

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

Resolution No. CR-35-2003

Proposed by The Chairman (by request – County Executive)

Introduced by Council Member Knotts

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

Date of Introduction July 1, 2003

**RESOLUTION**

1 A RESOLUTION concerning

2 Compensation and Benefits

3 General Schedule Employees

4 Salary Schedule G

5 For the purpose of amending the Salary Plan of the County to reflect pay rates and other  
6 modified benefits for General Schedule employees.

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

10 WHEREAS, the Salary Plan must at this time be amended by the approval of a salary  
11 schedule to reflect the new pay rates and other modified benefits for General Schedule  
12 employees.

13 NOW, THEREFORE, BE IT RESOLVED by the County Council of Prince George's  
14 County, Maryland, that Salary Schedule G submitted and recommended by the County Executive  
15 on June 27, 2003, which is attached hereto and made a part hereof, setting forth the following  
16 modifications: cost of living increase in Fiscal Year 2004; merit increase in Fiscal Year 2004;  
17 supplemental pension benefit and life insurance, be and the same is hereby approved.

18 BE IT FURTHER RESOLVED that this resolution shall take effect on the day it is adopted  
19 and shall be effective on July 13, 2003.

Adopted this 8th day of July, 2003.

COUNTY COUNCIL OF PRINCE  
GEORGE'S COUNTY, MARYLAND

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

ATTEST:

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

SALARY SCHEDULE G

SCHEDULE OF PAY GRADES - GENERAL SCHEDULE

PRINCE GEORGE'S COUNTY, MARYLAND

EFFECTIVE JULY 13, 2003

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## 1. SCHEDULED PAY RATES

SALARY SCHEDULE G - GENERAL SCHEDULE  
 SCHEDULE OF PAY GRADES  
 EFFECTIVE JULY 13, 2003  
 PRINCE GEORGE'S COUNTY, MARYLAND

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
G01	HOURLY	5.1500	10.4650
	BIWKLY	412.00	837.20
	ANNUAL	10,712	21,767
G02	HOURLY	6.9117	10.9882
	BIWKLY	552.94	879.05
	ANNUAL	14,376	22,856
G03	HOURLY	7.2573	11.5377
	BIWKLY	580.58	923.02
	ANNUAL	15,095	23,999
G04	HOURLY	7.6201	12.1144
	BIWKLY	609.61	969.15
	ANNUAL	15,850	25,198
G05	HOURLY	8.0010	12.7201
	BIWKLY	640.08	1017.61
	ANNUAL	16,642	26,458
G06	HOURLY	8.4014	13.3562
	BIWKLY	672.11	1068.49
	ANNUAL	17,475	27,781
G07	HOURLY	8.8212	14.0243
	BIWKLY	705.69	1121.94
	ANNUAL	18,348	29,170
G08	HOURLY	9.2623	14.7252
	BIWKLY	740.98	1178.02
	ANNUAL	19,266	30,629
G09	HOURLY	9.7253	15.4615
	BIWKLY	778.03	1236.92
	ANNUAL	20,229	32,160

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
G10	HOURLY	10.2116	16.2345
	BIWKLY	816.93	1298.76
	ANNUAL	21,240	33,768
G11	HOURLY	10.7222	17.0464
	BIWKLY	857.78	1363.71
	ANNUAL	22,302	35,457
G12	HOURLY	11.2584	17.8988
	BIWKLY	900.67	1431.90
	ANNUAL	23,417	37,229
G13	HOURLY	11.8210	18.7936
	BIWKLY	945.68	1503.49
	ANNUAL	24,587	39,091
G14	HOURLY	12.4121	19.7334
	BIWKLY	992.97	1578.67
	ANNUAL	25,818	41,046
G15	HOURLY	13.0328	20.7201
	BIWKLY	1042.63	1657.61
	ANNUAL	27,109	43,098
G16	HOURLY	13.6846	21.7559
	BIWKLY	1094.77	1740.47
	ANNUAL	28,464	45,253
G17	HOURLY	14.3685	22.8437
	BIWKLY	1149.49	1827.50
	ANNUAL	29,887	47,515
G18	HOURLY	15.0872	23.9862
	BIWKLY	1206.98	1918.90
	ANNUAL	31,382	49,891
G19	HOURLY	15.8416	25.1854
	BIWKLY	1267.33	2014.84
	ANNUAL	32,951	52,385
G20	HOURLY	16.6335	26.4443
	BIWKLY	1330.69	2115.54
	ANNUAL	34,597	55,004

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
G21	HOURLY	17.4652	27.7666
	BIWKLY	1397.22	2221.33
	ANNUAL	36,328	57,755
G22	HOURLY	18.3385	29.1550
	BIWKLY	1467.08	2332.40
	ANNUAL	38,144	60,642
G23	HOURLY	19.2556	30.6127
	BIWKLY	1540.45	2449.01
	ANNUAL	40,052	63,674
G24	HOURLY	20.2182	32.1434
	BIWKLY	1617.45	2571.47
	ANNUAL	42,053	66,858
G25	HOURLY	21.2294	33.7508
	BIWKLY	1698.36	2700.06
	ANNUAL	44,158	70,201
G26	HOURLY	22.2906	35.4381
	BIWKLY	1783.25	2835.05
	ANNUAL	46,364	73,711
G27	HOURLY	23.4053	37.2101
	BIWKLY	1872.42	2976.81
	ANNUAL	48,683	77,397
G28	HOURLY	24.5755	39.0704
	BIWKLY	1966.03	3125.63
	ANNUAL	51,117	81,266
G29	HOURLY	25.8040	41.0238
	BIWKLY	2064.33	3281.90
	ANNUAL	53,672	85,329
G30	HOURLY	27.0945	43.0755
	BIWKLY	2167.56	3446.04
	ANNUAL	56,357	89,597
G31	HOURLY	28.4491	45.2289
	BIWKLY	2275.93	3618.31
	ANNUAL	59,175	94,076

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
G32	HOURLY	29.8718	47.4906
	BIWKLY	2389.74	3799.25
	ANNUAL	62,133	98,781
G33	HOURLY	31.3653	49.8648
	BIWKLY	2509.22	3989.18
	ANNUAL	65,240	103,719
G34	HOURLY	32.9336	52.3583
	BIWKLY	2634.69	4188.66
	ANNUAL	68,502	108,905
G35	HOURLY	34.5802	54.9760
	BIWKLY	2766.42	4398.08
	ANNUAL	71,927	114,350
G36	HOURLY	36.3091	57.7248
	BIWKLY	2904.73	4617.99
	ANNUAL	75,523	120,067
G37	HOURLY	38.1246	60.6111
	BIWKLY	3049.97	4848.89
	ANNUAL	79,299	126,071
G38	HOURLY	40.0308	63.6415
	BIWKLY	3202.47	5091.32
	ANNUAL	83,265	132,374
G39	HOURLY	42.0325	66.8237
	BIWKLY	3362.59	5345.90
	ANNUAL	87,428	138,993
G40	HOURLY	44.1339	70.1649
	BIWKLY	3530.72	5613.19
	ANNUAL	91,799	145,943
G41	HOURLY	46.3404	73.6732
	BIWKLY	3707.24	5893.85
	ANNUAL	96,388	153,241
G42	HOURLY	48.6577	77.3570
	BIWKLY	3892.62	6188.56
	ANNUAL	101,208	160,903

The hourly rates are the July 14, 2002 rates multiplied by 101.5%. For administrative purpose, the hourly rates are the controlling rates. Biweekly rates are hourly rates multiplied by 80. Annual rates are the hourly rates multiplied by 2,080 and rounded to the nearest dollar.

**2. MIN-MAX SYSTEM**

A. Merit increases for employees who earn less than the maximum of their grade shall be granted at a rate of three and a half percent (3.5%), in accordance with the Personnel Law. Employees will continue to receive 3.5% merit increases until one of the following occurs:

1. The employee reaches the maximum of his/her grade;
2. The 3.5% increase would establish the hourly rate one percent (1%) or less below the maximum, in which case the hourly rate will be automatically adjusted upward to the maximum; or
3. The 3.5% merit adjustment would cause an employee's salary rate to exceed the maximum rate established for that grade, in which case the employee's salary will instead be adjusted to equal the maximum applicable rate.

B. Salary increases upon promotion and salary decreases upon demotion shall be at the rate of ten percent (10%) and shall be applied in accordance with the Personnel Law. Salary increases upon reallocation to a higher graded position shall be at a rate not to exceed ten percent (10%). If the 10% increase would establish the hourly rate one percent (1%) or less below the maximum, the hourly rate will be automatically adjusted upward to the maximum. For purposes of a Salary Reduction imposed as a discipline, an employee's salary shall be reduced by an amount not to exceed ten percent (10%) and such reduction shall be applied in accordance with the Personnel Law.

C. The Chief Administrative Officer may authorize police or fire officials assigned to this Salary Schedule at the Director or Deputy Director pay grades, to receive any benefit authorized for other police or fire officials on the Police Officials' or Fire Officials' salary schedules.

**3. MERIT INCREASE - FISCAL YEAR 2004**

Merit increases for employees who earn less than the maximum of their grade shall be granted at a rate of three and one-half percent (3.5%), in accordance with the Personnel Law.

**4. COST OF LIVING ADJUSTMENT FOR FISCAL YEAR 2004**

Effective July 13, 2003, employees covered by this Salary Schedule will receive a one and one-half percent (1.5%) increase in their base hourly rates of pay.

**5. WORKWEEK**

The workweek is the seven (7) consecutive day period commencing at 12:01 a.m. Sunday, and ending the following Saturday midnight.

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

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

## **6. WORK SCHEDULES**

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

## **7. DESIGNATION OF MEAL PERIODS**

A. Except for employees assigned to rotating shift work schedules, any employee who works five (5) or more hours in any workday shall receive an unpaid one-half hour meal period during that workday.

B. Employees assigned to rotating shift work schedules averaging 40- 42 productive hours shall be eligible for a meal period, as defined by the appointing authority, within the productive workday.

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

### **A. Overtime Pay**

#### **1. General Provisions:**

a. Subject to the limitations noted in Paragraph 2 below, full and part-time employees allocated to classes within the General Schedule shall be eligible to earn overtime pay for each hour or part thereof worked in excess of the number of productive hours constituting the standard work- week for full-time employees. Normally, the standard workweek for full- time employees will be forty (40) hours. However, in some instances, such as with rotating shift schedules, the number of full-time productive hours in the "standard" workweek may vary.

b. The rate of overtime pay for employees allocated to classes within the General Schedule shall be equal to one and one-half (1 1/2) times the employee's regular hourly rate.

c. All pay status hours shall be considered productive hours for overtime computation purposes.

d. Each appointing authority shall be responsible for specifically directing and/or authorizing overtime work for employees under his/her jurisdiction. In addition, appointing authorities are responsible for ensuring fund availability for overtime pay.

2. Limitations:

- a. Employees assigned to General Schedule Grades 21 through 24, inclusive, shall be entitled to earn overtime pay only upon the written approval of the appropriate appointing authority.
- b. Employees assigned to General Schedule Grades 25 and above shall be entitled to earn overtime pay only upon the written approval of the Chief Administrative Officer.
- c. All 700 hour employees shall not be entitled to earn overtime.

B. Premium Pay for Holiday Work

No employee occupying a position allocated to a class in the General Schedule above Grade 24 shall be eligible for premium pay for holiday work. However, when expressly directed in writing by the appointing authority to perform such holiday work, such employee shall receive an alternative day or shift schedule day off at the employee's base rate of pay.

Employees occupying classes allocated to Grades 1 through 24 in the General Schedule required to work on designated County holidays shall be paid at the rate of two times the employee's base rate of pay for all hours worked as provided for in Section 16-219 (g)(h) of the Personnel Law.

Should a holiday fall on an employee's regularly scheduled day off, the employee shall receive an alternative day or shift schedule day off.

C. Shift Differential

Any full-time employee whose regularly assigned tour of duty requires that at least 50% of the standard workday be between the hours of 6 p.m. and 6 a.m. will be eligible for shift differential pay of sixty cents (60 cents) per hour for all hours actually worked between 6 p.m. and 6 a.m.

Shift differential is considered as premium pay and shall not be included in the rate of base pay used to compute leave, as provided in Division 17 of the Personnel Law; holiday premium pay; retirement and insurance deductions and benefits.

D. Pyramiding of Overtime and Premium Pay

There shall be no pyramiding of overtime and premium rates. Only one overtime or premium rate will be paid for the same hours worked.

E. Special Compensation for Certain Health Department Employees

This provision shall be applicable to positions within the Environmental Sanitarian IV, G-27, Environmental Sanitarian V, G-29, Associate Director, Division of Environmental Health, G-33, Engineer IV, G-28, Administrative Assistant IV, G-27, Disease Control Specialist I, G-18,

Disease Control Specialist II, G-21, Disease Control Specialist III, G-24, Disease Control Specialist IV, G-27, and Disease Control Specialist V, G- 29, classes of work situated in the Department of Health.

1. Weeknight Coverage (Monday through Friday, 4:00 p.m. to 8:00 a.m.)

a. Staff personnel designated to remain on-call for emergencies will receive two (2) hours compensatory time for each day they provide weeknight coverage.

b. Time worked by telephone for the resolution of emergencies shall be compensated with compensatory leave on an hour-for-hour basis.

c. Work time spent at an emergency site, including travel time to and from the emergency site, will be compensated at the employee's straight-time rate or by straight compensatory time, at the employee's election.

2. Weekend and Holiday Coverage (8:00 a.m. Saturday to 8:00 a.m. Monday or 8:00 a.m. on a holiday to 8:00 a.m. the following day)

a. Staff personnel designated to remain on-call for emergencies on a weekend day will receive Twenty-five Dollars (\$25), Forty Dollars (\$40) for each holiday, or six (6) hours compensatory time per day at the employee's election.

b. Time worked by telephone for the resolution of emergencies shall be compensated with compensatory leave on an hour-for-hour basis.

c. Work time spent at an emergency site, including travel time to and from the emergency site, will be paid at the employee's straight- time rate or by straight compensatory time, at the employee's election.

F. Clothing Allowance for School Crossing Guard Supervisor

Employees occupying the classification of School Crossing Guard Supervisor who are required to wear uniforms shall be entitled to an annual clothing allowance as approved by the Chief of Police.

G. "On Call" Pay for Supervisor, School Crossing Guard and Assistant Supervisor, School Crossing Guard

Employees in the Supervisor, School Crossing Guard and Assistant Supervisor, School Crossing Guard classes of work who are assigned to remain on call during either evening or early morning hours to receive calls from Crossing Guards requiring sick or other emergency leave, and arrange for alternative post coverage, shall be compensated at a flat rate of \$50.00 per week for the following periods when the work is actually performed:

1. Weeknight "On Call" Coverage (Sunday through Thursday, 7 P.M. to 9 P.M.)

2. Weekday "On Call" Coverage (Monday through Friday, 6 A.M. to 7 A.M.)

H. Special Compensation for Construction Standard Inspector and Related Classes of Work

Employees in the Construction Standards Inspector IV, G-24, Construction Standards Code Enforcement Officer, G-27, Chief Electrical Inspector, G-27, and Chief, Construction Standards Division, G-33, classes of work will receive a special duty pay supplement at a rate of five percent (5%) per hour above their regular base pay, provided they substantiate to the County that they have passed the applicable Building Officials and Code Administrators (BOCA) examination listed immediately below:

- a. One and two family dwelling building examination
- b. One and two family dwelling electrical examination
- c. One and two family dwelling mechanical examination
- d. One and two family dwelling plumbing examination
- e. Building general examination
- f. Fire protection general examination

Employees in those classes of work specified above who perform commercial electrical inspections will receive a special duty pay supplement at a rate of five percent (5%) per hour above their regular base pay, provided they substantiate to the County that they have passed both the BOCA one and two family dwelling electrical examination and the BOCA electrical general examination.

Employees can receive only one of the five percent (5%) increases provided for in the two paragraphs immediately above.

Employees in those classes of work specified above who are situated in the Department of Public Works and Transportation will receive a special duty pay supplement at a rate of five percent (5%) per hour above their regular base pay provided that they substantiate to the County that they have passed a County recognized inspection certification program related to the Department of Public Works and Transportation inspection functions.

I. Certification of Engineering Technician

Employees in the Engineering Technician class of work will receive a special duty pay supplement at a rate of five percent (5%) per hour above their regular base pay provided that they substantiate to the County that they have been awarded an Engineering Technician, Level III, Certification from the National Institute for Certification of Engineering Technicians (NICET).

## 9. LEAVE PROVISIONS

### A. Sick Leave

Sick leave may be accumulated from year to year.

All full-time employees earn 4 1/2 hours of sick leave each pay period with a periodic adjustment to ensure that each employee earns fifteen (15) days of sick leave each leave year through the duration of County service. Each such day shall constitute eight (8) hours.

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

### B. Annual Leave

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

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

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

### C. Maximum Accumulation of Annual Leave

1. A maximum of 360 hours of accumulated annual leave earned beginning with the first pay period in Fiscal Year 1996 may be carried over from one (1) leave year to the next by an employee.

2. An employee shall be allowed to carry over annual leave earned as of the last full pay period in Fiscal Year 1995, even if such accumulated amount is in excess of the maximum allowed in subsection C. 1. above.

3. Annual leave hours in excess of the maximum allowed to be carried over to the next leave year shall be converted to sick leave.

### D. Sick and Annual Leave disposition upon separation

1. The annual and sick leave balances accumulated by an employee shall, upon the employee's separation from employment, with proper notice of separation as determined by the employee's appointing authority, be liquidated in the following manner:

a. 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);

b. 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;

c. Except in the case of an employee who is entitled to credit for sick and annual leave balances under the terms of an applicable County sponsored pension plan, 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 limitation:

1. The maximum total amount of annual leave eligible for cash payment upon separation shall be the amount of remaining accumulated leave earned as of the end of the last full pay period in Fiscal Year 1995, or 360 hours, whichever is greater.

2. Any accrued annual leave not eligible for cash payment may be converted to sick leave.

d. For all or any portion of the employee's sick leave balance earned as of the end of the last full pay period of Fiscal Year 1995, 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 of the employee's base hourly rate of pay as of June 30, 1995. Sick leave earned beginning the first pay period of Fiscal Year 1996 is not subject to cash payment to the employee upon separation. Any employee who is entitled to credit for sick and annual leave under the terms of an applicable County sponsored pension plan will only be entitled to receive cash distribution for leave balances in accordance with the terms of the applicable pension plan.

e. 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.

f. 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 shall forfeit any sick leave hours accumulated at the time of the employee's separation.

g. Upon retirement, an employee shall be entitled to receive credit, on an actuarial equivalent basis, for unused sick leave for which an authorized cash payment has not been elected, as creditable service, in accordance with the applicable provisions of the State Personnel and Pension Article, Annotated Code of Maryland, as amended, and the terms of any applicable County sponsored pension plan.

#### E. Personal Leave

Twenty-four (24) hours of personal leave shall be granted to all permanent, full-time employees and sixteen (16) hours of personal leave day shall be granted to all permanent part-

time employees eligible for annual leave. This will include the four (4) hours granted in lieu of General Election Day.

Personal leave may be taken in four-hour increments.

F. Compensatory Leave

Employees assigned to grades in the General Schedule who are otherwise entitled to earn overtime compensation pursuant to Section 8 may elect to earn compensatory leave in lieu of overtime compensation, except that employees in Grades 21 through 24, inclusive, are entitled to earn compensatory leave without written approval of the appointing authority.

Accrual and use of compensatory leave shall be subject to the following restrictions:

No employee shall accrue more than 240 hours of compensatory leave. An employee shall be granted compensatory leave by the appointing authority within a reasonable period after requesting leave if the use of compensatory leave does not unduly disrupt the operation of the agency.

An employee covered by the Fair Labor Standards Act who has accrued compensatory leave shall, upon termination of employment, be paid for all unused compensatory leave at the greater of the final regular rate received by such employee, or the average regular rate received by such employee during the last three (3) years of employment.

G. Bereavement Leave

Bereavement leave shall be administered in accordance with the Personnel Law, not to exceed three (3) working days in the event of the death of an employee's spouse, child, or parent and not to exceed one (1) working day in the event of the death of any other member of the employee's family.

H. Administration of Leave

The provisions governing the administration of the above types of leave, as well as other types of leave (holiday, administrative, military, parental, family and medical, disability, leave without pay, and absence without leave) are specified in Division 17 of the Personnel Law and Administrative Procedure 284.

I. Military Leave

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

**10. INCENTIVE AWARDS**

To the extent that funds have been appropriated for such purpose, employees may be granted incentive awards, subject to the provisions of Section 16-209 of the Personnel Law and Administrative Procedure 216, as approved by the Chief Administrative Officer.

**11. UNEMPLOYMENT INSURANCE**

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

**12. RETIREMENT AND PENSION BENEFIT PROVISIONS**

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

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

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

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

E. Supplemental Pension Benefit

1. Benefit Accrual and Amounts.

Employees hired before January 1, 1991 covered by this Salary Schedule who elected to participate in the Supplemental Pension Plan and all employees hired on or after January 1, 1991 will participate in a supplemental pension benefit program pursuant to rules established in the Supplemental Pension Plan. The rate of accrual and amount of the benefit payable under this program are determined as follows:

a. For participants actively participating in the Plan on or after January 1, 2002, the benefit accrual is 1.0% times the number of years of actual and continuous service the employee has as a full-time and /or part-time Prince George's County employee, to a maximum of thirty (30) years of actual and continuous service, multiplied by the employee's average annual compensation, as determined pursuant to paragraph 5 below.

b. The Board of Trustees for the Supplemental Pension Plan may establish

contribution and benefit accrual rates, maximum benefits and special retirement incentives or provisions as it deems appropriate; provided, however, that employee benefits under this plan may not be reduced without prior approval of the County Council.

2. Vesting.

a. Minimum Continuous Service Requirements

No employee covered by this Salary Schedule 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.

b. Vested Benefit

An employee completing the minimum continuous service requirements of paragraph 2.a., above, shall be entitled to receive a monthly benefit as determined pursuant to the Plan; provided, however, that no employee terminated for disciplinary reasons will be entitled to any benefit under this Section.

3. Benefit Payment.

The benefit accrued by an employee under either paragraphs 1 or 2, above, shall not be payable until retirement at the earlier of age 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; or has attained State normal retirement date.

4. Funding.

The cost of funding the supplemental pension benefit described in this Section E will be shared by the employee and the County through regular contributions each pay period. The employee shall contribute, through payroll deduction, an amount equal to one half the cost of providing this benefit. Effective with the pay period ending on July 27, 2002, the employee contribution rate to the Supplemental Pension Plan will continue at 3.69% of base pay.

5. Definitions.

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

b. Average Annual Compensation means an amount computed by dividing by three 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.

c. 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.

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

6. Discontinued Service Benefit.

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

7. IRS Pickup Plan

The County shall pick up, within the meaning of Section 414(h) (2) of the Internal Revenue Code, the employee contributions required by paragraph 4. (Funding) hereof. Such amounts:

(1) are designated as employee contributions to be picked up by the County within the meaning of Section 414 (h) (2) of the Internal Revenue Code and shall be treated as employer contributions in determining the tax treatment of such amounts under that section;

(2) shall reduce the taxable compensation of the employee in an amount that equals the employee contributions picked up by the County;

(3) shall be paid by the County from the same source of funds that is used to pay compensation to the employee;

(4) shall, for all other purposes, be treated in the same manner and to the same extent as employee contributions made before establishment of the pickup plan.

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 or other approval with respect to the pickup plan, but neither the application nor the receipt of such a ruling or approval are prerequisites to the implementation of the pickup plan.

### **13. GROUP HEALTH INSURANCE**

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 plan. Participating employees shall contribute the remaining twenty-five percent (25%).

B. For those employees who elect to enroll in a pre-paid group health plan or Health Maintenance Organization (HMO), the County's contribution shall be equal to eighty percent (80%) of the cost of HMO coverage and the participating employee's contribution shall equal the remaining twenty percent (20%).

C. Employees who provide proof of other medical coverage may choose to receive a credit

instead of enrolling in a medical plan with the County.

D. The Employer shall contribute ninety percent (90%) to the County's prescription drug and vision care programs for any employee who elects to participate in either program. The participating employee shall contribute the remaining ten percent (10%). Employees who choose not to enroll in the Prescription Drug Plan may choose to receive a credit instead.

E. 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 the plans.

F. Employees may choose to enroll in a Long-Term Disability Program offering fifty percent (50%) or sixty percent (60%) of annual salary up to normal social security retirement age. Employees will pay the full cost of whichever option is chosen.

G. Employees may contribute up to \$5,000 in a dependent flexible spending account and up to \$3,000 in a medical flexible spending account.

#### **14. LIFE INSURANCE**

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). Employees may choose to increase their life insurance from one to four times their annual salary up to a total of \$750,000 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.

The County shall pay a death benefit of \$10,000 upon the death of any County employee whose death results from an accidental personal injury arising out of and in the course of his/her employment in accordance with Section 16-232.01 of the Personnel Law. Furthermore, the County's current life insurance policy provides an accidental death benefit in the amount of \$10,000 for bodily injury arising outside of employment.

#### **15. SOCIAL SECURITY**

Effective January 1, 2003, the County and each employee paid in accordance with this Salary Schedule shall make contributions to the Social Security fund of 7.65% of the first \$87,000, and 1.45% of the remainder paid in wages per employee per calendar year. Employee contributions shall be made through payroll deductions.

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

#### **16. WORKERS' COMPENSATION**

The County will provide, at its own cost, all benefits due to an employee pursuant to the

Maryland Worker's Compensation Law, Title 9 of the Maryland Labor and Employment Code Annotated.

**17. PAY PLAN POLICY STATEMENT**

It is the policy of the County that benefits afforded to employees in the Salary Plan are governed by the specific salary schedule to which an employee is currently assigned. If an employee is transferred, promoted, demoted, or in any way moves from one salary schedule to another, any benefits unique to or expressly a function of the former salary schedule are not carried over.