

COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND
1999 Legislative Session

Bill No. CB-41-1999
 Chapter No. 30
 Proposed and Presented by The Chairman (by request – County Executive)
 Introduced by Council Members Estepp, Russell, Scott and Wilson
 Co-Sponsors _____
 Date of Introduction July 6, 1999

BILL

1 AN ACT concerning

2 Collective Bargaining Agreement - Prince George's County

3 Police Civilian Employees Association

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

8 BY repealing and reenacting with amendments:

9 SUBTITLE 16. PERSONNEL.

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

11 The Prince George's County Code

12 (1995 Edition, 1998 Supplement).

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 15 hereby repealed and reenacted with the following amendments:

16 SUBTITLE 16. PERSONNEL.

17 DIVISION 19. COLLECTIVE BARGAINING.

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

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

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

1 The County Council of Prince George's County, Maryland, having fully considered the
2 labor agreement concluded between Prince George's County and the Prince George's County
3 Police Civilian Employees Association on [January 30, 1998] June 11, 1999, hereby approves
4 said agreement in accordance with the provisions of Section 13A-109 of the Prince George's
5 County Code.

6 SECTION 2. BE IT FURTHER ENACTED that this Act shall take effect forty-five (45)
7 calendar days after it becomes law.

8 Adopted this 27th day of July, 1999.

COUNTY COUNCIL OF PRINCE
GEORGE'S COUNTY, MARYLAND

BY: _____
Dorothy F. Bailey
Vice Chair

ATTEST:

Joyce T. Sweeney
Clerk of the Council

APPROVED:

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

KEY:

Underscoring indicates language added to existing law.

[Brackets] indicate language deleted from existing law.

Asterisks *** indicate intervening existing Code provisions that remain unchanged.

AGREEMENT

MADE BY AND BETWEEN

PRINCE GEORGE'S COUNTY, MARYLAND

AND

THE PRINCE GEORGE'S COUNTY
POLICE CIVILIAN EMPLOYEES ASSOCIATION

July 1, 1999 through June 30, 2001

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PREAMBLE

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

ARTICLE I -- RECOGNITION

The Employer recognizes the PCEA as the sole and exclusive bargaining agent of the Civilian Police Employees of the Prince George's County Police Department and of civilian employees in the Vehicle Audit Unit of the Department of Environmental Resources ("DER") in the Unit for which it was certified by the Prince George's County Public Employee Relations Board in case number 73-PG-R-8 and 73-PG-R-9, 75-PG-R-21, and as amended in case numbers 16 39 0030 82, 16 39 00203 85S, 16 39 00383 85S, 16 39 00073 89W and 16 39 00252 90S, for the purpose of negotiating matters of wages, hours, and other terms and conditions of employment. As used in this Agreement, the term "Department" refers to either the Police Department or the Department of Environmental Resources, or both, as is appropriate in the context in which it is used.

ARTICLE II -- ORGANIZATIONAL SECURITY

Section 2.1 Membership. All employees employed on or after the effective date of this Agreement may elect to be members of the PCEA or not to be members of the PCEA. Any employee who elects to be a member of the PCEA shall, pursuant to the provisions of Section 2.2 of this Agreement, remain a member of the PCEA for the duration of this Agreement. Except as provided immediately below, employees covered by this Agreement, who elect not to be members of the PCEA shall be required, as a condition of continued employment to pay a monthly service fee in an amount to be determined by the PCEA that is no greater than the monthly dues paid by members of the PCEA, which fees shall be remitted to the PCEA. Notwithstanding any provision of this Agreement to the contrary, any employee covered by this Agreement who was employed on or before July 1, 1983, and who has never elected to become a member of the PCEA, shall not be subject to the dues deduction and service fee provisions of this Article.

Section 2.2 Dues and Service Fees.

A. Dues and Service Fees. The PCEA, upon the presentation of dues deduction or service fee authorization cards, duly executed by the individual employees covered by this Agreement, shall be entitled to have such employees' membership dues or service fees deducted from their paychecks on a biweekly basis and remitted to the PCEA. Such authorization shall be irrevocable and automatically renewed from year-to-year thereafter unless revoked by the employee pursuant to Section 13A-108(c) of the Labor Code.

The amounts to be deducted shall be certified to the Employer by the Treasurer of the PCEA and the aggregate deductions of all employees shall be remitted together with an itemized statement to the PCEA.

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

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

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

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

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

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

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

Members of the PCEA negotiating team (not to exceed a total of seven (7) members and alternates) shall be excused from work on the day of negotiations to attend meetings with

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

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

Section 2.4 PCEA Communications. The PCEA will be permitted to use the Police Department's courier service, telex and fax for distribution of official PCEA communications.

Section 2.5 PCEA Information Dispersal. The Employer agrees to allow bulletin board space at reasonable locations in each physical structure for PCEA newsletters, notices, and literature.

Section 2.6 Consultation. The Employer agrees to consult with the PCEA before making changes in departmental organization or the Classification Plan which will affect employees covered under this Agreement. Except as provided herein nothing in this Agreement shall be construed as a waiver or modification on the part of the PCEA of its right to bargain as provided by applicable law, and except as provided in this Agreement, nothing herein shall be construed as a waiver or modification of the Employer's right to implement changes in accordance with applicable law.

ARTICLE III -- COMPLIANCE

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

ARTICLE IV -- CAREER ADVANCEMENT

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

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

Section 4.2 Layoffs and Recall.

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

ARTICLE V -- PERSONNEL LAW

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

ARTICLE VI -- PERSONNEL FILES AND EMPLOYEE ACTION NOTIFICATION

Section 6.1 Personnel Files.

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

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

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

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

Section 6.2 Copies of Employee Action Notification Form. The Employer will provide each employee covered by this Agreement with a copy of any processed Employee Action Notification (EAN) form or its equivalent, which is placed in his/her personnel file. In addition, where individually processed EAN forms are involved -- as distinguished from group processed EANs (for example, those resulting from a cost of living increase) -- the Police Department will distribute the employee copy of the EAN folded and stapled.

ARTICLE VII -- ROSTER

Section 7.1 Personnel Roster. A roster shall be furnished the PCEA by the Employer at the beginning of each fiscal year which lists the name, job title, date of hire and job location of each employee in the bargaining unit. An updated list will be furnished every six (6) months to the PCEA.

Section 7.2 Personnel Printout. At the beginning of each fiscal year the Employer will provide the President of the PCEA a printout of all bargaining unit members from whom payroll deductions are made under Article II.

Section 7.3 PCEA Officers and Delegates. The PCEA shall supply the Employer, in writing, and shall maintain with the Employer on a current basis, a complete list of all Officers and Delegates.

ARTICLE VIII -- DISCIPLINE

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

If in any case the Employer believes that there is just cause to discharge, suspend or fine an employee, or cause the employee to forfeit accrued annual leave, the Employer shall provide notice in writing to the employee and the PCEA (both the President and the Grievance Committee Chairperson) of its intent to take disciplinary action at least five (5) working days in advance of taking such action. One copy of a notice of intent to take disciplinary action shall be hand-delivered to the employee's work station (if possible, hand-delivered to the employee), and another copy of the notice shall also be sent to the employee by certified mail return receipt requested at the employee's last known address shown on the employee's personnel record. The

Employer shall make reasonable attempts to hand deliver the notice referred to herein to the employee before sending such notice by mail. The notice will be considered to have been served upon the employee as of the date of mailing. When a notice of intent is served while an employee is on approved sick or annual leave or scheduled day off, the five (5) day period the employee has to respond will begin to run when the employee returns to work.

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

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

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

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

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

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

H. The Employer will not initiate disciplinary action against an employee later than ninety (90) calendar days after the occurrence (or after the Employer was aware of the occurrence) of the alleged infraction or violation of Departmental rules or regulations or of the Personnel Law. For the purpose of this Article, to initiate disciplinary action means to issue a written reprimand

or to notify the employee of the intent to take some other form of disciplinary action. These time limits shall apply to alleged infractions or violations which affect only the Employer-employee relationship. They shall not apply to alleged violations or infractions which are also criminal violations nor to non-criminal violations which are related to an active criminal investigation.

ARTICLE IX -- GRIEVANCE AND ARBITRATION PROCEDURE

Section 9.1 Definition. Subject to any limitations of existing law, a grievance is defined as a dispute concerning the application or interpretation of the terms of this Agreement or a claimed violation, misinterpretation or misapplication of the rules or regulations of the Employer affecting the terms and conditions of employment.

Section 9.2 Exclusive Procedure. The provisions of this procedure shall be the only grievance procedure applicable to employees covered by this Agreement, except that grievances alleging safety or health issues shall be subject to the procedures of Article XV.

Section 9.3 Grievance Procedure. Grievances shall be presented and adjusted in the following manner:

- Step 1. Within ten (10) days after the event giving rise to the grievance, or within the ten (10) days following the time when the employee should reasonably have known of its occurrence, the aggrieved employee, and if the employee desires, the employee's PCEA delegate, may discuss the grievance with the employee's Division Head. The Division Head will attempt to adjust the matter and will respond orally to the employee within two (2) days.
- Step 2. If the grievance has not been settled at Step 1, a written grievance may be filed, including the specific relief sought, signed by the aggrieved employee and the employee's PCEA delegate or a member of the PCEA Grievance Committee designated by the President of the PCEA, and presented to the Chief of Police or the Director of DER, as appropriate. The Chief of Police or the Director of DER shall meet with the employee, the PCEA President and the employee's accredited PCEA delegate or member of the PCEA grievance committee in the absence of the delegate, and render a decision in writing no later than ten (10) days after the meeting. The Chief of Police may designate a Deputy Chief or the Director of DER may designate a Deputy Director to carry out the foregoing functions. The ten (10) day period will be extended by up to ten (10) more days if further investigation is required.
- Step 3. If the grievance shall have been submitted but not adjusted under Step 2, the PCEA President may request in writing, within ten (10) days after the grievance has been denied at Step 2, that the grievance be submitted to an arbitrator mutually agreed upon by them. The County and the PCEA shall, after execution of this Agreement, select a permanent panel of three (3) arbitrators. The arbitrator appointed to hear and decide any grievance dispute under this Article shall be selected from such panel within ten (10) days after this step has been invoked.

The rules of the American Arbitration Association shall govern the conduct of the arbitration hearing. In the event the parties are unable to agree on the selection of an arbitrator or the arbitrators selected are unavailable, the parties shall select an arbitrator under rules provided by the American Arbitration Association.

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

Section 9.4 General Provisions.

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

B. If a grievance arises from the action of an authority higher than the Division Head, such grievance shall be initiated at the appropriate step of this grievance procedure.

C. All parties shall have the right at their own expense to legal and/or stenographic assistance at all hearings.

D. The fact that a grievance is raised by an employee shall not be recorded in the employee's personnel file or in any file or record utilized in the promotion process, nor shall such fact be used in any recommendations for job placement, nor shall the employee be placed in jeopardy or be subject to reprisal or discrimination for having followed this grievance procedure.

E. Grievances arising as a result of disputes concerning the meaning, interpretation or application of this Agreement, or of a claimed violation, misinterpretation or misapplication of Police Department rules or regulations affecting terms and conditions of employment or a disciplinary action greater than a written reprimand, shall be subject to Step 3, arbitration. The following provisions of the Personnel Law for Prince George's County are also subject to arbitration: 1. Prohibited Personnel Practices (Section 16-110.1) 2. Attendance (Division 2) 3. Performance (Division 11) 4. Disability Separation (Section 16-189) 5. Leave (Division 17).

Where an employee covered by this Agreement has filed a grievance under the County Personnel Law with regard to either the denial of an employee initiated desk audit or the denial of a competitive promotion for which the employee has applied, the union may appeal the grievance from the Personnel Officer to arbitration under this Agreement, but it may not be referred to the Personnel Board.

F. Appeals of grievances not subject to Step 3 may be made by the employee to the appropriate step of the process outlined in the Personnel Law (namely to the Personnel Officer and/or the Personnel Board, as appropriate).

G. The PCEA has the right to file grievances on behalf of bargaining unit members under this grievance procedure.

Section 9.5 Processing Time Limits. The time limits provided under Article IX for the processing of grievances (up to and including arbitration) may be extended upon mutual agreement, but if not so extended, they must be strictly observed. If the grievance is not resolved within the time period provided for in any step, the next step may then be invoked. If the grieving party fails to pursue any steps within the time limits provided (or as mutually extended), he/she shall have no further right to continue the grievance.

Section 9.6 Days Defined. The term "days" as used in this grievance procedure shall mean the weekdays Monday through Friday and does not include Saturdays, Sundays or County holidays.

Section 9.7 Processing Grievances During Working Hours. PCEA representatives referred to in this grievance procedure shall be granted reasonable administrative leave to process grievances pursuant to this Article during working hours.

ARTICLE X -- WAGES AND BENEFITS

Section 10.1 Wages

A. Fiscal Year 1999:

Employees covered by this Agreement will receive a two percent (2%) increase to their base hourly rates of pay effective the first full pay period beginning on or after October 1, 1999.

Employees covered by this Agreement will receive a one percent (1%) increase to their base hourly rates of pay effective the first full pay period beginning on or after October 1, 2000.

Employees covered by this Agreement will receive a one and one-half percent (1 1/2%) increase to their base hourly rates of pay effective the first full pay period beginning on or after January 1, 2001

B. Anniversary Increases:

Employees covered by this Agreement who are otherwise eligible to receive a merit increase during the period from July 1, 1999 through June 30, 2000 will receive it.

Employees covered by this Agreement who are otherwise eligible to receive a merit increase during the period from July 1, 2000 through June 30, 2001 will receive it

C. Uniform Wage Scale: During FY95, employees were placed on a new service based Uniform Wage Scale as described in Attachment A, attached hereto. During FY96, the Uniform Wage Scale was modified to provide three additional merit steps with a value of two and one-half percent (2.5%) as set forth in Attachment A, attached hereto. During FY98, any employee who has not advanced to the step on the Uniform Wage Scale that would otherwise have been warranted by his/her completed years of service as of January 1, 1998 (minus a two year lag because of the lack of credit toward merit increases during Fiscal Year 1996 and Fiscal Year

1997) will be placed on that step effective the first full pay period beginning on or after January 1, 1998, as described in Attachment A, attached hereto.

FY2000:

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

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

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

Step N shall be applicable after 13 years of service;
Step O shall be applicable after 15 years of service;
Step P shall be applicable after 17 years of service;
Step Q shall be applicable after 19 years of service;
Step R shall be applicable after 22 years of service;
Step S shall be applicable after 25 years of service; and a new Step T shall be applicable after 28 years of service
The interval between Steps N to O, O to P, P to Q, Q to R, and R to S shall be increased from 2.5% to 3%; and the interval from Step S to new Step T shall be 2.5%.

Section 10.2 Shift Differentials.

A. First Shift.

A shift differential of One Dollar and eighty cents (\$1.80.) per hour shall be paid for all time worked on the first (1st) shift (i.e., the night shift, 2300 hours to 0700 hours) to each employee specifically assigned to work the first (1st) shift. Effective the first full pay period beginning on or after July 1, 1999, the first shift differential shall be increased to one dollar and eighty-five cents (\$1.85) per hour; on or after July 1, 2000, to one dollar and ninety-five cents (\$1.95) per hour

B. Third Shift.

A shift differential of One Dollar and forty cents (\$1.40) per hour shall be paid for all time worked on the third (3rd) shift (i.e., 1500 hours to 2300 hours) to each employee specifically assigned to the third (3rd) shift. Effective the first full pay period beginning on or after July 1, 1999, the third shift differential shall be increased to one dollar and forty-five cents (\$1.45) per hour; on or after July 1, 2000, to one dollar and fifty-five cents (\$1.55) per hour

C. Employees assigned to work the first (1st) or third (3rd) shift shall receive shift differential pay for all paid status hours, including paid leave hours and holidays. However, for

no employees shall shift differentials be used for the purpose of computing retirement deductions, and retirement and insurance benefits.

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

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

Section 10.3 Holiday Pay.

A. Holidays and Holiday Compensation.

The Personnel Law establishes the regular holidays for County employees including those employees covered by this Agreement, except that an additional holiday, entitled "Police Memorial Day," will be recognized and observed on May 15 of each year as a County holiday for employees covered by this Agreement. The holidays established by the Personnel Law are listed for convenient reference:

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

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

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

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

B. Holiday Work Scheduling.

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

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

C. Holiday Observance.

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

Section 10.4 Overtime Pay. Any employee who is in a paid status in excess of forty (40) hours in a workweek will receive pay at the rate of one and one-half (1 1/2) times his/her regular rate for each overtime hour or ten (10) minute fraction thereof worked. At the option of the employee and with the approval of the County (which will not be unreasonably withheld), an employee eligible for compensatory time under applicable law may elect to receive compensatory leave at the rate of one and one-half (1 1/2) hours for each overtime hour worked.

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

Section 10.5 Call Back Pay. Any employee who is called back to work from off-duty, and who does in fact perform duties on behalf of the Prince George's County Police Department during his/her normal off-duty hours, shall be paid for a minimum of three (3) hours at one and one-half (1 1/2) times his/her regular rate of pay beginning at the time the employee was contacted. This provision shall not apply to disciplinary procedures.

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

Section 10.6 Acting Pay. When an employee is assigned by the Employer to perform in an acting capacity substantially all the duties and responsibilities of any other position with a higher grade and does in fact assume the duties of that position for a period of ten (10) consecutive days or more (including scheduled days off, approved holidays, approved sick leave of two (2) days or less, and approved emergency annual leave, but excluding time for which an employee is otherwise on leave status), he/she shall be paid at the rate of pay equal to the acting position retroactive to the first (1st) day in the acting capacity and he/she shall continue to be paid that rate until relieved of the position. An employee shall begin to receive payment for such service

within sixty (60) days after the date the employee becomes eligible for acting pay.

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

Section 10.7 Standby Compensation. Effective the first full pay period beginning on or after July 1, 1999, compensatory leave will be earned by Records Clerks, Evidence Technicians and RAFIS (fingerprint) at rate of 6.25% for all hours they are required by the Police Department to stand by. An employee called back to work will lose standby compensation for eight (8) hours.

Section 10.8 Court Time Compensation. If, as a result of official actions taken during the normal course of employment with the Department, an employee covered by this Agreement is required to appear in Court while off duty, the employee will be paid a minimum of three (3) hours pay at one and one-half (1 1/2) times his/her regular rate of pay. For each hour beyond the first three (3) hours that an employee is required to attend court proceedings, the employee shall be paid at the overtime rate.

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

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

Section 10.9 Trainer Pay. Effective the first full pay period beginning on or after July 1, 1999, employees who are assigned to provide on the job training (which is designed to be one month or more in duration) for employees will receive a payment of thirty-five cents (\$.35) per hour..

Section 10.10 Workhours. The workweek is the seven (7) consecutive day period commencing with the first (1st) shift on Sunday, and ending with the last shift on the following Saturday. The standard number of hours in a workweek shall be forty (40) hours. Although full-time employees assigned to shift work may not work exactly forty (40) hours in a workweek, the number of hours in the workweek of employees on such rotating shifts shall average forty (40) hours a week over the year.

Section 10.11 Work Schedule.

A. The County will provide each shift employee with a copy of his/her annual shift schedule.

Whenever an employee's shift assignment, hours of work or work location is changed, the Employer will provide the employee with at least fourteen (14) calendar days notice before the

change is effective. However, the parties also recognize that under emergency circumstances (such as filling in for someone who is absent from work) fourteen (14) days notice may not be possible.

B. There will be established a Joint Study Committee, composed of equal numbers of representatives named by the County and the PCEA, not to exceed a total of three (3) from each party, to study the subject of alternate work schedules (e.g., flex-time, modified workweeks) for employees covered by this Agreement. PCEA members of the Committee shall be granted reasonable time off with pay from their regularly assigned positions to attend Committee meetings and perform designated Committee work. Such time off shall not be deducted from the leave bank referred to in Article II, Section 2.3 E. The Committee shall report its findings and recommendations to the Chief of Police and to the Director of DER, as appropriate, in writing. The Chief and the Director of DER, as appropriate, shall consult with the PCEA President concerning the Committee's report.

C. In the event that the regularly scheduled work hours of County police officers assigned to the Bureau of Patrol are permanently changed, the parties agree to refer to the Committee provided for in paragraph B. above (including reconvening the Committee if it has otherwise completed its work) for recommendation to the Chief the issue of whether changes should also be made in the work schedule of civilian station clerks.

Section 10.12 Emergency Closings. When the County Executive closes the County offices for an entire day or any portion thereof, because of extreme inclement weather, other emergencies producing hazardous conditions, or for any other reason, essential employees covered by this Agreement will report to their established work sites and will be paid straight-time wages for hours worked on their regular work shifts. In addition, such employees, who work their full regularly scheduled shift during the twenty-four (24) hour period beginning at 6:00 a.m. of the day of the full or partial closing shall be entitled to the number of hours of compensatory leave (not to exceed twelve (12) hours per employee per twenty-four (24) hour period) equal to the number of hours of administrative leave granted to nonessential County employees. For purposes of this subsection, the County workday will be considered ended at 5:00 p.m.

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

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

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

Joint Study Committee: There will be established a Joint Study Committee, composed of equal numbers of representatives named by the County and the PCEA, not to exceed a total of two (2) from each party, to study the feasibility of inclement weather compensation alternatives

during weekends and outside of the normal County workday. The Committee shall report its findings and recommendations to the Chief of Police in writing.

Section 10.13 Rest Period. Upon approval of the employee's supervisor, consistent with operational necessity, employees covered by this Agreement who are assigned to work twelve (12) hour shifts shall be entitled to one (1) twenty-five (25) minute break per shift in addition to their regular meal period; ten (10) hour shifts, one (1) twenty (20) minute break per shift in addition to their regular meal period; and eight (8) hour shifts, one (1) fifteen (15) minute break per shift in addition to their regular meal period. The Employer will make all reasonable efforts to make sure that employees are permitted to take their breaks.

Section 10.14 Meal Period. Employees covered by this Agreement who work through their regular unpaid meal period (one-half (1/2) hour for eight (8) and ten (10) hour shifts; forty-five (45) minutes for a twelve (12) hour shift) at the direction of management are entitled to be paid for the meal period worked pursuant to Section 10.4, Overtime Pay.

Section 10.15 Group Health Insurance Under the Beneflex Program.

A. The Employer shall contribute seventy-five percent (75%) to the cost of the County's point of service health insurance plan for any employee who elects to participate in the program. Participating employees shall contribute the remaining twenty-five percent (25%).

B. The County shall contribute eighty percent (80%) to the cost of a prepaid group health plan or Health Maintenance Organization (HMO) for any employee who elects to participate in the program. Participating employees shall contribute the remaining twenty percent (20%).

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

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

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

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

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

Section 10.16 Group Life Insurance Under the Beneflex Program. 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 thousand dollars (\$100,000). Employees may choose to increase their life insurance from one to four times their annual salary up to a total of \$700,000 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 times their annual salary and receive a credit.

Section 10.17 Leave of Absence Benefits. When the Chief of Police or the Director of DER, in his discretion, recommends to the County Personnel Officer that a request for leave without pay made by an employee covered by this Agreement be approved, the Chief, or the Director of DER, as appropriate, will send to the employee at his/her home address or have hand delivered the letter and form appearing at the back of this contract as Attachment B. The responsibility for making arrangements for benefits while on leave without pay is the employee's.

Section 10.18 Driver Training. Employees who are regularly assigned to operate motor vehicles, as a position requirement, shall be assigned to attend a driving course as provided by the County.

Section 10.19 Medical Advisory Board. The PCEA President or his/her designee will sit on the Medical Advisory Board as an observer with regard to cases that pertain to a PCEA represented employee(s).

Section 10.20 Disability Status Review by the Medical Advisory Board. When an employee is sent to a County doctor for examination before a review of his/her disability status by the Medical Advisory Board (MAB), the employee shall be advised by letter of his/her right to submit other medical information to the MAB. The parties have agreed on a letter to be sent for such purposes. A copy of the County doctor's report will be sent to the employee.

ARTICLE XI -- SUPPLEMENTAL RETIREMENT BENEFIT

1. Benefit Accrual and Amounts.

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

Benefit accrual is at the rate of 0.4% times the number of years of actual and continuous service the employee has as a full-time Prince George's County employee, to a maximum of twenty-five (25) years of actual and continuous service, multiplied by the employee's average annual compensation, as determined pursuant to paragraph 5, below.

Pursuant to paragraph 1, above, the maximum benefit payable to any eligible employee is ten percent (10%) of the employee's average annual compensation, as determined pursuant to paragraph 5, below.

2. Job Related Disability Benefit.

Effective July 1, 1999, if an employee becomes entitled to a job-related disability pension from the Maryland State Retirement or Pension Plan, the employee will be entitled to receive a disability pension benefit under this Supplemental Retirement Plan equal to a benefit calculated on the regular service formula for a normal benefit pursuant to paragraph 1., above, as amended by paragraphs 6 and 7, below.

3. Vesting.

a. Minimum Continuous Service Requirements.

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

b. Vested Benefit.

An employee completing the minimum continuous service requirements of paragraph 3.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.

4. Benefit Payment.

The benefit accrued by an employee under either paragraphs 1 or 3, above, shall not be payable until retirement at the earlier age of fifty- five (55) and fifteen (15) years of service or age sixty-two (62) and five (5) years of service; or after thirty (30) years of service regardless of age.

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

5. Funding.

The cost of funding the supplemental retirement benefit for all participating employees, as determined by the Plan's actuary, will be shared on an equal basis by the employees and the County through regular contributions each pay period. In addition, effective the first full pay period beginning on or after September 1, 1996, the employee share will be increased by the lesser of the following two amounts: up to seventy-five one-hundredths of one percent (0.75%) of the employee's salary or the percentage amount actuarially determined to be required to fund

the increase in maximum benefit accrual through thirty (30) years of actual and continuous service (See paragraph 8., below).

6. 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 (3) the compensation actually received by an employee during whatever period of thirty-six (36) consecutive months of continuous service will provide the largest total compensation for any such period.

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.

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

Effective June 30, 1993, the benefit accrual rate in paragraph 1., above, shall be increased from 0.4% to 0.6% per year for up to twenty-five (25) years of service for an increase in normal benefit from ten percent (10%) to fifteen percent (15%).

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

Effective July 1, 1996, the period for computing the maximum benefit in paragraph 6., above, shall be increased from twenty-five (25) years of service to thirty (30) years for an increase in normal benefit from fifteen percent (15%) to eighteen percent (18%).

9. Hold Harmless -- FY96/FY97 Merit

For any employee covered by this Agreement who retires during the period from July 1, 1999 through June 30, 2001, "Average Annual Compensation" as that term is defined in paragraph 5. (Definitions), above, will be calculated as if the employee had received the step increase(s), if any, the employee would otherwise have been eligible to receive during the period covering FY96 and FY97 but for the deferral of such step increases in those years.

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

ARTICLE XII -- LEAVE

Section 12.1 Sick Leave Policy. Sick leave policies shall be administered in accordance with the Prince George's County Personnel Law.

Sick leave may be taken in fifteen (15) minute increments.

Section 12.2 Annual Leave Policies.

A. Annual leave policies shall be administered in accordance with the Prince George's County Personnel Law, except as may be provided otherwise below:

B. Annual leave may be taken in fifteen (15) minute increments.

C. A maximum of three hundred sixty (360) hours of accumulated annual leave earned beginning with the first pay period in the 1997 leave year (i.e., January 5, 1997) may be carried over from one leave year to the next by an employee. (i.e., new annual leave).

D. An employee shall be allowed to carry over annual leave earned as of the last full pay period in leave year 1996 (i.e., old annual leave) even if such accumulated amount is in excess of the maximum allowed in Subsection A., above.

E. Effective beginning with the 1997 leave year, employees who are over the three hundred sixty (360) hours limit at the end of that leave year will be able to convert any annual leave in excess of three hundred sixty (360) hours to new sick leave.

Section 12.3 Sick and Annual Leave Disposition Upon Separation.

Effective beginning with the 1997 leave year (i.e. January 5, 1997), the annual and sick leave balances accumulated by an employee shall, upon the employee's separation from employment, with proper notice of separation, be liquidated in the following manner:

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

Upon separation from employment, employees who participate in the Maryland State Retirement Systems (MSRS) may elect to receive a cash payment for the remainder of their annual leave hours that were accumulated as of the end of the 1996 leave year OR up to 360 hours of accumulated annual leave, whichever is greater. Any remaining amount would be converted to sick leave and could be applied to purchase MSRS pension credit at the applicable rate.

4. For all or any portion of the employee's sick leave balance earned as of the end of the last full pay period of the 1996 leave year, the employee may elect to receive cash payment in an amount equal to the total number of unused sick leave hours multiplied by one-half of the employee's base hourly rate of pay as of January 4, 1997. Sick leave earned beginning the first pay period of Fiscal Year 1997 is not subject to cash payment to the employee upon separation.
5. For individuals who participate in the MSRS plan, sick leave earned beginning with the first pay period in the 1997 leave year is not subject to cash payment but may be used to purchase MSRS pension credit at the applicable rate.
6. Notwithstanding any provision in this Section to the contrary, an employee who is involuntarily separated from employment with the County for disciplinary reasons is not entitled to any payment for unused sick leave.
7. Notwithstanding any provision in this Section to the contrary, an employee who has been separated from employment under a separation-disability action pursuant to Section 16-189 if the Personnel Law shall forfeit any sick leave hours accumulated at the time of the employee's separation.

Section 12.4 Leave of Absence. Leave without pay may be granted for up to one (1) year when just cause for such leave is shown by the employee. Such leave shall be requested in writing and shall be subject to approval of the Chief of Police or his designee or the Director of DER or his designee, as appropriate, and such approval shall not be unreasonably withheld. The Chief of Police or the Director of DER has the right to set reasonable limits on such leaves.

Section 12.5 Discretionary Leave. Employees covered by this Agreement are eligible for and may take one (1) day of discretionary leave per wage reporting year. Discretionary leave may not be taken in increments and must be requested with reasonable advance notice and approved prior to use. A day of discretionary leave -- like a day of holiday leave-- shall consist of the number of hours in the employee's regularly scheduled workshift (e.g., 8, 10, 12 hour shifts).

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

Employees covered by this Agreement who have been employed as civilian employees of the Prince George's County Police Department and/or the Vehicle Audit Unit of the Department of Environmental Resources for fifteen (15) or more years shall be eligible for two (2) days of Discretionary Leave per wage reporting year in addition to the one (1) day of Discretionary Leave described in the first paragraph above and subject to the same limitations described in that paragraph.

Section 12.6 Personal Leave. In accordance with the Personnel Law, twelve (12) hours of personal leave B including the four (4) hours of personal leave granted each year in lieu of a General Election Day holiday -- per wage reporting year shall be granted to each employee eligible for annual leave. 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.

Section 12.7 Leave Reporting for Employees. When an employee covered by this Agreement uses leave (annual, sick or compensatory), his/her unpaid meal period shall not be included in his/her leave deduction.

Section 12.8 Family and Medical Leave. Employees covered by this Agreement are entitled to family and medical leave as provided in the County Personnel Law. The Chief of Police may also grant the employee additional leave without pay pursuant to the terms of the Personnel Law. Where leave without pay is granted to an employee under this Article, the employee will be advised at the time the leave is granted as to whether or not the employee will be able to return to the job he/she held at the time the leave without pay was requested.

Section 12.9 Bereavement Leave. In the event of the death of an employee's spouse, child, or parent, the employee may take up to four (4) working days leave for bereavement. The first

three (3) leave days will be administrative leave days, and the other day will be charged to the employee's accumulated sick leave, annual leave or leave without pay.

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

Section 12.10 Disability Leave. Disability leave policies shall be administered in accordance with the Personnel Law, provided, however, that for good cause shown, the Personnel Officer may grant one (1) additional ninety (90) day period of disability leave to an employee who has petitioned the Police Chief and has received the Chief's recommendation for additional leave.

ARTICLE XIII -- CLOTHING AND MAINTENANCE ALLOWANCE

Section 13.1 Evidence Technicians/Property Clerks.

Fiscal Years 2000 and 2001: The Employer agrees to furnish each Evidence Technician an initial issue of three (3) pairs of coveralls, a raincoat and a pair of boots for use at crime scenes. The Employer shall also provide an annual maintenance allowance of Five Hundred fifty Dollars (\$550.0) for Evidence Technicians. The Employer also agrees to furnish one (1) pair of coveralls for Property Clerks working in vehicle services.

The Employer will furnish an annual clothing maintenance allowance of One Hundred fifty Dollars (\$150.00) for Property clerks in the Department of Environmental Resources.

Section 13.2 Public Service Aides.

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

B. Fiscal Year 2000 and 2001: Public Safety Aides are responsible for the care and maintenance of their uniforms in serviceable condition. To defray the costs of this responsibility the County will provide a Five Hundred fifty Dollars (\$550.00) clothing allowance in each fiscal year.

Section 13.3 Clothing Allowance Disbursement: Clothing allowances payable under this Article XIII will be paid in July each fiscal year covered by this Agreement, and are not included in the employee's base pay for any purposes such as computing holiday pay, annual and sick leave pay, etc.

Section 13.4 Headsets. To defray the cost of maintaining and/or replacing custom made earpieces, the County will provide an annual Fifty Dollars (\$50.00) earpiece allowance to all employees who are required to use headsets in the performance of their duty.

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

Section 13.5 Map Books. The County shall provide, annually, one (1) updated map book per desk in each facility where map books are used in the performance of the job.

ARTICLE XIV -- JOB DESCRIPTION

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

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

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

ARTICLE XV -- SAFETY AND HEALTH

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

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

and an additional PCEA member designated by the PCEA President. The Deputy Chief of Police and the PCEA President or permanent designee shall co-chair the Committee.

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

When a condition at the workplace poses an immediate threat to the health or safety of employees covered by this agreement, the Department will take prompt corrective action to reduce the threat, and the Committee will convene a special meeting to address the health or safety problem not later than three (3) days after the initial corrective action.

C. Within twenty-five (25) working days after receiving the Committee report, the Police Chief and/or the Director of DER, as appropriate, shall notify the Committee in writing of the action the Department proposes to take to correct the alleged unsafe condition.

D. No employee may make a safety claim as a pretext for refusing to carry out a work assignment or for engaging in concerted activity in violation of Article XVI of this Agreement.

E. The parties agree that the procedures outlined above are the sole and exclusive procedures under this Agreement for addressing health and safety issues and that safety and health issues and the provisions of this Article XV are therefore not subject to the grievance and arbitration provisions of this Agreement.

F. The Employer shall provide smoking cessation workshops to employees.

ARTICLE XVI -- NO STRIKE OR LOCKOUT

Section 16.1 The PCEA and its members, individually and collectively, agree that during the term of this Agreement, there shall be no strikes, slow-ups, nor stoppage of work; and the County agrees that there shall be no lockouts.

Section 16.2 In the event of an illegal strike, slow-up or work stoppage, the PCEA shall promptly and publicly disavow such unauthorized conduct, order the employees to return to work and take all steps necessary to bring about a prompt resumption of normal operations.

Section 16.3 The County shall have the right to discipline, by way of discharge or otherwise, any employee who participates in such illegal conduct.

ARTICLE XVII -- SAVINGS CLAUSE

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

ARTICLE XVIII -- NONDISCRIMINATION

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

ARTICLE XIX -- PUBLICATION OF AGREEMENT

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

ARTICLE XX -- DURATION

This Agreement shall become effective on July 1, 1999, unless otherwise stated in specific sections, and shall remain in full force and effect until June 30, 2001.

This Agreement shall be automatically renewed from year to year after June 30, 2001 unless either party shall notify the other in writing no later than October 1, 2000 (or October 1st of any subsequent year thereafter in the case of an automatic renewal) that it desires to terminate, modify or amend this Agreement.

Signed on this _____ day of _____, 199__, in Upper Marlboro, Prince George's County, Maryland.

FOR POLICE CIVILIAN
EMPLOYEES ASSOCIATION

FOR PRINCE GEORGE'S COUNTY

Joyce P. Stafford
President

Howard W. Stone, Jr.
Chief Administrative Officer

John S. Farrell
Police Chief

ATTACHMENT A

PCEA UNIFORM WAGE SCALE

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

A. Pay Plan Description

1. Pay Plan effective July 1, 1994.

2. 15 Step Plan - Derived as follows –

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

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

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

B. Placement & Movement on Wage Scale

1. Current Employees

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

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

- c. Longevity Steps (Steps M, N & O) - Employees whose placement on the scale plus anniversary increase in FY95 results in their being at a step below that warranted by their years of service will have annual step increases until they are at the step which corresponds with their completed years of service. Employees who are placed on the scale during FY95 at a longevity step which exceeds their years of service or who during subsequent years achieve a longevity step which exceeds their years of completed service will not advance to the next longevity step until warranted by their completed years of service.
2. New Hires - Entry level employees hired during FY95 will be hired at Step A (0-1), and will not move to Step B (2) until their anniversary date in FY97.
3. Promotions and Demotions - Upon promotion or demotion, an employee will be placed at the step of the promotional grade which corresponds to his or her step before promotion or demotion (For example, a one grade promotion from T-05 Step H to T-06 Step H; a 2 grade promotion from T-08 Step M to T-10 Step M; or a three grade promotion from T-10 Step K to T-13 Step K).
4. Anniversary Dates - Employees covered by this Agreement and hired before July 3, 1988, will keep the anniversary dates that they held on July 3, 1988 for as long as they are continuously employed. Employees hired on or after July 3, 1988 will have as their anniversary dates the dates of their initial appointment and those anniversary dates will not be changed while those employees are continuously employed.

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

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

Fiscal year 1998 -- Placement on Uniform Wage Scale

During FY98, any employee who has not advanced to the step on the Uniform Wage Scale that would otherwise have been warranted by his/her completed years of service as of January 1, 1998 (minus a two year lag because of the lack of credit toward merit increases during fiscal year 1996 and fiscal year 1997) will be placed on that step effective the first full pay period beginning on or after January 1, 1998.

FY2000:

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

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

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

- Step N shall be applicable after 13 years of service;
- Step O shall be applicable after 15 years of service;
- Step P shall be applicable after 17 years of service;
- Step Q shall be applicable after 19 years of service;
- Step R shall be applicable after 22 years of service;
- Step S shall be applicable after 25 years of service; and a new Step T shall be applicable after 28 years of service

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

SCHEDULE P
UNIFORM WAGE SCALE
EFFECTIVE APRIL 11, 1999
FOR POLICE CIVILIANS
PRINCE GEORGE'S COUNTY, MARYLAND

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
STEP COMPLETED	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
YRS SERVICE	0	1	2	3	4	5	6	7	8	9	10	11	12	(13-15)	(16-18)	(19-21)	(22-24)	(25-27)	(28-30)
P05																			
HOURLY	7.8216	8.0955	8.3788	8.6721	8.9756	9.2898	9.6149	9.9514	10.2997	10.6601	11.0333	11.4195	11.8191	12.1736	12.4780	12.7899	13.1096	13.4373	13.7733
BIWEEKLY	625.73	647.64	670.30	693.77	718.05	743.18	769.19	796.11	823.98	852.81	882.66	913.56	945.53	973.89	998.24	1023.19	1048.77	1074.98	1101.86
ANNUAL	16,269	16,839	17,428	18,038	18,669	19,323	19,999	20,699	21,423	22,173	22,949	23,753	24,584	25,321	25,954	26,603	27,268	27,950	28,648
P06																			
HOURLY	8.2127	8.5002	8.7976	9.1056	9.4242	9.7541	10.0955	10.4489	10.8145	11.1930	11.5849	11.9903	12.4101	12.7823	13.1018	13.4293	13.7650	14.1091	14.4619
BIWEEKLY	657.02	680.02	703.81	728.45	753.94	780.33	807.64	835.91	865.16	895.44	926.79	959.22	992.81	1022.58	1048.14	1074.34	1101.20	1128.73	1156.95
ANNUAL	17,082	17,680	18,299	18,940	19,602	20,289	20,999	21,734	22,494	23,281	24,097	24,940	25,813	26,587	27,252	27,933	28,631	29,347	30,081
P07																			
HOURLY	8.6234	8.9253	9.2378	9.5611	9.8957	10.2421	10.6006	10.9716	11.3555	11.7530	12.1642	12.5901	13.0307	13.4217	13.7573	14.1012	14.4538	14.8151	15.1856
BIWEEKLY	689.87	714.02	739.02	764.89	791.66	819.37	848.05	877.73	908.44	940.24	973.14	1007.21	1042.46	1073.74	1100.58	1128.10	1156.30	1185.21	1214.85
ANNUAL	17,937	18,565	19,215	19,887	20,583	21,304	22,049	22,821	23,619	24,446	25,302	26,187	27,104	27,917	28,615	29,330	30,064	30,815	31,586
P08																			
HOURLY	9.0545	9.3715	9.6995	10.0390	10.3905	10.7541	11.1305	11.5200	11.9234	12.3407	12.7726	13.2196	13.6823	14.0927	14.4450	14.8061	15.1764	15.5557	15.9446
BIWEEKLY	724.36	749.72	775.96	803.12	831.24	860.33	890.44	921.60	953.87	987.26	1021.81	1057.57	1094.58	1127.42	1155.60	1184.49	1214.11	1244.46	1275.57
ANNUAL	18,833	19,493	20,175	20,881	21,612	22,369	23,151	23,962	24,801	25,669	26,567	27,497	28,459	29,313	30,046	30,797	31,567	32,356	33,165
P09																			
HOURLY	9.5073	9.8401	10.1844	10.5409	10.9098	11.2917	11.6869	12.0961	12.5194	12.9575	13.4111	13.8804	14.3662	14.7972	15.1672	15.5463	15.9350	16.3333	16.7417
BIWEEKLY	760.58	787.21	814.75	843.27	872.78	903.34	934.95	967.69	1001.55	1036.60	1072.89	1110.43	1149.30	1183.78	1213.38	1243.70	1274.80	1306.66	1339.34
ANNUAL	19,775	20,467	21,184	21,925	22,692	23,487	24,309	25,160	26,040	26,952	27,895	28,871	29,882	30,778	31,548	32,336	33,145	33,973	34,823
P10																			
HOURLY	9.9827	10.3321	10.6937	11.0680	11.4553	11.8562	12.2712	12.7006	13.1452	13.6053	14.0813	14.5743	15.0844	15.5369	15.9253	16.3235	16.7316	17.1498	17.5785
BIWEEKLY	798.62	826.57	855.50	885.44	916.42	948.50	981.70	1016.05	1051.62	1088.42	1126.50	1165.94	1206.75	1242.95	1274.02	1305.88	1338.53	1371.98	1406.28
ANNUAL	20,764	21,491	22,243	23,021	23,827	24,661	25,524	26,417	27,342	28,299	29,289	30,315	31,376	32,317	33,125	33,953	34,802	35,672	36,563

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
STEP COMPLETED	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
YRS SERVICE	0	1	2	3	4	5	6	7	8	9	10	11	12	(13-15)	(16-18)	(19-21)	(22-24)	(25-27)	(28-30)
P11																			
HOURLY	10.4819	10.8486	11.2285	11.6232	12.0281	12.4491	12.8848	13.3357	13.8026	14.2856	14.7857	15.3032	15.8389	16.3140	16.7219	17.1398	17.5683	18.0076	18.4578
BIWEEKLY	838.55	867.89	898.28	929.86	962.25	995.93	1030.78	1066.86	1104.21	1142.85	1182.86	1224.26	1267.11	1305.12	1337.75	1371.18	1405.46	1440.61	1476.62
ANNUAL	21,802	22,565	23,355	24,176	25,018	25,894	26,800	27,738	28,709	29,714	30,754	31,831	32,945	33,933	34,782	35,651	36,542	37,456	38,392
P12																			
HOURLY	11.0060	11.3912	11.7898	12.2025	12.6296	13.0717	13.5292	14.0027	14.4928	15.0000	15.5251	16.0684	16.6308	17.1298	17.5580	17.9971	18.4470	18.9083	19.3810
BIWEEKLY	880.48	911.30	943.18	976.20	1010.37	1045.74	1082.34	1120.22	1159.42	1200.00	1242.01	1285.47	1330.46	1370.38	1404.64	1439.77	1475.76	1512.66	1550.48
ANNUAL	22,892	23,694	24,523	25,381	26,270	27,189	28,141	29,126	30,145	31,200	32,292	33,422	34,592	35,630	36,521	37,434	38,370	39,329	40,312
P13																			
HOURLY	11.5562	11.9607	12.3793	12.8126	13.2610	13.7251	14.2055	14.7027	15.2175	15.7499	16.3012	16.8717	17.4623	17.9861	18.4357	18.8966	19.3691	19.8533	20.3497
BIWEEKLY	924.50	956.86	990.34	1025.01	1060.88	1098.01	1136.44	1176.22	1217.40	1259.99	1304.10	1349.74	1396.98	1438.89	1474.86	1511.73	1549.53	1588.26	1627.98
ANNUAL	24,037	24,878	25,749	26,650	27,583	28,548	29,547	30,582	31,652	32,760	33,906	35,093	36,322	37,411	38,346	39,305	40,288	41,295	42,327
P14																			
HOURLY	12.1339	12.5586	12.9982	13.4531	13.9240	14.4114	14.9157	15.4377	15.9780	16.5372	17.1161	17.7152	18.3351	18.8852	19.3574	19.8413	20.3375	20.8459	21.3671
BIWEEKLY	970.71	1004.69	1039.86	1076.25	1113.92	1152.91	1193.26	1235.02	1278.24	1322.98	1369.29	1417.22	1466.81	1510.82	1548.59	1587.30	1627.00	1667.67	1709.37
ANNUAL	25,239	26,122	27,036	27,982	28,962	29,976	31,025	32,110	33,234	34,397	35,601	36,848	38,137	39,281	40,263	41,270	42,302	43,359	44,444
P15																			
HOURLY	12.7407	13.1867	13.6481	14.1259	14.6202	15.1318	15.6615	16.2097	16.7771	17.3642	17.9720	18.6010	19.2521	19.8297	20.3253	20.8336	21.3544	21.8883	22.4354
BIWEEKLY	1019.26	1054.94	1091.85	1130.07	1169.62	1210.54	1252.92	1296.78	1342.17	1389.14	1437.76	1488.08	1540.17	1586.38	1626.02	1666.69	1708.35	1751.06	1794.83
ANNUAL	26,501	27,428	28,388	29,382	30,410	31,474	32,576	33,716	34,896	36,118	37,382	38,690	40,044	41,246	42,277	43,334	44,417	45,528	46,666
P16																			
HOURLY	13.3777	13.8459	14.3306	14.8322	15.3513	15.8887	16.4447	17.0202	17.6160	18.2325	18.8707	19.5313	20.2149	20.8213	21.3419	21.8754	22.4223	22.9829	23.5574
BIWEEKLY	1070.22	1107.67	1146.45	1186.58	1228.10	1271.10	1315.58	1361.62	1409.28	1458.60	1509.66	1562.50	1617.19	1665.70	1707.35	1750.03	1793.78	1838.63	1884.59
ANNUAL	27,826	28,799	29,808	30,851	31,931	33,048	34,205	35,402	36,641	37,924	39,251	40,625	42,047	43,308	44,391	45,501	46,638	47,804	48,999
P17																			
HOURLY	14.0459	14.5382	15.0471	15.5738	16.1188	16.6830	17.2670	17.8712	18.4967	19.1441	19.8142	20.5076	21.2256	21.8623	22.4089	22.9691	23.5433	24.1319	24.7352
BIWEEKLY	1123.67	1163.06	1203.77	1245.90	1289.50	1334.64	1381.36	1429.70	1479.74	1531.53	1585.14	1640.61	1698.05	1748.98	1792.71	1837.53	1883.46	1930.55	1978.82
ANNUAL	29,215	30,239	31,298	32,394	33,527	34,701	35,915	37,172	38,473	39,820	41,214	42,656	44,149	45,474	46,611	47,776	48,970	50,194	51,449
P18																			
HOURLY	14.7491	15.2652	15.7995	16.3524	16.9248	17.5172	18.1303	18.7649	19.4217	20.1014	20.8050	21.5332	22.2869	22.9554	23.5293	24.1175	24.7205	25.3385	25.9719
BIWEEKLY	1179.93	1221.22	1263.96	1308.19	1353.98	1401.38	1450.42	1501.19	1553.74	1608.11	1664.40	1722.66	1782.95	1836.43	1882.34	1929.40	1977.64	2027.08	2077.75
ANNUAL	30,678	31,752	32,863	34,013	35,204	36,436	37,711	39,031	40,397	41,811	43,274	44,789	46,357	47,747	48,941	50,164	51,419	52,704	54,022

The hourly rates are the January 3, 1999 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 hourly rates multiplied by 2080 and rounded to the nearest dollar.

SCHEDULE P
UNIFORM WAGE SCALE
EFFECTIVE JULY 4, 1999
FOR POLICE CIVILIANS
PRINCE GEORGE'S COUNTY, MARYLAND

STEP COMPLETED YRS SERVICE	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
	0-1	1	2	3	4	5	6	7	8	9	10	11	12	13-14	15-16	17-18	19-21	22-24	25-27	28
P05																				
HOURLY	7.8216	8.0955	8.3788	8.6721	8.9756	9.2898	9.6149	9.9514	10.2997	10.6601	11.0333	11.4195	11.8191	12.1736	12.5388	12.9150	13.3024	13.7015	14.1125	14.4654
BIWEEKLY	625.73	647.64	670.30	693.77	718.05	743.18	769.19	796.11	823.98	852.81	882.66	913.56	945.53	973.89	1,003.10	1,033.20	1,064.19	1,096.12	1,129.00	1,157.23
ANNUAL	16269	16,839	17,428	18,038	18,669	19,323	19,999	20,699	21,423	22,173	22,949	23,753	24,584	25,321	26,081	26,863	27,669	28,499	29,354	30,088
P06																				
HOURLY	8.2127	8.5002	8.7976	9.1056	9.4242	9.7541	10.0955	10.4489	10.8145	11.1930	11.5848	11.9903	12.4101	12.7823	13.1658	13.5607	13.9676	14.3866	14.8182	15.1886
BIWEEKLY	657.02	680.02	703.81	728.45	753.94	780.33	807.64	835.91	865.16	895.44	926.79	959.22	992.81	1,022.58	1,053.26	1,084.86	1,117.41	1,150.93	1,185.46	1,215.09
ANNUAL	17082	17,680	18,299	18,940	19,602	20,289	20,999	21,734	22,494	23,281	24,097	24,940	25,813	26,587	27,385	28,206	29,053	29,924	30,822	31,592
P07																				
HOURLY	8.6234	8.9253	9.2378	9.5611	9.8957	10.2421	10.6006	10.9716	11.3555	11.7530	12.1642	12.5901	13.0307	13.4217	13.8244	14.2391	14.6663	15.1062	15.5594	15.9484
BIWEEKLY	689.87	714.02	739.02	764.89	791.66	819.37	848.05	877.73	908.44	940.24	973.14	1,007.21	1,042.46	1,073.74	1,105.95	1,139.13	1,173.30	1,208.50	1,244.75	1,275.87
ANNUAL	17937	18,565	19,215	19,887	20,583	21,304	22,049	22,821	23,619	24,446	25,302	26,187	27,104	27,917	28,755	29,617	30,506	31,421	32,364	33,173
P08																				
HOURLY	9.0545	9.3715	9.6995	10.0390	10.3905	10.7541	11.1305	11.5200	11.9234	12.3407	12.7726	13.2196	13.6823	14.0927	14.5155	14.9509	15.3995	15.8615	16.3373	16.7457
BIWEEKLY	724.36	749.72	775.96	803.12	831.24	860.33	890.44	921.60	953.87	987.26	1,021.81	1,057.57	1,094.58	1,127.42	1,161.24	1,196.08	1,231.96	1,268.92	1,306.98	1,339.66
ANNUAL	18833	19,493	20,175	20,881	21,612	22,369	23,151	23,962	24,801	25,669	26,567	27,497	28,459	29,313	30,192	31,098	32,031	32,992	33,982	34,831
P09																				
HOURLY	9.5073	9.8401	10.1844	10.5409	10.9098	11.2917	11.6869	12.0961	12.5194	12.9575	13.4111	13.8804	14.3662	14.7972	15.2411	15.6983	16.1693	16.6544	17.1540	17.5829
BIWEEKLY	760.58	787.21	814.75	843.27	872.78	903.34	934.95	967.69	1,001.55	1,036.60	1,072.89	1,110.43	1,149.30	1,183.78	1,219.29	1,255.87	1,293.54	1,332.35	1,372.32	1,406.63
ANNUAL	19775	20,467	21,184	21,925	22,692	23,487	24,309	25,160	26,040	26,952	27,895	28,871	29,882	30,778	31,701	32,653	33,632	34,641	35,680	36,572

STEP COMPLETED YRS SERVICE	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
	0-1	1	2	3	4	5	6	7	8	9	10	11	12	13-14	15-16	17-18	19-21	22-24	25-27	28
P10																				
HOURLY	9.9827	10.3321	10.6937	11.0680	11.4553	11.8562	12.2712	12.7006	13.1452	13.6053	14.0813	14.5743	15.0844	15.5369	16.0030	16.4831	16.9776	17.4869	18.0115	18.4618
BIWEEKLY	798.62	826.57	855.50	885.44	916.42	948.50	981.70	1,016.05	1,051.62	1,088.42	1,126.50	1,165.94	1,206.75	1,242.95	1,280.24	1,318.65	1,358.21	1,398.95	1,440.92	1,476.94
ANNUAL	20764	21,491	22,243	23,021	23,827	24,661	25,524	26,417	27,342	28,299	29,289	30,315	31,376	32,317	33,286	34,285	35,313	36,373	37,464	38,401
P11																				
HOURLY	10.4819	10.8486	11.2285	11.6232	12.0281	12.4491	12.8848	13.3357	13.8026	14.2856	14.7857	15.3032	15.8389	16.3140	16.8034	17.3075	17.8267	18.3616	18.9124	19.3852
BIWEEKLY	838.55	867.89	898.28	929.86	962.25	995.93	1,030.78	1,066.86	1,104.21	1,142.85	1,182.86	1,224.26	1,267.11	1,305.12	1,344.27	1,384.60	1,426.14	1,468.92	1,512.99	1,550.82
ANNUAL	21802	22,565	23,355	24,176	25,018	25,894	26,800	27,738	28,709	29,714	30,754	31,831	32,945	33,933	34,951	36,000	37,080	38,192	39,338	40,321
P12																				
HOURLY	11.0060	11.3912	11.7898	12.2025	12.6296	13.0717	13.5292	14.0027	14.4928	15.0000	15.5251	16.0684	16.6308	17.1298	17.6437	18.1730	18.7182	19.2797	19.8581	20.3546
BIWEEKLY	880.48	911.30	943.18	976.20	1,010.37	1,045.74	1,082.34	1,120.22	1,159.42	1,200.00	1,242.01	1,285.47	1,330.46	1,370.38	1,411.50	1,453.84	1,497.46	1,542.38	1,588.65	1,628.37
ANNUAL	22892	23,694	24,523	25,381	26,270	27,189	28,141	29,126	30,145	31,200	32,292	33,422	34,592	35,630	36,699	37,800	38,934	40,102	41,305	42,338
P13																				
HOURLY	11.5562	11.9607	12.3793	12.8126	13.2610	13.7251	14.2055	14.7027	15.2173	15.7499	16.3012	16.8717	17.4623	17.9861	18.5257	19.0815	19.6539	20.2435	20.8508	21.3721
BIWEEKLY	924.5	956.86	990.34	1,025.01	1,060.88	1,098.01	1,136.44	1,176.22	1,217.40	1,259.99	1,304.10	1,349.74	1,396.98	1,438.89	1,482.05	1,526.52	1,572.31	1,619.48	1,668.07	1,709.77
ANNUAL	24037	24,878	25,749	26,650	27,583	28,548	29,547	30,582	31,652	32,760	33,906	35,093	36,322	37,411	38,533	39,689	40,880	42,107	43,370	44,454
P14																				
HOURLY	12.1339	12.5586	12.9982	13.4531	13.9240	14.4114	14.9157	15.4377	15.9780	16.5372	17.1161	17.7152	18.3351	18.8852	19.4518	20.0353	20.6364	21.2555	21.8931	22.4405
BIWEEKLY	970.71	1,004.69	1,039.86	1,076.25	1,113.92	1,152.91	1,193.26	1,235.02	1,278.24	1,322.98	1,369.29	1,417.22	1,466.81	1,510.82	1,556.14	1,602.82	1,650.91	1,700.44	1,751.45	1,795.24
ANNUAL	25239	26,122	27,036	27,982	28,962	29,976	31,025	32,110	33,234	34,397	35,601	36,848	38,137	39,281	40,460	41,673	42,924	44,211	45,538	46,676
P15																				
HOURLY	12.7407	13.1867	13.6481	14.1259	14.6202	15.1318	15.6615	16.2097	16.7771	17.3642	17.9720	18.6010	19.2521	19.8297	20.4246	21.0373	21.6684	22.3185	22.9881	23.5628
BIWEEKLY	1,019.26	1,054.94	1,091.85	1,130.07	1,169.62	1,210.54	1,252.92	1,296.78	1,342.17	1,389.14	1,437.76	1,488.08	1,540.17	1,586.38	1,633.96	1,682.98	1,733.47	1,785.48	1,839.05	1,885.02
ANNUAL	26501	27,428	28,388	29,382	30,410	31,474	32,576	33,716	34,896	36,118	37,382	38,690	40,044	41,246	42,483	43,758	45,070	46,422	47,815	49,011

STEP COMPLETED YRS SERVICE	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
	0-1	1	2	3	4	5	6	7	8	9	10	11	12	13-14	15-16	17-18	19-21	22-24	25-27	28
P16																				
HOURLY	13.3777	13.8459	14.3306	14.8322	15.3513	15.8887	16.4447	17.0202	17.6160	18.2325	18.8707	19.5313	20.2149	20.8213	21.4459	22.0893	22.7520	23.4346	24.1376	24.7410
BIWEEKLY	1,070.22	1,107.67	1,146.45	1,186.58	1,228.10	1,271.10	1,315.58	1,361.62	1,409.28	1,458.60	1,509.66	1,562.50	1,617.19	1,665.70	1,715.68	1,767.15	1,820.16	1,874.77	1,931.01	1,979.28
ANNUAL	27826	28,799	29,808	30,851	31,931	33,048	34,205	35,402	36,641	37,924	39,251	40,625	42,047	43,308	44,608	45,946	47,324	48,744	50,206	51,461
P17																				
HOURLY	14.0459	14.5382	15.0471	15.5738	16.1188	16.6830	17.2670	17.8712	18.4967	19.1441	19.8142	20.5076	21.2256	21.8623	22.5182	23.1937	23.8895	24.6062	25.3444	25.9780
BIWEEKLY	1,123.67	1,163.06	1,203.77	1,245.90	1,289.50	1,334.64	1,381.36	1,429.70	1,479.74	1,531.53	1,585.14	1,640.61	1,698.05	1,748.98	1,801.45	1,855.50	1,911.16	1,968.50	2,027.55	2,078.24
ANNUAL	29215	30,239	31,298	32,394	33,527	34,701	35,915	37,172	38,473	39,820	41,214	42,656	44,149	45,474	46,838	48,243	49,690	51,181	52,716	54,034
P18																				
HOURLY	14.7491	15.2652	15.7995	16.3524	16.9248	17.5172	18.1303	18.7649	19.4217	20.1014	20.8050	21.5332	22.2869	22.9554	23.6441	24.3534	25.0840	25.8365	26.6116	27.2769
BIWEEKLY	1,179.93	1,221.22	1,263.96	1,308.19	1,353.98	1,401.38	1,450.42	1,501.19	1,553.74	1,608.11	1,664.40	1,722.65	1,782.95	1,836.43	1,891.52	1,948.27	2,006.72	2,066.92	2,128.93	2,182.15
ANNUAL	30678	31,752	32,863	34,013	35,204	36,436	37,711	39,031	40,397	41,811	43,274	44,789	46,357	47,747	49,180	50,655	52,175	53,740	55,352	56,736

The hourly rates are the April 11, 1999 rates with an additional step T combined with an increase in the percentage value between Steps N-S from 2.5% to 3%. For administrative purposes, the hourly rates are the controlling rates. Biweekly rates are the hourly rates multiplied by 80 and rounded to the nearest cent. Annual rates are hourly rates multiplied by 2080 and rounded to the nearest dollar

SCHEDULE P
UNIFORM WAGE SCALE
EFFECTIVE OCTOBER 10, 1999
FOR POLICE CIVILIANS
PRINCE GEORGE'S COUNTY, MARYLAND

STEP COMPLETED YRS SERVICE	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
	0-1	1	2	3	4	5	6	7	8	9	10	11	12	13-14	15-16	17-18	19-21	22-24	25-27	28
P05																				
HOURLY	7.9780	8.2574	8.5464	8.8455	9.1551	9.4756	9.8072	10.1504	10.5057	10.8733	11.2540	11.6479	12.0555	12.4171	12.7896	13.1733	13.5684	13.9755	14.3948	14.7547
BIWEEKLY	638.24	660.59	683.71	707.64	732.41	758.05	784.58	812.03	840.46	869.86	900.32	931.83	964.44	993.37	1,023.17	1,053.86	1,085.47	1,118.04	1,151.58	1,180.38
ANNUAL	16,594	17,175	17,777	18,399	19,043	19,709	20,399	21,113	21,852	22,616	23,408	24,228	25,075	25,828	26,602	27,400	28,222	29,069	29,941	30,690
P06																				
HOURLY	8.3770	8.6702	8.9736	9.2877	9.6127	9.9492	10.2974	10.6579	11.0308	11.4169	11.8166	12.2301	12.6583	13.0379	13.4291	13.8319	14.2470	14.6743	15.1146	15.4924
BIWEEKLY	670.16	693.62	717.89	743.02	769.02	795.94	823.79	852.63	882.46	913.35	945.33	978.41	1,012.66	1,043.03	1,074.33	1,106.55	1,139.76	1,173.94	1,209.17	1,239.39
ANNUAL	17,424	18,034	18,665	19,318	19,994	20,694	21,419	22,168	22,944	23,747	24,579	25,439	26,329	27,119	27,933	28,770	29,634	30,523	31,438	32,224
P07																				
HOURLY	8.7959	9.1038	9.4226	9.7523	10.0936	10.4469	10.8126	11.1910	11.5826	11.9881	12.4075	12.8419	13.2913	13.6901	14.1009	14.5239	14.9596	15.4083	15.8706	16.2674
BIWEEKLY	703.67	728.30	753.81	780.18	807.49	835.75	865.01	895.28	926.61	959.05	992.60	1,027.35	1,063.30	1,095.21	1,128.07	1,161.91	1,196.77	1,232.66	1,269.65	1,301.39
ANNUAL	18,295	18,936	19,599	20,285	20,995	21,730	22,490	23,277	24,092	24,935	25,808	26,711	27,646	28,475	29,330	30,210	31,116	32,049	33,011	33,836
P08																				
HOURLY	9.2356	9.5589	9.8935	10.2398	10.5983	10.9692	11.3531	11.7504	12.1619	12.5875	13.0281	13.4840	13.9559	14.3746	14.8058	15.2499	15.7075	16.1787	16.6640	17.0806
BIWEEKLY	738.85	764.71	791.48	819.18	847.86	877.54	908.25	940.03	972.95	1,007.00	1,042.25	1,078.72	1,116.47	1,149.97	1,184.46	1,219.99	1,256.60	1,294.30	1,333.12	1,366.45
ANNUAL	19,210	19,883	20,578	21,299	22,044	22,816	23,614	24,441	25,297	26,182	27,098	28,047	29,028	29,899	30,796	31,720	32,672	33,652	34,661	35,528
P09																				
HOURLY	9.6974	10.0369	10.3881	10.7517	11.1280	11.5175	11.9206	12.3380	12.7698	13.2167	13.6793	14.1580	14.6535	15.0931	15.5459	16.0123	16.4927	16.9875	17.4971	17.9346
BIWEEKLY	775.79	802.95	831.05	860.14	890.24	921.40	953.65	987.04	1,021.58	1,057.34	1,094.34	1,132.64	1,172.28	1,207.45	1,243.67	1,280.98	1,319.42	1,359.00	1,399.77	1,434.77
ANNUAL	20,171	20,877	21,607	22,364	23,146	23,956	24,795	25,663	26,561	27,491	28,453	29,449	30,479	31,394	32,335	33,306	34,305	35,334	36,394	37,304

STEP COMPLETED YRS SERVICE	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
	0-1	1	2	3	4	5	6	7	8	9	10	11	12	13-14	15-16	17-18	19-21	22-24	25-27	28
P10																				
HOURLY	10.1824	10.5387	10.9076	11.2894	11.6844	12.0933	12.5166	12.9546	13.4081	13.8774	14.3629	14.8658	15.3861	15.8476	16.3231	16.8128	17.3172	17.8366	18.3717	18.8310
BIWEEKLY	814.59	843.10	872.61	903.15	934.75	967.46	1,001.33	1,036.37	1,072.65	1,110.19	1,149.03	1,189.26	1,230.89	1,267.81	1,305.85	1,345.02	1,385.38	1,426.93	1,469.74	1,506.48
ANNUAL	21,179	21,920	22,688	23,482	24,304	25,154	26,035	26,946	27,889	28,865	29,875	30,921	32,003	32,963	33,952	34,971	36,020	37,100	38,213	39,168
P11																				
HOURLY	10.6915	11.0656	11.4531	11.8557	12.2687	12.6981	13.1425	13.6024	14.0787	14.5713	15.0814	15.6093	16.1557	16.6403	17.1395	17.6537	18.1832	18.7288	19.2906	19.7729
BIWEEKLY	855.32	885.25	916.25	948.46	981.50	1,015.85	1,051.40	1,088.19	1,126.30	1,165.70	1,206.51	1,248.74	1,292.46	1,331.22	1,371.16	1,412.30	1,454.66	1,498.30	1,543.25	1,581.83
ANNUAL	22,238	23,016	23,822	24,660	25,519	26,412	27,336	28,293	29,284	30,308	31,369	32,467	33,604	34,612	35,650	36,720	37,821	38,956	40,124	41,128
P12																				
HOURLY	11.2261	11.6190	12.0256	12.4466	12.8822	13.3331	13.7998	14.2828	14.7827	15.3000	15.8356	16.3898	16.9634	17.4724	17.9966	18.5365	19.0926	19.6653	20.2553	20.7617
BIWEEKLY	898.09	929.52	962.05	995.73	1,030.58	1,066.65	1,103.98	1,142.62	1,182.62	1,224.00	1,266.85	1,311.18	1,357.07	1,397.79	1,439.73	1,482.92	1,527.41	1,573.22	1,620.42	1,660.94
ANNUAL	23,350	24,168	25,013	25,889	26,795	27,733	28,704	29,708	30,748	31,824	32,938	34,091	35,284	36,343	37,433	38,556	39,713	40,904	42,131	43,184
P13																				
HOURLY	11.7873	12.1999	12.6269	13.0689	13.5262	13.9996	14.4896	14.9968	15.5219	16.0649	16.6272	17.2091	17.8115	18.3458	18.8962	19.4631	20.0470	20.6484	21.2678	21.7995
BIWEEKLY	942.98	975.99	1,010.15	1,045.51	1,082.10	1,119.97	1,159.17	1,199.74	1,241.75	1,285.19	1,330.18	1,376.73	1,424.92	1,467.66	1,511.70	1,557.05	1,603.76	1,651.87	1,701.42	1,743.96
ANNUAL	24,518	25,376	26,264	27,183	28,134	29,119	30,138	31,193	32,286	33,415	34,585	35,795	37,048	38,159	39,304	40,483	41,698	42,949	44,237	45,343
P14																				
HOURLY	12.3766	12.8098	13.2582	13.7222	14.2025	14.6996	15.2140	15.7465	16.2976	16.8679	17.4584	18.0695	18.7018	19.2629	19.8408	20.4360	21.0491	21.6806	22.3310	22.8893
BIWEEKLY	990.13	1,024.78	1,060.66	1,097.78	1,136.20	1,175.97	1,217.12	1,259.72	1,303.81	1,349.43	1,396.67	1,445.56	1,496.14	1,541.03	1,587.26	1,634.88	1,683.93	1,734.45	1,786.48	1,831.14
ANNUAL	25,743	26,644	27,577	28,542	29,541	30,575	31,645	32,753	33,899	35,085	36,313	37,585	38,900	40,067	41,269	42,507	43,782	45,096	46,448	47,610
P15																				
HOURLY	12.9955	13.4504	13.9211	14.4084	14.9126	15.4344	15.9747	16.5339	17.1126	17.7115	18.3314	18.9730	19.6371	20.2263	20.8331	21.4580	22.1018	22.7649	23.4479	24.0341
BIWEEKLY	1,039.64	1,076.03	1,113.69	1,152.67	1,193.01	1,234.75	1,277.98	1,322.71	1,369.01	1,416.92	1,466.51	1,517.84	1,570.97	1,618.10	1,666.65	1,716.64	1,768.14	1,821.19	1,875.83	1,922.73
ANNUAL	27,031	27,977	28,956	29,969	31,018	32,104	33,227	34,391	35,594	36,840	38,129	39,464	40,845	42,071	43,333	44,633	45,972	47,351	48,772	49,991

STEP COMPLETED	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
YRS SERVICE	0-1	1	2	3	4	5	6	7	8	9	10	11	12	13-14	15-16	17-18	19-21	22-24	25-27	28
P16																				
HOURLY	13.6453	14.1228	14.6172	15.1288	15.6583	16.2065	16.7736	17.3606	17.9683	18.5972	19.2481	19.9219	20.6192	21.2377	21.8748	22.5311	23.2070	23.9033	24.6204	25.2358
BIWEEKLY	1,091.62	1,129.82	1,169.38	1,210.30	1,252.66	1,296.52	1,341.89	1,388.85	1,437.46	1,487.78	1,539.85	1,593.75	1,649.54	1,699.02	1,749.98	1,802.49	1,856.56	1,912.26	1,969.63	2,018.86
ANNUAL	28,382	29,375	30,404	31,468	32,569	33,710	34,889	36,110	37,374	38,682	40,036	41,438	42,888	44,174	45,500	46,865	48,271	49,719	51,210	52,490
P17																				
HOURLY	14.3268	14.8290	15.3480	15.8853	16.4412	17.0167	17.6123	18.2286	18.8666	19.5270	20.2105	20.9178	21.6501	22.2995	22.9686	23.6576	24.3673	25.0983	25.8513	26.4976
BIWEEKLY	1,146.14	1,186.32	1,227.84	1,270.82	1,315.30	1,361.34	1,408.98	1,458.29	1,509.33	1,562.16	1,616.84	1,673.42	1,732.01	1,783.96	1,837.49	1,892.61	1,949.38	2,007.86	2,068.10	2,119.81
ANNUAL	29,800	30,844	31,924	33,041	34,198	35,395	36,634	37,915	39,243	40,616	42,038	43,509	45,032	46,383	47,775	49,208	50,684	52,204	53,771	55,115
P18																				
HOURLY	15.0441	15.5705	16.1155	16.6794	17.2633	17.8675	18.4929	19.1402	19.8101	20.5034	21.2211	21.9639	22.7326	23.4145	24.1170	24.8405	25.5857	26.3532	27.1438	27.8224
BIWEEKLY	1,203.53	1,245.64	1,289.24	1,334.35	1,381.06	1,429.40	1,479.43	1,531.22	1,584.81	1,640.27	1,697.69	1,757.11	1,818.61	1,873.16	1,929.36	1,987.24	2,046.86	2,108.26	2,171.50	2,225.79
ANNUAL	31,292	32,387	33,520	34,693	35,908	37,164	38,465	39,812	41,205	42,647	44,140	45,685	47,284	48,702	50,163	51,668	53,218	54,815	56,459	57,871

The hourly rates are the July 4, 1999 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 hourly rates multiplied by 2080 and rounded to the nearest dollar

SCHEDULE P
UNIFORM WAGE SCALE
EFFECTIVE OCTOBER 8, 2000
FOR POLICE CIVILIANS
PRINCE GEORGE'S COUNTY, MARYLAND

STEP COMPLETED YRS SERVICE	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
	0-1	1	2	3	4	5	6	7	8	9	10	11	12	13-14	15-16	17-18	19-21	22-24	25-27	28
P05																				
HOURLY	8.0578	8.3400	8.6319	8.9340	9.2467	9.5704	9.9053	10.2519	10.6108	10.9820	11.3665	11.7644	12.1761	12.5413	12.9175	13.3050	13.7041	14.1153	14.5387	14.9022
BIWEEKLY	644.62	667.20	690.55	714.72	739.74	765.63	792.42	820.15	848.86	878.56	909.32	941.15	974.09	1,003.30	1,033.40	1,064.40	1,096.33	1,129.22	1,163.10	1,192.18
ANNUAL	16,760	17,347	17,954	18,583	19,233	19,906	20,603	21,324	22,070	22,843	23,642	24,470	25,326	26,086	26,868	27,674	28,505	29,360	30,240	30,997
P06																				
HOURLY	8.4608	8.7569	9.0633	9.3806	9.7088	10.0487	10.4004	10.7645	11.1411	11.5311	11.9348	12.3524	12.7849	13.1683	13.5634	13.9702	14.3895	14.8210	15.2657	15.6473
BIWEEKLY	676.86	700.55	725.06	750.45	776.70	803.90	832.03	861.16	891.29	922.49	954.78	988.19	1,022.79	1,053.46	1,085.07	1,117.62	1,151.16	1,185.68	1,221.26	1,251.78
ANNUAL	17,598	18,214	18,852	19,512	20,194	20,901	21,633	22,390	23,173	23,985	24,824	25,693	26,593	27,390	28,212	29,058	29,930	30,828	31,753	32,546
P07																				
HOURLY	8.8839	9.1948	9.5168	9.8498	10.1945	10.5514	10.9207	11.3029	11.6984	12.1080	12.5316	12.9703	13.4242	13.8270	14.2419	14.6691	15.1092	15.5624	16.0293	16.4301
BIWEEKLY	710.71	735.58	761.34	787.98	815.56	844.11	873.66	904.23	935.87	968.64	1,002.53	1,037.62	1,073.94	1,106.16	1,139.35	1,173.53	1,208.74	1,244.99	1,282.34	1,314.41
ANNUAL	18,479	19,125	19,795	20,488	21,205	21,947	22,715	23,510	24,333	25,185	26,066	26,978	27,922	28,760	29,623	30,512	31,427	32,370	33,341	34,175
P08																				
HOURLY	9.3280	9.6545	9.9924	10.3422	10.7043	11.0789	11.4666	11.8679	12.2835	12.7134	13.1584	13.6188	14.0955	14.5183	14.9539	15.4024	15.8646	16.3405	16.8306	17.2514
BIWEEKLY	746.24	772.36	799.39	827.38	856.34	886.31	917.33	949.43	982.68	1,017.07	1,052.67	1,089.50	1,127.64	1,161.46	1,196.31	1,232.19	1,269.17	1,307.24	1,346.45	1,380.11
ANNUAL	19,402	20,081	20,784	21,512	22,265	23,044	23,851	24,685	25,550	26,444	27,369	28,327	29,319	30,198	31,104	32,037	32,998	33,988	35,008	35,883
P09																				
HOURLY	9.7944	10.1373	10.4920	10.8592	11.2393	11.6327	12.0398	12.4614	12.8975	13.3489	13.8161	14.2996	14.8000	15.2440	15.7014	16.1724	16.6576	17.1574	17.6721	18.1139
BIWEEKLY	783.55	810.98	839.36	868.74	899.14	930.62	963.18	996.91	1,031.80	1,067.91	1,105.29	1,143.97	1,184.00	1,219.52	1,256.11	1,293.79	1,332.61	1,372.59	1,413.77	1,449.11
ANNUAL	20,372	21,086	21,823	22,587	23,378	24,196	25,043	25,920	26,827	27,766	28,737	29,743	30,784	31,708	32,659	33,639	34,648	35,687	36,758	37,677

STEP COMPLETED YRS SERVICE	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
	0-1	1	2	3	4	5	6	7	8	9	10	11	12	13-14	15-16	17-18	19-21	22-24	25-27	28
P10																				
HOURLY	10.2842	10.6441	11.0167	11.4023	11.8012	12.2142	12.6418	13.0841	13.5422	14.0162	14.5065	15.0145	15.5400	16.0061	16.4863	16.9809	17.4904	18.0150	18.5554	19.0193
BIWEEKLY	822.74	851.53	881.34	912.18	944.10	977.14	1,011.34	1,046.73	1,083.38	1,121.30	1,160.52	1,201.16	1,243.20	1,280.49	1,318.90	1,358.47	1,399.23	1,441.20	1,484.43	1,521.54
ANNUAL	21,391	22,140	22,915	23,717	24,546	25,406	26,295	27,215	28,168	29,154	30,174	31,230	32,323	33,293	34,292	35,320	36,380	37,471	38,595	39,560
P11																				
HOURLY	10.7984	11.1763	11.5676	11.9743	12.3914	12.8251	13.2739	13.7384	14.2195	14.7170	15.2322	15.7654	16.3173	16.8067	17.3109	17.8302	18.3650	18.9161	19.4835	19.9706
BIWEEKLY	863.87	894.10	925.41	957.94	991.31	1,026.01	1,061.91	1,099.07	1,137.56	1,177.36	1,218.58	1,261.23	1,305.38	1,344.54	1,384.87	1,426.42	1,469.20	1,513.29	1,558.68	1,597.65
ANNUAL	22,461	23,247	24,061	24,907	25,774	26,676	27,610	28,576	29,577	30,611	31,683	32,792	33,940	34,958	36,007	37,087	38,199	39,345	40,526	41,539
P12																				
HOURLY	11.3384	11.7352	12.1459	12.5711	13.0110	13.4664	13.9378	14.4256	14.9305	15.4530	15.9940	16.5537	17.1330	17.6471	18.1766	18.7219	19.2835	19.8620	20.4579	20.9693
BIWEEKLY	907.07	938.82	971.67	1,005.69	1,040.88	1,077.31	1,115.02	1,154.05	1,194.44	1,236.24	1,279.52	1,324.30	1,370.64	1,411.77	1,454.13	1,497.75	1,542.68	1,588.96	1,636.63	1,677.54
ANNUAL	23,584	24,409	25,263	26,148	27,063	28,010	28,991	30,005	31,055	32,142	33,268	34,432	35,637	36,706	37,807	38,942	40,110	41,313	42,552	43,616
P13																				
HOURLY	11.9052	12.3219	12.7532	13.1996	13.6615	14.1396	14.6345	15.1486	15.6771	16.2255	16.7935	17.3812	17.9896	18.5293	19.0852	19.6577	20.2475	20.8549	21.4805	22.0175
BIWEEKLY	952.42	985.75	1,020.26	1,055.97	1,092.92	1,131.17	1,170.76	1,211.89	1,254.17	1,298.04	1,343.48	1,390.50	1,439.17	1,482.34	1,526.82	1,572.62	1,619.80	1,668.39	1,718.44	1,761.40
ANNUAL	24,763	25,630	26,527	27,455	28,416	29,410	30,440	31,509	32,608	33,749	34,930	36,153	37,418	38,541	39,697	40,888	42,115	43,378	44,679	45,796
P14																				
HOURLY	12.5004	12.9379	13.3908	13.8594	14.3445	14.8466	15.3661	15.9040	16.4606	17.0366	17.6330	18.2502	18.8888	19.4555	20.0392	20.6404	21.2596	21.8974	22.5543	23.1182
BIWEEKLY	1,000.03	1,035.03	1,071.26	1,108.75	1,147.56	1,187.73	1,229.29	1,272.32	1,316.85	1,362.93	1,410.64	1,460.02	1,511.10	1,556.44	1,603.14	1,651.23	1,700.77	1,751.79	1,804.34	1,849.46
ANNUAL	26,001	26,911	27,853	28,828	29,837	30,881	31,961	33,080	34,238	35,436	36,677	37,960	39,289	40,467	41,682	42,932	44,220	45,547	46,913	48,086
P15																				
HOURLY	13.1255	13.5849	14.0603	14.5525	15.0617	15.5887	16.1344	16.6992	17.2837	17.8886	18.5147	19.1627	19.8335	20.4286	21.0414	21.6726	22.3228	22.9925	23.6824	24.2744
BIWEEKLY	1,050.04	1,086.79	1,124.82	1,164.20	1,204.94	1,247.10	1,290.75	1,335.94	1,382.70	1,431.09	1,481.18	1,533.02	1,586.68	1,634.29	1,683.31	1,733.81	1,785.82	1,839.40	1,894.59	1,941.95
ANNUAL	27,301	28,257	29,245	30,269	31,328	32,424	33,560	34,734	35,950	37,208	38,511	39,858	41,254	42,491	43,766	45,079	46,431	47,824	49,259	50,491

STEP COMPLETED YRS SERVICE	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
	0-1	1	2	3	4	5	6	7	8	9	10	11	12	13-14	15-16	17-18	19-21	22-24	25-27	28
P16																				
HOURLY	13.7818	14.2640	14.7634	15.2801	15.8149	16.3686	16.9413	17.5342	18.1480	18.7832	19.4406	20.1211	20.8254	21.4501	22.0935	22.7564	23.4391	24.1423	24.8666	25.4882
BIWEEKLY	1,102.54	1,141.12	1,181.07	1,222.41	1,265.19	1,309.49	1,355.30	1,402.74	1,451.84	1,502.66	1,555.25	1,609.69	1,666.03	1,716.01	1,767.48	1,820.51	1,875.13	1,931.38	1,989.33	2,039.06
ANNUAL	28,666	29,669	30,708	31,783	32,895	34,047	35,238	36,471	37,748	39,069	40,436	41,852	43,317	44,616	45,954	47,333	48,753	50,216	51,723	53,015
P17																				
HOURLY	14.4701	14.9773	15.5015	16.0442	16.6056	17.1869	17.7884	18.4109	19.0553	19.7223	20.4126	21.1270	21.8666	22.5225	23.1983	23.8942	24.6110	25.3493	26.1098	26.7626
BIWEEKLY	1,157.61	1,198.18	1,240.12	1,283.54	1,328.45	1,374.95	1,423.07	1,472.87	1,524.42	1,577.78	1,633.01	1,690.16	1,749.33	1,801.80	1,855.86	1,911.54	1,968.88	2,027.94	2,088.78	2,141.01
ANNUAL	30,098	31,153	32,243	33,372	34,540	35,749	37,000	38,295	39,635	41,022	42,458	43,944	45,483	46,847	48,252	49,700	51,191	52,727	54,308	55,666
P18																				
HOURLY	15.1945	15.7262	16.2767	16.8462	17.4359	18.0462	18.6778	19.3316	20.0082	20.7084	21.4333	22.1835	22.9599	23.6486	24.3582	25.0889	25.8416	26.6167	27.4152	28.1006
BIWEEKLY	1,215.56	1,258.10	1,302.14	1,347.70	1,394.87	1,443.70	1,494.22	1,546.53	1,600.66	1,656.67	1,714.66	1,774.68	1,836.79	1,891.89	1,948.66	2,007.11	2,067.33	2,129.34	2,193.22	2,248.05
ANNUAL	31,605	32,710	33,856	35,040	36,267	37,536	38,850	40,210	41,617	43,073	44,581	46,142	47,757	49,189	50,665	52,185	53,751	55,363	57,024	58,449

The hourly rates are the October 10, 1999 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 hourly rates multiplied by 2080 and rounded to the nearest dollar

SCHEDULE P
UNIFORM WAGE SCALE
EFFECTIVE JANUARY 14, 2001
FOR POLICE CIVILIANS
PRINCE GEORGE'S COUNTY, MARYLAND

STEP COMPLETED YRS SERVICE	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
	0-1	1	2	3	4	5	6	7	8	9	10	11	12	13-14	15-16	17-18	19-21	22-24	25-27	28
P05																				
HOURLY	8.1787	8.4651	8.7614	9.0680	9.3854	9.7140	10.0539	10.4057	10.7700	11.1467	11.5370	11.9409	12.3587	12.7294	13.1113	13.5046	13.9097	14.3270	14.7568	15.1257
BIWEEKLY	654.30	677.21	700.91	725.44	750.83	777.12	804.31	832.46	861.60	891.74	922.96	955.27	988.70	1,018.35	1,048.90	1,080.37	1,112.78	1,146.16	1,180.54	1,210.06
ANNUAL	17,012	17,607	18,224	18,861	19,522	20,205	20,912	21,644	22,402	23,185	23,997	24,837	25,706	26,477	27,272	28,090	28,932	29,800	30,694	31,461
P06																				
HOURLY	8.5877	8.8883	9.1992	9.5213	9.8544	10.1994	10.5564	10.9260	11.3082	11.7041	12.1138	12.5377	12.9767	13.3658	13.7669	14.1798	14.6053	15.0433	15.4947	15.8820
BIWEEKLY	687.02	711.06	735.94	761.70	788.35	815.95	844.51	874.08	904.66	936.33	969.10	1,003.02	1,038.14	1,069.26	1,101.35	1,134.38	1,168.42	1,203.46	1,239.58	1,270.56
ANNUAL	17,862	18,488	19,134	19,804	20,497	21,215	21,957	22,726	23,521	24,345	25,197	26,078	26,992	27,801	28,635	29,494	30,379	31,290	32,229	33,035
P07																				
HOURLY	9.0172	9.3327	9.6596	9.9975	10.3474	10.7097	11.0845	11.4724	11.8739	12.2896	12.7196	13.1649	13.6256	14.0344	14.4555	14.8891	15.3358	15.7958	16.2697	16.6766
BIWEEKLY	721.38	746.62	772.77	799.80	827.79	856.78	886.76	917.79	949.91	983.17	1,017.57	1,053.19	1,090.05	1,122.75	1,156.44	1,191.13	1,226.86	1,263.66	1,301.58	1,334.13
ANNUAL	18,756	19,412	20,092	20,795	21,523	22,276	23,056	23,863	24,698	25,562	26,457	27,383	28,341	29,192	30,067	30,969	31,898	32,855	33,841	34,687
P08																				
HOURLY	9.4679	9.7993	10.1423	10.4973	10.8649	11.2451	11.6386	12.0459	12.4678	12.9041	13.3558	13.8231	14.3069	14.7361	15.1782	15.6334	16.1026	16.5856	17.0831	17.5102
BIWEEKLY	757.43	783.94	811.38	839.78	869.19	899.61	931.09	963.67	997.42	1,032.33	1,068.46	1,105.85	1,144.55	1,178.89	1,214.26	1,250.67	1,288.21	1,326.85	1,366.65	1,400.82
ANNUAL	19,693	20,383	21,096	21,834	22,599	23,390	24,208	25,055	25,933	26,841	27,780	28,752	29,758	30,651	31,571	32,517	33,493	34,498	35,533	36,421
P09																				
HOURLY	9.9413	10.2894	10.6494	11.0221	11.4079	11.8072	12.2204	12.6483	13.0910	13.5491	14.0233	14.5141	15.0220	15.4727	15.9369	16.4150	16.9075	17.4148	17.9372	18.3856
BIWEEKLY	795.30	823.15	851.95	881.77	912.63	944.58	977.63	1,011.86	1,047.28	1,083.93	1,121.86	1,161.13	1,201.76	1,237.82	1,274.95	1,313.20	1,352.60	1,393.18	1,434.98	1,470.85
ANNUAL	20,678	21,402	22,151	22,926	23,728	24,559	25,418	26,308	27,229	28,182	29,168	30,189	31,246	32,183	33,149	34,143	35,168	36,223	37,309	38,242

STEP COMPLETED YRS SERVICE	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
	0-1	1	2	3	4	5	6	7	8	9	10	11	12	13-14	15-16	17-18	19-21	22-24	25-27	28
P10																				
HOURLY	10.4385	10.8038	11.1820	11.5733	11.9782	12.3974	12.8314	13.2804	13.7453	14.2264	14.7241	15.2397	15.7731	16.2462	16.7336	17.2356	17.7528	18.2852	18.8337	19.3046
BIWEEKLY	835.08	864.30	894.56	925.86	958.26	991.79	1,026.51	1,062.43	1,099.62	1,138.11	1,177.93	1,219.18	1,261.85	1,299.70	1,338.69	1,378.85	1,420.22	1,462.82	1,506.70	1,544.37
ANNUAL	21,712	22,472	23,259	24,072	24,915	25,787	26,689	27,623	28,590	29,591	30,626	31,699	32,808	33,792	34,806	35,850	36,926	38,033	39,174	40,154
P11																				
HOURLY	10.9604	11.3439	11.7411	12.1539	12.5773	13.0175	13.4730	13.9445	14.4328	14.9378	15.4607	16.0019	16.5621	17.0588	17.5706	18.0977	18.6405	19.1998	19.7758	20.2702
BIWEEKLY	876.83	907.51	939.29	972.31	1,006.18	1,041.40	1,077.84	1,115.56	1,154.62	1,195.02	1,236.86	1,280.15	1,324.97	1,364.70	1,405.65	1,447.82	1,491.24	1,535.98	1,582.06	1,621.62
ANNUAL	22,798	23,595	24,421	25,280	26,161	27,076	28,024	29,005	30,020	31,071	32,158	33,284	34,449	35,482	36,547	37,643	38,772	39,936	41,134	42,162
P12																				
HOURLY	11.5085	11.9112	12.3281	12.7597	13.2062	13.6684	14.1469	14.6420	15.1545	15.6848	16.2339	16.8020	17.3900	17.9118	18.4492	19.0027	19.5728	20.1599	20.7648	21.2838
BIWEEKLY	920.68	952.90	986.25	1,020.78	1,056.50	1,093.47	1,131.75	1,171.36	1,212.36	1,254.78	1,298.71	1,344.16	1,391.20	1,432.94	1,475.94	1,520.22	1,565.82	1,612.79	1,661.18	1,702.70
ANNUAL	23,938	24,775	25,642	26,540	27,469	28,430	29,426	30,455	31,521	32,624	33,767	34,948	36,171	37,257	38,374	39,526	40,711	41,933	43,191	44,270
P13																				
HOURLY	12.0838	12.5067	12.9445	13.3976	13.8664	14.3517	14.8540	15.3740	15.9123	16.4689	17.0454	17.6419	18.2594	18.8072	19.3715	19.9526	20.5512	21.1677	21.8027	22.3478
BIWEEKLY	966.70	1,000.54	1,035.56	1,071.81	1,109.31	1,148.14	1,188.32	1,229.92	1,272.98	1,317.51	1,363.63	1,411.35	1,460.75	1,504.58	1,549.72	1,596.21	1,644.10	1,693.42	1,744.22	1,787.82
ANNUAL	25,134	26,014	26,925	27,867	28,842	29,852	30,896	31,978	33,098	34,255	35,454	36,695	37,980	39,119	40,293	41,501	42,746	44,029	45,350	46,483
P14																				
HOURLY	12.6879	13.1320	13.5917	14.0673	14.5597	15.0693	15.5966	16.1426	16.7075	17.2921	17.8975	18.5240	19.1721	19.7473	20.3398	20.9500	21.5785	22.2259	22.8926	23.4650
BIWEEKLY	1,015.03	1,050.56	1,087.34	1,125.38	1,164.78	1,205.54	1,247.73	1,291.41	1,336.60	1,383.37	1,431.80	1,481.92	1,533.77	1,579.78	1,627.18	1,676.00	1,726.28	1,778.07	1,831.41	1,877.20
ANNUAL	26,391	27,315	28,271	29,260	30,284	31,344	32,441	33,577	34,752	35,968	37,227	38,530	39,878	41,074	42,307	43,576	44,883	46,230	47,617	48,807
P15																				
HOURLY	13.3224	13.7887	14.2712	14.7708	15.2876	15.8225	16.3764	16.9497	17.5430	18.1569	18.7924	19.4501	20.1310	20.7350	21.3570	21.9977	22.6576	23.3374	24.0376	24.6385
BIWEEKLY	1,065.79	1,103.10	1,141.70	1,181.66	1,223.01	1,265.80	1,310.11	1,355.98	1,403.44	1,452.55	1,503.39	1,556.01	1,610.48	1,658.80	1,708.56	1,759.82	1,812.61	1,866.99	1,923.01	1,971.08
ANNUAL	27,711	28,680	29,684	30,723	31,798	32,911	34,063	35,255	36,489	37,766	39,088	40,456	41,872	43,129	44,423	45,755	47,128	48,542	49,998	51,248

STEP COMPLETED YRS SERVICE	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
	0-1	1	2	3	4	5	6	7	8	9	10	11	12	13-14	15-16	17-18	19-21	22-24	25-27	28
P16																				
HOURLY	13.9885	14.4780	14.9849	15.5093	16.0521	16.6141	17.1954	17.7972	18.4202	19.0649	19.7322	20.4229	21.1378	21.7719	22.4249	23.0977	23.7907	24.5044	25.2396	25.8705
BIWEEKLY	1,119.08	1,158.24	1,198.79	1,240.74	1,284.17	1,329.13	1,375.63	1,423.78	1,473.62	1,525.19	1,578.58	1,633.83	1,691.02	1,741.75	1,793.99	1,847.82	1,903.26	1,960.35	2,019.17	2,069.64
ANNUAL	29,096	30,114	31,169	32,259	33,388	34,557	35,766	37,018	38,314	39,655	41,043	42,480	43,967	45,286	46,644	48,043	49,485	50,969	52,498	53,811
P17																				
HOURLY	14.6872	15.2020	15.7340	16.2849	16.8547	17.4447	18.0552	18.6871	19.3411	20.0181	20.7188	21.4439	22.1946	22.8603	23.5463	24.2526	24.9802	25.7293	26.5014	27.1640
BIWEEKLY	1,174.98	1,216.16	1,258.72	1,302.79	1,348.38	1,395.58	1,444.42	1,494.97	1,547.29	1,601.45	1,657.50	1,715.51	1,775.57	1,828.82	1,883.70	1,940.21	1,998.42	2,058.34	2,120.11	2,173.12
ANNUAL	30,549	31,620	32,727	33,873	35,058	36,285	37,555	38,869	40,229	41,638	43,095	44,603	46,165	47,549	48,976	50,445	51,959	53,517	55,123	56,501
P18																				
HOURLY	15.4224	15.9621	16.5209	17.0989	17.6974	18.3169	18.9580	19.6216	20.3083	21.0190	21.7548	22.5163	23.3043	24.0033	24.7236	25.4652	26.2292	27.0160	27.8264	28.5221
BIWEEKLY	1,233.79	1,276.97	1,321.67	1,367.91	1,415.79	1,465.35	1,516.64	1,569.73	1,624.66	1,681.52	1,740.38	1,801.30	1,864.34	1,920.26	1,977.89	2,037.22	2,098.34	2,161.28	2,226.11	2,281.77
ANNUAL	32,079	33,201	34,363	35,566	36,811	38,099	39,433	40,813	42,241	43,720	45,250	46,834	48,473	49,927	51,425	52,968	54,557	56,193	57,879	59,326

The hourly rates are the October 8, 2000 rates multiplied by 101.5%. For administrative purposes, the hourly rates are the controlling rates. Biweekly rates are the hourly rates multiplied by 80 and rounded to the nearest cent. Annual rates are hourly rates multiplied by 2080 and rounded to the nearest dollar.

ATTACHMENT B

CERTIFIED MAIL

or

NAME
STREET
CITY/STATE

Dear NAME:

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

Continuation of Health and Life Insurance Coverage. Although it is your responsibility to make arrangements with Payroll/Benefits, Office of Finance, to make whatever payments you may be required to make to continue your health and life insurance coverage, we have contacted Payroll and have attached a form which lists any payments due in order to continue your health and life insurance coverage. You should contact Pensions and Benefits, Office of Personnel at 301-883-6382 if you have further questions.

Continuation of Retirement/Pension Benefits. The State Retirement and Pension Systems have their own rules concerning the continuation of benefits during a leave of absence. Not every County approved leave of absence meets their definitions of leave of absence for the State Retirement and Pension Systems. However, if a leave of absence of more than ten (10) days is approved for personal illness, maternity or paternity, study, service in an employee organization, government sponsored organization, or adoption, you must file the MSRS-46 form (Application To Be Placed On A Qualifying Approved Leave of Absence) with the State Retirement Agency before your leave begins to protect your benefits. If you have not already completed the form, one is attached for your convenience. You should contact Pensions and Benefits, Office of Personnel, at 883-6388 for further information.

Sincerely,

JOHN S. FARRELL
Chief of Police

Enclosure

LEAVE WITHOUT PAY

HEALTH & LIFE INSURANCE
EMPLOYEE PREMIUM PAYMENTS

Name _____ Leave to begin _____

Soc. Sec. No. _____ Leave to end _____

Department/Division _____

Once you begin your leave without pay,

your Health insurance coverage will continue through _____;
date

your Prescription insurance coverage, through _____;
date

your Optical insurance coverage, through _____;
date

your Dental insurance coverage, through _____;
date

and your Life insurance coverage, through _____.
date

In order to continue your coverage, you must make the following premium payments to Prince George's County (Pensions and Benefits, Office of Personnel, 1400 McCormick Drive, Landover, Maryland 20785) by the due date(s) indicated:

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

If you have any questions about this payment schedule or your coverages, you may call Pensions and Benefits, at 883-6382.

Prepared by _____

cc: Pensions and Benefits Division