

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

Legislative Session \_\_\_\_\_ 1991 \_\_\_\_\_

Resolution No. \_\_\_\_\_ CR-113-1991 \_\_\_\_\_

Proposed by The Chairman (by request - County Executive)

Introduced by Council Members Castaldi, Bell, and Casula

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

Date of Introduction \_\_\_\_\_ October 22, 1991 \_\_\_\_\_

**RESOLUTION**

A RESOLUTION concerning

Compensation and Benefits - Deputy Sheriff's Association  
of Prince George's County, Inc.

FOR the purpose of amending the Salary Plan of the County to reflect the terms of a labor agreement by and between Prince George's County and the Deputy Sheriff's Association of Prince George's County, Inc. and to provide adjustments to the deputy sheriff wage scale.

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 said labor agreement and wage scale adjustments for Deputy Sheriffs;

NOW, THEREFORE, BE IT RESOLVED by the County Council of Prince George's County, Maryland, that the salary schedule submitted and

recommended by the County Executive on October 8, 1991, which is attached hereto and made a part hereof, setting forth a two and three hundredths percent (2.03%) increase in the base hourly rates effective January 12, 1992; and a seven percent (7%) increase in base hourly rates effective April 5, 1992; and further establishing workweek, work schedules, meal period, callback pay, holiday pay, overtime, court time compensation, shift differential, acting pay, stand by pay, clothing issue and allowance, TEC pay, payment for unused sick leave, annual leave carryover, disability leave, presidential and union business leave, life and supplemental life insurance, worker's compensation, unemployment insurance, social security, health insurance, retirement and supplemental retirement contributions and incentive awards for such employees, be and the same is hereby approved retroactive to July 1, 1991.

Adopted this 26th day of November, 1991.

COUNTY COUNCIL OF PRINCE  
GEORGE'S COUNTY, MARYLAND

BY: \_\_\_\_\_  
Richard J. Castaldi  
Chairman

ATTEST:

\_\_\_\_\_  
Maurene W. Epps  
Acting Clerk of the Council

SALARY SCHEDULE W  
SCHEDULE OF PAY GRADES - DEPUTY SHERIFFS  
(PRIVATE - LIEUTENANT)  
PRINCE GEORGE'S COUNTY, MARYLAND  
EFFECTIVE JULY 1, 1991 - JUNE 30, 1993

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I. Wage Scale Adjustment and Cost of Living Adjustment for FY 1992 and FY 1993

A. Wage Scale Adjustment

Effective the first full pay period beginning on or after January 1, 1992, employees covered by this Salary Schedule will receive a two and three one-hundredths percent (2.03%) increase in base hourly rates of pay.

B. Cost of Living Adjustment

Effective the first full pay period beginning on or after April 1, 1992, employees covered by this Salary Schedule will receive a seven percent (7%) increase in base hourly rates of pay.

II. UNIFORM WAGE SCALE

On July 2, 1989, the "MIN-MAX" system which had been in effect for all members of the bargaining unit was replaced by the Uniform Wage Scale described below, and reflected in the Scheduled Pay Rates in Section III of this Salary Schedule.

A. DESCRIPTION OF THE UNIFORM WAGE SCALE

For each rank of deputy sheriff in the bargaining unit, there is established a pay grade containing fifteen (15) pay rates (steps) ranging from Step 0 through Step 14: Deputy Sheriff Private - W21; Deputy Sheriff First Class - W22; Deputy Sheriff Corporal - W24; Deputy Sheriff Sergeant - W25; and, Deputy Sheriff Lieutenant - W27. The percentage values of the intervals between steps are 3.5% from Step 0 through Step 11 and 3% for the three remaining intervals from Step 11 through Step 14.

An employee will be eligible to advance to the next step for his/her rank on his/her anniversary date at the rate of one step per year up to and including Step 12, provided that he/she receives at least a satisfactory performance evaluation for the preceding year.

After reaching Step 12, an employee will be eligible to advance to Steps 13 and 14 after three years of service at each step (that is, after having completed fifteen and eighteen years of service, respectively), provided that his/her performance for the applicable period has been evaluated as satisfactory.

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

Upon promotion to the rank of Deputy Sheriff First Class or Deputy Sheriff Corporal, an employee's salary rate shall be increased to that of the corresponding pay step for the promotional grade (that is, an increase equivalent to two (2) three and one-half percent (3.5%) steps). However, deputies promoted to the ranks of Deputy Sheriff First Class or Deputy Sheriff Corporal following the promotional cycles in the Spring, 1992 and 1993, will continue to receive the same rates of pay as they received in their former ranks (except for any subsequent cost of living and/or anniversary increases) until the first full pay period beginning on or after October 1, 1993. On that date, those deputies will be placed at the proper pay grades and steps for their rank. Upon promotion to the rank of Deputy Sheriff Sergeant or Deputy Sheriff Lieutenant, an employee's salary rate shall be increased to that of the corresponding pay step for the promotional grade (that is, a ten percent (10%) increase).

B. IMPLEMENTATION OF THE UNIFORM WAGE SCALE

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

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

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

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

III. Scheduled Pay Rates

SCHEDULE W

UNIFORM WAGE SCALE

EFFECTIVE JULY 1, 1991

FOR DEPUTY SHERIFF UNIT PERSONNEL

PRINCE GEORGE'S COUNTY, MARYLAND

STEP	0	1	2	3	4	5	6	7	8	9
	10	11	12	13	14					
YRS SERVICE	0-1	1	2	3	4	5	6	7	8	9
	10	11	12-14	15-17	18+					

W21

HOURLY	11.4903	11.8925	12.3087	12.7394	13.1853	13.6468	14.1244			
	14.6188	15.1305	15.6601	16.2082	16.7755	17.2787	17.7971			
	18.3310									
BIWEEKLY	919.22	951.40	984.70	1019.15	1054.82	1091.74	1129.95	1169.50		
	1210.44	1252.81	1296.66	1342.04	1382.30	1423.77	1466.48			

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ANNUAL	23,900	24,736	25,602	26,498	27,425	28,385	29,379
	30,407	31,471	32,573	33,713	34,893	35,940	37,018
							38,128

W22

HOURLY	12.3087	12.7394	13.1853	13.6468	14.1244	14.6188	15.1305
	15.6601	16.2082	16.7755	17.3626	17.9703	18.5094	19.0647

19.6366

BIWEEKLY	984.70	1019.15	1054.82	1091.74	1129.95	1169.50	1210.44	1252.81	1296.66
	1342.04	1389.00	1437.62	1480.75	1525.18	1570.93			

ANNUAL	25,602	26,498	27,425	28,385	29,370	30,407	31,471	
	32,573	33,713	34,893	36,114	37,378	38,500	39,655	40,844

W24

HOURLY	13.1853	13.6468	14.1244	14.6188	15.1305	15.6601	16.2082
	16.7755	17.3626	17.9703	18.5993	19.2503	19.8278	20.4224

21.0351

BIWEEKLY	1054.82	1091.74	1129.95	1169.50	1210.44	1252.81	1296.66	1342.04	1389.00
	1437.62	1487.36	1540.01	1586.22	1633.79	1682.81			

ANNUAL	27,425	28,385	29,370	30,407	31,471	32,573	33,713	
	34,893	36,114	37,378	38,686	40,040	41,242	42,479	43,753



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W25

HOURLY	14.5038	15.0114	15.5368	16.0806	16.6434	17.2259	17.8288
	18.4528	19.0986	19.7671	20.4589	21.1750	21.8103	22.4646
	23.1385						

BIWEEKLY	1160.30	1200.91	1242.94	1286.46	1331.47	1378.07	1426.30	1476.22	1527.89
	1581.37	1636.71	1694.00	1744.82	1797.17	1851.08			
ANNUAL	30,168	31,224	32,316	33,448	34,618	35,830	37,084		
	38,382	39,725	41,116	42,554	44,044	45,365	46,726	48,128	

W27

HOURLY	15.9542	16.5126	17.0905	17.6887	18.3078	18.9486	19.6118
	20.2982	21.0086	21.7439	22.5049	23.2926	23.9914	24.7111
	25.4524						

BIWEEKLY	1276.34	1321.01	1367.24	1415.10	1464.62	1515.89	1568.94	1623.86	1680.69
	1739.51	1800.39	1863.41	1919.31	1976.89	2036.19			
ANNUAL	33,185	34,346	35,548	36,793	38,080	39,413	40,792		
	42,220	43,698	45,227	46,810	48,449	49,902	51,399	52,941	

The hourly rates are the same as those that became effective July 1, 1990 as adopted by CR-29-



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BIWEEKLY	937.89	970.71	1004.69	1039.84	1076.24	1113.90	1152.89	1193.25	1235.01
	1278.24	1322.98	1369.28	1410.36	1452.67	1496.25			
ANNUAL	24,385	25,239	26,122	27,036	27,982	28,962	29,975		
	31,024	32,110	33,234	34,397	35,601	36,669	37,769	38,902	

W22

HOURLY	12.5586	12.9980	13.4530	13.9238	14.4111	14.9156	15.4376		
	15.9780	16.5372	17.1160	17.7151	18.3351	18.8851	19.4517		
	20.0352								

BIWEEKLY	1004.69	1039.84	1076.24	1113.90	1152.89	1193.25	1235.01	1278.24	1322.98
	1369.28	1417.21	1466.81	1510.81	1556.14	1602.82			
ANNUAL	26,122	27,036	27,982	28,962	29,975	31,024	32,110		
	33,234	34,397	35,601	36,847	38,137	39,281	40,460	41,673	

W24

HOURLY	13.4530	13.9238	14.4111	14.9156	15.4376	15.9780	16.5372		
	17.1160	17.7151	18.3351	18.9769	19.6411	20.2303	20.8370		
	21.4621								

BIWEEKLY	1076.24	1113.90	1152.89	1193.25	1235.01	1278.24	1322.98	1369.28	1417.21
	1466.81	1518.15	1571.29	1618.42	1666.96	1716.97			

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ANNUAL	27,982	28,962	29,975	31,024	32,110	33,234	34,397
	35,601	36,847	38,137	39,472	40,853	42,079	43,341
						43,341	44,641

W25

HOURLY	14.7982	15.3161	15.8522	16.4070	16.9813	17.5756	18.1907
	18.8274	19.4863	20.1684	20.8742	21.6049	22.2530	22.9206

23.6082

BIWEEKLY	1183.86	1225.29	1268.18	1312.56	1358.50	1406.05	1455.26	1506.19	1558.90
	1613.47	1669.94	1728.39	1780.24	1833.65	1888.66			

ANNUAL	30,780	31,857	32,973	34,127	35,321	36,557	37,837	
	39,161	40,532	41,950	43,418	44,938	46,286	47,675	49,105

W27

HOURLY	16.2781	16.8478	17.4374	18.0478	18.6794	19.3333	20.0099
	20.7103	21.4351	22.1853	22.9617	23.7654	24.4784	25.2127

25.9691

BIWEEKLY	1302.25	1347.82	1394.99	1443.82	1494.35	1546.66	1600.79	1656.82	1714.81
	1774.82	1836.94	1901.23	1958.27	2017.02	2077.53			

ANNUAL	33,858	35,043	36,270	37,539	38,853	40,213	41,621	
	43,077	44,585	46,145	47,760	49,432	50,915	52,442	54,016

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The hourly rates are the July 1, 1991 rates adjusted upward by 2.03%. The hourly rates are the controlling rates. Biweekly rates are the hourly rates multiplied by 80 and rounded to the nearest cent. Annual rates are hourly rates multiplied by 2080 and rounded to the nearest dollar.

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SCHEDULE W

UNIFORM WAGE SCALE

EFFECTIVE APRIL 5, 1992

FOR DEPUTY SHERIFF UNIT PERSONNEL

PRINCE GEORGE'S COUNTY, MARYLAND

STEP	0	1	2	3	4	5	6	7	8	9
	10	11	12	13	14					
YRS SERVICE	0-1	1	2	3	4	5	6	7	8	9
	10	11	12-14	15-17	18+					

W21

HOURLY	12.5443	12.9833	13.4377	13.9079	14.3947	14.8985	15.4199			
	15.9597	16.5182	17.0965	17.6948	18.3141	18.8636	19.4295			
	20.0123									
BIWEEKLY	1003.54	1038.66	1075.02	1112.63	1151.58	1191.88	1233.59	1276.78	1321.46	
	1367.72	1415.58	1465.13	1509.09	1554.36	1600.98				
ANNUAL	26,092	27,005	27,950	28,928	29,941	30,989	32,073			
	33,196	34,358	35,561	36,805	38,093	39,236	40,413	41,626		

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W22

HOURLY	13.4377	13.9079	14.3947	14.8985	15.4199	15.9597	16.5182
	17.0965	17.6948	18.3141	18.9552	19.6186	20.2071	20.8133

21.4377

BIWEEKLY	1075.02	1112.63	1151.58	1191.88	1233.59	1276.78	1321.46	1367.72	1415.58
	1465.13	1516.42	1569.49	1616.57	1665.06	1715.02			
ANNUAL	27,950	28,928	29,941	30,989	32,073	33,196	34,358		
	35,561	36,805	38,093	39,427	40,807	42,031	43,292	44,590	

W24

HOURLY	14.3947	14,8985	15.4199	15.9597	16.5182	17.0965	17.6948
	18.3141	18.9552	19.6186	20.3053	21.0160	21.6464	22.2956

22.9644

BIWEEKLY	1151.58	1191.88	1233.59	1276.78	1321.46	1367.72	1415.58	1465.13	1516.42
	1569.49	1624.42	1681.28	1731.71	1783.65	1837.15			
ANNUAL	29,941	30,989	32,073	33,196	34,358	35,561	36,805		
	38,093	39,427	40,807	42,235	43,713	45,025	46,375	47,766	

W25

HOURLY	15.8341	16.3882	16.9619	17.5555	18,1700	18.8059	19.4640
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	20.1453	20.8503	21.5802	22.3354	23.1172	23.8107	24.5250		
	25.2608								
BIWEEKLY	1266.73	1311.06	1356.95	1404.44	1453.60	1504.47	1557.12	1611.62	1668.02
	1726.42	1786.83	1849.38	1904.86	1962.00	2020.86			
ANNUAL	32,935	34,087	35,281	36,515	37,794	39,116	40,486		
	41,902	43,369	44,887	46,458	48,084	49,526	51,012	52,542	
W27									
HOURLY	17.4176	18.0271	18.6580	19.3111	19.9870	20.6866	21.4106		
	22.1600	22.9356	23.7383	24.5690	25.4290	26.1919	26.9776		
	27.7869								
BIWEEKLY	1393.41	1442.17	1492.64	1544.89	1598.96	1654.93	1712.85	1772.80	1834.85
	1899.06	1965.52	2034.32	2095.35	2158.21	2222.95			
ANNUAL	36,229	37,496	38,809	40,167	41,573	43,028	44,534		
	46,093	47,706	49,376	51,104	52,892	54,479	56,113	57,797	

The hourly rates are the January 12, 1991 rates multiplied by 107%. The hourly rates are the controlling rates. Biweekly rates are the hourly rates multiplied by 80 and rounded to the nearest cent. Annual rates are hourly rates multiplied by 2080 and rounded to the nearest



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dollar.

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IV. Workweek

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

V. Work Schedules

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

VI. Designation of Meal Periods

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

VII. Callback Pay

An employee who is called back to work from off-duty, and who does in fact perform duties on behalf of the Prince George's County Sheriff's Department during his/her normal off-duty hours, shall be paid for a minimum of three (3) hours at one and one-half (1 1/2) times his/her regular rate of pay. This provision shall not apply to administrative hearings or disciplinary procedures.

VIII. Holiday Pay

Eligible employees shall receive straight time pay for each designated holiday on which they perform no work.

Employees eligible for holiday pay who work on a holiday shall be paid at one and one-half (1 1/2) times their regular rate of pay for each hour worked (except overtime) in addition to the holiday pay described above, but shall not receive another day off. Any overtime performed by an employee on a holiday shall be compensated in accordance with the regular overtime rate (i.e., no pyramiding). In the event that a holiday falls on the

employee's regular day off, the employee shall have the option of receiving an extra day's pay at straight time or another day off.

IX. Overtime

All full-time employees shall be eligible for overtime pay, provided, however, that employees in the Civil Process Section shall

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only be eligible for overtime pay on their assigned duty days when their supervisor directs the performance of specific tasks which require work beyond the assigned duty day hours.

If employees in the Civil Process Section are assigned to regular shift work, they shall be eligible for overtime in the same manner as other employees.

When an employee works more than eighty (80) hours in a pay period pursuant to the direction of his supervisor, said employee shall receive overtime pay at one and one-half (1 1/2) times his hourly base rate for all hours worked in excess of eighty (80) hours in said pay period. As an alternative, at the request of the employee and with the approval of the County, the employee may earn compensatory leave at the rate of one and one-half (1 1/2) hours for each hour worked.

X. Court Time Compensation

If, as a result of actions taken during the course of employment with the Department, an employee covered by this Salary Schedule is scheduled to appear in Court on the employee's day off, the employee will be paid a minimum of three (3) hours pay at the overtime rate.

XI. Pyramiding

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

XII. Shift Differential

1. Effective the first full pay period beginning on or after July 1, 1989, a shift differential of one dollar fifteen cents (\$1.15) per hour shall be paid for all time worked on the first shift (i.e., the night shift - 11 p.m. to 7 a.m. or equivalent) to each employee specifically assigned (on a permanent or rotating basis) to work the first shift.

2. The shift differential for the first shift shall be adjusted to one dollar thirty five cents (\$1.35) per hour effective the first full pay period beginning on or after July 1, 1990 and to one dollar fifty-five cent (\$1.55) per hour effective the first full pay period beginning on or after July 1, 1991.

3. Effective the first full pay period beginning on or after July 1, 1989, a shift differential of ninety cents (90¢) per hour

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shall be paid for all time worked on the third shift (i.e., the evening shift - 3 p.m. to 11 p.m. or equivalent) to each employee specifically assigned (on a permanent or rotating basis) to work the third shift.

4. The shift differential for the third shift shall be adjusted to one dollar five cents (\$1.05) per hour effective the first full pay period beginning on or after July 1, 1990 and to one dollar twenty cents (\$1.20) per hour effective the first full pay period beginning on or after July 1, 1991.

5. No shift differential will be considered to be part of the employee's base rate,

nor shall it be applied to pay for nonproductive hours such as holiday pay and annual and sick leave pay, nor shall it be used for the purpose of computing retirement deductions or for retirement or insurance benefits.

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

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

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

#### XIII. Acting Pay

When an employee below the rank of Captain is directed to assume, and does in fact assume, the duties of a Sergeant (or higher rank) in an acting capacity for a period of fourteen (14) consecutive days or more (including scheduled days off and approved holiday), beginning with the 15th day, he/she shall be paid at a rate of pay which is equivalent to a two-step increase or the minimum necessary to place the employee at the entry level rate of the higher rank, whichever is greater, and shall continue to be paid at that rate until relieved of the position by the person for whom he/she is acting, or by a person of rank equal to that position, or by a superior authority. He/she shall resume receiving acting pay after being on annual, sick or administrative leave status, if he/she had been acting in such higher rank immediately prior to taking such approved leave.

#### XIV. Stand By Pay

A deputy sheriff who is directed by management to stand by during the deputy sheriff's off-duty hours and who does stand by as directed shall receive one hour of pay at the straight time rate for every eight (8) hours the deputy stands by, provided, however, a deputy who is called back to active duty while on stand by shall receive no stand by pay for up to a sixteen (16) hour period of time that the employee was on stand by.

XV. Clothing Issue

New employees shall receive an original uniform issue of appropriate clothing and leather goods. Upon assignment to any special unit requiring a uniform different from the original uniform reference above, a special issuance of clothing required for that assignment will be made. The initial issue of uniform items required because of an official change in uniform directed by the Office of the Sheriff will also be provided. All other responsibilities for uniform procurement and upkeep are the employee's, including the responsibility for replacing worn or ill-fitting uniform items.

XVI. Clothing Allowance

1. Effective July 1, 1989, employees covered by this Salary Schedule shall receive a clothing allowance of eight hundred seventy-five dollars (\$875) per fiscal year for the procurement, care, and upkeep of clothing and leather goods. The clothing allowance shall be adjusted to nine hundred twenty-five dollars (\$925) effective July 1, 1990 and to nine hundred seventy-five dollars (\$975) effective July 1, 1991. This clothing allowance is not considered part of the employee's base pay, and will be paid in two equal installments in December and June, of each fiscal year covered by this Salary Schedule. Notwithstanding the foregoing, during FY92 employees will receive a clothing allowance of four hundred eighty-seven dollars and fifty cents (\$487.50) instead of nine hundred seventy-five dollars (\$975.00), and the same amount (\$487.50) will be payable in FY93.

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

XVII. TEC Pay

Deputy Sheriffs who are regularly and permanently assigned as members and alternates of the SST (not to exceed a total of fifteen (15)) and as canine handlers (not to exceed a total of two (2)),

shall receive a supplemental payment of four hundred dollars (\$400) per fiscal year. This payment shall be increased to a total of five hundred dollars (\$500) per fiscal year in the second year of this Salary Schedule, and to a total of six hundred dollars (\$600) per fiscal year in the third year of the Salary Schedule. Payment shall be made in two equal installments in December and June of each fiscal year and shall not be considered as part of the employee's base wage for purposes of computation of overtime, retirement, or any other purposes. Qualifying deputies shall be those assigned to the units referenced above as of the first day of the month in which the payments are to be made. Deputies simultaneously assigned to more than one unit referenced above shall receive only one supplemental payment in accordance with this provision.

XVIII. Payment for Unused Sick Leave

Upon termination of County employment for non-disciplinary reasons (including retirement or death), bargaining unit employees shall be offered the option of receiving a lump sum payment for their sick leave balance, or applying such sick leave for credit under the retirement or pension plan, or retaining a sick leave balance in the event of return to County service. Employees who elect to receive payment for their unused sick leave shall be entitled to a lump sum cash payment calculated by the following formula: multiply the total number of sick leave hours accrued as of the date of termination by the employee's final base hourly rate of pay and divide the resultant product by two (2). The number so obtained shall be further multiplied by a fraction, the numerator of which shall be the number of years of actual service and the denominator of which shall be twenty (20). However, if a Deputy Sheriff with less than twenty (20) years of actual service terminates employment as a result of death or disability he shall receive a fifty percent (50%) cashout of unused sick leave regardless of years of service.

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

XIX. Annual Leave Carryover

1. A maximum of nine hundred twenty (920) hours of accumulated annual leave may be carried over from one leave year to the next by an employee covered by this Salary

Schedule.

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

XX. Disability Leave

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

XXI. Presidential and Union Business Leave

Subject to the conditions set forth herein, the President of the DSA and employees covered by this Salary Schedule may be granted at the request of the DSA administrative leave for official DSA business for the purpose of attending workshops, conventions, conferences and seminars, and the DSA President, or his/her designee, may also be granted administrative leave for the administration of the Agreement and for conducting DSA business. Where leave is requested for employees covered by this Salary Schedule to attend workshops, conventions, conferences and seminars, the President of the DSA must deliver to the Office of the Sheriff a written request for the leave at least ten (10) working days before the leave is to begin. The written notice must specify at a minimum the employees for whom the leave is requested, the duration of the leave, and a brief description of the nature of the event for which the leave is requested. Where leave is



requested by the DSA President for matters associated with administration of the Agreement or conducting DSA business, the DSA President, or his/her designee must first obtain permission from his/her supervisor to be away from work. It is also understood that such leave requests by the DSA President, or his/her designee will be kept to a minimum and will be arranged so as not to interfere unreasonably or unnecessarily with the Department's operation. It is further understood and agreed that such leave requests will not be unreasonably denied.

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The County will provide seven hundred fifty (750) hours of administrative leave per fiscal year covered by this Salary Schedule for use pursuant to the provisions set forth herein. No administrative leave will be granted pursuant to this section when the seven hundred fifty (750) hours has been used up during a fiscal year, and any unused balance of the seven hundred fifty (750) hours of administrative leave at the close of the fiscal year may not be carried forward for use during the next fiscal year. All requests for administrative leave pursuant to this provision are subject to the approval of the Sheriff or the Sheriff's designee. The parties agree that the DSA will not request administrative leave under this section for business or activities that are detrimental to the Department.

XXII. Life Insurance

The Employer shall pay 100% of the monthly premium for the life insurance coverage for full-time employees in the amount of two (2) times the employee's annual salary. The County shall pay a death benefit of \$5,000 upon the death of any County employee whose death results from an accidental personal injury arising out of an in the course of his/her employment.

XXIII. Supplemental Life Insurance Benefit

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

provided under this provision shall continue as long as the employee is actively employed.

XXIV. 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.

XXV. 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.

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XXVI. Social Security

Effective January 1, 1991, 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.

XXVII. Health Insurance

1. Effective with the contribution in June, 1991 for coverage effective in July, 1991, the County shall contribute seventy-five percent (75%) to the cost of the County's

Managed Care health insurance program for any employee who elects to participate in that program. Participating employees shall contribute the remaining twenty five percent (25%).

2. For those employees who elect to enroll in a pre-paid health plan or Health Maintenance Organization (HMO), the Employer's contribution shall be equal to the Employer's dollar contribution to the health insurance program in paragraph 1 above.

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

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

XXVIII. Retirement Contributions.

1. Employees paid in accordance with this Salary Schedule and who are eligible for enrollment in the Maryland State Employee's Retirement Systems shall pay retirement contributions at the rate of five percent (5%) or seven percent (7%) of base salary, depending on plan option selected.

2. Effective January 1, 1980, current participants in the Employee's Retirement System may transfer to the Employee's Pension System, which is non-contributory up to the Social Security Wage Base.

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

4. The County's contribution rate shall be that amount as established from time to time by the State. Employee contributions (where applicable) shall be made through payroll deductions. If changes/improvements in retirement benefits are made, then contributions may be adjusted accordingly.

XXIX. Supplemental Retirement Contributions

Employees covered by this Salary Schedule participate in a supplemental retirement benefit program, jointly funded through County and employee contributions. The cost of funding the supplemental retirement benefit will be shared by the employee and the County through regular contributions each pay period. The County shall contribute seventy-five percent (75%) of the total cost of providing the employee's benefit, and the employee shall contribute, through payroll deduction, the remaining twenty-five percent (25%).

XXX. Administration of Employee Leave

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

XXXI. 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.

XXXII. Pay Plan Policy Statement

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

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