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COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND

Legislative Session

1992

Resolution No. _____ CR-48-

1992

Proposed by The Chairman (by request - County Executive)

Introduced by _____ Council Member
Pemberton

Co-Sponsors

Date of Introduction _____ May 19,
1992

RESOLUTION

A RESOLUTION concerning

Compensation and Benefits - Local #1619, International Association of Fire Fighters, (Uniformed Civilian Unit)

Salary Schedule B, Schedule of Pay Grades.

FOR the purpose of amending the Salary Plan of the County to reflect the terms of a labor agreement by and between Prince George's County and Local #1619, International Association of Fire Fighters, (Uniformed Civilian Unit).

WHEREAS, pursuant to Section 903 of the Prince George's County Charter and Section 16-125(a) of Subtitle 16 of the

Prince George's County Code, amendments of the County's Salary Plan are to be submitted by the County Executive to the County Council in resolution form; and

WHEREAS, the Salary Plan must at this time be amended by the approval of the salary schedule reflecting the terms of a labor agreement by and between Prince George's County and Local #1619, International Association of Fire Fighters, (Uniformed Civilian Unit);

NOW, THEREFORE, BE IT RESOLVED by the County Council of Prince George's County, Maryland, that salary schedule "B", Schedule of Pay Grades, submitted and recommended by the County Executive on May 6, 1992, which is attached hereto and made a part hereof, setting forth a one percent (1%) increase in the base hourly rates effective April 5, 1992; a one percent (1%) increase in base hourly rates effective May 31, 1992; a two percent (2%) increase in the base hourly rates effective March 21, 1993; a two percent (2%) increase in the base hourly rates effective June 13, 1993; a two percent (2%) increase in the base hourly rates effective June 27, 1993; a supplemental retirement benefit program effective July 1, 1991; and further establishing the workweek, compensation for scheduled work hours, overtime pay, shift differential, call-back pay, early reporting time, holiday pay, stand-by pay, pay while on I.O.J. leave, sick leave, unused sick leave, annual leave, holidays, leave of absence, personal leave, bereavement leave, additional leave provision, union leave, administration of leave, clothing

allowance, group health insurance, life insurance, unemployment insurance, retirement contribution, social security, Prince George's Professional Fire Fighters P.A.C. payroll deduction, worker's compensation and incentive awards for such employees, be and the same is hereby approved.

BE IT FURTHER RESOLVED that the provisions of this resolution shall supersede the provisions of CB-13-1992.

Adopted this 7th day of July, 1992.

COUNTY COUNCIL OF PRINCE
GEORGE'S COUNTY, MARYLAND

BY:

Richard J. Castaldi
Chairman

ATTEST:

Joyce T. Sweeney
Acting Clerk of the Council

SALARY SCHEDULE B
SCHEDULE OF PAY GRADES
UNIFORMED CIVILIAN BARGAINING UNIT
PRINCE GEORGE'S COUNTY FIRE DEPARTMENT
PRINCE GEORGE'S COUNTY, MARYLAND
EFFECTIVE JULY 1, 1991 - JUNE 30, 1993

(AS AMENDED FOR FY 1992)

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I. Scheduled Pay Rates

SALARY SCHEDULE B - EFFECTIVE APRIL 5, 1992
SCHEDULE OF PAY GRADES - UNIFORMED CIVILIAN BARGAINING UNIT
PRINCE GEORGE'S COUNTY FIRE DEPARTMENT
PRINCE GEORGE'S COUNTY, MARYLAND

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
B12	HOURLY	9.1452	14.5273
	BIWKLY	731.62	1,162.18
	ANNUAL	19,022	30,217
B13	HOURLY	9.6155	15.2440
	BIWKLY	769.24	1,219.52
	ANNUAL	20,000	31,708
B14	HOURLY	10.1031	15.9818
	BIWKLY	808.25	1,278.54
	ANNUAL	21,014	33,242
B15	HOURLY	10.6607	16.7606
	BIWKLY	852.86	1,340.85
	ANNUAL	22,174	34,862
B16	HOURLY	11.2008	17.6416
	BIWKLY	896.06	1,411.33
	ANNUAL	23,298	36,695
B17	HOURLY	11.7581	18.5021
	BIWKLY	940.65	1,480.17
	ANNUAL	24,457	38,484
B18	HOURLY	12.3505	19.7056
	BIWKLY	988.04	1,576.45
	ANNUAL	25,689	40,988
B19	HOURLY	12.9602	20.6829
	BIWKLY	1,036.82	1,654.63
	ANNUAL	26,957	43,020
B20	HOURLY	13.6082	21.7170
	BIWKLY	1,088.66	1,737.36
	ANNUAL	28,305	45,171
B21	HOURLY	14.2886	22.8029
	BIWKLY	1,143.09	1,824.23
	ANNUAL	29,720	47,430

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
B22	HOURLY	15.0030	23.9430
	BIWKLY	1,200.24	1,915.44
	ANNUAL	31,206	49,801

The hourly rates are the July 1, 1991 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.

SALARY SCHEDULE B - EFFECTIVE MAY 31, 1992
 SCHEDULE OF PAY GRADES - UNIFORMED CIVILIAN BARGAINING UNIT
 PRINCE GEORGE'S COUNTY FIRE DEPARTMENT
 PRINCE GEORGE'S COUNTY, MARYLAND

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
B12	HOURLY	9.2367	14.6726
	BIWKLY	738.94	1,173.81
	ANNUAL	19,212	30,519
B13	HOURLY	9.7117	15.3964
	BIWKLY	776.94	1,231.71
	ANNUAL	20,200	32,025
B14	HOURLY	10.2041	16.1416
	BIWKLY	816.33	1,291.33
	ANNUAL	21,225	33,575
B15	HOURLY	10.7673	16.9282
	BIWKLY	861.38	1,354.26
	ANNUAL	22,396	35,211
B16	HOURLY	11.3128	17.8180
	BIWKLY	905.02	1,425.44
	ANNUAL	23,531	37,061
B17	HOURLY	11.8757	18.6871
	BIWKLY	950.06	1,494.97
	ANNUAL	24,701	38,869
B18	HOURLY	12.4740	19.9027
	BIWKLY	997.92	1,592.22
	ANNUAL	25,946	41,398
B19	HOURLY	13.0898	20.8897
	BIWKLY	1,047.18	1,671.18
	ANNUAL	27,227	43,451
B20	HOURLY	13.7443	21.9342
	BIWKLY	1,099.54	1,754.73
	ANNUAL	28,588	45,623
B21	HOURLY	14.4315	23.0309
	BIWKLY	1,154.52	1,842.47
	ANNUAL	30,018	47,904

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
B22	HOURLY	15.1530	24.1824
	BIWKLY	1,212.24	1,935.92
	ANNUAL	31,518	50,299

The hourly rates are the April 5, 1992 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.

SALARY SCHEDULE B - EFFECTIVE MARCH 21, 1993
 SCHEDULE OF PAY GRADES - UNIFORMED CIVILIAN BARGAINING UNIT
 PRINCE GEORGE'S COUNTY FIRE DEPARTMENT
 PRINCE GEORGE'S COUNTY, MARYLAND

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
B12	HOURLY	9.4214	14.9661
	BIWKLY	753.71	1,197.29
	ANNUAL	19,597	31,129
B13	HOURLY	9.9059	15.7043
	BIWKLY	792.47	1,256.34
	ANNUAL	20,604	32,665
B14	HOURLY	10.4082	16.4644
	BIWKLY	832.66	1,317.15
	ANNUAL	21,649	34,246
B15	HOURLY	10.9826	17.2668
	BIWKLY	878.61	1,381.34
	ANNUAL	22,844	35,915
B16	HOURLY	11.5391	18.1744
	BIWKLY	923.13	1,453.95
	ANNUAL	24,001	37,803
B17	HOURLY	12.1132	19.0608
	BIWKLY	969.06	1,524.86
	ANNUAL	25,195	39,646
B18	HOURLY	12.7235	20.3008
	BIWKLY	1,017.88	1,624.06
	ANNUAL	26,465	42,226
B19	HOURLY	13.3516	21.3075
	BIWKLY	1,068.13	1,704.60
	ANNUAL	27,771	44,320
B20	HOURLY	14.0192	22.3729
	BIWKLY	1,121.54	1,789.83
	ANNUAL	29,160	46,536
B21	HOURLY	14.7201	23.4915
	BIWKLY	1,177.61	1,879.32
	ANNUAL	30,618	48,862

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
B22	HOURLY	15.4561	24.6660
	BIWKLY	1,236.49	1,973.28
	ANNUAL	32,149	51,305

The hourly rates are the May 31, 1992 rates multiplied by 102%. 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.

SALARY SCHEDULE B - EFFECTIVE JUNE 13, 1993
 SCHEDULE OF PAY GRADES - UNIFORMED CIVILIAN BARGAINING UNIT
 PRINCE GEORGE'S COUNTY FIRE DEPARTMENT
 PRINCE GEORGE'S COUNTY, MARYLAND

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
B12	HOURLY	9.6098	15.2654
	BIWKLY	768.78	1,221.23
	ANNUAL	19,988	31,752
B13	HOURLY	10.1040	16.0184
	BIWKLY	808.32	1,281.47
	ANNUAL	21,016	33,318
B14	HOURLY	10.6164	16.7937
	BIWKLY	849.31	1,343.50
	ANNUAL	22,082	34,931
B15	HOURLY	11.2023	17.6121
	BIWKLY	896.18	1,408.97
	ANNUAL	23,301	36,633
B16	HOURLY	11.7699	18.5379
	BIWKLY	941.59	1,483.03
	ANNUAL	24,481	38,559
B17	HOURLY	12.3555	19.4420
	BIWKLY	988.44	1,555.36
	ANNUAL	25,699	40,439
B18	HOURLY	12.9780	20.7068
	BIWKLY	1,038.24	1,656.54
	ANNUAL	26,994	43,070
B19	HOURLY	13.6186	21.7337
	BIWKLY	1,089.49	1,738.70
	ANNUAL	28,327	45,206
B20	HOURLY	14.2996	22.8204
	BIWKLY	1,143.97	1,825.63
	ANNUAL	29,743	47,466
B21	HOURLY	15.0145	23.9613
	BIWKLY	1,201.16	1,916.90
	ANNUAL	31,230	49,840

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
B22	HOURLY	15.7652	25.1593
	BIWKLY	1,261.22	2,012.74
	ANNUAL	32,792	52,331

The hourly rates are the March 21, 1993 rates multiplied by 102%. 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.

SALARY SCHEDULE B - EFFECTIVE JUNE 27, 1993
 SCHEDULE OF PAY GRADES - UNIFORMED CIVILIAN BARGAINING UNIT
 PRINCE GEORGE'S COUNTY FIRE DEPARTMENT
 PRINCE GEORGE'S COUNTY, MARYLAND

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
B12	HOURLY	9.8020	15.5707
	BIWKLY	784.16	1,245.66
	ANNUAL	20,388	32,387
B13	HOURLY	10.3061	16.3388
	BIWKLY	824.49	1,307.10
	ANNUAL	21,437	33,985
B14	HOURLY	10.8287	17.1296
	BIWKLY	866.30	1,370.37
	ANNUAL	22,524	35,630
B15	HOURLY	11.4263	17.9643
	BIWKLY	914.10	1,437.14
	ANNUAL	23,767	37,366
B16	HOURLY	12.0053	18.9087
	BIWKLY	960.42	1,512.70
	ANNUAL	24,971	39,330
B17	HOURLY	12.6026	19.8308
	BIWKLY	1,008.21	1,586.46
	ANNUAL	26,213	41,248
B18	HOURLY	13.2376	21.1209
	BIWKLY	1,059.01	1,689.67
	ANNUAL	27,534	43,931
B19	HOURLY	13.8910	22.1684
	BIWKLY	1,111.28	1,773.47
	ANNUAL	28,893	46,110
B20	HOURLY	14.5856	23.2768
	BIWKLY	1,166.85	1,862.14
	ANNUAL	30,338	48,416
B21	HOURLY	15.3148	24.4405
	BIWKLY	1,225.18	1,955.24
	ANNUAL	31,855	50,836

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
B22	HOURLY	16.0805	25.6625
	BIWKLY	1,286.44	2,053.00
	ANNUAL	33,447	53,378

The hourly rates are the June 13, 1993 rates multiplied by 102%. For administrative purposes, the hourly rates are the controlling rates. Bi-weekly rates are hourly rates multiplied by 80. Annual rates are the hourly rates multiplied by 2,080 and rounded to the nearest dollar.

MIN-MAX SYSTEM:

The min-max system which had been in effect for all members of the bargaining unit was replaced by the following modified "min-max" system.

- A. The minimum and maximum pay rates for employees in the following classifications are established on the foregoing schedule of pay rates:

Emergency Dispatcher I B-14

Emergency Dispatcher II B-16

Emergency Dispatcher III B-18

- B. Merit steps will have the value of three and one-half percent (3 1/2%).

- C. (1) If, upon the granting of a three and one-half percent (3 1/2%) merit increase, an employee's salary is one percent or less from the applicable maximum rate, the employee will have his salary rate adjusted to the applicable maximum rate.

(2) If upon the granting of a three and one-half percent (3 1/2%) merit increase, an employee's salary rate is greater than one percent (1%) but less than three and one-half percent (3 1/2%) from the maximum rate, the employee upon satisfactory completion of one (1) additional year of service, will have his salary rate adjusted to the applicable maximum rate.

- D. Upon promotion an employee's salary rate shall be the greater of a ten percent (10%) increase over his current rate or a ten percent (10%) increase above the stated minimum for the grade to which he is promoted.

- E. Steps for the purpose of demotions, discipline, and reallocations, shall be at a rate of five percent (5%) and shall be governed by the Personnel Law.

II. Workweek

The workweek for employees covered by this salary schedule shall consist of seven (7) consecutive days, Sunday through Saturday. A shift for employees covered by this salary schedule shall consist of twelve (12) consecutive hours, excluding two (2) unpaid breaks of twenty-six and twenty-five minutes. The number of scheduled work hours per shift are 11.15 (12 hours less 51 minutes unpaid break time -- .85 hour).

An employee's normal work schedule will consist of two (2) day shifts followed by two (2) night shifts followed by four (4) days off. The schedule cycle, which repeats every eight weeks,

contains four (4) weeks with four (4) scheduled shifts and four (4) weeks of three (3) scheduled shifts.

III. Compensation for Scheduled Work Hours

Provided that an employee is in pay status for all of his/her regularly scheduled hours, he/she shall be compensated for those hours as follows:

- A. During a four shift workweek (44.6 scheduled hours of work), the employee will receive straight time pay for the first forty (40) hours and will accrue compensatory leave at the rate of one and one-half (1 1/2) hours for each of the remaining 4.6 hours, i.e., up to a total of 6.9 hours of compensatory leave.
- B. During a three shift workweek (33.45 scheduled hours of work), the employee will receive straight time pay for 33.45 hours and be paid in cash for up to 6.55 hours of accrued compensatory leave.
- C. When an employee is in paid leave status for an entire four-shift workweek, the employee will report and be paid for forty (40) hours leave and, additionally will be credited with two (2) hours of compensatory leave.
- D. If an employee would otherwise be required to charge a full half-hour of leave (annual, sick or compensatory) to cover .15 hours of his/her 11.15 hour shift, the employee may charge that .15 hour increment to reflect actual leave use.
- E. Breaks will be scheduled at times designated by the supervisor on duty. Without specific prior approval, dispatchers on break are not permitted to leave the communications facility.

IV. Overtime Pay

Provided the employee is in pay status for the total of his/her regularly scheduled hours during a workweek, an employee covered by this Salary Schedule who is authorized to and who works in excess of his/her scheduled hours (44.6 or 33.45) shall have the option of receiving pay at the rate of one and one-half (1 1/2) hours for each overtime hour worked or of receiving compensatory time at the rate of one and one-half (1 1/2) hours for each overtime hour worked. Any employee entitled to be granted compensatory leave shall be granted such leave by the Fire Chief. Compensatory leave in excess of that needed to maintain compensation for scheduled work hours under Section III, above, shall be used before annual leave.

V. Shift Differential

Effective the first full pay period beginning on or after January 1, 1990, a shift differential of one dollar and ninety cents (\$1.90) per hour shall be paid for all time worked on the

night shift (i.e., 1900 hrs. -- 0700 hrs.) to each dispatcher specifically assigned to work the night shift. Effective the first full pay period beginning on or after January 1, 1991 and January 1, 1992, the dispatcher night shift differential shall be increased to two dollars and five cents (\$2.05) per hour and to two dollars and fifteen cents (\$2.15) per hour, respectively. The night shift differential shall not be considered part of the employee's base rate, nor shall it be applied to pay for non-productive hours such as holiday pay and annual and sick leave pay.

VI. Call-Back Pay

An employee who is called back from off-duty, and does in fact perform duties in behalf of the Prince George's County Fire Department during his normal off-duty hours, by career officials authorized by the County Fire Chief, shall be paid the minimum of four (4) hours at one and one-half (1 1/2) times his/her regular rate of pay. This provision shall not apply to administrative hearings or disciplinary procedures. However, management will attempt to schedule such hearings and/or procedures during the normal duty hours of the employee; or, at a time mutually agreeable to both parties.

VII. Early Reporting Time

An employee who is called in to work by career officers authorized by the County Fire Chief for two (2) hours or less immediately before his/her normally scheduled starting time shall be paid for such hours at one and one-half (1 1/2) times his/her regular rate of pay and will be paid his/her regular rate of pay beginning with his/her regularly starting time.

The Call-Back Pay provisions shall apply to an employee called into to work more than two (2) hours immediately before his/her regularly scheduled starting time.

VIII. Holiday Pay

A. If an employee works on a designated holiday, he/she shall be paid at the rate of time and one-half (1 1/2) his/her regular rate of pay for all hours worked on the holiday plus an additional eight (8) hours at the regular rate, and the employee shall not receive an additional day off.

B. If an employee is required to work on a holiday which coincides with his/her regularly scheduled day off, he/she shall be compensated at the rate of one and one-half (1 1/2) times his/her regular rate of pay for all hours worked, and he/she shall also receive eight (8) hours holiday pay. Shift personnel who are required to work on a holiday which coincides with their regularly scheduled day off shall earn twelve (12) hours of compensatory time.

C. Dispatchers on assigned day off on a holiday shall earn twelve (12) hours of compensatory time. Straight day shift personnel on assigned day off on a holiday shall receive eight (8) hours of compensatory time.

IX. Stand-by Pay

There shall be two (2) tours of stand-by duty.

Monday 07:00 - Friday 15:00
Friday 15:00 - Monday 07:00

A bargaining unit employee required by the Fire Chief or his designee to be on stand-by during the Monday through Friday tour of duty shall be compensated at the rate of two (2) hours of compensatory time per day; the rate of compensation for the Friday through Monday tour shall be four (4) hours of compensatory time per day. The rate of compensation for standing by on a designated holiday shall be a total of eight (8) hours of compensatory time. An employee who is called back to active duty while on stand-by will receive no stand-by pay for the day on which the active duty was performed.

This section shall not apply to unusual circumstances which result in the Department's Emergency Operation Plan being placed into effect, provided that when a "yellow alert" is in effect for seventy-two (72) hours those affected employees shall receive one (1) day's pay. In addition, affected employees shall be compensated at a rate of one day's pay for each subsequent seventy-two (72) hours on alert.

X. Pay While on I.O.J. Leave

Any employee who is on I.O.J. or disability leave shall receive all pay during said period as disability income.

XI. Sick Leave

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

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

Sick leave may be accumulated from year to year.

XII. Unused Sick Leave

Beginning July 1, 1988, upon termination of County employment for non-disciplinary reasons (including but not limited to retirement, disability and death) employees shall be entitled to a lump sum cash payment for unused sick leave. The amount of the cash payment shall be determined by taking each individual's total accrued number of unused sick leave hours as of his/her termination date multiplying by his/her final base hourly rate of pay and dividing that product by two (2). The number so obtained shall be further multiplied a fraction, the numerator of which shall be the number of years of actual service and the denominator of which shall be twenty (20).

However, if a dispatcher with less than 20 years of actual service terminates employment as a result of death or disability, he/she shall receive a 50% cash out of unused sick leave regardless of years of service.

XIII. Annual Leave

A. Earnings

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

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

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

B. Annual Leave: Carryover and Lump Sum Payment

Beginning with the 1992 leave year (i.e., 1992 into 1993), employees covered under this Salary Schedule may carry up to one hundred twenty-five (125) days of annual leave to the following annual leave year. Employees, upon request, may convert annual leave in excess of one hundred twenty-five (125) days to sick leave at the end of an annual leave year.

Employees covered by this Salary Schedule who terminate employment shall receive a lump sum payment for the annual leave balance credit accumulated through the last full pay period prior to the employees' separation.

XIV. Holidays

The following shall be designated as holidays within the scope of this salary plan.

New Year's Day	Veteran's Day
Martin Luther King's Birthday	Thanksgiving Day
Washington's Birthday	Christmas Day
Memorial Day	Presidential
Independence Day	Inauguration Day
Labor Day	(every 4 years)

Columbus Day
County Employee's Appreciation Day

General Election Day
(every 2 years)

For the purpose of this Section, the Christmas holiday shall apply to all dispatchers who work during the 24-hour period beginning at 1900 hours on December 24, and the New Year's Day holiday shall apply to all dispatchers who work the 24-hour period beginning at 1900 hours on December 31.

XV. Leave of Absence

Leave without pay may be granted for up to one (1) year when just cause for such leave is shown by the employee. Such leave shall be requested in writing and shall be subject to approval by the County Fire Chief or his designee, and such approval shall not be unreasonably withheld. The County Fire Chief has the right to set reasonable limits on such leave.

XVI. Personal Leave

Two paid personal leave days per leave year shall be granted to each employee eligible for annual leave. 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. A personal leave day equals eight (8) hours, except for shift workers who work twelve (12) hours it is twelve (12) hours.

XVII. Bereavement Leave

Members of the Unit shall be entitled to use accumulated sick leave for the purpose of bereavement when a death occurs in a member's family. A maximum of sick leave used shall not normally exceed three (3) working days. The term "family" shall mean and include the member's spouse, child, sister, brother, parent, grandparent and aunt or uncle. Leave needed beyond three (3) days because of travel distance, religious requirements or other extenuating circumstances may be extended on a case-by-case basis, but in no instance shall such bereavement leave be approved beyond seven (7) working days.

XVIII. Additional Leave Provision

In the event the County Executive grants administrative leave to non-essential County employees because of extreme inclement weather or other hazardous working conditions, which may prevent employees from reporting to work or which may require early release from work, those employees required by the Fire Department to perform duties will be entitled to receive one hour of compensatory time for each hour worked during the emergency, in addition to any pay to which they are entitled for that period.

XIX. Union Leave

Conferences and Seminars -- Members of the bargaining unit shall be granted time to attend conventions and conferences without loss of pay or leave with prior approval of the County Fire Chief (not to be unreasonably withheld), and further provided that such meetings shall not exceed six (6) per fiscal year and that not more than two (2) members of the bargaining unit request such approval.

The County Fire Chief will be notified thirty (30) days in advance to such meetings. Notice of less than thirty (30) days will be accepted where there are unusual circumstances which prevent giving thirty (30) days notice. In no event shall notice be less than seven (7) days.

Leave for Negotiations -- Employees (not to exceed six (6) in number) who, upon the request of the Union are excused from their regular assignment for the purpose of participating in negotiation sessions with representatives of the County, shall suffer no loss of pay or leave.

Union President -- The President of the Union shall be granted administrative leave with pay as may be required for the purpose of discharging his/her official duties as Union President.

XX. Administration of Leave

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

XXI. Clothing Allowance

Employees covered by this Salary Schedule shall receive a clothing allowance of eight hundred dollars (\$800) per year. This clothing allowance is not considered part of the employee's base pay, and will be paid in two equal installments in July and January of each fiscal year.

Notwithstanding the previous paragraph, during fiscal years 1992 and 1993 (July 1, 1991 through June 30, 1993), employees will not receive the clothing allowance referenced in the preceding paragraph.

XXII. Group Health Insurance

A. Effective with contributions in June, 1991, for

coverage beginning on July 1, 1991, the County shall contribute seventy-five percent (75%) to the cost of the County's Managed Care health insurance program for any employee who elects to participate in the program. Participating employees shall contribute the remaining twenty-five percent (25%).

B. The County shall contribute ninety-two and one-half percent (92.5%) 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 seven and one-half percent (7.5%).

Effective with contributions in June, 1992, for coverage beginning on July 1, 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 1, 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 employees shall contribute the remaining twenty-five percent (25%).

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

D. A Dental Plan is available to employees. The employee pays the entire cost.

XXIII. Life Insurance

The County shall pay one hundred percent (100%) of the monthly premium for the County life insurance coverage as authorized and in accordance with Section 16-212 of the Personnel Law. The County shall pay death benefit of \$5,000 upon the death of any County employee whose death results from an accidental personal injury arising out of and in the course of his/her employment.

XXIV. Unemployment Insurance

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

XXV. Retirement Contributions

A. Employees paid in accordance with this Salary Schedule and who are eligible for enrollment in the Maryland State Retirement System shall pay retirement contributions at the rate of five percent (5%) or seven percent (7%) of base salary, depending on plan option selected.

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

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

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

XXVI. Supplemental Retirement Benefit

Effective July 1, 1991, employees covered by this Salary Schedule shall commence participation in a supplemental retirement benefit program. 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 contribution each pay period.

XXVII. Social Security

Effective January 1, 1992, 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 \$53,400, and 1.45% of the remainder up to \$125,000 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.

XXVIII. Prince George's Professional Fire Fighters P.A.C.
Payroll Deduction

The County agrees to deduct on a bi-weekly basis from the payroll checks of employees covered by this Salary Schedule who so request in writing voluntary contributions to the Prince George's Professional Fire Fighters P.A.C. payroll deduction fund. The Union agrees to indemnify and hold harmless the County from any loss or damages arising from the operation of this provision.

XXIX. Worker's Compensation

The County will provide at its own cost all benefits due to an employee pursuant to the Maryland Worker's Compensation Law, Article 101, Annotated Code of Maryland.

XXX. 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.

XXXI. Policy Statement

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