

**COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND**  
**2007 Legislative Session**

Resolution No. CR-58-2007

Proposed by The Chairman (by request – County Executive)

Introduced by Council Member Exum

Co-Sponsors \_\_\_\_\_

Date of Introduction July 24, 2007

**RESOLUTION**

1 A RESOLUTION concerning

2 Compensation and Benefits

3 General Schedule Employees - Salary Schedule G

4 For the purpose of amending the Salary Plan of the County to reflect pay rates and other  
5 modified benefits for General Schedule employees.

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 new pay rates and other modified benefits for General Schedule  
11 employees.

12 NOW, THEREFORE, BE IT RESOLVED by the County Council of Prince George's  
13 County, Maryland, that Salary Schedule G submitted and recommended by the County Executive  
14 on July 23, 2007, which is attached hereto and made a part hereof, setting forth the following  
15 modifications: an increase in minimum pay rates by six percent (6%) and in maximum pay rates  
16 by seventeen percent (17%), effective July 1, 2007; a cost-of-living increase of two and one-half  
17 percent (2.5%), effective July 8, 2007; and pension plan benefits and Social Security  
18 contributions, be and the same is hereby approved.

19 BE IT FURTHER RESOLVED that this resolution shall take effect on the day it is adopted  
20 and shall be retroactively effective July 1, 2007.

Adopted this 18th day of September, 2007.

COUNTY COUNCIL OF PRINCE  
GEORGE'S COUNTY, MARYLAND

BY: \_\_\_\_\_  
Camille A. Exum  
Chair

ATTEST:

\_\_\_\_\_  
Redis C. Floyd  
Clerk of the Council

SALARY SCHEDULE G

SCHEDULE OF PAY GRADES - GENERAL SCHEDULE

PRINCE GEORGE'S COUNTY, MARYLAND

FISCAL YEAR 2008

**TABLE OF CONTENTS**

	<b>PAGE</b>
1. SCHEDULED PAY RATES.....	1
2. WAGES.....	12
3. WORKWEEK .....	12
4. WORK SCHEDULES.....	13
5. DESIGNATION OF MEAL PERIODS .....	13
6. PAY IN EXCESS OF BASE SALARY.....	13
7. LEAVE PROVISIONS .....	17
8. INCENTIVE AWARDS.....	20
9. UNEMPLOYMENT INSURANCE .....	20
10. RETIREMENT AND PENSION BENEFIT PROVISIONS .....	20
11. GROUP HEALTH INSURANCE.....	23
12. LIFE INSURANCE.....	23
13. SOCIAL SECURITY .....	24
14. WORKERS' COMPENSATION.....	24
15. PAY PLAN POLICY STATEMENT .....	24

**1. SCHEDULED PAY RATES**

**SALARY SCHEDULE G  
SCHEDULE OF PAY GRADES  
EFFECTIVE JULY 1, 2007  
PRINCE GEORGE'S COUNTY, MARYLAND**

<b>GRADE</b>		<b><u>MINIMUM</u></b>	<b><u>MAXIMUM</u></b>
<b>G01</b>	<b>HOURLY</b>	6.1500	14.4764
	<b>BIWKLY</b>	492.00	1158.11
	<b>ANNUAL</b>	12,792	30,111
<b>G02</b>	<b>HOURLY</b>	7.8128	15.2002
	<b>BIWKLY</b>	625.02	1216.01
	<b>ANNUAL</b>	16,251	31,616
<b>G03</b>	<b>HOURLY</b>	8.2035	15.9602
	<b>BIWKLY</b>	656.28	1276.82
	<b>ANNUAL</b>	17,063	33,197
<b>G04</b>	<b>HOURLY</b>	8.6136	16.7580
	<b>BIWKLY</b>	689.09	1340.64
	<b>ANNUAL</b>	17,916	34,857
<b>G05</b>	<b>HOURLY</b>	9.0440	17.5959
	<b>BIWKLY</b>	723.52	1407.67
	<b>ANNUAL</b>	18,812	36,599
<b>G06</b>	<b>HOURLY</b>	9.4966	18.4758
	<b>BIWKLY</b>	759.73	1478.07
	<b>ANNUAL</b>	19,753	38,430
<b>G07</b>	<b>HOURLY</b>	9.9712	19.4000
	<b>BIWKLY</b>	797.69	1552.00
	<b>ANNUAL</b>	20,740	40,352
<b>G08</b>	<b>HOURLY</b>	10.4697	20.3696
	<b>BIWKLY</b>	837.58	1629.57
	<b>ANNUAL</b>	21,777	42,369

GRADE		<u>MINIMUM</u>	<u>MAXIMUM</u>
G09	<b>HOURLY</b>	10.9932	21.3882
	<b>BIWKLY</b>	879.45	1711.06
	<b>ANNUAL</b>	22,866	44,487
G10	<b>HOURLY</b>	11.5429	22.4574
	<b>BIWKLY</b>	923.43	1796.60
	<b>ANNUAL</b>	24,009	46,711
G11	<b>HOURLY</b>	12.1200	23.5804
	<b>BIWKLY</b>	969.60	1886.43
	<b>ANNUAL</b>	25,210	49,047
G12	<b>HOURLY</b>	12.7261	24.7597
	<b>BIWKLY</b>	1018.09	1980.77
	<b>ANNUAL</b>	26,470	51,500
G13	<b>HOURLY</b>	13.3620	25.9975
	<b>BIWKLY</b>	1068.96	2079.80
	<b>ANNUAL</b>	27,793	54,075
G14	<b>HOURLY</b>	14.0303	27.2975
	<b>BIWKLY</b>	1122.42	2183.80
	<b>ANNUAL</b>	29,183	56,779
G15	<b>HOURLY</b>	14.7319	28.6623
	<b>BIWKLY</b>	1178.55	2292.99
	<b>ANNUAL</b>	30,642	59,618
G16	<b>HOURLY</b>	15.4687	30.0953
	<b>BIWKLY</b>	1237.49	2407.62
	<b>ANNUAL</b>	32,175	62,598
G17	<b>HOURLY</b>	16.2416	31.5999
	<b>BIWKLY</b>	1299.33	2528.00
	<b>ANNUAL</b>	33,783	65,728

GRADE		<u>MINIMUM</u>	<u>MAXIMUM</u>
G18	<b>HOURLY</b>	17.0540	33.1804
	<b>BIWKLY</b>	1364.33	2654.43
	<b>ANNUAL</b>	35,472	69,015
G19	<b>HOURLY</b>	17.9068	34.8393
	<b>BIWKLY</b>	1432.54	2787.15
	<b>ANNUAL</b>	37,246	72,466
G20	<b>HOURLY</b>	18.8020	36.5809
	<b>BIWKLY</b>	1504.16	2926.47
	<b>ANNUAL</b>	39,108	76,088
G21	<b>HOURLY</b>	19.7421	38.4100
	<b>BIWKLY</b>	1579.37	3072.79
	<b>ANNUAL</b>	41,064	79,893
G22	<b>HOURLY</b>	20.7293	40.3305
	<b>BIWKLY</b>	1658.34	3226.44
	<b>ANNUAL</b>	43,117	83,887
G23	<b>HOURLY</b>	21.7658	42.3470
	<b>BIWKLY</b>	1741.27	3387.76
	<b>ANNUAL</b>	45,273	88,082
G24	<b>HOURLY</b>	22.8540	44.4643
	<b>BIWKLY</b>	1828.32	3557.15
	<b>ANNUAL</b>	47,536	92,486
G25	<b>HOURLY</b>	23.9970	46.6879
	<b>BIWKLY</b>	1919.76	3735.03
	<b>ANNUAL</b>	49,914	97,111

GRADE		<u>MINIMUM</u>	<u>MAXIMUM</u>
G26	<b>HOURLY</b>	25.1966	49.0219
	<b>BIWKLY</b>	2015.73	3921.75
	<b>ANNUAL</b>	52,409	101,966
G27	<b>HOURLY</b>	26.4566	51.4732
	<b>BIWKLY</b>	2116.53	4117.86
	<b>ANNUAL</b>	55,030	107,064
G28	<b>HOURLY</b>	27.7793	54.0466
	<b>BIWKLY</b>	2222.34	4323.73
	<b>ANNUAL</b>	57,781	112,417
G29	<b>HOURLY</b>	29.1680	56.7489
	<b>BIWKLY</b>	2333.44	4539.91
	<b>ANNUAL</b>	60,670	118,038
G30	<b>HOURLY</b>	30.6267	59.5870
	<b>BIWKLY</b>	2450.14	4766.96
	<b>ANNUAL</b>	63,704	123,941
G31	<b>HOURLY</b>	32.1579	62.5658
	<b>BIWKLY</b>	2572.63	5005.26
	<b>ANNUAL</b>	66,888	130,137
G32	<b>HOURLY</b>	33.7661	65.6944
	<b>BIWKLY</b>	2701.29	5255.55
	<b>ANNUAL</b>	70,234	136,644
G33	<b>HOURLY</b>	35.4543	68.9786
	<b>BIWKLY</b>	2836.35	5518.29
	<b>ANNUAL</b>	73,745	143,476
G34	<b>HOURLY</b>	37.2271	72.4279
	<b>BIWKLY</b>	2978.17	5794.23
	<b>ANNUAL</b>	77,432	150,650

GRADE		<u>MINIMUM</u>	<u>MAXIMUM</u>
G35	<b>HOURLY</b>	39.0883	76.0491
	<b>BIWKLY</b>	3127.07	6083.93
	<b>ANNUAL</b>	81,304	158,182
G36	<b>HOURLY</b>	41.0426	79.8514
	<b>BIWKLY</b>	3283.41	6388.12
	<b>ANNUAL</b>	85,369	166,091
G37	<b>HOURLY</b>	43.0948	83.8442
	<b>BIWKLY</b>	3447.59	6707.53
	<b>ANNUAL</b>	89,637	174,396
G38	<b>HOURLY</b>	45.2496	88.0362
	<b>BIWKLY</b>	3619.96	7042.90
	<b>ANNUAL</b>	94,119	183,115
G39	<b>HOURLY</b>	47.5122	92.4382
	<b>BIWKLY</b>	3800.97	7395.06
	<b>ANNUAL</b>	98,825	192,271
G40	<b>HOURLY</b>	49.8875	97.0602
	<b>BIWKLY</b>	3991.00	7764.81
	<b>ANNUAL</b>	103,766	201,885
G41	<b>HOURLY</b>	52.3817	101.9131
	<b>BIWKLY</b>	4190.53	8153.05
	<b>ANNUAL</b>	108,954	211,979

GRADE		<u>MINIMUM</u>	<u>MAXIMUM</u>
G42	<b>HOURLY</b>	55.0011	107.0090
	<b>BIWKLY</b>	4400.09	8560.72
	<b>ANNUAL</b>	114,402	222,579

The minimum hourly rates are the July 09, 2006 rates multiplied by 106%. The maximum hourly rates are the July 09, 2006 rates multiplied by 117%. For administrative purposes, the hourly rates are the controlling rates. Biweekly rates are hourly rates multiplied by 80. Annual rates are the hourly rates multiplied by 2,080 and rounded to the nearest dollar. The G01 minimum hourly rate remains \$6.15 which is a State mandate effective February 16, 2006.

**SALARY SCHEDULE G  
SCHEDULE OF PAY GRADES  
EFFECTIVE JULY 8, 2007  
PRINCE GEORGE'S COUNTY, MARYLAND**

GRADE		<u>MINIMUM</u>	<u>MAXIMUM</u>
G01	<b>HOURLY</b>	6.1500	14.8383
	<b>BIWKLY</b>	492.00	1187.07
	<b>ANNUAL</b>	12,792	30,864
G02	<b>HOURLY</b>	8.0081	15.5802
	<b>BIWKLY</b>	637.52	1246.41
	<b>ANNUAL</b>	16,657	32,407
G03	<b>HOURLY</b>	8.4085	16.3592
	<b>BIWKLY</b>	672.68	1308.74
	<b>ANNUAL</b>	17,490	34,027
G04	<b>HOURLY</b>	8.8289	17.1769
	<b>BIWKLY</b>	706.32	1374.15
	<b>ANNUAL</b>	18,364	35,728
G05	<b>HOURLY</b>	9.2701	18.0358
	<b>BIWKLY</b>	741.61	1442.86
	<b>ANNUAL</b>	19,282	37,514
G06	<b>HOURLY</b>	9.7341	18.9377
	<b>BIWKLY</b>	778.72	1515.02
	<b>ANNUAL</b>	20,247	39,390
G07	<b>HOURLY</b>	10.2205	19.8850
	<b>BIWKLY</b>	817.64	1590.80
	<b>ANNUAL</b>	21,259	41,361
G08	<b>HOURLY</b>	10.7314	20.8788
	<b>BIWKLY</b>	858.52	1670.31
	<b>ANNUAL</b>	22,321	43,428

GRADE		<u>MINIMUM</u>	<u>MAXIMUM</u>
G09	<b>HOURLY</b>	11.2680	21.9229
	<b>BIWKLY</b>	901.44	1753.83
	<b>ANNUAL</b>	23,437	45,600
G10	<b>HOURLY</b>	11.8315	23.0189
	<b>BIWKLY</b>	946.52	1841.51
	<b>ANNUAL</b>	24,609	47,879
G11	<b>HOURLY</b>	12.4230	24.1699
	<b>BIWKLY</b>	993.84	1933.59
	<b>ANNUAL</b>	25,840	50,273
G12	<b>HOURLY</b>	13.0443	25.3787
	<b>BIWKLY</b>	1043.54	2030.29
	<b>ANNUAL</b>	27,132	52,788
G13	<b>HOURLY</b>	13.6961	26.6474
	<b>BIWKLY</b>	1095.68	2131.80
	<b>ANNUAL</b>	28,488	55,427
G14	<b>HOURLY</b>	14.3810	27.9800
	<b>BIWKLY</b>	1150.48	2238.40
	<b>ANNUAL</b>	29,913	58,198
G15	<b>HOURLY</b>	15.1002	29.3789
	<b>BIWKLY</b>	1208.01	2350.31
	<b>ANNUAL</b>	31,408	61,108
G16	<b>HOURLY</b>	15.8554	30.8477
	<b>BIWKLY</b>	1268.43	2467.81
	<b>ANNUAL</b>	32,979	64,163
G17	<b>HOURLY</b>	16.6476	32.3899
	<b>BIWKLY</b>	1331.81	2591.19
	<b>ANNUAL</b>	34,627	67,371

GRADE		<u>MINIMUM</u>	<u>MAXIMUM</u>
G18	<b>HOURLY</b>	17.4804	34.0099
	<b>BIWKLY</b>	1398.43	2720.79
	<b>ANNUAL</b>	36,359	70,741
G19	<b>HOURLY</b>	18.3545	35.7103
	<b>BIWKLY</b>	1468.36	2856.82
	<b>ANNUAL</b>	38,177	74,277
G20	<b>HOURLY</b>	19.2720	37.4954
	<b>BIWKLY</b>	1541.76	2999.63
	<b>ANNUAL</b>	40,086	77,990
G21	<b>HOURLY</b>	20.2357	39.3703
	<b>BIWKLY</b>	1618.85	3149.62
	<b>ANNUAL</b>	42,090	81,890
G22	<b>HOURLY</b>	21.2475	41.3387
	<b>BIWKLY</b>	1699.80	3307.10
	<b>ANNUAL</b>	44,195	85,985
G23	<b>HOURLY</b>	22.3099	43.4057
	<b>BIWKLY</b>	1784.80	3472.46
	<b>ANNUAL</b>	46,405	90,284
G24	<b>HOURLY</b>	23.4254	45.5759
	<b>BIWKLY</b>	1874.03	3646.07
	<b>ANNUAL</b>	48,725	94,798
G25	<b>HOURLY</b>	24.5969	47.8551
	<b>BIWKLY</b>	1967.75	3828.41
	<b>ANNUAL</b>	51,162	99,539

GRADE		<u>MINIMUM</u>	<u>MAXIMUM</u>
G26	<b>HOURLY</b>	25.8265	50.2474
	<b>BIWKLY</b>	2066.12	4019.80
	<b>ANNUAL</b>	53,719	104,515
G27	<b>HOURLY</b>	27.1180	52.7600
	<b>BIWKLY</b>	2169.44	4220.80
	<b>ANNUAL</b>	56,405	109,741
G28	<b>HOURLY</b>	28.4738	55.3978
	<b>BIWKLY</b>	2277.90	4431.82
	<b>ANNUAL</b>	59,225	115,227
G29	<b>HOURLY</b>	29.8972	58.1676
	<b>BIWKLY</b>	2391.78	4653.41
	<b>ANNUAL</b>	62,186	120,989
G30	<b>HOURLY</b>	31.3924	61.0767
	<b>BIWKLY</b>	2511.39	4886.13
	<b>ANNUAL</b>	65,296	127,039
G31	<b>HOURLY</b>	32.9618	64.1299
	<b>BIWKLY</b>	2636.95	5130.39
	<b>ANNUAL</b>	68,561	133,390
G32	<b>HOURLY</b>	34.6103	67.3368
	<b>BIWKLY</b>	2768.82	5386.94
	<b>ANNUAL</b>	71,989	140,061
G33	<b>HOURLY</b>	36.3407	70.7031
	<b>BIWKLY</b>	2907.26	5656.25
	<b>ANNUAL</b>	75,589	147,062
G34	<b>HOURLY</b>	38.1577	74.2386
	<b>BIWKLY</b>	3052.62	5939.09
	<b>ANNUAL</b>	79,368	154,416

GRADE		<u>MINIMUM</u>	<u>MAXIMUM</u>
G35	<b>HOURLY</b>	40.0655	77.9503
	<b>BIWKLY</b>	3205.24	6236.03
	<b>ANNUAL</b>	83,336	162,137
G36	<b>HOURLY</b>	42.0686	81.8477
	<b>BIWKLY</b>	3365.49	6547.81
	<b>ANNUAL</b>	87,503	170,243
G37	<b>HOURLY</b>	44.1722	85.9403
	<b>BIWKLY</b>	3533.78	6875.22
	<b>ANNUAL</b>	91,878	178,756
G38	<b>HOURLY</b>	46.3808	90.2371
	<b>BIWKLY</b>	3710.46	7218.97
	<b>ANNUAL</b>	96,472	187,693
G39	<b>HOURLY</b>	48.7000	94.7491
	<b>BIWKLY</b>	3896.00	7579.93
	<b>ANNUAL</b>	101,296	197,078
G40	<b>HOURLY</b>	51.1347	99.4867
	<b>BIWKLY</b>	4090.78	7958.94
	<b>ANNUAL</b>	106,360	206,932
G41	<b>HOURLY</b>	53.6912	104.4609
	<b>BIWKLY</b>	4295.30	8356.87
	<b>ANNUAL</b>	111,678	217,279
G42	<b>HOURLY</b>	56.3761	109.6842
	<b>BIWKLY</b>	4510.09	8774.74
	<b>ANNUAL</b>	117,262	228,143

The hourly rates are the July 01, 2007 minimum and maximum rates multiplied by 102.5%. For administrative purposes, the hourly rates are the controlling rates. Biweekly rates are hourly rates multiplied by 80. Annual rates are the hourly rates multiplied by 2,080 and rounded to the nearest dollar. The G01 minimum hourly rate remains \$6.15 which is a State mandate effective February 16, 2006.

## 2. WAGES

### A. COST OF LIVING ADJUSTMENT FOR FISCAL YEAR 2008

Effective July 8, 2007, employees covered by this Salary Schedule will receive a two and one-half percent (2.5%) increase in their base hourly rates of pay.

### B. MERIT INCREASE AND SALARY ADJUSTMENTS

1. Merit increases for employees who earn less than the maximum of their grade shall be granted at a rate of three and one-half percent (3.5%), in accordance with the Personnel Law. Employees will continue to receive 3.5% merit increases until one of the following occurs:

- a. The employee reaches the maximum of his/her grade;
- b. The 3.5% increase would establish the hourly rate one percent (1%) or less below the maximum, in which case the hourly rate will be automatically adjusted upward to the maximum; or
- c. The 3.5% merit adjustment would cause an employee's salary rate to exceed the maximum rate established for that grade, in which case the employee's salary will instead be adjusted to equal the maximum applicable rate.

2. Salary increases upon promotion and salary decreases upon demotion shall be at the rate of ten percent (10%) unless otherwise requested in accordance with Personnel Law Sections 16-131 and 16-132. For the purpose of a voluntary demotion the salary decrease may be waived. Salary increases upon reallocation to a higher graded position shall be at a rate not to exceed ten percent (10%). If the ten percent (10%) increase would establish the hourly rate one percent (1%) or less below the maximum, the hourly rate will be automatically adjusted upward to the maximum. For purposes of a Salary Reduction imposed as a discipline, an employee's salary shall be reduced by an amount not to exceed ten percent (10%) and such reduction shall be applied in accordance with the Personnel Law.

3. In accordance with a State mandate, the minimum wage rate was increased to six dollars and fifteen cents (\$6.15) effective February 16, 2006.

## 3. WORKWEEK

The workweek is the seven (7) consecutive day period commencing at 12:01 a.m. Sunday, and ending the following Saturday midnight.

- A. The standard number of hours in a workday for full-time employees is eight (8) hours.
- B. The standard number of hours in the workweek for full-time employees is forty (40) productive hours.

C. 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 to 42 productive hours.

#### **4. WORK SCHEDULES**

Work schedules mean written schedules of the required daily hours of work within a workweek prescribed by an Appointing Authority 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.

#### **5. DESIGNATION OF MEAL PERIODS**

A. Except for employees assigned to rotating shift work schedules, any employee who works five (5) or more hours in any workday shall receive an unpaid one-half hour meal period during that workday.

B. Employees assigned to rotating shift work schedules averaging 40 to 42 productive hours shall be eligible for a meal period, as defined by the appointing authority, within the productive workday.

#### **6. PAY IN EXCESS OF BASE SALARY**

##### **A. Overtime Pay**

##### **1. General Provisions:**

a. Subject to the limitations noted in #2, employees allocated to classes within the General Schedule shall be eligible to earn overtime pay for each hour or part thereof worked in excess of the number of productive hours constituting the standard workweek for employees. Normally, the standard workweek for employees will be forty (40) hours. However, in some instances, such as with rotating shift schedules, the number of full-time productive hours in the "standard" workweek may vary.

b. The rate of overtime pay for employees allocated to classes within the General Schedule shall be equal to one and one-half (1 1/2) times the employee's regular hourly rate.

c. All pay status hours shall be considered productive hours for overtime computation purposes.

d. Each Appointing Authority shall be responsible for specifically directing and/or authorizing overtime work for employees under his/her jurisdiction. In addition, Appointing Authorities are responsible for ensuring fund availability for overtime pay.

2. Limitations:

a. Employees assigned to General Schedule Grades 21 through 24, inclusive, shall be entitled to earn overtime pay only upon the written approval of the appropriate Appointing Authority.

b. Employees assigned to General Schedule Grades 25 and above shall be entitled to earn overtime pay only upon the written approval of the Chief Administrative Officer.

c. All temporary and/or seasonal employees shall not be entitled to earn overtime.

B. Premium Pay for Holiday Work

No employee occupying a position allocated to a class in the General Schedule above Grade 24 shall be eligible for premium pay for holiday work. However, when expressly directed in writing by the Appointing Authority to perform such holiday work, such employee shall receive an alternative day or shift schedule day off at the employee's base rate of pay.

Employees occupying classes allocated to Grades 1 through 24 in the General Schedule required to work on designated County holidays shall be paid at the rate of two (2) times the employee's base rate of pay for all hours worked as provided for in Section 16-219 (g)(h) of the Personnel Law.

Should a holiday fall on an employee's regularly scheduled day off, the employee shall receive an alternative day or shift schedule day off which is mutually agreed to by the Appointing Authority and employee.

C. Shift Differential

Any full-time employee whose regularly assigned tour of duty requires that at least 50% of the standard workday be between the hours of 6 p.m. and 6 a.m. will be eligible for shift differential pay of sixty cents (60 cents) per hour for all hours actually worked between 6 p.m. and 6 a.m.

Shift differential is considered as premium pay and shall not be included in the rate of base pay used to compute leave, as provided in Division 17 of the Personnel Law; holiday premium pay; retirement and insurance deductions and benefits.

D. Pyramiding of Overtime and Premium Pay

There shall be no pyramiding of overtime and premium rates. Only one overtime or premium rate will be paid for the same hours worked.

E. Special Compensation for Certain Health Department Employees

This provision shall be applicable to positions within the Environmental Sanitarian V, G-29, Associate Director, Division of Environmental Health, G-33, Engineer IV, G-28 and Disease

Control Specialist V, G-29, classes of work situated in the Health Department.

1. Weeknight Coverage (Monday through Friday, 4:00 p.m. to 8:00 a.m.)

a. Staff personnel designated to remain on-call for emergencies will receive two (2) hours compensatory time for each day they provide weeknight coverage.

b. Time worked by telephone for the resolution of emergencies shall be compensated with compensatory leave on an hour-for-hour basis.

c. Work time spent at an emergency site, including travel time to and from the emergency site, will be compensated at the employee's straight-time rate or by straight compensatory time, at the employee's election.

2. Weekend and Holiday Coverage (8:00 a.m. Saturday to 8:00 a.m. Monday or 8:00 a.m. on a holiday to 8:00 a.m. the following day)

a. Staff personnel designated to remain on-call for emergencies on a weekend day will receive twenty-five dollars (\$25), forty dollars (\$40) for each holiday, or six (6) hours compensatory time per day at the employee's election.

b. Time worked by telephone for the resolution of emergencies shall be compensated with compensatory leave on an hour-for-hour basis.

c. Work time spent at an emergency site, including travel time to and from the emergency site, will be paid at the employee's straight-time rate or by straight compensatory time, at the employee's election.

F. Clothing Allowance for School Crossing Guard Supervisor

Employees occupying the classification of School Crossing Guard Supervisor who are required to wear uniforms shall be entitled to an annual clothing allowance as approved by the Chief of Police.

G. "On Call" Pay for Supervisor, School Crossing Guard and Assistant Supervisor, School Crossing Guard

Employees in the Supervisor, School Crossing Guard and Assistant Supervisor, School Crossing Guard classes of work who are assigned to remain on call during either evening or early morning hours to receive calls from Crossing Guards requiring sick or other emergency leave, and arrange for alternative post coverage, shall be compensated at a flat rate of fifty dollars (\$50.00) per week for the following periods when the work is actually performed:

1. Weeknight "On Call" Coverage (Sunday through Thursday, 7 p.m. to 9 p.m.)

2. Weekday "On Call" Coverage (Monday through Friday, 6 a.m. to 7 a.m.)

#### H. Special Compensation for Construction Standard Inspector and Related Classes of Work

Employees in the Construction Standards Inspector IV, G-24, Construction Standards Code Enforcement Officer, G-27, Chief Electrical Inspector, G-27, and Chief, Construction Standards Division, G-33, classes of work will receive a special duty pay supplement at a rate of five percent (5%) per hour above their regular base pay, provided they substantiate to the County that they have passed the applicable Building Officials and Code Administrators (BOCA) examination listed immediately below:

- a. One and two family dwelling building examination.
- b. One and two family dwelling electrical examination.
- c. One and two family dwelling mechanical examination.
- d. One and two family dwelling plumbing examination.
- e. Building general examination.
- f. Fire protection general examination.

Employees in those classes of work specified above who perform commercial electrical inspections will receive a special duty pay supplement at a rate of five percent (5%) per hour above their regular base pay, provided they substantiate to the County that they have passed both the BOCA one and two family dwelling electrical examination and the BOCA electrical general examination.

Employees can receive only one of the five percent (5%) increases provided for in the two paragraphs immediately above.

Employees in those classes of work specified above who are situated in the Department of Public Works and Transportation will receive a special duty pay supplement at a rate of five percent (5%) per hour above their regular base pay provided that they substantiate to the County that they have passed a County recognized inspection certification program related to the Department of Public Works and Transportation inspection functions.

#### I. Certification of Engineering Technician

Employees in the Engineering Technician class of work will receive a special duty pay supplement at a rate of five percent (5%) per hour above their regular base pay provided that they substantiate to the County that they have been awarded an Engineering Technician, Level III, Certification from the National Institute for Certification of Engineering Technicians (NICET).

#### J. “On Call” Pay for Facilities Maintenance Supervisors

Employees in the Facilities Maintenance Supervisor, Grade G-23 class of work, who are

assigned to remain “on call” for a one-week period, for all non-work hours shall be eligible to receive eight (8) hours pay at the applicable rate of pay.

**K. Standby and Call-in Pay for certain employees in the Department of Public Works and Transportation**

Employees assigned to the Department’s On-call Technical Support Program will be eligible to receive special compensation in the form of either “Standby” and “Call-in” pay as follows:

- A minimum of two (2) hours pay if the employee is actually called in to respond to a traffic related issue or,
- One and one-half (1 1/2) hours of compensatory time as “Standby” pay for each day of on “Standby”.

**7. LEAVE PROVISIONS**

**A. Sick Leave**

Sick leave may be accumulated from year to year.

All full-time employees earn four and one-half (4 1/2) hours of sick leave each pay period with a periodic adjustment to ensure that each employee earns fifteen (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.

**B. Annual Leave**

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

Zero (0) through three (3) years of service	Four (4) hours per pay period
Four (4) through fifteen (15) years of service	Six (6) hours per pay period with periodic adjustment to ensure that each employee earns 20 days
Sixteen (16) or more 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 and based on years of service.

C. Maximum Accumulation of Annual Leave

1. A maximum of 360 hours of accumulated annual leave earned beginning with the first pay period in Fiscal Year 1996 may be carried over from one (1) leave year to the next by an employee.

2. An employee shall be allowed to carry over annual leave earned as of the last full pay period in Fiscal Year 1995, even if such accumulated amount is in excess of the maximum allowed in subsection C.1. above.

3. Annual leave hours in excess of the maximum allowed to be carried over to the next leave year shall be converted to sick leave.

D. Sick and Annual Leave disposition upon separation

1. The annual and sick leave balances accumulated by an employee shall, upon the employee's separation from employment, with proper notice of separation as determined by the employee's appointing authority, be liquidated in the following manner:

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

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

c. Except in the case of an employee who is entitled to credit for sick and annual leave balances under the terms of an applicable County sponsored pension plan, the employee may elect to receive cash payment for all or any portion of the employee's annual leave balance in an amount equal to the total number of unused annual leave hours multiplied by the employee's final base hourly rate of pay, subject to the following limitation:

1. The maximum total amount of annual leave eligible for cash payment upon separation shall be the amount of remaining accumulated leave earned as of the end of the last full pay period in Fiscal Year 1995, or 360 hours, whichever is greater.

2. Any accrued annual leave not eligible for cash payment may be converted to sick leave.

d. For all or any portion of the employee's sick leave balance earned as of the end of the last full pay period of Fiscal Year 1995, the employee may elect to receive cash payment in an amount equal to the total number of unused sick leave hours multiplied by one-half of the employee's base hourly rate of pay as of June 30, 1995. Sick leave earned beginning the first pay period of Fiscal Year 1996 is not subject to cash payment to the employee upon separation. Any employee who is entitled to credit for sick and annual leave under the terms of an applicable County sponsored pension plan will only be entitled to receive cash distribution for leave

balances in accordance with the terms of the applicable pension plan.

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

f. Notwithstanding any provision in this Section to the contrary, an employee who has been separated from employment under a separation-disability action pursuant to Section 16-189 shall forfeit any sick leave hours accumulated at the time of the employee's separation.

g. Upon retirement, an employee shall be entitled to receive credit, on an actuarial equivalent basis, for unused sick leave for which an authorized cash payment has not been elected, as creditable service, in accordance with the applicable provisions of the State Personnel and Pension Article, Annotated Code of Maryland, as amended, and the terms of any applicable County sponsored pension plan.

#### E. Personal Leave

Twenty-four (24) hours of personal leave shall be granted to all permanent, full-time employees and sixteen (16) hours of personal leave shall be granted to all permanent, part-time employees eligible for annual leave. This will include the four (4) hours granted in lieu of General Election Day.

#### F. Compensatory Leave

Employees assigned to grades in the General Schedule who are otherwise entitled to earn overtime compensation pursuant to Section 6 may elect to earn compensatory leave in lieu of overtime compensation, except that employees in Grades 21 through 24, inclusive, are entitled to earn compensatory leave without written approval of the Appointing Authority. Grades 25 and above must receive prior approval from the Chief Administrative Officer to earn overtime compensation.

Accrual and use of compensatory leave shall be subject to the following restrictions:

No employee shall accrue more than 240 hours of compensatory leave. An employee shall be granted compensatory leave by the Appointing Authority within a reasonable period after requesting leave if the uses of compensatory leave does not unduly disrupt the operation of the agency.

An employee covered by the Fair Labor Standards Act who has accrued compensatory leave shall, upon termination of employment, be paid for all unused compensatory leave at the greater of the final regular rate received by such employee, or the average regular rate received by such employee during the last three (3) years of employment.

#### G. Bereavement Leave

Bereavement leave shall be administered in accordance with the Personnel Law, not to

exceed three (3) working days in the event of the death of an employee's spouse, child, or parent and not to exceed one (1) working day in the event of the death of any other member of the employee's family in accordance with Personnel Law 16-221.

#### H. Military Leave

Any employee called up to active military service in response to the terrorist attacks on September 11, 2001, the resultant war on terrorism or other military action shall be eligible for the benefits set forth herein: Payment of a salary supplement equal to the difference between the employee's base rate of pay and the employee's base military rate of pay, without the exhaustion of the employee's annual, personal and compensatory leave balances. Eligibility for health care benefits to continue once the employee enters a leave without pay status with both the employer and the employee contributions of the premium being paid by the County. The employee may elect to first exhaust any or all leave before selecting the salary supplement.

#### I. Administration of Leave

The provisions governing the administration of the above types of leave, as well as other types of leave (holiday, administrative, parental, family and medical, disability, leave without pay, and absence without leave) are specified in Division 17 of the Personnel Law and Administrative Procedure 284.

### **8. 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 and Administrative Procedure 216, as approved by the Chief Administrative Officer.

### **9. 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.

### **10. RETIREMENT AND PENSION BENEFIT PROVISIONS**

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

B. Current participants in the Employees' Retirement System may transfer to the Employees' 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 Employees' 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, contributions may be adjusted accordingly.

E. Supplemental Pension Benefit

1. Benefit Accrual and Amounts.

Employees hired before January 1, 1991 covered by this Salary Schedule who elected to participate in the Supplemental Pension Plan and all employees hired on or after January 1, 1991, will participate in a supplemental pension benefit program pursuant to rules established in the Supplemental Pension Plan. The rate of accrual and amount of the benefit payable under this program are determined as follows:

a. For participants actively participating in the Plan on or after January 1, 2002, the benefit accrual is 1.0% times the number of years of actual and continuous service the employee has as a full-time and /or part-time Prince George's County employee, to a maximum of thirty (30) years of actual and continuous service, multiplied by the employee's average annual compensation, as determined pursuant to paragraph 5 below.

b. The Board of Trustees for the Supplemental Pension Plan may establish contribution and benefit accrual rates, maximum benefits and special retirement incentives or provisions as it deems appropriate; provided, however, that employee benefits under this plan may not be reduced without prior approval of the County Council.

2. Vesting.

a. Minimum Continuous Service Requirements

No employee covered by this Salary Schedule 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.

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 the Plan; 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 earlier of age fifty-five (55) and fifteen (15) years of service or age sixty-two (62) and five (5) years of service; or after thirty (30) years of service regardless of age; or has attained State normal retirement date.

4. Funding.

The cost of funding the supplemental pension benefit described in this Section E will be shared by the employee and the County through regular contributions each pay period. The employee shall contribute, through payroll deduction, an amount equal to one half (1/2) the cost of providing this benefit. Effective with the pay period beginning on July 8, 2007, the employee contribution rate to the Supplemental Pension Plan will be 3.08% of base pay.

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 (36) 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. Discontinued Service Benefit.

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.

7. 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 paragraph 4. (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 or other approval with respect to the pickup plan, but neither the application nor the receipt of such a ruling or approval are prerequisites to the implementation of the pickup plan.

## **11. GROUP HEALTH INSURANCE**

A. The Employer 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 the plan. Participating employees shall contribute the remaining twenty-five percent (25%).

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

F. 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.

G. Employees may contribute annually up to five thousand dollars (\$5,000.00) in a dependent flexible spending account and up to three thousand dollars (\$3,000.00) in a medical flexible spending account.

## **12. LIFE INSURANCE**

The County shall pay one hundred percent (100%) of the monthly premium for County basic life insurance for each employee in the amount of two (2) times the employee's annual salary up to a maximum amount of one hundred fifty thousand dollars (\$150,000.00). Employees may choose to increase their life insurance from one to four times their annual salary up to a total of seven hundred fifty thousand dollars (\$750,000.00) including the base amount provided by the County. Employees will pay for the increased coverage at rates based on their

age and amount of coverage. Employees may choose to reduce their basic life insurance to one (1) times their annual salary and receive a credit.

The County shall pay an accidental death benefit of ten thousand dollars (\$10,000.00) 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 in accordance with Section 16-232.01 of the Personnel Law. This accidental death benefit is also payable for a death due to a bodily injury arising outside of employment.

### **13. SOCIAL SECURITY**

Effective January 1, 2007, the County and each employee paid in accordance with this Salary Schedule shall make contributions to the Social Security fund (FICA-OASDI) of 6.2% of the first \$97,500; and 1.45% for FICA-HI on all wages paid. 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.

### **14. WORKERS' COMPENSATION**

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

### **15. 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 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.