

COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND
2003 Legislative Session

Bill No. CB-80-2003
 Chapter No. 80
 Proposed and Presented by The Chairman (by request – County Executive)
 Introduced by Council Members Shapiro, Dean, Exum, Dernoga, Harrington
Peters and Knotts
 Co-Sponsors _____
 Date of Introduction October 28, 2003

BILL

1 AN ACT concerning

2 Collective Bargaining Agreement - Prince George's Correctional
 3 Officers' Association, Inc. (Civilian Unit)

4 For the purpose of approving the labor agreement by and between Prince George's County,
 5 Maryland and Prince George's Correctional Officers' Association, Inc. (Civilian Unit) to provide
 6 for wages and certain other terms and conditions of employment for personnel classifications
 7 certified by the Prince George's County Public Employee Relations Board.

8 BY adding with amendments:

9 SUBTITLE 16. PERSONNEL.

10 Section 16-233(f)(25),

11 The Prince George's County Code

12 (1999 Edition, 2002 Supplement).

13 SECTION 1. BE IT ENACTED by the County Council of Prince George's County,
 14 Maryland, that Section 16-233(f)(25) of the Prince George's County Code be and the same is
 15 hereby repealed and reenacted with the following amendments:

16 SUBTITLE 16. PERSONNEL.

17 DIVISION 19. COLLECTIVE BARGAINING.

18 **Sec. 16-233. General.**

19 (f) The following collective bargaining agreements are hereby adopted and approved:

20 (25) Declaration of Approval - Prince George's Correctional Officers' Association, Inc.

(Civilian Unit).

The County Council of Prince George's County, Maryland, having fully considered the labor agreement concluded between Prince George's County, Maryland and Prince George's Correctional Officers' Association, Inc., on [September 21, 2001] September 26, 2003, hereby approves said agreement 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, 2003.

Adopted this 25th day of November, 2003.

COUNTY COUNCIL OF PRINCE
GEORGE'S COUNTY, MARYLAND

BY: _____
Peter A. Shapiro
Chairman

ATTEST:

Redis C. Floyd
Clerk of the Council

APPROVED:

DATE: _____ BY: _____
Jack B. Johnson
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

PRINCE GEORGE'S CORRECTIONAL OFFICERS' ASSOCIATION, INC.

PRINCE GEORGE'S COUNTY

(CIVILIAN UNIT)

July 1, 2003- June 30, 2005

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PURPOSE

A. This Collective Bargaining Agreement ("Agreement") is entered into by Prince George's County, Maryland ("County") and the Prince George's Correctional Officers' Association, Inc. (referred to as the "PGCOA" or "Association"), and has as its purposes the promotion of harmonious relations between the County and PGCOA; the establishment of an equitable and peaceful procedure for the resolution of differences; and includes the agreement of the parties on the standards of wages, hours, and other conditions of employment for the employees covered hereunder. As used hereinafter, the word "Department" shall refer to the Prince George's County Department of Corrections.

B. The parties recognize that the employees covered by this Agreement are engaged in protecting the public safety and health and that any disruptions in the work place would endanger the public health and safety. In recognition of this fact, and 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.

ARTICLE 1 -- RECOGNITION

The County recognizes PGCOA as the sole and exclusive collective bargaining representative of the Prince George's County Department of Corrections' employees in the bargaining unit for which it was certified by the Prince George's County Public Employees Relations Board for the purpose of negotiating wages, hours, and other terms and conditions of employment. (See Attachment B – Classes of Work.)

ARTICLE 2 -- NON-DISCRIMINATION

PGCOA and the County agree that this Agreement shall be applied equally to all employees covered by it without discrimination in any matter prohibited by law because of race, color, religion, creed, sex, sexual orientation, political affiliation, country of national origin, disability, marital status, age or labor organization affiliation and to promote and implement a positive and continuing program of equal employment opportunity.

ARTICLE 3 -- PGCOA MEMBERSHIP AND CHECKOFF

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

B. Upon the receipt of a written, signed authorization from an employee covered by this Agreement, the County agrees to deduct from the employee's pay on a biweekly basis

Association dues or service fees and remit the dues or service fees to PGCOA. Such authorization shall be irrevocable and automatically renewed from year to year thereafter unless revoked pursuant to Section 13A-108(c) of the Labor Code. PGCOA agrees to indemnify and hold harmless the County from any loss or damages resulting from the application of this Article.

ARTICLE 4 -- PGCOA LEAVE

A. Members of the Board of Directors of PGCOA shall be granted administrative leave to attend Association Board meetings. Also, members of PGCOA shall be granted administrative leave to attend conventions and conferences (including state seminars). In order to receive administrative leave to attend Board meetings, conventions and conferences, the Association must request the leave in a reasonable period of time before it is to be used (in the case of conventions and conferences not less than ten (10) days before the leave is to begin). Requests for administrative leave under this Article are subject to the approval of the Director, with the understanding that the Director's approval will not be unreasonably withheld. Administrative leave to attend conventions and conferences shall be limited to no more than two (2) members on any one occasion.

B. Leave to attend Board meetings shall be consistent with the PGCOA Security Division contract. Up to two (2) civilian representatives will be granted leave to attend Board meetings the second Wednesday of the month. Administrative leave will be granted to the Association and its members under this Article subject to the availability of hours in the PGCOA Leave Bank described below. If the meeting falls on the employee's regular day off, the employee will be given hour for hour compensatory leave.

C. Where PGCOA certifies (1) a list of employees covered by this Agreement will automatically have annual leave, or County compensatory leave, deducted consistent with Section 13A-103(e) of the Labor Code (the County will deduct compensatory leave before using annual leave), and (2) the number of annual or compensatory leave hours to be transferred per employee will be four (4) hours semiannually (January and June), the County will accept that certification and will transfer up to a maximum of five hundred (500) annual or compensatory leave hours per fiscal year to a combined (civilian and sworn) PGCOA Leave Bank of administrative leave. For each annual leave hour transferred to the leave bank (up to a total of five hundred (500) hours), the County will credit to the bank an additional hour of administrative leave up to a combined total of four thousand five hundred (4,500) hours of administrative leave. Any hours remaining in the PGCOA Leave Bank at the end of the fiscal year shall be carried over for use in the next fiscal year.

D. Additional hours as submitted by its members shall go into the leave bank. Those additional hours may be used for PGCOA business on request to the Director and upon his/her approval (and such approval shall not be unreasonably withheld).

ARTICLE 5 -- LEAVE FOR NEGOTIATIONS

A. Employees (not to exceed five (5) from different sections) who, upon the request of PGCOA are excused from their regular assignment on the day of negotiations to attend meetings

with representatives of the County and/or to prepare for negotiations, shall suffer no loss of pay or leave. If the meeting falls on the employee's regular day off, the employee will be given hour for hour compensatory leave.

B. Members of the PGCOA negotiating team (not to exceed five (5) members from different sections) may be granted up to forty-eight (48) hours of administrative leave each to prepare for negotiations. The Association must request the leave from the Director in a reasonable period of time before it is to be used, and the request is subject to the Director's approval, which will not be unreasonably withheld.

C. The Director may, after the Association's request, grant additional leave to members of the negotiating team from the PGCOA leave bank described in Article 4, PGCOA Leave, to prepare for negotiations (and such approval shall not be unreasonably withheld).

ARTICLE 6 -- JOB SECURITY

All policies and procedures regarding job security shall be administered pursuant to the Prince George's County Personnel Law. Employees covered by this Agreement, regardless of their tenure with the County will not be terminated from employment with Prince George's County for lack of work as the result of outside contractors or temporary employees carrying out the duties normally performed by those employees.

ARTICLE 7 -- PGCOA REPRESENTATION

A. The PGCOA President or, in his or her absence, a duly designated acting President, shall not be assigned to duties for the Corrections Department but shall remain on the payroll of the Corrections Department for the purpose of performing full-time duties as PGCOA President. During this period, the President or, in his or her absence, a duly designated acting President, or any other officer assigned to work at PGCOA, shall continue to accumulate seniority and shall receive all benefits (for example, shift differential, if applicable) as if he/she were fully on duty with the Department. Further, the PGCOA President or any other officer assigned to work at PGCOA will maintain the qualifications required for officers of his/her rank, which shall include, but are not limited to, the fulfillment of in-service training requirements and weapons qualification.

B. If the PGCOA President or, in his or her absence, a duly designated acting President, is absent from normal duties as PGCOA President or, in his or her absence, as duly designated acting President, because of illness, vacation, or other reasons not related to his/her duties as President or, in his or her absence, as duly designated acting President, he/she shall be placed in the appropriate leave status (sick, annual, etc.) for that period of absence.

C. If the PGCOA President or, in his or her absence, a duly designated acting President, is absent from normal duties on approved leave for a period of more than three (3) consecutive days, the PGCOA Board may designate in writing to the County a PGCOA member who shall act as PGCOA President in his/her absence. The County agrees that upon receipt of the written designation by the PGCOA Board, received at least five (5) working days in advance of the date

the leave is to begin (emergencies excepted), the County will place on administrative leave the PGCOA member so designated by the PGCOA Board in lieu of the President for each day that leave is announced.

ARTICLE 8 -- PGCOA STEWARDS

A. PGCOA, through its President or designee, shall represent all employees covered by this Agreement in the adjustment of their grievances. The Department will recognize at least five (5) stewards from different sections and a total of two (2) alternates from employees covered by this Agreement. Stewards will be permitted reasonable time to receive grievances under the following conditions:

1. Stewards, or alternates, shall be PGCOA's designated representative responsible for meeting with Department representatives, for transmitting communications authorized by PGCOA to the County and for receiving communications from the Department on behalf of PGCOA; and,

2. These activities shall not interfere with the work of other employees; and,

3. Stewards and alternates shall not leave their work assignment without first receiving the approval of their appropriate supervisor (such approval shall not be unreasonably withheld).

B. PGCOA agrees to provide the Department with a list of stewards and alternates and will keep the list current. The Department will recognize only those Stewards and alternates whose names appear on the list. Stewards and alternate Stewards will be provided twenty-four (24) hours of administrative leave during a Steward's first year as a steward and eight (8) hours of administrative leave thereafter as a steward to attend Shop Steward Training. Training will include, but will not be limited to Personnel training, Trial Board training, Duties and Responsibilities of Shop Stewards, etc.

C. PGCOA will coordinate with the Department the scheduling of Shop Steward Training and will make the request at least ten (10) working days in advance of the training. PGCOA will provide the names of the Shop Stewards who will attend and the course curriculum. Upon the completion of training, PGCOA will certify the names of the Stewards who completed the training.

ARTICLE 9 -- LABOR-MANAGEMENT COMMITTEE

A. The Director of the Department of Corrections or their designee, and the President of the Prince George's Correctional Officers' Association or their designee, will select no more than five (5) employees each who shall participate on a Labor-Management Committee. Four (4) employees with at least one (1) employee from Bargaining Units I/II/III and one (1) additional employee will represent the Civilian Employees for PGCOA. For the Department, there will be at least one (1) officer from each rank of Major and Captain as well as a minimum of one (1) employee to address civilian matters. The Committee will be co-chaired by the Deputy Director, Bureau of Operations or their designee and the President of PGCOA or their designee. The

Committee may meet as issues arise so that they may be addressed in a timely manner or on the call of either co-chair, but not less than once every six weeks unless so agreed by the parties. The parties shall give each other seven (7) days advance written notice of items they wish to have placed on the agenda. Reasonable administrative leave will be granted to attend such meetings.

B. All operational issues should attempt to be resolved and/or a course of action suggested during these Committee meetings. If no resolution is possible, at that time, or other major issues need to be addressed, recommendations from the Labor-Management Committee will be forwarded to the Deputy Director, Bureau of Operations and the PGCOA President, if they did not initiate them or if they cannot resolve the issues of the Committee. They will both review and forward recommendations to the Director for consideration. The Director will respond within sixty (60) days.

C. If the procedures outlined herein are inconsistent with the sworn officers' contract, the procedures of the sworn officers' contract shall apply.

ARTICLE 10 -- PGCOA INFORMATION DISPERSAL

A. The County agrees to permit reasonable bulletin board space in a mutually agreeable location, for official PGCOA newsletters, notices, and literature.

B. The PGCOA President will be notified immediately by the Department, as part of the Departmental notification procedures, when anyone covered by this Agreement is involved in any incident that results in admission to the hospital or death.

ARTICLE 11 -- PGCOA PIN

An employee covered by this Agreement shall be allowed to wear a pin showing his/her PGCOA affiliation.

ARTICLE 12 -- NOTICE OF CHANGES

In order to enhance communication between the parties and minimize misunderstandings and disputes, the Department will provide to the PGCOA President, both PGCOA Vice-Presidents and the PGCOA Counsel copies of any changes to general orders, benefits, written job descriptions, permanent changes/transfers between sections, divisions or bureaus, and any other changes applicable to employees covered by this Agreement. Except under circumstances requiring immediate action, this shall be done not less than ten (10) working days prior to the implementation of changes, excluding Saturdays and Sundays. The Association shall be given the opportunity to provide full comment within the ten (10) working day period prior to the implementation of proposed changes. Where the County implements changes under circumstances requiring immediate action without ten (10) working days prior notice to PGCOA, the County will promptly notify PGCOA in writing of the changes made and of the circumstances which required the immediate action. This provision is for informational purposes and is not intended to restrict in any fashion the County's right, consistent with applicable law

and this Agreement, to implement these types of changes.

ARTICLE 13 -- WORK STOPPAGES AND LOCKOUTS

A. During the term of this Agreement, there shall be no strikes, picketing, work stoppages, slowdowns or other disruptive activity for any reason by the Association or by any employee, and there shall be no lockout by the County.

B. Failure of any employee to cross any picket line established at the Correctional Center is a violation of this Article.

C. The Association shall not sanction, aid or abet, encourage or continue any work stoppage, strike, picketing or other disruptive activity and shall undertake all possible means to prevent or terminate any such activity. In the event of an illegal strike or other work disruption in violation of this Article, the Association shall promptly and publicly disavow such unauthorized conduct, order the employees covered by this Agreement to return to work, and assist the County in bringing about a prompt resumption of normal operations. No employees shall engage in activities which violate this Article. Any employee who participates in or encourages any activities which interfere with the normal operations of the County and the Correctional Center shall be subject to disciplinary action, including discharge. The Association shall not be liable for acts of employees for which it has no responsibility.

ARTICLE 14 -- GRIEVANCE PROCEDURE

A. Any question arising out of and during the term of this Agreement involving its interpretation and application shall be considered a grievance and subject to resolution under the following procedures:

1. Step 1.

a. When any employee subject to the provisions of this Agreement feels he/she is aggrieved by a violation of this Agreement, he/she, through the PGCOA President or designee, within seven (7) working days after the occurrence of the violation, shall give written notice of the grievance to the Department. The written notice must set forth relevant information concerning the alleged grievance, including a short description thereof, the date on which the grievance occurred, and the provision(s) of the Agreement alleged to have been violated. The PGCOA President or designee, the aggrieved employee and the Department's designated representative shall meet at a mutually agreeable time and endeavor to adjust the matter within seven (7) working days after timely notice has been given. The Department's designated representative shall respond to the PGCOA President or designee not later than seven (7) working days after the meeting. If they fail to resolve the matter within the prescribed period, the grieving party may, within five (5) working days thereafter, pursue Step 2 of the Grievance Procedure.

b. Should PGCOA or the County have a dispute with the other party and, if after conferring, a settlement is not reached within ten (10) working days after occurrence of the

events giving rise to the dispute, the dispute may be reduced to writing and proceed to Step 2 in the same manner as outlined herein for the adjustment of an employee complaint.

2. Step 2.

a. If the grievance is not resolved under Step 1, and the grieving party elects to pursue the matter beyond Step 1, the PGCOA President or designee and the aggrieved employee will meet at a mutually agreeable time with the Director of the Department of Corrections, or his designee, for the purpose of attempting to resolve the grievance within seven (7) working days after timely receipt of the written grievance. Should the parties fail to reach an agreement, the grieving party may, within five (5) working days thereafter, pursue Step 3 of the Grievance Procedure.

3. Step 3.

a. If the grievance is not resolved under Step 2, and the grieving party elects to pursue the matter beyond Step 2, the PGCOA President or designee and the aggrieved employee will meet at a mutually agreeable time with the Chief Labor Negotiator, or his designee, for the purpose of attempting to resolve the grievance within fourteen (14) working days after timely receipt of the written grievance. Should the parties fail to reach an agreement, the dispute may be referred to final and binding arbitration in accordance with the provisions of Step 4.

4. Step 4.

a. If the grievance shall have been submitted but not adjusted under Step 3, either the PGCOA President or the County may request in writing, within seven (7) working days after the grievance has been denied at Step 3, that the grievance be submitted to an Arbitrator mutually agreed upon by them. The County and the PGCOA shall request the American Arbitration Association to provide them with a list of Arbitrators from which an Arbitrator shall be selected. The rules of the American Arbitration Association shall govern the conduct of the arbitration hearing. The decision of the Arbitrator shall be final and binding on all parties. The fee and expenses of such Arbitrator shall be borne by the losing party.

b. The time limits established herein may be extended only by written consent of the parties involved at the particular step where the extension is agreed upon. The Arbitrator shall have the authority to make decisions only on issues presented to him and he shall have no authority to change, amend, add to or detract from any of the provisions of this Agreement.

ARTICLE 15 -- DISCIPLINE

A. Employees shall be disciplined only for just cause.

B. If the Employer has reason to reprimand an employee it shall be done in a manner that shall not embarrass the employee before other employees or the public.

C. Any disciplinary action above the level of a written reprimand (termination, suspension, demotion, fine, forfeiture of leave and transfer) may be processed through the grievance

procedure specified in this Agreement.

D. The parties agree to follow a progressive disciplinary policy utilizing the disciplinary methods permitted by the Personnel Law; provided, however, that the parties also recognize and agree that initial disciplinary action should be consistent with the severity of the offense.

E. The PGCOA President shall receive copies of all written disciplinary actions and intended action.

F. Prior to any interview or interrogation an employee who is the subject of an investigation will be notified in writing of the nature of the investigation.

G. At the request of the employee, the employee shall have the right to be represented by counsel or any other responsible representative of his/her choice who shall be present at all times during any interrogation or interview.

ARTICLE 16 -- PERSONNEL LAW

All policies, procedures and benefits not specifically modified by this Agreement shall be administered pursuant to the Prince George's County Personnel Law.

ARTICLE 17 -- PERSONNEL FILES

A. The Personnel Records policy for employees covered by this Agreement shall be administered in accordance with the Personnel Law with the following exception:

1. At the employee's written request (which request shall not be made part of the personnel file), records of discipline up to a three (3) day suspension, or its equivalent, or any derogatory information will be removed from an employee's personnel file(s) after thirty (30) months, so long as the employee has not been disciplined for a related offense during the thirty (30) month period. Written reprimands and written counselings (not to include written counselings done in conjunction with an employee's performance evaluation) will be removed from an employee's personnel file(s) twenty-eight (28) months after the reprimand. Records shall be removed from both County personnel files and departmental personnel files.

B. The Department will issue an annual memorandum to remind employees who review or access personnel files of the requirements of the Personnel Law and Administrative Procedure 262 (Maintenance, Access, and Retention of Personnel Files). When the personnel file of an employee covered by this Agreement is reviewed or accessed by anyone other than the Director's Office and Internal Affairs, an access sheet in the employee's personnel file will be signed by the person who reviewed or accessed the file.

ARTICLE 18 -- WORK HOURS

A. The work week is the seven (7) consecutive day period commencing with the first shift on Sunday and ending with the last shift on the following Saturday. The standard number of hours in a pay period shall be eighty (80) hours. Although employees covered by this Agreement specifically assigned on a permanent or rotating basis may not be scheduled to work exactly eighty (80) hours in a given pay period, the number of regularly scheduled hours of work in a pay period for employees covered by this Agreement shall average eighty (80) hours a pay period during the course of the year. An employee shall not normally be scheduled to work more than five (5) consecutive days without a two (2) consecutive day break, unless a rotating schedule is utilized.

B. Department seniority shall be defined as an employee's length of continuous service with the Department of Corrections.

1. Seniority shall only be interrupted by a break in continuous service as listed below:
 - a. Voluntary resignation;
 - b. Retirement or disability termination;
 - c. Discharge for just cause; or
 - d. Any other lawful termination of service.

2. When an employee covered by this Agreement voluntarily resigns and is rehired into a job covered by this Agreement in the Department of Corrections within six (6) months from the employee's termination date, the employee will be placed on the seniority roster with credit for his/her prior service but with no credit for the period of his/her absence.

3. When an employee covered by this Agreement is lawfully terminated from employment for any reason other than a voluntary resignation or just cause terminations and is rehired into a job covered by this Agreement in the Department of Corrections, the employee will be placed on the seniority roster with credit for his/her prior service but with no credit for the period of his/her absence.

4. Department seniority shall be a substantial factor in shift assignments and days off or bidding for these positions in the case of rotating schedules.

C. Work schedules may be approved based upon policies of flexible working hours, such policies commonly referred to as "flex-time."

ARTICLE 19 -- MANDATORY OVERTIME AND OVERTIME ASSIGNMENT

A. The parties recognize and understand that the County has the right to require employees covered by this Agreement to work overtime and that overtime work should first be covered by volunteers and then through the evenhanded assignment of mandatory overtime. Accordingly, the parties agree to the following guidelines for the assignment of overtime work:

1. The Department will first try to cover its overtime work from volunteers on a rotating basis. If sufficient volunteers are not available for overtime work, the Department will make

mandatory overtime assignments on a rotating basis from a pool of employees who are currently on duty.

2. When scheduling overtime work, the County will make reasonable efforts to provide employees with as much advance notice as permitted under the circumstances.

3. Except in a case of emergency, as determined by the Director, no employee will be permitted or required:

- a. To work more than sixteen (16) consecutive hours; or,
- b. To work two (2) consecutive days of sixteen (16) consecutive hours.

ARTICLE 20 -- SAFETY AND HEALTH

A. The County and PGCOA agree to cooperate to the fullest extent in the promotion of safety and health. Either the County or PGCOA may place safety and health issues on the agenda of the Labor-Management Committee of Article 9.

B. The Employer shall provide smoking cessation workshops to employees.

ARTICLE 21 -- TRAINING

Both the County and PGCOA recognize that training of staff is necessary for the proper performance of their duties. Accordingly, the Department will provide members covered by this Agreement with sufficient training, which will enable them to meet or maintain the standards for the specifications of their particular job. Employees will be allowed to apply for training that is offered Countywide.

ARTICLE 22 -- WAGES

A. Cost of Living Increases

1. Fiscal Year 2004. Effective the first full pay period beginning on or after July 1, 2003, employees covered by this Agreement will receive a one percent (1%) increase to their base hourly rates of pay.

2. Effective the first full pay period beginning on or after February 1, 2004, employees covered by this Agreement will receive a one percent (1%) increase to their base hourly rates of pay.

3. Fiscal Year 2005. Effective the first full pay period beginning on or after July 1, 2004, employees covered by this Agreement will receive a one percent (1%) increase in their base hourly rates of pay.

4. Effective the first full pay period beginning on or after February 1, 2005, employees covered by this Agreement will receive a one percent (1%) increase to their base hourly rates of pay.

B. Merit Increases

1. Fiscal Year 2004. Employees covered by this Agreement who are otherwise eligible to receive a merit increase during the period from July 1, 2003 through June 30, 2004, will receive a merit increase of three and one-half percent (3 1/2%).

2. Fiscal Year 2005. Employees covered by this Agreement who are otherwise eligible to receive a merit increase during the period from July 1, 2004 through June 30, 2005, will receive a merit increase of three and one-half percent (3 1/2%).

3. Employees covered by this Agreement and hired before July 1, 2001 will keep the anniversary dates that they held on July 1, 2001 for as long as they are continuously employed. Employees hired on or after July 1, 2001 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.

C. Longevity Steps

1. Effective July 1, 2001 the salary schedule for employees covered by this Agreement will be amended to provide the following establishment of longevity rates:

a. L1 -- Two and one-half percent (2 1/2%) above the maximum rate, to which an employee will be eligible to advance after completing fourteen (14) years of service.

b. L2 -- Two and one-half percent (2 1/2%) above the first longevity rate, to which an employee will be eligible to advance after completing seventeen (17) years of service.

c. L3 -- Two and one-half percent (2 1/2%) above the second longevity rate, to which an employee will be eligible to advance after completing nineteen (19) years of service.

d. L4 -- Two and one-half percent (2 1/2%) above the third longevity rate, to which an employee will be eligible to advance after completing twenty-two (22) years of service.

e. L5 -- Two and one-half percent (2 1/2%) above the fourth longevity rate, to which an employee will be eligible to advance after completing twenty-five (25) years of service.

f. L6 -- Two percent (2%) above the fifth longevity rate, to which an employee will be eligible to advance after completing twenty-eight (28) years of service.

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

1. Beginning in Fiscal Year 2002, advancement from the maximum rate to a longevity step will be effective on an employee's anniversary date.

2. An employee, whose years of service (after subtracting two (2) years for lack of credit toward a merit increase during Fiscal Year 1996 and Fiscal Year 1997) would otherwise warrant his/her advance by more than a single longevity step during Fiscal Years 2004 and 2005, 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 Fiscal Year 1996 and Fiscal Year 1997).

ARTICLE 23-- CALL BACK, HOLIDAY, SHIFT, ACTING AND COURT PAY

A. Call Back Pay

Any employee who is called back to work from off-duty, and who does in fact perform duties on behalf of the Department during his/her normal off-duty hours, shall be paid for a minimum of two (2) hours at one and one-half (1 1/2) times his/her regular rate of pay. This provision shall not apply to disciplinary procedures.

B. Holiday Observance and Pay

1. County holidays listed in Section 16-219 of the Personnel Law shall be observed by employees covered by this Agreement on dates designated by the County Executive. The holidays established by the Personnel Law are listed below:

a. New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Correctional Officer Memorial Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day, Presidential Inauguration Day (every 4 years) and County Employees' Appreciation Day.

2. Eligible employees shall receive straight time pay for each of the designated holidays on which they are scheduled to work but on which they perform no work.

3. Employees eligible for holiday pay who work on a holiday shall be paid at two (2) times their regular rate of pay for each hour worked (except overtime) and shall not receive another day off. Any overtime performed by an employee on a holiday shall be compensated in accordance with the regular overtime rate (i.e., no pyramiding). In the event that a holiday falls on the employee's regular day off, the employee shall receive another day off.

4. All employees must be in a pay status for the entire regular workday before and the entire regular workday after a holiday in order to receive holiday pay.

5. Employees who work on Correctional Officer Memorial Day will be paid at two (2) times their regular rate of pay for each hour worked (except overtime) and shall not receive another day. All employees who have this as a regular day off, shall receive eight (8) hours of compensatory leave.

C. Shift Differential

1. Effective the first full pay period beginning on or after July 1, 2003, a shift differential of one dollar and thirty cents (\$1.30) per hour shall be paid for all nonovertime hours worked on the first (1st) shift (i.e., the night shift - 11 p.m. to 7 a.m. or equivalent) and on the third shift (i.e., the evening shift - 3 p.m. to 11 p.m. or equivalent). The shift differential rate shall include employees specifically assigned on a permanent or rotating basis.

2. Effective the first full pay period beginning on or after July 1, 2004 shift differential will increase to one dollar and thirty-five cents (\$1.35) per hour.

3. No shift differential will be considered to be part of the employee's base rate, nor shall it be applied to pay for non-productive hours such as holiday pay and annual and sick leave pay, or shall it be used for the purpose of computing retirement deductions or for retirement or insurance benefits.

4. When the majority of hours worked fall within the third (3rd) or first (1st) shifts, the employee shall be paid shift differential for all eight (8) hours.

D. Acting Pay

1. When an employee is directed to assume, and does in fact assume, a majority of the duties of any other position with a higher grade in an acting capacity for a period of ten (10) consecutive days or more (including scheduled days off and approved holidays), beginning with the tenth (10th) day, he/she shall be paid at a rate of pay which is equivalent to a two-step increase or the minimum necessary to place the employee at the entry level rate of the higher grade, whichever is greater, and shall continue to be paid at the rate until relieved of the position by the person for whom he/she is acting, or by a person of equal grade to that position, or by a superior authority. He/She shall resume receiving acting pay after being on annual, sick, or administrative leave status, if he/she had been acting in such higher rank immediately prior to taking such approved leave.

2. Where Management elects to assign an employee to work in an acting capacity as described above, the employer shall not schedule work to circumvent the provisions of this section. This section shall not apply to an employee in a training work assignment. Employees shall have all training work assignments explained to them fully.

E. Court Time Compensation

If, as a result of actions taken during the course of employment with the Department of Corrections, an employee covered by this Agreement is scheduled to appear in Court on the employee's day off, the employee will be paid a minimum of two (2) hours pay at the overtime rate.

ARTICLE 24 -- CLOTHING ISSUE AND ALLOWANCE

A. Clothing Issue and Allowance

1. The Department of Corrections will continue to issue uniforms to employees covered by this Agreement who are required to wear them and to replace worn and unserviceable uniforms. Employees will continue to maintain their uniforms by cleaning and making minor repairs.

2. Effective July 1, 2003, a one hundred twenty-five dollar (\$125.00) uniform maintenance allowance will be provided to all employees who are required to wear uniforms. For Fiscal Year 2005, the uniform allowance will be one hundred fifty dollars (\$150.00). The allowance will be paid in a single payment in July.

ARTICLE 25 – ANNUAL AND SICK LEAVE

A. Annual Leave

1. A maximum of three hundred sixty (360) hours of accumulated annual leave earned beginning with the first pay period in Fiscal Year 1996, or such other amount established in an approved Salary Plan may be carried over from one (1) leave year to the next by an employee.

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 (d)(1), of the Personnel Law.

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

B. Sick Leave

Sick leave shall be provided to employees in accordance with Section 16-221 of the Personnel Law.

C. 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, 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.

2. The employee may elect to receive cash payment for all or any portion of the employee's annual leave balances 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 limitations:

a. 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 last full pay period in Fiscal Year 1995 OR up to three hundred sixty (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.

3. For all or any portion of the employee's sick leave balance earned as of the end of the last full pay period of the 1995 fiscal year, 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 (1/2) of the employee's base hourly rate of pay as of the last full pay period in Fiscal Year 1995. Sick leave earned beginning the first pay period of Fiscal Year 1996 is not subject to cash payment to the employee upon separation.

4. For individuals who participate in the MSRS plan, sick leave earned beginning with the first pay period in Fiscal Year 1996 (i.e., new sick leave) is not subject to cash payment but may be used to purchase MSRS pension credit at the applicable rate. In addition, any old sick leave not cashed out under paragraph 3 may be used to purchase MSRS pension credit at the applicable rate.

5. 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.

6. 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.

7. Upon retirement, employees covered by this Agreement may convert any unused annual leave to new sick leave for pension credit under the State Retirement or Pension System.

ARTICLE 26 -- PERSONAL LEAVE

Beginning in the 2002 leave year, twenty-four (24) hours of paid personal leave per leave year -- including the four (4) hours granted in lieu of General Election Day -- shall be granted to each employee eligible for annual leave. Personal leave 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.

ARTICLE 27 -- BEREAVEMENT LEAVE

Bereavement leave policies shall be administered in accordance with the Personnel Law, except that the first twenty-four (24) hours of bereavement leave taken upon the death of a parent, spouse, child (including biological, adopted, foster, stepchild, or legal ward), will be administrative leave rather than sick leave. In the event of the death of any other member of the employee's family (grandparent, grandchild, brother, sister, brother- or sister-in-law, mother- or father-in-law, or son- or daughter-in-law), one working day will be administrative leave rather than sick leave.

ARTICLE 28 -- ADDITIONAL LEAVE PROVISION

A. When the County Executive closes the County offices for an entire day or any portion thereof, because of extreme inclement weather, other emergencies producing hazardous conditions, or for any other reason, essential employees covered by this Agreement will report to their established work sites and will be paid straight-time wages for hours worked on their regular work shift. In addition, such employees who work their full regularly scheduled shift during the twenty-four (24) hour period beginning at 6:00 a.m. of the day of the full or partial closing shall be entitled to receive one (1) hour of compensatory leave for each shift hour worked (not to exceed twelve (12) hours per employee per twenty-four (24) hour period).

B. If the employee is directed by the Employer to work any number of hours over and above the employee's regularly scheduled work shift during the aforementioned twenty-four (24) hour period, the employee shall not be entitled to any additional grant of compensatory leave by virtue of the full or partial closing. Rather, the appropriate premium rate, if any, shall apply to such hours.

C. Compensatory leave earned pursuant to this subsection shall be used in accordance with all applicable rules and regulations.

ARTICLE 29 -- BLOOD DONATION LEAVE

Employees may be granted up to four (4) hours of leave with pay for the purpose of participation in a blood donor program and for subsequent recuperation on the day they donate blood. The Employer may request verification of such donation.

ARTICLE 30 -- DISABILITY LEAVE

The Department will designate a member of Management to make an initial determination as to whether an injury qualifies for disability leave. Specifically, where an employee claims injury on the job (all hours working, including breaks, will be considered) and is unable to work, Management will make an initial determination through investigation as soon as possible but not later than ten (10) working days after the claim was made. In cases where injury on the job is clearly indicated, the employee will be placed on disability leave immediately. Where the illness or injury subsequently is determined to be non-service connected or of such a nature as not to

require the employee to remain off of work, the employee will be returned to work but will be back charged sick or annual leave for the period of time the employee was on disability leave. In cases where injury on the job is not clearly indicated, the process outlined in Administrative Procedure 284 (Administration of Employee Leave) will be followed.

ARTICLE 31 – FAMILY AND MEDICAL LEAVE

Employees covered by this Agreement are entitled to family and medical leave as provided in the County Personnel Law and as provided by Federal, State and County law.

ARTICLE 32 -- VOTING LEAVE

Employees who are registered voters may be granted up to two (2) hours off with pay for the purpose of voting in State, County and Federal primary and general elections if the employee would otherwise be prevented from voting because of his/her work schedule.

ARTICLE 33 -- ACCIDENTAL DEATH INSURANCE

In addition to any other life insurance or death benefit provided by the County, the County shall pay a death benefit of ten thousand dollars (\$10,000.00) 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.

ARTICLE 34 -- HEALTH INSURANCE PREMIUMS

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

B. The County shall contribute eighty percent (80%) 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 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 deductible prescription and optical care programs for any employee covered by this Agreement who elects to participate in either program. The participating employee shall contribute the remaining ten percent (10%). Employees who choose not to enroll in the Prescription Drug Plan may chose to receive a credit instead.

E. Two dental plans are available to employees, the cost of which is paid by the employee if the employees elect 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 up to five thousand dollars (\$5,000.00) in a dependent flexible spending account and up to three thousand dollars (\$3,000.00) in medical flexible spending account.

H. Group Life Insurance under the Beneflex Program. 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 amount of one hundred fifty thousand dollars (\$150,000.00). Employees may choose to increase their life insurance from one (1) to four (4) times their annual salary up to a total of seven hundred fifty thousand dollars (\$750,000.00) including the base amount provided by the County. Employees will pay for the increased coverage at rates based on their age. Employees may choose to reduce their life insurance to one (1) times their annual salary and receive a credit.

ARTICLE 35 -- SUPPLEMENTAL RETIREMENT BENEFIT

Employees covered by this Agreement will participate in the Supplemental Pension Plan for General Schedule Employees in accordance with the provisions of that plan.

ARTICLE 36 -- PUBLICATION OF AGREEMENT

The County shall provide one hundred fifty (150) copies of this Agreement to PGCOA for its distribution.

ARTICLE 37 -- SAVINGS CLAUSE

In the event that any Article, Section or portion of this Agreement shall be held invalid and unenforceable by any Court, or higher authority of competent jurisdiction, such decision shall apply only to the specific Article, Section or portion thereof specified in the decision and shall leave unaffected the remainder of this Agreement. Upon issuance of such a decision, the Employer and PGCOA agree to immediately negotiate a substitution for the invalidated Article, Section or portion thereof.

ARTICLE 38 -- DURATION

This Agreement shall become effective on July 1, 2003, unless otherwise stated in specific sections, and shall remain in full force and effect until June 30, 2005. This Agreement shall be automatically renewed from year to year after June 30, 2005 unless either party shall notify the other in writing no later than October 1, 2004 (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 this _____ day of _____, 2003, in Upper Marlboro, Prince George's County, Maryland.

FOR THE PRINCE GEORGE'S
CORRECTIONAL OFFICERS'
ASSOCIATION, INC.

FOR PRINCE GEORGE'S COUNTY,
MARYLAND

Paul R. Howard
President

Jack B. Johnson
County Executive

ATTACHMENT A – SALARY SCHEDULES

Salary Schedule Q
Schedule of Pay Grades (Q6-Q22)
Prince George's Correctional Officers' Association, Inc. (Civilian Unit)
Effective July 13, 2003

<u>GRADE</u>		<u>MIN</u>	<u>MAX</u>	<u>L1</u>	<u>L2</u>	<u>L3</u>	<u>L4</u>	<u>L5</u>	<u>L6</u>
Q06	HOURLY	8.8276	13.6864	14.0286	14.3793	14.7388	15.1072	15.4849	15.7946
	BIWKLY	706.21	1094.91	1122.29	1150.34	1179.10	1208.58	1238.79	1263.57
	ANNUAL	18,361	28,468	29,179	29,909	30,657	31,423	32,209	32,853
Q07	HOURLY	9.2393	14.3417	14.7002	15.0677	15.4444	15.8306	16.2263	16.5508
	BIWKLY	739.14	1147.34	1176.02	1205.42	1235.56	1266.44	1298.11	1324.07
	ANNUAL	19,218	29,831	30,576	31,341	32,124	32,928	33,751	34,426
Q08	HOURLY	9.6719	15.0290	15.4047	15.7898	16.1846	16.5892	17.0039	17.3440
	BIWKLY	773.75	1202.32	1232.38	1263.19	1294.77	1327.14	1360.31	1387.52
	ANNUAL	20,117	31,260	32,042	32,843	33,664	34,506	35,368	36,076
Q09	HOURLY	10.1260	15.7510	16.1447	16.5483	16.9621	17.3861	17.8208	18.1772
	BIWKLY	810.08	1260.08	1291.58	1323.87	1356.96	1390.89	1425.66	1454.17
	ANNUAL	21,062	32,762	33,581	34,421	35,281	36,163	37,067	37,809
Q10	HOURLY	10.6029	16.5090	16.9217	17.3447	17.7783	18.2228	18.6784	19.0519
	BIWKLY	848.23	1320.72	1353.73	1387.58	1422.27	1457.82	1494.27	1524.15
	ANNUAL	22,054	34,339	35,197	36,077	36,979	37,903	38,851	39,628
Q11	HOURLY	11.1034	17.3052	17.7379	18.1813	18.6358	19.1017	19.5793	19.9709
	BIWKLY	888.27	1384.42	1419.03	1454.51	1490.87	1528.14	1566.34	1597.67
	ANNUAL	23,095	35,995	36,895	37,817	38,763	39,732	40,725	41,539
Q12	HOURLY	11.6292	18.1411	18.5946	19.0595	19.5360	20.0244	20.5250	20.9355
	BIWKLY	930.34	1451.29	1487.57	1524.76	1562.88	1601.95	1642.00	1674.84
	ANNUAL	24,189	37,734	38,677	39,644	40,635	41,651	42,692	43,546
Q13	HOURLY	12.1811	19.0186	19.4941	19.9814	20.4810	20.9930	21.5178	21.9482
	BIWKLY	974.49	1521.49	1559.53	1598.51	1638.48	1679.44	1721.42	1755.85
	ANNUAL	25,337	39,559	40,548	41,561	42,600	43,665	44,757	45,652
Q14	HOURLY	12.7606	19.9401	20.4386	20.9496	21.4733	22.0102	22.5604	23.0116
	BIWKLY	1020.85	1595.21	1635.09	1675.97	1717.87	1760.81	1804.83	1840.93
	ANNUAL	26,542	41,475	42,512	43,575	44,665	45,781	46,926	47,864
Q15	HOURLY	13.3694	20.9077	21.4304	21.9662	22.5153	23.0782	23.6552	24.1283
	BIWKLY	1069.55	1672.62	1714.43	1757.29	1801.23	1846.26	1892.41	1930.26
	ANNUAL	27,808	43,488	44,575	45,690	46,832	48,003	49,203	50,187
Q16	HOURLY	14.0085	21.9236	22.4717	23.0334	23.6093	24.1995	24.8045	25.3006
	BIWKLY	1120.68	1753.89	1797.73	1842.68	1888.74	1935.96	1984.36	2024.05
	ANNUAL	29,138	45,601	46,741	47,910	49,107	50,335	51,593	52,625

<u>GRADE</u>		<u>MIN</u>	<u>MAX</u>	<u>L1</u>	<u>L2</u>	<u>L3</u>	<u>L4</u>	<u>L5</u>	<u>L6</u>
Q17	HOURLY	14.6792	22.9902	23.5650	24.1541	24.7580	25.3769	26.0113	26.5316
	BIWKLY	1174.34	1839.22	1885.20	1932.33	1980.64	2030.15	2080.91	2122.52
	ANNUAL	30,533	47,820	49,015	50,241	51,497	52,784	54,104	55,186
Q18	HOURLY	15.3840	24.1105	24.7133	25.3311	25.9644	26.6135	27.2788	27.8244
	BIWKLY	1230.72	1928.84	1977.06	2026.49	2077.15	2129.08	2182.31	2225.95
	ANNUAL	31,999	50,150	51,404	52,689	54,006	55,356	56,740	57,875
Q19	HOURLY	16.1238	25.2866	25.9187	26.5667	27.2309	27.9116	28.6094	29.1816
	BIWKLY	1289.907	2022.925	2073.498	2125.336	2178.469	2232.931	2288.754	2334.529
	ANNUAL	33,538	52,596	53,911	55,259	56,640	58,056	59,508	60,698
Q20	HOURLY	16.9003	26.5212	27.1842	27.8638	28.5604	29.2744	30.0063	30.6064
	BIWKLY	1352.03	2121.69	2174.74	2229.11	2284.83	2341.95	2400.50	2448.51
	ANNUAL	35,153	55,164	56,543	57,957	59,406	60,891	62,413	63,661
Q21	HOURLY	17.7159	27.8177	28.5132	29.2260	29.9566	30.7056	31.4732	32.1027
	BIWKLY	1417.27	2225.42	2281.05	2338.08	2396.53	2456.44	2517.86	2568.21
	ANNUAL	36,849	57,861	59,307	60,790	62,310	63,868	65,464	66,774
Q22	HOURLY	18.5724	29.1792	29.9087	30.6564	31.4228	32.2084	33.0136	33.6739
	BIWKLY	1485.79	2334.34	2392.69	2452.51	2513.82	2576.67	2641.09	2693.91
	ANNUAL	38,631	60,693	62,210	63,765	65,359	66,993	68,668	70,042

The hourly rates are the April 6, 2003 rates multiplied by 101%. 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 Q
Schedule of Pay Grades (Q6-Q22)
Prince George's Correctional Officers' Association, Inc. (Civilian Unit)
Effective February 8, 2004

<u>GRADE</u>		<u>MIN</u>	<u>MAX</u>	<u>L1</u>	<u>L2</u>	<u>L3</u>	<u>L4</u>	<u>L5</u>	<u>L6</u>
Q06	HOURLY	8.9159	13.8233	14.1688	14.5231	14.8861	15.2583	15.6398	15.9525
	BIWKLY	713.27	1105.86	1133.51	1161.85	1190.89	1220.66	1251.18	1276.20
	ANNUAL	18,545	28,752	29,471	30,208	30,963	31,737	32,531	33,181
Q07	HOURLY	9.3317	14.4851	14.8472	15.2184	15.5989	15.9889	16.3886	16.7164
	BIWKLY	746.54	1158.81	1187.78	1217.47	1247.91	1279.11	1311.09	1337.31
	ANNUAL	19,410	30,129	30,882	31,654	32,446	33,257	34,088	34,770
Q08	HOURLY	9.7686	15.1793	15.5588	15.9477	16.3464	16.7551	17.1740	17.5175
	BIWKLY	781.49	1214.34	1244.70	1275.82	1307.71	1340.41	1373.92	1401.40
	ANNUAL	20,319	31,573	32,362	33,171	34,001	34,851	35,722	36,436
Q09	HOURLY	10.227	15.909	16.3062	16.7139	17.1317	17.5600	17.9990	18.3590
	BIWKLY	818.18	1272.68	1304.50	1337.11	1370.54	1404.80	1439.92	1468.72
	ANNUAL	21,273	33,090	33,917	34,765	35,634	36,525	37,438	38,187
Q10	HOURLY	10.7089	16.6741	17.0909	17.5182	17.9562	18.4051	18.8652	19.2425
	BIWKLY	856.71	1333.93	1367.28	1401.46	1436.49	1472.41	1509.22	1539.40
	ANNUAL	22,275	34,682	35,549	36,438	37,349	38,283	39,240	40,024
Q11	HOURLY	11.2144	17.4783	17.9152	18.3631	18.8222	19.2927	19.7750	20.1705
	BIWKLY	897.15	1398.26	1433.22	1469.05	1505.77	1543.42	1582.00	1613.64
	ANNUAL	23,326	36,355	37,264	38,195	39,150	40,129	41,132	41,955
Q12	HOURLY	11.7455	18.3225	18.7806	19.2501	19.7313	20.2246	20.7302	21.1448
	BIWKLY	939.64	1465.80	1502.45	1540.01	1578.51	1617.97	1658.42	1691.59
	ANNUAL	24,431	38,111	39,064	40,040	41,041	42,067	43,119	43,981
Q13	HOURLY	12.3029	19.2088	19.6890	20.1812	20.6858	21.2029	21.7330	22.1676
	BIWKLY	984.23	1536.70	1575.12	1614.50	1654.86	1696.23	1738.64	1773.41
	ANNUAL	25,590	39,954	40,953	41,977	43,026	44,102	45,205	46,109
Q14	HOURLY	12.8882	20.1395	20.6430	21.1591	21.6880	22.2302	22.7860	23.2417
	BIWKLY	1031.06	1611.16	1651.44	1692.73	1735.04	1778.42	1822.88	1859.34
	ANNUAL	26,807	41,890	42,937	44,011	45,111	46,239	47,395	48,343
Q15	HOURLY	13.5031	21.1168	21.6447	22.1858	22.7405	23.3090	23.8917	24.3695
	BIWKLY	1080.25	1689.34	1731.58	1774.87	1819.24	1864.72	1911.34	1949.56
	ANNUAL	28,086	43,923	45,021	46,146	47,300	48,483	49,695	50,689
Q16	HOURLY	14.1486	22.1428	22.6964	23.2638	23.8454	24.4415	25.0526	25.5536
	BIWKLY	1131.89	1771.43	1815.71	1861.11	1907.63	1955.32	2004.21	2044.29
	ANNUAL	29,429	46,057	47,209	48,389	49,598	50,838	52,109	53,152

<u>GRADE</u>		<u>MIN</u>	<u>MAX</u>	<u>L1</u>	<u>L2</u>	<u>L3</u>	<u>L4</u>	<u>L5</u>	<u>L6</u>
Q17	HOURLY	14.8260	23.2201	23.8006	24.3956	25.0055	25.6306	26.2714	26.7968
	BIWKLY	1186.08	1857.61	1904.05	1951.65	2000.44	2050.45	2101.71	2143.75
	ANNUAL	30,838	48,298	49,505	50,743	52,011	53,312	54,645	55,737
Q18	HOURLY	15.538	24.352	24.9604	25.5844	26.2240	26.8796	27.5516	28.1026
	BIWKLY	1243.03	1948.13	1996.83	2046.75	2097.92	2150.37	2204.13	2248.21
	ANNUAL	32,319	50,651	51,918	53,216	54,546	55,910	57,307	58,453
Q19	HOURLY	16.2850	25.5395	26.1780	26.8324	27.5032	28.1908	28.8956	29.4735
	BIWKLY	1302.80	2043.16	2094.24	2146.59	2200.26	2255.26	2311.64	2357.88
	ANNUAL	33,873	53,122	54,450	55,811	57,207	58,637	60,103	61,305
Q20	HOURLY	17.0693	26.7864	27.4561	28.1425	28.8460	29.5672	30.3064	30.9125
	BIWKLY	1365.54	2142.91	2196.49	2251.40	2307.68	2365.37	2424.51	2473.00
	ANNUAL	35,504	55,716	57,109	58,536	60,000	61,500	63,037	64,298
Q21	HOURLY	17.8931	28.0959	28.7983	29.5182	30.2562	31.0126	31.7879	32.4237
	BIWKLY	1431.44	2247.67	2303.86	2361.46	2420.49	2481.01	2543.03	2593.89
	ANNUAL	37,218	58,439	59,900	61,398	62,933	64,506	66,119	67,441
Q22	HOURLY	18.7581	29.4710	30.2078	30.9630	31.7370	32.5305	33.3437	34.0106
	BIWKLY	1500.65	2357.68	2416.62	2477.04	2538.96	2602.44	2667.50	2720.85
	ANNUAL	39,017	61,300	62,832	64,403	66,013	67,663	69,355	70,742

The hourly rates are the July 13, 2003 rates multiplied by 101%. 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 Q
Schedule of Pay Grades (Q6-Q22)
Prince George's Correctional Officers' Association, Inc. (Civilian Unit)
Effective July 11, 2004

<u>GRADE</u>		<u>MIN</u>	<u>MAX</u>	<u>L1</u>	<u>L2</u>	<u>L3</u>	<u>L4</u>	<u>L5</u>	<u>L6</u>
Q06	HOURLY	9.0051	13.9615	14.3106	14.6683	15.0350	15.4109	15.7962	16.1121
	BIWKLY	720.40	1116.92	1144.85	1173.47	1202.80	1232.87	1263.70	1288.97
	ANNUAL	18,731	29,040	29,766	30,510	31,273	32,055	32,856	33,513
Q07	HOURLY	9.4250	14.6300	14.9957	15.37059	15.75486	16.14873	16.55245	16.8835
	BIWKLY	754.00	1170.40	1199.66	1229.65	1260.39	1291.90	1324.20	1350.68
	ANNUAL	19,604	30,430	31,191	31,971	32,770	33,589	34,429	35,118
Q08	HOURLY	9.8663	15.3311	15.7144	16.1072	16.5099	16.9227	17.3457	17.6926
	BIWKLY	789.30	1226.49	1257.15	1288.58	1320.79	1353.81	1387.66	1415.41
	ANNUAL	20,522	31,889	32,686	33,503	34,341	35,199	36,079	36,801
Q09	HOURLY	10.329	16.068	16.4698	16.8815	17.3036	17.7362	18.1796	18.5432
	BIWKLY	826.34	1285.45	1317.58	1350.52	1384.29	1418.89	1454.37	1483.45
	ANNUAL	21,485	33,422	34,257	35,114	35,991	36,891	37,814	38,570
Q10	HOURLY	10.8160	16.8408	17.2619	17.6934	18.1357	18.5891	19.0539	19.4349
	BIWKLY	865.28	1347.27	1380.95	1415.47	1450.86	1487.13	1524.31	1554.80
	ANNUAL	22,497	35,029	35,905	36,802	37,722	38,665	39,632	40,425
Q11	HOURLY	11.3265	17.6531	18.0944	18.5468	19.0104	19.4857	19.9728	20.3723
	BIWKLY	906.12	1412.25	1447.55	1483.74	1520.84	1558.86	1597.83	1629.78
	ANNUAL	23,559	36,718	37,636	38,577	39,542	40,530	41,544	42,374
Q12	HOURLY	11.8630	18.5057	18.9684	19.4426	19.9286	20.4269	20.9375	21.3563
	BIWKLY	949.04	1480.46	1517.47	1555.41	1594.29	1634.15	1675.00	1708.50
	ANNUAL	24,675	38,492	39,454	40,441	41,452	42,488	43,550	44,421
Q13	HOURLY	12.4259	19.4009	19.8859	20.3831	20.8926	21.4150	21.9503	22.3893
	BIWKLY	994.07	1552.07	1590.87	1630.64	1671.41	1713.20	1756.03	1791.15
	ANNUAL	25,846	40,354	41,363	42,397	43,457	44,543	45,657	46,570
Q14	HOURLY	13.0171	20.3409	20.8494	21.3707	21.9049	22.4525	23.0139	23.4741
	BIWKLY	1041.37	1627.27	1667.95	1709.65	1752.39	1796.20	1841.11	1877.93
	ANNUAL	27,076	42,309	43,367	44,451	45,562	46,701	47,869	48,826
Q15	HOURLY	13.6381	21.3280	21.8612	22.4077	22.9679	23.5421	24.1306	24.6133
	BIWKLY	1091.05	1706.24	1748.89	1792.62	1837.43	1883.37	1930.45	1969.06
	ANNUAL	28,367	44,362	45,471	46,608	47,773	48,968	50,192	51,196
Q16	HOURLY	14.2901	22.3642	22.9233	23.4964	24.0838	24.6859	25.3031	25.8091
	BIWKLY	1143.21	1789.14	1833.87	1879.71	1926.71	1974.87	2024.25	2064.73
	ANNUAL	29,723	46,518	47,681	48,873	50,094	51,347	52,630	53,683

<u>GRADE</u>		<u>MIN</u>	<u>MAX</u>	<u>L1</u>	<u>L2</u>	<u>L3</u>	<u>L4</u>	<u>L5</u>	<u>L6</u>
Q17	HOURLY	14.9743	23.4523	24.0386	24.6396	25.2556	25.8870	26.5341	27.0648
	BIWKLY	1197.94	1876.18	1923.09	1971.17	2020.45	2070.96	2122.73	2165.18
	ANNUAL	31,146	48,781	50,000	51,250	52,532	53,845	55,191	56,295
Q18	HOURLY	15.693	24.596	25.2104	25.8407	26.4867	27.1489	27.8276	28.3841
	BIWKLY	1255.47	1967.64	2016.83	2067.25	2118.93	2171.91	2226.21	2270.73
	ANNUAL	32,642	51,159	52,438	53,749	55,092	56,470	57,881	59,039
Q19	HOURLY	16.4479	25.7949	26.4398	27.1008	27.7783	28.4727	29.1846	29.7682
	BIWKLY	1315.83	2063.59	2115.18	2168.06	2222.26	2277.82	2334.76	2381.46
	ANNUAL	34,212	53,653	54,995	56,370	57,779	59,223	60,704	61,918
Q20	HOURLY	17.2400	27.0543	27.7306	28.4239	29.1345	29.8628	30.6094	31.2216
	BIWKLY	1379.20	2164.34	2218.45	2273.91	2330.76	2389.03	2448.75	2497.73
	ANNUAL	35,859	56,273	57,680	59,122	60,600	62,115	63,668	64,941
Q21	HOURLY	18.0720	28.3769	29.0863	29.8134	30.5588	31.3227	32.1058	32.7479
	BIWKLY	1445.76	2270.15	2326.90	2385.07	2444.70	2505.82	2568.46	2619.83
	ANNUAL	37,590	59,024	60,499	62,012	63,562	65,151	66,780	68,116
Q22	HOURLY	18.9457	29.7657	30.5099	31.2726	32.0544	32.8558	33.6772	34.3507
	BIWKLY	1515.65	2381.26	2440.79	2501.81	2564.35	2628.46	2694.17	2748.06
	ANNUAL	39,407	61,913	63,460	65,047	66,673	68,340	70,049	71,449

The hourly rates are the February 8, 2004 rates multiplied by 101%. 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 Q
Schedule of Pay Grades (Q6-Q22)
Prince George's Correctional Officers' Association, Inc. (Civilian Unit)
Effective February 6, 2005

<u>GRADE</u>		<u>MIN</u>	<u>MAX</u>	<u>L1</u>	<u>L2</u>	<u>L3</u>	<u>L4</u>	<u>L5</u>	<u>L6</u>
Q06	HOURLY	9.0952	14.1011	14.4536	14.8150	15.1854	15.5650	15.9541	16.2732
	BIWKLY	727.61	1128.09	1156.29	1185.20	1214.83	1245.20	1276.33	1301.86
	ANNUAL	18,918	29,330	30,064	30,815	31,586	32,375	33,185	33,848
Q07	HOURLY	9.5193	14.7763	15.1457	15.5244	15.9125	16.3103	16.7180	17.0524
	BIWKLY	761.54	1182.10	1211.66	1241.95	1273.00	1304.82	1337.44	1364.19
	ANNUAL	19,800	30,735	31,503	32,291	33,098	33,925	34,773	35,469
Q08	HOURLY	9.9650	15.4844	15.8715	16.2683	16.6750	17.0919	17.5192	17.8696
	BIWKLY	797.20	1238.75	1269.72	1301.46	1334.00	1367.35	1401.54	1429.57
	ANNUAL	20,727	32,208	33,013	33,838	34,684	35,551	36,440	37,169
Q09	HOURLY	10.4323	16.2287	16.6344	17.0503	17.4765	17.9134	18.3613	18.7285
	BIWKLY	834.58	1298.29	1330.75	1364.02	1398.12	1433.07	1468.90	1498.28
	ANNUAL	21,699	33,756	34,600	35,465	36,351	37,260	38,191	38,955
Q10	HOURLY	10.9242	17.0092	17.4344	17.8703	18.3171	18.7750	19.2444	19.6292
	BIWKLY	873.93	1360.74	1394.76	1429.62	1465.36	1502.00	1539.55	1570.34
	ANNUAL	22,722	35,379	36,264	37,170	38,099	39,052	40,028	40,829
Q11	HOURLY	11.4398	17.8296	18.2754	18.7323	19.2006	19.6806	20.1726	20.5760
	BIWKLY	915.18	1426.37	1462.03	1498.58	1536.04	1574.45	1613.81	1646.08
	ANNUAL	23,795	37,086	38,013	38,963	39,937	40,936	41,959	42,798
Q12	HOURLY	11.9816	18.6908	19.1580	19.6370	20.1279	20.6311	21.1469	21.5698
	BIWKLY	958.53	1495.26	1532.64	1570.96	1610.23	1650.49	1691.75	1725.59
	ANNUAL	24,922	38,877	39,849	40,845	41,866	42,913	43,986	44,865
Q13	HOURLY	12.5502	19.5949	20.0848	20.5869	21.1016	21.6291	22.1698	22.6132
	BIWKLY	1004.01	1567.59	1606.78	1646.95	1688.13	1730.33	1773.59	1809.06
	ANNUAL	26,104	40,757	41,776	42,821	43,891	44,989	46,113	47,036
Q14	HOURLY	13.1473	20.5443	21.0579	21.5844	22.1240	22.6771	23.2440	23.7089
	BIWKLY	1051.78	1643.54	1684.63	1726.75	1769.92	1814.17	1859.52	1896.71
	ANNUAL	27,346	42,732	43,800	44,895	46,018	47,168	48,348	49,314
Q15	HOURLY	13.7745	21.5413	22.0798	22.6318	23.1976	23.7775	24.3720	24.8594
	BIWKLY	1101.96	1723.30	1766.38	1810.54	1855.81	1902.20	1949.76	1988.75
	ANNUAL	28,651	44,806	45,926	47,074	48,251	49,457	50,694	51,708
Q16	HOURLY	14.4330	22.5878	23.1525	23.7314	24.3246	24.9328	25.5561	26.0672
	BIWKLY	1154.64	1807.03	1852.20	1898.51	1945.97	1994.62	2044.49	2085.38
	ANNUAL	30,021	46,983	48,157	49,361	50,595	51,860	53,157	54,220

<u>GRADE</u>		<u>MIN</u>	<u>MAX</u>	<u>L1</u>	<u>L2</u>	<u>L3</u>	<u>L4</u>	<u>L5</u>	<u>L6</u>
Q17	HOURLY	15.1240	23.6868	24.2790	24.8860	25.5081	26.1458	26.7995	27.3355
	BIWKLY	1209.92	1894.95	1942.32	1990.88	2040.65	2091.67	2143.96	2186.84
	ANNUAL	31,458	49,269	50,500	51,763	53,057	54,383	55,743	56,858
Q18	HOURLY	15.8499	24.8420	25.4630	26.0996	26.7521	27.4209	28.1064	28.6685
	BIWKLY	1267.99	1987.36	2037.04	2087.97	2140.17	2193.67	2248.51	2293.48
	ANNUAL	32,968	51,671	52,963	54,287	55,644	57,035	58,461	59,631
Q19	HOURLY	16.6124	26.0528	26.7042	27.3718	28.0561	28.7575	29.4764	30.0659
	BIWKLY	1328.99	2084.23	2136.33	2189.74	2244.49	2300.60	2358.11	2405.27
	ANNUAL	34,554	54,190	55,545	56,933	58,357	59,816	61,311	62,537
Q20	HOURLY	17.4124	27.3248	28.0080	28.7082	29.4259	30.1615	30.9156	31.5339
	BIWKLY	1392.99	2185.99	2240.64	2296.65	2354.07	2412.92	2473.24	2522.71
	ANNUAL	36,218	56,836	58,257	59,713	61,206	62,736	64,304	65,590
Q21	HOURLY	18.2527	28.6607	29.3772	30.1116	30.8644	31.6360	32.4269	33.0755
	BIWKLY	1460.22	2292.85	2350.17	2408.93	2469.15	2530.88	2594.15	2646.04
	ANNUAL	37,966	59,614	61,105	62,632	64,198	65,803	67,448	68,797
Q22	HOURLY	19.1352	30.0634	30.8149	31.5853	32.3749	33.1843	34.0139	34.6942
	BIWKLY	1530.81	2405.07	2465.20	2526.83	2590.00	2654.75	2721.11	2775.54
	ANNUAL	39,801	62,532	64,095	65,697	67,340	69,023	70,749	72,164

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ATTACHMENT B - CLASSES OF WORK

UNIT I – Civilian Employees and Professional Employees

Administrative Aide I, II, II, IV
Supply/Property Clerk I, II, III, IV
Supply Technician
Accountant I, II
Administrative Assistant I, II
Budget/Management Analyst I, II
Correctional Treatment Coordinator I, II
Executive Administrative Aide
Investigator I, II
Personnel Analyst I, II
Social Worker I, II
Account Clerk I, II, III, IV
Accounting Technician
Assistant Correctional Treatment Coordinator I, II
Data Entry Operator I, II
General Clerk I, II, III, IV
Laboratory Assistant I, II
Paralegal Assistant I, II, III
Personnel Aide I, II, III
Public Safety Aide I, II, III