

COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND

1995 Legislative Session

Resolution No. CR-68-1995

Proposed by Chairwoman MacKinnon (by request - County Executive)

Introduced by Council Members MacKinnon and Bailey

Co-Sponsors

Date of Introduction October 17, 1995

RESOLUTION

A RESOLUTION concerning

Compensation and Benefits,

Fire Officials - Salary Schedule "F-O"

FOR the purpose of amending the Salary Plan of the County to reflect certain wage and benefit modifications of Fire Officials.

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

WHEREAS, the Salary Plan must at this time be amended by the approval of a salary schedule to reflect the modifications for the Fire Officials.

NOW, THEREFORE, BE IT RESOLVED by the County Council of Prince George's County, Maryland, that the salary schedule "F-O" submitted and recommended by the County Executive on October 11, 1995, which is attached hereto and made a part hereof, setting forth the following modifications: no cost of living or merit step increases during Fiscal Year 1996; an increase in employee pension contributions by three percent (3%); the \$825 clothing allowance will not be paid during Fiscal Year 1996; the \$225 Physical Training Supplement will not be paid during Fiscal Year 1996; and further establishing the workweek, designation of meal periods, leave provisions, incentive awards, unemployment insurance, retirement contributions, uniforms, clothing allowance, educational incentive pay, group health insurance, life insurance, death and disability payments, social security, worker's compensation, unused sick leave payment, for such employees, be and the same is hereby

approved.

Adopted this _____ day of _____, 1995.

COUNTY COUNCIL OF PRINCE
GEORGE'S COUNTY, MARYLAND

BY:

Anne T. MacKinnon
Chairwoman

ATTEST:

Joyce T. Sweeney
Clerk of the Council

SALARY SCHEDULE F-O
SCHEDULE OF PAY GRADES
FIRE OFFICIALS (FIRE MAJOR)
PRINCE GEORGE'S COUNTY, MARYLAND
EFFECTIVE JULY 1, 1995 - JUNE 30, 1996

TABLE OF CONTENTS

	<u>PAGE</u>
I. Scheduled Pay Rates	1
II. Merit Increases for Fiscal Year 1996	2
III. Cost of Living Adjustment.....	2
IV. Workweek	3
V. Designation of Meal Periods.....	3
VI. Leave Provisions	3
VII. Incentive Awards	5
VIII. Unemployment Insurance	5
IX. Retirement Contributions.....	5
X. Uniforms	6
XI. Clothing Allowance	6
XII. Physical Training Supplement	6
XIII. Educational Incentive Pay.....	6
XIV. EMT Pay	6
XV. Group Health Insurance	6
XVI. Life Insurance.....	7
XVII. Death and Disability Payments	7
XVIII. Social Security	8
XIX. Workers Compensation.....	8
XX. Pay Plan Policy Statement	8

I. Scheduled Pay Rates

SALARY SCHEDULE F-O - EFFECTIVE JULY 1, 1995
 SCHEDULE OF PAY GRADES - FIRE OFFICIALS
 PRINCE GEORGE'S COUNTY, MARYLAND

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
S07	HOURLY	24.8809	43.3657
(Fire	BIWKLY	1,990.47	3,469.26
Major)	ANNUAL	51,752	90,201

The hourly rates are the same as the March 5, 1995 rates as adopted by CR-79-1994. For administrative purposes, the hourly rates are the controlling rates. Bi-weekly rates are hourly rates multiplied by 80. Annual rates are the hourly rates multiplied by 2,080 and rounded to the nearest dollar.

MIN-MAX SYSTEM:

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

Effective July 2, 1993, the "MIN-MAX" system in effect for employees covered under this Salary Schedule is governed by the following rules:

- A. Employees covered by this Salary Schedule and hired before July 1, 1989 will keep the anniversary dates that they held on July 1, 1989 for as long as they are continuously employed. Employees hired on or after July 1, 1989 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.
- B. Merit steps will have the value of three and one-half percent (3 1/2%).
- C. (1) If, upon the granting of a three and one-half percent (3 1/2%) merit increase, an employee's salary is one percent or less from the applicable maximum rate, the employee will have his/her salary rate adjusted to the applicable maximum rate.

(2) If, upon the granting of a three and one-half percent (3 1/2%) merit increase, an employee's salary rate is greater than one percent (1%) but less than three and one-half (3 1/2%) from the applicable maximum rate, the employee upon satisfactory completion of one (1) additional year of service, will have his/her salary rate adjusted to the applicable maximum rate.
- D. Steps for the purpose of promotions, demotions, discipline, and reallocations shall be at a rate of five percent (5%) and shall be governed by the Personnel Law.

II. Merit Increase for Fiscal Year 1996

No employee covered by this Salary Schedule will receive a merit step (anniversary) increase during the period from July 1, 1995 through June 30, 1996

III. Cost of Living Adjustment for Fiscal Year 1996

No employee covered by this Salary Schedule will receive a cost of living adjustment during the period from July 1, 1995 through June 30, 1996.

IV. Workweek

The workweek is the seven (7) consecutive pay period commencing at 12:01 a.m. Sunday, and ending the following Saturday midnight. The standard number of hours in the workweek is 40 productive hours.

V. Designation of Meal Periods

Any employee who works five (5) or more hours in any workday shall receive an unpaid one-half hour meal period in addition to the 40 productive hours.

VI. Leave Provisions

A. Sick Leave

Sick leave may be accumulated from year to year but is not reimbursable if County service ends before such accumulated leave is used, except as specified in below in paragraph D.

All full-time employees earn four and one-half (4 1/2) hours of sick leave each pay period with a periodic adjustment to ensure that each employee earns fifteen 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 adjustments to ensure that each employee earns 20 days.
After fifteen (15) years of service and above	Eight (8) hours per pay period .

Employees who work on a year-round part-time basis for 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

Two (2) paid personal leave days shall be granted to all employees eligible for annual leave.

F. Administration of Leave

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

VII. 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.

VIII. Unemployment Insurance

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

IX. Retirement Contributions

Effective July 1, 1995 employees paid in accordance with this Salary Schedule and who participate in the Fire Pension Plan (FPP) shall pay retirement contributions to the FPP at the rate of four percent (4%) of base salary. The County's contribution rate shall be that amount as established from time to time by the FPP. Employee contributions shall be made

through payroll deductions. If changes/improvements in retirement benefits are made, then contributions may be adjusted accordingly.

X. Uniforms

Required uniforms, with the exception of dress shoes, shall be provided by the Employer.

XI. Clothing Allowance

Employees covered by this Salary Schedule shall receive a clothing allowance of eight hundred twenty-five dollars (\$825.00) per year. This clothing allowance is not considered part of the employee's base pay, and will be paid in two (2) equal installments in July and January of each fiscal year.

Notwithstanding the previous paragraph, during FY96 (July 1, 1995 through June 30, 1996) employees covered by this Salary Schedule will not receive the clothing allowance referenced in the preceding paragraph.

XII. Physical Training Supplement

Employees covered by this Salary Schedule shall receive a Physical Training Supplement of two hundred twenty-five (\$225.00) per year. This physical training supplement is not considered part of the employees' base pay, and will be paid in two (2) equal installments in July and January.

Notwithstanding the previous paragraph, during FY96 (July 1, 1995 through June 30, 1996) employees covered by this Salary Scheudle will not receive the Physical Training Supplement referenced in the preceding paragraph.

XIII. Educational Incentive Pay

Only those employees who are receiving Educational Incentive Pay (EIP) as of June 28, 1980 shall be eligible to continue receiving EIP. In addition, no employee shall receive bi-weekly EIP in excess of the total dollar amount of EIP received for the pay period ending June 28, 1980. Effective July 1, 1988, the definition of compensation as set forth in Section 1 of the Fire Service Pension Plan, as revised and restated effective July 1, 1983, is amended to include Education Incentive Pay for retirement pension benefit purposes only.

XIV. EMT Pay

Employees covered by this Salary Schedule who retain the required level of EMT certification will receive EMT pay of forty-two dollars (\$42.00) per pay period.

XV. Group Health Insurance

A. Effective with contributions in June, 1995, for coverage beginning on July 1, 1995, the County shall contribute seventy-five percent (75%) to the cost of the County's health insurance program (CountyCare Choice) for any employee who elects to participate in the program. Participating employees shall contribute the remaining twenty-five percent (25%).

B. Effective with contributions in June, 1995, for coverage beginning on July 1, 1995, 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%).

C. Employees who retire on or after the dates of coverage indicated in paragraphs A. and B., above, will pay the contribution rates indicated for the type of coverage they have elected (i.e., those who participate in the County's health insurance program (CountyCare Choice) and retire on or after July 1, 1995 or July 1, 1995 will pay twenty-five percent (25%); those who participate in a prepaid group health plan or a Health Maintenance Organization (HMO) and retire on or after July 1, 1995 will pay twenty percent (20%).

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

E. A Dental Plan is available for employees. The employee pays the entire cost.

XVI. Life Insurance

The County shall pay one hundred percent (100%) of the monthly premium for the County life insurance coverage as authorized and in accordance with Section 16-212 of the Personnel Law. The maximum life insurance coverage for employees covered by this Salary Schedule under the County Basic group term life insurance policy shall be equivalent to two times the employee's annual salary (rounded to the nearest \$1000) but not to exceed two hundred thousand dollars (\$200,000).

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

XVII. Death and Disability Payments

A. Any condition or impairment of health of any person employed by Prince George's County, Maryland, as a Firefighter caused by lung disease, heart disease or hypertension resulting in total or partial disability or death, shall be presumed to be a service-connected disability and to have been suffered in the line of duty and as a result of his/her employment.

B. Any such employee whose disability results from a condition or impairment of health caused by lung disease, heart disease or hypertension, shall receive such benefits as the employee may be entitled to under any existing or hereinafter created retirement or employee benefit system.

C. It is the intention of this Section for any such County employee who suffers from a condition or impairment of health caused by lung disease, heart disease or hypertension to receive full service-connected disability benefits from any retirement or employee benefit system unless evidence is produced which shall demonstrate to a reasonable degree of medical certainty that the employee's impairment of health or disability is not related to his/her employment.

D. This Section shall apply to all pending claims for service- connected disability benefits irrespective of the time when the condition or impairment of health shall have first become manifested.

XVIII. Social Security

Effective January 1, 1995, the County and each employee paid in accordance with this Salary Schedule shall make contributions to the Social Security fund at 7.65% of the first \$61,200, 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.

XIX. 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, Article 101, Annotated Code of Maryland.

XX. 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 other 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.