

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

**1999 Legislative Session**

Bill No. CB-86-1999

Chapter No. 67

Proposed and Presented by The Chairman (by request – County Executive)

Introduced by Council Members Estep, Gourdin, Hendershot, Maloney, Russell

Shapiro, Scott and Wilson

Date of Introduction October 26, 1999

**BILL**

1 AN ACT concerning

2 Collective Bargaining Agreement - Council 67,

3 American Federation of State, County and Municipal Employees

4 AFL-CIO, and its affiliated Locals 2462 and 2735

5 For the purpose of amending the labor agreement by and between Prince George's County and  
6 Council 67, American Federation of State, County and Municipal Employees, AFL-CIO and its  
7 affiliated Locals 2462 and 2735 to provide for wages and certain other terms and conditions of  
8 employment for personnel classifications certified by the Prince George's County Public  
9 Employee Relations Board.

10 BY repealing and reenacting with amendments:

11 SUBTITLE 16. PERSONNEL.

12 Section 16-233(f)(3) and (7),

13 The Prince George's County Code

14 (1995 Edition, 1998 Supplement).

15 SECTION 1. BE IT ENACTED by the County Council of Prince George's County,  
16 Maryland, that Section 16-233(f)(3) and (7) of the Prince George's County Code be and the same  
17 is hereby repealed and reenacted with the following amendments:

18 SUBTITLE 16. PERSONNEL.

19 DIVISION 19. COLLECTIVE BARGAINING.

20 Sec. 16-233. General.

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

(3) Declaration of Approval – Local 2462, American Federation of State, County and Municipal Employees, AFL-CIO.

The County Council of Prince George’s County, Maryland, having fully considered the labor agreement concluded between Prince George’s County and Council 67, American Federation of State, County and Municipal Employees, AFL-CIO, and its affiliated Local 2462, on [January 22, 1998] October 7, 1999, hereby approves said agreement in accordance with the provisions of Section 13A-109 of the Prince George’s County Code.

(7) Declaration of Approval - Local 2735, American Federation of State, County and Municipal Employees, AFL-CIO.

The County Council of Prince George's County, Maryland, having fully considered the labor agreement concluded between Prince George's County and Council 67, American Federation of State, County and Municipal Employees, AFL-CIO, and its affiliated Local 2735, on [January 14, 1998] October 7, 1999, hereby approves said agreement in accordance with the provisions of Section 13A-109 of the Prince George's County Code.

SECTION 2. BE IT FURTHER ENACTED that this Act shall take effect forty-five (45) calendar days after it becomes law and that the agreement shall be retroactively effective to July 1, 1999.

Adopted this 23rd day of November, 1999.

COUNTY COUNCIL OF PRINCE  
GEORGE'S COUNTY, MARYLAND

BY: \_\_\_\_\_  
M. H. Jim Estepp  
Chairman

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.

AGREEMENT  
BETWEEN  
PRINCE GEORGE'S COUNTY, MARYLAND  
AND  
COUNCIL 67, AMERICAN FEDERATION OF STATE,  
COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO  
AND ITS AFFILIATED LOCALS 2462 AND 2735  
July 1, 1999 - June 30, 2001

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## **ARTICLE 1 -- PURPOSE**

This Collective Bargaining Agreement ("Agreement") is entered into by Prince George's County, Maryland ("County" or "Employer") and Council 67 of the American Federation of State, County and Municipal Employees and its affiliated Locals 2462 and 2735 ("Union" or "AFSCME"), and has as its purpose the promotion of harmonious relations between the County and AFSCME; the establishment of an equitable and peaceful procedure for the resolution of differences; and includes the agreement of the parties on the standards of wages, hours, and other conditions of employment for the employees covered hereunder.

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

## **ARTICLE 2 -- RECOGNITION**

The County recognizes the Union as the sole and exclusive bargaining agent for those employees certified by the Public Employee Relations Board in Cases No. 73-PG-R-1 and 16-39-00182-88S in Local 2462 and Cases No. 73-PG-R-10; 73-PG-R-13; 73-PG-R-14; 73-PG-R-15; 74-PG-R-17; 75-PG-R-22; 78-PG-R-32; 16-39-00181-88S and 16-39-00251-88S in Local 2735 for the purpose of negotiating matters of wages, hours and other terms and conditions of employment. The specific job classifications included by these certifications are listed at Appendix 1.

In the event any above referenced classifications are retitled, such classifications shall be specifically included in this section.

The County and the Union specifically recognize and understand that the employees covered by this Agreement are organized into the separate and distinct bargaining units noted above and that these units are referred to collectively in this Agreement solely for the limited purpose of "multi- unit bargaining" as specifically authorized by Section 13A-106(d) of the Labor Code.

The County will give the Union copies of the same notice as given to or by employees of any change of status in bargaining unit positions which are affected by the following:  
a) Transfers/Promotions; b) Hiring into unit positions; c) Resignations/Retirements; d) Layoffs; and e) Reallocations.

## **ARTICLE 3 -- MANAGEMENT'S RIGHTS**

Nothing in this Agreement shall affect the right of the County to determine the standards of service offered the public; to maintain the efficiency of the County's operations; to determine the methods, means and personnel by which the County's operations are to be conducted; to direct the work of its employees; to hire, promote, demote, transfer, assign and retain employees in positions; to discipline, suspend or discharge employees for just cause and to relieve employees

from duty because of lack of work; or to take any action, not inconsistent with the express provisions of this Agreement, necessary to carry out the mission of the County.

#### **ARTICLE 4 -- DISCRIMINATION**

The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination as to age, sex, sexual orientation, marital status, race, color, religion, national origin, disability, political affiliation, or exercise of employee rights under the Labor Code. The Union shall share equally with the County the responsibility for applying this provision of the agreement.

The County agrees not to interfere with the rights of employees to become members of the Union, and there shall be no discrimination, interference, restraint or coercion by the County or any County representative against any employee because of Union membership or because of any employee activity in an official capacity on behalf of the Union.

The Union agrees that it will not discriminate against any employee in regard to membership, nonmembership, or holding office in the Union because of race, disability, age, marital status, political affiliation, religion, color, sex, sexual orientation or national origin.

The provisions of this Article shall be subject to the negotiated grievance procedure. However, should the grievance procedure fail to produce a resolution of any grievance arising under this Article, the grievance shall not be subject to arbitration, but shall be referred to the appropriate governmental agency having jurisdiction.

#### **ARTICLE 5 -- COOPERATION**

The parties agree that they shall cooperate individually and collectively maintaining a high quality of performance and that each shall use their influence and best effort to protect and foster the efficiency and effectiveness of the services rendered by them for the public interest, and that each will cooperate in advancing the morale of employees covered by this Agreement.

The Departments will notify the Union of any departmental reorganizations affecting the bargaining units prior to their implementation.

The parties agree to participate in departmental Labor-Management Committees, which may meet as issues arise, but not more than quarterly, unless agreed to by both parties. The Committee shall consist of not more than three (3) members each from labor and management. The labor members may be selected from the Local Union President, Local Union shop Stewards, the Chief Steward or Council 67 representatives. When agenda items affect a specific group of employees covered by this Agreement (e.g., landfill employees), a group representative may, at the Union's request, also be permitted to attend the meeting.

The County will provide the Union President and the Chief Steward with a copy of the current Personnel Law Reference Manual and with updates as they are published.



## ARTICLE 6 -- SHOP STEWARDS/UNION OFFICIALS

The County recognizes and shall deal with appropriate Union Representatives as set forth herein in areas designated below in regard to grievances filed under this Agreement.

"Union Representatives" means any person designated or elected by the Union officially to represent its members. These representatives shall include Local Union Stewards, Union Presidents, Union Officers or Board Members, designated full-time paid local Union representatives and the American Federation of State, County and Municipal Employees International or Council Representatives, Officers and Board Members.

The Union shall prepare, keep current and give a list of accredited Stewards and staff representatives and their work locations or revisions thereto to the agency where the Steward is employed and to the County's designee. The list shall include one (1) alternate Steward who shall serve only in the absence of the accredited Steward. The Union shall promptly notify the County of any changes of such Stewards and/or alternates.

The County shall prepare, keep current and provide to the Union a list of County representatives and their work locations with whom the Union is to deal. The County will send the list on July 1 of each year, and shall promptly notify the Union of any changes of any County representatives.

Union Stewards shall be responsible in the units where they are employed, for representing the Union and members of the bargaining unit in meetings with Management and in the resolution of grievances, as provided in the grievance procedure, and in other matters in which unit members may be entitled to Union representation, including post accident investigations. Stewards shall also be responsible for posting official Union notices at their assigned locations.

The County recognizes and shall deal with the appropriate accredited Union Steward or alternate Steward, in the following locations:

1. Local 2462 (19)
  - A. Brown Station Road  
2 - Waste Management - DER
  - B. Forestville Complex (FO&M Forestville Facility Seat Pleasant, )  
1 - OCS - Facilities Operation and Management
  - C. D'Arcy Road Complex  
1 – Special Services - DPW&T, Highway Maintenance  
4 - Road Maintenance - DPW&T, Highway Maintenance  
1 - Equipment Maintenance Facilities - DPW&T - Transportation  
1 - Traffic Operations - DPW&T - Transportation  
1 - Transit Equipment Operators (EO Is) - DPW&T-- Transportation

D. Landover Complex (County Service Building, Hyattsville Justice Center, Hyattsville District Court Building, Consolidated Warehouse Facility, Inglewood Centre 3, RMS Building, Largo Government Center, Central Communications Facility, Kent Police Facility)  
2 - OCS - Facilities Operation and Management

E. Upper Marlboro Complex (Courthouse, County Administration Building, County Correctional Center, Harriet Hunter, OMES, DuVall Building)  
1 - OCS - Facilities Operation and Management

F. Supervisory Unit  
1 for all locations.

G. Fleet Management Garages (Central Services)  
4 - One each for day and night shifts: at Central Vehicle Maintenance and at College Park garages.

2. Local 2735 (11)

A. Department of Environmental Resources  
2 - Permits and Review Division, Inspection and Code Compliance Section and Community Standards Division.  
1 - Animal Management Division  
2 - Brown Station Sanitary Landfill  
1 - Recycling

B. Department of Family Services  
1 - Aging Services Division

C. Department of Housing and Community Development  
2 - Inglewood III  
1 - Field Offices

D. Department of Public Works and Transportation  
1 - D'Arcy Road Complex – Storm Drain Maintenance

Union stewards and the Local Union Presidents shall, after receiving permission from their appropriate supervisor (such permission not to be unreasonably withheld), be granted reasonable time off with pay during working hours to investigate grievances at the Step 1 level and to attend Step 1 meetings, and the Local Union Presidents will also be granted reasonable time off to attend Step 2 meetings where appropriate. The parties agree that time spent by Stewards and the Local Union Presidents in investigating Step 1 grievances will be kept to a minimum; and, that grievance investigations will at all times be conducted so as not to interfere unreasonably or unnecessarily with the Employer's operations. The parties also agree that Union stewards and the Union president will provide as much advance written notice (for example, a leave slip) as possible of the need for time off to investigate grievances or to attend a Step 1 or 2 meeting.

One (1) County Administration Building parking permit and one (1) County Service Building parking permit will be provided to the Local Union Presidents, Chief Steward and Council 67 representative.

## **ARTICLE 7 -- UNION SECURITY**

All employees covered by this Agreement who are members of the Union or who elect to become members of the Union shall, pursuant to the paragraph immediately following, remain members of the Union for the duration of this Agreement. All employees covered by this Agreement who elect not to become members of the Union shall be required, as a condition of continued employment, to pay a monthly service fee in an amount not greater than the monthly dues paid by members of the Union, which fees shall be remitted to the Union.

The Union, 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 bi-weekly basis and remitted to the Union. 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 Union agrees to indemnify and hold harmless the Employer from any loss or damages due to payroll errors arising from the operation of this Article.

## **ARTICLE 8 -- UNION COMMUNICATIONS**

The County agrees to provide suitable bulletin board space on existing or new bulletin boards in convenient places for posting of official Union notices. The parties agree that the usage of such bulletin boards will be to promote employee-Employer relations, as well as to keep the members of the Union informed of its representation activities.

Provided always that the distribution needs of the County be paramount, the Union will be permitted to use the County's courier service for distribution of official Union communications to employees covered by this Agreement; and further provided that the courier service will not be responsible for mass distribution of individually addressed communications. The Union shall also be permitted reasonable use of the County telephone system.

The County will permit AFSCME to maintain an official mailbox at work sites. The boxes will be provided by AFSCME. Mail delivered to these boxes will be delivered unopened.

The County will allow the Union a reasonable opportunity to meet with new employees covered by the agreement at the conclusion of new employee orientation for the purpose of briefing the employee on this Agreement and the Union's programs and benefits.

## **ARTICLE 9 -- UNION BUSINESS LEAVE**

AFSCME Locals 2462, 2735 and 3279 and Council 67 shall appoint one (1) bargaining unit member from all of the units represented by AFSCME Locals 2462, 2735 and 3279 to serve as the Chief Steward for all the employees in those units. The Chief Steward shall be a County employee on payroll status and shall be responsible for labor relations activities associated with the administration of this Agreement on a full-time basis. The Union agrees to indemnify and hold the County harmless if grant funding of the Chief Shop Steward is disallowed by audit. Furthermore, he/she shall be responsible for coordinating and processing of grievances for all the Local Unions, and shall conduct activities to avoid overlapping or duplicating services of any other union representatives. These activities shall be conducted without disrupting the work of any County employees who are not directly involved.

The County shall grant, after request to and approval of the department head, administrative leave for attendance at regularly scheduled Union conventions and/or conferences for employees officially designated as Union delegates during any one (1) fiscal year. Local delegates of Local 2462 (7) and Local 2735 (6) shall be approved for not more than six (6) days administrative leave for attendance at such conventions and/or conferences, and such leave shall not be unreasonably withheld.

Additionally, employees who are duly elected Local Union stewards, Local Union officers (President, Vice-President, Secretary and Treasurer), Local Union Board Members (up to 3 such members per Local) and Council 67 Executive Board Members shall be approved for not more than fifty-five (55) days administrative leave per fiscal year to attend official Union sponsored training classes.

When requesting leave under this Article, the Union must adhere to the following procedures: Not less than ten (10) working days before the event for which leave is requested, the Union will provide the Office of Personnel and Labor Relations with a written request for the leave, indicating the event and the date(s) it will take place, the amount of leave requested and the names of employees for whom it is requesting administrative leave, noting their departments, Union Local, and the capacity in which they will be attending the event. The Office of Personnel and Labor Relations will forward the request to the affected department heads for approval. Such leave shall be approved subject to the operational needs of the County, but approval will not be unreasonably withheld.

Employees elected to any Union office or selected by the Union to do work which takes them from their employment must request the County's approval at least ten (10) working days in advance of such unpaid leave, and the request shall stipulate the time of such leave of absence. In no case shall such Union business leave exceed one (1) year. The leave may be extended for an additional one (1) year by consent of the County in the same manner as originally requested. Such approval shall not be unreasonably withheld.

## **ARTICLE 10 -- PEOPLE DEDUCTION**

The Employer agrees to deduct on a bi-weekly basis from the payroll checks of employees covered by this Agreement who so request in writing voluntary contributions to the Union's Public Employees Organized to Promote Legislative Equality (P.E.O.P.L.E). fund. The Union agrees to indemnify and hold harmless the Employer from any loss or damages arising from the operation of this paragraph.

## **ARTICLE 11 -- NO STRIKE OR LOCKOUT**

The Union agrees that there shall be no strikes except as defined in Section 13A-102(n) and Section 13A-112, County Labor Code. The Employer agrees that there shall be no lockouts. In the event of an illegal strike, slowup or work stoppage, the Union shall promptly and publicly disavow such unauthorized conduct.

## **ARTICLE 12 -- WAGES**

Employees covered by this Agreement will receive a one percent (1%) increase to their base wages effective the beginning of the first full pay period beginning on or after July 1, 1999.

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

Employees covered by this Agreement will receive a one percent (1%) increase to their base wages effective the beginning of the first full pay period beginning on or after April 1, 2001.

Employees covered by this Agreement received no credit toward merit increases during Fiscal Years 1996 and 1997. Therefore, the waiting period for their next merit increases on the A-Scale was increased by two (2) years.

### **Fiscal Year 2000 Salary Rate Structure Transition:**

During Fiscal Year 2000, employees covered by this Agreement will transition from the A-Scale salary rate structure, as governed by the Agreement between the parties for the period through June 30, 1999, to the Min-Max salary rate structure described below. The transition will occur in the following manner:

During Fiscal Year 2000, employees covered by this Agreement and otherwise eligible to receive a merit step increase will be given merit step increases in the following manner. Allowing for the lack of credit toward a merit increase on the A-Scale during Fiscal Years 1996 and 1997, an employee will receive all or a portion of a full step increase of ten percent (10%) depending on what proportion of the waiting period on the A-Scale the employee has fulfilled as of his/her anniversary date during Fiscal Year 2000. Specifically, employees in an A-Scale step

with two, three or four year waiting periods will receive the following merit increases upon completing the:

1. First (1<sup>st</sup>) year of a two (2) year step merit increase rate is five percent (5%), which is one-half ( $1/2$ ) of the old ten percent (10%) step merit increase. ( $1/2 = 5\%$ )
2. Second (2<sup>nd</sup>) year of a two (2) year step merit increase rate is ten percent (10%). ( $2/2 = 10\%$ )
3. First (1<sup>st</sup>) year of a three (3) year step merit increase rate is three and three-tenths percent (3.3%), which is one-third ( $1/3$ ) of the old ten percent (10%) step merit increase. ( $1/3 = 3.3\%$ )
4. Second (2<sup>nd</sup>) year of a three (3) year step merit increase rate is six and six-tenths percent (6.6%), which is two-thirds ( $2/3$ ) of the old ten percent (10%) step merit increase. ( $2/3 = 6.6\%$ )
5. Third (3<sup>rd</sup>) year of a three (3) year step merit increase rate is ten percent (10%). ( $3/3 = 10\%$ )
6. First (1<sup>st</sup>) year of a four (4) year step merit increase rate is two and five-tenths percent (2.5%), which is one-fourth ( $1/4$ ) of the old ten percent (10%) step merit increase. ( $1/4 = 2.5\%$ )
7. Second (2<sup>nd</sup>) year of a four (4) year step merit increase rate is five percent (5%), which is one-half ( $1/2$ ) of the old ten percent (10%) step merit increase. ( $2/4 = 5\%$ )
8. Third (3<sup>rd</sup>) year of a four (4) year step merit increase rate is seven and five-tenths percent (7.5%), which is three-fourths ( $3/4$ ) of the old ten percent (10%) step merit increase. ( $3/4 = 7.5\%$ )
9. Fourth (4<sup>th</sup>) year of a four (4) year step merit increase rate is ten percent (10%). ( $4/4 = 10\%$ )

Effective beginning in Fiscal Year 2001, upon receiving a satisfactory performance evaluation, merit increases for employees who earn less than the maximum their grade will be granted a merit increase at the rate of three and a half percent (3.5%). Employees will continue to receive three and a half percent (3.5%) merit increases a year until they reach the maximum of their grade.

“A” SCALE  
FOR  
SCHEDULE OF PAY GRADES  
FOR  
AFSCME LOCALS 2462 and 2735

MIN-MAX SYSTEM

PAY PLAN DESCRIPTION AND GENERAL RULES

- A. Pay plan modifications effective Fiscal Year 2000
- B. MIN-MAX pay plan derived as follows:  
MINIMUM rate is the MINIMUM rate which will be effective as of Fiscal Year 2000.  
MAXIMUM rate is the MAXIMUM rate which will be effective as of Fiscal Year 2000.
- C. Merit increase for employees whose rate is between the MINIMUM rate and the MAXIMUM rate for their grade shall be granted at a rate of three and one-half percent (3.5%) in accordance with the Personnel Law. Employees will continue to receive three and one-half percent (3.5%) merit increases until one of the following occurs:
1. The employee reaches the MAXIMUM of his/her grade.
  2. The three and one-half percent (3.5%) increase would establish their hourly rate one percent (1%) or less below the MAXIMUM rate in which case the hourly rate will instead be adjusted to equal the MAXIMUM applicable rate; or
  3. The three and one-half percent (3.5%) merit adjustment would cause an employee's salary rated to exceed the MAXIMUM rate established for that grade, in which case the employee's salary will instead be adjusted to equal the MAXIMUM applicable rate.
- D. Employees within the MINIMUM to MAXIMUM rate range will receive a salary increase upon promotion or reallocation at the rate of two (2) five percent (5%) steps (that is, 10.25%) provided that the employee's salary rate upon promotion shall not be at a rate less than the MINIMUM rate or in excess of the MAXIMUM rate.
- Employees within the MINIMUM rate to MAXIMUM rate range who are demoted will receive a salary decrease of two (2) five percent (5%) steps (that is, 10.25%), provided that in no event may the rate upon demotion be less than the MINIMUM rate or exceed the MAXIMUM rate of the new grade.
- E. Employees covered by this Agreement and hired before July 1, 1999 will keep the anniversary dates that they held on July 1, 1999. For as long as they are continuously employed, employees hired on or after July 1, 1999 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.

F. Employees who are at the SEN+ rate as of June 30, 1999 will receive a one-time nonbase bonus payment of two hundred dollars (\$200.00) during the first full pay period beginning on or after July 1, 1999.

G. Employees who are at the MAX rate as of June 30, 2000 will receive a one-time nonbase bonus payment of two hundred dollars (\$200.00) during the first full pay period beginning on or after July 1, 2000.

Employees covered by this Agreement who will be absent on their next regularly scheduled pay date due to vacation will be able to receive an advance against that next estimated net pay to which he or she is entitled, provided that a written request is made by the employee through his department at least five (5) working days prior to the date on which the employee wishes to receive that advance check from the Office of Finance.

All bargaining unit employees shall receive their paychecks in sealed envelopes.

Construction Standards Inspectors will receive a five percent (5%) increase in their base hourly rates of pay provided they substantiate to the Employer that they have passed the Building Officials and Code Administrators (BOCA) examinations listed immediately below:

1. One and two family dwelling building examination;
2. One and two family dwelling electrical examination;
3. One and two family dwelling mechanical examination;
4. One and two family dwelling plumbing examination;
5. Building general examination;
6. Fire protection general examination.

Construction Standards Inspectors who perform commercial electrical inspections will receive a five percent (5%) increase in their base hourly rates of pay provided they substantiate to the Employer that they have passed both the BOCA One and Two Family Dwelling Electrical Examination and the BOCA Electrical General Examination.

Construction Standards Inspectors can receive only one (1) of the five percent (5%) increases provided for in the two paragraphs immediately above.

Construction Standards Inspectors in the Department of Public Works and Transportation will receive a five percent (5%) increase in their base hourly rates of pay provided that they substantiate to the Employer that they have passed a County recognized inspection certification program related to the Department of Public Works and Transportation inspection functions.



Survey Technicians in the Department of Public Works and Transportation will receive a five percent (5%) increase in their base hourly rates of pay provided that they substantiate to the Employer that they have passed a County recognized certification program related to the Department of Public Works and Transportation surveying functions.

Traffic Service Workers who complete a County recognized certificate program related to Department of Public Works and Transportation traffic operations, will receive a five percent (5%) increase in their base hourly rate of pay.

Employees whose job requires a hazardous materials certification will be granted four (4) hours of administrative leave to take the recertification examination every four (4) years.

On a Department basis, the parties may develop and/or recognize job related certification programs for employees covered by this Agreement and make recommendations on job certification programs to the Department Director. Recommendations may include one-time payments of up to Five Hundred Dollars (\$500.00) plus reimbursement for reasonable and necessary expenses incurred to an employee who successfully completes the recognized program. The Director has the complete discretion to implement the recommendations, implement them with modifications or reject them.

### **ARTICLE 13 -- HOURS OF WORK**

Except for employees working in special operations, the regular work day shall consist of a shift of eight (8) consecutive hours, excluding an unpaid meal period, within a twenty-four (24) hour period, and the normal workweek shall consist of five (5) consecutive days Monday through Friday. Employees engaged in special operations are defined as employees engaged in an operation for which there is regularly scheduled employment in excess of five (5) work days in any seven (7) day period, or in excess of eight (8) hours in a workday, provided that any such employee will be compensated for hours worked in excess of forty (40) hours in a workweek pursuant to Article 15 (Premium Pay). Where management converts a normal operation to a special operation, management will provide the Union and the affected employees with reasonable notice of their schedule change. The Union may place issues arising as a result of the conversion of an operation to a special operation on the agenda of the Labor-Management Committee for discussion, but such issues are not subject to the grievance and arbitration provisions of this Agreement.

The parties may confer on a Department by Department basis regarding flex-time or alternative work schedules, and make recommendations on such matters to the Director, who may accept the recommendations, reject the recommendations, or accept them on a modified basis.

Employees covered by this Agreement and regularly assigned to night or shift work shall be paid One dollar and ten cents (\$1.10) per hour above the established rates on shifts which commence between the hours of 3:00 p.m. and 7:00 a.m. Part-time Transit Equipment Operators (Equipment Operator I) are eligible to receive shift differential for hours they work after 4:00

p.m. Notwithstanding the foregoing, the shift differential provided for herein will be paid to Animal Control Officers who work the evening shift for the hours they work after 3:00 p.m. This provision shall not apply to employees whose emergency assignments start or carry into the above-named periods. Employees eligible for shift differential pay shall receive that pay for all paid status hours, to include approved paid leave hours and holidays.

Except for employees covered by Snow and Ice Removal provisions below, when the County is closed due to inclement weather and grants administrative leave to nonessential employees, essential employees who work their assigned shifts on that day will be granted the same number of hours of compensatory leave as nonessential employees were granted in administrative leave.

#### Snow and Ice Removal

1. The Director, at his/her sole discretion, may designate a snow and ice control operation as a special operation.

2. Where the Director has designated a snow and ice operation as a special operation, he/she may, at his/her discretion, schedule employees to work snow and ice removal operations in a manner which he/she believes is necessary for safe and efficient operations. Scheduled shifts will be posted before the end of each shift.

3. On days when the Director has designated snow and ice control as a special operation, employees who report to work at all times so required will be paid for all hours actually worked during what would be the employee's normal hours of work at the rate of pay normally applicable to those hours of work and for all hours of work actually worked outside of what would be the employee's normal hours of work at the appropriate overtime rate.

4. Where, pursuant to paragraph 2, above, employees who report at their normal starting time (e.g., 7:30 a.m.) on the first day of a snow and ice removal special operation are relieved of duty prior to completion of their regularly scheduled shift, the employees will be paid either administrative leave or compensatory leave at the straight-time rate on an hour for hour basis for the balance of their regularly scheduled shift hours not actually worked. Where an employee covered by this Agreement who is scheduled to work the first special operations shift on snow and ice removal following the close of the regular work day is not released from work before the close of his/her regular work day, the employee will be granted compensatory leave hours equal to the number of hours remaining in his/her regular workday from the time when other employees on the same special operations shift were released from work.

On subsequent days, employees who work fewer than a total of eight (8) hours during the day (whether straight-time or overtime) will be paid the difference between the number of hours worked and eight (8) hours in administrative leave or compensatory leave at the straight-time rate. In all cases, however, the employee will receive a minimum of eight (8) hours (overtime and straight-time combined) of pay per day. The decision as to whether to pay compensatory or administrative leave is solely the Director's, provided, however, that any compensatory leave so earned will not be forfeited.

5. An employee who has an unexcused absence from work (i.e., AWOL) during any workweek in which these Snow and Ice Removal provisions are involved will forfeit the benefits of these provisions and will be paid only for hours actually worked on snow and ice removal that week in accordance with the other terms of this Agreement.

6. When employees are under a regular work schedule and a condition arises that would change it to a special operation, no employee will be required to work more than twelve (12) consecutive hours in a day.

7. Notwithstanding Article 39 (Holidays), when a holiday is observed on a day that a special operation is designated for snow and ice removal, any employee covered by this Agreement who works on that day will be paid at the rate of two and one-half (2 1/2) times their regular rate for all hours worked when the special operation is in effect on the holiday.

#### **ARTICLE 14 -- REST PERIOD**

All department heads shall establish a reasonable and fair departmental break period policy to be effective within the first thirty (30) days after the execution of this Agreement. In no event shall any such break period policies interfere with or prevent the efficient conduct of County business.

#### **ARTICLE 15 -- PREMIUM PAY**

Employees shall be compensated for overtime worked as follows:

(a) Employees will be compensated at the rate of one and one-half (1 1/2) times their regular rate of pay for time they are required to work in excess of forty (40) hours in a workweek.

(b) All employees will be compensated at the rate of two (2) times their regular rate of pay for overtime work they are required to work on their seventh (7th) consecutive day of work.

(c) All employees will be compensated at the rate of two (2) times their regular rate of pay for overtime work they are required to work on Sundays.

(d) All leave with pay shall be considered time worked in the computation of overtime.

To the extent permitted by applicable law, this provision applies to Animal Control Officers on Standby/Call-In only in so far as it is consistent with this provisions of Article 16, and shall not apply to employees in the Emergency Service Plan in the Housing Authority, who shall be paid pursuant to the current department agreement covering this work.

For purposes of computing overtime, paid leave hours and all holiday hours (worked or unworked) for which an employee is compensated, shall be regarded as hours worked.

At the option of the employee and with the approval of the County, employees covered by this Agreement may elect to receive compensatory leave at the rate of one and one-half (1 1/2) hours for each overtime hour worked. For purposes of this provision and other compensatory leave provisions of this Agreement, compensatory leave will be scheduled at mutually agreeable times. The parties agree that this paragraph will be administered consistent with the requirements of the Fair Labor Standards Act and the County's rules and regulations.

Employees who without an intervening break work three (3) hours or more beyond their regular work shift of eight (8) hours shall receive a paid one-half (1/2) hour meal period. For every four (4) consecutive hours of work thereafter, employees shall receive an additional one-half (1/2) hour paid meal period. Employees who work three (3) or more hours overtime consecutive to the end of their shift may receive a meal allowance of up to Ten Dollars (\$10.00) by providing the Department with a receipt for the meal.

There shall be no pyramiding of overtime or other premium rates; that is, only one (1) overtime or premium rate will be paid for the same hours worked.

Overtime can be worked only when the needs of the workload demand it and the type of work to be performed must dictate the selection of employees. The selections should be made, so far as the circumstances will permit, from qualified employees who are capable of doing the particular work. Circumstances and previous practices should be considered in deciding which group or groups should reasonably be called upon to do particular work. Such selections should be made and overtime should be allotted amongst the employees in as fair and equitable a manner as circumstances and the job requirements will permit within the appropriate class.

#### **ARTICLE 16 -- CALL-IN, STANDBY AND DIFFERENTIAL PAY**

Employees called in to work outside their regular shift shall receive a minimum of two (2) hours pay at the applicable rate of pay.

Except for snow/ice removal, if the employer directs any employee to stand by, the employee will receive one and one-half (1 1/2) hours of compensatory leave for each day on standby. Except for snow/ice removal, if the employer directs any employee covered by this agreement who works in the Storm Drain Management Division of the Department of Public Works and Transportation to stand by, the employee will receive one and one-half (1 1/2) hours of compensatory leave for each day on standby.

If the Employers directs an Animal Control Officer to stand by, the officer will be paid a total of two (2) hours of standby pay at the straight-time rate of pay for all hours on standby. The standby period shall be 10:00 p.m. through 7:00 a.m. the following morning. Time worked on call-out in excess of two (2) hours will be paid at the applicable rate.

Employees covered by this Agreement who are assigned to the Refuse Disposal Division or the Refuse Collection Division shall be paid a differential of One Dollar and ten cents (\$1.10) for each hour actually worked. This differential will also be paid, on the same basis, to all

employees who normally receive it but who are temporarily assigned to emergency snow and ice removal, and it will also be paid to all other employees covered by this Agreement for hours actually worked on emergency snow and ice removal. Effective the first full pay period beginning on or after July 1, 1999, there will be a pay differential for Animal Control Officers of eighty cents (80¢) per hour. To the extent permitted by applicable law, the differential shall not be considered to be part of the employee's base rate nor shall it be applied to pay for nonproductive hours such as holiday pay, annual or sick leave pay, nor shall it be used for the purpose of computing retirement deductions, retirement and insurance benefits. However, Landfill employees with job assignments which make them eligible for the differential on a full-time permanent basis shall receive that pay for all paid status hours, including approved paid leave hours and holidays.

## **ARTICLE 17 -- WORK CLOTHING AND TOOLS**

All permanent employees covered by this Agreement in Locals 2462 and 2735 will be provided work clothing on a rental basis according to departmental policy.

All permanent employees covered by this Agreement who are required by the County to wear safety shoes and who present appropriate proof of purchase for approved safety shoes shall be entitled to a reimbursement of up to Two Hundred Dollars (\$200.00) during the two (2) year period covered by this Agreement toward the purchase of approved safety shoes. At the option of the Department Director, an allowance may be paid instead of a reimbursement.

Employees covered by this Agreement who work as mechanics in the Office of Central Services, the Department of Environmental Resources and the Department of Public Works and Transportation are required to furnish and maintain their own mechanic's tools in a serviceable condition. To assist in defraying the expenses associated with this obligation, these employees will be provided with a tool allowance of Four Hundred Fifty Dollars (\$450.00) per year in a check during the second full pay period in July.

Employees of the Office of Central Services, Fleet Management, will be provided jackets when needed to perform duties outside of the garage facility.

Those Animal Control Officers who are provided uniforms will be paid a uniform maintenance allowance of Four Hundred Twenty-five Dollars (\$425.00) during FY2000 and FY2001 for the upkeep of their uniforms. This allowance will be paid during the first full pay period beginning on or after July 1 of each year of this Agreement.

The County will provide and maintain uniforms for all employees covered by this Agreement in the Department of Housing and Community development are in plant operations and labor and trade classifications. The County will also provide uniforms to the Department of Housing and Community Development Construction Advisors and Rental Assistance Division Inspectors. The Employer will furnish adequate rain gear where necessary to employees in those classifications.

Construction and Property Standards Inspectors and Refuse Collection Inspectors will receive an expense allowance of One Hundred Seventy-five Dollars (\$175.00) per year for actual expenses reasonable and necessarily incurred in the performance of their job duties. The allowance will be paid in one (1) installment in July of each fiscal year.

## **ARTICLE 18 -- TEMPORARY ASSIGNMENTS**

Employees who are required to perform duties of a higher job classification after seven (7) consecutive work days shall be compensated retroactively at the rate of that higher classification. No employee shall be required to perform such work for more than one hundred twenty (120) days in any one (1) calendar year.

The County shall not schedule work to intentionally 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. Training will not last more than forty-five (45) days unless agreed between the Union and the County for extension.

## **ARTICLE 19 -- SAFETY AND HEALTH**

The County shall make every good faith effort to provide safe and healthy working conditions for employees. Employees shall refer any unsafe or unhealthy conditions to the County and the Union for their joint consideration. It is recognized that the County may reassign any employee until such conditions are resolved.

The Employer and the Union agree to establish a joint Labor-Management Safety Committee.

The County will provide employees covered by this Agreement with any protective clothing it is required to make available pursuant to Federal or State Law.

## **ARTICLE 20 -- PROBATIONARY PERIOD**

The probationary period for new employees shall be regarded as an integral part of the training process and shall be utilized for closely observing the employee's work, for securing the most effective adjustment of an employee to the employee's position and for disqualifying any employee whose performance and conduct is not satisfactory.

The probationary period for new employees covered by this Agreement who are hired into positions other than "dually-allocated" positions shall be for a period of six (6) months from the date of employment. Management may require Construction Standards Inspectors, Property Standards Inspectors and Community Developers who are hired above the entry level to serve up to a nine (9) month probationary period. For all other employees covered by this Agreement who are hired into a "dually- allocated" position, the probationary period shall begin with the

date of employment and continue until the employee either advances to the second (2nd) level of the allocation or is terminated. Where an employee covered by this Agreement is hired into a position that has specifically been designated as a "dually-allocated" position, the employee shall be entitled to move to the second (2nd) level of the allocation upon serving the requisite time-in-grade for the position provided that the employee has also received satisfactory performance evaluations while working at the first (1st) level.

At any time during the probationary period the Employer may remove an employee if in the Employer's opinion the employee is unwilling or unable to perform the duties of the position satisfactorily or that the employee's habits and lack of dependability do not merit continued employment with the Employer. When dismissing a probationary employee, the Employer will follow the procedures set forth in Sections 16-171(c)(1), (2) and (3) of the County Personnel Law. This shall not be interpreted as subjecting any termination of a probationary employee to the grievance procedure contained in this Agreement.

In addition to the type of extension permitted under Personnel Law Section 16-172, the parties may agree to extend for a period of up to sixty (60) calendar days an employee's probationary period. The Union and the affected employee shall receive a copy of the notice extending the employee's probationary period.

## **ARTICLE 21 -- PROMOTIONS**

The term promotion as used in this Agreement shall mean the advancement of an employee to a higher rated position.

During collective bargaining, the parties engaged in extensive discussions concerning the role that seniority should play in promotions to non-supervisory positions covered by this Agreement. The Union believes that seniority should be the determining factor, provided that the employee meets the minimum qualifications of the position to which he/she seeks to be promoted, and the County believes that the proper role of seniority in promotions is that as defined by the current promotional system, i.e., seniority should be the determining factor only when the knowledge, training, ability to perform the work, skill, efficiency and reliability of all candidates are relatively equal. In order to resolve their differences on this important issue, the parties have agreed to utilize a promotion system for the Equipment Operator series which places increased emphasis on seniority as a factor in promotions, and to retain the current promotional system for all other positions covered by this Agreement. Accordingly, promotions to positions covered by this Agreement will be made pursuant to the following procedures:

### **(a). General Procedures Applicable To All Promotions**

Promotion opportunities shall be posted on bulletin boards where notices to employees are customarily posted for a minimum of ten (10) days. The announcement shall identify the promotion opportunity by location, title, and grade; qualification requirements, how to file for consideration, written or oral tests to be given; and other factors to be considered in the examining process such as physical fitness, performance ratings, attendance records, or valid driver's licenses when required by the position to be filled. The announcement shall state where

and in what form applications are to be filed and indicate the closing date for receipt of applications which shall not be less than ten (10) calendar days from the issuance of the announcement.

(b). Promotions Within The Equipment Operator Job Series

For promotions within the Equipment Operator series, the candidate with the greatest departmental seniority who is qualified to perform the job will be promoted. In determining whether or not a candidate is qualified to perform the job, the employee must demonstrate the ability to perform competently all tasks associated with the position, and management may also consider whether the candidate has satisfactory past performance, disciplinary, leave and accident records. The Employer agrees, however, that it will not unreasonably use these considerations to deprive a senior candidate of a promotional opportunity.

Permanent part-time employees (Transit Equipment Operators (E.O.I's)) of the transit division shall receive equal treatment in the filling of vacant Equipment Operator I positions in the Highway Maintenance Division of the Department of Public Works and Transportation with consideration given for the applicant's seniority, provided that the applicant is qualified through competitive testing and has a satisfactory work record.

(c). Promotions To All Other Positions Covered By This Agreement

For promotions to any position covered by this Agreement other than those described in subparagraph (b) above, the Employer will consider knowledge, training, ability to perform work, skill, efficiency and reliability and physical fitness. When these factors are relatively equal, the employee with the greatest amount of departmental seniority will be promoted.

(d). Probationary Period Applicable To All Promotions

At the election of the Employer, an employee who is promoted pursuant to the procedure set forth in this Article shall be required to serve a reasonable probationary period not to exceed ninety (90) days. If, during or at the end of the probationary period, Management concludes that the employee is not capable of performing the work of the new position, the employee shall be returned to his/her previous grade and position.

## **ARTICLE 22 -- TRANSFERS**

If an employee desires to transfer to a vacant position within his/her department, the employee shall submit an application in writing to the Director of the department stating the reason for the requested transfer.

If a vacancy exists in the classification for which a transfer has been requested, and the vacancy is to be filled, the employee requesting the transfer shall be transferred provided the employee is a well qualified applicant for the vacancy and the transfer will not impair the effectiveness of the Department's operations. If more than one (1) employee has requested



transfer to a vacant position and they are all equally qualified, priority will be given to the employee with the greatest Departmental seniority.

Where an employee requests a transfer to a vacant position which is also a promotional opportunity for other employees, the position may be filled by promotion or transfer.

Where an employee is transferred or reassigned and the employee did not request the transfer, the employee will receive ten (10) working days advance written notice of the transfer or reassignment except in emergency. On emergency, the employee will receive a notice within five (5) working days after the transfer. (For the purpose of this Article, an emergency shall mean a situation or occurrence of a serious nature developing suddenly and unexpectedly and demanding immediate action.) The written notice will state the reason for the transfer and advise the employee of his/her new work location and reporting date. The same type of notice will also be sent when an employee is reassigned to a new division or given a new reporting location within the same department.

## **ARTICLE 23 -- SENIORITY**

County seniority is defined as the length of uninterrupted service with the Employer beginning at the employee's initial hire date as a County employee. Departmental seniority shall mean an employee's length of continuous service with the department since the employee's date of employment within the department. An employee's length of continuous service shall be computed from the date of the employee's current employment; provided, however, that new employees names shall not be added to the seniority list referred to in the fourth (4th) paragraph below but shall be listed in the probationary listing specified in the final paragraph below.

Seniority shall only be interrupted by a break in continuous service as listed below:

- (a) Voluntary resignation.
- (b) Retirement.
- (c) Discharge for just cause.
- (d) Failure or refusal to return to work within ten (10) calendar days after being recalled from layoff by certified or registered mail addressed to the employee's last known address shown on the employee's personnel record.
- (e) Absence of three (3) consecutive workdays without reporting to the County unless the employee can establish justification for such failure to report.
- (f) Disability termination.

Seniority shall continue to accrue during all leaves as specified in this Agreement or any other approved leave.

The Employer shall furnish the Union a seniority list (an alphabetical listing by County seniority of all employees in the bargaining unit) on January 1 of each year, and upon request, an updated seniority list shall be furnished by the County on July 1. Said listing shall include employee's hire date, job title, salary and work location/department.

The County shall furnish the Union with a separate listing, on a quarterly basis, of all new employees hired in job titles represented by the Union. This listing shall include the new employee's hire date, job title, salary and work location/department.

## **ARTICLE 24 -- LAYOFF AND RECALL**

Reduction-in-force will be administered in accordance with the Personnel Law.

The duly elected presidents of the locals shall be granted superseniority for the duration of his/her time of office. The grant of superseniority means that the Union presidents will be the last bargaining unit employees to be laid off in the event that a reduction-in-force affects bargaining unit employees. Once out of office, the former president shall revert to his/her regular seniority date.

## **ARTICLE 25 -- PERSONNEL FILES**

The Personnel Records policy for employees covered by this Agreement shall be administered in accordance with the Personnel Law, with the following exception:

At the employee's written request (which request shall not be made part of the personnel file), memorandums of counseling, records of discipline up to a three (3) day suspension, or its equivalent, will be removed from an employee's personnel file(s) 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. Records of discipline involving a four (4) to ten (10) day suspension will be removed at the employee's written request thirty-six (36) months after the discipline is administered so long as the employee has not been disciplined for a related offense during the thirty-six (36) month period.

Where the Union is representing an employee in a grievance filed under this Agreement, the Union may review the employee's personnel file for information relevant to the grievance so long as the employee provides the County with written authorization for the Union to do so.

## **ARTICLE 26 -- SUBCONTRACTING**

Employees who have completed the probationary period shall not be terminated from employment for lack of work as the result of outside contractors or temporary employees carrying out the duties normally performed by said employees.

## **ARTICLE 27 -- ANNUAL LEAVE**

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

- a. During the first three (3) years of service 13 days
- b. After three (3) years but less than fifteen (15) years of service 20 days
- c. After fifteen (15) years of service and above 26 days

Employees who work on a year round part-time basis with a scheduled workweek of twenty (20) hours or more shall accrue leave in proportion to the hours worked.

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).

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 the paragraph immediately above.

Employees will be required to use their accumulated compensatory leave before using annual leave.

Employees shall accumulate annual leave while serving their probationary period, but shall not be granted annual leave during the first ninety (90) days of service with the Employer. The employee shall earn a leave credit at the appropriate rate as indicated in paragraph 1 above which may be granted after the employee's ninetieth (90th) calendar day of service. Any absence during the first ninety (90) days of service, except due to illness (chargeable to sick leave) or for administrative reasons, shall be charged as leave without pay.

An employee shall submit a written request to use five (5) or more days of annual leave at least fourteen (14) calendar days before the date the leave is to begin and the employer must respond to the request not later than seven (7) calendar days after the date the leave request was submitted. An employee shall submit a written request (or confirm an oral request in writing) to use less than five (5) days of annual leave at least two (2) working days before the date the leave is to begin; and the employer must respond to the request not later than one (1) working day after the date the leave request was submitted; provided, however, that emergency annual leave may be granted on occasions when it is not possible to obtain prior approval for the leave. Upon request, annual leave shall be granted based upon the Employer's operational needs. If the supervisor does not respond in the above given time frame, the leave is considered denied, and the employee may appeal to the next higher supervisor. If the nature of the Employer's operations makes it necessary to limit the number of employees on vacation at one time, the employee with the greater seniority will be given the choice of vacation periods in the event of any conflict over vacation periods.

An employee who has completed the first ninety (90) days of employment with the Employer, and terminates employment shall receive a lump sum payment for the annual leave balance credit accumulated through the last full pay period immediately prior to the employee's separation.

Approved vacation requests shall not be subject to cancellation except in cases of emergency as determined by the Department Director, and employees covered by this Agreement will not be called in to work while on vacation except in cases of emergency as determined by the Department Director. An employee whose vacation approval is canceled or who is called in from vacation will be reimbursed by the Employer for the costs of any reservations he/she made subsequent to the approval of his/her vacation request provided that the employee provides adequate proof of the incurrence of such costs and such costs are non-refundable from the reservation agent, hotel, airline, etc. because of no error or omission on the part of the employee.

An employee whose vacation request has been approved may not cancel his/her approved leave without the prior written approval of Management.

Vacation leave may be taken in increments of one-half (1/2) hour or more.

Any holiday as defined in this Agreement that falls within an employee's scheduled vacation will not be charged to the employee's vacation leave.

An employee who becomes ill, injured, or hospitalized while on vacation leave shall be able to use sick leave in lieu of vacation leave for the duration of the illness, injury or hospitalization provided that:

A written request to charge such time to sick leave is submitted to his/her department within ten (10) working days of the end of that employee's approved vacation leave; and,

The request is accompanied by a Doctor's certificate specifying the nature and duration of the employee's illness, injury and/or hospitalization.

## **ARTICLE 28 -- SICK LEAVE**

Full-time employees shall accrue one and one-quarter (1 1/4) days of sick leave per month. Part-time employees who work twenty (20) hours or more per week shall accrue sick leave in proportion to the amount of time worked; however, an employee who works less than twenty (20) hours per week shall not be entitled to sick leave.

There shall be no limit on the amount of sick leave an eligible employee may accumulate.

Sick leave shall be allowed in case of actual sickness or disability of the employee which incapacitates the employee so that the employee is unable to perform the regular duties of employment; or of actual sickness or disability of the employee's spouse or dependent children; or because of necessary employee appointments with physicians, dentists or optometrists. The Employer may require proof of the reason for which sick leave was taken when the Employer has reasonable cause to believe that an employee may be abusing sick leave privileges.

Request for use of sick leave for physician, dentist or optometrist appointments shall be made to the Employer in advance. Requests for sick leave in all other cases shall be made in advance whenever it is possible, no later than within the first (1st) hour of the start of the employee's workday.

Sick leave will be retained in an employee's account for a period of two (2) years in the event the employee is separated due to a reduction-in-force.

The Union shall have the right to establish and maintain a sick leave bank. The sick leave bank shall be funded through voluntary donations of sick or annual leave by employees covered by this Agreement. This leave may then be transferred from the bank to the sick leave account of another employee covered by this Agreement with a zero (0) leave balance (annual and sick). Use of such transferred leave shall be limited to sickness or disability which incapacitates the employee or to use for bereavement leave under Article 32.

The administration of this sick leave bank shall be the responsibility of the Union. The County agrees to maintain the records of the sick leave bank and shall only be required to transfer sick leave from the bank to the account of an eligible employee upon receiving proper written authorization from the Union that the sick leave is to be transferred and after verification that the receiving employee has met all the necessary conditions of eligibility.

In addition to donations to the sick leave bank above, employees will be permitted to donate their sick leave directly to other employees in accordance with the County Personnel Law and procedures.

## **ARTICLE 29 -- SICK AND ANNUAL LEAVE DISPOSITION UPON SEPARATION**

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:

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; or to donate accumulated sick leave to the Union sick leave bank.
3. 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:

a. 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 the 1996 leave year (i.e. January 4, 1997), or 360 hours, whichever is greater.

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 the 1997 leave year 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.

5. 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.

6. 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.

7. 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.

8. Upon retirement, employees covered by this Agreement may convert excess amounts of annual leave above the applicable amount to sick leave for pension credit under the State Retirement or Pension Plan.

## **ARTICLE 30 -- PERSONAL LEAVE**

Twenty-four hours personal leave per wage reporting year shall be granted to each employee eligible for annual leave. Personal leave shall be requested and approved in advance of use. There shall be no accumulation of personal leave, and unused personal leave shall be forfeited at the end of the leave year or upon termination of employment. Transit Equipment Operators (EO Is) who take a personal leave day will be given sufficient leave to cover their scheduled work day. Personal leave may be taken in increments of four (4) hours.

## **ARTICLE 31 -- MILITARY LEAVE**

Military Leave with pay not to exceed fifteen (15) calendar days per year shall be granted to reservists or members of the National Guard ordered to active training duty. In addition, the Employer shall grant an additional thirty (30) calendar days to an employee who may be called up during a national emergency, or an emergency declared by an appropriate governmental jurisdiction.

To receive payment the employee shall, prior to leave or, within ten (10) working days of his/her return from leave, supply a copy of his/her official orders to the Employer.

## **ARTICLE 32 -- BEREAVEMENT LEAVE**

In the event of the death of an employee's parent, parent-in-law, son- or daughter-in-law, spouse, child or grandchild, brother, sister, grandparents or spouse's grandparents, the employee may take up to five (5) working days leave for bereavement. The first (1st) leave day will be an administrative leave day, and the other day or days will be charged to the employee's accumulated sick leave. Notwithstanding the foregoing, the first three (3) leave days will be administrative leave days upon the death of a parent, spouse or child.

## **ARTICLE 33 -- JURY DUTY**

An employee who is required to perform jury service in any court (Federal or State) shall be paid his/her regular salary. If after reporting for jury duty, it is determined that the employee's services are not required and the employee is dismissed from jury duty for the day, the employee must return to his/her regular work for the remainder of the day.

## **ARTICLE 34 -- LEAVE OF ABSENCE**

Employees shall be eligible to request a leave of absence after one (1) month of service with the County.

Any requests for a leave of absence shall be submitted in writing by the employee to the employee's immediate supervisor. The request shall state the reason the leave of absence is being requested and the approximate length of time off the employee desires. When the leave of absence is approved, authorization for a leave of absence shall be furnished to the employee by the Employer in writing. In addition to accruing seniority while on any leave of absence granted under the provisions of this Agreement, where possible, employees shall be returned to the job they held at the time the leave was requested.

## **ARTICLE 35 -- FAMILY AND MEDICAL LEAVE**

Employees covered by this Agreement are entitled to family and medical leave in accordance with the Personnel Law. (See Personnel Law Section 16- 225.02)

### **ARTICLE 36 -- BLOOD DONATION LEAVE**

Employees may be granted up to four (4) hours of leave with pay for the purpose of participation in a blood donor program and for subsequent recuperation on the day they donate blood. The Employer may request verification of such donation.

### **ARTICLE 37 -- CIVIC DUTY LEAVE**

An employee subpoenaed to appear before a court, public body or commission on matters relating to the business of the Employer shall be granted leave of absence with pay for the period required to respond to the subpoena.

### **ARTICLE 38 -- VOTING TIME**

Employees who are registered voters may be granted up to two (2) hours off with pay for the purpose of voting in state, county and federal primary and general elections if the employee would otherwise be prevented from voting because of his/her work schedule.

### **ARTICLE 39 -- HOLIDAYS**

The term holiday as used in this Agreement shall refer to the following days:

1. New Year's Day;
2. Martin Luther King's Birthday;
3. Presidential Inauguration Day;
4. Washington's Birthday;
5. Memorial Day;
6. Independence Day;
7. Labor Day;
8. County Employees' Appreciation Day;
9. Columbus Day;
10. Veteran's Day;
11. Thanksgiving Day; and,
12. Christmas Day

The County Executive shall establish the dates of observance for each of the regular holidays listed above.

Full-time employees covered by this Agreement shall be granted holiday leave with pay on observed holidays. Part-time employees covered by this Agreement shall be granted holiday leave with pay in proportion to the number of hours worked, provided that any such employee shall have worked a minimum of forty (40) hours during the full pay period immediately preceding the pay period within which the holiday is observed. Any full- time or part-time



employee on approved, paid leave on the day a holiday occurs shall be considered on holiday leave for that day and shall be paid at the regular hourly rate of pay. To be eligible to receive holiday leave pay an employee must be in a pay status the last regular work day before and the first regular work day after the day of holiday observance.

When an employee's regularly scheduled day off coincides with the day of holiday observance, he/she shall be entitled to another day off.

An employee required to work on the day of holiday observance which coincides with his/her regularly scheduled work day shall be paid for all hours actually worked on the holiday at the rate of two (2) times his/her base hourly rate of pay. An employee required to work on the day of holiday observance which coincides with his/her regularly scheduled day off shall be paid for all hours worked at two (2) times his/her base hourly rate.

## **ARTICLE 40 -- HEALTH AND WELFARE**

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%).

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%) but will in no event pay more than General Schedule employees.

Employees who provide proof of other medical coverage may choose to receive a credit instead of enrolling in a medical plan with the County.

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

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

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

Employees may contribute up to \$5,000 in a dependent flexible spending account and up to \$3,000 in a medical flexible spending account. The minimum that may be contributed to either account is \$10 per pay period for the 2000 Plan Year.

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.

The County agrees to establish a Joint Study Committee to explore the feasibility of a health insurance plan with no co-pay or follow-up co-pay.

The County's disability leave policy for employees covered by this Agreement is administered pursuant to the provisions of Section 16-224 of the Personnel Law and Administrative Procedure 284. Where, pursuant to Personnel Law Section 16-224 and Administrative Procedure 284, an employee is determined to be eligible for disability leave, the employee will have sick or other leave time used because of the injury restored subject to the conditions and limitations set forth in Section 16-224 and Administrative Procedure 284.

Where an employee who is injured on the job has exhausted all available leave (including IOJ) and is granted an unpaid leave of absence pursuant to Article 34 (Leave of Absence), the County will pay the Employer and employee share of the employee's health insurance during the leave of absence.

The Employer agrees to provide, through its payroll department, a computer key for the payroll deduction of a union life insurance program, for the benefit of those employees who wish to participate in such a program, and who authorize in writing the deduction of premiums for such a program from their pay.

During the term of this Agreement, employees covered by this Agreement, who are required to possess a commercial driver's license (CDL) to maintain their County employment will be permitted to utilize the services of the County's contractor for employee physical examinations, currently Dyne Medical, at the cost of twenty-five dollars (\$25.00) per required CDL examination. Employees are responsible for making appointments for their examinations and shall make their payments directly to the contractor for services rendered. The County will notify the Union and affected employees of any changes, including a different County contractor or the price of the examination.

## **ARTICLE 41 -- SUPPLEMENTAL RETIREMENT BENEFIT**

### **1. Benefit Accrual and Amounts.**

Effective July 1, 1990, employees covered by this Agreement may elect to participate in a supplemental retirement benefit program, jointly funded through County and employee contributions. The rate of accrual and amount of the benefit payable under this program are determined as follows:

a. Benefit accrual is at the rate of 0.4% 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.

b. 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. 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 2.a., above, shall be entitled to receive a monthly benefit as determined pursuant to paragraph 1, above; provided, however, that no employee terminated for disciplinary reasons will be entitled to any benefit under this Section.

3. Benefit Payment.

The benefit accrued by an employee under either paragraphs 1 or 2, above, shall not be payable until retirement at the earliest of the following: 1. age fifty-five (55) and fifteen (15) years of service; 2. age sixty-two (62) and five (5) years of service; or, 3. thirty (30) years of service regardless of age.

4. Funding.

The cost of funding this supplemental retirement plan for all participating employees, as determined by the Plan's actuary, will be shared on an equal basis by the employees and the County through regular contributions each pay period.

5. Definitions.

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

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

6. Hold Harmless for Supplemental Retirement and Leave Payout.

For any employee covered by this Agreement who retires on or after July 1, 1993, "average annual compensation" as that term is defined in paragraph 5 (Definitions), above, will be calculated as if the employee had received any step increase the employee would otherwise have received during the term of this Agreement but for the deferral of such step increases. This salary shall also be applicable to calculating any leave payouts due upon retirement during this period of time.

For any employee covered by this Agreement who retires on or after July 1, 1997, "Average Annual Compensation" as that term is defined in paragraph 5 (Definitions), above, will be calculated as if the employee had received any step increase the employee would otherwise have received during fiscal years 1996, 1997, 1998 and 1999 but for the suspension of such step increases. This salary shall also be applicable to calculating any leave payouts due upon retirement during this period of time. For those employees who retire between July 1999 and June 2001, Supplemental Retirement Benefits and leave payouts will be calculated as if employees had received their A-Scale merit increases on time.

7. Supplemental Retirement Benefit Plan (modifications effective July 1, 1992).

Effective July 1, 1992, 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%). Further, during the sixty (60) day period preceding July 1, 1992, employees covered by this Agreement who originally declined to participate in the Supplemental Pension Benefit Program will be afforded the opportunity to enroll in the Supplemental Pension Plan and begin participation effective July 1, 1992, but with no past service credit (i.e., such employees' actual and continuous service will be defined as employment as an employee of Prince George's County from July 1, 1992).

8. Part-time Employees.

Part-time employees participate in the Plan pursuant to the Eighth Amendment to the Plan, adopted November 15, 1993.

9. 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:

a. 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;

b. shall reduce the taxable compensation of the employee in an amount that equals the employee contributions picked up by the County;

c. shall be paid by the County from the same source of funds that is used to pay compensation to the employee;

d. 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.

Upon request by an employee, the County will provide him/her a copy of the most recent summary of the plan's financial report.

## **ARTICLE 42 -- DISCIPLINE AND DISCHARGE**

### **Section 1. Discipline**

(a) Employees shall be disciplined only for just cause.

(b) If the Employer has reason to reprimand an employee it shall be done in a manner that will not embarrass the employee before other employees or the public.

(c) Any disciplinary action may be processed through the grievance procedure specified in this Agreement.

(d) The Employer agrees to follow a progressive disciplinary policy utilizing the disciplinary methods permitted by the Personnel Law; provided, however, that the parties also recognize and agree that initial disciplinary action should be consistent with the severity of the offense.

(e) The Local President, Chief Shop Steward, and appropriate Steward shall receive copies of all written disciplinary actions and intended action.

(f) At the employee's request, an employee covered by this Agreement may have union representation when the employee is being questioned regarding any incident which could ultimately lead to an adverse action being taken against the employee.

## Section 2. Discharge and Suspension

(a) The Employer shall not discharge any employee without just cause. If in any case the Employer feels that there is just cause for discharge, the employee involved and the Union shall be notified at least forty-eight (48) hours in advance of such action.

(b) Pending the investigation of charges which may result in the suspension or discharge of an employee or upon notice of intent to suspend or discharge an employee, the Employer may, in its discretion, place the employee on administrative leave in lieu of the measures available under the Personnel Law.

(c) The Union shall have the right to take up the suspension and/or discharge at the department head level of the grievance procedure. Where an employee is suspended or discharged, the employee shall be granted the opportunity to have a Union representative present if the employee requests that one be present.

(d) All suspension days must be consecutive work days. Sundays and holidays are excluded in the calculation of time.

## **ARTICLE 43 -- GRIEVANCE PROCEDURE**

A complaint or dispute between the parties or between the County and an employee, including a complaint or dispute involving the application, meaning or interpretation of the provisions of this Agreement shall be considered a grievance and subject to resolution under the following procedures:

Step 1. (a) When any employee subject to the provisions of this Agreement feels he/she is aggrieved by a violation of this Agreement, he/she, through the Local Union President or Shop Steward, shall give written notice of the grievance to the Department within ten (10) working days after the occurrence of the violation or within ten (10) working days following the time when the employee should reasonably have known of its occurrence. The written notice must be signed by the employee and his/her Union Representative and must set forth relevant information concerning the alleged grievance, including a short description thereof, the date on which the grievance occurred, and the provision(s) of the agreement alleged to have been violated. The Local Union President or Shop Steward and the employee's supervisor shall meet and endeavor to adjust the matter within ten (10) working days after timely notice has been given. The Department shall respond to the grievance not later than ten (10) working days after the meeting. If they fail to resolve the matter or no response is given within the prescribed period, the Union may, within five (5) working days thereafter, pursue Step 2 of the Grievance Procedure.

(b) Should the Union or the County have a dispute with the other party and, if after conferring, a settlement is not reached within ten (10) working days after occurrence of the events giving rise to the dispute, the dispute may be reduced to writing and proceed to Step 2.

Step 2. If the grievance is not resolved under Step 1, and the Union elects to pursue the matter beyond Step 1, the Chief Steward and/or the Local Union President will meet with the employee's Department Head or the Department Head's designee, for the purpose of attempting to resolve the grievance within ten (10) working days after timely receipt of the written grievance. Should the parties fail to reach an agreement or no response is given within ten (10) working days after the meeting, the dispute may be referred, as appropriate, to the Labor Commissioner in accordance with the provisions of Step 3 or to final and binding arbitration in accordance with the provisions of Step 4.

Step 3. If a grievance over a loss of pay, discharge or a promotion is not resolved under Step 2, and the Union, through its Council 67 Representative elects to pursue the matter beyond Step 2, a written appeal signed by the aggrieved employee and the Council 67 Representative may be filed with the Director, Office of Personnel and Labor Relations, within ten (10) days after receipt of the answer at Step 2. Within ten (10) days after receipt of the appeal, the Director or his designee and the Union will meet to discuss the grievance. The Director, or his designee, will respond within thirty (30) calendar days after the hearing. Should the parties fail to reach an agreement, the dispute may be referred to final and binding arbitration in accordance with the provisions of Step 4.

Step 4. (a) If the grievance shall have been submitted but not adjusted under Step 2, and further under Step 3 if appropriate, either the Union, through its Council 67 representative, or the County may request in writing, within seven (7) working days after the grievance has been denied at Step 2 or, when applicable, Step 3, that the grievance be submitted to an arbitrator mutually agreed upon by them. The County and the Union shall, after execution of this Agreement, attempt to mutually select a permanent panel of five (5) arbitrators but if they are unable to do so, they shall request the American Arbitration Association to provide them with a list of arbitrators from which such a panel shall be selected. The arbitrator appointed to hear and decide any grievance dispute hereunder shall be selected from such panel. The rules of the American Arbitration Association shall govern the conduct of the arbitration hearing. The decision of the Arbitrator shall be final and binding on all parties. The fee and expenses of such Arbitrator shall be borne by the losing party. Within forty-five (45) days after receipt of Arbitrator's award for grievance, the County shall execute the award unless appealed.

Only grievances arising as a result of disputes concerning the meaning, interpretation or application of this Agreement shall be subject to Step 4 (Arbitration).

(b) Failure of the grieving party to adhere to the time limits established in this grievance procedure shall render the grievance null and void. The time limits established herein may be extended only by written consent of the parties involved at the particular step where the extension is agreed upon. Either party will be granted an automatic extension of ten (10) working days upon written notice to the other side. The Arbitrator shall have the authority to make decisions only on issues presented to him/her and he/she shall have no authority to change, amend, add to or detract from any of the provisions of this Agreement.

#### **ARTICLE 44 -- ENTIRE UNDERSTANDING**

The parties agree that the total results of their bargaining are embodied in this Agreement and no party signatory hereto is required to render any performance not set forth in the working of this Agreement. The Agreement may be amended only by written agreement signed by the parties hereto.

#### **ARTICLE 45 -- SAVINGS CLAUSE**

In the event any Article, Section or portion of the agreement shall be held invalid and unenforceable by any court, or higher authority of competent jurisdiction, such decision shall apply only to the specific Article, Section or portion thereof specified in the decision; and, upon issuance of such a decision, the County and the Union may agree to negotiate a substitute for the invalidated Article, Section or portion thereof.

#### **ARTICLE 46 -- WORK RULES**

The employer agrees to furnish each employee in the bargaining unit with a copy of all new work rules that affect him/her not later than ten (10) calendar days after they become effective. New employees shall be provided with a copy of the work rules that affect them at the time they are hired. Employees may be required to acknowledge receipt by their signature.

#### **ARTICLE 47 -- DURATION AND REOPENER**

This Agreement shall become effective on July 1, 1999 unless otherwise stated in specific sections, and shall remain in full force 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 \_\_\_\_\_, 1999, in Upper Marlboro, Prince George's County, Maryland.

For American Federation  
of State, County and  
Municipal Employees, AFL-CIO

For Prince George's County:

\_\_\_\_\_  
Council 67

\_\_\_\_\_  
Howard W. Stone  
Chief Administrative Officer

\_\_\_\_\_  
Local 2462

\_\_\_\_\_  
Local 2735

## APPENDIX 1

### Job Classifications in Bargaining Units Represented by Local 2462

*0001A	General Clerk I	A-06	6325A	Traffic Service Worker I	A-08
*0002A	General Clerk II	A-08	6326A	Traffic Service Worker II	A-10
*0003A	General Clerk III	A-10	6327A	Traffic Service Worker III	A-13
*0004A	General Clerk IV	A-12	6328A	Traffic Service Worker IV	A-15
*1210A	Parts Specialist I	A-12	6332A	Drywall Mechanic I	A-11
*1211A	Parts Specialist II	A-14	6333A	Drywall Mechanic II	A-13
*1231A	Supply/Property Clerk I	A-09	6334A	Drywall Mechanic III	A-15
*1232A	Supply/Property Clerk II	A-10	6335A	Sign Fabricator I	A-10
*1233A	Supply/Property Clerk III	A-12	6336A	Sign Fabricator II	A-13
*1234A	Supply/Property Clerk IV	A-14	6337A	Sign Fabricator III	A-15
6101A	Laborer I	A-06	6338A	Plumber I	A-12
6102A	Laborer II	A-08	6339A	Plumber II	A-13
6111A	Equipment Operator I	A-09	6340A	Plumber III	A-14
6112A	Equipment Operator II	A-11	6341A	Plumber IV	A-16
6113A	Equipment Operator III	A-13	6343A	Locksmith I	A-11
6114A	Master Equipment Operator	A-15	6344A	Locksmith II	A-13
6140A	Tree Trimmer I	A-11	6345A	Locksmith III	A-15
6141A	Tree Trimmer II	A-12	6360A	Trades Helper I	A-08
6142A	Tree Trimmer III	A-15	6361A	Trades Helper II	A-09
6211A	Crew Supervisor I	A-12	6364A	Cabinetmaker I	A-11
6212A	Crew Supervisor II	A-15	6365A	Cabinetmaker II	A-13
6213A	Crew Supervisor III	A-17	6366A	Cabinetmaker III	A-15
6240A	Maintenance Services Attendant I	A-10	6370A	Welder I	A-11
6241A	Maintenance Services Attendant II	A-11	6371A	Welder II	A-13
6242A	Maintenance Services Attendant III	A-13	6372A	Welder III	A-15
6250A	Master Trades Mechanic I	A-14	6373A	Carpenter I	A-11
6251A	Master Trades Mechanic II	A-16	6374A	Carpenter II	A-13
6306A	Masonry Mechanic I	A-11	6375A	Carpenter III	A-15
6307A	Masonry Mechanic II	A-12	6378A	Electrician I	A-12
6308A	Masonry Mechanic III	A-15	6379A	Electrician II	A-13
6321A	Painter I	A-10	6380A	Electrician III	A-14
6322A	Painter II	A-12	6381A	Electrician IV	A-16
6323A	Painter III	A-15	6390A	Overhead Door Mechanic I	A-11
6391A	Overhead Door Mechanic II	A-13	7103A	Custodian I	A-05
6392A	Overhead Door Mechanic III	A-15	7104A	Custodian II	A-07
6402A	Equipment Service Worker I	A-09	7110A	Custodian Supervisor	A-10

6403A	Equipment Service Worker II	A-12	7122A	Building Maintenance Attendant I	A-05
6404A	Equipment Service Worker III	A-14	7123A	Building Maintenance Attendant II	A-07
6406A	Equipment Mechanic I	A-15	7127A	Heating, Ventilating, And Air Conditioning Mechanic I	A-12
6407A	Equipment Mechanic II	A-16	7128A	Heating, Ventilating, And Air Conditioning Mechanic II	A-13
6408A	Equipment Mechanic III	A-17	7129A	Heating, Ventilating, And Air Conditioning Mechanic III	A-14
6410A	Heavy Equipment Mechanic I	A-15	7130A	Heating, Ventilating, And Air Conditioning Mechanic IV	A-16
6411A	Heavy Equipment Mechanic II	A-16	7132A	Building Engineer I	A-14
6412A	Heavy Equipment Mechanic III	A-17	7133A	Building Engineer II	A-15
*6416A	Machinist I	A-15	7134A	Building Engineer III	A-16
*6417A	Machinist II	A-16	7215A	Property Attendant	A-04
*6418A	Machinist III	A-17			
*6424A	Master Equipment Mechanic	A-19			
6428A	Assistant Garage Supervisor	A-21			

\*Fleet Management Garages only.

Job Classifications in Bargaining Units Represented by Local 2735

3101A	Property Standards Inspector I	A-12	3711A	Animal Control Officer I	A-11
3102A	Property Standards Inspector II	A-14	3712A	Animal Control Officer II	A-13
3103A	Property Standards Inspector III	A-16	3713A	Animal Control Officer III	A-16
3113A	Construction Standards Inspector I	A-14	5126A	Survey Aide I	A-07
3114A	Construction Standards Inspector II	A-16	5127A	Survey Aide II	A-09
3115A	Construction Standards Inspector III	A-18	5128A	Survey Technician I	A-16
3121A	Plans Examiner I	A-17	5129A	Survey Technician II	A-19
3122A	Plans Examiner II	A-19	6723A	Refuse Collection Inspector I	A-10
3123A	Plans Examiner III	A-22	6724A	Refuse Collection Inspector II	A-12
3124A	Plans Examiner IV	A-24			
0001A	General Clerk I	A-06	4723A	Community Development Assistant III	A-17
0002A	General Clerk II	A-08	4731A	Community Developer I	A-18
0003A	General Clerk III	A-10	4732A	Community Developer II	A-21
0004A	General Clerk IV	A-12	4733A	Community Developer III	A-24
0111A	Clerk Typist I	A-08	6101A	Laborer I	A-06
0112A	Clerk Typist II	A-10	6102A	Laborer II	A-08
0121A	Clerk Stenographer I	A-09	6111A	Equipment Operator I	A-09
0122A	Clerk Stenographer II	A-11	6112A	Equipment Operator II	A-11
0141A	Administrative Aide I	A-13	6113A	Equipment Operator III	A-13
0142A	Administrative Aide II	A-15	6240A	Maintenance Services Attendant I	A-10
0143A	Administrative Aide III	A-17	6241A	Maintenance Services Attendant II	A-11
*0170A	Citizens Services Specialist I	A-16	6242A	Maintenance Services Attendant III	A-13
*0171A	Citizens Services Specialist II	A-18	6250A	Master Trades Mechanic I	A-14
0202A	Switchboard Operator	A-06	6251A	Master Trades Mechanic II	A-16
1501A	Reproduction Assistant I	A-09	6306A	Masonry Mechanic I	A-11
1502A	Reproduction Assistant II	A-11	6307A	Masonry Mechanic II	A-12
2311A	Account Clerk I	A-09	6308A	Masonry Mechanic III	A-15
2312A	Account Clerk II	A-11	6332A	Drywall Mechanic I	A-11
2313A	Account Clerk III	A-13	6333A	Drywall Mechanic II	A-13
4711A	Community Development Aide I	A-05	6334A	Drywall Mechanic III	A-15
4712A	Community Development Aide II	A-07	6343A	Locksmith I	A-11
4713A	Community Development Aide III	A-09	6344A	Locksmith II	A-13
4721A	Community Development Asst. I	A-12	6345A	Locksmith III	A-15
4722A	Community Development Asst. II	A-14	6360A	Trades Helper I	A-08
4723A	Community Development Asst. III	A-17	6361A	Trades Helper II	A-09
6364A	Cabinetmaker I	A-11	7103A	Custodian I	A-05
6365A	Cabinetmaker II	A-13	7104A	Custodian II	A-07
6366A	Cabinetmaker III	A-15	7132A	Building Engineer I	A-14
6370A	Welder I	A-11	7133A	Building Engineer II	A-15
6371A	Welder II	A-13	7134A	Building Engineer III	A-16
6372A	Welder III	A-15	7136A	Facilities Maintenance Supervisor	A-21
6373A	Carpenter I	A-11	7144A	Facilities Maintenance Superintendent	A-25
6374A	Carpenter II	A-13	7215A	Property Attendant	A-04
6375A	Carpenter III	A-15			

\*Animal Control Facility only

## **APPENDIX 2 (NEW)**

### **IMPLEMENTATION OF U.S. DEPARTMENT OF TRANSPORTATION ALCOHOL AND CONTROLLED SUBSTANCES TESTING REQUIREMENTS**

County Administrative Procedure on CDL will be attached as Appendix 2.

**SALARY SCHEDULE A – LOCALS 2462 AND 2735**  
**EFFECTIVE JULY 4, 1999**  
**PRINCE GEORGE'S COUNTY, MARYLAND**

<b><u>GRADE</u></b>	<b><u>MIN</u></b>	<b><u>MID</u></b>	<b><u>MAX</u></b>	<b><u>SEN</u></b>	<b><u>SEN+</u></b>
A01					
HOURLY	7.3038	8.1500	9.0852	10.1243	11.1367
BIWEEKLY	584.30	652.00	726.82	809.94	890.94
ANNUAL	15,192	16,952	18,897	21,059	23,164
A02					
HOURLY	7.6790	8.5508	9.5453	10.6290	11.6920
BIWEEKLY	614.32	684.06	763.62	850.32	935.36
ANNUAL	15,972	17,786	19,854	22,108	24,319
A03					
HOURLY	8.0461	8.9812	10.0203	11.1634	12.2799
BIWEEKLY	643.69	718.50	801.62	893.07	982.39
ANNUAL	16,736	18,681	20,842	23,220	25,542
A04					
HOURLY	8.4616	9.4415	10.5103	11.7275	12.9003
BIWEEKLY	676.93	755.32	840.82	938.20	1,032.02
ANNUAL	17,600	19,638	21,861	24,393	26,833
A05					
HOURLY	8.8771	9.9016	11.0447	12.3064	13.5370
BIWEEKLY	710.17	792.13	883.58	984.51	1,082.96
ANNUAL	18,464	20,595	22,973	25,597	28,157
A06					
HOURLY	9.3226	10.2577	11.2823	12.4104	13.6516
BIWEEKLY	745.81	820.62	902.58	992.83	1,092.13
ANNUAL	19,391	21,336	23,467	25,814	28,395
A07					
HOURLY	9.7828	10.7629	11.8462	13.0337	14.3372
BIWEEKLY	782.62	861.03	947.70	1,042.70	1,146.98
ANNUAL	20,348	22,387	24,640	27,110	29,821
A08					
HOURLY	10.2727	11.3119	12.4398	13.6720	15.0418
BIWEEKLY	821.82	904.95	995.18	1,093.76	1,203.34
ANNUAL	21,367	23,529	25,875	28,438	31,287
A09					
HOURLY	10.7923	11.8760	13.0636	14.3699	15.8071
BIWEEKLY	863.38	950.08	1,045.09	1,149.59	1,264.57
ANNUAL	22,448	24,702	27,172	29,889	32,879

<b><u>GRADE</u></b>	<b><u>MIN</u></b>	<b><u>MID</u></b>	<b><u>MAX</u></b>	<b><u>SEN</u></b>	<b><u>SEN+</u></b>
A10					
HOURLY	11.3266	12.4699	13.7168	15.0824	16.5906
BIWEEKLY	906.13	997.59	1,097.34	1,206.59	1,327.25
ANNUAL	23,559	25,937	28,531	31,371	34,508
A11					
HOURLY	11.8908	13.0933	14.3996	15.8394	17.4234
BIWEEKLY	951.26	1,047.46	1,151.97	1,267.15	1,393.87
ANNUAL	24,733	27,234	29,951	32,946	36,241
A12					
HOURLY	12.4846	13.7465	15.1122	16.6264	18.2893
BIWEEKLY	998.77	1,099.72	1,208.98	1,330.11	1,463.14
ANNUAL	25,968	28,593	31,433	34,583	38,042
A13					
HOURLY	13.1227	14.4294	15.8693	17.4575	19.2033
BIWEEKLY	1,049.82	1,154.35	1,269.54	1,396.60	1,536.26
ANNUAL	27,295	30,013	33,008	36,312	39,943
A14					
HOURLY	13.7762	15.1568	16.6712	18.3336	20.1669
BIWEEKLY	1,102.10	1,212.54	1,333.70	1,466.69	1,613.35
ANNUAL	28,654	31,526	34,676	38,134	41,947
A15					
HOURLY	14.4589	15.9140	17.5023	19.2538	21.1793
BIWEEKLY	1,156.71	1,273.12	1,400.18	1,540.30	1,694.34
ANNUAL	30,075	33,101	36,405	40,048	44,053
A16					
HOURLY	15.1864	16.7008	18.3780	20.2040	22.2243
BIWEEKLY	1,214.91	1,336.06	1,470.24	1,616.32	1,777.94
ANNUAL	31,588	34,738	38,226	42,024	46,227
A17					
HOURLY	15.9435	17.5320	19.2984	21.2135	23.3346
BIWEEKLY	1,275.48	1,402.56	1,543.87	1,697.08	1,866.77
ANNUAL	33,162	36,467	40,141	44,124	48,536
A18					
HOURLY	16.7452	18.4078	20.2486	22.2824	24.5106
BIWEEKLY	1,339.62	1,472.62	1,619.89	1,782.59	1,960.85
ANNUAL	34,830	38,288	42,117	46,347	50,982
A19					
HOURLY	17.5764	19.3282	21.2730	23.3956	25.7353
BIWEEKLY	1,406.11	1,546.26	1,701.84	1,871.65	2,058.82
ANNUAL	36,559	40,203	44,248	48,663	53,529

<b><u>GRADE</u></b>	<b><u>MIN</u></b>	<b><u>MID</u></b>	<b><u>MAX</u></b>	<b><u>SEN</u></b>	<b><u>SEN+</u></b>
A20					
HOURLY	18.4522	20.3080	22.3269	24.5685	27.0252
BIWEEKLY	1,476.18	1,624.64	1,786.15	1,965.48	2,162.02
ANNUAL	38,381	42,241	46,440	51,102	56,212
A21					
HOURLY	19.3726	21.3175	23.4550	25.8005	28.3805
BIWEEKLY	1,549.81	1,705.40	1,876.40	2,064.04	2,270.44
ANNUAL	40,295	44,340	48,786	53,665	59,031
A22					
HOURLY	20.3524	22.3860	24.6276	27.0772	29.7849
BIWEEKLY	1,628.19	1,790.88	1,970.21	2,166.18	2,382.79
ANNUAL	42,333	46,563	51,225	56,321	61,953
A23					
HOURLY	21.3621	23.4997	25.8449	28.4431	31.2874
BIWEEKLY	1,708.97	1,879.98	2,067.59	2,275.45	2,502.99
ANNUAL	44,433	48,879	53,757	59,162	65,078
A24					
HOURLY	22.4307	24.6724	27.1514	29.8534	32.8385
BIWEEKLY	1,794.46	1,973.79	2,172.11	2,388.27	2,627.08
ANNUAL	46,656	51,319	56,475	62,095	68,304
A25					
HOURLY	23.5590	25.9044	28.5024	31.3527	34.4878
BIWEEKLY	1,884.72	2,072.35	2,280.19	2,508.22	2,759.02
ANNUAL	49,003	53,881	59,285	65,214	71,735
A26					
HOURLY	24.7318	27.2109	29.9276	32.9260	36.2186
BIWEEKLY	1,978.54	2,176.87	2,394.21	2,634.08	2,897.49
ANNUAL	51,442	56,599	62,249	68,486	75,335

The hourly rates are the July 5, 1998, rates multiplied by 101%. For administrative purposes, the hourly rates are the controlling rates. Bi-weekly rates are the hourly rates multiplied by 80. Annual rates are the hourly rates multiplied by 2080 and rounded to the nearest dollar.



**SALARY SCHEDULE K – LOCALS 2462 AND 2735**  
**FISCAL YEAR 2000 – SALARY RATE STRUCTURE TRANSITION**  
**IN EFFECT JULY 1, 1999**  
**PRINCE GEORGE'S COUNTY, MARYLAND**

<u><b>GRADE</b></u>	<u><b>MINIMUM</b></u>	<u><b>MAXIMUM</b></u>
K01		
HOURLY	7.3038	11.1367
BIWEEKLY	584.30	890.94
ANNUAL	15,192	23,164
K02		
HOURLY	7.6790	11.6920
BIWEEKLY	614.32	935.36
ANNUAL	15,972	24,319
K03		
HOURLY	8.0461	12.2799
BIWEEKLY	643.69	982.39
ANNUAL	16,736	25,542
K04		
HOURLY	8.4616	12.9003
BIWEEKLY	676.93	1,032.02
ANNUAL	17,600	26,833
K05		
HOURLY	8.8771	13.5370
BIWEEKLY	710.17	1,082.96
ANNUAL	18,464	28,157
K06		
HOURLY	9.3226	13.6516
BIWEEKLY	745.81	1,092.13
ANNUAL	19,391	28,395
K07		
HOURLY	9.7828	14.3372
BIWEEKLY	782.62	1,146.98
ANNUAL	20,348	29,821
K08		
HOURLY	10.2727	15.0418
BIWEEKLY	821.82	1,203.34
ANNUAL	21,367	31,287
K09		
HOURLY	10.7923	15.8071
BIWEEKLY	863.38	1,264.57
ANNUAL	22,448	32,879

<b><u>GRADE</u></b>	<b><u>MINIMUM</u></b>	<b><u>MAXIMUM</u></b>
K10		
HOURLY	11.3266	16.5906
BIWEEKLY	906.13	1,327.25
ANNUAL	23,559	34,508
K11		
HOURLY	11.8908	17.4234
BIWEEKLY	951.26	1,393.87
ANNUAL	24,733	36,241
K12		
HOURLY	12.4846	18.2893
BIWEEKLY	998.77	1,463.14
ANNUAL	25,968	38,042
K13		
HOURLY	13.1227	19.2033
BIWEEKLY	1,049.82	1,536.26
ANNUAL	27,295	39,943
K14		
HOURLY	13.7762	20.1669
BIWEEKLY	1,102.10	1,613.35
ANNUAL	28,654	41,947
K15		
HOURLY	14.4589	21.1793
BIWEEKLY	1,156.71	1,694.34
ANNUAL	30,075	44,053
K16		
HOURLY	15.1864	22.2243
BIWEEKLY	1,214.91	1,777.94
ANNUAL	31,588	46,227
K17		
HOURLY	15.9435	23.3346
BIWEEKLY	1,275.48	1,866.77
ANNUAL	33,162	48,536
K18		
HOURLY	16.7452	24.5106
BIWEEKLY	1,339.62	1,960.85
ANNUAL	34,830	50,982
K19		
HOURLY	17.5764	25.7353
BIWEEKLY	1,406.11	2,058.82
ANNUAL	36,559	53,529

<b><u>GRADE</u></b>	<b><u>MINIMUM</u></b>	<b><u>MAXIMUM</u></b>
K20		
HOURLY	18.4522	27.0252
BIWEEKLY	1,476.18	2,162.02
ANNUAL	38,381	56,212
K21		
HOURLY	19.3726	28.3805
BIWEEKLY	1,549.81	2,270.44
ANNUAL	40,295	59,031
K22		
HOURLY	20.3524	29.7849
BIWEEKLY	1,628.19	2,382.79
ANNUAL	42,333	61,953
K23		
HOURLY	21.3621	31.2874
BIWEEKLY	1,708.97	2,502.99
ANNUAL	44,433	65,078
K24		
HOURLY	22.4307	32.8385
BIWEEKLY	1,794.46	2,627.08
ANNUAL	46,656	68,304
K25		
HOURLY	23.5590	34.4878
BIWEEKLY	1,884.72	2,759.02
ANNUAL	49,003	71,735
K26		
HOURLY	24.7318	36.2186
BIWEEKLY	1,978.54	2,897.49
ANNUAL	51,442	75,335

The minimum hourly rates are the July 4, 1999 rates. The maximum hourly rates are the July 4, 1999 Sen + rates. Bi-weekly rates are the hourly rates multiplied by 80. Annual rates are the hourly rates multiplied by 2080 and rounded to the nearest dollar.

**SALARY SCHEDULE A – LOCALS 2462 AND 2735**  
**EFFECTIVE OCTOBER 8, 2000**  
**PRINCE GEORGE'S COUNTY, MARYLAND**

<b><u>GRADE</u></b>	<b><u>MINIMUM</u></b>	<b><u>MAXIMUM</u></b>
A01		
HOURLY	7.3768	11.2481
BIWEEKLY	590.15	899.85
ANNUAL	15,344	23,396
A02		
HOURLY	7.7558	11.8089
BIWEEKLY	620.46	944.71
ANNUAL	16,132	24,563
A03		
HOURLY	8.1266	12.4027
BIWEEKLY	650.12	992.22
ANNUAL	16,903	25,798
A04		
HOURLY	8.5462	13.0293
BIWEEKLY	683.70	1,042.34
ANNUAL	17,776	27,101
A05		
HOURLY	8.9659	13.6724
BIWEEKLY	717.27	1,093.79
ANNUAL	18,649	28,439
A06		
HOURLY	9.4158	13.7881
BIWEEKLY	753.27	1,103.05
ANNUAL	19,585	28,679
A07		
HOURLY	9.8806	14.4806
BIWEEKLY	790.45	1,158.45
ANNUAL	20,552	30,120
A08		
HOURLY	10.3754	15.1922
BIWEEKLY	830.03	1,215.38
ANNUAL	21,581	31,600
A09		
HOURLY	10.9002	15.9652
BIWEEKLY	872.02	1,277.21
ANNUAL	22,672	33,208

<b><u>GRADE</u></b>	<b><u>MINIMUM</u></b>	<b><u>MAXIMUM</u></b>
A10		
HOURLY	11.4399	16.7565
BIWEEKLY	915.19	1,340.52
ANNUAL	23,795	34,854
A11		
HOURLY	12.0097	17.5976
BIWEEKLY	960.78	1,407.81
ANNUAL	24,980	36,603
A12		
HOURLY	12.6094	18.4722
BIWEEKLY	1,008.76	1,477.78
ANNUAL	26,228	38,422
A13		
HOURLY	13.2539	19.3953
BIWEEKLY	1,060.31	1,551.63
ANNUAL	27,568	40,342
A14		
HOURLY	13.9140	20.3686
BIWEEKLY	1,113.12	1,629.49
ANNUAL	28,941	42,367
A15		
HOURLY	14.6035	21.3911
BIWEEKLY	1,168.28	1,711.29
ANNUAL	30,375	44,493
A16		
HOURLY	15.3383	22.4465
BIWEEKLY	1,227.06	1,795.72
ANNUAL	31,904	46,689
A17		
HOURLY	16.1029	23.5679
BIWEEKLY	1,288.23	1,885.44
ANNUAL	33,494	49,021
A18		
HOURLY	16.9127	24.7557
BIWEEKLY	1,353.01	1,980.46
ANNUAL	35,178	51,492
A19		
HOURLY	17.7522	25.9927
BIWEEKLY	1,420.17	2,079.41
ANNUAL	36,925	54,065

<b><u>GRADE</u></b>	<b><u>MINIMUM</u></b>	<b><u>MAXIMUM</u></b>
A20		
HOURLY	18.6367	27.2955
BIWEEKLY	1,490.94	2,183.64
ANNUAL	38,764	56,775
A21		
HOURLY	19.5663	28.6643
BIWEEKLY	1,565.31	2,293.14
ANNUAL	40,698	59,622
A22		
HOURLY	20.5559	30.0827
BIWEEKLY	1,644.47	2,406.62
ANNUAL	42,756	62,572
A23		
HOURLY	21.5757	31.6003
BIWEEKLY	1,726.06	2,528.02
ANNUAL	44,877	65,729
A24		
HOURLY	22.6550	33.1669
BIWEEKLY	1,812.40	2,653.35
ANNUAL	47,122	68,987
A25		
HOURLY	23.7946	34.8327
BIWEEKLY	1,903.57	2,786.61
ANNUAL	49,493	72,452
A26		
HOURLY	24.9791	36.5808
BIWEEKLY	1,998.33	2,926.46
ANNUAL	51,957	76,088

The hourly rates are the July 1, 2000 rates multiplied by 101%. For administrative purposes, the hourly rates are the controlling rates. Bi-weekly rates are the hourly rates multiplied by 80. Annual rates are the hourly rates multiplied by 2080 and rounded to the nearest dollar.

**SALARY SCHEDULE A – LOCALS 2462 AND 2735**  
**EFFECTIVE APRIL 8, 2001**  
**PRINCE GEORGE'S COUNTY, MARYLAND**

<b><u>GRADE</u></b>	<b><u>MINIMUM</u></b>	<b><u>MAXIMUM</u></b>
A01		
HOURLY	7.4506	11.3606
BIWEEKLY	596.05	908.85
ANNUAL	15,497	23,630
A02		
HOURLY	7.8334	11.9270
BIWEEKLY	626.67	954.16
ANNUAL	16,293	24,808
A03		
HOURLY	8.2079	12.5267
BIWEEKLY	656.63	1,002.14
ANNUAL	17,072	26,056
A04		
HOURLY	8.6317	13.1596
BIWEEKLY	690.53	1,052.77
ANNUAL	17,954	27,372
A05		
HOURLY	9.0556	13.8091
BIWEEKLY	724.44	1,104.73
ANNUAL	18,836	28,723
A06		
HOURLY	9.5100	13.9260
BIWEEKLY	760.80	1,114.08
ANNUAL	19,781	28,966
A07		
HOURLY	9.9794	14.6254
BIWEEKLY	798.35	1,170.03
ANNUAL	20,757	30,421
A08		
HOURLY	10.4792	15.3441
BIWEEKLY	838.33	1,227.53
ANNUAL	21,797	31,916
A09		
HOURLY	11.0092	16.1249
BIWEEKLY	880.74	1,289.99
ANNUAL	22,899	33,540

<b><u>GRADE</u></b>	<b><u>MINIMUM</u></b>	<b><u>MAXIMUM</u></b>
A10		
HOURLY	11.5543	16.9241
BIWEEKLY	924.34	1,353.93
ANNUAL	24,033	35,202
A11		
HOURLY	12.1298	17.7736
BIWEEKLY	970.38	1,421.89
ANNUAL	25,230	36,969
A12		
HOURLY	12.7355	18.6569
BIWEEKLY	1,018.84	1,492.55
ANNUAL	26,490	38,806
A13		
HOURLY	13.3864	19.5893
BIWEEKLY	1,070.92	1,567.14
ANNUAL	27,844	40,746
A14		
HOURLY	14.0531	20.5723
BIWEEKLY	1,124.25	1,645.78
ANNUAL	29,231	42,790
A15		
HOURLY	14.7495	21.6050
BIWEEKLY	1,179.96	1,728.40
ANNUAL	30,679	44,938
A16		
HOURLY	15.4917	22.6710
BIWEEKLY	1,239.33	1,813.68
ANNUAL	32,223	47,156
A17		
HOURLY	16.2639	23.8036
BIWEEKLY	1,301.11	1,904.29
ANNUAL	33,829	49,511
A18		
HOURLY	17.0818	25.0033
BIWEEKLY	1,366.55	2,000.26
ANNUAL	35,530	52,007
A19		
HOURLY	17.9297	26.2526
BIWEEKLY	1,434.38	2,100.21
ANNUAL	37,294	54,605



<b><u>GRADE</u></b>	<b><u>MINIMUM</u></b>	<b><u>MAXIMUM</u></b>
A20		
HOURLY	18.8231	27.5685
BIWEEKLY	1,505.85	2,205.48
ANNUAL	39,152	57,342
A21		
HOURLY	19.7620	28.9509
BIWEEKLY	1,580.96	2,316.08
ANNUAL	41,105	60,218
A22		
HOURLY	20.7615	30.3835
BIWEEKLY	1,660.92	2,430.68
ANNUAL	43,184	63,198
A23		
HOURLY	21.7915	31.9163
BIWEEKLY	1,743.32	2,553.30
ANNUAL	45,326	66,386
A24		
HOURLY	22.8816	33.4986
BIWEEKLY	1,830.52	2,679.89
ANNUAL	47,594	69,677
A25		
HOURLY	24.0325	35.1810
BIWEEKLY	1,922.60	2,814.48
ANNUAL	49,988	73,177
A26		
HOURLY	25.2289	36.9466
BIWEEKLY	2,018.31	2,955.73
ANNUAL	52,476	76,849

The hourly rates are the October 8, 2000 rates multiplied by 101%. For administrative purposes, the hourly rates are the controlling rates. Bi-weekly rates are the hourly rates multiplied by 80. Annual rates are the hourly rates multiplied by 2080 and rounded to the nearest dollar.