

COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND
2022 Legislative Session

Resolution No. CR-109-2022

Proposed by The Chair (by request – County Executive)

Introduced by Council Members Hawkins, Turner, Medlock, Taveras, Franklin, Dernoga,
Harrison, Glaros, and Ivey

Co-Sponsors _____

Date of Introduction September 13, 2022

RESOLUTION

1 A RESOLUTION concerning

2 Compensation and Benefits,

3 Prince George's Correctional Officers' Association (Civilian Unit),

4 Salary Schedule Q

5 For the purpose of amending the Salary Plan of the County to reflect the terms of the labor
6 agreement by and between Prince George's County, Maryland and the Prince George's
7 Correctional Officers' Association, Inc., (PGCOA) (Civilian Unit).

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

11 WHEREAS, the Salary Plan must at this time be amended by the approval of a salary
12 schedule to reflect the terms of the labor agreement by and between Prince George's County,
13 Maryland and PGCOA (Civilian Unit).

14 NOW, THEREFORE, BE IT RESOLVED by the County Council of Prince George's
15 County, Maryland, that Salary Schedule Q, submitted and recommended by the County
16 Executive on September 9, 2022 which is attached hereto and made a part hereof, setting forth
17 the following modifications: cost of living adjustments; merit increases; wage scale adjustments;
18 wage reopener; shift differential; TEC pay and discretionary leave provisions, be and the same is
19 hereby approved.

20 BE IT FURTHER RESOLVED that this Resolution shall take effect on the day it is
21 adopted and that, unless stated otherwise in a specific provision of the Salary Schedule, shall be

1

retroactively effective to July 1, 2022.

Adopted this 24th day of October, 2022.

COUNTY COUNCIL OF PRINCE
GEORGE'S COUNTY, MARYLAND

BY: _____
Calvin S. Hawkins, II
Chair

ATTEST:

Donna J. Brown
Clerk of the Council

SALARY SCHEDULE Q
SCHEDULE OF PAY GRADES
PRINCE GEORGE'S CORRECTIONAL OFFICERS' ASSOCIATION, INC.
(PGCOA) (CIVILIAN UNIT)
PRINCE GEORGE'S COUNTY, MARYLAND
EFFECTIVE JULY 1, 2022 – JUNE 30, 2024

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1. SCHEDULED PAY RATES

**SALARY SCHEDULE Q
SCHEDULE OF PAY GRADES (Q6 - Q22)
PRINCE GEORGE'S CORRECTIONAL OFFICERS' ASSOCIATION, INC.
(CIVILIAN UNIT)
EFFECTIVE JULY 1, 2022**

MINIMUM WAGE ADJUSTMENT - \$12.50 & MAXIMUM WAGE ADJUSTMENT 3.5%

<u>GRADE</u>		<u>MIN</u>	<u>MAX</u>
Q06	HOURLY	12.5000	26.7736
	BIWKLY	1000.00	2141.89
	ANNUAL	26,000	55,689
Q07	HOURLY	13.1250	28.1124
	BIWKLY	1050.00	2248.98
	ANNUAL	27,300	58,473
Q08	HOURLY	13.7813	29.5179
	BIWKLY	1102.50	2361.44
	ANNUAL	28,665	61,397
Q09	HOURLY	14.4703	30.9938
	BIWKLY	1157.63	2479.51
	ANNUAL	30,098	64,467
Q10	HOURLY	15.1938	32.5435
	BIWKLY	1215.51	2603.48
	ANNUAL	31,603	67,690
Q11	HOURLY	15.9535	34.1707
	BIWKLY	1276.28	2733.65
	ANNUAL	33,183	71,076
Q12	HOURLY	16.7512	35.8792
	BIWKLY	1340.10	2870.33
	ANNUAL	34,842	74,629
Q13	HOURLY	17.5888	37.6732
	BIWKLY	1407.10	3013.86
	ANNUAL	36,585	78,360

Q14	HOURLY	18.4682	39.5569
	BIWKLY	1477.46	3164.54
	ANNUAL	38,414	82,278
Q15	HOURLY	19.3916	41.5347
	BIWKLY	1551.33	3322.77
	ANNUAL	40,335	86,392
Q16	HOURLY	20.3612	43.6114
	BIWKLY	1628.89	3488.91
	ANNUAL	42,351	90,712
Q17	HOURLY	21.3792	45.7920
	BIWKLY	1710.34	3663.36
	ANNUAL	44,469	95,247
Q18	HOURLY	22.4482	48.0815
	BIWKLY	1795.86	3846.53
	ANNUAL	46,692	100,010
Q19	HOURLY	23.5706	50.4856
	BIWKLY	1885.65	4038.85
	ANNUAL	49,027	105,010
Q20	HOURLY	24.7491	53.0100
	BIWKLY	1979.93	4240.80
	ANNUAL	51,478	110,261
Q21	HOURLY	25.9866	55.6604
	BIWKLY	2078.93	4452.84
	ANNUAL	54,052	115,774
Q22	HOURLY	27.2859	58.4434
	BIWKLY	2182.87	4675.48
	ANNUAL	56,755	121,563

The minimum hourly rate for Q06 is increased to \$12.50 to reflect the state minimum wage, all other grade minimums are adjusted based on 5% increments between levels. The maximum hourly rates are the January 2, 2022 maximum rates multiplied by 1.035. For administrative purposes, the hourly rates are the controlling rates. Biweekly rates are hourly rates multiplied by 80 and rounded to the nearest cent. Annual rates are the hourly rates multiplied by 2,080 and rounded to the nearest dollar.

SALARY SCHEDULE Q SCHEDULE OF PAY GRADES (Q6 - Q22) PRINCE GEORGE'S CORRECTIONAL OFFICERS' ASSOCIATION, INC. (CIVILIAN UNIT) EFFECTIVE NOVEMBER 06, 2022 COST OF LIVING ADJUSTMENT 3.0%				
<u>GRADE</u>			<u>MIN</u>	<u>MAX</u>
Q06	HOURLY		12.8750	27.5768
	BIWEEKLY		1030.00	2206.15
	ANNUAL		26,780	57,360
Q07	HOURLY		13.5188	28.9557
	BIWEEKLY		1081.50	2316.45
	ANNUAL		28,119	60,228
Q08	HOURLY		14.1947	30.4034
	BIWEEKLY		1135.58	2432.28
	ANNUAL		29,525	63,239
Q09	HOURLY		14.9044	31.9236
	BIWEEKLY		1192.35	2553.89
	ANNUAL		31,001	66,401
Q10	HOURLY		15.6496	33.5198
	BIWEEKLY		1251.97	2681.58
	ANNUAL		32,551	69,721
Q11	HOURLY		16.4321	35.1959
	BIWEEKLY		1314.57	2815.66
	ANNUAL		34,179	73,208
Q12	HOURLY		17.2537	36.9556
	BIWEEKLY		1380.30	2956.44
	ANNUAL		35,888	76,868
Q13	HOURLY		18.1164	38.8034
	BIWEEKLY		1449.31	3104.27
	ANNUAL		37,682	80,711

Q14	HOURLY	19.0222	40.7436
	BIWEEKLY	1521.78	3259.48
	ANNUAL	39,566	84,747
Q15	HOURLY	19.9734	42.7807
	BIWEEKLY	1597.87	3422.46
	ANNUAL	41,545	88,984
Q16	HOURLY	20.9720	44.9197
	BIWEEKLY	1677.76	3593.58
	ANNUAL	43,622	93,433
Q17	HOURLY	22.0206	47.1658
	BIWEEKLY	1761.65	3773.26
	ANNUAL	45,803	98,104
Q18	HOURLY	23.1217	49.5240
	BIWKLY	1849.73	3961.92
	ANNUAL	48,093	103,010
Q19	HOURLY	24.2777	52.0002
	BIWEEKLY	1942.22	4160.01
	ANNUAL	50,498	108,160
Q20	HOURLY	25.4916	54.6003
	BIWEEKLY	2039.33	4368.02
	ANNUAL	53,023	113,568
Q21	HOURLY	26.7662	57.3303
	BIWEEKLY	2141.30	4586.42
	ANNUAL	55,674	119,247
Q22	HOURLY	28.1045	60.1968
	BIWEEKLY	2248.36	4815.74
	ANNUAL	58,457	125,210

The hourly rates are the July 1, 2022 rates multiplied by 1.03. For administrative purposes, the hourly rates are the controlling rates. Biweekly rates are the hourly rates multiplied by 80. Annual rates are the hourly rates multiplied by 2080 and rounded to the nearest dollar.

SALARY SCHEDULE Q
SCHEDULE OF PAY GRADES (Q6 - Q22)
PRINCE GEORGE'S CORRECTIONAL OFFICERS' ASSOCIATION, INC.
(CIVILIAN UNIT)
EFFECTIVE JANUARY 1, 2023
MINIMUM WAGE ADJUSTMENT - \$13.25

<u>GRADE</u>		<u>MIN</u>	<u>MAX</u>
Q06	HOURLY	13.2500	27.5768
	BIWKLY	1060.00	2206.15
	ANNUAL	27,560	57,360
Q07	HOURLY	13.9125	28.9557
	BIWKLY	1113.00	2316.45
	ANNUAL	28,938	60,228
Q08	HOURLY	14.6081	30.4034
	BIWKLY	1168.65	2432.28
	ANNUAL	30,385	63,239
Q09	HOURLY	15.3385	31.9236
	BIWKLY	1227.08	2553.89
	ANNUAL	31,904	66,401
Q10	HOURLY	16.1055	33.5198
	BIWKLY	1288.44	2681.58
	ANNUAL	33,499	69,721
Q11	HOURLY	16.9107	35.1959
	BIWKLY	1352.86	2815.66
	ANNUAL	35,174	73,208
Q12	HOURLY	17.7563	36.9556
	BIWKLY	1420.50	2956.44
	ANNUAL	36,933	76,868
Q13	HOURLY	18.6441	38.8034
	BIWKLY	1491.53	3104.27
	ANNUAL	38,780	80,711

Q14	HOURLY	19.5763	40.7436
	BIWKLY	1566.10	3259.48
	ANNUAL	40,719	84,747
Q15	HOURLY	20.5551	42.7807
	BIWKLY	1644.41	3422.46
	ANNUAL	42,755	88,984
Q16	HOURLY	21.5829	44.9197
	BIWKLY	1726.63	3593.58
	ANNUAL	44,892	93,433
Q17	HOURLY	22.6620	47.1658
	BIWKLY	1812.96	3773.26
	ANNUAL	47,137	98,104
Q18	HOURLY	23.7951	49.5240
	BIWKLY	1903.61	3961.92
	ANNUAL	49,494	103,010
Q19	HOURLY	24.9849	52.0002
	BIWKLY	1998.79	4160.01
	ANNUAL	51,968	108,160
Q20	HOURLY	26.2341	54.6003
	BIWKLY	2098.73	4368.02
	ANNUAL	54,567	113,568
Q21	HOURLY	27.5458	57.3303
	BIWKLY	2203.66	4586.42
	ANNUAL	57,295	119,247
Q22	HOURLY	28.9231	60.1968
	BIWKLY	2313.85	4815.74
	ANNUAL	60,160	125,210

The minimum hourly rate for Q06 is increased to \$13.25 to reflect the state minimum wage, all other grade minimums are adjusted based on 5% increments between levels. The maximum hourly rates are the November 2022 maximum rates. For administrative purposes, the hourly rates are the controlling rates. Biweekly rates are hourly rates multiplied by 80 and rounded to the nearest cent. Annual rates are the hourly rates multiplied by 2,080 and rounded to the nearest dollar.

SALARY SCHEDULE Q
SCHEDULE OF PAY GRADES (Q6 - Q22)
PRINCE GEORGE'S CORRECTIONAL OFFICERS' ASSOCIATION, INC.
(CIVILIAN UNIT)
EFFECTIVE JULY 1, 2023
MAXIMUM WAGE SCALE ADJUSTMENT - 3.5%

<u>GRADE</u>		<u>MIN</u>	<u>MAX</u>
Q06	HOURLY	13.2500	28.5420
	BIWKLY	1060.00	2283.36
	ANNUAL	27,560	59,367
Q07	HOURLY	13.9125	29.9692
	BIWKLY	1113.00	2397.53
	ANNUAL	28,938	62,336
Q08	HOURLY	14.6081	31.4675
	BIWKLY	1168.65	2517.41
	ANNUAL	30,385	65,453
Q09	HOURLY	15.3385	33.0409
	BIWKLY	1227.08	2643.28
	ANNUAL	31,904	68,725
Q10	HOURLY	16.1055	34.6930
	BIWKLY	1288.44	2775.44
	ANNUAL	33,499	72,161
Q11	HOURLY	16.9107	36.4277
	BIWKLY	1352.86	2914.21
	ANNUAL	35,174	75,770
Q12	HOURLY	17.7563	38.2490
	BIWKLY	1420.50	3059.92
	ANNUAL	36,933	79,558
Q13	HOURLY	18.6441	40.1615
	BIWKLY	1491.53	3212.92
	ANNUAL	38,780	83,536

Q14	HOURLY	19.5763	42.1696
	BIWKLY	1566.10	3373.56
	ANNUAL	40,719	87,713
Q15	HOURLY	20.5551	44.2780
	BIWKLY	1644.41	3542.24
	ANNUAL	42,755	92,099
Q16	HOURLY	21.5829	46.4919
	BIWKLY	1726.63	3719.36
	ANNUAL	44,892	96,703
Q17	HOURLY	22.6620	48.8166
	BIWKLY	1812.96	3905.33
	ANNUAL	47,137	101,538
Q18	HOURLY	23.7951	51.2573
	BIWKLY	1903.61	4100.59
	ANNUAL	49,494	106,616
Q19	HOURLY	24.9849	53.8202
	BIWKLY	1998.79	4305.62
	ANNUAL	51,968	111,946
Q20	HOURLY	26.2341	56.5113
	BIWKLY	2098.73	4520.90
	ANNUAL	54,567	117,543
Q21	HOURLY	27.5458	59.3368
	BIWKLY	2203.66	4746.95
	ANNUAL	57,295	123,421
Q22	HOURLY	28.9231	62.3036
	BIWKLY	2313.85	4984.29
	ANNUAL	60,160	129,592

The minimum hourly rates are the January 1, 2023 rates. The maximum hourly rates are the November 2022 maximum rates multiplied by 1.035. For administrative purposes, the hourly rates are the controlling rates. Biweekly rates are hourly rates multiplied by 80 and rounded to the nearest cent. Annual rates are the hourly rates multiplied by 2,080 and rounded to the nearest dollar.

**SALARY SCHEDULE Q
SCHEDULE OF PAY GRADES (Q6 - Q22)
PRINCE GEORGE'S CORRECTIONAL OFFICERS' ASSOCIATION, INC.
(CIVILIAN UNIT)
EFFECTIVE JANUARY 1, 2024
MINIMUM WAGE ADJUSTMENT - \$14.00**

<u>GRADE</u>		<u>MIN</u>	<u>MAX</u>
Q06	HOURLY	14.0000	28.5420
	BIWKLY	1120.00	2283.36
	ANNUAL	29,120	59,367
Q07	HOURLY	14.7000	29.9692
	BIWKLY	1176.00	2397.53
	ANNUAL	30,576	62,336
Q08	HOURLY	15.4350	31.4675
	BIWKLY	1234.80	2517.41
	ANNUAL	32,105	65,453
Q09	HOURLY	16.2068	33.0409
	BIWKLY	1296.54	2643.28
	ANNUAL	33,710	68,725
Q10	HOURLY	17.0171	34.6930
	BIWKLY	1361.37	2775.44
	ANNUAL	35,396	72,161
Q11	HOURLY	17.8679	36.4277
	BIWKLY	1429.44	2914.21
	ANNUAL	37,165	75,770
Q12	HOURLY	18.7613	38.2490
	BIWKLY	1500.91	3059.92
	ANNUAL	39,024	79,558
Q13	HOURLY	19.6994	40.1615
	BIWKLY	1575.95	3212.92
	ANNUAL	40,975	83,536

Q14	HOURLY	20.6844	42.1696
	BIWKLY	1654.75	3373.56
	ANNUAL	43,024	87,713
Q15	HOURLY	21.7186	44.2780
	BIWKLY	1737.49	3542.24
	ANNUAL	45,175	92,099
Q16	HOURLY	22.8045	46.4919
	BIWKLY	1824.36	3719.36
	ANNUAL	47,433	96,703
Q17	HOURLY	23.9448	48.8166
	BIWKLY	1915.58	3905.33
	ANNUAL	49,805	101,538
Q18	HOURLY	25.1420	51.2573
	BIWKLY	2011.36	4100.59
	ANNUAL	52,295	106,616
Q19	HOURLY	26.3991	53.8202
	BIWKLY	2111.93	4305.62
	ANNUAL	54,910	111,946
Q20	HOURLY	27.7190	56.5113
	BIWKLY	2217.52	4520.90
	ANNUAL	57,656	117,543
Q21	HOURLY	29.1050	59.3368
	BIWKLY	2328.40	4746.95
	ANNUAL	60,538	123,421
Q22	HOURLY	30.5602	62.3036
	BIWKLY	2444.82	4984.29
	ANNUAL	63,565	129,592

The minimum hourly rate for Q06 is increased to \$14.00 to reflect the state minimum wage, all other grade minimums are adjusted based on 5% increments between levels. The maximum hourly rates are the July 1, 2023 maximum rates. For administrative purposes, the hourly rates are the controlling rates. Biweekly rates are hourly rates multiplied by 80 and rounded to the nearest cent. Annual rates are the hourly rates multiplied by 2,080 and rounded to the nearest dollar.

SALARY SCHEDULE Q
SCHEDULE OF PAY GRADES (Q6 - Q22)
PRINCE GEORGE'S CORRECTIONAL OFFICERS' ASSOCIATION, INC.
(CIVILIAN UNIT)
EFFECTIVE FEBRUARY 11, 2024
COST OF LIVING ADJUSTMENT – 4.25%

<u>GRADE</u>		<u>MIN</u>	<u>MAX</u>
Q06	HOURLY	14.5950	29.7550
	BIWKLY	1167.60	2380.41
	ANNUAL	30,358	61,891
Q07	HOURLY	15.3248	31.2429
	BIWKLY	1225.98	2499.42
	ANNUAL	31,875	64,985
Q08	HOURLY	16.0910	32.8049
	BIWKLY	1287.28	2624.40
	ANNUAL	33,469	68,234
Q09	HOURLY	16.8955	34.4452
	BIWKLY	1351.64	2755.62
	ANNUAL	35,143	71,646
Q10	HOURLY	17.7403	36.1675
	BIWKLY	1419.23	2893.40
	ANNUAL	36,900	75,228
Q11	HOURLY	18.6273	37.9759
	BIWKLY	1490.19	3038.06
	ANNUAL	38,745	78,990
Q12	HOURLY	19.5587	39.8746
	BIWKLY	1564.70	3189.97
	ANNUAL	40,682	82,939
Q13	HOURLY	20.5366	41.8683
	BIWKLY	1642.93	3349.47
	ANNUAL	42,716	87,086

Q14	HOURLY	21.5635	43.9618
	BIWKLY	1725.08	3516.94
	ANNUAL	44,852	91,441
Q15	HOURLY	22.6416	46.1598
	BIWKLY	1811.33	3692.79
	ANNUAL	47,095	96,013
Q16	HOURLY	23.7737	48.4678
	BIWKLY	1901.90	3877.43
	ANNUAL	49,449	100,813
Q17	HOURLY	24.9624	50.8913
	BIWKLY	1996.99	4071.30
	ANNUAL	51,922	105,853
Q18	HOURLY	26.2105	53.4358
	BIWKLY	2096.84	4274.86
	ANNUAL	54,518	111,147
Q19	HOURLY	27.5210	56.1076
	BIWKLY	2201.68	4488.60
	ANNUAL	57,244	116,704
Q20	HOURLY	28.8971	58.9131
	BIWKLY	2311.77	4713.04
	ANNUAL	60,106	122,539
Q21	HOURLY	30.3420	61.8586
	BIWKLY	2427.36	4948.69
	ANNUAL	63,111	128,666
Q22	HOURLY	31.8591	64.9515
	BIWKLY	2548.72	5196.13
	ANNUAL	66,267	135,100

The hourly rates are the February 2023 rates multiplied by 1.0425. For administrative purposes, the hourly rates are the controlling rates. For administrative purposes, the hourly rates are the controlling rates. Biweekly rates are hourly rates multiplied by 80 and rounded to the nearest cent. Annual rates are the hourly rates multiplied by 2,080 and rounded to the nearest dollar.

2. WAGES

A. Cost of Living Increases

FY 2023 -- Employees covered by this agreement will receive a 3.0% cost-of-living increase to their hourly rate of pay effective the first full pay period in November 2022.

FY 2024 -- Employees covered by this agreement will receive a 4.25% cost-of-living increase to their hourly rate of pay effective the first full pay period in February 2024.

B. Merit Increases

1. Employees covered by this agreement who are otherwise eligible to receive a 3.5% merit increase during Fiscal Year 2023 shall receive that merit step on their initial hire date during FY 2023 (July 1, 2022 – June 30, 2023).

2. Employees covered by this agreement who are otherwise eligible to receive a 3.5% merit increase during Fiscal Year 2023 shall receive that merit step on their initial hire date during FY 2024 (July 1, 2023 – June 30, 2024).

Employees covered by this Agreement and hired before July 1, 2005 will keep the anniversary dates that they held on July 1, 2005 for as long as they are continuously employed. Employees entering the unit (through new hire, transfer, promotion, demotion) on or after July 1, 2005, will have as their anniversary dates the date of their initial appointment in this bargaining unit and those anniversary dates will not be changed while those employees are continuously employed.

C. Wage Scale

Effective July 1, 2005, the longevity steps L1 through L6 will be eliminated. The current L6 step will be increased by two and one-half percent (2.5%) and become the new Max Step. Said increase in the Max Step is in addition to the increases in the Max Step as a result of the COLA increases on July 1, 2005 and July 1, 2006.

Effective July 1, 2007, the max step will be increased by three and one-half percent (3.5%) and again on July 1, 2008. Said increase in the Max Step is in addition to the increases in the Max Step as a result of the COLA increases on the first full pay period beginning on July 1, 2007 and on July 1, 2008.

Effective October 6, 2013, the minimum and maximum rates will be increased by two and one-half percent (2.5%). Effective October 5, 2014, the minimum and maximum rates will be increased by two and one-half percent (2.5%).

Effective with each cost of living under Section 24. A., all minimum and maximum rates shall be increased by the same amount as the cost of living increase. Effective July 1, 2017 the max step will be increased by three and one-half percent (3.5%).

Effective July 1, 2018, the maximum pay rates will be increased by three and one-half percent (3.5%).

Effective the first full pay period in January 2019, Salary Schedule Q will be adjusted at Q06 to reflect the County minimum wage of \$11.50 per hour. All other steps and grades will be adjusted accordingly.

The County will increase the maximum pay by 3.5% effective the first full pay period in January 2022.

Effective July 1, 2022, the maximum pay rates will be increased by three and one-half percent (3.5%).

Effective July 1, 2023, the maximum pay rates will be increased by three and one-half percent (3.5%).

Effective July 1, 2022, Salary Schedule Q will be adjusted at Q06 to reflect the State minimum wage of \$12.50 per hour. All other minimums for each grade from Q06 to Q22 will be adjusted accordingly, based on 5% increments between levels. Similar adjustments will be made, upward only, if the State minimum wage or the County minimum wage go higher than \$12.50. Currently, the minimum wages in Maryland are set to go to \$13.25 on 1/1/23 and \$14.00 on 1/1/24.

D. Wage Reopener

The County agrees to a wage reopener with the PGCOA Civilian Unit with regard to cost-of-living adjustments if any other County bargaining unit receives one or more COLAs in negotiations with the County (excluding interest arbitration) that are more than this bargaining unit's cost-of-living adjustments for any part of FY2023 or FY2024.

E. Retroactive COVID-19 Hazard Pay

If Prince George's County receives additional State or federal funding that is allocated for bargaining unit pay (including wages, salaries, or specialty pay) in connection with the COVID-19 pandemic, the parties agree to reopen negotiations concerning potential COVID-19 hazard pay, with any agreement related to that pay to be set forth in a side letter to the main CBA. In addition, if the County agrees to pay COVID-19 hazard pay to any of its bargaining units in connection with negotiations for FY2023 or FY2024 collective-bargaining agreements, the County agrees to pay COVID-19 hazard pay for the same duration to employees covered by this Agreement.

3. **WORKWEEK**

A. The workweek is the seven (7) consecutive day period commencing with the first shift on Sunday and ending with the last shift on the following Saturday. The standard number of hours in a pay period shall be eighty (80) hours. Although employees covered by this Agreement

specifically assigned on a permanent or rotating basis may not be scheduled to work exactly eighty (80) hours in a given pay period, the number of regularly scheduled hours of work in a pay period for employees covered by this Agreement shall average eighty (80) hours a pay period during the course of the year. An employee shall not normally be scheduled to work more than five (5) consecutive days without a two (2) consecutive day break, unless a rotating schedule is utilized. A regular work day shall consist of 8 hours total, including breaks and the lunch period. Bargaining unit members who work a compressed work week or other flexible schedule shall work 40 hours per work per week including breaks and the lunch period.

B. Department seniority shall be defined as a Civilian employee's length of continuous service with the Department of Corrections.

1. Seniority shall only be interrupted by a break in continuous service as listed below:

- a. Voluntary resignation;
- b. Retirement or disability termination;
- c. Discharge for just cause: or
- d. Any other lawful termination of service.

2. When an employee covered by this Salary Schedule voluntarily resigns and is rehired into a job covered by this Salary Schedule in the Department of Corrections within six (6) months from the employee's termination date, the employee will be placed on the seniority roster with credit for his/her prior service but with no credit for the period of his/her absence.

3. When an employee covered by this Salary Schedule is lawfully terminated from employment for any reason other than a voluntary resignation or just cause termination and is rehired into a job covered by this Salary Schedule in the Department of Corrections, the employee will be placed on the seniority roster with credit for his/her prior service but with no credit for the period of his/her absence.

4. Department seniority shall be a substantial factor in shift assignments and days off or bidding for these positions in case of rotating shifts.

5. Departmental seniority shall be defined as an employee's length of continuous service while occupying a position in the classified service as a civilian employee within the Department of Corrections.

C. Work schedules may be approved based upon policies of flexible working hours, such policies commonly referred to as "flex-time."

4. CALL BACK PAY

Any employee who is called back to work from off-duty, and who does in fact perform duties on behalf of the Department during his/her normal off-duty hours, shall be paid for a minimum of three (3) hours at one and one-half (1.5) times his/her regular rate of pay. This provision shall not apply to disciplinary procedure

5. HOLIDAY OBSERVANCE AND PAY

A. County holidays listed in Section 16-219 of the Personnel Law shall be observed by employees covered by this Salary Schedule on dates designated by the County Executive. The holidays established by the Personnel Law are listed below:

1. New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Correctional Officer Memorial Day, Memorial Day, Juneteenth Day, Independence Day, Labor Day, Native American Day, Veteran's Day, Thanksgiving Day, Christmas Day, Presidential Inauguration Day (every 4 years) and County Employees' Appreciation Day.

B. Eligible employees shall receive straight time pay for each of the designated holidays on which they are scheduled to work but on which they perform no work.

C. Employees eligible for holiday pay who work on a holiday shall be paid at two (2) times their regular rate of pay for each hour worked (except overtime) and shall not receive another day off. Any overtime performed by an employee on a holiday shall be compensated in accordance with the regular overtime rate (i.e., no pyramiding). In the event that a holiday falls on the employee's regular day off, the employee shall receive another day off.

D. All employees must be in a pay status for the entire regular workday before and the entire regular workday after a holiday in order to receive holiday pay.

E. Employees who work on Correctional Officer Memorial Day will be paid at two (2) times their regular rate of pay for each hour worked (except overtime) and shall not receive another day. All employees who have this as a regular day off, shall receive eight (8) hours of compensatory leave.

6. SHIFT DIFFERENTIAL

A. Effective the first full pay period in July 2022, a shift differential of three dollars (\$3.00) per hour shall be paid for all non-overtime hours worked on the first (1st) shift (i.e., the night – 11 p.m. to 7.m. or equivalent) and on the third (3rd) shift (i.e., the evening shift – 3 p.m. to 11 p.m. or equivalent) The shift differential rate shall include employees specifically assigned on a permanent or rotating basis.

B. Employees assigned to work the first (1st) or third (3rd) shift shall receive shift differential pay for all paid status hours, including paid leave hours and holidays. However, for no employees shall shift differentials be used for the purpose of computing retirement deductions, and retirement and insurance benefits.

C. When the majority of hours worked fall within the third (3rd) or first (1st) shifts, the employee shall be paid shift differential for all eight (8) hours.

7. ACTING PAY

A. When an employee is directed to assume, and does in fact assume, a majority of the duties

of any other position with a higher grade in an acting capacity for a period of ten (10) consecutive days or more (including scheduled days off and approved holidays), beginning with the tenth (10th) day, he/she shall be paid at a rate of pay which is equivalent to a two-step increase or the minimum necessary to place the employee at the entry level rate of the higher grade, whichever is greater, and shall continue to be paid at the rate until relieved of the position by the person for whom he/she is acting, or by a person of equal grade to that position, or by a superior authority. He/She shall resume receiving acting pay after being on annual, sick, or administrative leave status, if he/she had been acting in such higher rank immediately prior to taking such approved leave.

B. Where Management elects to assign an employee to work in an acting capacity as described above, the employer shall not schedule work to circumvent the provisions of this section. This section shall not apply to an employee in a training work assignment. Employees shall have all training work assignments explained to them fully.

8. TEC PAY

A. Any civilian member who is trained and qualified as part of the CISM Team in the Department of Corrections is entitled to receive TEC pay each fiscal year in July in the amount of six hundred dollars (\$600.00) which aligns with this provision in Article 31 of the PGCOA Correctional Officers CBA.

B. Civilian employees permanently assigned to bilingual (translation) duties will be eligible to receive eight hundred dollars (\$800.00) per year upon passing the Foreign Service Institute (State Department) language proficiency examination administered by the County. This sum will be paid thirty (30) days following certification and will be prorated based upon the time of year. Thereafter, the full amount will be paid in July of each fiscal year and will not be included in the employee's base pay for any purposes such as computing holiday pay, annual and sick leave pay, retirement deductions or retirement or insurance benefits. These duties will be added to the employee's job description.

9. COURT TIME COMPENSATION

If, as a result of actions taken during the course of employment with the Department of Corrections, an employee covered by this Salary Schedule is scheduled to appear in Court on the employee's day off, the employee will be paid a minimum of four (4) hours pay at the overtime rate.

10. MANDATORY OVERTIME AND OVERTIME ASSIGNMENT

A. The parties recognize and understand that the County has the right to require employees covered by this Salary Schedule to work overtime and that overtime work should first be covered by volunteers and then through the evenhanded assignment of mandatory overtime.

Accordingly, the parties agree to the following guidelines for the assignment of overtime work:

1. The Department will first try to cover its overtime work from volunteers on a rotating

basis. If sufficient volunteers are not available for overtime work, the Department will make mandatory overtime assignments on a rotating basis from a pool of employees who are currently on duty. Mandatory overtime will not be assigned to an employee if the employee is scheduled for approved leave or break the following day except in the case of an emergency as determined by the Director or Deputy Director.

2. When scheduling overtime work, the County will make reasonable efforts to provide employees with as much advance notice as permitted under the circumstances.

3. Except in a case of emergency, as determined by the Director, no employee will be permitted or required:

a. To work more than sixteen (16) consecutive hours; or,

b. To work two (2) consecutive days of sixteen (16) consecutive hours.

B. There shall be no pyramiding of overtime or other premium rates; that is, only one (1) overtime or premium rate will be paid for the same hours worked.

C. Mandatory overtime will not be assigned to a bargaining unit employee if that employee is scheduled for approved leave or a day off the following day.

D. Employees will be compensated at the rate of one and one-half (1.5) times their regular rate of pay for each hour, or fifteen (15) minute fractions thereof, they are required to work at the direction of a supervisor in excess of forty (40) hours in a workweek. At the option of the employee, when directed by a supervisor to work in excess of forty (40) hours in a workweek, an employee eligible for compensatory time under applicable law may elect to receive compensatory leave at the rate of one and one-half (1.5) hours for each overtime hour worked. All leave with pay shall be considered time worked in the computation of overtime.

11. CLOTHING ISSUE AND ALLOWANCE (FOR PROPERTY/SUPPLY CLERKS AND TECHNICIANS)

A. The Department of Corrections will continue to issue uniforms to employees covered by this Salary Schedule who are required to wear them and to replace worn and unserviceable uniforms. Employees will continue to maintain their uniforms by cleaning and making minor repairs.

B. Effective Fiscal Year 2019, five hundred-dollar (\$500.00) uniform maintenance allowance will be provided to all employees who are required to wear uniforms. All employees receiving this allowance must wear their uniform. The allowance will be paid in two equal installments, the first will be in July and the second in January.

12. ANNUAL LEAVE

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

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

B. 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. A maximum of three hundred sixty (360) hours of accumulated annual leave earned beginning with the first pay period in Fiscal Year 1996, or such other amount established in an approved Salary Plan may be carried over from one (1) leave year to the next by an employee.

D. 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 Section 16-220(d)(1), of the Personnel Law.

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

13. SICK LEAVE

A. All full-time employees earn four and one-half (4.5) 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.

B. 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.

C. Sick leave may be accumulated from year to year.

D. Use of sick leave shall be governed by the Personnel Law and Administrative Procedure 284.

14. SICK AND ANNUAL LEAVE DISPOSITION UPON SEPARATION

A. The annual and sick leave balances accumulated by an employee shall, upon the employee's separation from employment, be liquidated in the following manner:

1. 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) of the Personnel Law;

2. 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.

B. The employee may elect to receive cash payment for all or any portion of the employee's annual leave balances 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 limitations:

1. Upon separation from employment, employees who participate in the Maryland State Retirement Systems (MSRS) may elect to receive a cash payment for the remainder of their annual leave hours that were accumulated as of the end of the last full pay period in Fiscal Year 1995 OR up to three hundred sixty (360) hours of accumulated annual leave, whichever is greater. Any remaining amount would be converted to sick leave and could be applied to purchase MSRS pension credit at the applicable rate if such conversion is permissible pursuant to the Annotated Code of Maryland.

C. For all or any portion of the employee's sick leave balance earned as of the end of the last full pay period of the 1995 fiscal year, 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 (.5) of the employee's base hourly rate of pay as of the last full pay period in Fiscal Year 1995. Sick leave earned beginning the first pay period of Fiscal Year 1996 is not subject to cash payment to the employee upon separation.

D. For individuals who participate in the MSRS plan, sick leave earned beginning with the first pay period in Fiscal Year 1996 (i.e., new sick leave) is not subject to cash payment but may be used to purchase MSRS pension credit at the applicable rate. In addition, any old sick leave not cashed out under paragraph B may be used to purchase MSRS pension credit at the applicable rate if such conversion is permissible pursuant to the Annotated Code of Maryland.

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 of the Personnel Law shall forfeit any sick leave hours accumulated at the time of the employee's separation.

15. PERSONAL LEAVE

Beginning in the 2022 leave year, thirty-two (32) hours of paid personal leave per leave year -- including the four (4) hours granted in lieu of General Election Day -- shall be granted to each

employee eligible for annual leave. Personal leave shall be requested and approved in advance of use. There shall be no accumulation of personal leave days, and unused personal leave shall be forfeited at the end of the leave year or upon termination of employment.

16. BEREAVEMENT LEAVE

Bereavement leave policies shall be administered in accordance with the Personnel Law, except that the first twenty-four (24) hours of bereavement leave taken upon the death of a family member, will be administrative leave rather than sick leave. The term “family” shall include the employee’s spouse, child (including biological, adopted, foster, step-child, or legal ward), parent, parent-in-law, grandparent, grandchild, brother or sister. In the event of the death of any other member of the employee's family (brother- or sister-in-law, or son- or daughter-in-law), one working day will be administrative leave rather than sick leave.

17. DISCRETIONARY LEAVE

Beginning with the 2023 leave year, employees covered by this Agreement with three (3) or more years of service shall be eligible for eight (hours of discretionary leave per leave year plus an additional eight (8) hours of discretionary leave (for a total of sixteen (16) hours) after seven (7) years of service. Eight (8) additional hours of discretionary leave (for a total of twenty-four (24) hours) will be granted after ten (10) years of service. Discretionary leave may be taken in increments of four (4) hours, and must be approved in advance, and any unused discretionary leave cannot be carried over from one year to the next.

18. ADDITIONAL LEAVE PROVISION

A. When the County Executive closes the County offices for an entire day or any portion thereof, because of extreme inclement weather, other emergencies producing hazardous conditions, or for any other reason, essential employees covered by this Salary Schedule will report to their established work sites and will be paid straight-time wages for hours worked on their regular work shift. In addition, such employees who work their full regularly scheduled shift during the twenty-four (24) hour period beginning at 6:00 a.m. of the day of the full or partial closing shall be entitled to receive one (1) hour of compensatory leave for each shift hour worked (not to exceed twelve (12) hours per employee per twenty-four (24) hour period).

B. If the employee is directed by the Employer to work any number of hours over and above the employee's regularly scheduled work shift during the aforementioned twenty-four (24) hour period, the employee shall not be entitled to any additional grant of compensatory leave by virtue of the full or partial closing. Rather, the appropriate premium rate, if any, shall apply to such hours.

C. Compensatory leave earned pursuant to this subsection shall be used in accordance with all applicable rules and regulations.

19. BLOOD DONATION LEAVE

Employees may be granted up to four (4) hours of leave with pay for the purpose of participation

in a blood donor program and for subsequent recuperation on the day they donate blood. The Employer may request verification of such donation.

20. DISABILITY LEAVE

The Department will designate a member of Management to make an initial determination as to whether an injury qualifies for disability leave. Specifically, where an employee claims injury on the job (all hours working, including breaks, will be considered) and is unable to work, Management will make an initial determination through investigation as soon as possible but not later than ten (10) working days after the claim was made. In cases where injury on the job is clearly indicated, the employee will be placed on disability leave immediately. 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 will be back charged sick or annual leave for the period of time the employee was on disability leave. In cases where injury on the job is not clearly indicated, the process outlined in Administrative Procedure 284 (Administration of Employee Leave) will be followed.

21. VOTING LEAVE

Employees who are registered voters may be granted up to two (2) hours off with pay for the purpose of voting in State, County and Federal primary and general elections if the employee would otherwise be prevented from voting because of his/her work schedule.

22. PGCOA LEAVE

A. Members of the Board of Directors of PGCOA shall be granted union business leave to attend Association Board meetings. Also, members of PGCOA shall be granted union business leave to attend conventions and conferences (including state seminars). In order to receive union business leave to attend Board meetings, conventions and conferences, the Association must request the leave in a reasonable period of time before it is to be used (in the case of conventions and conferences not less than ten (10) days before the leave is to begin). Requests for union leave under this Article are subject to the approval of the Director, with the understanding that the Director's approval will not be unreasonably withheld. Union business leave to attend conventions and conferences shall be limited to no more than two (2) members on any one occasion.

B. Union business leave to attend Board meetings shall be consistent with the PGCOA Security Division contract. Up to two (2) civilian representatives will be granted leave to attend Board meetings the second Wednesday of the month. Union business leave will be granted to the Association and its members under this Article subject to the availability of hours in the Union Business Leave Bank described below. If the meeting falls on the employee's regular day off, the employee will be given hour-for-hour compensatory leave.

C. The County will provide four hundred (400) hours of union business leave in a Union Business Leave Bank per fiscal year for attendance at Board meetings, conventions, conferences (including state seminars) and Steward Training as set forth in Articles 4 and 8 of the Collective Bargaining Agreement. No union business leave will be granted pursuant to Articles 4 and 8,

when the four hundred (400) hours has been exhausted during a fiscal year. Any unused balance in the Union Business Leave Bank at the close of the fiscal year may not be carried forward for use during the next fiscal year. All requests for union business leave pursuant to Articles 4 and 8 of the Collective Bargaining Agreement are subject to the Director's approval.

23. LEAVE FOR NEGOTIATIONS

A. Employees (not to exceed five (5) from different sections) who, upon the request of PGCOA are excused from their regular assignment on the day of negotiations to attend meetings with representatives of the County and/or to prepare for negotiations, shall suffer no loss of pay or leave. If the meeting falls on the employee's regular day off, the employee will be given hour for hour compensatory leave.

B. Members of the PGCOA negotiating team (not to exceed five (5) members from different sections) may each be granted up to forty-eight (48) hours of union business leave to prepare for negotiations. The Association must request the leave from the Director in a reasonable period of time before it is to be used, and the request is subject to the Director's approval, which will not be unreasonably withheld. The union business leave awarded pursuant to this provision is in addition to the hours provided by the County to the Union Business Leave Bank included in Section 22 of this Salary Schedule. Except as provided in Paragraph C of Article 5 of the Collective Bargaining Agreement, union business leave granted for negotiation preparation will not be deducted from the Union Business Leave Bank described in Section 22 of this Salary Schedule.

C. The Director may, pursuant to the Association's request, grant additional leave to members of the negotiating team from the Union Business leave Bank described in Article 4, PGCOA Leave, to prepare for negotiations (and such approval shall not be unreasonably withheld).

24. ADMINISTRATION OF LEAVE

Except as provided otherwise in the Salary Schedule and the Agreement, the provisions governing the administration of employee leave are specified in Division 17 of the Personnel Law and Administrative Procedure 284.

25. FAMILY AND MEDICAL LEAVE

Employees covered by this Salary Schedule are entitled to family and medical leave as provided in the County Personnel Law and as provided by Federal, State and County law.

26. ACCIDENTAL DEATH INSURANCE

In addition to any other life insurance or death benefit provided by the County, the County shall pay a death benefit of ten thousand dollars (\$10,000.00) upon the death of any employee covered by this Salary Schedule whose death results from an accident on or off the job.

27. HEALTH INSURANCE PREMIUMS

A. During Calendar Years 2015, 2016, and 2017 the County shall contribute seventy-three

percent (73%) to the cost of the County's preferred provider option health insurance plan for any employee who elects to participate in the program. Participating employees shall contribute the remaining twenty-seven percent (27%). Effective Calendar Year 2018, the County shall contribute seventy-percent (70%) to the cost of the County's preferred provider option insurance plan for any employee who elects to participate in the program. Participating employees shall contribute the remaining thirty percent (30%).

B. During Calendar Years 2015, 2016, and 2017 the County shall contribute seventy-eight percent (78%) to the cost of a prepaid group health plan or Health Maintenance Organization (HMO) for any employee who elects to participate in the program. Participating employees shall contribute the remaining twenty-two (22%). Effective Calendar Year 2018, the County shall contribute seventy-five percent (75%) to the cost of a prepaid group health plan or Health Maintenance Organization (HMO) for any employee who elects to participate in the program. Participating employees shall contribute the remaining twenty five percent (25%).

C. 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. During Calendar Years 2015, 2016, and 2017, the County shall contribute eighty-eight percent (88%) to the County's deductible prescription drug and vision care programs for any employee who elects to participate in either program. The participating employee shall contribute the remaining twelve percent (12%). Effective Calendar Year 2018, the County shall contribute eighty-five percent (85%) to the County's deductible prescription drug and vision care programs for any employee who elects to participate in either program. The participating employee shall contribute the remaining fifteen percent (15%). 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 employees elect 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. Effective July 1, 2016, employees may contribute up to the maximum allowed by IRS regulations into a dependent flexible spending account and into a medical spending account.

H. Group Life Insurance under the Beneflex Program. 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 (\$150,000.00). Employees may choose to increase their life insurance from one (1) to four (4) 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 salary. Employees may choose to reduce their life insurance to one (1) times their annual salary and receive a credit.

28. RETIREMENT CONTRIBUTIONS

- A. Employees paid in accordance with this Salary Schedule and who are enrolled in the Maryland State Retirement System shall pay retirement contributions at the rate of seven percent (7%) or five percent (5%) of base annual salary, depending on the plan option selected.
- B. Current participants in the Maryland State 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, then contributions may be adjusted accordingly.

29. SUPPLEMENTAL RETIREMENT BENEFIT

Employees covered by this Salary Schedule will participate in the Supplemental Pension Plan for General Schedule Employees in accordance with the provisions of that plan.

30. 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 employee contributions of the premium being paid by the County. These benefits shall expire on March 1, 2023.

31. PERSONNEL LAW

All policies, procedures and benefits not specifically modified by this Salary Schedule and the Agreement shall be administered pursuant to the Prince George's County Personnel Law.

32. SOCIAL SECURITY

A. The County is required to comply with the Federal Insurance Contribution Act (FICA) that provides for a federal system of old-age, survivors, disability (Social Security or OASDI), and hospital (Medicare or HI) insurance. Effective January 1, 2012, each employee paid in accordance with this Salary Schedule shall make contributions of 4.2% to the Social Security fund (FICA-OASDI) up to the wage base limit of one hundred ten thousand one hundred dollars (\$110,100.00); and 1.45% to the Medicare fund (FICA-HI) on all wages paid. Employee

contributions shall be made through payroll deductions.

B. 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.

33. WORKERS' COMPENSATION

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

34. 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 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.