

The Maryland-National Capital Park and Planning Commission

Performance Management Review

Fiscal Year 2008

Employee Demographic Profiles

The Commission

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Royce Hanson, Vice Chairman of the Commission

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M-NCPPC Personnel Management Review

FY2008

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THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

April 13, 2009

TO: Samuel J. Parker, Chairman
Royce Hanson, Vice-Chairman

FROM: Oscar Rodriguez, Executive Director

SUBJECT: Personnel Management Review (PMR), fiscal year 2008

I am pleased to submit to you the Commission's 15th edition of the Personnel Management Review (PMR) for fiscal year 2008. This document is a valuable tool for both workforce planning, developing performance measures and budget work sessions with the County Councils:

- **Trends** examines tendencies in our workplace and how we compare to external sources.
- **Selected Highlights** provides analysis on current conditions of our workforce.
- **Composition** includes data on full- and part-time career employees, such as gender, race/ethnicity, age, employment category, length of service, coverage by collective bargaining, and retirement eligibility.
- **Salary** details wages and grade distribution by employment category, gender, race/ethnicity, average salaries by grade, number of employees at top of grade, promotions, and a comparison of Cost of Living Adjustments.
- **Benefits** contains data on enrollment in medical plans, participation in the Employees Retirement System and leave usage, and participation in the Tuition Assistance Program.
- **Turnover** provides details on reasons for leaving by job category, gender, and race/ethnicity.
- **Non-Career** section presents demographics on seasonal, intermittent, temporary, and term employees.
- **Department Demographics** include composition, length of service, salary ranges, and turnover.
- **Appendix** section includes a listing of the job occupational groups, current pay schedules, and medical plan enrollment costs.

The PMR is available for internal review on the Commission's Intranet and the public can access it on the Internet at www.mncppc.org. The Commission remains committed to delivering a statistically sound report.

AAH

The Maryland-National Capital Park and Planning Commission

Personnel Management Review

Fiscal Year 2008

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Employee Profile Trends and Selected Highlights

FY 08 Personnel Management Review TRENDS AND SELECTED HIGHLIGHTS

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

PERSONNEL MANAGEMENT REVIEW

Trends

1. **Over the past six years, there has been no significant change in the Commission’s demographics.**

**Six- Year Demographic Distribution
2003-2008**

	2003	2004	2005	2006	2007	2008
Asian	3.5%	4.0%	4.0%	4.0%	3.8%	3.7%
Hispanic	4.0%	3.9%	4.0%	4.3%	4.5%	4.9%
Black	32.0%	32.5%	33.0%	33.0%	33.6%	35.5%
White	60.0%	59.0%	58.5%	58.0%	58.1%	55.3%
American Indian	0.5%	0.6%	0.6%	0.7%	0.7%	0.6%
Women	37.0%	37.4%	38.0%	38.0%	38.0%	38.2%
Men	63.0%	62.6%	62.0%	62.0%	62.0%	61.8%

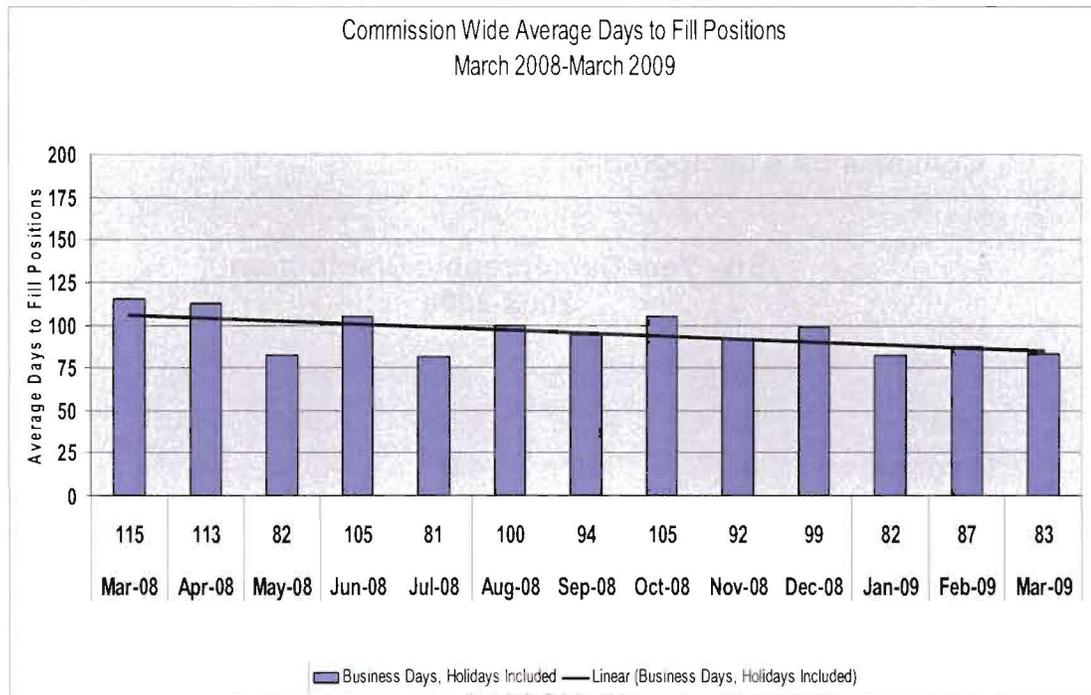
2. **The Commission’s personnel turnover rate is not significantly different than the national average of 7.4% for jurisdictions of 100,000 and above.** Source: ICMA Comparative Performance Measurement, FY 2007 Data Report.

M-NCPPC Average Annual Turnover from FY01 to FY08

FY01	FY02	FY03	FY04	FY05	FY06	FY07	FY08
9.2%	7.3%	6.2%	6.8%	6.8%	8.9%	7.7%	6.8%

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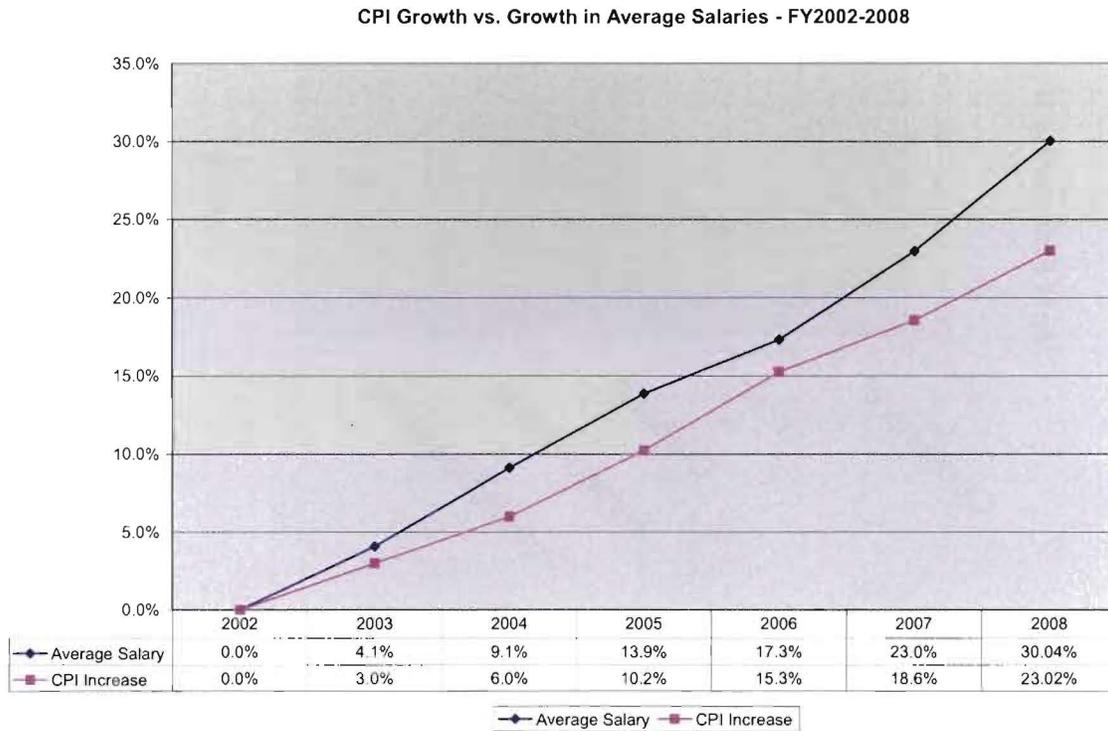
- 3. In 2007, Recruitment reduced the time it takes to get applications to hiring managers and reduced the time to fill positions. This was accomplished by streamlining the recruitment process and while serving as a hiring partner to Department Heads. Hard to fill positions are becoming obsolete due to a more strategic approach to defining qualifications for these positions.**



- 4. In FY05, 466 or 24% of the total employee population were at top of grade. In July 2006, most employee pay scales were widened by the equivalent of two 3.5% steps. Although there were no employees at top of grade in FY07, by FY08 there were 308 or 15% employees at the top of their respective grades.**

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- 5. **From 2002-2008, Commission salaries have continued to be above the Consumer Price Index (CPI).** Source: US Department of Labor Consumer Price Index, Urban Consumer Series Baltimore-Washington Metropolitan Area.

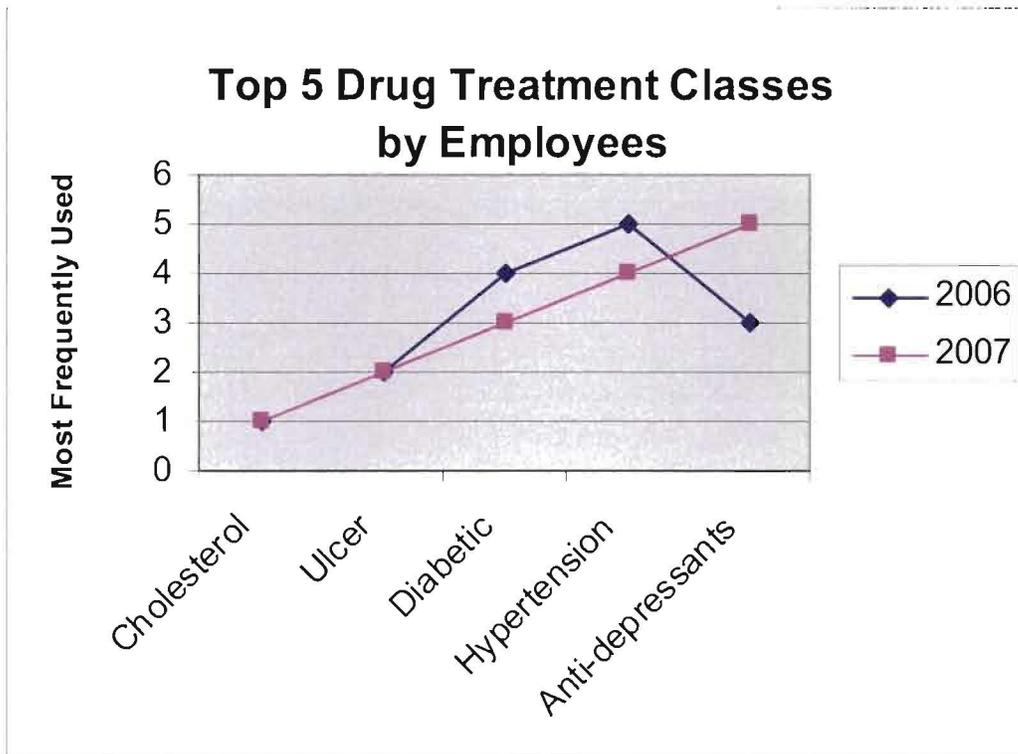


- 6. **In 2008, the fringe rate (benefits as a % of salary) was 46.97%, a reduction of 2.68% from 2007.**

- 7. **According to the Kaiser Foundation, in 2007 the average employee cost share for premiums was 28%. For the past ten years, the Commission employee cost share for premiums has remained at 15%.**

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8.



9. Workers' Compensation Cost Per \$100 Payroll Comparison

Agency	FY05	FY06	FY07	FY08	FY09
MC Government	1.50	1.93	2.64	2.35	2.55
MC Public Schools	0.56	0.61	0.51	0.45	0.50
MNCPPC	1.54	1.70	1.71	1.95	2.12
City of Rockville	1.72	2.20	2.35	2.33	2.42
City of Takoma Park	3.15	3.56	3.15	2.81	3.53
City of Gaithersburg	0.93	0.99	0.83	0.74	0.91
Revenue Authority	1.27	1.69	1.18	1.06	0.99

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THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**PERSONNEL MANAGEMENT REVIEW
SELECTED HIGHLIGHTS: Work Force Profile**

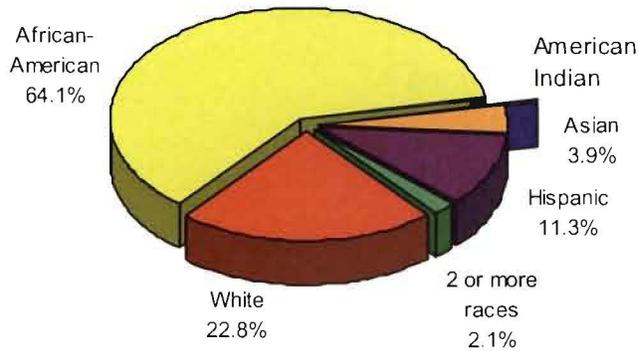
**July 1, 2007 - June 30, 2008
(Fiscal Year 2008)**

Composition - Career

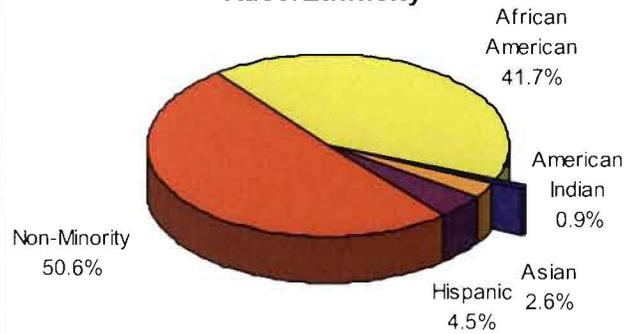
- The total career work force for FY08 is 2,063. This includes 1,998 full-time career and 65 part-time career employees.
- Between FY07 and FY08, the Commission's career work force increased by 5.0% or a total of 83 employees.
- The employee population by gender is 1,275 or 62.0% male and 788 or 38.0% female.
- The racial/ethnic composition of the workforce is 1140 or 55.0% non-minority and 923 or 45.0% minority. The minority workforce as a percentage of the total workforce is 36.0% African American, 4.0% Asian/Pacific, 5.0% Hispanic, and 0.6% American Indian.
- The change by race/ethnic group between FY07 and FY08 is:
 - Non-minorities increased by 3.
 - African Americans increased by 69.
 - Asians remained the same.
 - Hispanics increased by 12.
 - American Indians increased by 1.
- The racial/ethnic demographics of the Commission workforce compared to the populations of the respective Counties are reflected in the charts below:

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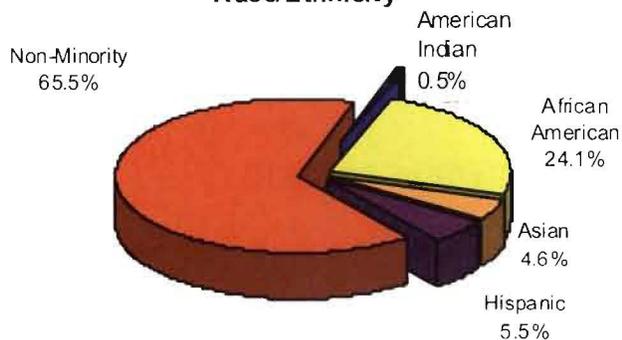
Prince George's County Population Race/Ethnicity



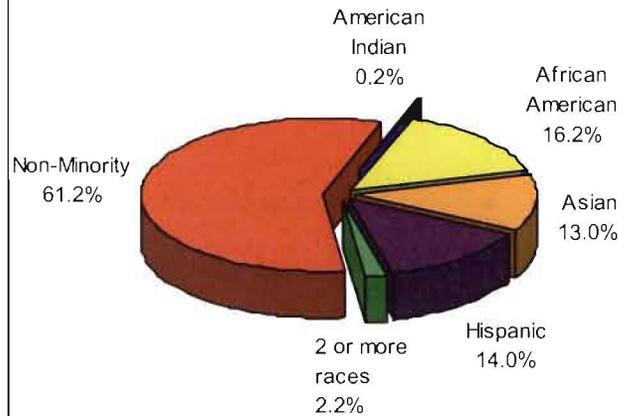
M-NCPPC Prince George's County Workforce Race/Ethnicity



M-NCPPC Montgomery County Workforce Race/Ethnicity



Montgomery County Population Race/Ethnicity



Source for County Demographics: 2005-2007 American Community Survey, Three Year Estimates and M-NCPPC employee self-identification data.

- In FY08, the largest number and percent of employees at the Commission falls into the Professional category. The number of employees by job category is as follows:

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	FY08	Change from FY07
Officials/Administrators	71	5.0%
Professionals	879	50.0%
Technical	117	2.0%
Protective Service ¹	130	0.0%
Para-Professional	98	7.0%
Administrative	141	8.0%
Skilled Craft	198	5.0%
Service/Maintenance	429	10.0%

- The greatest numbers of minority employees are in the Professional and Service Maintenance employment categories. Of the 923 minority employees, 40.0% or 369 are in the Professional category and 27.0% or 247 are in the Service/Maintenance category.
- The majority of female employees are in the Professional and Administrative employment categories. Of the 788 female employees, 57.1% or 450 are in the Professional category and 14.0% or 109 are in the Administrative category.
- By job category, the percent of positions held by of minorities and females is as follows:

Job Category	Minorities (%)	Females (%)
Officials/Administrators	29.6	31.0
Professional	42.0	51.2
Technicians	35.9	40.20
Protective Service	38.5	25.4
Para-Professional	54.1	80.7
Administrative	58.9	77.3
Skilled Craft	29.3	.50
Service Maintenance	57.6	11.0

Note: Minority females will appear in both categories.

¹ The definition of the Protective Services is found in the guidelines from the Equal Employment Opportunity Commission (EEOC). Under these guidelines, Officers in the ranks of Park Police Officer Candidate, Park Police Officer I through Park Police Officer IV are defined as Protective Services. EEOC defines the rank of Sergeant as Technical, Lieutenant and Captain are defined as Professional and the Commander is an Official/Administrator. These definitions differ from the rank determinations in Article 28, MD State Codes, which delineates members of the Park Police Collective Bargaining Unit as Park Police Officer 1 through IV, and Sergeant.

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Tenure

- The average length of service is 10.96 years; 51.3% of the employees have been here 9 years or less.
- The average length of service for females is 8.39 years and 12.55 years for males. The average length of service is 13.64 years for non-minority, 11.32 years for Asian Americans, 7.05 for African Americans, 12.23 years for American Indians, and 8.80 years for Hispanic American employees.
- The average age of career employees is 44.7 years, a slight increase from FY07.
- Using the current employee population, 248 or 12.1% of the employees will have reached normal retirement eligibility in FY09. From FY09 through FY13, 589 or 28.6% of the employees will be eligible for normal retirement. (For explanation of normal retirement eligibility, see Benefits Section of these Highlights.)

Collective Bargaining

- In FY08, 36.4% of the career full-time employees have an exclusive representative for the purposes of collective bargaining.
- In FY08, the Fraternal Order of Police Lodge #30 represented 140 Park Police officers. This is 6.8% of the work force.
- The Municipal and County Government Employees Organization (MCGEO), Local 1994, UFCW is the exclusive representative for the Service/Labor, Trades and Office bargaining units. Composition of the units:

The Service/Labor Unit is composed of 323 employees or 15.7% of the work force.

The Trades Unit is composed of 150 employees or 7.3% of the work force.

The Office Unit is composed of 137 employees or 6.7 of the work force.

Salaries

- The Commission's pay schedule for General Service Employees is built on 12 grades, with minimum, midpoint and maximum steps for each grade. The pay scale was installed in mid FY98 and reduced by half the number of pay bands. Additionally, there are pay schedules for Park Police and the Service/Labor

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bargaining units that are designed to accommodate the collective bargaining agreements. There are pay schedules for the Office/Clerical and Trades bargaining units that are derivatives of the General Service Pay Schedule, and there are pay schedules for Information Technology. Copies of pay schedules are included in the Appendix.

- The average salary for full-time Commission employees is \$61,378. The actual distribution of full-time employees by pay range indicates that approximately 2.0% earn \$29,000 or less; 46.4% earn between \$30,000 and \$59,000; and 51.5% earn \$60,000 or more.
- A special pay scale was established in FY01 for Information Technology. Average salary for employees on the Information Technology pay scale is \$73,934.
- The average salary for female employees is \$63,581 the average salary for males is \$60,087. The average salary for non-minority employees is \$65,509 and the average salary for minority employees is \$56,428.
- The salary disparity between majority and minority employees remains at .8 from FY07 to FY08.
- The average salaries for represented employees are as follows:

FOP:	\$61,788
Trades:	\$52,868
Administrative:	\$46,783
Service/Labor:	\$40,950

Promotions and Cost of Living Adjustments

- In FY08, 124 or 6.1% of employees received promotions. Of that 61 or 49.2% were females and 63 or 50.8% were males. The Professional category had the highest number of promotions.
- In FY08, there were 308 employees at top of grade.
- In FY08, the cost of living adjustment (COLA) for General Service employees was 3.25% and employees represented by MCGEO was 3.25%. Officers in the FOP bargaining unit received a 3.0% increase.
- From FY98 through FY08, there has been a cumulative COLA of 29.1% for non-represented M-NCPPC employees as compared with a cumulative COLA of 31.80% for non-represented employees of Montgomery County Government; and 25.75% for non-represented employees of Prince George’s County Government.

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- In FY98 M-NCPPC Park Police Officers have received a cumulative COLA of 30.125%. During the same period of time, police in Montgomery County received a cumulative COLA of 32.2%, and police in Prince George's County received a cumulative COLA of 30.7%.

Benefits – Career

- Employees may select from three medical plans for health insurance coverage. These include a Point of Service Plan (POS), a Health Maintenance Organizations (HMO), and an Exclusive Provider Organization (EPO). The Commission also offers employees vision, prescription, and dental plans; life, accidental death, dismemberment (AD&D), and long term disability insurance (LTD); employee assistance program (EAP), deferred compensation, access to legal services, and flexible spending accounts.
- The POS allows members to select a primary care physician (PCP) to coordinate all care, including referrals to participating specialists. There are no deductibles when network providers are appropriately used. Members can also by-pass their PCP to access other providers directly, but the reimbursement is lower, deductibles must be met, and the out-of-pocket cost is higher.
- The HMO is a gatekeeper system that uses individual doctor offices or group practices. This type of HMO is called an Individual Practice Association (IPA) model. Employees select a Primary Care Physician who monitors all of their treatment and they receive all of their medical treatment from HMO doctors and facilities. There is no benefit for out-of-network treatment. After the required co-payment, coverage is provided at 100%.
- The United Health Care Exclusive Provider Organization (UHC EPO) allows members to use any provider in the network without a referral.
- Distribution by Medical plan participation is 18.3% in the HMO, 45.6% in the POS, and 22.7% in the EPO. There are 13.4% career employees who elected not to participate in any medical plan.
- The Commission offers a retirement system which has been mandatory since 1979 and is composed of four defined benefit plans.
- Defined Benefit Plan A is non-integrated with Social Security and has been closed to membership since December 31, 1978; 3.2% of the full and part-time career employees are in Plan A.
- Defined Benefit Plan B is integrated with Social Security; 87.6% of full and part-time employees are in Plan B.

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- Normal retirement for employees in both Plan A and Plan B is age 60 with at least five years of credited service or 30 years of credited service regardless of age.
- Defined Benefit Plans C and D are the retirement plans for the Park Police and account for 8.4% of the retirement plan participation. Normal retirement for Plan C is age 49 with 25 years of credited service or age 55 with at least five years of service. Normal retirement for Plan D is 49 with 22 years of credited service or age 55 with at least five years of service; Plan D was closed to new membership in 1993.
- Less than 0.5% of the career employees are not enrolled in any retirement plan.
- At retirement from Commission employment, accumulated sick leave can be converted to service in the employee's defined benefit plan.
- In FY08, the Commission granted 10 Holidays and 3 personal days.
- In FY08, employees used an average of 50 hours or 6.3 days of sick leave; this reflects a decrease in usage of sick leave which is 0.5% less than FY07.
- In FY08, employees used an average of 80 hours or 10 days of annual leave; this is an increase of 0.1% from FY07.
- In FY08, 101 employees utilized the Tuition Assistance Program. This is an increase of 6% usage from FY07.

Turnover – Career

- The turnover rate in FY08 was 6.9% or 141 employees. The average turnover rate for the past five fiscal years is 7.37%.
- In FY08, the employee turnover was 60.07% male and 40.0% female.
- In FY08, the employee turnover was 61.0% non-minority and 38.9% minority.
- The largest turnover, 41.0% occurred in the Professional employment category followed by 26.2% Service/Maintenance. This is an eleven year trend of professionals leading turnover.
- In FY08, the most common reasons for leaving were personal reasons, retirement, and to accept a new job.

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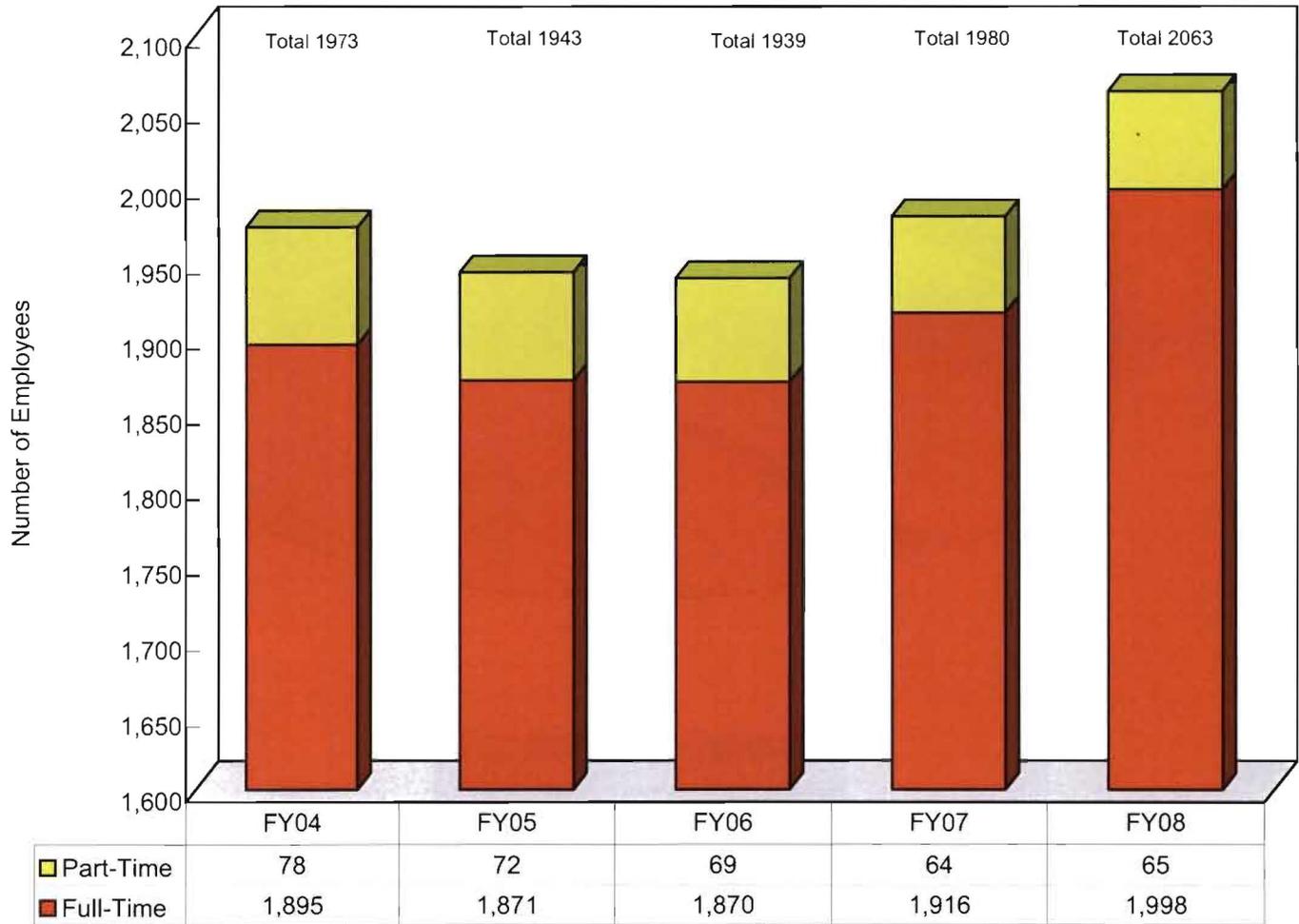
Composition - Non-Career

- In FY08, the non-career work force numbered 4,951. Of this number, 99.0% were seasonal or intermittent.
- Of the non-career employees, 89.9% work in the Prince George's County Department of Parks and Recreation and 9.3% work in Montgomery County Department of Parks.
- In FY08, 26 or 0.5% non-career employees were classified as Term contract employees. These employees work at least 30 hours per week on a year-round basis. The average length of employment is two years. These employees receive a limited benefit package. As a percent of non-career employees; term employees decreased by .26% from FY07.
- The gender make-up of non-career employees is 52.0% female and 48.0% male.
- The racial/ethnic make-up of non-career employees is 76.7% minority and 23.3% non-minority. The largest group is African American with 72.0%.
- Of non-career employees, 55.3% are 29 years or younger.



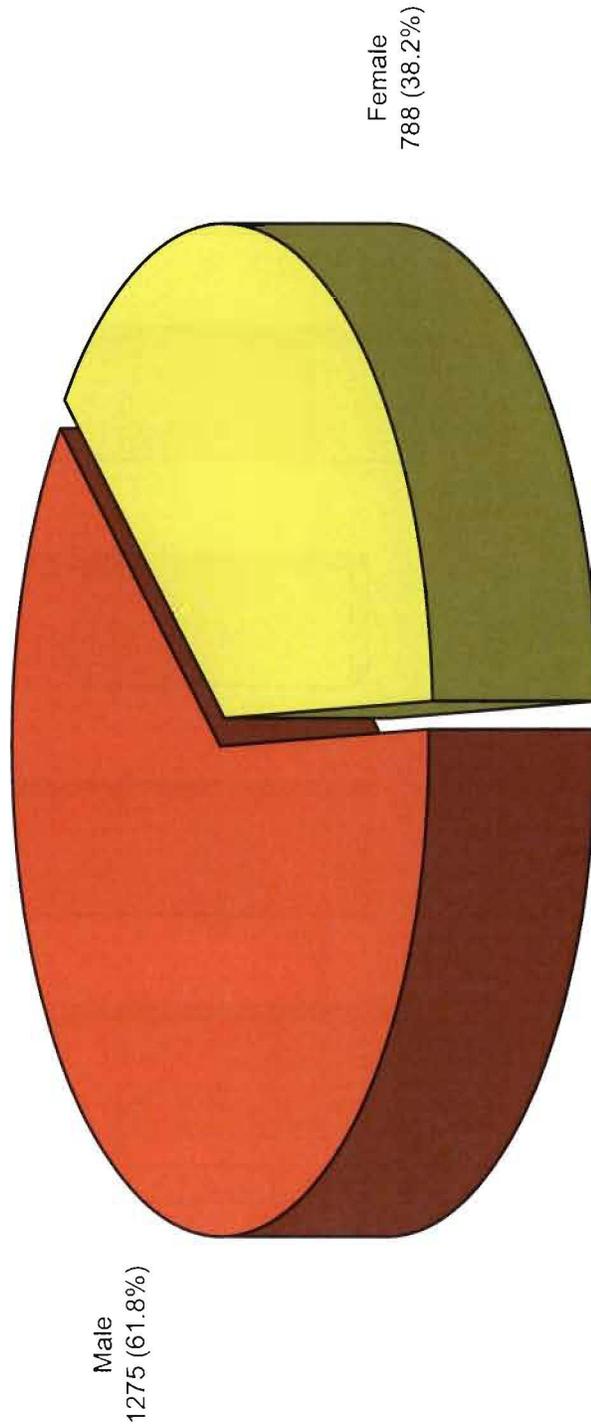
Employee Profile Composition

Full/Part-Time Career Employees



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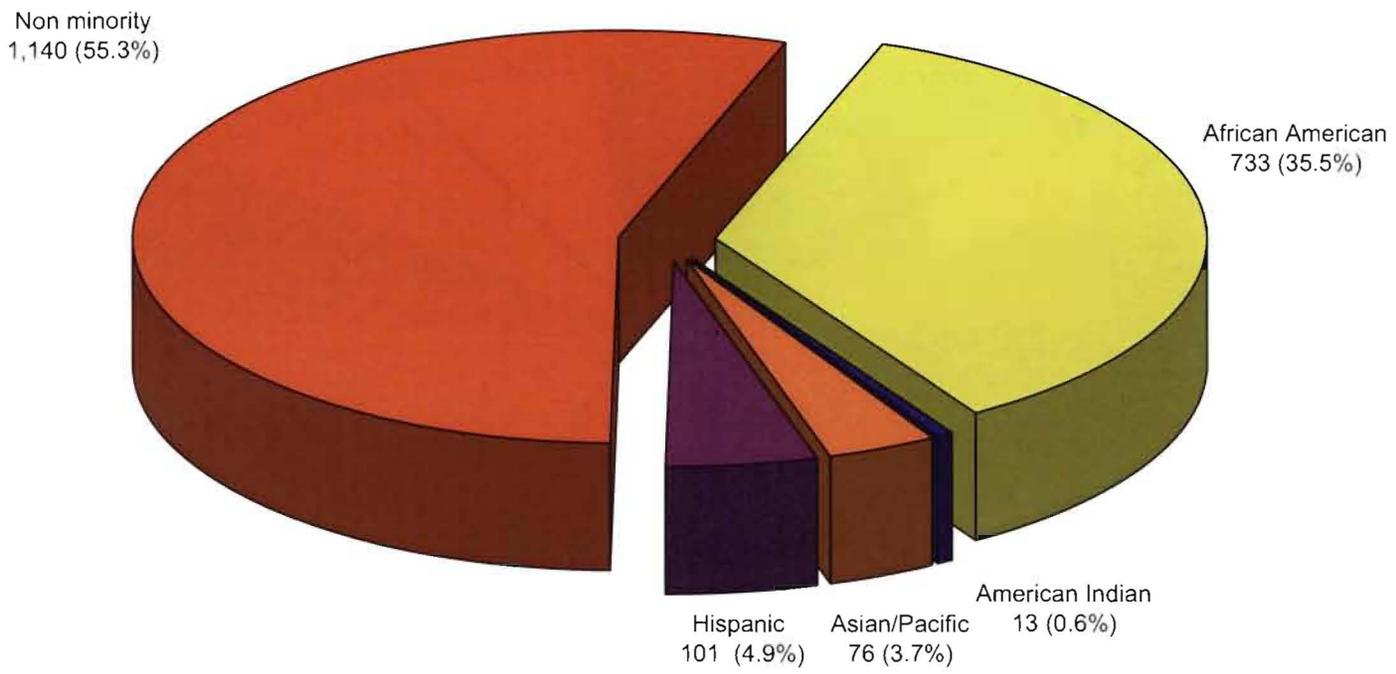
**Gender
Career Employees**



Note: Total Employees = 2,063

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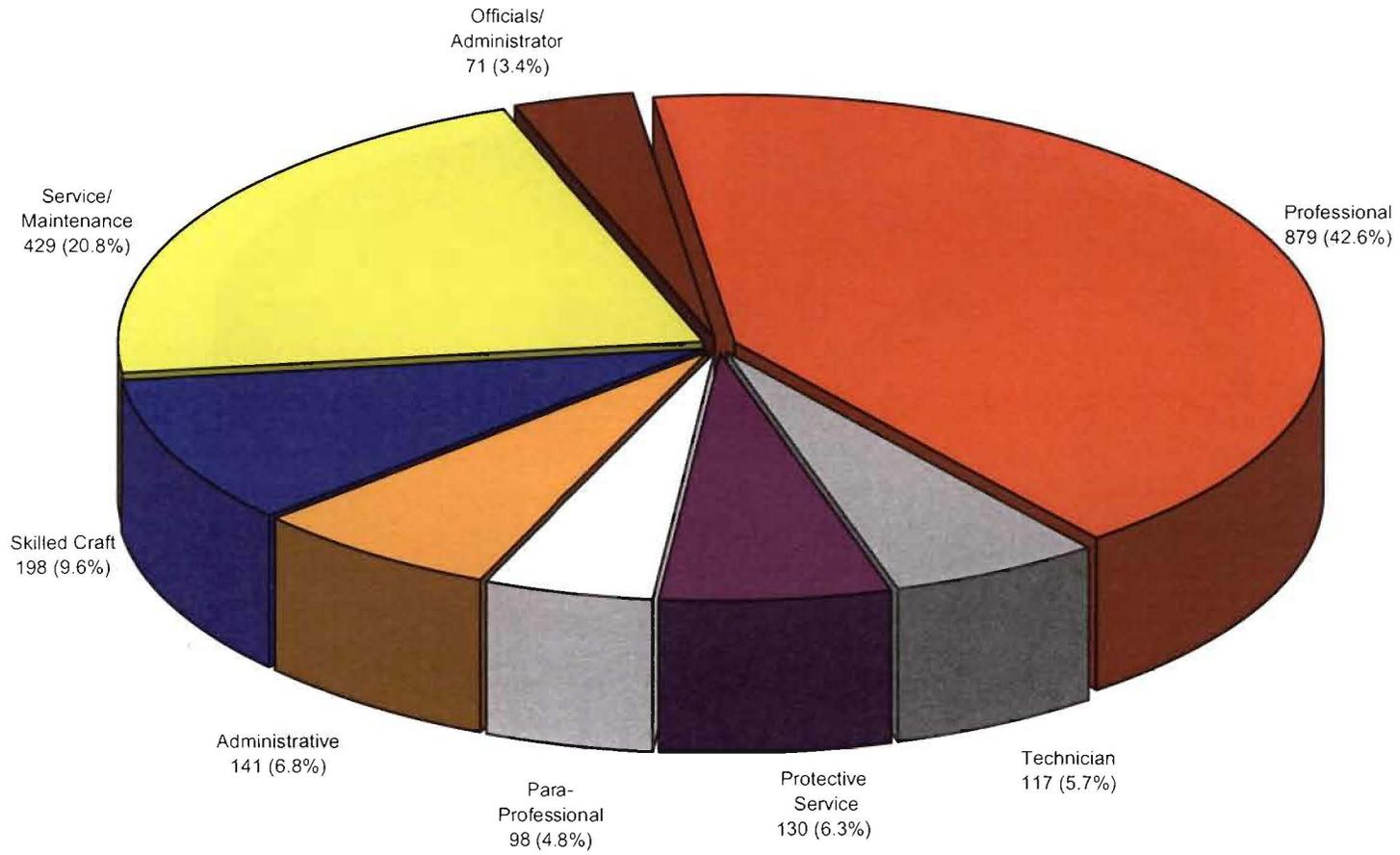
Race/Ethnicity Career Employees



Note: Total Employees = 2,063

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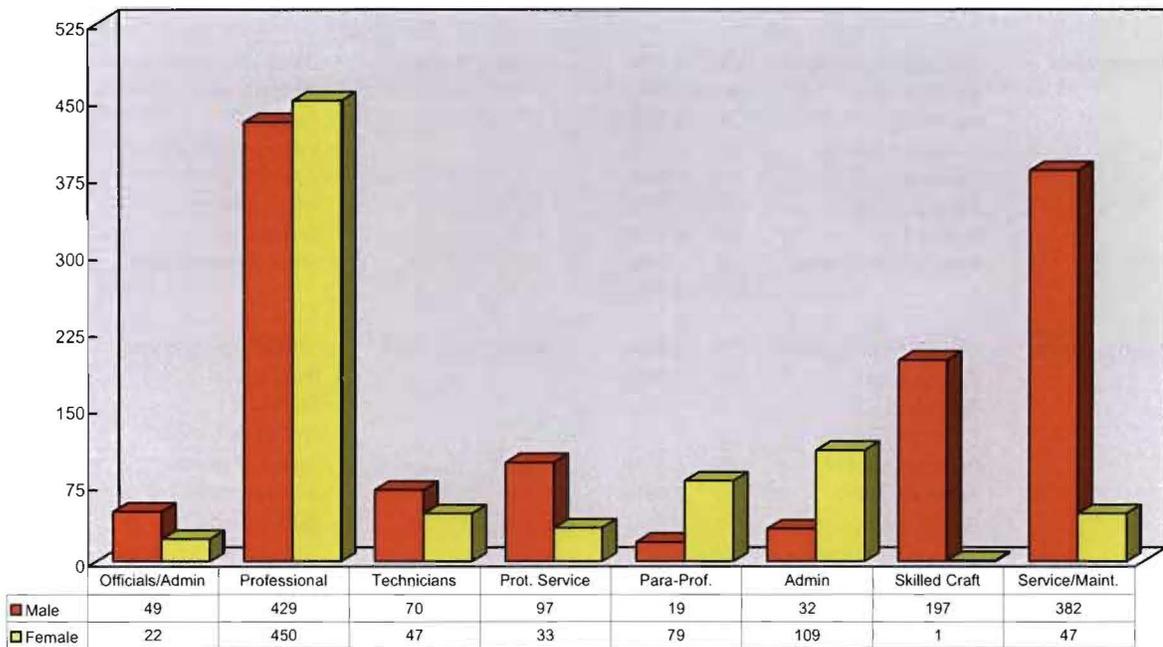
Employees by Employment Category



Total Employees = 2,063

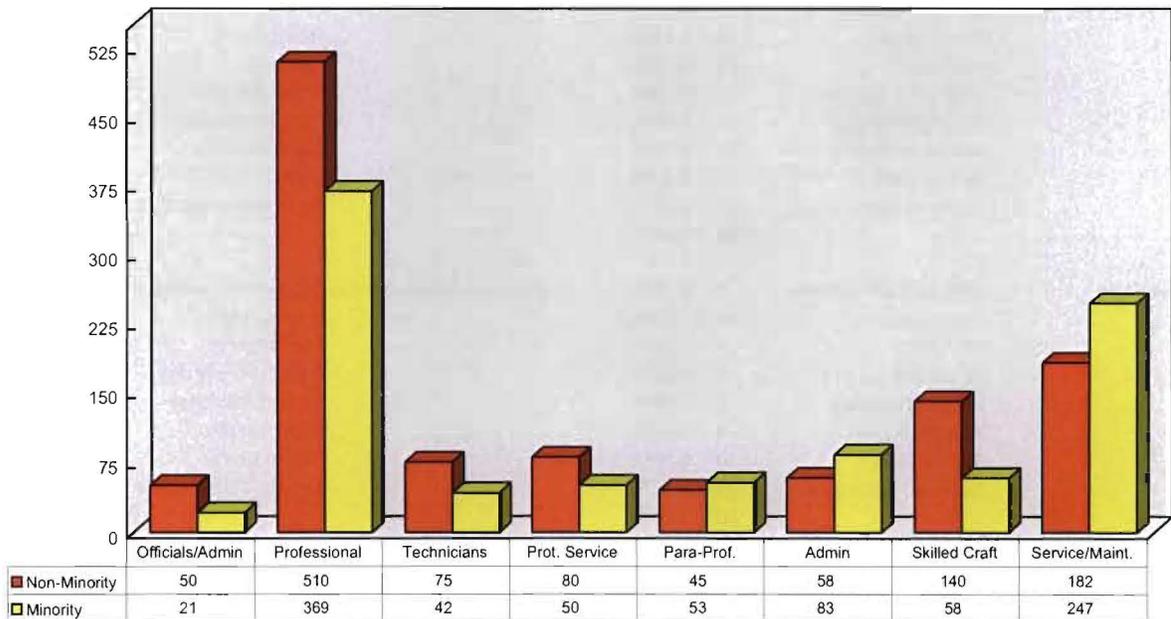
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Distribution by Employment Category and Gender



Total Employees = 2,063

Distribution by Employment Category and Race/Ethnicity



Total Employees = 2,063

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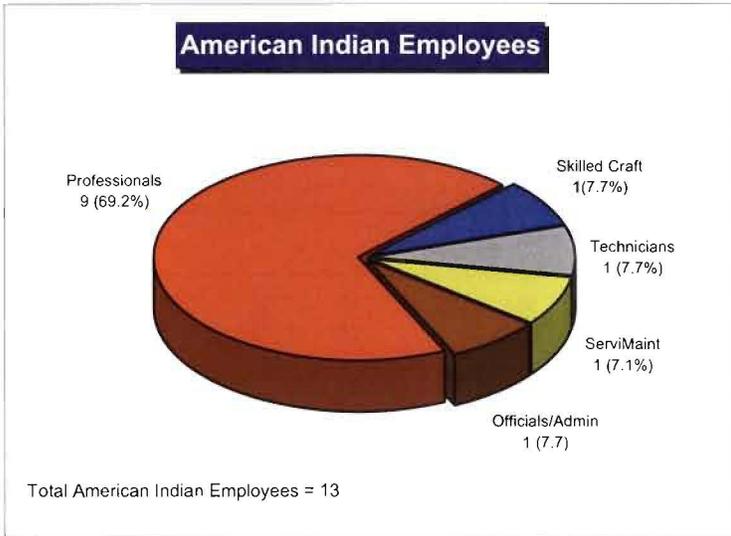
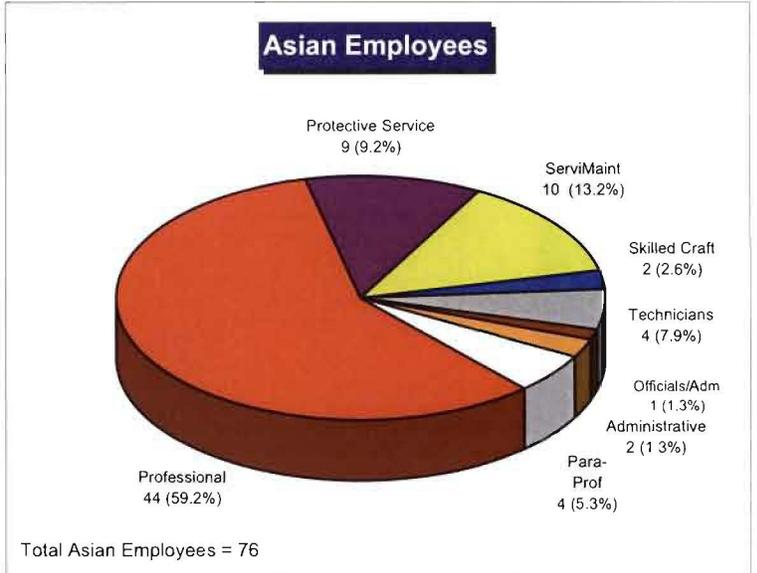
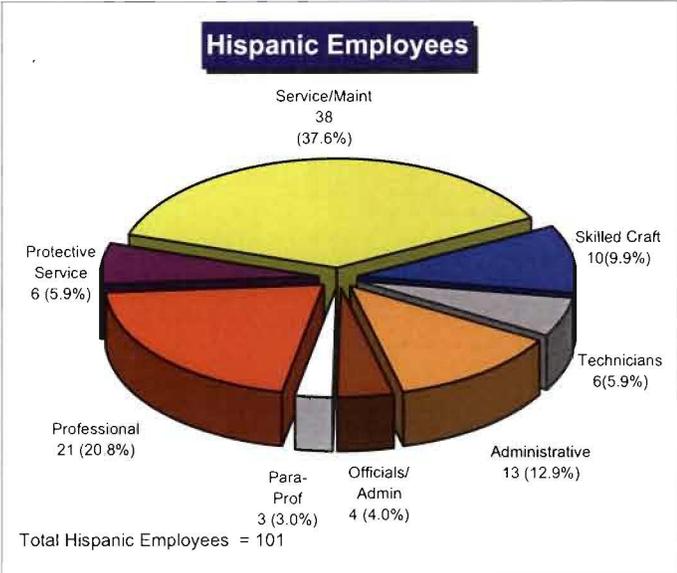
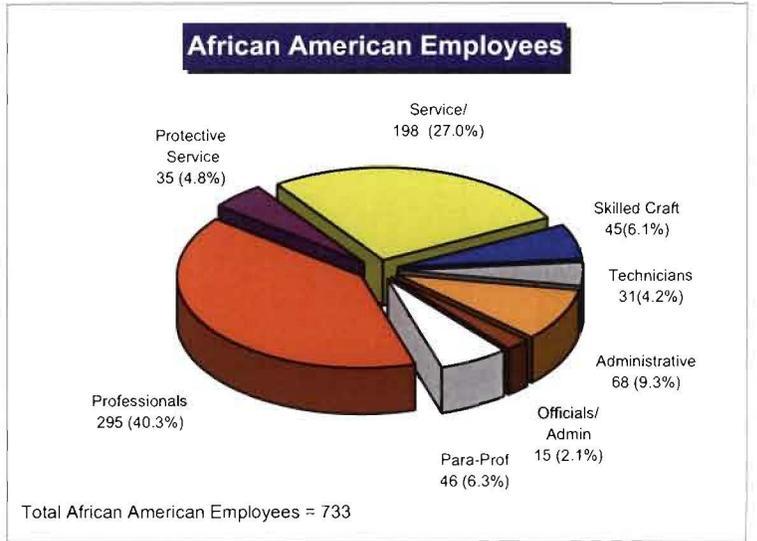
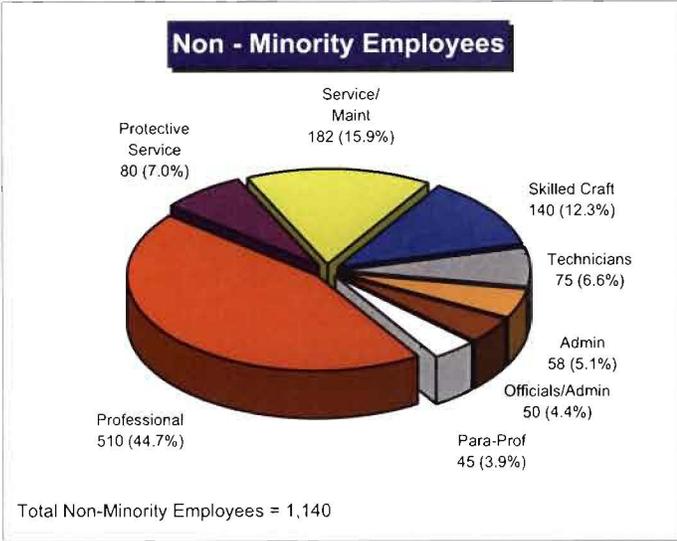
Race/Ethnicity, Gender and Employment Category

Non-Minority Male	Official/Administrator	36	1.75%	Hispanic Female	Official/Administrator	0	0.00%
	Professional	241	11.68%		Professional	8	0.39%
	Technical	47	2.28%		Technical	2	0.10%
	Protective Service	56	2.71%		Protective Service	0	0.00%
	Paraprofessional	13	0.63%		Paraprofessional	3	0.15%
	Administrative	16	0.78%		Administrative	9	0.44%
	Skilled Craft	139	6.74%		Skilled Craft	0	0.00%
	Service/Maintenance	<u>164</u>	7.95%		Service/Maintenance	<u>9</u>	0.44%
		712	34.51%			31	1.50%
Non-Minority Female	Official/Administrator	14	0.68%	Asian/Pacific Male	Official/Administrator	0	0.00%
	Professional	269	13.04%		Professional	25	1.21%
	Technical	28	1.36%		Technical	3	0.15%
	Protective Service	24	1.16%		Protective Service	9	0.44%
	Paraprofessional	32	1.55%		Paraprofessional	0	0.00%
	Administrative	42	2.04%		Administrative	0	0.00%
	Skilled Craft	1	0.05%		Skilled Craft	2	0.10%
	Service/Maintenance	<u>18</u>	0.87%		Service/Maintenance	<u>10</u>	0.48%
		428	20.75%			49	2.38%
African American Male	Official/Administrator	8	0.39%	Asian/Pacific Female	Official/Administrator	1	0.05%
	Professional	145	7.03%		Professional	19	0.92%
	Technical	15	0.73%		Technical	1	0.05%
	Protective Service	26	1.26%		Protective Service	0	0.00%
	Paraprofessional	6	0.29%		Paraprofessional	4	0.19%
	Administrative	12	0.58%		Administrative	2	0.10%
	Skilled Craft	45	2.18%		Skilled Craft	0	0.00%
	Service/Maintenance	<u>178</u>	8.63%		Service/Maintenance	<u>0</u>	0.00%
		435	21.09%			27	1.31%
African American Female	Official/Administrator	7	0.34%	American Indian Male	Official/Administrator	1	0.05%
	Professional	150	7.27%		Professional	5	0.24%
	Technical	16	0.78%		Technical	1	0.05%
	Protective Service	9	0.44%		Protective Service	0	0.00%
	Paraprofessional	40	1.94%		Paraprofessional	0	0.00%
	Administrative	56	2.71%		Administrative	0	0.00%
	Skilled Craft	0	0.00%		Skilled Craft	1	0.05%
	Service/Maintenance	<u>20</u>	0.97%		Service/Maintenance	<u>1</u>	0.05%
		298	14.44%			9	0.44%
Hispanic Male	Official/Administrator	4	0.19%	American Indian Female	Official/Administrator	0	0.00%
	Professional	13	0.63%		Professional	4	0.19%
	Technical	4	0.19%		Technical	0	0.00%
	Protective Service	6	0.29%		Protective Service	0	0.00%
	Paraprofessional	0	0.00%		Paraprofessional	0	0.00%
	Administrative	4	0.19%		Administrative	0	0.00%
	Skilled Craft	10	0.48%		Skilled Craft	0	0.00%
	Service/Maintenance	<u>29</u>	1.41%		Service/Maintenance	<u>0</u>	0.00%
		70	3.39%			4	0.19%

Percentages are based on total number of employees which is 2,063.

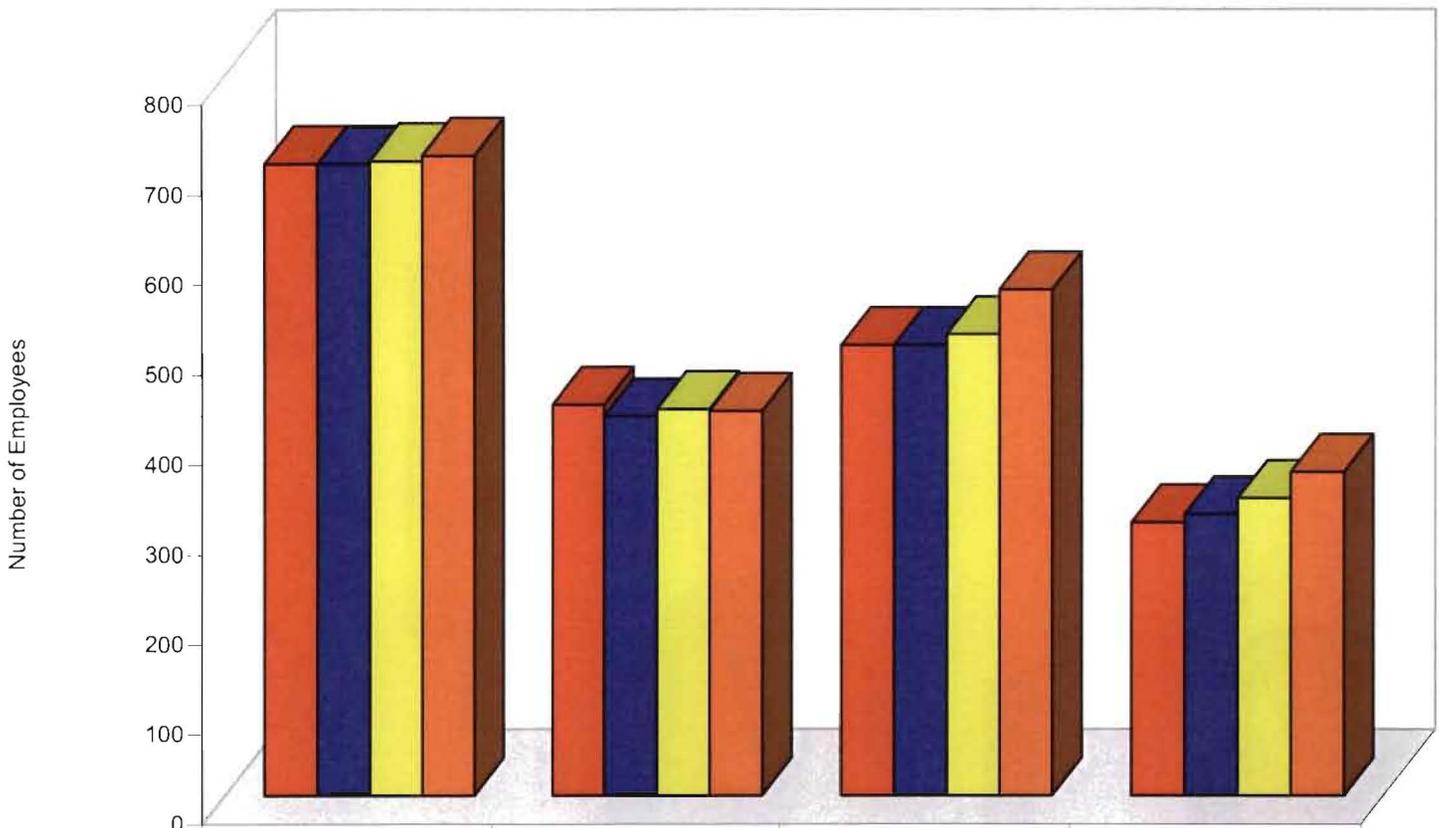
AL7

Employees by Race/Ethnicity and Employment Category



Total Career Employees = 2,063
 Percentages listed are the total for that job category, within that racial/ethnic category.

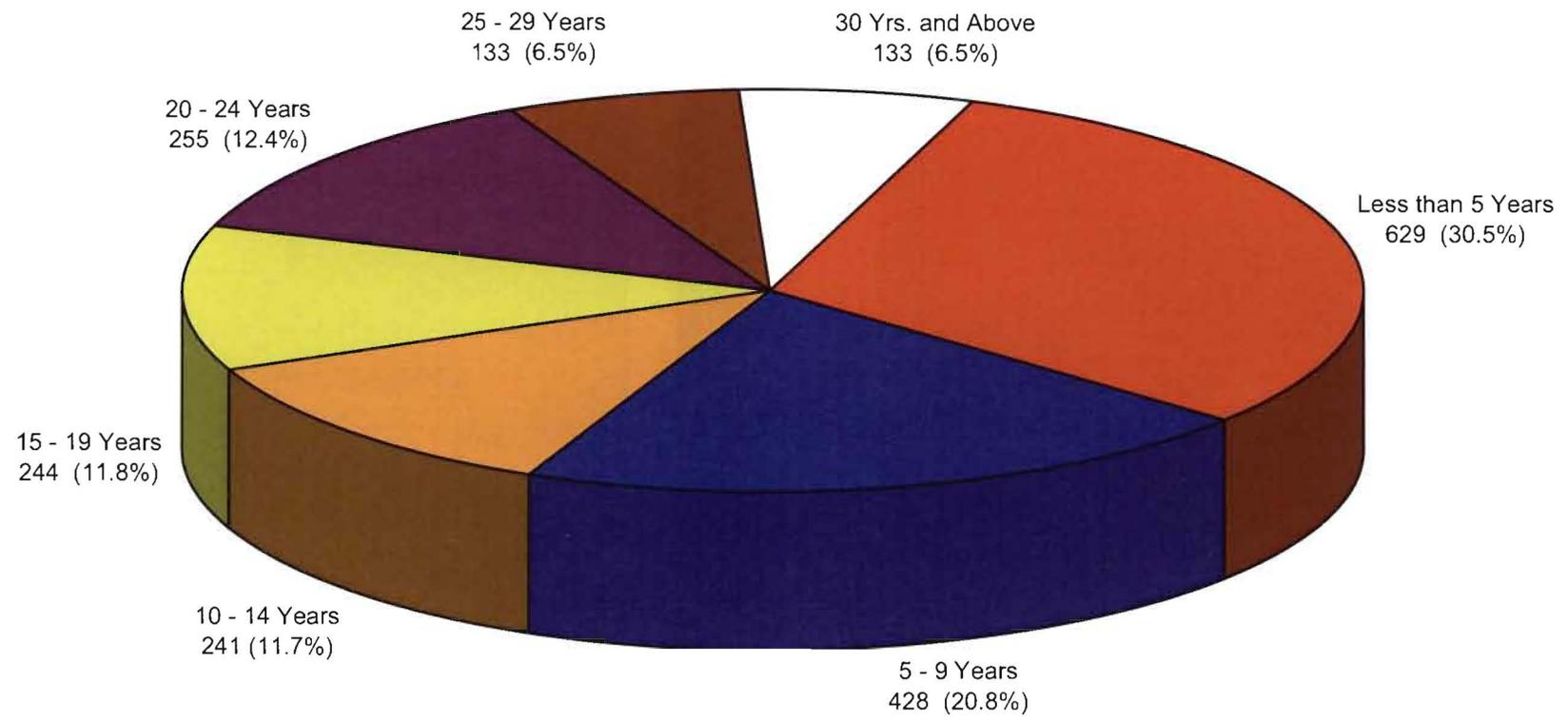
Workforce Composition - Four Year Comparison



	Non-Minority Male	Non-Minority Female	Minority Male	Minority Female
FY05	703	435	501	304
FY06	703	422	501	313
FY07	706	430	513	331
FY08	712	428	563	360

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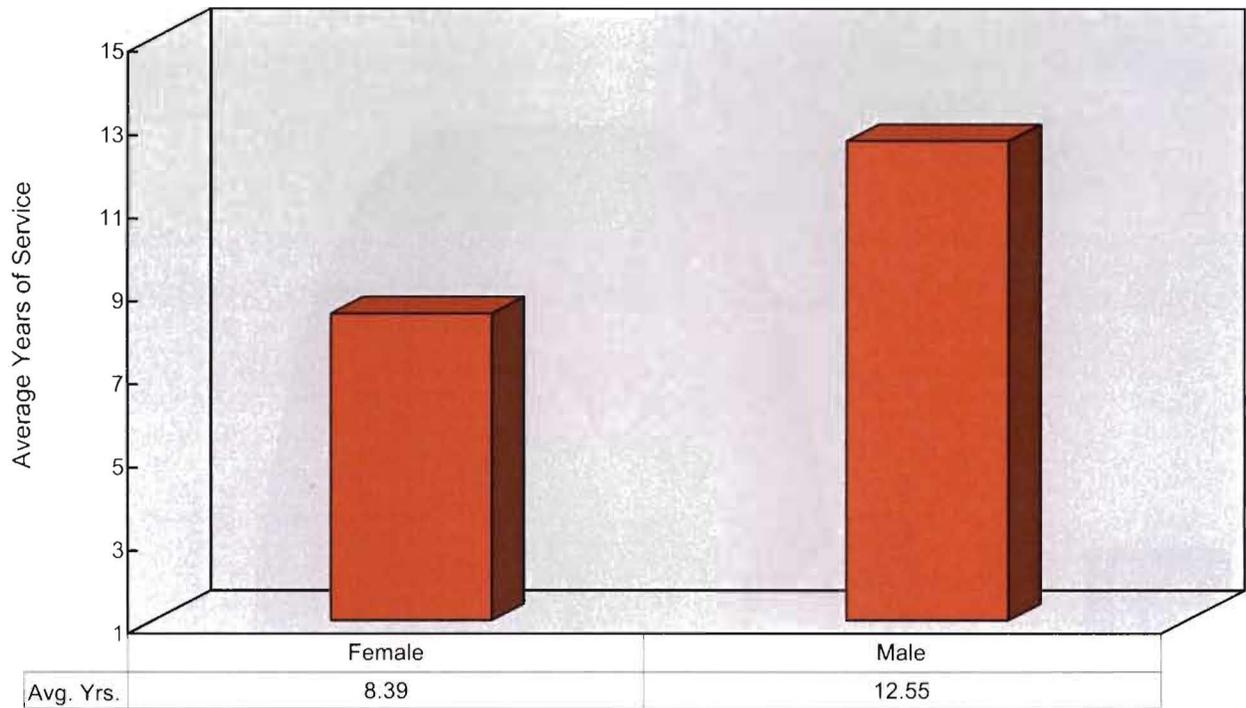
Length of Service Career Employees



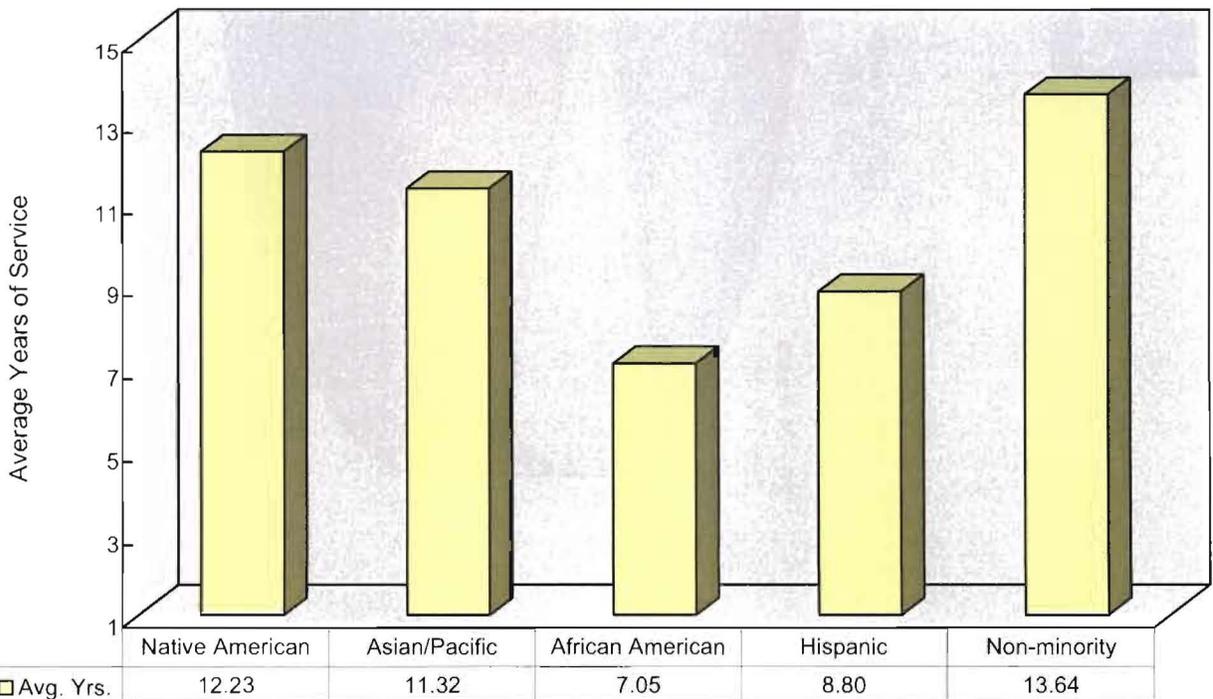
Note: Total Employees = 2,063

(170)

Average Length of Service by Gender



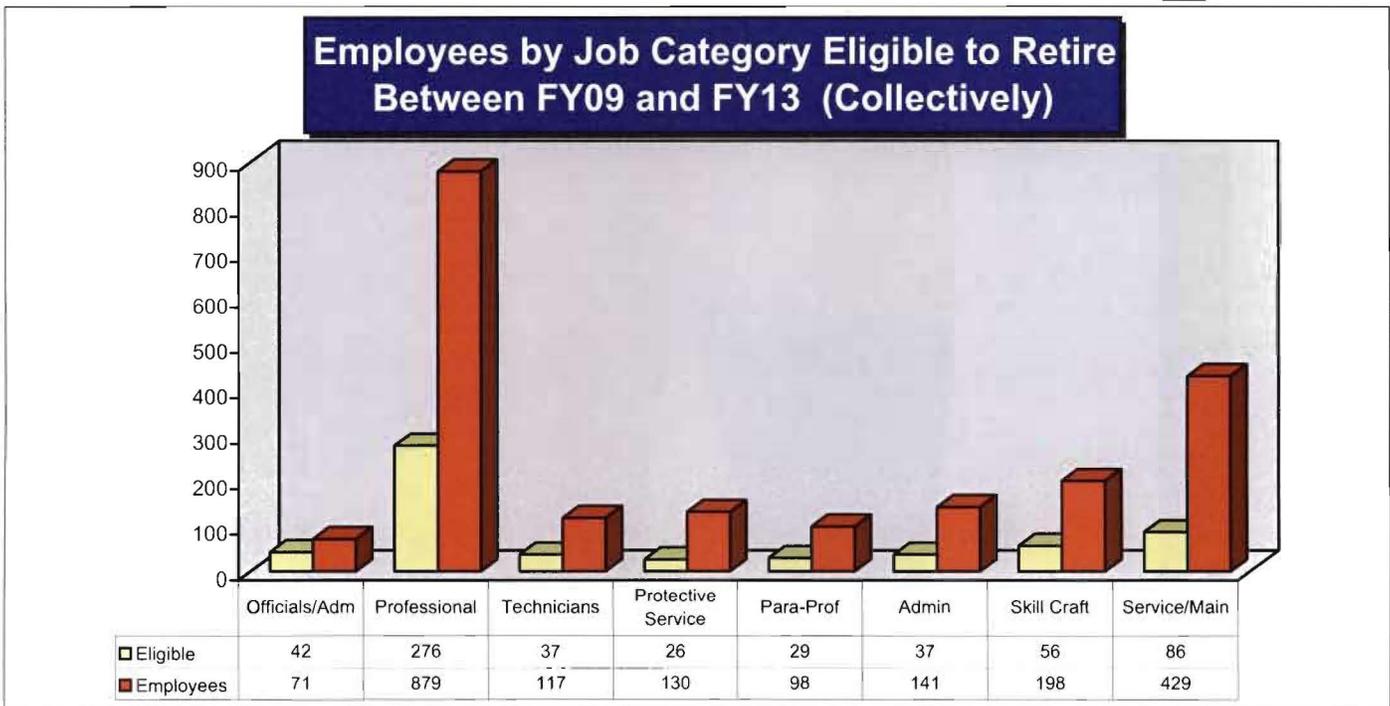
Average Length of Service by Race/Ethnicity



ATW

Employees Eligible for Normal Retirement Between FY09 and FY13

	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>Total</u>
Pr. Geo Comm	6	0	1	1	0	8
Pr. Geo Pks & Rec	114	22	55	55	19	265
Pr. Geo Planning	19	5	10	13	2	49
Sub Total	139	27	66	69	21	322
CAS	19	4	2	7	1	33
Mont. Comm	2	1	1	2	1	7
Mont. Parks	70	19	35	42	17	183
Mont. Planning	18	5	7	12	2	44
Sub Total	90	25	43	56	20	234
Total	248	56	111	132	42	<u>589</u>



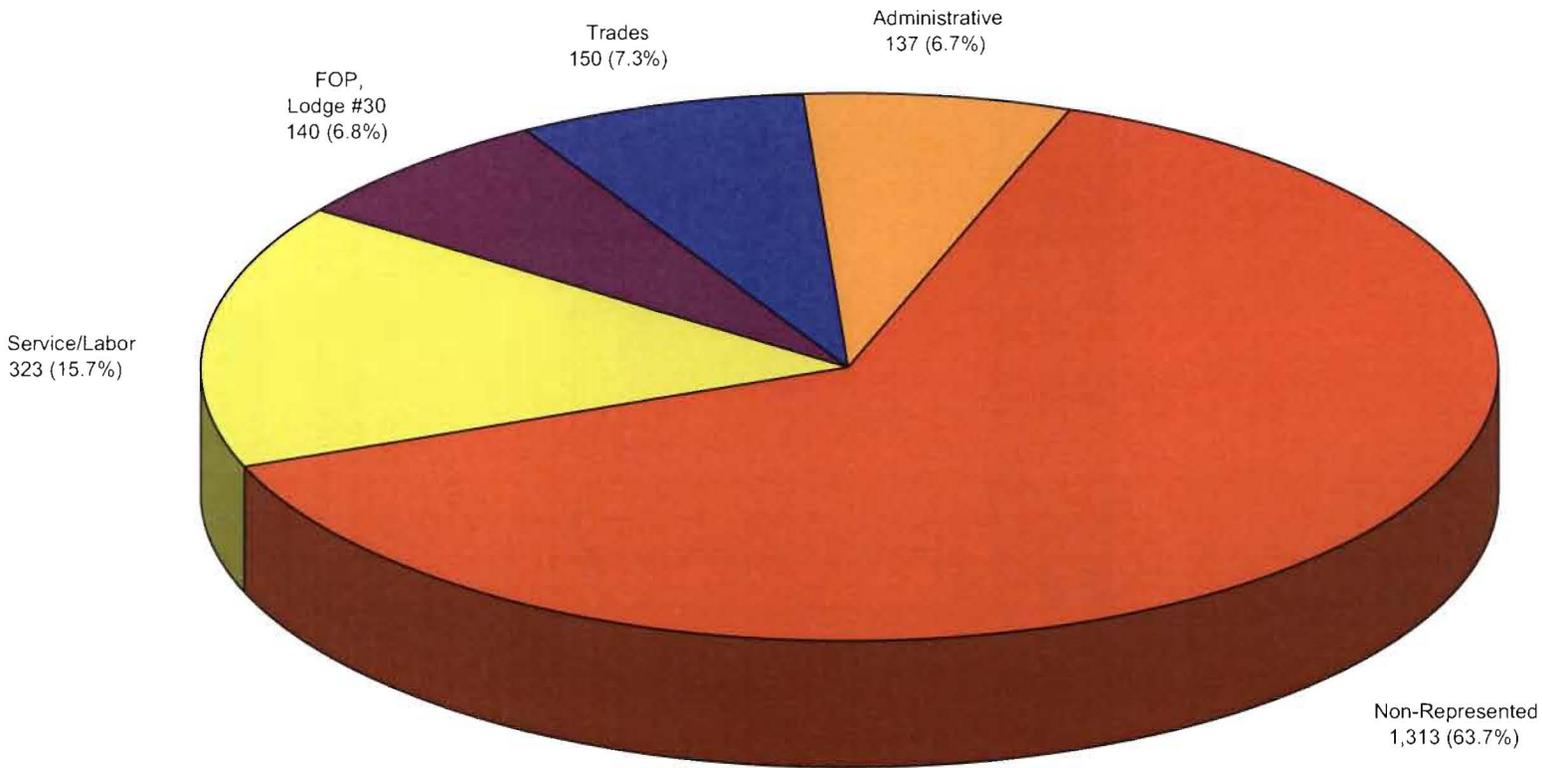
Between FY09 and FY13, 589 or 29% of current employees will reach normal retirement eligibility. This is an average of 117.8 employees for each of those years. Based on the current number of employees, by EEO category, this represents:

- 59.20% of the Official/Administrator category
- 31.40% of the Professional category
- 31.60% of the Technician category
- 20.10% of the Protective Service category
- 29.60% of the Para-Professional category
- 26.20% of the Administrative category
- 28.30% of the Skilled Craft (Trades) category
- 20.10% of the Service/Maintenance category

Excludes appointed officials and employees in Long Term Disability status.

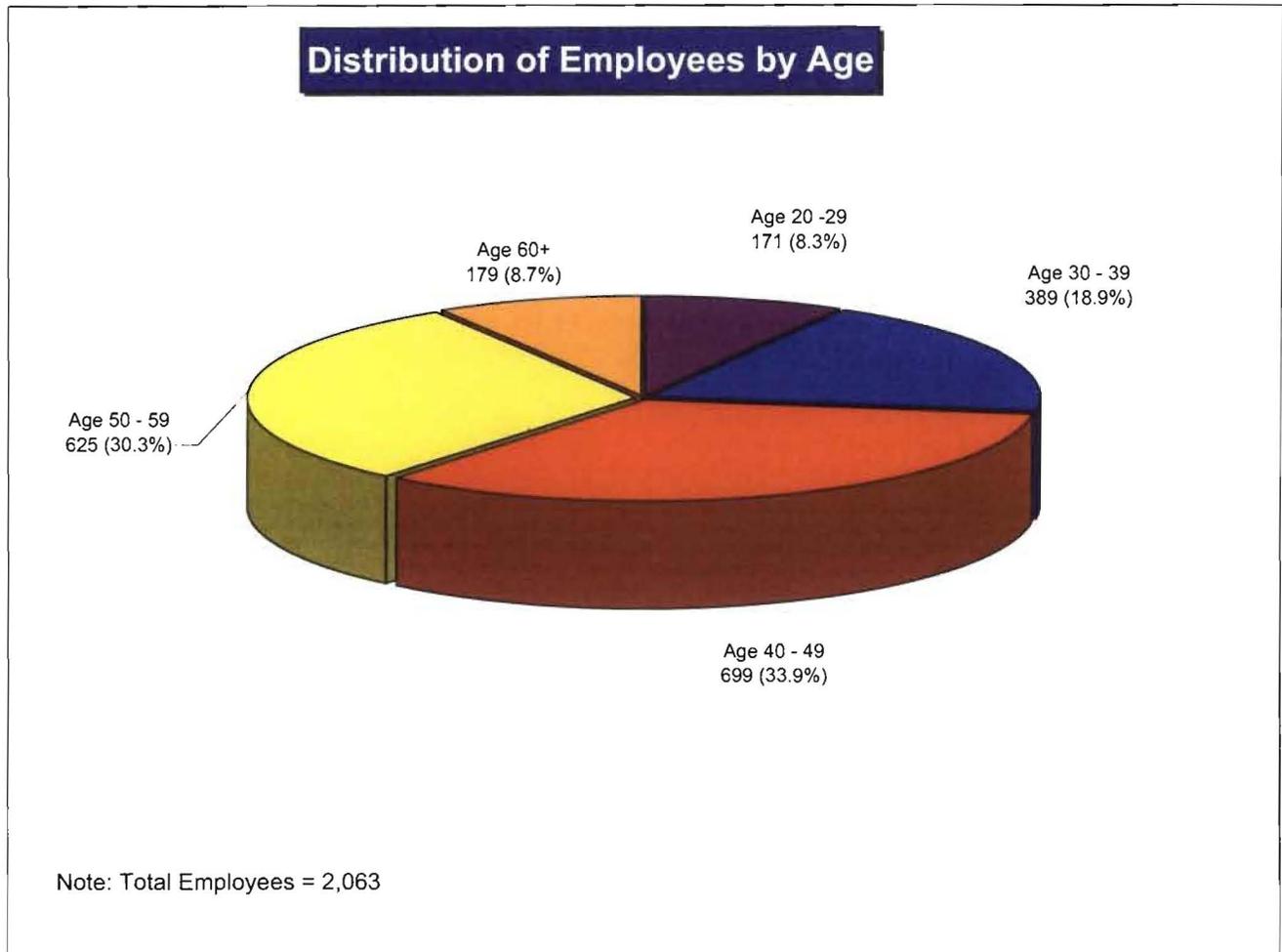
(Handwritten initials: A-12)

Represented and Non-Represented Employees



36.4% of career full-time employees are represented for the purpose of collective bargaining; 63.7% of employees are not represented; and 4 police candidates will not join the FOP until they complete their training to become officers.

A73



Employee Distribution by Department - FY 2008

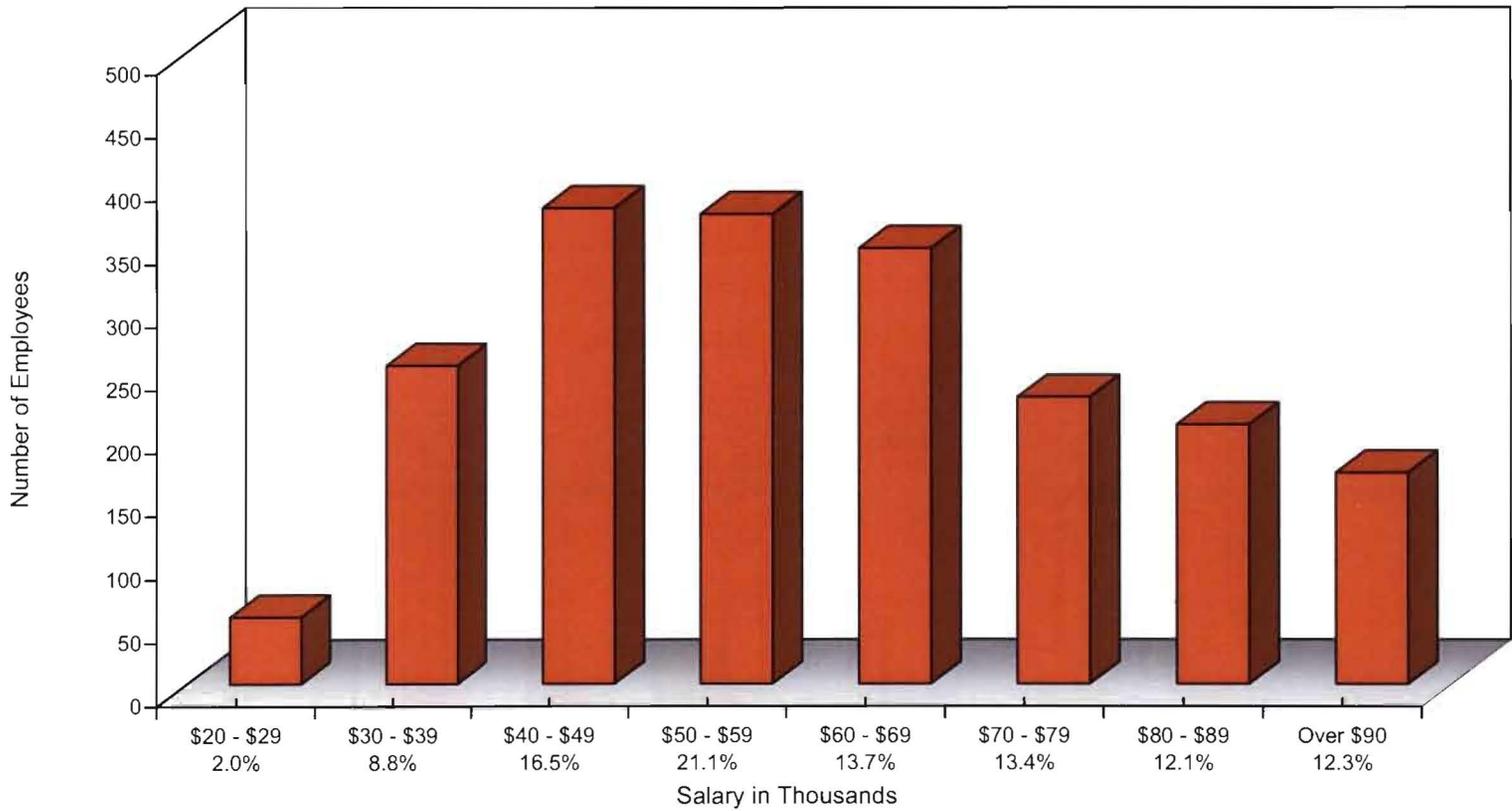
Central Administrative Services	128	6.2%
Montgomery County Commissioners' Office	8	0.4%
Montgomery County Department of Planning	160	7.8%
Montgomery County Department of Parks	669	32.4%
Prince George's County Commissioners' Office	10	0.5%
Prince George's County Planning Department	169	8.2%
Prince George's County Parks and Recreation Department	919	44.5%
M-NCPPC Career Employees - Total	2063	100.0%

Note: Excludes 10 Commissioners (5 in Montgomery County and 5 in Prince George's County), Appointed Officers and Appointed Department Directors.

A77

Employee Profile Salary

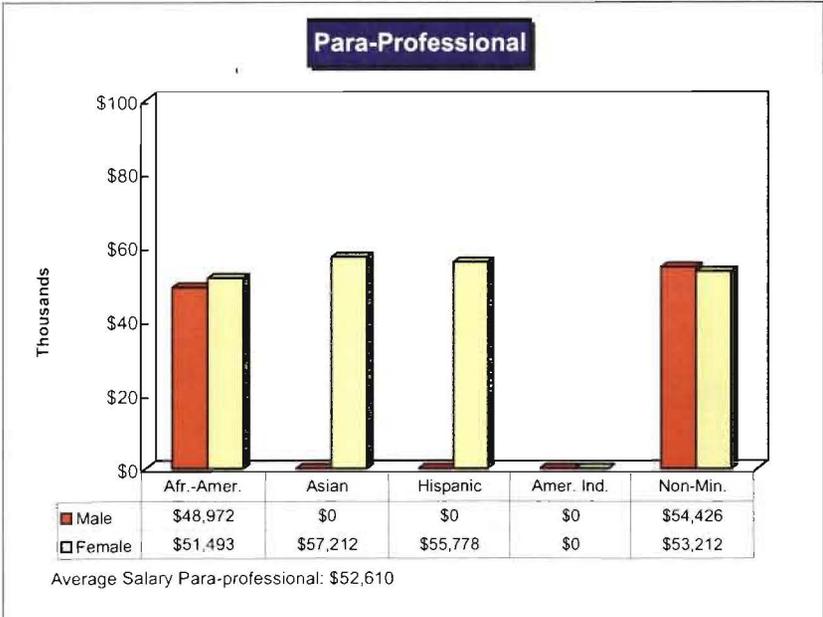
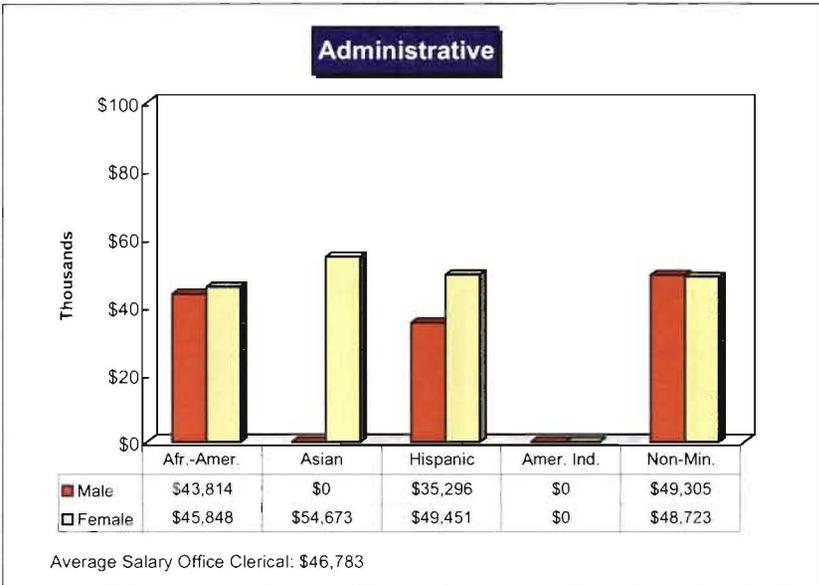
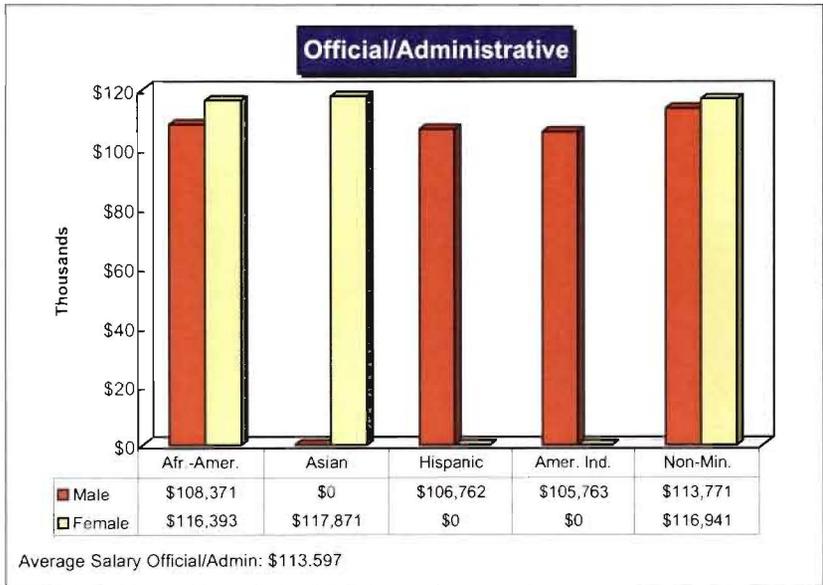
Salary Range Career Full-Time Employees



Note: Total Full-Time Employees = 1998
Average Salary: \$61,378
Excludes Part-Time Career Employees

476

Average Salaries by Employment Category, Gender, and Race/Ethnicity

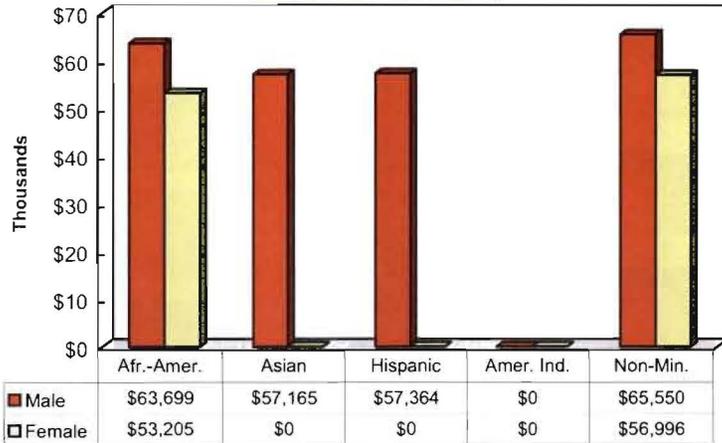


Note: Average Commission Salary: \$61,378

1977

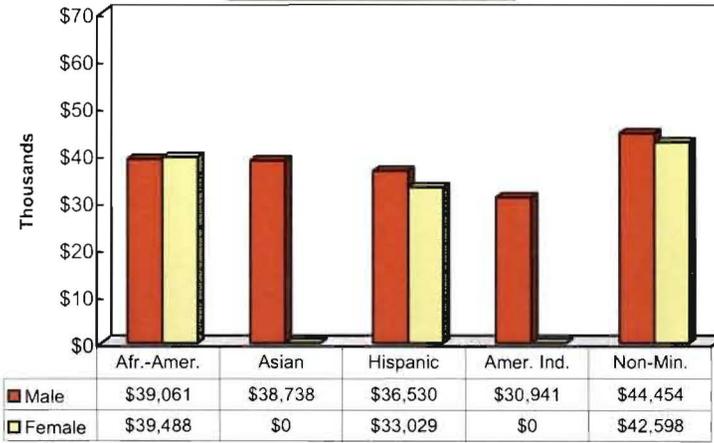
Average Salaries by Employment Category, Gender, and Race/Ethnicity

Protective Service



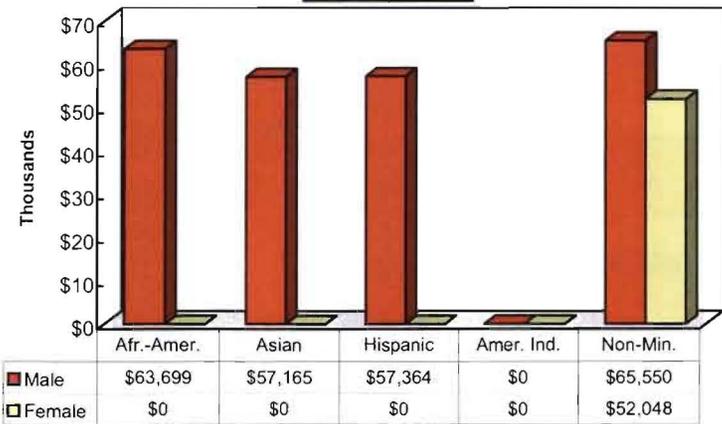
Average Salary Protective Service: \$61,788

Service/Maintenance



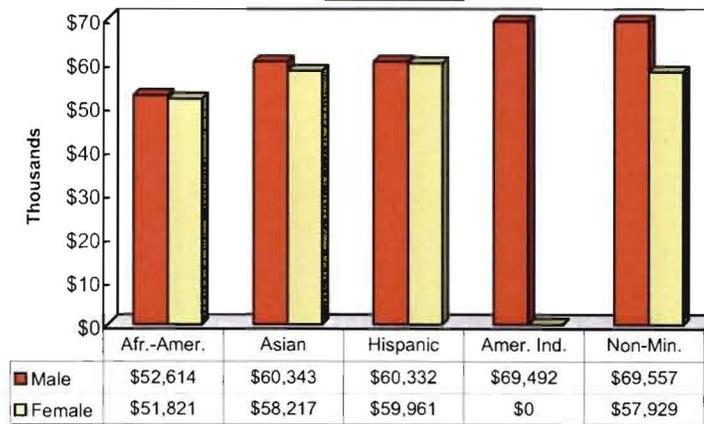
Average Salary Service Maintenance: \$40,950

Skilled Craft



Average Salary Skill Craft : \$52,868

Technical



Average Salary Technical: \$61,429

Note: Average Commission Salary: \$61,378

BLH
179

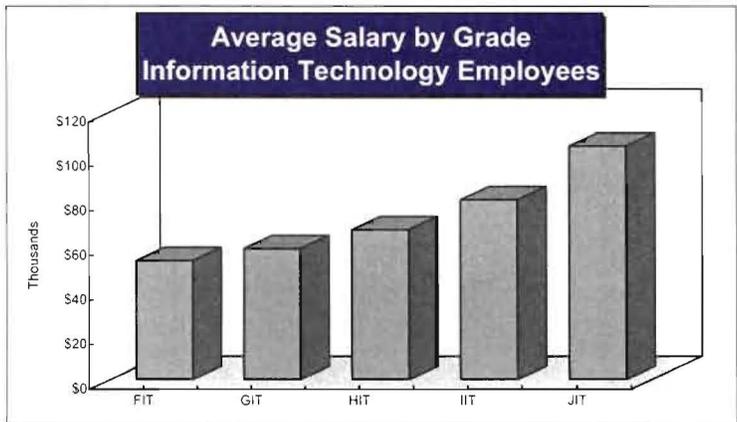
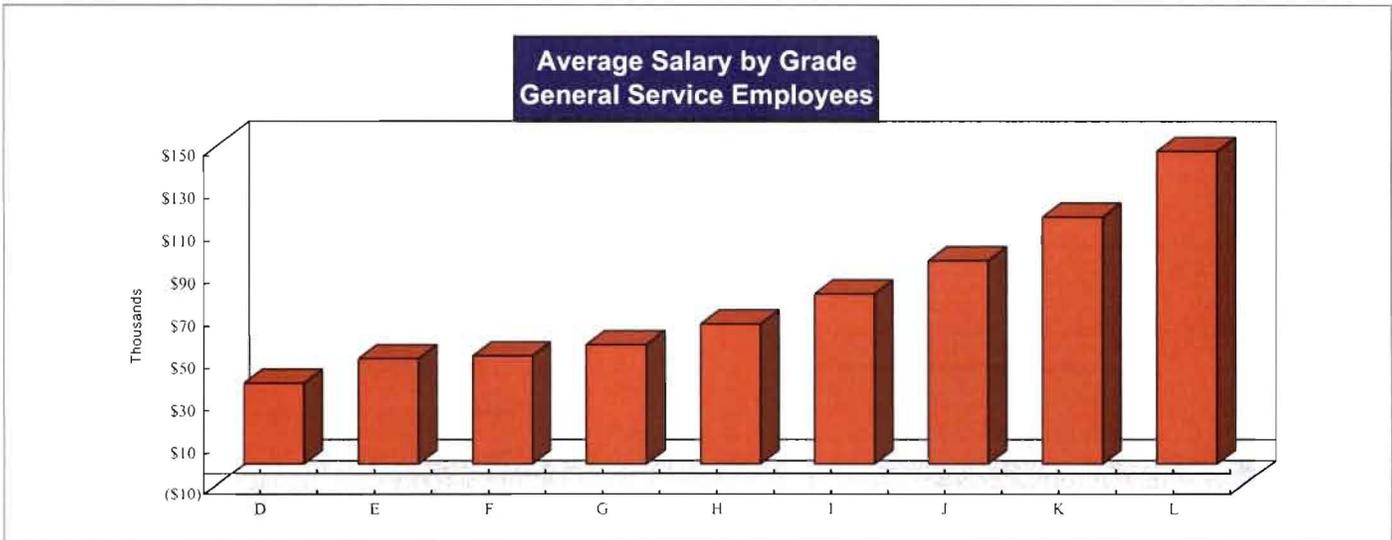
Average Annual Salaries for Career Employees By Grade

Grade	Salary
Park Police	
PC1	\$44,895
P02	\$48,918
P03	\$53,324
P04	\$69,917
P05	\$84,962
P06	\$98,087
P07	\$114,778
P09	\$126,783

Grade	Salary
General Service	
D	\$38,319
E	\$49,761
F	\$51,104
G	\$56,439
H	\$66,159
I	\$80,287
J	\$95,908
K	\$116,501
L	\$147,329

Grade	Salary
Information Tech	
FIT	\$53,259
GIT	\$58,711
HIT	\$67,118
IIT	\$80,551
JIT	\$104,700

Average Salary \$61,378
 *** No employees in grade

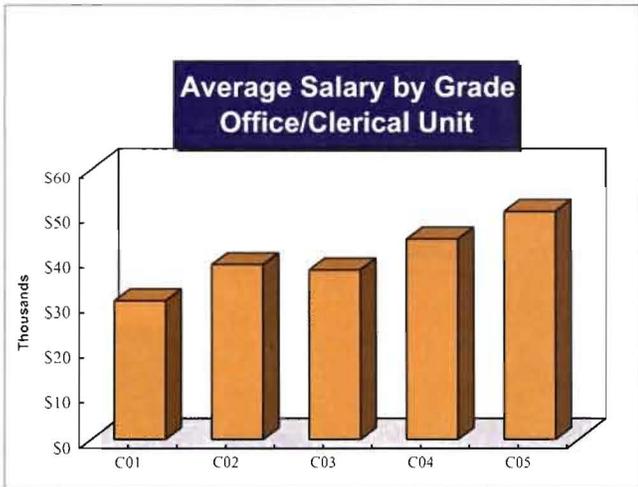


A79

Average Annual Salaries for Career Employees By Grade

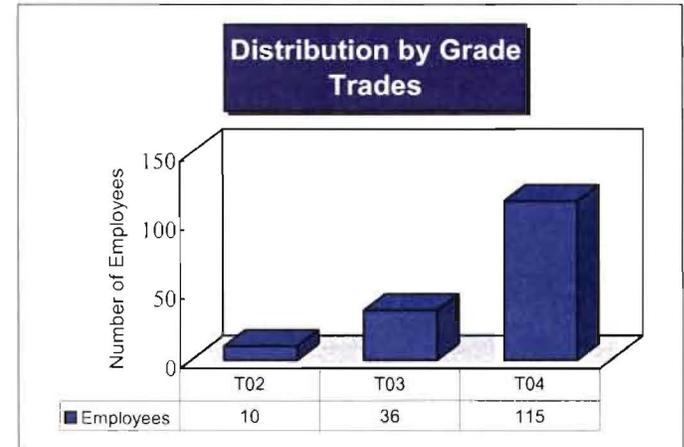
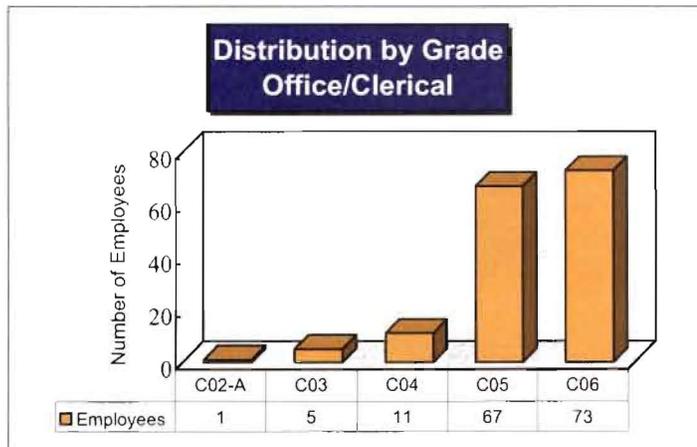
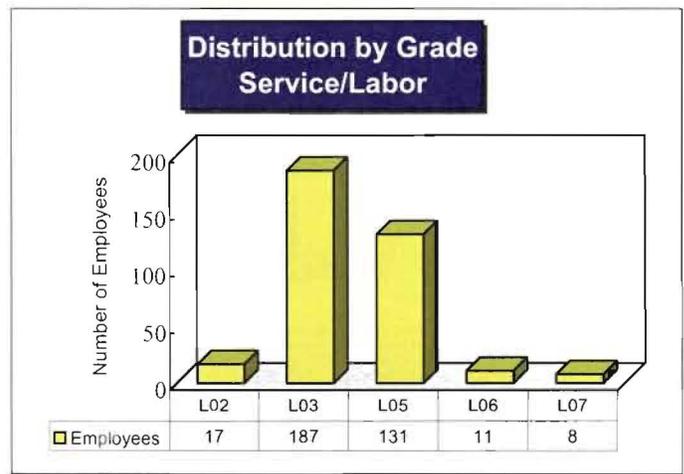
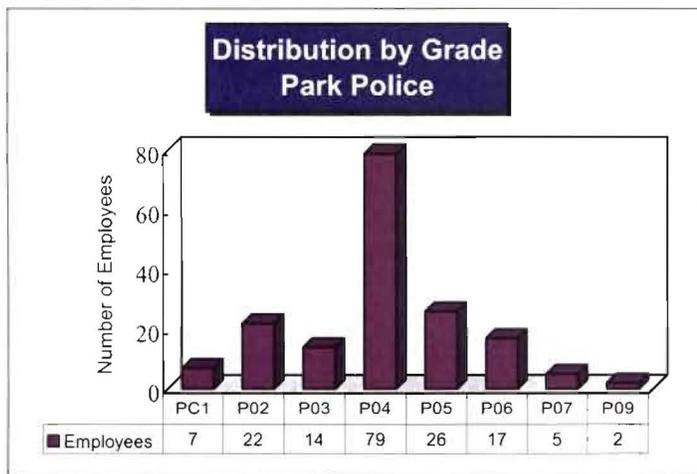
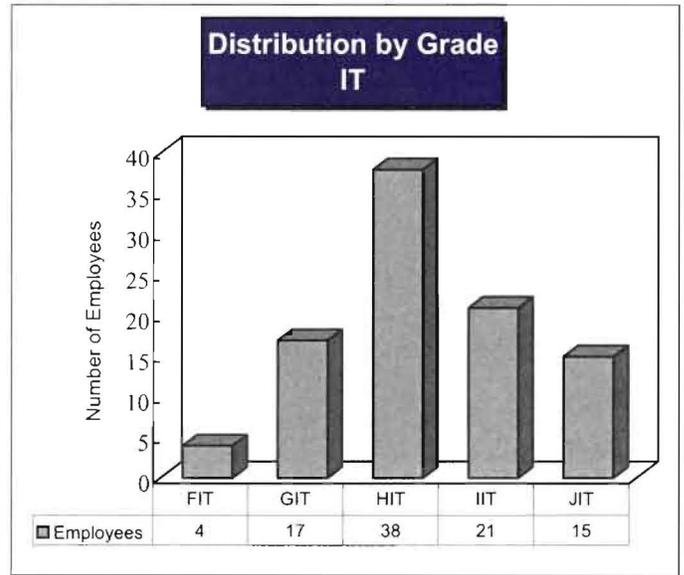
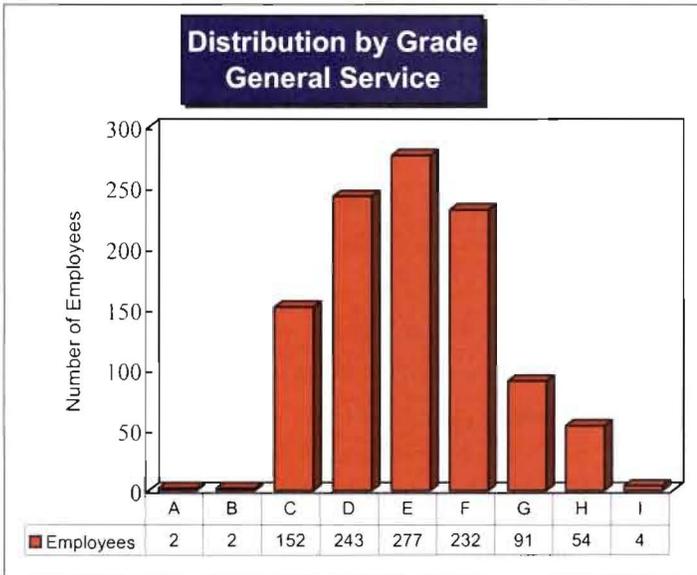
<u>Grade</u>	<u>Salary</u>	<u>Grade</u>	<u>Salary</u>	<u>Grade</u>	<u>Salary</u>
<u>Office/Clerical</u>		<u>Service/Labor</u>		<u>Trades</u>	
C02	\$30,759	L02	\$29,100	T02	\$37,376
C03	\$38,821	L03	\$34,650	T03	\$41,897
C04	\$37,621	L05	\$43,931	T04	\$52,963
C05	\$44,495	L06	\$41,024		
C06	\$50,632	L07	\$50,074		

Average Salary \$61,378
 *** No employees in grade



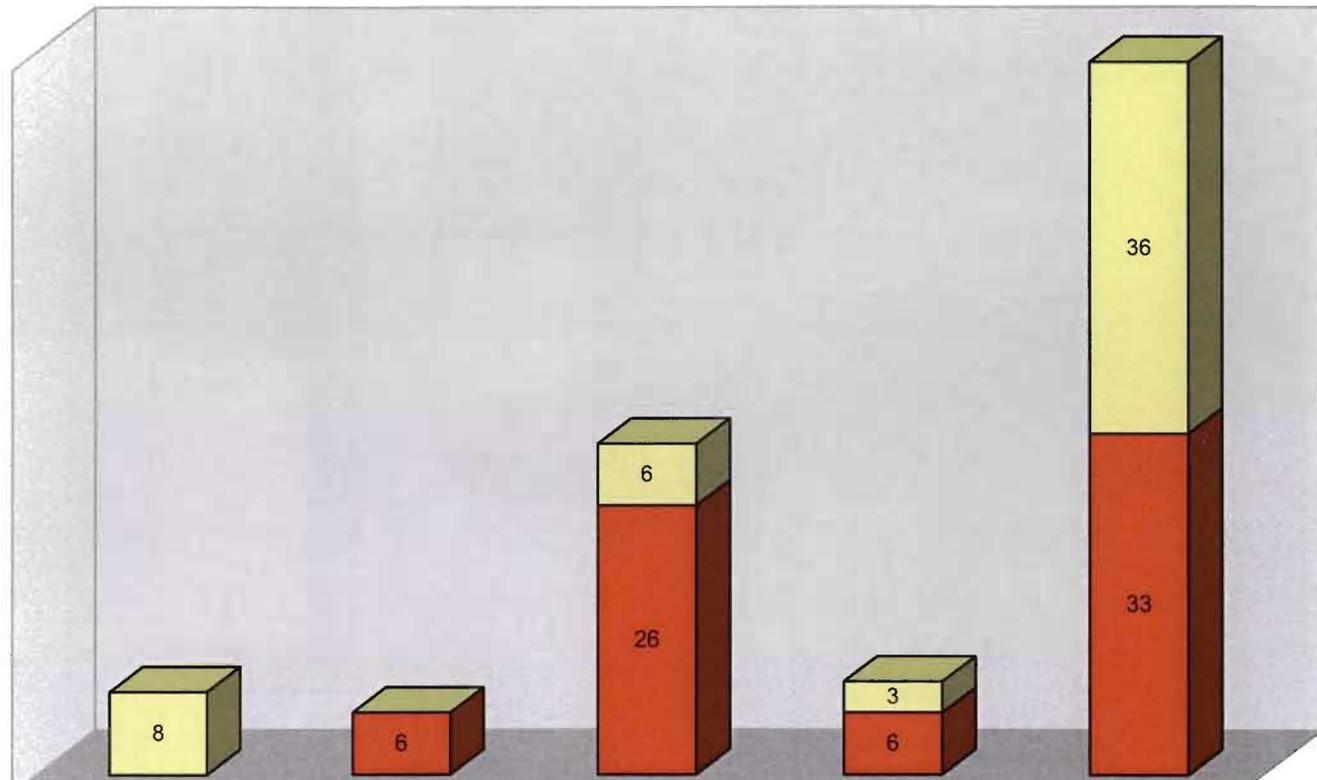
ASO

Employee Distribution by Grade Within Pay Schedule



AS

Career Employee Promotions By Department

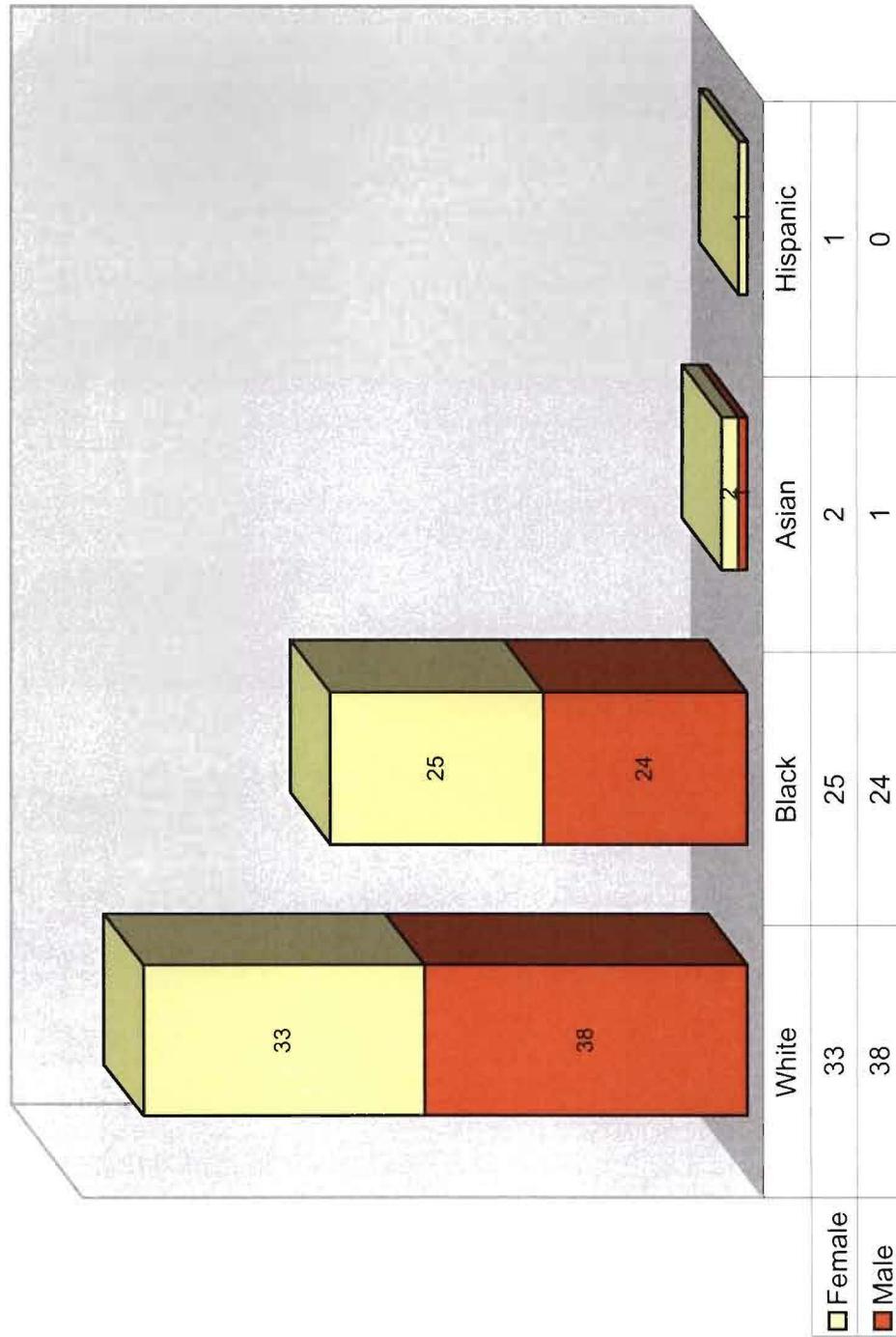


	CAS	MC Planning	MC Parks	PGC Planning	Parks & Recreation
Minority	8	0	6	3	36
Non-Minority	0	6	26	6	33

124 Promotions Commission-wide

082

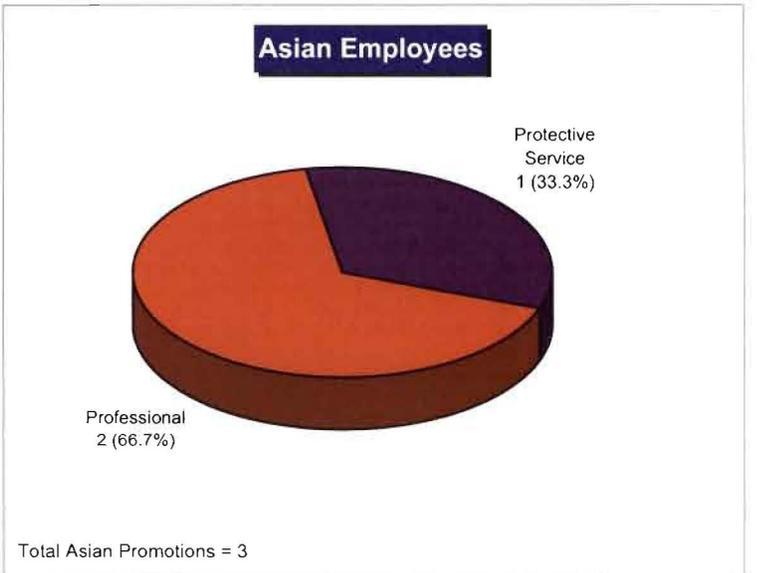
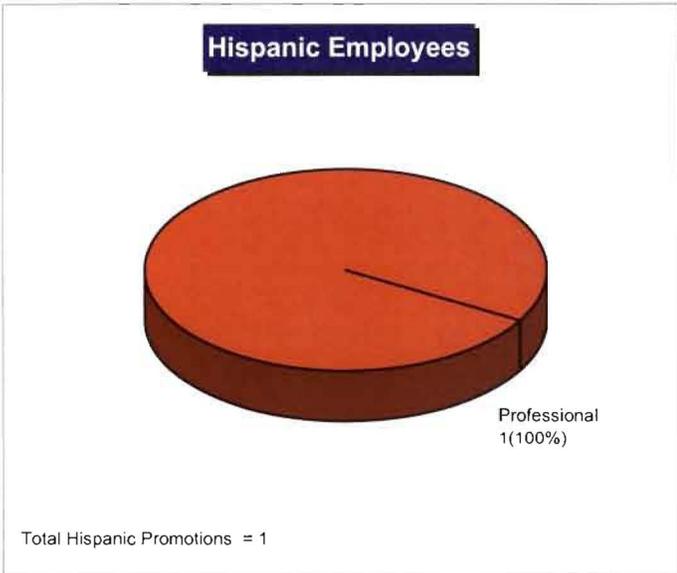
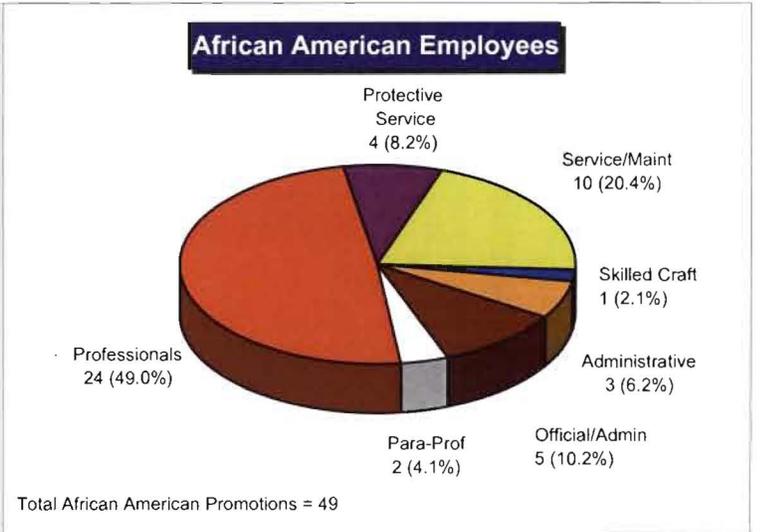
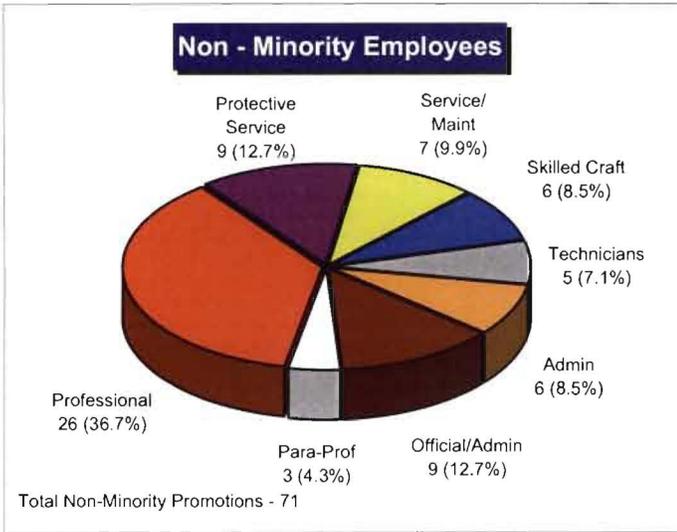
**Career Employee Promotions
By Gender and Race/Ethnicity**



124 Promotions Commission-wide

A83

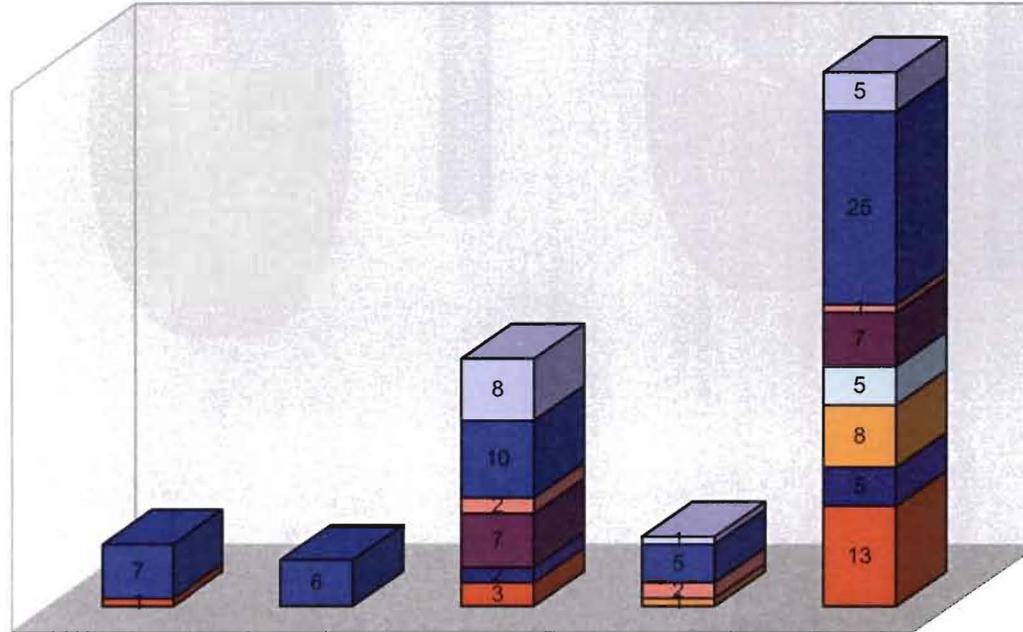
Career Employee Promotions By Race/Ethnicity and Employment Category



124 Promotions Commission-wide

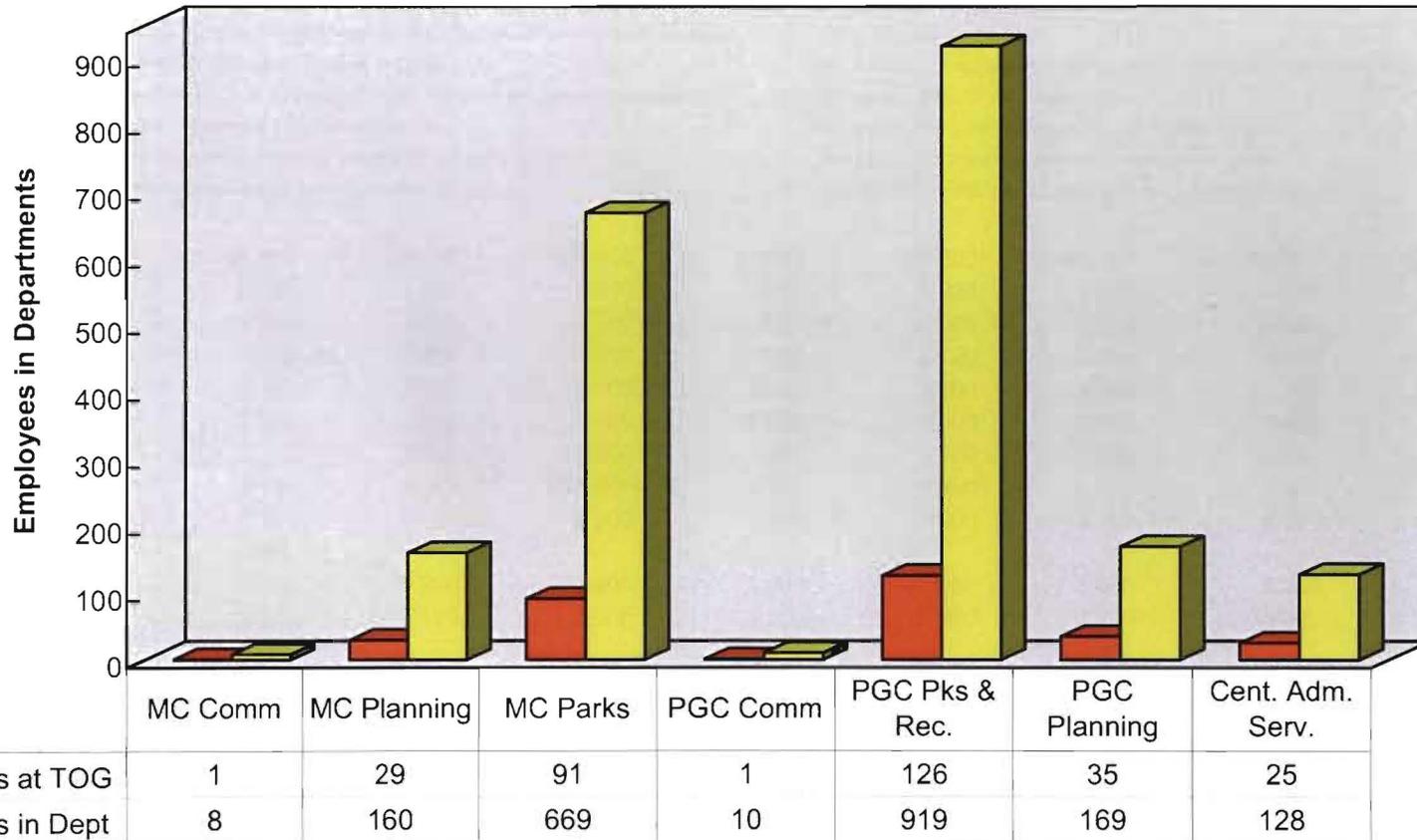
A84

Career Employee Promotions By Employment Category Per Department



	CAS	MC Planning	MC Parks	PGC Planning	Parks & Recreation
□ Officials/Administrators			8	1	5
■ Professionals	7	6	10	5	25
■ Technicians			2	2	1
■ Protective Services			7		7
□ Paraprofessionals					5
■ Administrative				1	8
■ Skilled Crafts			2		5
■ Service Maintenance	1		3		13

Employees at Top of Grade (TOG) By Department



Total Employees at Top of Grade Commission-wide = 308



Comparison of Cost-of-Living Adjustments FY98 -- FY08

(Percent of Increase)

Fiscal Year	M-NCPPC			MONTGOMERY COUNTY			PRINCE GEORGE'S COUNTY		
	Park Police FOP	Ser/Labor Trades Office (Local 1994)	Non-Repre. Employees	Police (FOP)	OPT & SLT (1994)	Non-Repre. Employees	Police (FOP)	Ser/Labor Trades Office (AFSCME)++	Non-Repre. Employees
1998	2.875	\$500 (b) 2.800 (c)	0.000	2.750	2.700	2.700	3.000 (d)	**	**
1999	2.250	2.500 (e)	2.750	2.000	2.000	2.000	2.500 (f)	2.500	2.500
2000	2.000	3.000 (g) 2.500 (h)	2.500	2.500	2.600	2.600	2.000	2.500	2.500
2001	2.250	3.000 (i)	3.000 (i)	2.700	3.000 (j)	3.000 (j)	2.500 (k)	2.750	2.750
2002	3.000 (l)	3.100 (m)	3.100 (m)	See Note (n)	3.250	3.250	4.700 (o)	3.000	3.000
2003	2.500	3.250 (o)	3.250 (o)	4.000 (p)	3.500	3.500	3.500	3.000	3.000
2004	2.750	2.500	2.500 (q)	2.000	3.750 (q)	2.000	2.000	3.000	3.000
2005	2.500 (r)	2.700	2.700	2.000 (s)	2.000 (s)	2.000 (s)	2.000 (t)	3.000 (u)	1.500
2006	3.500 (v)	2.800 (w)	2.800 (a)	2.750	2.75	2.750	3.000	2.500	2.500
2007	3.500	3.000	3.250	4.000 (x)	4.00 (y)	4.000 (y)	3.000	2.500	2.500
2008	3.000	3.250	3.250	7.500 (z)	4.00	4.000	2.500	2.500	2.500
Cumulative	30.125	34.400	29.100	32.200	33.550	31.800	30.700	27.250	25.750

++Closely matches classes represented by MCGEO Local 1994 at M-NCPPC

** All employees in Prince George's County received \$1,000 cash on November 26, 1997.

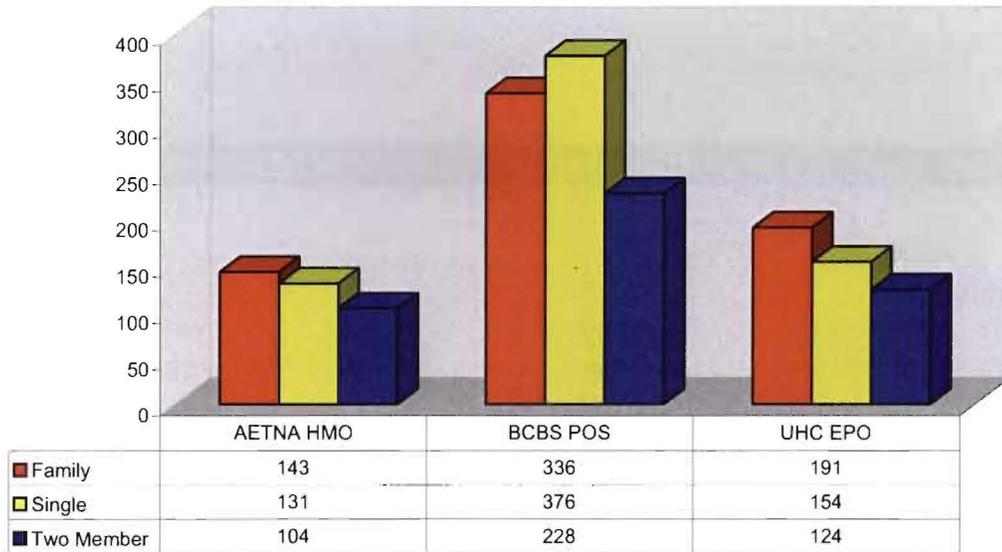
- (a) Non-represented employees received a 2.8% COLA effective 7/05
- (b) FY 1998 was first contract year for Local 1994 and employees in Service/Labor Unit received a \$500 lump sum award; employees were general service prior to FY98
- (c) Employees in Trades and Office/Clerical Unit received a 16-month COLA of 2.8% effective March, 1998
- (d) Officers received 2% on 7/97 and 1% 1/98
- (e) COLA for Service/Labor Bargaining Unit employees in FY99 was 2.5%
- (f) COLA of 2.5% effective January 1, 1999
- (g) Service/Labor Bargaining Unit FY00 COLA of 2% effective 7/99 and 1% effective 1/00
- (h) FY00 COLA for Trades and Office Units was 2.5%
- (i) FY01 COLA was 2.5% on July, 2000 and .5% in January, 2001
- (j) FY01 COLA was 2% in July, 2000 and 1% in January, 2001
- (k) FY01 COLA was 1.5% in July, 2000 and 1% in January, 2001
- (l) FY02 COLA 3% on 2/02
- (m) FY02 COLA 2.5% on 7/01 and .5% on 1/02

- (n) FY02 COLA \$2800 on 7/01 plus \$600 on 1/02 added to base
- (o) FY03 COLA 2.6% effective 7/02; 0.75% effective 10/02
- (p) FY03 COLA 3.0% effective 7/02; 1.0% effective 1/03
- (q) FY04 delayed implementation dates
- (r) FY05 COLA effective 5/05; graded officers received 2.5%; Sergeants received 5.0%
- (s) COLAs effective 9/5/04
- (t) FY05 COLA, 1.0% in 7/04 and 1.0% in 1/05
- (u) FY05 COLA, 1.0% in 7/04, 1.0% in 1/05, and 1.0% in 4/05
- (v) Officers received 2.5% effective 7/05 and a 1% COLA effective 4/06
- (w) FY06 COLA for Service, Labor, Trades, Office was 2.8% effective 7/05
- (x) FY07 COLA, 3.0% effective 1/9/06 and 1.0% effective 1/7/07
- (y) FY07 COLA, 3.0% effective 7/1/06 and 1.0% effective 1/1/07
- (z) Salary schedule adjusted by \$3,151 - equivalent to 7.5%, effective 7/1/07

AS7

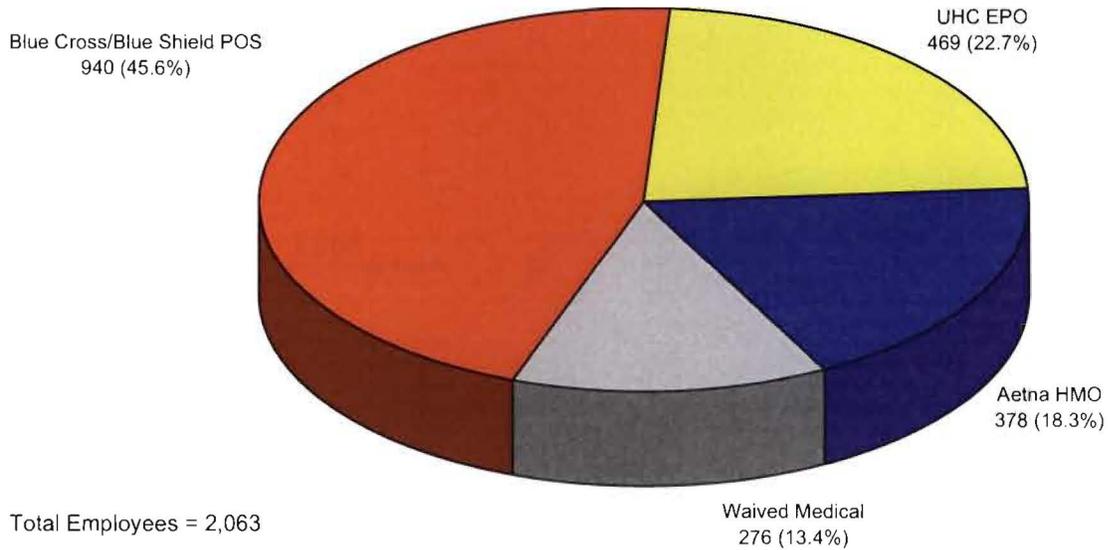
Employee Profile Benefits

Medical Health Plan Participation by Coverage



Career Employees not participating in a M-NCPPC Health Program = 276

Medical Health Plan Participation by Provider



These graphs do not include participation in prescription drug, dental or vision coverage. Participation is based on calendar year. Distribution changes each calendar year at time of Open Enrollment.

(AS9)

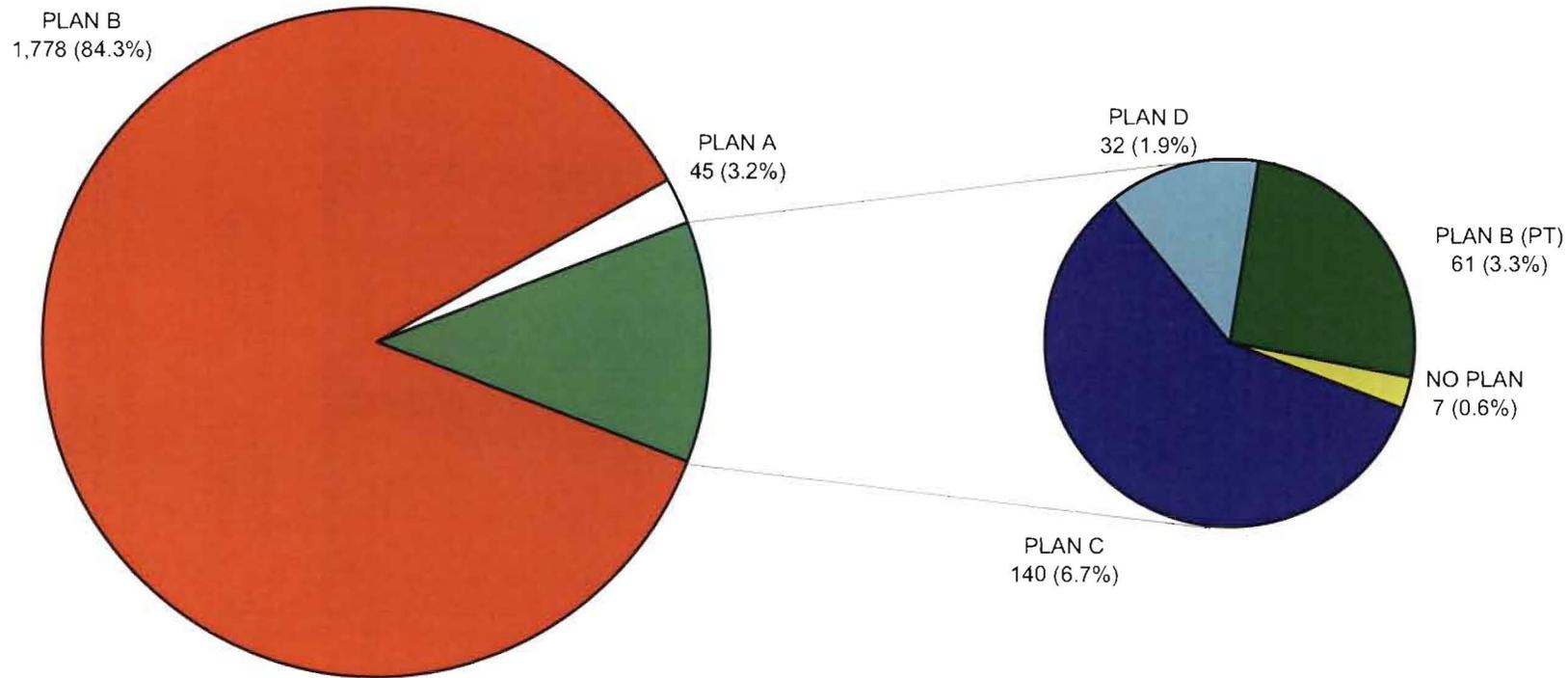
Active Career Health Plan Participation

Health Plan	Coverage	Enrolled	Percentage
IPA Models			
UHC EPO	Family	191	9.30%
UHC EPO	Single	154	7.50%
UHC EPO	Two-Member	124	6.01%
Aetna HMO	Family	143	6.93%
Aetna HMO	Single	131	6.35%
Aetna HMO	Two-Member	104	5.04%
		847	41.10%
POS			
Blue Cross/Blue Shield POS	Family	336	16.30%
Blue Cross/Blue Shield POS	Single	376	18.22%
Blue Cross/Blue Shield POS	Two Member	228	11.05%
		940	45.60%
No Health Plan		276	13.40%
Total		2063	100%

NOTE: Does not include participation in prescription drug, supplemental dental, or vision coverage. Participatic calendar year. Distribution changes each calendar year through Open Enrollment transfers.

A90

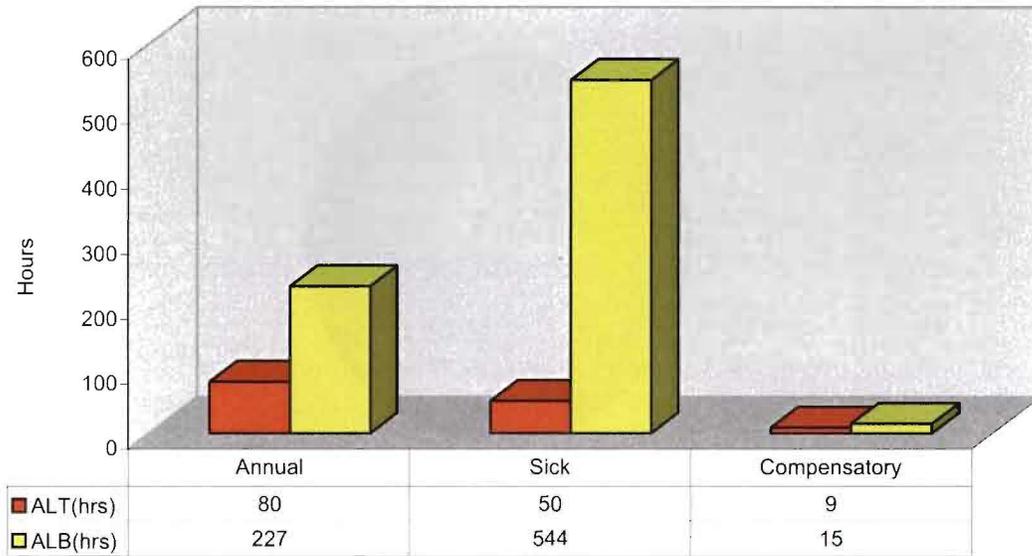
Participation in Employee Retirement Plans



Total employees = 2,063 Plans C & D are for Park Police.
Non Public-Safety employees are in Plans A or B.

AP/1

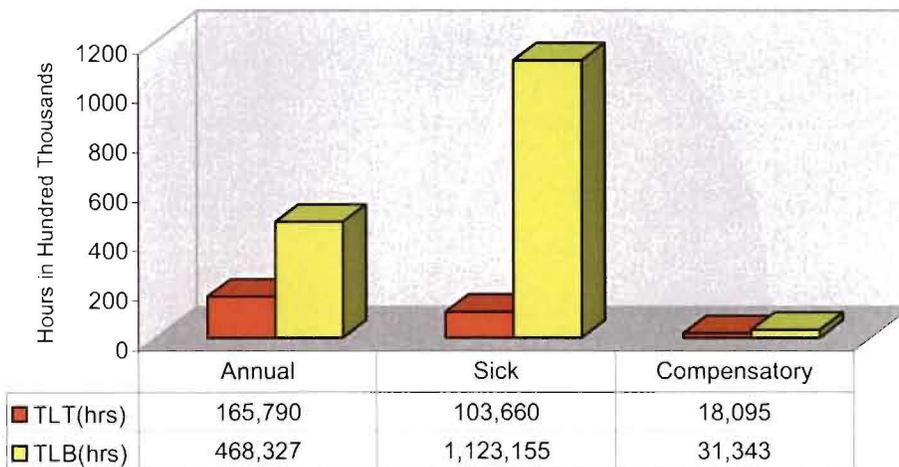
Per Employee Average Leave Taken/Average Leave Balance



ALT = Average Leave Taken

ALB - Average Leave Balance

Total Leave Taken/Total Leave Balance



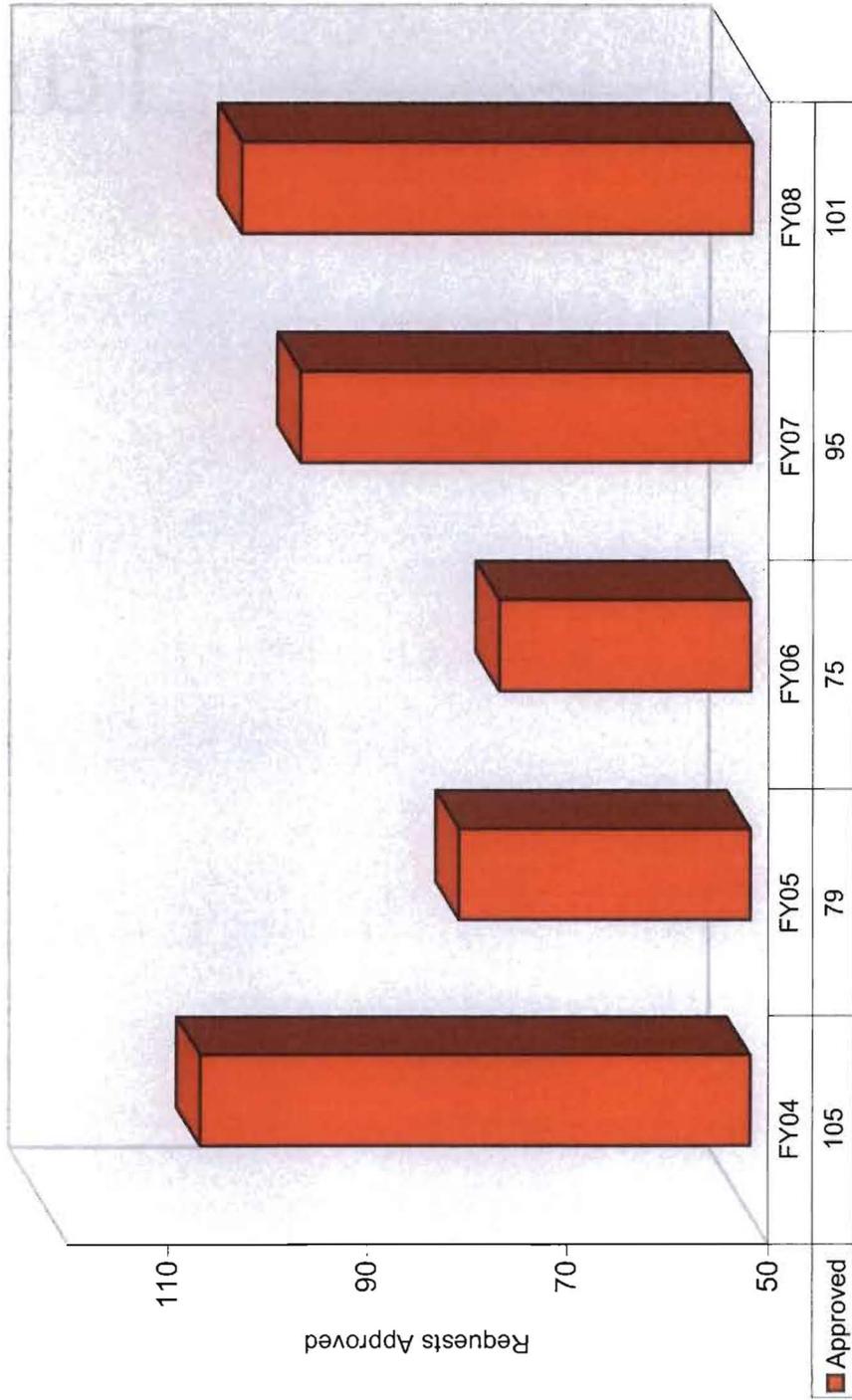
TLT = Total Leave Taken

TLB - Total Leave Balance

Annual and Compensatory leave balances reflect a potential liability for payment to employee upon termination. Sick leave is lost upon termination, or if an employee is retiring, sick leave is converted to creditable service at retirement.

A92

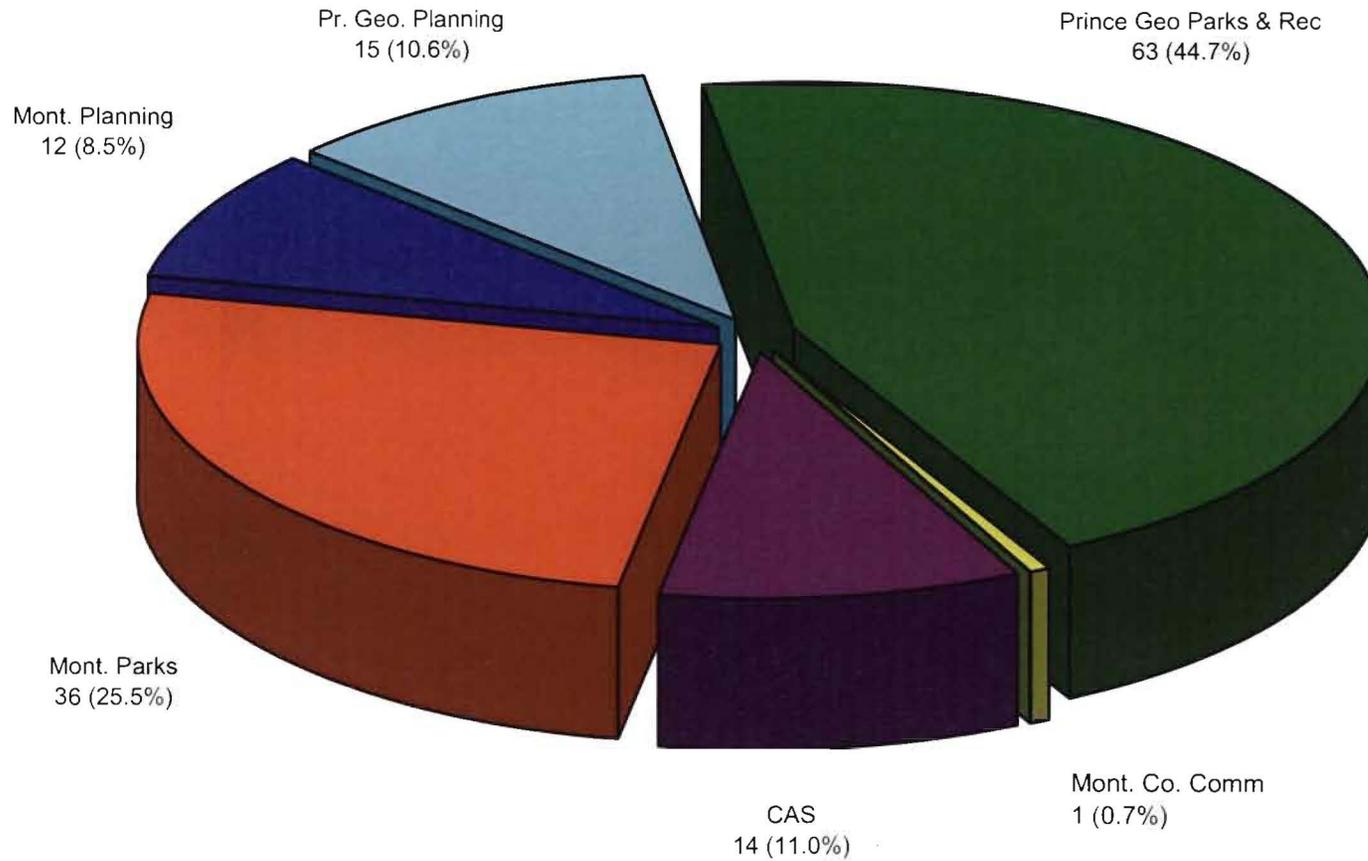
Tuition Assistance Program - Commission Wide Participation



AGB

Employee Profile Turnover

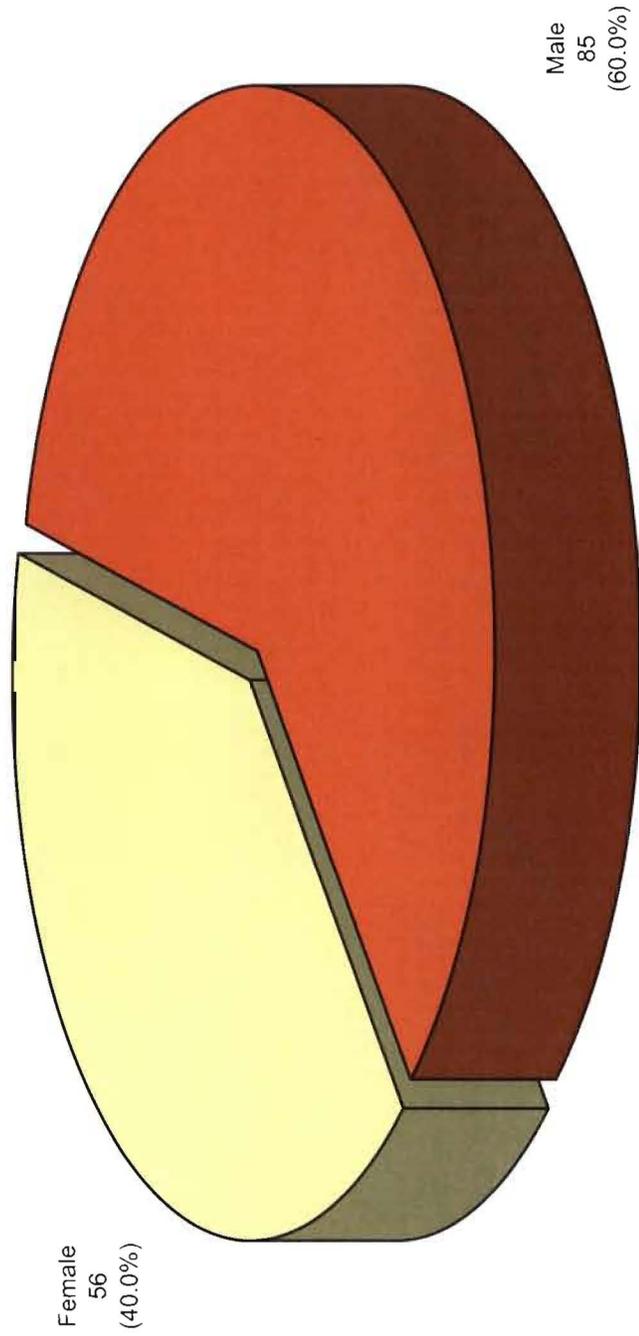
Employee Turnover by Department



Commission-Wide Turnover = 141

A95

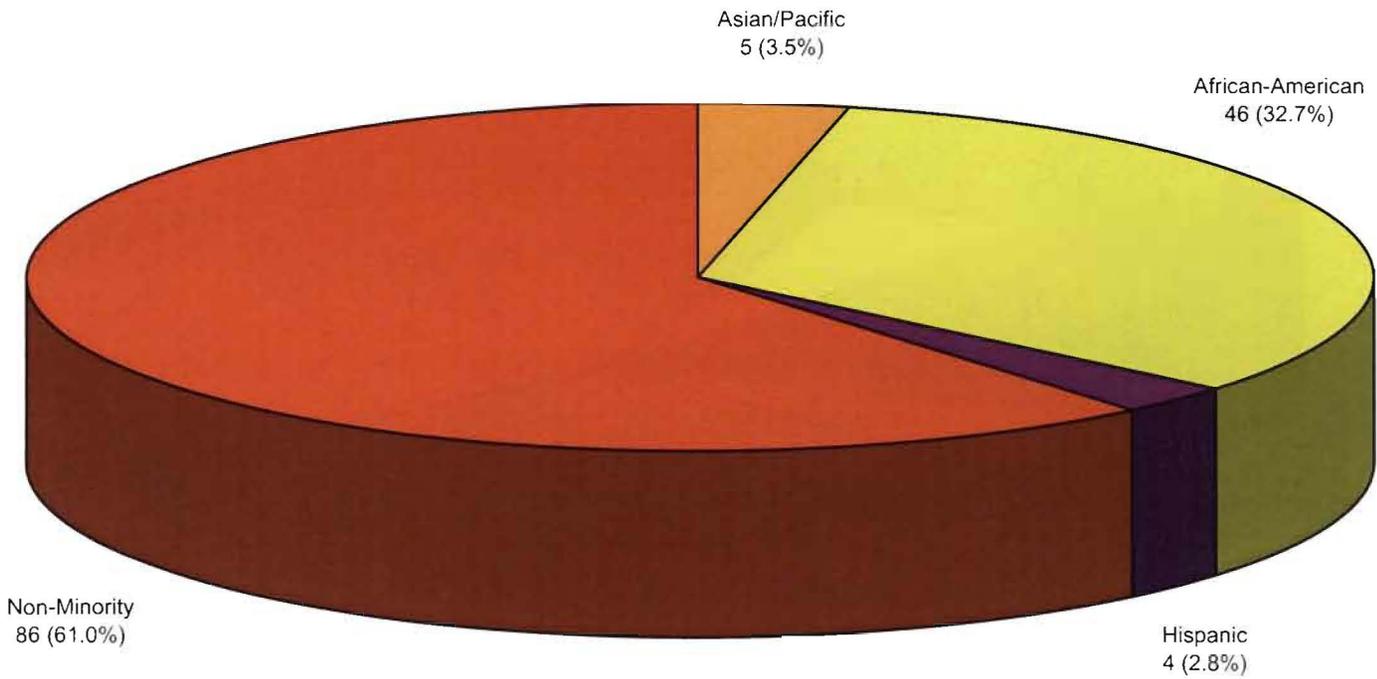
Employee Turnover by Gender



Commission-Wide Turnover - 141

A96

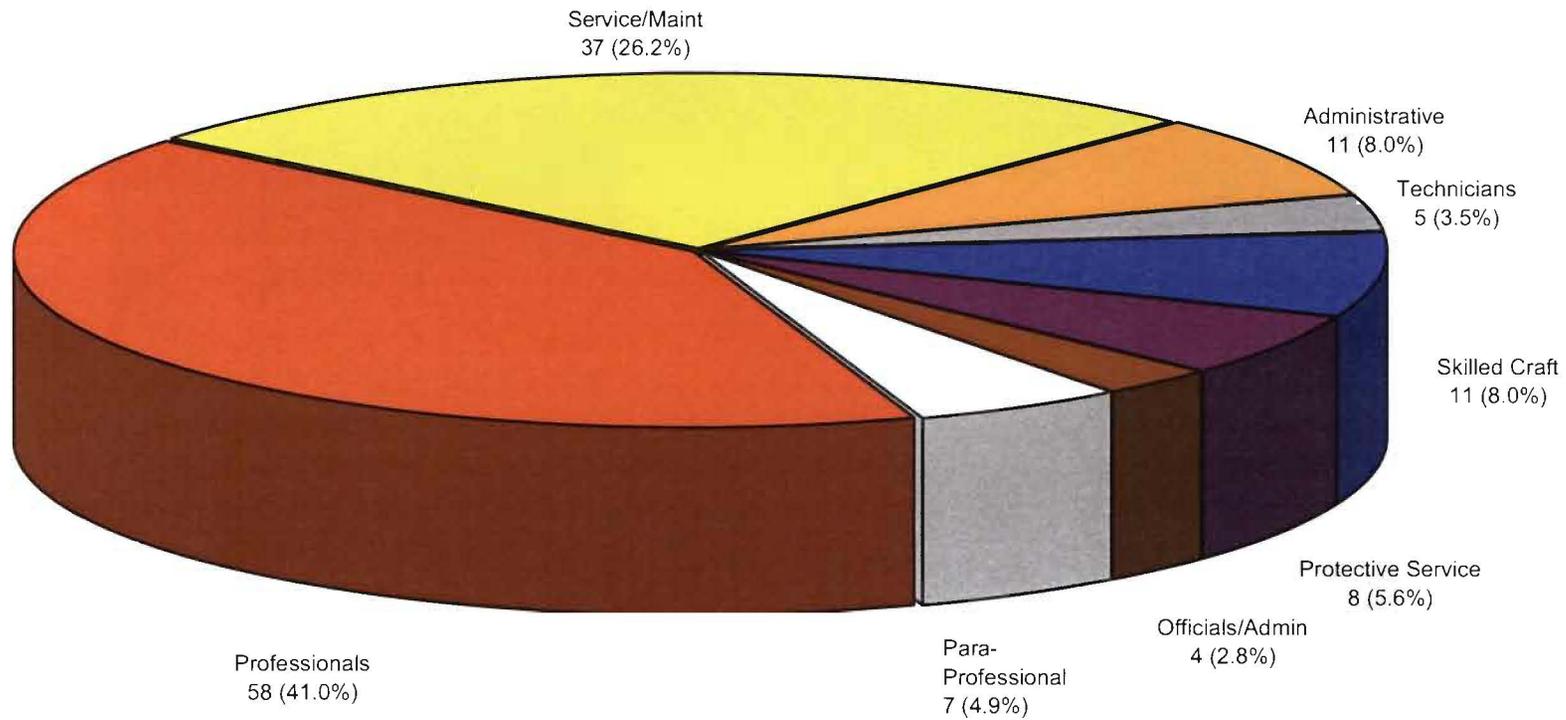
Employee Turnover by Race/Ethnicity



Turnover Commission-Wide = 141

1997

Employee Turnover by Employment Category

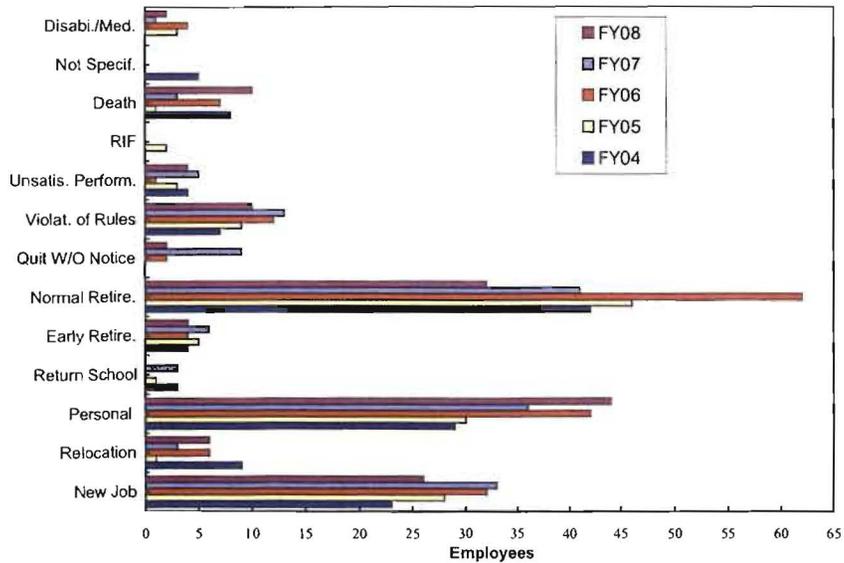


Commission-Wide Turnover = 141

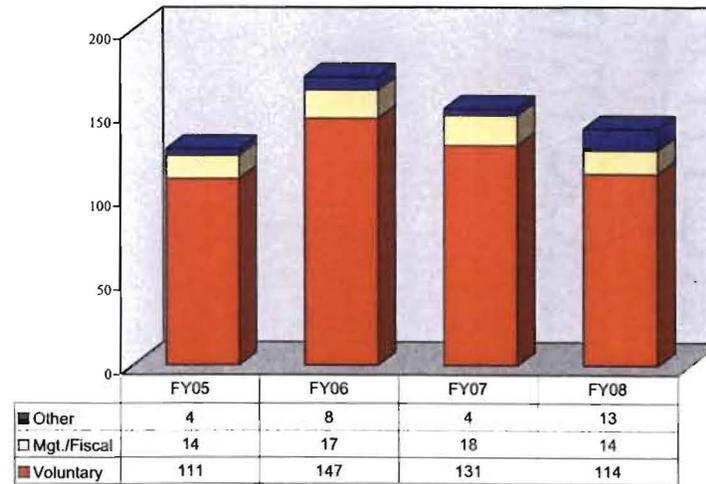
Number of Separations by Reason and Fiscal Year

		2004	2005	2006	2007	2008
Voluntary	New Job	23	28	32	33	26
	Relocation	9	1	6	3	6
	Personal Reasons	29	30	42	36	43
	Return to School	3	1	0	3	0
	Early Retirement	4	5	4	6	4
	Normal Retirement	42	46	62	41	32
	Quit Without Notice	0	0	2	9	2
Other					1	
Management/Fiscal	Violation of Rules	7	9	12	13	10
	Unsatisfactory Performance	4	3	1	5	4
	Reduction in Force (RIF)	0	2	0	0	0
Other	Death	8	1	7	3	10
	Not Specified	5	0	0	0	0
	Disability/Medical	n/a	3	4	1	3
Total Separations		134	129	172	153	141
Turnover Rate		6.79%	6.64%	8.87%	7.73%	6.80%

Turnover - Separation Reasons



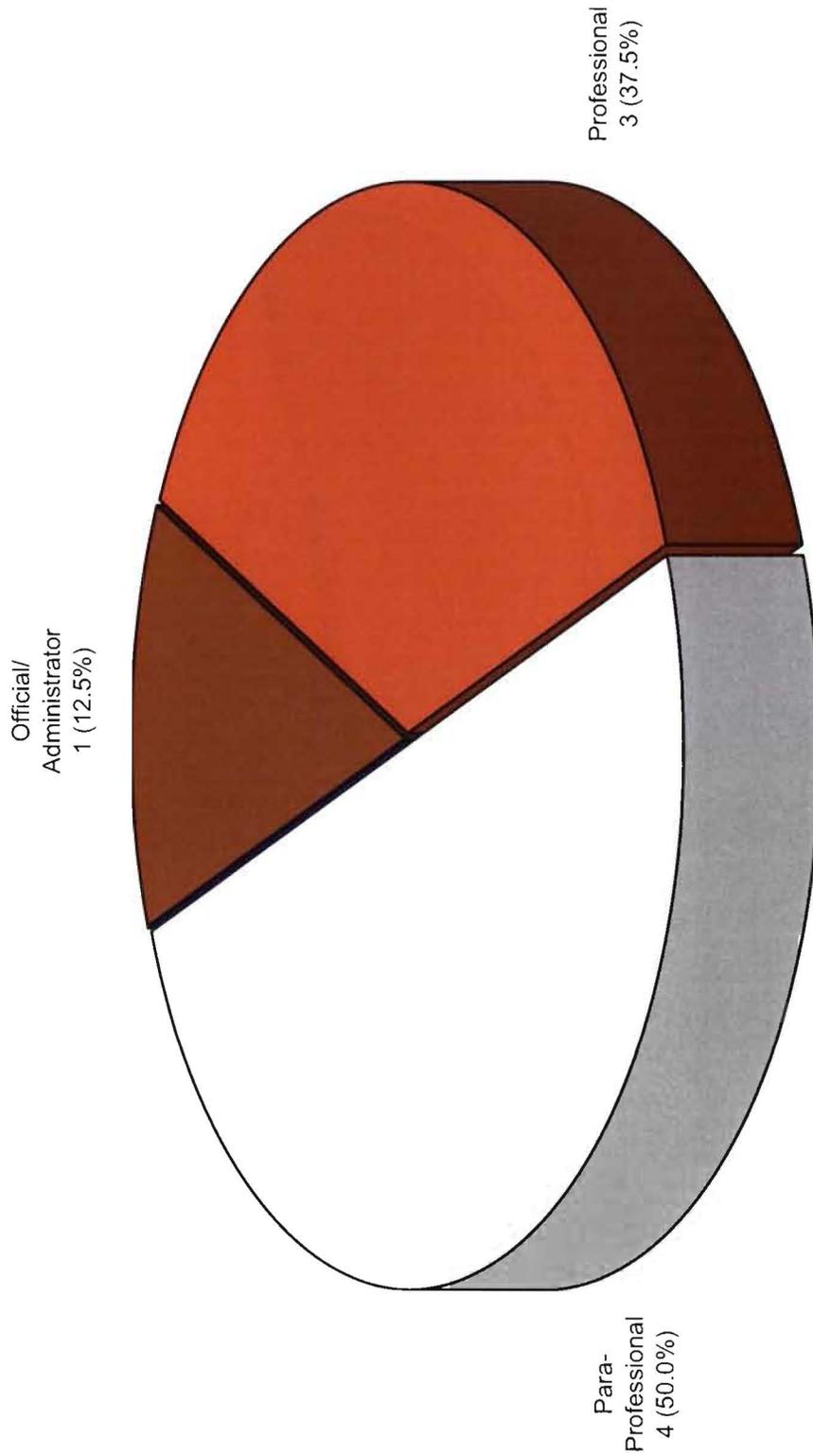
Turnover - Separation Reasons



199

Montgomery County Commissioners' Office

**Employees by Employment Category
Montgomery County Commissioners' Office**

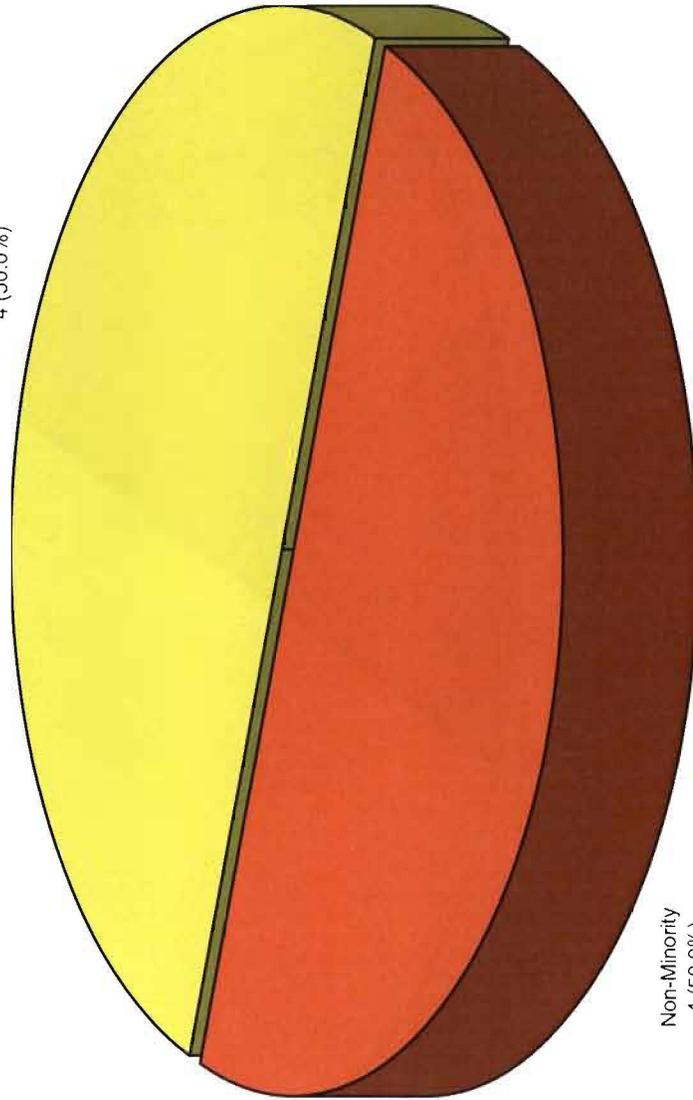


Total Montgomery County Commissioners' Office = 8

PA101

**Race/Ethnicity
Career Employees
Montgomery County Commissioners' Office**

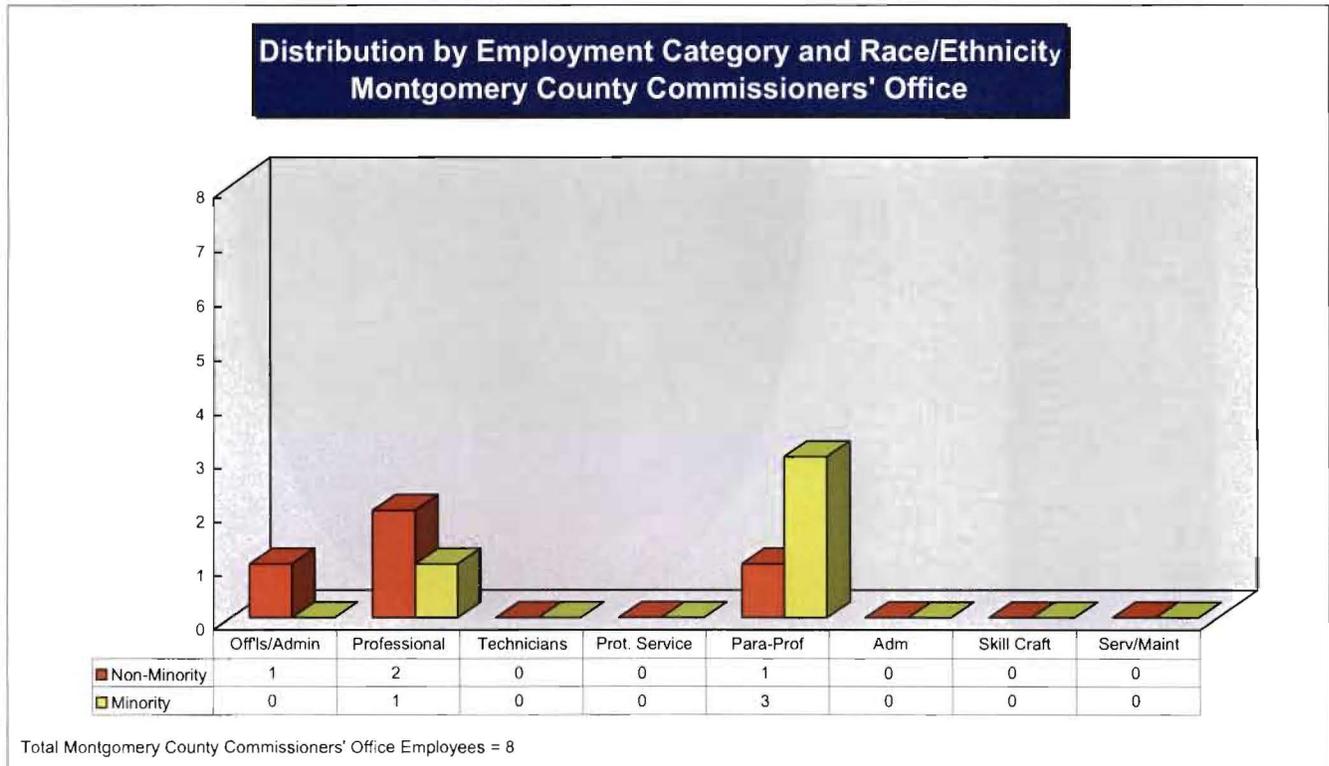
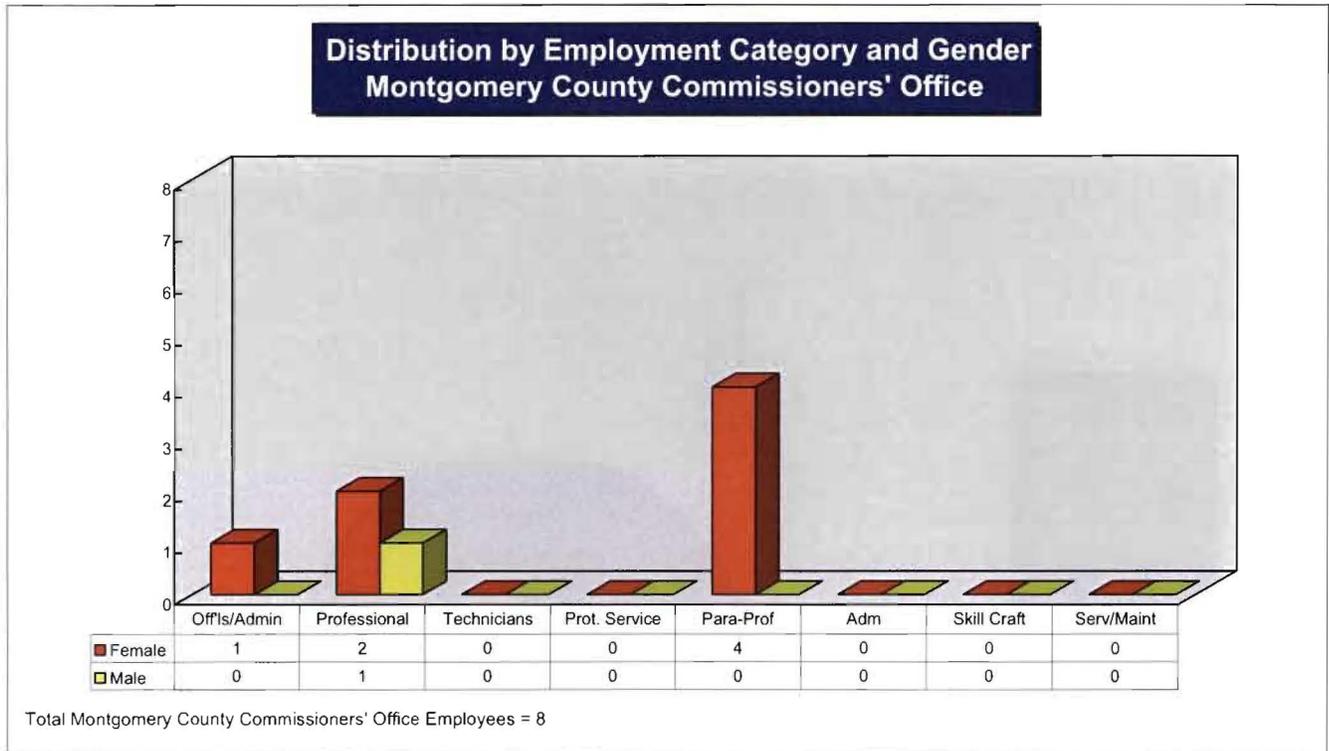
African American
4 (50.0%)



Non-Minority
4 (50.0%)

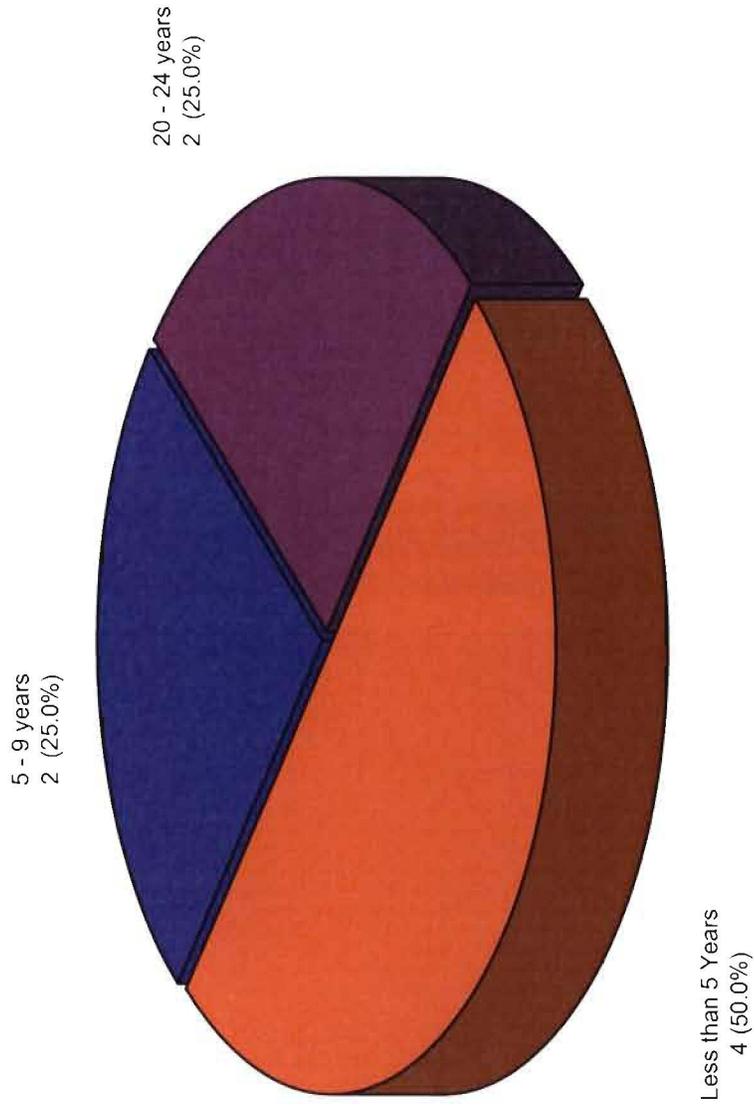
Total Montgomery County Commissioners' Office Employees = 8

A102



A103

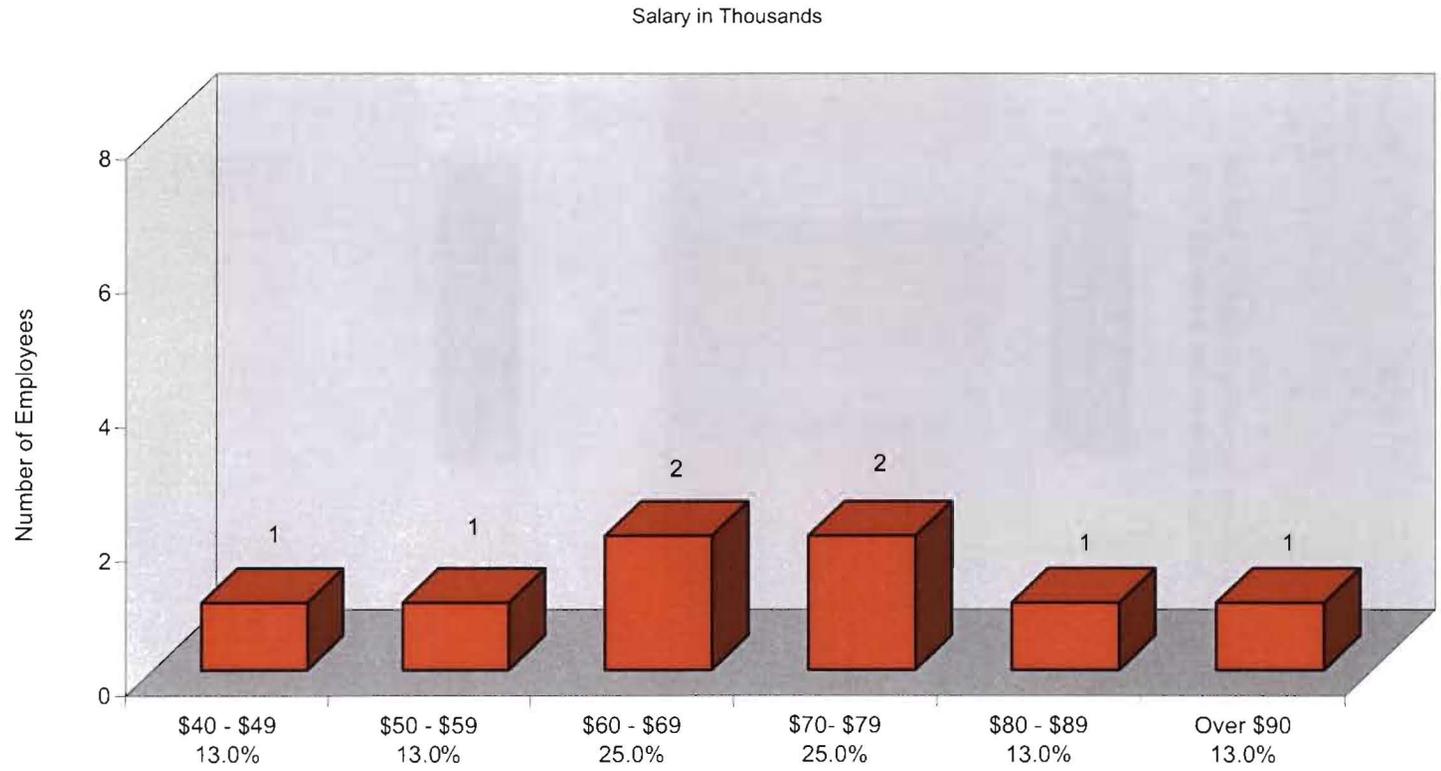
**Average Length of Service
Career Employees
Montgomery County Commissioners' Office**



Total Montgomery County Commissioners' Office Employees = 8

A104

Salary Range Career Full - Time Employees Montgomery County Commissioners' Office



Total Montgomery Commissioners' Office Full-Time Employees = 8
Average Salary: \$70,442

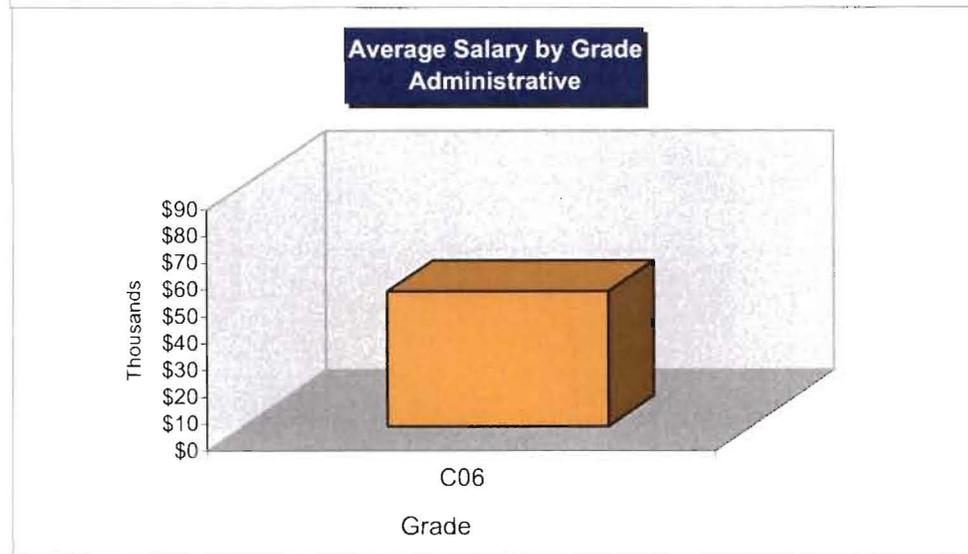
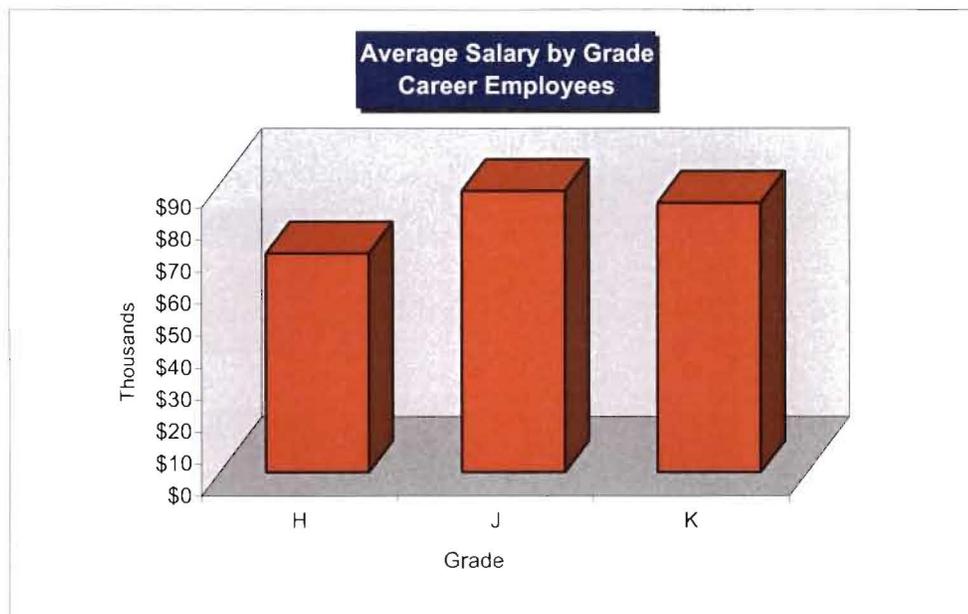
Does not include part-time employees

1105

Average Annual Salary for Career Employees by Grade Montgomery County Commissioners' Office

Grade	Salary
C06	\$ 50,147
H	\$ 68,374
J	\$ 87,780
K	\$ 84,155

Average Departmental Salary: \$70,442
 Average Commission Salary: \$61,378



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Employee Turnover by Employment Category Montgomery County Commissioners' Office



Montgomery County Commissioners' Office Turnover = 1 or 0.125%
Montgomery County Commissioners' Employees = 8
Commission-wide Turnover = 141

(107)

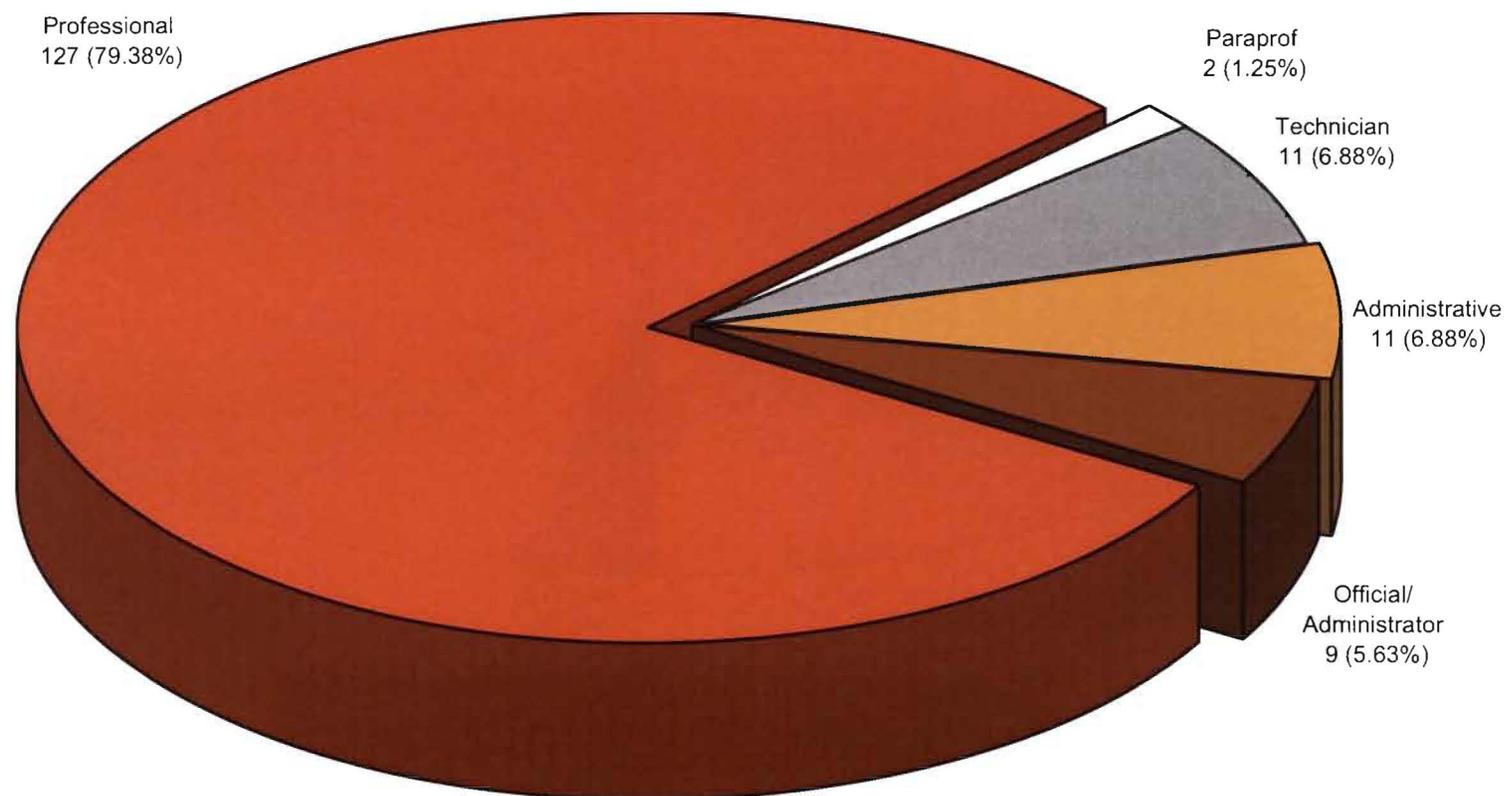
Montgomery County

Department of Planning

FY 08 Personnel Management Review MONTGOMERY COUNTY DEPARTMENT OF PLANNING

ATOS

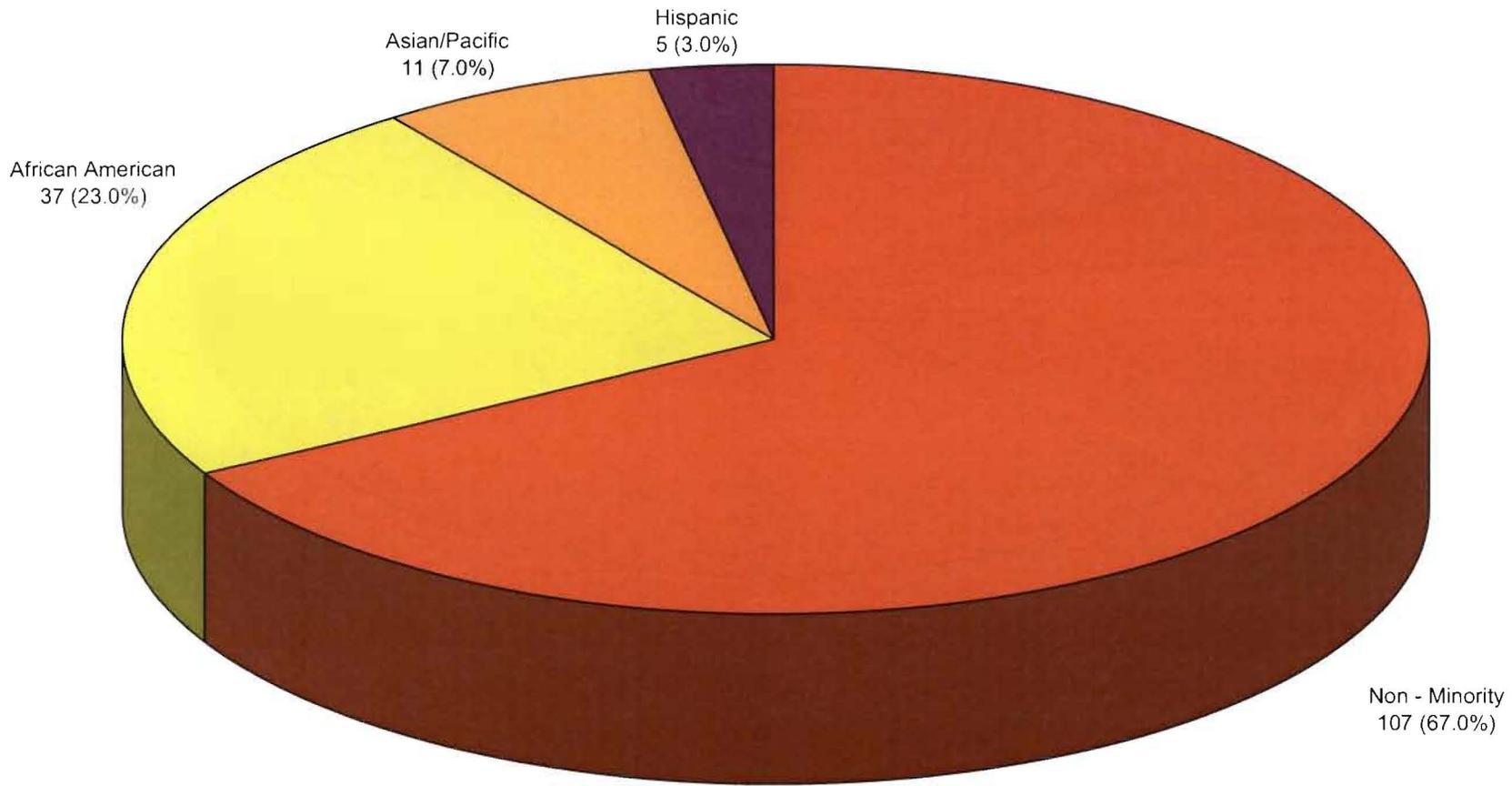
Employees by Employment Category Montgomery County Department of Planning



Total Employees Montgomery County Planning = 160

2/1/07

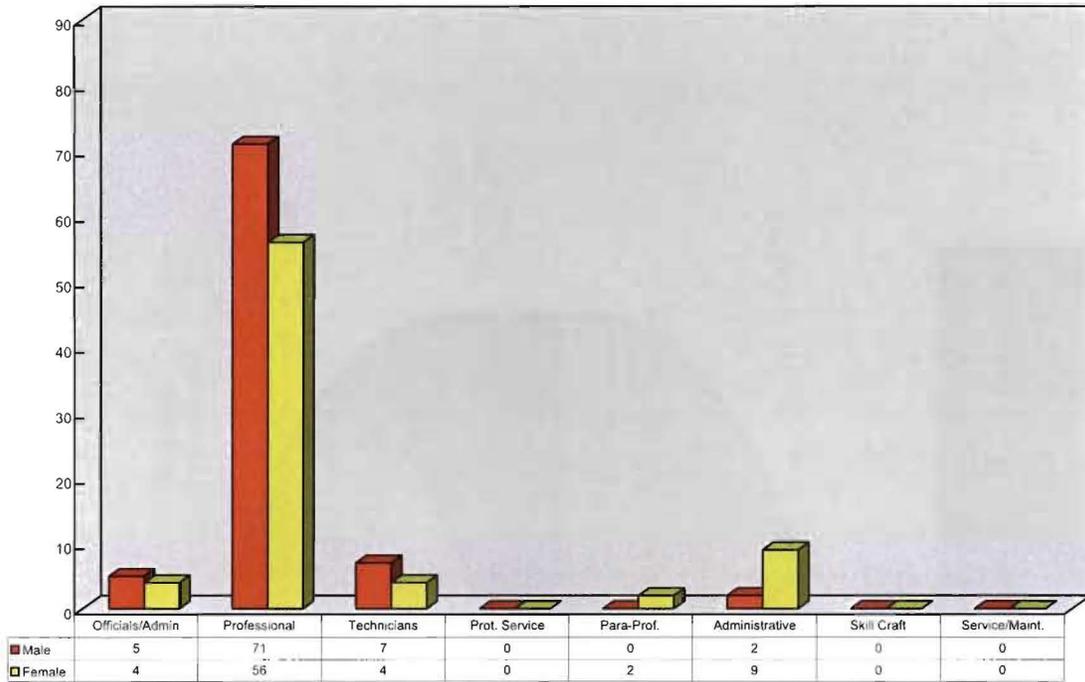
Race/Ethnicity Career Employees Montgomery County Department of Planning



Total Montgomery County Department of Planning Employees = 160

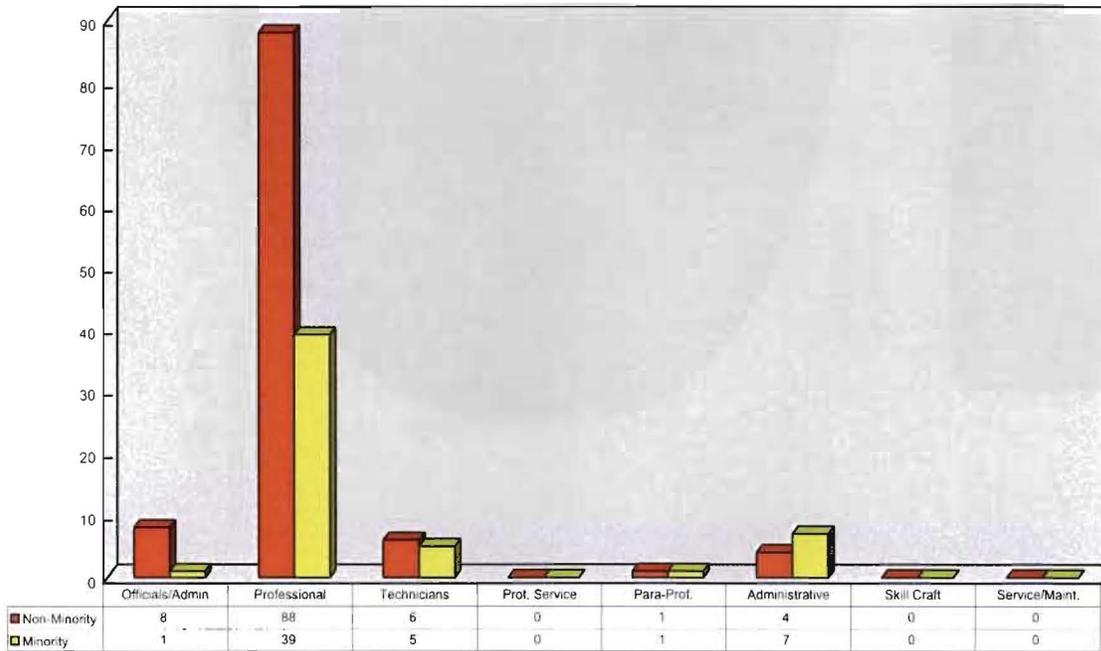
A110

**Distribution by Employment Category and Gender
Montgomery County Department of Planning**



Total Montgomery County Department of Planning Employees = 160

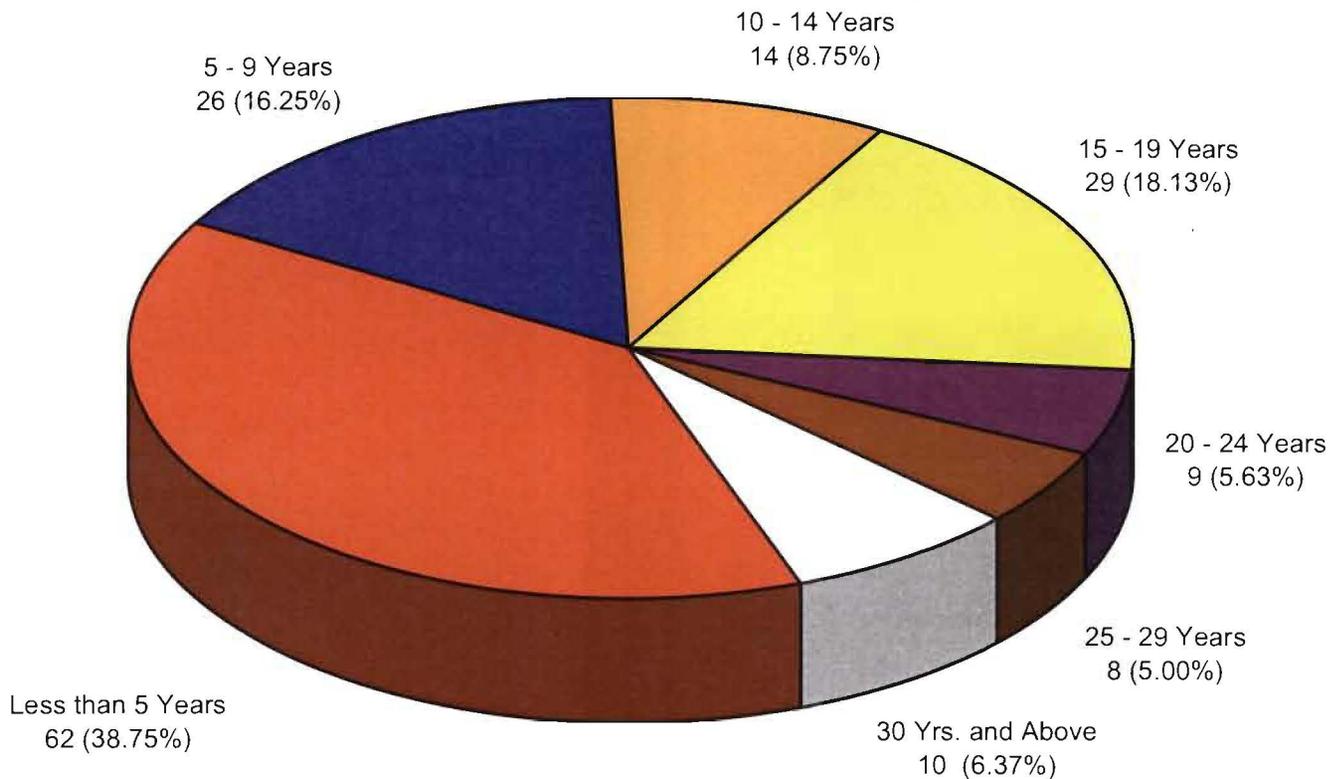
**Distribution by Employment Category and Race/Ethnicity
Montgomery County Department of Planning**



Total Montgomery County Department of Planning Employees = 160

All

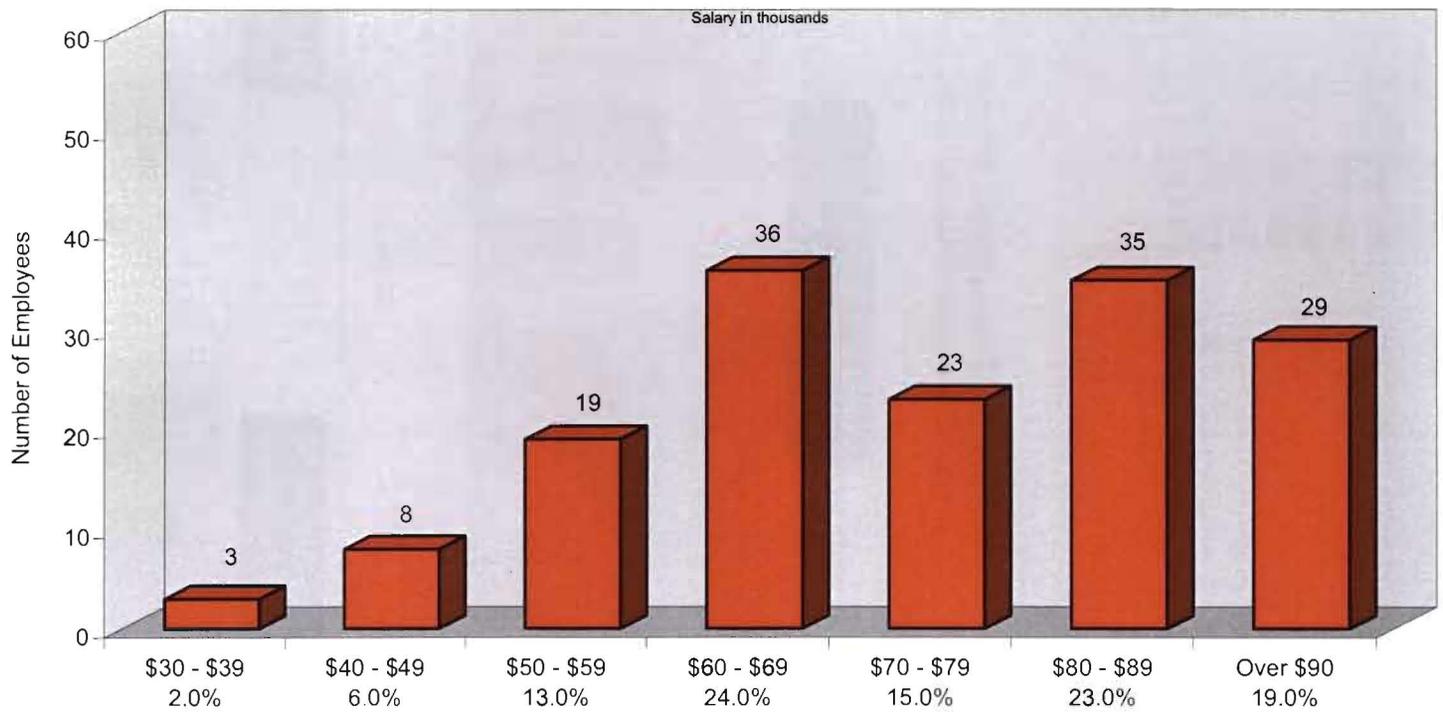
Average Length of Service Career Employees Montgomery County Department of Planning



Total Montgomery County Department of Planning = 160



Salary Range Career Full-Time Employees Montgomery County Department of Planning



Total Montgomery County Planning - Full-Time Employees = 153
Average Salary: \$77,235

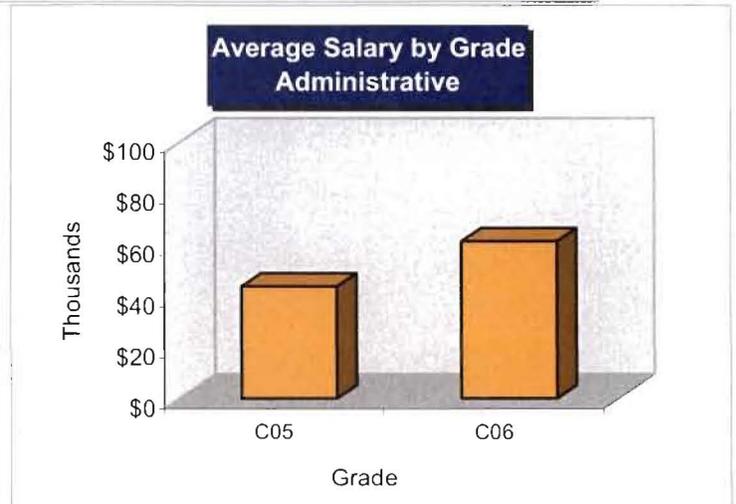
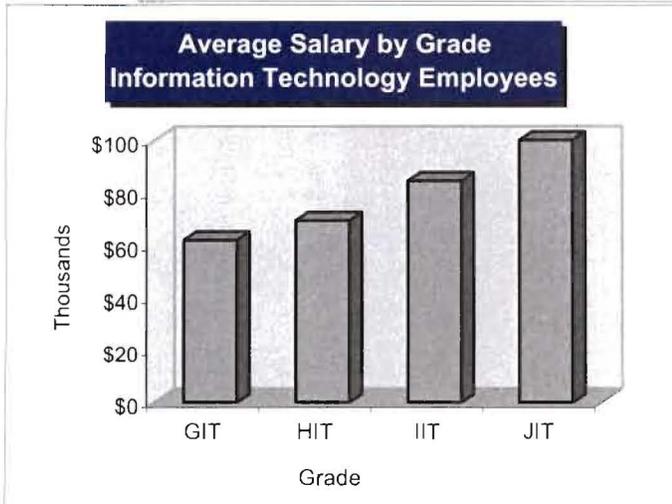
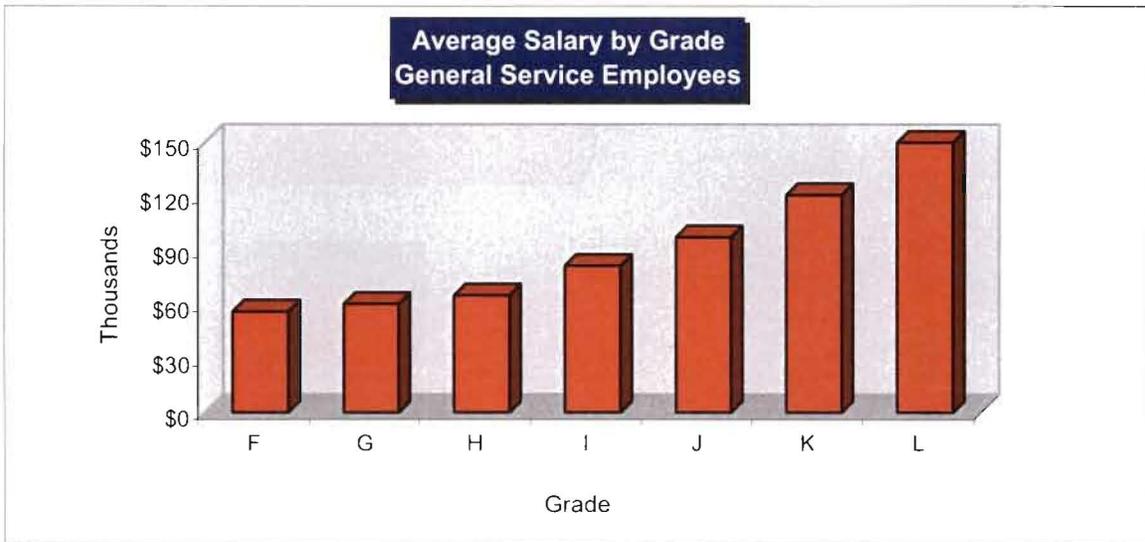
69

A113

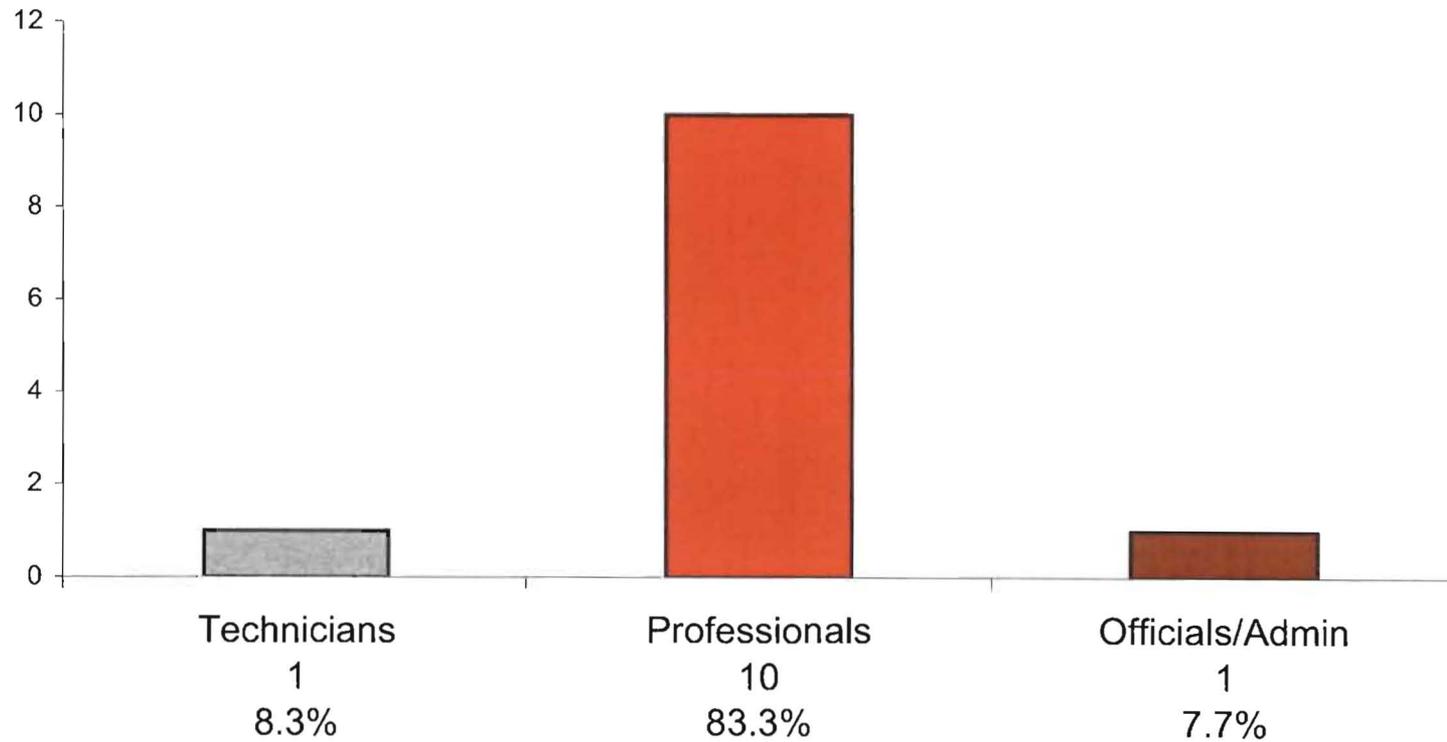
Average Annual Salary for Career Employees by Grade Montgomery County Department of Planning

Grade	Salary	Grade	Salary	Grade	Salary
C05	\$42,783	F	\$56,375	GIT	\$61,981
C06	\$57,422	G	\$60,494	HIT	\$69,384
		H	\$65,232	IIT	\$84,535
		I	\$81,766	JIT	\$111,383
		J	\$97,580		
		K	\$121,092		
		L	\$150,841		

Average Departmental Salary: \$77,235
Average Commission Salary: \$61,378



Employee Turnover by Employment Category Montgomery County Department of Planning



Montgomery County Department of Planning Turnover = 12 or 7.5%
Montgomery County Department of Planning Total Employees = 160
Commission-Wide Turnover = 141

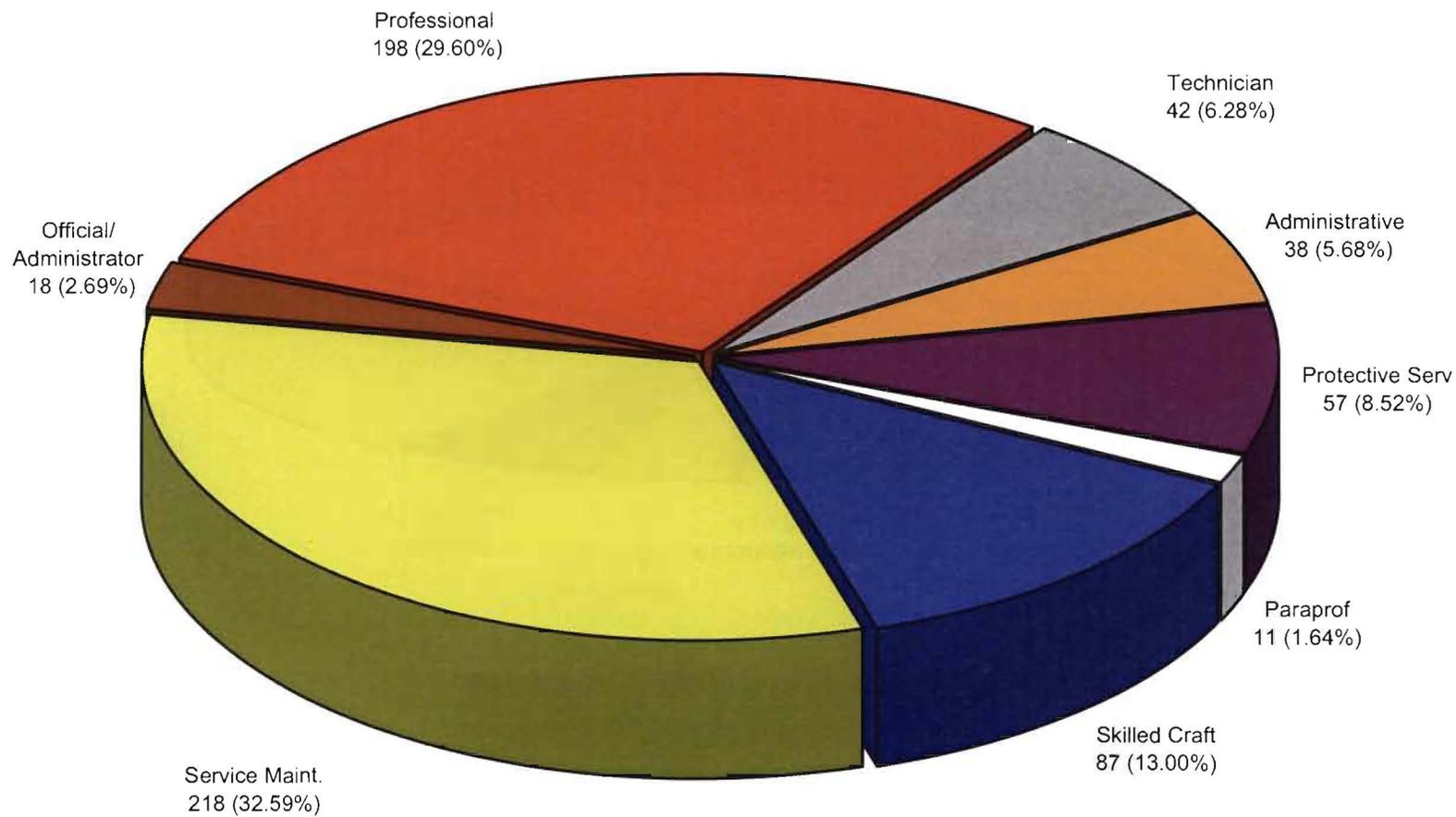


Montgomery County Department of Parks

FY 08 Personnel Management Review MONTGOMERY COUNTY DEPARTMENT OF PARKS

11/16

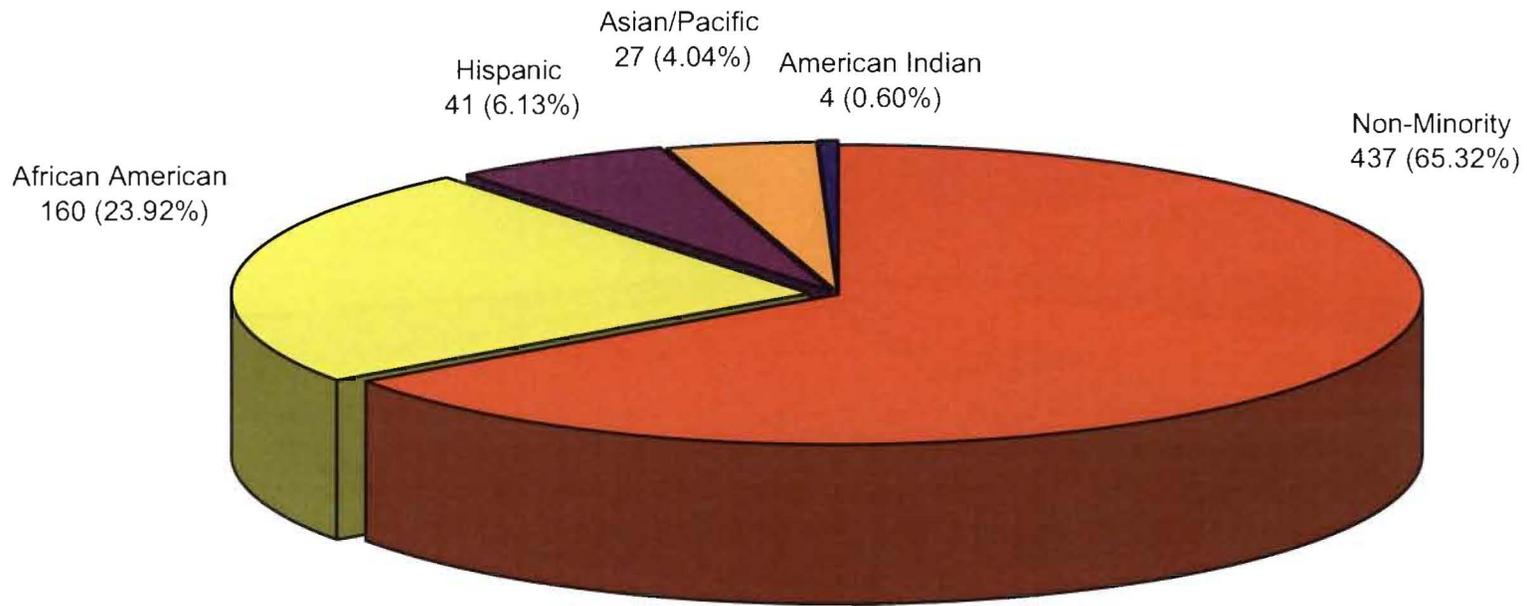
Employees by Employment Category Montgomery County Department of Parks



Total Montgomery County Parks Employees = 669



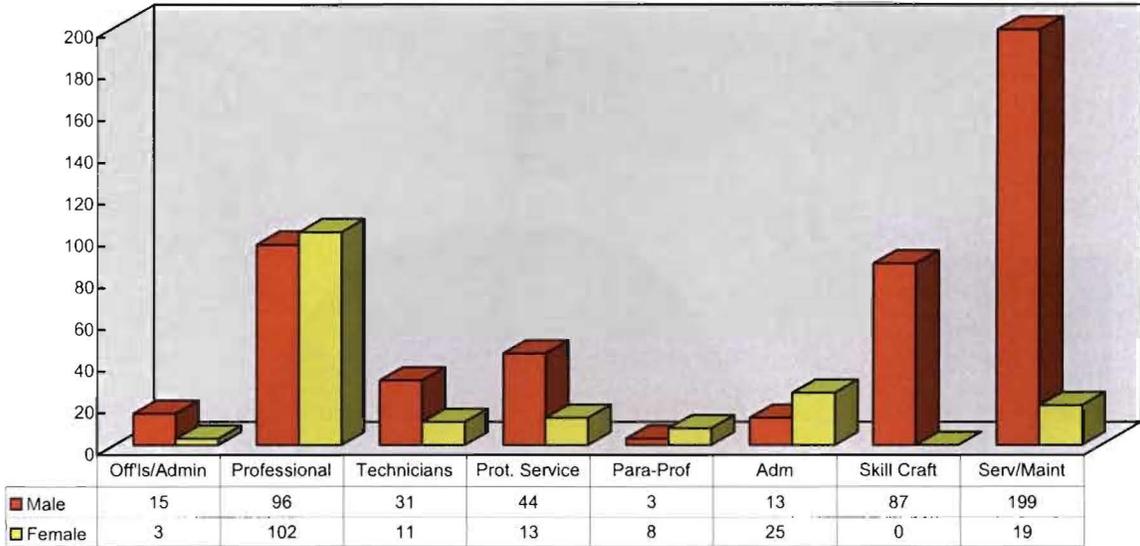
Race/Ethnicity Career Employees Montgomery County Parks



Total Montgomery County Parks Employees = 669

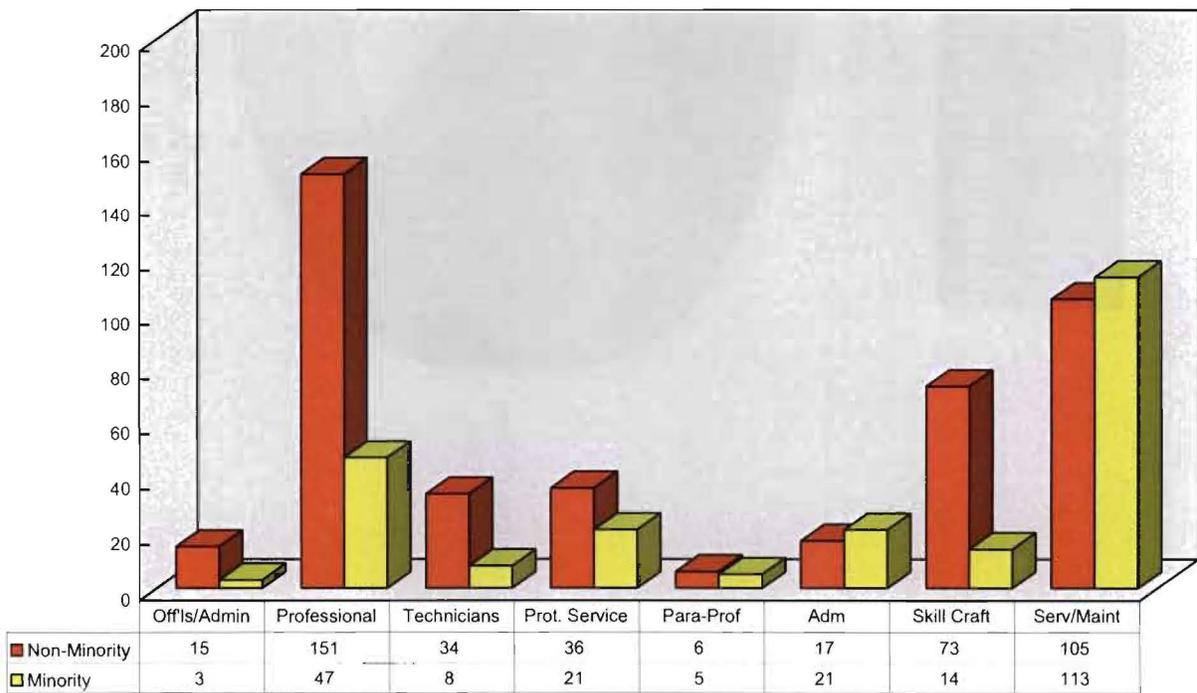


Distribution by Employment Category and Gender Montgomery County Department of Parks



Total Montgomery County Department of Parks Employees = 669

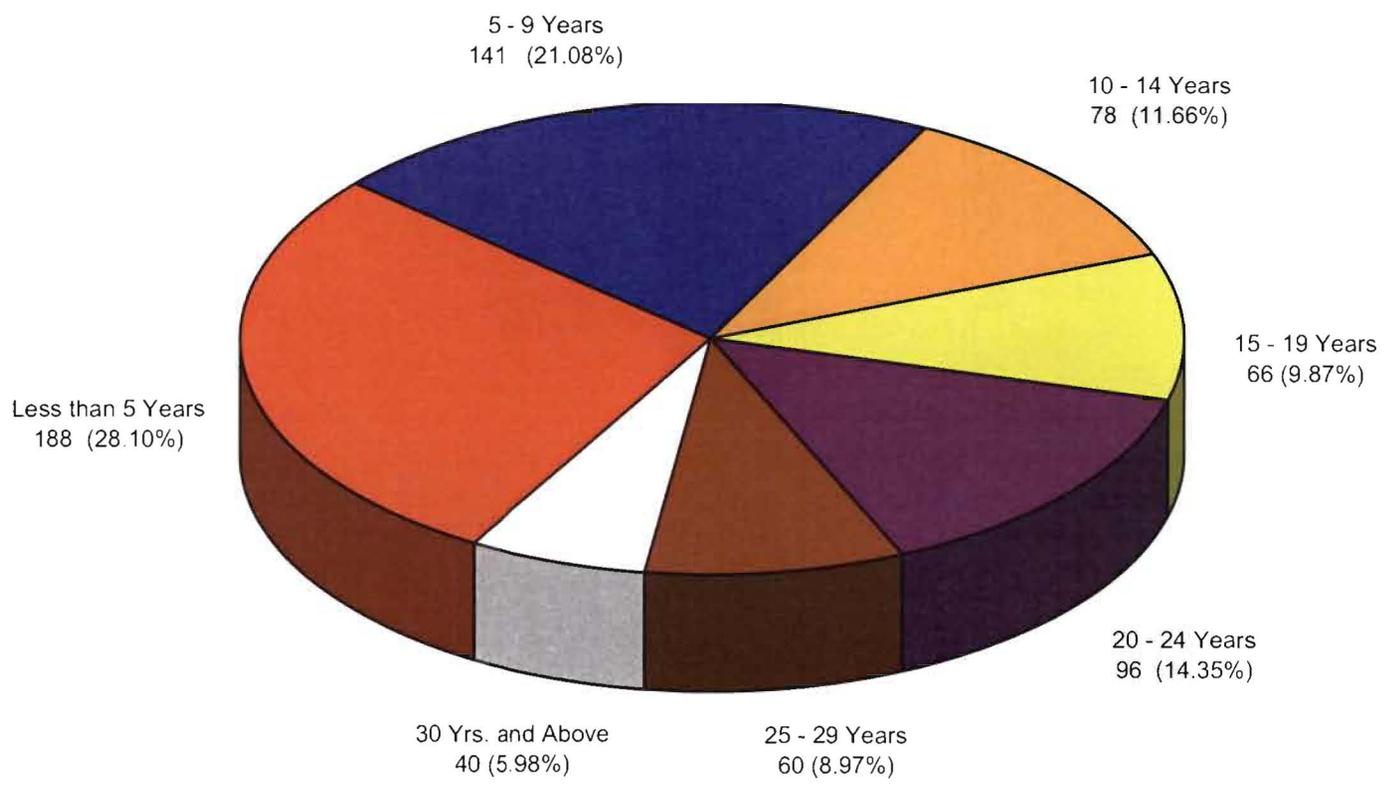
Distribution by Employment Category and Race/Ethnicity Montgomery County Department of Parks



Total Montgomery County Department of Parks Employees = 669

AIA

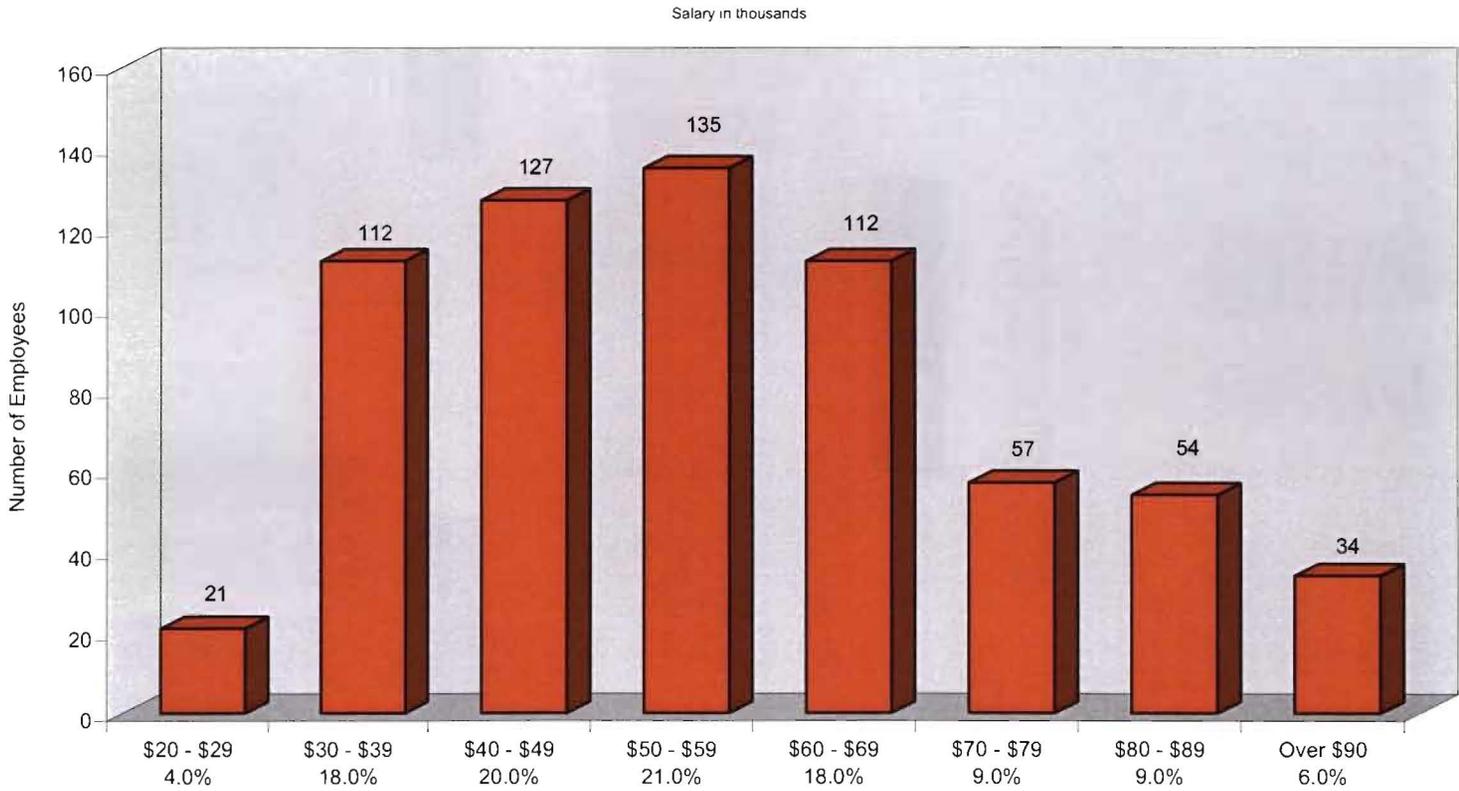
Average Length of Service Career Employees Montgomery County Department of Parks



Total Montgomery County Department of Parks Employees = 669

11/20

Salary Range Career Full-Time Employees Montgomery County Department of Parks



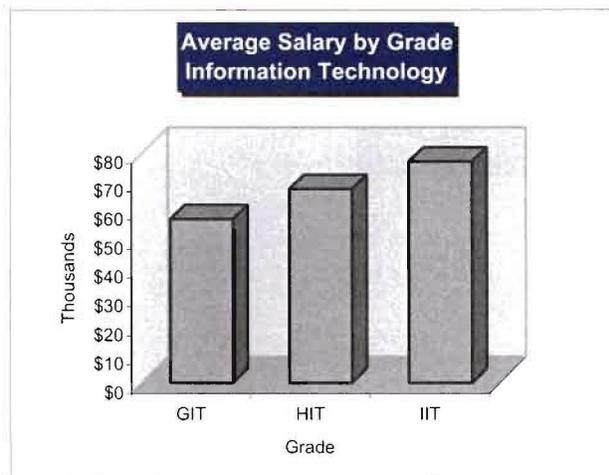
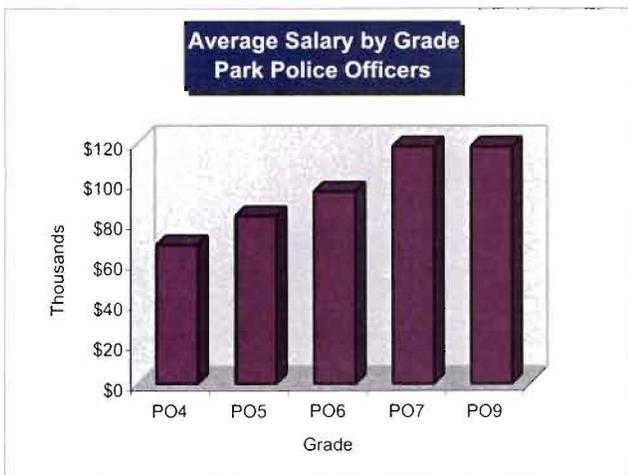
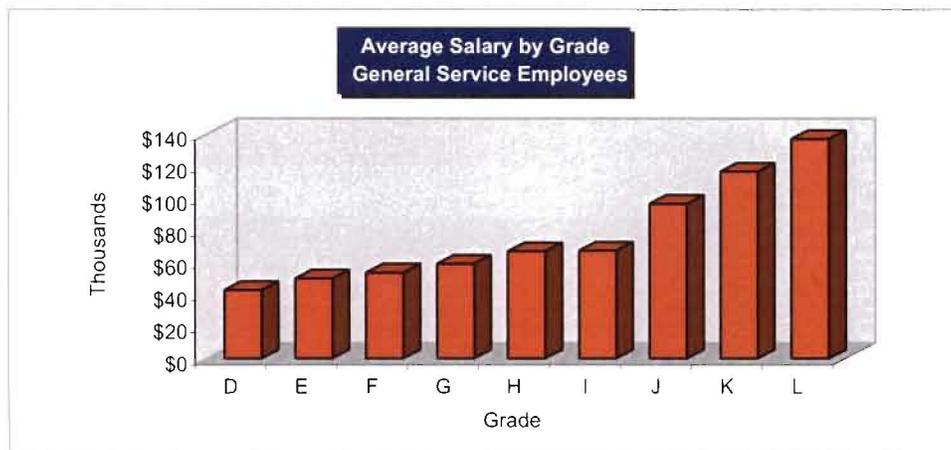
Total Department of Parks Full-Time Employees = 652
Average Salary: \$57,107

1121

Average Annual Salary for Career Employees by Grade Montgomery County Department of Parks

Grade	Salary	Grade	Salary	Grade	Salary
D	\$42,461	P02	\$45,064	GIT	\$56,549
E	\$49,761	P03	\$50,186	HIT	\$67,142
F	\$53,411	P04	\$65,418	IIT	\$76,849
G	\$58,950	P05	\$79,376		
H	\$66,679	P06	\$87,969		
I	\$80,464	P07	\$109,191		
J	\$96,362	P09	\$118,326		
K	\$116,511				
L	\$136,793				

Average Department Salary: \$57,107
Average Commission Salary: \$61,378

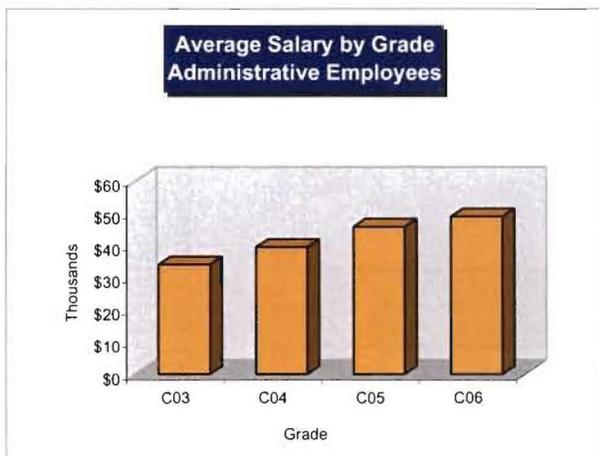
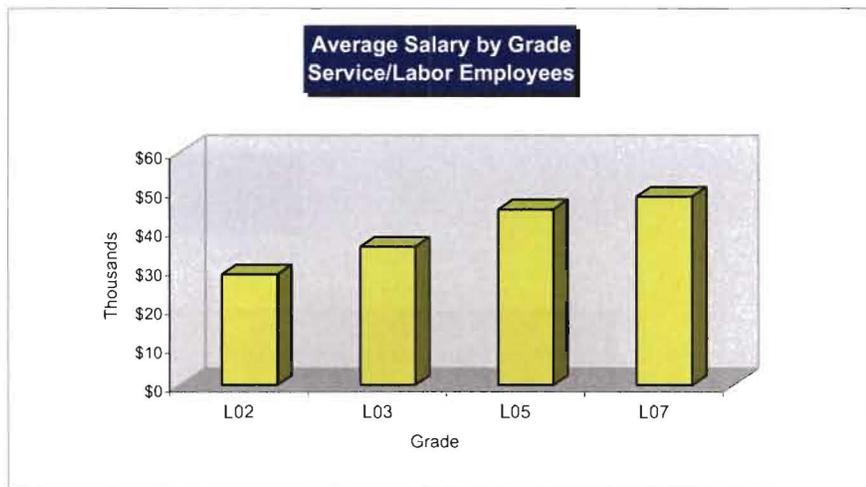


A122

Average Annual Salary for Career Employees by Grade Montgomery County Department of Parks

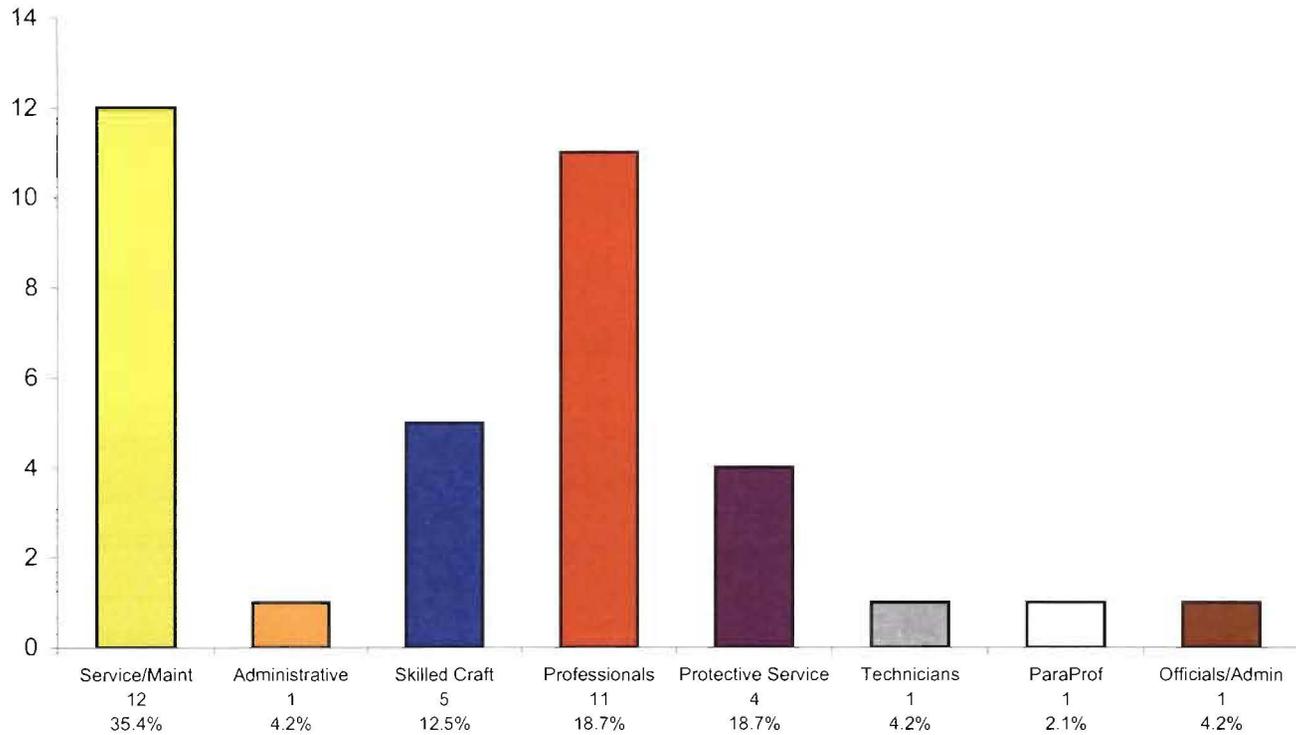
Grade	Salary	Grade	Salary	Grade	Salary
C03	\$34,000	L02	\$28,497	T02	\$36,104
C04	\$39,345	L03	\$35,667	T03	\$41,901
C05	\$45,707	L05	\$45,275	T04	\$53,209
C06	\$48,914	L07	\$48,551		

Average Departmental Salary : \$57,107
Average Commission Salary : \$61,378



A123

Employee Turnover by Employment Category Montgomery County Department of Parks

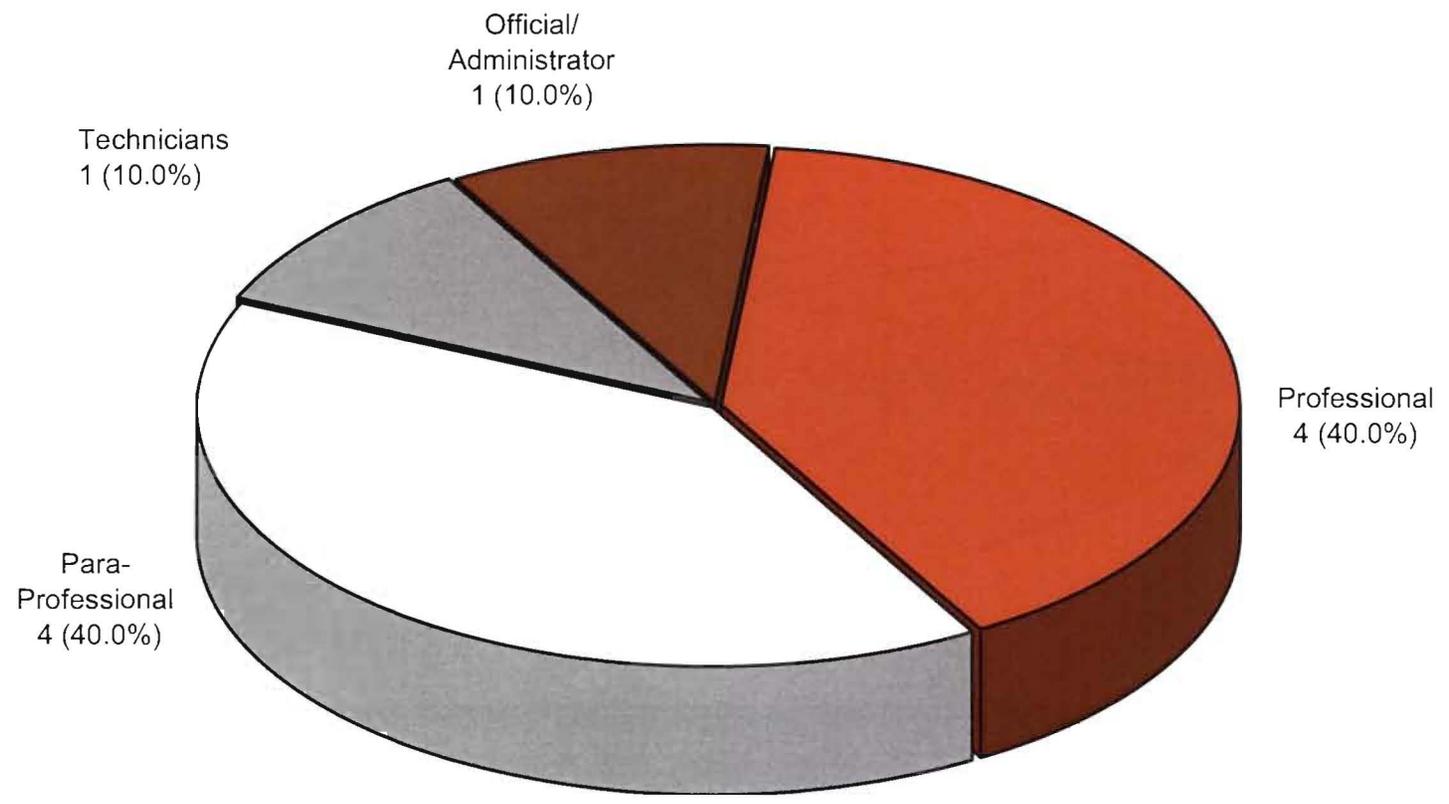


Montgomery County Department of Parks Turnover = 36 or 5.4%
Montgomery County Department of Parks Total Employee = 669
Commission-Wide Turnover = 141

A124

Prince George's County Commissioners' Office

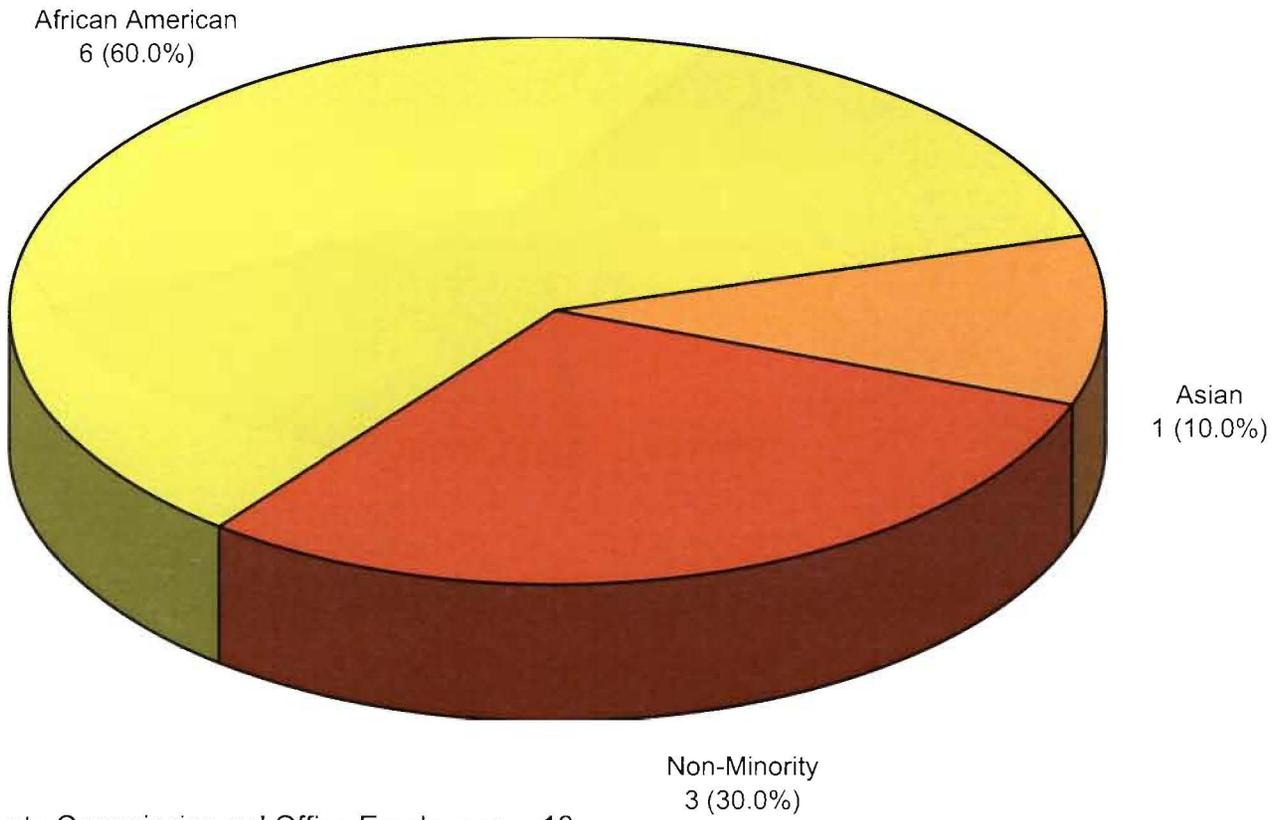
Employees by Employment Category Prince George's County Commissioners' Office



Total Prince George's County Commissioners' Office = 10

H126

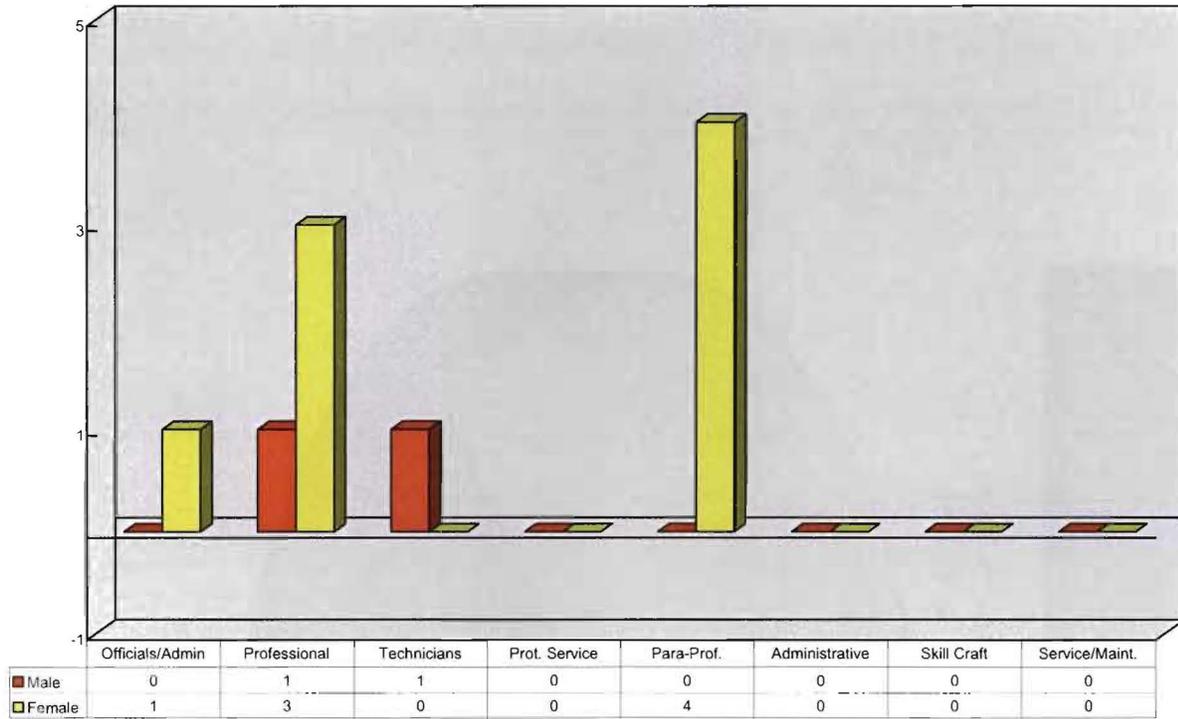
Race/Ethnicity Career Employees Prince George's County Commissioners' Office



Total Prince George's County Commissioners' Office Employees = 10

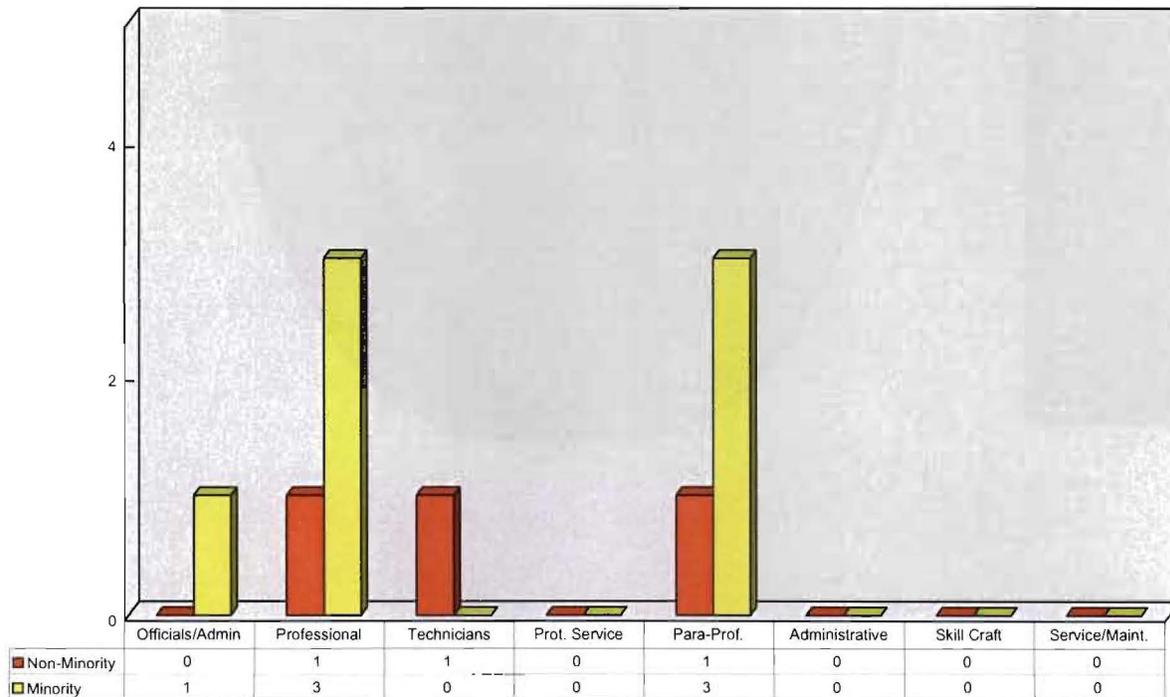
A127

**Distribution by Employment Category and Gender
Prince George's Commissioners' Office**



Total Prince George's County Commissioners' Office Employees = 10

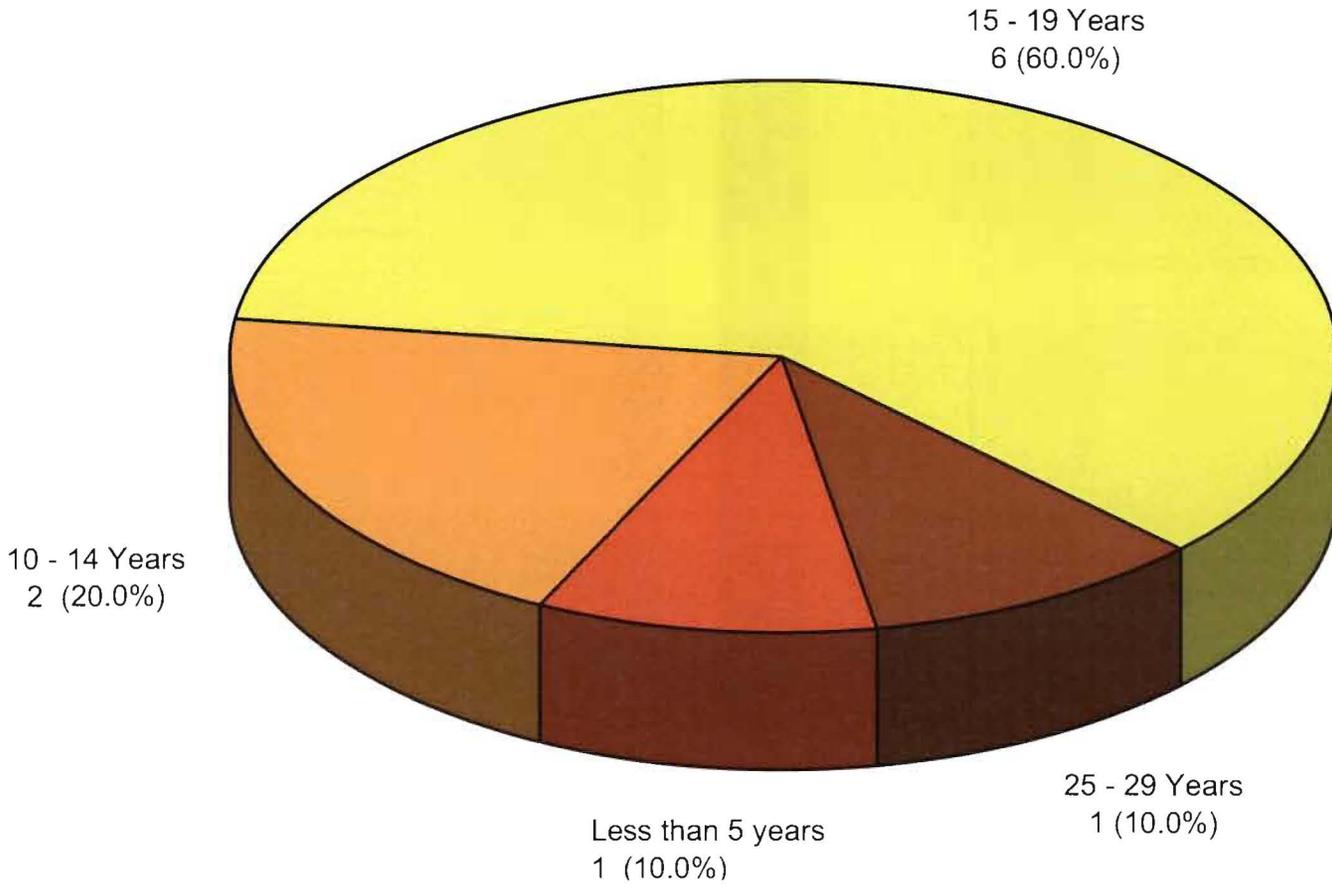
**Distribution by Employment Category and Race/Ethnicity
Prince George's Commissioners' Office**



Total Prince George's County Commissioners' Office Employees = 10

A128

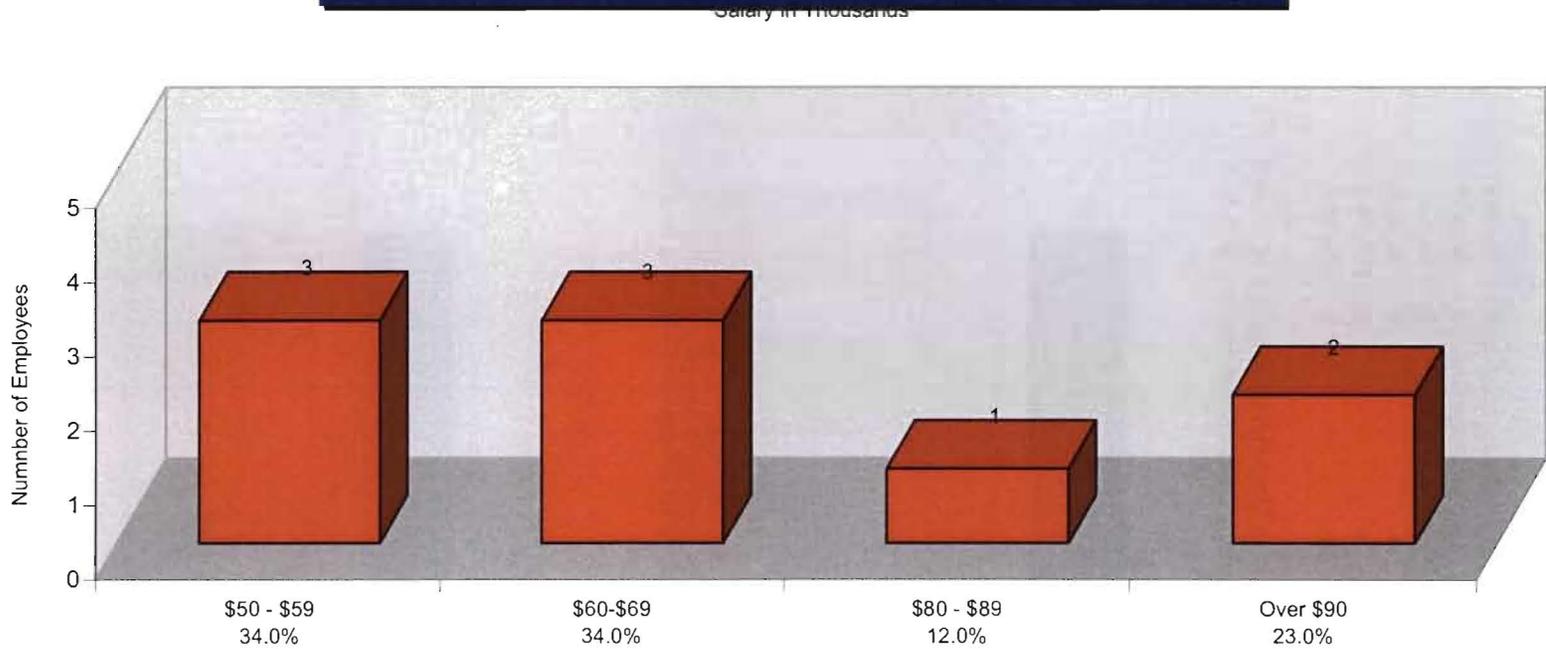
Average Length of Service Career Employees Prince George's County Commissioners' Office



Total Prince George's Commissioners' Office Employees = 10

A129

Salary Range Career Full -Time Employees Prince George's County Commissioners' Office



Total Prince George's Commissioners' Office Full -Time Employees = 9
Average Salary: \$71,741

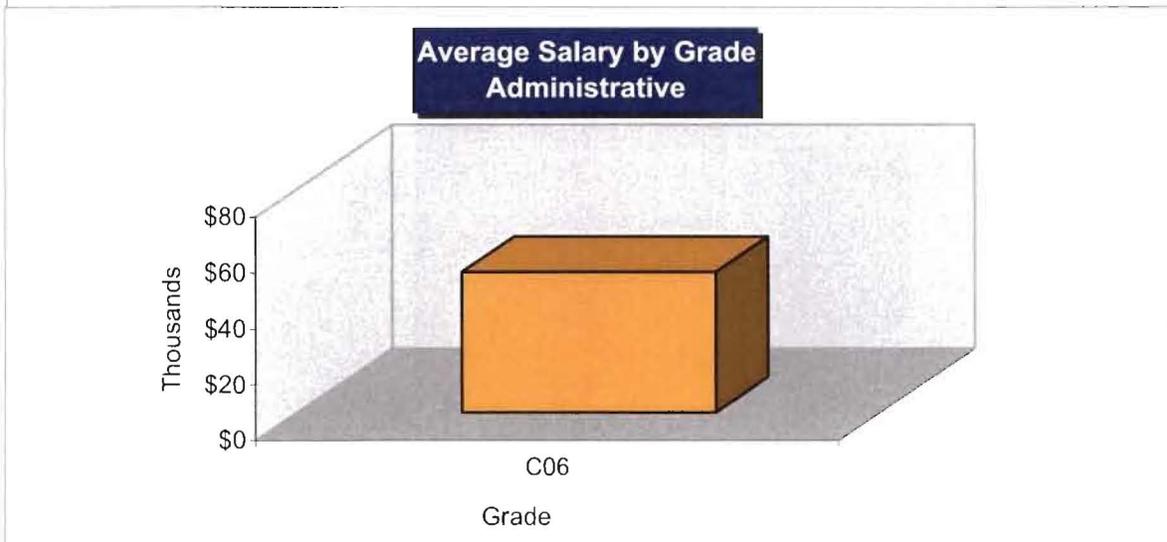
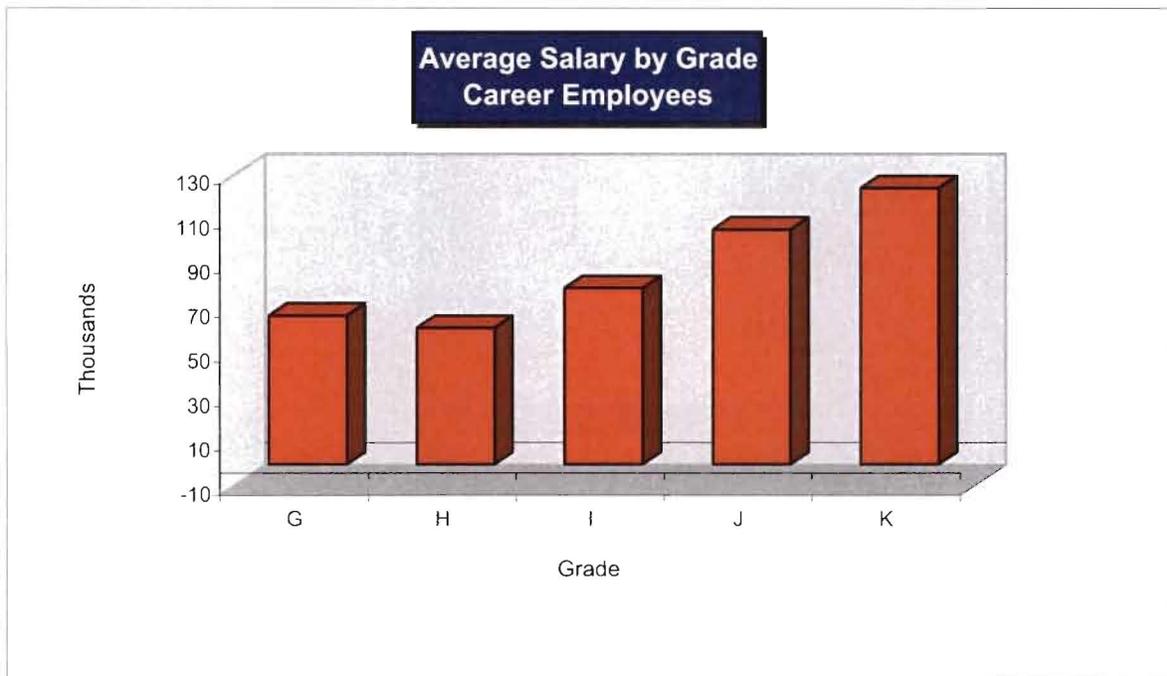


Average Annual Salary for Career Employees by Grade Prince George's County Commissioners' Office

Grade	Salary
C06	\$ 56,549
G	\$ 66,972
H	\$ 61,437
I	\$ 79,428
J	\$ 105,763
K	\$ 124,357

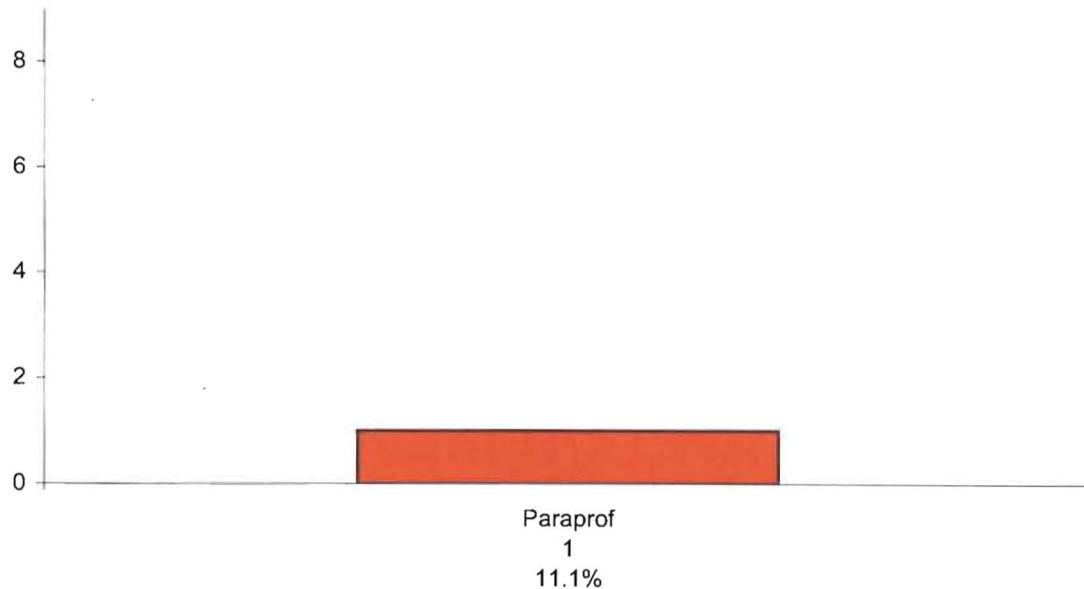
Average Departmental Salary : \$76,879

Average Commission Salary : \$61,378



A131

Employee Turnover by Employment Category Prince George's County Commissioners' Office

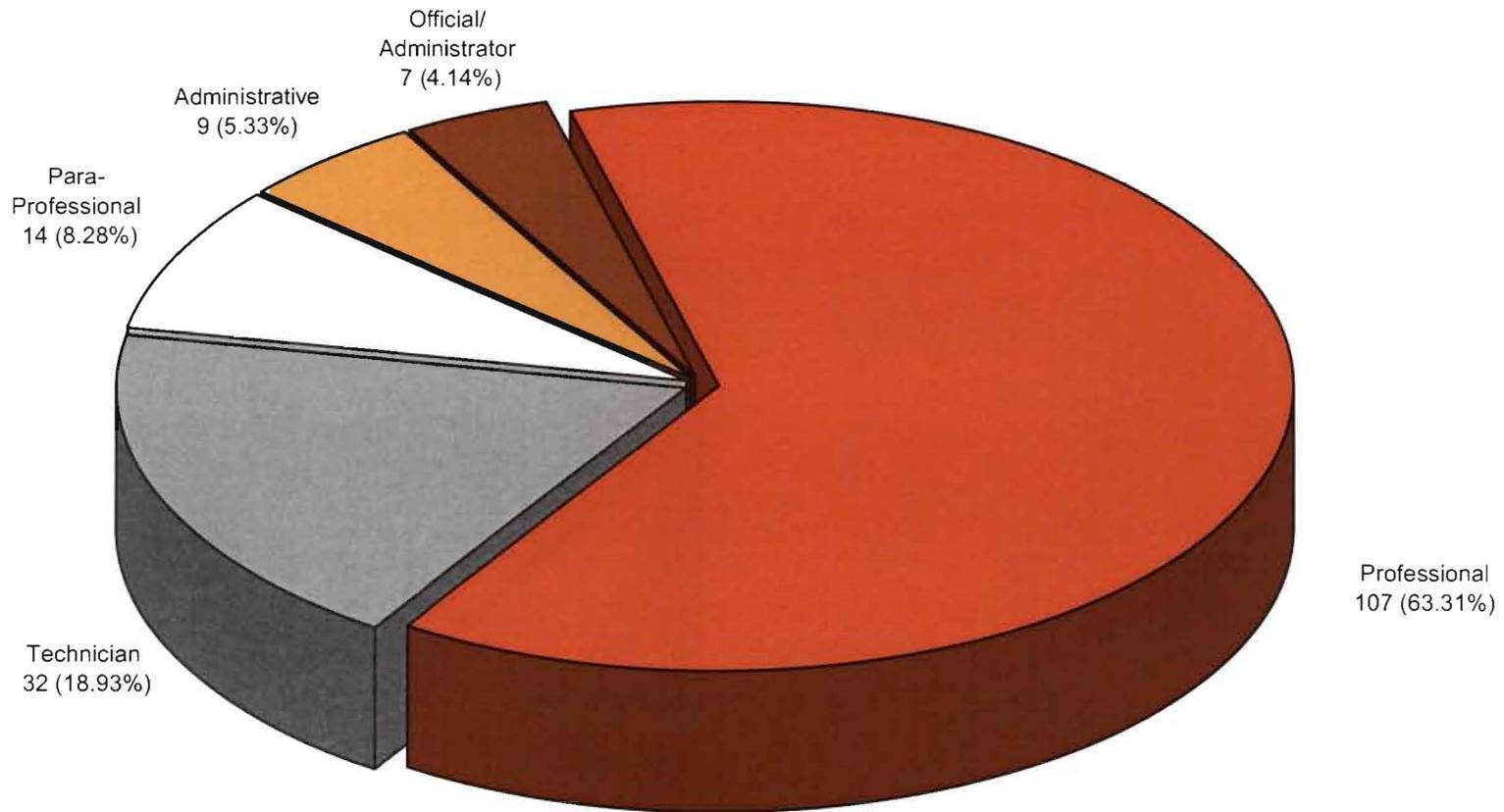


Prince George's County Commissioners' Office Turnover = 1 or 11.1%
Prince George's County Commissioners' Employees = 9
Commission-wide Turnover = 153

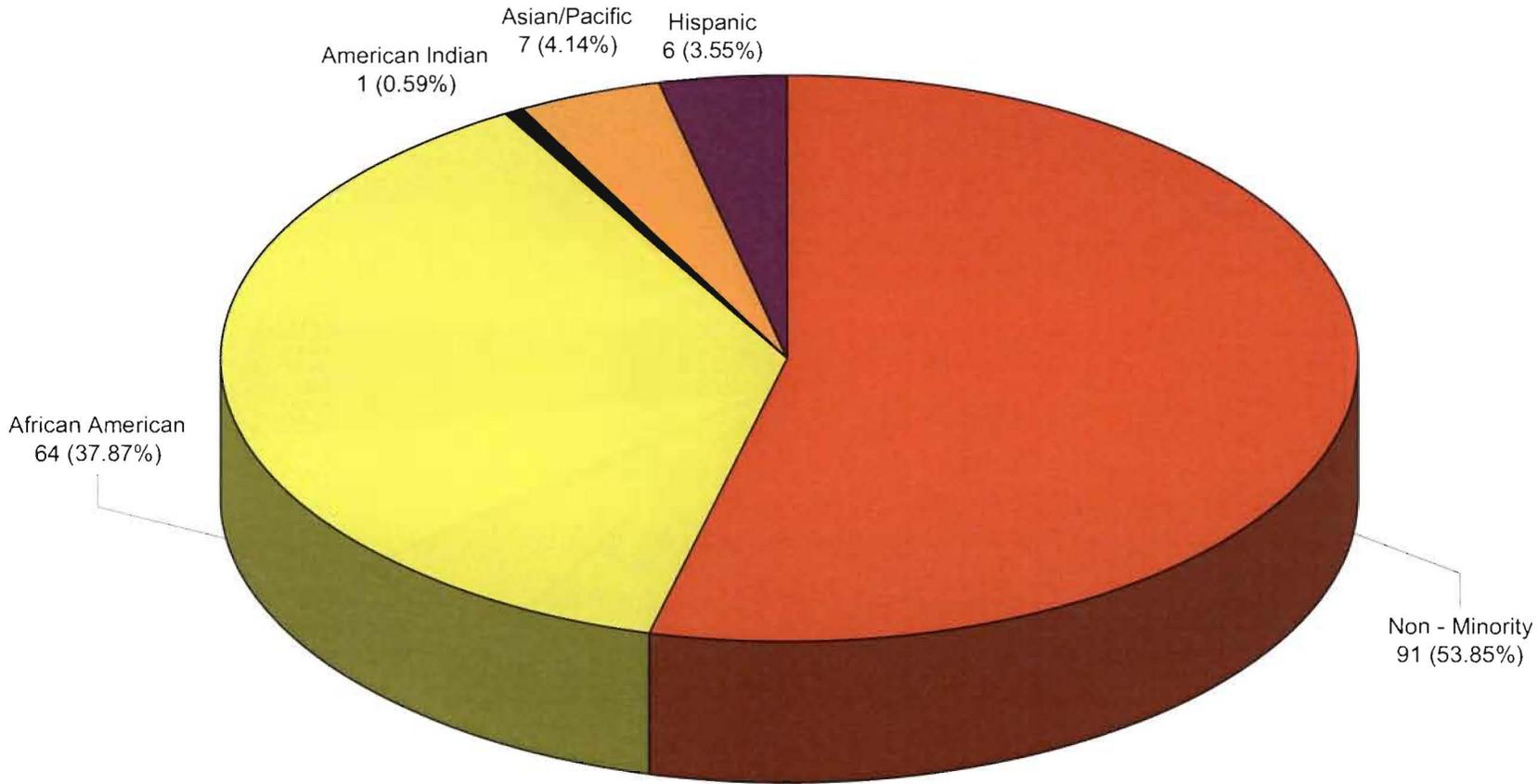
11/32

Prince George's County Planning Department

Employees by Employment Category Prince George's County Department of Planning



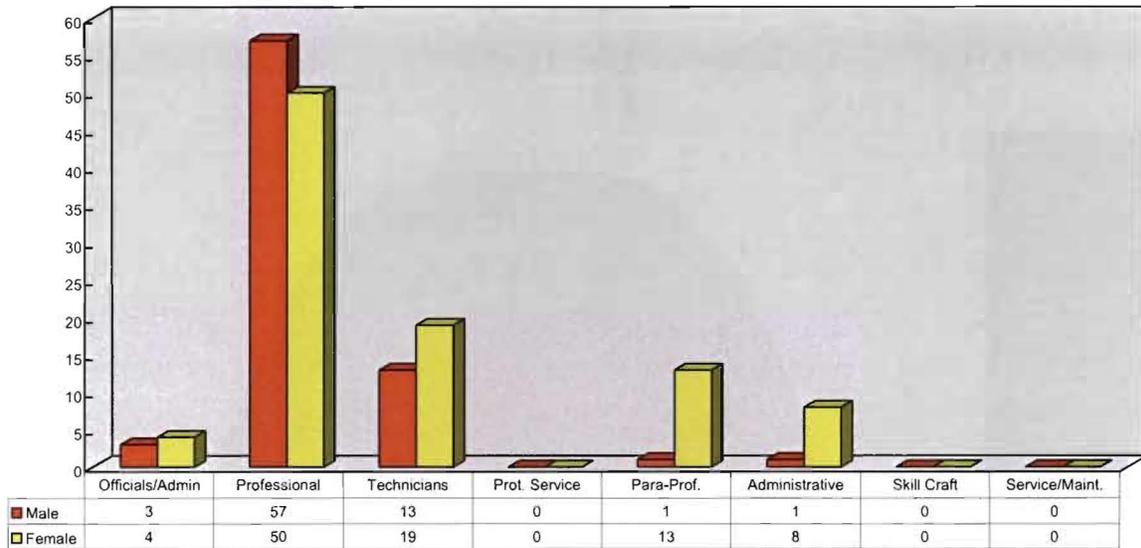
Race/Ethnicity Career Employees Prince George's County Department of Planning



Total Prince George's Department of Planning Employees = 169

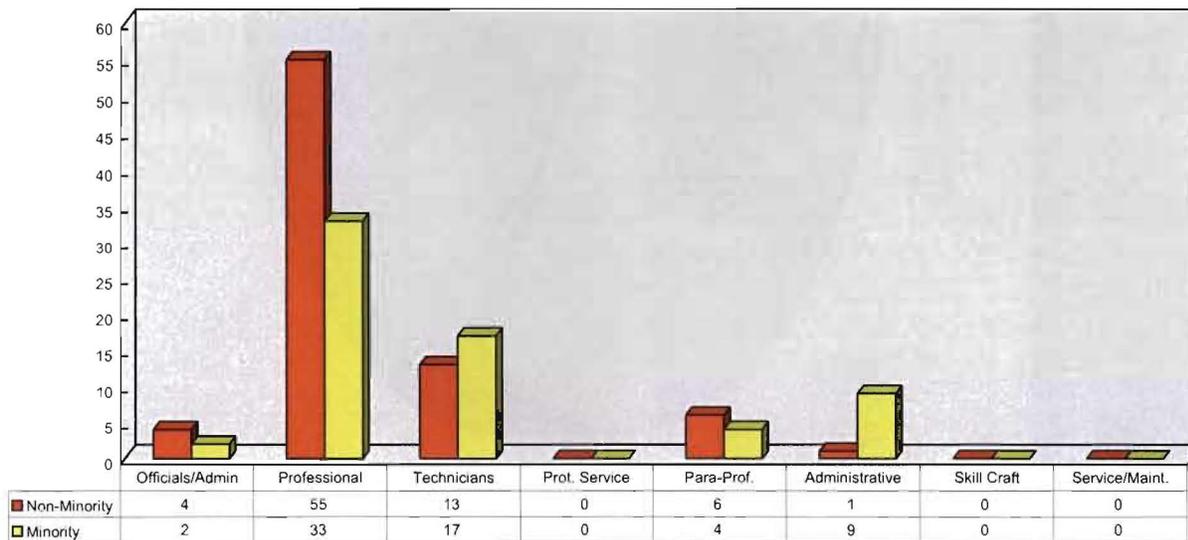
A135

Distribution by Employment Category and Gender Prince George's County Department of Planning



Total Prince George's Department of Planning Employees = 169

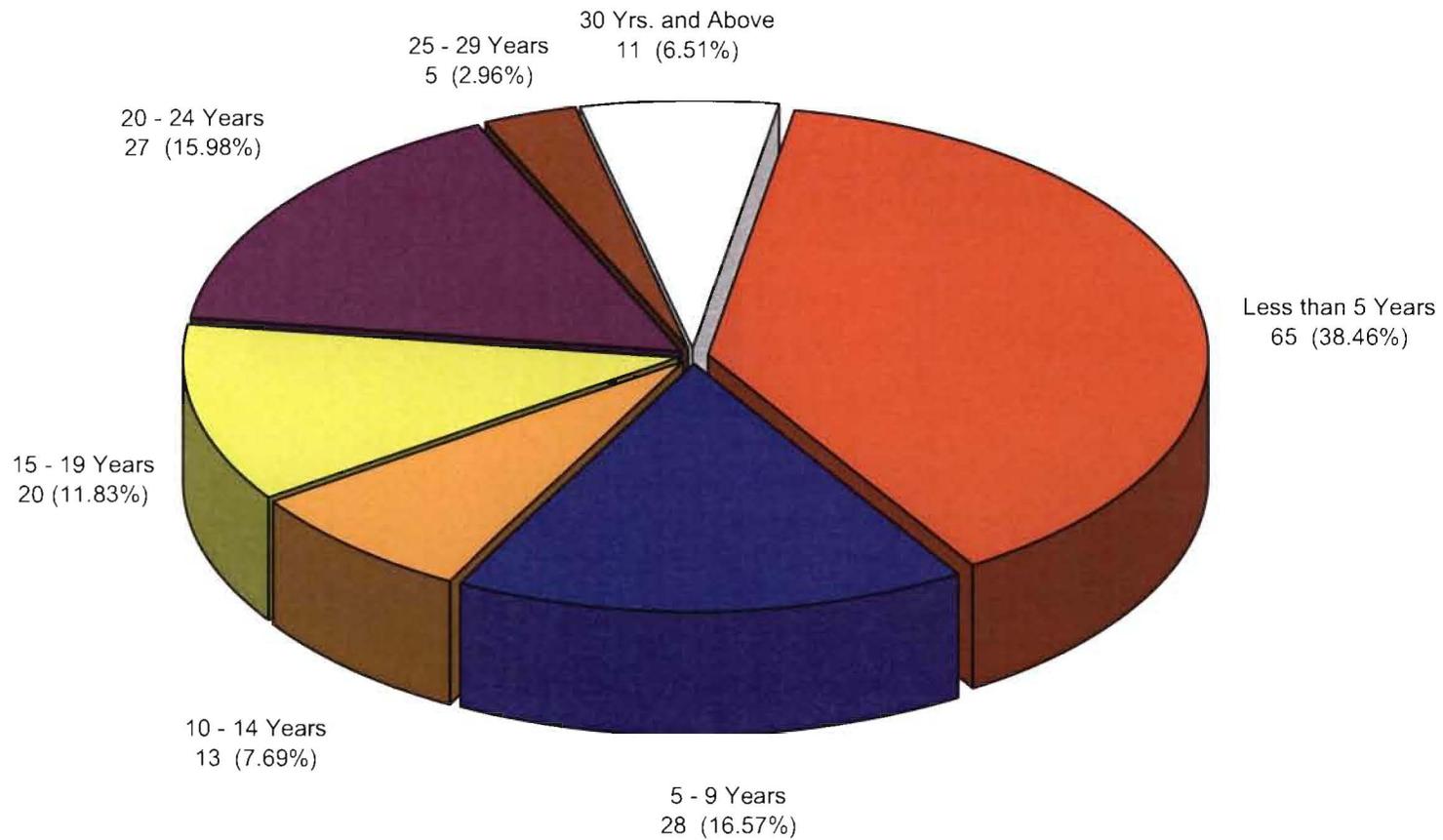
Distribution by Employment Category and Race/Ethnicity Prince George's County Department of Planning



Total Prince George's Department of Planning Employees = 169

ARB

Average Length of Service Career Employees Prince George's County Department of Planning

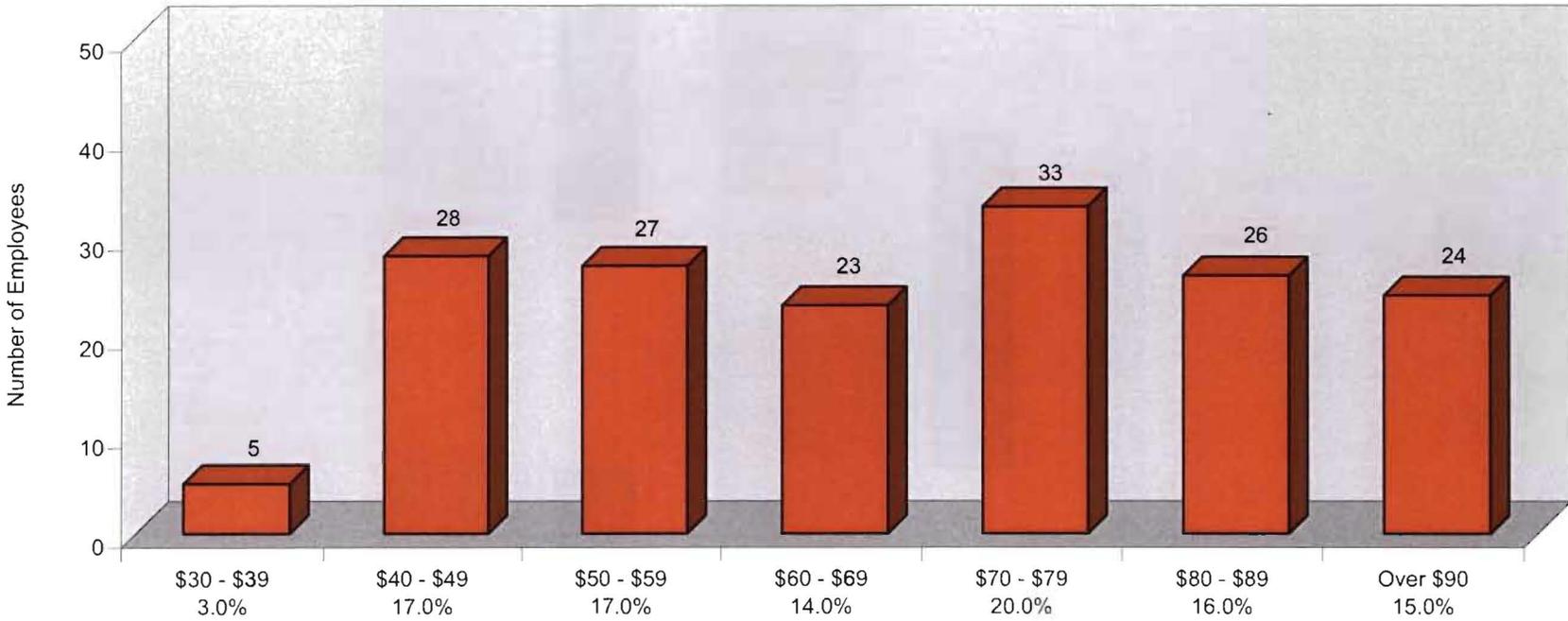


Total Prince George's Planning Employees - 169

A137

Salary Range Career Full-Time Employees Prince George's County Department of Planning

Salary in Thousands



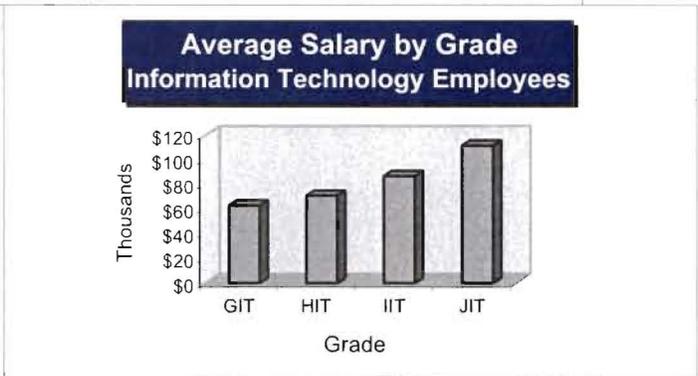
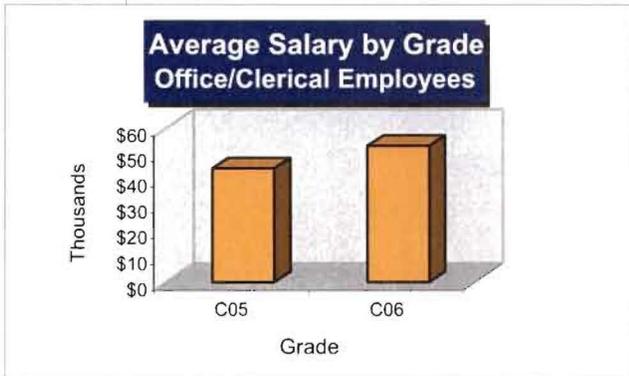
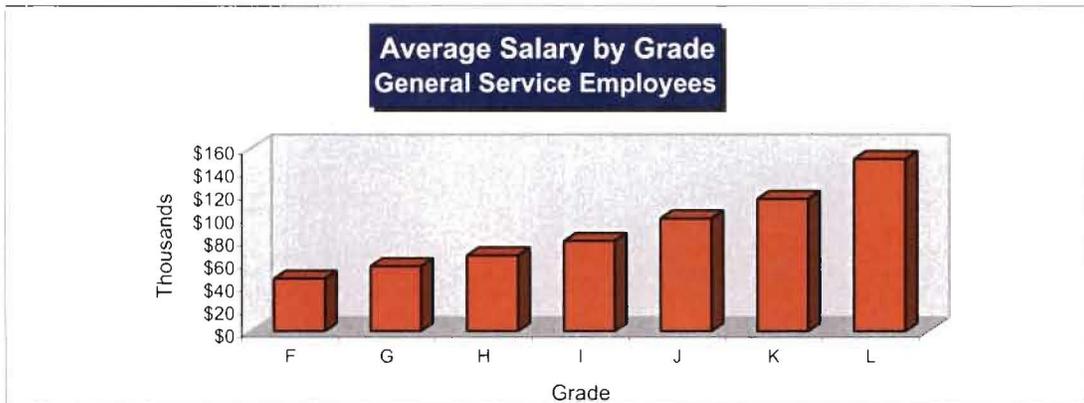
Total Planning Department Full-Time Employees = 166
Average Salary : \$70,846

138

Average Annual Salary for Career Employees by Grade Prince George's County Department of Planning

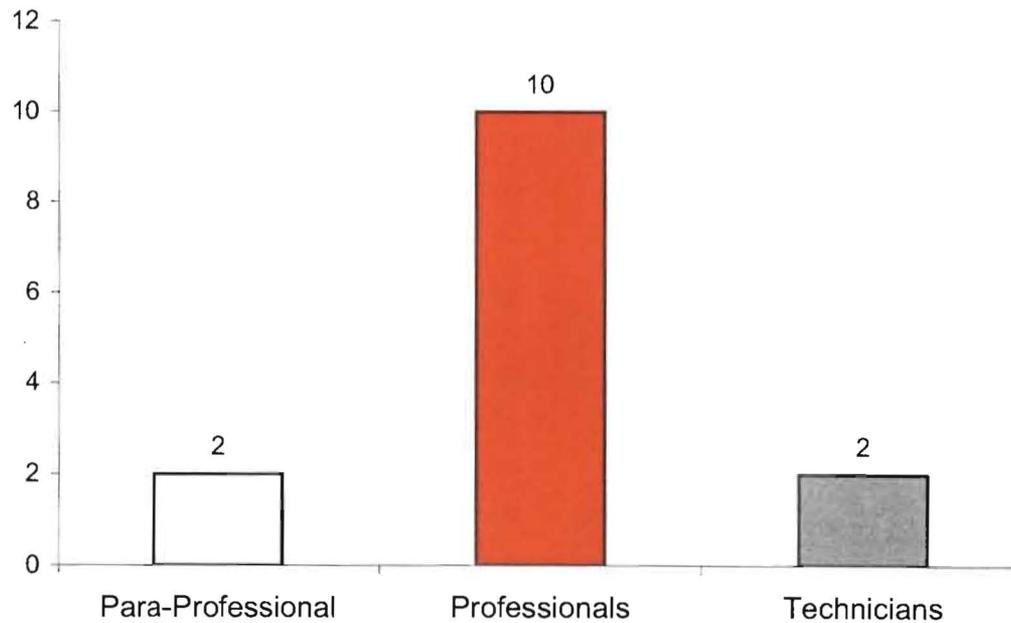
Grade	Salary	Grade	Salary	Grade	Salary
F	\$46,239	C05	\$44,305	GIT	\$62,707
G	\$56,955	C06	\$53,098	HIT	\$70,570
H	\$66,553			IIT	\$86,713
I	\$79,059			JIT	\$111,383
J	\$98,853				
K	\$115,962				
L	\$150,841				

Average Departmental Salary: \$70,846
Average Commission Salary: \$61,378



A139

Employee Turnover by Employment Category Prince George's County Department of Planning



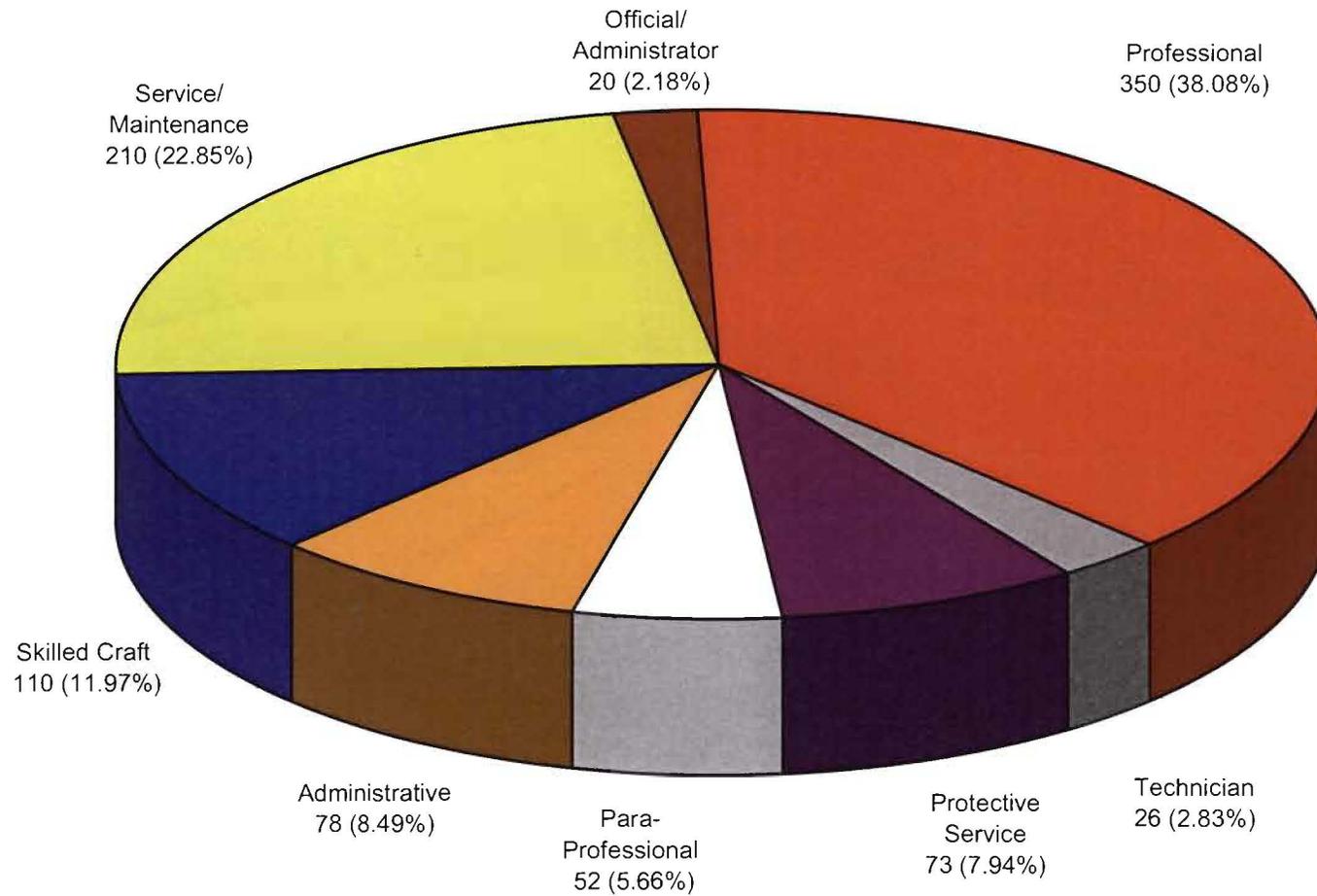
Prince George's Department of Planning Turnover = 14 or 8.3%
Prince George's Department of Planning Employees = 169
Commission-Wide Turnover = 141

PHC

Prince George's County

Department of Parks and Recreation

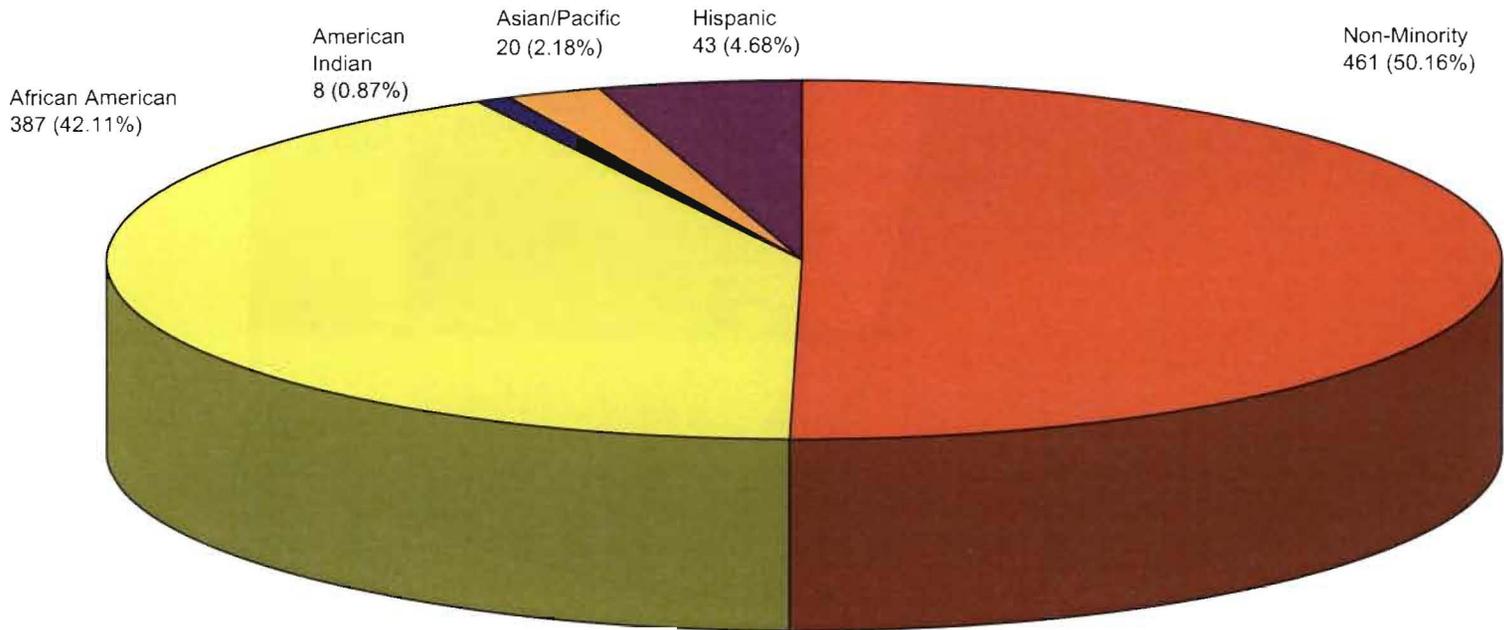
Employees by Employment Category Prince George's Department of Parks and Recreation



Total Prince George's County Department of Parks and Recreation Employees = 919



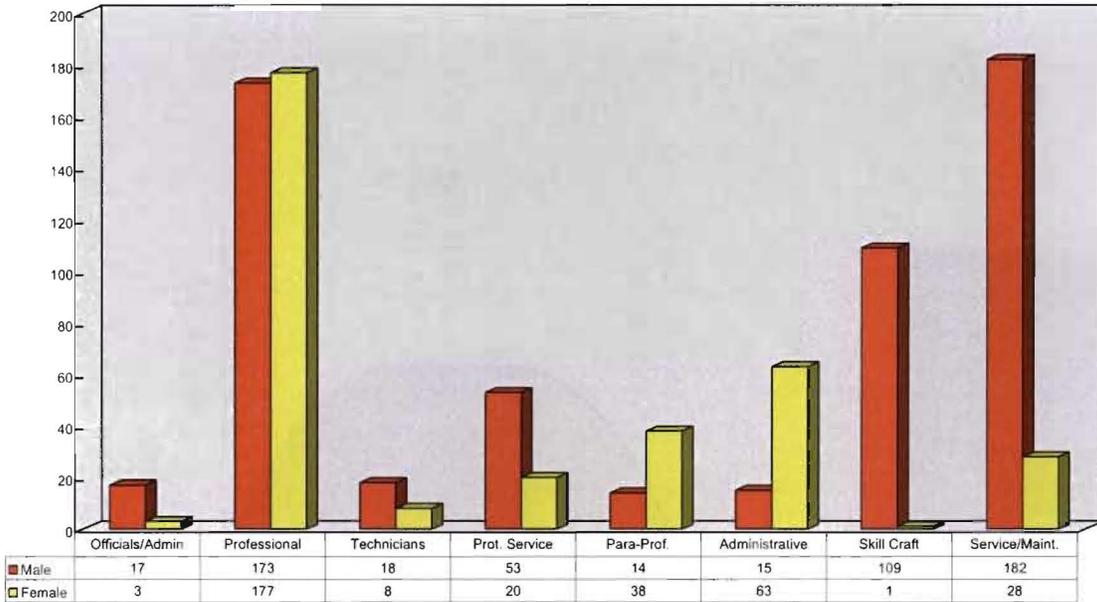
Race/Ethnicity Career Employees Prince George's County Department of Parks and Recreation



Total Prince George's County Department of Recreation Employees = 919

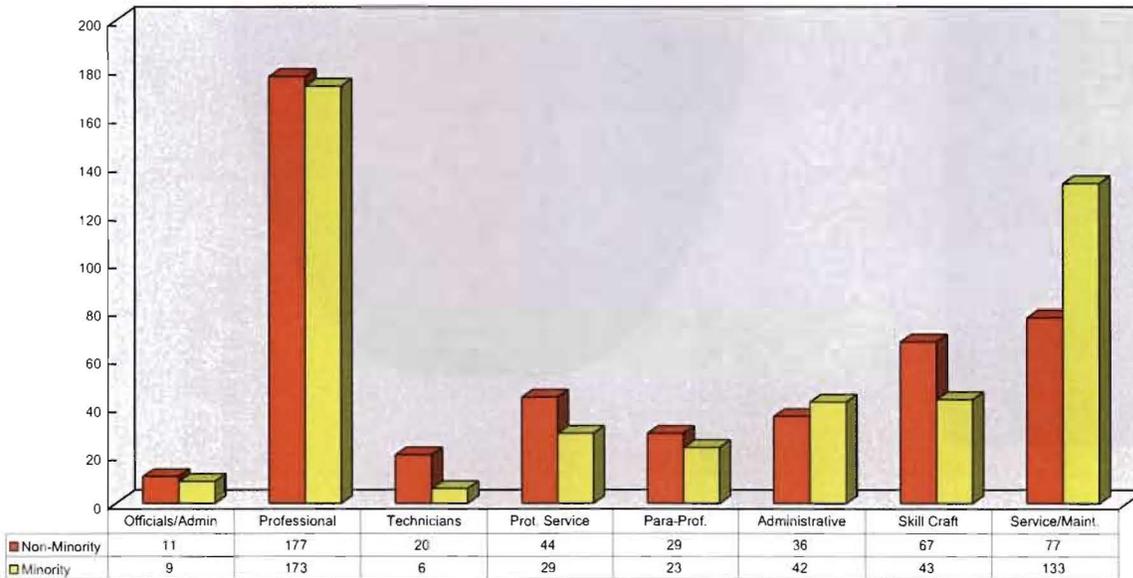
A143

**Distribution by Employment Category and Gender
Prince George's County Department of Parks and Recreation**



Total Employees Prince George's County Department of Parks and Recreation = 915

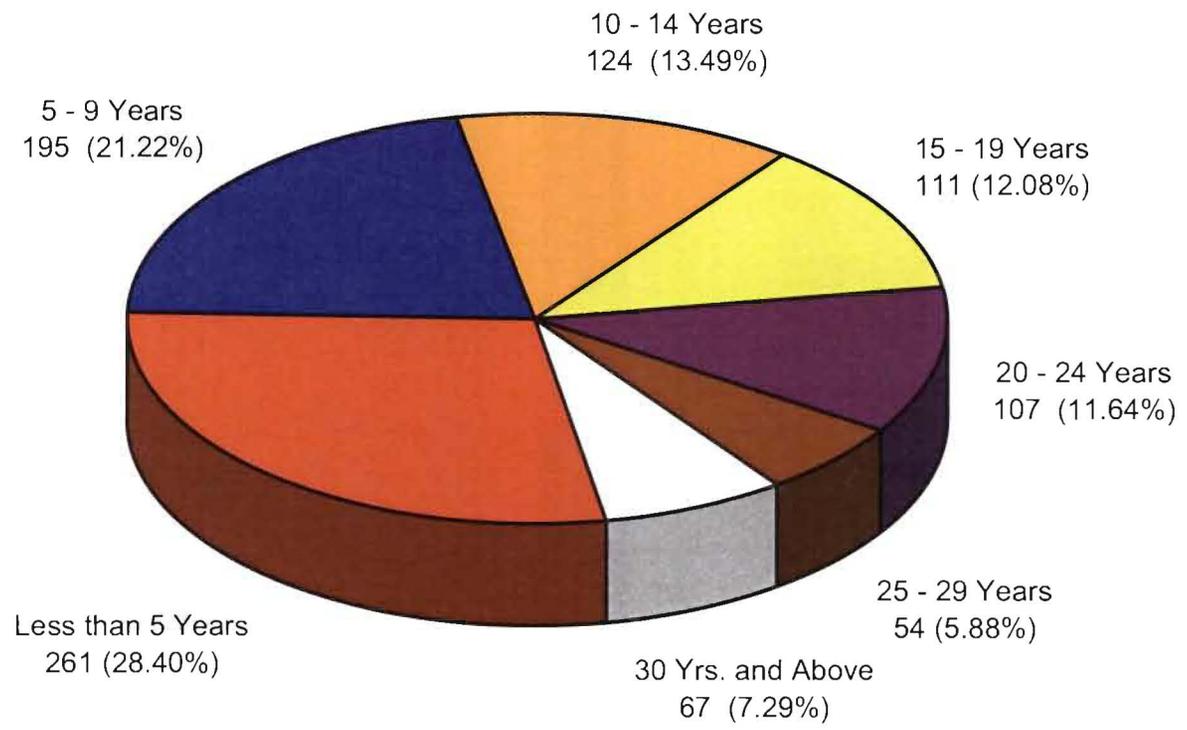
**Distribution by Employment Category and Race/Ethnicity
Prince George's County Department of Parks and Recreation**



Total Employees Prince George's County Department of Parks and Recreation = 919

PHH

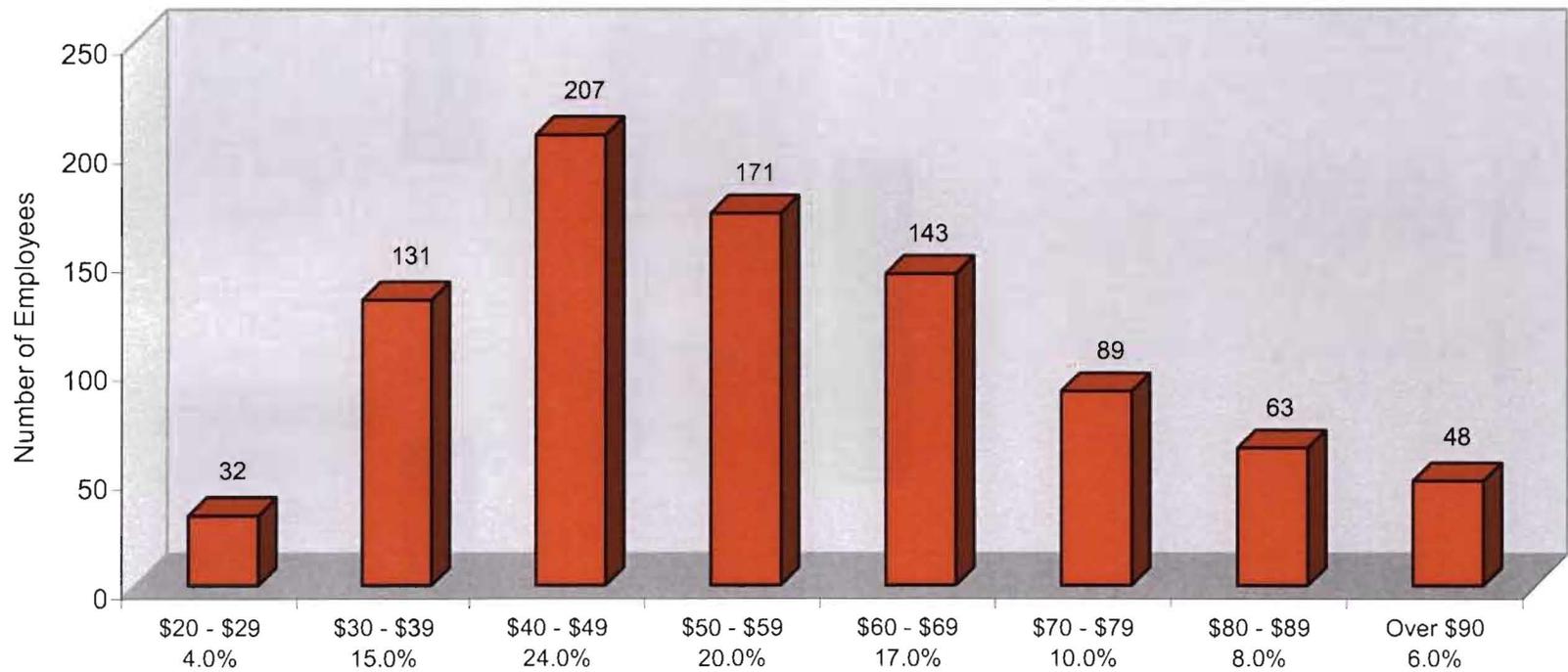
Average Length of Service Career Employees Prince George's County Parks and Recreation



Total Prince George's Parks and Recreation Employees = 919

1145

Salary Range Career Full-Time Employees Prince George's County Department of Parks and Recreation



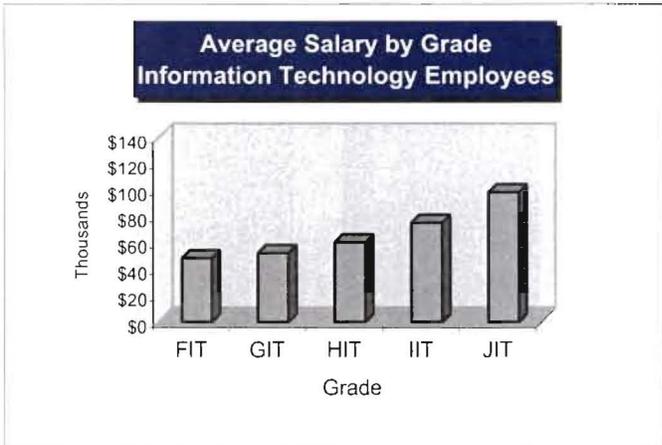
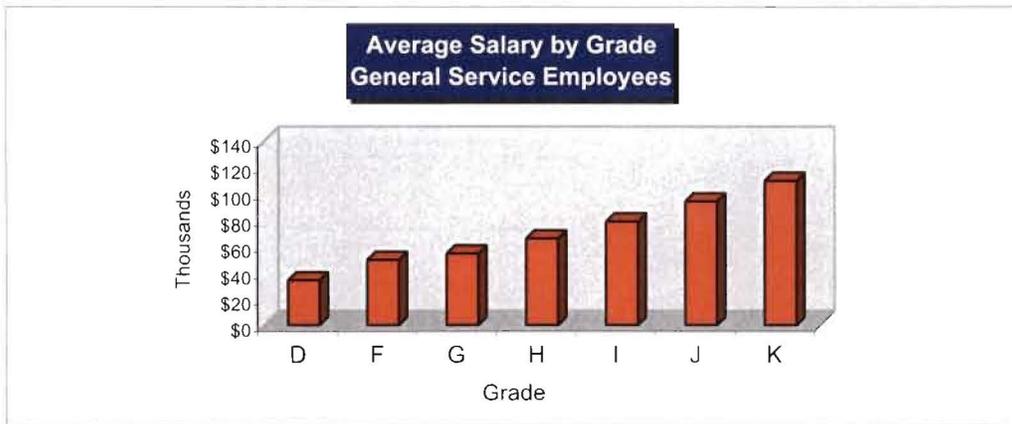
Total Full-Time Employees = 884
Average Salary: \$57,220



Average Annual Salary for Career Employees by Grade Prince George's County Department of Parks and Recreation

Grade	Salary	Grade	Salary	Grade	Salary
PC1	\$44,985	D	\$34,177	FIT	\$47,873
P02	\$49,333	F	\$49,665	GIT	\$51,779
P03	\$53,593	G	\$54,384	HIT	\$60,157
P04	\$71,107	H	\$65,781	IIT	\$74,709
P05	\$86,876	I	\$78,735	JIT	\$97,834
P06	\$100,051	J	\$93,998		
P07	\$112,565	K	\$109,897		
P09	\$135,535				

- » Departmental Salary: \$57,220
- » Commission Salary: \$61,378

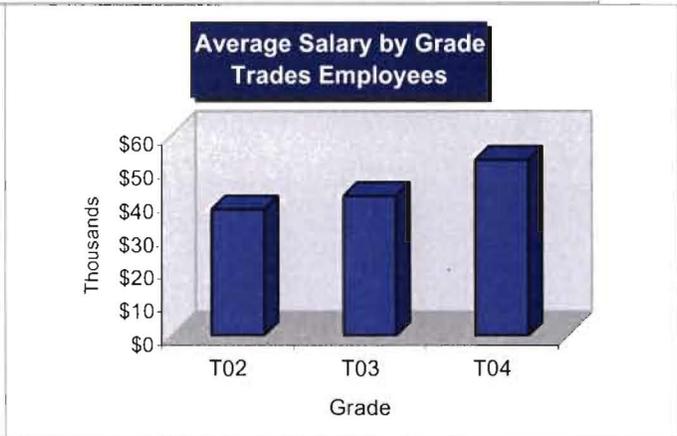
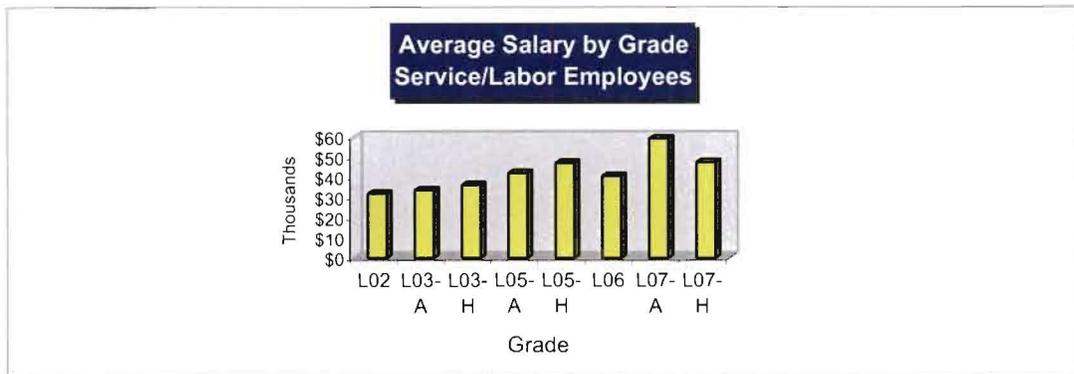


A147

Average Annual Salary for Career Employees by Grade Prince George's County Department of Parks and Recreation

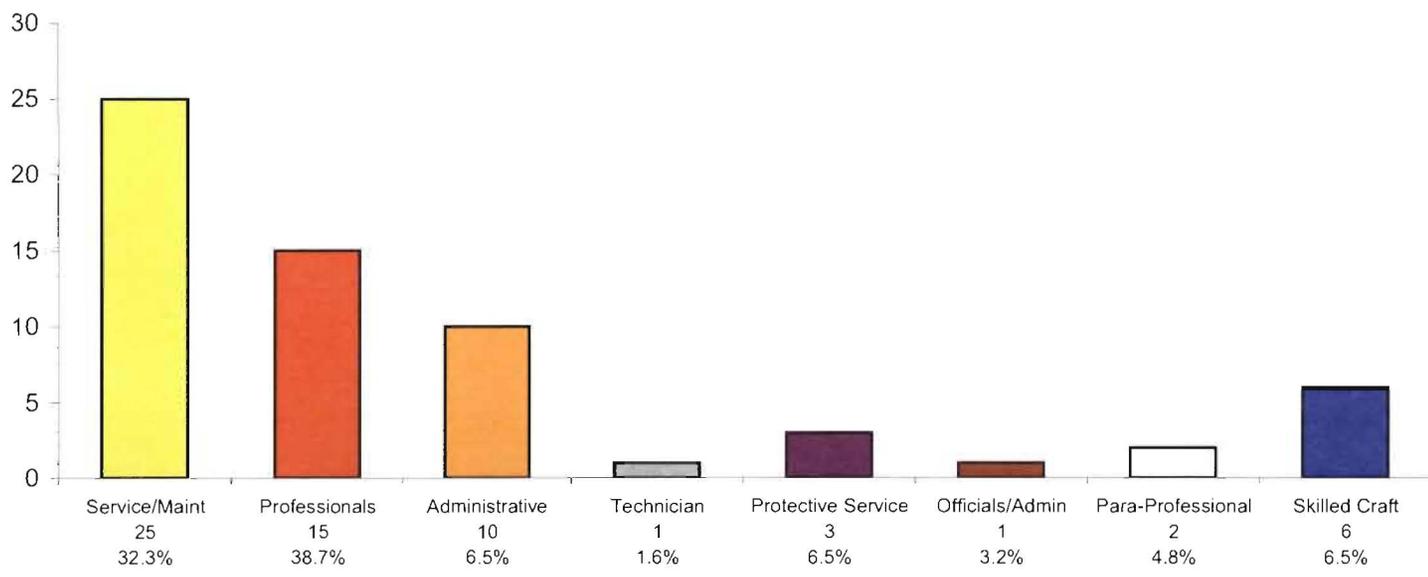
Grade	Salary	Grade	Salary	Grade	Salary
C02	\$30,759	L02	\$31,912	T02	\$37,921
C03	\$38,267	L03	\$33,709	T03	\$41,894
C04	\$34,603	L05	\$42,239	T04	\$52,628
C05	\$43,829	L06	\$40,684		
C06	\$49,912	L07	\$51,440		

Average Departmental Salary: \$57,220
Average Commission Salary: \$61,378



AIAS

Employee Turnover by Employment Category Prince George's County Department of Parks and Recreation



Prince George's Department of Parks and Recreation Turnover = 63 or 6.9%
Prince George's Department of Parks and Recreation Employees = 919
Commission-Wide Turnover = 141

P119

Central Administrative Services

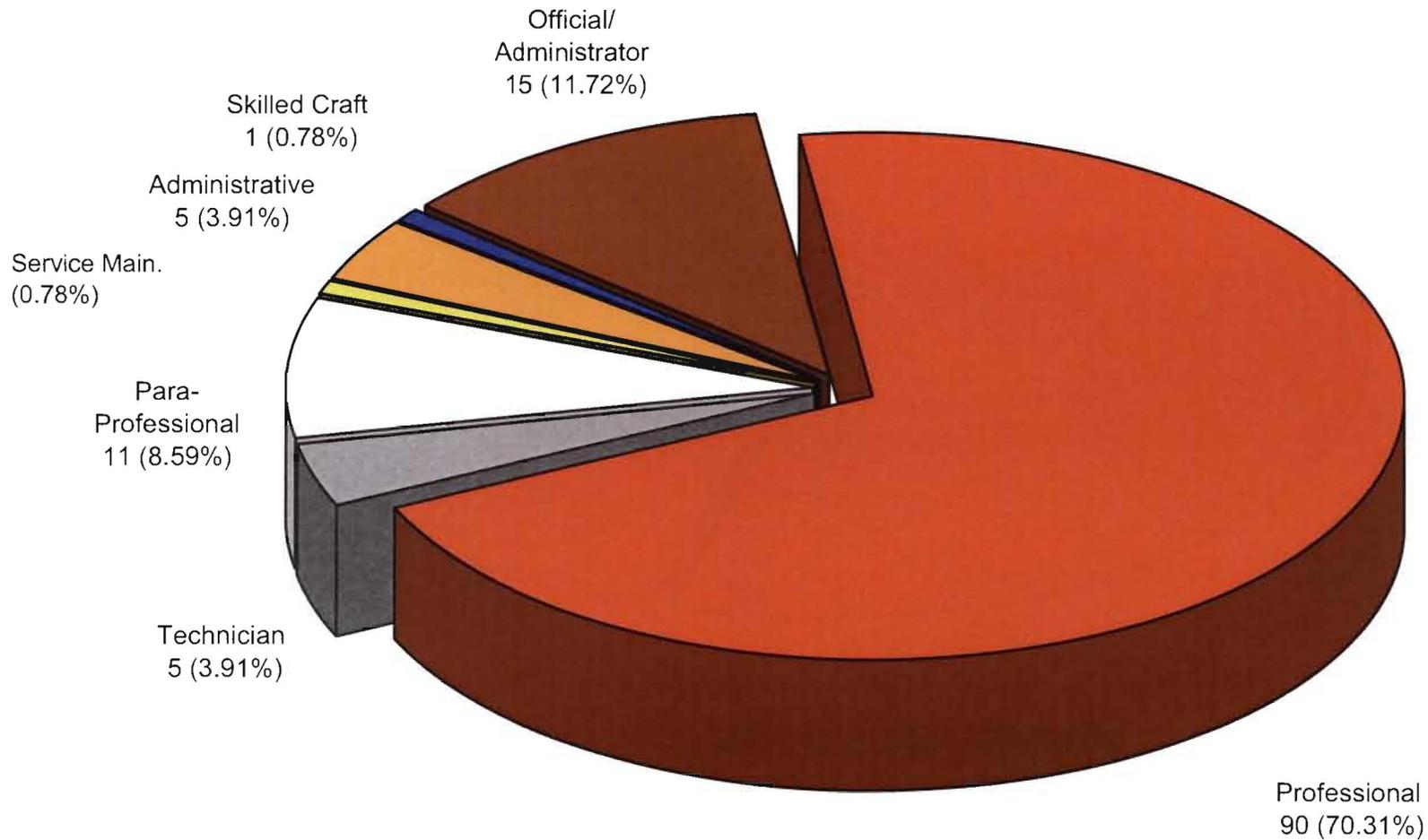
Department of Human Resources

and Management

Department of Finance

Legal Department

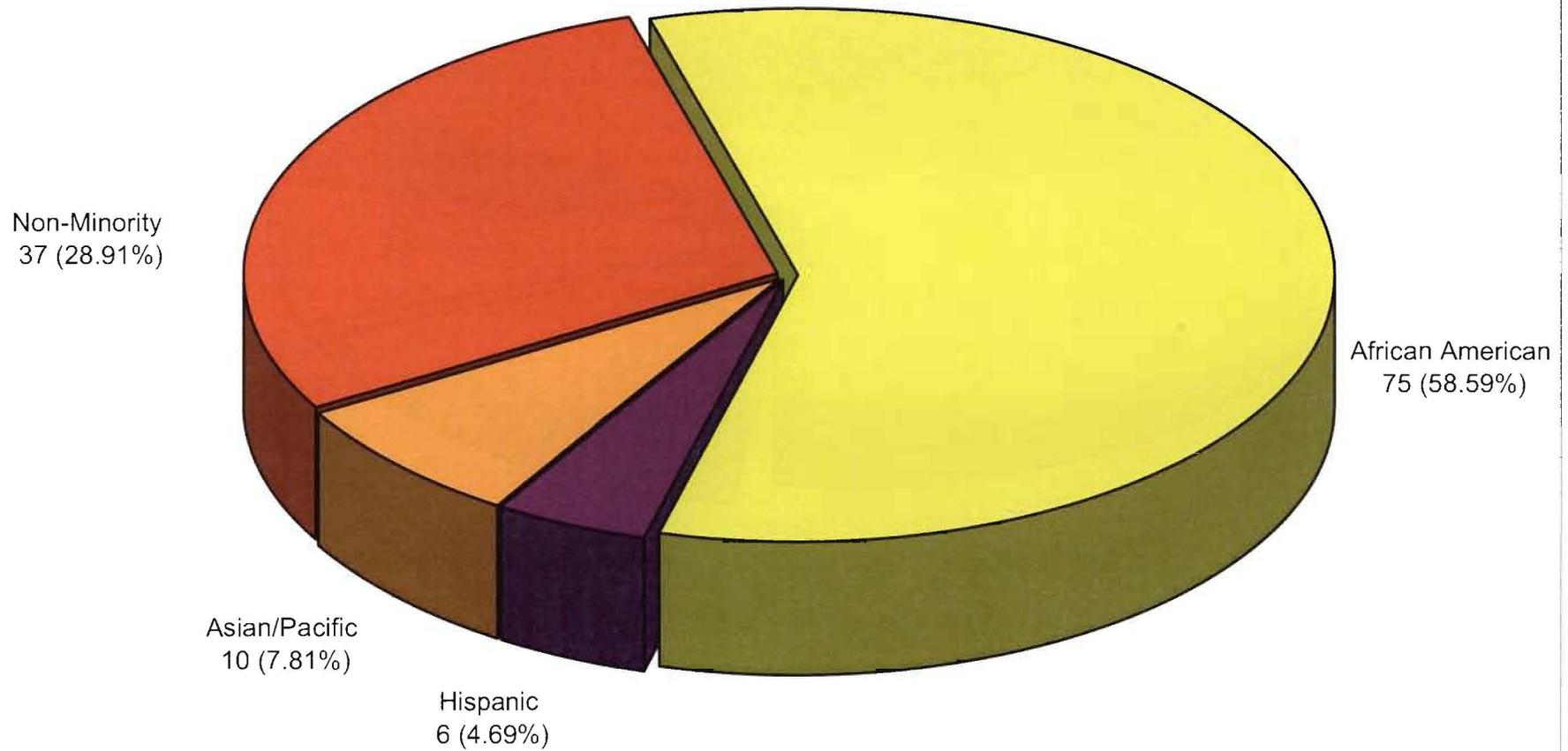
Employees by Employment Category Central Administrative Services



Total Central Administrative Services Employees = 128



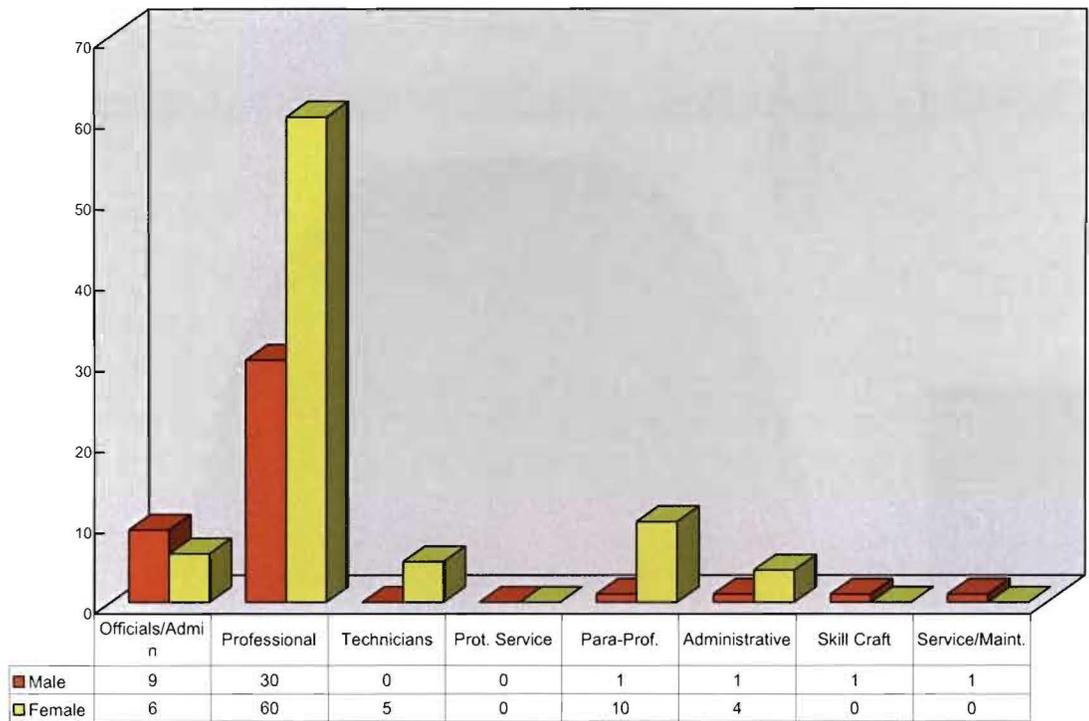
**Race/Ethnicity
Career Employees
Central Administrative Services**



Total CAS Employees = 128

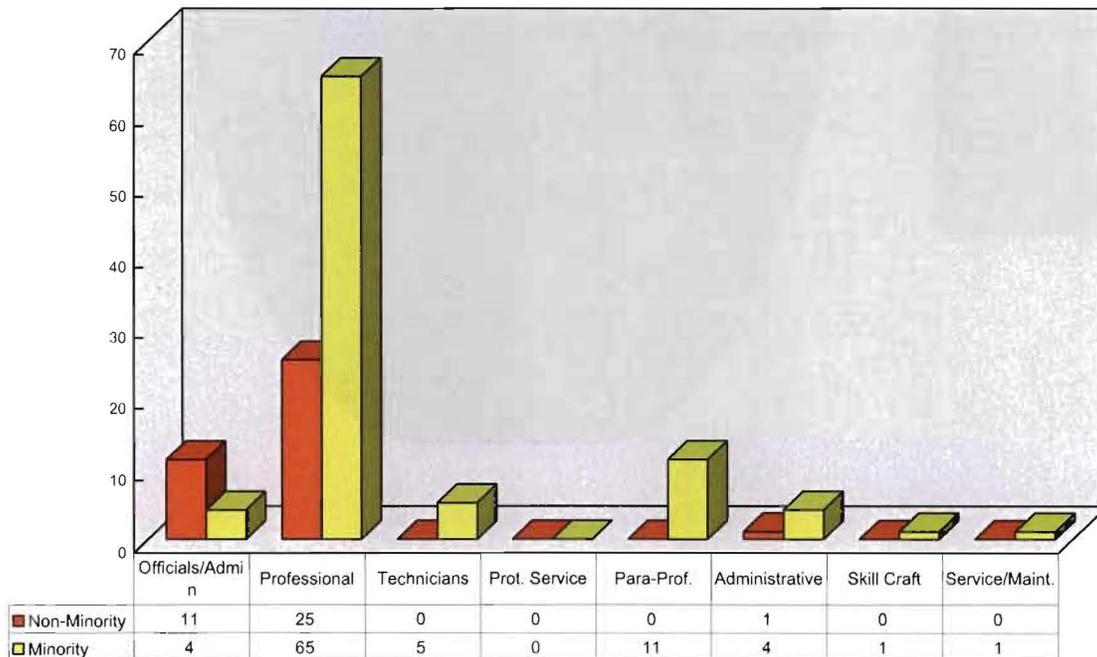
1152

**Distribution by Employment Category and Gender
Central Administrative Services**



Total CAS Employees = 128

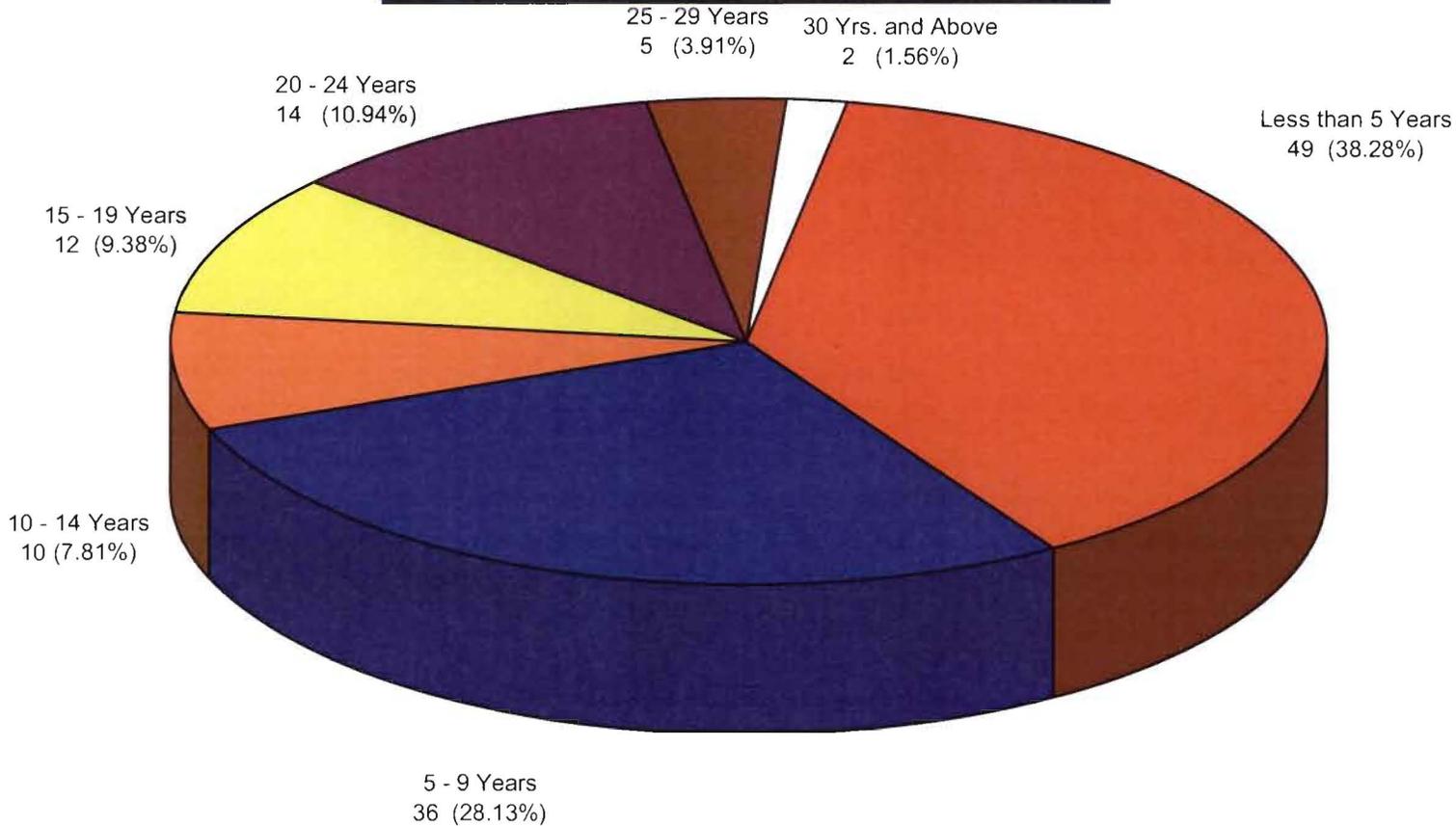
**Distribution by Employment Category and Race/Ethnicity
Central Administrative Services**



Total CAS Employees = 128

A153

Average Length of Service Career Employees Central Administrative Services

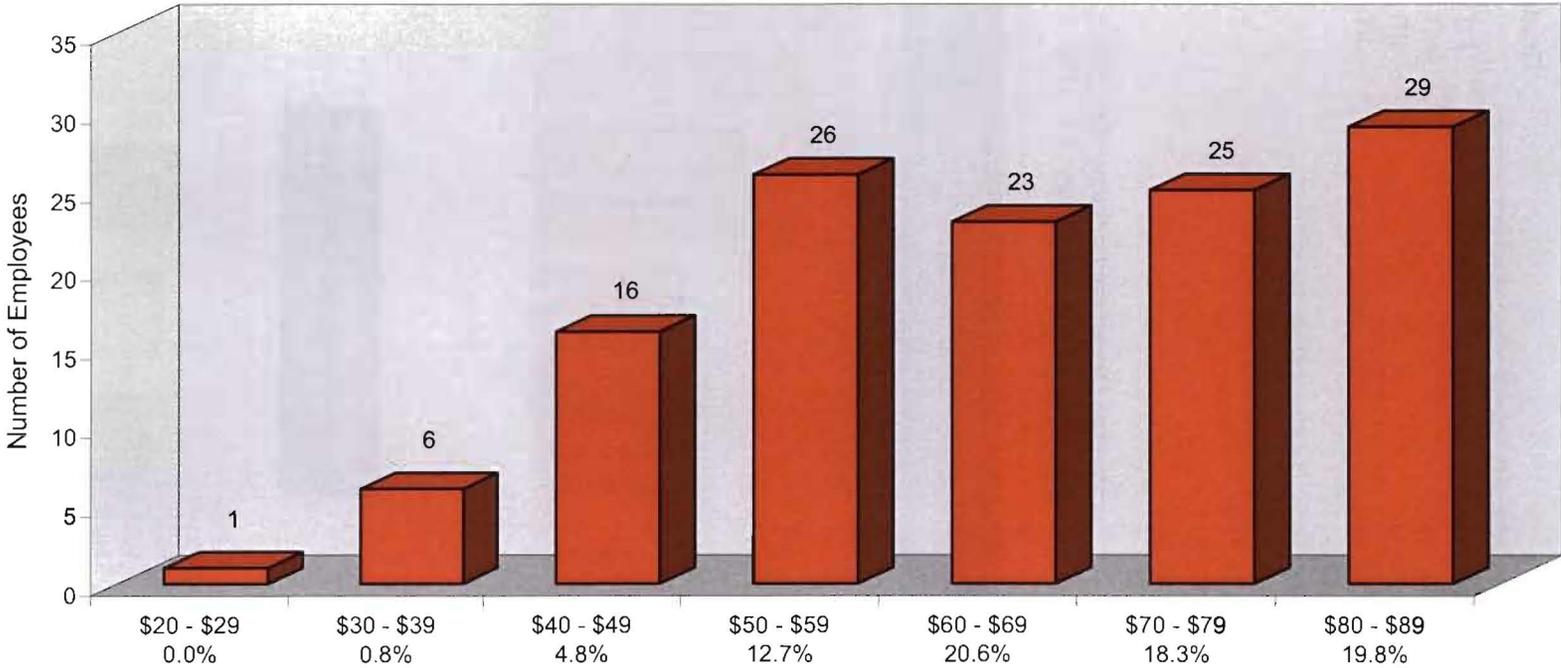


Total CAS Employees -128

1157

Salary Range Career Full-Time Employees Central Administrative Services

Salary in Thousands



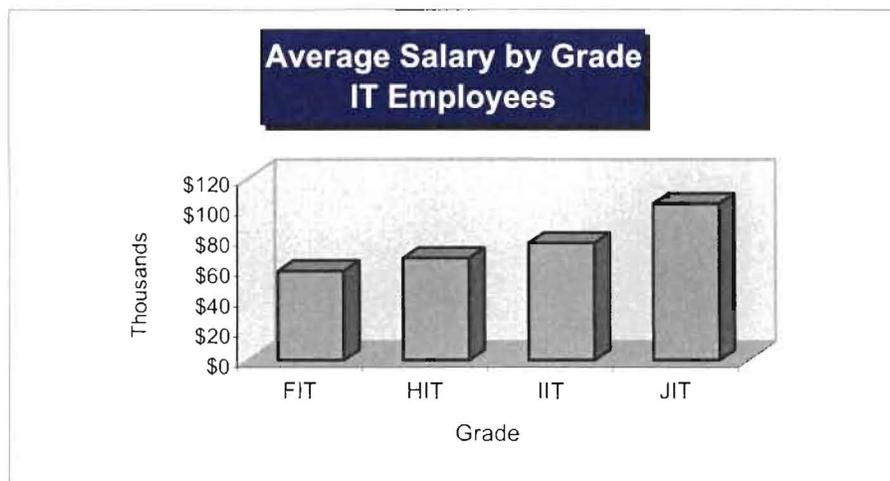
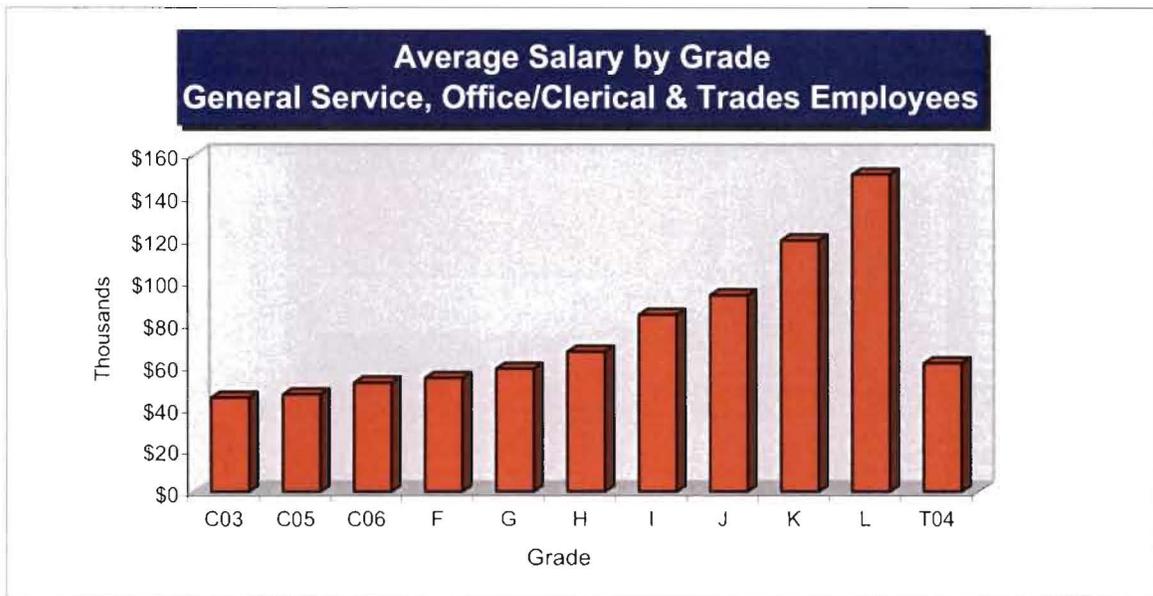
Total CAS Full-Time Employees = 126
Average Salary: \$79,234



Average Annual Salary for Career Employees by Grade Central Administrative Services

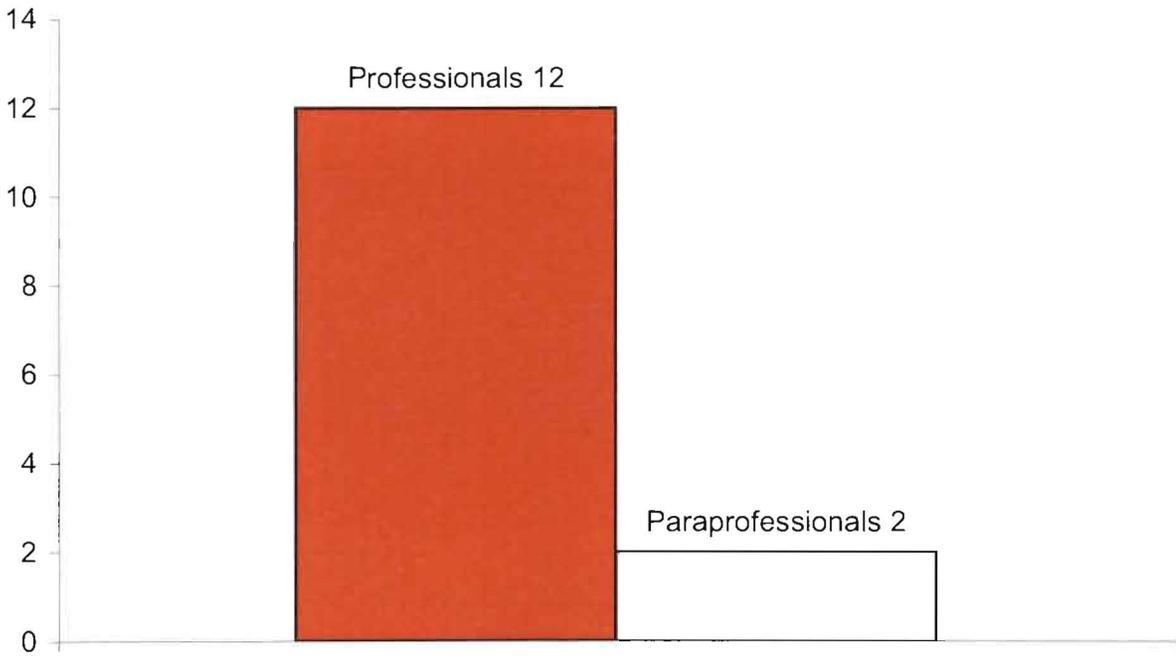
Grade	Salary	Grade	Salary
C03	\$45,302	FIT	\$58,644
C05	\$46,833	HIT	\$67,044
C06	\$52,395	IIT	\$77,022
F	\$54,544	JIT	\$102,869
G	\$58,995		
H	\$67,014		
I	\$84,504		
J	\$93,701		
K	\$119,730		
L	\$150,841		
T04	\$61,544		

Average Departmental Salary: \$79,234
Average Commission Salary: \$ 61,378



A156

Employee Turnover by Employment Category Central Administrative Services



CAS Turnover = 14 or 11%
CAS Total Employees = 128
Commission-Wide Turnover = 141



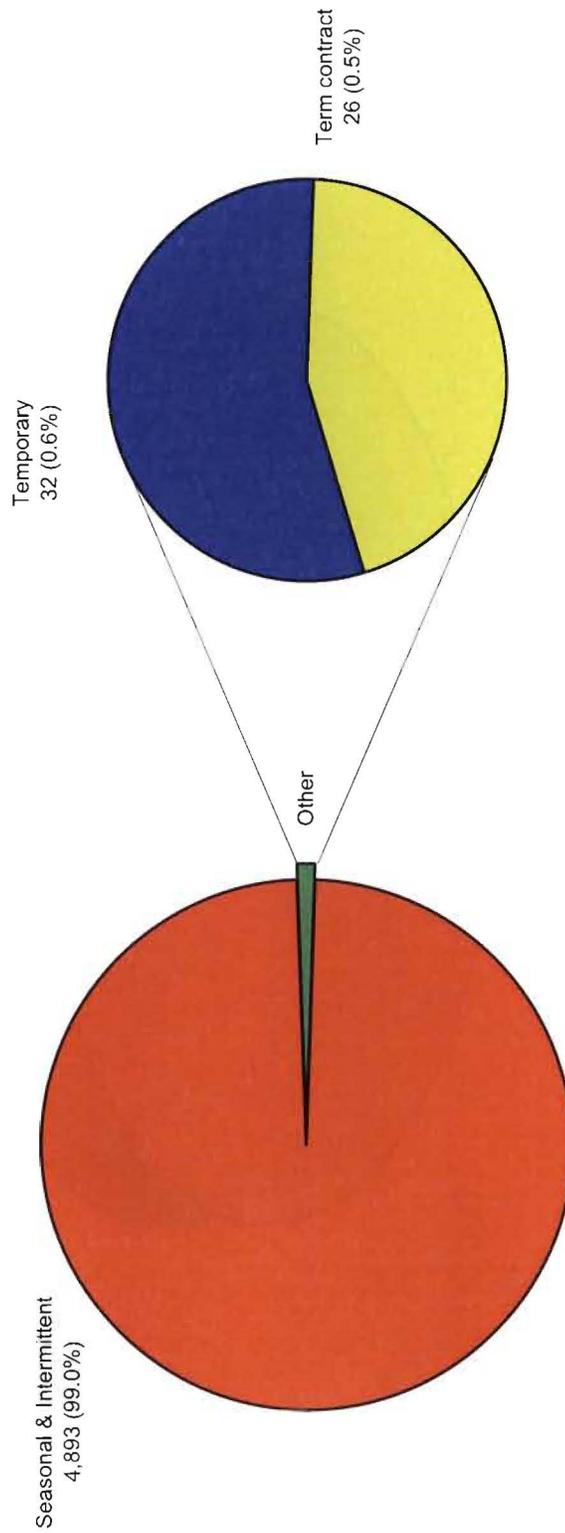
Non-Career Employees

Commission-wide
Composition/Salary/Benefits

FY 08 Personnel Management Review NON-CAREER EMPLOYEES

A158

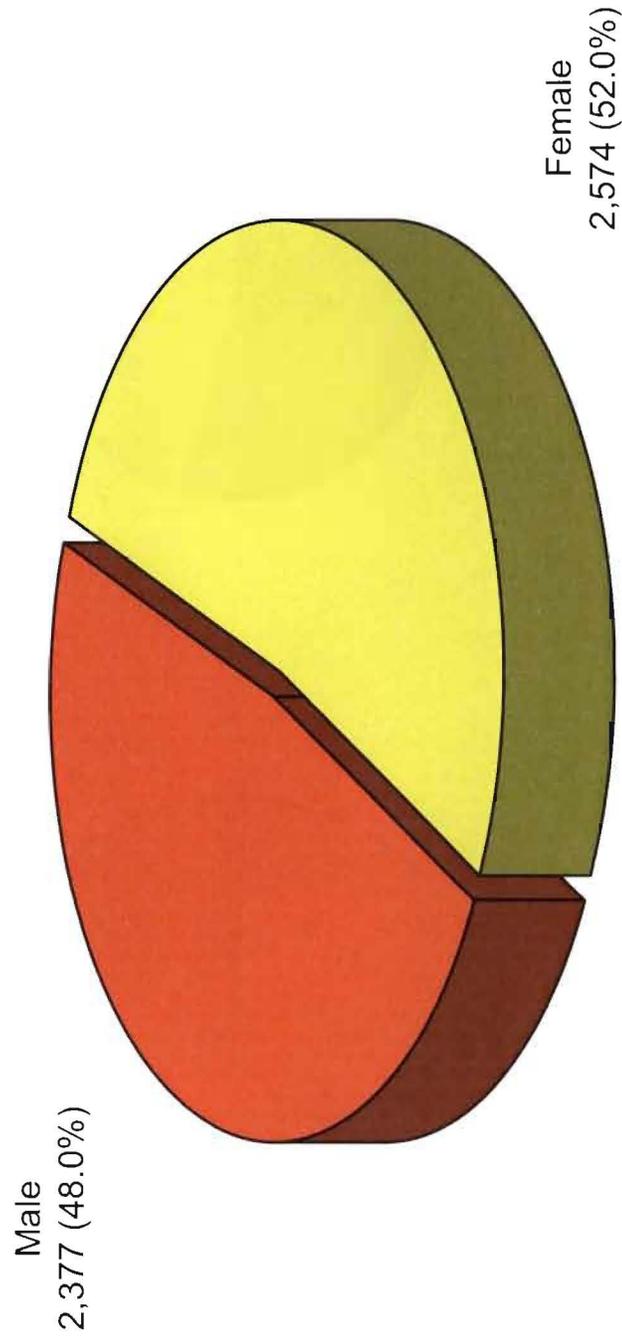
M-NCPPC FY2008 PERSONNEL MANAGEMENT REVIEW
Non - Career Employees by Type



Total Non-Career Employees - 4,951

AI 59

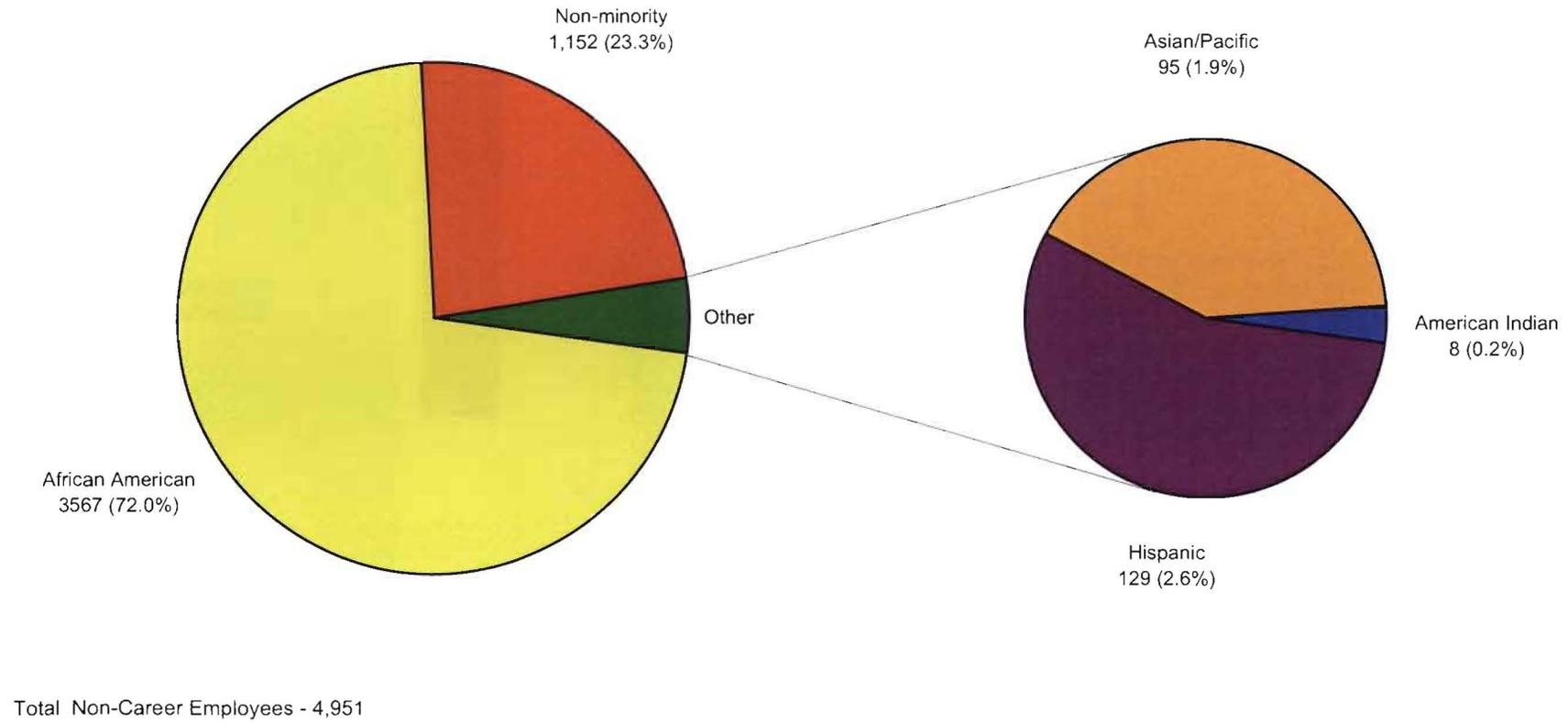
Non - Career Employees by Gender



Note: Total Non-Career Employees - 4,951

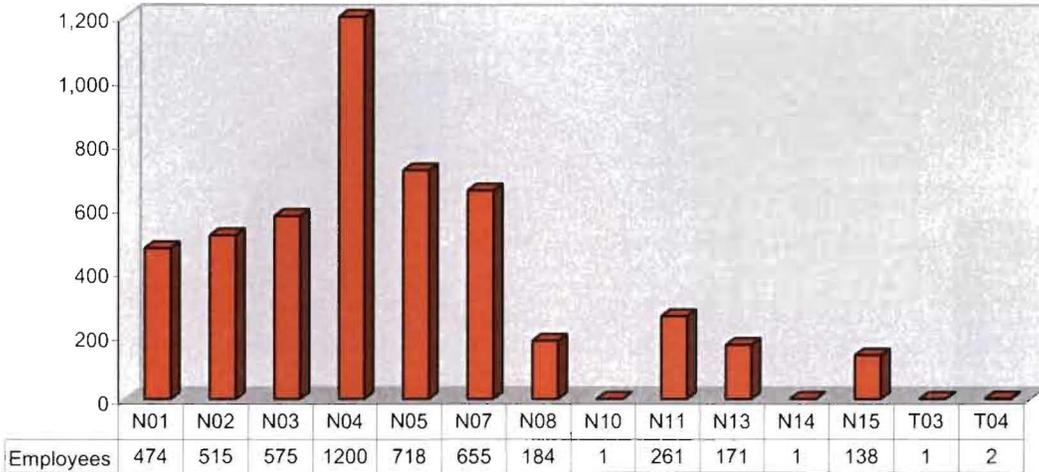
ALG

Non-Career Employees by Race/Ethnicity

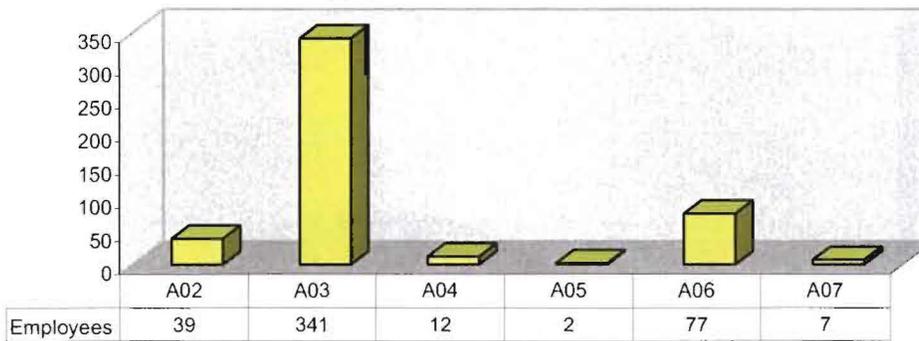


Non-Career Employee Distribution by Grade by Pay Schedule Assignment

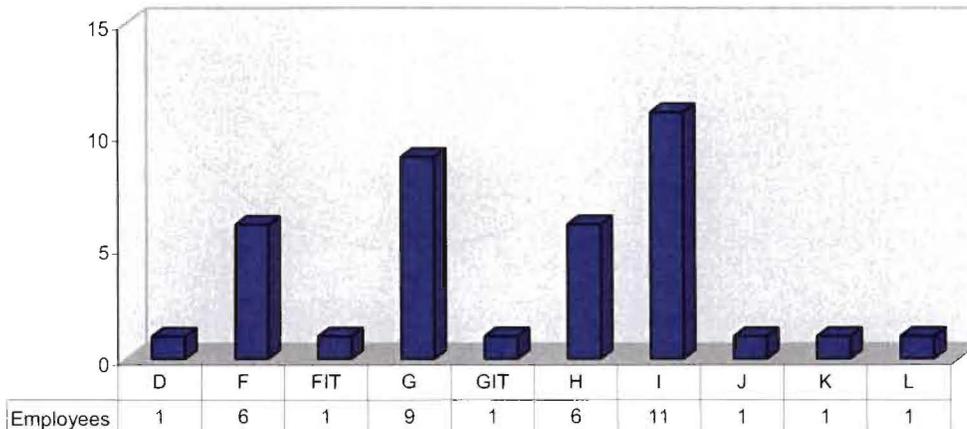
**Distribution by Grade
Intermittent Pay Schedule**



**Distribution by Grade
Aquatics Pay Schedule**

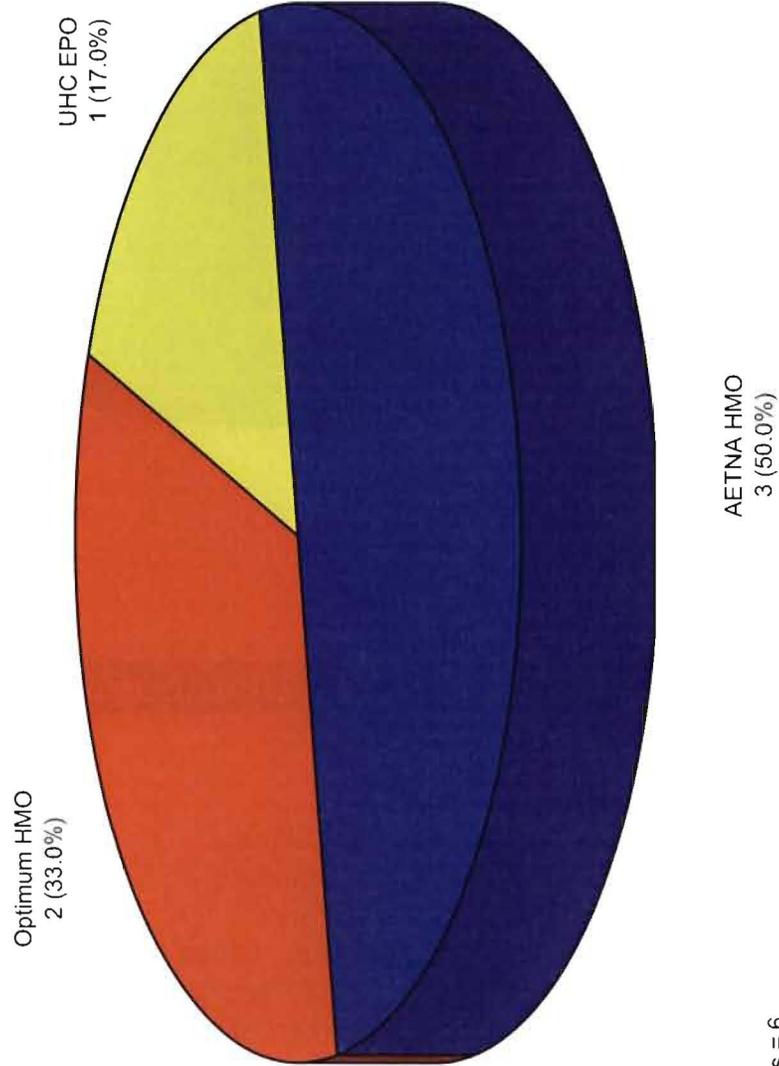


**Distribution by Grade
General Service Pay Schedule**



AI02

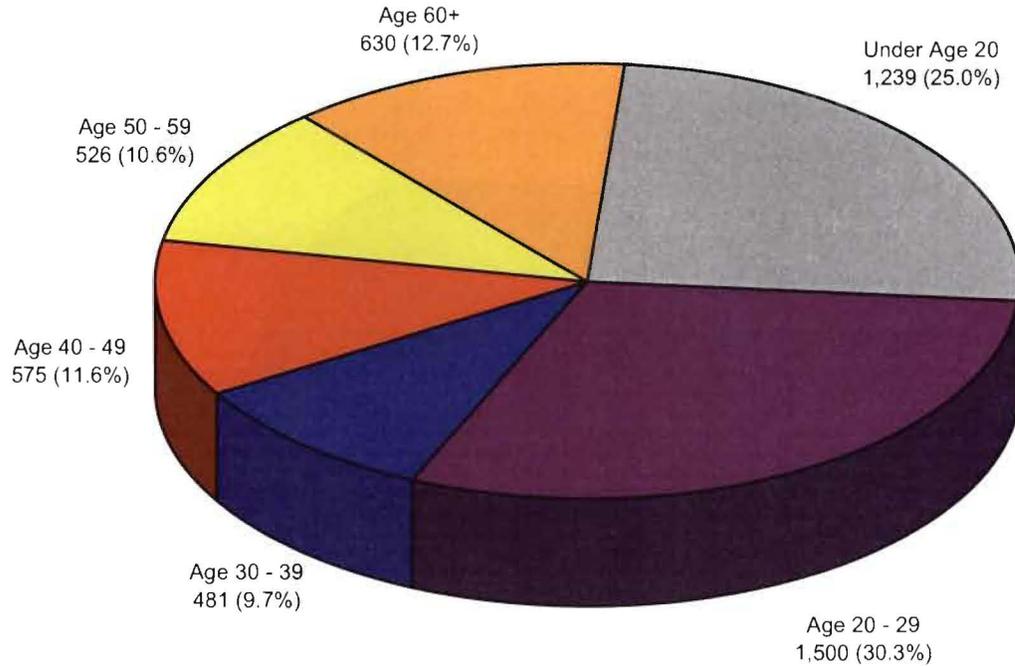
Non - Career (Term) Employee Medical Health Plan Participation



Note: Total Eligible Employees = 6

PA163

Non-Career Employees by Age



Total Non-Career Employees - 4,951

Non - Career Employees Distribution by Department

Central Administrative Services	14	0.28%	0.28%
Montgomery County Commissioners' Office	0	0.00%	0.00%
Montgomery County Department of Planning	9	0.18%	0.18%
Montgomery County Department of Parks	459	9.27%	9.27%
Prince George's County Commissioners' Office	6	0.12%	0.12%
Prince George's County Department of Planning	11	0.22%	0.22%
Prince George's County Parks and Recreation	4452	89.92%	89.92%
M-NCPPC Non-Career Employees - Total	4,951	100.00%	100.00%

Appendix

EEOC / Definitions / Pay Scales
Health Plan Premium Rates

Excerpt from U.S. Equal Employment Opportunity Commission's EEOC Form 164, State and Local Government Information (EEO-4), Instruction Booklet.

RACE/ETHNIC IDENTIFICATION

An employer may acquire the race/ethnic information necessary for this section either by visual surveys of the work force, or from post-employment records as to the identity of employees. Since visual surveys are permitted, and the fact that race/ethnic identifications are not present on agency records is not an excuse for failure to provide the data called for. However, although the Commission does not encourage direct inquiry as a method of determining racial or ethnic identity, this method is not prohibited in cases where it has been used in the past, or where other methods are not practical, provided it is not used for purposes of discrimination.

Moreover, the fact that employees may be located at different addresses does not provide an acceptable reason for failure to comply with the reporting requirements. In such cases, it is recommended that visual surveys be conducted for the employer by persons such as supervisors who are responsible for the work of the employees or to whom the employees report for instruction or otherwise.

Please note that the General Counsel of the Commission has ruled, on the basis of court decisions, that the Commission has the authority to require the racial and ethnic identification of employees, regardless of any possible conflicting state or local laws.

The concept of race as used by the Equal Employment Opportunity Commission does not denote clearcut scientific definitions of anthropological origins. For the purposes of this report, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person may be counted in more than one race/ethnic category.

NOTE: The category "HISPANIC", while not a race identification, is included as a separate race/ethnic category because of the employment discrimination often encountered by this group; for this reason do not include HISPANIC under either "white" or "black".

For the purposes of the report, the following race/ethnic categories will be used:

- a. **White (not of Hispanic origin):** All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- b. **Black (not of Hispanic origin):** All persons having origins in any of the Black racial groups of Africa.
- c. **Hispanic:** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- d. **Asian or Pacific Islander:** All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
- e. **American Indian or Alaskan Native:** All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

DESCRIPTION OF JOB CATEGORIES

- a. **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. Includes: department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, wardens, superintendents, sheriffs, police and fire chiefs and inspectors, examiners (bank, hearing, motor vehicle, warehouse), inspectors (construction, building, safety, rent-and- housing, fire, A.B.C. Board, license, dairy, livestock, transportation), assessors, tax appraisers and investigators, coroners, farm managers, and kindred workers.
- b. **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dietitians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, librarians, management analysts, airplane pilots and navigators, surveyors and mapping scientists, and kindred workers.
- c. **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers, drafters, survey and mapping technicians, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), police and fire sergeants, inspectors (production or processing inspectors, testers and weighers), and kindred workers.
- d. **Protective Service Workers:** Occupations in which workers are entrusted with public safety , security and protection from destructive forces. Includes: police patrol officers firefighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens, park rangers (except maintenance), and kindred workers.
- e. **Paraprofessionals:** Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Included: research assistants, medical aides, child support workers, policy auxiliary welfare service aides, recreation assistants, homemakers aides, home health aides, library assistants and clerks, ambulance drivers and attendants, and kindred workers.
- f. **Administrative Support(Including Clerical and Sales):** Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: bookkeepers, messengers, clerk-typist, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, telephone operators, legal assistants, sales workers, cashiers, toll collectors, and kindred workers.
- g. **Skilled Craft Workers:** Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the process involved in the work which is acquired through on-the-job training and experience

or through apprenticeship or other formal training programs. Includes: mechanics and repairers electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, power plant operators, water and sewage treatment plant operators, and kindred workers.

- h. **Service-Maintenance:** Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial employees, gardeners and groundkeepers, refuse collectors, construction laborers, park rangers (maintenance), farm workers (except managers), craft apprentices/trainees/helpers, and kindred workers.

PRACTICE

approved by
The Commission

no. 2-16

subject

effective date

revision date
15 Oct. 2003

SEASONAL/INTERMITTENT, TEMPORARY, AND TERM EMPLOYMENT

AUTHORITY

This Practice was initially approved by the Commission on July 10, 1991. This Practice was amended by the Commission on February 17, 1999, May 17, 2000, and October 15, 2003.



Trudye Morgan Johnson, Executive Director

PURPOSE & BACKGROUND

This Practice was developed in 1991 to provide rules and procedures for establishing the terms and conditions of employment on a seasonal/intermittent, temporary, or term basis. The Practice was amended February 17, 1999, and May 17, 2000, to adopt changes to the pay plans for contract employees clarify the maxim number of work hours which could be assigned for each of the contractual categories, and introduce a new pay plan for contract employees titled the *Seasonal/Intermittent Aquatic Plan*. This Practice was revised on October 15, 2003, to adopt changes to the temporary employment category.

REFERENCES

- Article 28, Annotated Code of Maryland.
- *Intermittent Classification and Pay Plan*, as amended May 14, 2000.
- *Seasonal/Intermittent Aquatic Plan*, (effective May 14, 2000).
- *General Service Classification and Pay Plan*, as amended October 13, 2002.

POLICY

In order to perform its work program, the Maryland-National Capital Park and Planning Commission finds it necessary to hire contract employees, as defined below. It is the policy of the Commission to treat contract employees in a fair and equitable manner, to maintain a safe working environment, and to extend a limited benefit package to certain categories of contract employees, as described below.

Contract Employee: an employee who is hired under a contract on a full-or part-time basis in a seasonal/intermittent, temporary, or term employment category to perform, under supervision, specific duties and responsibilities as designated by the assigned classification(s).

A169

Contract Year: the length of a contract which may be either the maximum number of hours permitted in an employment category, or twelve (12) consecutive months effective the first day of employment, whichever comes first.

Seasonal/Intermittent Employment: an employment category under which a contract employee may work up to 1560 hours within a contract year. During the contract year, a contract employee works on programs or facilities that are of a seasonal nature, such as golf courses, swimming pools, ball fields, or summer playgrounds; or works on a sporadic or as-needed basis, such as fill in work when a career employee is on leave or assisting in special events.

Contracts for employees who are employed on a seasonal/intermittent basis may be considered for renewal annually.

Temporary Employment: an employment category under which a contract employee works on projects or programs for a specified duration not to exceed 1365 hours. This type of employment category is used for internships, special projects, or need for extra assistance for a specified time.

Contracts for employees who are employed in a temporary category may not be renewed. A contract employee who is hired under a temporary category is eligible for employment under a new contract after ninety (90) calendar days have elapsed.

Term Employment: an employment category under which a contract employee is regularly scheduled to work a minimum of thirty (30) hours, and a maximum of thirty-seven and one-half (37 ½) hours per week, on a consecutive weekly basis, for twelve (12) months. All hours worked beyond the thirty-seven and one-half (37 ½) hour regularly scheduled workweek are considered overtime hours and must have prior Department Head approval. The term employment category is applied to contract employees who meet one of the following criteria: employment in multiple jobs during a contract year; employment in a position that exceeds the limitations and hours of the employment categories listed above; or employment in a position not described in the other employment categories such as jobs associated with grant funding or where the Commission implements programs or services for another agency.

Contractual employment agreements of employees hired under the term category are for one year and are renewable for an additional one (1) year (a two-year maximum). Contracts may be renewed beyond the two (2) year maximum only with the consent of the Department Head. The Department Head determines that such employment is in compliance with the intent of this Practice. The Department Head shall inform the Executive Director of the determination and justify in writing, any extension of employment

beyond the two (2) year limit. Contract employees working under the auspices of a grant, in which the grant determines the limits of employment, are exempt from this provision.

Term contract employees are eligible for a limited benefit package (see “Benefits and Compensation Limited to Term Contract Employees”).

Anniversary Date: for the purposes of the Performance Evaluation System, an anniversary date is one calendar year from the date (month and day) of the first day of employment. If an employment contract is not renewed, a new anniversary date shall be established if a contract employee is subsequently re-employed.

RULES

I. Schedules, Work Locations and Hours of Work

The employment contract will specify the schedule, work locations, and hours of work. The employment contract may designate specific or differing hours, schedules, and work locations; however, the regularly scheduled workweek shall not exceed forty (40) hours in total. For term contract employees, the regularly scheduled workweek shall not exceed thirty-seven and one-half (37 ½) hours in total. The employment contract will note any call-up or non-reporting contingencies.

II. Federal, State and FICA Withholding and Required Coverage

All contract employees will be subject to appropriate Federal, State, and Social Security (FICA) deductions and will be eligible for Workers' Compensation for job-related injuries.

III. Classification, Compensation and Benefits

A. Classification, Compensation and Benefits For All Contract Employees.

Contract employees shall be classified and assigned pay rates in accordance with the assigned duties and responsibilities. The pay rates fall within the following pay plans: *General Service Classification and Pay Plan; Intermittent Classification and Pay Plan; or Seasonal/ Intermittent Aquatic Plan.*

- Term contract employees may be assigned to either the *General Service Classification and Pay Plan* or the *Intermittent Classification and Pay Plan.*
- Temporary contract employees may be assigned to the *General Service Classification and Pay Plan, Intermittent Classification and Pay Plan* or the *Seasonal/Intermittent Aquatic Plan.*
- Seasonal/Intermittent contract employees may be assigned to either the *Intermittent Classification and Pay Plan* or the *Seasonal/Intermittent Aquatic Plan.*

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Dependent upon Commission action, contract employees may be entitled to pay rate increases based upon revisions to their respective pay plans.

1. Overtime: Overtime compensation will be based on the overtime code of the assigned classification(s). For contract employees assigned to non-exempt classes, the rate of overtime compensation for all hours worked beyond forty (40) in any week will be at one and one-half (1 ½) the base rate of pay. If a contract employee works in more than one non-exempt classification and has more than one rate of pay, overtime pay at one and one-half (1 ½) will be based on the highest rate paid during the pay period. For contract employees assigned to exempt classifications, compensation will be at straight time for all hours worked.

For all hours worked by a contract employee that exceed the regularly scheduled work week hours, compensation will be at straight time up to the fortieth (40th) hour.

2. Anniversary Pay Increment: Only seasonal/intermittent and term contract employees assigned to the *General Service Classification and Pay Plan* or the *Intermittent Classification and Pay Plan* may be eligible for a pay increment on the anniversary date in accordance with the Performance Evaluation System for Contract Employees. The Performance Evaluation System is developed and maintained by the Department of Human Resources and Management, Human Resources Division.
3. Increase Due To Promotion: A promotion is the movement of an employee to a position of a higher-grade level.
 - General Service Classification Pay Plan, or the Intermittent Classification Pay Plan: Contract employees assigned to these pay plans who are promoted to a higher grade, may be paid at any rate in the higher grade which does not exceed a ten percent (10%) increase in pay above the former position. However, the resulting salary shall not be less than the minimum nor exceed the maximum of the new pay grade.
 - Seasonal/Intermittent Aquatic Plan: Contract employees assigned to this pay plan who are promoted at any time during the contract year, will be paid at a rate within the level of the new position based upon appropriate experience.

B. Benefits and Compensation Limited to Term Contract Employees

In addition to compensation provisions outlined above, term contract employees are also eligible for the benefits and compensation areas listed below. Eligibility is based on the employee maintaining a work schedule as defined in the term employment category.

The rate of pay for hours in paid leave status will be based on the highest base rate of pay.

1. Benefits

a. Health Insurance: Term contract employees may select among a choice of several health insurance coverages for which the Commission may share in the cost. Such coverage shall be uniform for all term contract employees. Election will be made at the time of execution or amendment of the employment contract. If a contract employee selects the benefit package, the contract employee's costs will be paid through payroll deductions.

b. Paid (Generic) Leave: the equivalent of two workweeks of paid leave per contract year shall be granted. Leave shall be earned on a pro-rata basis and in accordance with the number of hours worked in a week. Leave cannot be earned and used in the same pay period.

Unused leave accumulated during a contract year may be transferred from contract year to contract year but not to exceed seventy-five (75) hours.

c. Paid Holiday Leave: paid holiday leave shall be granted for Commission approved holidays. Holiday leave will be granted at the rate of seven and one-half (7 ½) hours for contract employees working at thirty-seven and one-half (37 ½) hours per week, and at the rate of five (5) hours for employees working less than thirty-seven and one-half (37 ½) hours. Holiday leave is granted provided the contract employee is in pay status for all scheduled hours before and after a holiday.

d. Administrative Leave: administrative leave may be granted as authorized by the Department Head or the Executive Director.

2. Compensation

a. Work Required on a Commission Holiday: Term employees

shall receive holiday pay for all authorized hours worked on a Commission holiday. Compensation shall be at a rate of two and one-half (2 ½) times the highest assigned rate paid during the pay period.

- b. **Work During Commission Emergencies:** In exceptional cases when a term contract employee is required to work during an emergency closing, he/she shall be entitled to premium pay whether such time worked is within or outside the regular workweek. Term contract employees who are required to work in an emergency must be designated as “essential” by the Department Head at the time of the emergency.

In such emergencies, compensation will be based on the rate of pay for the job assignment held at the time of the emergency. For a description of the rates of compensation that a contract employee may earn for each emergency, see the Administrative Procedures that accompany this Practice, “Seasonal/ Intermittent, Temporary, and Term Employment.”

IV. Uniforms

Depending upon the assigned duties, the Commission may furnish uniforms at no charge to contract employees consistent with departmental practices.

V. Dispute Resolution

If a dispute arises during the duration of the contract over provisions of the contract or other work-related issues, a contract employee should seek resolution of the dispute with his/her immediate supervisor.

A contract employee who has a complaint or allegation of discrimination may use the provisions of the Commission’s Equal Employment Opportunity/ Affirmative Action plan to seek resolution.

VI. Nepotism

A Department Head or employee may not appoint, promote, reassign or participate in any action affecting a member of his/her family. A Department Head may not permit the employment of members of a family where one has direct or indirect supervisory responsibility over the other, including contract employees. “Family” is an individual related to the Commission employee by blood, marriage, or adoption. Examples include: parent or stepparent, spouse, brother, stepbrother, sister, stepsister, child or stepchild, spouse’s parents, grandparents, or spouse’s grandparents, legal guardian or any other relative living under the same roof as the employee.

VII. Supervision

Contract employees may supervise contract or Merit System employees. However, a contract employee may be permitted to supervise a Merit System employee only with prior approval of the Department Head and Executive Director.

VIII. Promotional Opportunity

Contract employees are eligible to apply for announced Commission vacancies through the Promotional Opportunity System.

IX. Expectations of Contract Employees

Contract employees are expected to be punctual, maintain regular attendance, follow directions of supervisors and perform assigned duties and responsibilities in a competent and trustworthy manner.

X. Discipline

The severity of any disciplinary measure shall be in keeping with the seriousness of the breach of discipline. The Department Head shall impose progressive disciplinary measures, beginning with oral counseling and proceeding to written reprimand, suspension, and dismissal. If the breach of discipline is of a severe and disruptive nature or causes a dangerous or unsafe work environment, immediate remedial action by the Department Head including suspension or dismissal is authorized.

XI. Other Terms, Renewal or Amendment of the Contract

Contract employees may not be employed under more than one employment contract during any one contract year; however, a contract may be amended within a contract year.

Contracts for employees who are employed on a Seasonal/Intermittent basis may be considered for renewal annually.

Contracts for employees who are employed in a temporary category may not be renewed. A contract employee who is hired under a temporary category is eligible for employment under a new contract after ninety (90) calendar days have elapsed.

Contractual employment agreements of employees hired under the term category are for one year and are renewable for an additional one (1) year (a two-year maximum). Contracts may be renewed beyond the two (2) year maximum only with the consent of the Department Head. The Department Head determines that such employment is in compliance with the intent of this Practice. The Department Head shall inform the Executive Director of the determination and justify in writing, any extension of employment beyond the two (2) year limit. Contract employees working under the auspices of a grant, in which the grant

determines the limits of employment, are exempt from this provision.

At any time during the contract year, a contract may be amended when it becomes evident that an employee hired under the seasonal/intermittent or temporary category is changing into the category of term employment.

For the purpose of contract renewal, the date of the change to the term employment category shall become the effective date of the new contract and anniversary date. The category of employment for a contract employee cannot be changed for the purpose of denying the benefit package.

At the expiration of a contract year, an employment contract may be renewed with amendments to provisions including pay.

XII. Termination of Contract

The contract automatically terminates at the end of the contract year unless renewed as described above.

Employment contracts may be terminated prior to the end of the contract year without cause upon thirty (30) calendar days notice by the Commission. An employee wishing to terminate employment before the contract expires should give at least ten (10) working days written notice to the supervisor. Contract employees may be dismissed for cause without notice.

If a term contract employee resigns or the contract is otherwise terminated, the contract employee will receive a lump sum payment for all accumulated unused generic leave. If a term contract employee is converted from term contract status to career status without a break in service, all accrued generic leave will be credited to the employee's annual leave account upon the effective date for career service.

RESPONSIBILITIES

The Department of Human Resources and Management is responsible for:

- a. Maintaining standardized contractual employment agreements, which must have the concurrence of the General Counsel and Secretary-Treasurer;
- b. Furnishing Department Heads with the cost of a contract employee's share of the benefit option and with updated pay and classification plans;
- c. Tracking the hours worked by contract employees and furnishing this data to Department Heads; and,
- d. Maintaining the Performance Evaluation System for Contract Employees.

Department Heads are responsible for ensuring that supervisors and managers comply with the provisions of this Practice and its Administrative

Procedures.

PROCEDURES

The Executive Director shall issue Administrative Procedures for implementation of this Practice.

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
General Service Pay Schedule
Effective July 13, 2008
3.25% COLA

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
A	\$23,768 \$11.4269	\$32,220 \$15.4904	\$40,673 \$19.5543
B	\$25,390 \$12.2067	\$34,417 \$16.5466	\$43,443 \$20.8861
C	\$26,545 \$12.7620	\$37,131 \$17.8514	\$47,717 \$22.9409
D	\$29,823 \$14.3380	\$40,427 \$19.4361	\$51,031 \$24.5341
E	\$32,997 \$15.8639	\$44,730 \$21.5048	\$56,462 \$27.1452
F	\$37,025 \$17.8005	\$50,191 \$24.1303	\$63,357 \$30.4601
G	\$41,932 \$20.1596	\$56,842 \$27.3279	\$71,750 \$34.4952
H	\$47,535 \$22.8534	\$64,438 \$30.9798	\$81,342 \$39.1067
I	\$53,835 \$25.8822	\$73,068 \$35.1288	\$92,300 \$44.3750
J	\$62,658 \$30.1240	\$85,930 \$41.3125	\$109,200 \$52.5000
K	\$75,036 \$36.0750	\$101,718 \$48.9029	\$128,399 \$61.7303
L	\$91,015 \$43.7572	\$123,379 \$59.3168	\$155,743 \$74.8764

Approved by the Commission May 21, 2008

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Special Salary Range Pay Schedule for Select Career IT Positions ONLY
Effective July 13, 2008 - REVISED
3.25% COLA plus 3.5% Increase to Salary Range Maximum

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
GIT	\$44,028	\$58,411	\$75,340
	\$21.1673	\$28.0822	\$36.2210
HIT	\$49,912	\$66,215	\$85,406
	\$23.9962	\$31.8341	\$41.0606
IIT	\$56,526	\$75,082	\$96,914
	\$27.1760	\$36.0971	\$46.5934
JIT	\$68,298	\$91,651	\$119,028
	\$32.8356	\$44.0630	\$57.2251

<u>TITLE</u>	<u>GRADE</u>
Programmer/Analyst I	GIT
GIS Specialist I	GIT
IT Telecommunications Spec I	GIT
Programmer/Analyst II	HIT
GIS Specialist II	HIT
Senior IT Support Specialist	IIT
Programmer/Analyst III	IIT
GIS Specialist III	IIT
IT Systems Manager/Leader	JIT

Approved by the Commission
May 21, 2008

(A180)

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Office/Clerical Bargaining Unit Pay Schedule
Effective July 13, 2008
3.25% COLA plus 2.5% Longevity Step (L4)

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
C01	\$23,838 \$11.4606	\$32,316 \$15.5365	\$40,793 \$19.6120	\$41,813 \$20.1024
C02	\$25,465 \$12.2428	\$34,520 \$16.5962	\$43,574 \$20.9490	\$44,663 \$21.4726
C03	\$26,623 \$12.7995	\$37,240 \$17.9038	\$47,857 \$23.0082	\$49,053 \$23.5832
C04	\$29,909 \$14.3793	\$40,545 \$19.4928	\$51,180 \$24.6058	\$52,460 \$25.2212
C05	\$33,093 \$15.9101	\$44,860 \$21.5673	\$56,627 \$27.2245	\$58,043 \$27.9053
C06	\$37,135 \$17.8534	\$50,340 \$24.2019	\$63,544 \$30.5500	\$65,133 \$31.3139

Approved by the Commission
June 21, 2006

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Trades Bargaining Unit Pay Schedule
Effective July 13, 2008
3.25% COLA + 2.5% Longevity Step(L4)

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
T01	\$25,465 \$12.2428	\$34,520 \$16.5962	\$43,574 \$20.9490	\$44,663 \$21.4726
T02	\$29,909 \$14.3793	\$40,545 \$19.4928	\$51,180 \$24.6058	\$52,460 \$25.2212
T03	\$33,093 \$15.9101	\$44,860 \$21.5673	\$56,627 \$27.2245	\$58,043 \$27.9053
T04	\$37,135 \$17.8534	\$50,340 \$24.2019	\$63,544 \$30.5500	\$65,133 \$31.3139

Approved by the Commission
June 21, 2006

A182

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Service/Labor Bargaining Unit Pay Schedule
Effective July 13, 2008
3.25% COLA + 2.5% Longevity Step(L4)

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
L01	\$23,768 \$11.4269	\$32,221 \$15.4909	\$40,673 \$19.5543	\$41,690 \$20.0433
L02	\$26,545 \$12.7620	\$37,130 \$17.8514	\$47,716 \$22.9404	\$48,909 \$23.5139
L03,L04	\$29,823 \$14.3380	\$40,428 \$19.4365	\$51,032 \$24.5346	\$52,308 \$25.1481
L05,L06	\$32,997 \$15.8639	\$44,730 \$21.5048	\$56,462 \$27.1452	\$57,874 \$27.8240
L07	\$37,025 \$17.8005	\$50,191 \$24.1303	\$63,357 \$30.4601	\$64,941 \$31.2216

Approved by the Commission
June 21, 2006

**The Maryland-National Capital Park and Planning Commission
FOP Park Police
Effective July 13, 2008 (3.25% COLA)**

Rank	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
P02		\$46,123	\$47,743	\$49,412	\$51,141	\$52,929	\$54,784	\$56,700	\$58,684	\$60,738	\$62,867	\$65,068	\$67,341	\$69,697	\$72,139	
P03	\$46,103	\$48,431	\$50,129	\$51,888	\$53,697	\$55,573	\$57,522	\$59,534	\$61,623	\$63,776	\$66,010	\$68,323	\$70,715	\$73,184	\$75,746	
P04	\$48,409	\$50,850	\$52,634	\$54,476	\$56,381	\$58,356	\$60,397	\$62,510	\$64,701	\$66,961	\$69,308	\$71,735	\$74,243	\$76,844	\$79,535	
P05	\$53,370	\$56,068	\$58,029	\$60,059	\$62,159	\$64,336	\$66,588	\$68,921	\$71,334	\$73,828	\$76,415	\$79,093	\$81,854	\$84,721	\$87,683	\$89,876

Rank	ASI 1*	ASI 2**
P02	\$73,944	\$75,792
P03	\$77,639	\$79,581
P04	\$81,521	\$83,559
P05	\$92,124	\$94,427

*ASI 1 Applies to all officers on the first anniversary date on which the officer has completed 16 years.

**ASI 2 Applies to all officers on the first anniversary date on which the officer has completed 19 years.

***1% Salary Adjustments effective 4/9/06, 7/2/06, and 7/1/07 as a result of officers assuming 100% of the LTD premiums or 80% of the CDBP premium effective 4/9/06 pursuant to Collective Bargaining Agreement dated February 1, 2005 to January 31, 2008.

**Approved by the Commission
May 21, 2008**



Park Police Command Officers
Effective July 13, 2008
3.25% COLA

<u>Title</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Lieutenant [P06]	\$61,912	\$83,656	\$105,401
Captain [P07]	\$71,629	\$96,783	\$121,936
Commander [P09]	\$87,504	\$113,723	\$139,940

Officer Candidate Pay Scale
Effective July 13, 2008 (3.25% COLA*)

<u>Position</u>	<u>Scale</u>
Candidate [PC]	\$46,123

* Park Police Candidates and officers covered by the Collective Bargaining Unit received a 1% salary adjustment effective 4/9/06, 7/2/06 and 7/1/07 as a result of assuming 100% of the LTD premiums on 4/9/06. These adjustments remain in effect only as long as the 100% LTD premium payments are maintained by officers.

Approved by the Commission
May 21, 2008

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Seasonal/Intermittent Pay Schedule
Effective First Full Pay Period On or After April 12, 2009*

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>	<u>INSTRUCTORS</u>	
PFA I - 2001	N01	\$7.2500	\$8.3375	\$9.4250	2003	I
PFA II - 2018	N02	\$7.3000	\$8.6500	\$10.0000		
PFA III - 2042	N03	\$7.3200	\$9.0211	\$10.7221		
PFMA I - 2047	N04	\$7.4000	\$9.4400	\$11.4800	2045	II
PFMA II - 2051	N05	\$8.0223	\$10.2288	\$12.4353		
	N06	\$8.7447	\$11.1496	\$13.5547		
PFMA III - 2059	N07	\$9.2691	\$11.8182	\$14.3673		
	N08	\$9.8247	\$12.5267	\$15.2286	2065	III
	N09	\$10.4140	\$13.2780	\$16.1420		
	N10	\$11.0391	\$14.0749	\$17.1109		
Intern I/Playground Manager	N11	\$11.9223	\$15.2007	\$18.4792	2067	IV
	N12	\$12.8763	\$16.4175	\$19.9586		
Intern II	N13	\$14.8072	\$18.8791	\$22.9511	2069	V
	N14	\$17.0287	\$21.7118	\$26.3950		
	N15	\$19.5836	\$24.9688	\$30.3541	2071	VI

* N01-N04 rates revised in compliance with the Federal Minimum Wage Adjustment effective 7/24/09
as well as structural changes required to maximize its effectiveness

APPROVED BY THE COMMISSION FEBRUARY 18, 2009

A186

The Maryland-National Capital Park and Planning Commission
Aquatics Seasonal/Intermittent Pay Schedule
Effective First Full Pay Period On or After May 25, 2008
20.0% Pay Schedule Adjustment

<u>Grade</u>	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
A01	\$7.75	\$8.33	\$8.90
A02	\$8.52	\$9.16	\$9.80
A03	\$9.30	\$10.07	\$10.88
A04	\$10.69	\$11.58	\$12.52
A05	\$12.31	\$13.31	\$14.39
A06	\$14.16	\$15.30	\$16.56
A07	\$16.28	\$17.60	\$19.04

Approved by Commission on February 20, 2008

The Maryland National Capital Park and Planning Commission Premium Rates Effective January 1, 2009

EMPLOYEE-ONLY COVERAGE

Appointed & Career Employees & Pre-65 Retirees	Career Co-Pay %	Total Cost			Commission Share		Employee Share		Employee Term Contract Bi-Weekly	Change From 2008
		Bi-Weekly Rates	Monthly Rates	COBRA Rates	Bi-Weekly	Monthly	Bi-Weekly	Monthly		
CareFirst BCBS POS	85%/15%	\$135.24	\$293.00	\$298.86	\$114.96	\$249.05	\$20.28	\$43.95		-12.00%
CareFirst BCBS POS/OOA (Retirees)	85%/15%	\$135.24	\$293.00	\$298.86	\$114.96	\$249.05	\$20.28	\$43.95		-12.00%
Aetna Select HMO	85%/15%	\$146.45	\$317.29	\$323.64	\$124.49	\$269.70	\$21.96	\$47.59	\$102.52	0.00%
UnitedHealthcare Select EPO	85%/15%	\$132.58	\$287.25	\$293.00	\$112.70	\$244.17	\$19.88	\$43.08	\$92.81	0.00%
Caremark Prescription	85%/15%	\$42.47	\$92.00	\$93.84	\$36.10	\$78.20	\$6.37	\$13.80	\$29.73	-12.00%
MetLife Dental	85%/15%	\$18.60	\$40.30	\$41.11	\$15.81	\$34.26	\$2.79	\$6.04		0.00%
Vision Service Plan - Low	80%/20%	\$1.73	\$3.73	\$3.80	\$1.39	\$2.99	\$0.34	\$0.74		0.00%
Vision Service Plan - Moderate	See note	\$3.13	\$6.77	\$6.91	\$1.39	\$2.99	\$1.74	\$3.78		0.00%
Vision Service Plan - High	See note	\$4.59	\$9.94	\$10.14	\$1.39	\$2.99	\$3.20	\$6.95		0.00%
Post-65 Retirees										
BC/BS Medicare Complement	85%/15%	N/A	\$168.00	N/A	N/A	\$142.80	N/A	\$25.20		-12.00%

Other Benefit Plan Rates:

CIGNA - Long Term Disb - Regular	80%/20%	\$0.80	\$1.73	N/A						0.00%
CIGNA - Long Term Disb - CDBP	80%/20%	\$0.39	\$0.83	N/A						0.00%
Legal Resources - Legal Services	0%/100%	\$9.00	\$18.00	N/A	\$0.00	\$0.00	\$9.00	\$18.00		0.00%
Life Insurance	80%/20%		\$0.220							0.00%
AD&D	80%/20%		\$0.03							0.00%

Notes:

Prescription drug coverage is separate from medical plans

Contract Employees: Commission pays 30%, employee pays 70%

Vision: (Commission pays/Employee pays) Low Option: 80%/20% Moderate and High Options: 80% of low plan/Employee pays balance

Basic Life Insurance: Commission pays 80%, employee pays 20%; dependent is paid 100% by employee. Rates are per \$1000 of eligible salary

CIGNA: Rates are per \$100 of monthly benefit

Legal Resources: Employee pays 100%. \$9.00 bi-weekly - 1st and 2nd per pay periods monthly.

The Maryland National Capital Park and Planning Commission Premium Rates Effective January 1, 2009

TWO-MEMBER COVERAGE

Appointed & Career Employees & Pre-65 Retirees	Career Co-Pay %	Total Cost			Commission Share		Employee Share		Employee Term Contract Bi-Weekly	Change From 2008
		Bi-Weekly Rates	Monthly Rates	COBRA Rates	Bi-Weekly	Monthly	Bi-Weekly	Monthly		
CareFirst BCBS POS	85%/15%	\$270.47	\$586.00	\$597.72	\$229.90	\$498.10	\$40.57	\$87.90		-12.00%
CareFirst BCBS POS/OOA (Retirees)	85%/15%	\$270.47	\$586.00	\$597.72	\$229.90	\$498.10	\$40.57	\$87.90		-12.00%
Aetna Select HMO	85%/15%	\$300.28	\$650.60	\$663.61	\$255.24	\$553.01	\$45.04	\$97.59	\$210.20	0.00%
UnitedHealthcare Select EPO	85%/15%	\$267.26	\$579.06	\$590.64	\$227.18	\$492.21	\$40.08	\$86.85	\$187.09	0.00%
Caremark Prescription	85%/15%	\$84.93	\$184.00	\$187.68	\$72.20	\$156.40	\$12.73	\$27.60	\$59.46	-12.00%
MetLife Dental	85%/15%	\$35.36	\$76.60	\$78.13	\$30.06	\$65.11	\$5.30	\$11.49		0.00%
Vision Service Plan - Low	80%/20%	\$3.42	\$7.39	\$7.54	\$2.74	\$5.92	\$0.68	\$1.47		0.00%
Vision Service Plan - Moderate	See note	\$6.20	\$13.42	\$13.69	\$2.74	\$5.92	\$3.46	\$7.50		0.00%
Vision Service Plan - High	See note	\$9.10	\$19.71	\$20.10	\$2.74	\$5.92	\$6.36	\$13.79		0.00%

Post-65 Retirees										
BC/BS Medicare Complement	85%/15%	N/A	\$336.00	N/A	N/A	\$285.60	N/A	\$50.40		-12.00%

Other Benefit Plan Rates:

CIGNA - Long Term Disb - Regular	80%/20%	\$0.80	\$1.73	N/A						0.00%
CIGNA - Long Term Disb - CDBP	80%/20%	\$0.39	\$0.83	N/A						0.00%
Legal Resources - Legal Services	0%/100%	\$9.00	\$18.00	N/A	\$0.00	\$0.00	\$9.00	\$18.00		0.00%
Life Insurance	80%/20%		\$0.220							0.00%
AD&D	80%/20%		\$0.030							0.00%

Notes:

Prescription drug coverage is separate from medical plans

Contract Employees: Commission pays 30%, employee pays 70%

Vision: (Commission pays/Employee pays) Low Option: 80%/20% Moderate and High Options: 80% of low plan/Employee pays balance

Basic Life Insurance: Commission pays 80%, employee pays 20%; dependent is paid 100% by employee. Rates are per \$1000 of eligible salary

CIGNA: Rates are per \$100 of monthly benefit

Legal Resources: Employee pays 100%. \$9.00 bi-weekly - 1st and 2nd per pay periods monthly.

Also

The Maryland National Capital Park and Planning Commission Premium Rates Effective January 1, 2009

FAMILY COVERAGE

Appointed & Career Employees & Pre-65 Retirees	Career Co-Pay %	Total Cost			Commission Share		Employee Share		Employee Term Contract Bi- Weekly	Change From 20086
		Bi- Weekly Rates	Monthly Rates	COBRA Rates	Bi- Weekly	Monthly	Bi- Weekly	Monthly		
CareFirst BCBS POS	85%/15%	\$405.70	\$879.00	\$896.58	\$344.85	\$747.15	\$60.85	\$131.85		-12.00%
CareFirst BCBS POS/OOA (Retirees)	85%/15%	\$405.70	\$879.00	\$896.58	\$344.85	\$747.15	\$60.85	\$131.85		-12.00%
Aetna Select HMO	85%/15%	\$440.52	\$954.46	\$973.55	\$374.45	\$811.30	\$66.07	\$143.16	\$308.37	0.00%
UnitedHealthcare Select EPO	85%/15%	\$403.02	\$873.20	\$890.66	\$342.57	\$742.22	\$60.45	\$130.98	\$282.12	0.00%
Caremark Prescription	85%/15%	\$127.39	\$276.00	\$281.52	\$108.29	\$234.60	\$19.10	\$41.40	\$89.18	-12.00%
MetLife Dental	85%/15%	\$53.96	\$116.90	\$119.24	\$45.87	\$99.37	\$8.09	\$17.53		0.00%
Vision Service Plan - Low	80%/20%	\$3.72	\$8.06	\$8.22	\$2.98	\$6.45	\$0.74	\$1.61		0.00%
Vision Service Plan - Moderate	See note	\$6.78	\$14.67	\$14.96	\$2.98	\$6.45	\$3.80	\$8.22		0.00%
Vision Service Plan - High	See note	\$9.97	\$21.59	\$22.02	\$2.98	\$6.45	\$6.99	\$15.14		0.00%

Post-65 Retirees (3 members on)										
BC/BS Medicare Complement	85%/15%	N/A	\$504.00	N/A	N/A	\$428.40	N/A	\$75.60		-12.00%

Other Benefit Plan Rates:										
CIGNA - Long Term Disb - Regular	80%/20%	\$0.80	\$1.73	N/A						0.00%
CIGNA - Long Term Disb - CDBP	80%/20%	\$0.39	\$0.83	N/A						0.00%
Legal Resources - Legal Services	0%/100%	\$9.00	\$18.00	N/A	\$0.00	\$0.00	\$9.00	\$18.00		0.00%
Life Insurance	80%/20%		\$0.220							0.00%
Life Insurance for Dependents	0%/100%		\$0.43							0.00%
AD&D	80%/20%		\$0.030							0.00%

Notes:

Prescription drug coverage is separate from medical plans

Contract Employees: Commission pays 30%, employee pays 70%

Vision: (Commission pays/Employee pays) Low Option: 80%/20% Moderate and High Options: 80% of low plan/Employee pays balance

Basic Life Insurance: Commission pays 80%, employee pays 20%; dependent is paid 100% by employee. Rates are per \$1000 of eligible salary

CIGNA: Rates are per \$100 of monthly benefit

Legal Resources: Employee pays 100%. \$9.00 bi-weekly - 1st and 2nd per pay periods monthly.

