



THE PRINCE GEORGE'S COUNTY GOVERNMENT

Office of Audits and Investigations

February 10, 2022

MEMORANDUM

TO: Robert J. Williams, Jr.
Council Administrator

William M. Hunt
Deputy Council Administrator

THRU: Josh Hamlin 
Senior Legislative Budget and Policy Analyst

FROM: Isabel Williams 
Senior Legislative Budget and Policy Analyst

RE: Policy Analysis and Fiscal Impact Statement
CB-001-2022 – Collective Bargaining Agreement – Correctional Officers'
Association (Civilian Unit)

CR-004-2022 – Compensation and Benefits - Correctional Officers' Association
(Civilian Unit), Salary Schedule Q

CB-001-2022 (Proposed and presented by: The Chair of the Council at the request of the County Executive)

CR-004-2022 (Proposed and introduced by: The Chair of the Council at the request of the County Executive)

Assigned to the Committee of the Whole

Fiscal Summary

Direct Impact:

Expenditures: Additional expenditures will be required related to salary increases and hazard pay provisions.

14741 Governor Oden Bowie Drive, Upper Marlboro, Maryland 20772
VOICE (301) 952-3431; FAX (301) 780-2097; TDD (301) 925-5167

Revenues: No impact.

Indirect Impact:

None.

Legislative Summary:

CB-001-2022, proposed by the Chair at the request of the County Executive, was introduced on February 1, 2022 and referred to the Committee of the Whole (COW). CR-004-2022, proposed by the Chair at the request of the County Executive, was introduced on February 1, 2022 and referred to the COW. Prince George's County, Maryland, and the Prince George's Correctional Officers' Association (Civilian Unit) have completed labor negotiations on a two-year labor agreement covering Fiscal Years 2021 and 2022. CB-001-2022 is to adopt and approve the referenced collective bargaining agreement in accordance with Section 16-233(f) of the Personnel Law, and CR-004-2022 is to amend the corresponding Salary Schedule Q for employees covered under the agreement.

Current Law/Background:

The Prince George's County Charter Section 908 authorizes County employees to participate in the formulation and implementation of personnel policies affecting their employment, and to have the right to organize and bargain collectively through representatives of their own choosing, subject to any procedural regulations provided by the County Council by law.

Resource Personnel:

- Shawn Y. Stokes, Director, Office of Human Resources Management
 - Angela M. Beasley, Esq., Deputy Director, Office of Human Resources Management
 - Stanley Earley, Director, Office of Management and Budget
-

Discussion/Policy Analysis:

The Agreement between the County and Correctional Officers' Association (Civilian Unit) governs wages and certain other terms and conditions of employment civilian employees within the Department.

Details of modifications to the Agreement and salary plan are presented in the County Executive's Cover Letter and the Settlement Summary for the proposed legislation. Notable modifications to the agreement are as follows:

- Article 9, Paragraph A increases the number of employees who can participate in the Labor Management Committee from 5 to 6, as well as increasing the number of Civilian employees to represent PGCOA from 1 to 2.
- Article 9, Paragraph B increases the Director's response time to consider the Labor Management Committee's recommendations from 45 to 60 days and specifies a written response.
- Article 19, Paragraph A.1 states that mandatory overtime will not be assigned when an employee has approved leave the next day except in cases of emergency.
- Article 23 states that the Department will provide PGCOA an updated roster of employees covered by the agreement no later than the 15th of every month.
- Article 24 states that absent a wage reopener, there will be no cost-of-living adjustment (COLA) for FY 2021 or FY 2022, as well as no merit increased in FY 2021. Employees covered by this Agreement who are otherwise eligible to receive a merit increase in FY 2022, will receive a merit increase on their anniversary date. Employees covered by the Agreement who were otherwise eligible to receive a merit increase in FY 2021 will receive a merit increase effective the last full pay period in FY 2022. There will be no retroactive payment for the FY 2021 merit.
- The County will increase the maximum pay of eligible employees covered by the agreement by three and a half percent (3.5%) effective the first full pay period in January 2022.
- Civilian employees of the Department that worked from September 27, 2020 through April 24, 2021, will be entitled to receive \$350 per pay period of COVID-19 Hazard Pay. For an employee to receive the \$350 COVID-19 Hazard Pay, an employee must have worked 75% of their scheduled hours. If an employee worked less than 75% of their scheduled hours, the COVID-19 Hazard Pay shall be prorated accordingly.
- The County agrees to a wage reopener with PGCOA should the federal government or state of Maryland enact legislation which allows the County to specifically use federal or state funding for bargaining unit pay (including wages, salaries, or specialty pay). In addition, the County agrees to a wage reopener with PGCOA regarding cost-of-living adjustments and merit steps if any other bargaining unit receives one or more COLAs or merit steps in negotiations (excluding interest arbitration) with the County for any part of FY 2021 or FY 2022.

- Article 29 increases the amount of paid leave for eligible employees from 24 hours to 32 hours beginning in leave year 2022, this includes the four (4) hours granted in lieu of General Election Day.
- The agreement provides for the formation of a Joint Committee to study sick leave. A Joint Study Committee will be established to create a policy for an “Employee Sick Leave Bank”. The Committee will be composed of an equal number of Employer and PGCOA representatives and shall meet at the request of any Committee member. The administration of this leave bank shall be the responsibility of the Union.
- The agreement provides for the formation of a Joint Committee on Performance Appraisals. The County and PGCOA agree to the formation of a Joint Committee on Performance Appraisals. The Committee shall be comprised of an equal number of Union and management representatives but no more than four (4) from each party. The Committee will begin its work within 30 days from the enactment of this Agreement and will explore best practices for a fair and equitable performance appraisal system which is appropriate for the type of work performed by PGCOA bargaining unit members. The Joint Committee may also look at pay for performance systems in use in other jurisdictions. The Committee was to issue its findings and recommendations to the PGCOA President, the Director of Corrections, and the Director of Human Resources Management by January 31, 2022.

Most Significant Provisions with Fiscal Implications

• Labor Management Committee increased from 5 to 6
• 3.5% pay raise
• Hazard pay of \$350 per pay period
• Paid Leave increased from 28 to 32 hours

Fiscal Impact:

Direct Impact

The adoption and enactment of this legislative package is estimated to have a total negative fiscal impact to the County for FY 2022 of approximately \$155,038, because of the changes to the Collective Bargaining Agreement. The fiscal impact of retroactive COVID-19 Hazard Pay for 15 pay periods falling between September 27, 2020, and April 24, 2021, is approximately \$182,250. The augmentation of personal leave from 24 days to 32 will cost approximately \$200,448 for labor coverage. In total, this agreement will cost approximately \$537,736 over one fiscal year.

Appropriated in the Current Fiscal Year Budget:

Fiscal Year 2022 anticipated costs were provided for in the current fiscal year budget.

Effective Date:

The proposed Bill shall be effective forty-five (45) calendar days after it becomes law. The Agreement, unless specifically stated otherwise in a specific provision, shall be retroactively effective to July 1, 2020.

If you require additional information, or have questions about this fiscal impact statement, please call me.