

COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND
2022 Legislative Session

Resolution No. CR-030-2022
Proposed by The Chair (by request – County Executive)
Introduced by Council Members Hawkins, Streeter, Turner, Harrison, Taveras, Dernoga, Glaros
Co-Sponsors _____
Date of Introduction April 19, 2022

RESOLUTION

A RESOLUTION concerning

Compensation and Benefits,

General Schedule Employees - Salary Schedule G

For the purpose of amending the Salary Plan of the County to reflect bonus payments, in lieu of merits, for certain exempt employees within the Executive Branch.

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 new pay rates and other modified benefits for General Schedule Employees.

NOW, THEREFORE, BE IT RESOLVED by the County Council of Prince George's County, Maryland, that Salary Schedule G, submitted and recommended by the County Executive on April 4, 2022, which is attached hereto and made a part hereof, setting forth the following modifications: bonus payments, in lieu of merit increases for certain exempt employees within the Executive Branch, and correcting the number order in the wages section, be and the same is hereby approved.

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BE IT FURTHER RESOLVED that this Resolution shall take effect on the day it is adopted.

Adopted this 31st day of May, 2022.

COUNTY COUNCIL OF PRINCE
GEORGE'S COUNTY, MARYLAND

BY: _____
Calvin S. Hawkins, II
Chair

ATTEST:

Donna J. Brown
Clerk of the Council

SALARY SCHEDULE G

SCHEDULE OF PAY GRADES - GENERAL SCHEDULE

PRINCE GEORGE'S COUNTY, MARYLAND

FISCAL YEAR 2021 & FISCAL YEAR 2022

TABLE OF CONTENTS

	PAGE
1. SCHEDULED PAY RATES	1
2. DEFINITIONS	6
3. WAGES.....	6
4. WORKWEEK AND BIWEEKLY PAY PERIOD.....	7
5. WORK SCHEDULES	8
6. DESIGNATION OF MEAL PERIODS.....	8
7. PAY IN EXCESS OF BASE SALARY	8
8. LEAVE PROVISIONS	12
9. INCENTIVE AWARDS	16
10. UNEMPLOYMENT INSURANCE.....	16
11. RETIREMENT AND PENSION BENEFIT PROVISIONS	16
12. GROUP HEALTH INSURANCE	19
13. LIFE INSURANCE.....	20
14. SOCIAL SECURITY AND MEDICARE.....	21
15. WORKERS' COMPENSATION.....	21
16. PAY PLAN POLICY STATEMENT	21

1. SCHEDULED PAY RATES

SALARY SCHEDULE G

**SCHEDULE OF PAY GRADES – GENERAL SCHEDULE
EFFECTIVE JANUARY 2, 2022
PRINCE GEORGES COUNTY, MARYLAND**

GRADE		MINIMUM	MAXIMUM
G01	HOURLY	12.0250	24.2147
	BIWEEKLY	962.00	1937.17
	ANNUAL	25,012	50,367
G02	HOURLY	12.0250	24.2147
	BIWEEKLY	962.00	1937.17
	ANNUAL	25,012	50,367
G03	HOURLY	12.0250	24.2147
	BIWEEKLY	962.00	1937.17
	ANNUAL	25,012	50,367
G04	HOURLY	12.0250	24.2147
	BIWEEKLY	962.00	1937.17
	ANNUAL	25,012	50,367
G05	HOURLY	12.0250	24.2147
	BIWEEKLY	962.00	1937.17
	ANNUAL	25,012	50,367
G06	HOURLY	12.0250	24.2147
	BIWEEKLY	962.00	1937.17
	ANNUAL	25,012	50,367
G07	HOURLY	12.0911	24.3479
	BIWEEKLY	967.28	1947.83
	ANNUAL	25,149	50,644
G08	HOURLY	12.6956	25.5648
	BIWEEKLY	1015.65	2045.18
	ANNUAL	26,407	53,175

GRADE		MINIMUM	MAXIMUM
G09	HOURLY	13.3304	26.8434
	BIWEEKLY	1066.43	2147.47
	ANNUAL	27,727	55,834
G10	HOURLY	13.9969	28.1852
	BIWEEKLY	1119.75	2254.82
	ANNUAL	29,113	58,625
G11	HOURLY	14.6968	29.5946
	BIWEEKLY	1175.74	2367.57
	ANNUAL	30,569	61,557
G12	HOURLY	15.4318	31.0745
	BIWEEKLY	1234.54	2485.96
	ANNUAL	32,098	64,635
G13	HOURLY	16.2030	32.6281
	BIWEEKLY	1296.24	2610.25
	ANNUAL	33,702	67,867
G14	HOURLY	17.0131	34.2598
	BIWEEKLY	1361.05	2740.78
	ANNUAL	35,387	71,260
G15	HOURLY	17.8640	35.9726
	BIWEEKLY	1429.12	2877.81
	ANNUAL	37,157	74,823
G16	HOURLY	18.7575	37.7710
	BIWEEKLY	1500.60	3021.68
	ANNUAL	39,016	78,564
G17	HOURLY	19.6947	39.6594
	BIWEEKLY	1575.58	3172.75
	ANNUAL	40,965	82,491

GRADE		MINIMUM	MAXIMUM
G18	HOURLY	20.6799	41.6431
	BIWEEKLY	1654.39	3331.45
	ANNUAL	43,014	86,618
G19	HOURLY	21.7139	43.7250
	BIWEEKLY	1737.11	3498.00
	ANNUAL	45,165	90,948
G20	HOURLY	22.7994	45.9109
	BIWEEKLY	1823.95	3672.87
	ANNUAL	47,423	95,495
G21	HOURLY	23.9394	48.2063
	BIWEEKLY	1915.16	3856.51
	ANNUAL	49,794	100,269
G22	HOURLY	25.1365	50.6167
	BIWEEKLY	2010.92	4049.33
	ANNUAL	52,284	105,283
G23	HOURLY	26.3934	53.1475
	BIWEEKLY	2111.47	4251.80
	ANNUAL	54,898	110,547
G24	HOURLY	27.7130	55.8049
	BIWEEKLY	2217.04	4464.39
	ANNUAL	57,643	116,074
G25	HOURLY	29.0989	58.5956
	BIWEEKLY	2327.91	4687.65
	ANNUAL	60,526	121,879
G26	HOURLY	30.5537	61.5249
	BIWEEKLY	2444.29	4921.99
	ANNUAL	63,552	127,972

GRADE		MINIMUM	MAXIMUM
G27	HOURLY	32.0816	64.6013
	BIWEEKLY	2566.53	5168.10
	ANNUAL	66,730	134,371
G28	HOURLY	33.6853	67.8311
	BIWEEKLY	2694.83	5426.49
	ANNUAL	70,066	141,089
G29	HOURLY	35.3695	71.2227
	BIWEEKLY	2829.56	5697.82
	ANNUAL	73,569	148,143
G30	HOURLY	37.1382	74.7847
	BIWEEKLY	2971.05	5982.78
	ANNUAL	77,247	155,552
G31	HOURLY	38.9949	78.5231
	BIWEEKLY	3119.59	6281.85
	ANNUAL	81,109	163,328
G32	HOURLY	40.9450	82.4497
	BIWEEKLY	3275.60	6595.98
	ANNUAL	85,166	171,495
G33	HOURLY	42.9922	86.5715
	BIWEEKLY	3439.37	6925.72
	ANNUAL	89,424	180,069
G34	HOURLY	45.1418	90.9006
	BIWEEKLY	3611.34	7272.05
	ANNUAL	93,895	189,073
G35	HOURLY	47.3988	95.4454
	BIWEEKLY	3791.91	7635.63
	ANNUAL	98,590	198,526

GRADE		MINIMUM	MAXIMUM
G36	HOURLY	49.7686	100.2174
	BIWEEKLY	3981.49	8017.39
	ANNUAL	103,519	208,452
G37	HOURLY	52.2572	105.2286
	BIWEEKLY	4180.57	8418.29
	ANNUAL	108,695	218,876
G38	HOURLY	54.8699	110.4898
	BIWEEKLY	4389.59	8839.18
	ANNUAL	114,129	229,819
G39	HOURLY	57.6137	116.0145
	BIWEEKLY	4609.10	9281.16
	ANNUAL	119,837	241,310
G40	HOURLY	60.4940	121.8153
	BIWEEKLY	4839.52	9745.22
	ANNUAL	125,828	253,376
G41	HOURLY	63.5185	127.9060
	BIWEEKLY	5081.48	10232.48
	ANNUAL	132,118	266,044
G42	HOURLY	66.6948	134.3017
	BIWEEKLY	5335.58	10744.13
	ANNUAL	138,725	279,347

The minimum hourly rates are the January 5, 2020 rates. The maximum hourly rates are the January 5, 2020 maximum rates multiplied by 1.035%. For administrative purposes, the hourly rates are the controlling rates. Biweekly rates are the hourly rates multiplied by 80. Annual rates are the hourly rates multiplied by 2080 and rounded to the nearest dollar.

2. DEFINITIONS

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

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

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

3. WAGES

A. Cost of Living Adjustment

There will be no Cost-of-Living Adjustments for Fiscal Years 2021 and 2022.

B. Merit Increases

1. There will be no merit increases in FY 2021.

2. Employees who are otherwise eligible to receive a merit increase in FY 2022, will receive a merit increase on their anniversary date.

3. Except as set forth below in subparagraph (a) of this Section, employees covered by this Salary Schedule who were otherwise eligible to receive a merit increase in FY 2021 will receive a merit increase effective the last full pay period in FY 2022. There will be no retroactive payment for the FY 2021 merit.

a. Bonus Payment (in excess of base pay)

Notwithstanding the provision in Section B.3 above, the County Executive has the discretion to provide a bonus payment of 3.5% of their current salary to any of the following employees, in lieu of a merit increase:

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

b. The above bonus payment will be received the last full pay period of FY 2022. This payment is not part of the employee’s base pay and thus will not be considered as part of the employee’s salary for purposes of pension, overtime (if applicable), or any other benefits or payments.

c. Employees must have been employed by the County at least 12 months prior to receiving this bonus payment and employees may not receive both this bonus payment and merit increase unless the employee is eligible and is receiving the FY22 merit increase.

4. The County will increase the maximum pay by 3.5% effective the first full pay period in January 2022.

C. Salary Adjustments

Salary increases upon promotion or upward reallocation and salary decreases upon demotion or downward reallocation shall be in accordance with established procedures. If the hourly rate is within one percent (1%) or less below of the maximum, the hourly rate will be automatically adjusted upward to the maximum.

D. Retroactive COVID-19 Hazard Pay

Employees covered by Salary Schedules G are to receive the following:

1. Essential Public Facing employees, salary grades G33 and below, that reported to work from September 27, 2020 through April 24, 2021, will be entitled to receive a stipend in the amount of \$350.00 per pay period. The stipend will be called ***Retroactive COVID-19 Hazard Pay***. For an employee to receive the Retroactive COVID-19 Hazard Pay, an employee must have worked 75% of their scheduled hours. If an employee worked less than 75% of their scheduled hours, the COVID-19 Hazard Pay shall be prorated accordingly. For purposes of clarity, an ***essential public facing*** employee is one who, during the performance of their assigned duties, must have substantial direct contact with the public and other employees thus increasing their risk of exposure to COVID-19. Telework hours performed by an employee do not qualify for Retroactive COVID-19 Hazard Pay.
2. Essential Non-Public Facing employees, salary grades G33 and below, that reported to work from September 27, 2020 through April 24, 2021, will be entitled to receive \$200 per pay period of Retroactive COVID-19 Hazard Pay. For an employee to receive the \$200 Retroactive COVID-19 Hazard Pay, an employee must have worked 75% of their scheduled hours. If an employee worked less than 75% of their scheduled hours, the Retroactive COVID-19 Hazard Pay shall be prorated accordingly. For purposes of clarity, an ***essential non-public facing*** employee is one who, during the performance of their assigned duties, may have incidental contact with the public or other employees. Telework hours performed by an employee do not qualify for COVID-19 Hazard Pay.

4. **WORKWEEK AND BIWEEKLY PAY PERIOD**

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

A. The standard number of hours in a workday for full-time employees is eight (8) hours.

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

5. WORK SCHEDULES

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

6. DESIGNATION OF MEAL PERIODS

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

7. PAY IN EXCESS OF BASE SALARY

A. Overtime Pay

1. General Provisions:

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

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

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

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

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

Authorities are responsible for ensuring fund availability for overtime pay.

2. Limitations:

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

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

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

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

3. Compensatory Leave in Lieu of Overtime Pay

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

B. Premium Pay for Holiday Work

1. Grades 1 through 24:

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

2. Grades 25 and above:

No employee occupying a position allocated to a class in the General Schedule above Grade 24 shall be eligible for holiday premium pay (100%) for holiday work. However, when

expressly directed in writing by the Appointing Authority to perform such holiday work, such employee shall receive up to eight (8) hours of County compensatory leave for all hours worked on a holiday in addition to holiday work hours at the employee's base rate of pay.

3. Holiday on Regularly Scheduled Day Off:

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

C. Shift Differential

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

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

D. Pyramiding of Overtime and Premium Pay

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

E. Special Compensation for Certain Health Department Employees

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

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

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

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

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

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

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

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

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

F. Clothing Allowance for School Crossing Guard Supervisor

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

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

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

1. Weeknight "On Call" Coverage (Sunday through Thursday, 7 PM. to 9 PM.)
2. Weekday "On Call" Coverage (Monday through Friday, 6 AM. to 7 AM.)

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

Effective July 1, 2012, employees in the Construction Standards Inspector IV, G-26, Construction Standards Code Enforcement Officer, G-29, Chief Electrical Inspector, G-27, Assistant Associate Director Licenses and Inspections Group, G-31 and Associate Director, Licenses and Inspections Group, G-33, classes of work will receive a special duty pay supplement at a rate of six percent (6%) per hour above their regular base pay, provided they substantiate to the County that they have passed the applicable International Code Council (ICC) examination listed immediately below:

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

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

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

I. Certification of Engineering Technician

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

J. “On Call” Pay for Facilities Maintenance Supervisors

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

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

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

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

8. LEAVE PROVISIONS

A. Sick Leave

Sick leave may be accumulated from year to year.

All full-time employees earn four and one-half (4 1/2) hours of sick leave each pay period

with a periodic adjustment to ensure that each employee earns fifteen (15) days of sick leave each leave year through the duration of County service. Each such day shall constitute eight (8) hours.

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

B. Annual Leave

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

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

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

C. Maximum Accumulation of Annual Leave

1. A maximum of 360 hours of accumulated annual leave earned beginning with the first pay period in Fiscal Year 1996 may be carried over from one leave year to the next by an employee.

a. Notwithstanding the provisions of Section 16-220 (d) of the Personnel Law, a maximum of 440 hours of accumulated annual leave may be carried over from leave year 2021 into leave year 2022, however, the annual leave payout amount is not being increased. Unless amended by future legislation, the maximum amount of annual leave that may be carried over from leave year 2022 into leave year 2023 shall revert back to 360 hours. This modified benefit shall sunset automatically upon its implementation.

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

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

D. Sick and Annual Leave Disposition Upon Separation

1. The annual and sick leave balances accumulated by an employee shall, upon the employee's separation from employment, with proper notice of separation as determined by the

employee's appointing authority, be liquidated in the following manner:

- a. The employee may elect to retain all or any portion of the employee's sick and annual leave balances credited to the employee's leave record for the period of time equal to the employee's eligibility for reappointment as determined in accordance with Section 16-148(a)(8) of the Personnel Law;
- b. The employee may elect to apply all or any portion of the employee's sick and annual leave balances to employment elsewhere, provided another employer has agreed to accept accumulated sick or annual leave balances for credit on behalf of the employee;
- c. Except in the case of an employee who is entitled to credit for sick and annual leave balances under the terms of an applicable County sponsored pension plan, the employee may elect to receive cash payment for all or any portion of the employee's annual leave balance in an amount equal to the total number of unused annual leave hours multiplied by the employee's final base hourly rate of pay, subject to the following limitation:
 1. The maximum total amount of annual leave eligible for cash payment upon separation shall be the amount of remaining accumulated leave earned as of the end of the last full pay period in Fiscal Year 1995, or 360 hours, whichever is greater.
 2. Any accrued annual leave not eligible for cash payment may be converted to sick leave.
- d. For all or any portion of the employee's sick leave balance earned as of the end of the last full pay period of Fiscal Year 1995, the employee may elect to receive cash payment in an amount equal to the total number of unused sick leave hours multiplied by one-half of the employee's base hourly rate of pay as of June 30, 1995. Sick leave earned beginning the first pay period of Fiscal Year 1996 is not subject to cash payment to the employee upon separation. Any employee who is entitled to credit for sick and annual leave under the terms of an applicable County sponsored pension plan will only be entitled to receive cash distribution for leave balances in accordance with the terms of the applicable pension plan.
- e. Notwithstanding any provision in this Section to the contrary, an employee who is involuntarily separated from employment with the County for disciplinary reasons is not entitled to any payment for unused sick leave.
- f. Notwithstanding any provision in this Section to the contrary, an employee who has been separated from employment under a separation-disability action pursuant to Section 16-189 of the Personnel Law shall forfeit any sick leave hours accumulated at the time of the employee's separation.
- g. Upon retirement, an employee shall be entitled to receive credit, on an actuarial equivalent basis, for unused sick leave for which an authorized cash payment has not been elected, as creditable service, in accordance with the applicable provisions of the State Personnel and Pension Article, Annotated Code of Maryland, as amended, and the terms of any applicable County sponsored pension plan.

E. Personal Leave

Twenty-four (24) hours of personal leave shall be granted to all permanent, full-time employees and sixteen (16) hours of personal leave shall be granted to all permanent, part-time employees eligible for annual leave.

F. Compensatory Leave

1. Accrual:

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

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

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

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

3. County Compensatory Leave

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

4. Use and Approval:

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

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

5. Compensatory Leave Disposition Upon Separation

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

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

G. Administrative Leave for Bereavement

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

H. Military Leave

Any employee called up to active military service in response to the terrorist attacks on September 11, 2001, the resultant war on terrorism or other military action shall be eligible for the benefits set forth herein: Payment of a salary supplement equal to the difference between the employee's base rate of pay and the employee's base military rate of pay, without the exhaustion of the employee's annual, personal and compensatory leave balances. Eligibility for health care benefits continues upon the employee entering a leave without pay status with both the employer and employee contributions of the premium being paid by the County. These benefits shall expire on March 1, 2023, 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 Personnel 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 Personnel Procedure 216, as approved by the Chief Administrative Officer.

10. UNEMPLOYMENT INSURANCE

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

11. RETIREMENT AND PENSION BENEFIT PROVISIONS

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

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

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

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

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

F. Supplemental Pension Benefit

1. Benefit Accrual and Amounts.

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

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

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

2. Vesting.

a. Minimum Continuous Service Requirements

No employee covered by this Salary Schedule shall be entitled to any benefit described in this Section until the employee has completed a minimum of five (5) years of actual and continuous service as an employee for Prince George's County. See paragraph 7. below for modifications effective July 1, 2012.

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. See paragraph 7. below for modifications effective July 1, 2012.

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. See paragraph 7. below for modifications effective July 1, 2012.

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.

e. 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.

6. IRS Pickup Plan.

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

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

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

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

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

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

7. Supplemental Pension Plan Modifications effective July 1, 2012

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

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

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

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

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

12. **GROUP HEALTH INSURANCE**

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

Effective January 1, 2018, the County shall contribute seventy percent (70%) to the cost of the preferred provider option health insurance plan for any employee who elects to participate in the program. Participating employees shall contribute the remaining thirty percent (30%).

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%).

Effective January 1, 2018, 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 employees shall contribute the remaining twenty-five (25%).

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.

Effective January 1, 2018, the County shall contribute eighty-five percent (85%) 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 fifteen percent (15%). Employees who choose not to enroll in the Prescription Drug Plan may choose to receive a credit instead.

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

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

G. Employees may contribute annually up to five thousand dollars (\$5,000.00) in a dependent flexible spending account and up to two thousand seven hundred fifty dollars (\$2,750.00) in a health care flexible spending account and is subject to change by the Internal Revenue Service.

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 two hundred twenty-five thousand dollars (\$225,000.00). Employees may choose to increase their life insurance from one to four times their annual salary up to a total of eight hundred twenty-five thousand dollars (\$825,000.00) 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.

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

14. SOCIAL SECURITY AND MEDICARE

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

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

15. WORKERS' COMPENSATION

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

16. PAY PLAN POLICY STATEMENT

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