

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

Resolution No. CR-115-2020  
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 Council 67, American Federation of State, County and Municipal Employees (“AFSCME”),  
4 AFL-CIO, and its affiliated Local 241 (School Crossing Guards)  
5 Salary Schedule X

6 For the purpose of amending the Salary Plan of the County to reflect the terms of recent  
7 agreements between Prince George’s County, Maryland and Council 67, AFSCME Local 241, to  
8 reflect the current year, to provide a hazard pay stipend for the period of September 8 through  
9 September 26, 2020, and to provide a modified benefit in the maximum accumulation of annual  
10 leave to be carried over from leave year 2020 into leave year 2021.

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

14 WHEREAS, the global pandemic Coronavirus (“COVID-19”) continues to pose an  
15 imminent risk to the health, safety and welfare of Prince George’s County residents; and

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

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

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

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

5 NOW, THEREFORE, BE IT RESOLVED by the County Council of Prince George's  
 6 County, Maryland, that Salary Schedule X submitted and recommended by the County Executive  
 7 on November 3, 2020, which is attached hereto and made a part here of, setting forth the  
 8 following modifications: date changes to reflect the current fiscal year, hazard pay for the period  
 9 of September 8, 2020 through September 26, 2020, and a temporary increase in the maximum  
 10 accumulation of annual leave to be carried over from leave year 2020 into leave year 2021 from  
 11 360 hours to 440 hours, be and the same is hereby approved.

12 BE IT FURTHER RESOLVED that this Resolution shall take effect on the day it is  
 13 adopted and that, unless stated otherwise in a specific provision of the Salary Schedule, shall be  
 14 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 X**  
**SCHEDULE OF PAY GRADES**

**COUNCIL 67, AMERICAN FEDERATION OF  
STATE, COUNTY AND MUNICIPAL EMPLOYEES, (AFSCME), AFL-CIO  
AND ITS AFFILIATED LOCAL 241  
(SCHOOL CROSSING GUARDS)**

**PRINCE GEORGE'S COUNTY, MARYLAND**

**EFFECTIVE JULY 1, 2020 - JUNE 30, 2021**

## TABLE OF CONTENTS

1. COST OF LIVING AND MERIT INCREASES .....	2
2. SCHEDULED PAY RATES .....	3
3. ADMINISTRATION OF THE MIN-MAX SYSTEM.....	4
4. WORK SCHEDULES .....	5
5. BACK TO SCHOOL MEETING AND DRUG TESTING .....	6
6. SPECIALTY ASSIGNMENT .....	7
7. BENEFIT ELIGIBILITY .....	7
8. LEAVE PROVISIONS.....	7
9. HOLIDAYS .....	12
10. PREMIUM PAY FOR HOLIDAY WORK.....	13
11. PREMIUM PAY .....	13
12. INCLEMENT WEATHER AND HIGH SCHOOL GRADUATION PAY.....	13
13. INCENTIVE AWARDS .....	14
14. GROUP HEALTH INSURANCE (BENEFLEX PROGRAM) .....	14
15. LIFE INSURANCE .....	15
16. SUPPLEMENTAL RETIREMENT BENEFIT .....	15
17. IRS PICKUP PLAN .....	17
18. SOCIAL SECURITY .....	17
19. WORKERS' COMPENSATION .....	18
20. UNIFORMS .....	18
21. EQUIPMENT.....	18
22. P.E.O.P.L.E. DEDUCTION.....	18
23. PAY PLAN POLICY STATEMENT .....	19

**1. COST OF LIVING AND MERIT INCREASES**

**A. Cost of Living Adjustments (COLA)**

To be determined once negotiations are completed.

**B. Merit Increases and Special Wage Plan Adjustment**

To be determined once negotiations are completed.

**C. The parties agree to delete the provisions in this Agreement regarding an Adjusted Living Wage. As a result of this agreement, the following salary adjustments will be made.**

1. All employees hired during calendar year 2004 and who as of June 30, 2013 are earning an hourly rate less than twelve dollars and five cents (\$12.05), will have their salary adjusted to twelve dollars and thirteen cents (\$12.13).
2. All employees hired during calendar year 2005 and who as of June 30, 2013 are earning an hourly rate less than twelve dollars and five cents (\$12.05), will have their salary adjusted to twelve dollars and eleven cents (\$12.11).
3. All employees hired during calendar year 2006 and who as of June 30, 2013 are earning an hourly rate less than twelve dollars and five cents (\$12.05), will have their salary adjusted to twelve dollars and nine cents (\$12.09).
4. All employees hired during calendar year 2007 and who as of June 30, 2013 are earning an hourly rate less than twelve dollars and five cents (\$12.05), will have their salary adjusted to twelve dollars and seven cents (\$12.07).
5. Any employee hired between July 1, 2008 through June 30, 2013, and who as of June 30, 2013 are earning an hourly salary rate less than eleven dollars and forty-five cents (\$11.45), will have their salary adjusted by increasing their hourly rate by two cents (.02) for each complete year of service as of June 30, 2013.

All salary adjustments referenced in subparagraph C.1. through C.5 above will be effective July 1, 2013. There will be no retroactive payments.

**2. SCHEDULED PAY RATES**

**SALARY SCHEDULE X – EFFECTIVE JULY 1, 2018**  
**SCHEDULE OF PAY GRADES - SCHOOL CROSSING GUARDS**  
**PRINCE GEORGE’S COUNTY, MARYLAND**

<b>GRADE</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
<b>X13</b>		
<b>HOURLY</b>	12.7739	21.3969
<b>BIWEEKLY</b>	1021.91	1711.75
<b>ANNUAL</b>	26,570	44,505

The minimum hourly rate is the January 7, 2018 rate. The maximum hourly rate is the January 7, 2018 rate multiplied by 1.035%. For administrative purposes, the hourly rates are the controlling rates. Biweekly rates are the hourly rates multiplied by 80. Annual rates are the hourly rates multiplied by 2080 and rounded to the nearest dollar.

**SALARY SCHEDULE X – EFFECTIVE JANUARY 6, 2019**  
**SCHEDULE OF PAY GRADES - SCHOOL CROSSING GUARDS**  
**PRINCE GEORGE’S COUNTY, MARYLAND**

<b>GRADE</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
<b>X13</b>		
<b>HOURLY</b>	13.0294	21.8248
<b>BIWEEKLY</b>	1042.35	1745.98
<b>ANNUAL</b>	27,101	45,396

The minimum and maximum hourly rates are the July 1, 2018 rates multiplied by 1.02%. Biweekly rates are the hourly rates multiplied by 80. Annual rates are the hourly rates multiplied by 2080 and rounded to the nearest dollar.

**SALARY SCHEDULE X – EFFECTIVE JANUARY 5, 2020**  
**SCHEDULE OF PAY GRADES - SCHOOL CROSSING GUARDS**  
**PRINCE GEORGE’S COUNTY, MARYLAND**

<b>GRADE</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
<b>X13</b>		
<b>HOURLY</b>	13.2248	22.1522
<b>BIWEEKLY</b>	1057.99	1772.17
<b>ANNUAL</b>	27,508	46,077

The minimum and maximum hourly rates are the January 6, 2019 rates multiplied by 1.0150%. For administrative purposes, the hourly rates are the controlling rates. Biweekly rates are the hourly rates multiplied by 80. Annual rates are the hourly rates multiplied by 2080 and rounded to the nearest dollar.

**SALARY SCHEDULE X – EFFECTIVE JANUARY 7, 2018**  
**SCHEDULE OF PAY GRADES - SCHOOL CROSSING GUARDS**  
**PRINCE GEORGE’S COUNTY, MARYLAND**

<b>GRADE</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
<b>X13</b>		
<b>HOURLY</b>	12.7739	20.6733
<b>BIWEEKLY</b>	1021.91	1653.86
<b>ANNUAL</b>	26,570	43,000

The hourly rates are the January 8, 2017 rates multiplied by 101%. 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.

**3. ADMINISTRATION OF THE MIN-MAX SYSTEM**

- A. Merit increases for employees covered by this Salary Schedule who earn less than the maximum of their grade shall be granted at a rate of three and one-half percent (3 1/2%), in accordance with the Personnel Law. Employees will continue to receive three and one-half percent (3 1/2%) merit increases until one of the following occurs:
  - 1. They reach the maximum;

2. The three and one-half percent (3 1/2%) increase would establish the hourly rate one percent (1%) or less below the maximum in which case the hourly rate will be automatically adjusted upward to the maximum; or,
  3. If a three and one-half percent (3 1/2%) merit adjustment would cause an employee's salary to exceed the maximum rate established for that grade, the employee's salary will instead be adjusted to equal the maximum applicable rate.
- B. Steps for the purpose of promotions, demotions, discipline, and reallocations, occurring on or after July 12, 1981, shall be at a rate of five percent (5%) and shall be governed by the Personnel Law.
- C. Amend Salary Schedule X effective July 1, 2007 to provide the establishment of MINIMUM and MAXIMUM rates:
- i. The MINIMUM rate effective July 1, 2007, is the July 9, 2006 MINIMUM rate.
  - ii. The MAXIMUM rate effective July 1, 2007, is the July 9, 2006 L6 rate.

#### **4. WORK SCHEDULES**

- A. 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.
- B. Regular Assignments
1. The Employer will make reasonable efforts to schedule work assignments so that the employees covered by this Salary Schedule are paid a minimum of four (4) hours a day. The following is the daily regular assignment pay schedule for crossing guards:
    - a. One (1) Crossing Assignment -- One and one-half (1 1/2) hours at their hourly rate of pay.
    - b. Two (2) Crossing Assignments -- Two and one-half (2 1/2) hours at their hourly rate of pay.
    - c. Three (3) Crossing Assignments -- Four (4) hours at their hourly rate of pay.
    - d. Four (4) Crossing Assignments -- Five (5) hours at their hourly rate of pay.
    - e. Five (5) Crossing Assignments -- Six and one-half (6 1/2) hours at their hourly rate of pay.
    - f. Six (6) Crossing Assignments -- Eight (8) hours at their hourly rate of pay.



- g. Seven (7) Crossing Assignments -- Nine (9) hours at one and one-half (1 1/2) their regular rates of pay.

2. It is recognized, however, that the following principles will be adhered to:

- a. Each such employee receives a permanent assignment.
- b. Except for regular crossing guards hired on or after May 1, 1995, employees will be reassigned to their permanent assignments (up to five (5) hours a day for employees with twenty (20) or more years of service and up to four (4) hours a day for employees with less than twenty (20) years of service) on a year-to-year basis so long as the reassignment is consistent with school schedules and other operational needs.
- c. If the paid hours of an employee's permanent assignment exceed five (5) (twenty (20) or more years) or four (4) (under twenty (20) years) per day, any of the excess hours may be reassigned to another employee covered by this Salary Schedule whose permanent assignment consists of four (4) or less paid hours, so long as the reassignment is consistent with school schedules and other operational needs.
- d. Any permanent crossing guard hired on or after May 1, 1995, must be available to work a minimum of four (4) hours a day, that is, work at least three (3) crossing assignments, which specifically must include at least one morning and one afternoon crossing, if they are available.

C. Temporary Assignments

- 1. Employees who are required by the Appointing Authority or his/her designee to perform the majority of the duties of a higher job classification for at least ten (10) days shall be compensated starting with the first day at the rate of the higher job classification. No employee shall be required to perform such work for more than one hundred twenty (120) days in any one calendar year.
- 2. The County shall not schedule work to intentionally circumvent the provisions of this Article.

**5. BACK TO SCHOOL MEETING AND DRUG TESTING**

- A. All employees covered by this Salary Schedule who attend the required back to school meeting shall receive three (3) hours pay at their regular rate of pay as compensation.
- B. All employees will be paid a minimum of four (4) hours of drug testing if such test is taken during off duty time.

## **6. SPECIALTY ASSIGNMENT**

Special assignments, as determined by the County, will be made by seniority when possible. This would include any available alternative work assignment that the County determines is available during those time periods when schools are scheduled to be closed. A volunteer signup sheet will be posted on the first day of school each year for thirty (30) days that will be used for consideration when making specialty assignments throughout the school year. This sign-up sheet will also be made available at the back to school night. In addition, only newly hired permanent employees hired after the thirty (30) day posting period will be afforded the opportunity to sign up after the posting period. The Union President will have regular access to this list, and assist the County when tracking and determining the fair distribution of special assignments on this list.

## **7. BENEFIT ELIGIBILITY**

Eligibility for employment benefits shall be governed by the applicable provisions of the Personnel Law and shall be based upon the reporting pay hours earned, unless otherwise specified in the Agreement.

## **8. LEAVE PROVISIONS**

### **A. Sick Leave**

1. Bargaining unit employees shall earn one (1) hour of sick leave for each twenty (20) hours reported.
2. There shall be no limit on the amount of sick leave an employee may accumulate.
3. Sick leave shall be allowed in case of actual sickness or disability of the employee which incapacitates the employee so that the employee is unable to perform the regular duties of employment; or of actual sickness or disability of a member of the employee's household or illness of the employee's family outside of the employee household (provided the term "family" shall include those persons listed in G. - Bereavement Leave, below); or because of necessary employee appointments with physicians, dentists, or optometrists. The Employer may require proof of the reason for which sick leave was taken when the Employer has reasonable cause to believe that an employee may be abusing sick leave privileges. Prior to that, the employee will be given verbal or written notice that the employer suspects leave abuse.
4. Request for use of sick leave for physician, dentist, or optometrist appointments shall be made to the Employer in advance. Request for sick leave in all other cases shall be made in advance whenever it is possible, no later than within the first (1st) hour of the start of the employee's workday.

### **B. Sick Leave Bank**

1. The Union shall have the right to establish and maintain a sick leave bank. The sick leave bank shall be funded through voluntary donations of sick or annual leave by

employees covered by this Salary Schedule. This leave may then be transferred from the bank to the sick leave account of another employee covered by this Salary Schedule with a zero (0) leave balance (annual and sick). Use of such transferred leave shall be limited to sickness or disability which incapacitates the employee or to use for bereavement leave under Section 9. G.

2. The administration of this sick leave bank shall be the responsibility of the Union. The County agrees to maintain the records of the sick leave bank and shall only be required to transfer sick leave from the bank to the account of an eligible employee upon receiving proper written authorization from the Union that the sick leave is to be transferred and after verification that the receiving employee has met all the necessary conditions of eligibility.

C. Annual Leave

1. Bargaining unit employees with up to four (4) years of service shall earn one and one-half (1 1/2) hours of annual leave for every twenty (20) hours reported. Employees with four (4) through fifteen (15) years of service will earn annual leave at the rate of two (2) hours for every twenty (20) hours reported. Employees with fifteen (15) or more years of service will earn annual leave at the rate of two and one-half (2 1/2) hours for every twenty (20) hours reported.
2. A maximum of three hundred sixty (360) hours of accumulated annual leave may be carried over by employees covered by this Salary Schedule. Any annual leave in excess of three hundred sixty (360) hours will be converted to sick leave at the end of the leave year.
  - a. Notwithstanding the provisions of Article 11, Section 11.01. B of the Parties' Collective Bargaining Agreement, 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.
3. The rate of pay while an employee is on annual leave shall be the employee's regular straight time rate of pay in effect for the employee's regular job on the day immediately preceding the employee's leave.
4. Annual leave shall be requested as far in advance as possible; and acted upon within five (5) working days after the request; provided, however, that emergency annual leave may be granted on occasions when it is not possible to obtain prior approval for the leave. Upon request, annual leave shall be granted based upon the Employer's operational needs. If the nature of the Employer's operations makes it necessary to limit the number of employees on vacations at one time, the employee with the greater seniority will be given the choice of vacation periods in the event of any conflict over vacation periods.
5. An employee who terminates employment after at least ninety (90) days of service

shall receive, at the time of final separation, a lump sum payment for all annual leave accrued.

6. Each employee may elect to be paid at the end of the work year, and at the appropriate annual rate, for up to three hundred sixty (360) hours of his/her annual leave accrued through the pay period in which April 30 falls. Annual leave checks will be distributed one pay period after the last paycheck for the school year. In lieu of payment for their annual leave at the end of the school year, employees may elect to carry over all or a portion of their accrued annual leave balances to the following school year. Employees who wish to carry over annual leave must notify the Police Department in writing of the amount of annual leave they wish to carry over before April 30 of each year.

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).
  - 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.
 

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 1996, or 360 hours, whichever is greater.
  - 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 1996, 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 (1/2) of the employee's base hourly rate of pay as of June 30, 1996. Sick leave earned beginning the first pay period of Fiscal Year 1997 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 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, and the terms of any applicable County sponsored pension plan.

#### E. Personal Leave

Sixteen (16) hours of personal leave per leave year shall be granted to each employee eligible for annual leave. Beginning the 2013 leave year, four (4) additional hours shall be granted to each employee with twenty (20) or more years of service. Personal leave shall be requested and approved in advance of use. There shall be no accumulation of personal leave, and unused personal leave shall be forfeited at the end of the leave year or upon termination of employment.

Personal leave will be granted in increments of one-half (1/2) hour or more when requested in advance. Personal leave shall be requested by employees covered by this Salary Schedule anytime during the calendar year. Personal leave shall not be unreasonably denied.

#### F. Union Business Leave

1. The Employer will grant approved administrative leave without loss of pay to employees officially designated as delegates to regularly scheduled Union conventions and conferences, provided that administrative leave for up to two (2) delegates may not exceed four (4) days for any delegate to a Council 67 convention nor five (5) days for any delegate to AFSCME's international conventions. These conventions are held on alternate years. If the scheduled convention or conference exceeds four (4) or five (5) days, as the case may be, use of annual leave may be granted to fulfill attendance requirements. Approval of annual leave will not be unreasonably withheld. All time spent during non-working hours on Union business by an employee while attending meetings scheduled by the County, to which the employee was specifically invited to attend, shall be compensated with compensatory leave at the straight time rate.

2. Employees covered by the Salary Schedule who are selected by their bargaining unit to serve as a Shop Steward shall be approved for not more than seven (7) days union leave for the initial Shop Steward training. Additionally, employees covered by this Salary Schedule shall be approved for not more than seven (7) days union leave per calendar year to attend official Union sponsored training classes.
3. Up to five (5) members of the negotiating team will be excused for their work assignment to attend contract negotiations and be placed on administrative leave that day so they will suffer no loss of compensation.
4. On days of negotiations, employees will be granted sufficient compensatory leave to make up the difference between eight (8) hours and the hours the employee would otherwise be in a paid status.
5. Employees elected to any Union office or selected by the Union to do work which takes them from their employment with the County may apply for approved leave without pay. Such applications must be made not less than ten (10) working days prior to the beginning of such leave and such leave shall be at least one (1) calendar year in duration but no longer than (2) years duration. Granting approved leave without pay rests in the discretion of the Employer but such approval shall not be unreasonably withheld. Such leave may be renewed or extended for a similar period of time by mutual agreement.

G. Bereavement Leave

In the event of the death of an employee's parent, parent-in-law, son-in-law or daughter-in-law, brother-in-law, sister-in-law, spouse, child or grandchild, brother, sister or grandparents, the employee may take up to four (4) working days leave for bereavement. Upon the death of an employee's spouse or child, the first three (3) days will be administrative leave days, and the remaining day will be charged to the employee's accumulated sick leave. Upon the death of other relatives listed, the first (1st) leave day will be an administrative leave day, and the other day or days will be charged to the employee's accumulated sick leave.

H. Jury Duty

An employee who is required to perform jury service in any court (Federal or State) shall be paid his/her regular salary. If after reporting for jury duty, it is determined that the employee's services are not required and the employee is dismissed from jury duty for the day, the employee must return to his/her regular work for the remainder of the day.

I. Leave of Absence

1. Employees shall be eligible to request a leave of absence after one (1) month of service with the County.
2. Any requests for a leave of absence shall be submitted in writing by the employee to

the employee's immediate officer in charge, Crossing Guard Unit. The request shall state the reason the leave of absence is being requested and the approximate length of time off the employee desires. When the leave of absence is approved, authorization for a leave of absence shall be furnished to the employee by the Employer in writing. In addition to accruing seniority while on any leave of absence granted under the provisions of the Agreement, where possible, employees shall be returned to the job they held at the time the leave was requested.

J. Family and Medical Leave

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

K. Blood Donation Leave

Employees may be granted up to four (4) hours of leave with pay for the purpose of participation in a blood donor program and for subsequent recuperation on the day they donate blood. The Employer may request verification of such donation.

L. Civic Duty Leave

An employee subpoenaed to appear before a court, public body or commission on matters relating to the business of the Employer shall be granted leave of absence with pay for the period required to respond to the subpoena.

M. Administration of Leave

The provision governing the administration of the above types of leave as well as other types of leave (holiday, administrative, military, military leave without pay, disability, leave without pay, absence without leave, compensatory) are specified in Division 17 of the Personnel Law and applicable Administrative Procedures.

N. 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, 2017.

## 9. **HOLIDAYS**

The following days shall be recognized and observed as paid holidays: Thanksgiving, County Employees' Appreciation Day, Christmas, New Year's Day, Washington's Birthday, Good Friday,

Easter Monday, Police Memorial Day, Memorial Day, Labor Day, Rosh Hashanah\*, Martin Luther King Jr.'s Birthday, General Election Day, in which Congressional Representatives are elected, Veteran's Day, Teachers' Convention Day and the first full Professional Development Day in the academic year. \*The County will recognize Yom Kippur as an alternative holiday if the schools are open on Rosh Hashanah but closed on Yom Kippur.

## **10. PREMIUM PAY FOR HOLIDAY WORK**

- A. Employees covered by this Salary Schedule are eligible for holiday pay provided they are on pay status during the scheduled work days occurring immediately before and immediately after the holiday. An employee is on pay status on any given day if the employee has worked the full day or has taken approved annual or sick leave on that day.
- B. Employees who perform no work on a holiday shall be paid for their normal workday at their regular hourly rate of pay.
- C. If an employee is required to work on a holiday, the employee shall be compensated at the rate of two (2) times the employee's normal hourly pay for each hour worked and will not receive holiday pay as provided in paragraph above.

## **11. PREMIUM PAY**

Recognizing the permanent part-time nature of this bargaining unit, employees covered by this Salary Schedule who work more than eight (8) hours in a day will be paid time-and-a-half for all hours over eight (8) in a day.

### **11.1 COVID-19 HAZARD PAY**

- A. Essential Public Facing employees that report to work from September 8, 2020 through September 26, 2020, will be entitled to receive \$350 per pay period of COVID-19 Hazard Pay. For an employee to receive the \$350 COVID-19 Hazard Pay, an employee must 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.

## **12. INCLEMENT WEATHER AND HIGH SCHOOL GRADUATION PAY**

- A. Employees who are unable to work because all schools are closed for the entire day due to extreme inclement weather conditions will receive pay for their permanently assigned hours up to five (5) such days during the school year.
- B. In the event that the number of inclement weather days used in any school year exceeds five (5), the employee shall be given the option to use annual leave time in order to receive a regular pay check. Should any member of the bargaining unit have unused



inclement weather days at the end of the school year, unused days shall be converted to sick leave on a two for one basis that is, two (2) hours of unused inclement weather time converts to one (1) hour of sick leave.

- C. Employees who are unable to work because of high school graduation will receive their regular pay for that shift.

### **13. 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.

### **14. GROUP HEALTH INSURANCE (BENEFLEX PROGRAM)**

- A. In Calendar Years 2015, 2016 and 2017, the County shall contribute seventy-three percent (73%) to the cost of the County's preferred provider option health insurance plan for any employee who elects to participate in the program. Participating employees shall contribute the remaining twenty-seven percent (27%). Effective January 2018, the County shall contribute seventy percent (70%) and bargaining unit employees shall contribute the remaining thirty percent (30%) of the premium.
- B. In Calendar Years 2015, 2016 and 2017, the County shall contribute seventy-eight percent (78%) to the cost of a prepaid group health plan or Health Maintenance Organization (HMO) for any employee who elects to participate in the program. Participating employees shall contribute the remaining twenty-two (22%) but will in no event pay more than General Schedule employees. Effective January 2018, the County shall contribute seventy five percent (75%) and bargaining unit employees shall contribute the remaining twenty five percent (25%) of the premium.
- 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. In Calendar Years 2015, 2016 and 2017, the County shall contribute eighty-eight percent (88%) to the County's deductible prescription drug and vision care programs for any employee who elects to participate in either program. The participating employee shall contribute the remaining twelve percent (12%). Effective January 2018, the County shall contribute eighty five percent (85%) and bargaining unit employees shall contribute the remaining fifteen percent (15%) of the premium. Employees who choose not to enroll in the Prescription Drug Plan may choose to receive a credit instead.
- E. Two (2) 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 up to the maximum allowed by IRS regulations in a dependent care flexible spending account and up to the maximum allowed by IRS regulations in a medical flexible spending account, or as adjusted by Federal law.

## **15. LIFE INSURANCE**

- A. The County shall pay one hundred percent (100%) of the monthly premium for County life insurance for each employee in the amount of two (2) times the employee's annual salary up to a maximum amount of one hundred thousand dollars (\$100,000.00). Employees may choose to increase their life insurance from one (1) to (4) four 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) time their annual salary and receive a credit.
- B. Effective following the 1985-1986 regular school year, the Employer will continue to pay its share of health care and life insurance premiums due during the summer months provided that the employee contributes his/her share. However, if an employee resigns before working two (2) full pay periods in the following school year, the Employer will deduct the cost of its contribution for the employee from any final payment due that employee for wages and leave.
- C. The Employer agrees to provide, through its payroll department, a computer key for the payroll deduction of a Union sponsored insurance program for the benefit of those employees who wish to participate in such a program, and who authorize in writing the deduction of premiums for such a program from their pay.

## **16. SUPPLEMENTAL RETIREMENT BENEFIT**

- A. Benefit Accrual and Amounts. All employees covered by this Agreement will be automatically enrolled in the AFSCME Supplemental (CS AFSCME) pension plan from the moment of hire into an AFSCME covered position. Contributions will commence with the initial pay period. The only exception to the above are those members hired between July 1, 1990 and January 1, 2007, when the option to "opt-out" was available, and they chose to do so. Enrollment is jointly funded through County and employee contributions. The rate of accrual and amount of the benefit payable under this program are determined as follows:
  - 1. Benefit accrual is at the rate of 0.4% times the number of years of actual and continuous service the employee has as a permanent Prince George's County employee, to a maximum of twenty-five (25) years of actual and continuous service, multiplied by the employee's average annual compensation.
  - 2. Pursuant to paragraph 1., above, the maximum benefit payable to any eligible employee is ten percent (10%) of the employee's average annual compensation.
- B. Effective July 1, 2001, the benefit accrual rate in paragraph A.1. and 2., above, shall be increased from 0.4% to 0.6% per year for up to twenty-five (25) years of service for an

increase in normal benefit from ten percent (10%) to fifteen percent (15%). The additional cost for this benefit enhancement will be paid totally by the County.

- C. Effective July 1, 2003, the benefit accrual rate in paragraph B. above, shall be increased from 0.6% to 0.7% per year for up to thirty (30) years of service for an increase in normal benefit from fifteen percent (15%) to twenty-one percent (21%). The additional cost for this benefit enhancement will be paid totally by the Employee.
- D. Effective July 1, 2005, the benefit accrual rate in paragraph C. above, shall be increased from 0.7% to 0.75% per year for up to thirty (30) years of service for an increase in normal benefit from twenty-one percent (21%) to twenty-two and one-half percent (22.5%). The additional cost for this benefit enhancement will be paid totally by the Employer.
- E. Vesting.

- 1. 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.

- 2. Vested Benefit.

An employee completing the minimum continuous service requirements of D.1., above, shall be entitled to receive a monthly benefit as determined pursuant to D.1., above; provided, however, that no employee terminated for disciplinary reasons will be entitled to any benefit under this Section.

- F. Benefit Payment.

The benefit accrued by an employee under either A. B. or C., above, shall not be payable until retirement at the earliest of the following: 1. age fifty-five (55) and fifteen (15) years of service; 2. age sixty-two (62) and five (5) years of service; or, 3. thirty (30) years of service regardless of age.

- G. Funding.

Except for the cost of the additional benefit provided in B. and C. above, the cost of funding this supplemental retirement plan for all participating employees, as determined by the Plan's actuary, will be shared on an equal basis by the employees and the County through regular contributions each pay period.

- H. Definitions.

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

2. Average Annual Compensation means an amount computed by dividing by three (3) 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.
3. 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.
4. Continuous Service means the most recent unbroken period of employment as an employee of Prince George's County.

## **17. 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 E. (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; and,
  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 is prerequisites to the implementation of the pickup plan.

## **18. 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 contribution by the County and each employee.

## **19. WORKERS' COMPENSATION**

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

## **20. UNIFORMS**

- A. The Employer shall continue to supply and replace when needed complete uniforms for all bargaining unit employees, except hose, shoes, and after first issue, waterproof gloves.
- B. At the beginning of the 2011-2012 school year, the Department will provide each Crossing Guard with raingear, which has been mutually agreed to by the Department and the Union including: Hood, Coat and Gloves. New employees shall be provided with raingear upon hiring. Crossing Guards may purchase rain pants.
- C. At the beginning of the 2011-2012 school year, the Department will provide each Crossing Guard with an intermediate jacket which has been mutually agreed to by the Department and the Union. New employees shall be provided with an intermediate jacket upon hiring.
- D. The Employer shall furnish bargaining unit employees with a clothing allowance of six hundred dollars (\$600.00) in Fiscal Year 2019. Uniform allowance will be disbursed annually in October.
- E. If an employee arrives or leaves during the fiscal year, his/her allowance will be prorated.
- F. At the beginning of the 2018-2019 school year, the Department will provide each Crossing Guard with one additional pair of uniform pants for a total of three (3), which has been mutually agreed to by the Department and the Union.

## **21. EQUIPMENT**

As of September 2007, all crossing guards will be provided with an updated personal communications device at no expense to the employee when used for official County business.

## **22. P.E.O.P.L.E. DEDUCTION**

The Employer agrees to deduct on a biweekly basis from the payroll checks of employees covered by this Salary Schedule who so request in writing voluntary contributions to the Union's P.E.O.P.L.E. fund. The Union agrees to indemnify and hold harmless the Employer from any loss or damages arising from the operation of this paragraph.

**23. 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 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.