

COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND

1998 Legislative Session

Resolution No. CR-22-1998

Proposed by Chairman (by request - County Executive)

Introduced by Council Member Russell

Co-Sponsors

Date of Introduction February 24, 1998

RESOLUTION

A RESOLUTION concerning

Compensation and Benefits - International Association of Fire Fighters,

Local 1619, (Nonuniformed Civilian Unit)

Salary Schedule H, Schedule of Pay Grades

FOR the purpose of amending the Salary Plan of the County to reflect the terms of a labor agreement by and between Prince George's County and International Association of Fire Fighters, Local 1619 (Nonuniformed Civilian Unit).

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

WHEREAS, the Salary Plan must at this time be amended by the approval of the salary schedule reflecting the terms of a labor agreement by and between Prince George's County and the International Association of Fire Fighters, Local 1619 (Nonuniformed Civilian Unit);

NOW, THEREFORE, BE IT RESOLVED by the County Council of Prince George's County, Maryland, that Salary Schedule "H," Schedule of Pay Grades, submitted and recommended by the County Executive on February 17, 1998, which is attached hereto and made a part hereof, setting forth the following modifications: a one-time, non-base, lump-sum bonus payment of One Thousand Dollars (\$1,000) effective December 19, 1997 which was approved by CR-65-1997; a cost of living increase of two and one-half percent (2.5%) in Fiscal Year 1999; merit increases for both Fiscal Years 1998 and 1999; amend the pay scale

to provide a longevity step which is three percent (3%) above the maximum step effective July 1, 1998, and further modifications to holidays, holiday pay, annual leave, personal leave, group health insurance, and supplemental retirement benefit, for such employees, be and the same is hereby approved.

Adopted this 7th day of April, 1998.

COUNTY COUNCIL OF PRINCE
GEORGE'S COUNTY, MARYLAND

BY:

Ronald V. Russell
Chairman

ATTEST:

Joyce T. Sweeney
Clerk of the Council

SALARY SCHEDULE H
SCHEDULE OF PAY GRADES
NONUNIFORMED CIVILIANS
PRINCE GEORGE'S COUNTY, MARYLAND
EFFECTIVE JULY 1, 1996 - JUNE 30, 1999

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1. Scheduled Pay Rates

SALARY SCHEDULE H - EFFECTIVE JULY 1, 1995
SCHEDULE OF PAY GRADES - NONUNIFORMED CIVILIANS
PRINCE GEORGE'S COUNTY, MARYLAND

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
H02	HOURLY	6.1882	10.1969
	BIWKLY	495.06	815.75
	ANNUAL	12,871	21,210
H03	HOURLY	6.4976	10.7067
	BIWKLY	519.81	856.54
	ANNUAL	13,515	22,270
H04	HOURLY	6.8225	11.2420
	BIWKLY	545.80	899.36
	ANNUAL	14,191	23,383
H05	HOURLY	7.1636	11.8041
	BIWKLY	573.09	944.33
	ANNUAL	14,900	24,553
H06	HOURLY	7.5218	12.3943
	BIWKLY	601.74	991.54
	ANNUAL	15,645	25,780
H07	HOURLY	7.8975	13.0137
	BIWKLY	631.80	1,041.10
	ANNUAL	16,427	27,068
H08	HOURLY	8.2924	13.6645
	BIWKLY	663.39	1,093.16
	ANNUAL	17,248	28,422
H09	HOURLY	8.7070	14.3477
	BIWKLY	696.56	1,147.82
	ANNUAL	18,111	29,843
H10	HOURLY	9.1424	15.0652
	BIWKLY	731.39	1,205.22
	ANNUAL	19,016	31,336

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
H11	HOURLY	9.5994	15.8186
	BIWKLY	767.95	1,265.49
	ANNUAL	19,967	32,903
H12	HOURLY	10.0795	16.6093
	BIWKLY	806.36	1,328.74
	ANNUAL	20,965	34,547
H13	HOURLY	10.5833	17.4400
	BIWKLY	846.66	1,395.20
	ANNUAL	22,013	36,275
H14	HOURLY	11.1126	18.3118
	BIWKLY	889.01	1,464.94
	ANNUAL	23,114	38,089
H15	HOURLY	11.6682	19.2273
	BIWKLY	933.46	1,538.18
	ANNUAL	24,270	39,993
H16	HOURLY	12.2517	20.1888
	BIWKLY	980.14	1,615.10
	ANNUAL	25,484	41,993
H17	HOURLY	12.8641	21.1982
	BIWKLY	1,029.13	1,695.86
	ANNUAL	26,757	44,092
H18	HOURLY	13.5076	22.2581
	BIWKLY	1,080.61	1,780.65
	ANNUAL	28,096	46,297
H19	HOURLY	14.1828	23.3713
	BIWKLY	1,134.62	1,869.70
	ANNUAL	29,500	48,612
H20	HOURLY	14.8921	24.5397
	BIWKLY	1,191.37	1,963.18
	ANNUAL	30,976	51,043
H21	HOURLY	15.6364	25.7665
	BIWKLY	1,250.91	2,061.32
	ANNUAL	32,524	53,594

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
H22	HOURLY	16.4183	27.0551
	BIWKLY	1,313.46	2,164.41
	ANNUAL	34,150	56,275
H23	HOURLY	17.2393	28.4076
	BIWKLY	1,379.14	2,272.61
	ANNUAL	35,858	59,088
H24	HOURLY	18.1012	29.8280
	BIWKLY	1,448.10	2,386.24
	ANNUAL	37,650	62,042
H25	HOURLY	19.0065	31.3195
	BIWKLY	1,520.52	2,505.56
	ANNUAL	39,534	65,145
H26	HOURLY	19.9566	32.8856
	BIWKLY	1,596.53	2,630.85
	ANNUAL	41,510	68,402
H27	HOURLY	20.9546	34.5298
	BIWKLY	1,676.37	2,762.38
	ANNUAL	43,586	71,822

The hourly rates for grades H06 - H27 are the same as the March 5, 1995 rates as adopted by CR-88-1994. Grades H02 - H05 are newly established pay grades. The rates for these pay grades were derived from the H06 rates at five percent (5%) intervals between each successive pay grade H06 - H02. For administrative purposes, the hourly rates are the controlling rates. Biweekly rates are the hourly rates multiplied by 80 and rounded to the nearest cent. Annual rates are the hourly rates multiplied by 2080 and rounded to the nearest dollar.

SALARY SCHEDULE H - EFFECTIVE JULY 1, 1998
SCHEDULE OF PAY GRADES - NONUNIFORMED CIVILIANS
PRINCE GEORGE'S COUNTY, MARYLAND

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>LONGEVITY</u>
H02	HOURLY	6.1882	10.1969	10.5028
	BIWKLY	495.06	815.75	840.22
	ANNUAL	12,871	21,210	21,846
H03	HOURLY	6.4976	10.7067	11.0279
	BIWKLY	519.81	856.54	882.23
	ANNUAL	13,515	22,270	22,938
H04	HOURLY	6.8225	11.2420	11.5793
	BIWKLY	545.80	899.36	926.34
	ANNUAL	14,191	23,383	24,085
H05	HOURLY	7.1636	11.8041	12.1582
	BIWKLY	573.09	944.33	972.66
	ANNUAL	14,900	24,553	25,289
H06	HOURLY	7.5218	12.3943	12.7661
	BIWKLY	601.74	991.54	1,021.29
	ANNUAL	15,645	25,780	26,553
H07	HOURLY	7.8975	13.0137	13.4041
	BIWKLY	631.80	1,041.10	1,072.33
	ANNUAL	16,427	27,068	27,881
H08	HOURLY	8.2924	13.6645	14.0744
	BIWKLY	663.39	1,093.16	1,125.95
	ANNUAL	17,248	28,422	29,275
H09	HOURLY	8.7070	14.3477	14.7781
	BIWKLY	696.56	1,147.82	1,182.25
	ANNUAL	18,111	29,843	30,738
H10	HOURLY	9.1424	15.0652	15.5172
	BIWKLY	731.39	1,205.22	1,241.38
	ANNUAL	19,016	31,336	32,276

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>LONGEVITY</u>
H11	HOURLY	9.5994	15.8186	16.2932
	BIWKLY	767.95	1,265.49	1,303.46
	ANNUAL	19,967	32,903	33,890
H12	HOURLY	10.0795	16.6093	17.1076
	BIWKLY	806.36	1,328.74	1,368.61
	ANNUAL	20,965	34,547	35,584
H13	HOURLY	10.5833	17.4400	17.9632
	BIWKLY	846.66	1,395.20	1,437.06
	ANNUAL	22,013	36,275	37,363
H14	HOURLY	11.1126	18.3118	18.8612
	BIWKLY	889.01	1,464.94	1,508.90
	ANNUAL	23,114	38,089	39,231
H15	HOURLY	11.6682	19.2273	19.8041
	BIWKLY	933.46	1,538.18	1,584.33
	ANNUAL	24,270	39,993	41,193
H16	HOURLY	12.2517	20.1888	20.7945
	BIWKLY	980.14	1,615.10	1,663.56
	ANNUAL	25,484	41,993	43,253
H17	HOURLY	12.8641	21.1982	21.8341
	BIWKLY	1,029.13	1,695.86	1,746.73
	ANNUAL	26,757	44,092	45,415
H18	HOURLY	13.5076	22.2581	22.9258
	BIWKLY	1,080.61	1,780.65	1,834.06
	ANNUAL	28,096	46,297	47,686
H19	HOURLY	14.1828	23.3713	24.0724
	BIWKLY	1,134.62	1,869.70	1,925.79
	ANNUAL	29,500	48,612	50,071
H20	HOURLY	14.8921	24.5397	25.2759
	BIWKLY	1,191.37	1,963.18	2,022.07
	ANNUAL	30,976	51,043	52,574
H21	HOURLY	15.6364	25.7665	26.5395
	BIWKLY	1,250.91	2,061.32	2,123.16
	ANNUAL	32,524	53,594	55,202

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>LONGEVITY</u>
H22	HOURLY	16.4183	27.0551	27.8668
	BIWKLY	1,313.46	2,164.41	2,229.34
	ANNUAL	34,150	56,275	57,963
H23	HOURLY	17.2393	28.4076	29.2598
	BIWKLY	1,379.14	2,272.61	2,340.78
	ANNUAL	35,858	59,088	60,860
H24	HOURLY	18.1012	29.8280	30.7228
	BIWKLY	1,448.10	2,386.24	2,457.82
	ANNUAL	37,650	62,042	63,903
H25	HOURLY	19.0065	31.3195	32.2591
	BIWKLY	1,520.52	2,505.56	2,580.73
	ANNUAL	39,534	65,145	67,099
H26	HOURLY	19.9566	32.8856	33.8722
	BIWKLY	1,596.53	2,630.85	2,709.78
	ANNUAL	41,510	68,402	70,454
H27	HOURLY	20.9546	34.5298	35.5657
	BIWKLY	1,676.37	2,762.38	2,845.26
	ANNUAL	43,586	71,822	73,977

The hourly rates are the same as the July 1, 1995 rates as adopted by CR-33-1995 with an addition of a longevity step which is three percent (3%) above the maximum step. For administrative purposes, the hourly rates are the controlling rates. Biweekly rates are the hourly rates multiplied by 80 and rounded to the nearest cent. Annual rates are the hourly rates multiplied by 2080 and rounded to the nearest dollar.

SALARY SCHEDULE H - EFFECTIVE OCTOBER 11, 1998
SCHEDULE OF PAY GRADES - NONUNIFORMED CIVILIANS
PRINCE GEORGE'S COUNTY, MARYLAND

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>LONGEVITY</u>
H02	HOURLY	6.3429	10.4518	10.7654
	BIWKLY	507.43	836.14	861.22
	ANNUAL	13,193	21,740	22,392
H03	HOURLY	6.6600	10.9744	11.3036
	BIWKLY	532.80	877.95	904.29
	ANNUAL	13,853	22,827	23,512
H04	HOURLY	6.9931	11.5231	11.8688
	BIWKLY	559.45	921.85	949.51
	ANNUAL	14,546	23,968	24,687
H05	HOURLY	7.3427	12.0992	12.4622
	BIWKLY	587.42	967.94	996.98
	ANNUAL	15,273	25,166	25,921
H06	HOURLY	7.7098	12.7042	13.0853
	BIWKLY	616.78	1,016.34	1,046.83
	ANNUAL	16,036	26,425	27,218
H07	HOURLY	8.0949	13.3390	13.7392
	BIWKLY	647.59	1,067.12	1,099.13
	ANNUAL	16,837	27,745	28,577
H08	HOURLY	8.4997	14.0061	14.4263
	BIWKLY	679.98	1,120.49	1,154.10
	ANNUAL	17,679	29,133	30,007
H09	HOURLY	8.9247	14.7064	15.1476
	BIWKLY	713.98	1,176.51	1,211.81
	ANNUAL	18,563	30,589	31,507
H10	HOURLY	9.3710	15.4418	15.9051
	BIWKLY	749.68	1,235.34	1,272.40
	ANNUAL	19,492	32,119	33,083

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>LONGEVITY</u>
H11	HOURLY	9.8394	16.2141	16.7005
	BIWKLY	787.15	1,297.13	1,336.04
	ANNUAL	20,466	33,725	34,737
H12	HOURLY	10.3315	17.0245	17.5352
	BIWKLY	826.52	1,361.96	1,402.82
	ANNUAL	21,490	35,411	36,473
H13	HOURLY	10.8479	17.8760	18.4123
	BIWKLY	846.66	1,395.20	1,472.98
	ANNUAL	22,013	36,275	38,297
H14	HOURLY	11.3904	18.7696	19.3327
	BIWKLY	911.23	1,501.57	1,546.62
	ANNUAL	23,692	39,041	40,212
H15	HOURLY	11.9599	19.7080	20.2992
	BIWKLY	956.79	1,576.64	1,623.94
	ANNUAL	24,877	40,993	42,223
H16	HOURLY	12.5580	20.6935	21.3143
	BIWKLY	1,004.64	1,655.48	1,705.14
	ANNUAL	26,121	43,042	44,333
H17	HOURLY	13.1857	21.7282	22.3800
	BIWKLY	1,054.86	1,738.26	1,790.41
	ANNUAL	27,426	45,195	46,551
H18	HOURLY	13.5076	22.2581	23.4990
	BIWKLY	1,107.62	1,825.17	1,879.93
	ANNUAL	28,798	47,454	48,878
H19	HOURLY	14.5374	23.9556	24.6743
	BIWKLY	1,162.99	1,916.45	1,973.94
	ANNUAL	30,238	49,828	51,323
H20	HOURLY	15.2644	25.1532	25.9078
	BIWKLY	1,221.15	2,012.26	2,072.63
	ANNUAL	31,750	52,319	53,889
H21	HOURLY	16.0273	26.4107	27.2030
	BIWKLY	1,282.18	2,112.86	2,176.25
	ANNUAL	33,337	54,934	56,582

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>LONGEVITY</u>
H22	HOURLY	16.8288	27.7315	28.5634
	BIWKLY	1,346.30	2,218.52	2,285.08
	ANNUAL	35,004	57,682	59,412
H23	HOURLY	17.6703	29.1178	29.9913
	BIWKLY	1,413.62	2,329.42	2,399.30
	ANNUAL	36,754	60,565	62,382
H24	HOURLY	18.5537	30.5737	31.4909
	BIWKLY	1,484.30	2,445.90	2,519.28
	ANNUAL	38,592	63,593	65,501
H25	HOURLY	19.4817	32.1025	33.0656
	BIWKLY	1,558.54	2,568.20	2,645.25
	ANNUAL	40,522	66,773	68,776
H26	HOURLY	20.4555	33.7077	34.7903
	BIWKLY	1,636.44	2,696.62	2,777.52
	ANNUAL	42,547	70,112	72,215
H27	HOURLY	21.4785	35.3930	36.4548
	BIWKLY	1,718.28	2,813.44	2,916.38
	ANNUAL	44,675	73,617	75,826

The hourly rates are the July 1, 1998 rates multiplied by 102.5%. For administrative purposes, the hourly rates are the controlling rates. Biweekly rates are the hourly rates multiplied by 80 and rounded to the nearest cent. Annual rates are the hourly rates multiplied by 2080 and rounded to the nearest dollar.

MIN-MAX SYSTEM:

On July 1, 1994, the min-max system in effect for all members of the bargaining unit was replaced by the following modified "min-max" system.

- A. The minimum and maximum pay rates for employees covered by this Salary Schedule are established on the foregoing schedules of pay rates.
- B. Merit steps will have the value of three and one-half percent (3 1/2%).
- C. (1) If, upon the granting of a three and one-half percent (3 1/2%) 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 1/2%) merit increase, an employee's salary rate is greater than one percent (1%) but less than three and one-half percent (3 1/2%) from the 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. Employees covered by this Salary Schedule 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.
- G. Employees covered by this Salary Schedule who are granted promotions effective July 3, 1993 as a result of an approved desk audit will receive the promotional increase in accordance with Administrative Procedure 244-B.
- H. 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 employee has completed nineteen years of service.

2. Merit Increases

Employees covered by this Salary Schedule who would otherwise be entitled to receive a merit step (anniversary) increase during the period from July 1, 1996 through June 30, 1997 will not receive one and will forgo it.

Employees covered by this Salary Schedule who would otherwise be entitled to receive a merit anniversary increase during the period from July 1, 1997 through June 30, 1998 will receive one.

Employees covered by this Salary Schedule who would otherwise be entitled to receive a merit anniversary increase during the period from July 1, 1998 through June 30, 1999 will receive one.

3. Cost of Living

No employee covered by this Salary Schedule will receive a cost of living adjustment during the period from July 1, 1996 through June 30, 1997.

Employees covered by this agreement will receive a two and one-half percent (2.5%) increase in their base hourly rates of pay effective October 11, 1998.

4. Fiscal Year 1998 Bonus

Employees covered by this Salary Schedule will receive a one-time, non-base bonus payment of One Thousand Dollars (\$1,000) effective December 19, 1997.

5. Workweek

The workweek is the seven (7) consecutive day period commencing at 12.01 a.m. Sunday, and ending the following Saturday midnight.

6. Hours of Work

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

B. Breaks

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

7. 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 Salary Schedule 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 1 1/2 times of time worked
30-44 minutes	- one-half hour wages at 1 1/2 times plus compensatory time for actual time worked over 30 minutes
45-60 minutes	- one (1) hour of wages at 1 1/2 times

8. 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.

9. 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 (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

10. Call-Back Pay

An employee who is called back from off-duty, and does in fact perform duties in behalf of the Prince George's County Fire 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.

11. 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 schedule starting time shall be paid for such hours at one and one-half (1 1/2) times his/her regular rate of pay beginning with his/her regular starting time.

The provision of Section IX, Call-Back Pay, shall apply to an employee called in to work less than two hours immediately before his/her regularly schedule starting time.

12. 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.

13. Holidays and Holiday Pay

The following shall be designated as holidays within the scope of this Salary Schedule.

New Year's Day	Veteran's Day
Martin Luther King's Birthday	Thanksgiving Day
Washington's Birthday	Christmas Day
Memorial Day	Presidential Inauguration Day
Independence Day	(every 4 years)
Labor Day	County Employee's Appreciation
Columbus Day	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.

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.

14. 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/her 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.

15. 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.

16. Sick Leave

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

17. 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..

18. 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:

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

- D. 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.
- E. 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.

- F. 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.

19. Leave of Absence

Leave without pay may be granted for up to one (1) year when just cause for such leave is shown by the employee. Such leave shall be requested in writing and shall be subject to approval by the County Fire Chief or his/her designee and such approval shall not be unreasonably withheld. The County Fire Chief has the right to set reasonable limits on such leave.

20. Personal Leave

Two (2) paid personal leave days per leave year 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 except that for workers on alternative work schedules who work nine (9) or ten (10) hour days, it is nine (9) or ten (10) hours respectively. Personal leave may be taken in increments of four (4) hours..

21. 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. Effective with the 1994 leave year, 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.

22. Additional Leave Provision

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 Department to perform duties will be entitled to receive one hour of compensatory time for each hour worked during the emergency, in addition to any pay to which they are entitled for that period.

23. Union Leave

- A. 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.

- B. 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.
- C. 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.

24. Sick Leave Bank

The Union shall have the right to maintain a "Sick Leave Bank" for the employees covered by this Salary Schedule. 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.

25. 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.

26. Group Health Insurance

- A. The County shall contribute seventy-five percent (75%) to the cost of the County health insurance program (other than prepaid group health plan) 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 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. The Employer shall contribute ninety percent (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 cost of which is paid by the employee if the employee elects to enroll in the plan.
- E. These employees shall be covered by Fire Fighter Agreement on Prescription Plan.
- F. 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.

27. 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).

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

28. 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.

29. Retirement Contributions

- A. Employees paid in accordance with this Salary Schedule and who are eligible for enrollment in the Maryland State Retirement System shall pay retirement contributions at the rate of five percent (5%) or seven percent (7%) of base salary, depending on plan option selected.
- B. Current participants in the Maryland State 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.

30. Supplemental Retirement Benefit

1. Benefit Accrual and Amounts

Effective July 1, 1992, employees covered by this Salary Schedule 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 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 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 Salary Schedule shall be entitled to any benefit described in this Section until the employee has completed a minimum of five (5) years of actual and continuous service as an employee for Prince George's County.

b. Vested Benefit

An employee completing the minimum continuous service requirements of paragraph 2.a., above, shall be entitled to receive a monthly benefit as determined pursuant to 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 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 the compensation actually received by an employee during whatever period of thirty-six 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 Salary Schedule 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.

Any employee separating from County service on or after July 6, 1995, shall not be eligible for the Discontinued Service Benefit.

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, 1996 through June 30, 1999, "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 7.5 (Contribution to retirement Trust Fund) 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.

31. Social Security

Effective January 1, 1998, 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 \$68,400 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.

32. Prince George's Professional Fire Fighters P.A.C. Payroll Deduction

The County agrees to deduct on a bi-weekly basis from the payroll checks of employees covered by this Salary Schedule who so request in writing voluntary contributions to the Prince George's Professional Fire Fighters P.A.C. payroll deduction fund. The Union agrees to indemnify and hold harmless the County from any loss or damages arising from the operations of this provision.

33. Workers' Compensation

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

34. 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.

35. Policy Statement

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