

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

**1998 Legislative Session**

Resolution No. CR-53-1998

Proposed by The Chairman (by request - County Executive)

Introduced by Council Members Estepp and Scott

Co-Sponsors

Date of Introduction June 9, 1998

**RESOLUTION**

A RESOLUTION concerning

General Schedule Employees

For the purpose of amending the Salary Plan of the County to reflect pay rates and other modified benefits for General Schedule employees.

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

WHEREAS, CR-33-1998 amended provisions of the Salary Plan for General Schedule employees regarding retirement benefits and contributions, group health insurance, life insurance and social security; and

WHEREAS, the Salary Plan must at this time be amended by approval of a Salary Schedule to reflect the new pay rates and other modified benefits for General Schedule employees;

NOW, THEREFORE, BE IT RESOLVED by the County Council of Prince George's County, Maryland, that Salary Schedule G, Schedule of Pay Grades - General Schedule Employees, submitted and recommended by the County Executive on May 28, 1998, which is attached hereto and made a part hereof, setting forth the following: a cost of living increase of two and three quarters percent (2.75%) in Fiscal Year 1999 and the reinstatement of regular merit increases; and, further establishing a workweek and number of productive hours therein, meal periods, pay in excess of base salary, leave provisions, incentive awards, unemployment insurance, retirement benefits and contributions, group health insurance, life insurance, social

security, and worker's compensation, for such employees, be and the same is hereby approved.

Adopted this 9th day of June, 1998.

COUNTY COUNCIL OF PRINCE  
GEORGE'S COUNTY, MARYLAND

BY:

Ronald V. Russell  
Chairman

ATTEST:

Joyce T. Sweeney  
Clerk of the Council

**SALARY SCHEDULE G**  
**SCHEDULE OF PAY GRADES - GENERAL SCHEDULE**  
**PRINCE GEORGE'S COUNTY, MARYLAND**

## TABLE OF CONTENTS

I.	<b><u>SCHEDULED PAY RATES</u></b> .....	1
II.	<b><u>MIN-MAX SYSTEM</u></b> .....	9
III.	<b><u>MERIT INCREASE - FISCAL YEARS 1996, 1997, 1998 AND 1999</u></b> .....	9
IV.	<b><u>COST OF LIVING ADJUSTMENT FOR FISCAL YEAR 1999</u></b> .....	10
V.	<b><u>WORKWEEK</u></b> .....	10
VI.	<b><u>WORK SCHEDULES</u></b> .....	10
VII.	<b><u>DESIGNATION OF MEAL PERIODS</u></b> .....	10
VIII.	<b><u>PAY IN EXCESS OF BASE SALARY</u></b> .....	10
IX.	<b><u>LEAVE PROVISIONS</u></b> .....	14
X.	<b><u>INCENTIVE AWARDS</u></b> .....	17
XI.	<b><u>UNEMPLOYMENT INSURANCE</u></b> .....	17
XII.	<b><u>RETIREMENT BENEFITS AND CONTRIBUTIONS</u></b> .....	17
XIII.	<b><u>GROUP HEALTH INSURANCE</u></b> .....	19
XIV.	<b><u>LIFE INSURANCE</u></b> .....	20
XV.	<b><u>SOCIAL SECURITY</u></b> .....	20
XVI.	<b><u>WORKER'S COMPENSATION</u></b> .....	20
XVII.	<b><u>PAY PLAN POLICY STATEMENT</u></b> .....	21

I. SCHEDULED PAY RATES

SALARY SCHEDULE G - GENERAL SCHEDULE  
SCHEDULE OF PAY GRADES  
IN EFFECT SEPTEMBER 1, 1997  
PRINCE GEORGE'S COUNTY, MARYLAND

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
G01	HOURLY	5.1500	8.9806
	BIWKLY	412.00	718.45
	ANNUAL	10,712	18,680
G02	HOURLY	6.0945	9.4298
	BIWKLY	487.56	754.38
	ANNUAL	12,677	19,614
G03	HOURLY	6.3991	9.9013
	BIWKLY	511.93	792.10
	ANNUAL	13,310	20,595
G04	HOURLY	6.7191	10.3962
	BIWKLY	537.53	831.70
	ANNUAL	13,976	21,624
G05	HOURLY	7.0550	10.9159
	BIWKLY	564.40	873.27
	ANNUAL	14,674	22,705
G06	HOURLY	7.4080	11.4618
	BIWKLY	592.64	916.94
	ANNUAL	15,409	23,841
G07	HOURLY	7.7782	12.0351
	BIWKLY	622.26	962.81
	ANNUAL	16,179	25,033
G08	HOURLY	8.1672	12.6367
	BIWKLY	653.38	1,010.94
	ANNUAL	16,988	26,284
G09	HOURLY	8.5755	13.2685
	BIWKLY	686.04	1,061.48
	ANNUAL	17,837	27,598
G10	HOURLY	9.0043	13.9319

	BIWKLY	720.34	1,114.55
	ANNUAL	18,729	28,978
<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
G11	HOURLY	9.4544	14.6286
	BIWKLY	756.35	1,170.29
	ANNUAL	19,665	30,427
G12	HOURLY	9.9272	15.3601
	BIWKLY	794.18	1,228.81
	ANNUAL	20,649	31,949
G13	HOURLY	10.4234	16.1281
	BIWKLY	833.87	1,290.25
	ANNUAL	21,681	33,546
G14	HOURLY	10.9446	16.9345
	BIWKLY	875.57	1,354.76
	ANNUAL	22,765	35,224
G15	HOURLY	11.4919	17.7812
	BIWKLY	919.35	1,422.50
	ANNUAL	23,903	36,985
G16	HOURLY	12.0666	18.6703
	BIWKLY	965.33	1,493.62
	ANNUAL	25,099	38,834
G17	HOURLY	12.6698	19.6037
	BIWKLY	1,013.58	1,568.30
	ANNUAL	26,353	40,776
G18	HOURLY	13.3034	20.5840
	BIWKLY	1,064.27	1,646.72
	ANNUAL	27,671	42,815
G19	HOURLY	13.9687	21.6132
	BIWKLY	1,117.50	1,729.06
	ANNUAL	29,055	44,955
G20	HOURLY	14.6669	22.6937
	BIWKLY	1,173.35	1,815.50
	ANNUAL	30,507	47,203
G21	HOURLY	15.4002	23.8284
	BIWKLY	1,232.02	1,906.27
	ANNUAL	32,032	49,563

G22	HOURLY	16.1703	25.0199
	BIWKLY	1,293.62	2,001.59
	ANNUAL	33,634	52,041
<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
G23	HOURLY	16.9788	26.2708
	BIWKLY	1,358.30	2,101.66
	ANNUAL	35,316	54,643
G24	HOURLY	17.8277	27.5844
	BIWKLY	1,426.22	2,206.75
	ANNUAL	37,082	57,376
G25	HOURLY	18.7193	28.9638
	BIWKLY	1,497.54	2,317.10
	ANNUAL	38,936	60,245
G26	HOURLY	19.6552	30.4119
	BIWKLY	1,572.42	2,432.95
	ANNUAL	40,883	63,257
G27	HOURLY	20.6380	31.9325
	BIWKLY	1,651.04	2,554.60
	ANNUAL	42,927	66,420
G28	HOURLY	21.6699	33.5289
	BIWKLY	1,733.59	2,682.31
	ANNUAL	45,073	69,740
G29	HOURLY	22.7531	35.2054
	BIWKLY	1,820.25	2,816.43
	ANNUAL	47,326	73,227
G30	HOURLY	23.8910	36.9659
	BIWKLY	1,911.28	2,957.27
	ANNUAL	49,693	76,889
G31	HOURLY	25.0855	38.8139
	BIWKLY	2,006.84	3,105.11
	ANNUAL	52,178	80,733
G32	HOURLY	26.3399	40.7548
	BIWKLY	2,107.19	3,260.38
	ANNUAL	54,787	84,770
G33	HOURLY	27.6569	42.7924

	BIWKLY	2,212.55	3,423.39
	ANNUAL	57,526	89,008
G34	HOURLY	29.0397	44.9321
	BIWKLY	2,323.18	3,594.57
	ANNUAL	60,403	93,459
<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
G35	HOURLY	30.4917	47.1786
	BIWKLY	2,439.34	3,774.29
	ANNUAL	63,423	98,131
G36	HOURLY	32.0161	49.5375
	BIWKLY	2,561.29	3,963.00
	ANNUAL	66,593	103,038
G37	HOURLY	33.6170	52.0145
	BIWKLY	2,689.36	4,161.16
	ANNUAL	69,923	108,190
G38	HOURLY	35.2978	54.6151
	BIWKLY	2,823.82	4,369.21
	ANNUAL	73,419	113,599
G39	HOURLY	37.0628	57.3459
	BIWKLY	2,965.02	4,587.67
	ANNUAL	77,091	119,279
G40	HOURLY	38.9158	60.2133
	BIWKLY	3,113.26	4,817.06
	ANNUAL	80,945	125,244
G41	HOURLY	40.8615	63.2239
	BIWKLY	3,268.92	5,057.91
	ANNUAL	84,992	131,506
G42	HOURLY	42.9047	66.3852
	BIWKLY	3,432.38	5,310.82
	ANNUAL	89,242	138,081

The minimum hourly rate for grade G-01 is the Federal minimum wage which will be adjusted to \$5.15 per hour effective September 1, 1997. The hourly rates for grades G-02 - G-42 are the same as the December 25, 1994 rates as adopted by CR-56-1994. For administrative purpose, the hourly rates are the controlling rates. Biweekly rates are hourly rates multiplied by 80. Annual rates are the hourly rates multiplied by 2,080 and rounded to the nearest dollar.



SALARY SCHEDULE G - GENERAL SCHEDULE  
SCHEDULE OF PAY GRADES  
EFFECTIVE JULY 5, 1998  
PRINCE GEORGE'S COUNTY, MARYLAND

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
G01	HOURLY	5.1500	9.2276
	BIWKLY	412.00	738.21
	ANNUAL	10,712	19,193
G02	HOURLY	6.0945	9.6891
	BIWKLY	487.56	775.13
	ANNUAL	12,677	20,153
G03	HOURLY	6.3991	10.1736
	BIWKLY	511.93	813.89
	ANNUAL	13,310	21,161
G04	HOURLY	6.7191	10.6821
	BIWKLY	537.53	854.57
	ANNUAL	13,976	22,219
G05	HOURLY	7.0550	11.2161
	BIWKLY	564.40	897.29
	ANNUAL	14,674	23,329
G06	HOURLY	7.4080	11.7770
	BIWKLY	592.64	942.16
	ANNUAL	15,409	24,496
G07	HOURLY	7.7782	12.3661
	BIWKLY	622.26	989.29
	ANNUAL	16,179	25,721
G08	HOURLY	8.1672	12.9842
	BIWKLY	653.38	1,038.74
	ANNUAL	16,988	27,007
G09	HOURLY	8.5755	13.6334
	BIWKLY	686.04	1,090.67
	ANNUAL	17,837	28,357
G10	HOURLY	9.0043	14.3150
	BIWKLY	720.34	1,145.20
	ANNUAL	18,729	29,775

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
G11	HOURLY	9.4544	15.0309
	BIWKLY	756.35	1,202.47
	ANNUAL	19,665	31,264
G12	HOURLY	9.9272	15.7825
	BIWKLY	794.18	1,262.60
	ANNUAL	20,649	32,828
G13	HOURLY	10.4234	16.5716
	BIWKLY	833.87	1,325.73
	ANNUAL	21,681	34,469
G14	HOURLY	10.9446	17.4002
	BIWKLY	875.57	1,392.02
	ANNUAL	22,765	36,192
G15	HOURLY	11.4919	18.2702
	BIWKLY	919.35	1,461.62
	ANNUAL	23,903	38,002
G16	HOURLY	12.0666	19.1837
	BIWKLY	965.33	1,534.70
	ANNUAL	25,099	39,902
G17	HOURLY	12.6698	20.1428
	BIWKLY	1,013.58	1,611.42
	ANNUAL	26,353	41,897
G18	HOURLY	13.3034	21.1501
	BIWKLY	1,064.27	1,692.01
	ANNUAL	27,671	43,992
G19	HOURLY	13.9687	22.2076
	BIWKLY	1,117.50	1,776.61
	ANNUAL	29,055	46,192
G20	HOURLY	14.6669	23.3178
	BIWKLY	1,173.35	1,865.42
	ANNUAL	30,507	48,501
G21	HOURLY	15.4002	24.4837
	BIWKLY	1,232.02	1,958.70
	ANNUAL	32,032	50,926

G22	HOURLY	16.1703	25.7079
	BIWKLY	1,293.62	2,056.63
	ANNUAL	33,634	53,472
<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
G23	HOURLY	16.9788	26.9932
	BIWKLY	1,358.30	2,159.46
	ANNUAL	35,316	56,146
G24	HOURLY	17.8277	28.3430
	BIWKLY	1,426.22	2,267.44
	ANNUAL	37,082	58,953
G25	HOURLY	18.7193	29.7603
	BIWKLY	1,497.54	2,380.82
	ANNUAL	38,936	61,901
G26	HOURLY	19.6552	31.2482
	BIWKLY	1,572.42	2,499.86
	ANNUAL	40,883	64,996
G27	HOURLY	20.6380	32.8106
	BIWKLY	1,651.04	2,624.85
	ANNUAL	42,927	68,246
G28	HOURLY	21.6699	34.4509
	BIWKLY	1,733.59	2,756.07
	ANNUAL	45,073	71,658
G29	HOURLY	22.7531	36.1735
	BIWKLY	1,820.25	2,893.88
	ANNUAL	47,326	75,241
G30	HOURLY	23.8910	37.9825
	BIWKLY	1,911.28	3,038.60
	ANNUAL	49,693	79,004
G31	HOURLY	25.0855	39.8813
	BIWKLY	2,006.84	3,190.50
	ANNUAL	52,178	82,953
G32	HOURLY	26.3399	41.8756
	BIWKLY	2,107.19	3,350.05
	ANNUAL	54,787	87,101
G33	HOURLY	27.6569	43.9692

	BIWKLY	2,212.55	3,517.54
	ANNUAL	57,526	91,456
G34	HOURLY	29.0397	46.1677
	BIWKLY	2,323.18	3,693.42
	ANNUAL	60,403	96,029
<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
G35	HOURLY	30.4917	48.4760
	BIWKLY	2,439.34	3,878.08
	ANNUAL	63,423	100,830
G36	HOURLY	32.0161	50.8998
	BIWKLY	2,561.29	4,071.98
	ANNUAL	66,593	105,872
G37	HOURLY	33.6170	53.4449
	BIWKLY	2,689.36	4,275.59
	ANNUAL	69,923	111,165
G38	HOURLY	35.2978	56.1170
	BIWKLY	2,823.82	4,489.36
	ANNUAL	73,419	116,723
G39	HOURLY	37.0628	58.9229
	BIWKLY	2,965.02	4,713.83
	ANNUAL	77,091	122,560
G40	HOURLY	38.9158	61.8692
	BIWKLY	3,113.26	4,949.54
	ANNUAL	80,945	128,688
G41	HOURLY	40.8615	64.9626
	BIWKLY	3,268.92	5,197.01
	ANNUAL	84,992	135,122
G42	HOURLY	42.9047	68.2108
	BIWKLY	3,432.38	5,456.86
	ANNUAL	89,242	141,878

The minimum hourly rates are the same as the September 1, 1997 rates. The maximum hourly rates are the September 1, 1997 rates multiplied by 102.75%. For administrative purpose, the hourly rates are the controlling rates. Biweekly rates are hourly rates multiplied by 80. Annual rates are the hourly rates multiplied by 2,080 and rounded to the nearest dollar.

## **II. MIN-MAX SYSTEM**

A. Merit increases for employees who earn less than the maximum of their grade shall be granted at a rate of three and a half percent (3.5%), in accordance with the Personnel Law. Employees will continue to receive 3.5% merit increases until one of the following occurs:

1. The employee reaches the maximum of his/her grade;
2. The 3.5% increase would establish the hourly rate one percent (1%) or less below the maximum, in which case the hourly rate will be automatically adjusted upward to the maximum; or
3. The 3.5% merit adjustment would cause an employee's salary rate 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.

B. Salary increases upon promotion and salary decreases upon demotion shall be at the rate of ten percent (10%) and shall be applied in accordance with the Personnel Law. Salary increases upon reallocation to a higher graded position shall be at a rate not to exceed ten percent (10%). For purposes of a Step Reduction imposed as discipline, a step shall consist of five percent (5%) and such reductions shall be applied in accordance with the Personnel Law.

C. The Chief Administrative Officer may authorize police or fire officials assigned to this Salary Schedule at the Director or Deputy Director pay grades, to receive any benefit authorized for other police or fire officials on the Police Officials' or Fire Officials' salary schedules.

## **III. MERIT INCREASE - FISCAL YEARS 1996, 1997, 1998 AND 1999**

### **A. FY 1996**

Effective July 1, 1995, merit increases for employees covered by this Salary Schedule shall be suspended for the entire 1996 Fiscal Year. That is, employees whose anniversary dates occur on any date from July 1, 1995 through June 30, 1996 inclusive, shall receive no merit increase.

### **B. FY 1997**

Effective July 1, 1996, merit increases for Fiscal Year 1997 shall be suspended for employees covered by this Salary Schedule.

### **C. FY 1998**

Effective July 1, 1997, merit increases shall be paid prospectively for employees covered by this Salary Schedule. Merit increases for employees who earn less than the maximum of their grade shall be granted at a rate of three and a half percent (3.5%), in accordance with the Personnel Law.

**D. FY 1999**

Effective July 1, 1998, merit increases shall be reinstated prospectively for employees covered by this Salary Schedule. Merit increases for employees who earn less than the maximum of their grade shall be granted at a rate of three and a half percent (3.5%), in accordance with the Personnel Law.

**IV. COST OF LIVING ADJUSTMENT FOR FISCAL YEAR 1999**

Effective July 5, 1998, employees covered by this Salary Schedule will receive a two and three quarters percent (2.75%) increase in their base hourly rates of pay.

**V. WORKWEEK**

The workweek is the seven (7) consecutive day period commencing at 12:01 a.m. Sunday, and ending the following Saturday midnight.

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

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

**VI. WORK SCHEDULES**

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

**VII. DESIGNATION OF MEAL PERIODS**

A. Except for employees assigned to rotating shift work schedules, any employee who works five (5) or more hours in any workday shall receive an unpaid one-half hour meal period during that workday.

B. Employees assigned to rotating shift work schedules averaging 40- 42 productive hours shall be eligible for a meal period, as defined by the appointing authority, within the productive workday.

**VIII . PAY IN EXCESS OF BASE SALARY**

**A. Overtime Pay**

1. General Provisions:

a. Subject to the limitations noted in Paragraph 2 below, full and part-time employees allocated to classes within the General Schedule shall be eligible to earn overtime pay for each hour or part thereof worked in excess of the number of productive hours constituting the standard work- week for full-time employees. Normally, the standard workweek for full- time employees will be forty (40) hours. However, in some instances, such as with rotating shift schedules, the number of full-time productive hours in the "standard" workweek may vary.

b. The rate of overtime pay for employees allocated to classes within the General Schedule shall be equal to one and one-half (1 1/2) times the employee's regular hourly rate.

c. All pay status hours shall be considered productive hours for overtime computation purposes.

d. Each appointing authority shall be responsible for specifically directing and/or authorizing overtime work for employees under his/her jurisdiction. In addition, appointing authorities are responsible for ensuring fund availability for overtime pay.

2. Limitations:

a. Employees assigned to General Schedule Grades 21 through 24, inclusive, shall be entitled to earn overtime pay only upon the written approval of the appropriate appointing authority.

b. Employees assigned to General Schedule Grades 25 and above shall be entitled to earn overtime pay only upon the written approval of the Chief Administrative Officer.

c. All 700 hour employees shall not be entitled to earn County overtime.

B. Premium Pay for Holiday Work

No employee occupying a position allocated to a class in the General Schedule above Grade 24 shall be eligible for premium pay for holiday work. However, when expressly directed in writing by the appointing authority to perform such holiday work, such employee shall receive an alternative day or shift schedule day off at the employee's base rate of pay.

Employees occupying classes allocated to Grades 1 through 24 in the General Schedule required to work on designated County holidays shall be paid at the rate of time and one-half the employee's base rate of pay for all hours worked in addition to the employee's regular holiday pay as provided for in Section 16-219(d) and (g) of the Personnel Law.

Should a holiday fall on an employee's regularly scheduled day off, the employee

shall receive an alternative day or shift schedule day off.

C. Shift Differential

Any full-time employee whose regularly assigned tour of duty requires that at least 50% of the standard workday be between the hours of 6 p.m. and 6 a.m. will be eligible for shift differential pay of sixty cents (60c) per hour for all hours actually worked between 6 p.m. and 6 a.m.

Shift differential is considered as premium pay and shall not be included in the rate of base pay used to compute leave, as provided in Division 17 of the Personnel Law; holiday premium pay; retirement and insurance deductions and benefits.

D. Pyramiding of Overtime and Premium Pay

There shall be no pyramiding of overtime and premium rates. Only one overtime or premium rate will be paid for the same hours worked.

E. Special Compensation for Certain Health Department Employees

This provision shall be applicable to positions within the Environmental Sanitarian IV, G-27, Environmental Sanitarian V, G-29, Deputy Director, Directorate of Environmental Health, G-31, Engineer IV, G-28, Administrative Assistant IV, G-27, Disease Control Specialist I, G-18, Disease Control Specialist II, G-21, Disease Control Specialist III, G-24, Disease Control Specialist IV, G-27, and Disease Control Specialist V, G- 29, classes of work situated in the Department of Health.

1. Weeknight Coverage (Monday through Friday, 4:00 p.m. to 8:00 a.m.)

a. Staff personnel designated to remain on-call for emergencies will receive two (2) hours compensatory time for each day they provide weeknight coverage.

b. Time worked by telephone for the resolution of emergencies shall be compensated with compensatory leave on an hour-for-hour basis.

c. Work time spent at an emergency site, including travel time to and from the emergency site, will be compensated at the employee's straight-time rate or by straight compensatory time, at the employee's election.

2. Weekend and Holiday Coverage (8:00 a.m. Saturday to 8:00 a.m. Monday or 8:00 a.m. on a holiday to 8:00 a.m. the following day)

a. Staff personnel designated to remain on-call for emergencies on a weekend day will receive Twenty-five Dollars (\$25), Forty Dollars (\$40) for each holiday, or six (6) hours compensatory time per day at the employee's election.

b. Time worked by telephone for the resolution of emergencies shall be



compensated with compensatory leave on an hour-for-hour basis.

c. Work time spent at an emergency site, including travel time to and from the emergency site, will be paid at the employee's straight- time rate or by straight compensatory time, at the employee's election.

F. Clothing Allowance for School Crossing Guard Supervisor

Employees occupying the classification of School Crossing Guard Supervisor who are required to wear uniforms shall be entitled to an annual clothing allowance as approved by the Chief of Police.

G. "On Call" Pay for Supervisor, School Crossing Guard and Assistant Supervisor, School Crossing Guard

Employees in the Supervisor, School Crossing Guard and Assistant Supervisor, School Crossing Guard classes of work who are assigned to remain on call during either evening or early morning hours to receive calls from Crossing Guards requiring sick or other emergency leave, and arrange for alternative post coverage, shall be compensated at a flat rate of \$50.00 per week for the following periods when the work is actually performed:

1. Weeknight "On Call" Coverage (Sunday through Thursday, 7 P.M. to 9 P.M.)
2. Weekday "On Call" Coverage (Monday through Friday, 6 A.M. to 7 A.M.)

H. Special Compensation for Construction Standard Inspector and Related Classes of Work

Employees in the Construction Standards Inspector IV, G-24, Construction Standards Code Enforcement Officer, G-27, Chief Electrical Inspector, G-27, and Chief, Construction Standards Division, G-33, classes of work will receive a special duty pay supplement at a rate of five percent (5%) per hour above their regular base pay, provided they substantiate to the County that they have passed the applicable Building Officials and Code Administrators (BOCA) examination listed immediately below:

- a. One and two family dwelling building examination
- b. One and two family dwelling electrical examination
- c. One and two family dwelling mechanical examination
- d. One and two family dwelling plumbing examination
- e. Building general examination

f. Fire protection general examination

Employees in those classes of work specified above who perform commercial electrical inspections will receive a special duty pay supplement at a rate of five percent (5%) per hour above their regular base pay, provided they substantiate to the County that they have passed both the BOCA one and two family dwelling electrical examination and the BOCA electrical general examination.

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

Employees in those classes of work specified above who are situated in the Department of Public Works and Transportation will receive a special duty pay supplement at a rate of five percent (5%) per hour above their regular base pay provided that they substantiate to the County that they have passed a County recognized inspection certification program related to the Department of Public Works and Transportation inspection functions.

I. Certification of Engineering Technician

Employees in the Engineering Technician class of work will receive a special duty pay supplement at a rate of five percent (5%) per hour above their regular base pay provided that they substantiate to the County that they have been awarded an Engineering Technician, Level III, Certification from the National Institute for Certification of Engineering Technicians (NICET).

J. A one-time payment in the amount of One Thousand Dollars (\$1,000) is hereby granted to each permanent County employee covered by this Salary Schedule working fifty (50) hours or more per pay period. A one-time payment in the amount of Five Hundred Dollars (\$500) is hereby granted to each permanent County employee covered by this Salary Schedule working less than fifty (50) hours per pay period. Said payment shall not be made part of the base salary schedule and shall be considered in the nature of premium pay for purposes of retirement and other benefit computations. In order to be eligible for the payment, the employee must have been continuously employed by the County from July 1, 1997 to November 26, 1997.

IX. LEAVE PROVISIONS

A. Sick Leave

Sick leave may be accumulated from year to year.

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

Employees who work on a year-round part-time basis for forty (40) or more hours per pay period shall accrue sick leave in proportion to the hours worked during each pay

period.

B. Annual Leave

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

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

Employees who work on a year-round part-time basis for forty (40) or more hours per pay period shall earn annual leave in proportion to the hours worked during each pay period.

C. Maximum Accumulation of Annual Leave

1. A maximum of 360 hours of accumulated annual leave earned beginning with the first pay period in Fiscal Year 1996 may be carried over from one (1) leave year to the next by an employee.
2. An employee shall be allowed to carry over annual leave earned as of the last full pay period in Fiscal Year 1995, even if such accumulated amount is in excess of the maximum allowed in subsection C. 1. above.
3. Annual leave hours in excess of the maximum allowed to be carried over to the next leave year are forfeited.

D. Sick and Annual Leave disposition upon separation

1. The annual and sick leave balances accumulated by an employee shall, upon the employee's separation from employment, with proper notice of separation as determined by the employee's appointing authority, be liquidated in the following manner:
  - a. The employee may elect to retain all or any portion of the employee's sick and annual leave balances credited to the employee's leave record for the period of time equal to the employee's eligibility for reappointment as determined in accordance with Section 16-148(a)(8);
  - b. The employee may elect to apply all or any portion of the employee's sick and annual leave balances to employment elsewhere, provided another employer has agreed to accept accumulated sick or annual leave balances for credit on behalf of the employee;

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

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

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

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

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

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

#### E. Personal Leave

Effective January 1, 1993 two (2) personal leave days shall be granted to all permanent, full-time employees and one (1) personal leave day shall be granted to all permanent part-time employees eligible for annual leave.

An additional four (4) hours of personal leave per year, or the appropriate proportionate amount for part-time employees shall be granted in accordance with CB-86-1996.

Personal leave may be taken in four-hour increments.

F. Compensatory Leave

Employees assigned to grades in the General Schedule who are otherwise entitled to earn overtime compensation pursuant to Section VIII. may elect to earn compensatory leave in lieu of overtime compensation, except that employees in Grades 21 through 24, inclusive, are entitled to earn compensatory leave without written approval of the appointing authority.

Accrual and use of compensatory leave shall be subject to the following restrictions:

No employee shall accrue more than 240 hours of compensatory leave. An employee shall be granted compensatory leave by the appointing authority within a reasonable period after requesting leave if the use of compensatory leave does not unduly disrupt the operation of the agency.

An employee covered by the Fair Labor Standards Act who has accrued compensatory leave shall, upon termination of employment, be paid for all unused compensatory leave at the greater of (i) the final regular rate received by such employee, or (ii) the average regular rate received by such employee during the last three (3) years of employment.

G. Administration of Leave

The provisions governing the administration of the above types of leave, as well as other types of leave (holiday, administrative, military, parental, family and medical, disability, leave without pay, and absence without leave) are specified in Division 17 of the Personnel Law and Administrative Procedure 284.

X. INCENTIVE AWARDS

To the extent that funds have been appropriated for such purpose, employees may be granted incentive awards, subject to the provisions of Section 16-209 of the Personnel Law and Administrative Procedure 216, as amended by the Chief Administrative Officer.

XI. UNEMPLOYMENT INSURANCE

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

XII. RETIREMENT BENEFITS AND CONTRIBUTIONS

A. Employees paid in accordance with this Salary Schedule and who are enrolled in the

Maryland State Employees' Retirement System shall pay retirement contributions at the rate of five percent (5%) or seven percent (7%) of base salary, depending on the plan in which the employee is enrolled.

B. Current participants in the Employees' Retirement System may transfer to the Employees' Pension System, which is non-contributory up to the Social Security Wage Base.

C. All classified employees hired on or after January 1, 1980, must enroll in the Employees' Pension System.

D. The County's contribution rate shall be that amount as established from time to time by the State. Employee contributions (where applicable) shall be made through payroll deductions. If changes/improvements in retirement benefits are made, contributions may be adjusted accordingly.

E. Supplemental Pension Benefit

1. Benefit Accrual and Amounts.

Employees hired before January 1, 1991 covered by this Salary Schedule who elected to participate in the Supplemental Pension Plan and all employees hired on or after January 1, 1991 will participate in a supplemental pension benefit program pursuant to rules established in the Supplemental Pension Plan. 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 0.8% times the number of years of actual and continuous service the employee has as a full-time Prince George's County employee, to a maximum of twenty-five years of actual and continuous service, multiplied by the employee's average annual compensation, as determined pursuant to paragraph 5, below.

b. The Board of Trustees for the Supplemental Pension Plan may establish contribution and benefit accrual rates, maximum benefits and special retirement incentives or provisions as it deems appropriate; provided, however, that employee benefits under this plan may not be reduced without prior approval of the County Council.

2. Vesting.

a. Minimum Continuous Service Requirements

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

b. Vested Benefit

An employee completing the minimum continuous service requirements of paragraph 2.a., above, shall be entitled to receive a monthly benefit as determined pursuant to

the Plan; provided, however, that no employee terminated for disciplinary reasons will be entitled to any benefit under this Section.

3. Benefit Payment.

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

4. Funding.

The cost of funding the supplemental pension benefit described in this Section E will be shared by the employee and the County through regular contributions each pay period. The employee shall contribute, through payroll deduction, an amount equal to one half the cost of providing this benefit. Effective with the pay period beginning on May 24, 1998, employee contribution to the Supplemental Pension Plan will be at a rate of four and twenty-seven hundredths percent (4.27%) of base salary.

5. Definitions.

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

b. Average Annual Compensation means an amount computed by dividing by three the compensation actually received by an employee during whatever period of thirty-six (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. Discontinued Service Benefit.

In accordance with CR-41-1995, any employee separating from County Service on or after July 6, 1995 shall not be eligible for the Discontinued Service Benefit.

7. IRS Pickup Plan

The County shall pick up, within the meaning of Section 414(h) (2) of the Internal Revenue Code, the employee contributions required by paragraph 4. (Funding) hereof. Such amounts:

(1) are designated as employee contributions to be picked up by the County within the meaning of Section 414 (h) (2) of the Internal Revenue Code and shall be treated as employer contributions in determining the tax treatment of such amounts under that section;

(2) shall reduce the taxable compensation of the employee in an amount that equals the employee contributions picked up by the County;

(3) shall be paid by the County from the same source of funds that is used to pay compensation to the employee;

(4) shall, for all other purposes, be treated in the same manner and to the same extent as employee contributions made before establishment of the pickup plan.

Employees shall not be entitled to receive such amounts directly in lieu of having such amounts picked up by the County. This pickup plan becomes effective for pay periods beginning on or after its approval by the County Executive and the County Council. The County shall apply to the Internal Revenue Service for a private letter ruling or other approval with respect to the pickup plan, but neither the application nor the receipt of such a ruling or approval are prerequisites to the implementation of the pickup plan.

### **XIII. GROUP HEALTH INSURANCE**

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

B. For those employees who elect to enroll in a pre-paid group health plan or Health Maintenance Organization (HMO), the County's contribution shall be equal to eighty percent (80%) of the cost of HMO coverage and the participating employee's contribution shall equal the remaining twenty percent (20%).

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

D. The Employer shall contribute ninety percent (90%) to the County's 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.

E. 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.

F. Employees may 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.

G. 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 \$5 per pay period for the 1999 Plan Year.

#### **XIV. LIFE INSURANCE**

The County shall pay one hundred percent (100%) of the monthly premium for County life insurance for each employee in the amount of two (2) times the employee's annual salary up to a maximum amount of one hundred fifty thousand dollars (\$150,000). Employees may choose to increase their life insurance from one to four times their annual salary up to a total of \$750,000 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 shall pay a death benefit of \$5,000 upon the death of any County employee whose death results from an accidental personal injury arising out of and in the course of his/her employment.

#### **XV. SOCIAL SECURITY**

Effective January 1, 1998, the County and each employee paid in accordance with this Salary Schedule shall make contributions to the Social Security fund of 7.65% of the first \$68,400, and 1.45% of the remainder paid in wages per employee per calendar year. Employee contributions shall be made through payroll deductions.

Subsequent changes in the Social Security tax rate and/or the taxable wage base as enacted through Federal legislation shall be applied in computing Social Security contributions by the County and each employee.

#### **XVI. WORKER'S COMPENSATION**

The County will provide, at its own cost, all benefits due to an employee pursuant to the Maryland Worker's Compensation Law, Title 9 of the Maryland Labor and Employment Code Annotated.

#### **XVII. PAY PLAN POLICY STATEMENT**

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