

COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND

Legislative Session _____ 1991 _____

Resolution No. _____ CR-33-1991 _____

Proposed by The Chairman (by request - County Executive)

Introduced by _____ Council Member Casula _____

Co-Sponsors _____

Date of Introduction _____ April 23, 1991 _____

RESOLUTION

A RESOLUTION concerning

General Schedule Employees

FOR the purpose of amending the Salary Plan of the County to reflect new pay rates and other benefits for General Schedule employees.

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 approval of a Salary Schedule to reflect the new pay rates and other benefits for General Schedule employees.

NOW, THEREFORE, BE IT RESOLVED by the County Council of Prince George's County, Maryland, that the Salary Schedule G, Schedule of Pay Grades - General Schedule Employees, submitted and recommended by the County Executive on April 5, 1991, which is attached hereto and made a part hereof, setting forth the following modifications: a

suspension of merit increases for fiscal year 1992 effective July 1, 1991; changes in employer/employee contribution rates for Health Maintenance Organization (HMO) coverage effective July 1, 1991 and July 1, 1992; a five percent (5%) increase in the base hourly rates effective April 5, 1992; and reinstatement of merit increases effective July 1, 1992 and further establishing a workweek and number of productive hours therein, meal periods, pay in excess of base salary, leave provisions, incentive awards, unemployment insurance, retirement benefits and contributions, group health insurance, life insurance, social security, worker's compensation, and unused sick leave payment, for such employees, be and the same is hereby approved.

Adopted this 25th day of June, 1991.

COUNTY COUNCIL OF PRINCE
GEORGE'S COUNTY, MARYLAND

BY: _____
Richard J. Castaldi
Chairman

ATTEST:

Maurene W. Epps
Acting Clerk of the Council

SALARY SCHEDULE G
SCHEDULE OF PAY GRADES - GENERAL SCHEDULE
PRINCE GEORGE'S COUNTY, MARYLAND
EFFECTIVE JULY 1, 1991 - JUNE 30, 1993

TABLE OF CONTENTS

	<u>Page</u>
I. Scheduled Pay Rates	1
II. Merit Increases for Fiscal Years 1992 and 1993	9
III. Workweek	9
IV. Work Schedules	10
V. Designation of Meal Periods.	10
VI. Pay in Excess of Base Salary	10
VII. Leave Provisions	14
VIII. Incentive Awards	15
IX. Unemployment Insurance	15
X. Retirement Benefits and Contributions.	16
XI. Group Health Insurance	17
XII. Life Insurance	18
XIII. Social Security	18
XIV. Worker's Compensation.	19
XV. Unused Sick Leave Payment.	19
XVI. Pay Plan Policy Statement.	19

I. Scheduled Pay Rates

SALARY SCHEDULE G - GENERAL SCHEDULE
 SCHEDULE OF PAY GRADES
 EFFECTIVE JULY 1, 1991
 PRINCE GEORGE'S COUNTY, MARYLAND

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
G01	HOURLY	4.2500	7.7106
	BIWKLY	340.00	616.85
	ANNUAL	8,840	16,038
G02	HOURLY	5.4942	8.0962
	BIWKLY	439.54	647.70
	ANNUAL	11,428	16,840
G03	HOURLY	5.7688	8.5010
	BIWKLY	461.50	680.08
	ANNUAL	11,999	17,682
G04	HOURLY	6.0573	8.9259
	BIWKLY	484.58	714.07
	ANNUAL	12,599	18,566
G05	HOURLY	6.3601	9.3723
	BIWKLY	508.81	749.78
	ANNUAL	13,299	19,494
G06	HOURLY	6.6783	9.8409
	BIWKLY	534.26	787.27
	ANNUAL	13,891	20,469
G07	HOURLY	7.0121	10.3329
	BIWKLY	560.97	826.63
	ANNUAL	14,585	21,492
G08	HOURLY	7.3627	10.8496
	BIWKLY	589.02	867.97
	ANNUAL	15,314	22,567
G09	HOURLY	7.7308	11.3921
	BIWKLY	618.46	911.37
	ANNUAL	16,080	23,696
G10	HOURLY	8.1174	11.9617
	BIWKLY	649.39	956.94
	ANNUAL	16,884	24,880

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
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G11	HOURLY	8.5232	12.5598
	BIWKLY	681.86	1,004.78
	ANNUAL	17,728	26,124
G12	HOURLY	8.9494	13.1877
	BIWKLY	715.95	1,055.02
	ANNUAL	18,615	27,430
G13	HOURLY	9.3968	13.8472
	BIWKLY	751.74	1,107.78
	ANNUAL	19,545	28,802
G14	HOURLY	9.8667	14.5395
	BIWKLY	789.34	1,163.16
	ANNUAL	20,523	30,242
G15	HOURLY	10.3600	15.2665
	BIWKLY	828.80	1,221.32
	ANNUAL	21,549	31,754
G16	HOURLY	10.8781	16.0298
	BIWKLY	870.25	1,282.38
	ANNUAL	22,626	33,342
G17	HOURLY	11.4219	16.8313
	BIWKLY	913.75	1,346.50
	ANNUAL	23,758	35,009
G18	HOURLY	11.9931	17.6728
	BIWKLY	959.45	1,413.82
	ANNUAL	24,946	36,759
G19	HOURLY	12.5927	18.5566
	BIWKLY	1,007.42	1,484.53
	ANNUAL	26,193	38,598
G20	HOURLY	13.2224	19.4843
	BIWKLY	1,057.79	1,558.74
	ANNUAL	27,503	40,527
G21	HOURLY	13.8834	20.4585
	BIWKLY	1,110.67	1,636.68
	ANNUAL	28,877	42,554
G22	HOURLY	14.5776	21.4815
	BIWKLY	1,166.21	1,718.52
	ANNUAL	30,321	44,682

GRADEMINIMUMMAXIMUM

G23	HOURLY	15.3065	22.5555
	BIWKLY	1,224.52	1,804.44
	ANNUAL	31,838	46,915
G24	HOURLY	16.0718	23.6833
	BIWKLY	1,285.74	1,894.66
	ANNUAL	33,429	49,261
G25	HOURLY	16.8755	24.8675
	BIWKLY	1,350.04	1,989.40
	ANNUAL	35,101	51,724
G26	HOURLY	17.7192	26.1109
	BIWKLY	1,417.54	2,088.87
	ANNUAL	36,856	54,311
G27	HOURLY	18.6052	27.4164
	BIWKLY	1,488.42	2,193.31
	ANNUAL	38,699	57,026
G28	HOURLY	19.5355	28.7872
	BIWKLY	1,562.84	2,302.98
	ANNUAL	40,634	59,877
G29	HOURLY	20.5122	30.2265
	BIWKLY	1,640.98	2,418.12
	ANNUAL	42,665	62,871
G30	HOURLY	21.5378	31.7379
	BIWKLY	1,723.02	2,539.03
	ANNUAL	44,799	66,015
G31	HOURLY	22.6147	33.3247
	BIWKLY	1,809.18	2,665.98
	ANNUAL	47,039	69,315
G32	HOURLY	23.7455	34.9911
	BIWKLY	1,899.64	2,799.29
	ANNUAL	49,391	72,781
G33	HOURLY	24.9328	36.7405
	BIWKLY	1,994.62	2,939.24
	ANNUAL	51,860	76,420
G34	HOURLY	26.1794	38.5776
	BIWKLY	2,094.35	3,086.21
	ANNUAL	54,453	80,241

- 3 -

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
G35	HOURLY	27.4883	40.5065

	BIWKLY	2,199.06	3,240.52
	ANNUAL	57,176	84,254
G36	HOURLY	28.8627	42.5318
	BIWKLY	2,309.02	3,402.54
	ANNUAL	60,034	88,466
G37	HOURLY	30.3059	44.6584
	BIWKLY	2,424.47	3,572.67
	ANNUAL	63,036	92,889
G38	HOURLY	31.8211	46.8913
	BIWKLY	2,545.69	3,751.30
	ANNUAL	66,188	97,534
G39	HOURLY	33.4123	49.2359
	BIWKLY	2,672.98	3,938.87
	ANNUAL	69,498	102,411
G40	HOURLY	35.0827	51.6977
	BIWKLY	2,806.62	4,135.82
	ANNUAL	72,972	107,531
G41	HOURLY	36.8369	54.2825
	BIWKLY	2,946.95	4,342.60
	ANNUAL	76,621	112,908
G42	HOURLY	38.6787	56.9968
	BIWKLY	3,094.30	4,559.74
	ANNUAL	80,452	118,553

The minimum hourly rate for grade G-01 is the same as the April 1, 1991 Federal minimum wage which will be adjusted as the Federal minimum wage is adjusted. The minimum rates for grades G-02 - G-42 and the maximum hourly rates for grades G-01 - G-42 respectively are the same as those in Salary Schedule G, Schedule of pay grade for general schedule employees that was adopted by CR-37-1990. The hourly rates are the controlling rates. Biweekly rates are hourly rates multiplied by 80. Annual rates are the hourly rates multiplied by 2,080 and rounded to the nearest dollar.

SALARY SCHEDULE G - GENERAL SCHEDULE
 SCHEDULE OF PAY GRADES
 EFFECTIVE APRIL 5, 1992
 PRINCE GEORGE'S COUNTY, MARYLAND

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
G01	HOURLY	4.2500	8.0961
	BIWKLY	340.00	647.69
	ANNUAL	8,840	16,840
G02	HOURLY	5.7689	8.5010
	BIWKLY	461.51	680.08
	ANNUAL	11,999	17,682
G03	HOURLY	6.0572	8.9261
	BIWKLY	484.58	714.09
	ANNUAL	12,599	18,566
G04	HOURLY	6.3602	9.3722
	BIWKLY	508.82	749.78
	ANNUAL	13,229	19,494
G05	HOURLY	6.6781	9.8409
	BIWKLY	534.25	787.27
	ANNUAL	13,890	20,469
G06	HOURLY	7.0122	10.3329
	BIWKLY	560.98	826.63
	ANNUAL	14,585	21,492
G07	HOURLY	7.3627	10.8495
	BIWKLY	589.02	867.96
	ANNUAL	15,314	22,567
G08	HOURLY	7.7308	11.3921
	BIWKLY	618.46	911.37
	ANNUAL	16,080	23,696
G09	HOURLY	8.1173	11.9617
	BIWKLY	649.38	956.94
	ANNUAL	16,884	24,880
G10	HOURLY	8.5233	12.5598
	BIWKLY	681.86	1,004.78
	ANNUAL	17,728	26,124

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
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G11	HOURLY	8.9494	13.1878
	BIWKLY	715.95	1,055.02
	ANNUAL	18,615	27,431
G12	HOURLY	9.3969	13.8471
	BIWKLY	751.75	1,107.77
	ANNUAL	19,546	28,802
G13	HOURLY	9.8666	14.5396
	BIWKLY	789.33	1,163.17
	ANNUAL	20,523	30,242
G14	HOURLY	10.3600	15.2665
	BIWKLY	828.80	1,221.32
	ANNUAL	21,549	31,754
G15	HOURLY	10.8780	16.0298
	BIWKLY	870.24	1,282.38
	ANNUAL	22,626	33,342
G16	HOURLY	11.4220	16.8313
	BIWKLY	913.76	1,346.50
	ANNUAL	23,758	35,009
G17	HOURLY	11.9930	17.6729
	BIWKLY	959.44	1,413.83
	ANNUAL	24,945	36,760
G18	HOURLY	12.5928	18.5564
	BIWKLY	1,007.42	1,484.51
	ANNUAL	26,193	38,597
G19	HOURLY	13.2223	19.4844
	BIWKLY	1,057.78	1,558.75
	ANNUAL	27,502	40,528
G20	HOURLY	13.8835	20.4585
	BIWKLY	1,110.68	1,636.68
	ANNUAL	28,878	42,554
G21	HOURLY	14.5776	21.4814
	BIWKLY	1,166.21	1,718.51
	ANNUAL	30,321	44,681
G22	HOURLY	15.3065	22.5556
	BIWKLY	1,224.52	1,804.45
	ANNUAL	31,838	46,916

GRADEMINIMUMMAXIMUM

G23	HOURLY	16.0718	23.6833
	BIWKLY	1,285.74	1,894.66
	ANNUAL	33,429	49,261
G24	HOURLY	16.8754	24.8675
	BIWKLY	1,350.03	1,989.40
	ANNUAL	35,101	51,724
G25	HOURLY	17.7193	26.1109
	BIWKLY	1,417.54	2,088.87
	ANNUAL	36,856	54,311
G26	HOURLY	18.6052	27.4164
	BIWKLY	1,488.42	2,193.31
	ANNUAL	38,699	57,026
G27	HOURLY	19.5355	28.7872
	BIWKLY	1,562.84	2,302.98
	ANNUAL	40,634	59,877
G28	HOURLY	20.5123	30.2266
	BIWKLY	1,640.98	2,418.13
	ANNUAL	42,666	62,871
G29	HOURLY	21.5378	31.7378
	BIWKLY	1,723.02	2,539.02
	ANNUAL	44,799	66,015
G30	HOURLY	22.6147	33.3248
	BIWKLY	1,809.18	2,665.98
	ANNUAL	47,039	69,316
G31	HOURLY	23.7454	34.9909
	BIWKLY	1,899.63	2,799.27
	ANNUAL	49,390	72,781
G32	HOURLY	24.9328	36.7407
	BIWKLY	1,994.62	2,939.26
	ANNUAL	51,860	76,421
G33	HOURLY	26.1794	38.5775
	BIWKLY	2,094.35	3,086.20
	ANNUAL	54,453	80,241
G34	HOURLY	27.4884	40.5065
	BIWKLY	2,199.07	3,240.52
	ANNUAL	57,176	84,254

- 7 -

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
G35	HOURLY	28.8627	42.5318

	BIWKLY	2,309.02	3,402.54
	ANNUAL	60,034	88,466
G36	HOURLY	30.3058	44.6584
	BIWKLY	2,424.46	3,572.67
	ANNUAL	63,036	92,889
G37	HOURLY	31.8212	46.8913
	BIWKLY	2,545.70	3,751.30
	ANNUAL	66,188	97,534
G38	HOURLY	33.4122	49.2359
	BIWKLY	2,672.98	3,938.87
	ANNUAL	69,497	102,411
G39	HOURLY	35.0829	51.6977
	BIWKLY	2,806.63	4,135.82
	ANNUAL	72,972	107,531
G40	HOURLY	36.8368	54,2826
	BIWKLY	2,946.94	4,342.61
	ANNUAL	76,621	112,908
G41	HOURLY	38.6787	56.9966
	BIWKLY	3,094.30	4,559.73
	ANNUAL	80,452	118,553
G42	HOURLY	40.6126	59.8466
	BIWKLY	3,249.01	4,787.73
	ANNUAL	84,474	124,481

The minimum hourly rate for grade G-01 is the same as the April 1, 1991 Federal minimum wage which will be adjusted as the Federal minimum wage is adjusted. The minimum rates for grades G-02 - G-42 are the July 1, 1991 rates multiplied by 105% and rounded to the nearest hundredth of a cent. The maximum hourly rates for grades G-01 - G-42 are the July 1, 1991 rates multiplied by 105% and rounded to the nearest hundredth of a cent. The hourly rates are the controlling rates. Biweekly rates are hourly rates multiplied by 80. Annual rates are the hourly rates multiplied by 2,080 and rounded to the nearest dollar.

NOTE: 1. Salary increases upon promotion or reallocation and salary decreases upon demotion shall be at the rate of ten percent (10%) and shall be applied in accordance with the Personnel Law. For purposes of a Step Reduction imposed as discipline, a step shall consist of five percent (5%) and such reductions shall be applied in accordance with the Personnel Law.

2. The Chief Administrative Officer may authorize police or fire officials assigned to this salary schedule at the Director or Deputy Director pay grades, to receive any benefit authorized for other police or fire officials on the Police Officials' or Fire Officials' salary schedules.

II. MERIT INCREASES FOR FISCAL YEARS 1992 AND 1993

A. FY 1992

Effective July 1, 1991, merit increases for employees covered by this salary schedule shall be suspended for the entire 1992 Fiscal Year. That is, employees whose anniversary dates occur on any date from July 1, 1991 through June 30, 1992 inclusive, shall receive no merit increases.

B. FY 1993

Effective July 1, 1992, merit increases shall be reinstated prospectively for employees covered by this salary schedule. Merit increases for employees who earn less than the maximum of their grade shall be granted at a rate of three and a half percent (3.5%), in accordance with the Personnel Law. Employees will continue to receive 3.5% merit increases until one of the following occurs:

- a) They reach the maximum;
- b) The 3.5% increase would establish the hourly rate one percent (1%) or less below the maximum, in which case the hourly rate will be automatically adjusted upward to the maximum; or
- c) The 3.5% merit adjustment would cause an employee's salary rate to exceed the maximum rate established for that grade, in which case the employee's salary will instead be adjusted to equal the maximum applicable rate.

III. WORKWEEK

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

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

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

IV. WORK SCHEDULES

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

V. DESIGNATION OF MEAL PERIODS

A. Except for employees assigned to rotating shift work schedules, any employee who works five (5) or more hours in any workday shall receive an unpaid one-half hour meal period during that workday.

B. Employees assigned to rotating shift work schedules averaging 40-42 productive hours shall be eligible for a meal period, as defined by the appointing authority, within the productive workday.

VI. PAY IN EXCESS OF BASE SALARY

A. Overtime Pay

1. General Provisions:

a. Subject to the limitations noted in Paragraph 2 below, full and part-time employees allocated to classes within the General Schedule shall be eligible to earn overtime pay for each hour or part thereof worked in excess of the number of productive hours constituting the standard work week for full-time employees. Normally, the standard work week for full-time employees will be forty (40) hours. However, in some instances, such as with rotating shift schedules, the number of full-time productive hours in the "standard" work week may vary.

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

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

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

2. Limitations:

a. Employees assigned to General Schedule Grades 21 through 24, inclusive, shall be entitled to earn overtime pay only upon the written approval of the appropriate appointing authority.

b. Employees assigned to General Schedule Grades 25 and above shall be entitled to earn overtime pay only upon the written approval of the Chief Administrative Officer.

B. Premium Pay for Holiday Work

No employee occupying a position allocated to a class in the General Schedule above Grade 24 shall be eligible for premium pay for holiday work. However, when expressly directed in writing by the appointing authority to perform such holiday work, such employee shall receive an alternative day or shift schedule day off at the employee's base rate of pay.

Employees occupying classes allocated to Grades 1 through 24 in the General Schedule required to work on designated County holidays shall be paid at the rate of time and one-half the employee's base rate of pay for all hours worked in addition to the employee's regular holiday pay as provided for in Section 16-219(d) and (g) of the Personnel Law.

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

C. Shift Differential

Any full-time employee whose regularly assigned tour of duty requires that at least 50% of the standard workday be between the hours of 6 p.m. and 6 a.m. will be eligible for shift differential pay of sixty cents (60c) per hour for all hours actually worked between 6 p.m. and 6 a.m.

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

all leave categories as provided in Division 17 of the Personnel Law;
 holiday premium pay; and
 retirement and insurance deductions and benefits.

- 11 -

D. Pyramiding of Overtime and Premium Pay

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

E. Special Compensation for Certain Health Department Employees

This provision shall be applicable to positions within the Environmental Sanitarian IV, G-27, Environmental Sanitarian V, G-29, Deputy Director, Directorate of Environmental Health, G-31, Engineer IV, G-28, Administrative Assistant IV, G-27, Disease Control Specialist I, G-18, Disease Control Specialist II, G-21, Disease Control Specialist III, G-24, Disease Control Specialist IV, G-27, and Disease Control Specialist V, G-29, classes of work situated in the Department of Health.

1. Weeknight Coverage (Monday thru Friday, 4:00 p.m. to 8:00 a.m.)
 - a. Staff personnel designated to remain on-call for emergencies will receive two (2) hours compensatory time for each day they provide weeknight coverage.
 - b. Time worked by telephone for the resolution of emergencies shall be compensated with compensatory leave on a hour-for-hour basis.
 - c. Work time spent at an emergency site, including travel time to and from the emergency site, will be compensated at the employee's straight-time rate or by straight compensatory time, at the employee's election.
2. Weekend and Holiday Coverage (8:00 a.m. Saturday to 8:00 a.m. Monday; or 8:00 a.m. on a holiday to 8:00 a.m. the following day)
 - a. Staff personnel designated to remain on-call for emergencies on a weekend day will receive twenty-five dollars (\$25); forty dollars (\$40) for each holiday or six (6) hours compensatory time per day at the employee's election.
 - b. Time worked by telephone for the resolution of emergencies shall be compensated with compensatory leave on a hour-for-hour basis.
 - c. Work time spent at an emergency site, including travel time to and from the emergency site, will be

election.

F. Clothing Allowance for School Crossing Guard Supervisor

Employees occupying the classification of School Crossing Guard Supervisor who are required to wear uniforms shall be entitled to an annual clothing allowance as approved by the Chief of Police.

G. Special Compensation for Construction Standard Inspector and Related Classes of Work

Employees in the Construction Standards Inspector IV, G-24, Construction Standards Code Enforcement Officer, G-27, Chief Electrical Inspector, G-27, and Chief, Construction Standards Division, G-33, classes of work will receive a special duty pay supplement at a rate of five percent (5%) per hour above their regular base pay, provided they substantiate to the County that they have passed the Building Officials and Code Administrators (BOCA) examination listed immediately below:

- a. One and two family dwelling building examination
- b. One and two family dwelling electrical examination
- c. One and two family dwelling mechanical examination
- d. One and two family dwelling plumbing examination
- e. Building general examination
- f. Fire protection general examination

Employees in those classes of work specified above who perform commercial electrical inspections will receive a special duty pay supplement at a rate of five percent (5%) per hour above their regular base pay, provided they substantiate to the County that they have passed both the BOCA One and Two Family Dwelling Electrical Examination and the BOCA Electrical General Examination.

Employees can receive only one of the five percent (5%) increases provided for in the two paragraphs immediately above.

Employees in those classes of work specified above who are situated in the Department of Public Works and Transportation will receive a special duty pay supplement at a rate of five percent (5%) per hour above their regular base pay provided that they substantiate to the County that they have passed a County recognized inspection certification program related to the

VII. LEAVE PROVISIONS

A. Sick Leave

Sick leave may be accumulated from year to year.

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

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

B. 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.

C. Annual Leave Carryover

A maximum of ninety (90) days of accumulated annual leave may be carried over from one leave year to the next.

D. Personal Leave

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

E. Compensatory Leave

Employees assigned to grades in the General Schedule who are otherwise entitled to earn overtime compensation pursuant to Section V. may elect to earn compensatory leave in lieu of overtime compensation, except that employees in Grades 21 through 24, inclusive, are entitled to earn compensatory leave without written approval of the appointing authority.

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

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

An employee covered by the Fair Labor Standards Act who has accrued compensatory leave shall, upon termination of employment, be paid for all unused compensatory leave at the greater of (i) the final regular rate received by such employee, or (ii) the average regular rate received by such employee during the last three (3) years of employment.

F. Administration of Leave

The provisions governing the administration of the above types of leave as well as other types of leave (holiday, administrative, military, military leave without pay, disability, leave without pay, absence without leave, compensatory) are specified in Division 17 of the Personnel Law and Administrative Procedure 284.

VIII. 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 and Administrative Procedure 216.

IX. 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.

X. RETIREMENT BENEFITS AND CONTRIBUTIONS

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

B. Current participants in the Employee's Retirement System may transfer to the Employee's Pension System, which is non-contributory up to the Social Security Wage Base.

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

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

E. Supplemental Retirement Benefit

1. Benefit Accrual and Amounts.

Employees hired before January 1, 1991 covered by this salary schedule who elected to participate in the Supplemental Retirement Plan and all employees hired on or after January 1, 1991 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. Employee contribution to the Supplemental Retirement Plan will be at the rate of two percent (2%) of base salary. The rate of accrual and amount of the benefit payable under this program are determined as follows:

a. Benefit accrual is at the rate of 0.4% 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 10% of the employee's average annual compensation, as determined pursuant to paragraph 5, below.

2. Vesting.

a. Minimum Continuous Service Requirements

No employee covered by this salary schedule shall
 - 16 -
 be entitled to any benefit described in this Section until the employee has completed a minimum of five (5) years of actual and continuous service as an employee for Prince George's County.

b. Vested Benefit

An employee completing the minimum continuous service requirements of paragraph 2.a., above, shall be entitled to receive a monthly benefit as determined pursuant to paragraph 1, above; provided, however, that no employee terminated for disciplinary reasons will be entitled to any benefit under this Section.

3. Benefit Payment.

The benefit accrued by an employee under either paragraphs 1 or 2, above, shall not be payable until retirement at the earlier of age fifty-five (55) and fifteen (15) years of service or age sixty-two (62) and five years of service; or after thirty (30) years of service regardless of age.

4. Funding.

The cost of funding the supplemental retirement benefit described in this Section B will be shared by the employee and the County through regular contributions each pay period. The employee shall contribute, through payroll deduction, an amount equal to one half the cost of providing this benefit, which has been initially determined to be two (2) percent of the employee's base salary.

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.

XI. GROUP HEALTH INSURANCE

A. The Employer shall contribute seventy-five percent (75%)

- 17 -

to the cost of the County's health insurance program (other than pre-paid group health plans) for any employee who elects to participate in the program. Participating employees shall

contribute the remaining twenty-five percent (25%).

B. For those employees who elect to enroll in a pre-paid group health plan or Health Maintenance Organization (HMO), for coverage effective July 1, 1991, the Employer's contribution shall be equal to ninety percent (90%) of the cost of the HMO coverage and the participating employee's contribution shall be equal to the remaining ten percent (10%).

C. For those employees who elect to enroll in a pre-paid group health plan or Health Maintenance Organization (HMO), for coverage effective July 1, 1992, the Employer's contribution shall be equal to eighty-five percent (85%) of the cost of HMO coverage and the participating employee's contribution shall equal the remaining fifteen percent (15%).

D. 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%).

E. A Dental Plan is available to employees, the cost of which is paid by the employee if the employee elects to enroll in the plan.

XII. LIFE INSURANCE

The County shall pay one hundred percent (100%) of the monthly premium for County life insurance for each employee in the amount of two (2) times the employee's annual salary up to a maximum amount of one hundred fifty thousand dollars (\$150,000).

The County shall pay a death benefit of \$5,000 upon the death of any County employee whose death results from an accidental personal injury arising out of and in the course of his/her employment.

XIII. SOCIAL SECURITY

Effective January 1, 1991, the County and each employee paid in accordance with this Salary Schedule shall make contributions to the Social Security fund of 7.65% of the first \$51,300, and 1.45% of the remainder up to \$125,000 paid in wages per employee per calendar year. Employee contributions shall be made through payroll deductions.

Subsequent changes in the Social Security tax rate and/or the taxable wage base as enacted through Federal legislation shall be

applied in computing Social Security contributions by the County and each employee.

XIV. WORKER'S COMPENSATION

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

XV. UNUSED SICK LEAVE PAYMENT

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

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

XVI. 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.