

1 retirement contributions, supplemental retirement benefit, personnel law, social security,
2 worker's compensation and pay plan policy, be and the same is hereby approved.

Adopted this 19th day of November, 2001.

COUNTY COUNCIL OF PRINCE
GEORGE'S COUNTY, MARYLAND

BY: _____
Ronald V. Russell
Chairman

ATTEST:

Joyce T. Sweeney
Clerk of the Council

SALARY SCHEDULE Q

SCHEDULE OF PAY GRADES

PRINCE GEORGE'S CORRECTIONAL OFFICERS' ASSOCIATION, INC.

(CIVILIAN UNIT)

PRINCE GEORGE'S COUNTY, MARYLAND

EFFECTIVE JULY 1, 2001 - JUNE 30, 2003

TABLE OF CONTENTS

	PAGE
1. SCHEDULED PAY RATES.....	1
2. WAGES	11
3. WORKWEEK.....	12
4. CALLBACK PAY	13
5. HOLIDAY OBSERVANCE/HOLIDAY PAY	13
6. SHIFT DIFFERENTIAL	13
7. ACTING PAY	14
8. COURT TIME COMPENSATION	14
9. MANDATORY OVERTIME AND OVERTIME ASSIGNMENT	14
10. CLOTHING ISSUE AND ALLOWANCE.....	15
11. ANNUAL LEAVE.....	15
12. SICK LEAVE	15
13. SICK AND ANNUAL LEAVE DISPOSITION UPON SEPARATION.....	16
14. PERSONAL LEAVE	17
15. BEREAVEMENT LEAVE.....	17
16. ADDITIONAL LEAVE PROVISION	17
17. BLOOD DONATION LEAVE	17
18. DISABILITY LEAVE	18
19. VOTING LEAVE.....	18
20. PGCOA LEAVE	18
21. LEAVE FOR NEGOTIATIONS	19
22. ADMINISTRATION OF LEAVE	19
23. ACCIDENTAL DEATH INSURANCE.....	19
24. HEALTH INSURANCE PREMIUMS.....	19
25. RETIREMENT CONTRIBUTIONS	20
26. SUPPLEMENTAL RETIREMENT BENEFIT	21
27. PERSONNEL LAW.....	21
28. SOCIAL SECURITY.....	21
29. WORKERS' COMPENSATION.....	21
30. PAY PLAN POLICY STATEMENT.....	21

1. SCHEDULED PAY RATES

Salary Schedule Q
 Schedule of Pay Grades (Q6-Q22)
 Prince George's Correctional Officers' Association, Inc.
 Effective July 1, 2001

<u>GRADE</u>		<u>MIN</u>	<u>MAX</u>	<u>L1</u>	<u>L2</u>	<u>L3</u>	<u>L4</u>	<u>L5</u>	<u>L6</u>
Q06	HOURLY	7.9971	12.7135	13.0313	13.3571	13.6910	14.0333	14.3841	14.6718
	BIWKLY	639.76	1017.08	1042.51	1068.57	1095.28	1122.66	1150.73	1173.75
	ANNUAL	16,634	26,444	27,105	27,783	28,477	29,189	29,919	30,517
Q07	HOURLY	8.3967	13.3495	13.6832	14.0253	14.3759	14.7353	15.1037	15.4058
	BIWKLY	671.74	1067.96	1094.66	1122.03	1150.08	1178.83	1208.30	1232.46
	ANNUAL	17,465	27,767	28,461	29,173	29,902	30,650	31,416	32,044
Q08	HOURLY	8.8166	14.0167	14.3671	14.7263	15.0944	15.4718	15.8586	16.1757
	BIWKLY	705.33	1121.33	1149.37	1178.10	1207.55	1237.74	1268.69	1294.06
	ANNUAL	18,339	29,155	29,884	30,631	31,396	32,181	32,986	33,646
Q09	HOURLY	9.2574	14.7175	15.0854	15.4625	15.8491	16.2453	16.6515	16.9845
	BIWKLY	740.59	1177.40	1206.83	1237.00	1267.93	1299.63	1332.12	1358.76
	ANNUAL	19,255	30,612	31,378	32,162	32,966	33,790	34,635	35,328
Q10	HOURLY	9.7203	15.4533	15.8396	16.2356	16.6415	17.0576	17.4840	17.8337
	BIWKLY	777.62	1236.26	1267.17	1298.85	1331.32	1364.61	1398.72	1426.69
	ANNUAL	20,218	32,143	32,946	33,770	34,614	35,480	36,367	37,094
Q11	HOURLY	10.2062	16.2262	16.6318	17.0476	17.4738	17.9106	18.3584	18.7256
	BIWKLY	816.50	1298.09	1330.55	1363.81	1397.90	1432.85	1468.67	1498.05
	ANNUAL	21,229	33,750	34,594	35,459	36,346	37,254	38,185	38,949
Q12	HOURLY	10.7166	17.0376	17.4635	17.9001	18.3476	18.8063	19.2764	19.6620
	BIWKLY	857.33	1363.00	1397.08	1432.01	1467.81	1504.50	1542.11	1572.96
	ANNUAL	22,290	35,438	36,324	37,232	38,163	39,117	40,095	40,897
Q13	HOURLY	11.2522	17.8893	18.3366	18.7950	19.2648	19.7465	20.2401	20.6449
	BIWKLY	900.18	1431.15	1466.92	1503.60	1541.19	1579.72	1619.21	1651.59
	ANNUAL	23,405	37,210	38,140	39,094	40,071	41,073	42,099	42,941
Q14	HOURLY	11.8149	18.7838	19.2534	19.7348	20.2281	20.7338	21.2522	21.6772
	BIWKLY	945.19	1502.71	1540.28	1578.78	1618.25	1658.71	1700.18	1734.18
	ANNUAL	24,575	39,070	40,047	41,048	42,075	43,126	44,205	45,089
Q15	HOURLY	12.4057	19.7231	20.2161	20.7215	21.2396	21.7706	22.3148	22.7611
	BIWKLY	992.45	1577.84	1617.29	1657.72	1699.17	1741.64	1785.19	1820.89
	ANNUAL	25,804	41,024	42,050	43,101	44,178	45,283	46,415	47,343
Q16	HOURLY	13.0261	20.7091	21.2268	21.7575	22.3014	22.8590	23.4304	23.8991
	BIWKLY	1042.09	1656.73	1698.15	1740.60	1784.11	1828.72	1874.44	1911.92
	ANNUAL	27,094	43,075	44,152	45,256	46,387	47,547	48,735	49,710

<u>GRADE</u>		<u>MIN</u>	<u>MAX</u>	<u>L1</u>	<u>L2</u>	<u>L3</u>	<u>L4</u>	<u>L5</u>	<u>L6</u>
Q17	HOURLY	13.6772	21.7446	22.2882	22.8454	23.4165	24.0019	24.6020	25.0940
	BIWKLY	1094.18	1739.56	1783.05	1827.63	1873.32	1920.15	1968.16	2007.52
	ANNUAL	28,449	45,229	46,359	47,518	48,706	49,924	51,172	52,196
Q18	HOURLY	14.3613	22.8320	23.4028	23.9878	24.5875	25.2022	25.8323	26.3489
	BIWKLY	1148.90	1826.56	1872.22	1919.03	1967.00	2016.18	2066.58	2107.91
	ANNUAL	29,871	47,491	48,678	49,895	51,142	52,421	53,731	54,806
Q19	HOURLY	15.0794	23.9735	24.5729	25.1872	25.8169	26.4623	27.1238	27.6663
	BIWKLY	1206.35	1917.88	1965.83	2014.97	2065.35	2116.98	2169.91	2213.31
	ANNUAL	31,365	49,865	51,112	52,389	53,699	55,042	56,418	57,546
Q20	HOURLY	15.8332	25.1720	25.8012	26.4463	27.1074	27.7851	28.4798	29.0493
	BIWKLY	1266.65	2013.76	2064.10	2115.70	2168.59	2222.81	2278.38	2323.95
	ANNUAL	32,933	52,358	53,667	55,008	56,383	57,793	59,238	60,423
Q21	HOURLY	16.6248	26.4305	27.0913	27.7686	28.4628	29.1744	29.9037	30.5018
	BIWKLY	1329.98	2114.44	2167.30	2221.49	2277.02	2333.95	2392.30	2440.15
	ANNUAL	34,580	54,976	56,350	57,759	59,203	60,683	62,200	63,444
Q22	HOURLY	17.4562	27.7521	28.4459	29.1570	29.8860	30.6331	31.3989	32.0269
	BIWKLY	1396.49	2220.17	2275.67	2332.56	2390.88	2450.65	2511.91	2562.15
	ANNUAL	36,309	57,724	59,167	60,647	62,163	63,717	65,310	66,616

Rates developed from G scale rates in effect as of 7/1/00 multiplied by 1.025%. Longevities L1 through L5 are the max rates multiplied by 102.5%. L6 is L5 multiplied by 102%. 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.

Salary Schedule Q
 Schedule of Pay Grades (Q6-Q22)
 Prince George's Correctional Officers' Association, Inc.
 Effective January 13, 2002

<u>GRADE</u>		<u>MIN</u>	<u>MAX</u>	<u>L1</u>	<u>L2</u>	<u>L3</u>	<u>L4</u>	<u>L5</u>	<u>L6</u>
Q06	HOURLY	8.1653	12.8818	13.1996	13.5254	13.8593	14.2016	14.5524	14.8401
	BIWKLY	653.23	1030.54	1055.97	1082.03	1108.74	1136.13	1164.19	1187.21
	ANNUAL	16,984	26,794	27,455	28,133	28,827	29,539	30,269	30,867
Q07	HOURLY	8.5650	13.5178	13.8515	14.1936	14.5442	14.9036	15.2720	15.5741
	BIWKLY	685.20	1081.42	1108.12	1135.49	1163.54	1192.29	1221.76	1245.93
	ANNUAL	17,815	28,117	28,811	29,523	30,252	31,000	31,766	32,394
Q08	HOURLY	8.9849	14.1849	14.5354	14.8945	15.2627	15.6401	16.0268	16.3440
	BIWKLY	718.79	1134.80	1162.83	1191.56	1221.02	1251.20	1282.15	1307.52
	ANNUAL	18,689	29,505	30,234	30,981	31,746	32,531	33,336	33,996
Q09	HOURLY	9.4257	14.8857	15.2537	15.6308	16.0174	16.4136	16.8197	17.1528
	BIWKLY	754.05	1190.86	1220.29	1250.46	1281.39	1313.09	1345.58	1372.22
	ANNUAL	19,605	30,962	31,728	32,512	33,316	34,140	34,985	35,678
Q10	HOURLY	9.8885	15.6216	16.0079	16.4039	16.8098	17.2258	17.6523	18.0020
	BIWKLY	791.08	1249.73	1280.63	1312.31	1344.78	1378.07	1412.18	1440.16
	ANNUAL	20,568	32,493	33,296	34,120	34,964	35,830	36,717	37,444
Q11	HOURLY	10.3745	16.3944	16.8001	17.2159	17.6421	18.0789	18.5267	18.8938
	BIWKLY	829.96	1311.55	1344.01	1377.27	1411.37	1446.31	1482.13	1511.51
	ANNUAL	21,579	34,100	34,944	35,809	36,696	37,604	38,535	39,299
Q12	HOURLY	10.8848	17.2058	17.6318	18.0683	18.5158	18.9745	19.4447	19.8302
	BIWKLY	870.79	1376.47	1410.54	1445.47	1481.27	1517.96	1555.58	1586.42
	ANNUAL	22,640	35,788	36,674	37,582	38,513	39,467	40,445	41,247
Q13	HOURLY	11.4205	18.0576	18.5048	18.9632	19.4331	19.9147	20.4084	20.8132
	BIWKLY	913.64	1444.61	1480.39	1517.06	1554.65	1593.18	1632.67	1665.06
	ANNUAL	23,755	37,560	38,490	39,444	40,421	41,423	42,449	43,291
Q14	HOURLY	11.9831	18.9521	19.4217	19.9030	20.3964	20.9021	21.4205	21.8455
	BIWKLY	958.65	1516.17	1553.74	1592.24	1631.71	1672.17	1713.64	1747.64
	ANNUAL	24,925	39,420	40,397	41,398	42,425	43,476	44,555	45,439
Q15	HOURLY	12.5739	19.8913	20.3844	20.8898	21.4078	21.9388	22.4831	22.9294
	BIWKLY	1005.92	1591.31	1630.75	1671.18	1712.63	1755.11	1798.65	1834.35
	ANNUAL	26,154	41,374	42,400	43,451	44,528	45,633	46,765	47,693
Q16	HOURLY	13.1944	20.8774	21.3951	21.9258	22.4697	23.0272	23.5987	24.0673
	BIWKLY	1055.55	1670.19	1711.61	1754.06	1797.58	1842.18	1887.90	1925.39
	ANNUAL	27,444	43,425	44,502	45,606	46,737	47,897	49,085	50,060

<u>GRADE</u>		<u>MIN</u>	<u>MAX</u>	<u>L1</u>	<u>L2</u>	<u>L3</u>	<u>L4</u>	<u>L5</u>	<u>L6</u>
Q17	HOURLY	13.8455	21.9128	22.4564	23.0136	23.5848	24.1702	24.7702	25.2623
	BIWKLY	1107.64	1753.03	1796.52	1841.09	1886.78	1933.62	1981.62	2020.98
	ANNUAL	28,799	45,579	46,709	47,868	49,056	50,274	51,522	52,546
Q18	HOURLY	14.5295	23.0002	23.5710	24.1561	24.7558	25.3705	26.0006	26.5172
	BIWKLY	1162.36	1840.02	1885.68	1932.49	1980.46	2029.64	2080.04	2121.38
	ANNUAL	30,221	47,841	49,028	50,245	51,492	52,771	54,081	55,156
Q19	HOURLY	15.2477	24.1418	24.7411	25.3554	25.9851	26.6305	27.2921	27.8346
	BIWKLY	1219.81	1931.34	1979.29	2028.44	2078.81	2130.44	2183.37	2226.77
	ANNUAL	31,715	50,215	51,462	52,739	54,049	55,392	56,768	57,896
Q20	HOURLY	16.0014	25.3402	25.9695	26.6145	27.2757	27.9534	28.6480	29.2176
	BIWKLY	1280.12	2027.22	2077.56	2129.16	2182.06	2236.27	2291.84	2337.41
	ANNUAL	33,283	52,708	54,017	55,358	56,733	58,143	59,588	60,773
Q21	HOURLY	16.7931	26.5988	27.2596	27.9369	28.6311	29.3426	30.0720	30.6701
	BIWKLY	1343.44	2127.91	2180.77	2234.95	2290.49	2347.41	2405.76	2453.61
	ANNUAL	34,930	55,326	56,700	58,109	59,553	61,033	62,550	63,794
Q22	HOURLY	17.6244	27.9203	28.6142	29.3253	30.0542	30.8014	31.5672	32.1952
	BIWKLY	1409.95	2233.63	2289.13	2346.02	2404.34	2464.11	2525.38	2575.61
	ANNUAL	36,659	58,074	59,517	60,997	62,513	64,067	65,660	66,966

Rates developed from Q scale rates in effect as of 7/1/01 plus \$.1683 per hour (\$350.00 per year). 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.

Salary Schedule Q
 Schedule of Pay Grades (Q6-Q22)
 Prince George's Correctional Officers' Association, Inc.
 Effective April 7, 2002

<u>GRADE</u>		<u>MIN</u>	<u>MAX</u>	<u>L1</u>	<u>L2</u>	<u>L3</u>	<u>L4</u>	<u>L5</u>	<u>L6</u>
Q06	HOURLY	8.3096	13.0260	13.3438	13.6696	14.0035	14.3458	14.6966	14.9843
	BIWKLY	664.76	1042.08	1067.51	1093.57	1120.28	1147.66	1175.73	1198.75
	ANNUAL	17,284	27,094	27,755	28,433	29,127	29,839	30,569	31,167
Q07	HOURLY	8.7092	13.6620	13.9957	14.3378	14.6884	15.0478	15.4162	15.7183
	BIWKLY	696.74	1092.96	1119.66	1147.03	1175.08	1203.83	1233.30	1257.46
	ANNUAL	18,115	28,417	29,111	29,823	30,552	31,300	32,066	32,694
Q08	HOURLY	9.1291	14.3292	14.6796	15.0388	15.4069	15.7843	16.1711	16.4882
	BIWKLY	730.33	1146.33	1174.37	1203.10	1232.55	1262.74	1293.69	1319.06
	ANNUAL	18,989	29,805	30,534	31,281	32,046	32,831	33,636	34,296
Q09	HOURLY	9.5699	15.0300	15.3979	15.7750	16.1616	16.5578	16.9640	17.2970
	BIWKLY	765.59	1202.40	1231.83	1262.00	1292.93	1324.63	1357.12	1383.76
	ANNUAL	19,905	31,262	32,028	32,812	33,616	34,440	35,285	35,978
Q10	HOURLY	10.0328	15.7658	16.1521	16.5481	16.9540	17.3701	17.7965	18.1462
	BIWKLY	802.62	1261.26	1292.17	1323.85	1356.32	1389.61	1423.72	1451.69
	ANNUAL	20,868	32,793	33,596	34,420	35,264	36,130	37,017	37,744
Q11	HOURLY	10.5187	16.5387	16.9443	17.3601	17.7863	18.2231	18.6709	19.0381
	BIWKLY	841.50	1323.09	1355.55	1388.81	1422.90	1457.85	1493.67	1523.05
	ANNUAL	21,879	34,400	35,244	36,109	36,996	37,904	38,835	39,599
Q12	HOURLY	11.0291	17.3501	17.7760	18.2126	18.6601	19.1188	19.5889	19.9745
	BIWKLY	882.33	1388.00	1422.08	1457.01	1492.81	1529.50	1567.11	1597.96
	ANNUAL	22,940	36,088	36,974	37,882	38,813	39,767	40,745	41,547
Q13	HOURLY	11.5647	18.2018	18.6491	19.1075	19.5773	20.0590	20.5526	20.9574
	BIWKLY	925.18	1456.15	1491.92	1528.60	1566.19	1604.72	1644.21	1676.59
	ANNUAL	24,055	37,860	38,790	39,744	40,721	41,723	42,749	43,591
Q14	HOURLY	12.1274	19.0963	19.5659	20.0473	20.5406	21.0463	21.5647	21.9897
	BIWKLY	970.19	1527.71	1565.28	1603.78	1643.25	1683.71	1725.18	1759.18
	ANNUAL	25,225	39,720	40,697	41,698	42,725	43,776	44,855	45,739
Q15	HOURLY	12.7182	20.0356	20.5286	21.0340	21.5521	22.0831	22.6273	23.0736
	BIWKLY	1017.45	1602.84	1642.29	1682.72	1724.17	1766.64	1810.19	1845.89
	ANNUAL	26,454	41,674	42,700	43,751	44,828	45,933	47,065	47,993
Q16	HOURLY	13.3386	21.0216	21.5393	22.0700	22.6139	23.1715	23.7429	24.2116
	BIWKLY	1067.09	1681.73	1723.15	1765.60	1809.11	1853.72	1899.44	1936.92
	ANNUAL	27,744	43,725	44,802	45,906	47,037	48,197	49,385	50,360

<u>GRADE</u>		<u>MIN</u>	<u>MAX</u>	<u>L1</u>	<u>L2</u>	<u>L3</u>	<u>L4</u>	<u>L5</u>	<u>L6</u>
Q17	HOURLY	13.9897	22.0571	22.6007	23.1579	23.7290	24.3144	24.9145	25.4065
	BIWKLY	1119.18	1764.56	1808.05	1852.63	1898.32	1945.15	1993.16	2032.52
	ANNUAL	29,099	45,879	47,009	48,168	49,356	50,574	51,822	52,846
Q18	HOURLY	14.6738	23.1445	23.7153	24.3003	24.9000	25.5147	26.1448	26.6614
	BIWKLY	1173.90	1851.56	1897.22	1944.03	1992.00	2041.18	2091.58	2132.91
	ANNUAL	30,521	48,141	49,328	50,545	51,792	53,071	54,381	55,456
Q19	HOURLY	15.3919	24.2860	24.8854	25.4997	26.1294	26.7748	27.4363	27.9788
	BIWKLY	1231.35	1942.88	1990.83	2039.97	2090.35	2141.98	2194.91	2238.31
	ANNUAL	32,015	50,515	51,762	53,039	54,349	55,692	57,068	58,196
Q20	HOURLY	16.1457	25.4845	26.1137	26.7588	27.4199	28.0976	28.7923	29.3618
	BIWKLY	1291.65	2038.76	2089.10	2140.70	2193.59	2247.81	2303.38	2348.95
	ANNUAL	33,583	53,008	54,317	55,658	57,033	58,443	59,888	61,073
Q21	HOURLY	16.9373	26.7430	27.4038	28.0811	28.7753	29.4869	30.2162	30.8143
	BIWKLY	1354.98	2139.44	2192.30	2246.49	2302.02	2358.95	2417.30	2465.15
	ANNUAL	35,230	55,626	57,000	58,409	59,853	61,333	62,850	64,094
Q22	HOURLY	17.7687	28.0646	28.7584	29.4695	30.1985	30.9456	31.7114	32.3394
	BIWKLY	1421.49	2245.17	2300.67	2357.56	2415.88	2475.65	2536.91	2587.15
	ANNUAL	36,959	58,374	59,817	61,297	62,813	64,367	65,960	67,266

Rates developed from Q scale rates in effect as of 1/13/02 plus \$.1442 per hour (\$300.00 per year). 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.

Salary Schedule Q
Schedule of Pay Grades (Q6-Q22)
Prince George's Correctional Officers' Association, Inc.
Effective July 14, 2002

<u>GRADE</u>		<u>MIN</u>	<u>MAX</u>	<u>L1</u>	<u>L2</u>	<u>L3</u>	<u>L4</u>	<u>L5</u>	<u>L6</u>
Q06	HOURLY	8.4757	13.2865	13.6107	13.9430	14.2836	14.6327	14.9906	15.2840
	BIWKLY	678.06	1062.92	1088.86	1115.44	1142.69	1170.62	1199.25	1222.72
	ANNUAL	17,630	27,636	28,310	29,001	29,710	30,436	31,180	31,791
Q07	HOURLY	8.8834	13.9352	14.2756	14.6246	14.9822	15.3488	15.7246	16.0327
	BIWKLY	710.67	1114.82	1142.05	1169.97	1198.58	1227.90	1257.96	1282.61
	ANNUAL	18,477	28,985	29,693	30,419	31,163	31,926	32,707	33,348
Q08	HOURLY	9.3117	14.6158	14.9732	15.3395	15.7151	16.1000	16.4945	16.8180
	BIWKLY	744.94	1169.26	1197.85	1227.16	1257.20	1288.00	1319.56	1345.44
	ANNUAL	19,368	30,401	31,144	31,906	32,687	33,488	34,309	34,981
Q09	HOURLY	9.7613	15.3306	15.7059	16.0905	16.4848	16.8890	17.3032	17.6429
	BIWKLY	780.90	1226.44	1256.47	1287.24	1318.79	1351.12	1384.26	1411.43
	ANNUAL	20,303	31,888	32,668	33,468	34,288	35,129	35,991	36,697
Q10	HOURLY	10.2334	16.0811	16.4752	16.8791	17.2931	17.7175	18.1524	18.5091
	BIWKLY	818.67	1286.49	1318.01	1350.33	1383.45	1417.40	1452.19	1480.73
	ANNUAL	21,286	33,449	34,268	35,109	35,970	36,852	37,757	38,499
Q11	HOURLY	10.7291	16.8694	17.2832	17.7073	18.1420	18.5876	19.0443	19.4188
	BIWKLY	858.33	1349.55	1382.66	1416.58	1451.36	1487.01	1523.55	1553.51
	ANNUAL	22,317	35,088	35,949	36,831	37,735	38,662	39,612	40,391
Q12	HOURLY	11.2497	17.6971	18.1315	18.5768	19.0333	19.5011	19.9807	20.3739
	BIWKLY	899.97	1415.76	1450.52	1486.15	1522.66	1560.09	1598.46	1629.92
	ANNUAL	23,399	36,810	37,714	38,640	39,589	40,562	41,560	42,378
Q13	HOURLY	11.7960	18.5659	19.0220	19.4896	19.9689	20.4601	20.9637	21.3766
	BIWKLY	943.68	1485.27	1521.76	1559.17	1597.51	1636.81	1677.09	1710.13
	ANNUAL	24,536	38,617	39,566	40,538	41,535	42,557	43,604	44,463
Q14	HOURLY	12.3699	19.4783	19.9573	20.4482	20.9515	21.4673	21.9960	22.4295
	BIWKLY	989.59	1558.26	1596.58	1635.86	1676.12	1717.38	1759.68	1794.36
	ANNUAL	25,729	40,515	41,511	42,532	43,579	44,652	45,752	46,653
Q15	HOURLY	12.9725	20.4363	20.9392	21.4547	21.9831	22.5247	23.0799	23.5351
	BIWKLY	1037.80	1634.90	1675.14	1716.38	1758.65	1801.98	1846.39	1882.81
	ANNUAL	26,983	42,507	43,554	44,626	45,725	46,851	48,006	48,953
Q16	HOURLY	13.6054	21.4420	21.9701	22.5114	23.0662	23.6349	24.2178	24.6958
	BIWKLY	1088.43	1715.36	1757.61	1800.91	1845.30	1890.79	1937.42	1975.66
	ANNUAL	28,299	44,599	45,698	46,824	47,978	49,161	50,373	51,367

<u>GRADE</u>		<u>MIN</u>	<u>MAX</u>	<u>L1</u>	<u>L2</u>	<u>L3</u>	<u>L4</u>	<u>L5</u>	<u>L6</u>
Q17	HOURLY	14.2695	22.4982	23.0527	23.6210	24.2036	24.8007	25.4128	25.9146
	BIWKLY	1141.56	1799.86	1844.21	1889.68	1936.29	1984.06	2033.02	2073.17
	ANNUAL	29,681	46,796	47,950	49,132	50,343	51,585	52,859	53,902
Q18	HOURLY	14.9673	23.6074	24.1896	24.7864	25.3980	26.0250	26.6677	27.1947
	BIWKLY	1197.38	1888.59	1935.17	1982.91	2031.84	2082.00	2133.41	2175.57
	ANNUAL	31,132	49,103	50,314	51,556	52,828	54,132	55,469	56,565
Q19	HOURLY	15.6997	24.7717	25.3831	26.0097	26.6519	27.3103	27.9851	28.5384
	BIWKLY	1255.98	1981.74	2030.65	2080.77	2132.16	2184.82	2238.81	2283.07
	ANNUAL	32,655	51,525	52,797	54,100	55,436	56,805	58,209	59,360
Q20	HOURLY	16.4686	25.9941	26.6360	27.2940	27.9683	28.6596	29.3681	29.9491
	BIWKLY	1317.49	2079.53	2130.88	2183.52	2237.47	2292.77	2349.45	2395.93
	ANNUAL	34,255	54,068	55,403	56,771	58,174	59,612	61,086	62,294
Q21	HOURLY	17.2760	27.2779	27.9519	28.6427	29.3508	30.0766	30.8206	31.4306
	BIWKLY	1382.08	2182.23	2236.15	2291.42	2348.07	2406.13	2465.65	2514.45
	ANNUAL	35,934	56,738	58,140	59,577	61,050	62,559	64,107	65,376
Q22	HOURLY	18.1240	28.6259	29.3335	30.0589	30.8024	31.5645	32.3457	32.9862
	BIWKLY	1449.92	2290.07	2346.68	2404.71	2464.19	2525.16	2587.65	2638.90
	ANNUAL	37,698	59,542	61,014	62,523	64,069	65,654	67,279	68,611

Rates are developed from Q scale rates in effect as of 4/7/02 multiplied by 1.02%. For administrative purposes, the hourly rates are the controlling rates. Biweekly rates are the hourly rates multiplied by 80 and rounded to the nearest cent. Annual rates are the hourly rates multiplied by 2080 and rounded to the nearest dollar.

Salary Schedule Q
 Schedule of Pay Grades (Q6-Q22)
 Prince George's Correctional Officers' Association, Inc.
 Effective April 6, 2003

<u>GRADE</u>		<u>MIN</u>	<u>MAX</u>	<u>L1</u>	<u>L2</u>	<u>L3</u>	<u>L4</u>	<u>L5</u>	<u>L6</u>
Q06	HOURLY	8.7402	13.5509	13.8751	14.2074	14.5480	14.8971	15.2550	15.5484
	BIWKLY	699.21	1084.07	1110.01	1136.59	1163.84	1191.77	1220.40	1243.87
	ANNUAL	18,180	28,186	28,860	29,551	30,260	30,986	31,730	32,341
Q07	HOURLY	9.1478	14.1997	14.5401	14.8890	15.2466	15.6132	15.9890	16.2971
	BIWKLY	731.82	1135.97	1163.21	1191.12	1219.73	1249.06	1279.12	1303.77
	ANNUAL	19,027	29,535	30,243	30,969	31,713	32,476	33,257	33,898
Q08	HOURLY	9.5761	14.8802	15.2376	15.6040	15.9795	16.3644	16.7589	17.0824
	BIWKLY	766.09	1190.41	1219.01	1248.32	1278.36	1309.15	1340.71	1366.59
	ANNUAL	19,918	30,951	31,694	32,456	33,237	34,038	34,859	35,531
Q09	HOURLY	10.0257	15.5950	15.9703	16.3550	16.7493	17.1534	17.5677	17.9073
	BIWKLY	802.06	1247.60	1277.62	1308.40	1339.94	1372.27	1405.41	1432.59
	ANNUAL	20,853	32,438	33,218	34,018	34,838	35,679	36,541	37,247
Q10	HOURLY	10.4979	16.3455	16.7396	17.1435	17.5575	17.9819	18.4169	18.7735
	BIWKLY	839.83	1307.64	1339.17	1371.48	1404.60	1438.55	1473.35	1501.88
	ANNUAL	21,836	33,999	34,818	35,659	36,520	37,402	38,307	39,049
Q11	HOURLY	10.9935	17.1339	17.5476	17.9717	18.4064	18.8520	19.3088	19.6833
	BIWKLY	879.48	1370.71	1403.81	1437.74	1472.52	1508.16	1544.70	1574.66
	ANNUAL	22,867	35,638	36,499	37,381	38,285	39,212	40,162	40,941
Q12	HOURLY	11.5141	17.9615	18.3959	18.8413	19.2977	19.7656	20.2451	20.6384
	BIWKLY	921.13	1436.92	1471.67	1507.30	1543.82	1581.25	1619.61	1651.07
	ANNUAL	23,949	37,360	38,264	39,190	40,139	41,112	42,110	42,928
Q13	HOURLY	12.0605	18.8303	19.2865	19.7540	20.2333	20.7246	21.2281	21.6410
	BIWKLY	964.84	1506.42	1542.92	1580.32	1618.67	1657.97	1698.25	1731.28
	ANNUAL	25,086	39,167	40,116	41,088	42,085	43,107	44,154	45,013
Q14	HOURLY	12.6343	19.7427	20.2217	20.7126	21.2159	21.7317	22.2604	22.6940
	BIWKLY	1010.75	1579.42	1617.73	1657.01	1697.27	1738.54	1780.83	1815.52
	ANNUAL	26,279	41,065	42,061	43,082	44,129	45,202	46,302	47,203
Q15	HOURLY	13.2370	20.7007	21.2036	21.7191	22.2475	22.7891	23.3443	23.7995
	BIWKLY	1058.96	1656.05	1696.29	1737.53	1779.80	1823.13	1867.54	1903.96
	ANNUAL	27,533	43,057	44,104	45,176	46,275	47,401	48,556	49,503
Q16	HOURLY	13.8698	21.7065	22.2345	22.7758	23.3306	23.8993	24.4822	24.9602
	BIWKLY	1109.58	1736.52	1778.76	1822.07	1866.45	1911.95	1958.58	1996.82
	ANNUAL	28,849	45,149	46,248	47,374	48,528	49,711	50,923	51,917

<u>GRADE</u>		<u>MIN</u>	<u>MAX</u>	<u>L1</u>	<u>L2</u>	<u>L3</u>	<u>L4</u>	<u>L5</u>	<u>L6</u>
Q17	HOURLY	14.5339	22.7626	23.3171	23.8855	24.4680	25.0651	25.6772	26.1791
	BIWKLY	1162.71	1821.01	1865.37	1910.84	1957.44	2005.21	2054.17	2094.32
	ANNUAL	30,231	47,346	48,500	49,682	50,893	52,135	53,409	54,452
Q18	HOURLY	15.2317	23.8718	24.4540	25.0508	25.6625	26.2894	26.9321	27.4591
	BIWKLY	1218.53	1909.74	1956.32	2004.06	2053.00	2103.16	2154.57	2196.73
	ANNUAL	31,682	49,653	50,864	52,106	53,378	54,682	56,019	57,115
Q19	HOURLY	15.9642	25.0362	25.6475	26.2741	26.9164	27.5747	28.2495	28.8028
	BIWKLY	1277.13	2002.89	2051.80	2101.93	2153.31	2205.98	2259.96	2304.23
	ANNUAL	33,205	52,075	53,347	54,650	55,986	57,355	58,759	59,910
Q20	HOURLY	16.7330	26.2586	26.9004	27.5584	28.2328	28.9240	29.6325	30.2135
	BIWKLY	1338.64	2100.68	2152.04	2204.67	2258.62	2313.92	2370.60	2417.08
	ANNUAL	34,805	54,618	55,953	57,321	58,724	60,162	61,636	62,844
Q21	HOURLY	17.5405	27.5423	28.2163	28.9071	29.6152	30.3410	31.0850	31.6950
	BIWKLY	1403.24	2203.39	2257.30	2312.57	2369.22	2427.28	2486.80	2535.60
	ANNUAL	36,484	57,288	58,690	60,127	61,600	63,109	64,657	65,926
Q22	HOURLY	18.3885	28.8903	29.5980	30.3233	31.0668	31.8289	32.6101	33.2506
	BIWKLY	1471.08	2311.22	2367.84	2425.87	2485.35	2546.32	2608.81	2660.05
	ANNUAL	38,248	60,092	61,564	63,073	64,619	66,204	67,829	69,161

Rates developed from Q scale rates in effect as of 7/14/02 plus \$.2644 per hour (\$550.00 per year). 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.

2. WAGES

A. Cost of Living Increases

1. Fiscal Year 2002. Effective the first full pay period beginning on or after July 1, 2001, employees covered by this Salary Schedule will receive a two and one half percent (2.5%) increase to their base hourly rates of pay.

2. Effective the first full pay period beginning on or after January 1, 2002, employees covered by this Salary Schedule will receive a base pay increase of three hundred fifty dollars (\$350.00).

3. Effective the first full pay period beginning on or after April 1, 2002, employees covered by this Salary Schedule will receive a base pay increase of three hundred dollars (\$300.00).

4. Fiscal Year 2003. Effective the first full pay period beginning on or after July 1, 2002, employees covered by this Salary Schedule will receive a two percent (2%) increase in their base hourly rates of pay.

5. Effective the first full pay period beginning on or after April 1, 2003, employees covered by this Salary Schedule will receive a base pay increase of five hundred fifty dollars (\$550.00).

B. Merit Increases

1. Fiscal Year 2002. Employees covered by this Salary Schedule who are otherwise eligible to receive a merit increase during the period from July 1, 2001 through June 30, 2002, will receive a merit increase of three and one-half percent (3.5%).

2. Fiscal Year 2003. Employees covered by this Salary Schedule who are otherwise eligible to receive a merit increase during the period from July 1, 2002 through June 30, 2003, will receive a merit increase of three and one-half percent (3.5%).

3. Employees covered by this Salary Schedule and hired before July 1, 2001 will keep the anniversary dates that they held on July 1, 2001, for as long as they are continuously employed. Employees hired on or after July 1, 2001, 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.

C. Longevity Steps

1. Effective July 1, 2001, the salary schedule for employees covered by this Salary Schedule will be amended to provide the following establishment of longevity rates:

a. L1 -- Two and one half percent (2.5%) above the maximum rate, to which an employee will be eligible to advance after completing fourteen (14) years of service.

b. L2 -- Two and one half percent (2.5%) above the first longevity rate, to which an employee will be eligible to advance after completing seventeen (17) years of service.

c. L3 -- Two and one half percent (2.5%) above the second longevity rate, to which an employee will be eligible to advance after completing nineteen (19) years of service.

d. L4 -- Two and one half percent (2.5%) above the third longevity rate, to which an employee will be eligible to advance after completing twenty-two (22) years of service.

e. L5 -- Two and one half percent (2.5%) above the fourth longevity rate, to which an employee will be eligible to advance after completing twenty-five (25) years of service.

f. L6 -- Two percent (2%) above the fifth longevity rate, to which an employee will be eligible to advance after completing twenty-eight (28) years of service.

D. The longevity steps, described above, will be phased in as follows:

1. Beginning in Fiscal Year 2002, advancement from the maximum rate to a longevity step will be effective on an employee's anniversary date.

2. An employee, whose years of service (after subtracting two (2) years for lack of credit toward a merit increase during Fiscal Year 1996 and Fiscal Year 1997) would otherwise warrant his/her advance by more than a single longevity step during Fiscal Year 2002, will only advance at the rate of one longevity step per fiscal year until the employee reaches the longevity step appropriate for his/her years of service (adjusted for two (2) years lack of credit toward a merit increase during Fiscal Year 1996 and Fiscal Year 1997).

3. WORKWEEK

A. The workweek is the seven (7) consecutive day period commencing with the first shift on Sunday and ending with the last shift on the following Saturday. The standard number of hours in a pay period shall be eighty (80) hours. Although employees covered by this Salary Schedule specifically assigned on a permanent or rotating basis may not be scheduled to work exactly eighty (80) hours in a given pay period, the number of regularly scheduled hours of work in a pay period for employees covered by this Salary Schedule shall average eighty (80) hours a pay period during the course of the year. An employee shall not normally be scheduled to work more than five (5) consecutive days without a two (2) consecutive day break, unless a rotating schedule is utilized.

B. Department seniority shall be a substantial factor in shift assignments and days off or bidding for these positions in the case of rotating schedules.

C. Work schedules may be approved based upon policies of flexible working hours, such policies commonly referred to as "flex-time."

4. CALLBACK PAY

Any employee who is called back to work from off-duty, and who does in fact perform duties on behalf of the Department during his/her normal off-duty hours, shall be paid for a minimum of two (2) hours at one and one-half (1 1/2) times his/her regular rate of pay. This provision shall not apply to disciplinary procedures.

5. HOLIDAY OBSERVANCE/HOLIDAY PAY

A. County holidays listed in Section 16-219 of the Personnel Law shall be observed by employees covered by this Agreement on dates designated by the County Executive. The holidays established by the Personnel Law are listed below:

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

B. Eligible employees shall receive straight time pay for each of the designated holidays on which they are scheduled to work but on which they perform no work.

C. Employees eligible for holiday pay who work on a holiday shall be paid at two (2) times their regular rate of pay for each hour worked (except overtime) and shall not receive another day off. Any overtime performed by an employee on a holiday shall be compensated in accordance with the regular overtime rate (i.e., no pyramiding). In the event that a holiday falls on the employee's regular day off, the employee shall receive another day off.

D. All employees must be in a pay status for the entire regular workday before and the entire regular workday after a holiday in order to receive holiday pay.

6. SHIFT DIFFERENTIAL

A. Effective the first full pay period beginning on or after July 1, 2001, a shift differential of one dollar (\$1.00) per hour shall be paid for all nonovertime hours worked on the first (1st) shift (i.e., the night shift - 11 p.m. to 7 a.m. or equivalent) and on the third (3rd) shift (i.e., the evening shift - 3 p.m. to 11 p.m. or equivalent). The shift differential rate shall include employees specifically assigned on a permanent or rotating basis.

B. Effective the first full pay period beginning on or after July 1, 2002 shift differential will increase to one dollar and twenty-five cents (\$1.25) per hour.

C. No shift differential will be considered to be part of the employee's base rate, nor shall it be applied to pay for non-productive hours such as holiday pay and annual and sick leave pay, or shall it be used for the purpose of computing retirement deductions or for retirement or insurance benefits.

D. When the majority of hours worked fall within the third (3rd) or first (1st) shifts, the employee shall be paid shift differential for all eight (8) hours.

7. ACTING PAY

A. When an employee is directed to assume, and does in fact assume, a majority of the duties of any other position with a higher grade in an acting capacity for a period of ten (10) consecutive days or more (including scheduled days off and approved holidays), beginning with the tenth (10th) day, he/she shall be paid at a rate of pay which is equivalent to a two-step increase or the minimum necessary to place the employee at the entry level rate of the higher grade, whichever is greater, and shall continue to be paid at the rate until relieved of the position by the person for whom he/she is acting, or by a person of equal grade to that position, or by a superior authority. He/She shall resume receiving acting pay after being on annual, sick, or administrative leave status, if he/she had been acting in such higher rank immediately prior to taking such approved leave.

B. 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 provisions of this section. This section shall not apply to an employee in a training work assignment. Employees shall have all training work assignments explained to them fully.

8. COURT TIME COMPENSATION

If, as a result of actions taken during the course of employment with the Department of Corrections, an employee covered by this Agreement is scheduled to appear in Court on the employee's day off, the employee will be paid a minimum of two (2) hours pay at the overtime rate.

9. MANDATORY OVERTIME AND OVERTIME ASSIGNMENT

A. The parties recognize and understand that the County has the right to require employees covered by this Salary Schedule to work overtime and that overtime work should first be covered by volunteers and then through the evenhanded assignment of mandatory overtime. Accordingly, the parties agree to the following guidelines for the assignment of overtime work:

1. The Department will first try to cover its overtime work from volunteers on a rotating basis. If sufficient volunteers are not available for overtime work, the Department will make mandatory overtime assignments on a rotating basis from a pool of employees who are currently on duty.

2. When scheduling overtime work, the County will make reasonable efforts to provide employees with as much advance notice as permitted under the circumstances.

3. Except in a case of emergency, as determined by the Director, no employee will be permitted or required:

- a. To work more than sixteen (16) consecutive hours; or,
- b. To work two (2) consecutive days of sixteen (16) consecutive hours.

10. CLOTHING ISSUE AND ALLOWANCE

A. The Department of Corrections will continue to issue uniforms to employees covered by this Salary Schedule who are required to wear them and to replace worn and unserviceable uniforms. Employees will continue to maintain their uniforms by cleaning and making minor repairs.

B. A one hundred dollar (\$100.00) uniform maintenance will be provided to all employees who are required to wear uniforms. The allowance will be paid in a single payment in July.

11. ANNUAL LEAVE

A. All 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 twenty (20) days

After fifteen (15) years of service and above Eight (8) hours per pay period

B. 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. A maximum of three hundred sixty (360) hours of accumulated annual leave earned beginning with the first pay period in Fiscal Year 1996, or such other amount established in an approved Salary Plan may be carried over from one (1) leave year to the next by an employee.

D. An employee shall be allowed to carry over annual leave earned as of the last full pay period in Fiscal Year 1995, even if such accumulated amount is in excess of the maximum allowed in Section 16-220(d)(1), of the Personnel Law.

E. Annual leave hours in excess of the maximum allowed to be carried over to the next leave year shall be converted to sick leave.

12. SICK LEAVE

A. All full-time employees earn four and one-half (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.

B. 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.

- C. Sick leave may be accumulated from year to year.
- D. Use of sick leave shall be governed by the Personnel Law and Administrative Procedure 284.

13. SICK AND ANNUAL LEAVE DISPOSITION UPON SEPARATION

A. The annual and sick leave balances accumulated by an employee shall, upon the employee's separation from employment, 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) of the Personnel Law;

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;

B. The employee may elect to receive cash payment for all or any portion of the employee's annual leave balances 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 last full pay period beginning in Fiscal Year 1995 OR up to three hundred sixty (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.

C. 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 1995 fiscal year, the employee may elect to receive cash payment at employee's base hourly rate of pay as of the last full pay period beginning in Fiscal Year 1995. Sick leave earned beginning the first pay period of Fiscal Year 1996 is not subject to cash payment to the employee upon separation.

D. For individuals who participate in the MSRS plan, sick leave earned beginning with the first pay period in Fiscal Year 1996 (i.e., new sick leave) is not subject to cash payment but may be used to purchase MSRS pension credit at the applicable rate. In addition, any old sick leave not cashed out under paragraph 3 may be used to purchase MSRS pension credit at the applicable rate.

E. 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.

F. 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 of the Personnel Law shall forfeit any sick leave hours accumulated at the time of the employee's separation.

G. Upon retirement, employees covered by this Salary Schedule may convert any unused annual leave to new sick leave for pension credit under the State Retirement or Pension System.

14. PERSONAL LEAVE

Beginning in the 2002 leave year, twenty-four (24) hours of paid personal per leave year -- including the four (4) hours granted in lieu of General Election Day -- leave shall be granted to each employee eligible for annual leave. Personal leave 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. BEREAVEMENT LEAVE

Bereavement leave policies shall be administered in accordance with the Personnel Law, except that the first sixteen (16) hours of bereavement leave taken upon the death of a parent, spouse, child (including biological, adopted, foster, stepchild, or legal ward), brother or sister will be administrative leave rather than sick leave.

16. ADDITIONAL LEAVE PROVISION

A. 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 Agreement will report to their established work sites and will be paid straight-time wages for hours worked on their regular work shift. 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 receive one (1) hour of compensatory leave for each shift hour worked (not to exceed twelve (12) hours per employee per twenty-four (24) hour period).

B. 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.

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

17. BLOOD DONATION LEAVE

Employees may be granted up to four (4) hours of leave with pay for the purpose of participation in a blood donor program and for subsequent recuperation on the day they donate blood. The Employer may request verification of such donation.

18. DISABILITY LEAVE

The Department will designate a member of Management to make an initial determination as to whether an injury qualifies for disability leave. Specifically, where an employee claims injury on the job (all hours working, including breaks, will be considered) and is unable to work, Management will make an initial determination through investigation 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 will be back charged 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.

19. VOTING LEAVE

Employees who are registered voters may be granted up to two (2) hours off with pay for the purpose of voting in State, County and Federal primary and general elections if the employee would otherwise be prevented from voting because of his/her work schedule.

20. PGCOA LEAVE

A. Members of the Board of Directors of PGCOA shall be granted administrative leave to attend Association Board meetings. Also, members of PGCOA shall be granted administrative leave to attend conventions and conferences (including state seminars). In order to receive administrative leave to attend Board meetings, conventions and conferences, the Association must request the leave in a reasonable period of time before it is to be used (in the case of conventions and conferences not less than ten (10) days before the leave is to begin). Requests for administrative leave under this Article are subject to the approval of the Director, with the understanding that the Director's approval will not be unreasonably withheld. Administrative leave to attend conventions and conferences shall be limited to no more than two (2) members on any one occasion.

B. Leave to attend Board meetings shall be consistent with the PGCOA Security Division contract. Up to two (2) civilian representatives will be granted leave to attend Board meetings the second Wednesday of the month. Administrative leave will be granted to the Association and its members under this Article subject to the availability of hours in the PGCOA Leave Bank described below. If the meeting falls on the employee's regular day off, the employee will be given hour for hour compensatory leave.

C. Where the PGCOA certifies (1) a list of employees covered by this Agreement will automatically have annual leave, or County compensatory leave, deducted consistent with Section 13A-103(e) of the Labor Code (the County will deduct compensatory leave before using annual leave), and (2) the number of annual or compensatory leave hours to be transferred per employee will be four (4) hours semiannually (January and June), the County will accept that certification and will transfer up to a maximum of five hundred (500) annual or compensatory

leave hours per fiscal year to a combined (civilian and sworn) PGCOA leave bank of administrative leave. For each annual leave hour transferred to the leave bank (up to a total of five hundred (500) hours), the County will credit to the bank an additional hour of administrative leave up to a combined total of four thousand five hundred (4500) hours of administrative leave. Any hours remaining in the PGCOA leave bank at the end of the fiscal year shall be carried over for use in the next fiscal year.

D. Additional hours as submitted by its members shall go into the leave bank. Those additional hours may be used for PGCOA business on request to the Director and upon his/her approval (and such approval shall not be unreasonably withheld).

21. LEAVE FOR NEGOTIATIONS

A. Employees (not to exceed five (5) from different sections) who, upon the request of PGCOA are excused from their regular assignment on the day of negotiations to attend meetings with representatives of the County and/or to prepare for negotiations, shall suffer no loss of pay or leave. If the meeting falls on the employee's regular day off, the employee will be given hour for hour compensatory leave.

B. Members of the PGCOA negotiating team (not to exceed five (5) members from different sections) may be granted up to forty-eight (48) hours of administrative leave each to prepare for negotiations. The Association must request the leave from the Director in a reasonable period of time before it is to be used, and the request is subject to the Director's approval, which will not be unreasonably withheld.

C. The Director may, after the Association's request, grant additional leave to members of the negotiating team from the PGCOA leave bank described in Article 4, PGCOA Leave, to prepare for negotiations (and such approval shall not be unreasonably withheld).

22. ADMINISTRATION OF LEAVE

Except as provided otherwise in the Salary Schedule and the Agreement, the provisions governing the administration of employee leave are specified in Division 17 of the Personnel Law and Administrative Procedure 284.

23. ACCIDENTAL DEATH INSURANCE

In addition to any other life insurance or death benefit provided by the County, the County shall pay a death benefit of ten thousand dollars (\$10,000.00) upon the death of any employee covered by this Agreement whose death results from an accidental personal injury arising out of and in the course of his/her employment.

24. HEALTH INSURANCE PREMIUMS

A. The Employer shall contribute seventy-five percent (75%) to the cost of the point of service health insurance plan 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. Employees who provide proof of other medical coverage may choose to receive a credit instead of enrolling in a medical plan with the County.

D. The Employer shall contribute ninety percent (90%) to the County deductible prescription and optical care programs for any employee covered by this Agreement who elects to participate in either program. The participating employee shall contribute the remaining ten percent (10%). Employees who choose not to enroll in the Prescription Drug Plan may choose to receive a credit instead.

E. Two Dental Plans are available to employees, the cost of which is paid by the employee if the employees elect to enroll in either of the Plans.

F. Employees may choose to enroll in a Long-Term Disability Program offering fifty percent (50%) or sixty percent (60%) of annual salary up to normal social security retirement age. Employees will pay the full cost of whichever option is chosen.

G. Employees may contribute up to five thousand dollars (\$5,000.00) in a dependent flexible spending account and up to three thousand dollars (\$3,000.00) in medical flexible spending account.

H. Group Life Insurance under the Beneflex Program. 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 thousand dollars (\$100,000.00). Employees may choose to increase their life insurance from one to four times their annual salary up to a total of seven hundred thousand dollars (\$700,000.00) including the base amount provided by the County. Employees will pay for the increased coverage at rates based on their age. Employees may choose to reduce their life insurance to one times their annual salary and receive a credit.

25. RETIREMENT CONTRIBUTIONS

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

B. Current participants in the Maryland State 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.

26. SUPPLEMENTAL RETIREMENT BENEFIT

Employees covered by this Salary Schedule will participate in the Supplemental Pension Plan for General Schedule Employees in accordance with the provisions of that plan.

27. PERSONNEL LAW

All policies, procedures and benefits not specifically modified by this Salary Schedule and the Agreement shall be administered pursuant to the Prince George's County Personnel Law.

28. SOCIAL SECURITY

A. Effective January 1, 2001, 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 eight thousand four hundred dollars (\$80,400), and 1.45% of the remainder paid in wages per employee per calendar year. Employee contributions shall be made through payroll deductions.

B. 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.

29. WORKERS' COMPENSATION

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

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 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.