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

Legislative Session

1992

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Resolution No. CR-78-

1992

Proposed by The Chairman (by request - County Executive)

Introduced by Council Members Bell and Pemberton

Co-Sponsors

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Date of Introduction July 7,  
1992

**RESOLUTION**

A RESOLUTION concerning  
Compensation and Benefits - Sheriff's Department  
Officials (Captains and Majors) Salary Schedule S-0  
FOR the purpose of amending the Salary Plan of the County to  
reflect the new pay rates, define work week and explain  
benefits applicable to employees covered under Salary Schedule  
S-0.

WHEREAS, pursuant to Section 903 of Article IX of the  
Prince George's County Charter and Section 16-125(a) of the  
Prince George's County Code, amendments to the County's Salary

Plan are to be submitted to the County Council in resolution form; and

WHEREAS, the Salary Plan must at this time be amended by the approval of a salary schedule to reflect the new pay rates for the Sheriff's Department Officials.

NOW, THEREFORE, BE IT RESOLVED by the County Council of Prince George's County, Maryland, that the salary schedule submitted and recommended by the County Executive on June 19, 1992, which is attached hereto and made a part hereof, setting forth a one percent (1%) increase in the base hourly rates effective April 5, 1992; a one percent (1%) increase in base hourly rates effective May 31, 1992; a two percent (2%) increase in base hourly rates effective March 21, 1993; a two percent (2%) increase in base hourly rates effective June 13, 1993; and a two and one-half percent (2 1/2%) increase in base hourly rates effective June 27, 1993 and further establishing work week and the number of productive hours therein, meal period, holiday pay, shift differential, clothing allowance, payment for unused sick leave, disability leave, annual leave carryover, life and supplemental life insurance, worker's compensation, unemployment insurance, social security, health insurance, retirement and supplemental retirement contributions and incentive awards for such employees, be and the same is hereby approved.

BE IT FURTHER RESOLVED that the provisions of this Resolution shall supercede the provisions of CB-13-1992.

Adopted this 28th day of July, 1992.

COUNTY COUNCIL OF PRINCE  
GEORGE'S COUNTY, MARYLAND

BY:

\_\_\_\_\_

Richard J. Castaldi  
Chairman

ATTEST:

\_\_\_\_\_  
Joyce T. Sweeney  
Acting Clerk of the Council

SALARY SCHEDULE S-O  
SCHEDULE OF PAY GRADES  
SHERIFF'S DEPARTMENT OFFICIALS  
(CAPTAINS - MAJORS)  
PRINCE GEORGE'S COUNTY, MARYLAND  
EFFECTIVE JULY 1, 1991 - JUNE 30, 1993  
(AS AMENDED FOR FY 92)

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## I. UNIFORM WAGE SCALE

On July 2, 1989, the "MIN-MAX" system which had been in effect for all members of the bargaining unit was replaced by the Uniform Wage Scale described below, and reflected in the Scheduled Pay Rates in Section II of this Salary Schedule.

### A. DESCRIPTION OF THE UNIFORM WAGE SCALE

For each rank of deputy sheriff (Captain and Major) in this Salary Schedule, there is established a pay grade containing fifteen (15) pay rates (steps) ranging from Step 0 through Step 14: Deputy Sheriff Captain - W31 and Deputy Sheriff Major - W34. The percentage values of the intervals between steps are 3.5% from Step 0 through Step 11 and 3% for the three remaining intervals from Step 11 through Step 14.

An employee will be eligible to advance to the next step for his/her rank on his/her anniversary date at the rate of one step per year up to and including Step 12, provided that he/she receives at least a satisfactory performance evaluation for the preceding year. After reaching Step 12, an employee will be eligible to advance to Steps 13 and 14 after three years of service at each step (that is, after having completed fifteen and eighteen years of service, respectively), provided that his/her performance for the applicable period has been evaluated as satisfactory.

Employees covered by this Salary Schedule and hired before July 1, 1989 will keep the anniversary dates that they held on July 1, 1989 for as long as they are continuously employed. Employees hired on or after July 1, 1989 will have as their anniversary dates the dates of their initial appointment and those anniversary dates will not be changed while those employees are continuously employed.

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

### B. IMPLEMENTATION OF THE UNIFORM WAGE SCALE

FY90. Effective July 2, 1989, employees covered by this Salary Schedule, after receiving the four percent (4%) cost of living adjustment, will be placed on the Uniform Wage Scale at the step for their rank which is immediately above their annual salary.

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

rules and will maintain the resultant step differential.

On their anniversary dates during FY90, all deputy sheriffs will receive a one step anniversary increase (either three and one-half percent (3 1/2%) or three percent (3%), depending on their July 2 placement on the Uniform Wage Scale) to the next step on the Uniform Wage Scale unless they are at Step 14.

FY91. On their anniversary dates during FY91, all employees below the step which would be warranted by their years of service will be placed at that step. Employees who are hired at a rate of pay greater than the entry rate will be placed on the pay scale pursuant to this rule so as to maintain the resultant step differential.

III. Scheduled Pay Rates

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SCHEDULE S-O  
UNIFORM WAGE SCALE  
EFFECTIVE APRIL 5, 1992  
FOR SHERIFF'S DEPARTMENT OFFICIALS  
(CAPTAINS & MAJORS)  
PRINCE GEORGE'S COUNTY, MARYLAND

STEP	0	1	2	3	4	5	6	7	8	9
	10	11	12	13	14					
YRS SERVICE	0-1	1	2	3	4	5	6	7	8	9
	10	11	12-14	15-17	18+					
W31										
HOURLY	18.5554	19.2048	19.8771	20.5728	21.2927	22.0380	22.8093			
	23.6077	24.4339	25.2892	26.1743	27.0904	27.9032	28.7403			
	29.6024									
BIWEEKLY	1484.43	1536.38	1590.17	1645.82	1703.42	1763.04	1824.74	1888.62	1954.71	
	2023.14	2093.94	2167.23	2232.26	2299.22	2368.19				
ANNUAL	38,595	39,946	41,344	42,791	44,289	45,839	47,443			
	49,104	50,823	52,602	54,443	56,348	58,039	59,780	61,573		

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W32

HOURLY	19.4831	20.1650	20.8707	21.6013	22.3574	23.1399	23.9498
	24.7880	25.6556	26.5536	27.4830	28.4448	29.2982	30.1772

31.0824

BIWEEKLY	1558.65	1613.20	1669.66	1728.10	1788.59	1851.19	1915.98	1983.04	2052.45
	2124.29	2198.64	2275.58	2343.86	2414.18	2486.59			

ANNUAL	40,525	41,943	43,411	44,931	46,503	48,131	49,816	
	51,559	53,364	55,231	57,165	59,165	60,940	62,769	64,651

W33

HOURLY	20.4573	21.1733	21.9144	22.6814	23.4752	24.2969	25.1473
	26.0274	26.9384	27.8812	28.8571	29.8671	30.7631	31.6860

32.6365

BIWEEKLY	1636.58	1693.86	1753.15	1814.51	1878.02	1943.75	2011.78	2082.19	2155.07
	2230.50	2308.57	2389.37	2461.05	2534.88	2610.92			

ANNUAL	42,551	44,040	45,582	47,177	48,828	50,538	52,306	
	54,137	56,032	57,993	60,023	62,124	63,987	65,907	67,884

W34

HOURLY	21.4800	22.2317	23.0099	23.8152	24.6488	25.5116	26.4044
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	27.3286	28.2852	29.2752	30.2998	31.3603	32.3011	33.2702		
	34.2684								
BIWEEKLY	1718.40	1778.54	1840.79	1905.22	1971.90	2040.93	2112.35	2186.29	2262.82
	2342.02	2423.98	2508.82	2584.09	2661.62	2741.47			
ANNUAL	44,678	46,242	47,861	49,536	51,270	53,064	54,921		
	56,843	58,833	60,892	63,024	65,229	67,186	69,202	71,278	

The hourly rates are the January 12, 1992 rates multiplied by 101%. For administrative purposes, the hourly rates are the controlling rates. Bi-weekly rates are hourly rates multiplied by 80. Annual rates are the hourly rates multiplied by 2,080 and rounded to the nearest dollar.

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SCHEDULE S-0  
UNIFORM WAGE SCALE  
EFFECTIVE MAY 31, 1992  
FOR SHERIFF'S DEPARTMENT OFFICIALS  
(CAPTAINS & MAJORS)  
PRINCE GEORGE'S COUNTY, MARYLAND

STEP	0	1	2	3	4	5	6	7	8	9
	10	11	12	13	14					
YRS SERVICE	0-1	1	2	3	4	5	6	7	8	9
	10	11	12-14	15-17	18+					
W31										
HOURLY	18.7410	19.3968	20.0759	20.7785	21.5056	22.2584	23.0374			
	23.8438	24.6782	25.5421	26.4360	27.3613	28.1822	29.0277			
	29.8984									
BIWEEKLY	1499.28	1551.74	1606.07	1662.28	1720.45	1780.67	1842.99	1907.50	1974.26	
	2043.37	2114.88	2188.90	2254.58	2322.22	2391.87				
ANNUAL	38,891	40,345	41,758	43,219	44,732	46,297	47,918			

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49,595 51,331 53,128 54,987 56,912 58,619 60,378 62,189

W32

HOURLY 19.6779 20.3667 21.0794 21.8173 22.5810 23.3713 24.1893  
25.0359 25.9122 26.8191 27.7578 28.7292 29.5912 30.4790

31.3932

BIWEEKLY 1574.23 1629.34 1686.35 1745.38 1806.48 1869.70 1935.14 2002.87 2072.98  
2145.53 2220.62 2298.34 2367.30 2438.32 2511.46

ANNUAL 40,930 42,363 43,845 45,380 46,968 48,612 50,314  
52,075 53,897 55,784 57,736 59,757 61,550 63,396 65,298

W33

HOURLY 20.6619 21.3850 22.1335 22.9082 23.7100 24.5399 25.3988  
26.2877 27.2078 28.1600 29.1457 30.1658 31.0707 32.0029

32.9629

BIWEEKLY 1652.95 1710.80 1770.68 1832.66 1896.80 1963.19 2031.90 2103.02 2176.62  
2252.80 2331.66 2413.26 2485.66 2560.23 2637.03

ANNUAL 42,977 44,481 46,038 47,649 49,317 51,043 52,830  
54,678 56,592 58,573 60,623 62,745 64,627 66,566 68,563

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W34

HOURLY	21.6948	22.4540	23.2400	24.0534	24.8953	25.7667	26.6684		
	27.6019	28.5681	29.5680	30.6028	31.6739	32.6241	33.6029		
	34.6111								
BIWEEKLY	1735.58	1796.32	1859.20	1924.27	1991.62	2061.34	2133.47	2208.15	2285.45
	2365.44	2448.22	2533.91	2609.93	2688.23	2768.89			
ANNUAL	45,125	46,704	48,339	50,031	51,782	53,595	55,470		
	57,412	59,422	61,501	63,654	65,882	67,858	69,894	71,991	

The hourly rates are the April 5, 1992 hourly rates multiplied by 101%. For administrative purposes, the hourly rates are the controlling rates. Bi-weekly rates are hourly rates multiplied by 80. Annual rates are the hourly rates multiplied by 2,080 and rounded to the nearest dollar.

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SCHEDULE S-0  
UNIFORM WAGE SCALE  
EFFECTIVE MARCH 21, 1993  
FOR SHERIFF'S DEPARTMENT OFFICIALS  
(CAPTAINS & MAJORS)  
PRINCE GEORGE'S COUNTY, MARYLAND

STEP	0	1	2	3	4	5	6	7	8	9
	10	11	12	13	14					
YRS SERVICE	0-1	1	2	3	4	5	6	7	8	9
	10	11	12-14	15-17	18+					
W31										
HOURLY	19.1158	19.7847	20.4774	21.1941	21.9357	22.7036	23.4981			
	24.3207	25.1718	26.0529	26.9647	27.9085	28.7458	29.6083			
	30.4964									
BIWEEKLY	1529.26	1582.78	1638.19	1695.53	1754.86	1816.29	1879.85	1945.66	2013.74	
	2084.23	2157.18	2232.68	2299.66	2368.66	2439.71				

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ANNUAL	39,761	41,152	42,593	44,084	45,626	47,223	48,876
50,587	52,357	54,190	56,087	58,050	59,791	61,585	63,433

W32

HOURLY	20.0715	20.7740	21.5010	22.2536	23.0326	23.8387	24.6731
	25.5366	26.4304	27.3555	28.3130	29.3038	30.1830	31.0886

32.0211

BIWEEKLY	1605.72	1661.92	1720.08	1780.29	1842.61	1907.10	1973.85	2042.93	2114.43
	2188.44	2265.04	2344.30	2414.64	2487.09	2561.69			

ANNUAL	41,749	43,210	44,722	46,287	47,908	49,584	51,320
53,116	54,975	56,899	58,891	60,952	62,781	64,664	66,604

W33

HOURLY	21.0751	21.8127	22.5762	23.3664	24.1842	25.0307	25.9068
	26.8135	27.7520	28.7232	29.7286	30.7691	31.6921	32.6430

33.6222

BIWEEKLY	1686.01	1745.02	1806.10	1869.31	1934.74	2002.46	2072.54	2145.08	2220.16
	2297.86	2378.29	2461.53	2535.37	2611.44	2689.78			

ANNUAL	43,836	45,370	46,958	48,602	50,303	52,064	53,886
55,772	57,724	59,744	61,835	64,000	65,920	67,897	69,934

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W34

HOURLY	22.1287	22.9031	23.7048	24.5345	25.3932	26.2820	27.2018		
	28.1539	29.1395	30.1594	31.2149	32.3074	33.2766	34.2750		
	35.3033								
BIWEEKLY	1770.30	1832.25	1896.38	1962.76	2031.46	2102.56	2176.14	2252.31	2331.16
	2412.75	2497.19	2584.59	2662.13	2742.00	2824.26			
ANNUAL	46,028	47,638	49,306	51,032	52,818	54,667	56,580		
	58,560	60,610	62,732	64,927	67,199	69,215	71,292	73,431	

The hourly rates are the May 31, 1992 rates multiplied by 102%. For administrative purposes, the hourly rates are the controlling rates. Bi-weekly rates are hourly rates multiplied by 80. Annual rates are the hourly rates multiplied by 2,080 and rounded to the nearest dollar.

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SCHEDULE S-0  
UNIFORM WAGE SCALE  
EFFECTIVE JUNE 13, 1993  
FOR SHERIFF'S DEPARTMENT OFFICIALS  
(CAPTAINS & MAJORS)  
PRINCE GEORGE'S COUNTY, MARYLAND

STEP	0	1	2	3	4	5	6	7	8	9
	10	11	12	13	14					
YRS SERVICE	0-1	1	2	3	4	5	6	7	8	9
	10	11	12-14	15-17	18+					
W31										
HOURLY	19.4981	20.1804	20.8869	21.6180	22.3744	23.1577	23.9681			
	24.8071	25.6752	26.5740	27.5040	28.4667	29.3207	30.2005			
	31.1063									
BIWEEKLY	1559.85	1614.43	1670.95	1729.44	1789.95	1852.62	1917.45	1984.57	2054.02	
	2125.92	2200.32	2277.34	2345.66	2416.04	2488.50				

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ANNUAL	40,556	41,975	43,445	44,965	46,539	48,168	49,854
	51,599	53,404	55,274	57,208	59,211	60,987	62,817
						62,817	64,701

W32

HOURLY	20.4729	21.1895	21.9310	22.6987	23.4933	24.3155	25.1666
	26.0473	26.9590	27.9026	28.8793	29.8899	30.7867	31.7104

32,6615

BIWEEKLY	1637.83	1695.16	1754.48	1815.90	1879.46	1945.24	2013.33	2083.78	2156.72
	2232.21	2310.34	2391.19	2462.94	2536.83	2612.92			

ANNUAL	42,584	44,074	45,616	47,213	48,866	50,576	52,347	
	54,178	56,075	58,037	60,069	62,171	64,036	65,958	67,936

W33

HOURLY	21.4966	22.2490	23.0277	23.8337	24.6679	25.5313	26.4249
	27.3498	28.3070	29.2977	30.3232	31.3845	32.3259	33.2959

34.2946

BIWEEKLY	1719.73	1779.92	1842.22	1906.70	1973.43	2042.50	2113.99	2187.98	2264.56
	2343.82	2425.86	2510.76	2586.07	2663.67	2743.57			

ANNUAL	44,713	46,278	47,898	49,574	51,309	53,105	54,964	
	56,888	58,879	60,939	63,072	65,280	67,238	69,255	71,333

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W34

HOURLY	22.5713	23.3612	24.1789	25.0252	25.9011	26.8076	27.7458		
	28.7170	29.7223	30.7626	31.8392	32.9535	33.9421	34.9605		
	36.0094								
BIWEEKLY	1805.70	1868.90	1934.31	2002.02	2072.09	2144.61	2219.66	2297.36	2377.78
	2461.01	2547.14	2636.28	2715.37	2796.84	2880.75			
ANNUAL	46,948	48,591	50,292	52,052	53,874	55,760	57,711		
	59,731	61,822	63,986	66,226	68,543	70,600	72,718	74,900	

The hourly rates are the March 21, 1993 rates multiplied by 102%. For administrative purposes, the hourly rates are the controlling rates. Bi-weekly rates are hourly rates multiplied by 80. Annual rates are the hourly rates multiplied by 2,080 and rounded to the nearest dollar.

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SCHEDULE S-0  
UNIFORM WAGE SCALE  
EFFECTIVE JUNE 27, 1993  
FOR SHERIFF'S DEPARTMENT OFFICIALS  
(CAPTAINS & MAJORS)  
PRINCE GEORGE'S COUNTY, MARYLAND

STEP	0	1	2	3	4	5	6	7	8	9
	10	11	12	13	14					
YRS SERVICE	0-1	1	2	3	4	5	6	7	8	9
	10	11	12-14	15-17	18+					
W31										
HOURLY	19.9856	20.6849	21.4091	22.1585	22.9338	23.7366	24.5673			
	25.4273	26.3171	27.2384	28.1916	29,1784	30.0537	30.9555			
	31.8840									
BIWEEKLY	1598.85	1654.79	1712.73	1772.68	1834.70	1898.93	1965.38	2034.18	2105.37	
	2179.07	2255.33	2334.27	2404.30	2476.44	2550.72				

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ANNUAL	41,570	43,025	44,531	46,090	47,702	49,372	51,100
52,889	54,740	56,656	58,639	60,691	62,512	64,387	66,319

W32

HOURLY	20.9847	21.7192	22.4793	23.2662	24.0806	24.9234	25.7958
	26.6985	27.6330	28.6002	29.6013	30.6371	31.5564	32.5032

33.4780

BIWEEKLY	1678.78	1737.54	1798.34	1861.30	1926.45	1993.87	2063.66	2135.88	2210.64
	2288.02	2368.10	2450.97	2524.51	2600.26	2678.24			

ANNUAL	43,648	45,176	46,757	48,394	50,088	51,841	53,655
55,533	57,477	59,488	61,571	63,725	65,637	67,607	69,634

W33

HOURLY	22.0340	22.8052	23.6034	24.4295	25.2846	26.1696	27.0855
	28.0335	29.0147	30.0301	31.0813	32.1691	33.1340	34.1283

35.1520

BIWEEKLY	1762.72	1824.42	1888.27	1954.36	2022.77	2093.57	2166.84	2242.68	2321.18
	2402.41	2486.50	2573.52	2650.72	2730.26	2812.16			

ANNUAL	45,831	47,435	49,095	50,813	52,592	54,433	56,338
58,310	60,351	62,463	64,649	66,912	68,919	70,987	73,116

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W34

HOURLY	23.1356	23.9452	24.7834	25.6508	26.5486	27.4778	28.4394		
	29.4349	30.4654	31.5317	32.6352	33.7773	34.7907	35.8345		
	36.9096								
BIWEEKLY	1850.85	1915.62	1982.67	2052.06	2123.89	2198.22	2275.15	2354.15	2437.23
	2522.54	2610.82	2702.18	2783.26	2866.76	2952.77			
ANNUAL	48,122	49,806	51,549	53,354	55,221	57,154	59,154		
	61,225	63,368	65,586	67,881	70,257	72,365	74,536	76,772	

The hourly rates are the June 13, 1993 rates multiplied by 102.5%. For administrative purposes, the hourly rates are the controlling rates. Bi-weekly rates are hourly rates multiplied by 80. Annual rates are the hourly rates multiplied by 2,080 and rounded to the nearest dollar.

### III. Workweek

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

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

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

### IV. Work Schedules

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

### V. Designation of Meal Periods

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

### VI. Holiday Pay

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

Employees functioning as operational Duty Commanders who work on a holiday shall have the option (subject to the approval of the Sheriff) of either (a) being paid at one and one-half times their regular rate of pay for each hour worked (except overtime) in addition to the holiday pay described above, but not receiving another day off, or (b) being paid at one and one-half times their regular rate of pay for each hour worked (except overtime) and receiving another day off.

Operational Duty Commanders shall not be paid overtime.

If a holiday falls on an employee's regularly scheduled day off, the employee shall have the option (subject to the approval of the Sheriff) to receive either an extra day's pay at straight time for the day, or another day off.

## VII. Shift Differential

1. Effective the first full pay period beginning on or after July 1, 1989, a shift differential of one dollar fifteen cents (\$1.15) per hour shall be paid for all time worked on the first shift (i.e., the night shift - 11 p.m. to 7 a.m. or equivalent) to each employee specifically assigned (on a permanent or rotating basis) to work the first shift.

2. The shift differential for the first shift shall be adjusted to one dollar thirty five cents (\$1.35) per hour effective the first full pay period beginning on or after July 1, 1990 and to one dollar fifty-five cent (\$1.55) per hours effective the first full pay period beginning on or after July 1, 1991.

3. Effective the first full pay period beginning on or after July 1, 1989, a shift differential of ninety cents (90¢) per hour shall be paid for all time worked on the third shift (i.e., the evening shift - 3 p.m. to 11 p.m. or equivalent) to each employee specifically assigned (on a permanent or rotating basis) to work the third shift.

4. The shift differential for the third shift shall be adjusted to one dollar five cents (\$1.05) per hour effective the first full pay period beginning on or after July 1, 1990 and to one dollar twenty cents (\$1.20) per hour effective the first full pay period beginning on or after July 1, 1991.

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

6. Any employee who works the second shift (i.e., the day shift) shall not be entitled to a shift differential.

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

8. When the hours worked fall within the third and first 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.

## VIII. Clothing Allowance

1. Effective July 1, 1989, employees covered by this

Salary Schedule shall receive a clothing allowance of eight hundred seventy-five dollars (\$875) per fiscal year for the procurement, care, and upkeep of clothing and leather goods. The clothing allowance shall be adjusted to nine hundred twenty-five dollars (\$925) effective July 1, 1990 and to nine hundred seventy-five dollars (\$975) effective July 1, 1991. This clothing allowance is not considered part of the employee's base pay, and will be paid in two equal installments in December and June, of each fiscal year covered by this Salary Schedule. Notwithstanding the foregoing, during FY92 employees will receive a clothing allowance of four hundred eighty-seven dollars and fifty cents (\$487.50) instead of nine hundred seventy-five dollars (\$975.00), and the same amount (\$487.50) will be payable in FY93.

2. If an employee arrives or leaves during the fiscal year, his/her allowance shall be prorated.

#### IX. Payment for Unused Sick Leave

Upon termination of County employment for non-disciplinary reasons (including retirement or death), bargaining unit employees shall be offered the option of receiving a lump sum payment for their sick leave balance, or applying such sick leave for credit under the retirement or pension plan, or retaining a sick leave balance in the event of return to County service. Employees who elect to receive payment for their unused sick leave shall be entitled to a lump sum cash payment calculated by the following formula: multiply the total number of sick leave hours accrued as of the date of termination by the employee's final base hourly rate of pay and divide the resultant product by two (2). The number so obtained shall be further multiplied by a fraction, the numerator of which shall be the number of years of actual service and the denominator of which shall be twenty (20). However, if a Deputy Sheriff with less than twenty (20) years of actual service terminates employment as a result of death or disability he/she shall receive a fifty percent (50%) cashout of unused sick leave regardless of years of service.

Employees who terminate employment for reasons not beyond their control, to be eligible for the payment of unused sick leave referenced above, must provide two (2) weeks notice to the Sheriff's Department of such intent to terminate. This notice requirement shall not apply to death, retirement or other non-disciplinary terminations which are beyond the control of the employee.

#### X. Disability Leave

The Department will designate a member of management to make injury on the job determinations. Specifically, where an employee claims injury on the job and is unable to work,

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

#### XI. Annual Leave Carryover

1. A maximum of nine hundred sixty (960) hours of accumulated annual leave may be carried over from one leave year to the next by an employee covered by this Salary Schedule.

2. When taking annual leave, employees covered by this Salary Schedule must use compensatory time they have accumulated prior to using annual leave.

#### XII. Life Insurance

The Employer shall pay 100% of the monthly premium for the life insurance coverage for full-time employees in the amount of two (2) times the employee's annual salary. The County shall pay a death benefit of \$5,000 upon the death of any County employee whose death results from an accidental personal injury arising out of an in the course of his/her employment.

#### XIII. Supplemental Life Insurance Benefit

Effective July 1, 1989, employees covered by this Salary Schedule will be provided with a supplemental life insurance benefit equal to fifty (50) times the employee's monthly salary up to a maximum of \$200,000. The supplemental life insurance benefits provided under this provision shall continue as long as the employee is actively employed.

#### XIV. Worker's Compensation

The County will provide at its own cost all benefits due to an employee pursuant to the Maryland Worker's Compensation Law, Article 101, Annotated Code of Maryland.

#### XV. Unemployment Insurance

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

regulations.

XVI. Social Security

Effective January 1, 1992, 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 \$53,400 and 1.45% of the remainder up to \$125,000 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.

XVII. Health Insurance

1. Effective with the contribution in June, 1991 for coverage effective in July, 1991, the County shall contribute seventy-five percent (75%) to the cost of the County's Managed Care health insurance program for any employee who elects to participate in that program. Participating employees shall contribute the remaining twenty five percent (25%).

2. For those employees who elect to enroll in a prepaid health plan or Health Maintenance Organization (HMO), the Employer's contribution shall be equal to the Employer's dollar contribution to the health insurance program in paragraph 1, above.

3. The Employer shall contribute ninety percent (90%) to the County's deductible prescription and optical care programs for any employee who elects to participate in either program. The participating employee shall contribute the remaining ten percent (10%).

4. A Dental Plan is available to employees. The employee pays the entire cost.

XVIII. Retirement Contributions.

1. Employees paid in accordance with this Salary Schedule and who are eligible for enrollment in the Maryland State Employee's Retirement Systems shall pay retirement contributions at the rate of five percent (5%) or seven percent (7%) of base salary, depending on plan option selected.

2. Effective January 1, 1980, current participants in the Employee's Retirement System may transfer to the Employee's Pension System, which is non-contributory up to the Social Security Wage Base.

3. All classified employees hired on or after January 1, 1980, must enroll in the Employee's Pension System.

4. 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, then contributions may be adjusted accordingly.

XIX. Supplemental Retirement Contributions

Employees covered by this Salary Schedule participate in a supplemental retirement benefit program, jointly funded through County and employee contributions. The cost of funding the supplemental retirement benefit will be shared by the employee and the County through regular contributions each pay period. The County shall contribute seventy-five percent (75%) of the total cost of providing the employee's benefit, and the employee shall contribute, through payroll deduction, the remaining twenty-five percent (25%).

XX. Administration of Employee Leave

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

XXI. 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.

XXII. Pay Plan Policy Statement

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