

COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND

Legislative Session _____ 1991 _____

Resolution No. _____ CR-75-1991 _____

Proposed by The Chairman (by request - County Executive)

Introduced by Council Members Bell, Casula, Pemberton,
Castaldi and Del Giudice

Co-Sponsors _____

Date of Introduction _____ July 30, 1991 _____

RESOLUTION

A RESOLUTION concerning

Compensation and Benefits - Police Officials -

FOR the purpose of amending the Salary Plan of the County to reflect new pay rates, define the workweek, and explain benefits of Police Officials.

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, the Salary Plan must at this time be amended by approval of a Salary Schedule to reflect the new pay rates for Police Officials;

NOW, THEREFORE, BE IT RESOLVED by the County Council of Prince George's County, Maryland, that the salary schedule submitted and recommended by the County Executive on July 11, 1991, which is

attached hereto and made a part hereof, setting forth a seven percent (7%) increase in base hourly rates effective April 5, 1992; and further establishing the workweek and number of productive hours therein, meal period, holidays and holiday pay, shift differential, leave provisions, education incentive, unused sick leave credit and refunds, retirement contributions, clothing allowance, fitness indicator test program, death and disability benefits, group health and life insurance, worker's compensation, unemployment insurance, and incentive awards for such employees, be and the same is hereby approved.

Adopted this 1st day of October, 1991.

COUNTY COUNCIL OF PRINCE
GEORGE'S COUNTY, MARYLAND

BY: _____
Richard J. Castaldi
Chairman

ATTEST:

Maurene W. Epps
Acting Clerk of the Council

SALARY SCHEDULE P-O
PUBLIC SAFETY SCHEDULES OF PAY GRADES
FOR POLICE OFFICIALS
PRINCE GEORGE'S COUNTY, MARYLAND
EFFECTIVE JULY 1, 1991 - JUNE 30, 1993

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I. Cost of Living Increases For FY 1992 and FY 1993

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

II. UNIFORM WAGE SCALE

On July 2, 1989, the "MIN-MAX" system which had been in effect for the Police Officials was replaced by the Uniform Wage Scale described below and reflected in the Scheduled Pay Rates in Section III of this Salary Schedule.

NOTE: Effective June 5, 1990, the Chief Administrative Officer authorized Deputy Directors (Lieutenant Colonels) and the Director (Police Chief) to receive all of the benefits of this Salary Schedule P-0, except payment of wages under the Uniform Wage Scale. Lieutenant Colonels and the Chief are, therefore, paid wages at the Deputy Director (G-35) and Director (G-38) pay grades on Salary Schedule "G".

A. DESCRIPTION OF THE UNIFORM WAGE SCALE

For each rank of police officer in the Police Officials' salary schedule there is established a pay grade containing fifteen (15) pay rates (steps) ranging from Step 0 through Step 14: Police Captain - L06; and Police Major - L07.

The percentage values of the intervals between steps are 3.5% from Step 0 through Step 11 and 3% for the three remaining intervals from Step 11 through Step 14.

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

Employees covered by this Salary Schedule and hired before July 1, 1987 will keep the anniversary dates that they held on July 1, 1987 for as long as they are continuously employed. Employees hired on or after July 1, 1987 will have as their anniversary dates the dates of their

initial appointment and those anniversary dates will not be

changed while those employees are continuously employed.

Upon promotion, an employee's salary rate shall be increased to that of the corresponding pay step for the promotional grade (that is, a ten percent (10%) increase).

B. IMPLEMENTATION OF THE UNIFORM WAGE SCALE

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

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

On their anniversary dates during FY90, all officers will receive a one step anniversary increase (either three and one-half percent (3 1/2%) or three percent (3%), depending on their July 2 placement on the Uniform Wage Scale) to the next step on the Uniform Wage Scale unless the officer is at Step 14.

FY91. On their anniversary dates during FY91, an officer below the step which would be warranted by his or her years of service will be placed at that Step. An officer who was hired at a rate of pay greater than the entry rate will be placed on the pay scale pursuant to this rule so as to maintain the resultant step differential.

III. Scheduled Pay Rates

SCHEDULE P-O FOR POLICE OFFICIALS

UNIFORM WAGE SCALE

EFFECTIVE JULY 1, 1991

PRINCE GEORGE'S COUNTY, MARYLAND

STEP	0	1	2	3	4	5	6	7	8	9
	10	11	12	13	14					
YRS SERVICE	0-1	1	2	3	4	5	6	7	8	9
	10	11	12-14	15-17	18+					

L06

HOURLY	20.3227	21.0340	21.7702	22.5321	23.3208	24.1370	24.9818
	25.8561	26.7611	27.6977	28.6671	29.6704	30.5605	31.4773
	32.4217						

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BIWEEKLY	1625.82	1682.72	1741.62	1802.57	1865.66	1930.96	1998.54	2068.49	2140.89
	2215.82	2293.37	2373.63	2444.84	2518.18	2593.74			
ANNUAL	42,271	43,751	45,282	46,867	48,507	50,205	51,962		
	53,781	55,663	57,611	59,628	61,714	63,566	65,473	67,437	

L07

HOURLY	22.3550	23.1374	23.9472	24.7854	25.6529	26.5507	27.4800		
	28.4417	29.4372	30.4675	31.5338	32.6375	33.6166	34.6251		
	35.6639								
BIWEEKLY	1788.40	1850.99	1915.78	1982.83	2052.23	2124.06	2198.40	2275.34	2354.98
	2437.40	2522.70	2611.00	2689.33	2770.01	2853.11			
ANNUAL	46,498	48,126	49,810	51,554	53,358	55,225	57,158		
	59,159	61,229	63,372	65,590	67,886	69,923	72,020	74,181	

The hourly rates are the same as those that became effective July 1, 1990 as adopted by CR-27-1990. For administrative purposes, the hourly rates are the controlling rates. Biweekly rates are the hourly rates multiplied by 80 and rounded to the nearest cent. Annual rates are hourly rates multiplied by 2080 and rounded to the nearest dollar.

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SCHEDULE P-O POLICE OFFICIALS
UNIFORM WAGE SCALE
EFFECTIVE APRIL 5, 1992
PRINCE GEORGE'S COUNTY, MARYLAND

STEP	0	1	2	3	4	5	6	7	8	9
	10	11	12	13	14					

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YRS SERVICE	0-1	1	2	3	4	5	6	7	8	9
	10	11	12-14	15-17	18+					

L06

HOURLY	21.7453	22.5064	23.2941	24.1093	24.9533	25.8266	26.7305			
	27.6660	28.6344	29.6365	30.6738	31.7473	32.6997	33.6807			

34.6912

BIWEEKLY	1739.62	1800.51	1863.53	1928.74	1996.26	2066.13	2138.44	2213.28	2290.75	
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	2370.92	2453.90	2539.78	2615.98	2694.46	2775.30				
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ANNUAL	45,230	46,813	48,452	50,147	51,903	53,719	55,599			
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	57,545	59,560	61,644	63,802	66,034	68,015	70,056	72,158		
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L07

HOURLY	23.9199	24.7570	25.6235	26.5204	27.4486	28.4092	29.4036			
	30.4326	31.4978	32.6004	33.7412	34,9221	35,9698	37.0489			

38.1604

BIWEEKLY	1913.59	1980.56	2049.88	2121.63	2195.89	2272.74	2352.29	2434.61	2519.82	
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	2608.03	2699.30	2793.77	2877.58	2963.91	3052.83				
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ANNUAL	49,753	51,495	53,297	55,162	57,093	59,091	61,159			
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63,300 65,515 67,809 70,182 72,638 74,817 77,062 79,374

The hourly rates are the July 1, 1991 rates multiplied by 107%. The hourly rates are the controlling rates. Biweekly rates are the hourly rates multiplied by 80 and rounded to the nearest cent. Annual rates are hourly rates multiplied by 2080 and rounded to the nearest dollar.

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IV. Workweek

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

V. Designation of Meal Periods

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

VI. Holidays and Holiday Pay

The Personnel Law establishes the regular holidays for County employees including those employees covered by this Salary Schedule. Eligible employees shall receive straight time pay for each of the designated holidays on which they perform no work.

Operational Duty Commanders who work on a holiday shall have the option (subject to the approval of the Chief of Police) of either (a) being paid at one and one-half times their regular rate of pay for each hour worked (except overtime) in addition to the holiday pay described above,

but not receiving another day off, or (b) being paid at one and one-half time their regular rate of pay for each hour worked (except overtime) and receiving another day off.

Operational Duty Commanders shall not be paid overtime.

If a holiday falls on an employee's regularly scheduled day off, the employee shall have the option (subject to the approval of the Chief of Police) to receive either an extra day's pay at straight time for the day, or another day off.

VII. Shift Differential (Operational Duty Commanders)

A. Effective the first full pay period beginning on or after July 1, 1989, a shift differential of one dollar and seventy-five cents (\$1.75) per hour shall be paid for all time worked on the first shift (i.e., the night shift - 2200 hours to 0800 hours) to each employee specifically assigned to work the first shift.

B. Effective the first full pay period beginning on or after July 1, 1990, a shift differential of two dollars (\$2.00) per hour shall be paid for all time worked on the first shift to each employee specifically assigned to work the first shift.

C. Effective the first full pay period beginning on or after July 1, 1989, a shift differential of seventy-five cents (75¢) per hour shall be paid for all time worked on the third shift to each employee specifically assigned to work the third shift.

D. Effective the first full pay period beginning on or after July 1, 1990, a shift differential of eighty-five cents (85¢) per hour shall be paid for all time worked on the third shift to each employee specifically assigned to work the third shift.

E. Effective the first full pay period beginning on or after July 1, 1991, a shift differential of ninety-five cents (95¢) per hour shall be paid for all time worked on the third shift to each employee specifically assigned to work the third shift.

F. The shift differential provided shall not be considered part of the employee's base rate, nor shall they

be applied to pay for non-productive hours such as holiday pay and annual and sick leave pay, nor shall they be used for the purpose of computing retirement deductions, retirement and insurance benefits, or educational incentive pay.

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

H. Any employee specifically assigned to the second shift (i.e., the day shift - 0700 hours to 1700 hours) shall not be entitled to a shift differential.

I. Operational Duty Commanders who are required to work overtime shall not be eligible to receive shift differential or overtime pay for those overtime hours.

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VIII. Leave ProvisionsA. Sick and Death Leave

Sick and Death leave policies shall be administered in accordance with the Personnel Law. That is, 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 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
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Four (4) through fifteen (15) years of service	Six (6) hours per pay period with periodic adjustments to ensure that each employee earns 20 days.
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After fifteen (15) years of service and above	Eight (8) hours per pay period
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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.

Effective July 1, 1991, a maximum of one hundred fifteen (115) days of accumulated annual leave may be carried over from one leave year to the next by employees covered by this Salary Schedule.

C. Personal Leave

One personal leave day shall be granted to all employees eligible for annual leave.

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D. Discretionary Leave

1. Effective July 5, 1987, employees covered by this Salary Schedule shall be eligible for one (1) day of Discretionary Leave per leave year. Discretionary Leave may not be taken in increments, must be requested and approved in advance, and unused Discretionary Leave cannot be carried over from one year to the next.

2. Effective July 5, 1987, employees covered by this Salary Schedule who have been employed as Prince George's County Police Officers for ten (10) or more years shall be eligible for one (1) day of Discretionary Leave per leave year in addition to the one (1) day of Discretionary Leave described in Paragraph 1 above, subject to the same limitations described in Paragraph 1 above.

E. Disability Leave

When an employee is injured on the job and unable to work, the employee will be placed on disability leave. Where the illness or injury subsequently is determined to be non-service connected or of such a nature as not to require the employee to remain off of work, the employee will be

returned to work but not backcharged sick or annual leave for the period of time the employee was on disability leave.

F. 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, leave without pay, absence without leave, compensatory) are specified in Division 17 of the Personnel Law and applicable Administrative Procedures.

IX. Educational Incentive Pay

Only those employees who were receiving Educational Incentive Pay (EIP) as of June 30, 1982, shall be eligible to continue receiving EIP. Effective June 30, 1982, EIP was frozen at the applicable dollar amount in effect on that date, and shall continue to be paid at the rate.

X. Unused Sick Leave Credit and Refunds

A. Upon termination of County employment for non-disciplinary reasons (including retirement or death), Police Officials shall be offered the option of receiving a lump sum payment for their sick leave balance, or the right of

retaining this sick leave balance in the event of return to County service. Employees who elect to receive payment for

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their unused sick leave shall be entitled to a lump sum cash payment calculated by the following formula: multiply the total number of sick leave hours accrued as of the date of termination by the employee's final base hourly rate of pay and multiply the resultant product by fifty percent (50%). The number so obtained shall be further multiplied by a fraction, the numerator of which shall be the number of years of actual service as a Prince George's County Police Officer and the denominator of which shall be twenty (20). However, if an officer with less than twenty (20) years of actual service terminates employment as a result of death or disability, he shall receive a fifty percent (50%) cashout of unused sick leave regardless of years of service.

B. Police Officials in the ranks of Captain and Major who have completed at least twenty-five (25) but less than twenty-eight (28) years of actual service as a Prince George's County Police Officer on or before October 1, 1991, and who notify the Chief of Police no later than October 1, 1991, of the date on which they will retire during the month of December, 1991, will receive a lump sum payment for seventy-five percent (75%) of the value of their unused sick leave upon their retirement in December, 1991, rather than

the fifty percent (50%) specified in paragraph A, above.

C. Employees covered by this Salary Schedule who have accrued sick leave balances in excess of 480 hours may elect to sell up to eighty (80) hours of such excess sick leave one time each year back to the County under the following conditions:

1. The employee must make a request to cash in sick leave with the Office of Finance within thirty (30) days of the employees anniversary date;

2. during the one year period preceding the request, the employee has not used more that twelve (12) days of sick leave; and

3. sick leave cashed in will be refunded on the basis of one half of pay for every two hours of sick leave cashed in.

During the period from July 1, 1991 through June 30, 1993, the sale of excess sick leave pursuant to this paragraph is suspended.

Additionally, employees may elect to have the total amount of their sick leave refund paid into deferred compensation.

Employees covered by this Salary Schedule are also eligible to participate in the County's Dedicated Attendance

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Award Program.

XI. Contribution to Retirement Trust Fund

Effective the first full pay period beginning July 1987, the employee contribution to the Retirement Trust fund shall be five and one-half percent (5 1/2%) of salary.

Effective the first full pay period beginning in July 1988, the employee contribution to the Retirement Trust Fund shall be five percent (5%) of salary.

XII. Clothing Allowance

A. The clothing allowance provided is for the purchase of clothing and leather goods to supplement the uniform items issued, routine uniform maintenance, and replacement of uniform items rendered unserviceable through normal wear and tear. Replacement of uniform items damaged during the performance of duty will be accomplished pursuant to departmental policy. New uniform items required by a change in the uniform will be provided by the Department at no cost to the officer. All clothing allowances shall be

disbursed in advance in two (2) equal installments in July and January of the applicable fiscal year.

B. During fiscal years 1992 and 1993 (July 1, 1991 through June 30, 1993) employees will be paid one half (1/2) of the regular clothing allowance, i.e., four hundred twelve dollars and fifty cents (\$412.50) per fiscal year.

XIII. Fitness Indicator Test (FIT) Program

Based on the standards in effect on March 1, 1989, the County will compensate employees who pass (minimum score of two (2)) the four (4) objective components (run, sit-ups, push-ups, and flexibility) of the annual Fitness Indicator Test according to the following schedule:

Average score of 3 or better -- \$100

Average score of 4 or better -- \$200

Average score of 5 or better -- \$400

Additionally, any employee hired after December 31, 1989 must pass annually all eight (8) components of the FIT Program with at least a score of 2 in each of the eight (8) areas (based on the standards in effect on March 1, 1989) in order to receive an anniversary merit increase in pay and in order to be eligible for promotion.

XIV. Death and Disability Benefits

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The County will administer Death and Disability benefits in accordance with the Personnel Law and Article 101 of the Annotated Code of Maryland.

Effective July 1, 1987, the five thousand dollar (\$5,000) accidental death insurance policy the County maintains for employees covered by this Salary Plan shall be payable in the amount of fifty thousand dollars (\$50,000) to an employee's designated beneficiary should the officer be killed in the line of duty.

XV. Group Health Insurance

A. The Employer shall contribute seventy-five percent (75%) to the cost of the County's high option health insurance program (other than pre-paid group health plans) or eighty percent (80%) of the cost of the County's basic option health insurance program for any employee who elects to participate in one program or the other.

Participating employees shall contribute the remaining twenty-five percent (25%) or twenty percent (20%) respectively.

B. For those employees who elect to enroll in a pre-paid

group health plan or Health Maintenance Organization (HMO), the Employer's contribution shall be equal to the Employer's dollar contribution to the high option health insurance program in A above.

Participating employees shall contribute the dollar difference between the total contribution and the employer's contribution.

C. Effective the first premium deduction date after legislative enactment of this Agreement, the Employer shall contribute 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 10%.

D. A Dental Plan is available for all County employees. The employee pays the entire cost.

XVI. Life Insurance

The County shall pay one hundred percent of the monthly premium for the County life insurance coverage as authorized and in accordance with Section 16-212 of the Personnel Law.

XVII. 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.

XVIII. Unemployment Insurance

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

XIX. Incentive Awards

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

XX. Pay Plan Policy Statement

It is the policy of the County that benefits afforded to employees in the Salary Schedule 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.

