

COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND

Legislative Session _____ 1991 _____

Bill No. _____ CB-108-1991 _____

Chapter No. _____ 89 _____

Proposed and Presented by _____ The Chairman (by request -
_____ County Executive) _____

Introduced by _____ Council Members Castaldi, Casula, Bell
_____ and Pemberton _____

Co-Sponsors _____

Date of Introduction _____ November 5, 1991 _____

BILL

AN ACT concerning

Collective Bargaining Agreement - Council 67,
American Federation of State, County and Municipal Employees,
AFL-CIO, and its affiliated Locals 2462 and 2735.

FOR the purpose of approving the labor agreement, as amended by
Memorandum of Understanding, by and between Prince George's County
and the American Federation of State, County and Municipal
Employees, AFL-CIO, and its affiliated Locals 2462 and 2735, to
provide for wage increases and certain other terms and conditions of
employment for personnel classifications certified by the Prince
George's County Public Employee Relations Board.

BY repealing and reenacting with amendments:

SUBTITLE 16. PERSONNEL.

Section 16-233(f)(3) and (7),
The Prince George's County Code
(1987 Edition, 1990 Supplement).

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County, Maryland, that Section 16-233(f)(3) and (7) of the Prince George's County Code be and the same is hereby repealed and reenacted with the following amendments:

SUBTITLE 16. PERSONNEL.

DIVISION 19. COLLECTIVE BARGAINING.

Sec. 16-233. General.

(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 affiliated locals, including Local 2462, on [September 26, 1989] October 8, 1991, and the amendment thereto, hereby approves said agreement and the amendment thereto, 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 affiliated locals, including Local 2735, on [September 26, 1989] October 8, 1991, 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 provisions of the contract shall be retroactively effective to July 1, 1991.

Adopted this 26th day of November, 1991.

COUNTY COUNCIL OF PRINCE
GEORGE'S COUNTY, MARYLAND

BY: _____
Richard J. Castaldi
Chairman

ATTEST:

Maurene W. Epps
Acting Clerk of the Council

APPROVED:

DATE: _____

BY: _____
Parris N. Glendening
County Executive

KEY:

Underscoring indicates language added to existing law.
[Brackets] indicate language deleted from existing law.
Asterisks *** indicate intervening existing Code provisions that remain unchanged.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into by and between Prince George's County, Maryland ("County") and Council 67 of the American Federation of State, County and Municipal Employees and Its Affiliated Locals 2462 and 2735 ("Union" or "AFSCME"). The purpose of this Memorandum is to amend the parties' collective bargaining agreement covering the period from July 1, 1991 through June 30, 1993 ("Agreement") in order to defer anniversary increases scheduled during the first ten (10) months of Fiscal Year 1993.

Specifically, the parties agree that Article 12 (WAGES) of the Agreement will be amended by changing the title before the second paragraph from "ONE YEAR STEP INCREASE DEFERRAL" to "STEP INCREASE DEFERRALS DURING FY92 AND FY93" and by adding a new third paragraph so that the retitled second and third paragraphs of the Agreement read as follows:

STEP INCREASE DEFERRALS DURING FY92 AND FY93

Employees covered by this Agreement who are eligible to receive an anniversary increase and advance to the next step for their grade on Salary Schedule A during FY92 will not advance to that step or receive the appropriate anniversary salary rate increase until the employees' respective anniversary dates during Fiscal Year 1993. These employees will receive one year of credit towards their next step increase during the deferral period.

Employees covered by this Agreement who are eligible to receive an anniversary increase and advance to the next step for their grade on Salary Schedule A during the first ten (10) months of FY93 will not advance to that step or receive the appropriate anniversary salary rate increase until the first full pay period beginning on or after May 1, 1993. These employees will receive appropriate credit towards their next step increase for the period of time their anniversary increases are deferred during FY93. This paragraph does not apply to employees covered by the preceding paragraph.

Signed this _____ day of _____, 1991 in Upper Marlboro, Prince George's County, Maryland.

AMERICAN FEDERATION OF
STATE, COUNTY AND MUNICIPAL
EMPLOYEES, AFL-CIO

PRINCE GEORGE'S COUNTY,
MARYLAND

Council 67

Parris N. Glendening
County Executive

Local 2462

Local 2735

Approved as to form and legal
sufficiency:

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, 1991 - June 30, 1993

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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.

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; 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, 16-39-00182-88S and 16-39-00251-88S 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 (pages 39-42).

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.

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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, marital status, race, color, religion, national origin, physical disability or political affiliation. 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, physical disability, age, marital status, political affiliation, religion, color, sex 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.

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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 local Union Presidents and the Chief Steward, or his designee, may participate with management representatives on a Labor-Management Committee. The Committee may meet as issues arise, but not more than once a month, unless agreed to by both parties. When agenda items affect a specific group or groups of employees covered by this Agreement (e.g., employees working at the Landfill), a group representative may, at the Union's request, also be permitted to attend the meeting.

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 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.

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Union Stewards shall be responsible in the units where they are employed, for representing the Union and members of the bargaining unit in meeting 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. 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 (17)
 - A. Brown Station Road
 - 1 - Urban Services
 - B. Forestville Complex (Central Communications Facility, Seat Pleasant, Forestville, D'Arcy Road)
 - 1 - OCS - Facilities Operation and Management
 - 1 - Landscaping - DPW&T, Highway Maintenance
 - 2 - Road Maintenance - DPW&T, Highway Maintenance
 - 1 - Equipment Maintenance Facilities - DPW&T - Transportation
 - 1 - Traffic Operations - DPW&T - Transportation
 - C. Hyattsville Complex (County Service Building, METRO)
 - 1 - OCS - Facilities Operation and Management
 - D. Upper Marlboro Complex (Courthouse, County Administration Building, Support Facilities)
 - 1 - OCS - Facilities Operation and Management
 - E. Glendale Facility
 - 1 - DPW&T, Highway Maintenance and Transportation
 - F. Brandywine Facility
 - 1 - DPW&T, Highway Maintenance and Transportation
 - G. Supervisory Unit
 - 1 for all locations.

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H. County Correctional Center

1 - OCS - Facilities Operation and Management

I. Fleet Management Garages (Central Services)

4 - One for each of the four garage locations:
Forestville #1 & #2, College Park, Ardmore and Marlow Heights.

2. Local 2735 (12)

A. Construction Standards Division (DER: Professional and Inspection Units)

1) Northern Area: College Park and Tech IV

2) Southern Area: County Administration Building, Tobacco Barn and Temple Hills.

B. Property Standards Division (DER:)

- 1) County Service Building
- 2) Tech Center IV

C. Animal Control Facility (DER: D'Arcy Road)

D. D'Arcy Road (DPW&T)

E. Brown Station Road Sanitary Landfill (DER)

F. Hyattsville - Aging (1)

G. Housing and Community Development (2)

H. Marlborough Towne - Field Staff (1)

Union stewards and 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 one level and to attend step one meetings, and Local Union Presidents will also be granted reasonable time off to attend step two meetings where appropriate. The parties agree that time spent by stewards and Local Union Presidents in investigating step one grievances will be kept to a minimum, that interviews conducted as part of the investigation will occur during non-work hours; and, that grievance investigations will at all times be conducted so as not to interfere unreasonably or unnecessarily with the Employer's operations.

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One County Administration Building parking permit will be provided to each Local union and the 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 13A108(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.

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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

One multi-bargaining unit employee shall be appointed as Chief Steward jointly by the two local Presidents and Director of Council 67 for the term of this Agreement. 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. Furthermore, he 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) calendar year. Local delegates of Local 2462 (7) and 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 two (2) days administrative leave per calendar 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 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

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requesting administrative leave, noting their department(s), Union Local(s), and the capacity in which they will be attending the event. The Office of Labor Relations will forward the request to the affected department head(s) 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 two (2) weeks 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 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.

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ARTICLE 12

WAGES

Effective the first full pay period beginning on or after June 1, 1992, employees covered by this Agreement will receive a seven percent (7%) increase in their base hourly rates of pay.

ONE YEAR STEP INCREASE DEFERRAL

Employees covered by this Agreement who are eligible to receive an anniversary increase and advance to the next step for their grade on Salary Schedule A during FY92 will not advance to that step or receive the appropriate anniversary salary rate increase until the employees' respective anniversary dates during Fiscal Year 1993. These employees will receive one year of credit towards their next step increase during the deferral period.

An employee will advance to the SEN+ level after four years at the SEN level and upon receiving a satisfactory performance evaluation.

Effective the first full pay period beginning on or after July 1, 1989, upon receiving a satisfactory performance evaluation, an employee will advance from the MIN Step to the MID Step after two years at MIN and from the MID step to the MAX Step, and the MAX Step to the SEN Step, after three years at MID and MAX, respectively.

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 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

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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 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.

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.

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Effective the first full pay period beginning on or after July 1, 1989, employees covered by this Agreement and regularly assigned to night or shift work shall be paid 60¢ per hour above the established rates on shifts which commence between the hours of 3:00 P.M. and 7:00 A.M. Effective the first full pay period beginning on or after July 1, 1990, the differential will be increased to 70¢ per hour. Effective the first full pay period beginning on or after July 1, 1991, the differential will be increased to 90¢ per hour. Notwithstanding the foregoing, the shift differential provided for herein may also be paid to employees of the Fleet Management Division of the Office of Central Services for shift work beginning at 2:00 p.m. rather than 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.

Snow and Ice Removal

1. The Director, at his 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 may, at his discretion, schedule employees to work snow and ice removal operations in a manner which he believes is necessary for safe and efficient operations.
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. 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

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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.

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:

(i) 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 hours in a workweek.

(ii) 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 7th consecutive day of work.

(iii) 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.

(iv) 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 insofar as it is consistent with the 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 that work.

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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 \$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 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.

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.

If the employer directs an Animal Control Officer to stand by, the officer will be paid a total of two hours of standby pay at the straight-time rate of pay for all hours on standby. To the extent

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permitted by applicable law, if an officer is called out, time worked on standby up to a maximum of two hours shall be set-off against the two hours of standby. Time worked on call-out in excess of two hours will be paid at the applicable rate.

Effective the first full pay period beginning on or after July 1, 1989, employees covered by this Agreement and represented by Local 2462 who are assigned to the Refuse Disposal Division or the Refuse Collection Division shall be paid a differential of sixty cents (60¢) for each hour actually worked. Effective the first full pay period beginning on or after July 1, 1990, the differential will be increased to seventy cents (70¢) per hour. Effective the first full pay period beginning on or after July 1, 1991, the differential will be increased to ninety cents (90¢) per hour. Likewise, Local 2735 Refuse Collection Inspectors will receive this differential when they are actually inspecting trash at the Landfill. 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. 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

Those Animal Control Officers who are provided uniforms will be paid a uniform maintenance allowance of \$300 during FY90, \$325

during FY91 and \$350 during FY92 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.

All permanent employees of the Department of Public Works and Transportation, the Department of Environmental Resources and the Office of Central Services in bargaining units represented by Local 2462 will be provided work clothing on a rental basis according to departmental policy.

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The County will provide and maintain uniforms for all employees covered by this Agreement in the Department of Housing and Community Development who are in plant operations and labor and trade classifications. The employer will furnish adequate rain gear where necessary to employees in those classifications.

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 a pair of approved safety shoes shall be entitled to a reimbursement of up to seventy dollars (\$70.00) during FY90, up to seventy-five dollars (\$75.00) during FY91 and up to eighty dollars (\$80.00) during FY92 towards the purchase of the pair of approved safety shoes on a once-a-year basis.

Construction and Property Standards Inspectors will receive an expense allowance of one hundred dollars (\$100.00) per year for actual expenses reasonably and necessarily incurred in the performance of their job duties. The allowance will be paid in two equal installments in July and January of each fiscal year.

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 credit of twenty-five dollars (\$25.00) per month. An employee eligible for this allowance may order replacement mechanic's tools necessary for work in the department against the tool allowance credit up to the amount accrued and not expended. However, any unused tool allowance credit remaining at the end of a fiscal year shall not be carried over to the next year.

ARTICLE 18

TEMPORARY ASSIGNMENTS

Employees who are required to perform duties of a higher job classification after ten (10) 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 calendar year.

The County shall not schedule work to intentionally circumvent the provisions of this article.

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This article shall not apply to an employee in a training work assignment. Employees shall have all training work assignments explained to them fully.

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.

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 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 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 level. The parties also recognize that management has the right to hire employees into jobs in a classification that is dually-allocated on a "non-dual allocation" basis, and in these cases, the foregoing provision does not apply (i.e., the probationary period is the normal six months.)

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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 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, reliability and physical

fitness 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:

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(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.

(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, 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 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 previous grade and position.

ARTICLE 22

TRANSFERS

If an employee desires to transfer to a vacant position within his 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 and the employee did not request the transfer, the employee will receive ten (10) working days advance written notice of the transfer where possible. The written notice will state the reason for the transfer and advise the employee of his 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 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:

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- (i) Voluntary resignation.
- (ii) Retirement.
- (iii) Discharge for just cause.
- (iv) 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.
- (v) Absence of three (3) consecutive workdays without reporting to the County unless the employee can establish justification for such failure to report.
- (vi) 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

Should a reduction-in-force become necessary for lack of work or funds, or the elimination of jobs through job consolidation (combining the duties of two (2) or more jobs), the installation of new equipment or machinery, the curtailment or replacement of existing facilities, the development of new facilities, or for any other reason; temporary, provisional and probationary employees shall be first laid off. Regular full- and part-time employees shall be laid off by classification according to County seniority; i.e., selection for layoff shall be made in inverse order of County seniority. The service of part-time employees shall be prorated for purposes of layoff and recall.

If a regular full- or part-time employee is scheduled to be laid off, said employee may exercise displacement rights to a bargaining unit position in the same Department in an equally or lower graded classification in the same Bumping and Recall Job

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Grouping occupied by an employee with less seniority (See Attachment 2, attached hereto, for the listings of the Bumping and Recall Groupings by Department); provided, however, that the employee exercising bumping rights is qualified for the position occupied by the employee in the classification to which the bump has been made. The displaced employee may displace (bump) other less senior employees in the same manner.

When a senior employee displaces a junior employee in a lower classification, the senior employee's salary shall remain the same unless it exceeds the maximum salary of the junior employee's job classification in which case it shall be reduced to the maximum of the lower classification after three (3) months.

Employees to be laid off shall, at their discretion, be allowed to cash in all or a part of any accrued vacation or sick leave time as provided for elsewhere in the Agreement. Annual and sick leave time not cashed in shall be held by the Employer and credited to the employee upon his return to work or, upon request, be paid in cash as provided elsewhere in this Agreement if the employee is not reemployed after two (2) years. An employee, who elects to cash in sick leave at time of layoff and who is subsequently recalled to work for the County from a reemployment list, may have reinstated to his accrued sick leave account any sick leave for which he was not compensated at time of layoff.

If a permanent full-time or permanent part-time employee is laid off in a reduction-in-force the employee's name shall be placed on a reemployment list and the employee shall have priority reemployment rights in his former Department only to any vacant position for which the employee is qualified in an equally or lower rated classification in the Bumping and Recall Job Grouping from which the employee was laid off for a period of two (2) years following the layoff. No new employee shall be hired to fill a vacant position in a department until all employees on lay off status who are eligible and qualified to fill said vacant position have been offered reemployment during said two (2) year period following the date of layoff. Notification of recall and responses thereto are as provided in Article 23 (Seniority).

Where practical, an employee who is to be laid off will receive at least fourteen (14) days written notification of the impending layoff. The notification will be sent to the employee, return receipt requested, at his last known address. Such notification will be considered effective on the date of mailing.

During the period from July 1, 1991 through June 30, 1992, no employee covered by this Agreement will be laid off. During the period from July 1, 1992 through June 30, 1993, the Employer will attempt to avoid any layoffs of employees covered by this Agreement;

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however, to the extent layoffs are necessary during Fiscal Year 1993, the Employer will try to keep the number of layoffs to the lowest number reasonably possible and in any case no more than a total of thirty (30) such employees will be laid off. The parties further agree that to the extent that the Employer anticipates layoffs pursuant to this provision in FY93, the Employer will provide the Union with advance notice of the anticipated layoffs and afford the Union the opportunity to consult with the Employer about alternatives to the layoffs, such as furloughs, before the contemplated layoffs are implemented.

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), records of discipline up to a three 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.

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.

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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.

All employees may accumulate up to nine hundred twenty (920) hours of annual leave.

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

Employees shall accumulate annual leave while serving 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.

Annual leave shall be requested as far in advance as possible and approved no less than one working day in advance of use; 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 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

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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 made subsequent to the approval of his 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 approved leave without the prior written approval of Management.

Vacation leave may be taken in increments of one (1) 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 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.

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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 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.

Employees covered by this Agreement shall be entitled to a lump sum cash payment for their accrued unused sick leave balance upon separation from County service by nondisciplinary separation, provided proper notice of resignation is given. Such payment shall be computed by taking the total number of unused sick leave hours as of separation, multiplying by the final base hourly rate of pay and dividing by two (2).

For employees who elect this payment, a zero sick leave balance shall be recorded upon separation. Such payment election shall be in lieu of crediting sick leave toward the pension plan, or of retaining a sick leave balance in the event of return to County service.

Any employee covered by this Agreement who uses no sick leave during any continuous twelve (12) month period covered by this Agreement shall be paid upon request for up to sixteen (16) hours of sick leave and the hours so paid will be deducted from the employee's sick leave record. An employee covered by this Agreement who qualifies and elects to be paid under this section must notify the County in writing of his/her election within thirty (30) days of the close of any twelve (12) month period specified herein.

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

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sick leave account of another employee covered by this Agreement with a zero 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 31.

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

PERSONAL LEAVE

As provided by the Personnel Law, one paid personal leave day per leave year shall be granted to each employee eligible for annual leave. The personal leave day shall be requested and approved in advance of use. There shall be no accumulation of personal leave days, and unused personal leave shall be forfeited at the end of the leave year or upon termination of employment.

ARTICLE 30

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 return from leave, supply a copy of his official orders to the Employer.

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ARTICLE 31

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 or grandparents, the employee may take up to four (4) working days leave for bereavement. The first leave day will be an administrative leave day, and the other day or days will be charged to the employee's accumulated sick leave.

ARTICLE 32

JURY DUTY

An employee who is required to perform jury service in any court (Federal or State) shall be paid his 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 regular work for the remainder of the day.

ARTICLE 33

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 34

MATERNITY LEAVE

Employees may take any combination of approved leave, including leave without pay, up to ninety (90) days, for maternity leave, and such period may be extended at the discretion of the Employer upon

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the written request of the employee, up to a maximum of one hundred eighty (180) days, (including the first ninety (90) days). Where leave without pay is granted to an employee under this article, the employee will be advised at the time the leave is granted as to whether or not the employee will be able to return to the job she held at the time the leave without pay was requested. If an employee is not returned to her former job after being on approved leave without pay, she will return to a position within the same pay grade and where possible, the employee will be returned to the job she held at the time the leave was requested.

ARTICLE 35

PATERNAL LEAVE

In addition to the use of sick leave for the use of paternity as provided under the Personnel Law, the father of a child may also take parental leave pursuant to the provisions of Section 16-222.1 of the Personnel Law.

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 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. General Election Day;
12. Thanksgiving Day; and,
13. 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 shall be entitled to another day off.

An employee required to work on the day of holiday observance

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which coincides with his regularly scheduled work day shall be paid for all hours actually worked on the holiday at the rate of one and one-half (1 1/2) times his base hourly rate of pay in addition to his holiday pay. An employee required to work on the day of holiday observance which coincides with his regularly scheduled day off shall be paid for all hours worked at one and one-half (1 1/2) times his base hourly rate. In addition, the employee shall receive another day off.

ARTICLE 40

HEALTH AND WELFARE

The employer shall contribute seventy-five percent (75%) to the cost of the County's Managed Care Health Insurance Program (other than pre-paid group health plans) for any employee who elects to participate in the program. Participating employees shall contribute the remaining twenty-five percent (25%).

For those employees who elect to enroll in a pre-paid group health plan or Health Maintenance Organization (HMO), the Employer's contribution shall be equal to the Employer's dollar contribution to the Managed Care Health Insurance Program described above. Participating employees shall contribute the dollar difference between the total contribution and the Employer's contribution.

Effective with contributions in June, 1992, for coverage beginning in July, 1992, the County shall contribute eighty-five percent (85%) 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 fifteen percent (15%).

Effective with contributions in June, 1993, for coverage beginning on July, 1993, the County shall contribute seventy-five percent (75%) 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 employee shall contribute the remaining twenty-five percent (25%).

Employees will be offered the opportunity to select coverage for medical prescriptions and for optical care for the employee and his family.

Ninety percent (90%) of the cost of the prescription and optical plans will be paid by the Employer, and ten percent (10%) will be paid by the employee.

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.

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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 33 (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.

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 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 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.

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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 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 the compensation actually received by an employee during whatever period of thirty-six 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 after July 1, 1991, "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 first year of this Agreement but for the one year deferral of such step increases

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and the seven percent (7%) cost of living increase set forth in the third paragraph in Article 12 (Wages), of the original agreement and scheduled to become effective during the first full pay period beginning on or after July 1, 1991. This salary shall also be applicable to calculating any leave payouts due upon retirement during this period of 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).

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 parties agree 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.

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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.

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 is aggrieved by a violation of this Agreement, he, through the Local Union President or shop steward, shall give written notice of the grievance to the Department within seven (7) working days after the occurrence of the violation or within seven (7) 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 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 seven (7) working days after timely notice has been given. The Department shall respond to the grievance not later than seven (7) working days after the meeting. If they fail to resolve the matter within the prescribed period, the Union may, within five

(5) working days thereafter, pursue Step 2 of the Grievance Procedure.

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(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 seven (7) working days after timely receipt of the written grievance. Should the parties fail to reach an agreement, 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 suspension in excess of (3) days, a 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 Labor Commissioner within five (5) days after receipt of the answer at Step 2. Within ten (10) days after receipt of the appeal, the Labor Commissioner or his designee and the Union will meet to discuss the grievance. The Labor Commissioner, 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.

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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. The Arbitrator shall have the authority to make decisions only on issues presented to him and he 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

DURATION AND REOPENER

A. This Agreement shall become effective on July 1, 1991, unless otherwise stated in specific sections, and shall remain in full force and effect until June 30, 1993, unless reopened by AFSCME

in accordance with subparagraphs B or C below. This agreement shall be automatically renewed from year to year after June 30, 1993 unless either party shall notify the other in writing no later than October 1, 1992 (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.

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B. This Agreement may be reopened by AFSCME for the purpose of renegotiating Article 12 (Wages) on the subjects of base wage increase and of anniversary increases if both of the following conditions are satisfied: (1) the actual revenues received by the County's entire General Fund (i.e., the revenue categories of Real Property Tax, Personal Property Tax, Income Tax, Transfer and Recordation Tax, Other Taxes, State Shared Taxes, Licenses and Permits, Use of Money and Property, Charges for Services, Intergovernmental, Miscellaneous, Other Financing Sources, and Outside Sources), but excluding any proceeds from interfund or outside borrowing, for the entire fiscal year 1991 (i.e., July 1, 1990 through June 30, 1991) exceeds nine hundred and eighty million dollars (\$980,000,000.00) and (2) AFSCME gives notice of its intent to exercise its right to reopen this Agreement under this subparagraph B no later than October 15, 1991. The reopener allowed by this subparagraph B shall be for purposes of renegotiating the provision noted above for the fiscal year 1992.

C. This Agreement may be reopened by AFSCME for the purpose of renegotiating Article 12 (Wages) on the subject of base wage increase if both of the following conditions are satisfied: (1) the actual revenues received by the portion of the County's entire General Fund (i.e., the revenue categories of Real Property Tax, Personal Property Tax, Income Tax, Transfer and Recordation Tax, Other Taxes, State Shared Taxes, Licenses and Permits, Use of Money and Property, Charges for Services, Intergovernmental, Miscellaneous, Other Financing Sources, and Outside Sources), but excluding any proceeds from interfund or outside borrowing, for the entire fiscal year 1992 (i.e., from July 1, 1991 through June 30, 1992) exceeds one billion and sixty million dollars (\$1,060,000,000.00) and (2) AFSCME gives notice of its intent to exercise its right to reopen this Agreement under this subparagraph C no later than October 15, 1992. The reopener allowed by this subparagraph C shall be for purposes of renegotiating the provision noted above for the fiscal year 1993.

D. To effectuate the provisions of subparagraphs B and C above, the County shall provide AFSCME, immediately upon their availability and in no event less than two weeks prior to the October 15, 1991 and October 15, 1992 deadlines referenced above, access to and copies of the nonprivileged financial records of the County to determine the amount of actual revenues received by the County's General Fund during the relevant periods of time referenced above. These financial records may be used by AFSCME and its

retained experts for the purposes specified herein, but otherwise shall remain confidential.

Signed on this 8th day of ³⁷October, 1991, 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

Parris N. Glendening
County Executive

Local 2462

Local 2735

Approved as to form and legal sufficiency

APPENDIX 1

I. Job Classifications in bargaining units represented by Local 2462

//LAND//

*0001A	General Clerk I	A-06	6250A	Master Trades Mechanic I	A-14
*0002A	General Clerk II	A-08	6251A	Master Trades Mechanic II	A-16
*0003A	General Clerk III	A-10			
*0004A	General Clerk IV	A-12	6306A	Masonry Mechanic I	A-11
			6307A	Masonry Mechanic II	A-12
*1210A	Parts Specialist I	A-12	6308A	Masonry Mechanic III	A-15
*1211A	Parts Specialist II	A-14			
			6321A	Painter I	A-10
*1231A	Supply/Property Clerk I	A-09	6322A	Painter II	A-12
*1232A	Supply/Property Clerk II	A-10	6323A	Painter III	A-15
*1233A	Supply/Property Clerk III	A-12			
*1234A	Supply/Property Clerk IV	A-14	6325A	Traffic Service Worker I	A-08
			6326A	Traffic Service Worker II	A-10
6101A	Laborer I	A-06	6327A	Traffic Service Worker III	A-13
6102A	Laborer II	A-08	6328A	Traffic Service Worker IV	A-15
6111A	Equipment Operator I	A-09	6332A	Drywall Mechanic I	A-11
6112A	Equipment Operator II	A-11	6333A	Drywall Mechanic II	A-13
6113A	Equipment Operator III	A-13	6334A	Drywall Mechanic III	A-15

//LAND//

6114A	Master Equipment Operator	A-15	6335A	Sign Fabricator I	A-10
			6336A	Sign Fabricator II	A-13
6140A	Tree Trimmer I	A-11	6337A	Sign Fabricator III	A-15
6141A	Tree Trimmer II	A-12			
6142A	Tree Trimmer III	A-15	6338A	Plumber I	A-12
			6339A	Plumber II	A-13
6211A	Crew Supervisor I	A-12	6340A	Plumber III	A-14
6212A	Crew Supervisor II	A-15	6341A	Plumber IV	A-16
6213A	Crew Supervisor III	A-17			
			6343A	Locksmith I	A-11
6240A	Maintenance Services Attendant I	A-10	6344A	Locksmith II	A-13
6241A	Maintenance Services Attendant II	A-11	6345A	Locksmith III	A-15
6242A	Maintenance Services Attendant III	A-13			

//LAND//

6360A	Trades Helper I	A-08	6410A	Heavy Equipment Mechanic I	A-15
6361A	Trades Helper II	A-09	6411A	Heavy Equipment Mechanic II	A-16
			6412A	Heavy Equipment Mechanic III	A-17
6364A	Cabinetmaker I	A-11			
6365A	Cabinetmaker II	A-13	*6416A	Machinist I	A-15
6366A	Cabinetmaker III	A-15	*6417A	Machinist II	A-16
			*6418A	Machinist III	A-17
6370A	Welder I	A-11			
6371A	Welder II	A-13	*6424A	Master Equipment Mechanic	A-19
6372A	Welder III	A-15			
			6428A	Assistant Garage Supervisor	A-21
6373A	Carpenter I	A-11			
6374A	Carpenter II	A-13	7103A	Custodian I	A-05
6375A	Carpenter III	A-15	7104A	Custodian II	A-07
			7110A	Custodian Supervisor	A-10
6378A	Electrician I	A-12			
6379A	Electrician II	A-13	7122A	Building Maintenance Attendant I	A-05
6380A	Electrician III	A-14	7123A	Building Maintenance Attendant II	A-07
6381A	Electrician IV	A-16			
			7127A	Heating, Ventilating, and Air	
6390A	Overhead Door Mechanic I	A-11		Conditioning Mechanic I	A-12

//LAND//

6391A	Overhead Door Mechanic II	A-13	7128A	Heating, Ventilating, and Air	
6392A	Overhead Door Mechanic III	A-15		Conditioning Mechanic II	A-13
			7129A	Heating, Ventilating, and Air	
6402A	Equipment Service Worker I	A-09		Conditioning Mechanic III	A-14
6403A	Equipment Service Worker II	A-12	7130A	Heating, Ventilating, and Air	
6404A	Equipment Service Worker III	A-14		Conditioning Mechanic IV	A-16
6406A	Equipment Mechanic I	A-15	7132A	Building Engineer I	A-14
6407A	Equipment Mechanic II	A-16	7133A	Building Engineer II	A-15
6408A	Equipment Mechanic III	A-17	7134A	Building Engineer III	A-16
			7215A	Property Attendant	A-04

*Fleet Management Garages only.

II. 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			
3123A	Plans Examiner III	A-22	6723A	Refuse Collection Inspector I	A-10
3124A	Plans Examiner IV	A-24	6724A	Refuse Collection Inspector II	A-12
0001A	General Clerk I	A-06	4723A	Community Development Assistant III	A-17
0002A	General Clerk II	A-08			
0003A	General Clerk III	A-10	4731A	Community Developer I	A-18

//LAND//

0004A	General Clerk IV	A-12	4732A	Community Developer II	A-21
			4733A	Community Developer III	A-24
0111A	Clerk Typist I	A-08			
0112A	Clerk Typist II	A-10	6101A	Laborer I	A-06
			6102A	Laborer II	A-08
0121A	Clerk Stenographer I	A-09			
0122A	Clerk Stenographer II	A-11	6111A	Equipment Operator I	A-09
			6112A	Equipment Operator II	A-11
0141A	Administrative Aide I	A-13	6113A	Equipment Operator III	A-13
0142A	Administrative Aide II	A-15			
0143A	Administrative Aide III	A-17	6240A	Maintenance Services Attendant I	A-10
			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			

//LAND//

0202A	Switchboard Operator	A-06	6250A	Master Trades Mechanic I	A-14
			6251A	Master Trades Mechanic II	A-16
1501A	Reproduction Assistant I	A-09			
1502A	Reproduction Assistant II	A-11	6306A	Masonry Mechanic I	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			
2313A	Account Clerk III	A-13	6332A	Drywall Mechanic I	A-11
			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			
4713A	Community Development Aide III	A-09	6343A	Locksmith I	A-11
			6344A	Locksmith II	A-13
4721A	Community Development Assistant I	A-12	6345A	Locksmith III	A-15
4722A	Community Development Assistant II	A-14			
4723A	Community Development Assistant III	A-17	6360A	Trades Helper I	A-08
			6361A	Trades Helper II	A-09
6364A	Cabinetmaker I	A-11			
6365A	Cabinetmaker II	A-13	7103A	Custodian I	A-05
6366A	Cabinetmaker III	A-15	7104A	Custodian II	A-07

//LAND//

6370A	Welder I	A-11	7132A	Building Engineer I	A-14
6371A	Welder II	A-13	7133A	Building Engineer II	A-15
6372A	Welder III	A-15	7134A	Building Engineer III	A-16
6373A	Carpenter I	A-11	7136A	Facilities Maintenance Supervisor	A-21
6374A	Carpenter II	A-13	7144A	Facilities Maintenance Superintendent	A-25
6375A	Carpenter III	A-15	7215A	Property Attendant	A-04

*Animal Control Facility only

//LAND//

Attachment 2

Bumping and Recall Job Groupings

Department of Aging

1. Administrative Aide III-I
General Clerk IV-I
Account Clerk III-I
General Clerk IV-I
Reproduction Assistant II-I
Clerk Stenographer II-I
Clerk Typist II-I
Switchboard Operator

2. Community Developer III-I
Community Development Assistant III-I
Community Development Aide III-I

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Attachment 2 (continued)

Bumping and Recall Job Groupings

Department of Environmental Resources

1. Crew Supervisor III-I
Equipment Operator - Master-I
Laborer II-I
Property Attendant
2. Assistant Garage Supervisor
Master Equipment Mechanic
Machinist III-I
Equipment Mechanic III-I
Equipment Service Worker III - I
3. Plans Examiners IV-I
Construction Standards Inspector III-I
4. Property Standards Inspector III-I

5. Refuse Collection Inspectors II-I
6. Animal Control Officer III-I
General Clerk IV-I (Animal Control Facility)

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Attachment 2 (continued)

Bumping and Recall Job Groupings

Department of Housing and Community Development

1. Administrative Aide III-I

General Clerk IV-I
Account Clerk III-I
General Clerk IV-I
Reproduction Assistant II-I
Clerk Stenographer II-I
Clerk Typist II-I
Switchboard Operator

2. Community Developer III-I
Community Development Assistant III-I
Community Development Aide III-I

3. Facilities Maintenance Superintendent
Facilities Maintenance Supervisor
Master Trades Mechanic II-I
Maintenance Services Attendant III-I
Trades Helper II-I
Cabinetmaker III-I
Carpenter III-I
Laborer II-I
Masonry Mechanic II-I
Drywall Mechanic II-I
Locksmith III-I
Custodian II-I
Welder III-I
Building Engineer III-I
Property Attendant

Attachment 2 (continued)

Bumping and Recall Job Groupings

Department of Public Works and Transportation

1. Crew Supervisor III-I
Equipment Operator Master-I
Laborer II-I
2. Assistant Garage Supervisor
Master Equipment Mechanic
Machinist III-I
Heavy Equipment Mechanic III-I
Equipment Mechanic III-I
Equipment Service Worker III-I
3. Survey Technician II-I
Survey Aide II-I
4. Masonry Mechanic III-II
Trades Helper II - I
5. Sign Fabricator III-I
Traffic Service Worker IV-I
6. Construction Standards Inspector III-I
7. Refuse Collection Inspector II-I

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Attachment 2 (continued)

Bumping and Recall Job Groupings

Office of Central Services

1. Assistant Garage Supervisor
Master Equipment Mechanic
Machinist III-I
Heavy Equipment Mechanic III-I
Equipment Mechanic III-I
Equipment Service Worker III-I
Supply Property Clerk IV-I
Parts Specialist II-I
General Clerk IV-I

2. Master Trades Mechanic II-I
Maintenance Services Attendant III-I

Trades Helper II-I
Cabinet Maker III-I
Carpenter III-I
Painter III-I
Drywall Mechanic III-I
Plumber IV-I
Locksmith III-I
Welder III-I
Electrician IV-I
Overhead Door Mechanic
HVAC Mechanic IV-I

3. Building Engineer III-I
Maintenance Services Attendant III-I
Trades Helper II-I
Building Maintenance Attendant II-I
Custodian Supervisor
Custodian II-I
Property Attendant