COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND

2023 Legislative Session

Resolution No. CR-039-2023

Proposed by The Chair – (by request – County Executive)

Introduced by Council Members Dernoga, Harrison, Ivey, Olson and Oriadha

Co-Sponsors

Date of Introduction May 9, 2023

RESOLUTION

A RESOLUTION concerning

Compensation and Benefits,

Sheriff Officials – Salary Schedule "S-O"

Schedule of Pay Grades

For the purpose of amending the Salary Plan of the County to reflect wage and benefit modifications of Sheriff 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 the approval of a Salary Schedule to reflect wage and benefit modifications for the Sheriff Officials.

NOW, THEREFORE, BE IT RESOLVED by the County Council of Prince George's County, Maryland, that Salary Schedule "S-O" submitted and recommended by the County Executive on April 28, 2023, which is attached hereto and made a part hereof setting forth the following modifications: cost of living adjustments and merit increases, be and the same is hereby approved.

BE IT FURTHER RESOLVED that this Resolution shall take effect on the date it is adopted and, unless otherwise stated in specific provisions, shall be retroactively effective to July 1, 2022.

Adopted this 13th day of June, 2023.

COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND

BY: _____

Thomas E. Dernoga
Chair

ATTEST:

_____

Donna J. Brown
Clerk of the Council

SCHEDULE OF PAY GRADES

SALARY SCHEDULE S-O

SHERIFF OFFICIALS

PRINCE GEORGE'S COUNTY, MARYLAND

EFFECTIVE JULY 1, 2022 - JUNE 30, 2024

TABLE OF CONTENTS

1. MERIT & COST OF LIVING (COLA) INCREASES 1
2. UNIFORM WAGE SCALE 1
3. MODIFICATIONS TO THE UNIFORM WAGE SCALE -- DURING FISCAL YEAR 1995 2
4. MODIFICATIONS TO THE UNIFORM WAGE SCALE -- DURING FISCAL YEAR 1998 AND FISCAL YEAR 1999 3
5. MODIFICATIONS TO THE UNIFORM WAGE SCALE -- DURING FISCAL YEAR 2000 AND FISCAL YEAR 2001 4
6. MODIFICATIONS TO THE UNIFORM WAGE SCALE -- DURING FISCAL YEAR 2002 4
7. MODIFICATIONS TO THE UNIFORM WAGE SCALE — DURING FISCAL YEAR 2006 4
8. MODIFICATIONS TO THE UNIFORM WAGE SCALE — DURING FISCAL YEAR 2007 5
9. MODIFICATIONS TO THE UNIFORM WAGE SCALE -- DURING FISCAL YEAR 2008 5
10. MODIFICATIONS TO THE UNIFORM WAGE SCALE -- DURING FISCAL YEAR 2014 5
11. MODIFICATIONS TO THE UNIFORM WAGE SCALE - DURING FISCAL YEAR 2018 5
12. MODIFICATIONS TO THE UNIFORM WAGE SCALE - DURING FISCAL YEAR 2019 & 2020 5
13. MODIFICATIONS TO THE UNIFORM WAGE SCALE - DURING FISCAL YEAR 2021 6
14. SCHEDULED PAY RATES 7
15. WORKWEEK 9
16. WORK SCHEDULES 9
17. DESIGNATION OF MEAL PERIODS 9
18. PAY IN EXCESS OF BASE SALARY 9
19. SHIFT DIFFERENTIAL 10
20. CLOTHING ALLOWANCE 10
21. EQUIPMENT 11
22. DISABILITY LEAVE 11
23. PERSONAL LEAVE 11
24. DISCRETIONARY LEAVE 11
25. FAMILY AND MEDICAL LEAVE 12
26. ANNUAL LEAVE CARRYOVER 12
27. SICK AND ANNUAL LEAVE DISPOSITION UPON SEPARATION 12
28. ADMINISTRATION OF EMPLOYEE LEAVE 14
29. LIFE INSURANCE 14
30. SUPPLEMENTAL LIFE INSURANCE BENEFIT 14
31. WORKER'S COMPENSATION 15

32. UNEMPLOYMENT INSURANCE 15
33. SOCIAL SECURITY 15
34. INSURANCE PREMIUMS 15
35. HOLD HARMLESS FOR FISCAL YEARS 2015, 2016 AND 2017 17
36. SUPPLEMENTAL RETIREMENT CONTRIBUTIONS 17
37. COMPREHENSIVE DEPUTY SHERIFF PENSION PLAN 17
38. IRS PICKUP PLAN 18
39. MILITARY LEAVE 18
40. INCENTIVE AWARDS 19
41. PAY PLAN POLICY STATEMENT 19

1. MERIT & COST OF LIVING (COLA) INCREASES

A. FY2023 - Effective March 26, 2023, employees shall receive a 5.0% cost of living adjustment (COLA).

FY2024 - Effective March 24, 2024, employees shall receive a 2.5% cost of living adjustment (COLA).

B. FY2023 – Employees covered by this Agreement who are otherwise eligible to receive a merit increase from July 1, 2022 through June 30, 2023 will receive a regular merit increase on their initial hire/rehire anniversary date in Fiscal Year 2023.

FY2024 – Employees covered by this Agreement who are otherwise eligible to receive a merit increase from July 1, 2023 through June 30, 2024 will receive a regular merit increase on their initial hire/rehire anniversary date in Fiscal Year 2024.

2. UNIFORM WAGE SCALE

A. Effective July 2, 1989, the current modified "MIN-MAX" system in effect for all members of the bargaining unit will be replaced by the Uniform Wage Scale contained in this Salary Schedule.

1. DESCRIPTION OF THE UNIFORM WAGE SCALE

a. For each rank of deputy sheriff (Captain and Major) in this Salary Schedule, there is established a pay grade containing fifteen (15) pay rates (steps) ranging from Step 0 through Step 14: Deputy Sheriff Captain - W31 and Deputy Sheriff Major - W34. The percentage values of the intervals between steps are three and one-half percent (3.5%) from Step 0 through Step 11 and three percent (3%) for the three remaining intervals from Step 11 through Step 14.

b. 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 employee will be eligible to advance to Steps 13 and 14 after three (3) 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.

c. Employees covered by this Salary Schedule and hired before July 1, 1989 will keep the anniversary dates that they held on July 1, 1989 for as long as they are continuously employed. Employees hired on or after July 1, 1989 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.

d. Upon promotion, an employee's salary rate shall be increased to that of the corresponding pay step for the promotional grade. Employees (including those hired and placed on the wage scale above their years of service) advance one step per year until they reach multi-year steps. Advancement to multi- year step(s) will require attainment of actual years of service as deputy sheriff specified.

2. IMPLEMENTATION OF THE UNIFORM WAGE SCALE

a. Fiscal Year 1990. 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.

b. However, an employee 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 employee 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.

c. On their anniversary dates during Fiscal Year 1990, all deputy sheriffs will receive a one step anniversary increase (either three and one-half percent (3.5%) 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 they are at Step 14.

d. Fiscal Year 1991. On their anniversary dates during Fiscal Year 1991, all employees below the step which would be warranted by their years of service will be placed at that step. Employees who are 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.

3. MODIFICATIONS TO THE UNIFORM WAGE SCALE -- DURING FISCAL YEAR 1995

A. Effective July 1, 1994, the Uniform Wage Scale is modified as follows:

1. For each rank of Deputy Sheriff Captain and Major, there is an established pay grade on the Uniform Wage Scale. The pay scale for both the rank of Deputy Sheriff Captain (W31) and Deputy Sheriff Major (W34) contains fourteen (14) pay rates (steps) ranging from Step A through Step N.

2. Grades W31 and W34 are the pay grades for Deputy Sheriff Captain (W31) and Deputy Sheriff Major (W34). The percentage values of the intervals between the steps are three and one-half percent (3.5%) from Step A through Step J, three percent (3%) from Step J through Step M and two and one-half percent (2.5%) for the remaining interval from Step M to Step N. Deputies in the ranks of Deputy Sheriff Captain and Deputy Sheriff Major will be eligible to advance to the next step for their rank on the deputy's anniversary date at the rate of one (1) step per year up to and including Step L (after thirteen (13) years of service) provided he or she receives at least a satisfactory performance evaluation for the preceding year. After reaching Step L, deputies in the ranks of Deputy Sheriff Captain and Deputy Sheriff Major will be eligible to advance to Step M after two (2) years of service (that is, after having completed fifteen (15) years of service) and to Step N after three (3) years of service at Step M (that is, after having completed eighteen (18) years of service).

B. Effective June 30, 1995, the Uniform Wage Scale is further modified as follows:

1. For the ranks of Deputy Sheriff Captain (W31) and Deputy Sheriff Major (W34) one

additional pay rate (step) will be added to the pay scale, establishing a fifteen (15) step pay scale ranging from Step A through Step O. The percentage value of the interval between Step N and the new Step O is two and one-half percent (2.5%). Deputies in the ranks of Deputy Sheriff Captain and Deputy Sheriff Major will be eligible to advance to Step 15 after five (5) years of service (that is, after having completed twenty-three (23) years of service) at Step N.

2. Upon promotion an employee's salary rate shall be increased to that of the corresponding pay step for the promotional grade.

C. Implementation Of Modified Uniform Wage Scale

1. Fiscal Year 1995:

a. On July 1, 1994, every deputy will be assigned to the pay step for his or her rank on the modified Uniform Wage Scale with a salary rate identical to the deputy's salary rate on June 30, 1994.

b. On his or her anniversary date in Fiscal Year 1995, every deputy will be eligible to advance to the next step on the modified Uniform Wage Scale, provided that the deputy's performance for the applicable period has been evaluated as satisfactory.

c. On June 25, 1995, any deputy who is not at the pay step for his or her rank which would be warranted by his or her years of service, will be placed at that pay step.

4. MODIFICATIONS TO THE UNIFORM WAGE SCALE -- DURING FISCAL YEAR 1998 AND FISCAL YEAR 1999

A. Effective beginning on July 1, 1997, any deputy sheriff covered by this Salary Schedule who completes twenty-three (23) years of actual and continuous service as defined in the Deputy Sheriff Comprehensive Pension Plan but who is not at the step for his/her rank on the Uniform Wage Scale which reflects the completion of twenty-three (23) years of service will be placed at that step on the date that marks the deputy's completion of those twenty-three (23) years of actual and continuous service and the employee's anniversary date will be changed, if necessary, to reflect his/her date of hire. Deputies with twenty-three (23) or more years of service as of July 1, 1997 will be placed on Step O as of July 1, 1997 and the deputy's anniversary date will be changed, if necessary, to reflect his/her date of hire.

B. Effective July 1, 1998, the Uniform Wage Scale is further modified as follows:

For the ranks of Deputy Sheriff Captain (W31) and Deputy Sheriff Major (W34), one additional pay rate (step) will be added to the pay scale, establishing a sixteen (16) step pay scale ranging from Step A through Step P. The percentage value of the interval between Step O and the new Step P is two and one-half percent (2.5%). Deputies in the ranks of Deputy Sheriff Captain and Deputy Sheriff Major will be eligible to advance to Step 16 after four (4) years of service (that is, after having completed twenty-seven (27) years of service) at Step O. Deputies with twenty-seven (27) or more years of service as of July 1, 1998 will be placed on Step P as of July 1, 1998.

5. MODIFICATIONS TO THE UNIFORM WAGE SCALE -- DURING FISCAL YEAR 2000 AND FISCAL YEAR 2001

Note: Beginning in Fiscal Year 2000, employees covered by the Salary Schedule who were employed by the Sheriff of Prince George's County, Maryland during Fiscal Year 1996 and/or Fiscal Year 1997 received no credit toward merit increase(s) during either of those Fiscal Years. Thus, the pay steps for such employees who were hired at entry level and employed during both or one of those years will not reflect their actual years of service but will be one or two steps behind until completing their eighteenth (18th) year of service.

A. Effective July 1, 1999, anniversary dates will be adjusted to the deputy sheriff's date of hire as a deputy sheriff if different from his/her current anniversary date, so that all deputies receive their merit steps on the first day on which the deputy has the required years of service.

B. Effective the first full pay period beginning on or after July 1, 1999, the interval for grades W-31 and above between Step A to Step B shall be increased from three and one-half percent (3.5%) to four percent (4%), such that all steps at Step B and above on the Uniform Wage Scale shall be increased by one-half of one percent (.5%).

C. Effective beginning on July 1, 2000, any deputy sheriff covered by this Salary Schedule who completes eighteen (18) years of actual and continuous service as defined in the Deputy Sheriff Comprehensive Pension Plan but who is not at the step for his/her rank on the Uniform Wage Scale which reflects the completion of eighteen (18) years of service will be placed at that step on the date that marks the deputy's completion of those eighteen (18) years of actual and continuous service. Deputies with eighteen (18) or more years of service as of July 1, 2000 will be placed on that step at the beginning of the first full pay period beginning on or after July 1, 2000.

D. Effective the first full pay period beginning on or after July 1, 2000, Step L for grades W-31 and above shall be applicable after thirteen (13) years of service; Step M shall be applicable after fourteen (14) and fifteen (15) years of service; Step N shall be applicable after sixteen (16) and seventeen (17) years of service; Step O shall be applicable after eighteen (18) years of service; Step P shall be applicable after twenty-three (23) years of service; and a new Step Q shall be applicable after twenty-seven (27) years of service. The increment for grades W-24 and above between Steps M to N, N to O, and O to P shall be increased from two and one-half percent (2.5%) to three percent (3%) and new Step Q shall reflect a two and one-half percent (2.5%) increment.

6. MODIFICATIONS TO THE UNIFORM WAGE SCALE -- DURING FISCAL YEAR 2002

Effective the first full pay period beginning on or after July 1, 2001, Step P shall be applicable after twenty-one (21) years of service and Step Q shall be applicable after twenty-four (24) years of service.

7. MODIFICATIONS TO THE UNIFORM WAGE SCALE — DURING FISCAL YEAR 2006

Effective July 1, 2005, each step on the scale shall increase by three and one-half percent (3.5%).

Effective July 1, 2005, steps K, L, M and N shall be increased from three percent (3%) to three and one-half percent (3.5%) for all grades.

8. MODIFICATIONS TO THE UNIFORM WAGE SCALE — DURING FISCAL YEAR 2007

Effective July 1, 2006, each step on the scale shall increase by three and one-half percent (3.5%).

9. MODIFICATIONS TO THE UNIFORM WAGE SCALE -- DURING FISCAL YEAR 2008

Effective October 1, 2007, all steps on the wage scale (W-31 and W34) shall increase by three and one-half percent (3.5%) above the July 9, 2006, wage scale.

10. MODIFICATIONS TO THE UNIFORM WAGE SCALE -- DURING FISCAL YEAR 2014

Effective the second full pay period after passage of the legislation enacting this Salary Schedule, all steps on the wage scale (W-31 and W34) shall increase by three and one-half percent (3.5%) above the January 1, 2009, wage scale.

11. MODIFICATIONS TO THE UNIFORM WAGE SCALE - DURING FISCAL YEAR 2018

Effective the first full pay period in January in 2017, for the rank of Captain, Steps A thru Q are the W27 corresponding steps multiplied by 120.85% and for the rank of Major, Steps A thru Q are the January 2017 Captain rates multiplied by 110.25%. 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 the hourly rates multiplied by 2080 and rounded to the nearest dollar. Sheriff's Officials will be placed on the appropriate place on the new wage scale reflecting a 20.85% differential between the max Lieutenant's salary and the max Captain's salary.

Effective beginning on July 1, 2017, any Sheriff's Official covered by this Resolution who completes eighteen (18) years of actual and continuous service as defined in the Deputy Sheriff Comprehensive Pension Plan but who is not at the step for his/her rank on the Uniform Wage Scale which reflects the completion of eighteen (18) years of service will be placed at that step on the date that marks the Official's completion of those eighteen (18) years of actual and continuous service. Officials with eighteen (18) or more years of service as of July 1, 2017 will be placed on that step at the beginning of the first full pay period beginning on or after July 1, 2017.

12. MODIFICATIONS TO THE UNIFORM WAGE SCALE - DURING FISCAL YEAR 2019 & 2020

Effective the first full pay period in January in 2019, for the rank of Captain, Step A is the W27 corresponding steps multiplied by 120.85% and for the rank of Major, Step A is the Captain rate multiplied by 110.25%. 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 the hourly rates multiplied by 2080 and rounded to the nearest dollar. Additional pay steps have been added as Steps R, S, T, U, V, and W. Step B shall be established at 4% above Step A. Steps C

through M shall be established at 3.5% above the prior step. Steps N through P shall be established at 1.75% above the prior step. Steps Q through W shall be established at 1% above the prior step.

13. MODIFICATIONS TO THE UNIFORM WAGE SCALE - DURING FISCAL YEAR 2021

Effective for the pay period beginning October 10, 2021, all covered employees will be placed on the modified uniform wage scale pursuant to their years of service (and of years of service with other agencies, as provided for by the County in any pre-hire agreement with the employee) as of the first day of that pay period. Thereafter, employees with anniversary dates from October 11, 2021 through June 30, 2022, provided that he/she received at least a satisfactory performance evaluation for the preceding year, will receive a merit increase on their respective anniversary dates during Fiscal Year 2022.

14. SCHEDULED PAY RATES

SHERIFF OFFICIALS SALARY SCHEDULE S-O
EFFECTIVE MARCH 26, 2023
5% COST OF LIVING ADJUSTMENT

5%	COLA																					
W31 - Captain	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24+
Hourly	$44.64	$46.43	$48.05	$49.73	$51.47	$53.28	$55.14	$57.07	$59.07	$61.13	$63.27	$65.49	$67.78	$68.97	$70.17	$71.40	$72.12	$72.84	$73.57	$74.30	$75.04	$75.79	$79.23
Bi-Weekly	$3,571	$3,714	$3,844	$3,979	$4,118	$4,262	$4,411	$4,566	$4,725	$4,891	$5,062	$5,239	$5,422	$5,517	$5,614	$5,712	$5,769	$5,827	$5,885	$5,944	$6,004	$6,064	$6,339
Annual	92,853	$96,567	$99,946	$103,445	$107,065	$110,813	$114,691	$118,705	$122,860	$127,160	$131,611	$136,216	$140,984	$143,451	$145,962	$148,516	$150,001	$151,501	$153,016	$154,546	$156,092	$157,653	$164,803

W34 - Major	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24+
Hourly	$49.22	$51.19	$52.98	$54.83	$56.75	$58.74	$60.79	$62.92	$65.12	$67.40	$69.76	$72.20	$74.73	$76.04	$77.37	$78.72	$79.51	$80.30	$81.11	$81.92	$82.74	$83.56	$87.35
Bi-Weekly	$3,937	$4,095	$4,238	$4,386	$4,540	$4,699	$4,863	$5,034	$5,210	$5,392	$5,581	$5,776	$5,978	$6,083	$6,189	$6,298	$6,361	$6,424	$6,488	$6,553	$6,619	$6,685	$6,988
Annual	$102,370	$106,466	$110,191	$114,048	$118,039	$122,171	$126,447	$130,872	$135,454	$140,194	$145,101	$150,179	$155,435	$158,155	$160,923	$163,739	$165,376	$167,030	$168,700	$170,387	$172,091	$173,812	$181,694

SHERIFF OFFICIALS SALARY SCHEDULE S-O
EFFECTIVE MARCH 24, 2024
2.5% COST OF LIVING ADJUSTMENT

2.50%	COLA																					
W31 - Captain	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24+
Hourly	$45.76	$47.59	$49.25	$50.98	$52.76	$54.61	$56.52	$58.50	$60.54	$62.66	$64.86	$67.13	$69.48	$70.69	$71.93	$73.19	$73.92	$74.66	$75.40	$76.16	$76.92	$77.69	$81.21
Bi-Weekly	$3,661	$3,807	$3,940	$4,078	$4,221	$4,369	$4,521	$4,680	$4,844	$5,013	$5,188	$5,370	$5,558	$5,655	$5,754	$5,855	$5,914	$5,973	$6,032	$6,093	$6,154	$6,215	$6,497
Annual	$95,174	$98,982	$102,445	$106,031	$109,742	$113,583	$117,558	$121,672	$125,932	$130,339	$134,901	$139,622	$144,509	$147,037	$149,611	$152,229	$153,751	$155,289	$156,841	$158,410	$159,994	$161,594	$168,923

W34 - Major	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24+
Hourly	$50.45	$52.47	$54.30	$56.20	$58.17	$60.20	$62.31	$64.49	$66.75	$69.09	$71.50	$74.01	$76.60	$77.94	$79.30	$80.69	$81.50	$82.31	$83.13	$83.96	$84.80	$85.65	$89.54
Bi-Weekly	$4,036	$4,197	$4,344	$4,496	$4,653	$4,816	$4,985	$5,159	$5,340	$5,527	$5,720	$5,921	$6,128	$6,235	$6,344	$6,455	$6,520	$6,585	$6,651	$6,717	$6,784	$6,852	$7,163
Annual	$104,930	$109,127	$112,946	$116,899	$120,990	$125,225	$129,608	$134,144	$138,840	$143,699	$148,728	$153,933	$159,321	$162,109	$164,946	$167,832	$169,511	$171,206	$172,918	$174,647	$176,393	$178,157	$186,236

15. WORKWEEK

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

1. The standard number of hours in the workweek for full-time employees is forty (40) productive hours.

2. 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 forty (40) to forty-two (42) productive hours.

16. WORK SCHEDULES

Work schedules means written schedules of the required daily hours of work within a workweek prescribed by an Appointing Authority as established by Charter 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.

17. DESIGNATION OF MEAL PERIODS

Any employee who works five (5) or more hours in any workday shall receive a one-half (1/2) hour meal period.

18. PAY IN EXCESS OF BASE SALARY

A. Overtime Pay

Employees covered by this Salary Schedule are not eligible to receive compensation for overtime hours worked without written authorization by the Chief Administrative Officer.

B. Holiday Pay

1. Eligible employees shall receive straight time pay for each designated holiday on which they perform no work.

2. A holiday, entitled "Police Memorial Day" will be recognized and observed on May 15 of each year as a County holiday for employees covered by this Salary Schedule.

3. Notwithstanding the paragraph immediately below, beginning in Fiscal Year 1999, employees covered by this Salary Schedule functioning as Operational Duty Commanders who work on Police Memorial Day will receive one and one-half (1.5) hours compensatory time for each hour worked (except overtime) in addition to their regular pay. Effective beginning in

Fiscal Year 2001, employees covered by this Salary Schedule functioning as Operational Duty Commanders who work on Police Memorial Day shall be paid at two (2) times their regular rate of pay for each hour worked (except overtime), but shall not receive another day off.

4. Only employees functioning as Operational Duty Commanders who work on a holiday shall be paid at two (2) times their regular rate of pay for each hour worked (except overtime), but shall not receive another day off.

5. Operational Duty Commanders shall not be paid overtime.

6. If a holiday falls on an employee's regularly scheduled day off, the employee shall receive another day off.

19. SHIFT DIFFERENTIAL

A. Effective the first full pay period beginning on or after July 1, 2018, a shift differential of three dollars and thirty cents ($3.30) per hour shall be paid for all time worked on the first (1st) shift (i.e., the night shift - 11 p.m. to 7 a.m. or equivalent) to each employee specifically assigned (on a permanent or rotating basis) to work the first (1st) shift.

B. Effective the first full pay period beginning on or after July 1, 2018, a shift differential of two dollars and five cents ($2.05) per hour shall be paid for all time worked on the third (3rd) shift (i.e., the evening shift - 3 p.m. to 11 p.m. or equivalent) to each employee specifically assigned (on a permanent or rotating basis) to work the third (3rd) shift.

C. No shift differential will be considered to be part of the employee's base rate, nor shall it be applied to pay for nonproductive hours such as holiday pay and annual and sick leave pay, nor shall it be used for the purpose of computing retirement deductions or for retirement or insurance benefits.

D. Any employee who works the second shift (i.e., the day shift) – 7 a.m. to 3 p.m. or equivalent -- shall not be entitled to a shift differential.

E. Any employee assigned to the Civil Process Section shall not be entitled to a shift differential except on assigned duty days.

F. When the hours worked fall within the third (3rd) and first (1st) 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 (3rd) and first (1st) shifts, the higher differential rate shall apply for the entire number of hours worked.

20. CLOTHING ALLOWANCE

A. Effective July 1, 2018, employees covered by this Salary Schedule shall receive a clothing allowance of one thousand five hundred dollars ($1,500.00) for the procurement, care and upkeep of clothing and leather goods. This clothing allowance is not considered part of the employee's

base pay, and will be paid in one (1) installment in July of each fiscal year covered by this Salary Schedule.

B. If an employee arrives or leaves during the Fiscal Year, his allowance shall be prorated.

21. EQUIPMENT

Effective the first full pay period of July 2021, all Sheriff Officials will receive an initial issue of a reflective, fluorescent safety vest.

22. DISABILITY LEAVE

A. The Department will designate a member of Management to make injury on the job determinations. Specifically, where an employee claims injury on the job and is unable to work, Management will review the claim 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 not 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.

B. For good cause shown, the Director of Office of Human Resources Management may grant up to two additional ninety (90) day periods of disability leave to a deputy sheriff who has petitioned the Sheriff and has received the Sheriff's recommendation for additional leave.

23. PERSONAL LEAVE

Twenty (20) hours of paid personal leave per wage reporting year shall be granted to each employee eligible for annual leave. This amount includes four (4) hours per year which were added when the General Election Day holiday was eliminated. A personal leave day 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.

24. DISCRETIONARY LEAVE

Employees covered by this Salary Schedule with three (3) or more years of service with the Office of the Sheriff shall be eligible for one (1) day of discretionary leave per wage reporting year plus an additional one (1) day of discretionary leave (for a total of two (2) days) after five (5) years of service. Beginning with the 2000 wage reporting year, employees covered by this Salary Schedule with three (3) or more years of service shall be eligible for one (1) day of discretionary leave (for a total of two (2) days) after five (5) years of service plus an additional eight (8) hours of discretionary leave after ten (10) years of service (for a total of three (3) days). Discretionary leave may be taken in increments of four (4) hours, must be requested and approved in advance, and unused discretionary leave cannot be carried over from one year to the next. A day shall be

considered eight (8) hours in the calculation of discretionary leave.

25. FAMILY AND MEDICAL LEAVE

Employees covered by this Salary Schedule are entitled to family and medical leave in accordance with the Personnel Law. (See Personnel Law Section 16-225.01.)

26. ANNUAL LEAVE CARRYOVER

A. A maximum of three hundred sixty (360) hours of accumulated annual leave earned beginning with the first pay period in the 1997 leave year (i.e., January 5, 1997) may be carried over from one leave year to the next by an employee (i.e., new annual leave).

B. An employee shall be allowed to carry over annual leave earned as of the last full pay period in leave year 1996 (i.e., old annual leave) even if such accumulated amount is in excess of the maximum allowed in Subsection A., above.

1. Notwithstanding the provisions of Section 16-220 (d) of the Personnel Law, a maximum of 440 hours of accumulated annual leave may be carried over from leave year 2021 into leave year 2022; however, the annual leave payout amount is not being increased. Unless amended by future legislation, the maximum amount of annual leave that may be carried over from leave year 2022 into leave year 2023 shall revert back to 360 hours. This modified benefit shall sunset automatically upon its implementation.

C. Effective beginning with the 1997 leave year, new annual leave in excess of the three hundred sixty (360) hours limit at the end of a leave year will automatically convert to new sick leave. The Deputy Sheriff Comprehensive Pension Plan shall be amended to provide that new sick leave converted from annual leave under this subparagraph, up to a combined total for each officer of one thousand forty (1,040) hours of annual leave and this new sick leave, may be used to purchase pension credit at the rate of forty (40) hours for each month of pension credit.

D. When taking annual leave, employees covered by this Salary Schedule must use compensatory time they have accumulated prior to using annual leave.

27. SICK AND ANNUAL LEAVE DISPOSITION UPON SEPARATION

A. Effective beginning with the 1997 leave year (i.e. January 5, 1997), 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);

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;

3. 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:

a. Upon separation from employment, employees who have elected to participate in the new comprehensive pension plan may elect to receive a cash payment for the remainder of their annual leave hours that were accumulated as of the end of the 1996 leave year OR for up to three hundred sixty (360) hours of accumulated annual leave, whichever is greater. Any remaining amount would be applied toward retirement credit in the comprehensive plan even if the result is a benefit exceeding the maximum benefit allowed under the plan, subject to Section 33 of this Salary Schedule. However, effective July 1, 2005, for employees hired after January 4, 1995, the purchase of additional retirement benefits will be capped at the maximum benefit allowed in the plan.

b. Upon separation from employment, employees who have elected to remain with the Maryland State Retirement Systems (MSRS) and the County Supplemental may elect to receive a cash payment for the remainder of their annual leave hours that were accumulated as of the end of the 1996 leave year 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.

c. Upon separation from employment for non-disciplinary reasons (including but not limited to retirement, disability and death), eligible employees will receive cash payment for unused sick leave accumulated as of the end of the 1996 leave year at two and one-half percent (2.5%) for each year of service (through the date of separation) at the employee's base hourly rate of pay as of July, 2001. However, if a Deputy Sheriff with less than twenty (20) years of actual service terminates employment as a result of death or disability, he/she shall receive a fifty percent (50%) cash out of unused accumulated sick leave as of the end of the 1996 leave year.

d. For individuals who chose to participate in the new comprehensive pension system, sick leave earned beginning with the 1997 leave year (i.e., new sick leave) is not subject to cash payment upon separation, but is available to purchase retirement credit under the comprehensive pension system even if the result is a benefit exceeding the maximum benefit allowed under the plan, subject to Section 33 of this Salary Schedule. However, deputy sheriffs whose employment terminates because of death are eligible for cash payment for all sick leave earned, including sick leave earned beginning with the 1997 leave year, at the rates set forth in paragraph c, immediately above. Effective July 1, 2007, for employees hired after January 4, 1995, the purchase of additional retirement benefits will be capped at the maximum benefit allowed in the plan.

e. For individuals who chose to remain in the MSRS plan and the County Supplemental, sick leave earned beginning with the first pay period in the 1997 leave year is not subject to cash payment but may be used to purchase MSRS pension credit at the applicable rate. However, deputy sheriffs whose employment terminates because of death are eligible for cash

payment for all sick leave earned, including sick leave earned beginning with the 1997 leave year, at the rates set forth in paragraph c, above.

f. 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.

28. ADMINISTRATION OF EMPLOYEE LEAVE

The provisions governing the administration of all types of leave (holiday, annual, sick, administrative, military, military leave without pay, disability, family and medical, leave without pay, absence without leave, compensatory, personal) are specified in Division 17 of the Personnel Law and Administrative Procedure 284.

29. LIFE INSURANCE

A. The County shall contribute 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 of one hundred thousand dollars ($100,000.00). 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 thousand dollars ($700,000.00) including the base amount provided by the County. Employees will pay for the increased coverage at rates based on their age and amount of coverage. Employees may choose to reduce their life insurance to one (1) times their annual salary and receive a credit. (See Section 27. Insurance Premiums, below.)

B. For Deputy Sheriffs who retire on or after July 1, 1995, the County-provided basic life insurance benefits of up to one hundred thousand dollars ($100,000.00) will not be reduced until the retiree attains age sixty (60). At that time, the retiree's total life insurance benefit shall be reduced by fifteen percent (15%) of the original face value per year, to a residual of twenty-five percent (25%) by reducing the life insurance benefit by fifteen percent (15%) on the first day of the calendar month or next following the date of the retiree's attainment of age sixty (60). On each of the next four (4) anniversaries, the retiree's insurance benefit will be reduced by the same dollar amount.

C. The accidental death insurance policy the County maintains for employees covered by this Salary Schedule shall be payable in the amount of fifty thousand dollars ($50,000) to an employee’s designated beneficiary for death or personal loss caused by an accident on or off the job.

30. SUPPLEMENTAL LIFE INSURANCE BENEFIT

Effective July 1, 1989, employees covered by this Salary Schedule will be provided with a supplemental life insurance benefit equal to fifty (50) times the employee's monthly salary up to a maximum of two hundred thousand dollars ($200,000.00). The supplemental life insurance benefits provided under this provision shall continue as long as the employee is actively employed.

31. 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, Title 9 of the Maryland Labor and Employment Code Annotated.

32. UNEMPLOYMENT INSURANCE

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.

33. 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.

34. INSURANCE PREMIUMS

A. During Calendar Year 2017, the County shall contribute seventy-three percent (73%) to the cost of the County's preferred provider option insurance plan for any employee or retiree who elects to participate in the program. Participating employees and retirees shall contribute the remaining twenty-seven percent (27%). Effective January 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 and retirees shall contribute the remaining thirty percent (30%).

The PPO health insurance plan is only available to retirees as of January 2003 living outside of the area. A retiree may re-enroll in the County’s health benefits plans in the case of the death or divorce from a spouse or losing health benefits coverage through a spouse. The retiree must notify the County within thirty-days (30) of the event to re-enroll in the health benefits plans lost. The retiree must submit written documentation reflecting the proof of the date the coverage was lost, as well as the health benefits plans lost. The premium contribution schedule and health benefits plans provisions in effect at the time the retiree enrolls in the plans as a result of losing the coverage will apply.

B. In Calendar Years 2017 and 2018, the County shall contribute seventy-three percent (73%) to the cost of the County's preferred provider option health insurance plan for any retiree who elects to participate in the program. Participating retirees, defined as any Sheriff’s Official who

has retired or will retire on or before December 31, 2017, shall have their contribution rate capped at twenty-seven percent (27%). Employees who retire on or after January 1, 2018 will not benefit from this cap, and shall be governed by Paragraph A above.

C. During Calendar Year 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 or retiree who elects to participate in the program. Participating employees shall contribute the remaining twenty-two (22%). Effective January 1, 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 or retiree who elects to participate in the program. Participating employees shall contribute the remaining twenty-five percent (25%).

D. In Calendar Years 2017 and 2018, the County shall contribute seventy-eight percent (78%) to the cost of a prepaid group health plan or Health Maintenance Organization (HMO) for any retiree who elects to participate in the program. Participating retirees, defined as any Sheriff's Official who has retired or will retire on or before December 31, 2017, shall have their contribution rate capped at twenty-two percent (22%). Employees who retire on or after January 1, 2018 will not benefit from this cap, and shall be governed by Paragraph C. above.

E. Employees who provide proof of other medical coverage may choose to receive a credit instead of enrolling in a medical plan with the County. This benefit option is not available to retirees.

F. During Calendar Year 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 January 2018, 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.

G. In Calendar Years 2017 and 2018, the County shall contribute eighty-eight percent (88%) to the County's deductible prescription drug and vision care programs for any retiree who elects to participate in either program. Participating retirees, defined as any Sheriff's Official who has retired or will retire on or before December 31, 2017, shall have their contribution rate capped at twelve percent (12%). Bargaining unit members who retire on or after January 1, 2018 will not benefit from this cap, and shall be governed by Paragraph F above.

H. An employee can elect to enroll in the Preferred Provider Organization (PPO) or Dental Maintenance Organization (DMO) dental plans. The employee pays a hundred percent (100%) of the cost of these plans, if they elect to enroll in either of the plans.

I. Employees may choose to enroll in a Long-Term Disability (LTD) Program offering fifty percent (50%) or sixty percent (60%) up to the specified plan maximum of their annual salary up to the normal social security retirement age. Employees will pay a hundred percent (100%) of the cost of whichever option is chosen.

J. Employees may contribute up to the IRS maximum in a dependent flexible spending account and in a medical (health care) flexible spending account.

K. The County shall contribute one hundred percent (100%) of the monthly premium for County basic life insurance (BLI) for each employee in the amount of two (2) times the employee's annual salary up to a maximum of one hundred thousand dollars ($100,000.00). Employees may purchase extra life insurance (XLI) in multiples of one (1) to four (4) times their annual salary up to a total of seven hundred thousand dollars ($700,000.00), which includes the basic life insurance amount provided by the County. Employees will pay for the XLI coverage at rates based on their age and salary. Employees may choose to reduce their BLI to one (1) times their annual salary and receive a credit.

35. HOLD HARMLESS FOR FISCAL YEARS 2015, 2016 AND 2017

Any employee covered by this Salary Schedule who retires during the period from July 1, 2016 through June 30, 2018, "Average Annual Compensation," as that term is defined in the Supplemental Retirement Benefit Plan or the Comprehensive Deputy Sheriff Pension Plan, will be calculated as if the employee had received merit steps in Fiscal Years 2010, 2011, 2012, 2013, 2015, 2016 and 2017 on his/her anniversary date for the applicable merit increase that the employee otherwise would have been eligible to receive.

36. SUPPLEMENTAL RETIREMENT CONTRIBUTIONS

A. The cost of funding the supplemental retirement benefit described in Article 7 of the Collective Bargaining Agreement between Prince George's County, Maryland and the Fraternal Order of Police 112, Prince George's County Sheriffs Lodge Inc., will be shared by the employee and the County through regular contributions each pay period. Effective July 1, 1999, the employee contribution will be five and two-tenths of one percent (5.2%). The County shall contribute such amounts as are actuarially determined to be required to provide for the benefits under the Plan.

B. 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.

37. COMPREHENSIVE DEPUTY SHERIFF PENSION PLAN

The cost of funding this Plan will be shared by the employee and the County through regular contributions each pay period. Effective July 1, 2001, the employee contribution shall be ten percent (10%) of salary. Employees hired on or after July 1, 2005, will contribute eleven percent (11%) of salary. The County shall contribute such amounts as are actuarially determined to be required to provide for the benefits under the Plan.

The maximum benefit payable is eighty-five percent (85%) of the employee's average annual compensation. However, in the case of an employee hired prior to January 4, 1995 and who has reached thirty (30) years of actual and continuous service as of December 31, 2013 (or such earlier date should the employee retire prior to December 31, 2013), such employee will not be subject

to the 85% maximum benefit but rather will be frozen at the benefit rate that the employee would have been entitled utilizing applicable leave balances had the employee retired on December 31, 2013 (or such earlier date should the employee retire prior to December 31, 2013).

Cost Of Living (COL) Increases

Effective the first full pay period in February 2020, each eligible retiree will receive a minimum increase of $420.00 annually, payable in monthly installments of $35.00

38. IRS PICKUP PLAN

A. The County shall pick up, within the meaning of Section 414(h) (2) of the Internal Revenue Code, the employee contributions required by Article 5 Section 5.04 (Funding) and Section 5.12, E. (Funding) of the collective bargaining Agreement between Prince George's County, Maryland and the Fraternal Order of Police 112, Prince George's County Sheriffs Lodge Inc., effective during the period July 2003 through June 2005. Such amounts:

1. are designated as employee contributions to be picked up by the County within the meaning of Section 414(h) (2) of the Internal Revenue Code and shall be treated as employer contributions in determining the tax treatment of such amounts under that section;

2. shall reduce the taxable compensation of the employee in an amount that equals the employee contributions picked up by the County;

3. shall be paid by the County from the same source of funds that is used to pay compensation to the employee;

4. shall, for all other purposes, be treated in the same manner and to the same extent as employee contributions made before establishment of the pickup plan.

B. Employees shall not be entitled to receive such amounts directly in lieu of having such amounts picked up by the County. This pickup plan becomes effective for pay periods beginning on or after its approval by the County Executive and the County Council. The County shall apply to the Internal Revenue Service for a private letter ruling with respect to the pickup plan, but neither the application nor the receipt of such a ruling are prerequisites to the implementation of the pickup plan.

39. 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.

40. 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.

41. 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 other 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.