

**COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND**

**1998 Legislative Session**

Resolution No. CR-43-1998

Proposed by Chairman (by request - County Executive)

Introduced by Council Member Russell

Co-Sponsors

Date of Introduction May 19, 1998

**RESOLUTION**

A RESOLUTION concerning

Compensation and Benefits,

Fire Officials - Salary Schedule "F-O"

FOR the purpose of amending the Salary Plan of the County to reflect certain wage and benefit modifications of Fire Officials.

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

WHEREAS, the Salary Plan must at this time be amended by the approval of a salary schedule to reflect the modifications for the Fire Officials.

NOW, THEREFORE, BE IT RESOLVED by the County Council of Prince George's County, Maryland, that the salary schedule "F-O" submitted and recommended by the County Executive on May 13, 1998, which is attached hereto and made a part hereof, setting forth the following modifications: a two percent (2%) cost of living increase effective the first full pay period on or after July 1, 1997, a one percent (1%) cost of living increase effective the first full pay period on or after January 1, 1998; a two and one-half percent (2.5%) cost of living increase effective the first full pay period on or after January 1, 1999; merit increases in FY98 and FY99; restructuring of holiday pay; modifications in annual and sick leave benefits, for such employees, be and the same is hereby approved.

Adopted this 23rd day of June, 1998.

COUNTY COUNCIL OF PRINCE  
GEORGE'S COUNTY, MARYLAND

BY:  
Ronald V. Russell  
Chairman

ATTEST:

Joyce T. Sweeney  
Clerk of the Council

SALARY SCHEDULE F-O  
SCHEDULE OF PAY GRADES  
FIRE OFFICIALS (FIRE MAJOR)  
PRINCE GEORGE'S COUNTY, MARYLAND  
EFFECTIVE JULY 1, 1996 - JUNE 30, 1999

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1. Scheduled Pay Rates

SALARY SCHEDULE F-O - EFFECTIVE JULY 1, 1996  
SCHEDULE OF PAY GRADES - FIRE OFFICIALS  
PRINCE GEORGE'S COUNTY, MARYLAND

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
S07	HOURLY	24.8809	43.3657
(Fire	BIWKLY	1,990.47	3,469.26
Major)	ANNUAL	51,752	90,201

The hourly rates are the same as the March 5, 1995 rates as adopted by CR-79-1994. 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.

SALARY SCHEDULE F-O - EFFECTIVE JULY 6, 1997  
SCHEDULE OF PAY GRADES - FIRE OFFICIALS  
PRINCE GEORGE'S COUNTY, MARYLAND

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
S07	HOURLY	25.3785	44.2330
(Fire	BIWKLY	2,030.28	3,538.64
Major)	ANNUAL	52,787	92,005

The hourly rates are the July 1, 1995 rates multiplied by 102%. 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.

SALARY SCHEDULE F-O - EFFECTIVE JANUARY 4, 1998  
SCHEDULE OF PAY GRADES - FIRE OFFICIALS  
PRINCE GEORGE'S COUNTY, MARYLAND

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
S07	HOURLY	25.6323	44.6753
(Fire	BIWKLY	2,050.58	3,574.02
Major)	ANNUAL	53,315	92,925

The hourly rates are the July 6, 1997 rates multiplied by 101%. 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.

SALARY SCHEDULE F-O - EFFECTIVE JANUARY 3, 1999  
SCHEDULE OF PAY GRADES - FIRE OFFICIALS  
PRINCE GEORGE'S COUNTY, MARYLAND

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
S07	HOURLY	26.2731	45.7922
(Fire	BIWKLY	2,101.85	3,663.38
Major)	ANNUAL	54,648	95,248

The hourly rates are the January 4, 1998 multiplied by 102.5%. 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:**

NOTE: Effective June 5, 1990, the Chief Administrative Officer authorized Deputy Directors (Lieutenant Colonels) and the Director (Fire Chief) to receive all of the benefits of this Salary Schedule F-O, except payment of wages under this Salary Schedule. Lieutenant Colonels and the Chief are, therefore, paid wages at the Deputy Director (G-35) and Director (G-38) pay grades on Salary Schedule "G".

Effective July 2, 1993, the "MIN-MAX" system in effect for employees covered under this Salary Schedule is governed by the following rules:

- A. Employees covered by this Salary Schedule and hired before July 1, 1989 will keep the anniversary dates that they held on July 1, 1989 for as long as they are continuously employed. Employees hired on or after July 1, 1989 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.
- 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 rank 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 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 (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. Steps for the purpose of demotions and discipline shall be at a rate of five percent (5%) and shall be governed by the Personnel Law.

Further, effective beginning on July 1, 1997, any employee covered by this Agreement hired before July 1, 1996 who completed eighteen (18) years of actual and continuous service as defined in the Fire Pension Plan but who is not at the step for his/her rank on the Min-Max System which reflects the completion of eighteen (18) years of service will be placed at that step on the employee's anniversary date which occurs on or after the completion of his/her eighteenth (18th) year of service.

2. Merit Increases

No employee covered by this Salary Schedule will receive a merit step (anniversary) increase during the period from July 1, 1996 through June 30, 1997.

Employees covered by this Salary Schedule who are otherwise eligible to receive a merit increase during the period from July 1, 1997 through June 30, 1998, will receive it.

Employees covered by this Salary Schedule who are otherwise eligible to receive a merit increase during the period from July 1, 1998 through June 30, 1999, will receive it.

3. Cost of Living

No employee covered by this Salary Schedule will receive a cost of living adjustment during the period from July 1, 1996 through June 30, 1997.

Effective July 6, 1997, employees covered by this Salary Schedule will receive a two percent (2%) increase in their base hourly rates of pay.

Effective January 4, 1998, employees covered by this Salary Schedule will receive a one percent (1%) increase in their base hourly rates of pay.

Effective January 3, 1999, employees covered by this Salary Schedule will receive a two and one-half percent (2.5%) increase in their base hourly rates of pay.

4. Workweek

The workweek is the seven (7) consecutive pay period commencing at 12:01 a.m. Sunday, and ending the following Saturday midnight. The standard number of hours in the workweek is 40 productive hours.

5. Designation of Meal Periods

Any employee who works five (5) or more hours in any workday shall receive an unpaid one-half hour meal period in addition to the 40 productive hours.

6. Leave Provisions

A. Sick Leave

Sick leave may be accumulated from year to year but is not reimbursable if County service ends before such accumulated leave is used, except as specified in below in paragraph D.

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

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

B. Annual Leave

Full-time employees shall earn annual leave on the following basis:

Zero (0) through three (3) years of service	Four (4) hours per pay period.
Four (4) through fifteen (15) years of service	Six (6) hours per pay period with periodic adjustments to ensure that each employee earns 20 days.
After fifteen (15) years of service and above	Eight (8) hours per pay period .

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

C. Annual Leave: Carryover and Lump Sum Payment

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).

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 B, above or in excess of the 130 day maximum formerly allowed.

Effective beginning with the 1997 leave year, new annual leave in excess of the three hundred sixty (360) hours limit at the end of a leave year will automatically convert to new sick leave. The Fire Pension Plan shall be amended to provide that new sick leave converted from annual leave under this subparagraph, up to a combined total for each officer of 1,040 hours of annual leave and this new sick leave, may be used to purchase pension credit at the rate of 40 hours for each month of pension credit.

D. 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 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:
  - A. Upon separation from employment, employees who participate in the pension plan 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 for up to 360 hours of accumulated annual leave, whichever is greater. Any remaining amount would be applied toward service credit in the pension plan as provided in the Fire Pension Plan.
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 4, 1997. However, if a firefighter 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 pension plan, sick leave earned beginning with the 1997 leave year (i.e., new sick leave) is not subject to cash payment upon separation, but is available to purchase service credit under the pension plan as provided in the Fire Pension Plan. However, officers whose employment terminates because of death are eligible for cash payment for all sick leave earned, including sick leave earned beginning with the 1997 leave year, at the rates set forth in paragraph 4., immediately above.
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.

E. Personal Leave

Two (2) paid personal leave days shall be granted to all employees eligible for annual leave.

F. Administration of Leave

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

7. 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.

8. Unemployment Insurance

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

9. Retirement Contributions

Effective July 1, 1995 employees paid in accordance with this Salary Schedule and who participate in the Fire Pension Plan (FPP) shall pay retirement contributions to the FPP at the rate of four percent (4%) of base salary. The County's contribution rate shall be that amount as established from time to time by the FPP. Employee contributions shall be made through payroll deductions. If changes/improvements in retirement benefits are made, then contributions may be adjusted accordingly.

10. Uniforms

Required uniforms, with the exception of dress shoes, shall be provided by the Employer.

11. Clothing Allowance

Employees covered by this Salary Schedule shall receive a clothing allowance of Eight Hundred Twenty-five Dollars (\$825.00) per year. This clothing allowance is not considered part of the employee's base pay, and will be paid in two (2) equal installments in July and January of each Fiscal Year.

12. Physical Training Supplement

Employees covered by this Salary Schedule shall receive a Physical Training Supplement of Two Hundred Twenty-five Dollars (\$225.00) per year. This physical training supplement is not considered part of the employees' base pay, and will be paid in two (2) equal installments in July and January of each Fiscal Year.

13. Educational Incentive Pay

Only those employees who are receiving Educational Incentive Pay (EIP) as of June 28, 1980 shall be eligible to continue receiving EIP. In addition, no employee shall receive bi-weekly EIP in excess of the total dollar amount of EIP received for the pay period ending June 28, 1980. Effective July 1, 1988, the definition of compensation as set forth in Section 1 of the Fire Service Pension Plan, as revised and restated effective July 1, 1983, is amended to include Educational Incentive Pay for retirement pension benefit purposes only.

14. EMT Pay

Employees covered by this Salary Schedule who retain the required level of EMT certification will receive EMT pay of Forty-two Dollars (\$42.00) per pay period.

15. Group Health Insurance

- A. Effective with contributions in June, 1995, for coverage beginning on July 1, 1995, the County shall contribute seventy-five percent (75%) to the cost of the County's health insurance program (CountyCare Choice) for any employee who elects to participate in the program. Participating employees shall contribute the remaining twenty-five percent (25%).
- B. Effective with contributions in June, 1995, for coverage beginning on July 1, 1995, 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 retire on or after the dates of coverage indicated in paragraphs A. and B., above, will pay the contribution rates indicated for the type of coverage they have elected (i.e., those who participate in the County's health insurance program (CountyCare Choice) and retire on or after July 1, 1995 or July 1, 1995 will pay twenty-five percent (25%); those who participate in a prepaid group health plan or a Health Maintenance Organization (HMO) and retire on or after July 1, 1995 will pay twenty percent (20%).
- D. The County shall contribute ninety percent (90%) to the cost of the County's prescription and optical care programs for any employee who elects to participate in either program. The participating employee shall contribute the remaining ten percent (10%).

E. A Dental Plan is available for employees. The employee pays the entire cost.

16. 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 maximum life insurance coverage for employees covered by this Salary Schedule under the County Basic group term life insurance policy shall be equivalent to two times the employee's annual salary (rounded to the nearest \$1000) but not to exceed Two Hundred Thousand Dollars (\$200,000).

The Five Thousand Dollar (\$5,000) accidental death insurance policy the County maintains for employees covered by this Salary Schedule shall be payable in the amount of Fifty Thousand Dollars (\$50,000) to an employee's designated beneficiary should the employee be killed in the line of duty.

17. Death and Disability Payments

- A. Any condition or impairment of health of any person employed by Prince George's County, Maryland, as a Firefighter caused by lung disease, heart disease or hypertension resulting in total or partial disability or death, shall be presumed to be a service-connected disability and to have been suffered in the line of duty and as a result of his/her employment.
- B. Any such employee whose disability results from a condition or impairment of health caused by lung disease, heart disease or hypertension, shall receive such benefits as the employee may be entitled to under any existing or hereinafter created retirement or employee benefit system.
- C. It is the intention of this Section for any such County employee who suffers from a condition or impairment of health caused by lung disease, heart disease or hypertension to receive full service-connected disability benefits from any retirement or employee benefit system unless evidence is produced which shall demonstrate to a reasonable degree of medical certainty that the employee's impairment of health or disability is not related to his/her employment.
- D. This Section shall apply to all pending claims for service-connected disability benefits irrespective of the time when the condition or impairment of health shall have first become manifested.

18. Social Security

Effective January 1, 1998, the County and each employee paid in accordance with this Salary Schedule shall make contributions to the Social Security fund at 7.65% of the first

\$68,400, and 1.45% of the remainder 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.

19. 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, Title 9 of the Maryland Labor and Employment Code Annotated.

20. 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 other 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.