

COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND

Legislative Session _____ 1991 _____

Resolution No. _____ CR-63-1991 _____

Proposed by The Chairman (by request - County Executive)

Introduced by Council Members MacKinnon, Pemberton,

Casula, Castaldi, Del Giudice and Bell

Co-Sponsors _____

Date of Introduction _____ July 30, 1991 _____

RESOLUTION

A RESOLUTION concerning

Compensation and Benefits - Local #1619, International
Association of Fire Fighters, (Uniformed Civilian Unit)

Salary Schedule B, Schedule of Pay Grades.

FOR the purpose of amending the Salary Plan of the County to reflect the terms of a labor agreement by and between Prince George's County and Local #1619, International Association of Fire Fighters, (Uniformed Civilian Unit).

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

WHEREAS, the Salary Plan must at this time be amended by the approval of the salary schedule reflecting the terms of a labor

agreement by and between Prince George's County and Local #1619, International Association of Fire Fighters, (Uniformed Civilian Unit); and

WHEREAS, pursuant to Charter Section 903, the County Executive has recommended and submitted such amended salary schedules to allow these modifications;

NOW, THEREFORE, BE IT RESOLVED by the County Council of Prince George's County, Maryland, that salary schedule "B", Schedule of Pay Grades, submitted and recommended by the County Executive on June 24, 1991, which is attached hereto and made a part hereof, setting forth a six and one-half percent (6 1/2%) increase in the base hourly rates effective April 5, 1992; a supplemental retirement benefit program effective July 1, 1991; and further establishing the workweek, compensation for scheduled work hours, overtime pay, shift differential, call-back pay, early reporting time, holiday pay, stand-by pay, pay while on I.O.J. leave, sick leave, unused sick leave, annual leave, holidays, leave of absence, personnel leave, bereavement leave, additional leave provision, union leave, administration of leave, clothing allowance, group health insurance, life insurance, unemployment insurance, retirement contribution, social security, Prince George's Professional Fire Fighters P.A.C. payroll deduction, worker's compensation and incentive awards for such employees, be and the same is hereby approved retroactive to July 1, 1991.

Adopted this 1st day of October, 1991.

COUNTY COUNCIL OF PRINCE
GEORGE'S COUNTY, MARYLAND

BY: _____
Richard J. Castaldi
Chairman

ATTEST:

Maurene W. Epps
Acting Clerk of the Council

SALARY SCHEDULE B
SCHEDULE OF PAY GRADES
UNIFORMED CIVILIAN BARGAINING UNIT
PRINCE GEORGE'S COUNTY FIRE DEPARTMENT
PRINCE GEORGE'S COUNTY, MARYLAND
EFFECTIVE JULY 1, 1991 - JUNE 30, 1993

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I. Scheduled Pay Rates

SALARY SCHEDULE B - EFFECTIVE JULY 1, 1991
SCHEDULE OF PAY GRADES - UNIFORMED CIVILIAN BARGAINING UNIT
PRINCE GEORGE'S COUNTY FIRE DEPARTMENT
PRINCE GEORGE'S COUNTY, MARYLAND

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
B01	HOURLY	5.2950	8.3583
	BIWKLY	423.60	668.66
	ANNUAL	11,014	17,385
B02	HOURLY	5.5536	8.7637
	BIWKLY	444.29	701.10
	ANNUAL	11,551	18,228
B03	HOURLY	5.8122	9.2102
	BIWKLY	464.98	736.82
	ANNUAL	12,089	19,157
B04	HOURLY	6.1054	9.6768
	BIWKLY	488.43	774.14
	ANNUAL	12,699	20,128
B05	HOURLY	6.4331	10.1231
	BIWKLY	514.65	809.85
	ANNUAL	13,381	21,056
B06	HOURLY	6.7610	10.6505
	BIWKLY	540.88	852.04
	ANNUAL	14,063	22,153
B07	HOURLY	7.1057	11.1981
	BIWKLY	568.46	895.85
	ANNUAL	14,780	23,292
B08	HOURLY	7.4507	11.7663
	BIWKLY	596.06	941.30
	ANNUAL	15,497	24,474
B09	HOURLY	7.8302	12.4155
	BIWKLY	626.42	993.24
	ANNUAL	16,287	25,824
B10	HOURLY	8.2271	13.0442
	BIWKLY	658.17	1,043.54
	ANNUAL	17,112	27,132
B11	HOURLY	8.6060	13.6935
	BIWKLY	688.48	1,095.48
	ANNUAL	17,900	28,482
<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>

B12	HOURLY	9.0547	14.3835
	BIWKLY	724.38	1,150.68
	ANNUAL	18,834	29,918
B13	HOURLY	9.5203	15.0931
	BIWKLY	761.62	1,207.45
	ANNUAL	19,802	31,394
B14	HOURLY	10.0031	15.8236
	BIWKLY	800.25	1,265.89
	ANNUAL	20,806	32,913
B15	HOURLY	10.5551	16.5947
	BIWKLY	844.41	1,327.58
	ANNUAL	21,955	34,517
B16	HOURLY	11.0899	17.4669
	BIWKLY	887.19	1,397.35
	ANNUAL	23,067	36,331
B17	HOURLY	11.6417	18.3189
	BIWKLY	931.34	1,465.51
	ANNUAL	24,215	38,103
B18	HOURLY	12.2282	19.5105
	BIWKLY	978.26	1,560.84
	ANNUAL	25,435	40,582
B19	HOURLY	12.8319	20.4781
	BIWKLY	1,026.55	1,638.25
	ANNUAL	26,690	42,594
B20	HOURLY	13.4528	21.5069
	BIWKLY	1,076.22	1,720.55
	ANNUAL	27,982	44,734
B21	HOURLY	14.1082	22.5979
	BIWKLY	1,128.66	1,807.83
	ANNUAL	29,345	47,004
B22	HOURLY	14.8498	23.7294
	BIWKLY	1,187.98	1,898.35
	ANNUAL	30,888	49,357
B23	HOURLY	15.5740	24.9233
	BIWKLY	1,245.92	1,993.86
	ANNUAL	32,394	51,840
B24	HOURLY	16.3504	26.1788
	BIWKLY	1,308.03	2,094.30
	ANNUAL	34,009	54,452
<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>

B25	HOURLY	17.1611	27.4753
	BIWKLY	1,372.89	2,198.02
	ANNUAL	35,695	57,149
B26	HOURLY	18.0234	28.8751
	BIWKLY	1,441.87	2,310.01
	ANNUAL	37,489	60,060
B27	HOURLY	18.9375	30.3152
	BIWKLY	1,515.00	2,425.22
	ANNUAL	39,390	63,056
B28	HOURLY	19.8861	31.8175
	BIWKLY	1,590.89	2,545.40
	ANNUAL	41,363	66,180
B29	HOURLY	20.8863	33.4023
	BIWKLY	1,670.90	2,672.18
	ANNUAL	43,444	69,477
B30	HOURLY	21.5072	34.4107
	BIWKLY	1,720.58	2,752.86
	ANNUAL	44,735	71,574
B31	HOURLY	22.5592	36.1398
	BIWKLY	1,804.74	2,891.18
	ANNUAL	46,923	75,171
B32	HOURLY	23.6976	37.9304
	BIWKLY	1,895.81	3,034.43
	ANNUAL	49,291	78,895
B33	HOURLY	24.9222	39.8034
	BIWKLY	1,993.78	3,184.27
	ANNUAL	51,838	82,791
B34	HOURLY	26.1464	41.8201
	BIWKLY	2,091.71	3,345.61
	ANNUAL	54,385	86,986
B35	HOURLY	27.4571	43.9195
	BIWKLY	2,196.57	3,513.56
	ANNUAL	57,111	91,353
B36	HOURLY	28.8371	46.1218
	BIWKLY	2,306.97	3,689.74
	ANNUAL	59,981	95,933
B37	HOURLY	30.2859	48.3853
	BIWKLY	2,422.87	3,870.82
	ANNUAL	62,995	100,641
<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
B38	HOURLY	31.7865	50.8134

	BIWKLY	2,542.92	4,065.07
	ANNUAL	66,116	105,692
B39	HOURLY	33.3560	53.3451
	BIWKLY	2,668.48	4,267.61
	ANNUAL	69,380	110,958

The hourly rates are the same as the July 1, 1990 rates that were adopted by CR-54-1990.

SALARY SCHEDULE B - EFFECTIVE APRIL 5, 1992
SCHEDULE OF PAY GRADES - UNIFORMED CIVILIAN BARGAINING UNIT
PRINCE GEORGE'S COUNTY FIRE DEPARTMENT
PRINCE GEORGE'S COUNTY, MARYLAND

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
B01	HOURLY	5.6392	8.9016
	BIWKLY	451.14	712.13
	ANNUAL	11,730	18,515
B02	HOURLY	5.9146	9.3333
	BIWKLY	473.17	746.66
	ANNUAL	12,302	19,413
B03	HOURLY	6.1900	9.8089
	BIWKLY	495.20	784.71
	ANNUAL	12,875	20,403
B04	HOURLY	6.5023	10.3058
	BIWKLY	520.18	824.46
	ANNUAL	13,525	21,436
B05	HOURLY	6.8513	10.7811
	BIWKLY	548.10	862.49
	ANNUAL	14,251	22,425
B06	HOURLY	7.2005	11.3428
	BIWKLY	576.04	907.42
	ANNUAL	14,977	23,593
B07	HOURLY	7.5676	11.9260
	BIWKLY	605.41	954.08
	ANNUAL	15,741	24,806
B08	HOURLY	7.9350	12.5311
	BIWKLY	634.80	1,002.49
	ANNUAL	16,505	26,065
B09	HOURLY	8.3392	13.2225
	BIWKLY	667.14	1,057.80
	ANNUAL	17,346	27,503
B10	HOURLY	8.7619	13.8921
	BIWKLY	700.95	1,111.37
	ANNUAL	18,225	28,896
B11	HOURLY	9.1654	14.5836
	BIWKLY	733.23	1,166.69
	ANNUAL	19,064	30,334

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
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B12	HOURLY	9.6433	15.3184
	BIWKLY	771.46	1,225.47
	ANNUAL	20,058	31,862
B13	HOURLY	10.1391	16.0742
	BIWKLY	811.13	1,285.94
	ANNUAL	21,089	33,434
B14	HOURLY	10.6533	16.8521
	BIWKLY	852.26	1,348.17
	ANNUAL	22,159	35,052
B15	HOURLY	11.2412	17.6734
	BIWKLY	899.30	1,413.87
	ANNUAL	23,382	36,761
B16	HOURLY	11.8107	18.6022
	BIWKLY	944.86	1,488.18
	ANNUAL	24,566	38,693
B17	HOURLY	12.3984	19,5096
	BIWKLY	991.87	1,560.77
	ANNUAL	25,789	40,580
B18	HOURLY	13.0230	20.7787
	BIWKLY	1,041.84	1,662.30
	ANNUAL	27,088	43,220
B19	HOURLY	13.6660	21.8092
	BIWKLY	1,093.28	1,744.74
	ANNUAL	28,425	45,363
B20	HOURLY	14.3272	22.9048
	BIWKLY	1,146.18	1,832.38
	ANNUAL	29,801	47,642
B21	HOURLY	15.0252	24.0668
	BIWKLY	1,202.02	1,925.34
	ANNUAL	31,252	50,059
B22	HOURLY	15.8150	25.2718
	BIWKLY	1,265.20	2,021.74
	ANNUAL	32,895	52,565
B23	HOURLY	16.5863	26.5433
	BIWKLY	1,326.90	2,123.46
	ANNUAL	34,500	55,210
B24	HOURLY	17.4132	27.8804
	BIWKLY	1,393.06	2,230.43
	ANNUAL	36,219	57,991
<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>

B25	HOURLY	18.2766	29.2612
	BIWKLY	1,462.13	2,340.90
	ANNUAL	38,015	60,863
B26	HOURLY	19.1949	30.7520
	BIWKLY	1,535.59	2,460.16
	ANNUAL	39,925	63,964
B27	HOURLY	20.1684	32.2857
	BIWKLY	1,613.47	2,582.86
	ANNUAL	41,950	67,154
B28	HOURLY	21.1787	33.8856
	BIWKLY	1,694.30	2,710.85
	ANNUAL	44,052	70,482
B29	HOURLY	22.2439	35.5734
	BIWKLY	1,779.51	2,845.87
	ANNUAL	46,267	73,993
B30	HOURLY	22.9052	36.6474
	BIWKLY	1,832.42	2,931.79
	ANNUAL	47,643	76,227
B31	HOURLY	24.0255	38.4889
	BIWKLY	1,922.04	3,079.11
	ANNUAL	49,973	80,057
B32	HOURLY	25.2379	40.3959
	BIWKLY	2,019.03	3,231.67
	ANNUAL	52,495	84,023
B33	HOURLY	26.5421	42.3906
	BIWKLY	2,123.37	3,391.25
	ANNUAL	55,208	88,172
B34	HOURLY	27.8459	44.5384
	BIWKLY	2,227.67	3,563.07
	ANNUAL	57,919	92,640
B35	HOURLY	29.2418	46.7743
	BIWKLY	2,339.34	3,741.94
	ANNUAL	60,823	97,291
B36	HOURLY	30.7115	49.1197
	BIWKLY	2,456.92	3,929.58
	ANNUAL	63,880	102,169
B37	HOURLY	32.2545	51.5303
	BIWKLY	2,580.36	4,122.42
	ANNUAL	67,089	107,183
<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
B38	HOURLY	33.8526	56.1163

	BIWKLY	2,708.21	4,329.30
	ANNUAL	70,413	112,562
B39	HOURLY	35.5241	56.8125
	BIWKLY	2,841.93	4,545.00
	ANNUAL	73,890	118.170

The minimum hourly rates are the July 1, 1991 rates multiplied by 106.5%. For administrative purposes, the hourly rates are the controlling rates. Bi-weekly rates are hourly rates multiplied by 80. Annual rates are the hourly rates multiplied by 2,080 and rounded to the nearest dollar.

MIN-MAX SYSTEM:

The min-max system which had been in effect for all members of the bargaining unit was replaced by the following modified "min-max" system.

- A. The minimum and maximum pay rates for employees in the following classifications are established on the foregoing schedule of pay rates:
- | | |
|--------------------------|------|
| Emergency Dispatcher I | B-14 |
| Emergency Dispatcher II | B-16 |
| Emergency Dispatcher III | B-18 |
- B. Merit steps will have the value of three and one-half percent (3 1/2%).
- C. (1) If, upon the granting of a three and one-half percent (3 1/2%) merit increase, an employee's salary is one percent or less from the applicable maximum rate, the employee will have his salary rate adjusted to the applicable maximum rate.
- (2) If upon the granting of a three and one-half percent (3 1/2%) merit increase, an employee's salary rate is greater than one percent (1%) but less than three and one-half percent (3 1/2%) from the maximum rate, the employee upon satisfactory completion of one (1) additional year of service, will have his salary rate adjusted to the applicable maximum rate.
- D. The maximum pay rate at each grade will be increased by an additional three and one-half percent (3.5%) effective July 2, 1989 and July 1, 1990.
- E. During the first full pay period beginning on or after December 1, 1990, employees covered by this Salary Schedule will receive a one-time, non-base bonus payment of two hundred fifty dollars (\$250).
- F. Upon promotion an employee's salary rate shall be the greater of a ten percent (10%) increase over his current rate or a ten percent (10%) increase above the stated minimum for the grade to which he is promoted.
- G. 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.

II. Workweek

The workweek for employees covered by this salary schedule shall consist of seven (7) consecutive days, Sunday through Saturday. A shift for employees covered by this salary schedule shall consist of twelve (12) consecutive hours, excluding two (2) unpaid breaks of twenty-six and twenty-five minutes. The number of scheduled work hours per shift are 11.15 (12 hours less 51 minutes unpaid break time -- .85 hour). An employee's normal work schedule will consist of two (2) day shifts followed by two (2) night shifts followed by four (4) days off. The schedule cycle, which repeats every eight weeks, contains four (4) weeks with four (4) scheduled shifts and four (4) weeks of three (3) scheduled shifts.

III. Compensation for Scheduled Work Hours

Provided that an employee is in pay status for all of his/her regularly scheduled hours, he/she shall be compensated for those hours as follows:

- A. During a four shift workweek (44.6 scheduled hours of work), the employee will receive straight time pay for the first forty (40) hours and will accrue compensatory leave at the rate of one and one-half (1 1/2) hours for each of the remaining 4.6 hours, i.e., up to a total of 6.9 hours of compensatory leave.
- B. During a three shift workweek (33.45 scheduled hours of work), the employee will receive straight time pay for 33.45 hours and be paid in cash for up to 6.55 hours of accrued compensatory leave.
- C. When an employee is in paid leave status for an entire four-shift workweek, the employee will report and be paid for forty (40) hours leave and, additionally will be credited with two (2) hours of compensatory leave.
- D. If an employee would otherwise be required to charge a full half-hour of leave (annual, sick or compensatory) to cover .15 hours of his/her 11.15 hour shift, the employee may charge that .15 hour increment to reflect actual leave use.
- E. Breaks will be scheduled at times designated by the supervisor on duty. Without specific prior approval, dispatchers on break are not permitted to leave the communications facility.

IV. Overtime Pay

Provided the employee is in pay status for the total of his/her regularly scheduled hours during a workweek, an employee covered by this Salary Schedule who is authorized to and who works in excess of his/her scheduled hours (44.6 or 33.45) 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 of receiving compensatory time at the rate of one and one-half (1 1/2) hours for each overtime hour worked. Any employee entitled to be granted compensatory leave shall be granted such leave by the Fire Chief. Compensatory leave in excess of that needed to maintain compensation for scheduled work hours under Section III, above, shall be used before annual leave.

V. Shift Differential

Effective the first full pay period beginning on or after January 1, 1990, a shift differential of one dollar and ninety cents (\$1.90) per hour shall be paid for all time worked on the night shift (i.e., 1900 hrs. -- 0700 hrs.) to each dispatcher specifically assigned to work the night shift. Effective the first full pay period beginning on or after January 1, 1991 and January 1, 1992, the dispatcher night shift differential shall be increased to two dollars and five cents (\$2.05) per hour and to two dollars and fifteen cents (\$2.15) per hour, respectively. The night shift differential shall not be considered 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.

VI. Call-Back Pay

An employee who is called back from off-duty, and does in fact perform duties in behalf of the Prince George's County Fire Department during his normal off-duty hours, by career officials authorized by 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. 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.

VII. 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 regularly starting time.

The Call-Back Pay provisions shall apply to an employee called into to work more than two (2) hours immediately before his/her regularly scheduled starting time.

VIII. Holiday Pay

A. If an employee works on a designated holiday, he/she

shall be paid at the rate of time and one-half (1 1/2) his/her regular rate of pay for all hours worked on the holiday plus an additional eight (8) hours at the regular rate, and the employee shall not receive an additional day off.

B. If an employee is required to work on a holiday which coincides with his/her regularly scheduled day off, he/she shall be compensated at the rate of one and one-half (1 1/2) times his/her regular rate of pay for all hours worked, and he/she shall also receive eight (8) hours holiday pay. Shift personnel who are required to work on a holiday which coincides with their regularly scheduled day off shall earn twelve (12) hours of compensatory time.

C. Dispatchers on assigned day off on a holiday shall earn twelve (12) hours of compensatory time. Straight day shift personnel on assigned day off on a holiday shall receive eight (8) hours of compensatory time.

IX. Stand-by Pay

There shall be two (2) tours of stand-by 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 stand-by 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 stand-by will receive no stand-by 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 day's pay for each subsequent seventy-two (72) hours on alert.

X. 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.

XI. Sick Leave

All full-time employees earn 4 1/2 hours of sick leave each pay period with a periodic adjustment to ensure that each employee

earns fifteen (15) days of sick leave each leave year through the duration of County service. Each such day shall constitute eight (8) hours.

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

Sick leave may be accumulated from year to year.

XII. Unused Sick Leave

Beginning July 1, 1988, upon termination of County employment for non-disciplinary reasons (including but not limited to retirement, disability and death) employees shall be entitled to a lump sum cash payment for unused sick leave. The amount of the cash payment shall be determined by taking each individual's total accrued number of unused sick leave hours as of his/her termination date multiplying by his/her final base hourly rate of pay and dividing that product by two (2). The number so obtained shall be further multiplied a fraction, the numerator of which shall be the number of years of actual service and the denominator of which shall be twenty (20). However, if a dispatcher with less than 20 years of actual service terminates employment as a result of death or disability, he/she shall receive a 50% cash out of unused sick leave regardless of years of service.

XIII. Annual Leave

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 20 days.
After fifteen (15) years of service	Eight (8) hours per pay period

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

Employees covered under this Salary Schedule may carry up to one hundred fifteen (115) days of annual leave to the following annual leave year. Employees, upon request, may convert annual leave in excess of one hundred fifteen (115) days to sick leave at the end of an annual leave year.

XIV. Holidays

The following shall be designated as holidays within the scope of this salary plan.

New Year's Day	Veteran's Day
Martin Luther King's Birthday	Thanksgiving Day
Washington's Birthday	Christmas Day
Memorial Day	Presidential
Independence Day	Inauguration Day
Labor Day	(every 4 years)
Columbus Day	General Election Day
County Employee's Appreciation Day	(every 2 years)

For the purpose of this Section, the Christmas holiday shall apply to all dispatchers who work during the 24-hour period beginning at 1900 hours on December 24, and the New Year's Day holiday shall apply to all dispatchers who work the 24-hour period beginning at 1900 hours on December 31.

XV. Leave of Absence

Leave without pay may be granted for up to one (1) year when just cause for such leave is shown by the employee. Such leave shall be requested in writing and shall be subject to approval by the County Fire Chief or his designee, and such approval shall not be unreasonably withheld. The County Fire Chief has the right to set reasonable limits on such leave.

XVI. Personal Leave

Two 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 for shift workers who work twelve (12) hours it is twelve (12) hours.

XVII. 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 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.

XVIII. Additional Leave Provision

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 hour of compensatory time for each hour worked during the emergency, in addition to any pay to which they are entitled for that period.

XIX. Union Leave

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 to 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.

Leave for Negotiations -- Employees (not to exceed six (6) 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.

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

XX. 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 applicable Administrative Procedures, unless otherwise specified in this schedule or the contract.

XXI. Clothing Allowance

Employees covered by this Salary Schedule shall receive a clothing allowance of eight hundred dollars (\$800) per year. This clothing allowance is not considered part of the employee's base pay, and will be paid in two equal installments in July and January of each fiscal year.

Notwithstanding the previous paragraph, during fiscal years 1992 and 1993 (July 1, 1991 through June 30, 1993), employees will not receive the clothing allowance referenced in the preceding paragraph.

XXII. Group Health Insurance

A. Effective with contributions in June, 1991, for coverage beginning on July 1, 1991, the County shall contribute seventy-five percent (75%) to the cost of the County's Managed Care health insurance program 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 ninety-two and one-half percent (92.5%) 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 seven and one-half percent (7.5%).

Effective with contributions in June, 1992, for coverage beginning on July 1, 1992, the County shall contribute eighty-five percent (85%) 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 fifteen percent (15%).

Effective with contributions in June, 1993, for coverage beginning on July 1, 1993, the County shall contribute seventy-five percent (75%) 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-five percent (25%).

C. The County shall contribute ninety (90%) to the County's deductible prescription and optical care programs for any employee who elects to participate in either program. The participating employee shall contribute the remaining ten percent (10%).

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

XXIII. Life Insurance

The County shall pay one hundred percent (100%) of the monthly premium for the County life insurance coverage as authorized and in accordance with Section 16-212 of the Personnel Law. The County shall pay death benefit of \$5,000 upon the death of any County employee whose death results from an accidental personal injury arising out of and in the course of his/her employment.

XXIV. Unemployment Insurance

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

XXV. Retirement Contributions

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

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

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

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

XXVI. Supplemental Retirement Benefit

Effective July 1, 1991, employees covered by this Salary Schedule shall commence participation in a supplemental retirement benefit program. 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 contribution each pay period.

XXVII. Social Security

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

Subsequent changes in the Social Security tax rate and/or the taxable wage base as enacted through Federal legislation shall be applied in computing Social Security contributions by the County and each employee.

XXVIII. Prince George's Professional Fire Fighters P.A.C.
Payroll Deduction

The County agrees to deduct on a bi-weekly basis from the

payroll checks of employees covered by this Salary Schedule who so request in writing voluntary contributions to the Prince George's Professional Fire Fighters P.A.C. payroll deduction fund. The Union agrees to indemnify and hold harmless the County from any loss or damages arising from the operation of this provision.

XXIX. Worker's Compensation

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

XXX. Incentive Awards

To the extent that funds have been appropriated for such purpose, employees may be granted incentive awards, subject to the provisions of Section 16-209 of the Personnel Law.

XXXI. 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.