

COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND

1995 Legislative Session

Resolution No. CR-69-1995

Proposed by Chairwoman MacKinnon (by request- County Executive)

Introduced by Council Members MacKinnon and Wilson

Co-Sponsors

Date of Introduction October 17, 1995

RESOLUTION

A RESOLUTION concerning

Compensation and Benefits - Police Officials

FOR the purpose of amending the Salary Plan of the County to reflect pay rates, define the workweek, and explain benefits of Police Officials.

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

WHEREAS, the Salary Plan must at this time be amended by approval of a Salary Schedule to reflect the pay rates and benefits for Police Officials;

NOW, THEREFORE, BE IT RESOLVED by the County Council of Prince George's County, Maryland, that the salary schedule submitted and recommended by the County Executive on October 11, 1995, which is attached hereto and made a part hereof, setting forth the following modifications: no cost of living or merit step increases during Fiscal Year 1996, effective July 1, 1995; an increase in the employee pension contribution rate from four percent (4%) to five and one-half percent (5 1/2%), effective July 9, 1995; a restructuring of holiday premium pay; and further establishing the workweek and number of productive hours therein, meal periods, holidays and holiday pay, shift differential, leave provisions, education incentive, retirement contributions, clothing allowance, fitness indicator test program, death and disability benefits, group health and life insurance, workers' compensation, unemployment insurance, and incentive awards for such employees, be and the same is hereby approved.

Adopted this ____ day of _____, 1995.

COUNTY COUNCIL OF PRINCE
GEORGE'S COUNTY, MARYLAND

BY:

Anne T. MacKinnon
Chairwoman

ATTEST:

Joyce T. Sweeney
Clerk of the Council

SALARY SCHEDULE P-O
PUBLIC SAFETY SCHEDULES OF PAY GRADES
FOR POLICE OFFICIALS
PRINCE GEORGE'S COUNTY, MARYLAND
EFFECTIVE JULY 1, 1995 - JUNE 30, 1996

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I. Cost of Living and Merit Step Increases for FY96

There will be no cost of living or merit step increases for employees covered by this Salary Schedule between the period from July 1, 1995 through June 30, 1996 inclusive.

II. Uniform Wage Scale

The Uniform Wage Scale described below, and the Scheduled Pay Rates in effect as of July 1, 1995 as reflected in Section IV of this Salary Schedule shall remain in effect until June 30, 1996.

NOTE: Effective June 5, 1990, the Chief Administrative Officer authorized Deputy Directors (Lieutenant Colonels) and the Director (Police Chief) to receive all of the benefits of this Salary Schedule P-O, except payment of wages under the Uniform Wage Scale. Lieutenant Colonels and the Chief are, therefore, paid wages at the Deputy Director (G-35) and Director (G-38) pay respectively, grades on Salary Schedule "G".

A. DESCRIPTION OF THE UNIFORM WAGE SCALE

For each rank of police officer in the Police Officials' salary schedule there is established a pay grade containing fifteen (15) pay rates (steps) ranging from Step 0 through Step 14: Police Captain - L06; and Police Major - L07.

The percentage value of each interval between steps is 3.5% from Step 0 through Step 11 and 3% for the three remaining intervals from Step 11 through Step 14.

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

Employees covered by this Salary Schedule and hired before July 1, 1987 will keep the anniversary dates that they held on July 1, 1987 for as long as they are continuously employed. Employees hired on or after July 1, 1987 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. Effective June 30, 1996, the County will adjust the employee's anniversary date to the earlier of the employee's date of hire or current anniversary date.

Upon promotion, an employee's salary rate shall be increased to that of the corresponding pay step for the promotional grade (that is, a ten percent (10%) increase).

B. IMPLEMENTATION OF THE UNIFORM WAGE SCALE

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

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

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

FY91. On their anniversary dates during FY91, an officer below the step which would be warranted by his or her years of service will be placed at that Step. An officer who was hired at a rate of pay greater than the entry rate will be placed on the pay scale pursuant to this rule so as to maintain the resultant step differential.

III. Modification of Uniform Wage Scale

Effective July 1, 1994, the Uniform Wage Scale described in Section II above, is modified as follows:

A. DESCRIPTION OF MODIFIED UNIFORM WAGE SCALE

For each rank of police officer in the Police Officials' salary schedule there is established a pay grade containing fifteen (15) pay rates (steps) ranging from Step A through Step O: Police Captain - L06; and Police Major - L07

The percentage values of the intervals between the steps are 3.5% from Step A through Step K and 3% for the remaining intervals from Step K through Step O.

Officers in the ranks of Police Captain and Police Major will be eligible to advance to the next step for their rank on their anniversary date at the rate of one step per year up to and including Step M (after 13 years) provided he or she receives at least a satisfactory performance evaluation for the preceding year. After reaching Step M, officers in the ranks of Police Captain through Police Major will be eligible to advance to Step N after two years of service (that is, after having completed fifteen years of service) and to Step O after three years of service at Step N (that is, after having completed eighteen years of service).

Upon promotion, an employee's salary rate shall be increased to that of the corresponding

pay step (for example, Step J to Step J) for the promotional grade (that is, a ten percent increase).

B. IMPLEMENTATION OF MODIFIED UNIFORM WAGE SCALE

On July 1, 1994, every officer will be assigned to the pay step for his or her rank on the modified Uniform Wage Scale with a salary rate identical to the officer's salary rate on June 30, 1994.

On his or her anniversary date in Fiscal Year 1995, every officer will be eligible to advance to the next step on the modified Uniform Wage Scale, provided that the officer's performance for the applicable period has been evaluated as satisfactory.

On June 25, 1995, any officer who is not at the pay step for his or her rank which would be warranted by his or her years of service, will be placed at that pay step.

IV. Scheduled Pay Rates

SCHEDULE P-O POLICE OFFICIALS
UNIFORM WAGE SCALE
IN EFFECT AS OF JULY 1, 1995
PRINCE GEORGE'S COUNTY, MARYLAND

STEP		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
YRS SERVICE		1	2	3	4	5	6	7	8	9	10	11	12	13-14	15-17	18+
L06																
HOURLY	23.4156	24.2352	25.0833	25.9614	26.8700	27.8104	28.7837	29.7912	30.8338	31.9130	33.0298	34.0208	35.0414	36.0927	37.1754	
BIWEEKLY		1873.25	1938.82	2006.66	2076.91	2149.60	2224.83	2302.70	2383.30	2466.70	2553.04	2642.38	2721.66	2803.31	2887.42	2974.03
ANNUAL	48,704	50,409	52,173	54,000	55,890	57,846	59,870	61,966	64,134	66,379	68,702	70,763	72,886	75,073	77,325	
L07																
HOURLY		25.7571	26.6587	27.5918	28.5576	29.5569	30.5915	31.6621	32.7704	33.9174	35.1043	36.3329	37.4230	38.5457	39.7021	40.8931
BIWEEKLY		2060.57	2132.70	2207.34	2284.61	2364.55	2447.32	2532.97	2621.63	2713.39	2808.34	2906.63	2993.84	3083.66	3176.17	3271.45
ANNUAL	53,575	55,450	57,391	59,400	61,478	63,630	65,857	68,162	70,548	73,017	75,572	77,840	80,175	82,580	85,058	

The hourly rates are the same as the March 5, 1995 rates as adopted by CR-52-1994. 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.

V. Workweek

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

VI. Designation of Meal Periods

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

VII. Holidays and Holiday Pay

The Personnel Law establishes the regular holidays for County employees including those employees covered by this Salary Schedule. Effective July 1, 1989, 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 Salary Schedule. Eligible employees shall receive straight time pay for each of the designated holidays on which they perform no work.

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

Operational Duty Commanders shall not be paid overtime.

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

During FY96, the holiday pay provisions contained in the three paragraphs immediately above will be adjusted as follows:

1. If the employee works on a holiday, the employee may elect to receive one and one-half (1 1/2) times the employee's base rate of pay plus one-half (1/2) of the number of hours in the employee's normal daily work schedule in annual leave or to receive straight time for hours worked plus compensatory leave at the straight time rate for hours worked plus annual leave for one-half of the number of hours worked.
2. If the holiday falls on the employee's normally scheduled day off, the employee will not receive an extra day's pay or another day off as provided by the original salary schedule but instead will receive one-half (1/2) of the number of hours in the officer's normal daily work schedule in annual leave.

VIII. Shift Differential (Operational Duty Commanders)

A. A shift differential of two dollars and thirty cents (\$2.30) per hour shall be paid for all time worked on the first (1st) shift (i.e. the night shift - 2200 hours to 0800 hours) to each employee specifically assigned to work the first (1st) shift.

B. Effective July 10, 1994, a shift differential of one dollar and thirty cents (\$1.30) per hour shall be paid for all time worked on the third (3rd) shift to each employee specifically assigned to work the third (3rd) shift.

C. The shift differential shall not be considered to be part of the employee's base rate, nor shall they be applied to pay for non-productive hours such as holiday pay and annual and sick leave pay, nor shall they be used for the purpose of computing retirement deductions, retirement and insurance benefits, or educational incentive pay.

D. When the hours worked fall within the third 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 shift (i.e., the day shift - 0700 hours to 1700 hours) shall not be entitled to a shift differential.

F. Operational Duty Commanders who are required to work overtime shall not be eligible to receive shift differential or overtime pay for those overtime hours.

IX. Leave Provisions

A. Sick Leave and Bereavement Leave

Sick Leave and Bereavement Leave policies shall be administered in accordance with the Personnel Law except that the first three days of bereavement leave taken upon the death of a parent, spouse or child will be administrative leave rather than sick leave, and provided further that the sick leave and bereavement leave benefits in effect on the effective date of this Salary Schedule may not be reduced for employees covered by this Salary Schedule during the term of the Salary Schedule.

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

B. Annual Leave

1. Annual leave policies shall be administered in accordance with the Prince George's County Personnel Law, that is, full-time employees shall earn annual leave on the following basis:

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

C. Maximum Accumulation of Annual Leave

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

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

3. Annual leave hours in excess of the maximum allowed to be carried over to the next leave year are forfeited.

D. Sick and Annual Leave disposition upon separation

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

a. The employee may elect to retain all or any portion of the employee's sick and annual leave balances credited to the employee's leave record for the period of time equal to the employee's eligibility for reappointment as determined in accordance with Section 16-148(a)(8);

b. The employee may elect to apply all or any portion of the employee's sick and annual leave balances to employment elsewhere, provided another employer has agreed to accept accumulated sick or annual leave balances for credit on behalf of the employee;

c. Except in the case of an employee who is entitled to credit for sick and annual leave balances under the terms of an applicable County sponsored pension plan, the employee may elect to receive cash payment for all or any portion of the employee's annual leave balance in an amount equal to the total number of unused annual leave hours multiplied by the employee's final base hourly rate of pay, subject to the following limitation:

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

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

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

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

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

E. Family and Medical Leave

Employees covered by this Salary Schedule are entitled to family leave as provided in Section 16-225.02 of the Personnel Law.

F. Personal Leave

One personal leave day shall be granted to all employees eligible for annual leave.

G. Discretionary Leave

1. Effective July 1, 1995, employees covered by this Salary Schedule shall be eligible for one and one-half (1 1/2) days of Discretionary Leave per fiscal year. Discretionary Leave must be requested and approved in advance, and unused Discretionary Leave cannot be carried over from one year to the next.

2. Effective July 1, 1995, employees covered by this Salary Schedule who have been employed as Prince George's County Police Officers for ten (10) or more years shall be eligible for one and one-half (1 1/2) days of Discretionary Leave per fiscal year in addition to the one and one-half (1 1/2) days of Discretionary Leave described in Paragraph 1 above, subject to the same limitations described in Paragraph 1 above.

3. The discretionary leave year shall be the wage reporting year. Discretionary leave may be used in one (1) hour increments.

H. Disability Leave

When an employee is injured on the job and unable to work, the employee will be placed on disability leave. Where the illness or injury subsequently is determined to be non-service connected or of such a nature as not to require the employee to remain off of work, the employee will be returned to work but not backcharged sick or annual leave for the period of time the employee was on disability leave.

I. Administration of Leave

The provisions governing the administration of the above types of leave, as well as other types of leave, (holiday, administrative, military, military leave without pay, absence without leave, compensatory) are specified in Division 17 of the Personnel Law and applicable Administrative Procedures.

X. Educational Incentive Pay

Only those employees who were receiving Educational Incentive Pay (EIP) as of June 30, 1982, shall be eligible to continue receiving EIP. Effective June 30, 1982, EIP was frozen at the applicable dollar amount in effect on that date, and shall continue to be paid at the rate.

XI. Contribution to Retirement Trust Fund

Effective the first full pay period beginning on or after July 1, 1995, the employee contribution to the retirement trust fund shall be increased from four percent (4 %) to five and one-half percent (5 1/2%) of salary.

XII. Clothing Allowance

A. All clothing allowances provided for herein are for the purchase of clothing and leather goods to supplement the uniform items issued, routine uniform maintenance, and replacement of uniform items rendered unserviceable through normal wear and tear. Replacement of uniform items damaged during the performance of duty will be accomplished pursuant to departmental policy. New uniform items required by a change in the uniform will be provided by the Department at no cost to the officer. All clothing allowances paid pursuant to this section shall be disbursed in advance in two (2) equal installments in July and January of the applicable fiscal year.

B. A clothing allowance of eight hundred seventy-five dollars (\$875.00) shall be disbursed during Fiscal Year 1994, with a January, 1994 payment of four hundred sixty-seven dollars and fifty cents (\$467.50). A clothing allowance of nine hundred twenty five dollars (\$925.00) shall be disbursed during Fiscal Year 1995.

XIII. Fitness Indicator Test (FIT) Program

Based on the standards in effect on March 1, 1989, the County will compensate employees who pass (minimum score of two (2)) the four (4) objective components (run, sit-ups, push-ups, and flexibility) of the annual Fitness Indicator Test according to the following schedule:

- Average score of 3 or better -- \$100
- Average score of 4 or better -- \$200
- Average score of 5 or better -- \$400

Additionally, any employee hired after December 31, 1989 must pass annually all eight (8) components of the FIT Program with at least a score of 2 in each of the eight (8) areas (based on the standards in effect on March 1, 1989) in order to receive an anniversary merit increase in pay and in order to be eligible for promotion.

XIV. Death and Disability Benefits

The County will administer Death and Disability benefits in accordance with the Personnel Law and Article 101 of the Annotated Code of Maryland.

Effective July 1, 1987, the five thousand dollar (\$5,000) accidental death insurance policy the County maintains for employees covered by this Salary Schedule shall be payable in the amount of fifty thousand dollars (\$50,000) to an employee's designated beneficiary should the officer be killed in the line of duty.

XV. Group Health Insurance

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

B. For those employees who elect to enroll in a pre-paid group health plan or Health Maintenance Organization (HMO), the current \$3/\$6/\$9 contribution rate for HMOs will continue for health insurance through December 31, 1994. For coverage beginning in January, 1995, the employee's contribution rate will increase to fifteen percent (15%) of the total cost of each plan, but not to exceed one hundred and ten percent (110%) of the FY94 amounts that represent fifteen percent (15%) of the cost of each plan.

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

D. A Dental Plan is available for all County employees. The employee pays the entire cost.

XVI. Life Insurance

The County shall pay one hundred percent of the monthly premium for the County life insurance coverage as authorized and in accordance with Section 16-212 of the Personnel Law.

XVII. Workers' Compensation

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

XVIII. Unemployment Insurance

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

XIX. Incentive Awards

To the extent that funds have been appropriated for such purposes, employees may be granted incentive awards, subject to the provisions of Section 16-209 of the Personnel Law.

XX. Pay Plan Policy Statement

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