

**COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND**  
**2010 Legislative Session**

Resolution No. CR-83-2010

Proposed by The Chairman (by request – County Executive)

Introduced by Council Member Dernoga

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

Date of Introduction September 21, 2010

**RESOLUTION**

1 A RESOLUTION concerning

2 Compensation and Benefits

3 General Schedule Employees - Salary Schedule G

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

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

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

12 NOW, THEREFORE, BE IT RESOLVED by the County Council of Prince George’s  
13 County, Maryland, that Salary Schedule G submitted and recommended by the County Executive  
14 on September 3, 2010, which is attached hereto and made a part hereof, setting forth the  
15 following modifications: a cost of living increase of two percent (2%) effective January 2, 2011;  
16 and other modified benefits, be and the same is hereby approved.

17 BE IT FURTHER RESOLVED that this resolution shall take effect on the day it is adopted  
18 and shall be retroactively effective July 1, 2010.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2010.

COUNTY COUNCIL OF PRINCE  
GEORGE'S COUNTY, MARYLAND

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

ATTEST:

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

SALARY SCHEDULE G

SCHEDULE OF PAY GRADES - GENERAL SCHEDULE

PRINCE GEORGE'S COUNTY, MARYLAND

FISCAL YEAR 2011

**TABLE OF CONTENTS**

	<b>PAGE</b>
1. SCHEDULED PAY RATES .....	1
2. DEFINITIONS .....	11
3. WAGES.....	11
4. WORKWEEK AND BIWEEKLY PAY PERIOD .....	11
5. WORK SCHEDULES .....	12
6. DESIGNATION OF MEAL PERIODS .....	12
6. PAY IN EXCESS OF BASE SALARY .....	12
7. LEAVE PROVISIONS .....	17
8. INCENTIVE AWARDS .....	21
9. UNEMPLOYMENT INSURANCE.....	21
10. RETIREMENT AND PENSION BENEFIT PROVISIONS .....	21
11. GROUP HEALTH INSURANCE.....	24
12. LIFE INSURANCE.....	24
13. SOCIAL SECURITY AND MEDICARE .....	25
14. WORKERS' COMPENSATION.....	25
15. PAY PLAN POLICY STATEMENT .....	25

1. SCHEDULED PAY RATES

SALARY SCHEDULE G  
SCHEDULE OF PAY GRADES  
EFFECTIVE JULY 24, 2009  
PRINCE GEORGE'S COUNTY, MARYLAND

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
G01	HOURLY	7.2500	15.2093
	BIWKLY	580.00	1216.74
	ANNUAL	15,080	31,635
G02	HOURLY	8.2083	15.9697
	BIWKLY	656.66	1277.58
	ANNUAL	17,073	33,217
G03	HOURLY	8.6188	16.7682
	BIWKLY	689.50	1341.46
	ANNUAL	17,927	34,878
G04	HOURLY	9.0497	17.6064
	BIWKLY	723.97	1408.51
	ANNUAL	18,823	36,621
G05	HOURLY	9.5019	18.4867
	BIWKLY	760.15	1478.94
	ANNUAL	19,764	38,452
G06	HOURLY	9.9774	19.4112
	BIWKLY	798.19	1552.89
	ANNUAL	20,753	40,375
G07	HOURLY	10.4760	20.3821
	BIWKLY	838.08	1630.57
	ANNUAL	21,790	42,395
G08	HOURLY	10.9997	21.4008
	BIWKLY	879.98	1712.06
	ANNUAL	22,879	44,514

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
G09	<b>HOURLY</b>	11.5497	22.4710
	<b>BIWKLY</b>	923.98	1797.68
	<b>ANNUAL</b>	24,023	46,740
G10	<b>HOURLY</b>	12.1272	23.5943
	<b>BIWKLY</b>	970.18	1887.55
	<b>ANNUAL</b>	25,225	49,076
G11	<b>HOURLY</b>	12.7336	24.7742
	<b>BIWKLY</b>	1018.69	1981.93
	<b>ANNUAL</b>	26,486	51,530
G12	<b>HOURLY</b>	13.3704	26.0131
	<b>BIWKLY</b>	1069.63	2081.05
	<b>ANNUAL</b>	27,810	54,107
G13	<b>HOURLY</b>	14.0385	27.3136
	<b>BIWKLY</b>	1123.08	2185.09
	<b>ANNUAL</b>	29,200	56,812
G14	<b>HOURLY</b>	14.7405	28.6795
	<b>BIWKLY</b>	1179.24	2294.36
	<b>ANNUAL</b>	30,660	59,653
G15	<b>HOURLY</b>	15.4777	30.1133
	<b>BIWKLY</b>	1238.21	2409.07
	<b>ANNUAL</b>	32,194	62,636
G16	<b>HOURLY</b>	16.2518	31.6188
	<b>BIWKLY</b>	1300.14	2529.51
	<b>ANNUAL</b>	33,804	65,767
G17	<b>HOURLY</b>	17.0638	33.1996
	<b>BIWKLY</b>	1365.11	2655.97
	<b>ANNUAL</b>	35,493	69,055
G18	<b>HOURLY</b>	17.9174	34.8602
	<b>BIWKLY</b>	1433.39	2788.81
	<b>ANNUAL</b>	37,268	72,509

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
G19	<b>HOURLY</b>	18.8133	36.6030
	<b>BIWKLY</b>	1505.07	2928.24
	<b>ANNUAL</b>	39,132	76,134
G20	<b>HOURLY</b>	19.7538	38.4328
	<b>BIWKLY</b>	1580.31	3074.62
	<b>ANNUAL</b>	41,088	79,940
G21	<b>HOURLY</b>	20.7416	40.3545
	<b>BIWKLY</b>	1659.33	3228.36
	<b>ANNUAL</b>	43,142	83,937
G22	<b>HOURLY</b>	21.7787	42.3722
	<b>BIWKLY</b>	1742.30	3389.78
	<b>ANNUAL</b>	45,300	88,134
G23	<b>HOURLY</b>	22.8677	44.4908
	<b>BIWKLY</b>	1829.42	3559.27
	<b>ANNUAL</b>	47,565	92,541
G24	<b>HOURLY</b>	24.0110	46.7153
	<b>BIWKLY</b>	1920.88	3737.22
	<b>ANNUAL</b>	49,943	97,168
G25	<b>HOURLY</b>	25.2118	49.0515
	<b>BIWKLY</b>	2016.95	3924.12
	<b>ANNUAL</b>	52,441	102,027
G26	<b>HOURLY</b>	26.4722	51.5036
	<b>BIWKLY</b>	2117.78	4120.29
	<b>ANNUAL</b>	55,062	107,128
G27	<b>HOURLY</b>	27.7960	54.0790
	<b>BIWKLY</b>	2223.68	4326.32
	<b>ANNUAL</b>	57,816	112,484
G28	<b>HOURLY</b>	29.1856	56.7827
	<b>BIWKLY</b>	2334.85	4542.62
	<b>ANNUAL</b>	60,706	118,108

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
G29	<b>HOURLY</b>	30.6447	59.6218
	<b>BIWKLY</b>	2451.57	4769.75
	<b>ANNUAL</b>	63,741	124,013
G30	<b>HOURLY</b>	32.1772	62.6036
	<b>BIWKLY</b>	2574.18	5008.29
	<b>ANNUAL</b>	66,929	130,215
G31	<b>HOURLY</b>	33.7859	65.7332
	<b>BIWKLY</b>	2702.87	5258.65
	<b>ANNUAL</b>	70,275	136,725
G32	<b>HOURLY</b>	35.4755	69.0202
	<b>BIWKLY</b>	2838.04	5521.62
	<b>ANNUAL</b>	73,789	143,562
G33	<b>HOURLY</b>	37.2492	72.4706
	<b>BIWKLY</b>	2979.94	5797.65
	<b>ANNUAL</b>	77,478	150,739
G34	<b>HOURLY</b>	39.1117	76.0946
	<b>BIWKLY</b>	3128.93	6087.57
	<b>ANNUAL</b>	81,352	158,277
G35	<b>HOURLY</b>	41.0672	79.8991
	<b>BIWKLY</b>	3285.37	6391.93
	<b>ANNUAL</b>	85,420	166,190
G36	<b>HOURLY</b>	43.1204	83.8939
	<b>BIWKLY</b>	3449.63	6711.51
	<b>ANNUAL</b>	89,690	174,499
G37	<b>HOURLY</b>	45.2765	88.0888
	<b>BIWKLY</b>	3622.12	7047.11
	<b>ANNUAL</b>	94,175	183,225



<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
G38	<b>HOURLY</b>	47.5403	92.4930
	<b>BIWKLY</b>	3803.23	7399.44
	<b>ANNUAL</b>	98,884	192,385
G39	<b>HOURLY</b>	49.9175	97.1179
	<b>BIWKLY</b>	3993.40	7769.43
	<b>ANNUAL</b>	103,828	202,005
G40	<b>HOURLY</b>	52.4131	101.9739
	<b>BIWKLY</b>	4193.05	8157.91
	<b>ANNUAL</b>	109,019	212,106
G41	<b>HOURLY</b>	55.0335	107.0725
	<b>BIWKLY</b>	4402.68	8565.80
	<b>ANNUAL</b>	114,470	222,711
G42	<b>HOURLY</b>	57.7855	112.4263
	<b>BIWKLY</b>	4622.84	8994.11
	<b>ANNUAL</b>	120,194	233,847

The minimum hourly rate for G01 is changed according to the Labor and Employment Article, Title 3, Subtitle 4 Annotated Code of Maryland effective July 24, 2009. All other minimum and maximum hourly rates remain the same as those of July 6, 2008. For administrative purposes, the hourly rates are the controlling rates. Biweekly rates are hourly rates multiplied by 80. Annual rates are the hourly rates multiplied by 2,080 and rounded to the nearest dollar.

## 1. SCHEDULED PAY RATES

**SALARY SCHEDULE G**  
**SCHEDULE OF PAY GRADES**  
**EFFECTIVE JANUARY 2, 2011**  
**PRINCE GEORGE'S COUNTY, MARYLAND**

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
G01	<b>HOURLY</b>	7.2500	15.5135
	<b>BIWKLY</b>	580.00	1241.08
	<b>ANNUAL</b>	15,080	32,268
G02	<b>HOURLY</b>	8.3725	16.2891
	<b>BIWKLY</b>	669.80	1303.13
	<b>ANNUAL</b>	17,415	33,881
G03	<b>HOURLY</b>	8.7912	17.1036
	<b>BIWKLY</b>	703.29	1368.29
	<b>ANNUAL</b>	18,286	35,575
G04	<b>HOURLY</b>	9.2307	17.9585
	<b>BIWKLY</b>	738.46	1436.68
	<b>ANNUAL</b>	19,200	37,354
G05	<b>HOURLY</b>	9.6919	18.8564
	<b>BIWKLY</b>	775.36	1508.51
	<b>ANNUAL</b>	20,159	39,221
G06	<b>HOURLY</b>	10.1769	19.7994
	<b>BIWKLY</b>	814.16	1583.95
	<b>ANNUAL</b>	21,168	41,183
G07	<b>HOURLY</b>	10.6855	20.7897
	<b>BIWKLY</b>	854.84	1663.18
	<b>ANNUAL</b>	22,226	43,243
G08	<b>HOURLY</b>	11.2197	21.8288
	<b>BIWKLY</b>	897.58	1746.31
	<b>ANNUAL</b>	23,337	45,404

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
G09	<b>HOURLY</b>	11.7807	22.9204
	<b>BIWKLY</b>	942.46	1833.63
	<b>ANNUAL</b>	24,504	47,674
G10	<b>HOURLY</b>	12.3697	24.0662
	<b>BIWKLY</b>	989.58	1925.29
	<b>ANNUAL</b>	25,729	50,058
G11	<b>HOURLY</b>	12.9883	25.2697
	<b>BIWKLY</b>	1039.06	2021.57
	<b>ANNUAL</b>	27,016	52,561
G12	<b>HOURLY</b>	13.6378	26.5334
	<b>BIWKLY</b>	1091.02	2122.67
	<b>ANNUAL</b>	28,367	55,189
G13	<b>HOURLY</b>	14.3193	27.8599
	<b>BIWKLY</b>	1145.54	2228.79
	<b>ANNUAL</b>	29,784	57,949
G14	<b>HOURLY</b>	15.0353	29.2531
	<b>BIWKLY</b>	1202.82	2340.25
	<b>ANNUAL</b>	31,273	60,846
G15	<b>HOURLY</b>	15.7873	30.7156
	<b>BIWKLY</b>	1262.98	2457.25
	<b>ANNUAL</b>	32,837	63,888
G16	<b>HOURLY</b>	16.5768	32.2512
	<b>BIWKLY</b>	1326.15	2580.09
	<b>ANNUAL</b>	34,480	67,082
G17	<b>HOURLY</b>	17.4051	33.8636
	<b>BIWKLY</b>	1392.41	2709.09
	<b>ANNUAL</b>	36,203	70,436
G18	<b>HOURLY</b>	18.2757	35.5574
	<b>BIWKLY</b>	1462.06	2844.59
	<b>ANNUAL</b>	38,014	73,959

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
G19	<b>HOURLY</b>	19.1896	37.3351
	<b>BIWKLY</b>	1535.17	2986.80
	<b>ANNUAL</b>	39,914	77,657
G20	<b>HOURLY</b>	20.1489	39.2015
	<b>BIWKLY</b>	1611.91	3136.12
	<b>ANNUAL</b>	41,910	81,539
G21	<b>HOURLY</b>	21.1564	41.1616
	<b>BIWKLY</b>	1692.51	3292.93
	<b>ANNUAL</b>	44,005	85,616
G22	<b>HOURLY</b>	22.2143	43.2196
	<b>BIWKLY</b>	1777.14	3457.57
	<b>ANNUAL</b>	46,206	89,897
G23	<b>HOURLY</b>	23.3251	45.3806
	<b>BIWKLY</b>	1866.00	3630.45
	<b>ANNUAL</b>	48,516	94,392
G24	<b>HOURLY</b>	24.4912	47.6496
	<b>BIWKLY</b>	1959.30	3811.97
	<b>ANNUAL</b>	50,942	99,111
G25	<b>HOURLY</b>	25.7160	50.0325
	<b>BIWKLY</b>	2057.28	4002.60
	<b>ANNUAL</b>	53,489	104,068
G26	<b>HOURLY</b>	27.0016	52.5337
	<b>BIWKLY</b>	2160.13	4202.69
	<b>ANNUAL</b>	56,163	109,270
G27	<b>HOURLY</b>	28.3519	55.1606
	<b>BIWKLY</b>	2268.15	4412.85
	<b>ANNUAL</b>	58,972	114,734
G28	<b>HOURLY</b>	29.7693	57.9184
	<b>BIWKLY</b>	2381.54	4633.47
	<b>ANNUAL</b>	61,920	120,470

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
G29	<b>HOURLY</b>	31.2576	60.8142
	<b>BIWKLY</b>	2500.61	4865.14
	<b>ANNUAL</b>	65,016	126,494
G30	<b>HOURLY</b>	32.8207	63.8557
	<b>BIWKLY</b>	2625.66	5108.45
	<b>ANNUAL</b>	68,267	132,820
G31	<b>HOURLY</b>	34.4616	67.0479
	<b>BIWKLY</b>	2756.93	5363.83
	<b>ANNUAL</b>	71,680	139,460
G32	<b>HOURLY</b>	36.1850	70.4006
	<b>BIWKLY</b>	2894.80	5632.05
	<b>ANNUAL</b>	75,265	146,433
G33	<b>HOURLY</b>	37.9942	73.9200
	<b>BIWKLY</b>	3039.53	5913.60
	<b>ANNUAL</b>	79,028	153,754
G34	<b>HOURLY</b>	39.8939	77.6165
	<b>BIWKLY</b>	3191.51	6209.32
	<b>ANNUAL</b>	82,979	161,442
G35	<b>HOURLY</b>	41.8885	81.4971
	<b>BIWKLY</b>	3351.08	6519.77
	<b>ANNUAL</b>	87,128	169,514
G36	<b>HOURLY</b>	43.9828	85.5718
	<b>BIWKLY</b>	3518.62	6845.74
	<b>ANNUAL</b>	91,484	177,989
G37	<b>HOURLY</b>	46.1820	89.8506
	<b>BIWKLY</b>	3694.56	7188.05
	<b>ANNUAL</b>	96,059	186,889

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
G38	<b>HOURLY</b>	48.4911	94.3429
	<b>BIWKLY</b>	3879.29	7547.43
	<b>ANNUAL</b>	100,862	196,233
G39	<b>HOURLY</b>	50.9159	99.0603
	<b>BIWKLY</b>	4073.27	7924.82
	<b>ANNUAL</b>	105,905	206,045
G40	<b>HOURLY</b>	53.4614	104.0134
	<b>BIWKLY</b>	4276.91	8321.07
	<b>ANNUAL</b>	111,200	216,348
G41	<b>HOURLY</b>	56.1342	109.2140
	<b>BIWKLY</b>	4490.73	8737.12
	<b>ANNUAL</b>	116,759	227,165
G42	<b>HOURLY</b>	58.9412	114.6748
	<b>BIWKLY</b>	4715.30	9173.99
	<b>ANNUAL</b>	122,598	238,524

The hourly rates are the July 24, 2009 minimum and maximum rates multiplied by 102%, with the exception of G01 minimum rate which remains the state-mandated minimum wage of \$7.25 (effective July 24, 2009). For administrative purposes, the hourly rates are the controlling rates. Biweekly rates are hourly rates multiplied by 80. Annual rates are the hourly rates multiplied by 2,080 and rounded to the nearest dollar.

## 2. DEFINITIONS

- A. Hours Worked – All time an employee must be on duty, or on the employer’s premises or any other prescribed place of work, from the beginning of the first principal work activity of the workday to the end of the last principal work activity of the workday. Scheduled hours of work fulfilled by leave, either with or without pay, do not constitute “hours worked” for purposes of overtime pay. “Hours worked” also includes all time engaged in employer authorized training and special assignments away from the usual workplace.
- B. Base Hourly Rate of Pay – An employee’s annualized salary divided by 2080 hours.
- C. Premium – A rate paid over and above the base rate for the hours worked.
- D. Paid Leave Status – Hours in which no work is performed but employee is receiving pay during an absence from the work schedule.

## 3. WAGES

### A. Cost of Living Adjustment for Fiscal Year 2011

Effective January 2, 2011, all employees covered by this Salary Schedule shall receive a two percent (2%) Cost of Living Adjustment for FY2011.

### B. Merit Increase And Salary Adjustments

1. Merit Increase – Fiscal Year 2011 - Effective July 1, 2010, all employees covered by this Salary Schedule shall forego a merit increase for FY2011. That is, employees whose anniversary dates occur on any date from July 1, 2010 through June 30, 2011 inclusive shall receive no merit increase.

2. Salary increases upon promotion and salary decreases upon demotion shall be at the rate of ten percent (10%) unless otherwise requested in accordance with Personnel Law Sections 16-131 and 16-132. For the purpose of a voluntary demotion the salary decrease may be waived. Salary increases upon reallocation to a higher graded position shall be at a rate not to exceed ten percent (10%). If the ten percent (10%) increase would establish the hourly rate one percent (1%) or less below the maximum, the hourly rate will be automatically adjusted upward to the maximum. For purposes of a Salary Reduction imposed as a discipline, an employee’s salary shall be reduced by an amount not to exceed ten percent (10%) and such reduction shall be applied in accordance with the Personnel Law.

3. In accordance with State law, the minimum wage rate for covered employees is seven dollars and twenty-five cents (\$7.25) per hour effective July 24, 2009.

## 4. WORKWEEK AND BIWEEKLY PAY PERIOD

The workweek is the seven (7) consecutive day period commencing at 12:00 a.m. Sunday (midnight), and ending the following Saturday at 11:59 p.m. EST.

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

**5. WORK SCHEDULES**

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

**6. DESIGNATION OF MEAL PERIODS**

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

**7. PAY IN EXCESS OF BASE SALARY**

A. Overtime Pay

1. General Provisions:

a. Subject to the limitations noted in Section 2 and Section 7.A. 2., employees who are allocated to job classes within the General Schedule shall be eligible to earn overtime compensation for each hour or part thereof worked in excess of the applicable threshold.

b. Fair Labor Standards Act (FLSA)-non-exempt employees are entitled to receive overtime compensation at the rate of one and one-half (150%) when total "hours worked" in a workweek exceeds forty (40).

c. Prior to reaching the FLSA threshold of forty (40) "hours worked" per workweek, all FLSA-non-exempt employees are entitled to earn overtime compensation at the County straight-time rate (100%). Hours from each workweek in a biweekly pay period must be separately calculated to determine the correct type and rate of overtime compensation.

d. Prior to reaching the prerequisite of eighty (80) "hours worked," FLSA-exempt employees assigned to General Schedule Grades 18 through 33 are eligible to earn County overtime compensation at the County straight-time rate (100%).

e. FLSA-exempt employees assigned to General Schedule Grades 18 through 24



can earn County overtime compensation at the rate of one and one-half (150%) when “hours worked” exceed eighty (80) in a biweekly pay period.

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

## 2. Limitations:

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

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

c. Employees assigned to General Schedule **Grades 25 and above** who use the Electronic Timesheet System to manually enter work and leave hours - up to eighty (80) hours per pay period - are precluded from earning overtime compensation.

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

## 3. Compensatory Leave in Lieu of Overtime Pay

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

### B. Premium Pay for Holiday Work

#### 1. Grades 1 through 24:

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

#### 2. Grades 25 and above:

No employee occupying a position allocated to a class in the General Schedule above

Grade 24 shall be eligible for holiday premium pay (100%) for holiday work. However, when expressly directed in writing by the Appointing Authority to perform such holiday work, such employee shall receive a County compensatory leave award for up to eight (8) hours worked on a holiday in addition to holiday work hours at the employee's base rate of pay.

3. Holiday on Regularly Scheduled Day Off:

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

C. Shift Differential

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

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

D. Pyramiding of Overtime and Premium Pay

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

E. Special Compensation for Certain Health Department Employees

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

1. Weeknight Coverage (Monday through Friday, 4:00 p.m. to 8:00 a.m.)

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

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

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

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

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

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

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

F. Special Compensation for Certain Police Department Employees

1. Clothing Allowance for School Crossing Guard Supervisor

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

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

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

a. Weeknight "On Call" Coverage (Sunday through Thursday, 7 p.m. to 9 p.m.)

b. Weekday "On Call" Coverage (Monday through Friday, 6 a.m. to 7 a.m.)

G. Special Compensation for Construction Standard Inspector and Related Classes of Work

1. Construction Standard Inspector and Related Classes of Work

Employees in the Construction Standards Inspector IV, G-26, Construction Standards Code Enforcement Officer, G-29, Chief Electrical Inspector, G-27, Assistant Associate Director Licenses and Inspections Group, G-31 and Associate Director, Licenses and Inspections Group, G-33, classes of work will receive a special duty pay supplement at a rate of five percent (5%) per hour above their regular base pay, provided they substantiate to the County that they have passed the applicable International Code Council (ICC) examination listed immediately below:

- a. Residential Building Inspector (B1);
- b. Residential Electrical Inspector (E1);
- c. Residential Mechanical Inspector (M1);
- d. Residential Plumbing Inspector (P1);
- e. Commercial Building Inspector (B2); and,
- f. Fire Inspector I (66).

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

Employees in those classes of work specified above who are situated in the Department of Public Works and Transportation will receive a special duty pay supplement at a rate of five percent (5%) per hour above their regular base pay provided that they substantiate to the County that they have passed a County recognized inspection certification program related to the Department of Public Works and Transportation inspection functions.

## 2. Certification of Engineering Technician

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

## 3. Standby and Call-Back Pay for the Department of Public Works and Transportation and Department of Environmental Resources

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

- a. A minimum of two (2) hours compensation if the employee is actually Called-Back to work and performs duties in response to an emergency situation or,
- b. One and one-half (1 - 1/2) hours of County compensatory leave for employees who are directed by Management to "Standby" from 7 p.m. to 7 a.m. daily to respond to an emergency situation.

## H. "On Call" Pay for Facilities Maintenance Supervisors employed by the Office of Central Services

Employees in the Facilities Maintenance Supervisor, Grade G-23 class of work, who are assigned to remain "on call" for a one-week period, for all non-work hours shall be eligible to

receive eight (8) hours pay at the applicable rate of pay.

## 8. LEAVE PROVISIONS

### A. Sick Leave

Sick leave may be accumulated from year to year.

All full-time employees earn four and one-half (4 - 1/2) hours of sick leave each pay period with a periodic adjustment to ensure that each employee accumulates 120 hours of sick leave each leave year through the duration of County service.

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

### B. Annual Leave

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

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

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

### C. Maximum Accumulation of Annual Leave

1. A maximum of 440 hours of accumulated annual leave may be carried over from 2010 into 2011.

2. An employee shall be allowed to carry over annual leave earned as of the last full pay period in Fiscal Year 1995, even if such accumulated amount is in excess of the maximum allowed in Subsection C.1. above.

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

4. The Annual Leave Year for 2010 ends January 1, 2011 and the Annual Leave Year for 2011 closes December 31, 2011.

### D. Sick and Annual Leave Disposition Upon Separation

1. The annual and sick leave balances accumulated by an employee shall, upon the employee's separation from employment, with proper notice of separation as determined by the employee's appointing authority, be liquidated in the following manner:

a. The employee may elect to retain all or any portion of the employee's sick and annual leave balances credited to the employee's leave record for the period of time equal to the employee's eligibility for reappointment as determined in accordance with Section 16-148(a)(8) of the Personnel Law;

b. The employee may elect to apply all or any portion of the employee's sick and annual leave balances to employment elsewhere, provided another employer has agreed to accept accumulated sick or annual leave balances for credit on behalf of the employee;

c. Except in the case of an employee who is entitled to credit for sick and annual leave balances under the terms of an applicable County sponsored pension plan, the employee may elect to receive cash payment for all or any portion of the employee's annual leave balance in an amount equal to the total number of unused annual leave hours multiplied by the employee's final base hourly rate of pay, subject to the following limitation:

i. The maximum total amount of annual leave eligible for cash payment upon separation shall be the amount of remaining accumulated leave earned as of the end of the last full pay period in Fiscal Year 1995, or 360 hours, whichever is greater.

ii. Any accrued annual leave not eligible for cash payment may be converted to sick leave.

d. For all or any portion of the employee's sick leave balance earned as of the end of the last full pay period of Fiscal Year 1995, the employee may elect to receive cash payment in an amount equal to the total number of unused sick leave hours multiplied by one-half of the employee's base hourly rate of pay as of June 30, 1995. Sick leave earned beginning the first pay period of Fiscal Year 1996 is not subject to cash payment to the employee upon separation. Any employee who is entitled to credit for sick and annual leave under the terms of an applicable County sponsored pension plan will only be entitled to receive cash distribution for leave balances in accordance with the terms of the applicable pension plan.

e. Notwithstanding any provision in this Section to the contrary, an employee who is involuntarily separated from employment with the County for disciplinary reasons is not entitled to any payment for unused sick leave.

f. Notwithstanding any provision in this Section to the contrary, an employee who has been separated from employment under a separation-disability action pursuant to Section 16-189 of the Personnel Law shall forfeit any sick leave hours accumulated at the time of the employee's separation.

g. Upon retirement, an employee shall be entitled to receive credit, on an actuarial equivalent basis, for unused sick leave for which an authorized cash payment has not been

elected, as creditable service, in accordance with the applicable provisions of the State Personnel and Pension Article, Annotated Code of Maryland, as amended, and the terms of any applicable County sponsored pension plan.

E. Personal Leave

Each leave year twenty-four (24) hours of personal leave shall be granted to all permanent, full-time employees and sixteen (16) hours of personal leave shall be granted to all permanent, part-time employees eligible for annual leave. Unused leave is forfeited at the close of the Personal Leave Year. The Personal Leave Year for 2010 ends December 18, 2010 and the Personal Leave Year for 2011 closes December 17, 2011.

F. Compensatory Leave

1. Accrual:

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

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

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

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

3. County Compensatory Leave

a. FLSA-non-exempt employees who perform work over the standard workweek (40 hours), but report some type of a paid leave status during the standard workweek (40 hours), shall be credited with the number of County overtime hours worked times 100%.

b. FLSA-exempt employees assigned to General Schedule through Grade 24 shall be credited with the number of overtime hours worked over the standard schedule (80 hours) at the straight-time rate (100%) up to the number of paid leave hours during the same biweekly pay period. Any remaining hours worked can be credited at the one and one-half rate (150%). (For example: Employee has 16 hours annual leave and 88 hours worked for total of 104 hours. Compensation would be 64 regular work hours, 16 paid annual leave hours, 16 overtime hours at 100%, and 8 overtime hours at 150% rate.)

c. Employees in **Grades 25 through 33** who use the Electronic Timesheet System to capture machine-stamped or “real time” daily hours of work can be credited with the number of overtime hours worked over the standard schedule (80 hours) times 100%.

d. Those employees assigned to **Grades 25 and above** who use the Electronic Timesheet System to manually enter work and leave hours are precluded from earning compensatory leave related to overtime.

4. Use and Approval:

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

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

5. Compensatory Leave Disposition Upon Separation

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

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

G. Administrative Leave for Bereavement

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

H. Military Leave

Any employee called up to active military service in response to the terrorist attacks on September 11, 2001, the resultant war on terrorism or other military action shall be eligible for the benefits set forth herein: Payment of a salary supplement equal to the difference between the employee's base rate of pay and the employee's base military rate of pay, without the exhaustion of the employee's annual, personal and compensatory leave balances. Eligibility for health care benefits continues upon the employee entering a leave without pay status with both the employer and employee contributions of the premium being paid by the County. These benefits shall expire on February 27, 2011, unless otherwise extended.

I. Administration of Leave

The provisions governing the administration of the above types of leave, as well as other types of leave (holiday, administrative, parental, family and medical, disability, leave without



pay, and absence without leave) are specified in Division 17 of the Personnel Law and Administrative Procedure 284.

## **9. INCENTIVE AWARDS**

To the extent that funds have been appropriated for such purpose, employees may be granted incentive awards, subject to the provisions of Section 16-209 of the Personnel Law and Administrative Procedure 216, as approved by the Chief Administrative Officer.

## **10. UNEMPLOYMENT INSURANCE**

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

## **11. RETIREMENT AND PENSION BENEFIT PROVISIONS**

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

B. Current participants in the Employees' Retirement System may transfer to the Employees' Pension System, which is non-contributory up to the Social Security Wage Base.

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

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

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

### **F. Supplemental Pension Benefit**

#### **1. Benefit Accrual and Amounts**

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

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

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

## 2. Vesting

### a. Minimum Continuous Service Requirements

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

### b. Vested Benefit

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

## 3. Benefit Payment

The benefit accrued by an employee under either paragraphs 1 or 2, above, shall not be payable until retirement at the earlier of age fifty-five (55) and fifteen (15) years of service or age sixty-two (62) and five (5) years of service; or after thirty (30) years of service regardless of age; or has attained State normal retirement date.

## 4. Funding

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

results of the actuarial study.

5. Definitions

- a. Actual Service means service while employed as an employee of Prince George's County.
- b. Average Annual Compensation means an amount computed by dividing by three the compensation actually received by an employee during whatever period of thirty-six (36) consecutive months of continuous service will provide the largest total compensation for any such period.
- c. Compensation means the basic compensation actually received by an employee for service rendered as an employee for Prince George's County, excluding any overtime or other premium pay, bonuses or other additional compensation.
- d. Continuous Service means the most recent unbroken period of employment as an employee of Prince George's County.

6. Discontinued Service Benefit

In accordance with CR-41-1995, any employee separating from County Service on or after July 6, 1995 shall not be eligible for the Discontinued Service Benefit.

7. IRS Pickup Plan

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

- a. are designated as employee contributions to be picked up by the County within the meaning of Section 414 (h) (2) of the Internal Revenue Code and shall be treated as employer contributions in determining the tax treatment of such amounts under that Section;
- b. shall reduce the taxable compensation of the employee in an amount that equals the employee contributions picked up by the County;
- c. shall be paid by the County from the same source of funds that is used to pay compensation to the employee;
- d. shall, for all other purposes, be treated in the same manner and to the same extent as employee contributions made before establishment of the pickup plan.

Employees shall not be entitled to receive such amounts directly in lieu of having such amounts picked up by the County. This pickup plan becomes effective for pay periods beginning on or after its approval by the County Executive and the County Council. The County shall

apply to the Internal Revenue Service for a private letter ruling or other approval with respect to the pickup plan, but neither the application nor the receipt of such a ruling or approval are prerequisites to the implementation of the pickup plan.

## 12. GROUP HEALTH INSURANCE

- A. The County shall contribute seventy-three percent (73%) to the cost of the County's point-of-service health insurance plan for any employee who elects to participate in the program. Participating employees shall contribute the remaining twenty-seven percent (27%).
- B. The County shall contribute seventy-eight percent (78%) to the cost of a prepaid group health plan or Health Maintenance Organization (HMO) for any employee who elects to participate in the program. Participating employees shall contribute the remaining twenty-two (22%).
- C. Employees who provide proof of other medical coverage may choose to receive a credit instead of enrolling in a medical plan with the County.
- D. The County shall contribute eighty-eight percent (88%) to the County's deductible prescription drug and vision care programs for any employee who elects to participate in either program. The participating employee shall contribute the remaining twelve percent (12%). Employees who choose not to enroll in the Prescription Drug Plan may choose to receive a credit instead.
- E. Two dental plans are available to employees, the cost of which is paid by the employee if the employee elects to enroll in either of the plans.
- F. Employees may choose to enroll in a Long-Term Disability Program offering fifty percent (50%) or sixty percent (60%) of annual salary up to normal Social Security retirement age. Employees will pay the full cost of whichever option is chosen.
- G. Employees may contribute annually up to five thousand dollars (\$5,000.00) in a dependent care flexible spending account and up to five thousand dollars (\$5,000.00) in a health care flexible spending account.

## 13. LIFE INSURANCE

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

The County shall pay an Accidental Death & Dismemberment (AD&D) benefit of ten thousand dollars (\$10,000.00) upon the death of any County employee whose death results from an accidental personal injury arising out of and in the course of his/her employment in accordance with Section 16-232.01 of the Personnel Law. The AD&D benefit is also payable for a death or personal loss caused by an accident arising outside of employment.

#### **14. SOCIAL SECURITY AND MEDICARE**

The County is required to comply with the Federal Insurance Contribution Act (FICA) that provides for a federal system of old-age, survivors, disability (Social Security or OASDI), and hospital (Medicare or HI) insurance. Effective January 1, 2010, the County and each employee paid in accordance with this Salary Schedule shall make contributions of 6.2% to the Social Security fund (FICA-OASDI) up to the wage base limit of one hundred six thousand eight hundred dollars (\$106,800.00); and 1.45% to the Medicare fund (FICA-HI) on all wages paid. Employee contributions shall be made through payroll deductions.

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

#### **15. WORKERS' COMPENSATION**

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

#### **16. PAY PLAN POLICY STATEMENT**

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