

**COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND****1997 Legislative Session**Resolution No. CR-54-1997Proposed by The Chairman (by request - County Executive)Introduced by Council Members Esteppe, Wilson and Gourdine

Co-Sponsors

Date of Introduction September 2, 1997**RESOLUTION**

A RESOLUTION concerning

Compensation and Benefits - Police Officials

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the County Council of Prince George's County, Maryland, that the Salary Schedule submitted and recommended by the County Executive on August 19, 1997, which is attached hereto and made a part hereof, setting forth the following modifications: no merit increase or cost of living increase during FY97; a two percent (2%) cost of living increase effective the first full pay period on or after July 1, 1997, a one percent (1%) cost of living increase effective the first full pay period on or after January 1, 1998; a two and one-half percent (2 1/2%) cost of living increase effective the first full pay period on or after January 1, 1999; merit increases in FY98 and FY99, increase in employee HMO contribution from fifteen percent (15%) to twenty percent (20%); restructuring of holiday pay; modifications in annual and sick leave benefit, for such employees, be and the same is hereby approved.

Adopted this 7th day of October, 1997.

COUNTY COUNCIL OF PRINCE  
GEORGE'S COUNTY, MARYLAND

BY:  
Dorothy F. Bailey  
Chair

ATTEST:

Joyce T. Sweeney  
Clerk of the Council

SALARY SCHEDULE P-O  
PUBLIC SAFETY SCHEDULES OF PAY GRADES  
FOR POLICE OFFICIALS  
PRINCE GEORGE'S COUNTY, MARYLAND  
EFFECTIVE JULY 1, 1996 - JUNE 30, 1999

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1. Cost of Living Adjustments

There will be no cost of living adjustment for employees covered by this Salary Schedule between the period from July 1, 1996 through June 30, 1997.

Effective the first full pay period beginning on or after July 1, 1997, employees covered by this Salary Schedule will receive a two percent (2%) increase in their base hourly rates of pay.

Effective the first full pay period beginning on or after January 1, 1998, employees covered by this Salary Schedule will receive a one percent (1%) increase in their base hourly rates of pay.

Effective the first full pay period beginning on or after January 1, 1999, employees covered by this Salary Schedule will receive a two and one-half percent (2 1/2%) increase in their base hourly rates of pay.

2. Merit Step Increases

There will be no merit step increase for employees covered by this Salary Schedule between the period from July 1, 1996 through June 30, 1997.

Employees covered by this Salary Schedule who are otherwise eligible to receive a merit increase during the period from July 1, 1997 through June 30, 1998, will receive it.

Employees covered by this Salary Schedule who are otherwise eligible to receive a merit increase during the period from July 1, 1998 through June 30, 1999, will receive it.

Effective beginning on July 1, 1997, any police officer covered by this Salary Schedule hired before July 1, 1996 who completes eighteen (18) years of actual and continuous service as defined in the Police Pension Plan but who is not at the step for his/her rank on the Uniform Wage Scale which reflects the completion of eighteen (18) years of service will be placed at that step on the employee's anniversary date which occurs on or after the completion of his/her eighteenth (18th) year of service.

3. Uniform Wage Scale

The Uniform Wage Scale described below, and the Scheduled Pay Rates in effect as of July 1, 1997 as reflected in Section V of this Salary Schedule shall remain in effect until June 30, 1999.

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

A. DESCRIPTION OF THE UNIFORM WAGE SCALE

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

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

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

Employees covered by this Salary Schedule and hired before July 1, 1987 will keep the anniversary dates that they held on July 1, 1987 for as long as they are continuously employed. Employees hired on or after July 1, 1987 will have as their anniversary dates the dates of their initial appointment and those anniversary dates will not be changed while those employees are continuously employed. Effective June 30, 1996, the County will adjust the employee's anniversary date to the earlier of the employee's date of hire or current anniversary date.

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

B. IMPLEMENTATION OF THE UNIFORM WAGE SCALE

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

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

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

FY91. On their anniversary dates during FY91, an officer below the step which would be warranted by his or her years of service will be placed at that Step. An officer who was hired

at a rate of pay greater than the entry rate will be placed on the pay scale pursuant to this rule so as to maintain the resultant step differential.

4. Modification of Uniform Wage Scale

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

A. DESCRIPTION OF MODIFIED UNIFORM WAGE SCALE

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

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

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

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

B. IMPLEMENTATION OF MODIFIED UNIFORM WAGE SCALE

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

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

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

5. Scheduled Pay Rates

SCHEDULE P-O POLICE OFFICIALS  
UNIFORM WAGE SCALE  
IN EFFECT AS OF JULY 1, 1996  
PRINCE GEORGE'S COUNTY, MARYLAND

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

The hourly rates are the same as the March 5, 1995 rates as adopted by CR-52-1994. The hourly rates are the controlling rates. Biweekly rates are the hourly rates multiplied by 80 and rounded to the nearest cent. Annual rates are hourly rates multiplied by 2080 and rounded to the nearest dollar.



SCHEDULE P-O POLICE OFFICIALS  
UNIFORM WAGE SCALE  
EFFECTIVE JULY 6, 1997  
PRINCE GEORGE'S COUNTY, MARYLAND

STEP		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
YRS SERVICE		1	2	3	4	5	6	7	8	9	10	11	12	13-14	15-17	18+
L06																
HOURLY		23.8839	24.7199	25.5850	26.4806	27.4074	28.3666	29.3594	30.3870	31.4505	32.5513	33.6904	34.7012	35.7422	36.8146	37.9189
BIWEEKLY		1910.72	1977.60	2046.79	2118.45	2192.59	2269.33	2348.75	2430.97	2516.03	2604.10	2695.23	2776.09	2859.38	2945.17	3033.51
ANNUAL	49,678	51,417	53,216	55,080	57,008	59,003	61,067	63,205	65,417	67,707	70,076	72,178	74,344	76,574	78,872	
L07																
HOURLY		26.2722	27.1919	28.1436	29.1288	30.1480	31.2033	32.2953	33.4258	34.5957	35.8064	37.0596	38.1715	39.3166	40.4961	41.7110
BIWEEKLY		2101.78	2175.35	2251.49	2330.30	2411.84	2496.27	2583.63	2674.06	2767.66	2864.51	2964.76	3053.72	3145.33	3239.69	3336.88
ANNUAL	54,647	56,559	58,539	60,588	62,708	64,903	67,174	69,525	71,959	74,477	77,083	79,397	81,779	84,232	86,759	

The hourly rates are the July 1, 1995 rates multiplied by 102%. The hourly rates are the controlling rates. Biweekly rates are the hourly rates multiplied by 80 and rounded to the nearest cent. Annual rates are hourly rates multiplied by 2080 and rounded to the nearest dollar.

SCHEDULE P-O POLICE OFFICIALS  
UNIFORM WAGE SCALE  
EFFECTIVE JANUARY 4, 1998  
PRINCE GEORGE'S COUNTY, MARYLAND

STEP		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
YRS SERVICE		1	2	3	4	5	6	7	8	9	10	11	12	13-14	15-17	18+
L06																
HOURLY		24.1228	24.9671	25.8408	26.7454	27.6815	28.6503	29.6530	30.6909	31.7650	32.8768	34.0273	35.0482	36.0997	37.1827	38.2981
BIWEEKLY		1929.82	1997.37	2067.26	2139.63	2214.52	2292.02	2372.24	2455.28	2541.19	2630.14	2722.18	2803.85	2887.97	2974.62	3063.85
ANNUAL	50,175	51,931	53,749	55,631	57,578	59,593	61,678	63,837	66,071	68,384	70,777	72,900	75,087	77,340	79,660	
L07																
HOURLY		26.5350	27.4638	28.4251	29.4200	30.4495	31.5154	32.6183	33.7601	34.9417	36.1644	37.4302	38.5532	39.7098	40.9011	42.1281
BIWEEKLY		2122.80	2197.11	2274.00	2353.61	2435.96	2521.23	2609.47	2700.80	2795.33	2893.15	2994.41	3084.25	3176.79	3272.09	3370.25
ANNUAL	55,193	57,125	59,124	61,194	63,335	65,552	67,846	70,220	72,679	75,222	77,854	80,191	82,596	85,074	87,627	

The hourly rates are the July 6, 1997 rates multiplied by 101%. The hourly rates are the controlling rates. Biweekly rates are the hourly rates multiplied by 80 and rounded to the nearest cent. Annual rates are hourly rates multiplied by 2080 and rounded to the nearest dollar.

SCHEDULE P-O POLICE OFFICIALS  
UNIFORM WAGE SCALE  
EFFECTIVE JANUARY 3, 1999  
PRINCE GEORGE'S COUNTY, MARYLAND

STEP		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
YRS SERVICE		1	2	3	4	5	6	7	8	9	10	11	12	13-14	15-17	18+
L06																
HOURLY		24.7258	25.5913	26.4868	27.4141	28.3735	29.3665	30.3943	31.4582	32.5591	33.6987	34.8780	35.9244	37.0021	38.1123	39.2555
BIWEEKLY		1978.07	2047.31	2118.94	2193.12	2269.88	2349.32	2431.55	2516.66	2604.72	2695.90	2790.23	2873.95	2960.17	3048.99	3140.44
ANNUAL	51,429	53,230	55,092	57,022	59,017	61,083	63,220	65,433	67,723	70,093	72,546	74,723	76,964	79,274	81,652	
L07																
HOURLY		27.1983	28.1504	29.1357	30.1555	31.2108	32.3032	33.4338	34.6041	35.8152	37.0686	38.3659	39.5170	40.7025	41.9236	43.1813
BIWEEKLY		2175.87	2252.04	2330.85	2412.45	2496.86	2584.26	2674.70	2768.32	2865.22	2965.48	3069.27	3161.36	3256.21	3353.89	3454.50
ANNUAL	56,573	58,553	60,602	62,724	64,918	67,190	69,542	71,976	74,496	77,103	79,801	82,196	84,661	87,201	89,817	

The hourly rates are the January 4, 1998 rates multiplied by 1.025%. The hourly rates are the controlling rates. Biweekly rates are the hourly rates multiplied by 80 and rounded to the nearest cent. Annual rates are hourly rates multiplied by 2080 and rounded to the nearest dollar.

6. Workweek

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

7. Designation of Meal Periods

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

8. Holidays and Holiday Pay

The Personnel Law establishes the regular holidays for County employees including those employees covered by this Salary Schedule. "Police Memorial Day," will be recognized and observed on May 15 of each year as a County holiday for employees covered by this Salary Schedule. Eligible employees shall receive straight time pay for each of the designated holidays on which they perform no work.

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

Operational Duty Commanders shall not be paid overtime.

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

Effective beginning in FY98, ODCs who work on a core holiday (New Year's Day, Independence Day, Thanksgiving Day, and Christmas Day) shall be paid at two (2) times their regular rate of pay for each hour worked (except overtime), but shall not receive another day off. Any overtime performed by an employee on a holiday shall be compensated in accordance with the employee's regular overtime rate (i.e., no pyramiding).

Effective beginning in FY98, if the ODC works on any of the remaining holidays, the ODC may elect to receive one and one-half (1 1/2) times the officer's base rate of pay plus one-half (1/2) of the number of hours in the officer's normal daily work schedule in annual leave or to receive straight time for hours worked plus compensatory leave at the straight time rate for hours worked plus annual leave for one-half (1/2) of the number of hours worked.

Effective beginning in FY98, if the holiday falls on the ODCs normally scheduled day off, the ODC will not receive an extra day's pay, but the ODC may elect another day off

or one-half (1/2) the number of hours in the ODCs normal daily work schedule in annual leave.

9. Shift Differential (Operational Duty Commanders)

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

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

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

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

E. Any employee specifically assigned to the second shift (i.e., the day shift - 0700 hours to 1700 hours) shall not be entitled to a shift differential.

Evening shift differential commences at 1500 hours (3:00 p.m.), as long as four or more hours of the normal work day fall after 1500 hours. For example, a work day commencing at 1200 hours and ending at 2000 hours entitles the employee to payment for five hours of evening shift differential. The following table depicts this payment schedule:

<u>Hours Worked</u>	<u>Hours Paid Evening Shift Differential</u>
0900-1700	0
1000-1800	0
1100-1900	4 (4 hours past 1500)
1200-2000	5 (5 hours past 1500)
1300-2100	6 (6 hours past 1500)
1400-2200	7 (7 hours past 1500)
1500-2300	8

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

10. Leave Provisions

A. Sick Leave and Bereavement Leave

Sick Leave and Bereavement Leave policies shall be administered in accordance with the Personnel Law except that the first three days of bereavement leave taken upon the death of a parent, spouse or child will be administrative leave rather than sick leave.

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

#### B. Annual Leave

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

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

2. 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).

3. An employee shall be allowed to carry over annual leave earned as of the last full pay period in leave year 1996 (i.e., old annual leave) even if such accumulated amount is in excess of the maximum allowed in Subsection A, above or in excess of the 130 day maximum formerly allowed in Section 5.02.

4. Effective beginning with the 1997 leave year, new annual leave in excess of the three hundred sixty (360) hours limit at the end of a leave year will automatically convert to new sick leave. The Police Pension Plan shall be amended to provide that new sick leave converted from annual leave under this subparagraph, up to a combined total for each officer of 1,040 hours of annual leave and this new sick leave, may be used to purchase pension credit at the rate of 40 hours for each month of pension credit.

#### F. Sick and Annual Leave Disposition Upon Separation

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

1. The employee may elect to retain all or any portion of the employee's sick and annual leave balances credited to the employee's leave record for the period of

time equal to the employee's eligibility for reappointment as determined in accordance with Section 16-148 (a) (8);

2. The employee may elect to apply all or any portion of the employee's sick and annual leave balances to employment elsewhere, provided another employer has agreed to accept accumulated sick or annual leave balances for credit on behalf of the employee.
3. The employee may elect to receive cash payment for all or any portion of the employee's annual leave balance in an amount equal to the total number of unused annual leave hours multiplied by the employee's final base hourly rate of pay, subject to the following:
  - A. Upon separation from employment, employees who participate in the pension plan may elect to receive a cash payment for the remainder of their annual leave hours that were accumulated as of the end of the 1996 leave year or for up to 360 hours of accumulated annual leave, whichever is greater. Any remaining amount would be applied toward service credit in the pension plan as provided in Paragraph I. of Article XXVII of this Agreement.
4. Upon separation from employment for non-disciplinary reasons (including but not limited to retirement, disability and death), eligible employees will receive cash payment for unused sick leave accumulated as of the end of the 1996 leave year at 2.5% for each year of service (through the date of separation) at the employee's base hourly rate of pay as of January 4, 1997. However, if a police officer with less than twenty (20) years of actual service terminates employment as a result of death or disability, he/she shall receive a 50% cash-out of unused accumulated sick leave as of the end of the 1996 leave year.
5. For individuals who participate in the pension plan, sick leave earned beginning with the 1997 leave year (i.e., new sick leave) is not subject to cash payment upon separation, but is available to purchase service credit under the pension plan as provided in paragraph I. of Article XXVII (Pension Plan) of this agreement. However, officers whose employment terminates because of death are eligible for cash payment for all sick leave earned, including sick leave earned beginning with the 1997 leave year, at the rates set forth in paragraph 4., immediately above.
6. Notwithstanding any provision in this section to the contrary, an employee who is involuntarily separated from employment with the County for disciplinary reasons is not entitled to any payment for unused sick leave.

D. Family and Medical Leave

Employees covered by this Salary Schedule are entitled to family leave as

provided in Section 16-225.02 of the Personnel Law.

E. Personal Leave

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

F. Discretionary Leave

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

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

G. Disability Leave

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

H. Administration of Leave

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

11. Educational Incentive Pay

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

12. Contribution to Retirement Trust Fund



The employee contribution to the retirement trust fund is five and one-half percent (5 1/2%) of salary.

13. Clothing Allowance

A. All clothing allowances provided for herein are for the purchase of clothing and leather goods to supplement the uniform items issued, routine uniform maintenance, and replacement of uniform items rendered unserviceable through normal wear and tear. Replacement of uniform items damaged during the performance of duty will be accomplished pursuant to departmental policy. New uniform items required by a change in the uniform will be provided by the Department at no cost to the officer. All clothing allowances paid pursuant to this Salary Schedule shall be disbursed in advance in two (2) equal installments in July and January of the applicable fiscal year. Effective beginning in FY98, all clothing allowances paid pursuant to this Salary Schedule shall be disbursed in advance in one (1) installment in July of the applicable fiscal year. Charging uniform purchases against an advance payment is discontinued.

B. A clothing allowance of nine hundred twenty five dollars (\$925.00) shall be disbursed during Fiscal Years 1997, 1998 and 1999.

14. Fitness Indicator Test (FIT) Program

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

Average score of 3 or better -- \$100

Average score of 4 or better -- \$200

Average score of 5 or better -- \$400

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

15. Death and Disability Benefits

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

The accidental death insurance policy the County maintains for employees covered by this Salary Schedule shall be payable in the amount of fifty thousand dollars (\$50,000) to

an employee's designated beneficiary should the officer be killed in the line of duty.

16. Group Health Insurance

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

B. For those employees who elect to enroll in a pre-paid group health plan or Health Maintenance Organization (HMO), the current \$3/\$6/\$9 contribution rate for HMOs will continue for health insurance through December 31, 1994. For coverage beginning in January, 1995, the employee's contribution rate will increase to fifteen percent (15%) of the total cost of each plan, but not to exceed one hundred and ten percent (110%) of the FY94 amounts that represent fifteen percent (15%) of the cost of each plan. Effective in July, 1997, the employee's share will increase to twenty percent (20%) of the total cost of each plan.

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

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

17. Life Insurance

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

18. Workers' 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.

19. Unemployment Insurance

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

20. Incentive Awards

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

21. Pay Plan Policy Statement

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