

**COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND**  
**2003 Legislative Session**

Resolution No. CR-76-2003

Proposed by The Chairman (by request – County Executive)

Introduced by Council Members Shapiro, Dean, Exum, Knotts, Dernoga,  
Harrington and Peters

Co-Sponsors \_\_\_\_\_

Date of Introduction November 18, 2003

**RESOLUTION**

1 A RESOLUTION concerning

2 Compensation and Benefits,

3 Sheriff Officials – Salary Schedule “S-O”

4 Schedule of Pay Grades

5 For the purpose of amending the Salary Plan of the County to reflect wage and benefit  
6 modifications of Sheriff Officials.

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

10 WHEREAS, the Salary Plan must at this time be amended by the approval of a Salary  
11 Schedule to reflect the pay rates and benefits for the Sheriff Officials.

12 NOW, THEREFORE, BE IT RESOLVED by the County Council of Prince George's  
13 County, Maryland, that Salary Schedule “S-O” submitted and recommended by the County  
14 Executive on November 3, 2003, which is attached hereto and made a part hereof, setting forth  
15 the following modifications: cost of living increases in Fiscal Years 2004 and 2005; merit  
16 increases in Fiscal Years 2004 and 2005; clothing allowance, and military leave, be and the same  
17 is hereby approved.

Adopted this 25th day of November, 2003.

COUNTY COUNCIL OF PRINCE  
GEORGE'S COUNTY, MARYLAND

BY: \_\_\_\_\_  
Peter A. Shapiro  
Chairman

ATTEST:

\_\_\_\_\_  
Redis C. Floyd  
Clerk of the Council

**SALARY SCHEDULE S-O**

**SCHEDULE OF PAY GRADES**

**OFFICE OF THE SHERIFF OFFICIALS**

**(CAPTAINS - MAJORS)**

**PRINCE GEORGE'S COUNTY, MARYLAND**

**EFFECTIVE JULY 1, 2003 - JUNE 30, 2005**

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## **1. COST OF LIVING ADJUSTMENT**

- A. Employees covered by this Salary Schedule will receive a one percent (1%) increase in their base hourly rates of pay effective the first full pay period beginning on or after October 1, 2003.
- B. Employees covered by this Salary Schedule will receive a one percent (1%) increase in their base hourly rates of pay effective the first full pay period beginning on or after April 1, 2004.
- C. Employees covered by this Salary Schedule will receive a one percent (1%) increase in their base hourly rates of pay effective the first full pay period beginning on or after October 1, 2004.
- D. Employees covered by this Salary Schedule will receive a one percent (1%) increase in their base hourly rates of pay effective the first full pay period beginning on or after May 1, 2005.

## **2. MERIT INCREASES**

- A. Employees covered by this Salary Schedule who are not current participants in the Deputy Sheriff's Comprehensive Pension Plan and who are otherwise eligible to receive a merit increase during the period from July 1, 2003 through June 30, 2004 will receive it.
- B. Employees covered by this Salary Schedule who are otherwise eligible to receive a merit increase during the period from July 1, 2004 through June 30, 2005 will receive it.

## **3. UNIFORM WAGE SCALE**

- A. Effective July 2, 1989, the current modified "MIN-MAX" system in effect for all members of the bargaining unit will be replaced by the Uniform Wage Scale contained in this Salary Schedule.

### **1. DESCRIPTION OF THE UNIFORM WAGE SCALE**

- a. For each rank of deputy sheriff (Captain and Major) in this Salary Schedule, there is established a pay grade containing fifteen (15) pay rates (steps) ranging from Step 0 through Step 14: Deputy Sheriff Captain - W31 and Deputy Sheriff Major - W34. The percentage values of the intervals between steps are three and one-half percent (3.5%) from Step 0 through Step 11 and three percent (3%) for the three remaining intervals from Step 11 through Step 14.
- b. An employee will be eligible to advance to the next step for his/her rank on his/her anniversary date at the rate of one step per year up to and including Step 12, provided that he/she receives at least a satisfactory performance evaluation for the preceding year. After reaching Step 12, an employee will be eligible to advance to Steps 13 and 14 after three (3) years of service at each step (that is, after having completed fifteen and eighteen years of service, respectively), provided that his/her performance for the applicable period has been evaluated as

satisfactory.

c. 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.

d. Upon promotion, an employee's salary rate shall be increased to that of the corresponding pay step for the promotional grade.

## 2. IMPLEMENTATION OF THE UNIFORM WAGE SCALE

a. Fiscal Year 1990. Effective July 2, 1989, employees covered by this Salary Schedule, after receiving the four percent (4%) cost of living adjustment, will be placed on the Uniform Wage Scale at the step for their rank which is immediately above their annual salary.

b. However, an employee whose salary, when adjusted for the four percent (4%) cost of living adjustment, exceeds the maximum salary payable at his/her rank will be red-circled at that salary, and will continue to be red-circled. Further, an employee who was hired at a rate of pay greater than the entry rate will be placed on the pay scale pursuant to the foregoing rules and will maintain the resultant step differential.

c. On their anniversary dates during Fiscal Year 1990, all deputy sheriffs will receive a one step anniversary increase (either three and one-half percent (3.5%) or three percent (3%), depending on their July 2 placement on the Uniform Wage Scale) to the next step on the Uniform Wage Scale unless they are at Step 14.

d. Fiscal Year 1991. On their anniversary dates during Fiscal Year 1991, all employees below the step which would be warranted by their years of service will be placed at that step. Employees who are hired at a rate of pay greater than the entry rate will be placed on the pay scale pursuant to this rule so as to maintain the resultant step differential.

## 4. **MODIFICATIONS TO THE UNIFORM WAGE SCALE--DURING FISCAL YEAR 1995**

A. Effective July 1, 1994, the Uniform Wage Scale is modified as follows:

1. For each rank of Deputy Sheriff Captain and Major, there is an established pay grade on the Uniform Wage Scale. The pay scale for both the rank of Deputy Sheriff Captain (W31) and Deputy Sheriff Major (W34) contains fourteen (14) pay rates (steps) ranging from Step A through Step N.

2. Grades W31 and W34 are the pay grades for Deputy Sheriff Captain (W31) and Deputy Sheriff Major (W34). The percentage values of the intervals between the steps are three and one-half percent (3.5%) from Step A through Step J, three percent (3%) from Step J through Step M and two and one-half percent (2.5%) for the remaining interval from Step M to Step N.

Deputies in the ranks of Deputy Sheriff Captain and Deputy Sheriff Major will be eligible to advance to the next step for their rank on the deputy's anniversary date at the rate of one (1) step per year up to and including Step L (after thirteen (13) years of service) provided he or she receives at least a satisfactory performance evaluation for the preceding year. After reaching Step L, deputies in the ranks of Deputy Sheriff Captain and Deputy Sheriff Major will be eligible to advance to Step M after two (2) years of service (that is, after having completed fifteen (15) years of service) and to Step N after three (3) years of service at Step M (that is, after having completed eighteen (18) years of service).

B. Effective June 30, 1995, the Uniform Wage Scale is further modified as follows:

1. For the ranks of Deputy Sheriff Captain (W31) and Deputy Sheriff Major (W34) one additional pay rate (step) will be added to the pay scale, establishing a fifteen (15) step pay scale ranging from Step A through Step O. The percentage value of the interval between Step N and the new Step O is two and one-half percent (2.5%). Deputies in the ranks of Deputy Sheriff Captain and Deputy Sheriff Major will be eligible to advance to Step 15 after five (5) years of service (that is, after having completed twenty-three (23) years of service) at Step N.

2. Upon promotion an employee's salary rate shall be increased to that of the corresponding pay step for the promotional grade.

C. Implementation Of Modified Uniform Wage Scale

1. Fiscal Year 1995:

a. On July 1, 1994, every deputy will be assigned to the pay step for his or her rank on the modified Uniform Wage Scale with a salary rate identical to the deputy's salary rate on June 30, 1994.

b. On his or her anniversary date in Fiscal Year 1995, every deputy will be eligible to advance to the next step on the modified Uniform Wage Scale, provided that the deputy's performance for the applicable period has been evaluated as satisfactory.

c. On June 25, 1995, any deputy who is not at the pay step for his or her rank which would be warranted by his or her years of service, will be placed at that pay step.

## **5. MODIFICATIONS TO THE UNIFORM WAGE SCALE--DURING FISCAL YEAR 1998 AND FISCAL YEAR 1999**

A. Effective beginning on July 1, 1997, any deputy sheriff covered by this Salary Schedule who completes twenty-three (23) years of actual and continuous service as defined in the Deputy Sheriff Comprehensive Pension Plan but who is not at the step for his/her rank on the Uniform Wage Scale which reflects the completion of twenty-three (23) years of service will be placed at that step on the date that marks the deputy's completion of those twenty-three (23) years of actual and continuous service and the employee's anniversary date will be changed, if necessary, to reflect his/her date of hire. Deputies with twenty-three (23) or more years of service as of July 1,

1997 will be placed on Step O as of July 1, 1997 and the deputy's anniversary date will be changed, if necessary, to reflect his/her date of hire.

B. Effective July 1, 1998, the Uniform Wage Scale is further modified as follows:

For the ranks of Deputy Sheriff Captain (W31) and Deputy Sheriff Major (W34), one additional pay rate (step) will be added to the pay scale, establishing a sixteen (16) step pay scale ranging from Step A through Step P. The percentage value of the interval between Step O and the new Step P is two and one-half percent (2.5%). Deputies in the ranks of Deputy Sheriff Captain and Deputy Sheriff Major will be eligible to advance to Step 16 after four (4) years of service (that is, after having completed twenty-seven (27) years of service) at Step O. Deputies with twenty-seven (27) or more years of service as of July 1, 1998 will be placed on Step P as of July 1, 1998.

## **6. MODIFICATIONS TO THE UNIFORM WAGE SCALE--DURING FISCAL YEAR 2000 AND FISCAL YEAR 2001**

Note: Beginning in Fiscal Year 2000, employees covered by the Salary Schedule who were employed by the Sheriff of Prince George's County, Maryland during Fiscal Year 1996 and/or Fiscal Year 1997 received no credit toward merit increase(s) during either of those Fiscal Years. Thus, the pay steps for such employees who were hired at entry level and employed during both or one of those years will not reflect their actual years of service but will be one or two steps behind until completing their eighteenth (18th) year of service.

A. Effective July 1, 1999, anniversary dates will be adjusted to the deputy sheriff's date of hire as a deputy sheriff if different from his/her current anniversary date, so that all deputies receive their merit steps on the first day on which the deputy has the required years of service.

B. Effective the first full pay period beginning on or after July 1, 1999, the interval for grades W-31 and above between Step A to Step B shall be increased from three and one-half percent (3.5%) to four percent (4%), such that all steps at Step B and above on the Uniform Wage Scale shall be increased by one-half of one percent (1/2%).

C. Effective beginning on July 1, 2000, any deputy sheriff covered by this Salary Schedule who completes eighteen (18) years of actual and continuous service as defined in the Deputy Sheriff Comprehensive Pension Plan but who is not at the step for his/her rank on the Uniform Wage Scale which reflects the completion of eighteen (18) years of service will be placed at that step on the date that marks the deputy's completion of those eighteen (18) years of actual and continuous service. Deputies with eighteen (18) or more years of service as of July 1, 2000 will be placed on that step at the beginning of the first full pay period beginning on or after July 1, 2000.

D. Effective the first full pay period beginning on or after July 1, 2000, Step L for grades W-31 and above shall be applicable after thirteen (13) years of service; Step M shall be applicable after fourteen (14) and fifteen (15) years of service; Step N shall be applicable after sixteen (16) and seventeen (17) years of service; Step O shall be applicable after eighteen (18) years of service; Step P shall be applicable after twenty-three (23) years of service; and a new Step Q

shall be applicable after twenty-seven (27) years of service. The increment for grades W-24 and above between Steps M to N, N to O, and O to P shall be increased from two and one-half percent (2.5%) to three percent (3%) and new Step Q shall reflect a two and one-half percent (2.5%) increment.

**7. MODIFICATIONS TO THE UNIFORM WAGE SCALE--DURING FISCAL YEAR 2002**

Effective the first full pay period beginning on or after July 1, 2001, Step P shall be applicable after twenty-one (21) years of service and Step Q shall be applicable after twenty-four (24) years of service.

**8. SCHEDULED PAY RATES**

SCHEDULE S-O  
 UNIFORM WAGE SCALE  
 EFFECTIVE OCTOBER 5, 2003  
 FOR OFFICE OF THE SHERIFF OFFICIALS  
 (CAPTAINS & MAJORS)  
 PRINCE GEORGE'S COUNTY, MARYLAND

STEP	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
YRS SERVICE	2	3	4	5	6	7	8	9	10	11	12	13	14-15	16-17	18-20	21-23	24
Sheriff Officials																	
W31-Deputy Sheriff Captain																	
HOURLY	27.3940	28.4898	29.4870	30.5191	31.5872	32.6927	33.8369	35.0211	36.2471	37.5156	38.6411	39.8004	40.9944	42.2242	43.4911	44.7957	45.9156
BIWEEKLY	2,191.52	2,279.18	2,358.96	2,441.53	2,526.98	2,615.42	2,706.95	2,801.69	2,899.77	3,001.25	3,091.29	3,184.03	3,279.55	3,377.93	3,479.29	3,583.66	3,673.25
ANNUAL	56,980	59,259	61,333	63,480	65,701	68,001	70,381	72,844	75,394	78,033	80,373	82,785	85,268	87,826	90,461	93,175	95,504
W34-Deputy Sheriff Major																	
HOURLY	30.2014	31.4094	32.5088	33.6466	34.8243	36.0431	37.3047	38.6102	39.9616	41.3602	42.6011	43.8790	45.1955	46.5514	47.9478	49.3864	50.6209
BIWEEKLY	2,416.11	2,512.75	2,600.70	2,691.73	2,785.94	2,883.44	2,984.37	3,088.81	3,196.92	3,308.82	3,408.09	3,510.32	3,615.64	3,724.11	3,835.83	3,950.91	4,049.67
ANNUAL	62,819	65,332	67,618	69,985	72,435	74,970	77,594	80,309	83,120	86,029	88,610	91,268	94,007	96,827	99,731	102,724	105,291

The hourly rates are the April 6, 2003 rates multiplied by 101%. For administrative purposes, the hourly rates are the controlling rates. Biweekly rates are hourly rates multiplied by 80. Annual rates are the hourly rates multiplied by 2,080 and rounded to the nearest dollar.

SCHEDULE S-O  
 UNIFORM WAGE SCALE  
 EFFECTIVE APRIL 4, 2004  
 FOR OFFICE OF THE SHERIFF OFFICIALS  
 (CAPTAINS & MAJORS)  
 PRINCE GEORGE'S COUNTY, MARYLAND

STEP	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
YRS SERVICE	2	3	4	5	6	7	8	9	10	11	12	13	14-15	16-17	18-20	21-23	24
Sheriff Officials																	
W31-Deputy Sheriff Captain																	
HOURLY	27.6680	28.7747	29.7818	30.8243	31.9031	33.0196	34.1753	35.3714	36.6096	37.8908	39.0275	40.1984	41.4043	42.6464	43.9260	45.2437	46.3748
BIWEEKLY	2,213.44	2,301.97	2,382.55	2,465.94	2,552.25	2,641.57	2,734.02	2,829.71	2,928.76	3,031.26	3,122.20	3,215.87	3,312.35	3,411.71	3,514.08	3,619.49	3,709.98
ANNUAL	57,549	59,851	61,946	64,114	66,358	68,681	71,085	73,572	76,148	78,813	81,177	83,613	86,121	88,705	91,366	94,107	96,460
W34-Deputy Sheriff Major																	
HOURLY	30.5034	31.7235	32.8339	33.9831	35.1725	36.4035	37.6777	38.9963	40.3612	41.7738	43.0271	44.3178	45.6474	47.0169	48.4273	49.8802	51.1271
BIWEEKLY	2,440.28	2,537.88	2,626.71	2,718.65	2,813.80	2,912.28	3,014.22	3,119.70	3,228.89	3,341.90	3,442.17	3,545.43	3,651.79	3,761.35	3,874.18	3,990.42	4,090.17
ANNUAL	63,447	65,985	68,294	70,685	73,159	75,719	78,370	81,112	83,951	86,890	89,496	92,181	94,947	97,795	100,729	103,751	106,344

The hourly rates are the October 5, 2003 rates multiplied by 101%. For administrative purposes, the hourly rates are the controlling rates. Biweekly rates are hourly rates multiplied by 80. Annual rates are the hourly rates multiplied by 2,080 and rounded to the nearest dollar.

SCHEDULE S-O  
 UNIFORM WAGE SCALE  
 EFFECTIVE OCTOBER 3, 2004  
 FOR OFFICE OF THE SHERIFF OFFICIALS  
 (CAPTAINS & MAJORS)  
 PRINCE GEORGE'S COUNTY, MARYLAND

STEP	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
YRS SERVICE	2	3	4	5	6	7	8	9	10	11	12	13	14-15	16-17	18-20	21-23	24

Sheriff  
 Officials

W31 - Deputy Sheriff Captain

HOURLY	27.9446	29.0624	30.0796	31.1325	32.2221	33.3498	34.5170	35.7251	36.9756	38.2697	39.4178	40.6004	41.8184	43.0729	44.3653	45.6961	46.8385
BIWEEKLY	2,235.57	2,324.99	2,406.37	2,490.60	2,577.77	2,667.99	2,761.36	2,858.01	2,958.05	3,061.58	3,153.42	3,248.03	3,345.47	3,445.83	3,549.22	3,655.69	3,747.08
ANNUAL	58,125	60,450	62,566	64,756	67,022	69,368	71,795	74,308	76,909	79,601	81,989	84,449	86,982	89,592	92,280	95,048	97,424

W34 - Deputy Sheriff Major

HOURLY	30.8085	32.0407	33.1622	34.3229	35.5243	36.7675	38.0545	39.3862	40.7648	42.1915	43.4574	44.7610	46.1039	47.4871	48.9116	50.3790	51.6384
BIWEEKLY	2,464.68	2,563.26	2,652.98	2,745.83	2,841.94	2,941.40	3,044.36	3,150.90	3,261.18	3,375.32	3,476.59	3,580.88	3,688.31	3,798.97	3,912.93	4,030.32	4,131.07
ANNUAL	64,082	66,645	68,977	71,392	73,890	76,476	79,153	81,923	84,791	87,758	90,391	93,103	95,896	98,773	101,736	104,788	107,408

The hourly rates are the April 4, 2004 rates multiplied by 101%. For administrative purposes, the hourly rates are the controlling rates. Biweekly rates are hourly rates multiplied by 80. Annual rates are the hourly rates multiplied by 2,080 and rounded to the nearest dollar.

SCHEDULE S-O  
 UNIFORM WAGE SCALE  
 EFFECTIVE MAY 1, 2005  
 FOR OFFICE OF THE SHERIFF OFFICIALS  
 (CAPTAINS & MAJORS)  
 PRINCE GEORGE'S COUNTY, MARYLAND

STEP	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
YRS SERVICE	2	3	4	5	6	7	8	9	10	11	12	13	14-15	16-17	18-20	21-23	24

Sheriff  
 Officials

W31 - Deputy Sheriff Captain

HOURLY	28.2241	29.3530	30.3804	31.4438	32.5444	33.6833	34.8622	36.0823	37.3454	38.6524	39.8119	41.0064	42.2366	43.5036	44.8089	46.1531	47.3069
BIWEEKLY	2,257.93	2,348.24	2,430.43	2,515.51	2,603.55	2,694.66	2,788.98	2,886.59	2,987.63	3,092.19	3,184.96	3,280.51	3,378.92	3,480.29	3,584.71	3,692.25	3,784.55
ANNUAL	58,706	61,054	63,191	65,403	67,692	70,061	72,513	75,051	77,678	80,397	82,809	85,293	87,852	90,487	93,203	95,998	98,398

W34 - Deputy Sheriff Major

HOURLY	31.1166	32.3611	33.4938	34.6662	35.8795	37.1352	38.4350	39.7801	41.1724	42.6135	43.8919	45.2086	46.5649	47.9620	49.4007	50.8828	52.1548
BIWEEKLY	2,489.32	2,588.89	2,679.51	2,773.29	2,870.36	2,970.82	3,074.80	3,182.41	3,293.79	3,409.08	3,511.36	3,616.69	3,725.20	3,836.96	3,952.06	4,070.63	4,172.38
ANNUAL	64,722	67,311	69,667	72,106	74,629	77,241	79,945	82,743	85,639	88,636	91,295	94,034	96,855	99,761	102,753	105,836	108,482

The hourly rates are the October 3, 2004 rates multiplied by 101%. For administrative purposes, the hourly rates are the controlling rates. Biweekly rates are hourly rates multiplied by 80. Annual rates are the hourly rates multiplied by 2,080 and rounded to the nearest dollar.

## **9. WORKWEEK**

A. The workweek is the seven (7) consecutive day period commencing at 12:01 a.m. Sunday, and ending the following Saturday midnight. The standard number of hours in a workweek for full-time employees shall be forty (40) hours.

1. The standard number of hours in the workweek for full-time employees is forty (40) productive hours.

2. Appointing Authorities may assign full-time employees to work schedules involving rotating shift work which may not provide for a standard number of productive hours within a workweek. The number of hours in the workweek for these employees may average forty (40) to forty-two (42) productive hours.

## **10. WORK SCHEDULES**

Work schedules means written schedules of the required daily hours of work within a workweek prescribed by an appointing authority as established by Charter for individual employees and/or various groups or units of employees under the appointing authority's jurisdiction as approved pursuant to Section 16-114 of the Personnel Law.

## **11. DESIGNATION OF MEAL PERIODS**

Any employee who works five (5) or more hours in any workday shall receive a one-half (1/2) hour meal period.

## **12. PAY IN EXCESS OF BASE SALARY**

### **A. Overtime Pay**

Employees covered by this Salary Schedule are not eligible to receive compensation for overtime hours worked without written authorization by the Chief Administrative Officer.

### **B. Holiday Pay**

1. Eligible employees shall receive straight time pay for each designated holiday on which they perform no work.

2. A holiday, entitled "Police Memorial Day" will be recognized and observed on May 15 of each year as a County holiday for employees covered by this Salary Schedule.

3. Notwithstanding the paragraph immediately below, beginning in Fiscal Year 1999, employees covered by this Salary Schedule functioning as Operational Duty Commanders who work on Police Memorial Day will receive one and one-half (1.5) hours compensatory time for each hour worked (except overtime) in addition to their regular pay. Effective beginning in Fiscal Year 2001, employees covered by this Salary Schedule functioning as Operational Duty Commanders who work on Police Memorial Day shall be paid at two (2) times their regular rate

of pay for each hour worked (except overtime), but shall not receive another day off.

4. Only employees functioning as Operational Duty Commanders who work on a holiday shall be paid at two (2) times their regular rate of pay for each hour worked (except overtime), but shall not receive another day off.

5. Operational Duty Commanders shall not be paid overtime.

6. If a holiday falls on an employee's regularly scheduled day off, the employee shall receive another day off.

### **13. SHIFT DIFFERENTIAL**

A. Effective the first full pay period beginning on or after July 1, 2001, a shift differential of two dollars (\$2.00) per hour shall be paid for all time worked on the first (1st) shift (i.e., the night shift - 11 p.m. to 7 a.m. or equivalent) to each employee specifically assigned (on a permanent or rotating basis) to work the first (1st) shift.

B. Effective the first full pay period beginning on or after July 1, 2001, a shift differential of one dollar sixty-five cents (\$1.65) per hour shall be paid for all time worked on the third (3rd) shift (i.e., the evening shift - 3 p.m. to 11 p.m. or equivalent) to each employee specifically assigned (on a permanent or rotating basis) to work the third (3rd) shift.

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

D. Any employee who works the second shift (i.e., the day shift) – 7 a.m. to 3 p.m. or equivalent shall not be entitled to a shift differential.

E. Any employee assigned to the Civil Process Section shall not be entitled to a shift differential except on assigned duty days.

F. When the hours worked fall within the third (3<sup>rd</sup>) and first (1<sup>st</sup>) shifts, the employee shall be paid for all such hours at the shift differential rate which coincides with the majority of the hours worked, except that if exactly half the hours worked are in each of the third (3<sup>rd</sup>) and first (1<sup>st</sup>) shifts, the higher differential rate shall apply for the entire number of hours worked.

### **14. CLOTHING ALLOWANCE**

A. Effective July 1, 2004, employees covered by this Salary Schedule shall receive a clothing allowance of one thousand one hundred fifty dollars (\$1,150.00) in Fiscal Year 2003 for the procurement, care and upkeep of clothing and leather goods. This clothing allowance is not considered part of the employee's base pay, and will be paid in one (1) installment in December of each fiscal year covered by this Salary Schedule.

B. If an employee arrives or leaves during the Fiscal Year, his allowance shall be prorated.

## **15. DISABILITY LEAVE**

A. The Department will designate a member of management to make injury on the job determinations. Specifically, where an employee claims injury on the job and is unable to work, management will review the claim as soon as possible but not later than ten (10) working days after the claim was made. In cases where injury on the job is clearly indicated, the employee will be placed on disability leave immediately. Where the illness or injury subsequently is determined to be non-service connected or of such a nature as not to require the employee to remain off of work the employee will be returned to work but not backcharged sick or annual leave for the period of time the employee was on disability leave. In cases where injury on the job is not clearly indicated, the process outlined in Administrative Procedure 284 (Administration of Employee Leave) will be followed.

B. For good cause shown, the Personnel Officer may grant up to two additional ninety (90) day periods of disability leave to a deputy sheriff who has petitioned the Sheriff and has received the Sheriff's recommendation for additional leave.

## **16. PERSONAL LEAVE**

Twenty (20) hours of paid personal leave per wage reporting year shall be granted to each employee eligible for annual leave. This amount includes four (4) hours per year which were added when the General Election Day holiday was eliminated. 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.

## **17. DISCRETIONARY LEAVE**

Employees covered by this Salary Schedule with three (3) or more years of service with the Office of the Sheriff shall be eligible for one (1) day of discretionary leave per wage reporting year plus an additional one (1) day of discretionary leave (for a total of two (2) days) after five (5) years of service. Beginning with the 2000 wage reporting year, employees covered by this Salary Schedule with three (3) or more years of service shall be eligible for one (1) day of discretionary leave (for a total of two (2) days) after five (5) years of service plus an additional eight (8) hours of discretionary leave after ten (10) years of service (for a total of three (3) days). Discretionary leave may be taken in increments of four (4) hours, must be requested and approved in advance, and unused discretionary leave cannot be carried over from one year to the next. A day shall be considered eight (8) hours in the calculation of discretionary leave.

## **18. FAMILY AND MEDICAL LEAVE**

Employees covered by this Salary Schedule are entitled to family and medical leave in accordance with the Personnel Law. (See Personnel Law Section 16-225.01.)

## **19. ANNUAL LEAVE CARRYOVER**

- 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.
- C. 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 Deputy Sheriff Comprehensive 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 one thousand forty (1,040) hours of annual leave and this new sick leave, may be used to purchase pension credit at the rate of forty (40) hours for each month of pension credit.
- D. When taking annual leave, employees covered by this Salary Schedule must use compensatory time they have accumulated prior to using annual leave.

## **20. SICK AND ANNUAL LEAVE DISPOSITION UPON SEPARATION**

- A. 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 have elected to participate in the new comprehensive 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 three hundred sixty (360) hours of accumulated annual leave, whichever is greater. Any remaining amount would be applied toward retirement credit in the comprehensive plan even if the result is a benefit exceeding the maximum benefit allowed under the plan.
    - b. Upon separation from employment, employees who have elected to remain with the Maryland State Retirement Systems (MSRS) and the County Supplemental 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 three hundred sixty (360) hours of accumulated annual leave, whichever is greater. Any remaining amount would be converted to sick leave and could be applied to purchase MSRS pension credit at the applicable rate.

c. 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 two and one-half percent (2.5%) for each year of service (through the date of separation) at the employee's base hourly rate of pay as of July, 2001. However, if a Deputy Sheriff with less than twenty (20) years of actual service terminates employment as a result of death or disability, he/she shall receive a fifty percent (50%) cashout of unused accumulated sick leave as of the end of the 1996 leave year.

d. For individuals who chose to participate in the new comprehensive pension system, 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 retirement credit under the comprehensive pension system even if the result is a benefit exceeding the maximum benefit allowed under the plan. However, deputy sheriffs 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 c, immediately above.

e. For individuals who chose to remain in the MSRS plan and the County Supplemental, 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. However, deputy sheriffs 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 c, above.

f. 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.

## **21. ADMINISTRATION OF EMPLOYEE LEAVE**

The provisions governing the administration of all types of leave (holiday, annual, sick, administrative, military, military leave without pay, disability, family and medical, leave without pay, absence without leave, compensatory, personal) are specified in Division 17 of the Personnel Law and Administrative Procedure 284.

## **22. LIFE INSURANCE**

A. The County shall contribute 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 thousand dollars (\$100,000.00). Employees may choose to increase their life insurance from one (1) to four (4) times their annual salary up to a total of seven hundred thousand dollars (\$700,000.00) including the base amount provided by the County. Employees will pay for the increased coverage at rates based on their age and amount

of coverage. Employees may choose to reduce their life insurance to one (1) times their annual salary and receive a credit. (See Section 27. Insurance Premiums, below.)

B. For Deputy Sheriffs who retire on or after July 1, 1995, the County-provided life insurance benefits of up to one hundred thousand dollars (\$100,000.00) will not be reduced until the retiree attains age sixty (60). At that time, the retiree's total life insurance benefit shall be reduced by fifteen percent (15%) of the original face value per year, to a residual of twenty-five percent (25%) by reducing the life insurance benefit by fifteen percent (15%) on the first day of the calendar month or next following the date of the retiree's attainment of age sixty (60). On each of the next four (4) anniversaries, the retiree's insurance benefit will be reduced by the same dollar amount.

C. The accidental death insurance policy the County maintains for employees covered by this Salary Schedule shall be payable in the amount of fifty thousand dollars (\$50,000.00) to an employee's designated beneficiary should the employee be killed in the line of duty.

### **23. SUPPLEMENTAL LIFE INSURANCE BENEFIT**

Effective July 1, 1989, employees covered by this Salary Schedule will be provided with a supplemental life insurance benefit equal to fifty (50) times the employee's monthly salary up to a maximum of two hundred thousand dollars (\$200,000.00). The supplemental life insurance benefits provided under this provision shall continue as long as the employee is actively employed.

### **24. 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.

### **25. UNEMPLOYMENT INSURANCE**

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

### **26. SOCIAL SECURITY**

A. Effective January 1, 2003, the County and each employee paid in accordance with this Salary Schedule shall make contributions to the Social Security fund of seven and sixty-five hundredths percent (7.65%) of the first eighty seven thousand dollars (\$87,000.00), and one and forty-five hundredths percent (1.45%) of the remainder paid in wages per employee per calendar year. Employee contributions shall be made through payroll deductions.

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

**27. INSURANCE PREMIUMS**

- A. The County shall contribute seventy-five percent (75%) to the cost of the County's point of service health insurance plan for any employee who elects to participate in that program. Participating employees shall contribute the remaining twenty-five percent (25%).
- B. For those employees who elect to enroll in a pre-paid health plan or Health Maintenance Organization (HMO), the County's contribution shall be equal to eighty percent (80%) of the cost of HMO coverage and the participating employees' contribution shall be twenty percent (20%).
- C. Employees who provide proof of other medical coverage may choose to receive a credit instead of enrolling in a medical plan with the County.
- D. The Employer shall contribute ninety percent (90%) to the County's prescription drug and vision care programs for any employee who elects to participate in either program. The participating employee shall contribute the remaining ten percent (10%). Employees who choose not to enroll in the Prescription Drug Plan may choose to receive a credit instead.
- E. Effective July 1, 1994, the County shall contribute ninety percent (90%) to the County deductible prescription program for any retiree who elects to participate in the program. The participating retiree shall contribute the remaining ten percent (10%).
- F. The County has agreed to extend this provision regarding contributions to the County's deductible prescription program to current retirees and to the election of benefits for current retirees during Fiscal Year 1996 open enrollment with the express understanding and agreement of the parties that the County has not waived any rights it has with regard to whether matters affecting retirees constitute mandatory subjects of bargaining.
- G. Two (2) dental plans are available to employees, the cost of which is paid by the employee if the employee elects to enroll in either of the plans.
- H. Employees may choose to enroll in a Long-Term Disability Program offering fifty percent (50%) or sixty percent (60%) of annual salary up to normal social security retirement age. Employees will pay the full cost of whichever option is chosen.
- I. Employees may contribute up to five thousand dollars (\$5,000.00) in a dependent flexible spending account and up to three thousand dollars (\$3,000.00) in a medical flexible spending account.
- J. There will be a one-time opportunity during open enrollment for the 2000 plan year for retirees to elect benefit coverages they do not now have. The County has agreed to extend this provision regarding the election of benefits for current retirees during open enrollment for the 2000 plan year with the express understanding and agreement of the parties that the County has not waived any rights it has with regard to whether matters affecting retirees constitute mandatory subjects of bargaining.

## **28. SUPPLEMENTAL RETIREMENT CONTRIBUTIONS**

A. The cost of funding the supplemental retirement benefit described in Article 5 will be shared by the employee and the County through regular contributions each pay period. Effective July 1, 1999, the employee contribution will be five and two-tenths of one percent (5.2%). The County shall contribute such amounts as are actuarially determined to be required to provide for the benefits under the Plan.

B. In accordance with CR-41-1995, any employee separating from County service on or after July 6, 1995, shall not be eligible for the Discontinued Service Benefit.

### **C. Comprehensive Deputy Sheriff Pension Plan**

The cost of funding the Plan will be shared by the employee and the County through regular contributions each pay period. Effective July 1, 2001, the employee contribution shall be ten percent (10%) of salary. The County shall contribute such amounts as are actuarially determined to be required to provide for the benefits under the Plan.

## **29. IRS PICKUP PLAN**

A. The County shall pick up, within the meaning of Section 414(h) (2) of the Internal Revenue Code, the employee contributions required by Article 5 Section 5.04 (Funding) and Section 5.12, E. (Funding) of the collective bargaining Agreement between Prince George's County, Maryland and the Deputy Sheriff's Association of Prince George's County, Inc., effective during the period July 2003 through June 2005. 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.

B. 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.

**30. MILITARY LEAVE**

Any employee called up to active military service in response to the terrorist attacks on September 11, 2001, or pursuant to military action against Iraq and/or North Korea shall be eligible for the benefits set forth herein: Payment of a salary supplement equal to the difference between the employee's base rate of pay and the employee's base military rate. Eligibility for health care benefits to continue once the employee enters a leave without pay status with both the employer and employee contributions of the premium being paid by the County. These benefits shall expire on February 25, 2005.

**31. 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.

**32. 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.