

COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND
2014 Legislative Session

Resolution No. CR-44-2014

Proposed by The Chairman (by request – County Executive)

Introduced by Council Member Toles, Harrison. Franklin, Turner, Davis and Campos

Co-Sponsors _____

Date of Introduction June 3, 2014

RESOLUTION

1 A RESOLUTION concerning

2 Compensation and Benefits

3 General Schedule Employees - Salary Schedule G

4 For the purpose of amending the Salary Plan of the County to reflect pay rates and other modified
5 benefits for General Schedule Employees.

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

9 WHEREAS, the Salary Plan must at this time be amended by the approval of a salary
10 schedule to reflect the new pay rates and other modified benefits for General Schedule Employees.

11 NOW, THEREFORE, BE IT RESOLVED by the County Council of Prince George's
12 County, Maryland, that Salary Schedule G submitted and recommended by the County Executive
13 on May 14, 2014, which is attached hereto and made a part hereof, setting forth the following
14 modifications: scheduled pay rates, cost of living adjustments (with the exception of certain
15 exempt employees), and merit increases for certain exempt employees, be and the same is hereby
16 approved.

17 BE IT FURTHER RESOLVED that this resolution shall take effect on the day it is adopted
18 and unless otherwise stated in a specific provision, shall be effective July 1, 2014.

Adopted this 8th day of July, 2014.

COUNTY COUNCIL OF PRINCE
GEORGE'S COUNTY, MARYLAND

BY: _____
Mel Franklin
Chairman

ATTEST:

Redis C. Floyd
Clerk of the Council

SALARY SCHEDULE G

SCHEDULE OF PAY GRADES - GENERAL SCHEDULE

PRINCE GEORGE'S COUNTY, MARYLAND

FISCAL YEAR 2015

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1. SCHEDULED PAY RATES

SALARY SCHEDULE G

SCHEDULE OF PAY GRADES - GENERAL SCHEDULE
EFFECTIVE MARCH 9, 2014
PRINCE GEORGE'S COUNTY, MARYLAND

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
G01	HOURLY	7.2500	15.9793
	BIWEEKLY	580.00	1278.34
	ANNUAL	15,080	33,237
G02	HOURLY	8.6238	16.7782
	BIWEEKLY	689.91	1342.25
	ANNUAL	17,938	34,899
G03	HOURLY	9.0551	17.6171
	BIWEEKLY	724.41	1409.37
	ANNUAL	18,835	36,644
G04	HOURLY	9.5078	18.4977
	BIWEEKLY	760.63	1479.82
	ANNUAL	19,776	38,475
G05	HOURLY	9.9829	19.4226
	BIWEEKLY	798.63	1553.81
	ANNUAL	20,765	40,399
G06	HOURLY	10.4825	20.3939
	BIWEEKLY	838.60	1631.51
	ANNUAL	21,804	42,419
G07	HOURLY	11.0063	21.4139
	BIWEEKLY	880.51	1713.12
	ANNUAL	22,893	44,541
G08	HOURLY	11.5566	22.4842
	BIWEEKLY	924.52	1798.74
	ANNUAL	24,038	46,767
G09	HOURLY	12.1344	23.6086
	BIWEEKLY	970.75	1888.69
	ANNUAL	25,240	49,106
G10	HOURLY	12.7411	24.7888
	BIWEEKLY	1019.29	1983.10
	ANNUAL	26,502	51,561

G11	HOURLY	13.3782	26.0284
	BIWEEKLY	1070.26	2082.27
	ANNUAL	27,827	54,139
G12	HOURLY	14.0473	27.3300
	BIWEEKLY	1123.78	2186.40
	ANNUAL	29,218	56,846
G13	HOURLY	14.7492	28.6964
	BIWEEKLY	1179.94	2295.71
	ANNUAL	30,678	59,688
G14	HOURLY	15.4867	30.1314
	BIWEEKLY	1238.94	2410.51
	ANNUAL	32,212	62,673
G15	HOURLY	16.2613	31.6378
	BIWEEKLY	1300.90	2531.02
	ANNUAL	33,823	65,807
G16	HOURLY	17.0745	33.2195
	BIWEEKLY	1365.96	2657.56
	ANNUAL	35,515	69,097
G17	HOURLY	17.9277	34.8803
	BIWEEKLY	1434.21	2790.43
	ANNUAL	37,290	72,551
G18	HOURLY	18.8245	36.6250
	BIWEEKLY	1505.96	2930.00
	ANNUAL	39,155	76,180
G19	HOURLY	19.7657	38.4560
	BIWEEKLY	1581.26	3076.48
	ANNUAL	41,113	79,989
G20	HOURLY	20.7538	40.3785
	BIWEEKLY	1660.31	3230.28
	ANNUAL	43,168	83,987
G21	HOURLY	21.7916	42.3974
	BIWEEKLY	1743.33	3391.80
	ANNUAL	45,327	88,187
G22	HOURLY	22.8812	44.5173
	BIWEEKLY	1830.50	3561.38
	ANNUAL	47,593	92,596

G23	HOURLY	24.0254	46.7431
	BIWEEKLY	1922.03	3739.45
	ANNUAL	49,973	97,226
G24	HOURLY	25.2266	49.0803
	BIWEEKLY	2018.12	3926.42
	ANNUAL	52,471	102,087
G25	HOURLY	26.4881	51.5347
	BIWEEKLY	2119.05	4122.78
	ANNUAL	55,095	107,192
G26	HOURLY	27.8124	54.1110
	BIWEEKLY	2224.99	4328.88
	ANNUAL	57,850	112,551
G27	HOURLY	29.2032	56.8167
	BIWEEKLY	2336.25	4545.34
	ANNUAL	60,743	118,179
G28	HOURLY	30.6631	59.6573
	BIWEEKLY	2453.05	4772.59
	ANNUAL	63,779	124,087
G29	HOURLY	32.1961	62.6402
	BIWEEKLY	2575.69	5011.21
	ANNUAL	66,968	130,292
G30	HOURLY	33.8062	65.7729
	BIWEEKLY	2704.49	5261.83
	ANNUAL	70,317	136,808
G31	HOURLY	35.4963	69.0609
	BIWEEKLY	2839.70	5524.88
	ANNUAL	73,832	143,647
G32	HOURLY	37.2714	72.5143
	BIWEEKLY	2981.72	5801.15
	ANNUAL	77,525	150,830
G33	HOURLY	39.1349	76.1394
	BIWEEKLY	3130.80	6091.15
	ANNUAL	81,401	158,370

G34	HOURLY	41.0917	79.9469
	BIWEEKLY	3287.34	6395.75
	ANNUAL	85,471	166,290
G35	HOURLY	43.1462	83.9440
	BIWEEKLY	3451.70	6715.52
	ANNUAL	89,744	174,604
G36	HOURLY	45.3034	88.1410
	BIWEEKLY	3624.27	7051.28
	ANNUAL	94,231	183,333
G37	HOURLY	47.5686	92.5483
	BIWEEKLY	3805.49	7403.86
	ANNUAL	98,943	192,500
G38	HOURLY	49.9470	97.1755
	BIWEEKLY	3995.76	7774.04
	ANNUAL	103,890	202,125
G39	HOURLY	52.4446	102.0345
	BIWEEKLY	4195.57	8162.76
	ANNUAL	109,085	212,232
G40	HOURLY	55.0665	107.1363
	BIWEEKLY	4405.32	8570.91
	ANNUAL	114,538	222,844
G41	HOURLY	57.8196	112.4930
	BIWEEKLY	4625.57	8999.44
	ANNUAL	120,265	233,986
G42	HOURLY	60.7109	118.1179
	BIWEEKLY	4856.87	9449.43
	ANNUAL	126,279	245,685

The hourly rates are the August 25, 2013 rates multiplied by 102.5%, with the exception of the G01 minimum hourly rate, which is only changed in accordance with Labor and Employment Article, Title 3, Subtitle 4, Annotated Code of Maryland. For administrative purposes, the hourly rates are the controlling rates. Biweekly rates are hourly rates multiplied by 80. Annual rates are the hourly rates multiplied by 2,080 and rounded to the nearest dollar.

SALARY SCHEDULE G

**SCHEDULE OF PAY GRADES – GENERAL SCHEDULE
EFFECTIVE JULY 13, 2014
PRINCE GEORGES COUNTY, MARYLAND**

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
G01	HOURLY	7.2500	16.2989
	BIWEEKLY	580.00	1303.91
	ANNUAL	15,080	33,902
G02	HOURLY	8.7963	17.1138
	BIWEEKLY	703.70	1369.10
	ANNUAL	18,296	35,597
G03	HOURLY	9.2362	17.9694
	BIWEEKLY	738.90	1437.56
	ANNUAL	19,211	37,376
G04	HOURLY	9.6980	18.8677
	BIWEEKLY	775.84	1509.41
	ANNUAL	20,172	39,245
G05	HOURLY	10.1826	19.8111
	BIWEEKLY	814.60	1584.88
	ANNUAL	21,180	41,207
G06	HOURLY	10.6922	20.8018
	BIWEEKLY	855.37	1664.14
	ANNUAL	22,240	43,268
G07	HOURLY	11.2264	21.8422
	BIWEEKLY	898.11	1747.37
	ANNUAL	23,351	45,432
G08	HOURLY	11.7877	22.9339
	BIWEEKLY	943.02	1834.71
	ANNUAL	24,518	47,702
G09	HOURLY	12.3771	24.0808
	BIWEEKLY	990.17	1926.46
	ANNUAL	25,744	50,088
G10	HOURLY	12.9959	25.2846
	BIWEEKLY	1039.67	2022.77
	ANNUAL	27,032	52,592

G11	HOURLY	13.6458	26.5490
	BIWEEKLY	1091.66	2123.92
	ANNUAL	28,383	55,222
G12	HOURLY	14.3282	27.8766
	BIWEEKLY	1146.26	2230.13
	ANNUAL	29,803	57,983
G13	HOURLY	15.0442	29.2703
	BIWEEKLY	1203.53	2341.63
	ANNUAL	31,292	60,882
G14	HOURLY	15.7964	30.7340
	BIWEEKLY	1263.71	2458.72
	ANNUAL	32,857	63,927
G15	HOURLY	16.5865	32.2706
	BIWEEKLY	1326.92	2581.64
	ANNUAL	34,500	67,123
G16	HOURLY	17.4160	33.8839
	BIWEEKLY	1393.28	2710.71
	ANNUAL	36,225	70,478
G17	HOURLY	18.2863	35.5779
	BIWEEKLY	1462.90	2846.23
	ANNUAL	38,035	74,002
G18	HOURLY	19.2010	37.3575
	BIWEEKLY	1536.08	2988.60
	ANNUAL	39,938	77,704
G19	HOURLY	20.1610	39.2251
	BIWEEKLY	1612.88	3138.01
	ANNUAL	41,935	81,588
G20	HOURLY	21.1689	41.1861
	BIWEEKLY	1693.51	3294.89
	ANNUAL	44,031	85,667
G21	HOURLY	22.2274	43.2453
	BIWEEKLY	1778.19	3459.63
	ANNUAL	46,233	89,950

G22	HOURLY	23.3388	45.4076
	BIWEEKLY	1867.11	3632.61
	ANNUAL	48,545	94,448
G23	HOURLY	24.5059	47.6780
	BIWEEKLY	1960.47	3814.24
	ANNUAL	50,972	99,170
G24	HOURLY	25.7311	50.0619
	BIWEEKLY	2058.49	4004.95
	ANNUAL	53,521	104,129
G25	HOURLY	27.0179	52.5654
	BIWEEKLY	2161.43	4205.23
	ANNUAL	56,197	109,336
G26	HOURLY	28.3686	55.1932
	BIWEEKLY	2269.49	4415.46
	ANNUAL	59,007	114,802
G27	HOURLY	29.7873	57.9530
	BIWEEKLY	2382.98	4636.24
	ANNUAL	61,958	120,542
G28	HOURLY	31.2764	60.8504
	BIWEEKLY	2502.11	4868.04
	ANNUAL	65,055	126,569
G29	HOURLY	32.8400	63.8930
	BIWEEKLY	2627.20	5111.44
	ANNUAL	68,307	132,897
G30	HOURLY	34.4823	67.0884
	BIWEEKLY	2758.59	5367.07
	ANNUAL	71,723	139,544
G31	HOURLY	36.2062	70.4421
	BIWEEKLY	2896.50	5635.37
	ANNUAL	75,309	146,520
G32	HOURLY	38.0168	73.9646
	BIWEEKLY	3041.35	5917.17
	ANNUAL	79,075	153,846
G33	HOURLY	39.9176	77.6622
	BIWEEKLY	3193.41	6212.98
	ANNUAL	83,029	161,537

G34	HOURLY	41.9135	81.5458
	BIWEEKLY	3353.08	6523.67
	ANNUAL	87,180	169,615
G35	HOURLY	44.0091	85.6229
	BIWEEKLY	3520.73	6849.83
	ANNUAL	91,539	178,096
G36	HOURLY	46.2095	89.9038
	BIWEEKLY	3696.76	7192.31
	ANNUAL	96,116	187,000
G37	HOURLY	48.5200	94.3993
	BIWEEKLY	3881.60	7551.94
	ANNUAL	100,922	196,350
G38	HOURLY	50.9459	99.1190
	BIWEEKLY	4075.68	7929.52
	ANNUAL	105,968	206,168
G39	HOURLY	53.4935	104.0752
	BIWEEKLY	4279.48	8326.02
	ANNUAL	111,266	216,476
G40	HOURLY	56.1678	109.2790
	BIWEEKLY	4493.43	8742.32
	ANNUAL	116,829	227,300
G41	HOURLY	58.9760	114.7429
	BIWEEKLY	4718.08	9179.43
	ANNUAL	122,670	238,665
G42	HOURLY	61.9251	120.4803
	BIWEEKLY	4954.01	9638.42
	ANNUAL	128,804	250,599

The hourly rates are the March 9, 2014 rates multiplied by 102%, with the exception of the G01 minimum hourly rate which will change in accordance with CB-94-2013. 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. DEFINITIONS

A. Hours Worked – All time an employee must be on duty, or on the employer’s premises or any other prescribed place of work, from the beginning of the first principal work activity of the workday to the end of the last principal work activity of the workday. Scheduled hours of work fulfilled by leave, either with or without pay, do not constitute “hours worked” for purposes of overtime pay. “Hours worked” also includes all time engaged in employer authorized training and special assignments away from the usual workplace.

B. Premium – A rate paid over and above the base rate for the hours worked.

C. Paid Leave Status – Hours in which no work is performed but employee is receiving pay during an absence from the work schedule.

3. WAGES

A. Cost of Living Adjustment for Fiscal Year 2015

1. With the exception of the employees listed below in subparagraph 2, and the exempt employees in the Offices of County Council Members, employees covered by this Salary Plan shall receive a two percent (2%) increase to their base wages effective July 13, 2014.

2. Employees occupying the following exempt positions will not receive the Cost of Living Adjustments set forth in subparagraph 1 of this Section:

- i. Chief Administrative Officer
- ii. Deputy Chief Administrative Officers
- iii. Directors of Offices and Departments within the Executive Branch
- iv. Deputy Directors of Offices and Departments within the Executive Branch
- v. Executive Directors
- vi. All other exempt classifications within the Office of the County Executive

B. Merit Increases

1. Merit Increase – Fiscal Year 2015: With the exception of the employees listed in Section 3.A.2. of this Salary Plan, employees covered by this Salary Plan shall forego merit increases in Fiscal Year 2015.

2. Employees listed in Section 3.A.2. of this Salary Plan will receive merit-based increases as determined by the Chief Administrative Officer.

C. Salary Adjustments

Salary increases upon promotion and salary decreases upon demotion shall be at the rate of ten percent (10%) unless otherwise requested in accordance with Personnel Law Sections 16-131 and 16-132. For the purpose of a voluntary demotion the salary decrease may be waived. Salary increases upon reallocation to a higher graded position shall be at a rate not to exceed ten percent

(10%). If the ten percent (10%) increase would establish the hourly rate one percent (1%) or less below the maximum, the hourly rate will be automatically adjusted upward to the maximum. For purposes of a Salary Reduction imposed as a discipline, an employee's salary shall be reduced by an amount not to exceed ten percent (10%) and such reduction shall be applied in accordance with the Personnel Law.

4. WORKWEEK AND BIWEEKLY PAY PERIOD

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

- A. The standard number of hours in a workday for full-time employees is eight (8) hours.
- B. The standard number of hours in the workweek for full-time employees is forty (40) hours.
- C. The biweekly pay period consists of two consecutive workweeks as established by the County. The standard number of hours in the biweekly pay period for full-time employees is eighty (80) hours.

5. WORK SCHEDULES

Work schedules mean written times of the required daily hours of work within a workweek prescribed by an Appointing Authority for individual employees and/or various groups or units of employees under the Appointing Authority's jurisdiction as approved pursuant to Section 16-114 of the Personnel Law. Appointing Authorities may allow an alternate shift schedule based on operational needs.

6. DESIGNATION OF MEAL PERIODS

Any employee who works five (5) or more hours in any workday shall receive an unpaid one-half hour meal period during that workday.

7. PAY IN EXCESS OF BASE SALARY

A. Overtime Pay

1. General Provisions:

a. Subject to the limitations noted in Section 2 and Section 7.A.2., employees who are allocated to job classes within the General Schedule shall be eligible to earn overtime compensation for each hour or part thereof worked in excess of the number of productive hours constituting the standard workweek for the employee as set forth in this Salary Plan.

b. Fair Labor Standards Act (FLSA)-non-exempt employees are entitled to receive overtime compensation at the rate of one and one-half (150%) of the employee's regular rate of pay when total "hours worked" in a workweek exceeds forty (40). Prior to reaching the FLSA threshold of forty (40) "hours worked" per workweek, all FLSA non-exempt employees are entitled to earn overtime compensation at the County overtime rate of one and one-half (150%) of the employee's base rate of pay.

c. FLSA-exempt employees assigned to General Schedule Grades 18 through 24 can earn County overtime compensation at the rate of one and one-half (150%) of the employee base rate of pay when productive hours exceed eighty (80) in a biweekly pay period.

d. All paid leave status hours shall be considered productive hours for County overtime computation purposes, but are excluded for FLSA overtime computation purposes.

e. Each Appointing Authority shall be responsible for specifically directing and/or authorizing overtime work for employees under his/her jurisdiction. In addition, Appointing Authorities are responsible for ensuring fund availability for overtime pay.

2. Limitations:

a. Employees assigned to General Schedule **Grades 01 through 24**, inclusive, shall be entitled to earn overtime compensation only upon the written approval of the appropriate Appointing Authority.

b. Employees assigned to General Schedule **Grades 25 through 33** who use the Electronic Timesheet System (E-Time Entry) to capture machine-stamped or "real-time" daily hours of work are eligible to earn County compensatory leave at a straight-time rate (100%) with the written approval of the Appointing Authority. Overtime compensation in the form of pay at either the straight-time rate (100%) or the one and one-half rate (150%) requires the written approval of the Chief Administrative Officer.

c. Employees assigned to General Schedule **Grades 25 through 33** who use the Electronic Timesheet System (E-Time Sheet) to manually enter work and leave hours - up to eighty (80) hours per pay period - are precluded from earning overtime compensation unless specifically authorized by the Chief Administrative Officer.

d. Employees assigned to **General Schedule Grades 34 and above** are precluded from earning overtime compensation unless specifically authorized by the Chief Administrative Officer.

e. All **temporary and/or seasonal FLSA-non-exempt employees** shall be entitled to earn FLSA overtime pay only upon the written approval of the appropriate Appointing Authority. These employees are precluded from receiving any County overtime compensation.

3. Compensatory Leave in Lieu of Overtime Pay

Permanent employees assigned to grades in the General Schedule who are entitled to earn overtime pay pursuant to this Section may elect to earn compensatory leave in lieu of overtime pay. (See Section 8.F.)

B. Premium Pay for Holiday Work

1. Grades 1 through 24:

Employees occupying classes allocated to Grades 1 through 24 in the General Schedule required to work on designated County holidays shall be paid holiday work hours at 100% and a holiday premium pay at 100% of the employee's base rate of pay for all hours worked as provided for in Section 16-219 (g) & (h) of the Personnel Law.

2. Grades 25 and above:

No employee occupying a position allocated to a class in the General Schedule above Grade 24 shall be eligible for holiday premium pay (100%) for holiday work. However, when expressly directed in writing by the Appointing Authority to perform such holiday work, such employee shall receive up to eight (8) hours of County compensatory leave for all hours worked on a holiday in addition to holiday work hours at the employee's base rate of pay.

3. Holiday on Regularly Scheduled Day Off:

Should a holiday fall on an employee's regularly scheduled day off, the employee shall receive eight (8) hours of County compensatory leave that can be used for an alternative day off which is mutually agreed to by the Appointing Authority and employee.

C. Shift Differential

1. Any full-time employee whose regularly assigned tour of duty requires that at least 50% of the standard workday be between the hours of 6 PM. and 6 AM. will be eligible for shift differential pay of sixty cents (60 cents) per hour for all hours actually worked between 6 PM. and 6 AM.

2. Shift differential is considered as premium pay and shall not be included in the rate of base pay used to compute leave, as provided in Division 17 of the Personnel Law; holiday premium pay; retirement and insurance deductions and benefits.

D. Pyramiding of Overtime and Premium Pay

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

E. Special Compensation for Certain Health Department Employees

This provision shall be applicable to positions within the Division of Environmental Health, Environmental Sanitarian V, G-29, Associate Director, Health Department G31 & G33 and positions within the Division of Epidemiology and Disease Control, Disease Control Specialist V, G-29, Associate Director, Health Department, G31 & G33.

1. Weeknight Coverage (Monday through Friday, 4:00 PM. to 8:00 AM.)

a. Staff personnel designated to remain on-call for emergencies will receive two (2) hours compensatory leave for each day they provide weeknight coverage.

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

c. Work time spent at an emergency site, including travel time to and from the emergency site, will be compensated at the employee's straight-time rate or by straight compensatory leave, at the employee's election.

2. Weekend and Holiday Coverage (8:00 AM. Saturday to 8:00 AM. Monday or 8:00 AM. on a holiday to 8:00 AM. the following day).

a. Staff personnel designated to remain on-call for emergencies on a weekend day will receive twenty-five dollars (\$25), forty dollars (\$40) for each holiday, or six (6) hours compensatory leave per day at the employee's election.

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

c. Work time spent at an emergency site, including travel time to and from the emergency site, will be paid at the employee's straight-time rate or by straight compensatory leave, at the employee's election.

F. Clothing Allowance for School Crossing Guard Supervisor

Employees occupying the classification of School Crossing Guard Supervisor who are required to wear uniforms shall be entitled to an annual clothing allowance as approved by the Chief of Police.

G. "On Call" Pay for Supervisor, School Crossing Guard and Assistant Supervisor, School Crossing Guard

Employees in the Supervisor, School Crossing Guard and Assistant Supervisor, School Crossing Guard classes of work who are assigned to remain on call during either evening or early morning hours to receive calls from Crossing Guards requiring sick or other emergency leave, and arrange for alternative post coverage, shall be compensated at a flat rate of fifty dollars (\$50.00) per week for the following periods when the work is actually performed:

1. Weeknight "On Call" Coverage (Sunday through Thursday, 7 PM. to 9 PM.)

2. Weekday "On Call" Coverage (Monday through Friday, 6 AM. to 7 AM.)

H. Special Compensation for Construction Standards Inspector and Related Classes of Work

Effective July 1, 2012, employees in the Construction Standards Inspector IV, G-26, Construction Standards Code Enforcement Officer, G-29, Chief Electrical Inspector, G-27, Assistant Associate Director Licenses and Inspections Group, G-31 and Associate Director, Licenses and Inspections Group, G-33, classes of work will receive a special duty pay

supplement at a rate of six percent (6%) per hour above their regular base pay, provided they substantiate to the County that they have passed the applicable International Code Council (ICC) examination listed immediately below:

1. Residential Building Inspector (B1);
2. Residential Electrical Inspector (E1);
3. Residential Mechanical Inspector (M1);
4. Residential Plumbing Inspector (P1);
5. Commercial Building Inspector (B2); and,
6. Fire Inspector I (66).

Note: Employees who qualified for the Special Compensation under the Building Officials and Code Administrators (BOCA) criteria previously used shall continue to be eligible for the compensation and cannot receive additional compensation by completing the above articulated testing.

Employees in those classes of work specified above who are situated in the Department of Public Works and Transportation or the Department of Permitting, Inspections and Enforcement will receive a special duty pay supplement at a rate of six percent (6%) per hour above their regular base pay provided that they substantiate to the County that they have passed a County recognized inspection certification program related to the Department of Public Works and Transportation or Department of Permitting, Inspections and Enforcement inspection functions.

I. Certification of Engineering Technician

Employees in the Engineering Technician class of work will receive a special duty pay supplement at a rate of five percent (5%) per hour above their regular base pay provided that they substantiate to the County that they have been awarded an Engineering Technician, Level III, and Certification from the National Institute for Certification of Engineering Technicians (NICET).

J. “On Call” Pay for Facilities Maintenance Supervisors

Employees in the Facilities Maintenance Supervisor, Grade G-23 class of work, who are assigned to remain “on call” for a one-week period, for all non-work hours shall be eligible to receive eight (8) hours pay at the applicable rate of pay.

K. Standby and Call-in Pay for certain employees in the Department of Public Works and Transportation

Employees assigned to the Department’s On-call Technical Support Program will be eligible to receive special compensation in the form of either “Standby” and “Call-in” pay as follows:

1. A minimum of two (2) hours pay if the employee is actually called in to respond to a traffic related issue or,
2. One and one-half (1 1/2) hours of compensatory leave as “Standby” pay for each day on “Standby”.

8. LEAVE PROVISIONS

A. Sick Leave

Sick leave may be accumulated from year to year.

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

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

B. Annual Leave

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

Zero (0) through three (3) years of service	Four (4) hours per pay period
Four (4) through fifteen (15) years of service	Six (6) hours per pay period with periodic adjustment to ensure that each employee earns 20 days
Sixteen (16) or more years of service	Eight (8) hours per pay period

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

C. 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 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 C.1. above.

3. Annual leave hours in excess of the maximum allowed to be carried over to the next leave year shall be converted to new sick leave.

D. 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) of the Personnel Law;
- 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.
 2. Any accrued annual leave not eligible for cash payment may be converted to sick leave.
- 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 of the Personnel Law 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, as amended, and the terms of any applicable County sponsored pension plan.

E. Personal Leave

Twenty-four (24) hours of personal leave shall be granted to all permanent, full-time

employees and sixteen (16) hours of personal leave shall be granted to all permanent, part-time employees eligible for annual leave.

F. Compensatory Leave

1. Accrual:

a. Compensatory leave may be accumulated from year to year.

b. An employee covered by the Fair Labor Standards Act (FLSA) can accrue up to 240 hours of FLSA compensatory leave. Any additional overtime work hours must be paid at the appropriate overtime rate.

2. FLSA Compensatory Leave (in lieu of FLSA overtime)

Eligible employees who elect to receive compensatory leave in lieu of FLSA overtime will be credited with the number of FLSA overtime hours worked in excess of forty (40) hours times 150%.

3. County Compensatory Leave

Employees who are entitled to earn County overtime pay pursuant to Section 7 of this Salary Plan may elect to earn compensatory leave in lieu of overtime pay.

4. Use and Approval:

a. Employees must use accumulated FLSA compensatory time, then annual leave prior to using accumulated County compensatory leave, receiving sick leave donations or acquiring a sick/annual leave advancement.

b. Employees may be granted compensatory leave by the Appointing Authority within a reasonable period after requesting leave if the uses of compensatory leave does not unduly disrupt the operations of the agency.

5. Compensatory Leave Disposition Upon Separation

a. FLSA compensatory leave shall, upon termination of employment, be paid at the employee's final base rate of pay.

b. Upon termination of employment, any unused County compensatory leave is forfeited and ineligible for cash payment.

G. Administrative Leave for Bereavement

Bereavement leave shall be administered in accordance with the Personnel Law, not to exceed three (3) working days in the event of the death of an employee's spouse, child, or parent and not to exceed one (1) working day in the event of the death of any other member of the employee's family in accordance with Personnel Law 16-221. The term "family" as defined

shall include the employee's grandparent, grandchild, brother, sister, brother- or sister-in-law, mother- or father-in-law, or son- or daughter-in-law.

H. 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 continues upon the employee entering 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 March 1, 2015, unless otherwise extended.

I. Administration of Leave

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

9. 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 and Administrative Procedure 216, as approved by the Chief Administrative Officer.

10. UNEMPLOYMENT INSURANCE

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

11. RETIREMENT AND PENSION BENEFIT PROVISIONS

A. Employees paid in accordance with this Salary Schedule and who are enrolled in the Maryland State Employees' Retirement System shall pay retirement contributions at the rate of five percent (5%) or seven percent (7%) of base salary, depending on the plan in which the employee is enrolled.

B. Current participants in the Employees' 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, contributions may be adjusted

accordingly.

E. **State Retirement Pick-up.** Employee contributions (if any) to the Maryland State Pension System from wages that exceed the Social Security wage base are reported in box 14 of the Federal W-2 tax information form. These contributions are pre-tax (or exempt) for Federal purposes only and must be reported as an “addition to income” (or taxable income) on the applicable Maryland income tax form for state residents. Non-resident employees should seek professional advice on any reporting requirements associated with these contributions for taxing authorities outside the State of Maryland.

F. **Supplemental Pension Benefit**

1. **Benefit Accrual and Amounts.**

Employees hired before January 1, 1991 covered by this Salary Schedule who elected to participate in the Supplemental Pension Plan and all employees hired on or after January 1, 1991, will participate in a supplemental pension benefit program pursuant to rules established in the Supplemental Pension Plan. The rate of accrual and amount of the benefit payable under this program are determined as follows:

a. For participants actively participating in the Plan on or after January 1, 2002, the benefit accrual is 1.0% times the number of years of actual and continuous service the employee has as a full-time and/or part-time Prince George’s County employee, to a maximum of thirty (30) years of actual and continuous service, multiplied by the employee’s average annual compensation, as determined pursuant to paragraph 5 below.

b. The Board of Trustees for the Supplemental Pension Plan may establish contribution and benefit accrual rates, maximum benefits and special retirement incentives or provisions as it deems appropriate; provided, however, that employee benefits under this plan may not be reduced without prior approval of the County Council.

2. **Vesting.**

a. **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.

b. **Vested Benefit**

An employee completing the minimum continuous service requirements of paragraph 2.a., above, shall be entitled to receive a monthly benefit as determined pursuant to the Plan; provided, however, that no employee terminated for disciplinary reasons will be entitled to any benefit under this Section.

3. **Benefit Payment.**

The benefit accrued by an employee under either paragraphs 1 or 2, above, shall not be

payable until retirement at the earlier of age fifty-five (55) and fifteen (15) years of service or age sixty-two (62) and five (5) years of service; or after thirty (30) years of service regardless of age; or has attained State normal retirement date.

4. Funding.

The cost of funding the supplemental pension benefit described in this Section F will be shared by the employee and the County through regular contributions each pay period. The employee shall contribute, through payroll deduction, an amount equal to one half (1/2) the cost of providing this benefit. Effective with the first full pay period beginning in July, the employee contribution rate for the Supplemental Pension Plan will be changed in accordance with the results of the actuarial study.

5. Definitions.

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

b. Average Annual Compensation means an amount computed by dividing by three 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.

c. 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.

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

6. Discontinued Service Benefit.

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.

7. IRS Pickup Plan.

The County shall pick up, within the meaning of Section 414(h) (2) of the Internal Revenue Code, the employee contributions required by paragraph 4. (Funding) hereof. Such amounts:

(1) 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;

(2) shall reduce the taxable compensation of the employee in an amount that equals the employee contributions picked up by the County;

(3) shall be paid by the County from the same source of funds that is used to pay compensation to the employee;

(4) 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.

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 or other approval with respect to the pickup plan, but neither the application nor the receipt of such a ruling or approval are prerequisites to the implementation of the pickup plan.

8. Supplemental Pension Plan Modifications effective July 1, 2012

The Supplemental Pension Plan will be modified to incorporate the changes adopted by the Maryland State Employees' Pension System, which went into effect July 1, 2011.

Employees covered by this Salary Schedule and hired on or after July 1, 2012 will be subject to the following Supplemental Pension Plan modifications:

Vested Benefit/Minimum Continuous Service Requirement: 10 years eligibility service

Average Annual Compensation: Average of the five (5) highest consecutive years

Benefit Payment: The benefit accrued by an employee shall not be payable until retirement at the earliest of the following: (1) Rule of 90 (sum of age and eligibility service must equal 90); (2) Age 65 with 10 years of eligibility service; or (3) Age 60 with 15 years eligibility service

12. **GROUP HEALTH INSURANCE**

A. The County shall contribute seventy-three percent (73%) to the cost of the preferred provider option health insurance plan for any employee who elects to participate in the program. Participating employees shall contribute the remaining twenty-seven percent (27%).

B. The County shall contribute seventy-eight percent (78%) 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-two (22%).

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

D. The County shall contribute eighty-eight percent (88%) 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 twelve percent (12%). 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 may 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. Employees 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 two thousand five hundred (\$2,500.00) in a health care flexible spending account.

13. LIFE INSURANCE

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 fifty thousand dollars (\$150,000.00). Employees may choose to increase their life insurance from one to four times their annual salary up to a total of seven hundred 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.

The County shall pay an accidental death benefit of ten thousand dollars (\$10,000.00) upon the death of any County employee whose death results from an accidental personal injury arising out of and in the course of his/her employment in accordance with Section 16-232.01 of the Personnel Law. This accidental death benefit is also payable for a death due to a bodily injury arising outside of employment.

14. SOCIAL SECURITY AND MEDICARE

The County is required to comply with the Federal Insurance Contribution Act (FICA) that provides for a federal system of old-age, survivors, disability (Social Security or OASDI), and hospital (Medicare or HI) insurance. Effective January 1, 2012, each employee paid in accordance with this Salary Schedule shall make contributions of 4.2% to the Social Security fund (FICA-OASDI) up to the wage base limit of one hundred ten thousand one hundred dollars (\$110,100.00); and 1.45% to the Medicare fund (FICA-HI) on all wages paid. 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.

15. 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.

16. PAY PLAN POLICY STATEMENT

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