

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

**1999 Legislative Session**

Bill No. CB-75-1999

Chapter No. 57

Proposed and Presented by The Chairman (by request – County Executive)

Introduced by Council Members Estepp, Gourdine, Hendershot, Maloney, Russell

Shapiro, Scott and Wilson

Date of Introduction October 26, 1999

**BILL**

1 AN ACT concerning

2 Collective Bargaining Agreement – International Association of

3 Fire Fighters, Local 1619

4 (Nonuniformed Civilians)

5 For the purpose of amending the labor agreement by and between Prince George's County and  
6 the International Association of Fire Fighters, Local 1619 to provide for wage increases and  
7 certain other terms and conditions of employment for personnel classifications certified by the  
8 Prince George's County Public Employee Relations Board.

9 BY repealing and reenacting with amendments:

10 SUBTITLE 16. PERSONNEL.

11 Section 16-233(f)(20),

12 The Prince George's County Code

13 (1995 Edition, 1998 Supplement).

14 SECTION 1. BE IT ENACTED by the County Council of Prince George's County,  
15 Maryland, that Section 16-233(f)(20) of the Prince George's County Code be and the same is  
16 hereby repealed and reenacted with the following amendments:

17 SUBTITLE 16. PERSONNEL.

18 DIVISION 19. COLLECTIVE BARGAINING.

19 Sec. 16-233. General.

20 (f) The following collective bargaining agreements are hereby adopted and approved.

(20) Declaration of Approval – International Association of Fire Fighters, Local 1619, AFL-CIO (Nonuniformed Civilians).

The County Council of Prince George's County, Maryland, having fully considered the labor agreement concluded between Prince George's County and International Association of Fire Fighters, Local 1619, AFL-CIO on [February 6, 1998] October 1, 1999, hereby approves said Agreement for nonuniformed civilian employees in the Fire/EMS Department in accordance with the provisions of Section 13A-109 of the Prince George's County Code.

SECTION 2. BE IT FURTHER ENACTED that this Act shall take effect forty-five (45) calendar days after it becomes law and that the Agreement shall be retroactively effective to July 1, 1999.

Adopted this 23rd day of November, 1999.

COUNTY COUNCIL OF PRINCE  
GEORGE'S COUNTY, MARYLAND

BY: \_\_\_\_\_  
M. H. Jim Estepp  
Chairman

ATTEST:

\_\_\_\_\_  
Joyce T. Sweeney  
Clerk of the Council

APPROVED:

DATE: \_\_\_\_\_ BY: \_\_\_\_\_  
Wayne K. Curry  
County Executive

KEY:  
Underscoring indicates language added to existing law.  
[Brackets] indicate language deleted from existing law.

AGREEMENT MADE BY  
AND BETWEEN  
PRINCE GEORGE'S COUNTY, MARYLAND  
AND  
INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS  
LOCAL 1619  
(NONUNIFORMED CIVILIAN BARGAINING UNIT)  
JULY 1, 1999 THROUGH JUNE 30, 2001

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## **PURPOSE**

This Collective Bargaining Agreement (hereinafter the "Agreement") is entered into by Prince George's County, Maryland (hereinafter the "County") and Local 1619 International Association of Fire Fighters, AFL-CIO, (hereinafter the "Union" or the "IAFF"). It is the purpose of this Agreement to ensure that all work performed under it shall be performed efficiently, economically and without interruption.

In order to maintain a spirit of harmony, labor-management peace, and stability during the term of this Agreement, the parties agree to establish effective and binding methods for the settlement of all misunderstandings, disputes or grievances which may arise under the agreement. Therefore, the IAFF agrees not to engage in any strike, and the County agrees not to engage in any lockout.

## **ARTICLE I -- RECOGNITION**

The County recognizes the Union as the sole and exclusive bargaining agent of the nonuniformed civilian employees of the Prince George's County Fire/EMS Department in the units for which it was certified by the Prince George's County Public Employee Relations Board, to wit:

UNIT I:        Account Clerk I, II, III, IV  
                  Accounting Technician  
                  Administrative Aide I, II  
                  Clerk Typist I, II  
                  Data Coordinator  
                  Data Entry Operator I, II  
                  Fire Investigation Officer  
                  General Clerk I, II, III, IV  
                  Personnel Aide I, II, III  
                  Public Service Aide I, II  
                  Supply/Property Clerk I, II, III, IV  
                  Supply Technician

UNIT II:        Administrative Aide III  
                  Administrative Aide IV  
                  Garage Supervisor

UNIT III:       Accountant I, II, III, IV  
                  Administrative Assistant I, II, III, IV  
                  Audio Visual Specialist I, II, III, IV  
                  Citizen Services Specialist I, II, III  
                  Community Developer I, II, III  
                  Contract Project Coordinator I, II, III, IV  
                  Executive Administrative Aide  
                  Investigator  
                  Supply Manager I, II, III, IV

The provisions of this Agreement shall apply to all unit members unless otherwise specified.

## **ARTICLE II -- EQUAL EMPLOYMENT OPPORTUNITY**

### **Section 2.1 Policy**

It is the policy of the County to provide equal opportunities in employment; to prohibit discrimination in employment against any employee or applicant for employment because of race, age, color, religion, creed, sex, sexual orientation, political affiliation, country of national origin, disability, marital status, or labor organization affiliation; and to promote and implement a positive and continuing program of equal employment opportunity.

It is the policy of the Union that it shall not discriminate against any employee or cause or attempt to cause the County to discriminate against any employee because of race, age, color, religion, creed, sex, sexual orientation, political affiliation, country of national origin, disability, marital status or labor organization affiliation.

The provisions of this Agreement shall be applied equally to all employees without discrimination on the basis of race, color, creed, sex, sexual orientation, marital status, religion, union or political affiliation, country of origin, age or disability.

## **ARTICLE III -- ORGANIZATIONAL SECURITY**

### **Section 3.1 Union Membership**

All employees covered by this Agreement who are members of the Union or who elect to become members of the Union shall, pursuant to Section 3.2, remain members of the Union for the duration of this Agreement. All employees covered by this Agreement who elect not to become members of the Union shall be required, as a condition of continued employment, to pay a monthly service fee in an amount not greater than the monthly dues paid by members of the Union, which fees shall be remitted to the Union.

### **Section 3.2 Checkoff**

A. Upon the presentation by the Union of a list of the individual employees covered by this Agreement for each of whom the Union certifies to have on file a written authorization for dues deduction or service fee deduction duly executed by the employee, the Union shall be entitled to have such employees' membership dues or service fees deducted from their paychecks on a biweekly basis. Such authorization shall be irrevocable and automatically renewed from year to year thereafter unless revoked by the employee pursuant to Section 13A-108(c) of the Labor Code.

The amounts to be deducted shall be certified to the County by the Treasurer of the Union, and the aggregate deductions of all employees shall be remitted monthly to the Union along with an itemized statement.

The Union agrees to hold harmless and indemnify the County for any liability arising from the application of this Article.

B. Except as otherwise expressly provided in this contract, the Employer will not seek to encourage or discourage Union membership.

### Section 3.3 Conferences and Seminars

Members of the bargaining unit shall be granted time to attend conventions and conferences without loss of pay or leave with prior approval of the County Fire Chief (not to be unreasonably withheld), and further provided that such meetings shall not exceed six (6) per fiscal year and that not more than two (2) members of the bargaining unit request such approval.

The County Fire Chief will be notified thirty (30) days in advance of such meetings. Notice of less than thirty (30) days will be accepted where there are unusual circumstances which prevent giving thirty (30) days notice. In no event shall notice be less than seven (7) days.

### Section 3.4 Leave for Negotiations

Employees (not to exceed three (3) in number) who, upon the request of the Union are excused from their regular assignment for the purpose of participating in negotiation sessions with representatives of the County, shall suffer no loss of pay or leave.

### Section 3.5 Union President

The President of the Union shall be granted administrative leave with pay as may be required for the purpose of discharging his official duties as Union President.

### Section 3.6 Communication Distribution

Provided always that the distribution needs of the Fire/EMS Department be paramount, the Union will be permitted to use the Fire/EMS Department's courier service for distribution of official Union communications. The President of Local 1619 shall be designated as a distributee of information distributed to the fire service.

### Section 3.7 Union Pins and Jackets

The employees shall be allowed to wear a pin and/or watch fob showing their Fire/EMS Department Union affiliation on the official Fire/EMS Department uniform. Employees may wear an IAFF jacket with their uniform to and from work.

### Section 3.8 Non-participation in Volunteer Activities

No career employee shall be required to participate in fundraising activities of a volunteer corporation (for example, bingos, crab feasts, or any business that relates to private volunteer corporations).

### Section 3.9 P.A.C. Deduction

The County agrees to deduct on a biweekly basis from the payroll checks of employees covered by this agreement who so request in writing voluntary contributions to the Prince George's County Professional Fire Fighters P.A.C. fund. The Union agrees to indemnify and hold harmless the County from any loss or damage arising from the operations of this Article.



## **ARTICLE IV -- MANAGEMENT RIGHTS**

Except as specifically modified or restricted in this Agreement, the County reserves the right to determine the standards of service offered the public; to maintain the efficiency of the County's operations; to determine the methods, means and personnel by which the County's operations are to be conducted; to direct the work of its employees; to hire, promote, demote, transfer, assign and retain employees in positions; to suspend or discharge employees for just cause; to relieve employees from duty because of lack of work; and to take any action necessary to carry out the mission of the County.

## **ARTICLE V -- WAGES**

### Section 5.1 Wages

#### A. Fiscal Year 2000

Effective the first full pay period beginning on or after July 1, 1999, employees covered by this Agreement will receive a one and one-half percent (1.5%) increase in their base hourly rates of pay.

Employees covered by this Agreement who are otherwise eligible to receive a merit increase during the period from July 1, 1999 through June 30, 2000, will receive it.

#### Fiscal Year 2001

Effective the first full pay period beginning on or after July 1, 2000, employees covered by this Agreement will receive a one and one-half percent (1.5%) increase in their base hourly rates of pay.

Effective the first full pay period beginning on or after April 1, 2001, employees covered by this Agreement will receive a one and one-half percent (1.5%) increase in their base hourly rates of pay.

Employees covered by this Agreement who are otherwise eligible to receive a merit increase during the period from July 1, 2000 through June 30, 2001, will receive it.

#### B. Wage Scale for Bargaining Unit Members

Amend the Pay Scale effective July 1, 1998 to provide a longevity step which is three percent (3%) above the maximum step. An employee will be eligible to advance to this longevity step on his/her anniversary date occurring on or after the date the employee has completed nineteen years of service.

Amend the Pay Scale effective July 4, 1999 to supercede the modification effective July 1, 1998, described in the previous paragraph, and provide the following longevity steps:

L1 - Three percent (3%) above the maximum rate, to which an employee will be eligible to advance after completing seventeen (17) years of service.

L2 - Three percent (3%) above the L1 rate, to which an employee will be eligible to advance after completing nineteen (19) years of service.

L3 - Three percent (3%) above the L2 rate, to which an employee will be eligible to advance after completing twenty-two (22) years of service.

L4 - Three percent (3%) above the L3 rate, to which an employee will be eligible to advance after completing twenty-five (25) years of service.

L5 - Two and one-half percent (2.5%) above the L4 rate, to which an employee will be eligible to advance after completing twenty-eight (28) years of service.

The longevity steps, described above, will be phased in as follows:

1. - Beginning in FY2000, advancement to a longevity step will be effective on an employee's anniversary date.

2. - An employee at the maximum rate (or the current longevity rate), whose anniversary date falls between July 1 and July 3, 1999, and who has completed the required years of service for a longevity step (after subtracting two (2) years for lack of credit toward a merit increase during FY96 and FY97) will advance to the first (or next) longevity step, as appropriate, effective on July 4, 1999.

3. - An employee, whose years of service (after subtracting two (2) years for lack of credit toward a merit increase during FY96 and FY97) would otherwise warrant his/her advancement by more than a single longevity step during FY2000, will only advance at the rate of one longevity step per fiscal year until the employee reaches the longevity step appropriate for his/her years of service (adjusted for two (2) years' lack of credit toward a merit increase during FY96 and FY97).

C. Shift Differential. Any full-time employee whose regularly assigned tour of duty requires that at least fifty percent (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) per hour for all hours actually worked between 6 p.m. and 6 a.m.

Shift differential is considered as premium pay and shall not be included in the rate of base pay used to compute:

all leave categories as provided in Division 17 of the Personnel Law;  
holiday premium pay; and,

retirement and insurance deductions and benefits.

D. Acting Pay. When an employee is assigned by the Employer to perform in an acting capacity substantially all the duties and responsibilities of any other position with a higher grade and does in fact assume the duties of that position for a period of greater than seven (7) consecutive days, he/she shall be paid at a rate of pay which is equivalent to a one-step increase or the minimum necessary to place the employee at the entry level rate of the higher grade, and

shall continue to be paid at that rate of pay until relieved by the person for whom he/she is acting, or by a person of equal rank to that position, who is permanently assigned to that station or bureau.

Beginning with the forty-sixth (46th) consecutive day in such an acting capacity, an employee shall be paid at a rate of pay which is ten percent (10%) above his/her regular rate of pay or the minimum necessary to place the employee at the entry level rate of the higher grade, whichever is greater, while he or she continues to work in the acting capacity.

#### Section 5.1.E. Filling Vacancies

A "vacancy" is a permanent opening created by the termination, transfer, promotion or retirement of an incumbent bargaining unit employee which the County intends to fill or which is created when the County determines its operational needs require additional bargaining unit employees. Whenever a vacancy occurs, and the County elects, in its discretion, to fill the vacancy through the competitive process, the County will advertise the specific position to bargaining unit employees by posting a notice at all work locations at places where notices to employees are customarily posted. The Union at the same time will be notified of the vacancy. Any employee covered by this Agreement may apply for any vacancy, as defined in this Section 5.1.E. In the event that a vacancy is to be filled from an existing register, if an employee is not already on the necessary eligibility register, he or she will be afforded the opportunity to take any test required to qualify for the eligibility register.

When a bargaining unit member applies for a vacancy through the normal competitive process and is determined to be qualified for the position, the name of the qualified bargaining unit employee will be placed on the list of eligibles sent to the Fire/EMS Department for its consideration. The Fire/EMS Department will ensure that any bargaining unit member on any list of eligibles will be granted an interview for the position vacancy.

#### Section 5.2 Supplemental Retirement Benefit

##### 1. Benefit Accrual and Amounts

Effective July 1, 1992, employees covered by this Agreement shall commence participation in a supplemental retirement benefit program. The supplemental retirement program will be jointly funded through County and employee contributions as described in paragraph 4 (Funding) below. The rate of accrual and amount of the benefit payable under this program are determined as follows:

a. Benefit accrual is at the rate of 0.6% times the number of years of actual and continuous service the employee has as a full-time Prince George's County employee, to a maximum of twenty-five (25) years of actual and continuous service, multiplied by the employee's average annual compensation, as determined pursuant to paragraph 5, below.

b. Pursuant to paragraph 1, above, the maximum benefit payable to any eligible employee is fifteen percent (15%) of the employee's average annual compensation, as determined pursuant to paragraph 5, below.

## 2. Vesting

### a. Minimum Continuous Service Requirements

No employee covered by this Agreement 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 paragraph 1, above; 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.

## 4. Funding

The cost of funding this supplemental retirement plan for all participating employees, as determined by the Plan's actuary, will be shared on an equal basis by the employees and the County through regular contributions each pay period.

## 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 (3) 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. Representative on Supplemental Pension Board

Effective when this Agreement is enacted into law, International Association of Fire Fighters Local 1619 shall nominate one (1) representative to the Board of Trustees of the Fire Fighters Supplemental Pension Plan to the County Executive.

7. Pension Plan Modifications effective in FY98 and FY99

Credit for CETA service The Supplemental Retirement Plan for employees covered by this agreement will be amended to permit those plan participants who were hired before July 1, 1980 as CETA employees to receive credit for that service toward normal retirement provided this can be achieved at no additional cost to the County or to the Supplemental Retirement Plan.

Benefit Increase Effective June 30, 1999, the benefit accrual rate in paragraph 1 of Section 5.2, above, shall be increased from 0.6% to 0.8% per year for up to twenty-five (25) years of service for an increase in the maximum benefit from fifteen percent (15%) to twenty percent (20%).

Hold Harmless Benefit Calculation.

For any employee covered by this Agreement who retires during the period from July 1, 1999, through June 30, 2001, "Average Annual compensation" as that term is defined in the Supplemental Retirement Plan, will be calculated as if the employee had received all merit step increases in Fiscal Year 1996 and 1997 on his /her anniversary date that the employee would otherwise have been eligible to receive but for the deferral of such step increase in that year.

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 Section 5.2.4. (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 with respect to the pickup plan,

but neither the application nor the receipt of such a ruling are prerequisites to the implementation of the pickup plan.

#### Section 5.3 Joint Study Committee

A Joint Study Committee with equal representation of the Union (both the Uniformed Civilian and Nonuniformed Civilian bargaining units) and the County shall be established and meet quarterly beginning July 1, 1999 to study whether there may be feasible pension alternatives for members of both civilian bargaining units. By July 1, 2000, the committee shall report its findings, with recommendations, to the Fire Chief for forwarding to the Chief Administrative Officer.

#### Section 5.4 Group Health Insurance Coverage

A. The County shall contribute seventy-five percent (75%) to the cost of the County's point of service health insurance plan for any employee who elects to participate in the plan. Participating employees shall contribute the remaining twenty-five percent (25%).

B. For those employees who elect to enroll in a prepaid group health plan or Health Maintenance Organization (HMO), the Employer's contribution shall be equal to eighty percent (80%) of the cost of HMO coverage and the participating employees contribution shall equal the remaining twenty percent (20%).

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

E. Two Dental Plans are available to employees, the cost of which is paid by the employee if the employee elects to enroll in the plan.

F. These employees shall be covered by Fire Fighter Agreement on Prescription Plan.

G. The County shall contribute to the County's deductible prescription and optical care programs for any employee who retires on or after July 1, 1998 on the same basis that it contributes on behalf of active employees.

H. 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.

I. Employees may contribute up to \$5,000 in a dependent flexible spending account and up to \$3,000 in a medical flexible spending account. The minimum that may be contributed to either account is \$10 per pay period for the 2000 Plan Year.

J. Life Insurance. The County shall pay one hundred percent (100%) of the monthly premium for County life insurance for each employee in the amount of two (2) times the

employee's annual salary up to a maximum of One Hundred Fifty Thousand Dollars (\$150,000). Employees may choose to increase their life insurance from one to four times their annual salary up to a total of \$750,000 including the base amount provided by the County. Employees will pay for the increased coverage at rates based on their age. Employees may choose to reduce their life insurance at one times their annual salary and receive a credit.

The County shall pay a death benefit of Ten Thousand Dollars (\$10,000) upon the death of any employee covered by this Agreement whose death results from an accidental personal injury arising out of and in the course of his/her employment.

#### Section 5.5 Call-Back Pay

An employee who is called back from off- duty, and does in fact perform duties on behalf of the Prince George's County Fire/EMS Department during his/her normal off-duty hours by authority of the County Fire Chief, shall be paid the minimum of four (4) hours at one and one-half (1 1/2) times his/her regular rate of pay. This provision shall not apply to administrative hearings or disciplinary procedures that affect the employee. However management will attempt to schedule such hearings and/or procedures during the normal duty hours of the employee; or, at a time mutually agreeable to both parties.

#### Section 5.6 Early Reporting Time

An employee who is called in to work by career officers authorized by the County Fire Chief for two (2) hours or less immediately before his/her normally scheduled starting time shall be paid for such hours at one and one-half (1 1/2) times his/her regular rate of pay and will be paid his/her regular rate of pay beginning with his/her regular starting time.

The provisions of Section 5.4 shall apply to an employee called in to work more than two (2) hours immediately before his/her regularly scheduled starting time.

#### Section 5.7 Holidays

The following shall be designated as holidays within the scope of this Agreement:

New Year's Day	Columbus Day
Martin Luther King's Birthday	Veterans Day
Washington's Birthday	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	Presidential Inauguration Day (every 4 years)
Labor Day	County Employees' Appreciation Day
Fire Fighter Recognition Day (Friday before the observance of Memorial Day)	

Further, beginning in the 1998 wage reporting year, employees covered by this Agreement will be granted an additional four (4) hours of personal leave each wage reporting year in lieu of the former General Election Day Holiday.

#### Section 5.8 Holiday Pay

If an employee works on a designated holiday, he/she shall be paid at the rate of two (2) times his/her regular rate of pay for all hours worked on the holiday and the employee shall not receive an additional day off.

#### Section 5.9 Standby Duty

There shall be two (2) tours of standby duty.

Monday 07:00 - Friday 15:00

Friday 15:00 - Monday 07:00

A bargaining unit employee required by the Fire Chief or his designee to be on standby during the Monday through Friday tour of duty shall be compensated at the rate of two (2) hours of compensatory time per day; the rate of compensation for the Friday through Monday tour shall be four (4) hours of compensatory time per day. The rate of compensation for standing by on a designated holiday shall be a total of eight (8) hours of compensatory time. An employee who is called back to active duty while on standby will receive no standby pay for the day on which the active duty was performed.

This Section shall not apply to unusual circumstances which result in the Department's Emergency Operation Plan being placed into effect, provided that when a "yellow alert" is in effect for seventy-two (72) hours those affected employees shall receive one (1) day's pay. In addition, affected employees shall be compensated at a rate of one (1) day's pay for each subsequent seventy-two (72) hours on alert.

#### Section 5.10 Pay While on I.O.J. Leave

Any employee who is on I.O.J. or disability leave shall receive all pay during said period as disability income.

### **ARTICLE VI -- LEAVE PROVISIONS**

#### Section 6.1 Sick Leave

Sick leave policies shall be administered in accordance with the Prince George's County Personnel Law requirements.

#### Section 6.2 Annual Leave

Annual leave policies shall be administered in accordance with the Prince George's County Personnel Law requirements.

(a) A maximum of three hundred sixty (360) hours of accumulated annual leave earned beginning with the first pay period in the 1997 leave year (i.e., January 5, 1997) may be carried over from one leave year to the next by an employee. (i.e., new annual leave).

(b) An employee shall be allowed to carry over annual leave earned as of the last full pay period in leave year 1996 (i.e., old annual leave) even if such accumulated amount is in excess of



the maximum allowed in Subsection (a)., above, or in excess of the one hundred thirty (130) day maximum allowed in the first paragraph of former Section 6.2.

(c) Effective beginning with the 1997 leave year, new annual leave in excess of the three hundred sixty (360) hour limit will convert to new sick leave.

### Section 6.3 Sick and Annual Leave Disposition Upon Separation

Effective beginning with the 1997 leave year (i.e. January 5, 1997), the annual and sick leave balances accumulated by an employee shall, upon the employee's separation from employment, with proper notice of separation, be liquidated in the following manner:

1. 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).

2. 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;

3. 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:

Upon separation from employment, employees who participate in the Maryland State Retirement Systems (MSRS) may elect to receive a cash payment for the remainder of their annual leave hours that were accumulated as of the end of the 1996 leave year OR up to 360 hours of accumulated annual leave, whichever is greater. Any remaining amount would be converted to sick leave and could be applied to purchase MSRS pension credit at the applicable rate.

4. Upon separation from employment for non-disciplinary reasons (including but not limited to retirement, disability and death), eligible employees will receive cash payment for unused sick leave accumulated as of the end of the 1996 leave year at 2.5% for each year of service (through the date of separation) at the employee's base hourly rate of pay as of January 1, 1997. However, if a fire fighter with less than twenty (20) years of actual service terminates employment as a result of death or disability, he/she shall receive a 50% cash-out of unused accumulated sick leave as of the end of the 1996 leave year.

5. For individuals who participate in the MSRS plan, sick leave earned beginning with the first pay period in the 1997 leave year is not subject to cash payment but may be used to purchase MSRS pension credit at the applicable rate.

6. 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.

#### Section 6.4 Personal Leave

Two and one-half (2.5) paid personal leave days per leave year, including the four (4) hours in Section 5.7 (Holidays), shall be granted to each employee eligible for annual leave. A personal leave day shall be requested and approved in advance of use. There shall be no accumulation of personal leave days and unused personal leave shall be forfeited at the end of the leave year or upon termination of employment. A personal leave day equals eight (8) hours. Personal leave may be taken in increments of four (4) hours.

#### Section 6.5 Bereavement Leave

Members of the Unit shall be entitled to use accumulated sick leave for the purpose of bereavement when a death occurs in a member's family. A maximum amount of sick leave used shall not normally exceed three (3) working days. The term "family" shall mean and include the member's spouse, child, sister, brother, parent, grandparent and aunt or uncle. Leave needed beyond three (3) days because of travel distance, religious requirements or other extenuating circumstances may be extended on a case-by-case basis, but in no instance shall such bereavement leave be approved beyond seven (7) working days. The first three (3) days of bereavement leave taken upon the death of a parent, spouse or child will be administrative leave rather than sick leave.

#### Section 6.6 Additional Leave Provisions

In the event the County Executive grants administrative leave to non-essential County employees because of extreme inclement weather or other hazardous working conditions, which may prevent employees from reporting to work or which may require early release from work, those employees required by the Fire/EMS Department to perform duties will be entitled to receive one (1) hour of compensatory time for each hour worked during the emergency, in addition to any pay to which they are entitled for that period.

#### Section 6.7 Sick Leave Bank

The Union shall have the right to maintain a "Sick Leave Bank" for the employees covered by this Agreement. Such sick leave shall be accumulated through voluntary donations of sick leave by bargaining unit members. This leave may then be transferred to the account of another bargaining unit member with a zero annual and sick leave balance. Use of such transferred leave shall be limited to sickness or disability which incapacitates the employee.

The administration of this leave bank shall be the responsibility of the Union. The parties agree to develop an agreed to form to be used for transferring sick leave under this provision. The County agrees to maintain the records of the sick leave bank and shall only transfer sick leave from this bank to the account of an employee upon receiving written authorization from the Union.

#### Section 6.8 Administration of Leave

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

## **ARTICLE VII -- SAFETY & HEALTH**

### **Section 7.1 Cooperation**

The County and the Union agree to cooperate to the fullest extent in the promotion of safety and health.

### **Section 7.2 Safety Officer**

There shall be a safety officer from within the Fire/EMS Department to investigate accidents, find cause for accidents, make recommendations for the prevention of accidents, and to keep records and statistics of accidents. The safety officer or his/her designee, shall be empowered to enforce his/her recommendations once they are approved by the County Fire Chief.

### **Section 7.3 Safety**

A. Where an unsafe condition is alleged to exist, the affected employee shall first notify his/her immediate supervisor who shall take any necessary corrective action. Where an unsafe condition is alleged to exist by the Union on behalf of affected employees, the matter may be referred directly to the Departmental Safety Officer pursuant to subparagraph B., below.

B. If the parties fail to resolve any difference or disagreement over the existence of such an unsafe condition, or the appropriate corrective measures to be taken, the issue may be referred by the Union in writing to the Departmental Safety Officer. Within ten (10) working days after receipt of the Union's written notification, the Safety Officer will notify the Union in writing of the measures that the Department proposes to take to correct the alleged unsafe conditions.

C. If the Union disagrees with the Safety Officer's determination of the existence of an unsafe condition or his/her proposed remedial action, the Union may appeal the matter to the Fire Chief within ten (10) working days of receipt of the Safety Officer's decision.

D. Within twenty-five (25) working days after receiving the Union's appeal, the Fire Chief shall notify the Union in writing of the action the Department proposes to take to correct the alleged unsafe conditions.

E. In the event that the Union disagreed with the Fire Chief's proposed corrective action, the Union may submit the matter to arbitration under Article IX, Section 9.3, Step Five of this Agreement by giving written notice of intent to arbitrate to the Fire Chief within ten (10) working days of its receipt of the Fire Chief's response under subparagraph D, above. The arbitrator's authority to consider and decide such matters is specifically limited as follows:

(1) The arbitrator may only order such relief as is reasonably permitted by the Department's legal and financial ability.

(2) The arbitrator shall also allow the Department reasonable time to take any corrective action ordered.

F. No employee may make a safety claim as a pretext for refusing to carry out a work assignment or for engaging in concerted activity in violation of Article XII of this Agreement.

## **ARTICLE VIII -- HOURS OF WORK**

A. The normal work shift for full-time employees covered by this Agreement will be between 0800 and 1700 hours.

### **B. Breaks**

Breaks will be scheduled at times designated by the supervisor on duty.

### **Section 8.1 Overtime Pay**

A. Provided the employee is in pay status for the total of his/her regularly scheduled hours during a workweek, an employee covered by this Agreement who is authorized to and who works in excess of his/her scheduled hours (40) shall have the option of receiving pay at the rate of one and one-half (1 1/2) hours for each overtime hour worked or, with management approval, the option of receiving compensatory time at the rate of one and one-half (1 1/2) hours for each overtime hour worked. Employees will be given the opportunity to use compensatory time earned for overtime pursuant to departmental procedures.

### **B. Calculation of Overtime**

Each hour of overtime shall be compensated as follows:

1-14 minutes	- no compensation
15-29 minutes	- compensatory leave at rate of one and one-half (1 1/2) times of time worked
30-44 minutes	- one-half (1/2) hour wages at one and one-half (1 1/2) times plus compensatory time for actual time worked over thirty (30) minutes
45-60 minutes	- one (1) hour of wages at one and one-half (1 1/2) times

### **Section 8.2 Alternative Work Schedules**

Employees will be given an opportunity to participate in the Alternative Work Schedule (AWS) Program as described in the July 2, 1993 Memorandum from the Fire Chief.

## **ARTICLE IX -- GRIEVANCE AND ARBITRATION PROCEDURES**

### **Section 9.1 Definition**

Subject to any limitations of existing law, a grievance is defined as a dispute concerning the application or interpretation of the terms of this Agreement, Personnel Law items, or a claimed violation, misinterpretation or misapplication of the rules or regulations of the County affecting the terms and conditions of employment.

### Section 9.2 Applicability of Grievance Procedure

The provisions of this grievance procedure shall be the only grievance procedure applicable to employees covered by this Agreement provided that where an employee has been discharged and the union determines not to pursue his/her discharge case to Step 5 (arbitration), the employee shall have the right to file a timely appeal of his/her discharge with the Personnel Board pursuant to the procedures outlined in the County Personnel Law.

### Section 9.3 Grievance Procedure

Grievances shall be presented and adjusted in the following manner:

Step One: Within seven (7) days after the event giving rise to the grievance or within seven (7) days following the time when the employee should reasonably have known of its occurrence, the employee aggrieved, and if the employee desires, the employee's union steward, may discuss the grievance with the employee's immediate career supervisor. The supervisor shall attempt to adjust the matter and shall respond orally to the employee within three (3) days.

Step Two: If the grievance has not been settled at Step One, a written grievance may be filed, signed by the aggrieved employee and the employee's accredited union steward, and presented to the First Battalion Chief in the chain of command within five (5) days after the receipt of the answer at Step One or within five (5) days of when the answer was due. The Battalion Chief receiving the grievance shall meet with the employee and the employee's accredited union steward and render a decision in writing not later than seven (7) days after the receipt of the grievance.

Step Three: If the grievance has not been settled at Step Two, a written appeal signed by the employee and the employee's accredited union steward may be filed with the first career Chief Officer in the chain of command within five (5) days after the receipt of the answer at Step Two or within five (5) days of when the answer was due. The Chief Officer shall meet with the employee and the employee's accredited union steward and render a written decision within ten (10) days after the receipt of the written appeal.

Step Four: If the grievance has not been settled at Step Three, a written appeal signed by the employee and the employee's accredited union steward may be filed with the County Fire Chief within five (5) days after receipt of the answer at Step Three or within five (5) days of when the answer was due. The County Fire Chief or his designee shall meet with the employee and a committee including the employee's accredited union steward, Union Local President and/or Union Local Officers and render a written decision within fifteen (15) days after the receipt of the grievance.

Step Five: If the grievance is not settled at Step Four, the Union may request arbitration, giving written notice to the County Fire Chief within ten (10) days after receipt of the answer at Step Four or within ten (10) days of when the answer was due. The arbitration proceedings shall be conducted by an arbitrator to be selected by the County and the Union from a list supplied by the American Arbitration Association. The parties shall use an alternate strike procedure to select an acceptable name. Normally such list shall be jointly requested within seven (7) days from the date the County is officially notified by the Union of its intent to arbitrate. The decision of the arbitrator shall be final and binding on both parties provided that no provision of this

Agreement which is stated to be a matter of policy shall be subject to arbitration. Expenses for the arbitrator's service and the proceedings shall be borne equally by the County and the Union.

#### Section 9.4 General Provisions

A. The Union President and other appropriate Union officials shall be given copies of all answers to grievances hereunder.

B. All grievances as defined in Article IX, Section 9.1, shall be subject to Step Five (arbitration).

C. If a grievance arises from the action of an authority higher than the immediate career supervisor, such grievances may be initiated at the appropriate step of this grievance procedure.

D. All parties shall have the right at their own expense to legal and/or stenographic assistance at all hearings.

E. The fact that a grievance is raised by an employee shall not be recorded in the employee's personnel file or in any file or record utilized in the promotion process nor shall such fact be used in recommendations for job placement; nor shall an employee be placed in jeopardy or be subject to reprisal or discrimination for having followed this grievance procedure.

#### Section 9.5 Time Limits

Time limits for the processing of grievances are intended to expedite grievance handling and may be extended upon mutual agreement, but if not so extended, they must be strictly observed. If the matter in dispute is not resolved within the time period provided for in any step, the next step may then be invoked, provided that if an employee fails to pursue any step within the time limits provided, he shall have no further right to continue the grievance.

#### Section 9.6 Days Defined

The term "days" as used in this grievance procedure shall mean working days.

#### Section 9.7 Processing Grievances During Working Hours

Stewards and Union representatives referred to in this grievance procedure shall be granted reasonable administrative leave to process grievances pursuant to this Article during working hours.

### **ARTICLE X -- PERSONNEL FILES**

#### Section 10.1 Review

By appointment with an appropriate person in the County Fire/EMS Department, the employee upon presenting his/her identification, shall be permitted to examine his/her personnel file, except as to background information secured prior to employment and those documents received under the promise of confidentiality. The employee shall indicate in writing, to be placed in his/her file, that he/she has examined the same.

Section 10.2 Expunction

The County agrees to remove derogatory information three (3) years old or older from the employee's personnel file if requested to do so by the employee.

**ARTICLE XI -- ROSTER**

A roster of all members of the units represented by the Union shall be compiled by the County showing each member's name and his/her length of service with the Fire/EMS Department.

**ARTICLE XII -- NO STRIKE OR LOCKOUT**

Section 12.1

The Union and its members, individually and collectively, agree that during the term of this Agreement, there shall be no illegal strikes, and the County agrees that there shall be no lockouts.

Section 12.2

In the event of an illegal strike, the Union shall promptly and publicly disavow such unauthorized conduct, order the employees to return to work and bring about a prompt resumption of normal operations.

Section 12.3

The County shall have the right to discipline, by way of discharge or otherwise, any employee who participates in such illegal conduct.

**ARTICLE XIII -- SAVINGS AND SEPARABILITY**

It is not the intention of either the County or the IAFF to violate any laws by the subject matter of this Agreement. The parties hereto agree that in the event any provisions of the Agreement are finally held or determined to be illegal or void as being in contravention of any applicable law, the remainder of the Agreement shall remain in full force and effect. The County and the IAFF agree that, if and when any or all provisions of this Agreement are finally held or determined to be illegal or void by a court of competent jurisdiction, the parties will enter into negotiations promptly concerning the substance affected by the decision for the purpose of achieving conformity with the terms of any applicable law and the intent of the parties hereto.

**ARTICLE XIV -- DURATION**

This Agreement shall become effective on July 1, 1999, unless otherwise stated in specific sections, and shall remain in full force and effect until June 30, 2001. This Agreement shall be automatically renewed from year to year after June 30, 2001 unless either party shall notify the other in writing no later than October 1, 2000 (or October 1st of any subsequent year thereafter in the case of an automatic renewal) that it desires to terminate, modify or amend this Agreement.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_, 199\_\_, in Upper Marlboro, Prince George's County, Maryland.

FOR THE INTERNATIONAL  
ASSOCIATION OF FIRE FIGHTERS  
LOCAL 1619:

FOR PRINCE GEORGE'S COUNTY:

\_\_\_\_\_  
Thomas M. Day  
President

\_\_\_\_\_  
Howard W. Stone, Jr.  
Chief Administrative Officer

FOR PRINCE GEORGE'S COUNTY  
FIRE/EMS DEPARTMENT:

\_\_\_\_\_  
Ronald J. Siarnicki  
Fire Chief



## ATTACHMENT A

### Min-Max System:

The min-max system in effect for all members of the bargaining unit will be replaced by the following modified "min-max" system.

Effective July 1, 1994:

A. The minimum and maximum pay rates for employees covered by this Agreement are established on the attached schedules of pay rates for employees in the job classifications listed in Article I.

B. Merit steps will have the value of three and one-half percent (3.5%). An employee will be eligible to advance to the next merit step for his/her grade on his/her anniversary date at the rate of one (1) step per year provided that he/she receives a satisfactory performance evaluation for the preceding year.

C. (1) If, upon the granting of a three and one-half percent (3.5%) merit increase, an employee's salary is one percent (1%) or less from the applicable maximum rate, the employee will have his/her salary rate adjusted to the applicable maximum rate.

(2) If upon the granting of a three and one-half percent (3.5%) merit increase, an employee's salary rate is greater than one percent (1%) but less than three and one-half percent (3.5%) from the applicable maximum rate, the employee upon satisfactory completion of one (1) additional year of service, will have his/her salary rate adjusted to the applicable maximum rate.

D. Upon promotion an employee's salary rate shall be the greater of a ten percent (10%) increase over his/her current rate or a ten percent (10%) increase above the stated minimum for the grade to which he/she is promoted.

E. Steps for the purpose of demotions, discipline, and reallocations, shall be at a rate of five percent (5%) and shall be governed by the Personnel Law.

F. The maximum pay rate at each grade will be increased by an additional five percent (5%) [on] July 1, 1994.

G. Employees covered by this Agreement and hired before July 1, 1993 will keep the anniversary dates that they held on July 1, 1993 for as long as they are continuously employed. Employees hired on or after July 1, 1993 will have as their anniversary dates the dates of their initial appointment and those anniversary dates will not be changed while those employees are continuously employed.

H. Amend the Pay Scale effective July 4, 1999 to supercede the modification effective July 1, 1998, described in the previous paragraph, and provide the following longevity steps:

L1 - Three percent (3%) above the maximum rate, to which an employee will be eligible to advance after completing seventeen (17) years of service.

L2 - Three percent (3%) above the L1 rate, to which an employee will be eligible to advance after completing nineteen (19) years of service.

L3 - Three percent (3%) above the L2 rate, to which an employee will be eligible to advance after completing twenty-two (22) years of service.

L4 - Three percent (3%) above the L3 rate, to which an employee will be eligible to advance after completing twenty-five (25) years of service.

L5 - Two and one-half percent (2.5%) above the L4 rate, to which an employee will be eligible to advance after completing twenty-eight (28) years of service.

The longevity steps, described above, will be phased in as follows:

1. - Beginning in FY2000, advancement to a longevity step will be effective on an employee's anniversary date.

2. - An employee at the maximum rate (or the current longevity rate), whose anniversary date falls between July 1 and July 3, 1999, and who has completed the required years of service for a longevity step (after subtracting two (2) years for lack of credit toward a merit increase during FY96 and FY97) will advance to the first (or next) longevity step, as appropriate, effective on July 4, 1999.

3. - An employee, whose years of service (after subtracting two (2) years for lack of credit toward a merit increase during FY96 and FY97) would otherwise warrant his/her advancement by more than a single longevity step during FY2000, will only advance at the rate of one longevity step per fiscal year until the employee reaches the longevity step appropriate for his/her years of service (adjusted for two (2) years' lack of credit toward a merit increase during FY96 and FY97).

**SALARY SCHEDULE H – EFFECTIVE JULY 4, 1999**  
**SCHEDULE OF PAY GRADES – NONUNIFORMED CIVILIANS**  
**PRINCE GEORGE’S COUNTY, MARYLAND**

<b><u>GRADE</u></b>	<b><u>MINIMUM</u></b>	<b><u>MAXIMUM</u></b>	<b><u>L1</u></b>	<b><u>L2</u></b>	<b><u>L3</u></b>	<b><u>L4</u></b>	<b><u>L5</u></b>
H02							
HOURLY	6.4380	10.6086	10.9269	11.2547	11.5923	11.9401	12.2386
BIWEEKLY	515.04	848.69	874.15	900.37	927.38	955.21	979.09
ANNUAL	13,391	22,066	22,728	23,410	24,112	24,835	25,456
H03							
HOURLY	6.7599	11.1390	11.4732	11.8174	12.1719	12.5370	12.8505
BIWEEKLY	540.79	891.12	917.85	945.39	973.75	1,002.96	1,028.04
ANNUAL	14,061	23,169	23,864	24,580	25,318	26,077	26,729
H04							
HOURLY	7.0980	11.6959	12.0468	12.4082	12.7804	13.1638	13.4929
BIWEEKLY	567.84	935.67	963.74	992.65	1,022.43	1,053.11	1,079.43
ANNUAL	14,764	24,327	25,057	25,809	26,583	27,381	28,065
H05							
HOURLY	7.4528	12.2807	12.6491	13.0286	13.4195	13.8220	14.1676
BIWEEKLY	596.22	982.46	1,011.93	1,042.29	1,073.56	1,105.76	1,133.41
ANNUAL	15,502	25,544	26,310	27,099	27,912	28,750	29,469
H06							
HOURLY	7.8254	12.8948	13.2816	13.6801	14.0905	14.5132	14.8760
BIWEEKLY	626.03	1,031.58	1,062.53	1,094.41	1,127.24	1,161.06	1,190.08
ANNUAL	16,277	26,821	27,626	28,455	29,308	30,187	30,942
H07							
HOURLY	8.2163	13.5391	13.9453	14.3636	14.7945	15.2384	15.6193
BIWEEKLY	657.30	1,083.13	1,115.62	1,149.09	1,183.56	1,219.07	1,249.55
ANNUAL	17,090	28,161	29,006	29,876	30,773	31,696	32,488
H08							
HOURLY	8.6272	14.2162	14.6427	15.0820	15.5344	16.0005	16.4005
BIWEEKLY	690.18	1,137.30	1,171.41	1,206.56	1,242.75	1,280.04	1,312.04
ANNUAL	17,945	29,570	30,457	31,370	32,312	33,281	34,113
H09							
HOURLY	9.0586	14.9270	15.3748	15.8361	16.3111	16.8005	17.2205
BIWEEKLY	724.69	1,194.16	1,229.98	1,266.88	1,304.89	1,344.04	1,377.64
ANNUAL	18,842	31,048	31,980	32,939	33,927	34,945	35,819
H10							
HOURLY	9.5116	15.6734	16.1436	16.6279	17.1267	17.6405	18.0816
BIWEEKLY	760.93	1,253.87	1,291.49	1,330.23	1,370.14	1,411.24	1,446.53
ANNUAL	19,784	32,601	33,579	34,586	35,624	36,692	37,610

<b><u>GRADE</u></b>	<b><u>MINIMUM</u></b>	<b><u>MAXIMUM</u></b>	<b><u>L1</u></b>	<b><u>L2</u></b>	<b><u>L3</u></b>	<b><u>L4</u></b>	<b><u>L5</u></b>
H11							
HOURLY	9.9870	16.4573	16.9510	17.4595	17.9833	18.5228	18.9859
BIWEEKLY	798.96	1,316.58	1,356.08	1,396.76	1,438.67	1,481.83	1,518.87
ANNUAL	20,773	34,231	35,258	36,316	37,405	38,527	39,491
H12							
HOURLY	10.4865	17.2799	17.7983	18.3322	18.8822	19.4487	19.9349
BIWEEKLY	838.92	1,382.39	1,423.86	1,466.58	1,510.58	1,555.89	1,594.79
ANNUAL	21,812	35,942	37,020	38,131	39,275	40,453	41,465
H13							
HOURLY	11.0106	18.1441	18.6884	19.2491	19.8265	20.4213	20.9319
BIWEEKLY	880.85	1,451.53	1,495.07	1,539.93	1,586.12	1,633.71	1,674.55
ANNUAL	22,902	37,740	38,872	40,038	41,239	42,476	43,538
H14							
HOURLY	11.5613	19.0511	19.6226	20.2113	20.8177	21.4422	21.9782
BIWEEKLY	924.90	1,524.09	1,569.81	1,616.90	1,665.41	1,715.37	1,758.26
ANNUAL	24,048	39,626	40,815	42,040	43,301	44,600	45,715
H15							
HOURLY	12.1393	20.0036	20.6037	21.2218	21.8585	22.5142	23.0771
BIWEEKLY	971.14	1,600.29	1,648.30	1,697.75	1,748.68	1,801.14	1,846.17
ANNUAL	25,250	41,607	42,856	44,141	45,466	46,830	48,000
H16							
HOURLY	12.7464	21.0039	21.6340	22.2830	22.9515	23.6401	24.2311
BIWEEKLY	1,019.71	1,680.31	1,730.72	1,782.64	1,836.12	1,891.21	1,938.49
ANNUAL	26,513	43,688	44,999	46,349	47,739	49,171	50,401
H17							
HOURLY	13.3835	22.0541	22.7157	23.3972	24.0991	24.8221	25.4426
BIWEEKLY	1,070.68	1,764.33	1,817.26	1,871.78	1,927.93	1,985.77	2,035.41
ANNUAL	27,838	45,873	47,249	48,666	50,126	51,630	52,921
H18							
HOURLY	14.0530	23.1568	23.8515	24.5670	25.3041	26.0632	26.7148
BIWEEKLY	1,124.24	1,852.54	1,908.12	1,965.36	2,024.32	2,085.05	2,137.18
ANNUAL	29,230	48,166	49,611	51,099	52,632	54,211	55,567
H19							
HOURLY	14.7555	24.3149	25.0443	25.7957	26.5695	27.3666	28.0508
BIWEEKLY	1,180.44	1,945.19	2,003.55	2,063.65	2,125.56	2,189.33	2,244.06
ANNUAL	30,691	50,575	52,092	53,655	55,265	56,923	58,346
H20							
HOURLY	15.4934	25.5305	26.2964	27.0853	27.8979	28.7348	29.4532
BIWEEKLY	1,239.47	2,042.44	2,103.71	2,166.82	2,231.83	2,298.78	2,356.25
ANNUAL	32,226	53,103	54,697	56,337	58,028	59,768	61,263
H21							
HOURLY	16.2677	26.8069	27.6111	28.4394	29.2926	30.1714	30.9257
BIWEEKLY	1,301.42	2,144.55	2,208.89	2,275.16	2,343.41	2,413.71	2,474.05
ANNUAL	33,837	55,758	57,431	59,154	60,929	62,757	64,325

<b><u>GRADE</u></b>	<b><u>MINIMUM</u></b>	<b><u>MAXIMUM</u></b>	<b><u>L1</u></b>	<b><u>L2</u></b>	<b><u>L3</u></b>	<b><u>L4</u></b>	<b><u>L5</u></b>
H22							
HOURLY	17.0812	28.1475	28.9919	29.8617	30.7575	31.6803	32.4723
BIWEEKLY	1,366.50	2,251.80	2,319.35	2,388.93	2,460.60	2,534.42	2,597.78
ANNUAL	35,529	58,547	60,303	62,112	63,976	65,895	67,542
H23							
HOURLY	17.9354	29.5546	30.4412	31.3545	32.2951	33.2640	34.0956
BIWEEKLY	1,434.83	2,364.37	2,435.30	2,508.36	2,583.61	2,661.12	2,727.64
ANNUAL	37,306	61,474	63,318	65,217	67,174	69,189	70,919
H24							
HOURLY	18.8320	31.0323	31.9633	32.9222	33.9098	34.9271	35.8003
BIWEEKLY	1,506.56	2,482.58	2,557.06	2,633.77	2,712.79	2,794.17	2,864.02
ANNUAL	39,171	64,547	66,484	68,478	70,532	72,648	74,465
H25							
HOURLY	19.7739	32.5840	33.5615	34.5684	35.6054	36.6736	37.5904
BIWEEKLY	1,581.91	2,606.72	2,684.92	2,765.47	2,848.43	2,933.89	3,007.23
ANNUAL	41,130	67,775	69,808	71,902	74,059	76,281	78,188
H26							
HOURLY	20.7623	34.2133	35.2397	36.2969	37.3858	38.5074	39.4701
BIWEEKLY	1,660.98	2,737.06	2,819.18	2,903.75	2,990.86	3,080.59	3,157.60
ANNUAL	43,186	71,164	73,299	75,498	77,762	80,095	82,098
H27							
HOURLY	21.8007	35.9239	37.0016	38.1117	39.2550	40.4327	41.4435
BIWEEKLY	1,744.06	2,873.91	2,960.13	3,048.93	3,140.40	3,234.61	3,315.48
ANNUAL	45,345	74,722	76,963	79,272	81,650	84,100	86,202

The hourly rates are the October 11, 1998 rates multiplied by 101.5% with the addition of longevity steps. For administrative purposes, the hourly rates are the controlling rates.

Biweekly rates are hourly rates multiplied by 80 and rounded to the nearest cent. Annual rates are the hourly rates multiplied by 2,080 and rounded to the nearest dollar.

**SALARY SCHEDULE H – EFFECTIVE JULY 2, 2000**  
**SCHEDULE OF PAY GRADES – NONUNIFORMED CIVILIANS**  
**PRINCE GEORGE’S COUNTY, MARYLAND**

<b><u>GRADE</u></b>	<b><u>MINIMUM</u></b>	<b><u>MAXIMUM</u></b>	<b><u>L1</u></b>	<b><u>L2</u></b>	<b><u>L3</u></b>	<b><u>L4</u></b>	<b><u>L5</u></b>
H02							
HOURLY	6.5346	10.7677	11.0908	11.4235	11.7662	12.1192	12.4222
BIWEEKLY	522.77	861.42	887.26	913.88	941.30	969.54	993.78
ANNUAL	13,592	22,397	23,069	23,761	24,474	25,208	25,838
H03							
HOURLY	6.8613	11.3061	11.6453	11.9947	12.3545	12.7251	13.0433
BIWEEKLY	548.90	904.49	931.62	959.58	988.36	1,018.01	1,043.46
ANNUAL	14,272	23,517	24,222	24,949	25,697	26,468	27,130
H04							
HOURLY	7.2045	11.8713	12.2275	12.5943	12.9721	13.3613	13.6953
BIWEEKLY	576.36	949.70	978.20	1,007.54	1,037.77	1,068.90	1,095.62
ANNUAL	14,985	24,692	25,433	26,196	26,982	27,792	28,486
H05							
HOURLY	7.5646	12.4649	12.8388	13.2240	13.6208	14.0293	14.3801
BIWEEKLY	605.17	997.19	1,027.10	1,057.92	1,089.66	1,122.34	1,150.41
ANNUAL	15,734	25,927	26,705	27,506	28,331	29,181	29,911
H06							
HOURLY	7.9428	13.0882	13.4808	13.8853	14.3019	14.7309	15.0991
BIWEEKLY	635.42	1,047.06	1,078.46	1,110.82	1,144.15	1,178.47	1,207.93
ANNUAL	16,521	27,223	28,040	28,881	29,748	30,640	31,406
H07							
HOURLY	8.3395	13.7422	14.1545	14.5791	15.0164	15.4670	15.8536
BIWEEKLY	667.16	1,099.38	1,132.36	1,166.33	1,201.31	1,237.36	1,268.29
ANNUAL	17,346	28,584	29,441	30,325	31,234	32,171	32,975
H08							
HOURLY	8.7566	14.4294	14.8623	15.3082	15.7674	16.2405	16.6465
BIWEEKLY	700.53	1,154.35	1,188.98	1,224.66	1,261.39	1,299.24	1,331.72
ANNUAL	18,214	30,013	30,914	31,841	32,796	33,780	34,625
H09							
HOURLY	9.1945	15.1509	15.6054	16.0736	16.5558	17.0525	17.4788
BIWEEKLY	735.56	1,212.07	1,248.43	1,285.89	1,324.46	1,364.20	1,398.30
ANNUAL	19,125	31,514	32,459	33,433	34,436	35,469	36,356
H10							
HOURLY	9.6543	15.9085	16.3858	16.8773	17.3836	17.9051	18.3528
BIWEEKLY	772.34	1,272.68	1,310.86	1,350.18	1,390.69	1,432.41	1,468.22
ANNUAL	20,081	33,090	34,082	35,105	36,158	37,243	38,174
H11							
HOURLY	10.1368	16.7042	17.2053	17.7214	18.2530	18.8006	19.2707
BIWEEKLY	810.94	1,336.34	1,376.42	1,417.71	1,460.24	1,504.05	1,541.66
ANNUAL	21,085	34,745	35,787	36,861	37,966	39,105	40,083

<b><u>GRADE</u></b>	<b><u>MINIMUM</u></b>	<b><u>MAXIMUM</u></b>	<b><u>L1</u></b>	<b><u>L2</u></b>	<b><u>L3</u></b>	<b><u>L4</u></b>	<b><u>L5</u></b>
H12							
HOURLY	10.6438	17.5391	18.0653	18.6072	19.1654	19.7404	20.2339
BIWEEKLY	851.50	1,403.13	1,445.22	1,488.58	1,533.23	1,579.23	1,618.71
ANNUAL	22,139	36,481	37,576	38,703	39,864	41,060	42,087
H13							
HOURLY	11.1758	18.4163	18.9687	19.5378	20.1239	20.7276	21.2459
BIWEEKLY	894.06	1,473.30	1,517.50	1,563.02	1,609.91	1,658.21	1,699.67
ANNUAL	23,246	38,306	39,455	40,639	41,858	43,113	44,191
H14							
HOURLY	11.7347	19.3369	19.9169	20.5145	21.1300	21.7638	22.3079
BIWEEKLY	938.78	1,546.95	1,593.35	1,641.16	1,690.40	1,741.10	1,784.63
ANNUAL	24,408	40,221	41,427	42,670	43,950	45,269	46,400
H15							
HOURLY	12.3214	20.3037	20.9128	21.5401	22.1864	22.8519	23.4233
BIWEEKLY	985.71	1,624.30	1,673.02	1,723.21	1,774.91	1,828.15	1,873.86
ANNUAL	25,629	42,232	43,499	44,803	46,148	47,532	48,720
H16							
HOURLY	12.9376	21.3190	21.9585	22.6172	23.2958	23.9947	24.5946
BIWEEKLY	1,035.01	1,705.52	1,756.68	1,809.38	1,863.66	1,919.58	1,967.57
ANNUAL	26,910	44,344	45,674	47,044	48,455	49,909	51,157
H17							
HOURLY	13.5843	22.3849	23.0564	23.7482	24.4606	25.1944	25.8242
BIWEEKLY	1,086.74	1,790.79	1,844.51	1,899.86	1,956.85	2,015.55	2,065.94
ANNUAL	28,255	46,561	47,957	49,396	50,878	52,404	53,714
H18							
HOURLY	14.2638	23.5042	24.2093	24.9355	25.6837	26.4541	27.1155
BIWEEKLY	1,141.10	1,880.34	1,936.74	1,994.84	2,054.70	2,116.33	2,169.24
ANNUAL	29,669	48,889	50,355	51,866	53,422	55,025	56,400
H19							
HOURLY	14.9768	24.6796	25.4200	26.1826	26.9680	27.7771	28.4716
BIWEEKLY	1,198.14	1,974.37	2,033.60	2,094.61	2,157.44	2,222.17	2,277.73
ANNUAL	31,152	51,334	52,874	54,460	56,093	57,776	59,221
H20							
HOURLY	15.7258	25.9135	26.6908	27.4916	28.3164	29.1658	29.8950
BIWEEKLY	1,258.06	2,073.08	2,135.26	2,199.33	2,265.31	2,333.26	2,391.60
ANNUAL	32,710	53,900	55,517	57,183	58,898	60,665	62,182
H21							
HOURLY	16.5117	27.2090	28.0253	28.8660	29.7320	30.6240	31.3896
BIWEEKLY	1,320.94	2,176.72	2,242.02	2,309.28	2,378.56	2,449.92	2,511.17
ANNUAL	34,344	56,595	58,293	60,041	61,843	63,698	65,290
H22							
HOURLY	17.3374	28.5697	29.4268	30.3096	31.2189	32.1555	32.9594
BIWEEKLY	1,386.99	2,285.58	2,354.14	2,424.77	2,497.51	2,572.44	2,636.75
ANNUAL	36,062	59,425	61,208	63,044	64,935	66,883	68,556

<b><u>GRADE</u></b>	<b><u>MINIMUM</u></b>	<b><u>MAXIMUM</u></b>	<b><u>L1</u></b>	<b><u>L2</u></b>	<b><u>L3</u></b>	<b><u>L4</u></b>	<b><u>L5</u></b>
H23							
HOURLY	18.2044	29.9979	30.8978	31.8248	32.7795	33.7630	34.6070
BIWEEKLY	1,456.35	2,399.83	2,471.82	2,545.98	2,622.36	2,701.04	2,768.56
ANNUAL	37,865	62,396	64,267	66,196	68,181	70,227	71,983
H24							
HOURLY	19.1145	31.4978	32.4427	33.4160	34.4184	35.4510	36.3373
BIWEEKLY	1,529.16	2,519.82	2,595.42	2,673.28	2,753.47	2,836.08	2,906.98
ANNUAL	39,758	65,515	67,481	69,505	71,590	73,738	75,582
H25							
HOURLY	20.0705	33.0728	34.0649	35.0869	36.1395	37.2237	38.1543
BIWEEKLY	1,605.64	2,645.82	2,725.19	2,806.95	2,891.16	2,977.90	3,052.34
ANNUAL	41,747	68,791	70,855	72,981	75,170	77,425	79,361
H26							
HOURLY	21.0737	34.7265	35.7683	36.8414	37.9466	39.0850	40.0622
BIWEEKLY	1,685.90	2,778.12	2,861.46	2,947.31	3,035.73	3,126.80	3,204.98
ANNUAL	43,833	72,231	74,398	76,630	78,929	81,297	83,329
H27							
HOURLY	22.1277	36.4628	37.5566	38.6834	39.8438	41.0392	42.0652
BIWEEKLY	1,770.22	2,917.02	3,004.53	3,094.67	3,187.50	3,283.14	3,365.22
ANNUAL	46,026	75,843	78,118	80,461	82,875	85,362	87,496

The hourly rates are July 4, 1999 rates multiplied by 101.5% . For administrative purposes, the hourly rates are the controlling rates. Biweekly rates are hourly rates multiplied by 80 and rounded to the nearest cent. Annual rates are the hourly rates multiplied by 2,080 and rounded to the nearest dollar.



**SALARY SCHEDULE H – EFFECTIVE APRIL 8, 2001**  
**SCHEDULE OF PAY GRADES – NONUNIFORMED CIVILIANS**  
**PRINCE GEORGE’S COUNTY, MARYLAND**

<b><u>GRADE</u></b>	<b><u>MINIMUM</u></b>	<b><u>MAXIMUM</u></b>	<b><u>L1</u></b>	<b><u>L2</u></b>	<b><u>L3</u></b>	<b><u>L4</u></b>	<b><u>L5</u></b>
H02							
HOURLY	6.6326	10.9292	11.2572	11.5949	11.9427	12.3010	12.6085
BIWEEKLY	530.61	874.34	900.58	927.59	955.42	984.08	1,008.68
ANNUAL	13,796	22,733	23,415	24,117	24,841	25,586	26,226
H03							
HOURLY	6.9642	11.4757	11.8200	12.1746	12.5398	12.9160	13.2389
BIWEEKLY	557.14	918.06	945.60	973.97	1,003.18	1,033.28	1,059.11
ANNUAL	14,486	23,869	24,586	25,323	26,083	26,865	27,537
H04							
HOURLY	7.3126	12.0494	12.4109	12.7832	13.1667	13.5617	13.9007
BIWEEKLY	585.01	963.95	992.87	1,022.66	1,053.34	1,084.94	1,112.06
ANNUAL	15,210	25,063	25,815	26,589	27,387	28,208	28,913
H05							
HOURLY	7.6781	12.6519	13.0314	13.4224	13.8251	14.2397	14.5958
BIWEEKLY	614.25	1,012.15	1,042.51	1,073.79	1,106.01	1,139.18	1,167.66
ANNUAL	15,970	26,316	27,105	27,919	28,756	29,619	30,359
H06							
HOURLY	8.0619	13.2845	13.6830	14.0936	14.5164	14.9519	15.3256
BIWEEKLY	644.95	1,062.76	1,094.64	1,127.49	1,161.31	1,196.15	1,226.05
ANNUAL	16,769	27,632	28,461	29,315	30,194	31,100	31,877
H07							
HOURLY	8.4646	13.9483	14.3668	14.7978	15.2416	15.6990	16.0914
BIWEEKLY	677.17	1,115.86	1,149.34	1,183.82	1,219.33	1,255.92	1,287.31
ANNUAL	17,606	29,012	29,883	30,779	31,703	32,654	33,470
H08							
HOURLY	8.8879	14.6458	15.0852	15.5378	16.0039	16.4841	16.8962
BIWEEKLY	711.03	1,171.66	1,206.82	1,243.02	1,280.31	1,318.73	1,351.70
ANNUAL	18,487	30,463	31,377	32,319	33,288	34,287	35,144
H09							
HOURLY	9.3324	15.3782	15.8395	16.3147	16.8041	17.3083	17.7410
BIWEEKLY	746.59	1,230.26	1,267.16	1,305.18	1,344.33	1,384.66	1,419.28
ANNUAL	19,411	31,987	32,946	33,935	34,953	36,001	36,901
H10							
HOURLY	9.7991	16.1471	16.6316	17.1305	17.6444	18.1737	18.6281
BIWEEKLY	783.93	1,291.77	1,330.53	1,370.44	1,411.55	1,453.90	1,490.25
ANNUAL	20,382	33,586	34,594	35,631	36,700	37,801	38,746
H11							
HOURLY	10.2889	16.9548	17.4634	17.9872	18.5268	19.0826	19.5598
BIWEEKLY	823.11	1,356.38	1,397.07	1,438.98	1,482.14	1,526.61	1,564.78
ANNUAL	21,401	35,266	36,324	37,413	38,536	39,692	40,684

<b><u>GRADE</u></b>	<b><u>MINIMUM</u></b>	<b><u>MAXIMUM</u></b>	<b><u>L1</u></b>	<b><u>L2</u></b>	<b><u>L3</u></b>	<b><u>L4</u></b>	<b><u>L5</u></b>
H12							
HOURLY	10.8035	17.8022	18.3363	18.8863	19.4529	20.0365	20.5374
BIWEEKLY	864.28	1,424.18	1,466.90	1,510.90	1,556.23	1,602.92	1,642.99
ANNUAL	22,471	37,029	38,140	39,284	40,462	41,676	42,718
H13							
HOURLY	11.3434	18.6925	19.2532	19.8309	20.4258	21.0385	21.5646
BIWEEKLY	907.47	1,495.40	1,540.26	1,586.47	1,634.06	1,683.08	1,725.17
ANNUAL	23,594	38,880	40,047	41,248	42,486	43,760	44,854
H14							
HOURLY	11.9107	19.6270	20.2157	20.8222	21.4470	22.0903	22.6425
BIWEEKLY	952.86	1,570.16	1,617.26	1,665.78	1,715.76	1,767.22	1,811.40
ANNUAL	24,774	40,824	42,049	43,310	44,610	45,948	47,096
H15							
HOURLY	12.5062	20.6083	21.2265	21.8632	22.5192	23.1947	23.7746
BIWEEKLY	1,000.50	1,648.66	1,698.12	1,749.06	1,801.54	1,855.58	1,901.97
ANNUAL	26,013	42,865	44,151	45,475	46,840	48,245	49,451
H16							
HOURLY	13.1317	21.6388	22.2879	22.9565	23.6452	24.3546	24.9635
BIWEEKLY	1,050.54	1,731.10	1,783.03	1,836.52	1,891.62	1,948.37	1,997.08
ANNUAL	27,314	45,009	46,359	47,750	49,182	50,658	51,924
H17							
HOURLY	13.7881	22.7207	23.4022	24.1044	24.8275	25.5723	26.2116
BIWEEKLY	1,103.05	1,817.66	1,872.18	1,928.35	1,986.20	2,045.78	2,096.93
ANNUAL	28,679	47,259	48,677	50,137	51,641	53,190	54,520
H18							
HOURLY	14.4778	23.8568	24.5724	25.3095	26.0690	26.8509	27.5222
BIWEEKLY	1,158.22	1,908.54	1,965.79	2,024.76	2,085.52	2,148.07	2,201.78
ANNUAL	30,114	49,622	51,111	52,644	54,224	55,850	57,246
H19							
HOURLY	15.2015	25.0498	25.8013	26.5753	27.3725	28.1938	28.8987
BIWEEKLY	1,216.12	2,003.98	2,064.10	2,126.02	2,189.80	2,255.50	2,311.90
ANNUAL	31,619	52,104	53,667	55,277	56,935	58,643	60,109
H20							
HOURLY	15.9617	26.3022	27.0912	27.9040	28.7411	29.6033	30.3434
BIWEEKLY	1,276.94	2,104.18	2,167.30	2,232.32	2,299.29	2,368.26	2,427.47
ANNUAL	33,200	54,709	56,350	58,040	59,781	61,575	63,114
H21							
HOURLY	16.7594	27.6171	28.4457	29.2990	30.1780	31.0834	31.8604
BIWEEKLY	1,340.75	2,209.37	2,275.66	2,343.92	2,414.24	2,486.67	2,548.83
ANNUAL	34,860	57,444	59,167	60,942	62,770	64,653	66,270
H22							
HOURLY	17.5975	28.9982	29.8682	30.7642	31.6872	32.6378	33.4538
BIWEEKLY	1,407.80	2,319.86	2,389.46	2,461.14	2,534.98	2,611.02	2,676.30
ANNUAL	36,603	60,316	62,126	63,990	65,909	67,887	69,584

<b><u>GRADE</u></b>	<b><u>MINIMUM</u></b>	<b><u>MAXIMUM</u></b>	<b><u>L1</u></b>	<b><u>L2</u></b>	<b><u>L3</u></b>	<b><u>L4</u></b>	<b><u>L5</u></b>
H23							
HOURLY	18.4775	30.4479	31.3613	32.3022	33.2712	34.2694	35.1261
BIWEEKLY	1,478.20	2,435.83	2,508.90	2,584.18	2,661.70	2,741.55	2,810.09
ANNUAL	38,433	63,332	65,232	67,189	69,204	71,280	73,062
H24							
HOURLY	19.4012	31.9703	32.9293	33.9172	34.9347	35.9828	36.8824
BIWEEKLY	1,552.10	2,557.62	2,634.34	2,713.38	2,794.78	2,878.62	2,950.59
ANNUAL	40,354	66,498	68,493	70,548	72,664	74,844	76,715
H25							
HOURLY	20.3716	33.5689	34.5759	35.6132	36.6816	37.7821	38.7266
BIWEEKLY	1,629.73	2,685.51	2,766.07	2,849.06	2,934.53	3,022.57	3,098.13
ANNUAL	42,373	69,823	71,918	74,075	76,298	78,587	80,551
H26							
HOURLY	21.3898	35.2474	36.3048	37.3940	38.5158	39.6713	40.6631
BIWEEKLY	1,711.18	2,819.79	2,904.38	2,991.52	3,081.26	3,173.70	3,253.05
ANNUAL	44,491	73,315	75,514	77,780	80,113	82,516	84,579
H27							
HOURLY	22.4596	37.0097	38.1199	39.2637	40.4415	41.6548	42.6962
BIWEEKLY	1,796.77	2,960.78	3,049.59	3,141.10	3,235.32	3,332.38	3,415.70
ANNUAL	46,716	76,980	79,289	81,668	84,118	86,642	88,808

The hourly rates are July 2, 2000 rates multiplied by 101.5% . For administrative purposes, the hourly rates are the controlling rates. Biweekly rates are hourly rates multiplied by 80 and rounded to the nearest cent. Annual rates are the hourly rates multiplied by 2,080 and rounded to the nearest dollar.