

COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND
1998 Legislative Session

Bill No. CB-31-1998
 Chapter No. 17
 Proposed and Presented by The Chairman (by request – County Executive)
 Introduced by Council Members Russell, Bailey, and Hendershot
 Co-Sponsors _____
 Date of Introduction March 17, 1998

BILL

1 AN ACT concerning

2 Collective Bargaining Agreement - International Association of
 3 Fire Fighters, Local 1619
 4 (Nonuniformed Civilians)

5 For the purpose of amending the labor agreement by and between Prince George's County and
 6 the International Association of Fire Fighters, Local 1619 to provide for wage increases and
 7 certain other terms and conditions of employment for personnel classifications certified by the
 8 Prince George's County Public Employee Relations Board.

9 BY repealing and reenacting with amendments:

10 SUBTITLE 16. PERSONNEL.

11 Section 16-233(f)(20),

12 The Prince George's County Code

13 (1995 Edition, 1997 Supplement).

14 SECTION 1. BE IT ENACTED by the County Council of Prince George's County,
 15 Maryland, that Section 16-233(f)(20) of the Prince George's County Code be and the same is
 16 hereby repealed and reenacted with the following amendments:

17 SUBTITLE 16. PERSONNEL.

18 DIVISION 19. COLLECTIVE BARGAINING.

19 **Sec. 16-233. General.**

20 (f) The following collective bargaining agreements are hereby adopted and approved.

21 (20) Declaration of Approval - International Association of Fire Fighters, Local 1619,

AFL-CIO (Nonuniformed Civilians).

The County Council of Prince George's County, Maryland, having fully considered the labor agreement concluded between Prince George's County and International Association of Fire Fighters, Local 1619, AFL-CIO, on [May 17, 1995] February 6, 1998, hereby approves said Agreement for nonuniformed civilian employees in the Fire Department in accordance with the provisions of Section 13A-109 of the Prince George's County Code.

SECTION 2. BE IT FURTHER ENACTED that this Act shall take effect forty-five (45) calendar days after it becomes law and that the Agreement shall be retroactively effective to July 1, 1996.

Adopted this 7th day of April, 1998.

COUNTY COUNCIL OF PRINCE
GEORGE'S COUNTY, MARYLAND

BY: _____
Ronald V. Russell
Chairman

ATTEST:

Joyce T. Sweeney
Clerk of the Council

APPROVED:

DATE: _____ BY: _____
Wayne K. Curry
County Executive

KEY:

Underscoring indicates language added to existing law.

[Brackets] indicate language deleted from existing law.

Asterisks *** indicate intervening existing Code provisions that remain unchanged.

AGREEMENT MADE BY
AND BETWEEN
PRINCE GEORGE'S COUNTY, MARYLAND
AND
INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS
LOCAL 1619
(NONUNIFORMED CIVILIAN BARGAINING UNIT)
JULY 1, 1996 THROUGH JUNE 30, 1999

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PURPOSE

This Collective Bargaining Agreement (hereinafter the "Agreement") is entered into by Prince George's County, Maryland (hereinafter the "County") and Local 1619 International Association of Fire Fighters, AFL-CIO, (hereinafter the "Union" or the "IAFF"). It is the purpose of this Agreement to ensure that all work performed under it shall be performed efficiently, economically and without interruption.

In order to maintain a spirit of harmony, labor-management peace, and stability during the term of this Agreement, the parties agree to establish effective and binding methods for the settlement of all misunderstandings, disputes or grievances which may arise under the agreement. Therefore, the IAFF agrees not to engage in any strike, and the County agrees not to engage in any lockout.

ARTICLE I -- RECOGNITION

The County recognizes the Union as the sole and exclusive bargaining agent of the nonuniformed civilian employees of the Prince George's County Fire Department in the units for which it was certified by the Prince George's County Public Employee Relations Board, to wit:

UNIT I: Account Clerk I, II, III, IV
Accounting Technician
Administrative Aide I, II
Clerk Typist I, II
Data Coordinator
Data Entry Operator I, II
Fire Investigation Officer
General Clerk I, II, III, IV
Personnel Aide I, II, III
Public Service Aide I, II
Supply/Property Clerk I, II, III, IV
Supply Technician

UNIT II: Administrative Aide III
Administrative Aide IV
Garage Supervisor

UNIT III: Accountant I, II, III, IV
Administrative Assistant I, II, III, IV
Audio Visual Specialist I, II, III, IV
Citizen Services Specialist I, II, III
Community Developer I, II, III
Contract Project Coordinator I, II, III, IV
Executive Administrative Aide
Investigator
Supply Manager I, II, III, IV

The provisions of this Agreement shall apply to all unit members unless otherwise specified.

ARTICLE II -- EQUAL EMPLOYMENT OPPORTUNITY

Section 2.1 Policy. It is the policy of the County to provide equal opportunities in employment; to prohibit discrimination in employment against any employee or applicant for employment because of race, age, color, religion, creed, sex, sexual orientation, political affiliation, country of national origin, disability, marital status, or labor organization affiliation; and to promote and implement a positive and continuing program of equal employment opportunity.

It is the policy of the Union that it shall not discriminate against any employee or cause or attempt to cause the County to discriminate against any employee because of race, age, color, religion, creed, sex, sexual orientation, political affiliation, country of national origin, disability, marital status or labor organization affiliation.

The provisions of this Agreement shall be applied equally to all employees without discrimination on the basis of race, color, creed, sex, sexual orientation, marital status, religion, union or political affiliation, country of origin, age or disability.

ARTICLE III -- ORGANIZATIONAL SECURITY

Section 3.1 Union Membership. All employees covered by this Agreement who are members of the Union or who elect to become members of the Union shall, pursuant to Section 3.2, remain members of the Union for the duration of this Agreement. All employees covered by this Agreement who elect not to become members of the Union shall be required, as a condition of continued employment, to pay a monthly service fee in an amount not greater than the monthly dues paid by members of the Union, which fees shall be remitted to the Union.

Section 3.2 Checkoff.

A. Upon the presentation by the Union of a list of the individual employees covered by this Agreement for each of whom the Union certifies to have on file a written authorization for dues deduction or service fee deduction duly executed by the employee, the Union shall be entitled to have such employees' membership dues or service fees deducted from their paychecks on a biweekly basis. Such authorization shall be irrevocable and automatically renewed from year to year thereafter unless revoked by the employee pursuant to Section 13A-108(c) of the Labor Code.

The amounts to be deducted shall be certified to the County by the Treasurer of the Union, and the aggregate deductions of all employees shall be remitted monthly to the Union along with an itemized statement.

The Union agrees to hold harmless and indemnify the County for any liability arising from the application of this Article.

B. Except as otherwise expressly provided in this contract, the Employer will not seek to encourage or discourage Union membership.

Section 3.3 Conferences and Seminars. Members of the bargaining unit shall be granted time to attend conventions and conferences without loss of pay or leave with prior approval of the County Fire Chief (not to be unreasonably withheld), and further provided that such meetings shall not exceed six (6) per fiscal year and that not more than two (2) members of the bargaining unit request such approval.

The County Fire Chief will be notified thirty (30) days in advance of such meetings. Notice of less than thirty (30) days will be accepted where there are unusual circumstances which prevent giving thirty (30) days notice. In no event shall notice be less than seven (7) days.

Section 3.4 Leave for Negotiations. Employees (not to exceed three (3) in number) who, upon the request of the Union are excused from their regular assignment for the purpose of participating in negotiation sessions with representatives of the County, shall suffer no loss of pay or leave.

Section 3.5 Union President. The President of the Union shall be granted administrative leave with pay as may be required for the purpose of discharging his official duties as Union President.

Section 3.6 Communication Distribution. Provided always that the distribution needs of the Fire Department be paramount, the Union will be permitted to use the Fire Department's courier service for distribution of official Union communications. The President of Local 1619 shall be designated as a distributee of information distributed to the fire service.

Section 3.7 Union Pins and Jackets. The employees shall be allowed to wear a pin and/or watch fob showing their Fire Department Union affiliation on the official Fire Department uniform. Employees may wear an IAFF jacket with their uniform to and from work.

Section 3.8 Non-participation in Volunteer Activities. No career employee shall be required to participate in fundraising activities of a volunteer corporation (for example, bingos, crab feasts, or any business that relates to private volunteer corporations).

Section 3.9 P.A.C. Deduction. The County agrees to deduct on a biweekly basis from the payroll checks of employees covered by this agreement who so request in writing voluntary contributions to the Prince George's County Professional Fire Fighters P.A.C. fund. The Union agrees to indemnify and hold harmless the County from any loss or damage arising from the operations of this Article.

ARTICLE IV -- MANAGEMENT RIGHTS

Except as specifically modified or restricted in this Agreement, the County reserves the right to determine the standards of service offered the public; to maintain the efficiency of the County's operations; to determine the methods, means and personnel by which the County's operations are to be conducted; to direct the work of its employees; to hire, promote, demote, transfer, assign and retain employees in positions; to suspend or discharge employees for just cause; to relieve employees from duty because of lack of work; and to take any action necessary to carry out the mission of the County.

ARTICLE V -- WAGES

Section 5.1 Wages.

A. Fiscal Year 1997.

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

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

Fiscal Year 1998.

Employees covered by this Agreement will receive a one-time, non base bonus payment of One Thousand Dollars (\$1,000) on the second pay date in December, 1997.

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

Fiscal Year 1999

Employees covered by this agreement will receive a two and one-half percent (2.5%) increase in their base hourly rates of pay effective the first full pay period beginning on or after October 1, 1998.

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

B. Wage Scale for Bargaining Unit Members.

Amend the Pay Scale effective July 1, 1998 to provide a longevity step which is three percent (3%) above the maximum step. An employee will be eligible to advance to this longevity step on his/her anniversary date occurring on or after the date the employee has completed nineteen years of service.

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

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

all leave categories as provided in Division 17 of the Personnel Law;

holiday premium pay; and,

retirement and insurance deductions and benefits.

D. Acting Pay. When an employee is assigned by the Employer to perform in an acting capacity substantially all the duties and responsibilities of any other position with a higher grade and does in fact assume the duties of that position for a period of greater than seven (7) consecutive days, he/she shall be paid at a rate of pay which is equivalent to a one-step increase or the minimum necessary to place the employee at the entry level rate of the higher grade, and shall continue to be paid at that rate of pay until relieved by the person for whom he/she is acting, or by a person of equal rank to that position, who is permanently assigned to that station or bureau.

Beginning with the forty-sixth (46th) consecutive day in such an acting capacity, an employee shall be paid at a rate of pay which is ten percent (10%) above his/her regular rate of pay or the minimum necessary to place the employee at the entry level rate of the higher grade, whichever is greater, while he or she continues to work in the acting capacity.

The following provision is effective July 1, 1994:

Section 5.1.E. Filling Vacancies. A "vacancy" is a permanent opening created by the termination, transfer, promotion or retirement of an incumbent bargaining unit employee which the County intends to fill or which is created when the County determines its operational needs require additional bargaining unit employees. Whenever a vacancy occurs, and the County elects, in its discretion, to fill the vacancy through the competitive process, the County will advertise the specific position to bargaining unit employees by posting a notice at all work locations at places where notices to employees are customarily posted. The Union at the same time will be notified of the vacancy. Any employee covered by this Agreement may apply for any vacancy, as defined in this Section 5.1.E. In the event that a vacancy is to be filled from an existing register, if an employee is not already on the necessary eligibility register, he or she will be afforded the opportunity to take any test required to qualify for the eligibility register.

When a bargaining unit member applies for a vacancy through the normal competitive process and is determined to be qualified for the position, the name of the qualified bargaining unit employee will be placed on the list of eligibles sent to the Fire Department for its consideration. The Fire Department will ensure that any bargaining unit member on any list of

eligibles will be granted an interview for the position vacancy.

Section 5.2 Supplemental Retirement Benefit.

1. Benefit Accrual and Amounts.

Effective July 1, 1992, employees covered by this Agreement shall commence participation in a supplemental retirement benefit program. The supplemental retirement program will be jointly funded through County and employee contributions as described in paragraph 4 (Funding) below. The rate of accrual and amount of the benefit payable under this program are determined as follows:

- a. Benefit accrual is at the rate of 0.6% times the number of years of actual and continuous service the employee has as a full-time Prince George's County employee, to a maximum of twenty-five (25) 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 fifteen percent (15%) of the employee's average annual compensation, as determined pursuant to paragraph 5, below.

2. Vesting.

a. Minimum Continuous Service Requirements

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

b. Vested Benefit

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

3. Benefit Payment.

The benefit accrued by an employee under either paragraphs 1 or 2, above, shall not be payable until retirement at the earlier of age fifty-five (55) and fifteen (15) years of service or age sixty-two (62) and five (5) years of service; or after thirty (30) years of service regardless of age.

4. Funding.

The cost of funding this supplemental retirement plan for all participating employees, as

determined by the Plan's actuary, will be shared on an equal basis by the employees and the County through regular contributions each pay period.

5. Definitions.

- a. Actual Service means service while employed as an employee of Prince George's County.
- b. Average Annual Compensation means an amount computed by dividing by three (3) the compensation actually received by an employee during whatever period of thirty-six (36) consecutive months of continuous service will provide the largest total compensation for any such period.
- c. Compensation means the basic compensation actually received by an employee for service rendered as an employee for Prince George's County, excluding any overtime or other premium pay, bonuses or other additional compensation.
- d. Continuous Service means the most recent unbroken period of employment as an employee of Prince George's County.

6. Representative on Supplemental Pension Board

Effective when this Agreement is enacted into law, International Association of Fire Fighters Local 1619 shall nominate one (1) representative to the Board of Trustees of the Fire Fighters Supplemental Pension Plan to the County Executive.

7. Pension Plan Modifications effective in FY98 and FY99

Credit for CETA service The Supplemental Retirement Plan for employees covered by this agreement will be amended to permit those plan participants who were hired before July 1, 1980 as CETA employees to receive credit for that service toward normal retirement provided this can be achieved at no additional cost to the County or to the Supplemental Retirement Plan.

Benefit Increase Effective June 30, 1999, the benefit accrual rate in paragraph 1 of Section 5.2, above, shall be increased from 0.6% to 0.8% per year for up to twenty-five (25) years of service for an increase in the maximum benefit from fifteen percent (15%) to twenty percent (20%).

Hold Harmless Benefit Calculation. For any employee covered by this Agreement who retires during the period from July 1, 1996 through June 30, 1999, "Average Annual compensation" as that term is defined in the Supplemental Retirement Plan, will be calculated as if the employee had received all merit step increases in Fiscal Year 1996 and 1997 on his /her anniversary date that the employee would otherwise have been eligible to receive but for the deferral of such step increase in that year.

IRS Pickup Plan The County shall pick up, within the meaning of Section 414(h) (2)

of the Internal Revenue Code, the employee contributions required by Section 5.2.4. (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.

Section 5.3 Joint Study Committee.

A Joint Study Committee with equal representation of the Union (both the Uniformed Civilian and Nonuniformed Civilian bargaining units) and the County shall be established beginning in January, 1998 and meet bimonthly to study whether there may be feasible pension alternatives for members of both civilian bargaining units. The committee shall report its findings, with recommendations, to the Fire Chief within six months for forwarding to the Chief Administrative Officer.

Section 5.4 Group Health Insurance Coverage.

A. The County shall contribute seventy-five percent (75%) to the cost of the County health insurance program (other than prepaid group health plan) for any employee who elects to participate in the program. Participating employees shall contribute the remaining twenty-five percent (25%).

B. For those employees who elect to enroll in a prepaid group health plan or Health Maintenance Organization (HMO), the Employer's contribution shall be equal to eighty percent (80%) of the cost of HMO coverage and the participating employees contribution shall equal the remaining twenty percent (20%).

C. The Employer shall contribute ninety percent (90%) to the County's deductible prescription and optical care programs for any employee who elects to participate in either

program. The participating employee shall contribute the remaining ten percent (10%).

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

E. These employees shall be covered by Fire Fighter Agreement on Prescription Plan.

F. The County shall contribute to the County's deductible prescription and optical care programs for any employee who retires on or after July 1, 1998 on the same basis that it contributes on behalf of active employees.

G. Life Insurance. The County shall pay one hundred percent (100%) of the monthly premium for County life insurance for each employee in the amount of two (2) times the employee's annual salary up to a maximum of One Hundred Fifty Thousand Dollars (\$150,000).

The County shall pay a death benefit of Ten Thousand Dollars (\$10,000) 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.

Section 5.5 Call-Back Pay. An employee who is called back from off- duty, and does in fact perform duties on behalf of the Prince George's County Fire Department during his/her normal off-duty hours by authority of the County Fire Chief, shall be paid the minimum of four (4) hours at one and one-half (1 1/2) times his/her regular rate of pay. This provision shall not apply to administrative hearings or disciplinary procedures that affect the employee. However management will attempt to schedule such hearings and/or procedures during the normal duty hours of the employee; or, at a time mutually agreeable to both parties.

Section 5.6 Early Reporting Time. An employee who is called in to work by career officers authorized by the County Fire Chief for two (2) hours or less immediately before his/her normally scheduled starting time shall be paid for such hours at one and one-half (1 1/2) times his/her regular rate of pay and will be paid his/her regular rate of pay beginning with his/her regular starting time.

The provisions of Section 5.4 shall apply to an employee called in to work more than two (2) hours immediately before his/her regularly scheduled starting time.

Section 5.7 Holidays. Effective December 1, 1997, the following shall be designated as holidays within the scope of this Agreement:

New Year's Day
Martin Luther King's
 Birthday
Washington's Birthday
Memorial Day
Independence Day
Labor Day
Fire Fighter Recognition
 Day
 (Friday before the obser-
 vance of Memorial Day)

Columbus Day
Veterans Day
Thanksgiving Day
Christmas Day
Presidential Inauguration
 Day (every 4 years)
County Employees'
 Appreciation Day

Further, beginning in the 1998 wage reporting year, employees covered by this Agreement will be granted an additional four (4) hours of personal leave each wage reporting year in lieu of the former General Election Day Holiday.

Section 5.8 Holiday Pay. If an employee works on a designated holiday, he/she shall be paid at the rate of two (2) times his/her regular rate of pay for all hours worked on the holiday and the employee shall not receive an additional day off.

Section 5.9 Standby Duty. There shall be two (2) tours of standby duty.

Monday 07:00 - Friday 15:00

Friday 15:00 - Monday 07:00

A bargaining unit employee required by the Fire Chief or his designee to be on standby during the Monday through Friday tour of duty shall be compensated at the rate of two (2) hours of compensatory time per day; the rate of compensation for the Friday through Monday tour shall be four (4) hours of compensatory time per day. The rate of compensation for standing by on a designated holiday shall be a total of eight (8) hours of compensatory time. An employee who is called back to active duty while on standby will receive no standby pay for the day on which the active duty was performed.

This Section shall not apply to unusual circumstances which result in the Department's Emergency Operation Plan being placed into effect, provided that when a "yellow alert" is in effect for seventy-two (72) hours those affected employees shall receive one (1) day's pay. In addition, affected employees shall be compensated at a rate of one (1) day's pay for each subsequent seventy-two (72) hours on alert.

Section 5.10 Pay While on I.O.J. Leave. Any employee who is on I.O.J. or disability leave shall receive all pay during said period as disability income.

ARTICLE VI -- LEAVE PROVISIONS

Section 6.1 Sick Leave. Sick leave policies shall be administered in accordance with the Prince George's County Personnel Law requirements.

Section 6.2 Annual Leave. Annual leave policies shall be administered in accordance with the Prince George's County Personnel Law requirements.

(a) A maximum of three hundred sixty (360) hours of accumulated annual leave earned beginning with the first pay period in the 1997 leave year (i.e., January 5, 1997) may be carried over from one leave year to the next by an employee. (i.e., new annual leave).

(b) An employee shall be allowed to carry over annual leave earned as of the last full pay period in leave year 1996 (i.e., old annual leave) even if such accumulated amount is in excess of the maximum allowed in Subsection (a)., above, or in excess of the one hundred thirty (130) day maximum allowed in the first paragraph of former Section 6.2.

(c) Effective beginning with the 1997 leave year, new annual leave in excess of the three hundred sixty (360) hour limit will convert to new sick leave.

Section 6.3 Sick and Annual Leave Disposition Upon Separation.

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

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

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

4. Upon separation from employment for non-disciplinary reasons (including but not limited to retirement, disability and death), eligible employees will receive cash payment for unused sick leave accumulated as of the end of the 1996 leave year at 2.5% for each year of service (through the date of separation) at the employee's base hourly rate of pay as of January 1, 1997. However, if a fire fighter with less than twenty (20) years of actual service terminates employment as a result of death or disability, he/she shall receive a 50% cash-out of unused accumulated sick leave as of the end of the 1996 leave year.
5. For individuals who participate in the MSRS plan, sick leave earned beginning with the first pay period in the 1997 leave year is not subject to cash payment but may be used to purchase MSRS pension credit at the applicable rate.
6. Notwithstanding any provision in this Section to the contrary, an employee who is involuntarily separated from employment with the County for disciplinary reasons is not entitled to any payment for unused sick leave.

Section 6.5 Personal Leave. Two (2) paid personal leave days per leave year shall be granted to each employee eligible for annual leave. A personal leave day shall be requested and approved in advance of use. There shall be no accumulation of personal leave days and unused personal leave shall be forfeited at the end of the leave year or upon termination of employment. A personal leave day equals eight (8) hours except that for workers on alternative work schedules who work nine (9) or ten (10) hour days, it is nine (9) or ten (10) hours respectively. Personal leave may be taken in increments of four (4) hours.

Section 6.6 Bereavement Leave. Members of the Unit shall be entitled to use accumulated sick leave for the purpose of bereavement when a death occurs in a member's family. A maximum amount of sick leave used shall not normally exceed three (3) working days. The term "family" shall mean and include the member's spouse, child, sister, brother, parent, grandparent and aunt or uncle. Leave needed beyond three (3) days because of travel distance, religious requirements or other extenuating circumstances may be extended on a case-by-case basis, but in no instance shall such bereavement leave be approved beyond seven (7) working days. The first three (3) days of bereavement leave taken upon the death of a parent, spouse or child will be administrative leave rather than sick leave.

Section 6.7 Additional Leave Provisions. In the event the County Executive grants administrative leave to non-essential County employees because of extreme inclement weather or other hazardous working conditions, which may prevent employees from reporting to work or which may require early release from work, those employees required by the Fire Department to perform duties will be entitled to receive one (1) hour of compensatory time for each hour worked during the emergency, in addition to any pay to which they are entitled for that period.

Section 6.8 Sick Leave Bank. The Union shall have the right to maintain a "Sick Leave Bank" for the employees covered by this Agreement. Such sick leave shall be accumulated through voluntary donations of sick leave by bargaining unit members. This leave may then be transferred to the account of another bargaining unit member with a zero annual and sick leave balance. Use of such transferred leave shall be limited to sickness or disability which

incapacitates the employee.

The administration of this leave bank shall be the responsibility of the Union. The parties agree to develop an agreed to form to be used for transferring sick leave under this provision. The County agrees to maintain the records of the sick leave bank and shall only transfer sick leave from this bank to the account of an employee upon receiving written authorization from the Union.

Section 6.9 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.

ARTICLE VII -- SAFETY & HEALTH

Section 7.1 Cooperation. The County and the Union agree to cooperate to the fullest extent in the promotion of safety and health.

Section 7.2 Safety Officer. There shall be a safety officer from within the Fire Department to investigate accidents, find cause for accidents, make recommendations for the prevention of accidents, and to keep records and statistics of accidents. The safety officer or his/her designee, shall be empowered to enforce his/her recommendations once they are approved by the County Fire Chief.

Section 7.3 Safety.

A. Where an unsafe condition is alleged to exist, the affected employee shall first notify his/her immediate supervisor who shall take any necessary corrective action. Where an unsafe condition is alleged to exist by the Union on behalf of affected employees, the matter may be referred directly to the Departmental Safety Officer pursuant to subparagraph B., below.

B. If the parties fail to resolve any difference or disagreement over the existence of such an unsafe condition, or the appropriate corrective measures to be taken, the issue may be referred by the Union in writing to the Departmental Safety Officer. Within ten (10) working days after receipt of the Union's written notification, the Safety Officer will notify the Union in writing of the measures that the Department proposes to take to correct the alleged unsafe conditions.

C. If the Union disagrees with the Safety Officer's determination of the existence of an unsafe condition or his/her proposed remedial action, the Union may appeal the matter to the Fire Chief within ten (10) working days of receipt of the Safety Officer's decision.

D. Within twenty-five (25) working days after receiving the Union's appeal, the Fire Chief shall notify the Union in writing of the action the Department proposes to take to correct the alleged unsafe conditions.

E. In the event that the Union disagreed with the Fire Chief's proposed corrective action, the Union may submit the matter to arbitration under Article IX, Section 9.3, Step Five of this Agreement by giving written notice of intent to arbitrate to the Fire Chief within ten (10) working days of its receipt of the Fire Chief's response under subparagraph D, above. The arbitrator's authority to consider and decide such matters is specifically limited as follows:

(1) The arbitrator may only order such relief as is reasonably permitted by the Department's legal and financial ability.

(2) The arbitrator shall also allow the Department reasonable time to take any corrective action ordered.

F. No employee may make a safety claim as a pretext for refusing to carry out a work assignment or for engaging in concerted activity in violation of Article XII of this Agreement.

ARTICLE VIII -- HOURS OF WORK

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

B. Breaks

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

Section 8.1 Overtime Pay.

A. Provided the employee is in pay status for the total of his/her regularly scheduled hours during a workweek, an employee covered by this Agreement who is authorized to and who works in excess of his/her scheduled hours (40) shall have the option of receiving pay at the rate of one and one-half (1 1/2) hours for each overtime hour worked or, with management approval, the option of receiving compensatory time at the rate of one and one-half (1 1/2) hours for each overtime hour worked. Employees will be given the opportunity to use compensatory time earned for overtime pursuant to departmental procedures.

B. Calculation of Overtime

Each hour of overtime shall be compensated as follows:

1-14 minutes	- no compensation
15-29 minutes	- compensatory leave at rate of one and one- half (1 1/2) times of time worked
30-44 minutes	- one-half (1/2) hour wages at one and one- half (1 1/2) times plus compensatory time for actual time worked over thirty (30) minutes

45-60 minutes - one (1) hour of wages at one and one-half (1 1/2) times

Section 8.2 Alternative Work Schedules. Employees will be given an opportunity to participate in the Alternative Work Schedule (AWS) Program as described in the July 2, 1993 Memorandum from the Fire Chief.

ARTICLE IX -- GRIEVANCE AND ARBITRATION PROCEDURES

Section 9.1 Definition. Subject to any limitations of existing law, a grievance is defined as a dispute concerning the application or interpretation of the terms of this Agreement, Personnel Law items, or a claimed violation, misinterpretation or misapplication of the rules or regulations of the County affecting the terms and conditions of employment.

Section 9.2 Applicability of Grievance Procedure. The provisions of this grievance procedure shall be the only grievance procedure applicable to employees covered by this Agreement provided that where an employee has been discharged and the union determines not to pursue his/her discharge case to Step 5 (arbitration), the employee shall have the right to file a timely appeal of his/her discharge with the Personnel Board pursuant to the procedures outlined in the County Personnel Law.

Section 9.3 Grievance Procedure. Grievances shall be presented and adjusted in the following manner:

Step One: Within seven (7) days after the event giving rise to the grievance or within seven (7) days following the time when the employee should reasonably have known of its occurrence, the employee aggrieved, and if the employee desires, the employee's union steward, may discuss the grievance with the employee's immediate career supervisor. The supervisor shall attempt to adjust the matter and shall respond orally to the employee within three (3) days.

Step Two: If the grievance has not been settled at Step One, a written grievance may be filed, signed by the aggrieved employee and the employee's accredited union steward, and presented to the First Battalion Chief in the chain of command within five (5) days after the receipt of the answer at Step One or within five (5) days of when the answer was due. The Battalion Chief receiving the grievance shall meet with the employee and the employee's accredited union steward and render a decision in writing not later than seven (7) days after the receipt of the grievance.

Step Three: If the grievance has not been settled at Step Two, a written appeal signed by the employee and the employee's accredited union steward may be filed with the first career Chief Officer in the chain of command within five (5) days after the receipt of the answer at Step Two or within five (5) days of when the answer was due. The Chief Officer shall meet with the employee and the employee's accredited union steward and render a written decision within ten (10) days after the receipt of the written appeal.

Step Four: If the grievance has not been settled at Step Three, a written appeal signed by the employee and the employee's accredited union steward may be filed with the County Fire Chief within five (5) days after receipt of the answer at Step Three or within five (5) days of when the answer was due. The County Fire Chief or his designee shall meet with the employee and a committee including the employee's accredited union steward, Union Local President and/or Union Local Officers and render a written decision within fifteen (15) days after the receipt of the grievance.

Step Five: If the grievance is not settled at Step Four, the Union may request arbitration, giving written notice to the County Fire Chief within ten (10) days after receipt of the answer at Step Four or within ten (10) days of when the answer was due. The arbitration proceedings shall be conducted by an arbitrator to be selected by the County and the Union from a list supplied by the American Arbitration Association. The parties shall use an alternate strike procedure to select an acceptable name. Normally such list shall be jointly requested within seven (7) days from the date the County is officially notified by the Union of its intent to arbitrate. The decision of the arbitrator shall be final and binding on both parties provided that no provision of this Agreement which is stated to be a matter of policy shall be subject to arbitration. Expenses for the arbitrator's service and the proceedings shall be borne equally by the County and the Union.

Section 9.4 General Provisions.

A. The Union President and other appropriate Union officials shall be given copies of all answers to grievances hereunder.

B. All grievances as defined in Article IX, Section 9.1, shall be subject to Step Five (arbitration).

C. If a grievance arises from the action of an authority higher than the immediate career supervisor, such grievances may be initiated at the appropriate step of this grievance procedure.

D. All parties shall have the right at their own expense to legal and/or stenographic assistance at all hearings.

E. The fact that a grievance is raised by an employee shall not be recorded in the employee's personnel file or in any file or record utilized in the promotion process nor shall such fact be used in recommendations for job placement; nor shall an employee be placed in jeopardy or be subject to reprisal or discrimination for having followed this grievance procedure.

Section 9.5 Time Limits. Time limits for the processing of grievances are intended to expedite grievance handling and may be extended upon mutual agreement, but if not so extended, they must be strictly observed. If the matter in dispute is not resolved within the time period provided for in any step, the next step may then be invoked, provided that if an employee fails to pursue any step within the time limits provided, he shall have no further right to continue the grievance.

Section 9.6 Days Defined. The term "days" as used in this grievance procedure shall mean working days.

Section 9.7 Processing Grievances During Working Hours. Stewards and Union representatives referred to in this grievance procedure shall be granted reasonable administrative leave to process grievances pursuant to this Article during working hours.

ARTICLE X -- PERSONNEL FILES

Section 10.1 Review. By appointment with an appropriate person in the County Fire Department, the employee upon presenting his/her identification, shall be permitted to examine his/her personnel file, except as to background information secured prior to employment and those documents received under the promise of confidentiality. The employee shall indicate in writing, to be placed in his/her file, that he/she has examined the same.

Section 10.2 Expunction. The County agrees to remove derogatory information three (3) years old or older from the employee's personnel file if requested to do so by the employee.

ARTICLE XI -- ROSTER

A roster of all members of the units represented by the Union shall be compiled by the County showing each member's name and his/her length of service with the Fire Department.

ARTICLE XII -- NO STRIKE OR LOCKOUT

Section 12.1 The Union and its members, individually and collectively, agree that during the term of this Agreement, there shall be no illegal strikes, and the County agrees that there shall be no lockouts.

Section 12.2 In the event of an illegal strike, the Union shall promptly and publicly disavow such unauthorized conduct, order the employees to return to work and bring about a prompt resumption of normal operations.

Section 12.3 The County shall have the right to discipline, by way of discharge or otherwise, any employee who participates in such illegal conduct.

ARTICLE XIII -- SAVINGS AND SEPARABILITY

It is not the intention of either the County or the IAFF to violate any laws by the subject matter of this Agreement. The parties hereto agree that in the event any provisions of the Agreement are finally held or determined to be illegal or void as being in contravention of any applicable law, the remainder of the Agreement shall remain in full force and effect. The County and the IAFF agree that, if and when any or all provisions of this Agreement are finally held or determined to be illegal or void by a court of competent jurisdiction, the parties will enter into

negotiations promptly concerning the substance affected by the decision for the purpose of achieving conformity with the terms of any applicable law and the intent of the parties hereto.

ARTICLE XIV -- DURATION

This Agreement shall become effective on July 1, 1996, unless otherwise stated in specific sections, and shall remain in full force and effect until June 30, 1999. This Agreement shall be automatically renewed from year to year after June 30, 1999 unless either party shall notify the other in writing no later than October 1, 1998 (or October 1st of any subsequent year thereafter in the case of an automatic renewal) that it desires to terminate, modify or amend this Agreement.

Signed on this _____ day of _____, 199__, in Upper Marlboro, Prince George's County, Maryland.

FOR THE INTERNATIONAL
ASSOCIATION OF FIRE FIGHTERS
LOCAL 1619:

FOR PRINCE GEORGE'S COUNTY:

Thomas K. McEachin
President

Howard W. Stone, Jr.
Chief Administrative Officer

FOR PRINCE GEORGE'S COUNTY
FIRE DEPARTMENT:

Ronald J. Siarnicki
Acting Fire Chief

ATTACHMENT A

Min-Max System:

The min-max system in effect for all members of the bargaining unit will be replaced by the following modified "min-max" system.

Effective July 1, 1994:

- A. The minimum and maximum pay rates for employees covered by this Agreement are established on the attached schedules of pay rates for employees in the job classifications listed in Article I.
- B. Merit steps will have the value of three and one-half percent (3.5%). An employee will be eligible to advance to the next merit step for his/her grade on his/her anniversary date at the rate of one (1) step per year provided that he/she receives a satisfactory performance evaluation for the preceding year.
- C. (1) If, upon the granting of a three and one-half percent (3.5%) merit increase, an employee's salary is one percent (1%) or less from the applicable maximum rate, the employee will have his/her salary rate adjusted to the applicable maximum rate.

(2) If upon the granting of a three and one-half percent (3.5%) merit increase, an employee's salary rate is greater than one percent (1%) but less than three and one-half percent (3.5%) from the applicable maximum rate, the employee upon satisfactory completion of one (1) additional year of service, will have his/her salary rate adjusted to the applicable maximum rate.
- D. Upon promotion an employee's salary rate shall be the greater of a ten percent (10%) increase over his/her current rate or a ten percent (10%) increase above the stated minimum for the grade to which he/she is promoted.
- E. Steps for the purpose of demotions, discipline, and reallocations, shall be at a rate of five percent (5%) and shall be governed by the Personnel Law.
- F. The maximum pay rate at each grade will be increased by an additional five percent (5%) [on] July 1, 1994.
- G. Employees covered by this Agreement and hired before July 1, 1993 will keep the anniversary dates that they held on July 1, 1993 for as long as they are continuously employed. Employees hired on or after July 1, 1993 will have as their anniversary dates the dates of their initial appointment and those anniversary dates will not be changed while those employees are continuously employed.
- H. Employees covered by this Agreement who are granted promotions effective July 3, 1993 as a result of an approved desk audit will receive the promotional increase in accordance with Administrative Procedure 244-B.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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