

COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND
2020 Legislative Session

Resolution No. CR-116-2020

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

Introduced by Council Members Turner, Anderson-Walker, Davis, Dernoga, Franklin,
Glaros, Harrison, Hawkins, Ivey, Streeter and Taveras

Date of Introduction November 10, 2020

RESOLUTION

1 A RESOLUTION concerning

2 Compensation and Benefits,

3 General Schedule Employees - Salary Schedule G

4 For the purpose of amending the Salary Plan of the County to reflect hazard pay for the period
 5 August 1, 2020 through September 26, 2020, and to provide a modified benefit in the maximum
 6 accumulation of annual leave to be carried over from leave year 2020 into leave year 2021.

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

10 WHEREAS, the global pandemic Coronavirus ("COVID-19") continues to pose an
 11 imminent risk to the health, safety and welfare of Prince George's County residents; and

12 WHEREAS, emergency declarations issued at the federal, State and County level remain in
 13 effect; and

14 WHEREAS, COVID-19 continues to present economic and personnel challenges for the
 15 County; and

16 WHEREAS, the many restrictions resulting from the COVID-19 pandemic, which included
 17 a "Stay at Home" order for a period of time, prohibited many employees from being able to use
 18 their accrued annual leave this year as they normally would; and

19 WHEREAS, the County Executive has recommended that the Salary Plan be amended to
 20 reflect the addition of COVID-19 Hazard Pay and provide a modified benefit in the maximum
 21 accumulation of annual leave to be carried over from leave year 2020 into leave year 2021 for
 22 employees covered by Salary Schedule G.

1 NOW, THEREFORE, BE IT RESOLVED by the County Council of Prince George's
2 County, Maryland, that Salary Schedule G submitted and recommended by the County Executive
3 on November 3, 2020, which is attached hereto and made a part hereof, setting forth the
4 following modifications: hazard pay for the period of August 1, 2020 through September 26,
5 2020, and a temporary increase in the maximum accumulation of annual leave to be carried over
6 from leave year 2020 into leave year 2021 from 360 hours to 440 hours, be and the same is
7 hereby approved.

8 BE IT FURTHER RESOLVED that this Resolution shall take effect on the day it is
9 adopted and that, unless stated otherwise in a specific provision of the Salary Schedule, shall be
10 retroactively effective to August 1, 2020.

Adopted this 17th day of November, 2020.

COUNTY COUNCIL OF PRINCE
GEORGE'S COUNTY, MARYLAND

BY: _____
Todd M. Turner
Council Chair

ATTEST:

Donna J. Brown
Clerk of the Council

SALARY SCHEDULE G

SCHEDULE OF PAY GRADES - GENERAL SCHEDULE

PRINCE GEORGE'S COUNTY, MARYLAND

FISCAL YEAR 2021

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1. SCHEDULED PAY RATES

SALARY SCHEDULE G

SCHEDULE OF PAY GRADES – GENERAL SCHEDULE
EFFECTIVE JANUARY 5, 2020
PRINCE GEORGES COUNTY, MARYLAND

GRADE		MINIMUM	MAXIMUM
G01	HOURLY	12.0250	23.3958
	BIWEEKLY	962.00	1871.67
	ANNUAL	25,012	48,663
G02	HOURLY	12.0250	23.3958
	BIWEEKLY	962.00	1871.67
	ANNUAL	25,012	48,663
G03	HOURLY	12.0250	23.3958
	BIWEEKLY	962.00	1871.67
	ANNUAL	25,012	48,663
G04	HOURLY	12.0250	23.3958
	BIWEEKLY	962.00	1871.67
	ANNUAL	25,012	48,663
G05	HOURLY	12.0250	23.3958
	BIWEEKLY	962.00	1871.67
	ANNUAL	25,012	48,663
G06	HOURLY	12.0250	23.3958
	BIWEEKLY	962.00	1871.67
	ANNUAL	25,012	48,663

GRADE		MINIMUM	MAXIMUM
G07	HOURLY	12.0911	23.5245
	BIWEEKLY	967.29	1881.96
	ANNUAL	25,149	48,931
G08	HOURLY	12.6956	24.7003
	BIWEEKLY	1015.65	1976.02
	ANNUAL	26,407	51,377
G09	HOURLY	13.3304	25.9356
	BIWEEKLY	1066.43	2074.85
	ANNUAL	27,727	53,946
G10	HOURLY	13.9969	27.2321
	BIWEEKLY	1119.75	2178.57
	ANNUAL	29,113	56,643
G11	HOURLY	14.6968	28.5939
	BIWEEKLY	1175.74	2287.51
	ANNUAL	30,569	59,475
G12	HOURLY	15.4318	30.0237
	BIWEEKLY	1234.54	2401.90
	ANNUAL	32,098	62,449
G13	HOURLY	16.2030	31.5248
	BIWEEKLY	1296.24	2521.98
	ANNUAL	33,702	65,572

GRADE		MINIMUM	MAXIMUM
G14	HOURLY	17.0131	33.1013
	BIWEEKLY	1361.05	2648.10
	ANNUAL	35,387	68,851
G15	HOURLY	17.8640	34.7562
	BIWEEKLY	1429.12	2780.49
	ANNUAL	37,157	72,293
G16	HOURLY	18.7575	36.4937
	BIWEEKLY	1500.60	2919.50
	ANNUAL	39,016	75,907
G17	HOURLY	19.6947	38.3182
	BIWEEKLY	1575.58	3065.46
	ANNUAL	40,965	79,702
G18	HOURLY	20.6799	40.2349
	BIWEEKLY	1654.39	3218.79
	ANNUAL	43,014	83,689
G19	HOURLY	21.7139	42.2463
	BIWEEKLY	1737.11	3379.71
	ANNUAL	45,165	87,872
G20	HOURLY	22.7994	44.3584
	BIWEEKLY	1823.95	3548.67
	ANNUAL	47,423	92,265

GRADE		MINIMUM	MAXIMUM
G21	HOURLY	23.9394	46.5762
	BIWEEKLY	1915.16	3726.09
	ANNUAL	49,794	96,878
G22	HOURLY	25.1365	48.9050
	BIWEEKLY	2010.92	3912.40
	ANNUAL	52,284	101,722
G23	HOURLY	26.3934	51.3503
	BIWEEKLY	2111.47	4108.02
	ANNUAL	54,898	106,809
G24	HOURLY	27.7130	53.9178
	BIWEEKLY	2217.04	4313.42
	ANNUAL	57,643	112,149
G25	HOURLY	29.0989	56.6141
	BIWEEKLY	2327.91	4529.13
	ANNUAL	60,526	117,757
G26	HOURLY	30.5537	59.4443
	BIWEEKLY	2444.29	4755.55
	ANNUAL	63,552	123,644
G27	HOURLY	32.0816	62.4167
	BIWEEKLY	2566.53	4993.33
	ANNUAL	66,730	129,827

GRADE		MINIMUM	MAXIMUM
G28	HOURLY	33.6853	65.5373
	BIWEEKLY	2694.83	5242.98
	ANNUAL	70,066	136,318
G29	HOURLY	35.3695	68.8142
	BIWEEKLY	2829.56	5505.14
	ANNUAL	73,569	143,134
G30	HOURLY	37.1382	72.2558
	BIWEEKLY	2971.05	5780.46
	ANNUAL	77,247	150,292
G31	HOURLY	38.9949	75.8677
	BIWEEKLY	3119.59	6069.42
	ANNUAL	81,109	157,805
G32	HOURLY	40.9450	79.6616
	BIWEEKLY	3275.60	6372.93
	ANNUAL	85,166	165,696
G33	HOURLY	42.9922	83.6440
	BIWEEKLY	3439.37	6691.52
	ANNUAL	89,424	173,979
G34	HOURLY	45.1418	87.8267
	BIWEEKLY	3611.34	7026.13
	ANNUAL	93,895	182,679

GRADE		MINIMUM	MAXIMUM
G35	HOURLY	47.3988	92.2178
	BIWEEKLY	3791.91	7377.42
	ANNUAL	98,590	191,813
G36	HOURLY	49.7686	96.8284
	BIWEEKLY	3981.49	7746.27
	ANNUAL	103,519	201,403
G37	HOURLY	52.2572	101.6702
	BIWEEKLY	4180.57	8133.61
	ANNUAL	108,695	211,474
G38	HOURLY	54.8699	106.7534
	BIWEEKLY	4389.59	8540.27
	ANNUAL	114,129	222,047
G39	HOURLY	57.6137	112.0913
	BIWEEKLY	4609.10	8967.30
	ANNUAL	119,837	233,150
G40	HOURLY	60.4940	117.6959
	BIWEEKLY	4839.52	9415.67
	ANNUAL	125,828	244,807
G41	HOURLY	63.5185	123.5807
	BIWEEKLY	5081.48	9886.45
	ANNUAL	132,118	257,048

GRADE		MINIMUM	MAXIMUM
G42	HOURLY	66.6948	129.7601
	BIWEEKLY	5335.58	10380.80
	ANNUAL	138,725	269,901

The hourly rates are the January 6, 2019 rates multiplied by 1.5%. 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.

**SCHEDULE OF PAY GRADES – GENERAL SCHEDULE
EFFECTIVE JANUARY 6, 2019
PRINCE GEORGES COUNTY, MARYLAND**

GRADE		MINIMUM	MAXIMUM
G01	HOURLY	11.8473	23.0501
	BIWEEKLY	947.78	1844.00
	ANNUAL	24,642	47,944
G02	HOURLY	11.8473	23.0501
	BIWEEKLY	947.78	1844.00
	ANNUAL	24,642	47,944
G03	HOURLY	11.8473	23.0501
	BIWEEKLY	947.78	1844.00
	ANNUAL	24,642	47,944
G04	HOURLY	11.8473	23.0501
	BIWEEKLY	947.78	1844.00
	ANNUAL	24,642	47,944
G05	HOURLY	11.8473	23.0501
	BIWEEKLY	947.78	1844.00
	ANNUAL	24,642	47,944
G06	HOURLY	11.8473	23.0501
	BIWEEKLY	947.78	1844.00
	ANNUAL	24,642	47,944

GRADE		MINIMUM	MAXIMUM
G07	HOURLY	11.9124	23.1768
	BIWEEKLY	952.99	1854.15
	ANNUAL	24,778	48,208
G08	HOURLY	12.5080	24.3353
	BIWEEKLY	1000.64	1946.82
	ANNUAL	26,017	50,617
G09	HOURLY	13.1334	25.5523
	BIWEEKLY	1050.67	2044.19
	ANNUAL	27,318	53,149
G10	HOURLY	13.7900	26.8297
	BIWEEKLY	1103.20	2146.37
	ANNUAL	28,683	55,806
G11	HOURLY	14.4796	28.1713
	BIWEEKLY	1158.37	2253.70
	ANNUAL	30,118	58,596
G12	HOURLY	15.2037	29.5800
	BIWEEKLY	1216.30	2366.40
	ANNUAL	31,624	61,526
G13	HOURLY	15.9635	31.0589
	BIWEEKLY	1277.08	2484.71
	ANNUAL	33,204	64,603

GRADE		MINIMUM	MAXIMUM
G14	HOURLY	16.7617	32.6121
	BIWEEKLY	1340.93	2608.96
	ANNUAL	34,864	67,833
G15	HOURLY	17.6000	34.2425
	BIWEEKLY	1408.00	2739.40
	ANNUAL	36,608	71,224
G16	HOURLY	18.4803	35.9544
	BIWEEKLY	1478.42	2876.35
	ANNUAL	38,439	74,785
G17	HOURLY	19.4037	37.7519
	BIWEEKLY	1552.29	3020.15
	ANNUAL	40,360	78,524
G18	HOURLY	20.3743	39.6403
	BIWEEKLY	1629.94	3171.22
	ANNUAL	42,379	82,452
G19	HOURLY	21.3930	41.6220
	BIWEEKLY	1711.44	3329.76
	ANNUAL	44,497	86,574
G20	HOURLY	22.4624	43.7028
	BIWEEKLY	1797.00	3496.23
	ANNUAL	46,722	90,902

GRADE		MINIMUM	MAXIMUM
G21	HOURLY	23.5857	45.8879
	BIWEEKLY	1886.85	3671.03
	ANNUAL	49,058	95,447
G22	HOURLY	24.7650	48.1823
	BIWEEKLY	1981.20	3854.58
	ANNUAL	51,511	100,219
G23	HOURLY	26.0034	50.5914
	BIWEEKLY	2080.27	4047.31
	ANNUAL	54,087	105,230
G24	HOURLY	27.3035	53.1210
	BIWEEKLY	2184.28	4249.68
	ANNUAL	56,791	110,492
G25	HOURLY	28.6688	55.7775
	BIWEEKLY	2293.51	4462.20
	ANNUAL	59,631	116,017
G26	HOURLY	30.1021	58.5659
	BIWEEKLY	2408.17	4685.27
	ANNUAL	62,612	121,817
G27	HOURLY	31.6075	61.4943
	BIWEEKLY	2528.60	4919.54
	ANNUAL	65,744	127,908

GRADE		MINIMUM	MAXIMUM
G28	HOURLY	33.1875	64.5688
	BIWEEKLY	2655.00	5165.50
	ANNUAL	69,030	134,303
G29	HOURLY	34.8468	67.7973
	BIWEEKLY	2787.74	5423.78
	ANNUAL	72,481	141,018
G30	HOURLY	36.5893	71.1879
	BIWEEKLY	2927.15	5695.04
	ANNUAL	76,106	148,071
G31	HOURLY	38.4186	74.7465
	BIWEEKLY	3073.49	5979.72
	ANNUAL	79,911	155,473
G32	HOURLY	40.3399	78.4843
	BIWEEKLY	3227.19	6278.74
	ANNUAL	83,907	163,247
G33	HOURLY	42.3568	82.4078
	BIWEEKLY	3388.55	6592.63
	ANNUAL	88,102	171,408
G34	HOURLY	44.4747	86.5287
	BIWEEKLY	3557.97	6922.30
	ANNUAL	92,507	179,980

GRADE		MINIMUM	MAXIMUM
G35	HOURLY	46.6984	90.8550
	BIWEEKLY	3735.87	7268.40
	ANNUAL	97,133	188,978
G36	HOURLY	49.0331	95.3974
	BIWEEKLY	3922.65	7631.80
	ANNUAL	101,989	198,427
G37	HOURLY	51.4849	100.1677
	BIWEEKLY	4118.79	8013.41
	ANNUAL	107,089	208,349
G38	HOURLY	54.0590	105.1758
	BIWEEKLY	4324.72	8414.06
	ANNUAL	112,443	218,766
G39	HOURLY	56.7623	110.4348
	BIWEEKLY	4540.98	8834.78
	ANNUAL	118,066	229,704
G40	HOURLY	59.6000	115.9566
	BIWEEKLY	4768.00	9276.52
	ANNUAL	123,968	241,190
G41	HOURLY	62.5798	121.7543
	BIWEEKLY	5006.38	9740.35
	ANNUAL	130,166	253,249

GRADE		MINIMUM	MAXIMUM
G42	HOURLY	65.7091	127.8424
	BIWEEKLY	5256.73	10227.39
	ANNUAL	136,675	265,912

The hourly rates are the January 7, 2018 rates multiplied by 1.02%. 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.

2. DEFINITIONS

A. Hours Worked – All time an employee must be on duty, or on the employer’s premises or any other prescribed place of work, from the beginning of the first principal work activity of the workday to the end of the last principal work activity of the workday. Scheduled hours of work fulfilled by leave, either with or without pay, do not constitute “hours worked” for purposes of overtime pay. “Hours worked” also includes all time engaged in employer authorized training and special assignments away from the usual workplace.

B. Premium – A rate paid over and above the base rate for the hours worked.

C. Paid Leave Status – Hours in which no work is performed but employee is receiving pay during an absence from the work schedule.

3. WAGES

A. Cost of Living Adjustment

Cost of living adjustment for Fiscal Year 2021 to be determined.

B. Merit Increases

Merit increases for Fiscal Year 2021 to be determined.

C. Salary Adjustments

Salary increases upon promotion or upward reallocation and salary decreases upon demotion or downward reallocation shall be in accordance with established procedures. If the hourly rate is within one percent (1%) or less below of the maximum, the hourly rate will be automatically adjusted upward to the maximum.

D. COVID-19 Hazard Pay

As we continue to address the COVID-19 pandemic, employees covered by Salary Schedules G are to receive the following:

A. Essential Public Facing employees, salary grades G33 and below, that report to work from August 1, 2020 through September 26, 2020, will be entitled to receive a stipend in the amount of \$350.00 per pay period. The stipend will be called the ***COVID-19 Hazard Pay***. For an employee to receive the COVID-19 Hazard Pay, an employee must work 75% of their scheduled hours. If an employee works less than 75% of their scheduled hours, the COVID-19 Hazard Pay shall be prorated accordingly. For purposes of clarity, an ***essential public facing*** employee is one who, during the performance of their assigned duties, must have substantial direct contact with the public and other employees thus increasing their risk of exposure to COVID-19. Telework hours do not qualify for this provision.

B. Essential Non-Public Facing employees, salary grades G33 and below, that report to

work from August 1, 2020 through September 26, 2020, will be entitled to receive \$200 per pay period of COVID-19 Hazard Pay. For an employee to receive the \$200 COVID-19 Hazard Pay, an employee must work 75% of their scheduled hours. If an employee works less than 75% of their scheduled hours, the COVID-19 Hazard Pay shall be prorated accordingly. For purposes of clarity, an *essential non-public facing* employee is one who, during the performance of their assigned duties, may have incidental contact with the public or other employees.

C. Telework hours performed by an employee do not qualify for COVID-19 Hazard Pay.

4. WORKWEEK AND BIWEEKLY PAY PERIOD

The workweek is the seven (7) consecutive day period commencing at 12:01 AM. Sunday, and ending the following Saturday midnight.

- A. The standard number of hours in a workday for full-time employees is eight (8) hours.
- B. The standard number of hours in the workweek for full-time employees is forty (40) hours.
- C. The biweekly pay period consists of two consecutive workweeks as established by the County. The standard number of hours in the biweekly pay period for full-time employees is eighty (80) hours.

5. WORK SCHEDULES

Work schedules mean written times of the required daily hours of work within a workweek prescribed by an Appointing Authority for individual employees and/or various groups or units of employees under the Appointing Authority's jurisdiction as approved pursuant to Section 16-114 of the Personnel Law. Appointing Authorities may allow an alternate shift schedule based on operational needs.

6. DESIGNATION OF MEAL PERIODS

Any employee who works five (5) or more hours in any workday shall receive an unpaid one-half hour meal period during that workday.

7. PAY IN EXCESS OF BASE SALARY

A. Overtime Pay

1. General Provisions:

a. Subject to the limitations noted in Section 2 and Section 7.A.2., employees who are allocated to job classes within the General Schedule shall be eligible to earn overtime compensation for each hour or part thereof worked in excess of the number of productive hours constituting the standard workweek for the employee as set forth in this Salary Plan.

b. Fair Labor Standards Act (FLSA)-non-exempt employees are entitled to receive overtime compensation at the rate of one and one-half (150%) times the employee's regular rate of pay when total "hours worked" in a workweek exceeds forty (40). Prior to reaching the FLSA threshold of forty (40) "hours worked" per workweek, all FLSA non-exempt employees are entitled to earn overtime compensation at the County overtime rate of one and one-half (150%) times the employee's base rate of pay.

c. FLSA-exempt employees assigned to General Schedule can earn County overtime compensation at the rate of one and one-half (150%) times the employee's base rate of pay when productive hours exceed eighty (80) in a biweekly pay period.

d. All paid leave status hours shall be considered productive hours for County overtime computation purposes, but are excluded for FLSA overtime computation purposes.

e. Each Appointing Authority shall be responsible for specifically directing and/or authorizing overtime work for employees under his/her jurisdiction. In addition, Appointing Authorities are responsible for ensuring fund availability for overtime pay.

2. Limitations:

a. Employees assigned to General Schedule **Grades 01 through 24**, inclusive, shall be entitled to earn overtime compensation only upon the written approval of the appropriate Appointing Authority.

b. FLSA exempt employees assigned to General Schedule **Grades 25 through 33** who use the Electronic Timesheet System (E-Time Entry) or Kronos System to capture machine-stamped or "real-time" daily hours of work are eligible to earn County compensatory leave at a straight-time rate (100%) with the written approval of the Appointing Authority. Overtime compensation in the form of pay at either the straight-time rate (100%) or the one and one-half rate (150%) requires the written approval of the Chief Administrative Officer.

c. FLSA exempt employees assigned to General Schedule **Grades 25 through 33** who use the Electronic Timesheet System (E-Time Sheet) or Kronos System to manually enter work and leave hours - up to eighty (80) hours per pay period - are precluded from earning overtime compensation unless specifically authorized by the Chief Administrative Officer.

d. Employees assigned to **General Schedule Grades 34 and above** are precluded from earning overtime compensation unless specifically authorized by the Chief Administrative Officer.

e. All **temporary and/or seasonal FLSA-non-exempt employees** shall be entitled to earn FLSA overtime pay only upon the written approval of the appropriate Appointing Authority. These employees are precluded from receiving any County overtime compensation.

3. Compensatory Leave in Lieu of Overtime Pay

Permanent employees assigned to grades in the General Schedule who are entitled to

earn overtime pay pursuant to this Section may elect to earn compensatory leave in lieu of overtime pay. (See Section 8.F.)

B. Premium Pay for Holiday Work

1. Grades 1 through 24:

Employees occupying classes allocated to Grades 1 through 24 in the General Schedule required to work on designated County holidays shall be paid holiday work hours at 100% and a holiday premium pay at 100% of the employee's base rate of pay for all hours worked as provided for in Section 16-219 (g) & (h) of the Personnel Law.

2. Grades 25 and above:

No employee occupying a position allocated to a class in the General Schedule above Grade 24 shall be eligible for holiday premium pay (100%) for holiday work. However, when expressly directed in writing by the Appointing Authority to perform such holiday work, such employee shall receive up to eight (8) hours of County compensatory leave for all hours worked on a holiday in addition to holiday work hours at the employee's base rate of pay.

3. Holiday on Regularly Scheduled Day Off:

Should a holiday fall on an employee's regularly scheduled day off, the employee shall receive eight (8) hours of County compensatory leave that can be used for an alternative day off which is mutually agreed to by the Appointing Authority and employee.

C. Shift Differential

1. Any full-time employee whose regularly assigned tour of duty requires that at least 50% of the standard workday be between the hours of 6 PM. and 6 AM. will be eligible for shift differential pay of sixty cents (60 cents) per hour for all hours actually worked between 6 PM. and 6 AM.

2. Shift differential is considered as premium pay and shall not be included in the rate of base pay used to compute leave, as provided in Division 17 of the Personnel Law; holiday premium pay; retirement and insurance deductions and benefits.

D. Pyramiding of Overtime and Premium Pay

There shall be no pyramiding of overtime and premium rates. Only one overtime or premium rate will be paid for the same hours worked.

E. Special Compensation for Certain Health Department Employees

This provision shall be applicable to positions within the Division of Environmental Health, Environmental Sanitarian V, G-29, Associate Director, Health Department G31 & G33 and positions within the Division of Epidemiology and Disease Control, Disease Control Specialist

V, G-29, Associate Director, Health Department, G31 & G33.

1. Weeknight Coverage (Monday through Friday, 4:00 PM. to 8:00 AM.)

a. Staff personnel designated to remain on-call for emergencies will receive two (2) hours compensatory leave for each day they provide weeknight coverage.

b. Time worked by telephone for the resolution of emergencies shall be compensated with County compensatory leave on an hour-for-hour basis.

c. Work time spent at an emergency site, including travel time to and from the emergency site, will be compensated at the employee's straight-time rate or by straight compensatory leave, at the employee's election.

2. Weekend and Holiday Coverage (8:00 AM. Saturday to 8:00 AM. Monday or 8:00 AM. on a holiday to 8:00 AM. the following day).

a. Staff personnel designated to remain on-call for emergencies on a weekend day will receive twenty-five dollars (\$25), forty dollars (\$40) for each holiday, or six (6) hours compensatory leave per day at the employee's election.

b. Time worked by telephone for the resolution of emergencies shall be compensated with County compensatory leave on an hour-for-hour basis.

c. Work time spent at an emergency site, including travel time to and from the emergency site, will be paid at the employee's straight-time rate or by straight compensatory leave, at the employee's election.

F. Clothing Allowance for School Crossing Guard Supervisor

Employees occupying the classification of School Crossing Guard Supervisor who are required to wear uniforms shall be entitled to an annual clothing allowance as approved by the Chief of Police.

G. "On Call" Pay for Supervisor, School Crossing Guard and Assistant Supervisor, School Crossing Guard

Employees in the Supervisor, School Crossing Guard and Assistant Supervisor, School Crossing Guard classes of work who are assigned to remain on call during either evening or early morning hours to receive calls from Crossing Guards requiring sick or other emergency leave, and arrange for alternative post coverage, shall be compensated at a flat rate of fifty dollars (\$50.00) per week for the following periods when the work is actually performed:

1. Weeknight "On Call" Coverage (Sunday through Thursday, 7 PM. to 9 PM.)

2. Weekday "On Call" Coverage (Monday through Friday, 6 AM. to 7 AM.)

H. Special Compensation for Construction Standards Inspector and Related Classes of Work

Effective July 1, 2012, employees in the Construction Standards Inspector IV, G-26, Construction Standards Code Enforcement Officer, G-29, Chief Electrical Inspector, G-27, Assistant Associate Director Licenses and Inspections Group, G-31 and Associate Director, Licenses and Inspections Group, G-33, classes of work will receive a special duty pay supplement at a rate of six percent (6%) per hour above their regular base pay, provided they substantiate to the County that they have passed the applicable International Code Council (ICC) examination listed immediately below:

1. Residential Building Inspector (B1);
2. Residential Electrical Inspector (E1);
3. Residential Mechanical Inspector (M1);
4. Residential Plumbing Inspector (P1);
5. Commercial Building Inspector (B2); and,
6. Fire Inspector I (66).

Note: Employees who qualified for the Special Compensation under the Building Officials and Code Administrators (BOCA) criteria previously used shall continue to be eligible for the compensation and cannot receive additional compensation by completing the above articulated testing.

Employees in those classes of work specified above who are situated in the Department of Public Works and Transportation or the Department of Permitting, Inspections and Enforcement will receive a special duty pay supplement at a rate of six percent (6%) per hour above their regular base pay provided that they substantiate to the County that they have passed a County recognized inspection certification program related to the Department of Public Works and Transportation or Department of Permitting, Inspections and Enforcement inspection functions.

I. Certification of Engineering Technician

Employees in the Engineering Technician class of work will receive a special duty pay supplement at a rate of five percent (5%) per hour above their regular base pay provided that they substantiate to the County that they have been awarded an Engineering Technician, Level III, and Certification from the National Institute for Certification of Engineering Technicians (NICET).

J. “On Call” Pay for Facilities Maintenance Supervisors

Employees in the Facilities Maintenance Supervisor, Grade G-23 class of work, who are assigned to remain “on call” for a one-week period, for all non-work hours shall be eligible to receive eight (8) hours pay at the applicable rate of pay.

K. Standby and Call-in Pay for certain employees in the Department of Public Works and Transportation

Employees assigned to the Department’s On-call Technical Support Program will be

eligible to receive special compensation in the form of either “Standby” and “Call-in” pay as follows:

1. A minimum of two (2) hours pay if the employee is actually called in to respond to a traffic related issue or,
2. One and one-half (1 1/2) hours of compensatory leave as “Standby” pay for each day on “Standby”.

8. LEAVE PROVISIONS

A. Sick Leave

Sick leave may be accumulated from year to year.

All full-time employees earn four and one-half (4 1/2) hours of sick leave each pay period with a periodic adjustment to ensure that each employee earns fifteen (15) days of sick leave each leave year through the duration of County service. Each such day shall constitute eight (8) hours.

Employees who work on a year-round part-time basis for forty (40) or more hours per pay period shall accrue sick leave in proportion to the hours worked during each pay period.

B. Annual Leave

Full-time employees shall earn annual leave on the following basis:

Zero (0) through three (3) years of service	Four (4) hours per pay period
Four (4) through fifteen (15) years of service	Six (6) hours per pay period with periodic adjustment to ensure that each employee earns 20 days
Sixteen (16) or more years of service	Eight (8) hours per pay period

Employees who work on a year-round part-time basis for forty (40) or more hours per pay period shall earn annual leave in proportion to the hours worked during each pay period and based on years of service.

C. Maximum Accumulation of Annual Leave

1. A maximum of 360 hours of accumulated annual leave earned beginning with the first pay period in Fiscal Year 1996 may be carried over from one leave year to the next by an employee.

a. 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 2020 into leave year 2021. Unless amended by future legislation, the

maximum amount of annual leave that may be carried over from leave year 2021 into leave year 2022 shall revert back to 360 hours. This modified benefit shall sunset automatically upon its implementation.

2. An employee shall be allowed to carry over annual leave earned as of the last full pay period in Fiscal Year 1995, even if such accumulated amount is in excess of the maximum allowed in Subsection C.1. above.

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

D. Sick and Annual Leave Disposition Upon Separation

1. The annual and sick leave balances accumulated by an employee shall, upon the employee's separation from employment, with proper notice of separation as determined by the employee's appointing authority, be liquidated in the following manner:

a. The employee may elect to retain all or any portion of the employee's sick and annual leave balances credited to the employee's leave record for the period of time equal to the employee's eligibility for reappointment as determined in accordance with Section 16-148(a)(8) of the Personnel Law;

b. The employee may elect to apply all or any portion of the employee's sick and annual leave balances to employment elsewhere, provided another employer has agreed to accept accumulated sick or annual leave balances for credit on behalf of the employee;

c. Except in the case of an employee who is entitled to credit for sick and annual leave balances under the terms of an applicable County sponsored pension plan, the employee may elect to receive cash payment for all or any portion of the employee's annual leave balance in an amount equal to the total number of unused annual leave hours multiplied by the employee's final base hourly rate of pay, subject to the following limitation:

1. The maximum total amount of annual leave eligible for cash payment upon separation shall be the amount of remaining accumulated leave earned as of the end of the last full pay period in Fiscal Year 1995, or 360 hours, whichever is greater.

2. Any accrued annual leave not eligible for cash payment may be converted to sick leave.

d. For all or any portion of the employee's sick leave balance earned as of the end of the last full pay period of Fiscal Year 1995, the employee may elect to receive cash payment in an amount equal to the total number of unused sick leave hours multiplied by one-half of the employee's base hourly rate of pay as of June 30, 1995. Sick leave earned beginning the first pay period of Fiscal Year 1996 is not subject to cash payment to the employee upon separation. Any employee who is entitled to credit for sick and annual leave under the terms of an applicable County sponsored pension plan will only be entitled to receive cash distribution for leave balances in accordance with the terms of the applicable pension plan.

e. Notwithstanding any provision in this Section to the contrary, an employee who is involuntarily separated from employment with the County for disciplinary reasons is not entitled to any payment for unused sick leave.

f. Notwithstanding any provision in this Section to the contrary, an employee who has been separated from employment under a separation-disability action pursuant to Section 16-189 of the Personnel Law shall forfeit any sick leave hours accumulated at the time of the employee's separation.

g. Upon retirement, an employee shall be entitled to receive credit, on an actuarial equivalent basis, for unused sick leave for which an authorized cash payment has not been elected, as creditable service, in accordance with the applicable provisions of the State Personnel and Pension Article, Annotated Code of Maryland, as amended, and the terms of any applicable County sponsored pension plan.

E. Personal Leave

Twenty-four (24) hours of personal leave shall be granted to all permanent, full-time employees and sixteen (16) hours of personal leave shall be granted to all permanent, part-time employees eligible for annual leave.

F. Compensatory Leave

1. Accrual:

a. Compensatory leave may be accumulated from year to year.

b. An employee covered by the Fair Labor Standards Act (FLSA) can accrue up to 240 hours of FLSA compensatory leave. Any additional overtime work hours must be paid at the appropriate overtime rate.

2. FLSA Compensatory Leave (in lieu of FLSA overtime)

Eligible employees who elect to receive compensatory leave in lieu of FLSA overtime will be credited with the number of FLSA overtime hours worked in excess of forty (40) hours times 150%.

3. County Compensatory Leave

Employees who are entitled to earn County overtime pay pursuant to Section 7 of this Salary Plan may elect to earn compensatory leave in lieu of overtime pay.

4. Use and Approval:

a. Employees must use accumulated FLSA compensatory time, then annual leave prior to using accumulated County compensatory leave, receiving sick leave donations or acquiring a sick/annual leave advancement.

b. Employees may be granted compensatory leave by the Appointing Authority within a reasonable period after requesting leave if the use of compensatory leave does not unduly disrupt the operations of the agency.

5. Compensatory Leave Disposition Upon Separation

a. FLSA compensatory leave shall, upon termination of employment, be paid at the employee's final base rate of pay.

b. Upon termination of employment, any unused County compensatory leave is forfeited and ineligible for cash payment.

G. Administrative Leave for Bereavement

Bereavement leave shall be administered in accordance with the Personnel Law, not to exceed three (3) working days in the event of the death of an employee's spouse, child, or parent and not to exceed one (1) working day in the event of the death of any other member of the employee's family in accordance with Personnel Law 16-221. The term "family" as defined shall include the employee's grandparent, grandchild, brother, sister, brother- or sister-in-law, mother- or father-in-law, or son- or daughter-in-law.

H. 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 continues upon the employee entering 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, 2021, unless otherwise extended.

I. Administration of Leave

The provisions governing the administration of the above types of leave, as well as other types of leave (holiday, administrative, parental, family and medical, disability, leave without pay, and absence without leave) are specified in Division 17 of the Personnel Law and Personnel Procedure 284.

9. **INCENTIVE AWARDS**

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

Personnel Procedure 216, as approved by the Chief Administrative Officer.

10. UNEMPLOYMENT INSURANCE

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

11. RETIREMENT AND PENSION BENEFIT PROVISIONS

A. Employees paid in accordance with this Salary Schedule and who are enrolled in the Maryland State Employees' Retirement System shall pay retirement contributions at the rate of five percent (5%) or seven percent (7%) of base salary, depending on the plan in which the employee is enrolled.

B. Current participants in the Employees' Retirement System may transfer to the Employees' Pension System, which is non-contributory up to the Social Security Wage Base.

C. All classified employees hired on or after January 1, 1980, must enroll in the Employees' Pension System.

D. The County's contribution rate shall be that amount as established from time to time by the State. Employee contributions (where applicable) shall be made through payroll deductions. If changes/improvements in retirement benefits are made, contributions may be adjusted accordingly.

E. State Retirement Pick-up. Employee contributions (if any) to the Maryland State Pension System from wages that exceed the Social Security wage base are reported in box 14 of the Federal W-2 tax information form. These contributions are pre-tax (or exempt) for Federal purposes only and must be reported as an "addition to income" (or taxable income) on the applicable Maryland income tax form for state residents. Non-resident employees should seek professional advice on any reporting requirements associated with these contributions for taxing authorities outside the State of Maryland.

F. Supplemental Pension Benefit

1. Benefit Accrual and Amounts.

Employees hired before January 1, 1991 covered by this Salary Schedule who elected to participate in the Supplemental Pension Plan and all employees hired on or after January 1, 1991, will participate in a supplemental pension benefit program pursuant to rules established in the Supplemental Pension Plan. The rate of accrual and amount of the benefit payable under this program are determined as follows:

a. For participants actively participating in the Plan on or after January 1, 2002, the benefit accrual is 1.0% times the number of years of actual and continuous service the employee has as a full-time and/or part-time Prince George's County employee, to a maximum of thirty

(30) years of actual and continuous service, multiplied by the employee's average annual compensation, as determined pursuant to paragraph 5 below.

b. The Board of Trustees for the Supplemental Pension Plan may establish contribution and benefit accrual rates, maximum benefits and special retirement incentives or provisions as it deems appropriate; provided, however, that employee benefits under this plan may not be reduced without prior approval of the County Council.

2. Vesting.

a. Minimum Continuous Service Requirements

No employee covered by this Salary Schedule shall be entitled to any benefit described in this Section until the employee has completed a minimum of five (5) years of actual and continuous service as an employee for Prince George's County. See paragraph 7. below for modifications effective July 1, 2012.

b. Vested Benefit

An employee completing the minimum continuous service requirements of paragraph 2.a., above, shall be entitled to receive a monthly benefit as determined pursuant to the Plan; provided, however, that no employee terminated for disciplinary reasons will be entitled to any benefit under this Section.

3. Benefit Payment.

The benefit accrued by an employee under either paragraphs 1 or 2, above, shall not be payable until retirement at the earlier of age fifty-five (55) and fifteen (15) years of service or age sixty-two (62) and five (5) years of service; or after thirty (30) years of service regardless of age; or has attained State normal retirement date. See paragraph 7. below for modifications effective July 1, 2012.

4. Funding.

The cost of funding the supplemental pension benefit described in this Section F will be shared by the employee and the County through regular contributions each pay period. The employee shall contribute, through payroll deduction, an amount equal to one half (1/2) the cost of providing this benefit. Effective with the first full pay period beginning in July, the employee contribution rate for the Supplemental Pension Plan will be changed in accordance with the results of the actuarial study.

5. Definitions.

a. Actual Service means service while employed as an employee of Prince George's County.

b. Average Annual Compensation means an amount computed by dividing by three

the compensation actually received by an employee during whatever period of thirty-six (36) consecutive months of continuous service will provide the largest total compensation for any such period. See paragraph 7. below for modifications effective July 1, 2012.

c. Compensation means the basic compensation actually received by an employee for service rendered as an employee for Prince George's County, excluding any overtime or other premium pay, bonuses or other additional compensation.

d. Continuous Service means the most recent unbroken period of employment as an employee of Prince George's County.

e. Discontinued Service Benefit. In accordance with CR-41-1995, any employee separating from County Service on or after July 6, 1995 shall not be eligible for the Discontinued Service Benefit.

6. IRS Pickup Plan.

The County shall pick up, within the meaning of Section 414(h)(2) of the Internal Revenue Code, the employee contributions required by paragraph 4. (Funding) hereof. 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.

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 or other approval with respect to the pickup plan, but neither the application nor the receipt of such a ruling or approval are prerequisites to the implementation of the pickup plan.

7. Supplemental Pension Plan Modifications effective July 1, 2012

The Supplemental Pension Plan will be modified to incorporate the changes adopted by the Maryland State Employees' Pension System, which went into effect July 1, 2011.

Employees covered by this Salary Schedule and hired on or after July 1, 2012 will be

subject to the following Supplemental Pension Plan modifications:

Vested Benefit/Minimum Continuous Service Requirement: 10 years eligibility service

Average Annual Compensation: Average of the five (5) highest consecutive years

Benefit Payment: The benefit accrued by an employee shall not be payable until retirement at the earliest of the following: (1) Rule of 90 (sum of age and eligibility service must equal 90); (2) Age 65 with 10 years of eligibility service; or (3) Age 60 with 15 years eligibility service

12. GROUP HEALTH INSURANCE

A. The County shall contribute seventy-three percent (73%) to the cost of the 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 January 1, 2018, the County shall contribute seventy percent (70%) to the cost of the preferred provider option health insurance plan for any employee who elects to participate in the program. Participating employees shall contribute the remaining thirty percent (30%).

B. 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 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 who elects to participate in the program. Participating employees shall contribute the remaining twenty-five (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. 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%). Employees who choose not to enroll in the Prescription Drug Plan may choose to receive a credit instead.

Effective January 1, 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 employee elects 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. Employees may contribute annually up to five thousand dollars (\$5,000.00) in a dependent flexible spending account and up to two thousand five hundred fifty dollars (\$2,550.00) in a health care flexible spending account.

13. LIFE INSURANCE

The County shall pay one hundred percent (100%) of the monthly premium for County basic 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 to four 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 amount of coverage. Employees may choose to reduce their basic life insurance to one (1) times their annual salary and receive a credit.

The County shall pay an accidental death benefit of ten thousand dollars (\$10,000.00) upon the death of any County employee whose death results from an accidental personal injury arising out of and in the course of his/her employment in accordance with Section 16-232.01 of the Personnel Law. This accidental death benefit is also payable for a death due to a bodily injury arising outside of employment.

14. SOCIAL SECURITY AND MEDICARE

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.

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.

15. WORKERS' 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.

16. PAY PLAN POLICY STATEMENT

It is the policy of the County that benefits afforded to employees in the Salary Plan is governed by the specific salary schedule to which an employee is currently assigned. If an employee is transferred, promoted, demoted, or in any way moves from one salary schedule to another, any benefits unique to or expressly a function of the former salary schedule are not carried over.