

COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND

Legislative Session 1991

Resolution No. CR-109-1991

Proposed by The Chairman (by request - County Executive)

Introduced by Council Members Castaldi, Bell, and Casula

Co-Sponsors _____

Date of Introduction October 22, 1991

RESOLUTION

A RESOLUTION concerning

Salary Schedule C-O, Schedule of Pay Grades

(D-27 - D-33) - Department of Corrections - Officials

FOR the purpose of amending the Salary Plan of the County to reflect new pay rates, define the workweek, and explain benefits of the Department of Corrections' Officials.

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

WHEREAS, pursuant to Charter Section 903, the County Executive has recommended and submitted an amended salary plan establishing a new schedule of pay grades to compensate the Department of Corrections' Officials.

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

recommended by the County Executive on October 8, 1991, which is attached hereto and made a part thereof, setting forth an upward adjustment of the maximum rates by three and one-half percent (3 1/2%) effective July 14, 1991; a seven percent (7%) increase in the base hourly rates, effective April 5, 1992; and an upward adjustment of the maximum rates by three and one-half percent (3 1/2%) effective July 14, 1992; and further establishing the work week, work schedule, meal period, pay in excess of base salary, leave provisions, incentive awards, unemployment insurance, retirement contributions, group health insurance, life insurance, social security, workers' compensation, uniforms and physical conditioning, and unused sick leave payment for such employees, be and the same is hereby approved retroactive to July 1, 1991.

Adopted this 26th day of November, 1991.

COUNTY COUNCIL OF PRINCE
GEORGE'S COUNTY, MARYLAND

BY: _____
Richard J. Castaldi
Chairman

ATTEST:

Maurene W. Epps
Acting Clerk of the Council

SALARY SCHEDULE C-O
SCHEDULE OF PAY GRADES
FOR CORRECTIONAL OFFICIALS
(LIEUTENANTS, CAPTAINS AND MAJORS)
PRINCE GEORGE'S COUNTY, MARYLAND
EFFECTIVE JULY 1, 1991 - JUNE 30, 1993

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I. Scheduled Pay Rates

SALARY SCHEDULE C-0
 SCHEDULE OF PAY GRADES (D27 - D33)
 FOR CORRECTIONAL OFFICIALS
 (LIEUTENANTS, CAPTAINS AND MAJORS)
 PRINCE GEORGE'S COUNTY, MARYLAND
 EFFECTIVE JULY 14, 1991

GRADE		MINIMUM	MAXIMUM
D27	HOURLY	14.7213	24.1946
	BIWKLY	1,177.70	1,935.57
	ANNUAL	30,620	50,325
D28	HOURLY	15.4575	25.4044
	BIWKLY	1,236.60	2,032.35
	ANNUAL	32,152	52,841
D29	HOURLY	16.2303	26.6742
	BIWKLY	1,298.42	2,133.94
	ANNUAL	33,759	55,482
D30	HOURLY	17.0418	28.0079
	BIWKLY	1,363.34	2,240.63
	ANNUAL	35,447	58,256
D31	HOURLY	17.8940	29.4084
	BIWKLY	1,431.52	2,352.67
	ANNUAL	37,220	61,169
D32	HOURLY	18.7885	30.8789
	BIWKLY	1,503.08	2,470.31
	ANNUAL	39,080	64,228
D33	HOURLY	19.7278	32.4226
	BIWKLY	1,578.22	2,593.81
	ANNUAL	41,034	67,439

The minimum hourly rates are the same as the July 1, 1990 minimum hourly rates that were adopted by CR-26-1990. The maximum hourly rates are the July 1, 1990 maximum rates adjusted upward by 103.5% and rounded to the nearest hundredth of a cent. The hourly rates are the controlling rates. Biweekly rates are hourly rates multiplied by 80 and rounded to the nearest cent. Annual rates are hourly rates multiplied by 2080 and rounded to the nearest dollar.

SALARY SCHEDULE C-0
 SCHEDULE OF PAY GRADES (D27 - D33)
 FOR CORRECTIONAL OFFICIALS
 (LIEUTENANTS, CAPTAINS AND MAJORS)
 PRINCE GEORGE'S COUNTY, MARYLAND
 EFFECTIVE APRIL 5, 1992

GRADE		MINIMUM	MAXIMUM
D27	HOURLY	15.7518	25.8882
	BIWKLY	1,260.14	2,071.06
	ANNUAL	32,764	53,847
D28	HOURLY	16.5395	27.1827
	BIWKLY	1,323.16	2,174.62
	ANNUAL	34,402	56,540
D29	HOURLY	17.3664	28.5414
	BIWKLY	1,389.31	2,283.32
	ANNUAL	36,122	59,366
D30	HOURLY	18.2347	29.9685
	BIWKLY	1,458.78	2,397.48
	ANNUAL	37,928	62,334
D31	HOURLY	19.1466	31.4670
	BIWKLY	1,531.73	2,517.36
	ANNUAL	39,825	65,451
D32	HOURLY	20.1037	33.0404
	BIWKLY	1,608.30	2,643.23
	ANNUAL	41,816	68,724
D33	HOURLY	21.1087	34.6922
	BIWKLY	1,688.70	2,775.38
	ANNUAL	43,906	72,160

The hourly rates are the July 14, 1991 hourly rates multiplied by 107% and rounded to the nearest hundredth of a cent. The hourly rates are the controlling rates. Biweekly rates are hourly rates multiplied by 80 and rounded to the nearest cent. Annual rates are hourly rates multiplied by 2080 and rounded to the nearest dollar.

SALARY SCHEDULE C-0
 SCHEDULE OF PAY GRADES (D27 - D33)
 FOR CORRECTIONAL OFFICIALS
 (LIEUTENANTS, CAPTAINS AND MAJORS)
 PRINCE GEORGE'S COUNTY, MARYLAND
 EFFECTIVE JULY 12, 1992

	GRADE	MINIMUM	MAXIMUM
D27	HOURLY	15.7518	26.7943
	BIWKLY	1,260.14	2,143.54
	ANNUAL	32,764	55,732
D28	HOURLY	16.5395	28.1341
	BIWKLY	1,323.16	2,250.73
	ANNUAL	34,402	58,519
D29	HOURLY	17.3664	29.5403
	BIWKLY	1,389.31	2,363.22
	ANNUAL	36,122	61,444
D30	HOURLY	18.2347	31.0174
	BIWKLY	1,458.78	2,481.39
	ANNUAL	37,928	64,516
D31	HOURLY	19.1466	32.5683
	BIWKLY	1,531.73	2,605.46
	ANNUAL	39,825	67,742
D32	HOURLY	20.1037	34.1968
	BIWKLY	1,608.30	2,735.74
	ANNUAL	41,816	71,129
D33	HOURLY	21.1087	35.9064
	BIWKLY	1,688.70	2,872.51
	ANNUAL	43,906	74,685

The minimum hourly rates are the April 5, 1992 minimum rates. The maximum hourly rates are the April 5, 1992 maximum rates adjusted upward by 103.5% and rounded to the nearest hundredth of a cent. The hourly rates are the controlling rates. Biweekly rates are hourly rates multiplied by 80 and rounded to the nearest cent. Annual rates are hourly rates multiplied by 2080 and rounded to the nearest dollar.

MIN-MAX System:

Effective July 2, 1989, the "MIN-MAX" system in effect for employees covered under this Salary Schedule is governed by the following rules:

A. Merit increases for employees covered by this Salary Schedule who earn less than the maximum of their grade shall be granted at a rate of three and one-half percent (3 1/2%). Employees will continue to receive 3 1/2% merit increases until one of the following occurs:

1. They reach the maximum of their grade;

2. The 3 1/2% increase would establish their hourly rate one percent (1%) or less below the maximum, in which case their hourly rate will be automatically adjusted upward to the maximum; or

3. The 3 1/2% increase would establish their hourly rate above the maximum rate for that grade, in which case their hourly rate will instead be adjusted to equal the applicable maximum rate.

B. Steps for the purpose of promotions, demotions, discipline, and reallocations shall be at a rate of 5% and shall be governed by the Personnel Law.

II. Workweek

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

A. The standard number of hours in the workweek for full-time employees is forty (40) productive hours.

B. Appointing authorities may assign full-time employees to work schedules involving rotating shift work which may not provide for a standard number of productive hours within a workweek. The number of hours in the workweek for these employees may average 40-42 productive hours.

III. Work Schedules

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

IV. Designation of Meal Periods

- A. Except for employees assigned to rotating shift work schedules, any employee who works five (5) or more hours in any workday shall receive an unpaid one-half hour meal period in addition to the forty (40) productive hours.
- B. Employees assigned to rotating shift work schedules averaging 40-42 productive hours shall be eligible for a meal period, as defined by the appointing authority, within the productive workday.

V. Pay in Excess of Base Salary

A. Overtime Pay

1. General Provisions:

a. Subject to the limitations noted in Paragraph 2 below, employees allocated to classes within this Schedule shall be eligible to earn overtime pay for each hour or part thereof worked in excess of the number of productive hours constituting the standard work week for full-time employees.

Normally, the standard work week for full-time employees will be forty (40) hours. However, in some instances, such as with rotating shift schedules, the number of full-time productive hours in the "standard" work week may vary.

b. The rate of overtime pay for employees allocated to classes within this Schedule shall be equal to one and one-half (1 1/2) times the employee's regular hourly rate.

c. All pay status hours shall be considered productive hours for overtime computation purposes.

d. Each appointing authority shall be responsible for specifically directing and/or authorizing overtime work for employees under his/her jurisdiction. In addition, appointing authorities are responsible for ensuring fund availability for overtime pay

2. Limitations:

a. Employees assigned to this Schedule Grades 27 through 30, inclusive, shall be entitled to earn overtime pay only upon the written approval of the appropriate appointing authority.

b. Employees assigned to this Schedule Grades 31 and above shall be entitled to earn overtime pay only upon the written approval of the Chief Administrative Officer.

B. Premium Pay for Holiday Work

No employee occupying a position allocated to a class in the D-1 Schedule above Grade 30 shall be eligible for premium pay for holiday work. However, when expressly directed in writing by the appointing authority to perform such holiday work, such employee shall receive an alternative day or shift schedule day off at the employee's base rate of pay.

Employees occupying classes allocated to Grades 27 through 30 in the C-0 Schedule required to work on designated County holidays shall be paid at the rate of time and one-half the employee's base rate of pay for all hours worked in addition to the employee's regular holiday pay as provided for in Section 16-219(d) and (g) of the Personnel Law.

Should a holiday fall on an employee's regularly scheduled day off, the employee shall receive an alternative day or shift schedule day off at the employee's base rate of pay.

C. Shift Differential

Effective the first full pay period beginning on or after July 1, 1989, a shift differential of one dollar and fifteen cents (\$1.15) per hour shall be paid for all time worked on the first shift (i.e., the night shift - 11 p.m. to 7 a.m. or equivalent) and on the third shift (i.e., the evening shift - 3 p.m. to 11 p.m. or equivalent) to each employee who works those shifts.

The shift differential shall be adjusted to one dollar and forty cents (\$1.40) per hour effective the first full pay period beginning on or after July 1, 1990 and to one dollar and sixty-five cents (\$1.65) per hour effective the first full pay period beginning on or after July 1, 1991.

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

- o leave payout
- o overtime pay
- o holiday premium pay
- o retirement and insurance deductions and benefits

D. Pyramiding of Overtime and Premium Pay

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

VI. Leave Provisions

A. Sick Leave

Sick leave may be accumulated from year to year.

All full-time employees earn 4 1/2 hours of sick leave each pay period with a periodic adjustment to ensure that each employee earns fifteen (15) days of sick leave each leave year through the duration of County service. Each such day shall constitute eight (8) hours.

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

B. Disability Leave

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

C. Annual Leave

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

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

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

D. Personal Leave

One personal leave day shall be granted to all employees eligible for annual leave.

E. Compensatory Leave

Employees assigned to grades in this Schedule who are otherwise entitled to earn overtime compensation pursuant to Section V. may elect to earn compensatory leave in lieu of overtime compensation, except that employees in Grades 27 through 30, inclusive, are entitled to earn compensatory leave without written approval of the appointing authority.

Accrual and use of compensatory leave shall be subject to the following restrictions:

No employee shall accrue more than 240 hours of compensatory leave. An employee shall be granted compensatory leave by the appointing authority within a reasonable period after requesting leave if the use of compensatory leave does not unduly disrupt the operations of the agency.

F. 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.

VII. Incentive Awards

To the extent that funds have been appropriated for such purpose, employees may be granted incentive awards, subject to the provisions of Section 16-209 of the Personnel Law.

VIII. Unemployment Insurance

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

IX. Retirement Contributions

A. Employees paid in accordance with this Salary Schedule and

who are enrolled in the Maryland State Employee's Retirement Systems shall pay retirement contributions at the rate of five percent (5%) or seven percent (7%) of base salary, depending on plan option selected.

- B. Effective January 1, 1980, current participants in the Employee's Retirement System may transfer to the Employee's Pension System, which is non-contributory up to the Social Security Wage Base.
- C. All classified employees hired on or after January 1, 1980, must enroll in the Employee's Pension System.
- D. The County's contribution rate shall be that amount as established from time to time by the State. Employee contributions (where applicable) shall be made through payroll deductions. If changes/improvements in retirement benefits are made, then contributions may be adjusted accordingly.

X. Supplemental Retirement Benefit

Effective July 1, 1990, employees covered by this Salary Schedule shall commence participation in a supplemental retirement benefit program, jointly funded through County and employee contributions. (The County shall contribute seventy-five percent (75%) of the total cost of providing the employee's benefit, and the employee shall contribute, through payroll deduction, the remaining twenty-five percent (25%).)

XI. Group Health Insurance

A. Effective with contributions in June, 1991, for coverage beginning on July 1, 1991, the County shall contribute seventy-five percent (75%) to the cost of the County's Managed Care health insurance program for any employee who elects to participate in the program. Participating employees shall contribute the remaining twenty-five percent (25%).

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

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

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

XII. Life Insurance

The County shall pay one hundred percent (100%) of the monthly premium for the County life insurance coverage as authorized and in accordance with Section 16-212 of the Personnel Law. The County shall pay death benefit of \$5,000 upon the death of any County employee whose death results from an accidental personal injury arising out of and in the course of his/her employment.

XIII. Social Security

Effective January 1, 1991, the County and each employee paid in accordance with this Salary Schedule shall make contributions to the Social Security fund of 7.65% of the first \$53,400, and 1.45% of the remainder up to \$125,000 paid in wages per employee per calendar year. Employee contributions shall be made through payroll deductions.

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

XIV. Worker's Compensation

The County will provide at its own cost all benefits due to an employee pursuant to the Maryland Worker's Compensation Law, Article 101, Annotated Code of Maryland.

XV. Uniforms and Physical Conditioning

In order to foster the professional image of Prince George's County Correctional Officers, employees covered by this Salary Schedule shall report for duty in uniforms which are clean and neat in appearance. New employees shall receive an original uniform issue (except shoes). The original uniform issue shall consist of:

- | | |
|----------------------|-----------------------|
| 3 long sleeve shirts | 3 short sleeve shirts |
| 1 pair dress pants | 5 pair summer pants |
| 1 belt | 1 lightweight jacket |
| 1 jacket with lining | 1 raincoat |
| 1 winter hat | 1 necktie |
| 1 tie clasp | 1 pair handcuffs |
| 1 handcuff holder | 1 radio holder |
| 1 badge | 2 name tags |

Thereafter, employees are responsible for the care and maintenance of their uniforms in serviceable condition. To defray the cost of this responsibility, the County will provide seven hundred fifty dollars (\$750.00) in FY90, eight hundred fifty dollars (\$850.00) in FY91, and nine hundred fifty dollars (\$950.00) in FY92 to each unit

member for the procurement, care and upkeep of uniforms. This sum will be paid in two equal installments in July and December of each fiscal year noted above and is not included in the employee's base pay for any purposes such as computing holiday pay, annual and sick leave pay, retirement deductions, or retirement or insurance benefits. Uniforms damaged in the line of duty will be replaced in accordance with Departmental policy.

Employees who are covered by this Salary Schedule will participate in the Department's physical conditioning program unless excused from participation for valid medical reasons. In order to defray employee expenses associated with the program, employees will receive a physical conditioning supplement of one hundred seventy-five dollars (\$175.00) in FY90, FY91 and FY92. This supplement will be paid in two equal installments in July and December of each fiscal year noted above and is not included in the employee's base pay for any purposes such as computing holiday pay, annual and sick leave pay, retirement deductions or retirement or insurance benefits.

XVI. Unused Sick Leave Payment

Employees paid in accordance with this Salary Schedule, upon separation from County service via a non-disciplinary separation, provided proper notice of resignation is given, shall be entitled to a lump sum cash payment for their accrued unused sick leave balance. Such payment shall be computed by taking the total number of unused sick leave hours as of separation, multiplying by the final base hourly rate of pay and dividing by two.

For employees who elect this payment, a zero sick leave balance shall be recorded upon separation. Such payment election shall be in lieu of crediting sick leave toward the pension plan, or of retaining a sick leave balance in the event of return to County Service.

XVII. Policy Statement

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