefit

Effective July 1, 1989, employees covered by this Salary Schedule will be provided with a supplemental life insurance benefit equal to fifty (50) times the employee's monthly salary up to a maximum of \$200,000. The supplemental life insurance benefits provided under this provision shall continue as long as the employee is actively employed.

XX. 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.

XXI. Unemployment Insurance

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

XXII. Social Security

Effective January 1, 1994, 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.

XXIII. 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 that program. Participating employees shall contribute the remaining twenty five percent (25%).

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

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. Effective July 1, 1994, the County shall contribute ninety percent (90%) to the County deductible prescription program for any retiree who elects to participate in the program. The participating retiree shall contribute the remaining ten percent (10%).

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

During the FY96 open enrollment period for health benefits, retirees who did not elect to participate in a health insurance, vision care or dental plan upon their retirement will have a one-time option to select coverage under any or all of the referenced plans.

#### XXIV. Retirement Contributions

1. Employees paid in accordance with this Salary Schedule and who are eligible for enrollment 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.

2. 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.

3. All classified employees hired on or after January 1, 1980, must enroll in the Employee's Pension System.

4. 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.

#### XXV. Supplemental Retirement Contributions

A. Employees covered by this Salary Schedule participate in a supplemental retirement benefit program, jointly funded through County and employee contributions. The cost of funding the supplemental retirement benefit will be shared by the employee and the County through regular contributions each pay period. Effective July 1, 1995, the employee shall contribute, through payroll deduction, 3.5% of his/her salary and the employer shall contribute the remainder of the cost to fund this program.

B. 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.

#### Deputy Sheriff Pension Plan

Employees covered by this Salary Schedule may elect to commence participation in the Deputy Sheriff 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, on the transfer of the appropriate assets from the State Retirement/Pension Systems to the County and is also contingent on IRS tax qualification.

XXVI. 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.

XXVII. Pay Plan Policy Statement

It is the policy of the County that benefits afforded to employees in the Salary Plan are governed by the specific salary schedule to which an employee is currently assigned. If an employee is transferred, promoted, demoted, or in any other 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.