

**SETTLEMENT SUMMARY
PGCOA
(CIVILIAN UNIT)
FISCAL YEAR 2016
(July 1, 2015 - June 30, 2016)**

ARTICLE 10 -- PGCOA INFORMATION DISPERSAL

New Section. The PGCOA will be allowed to send official electronic messages, through the department's electronic mail system, to its membership once approved by the Director or his/her designee.

ARTICLE 15 -- DISCIPLINE

I. The time limit for initiating a disciplinary action by management will decrease from 180 to 120 calendar days after the occurrence (or after the Employer was aware of the occurrence) of the alleged infraction or violation of Departmental rules or regulations or of the Personnel Law.

ARTICLE 17 -- PERSONNEL FILES

1. Written reprimands and disciplines up to a three-day suspension will, at the employee's request, be removed from the employee's personnel file after a 12 month period. Current contract language calls for a 24 month period.

ARTICLE 18 -- WORK HOURS

A regular work day is defined as eight hours total, including breaks and the lunch period.

ARTICLE 20 -- SAFETY AND HEALTH

New language added stating that radios shall be available to bargaining unit employees who work in an isolated area or must escort inmates in the facility. The radios will be kept in each corresponding Zone Commander's office.

**ARTICLE 26 -- CLOTHING ISSUE AND MAINTENANCE ALLOWANCE (For
Property/Supply Clerks and Technicians)**

Clothing Issue and Allowance: Uniform allowance is increased from \$250 to \$300 per year

ARTICLE 28 -- ANNUAL AND SICK LEAVE

Language added to conform to State of Maryland regulation limiting the amount of unused leave that can be utilized to purchase additional service credits.

ARTICLE 38 -- HEALTH INSURANCE PREMIUMS

Employee premiums for Calendar Year 2016 remain unchanged.

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ARTICLE 42 – DURATION

This article was amended to reflect the dates of this agreement. This agreement shall become effective on July 1, 2015 and will remain in effect until June 30, 2016. It will automatically renew from year to year after June 30, 2016.