

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

**2006 Legislative Session**

Resolution No. CR-58-2006

Proposed by The Chairman (by request – County Executive)

Introduced by Council Members Dernoga, Peters, Knotts, Dean, Exum and Harrington

Co-Sponsors \_\_\_\_\_

Date of Introduction June 20, 2006

**RESOLUTION**

1 A RESOLUTION concerning

2 Compensation and Benefits - Council 67

3 American Federation of State, County and Municipal Employees (AFSCME), AFL-CIO, and its

4 affiliated Locals 1170 (Health Department), 2462 (Department of Public Works and

5 Transportation and Department of Environmental Resources), 2735 (Department of Housing and

6 Community Development and Office of Central Services) and 3389 (Department of Family

7 Services and Health Department) – Salary Schedule A

8 For the purpose of amending the Salary Plan of the County to reflect the terms of the labor

9 agreement by and between Prince George's County, Maryland and Council 67, American

10 Federation of State, County and Municipal Employees (AFSCME) Locals 1170, 2462, 2735 and

11 3389.

12 WHEREAS, pursuant to Section 903 of Article IX of the Prince George's County Charter

13 and Section 16-125(a) of the Prince George's County Code, amendments to the County's Salary

14 Plan are to be submitted to the County Council in resolution form; and

15 WHEREAS, the Salary Plan must at this time be amended by the approval of a Salary

16 Schedule to reflect the terms of the labor agreement by and between Prince George's County,

17 Maryland and Council 67, American Federation of State, County and Municipal Employees

18 (AFSCME) Locals 1170, 2462, 2735 and 3389.

19 NOW, THEREFORE, BE IT RESOLVED by the County Council of Prince George's

20 County, Maryland, that by the County Council of Prince George's County, Maryland, that Salary

21 Schedule A submitted and recommended by the County Executive on June 20, 2006, which is

22 attached hereto and made a part hereof, setting forth, among others, the following modifications:

1 | cost of living and merit increase for Fiscal Years 2006 and 2007; and further modifications to  
2 | shift differential, union business leave, anniversary dates, wage scale, hours of work,  
3 | certification pay, call-in/stand by pay, disability leave and supplemental retirement benefits, be  
4 | and the same is hereby approved.

Adopted this 10th day of August, 2006.

COUNTY COUNCIL OF PRINCE  
GEORGE'S COUNTY, MARYLAND

BY: \_\_\_\_\_  
Thomas E. Dernoga  
Chairman

ATTEST:

\_\_\_\_\_  
Redis C. Floyd  
Clerk of the Council

SALARY SCHEDULE A

SCHEDULE OF PAY GRADES - AFSCME LOCALS 1170, 2462, 2735, AND 3389

PRINCE GEORGE'S COUNTY, MARYLAND

EFFECTIVE JULY 1, 2005 - JUNE 30, 2007

## TABLE OF CONTENTS

		PAGE
1.	SCHEDULE PAY RATES.....	1
2.	WAGES.....	13
3.	PAY PLAN DESCRIPTION AND GENERAL RULES.....	16
4.	PROBATIONARY PERIOD .....	17
5.	WORK HOURS .....	19
6.	OVERTIME COMPENSATION .....	20
7.	CALL-IN, DIFFERENTIAL PAY AND STANDBY .....	21
8.	TEMPORARY ASSIGNMENTS .....	22
9.	ANNUAL LEAVE.....	23
10.	SICK LEAVE .....	24
11.	SICK AND ANNUAL DISPOSITION UPON SEPARATION .....	25
12.	PERSONAL LEAVE .....	26
13.	MILITARY LEAVE.....	26
14.	BEREAVEMENT LEAVE .....	26
15.	JURY DUTY .....	26
16.	LEAVE OF ABSENCE .....	26
17.	FAMILY AND MEDICAL LEAVE .....	27
18.	BLOOD DONATION LEAVE .....	27
19.	CIVIC DUTY LEAVE.....	27
20.	VOTING TIME LEAVE.....	27
21.	HOLIDAY LEAVE AND PAY.....	27
22.	UNION BUSINESS LEAVE .....	28
23.	ADMINISTRATION OF LEAVE.....	29
24.	WORK CLOTHING AND TOOLS .....	29
25.	HEALTH INSURANCE COVERAGE .....	30
26.	LIFE INSURANCE COVERAGE .....	31
27.	UNEMPLOYMENT INSURANCE .....	31
28.	RETIREMENT CONTRIBUTIONS .....	31
29.	SUPPLEMENTAL RETIREMENT BENEFIT.....	32
30.	SOCIAL SECURITY .....	35
31.	WORKERS' COMPENSATION .....	35

**32. INCENTIVE AWARDS ..... 35**

**33. P.E.O.P.L.E. FUND DEDUCTION..... 35**

**34. POLICY STATEMENT ..... 36**

**1. SCHEDULED PAY RATES**

**SCHEDULE OF PAY GRADES (A01-A27)  
AFSCME LOCALS 1170,2462, 2735 and 3389  
PRINCE GEORGE'S COUNTY, MARYLAND  
EFFECTIVE JULY 1, 2005**

GRADE		MINIMUM	MAXIMUM
A01	HOURLY	7.0250	13.8256
	BIWEEKLY	562.00	1,106.05
	ANNUAL	14,612	28,757
A02	HOURLY	7.3762	14.4794
	BIWEEKLY	590.096	1,158.36
	ANNUAL	15,342	30,117
A03	HOURLY	7.7447	15.1715
	BIWEEKLY	619.576	1,213.72
	ANNUAL	16,109	31,557
A04	HOURLY	8.1321	15.9021
	BIWEEKLY	650.568	1,272.16
	ANNUAL	16,915	33,076
A05	HOURLY	8.5385	16.6518
	BIWEEKLY	683.08	1,332.14
	ANNUAL	17,760	34,636
A06	HOURLY	8.9656	16.7867
	BIWEEKLY	717.248	1,342.93
	ANNUAL	18,648	34,916
A07	HOURLY	9.4137	17.5939
	BIWEEKLY	753.096	1,407.51
	ANNUAL	19,580	36,595

**SCHEDULE OF PAY GRADES (A01-A27)**  
**AFSCME LOCALS 1170,2462, 2735 and 3389**  
**PRINCE GEORGE'S COUNTY, MARYLAND**  
**EFFECTIVE JULY 1, 2005**

GRADE		MINIMUM	MAXIMUM
A08	HOURLY	9.8845	18.4234
	BIWEEKLY	790.76	1,473.87
	ANNUAL	20,560	38,321
A09	HOURLY	10.3785	19.3246
	BIWEEKLY	830.28	1,545.97
	ANNUAL	21,587	40,195
A10	HOURLY	10.8975	20.2470
	BIWEEKLY	871.8	1,619.76
	ANNUAL	22,667	42,114
A11	HOURLY	11.4423	21.2275
	BIWEEKLY	915.384	1,698.20
	ANNUAL	23,800	44,153
A12	HOURLY	12.0144	22.2470
	BIWEEKLY	961.152	1,779.76
	ANNUAL	24,990	46,274
A13	HOURLY	12.6151	23.3232
	BIWEEKLY	1009.208	1,865.86
	ANNUAL	26,239	48,512
A14	HOURLY	13.2459	24.4577
	BIWEEKLY	1059.672	1,956.61
	ANNUAL	27,551	50,872

**SCHEDULE OF PAY GRADES (A01-A27)**  
**AFSCME LOCALS 1170,2462, 2735 and 3389**  
**PRINCE GEORGE'S COUNTY, MARYLAND**  
**EFFECTIVE JULY 1, 2005**

GRADE		MINIMUM	MAXIMUM
A15	HOURLY	13.9079	25.6497
	BIWEEKLY	1112.632	2,051.97
	ANNUAL	28,928	53,351
A16	HOURLY	14.6038	26.8800
	BIWEEKLY	1168.304	2,150.40
	ANNUAL	30,376	55,910
A17	HOURLY	15.3338	28.1873
	BIWEEKLY	1226.704	2,254.98
	ANNUAL	31,894	58,630
A18	HOURLY	16.1005	29.5720
	BIWEEKLY	1288.04	2,365.76
	ANNUAL	33,489	61,510
A19	HOURLY	16.9056	31.0139
	BIWEEKLY	1352.448	2,481.11
	ANNUAL	35,164	64,509
A20	HOURLY	17.7509	32.5326
	BIWEEKLY	1,420.07	2,602.61
	ANNUAL	36,922	67,668
A21	HOURLY	18.6384	34.1282
	BIWEEKLY	1,491.07	2,730.26
	ANNUAL	38,768	70,987
A22	HOURLY	19.5703	35.7817
	BIWEEKLY	1,565.63	2,862.54
	ANNUAL	40,706	74,426



**SCHEDULE OF PAY GRADES (A01-A27)  
AFSCME LOCALS 1170,2462, 2735 and 3389  
PRINCE GEORGE'S COUNTY, MARYLAND  
EFFECTIVE JULY 1, 2005**

GRADE		MINIMUM	MAXIMUM
A23	HOURLY	20.5489	37.5507
	BIWEEKLY	1,643.91	3,004.06
	ANNUAL	42,742	78,106
A24	HOURLY	21.5763	39.3771
	BIWEEKLY	1,726.10	3,150.17
	ANNUAL	44,879	81,904
A25	HOURLY	22.6551	41.3189
	BIWEEKLY	1,812.41	3,305.51
	ANNUAL	47,123	85,943
A26	HOURLY	23.7879	43.3568
	BIWEEKLY	1,903.03	3,468.54
	ANNUAL	49,479	90,182
A27	HOURLY	24.9773	45.5246
	BIWEEKLY	1,998.18	3,641.97
	ANNUAL	51,953	94,691

The MINIMUM hourly rates are the April 3, 2005 C Scale rates as established under CR-43-2003 (C-02 through C-19). The MINIMUM rate for Grade A-01 is established five percent (5%) below Grade A-02. The MINIMUM rates for Grades A-20 through A-27 are established with five percent (5%) increments between each Grade. The MAXIMUM hourly rates are the March 6, 2005 A scale, L1 rates as established under CR-1-2004, multiplied by 1.035%. The MAXIMUM grade A-27 is established five percent (5%) above Grade A-26. For administrative purposes, the hourly rates are the controlling rates. Biweekly rates are the hourly rates multiplied by 80. Annual rates are the hourly rates multiplied by 2080 and rounded to the nearest dollar.

**SCHEDULE OF PAY GRADES (A01-A27)**  
**AFSCME LOCALS 1170, 2462, 2735 AND 3389**  
**PRINCE GEORGE'S COUNTY, MARYLAND**  
**EFFECTIVE JULY 10, 2005**

GRADE		MINIMUM	MAXIMUM
A01	HOURLY	7.2006	14.1713
	BIWEEKLY	576.05	1,133.70
	ANNUAL	14,977	29,476
A02	HOURLY	7.5606	14.8414
	BIWEEKLY	604.85	1,187.31
	ANNUAL	15,726	30,870
A03	HOURLY	7.9383	15.5508
	BIWEEKLY	635.07	1,244.07
	ANNUAL	16,512	32,346
A04	HOURLY	8.3354	16.2996
	BIWEEKLY	666.83	1,303.97
	ANNUAL	17,338	33,903
A05	HOURLY	8.7520	17.0681
	BIWEEKLY	700.16	1,365.45
	ANNUAL	18,204	35,502
A06	HOURLY	9.1897	17.2063
	BIWEEKLY	735.18	1,376.51
	ANNUAL	19,115	35,789
A07	HOURLY	9.6490	18.0337
	BIWEEKLY	771.92	1,442.70
	ANNUAL	20,070	37,510
A08	HOURLY	10.1316	18.8840
	BIWEEKLY	810.53	1,510.72
	ANNUAL	21,074	39,279

**SCHEDULE OF PAY GRADES (A01-A27)**  
**AFSCME LOCALS 1170, 2462, 2735 AND 3389**  
**PRINCE GEORGE'S COUNTY, MARYLAND**  
**EFFECTIVE JULY 10, 2005**

GRADE		MINIMUM	MAXIMUM
A09	HOURLY	10.6380	19.8077
	BIWEEKLY	851.04	1,584.62
	ANNUAL	22,127	41,200
A10	HOURLY	11.1699	20.7532
	BIWEEKLY	893.60	1,660.25
	ANNUAL	23,233	43,167
A11	HOURLY	11.7284	21.7582
	BIWEEKLY	938.27	1,740.66
	ANNUAL	24,395	45,257
A12	HOURLY	12.6226	23.3733
	BIWEEKLY	1,009.81	1,869.86
	ANNUAL	26,255	48,616
A13	HOURLY	12.9305	23.9063
	BIWEEKLY	1034.44	1,912.50
	ANNUAL	26,895	49,725
A14	HOURLY	13.5770	25.0691
	BIWEEKLY	1086.16	2,005.53
	ANNUAL	28,240	52,144
A15	HOURLY	14.2556	26.2909
	BIWEEKLY	1140.45	2,103.27
	ANNUAL	29,652	54,685
A16	HOURLY	14.9689	27.5520
	BIWEEKLY	1197.51	2,204.16
	ANNUAL	31,135	57,308

**SCHEDULE OF PAY GRADES (A01-A27)**  
**AFSCME LOCALS 1170, 2462, 2735 AND 3389**  
**PRINCE GEORGE'S COUNTY, MARYLAND**  
**EFFECTIVE JULY 10, 2005**

GRADE		MINIMUM	MAXIMUM
A17	HOURLY	15.7171	28.8920
	BIWEEKLY	1257.37	2,311.36
	ANNUAL	32,692	60,095
A18	HOURLY	16.5030	30.3113
	BIWEEKLY	1320.24	2,424.91
	ANNUAL	34,326	63,048
A19	HOURLY	17.3282	31.7892
	BIWEEKLY	1386.26	2,543.14
	ANNUAL	36,043	66,122
A20	HOURLY	18.1947	33.3460
	BIWEEKLY	1455.57	2,667.68
	ANNUAL	37,845	69,360
A21	HOURLY	19.1044	34.9814
	BIWEEKLY	1528.35	2,798.51
	ANNUAL	39,737	72,761
A22	HOURLY	20.0596	36.6763
	BIWEEKLY	1604.77	2,934.10
	ANNUAL	41,724	76,287
A23	HOURLY	21.0626	38.4895
	BIWEEKLY	1685.01	3,079.16
	ANNUAL	43,810	80,058
A24	HOURLY	22.1157	40.3615
	BIWEEKLY	1769.26	3,228.92
	ANNUAL	46,001	83,952

**SCHEDULE OF PAY GRADES (A01-A27)  
AFSCME LOCALS 1170, 2462, 2735 AND 3389  
PRINCE GEORGE'S COUNTY, MARYLAND  
EFFECTIVE JULY 10, 2005**

GRADE		MINIMUM	MAXIMUM
A25	HOURLY	23.2215	42.3518
	BIWEEKLY	1857.72	3,388.15
	ANNUAL	48,301	88,092
A26	HOURLY	24.3826	44.4407
	BIWEEKLY	1950.61	3,555.26
	ANNUAL	50,716	92,437
A27	HOURLY	25.6017	46.6627
	BIWEEKLY	2048.14	3,733.02
	ANNUAL	53,252	97,058

**The hourly rates are the July 1, 2005 rates multiplied by 1.025%. For administrative purposes, the hourly rates are the controlling rates. Biweekly rates are the hourly rates multiplied by 80. Annual rates are the hourly rates multiplied by 2080 and rounded to the nearest dollar.**

**SCHEDULE OF PAY GRADES (A01-A27)**  
**LOCALS 1170, 2462, 2735 AND 3389**  
**PRINCE GEORGE'S COUNTY, MARYLAND**  
**JULY 9, 2006**

GRADE		MINIMUM	MAXIMUM
A01	HOURLY	7.3806	14.5256
	BIWEEKLY	590.45	1,162.04
	ANNUAL	15,352	30,213
A02	HOURLY	7.7496	15.2125
	BIWEEKLY	619.97	1,217.00
	ANNUAL	16,119	31,642
A03	HOURLY	8.1368	15.9396
	BIWEEKLY	650.94	1,275.17
	ANNUAL	16,924	33,154
A04	HOURLY	8.5438	16.7071
	BIWEEKLY	683.50	1,336.57
	ANNUAL	17,771	34,751
A05	HOURLY	8.9708	17.4948
	BIWEEKLY	717.66	1,399.58
	ANNUAL	18,659	36,389
A06	HOURLY	9.4195	17.6365
	BIWEEKLY	753.56	1,410.92
	ANNUAL	19,593	36,684
A07	HOURLY	9.8903	18.4846
	BIWEEKLY	791.22	1,478.76
	ANNUAL	20,572	38,448

**SCHEDULE OF PAY GRADES (A01-A27)**  
**LOCALS 1170, 2462, 2735 AND 3389**  
**PRINCE GEORGE'S COUNTY, MARYLAND**  
**JULY 9, 2006**

GRADE		MINIMUM	MAXIMUM
A08	HOURLY	10.3849	19.3561
	BIWEEKLY	830.79	1,548.49
	ANNUAL	21,601	40,261
A09	HOURLY	10.9039	20.3029
	BIWEEKLY	872.31	1,624.23
	ANNUAL	22,680	42,230
A10	HOURLY	11.4492	21.2720
	BIWEEKLY	915.93	1,701.76
	ANNUAL	23,814	44,246
A11	HOURLY	12.0216	22.3022
	BIWEEKLY	961.73	1,784.17
	ANNUAL	25,005	46,389
A12	HOURLY	12.6226	23.3733
	BIWEEKLY	1,009.81	1,869.86
	ANNUAL	26,255	48,616
A13	HOURLY	13.2537	24.5039
	BIWEEKLY	1,060.30	1,960.32
	ANNUAL	27,568	50,968
A14	HOURLY	13.9165	25.6958
	BIWEEKLY	1,113.32	2,055.67
	ANNUAL	28,946	53,447

**SCHEDULE OF PAY GRADES (A01-A27)**  
**LOCALS 1170, 2462, 2735 AND 3389**  
**PRINCE GEORGE'S COUNTY, MARYLAND**  
**JULY 9, 2006**

GRADE		MINIMUM	MAXIMUM
A15	HOURLY	14.6120	26.9482
	BIWEEKLY	1,168.96	2,155.86
	ANNUAL	30,393	56,052
A16	HOURLY	15.3431	28.2408
	BIWEEKLY	1,227.45	2,259.26
	ANNUAL	31,914	58,741
A17	HOURLY	16.1101	29.6143
	BIWEEKLY	1,288.81	2,369.14
	ANNUAL	33,509	61,598
A18	HOURLY	16.9156	31.0691
	BIWEEKLY	1,353.25	2,485.53
	ANNUAL	35,184	64,624
A19	HOURLY	17.7614	32.5840
	BIWEEKLY	1,420.92	2,606.72
	ANNUAL	36,944	67,775
A20	HOURLY	18.6495	34.1796
	BIWEEKLY	1,491.96	2,734.37
	ANNUAL	38,791	71,094
A21	HOURLY	19.5820	35.8559
	BIWEEKLY	1,566.56	2,868.47
	ANNUAL	40,731	74,580



**SCHEDULE OF PAY GRADES (A01-A27)  
LOCALS 1170, 2462, 2735 AND 3389  
PRINCE GEORGE'S COUNTY, MARYLAND  
JULY 9, 2006**

GRADE		MINIMUM	MAXIMUM
A22	HOURLY	20.5611	37.5932
	BIWEEKLY	1,644.89	3,007.45
	ANNUAL	42,767	78,194
A23	HOURLY	21.5891	39.4517
	BIWEEKLY	1,727.13	3,156.14
	ANNUAL	44,905	82,060
A24	HOURLY	22.6686	41.3706
	BIWEEKLY	1,813.49	3,309.64
	ANNUAL	47,151	86,051
A25	HOURLY	23.8020	43.4106
	BIWEEKLY	1,904.16	3,472.85
	ANNUAL	49,508	90,294
A26	HOURLY	24.9921	45.5517
	BIWEEKLY	1,999.37	3,644.14
	ANNUAL	51,984	94,748
A27	HOURLY	26.2417	47.8293
	BIWEEKLY	2,099.34	3,826.34
	ANNUAL	54,583	99,485

**The hourly rates are the July 10, 2005 rates multiplied by 1.025%. For administrative purposes, the hourly rates are the controlling rates. Biweekly rates are the hourly rates multiplied by 80. Annual rates are the hourly rates multiplied by 2080 and rounded to the nearest dollar.**

## **2. WAGES**

### **A. Cost of Living Increase**

1. Employees covered by this Salary Schedule with the exclusion of former General Schedule employees who received a cost of living increase on July 10, 2005 will receive a two and one-half percent (2.5%) increase to their base wages effective the beginning of the first full pay period beginning on or after July 1, 2005.

2. Employees covered by this Salary Schedule will receive a two and one-half percent (2.5%) increase to their base wages effective the beginning of the first full pay period beginning on or after July 1, 2006.

3. The Union waives claims under Section 13A-103(d) of the Labor Code.

### **2.1 Pay Plan Description and General Rules**

Modifications effective Fiscal Year 2006 changed the system to a MIN-MAX pay plan derived as follows:

1. Effective July 1, 2005, all employees under this Salary Schedule shall be merged into a single pay scale - the "A" Scale - at their current rate of pay. If an employees pay grade is not contained in the current A Scale, one shall be created. The minimums for all classifications in the A Scale shall be modified as indicated below to accommodate all employees under this Salary Schedule. The L1 Longevity Step shall be eliminated and the maximum for each classification shall be raised by six (6%) percent.

2. MINIMUM rate is the MINIMUM rate of the April 3, 2005 C Scale.

3. MAXIMUM rate is the L1 rate of the March 6, 2005 A scale.

### **2.2 Merit and Salary Increases**

#### **1. Merit Increases**

Employees covered by this Salary Schedule who are otherwise eligible to receive a merit increase in Fiscal Years 2006 and 2007 will receive it. Merit increase for employees whose rate is between the MINIMUM rate and the MAXIMUM rate for their grade shall be granted at a rate of three and one-half percent (3 1/2%) in accordance with the Personnel Law. Employees will continue to receive three and one-half percent (3 1/2%) merit increases until one of the following occurs:

- a. The employee reaches the MAXIMUM of his/her grade.
- b. The three and one-half percent (3 1/2%) increase would establish their hourly rate one percent (1%) or less below the MAXIMUM rate in which case the hourly rate will instead be adjusted to equal the MAXIMUM applicable rate; or
- c. The three and one-half percent (3 1/2%) merit adjustment would cause an employee's salary rated to exceed the MAXIMUM rate established for that grade, in which case the employee's salary will instead be adjusted to equal the MAXIMUM applicable rate.

## 2. Salary Increase Upon Promotion or Reallocation

Employees within the MINIMUM to MAXIMUM rate range will receive a salary increase upon promotion or reallocation at the rate of two (2) five percent (5%) steps (that is, 10.0%) provided that the employee's salary rate upon promotion shall not be at a rate less than the MINIMUM rate or in excess of the MAXIMUM rate.

## 3. Salary Decrease Upon Demotion

Employees within the MINIMUM rate to MAXIMUM rate range who are demoted will receive a salary decrease of two (2) five percent (5%) steps (that is, 10.0%), provided that in no event may the rate upon demotion be less than the MINIMUM rate or exceed the MAXIMUM rate of the new grade.

## 4. Anniversary Date

Employees covered by this Salary Schedule and hired before July 1, 2005 will keep the anniversary dates that they held on July 1, 2005 for as long as they are continuously employed. Employees entering the unit (through new hire, transfer, promotion, demotion) on or after July 1, 2005, will have as their anniversary dates the date of their initial appointment in this bargaining unit and those anniversary dates will not be changed while those employees are continuously employed.

## 5. Pay Checks

All bargaining unit employees shall receive their paychecks in sealed envelopes.

## 2.3 Certification Pay

1. Construction Standards Inspectors will receive a five percent (5%) increase in their base hourly rates of pay provided they substantiate to the Employer that they have passed the Building Officials and Code Administrators (BOCA) examinations listed immediately below:

- a. One and two family dwelling building examination;
- b. One and two family dwelling electrical examination;

- c. One and two family dwelling mechanical examination;
- d. One and two family dwelling plumbing examination;
- e. Building general examination; and,
- f. Fire protection general examination.

2. Construction Standards Inspectors who perform commercial electrical inspections will receive a five percent (5%) increase in their base hourly rates of pay provided they substantiate to the Employer that they have passed both the BOCA One and Two Family Dwelling Electrical Examination and the BOCA Electrical General Examination.

3. Construction Standards Inspectors can receive only one (1) of the five percent (5%) increases provided for in the two (2) paragraphs immediately above.

4. Construction Standards Inspectors in the Department of Public Works and Transportation will receive a five percent (5%) increase in their base hourly rates of pay provided that they substantiate to the Employer that they have passed a County recognized inspection certification program related to the Department of Public Works and Transportation inspection functions.

5. Traffic Service Workers and Engineering Technicians in the Department of Public Works and Transportation will receive a five percent (5%) increase in their base hourly rates of pay provided that they substantiate to the Employer that they have passed the International Municipal Signage Association (IMSA) certification Program related to the Department of Public Works and Transportation job requirements.

6. Construction Standards Inspectors and Engineering Technicians in the Department of Public Works and Transportation will receive a five percent (5%) increase in their base hourly rates of pay provided that they substantiate to the Employer that they have been awarded an Engineering Technician, Level III, certification from the National Institute for Certification of Engineering Technicians (NICET).

7. Equipment Mechanics and Heavy Equipment Mechanics in the Office of Central Services, Fleet Management Division, shall receive a premium of ten cents (\$0.10) per hour for each Automotive Service Excellence (ASE) certification in either the test series for Automobile (A1 through A8), Medium/Heavy Truck (T1 through T8), or the advanced level series L1 and L2. The premium shall be added to the base hourly wage at the time. Failure to maintain a certificate will result in forfeiture of the premium pay.

8. Machinists in the Office of Central Services, Fleet Management Division, shall receive a premium of ten cents (\$0.10) per hour for each Automotive Service Excellence (ASE) certification in the test series for Engine Machinist (M1 through M3). The premium shall be added to the base hourly wage at the time. Failure to maintain a certificate will result in forfeiture of the premium pay.

9. Parts Specialists and Supply/Property Clerks in the Office of Central Services, Fleet Management Division, shall receive a premium of ten cents (\$0.10) per hour for each Automotive Service Excellence (ASE) certification in the test series for Parts Specialist (P1 through P4). The premium shall be added to the base hourly wage at the time. Failure to maintain a certificate will result in forfeiture of the premium pay.

10. General Clerks (Service Writers) and Assistant Managers in the Office of Central Services, Fleet Management Division, shall receive a premium of ten cents (\$0.10) per hour for each Automotive Service Excellence (ASE) certification in either the test series for Automobile (A1 through A8), Medium/Heavy Truck (T1 through T8), or the advanced levels L1 and L2. The premium shall be added to the base hourly wage at the time. Failure to maintain a certificate will result in forfeiture of the premium pay.

11. Equipment Mechanics and Heavy Equipment Mechanics in the Department of Environmental Resources and in the Department of Public Works and Transportation, Equipment Maintenance Division, shall receive a premium of ten cents (\$0.10) per hour for each Automotive Service Excellence (ASE) certification in the test series for Medium/Heavy Truck (T1 through T8). The premium shall be added to the base hourly wage at the time the employee submits proof of certification to the Department. Failure to maintain a certificate will result in forfeiture of the premium pay.

12. Employees whose job requires a hazardous materials certification will be granted four (4) hours of administrative leave to take the recertification examination every four (4) years.

13. On a Department basis, the parties may develop and/or recognize job related certification programs for employees covered by this Salary Schedule and make recommendations on job certification programs to the Department Director. Recommendations may include one-time payments of up to five hundred dollars (\$500.00) plus reimbursement for reasonable and necessary expenses incurred to an employee who successfully completes the recognized program. The Director has the complete discretion to implement the recommendations, implement them with modifications or reject them.

### **3. PROBATIONARY PERIOD**

A. The probationary period for new employees shall be regarded as an integral part of the training process and shall be utilized for closely observing the employee's work, for securing the most effective adjustment of an employee to the employee's position and for disqualifying any employee whose performance and conduct is not satisfactory.

B. The probationary period for new employees covered by this Salary Schedule who are hired into positions other than "dually-allocated" positions shall be for a period of six (6) months from the date of employment. Management may require Construction Standards Inspectors, Property Standards Inspectors and Community Developers who are hired above the entry level to serve up to a nine (9) month probationary period. For all other employees covered by this Salary Schedule who are hired into a "dually-allocated" position, the probationary period shall begin with the date of employment and continue until the employee either advances to the second (2nd)

level of the allocation or is terminated. Where an employee covered by this Salary Schedule is hired into a position that has specifically been designated as a "dually-allocated" position, the employee shall be entitled to move to the second (2nd) level of the allocation upon serving the requisite time-in-grade for the position provided that the employee has also received satisfactory performance evaluations while working at the first (1st) level.

C. At any time during the probationary period the Employer may remove an employee if in the Employer's opinion the employee is unwilling or unable to perform the duties of the position satisfactorily or that the employee's habits and lack of dependability do not merit continued employment with the Employer. When dismissing a probationary employee, the Employer will follow the procedures set forth in Sections 16-171(c)(1), (2) and (3) of the County Personnel Law. This shall not be interpreted as subjecting any termination of a probationary employee to the grievance procedure contained in the Salary Schedule.

D. In addition to the type of extension permitted under Personnel Law Section 16-172, the parties may agree to extend for a period of up to sixty (60) calendar days an employee's probationary period. The Union and the affected employee shall receive a copy of the notice extending the employee's probationary period.

#### **4. WORK HOURS**

A. Except for 1) employees working on special operations, 2) employees hired on or after July 1, 2005, 3) former General Schedule employees who entered this bargaining unit after April 1, 2006, 4) those employees for whom the County has received the Union's consent to work an alternate work schedule, 5) transit equipment operators who work split shifts, 6) employees assigned to the animal shelter, 7) OCS employees permanently assigned to the Correctional Center, and 8) DPWT employees assigned to dispatching responsibilities, the regular workday shall consist of a shift of eight (8) consecutive hours, excluding an unpaid meal period, within a twenty-four (24)-hour period, and the normal workweek shall consist of five (5) consecutive days Monday through Friday. Employees engaged in special operations are defined as employees engaged in an operation for which there is regularly scheduled employment in excess of five (5) work days in any seven (7) day period, or in excess of eight (8) hours in a workday, provided that any such employee will be compensated for hours worked in excess of forty (40) hours in a workweek pursuant to Article 15 (Premium Pay). Where Management converts a normal operation to a special operation, Management will provide the Union and the affected employees with reasonable notice of their schedule change. The Union may place issues arising as a result of the conversion of an operation to a special operation on the agenda of the Labor-Management Committee for discussion, but such issues are not subject to the grievance and arbitration provisions of this Salary Schedule.

B. The parties may confer on a Department-by-Department basis regarding flextime or alternative work schedules, and make recommendations on such matters to the Directors, who may accept the recommendations, reject the recommendations, or accept them on a modified basis.

C. The Department will issue a policy on compressed workweeks for employees and a flexible work schedule based on departmental needs.

1. The Employer shall implement a flexible work schedule in accordance with the following:

- (a) Operational requirements must be met;
- (b) Service to the public or client population must be maintained;
- (c) Costs to the County will not be increased;
- (d) Each office/ operation must be covered during regular ours;
- (e) Flex-time will not diminish the ability of the Department to assign responsibility and accountability to individual employees for the provision of County services and the performance of their duties; and
- (f) Flextime will not affect the 80-hour pay period for full-time employees.

2. It is recognized that some operations within the County do not lend themselves to flexible work hours. The Director of the affected Department may exclude organization or positions from flextime. Where flextime is allowed, the Director may specify the types of flextime that will be available to employees in accordance with operational requirements, and may exclude employees with bona fide performance or attendance problems. Decisions by the Director to exclude organizational units, positions, or individual employees with documented performance problem s are not grievable or arbitral under this Salary Schedule.

D. Employees may voluntarily work ten (10) or twelve (12) hour shifts when authorized by the appointing authority provided such ten (10) or twelve (12) hour shifts shall not alter the basis for, nor entitlement to, receiving the same rights and privileges as provided for all five (5) day, forty (40) hour a week employees, except, however, that ten (10) and twelve (12) hour shift employees who actually work on a holiday shall receive full holiday compensation for the regularly scheduled shift worked on a holiday. Said employees shall be entitled to overtime compensation for work only in excess of eighty (80) hours per payroll period or shall accumulate compensatory time off at the rate of time-and-one-half (1 1/2) only for time worked in excess of eighty (80) hours.

E. The Employer will identify essential positions. Each essential employee will be notified in writing of the essential status of his/her position at the time of hire and/or annual evaluation.

F. Any employees covered by this Salary Schedule who report for duty on a day the County is closed due to a special operation or other unforeseen causes, have completed their assigned duties, and are released from duty for the balance of their shift, will be granted administrative leave for the balance of the shift.

G. When the County is closed and grants administrative leave to nonessential employees, essential employees who work their assigned shifts on that day will be granted the same number of hours on an hour for hour basis of compensatory leave as nonessential employees were granted in administrative leave.

H. Employees not designated as essential will also receive compensatory time on an hour for hour basis for work they are required to perform on their regularly scheduled tour of duty when other employees on the same tour of duty not required to work are granted administrative leave due to the declaration of an Administrative Closing.

## I. Rest Period

Each department shall have its own policy regarding rest periods upon recommendations submitted by the Labor Management Committee. This policy will include no less than two (2) fifteen (15) minute breaks which may or may not be incorporated in the employees lunch period.

## 5. **OVERTIME COMPENSATION**

A. Employees shall be compensated for overtime worked as follows:

1. Employees will be compensated at the rate of one and one-half (1 1/2) times their regular rate of pay for time they are required to work in excess of forty (40) hours in a workweek.

2. All employees will be compensated at the rate of two (2) times their regular rate of pay for overtime hours they are required to work on Sunday. In this context, the term Sunday means the "regular day of rest" immediately preceding the start of the individual's normal workweek when the employee is not required to report for work. In some instances, this "regular day of rest" occurs on the same day each week. In other situations, this scheduled day of rest may rotate in a definite pattern that is to be determined by the Department. Overtime work on a "regular day of rest" that may occur at the conclusion of the individual employee's normal workweek is not covered by this section.

3. All leave with pay shall be considered time worked in the computation of overtime.

B. To the extent permitted by applicable law, this provision applies to Animal Control Officers on Standby/Call-In only in so far as it is consistent with this provision of Section 7, and shall not apply to employees in the Emergency Service Plan in the Housing Authority, who shall be paid pursuant to the current department agreement covering this work.

C. For purposes of computing overtime, paid leave hours and all holiday hours (worked or unworked) for which an employee is compensated, shall be regarded as hours worked.

D. Employees covered by this Salary Schedule may elect to accrue compensatory leave in lieu of the appropriate overtime pay for all authorized overtime hours worked. For purposes of this provision and other compensatory leave provisions of this Salary Schedule, compensatory leave will be scheduled at mutually agreeable times. The parties agree that this paragraph will be administered consistent with the requirements of the Fair Labor Standards Act and the County's rules and regulations.

E. Employees who without an intervening break work three (3) hours or more beyond their regular work shift of eight (8) hours shall receive a paid one-half (1/2) hour meal period. For every four (4) consecutive hours of work thereafter, employees shall receive an additional one-half (1/2) hour paid meal period. Employees who work three (3) or more hours overtime consecutive to the end of their shift may receive a meal allowance of up to ten dollars (\$10.00) by providing the Department with a receipt for the meal.



F. There shall be no pyramiding of overtime or other premium rates; that is, only one (1) overtime or premium rate will be paid for the same hours worked.

G. Overtime can be worked only when the needs of the workload demand it and the type of work to be performed must dictate the selection of employees. The selections should be made, so far as the circumstances will permit, from qualified employees who are capable of doing the particular work. Circumstances and previous practices should be considered in deciding which group or groups should reasonably be called upon to do particular work. Such selections should be made and overtime should be allotted amongst the employees in as fair and equitable a manner as circumstances and the job requirements will permit within the appropriate class.

## **6. SPECIAL OPERATIONS, CALL-IN, DIFFERENTIAL PAY AND STANDBY**

### **A. Special Operations**

1. A Special Operation will include but not be limited to the following:
  - (a) Inclement Weather
  - (b) Natural or Man Made Disasters
  - (c) Other Emergency Conditions

### **B. Call In/ Standby**

1. Employees called in to work outside their regular shift shall receive a minimum of two (2) hours pay including travel time at the applicable rate of pay.

2. Except for special operations, if the employer directs any employee to be on-call or standby, the employee will receive three (3) hours during weekdays and four (4) hours on holidays and weekends of compensatory leave or pay at the request of the employee and the approval of the Appointing Authority for each day on standby.

3. Time worked by telephone for the resolution of emergencies shall be compensated with compensatory leave on an hour-for-hour basis.

4. Except for Special Operations, when carrying a County issued personal communications device, the employee will receive straight time for after duty hours and one and one-half (1 ½) times his/her hourly rate of pay or compensatory time (at the election of the employee with the approval of the Appointing Authority or his/her designee) if asked to respond including travel time.

### **C. Shift Differential**

1. Effective the first full pay period after July 1, 2005, employees covered by this Salary Schedule who are assigned to the Refuse Disposal Division or the Refuse Collection Division shall be paid a differential of one dollar and thirty-five cents (\$1.35) for each hour actually worked. Effective the first full pay period after July 1, 2006, employees covered by this Salary Schedule who are assigned to the Refuse Disposal Division or the Refuse Collection Division shall be paid a differential of one dollar and forty cents (\$1.40) for each hour actually worked.

This differential will also be paid, on the same basis, to all employees who normally receive it but who are temporarily assigned to special operations, and it will also be paid to all other employees covered by this Salary Schedule for hours actually worked on special operations.

2. Effective the first full pay period after July 1, 2005, Animal Control Officers and Office of Central Services maintenance staff who are permanently assigned to the Correctional Center shall be paid a differential of ninety-five cents (\$0.95) per hour. Effective the first full pay period after July 1, 2006, Animal Control Officers and Office of Central Services maintenance staff who are permanently assigned to the Correctional Center shall be paid a differential of one dollar (\$1.00) per hour.

3. To the extent permitted by applicable law, the differential paid under this subsection shall not 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, annual or sick leave pay, nor shall it be used for the purpose of computing retirement deductions, retirement and insurance benefits. Landfill employees with job assignments that make them eligible for the differential on a full-time permanent basis shall receive that pay for all paid status hours, including approved leave hours and holidays.

## **7. TEMPORARY ASSIGNMENTS**

A. Employees who are required to perform duties of a higher job classification after one (1) workday shall be compensated retroactively at the rate of that higher classification. No employee shall be required to perform such work for more than one hundred twenty (120) days in any one (1) calendar year. The employee shall receive a performance assessment if they remain in the higher classification for more than thirty (30) days. Employees(s) detailed to a position shall be given consideration should they make application once the position is announced.

B. The County shall not schedule work to intentionally circumvent the provisions of this Section.

C. This Section shall not apply to an employee in a training work assignment. Employees shall have all training work assignments explained to them fully. Training will not last more than forty-five (45) days unless agreed between the Union and the County for an extension.

D. Advance notice will be given to the Union of any Temporary Assignment that will exceed thirty (30) days to the extent feasible.

E. Employees covered by this Salary Schedule who believe their job duties and responsibilities are outside of their classification may submit a request to their Appointing Authority pursuant to Personnel Law to review the status of his/her position for reallocation where the Appointing Authority believes the action is necessary.

## 8. ANNUAL LEAVE

A. Full-time employees shall accrue annual leave on the following basis:

- |  |                      |
|--|----------------------|
| 1. During the first three (3) years of service                       | Thirteen (13) days   |
| 2. After three (3) years but less than fifteen (15) years of service | Twenty (20) days     |
| 3. Sixteen (16) or more years of service                             | Twenty-six (26) days |

B. Employees who work on a year round part-time basis with a scheduled workweek of twenty (20) hours or more shall accrue leave in proportion to the hours worked.

C. A maximum of three hundred sixty (360) hours of accumulated annual leave earned beginning with the first pay period in the 1997 leave year (i.e., January 5, 1997) may be carried over from one leave year to the next by an employee. (i.e., new annual leave). Any excess annual leave over three hundred sixty (360) hours at the end of each year will be converted to sick leave.

D. An employee shall be allowed to carry over annual leave earned as of the last full pay period in leave year 1996 (i.e., old annual leave) even if such accumulated amount is in excess of the maximum allowed in the paragraph immediately above.

E. Employees will be required to use their accumulated compensatory leave before using annual leave.

F. Employees shall accumulate annual leave commencing the first date of their employment, but shall not be granted annual leave during the first ninety (90) days of service with the Employer. The employee shall earn a leave credit at the appropriate rate as indicated above which may be granted after the employee's ninetieth (90th) calendar day of service. Any absence during the first ninety (90) days of service, except due to illness (chargeable to sick leave) or for administrative reasons, shall be charged as leave without pay.

G. An employee shall submit a written request to use five (5) or more days of annual leave at least fourteen (14) calendar days before the date the leave is to begin and the employer must respond to the request not later than seven (7) calendar days after the date the leave request was submitted. An employee shall submit a written request (or confirm an oral request in writing) to use less than five (5) days of annual leave at least two (2) working days before the date the leave is to begin; and the employer must respond to the request not later than one (1) working day after the date the leave request was submitted; provided, however, that emergency annual leave may be granted on occasions when it is not possible to obtain prior approval for the leave. Upon request, annual leave shall be granted based upon the Employer's operational needs. If the supervisor does not respond in the above given time frame, the leave is considered denied, and the employee may appeal to the next higher supervisor. If the nature of the Employer's

operations makes it necessary to limit the number of employees on vacation at one time, the employee with the greater seniority will be given the choice of vacation periods in the event of any conflict over vacation periods.

H. An employee who has completed the first ninety (90) days of employment with the Employer, and terminates employment shall receive a lump sum payment for the annual leave balance credit accumulated through the last full pay period immediately prior to the employee's separation.

I. Approved vacation requests shall not be subject to cancellation except in cases of emergency as determined by the Department Director, and employees covered by this Salary Schedule will not be called in to work while on vacation except in cases of emergency as determined by the Department Director. An employee whose vacation approval is canceled or who is called in from vacation will be reimbursed by the Employer for the costs of any reservations he made subsequent to the approval of his vacation request provided that the employee provides adequate proof of the incurrence of such costs and such costs are non-refundable from the reservation agent, hotel, airline, etc. because of no error or omission on the part of the employee.

J. An employee whose vacation request has been approved may not cancel his approved leave without the prior written approval of Management.

K. Vacation leave may be taken in increments of one-half (1/2) hour or more.

L. Any holiday as defined in this Salary Schedule that falls within an employee's scheduled vacation will not be charged to the employee's vacation leave.

M. An employee who becomes ill, injured, or hospitalized while on vacation leave shall be able to use sick leave in lieu of vacation leave for the duration of the illness, injury or hospitalization provided that:

1. A written request to charge such time to sick leave is submitted to his department within ten (10) working days of the end of that employee's approved vacation leave; and,

2. The request is accompanied by a Doctor's certificate specifying the duration of the employee's illness, injury and/or hospitalization.

## **9. SICK LEAVE**

A. Full-time employees shall accrue one and one-quarter (1-1/4) days of sick leave per month. Part-time employees who work twenty (20) hours or more per week shall accrue sick leave in proportion to the amount of time worked; however, an employee who works less than twenty (20) hours per week shall not be entitled to sick leave.

B. There shall be no limit on the amount of sick leave an eligible employee may accumulate.

C. Sick leave shall be allowed in case of actual sickness or disability of the employee which incapacitates the employee so that the employee is unable to perform the regular duties of employment; or of actual sickness or disability of the employee's spouse, domestic partner, dependent children; parents, grandparents, grandchildren, former primary caregiver or because of necessary employee appointments with physicians, dentists or optometrists. The Employer may require proof of the reason for which sick leave was taken when the Employer has reasonable cause to believe that an employee may be abusing sick leave privileges.

D. Requests for use of sick leave for physician, dentist or optometrist appointments shall be made to the Employer in advance. Requests for sick leave in all other cases shall be made in advance whenever it is possible, no later than within the first hour of the start of the employee's workday.

E. Sick leave will be retained in an employee's account for a period of two (2) years in the event the employee is separated due to a Reduction-in-Force.

F. The Union shall have the right to establish and maintain a sick leave bank. The sick leave bank shall be funded through voluntary donations of sick or annual leave by employees covered by this Salary Schedule. This leave may then be transferred from the bank to the sick leave account of another employee covered by this Salary Schedule with a zero (0) leave balance (annual and sick). Use of such transferred leave shall be limited to sickness or disability which incapacitates the employee or to use for bereavement leave as stated under Section 15. (Bereavement Leave).

G. The administration of this sick leave bank shall be the responsibility of the Union. The County agrees to maintain the records of the sick leave bank and shall only be required to transfer sick leave from the bank to the account of an eligible employee upon receiving proper written authorization from the Union that the sick leave is to be transferred and after verification that the receiving employee has met all the necessary conditions of eligibility.

H. In addition to the sick leave bank above, employees will be permitted to donate their sick leave directly to other employees in accordance with the County Personnel Law and procedures.

## **10. SICK AND ANNUAL DISPOSITION UPON SEPARATION**

A. The annual and sick leave balance 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:

1. 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).

2. 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; or to donate accumulated sick leave to the Union sick leave bank.

3. Except in the case of any 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:

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 the 1996 leave year (i.e. January 4, 1997), or three hundred sixty (360) hours, whichever is greater.

4. For all or any portion of the employee's sick leave balance earned as of the end of the last full pay period of the 1996 leave year, 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 rates of pay as of January 4, 1997. Sick leave earned beginning the first pay period of the 1997 leave year 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.

5. 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.

6. 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.

7. 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.

8. Upon retirement, employees covered by this Salary Schedule may convert any unused annual leave to new sick leave for pension credit under the State Retirement or Pension Plan.

## **11. PERSONAL LEAVE**

A. Twenty-eight (28) hours personal leave 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. Transit Equipment Operators who take a personal leave day will be given sufficient leave to cover their scheduled workday. Personal leave may be taken in increments of four (4) hours.

B. Personal leave shall be effective concurrent with the wage-reporting year.

## **12. MILITARY LEAVE**

Any employee called up to active military service in response to the terrorist attacks on September 11, 2001, the resultant war on terrorism or other military action shall be eligible for the benefits set forth herein: Payment of a salary supplement equal to the difference between the employee's base rate of pay and the employee's base military rate of pay, without the exhaustion of the employee's annual, personal and compensatory leave balances. Eligibility for health care benefits to continue once the employee enters a leave without pay status with both the employer and employee contributions of the premium being paid by the County. These benefits shall expire on February 15, 2007.

## **13. BEREAVEMENT LEAVE**

In the event of the death of an employee's parent, parent-in-law, son or daughter-in-law, spouse, child or grandchild, brother, sister or grandparents, of spouse's grandparents, the employee may take up to five (5) working days leave for bereavement. The first (1st) leave day will be an administrative leave day, and the other day or days will be charged to the employee's accumulated sick leave. Notwithstanding the foregoing, the first three (3) leave days will be administrative leave days upon the death of a parent, spouse or child.

## **14. JURY DUTY**

An employee who is required to perform jury service in any court (Federal or State) shall be paid his/her regular salary. If after reporting for jury duty, it is determined that the employee's services are not required and the employee is dismissed from jury duty for the day, employee must return to his/her regular work for the remainder of the day.

## **15. LEAVE OF ABSENCE**

A. Employees shall be eligible to request a leave of absence after one (1) month service with the County.

B. Any requests for a leave of absence shall be submitted in writing by the employee to the employee's immediate supervisor. The request shall state the reason the leave of absence is being requested and the approximate length of time off the employee desires. When the leave of absence is approved authorization for a leave of absence shall be furnished to the employee by the Employer in writing within seven (7) days of the initial request. In addition to accruing seniority while on any leave of absence granted under the provisions of this Salary Schedule, where possible, employees shall be returned to the job they held at the time the leave was requested.

## **16. 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 16-225.01)

**17. BLOOD DONATION LEAVE**

Employees may be granted up to four (4) hours of leave with pay for the purpose of participation in a blood donor program and for subsequent recuperation on the day they donate blood. The Employer may request verification of such donation.

**18. DISABILITY LEAVE**

In the event an employee covered by this Salary Schedule is injured on the job and released by his/her physician to perform light duty, such light duty shall be administered in accordance with personnel policy and procedures.

**19. CIVIC DUTY LEAVE**

An employee subpoenaed to appear before a court, public body or commission on matters relating to the business of the Employer shall be granted leave of absence with pay for the period required to respond to the subpoena. Civic duty leave shall be granted at the discretion of the Appointing Authority.

**20. VOTING TIME LEAVE**

Employees who are registered voters may be granted up to two (2) hours off with pay for the purpose of voting in State, County and Federal primary and general elections if the employee would otherwise be prevented from voting because of his/her work schedule.

**21. HOLIDAY LEAVE AND PAY**

A. The term holiday as used in this Salary Schedule shall refer to the following days:

1. New Year's Day;
2. Martin Luther King Jr.'s Birthday;
3. Presidential Inauguration Day;
4. Washington's Birthday;
5. Memorial Day;
6. Independence Day;
7. Labor Day;
8. County Employees' Appreciation Day;
9. Columbus Day;
10. Veteran's Day;
11. Thanksgiving Day; and,
12. Christmas Day

B. The County Executive shall establish the dates of observance for each of the regular holidays listed above.

C. Full-time employees covered by this Salary Schedule shall be granted holiday leave with pay on observed holidays. Part-time employees covered by this Salary Schedule shall be granted



holiday leave with pay in proportion to the number of hours worked, provided that any such employee shall have worked a minimum of forty (40) hours during the full pay period immediately preceding the pay period within which the holiday is observed. Any full-time or part-time employee on approved, paid leave on the day a holiday occurs shall be considered on holiday leave for that day and shall be paid at the regular hourly rate of pay. To be eligible to receive holiday leave pay an employee must be in a pay status the last regular workday before and the first regular workday after the day of holiday observance.

D. When an employee's regularly scheduled day off coincides with the day of holiday observance, he/she shall be entitled to another day off.

E. An employee required to work on the day of holiday observance which coincides with his/her regularly scheduled workday shall be paid for all hours actually worked on the holiday at the rate of two (2) times his/her base hourly rate of pay. An employee required to work on the day of holiday observance which coincides with his/her regularly scheduled day off shall be paid for all hours worked at two (2) times his/her base hourly rate.

## **22. UNION BUSINESS LEAVE**

A. Within 3 months of the enactment of this Salary Schedule, the parties will agree on a total number of designated Union stewards eligible for Union Business Leave. Effective July 1, 2006, such leave will be dedicated to a single composite bank of four thousand five hundred (4,500) hours per calendar year for all members represented by this bargaining unit for attendance at regularly scheduled Union conventions, training and conferences, preparation for negotiations and grievances, meetings of union local presidents and other appropriate union business. Union Business leave shall be authorized by the Appointing Authority based on operational needs. The leave balance will be maintained by the Office of Human Resources Management.

D. When requesting leave under this Section, the Union must adhere to the following procedures: Not less than ten (10) working days before the event for which leave is requested, the Union will provide the Office of Human Resources Management with a written request for the leave, indicating the event and the date(s) it will take place, the amount of leave requested and the names of employees for whom it is requesting administrative leave, noting their departments, Union Local, and the capacity in which they will be attending the event. The Office of Human Resources Management will forward the request to the affected department heads for approval. Such leave shall be approved subject to the operational needs of the County, but approval will not be unreasonably withheld.

E. Employees elected to any Union office or selected by the Union to do work which takes them from their employment must request the County's approval at least ten (10) working days in advance of such unpaid leave, and the request shall stipulate the time of such leave of absence. In no case shall such Union business leave exceed one (1) year. The leave may be extended for an additional one (1) year by consent of the County in the same manner as originally requested. Such approval shall not be unreasonably withheld.

### **23. ADMINISTRATION OF LEAVE**

A. Unless specifically altered herein, the provisions governing the administration of the above types of leave as well as other types of leave (administrative, disability, absence without leave, etc.) are specified in Division 17 of the Personnel Law and applicable Administrative Procedures.

B. The County's disability leave policy for employees covered by this Salary Schedule is administered pursuant to the provisions of Section 16-224 of the Personnel Law and Administrative Procedure 284. Where, pursuant to Personnel Law Section 16-224 and Administrative Procedure 284, an employee is determined to be eligible for disability leave, the employee will have sick or other leave time used because of the injury restored subject to the conditions and limitations set forth in Section 16-224 and Administrative Procedure 284.

### **24. WORK CLOTHING AND TOOLS**

A. Except as provided below, all employees covered by this Salary Schedule in Locals 2462 and 2735 will be provided work clothing on a rental basis according to departmental policy.

B. All employees covered by this Salary Schedule who are required by the County to wear safety shoes and who present appropriate proof of purchase for approved safety shoes shall be entitled to a reimbursement of up to two hundred dollars (\$200.00) during the two (2) year period covered by this Salary Schedule toward the purchase of approved safety shoes. At the option of the Department Director, an allowance may be paid instead of a reimbursement.

C. Employees covered by this Salary Schedule who work as mechanics in the Office of Central Services, the Department of Environmental Resources and the Department of Public Works and Transportation are required to furnish and maintain their own mechanic's tools in a serviceable condition. To assist in defraying the expenses associated with this obligation, these employees will be provided with a tool allowance of four hundred fifty dollars (\$450.00) per year in a check during the second full pay period in July.

D. Employees of the Office of Central Services, Fleet Management, will be provided jackets when needed to perform duties outside of the garage facility.

E. Those Animal Control Officers who are provided uniforms will be paid a uniform maintenance allowance of four hundred twenty-five dollars (\$425.00) during FY2004 and FY2005 for the upkeep of their uniforms. This allowance will be paid during the first full pay period beginning on or after July 1 of each year of this Salary Schedule.

F. The County will provide and maintain uniforms for all employees covered by this Salary Schedule in the Department of Housing and Community Development who are in plant operations and labor and trade classifications. The County will also provide uniforms to the Department of Housing and Community Development Construction Advisors and Rental Assistance Division Inspectors. The Employer will furnish adequate rain gear where necessary to employees in those classifications.

G. Construction and Property Standards Inspectors and Refuse Collection Inspectors will receive an expense allowance of one hundred seventy-five dollars (\$175.00) per year for actual expenses reasonable and necessarily incurred in the performance of their job duties. The allowance will be paid in one (1) installment in July of each fiscal year.

H. Transit Equipment Operators in the Department of Public Works and Transportation and Construction Advisors, Section 8 Inspectors and Lead Inspectors in the Department of Housing and Community Development will receive a clothing allowance of two hundred fifty dollars (\$250.00) per year. The allowance will be paid in one (1) installment in July of each fiscal year.

## **25. HEALTH INSURANCE COVERAGE**

A. The Employer shall contribute seventy-five percent (75%) to the cost of the County's point of service health insurance plan for any employee who elects to participate in the program. Participating employees shall contribute the remaining twenty-five (25%).

B. The County shall contribute eighty percent (80%) to the cost of a prepaid group health plan or health maintenance organization (HMO) for any employee who elects to participate in the program. Participating employees shall contribute the remaining twenty percent (20%) but will in no event pay more than General Schedule employees.

C. Employees who provide proof of medical coverage may choose to receive a credit instead of enrolling in a medical plan with the County.

D. The Employer shall contribute ninety percent (90%) to the County's deductible prescription drug and vision care programs for any employee who elects to participate in either program. The participating employee shall contribute the remaining ten percent (10%). Employees who choose not to enroll in the Prescription Drug Plan may choose to receive a credit instead.

E. Two Dental Plans are available to employees, the cost of which is paid by the employee if the employee elects to enroll in either of the plans.

F. Employees who choose to enroll in a Long-Term Disability Program offering fifty percent (50%) or sixty percent (60%) of annual salary up to normal social security retirement age, will pay the full cost of whichever option is chosen.

G. Employees may contribute annually up to five thousand dollars (\$5,000.00) in a dependent flexible spending account and up to three thousand dollars (\$3,000.00) in a medical flexible spending account.

H. Group Life Insurance under the Beneflex Program. The County shall pay one hundred percent (100%) of the monthly premium for County basic life insurance for each employee in the amount of two (2) times the employee's annual salary up to a maximum amount of one hundred and fifty thousand dollars (\$150,000.00). Employees may choose to increase their life insurance from one (1) to four (4) times their annual salary up to a total of seven hundred and fifty thousand dollars (\$750,000.00) including the base amount provided by the County. Employees will pay for the increased coverage at rates based on their age and amount of coverage.

Employees may choose to reduce their basic life insurance to one (1) times their annual salary and receive a credit.

I. The County's disability leave policy for employees covered by this Salary Schedule is administered pursuant to the provisions of Section 16-224 of the Personnel Law and Administrative Procedure 284. Where, pursuant to Personnel Law Section 16-224 and Administrative Procedure 284, an employee is determined to be eligible for disability leave, the employee will have sick or other leave time used because of the injury restored subject to the conditions and limitations set forth in Section 16-224 and Administrative Procedure 284.

J. Where an employee who is injured on the job has exhausted all available leave (including IOJ) and is granted an unpaid leave of absence, the County will pay the Employer and employee share of the employee's health insurance during the leave of absence.

K. During the term of this Salary Schedule, employees covered by this Salary Schedule, who are required to possess a commercial driver's license (CDL) to maintain their County employment will be permitted to utilize the services of the County's contractor for employee physical examinations, currently Dyne Medical, at the cost of twenty-five dollars (\$25.00) per required CDL examination. Employees are responsible for making appointments for their examinations and shall make their payments directly to the contractor for services rendered. The County will notify the Union and affected employees of any changes, including a different County contractor or the price of the examination.

## **26. LIFE INSURANCE COVERAGE**

A. The County shall pay one hundred percent (100%) of the monthly premium for the County basic life insurance as authorized and in accordance with Section 16-212 of the Personnel Law. The County shall pay a death benefit of ten thousand dollars (\$10,000.00) upon the death of any employee whose death results from an accidental injury arising out of and in the course of his/her employment.

B. The Employer agrees to provide, through its payroll department, a computer key for the payroll deduction of a union life insurance program, for the benefit of those employees who wish to participate in such a program, and who authorize in writing the deduction of premiums for such a program from their pay.

## **27. 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.

## **28. RETIREMENT CONTRIBUTIONS**

A. Employees paid in accordance with this Salary Schedule and who are eligible for enrollment in the Maryland State Retirement System shall pay retirement contributions at the

rate of seven percent (7%) or five percent (5%) of base annual salary, depending on the plan option selected.

B. Current participants in the Maryland State Retirement System may transfer to the Employees' 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 Employees' 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.

## **29. SUPPLEMENTAL RETIREMENT BENEFIT**

### **A. Benefit Accrual and Amounts.**

1. Effective July 1, 1990, employees covered by this Salary Schedule may elect to participate in a supplemental retirement benefit program, jointly funded through County and employee contributions. The rate of accrual and amount of the benefit payable under this program are determined as follows:

a. Benefit accrual is at the rate of 0.4% times the number of years of actual and continuous service the employee has as a full-time Prince George's County employee, to a maximum of twenty-five (25) years of actual and continuous service, multiplied by the employee's average annual compensation, as determined pursuant to paragraph E, below.

b. Pursuant to paragraph A, above, the maximum benefit payable to any eligible employee is ten percent (10%) of the employee's average annual compensation, as determined pursuant to paragraph E, below.

### **B. Vesting.**

#### **1. Minimum Continuous Service Requirements.**

No employee covered by this Salary Schedule shall be entitled to any benefit described in this Section until the employee has completed a minimum of five (5) years of actual and continuous service as an employee for Prince George's County.

#### **2. Vested Benefit.**

An employee completing the minimum continuous service requirements of paragraph B.1., above, shall be entitled to receive a monthly benefit as determined pursuant to paragraph A, above; provided, however, that no employee terminated for disciplinary reasons will be entitled to any benefit under this Section.

C. Benefit Payment.

The benefit accrued by an employee under either paragraphs A or B, above, shall not be payable until retirement at the earliest of the following: 1. age fifty-five (55) and fifteen (15) years of service; 2. age sixty-two (62) and five (5) years of service; or, 3. thirty (30) years of service regardless of age.

D. Funding.

Except for the cost of the additional benefit provided in paragraph H, below, --which cost shall be the responsibility of the County-- the cost of funding this supplemental retirement plan for all participating employees, as determined by the Plan's actuary, will be shared on an equal basis by the employees and the County through regular contributions each pay period.

E. Definitions.

1. Actual Service means service while employed as an employee of Prince George's County.

2. Average Annual Compensation means an amount computed by dividing by three (3) the compensation actually received by an employee during whatever period of thirty-six (36) consecutive months of continuous service will provide the largest total compensation for any such period.

3. Compensation means the basic compensation actually received by an employee for service rendered as an employee for Prince George's County, excluding any overtime or other premium pay, bonuses or other additional compensation.

4. Continuous Service means the most recent unbroken period of employment as an employee of Prince George's County.

F. Hold Harmless for Supplemental Retirement and Leave Payout.

1. For any employee covered by this Salary Schedule who retires on or after July 1, 1993, "average annual compensation" as that term is defined in paragraph E (Definitions), above, will be calculated as if the employee had received any step increase the employee would otherwise have received during the term of this Salary Schedule but for the deferral of such step increases. This salary shall also be applicable to calculating any leave payouts due upon retirement during this period of time.

2. For any employee covered by this Salary Schedule who retires on or after July 1, 1997, "Average Annual Compensation" as that term is defined in paragraph E (Definitions), above, will be calculated as if the employee had received any step increase the employee would otherwise have received during fiscal years 1996, 1997, 1998 and 1999 but for the suspension of such step increases. This salary shall also be applicable to calculating any leave payouts due upon retirement during this period of time. For those employees who retire between July 1999

and June 2001, Supplemental Retirement Benefits and leave payouts will be calculated as if employees had received their A-Scale merit increases on time.

G. Supplemental Retirement Benefit Plan (modifications effective July 1, 1992).

Effective July 1, 1992, the benefit accrual rate in paragraph A, above, shall be increased from 0.4% to 0.6% per year for up to twenty-five (25) years of service for an increase in normal benefit from ten percent (10%) to fifteen percent (15%). Further, during the sixty (60) day period preceding July 1, 1992, employees covered by this Salary Schedule who originally declined to participate in the Supplemental Pension Benefit Program will be afforded the opportunity to enroll in the Supplemental Pension Plan and begin participation effective July 1, 1992, but with no past service credit (i.e., such employees' actual and continuous service will be defined as employment as an employee of Prince George's County from July 1, 1992).

H. Supplemental Retirement Benefit Plan (modifications effective July 1, 2001).

Effective July 1, 2001, the benefit accrual rate in paragraph G, above, shall be increased from six tenths of one percent (0.6%) to eight tenths of one percent (0.8%) per year for up to twenty-five (25) years of service for an increase in normal benefit from fifteen percent (15%) to twenty percent (20%). The additional cost for this benefit enhancement will be paid totally by the County.

I. Supplemental Retirement Benefit Plan (modifications effective January 1, 2007).

1. Effective January 1, 2007, the benefit accrual rate in paragraph H, above, shall be increased from eight tenths of one percent (0.8%) per year to one percent (1.0%) per year of service for up to thirty (30) years of service with a maximum benefit of thirty percent (30.0%) of Average Annual Compensation. The total cost of this enhancement will be borne by the County.

2. All eligible members of Locals 2462, 2735, 3389 and 1170 will be enrolled in the AFSCME supplemental pension plan.

J. Part-time Employees.

Part-time employees participate in the Plan pursuant to the Eighth Amendment to the Plan, adopted November 15, 1993.

K. IRS Pickup Plan

1. The County shall pick up, within the meaning of Section 414(h) (2) of the Internal Revenue Code, the employee contributions required by paragraph D. (Funding) hereof. Such amounts:

a. are designated as employee contributions to be picked up by the County within the meaning of Section 414 (h) (2) of the Internal Revenue Code and shall be treated as employer contributions in determining the tax treatment of such amounts under that section;

b. shall reduce the taxable compensation of the employee in an amount that equals the employee contributions picked up by the County;

c. shall be paid by the County from the same source of funds that is used to pay compensation to the employee;

d. shall, for all other purposes, be treated in the same manner and to the same extent as employee contributions made before establishment of the pickup plan.

2. Employees shall not be entitled to receive such amounts directly in lieu of having such amounts picked up by the County. This pickup plan becomes effective for pay periods beginning on or after its approval by the County Executive and the County Council. The County shall apply to the Internal Revenue Service for a private letter ruling with respect to the pickup plan, but neither the application nor the receipt of such a ruling are prerequisites to the implementation of the pickup plan.

3. Upon request by an employee, the County will provide him/her a copy of the most recent summary of the plan's financial report.

### **30. SOCIAL SECURITY**

A. Effective January 1, 2005 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 ninety thousand dollars (\$90,000) and 1.45% of the remainder paid in wages per employee per calendar year. Employee contributions shall be made through payroll deductions.

B. 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.

### **31. WORKERS' COMPENSATION**

The County will provide at its own cost all benefits due to an employee pursuant to the Maryland Worker's Compensation Law, Title 9 of the Maryland Labor and Employment Code Annotated.

### **32. 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.

### **33. P.E.O.P.L.E. FUND DEDUCTION**

The Employer agrees to deduct on a biweekly basis from the payroll checks of employees covered by this Salary Schedule who so request in writing voluntary contributions to the Union's Public Employees Organized to Promote Legislative Equality (P.E.O.P.L.E). fund. The Union agrees to indemnify and hold harmless the Employer from any loss or damages arising from the operation of this Section.



**34. POLICY STATEMENT**

It is the policy of the County that benefits afforded to employees 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.