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COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND

Legislative Session

1992

Resolution No. _____ CR-54-

1992

Proposed by The Chairman (by request - County Executive)

Introduced by _____ Council Member
Pemberton

Co-Sponsors

Date of Introduction _____ May 19,
1992

RESOLUTION

A RESOLUTION concerning

Compensation and Benefits - Local #1619, International
Association of Fire

Fighters, (Nonuniformed Civilian Unit)

Salary Schedule H, Schedule of Pay Grades

FOR the purpose of amending the Salary Plan of the County to
reflect the terms of a labor agreement by and between Prince
George's County and Local #1619, International Association of
Fire Fighters, (Nonuniformed Civilian Unit).

WHEREAS, pursuant to Section 903 of the Prince George's

County Charter and Section 16-125(a) of Subtitle 16 of the Prince George's County Code, amendments of the County's Salary Plan are to be submitted by the County Executive to the County Council in resolution form; and

WHEREAS, the Salary Plan must at this time be amended by the approval of the salary schedule reflecting the terms of a labor agreement by and between Prince George's County and Local #1619, International Association of Fire Fighters, (Nonuniformed Civilian Unit);

NOW, THEREFORE, BE IT RESOLVED by the County Council of Prince George's County, Maryland, that salary schedule "H", Schedule of Pay Grades, submitted and recommended by the County Executive on May 6, 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 the base hourly rates effective March 21, 1993; a two percent (2%) increase in the base hourly rates effective June 13, 1993; a two percent (2%) increase in the base hourly rates effective June 27, 1993; a supplemental retirement benefit program effective July 1, 1992; and further establishing the workweek, hours of work, overtime pay, alternative work schedule, shift differential, call-back pay, acting pay, holiday pay, standby pay, pay while on I.O.J. leave, sick leave, unused sick leave, annual leave, holidays, leave of absence, personal leave, bereavement leave, additional

leave provision, union leave, sick leave bank, administration of leave, group health insurance, life insurance, unemployment insurance, retirement contribution, supplemental retirement benefit, social security, Prince George's Professional Fire Fighters P.A.C. payroll deduction, workers' compensation, incentive awards for such employees, be and the same is hereby approved.

Adopted this 7th 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 H

SCHEDULE OF PAY GRADES

INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS (IAFF), LOCAL NO.
1619

PRINCE GEORGE'S COUNTY FIRE DEPARTMENT

PRINCE GEORGE'S COUNTY, MARYLAND

EFFECTIVE APRIL 5, 1992 - JUNE 30, 1993

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I. Scheduled Pay Rates

SALARY SCHEDULE H - EFFECTIVE APRIL 5, 1992
SCHEDULE OF PAY GRADES - INTERNATIONAL ASSOCIATION OF FIRE
FIGHTERS

PRINCE GEORGE'S COUNTY FIRE DEPARTMENT
PRINCE GEORGE'S COUNTY, MARYLAND

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
H06	HOURLY	6.7451	10.5854
	BIWKLY	539.61	846.83
	ANNUAL	14,030	22,018
H07	HOURLY	7.0822	11.1145
	BIWKLY	566.58	889.16
	ANNUAL	14,731	23,118
H08	HOURLY	7.4363	11.6703
	BIWKLY	594.90	933.62
	ANNUAL	15,468	24,274
H09	HOURLY	7.8081	12.2539
	BIWKLY	624.65	980.31
	ANNUAL	16,241	25,488
H10	HOURLY	8.1986	12.8666
	BIWKLY	655.89	1,029.33
	ANNUAL	17,053	26,763
H11	HOURLY	8.6084	13.5100
	BIWKLY	688.67	1,080.80
	ANNUAL	17,905	28,101
H12	HOURLY	9.0389	14.1853
	BIWKLY	723.11	1,134.82
	ANNUAL	18,801	29,505
H13	HOURLY	9.4908	14.8948
	BIWKLY	759.26	1,191.58
	ANNUAL	19,741	30,981
H14	HOURLY	9.9654	15.6394
	BIWKLY	797.23	1,251.15
	ANNUAL	20,728	32,530
H15	HOURLY	10.4636	16.4214
	BIWKLY	837.09	1,313.71
	ANNUAL	21,764	34,157
H16	HOURLY	10.9869	17.2424
	BIWKLY	878.95	1,379.39
	ANNUAL	22,853	35,864

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
H17	HOURLY	11.5361	18.1046
	BIWKLY	922.89	1,448.37
	ANNUAL	23,995	37,658
H18	HOURLY	12.1130	19.0097
	BIWKLY	969.04	1,520.78
	ANNUAL	25,195	39,540
H19	HOURLY	12.7186	19.9604
	BIWKLY	1,017.49	1,596.83
	ANNUAL	26,455	41,518
H20	HOURLY	13.3546	20.9583
	BIWKLY	1,068.37	1,676.66
	ANNUAL	27,778	43,593
H21	HOURLY	14.0222	22.0062
	BIWKLY	1,121.78	1,760.50
	ANNUAL	29,166	45,773
H22	HOURLY	14.7234	23.1066
	BIWKLY	1,177.87	1,848.53
	ANNUAL	30,625	48,062
H23	HOURLY	15.4596	24.2618
	BIWKLY	1,236.77	1,940.94
	ANNUAL	32,156	50,465
H24	HOURLY	16.2325	25.4749
	BIWKLY	1,298.60	2,037.99
	ANNUAL	33,764	52,988
H25	HOURLY	17.0443	26.7487
	BIWKLY	1,363.54	2,139.90
	ANNUAL	35,452	55,637
H26	HOURLY	17.8964	28.0862
	BIWKLY	1,431.71	2,246.90
	ANNUAL	37,225	58,419
H27	HOURLY	18.7913	29.4905
	BIWKLY	1,503.30	2,359.24
	ANNUAL	39,086	61,340

The minimum hourly rates are the July 1, 1991 General Schedule minimum hourly rates multiplied by 101%. The maximum hourly rates are the July 1, 1991 General Schedule maximum hourly rates adjusted upward by 106.5% and multiplied by 101%.

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 the hourly rates multiplied by 2080 and rounded to the

nearest dollar.

SALARY SCHEDULE H - EFFECTIVE May 31, 1992
 SCHEDULE OF PAY GRADES - INTERNATIONAL ASSOCIATION OF FIRE
 FIGHTERS
 PRINCE GEORGE'S COUNTY FIRE DEPARTMENT
 PRINCE GEORGE'S COUNTY, MARYLAND

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
H06	HOURLY	6.8126	10.6913
	BIWKLY	545.01	855.30
	ANNUAL	14,170	22,238
H07	HOURLY	7.1530	11.2256
	BIWKLY	572.24	898.05
	ANNUAL	14,878	23,349
H08	HOURLY	7.5107	11.7870
	BIWKLY	600.86	942.96
	ANNUAL	15,622	24,517
H09	HOURLY	7.8862	12.3764
	BIWKLY	630.90	990.11
	ANNUAL	16,403	25,743
H10	HOURLY	8.2806	12.9953
	BIWKLY	662.45	1,039.62
	ANNUAL	17,224	27,030
H11	HOURLY	8.6945	13.6451
	BIWKLY	695.56	1,091.61
	ANNUAL	18,085	28,382
H12	HOURLY	9.1293	14.3272
	BIWKLY	730.34	1,146.18
	ANNUAL	18,989	29,801
H13	HOURLY	9.5857	15.0437
	BIWKLY		766.86 1,203.50
	ANNUAL	19,938	31,291
H14	HOURLY	10.0651	15.7958
	BIWKLY		805.21 1,263.66
	ANNUAL	20,935	32,855
H15	HOURLY	10.5682	16.5856
	BIWKLY		845.46 1,326.85
	ANNUAL	21,982	34,498
H16	HOURLY	11.0968	17.4148
	BIWKLY		887.74
	ANNUAL	23,081	36,223

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
H17	HOURLY	11.6515	18.2856
	BIWKLY	932.12	1,462.85
	ANNUAL	24,235	38,034
H18	HOURLY	12.2341	19.1998
	BIWKLY	978.73	1,535.98
	ANNUAL	25,447	39,936
H19	HOURLY	12.8458	20.1600
	BIWKLY	1,027.66	1,612.80
	ANNUAL	26,719	41,933
H20	HOURLY	13.4881	21.1679
	BIWKLY	1,079.05	1,693.43
	ANNUAL	28,055	44,029
H21	HOURLY	14.1624	22.2263
	BIWKLY	1,132.99	1,778.10
	ANNUAL	29,458	46,231
H22	HOURLY	14.8706	23.3377
	BIWKLY	1,189.65	1,867.02
	ANNUAL	30,931	48,542
H23	HOURLY	15.6142	24.5044
	BIWKLY	1,249.14	1,960.35
	ANNUAL	32,478	50,969
H24	HOURLY	16.3948	25.7296
	BIWKLY	1,311.58	2,058.37
	ANNUAL	34,101	53,518
H25	HOURLY	17.2147	27.0162
	BIWKLY	1,377.18	2,161.30
	ANNUAL	35,807	56,194
H26	HOURLY	18.0754	28.3671
	BIWKLY	1,446.03	2,269.37
	ANNUAL	37,597	59,004
H27	HOURLY	18.9792	29.7854
	BIWKLY	1,518.34	2,382.83
	ANNUAL	39,477	61,954

The hourly rates are the April 5, 1992 rates multiplied by 101%.

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 the hourly rates multiplied by 2080 and rounded to the nearest dollar.

SALARY SCHEDULE H - EFFECTIVE MARCH 21, 1993
SCHEDULE OF PAY GRADES - INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS

PRINCE GEORGE'S COUNTY FIRE DEPARTMENT
PRINCE GEORGE'S COUNTY, MARYLAND

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
H06	HOURLY	6.9489	10.9051
	BIWKLY	555.91	872.41
	ANNUAL	14,454	22,683
H07	HOURLY	7.2961	11.4501
	BIWKLY	583.69	916.01
	ANNUAL	15,176	23,816
H08	HOURLY	7.6609	12.0227
	BIWKLY	612.87	961.82
	ANNUAL	15,935	25,007
H09	HOURLY	8.0439	12.6239
	BIWKLY	643.51	1,009.91
	ANNUAL	16,731	26,258
H10	HOURLY	8.4462	13.2552
	BIWKLY	675.70	1,060.42
	ANNUAL	17,568	27,571
H11	HOURLY	8.8684	13.9180
	BIWKLY	709.47	1,113.44
	ANNUAL	18,446	28,949
H12	HOURLY	9.3119	14.6137
	BIWKLY	744.95	1,169.10
	ANNUAL	19,369	30,396
H13	HOURLY	9.7774	15.3446
	BIWKLY		782.19 1,227.57
	ANNUAL	20,337	31,917
H14	HOURLY	10.2664	16.1117
	BIWKLY		821.31 1,288.94
	ANNUAL	21,354	33,512
H15	HOURLY	10.7796	16.9173
	BIWKLY		862.37 1,353.38
	ANNUAL	22,422	35,188
H16	HOURLY	11.3187	17.7631
	BIWKLY		905.50
		1,421.05	

ANNUAL 23,543 36,947

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
H17	HOURLY	11.8845	18.6513
	BIWKLY	950.76	1,492.10
	ANNUAL	24,720	38,795
H18	HOURLY	12.4788	19.5838
	BIWKLY	998.30	1,566.70
	ANNUAL	25,956	40,734
H19	HOURLY	13.1027	20.5632
	BIWKLY	1,048.22	1,645.06
	ANNUAL	27,254	42,771
H20	HOURLY	13.7579	21.5913
	BIWKLY	1,100.63	1,727.30
	ANNUAL	28,616	44,910
H21	HOURLY	14.4456	22.6708
	BIWKLY	1,155.65	1,813.66
	ANNUAL	30,047	47,155
H22	HOURLY	15.1680	23.8045
	BIWKLY	1,213.44	1,904.36
	ANNUAL	31,549	49,513
H23	HOURLY	15.9265	24.9945
	BIWKLY	1,274.12	1,999.56
	ANNUAL	33,127	51,989
H24	HOURLY	16.7227	26.2442
	BIWKLY	1,337.82	2,099.54
	ANNUAL	34,783	54,588
H25	HOURLY	17.5590	27.5565
	BIWKLY	1,404.72	2,204.52
	ANNUAL	36,523	57,318
H26	HOURLY	18.4369	28.9344
	BIWKLY	1,474.95	2,314.75
	ANNUAL	38,349	60,184
H27	HOURLY	19.3588	30.3811
	BIWKLY	1,548.70	2,430.49
	ANNUAL	40,266	63,193

The hourly rates are the May 31, 1992 rates multiplied by 102%.

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 the hourly rates multiplied by 2080 and rounded to the nearest dollar.

SALARY SCHEDULE H - EFFECTIVE JUNE 13, 1993
 SCHEDULE OF PAY GRADES - INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS
 PRINCE GEORGE'S COUNTY FIRE DEPARTMENT
 PRINCE GEORGE'S COUNTY, MARYLAND

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
H06	HOURLY	7.0879	11.1232
	BIWKLY	567.03	889.86
	ANNUAL	14,743	23,136
H07	HOURLY	7.4420	11.6791
	BIWKLY	595.36	934.33
	ANNUAL	15,479	24,293
H08	HOURLY	7.8141	12.2632
	BIWKLY	625.13	981.06
	ANNUAL	16,253	25,507
H09	HOURLY	8.2048	12.8764
	BIWKLY	656.38	1,030.11
	ANNUAL	17,066	26,783
H10	HOURLY	8.6151	13.5203
	BIWKLY	689.21	1,081.62
	ANNUAL	17,919	28,122
H11	HOURLY	9.0458	14.1964
	BIWKLY	723.66	1,135.71
	ANNUAL	18,815	29,529
H12	HOURLY	9.4981	14.9060
	BIWKLY	759.85	1,192.48
	ANNUAL	19,756	31,004
H13	HOURLY	9.9729	15.6515
	BIWKLY		797.83 1,252.12
	ANNUAL	20,744	32,555
H14	HOURLY	10.4717	16.4339
	BIWKLY		837.74 1,314.71
	ANNUAL	21,781	34,183
H15	HOURLY	10.9952	17.2556
	BIWKLY		879.62 1,380.45
	ANNUAL	22,870	35,892
H16	HOURLY	11.5451	18.1184

BIWKLY		923.61
1,449.47		
ANNUAL	24,014	37,686

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
H17	HOURLY	12.1222	19.0243
	BIWKLY	969.78	1,521.94
	ANNUAL	25,214	39,571
H18	HOURLY	12.7284	19.9755
	BIWKLY	1,018.27	1,598.04
	ANNUAL	26,475	41,549
H19	HOURLY	13.3648	20.9745
	BIWKLY	1,069.18	1,677.96
	ANNUAL	27,799	43,627
H20	HOURLY	14.0331	22.0231
	BIWKLY	1,122.65	1,761.85
	ANNUAL	29,189	45,808
H21	HOURLY	14.7345	23.1242
	BIWKLY	1,178.76	1,849.94
	ANNUAL	30,648	48,098
H22	HOURLY	15.4714	24.2806
	BIWKLY	1,237.71	1,942.45
	ANNUAL	32,181	50,504
H23	HOURLY	16.2450	25.4944
	BIWKLY	1,299.60	2,039.55
	ANNUAL	33,790	53,028
H24	HOURLY	17.0572	26.7691
	BIWKLY	1,364.58	2,141.53
	ANNUAL	35,479	55,680
H25	HOURLY	17.9102	28.1076
	BIWKLY	1,432.82	2,248.61
	ANNUAL	37,253	58,464
H26	HOURLY	18.8056	29.5131
	BIWKLY	1,504.45	2,361.05
	ANNUAL	39,116	61,387
H27	HOURLY	19.7460	30.9887
	BIWKLY	1,579.68	2,479.10
	ANNUAL	41,072	64,456

The hourly rates are the March 21, 1993 rates multiplied by 102%.

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 the hourly rates multiplied by 2080 and rounded to the nearest dollar.

SALARY SCHEDULE H - EFFECTIVE JUNE 27, 1993
 SCHEDULE OF PAY GRADES - INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS
 PRINCE GEORGE'S COUNTY FIRE DEPARTMENT
 PRINCE GEORGE'S COUNTY, MARYLAND

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
H06	HOURLY	7.2297	11.3457
	BIWKLY	578.38	907.66
	ANNUAL	15,038	23,599
H07	HOURLY	7.5908	11.9127
	BIWKLY	607.26	953.02
	ANNUAL	15,789	24,778
H08	HOURLY	7.9704	12.5085
	BIWKLY	637.63	1,000.68
	ANNUAL	16,578	26,018
H09	HOURLY	8.3689	13.1339
	BIWKLY	669.51	1,050.71
	ANNUAL	17,407	27,319
H10	HOURLY	8.7874	13.7907
	BIWKLY	702.99	1,103.26
	ANNUAL	18,278	28,685
H11	HOURLY	9.2267	14.4803
	BIWKLY	738.14	1,158.42
	ANNUAL	19,192	30,119
H12	HOURLY	9.6881	15.2041
	BIWKLY	775.05	1,216.33
	ANNUAL	20,151	31,625
H13	HOURLY	10.1724	15.9645
	BIWKLY	813.79	1,277.16
	ANNUAL	21,159	33,206
H14	HOURLY	10.6811	16.7626
	BIWKLY	854.49	1,341.01
	ANNUAL	22,217	34,866
H15	HOURLY	11.2151	17.6007
	BIWKLY	897.21	1,408.06
	ANNUAL	23,327	36,609

H16	HOURLY	11.7760	18.4808
	BIWKLY	942.08	1,478.46
	ANNUAL	24,494	38,440

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
H17	HOURLY	12.3646	19.4048
	BIWKLY	989.17	1,552.38
	ANNUAL	25,718	40,362
H18	HOURLY	12.9830	20.3750
	BIWKLY	1,038.64	1,630.00
	ANNUAL	27,005	42,380
H19	HOURLY	13.6321	21.3940
	BIWKLY	1,090.57	1,711.52
	ANNUAL	28,355	44,500
H20	HOURLY	14.3138	22.4636
	BIWKLY	1,145.10	1,797.09
	ANNUAL	29,773	46,724
H21	HOURLY	15.0292	23.5867
	BIWKLY	1,202.34	1,886.94
	ANNUAL	31,261	49,060
H22	HOURLY	15.7808	24.7662
	BIWKLY	1,262.46	1,981.30
	ANNUAL	32,824	51,514
H23	HOURLY	16.5699	26.0043
	BIWKLY	1,325.59	2,080.34
	ANNUAL	34,465	54,089
H24	HOURLY	17.3983	27.3045
	BIWKLY	1,391.86	2,184.36
	ANNUAL	36,188	56,793
H25	HOURLY	18.2684	28.6698
	BIWKLY	1,461.47	2,293.58
	ANNUAL	37,998	59,633
H26	HOURLY	19.1817	30.1034
	BIWKLY	1,534.54	2,408.27
	ANNUAL	39,898	62,615
H27	HOURLY	20.1409	31.6085
	BIWKLY	1,611.27	2,528.68
	ANNUAL	41,893	65,746

The hourly rates are the June 13, 1993 rates multiplied by

102%.

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 the hourly rates multiplied by 2080 and rounded to the nearest dollar.

MIN-MAX SYSTEM:

Effective April 5, 1992, this min-max system will be established for employees covered by this Salary Schedule.

- A. The minimum and maximum pay rates for employees covered by this Salary Schedule are established on the foregoing pay schedules. The minimum hourly rates are the July 1, 1991 General Schedule minimum hourly rates multiplied by 101% and the maximum hourly rates are the July 1, 1991 General Schedule maximum hourly rates adjusted upward by 106.5% and multiplied by 101%.
- B. Merit steps will have the value of three and one-half percent (3 1/2%).
- C. (1) If, upon the granting of a three and one-half percent (3 1/2%) merit increase, an employee's salary is one percent or less from the applicable maximum rate, the employee will have his salary rate adjusted to the applicable maximum rate.

(2) If upon the granting of a three and one-half percent (3 1/2%) merit increase, an employee's salary rate is greater than one percent (1%) but less than three and one-half percent (3 1/2%) from the maximum rate, the employee upon satisfactory completion of one (1) additional year of service, will have his salary rate adjusted to the applicable maximum rate.
- D. Upon promotion an employee's salary rate shall be the greater of a ten percent (10%) increase over his current rate or a ten percent (10%) increase above the stated minimum for the grade to which he is promoted.
- E. Steps for the purpose of demotions, discipline, and reallocations, shall be at a rate of five percent (5%) and shall be governed by the Personnel Law.

II. Merit Increase For FY 92 & 93

Employees covered by this Salary Schedule who are eligible to receive an anniversary increase during the first ten (10) months of Fiscal Year 1993 will not receive their appropriate salary rate increase until the first full pay period beginning on or after March 1, 1993. Subsequent anniversary increases

will be paid when due.

III. Workweek

The workweek is the seven (7) consecutive day period commencing at 12.01 a.m. Sunday, and ending the following Saturday midnight.

IV. Hours of Work

A. The normal work shift for full-time employees covered by this Salary Schedule will be between 0800 and 1700 hours.

B. Breaks

Breaks will be scheduled at times designated by the supervisor on duty.

V. Overtime Pay

A. Provided the employee is in pay status for the total of his regularly scheduled hours during a workweek, an employee covered by this Salary Schedule who is authorized to and who works in excess of his/her scheduled hours (40) shall have the option of receiving pay at the rate of one and one-half (1 1/2) hours for each overtime hour worked or, with management approval, the option of receiving compensatory time at the rate of one and one-half (1 1/2) hours for each overtime hour worked. Employees will be given the opportunity to use compensatory time earned for overtime pursuant to departmental procedures.

B. Calculation of Overtime

Each hour of overtime shall be compensated as follows:

- 1-14 minutes - no compensation
- 15-29 minutes - compensatory leave at rate of 1 1/2 times of time worked
- 30-44 minutes - one-half hour wages at 1 1/2 times plus compensatory time for actual time worked over 30 minutes.
- 45-60 minutes - one (1) hour of wages at 1 1/2 times

VI. Alternative Work Schedules

There shall be a committee formed with three (3) members from management and three (3) from the Union for the purpose of considering alternate work schedules.

VII. 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 (60¢) 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:

all leave categories as provided in Division 17 of the Personnel Law;

holiday premium pay; and
retirement and insurance deductions and benefits

VIII. Call-Back Pay

An employee who is called back from off-duty, and does in fact perform duties in behalf of the Prince George's County Fire Department during his/her normal off-duty hours, by career officials authorized by the County Fire Chief shall be paid the minimum of four (4) hours at one and one-half (1 1/2) times his/her regular rate of pay. This provision shall not apply to administrative hearings or disciplinary procedures. However, management will attempt to schedule such hearings and/or procedures during the normal duty hours of the employee; or, at a time mutually agreeable to both parties.

IX. Acting Pay

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 greater than seven (7) consecutive days, he shall be paid at a rate of pay which is equivalent to a one-step increase or the minimum necessary to place the employee at the entry level rate of the higher grade, and shall continue to be paid at that rate of pay until relieved by the person for whom he/she is acting, or by a person of equal rank to that position, who is permanently assigned to that station or bureau.

Beginning with the forty-sixth (46th) consecutive day in such an acting capacity, an employee shall be paid at a rate of pay which is ten percent (10%) above his/her regular rate of pay or the minimum necessary to place the employee at the entry level rate of the higher grade, whichever is greater, while he or she continues to work in the acting capacity.

X. Holiday Pay

If an employee works on a designated holiday, he/she shall

be paid at the rate of time and one-half (1 1/2) his/her regular rate of pay for all hours worked on the holiday plus an additional eight (8) hours at the regular rate, and the employee shall not receive an additional day off.

XI. Standby Duty

There shall be two (2) tours of standby duty.

Monday 07:00 - Friday 15:00

Friday 15:00 - Monday 07:00

A bargaining unit employee required by the Fire Chief or his/her designee to be on standby during the Monday through Friday tour of duty shall be compensated at the rate of two (2) hours of compensatory time per day; the rate of compensation for the Friday through Monday tour shall be four (4) hours of compensatory time per day. The rate of compensation for standing by on a designated holiday shall be a total of eight (8) hours of compensatory time. An employee who is called back to active duty while on standby will receive no standby pay for the day on which the active duty was performed.

This section shall not apply to unusual circumstances which result in the Department's Emergency Operation Plan being placed into effect, provided that when a "yellow alert" is in effect for seventy-two (72) hours those affected employees shall receive one (1) day's pay. In addition, affected employees shall be compensated at a rate of one day's pay for each subsequent 72 hours on alert.

XII. Pay While on I.O.J. Leave

Any employee who is on I.O.J. or disability leave shall receive all pay during said period as disability income.

XIII. Sick Leave

Sick leave policies shall be administered in accordance with the Prince George's County Personnel Law requirements.

XIV. Unused Sick Leave

Upon termination of County employment for non-disciplinary reasons (including but not limited to retirement, disability and death) employees shall be entitled to a lump sum cash payment for unused sick leave. The amount of the cash payment shall be determined by taking each individual's total accrued number of unused sick leave hours as of his termination date, multiplying by his final base hourly rate of pay and dividing that 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 an employee with less than twenty (20) years of actual service terminates employment as a result of death or disability he/she shall receive a 50% cash out of unused sick leave regardless of years of service.

XV. Annual Leave

Annual leave policies shall be administered in accordance with the Prince George's County Personnel Law requirements; provided, however, that employees under this Salary Schedule may carry over up to one hundred fifteen (115) days of annual leave to the following annual leave year. Employees upon request may convert any annual leave in excess of one hundred fifteen (115) days to sick leave at the end of an annual leave year. Further, an employee covered by this Salary Schedule who terminates employment with the County shall receive a lump sum cash payment for the annual leave balance to the employee's credit accumulated through the last full pay period immediately prior to the employee's separation.

XVI. Holidays

The following shall be designated as holidays within the scope of this salary schedule.

New Year's Day	Veteran's Day
Martin Luther King's Birthday	Thanksgiving Day
Washington's Birthday	Christmas Day
Memorial Day	Presidential
Independence Day	Inauguration Day
Labor Day	(every 4 years)
Columbus Day	General Election
Day	(every 2 years)
	County Employee's
	Appreciation Day

For the purpose of this Section, the Christmas holiday shall apply to all dispatchers who work during the 24-hour period beginning at 1900 hours on December 24, and the New Year's Day holiday shall apply to all dispatchers who work the 24-hour period beginning at 1900 hours on December 31.

XVII. 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 by the County Fire Chief or his/her designee and such approval shall not be unreasonably withheld. The County Fire Chief has the right to set reasonable limits on such leave.

XVIII. Personal Leave

One paid personal leave day per leave year shall be granted to each employee eligible for annual leave. A personal leave day shall be requested and approved in advance of use. There shall be no accumulation of personal leave days and unused personal leave shall be forfeited at the end of the leave year or upon termination of employment. A personal leave day equals eight (8) hours.

XIX. Bereavement Leave

Members of the Unit shall be entitled to use accumulated sick leave for the purpose of bereavement when a death occurs in a member's family. A maximum amount of sick leave used shall not normally exceed three (3) working days. The term "family" shall mean and include the member's spouse, child, sister, brother, parent, grandparent and aunt or uncle. Leave needed beyond three (3) days because of travel distance, religious requirements or other extenuating circumstances may be extended on a case-by-case basis, but in no instance shall such bereavement leave be approved beyond seven (7) working days.

XX. Additional Leave Provision

In the event the County Executive grants administrative leave to non-essential County employees because of extreme inclement weather or other hazardous working conditions, which may prevent employees from reporting to work or which may require early release from work, those employees required by the Fire Department to perform duties will be entitled to receive one hour of compensatory time for each hour worked during the emergency, in addition to any pay to which they are entitled for that period.

XXI. Union Leave

Members of the bargaining unit shall be granted time to attend conventions and conferences without loss of pay or leave with prior approval of the County Fire Chief (not to be unreasonably withheld), and further provided that such meetings shall not exceed six (6) per fiscal year and that not more than two (2) members of the bargaining unit request such approval.

The County Fire Chief will be notified thirty (30) days in advance of such meetings. Notice of less than thirty (30) days will be accepted where there are unusual circumstances which prevent giving thirty days notice. In no event shall notice be less than seven (7) days.

Leave for Negotiations - Employees (not to exceed three (3) in number) who, upon the request of the Union are excused from their regular assignment for the purpose of participating in negotiation sessions with representatives of the County,

shall suffer no loss of pay or leave.

Union President - The President of the Union shall be granted administrative leave with pay as may be required for the purpose of discharging his official duties as Union President.

XXII. Sick Leave Bank

The Union shall have the right to maintain a "Sick Leave Bank" for the employees covered by this Agreement. Such sick leave shall be accumulated through voluntary donations of sick leave by bargaining unit members. This leave may then be transferred to the account of another bargaining unit member with a zero annual and sick leave balance. Use of such transferred leave shall be limited to sickness or disability which incapacitates the employee.

The administration of this leave bank shall be the responsibility of the Union. The parties agree to develop an agreed to form to be used for transferring sick leave under this provision. The County agrees to maintain the records of the sick leave bank and shall only transfer sick leave from this bank to the account of an employee upon receiving written authorization from the Union.

XXIII. Administration of Leave

The provisions governing the administration of the above types of leave as well as other types of leave (holiday, administrative, military, military leave without pay, disability, leave without pay, absence without leave, compensatory) are specified in Division 17 of the Personnel Law and Administrative Procedure 284, unless otherwise specified in this schedule or the contract.

XXIV. Group Health Insurance

A. The County shall contribute seventy-five percent (75%) to the cost of the County health insurance program (other than prepaid group health plan) for any employee who elects to participate in the program. Participating employees shall contribute the remaining twenty-five percent (25%).

B. For those employees who elect to enroll in a prepaid group health plan or Health Maintenance Organization (HMO), in June, 1992 for coverage effective July 1, 1992, the Employer's contribution shall be equal to eighty-five percent (85%) of the cost of HMO coverage and the participating employee's contribution shall equal the remaining fifteen percent (15%). Effective in June, 1993, for coverage effective July 1, 1993, the Employer's contribution shall be equal to seventy-five percent (75%) of the cost of HMO coverage and the participating employees contribution shall equal the remaining twenty-five

percent (25%).

C. 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%).

D. A Dental Plan is available to employees, the cost of which is paid by the employee if the employee elects to enroll in the plan.

E. These employees shall be covered by Fire Fighter Agreement on Prescription Plan.

XXV. 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 of one hundred fifty thousand dollars (\$150,000).

The County shall pay a death benefit of \$10,000 upon the death of any employee covered by this Salary Schedule whose death results from an accidental personal injury arising out of and in the course of his/her employment.

XXVI. 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.

XXVII. Retirement Contributions

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

B. Current participants in the Maryland State Retirement System may transfer to the Employee's 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 Employee's 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, then contributions may be adjusted accordingly.

XXVIII. Supplemental Retirement Benefit

1. Benefit Accrual and Amounts

Effective July 1, 1992, employees covered by this Salary Schedule shall commence participation in a supplemental retirement benefit program. The supplemental retirement program will be jointly funded through County and employee contributions as described in paragraph 4 (Funding) below. The rate of accrual and amount of the benefit payable under this program are determined as follows:

- a. Benefit accrual is at the rate of 0.6% 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 years of actual and continuous service, multiplied by the employee's average annual compensation, as determined pursuant to paragraph 5, below.
- b. Pursuant to paragraph 1, above, the maximum benefit payable to any eligible employee is 15% of the employee's average annual compensation, as determined pursuant to paragraph 5, below.

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 paragraph 1, above; 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 years of service; or after thirty (30) years of service regardless of age.

4. Funding

The cost of funding this supplemental retirement plan 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.

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 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.

XXIX. 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.

XXX. Prince George's Professional Fire Fighters P.A.C. Payroll Deduction

The County agrees to deduct on a bi-weekly basis from the payroll checks of employees covered by this Salary Schedule who so request in writing voluntary contributions to the Prince George's Professional Fire Fighters P.A.C. payroll deduction fund. The Union agrees to indemnify and hold harmless the County from any loss or damages arising from the operation of this provision.

XXXI. Workers' 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.

XXXII. 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.

XXXIII. 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.

NOTE: The attached Memorandum of Understanding is available in hard copy only.