

COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND

1998 Legislative Session

Resolution No. CR-45-1998

Proposed by The Chairman (by request - County Executive)

Introduced by Council Members Russell and Bailey

Co-Sponsors

Date of Introduction May 19, 1998

RESOLUTION

A RESOLUTION concerning

Compensation and Benefits - Office of the Sheriff

Officials (Captains and Majors) Salary Schedule S-O

FOR the purpose of amending the Salary Plan of the County to reflect the pay rates, define workweek and explain benefits applicable to employees covered under Salary Schedule S-O.

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 pay rates and benefits for the Sheriff's Officials.

NOW, THEREFORE, BE IT RESOLVED by the County Council of Prince George's County, Maryland, that the salary schedule "S-O" submitted and recommended by the County Executive on May 13, 1998, which is attached hereto and made a part hereof, setting forth the following modifications: cost of living increases in Fiscal Years 1998 and 1999; merit increases for Fiscal Years 1998 and 1999; modifications to the uniform wage scale; an increase in clothing allowance from \$550 to \$750 for FY98 and to \$925 during FY99; increases in discretionary leave; modifications to sick and annual leave; increases in supplemental and comprehensive pension contributions and clarifications concerning overtime and holiday pay, be and the same is hereby approved.

Adopted this 23rd day of June, 1998.

COUNTY COUNCIL OF PRINCE
GEORGE'S COUNTY, MARYLAND

BY:

Ronald V. Russell
Chairman

ATTEST:

Joyce T. Sweeney
Clerk of the Council

SALARY SCHEDULE S-O

SCHEDULE OF PAY GRADES

OFFICE OF THE SHERIFF OFFICIALS

(CAPTAINS - MAJORS)

PRINCE GEORGE'S COUNTY, MARYLAND

EFFECTIVE JULY 1, 1997 - JUNE 30, 1999

TABLE OF CONTENTS

I.	<u>Cost of Living Adjustment</u>	1
II.	<u>Merit Increases</u>	1
III.	<u>Uniform Wage Scale</u>	1
IV.	<u>Modifications to the Uniform Wage Scale--During FY95</u>	2
V.	<u>Modifications to the Uniform Wage Scale -- During FY98 and FY99</u>	3
VII.	<u>Workweek</u>	10
VIII.	<u>Work Schedules</u>	10
IX.	<u>Designation of Meal Periods</u>	10
X.	<u>Pay in Excess of Base Salary</u>	10
XI.	<u>Shift Differential</u>	11
XII.	<u>Clothing Allowance</u>	11
XIII.	<u>Disability Leave</u>	13
XIV.	<u>Personal Leave</u>	13
XV.	<u>Discretionary Leave</u>	13
XVI.	<u>Family and Medical Leave</u>	13
XVII.	<u>Annual Leave Carryover</u>	14
XVIII.	<u>Sick and Annual Leave Disposition Upon Separation</u>	14
XIX.	<u>Administration of Employee Leave</u>	16
XX.	<u>Life Insurance</u>	16
XXI.	<u>Supplemental Life Insurance Benefit</u>	16
XXII.	<u>Worker's Compensation</u>	16
XXIII.	<u>Unemployment Insurance</u>	17
XXIV.	<u>Social Security</u>	17
XXV.	<u>Health Insurance</u>	17
XXVI.	<u>Retirement Contributions</u>	17
XXVII.	<u>Supplemental Retirement Contributions</u>	18
XXVIII.	<u>IRS Pickup Plan</u>	19
XXIX.	<u>Incentive Awards</u>	19
XXX.	<u>Pay Plan Policy Statement</u>	20

1. Cost of Living Adjustment

Employees covered by this Salary Schedule will receive a two percent (2%) increase to their base wages effective the first full pay period beginning on or after July 1, 1997.

Employees covered by this Salary Schedule will receive a one percent (1%) increase to their base wages effective the first full pay period beginning on or after April 1, 1998.

Employees covered by this Salary Schedule will receive a two and one-half percent (2.5%) increase to their base wages effective the first full pay period beginning on or after January 1, 1999.

2. Merit Increases

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.

3. Uniform Wage Scale

The Uniform Wage Scale described below, and the Scheduled Pay Rates as reflected in Section IV of this Salary Schedule shall remain in effect through June 30, 1997.

A. DESCRIPTION OF THE UNIFORM WAGE SCALE

For each rank of deputy sheriff (Captain and Major) in this Salary Schedule, there is established a pay grade containing fifteen (15) pay rates (steps) ranging from Step 0 through Step 14: Deputy Sheriff Captain - W31 and Deputy Sheriff Major - W34. The percentage values of the intervals between steps are 3.5% from Step 0 through Step 11 and 3% for the three remaining intervals from Step 11 through Step 14.

An employee will be eligible to advance to the next step for his/her rank on his/her anniversary date at the rate of one step per year up to and including Step 12, provided that he/she receives at least a satisfactory performance evaluation for the preceding year. After reaching Step 12, an employee will be eligible to advance to Steps 13 and 14 after three years of service at each step (that is, after having completed fifteen and eighteen years of service, respectively), provided that his/her performance for the applicable period has been evaluated as satisfactory.

Employees covered by this Salary Schedule and hired before July 1, 1989 will keep the anniversary dates that they held on July 1, 1989 for as long as they are continuously employed. Employees hired on or after July 1, 1989 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.

Upon promotion, an employee's salary rate shall be increased to that of the corresponding pay step for the promotional grade.

B. IMPLEMENTATION OF THE UNIFORM WAGE SCALE

FY90. Effective July 2, 1989, employees covered by this Salary Schedule, after receiving the four percent (4%) cost of living adjustment, will be placed on the Uniform Wage Scale at the step for their rank which is immediately above their annual salary. However, an employee whose salary, when adjusted for the four percent (4%) cost of living adjustment, exceeds the maximum salary payable at his/her rank will be red-circled at that salary, and will continue to be red-circled. Further, an employee who was hired at a rate of pay greater than the entry rate will be placed on the pay scale pursuant to the foregoing rules and will maintain the resultant step differential.

On their anniversary dates during FY90, all deputy sheriffs will receive a one step anniversary increase (either three and one-half percent (3.5%) or three percent (3%), depending on their July 2 placement on the Uniform Wage Scale) to the next step on the Uniform Wage Scale unless they are at Step 14.

FY91. On their anniversary dates during FY91, all employees below the step which would be warranted by their years of service will be placed at that step. Employees who are hired at a rate of pay greater than the entry rate will be placed on the pay scale pursuant to this rule so as to maintain the resultant step differential.

4. Modifications to the Uniform Wage Scale--During FY95

A. Effective July 1, 1994, the Uniform Wage Scale is modified as follows:

For each rank of deputy sheriff captain and major, there is an established pay grade on the Uniform Wage Scale. The pay scale for both the rank of Deputy Sheriff Captain (W31) and Deputy Sheriff Major (W34) contains fourteen (14) pay rates (steps) ranging from Step A through Step N.

Grades W31 and W34 are the pay grades for Deputy Sheriff Captain (W31) and Deputy Sheriff Major (W34). The percentage values of the intervals between the steps are three and one-half percent (3.5%) from Step A through Step J, three percent (3%) from Step J through Step M and two and one-half percent (2.5%) for the remaining interval from Step M to Step N. Deputies in the ranks of Deputy Sheriff Captain and Deputy Sheriff Major will be eligible to advance to the next step for their rank on the deputy's anniversary date at the rate of one (1) step per year up to

and including Step L (after thirteen (13) years of service) provided he or she receives at least a satisfactory performance evaluation for the preceding year. After reaching Step L, deputies in the ranks of Deputy Sheriff Captain and Deputy Sheriff Major will be eligible to advance to Step M after two (2) years of service (that is, after having completed fifteen (15) years of service) and to Step N after three (3) years of service at Step M (that is, after having completed eighteen (18) years of service).

- B. Effective June 30, 1995, the Uniform Wage Scale is further modified as follows:

For the ranks of Deputy Sheriff Captain (W31) and Deputy Sheriff Major (W34) one additional pay rate (step) will be added to the pay scale, establishing a fifteen (15) step pay scale ranging from Step A through Step O. The percentage value of the interval between Step N and the new Step O is two and one-half percent (2.5%). Deputies in the ranks of Deputy Sheriff Captain and Deputy Sheriff Major will be eligible to advance to Step 15 after five (5) years of service (that is, after having completed twenty-three (23) years of service) at Step N.

- C. Upon promotion an employee's salary rate shall be increased to that of the corresponding pay step for the promotional grade.

Implementation Of Modified Uniform Wage Scale

FY95: 1. On July 1, 1994, every deputy will be assigned to the pay step for his or her rank on the modified Uniform Wage Scale with a salary rate identical to the deputy's salary rate on June 30, 1994.

2. On his or her anniversary date in Fiscal Year 1995, every deputy will be eligible to advance to the next step on the modified Uniform Wage Scale, provided that the deputy's performance for the applicable period has been evaluated as satisfactory.

3. On June 25, 1995, any deputy who is not at the pay step for his or her rank which would be warranted by his or her years of service, will be placed at that pay step.

FY96: On his or her anniversary date in Fiscal Year 1996, any deputy with twenty-three (23) or more years of service will advance to the final longevity step, Step 15, on the modified Uniform Wage Scale. (This was not implemented due to no merits in FY96)

5. Modifications to the Uniform Wage Scale -- During FY98 and FY99

Effective beginning on July 1, 1997, any deputy sheriff covered by this Salary Schedule who completes twenty-three (23) years of actual and continuous service as defined in the

Deputy Sheriff Comprehensive Pension Plan but who is not at the step for his/her rank on the Uniform Wage Scale which reflects the completion of twenty-three (23) years of service will be placed at that step on the date that marks the deputy's completion of those twenty-three (23) years of actual and continuous service and the employee's anniversary date will be changed, if necessary, to reflect his/her date of hire. Deputies with twenty-three (23) or more years of service as of July 1, 1997 will be placed on Step O as of July 1, 1997 and the deputy's anniversary date will be changed, if necessary, to reflect his/her date of hire.

Effective July 1, 1998, the Uniform Wage Scale is further modified as follows:

For the ranks of Deputy Sheriff Captain (W31) and Deputy Sheriff Major (W34), one additional pay rate (step) will be added to the pay scale, establishing a sixteen (16) step pay scale ranging from Step A through Step P. The percentage value of the interval between Step O and the new Step P is two and one-half percent (2.5%). Deputies in the ranks of Deputy Sheriff Captain and Deputy Sheriff Major will be eligible to advance to Step 16 after four (4) years of service (that is, after having completed twenty-seven (27) years of service) at Step O. Deputies with twenty-seven (27) or more years of service as of July 1, 1998 will be placed on Step P as of July 1, 1998.

6. Scheduled Pay Rates

**SCHEDULE S-O
UNIFORM WAGE SCALE
IN EFFECT AS OF JULY 1, 1997
FOR OFFICE OF THE SHERIFF OFFICIALS
(CAPTAINS & MAJORS)
PRINCE GEORGE'S COUNTY, MARYLAND**

STEP	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
YRS SERVICE	2	3	4	5	6	7	8	9	10	11	12	13-14	15-17	18	23

W31 - DEPUTY SHERIFF CAPTAIN

HOURLY	23.3788	24.1971	25.0437	25.9203	26.8275	27.7666	28.7383	29.7443	30.7852	31.8628	32.8187	33.8034	34.8173	35.6878	36.5800
BIWEEKLY	1870.30	1935.77	2003.50	2073.62	2146.20	2221.33	2299.06	2379.54	2462.82	2549.02	2625.50	2704.27	2785.38	2855.02	2926.40
ANNUAL	48,628	50,330	52,091	53,914	55,801	57,755	59,776	61,868	64,033	66,275	68,263	70,311	72,420	74,231	76,086

W34 - DEPUTY SHERIFF MAJOR

HOURLY	25.7747	26.6768	27.6105	28.5769	29.5770	30.6123	31.6840	32.7930	33.9406	35.1284	36.1823	37.2679	38.3860	39.3456	40.3292
BIWEEKLY	2061.98	2134.14	2208.84	2286.15	2366.16	2448.98	2534.72	2623.44	2715.25	2810.27	2894.58	2981.43	3070.88	3147.65	3226.34
ANNUAL	53,611	55,488	57,430	59,440	61,520	63,674	65,903	68,209	70,596	73,067	75,259	77,517	79,843	81,839	83,885

The hourly rates are the same as the June 30, 1995 rates as adopted by CR-77-1994, which are the January 8, 1995 rates with the addition of a 15th step. For administrative purposes, the hourly rates are the controlling rates. Bi-weekly rates are hourly rates multiplied by 80. Annual rates are the hourly rates multiplied by 2,080 and rounded to the nearest dollar.

**SCHEDULE S-O
UNIFORM WAGE SCALE
EFFECTIVE JULY 6, 1997
FOR OFFICE OF THE SHERIFF OFFICIALS
(CAPTAINS & MAJORS)
PRINCE GEORGE'S COUNTY, MARYLAND**

STEP	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
YRS SERVICE	2	3	4	5	6	7	8	9	10	11	12	13-14	15-17	18	23

W31 - DEPUTY SHERIFF CAPTAIN

HOURLY	23.8464	24.6810	25.5446	26.4387	27.3641	28.3219	29.3131	30.3392	31.4009	32.5001	33.4751	34.4795	35.5136	36.4016	37.3116
BIWEEKLY	1907.71	1974.48	2043.57	2115.10	2189.13	2265.75	2345.05	2427.14	2512.07	2600.01	2678.01	2758.36	2841.09	2912.13	2984.93
ANNUAL	49,601	51,336	53,133	54,992	56,917	58,910	60,971	63,106	65,314	67,600	69,628	71,717	73,868	75,715	77,608

W34 - DEPUTY SHERIFF MAJOR

HOURLY	26.2902	27.2103	28.1627	29.1484	30.1685	31.2245	32.3177	33.4489	34.6194	35.8310	36.9059	38.0133	39.1537	40.1325	41.1358
BIWEEKLY	2103.22	2176.82	2253.02	2331.87	2413.48	2497.96	2585.42	2675.91	2769.55	2866.48	2952.47	3041.06	3132.30	3210.60	3290.87
ANNUAL	54,684	56,597	58,578	60,629	62,750	64,947	67,221	69,574	72,008	74,528	76,764	79,068	81,440	83,476	85,563

The hourly rates are the July 1, 1997 rates multiplied by 102%. For administrative purposes, the hourly rates are the controlling rates. Bi-weekly rates are hourly rates multiplied by 80. Annual rates are the hourly rates multiplied by 2,080 and rounded to the nearest dollar.

**SCHEDULE S-O
UNIFORM WAGE SCALE
EFFECTIVE APRIL 12, 1998
FOR OFFICE OF THE SHERIFF OFFICIALS
(CAPTAINS & MAJORS)
PRINCE GEORGE'S COUNTY, MARYLAND**

STEP	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
YRS SERVICE	2	3	4	5	6	7	8	9	10	11	12	13-14	15-17	18	23

W31 - DEPUTY SHERIFF CAPTAIN

HOURLY	24.0849	24.9278	25.8000	26.7031	27.6377	28.6051	29.6062	30.6426	31.7149	32.8251	33.8099	34.8243	35.8687	36.7656	37.6847
BIWEEKLY	1926.79	1994.22	2064.00	2136.25	2211.02	2288.41	2368.50	2451.41	2537.19	2626.01	2704.79	2785.94	2869.50	2941.25	3014.78
ANNUAL	50,097	51,850	53,664	55,542	57,486	59,499	61,581	63,737	65,967	68,276	70,325	72,435	74,607	76,472	78,384

W34 - DEPUTY SHERIFF MAJOR

HOURLY	26.5531	27.4824	28.4443	29.4399	30.4702	31.5367	32.6409	33.7834	34.9656	36.1893	37.2750	38.3934	39.5452	40.5338	41.5472
BIWEEKLY	2124.25	2198.59	2275.54	2355.19	2437.62	2522.94	2611.27	2702.67	2797.25	2895.14	2982.00	3071.47	3163.62	3242.70	3323.78
ANNUAL	55,230	57,163	59,164	61,235	63,378	65,596	67,893	70,269	72,728	75,274	77,532	79,858	82,254	84,310	86,419

The hourly rates are the July 6, 1997 rates multiplied by 101%. For administrative purposes, the hourly rates are the controlling rates. Bi-weekly rates are hourly rates multiplied by 80. Annual rates are the hourly rates multiplied by 2,080 and rounded to the nearest dollar.

**SCHEDULE S-O
UNIFORM WAGE SCALE
EFFECTIVE JULY 1, 1998
FOR OFFICE OF THE SHERIFF OFFICIALS
(CAPTAINS & MAJORS)
PRINCE GEORGE'S COUNTY, MARYLAND**

STEP	A	B	C	D	E	F	G	H	I	J	K	L	M	N	OP	
YRS SERVICE	2	3	4	5	6	7	8	9	10	11	12	13-14	15-17	18	2327	
W31 - DEPUTY SHERIFF CAPTAIN																
HOURLY	24.0849	24.9278	25.8000	26.7031	27.6377	28.6051	29.6062	30.6426	31.7149	32.8251	33.8099	34.8243	35.8687	36.7656	37.6847	38.6268
BIWEEKLY	1926.79	1994.22	2064.00	2136.25	2211.02	2288.41	2368.50	2451.41	2537.19	2626.01	2704.79	2785.94	2869.50	2941.25	3014.78	3090.15
ANNUAL	50,097	51,850	53,664	55,542	57,486	59,499	61,581	63,737	65,967	68,276	70,325	72,435	74,607	76,472	78,384	80,344

W34 - DEPUTY SHERIFF MAJOR																
HOURLY	26.5531	27.4824	28.4443	29.4399	30.4702	31.5367	32.6409	33.7834	34.9656	36.1893	37.2750	38.3934	39.5452	40.5338	41.5472	42.5859
BIWEEKLY	2124.25	2198.59	2275.54	2355.19	2437.62	2522.94	2611.27	2702.67	2797.25	2895.14	2982.00	3071.47	3163.62	3242.70	3323.78	3406.87
ANNUAL	55,230	57,163	59,164	61,235	63,378	65,596	67,893	70,269	72,728	75,274	77,532	79,858	82,254	84,310	86,419	88,579

The hourly rates are the same as the April 12, 1998 rates with the addition of a 16th step. For administrative purposes, the hourly rates are the controlling rates. Bi-weekly rates are hourly rates multiplied by 80. Annual rates are the hourly rates multiplied by 2,080 and rounded to the nearest dollar.

**SCHEDULE S-O
UNIFORM WAGE SCALE
EFFECTIVE JANUARY 3, 1999
FOR OFFICE OF THE SHERIFF OFFICIALS
(CAPTAINS & MAJORS)
PRINCE GEORGE'S COUNTY, MARYLAND**

STEP	A	B	C	D	E	F	G	H	I	J	K	L	M	N	OP
YRS SERVICE	2	3	4	5	6	7	8	9	10	11	12	13-14	15-17	18	2327
W31 - DEPUTY SHERIFF CAPTAIN															
HOURLY	24.6870	25.5510	26.4450	27.3707	28.3286	29.3202	30.3464	31.4087	32.5078	33.6457	34.6551	35.6949	36.7654	37.6847	38.6268 39.6268
BIWEEKLY	1974.96	2044.08	2115.60	2189.66	2266.29	2345.62	2427.71	2512.70	2600.62	2691.66	2772.41	2855.59	2941.23	3014.78	3090.15 3167.40
ANNUAL	51,349	53,146	55,006	56,931	58,923	60,986	63,121	65,330	67,616	69,983	72,083	74,245	76,472	78,384	80,344 82,353

W34 - DEPUTY SHERIFF MAJOR															
HOURLY	27.2169	28.1695	29.1554	30.1759	31.2320	32.3251	33.4569	34.6280	35.8397	37.0940	38.2069	39.3532	40.5338	41.5471	42.5859 43.6505
BIWEEKLY	2177.35	2253.56	2332.43	2414.07	2498.56	2586.01	2676.55	2770.24	2867.18	2967.52	3056.55	3148.26	3242.70	3323.77	3406.87 3492.04
ANNUAL	56,611	58,593	60,643	62,766	64,963	67,236	69,590	72,026	74,547	77,156	79,470	81,855	84,310	86,418	88,579 90,793

The hourly rates are the April 12, 1998 rates multiplied by 102.5%. For administrative purposes, the hourly rates are the controlling rates. Bi-weekly rates are hourly rates multiplied by 80. Annual rates are the hourly rates multiplied by 2,080 and rounded to the nearest dollar.

7. Workweek

The workweek is the seven (7) consecutive day period commencing at 12:01 a.m. Sunday, and ending the following Saturday midnight. The standard number of hours in a workweek for full-time employees shall be forty (40) hours.

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

8. Work Schedules

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

9. Designation of Meal Periods

Any employee who works five (5) or more hours in any workday shall receive a one-half (1/2) hour meal period.

10. Pay in Excess of Base Salary

A. Overtime Pay

Employees covered by this Salary Schedule are not eligible to receive compensation for overtime hours worked without written authorization by the Chief Administrative Officer.

B. Holiday Pay

Eligible employees shall receive straight time pay for each designated holiday on which they perform no work. A 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. Notwithstanding the paragraph immediately below, beginning in FY99, employees covered by this Salary Schedule functioning as Operational Duty Commanders who work on Police Memorial Day will receive one and one-half (1 1/2) hours compensatory time for each hour worked (except overtime) in addition to their regular pay.

Only employees functioning as operational Duty Commanders who work on a holiday shall be paid at two (2) times their regular rate of pay for each hour worked (except overtime), but shall not receive another day off.

Operational Duty Commanders shall not be paid overtime.

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

11. Shift Differential

- A. A shift differential of One Dollar Seventy-five cents (\$1.75) per hour shall be paid for all time worked on the first shift (i.e., the night shift - 11 p.m. to 7 a.m. or equivalent) to each employee specifically assigned (on a permanent or rotating basis) to work the first shift.
- B. A shift differential of One Dollar Forty cents (\$1.40) per hour shall be paid for all time worked on the third shift (i.e., the evening shift - 3 p.m. to 11 p.m. or equivalent) to each employee specifically assigned (on a permanent or rotating basis) to work the third shift.
- C. No shift differential will be considered to be part of the employee's base rate, nor shall it be applied to pay for nonproductive hours such as holiday pay and annual and sick leave pay, nor shall it be used for the purpose of computing retirement deductions or for retirement or insurance benefits.
- D. Any employee who works the second shift (i.e., the day shift) shall not be entitled to a shift differential.
- E. Any employee assigned to the Civil Process Section shall not be entitled to a shift differential except on assigned duty days.
- F. 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.

12. Clothing Allowance

- A. Employees covered by this Salary Schedule shall receive a clothing allowance of Seven Hundred Fifty Dollars (\$750.00) during Fiscal Year 1998 for the procurement, care and upkeep of clothing and leather goods. Employees covered

by this Salary Schedule shall receive a clothing allowance of Nine Hundred Twenty-five Dollars (\$925.00) during Fiscal Year 1999 for the procurement, care and upkeep of clothing and leather goods. This clothing allowance is not considered part of the employee's base pay, and will be paid in one (1) installment in December of each Fiscal Year covered by this Salary Schedule.

- B. If an employee arrives or leaves during the Fiscal Year, his allowance shall be prorated.

13. Disability Leave

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

For good cause shown, the Personnel Officer may grant up to two additional 90 day periods of disability leave to a deputy sheriff who has petitioned the Sheriff and has received the Sheriff's recommendation for additional leave.

14. Personal Leave

Two (2) paid personal leave days per wage reporting 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.

15. Discretionary Leave

Beginning with the 1998 wage reporting year, employees covered by this Salary Schedule with three (3) or more years of service shall be eligible for one (1) day of discretionary leave per wage reporting year plus an additional one (1) day of discretionary leave (for a total of two (2) days) after five years of service. Discretionary leave may be taken in increments of four (4) hours, must be requested and approved in advance, and unused discretionary leave cannot be carried over from one year to the next.

16. Family and Medical Leave

Employees covered by this Salary Schedule are entitled to family and medical leave in accordance with the Personnel Law (See Personnel Law Section 16-225.02.)

17. Annual Leave Carryover

- 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.
- C. Effective beginning with the 1997 leave year, new annual leave in excess of the three hundred sixty (360) hours limit at the end of a leave year will automatically convert to new sick leave. The Deputy Sheriff Comprehensive Pension Plan shall be amended to provide that new sick leave converted from annual leave under this subparagraph, up to a combined total for each officer of 1,040 hours of annual leave and this new sick leave, may be used to purchase pension credit at the rate of 40 hours for each month of pension credit.
- D. When taking annual leave, employees covered by this Salary Schedule must use compensatory time they have accumulated prior to using annual 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, 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:

1. Upon separation from employment, employees who have elected to participate in the new comprehensive pension plan 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 for up to 360 hours of accumulated annual leave, whichever is greater.

Any remaining amount would be applied toward retirement credit in the comprehensive plan even if the result is a benefit exceeding the maximum benefit allowed under the plan.

2. Upon separation from employment, employees who have elected to remain with the Maryland State Retirement Systems (MSRS) and the County Supplemental 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 January 1, 1997. However, if a Deputy Sheriff with less than twenty (20) years of actual service terminates employment as a result of death or disability, he/she shall receive a 50% cashout of unused accumulated sick leave as of the end of the 1996 leave year.

E. For individuals who chose to participate in the new comprehensive pension system, sick leave earned beginning with the 1997 leave year (i.e., new sick leave) is not subject to cash payment upon separation, but is available to purchase retirement credit under the comprehensive pension system even if the result is a benefit exceeding the maximum benefit allowed under the plan. However, deputy sheriffs whose employment terminates because of death are eligible for cash payment for all sick leave earned, including sick leave earned beginning with the 1997 leave year, at the rates set forth in paragraph 4, immediately above.

F. For individuals who chose to remain in the MSRS plan and the County Supplemental, 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. However, deputy sheriffs whose employment terminates because of death are eligible for cash payment for all sick leave earned, including sick leave earned beginning with the 1997 leave year, at the rates set forth in paragraph 4, above.

G. 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. Administration of Employee Leave

The provisions governing the administration of all types of leave (holiday, annual, sick, administrative, military, military leave without pay, disability, family and medical, leave without pay, absence without leave, compensatory, personal) are specified in Division 17 of the Personnel Law and Administrative Procedure 284.

20. Life Insurance

The Employer shall pay 100% of the monthly premium for the life insurance coverage for full-time employees in the amount of two (2) times the employee's annual salary.

For Deputy Sheriffs who retire on or after July 1, 1995, the County provided life insurance benefits of up to \$100,000 will not be reduced until the retiree attains age sixty (60). At that time, the retiree's total life insurance benefit shall be reduced by fifteen percent (15%) of the original face value per year, to a residual of twenty-five percent (25%) by reducing the life insurance benefit by fifteen percent (15%) on the first day of the calendar month or next following the date of the retiree's attainment of age sixty (60). On each of the next four (4) anniversaries, the retiree's insurance benefit will be reduced by the same dollar amount.

The accidental death insurance policy the County maintains for employees covered by this Salary Schedule shall be payable in the amount of Fifty Thousand Dollars (\$50,000) to an employee's designated beneficiary should the employee be killed in the line of duty.

21. Supplemental Life Insurance Benefit

Effective July 1, 1989, employees covered by this Salary Schedule will be provided with a supplemental life insurance benefit equal to fifty (50) times the employee's monthly salary up to a maximum of \$200,000. The supplemental life insurance benefits provided under this provision shall continue as long as the employee is actively employed.

22. 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.

23. Unemployment Insurance

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

24. Social Security

Effective January 1, 1997, 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 \$65,400 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.

25. Health Insurance

A. The County 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 that program. Participating employees shall contribute the remaining twenty five percent (25%).

B. For those employees who elect to enroll in a pre-paid health plan or Health Maintenance Organization (HMO), their contribution shall be 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. Effective July 1, 1994, the County shall contribute ninety percent (90%) to the County deductible prescription program for any retiree who elects to participate in the program. The participating retiree shall contribute the remaining ten percent (10%).

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

26. Retirement Contributions

1. Employees paid in accordance with this Salary Schedule and who are eligible for enrollment in the Maryland State Employee's Retirement Systems shall pay

retirement contributions at the rate of five percent (5%) or seven percent (7%) of base salary, depending on the plan option selected.

2. Effective January 1, 1980, current participants in the Employee's Retirement System may transfer to the Employee's Pension System, which is noncontributory up to the Social Security Wage Base.
3. All classified employees hired on or after January 1, 1980 through June 30, 1996, were required to enroll in the Employee's Pension System.
4. 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.

27. Supplemental Retirement Contributions

- A. The cost of funding the supplemental retirement benefit will be shared by the employee and the County through regular contributions each pay period. The County shall contribute seventy-five (75%) of the total cost of providing the employee's benefit, and the employee shall contribute, through payroll deduction, the remaining twenty-five percent (25%).

Effective July 1, 1995, the employee contribution will be increased by an amount equal to one and one-half percent (1.5%) of the employee's annual salary and the employer contribution will be decreased accordingly.

Effective January 1, 1999, the employee contribution will be increased by an amount equal to one and seventy-three hundredths percent (1.73%) of the employee's annual salary and the employer contribution will be decreased accordingly.

- B. In accordance with CR-41-1995, any employee separating from County service on or after July 6, 1995, shall not be eligible for the Discontinued Service Benefit.

Comprehensive Deputy Sheriff Pension Plan

The cost of funding the Plan will be shared by the employee and the County through regular contributions each pay period. The County shall contribute seventy-five percent (75%) of the total cost of providing the employee's benefit, and the employee shall contribute, through payroll deduction, the remaining twenty-five percent (25%). In addition, effective July 1, 1996 the employee contribution for employees hired before July 1, 1996 will be increased by an amount equal to two percent (2%) of the employee's annual salary and the employer contribution will be decreased accordingly; the employee contribution for employees hired on or after July 1, 1996 will be increased

by an amount equal to three percent (3%) of the employee's annual salary and the employer contribution will be decreased accordingly.

Effective January 1, 1999, the employee contribution will be increased by an amount equal to one and seventy-three hundredths percent (1.73%) of the employee's annual salary and the employer contribution will be decreased accordingly.

28. IRS Pickup Plan

The County shall pick up, within the meaning of Section 414(h) (2) of the Internal Revenue Code, the employee contributions required by Section 5.04 (Funding) and Section 5.10, F. (Funding) hereof. Such amounts:

(1) are designated as employee contributions to be picked up by the County within the meaning of Section 414(h) (2) of the Internal Revenue Code and shall be treated as employer contributions in determining the tax treatment of such amounts under that section;

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

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

(4) shall, for all other purposes, be treated in the same manner and to the same extent as employee contributions made before establishment of the pickup plan.

Employees shall not be entitled to receive such amounts directly in lieu of having such amounts picked up by the County. This pickup plan becomes effective for pay periods beginning on or after its approval by the County Executive and the County Council. The County shall apply to the Internal Revenue Service for a private letter ruling with respect to the pickup plan, but neither the application nor the receipt of such a ruling are prerequisites to the implementation of the pickup plan.

29. 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.

30. 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 other 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.