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

Legislative Session

1992

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Resolution No. CR-50-

1992

Proposed by The Chairman (by request - County Executive)

Introduced by Council Members Bell and Casula

Co-Sponsors

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Date of Introduction May 19,  
1992

**RESOLUTION**

A RESOLUTION concerning  
Compensation and Benefits - American Federation of State,  
County and Municipal Employees, AFL-CIO, Locals 2462 and 2735  
FOR the purpose of amending the Salary Plan of the County to  
reflect the terms of a labor agreement, and the amendments  
thereto, by and between Prince George's County and AFSCME  
Locals 2462 and 2735.

WHEREAS, pursuant to Section 903 of Article IX of the  
Prince George's County Charter and Section 16-125(a) of the  
Prince George's County code, amendments to the County's Salary

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

WHEREAS, the Salary Plan must at this time be amended by the approval of a salary schedule to reflect the terms of a labor agreement, and the amendments thereto, by and between Prince George's County and AFSCME Locals 2462 and 2735.

NOW, THEREFORE, BE IT RESOLVED by the County Council of Prince George's County, Maryland, that Salary Schedule A submitted and recommended by the County Executive on May 6, 1992, which is attached hereto and made a part hereof, setting forth the following economic modifications: a two percent (2%) increase in the base hourly rates effective June 28, 1992; a two percent (2%) increase in base hourly rates effective March 21, 1993; a two percent (2%) increase in base hourly rates effective June 13, 1993; a two and one-half (2 1/2%) increase in base hourly rates effective June 27, 1993; reinstatement of anniversary step increases prospectively, effective July 1, 1992; a deferral of anniversary step increases for other employees scheduled to receive them during the first eight months of Fiscal Year 1993; changes in employer/employee contribution rates for Health Maintenance Organization (HMO) coverage effective July 1, 1992 and July 1, 1993; and further establishing the work hours, overtime compensation, call-in, standby and differential pay, holiday pay, temporary assignment pay, leave provisions, work clothing and tool allowance, expense allowance, health, life

and unemployment insurance, retirement contributions, social security, workers' compensation and incentive awards, for such employees, be and the same is hereby approved.

BE IT FURTHER RESOLVED that the provisions of this Resolution shall supersede the provisions of CB-13-1992.

Adopted this 7th day of July, 1992.

COUNTY COUNCIL OF PRINCE  
GEORGE'S COUNTY, MARYLAND

BY:

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Richard J. Castaldi  
Chairman

ATTEST:

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Joyce T. Sweeney  
Acting Clerk of the Council

SALARY SCHEDULE A  
SCHEDULE OF PAY GRADES - AFSCME LOCALS 2462 AND 2735  
PRINCE GEORGE'S COUNTY, MARYLAND  
EFFECTIVE JULY 1, 1992 - JUNE 30, 1993  
(AS AMENDED FOR FY 92)

TABLE OF CONTENTS

<u>Article</u>		<u>Page</u>
I.	Scheduled Pay Rates . . . . .	.
. 1		
II.	Probationary Period . . . . .	.
.14		
III.	Work Hours . . . . .	.
. . .15		
IV.	Overtime Compensation . . . . .	.
.16		
V.	Call-In, Standby and Differential Pay . . . . .	.

.17	
VI.	Holiday Pay . . . . .
.19	
VII.	Temporary Assignment Pay . . . . .
. . .19	
VIII.	Annual Leave . . . . .
.19	
IX.	Sick Leave . . . . .
.21	
X.	Personal Leave . . . . .
.22	
XI.	Military Leave . . . . .
.22	
XII.	Bereavement Leave . . . . .
. . .22	
XIII.	Jury Duty Leave . . . . .
.23	
XIV.	Leave of Absence . . . . .
. . .23	
XV.	Maternity Leave . . . . .
.23	
XVI.	Paternal Leave . . . . .
. . .23	
XVII.	Blood Donation Leave . . . . .
.23	
XVIII.	Civic Duty Leave . . . . .
.24	
XIX.	Voting Time Leave . . . . .
. . .24	
XX.	Holiday Leave . . . . .
.24	
XXI.	Union Business Leave . . . . .
. . .25	
XXII.	Administration of Leave . . . . .
.25	
XXIII.	Work Clothing, Accessories and Tool Allowance. . . . .
.26	
XXIV.	Expense Allowance . . . . .
.27	
XXV.	Health Insurance Coverage . . . . .
.27	
XXVI.	Life Insurance Coverage . . . . .
.27	
XXVII.	Unemployment Insurance Coverage . . . . .
.28	
XXVIII.	Retirement Contributions . . . . .
.28	
XXIX.	Supplemental Retirement Benefit . . . . .
.28	
XXX.	Social Security . . . . .
.28	
XXXI.	Workers' Compensation . . . . .
.29	
XXXII.	Incentive Awards . . . . .

.29  
XXXIII. Policy Statement . . . . .  
.29

I. SCHEDULED PAY RATES

SALARY SCHEDULE A - EFFECTIVE June 28, 1992  
SCHEDULE OF PAY GRADES - AFSCME LOCALS 2462 AND 2735  
PRINCE GEORGE'S COUNTY, MARYLAND

<u>GRADE</u>		<u>MIN</u>	<u>MID</u>	<u>MAX</u>	<u>SEN</u>	
<u>SEN+</u>						
A01	HOURLY	6.3434	7.0782	7.8905	8.7930	9.6723
	BIWKLY	507.47	566.26	631.24	703.44	773.78
	ANNUAL	13,194	14,723	16,412	18,289	
		20,118				
A02	HOURLY	6.6656	7.4263	8.2902	9.2314	10.1545
	BIWKLY	533.25	594.10	663.22	738.51	812.36
	ANNUAL	13,864	15,447	17,244	19,201	21,121
A03	HOURLY	6.9880	7.8002	8.7027	9.6955	
	BIWKLY	559.04	624.02	696.22	775.64	853.21
	ANNUAL	14,535	16,224	18,102	20,167	22,183
A04	HOURLY	7.3490	8.1999	9.1282	10.1854	
	BIWKLY	587.92	655.99	730.26	814.83	896.32
	ANNUAL	15,286	17,056	18,987	21,186	23,304
A05	HOURLY	7.7099	8.5996	9.5923	10.6882	
	BIWKLY	616.79	687.97	767.38	855.06	940.56
	ANNUAL	16,037	17,887	19,952	22,231	24,455
A06	HOURLY	8.0968	8.9089	9.7986	10.7784	
	BIWKLY	647.74	712.71	783.89	862.27	948.51
	ANNUAL	16,841	18,531	20,381	22,419	24,661
A07	HOURLY	8.4965	9.3475	10.2885	11.3199	
	BIWKLY	679.72	747.80	823.08	905.59	996.15
	ANNUAL	17,673	19,443	21,400	23,545	25,900

A08	HOURLY	8.9219	9.8245	10.8041	11.8742
	13.0639				
	BIWKLY	713.75	785.96	864.33	949.94
	1,045.11				
	ANNUAL	18,558	20,435	22,473	24,698
	27,173				

<u>GRADE</u>		<u>MIN</u>	<u>MID</u>	<u>MAX</u>	<u>SEN</u>
<u>SEN+</u>					

A09	HOURLY	9.3731	10.3143	11.3458	12.4803
	13.7284				
	BIWKLY	749.85	825.14	907.66	998.42
	1,098.27				
	ANNUAL	19,496	21,454	23,599	25,959
	28,555				

A10	HOURLY	9.8373	10.8302	11.9130	13.0991
	14.4090				
	BIWKLY	786.98	866.42	953.04	1,047.93
	1,152.72				
	ANNUAL	20,462	22,527	24,779	27,246
	29,971				

A11	HOURLY	10.3272	11.3716	12.5061	13.7567
	15.1324				
	BIWKLY	826.18	909.73	1,000.49	1,100.54
	1,210.59				
	ANNUAL	21,481	23,653	26,013	28,614
	31,475				

A12	HOURLY	10.8429	11.9389	13.1250	14.4401
	15.8843				
	BIWKLY	867.43	955.11	1,050.00	1,155.21
	1,270.74				
	ANNUAL	22,553	24,833	27,300	30,035
	33,039				

A13	HOURLY	11.3973	12.5319	13.7825	15.1620
	16.6782				
	BIWKLY	911.78	1,002.55	1,102.60	1,212.96
	1,334.26				
	ANNUAL	23,706	26,066	28,668	31,537
	34,691				

A14	HOURLY	11.9646	13.1637	14.4789	15.9228
	17.5150				
	BIWKLY	957.17	1,053.10	1,158.31	1,273.82
	1,401.20				
	ANNUAL	24,886	27,380	30,116	33,119
	36,431				

A15	HOURLY	12.5576	13.8213	15.2008	16.7221
	18.3944				
	BIWKLY	1,004.61	1,105.70	1,216.06	1,337.77
	1,471.55				
	ANNUAL	26,120	28,748	31,618	34,782
					38,260
A16	HOURLY	13.1894	14.5046	15.9614	17.5473
	19.3020				
	BIWKLY	1,055.15	1,160.37	1,276.91	1,403.78
	1,544.16				
	ANNUAL	27,434	30,170	33,200	36,498
					40,148
A17	HOURLY	13.8470	15.2266	16.7608	18.4240
	20.2664				
	BIWKLY	1,107.76	1,218.13	1,340.86	1,473.92
	1,621.31				
	ANNUAL	28,802	31,671	34,862	38,322
					42,154
A18	HOURLY	14.5432	15.9873	17.5859	19.3523
	21.2875				
	BIWKLY	1,163.46	1,278.98	1,406.87	1,548.18
	1,703.00				
	ANNUAL	30,250	33,254	36,579	40,253
					44,278
<u>GRADE</u>		<u>MIN</u>	<u>MID</u>	<u>MAX</u>	<u>SEN</u>
<u>SEN+</u>					
A19	HOURLY	15.2652	16.7867	18.4757	20.3192
	22.3512				
	BIWKLY	1,221.22	1,342.94	1,478.06	1,625.54
	1,788.10				
	ANNUAL	31,752	34,916	38,429	42,264
					46,490
A20	HOURLY	16.0259	17.6375	19.3910	21.3378
	23.4716				
	BIWKLY	1,282.07	1,411.00	1,551.28	1,707.02
	1,877.73				
	ANNUAL	33,334	36,686	40,333	44,383
					48,821
A21	HOURLY	16.8252	18.5142	20.3708	22.4078
	24.6486				
	BIWKLY	1,346.02	1,481.14	1,629.66	1,792.62
	1,971.89				
	ANNUAL	34,996	38,510	42,371	46,608
					51,269
A22	HOURLY	17.6762	19.4424	21.3893	23.5167

25.8683					
BIWKLY	1,414.10	1,555.39	1,711.14	1,881.34	
2,069.46					
ANNUAL	36,766	40,440	44,490	48,915	53,806
A23					
HOURLY	18.5530	20.4095	22.4465	24.7030	
27.1732					
BIWKLY	1,484.24	1,632.76	1,795.72	1,976.24	
2,173.86					
ANNUAL	38,590	42,452	46,689	51,382	56,520
A24					
HOURLY	19.4812	21.4281	23.5812	25.9277	
28.5204					
BIWKLY	1,558.50	1,714.25	1,886.50	2,074.22	
2,281.63					
ANNUAL	40,521	44,570	49,049	53,930	59,322
A25					
HOURLY	20.4611	22.4981	24.7544	27.2299	
29.9528					
BIWKLY	1,636.89	1,799.85	1,980.35	2,178.39	
2,396.22					
ANNUAL	42,559	46,796	51,489	56,638	62,302
A26					
HOURLY	21.4796	23.6328	25.9922	28.5964	
31.4560					
BIWKLY	1,718.37	1,890.62	2,079.38	2,287.71	
2,516.48					
ANNUAL	44,678	49,156	54,064	59,481	65,428

Hourly rates are the July 1, 1991 rates multiplied by 102%. For administrative purposes, the hourly rates are the controlling rates. Bi-weekly rates are the hourly rates multiplied by 80. Annual rates are the hourly rates multiplied by 2080 and rounded to the nearest dollar.

SALARY SCHEDULE A - EFFECTIVE March 21, 1993  
SCHEDULE OF PAY GRADES - AFSCME LOCALS 2462 AND 2735  
PRINCE GEORGE'S COUNTY, MARYLAND

<u>GRADE</u>	<u>MIN</u>	<u>MID</u>	<u>MAX</u>	<u>SEN</u>
<u>SEN+</u>				



A09	HOURLY	9.5606	10.5206	11.5727	12.7299
	14.0030				
	BIWKLY	764.85	841.65	925.82	1,018.39
	1,120.24				
	ANNUAL	19,886	21,883	24,071	26,478 29,126
A10	HOURLY	10.0340	11.0468	12.1513	13.3611
	14.6972				
	BIWKLY	802.72	883.74	972.10	1,068.89
	1,175.78				
	ANNUAL	20,871	22,977	25,275	27,791 30,570
A11	HOURLY	10.5337	11.5990	12.7562	14.0318
	15.4350				
	BIWKLY	842.70	927.92	1,020.50	1,122.54
	1,234.80				
	ANNUAL	21,910	24,126	26,533	29,186 32,105
A12	HOURLY	11.0598	12.1777	13.3875	14.7289
	16.2020				
	BIWKLY	884.78	974.22	1,071.00	1,178.31
	1,296.16				
	ANNUAL	23,004	25,330	27,846	30,636 33,700
A13	HOURLY	11.6252	12.7825	14.0582	15.4652
	17.0118				
	BIWKLY	930.02	1,022.60	1,124.66	1,237.22
	1,360.94				
	ANNUAL	24,180	26,588	29,241	32,168 35,385
A14	HOURLY	12.2039	13.4270	14.7685	16.2413
	17.8653				
	BIWKLY	976.31	1,074.16	1,181.48	1,299.30
	1,429.22				
	ANNUAL	25,384	27,928	30,718	33,782 37,160
A15	HOURLY	12.8088	14.0977	15.5048	17.0565
	18.7623				
	BIWKLY	1,024.70	1,127.82	1,240.38	1,364.52
	1,500.98				
	ANNUAL	26,642	29,323	32,250	35,478 39,026
A16	HOURLY	13.4532	14.7947	16.2806	17.8982
	19.6880				
	BIWKLY	1,076.26	1,183.58	1,302.45	1,431.86
	1,575.04				

	ANNUAL	27,983	30,773	33,864	37,228	40,951
A17	HOURLY	14.1239	15.5311	17.0960	18.7925	
	20.6717					
	BIWKLY	1,129.91	1,242.49	1,367.68	1,503.40	
	1,653.74					
	ANNUAL	29,378	32,305	35,560	39,088	42,997
A18	HOURLY	14.8341	16.3070	17.9376	19.7393	
	21.7133					
	BIWKLY	1,186.73	1,304.56	1,435.01	1,579.14	
	1,737.06					
	ANNUAL	30,855	33,919	37,310	41,058	45,164
	<u>GRADE</u>	<u>MIN</u>	<u>MID</u>	<u>MAX</u>	<u>SEN</u>	
	<u>SEN+</u>					
A19	HOURLY	15.5705	17.1224	18.8452	20.7256	
	22.7982					
	BIWKLY	1,245.64	1,369.79	1,507.62	1,658.05	
	1,823.86					
	ANNUAL	32,387	35,615	39,198	43,109	47,420
A20	HOURLY	16.3464	17.9903	19.7788	21.7646	
	23.9410					
	BIWKLY	1,307.71	1,439.22	1,582.30	1,741.17	
	1,915.28					
	ANNUAL	34,001	37,420	41,140	45,270	49,797
A21	HOURLY	17.1617	18.8845	20.7782	22.8560	
	25.1416					
	BIWKLY	1,372.94	1,510.76	1,662.26	1,828.48	
	2,011.33					
	ANNUAL	35,696	39,280	43,219	47,540	52,295
A22	HOURLY	18.0297	19.8312	21.8171	23.9870	
	26.3857					
	BIWKLY	1,442.38	1,586.50	1,745.37	1,918.96	
	2,110.86					
	ANNUAL	37,502	41,249	45,380	49,893	54,882
A23	HOURLY	18.9241	20.8177	22.8954	25.1971	
	27.7169					
	BIWKLY	1,513.93	1,665.42	1,831.63	2,015.77	
	2,217.34					
	ANNUAL	39,362	43,301	47,622	52,410	57,651

A24	HOURLY	19.8708	21.8567	24.0528	26.4463
	29.0908				
	BIWKLY	1,589.66	1,748.54	1,924.22	2,115.70
	2,327.26				
	ANNUAL	41,331	45,462	50,030	55,008
					60,509
A25	HOURLY	20.8703	22.9481	25.2495	27.7745
	30.5519				
	BIWKLY	1,669.62	1,835.85	2,019.96	2,221.96
	2,444.15				
	ANNUAL	43,410	47,732	52,519	57,771
					63,548
A26	HOURLY	21.9092	24.1055	26.5120	29.1683
	32.0851				
	BIWKLY	1,752.74	1,928.44	2,120.96	2,333.46
	2,566.81				
	ANNUAL	45,571	50,139	55,145	60,670
					66,737

Hourly rates are the June 14, 1992 rates multiplied by 102%. For administrative purposes, the hourly rates are the controlling rates. Bi-weekly rates are the hourly rates multiplied by 80. Annual rates are the hourly rates multiplied by 2080 and rounded to the nearest dollar.

SALARY SCHEDULE A - EFFECTIVE June 13, 1993  
SCHEDULE OF PAY GRADES - AFSCME LOCALS 2462 AND 2735  
PRINCE GEORGE'S COUNTY, MARYLAND

<u>GRADE</u>		<u>MIN</u>	<u>MID</u>	<u>MAX</u>	<u>SEN</u>	
<u>SEN+</u>						
A01	HOURLY	6.5997	7.3642	8.2093	9.1483	10.0630
	BIWKLY	527.98	589.14	656.74	731.86	805.04
	ANNUAL	13,727	15,318	17,075	19,028	20,931
A02	HOURLY	6.9349	7.7263	8.6251	9.6043	10.5648
	BIWKLY	554.79	618.10	690.01	768.34	845.18
	ANNUAL	14,425	16,071	17,940	19,977	21,975

A03	HOURLY	7.2704	8.1153	9.0543	10.0872	
	11.0960					
	BIWKLY	581.63	649.22	724.34	806.98	887.68
	ANNUAL	15,122	16,880	18,833	20,981	23,080
A04	HOURLY	7.6459	8.5312	9.4970	10.5969	
	11.6567					
	BIWKLY	611.67	682.50	759.76	847.75	932.54
	ANNUAL	15,903	17,745	19,754	22,042	24,246
A05	HOURLY	8.0214	8.9470	9.9798	11.1200	
	12.2319					
	BIWKLY	641.71	715.76	798.38	889.60	978.55
	ANNUAL	16,685	18,610	20,758	23,130	25,442
A06	HOURLY	8.4239	9.2688	10.1945	11.2139	
	12.3354					
	BIWKLY	673.91	741.50	815.56	897.11	986.83
	ANNUAL	17,522	19,279	21,205	23,325	25,658
A07	HOURLY	8.8397	9.7252	10.7042	11.7772	
	12.9549					
	BIWKLY	707.18	778.02	856.34	942.18	1,036.39
	ANNUAL	18,387	20,228	22,265	24,497	26,946
A08	HOURLY	9.2823	10.2214	11.2406	12.3539	
	13.5917					
	BIWKLY	742.58	817.71	899.25	988.31	1,087.34
	ANNUAL	19,307	21,261	23,380	25,696	28,271

<u>GRADE</u>	<u>MIN</u>	<u>MID</u>	<u>MAX</u>	<u>SEN</u>
<u>SEN+</u>				

A09	HOURLY	9.7518	10.7310	11.8042	12.9845	
	14.2831					
	BIWKLY	780.14	858.48	944.34	1,038.76	
	1,142.65					
	ANNUAL	20,284	22,320	24,553	27,008	29,709
A10	HOURLY	10.2347	11.2677	12.3943	13.6283	
	14.9911					
	BIWKLY	818.78	901.42	991.54	1,090.26	

1,199.29						
ANNUAL	21,288	23,437	25,780	28,347	31,181	
A11 HOURLY	10.7444	11.8310	13.0113	14.3124		
15.7437						
BIWKLY	859.55	946.48	1,040.90	1,144.99		
1,259.50						
ANNUAL	22,348	24,608	27,064	29,770	32,747	
A12 HOURLY	11.2810	12.4213	13.6553	15.0235		
16.5260						
BIWKLY	902.48	993.70	1,092.42	1,201.88		
1,322.08						
ANNUAL	23,464	25,836	28,403	31,249	34,374	
A13 HOURLY	11.8577	13.0382	14.3394	15.7745		
17.3520						
BIWKLY	948.62	1,043.06	1,147.15	1,261.96		
1,388.16						
ANNUAL	24,664	27,119	29,826	32,811	36,092	
A14 HOURLY	12.4480	13.6955	15.0639	16.5661		
18.2226						
BIWKLY	995.84	1,095.64	1,205.11	1,325.29		
1,457.81						
ANNUAL	25,892	28,487	31,333	34,457	37,903	
A15 HOURLY	13.0650	14.3797	15.8149	17.3976		
19.1375						
BIWKLY	1,045.20	1,150.38	1,265.19	1,391.81		
1,531.00						
ANNUAL	27,175	29,910	32,895	36,187	39,806	
A16 HOURLY	13.7223	15.0906	16.6062	18.2562		
20.0818						
BIWKLY	1,097.78	1,207.25	1,328.50	1,460.50		
1,606.54						
ANNUAL	28,542	31,388	34,541	37,973	41,770	
A17 HOURLY	14.4064	15.8417	17.4379	19.1684		
21.0851						
BIWKLY	1,152.51	1,267.34	1,395.03	1,533.47		
1,686.81						
ANNUAL	29,965	32,951	36,271	39,870	43,857	
A18 HOURLY	15.1308	16.6331	18.2964	20.1341		

22.1476					
BIWKLY	1,210.46	1,330.65	1,463.71	1,610.73	
1,771.81					
ANNUAL	31,472	34,597	38,057	41,879	46,067

<u>GRADE</u>	<u>MIN</u>	<u>MID</u>	<u>MAX</u>	<u>SEN</u>
<u>SEN+</u>				

A19 HOURLY	15.8819	17.4648	19.2221	21.1401
23.2542				
BIWKLY	1,270.55	1,397.18	1,537.77	1,691.21
1,860.34				
ANNUAL	33,034	36,327	39,982	43,971
				48,369

A20 HOURLY	16.6733	18.3501	20.1744	22.1999
24.4198				
BIWKLY	1,333.86	1,468.01	1,613.95	1,775.99
1,953.58				
ANNUAL	34,680	38,168	41,963	46,176
				50,793

A21 HOURLY	17.5049	19.2622	21.1938	23.3131
25.6444				
BIWKLY	1,400.39	1,540.98	1,695.50	1,865.05
2,051.55				
ANNUAL	36,410	40,065	44,083	48,491
				53,340

A22 HOURLY	18.3903	20.2278	22.2534	24.4667
26.9134				
BIWKLY	1,471.22	1,618.22	1,780.27	1,957.34
2,153.07				
ANNUAL	38,252	42,074	46,287	50,891
				55,980

A23 HOURLY	19.3026	21.2341	23.3533	25.7010
28.2710				
BIWKLY	1,544.21	1,698.73	1,868.26	2,056.08
2,261.68				
ANNUAL	40,149	44,167	48,575	53,458
				58,804

A24 HOURLY	20.2682	22.2938	24.5339	26.9752
29.6726				
BIWKLY	1,621.46	1,783.50	1,962.71	2,158.02
2,373.81				
ANNUAL	42,158	46,371	51,031	56,108
				61,719

A25 HOURLY	21.2877	23.4071	25.7545	28.3300
31.1629				

	BIWKLY	1,703.02	1,872.57	2,060.36	2,266.40
2,493.03					
	ANNUAL	44,278	48,687	53,569	58,926
					64,819
A26	HOURLY	22.3474	24.5876	27.0422	29.7517
32.7268					
	BIWKLY	1,787.79	1,967.01	2,163.38	2,380.14
2,618.14					
	ANNUAL	46,483	51,142	56,248	61,884
					68,072

Hourly rates are the March 21, 1993 rates multiplied by 102%. For administrative purposes, the hourly rates are the controlling rates. Bi-weekly rates are the hourly rates multiplied by 80. Annual rates are the hourly rates multiplied by 2080 and rounded to the nearest dollar.

SALARY SCHEDULE A - EFFECTIVE June 27, 1993  
SCHEDULE OF PAY GRADES - AFSCME LOCALS 2462 AND 2735  
PRINCE GEORGE'S COUNTY, MARYLAND

<u>GRADE</u>		<u>MIN</u>	<u>MID</u>	<u>MAX</u>	<u>SEN</u>	
<u>SEN+</u>						
A01	HOURLY	6.7647	7.5483	8.4145	9.3770	10.3146
	BIWKLY	541.18	603.86	673.16	750.16	825.17
	ANNUAL	14,071	15,700	17,502	19,504	21,454
A02	HOURLY	7.1083	7.9195	8.8407	9.8444	10.8289
	BIWKLY	568.66	633.56	707.26	787.55	866.31
	ANNUAL	14,785	16,473	18,389	20,476	22,524
A03	HOURLY	7.4522	8.3182	9.2807	10.3394	
11.3734						
	BIWKLY	596.18	665.46	742.46	827.15	909.87
	ANNUAL	15,501	17,302	19,304	21,506	23,657
A04	HOURLY	7.8370	8.7445	9.7344	10.8618	
11.9491						
	BIWKLY	626.96	699.56	778.75	868.94	955.85
	ANNUAL	16,301	18,189	20,248	22,593	24,852



A12	HOURLY	11.5630	12.7318	13.9967	15.3991
	16.9392				
	BIWKLY	925.04	1,018.54	1,119.74	1,231.93
	1,355.14				
	ANNUAL	24,051	26,482	29,113	32,030
					35,234
A13	HOURLY	12.1541	13.3642	14.6979	16.1689
	17.7858				
	BIWKLY	972.33	1,069.14	1,175.83	1,293.51
	1,422.86				
	ANNUAL	25,281	27,798	30,572	33,631
					36,994
A14	HOURLY	12.7592	14.0379	15.4405	16.9803
	18.6782				
	BIWKLY	1,020.74	1,123.03	1,235.24	1,358.42
	1,494.26				
	ANNUAL	26,539	29,199	32,116	35,319
					38,851
A15	HOURLY	13.3916	14.7392	16.2103	17.8325
	19.6159				
	BIWKLY	1,071.33	1,179.14	1,296.82	1,426.60
	1,569.27				
	ANNUAL	27,855	30,658	33,717	37,092
					40,801
A16	HOURLY	14.0654	15.4679	17.0214	18.7126
	20.5838				
	BIWKLY	1,125.23	1,237.43	1,361.71	1,497.01
	1,646.70				
	ANNUAL	29,256	32,173	35,405	38,922
					42,814
A17	HOURLY	14.7666	16.2377	17.8738	19.6476
	21.6122				
	BIWKLY	1,181.33	1,299.02	1,429.90	1,571.81
	1,728.98				
	ANNUAL	30,715	33,774	37,178	40,867
					44,953
A18	HOURLY	15.5091	17.0489	18.7538	20.6375
	22.7013				
	BIWKLY	1,240.73	1,363.91	1,500.30	1,651.00
	1,816.10				
	ANNUAL	32,259	35,462	39,008	42,926
					47,219

<u>GRADE</u>	<u>MIN</u>	<u>MID</u>	<u>MAX</u>	<u>SEN</u>
<u>SEN+</u>				

A19	HOURLY	16.2789	17.9014	19.7027	21.6686
	23.8356				
	BIWKLY	1,302.31	1,432.11	1,576.22	1,733.49
	1,906.85				
	ANNUAL	33,860	37,235	40,982	45,071
					49,578
A20	HOURLY	17.0901	18.8089	20.6788	22.7549
	25.0303				
	BIWKLY	1,367.21	1,504.71	1,654.30	1,820.39
	2,002.42				
	ANNUAL	35,547	39,123	43,012	47,330
					52,063
A21	HOURLY	17.9425	19.7438	21.7236	23.8959
	26.2855				
	BIWKLY	1,435.40	1,579.50	1,737.89	1,911.67
	2,102.84				
	ANNUAL	37,320	41,067	45,185	49,703
					54,674
A22	HOURLY	18.8501	20.7335	22.8097	25.0784
	27.5862				
	BIWKLY	1,508.01	1,658.68	1,824.78	2,006.27
	2,206.90				
	ANNUAL	39,208	43,126	47,444	52,163
					57,379
A23	HOURLY	19.7852	21.7650	23.9371	26.3435
	28.9778				
	BIWKLY	1,582.82	1,741.20	1,914.97	2,107.48
	2,318.22				
	ANNUAL	41,153	45,271	49,789	54,794
					60,274
A24	HOURLY	20.7749	22.8511	25.1472	27.6496
	30.4144				
	BIWKLY	1,661.99	1,828.09	2,011.78	2,211.97
	2,433.15				
	ANNUAL	43,212	47,530	52,306	57,511
					63,262
A25	HOURLY	21.8199	23.9923	26.3984	29.0383
	31.9420				
	BIWKLY	1,745.59	1,919.38	2,111.87	2,323.06
	2,555.36				
	ANNUAL	45,385	49,904	54,909	60,400
					66,439
A26	HOURLY	22.9061	25.2023	27.7183	30.4955
	33.5450				
	BIWKLY	1,832.49	2,016.18	2,217.46	2,439.64
	2,683.60				
	ANNUAL	47,645	52,421	57,654	63,431
					69,774

Hourly rates are the June 13, 1993 rates multiplied by 102.5%. For administrative purposes, the hourly rates are the controlling rates. Bi-weekly rates are the hourly rates multiplied by 80. Annual rates are the hourly rates multiplied by 2080 and rounded to the nearest dollar.

Note:

1. Employees hired on or after July 7, 1985 will have their anniversary dates set at their date of hire and will be hired at the MIN of their grade on the A Salary Schedule.

2. Effective July 2, 1989, upon receiving a satisfactory performance evaluation, an employee will advance from the MIN Step to the MID Step after two years at MIN and from the MID Step to the MAX Step, and the MAX Step to the SEN Step, after three years at MID and MAX, respectively.

3. An employee will advance to the SEN+ level after four years at the SEN level and upon receiving a satisfactory performance evaluation.

4. Employees covered by this Salary Schedule who are eligible to receive an anniversary increase and advance to the next step for their grade on Salary Schedule A during FY 92 will not advance to that step or receive the appropriate anniversary salary rate increase until the employees' respective anniversary dates during FY 93. These employees will receive one year of credit toward their next step increase during the deferred period.

Employees covered by this Salary Schedule who are eligible to receive an anniversary increase and advance to the next step for their grade on Salary Schedule A during the first ten (10) months of FY 93 will not advance to that step or receive the appropriate anniversary salary rate increase until the first full pay period beginning on or after March 1, 1993.

These employees will receive appropriate credit towards their next step increase for the period of time their anniversary increases are deferred during FY 93. This paragraph does not apply to employees covered by the preceding paragraph.

5. Employees who are promoted or demoted will receive a new anniversary date (the date of promotion or demotion) and will be relocated on the A Salary Schedule in the following manner: employees who are at the minimum of their grade on the A Salary Schedule will move to the minimum of their new grade;

those at the MID will move to the MID of their new grade; those at the MAX will move to the MAX of their new grade; those at SEN will move to SEN of their new grade; and those at the SEN+ will move to the SEN+ of their new grade; provided, however, that in multi-grade promotions (e.g., promotion from A-1 to A-4), when application of the foregoing rules would cause an employee's salary to increase by more than 10%, he shall be placed at the level (MIN, MID, MAX, SEN OR SEN+) in his new grade most closely approximating a 10% salary increase. As noted above, employees promoted will receive a new anniversary date upon promotion to a higher grade on the A Salary Schedule.

6. Effective July 2, 1989, 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
- f. Fire protection general examination.

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.

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

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.

## II. Probationary Period

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 dis-qualifying any employee whose performance and conduct is not satisfactory.

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 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 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 level. The parties also recognize that management has the right to hire employees into jobs in a classification that is dually-allocated on a "non-dual allocation" basis, and in these cases, the foregoing provision does not apply (i.e., the probationary period is the normal six months). 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 Agreement.

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.

### III. Work Hours

#### A. Hours of Work

Except for employees working in special operations, the regular work day 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 IV.

B. Snow and Ice Removal

1. The Director, at his sole discretion, may designate a snow and ice control operation as a special operation.

2. Where the Director has designated a snow and ice operation as a special operation, he may, at his discretion, schedule employees to work snow and ice removal operations in a manner which he believes is necessary for safe and efficient operations.

3. On days when the Director has designated snow and ice control as a special operation, employees who report to work at all times so required will be paid for all hours actually worked during what would be the employee's normal hours of work at the rate of pay normally applicable to those hours of work and for all hours of work actually worked outside of what would be the employee's normal hours of work at the appropriate overtime rate.

4. Where, pursuant to paragraph 2, above, employees who report at their normal starting time (e.g., 7:30 a.m.) on the first day of a snow and ice removal special operation are relieved of duty prior to completion of their regularly scheduled shift, the employees will be paid either administrative leave or compensatory leave at the straight time rate on an hour for hour basis for the balance of their regularly scheduled shift hours not actually worked. On subsequent days, employees who work fewer than a total of eight (8) hours during the day (whether straight time or overtime) will be paid the difference between the number of hours worked and eight (8) hours in administrative leave or compensatory leave at the straight time rate. In all cases, however, the employee will receive a minimum of eight (8) hours (overtime and straight time combined) of pay per day. The decision as to whether to pay compensatory or administrative leave is solely the Director's, provided, however, that any compensatory leave so earned will not be forfeited.

5. An employee who has an unexcused absence from work (i.e., AWOL) during any workweek in which these Snow and Ice Removal Provisions are involved will forfeit the benefits of these provisions and will be paid only for hours actually worked on snow and ice removal that week in accordance with the other terms of the Agreement.

C. Rest Period

All department heads shall establish a reasonable and fair departmental break period policy to be effective within the first thirty (30) days after the execution of the Agreement. In no event shall any such break period policies interfere with or prevent the efficient conduct of County business.

IV. Overtime Compensation

Employees shall be compensated for overtime worked as follows:

a. 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.

b. All employees will be compensated at the rate of two (2) times their regular rate of pay for overtime work they are required to work on their seventh (7th) consecutive day of work.

c. All employees will be compensated at the rate of two (2) times their regular rate of pay for overtime work they are required to work on Sundays.

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

To the extent permitted by applicable law, this provision applies to Animal Control Officers on standby/call-in only insofar as it is consistent with the provisions of Article 16 of the Collective Bargaining Agreement, and shall not apply to employees in the Emergency Service Plan in the Housing Authority, who shall be paid pursuant to the current Department Salary Schedule covering that work.

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.

At the option of the employee and with the approval of the County, employees covered by this Salary Schedule may elect to receive compensatory leave at the rate of one and one-half (1 1/2) hours for each overtime hour 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.

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.

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

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.

V. Call-In, Standby and Differential Pay

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

If the employer directs an Animal Control Officer to stand by, the Officer will be paid a total of two (2) hours of standby pay at the straight-time rate of pay for all hours on standby. To the extent permitted by applicable law, if an Officer is called out, time worked on standby up to a maximum of two (2) hours shall be set-off against the two (2) hours of standby. Time worked on callout in excess of two (2) hours will be paid at the applicable rate.

Effective the first full pay period beginning on or after July 2, 1989, employees covered by this Salary Schedule and represented by Local 2462 who are assigned to the Refuse Disposal Division or the Refuse Collection Division shall be paid a differential of sixty cents (60¢) for each hour actually worked. Effective the first full pay period beginning on or after July 1, 1990, the differential will be increased to seventy cents (70¢) per hour. Effective the first full pay period beginning on or after July 1, 1991, the differential will be increased to ninety cents (90¢) per hour. Likewise, Local 2735 Refuse Collection Inspectors will receive this differential when they are actually inspecting trash at the

Landfill. This differential will also be paid, on the same basis, to all employees who normally receive it but who are temporarily assigned to emergency snow and ice removal, and it will also be paid to all other employees covered by this Salary Schedule for hours actually worked on emergency snow and ice removal. To the extent permitted by applicable law, the differential 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. However, Landfill employees with job assignments which make them eligible for the differential on a full-time permanent basis shall receive that pay for all paid status hours, including approved paid leave hours and holidays.

Effective the first full pay period beginning on or after July 1, 1989, employees covered by this Salary Schedule and regularly assigned to night or shift work shall be paid sixty cents (60¢) per hour above the established rates on shifts which commence between the hours of 3:00 p.m. and 7:00 a.m. Effective the first full pay period beginning on or after July 1, 1990, the differential will be increased to seventy cents (70¢) per hour. Effective the first full pay period beginning on or after July 1, 1991, the differential will be increased to ninety cents (90¢) per hour. Notwithstanding the foregoing, the shift differential provided for herein may also be paid to employees of the Fleet Management Division of the Office of Central Services for shift work beginning at 2:00 p.m. rather than 3:00 p.m. This provision shall not apply to employees whose emergency assignments start or carry into the above-named periods. Employees eligible for shift differential pay shall receive that pay for all paid status hours, to include approved paid leave hours and holidays.

#### VI. Holiday Pay

An employee required to work on the day of holiday observance which coincides with his regularly scheduled work day shall be paid for all hours actually worked on the holiday at the rate of one and one-half (1 1/2) times his base hourly rate of pay in addition to his holiday pay. An employee required to work on the day of holiday observance which coincides with his regularly scheduled day off shall be paid for all hours worked at one and one-half (1 1/2) times his base hourly rate. In addition, the employee shall receive another day off.

VII. Temporary Assignments

Employees who are required to perform duties of a higher job classification after ten (10) consecutive work days 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 calendar year.

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

This article shall not apply to an employee in a training work assignment. Employees shall have all training work assignments explained to them fully.

VIII. Annual Leave

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

1. During the first three (3) years of service            13  
days
2. After three (3) years but less than            20 days  
fifteen (15) years of service
3. After fifteen (15) years of service and above    26  
days

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.

All employees may accumulate up to [920] 960 hours of annual leave.

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

Employees shall accumulate annual leave while serving probationary period, 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.

Annual leave shall be requested as far in advance as possible and approved no less than one (1) working day in advance of use; 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 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.

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.

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.

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

Vacation leave may be taken in increments of one (1) hour or more.

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.

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:

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;

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

IX. Sick Leave

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.

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

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 or dependent children; 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.

Request 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.

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.

Employees covered by this Salary Schedule shall be entitled to a lump sum cash payment for their accrued unused sick leave balance upon separation from County service by non-disciplinary separation, provided proper notice of resignation is given. Such payment shall be computed by taking the total number of unused sick leave hours as of separation, multiplying by the final base hourly rate of pay and dividing by two (2).

For employees who elect this payment, a zero sick leave balance shall be recorded upon separation. Such payment election shall be in lieu of crediting sick leave toward the pension plan, or of retaining a sick leave balance in the event of return to County service.

Any employee covered by this Salary Schedule who uses no sick leave during any continuous twelve (12) month period covered by this Salary Schedule shall be paid upon request for up to sixteen (16) hours of sick leave and the hours so paid will be deducted from the employee's sick leave record. An employee covered by this Salary Schedule who qualifies and elects to be paid under this section must notify the County in writing of his/her election within thirty (30) days of the close of any twelve (12) month period specified herein.

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 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 Article XII.

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.

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

X. Personal Leave

As provided by the Personnel Law, one paid personal leave day per leave year shall be granted to each employee eligible for annual leave. The 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.

XI. Military Leave

Military Leave with pay not to exceed fifteen (15) calendar days per year shall be granted to reservists or members of the National Guard ordered to active training duty. In addition, the employer shall grant an additional thirty (30) calendar days to an employee who may be called up during a national emergency, or an emergency declared by an appropriate governmental jurisdiction.

To receive payment the employee shall, prior to leave or, within ten (10) working days of his return from leave, supply a copy of his official orders to the Employer.

XII. 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 grand parents, the employee may take up to

four (4) working days leave for bereavement. The first leave day will be an administrative leave day, and the other day or days will be charged to the employee's accumulated sick leave.

XIII. Jury Duty

An employee who is required to perform jury service in any court (Federal or State) shall be paid his 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 regular work for the remainder of the day.

XIV. Leave of Absence

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

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. 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.

XV. Maternity Leave

Employees may take any combination of approved leave, including leave without pay, up to ninety (90) days, for maternity leave, and such period may be extended at the discretion of the Employer upon the written request of the employee, up to a maximum of one hundred eighty (180) days, (including the first ninety (90) days). Where leave without pay is granted to an employee under this provision the employee will be advised at the time the leave is granted as to whether or not the employee will be able to return to the job she held at the time the leave without pay was requested. If the employee is not returned to her former job after being on approved leave without pay, she will return to a position within the same pay grade and, where possible, the employee will be returned to the job she held at the time the leave was requested.

XVI. Paternal Leave

In addition to the use of sick leave for the use of paternity as provided under the Personnel Law, the father of a child may also take parental leave pursuant to the provisions of Section 16-222.1 of the Personnel Law.

XVII. 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.

XVIII. 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.

XIX. 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 work schedule.

XX. Holiday Leave

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

1. New Year's Day;
2. Martin Luther King'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. General Election Day;
12. Thanksgiving Day; and
13. Christmas Day

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

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 work day before and the first regular work day after the day of holiday observance.

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

An employee required to work on the day of holiday observance which coincides with his regularly scheduled work day shall be paid for all hours actually worked on the holiday at the rate of one and one-half (1 1/2) times his base hourly rate of pay in addition to his holiday pay. An employee required to work on the day of holiday observance which coincides with his regularly scheduled day off shall be paid for all hours worked at one and one-half (1 1/2) times his base hourly rate. In addition, the employee shall receive another day off.

XXI. Union Business Leave

The County shall grant, after request to and approval of the department head, administrative leave for attendance at regularly scheduled Union conventions and/or conferences for employees officially designated as Union delegates during any one (1) calendar year. Local delegates of Local 2462 (7) and 2735 (6) shall be approved for not more than six (6) days administrative leave for attendance at such conventions and/or conferences, and such leave shall not be unreasonably withheld.

Additionally, employees who are duly elected Local Union stewards, Local Union officers (President, Vice-President, Secretary and Treasurer), Local Union Board Members (up to 3 such members per Local) and Council 67 Executive Board Members shall be approved for not more than two (2) days administrative leave per calendar year to attend official Union sponsored training classes.

When requesting leave under this article, 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 Labor Relations 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 department(s), Union Local(s), and the capacity in which they will be attending the event. The Office of Labor Relations will forward the request to the affected department head(s) for approval. Such leave shall be approved subject to the operational needs of the County, but approval will not be unreasonably withheld.

Employees selected 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 two (2) weeks 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.

#### XXII. Administration of Leave

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) are specified in Division 17 of the Personnel Law and applicable Administrative Procedures.

The County's disability leave policy for employees covered by this Agreement 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.

XXIII. Work Clothing, Accessories and Tool Allowance

Those Animal Control Officers who are provided uniforms will be paid a uniform maintenance allowance of three hundred dollars (\$300) during FY90, three hundred and twenty-five dollars (\$325) during FY91 and three hundred and fifty dollars (\$350) during FY92 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.

All permanent employees of the Department of Public Works and Transportation and the Department of Environmental Resources in bargaining units represented by Local 2462 will be provided work clothing on a rental basis according to departmental policy.

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 employer will furnish adequate rain gear where necessary to employees in those classifications.

The County will provide uniforms to Equipment Operators (bus drivers).

All permanent employees covered by this Salary Schedule who are required by the County to wear safety shoes and who present appropriate proof of purchase of a pair of approved safety shoes shall be entitled to reimbursement of up to seventy dollars (\$70.00) during FY90, up to seventy-five dollars (\$75.00) during FY91 and to eighty dollars (\$80.00) during FY92 towards the purchase of the pair of shoes on a once-a-year basis.

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 credit of twenty-five dollars (\$25.00) per month. An employee eligible for this allowance may order replacement mechanic's tools necessary for work in the department against the tool allowance credit up to the amount accrued and not expended. However, any unused tool allowance credit remaining at the end of a fiscal year shall not be carried over to the next year.

XXIV. Expense Allowance

Construction and Property Standards Inspectors will receive an expense allowance of one hundred dollars (\$100.00) per year for actual expenses reasonably and necessarily incurred in the performance of their job duties. The allowance will be paid in two (2) equal installments in July and January of each fiscal year.

XXV. Health Insurance Coverage

The County shall contribute seventy-five percent (75%) to the cost of the County Managed Care health insurance program for any employee who elects to participate in one program. Participating employees shall contribute the remaining twenty-five (25%).

For those employees who elect to enroll in a pre-paid group health plan or Health Maintenance Organization (HMO), the County's contribution shall be equal to the County's dollar contribution to the high option health insurance program mentioned above. Participating employees shall contribute the dollar difference between the total contribution and the County's contribution.

Effective with contributions in June, 1992, for coverage beginning in July, 1992, the County shall contribute eighty-five percent (85%) 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 fifteen percent (15%).

Effective with contributions in June, 1993, for coverage beginning on July, 1993, the County shall contribute seventy-five percent (75%) 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 employee shall contribute the remaining twenty-five percent (25%).

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

Where an employee who is injured on the job has exhausted all available leave (including IOJ) and is granted an unpaid leave of absence pursuant to Article 33 (Leave of Absence) of the Agreement, the County will pay the Employer and employee share of the employee's health insurance during the leave of absence.

A Dental Plan (County Care) is available for all employees

for which the employee pays the entire cost.

XXVI. Life Insurance Coverage

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

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.

XXVII. 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.

XXVIII. Retirement Contributions

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.

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.

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

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.

XXIX. Supplemental Retirement Benefit

Effective July 1, 1990, employees covered by the Salary Schedule may elect to participate in a supplemental retirement benefit program.

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.

XXX. Social Security

Effective January 1, 1992 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 \$53,400 and 1.45% of the remainder up to \$125,000 paid in wages per employee per calendar year. Employee contributions shall be made through payroll deductions.

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

XXXI. Worker's Compensation

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

XXXII. 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.

XXXIII. 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.

**NOTE:** The attached Addendum to Memorandum of Understanding is available in hard copy only.