

COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND

1999 Legislative Session

Resolution No. CR-63-1999

Proposed by The Chairman (by request - County Executive)

Introduced by Council Members Estepp, Bailey, Gourdine, Hendershot, Maloney

Russell, Shapiro, Scott and Wilson

Date of Introduction November 16, 1999

RESOLUTION

1 A RESOLUTION concerning

2 Compensation and Benefits - Office of the Sheriff

3 Officials (Captains and Majors) Salary Schedule S-O

4 For the purpose of amending the Salary Plan of the County to reflect the pay rates, define
5 workweek and explain benefits applicable to employees covered under Salary Schedule S-O.

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

9 WHEREAS, the Salary Plan must at this time be amended by the approval of a salary
10 schedule to reflect the pay rates and benefits for the Sheriff's Officials.

11 NOW, THEREFORE, BE IT RESOLVED by the County Council of Prince George's
12 County, Maryland, that the salary schedule "S-O" submitted and recommended by the County
13 Executive on November 15, 1999, which is attached hereto and made a part hereof, setting forth
14 the following modifications: cost of living increases in Fiscal Years 2000 and 2001; merit
15 increases in Fiscal Years 2000 and 2001; uniform wage scale adjustments; Police Memorial Day
16 pay; an increase in shift differential; and changes in clothing allowance, discretionary leave,
17 participation in beneflex fringe benefit program and pension plan modifications, be and the same
18 is hereby approved.

Adopted this 16th day of November, 1999.

COUNTY COUNCIL OF PRINCE
GEORGE'S COUNTY, MARYLAND

BY: _____
M. H. Jim Estepp
Chairman

ATTEST:

Joyce T. Sweeney
Clerk of the Council

SALARY SCHEDULE S-O
SCHEDULE OF PAY GRADES
OFFICE OF THE SHERIFF OFFICIALS
(CAPTAINS - MAJORS)
PRINCE GEORGE'S COUNTY, MARYLAND
EFFECTIVE JULY 1, 1999 - JUNE 30, 2001

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1. Cost of Living Adjustment

Employees covered by this Salary Schedule will receive a two percent (2%) increase to their base wages effective the first full pay period beginning on or after July 1, 1999.

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

Employees covered by this Salary Schedule will receive a one and one-half percent (1.5%) increase to their base wages effective the first full pay period beginning on or after April 1, 2001.

2. Merit Increases

Employees covered by this Salary Schedule who are otherwise eligible to receive a merit increase during the period from July 1, 1999 through June 30, 2000 will receive it.

Employees covered by this Salary Schedule who are otherwise eligible to receive a merit increase during the period from July 1, 2000 through June 30, 2001 will receive it.

3. Uniform Wage Scale

Effective July 2, 1989, the current modified "MIN-MAX" system in effect for all members of the bargaining unit will be replaced by the Uniform Wage Scale contained in this Salary Schedule.

A. DESCRIPTION OF THE UNIFORM WAGE SCALE

For each rank of deputy sheriff (Captain and Major) in this Salary Schedule, there is established a pay grade containing fifteen (15) pay rates (steps) ranging from Step 0 through Step 14: Deputy Sheriff Captain - W31 and Deputy Sheriff Major - W34. The percentage values of the intervals between steps are 3.5% from Step 0 through Step 11 and 3% for the three remaining intervals from Step 11 through Step 14.

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

Employees covered by this Salary Schedule and hired before July 1, 1989 will keep the anniversary dates that they held on July 1, 1989 for as long as they are continuously employed. Employees hired on or after July 1, 1989 will have as their anniversary dates the dates of their initial appointment and those anniversary dates will not be changed while those employees are continuously employed.

Upon promotion, an employee's salary rate shall be increased to that of the corresponding pay step for the promotional grade.

B. IMPLEMENTATION OF THE UNIFORM WAGE SCALE

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

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

On their anniversary dates during FY90, all deputy sheriffs will receive a one step anniversary increase (either three and one-half percent (3.5%) or three percent (3%), depending on their July 2 placement on the Uniform Wage Scale) to the next step on the Uniform Wage Scale unless they are at Step 14.

FY91. On their anniversary dates during FY91, all employees below the step which would be warranted by their years of service will be placed at that step. Employees who are hired at a rate of pay greater than the entry rate will be placed on the pay scale pursuant to this rule so as to maintain the resultant step differential.

4. Modifications to the Uniform Wage Scale--During FY95

A. Effective July 1, 1994, the Uniform Wage Scale is modified as follows:

For each rank of deputy sheriff captain and major, there is an established pay grade on the Uniform Wage Scale. The pay scale for both the rank of Deputy Sheriff Captain (W31) and Deputy Sheriff Major (W34) contains fourteen (14) pay rates (steps) ranging from Step A through Step N.

Grades W31 and W34 are the pay grades for Deputy Sheriff Captain (W31) and Deputy Sheriff Major (W34). The percentage values of the intervals between the steps are three and one-half percent (3.5%) from Step A through Step J, three percent (3%) from Step J through Step M and two and one-half percent (2.5%) for the remaining interval from Step M to Step N. Deputies in the ranks of Deputy Sheriff Captain and Deputy Sheriff Major will be eligible to advance to the next step for their rank on the deputy's anniversary date at the rate of one (1) step per year up to and including Step L (after thirteen (13) years of service) provided he or she receives at least a satisfactory performance evaluation for the preceding year. After reaching Step L, deputies in the ranks of Deputy Sheriff Captain and Deputy Sheriff Major will be eligible to advance to Step M after two (2) years of service (that is, after having completed fifteen (15) years of service) and to Step N after three (3) years of service at Step M (that is, after having completed eighteen (18) years of service).

B. Effective June 30, 1995, the Uniform Wage Scale is further modified as follows:

For the ranks of Deputy Sheriff Captain (W31) and Deputy Sheriff Major (W34) one additional pay rate (step) will be added to the pay scale, establishing a fifteen (15) step pay scale ranging from Step A through Step O. The percentage value of the interval between Step N and the new Step O is two and one-half percent (2.5%). Deputies in the ranks of Deputy Sheriff Captain and Deputy Sheriff Major will be eligible to advance to Step 15 after five (5) years of service (that is, after having completed twenty-three (23) years of service) at Step N.

C. Upon promotion an employee's salary rate shall be increased to that of the corresponding pay step for the promotional grade.

Implementation Of Modified Uniform Wage Scale

FY95:

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

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

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

5. Modifications to the Uniform Wage Scale -- During FY98 and FY99

Effective beginning on July 1, 1997, any deputy sheriff covered by this Salary Schedule who completes twenty-three (23) years of actual and continuous service as defined in the Deputy Sheriff Comprehensive Pension Plan but who is not at the step for his/her rank on the Uniform Wage Scale which reflects the completion of twenty-three (23) years of service will be placed at that step on the date that marks the deputy's completion of those twenty-three (23) years of actual and continuous service and the employee's anniversary date will be changed, if necessary, to reflect his/her date of hire. Deputies with twenty-three (23) or more years of service as of July 1, 1997 will be placed on Step O as of July 1, 1997 and the deputy's anniversary date will be changed, if necessary, to reflect his/her date of hire.

Effective July 1, 1998, the Uniform Wage Scale is further modified as follows:

For the ranks of Deputy Sheriff Captain (W31) and Deputy Sheriff Major (W34), one additional pay rate (step) will be added to the pay scale, establishing a sixteen (16) step pay scale ranging from Step A through Step P. The percentage value of the interval between Step O and the new Step P is two and one-half percent (2.5%). Deputies in the ranks of Deputy Sheriff Captain and Deputy Sheriff Major will be eligible to advance to Step 16 after four (4) years of service (that is, after having completed twenty-seven (27) years of service) at Step O. Deputies

with twenty-seven (27) or more years of service as of July 1, 1998 will be placed on Step P as of July 1, 1998.

6. Modifications to the Uniform Wage Scale -- During FY2000 and FY2001

Note: Beginning in Fiscal Year 2000, employees covered by the Agreement who were employed by the Office of the Sheriff during FY96 and/or FY97 received no credit toward merit increase(s) during either of those fiscal years. Thus, the pay steps for such employees who were hired at entry level and employed during both or one of those years will not reflect their actual years of service but will be one or two steps behind until completing their eighteenth (18th) year of service.

Effective July 1, 1999, anniversary dates will be adjusted to the deputy sheriff's date of hire as a deputy sheriff if different from his/her current anniversary date, so that all deputies receive their merit steps on the first day on which the deputy has the required years of service.

Effective the first full pay period beginning on or after July 1, 1999, the interval for grades W-31 and above between Step A to Step B shall be increased from three and one-half percent (3-1/2%) to four percent (4%), such that all steps at Step B and above on the Uniform Wage Scale shall be increased by one-half of one percent (1/2%).

Effective beginning on July 1, 2000, any deputy sheriff covered by this Agreement who completes eighteen (18) years of actual and continuous service as defined in the Deputy Sheriff Comprehensive Pension Plan but who is not at the step for his/her rank on the Uniform Wage Scale which reflects the completion of eighteen (18) years of service will be placed at that step on the date that marks the deputy's completion of those eighteen (18) years of actual and continuous service. Deputies with eighteen (18) or more years of service as of July 1, 2000 will be placed on that step at the beginning of the first full pay period beginning on or after July 1, 2000.

Effective the first full pay period beginning on or after July 1, 2000, Step L for grades W-31 and above shall be applicable after 13 years of service; Step M shall be applicable after 14 and 15 years of service; Step N shall be applicable after 16 and 17 years of service; Step O shall be applicable after 18 years of service; Step P shall be applicable after 23 years of service; and a new Step Q shall be applicable after 27 years of service. The increment for grades W 24 and above between Steps m to N, N to O, and O to P shall be increased from two and one-half percent (2.5%) to three percent (3%) and new Step Q shall reflect a two and one-half percent (2.5%) increment.

7. Scheduled Pay Rates

**SCHEDULE S-O
UNIFORM WAGE SCALE
EFFECTIVE JANUARY 3, 1999
FOR OFFICE OF THE SHERIFF OFFICIALS
(CAPTAINS & MAJORS)
PRINCE GEORGE'S COUNTY, MARYLAND**

Step	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Yrs Service	2	3	4	5	6	7	8	9	10	11	12	13-14	15-17	18	23	27
W31 - Deputy Sheriff Captain																
Hourly	24.6870	25.5510	26.4450	27.3707	28.3286	29.3202	30.3464	31.4087	32.5078	33.6457	34.6551	35.6949	36.7654	37.6847	38.6268	39.6268
Biweekly	1974.96	2044.08	2115.60	2189.66	2266.29	2345.62	2427.71	2512.70	2600.62	2691.66	2772.41	2855.59	2941.23	3014.78	3090.15	3167.40
Annual	51,349	53,146	55,006	56,931	58,923	60,986	63,121	65,330	67,616	69,983	72,083	74,245	76,472	78,384	80,344	82,353
W34 - Deputy Sheriff Major																
Hourly	27.2169	28.1695	29.1554	30.1759	31.2320	32.3251	33.4569	34.6280	35.8397	37.0940	38.2069	39.3532	40.5338	41.5471	42.5859	43.6505
Biweekly	2177.35	2253.56	2332.43	2414.07	2498.56	2586.01	2676.55	2770.24	2867.18	2967.52	3056.55	3148.26	3242.70	3323.77	3406.87	3492.04
Annual	56,611	58,593	60,643	62,766	64,963	67,236	69,590	72,026	74,547	77,156	79,470	81,855	84,310	86,418	88,579	90,793

The hourly rates are the April 12, 1998, rates multiplied by 102.5%. For administrative purposes, the hourly rates are the controlling rates. Bi-weekly rates are hourly rates multiplied by 80. Annual rates are the hourly rates multiplied by 2,080 and rounded to the nearest dollar.

**SCHEDULE S-O
UNIFORM WAGE SCALE
EFFECTIVE JULY 4, 1999
FOR OFFICE OF THE SHERIFF OFFICIALS
(CAPTAINS & MAJORS)
PRINCE GEORGE'S COUNTY, MARYLAND**

Step	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Yrs Service	2	3	4	5	6	7	8	9	10	11	12	13-14	15-17	18	23	27
Sheriff Officials																
W31 - Deputy Sheriff Captain																
Hourly	25.1807	26.1879	27.1045	28.0532	29.0350	30.0512	31.1030	32.1916	33.3184	34.4845	35.5190	36.5846	37.6821	38.6242	39.5898	40.5795
Biweekly	2014.46	2095.03	2168.36	2244.25	2322.80	2404.10	2488.24	2575.33	2665.47	2758.76	2841.52	2926.77	3014.57	3089.94	3167.18	3246.36
Annual	52,376	54,471	56,377	58,351	60,393	62,507	64,694	66,959	69,302	71,728	73,880	76,096	78,379	80,338	82,347	84,405
W34 - Deputy Sheriff Major																
Hourly	27.7612	28.8716	29.8822	30.9280	32.0105	33.1309	34.2905	35.4906	36.7328	38.0184	39.1590	40.3338	41.5438	42.5824	43.6469	44.7381
Biweekly	2220.90	2309.73	2390.57	2474.24	2560.84	2650.47	2743.24	2839.25	2938.62	3041.48	3132.72	3226.70	3323.50	3406.59	3491.76	3579.05
Annual	57,743	60,053	62,155	64,330	66,582	68,912	71,324	73,821	76,404	79,078	81,451	83,894	86,411	88,571	90,786	93,055

The hourly rates are the January 3, 1999, rates multiplied by 102% combined with an increase at Grades W31- W34 in the percentage value between Step A to Step B from 3.5% to 4%. For administrative purposes, the hourly rates are the controlling rates. Bi-weekly rates are hourly rates multiplied by 80. Annual rates are the hourly rates multiplied by 2,080 and rounded to the nearest dollar.

**SCHEDULE S-O
UNIFORM WAGE SCALE
EFFECTIVE JULY 2, 2000
FOR OFFICE OF THE SHERIFF OFFICIALS
(CAPTAINS & MAJORS)
PRINCE GEORGE'S COUNTY, MARYLAND**

Step	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Yrs Service	2	3	4	5	6	7	8	9	10	11	12	13	14-15	16-17	18	23	27
Sheriff Officials																	
W31 - Deputy Sheriff Captain																	
Hourly	25.1807	26.1879	27.1045	28.0532	29.0350	30.0512	31.1030	32.1916	33.3184	34.4845	35.5190	36.5846	37.6821	38.6242	39.5898	40.5795	42.2057
Biweekly	2014.46	2095.03	2168.36	2244.25	2322.80	2404.10	2488.24	2575.33	2665.47	2758.76	2841.52	2926.77	3014.57	3089.94	3167.18	3246.36	3376.46
Annual	52,376	54,471	56,377	58,351	60,393	62,507	64,694	66,959	69,302	71,728	73,880	76,096	78,379	80,338	82,347	84,405	87,788
W34 - Deputy Sheriff Major																	
Hourly	27.7612	28.8716	29.8822	30.9280	32.0105	33.1309	34.2905	35.4906	36.7328	38.0184	39.1590	40.3338	41.5438	42.5824	43.6469	44.7381	46.5309
Biweekly	2220.90	2309.73	2390.57	2474.24	2560.84	2650.47	2743.24	2839.25	2938.62	3041.48	3132.72	3226.70	3323.50	3406.59	3491.76	3579.05	3722.47
Annual	57,743	60,053	62,155	64,330	66,582	68,912	71,324	73,821	76,404	79,078	81,451	83,894	86,411	88,571	90,786	93,055	96,784

The hourly rates are the July 4, 1999, rates with an additional Step Q at Grades W31-W34 combined with an increase at Grades W31-W34 in the percentage value between Steps M to N, N to O, and O to P from 2.5% to 3%. For administrative purposes, the hourly rates are the controlling rates. Bi-weekly rates are hourly rates multiplied by 80. Annual rates are the hourly rates multiplied by 2,080 and rounded to the nearest dollar.

**SCHEDULE S-O
UNIFORM WAGE SCALE
EFFECTIVE OCTOBER 8, 2000
FOR OFFICE OF THE SHERIFF OFFICIALS
(CAPTAINS & MAJORS)
PRINCE GEORGE'S COUNTY, MARYLAND**

Step	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Yrs Service	2	3	4	5	6	7	8	9	10	11	12	13	14-15	16-17	18-22	23-26	27
Sheriff Officials																	
W31 - Deputy Sheriff Captain																	
Hourly	25.4325	26.4498	27.3755	28.3337	29.3254	30.3517	31.4140	32.5135	33.6516	34.8293	35.8742	36.9504	38.0589	39.2007	40.3768	41.5881	42.6278
Biweekly	2034.60	2115.98	2190.04	2266.70	2346.03	2428.14	2513.12	2601.08	2692.13	2786.34	2869.94	2956.03	3044.71	3136.06	3230.14	3327.05	3410.22
Annual	52,900	55,016	56,941	58,934	60,997	63,132	65,341	67,628	69,995	72,445	74,618	76,857	79,163	81,537	83,984	86,503	88,666
W34 - Deputy Sheriff Major																	
Hourly	28.0388	29.1603	30.1810	31.2373	32.3306	33.4622	34.6334	35.8455	37.1001	38.3986	39.5506	40.7371	41.9592	43.2180	44.5145	45.8500	46.9962
Biweekly	2243.10	2332.82	2414.48	2498.98	2586.45	2676.98	2770.67	2867.64	2968.01	3071.89	3164.05	3258.97	3356.74	3457.44	3561.16	3668.00	3759.70
Annual	58,321	60,653	62,776	64,974	67,248	69,601	72,037	74,559	77,168	79,869	82,265	84,733	87,275	89,893	92,590	95,368	97,752

The hourly rates are the July 2, 2000, rates multiplied by 101%. For administrative purposes, the hourly rates are the controlling rates. Bi-weekly rates are hourly rates multiplied by 80. Annual rates are the hourly rates multiplied by 2,080 and rounded to the nearest dollar.

**SCHEDULE S-O
UNIFORM WAGE SCALE
EFFECTIVE APRIL 8, 2001
FOR OFFICE OF THE SHERIFF OFFICIALS
(CAPTAINS & MAJORS)
PRINCE GEORGE'S COUNTY, MARYLAND**

Step	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Yrs Service	2	3	4	5	6	7	8	9	10	11	12	13	14-15	16-17	18-22	23-26	27
Sheriff Officials																	
W31 - Deputy Sheriff Captain																	
Hourly	25.8140	26.8465	27.7861	28.7587	29.7653	30.8070	31.8852	33.0012	34.1564	35.3517	36.4123	37.5047	38.6298	39.7887	40.9825	42.2119	43.2672
Biweekly	2065.12	2147.72	2222.89	2300.70	2381.22	2464.56	2550.82	2640.10	2732.51	2828.14	2912.98	3000.38	3090.38	3183.10	3278.60	3376.95	3461.38
Annual	53,693	55,841	57,795	59,818	61,912	64,079	66,321	68,642	71,045	73,532	75,738	78,010	80,350	82,760	85,244	87,801	89,996
W34 - Deputy Sheriff Major																	
Hourly	28.4594	29.5977	30.6337	31.7059	32.8156	33.9641	35.1529	36.3832	37.6566	38.9746	40.1439	41.3482	42.5886	43.8663	45.1822	46.5378	47.7011
Biweekly	2276.75	2367.82	2450.70	2536.47	2625.25	2717.13	2812.23	2910.66	3012.53	3117.97	3211.51	3307.86	3407.09	3509.30	3614.58	3723.02	3816.09
Annual	59,196	61,563	63,718	65,948	68,256	70,645	73,118	75,677	78,326	81,067	83,499	86,004	88,584	91,242	93,979	96,799	99,218

The hourly rates are the October 8, 2000, rates multiplied by 101.5%. For administrative purposes, the hourly rates are the controlling rates. Bi-weekly rates are hourly rates multiplied by 80. Annual rates are the hourly rates multiplied by 2,080 and rounded to the nearest dollar.

8. Workweek

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

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

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

9. Work Schedules

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

10. Designation of Meal Periods

Any employee who works five (5) or more hours in any workday shall receive a one-half (1/2) hour meal period.

11. Pay in Excess of Base Salary

A. Overtime Pay

Employees covered by this Salary Schedule are not eligible to receive compensation for overtime hours worked without written authorization by the Chief Administrative Officer.

B. Holiday Pay

Eligible employees shall receive straight time pay for each designated holiday on which they perform no work.

A holiday, entitled "Police Memorial Day" will be recognized and observed on May 15 of each year as a County holiday for employees covered by this Salary Schedule. Notwithstanding the paragraph immediately below, beginning in FY99, employees covered by this Salary Schedule functioning as Operational Duty Commanders who work on Police Memorial Day will receive one and one-half (1 1/2) hours compensatory time for each hour worked (except overtime) in addition to their regular pay. Effective beginning in FY2001, employees covered by this Salary Schedule functioning as Operational Duty Commanders who work on Police Memorial Day shall be paid at two (2) times their regular rate of pay for each hour worked (except overtime), but shall not receive another day off.

Only employees functioning as operational Duty Commanders who work on a holiday shall be paid at two (2) times their regular rate of pay for each hour worked (except overtime), but shall not receive another day off.

Operational Duty Commanders shall not be paid overtime.

If a holiday falls on an employee's regularly scheduled day off, the employee shall receive another day off.

12. Shift Differential

A. A shift differential of One Dollar seventy-five cents (\$1.75) per hour shall be paid for all time worked on the first (1st) shift (i.e., the night shift - 11 p.m. to 7 a.m. or equivalent) to each employee specifically assigned (on a permanent or rotating basis) to work the first (1st) shift. Effective the first full pay period beginning on or after July 1, 1999, the first (1st) shift differential will be increased to One Dollar and eighty cents (\$1.80) per hour. Effective the first full pay period beginning on or after July 1, 2000, the first (1st) shift differential will be increased to One Dollar and ninety cents (\$1.90) per hour.

B. A shift differential of One Dollar forty cents (\$1.40) per hour shall be paid for all time worked on the third (3rd) shift (i.e., the evening shift - 3 p.m. to 11 p.m. or equivalent) to each employee specifically assigned (on a permanent or rotating basis) to work the third (3rd) shift. Effective the first full pay period beginning on or after July 1, 1999, the third (3rd) shift differential will be increased to One Dollar and forty-five cents (\$1.45) per hour. Effective the first full pay period beginning on or after July 1, 2000, the third (3rd) shift differential will be increased to One Dollar and fifty-five cents (\$1.55) per hour.

C. No shift differential will 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 and annual and sick leave pay, nor shall it be used for the purpose of computing retirement deductions or for retirement or insurance benefits.

D. Any employee who works the second shift (i.e., the day shift) shall not be entitled to a shift differential.

E. Any employee assigned to the Civil Process Section shall not be entitled to a shift differential except on assigned duty days.

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

13. Clothing Allowance

A. Employees covered by this Salary Schedule shall receive a clothing allowance of Nine Hundred Fifty Dollars (\$950.00) during Fiscal Year 2000 for the procurement, care and upkeep of clothing and leather goods. Beginning in Fiscal Year 2001, Employees covered by this Salary Schedule shall receive a clothing allowance of One Thousand Dollars (\$1,000.00) each fiscal year for the procurement, care and upkeep of clothing and leather goods. This clothing allowance is not considered part of the employee's base pay, and will be paid in one (1) installment in December of each fiscal year covered by this Salary Schedule.

B. If an employee arrives or leaves during the Fiscal Year, his allowance shall be prorated.

14. Disability Leave

The Department will designate a member of management to make injury on the job determinations. Specifically, where an employee claims injury on the job and is unable to work, management will review the claim as soon as possible but not later than ten (10) working days after the claim was made. In cases where injury on the job is clearly indicated, the employee will be placed on disability leave immediately. Where the illness or injury subsequently is determined to be non-service connected or of such a nature as not to require the employee to remain off of work the employee will be returned to work but not backcharged sick or annual leave for the period of time the employee was on disability leave. In cases where injury on the job is not clearly indicated, the process outlined in Administrative Procedure 284 (Administration of Employee Leave) will be followed.

For good cause shown, the Personnel Officer may grant up to two additional 90 day periods of disability leave to a deputy sheriff who has petitioned the Sheriff and has received the Sheriff's recommendation for additional leave.

15. Personal Leave

Twenty (20) hours of paid personal leave per wage reporting year shall be granted to each employee eligible for annual leave. This amount includes four (4) hours per year which were added when the General Election Day holiday was eliminated. A 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.

16. Discretionary Leave

Employees covered by this Agreement with three (3) or more years of service shall be eligible for one (1) day of discretionary leave per wage reporting year plus an additional one (1) day of discretionary leave (for a total of two (2) days) after five years of service. Beginning with the 2000 wage reporting year, employees covered by this agreement with three (3) or more years of service shall be eligible for one (1) day of discretionary leave (for a total of two (2) days) after five years of service plus an additional eight (8) hours of discretionary leave after ten (10) years of service (for a total of three (3) days). Discretionary leave may be taken in increments of four

(4) hours, must be requested and approved in advance, and unused discretionary leave cannot be carried over from one year to the next.

17. Family and Medical Leave

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

18. Annual Leave Carryover

A. A maximum of three hundred sixty (360) hours of accumulated annual leave earned beginning with the first pay period in the 1997 leave year (i.e., January 5, 1997) may be carried over from one leave year to the next by an employee. (i.e., new annual leave).

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

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

D. When taking annual leave, employees covered by this Salary Schedule must use compensatory time they have accumulated prior to using annual leave.

19. Sick and Annual Leave Disposition Upon Separation

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

A. The employee may elect to retain all or any portion of the employee's sick and annual leave balances credited to the employee's leave record for the period of time equal to the employee's eligibility for reappointment as determined in accordance with Section 16-148(a)(8);

B. The employee may elect to apply all or any portion of the employee's sick and annual leave balances to employment elsewhere, provided another employer has agreed to accept accumulated sick or annual leave balances for credit on behalf of the employee;

C. The employee may elect to receive cash payment for all or any portion of the employee's annual leave balance in an amount equal to the total number of unused annual leave hours multiplied by the employee's final base hourly rate of pay, subject to the following:

1. Upon separation from employment, employees who have elected to participate in the new comprehensive pension plan may elect to receive a cash payment for the remainder of their annual leave hours that were accumulated as of the end of the 1996 leave year OR for up to 360 hours of accumulated annual leave, whichever is greater.

Any remaining amount would be applied toward retirement credit in the comprehensive plan even if the result is a benefit exceeding the maximum benefit allowed under the plan.

2. Upon separation from employment, employees who have elected to remain with the Maryland State Retirement Systems (MSRS) and the County Supplemental may elect to receive a cash payment for the remainder of their annual leave hours that were accumulated as of the end of the 1996 leave year OR up to 360 hours of accumulated annual leave, whichever is greater. Any remaining amount would be converted to sick leave and could be applied to purchase MSRS pension credit at the applicable rate.

D. Upon separation from employment for non-disciplinary reasons (including but not limited to retirement, disability and death), eligible employees will receive cash payment for unused sick leave accumulated as of the end of the 1996 leave year at 2.5% for each year of service (through the date of separation) at the employee's base hourly rate of pay as January 1, 1997. However, if a Deputy Sheriff with less than twenty (20) years of actual service terminates employment as a result of death or disability, he/she shall receive a 50% cashout of unused accumulated sick leave as of the end of the 1996 leave year.

E. For individuals who chose to participate in the new comprehensive pension system, sick leave earned beginning with the 1997 leave year (i.e., new sick leave) is not subject to cash payment upon separation, but is available to purchase retirement credit under the comprehensive pension system even if the result is a benefit exceeding the maximum benefit allowed under the plan. However, deputy sheriffs whose employment terminates because of death are eligible for cash payment for all sick leave earned, including sick leave earned beginning with the 1997 leave year, at the rates set forth in paragraph 4, immediately above.

F. For individuals who chose to remain in the MSRS plan and the County Supplemental, sick leave earned beginning with the first pay period in the 1997 leave year is not subject to cash payment but may be used to purchase MSRS pension credit at the applicable rate. However, deputy sheriffs whose employment terminates because of death are eligible for cash payment for all sick leave earned, including sick leave earned beginning with the 1997 leave year, at the rates set forth in paragraph 4, above.

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

20. Administration of Employee Leave

The provisions governing the administration of all types of leave (holiday, annual, sick, administrative, military, military leave without pay, disability, family and medical, leave without

pay, absence without leave, compensatory, personal) are specified in Division 17 of the Personnel Law and Administrative Procedure 284.

21. Life Insurance

The County shall one hundred percent (100%) of the monthly premium for County life insurance for each employee in the amount of two (2) times the employee's annual salary up to a maximum of one hundred thousand dollars (\$100,000). Employees may choose to increase their life insurance from one to four times their annual salary up to a total of \$700,000 including the base amount provided by the County. Employees will pay for the increased coverage at rates based on their age. Employees may choose to reduce their life insurance to one times their annual salary and receive a credit. (See Section 26. Health Insurance, below

For Deputy Sheriffs who retire on or after July 1, 1995, the County provided life insurance benefits of up to \$100,000 will not be reduced until the retiree attains age sixty (60). At that time, the retiree's total life insurance benefit shall be reduced by fifteen percent (15%) of the original face value per year, to a residual of twenty-five percent (25%) by reducing the life insurance benefit by fifteen percent (15%) on the first day of the calendar month or next following the date of the retiree's attainment of age sixty (60). On each of the next four (4) anniversaries, the retiree's insurance benefit will be reduced by the same dollar amount.

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

22. Supplemental Life Insurance Benefit

Effective July 1, 1989, employees covered by this Salary Schedule will be provided with a supplemental life insurance benefit equal to fifty (50) times the employee's monthly salary up to a maximum of \$200,000. The supplemental life insurance benefits provided under this provision shall continue as long as the employee is actively employed.

23. Worker's Compensation

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

24. Unemployment Insurance

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

25. Social Security

Effective January 1, 1999, the County and each employee paid in accordance with this Salary Schedule shall make contributions to the Social Security fund of 7.65% of the first \$72,600 and 1.45% of the remainder paid in wages per employee per calendar year. Employee contributions shall be made through payroll deductions.

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

26. Health Insurance

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

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

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

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

E. Effective July 1, 1994, the County shall contribute ninety percent (90%) to the County deductible prescription program for any retiree who elects to participate in the program. The participating retiree shall contribute the remaining ten percent (10%).

The County has agreed to extend this provision regarding contributions to the County's deductible prescription program to current retirees and to the election of benefits for current retirees during FY96 open enrollment with the express understanding and agreement of the parties that the County has not waived any rights it has with regard to whether matters affecting retirees constitute mandatory subjects of bargaining.

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

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

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

H. The County shall one hundred percent (100%) of the monthly premium for County life insurance for each employee in the amount of two (2) times the employee's annual salary up to a maximum of one hundred thousand dollars (\$100,000). Employees may choose to increase their life insurance from one to four times their annual salary up to a total of \$700,000 including the base amount provided by the County. Employees will pay for the increased coverage at rates based on their age. Employees may choose to reduce their life insurance to one times their annual salary and receive a credit.

I. There will be a one-time opportunity during open enrollment for the 2000 plan year for retirees to elect benefit coverages they do not now have. The County has agreed to extend this provision regarding the election of benefits for current retirees during open enrollment for the 2000 plan year with the express understanding and agreement of the parties that the County has not waived any rights it has with regard to whether matters affecting retirees constitute mandatory subjects of bargaining.

27. Supplemental Retirement Contributions

A. The cost of funding the supplemental retirement benefit described in this Article 5 will be shared by the employee and the County through regular contributions each pay period. Effective July 1, 1999, the employee contribution will be five and two-tenths of one percent (5.2%). The County shall contribute such amounts as are actuarially determined to be required to provide for the benefits under the Plan.

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

Comprehensive Deputy Sheriff Pension Plan

The cost of funding the Plan will be shared by the employee and the County through regular contributions each pay period. Effective July 1, 1999, the employee contribution shall be eight percent (8%) of salary. The County shall contribute such amounts as are actuarially determined to be required to provide for the benefits under the Plan.

28. IRS Pickup Plan

The County shall pick up, within the meaning of Section 414(h) (2) of the Internal Revenue Code, the employee contributions required by Section 5.04 (Funding) and Section 5.10, F. (Funding) hereof. Such amounts:

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

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

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

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

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

29. Incentive Awards

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

30. Pay Plan Policy Statement

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