

COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND

1998 Legislative Session

Resolution No. CR-16-1998

Proposed by Chairman (by request - County Executive)

Introduced by Council Members Estepp and Wilson

Co-Sponsors

Date of Introduction February 17, 1998

RESOLUTION

A RESOLUTION concerning

Compensation and Benefits - Prince George's County

Police Civilian Employees Association

FOR the purpose of amending the Salary Plan of the County to reflect the terms of an amended labor agreement by and between Prince George's County, Maryland and the Prince George's County Police Civilian Employees Association.

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

WHEREAS, the Salary Plan must at this time be amended by the approval of a salary schedule to reflect the terms of an amended labor agreement by and between Prince George's County and the Prince George's County Police Civilian Employees Association;

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 February 10, 1998, which is attached hereto and made a part hereof, setting forth the following modifications: cost of living increases during Fiscal Year 1999; merit increases for Fiscal Years 1998 and 1999; modifications to the uniform wage scale; receipt of acting pay; supplemental pension benefit and an increase in clothing allowance, 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 P
SCHEDULE OF PAY GRADES - POLICE CIVILIANS
PRINCE GEORGE'S COUNTY, MARYLAND
EFFECTIVE JULY 1, 1997 - JUNE 30, 1999

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I. Uniform Wage Scale - Pay Plan Description

A. Pay Plan effective July 1, 1994.

B. 15 Step Plan - Derived as follows -

Step A (or Step 0-1) at Grade P-6 is 3.5% above the existing minimum salary for Grade P-6. Each successive step is 3.5% up to and including Step L. Step L to M is 3.0% and Steps M to N and N to O are 2.5%.

C. Steps at Grade P-5 will be 5% less than corresponding steps at Grade P-6. The value of the intervals between the grades above grade 6 is 5%.

D. Completed years of service for purposes of this pay plan shall be determined by using an employee's date of hire as reflected on the employee's EAN.

II. Placement & Movement on Wage Scale

A. Current Employees

1. General Rule - On their anniversary dates in FY95, employees will be placed on the scale at the next step above their salary and then be afforded a one step increase. After being placed on the scale, no one will receive more than a one step increase during FY95, and some employees may not receive a step increase (see III. A. 2. & 3., below).

2. Employees below Step A (0-1) - On their anniversary dates, employees below Step A will be placed on the scale at Step A and will advance no further during FY95.

3. Longevity Steps (Steps M, N & O) - Employees whose placement on the scale plus anniversary increase in FY95 results in their being at a step below that warranted by their years of service will have annual step increases until they are at the step which corresponds with their completed years of service. Employees who are placed on the scale during FY95 at a longevity step which exceeds their years of service or who during subsequent years achieve a longevity step which exceeds their years of completed service will not advance to the next longevity step until warranted by their completed years of service.

B. New Hires - Entry level employees hired during FY95 will be hired at Step A (0-1), and will not move to Step B (2) until their anniversary date in FY97.

C. Promotions and Demotions - Upon promotion or demotion, an employee will be placed at the step of the promotional grade which corresponds to his or her step before promotion or demotion (For example, a one grade promotion from P-05 Step H to P-06 Step H; a 2 grade promotion from P-08 Step M to P-10 Step M; or a three grade promotion from P-10 Step K to P-13 Step K).

D. Anniversary Dates - Employees covered by this Salary Schedule and hired before July 3, 1988, will keep the anniversary dates that they held on July 3, 1988 for as long as they are continuously employed. Employees hired on or after July 3, 1988 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.

E. Additional Pay Steps - Effective July 1, 1995, the wage scale will be expanded to include the following steps at a rate of two and one-half percent (2 1/2%) per step:

Step O	15	19-21 years of service (Modified, not added)
Step P	16	22-24 years of service
Step Q	17	25-27 years of service
Step R	18	28-30 years of service

Fiscal year 1998 -- Placement on Uniform Wage Scale

During FY98, any employee who has not advanced to the step on the Uniform Wage Scale that would otherwise have been warranted by his/her completed years of service as of January 1, 1998 (minus a two year lag because of the lack of credit toward merit increases during Fiscal Year 1996 and Fiscal Year 1997) will be placed on that step effective the first full pay period beginning on or after January 1, 1998.

III. Cost of Living Adjustment

Employees covered by this salary schedule will receive a one percent (1%) increase to their base hourly rates of pay effective the first full pay period beginning on or after January 1, 1999.

Employees covered by this salary schedule will receive a one percent (1%) increase to their base hourly rates of pay effective the first full pay period beginning on or after April 1, 1999.

IV. Anniversary Increase

Employees covered by this salary schedule who were eligible to receive one in Fiscal Year 1996 will receive a merit increase during Fiscal Year 1998.

Employees covered by this salary schedule who were eligible to receive one in Fiscal Year 1997 will receive a merit increase during Fiscal Year 1999.

V. Scheduled Pay Rates

**SCHEDULE P
UNIFORM WAGE SCALE
IN EFFECT JULY 1, 1996
FOR POLICE CIVILIANS
PRINCE GEORGE'S COUNTY, MARYLAND**

STEP COMPLETED YRS SERVICE	A 0	B 1	C 2	D 3	E 4	F 5	G 6	H 7	I 8	J 9	K 10	L 11	M 12	N 13	O 14	P 15	Q 16	R 17	S 18
	0	1	2	3	4	5	6	7	8	9	10	11	12	(13-15)	(16-18)	(19-21)	(22-24)	(25-27)	(28-30)
P05																			
HOURLY	7.6675	7.9359	8.2137	8.5012	8.7987	9.1067	9.4254	9.7553	10.0967	10.4501	10.8159	11.1945	11.5862	11.9338	12.2322	12.5379	12.8513	13.1726	13.5019
BIWEEKLY	613.40	634.87	657.10	680.10	703.90	728.54	754.03	780.42	807.74	836.01	865.27	895.56	926.90	954.70	978.58	1003.03	1028.10	1053.81	1080.15
ANNUAL	15,948	16,507	17,084	17,682	18,301	18,942	19,605	20,291	21,001	21,736	22,497	23,285	24,099	24,822	25,443	26,079	26,731	27,399	28,084
P06																			
HOURLY	8.0509	8.3327	8.6243	8.9261	9.2385	9.5619	9.896	10.2430	10.6014	10.9725	11.3566	11.7541	12.1655	12.5304	12.8437	13.1647	13.4938	13.8311	14.1769
BIWEEKLY	644.07	666.62	689.94	714.09	739.08	764.95	791.72	819.44	848.11	877.80	908.53	940.33	973.24	1002.43	1027.50	1053.18	1079.50	1106.49	1134.15
ANNUAL	16,746	17,332	17,939	18,566	19,216	19,889	20,585	21,305	22,051	22,823	23,662	24,449	25,304	26,063	26,715	27,383	28,067	28,769	29,488
P07																			
HOURLY	8.4535	8.7494	9.0557	9.3727	9.7007	10.0403	10.3917	10.7554	11.1318	11.5214	11.9246	12.3420	12.7740	13.1572	13.4862	13.8234	14.1690	14.5232	14.8863
BIWEEKLY	676.28	699.95	724.46	749.82	776.06	803.22	831.34	860.43	890.54	921.71	953.97	987.36	1021.92	1052.58	1078.90	1105.87	1133.52	1161.86	1190.90
ANNUAL	17,583	18,199	18,836	19,495	20,177	20,884	21,615	22,371	23,154	23,965	24,803	25,671	26,570	27,367	28,051	28,753	29,472	30,208	30,964
P08																			
HOURLY	8.8761	9.1868	9.5084	9.8412	10.1857	10.5422	10.9112	11.2930	11.6884	12.0975	12.5209	12.9591	13.4127	13.8150	14.1604	14.5144	14.8773	15.2492	15.6304
BIWEEKLY	710.09	734.94	760.67	787.30	814.86	843.38	872.90	903.44	935.07	967.80	1001.67	1036.73	1073.02	1105.20	1132.83	1161.15	1190.18	1219.94	1250.43
ANNUAL	18,462	19,109	19,777	20,470	21,186	21,928	22,695	23,489	24,312	25,163	26,043	26,955	27,898	28,735	29,454	30,190	30,945	31,718	32,511
P09																			
HOURLY	9.3200	9.6462	9.9838	10.3332	10.6949	11.0692	11.4566	11.8577	12.2727	12.7022	13.1468	13.6069	14.0832	14.5056	14.8683	15.2400	15.6210	16.0115	16.4118
BIWEEKLY	745.60	771.70	798.70	826.66	855.59	885.54	916.53	948.62	981.82	1016.18	1051.74	1088.55	1126.66	1160.45	1189.46	1219.20	1249.68	1280.92	1312.94
ANNUAL	19,386	20,064	20,766	21,493	22,245	23,024	23,830	24,664	25,527	26,421	27,345	28,302	29,293	30,172	30,926	31,699	32,492	33,304	34,137
P10																			
HOURLY	9.7860	10.1285	10.4830	10.8499	11.2296	11.6226	12.0294	12.4504	12.8861	13.3372	13.8039	14.2871	14.7871	15.2308	15.6115	16.0019	16.4019	16.8119	17.2322

BIWEEKLY ANNUAL	782.88 20,355	810.28 21,067	838.64 21,805	867.99 22,568	898.37 23,358	929.81 24,175	962.35 25,021	996.03 25,897	1030.89 26,803	1066.98 27,741	1104.31 28,712	1142.97 29,717	1182.97 30,757	1218.46 31,680	1248.92 32,472	1280.15 33,284	1312.15 34,116	1344.95 34,969	1378.58 35,843
STEP COMPLETED YRS SERVICE	A 0	B 1	C 2	D 3	E 4	F 5	G 6	H 7	I 8	J 9	K 10	L 11	M 12	N 13	O 14	P 15	Q 16	R 17	S 18
	0	1	2	3	4	5	6	7	8	9	10	11	12	(13-15)	(16-18)	(19-21)	(22-24)	(25-27)	(28-30)
P11																			
HOURLY	10.2753	10.6349	11.0072	11.3924	11.7911	12.2038	12.6309	13.0730	13.5306	14.0042	14.4944	15.0017	15.5268	15.9926	16.3924	16.8021	17.2222	17.6528	18.0941
BIWEEKLY	822.02	850.79	880.58	911.39	943.29	976.30	1010.47	1045.84	1082.45	1120.34	1159.55	1200.14	1242.14	1279.41	1311.39	1344.17	1377.78	1412.22	1447.53
ANNUAL	21,373	22,121	22,895	23,696	24,525	25,384	26,272	27,192	28,144	29,129	30,148	31,204	32,296	33,265	34,096	34,948	35,822	36,718	37,636
P12																			
HOURLY	10.7891	11.1667	11.5575	11.9621	12.3808	12.8142	13.2626	13.7268	14.2072	14.7045	15.2192	15.7518	16.3031	16.7923	17.2121	17.6425	18.0836	18.5357	18.9991
BIWEEKLY	863.13	893.34	924.60	956.97	990.46	1025.14	1061.01	1098.14	1136.58	1176.36	1217.54	1260.14	1304.25	1343.38	1376.97	1411.40	1446.69	1482.86	1519.93
ANNUAL	22,441	23,227	24,040	24,881	25,752	26,654	27,586	28,552	29,551	30,585	31,656	32,764	33,910	34,928	35,801	36,696	37,614	38,554	39,518
P13																			
HOURLY	11.3285	11.7250	12.1353	12.5601	12.9997	13.4547	13.9256	14.4130	14.9176	15.4396	15.9800	16.5393	17.1182	17.6317	18.0725	18.5243	18.9874	19.4621	19.9487
BIWEEKLY	906.28	938.00	970.82	1004.81	1039.98	1076.38	1114.05	1153.04	1193.41	1235.17	1278.40	1323.14	1369.46	1410.54	1445.80	1481.94	1518.99	1556.97	1595.90
ANNUAL	23,563	24,388	25,241	26,125	27,039	27,986	28,965	29,979	31,029	32,114	33,238	34,402	35,606	36,674	37,591	38,531	39,494	40,481	41,493
P14																			
HOURLY	11.8949	12.3112	12.7421	13.1880	13.6496	14.1274	14.6218	15.1336	15.6632	16.2114	16.7788	17.3661	17.9739	18.5131	18.9759	19.4504	19.9367	20.4351	20.9460
BIWEEKLY	951.59	984.90	1019.37	1055.04	1091.97	1130.19	1169.74	1210.69	1253.06	1296.91	1342.30	1389.29	1437.91	1481.05	1518.07	1556.03	1594.94	1634.81	1675.68
ANNUAL	24,741	25,607	26,504	27,431	28,391	29,385	30,413	31,478	32,579	33,720	34,900	36,121	37,386	38,507	39,470	40,457	41,468	42,505	43,568
P15																			
HOURLY	12.4897	12.9268	13.3792	13.8475	14.3321	14.8337	15.3529	15.8903	16.4465	17.0221	17.6179	18.2345	18.8728	19.4390	19.9249	20.4231	20.9337	21.4570	21.9934
BIWEEKLY	999.18	1034.14	1070.34	1107.80	1146.57	1186.70	1228.23	1271.22	1315.72	1361.77	1409.43	1458.76	1509.82	1555.12	1593.99	1633.85	1674.70	1716.56	1759.47
ANNUAL	25,979	26,888	27,829	28,803	29,811	30,854	31,934	33,052	34,209	35,406	36,645	37,928	39,255	40,433	41,444	42,480	43,542	44,631	45,746
P16																			
HOURLY	13.1141	13.5731	14.0482	14.5399	15.0488	15.5756	16.1207	16.6849	17.2689	17.8733	18.4989	19.1464	19.8166	20.4110	20.9214	21.4444	21.9805	22.5300	23.0933
BIWEEKLY	1049.13	1085.85	1123.86	1163.19	1203.90	1246.05	1289.66	1334.79	1381.51	1429.86	1479.91	1531.71	1585.33	1632.88	1673.71	1715.55	1758.44	1802.40	1847.46
ANNUAL	27,277	28,232	29,220	30,243	31,302	32,397	33,531	34,705	35,919	37,176	38,478	39,825	41,219	42,455	43,517	44,604	45,719	46,862	48,034
P17																			
HOURLY	13.7691	14.2518	14.7506	15.2669	15.8012	16.3543	16.9267	17.5191	18.1323	18.7669	19.4238	20.1036	20.8073	21.4315	21.9673	22.5165	23.0794	23.6564	24.2478
BIWEEKLY	1101.53	1140.14	1180.05	1221.35	1264.10	1308.34	1354.14	1401.53	1450.58	1501.35	1553.90	1608.29	1664.58	1714.52	1757.38	1801.32	1846.35	1892.51	1939.82
ANNUAL	28,640	29,644	30,681	31,755	32,866	34,017	35,208	36,440	37,715	39,035	40,402	41,815	43,279	44,578	45,692	46,834	48,005	49,205	50,435
P18																			
HOURLY	14.4585	14.9645	15.4882	16.0302	16.5913	17.1721	17.7731	18.3951	19.0390	19.7053	20.3950	21.1089	21.8477	22.5031	23.0656	23.6423	24.2334	24.8392	25.4602
BIWEEKLY	1156.68	1197.16	1239.06	1282.42	1327.30	1373.77	1421.85	1471.61	1523.12	1576.42	1631.60	1688.71	1747.82	1800.25	1845.25	1891.38	1938.67	1987.14	2036.82
ANNUAL	30,074	31,126	32,215	33,343	34,510	35,718	36,968	38,262	39,601	40,987	42,422	43,907	45,443	46,806	47,976	49,176	50,405	51,666	52,957

The rates in effect on July 1, 1995 for steps B-P are the same as the June 25, 1995 rates for steps A-O respectively, as adopted by CR-67-1994. Effective July 1, 1995, the wage scale will be expanded to include a new step A at three and one-half percent (3 1/2%) less than step B, and three additional steps Q, R and S at a rate of two and one-half percent (2 1/2%) intervals from Step P. Upon implementation of the new Cyborg/Payroll system, employees will maintain their current pay rates and will be placed at their appropriate steps. Employees hired on or after the implementation of the new Cyborg Payroll system will come in at step A of their respective pay grades. 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 hourly rates multiplied by 2080 and rounded to the nearest dollar.

**SCHEDULE P
UNIFORM WAGE SCALE
EFFECTIVE JANUARY 3, 1999
FOR POLICE CIVILIANS
PRINCE GEORGE'S COUNTY, MARYLAND**

STEP COMPLETED YRS SERVICE	A 0	B 1	C 2	D 3	E 4	F 5	G 6	H 7	I 8	J 9	K 10	L 11	M 12	N 13	O 14	P 15	Q 16	R 17	S 18
	0	1	2	3	4	5	6	7	8	9	10	11	12	(13-15)	(16-18)	(19-21)	(22-24)	(25-27)	(28-30)
P05																			
HOURLY	7.7442	8.0153	8.2958	8.5862	8.8867	9.1978	9.5197	9.8529	10.1977	10.5546	10.9241	11.3064	11.7021	12.0531	12.3545	12.6633	12.9798	13.3043	13.6369
BIWEEKLY	619.54	641.22	663.66	686.90	710.94	735.82	761.58	788.23	815.82	844.37	873.93	904.51	936.17	964.25	988.36	1013.06	1038.38	1064.34	1090.95
ANNUAL	16,108	16,672	17,255	17,859	18,484	19,131	19,801	20,494	21,211	21,954	22,722	23,517	24,340	25,070	25,697	26,340	26,998	27,673	28,365
P06																			
HOURLY	8.1314	8.4160	8.7105	9.0154	9.3309	9.6575	9.9955	10.3454	10.7074	11.0822	11.4702	11.8716	12.2872	12.6557	12.9721	13.2963	13.6287	13.9694	14.3187
BIWEEKLY	650.51	673.28	696.84	721.23	746.47	772.60	799.64	827.63	856.59	886.58	917.62	949.73	982.98	1012.46	1037.77	1063.70	1090.30	1117.55	1145.50
ANNUAL	16,913	17,505	18,118	18,752	19,408	20,088	20,791	21,518	22,271	23,051	23,858	24,693	25,557	26,324	26,982	27,656	28,348	29,056	29,783
P07																			
HOURLY	8.5380	8.8369	9.1463	9.4664	9.7977	10.1407	10.4956	10.8630	11.2431	11.6366	12.0438	12.4654	12.9017	13.2888	13.6211	13.9616	14.3107	14.6684	15.0352
BIWEEKLY	683.04	706.95	731.70	757.31	783.82	811.26	839.65	869.04	899.45	930.93	963.50	997.23	1032.14	1063.10	1089.69	1116.93	1144.86	1173.47	1202.82
ANNUAL	17,759	18,381	19,024	19,690	20,379	21,093	21,831	22,595	23,386	24,204	25,051	25,928	26,836	27,641	28,332	29,040	29,766	30,510	31,273
P08																			
HOURLY	8.9649	9.2787	9.6035	9.9396	10.2876	10.6476	11.0203	11.4059	11.8053	12.2185	12.6461	13.0887	13.5468	13.9532	14.3020	14.6595	15.0261	15.4017	15.7867
BIWEEKLY	717.19	742.30	768.28	795.17	823.01	851.81	881.62	912.47	944.42	977.48	1011.69	1047.10	1083.74	1116.26	1144.16	1172.76	1202.09	1232.14	1262.94
ANNUAL	18,647	19,300	19,975	20,674	21,398	22,147	22,922	23,724	24,555	25,414	26,304	27,224	28,177	29,023	29,748	30,492	31,254	32,036	32,836
P09																			
HOURLY	9.4132	9.7427	10.0836	10.4365	10.8018	11.1799	11.5712	11.9763	12.3954	12.8292	13.2783	13.7430	14.2240	14.6507	15.0170	15.3924	15.7772	16.1716	16.5759
BIWEEKLY	753.06	779.42	806.69	834.92	864.14	894.39	925.70	958.10	991.63	1026.34	1062.26	1099.44	1137.92	1172.06	1201.36	1231.39	1262.18	1293.73	1326.07
ANNUAL	19,579	20,265	20,974	21,708	22,468	23,254	24,068	24,911	25,782	26,685	27,619	28,585	29,586	30,473	31,235	32,016	32,817	33,637	34,478
P10																			
HOURLY	9.8839	10.2298	10.5878	10.9584	11.3419	11.7388	12.1497	12.5749	13.0150	13.4706	13.9419	14.4300	14.9350	15.3831	15.7676	16.1619	16.5659	16.9800	17.4045

BIWEEKLY ANNUAL	790.71 20,559	818.38 21,278	847.02 22,023	876.67 22,793	907.35 23,591	939.10 24,417	971.98 25,271	1005.99 26,156	1041.20 27,071	1077.65 28,019	1115.35 28,999	1154.40 30,014	1194.80 31,065	1230.65 31,997	1261.41 32,797	1292.95 33,617	1325.27 34,457	1358.40 35,318	1392.36 36,201
STEP COMPLETED YRS SERVICE	A 0	B 1	C 2	D 3	E 4	F 5	G 6	H 7	I 8	J 9	K 10	L 11	M 12	N 13	O 14	P 15	Q 16	R 17	S 18
	0	1	2	3	4	5	6	7	8	9	10	11	12	(13-15)	(16-18)	(19-21)	(22-24)	(25-27)	(28-30)
P11 HOURLY BIWEEKLY ANNUAL	10.3781 830.25 21,586	10.7412 859.30 22,342	11.1173 889.38 23,124	11.5081 920.65 23,937	11.9090 952.72 24,771	12.3258 986.06 25,638	12.7572 1020.58 26,535	13.2037 1056.30 27,464	13.6659 1093.27 28,425	14.1442 1131.54 29,420	14.6393 1171.14 30,450	15.1517 1212.14 31,516	15.6821 1254.57 32,619	16.1525 1292.20 33,597	16.5563 1324.50 34,437	16.9701 1357.61 35,298	17.3944 1391.55 36,180	17.8293 1426.34 37,085	18.2750 1462.00 38,012
P12 HOURLY BIWEEKLY ANNUAL	10.8970 871.76 22,666	11.2784 902.27 23,459	11.6731 933.85 24,280	12.0817 966.54 25,130	12.5046 1000.37 26,010	12.9423 1035.38 26,920	13.3952 1071.62 27,862	13.8641 1109.13 28,837	14.3493 1147.94 29,847	14.8515 1188.12 30,891	15.3714 1229.71 31,973	15.9093 1272.74 33,091	16.4661 1317.29 34,249	16.9602 1356.82 35,277	17.3842 1390.74 36,159	17.8189 1425.51 37,063	18.2644 1461.15 37,990	18.7211 1497.69 38,940	19.1891 1535.13 39,913
P13 HOURLY BIWEEKLY ANNUAL	11.4418 915.34 23,799	11.8423 947.38 24,632	12.2567 980.54 25,494	12.6857 1014.86 26,386	13.1297 1050.38 27,310	13.5892 1087.14 28,266	14.0649 1125.19 29,255	14.5571 1164.57 30,279	15.0668 1205.34 31,339	15.5940 1247.52 32,436	16.1398 1291.18 33,571	16.7047 1336.38 34,746	17.2894 1383.15 35,962	17.8080 1424.64 37,041	18.2532 1460.26 37,967	18.7095 1496.76 38,916	19.1773 1534.18 39,889	19.6567 1572.54 40,886	20.1482 1611.86 41,908
P14 HOURLY BIWEEKLY ANNUAL	12.0138 961.10 24,989	12.4343 994.74 25,863	12.8695 1029.56 26,769	13.3199 1065.59 27,705	13.7861 1102.89 28,675	14.2687 1141.50 29,679	14.7680 1181.44 30,717	15.2849 1222.79 31,793	15.8198 1265.58 32,905	16.3735 1309.88 34,057	16.9466 1355.73 35,249	17.5398 1403.18 36,483	18.1536 1452.29 37,759	18.6982 1495.86 38,892	19.1657 1533.26 39,865	19.6449 1571.59 40,861	20.1361 1610.89 41,883	20.6395 1651.16 42,930	21.1555 1692.44 44,003
P15 HOURLY BIWEEKLY ANNUAL	12.6146 1009.17 26,238	13.0561 1044.49 27,157	13.5130 1081.04 28,107	13.9860 1118.88 29,091	14.4754 1158.03 30,109	14.9820 1198.56 31,163	15.5064 1240.51 32,253	16.0492 1283.94 33,382	16.6110 1328.88 34,551	17.1923 1375.38 35,760	17.7941 1423.53 37,012	18.4168 1473.34 38,307	19.0615 1524.92 39,648	19.6334 1570.67 40,837	20.1241 1609.93 41,858	20.6273 1650.18 42,905	21.1430 1691.44 43,977	21.6716 1733.73 45,077	22.2133 1777.06 46,204
P16 HOURLY BIWEEKLY ANNUAL	13.2452 1059.62 27,550	13.7088 1096.70 28,514	14.1887 1135.10 29,512	14.6853 1174.82 30,545	15.1993 1215.94 31,615	15.7314 1258.51 32,721	16.2819 1302.55 33,866	16.8517 1348.14 35,052	17.4416 1395.33 36,279	18.0520 1444.16 37,548	18.6839 1494.71 38,863	19.3379 1547.03 40,223	20.0148 1601.18 41,631	20.6151 1649.21 42,879	21.1306 1690.45 43,952	21.6588 1732.70 45,050	22.2003 1776.02 46,177	22.7553 1820.42 47,331	23.3242 1865.94 48,514
P17 HOURLY BIWEEKLY ANNUAL	13.9068 1112.54 28,926	14.3943 1151.54 29,940	14.8981 1191.85 30,988	15.4196 1233.57 32,073	15.9592 1276.74 33,195	16.5178 1321.42 34,357	17.0960 1367.68 35,560	17.6943 1415.54 36,804	18.3136 1465.09 38,092	18.9546 1516.37 39,426	19.6180 1569.44 40,805	20.3046 1624.37 42,234	21.0154 1681.23 43,712	21.6458 1731.66 45,023	22.1870 1774.96 46,149	22.7417 1819.34 47,303	23.3102 1864.82 48,485	23.8930 1911.44 49,697	24.4903 1959.22 50,940
P18 HOURLY BIWEEKLY ANNUAL	14.6031 1168.25 30,374	15.1141 1209.13 31,437	15.6431 1251.45 32,538	16.1905 1295.24 33,676	16.7572 1340.58 34,855	17.3438 1387.50 36,075	17.9508 1436.06 37,338	18.5791 1486.33 38,645	19.2294 1538.35 39,997	19.9024 1592.19 41,397	20.5990 1647.92 42,846	21.3200 1705.60 44,346	22.0662 1765.30 45,898	22.7281 1818.25 47,274	23.2963 1863.70 48,456	23.8787 1910.30 49,668	24.4757 1958.06 50,909	25.0876 2007.01 52,182	25.7148 2057.18 53,487

The hourly rates are the July 1, 1996 rates multiplied by 101%. 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 hourly rates multiplied by 2080 and rounded to the nearest dollar.

**SCHEDULE P
UNIFORM WAGE SCALE
EFFECTIVE APRIL 11, 1999
FOR POLICE CIVILIANS
PRINCE GEORGE'S COUNTY, MARYLAND**

STEP COMPLETED YRS SERVICE	A 0	B 1	C 2	D 3	E 4	F 5	G 6	H 7	I 8	J 9	K 10	L 11	M 12	N 13	O 14	P 15	Q 16	R 17	S 18
	0	1	2	3	4	5	6	7	8	9	10	11	12	(13-15)	(16-18)	(19-21)	(22-24)	(25-27)	(28-30)
P05																			
HOURLY	7.8216	8.0955	8.3788	8.6721	8.9756	9.2898	9.6149	9.9514	10.2997	10.6601	11.0333	11.4195	11.8191	12.1736	12.4780	12.7899	13.1096	13.4373	13.7733
BIWEEKLY	625.73	647.64	670.30	693.77	718.05	743.18	769.19	796.11	823.98	852.81	882.66	913.56	945.53	973.89	998.24	1023.19	1048.77	1074.98	1101.86
ANNUAL	16,269	16,839	17,428	18,038	18,669	19,323	19,999	20,699	21,423	22,173	22,949	23,753	24,584	25,321	25,954	26,603	27,268	27,950	28,648
P06																			
HOURLY	8.2127	8.5002	8.7976	9.1056	9.4242	9.7541	10.0955	10.4489	10.8145	11.1930	11.5849	11.9903	12.4101	12.7823	13.1018	13.4293	13.7650	14.1091	14.4619
BIWEEKLY	657.02	680.02	703.81	728.45	753.94	780.33	807.64	835.91	865.16	895.44	926.79	959.22	992.81	1022.58	1048.14	1074.34	1101.20	1128.73	1156.95
ANNUAL	17,082	17,680	18,299	18,940	19,602	20,289	20,999	21,734	22,494	23,281	24,097	24,940	25,813	26,587	27,252	27,933	28,631	29,347	30,081
P07																			
HOURLY	8.6234	8.9253	9.2378	9.5611	9.8957	10.2421	10.6006	10.9716	11.3555	11.7530	12.1642	12.5901	13.0307	13.4217	13.7573	14.1012	14.4538	14.8151	15.1856
BIWEEKLY	689.87	714.02	739.02	764.89	791.66	819.37	848.05	877.73	908.44	940.24	973.14	1007.21	1042.46	1073.74	1100.58	1128.10	1156.30	1185.21	1214.85
ANNUAL	17,937	18,565	19,215	19,887	20,583	21,304	22,049	22,821	23,619	24,446	25,302	26,187	27,104	27,917	28,615	29,330	30,064	30,815	31,586
P08																			
HOURLY	9.0545	9.3715	9.6995	10.0390	10.3905	10.7541	11.1305	11.5200	11.9234	12.3407	12.7726	13.2196	13.6823	14.0927	14.4450	14.8061	15.1764	15.5557	15.9446
BIWEEKLY	724.36	749.72	775.96	803.12	831.24	860.33	890.44	921.60	953.87	987.26	1021.81	1057.57	1094.58	1127.42	1155.60	1184.49	1214.11	1244.46	1275.57
ANNUAL	18,833	19,493	20,175	20,881	21,612	22,369	23,151	23,962	24,801	25,669	26,567	27,497	28,459	29,313	30,046	30,797	31,567	32,356	33,165
P09																			
HOURLY	9.5073	9.8401	10.1844	10.5409	10.9098	11.2917	11.6869	12.0961	12.5194	12.9575	13.4111	13.8804	14.3662	14.7972	15.1672	15.5463	15.9350	16.3333	16.7417
BIWEEKLY	760.58	787.21	814.75	843.27	872.78	903.34	934.95	967.69	1001.55	1036.60	1072.89	1110.43	1149.30	1183.78	1213.38	1243.70	1274.80	1306.66	1339.34
ANNUAL	19,775	20,467	21,184	21,925	22,692	23,487	24,309	25,160	26,040	26,952	27,895	28,871	29,882	30,778	31,548	32,336	33,145	33,973	34,823
P10																			
HOURLY	9.9827	10.3321	10.6937	11.0680	11.4553	11.8562	12.2712	12.7006	13.1452	13.6053	14.0813	14.5743	15.0844	15.5369	15.9253	16.3235	16.7316	17.1498	17.5785

BIWEEKLY ANNUAL	798.62 20,764	826.57 21,491	855.50 22,243	885.44 23,021	916.42 23,827	948.50 24,661	981.70 25,524	1016.05 26,417	1051.62 27,342	1088.42 28,299	1126.50 29,289	1165.94 30,315	1206.75 31,376	1242.95 32,317	1274.02 33,125	1305.88 33,953	1338.53 34,802	1371.98 35,672	1406.28 36,563
STEP COMPLETED YRS SERVICE	A 0	B 1	C 2	D 3	E 4	F 5	G 6	H 7	I 8	J 9	K 10	L 11	M 12	N 13	O 14	P 15	Q 16	R 17	S 18
	0	1	2	3	4	5	6	7	8	9	10	11	12	(13-15)	(16-18)	(19-21)	(22-24)	(25-27)	(28-30)
P11																			
HOURLY	10.4819	10.8486	11.2285	11.6232	12.0281	12.4491	12.8848	13.3357	13.8026	14.2856	14.7857	15.3032	15.8389	16.3140	16.7219	17.1398	17.5683	18.0076	18.4578
BIWEEKLY	838.55	867.89	898.28	929.86	962.25	995.93	1030.78	1066.86	1104.21	1142.85	1182.86	1224.26	1267.11	1305.12	1337.75	1371.18	1405.46	1440.61	1476.62
ANNUAL	21,802	22,565	23,355	24,176	25,018	25,894	26,800	27,738	28,709	29,714	30,754	31,831	32,945	33,933	34,782	35,651	36,542	37,456	38,392
P12																			
HOURLY	11.0060	11.3912	11.7898	12.2025	12.6296	13.0717	13.5292	14.0027	14.4928	15.0000	15.5251	16.0684	16.6308	17.1298	17.5580	17.9971	18.4470	18.9083	19.3810
BIWEEKLY	880.48	911.30	943.18	976.20	1010.37	1045.74	1082.34	1120.22	1159.42	1200.00	1242.01	1285.47	1330.46	1370.38	1404.64	1439.77	1475.76	1512.66	1550.48
ANNUAL	22,892	23,694	24,523	25,381	26,270	27,189	28,141	29,126	30,145	31,200	32,292	33,422	34,592	35,630	36,521	37,434	38,370	39,329	40,312
P13																			
HOURLY	11.5562	11.9607	12.3793	12.8126	13.2610	13.7251	14.2055	14.7027	15.2175	15.7499	16.3012	16.8717	17.4623	17.9861	18.4357	18.8966	19.3691	19.8533	20.3497
BIWEEKLY	924.50	956.86	990.34	1025.01	1060.88	1098.01	1136.44	1176.22	1217.40	1259.99	1304.10	1349.74	1396.98	1438.89	1474.86	1511.73	1549.53	1588.26	1627.98
ANNUAL	24,037	24,878	25,749	26,650	27,583	28,548	29,547	30,582	31,652	32,760	33,906	35,093	36,322	37,411	38,346	39,305	40,288	41,295	42,327
P14																			
HOURLY	12.1339	12.5586	12.9982	13.4531	13.9240	14.4114	14.9157	15.4377	15.9780	16.5372	17.1161	17.7152	18.3351	18.8852	19.3574	19.8413	20.3375	20.8459	21.3671
BIWEEKLY	970.71	1004.69	1039.86	1076.25	1113.92	1152.91	1193.26	1235.02	1278.24	1322.98	1369.29	1417.22	1466.81	1510.82	1548.59	1587.30	1627.00	1667.67	1709.37
ANNUAL	25,239	26,122	27,036	27,982	28,962	29,976	31,025	32,110	33,234	34,397	35,601	36,848	38,137	39,281	40,263	41,270	42,302	43,359	44,444
P15																			
HOURLY	12.7407	13.1867	13.6481	14.1259	14.6202	15.1318	15.6615	16.2097	16.7771	17.3642	17.9720	18.6010	19.2521	19.8297	20.3253	20.8336	21.3544	21.8883	22.4354
BIWEEKLY	1019.26	1054.94	1091.85	1130.07	1169.62	1210.54	1252.92	1296.78	1342.17	1389.14	1437.76	1488.08	1540.17	1586.38	1626.02	1666.69	1708.35	1751.06	1794.83
ANNUAL	26,501	27,428	28,388	29,382	30,410	31,474	32,576	33,716	34,896	36,118	37,382	38,690	40,044	41,246	42,277	43,334	44,417	45,528	46,666
P16																			
HOURLY	13.3777	13.8459	14.3306	14.8322	15.3513	15.8887	16.4447	17.0202	17.6160	18.2325	18.8707	19.5313	20.2149	20.8213	21.3419	21.8754	22.4223	22.9829	23.5574
BIWEEKLY	1070.22	1107.67	1146.45	1186.58	1228.10	1271.10	1315.58	1361.62	1409.28	1458.60	1509.66	1562.50	1617.19	1665.70	1707.35	1750.03	1793.78	1838.63	1884.59
ANNUAL	27,826	28,799	29,808	30,851	31,931	33,048	34,205	35,402	36,641	37,924	39,251	40,625	42,047	43,308	44,391	45,501	46,638	47,804	48,999
P17																			
HOURLY	14.0459	14.5382	15.0471	15.5738	16.1188	16.6830	17.2670	17.8712	18.4967	19.1441	19.8142	20.5076	21.2256	21.8623	22.4089	22.9691	23.5433	24.1319	24.7352
BIWEEKLY	1123.67	1163.06	1203.77	1245.90	1289.50	1334.64	1381.36	1429.70	1479.74	1531.53	1585.14	1640.61	1698.05	1748.98	1792.71	1837.53	1883.46	1930.55	1978.82
ANNUAL	29,215	30,239	31,298	32,394	33,527	34,701	35,915	37,172	38,473	39,820	41,214	42,656	44,149	45,474	46,611	47,776	48,970	50,194	51,449
P18																			
HOURLY	14.7491	15.2652	15.7995	16.3524	16.9248	17.5172	18.1303	18.7649	19.4217	20.1014	20.8050	21.5332	22.2869	22.9554	23.5293	24.1175	24.7205	25.3385	25.9719
BIWEEKLY	1179.93	1221.22	1263.96	1308.19	1353.98	1401.38	1450.42	1501.19	1553.74	1608.11	1664.40	1722.66	1782.95	1836.43	1882.34	1929.40	1977.64	2027.08	2077.75
ANNUAL	30,678	31,752	32,863	34,013	35,204	36,436	37,711	39,031	40,397	41,811	43,274	44,789	46,357	47,747	48,941	50,164	51,419	52,704	54,022

The hourly rates are the January 3, 1999 rates multiplied by 101%. 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 hourly rates multiplied by 2080 and rounded to the nearest dollar.

VI. A. Workhours

The workweek is the seven (7) consecutive day period commencing with the first shift on Sunday, and ending the last shift on the following Saturday. The standard number of hours in a workweek shall be forty (40) hours. Although full-time employees assigned to shift work may not work exactly forty (40) hours in a workweek, the number of hours in the workweek of employees on rotating shifts shall average forty (40) hours a week over the year.

B. Rest Period

Upon approval of the employee's supervisor, consistent with operational necessity, employees covered by this Salary Schedule who are assigned to work twelve (12) hour shifts shall be entitled to one (1) twenty-five (25) minute break per shift in addition to their regular meal period; ten (10) hour shifts, one (1) twenty (20) minute break per shift in addition to their regular meal period; and eight (8) hour shifts, one (1) fifteen (15) minute break per shift in addition to their regular meal period. The Employer will make all reasonable efforts to make sure that employees are permitted to take their breaks.

C. Meal Period

Employees covered by this Salary Schedule who work through their regular unpaid meal period (one-half (1/2) hour for eight (8) and ten (10) hour shifts; forty-five (45) minutes for a twelve (12) hour shift) at the direction of management are entitled to be paid for the meal period worked pursuant to Section VII.A., Overtime Pay, below.

VII. Pay In Excess of Base Salary

A. Overtime Pay

Any employee who is in a paid status in excess of forty (40) hours in a workweek will receive pay at the rate of one and one-half (1 1/2) times his/her regular rate for each overtime hour or ten-minute fraction thereof worked. At the option of the employee and with the approval of the County (which will not be unreasonably withheld), an employee eligible for compensatory time under applicable law may elect to receive compensatory leave at the rate of one and one-half (1 1/2) hours for each overtime hour worked.

Overtime shall be available to anyone within the division who is qualified in that class of work, including civilian supervisors covered by this Salary Schedule.

B. 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 Prince George's County Police Department during his/her normal off-duty hours, shall be paid for a minimum of three (3) hours at one and one-half (1 1/2) times his/her

regular rate of pay beginning at the time the employee was contacted. This provision shall not apply to disciplinary procedures.

If an employee is called at home by the Employer and required to perform work at home on behalf of the Department during his/her normal off- duty hours, he/she will be compensated for the work performed at the overtime rate.

C. 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 ten (10) consecutive days or more (including scheduled days off, approved holidays, approved sick leave of two (2) days or less, and approved emergency annual leave, but excluding time for which an employee is otherwise on leave status), he/she shall be paid at the rate of pay equal to the acting position retroactive to the 1st day in the acting capacity and he/she shall continue to be paid that rate until relieved of the position. An employee shall begin to receive payment for such service within sixty (60) days after the date the employee becomes eligible for acting pay.

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 acting pay provisions. This provision shall not apply to an employee in a training work assignment. Employees shall have all training work assignments explained to them fully.

D. Standby Compensation

Compensatory leave will be earned by Records Clerks and Evidence Technicians at rate of 6.25% for all hours they are required by the Police Department to stand by from the end of the third (evening) shift of Friday to the beginning of the second (day) shift on Monday morning. An employee called back to work will lose standby compensation for eight (8) hours.

E. Court Time Compensation

If, as a result of official actions taken during the normal course of employment with the Department, an employee covered by this Salary Schedule is required to appear in Court while off duty, the employee will be paid a minimum of three (3) hours pay at one and one-half (1 1/2) times his/her regular rate of pay. For each hour beyond the first three (3) hours that an employee is required to attend court proceedings, the employee shall be paid at the overtime rate.

In determining the number of hours beyond three (3) that an employee is entitled to, the clock shall begin to run when the employee is first required by subpoena or otherwise to attend court and shall continue without interruption throughout the day until the end of the last court appearance of the employee that day.

For court time beyond three (3) hours, the employee shall be compensated in ten (10) minute segments, i.e., one sixth (1/6) hour pay at the overtime rate of every ten (10) minutes.

F. Trainer Pay

Employees who are assigned to provide on the job training to new employees for three months or more will receive a payment of One Hundred Fifty Dollars (\$150) at the completion of training. No trainer may receive more than One Hundred Fifty Dollars (\$150) per fiscal year regardless of the number of employees trained.

G. Holiday Pay

1. Holidays and Holiday Compensation

The Personnel Law establishes the regular holidays for County employees including those employees covered by this Salary Schedule except that an additional holiday, entitled "Police Memorial Day," will be recognized and observed on May 15 of each year as a County holiday for employees covered by this Salary Schedule.

Eligible employees shall receive a day's pay for each of the designated holidays on which they perform no work.

Effective November 1, 1996, employees who work on a holiday shall be paid at two (2) times their regular rate of pay for each hour worked (except overtime). Subject to the approval of the Police Department, an employee can elect to receive compensatory leave at up to a double time rate in lieu of pay for hours actually worked on a holiday. (For example, one hour of straight time pay plus one hour of compensatory leave for each hour worked on a holiday). Any overtime performed by an employee on a holiday shall be compensated in accordance with the employee's regular overtime rate (i.e., no pyramiding).

If a holiday falls on an employee's regular day off, the employee shall receive another day off.

2. Holiday Work Scheduling

a. Bargaining unit members assigned to work shift work are entitled to the opportunity to work all holidays on which they are normally scheduled to work, and will be paid for those holidays actually worked pursuant to the provisions of subparagraph E.1. of this Section.

b. Bargaining unit members assigned to permanent day work positions are entitled to the opportunity to work at least four (4) holidays during each fiscal year and will be paid for those holidays actually worked pursuant to the provisions of subparagraph E.1. of this Section. The determination as to which observed holidays bargaining unit members covered by this subparagraph E.2.b. are actually scheduled to work will be determined by the Department, consistent with operational needs.

3. Holiday Observance

Whenever New Year's Day, Police Memorial Day, Independence Day, Veteran's Day or Christmas Day falls on a weekend and is celebrated by the County on the preceding Friday or following Monday, employees who work either on the day the holiday falls or on the day it is celebrated shall be treated as working on a holiday for purposes of subparagraph E.1. above. Employees who work both the day the holiday falls on and the day it is celebrated shall be entitled to subparagraph E.1. benefits only as to the first such scheduled day to work.

4. Emergency Closings

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 Salary Schedule will report to their established work sites and will be paid straight-time wages for hours worked on their regular work shifts. 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 the number of hours of compensatory leave (not to exceed twelve (12) hours per employee per twenty-four (24) hour period) equal to the number of hours of administrative leave granted to non-essential County employees. For purposes of this subsection, the County workday will be considered ended at 5:00 p.m.

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.

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

The PCEA will be notified of all delayed openings and emergency closings and a teletype will be initiated.

H. Shift Differentials

1. First Shift: A shift differential of One Dollar and eighty cents (\$1.80) per hour shall be paid for all time worked on the first shift (i.e., the night shift, 2300 hours to 0700 hours) to each employee specifically assigned to work the first shift.

2. Third Shift: A shift differential of One Dollar and forty cents (\$1.40) per hour shall be paid for all time worked on the third shift (i.e., 1500 hours to 2300 hours) to each employee specifically assigned to the third shift.

3. Employees assigned to work the first or third shift shall receive shift differential pay for all paid status hours, including paid leave hours and holidays. However, for no employees shall shift differentials be used for the purpose of computing retirement deductions, and retirement and insurance benefits.

4. When the hours worked fall within the third and first shifts, the employee shall be paid for all such hours at the shift differential rate which coincides with the majority of the hours worked, except that if exactly half the hours worked are in each of the third and first shifts, the higher differential rate shall apply for the entire number of hours worked.

5. Any employee specifically assigned to the second shift (i.e., the day shift; e.g., 0700 to 1500 hours) shall not be entitled to a shift differential except for non-overtime hours actually worked outside of his/her normally scheduled tour of duty which also fall into the third or first shift.

VIII. Leave Provisions

A. Sick Leave

1. 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.

2. Sick leave may be taken in fifteen (15) minute increments.

B. Annual Leave

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

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

Annual Leave may be taken in fifteen (15) minute increments.

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).

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.

Effective beginning with the 1997 leave year, employees who are over the three hundred sixty (360) hours limit at the end of that leave year will be able to convert any annual leave in excess of three hundred sixty (360) hours to new sick leave.

C. Sick and Annual Leave Disposition Upon Separation.

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

1. The employee may elect to retain all or any portion of the employee's sick and annual leave balances credited to the employee's leave record for the period of time equal to the employee's eligibility for reappointment as determined in accordance with Section 16-148(a)(8);
2. The employee may elect to apply all or any portion of the employee's sick and annual leave balances to employment elsewhere, provided another employer has agreed to accept accumulated sick or annual leave balances for credit on behalf of the employee;
3. The employee may elect to receive cash payment for all or any portion of the employee's annual leave balance in an amount equal to the total number of unused annual leave hours multiplied by the employee's final base hourly rate of pay, subject to the following:

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

4. 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 1996 leave 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 of the employee's base hourly rate of pay as of January 4, 1997. Sick leave earned beginning the first pay period of Fiscal Year 1997 is not subject to cash payment to the employee upon separation.

5. For individuals who participate in the MSRS plan, sick leave earned beginning with the first pay period in the 1997 leave year is not subject to cash payment but may be used to purchase MSRS pension credit at the applicable rate.
6. Notwithstanding any provision in this Section to the contrary, an employee who is involuntarily separated from employment with the County for disciplinary reasons is not entitled to any payment for unused sick leave.
7. 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 if the Personnel Law shall forfeit any sick leave hours accumulated at the time of the employee's separation.

D. Personal Leave

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

E. Discretionary Leave

Employees covered by this Salary Schedule are eligible for and may take one (1) day of discretionary leave per wage reporting year. Discretionary leave may not be taken in increments and must be requested with reasonable advance notice and approved prior to use. A day of discretionary leave shall consist of the same number of hours as are in the employee's regularly scheduled workshift (i.e., 8, 10, 12 hour shifts).

Employees covered by this Salary Schedule who have been employed as civilian employees of the Prince George's County Police Department and/or the Vehicle Audit Unit of the Department of Environmental Resources for ten (10) or more years shall be eligible for one (1) day of Discretionary Leave per fiscal year in addition to the one (1) day of Discretionary Leave described in the above paragraph, subject to the same limitations described in that paragraph.

Employees covered by this Salary Schedule who have been employed as civilian employees of the Prince George's County Police Department and/or the Vehicle Audit Unit of the Department of Environmental Resources for fifteen (15) or more years shall be eligible for two (2) days of Discretionary Leave per wage reporting year in addition to the one (1) day of Discretionary Leave described in the first paragraph above and subject to the same limitations described in that paragraph.

F. 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 of the Chief of Police or his/her designee or the Director of DER or his/her designee, as

appropriate, and such approval shall not be unreasonably withheld. The Chief of Police or the Director of DER has the right to set reasonable limits on such leaves.

G. Family and Medical Leave

Employees covered by this Salary Schedule are entitled to family and medical leave as provided in the County Personnel Law. The Chief of Police may also grant the employee additional leave without pay pursuant to the terms of the Personnel Law. Where leave without pay is granted to an employee under this provision, the employee will be advised at the time the leave is granted as to whether or not the employee will be able to return to the job he/she held at the time the leave without pay was requested.

H. Bereavement Leave

In the event of the death of an employee's spouse, child, or parent, the employee may take up to four (4) working days leave for bereavement. The first three (3) leave days will be administrative leave days, and the other day will be charged to the employee's accumulated sick leave, annual leave or leave without pay.

In the event of the death of an employee's, stepchild, grandparent, grandchild, brother, sister, brother- or sister-in-law, mother- or father-in-law, or son- or daughter-in-law, or any member of the employee's household, the employee may take up to four (4) working days leave for bereavement. The first leave day will be an administrative leave day, and the other day or days will be charged to the employee's accumulated sick leave, annual leave or leave without pay.

I. PCEA President, PCEA Board of Directors Leave, PCEA Officers/ Members Leave and Leave for Negotiations

1. The President of the PCEA shall be granted a full-time leave of absence from his/her duties for the Police Department, but shall remain on the payroll of the Police Department for the purposes of performing full-time duties as President of the PCEA. During such paid leave, the President shall continue to accumulate seniority and shall receive all benefits as if he/she were fully on duty including, but not limited to, pension accruals and fringe benefits. If the PCEA President is absent from normal duties on approved leave for a period of more than three (3) consecutive days, the PCEA President may designate in writing to the County a PCEA Board member who shall act as PCEA President in his/her absence. The County agrees that upon receipt of written designation by the PCEA President, the County will place on administrative leave the PCEA Board member so designated by the PCEA President in lieu of the President for each day that leave is announced. At the end of his/her term of office, the Department will make reasonable efforts to assign the immediate past PCEA President to a position with similar duties and on the same shift as the position he/she held immediately before going on full-time leave of absence as President of the PCEA. In no event will the Department assign the immediate past President to a position with a lower salary grade than the grade he/she held immediately prior to taking office.

2. Elected or appointed officers of the PCEA shall be granted Administrative Leave to attend Board meetings, provided that prior approval from the Chief of Police or the Director of DER, as appropriate, has been secured (such approval not being unreasonably withheld) and subject to the limitations of paragraph 5 below.

3. Representatives of the PCEA designated by the President shall be granted administrative leave to attend Labor/Management Relations seminars, workshops, conferences or committee meetings in the interest of furthering employee relations, provided that prior approval from the Chief of Police or the Director of DER, as appropriate, has been secured (such approval not being unreasonably withheld) and subject to the limitations of paragraph 5 below.

4. Each member of the PCEA negotiating team (not to exceed a total of seven (7) members and alternates) shall be granted a total of four (4) days of administrative leave to prepare for negotiations, provided that prior approval from the Chief of Police or the Director of DER, as appropriate, has been secured. Members of the PCEA negotiating team (not to exceed a total of seven (7) members and alternates) shall be excused from work on the day of negotiations to attend meetings with representatives of the County with no loss of pay or leave. (For example, an employee who would otherwise receive a shift differential for his or her regularly scheduled hours on a day the employee is excused from work to participate in negotiations is entitled to receive the shift differential.) Any PCEA negotiating team member who is assigned to a night or evening shift shall be granted administrative leave for the shift he/she is scheduled to work either immediately before or immediately following the negotiation meeting.

5. The County will provide an administrative leave bank of one hundred twenty-five (125) person days available for use under paragraphs 2 and 3, above.

J. Disability Leave

Disability leave policies shall be administered in accordance with the Personnel Law, provided, however, that for good cause shown, the Personnel Officer may grant one (1) additional ninety (90) day period of disability leave to an employee who has petitioned the Police Chief and has received the Chief's recommendation for additional leave.

The Department will designate someone from management who will have responsibility for making a preliminary determination as to whether an injury qualifies for disability leave up to a maximum of fourteen (14) calendar days or until the necessary documentation is forwarded to the County Office of Personnel and Labor Relations for review, whichever occurs sooner. The Department will make good faith efforts to make the determination within two (2) working days after all reports and necessary documentation are submitted for review.

When an employee is injured on the job and unable to work, the employee will be placed on disability leave. 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 back charged sick or annual leave for the period of time the employee was on disability leave.

K. 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, absence without leave, compensatory) are specified in Division 17 of the Personnel Law and Administrative Procedure 284.

IX. 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.

X. 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.

XI. Retirement Contributions

A. Employees paid in accordance with this Salary Schedule and who are enrolled in the Maryland State Employees' 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 Employees' Pension System, which is non-contributory up to the Social Security Wage Base.

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

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

XII. Supplemental Retirement Benefit

1. Benefit Accrual and Amounts.

Effective July 1, 1992, employees covered by this Salary Schedule may elect to participate in a supplemental retirement benefit program and all employees hired on or after July 1, 1992 will participate in a supplemental retirement benefit program pursuant to rules established in the Supplemental Retirement Plan. The supplemental retirement program will be jointly funded through County and employee contributions. The rate of accrual and amount of the benefit payable under this program are determined as follows:

a. Effective June 30, 1993, the 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.

c. Effective July 1, 1996, the period for computing the maximum benefit in paragraph 6., above, shall be increased from twenty-five (25) years of service to thirty (30) years for an increase in normal benefit from fifteen percent (15%) to eighteen percent (18%).

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 age of 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.

Effective July 1, 1995, if a plan participant's eligible spouse dies after a participant begins receiving a Joint and Survivor Pension under this Plan, the participant's benefit shall be increased to the level it would have been had the Joint and Survivor option never been chosen.

4. Funding.

The cost of funding the supplemental retirement benefit 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. In addition, effective the first full pay period beginning on or after September 1, 1996, the employee share will be increased by the lesser of the following two amounts: up to seventy-five one-hundredths of one percent (0.75%) of the employee's salary or the percentage amount actuarially determined to be required to fund the increase in maximum benefit accrual through thirty (30) years of actual and continuous service (See paragraph 7., below).

5. Definitions.

a. Actual Service means service while employed as an employee of Prince George's County.

b. Average Annual Compensation means an amount computed by dividing by three the compensation actually received by an employee during whatever period of thirty-six (36) consecutive months of continuous service will provide the largest total compensation for any such period.

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. Hold Harmless - FY98/FY99 Merit

For any employee covered by this Agreement who retires during the period from July 1, 1997 through June 30, 1999, "Average Annual Compensation" as that term is defined in paragraph 5. (Definitions), above, will be calculated as if the employee had received the step increase(s), if any, the employee would otherwise have been eligible to receive during the period covering FY96 and FY97 but for the deferral of such step increases in those years.

7. IRS Pickup Plan

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

(a) 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;

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

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

(d) 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.

XIII. Group Health Insurance

A. The Employer shall contribute seventy-five percent (75%) to the cost of the County's health insurance program (CountyCare Choice) 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. 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. The County shall contribute to the County's deductible prescription and optical care programs for any employee who retires on or after July 1, 1996 on the same basis that it contributes on behalf of active employees.

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

XIV. 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.

XV. 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 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.

XVI. 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, Title 9 of the Maryland Labor and Employment Code Annotated.

XVII. Clothing and Maintenance Allowance

A. Evidence Technicians/Property Clerks

Fiscal Years 1998 and 1999: The Employer agrees to furnish each Evidence Technician with an initial issue of three (3) pairs of coveralls, a raincoat, and a pair of boots for use at crime scenes. The Employer shall also provide an annual maintenance allowance of Five Hundred twenty-five Dollars (\$525.00) for Evidence Technicians. The Employer also agrees to furnish one (1) pair of coveralls for Property Clerks working in vehicle services.

The Employer will furnish an annual clothing maintenance allowance of One Hundred twenty-five Dollars (\$125.00) for Property Clerks in the Department of Environmental Resources.

B. Public Safety Aides

Fiscal Years 1998 and 1999: Public Safety Aides are responsible for the care and maintenance of their uniforms in serviceable condition. To defray the costs of this responsibility the County will provide a Five Hundred twenty-five Dollars (\$525.00) clothing allowance during each fiscal year.

C. Clothing Allowance Disbursement

Clothing allowances payable under this Section XVII will be paid in July of each fiscal year covered by this Salary Schedule, and are not included in the employee's base pay for any purposes such as computing holiday pay, annual and sick leave pay, etc.

D. Headsets

To defray the cost of maintaining and/or replacing custom made earpieces, the County will provide an annual fifty dollar (\$50.00) earpiece allowance to all employees who are required to use headsets in the performance of their duty. The County will provide repairs and issue temporary replacements for broken or defective issued headsets.

XVIII. Pay Plan Policy Statement

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