

COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND

1995 Legislative Session

Resolution No. CR-67-1995

Proposed by Chairwoman MacKinnon (by request - County Executive)

Introduced by Council Members MacKinnon and Wilson

Co-Sponsors

Date of Introduction October 17, 1995

RESOLUTION

A RESOLUTION concerning

General Schedule Employees

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

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

WHEREAS, CR-38-1995 amended the Salary Plan for General Schedule employees regarding merit increases; and

WHEREAS, CR-41-1995 amended the Salary Plan for General Schedule employees to repeal the Discontinued Service Benefit; and

WHEREAS, the Salary Plan must at this time be amended by approval of a Salary Schedule to reflect these amendments, current pay rates, and other benefits for General Schedule employees, including modifications in annual and sick leave benefits in accordance with CB-62-1995;

NOW, THEREFORE, BE IT RESOLVED by the County Council of Prince George's County, Maryland, that the Salary Schedule G, Schedule of pay Grades - General Schedule Employees, submitted and recommended by the County Executive on October 10, 1995, which is attached hereto and made a part hereof, setting forth the following: no merit increases during Fiscal Year 1996 effective July 1, 1995; an amendment regarding the accumulation of annual leave, and sick and annual leave disposition upon separation; eliminating the

Discontinued Service Benefit in the Supplemental Pension Plan; and, further establishing a workweek and number of productive hours therein, meal periods, pay in excess of base salary, leave provisions, incentive awards, unemployment insurance, retirement benefits and contributions, group health insurance, life insurance, social security, worker's compensation, and unused sick leave payment, for such employees, be and the same is hereby approved.

Adopted this 21st day of November, 1995.

COUNTY COUNCIL OF PRINCE
GEORGE'S COUNTY, MARYLAND

BY:

Anne T. MacKinnon
Chairwoman

ATTEST:

Joyce T. Sweeney
Clerk of the Council

SALARY SCHEDULE G
SCHEDULE OF PAY GRADES - GENERAL SCHEDULE
PRINCE GEORGE'S COUNTY, MARYLAND

TABLE OF CONTENTS

	<u>Page</u>
I. SCHEDULED PAY RATES	1
II. MIN-MAX SYSTEM	5
III. MERIT INCREASE - FISCAL YEAR 1996.....	5
IV. WORKWEEK.....	5
V. WORK SCHEDULES	6
VI. DESIGNATION OF MEAL PERIODS.....	6
VII. PAY IN EXCESS OF BASE SALARY	6
VIII. LEAVE PROVISIONS	9
IX. INCENTIVE AWARDS	12
X. UNEMPLOYMENT INSURANCE	12
XI. RETIREMENT BENEFITS AND CONTRIBUTIONS	12
XII. GROUP HEALTH INSURANCE	14
XIII. LIFE INSURANCE	14
XIV. SOCIAL SECURITY	15
XV. WORKER'S COMPENSATION	15

XVI. PAY PLAN POLICY STATEMENT15

I. SCHEDULED PAY RATES

SALARY SCHEDULE G - GENERAL SCHEDULE
 SCHEDULE OF PAY GRADES
 IN EFFECT DECEMBER 25, 1994
 PRINCE GEORGE'S COUNTY, MARYLAND

<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
G01	HOURLY	4.2500	8.9806
	BIWKLY	340.00	718.45
	ANNUAL	8,840	18,680
G02	HOURLY	6.0945	9.4298
	BIWKLY	487.56	754.38
	ANNUAL	12,677	19,614
G03	HOURLY	6.3991	9.9013
	BIWKLY	511.93	792.10
	ANNUAL	13,310	20,595
G04	HOURLY	6.7191	10.3962
	BIWKLY	537.53	831.70
	ANNUAL	13,976	21,624
G05	HOURLY	7.0550	10.9159
	BIWKLY	564.40	873.27
	ANNUAL	14,674	22,705
G06	HOURLY	7.4080	11.4618
	BIWKLY	592.64	916.94
	ANNUAL	15,409	23,841
G07	HOURLY	7.7782	12.0351
	BIWKLY	622.26	962.81
	ANNUAL	16,179	25,033
G08	HOURLY	8.1672	12.6367
	BIWKLY	653.38	1,010.94
	ANNUAL	16,988	26,284
G09	HOURLY	8.5755	13.2685
	BIWKLY	686.04	1,061.48
	ANNUAL	17,837	27,598

G10	HOURLY	9.0043	13.9319
	BIWKLY	720.34	1,114.55
	ANNUAL	18,729	28,978
<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
G11	HOURLY	9.4544	14.6286
	BIWKLY	756.35	1,170.29
	ANNUAL	19,665	30,427
G12	HOURLY	9.9272	15.3601
	BIWKLY	794.18	1,228.81
	ANNUAL	20,649	31,949
G13	HOURLY	10.4234	16.1281
	BIWKLY	833.87	1,290.25
	ANNUAL	21,681	33,546
G14	HOURLY	10.9446	16.9345
	BIWKLY	875.57	1,354.76
	ANNUAL	22,765	35,224
G15	HOURLY	11.4919	17.7812
	BIWKLY	919.35	1,422.50
	ANNUAL	23,903	36,985
G16	HOURLY	12.0666	18.6703
	BIWKLY	965.33	1,493.62
	ANNUAL	25,099	38,834
G17	HOURLY	12.6698	19.6037
	BIWKLY	1,013.58	1,568.30
	ANNUAL	26,353	40,776
G18	HOURLY	13.3034	20.5840
	BIWKLY	1,064.27	1,646.72
	ANNUAL	27,671	42,815
G19	HOURLY	13.9687	21.6132
	BIWKLY	1,117.50	1,729.06
	ANNUAL	29,055	44,955
G20	HOURLY	14.6669	22.6937
	BIWKLY	1,173.35	1,815.50
	ANNUAL	30,507	47,203

G21	HOURLY	15.4002	23.8284
	BIWKLY	1,232.02	1,906.27
	ANNUAL	32,032	49,563
G22	HOURLY	16.1703	25.0199
	BIWKLY	1,293.62	2,001.59
	ANNUAL	33,634	52,041
<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
G23	HOURLY	16.9788	26.2708
	BIWKLY	1,358.30	2,101.66
	ANNUAL	35,316	54,643
G24	HOURLY	17.8277	27.5844
	BIWKLY	1,426.22	2,206.75
	ANNUAL	37,082	57,376
G25	HOURLY	18.7193	28.9638
	BIWKLY	1,497.54	2,317.10
	ANNUAL	38,936	60,245
G26	HOURLY	19.6552	30.4119
	BIWKLY	1,572.42	2,432.95
	ANNUAL	40,883	63,257
G27	HOURLY	20.6380	31.9325
	BIWKLY	1,651.04	2,554.60
	ANNUAL	42,927	66,420
G28	HOURLY	21.6699	33.5289
	BIWKLY	1,733.59	2,682.31
	ANNUAL	45,073	69,740
G29	HOURLY	22.7531	35.2054
	BIWKLY	1,820.25	2,816.43
	ANNUAL	47,326	73,227
G30	HOURLY	23.8910	36.9659
	BIWKLY	1,911.28	2,957.27
	ANNUAL	49,693	76,889
G31	HOURLY	25.0855	38.8139
	BIWKLY	2,006.84	3,105.11
	ANNUAL	52,178	80,733

G32	HOURLY	26.3399	40.7548
	BIWKLY	2,107.19	3,260.38
	ANNUAL	54,787	84,770
G33	HOURLY	27.6569	42.7924
	BIWKLY	2,212.55	3,423.39
	ANNUAL	57,526	89,008
G34	HOURLY	29.0397	44.9321
	BIWKLY	2,323.18	3,594.57
	ANNUAL	60,403	93,459
<u>GRADE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
G35	HOURLY	30.4917	47.1786
	BIWKLY	2,439.34	3,774.29
	ANNUAL	63,423	98,131
G36	HOURLY	32.0161	49.5375
	BIWKLY	2,561.29	3,963.00
	ANNUAL	66,593	103,038
G37	HOURLY	33.6170	52.0145
	BIWKLY	2,689.36	4,161.16
	ANNUAL	69,923	108,190
G38	HOURLY	35.2978	54.6151
	BIWKLY	2,823.82	4,369.21
	ANNUAL	73,419	113,599
G39	HOURLY	37.0628	57.3459
	BIWKLY	2,965.02	4,587.67
	ANNUAL	77,091	119,279
G40	HOURLY	38.9158	60.2133
	BIWKLY	3,113.26	4,817.06
	ANNUAL	80,945	125,244
G41	HOURLY	40.8615	63.2239
	BIWKLY	3,268.92	5,057.91
	ANNUAL	84,992	131,506
G42	HOURLY	42.9047	66.3852
	BIWKLY	3,432.38	5,310.82

ANNUAL	89,242	138,081
--------	--------	---------

The minimum hourly rates for grade G-01 is the same as the April 1, 1991 Federal minimum wage which will be adjusted as the Federal minimum wage is adjusted. The hourly rates for grades G-02 - G-42 are the same as the December 25, 1994 rates as adopted by CR-56-1994. For administrative purpose, 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.

II. MIN-MAX SYSTEM

A. Merit increases for employees who earn less than the maximum of their grade shall be granted at a rate of three and a 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:

1. The employee reaches the maximum of his/her grade;
2. 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
3. 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.

B. Salary increases upon promotion or reallocation and salary decreases upon demotion shall be at the rate of ten percent (10%) and shall be applied in accordance with the Personnel Law. For purposes of a Step Reduction imposed as discipline, a step shall consist of five percent (5%) and such reductions shall be applied in accordance with the Personnel Law.

C. The Chief Administrative Officer may authorize police or fire officials assigned to this Salary Schedule at the Director or Deputy Director pay grades, to receive any benefit authorized for other police or fire officials on the Police Officials' or Fire Officials' salary schedules.

III. MERIT INCREASE - FISCAL YEAR 1996

Effective July 1, 1995, merit increases for employees covered by this salary schedule shall be suspended for the entire 1996 fiscal year. That is, employees whose anniversary dates occur on any date from July 1, 1995 through June 30, 1996 inclusive, shall receive no merit increase.

IV. 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 the workweek for full-time employees is forty (40) productive hours.

B. 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.

V. 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.

VI. 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- 42 productive hours shall be eligible for a meal period, as defined by the appointing authority, within the productive workday.

VII. PAY IN EXCESS OF BASE SALARY

A. Overtime Pay

1. General Provisions:

a. Subject to the limitations noted in Paragraph 2 below, full and part-time 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 work- week for full-time employees. Normally, the standard workweek for full- time 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.

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 time and one-half the employee's base rate of pay for all hours worked in addition to the employee's regular holiday pay as provided for in Section 16-219(d) and (g) 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.

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 (60c) 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

IV, G-27, Environmental Sanitarian V, G-29, Deputy Director, Directorate of Environmental Health, G-31, Engineer IV, G-28, Administrative Assistant IV, G-27, Disease Control Specialist I, G-18, Disease Control Specialist II, G-21, Disease Control Specialist III, G-24, Disease Control Specialist IV, G-27, and Disease Control Specialist V, G- 29, classes of work situated in the Department of Health.

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 a 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 a 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 \$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).

VIII. LEAVE PROVISIONS

A. Sick Leave

Sick leave may be accumulated from year to year.

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.

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.
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.

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 are forfeited.

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.

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, and the terms of any applicable County sponsored pension plan.

E. Personal Leave

Effective January 1, 1993 two (2) personal leave days shall be granted to all permanent, full-time employees and one (1) personal leave day shall be granted to all permanent part-time employees eligible for annual leave.

F. Compensatory Leave

Employees assigned to grades in the General Schedule who are otherwise entitled to earn overtime compensation pursuant to Section VI. 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.

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 use 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 (i) the final regular rate received by such employee, or (ii) the average regular rate received by such employee during the last three (3) years of employment.

G. Administration of Leave

The provisions governing the administration of the above types of leave, as well as other types of leave (holiday, administrative, military, 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.

IX. 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 amended by the Chief Administrative Officer.

X. 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.

XI. RETIREMENT BENEFITS AND CONTRIBUTIONS

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. Benefit accrual is at the rate of 0.8% times the number of years of actual and continuous service the employee has as a full-time Prince George's County employee, to a maximum of twenty-five years of actual and continuous service, multiplied by the employee's average annual compensation, as determined pursuant to paragraph 5, below.

b. 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 the cost of providing this benefit. Effective with the pay period beginning on January 8, 1995, employee contribution to the Supplemental Pension Plan will be at a rate of 3.70% of base salary.

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.

XII. 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 that 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 five percent (85%) of the cost of HMO coverage and the participating employee's contribution shall equal the remaining fifteen percent (15%). For coverage effective July 1, 1994, the Employer'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. 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%).

D. A Dental Plan is available to employees, the cost of which is paid by the employee if the employee elects to enroll in the plan.

XIII. LIFE INSURANCE

The County shall pay 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 amount of one hundred fifty thousand dollars (\$150,000).

The County shall pay a 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.

XIV. SOCIAL SECURITY

Effective January 1, 1995, 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 \$61,200, 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.

XV. 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.

XVI. 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.