

COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND
2001 Legislative Session

Bill No. CB-98-2001
 Chapter No. 80
 Proposed and Presented by Chairman (by request – County Executive)
 Introduced by Council Members Russell, Scott, Bailey, Wilson, Shapiro and Estepp
 Co-Sponsors _____
 Date of Introduction October 23, 2001

BILL

1 AN ACT concerning

2 Collective Bargaining Agreement - Prince George's County

3 Police Civilian Employees Association (PCEA)

4 For the purpose of amending the labor agreement by and between Prince George's County,
 5 Maryland and the Prince George's County Police Civilian Employees Association (PCEA) to
 6 provide for wages and certain other terms and conditions of employment for personnel
 7 classifications certified by the Prince George's County Public Employee Relations Board.

8 BY repealing and reenacting with amendments:

9 SUBTITLE 16. PERSONNEL.

10 Section 16-233(f)(8),

11 The Prince George's County Code

12 (1999 Edition, 2000 Supplement).

13 SECTION 1. BE IT ENACTED by the County Council of Prince George's County,
 14 Maryland, that Section 16-233(f)(8) of the Prince George's County Code be and the same is
 15 hereby repealed and reenacted with the following amendments:

16 SUBTITLE 16. PERSONNEL.

17 DIVISION 19. COLLECTIVE BARGAINING.

18 **Sec. 16-233. General.**

19 (f) The following collective bargaining agreements are hereby adopted and approved:

20 (8) Declaration of Approval - Prince George's County Police Civilian Employees
 21 Association.

1 The County Council of Prince George's County, Maryland, having fully considered the
2 labor agreement concluded between Prince George's County, Maryland and the Prince George's
3 County Police Civilian Employees Association on [June 11, 1999] September 24, 2001, hereby
4 approves said agreement in accordance with the provisions of Section 13A-109 of the Prince
5 George's County Code.

6 SECTION 2. BE IT FURTHER ENACTED that this Act shall take effect forty-five (45)
7 calendar days after it becomes law and that the Agreement shall be retroactively effective to
8 July 1, 2001.

Adopted this 19th day of November, 2001

COUNTY COUNCIL OF PRINCE
GEORGE'S COUNTY, MARYLAND

BY: _____
Ronald V. Russell
Chairman

ATTEST:

Joyce T. Sweeney
Clerk of the Council

APPROVED:

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

KEY:

Underscoring indicates language added to existing law.
[Brackets] indicate language deleted from existing law.

AGREEMENT

MADE BY AND BETWEEN

PRINCE GEORGE'S COUNTY, MARYLAND

AND

THE PRINCE GEORGE'S COUNTY

POLICE CIVILIAN EMPLOYEES ASSOCIATION

July 1, 2001 through June 30, 2003

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PREAMBLE

This Collective Bargaining Agreement is entered into by Prince George's County, Maryland ("Employer") and the Prince George's County Police Civilian Employees Association ("PCEA") and has as its purpose the promotion of harmonious relations between the Employer and PCEA; the establishment of an equitable and peaceful procedure for the resolution of differences; and includes the agreement of the parties on rates of pay, hours of work and other terms and conditions of employment for the employees covered hereunder.

ARTICLE 1 -- RECOGNITION

A. The Employer recognizes PCEA as the sole and exclusive bargaining agent of the Civilian Police Employees of the Prince George's County Police Department and of civilian employees in the Vehicle Audit Unit of the Department of Environmental Resources ("DER") in the Unit for which it was certified by the Prince George's County Public Employee Relations Board ("PERB") in case number 73-PG-R-8 and 73-PG-R-9, 75-PG-R-21, and as amended in case numbers 16 39 0030 82, 16 39 00203 85S, 16 39 00383 85S, 16 39 00073 89W and 16 39 00252 90S, for the purpose of negotiating matters of wages, hours, and other terms and conditions of employment. Effective July 1, 2001, subject to an amendment of certification by PERB, the employer also recognizes PCEA as the sole and exclusive bargaining agent of Dispatch Aides and Emergency Dispatchers in the Office of Information Technology and Communications ("OITC"). As used in this Agreement, the term "Department" refers to either the Police Department, DER, OITC or all of them, as is appropriate in the context in which it is used. Joint references in this Agreement to the Police Department and DER, shall, following certification of PCEA to represent Dispatch Aides and Emergency Dispatchers in OITC, also be deemed to include OITC.

ARTICLE 2 -- ORGANIZATIONAL SECURITY

Section 2.1 Membership

All employees employed on or after the effective date of this Agreement may elect to be members of PCEA or not to be members of PCEA. Any employee who elects to be a member of PCEA shall, pursuant to the provisions of Section 2.2 of this Agreement, remain a member of PCEA for the duration of this Agreement. Except as provided immediately below, employees covered by this Agreement, who elect not to be members of PCEA shall be required, as a condition of continued employment to pay a monthly service fee in an amount to be determined by PCEA that is no greater than the monthly dues paid by members of PCEA, which fees shall be remitted to PCEA. Notwithstanding any provision of this Agreement to the contrary, any employee covered by this Agreement who was employed on or before July 1, 1983, and who has never elected to become a member of PCEA, shall not be subject to the dues deduction and service fee provisions of this Article.

Section 2.2 Dues and Service Fees

A. Dues and Service Fees. PCEA, upon the presentation of dues deduction or service fee authorization cards, duly executed by the individual employees covered by this Agreement, shall be entitled to have such employees' membership dues or service fees deducted from their paychecks on a

biweekly basis and remitted to PCEA. Such authorization shall be irrevocable and automatically renewed from year-to-year thereafter unless revoked by the employee pursuant to Section 13A-108(c) of the Labor Code. The amounts to be deducted shall be certified to the Employer by the Treasurer of PCEA and the aggregate deductions of all employees shall be remitted together with an itemized statement to PCEA.

B. Indemnification. PCEA shall indemnify and hold the Employer harmless against any and all claims, suits, or other forms of liability that may arise out of or by reason of any action taken or not taken by the Employer under the provisions of this Article.

Section 2.3 PCEA President, PCEA Board of Directors Leave, PCEA Officers/Members Leave and Leave for Negotiations

A. The President of PCEA shall be granted a full-time leave of absence from his/her duties for the Police Department, but shall remain on the payroll of the Police Department for the purposes of performing full-time duties as President of PCEA. During such paid leave, the President shall continue to accumulate seniority and shall receive all benefits as if he/she were fully on duty including, but not limited to, pension accruals and fringe benefits. If the PCEA President is absent from normal duties on approved leave for a period of more than three (3) consecutive days, the PCEA President may designate in writing to the County a PCEA Board member who shall act as PCEA President in his/her absence. The County agrees that upon receipt of written designation by the PCEA President, the County will place on administrative leave the PCEA Board member so designated by the PCEA President in lieu of the President for each day that leave is announced.

B. At the end of his/her term of office, the Department will make reasonable efforts to assign the immediate past PCEA President to a position with similar duties and on the same shift as the position he/she held immediately before going on full-time leave of absence as President of PCEA. In no event will the Department assign the immediate past President to a position with a lower salary grade than the grade he/she held immediately prior to taking office.

C. Elected or appointed officers of PCEA shall be granted administrative leave to attend Board meetings, provided that prior approval from the Chief of Police, the Director of DER, or the Director of OITC, as appropriate, has been secured (his/her approval not being unreasonably withheld) and subject to the limitations of paragraph G. below.

D. Representatives of PCEA designated by the President shall be granted administrative leave to attend Labor/Management Relations seminars, workshops, conferences or committee meetings in the interest of furthering employee relations, provided that prior approval from the Chief of Police, the Director of DER, or the Director of OITC, as appropriate, has been secured (his/her approval not being unreasonably withheld) and subject to the limitations of paragraph G. below.

E. Each member of the PCEA negotiating team (not to exceed a total of seven (7) members and alternates) shall be granted four (4) days of administrative leave to prepare for negotiations, provided that prior approval from the Chief of Police, the Director of DER, or the Director of OITC, as appropriate, has been secured.

F. Members of the PCEA negotiating team (not to exceed a total of seven (7) members and

alternates) shall be excused from work on the day of negotiations to attend meetings with representatives of the County with no loss of pay or leave. (For example, an employee who would otherwise receive a shift differential for his or her regularly scheduled hours on a day the employee is excused from work to participate in negotiations is entitled to receive the shift differential.) Any PCEA negotiating team member who is assigned to a night or evening shift shall be granted administrative leave for the shift he/she is scheduled to work either immediately before or immediately following the negotiation meeting.

G. The County will provide an administrative leave bank of one hundred twenty-five (125) person days available for use under paragraphs C, D, and E above.

Section 2.4 PCEA Communications

PCEA will be permitted to use the Police Department's courier service, telex and fax for distribution of official PCEA communications. The Department will email to the PCEA President a copy of all email messages distributed to employees who are covered by this Agreement.

Section 2.5 PCEA Information Dispersal

The Employer agrees to allow bulletin board space at reasonable locations in each physical structure for PCEA newsletters, notices, and literature.

Section 2.6 Consultation

The Employer agrees to consult with PCEA before making changes in departmental organization or the Classification Plan which will affect employees covered under this Agreement. Except as provided herein nothing in this Agreement shall be construed as a waiver or modification on the part of PCEA of its right to bargain as provided by applicable law, and except as provided in this Agreement, nothing herein shall be construed as a waiver or modification of the Employer's right to implement changes in accordance with applicable law.

Section 2.7 New Employee Orientation

The County will allow PCEA a reasonable opportunity to meet with new employees covered by the Agreement at the conclusion of new employee orientation for the purpose of briefing the employees on this Agreement and other PCEA matters.

ARTICLE 3 -- COMPLIANCE

PCEA agrees that its members shall comply with County rules and regulations, including those relating to conduct and work performance, and that all employees represented by it shall maintain an attitude of civility and politeness to all citizens.

ARTICLE 4 -- CAREER ADVANCEMENT

Section 4.1 Filling Vacancies

A. A "vacancy" is a permanent opening created by the termination, transfer, promotion or retirement of an incumbent bargaining unit employee which the County intends to fill or which is created when the County determines its operational needs require additional bargaining unit employees. Whenever a vacancy occurs, and the County elects, in its discretion, to fill the vacancy through the competitive process, the County will advertise the specific position to bargaining unit employees by posting a notice at all work locations at places where notices to employees are customarily posted. At the same time, PCEA will be notified of the vacancy. Any employee covered by this Agreement may apply for any vacancy, as defined in this Section 4.1. In the event that a vacancy is to be filled from an existing register, if an employee is not already on the necessary eligibility register, he or she will be afforded the opportunity to take any test required to qualify for the eligibility register.

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

Section 4.2 Layoffs and Recall

Should a reduction-in-force become necessary because of lack of work or funds, the elimination of jobs through job consolidation (combining the duties of two (2) or more jobs), the installation of new equipment, the curtailment or replacement of existing facilities, the development of new facilities, or any other reason, the County shall, absent circumstances requiring immediate action, notify PCEA at least thirty (30) days prior to making the reduction-in-force. However, where circumstances requiring immediate action exist and less than thirty (30) days notice is given, the County will give PCEA reasonable notice under the circumstances.

Section 4.3 Dispatch Aides

Effective July 1, 2001, Dispatch Aides will be eligible for a five percent (5%) non-competitive promotion from P-12 to P-13 after completion of five (5) years of satisfactory service as a Dispatch Aide. Such increase will be granted on their anniversary date reflecting the completion of five (5) years of satisfactory service as a Dispatch Aide and will be in addition to any regularly scheduled merit increase to which they are otherwise entitled. Eligible employees will not be entitled to receive this non-competitive promotion any sooner than their anniversary date in Fiscal Year 2003.

ARTICLE 5 -- PERSONNEL LAW

Anything not covered specifically by this Agreement shall be administered in accordance with the Personnel Law.

ARTICLE 6 -- PERSONNEL FILES AND PERSONAL INFORMATION DOCUMENT

Section 6.1 Personnel Files

A. Review. By appointment with an appropriate person in the Office of Personnel and Labor Relations, the employee, upon presenting his/her identification, shall be permitted to examine his/her personnel file, except as to background information secured prior to employment. The employee shall indicate in writing, to be placed in his/her file, that he/she has examined the same.

B. At the time of an employee's performance evaluation, the supervisor will discuss with the employee the documentation on which the supervisor is basing the employee's performance evaluation. Thereafter, the Employer will be precluded from relying on any other documentation (other than that discussed with the employee) to support the employee's performance evaluation at issue unless the documentation relates to events that occurred during the evaluation period and could not have been reasonably discovered by the Employer during the evaluation period. When an employee is assigned to work under a new supervisor, the employee's former supervisor may pass along from his/her files to the new supervisor written information involving the employee's performance or conduct which relates to events occurring since the employee's last performance evaluation.

C. Expunction. The Employer agrees to remove derogatory information three (3) years old or older from the employee's personnel file, if requested to do so by the employee in writing.

D. Further, at the employee's written request, records of discipline up to a three (3) day suspension, or its equivalent, will be removed from an employee's personnel file eighteen (18) months after the discipline is administered so long as the employee has not been disciplined for a related offense during the eighteen (18) month period.

Section 6.2 Copies of Personal Information Document

The Employer will provide each employee covered by this Agreement with a copy of any processed Personal Information Document (PID) form or its equivalent, which is placed in his/her personnel file. In addition, where individually processed PID forms are involved -- as distinguished from group processed PIDs (for example, those resulting from a cost of living increase) -- the Police Department will distribute the employee copy of the PID folded and stapled.

ARTICLE 7 -- ROSTER

Section 7.1 Personnel Roster

A roster shall be furnished PCEA by the Employer at the beginning of each fiscal year which lists the name, job title, date of hire and job location of each employee in the bargaining unit. An updated list will be furnished every six (6) months to PCEA.

Section 7.2 Personnel Printout

At the beginning of each fiscal year the Employer will provide the President of PCEA a printout of all bargaining unit members from whom payroll deductions are made under Article 2.

Section 7.3 PCEA Officers and Delegates

PCEA shall supply the Employer, in writing, and shall maintain with the Employer on a current basis, a complete list of all Officers and Delegates.

ARTICLE 8 -- DISCIPLINE

A. Employees covered by this Agreement may be disciplined only for just cause. The parties agree that, in general, a progressive discipline policy shall be followed utilizing the disciplinary methods permitted by the Personnel Law, provided, however, that the parties also understand and agree that in some instances summary discipline, including discharge, may be warranted instead of progressive discipline. If the Employer has reason to reprimand an employee, it shall be done in a manner that will not embarrass the employee in front of other employees or the public.

B. If in any case the Employer believes that there is just cause to discharge, suspend or fine an employee, or cause the employee to forfeit accrued annual leave, the Employer shall provide notice in writing to the employee and PCEA (both the President and the Grievance Committee Chairperson) of its intent to take disciplinary action at least ten (10) working days in advance of taking such action. One (1) copy of a notice of intent to take disciplinary action shall be hand-delivered to the employee's work station (if possible, hand-delivered to the employee), and another copy of the notice shall also be sent to the employee by certified mail return receipt requested at the employee's last known address shown on the employee's personnel record. The Employer shall make reasonable attempts to hand deliver the notice referred to herein to the employee before sending such notice by mail. The notice will be considered to have been served upon the employee as of the date of mailing. The employee shall have ten (10) working days to respond to the proposed notice of intent to take disciplinary action. When a notice of intent is served while an employee is on approved sick or annual leave or scheduled day off, the ten (10) day period the employee has to respond will begin to run when the employee returns to work.

C. When an employee is to be disciplined in a manner which involves a discussion or some other event other than the delivery of the written notice of discipline, or is to be the subject of an investigatory interview, he/she shall be informed in writing at least five (5) working days prior to the start of the interview (1) of the name, rank or title, and command of the officer or supervisor in charge of the investigation, of the officer or supervisor conducting the interview and the nature of the investigation and (2) of his/her right to have present, upon request, a PCEA representative or other person of his/her choice. This time period may be extended by mutual consent of the Employer and the employee. However, if an immediate interview is required and the designated PCEA representative is unavailable, the employee may select another PCEA representative who can be present during the investigatory interview.

D. The PCEA representative or other person selected by the employee shall be present at all times during the interview or discussion unless waived by the employee. All questions directed to the employee shall be asked by one (1) interviewer.

E. An investigatory interview shall take place at the office of the investigator conducting the investigation and shall be conducted during the employee's normal working hours unless otherwise agreed to by the employee.

F. Where an employee is interviewed more than once with regard to the same investigation, the employee will be permitted to read his/her previous statement(s) before any subsequent interview.

G. When an employee, who has received a final notice of disciplinary action, appeals the disciplinary action according to the procedure contained in Article 9 (Grievance and Arbitration Procedure), the employee, upon request, will be provided with a copy of the investigatory file within five (5) working days after filing the grievance but excluding the identity of any confidential sources and recommendations as to charges, disposition or punishment.

H. When more than one (1) supervisor is involved in a counseling session at one time, the employee being counseled may request that a PCEA member of his/her choice be present and shall be granted a reasonable amount of time to produce that person. However, the counseling session will not be delayed beyond the end of the employee's shift because of the unavailability of the member selected to attend. In the event the selected member is unavailable within these guidelines, the counseling session will proceed, but the employee to be counseled may designate another PCEA member who is available to attend.

I. The Employer will not initiate disciplinary action against an employee later than ninety (90) 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. For the purpose of this Article, to initiate disciplinary action means to issue a written reprimand or to notify the employee of the intent to take some other form of disciplinary action. These time limits shall apply to alleged infractions or violations which affect only the Employer-employee relationship. They shall not apply to alleged violations or infractions which are also criminal violations nor to non-criminal violations which are related to an active criminal investigation.

ARTICLE 9 -- GRIEVANCE AND ARBITRATION PROCEDURE

Section 9.1 Definition

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

Section 9.2 Exclusive Procedure

The provisions of this procedure shall be the only grievance procedure applicable to employees covered by this Agreement, except that grievances alleging safety or health issues shall be subject to the procedures of Article 15.

Section 9.3 Grievance Procedure

A. Grievances shall be presented and adjusted in the following manner:

1. Step 1. Within ten (10) days after the event giving rise to the grievance, or within the ten (10) days following the time when the employee should reasonably have known of its occurrence, the aggrieved employee, and if the employee desires, the employee's PCEA delegate, may discuss the grievance with the employee's Division Head. The Division Head will attempt to adjust the matter and will respond orally to the employee within two (2) days.

2. Step 2. If the grievance has not been settled at Step 1, a written grievance may be filed, including the specific relief sought, signed by the aggrieved employee and the employee's PCEA delegate or a member of the PCEA Grievance Committee designated by the President of PCEA, and presented to the Chief of Police, the Director of DER or the Director of OITC, as appropriate. The Chief of Police, the Director of DER or the Director of OITC shall meet with the employee, the PCEA President and the employee's accredited PCEA delegate or member of the PCEA grievance committee in the absence of the delegate, and render a decision in writing no later than ten (10) days after the meeting. The Chief of Police may designate a Deputy Chief or the Director of DER or the Director of OITC may designate a Deputy Director to carry out the foregoing functions. The ten (10) day period will be extended by up to ten (10) more days if further investigation is required.

3. Step 3. If the grievance shall have been submitted but not adjusted under Step 2, the PCEA President may request in writing, within ten (10) days after the grievance has been denied at Step 2, that the grievance be submitted to an Arbitrator mutually agreed upon by them. The County and the PCEA shall, after execution of this Agreement, select a permanent panel of three (3) Arbitrators. The Arbitrator appointed to hear and decide any grievance dispute under this Article shall be selected from such panel within ten (10) days after this step has been invoked. The rules of the American Arbitration Association shall govern the conduct of the arbitration hearing. In the event the parties are unable to agree on the selection of an Arbitrator or the Arbitrators selected are unavailable, the parties shall select an Arbitrator under rules provided by the American Arbitration Association.

B. The decision of the Arbitrator shall be final and binding on both parties provided that no provision of this Agreement which is stated to be a matter of policy shall be subject to arbitration. Any dispute between the parties as to the arbitrability of a grievance shall be decided by the Arbitrator. Expenses for the arbitrator's service and proceeding shall be borne equally by the County and PCEA.

Section 9.4 General Provisions

A. Appropriate PCEA officials shall be given copies of all answers to grievances hereunder.

- B. If a grievance arises from the action of an authority higher than the Division Head, such grievance shall be initiated at the appropriate step of this grievance procedure.
- C. All parties shall have the right at their own expense to legal and/or stenographic assistance at all hearings.
- D. The fact that a grievance is raised by an employee shall not be recorded in the employee's personnel file or in any file or record utilized in the promotion process, nor shall such fact be used in any recommendations for job placement, nor shall the employee be placed in jeopardy or be subject to reprisal or discrimination for having followed this grievance procedure.
- E. Grievances arising as a result of disputes concerning the meaning, interpretation or application of this Agreement, or of a claimed violation, misinterpretation or misapplication of Police Department rules or regulations affecting terms and conditions of employment or a disciplinary action greater than a written reprimand, shall be subject to Step 3, arbitration. The following provisions of the Personnel Law for Prince George's County are also subject to arbitration: 1. Prohibited Personnel Practices (Section 16-110.1); 2. Attendance (Division 2); 3. Performance (Division 11); 4. Disability Separation (Section 16-189); 5. Leave (Division 17).
- F. Where an employee covered by this Agreement has filed a grievance under the County Personnel Law with regard to either the denial of an employee initiated desk audit or the denial of a competitive promotion for which the employee has applied, the Union may appeal the grievance from the Personnel Officer to arbitration under this Agreement, but it may not be referred to the Personnel Board.
- G. Appeals of grievances not subject to Step 3 may be made by the employee to the appropriate step of the process outlined in the Personnel Law (namely to the Personnel Officer and/or the Personnel Board, as appropriate).
- H. PCEA has the right to file grievances on behalf of bargaining unit members under this grievance procedure.

Section 9.5 Processing Time Limits

The time limits provided under Article 9 for the processing of grievances (up to and including arbitration) may be extended upon mutual agreement, but if not so extended, they must be strictly observed. If the grievance is not resolved within the time period provided for in any step, the next step may then be invoked. If the grieving party fails to pursue any steps within the time limits provided (or as mutually extended), he/she shall have no further right to continue the grievance.

Section 9.6 Days Defined

The term "days" as used in this grievance procedure shall mean the weekdays Monday through Friday and does not include Saturdays, Sundays or County holidays.

Section 9.7 Processing Grievances During Working Hours

PCEA representatives referred to in this grievance procedure shall be granted reasonable administrative leave to process grievances pursuant to this Article during working hours.

ARTICLE 10 -- WAGES AND BENEFITS

Section 10.1 Wages

A. Fiscal Years 2002 and 2003

1. Employees covered by this Agreement will receive a three percent (3%) increase to their base hourly rates of pay effective the first full pay period beginning on or after October 1, 2001.

2. Employees covered by this Agreement will receive a one and one-half percent (1 1/2%) increase to their base hourly rates of pay effective the first full pay period beginning on or after July 1, 2002.

3. Employees covered by this Agreement will receive a one and one-half percent (1 1/2%) increase to their base hourly rates of pay effective the first full pay period beginning on or after January 1, 2003.

B. Anniversary Increases

1. Employees covered by this Agreement who are otherwise eligible to receive a merit increase during the period from July 1, 2001 through June 30, 2002 will receive it.

2. Employees covered by this Agreement who are otherwise eligible to receive a merit increase during the period from July 1, 2002 through June 30, 2003 will receive it.

C. Uniform Wage Scale

During Fiscal Year 1995, employees were placed on a new service based Uniform Wage Scale as described in Attachment A, attached hereto. During Fiscal Year 1996, the Uniform Wage Scale was modified to provide three (3) additional merit steps with a value of two and one-half percent (2.5%) as set forth in Attachment A, attached hereto. During Fiscal Year 1998, any employee who has not advanced to the step on the Uniform Wage Scale that would otherwise have been warranted by his/her completed years of service as of January 1, 1998 (minus a two-year lag because of the lack of credit toward merit increases during Fiscal Year 1996 and Fiscal Year 1997) will be placed on that step effective the first full pay period beginning on or after January 1, 1998, as described in Attachment A, attached hereto.

Fiscal Year 2000:

1. Effective July 1, 1999, the anniversary dates of employees covered by this Agreement will be adjusted to the employee's date of hire if that date is different from the employee's current anniversary date.
2. Effective the first full pay period beginning on or after July 1, 1999, employees will be placed on the proper step of the Uniform Wage Scale for their years of service (minus two (2) years for loss of credit during Fiscal Year 1996 and Fiscal Year 1997).
3. Effective the first full pay period beginning on or after July 1, 1999, the Uniform Wage Scale shall be modified as follows:

Step N shall be applicable after thirteen (13) years of service;
 Step O shall be applicable after fifteen (15) years of service;
 Step P shall be applicable after seventeen (17) years of service;
 Step Q shall be applicable after nineteen (19) years of service;
 Step R shall be applicable after twenty-two (22) years of service;
 Step S shall be applicable after twenty-five (25) years of service; and,
 a new Step T shall be applicable after twenty-eight (28) years of service.

The interval between Steps N to O, O to P, P to Q, Q to R, and R to S shall be increased from two and one-half percent (2.5%) to three percent (3%); and the interval from Step S to new Step T shall be two and one-half percent (2.5%).

Fiscal Year 2002:

Effective July 1, 2001, the intervals between Steps M and N and N and O shall be increased from three percent (3%) to three and one-half percent (3.5%); and the interval between Steps S and T shall be increased from two and one-half percent (2.5%) to three percent (3%).

Section 10.2 Shift Differentials**A. First Shift.**

Effective July 1, 2001, a shift differential of two dollars and fifteen cents (\$2.15) per hour shall be paid for all time worked on the first (1st) shift (i.e., the night shift, 2300 hours to 0700 hours) to each employee specifically assigned to work the first (1st) shift. Effective the first full pay period beginning on or after July 1, 2002, the first shift differential shall be increased to two dollars and forty cents (\$2.40) per hour.

B. Third Shift.

Effective July 1, 2001, a shift differential of one dollar and seventy-five cents (\$1.75) per hour shall be paid for all time worked on the third (3rd) shift (i.e., 1500 hours to 2300 hours) to each employee specifically assigned to the third (3rd) shift. Effective the first full pay period beginning on or after July

1, 2002, the third shift differential shall be increased to two dollars (\$2.00) per hour.

C. Employees assigned to work the first (1st) or third (3rd) shift shall receive shift differential pay for all paid status hours, including paid leave hours and holidays. However, for no employees shall shift differentials be used for the purpose of computing retirement deductions, and retirement and insurance benefits.

D. When the hours worked fall within the third (3rd) and first (1st) 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 and first shifts, the higher differential rate shall apply for the entire number of hours worked.

E. Any employee specifically assigned to the second (2nd) shift (i.e., the day shift; e.g., 0700 to 1500 hours) shall not be entitled to a shift differential except for non-overtime hours actually worked outside of his/her normally scheduled tour of duty which also fall into the third (3rd) or first (1st) shift.

Section 10.3 Holiday Pay

A. Holidays and Holiday Compensation.

1. The Personnel Law establishes the regular holidays for County employees including those employees covered by this Agreement, except that an additional 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 Agreement. The holidays established by the Personnel Law are listed for convenient reference:

New Year's Day, Martin Luther King's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day, Presidential Inauguration Day (every 4 years), and County Employee's Appreciation Day.

2. Eligible employees shall receive a day's pay for each of the designated holidays on which they perform no work.

3. Employees who work on a holiday shall be paid at two (2) times their regular rate of pay for each hour worked (except overtime). Subject to the approval of the Police Department, an employee can elect to receive compensatory leave at up to a double time rate in lieu of pay for hours actually worked on a holiday. (For example, one (1) hour of straight time pay plus one (1) hour compensatory leave for each hour worked on a holiday). Any overtime performed by an employee on a holiday shall be compensated in accordance with the employee's regular overtime rate (i.e., no pyramiding).

4. If a holiday falls on an employee's regular day off, the employee shall receive another day off.

B. Holiday Work Scheduling.

1. Bargaining unit members assigned to work shiftwork are entitled to the opportunity to work all holidays on which they are normally scheduled to work, and will be paid for those holidays actually worked pursuant to the provisions of subparagraph A of this Section 10.3.

2. Bargaining unit members assigned to permanent day work positions are entitled to the opportunity to work at least four (4) holidays during each fiscal year and will be paid for those holidays actually worked pursuant to the provisions of subparagraph A of this Section 10.3. The determination as to which observed holidays bargaining unit members covered by this subparagraph B. 2. are actually scheduled to work will be determined by the Department, consistent with operational needs.

C. Holiday Observance.

Whenever New Year's Day, Independence Day, Veteran's Day or Christmas Day falls on a weekend and is observed by the County on the preceding Friday or following Monday, employees who work either on the day the holiday falls or on the day it is observed shall be treated as working on a holiday for purposes of subparagraph A. above. Likewise, for purposes of subparagraph A., above, when Police Memorial Day falls on a Saturday, it shall also be observed on the previous Friday; and when it falls on a Sunday, it shall also be observed on the following Monday. Employees who work both the day the holiday falls on and the day it is observed shall be entitled to subparagraph A. benefits only as to the first such scheduled day to work.

Section 10.4 Overtime Pay

A. Any employee who is in a paid status in excess of forty (40) hours in a workweek will receive pay at the rate of one and one-half (1 1/2) times his/her regular rate for each overtime hour or ten (10) minute fraction thereof worked. At the option of the employee and with the approval of the County (which will not be unreasonably withheld), an employee eligible for compensatory time under applicable law may elect to receive compensatory leave at the rate of one and one-half (1 1/2) hours for each overtime hour worked.

B. Overtime shall be available to anyone within the division who is qualified in that class of work, including civilian supervisors covered by this Agreement.

Section 10.5 Call Back Pay

A. Any employee who is called back to work from off-duty, and who does in fact perform duties on behalf of the Prince George's County Police Department, or DER or OITC, as applicable, during his/her normal off-duty hours, shall be paid for a minimum of four (4) hours at one and one-half (1 1/2) times his/her regular rate of pay beginning at the time the employee was contacted. This provision shall not apply to disciplinary procedures.

B. If an employee is called at home by the Employer and required to perform work at home on behalf of the Department during his/her normal off-duty hours, he/she will be compensated for the work performed at the overtime rate.

Section 10.6 Acting Pay

A. When an employee is assigned by the Employer to perform in an acting capacity substantially all the duties and responsibilities of any other position with a higher grade and does in fact assume the duties of that position for a period of ten (10) consecutive days or more (including scheduled days off, approved holidays, approved sick leave of two (2) days or less, and approved emergency annual leave, but excluding time for which an employee is otherwise on leave status), he/she shall be paid at the rate of pay equal to the acting position retroactive to the first (1st) day in the acting capacity and he/she shall continue to be paid that rate until relieved of the position. An employee shall begin to receive payment for such service within sixty (60) days after the date the employee becomes eligible for acting pay.

B. Where Management elects to assign an employee to work in an acting capacity as described above, the Employer shall not schedule work to circumvent the provisions of this Article. This Article shall not apply to an employee in a training work assignment. Employees shall have all training work assignments explained to them fully.

Section 10.7 Standby Compensation

Compensatory leave will be earned by Records Clerks, Evidence Technicians and RAFIS (fingerprint) at the rate of six and one-fourth percent (6.25%) for all hours they are required by the Police Department to stand by. An employee called back to work will lose standby compensation for eight (8) hours.

Section 10.8 Court Time Compensation

A. If, as a result of official actions taken during the normal course of employment with the Department, an employee covered by this Agreement is required to appear in Court while off duty, the employee will be paid a minimum of three (3) hours pay at one and one-half (1 1/2) times his/her regular rate of pay. For each hour beyond the first three (3) hours that an employee is required to attend court proceedings, the employee shall be paid at the overtime rate.

B. In determining the number of hours beyond three (3) that an employee is entitled to, the clock shall begin to run when the employee is first required by subpoena or otherwise to attend court and shall continue without interruption throughout the day until the end of the last court appearance of the employee that day.

C. For court time beyond three (3) hours, the employee shall be compensated in ten (10) minute segments, i.e., one sixth (1/6) hour pay at the overtime rate for every ten (10) minutes.

Section 10.9 Trainer Pay

Effective July 1, 2001, employees who are assigned to provide on the job training (which is designed to be one month or more in duration) for employees will receive a payment of forty-five cents (\$.45) per hour.

Section 10.10 Workhours

The workweek is the seven (7) consecutive day period commencing with the first (1st) shift on Sunday, and ending with the last shift on the following Saturday. The standard number of hours in a workweek shall be forty (40) hours. Although full-time employees assigned to shift work may not work exactly forty (40) hours in a workweek, the number of hours in the workweek of employees on such rotating shifts shall average forty (40) hours a week over the year.

Section 10.11 Work Schedule

- A. The County will provide each shift employee with a copy of his/her annual shift schedule.
- B. Whenever an employee's shift assignment, hours of work or work location is changed, the Employer will provide the employee with at least fourteen (14) calendar days notice before the change is effective. However, the parties also recognize that under emergency circumstances (such as filling in for someone who is absent from work) fourteen (14) days notice may not be possible.
- C. There will be established a Joint Study Committee, composed of equal numbers of representatives named by the County and PCEA, not to exceed a total of three (3) from each party, to study the subject of alternate work schedules (e.g., flex-time, modified workweeks) for employees covered by this Agreement. PCEA members of the Committee shall be granted reasonable time off with pay from their regularly assigned positions to attend Committee meetings and perform designated Committee work. Such time off shall not be deducted from the leave bank referred to in Article 2, Section 2.3 G. The Committee shall report its findings and recommendations to the Chief of Police the Director of DER and the Director of OITC, as appropriate, in writing. The Chief of Police, the Director of DER and the Director of OITC, as appropriate, shall consult with the PCEA President concerning the Committee's report.
- D. In the event that the regularly scheduled work hours of County police officers assigned to the Bureau of Patrol are permanently changed, the parties agree to refer to the Committee provided for in paragraph C. above (including reconvening the Committee if it has otherwise completed its work) for recommendation to the Chief the issue of whether changes should also be made in the work schedule of civilian station clerks.

Section 10.12 Emergency Closings

- A. When the County Executive closes the County offices for an entire day or any portion thereof, because of extreme inclement weather, other emergencies producing hazardous conditions, or for any other reason, essential employees covered by this Agreement will report to their established work sites and will be paid straight-time wages for hours worked on their regular work shifts. In addition, such employees, who work their full regularly scheduled shift during the twenty-four (24) hour period beginning at 6:00 a.m. of the day of the full or partial closing shall be entitled to the number of hours of compensatory leave (not to exceed twelve (12) hours per employee per twenty-four (24) hour period) equal to the number of hours of administrative leave granted to nonessential County employees. For purposes of this subsection, the County workday will be considered ended at 5:00 p.m.
- B. If the employee is directed by the Employer to work any number of hours over and above the

employee's regularly scheduled work shift during the aforementioned twenty-four (24) hour period, the employee shall not be entitled to any additional grant of compensatory leave by virtue of the full or partial closing. Rather, the appropriate premium rate, if any, shall apply to such hours.

C. Compensatory leave earned pursuant to this subsection shall be used in accordance with all applicable rules and regulations.

D. PCEA will be notified of all delayed openings and emergency closings and a teletype will be initiated.

E. Joint Study Committee. There will be established a Joint Study Committee, composed of equal numbers of representatives named by the County and PCEA, not to exceed a total of two (2) from each party, to study the feasibility of inclement weather compensation alternatives during weekends and outside of the normal County workday. The Committee shall report its findings and recommendations to the Chief of Police in writing.

F. Employees covered by this Agreement, who are required to work weekends as part of their regularly scheduled shift, will receive compensatory leave for the length of time that a Countywide "Signal 26" issued by the Police Chief, or designee, due to extreme weather conditions, is in effect on their shift(s) worked during the period from 6:00 a.m. Saturday through 6:00 a.m. on Monday.

Section 10.13 Rest Period

Upon approval of the employee's supervisor, consistent with operational necessity, employees covered by this Agreement who are assigned to work twelve (12) hour shifts shall be entitled to one (1) twenty-five (25) minute break per shift in addition to their regular meal period; ten (10) hour shifts, one (1) twenty (20) minute break per shift in addition to their regular meal period; and eight (8) hour shifts, one (1) fifteen (15) minute break per shift in addition to their regular meal period. The Employer will make all reasonable efforts to make sure that employees are permitted to take their breaks.

Section 10.14 Meal Period

Employees covered by this Agreement who work through their regular unpaid meal period (one-half (1/2) hour for eight (8) and ten (10) hour shifts; forty-five (45) minutes for a twelve (12) hour shift) at the direction of Management are entitled to be paid for the meal period worked pursuant to Section 10.4, Overtime Pay.

Section 10.15 Group Health Insurance Under the Beneflex Program

A. The Employer 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 the program. Participating employees shall contribute the remaining twenty-five percent (25%).

B. 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%). Employees who provide proof of other medical coverage may choose to receive a credit.

C. The Employer shall contribute ninety percent (90%) to the County's deductible prescription 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.

D. The County shall contribute to the County's deductible prescription and vision care programs for any employee who retires on or after July 1, 1996 on the same basis that it contributes on behalf of active employees.

E. Two dental plans are available to employees, the cost of which is paid by the employee if the employee elects to enroll in either of these plans.

F. The County agrees to meet and consult with PCEA for a reasonable period of time before implementing changes in health benefits provided to employees covered by the agreement. The parties shall establish a committee for purposes of these discussions if either party deems it desirable.

Section 10.16 Group Life Insurance Under the Beneflex Program

Effective July 1, 2001, the County shall pay one hundred percent (100%) of the monthly premium for County life insurance for each employee in the amount of two (2) times the employee's annual salary up to a maximum amount of one hundred fifty thousand dollars (\$150,000.00). 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 fifty thousand dollars (\$750,000.00) including the base amount provided by the County. Employees will pay for the increased coverage at rates based on their age. Employees may choose to reduce their life insurance to one (1) times their annual salary and receive a credit.

Section 10.17 Leave of Absence Benefits

When the Chief of Police, the Director of DER or the Director of OITC, in their discretion, recommends to the County Personnel Officer that a request for leave without pay made by an employee covered by this Agreement be approved, the Chief of Police, the Director of DER or the Director of OITC, as appropriate, will send to the employee at his/her home address or have hand delivered the letter and form appearing at the back of this contract as Attachment B. The responsibility for making arrangements for benefits while on leave without pay is the employee's.

Section 10.18 Driver Training

Employees who are regularly assigned to operate motor vehicles, as a position requirement, shall be assigned to attend a driving course as provided by the County.

Section 10.19 Medical Advisory Board

The PCEA President or his/her designee will sit on the Medical Advisory Board as an observer with regard to cases that pertain to a PCEA represented employee(s).

Section 10.20 Disability Status Review by the Medical Advisory Board

When an employee is sent to a County doctor for examination before a review of his/her disability status by the Medical Advisory Board (MAB), the employee shall be advised by letter of his/her right to submit other medical information to the MAB. The parties have agreed on a letter to be sent for such purposes. A copy of the County doctor's report will be sent to the employee.

ARTICLE 11 -- SUPPLEMENTAL RETIREMENT BENEFIT

A. Benefit Accrual and Amounts.

1. Effective July 1, 1992, employees covered by this Agreement may elect to participate in a supplemental retirement benefit program and all employees hired on or after July 1, 1992 will participate in a supplemental retirement benefit program pursuant to rules established in the Supplemental Retirement Plan. The supplemental retirement program will be jointly funded through County and employee contributions. The rate of accrual and amount of the benefit payable under this program are determined as follows:

Benefit accrual is at the rate of four tenths of one percent (0.4%) times the number of years of actual and continuous service the employee has as a full-time Prince George's County employee, to a maximum of twenty-five (25) years of actual and continuous service, multiplied by the employee's average annual compensation, as determined pursuant to paragraph E, below.

2. Pursuant to paragraph A.1, above, the maximum benefit payable to any eligible employee is ten percent (10%) of the employee's average annual compensation, as determined pursuant to paragraph E, below.

B. Job Related Disability Benefit.

Effective July 1, 1999, if an employee becomes entitled to a job-related disability pension from the Maryland State Retirement or Pension Plan, the employee will be entitled to receive a disability pension benefit under this Supplemental Retirement Plan equal to a benefit calculated on the regular service formula for a normal benefit pursuant to paragraph A.1, above, as amended by paragraphs G and H, below.

C. Vesting.

1. Minimum Continuous Service Requirements.

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

2. Vested Benefit.

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

D. Benefit Payment.

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

2. Effective July 1, 1995, if a plan participant's eligible spouse dies after a participant begins receiving a Joint and Survivor Pension under this Plan, the participant's benefit shall be increased to the level it would have been had the Joint and Survivor option never been chosen.

E. Funding.

Effective July 1, 2001, except for the cost of funding the increase in the benefit accrual rate from six tenths of one percent (.6%) per year to eight tenths of one percent (.8%) per year (as provided in paragraph I below), -- which cost shall be the sole responsibility of the County, the cost of funding the supplemental retirement benefit for all participating employees, as determined by the Plan's actuary, will be shared on an equal basis by the employees and the County through regular contributions each pay period.

F. Definitions.

1. Actual Service means service while employed as an employee of Prince George's County.

2. Average Annual Compensation means an amount computed by dividing by three (3) the compensation actually received by an employee during whatever period of thirty-six (36) consecutive months of continuous service will provide the largest total compensation for any such period.

3. Compensation means the basic compensation actually received by an employee for service rendered as an employee for Prince George's County, excluding any overtime or other premium pay, bonuses or other additional compensation.

4. Continuous Service means the most recent unbroken period of employment as an employee of Prince George's County.

G. Supplemental Retirement Benefit Plan Modification Effective June 30, 1993.

Effective June 30, 1993, the benefit accrual rate in paragraph A., above, shall be increased from four-tenths of one percent (0.4%) to six-tenths of one percent (0.6%) per year for up to twenty-five (25) years of service for an increase in normal benefit from ten percent (10%) to fifteen percent (15%).

H. Supplemental Retirement Benefit Plan Modification Effective July 1, 1996.

Effective July 1, 1996, the period for computing the maximum benefit in paragraph G., above, shall be increased from twenty-five (25) years of service to thirty (30) years for an increase in normal benefit from fifteen percent (15%) to eighteen percent (18%).

I. Supplemental Retirement Benefit Plan Modification Effective July 1, 2001.

Effective July 1, 2001, the benefit accrual rate in paragraphs A, G and H, above, shall be increased from six-tenths of one percent (0.6%) to eight-tenths of one percent (0.8%) per year for up to thirty (30) years for an increase in normal benefit from eighteen percent (18%) to twenty-four percent (24%). The County will bear the entire cost of this pension enhancement.

J. Hold Harmless – Fiscal Year 1996/Fiscal Year 1997 Merit

For any employee covered by this Agreement who retires during the period from July 1, 2001 through June 30, 2003, "Average Annual Compensation" as that term is defined in paragraph F. (Definitions), above, will be calculated as if the employee had received the step increase(s), if any, the employee would otherwise have been eligible to receive during the period covering Fiscal Year 1996 and Fiscal Year 1997 but for the deferral of such step increases in those years.

K. IRS Pickup Plan

1. The County shall pick up, within the meaning of Section 414(h) (2) of the Internal Revenue Code, the employee contributions required by paragraph E. (Funding) hereof. Such amounts:

a. 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;

b. shall reduce the taxable compensation of the employee in an amount that equals the employee contributions picked up by the County;

c. shall be paid by the County from the same source of funds that is used to pay compensation to the employee;

d. 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.

2. 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.

ARTICLE 12 -- LEAVE

Section 12.1 Sick Leave Policies

- A. Sick leave policies shall be administered in accordance with the Prince George's County Personnel Law.
- B. Sick leave may be taken in fifteen (15) minute increments.

Section 12.2 Annual Leave Policy

- A. Annual leave policies shall be administered in accordance with the Prince George's County Personnel Law, except as may be provided otherwise below:
 - 1. Annual leave may be taken in fifteen (15) minute increments.
 - 2. 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).
 - 3. 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 2., above.
 - 4. Effective beginning with the 1997 leave year, employees who are over the three hundred sixty (360) hours limit at the end of that leave year will be able to convert any annual leave in excess of three hundred sixty (360) hours to new sick leave.

Section 12.3 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, with proper notice of separation, be liquidated in the following manner:
 - 1. The employee may elect to retain all or any portion of the employee's sick and annual leave balances credited to the employee's leave record for the period of time equal to the employee's eligibility for reappointment as determined in accordance with Section 16-148(a)(8).
 - 2. The employee may elect to apply all or any portion of the employee's sick and annual leave balances to employment elsewhere, provided another employer has agreed to accept accumulated sick or annual leave balances for credit on behalf of the employee.
 - 3. The employee may elect to receive cash payment for all or any portion of the employee's annual leave balance in an amount equal to the total number of unused annual leave hours multiplied by the employee's final base hourly rate of pay, subject to the following:

a. Upon separation from employment, employees who participate in the Maryland State Retirement Systems (MSRS) may elect to receive a cash payment for the remainder of their annual leave hours that were accumulated as of the end of the 1996 leave year OR up to 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.

4. For all or any portion of the employee's sick leave balance earned as of the end of the last full pay period of the 1996 leave year, the employee may elect to receive cash payment in an amount equal to the total number of unused sick leave hours multiplied by one-half (1/2) of the employee's base hourly rate of pay as of January 4, 1997. Sick leave earned beginning the first pay period of Fiscal Year 1997 is not subject to cash payment to the employee upon separation.

5. For individuals who participate in the MSRS plan, sick leave earned beginning with the first pay period in the 1997 leave year is not subject to cash payment but may be used to purchase MSRS pension credit at the applicable rate.

6. Notwithstanding any provision in this Section to the contrary, an employee who is involuntarily separated from employment with the County for disciplinary reasons is not entitled to any payment for unused sick leave.

7. Notwithstanding any provision in this Section to the contrary, an employee who has been separated from employment under a separation-disability action pursuant to Section 16-189 of the Personnel Law shall forfeit any sick leave hours accumulated at the time of the employee's separation.

Section 12.4 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 of the Chief of Police or his designee or the Director of DER or his designee or the Director of OITC or her designee, as appropriate, and such approval shall not be unreasonably withheld. The Chief of Police, the Director of DER or the Director of OITC has the right to set reasonable limits on such leaves.

Section 12.5 Discretionary Leave

A. Employees covered by this Agreement are eligible for and may take one (1) day of discretionary leave per wage reporting year. Discretionary leave may not be taken in increments and must be requested with reasonable advance notice and approved prior to use. A day of discretionary leave -- like a day of holiday leave -- shall consist of the number of hours in the employee's regularly scheduled workshift (e.g., 8, 10, 12 hour shifts).

B. Employees covered by this Agreement who have been employed as civilian employees of the Prince George's County Police Department and/or the Vehicle Audit Unit of the Department of Environmental Resources and/or OITC for ten (10) or more years shall be eligible for one (1) day of Discretionary Leave per fiscal year in addition to the one (1) day of Discretionary Leave described in the above paragraph, subject to the same limitations described in that paragraph.

C. Employees covered by this Agreement who have been employed as civilian employees of the

Prince George's County Police Department and/or the Vehicle Audit Unit of the Department of Environmental Resources and/or OITC for fifteen (15) or more years shall be eligible for two (2) days of Discretionary Leave per wage reporting year in addition to the one (1) day of Discretionary Leave described in the first paragraph above and subject to the same limitations described in that paragraph.

Section 12.6 Personal Leave

In accordance with the Personnel Law, sixteen (16) hours of personal leave — including the four (4) hours of personal leave granted each year in lieu of a General Election Day holiday -- per wage reporting year shall be granted to each employee eligible for annual leave. Personal leave shall be requested and approved in advance of use. There shall be no accumulation of personal leave, and unused personal leave shall be forfeited at the end of the leave year or upon termination of employment.

Section 12.7 Leave Reporting for Employees

When an employee covered by this Agreement uses leave (annual, sick or compensatory), his/her unpaid meal period shall not be included in his/her leave deduction.

Section 12.8 Family and Medical Leave

Employees covered by this Agreement are entitled to family and medical leave as provided in the County Personnel Law. The Chief of Police, the Director of DER, or the Director of OITC may also grant the employee additional leave without pay pursuant to the terms of the Personnel Law. Where leave without pay is granted to an employee under this Article, the employee will be advised at the time the leave is granted as to whether or not the employee will be able to return to the job he/she held at the time the leave without pay was requested.

Section 12.9 Bereavement Leave

A. In the event of the death of an employee's spouse, child, or parent, the employee may take up to four (4) working days leave for bereavement. The first three (3) leave days will be administrative leave days, and the other day will be charged to the employee's accumulated sick leave, annual leave or leave without pay.

B. In the event of the death of an employee's stepchild, grandparent, grandchild, brother, sister, brother- or sister-in-law, mother- or father-in-law, or son- or daughter-in-law, or any member of the employee's household the employee may take up to four (4) working days leave for bereavement. The first leave day will be an administrative leave day, and the other day or days will be charged to the employee's accumulated sick leave, annual leave or leave without pay.

Section 12.10 Disability Leave

Disability leave policies shall be administered in accordance with the Personnel Law, provided, however, that for good cause shown, the Personnel Officer may grant one (1) additional ninety (90) day period of disability leave to an employee who has petitioned the Police Chief and has received the Chief's recommendation for additional leave.

ARTICLE 13 -- CLOTHING AND MAINTENANCE ALLOWANCE

Section 13.1 Evidence Technicians/Property Clerks

A. Fiscal Years 2002 and 2003: The Employer agrees to furnish each Evidence Technician an initial issue of three (3) pairs of coveralls, a raincoat and a pair of boots for use at crime scenes. The Employer shall also provide an annual maintenance allowance of six hundred dollars (\$600.00) for Evidence Technicians. The Employer also agrees to furnish one (1) pair of coveralls for Property Clerks working in Vehicle Services.

B. The Employer will furnish an annual clothing maintenance allowance of two hundred dollars (\$200.00) for Property Clerks in the Department of Environmental Resources.

C. The Employer will furnish an annual clothing maintenance allowance of two hundred dollars (\$200.00) for Property Clerks and Property Supply Clerks in the Police Department.

Section 13.2 Public Safety Aides

A. Joint Study Committee. There will be established a Joint Study Committee, composed of equal numbers of representatives named by the County and PCEA, not to exceed a total of two (2) from each party, to review the design of the uniform worn by Public Safety Aides. PCEA members of the Committee shall be granted reasonable time off with pay from their regularly assigned positions to attend Committee meetings and perform designated Committee work. Such time off shall not be deducted from the leave bank referred to in Article 2, Section 2.3 G. The Committee shall report its findings and recommendations to the Chief of Police in writing within five (5) months of the date the Committee is formed. The Chief shall consult with the PCEA President concerning the Committee's report

B. Fiscal Years 2002 and 2003: Public Safety Aides are responsible for the care and maintenance of their uniforms in serviceable condition. To defray the costs of this responsibility the County will provide a six hundred dollar (\$600.00) clothing allowance in each fiscal year.

Section 13.3 Clothing Allowance Disbursement

Clothing allowances payable under this Article 13 will be paid in July each fiscal year covered by this Agreement, and are not included in the employee's base pay for any purposes such as computing holiday pay, annual and sick leave pay, etc.

Section 13.4 Headsets

A. To defray the cost of maintaining and/or replacing custom made earpieces, the County will provide an annual fifty dollar (\$50.00) earpiece allowance to all employees who are required to use headsets in the performance of their duty.

B. The County will provide repairs and issue temporary replacements for broken or defective issued headsets.

Section 13.5 Map Books

The County shall provide, annually, one (1) updated map book per desk in each facility where map books are used in the performance of the job.

ARTICLE 14 -- JOB DESCRIPTION

A. An employee covered by this Agreement will be provided with a copy of his/her current job description at the time of his/her appointment and at the time of his/her annual performance evaluation, and the employee must sign the job description to acknowledge receipt of it. The employee will also be notified when his or her job description is modified. PCEA will be provided with a copy of all written job descriptions within the bargaining unit.

B. Any change in an employee's job description shall only be within the scope of the employee's class standard. Whenever a new task or duty becomes a part of an employee's job description and the employee requires training in order to perform the new task or duty, the Department will provide appropriate training. Where the Department provides on-the-job training (OJT), it will train the employees who conduct the OJT. No part of the employee's performance evaluation shall encompass a new task or duty until the appropriate training has been completed.

C. At the employee's request, a supervisor will provide direction to the employee concerning the priority of assigned tasks which the employee is to perform.

ARTICLE 15 -- SAFETY AND HEALTH

A. The promotion of safety and health in the work environment is an important and mutually desirable objective. The County and PCEA therefore agree to cooperate to the fullest extent in the promotion of safety and health.

B. The County and PCEA agree to establish a joint Police Department/PCEA Safety and Health Committee for the purpose of promoting job safety and health. The Committee shall consist of four (4) members, two (2) representing the County and two (2) representing PCEA. The County's representatives shall be a Deputy Chief of Police and a Deputy Labor Commissioner. PCEA representatives shall be the PCEA President or permanent designee and an additional PCEA member designated by the PCEA President. The Deputy Chief of Police and the PCEA President or permanent designee shall co-chair the Committee.

C. The Committee shall meet as needed to investigate problems or grievances involving safety and health in the work place as may arise from time to time. Both the County and PCEA may place safety and health issues on the agenda. Unless the parties agree otherwise, the Committee shall meet not later than ten (10) days after either party has proposed a safety and health problem for Committee consideration. The Committee shall investigate the matter and make a report, including specific recommendations, where appropriate, for consideration by the Chief of Police and/or the Director of DER or the Director of OITC, as appropriate.

- D. When a condition at the workplace poses an immediate threat to the health or safety of employees covered by this agreement, the Department will take prompt corrective action to reduce the threat, and the Committee will convene a special meeting to address the health or safety problem not later than three (3) days after the initial corrective action.
- E. Within twenty-five (25) working days after receiving the Committee report, the Police Chief and/or the Director of DER or the Director of OITC, as appropriate, shall notify the Committee in writing of the action the Department proposes to take to correct the alleged unsafe condition.
- F. No employee may make a safety claim as a pretext for refusing to carry out a work assignment or for engaging in concerted activity in violation of Article 16 of this Agreement.
- G. The parties agree that the procedures outlined above are the sole and exclusive procedures under this Agreement for addressing health and safety issues and that safety and health issues and the provisions of this Article 15 are therefore not subject to the grievance and arbitration provisions of this Agreement.
- H. The Employer shall provide smoking cessation workshops to employees.

ARTICLE 16 -- NO STRIKE OR LOCKOUT

- A. PCEA and its members, individually and collectively, agree that during the term of this Agreement, there shall be no strikes, slow-ups, nor stoppage of work; and the County agrees that there shall be no lockouts.
- B. In the event of an illegal strike, slow-up or work stoppage, PCEA shall promptly and publicly disavow such unauthorized conduct, order the employees to return to work and take all steps necessary to bring about a prompt resumption of normal operations.
- C. The County shall have the right to discipline, by way of discharge or otherwise, any employee who participates in such illegal conduct.

ARTICLE 17 -- SAVINGS CLAUSE

In the event any Article, Section or portion of this Agreement should be held invalid and unenforceable by any Court or higher authority of competent jurisdiction, such decision shall apply to the specified Article, Section or portion thereof specified in the decision; and upon issuance of such a decision, the Employer and PCEA agree to immediately negotiate a substitute for the invalidated Article, Section or portion thereof.

ARTICLE 18 -- NONDISCRIMINATION

The provisions of this Agreement shall be applied in accordance with applicable Federal, State and

local laws with regard to discrimination on the basis of race, sex, sexual orientation, marital status, color, religious or political affiliation, country of origin, age or disability. There shall be no discrimination against any employee on account of his/her membership or nonmembership in PCEA. PCEA shall share equally with the County the responsibility for applying this Article.

ARTICLE 19 -- PUBLICATION OF AGREEMENT

The Employer, at its expense, agrees to publish this Agreement in convenient form and distribute one (1) copy to each employee and six (6) copies to PCEA. The Employer further agrees to provide each new employee with a copy of this Agreement at the time of hiring.

ARTICLE 20 -- DURATION

A. This Agreement shall become effective on July 1, 2001, unless otherwise stated in specific sections, and shall remain in full force and effect until June 30, 2003.

B. This Agreement shall be automatically renewed from year to year after June 30, 2003 unless either party shall notify the other in writing no later than October 1, 2002 (or October 1st of any subsequent year thereafter in the case of an automatic renewal) that it desires to terminate, modify or amend this Agreement.

Signed on this _____ day of _____, 2001__, in Upper Marlboro, Prince George's County, Maryland.

FOR PRINCE GEORGE'S COUNTY
POLICE CIVILIAN EMPLOYEES
ASSOCIATION

FOR PRINCE GEORGE'S COUNTY,
MARYLAND

Joyce P. Stafford
President

Kenneth E. Glover
Chief Administrative Officer

John S. Farrell
Police Chief

ATTACHMENT A**PCEA UNIFORM WAGE SCALE**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
STEP	0-1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
COMPLETED	0-1	2	3	4	5	6	7	8	9	10	11	12	(13-15)	(16-18)	(19+)

A. Pay Plan Description

1. Pay Plan effective July 1, 1994.
2. 15 Step Plan - Derived as follows –

Step A (or Step 0-1) at Grade T-6 is 3.5% above the existing minimum salary for Grade P-6. Each successive step is 3.5% up to and including Step L. Step L to M is 3% and Steps M to N and N to O are 2.5%.

3. Steps at Grade T-5 will be 5% less than corresponding steps at Grade T-6. The value of the intervals between the grades above grade 6 is 5%.

4. Completed years of service for purposes of this pay plan shall be determined by using an employee's date of hire as reflected on the employee's EAN.

B. Placement & Movement on Wage Scale**1. Current Employees**

a. General Rule - on their anniversary dates in FY95, employees will be placed on the scale at the next step above their salary and then be afforded a one step increase. After being placed on the scale, no one will receive more than a one step increase during FY95, and some employees may not receive a step increase (see B.1.b. & c., below).

b. Employees below Step A (0-1) - On their anniversary dates, employees below Step A will be placed on the scale at Step A and will advance no further during FY95.

c. Longevity Steps (Steps M, N & O) - Employees whose placement on the scale plus anniversary increase in FY95 results in their being at a step below that warranted by their years of service will have annual step increases until they are at the step which corresponds with their completed years of service. Employees who are placed on the scale during FY95 at a longevity step which exceeds their years of service or who during subsequent years achieve a longevity step which exceeds their years of completed service will not advance to the next longevity step until warranted by their completed years of service.

2. New Hires - Entry level employees hired during FY95 will be hired at Step A (0-1), and will

not move to Step B (2) until their anniversary date in FY97.

3. Promotions and Demotions - Upon promotion or demotion, an employee will be placed at the step of the promotional grade which corresponds to his or her step before promotion or demotion (For example, a one grade promotion from T-05 Step H to T-06 Step H; a 2 grade promotion from T-08 Step M to T-10 Step M; or a three grade promotion from T-10 Step K to T-13 Step K).

4. Anniversary Dates - Employees covered by this Agreement and hired before July 3, 1988, will keep the anniversary dates that they held on July 3, 1988 for as long as they are continuously employed. Employees hired on or after July 3, 1988 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.

C. Additional Pay Steps - Effective July 1, 1995, the wage scale will be expanded to include the following steps at a rate of two and one-half percent (2.5%) per step:

Step O	15	19 -21 years of service (Modified, not added)
Step P	16	22 - 24 years of service
Step Q	17	25 - 27 years of service
Step R	18	28 - 30 years of service

D. Fiscal Year 1998 -- Placement on Uniform Wage Scale

During FY98, any employee who has not advanced to the step on the Uniform Wage Scale that would otherwise have been warranted by his/her completed years of service as of January 1, 1998 (minus a two year lag because of the lack of credit toward merit increases during FY96 and FY97) will be placed on that step effective the first full pay period beginning on or after January 1, 1998.

E. Fiscal Year 2000:

1. Effective July 1, 1999, the anniversary dates of employees covered by this Agreement will be adjusted to the employee's date of hire if that date is different from the employee's current anniversary date.

2. Effective the first full pay period beginning on or after July 1, 1999, employees will be placed on the proper step of the Uniform Wage Scale for their years of service (minus two years for loss of credit during FY96 and FY97).

3. Effective the first full pay period beginning on or after July 1, 1999, the Uniform Wage Scale shall be modified as follows:

Step N	shall be applicable after 13 years of service;
Step O	shall be applicable after 15 years of service;
Step P	shall be applicable after 17 years of service;
Step Q	shall be applicable after 19 years of service;
Step R	shall be applicable after 22 years of service;
Step S	shall be applicable after 25 years of service;

and a new Step T shall be applicable after 28 years of service.

The interval between Steps N to O, O to P, P to Q, Q to R, and R to S shall be increased from 2.5% to 3%; and the interval from Step S to new Step T shall be 2.5%.

F. Fiscal Year 2002

1. Effective July 1, 2001, the intervals between Steps M and N and N and O shall be increased from 3% to 3.5%; and the interval between Steps S and T shall be increased from two and one-half percent (2.5%) to three percent (3%).

2. If the PERB issues an amendment of the bargaining unit certification to include in the PCEA bargaining unit Emergency Dispatchers, formerly represented by IAFF Local 1619, in the Office of Information Technology and Communications (OITC), then effective July 1, 2001, said employees will be placed on the proper step of the Uniform Wage Scale (under the PCEA collective bargaining agreement) for their years of service (minus two years for the loss of credit during Fiscal Year 1996 and Fiscal Year 1997, as applicable). In addition, effective July 1, 2001, the new base pay of such employees after placement on said scale, will be increased by an amount of one thousand three hundred dollars (\$1,300.00), or by the amount necessary to increase their current base pay (as of June 30, 2001) by one thousand three hundred dollars (\$1,300.00), whichever is greater (hereinafter referred to as "the adjustment amount"). Thereafter, whenever said employees move on the Uniform Wage Scale their base pay will continue to be red-circled with the "adjustment amount" above their applicable rate on the Uniform Wage Scale.

SCHEDULED PAY RATES

SCHEDULE P
UNIFORM WAGE SCALE
EFFECTIVE JULY 1, 2001
FOR POLICE CIVILIANS
PRINCE GEORGE'S COUNTY, MARYLAND

STEP COMPLETED YRS SERVICE	A 0-1	B 1	C 2	D 3	E 4	F 5	G 6	H 7	I 8	J 9	K 10	L 11	M 12	N 13-14	O 15-16	P 17-18	Q 19-21	R 22-24	S 25-27	T 28
P05																				
HOURLY	8.1787	8.4651	8.7614	9.0680	9.3854	9.7140	10.0539	10.4057	10.7700	11.1467	11.5370	11.9409	12.3587	12.7913	13.2389	13.6361	14.0452	14.4666	14.9006	15.3476
BIWEEKLY	654.30	677.21	700.91	725.44	750.83	777.12	804.31	832.46	861.60	891.74	922.96	955.27	988.70	1,023.30	1,059.12	1,090.89	1,123.62	1,157.32	1,192.04	1,227.81
ANNUAL	17,012	17,607	18,224	18,861	19,522	20,205	20,912	21,644	22,402	23,185	23,997	24,837	25,706	26,606	27,537	28,363	29,214	30,090	30,993	31,923
P06																				
HOURLY	8.5877	8.8883	9.1992	9.5213	9.8544	10.1994	10.5564	10.9260	11.3082	11.7041	12.1138	12.5377	12.9767	13.4309	13.9010	14.3180	14.7475	15.1900	15.6457	16.1150
BIWEEKLY	687.02	711.06	735.94	761.70	788.35	815.95	844.51	874.08	904.66	936.33	969.10	1,003.02	1,038.14	1,074.47	1,112.08	1,145.44	1,179.80	1,215.20	1,251.65	1,289.20
ANNUAL	17,862	18,488	19,134	19,804	20,497	21,215	21,957	22,726	23,521	24,345	25,197	26,078	26,992	27,936	28,914	29,781	30,675	31,595	32,543	33,519
P07																				
HOURLY	9.0172	9.3327	9.6596	9.9975	10.3474	10.7097	11.0845	11.4724	11.8739	12.2896	12.7196	13.1649	13.6256	14.1025	14.5961	15.0340	15.4850	15.9495	16.4280	16.9209
BIWEEKLY	721.38	746.62	772.77	799.80	827.79	856.78	886.76	917.79	949.91	983.17	1,017.57	1,053.19	1,090.05	1,128.20	1,167.69	1,202.72	1,238.80	1,275.96	1,314.24	1,353.67
ANNUAL	18,756	19,412	20,092	20,795	21,523	22,276	23,056	23,863	24,698	25,562	26,457	27,383	28,341	29,333	30,360	31,271	32,209	33,175	34,170	35,195
P08																				
HOURLY	9.4679	9.7993	10.1423	10.4973	10.8649	11.2451	11.6386	12.0459	12.4678	12.9041	13.3558	13.8231	14.3069	14.8076	15.3259	15.7857	16.2593	16.7470	17.2494	17.7669
BIWEEKLY	757.43	783.94	811.38	839.78	869.19	899.61	931.09	963.67	997.42	1,032.33	1,068.46	1,105.85	1,144.55	1,184.61	1,226.07	1,262.85	1,300.74	1,339.76	1,379.96	1,421.35
ANNUAL	19,693	20,383	21,096	21,834	22,599	23,390	24,208	25,055	25,933	26,841	27,780	28,752	29,758	30,800	31,878	32,834	33,819	34,834	35,879	36,955
P09																				
HOURLY	9.9413	10.2894	10.6494	11.0221	11.4079	11.8072	12.2204	12.6483	13.0910	13.5491	14.0233	14.5141	15.0220	15.5478	16.0919	16.5747	17.0719	17.5841	18.1116	18.6550
BIWEEKLY	795.3	823.15	851.95	881.77	912.63	944.58	977.63	1,011.86	1,047.28	1,083.93	1,121.86	1,161.13	1,201.76	1,243.82	1,287.36	1,325.98	1,365.76	1,406.73	1,448.93	1,492.40
ANNUAL	20,678	21,402	22,151	22,926	23,728	24,559	25,418	26,308	27,229	28,182	29,168	30,189	31,246	32,339	33,471	34,475	35,510	36,575	37,672	38,802
P10																				
HOURLY	10.4385	10.8038	11.1820	11.5733	11.9782	12.3974	12.8314	13.2804	13.7453	14.2264	14.7241	15.2397	15.7731	16.3252	16.8965	17.4034	17.9255	18.4633	19.0172	19.5877
BIWEEKLY	835.08	864.30	894.56	925.86	958.26	991.79	1,026.51	1,062.43	1,099.62	1,138.11	1,177.93	1,219.18	1,261.85	1,306.01	1,351.72	1,392.27	1,434.04	1,477.06	1,521.38	1,567.02
ANNUAL	21,712	22,472	23,259	24,072	24,915	25,787	26,689	27,623	28,590	29,591	30,626	31,699	32,808	33,956	35,145	36,199	37,285	38,404	39,556	40,742
P11																				
HOURLY	10.9604	11.3439	11.7411	12.1539	12.5773	13.0175	13.4730	13.9445	14.4328	14.9378	15.4607	16.0019	16.5621	17.1418	17.7417	18.2740	18.8222	19.3869	19.9685	20.5675
BIWEEKLY	876.83	907.51	939.29	972.31	1,006.18	1,041.40	1,077.84	1,115.56	1,154.62	1,195.02	1,236.86	1,280.15	1,324.97	1,371.34	1,419.34	1,461.92	1,505.78	1,550.95	1,597.48	1,645.40
ANNUAL	22,798	23,595	24,421	25,280	26,161	27,076	28,024	29,005	30,020	31,071	32,158	33,284	34,449	35,655	36,903	38,010	39,150	40,325	41,534	42,780
P12																				
HOURLY	11.5085	11.9112	12.3281	12.7597	13.2062	13.6684	14.1469	14.6420	15.1545	15.6848	16.2339	16.8020	17.3900	17.9987	18.6286	19.1875	19.7631	20.3560	20.9667	21.5957
BIWEEKLY	920.68	952.90	986.25	1,020.78	1,056.50	1,093.47	1,131.75	1,171.36	1,212.36	1,254.78	1,298.71	1,344.16	1,391.20	1,439.89	1,490.29	1,535.00	1,581.05	1,628.48	1,677.33	1,727.65
ANNUAL	23,938	24,775	25,642	26,540	27,469	28,430	29,426	30,455	31,521	32,624	33,767	34,948	36,171	37,437	38,747	39,910	41,107	42,340	43,611	44,919

CB-98-2001 (DR-1)

STEP COMPLETED YRS SERVICE	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
	0-1	1	2	3	4	5	6	7	8	9	10	11	12	13-14	15-16	17-18	19-21	22-24	25-27	28
P13																				
HOURLY	12.0838	12.5067	12.9445	13.3976	13.8664	14.3517	14.8540	15.3740	15.9123	16.4689	17.0454	17.6419	18.2594	18.8985	19.5599	20.1467	20.7511	21.3737	22.0149	22.6753
BIWEEKLY	966.70	1,000.54	1,035.56	1,071.81	1,109.31	1,148.14	1,188.32	1,229.92	1,272.98	1,317.51	1,363.63	1,411.35	1,460.75	1,511.88	1,564.79	1,611.74	1,660.09	1,709.89	1,761.19	1,814.03
ANNUAL	25,134	26,014	26,925	27,867	28,842	29,852	30,896	31,978	33,098	34,255	35,454	36,695	37,980	39,309	40,685	41,905	43,162	44,457	45,791	47,165
P14																				
HOURLY	12.6879	13.1320	13.5917	14.0673	14.5597	15.0693	15.5966	16.1426	16.7075	17.2921	17.8975	18.5240	19.1721	19.8431	20.5376	21.1538	21.7884	22.4420	23.1153	23.8087
BIWEEKLY	1,015.03	1,050.56	1,087.34	1,125.38	1,164.78	1,205.54	1,247.73	1,291.41	1,336.60	1,383.37	1,431.80	1,481.92	1,533.77	1,587.45	1,643.01	1,692.30	1,743.07	1,795.36	1,849.22	1,904.70
ANNUAL	26,391	27,315	28,271	29,260	30,284	31,344	32,441	33,577	34,752	35,968	37,227	38,530	39,878	41,274	42,718	44,000	45,320	46,679	48,080	49,522
P15																				
HOURLY	13.3224	13.7887	14.2712	14.7708	15.2876	15.8225	16.3764	16.9497	17.5430	18.1569	18.7924	19.4501	20.1310	20.8356	21.5648	22.2118	22.8781	23.5645	24.2714	24.9995
BIWEEKLY	1,065.79	1,103.10	1,141.70	1,181.66	1,223.01	1,265.80	1,310.11	1,355.98	1,403.44	1,452.55	1,503.39	1,556.01	1,610.48	1,666.85	1,725.19	1,776.94	1,830.25	1,885.16	1,941.71	1,999.96
ANNUAL	27,711	28,680	29,684	30,723	31,798	32,911	34,063	35,255	36,489	37,766	39,088	40,456	41,872	43,338	44,855	46,200	47,587	49,014	50,485	51,999
P16																				
HOURLY	13.9885	14.4780	14.9849	15.5093	16.0521	16.6141	17.1954	17.7972	18.4202	19.0649	19.7322	20.4229	21.1378	21.8776	22.6433	23.3226	24.0223	24.7430	25.4853	26.2498
BIWEEKLY	1,119.08	1,158.24	1,198.79	1,240.74	1,284.17	1,329.13	1,375.63	1,423.78	1,473.62	1,525.19	1,578.58	1,633.83	1,691.02	1,750.21	1,811.47	1,865.81	1,921.79	1,979.44	2,038.82	2,099.99
ANNUAL	29,096	30,114	31,169	32,259	33,388	34,557	35,766	37,018	38,314	39,655	41,043	42,480	43,967	45,505	47,098	48,511	49,966	51,465	53,009	54,600
P17																				
HOURLY	14.6872	15.2020	15.7340	16.2849	16.8547	17.4447	18.0552	18.6871	19.3411	20.0181	20.7188	21.4439	22.1946	22.9714	23.7754	24.4887	25.2233	25.9800	26.7594	27.5622
BIWEEKLY	1,174.98	1,216.16	1,258.72	1,302.79	1,348.38	1,395.58	1,444.42	1,494.97	1,547.29	1,601.45	1,657.50	1,715.51	1,775.57	1,837.71	1,902.03	1,959.09	2,017.87	2,078.40	2,140.75	2,204.98
ANNUAL	30,549	31,620	32,727	33,873	35,058	36,285	37,555	38,869	40,229	41,638	43,095	44,603	46,165	47,781	49,453	50,936	52,465	54,038	55,660	57,329
P18																				
HOURLY	15.4224	15.9621	16.5209	17.0989	17.6974	18.3169	18.9580	19.6216	20.3083	21.0190	21.7548	22.5163	23.3043	24.1200	24.9641	25.7131	26.4845	27.2790	28.0974	28.9403
BIWEEKLY	1,233.79	1,276.97	1,321.67	1,367.91	1,415.79	1,465.35	1,516.64	1,569.73	1,624.66	1,681.52	1,740.38	1,801.30	1,864.34	1,929.60	1,997.13	2,057.05	2,118.76	2,182.32	2,247.79	2,315.22
ANNUAL	32,079	33,201	34,363	35,566	36,811	38,099	39,433	40,813	42,241	43,720	45,250	46,834	48,473	50,169	51,925	53,483	55,088	56,740	58,443	60,196
P19																				
HOURLY	16.1935	16.7602	17.3469	17.9538	18.5823	19.2327	19.9059	20.6027	21.3237	22.0700	22.8425	23.6421	24.4695	25.3259	26.2123	26.9987	27.8087	28.6429	29.5022	30.3873
BIWEEKLY	1,295.48	1,340.82	1,387.76	1,436.31	1,486.58	1,538.62	1,592.47	1,648.21	1,705.90	1,765.60	1,827.40	1,891.37	1,957.56	2,026.07	2,096.99	2,159.90	2,224.69	2,291.43	2,360.18	2,430.98
ANNUAL	33,683	34,861	36,082	37,344	38,651	40,004	41,404	42,854	44,353	45,905	47,512	49,176	50,897	52,678	54,522	56,157	57,842	59,577	61,365	63,206
P20																				
HOURLY	17.0032	17.5982	18.2143	18.8515	19.5114	20.1944	20.9012	21.6328	22.3899	23.1734	23.9847	24.8242	25.6930	26.5923	27.5230	28.3487	29.1991	30.0751	30.9774	31.9067
BIWEEKLY	1,360.26	1,407.86	1,457.14	1,508.12	1,560.91	1,615.55	1,672.10	1,730.63	1,791.19	1,853.88	1,918.77	1,985.94	2,055.44	2,127.38	2,201.84	2,267.89	2,335.93	2,406.01	2,478.19	2,552.53
ANNUAL	35,367	36,604	37,886	39,211	40,584	42,004	43,474	44,996	46,571	48,201	49,888	51,634	53,441	55,312	57,248	58,965	60,734	62,556	64,433	66,366
P21																				
HOURLY	17.8534	18.4781	19.1250	19.7941	20.4870	21.2041	21.9463	22.7145	23.5094	24.3321	25.1839	26.0654	26.9776	27.9218	28.8991	29.7661	30.6590	31.5788	32.5262	33.5020
BIWEEKLY	1,428.27	1,478.25	1,530.00	1,583.53	1,638.96	1,696.33	1,755.70	1,817.16	1,880.75	1,946.57	2,014.71	2,085.23	2,158.21	2,233.75	2,311.93	2,381.28	2,452.72	2,526.30	2,602.09	2,680.16
ANNUAL	37,135	38,435	39,780	41,172	42,613	44,105	45,648	47,246	48,900	50,611	52,383	54,216	56,113	58,077	60,110	61,913	63,771	65,684	67,654	69,684

The hourly rates are the January 14, 2001 rates with an increase in the percentage value between Steps M-N and N-O from 3% to 3.5% and from Steps S-T 2.5% to 3%. For administrative purposes, the hourly rates are the controlling rates. Biweekly rates are the hourly rates multiplied by 80 and rounded to the nearest cent. Annual rates are hourly rates multiplied by 2080 and rounded to the nearest dollar.

SCHEDULE P
UNIFORM WAGE SCALE
EFFECTIVE OCTOBER 7, 2001
FOR POLICE CIVILIANS
PRINCE GEORGE'S COUNTY, MARYLAND

STEP COMPLETED YRS SERVICE	A 0-1	B 1	C 2	D 3	E 4	F 5	G 6	H 7	I 8	J 9	K 10	L 11	M 12	N 13-14	O 15-16	P 17-18	Q 19-21	R 22-24	S 25-27	T 28
P05																				
HOURLY	8.4241	8.7191	9.0242	9.3400	9.6670	10.0054	10.3555	10.7179	11.0931	11.4811	11.8831	12.2991	12.7295	13.1750	13.6361	14.0452	14.4666	14.9006	15.3476	15.8080
BIWEEKLY	673.92	697.52	721.94	747.20	773.36	800.43	828.44	857.43	887.45	918.49	950.65	983.93	1018.36	1054.00	1090.89	1123.62	1157.32	1192.04	1227.81	1264.64
ANNUAL	17,522	18,136	18,770	19,427	20,107	20,811	21,539	22,293	23,074	23,881	24,717	25,582	26,477	27,404	28,363	29,214	30,090	30,993	31,923	32,881
P06																				
HOURLY	8.8453	9.1550	9.4755	9.8070	10.1503	10.5057	10.8733	11.2538	11.6478	12.0552	12.4773	12.9141	13.3659	13.8338	14.3180	14.7475	15.1900	15.6457	16.1150	16.5985
BIWEEKLY	707.63	732.40	758.04	784.56	812.02	840.46	869.86	900.30	931.82	964.42	998.18	1033.13	1069.27	1106.70	1145.44	1179.80	1215.20	1251.65	1289.20	1327.88
ANNUAL	18,398	19,042	19,709	20,399	21,113	21,852	22,616	23,408	24,227	25,075	25,953	26,861	27,801	28,774	29,781	30,675	31,595	32,543	33,519	34,525
P07																				
HOURLY	9.2875	9.6128	9.9492	10.2974	10.6578	11.0310	11.4170	11.8165	12.2301	12.6579	13.1011	13.5598	14.0342	14.5256	15.0340	15.4850	15.9495	16.4280	16.9209	17.4285
BIWEEKLY	743.00	769.02	795.94	823.79	852.63	882.48	913.36	945.32	978.41	1012.63	1048.09	1084.79	1122.74	1162.05	1202.72	1238.80	1275.96	1314.24	1353.67	1394.28
ANNUAL	19,318	19,995	20,694	21,419	22,168	22,944	23,747	24,578	25,439	26,328	27,250	28,204	29,191	30,213	31,271	32,209	33,175	34,170	35,195	36,251
P08																				
HOURLY	9.7519	10.0934	10.4467	10.8123	11.1907	11.5825	11.9878	12.4073	12.8416	13.2908	13.7562	14.2378	14.7359	15.2519	15.7857	16.2593	16.7470	17.2494	17.7669	18.2999
BIWEEKLY	780.15	807.47	835.74	864.98	895.26	926.60	959.02	992.58	1027.33	1063.26	1100.50	1139.02	1178.87	1220.15	1262.85	1300.74	1339.76	1379.96	1421.35	1463.99
ANNUAL	20,284	20,994	21,729	22,490	23,277	24,092	24,935	25,807	26,711	27,645	28,613	29,615	30,651	31,724	32,834	33,819	34,834	35,879	36,955	38,064
P09																				
HOURLY	10.2395	10.5981	10.9690	11.3529	11.7503	12.1617	12.5872	13.0276	13.4837	13.9554	14.4440	14.9497	15.4727	16.0142	16.5747	17.0719	17.5841	18.1116	18.6550	19.2146
BIWEEKLY	819.16	847.85	877.52	908.23	940.02	972.94	1006.98	1042.21	1078.70	1116.43	1155.52	1195.98	1237.81	1281.14	1325.98	1365.76	1406.73	1448.93	1492.40	1537.17
ANNUAL	21,298	22,044	22,816	23,614	24,441	25,296	26,181	27,097	28,046	29,027	30,044	31,095	32,183	33,310	34,475	35,510	36,575	37,672	38,802	39,966
P10																				
HOURLY	10.7515	11.1280	11.5175	11.9205	12.3378	12.7697	13.2166	13.6790	14.1579	14.6531	15.1662	15.6971	16.2464	16.8149	17.4034	17.9255	18.4633	19.0172	19.5877	20.1754
BIWEEKLY	860.12	890.24	921.40	953.64	987.02	1021.58	1057.33	1094.32	1132.63	1172.25	1213.30	1255.77	1299.71	1345.19	1392.27	1434.04	1477.06	1521.38	1567.02	1614.03
ANNUAL	22,363	23,146	23,956	24,795	25,663	26,561	27,491	28,452	29,448	30,478	31,546	32,650	33,793	34,975	36,199	37,285	38,404	39,556	40,742	41,965
P11																				
HOURLY	11.2890	11.6844	12.0933	12.5165	12.9547	13.4082	13.8774	14.3630	14.8658	15.3858	15.9245	16.4820	17.0587	17.6560	18.2740	18.8222	19.3869	19.9685	20.5675	21.1846
BIWEEKLY	903.12	934.75	967.46	1001.32	1036.38	1072.66	1110.19	1149.04	1189.26	1230.86	1273.96	1318.56	1364.70	1412.48	1461.92	1505.78	1550.95	1597.48	1645.40	1694.76
ANNUAL	23,481	24,304	25,154	26,034	26,946	27,889	28,865	29,875	30,921	32,002	33,123	34,282	35,482	36,725	38,010	39,150	40,325	41,534	42,780	44,064
P12																				
HOURLY	11.8535	12.2686	12.6980	13.1424	13.6024	14.0786	14.5713	15.0811	15.6091	16.1551	16.7207	17.3061	17.9116	18.5386	19.1875	19.7631	20.3560	20.9667	21.5957	22.2435
BIWEEKLY	948.28	981.49	1015.84	1051.39	1088.19	1126.29	1165.70	1206.49	1248.73	1292.41	1337.66	1384.48	1432.93	1483.09	1535.00	1581.05	1628.48	1677.33	1727.65	1779.48
ANNUAL	24,655	25,519	26,412	27,336	28,293	29,283	30,308	31,369	32,467	33,603	34,779	35,997	37,256	38,560	39,910	41,107	42,340	43,611	44,919	46,267

CB-98-2001 (DR-1)

STEP COMPLETED YRS SERVICE	A 0-1	B 1	C 2	D 3	E 4	F 5	G 6	H 7	I 8	J 9	K 10	L 11	M 12	N 13-14	O 15-16	P 17-18	Q 19-21	R 22-24	S 25-27	T 28
P13																				
HOURLY	12.4462	12.8820	13.3329	13.7995	14.2824	14.7826	15.2998	15.8352	16.3896	16.9628	17.5568	18.1714	18.8072	19.4654	20.1467	20.7511	21.3737	22.0149	22.6753	23.3556
BIWEEKLY	995.70	1030.56	1066.63	1103.96	1142.59	1182.61	1223.98	1266.82	1311.17	1357.02	1404.54	1453.71	1504.57	1557.23	1611.74	1660.09	1709.89	1761.19	1814.03	1868.45
ANNUAL	25,888	26,795	27,732	28,703	29,707	30,748	31,824	32,937	34,090	35,283	36,518	37,797	39,119	40,488	41,905	43,162	44,457	45,791	47,165	48,580
P14																				
HOURLY	13.0685	13.5261	13.9996	14.4895	14.9965	15.5217	16.0648	16.6269	17.2090	17.8110	18.4346	19.0800	19.7473	20.4384	21.1538	21.7884	22.4420	23.1153	23.8087	24.5230
BIWEEKLY	1045.48	1082.09	1119.97	1159.16	1199.72	1241.74	1285.18	1330.15	1376.72	1424.88	1474.77	1526.40	1579.78	1635.07	1692.30	1743.07	1795.36	1849.22	1904.70	1961.84
ANNUAL	27,183	28,134	29,119	30,138	31,193	32,285	33,415	34,584	35,795	37,047	38,344	39,686	41,074	42,512	44,000	45,320	46,679	48,080	49,522	51,008
P15																				
HOURLY	13.7219	14.2024	14.6995	15.2139	15.7462	16.2978	16.8680	17.4583	18.0695	18.7015	19.3563	20.0340	20.7349	21.4607	22.2118	22.8781	23.5645	24.2714	24.9995	25.7495
BIWEEKLY	1097.75	1136.19	1175.96	1217.11	1259.70	1303.82	1349.44	1396.66	1445.56	1496.12	1548.50	1602.72	1658.79	1716.85	1776.94	1830.25	1885.16	1941.71	1999.96	2059.96
ANNUAL	28,542	29,541	30,575	31,645	32,752	33,899	35,085	36,313	37,585	38,899	40,261	41,671	43,129	44,638	46,200	47,587	49,014	50,485	51,999	53,559
P16																				
HOURLY	14.4080	14.9125	15.4345	15.9746	16.5337	17.1127	17.7114	18.3312	18.9730	19.6366	20.3242	21.0357	21.7719	22.5340	23.3226	24.0223	24.7430	25.4853	26.2498	27.0373
BIWEEKLY	1152.64	1193.00	1234.76	1277.97	1322.69	1369.02	1416.91	1466.50	1517.84	1570.93	1625.93	1682.86	1741.75	1802.72	1865.81	1921.79	1979.44	2038.82	2099.99	2162.99
ANNUAL	29,969	31,018	32,104	33,227	34,390	35,594	36,840	38,129	39,464	40,844	42,274	43,754	45,286	46,871	48,511	49,966	51,465	53,009	54,600	56,238
P17																				
HOURLY	15.1284	15.6582	16.2062	16.7734	17.3603	17.9683	18.5970	19.2478	19.9216	20.6184	21.3404	22.0875	22.8604	23.6606	24.4887	25.2233	25.9800	26.7594	27.5622	28.3891
BIWEEKLY	1210.27	1252.66	1296.50	1341.87	1388.83	1437.46	1487.76	1539.82	1593.73	1649.47	1707.23	1767.00	1828.84	1892.84	1959.09	2017.87	2078.40	2140.75	2204.98	2271.13
ANNUAL	31,467	32,569	33,709	34,889	36,110	37,374	38,682	40,035	41,437	42,886	44,388	45,942	47,550	49,214	50,936	52,465	54,038	55,660	57,329	59,049
P18																				
HOURLY	15.8848	16.4411	17.0166	17.6120	18.2283	18.8667	19.5269	20.2101	20.9177	21.6493	22.4074	23.1918	24.0034	24.8435	25.7131	26.4845	27.2790	28.0974	28.9403	29.8085
BIWEEKLY	1270.78	1315.29	1361.33	1408.96	1458.27	1509.34	1562.15	1616.81	1673.42	1731.94	1792.60	1855.34	1920.27	1987.48	2057.05	2118.76	2182.32	2247.79	2315.22	2384.68
ANNUAL	33,040	34,197	35,395	36,633	37,915	39,243	40,616	42,037	43,509	45,031	46,607	48,239	49,927	51,675	53,483	55,088	56,740	58,443	60,196	62,002
P19																				
HOURLY	16.6791	17.2631	17.8674	18.4926	19.1398	19.8100	20.5032	21.2207	21.9636	22.7318	23.5277	24.3514	25.2036	26.0857	26.9987	27.8087	28.6429	29.5022	30.3873	31.2989
BIWEEKLY	1334.33	1381.05	1429.39	1479.41	1531.18	1584.80	1640.26	1697.66	1757.09	1818.54	1882.22	1948.11	2016.29	2086.86	2159.90	2224.69	2291.43	2360.18	2430.98	2503.91
ANNUAL	34,693	35,907	37,164	38,465	39,811	41,205	42,647	44,139	45,684	47,282	48,938	50,651	52,423	54,258	56,157	57,842	59,577	61,365	63,206	65,102
P20																				
HOURLY	17.5130	18.1263	18.7608	19.4173	20.0967	20.8005	21.5284	22.2817	23.0618	23.8684	24.7041	25.5690	26.4638	27.3900	28.3487	29.1991	30.0751	30.9774	31.9067	32.8639
BIWEEKLY	1401.04	1450.10	1500.86	1553.38	1607.74	1664.04	1722.27	1782.54	1844.94	1909.47	1976.33	2045.52	2117.10	2191.20	2267.89	2335.93	2406.01	2478.19	2552.53	2629.11
ANNUAL	36,427	37,703	39,022	40,388	41,801	43,265	44,779	46,346	47,969	49,646	51,385	53,184	55,045	56,971	58,965	60,734	62,556	64,433	66,366	68,357
P21																				
HOURLY	18.3887	19.0326	19.6988	20.3881	21.1016	21.8406	22.6048	23.3958	24.2148	25.0618	25.9393	26.8475	27.7869	28.7595	29.7661	30.6590	31.5788	32.5262	33.5020	34.5070
BIWEEKLY	1471.10	1522.61	1575.90	1631.05	1688.13	1747.25	1808.38	1871.66	1937.18	2004.94	2075.14	2147.80	2222.95	2300.76	2381.28	2452.72	2526.30	2602.09	2680.16	2760.56
ANNUAL	38,248	39,588	40,974	42,407	43,891	45,428	47,018	48,663	50,367	52,129	53,954	55,843	57,797	59,820	61,913	63,771	65,684	67,654	69,684	71,775

The hourly rates are the July 1, 2001 rates multiplied by 103%. For administrative purposes, the hourly rates are the controlling rates. Biweekly rates are the hourly rates multiplied by 80 and rounded to the nearest cent. Annual rates are hourly rates multiplied by 2080 and rounded to the nearest dollar.

SCHEDULE P
UNIFORM WAGE SCALE
EFFECTIVE JULY 14, 2002
FOR POLICE CIVILIANS
PRINCE GEORGE'S COUNTY, MARYLAND

STEP COMPLETED YRS SERVICE	A 0-1	B 1	C 2	D 3	E 4	F 5	G 6	H 7	I 8	J 9	K 10	L 11	M 12	N 13-14	O 15-16	P 17-18	Q 19-21	R 22-24	S 25-27	T 28
P05																				
HOURLY	8.5504	8.8498	9.1596	9.4801	9.8120	10.1555	10.5108	10.8786	11.2595	11.6533	12.0614	12.4836	12.9204	13.3726	13.8407	14.2559	14.6836	15.1241	15.5778	16.0451
BIWEEKLY	684.03	707.99	732.77	758.41	784.96	812.44	840.87	870.29	900.76	932.27	964.91	998.69	1033.63	1069.81	1107.25	1140.47	1174.68	1209.92	1246.22	1283.61
ANNUAL	17,785	18,408	19,052	19,719	20,409	21,123	21,863	22,628	23,420	24,239	25,088	25,966	26,874	27,815	28,789	29,652	30,542	31,458	32,402	33,374
P06																				
HOURLY	8.9780	9.2923	9.6176	9.9541	10.3026	10.6633	11.0364	11.4226	11.8225	12.2361	12.6645	13.1078	13.5664	14.0413	14.5328	14.9687	15.4178	15.8803	16.3568	16.8475
BIWEEKLY	718.24	743.39	769.41	796.33	824.20	853.06	882.91	913.81	945.80	978.88	1013.16	1048.62	1085.31	1123.31	1162.62	1197.50	1233.42	1270.43	1308.54	1347.80
ANNUAL	18,674	19,328	20,005	20,705	21,429	22,180	22,956	23,759	24,591	25,451	26,342	27,264	28,218	29,206	30,228	31,135	32,069	33,031	34,022	35,043
P07																				
HOURLY	9.4268	9.7570	10.0984	10.4519	10.8177	11.1965	11.5883	11.9937	12.4136	12.8478	13.2976	13.7632	14.2447	14.7435	15.2595	15.7173	16.1888	16.6744	17.1747	17.6899
BIWEEKLY	754.15	780.56	807.88	836.15	865.42	895.72	927.06	959.50	993.09	1027.82	1063.81	1101.06	1139.58	1179.48	1220.76	1257.38	1295.10	1333.96	1373.97	1415.19
ANNUAL	19,608	20,295	21,005	21,740	22,501	23,289	24,104	24,947	25,820	26,723	27,659	28,628	29,629	30,666	31,740	32,692	33,673	34,683	35,723	36,795
P08																				
HOURLY	9.8982	10.2448	10.6034	10.9745	11.3586	11.7562	12.1676	12.5934	13.0342	13.4902	13.9625	14.4514	14.9569	15.4806	16.0225	16.5031	16.9982	17.5082	18.0334	18.5744
BIWEEKLY	791.86	819.58	848.27	877.96	908.68	940.50	973.41	1007.47	1042.74	1079.21	1117.00	1156.11	1196.56	1238.45	1281.80	1320.25	1359.86	1400.65	1442.67	1485.95
ANNUAL	20,588	21,309	22,055	22,827	23,626	24,453	25,309	26,194	27,111	28,060	29,042	30,059	31,110	32,200	33,327	34,327	35,356	36,417	37,510	38,635
P09																				
HOURLY	10.3931	10.7571	11.1335	11.5232	11.9266	12.3441	12.7760	13.2230	13.6860	14.1647	14.6607	15.1739	15.7047	16.2544	16.8233	17.3280	17.8479	18.3833	18.9348	19.5028
BIWEEKLY	831.45	860.56	890.68	921.86	954.12	987.53	1022.08	1057.84	1094.88	1133.18	1172.85	1213.92	1256.38	1300.35	1345.87	1386.24	1427.83	1470.66	1514.78	1560.23
ANNUAL	21,618	22,375	23,158	23,968	24,807	25,676	26,574	27,504	28,467	29,463	30,494	31,562	32,666	33,809	34,993	36,042	37,124	38,237	39,384	40,566
P10																				
HOURLY	10.9128	11.2949	11.6902	12.0993	12.5229	12.9612	13.4148	13.8842	14.3703	14.8729	15.3937	15.9326	16.4901	17.0671	17.6645	18.1944	18.7403	19.3025	19.8815	20.4780
BIWEEKLY	873.02	903.59	935.22	967.94	1001.83	1036.90	1073.19	1110.73	1149.62	1189.83	1231.50	1274.60	1319.21	1365.37	1413.16	1455.55	1499.22	1544.20	1590.52	1638.24
ANNUAL	22,699	23,493	24,316	25,167	26,048	26,959	27,903	28,879	29,890	30,936	32,019	33,140	34,299	35,500	36,742	37,844	38,980	40,149	41,354	42,594
P11																				
HOURLY	11.4583	11.8597	12.2747	12.7042	13.1490	13.6093	14.0856	14.5784	15.0888	15.6166	16.1634	16.7292	17.3146	17.9209	18.5481	19.1045	19.6777	20.2680	20.8760	21.5023
BIWEEKLY	916.67	948.77	981.98	1016.34	1051.92	1088.75	1126.84	1166.28	1207.10	1249.33	1293.07	1338.33	1385.17	1433.67	1483.85	1528.36	1574.21	1621.44	1670.08	1720.19
ANNUAL	23,833	24,668	25,531	26,425	27,350	28,307	29,298	30,323	31,385	32,483	33,620	34,797	36,014	37,275	38,580	39,737	40,930	42,157	43,422	44,725
P12																				
HOURLY	12.0313	12.4526	12.8885	13.3395	13.8064	14.2898	14.7899	15.3073	15.8433	16.3974	16.9715	17.5657	18.1803	18.8167	19.4753	20.0595	20.6613	21.2812	21.9196	22.5772
BIWEEKLY	962.50	996.21	1031.08	1067.16	1104.51	1143.18	1183.19	1224.59	1267.46	1311.79	1357.72	1405.25	1454.42	1505.34	1558.02	1604.76	1652.91	1702.49	1753.57	1806.17
ANNUAL	25,025	25,901	26,808	27,746	28,717	29,723	30,763	31,839	32,954	34,107	35,301	36,537	37,815	39,139	40,509	41,724	42,976	44,265	45,593	46,961

CB-98-2001 (DR-1)

STEP COMPLETED YRS SERVICE	A 0-1	B 1	C 2	D 3	E 4	F 5	G 6	H 7	I 8	J 9	K 10	L 11	M 12	N 13-14	O 15-16	P 17-18	Q 19-21	R 22-24	S 25-27	T 28
P13																				
HOURLY	12.6329	13.0752	13.5329	14.0065	14.4966	15.0043	15.5293	16.0727	16.6354	17.2172	17.8201	18.4440	19.0893	19.7574	20.4489	21.0624	21.6943	22.3451	23.0154	23.7059
BIWEEKLY	1010.63	1046.02	1082.63	1120.52	1159.73	1200.35	1242.34	1285.82	1330.84	1377.38	1425.61	1475.52	1527.14	1580.59	1635.91	1684.99	1735.54	1787.61	1841.24	1896.47
ANNUAL	26,276	27,196	28,148	29,134	30,153	31,209	32,301	33,431	34,602	35,812	37,066	38,363	39,706	41,095	42,534	43,810	45,124	46,478	47,872	49,308
P14																				
HOURLY	13.2646	13.7290	14.2096	14.7068	15.2214	15.7545	16.3058	16.8763	17.4671	18.0782	18.7111	19.3662	20.0435	20.7450	21.4711	22.1152	22.7787	23.4620	24.1659	24.8909
BIWEEKLY	1061.17	1098.32	1136.77	1176.55	1217.72	1260.36	1304.46	1350.10	1397.37	1446.25	1496.89	1549.30	1603.48	1659.60	1717.69	1769.22	1822.29	1876.96	1933.27	1991.27
ANNUAL	27,590	28,556	29,556	30,590	31,661	32,769	33,916	35,103	36,332	37,603	38,919	40,282	41,690	43,150	44,660	46,000	47,380	48,801	50,265	51,773
P15																				
HOURLY	13.9277	14.4154	14.9200	15.4421	15.9824	16.5423	17.1210	17.7202	18.3405	18.9820	19.6466	20.3345	21.0460	21.7826	22.5450	23.2213	23.9179	24.6355	25.3745	26.1358
BIWEEKLY	1114.22	1153.23	1193.60	1235.37	1278.59	1323.38	1369.68	1417.61	1467.24	1518.56	1571.73	1626.76	1683.68	1742.60	1803.60	1857.70	1913.44	1970.84	2029.96	2090.86
ANNUAL	28,970	29,984	31,034	32,120	33,243	34,408	35,612	36,858	38,148	39,483	40,865	42,296	43,776	45,308	46,894	48,300	49,749	51,242	52,779	54,362
P16																				
HOURLY	14.6241	15.1362	15.6660	16.2142	16.7817	17.3694	17.9771	18.6062	19.2576	19.9311	20.6290	21.3512	22.0985	22.8720	23.6725	24.3827	25.1141	25.8676	26.6436	27.4429
BIWEEKLY	1169.93	1210.90	1253.28	1297.14	1342.53	1389.55	1438.17	1488.49	1540.61	1594.49	1650.32	1708.10	1767.88	1829.76	1893.80	1950.61	2009.13	2069.40	2131.49	2195.43
ANNUAL	30,418	31,483	32,585	33,726	34,906	36,128	37,392	38,701	40,056	41,457	42,908	44,411	45,965	47,574	49,239	50,716	52,237	53,805	55,419	57,081
P17																				
HOURLY	15.3553	15.8931	16.4493	17.0250	17.6207	18.2378	18.8760	19.5365	20.2204	20.9277	21.6605	22.4188	23.2033	24.0155	24.8560	25.6017	26.3697	27.1608	27.9757	28.8149
BIWEEKLY	1228.43	1271.45	1315.94	1362.00	1409.66	1459.03	1510.08	1562.92	1617.63	1674.21	1732.84	1793.51	1856.27	1921.24	1988.48	2048.13	2109.58	2172.87	2238.05	2305.19
ANNUAL	31,939	33,058	34,215	35,412	36,651	37,935	39,262	40,636	42,058	43,530	45,054	46,631	48,263	49,952	51,700	53,252	54,849	56,495	58,189	59,935
P18																				
HOURLY	16.1231	16.6877	17.2718	17.8762	18.5017	19.1497	19.8198	20.5133	21.2315	21.9740	22.7436	23.5397	24.3635	25.2162	26.0988	26.8817	27.6882	28.5188	29.3744	30.2556
BIWEEKLY	1289.85	1335.02	1381.75	1430.09	1480.14	1531.98	1585.58	1641.06	1698.52	1757.92	1819.48	1883.17	1949.08	2017.30	2087.90	2150.54	2215.05	2281.51	2349.95	2420.45
ANNUAL	33,536	34,710	35,925	37,182	38,484	39,831	41,225	42,668	44,161	45,706	47,307	48,963	50,676	52,450	54,285	55,914	57,591	59,319	61,099	62,932
P19																				
HOURLY	16.9293	17.5220	18.1354	18.7700	19.4269	20.1072	20.8107	21.5390	22.2931	23.0728	23.8806	24.7166	25.5816	26.4770	27.4037	28.2258	29.0726	29.9448	30.8431	31.7684
BIWEEKLY	1354.34	1401.76	1450.83	1501.60	1554.15	1608.57	1664.86	1723.12	1783.44	1845.82	1910.45	1977.33	2046.53	2118.16	2192.30	2258.06	2325.81	2395.58	2467.45	2541.47
ANNUAL	35,213	36,446	37,722	39,042	40,408	41,823	43,286	44,801	46,370	47,991	49,672	51,411	53,210	55,072	57,000	58,710	60,471	62,285	64,154	66,078
P20																				
HOURLY	17.7757	18.3982	19.0422	19.7086	20.3982	21.1125	21.8513	22.6159	23.4077	24.2264	25.0747	25.9525	26.8607	27.8009	28.7739	29.6371	30.5262	31.4420	32.3853	33.3568
BIWEEKLY	1422.06	1471.86	1523.38	1576.68	1631.86	1689.00	1748.11	1809.27	1872.62	1938.11	2005.97	2076.20	2148.86	2224.07	2301.91	2370.97	2442.10	2515.36	2590.82	2668.55
ANNUAL	36,973	38,268	39,608	40,994	42,428	43,914	45,451	47,041	48,688	50,391	52,155	53,981	55,870	57,826	59,850	61,645	63,495	65,399	67,361	69,382
P21																				
HOURLY	18.6645	19.3181	19.9943	20.6939	21.4181	22.1682	22.9439	23.7467	24.5780	25.4377	26.3284	27.2502	28.2037	29.1909	30.2125	31.1189	32.0525	33.0141	34.0045	35.0246
BIWEEKLY	1493.16	1545.45	1599.54	1655.51	1713.45	1773.46	1835.51	1899.74	1966.24	2035.02	2106.27	2180.02	2256.30	2335.27	2417.00	2489.51	2564.20	2641.12	2720.36	2801.97
ANNUAL	38,822	40,182	41,588	43,043	44,550	46,110	47,723	49,393	51,122	52,910	54,763	56,680	58,664	60,717	62,842	64,727	66,669	68,669	70,729	72,851

The hourly rates are the October 7, 2001 rates multiplied by 101.5%. For administrative purposes, the hourly rates are the controlling rates. Biweekly rates are the hourly rates multiplied by 80 and rounded to the nearest cent. Annual rates are hourly rates multiplied by 2080 and rounded to the nearest dollar.

SCHEDULE P
UNIFORM WAGE SCALE
EFFECTIVE JANUARY 12, 2003
FOR POLICE CIVILIANS
PRINCE GEORGE'S COUNTY, MARYLAND

STEP COMPLETED YRS SERVICE	A 0-1	B 1	C 2	D 3	E 4	F 5	G 6	H 7	I 8	J 9	K 10	L 11	M 12	N 13-14	O 15-16	P 17-18	Q 19-21	R 22-24	S 25-27	T 28
P05																				
HOURLY	8.6787	8.9826	9.2970	9.6223	9.9591	10.3078	10.6685	11.0418	11.4284	11.8281	12.2423	12.6709	13.1142	13.5732	14.0483	14.4697	14.9038	15.3509	15.8114	16.2858
BIWEEKLY	694.29	718.61	743.76	769.79	796.73	824.63	853.48	883.35	914.27	946.25	979.38	1013.67	1049.14	1085.86	1123.86	1157.58	1192.30	1228.07	1264.92	1302.86
ANNUAL	18,052	18,684	19,338	20,014	20,715	21,440	22,191	22,967	23,771	24,602	25,464	26,355	27,278	28,232	29,220	30,097	31,000	31,930	32,888	33,874
P06																				
HOURLY	9.1127	9.4317	9.7619	10.1034	10.4571	10.8232	11.2019	11.5939	11.9999	12.4196	12.8544	13.3044	13.7699	14.2519	14.7508	15.1933	15.6491	16.1185	16.6021	17.1002
BIWEEKLY	729.01	754.54	780.95	808.27	836.57	865.86	896.16	927.51	959.99	993.57	1028.35	1064.35	1101.59	1140.16	1180.06	1215.46	1251.93	1289.48	1328.17	1368.01
ANNUAL	18,954	19,618	20,305	21,015	21,751	22,512	23,300	24,115	24,960	25,833	26,737	27,673	28,641	29,644	30,682	31,602	32,550	33,527	34,532	35,568
P07																				
HOURLY	9.5682	9.9033	10.2499	10.6087	10.9800	11.3644	11.7621	12.1737	12.5998	13.0405	13.4971	13.9697	14.4584	14.9646	15.4884	15.9530	16.4316	16.9246	17.4323	17.9553
BIWEEKLY	765.46	792.27	819.99	848.69	878.40	909.15	940.97	973.89	1007.98	1043.24	1079.77	1117.58	1156.67	1197.17	1239.07	1276.24	1314.53	1353.96	1394.58	1436.42
ANNUAL	19,902	20,599	21,320	22,066	22,838	23,638	24,465	25,321	26,208	27,124	28,074	29,057	30,073	31,126	32,216	33,182	34,178	35,203	36,259	37,347
P08																				
HOURLY	10.0467	10.3985	10.7625	11.1391	11.5289	11.9325	12.3501	12.7823	13.2297	13.6925	14.1720	14.6681	15.1813	15.7129	16.2628	16.7507	17.2532	17.7708	18.3039	18.8531
BIWEEKLY	803.74	831.88	861.00	891.13	922.32	954.60	988.01	1022.58	1058.38	1095.40	1133.76	1173.45	1214.50	1257.03	1301.02	1340.06	1380.26	1421.66	1464.31	1508.24
ANNUAL	20,897	21,629	22,386	23,169	23,980	24,820	25,688	26,587	27,518	28,480	29,478	30,510	31,577	32,683	33,827	34,841	35,887	36,963	38,072	39,214
P09																				
HOURLY	10.5490	10.9184	11.3005	11.6960	12.1055	12.5293	12.9676	13.4214	13.8913	14.3772	14.8806	15.4016	15.9403	16.4982	17.0757	17.5879	18.1156	18.6590	19.2188	19.7954
BIWEEKLY	843.92	873.47	904.04	935.68	968.44	1002.34	1037.41	1073.71	1111.30	1150.18	1190.45	1232.12	1275.23	1319.86	1366.05	1407.04	1449.25	1492.72	1537.51	1583.63
ANNUAL	21,942	22,710	23,505	24,328	25,179	26,061	26,973	27,916	28,894	29,905	30,952	32,035	33,156	34,316	35,517	36,583	37,680	38,811	39,975	41,174
P10																				
HOURLY	11.0765	11.4643	11.8656	12.2808	12.7107	13.1557	13.6161	14.0924	14.5858	15.0960	15.6246	16.1715	16.7374	17.3231	17.9295	18.4673	19.0214	19.5920	20.1798	20.7852
BIWEEKLY	886.12	917.15	949.25	982.46	1016.86	1052.45	1089.29	1127.40	1166.87	1207.68	1249.97	1293.72	1339.00	1385.85	1434.36	1477.39	1521.71	1567.36	1614.38	1662.81
ANNUAL	23,039	23,846	24,680	25,544	26,438	27,364	28,321	29,312	30,339	31,400	32,499	33,637	34,814	36,032	37,293	38,412	39,564	40,751	41,974	43,233
P11																				
HOURLY	11.6302	12.0376	12.4588	12.8948	13.3463	13.8135	14.2968	14.7971	15.3151	15.8508	16.4058	16.9801	17.5743	18.1897	18.8263	19.3911	19.9728	20.5720	21.1892	21.8249
BIWEEKLY	930.42	963.00	996.71	1031.58	1067.70	1105.08	1143.75	1183.77	1225.21	1268.07	1312.47	1358.41	1405.94	1455.17	1506.11	1551.29	1597.83	1645.76	1695.14	1745.99
ANNUAL	24,191	25,038	25,914	26,821	27,760	28,732	29,737	30,778	31,855	32,970	34,124	35,319	36,555	37,835	39,159	40,334	41,544	42,790	44,074	45,396
P12																				
HOURLY	12.2118	12.6394	13.0818	13.5396	14.0135	14.5041	15.0117	15.5369	16.0809	16.6434	17.2261	17.8291	18.4530	19.0989	19.7674	20.3604	20.9712	21.6004	22.2484	22.9158
BIWEEKLY	976.94	1011.15	1046.54	1083.17	1121.08	1160.33	1200.94	1242.95	1286.47	1331.47	1378.09	1426.33	1476.24	1527.92	1581.39	1628.83	1677.70	1728.03	1779.87	1833.27
ANNUAL	25,400	26,290	27,210	28,162	29,148	30,169	31,224	32,317	33,448	34,618	35,830	37,085	38,382	39,726	41,116	42,350	43,620	44,929	46,277	47,665

CB-98-2001 (DR-1)

STEP COMPLETED YRS SERVICE	A 0-1	B 1	C 2	D 3	E 4	F 5	G 6	H 7	I 8	J 9	K 10	L 11	M 12	N 13-14	O 15-16	P 17-18	Q 19-21	R 22-24	S 25-27	T 28
P13																				
HOURLY	12.8224	13.2714	13.7359	14.2166	14.7141	15.2294	15.7622	16.3138	16.8850	17.4755	18.0874	18.7206	19.3756	20.0538	20.7557	21.3783	22.0197	22.6803	23.3607	24.0615
BIWEEKLY	1025.79	1061.71	1098.87	1137.33	1177.13	1218.35	1260.98	1305.11	1350.80	1398.04	1446.99	1497.65	1550.05	1604.30	1660.45	1710.27	1761.57	1814.42	1868.85	1924.92
ANNUAL	26,671	27,604	28,571	29,571	30,605	31,677	32,785	33,933	35,121	36,349	37,622	38,939	40,301	41,712	43,172	44,467	45,801	47,175	48,590	50,048
P14																				
HOURLY	13.4635	13.9349	14.4227	14.9274	15.4498	15.9908	16.5504	17.1294	17.7291	18.3493	18.9918	19.6567	20.3441	21.0562	21.7931	22.4469	23.1203	23.8139	24.5284	25.2642
BIWEEKLY	1077.08	1114.79	1153.82	1194.20	1235.98	1279.27	1324.03	1370.35	1418.33	1467.95	1519.34	1572.54	1627.53	1684.49	1743.45	1795.75	1849.63	1905.12	1962.27	2021.14
ANNUAL	28,004	28,985	29,999	31,049	32,136	33,261	34,425	35,629	36,877	38,167	39,503	40,886	42,316	43,797	45,330	46,690	48,090	49,533	51,019	52,550
P15																				
HOURLY	14.1366	14.6316	15.1438	15.6738	16.2222	16.7904	17.3778	17.9860	18.6157	19.2668	19.9413	20.6395	21.3616	22.1093	22.8831	23.5696	24.2767	25.0050	25.7552	26.5278
BIWEEKLY	1130.93	1170.53	1211.50	1253.90	1297.77	1343.23	1390.23	1438.88	1489.25	1541.34	1595.31	1651.16	1708.93	1768.74	1830.65	1885.57	1942.14	2000.40	2060.41	2122.23
ANNUAL	29,404	30,434	31,499	32,601	33,742	34,924	36,146	37,411	38,721	40,075	41,478	42,930	44,432	45,987	47,597	49,025	50,496	52,010	53,571	55,178
P16																				
HOURLY	14.8435	15.3632	15.9010	16.4574	17.0334	17.6299	18.2467	18.8853	19.5465	20.2301	20.9385	21.6715	22.4300	23.2150	24.0276	24.7484	25.4908	26.2556	27.0432	27.8545
BIWEEKLY	1187.48	1229.06	1272.08	1316.59	1362.67	1410.39	1459.74	1510.82	1563.72	1618.41	1675.08	1733.72	1794.40	1857.20	1922.21	1979.87	2039.27	2100.45	2163.46	2228.36
ANNUAL	30,874	31,956	33,074	34,231	35,429	36,670	37,953	39,281	40,657	42,079	43,552	45,077	46,654	48,287	49,977	51,477	53,021	54,612	56,250	57,937
P17																				
HOURLY	15.5857	16.1315	16.6960	17.2804	17.8851	18.5114	19.1591	19.8296	20.5237	21.2416	21.9854	22.7551	23.5514	24.3757	25.2288	25.9857	26.7653	27.5682	28.3953	29.2471
BIWEEKLY	1246.85	1290.52	1335.68	1382.43	1430.80	1480.91	1532.73	1586.37	1641.90	1699.33	1758.83	1820.41	1884.11	1950.06	2018.31	2078.86	2141.22	2205.46	2271.62	2339.77
ANNUAL	32,418	33,553	34,728	35,943	37,201	38,504	39,851	41,245	42,689	44,183	45,730	47,331	48,987	50,701	52,476	54,050	55,672	57,342	59,062	60,834
P18																				
HOURLY	16.3649	16.9380	17.5309	18.1443	18.7793	19.4369	20.1171	20.8210	21.5499	22.3037	23.0847	23.8928	24.7289	25.5944	26.4903	27.2850	28.1035	28.9466	29.8150	30.7095
BIWEEKLY	1309.19	1355.04	1402.47	1451.55	1502.34	1554.96	1609.37	1665.68	1723.99	1784.29	1846.78	1911.42	1978.31	2047.56	2119.22	2182.80	2248.28	2315.73	2385.20	2456.76
ANNUAL	34,039	35,231	36,464	37,740	39,061	40,429	41,844	43,308	44,824	46,392	48,016	49,697	51,436	53,236	55,100	56,753	58,455	60,209	62,015	63,876
P19																				
HOURLY	17.1832	17.7849	18.4074	19.0515	19.7183	20.4088	21.1229	21.8621	22.6274	23.4189	24.2388	25.0874	25.9654	26.8742	27.8147	28.6492	29.5087	30.3939	31.3057	32.2449
BIWEEKLY	1374.66	1422.79	1472.60	1524.12	1577.46	1632.70	1689.83	1748.97	1810.20	1873.51	1939.11	2006.99	2077.23	2149.93	2225.18	2291.94	2360.69	2431.51	2504.46	2579.59
ANNUAL	35,741	36,993	38,287	39,627	41,014	42,450	43,936	45,473	47,065	48,711	50,417	52,182	54,008	55,898	57,855	59,590	61,378	63,219	65,116	67,069
P20																				
HOURLY	18.0423	18.6742	19.3278	20.0042	20.7042	21.4292	22.1791	22.9552	23.7588	24.5898	25.4508	26.3418	27.2637	28.2179	29.2055	30.0817	30.9841	31.9137	32.8711	33.8572
BIWEEKLY	1443.39	1493.93	1546.23	1600.34	1656.33	1714.34	1774.33	1836.41	1900.71	1967.19	2036.06	2107.35	2181.09	2257.43	2336.44	2406.53	2478.73	2553.09	2629.68	2708.58
ANNUAL	37,528	38,842	40,202	41,609	43,065	44,573	46,133	47,747	49,418	51,147	52,938	54,791	56,708	58,693	60,747	62,570	64,447	66,380	68,372	70,423
P21																				
HOURLY	18.9445	19.6079	20.2942	21.0043	21.7394	22.5007	23.2880	24.1029	24.9467	25.8193	26.7233	27.6590	28.6268	29.6287	30.6657	31.5857	32.5333	33.5093	34.5146	35.5500
BIWEEKLY	1515.56	1568.63	1623.54	1680.35	1739.15	1800.06	1863.04	1928.24	1995.74	2065.54	2137.87	2212.72	2290.14	2370.30	2453.26	2526.86	2602.66	2680.74	2761.16	2844.00
ANNUAL	39,405	40,784	42,212	43,689	45,218	46,802	48,439	50,134	51,889	53,704	55,584	57,531	59,544	61,628	63,785	65,698	67,669	69,699	71,790	73,944

The hourly rates are the July 14, 2002 rates multiplied by 101.5%. For administrative purposes, the hourly rates are the controlling rates. Biweekly rates are the hourly rates multiplied by 80 and rounded to the nearest cent. Annual rates are hourly rates multiplied by 2080 and rounded to the nearest dollar.

ATTACHMENT B

CERTIFIED MAIL

or

HAND DELIVERED

NAME
STREET
CITY/STATE

Dear NAME:

I have received your request for leave without pay from _____ through _____. I have concurred with your request and directed correspondence to the County Personnel Officer for approval. I will notify you of the Personnel Officer's decision as soon as I am informed of it.

Continuation of Health and Life Insurance Coverage. Although it is your responsibility to make arrangements with the Benefits Division of the Office of Personnel and Labor Relations (OPLR), to make whatever payments you may be required to make to continue your health and life insurance coverage, we have contacted OPLR and have attached a form which lists any payments due in order to continue your health and life insurance coverage. You should contact the Benefits Division of OPLR, at 301-883-6380 if you have further questions.

Continuation of Retirement/Pension Benefits. The State Retirement and Pension Systems have their own rules concerning the continuation of benefits during a leave of absence. Not every County approved leave of absence meets their definitions of leave of absence for the State Retirement and Pension Systems. However, if a leave of absence of more than ten (10) days is approved for personal illness, maternity or paternity, study, service in an employee organization, government sponsored organization, or adoption, you must file the MSRS-46 form (Application To Be Placed On A Qualifying Approved Leave of Absence) with the State Retirement Agency before your leave begins to protect your benefits. If you have not already completed the form, one is attached for your convenience. You should contact the Pensions Division-of OPLR, at 883-6390 for further information.

Sincerely,

Chief of Police
Director, Department of Environmental Resources
Director, Office of Information and Technology Communications

Enclosure

LEAVE WITHOUT PAY

HEALTH & LIFE INSURANCE
EMPLOYEE PREMIUM PAYMENTS

Name _____ Leave to begin _____

Soc. Sec. No. _____ Leave to end _____

Department/Division _____

Once you begin your leave without pay,
your Health insurance coverage will continue through _____;
date

your Prescription insurance coverage, through _____;
date

your Optical insurance coverage, through _____;
date

your Dental insurance coverage, through _____;
date

and your Life insurance coverage, through _____.
date

In order to continue your coverage, you must make the following premium payments to Prince George's County (Benefits Division, Office of Personnel and Labor Relations, 1400 McCormick Drive, Largo, Maryland 20774) by the due date(s) indicated:

<u>Type Coverage</u>	<u>Premium Payment</u>	<u>Date(s) Due</u>
Health Insurance	\$ _____	_____
Prescription Insurance	\$ _____	_____
Optical Insurance	\$ _____	_____
Dental Insurance	\$ _____	_____
Life Insurance	\$ _____	_____

If you have any questions about this payment schedule or your coverages, you may call Benefits, at 883-6380.

Prepared by _____

cc: Benefits Division