

**AGREEMENT**

**MADE BY AND BETWEEN**

**PRINCE GEORGE'S COUNTY, MARYLAND**

**AND**

**THE PRINCE GEORGE'S COUNTY**

**POLICE CIVILIAN EMPLOYEES ASSOCIATION**

**JULY 1, 2024 THROUGH JUNE 30, 2026**

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## **PREAMBLE**

This Collective Bargaining Agreement is entered into by Prince George's County, Maryland ("Employer") and the Prince George's County Police Civilian Employees Association ("PCEA") and has as its purpose the promotion of harmonious relations between the Employer and PCEA; the establishment of an equitable and peaceful procedure for the resolution of differences; and includes the agreement of the parties on rates of pay, hours of work and other terms and conditions of employment for the employees covered hereunder.

## **ARTICLE 1 -- RECOGNITION**

The Employer recognizes PCEA as the sole and exclusive bargaining agent of the Civilian Police Employees of the Prince George's County Police Department, civilian employees in the Vehicle Audit Unit of the Department of the Environment ("DoE"), and of Dispatch Aides and Emergency Dispatchers in the Office of Homeland Security ("OHS") in the Unit for which it was initially certified by the Prince George's County Public Employee Relations Board ("PERB") in case number 73-PG-R-8 and 73-PG-R-9, 75-PG-R-21, and as amended in case numbers 16 39 0030 82, 16 39 00203 85S, 16 39 00383 85S, 16 39 00073 89W, 16 39 00252 90S, 16 39 000243 01 and 16 39 000248 01 for the purpose of negotiating matters of wages, hours, and other terms and conditions of employment. As used in this Agreement, the term "Department" refers to either the Police Department, DoE, OHS (OHS PCEA members were transferred to the Office of Homeland Security, effective July 1, 2003) or all of them, as is appropriate in the context in which it is used. Joint references in this Agreement to the Police Department and DoE shall also be deemed to include the Office of Homeland Security.

## **ARTICLE 2 -- ORGANIZATIONAL SECURITY**

### **Section 2.1 Membership**

All employees employed on or after the effective date of this Agreement may elect to be members of PCEA or not to be members of PCEA. Any employee who elects to be a member of PCEA shall, pursuant to the provisions of Section 2.2 of this Agreement, remain a member of PCEA for the duration of this Agreement. Notwithstanding any provision of this Agreement to the contrary, any employee covered by this Agreement who was employed on or before July 1, 1983, and who has never elected to become a member of PCEA, shall not be subject to the dues deduction provisions of this Article.

### **Section 2.2 Dues**

A. Dues. PCEA, upon the presentation of dues deduction authorization cards, duly executed by the individual employees covered by this Agreement, shall be entitled to have such employees' membership dues deducted from their paychecks on a biweekly basis and remitted to PCEA. Such authorization shall be irrevocable and automatically renewed from year-to-year thereafter unless revoked by the employee pursuant to Section 13A-108(c) of the Labor Code. The amounts to be deducted shall be certified to the Employer by the Treasurer of PCEA and the aggregate deductions of all employees shall be remitted together with an itemized statement to PCEA.

B. Indemnification. PCEA shall indemnify and hold the Employer harmless against any and all claims, suits, or other forms of liability that may arise out of or by reason of any action taken or not taken by the Employer under the provisions of this Article.

**Section 2.3 PCEA President, PCEA Board of Directors Leave, PCEA Officers/Members Leave and Leave for Negotiations**

A. The President of PCEA shall be granted a full-time leave of absence from his/her duties from the Police Department, Department of Environmental Resources, or Office of Homeland Security (from whatever agency the PCEA President is from) but shall remain on the payroll of that agency for the purposes of performing full-time duties as President of PCEA. During such paid leave, the President shall continue to accumulate seniority and shall receive all benefits as if he/she were fully on duty including, but not limited to, pension accruals and fringe benefits. Effective July 1, 2005, in addition to the President of PCEA, one PCEA Board member (designated by the President of PCEA) will be granted full-time leave for the purpose of performing full-time duties for PCEA. However, unless otherwise agreed to by the appointing authority of the applicable agency, no more than one employee will be granted full-time leave from any one agency whether it be for a permanent full-time position or serving in an acting capacity. The appointing authority has full discretion whether to allow more than one employee of their respective agency to be granted full-time leave under this section and the decision of the appointing authority is not subject to grievance or appeal.

If the PCEA President is absent from normal duties on approved leave for a period of more than three (3) consecutive days, the PCEA President may designate in writing to the County a PCEA Board member who shall act as PCEA President in his/her absence. The County agrees that upon receipt of written designation by the PCEA President, the County will place on administrative leave the PCEA Board member so designated by the PCEA President in lieu of the President for each day that leave is announced.

B. At the end of his/her term of office, the Department will make reasonable efforts to assign the immediate past PCEA President and the designated full-time PCEA Board Member to a position with similar duties and on the same shift as the position he/she held immediately before going on full-time leave of absence as President and designated Board Member of the PCEA. In no event will the Department assign the immediate past President and designated Board Member to a position with a lower salary grade than the grade he/she held immediately prior to taking office.

C. Elected or appointed officers of PCEA shall be granted union business leave to attend Board meetings, provided that prior approval from the Chief of Police, the Director of DoE, or the Director of Homeland Security, as appropriate, has been secured (his/her approval not being unreasonably withheld) and subject to the limitations of paragraph G. below.

D. Representatives of PCEA designated by the President shall be granted union business leave to attend Labor/Management Relations seminars, workshops, conferences or committee meetings in the interest of furthering employee relations, provided that prior approval from the Chief of Police, the Director of DoE, or the Director of Homeland Security, as appropriate, has been secured (his/her approval not being unreasonably withheld) and subject to the limitations of paragraph G.

below.

E. Each member of the PCEA negotiating team (not to exceed a total of seven (7) members and alternates) shall be granted four (4) days of union business leave to prepare for negotiations, provided that prior approval from the Chief of Police, the Director of DoE, or the Director of Homeland Security, as appropriate, has been secured.

F. Members of the PCEA negotiating team (not to exceed a total of seven (7) members and alternates) shall be excused from work on the day of negotiations to attend meetings with representatives of the County with no loss of pay or leave. (For example, an employee who would otherwise receive a shift differential for his or her regularly scheduled hours on a day the employee is excused from work to participate in negotiations is entitled to receive the shift differential.) Any PCEA negotiating team member who is assigned to a night or evening shift shall be granted union business leave for the shift he/she is scheduled to work either immediately before or immediately following the negotiation meeting.

G. The County will provide a union business leave bank of one thousand five hundred (1500) hours available for use under paragraphs C, D, and E above.

#### **Section 2.4 PCEA Communications**

PCEA will be permitted to use the Police Department's courier service, telex and fax for distribution of official PCEA communications. The Department will email to the PCEA President a copy of all email messages distributed to employees who are covered by this Agreement. The PCEA email address shall be added to the current "Police Everyone" and "Public Safety" group emails and communications so that PCEA receives all announcements and emails.

#### **Section 2.5 PCEA Information Dispersal**

The Employer agrees to allow bulletin board space at reasonable locations in each physical structure for PCEA newsletters, notices, and literature.

#### **Section 2.6 Consultation**

The Employer agrees to consult with PCEA before making changes in departmental organization or the Classification Plan which will affect employees covered under this Agreement. Except as provided herein, nothing in this Agreement shall be construed as a waiver or modification on the part of PCEA of its right to bargain as provided by applicable law, and except as provided in this Agreement, nothing herein shall be construed as a waiver or modification of the Employer's right to implement changes in accordance with applicable law.

#### **Section 2.7 New Employee Orientation**

The County will allow PCEA a reasonable opportunity to meet with new employees covered by the Agreement at the conclusion of new employee orientation for the purpose of briefing the employees on this Agreement and other PCEA matters.

### **ARTICLE 3 -- COMPLIANCE**

PCEA agrees that its members shall comply with County rules and regulations, including those relating to conduct and work performance, and that all employees represented by it shall maintain an attitude of civility and politeness to all citizens.

### **ARTICLE 4 -- CAREER ADVANCEMENT**

#### **Section 4.1 Filling Vacancies**

A. A “vacancy” is a permanent opening created by the termination, transfer, promotion or retirement of an incumbent bargaining unit employee which the County intends to fill or which is created when the County determines its operational needs require additional bargaining unit employees. Except as defined in Section 4.4, whenever a vacancy occurs, and the County elects, in its discretion, to fill the vacancy through the competitive process, the County will notify the PCEA President five (5) days in advance and then advertise the specific position to bargaining unit employees by electronically posting via County email. Any employee covered by this Agreement may apply for any vacancy as defined in this Section 4.1. Except as defined in Section 4.4, in the event that a vacancy is to be filled from an existing register, if an employee is not already on the necessary eligibility register, he or she will be afforded the opportunity to take any test required to qualify for the eligibility register.

B. When a PCEA bargaining unit member applies for a vacancy through the normal competitive process and is determined to be qualified for the position, the name of the qualified PCEA bargaining unit employee will be placed on the list of eligibles sent to the Police Department, Department of Environmental Resources, or Office of Homeland Security, as the case may be, for its consideration. The appropriate Department will ensure that any bargaining unit member on any list of eligibles will be granted an interview for the position vacancy.

#### **Section 4.2 Layoffs and Recall**

Should a reduction-in-force become necessary because of lack of work or funds, the elimination of jobs through job consolidation (combining the duties of two (2) or more jobs), the installation of new equipment, the curtailment or replacement of existing facilities, the development of new facilities, or any other reason, the County shall, absent circumstances requiring more immediate action, notify PCEA at least sixty (60) days prior to making the reduction-in-force. However, where circumstances requiring more immediate action exist and less than sixty (60) days’ notice is given, the County will give PCEA reasonable notice under the circumstances.

#### **Section 4.3 Vacancy Elimination**

With regard to the elimination of any vacant position, for reasons other than a Reduction in Force, the PCEA will receive fifteen (15) days advance notice.

#### **Section 4.4 Emergency Dispatcher III (ED III), Emergency Call Taker III (ECT III), Public Safety Emergency Shift Supervisor (Shift Supervisor) and Public Safety Communications**



**Operations Supervisor (Assistant Operations Manager) vacancies in Public Safety Communications (PSC)**

A. 1. A promotional process for Emergency Dispatcher III and Emergency Call Taker III will be held in the spring of each even numbered year. Following the completion of the promotional process, the County shall establish promotion eligibility registers for promotion to Emergency Dispatcher III, and Emergency Call Taker III, which will become effective July 1<sup>st</sup> of that year and shall be in effect for a two-year period.

2. A promotional process for Public Safety Emergency Shift Supervisor will be held in the spring of each odd numbered year. Following the completion of the promotional process, the County shall establish promotion eligibility registers for promotion to Public Safety Emergency Shift Supervisor, which will become effective July 1<sup>st</sup> of that year and be in effect for a two-year period.

3. Beginning July 2024, the promotional process for Public Safety Communications Operations Supervisor (Assistant Operations Manager) will be held in the fall of each even numbered year. Following the completion of the promotional process, the County shall establish promotion eligibility registers for promotion to Public Safety Communications Operations Supervisor (Assistant Operations Manager), which will become effective November 1<sup>st</sup> of that year and shall be in effect for a two-year period.

4. Should an individual Emergency Dispatcher III, Emergency Call Taker III, Emergency Shift Supervisor or Public Safety Communications Operations Supervisor (Assistant Operations Manager) register be exhausted more than six months in advance of the end of the two-year period, the agency may request the individual announcement be reissued. When the agency elects this option, any promotional list generated pursuant to a reissued promotional announcement shall expire at the end of the original two-year period, and a new promotional announcement issued.

B. A promotional announcement will be electronically mailed to all PSC personnel and to the PCEA President at least thirty (30) days in advance of the spring promotional process closing date.

C. Applications to participate in the promotional processes shall be filed electronically with the Office of Human Resources Management.

D. Applicants deemed eligible by the Office of Human Resources Management will be provided with the list of promotional study material at least thirty (30) days in advance of the promotional process date.

E. Upon completion of the testing process, applicants shall be provided with their numerical score and rank as compared to other applicants who completed the testing process. A confidential list of the applicants who completed the testing process, along with their scores, shall be provided to the PCEA President. The PCEA President is prohibited from disclosing this list to union members or employees.

F. Only PSC personnel who are on the ED III, ECT III and Shift Supervisor eligibility register shall be eligible and considered for promotion to fill those permanent vacancies and to fill in as needed in an acting capacity during temporary absences.

## **ARTICLE 5 -- PERSONNEL LAW**

Anything not covered specifically by this Agreement shall be administered in accordance with the Personnel Law.

## **ARTICLE 6 -- PERSONNEL FILES AND PERSONAL INFORMATION DOCUMENT**

### **Section 6.1 Personnel Files**

A. Review. By appointment with an appropriate person in the Office of Human Resources Management, the employee, upon presenting his/her identification, shall be permitted to examine his/her personnel file, except as to background information secured prior to employment. The employee shall indicate in writing, to be placed in his/her file, that he/she has examined the same.

B. At the time of an employee's performance evaluation, the supervisor will discuss with the employee the documentation on which the supervisor is basing the employee's performance evaluation. Thereafter, the Employer will be precluded from relying on any other documentation (other than that discussed with the employee) to support the employee's performance evaluation at issue unless the documentation relates to events that occurred during the evaluation period and could not have been reasonably discovered by the Employer during the evaluation period. When an employee is assigned to work under a new supervisor, the employee's former supervisor may only transmit a past performance appraisal for the period of time (if more than ninety (90) days) that the employee was under his/her supervision, to the new supervisor.

C. Expungement. At the employees' written request, the Employer agrees to remove derogatory disciplinary information three (3) years old or older from the employee's personnel file, excluding disciplinary suspensions / forfeitures of annual leave of ten (10) days or greater (including demotions) or discipline for related offenses occurring during the three (3) years. Determinations of whether information is derogatory shall be made by the DCAO for Government Operations and/or designee, in consultation with the County Attorney's Office (Office of Law). Employees may challenge the DCAO's determination that a particular record was not derogatory through the grievance and arbitration procedures. The PCEA shall have the burden of proof and the standard of proof shall be the "clear and convincing" standard.

D. Further, at the employee's written request, records of discipline up to a three (3) day suspension, or its equivalent, will be removed from an employee's personnel file eighteen (18) months after the discipline is administered so long as the employee has not been disciplined for a related offense during the eighteen (18) month period.

E. Copies of information removed from an employee's personnel file per this section will, nevertheless, be maintained in a litigation file by the County Attorney's Office (Office of Law) for purposes of arbitrations as well as federal, state and local administrative or judicial matters, until such records are destroyed pursuant to the County's record retention schedule on file with the

Maryland State Archives. Police Department and Office of Homeland Security personnel, as applicable, are prohibited from considering any information contained in the litigation file when taking or considering employment actions affecting unit employees.

## **Section 6.2 Copies of Personal Information Document**

The Employer will provide each employee covered by this Agreement with a copy of any processed Personal Information Document (PID) form or its equivalent, which is placed in his/her personnel file. In addition, where individually processed PID forms are involved - as distinguished from group processed PIDs (for example, those resulting from a cost of living increase) - the Police Department, DoE and the Office of Homeland Security will distribute the employee copy of the PID electronically via email.

## **Section 6.3 Joint Committee on Performance Appraisals**

The County and PCEA agree to the formation of a Joint Committee on Performance Appraisals. The Committee shall be comprised of an equal number of Union and management representatives, but no more than four (4) from each party. The Committee will begin its work within 30 days from the enactment of this Agreement and will explore best practices for a fair and equitable performance appraisal system which is appropriate for the type of work performed by PCEA bargaining unit members. The Joint Committee may also look at pay for performance systems in use in other jurisdictions. The Committee will issue its findings and recommendations to the PCEA President, the respective Appointing Authorities, and the Director of Human Resources Management by January 31, 2022.

# **ARTICLE 7 -- ROSTER**

## **Section 7.1 Personnel Roster**

A roster shall be furnished to PCEA by the Employer at the beginning of each fiscal year which lists the name, job title, date of hire and job location of each employee in the bargaining unit. An updated printed list will be furnished every three (3) months to PCEA.

## **Section 7.2 PCEA Officers and Delegates**

PCEA shall supply the Employer, in writing, and shall maintain with the Employer on a current basis, a complete list of all Officers and Delegates.

# **ARTICLE 8 -- DISCIPLINE**

A. Employees covered by this Agreement may be disciplined only for just cause. The parties agree that, in general, a progressive discipline policy shall be followed utilizing the disciplinary methods permitted by the Personnel Law, provided, however, that the parties also understand and agree that in some instances summary discipline, including discharge, may be warranted instead of progressive discipline. If the Employer has reason to reprimand an employee, it shall be done in a manner that will not embarrass the employee in front of other employees or the public.

B. If in any case the Employer believes that there is just cause to discharge, suspend or fine an employee, or cause the employee to forfeit accrued annual leave, the Employer shall provide notice in writing to both the employee and PCEA (both the President and the Grievance Committee Chairperson) of its intent to take disciplinary action at least ten (10) working days in advance of taking such action. One (1) copy of a notice of intent to take disciplinary action shall be hand-delivered to the employee's work station (if possible, hand-delivered to the employee), and another copy of the notice shall also be sent to the employee by certified mail return receipt requested at the employee's last known address shown on the employee's personnel record. The Employer shall make reasonable attempts to hand deliver the notice referred to herein to the employee before sending such notice by mail. The notice will be considered to have been served upon the employee as of the date of mailing. The employee shall have ten (10) working days to respond to the proposed notice of intent to take disciplinary action. When a notice of intent is served while an employee is on approved sick or annual leave or scheduled day off, the ten (10) day period the employee has to respond will begin to run when the employee returns to work. The Employer shall also provide the PCEA President a copy of any Final Notice of Disciplinary Action at the time it is issued to an employee. The copy to the PCEA President may be delivered via electronic mail.

C. When an employee is to be disciplined in a manner which involves a discussion or some other event other than the delivery of the written notice of discipline, or is to be the subject of an investigatory interview or other meeting which may result in discipline, he/she shall be informed in writing at least five (5) working days prior to the start of the interview (1) of the name, rank or title, and command of the officer or supervisor in charge of the investigation, of the officer or supervisor conducting the interview and the nature of the investigation and (2) of his/her right to have present, upon request, a PCEA representative or other person of his/her choice. The scheduled interview date may be extended by mutual consent of the Employer and employee/PCEA representative. Any agreements to extend the scheduled interview shall automatically extend the ninety (90) daytime period set forth in Section I of this Article by the same number of days the interview was extended beyond the initial date. However, if an immediate interview is required and the designated PCEA representative is unavailable, the employee may select another PCEA representative who can be present during the investigatory interview.

D. The PCEA representative or other person selected by the employee shall be present at all times during the interview or discussion unless waived by the employee. All questions directed to the employee shall be asked by one (1) interviewer.

E. An investigatory interview shall take place at the office of the investigator conducting the investigation and shall be conducted during the employee's normal working hours unless otherwise agreed to by the employee. Employees shall be provided copies of all documents signed by the employee within twenty-four (24) hours of signing.

F. Where an employee is interviewed more than once with regard to the same investigation, the employee will be permitted to read his/her previous statement(s) before any subsequent interview.

G. When an employee, who has received a final notice of disciplinary action, appeals the disciplinary action according to the procedure contained in Article 9 (Grievance and Arbitration Procedure), the employee, upon request, will be provided with a copy of the investigatory file

within five (5) working days after filing the grievance but excluding the identity of any confidential sources and recommendations as to charges, disposition or punishment.

H. When more than one (1) supervisor is involved in a counseling session at one time, the employee being counseled may request that a PCEA member of his/her choice be present and shall be granted a reasonable amount of time to produce that person. However, the counseling session will not be delayed beyond the end of the employee's shift because of the unavailability of the member selected to attend. In the event the selected member is unavailable within these guidelines, the counseling session will proceed, but the employee to be counseled may designate another PCEA member who is available to attend.

I. The Employer will not initiate disciplinary action against an employee later than ninety (90) calendar days after the occurrence (or after the Employer was aware of the occurrence) of the alleged infraction or violation of Departmental rules or regulations or of the Personnel Law. For the purpose of this Article, to initiate disciplinary action means to issue a written reprimand or to notify the employee of the intent to take some other form of disciplinary action. These time limits shall apply to alleged infractions or violations which affect only the Employer-employee relationship. They shall not apply to alleged violations or infractions which are also criminal violations nor to non-criminal violations which are related to an active criminal investigation.

J. Within five (5) days of receiving a copy of the Notice of Intent Proposed Disciplinary Action, the PCEA President and/or Grievance Chair shall have the right to inspect the investigatory file(s) underlying the Proposed Disciplinary Action, subject to the written approval of the affected employee or employees.

## **ARTICLE 9 -- GRIEVANCE AND ARBITRATION PROCEDURE**

### **Section 9.1 Definition**

Subject to any limitations of existing law, a grievance is defined as a dispute concerning the application or interpretation of the terms of this Agreement or a claimed violation, misinterpretation or misapplication of the rules or regulations of the Employer affecting the terms and conditions of employment.

### **Section 9.2 Exclusive Procedure**

The provisions of this procedure shall be the only grievance procedure applicable to employees covered by this Agreement, except that grievances alleging safety or health issues shall be subject to the procedures of Article 15. Provided further that where an employee has been discharged, or the Employer has moved to discharge the employee, and the Union determines not to pursue his/her discharge case to Step 4 Arbitration, the employee shall have the right to file a timely appeal within ten (10) days following the denial of the grievance at Step 2 or Step 3 as applicable, with the Personnel Board pursuant to the procedures outlined in the County Personnel Law.

### **Section 9.3 Grievance Procedure**

A. Grievances shall be presented and adjusted in the following manner:

1. Step 1. Within ten (10) days after the event giving rise to the grievance, or within the ten (10) days following the time when the employee should reasonably have known of its occurrence, the aggrieved employee, and if the employee desires, the employee's PCEA delegate, may discuss the grievance with the employee's Division Head. The Division Head will attempt to adjust the matter and will respond orally to the employee within two (2) days.

2. Step 2. If the grievance has not been settled at Step 1 and within ten (10) days of the oral response being issued to Step 1, a written grievance may be filed, including the specific relief sought, signed by the aggrieved employee and the employee's PCEA delegate or a member of the PCEA Grievance Committee designated by the President of PCEA, and presented to the Chief of Police, the Director of DoE or the Director of Homeland Security, as appropriate. Upon receipt of a written grievance, a meeting will be held within ten (10) days. The Chief of Police, the Director of DoE or the Director of Homeland Security shall meet with the employee, the PCEA President and the employee's accredited PCEA delegate or member of the PCEA Grievance Committee in the absence of the delegate, and render a decision in writing no later than ten (10) days after the meeting. The Chief of Police may designate a Deputy Chief or the Director of DoE or the Director of Homeland Security may designate a Deputy Director to carry out the foregoing functions. In addition to the Chief, Director or their designee, the applicable Department may have a representative present at the meeting to present the Department's position. The ten (10) day period will be extended by up to ten (10) more days if further investigation is required. The Union will be notified if such an extension is required.

3. Step 3. If the grievance has not been settled at Step 2 and within ten (10) days of the issuance of the Step 2 decision, the grievance may be moved to Step 4, or a written appeal, signed by the aggrieved employee and the PCEA President, or employee's PCEA delegate or a member of the PCEA Grievance Committee designated by the President of PCEA, may be filed with the Hearing Officer (or designee). Upon receipt of the appeal, a meeting will be held within fifteen (15) days. The Hearing Officer (or designee) shall meet with the employee, the PCEA President and the employee's accredited PCEA delegate or member of the PCEA Grievance Committee in the absence of the delegate, and render a decision in writing no later than ten (10) days after the meeting. The Chief of Police, Director of DoE or the Director of Homeland Security shall designate a representative to present the Department's position. The ten (10) day period will be extended by up to ten (10) more days if further investigation is required. The Union will be notified if such an extension is required.

4. Step 4. If the grievance shall have been submitted but not adjusted under Step 2 or 3, the PCEA President may request in writing, within ten (10) days after the grievance has been denied at Step 2 or 3, that the grievance be submitted to an Arbitrator mutually agreed upon by them. The County and the PCEA shall select an Arbitrator through the American Arbitration Association. The Arbitrator appointed to hear and decide any grievance dispute under this Article shall be selected from such panel within ten (10) days of receipt of the list of arbitrators. The rules of the American Arbitration Association shall govern the conduct of the arbitration hearing.

B. The decision of the Arbitrator shall be final and binding on both parties provided that no provision of this Agreement which is stated to be a matter of policy shall be subject to arbitration. Any dispute between the parties as to the arbitrability of a grievance shall be decided by the

Arbitrator. Expenses for the arbitrator's service and proceeding shall be borne equally by the County and PCEA.

#### **Section 9.4 General Provisions**

A. The PCEA President and Grievance Chair shall be given copies of all responses to grievances hereunder.

B. If a grievance arises from the action of an authority higher than the Division Head, such grievance shall be initiated at the appropriate step of this grievance procedure. Notwithstanding the above, in the case of disciplinary actions greater than a written reprimand, the grievance may be initiated at Step 2.

C. All parties shall have the right at their own expense to legal and/or stenographic assistance at all hearings.

D. The fact that a grievance is raised by an employee shall not be recorded in the employee's personnel file or in any file or record utilized in the promotion process, nor shall such fact be used in any recommendations for job placement, nor shall the employee be placed in jeopardy or be subject to reprisal or discrimination for having followed this grievance procedure.

E. Grievances arising as a result of disputes concerning the meaning, interpretation or application of this Agreement, or of a claimed violation, misinterpretation or misapplication of Police Department, DoE or the Office of Homeland Security rules or regulations affecting terms and conditions of employment or a disciplinary action greater than a written reprimand, shall be subject to Step 4, arbitration. The following provisions of the Personnel Law for Prince George's County are also subject to arbitration: 1. Prohibited Human Resources Practices (Section 16-235); 2. Attendance (Division 2); 3. Performance (Division 11); 4. Disability Separation (Section 16-189); and, 5. Leave (Division 17).

F. Where an employee covered by this Agreement has filed a grievance under the County Personnel Law with regard to either the denial of an employee initiated desk audit or the denial of a competitive promotion for which the employee has applied, the Union may appeal the grievance from the Personnel Officer to arbitration under this Agreement, but it may not be referred to the Personnel Board.

G. Appeals of grievances not subject to Step 4 may be made by the employee to the appropriate step of the process outlined in the Personnel Law (namely to the Personnel Officer and/or the Personnel Board, as appropriate).

H. PCEA has the right to file grievances on behalf of bargaining unit members under this grievance procedure.

#### **Section 9.5 Processing Time Limits**

The time limits provided under Article 9 for the processing of grievances (up to and including arbitration) may be extended upon written agreement (includes e-mails), but if not so extended,

they must be strictly observed. If the grievance is not resolved within the time period provided for in any step, the next step may then be invoked. If the grieving party fails to pursue any steps within the time limits provided (or as mutually extended), he/she shall have no further right to continue the grievance.

### **Section 9.6 Days Defined**

The term "days" as used in this grievance procedure shall mean the weekdays Monday through Friday and does not include Saturdays, Sundays or County holidays.

### **Section 9.7 Processing Grievances During Working Hours**

PCEA representatives (identified in accordance with Section 7.2 PCEA Officers and Delegates) shall be granted reasonable union leave to process grievances pursuant to this Article during working hours.

## **ARTICLE 10 -- WAGES AND BENEFITS**

### **Section 10.1 Wages**

#### **A. Cost of Living Increases**

Fiscal Year 2025 – Effective January 26, 2025, employees covered by this Agreement will receive a one and one-half percent (1.5%) Cost of Living Adjustment.

Fiscal Year 2026 – Effective April 5, 2026, employees covered by this Agreement will receive a two percent (2%) Cost of Living Adjustment.

#### **B. Anniversary Increases**

Employees covered by this agreement who are otherwise eligible to receive a regular 3.5% merit increase during Fiscal Year 2025 shall receive that merit step on their original hire/rehire date during FY 2025 (July 1, 2024 – June 30, 2025).

Employees covered by this agreement who are otherwise eligible to receive a regular 3.5% merit increase during Fiscal Year 2026 shall receive that merit step on their original hire/rehire date during FY 2026 (July 1, 2025 – June 30, 2026).

#### **C. Uniform Wage Scale**

During Fiscal Year 1995, employees were placed on a new service based Uniform Wage Scale as described in Attachment A, attached hereto. During FY96, the Uniform Wage Scale was modified to provide three (3) additional merit steps with a value of two and one-half percent (2 1/2%) as set forth in Attachment A, attached hereto. During FY98, any employee who has not advanced to the step on the Uniform Wage Scale that would otherwise have been warranted by his/her completed years of service as of January 1, 1998 (minus a two-year lag because of the lack



of credit toward merit increases during FY96 and FY97) will be placed on that step effective the first full pay period beginning on or after January 1, 1998, as described in Attachment A, attached hereto.

Fiscal Year 2000:

1. Effective July 1, 1999, the anniversary dates of employees covered by this Agreement will be adjusted to the employee's date of hire if that date is different from the employee's current anniversary date.

2. Effective the first full pay period beginning on or after July 1, 1999, employees will be placed on the proper step of the Uniform Wage Scale for their years of service (minus two (2) years for loss of credit during FY96 and FY97).

3. Effective the first full pay period beginning on or after July 1, 1999, the Uniform Wage Scale shall be modified as follows:

Step N shall be applicable after thirteen (13) years of service;  
Step O shall be applicable after fifteen (15) years of service;  
Step P shall be applicable after seventeen (17) years of service;  
Step Q shall be applicable after nineteen (19) years of service;  
Step R shall be applicable after twenty-two (22) years of service;  
Step S shall be applicable after twenty-five (25) years of service; and,  
a new Step T shall be applicable after twenty-eight (28) years of service.

The interval between Steps N to O, O to P, P to Q, Q to R, and R to S shall be increased from two and one-half percent (2.5%) to three percent (3%); and the interval from Step S to new Step T shall be two and one-half percent (2.5%).

Fiscal Year 2002:

Effective July 1, 2001, the intervals between Steps M and N and N and O shall be increased from three percent (3%) to three and one-half percent (3.5%) and the interval between Steps S and T shall be increased from two and one-half percent (2.5%) to three percent (3%).

Fiscal Year 2003:

Effective July 1, 2002, the wage scale (with all steps) will be expanded to the grade of P-24. Each new grade will be five percent (5%) more than the next previous grade (i.e., G21-G22-G23-G24).

Fiscal Year 2004:

Effective July 1, 2003, employees hired above the starting salary on the wage scale will be informed in writing whether they will be frozen on the wage scale for any specified period of time. Such employees shall sign an acknowledgement that they have been informed of their future movement on the wage scale. Nothing in this subsection shall be construed to deny such employee any movement on the pay scale to which that employee would otherwise be entitled under the

Agreement.

Fiscal Year 2006:

Effective July 1, 2005, the May 1, 2005 wage scale will be converted from steps to a Min-Max system. The May 1, 2005 wage scale will be used with grades P05 through P24 Step A as the new Min rate and Step T as the new Max rate. Two new grades, P25 and P26 will be added to the new Min-Max scale. Each new grade will be five percent (5%) more than the next previous grade. An employee will be eligible to advance to the next step for his/her grade on his/her anniversary date at the rate of one (1) three and one-half percent (3.5%) step per year provided that he/she receives a satisfactory performance evaluation for the preceding year.

Fiscal Year 2007:

Effective July 1, 2006, the Max pay rate will be increased by three and one-half percent (3.5%).

Fiscal Year 2009:

Effective July 1, 2008, the Max pay rate will be increased by three and one-half percent (3.5%).

Fiscal Year 2014:

Effective October 20, 2013, the minimum and maximum pay rates will be increased by two percent (2%).

Fiscal Year 2015:

Effective July 12, 2014, the maximum pay rates will be increased by three and one-half percent (3.5%).

Fiscal Year 2018:

Effective July 1, 2017, the maximum pay rates will be increased by three and one-half percent (3.5%).

Fiscal Year 2019

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

Effective the first full pay period in January 2019, Salary Schedule P will be adjusted at P05 to reflect the County minimum wage of \$11.50 per hour. All other steps and grades will be adjusted accordingly.

Fiscal Year 2023

Effective July 1, 2022, Salary Schedule P will be adjusted at P05 to reflect the County minimum

wage of \$12.50 per hour. The maximum and minimum salary at all other grades will be adjusted accordingly.

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

#### Fiscal Year 2024

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

There will be no other pay adjustments for the duration of this agreement.

### **Section 10.2 Shift Differentials**

#### **A. First Shift.**

Effective July 1, 2001, a shift differential of two dollars and fifteen cents (\$2.15) per hour shall be paid for all time worked on the first (1st) shift (i.e., the night shift, 2300 hours to 0700 hours) to each employee specifically assigned to work the first (1st) shift. Effective the first full pay period beginning on or after July 1, 2015, the first shift differential shall be increased to two dollars and sixty cents (\$2.60) per hour. Effective the first full pay period beginning on or after July 1, 2024, the first shift differential shall be increased to three dollars (\$3.00) per hour.

#### **B. Third Shift.**

Effective July 1, 2001, a shift differential of one dollar and seventy-five cents (\$1.75) per hour shall be paid for all time worked on the third (3rd) shift (i.e., 1500 hours to 2300 hours) to each employee specifically assigned to the third (3rd) shift. Effective the first full pay period beginning on or after July 1, 2015, the third shift differential shall be increased to two dollars and twenty cents (\$2.20) per hour. Effective the first full pay period beginning on or after July 1, 2024, the third shift differential shall be increased to two dollars and fifty cents (\$2.50) per hour.

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

D. When the hours worked fall within the third (3rd) and first (1st) shifts, the employee shall be paid for all such hours at the shift differential rate which coincides with the majority of the hours worked, except that if exactly half the hours worked are in each of the third and first shifts, the higher differential rate shall apply for the entire number of hours worked.

E. Any employee specifically assigned to the second (2nd) shift (i.e., the day shift; 0700 to 1500 hours) shall not be entitled to a shift differential except for non-overtime hours actually worked outside of his/her normally scheduled tour of duty which also fall into the third (3rd) or first (1st) shift.

### **Section 10.3 Holiday Pay**

#### **A. Holidays and Holiday Compensation.**

1. The Personnel Law establishes the regular holidays for County employees including those employees covered by this Agreement, except that an additional holiday, entitled "Police Memorial Day," will be recognized and observed on May 15 of each year as a County holiday for employees covered by this Agreement. The holidays established by the Personnel Law are listed for convenient reference:

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

2. Eligible employees shall receive a day's pay for each of the designated holidays on which they perform no work.

3. Employees who work on a holiday that falls on their scheduled workday shall be paid at two (2) times their regular rate of pay for each hour worked (except overtime). Subject to the approval of the Office of Homeland Security and/or the Police Department, an employee can elect to receive compensatory leave at up to a double time rate in lieu of pay for hours actually worked on a holiday. (For example, one (1) hour of straight time pay plus one (1) hour compensatory leave for each hour worked on a holiday). Any overtime performed by an employee on a holiday in addition to their scheduled work hours shall be compensated in accordance with the employee's regular overtime rate (i.e., no pyramiding). An employee who works an overtime shift on a holiday that falls on the employee's regular day off, shall be compensated at one and one-half (1.5) times his or her regular rate and shall still be awarded compensatory leave as provided for in Paragraph 10.3. A.4.

4. If a holiday falls on an employee's regular day off, the employee shall earn compensatory leave equal to the number of hours in their scheduled workday so that the compensatory time can be used to take another day off.

#### **B. Holiday Work Scheduling.**

1. Bargaining unit members assigned to work shiftwork are entitled to the opportunity to work all holidays on which they are normally scheduled to work, and will be paid for those holidays actually worked pursuant to the provisions of subparagraph A of this Section 10.3.

2. Bargaining unit members assigned to permanent day work positions are entitled to the opportunity to work at least six (6) holidays during each fiscal year, with managerial discretion to assign employees to work up to an additional two (2) for a total of eight (8) holidays each fiscal year, and will be paid for those holidays actually worked pursuant to the provisions of subparagraph A of this Section 10.3. The determination as to which observed holidays bargaining unit members covered by this subparagraph B. 2. are actually scheduled to work will be determined

by the Department, consistent with operational needs.

C. Holiday Observance.

Whenever New Year's Day, Independence Day, Veteran's Day or Christmas Day falls on a weekend and is observed by the County on the preceding Friday or following Monday, employees who work either on the day the holiday falls or on the day it is observed shall be treated as working on a holiday for purposes of subparagraph A. above. Likewise, for purposes of subparagraph A., above, when Police Memorial Day falls on a Saturday, it shall also be observed on the previous Friday; and when it falls on a Sunday, it shall also be observed on the following Monday. Employees who work both the day the holiday falls on and the day it is observed shall be entitled to subparagraph A. benefits only as to the first such scheduled day to work.

#### **Section 10.4 Overtime Pay**

A. Any employee who is in a paid status in excess of forty (40) hours in a workweek will receive pay at the rate of one and one-half (1 1/2) times his/her regular rate for each overtime hour or ten (10) minute fraction thereof worked. At the option of the employee and with the approval of the County (which will not be unreasonably withheld), an employee eligible for compensatory time under applicable law may elect to receive compensatory leave at the rate of one and one-half (1 1/2) hours for each overtime hour worked.

B. Overtime shall be available to anyone within the division who is qualified in that class of work, including civilian supervisors covered by this Agreement. The Department will, when possible, offer PCEA bargaining unit members overtime work assignments to PCEA bargaining unit personnel before offering that work to non-PCEA bargaining unit employees. Such overtime shall, when possible, be offered to PCEA unit employees in the same division before offering to other PCEA unit employees.

C. Any Fair Labor Standards Act (FLSA) compensatory time that is earned and exceeds the two hundred forty (240) hour maximum carryover, will be paid in a timely fashion.

#### **Section 10.5 Call Back Pay**

A. Any employee who is called back to work from off-duty, and who does in fact perform duties on behalf of the Prince George's County Police Department, DoE or Office of Homeland Security, as applicable, during his/her normal off-duty hours, shall be paid for a minimum of four (4) hours at one and one-half (1 1/2) times his/her regular rate of pay beginning at the time the employee was contacted. This provision shall not apply to disciplinary procedures.

B. If an employee is called at home by the Employer and required to perform work at home on behalf of the Department during his/her normal off-duty hours, he/she will be compensated for the work performed at the overtime rate.

#### **Section 10.6 Acting Pay**

A. When an employee is assigned by the Employer to perform in an acting capacity substantially all the duties and responsibilities of any other position with a higher grade and does in fact assume the duties of that position for a period of ten (10) consecutive days or more (including scheduled days off, approved holidays, approved sick leave of two (2) days or less, and approved emergency annual leave, but excluding time for which an employee is otherwise on leave status), he/she shall be paid at the rate of ten percent (10%) or the minimum starting salary in the grade of the acting position, whichever is greater, retroactive to the first (1st) day in the acting capacity and he/she shall continue to be paid that rate until relieved of the position. Effective July 1, 2024, notwithstanding anything in this paragraph to the contrary, personnel who serve in an acting capacity as a P16 Public Safety Emergency Dispatcher I while they are participating in the OHS/PSC Dispatcher Apprenticeship Program shall receive a five percent (5%) salary increase.

Effective the first full pay period after January 1, 2018, any bargaining unit member who has been in an acting capacity in the same position for a period of 12 continuous months (i.e., since January 1, 2017 at the earliest) will be paid at the rate of ten percent (10%) or at a rate of pay equal to the rate he/she would receive upon promotion to the higher grade or job classification, whichever is greater.

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

### **Section 10.7 Standby Compensation**

A. Crime Scene Investigators, Crime Scene Investigator Supervisors, RAFIS (Fingerprint Specialists), Armorers, Civilian Helicopter Pilots and employees in the Records Department will be compensated at the rate of twelve and one-half percent (12.5%) of the employee's base hourly straight time rate, for all hours they are required by the Police Department to standby. An employee called back to work will lose standby compensation for eight (8) hours.

B. Effective July 1, 2022, standby pay will be limited in the Office of Homeland Security (Public Safety Communications) to the following: Communications Specialist I/II and Communications Specialist III. Eligible OHS/PSC employees will be compensated at the rate of twelve and one-half percent (12.5%) of the employee's base hourly straight time rate, for all hours assigned to a standby roster. An employee called back to work at an assigned work location in person who receives Call Back Pay pursuant to Section 10.5 will lose standby compensation for eight (8) hours.

C. Standby pay shall be limited to personnel within the above classes of work who are assigned to standby rosters issued via email within the provisions of this Section. Employees who are on standby (and thus entitled to the 12.5% standby compensation) shall receive notification of when they will be on standby a minimum of twenty-one (21) days in advance. However, the parties also recognize that under emergency situations or unexpected circumstances, twenty-one (21) days' notice will not be provided.

## **Section 10.8 Court Time Compensation**

A. If, as a result of official actions taken during the normal course of employment with the Department, an employee covered by this Agreement is required to appear in Court while off duty, the employee will be paid a minimum of three (3) hours pay at one and one-half (1 1/2) times his/her regular rate of pay. For each hour beyond the first three (3) hours that an employee is required to attend court proceedings, the employee shall be paid at the overtime rate.

B. In determining the number of hours beyond three (3) that an employee is entitled to, the clock shall begin to run when the employee is first required by subpoena or otherwise to attend court and shall continue without interruption throughout the day until the end of the last court appearance of the employee that day.

C. For court time beyond three (3) hours, the employee shall be compensated in ten (10) minute segments, i.e., one sixth (1/6) hour pay at the overtime rate for every ten (10) minutes.

## **Section 10.9 TEC Pay**

A. Effective July 1, 2018, employees who are assigned to provide on the job training (which is designed to be at least five (5) days or more in duration) for employees will receive a payment of two and a half dollars (\$2.50) per hour. Effective July 1, 2019, the payment will increase to three dollars (\$3.00) per hour. Effective July 1, 2022, the payment will increase to four dollars (\$4.00) per hour. Effective January 1, 2024, the payment will increase to five dollars (\$5.00) per hour.

B. The County, with the participation of the PCEA, will develop testing procedures to measure an employee's conversational proficiency in selected languages other than English. An employee who passes such test will be certified as an interpreter in the language tested and will be assigned to interpret that language as part of his/her job duties. Effective July 1, 2007, employees will receive a lump sum payment of one thousand three hundred fifty dollars (\$1,350.00) per year beginning within thirty (30) days following their certification. On July 1, 2008, this amount will be increased to one thousand four hundred dollars (\$1,400.00). Effective July 1, 2022, this amount will be increased to one thousand six hundred dollars (\$1,600.00). Interpreter pay will be prorated the first year applicable based on when the employee is certified. Beginning July 1, 2012, those employees already certified prior to the beginning of the new fiscal year, will receive their TEC pay in the first full pay period in July of that new fiscal year. Effective July 1, 2022, sign language shall be one of the qualifying languages for interpreter pay pursuant to this Section.

C. Certified Cross Trained Emergency Dispatchers. Effective July 1, 2021, PSC Emergency Dispatcher II personnel and PSC bargaining unit personnel who have achieved all Phase I, Phase II and Phase III training as Law Enforcement Dispatchers and Fire/EMS Dispatchers who receive certification as cross trained dispatchers will be entitled to an additional 5% of base salary as certification pay (such personnel shall hereinafter be referred to as Certified Cross Trained Emergency Dispatchers).

The County, with the participation of the PCEA, will develop certification procedures to provide training and ensure employee dispatch proficiency in the required 9-1-1, law enforcement dispatch and Fire/EMS dispatch skill sets. An employee who successfully

completes the certification process in all three areas will be certified as a Cross Trained Emergency Dispatcher and will be assigned to perform all related dispatch functions as part of his/her job duties, regardless of the assigned area of responsibility.

Each Certified Cross Trained Emergency Dispatcher must (i) retain all required certifications, (ii) attend required training classes related to 9-1-1, Law Enforcement Dispatch and Fire/EMS Dispatch; (iii) satisfactorily perform a documented minimum of twelve (12) hours of Fire/EMS Dispatcher duties per month; and (iv) satisfactorily perform a documented minimum of twelve (12) hours of Law Enforcement Dispatcher duties per month. To retain certification pay, Certified Cross Trained Emergency Dispatchers shall meet the above criteria and undergo annual recertification processes consistent with the process in effect in FY 2021, provided that no unscheduled overtime costs shall be incurred as a result. Failure to satisfy all of these requirements will result in a loss of Certified Cross Trained Emergency Dispatcher status and pay. Emergency Dispatchers and Certified Cross Trained Emergency Dispatchers shall be provided advanced notice of all required training classes sufficient to enable attendance, and Emergency Dispatchers shall be provided a reasonable opportunity to complete the required certification procedures and requirements during their regularly assigned shifts in a TDY status.

Participation in this cross training certification program is entirely voluntary and is open to all PSC bargaining unit personnel who have achieved all Phase I, Phase II and Phase III training as Law Enforcement Dispatchers and Fire/EMS Dispatchers. Certified Cross Trained Emergency Dispatchers may withdraw from the program at any time by providing a minimum of 14 days advance written notice to the appointing authority or designee through the appropriate chain of command. Certified Cross Trained Emergency Dispatchers who withdraw from the program will lose the additional 5% certification pay as of the effective date of their withdrawal.

The Employer will not schedule work or initiate procedures to circumvent the provisions of this Section. Should changes to the OHRM Classification Specifications occur rendering these provisions obsolete, none of the provisions of this section, including the 5% certification pay, shall be applicable.

D. Crime Scene Investigators, Forensic Latent Print Examiners and Police Evidence Technicians. Crime Scene Investigators, Forensic Latent Print Examiners and Police Evidence Technicians who have specialized knowledge or training above and beyond their regular requirements, shall receive specialization pay of \$750.00 per year. Specialization pay shall be given to all eligible Crime Scene Investigators, Forensic Latent Print Examiners and Police Evidence Technicians who have successfully completed a specialized course of study in, have been qualified in any court of law as an expert in, or have been certified by the International Association for Identification ("IAI"). The following disciplines shall be recognized: (i) blood spatter analysis, (ii) shooting incident reconstruction, (iii) footwear pattern analysis, (iv) video analysis, (v) MPTC certification train the trainer, (vi) IAI certification in crime scene investigation, analysis or reconstruction, (vii) BERLA-IVE, (viii) clandestine grave investigation and reconstruction (ix) forensic art, video, or photography, (x) DNA, and/or (xi) Certified Latent Print Examiner/Tenprint Examiner. Specialization pay is limited to two (2) certifications for a maximum of \$1,500.00 per year. The annual specialization pay pursuant to this Section shall be paid in two installments, one in the pay period including July 1 and one in the pay period including January 1.



E. Hazardous Materials Pay. Effective July 1, 2022, eligible employees who, as part of their regular duties, handle, collect, examine, transport, or process hazardous or dangerous materials or chemicals shall receive premium pay upon assumption of such duties, and yearly thereafter, as follows: \$750.00 for Crime Scene Investigator, Drug Lab Examiners, DNA Lab Examiners, Latent Fingerprint Examiners, and Firearms Examiners.

F. Effective July 1, 2022, eligible PSC employees who satisfactorily complete established probationary periods and maintain International Academy of Emergency Dispatch (IAED) Emergency Police Dispatch Quality Assurance (EPD-Q), Emergency Fire Dispatch Quality Assurance (EFD-Q), or Emergency Medical Dispatch Quality Assurance (EMD-Q) certifications and use the certification(s) to complete at least a total of twenty-five (25) IAED quality assurance reviews per year towards the employee's certified discipline(s) shall receive \$750.00 in annual certification pay, unless maintenance of the EPD-Q, EFD-Q or EMD-Q certification is part of the classification specification minimum qualifications for his or her position. An employee with more than one Q certification shall be entitled to the certification pay if he or she performs 25 IAED quality assurance reviews in one of his or her disciplines, but shall not be entitled to an additional certification pay if he or she performs an additional 25 quality assurance reviews in a second or third discipline. Payment will be made the first pay period in July of each year to eligible employees for the previous year's compliance. Employees must provide proof of all certifications and compliance with requirements.

G. Effective July 1, 2022, civilian helicopter pilots who are members of this bargaining unit and who are certified to perform the maintenance test pilot function shall be entitled to the following: five thousand dollars (\$5,000.00) during their first two years of service as a civilian test pilot; six thousand dollars (\$6,000.00) during their third and fourth years of service as a civilian test pilot; seven thousand dollars (\$7,000.00) during their fifth and sixth years of service as a civilian test pilot; and eight thousand dollars (\$8,000.00) during years of service seven and above as a civilian test pilot.

## **Section 10.10 Workhours**

The workweek is the seven (7) consecutive day period commencing with the first (1st) shift on Sunday, and ending with the last shift on the following Saturday. The standard number of hours in a workweek shall be forty (40) hours. Although full-time employees assigned to shift work may not work exactly forty (40) hours in a workweek, the number of hours in the workweek of employees on such rotating shifts shall average forty (40) hours a week over the year.

## **Section 10.11 Work Schedule**

A. The County will provide each shift employee with a copy of his/her annual shift schedule.

B. Whenever an employee's shift assignment, hours of work or work location is changed, the Employer will provide the employee with at least fourteen (14) calendar days' notice before the change is effective. However, the parties also recognize that under emergency circumstances (such as filling in for someone who is absent from work) fourteen (14) days' notice may not be possible. In addition, the parties recognize that when operational necessity requires that the employer

relocate operations and employees are required to work at an alternate work location during their regular shift assignment, fourteen (14) days' notice may not be possible.

C. Administrative Procedure 226 sets forth the County's Telework Arrangement Program (TAP) Policy, and Personnel Procedure 229 addresses Alternate Work Schedules. These procedures apply to employees working in the Police Department and Office of Homeland Security. Employees can request either a telework arrangement or alternate work schedule pursuant to the terms of these procedures. Such requests shall be addressed in the manner provided for in Administrative Procedure 226 and Personnel Procedure 229, as applicable.

D. In the event that the regularly scheduled work hours of County police officers assigned to the Bureau of Patrol are permanently changed, the parties agree to refer to the Committee provided for in paragraph C. above (including reconvening the Committee if it has otherwise completed its work) for recommendation to the Chief the issue of whether changes should also be made in the work schedule of civilian station clerks.

### **Section 10.12 Emergency Closings**

A. When the County Executive closes the County offices for an entire day or any portion thereof, because of extreme inclement weather, other emergencies producing hazardous conditions, or for any other reason, essential employees covered by this Agreement will report to their established work sites and will be paid straight-time wages for hours worked on their regular work shifts. In addition, such employees, who work their full regularly scheduled shift during the twenty-four (24) hour period beginning at 6:00 a.m. of the day of the full or partial closing shall be entitled to the number of hours of compensatory leave (not to exceed twelve (12) hours per employee per twenty-four (24) hour period) equal to the number of hours of administrative leave granted to nonessential County employees. For purposes of this subsection, the County workday will be considered to begin at 8:00 a.m. and end at 4:30 p.m.

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

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

D. PCEA will be notified via an email of all delayed openings and emergency closings.

E. Joint Study Committee. There will be established a Joint Study Committee, composed of equal numbers of representatives named by the County and PCEA, not to exceed a total of two (2) from each party, to study the feasibility of inclement weather compensation alternatives during weekends and outside of the normal County workday. The Committee shall report its findings and recommendations to the Chief of Police in writing.

F. Employees covered by this Salary Schedule, who are required to work weekends as part of

their regularly scheduled shifts, will receive compensatory leave for the length of time that a County wide "Signal 26" issued by the Police Chief, or designee, due to extreme weather conditions, non-business hours (for purposes of this section that meaning 8:30 a.m. to 4:30 p.m.), is in effect on their shift(s) worked during the period from 6:00 a.m. Saturday through 6:00 a.m. on Monday.

1. Employees covered by this agreement, who are required to work weekends as part of their regularly scheduled shift, will receive compensatory leave for the length of time a Countywide "Signal 26" issued by the Chief of Police, or designee, due to extreme weather conditions, is in effect on their shifts worked during the period from 4:30 p.m. Friday through 8:00 a.m. on Monday.

2. Employees covered by this agreement, who are required to work weekday non-business hours (Monday-Friday after 4:30 p.m.) as part of their regularly scheduled shift will receive compensatory leave for the length of time a Countywide "Signal 26" issued by the Chief of Police, or designee, due to extreme weather conditions, is in effect during their shift.

### **Section 10.13 Rest Period**

Upon approval of the employee's supervisor, consistent with operational necessity, employees covered by this Agreement who are assigned to work twelve (12) hour shifts shall be entitled to one (1) twenty-five (25) minute break per shift in addition to their regular meal period. Employees assigned to work twelve (12) hour shifts shall also be entitled to an additional fifteen (15) minute break that may only be taken after completion of the scheduled meal period and after completion of the scheduled twenty-five (25) minute break.

Upon approval of the employee's supervisor, consistent with operational necessity, employees covered by this Agreement who are assigned to work ten (10) hour shifts shall be entitled to one (1) twenty (20) minute break per shift in addition to their regular meal period. Employees assigned to work ten (10) hour shifts shall also be entitled to an additional ten (10) minute paid break period that may only be taken after completion of the scheduled meal period and after completion of the scheduled twenty (20) minute break.

Upon approval of the employee's supervisor, consistent with operational necessity, employees covered by this Agreement who are assigned to work eight (8) hour shifts shall be entitled to one (1) fifteen (15) minute break per shift in addition to their regular meal period.

The Employer will make all reasonable efforts to make sure that employees are permitted to take their breaks.

### **Section 10.14 Meal Period**

Employees covered by this Agreement who work through their regular unpaid meal period (one-half (1/2) hour for eight (8) and ten (10) hour shifts; forty-five (45) minutes for a twelve (12) hour shift) at the direction of Management are entitled to be paid for the meal period worked pursuant to Section 10.4, Overtime Pay.

### **Section 10.15 Group Health Insurance Under the Beneflex Program**

- A. In Calendar Year 2019 and 2020, the County shall contribute seventy percent (70%) 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 thirty percent (30%).
- B. In Calendar Year 2019 and 2020, 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%). Employees who provide proof of other medical coverage may choose to receive a credit.
- C. In Calendar Year 2019 and 2020, the County shall contribute eighty-five (85%) to the County's deductible prescription drug and vision care programs for any employee who elects to participate in either program. The participating employees 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.
- D. The County shall contribute to the County's prescription and vision care programs for any employee who retires on or after July 1, 1996, on the same basis that it contributes on behalf of active employees. The above prescription and vision care program rates apply to any employee who retires on or after July 1, 1996. However, the parties expressly understand and agree that the County has not waived any rights it has with regard to whether matters affecting retirees constitute mandatory subjects of bargaining.
- E. The County/Employee contribution rate split for the preferred provider option plan, prepaid group health plan or HMO, applicable to active employees, shall also be applicable to retirees. However, the parties expressly understand and agree that the County has not waived any rights it has with regard to whether matters affecting retirees constitute mandatory subjects of bargaining.
- F. 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 these plans.
- G. The County agrees to meet and consult with PCEA for a reasonable period of time before implementing changes in health benefits provided to employees covered by the Agreement. The parties shall establish a committee for purposes of these discussions if either party deems it desirable.

### **Section 10.16 Group Life Insurance Under the Beneflex Program**

Effective July 1, 2001, the County shall pay one hundred percent (100%) of the monthly premium for County life insurance for each employee in the amount of two (2) times the employee's annual salary up to a maximum amount of one hundred fifty thousand dollars (\$150,000.00). Employees may choose to increase their life insurance from one (1) to four (4) times their annual salary up to a total of seven hundred fifty thousand dollars (\$750,000.00) including the base amount provided by the County. Employees will pay for the increased coverage at rates based on their age and

amount of coverage. Employees may choose to reduce their life insurance to one (1) times their annual salary and receive a credit.

#### **Section 10.17 Leave of Absence Benefits**

When the Chief of Police, the Director of DoE or the Director of Homeland Security, in their discretion, recommend to the County Personnel Officer that a request for leave without pay made by an employee covered by this Agreement be approved, the Chief of Police, the Director of DoE or the Director of Homeland Security, as appropriate, will send to the employee at his/her home address or have hand delivered the letter and form appearing at the back of this contract as Attachment B. The responsibility for making arrangements for benefits while on leave without pay is the employee's.

#### **Section 10.18 Driver Training**

Employees who are regularly assigned to operate motor vehicles, as a position requirement, shall be assigned to attend a driving course as provided by the County.

#### **Section 10.19 Medical Advisory Board**

The PCEA President or his/her designee will sit on the Medical Advisory Board as an observer with regard to cases that pertain to a PCEA represented employee(s).

#### **Section 10.20 Disability Status Review by the Medical Advisory Board**

When an employee is sent to a County doctor for examination before a review of his/her disability status by the Medical Advisory Board (MAB), the employee shall be advised by letter of his/her right to submit other medical information to the MAB. The parties have agreed on a letter to be sent for such purposes. A copy of the County doctor's report will be sent to the employee.

#### **Section 10.21 Retention Incentive Program - Joint Study Committee**

There will be established a Joint Study Committee, composed of equal numbers of representatives named by the County and PCEA, to make recommendations regarding the adoption of a retention incentive program for employees covered by this Agreement. This study will begin on October 1, 2022, and a report of the Committee's findings and recommendations submitted within six (6) months to the Chief of Police, the Director of DoE and the Director of Homeland Security.

#### **Section 10.22 Pyramiding**

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

#### **Section 10.23 Police Civilian Supervisor Training**

Bargaining Unit Employees in the Police Department who are promoted to a supervisory position shall be mandated to attend supervisor training provided to police supervisors. This

training will take place within six (6) months of being promoted.

## **ARTICLE 11 -- SUPPLEMENTAL RETIREMENT BENEFIT**

### **A. Benefit Accrual and Amounts.**

1. Effective July 1, 1992, employees covered by this Agreement may elect to participate in a supplemental retirement benefit program and all employees hired on or after July 1, 1992, will participate in a supplemental retirement benefit program pursuant to rules established in the Supplemental Retirement Plan. The supplemental retirement program will be jointly funded through County and employee contributions. The rate of accrual and amount of the benefit payable under this program are determined as follows:

a. Benefit accrual is at the rate of four tenths of one percent (0.4%) times the number of years of actual and continuous service the employee has as a full-time 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, as determined pursuant to paragraph E, below.

b. Pursuant to paragraph A.1, above, the maximum benefit payable to any eligible employee is ten percent (10%) of the employee's average annual compensation, as determined pursuant to paragraph E, below.

### **B. Job Related Disability Benefit.**

Effective July 1, 1999, if an employee becomes entitled to a job-related disability pension from the Maryland State Retirement or Pension Plan, the employee will be entitled to receive a disability pension benefit under this Supplemental Retirement Plan equal to a benefit calculated on the regular service formula for a normal benefit pursuant to paragraph A.1, above, as amended by paragraphs G, H, I and J below.

### **C. Vesting.**

#### **1. Minimum Continuous Service Requirements.**

No employee covered by this Agreement 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 paragraph C.1, above, shall be entitled to receive a monthly benefit as determined pursuant to paragraph A., above; provided, however, that no employee terminated for disciplinary reasons will be entitled to any benefit under this Section.

### **D. Benefit Payment.**

1. The benefit accrued by an employee under either paragraphs A or C, above, shall not be payable until retirement at the earlier age of 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.

2. Effective July 1, 1995, if a plan participant's eligible spouse dies after a participant begins receiving a Joint and Survivor Pension under this Plan, the participant's benefit shall be increased to the level it would have been had the Joint and Survivor option never been chosen.

E. Funding.

1. Effective July 1, 2001, except for the cost of funding the increase in the benefit accrual rate from six tenths of one percent (.6%) per year to eight tenths of one percent (.8%) per year (as provided in paragraph I below), -- which cost shall be the sole responsibility of the County, the cost of funding the supplemental retirement benefit 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.

2. Effective July 1, 2003, new employees hired on or after this date will pay fifty percent (50%) of the total contribution rate required for the Supplemental Pension Plan. The County will pay the other fifty percent (50%).

F. 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.

G. Supplemental Retirement Benefit Plan Modification Effective June 30, 1993.

Effective June 30, 1993, the benefit accrual rate in paragraph A., above, shall be increased from four-tenths of one percent (0.4%) to six-tenths of one percent (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%).

H. Supplemental Retirement Benefit Plan Modification Effective July 1, 1996.

Effective July 1, 1996, the period for computing the maximum benefit in paragraph G., above, shall be increased from twenty-five (25) years of service to thirty (30) years for an increase in normal benefit from fifteen percent (15%) to eighteen percent (18%).

I. Supplemental Retirement Benefit Plan Modification Effective July 1, 2001.

Effective July 1, 2001, the benefit accrual rate in paragraphs A, G and H, above, shall be increased from six-tenths of one percent (0.6%) to eight-tenths of one percent (0.8%) per year for up to thirty (30) years for an increase in normal benefit from eighteen percent (18%) to twenty-four percent (24%). The County will bear the entire cost of this pension enhancement.

J. Supplemental Retirement Benefit Plan Modification Effective July 1, 2003.

Effective July 1, 2003, the rate of accrual for all years of service under the Supplemental Pension Plan will increase from eight-tenths of one percent (0.8%) to one percent (1%) per year. Employees will pay fifty percent (50%) of the additional contribution attributable to this pension enhancement. Such additional payment shall begin effective when the contribution rate increase attributable to this improvement is made applicable to the County.

K. Supplemental Retirement Benefit Plan Modification Effective July 1, 2012

Employees hired on or after July 1, 2012 will be subject to the following Supplemental Plan modifications:

Vesting/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 earlier of: (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

These modifications are intended to incorporate the applicable changes adopted by the Maryland State Retirement and Pension System, which went into effect July 1, 2011.

L. Hold Harmless

For any employee covered by this Agreement who retires during the period from July 1, 2024, through June 30, 2026, "Average Annual Compensation" as that term is defined in paragraph F. (Definitions), above, will be calculated as if the employee had received the step increase(s), if any, the employee would otherwise have been eligible to receive during the period covering FY96 and FY97 but for the deferral of such step increases in those years.

In addition, any employee covered by this Agreement who retires during the period beginning with the effective date of the legislation enacting this provision through June 30, 2026, "Average Annual Compensation" as that term is defined in paragraph F. (Definitions), above, will be calculated as if the employee had received the step increase(s), if any, the employee would



otherwise have been eligible to receive during the period covering Fiscal Year 2010, Fiscal Year 2011, Fiscal Year 2012, Fiscal Year 2013, Fiscal Year 2016 and Fiscal Year 2017.

M. Fiscal Year 2004 G-Scale Employee Transfer

Effective July 1, 2003, former G-Scale employees who participated in the G-Scale Supplemental Pension Plan ("G-Scale Plan") and who are now covered by the PCEA collective bargaining Agreement, will be placed in (transferred to) the PCEA Supplemental Pension Plan ("P-Scale Plan") effective July 1, 2003. Assets and liabilities (vested and non-vested) attributable to such employees in the G-Scale Plan as of June 30, 2003, will be transferred to the P-Scale Plan. The determination of the amount of assets transferred to the P-Scale Plan is based on a formula recommended by the plans' actuary and agreed to by the parties. Following the transfer, all prior service (i.e., before July 1, 2003) for these transferred employees, as General Schedule employees under the G-Scale Plan, will be credited under the P-Scale Plan using an accrual rate equal to the greater of one percent (1%) or the PCEA accrual rate. Any service for said employees after the transfer date (June 30, 2003) will be calculated using the PCEA accrual rate. If the PCEA accrual rate for existing service is ever increased above one percent (1%), such increase shall also apply to the transferred service of these employees from the G-Scale Plan. The County agrees to amend the applicable supplemental pension plan(s) in order to implement the transfer in the manner described above.

N. IRS Pickup Plan

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

a. 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;

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

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

d. 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.

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

## **ARTICLE 12 -- LEAVE**

### **Section 12.1 Sick Leave Policies**

- A. Sick leave policies shall be administered in accordance with the Prince George's County Personnel Law.
- B. Sick leave may be taken in fifteen (15) minute increments.
- C. PCEA 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 Agreement. This leave may then be transferred from the bank to the sick leave account of another employee covered by this Agreement with a zero (0) leave balance (annual, sick, personal and compensatory time.) Use of such transferred leave shall be limited to employees who have been determined to be eligible for donated leave pursuant to Personnel Procedure 284 and the Chief Administrative Officer Directive dated July 18, 2012.
- D. The administration of this sick leave bank shall be the responsibility of PCEA. 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 PCEA that the sick leave is to be transferred and after verification that the receiving employee has met all the necessary conditions of eligibility.
- E. In addition to donations to the sick leave bank above, employees will be permitted to donate their sick leave directly to other employees in accordance with the County Personnel Law and procedures.

### **Section 12.2 Annual Leave Policy**

- A. Annual leave policies shall be administered in accordance with the Prince George's County Personnel Law, except as may be provided otherwise below:
  - 1. Annual leave may be taken in fifteen (15) minute increments.
  - 2. A maximum of three hundred sixty (360) hours of accumulated annual leave earned beginning with the first pay period in the 1997 leave year (i.e., January 5, 1997) may be carried over from one leave year to the next by an employee (i.e., new annual leave).
  - 3. An employee shall be allowed to carry over annual leave earned as of the last full pay period in leave year 1996 (i.e., old annual leave) even if such accumulated amount is in excess of the maximum allowed in Subsection 2. above.
  - 4. Effective beginning with the 1997 leave year, employees who are over the three hundred sixty (360) hours limit at the end of that leave year will be able to convert any annual leave in excess of three hundred sixty (360) hours to new sick leave.
- B. 1. Employees in the bargaining unit who receive better than "Satisfactory" on their annual

performance evaluation shall receive an award of up to twenty-four (24) hours of annual leave as follows: 24 hours for the employee's second straight "Outstanding" rating on annual PPAs; 16 hours for an "Outstanding" rating on their current annual PPA; and 8 hours for "Exceeds Satisfactory" on their current annual PPA. In addition, Employees who have received two straight "Exceeds Satisfactory" (or better) ratings on the past two PPAs and have not received any sustained disciplinary action at the Written Reprimand level or above in the past two evaluation periods shall receive a Good Conduct Award of sixteen (16) hours of annual leave. Leave awards provided pursuant to this paragraph accrued from November 15 to December 31 of a calendar year shall be credited to the employee's leave balance in January of the following calendar year.

2. Between November 1 and November 15 of each calendar year eligible employees shall be entitled to request and receive pay at the employee's regular rate of pay for up to eighty (80) hours of unencumbered annual leave accrued after calendar year 1995. Payment for this accrued leave shall be made in December of that calendar year. To be eligible, an employee must (a) have at least three hundred and sixty (360) hours of remaining unencumbered accrued annual leave after the payment is made and (b) have utilized less than ten (10) workdays of sick leave during the preceding fiscal year, not including the use of FMLA-related sick leave. This program of paying for annual leave shall terminate effective June 30, 2026.

### **Section 12.3 Sick and Annual Leave Disposition Upon Separation**

A. Effective beginning with the 1997 leave year (i.e. January 5, 1997), the annual and sick leave balances accumulated by an employee shall, upon the employee's separation from employment, with proper notice of separation, be liquidated in the following manner:

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

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

3. The employee may elect to receive cash payment for all or any portion of the employee's annual leave balance in an amount equal to the total number of unused annual leave hours multiplied by the employee's final base hourly rate of pay, subject to the following:

a. Upon separation from employment, employees who participate in the Maryland State Retirement Systems (MSRS) may elect to receive a cash payment for the remainder of their annual leave hours that were accumulated as of the end of the 1996 leave year OR up to three hundred sixty (360) hours of accumulated annual leave, whichever is greater. Any remaining amount may be donated to PCEA leave bank.

4. For all or any portion of the employee's sick leave balance earned as of the end of the last full pay period of the 1996 leave year, the employee may elect to receive cash payment in an amount equal to the total number of unused sick leave hours multiplied by one-half (1/2) of the employee's base hourly rate of pay as of January 4, 1997. Sick leave earned beginning the first

pay period of Fiscal Year 1997 is not subject to cash payment to the employee upon separation.

5. For individuals who participate in the MSRS plan, sick leave earned beginning with the first pay period in the 1997 leave year is not subject to cash payment but may be used to purchase MSRS pension credit at the applicable rate established by the State of Maryland and MSRS.

6. 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.

7. 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.

#### **Section 12.4 Leave of Absence**

Leave without pay may be granted for up to one (1) year when just cause for such leave is shown by the employee. Such leave shall be requested in writing and shall be subject to approval of the Chief of Police or his/her designee or the Director of DoE or his/her designee or the Director of Homeland Security or his/her designee, as appropriate, and such approval shall not be unreasonably withheld. The Chief of Police, the Director of DoE or the Director of Homeland Security has the right to set reasonable limits on such leaves.

#### **Section 12.5 Discretionary Leave**

A. Employees covered by this Agreement are eligible for and may take one (1) day of discretionary leave per wage reporting year. Discretionary leave may not be taken in increments and must be requested with reasonable advance notice and approved prior to use. A day of discretionary leave -- like a day of holiday leave -- shall consist of the number of hours in the employee's regularly scheduled workshift (e.g., 8, 10 or 12 hour shifts).

B. Employees covered by this Agreement who have been employed as civilian employees of the Prince George's County Police Department and/or the Vehicle Audit Unit of the Department of the Environment and/or Office of Homeland Security for ten (10) or more years shall be eligible for one (1) day of Discretionary Leave per fiscal year in addition to the one (1) day of Discretionary Leave described in the above paragraph, subject to the same limitations described in that paragraph.

C. Employees covered by this Agreement who have been employed as civilian employees of the Prince George's County Police Department and/or the Vehicle Audit Unit of the Department of the Environment and/or Office of Homeland Security for fifteen (15) or more years shall be eligible for two (2) days of Discretionary Leave per wage reporting year in addition to the one (1) day of Discretionary Leave described in the first paragraph above and subject to the same limitations described in that paragraph.

## **Section 12.6 Personal Leave**

In accordance with the Personnel Law, sixteen (16) hours of personal leave including the four (4) hours of personal leave granted each year in lieu of a General Election Day holiday -- per wage reporting year shall be granted to each employee eligible for annual leave. Personal leave shall be requested and approved in advance of use. There shall be no accumulation of personal leave and unused personal leave shall be forfeited at the end of the leave year or upon termination of employment.

## **Section 12.7 Leave Reporting for Employees**

When an employee covered by this Agreement uses leave (annual, sick or compensatory), his/her unpaid meal period shall not be included in his/her leave deduction.

## **Section 12.8 Family and Medical Leave**

Employees covered by this Agreement are entitled to family and medical leave as provided in the County Personnel Law. The Chief of Police, the Director of DoE, or the Director of Homeland Security may also grant the employee additional leave without pay pursuant to the terms of the Personnel Law. Where leave without pay is granted to an employee under this Article, the employee will be advised at the time the leave is granted as to whether or not the employee will be able to return to the job he/she held at the time the leave without pay was requested.

## **Section 12.9 Bereavement Leave**

A. In the event of the death of an employee's spouse, child (to include stepchild), parent (to include a step parent), or sibling, the employee may take up to seven (7) working days leave for bereavement. The first three (3) leave days will be administrative leave days and the other days will be charged to the employee's accumulated sick leave, annual leave or leave without pay.

B. In the event of the death of an employee's grandparent, grandchild, brother- or sister-in-law, mother- or father-in-law, or son- or daughter-in-law, or any member of the employee's household the employee may take up to five (5) working days leave for bereavement. The first leave day will be an administrative leave day, and the other day or days will be charged to the employee's accumulated sick leave, annual leave or leave without pay.

## **Section 12.10 Disability Leave**

Disability leave policies shall be administered in accordance with the Personnel Law, provided, however, that for good cause shown, the Personnel Officer may grant one (1) additional ninety (90) day period of disability leave to an employee who has petitioned the Chief of Police, the Director of DoE or the Director of Homeland Security and has received their recommendation for additional leave.

# **ARTICLE 13 -- CLOTHING AND MAINTENANCE ALLOWANCE**

**Section 13.1 Police Evidence Technicians/Crime Scene Investigators/Police Evidence Technician Supervisors (Administrative Assistants)/Forensic Latent Print Examiners/Property Clerks/Television Studio Personnel (Audio Visual Specialists)/Supply Technicians/Firearms Instructors**

A. The Employer shall provide an annual maintenance allowance of seven hundred fifty dollars (\$750.00) for Evidence Technicians/Crime Scene Investigators, Forensic Latent Print Examiners and Evidence Technician Supervisors. The Employer also agrees to furnish one (1) pair of coveralls for Property Clerks working in Vehicle Services.

The Employer agrees to furnish each Evidence Technician/Crime Scene Investigator an initial issue of the following uniform items at the time of hire or at the time the member otherwise assumes duty:

- Two (2) short-sleeve polo shirts;
- Two (2) long-sleeve polo shirts;
- Two (2) pairs of tactical pants;
- One issue of coveralls;
- One (1) raincoat;
- One (1) pair of work boots for use at crime scenes

B. Effective July 1, 2003, the Employer will furnish an annual clothing maintenance allowance of two hundred twenty-five dollars (\$225.00) for Property Clerks in the Department of the Environment. Effective July 1, 2004, this allowance will increase to two hundred fifty dollars (\$250.00). Effective July 1, 2012, this allowance will increase to three hundred dollars (\$300.00). Effective July 1, 2015, this allowance will increase to three hundred fifty dollars (\$350.00). Effective July 1, 2022, this allowance will increase to four hundred fifty dollars (\$450.00).

C. Effective July 1, 2003, the Employer will furnish an annual clothing maintenance allowance of two hundred twenty-five dollars (\$225.00) for Property Clerks, Property Supply Clerks, Television Studio Personnel, Forensic Chemists, Firearms Examiners, Lab Assistants and Firearms Technicians in the Police Department. Effective July 1, 2004, this allowance will increase to two hundred fifty dollars (\$250.00). Effective July 1, 2012, this allowance will increase to three hundred dollars (\$300.00). Effective July 1, 2015, this allowance will increase to three hundred fifty dollars (\$350.00). Effective July 1, 2022, this allowance will increase to four hundred fifty dollars (\$450.00).

D. Effective July 1, 2005, a Uniform Committee will be established to recommend which units/divisions need standardized uniforms.

E. Effective July 1, 2012, the Employer will furnish an annual clothing maintenance allowance of three hundred dollars (\$300.00) for Firearms Instructors, Armorer and Supply Technicians. Effective July 1, 2015, this allowance will increase to three hundred fifty dollars (\$350.00). Effective July 1, 2022, this allowance will increase to four hundred fifty dollars (\$450.00). By January 1, 2025, or at the time of hire for employees hired after that date, all Firearms Instructors, Armorer and Supply Technicians shall be initially issued two (2) pair of pants and four (4) shirts. Thereafter, Firearms Instructors, Armorer and Supply Technicians shall use the annual clothing

maintenance allowance of four hundred fifty dollars (\$450.00) to replace the issued pants and shirts.

F. The Employer will furnish Public Safety Communication employees with eight (8) shirts within 60 days of hire, and four (4) new shirts (long sleeve or short sleeve as requested) issued on or before January 1 of each calendar year.

G. The Employer agrees to provide bullet proof vests, including one outer vest carrier, to each Evidence Technician/Crime Scene Investigator and Firearms Examiner and to replace such vests in accordance with the manufacturer's specifications. Except as otherwise instructed by management, employees shall be permitted to wear an outer vest when dispatched to a crime scene.

H. The County will furnish Tow Unit Investigators with three (3) shirts within 60 days of hire and two (2) shirts (long sleeve or short sleeve as requested) issued on January 1, of each calendar year, which bear an image or logo that clearly identifies the employee as a Tow Unit Investigator.

### **Section 13.2 Security Officers**

A. Joint Study Committee. There will be established a Joint Study Committee, composed of equal numbers of representatives named by the County and PCEA, not to exceed a total of two (2) from each party, to review the design of the uniform worn by Security Officers. PCEA members of the Committee shall be granted reasonable time off with pay from their regularly assigned positions to attend Committee meetings and perform designated Committee work. Such time off shall not be deducted from the leave bank referred to in Article 2, Section 2.3 G. The Committee shall report its findings and recommendations to the Chief of Police in writing within five (5) months of the date the Committee is formed. The Chief shall consult with the PCEA President concerning the Committee's report.

B. Security Officers are responsible for the care and maintenance of their uniforms in serviceable condition. To defray the costs of this responsibility the County will provide a six hundred dollar (\$600.00) clothing allowance in each fiscal year. Effective July 1, 2022, this allowance will increase to seven hundred dollars (\$700.00).

C. In addition to the annual In-Service that is provided by the Police Department, Security Officers will participate in additional work-related training courses designed and administered by the Training Division of the Prince George's County Police Department.

### **Section 13.3 Clothing Allowance Disbursement**

Clothing allowances payable pursuant to this Section shall be paid in two installments, one in the pay period including July 1 and one in the pay period including January 1 and are not included in the employee's base pay for any purposes such as computing holiday pay, annual and sick leave pay, etc.

### **Section 13.4 Headsets**

Every other calendar year the County will reimburse no more than six (6) Firearms

Instructors/Armorers up to Seventy-five Dollars (\$75.00) for inner-ear protection meeting minimum industry standards. Reimbursement will require satisfactory proof of purchase.

### **Section 13.5 Map Books**

The County shall provide, bi-annually (every two years), one (1) updated map book per desk in each facility where map books are used in the performance of the job and where no mapping software is available. Where mapping software is used in the performance of the job, map books will be available for every four (4) positions. In addition, there shall be at least one (1) map book available at every station house. These books will be distributed on even numbered years (2018, 2020, 2022, 2024 etc.) within thirty (30) days of the latest release after January 2.

### **Section 13.6 County Documents**

The County will provide to the PCEA President one copy of the most current Personnel Law, Administrative Procedures, Police Department General Orders and Homeland Security SOP's. Revisions to above will be supplied to the PCEA. These documents will be provided one time a year in July.

## **ARTICLE 14 -- JOB DESCRIPTION**

A. An employee covered by this Agreement will be provided with a copy of his/her current job description at the time of his/her appointment and at the time of his/her annual performance evaluation, and the employee must sign the job description to acknowledge receipt of it. The employee will also be notified when his or her job description is modified. On July 1<sup>st</sup> of each year, the PCEA will be provided with a copy of all written job descriptions within the bargaining unit.

B. Any change in an employee's job description shall only be within the scope of the employee's class standard. Whenever a new task or duty becomes a part of an employee's job description and the employee requires training in order to perform the new task or duty, the Department will provide appropriate training. Where the Department provides on-the-job training (OJT), it will train the employees who conduct the OJT. No part of the employee's performance evaluation shall encompass a new task or duty until the appropriate training has been completed.

C. At the employee's request, a supervisor will provide direction to the employee concerning the priority of assigned tasks which the employee is to perform.

## **ARTICLE 15 -- SAFETY AND HEALTH**

A. The promotion of safety and health in the work environment is an important and mutually desirable objective. The County and PCEA therefore agree to cooperate to the fullest extent in the promotion of safety and health.

B. The County and PCEA agree to establish a joint Police Department/PCEA Safety and Health Committee for the purpose of promoting job safety and health. The Committee shall consist of four (4) members, two (2) representing the County and two (2) representing PCEA. The County's



representatives shall be a Deputy Chief of Police and a Deputy Labor Commissioner. PCEA representatives shall be the PCEA President or permanent designee and an additional PCEA member designated by the PCEA President. The Deputy Chief of Police and the PCEA President or permanent designee shall co-chair the Committee.

C. The Committee shall meet as needed to investigate problems or grievances involving safety and health in the workplace as may arise from time to time. Both the County and PCEA may place safety and health issues on the agenda. Unless the parties agree otherwise, the Committee shall meet not later than ten (10) days after either party has proposed a safety and health problem for Committee consideration. The Committee shall investigate the matter and make a report, including specific recommendations, where appropriate, for consideration by the Chief of Police and/or the Director of DoE or the Director of Homeland Security, as appropriate.

D. When a condition at the workplace poses an immediate threat to the health or safety of employees covered by this Agreement, the Department will take prompt corrective action to reduce the threat, and the Committee will convene a special meeting to address the health or safety problem not later than three (3) days after the initial corrective action.

E. Within twenty-five (25) working days after receiving the Committee report, the Police Chief and/or the Director of DoE or the Director of Homeland Security, as appropriate, shall notify the Committee in writing of the action the Department proposes to take to correct the alleged unsafe condition.

F. No employee may make a safety claim as a pretext for refusing to carry out a work assignment or for engaging in concerted activity in violation of Article 16 of this Agreement.

G. The parties agree that the procedures outlined above are the sole and exclusive procedures under this Agreement for addressing health and safety issues and that safety and health issues and the provisions of this Article 15 are therefore not subject to the grievance and arbitration provisions of this Agreement.

H. The Employer shall provide smoking cessation workshops to employees.

I. A Study Committee on civilian staff, one for the Police Department and one for the Public Safety Communications, shall be created. These Committees shall meet at least quarterly at the request of the PCEA. Upon mutual agreement the Committee may meet more often than quarterly.

J. The County agrees to establish a critical incident stress management (CISM) team comprised of Public Safety Communications (PSC) employees that have been trained and are available to provide post-incident one-on-one or group defusing within two (2) hours of a crisis/critical incident. The post-incident defusing shall be for the purposes of employee assessment, triage and acute symptom mitigation. The PSC CISM team will work under the direction of the Appointing Authority or his/her designee and in conjunction with the existing services provided by the Employee Assistance Program and CISM teams from other public safety agencies. The County agrees to enable the PSC CISM team members to attend the training necessary to obtain and maintain a level of certification/training that is commensurate to the mission of the team.

## **ARTICLE 16 -- NO STRIKE OR LOCKOUT**

A. PCEA and its members, individually and collectively, agree that during the term of this Agreement, there shall be no strikes, slow-ups, nor stoppage of work; and the County agrees that there shall be no lockouts.

B. In the event of an illegal strike, slow-up or work stoppage, PCEA shall promptly and publicly disavow such unauthorized conduct, order the employees to return to work and take all steps necessary to bring about a prompt resumption of normal operations.

C. The County shall have the right to discipline, by way of discharge or otherwise, any employee who participates in such illegal conduct.

## **ARTICLE 17 -- SAVINGS CLAUSE**

In the event any Article, Section or portion of this Agreement should be held invalid and unenforceable by any Court or higher authority of competent jurisdiction, such decision shall apply to the specified Article, Section or portion thereof specified in the decision; and upon issuance of such a decision, the Employer and PCEA agree to immediately negotiate a substitute for the invalidated Article, Section or portion thereof.

## **ARTICLE 18 -- NONDISCRIMINATION**

The provisions of this Agreement shall be applied in accordance with applicable Federal, State and local laws with regard to discrimination on the basis of race, sex, sexual orientation, marital status, color, religious or political affiliation, country of origin, age or disability. There shall be no discrimination against any employee on account of his/her membership or non-membership in PCEA. PCEA shall share equally with the County the responsibility for applying this Article.

## **ARTICLE 19 -- PUBLICATION OF AGREEMENT**

The Employer, at its expense, agrees to (1) publish this Agreement in an electronic format available to employees on County internet sites and (2) to print and distribute fifty (50) booklet copies to PCEA. Current and future employees will be permitted to print off one (1) copy of the Agreement for their personal use.

## **ARTICLE 20 -- DURATION**

A. This Agreement shall become effective on July 1, 2024, unless otherwise stated in specific sections, and shall remain in full force and effect until June 30, 2026.

B. This Agreement shall be automatically renewed from year to year after June 30, 2026, unless either party shall notify the other in writing no later than October 1, 2025 (or October 1st of any subsequent year thereafter in the case of an automatic renewal), that it desires to terminate, modify or amend this Agreement.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_, 2024, in Prince George's County, Maryland.

PRINCE GEORGE'S COUNTY  
POLICE CIVILIAN EMPLOYEES  
ASSOCIATION

*Samantha Lightner*

Samantha Lightner  
President

PRINCE GEORGE'S COUNTY,  
MARYLAND

*Angela Alsobrooks*

Angela D. Alsobrooks  
County Executive

*Malik Aziz*

Malik Aziz  
Chief of Police

*Ronald E. Gill*

Ronald E. Gill  
Director, Office of Homeland Security

*Andrea L. Crooms*

Andrea L. Crooms  
Director, Department of the Environment

**ATTACHMENT A****PCEA UNIFORM WAGE SCALE**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
STEP	0-1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
COMPLETED	0-1	2	3	4	5	6	7	8	9	10	11	12	(13-15)	(16-18)	(19+)

**A. Pay Plan Description**

1. Pay Plan effective July 1, 1994.
2. 15 Step Plan - Derived as follows:

Step A (or Step 0-1) at Grade T-6 is three and one-half percent (3.5%) above the existing minimum salary for Grade P-6. Each successive step is three and one-half percent (3.5%) up to and including Step L. Step L to M is three percent (3%) and Steps M to N and N to O are two and one-half percent (2.5%).

3. Steps at Grade T-5 will be five percent (5%) less than corresponding steps at Grade T-6. The value of the intervals between the grades above Grade P-6 is five percent (5%).

4. Completed years of service for purposes of this pay plan shall be determined by using an employee's date of hire as reflected on the employee's PID.

**B. Placement and Movement on Wage Scale****1. Current Employees**

a. General Rule - On their anniversary dates in FY95, employees will be placed on the scale at the next step above their salary and then be afforded a one step increase. After being placed on the scale, no one will receive more than a one step increase during FY95, and some employees may not receive a step increase (see B.1.b. and c., below).

b. Employees below Step A (0-1) - On their anniversary dates, employees below Step A will be placed on the scale at Step A and will advance no further during FY95.

c. Longevity Steps (Steps M, N & O) - Employees whose placement on the scale plus anniversary increase in FY95 results in their being at a step below that warranted by their years of service will have annual step increases until they are at the step which corresponds with their completed years of service. Employees who are placed on the scale during FY95 at a longevity step which exceeds their years of service or who during subsequent years achieve a longevity step which exceeds their years of completed service will not advance to the next longevity step until warranted by their completed years of service.

2. New Hires - Entry level employees hired during FY95 will be hired at Step A (0-1), and will not move to Step B (2) until their anniversary date in FY97.

### 3. Promotions and Demotions

a. Except as provided in paragraph b. of this sub-section, effective July 1, 2005, upon promotion or demotion, an employee's salary will be increased or decreased, as applicable, by five percent (5%) for every grade movement. (For example, a one-grade promotion from P-05 to P-06 would be a five percent (5%) salary increase, a two-grade promotion from P-08 to P-10 would be a ten percent (10%) salary increase; or a three-grade promotion from P-10 to P-13 would be a fifteen percent (15%) promotion.)

b. Upon the adoption of the Council Bill enacting this collective bargaining agreement, an employee who receives a voluntary demotion may, if approved by the appointing authority and Director of OHRM, continue to be paid at their current salary provided such salary is in the pay range of the new position. An employee seeking a voluntary demotion will be informed of the procedure to request such approval by the Employer. The approval of the appointing authority and/or Director of OHRM with regard to whether an employee can continue to be paid at their current salary rate are not subject to grievance or appeal.

4. Anniversary Dates - Employees covered by this Agreement and hired before July 3, 1988, will keep the anniversary dates that they held on July 3, 1988 for as long as they are continuously employed. Employees hired on or after July 3, 1988 will have as their anniversary dates the dates of their initial appointment and those anniversary dates will not be changed while those employees are continuously employed.

C. Additional Pay Steps - Effective July 1, 1995, the wage scale will be expanded to include the following steps at a rate of two and one-half percent (2.5%) per step:

Step O	15	19 -21 years of service (Modified, not added)
Step P	16	22 - 24 years of service
Step Q	17	25 - 27 years of service
Step R	18	28 - 30 years of service

#### D. Fiscal Year 1998:

During FY98, any employee who has not advanced to the step on the Uniform Wage Scale that would otherwise have been warranted by his/her completed years of service as of January 1, 1998 (minus a two year lag because of the lack of credit toward merit increases during FY96 and FY97) will be placed on that step effective the first full pay period beginning on or after January 1, 1998.

#### E. Fiscal Year 2000:

1. Effective July 1, 1999, the anniversary dates of employees covered by this Agreement will be adjusted to the employee's date of hire if that date is different from the employee's current anniversary date.

2. Effective the first full pay period beginning on or after July 1, 1999, employees will be placed on the proper step of the Uniform Wage Scale for their years of service (minus two years

for loss of credit during FY96 and FY97).

3. Effective the first full pay period beginning on or after July 1, 1999, the Uniform Wage Scale shall be modified as follows:

Step N shall be applicable after 13 years of service;  
 Step O shall be applicable after 15 years of service;  
 Step P shall be applicable after 17 years of service;  
 Step Q shall be applicable after 19 years of service;  
 Step R shall be applicable after 22 years of service;  
 Step S shall be applicable after 25 years of service;  
 and a new Step T shall be applicable after 28 years of service.

The interval between Steps N to O, O to P, P to Q, Q to R, and R to S shall be increased from two and one-half percent (2.5%) to three percent (3%); and the interval from Step S to new Step T shall be two and one-half percent (2.5%).

F. Fiscal Year 2002:

1. Effective July 1, 2001, the intervals between Steps M and N and N and O shall be increased from three percent (3%) to three and one-half percent (3.5%); and the interval between Steps S and T shall be increased from two and one-half percent (2.5%) to three percent (3%).

2. In accordance with PERB Certification Number AAA 16 390 00243 01 which includes in the PCEA bargaining unit Emergency Dispatchers, formerly represented by IAFF Local 1619, in the Office of Information Technology and Communications (OITC), currently the Office of Homeland Security (OHS). Effective July 1, 2001, said employees will be placed at the step nearest their current salary level on the P-Salary Scale as of June 30, 2001, which is higher than their salary level as of June 30, 2001. If such a step is below their proper placement on the P-Salary Scale (minus two years for the loss of credit during FY96 and FY97, as applicable), then said employees will continue to move one step annually to reach their proper placement on the P-Salary Scale. In addition to the salary placement described above, said former B-scale employees will receive an additional lump sum payment of one thousand three hundred fifty dollars (\$1,350.00) per year to be paid annually on the first full pay period in July of each year. The purpose of such \$1,350.00 payment is to compensate the employees involved for clothing allowance and EMT Pay, which is no longer part of their compensation. It is intended that such lump sum payments ("Equity Adjustment") shall be a continuing part of the compensation of such employee, and shall be included in the "Average Annual Compensation" of such employees for the purpose of pension calculations for those employees. The annual payments of \$1, 350.00 will cease when the employee leaves the PCEA P-Salary Scale.

G. Fiscal Year 2003:

Effective July 1, 2002, the wage scale (with all steps) will be expanded to the grade of P-24. Each new Grade will be five percent (5%) more than the next previous grade (i.e. G21-G22-G23-G24).

In accordance with PERB Certification Number AAA 16 390 00248 01, former G-Scale

employees will be placed, effective June 30, 2002, on the P-Scale at the same Salary Grade they held as of June 30, 2002, at the nearest salary level on the P-Scale as of June 30, 2002, which is higher than their G-Scale salary level as of June 30, 2002. These employees will retroactively receive the same cost of living increase in FY03 as received by P-Scale employees, and will receive retroactively any applicable merit increase they would be eligible for in said Fiscal Year. Movement on the P-Scale will be as follows:

1. Employees below G-Max who are placed on the P-Scale at their grade as of June 30, 2002, at the nearest salary level on the P-Scale which is higher than their salary level as of June 30, 2002, and above their years of service (minus up to two years for suspension of merit steps during FY96 and FY97, as applicable), will advance towards Step L on a yearly basis and then will be frozen at Step L until they reach their appropriate years of service.

2. Employees currently below G-Max who are placed on the P-Scale at their grade as of June 30, 2002, at the nearest salary level on the P-Scale which is higher than their salary level as of June 30, 2002, but at a lower step in accordance with their years of service (minus up to two years for suspension of merit steps during FY96 and FY97, as applicable), will continue receiving annual merit increases and move on the P-Scale until they reach their appropriate years of service.

3. Employees currently at G-Max who are placed on the P-Scale at their grade as of June 30, 2002, and at Step L who are above their years of service (minus up to two years for suspension of merit steps during FY96 and FY97, as applicable), will be frozen at Step L until they reach their appropriate years of service.

4. Employees currently at G-Max who are placed on the P-Scale at their grade as of June 30, 2002, and at Step L who are below their years of service (minus up to two years for suspension of merit steps in FY96 and FY97, as applicable), will continue receiving annual merit increases and move on the P-Scale until they reach their appropriate years of service.

#### H. Fiscal Year 2004:

Effective July 1, 2003, employees hired above the starting salary on the wage scale will be informed in writing whether they will be frozen on the wage scale for any specified period of time. Such employees shall sign an acknowledgement that they have been informed of their future movement on the wage scale. Nothing in this subsection shall be construed to deny such employee any movement on the pay scale to which that employee would otherwise be entitled under the agreement.

#### I. Fiscal Year 2006:

Effective July 1, 2005, the May 1, 2005 wage scale will be converted from steps to a Min-Max system. The May 1, 2005 wage scale will be used with grades P05 through P24 Step A as the new Min rate and Step T as the new Max rate. Two new grades P25 and P26 will be added to the new Min-Max scale. Each new grade will be five percent (5%) more than the next previous grade. An employee will be eligible to advance to the next step for his/her grade on his/her anniversary date at the rate of one (1) three and one-half percent (3.5%) step per year provided that he/she receives a satisfactory performance evaluation for the preceding year.

J. Fiscal Year 2007:

Effective July 1, 2006, the Max pay rate will be increased by three and one-half percent (3.5%).

K. Fiscal Year 2009:

Effective July 1, 2008, the Max pay rate will be increased by three and one-half percent (3.5%).

L. Fiscal Year 2014:

Effective October 20, 2013, the minimum and maximum pay rates will be increased by two percent (2%).

M. Fiscal Year 2015:

Effective July 12, 2014, the maximum pay rates will be increased by three and one-half percent (3.5%).

N. Effective July 1, 2017, the maximum pay rates will be increased by three and one-half percent (3.5%).

O. Fiscal Year 2023

Effective July 1, 2022, Salary Schedule P will be adjusted at P05 to reflect the County minimum wage of \$12.50 per hour. The maximum and minimum salary at all other grades will be adjusted accordingly.

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

P. Fiscal Year 2024

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



**ATTACHMENT B**

CERTIFIED MAIL

or

HAND DELIVERED

NAME  
STREET  
CITY/STATE

Dear NAME:

I have received your request for leave without pay from \_\_\_\_\_ through \_\_\_\_\_. I have concurred with your request and directed correspondence to the Director of the Office of Human Resources Management for approval. I will notify you of his decision as soon as I am informed of it.

Continuation of Health and Life Insurance Coverage. Although it is your responsibility to make arrangements with the Benefits Division of the Office of Human Resources Management (OHRM), to make whatever payments you may be required to make to continue your health and life insurance coverage, we have contacted OHRM and have attached a form which lists any payments due in order to continue your health and life insurance coverage. You should contact the Benefits Division of OHRM, at 301-883-6380 if you have further questions.

Continuation of Retirement/Pension Benefits. The State Retirement and Pension Systems have their own rules concerning the continuation of benefits during a leave of absence. Not every County approved leave of absence meets their definitions of leave of absence for the State Retirement and Pension Systems. However, if a leave of absence of more than ten (10) days is approved for personal illness, maternity or paternity, study, service in an employee organization, government sponsored organization, or adoption, you must file the MSRS-46 form (Application To Be Placed On A Qualifying Approved Leave of Absence) with the State Retirement Agency before your leave begins to protect your benefits. If you have not already completed the form, one is attached for your convenience. You should contact the Pensions Division of OHRM, at 301-883-6390 for further information.

Sincerely,

Chief of Police  
Director, Department of Environmental Resources  
Director, Office of Homeland Security

Enclosure

LEAVE WITHOUT PAY

HEALTH & LIFE INSURANCE  
EMPLOYEE PREMIUM PAYMENTS

Name \_\_\_\_\_ Leave to begin \_\_\_\_\_  
Soc. Sec. No. \_\_\_\_\_ Leave to end \_\_\_\_\_  
Department/Division \_\_\_\_\_

Once you begin your leave without pay,  
your Health insurance coverage will continue through \_\_\_\_\_;  
date  
your Prescription insurance coverage, through \_\_\_\_\_;  
date  
your Optical insurance coverage, through \_\_\_\_\_;  
date  
your Dental insurance coverage, through \_\_\_\_\_;  
date  
and your Life insurance coverage, through \_\_\_\_\_.  
date

In order to continue your coverage, you must make the following premium payments to Prince George's County (Benefits Division, Office of Human Resources Management, 1400 McCormick Drive, Largo, Maryland 20774) by the due date(s) indicated:

<u>Type Coverage</u>	<u>Premium Payment</u>	<u>Date(s) Due</u>
Health Insurance	\$ _____	_____
Prescription Insurance	\$ _____	_____
Optical Insurance	\$ _____	_____
Dental Insurance	\$ _____	_____
Life Insurance	\$ _____	_____

If you have any questions about this payment schedule or your coverage, you may call Benefits, at 301-883-6380.

Prepared by \_\_\_\_\_

cc: Benefits Division

**ATTACHMENT C – PUBLIC EMPLOYEE RELATIONS BOARD (PERB)  
CERTIFICATION LIST  
Police Civilian Employees Association**

<b>Case Number Date of Certification</b>	<b>Positions Involved</b>
73-PG-R-8 (PCEA) 73-PG-R-9 (AFSCME) PCEA - July 31, 1974	Account Clerk II Clerk Typist II Clerk Typist III Clerk Technician Office Aide Reproduction Assistant I Secretary Communications Clerk I Communications Clerk II Communications Clerk I – Platoon Communications Clerk II – Platoon Station Clerk Custodian Foreman Station Clerk – Platoon Police Records Clerk I Police Records Clerk II Police Records Clerk – Platoon I Police Records Clerk-Platoon II Police Dispatcher – Platoon Fingerprint Expert Trainee Fingerprint Examiner Supply Clerk II Supply Clerk IV Auto Mechanic II Day Custodian
74-PG-R-16	Police Cadets
75-PG-R-20	Public Information Assistant II Special Investigator I
75-PG-R-21 March 9, 1976	73-PR-R-8 and 73-PG-R-9 positions plus: Police Technician Administrative Aide I Photo Lab Technician Special Investigator I Communications Development Assistant II
80-PG-R-40	Clarification or Amendment of the Existing Unit to include: Administrative Aide II, III Administrative Assistant I Public Service Aides General Clerk I, II, III Data Preparation Supervisor Public Service Aide Police Account Clerk III
16 39 0030 82 July 21, 1982	AMENDED CERTIFICATION General Clerk I, II, III Data Preparation Supervisor Police Account [Clerk] II Public Service Aides
16 39 00203 85S November 20, 1985	AMENDED CERTIFICATION Administrative Aide to the Northern and Southern Area Commanders Administrative Aide II to the Commander, Special Operations and Investigation Unit Administrative Aide II to the Civilian Head of the Personnel Division of Personnel Services

16 39 0383 85S February 27, 1986	DECISION AND ORDER Personnel Clerk Personnel Aide I Personnel Aide II Administrative Aide to the Central Area Commander
16 39 00073 89W May 22, 1989	AMENDMENT OF CERTIFICATION (Vehicle Audit Unit/DoE) Account Clerk I, II, III Administrative Aide I, II Clerk Typist I, II Community Affairs Assistant I, II, Custodian I, II Custodian Supervisor Emergency Dispatcher Aide Emergency Dispatcher I, II, III Fingerprint Assistant I, II Fingerprint Specialist I, II General Clerk I, II, III, IV Intake Process Technician I, II, III Personnel Aide I, II, III Photo Lab Technician I, II, III Police Evidence Technician I, II Public Safety Aide I, II, III Supervisory Clerk Supply/Property Clerk I, II, III, IV
16 39 00252 90S September 5, 1990	AMENDMENT OF CERTIFICATION Switchboard Operator I Switchboard Operator II Mail Courier I Mail Courier II Data Preparation Supervisor Mail Courier III Mail Courier Supervisor Data Entry Operator I Data Entry Operator II
16 390 00243 01 November 1, 2001	AMENDMENT OF CERTIFICATION Emergency Dispatcher Aide (OITC) Emergency Dispatcher IV Emergency Dispatcher IV (OITC) Sheriff's Dispatcher III
16 390 00248 01 May 20, 2002 (duplicate with case 16 390 00243 01. AAA will close 16 390 243 01)	AMENDMENT OF CERTIFICATION (Police Department Only) Accountant I, II, III Account Clerk IV Accounting Technician Administrative Assistant I, II, III Administrative Aide III, IV Armorer I, II Audio Visual Specialist I, II, III Budget Aide I, II, III Budget Management Analyst I, II, III Buyer I, II, III, IV Photo Lab Supervisor Executive Administrative Aide Fingerprint Specialist Supervisor Firearms Examiner Firearms Technician Forensic Chemist I, II, III Graphic Artist I, II Investigator I, II, III Lab Assistant I, II Permit Specialist I, II, III Personnel Analyst I, II, III Psychologist I
16 390 00248 01 January 2003	AMENDMENT TO CERTIFICATION OF REPRESENTATION Clarifies the Certified Unit to include the Administrative Aide IV positions who work for the Chief of Police and the (then) Acting Chiefs of the Department's: Bureau of Administration; Bureau of Patrol; Bureau of Support Services; and Chief of Staff.
16 390 00148 01 January 9, 2006	AMENDMENT TO CERTIFICATION OF REPRESENTATION Communications Specialist I, II, III Programmer Systems Analyst I, II, III Supply Technician I Systems Analyst I, III, III

**ATTACHMENT D - CLASSES OF WORK\***

Account Clerk I, II, III, IV	Forensic Chemist I, II, III
Accountant I, II, III	General Clerk I, II, III, IV
Accounting Technician	Graphic Artist I, II
Administrative Aide I, II, III, IV	Intake Process Technician I, II, III
Administrative Assistant I, II, III	Investigator I, II, III
Armorer I, II	Lab Assistant I, II
Audio Visual Specialist I, II, III	Mail Services Operator I, II, III
Budget Aide I, II, III	Mail Services Supervisor
Budget Management Analyst I, II, III	Permit Specialist I, II, III
Buyer I, II, III, IV	Personnel Aide I, II, III
Clerk Typist I, II, III	Personnel Analyst I, II, III
Communication Specialist I, II, III	Photo Lab Technician I, II, III
Community Affairs Assistant I, II	Photo Lab Supervisor
Custodian I, II	Police Evidence Technician I, II
Custodian Supervisor	Police Property Clerk (DoE) I, II, III
Data Entry Operator I, II	Police Public Service Aide (DoE) I, II and III
Data Preparation Supervisor	Psychologist I
Emergency Dispatch Aide	Public Service Aide
Emergency Dispatcher I, II, III, IV	Reproduction Assistant
Executive Administrative Aide	Security Officer I, II, III
Fingerprint Assistant I, II	Senior Emergency Dispatch Aide
Fingerprint Specialist I, II, III, IV	Supervisory Clerk
Fingerprint Specialist Supervisor	Supply/Property Clerk I, II, III, IV
Firearms Examiner	Systems Analyst I, II, III
Firearms Technician	Switchboard Operator I, II

\*This document is intended to summarize the existing PERB certifications. Those certifications constitute the official unit description.

**SCHEDULE OF PAY GRADES**

**SALARY SCHEDULE P**  
**POLICE CIVILIAN EMPLOYEES ASSOCIATION**  
**UNIFORM WAGE SCALE**  
**EFFECTIVE JANUARY 26, 2025**  
**1.5% COST OF LIVING ADJUSTMENT**

<b>GRADE</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
<b>P05</b>		
<b>HOURLY</b>	13.4602	33.2609
<b>BIWKLY</b>	1,076.81	2,660.87
<b>ANNUAL</b>	27,997	69,183
<b>P06</b>		
<b>HOURLY</b>	14.1332	34.9239
<b>BIWKLY</b>	1,130.65	2,793.91
<b>ANNUAL</b>	29,397	72,642
<b>P07</b>		
<b>HOURLY</b>	14.8398	36.6701
<b>BIWKLY</b>	1,187.19	2,933.61
<b>ANNUAL</b>	30,867	76,274
<b>P08</b>		
<b>HOURLY</b>	15.5818	38.5036
<b>BIWKLY</b>	1,246.55	3,080.29
<b>ANNUAL</b>	32,410	80,088
<b>P09</b>		
<b>HOURLY</b>	16.3609	40.4288
<b>BIWKLY</b>	1,308.87	3,234.30
<b>ANNUAL</b>	34,031	84,092
<b>P10</b>		
<b>HOURLY</b>	17.1790	42.4502
<b>BIWKLY</b>	1,374.32	3,396.02
<b>ANNUAL</b>	35,732	88,296
<b>P11</b>		
<b>HOURLY</b>	18.0379	44.5727
<b>BIWKLY</b>	1,443.03	3,565.82
<b>ANNUAL</b>	37,519	92,711

<b>GRADE</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
<b>P12</b>		
<b>HOURLY</b>	18.9398	46.8014
<b>BIWKLY</b>	1,515.18	3,744.11
<b>ANNUAL</b>	39,395	97,347
<b>P13</b>		
<b>HOURLY</b>	19.8868	49.1414
<b>BIWKLY</b>	1,590.94	3,931.32
<b>ANNUAL</b>	41,365	102,214
<b>P14</b>		
<b>HOURLY</b>	20.8811	51.5985
<b>BIWKLY</b>	1,670.49	4,127.88
<b>ANNUAL</b>	43,433	107,325
<b>P15</b>		
<b>HOURLY</b>	21.9252	54.1784
<b>BIWKLY</b>	1,754.02	4,334.28
<b>ANNUAL</b>	45,604	112,691
<b>P16</b>		
<b>HOURLY</b>	23.0215	56.8874
<b>BIWKLY</b>	1,841.72	4,550.99
<b>ANNUAL</b>	47,885	118,326
<b>P17</b>		
<b>HOURLY</b>	24.1725	59.7317
<b>BIWKLY</b>	1,933.80	4,778.54
<b>ANNUAL</b>	50,279	124,242
<b>P18</b>		
<b>HOURLY</b>	25.3812	62.7183
<b>BIWKLY</b>	2,030.49	5,017.47
<b>ANNUAL</b>	52,793	130,454
<b>P19</b>		
<b>HOURLY</b>	26.6502	65.8542
<b>BIWKLY</b>	2,132.02	5,268.34
<b>ANNUAL</b>	55,432	136,977

<b>GRADE</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
<b>P20</b>		
<b>HOURLY</b>	27.9827	69.1470
<b>BIWKLY</b>	2,238.62	5,531.76
<b>ANNUAL</b>	58,204	143,826
<b>P21</b>		
<b>HOURLY</b>	29.3819	72.6043
<b>BIWKLY</b>	2,350.55	5,808.34
<b>ANNUAL</b>	61,114	151,017
<b>P22</b>		
<b>HOURLY</b>	30.8510	76.2345
<b>BIWKLY</b>	2,468.08	6,098.76
<b>ANNUAL</b>	64,170	158,568
<b>P23</b>		
<b>HOURLY</b>	32.3935	80.0462
<b>BIWKLY</b>	2,591.48	6,403.70
<b>ANNUAL</b>	67,378	166,496
<b>P24</b>		
<b>HOURLY</b>	34.0132	84.0486
<b>BIWKLY</b>	2,721.05	6,723.88
<b>ANNUAL</b>	70,747	174,821
<b>P25</b>		
<b>HOURLY</b>	35.7138	88.2510
<b>BIWKLY</b>	2,857.11	7,060.08
<b>ANNUAL</b>	74,285	183,562
<b>P26</b>		
<b>HOURLY</b>	37.4995	92.6635
<b>BIWKLY</b>	2,999.96	7,413.08
<b>ANNUAL</b>	77,999	192,740

The minimum and maximum hourly rates are the January 1, 2024 rates multiplied by 1.015. 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 P**  
**POLICE CIVILIAN EMPLOYEES ASSOCIATION**  
**UNIFORM WAGE SCALE**  
**EFFECTIVE APRIL 5, 2026**  
**2% COST OF LIVING ADJUSTMENT**

<b>GRADE</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
<b>P05</b>		
<b>HOURLY</b>	13.7294	33.9261
<b>BIWKLY</b>	1,098.35	2,714.09
<b>ANNUAL</b>	28,557	70,566
<b>P06</b>		
<b>HOURLY</b>	14.4158	35.6224
<b>BIWKLY</b>	1,153.27	2,849.79
<b>ANNUAL</b>	29,985	74,095
<b>P07</b>		
<b>HOURLY</b>	15.1366	37.4035
<b>BIWKLY</b>	1,210.93	2,992.28
<b>ANNUAL</b>	31,484	77,799
<b>P08</b>		
<b>HOURLY</b>	15.8935	39.2737
<b>BIWKLY</b>	1,271.48	3,141.89
<b>ANNUAL</b>	33,058	81,689
<b>P09</b>		
<b>HOURLY</b>	16.6881	41.2374
<b>BIWKLY</b>	1,335.05	3,298.99
<b>ANNUAL</b>	34,711	85,774
<b>P10</b>		
<b>HOURLY</b>	17.5225	43.2992
<b>BIWKLY</b>	1,401.80	3,463.94
<b>ANNUAL</b>	36,447	90,062
<b>P11</b>		
<b>HOURLY</b>	18.3987	45.4642
<b>BIWKLY</b>	1,471.89	3,637.14
<b>ANNUAL</b>	38,269	94,566

<b>GRADE</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
<b>P12</b>		
<b>HOURLY</b>	19.3186	47.7374
<b>BIWKLY</b>	1,545.49	3,818.99
<b>ANNUAL</b>	40,183	99,294
<b>P13</b>		
<b>HOURLY</b>	20.2845	50.1243
<b>BIWKLY</b>	1,622.76	4,009.94
<b>ANNUAL</b>	42,192	104,258
<b>P14</b>		
<b>HOURLY</b>	21.2988	52.6305
<b>BIWKLY</b>	1,703.90	4,210.44
<b>ANNUAL</b>	44,301	109,471
<b>P15</b>		
<b>HOURLY</b>	22.3637	55.2620
<b>BIWKLY</b>	1,789.10	4,420.96
<b>ANNUAL</b>	46,516	114,945
<b>P16</b>		
<b>HOURLY</b>	23.4819	58.0251
<b>BIWKLY</b>	1,878.55	4,642.01
<b>ANNUAL</b>	48,842	120,692
<b>P17</b>		
<b>HOURLY</b>	24.6560	60.9264
<b>BIWKLY</b>	1,972.48	4,874.11
<b>ANNUAL</b>	51,284	126,727
<b>P18</b>		
<b>HOURLY</b>	25.8888	63.9727
<b>BIWKLY</b>	2,071.10	5,117.82
<b>ANNUAL</b>	53,849	133,063
<b>P19</b>		
<b>HOURLY</b>	27.1832	67.1713
<b>BIWKLY</b>	2,174.66	5,373.71
<b>ANNUAL</b>	56,541	139,716

<b>GRADE</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
<b>P20</b>		
<b>HOURLY</b>	28.5424	70.5299
<b>BIWKLY</b>	2,283.39	5,642.39
<b>ANNUAL</b>	59,368	146,702
<b>P21</b>		
<b>HOURLY</b>	29.9695	74.0564
<b>BIWKLY</b>	2,397.56	5,924.51
<b>ANNUAL</b>	62,337	154,037
<b>P22</b>		
<b>HOURLY</b>	31.4680	77.7592
<b>BIWKLY</b>	2,517.44	6,220.74
<b>ANNUAL</b>	65,453	161,739
<b>P23</b>		
<b>HOURLY</b>	33.0414	81.6472
<b>BIWKLY</b>	2,643.31	6,531.77
<b>ANNUAL</b>	68,726	169,826
<b>P24</b>		
<b>HOURLY</b>	34.6934	85.7295
<b>BIWKLY</b>	2,775.48	6,858.36
<b>ANNUAL</b>	72,162	178,317
<b>P25</b>		
<b>HOURLY</b>	36.4281	90.0160
<b>BIWKLY</b>	2,914.25	7,201.28
<b>ANNUAL</b>	75,770	187,233
<b>P26</b>		
<b>HOURLY</b>	38.2495	94.5168
<b>BIWKLY</b>	3,059.96	7,561.34
<b>ANNUAL</b>	79,559	196,595

The minimum and maximum hourly rates are the January 26, 2025 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.

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August 12, 2021

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VIA EMAIL

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**Re: Side Letter on Creation of Joint Study Committee to Examine P-Scale to G-Scale Conversions**

Dear Joe:

This letter shall confirm the agreement -between Prince George's County, Maryland ("County") and the Police Civilian Employees' Association ("PCEA") to establish a Joint Study Committee to examine the recurring issue of P-Scale positions being converted to G-Scale positions, taking those jobs outside of the PCEA-represented bargaining unit. Specifically, the parties agree as follows:

The County and PCEA agree to form a Joint Committee on P-Scale to G-Scale conversions. The Committee shall be comprised of an equal number of Union and management representatives, but no more than four (4) from each party. Each party shall be entitled, but not obligated, to have the assistance of counsel, although counsel shall not be entitled to vote on any Committee matters. The Committee will hold its first meeting no later than thirty days (30) after enactment of the CBA and will issue its findings and recommendations to the PCEA

August 12, 2021

Joe Adler

Page 2

President, the respective Appointing Authorities, and the Director of Human Resources Management by January 31, 2022.

IT IS SO AGREED.

Sincerely,



Adam Bellotti

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*Counsel to PCEA*

Cc: Gary Taylor, PCEA President; Angela M. Beasley, OHRM Deputy Director