



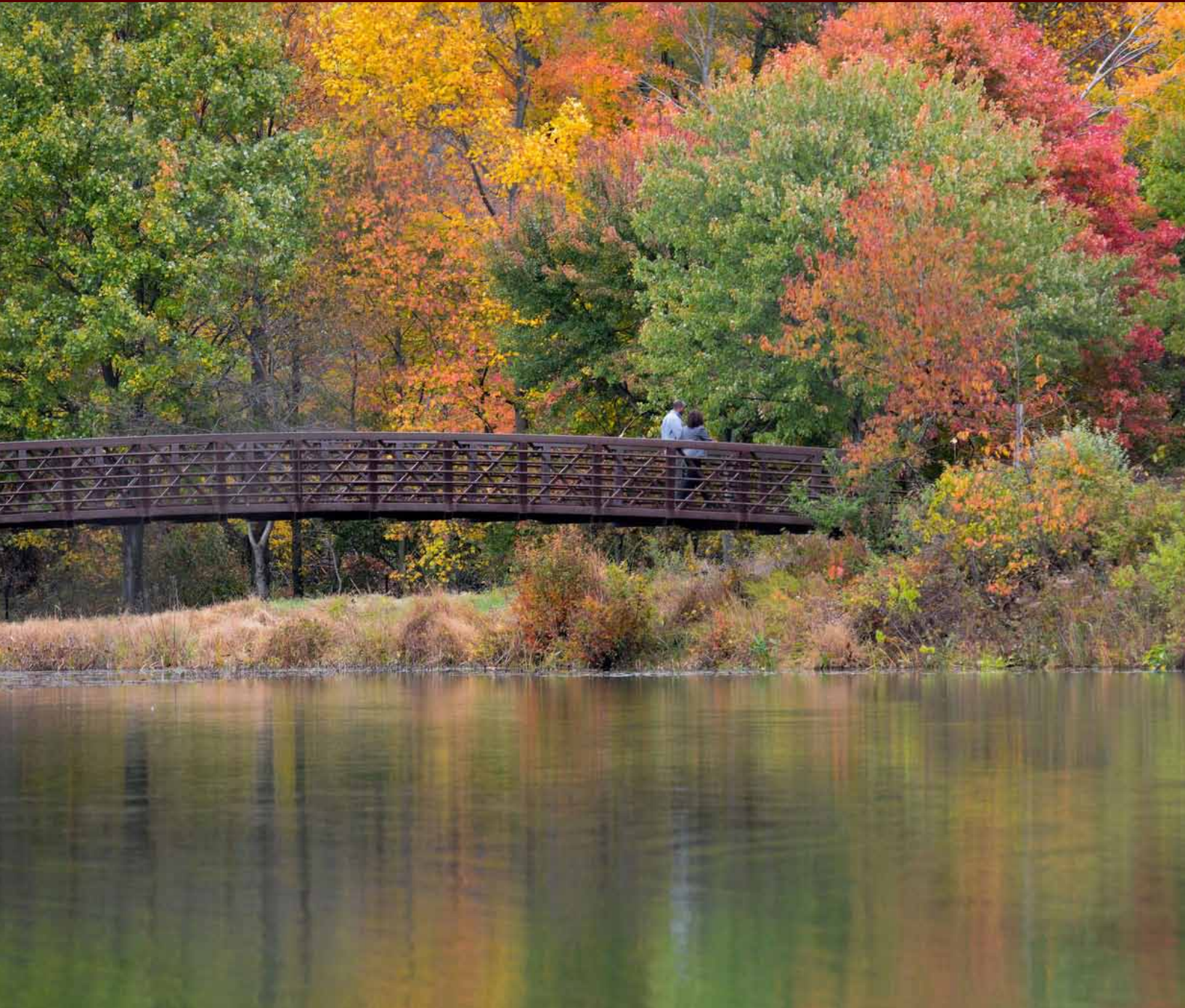
The Maryland-National Capital Park and Planning Commission



Personnel Management Review

Employee Demographic Profile

Fiscal Year 2014



Prepared by the Department of Human Resources and Management
April 2015

The Maryland-National Capital Park and Planning Commission

Personnel Management Review Fiscal Year 2014

Employee Demographic Profile

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The Maryland-National Capital Park and Planning Commission

Personnel Management Review

Fiscal Year 2014

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M-NCPPC Personnel Management Review FY2014

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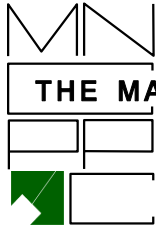
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THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

April 13, 2015

TO: Elizabeth M. Hewlett, Chair
Casey Anderson, Vice-Chair

FROM: Patricia C. Barney, Executive Director

SUBJECT: Personnel Management Review (PMR), Fiscal Year 2014

I am pleased to submit the Commission's 21st edition of the Personnel Management Review (PMR) for fiscal year 2014. This document is a valuable tool for both workforce planning and budget work sessions with the County Councils. The PMR is organized into the following sections:

- **Trends** section examines tendencies in our workplace and how we compare to external sources.
- **Selected Highlights** section provides an overview on key information about our workforce.
- **Composition** section includes details 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** section provides details on wages and grade distribution by employment category, gender, race/ethnicity, and average salaries by grade, number of employees at top of grade, promotions, and a comparison of Cost of Living Adjustments.
- **Benefits** section contains data on enrollment in medical plans, participation in the Employees' Retirement System and leave usage, and participation in the Tuition Assistance Program.
- **Turnover** section 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** section 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 Insite, and the public can access it on the

Internet at www.mncppc.org. The Commission remains committed to delivering an informative report. We welcome your feedback! Please address comments/questions to Jeannette.Glover@mncppc.org.

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

PERSONNEL MANAGEMENT REVIEW

TRENDS

1. Between FY15 and FY19, 36.5% of current employees will reach normal retirement eligibility. For Officials/Administrators that figure is 75.7%. This is a 5.1% increase from FY14 projections and a major succession planning issue.
2. Over the past five years, there have been small incremental changes in the Commission's demographics.

Five-Year Demographic Distribution 2010-2014

	2010	2011	2012	2013	2014
Asian	3.6%	4.0%	3.6%	3.6%	3.8%
Hispanic	5.1%	5.0%	5.7%	6.2%	6.1%
Black	36.7%	36.0%	37.0%	37.7%	37.6%
White	53.9%	54.0%	53.0%	52.0%	51.9%
American Indian	0.7%	1.0%	0.6%	0.6%	0.5%
Women	39.5%	39.2%	39.0%	39.0%	38.4%
Men	60.5%	60.8%	61.0%	61.0%	61.6%
Total Population	2,107	2,019	1,977	1,994	2,002

3. During FY13, 44.3% of the workforce was 50 to 60+ years old and in FY14, 46.7% were 50 to 60+ years old.
4. The higher average turnover rates in FY10 and FY11 were due to retirement incentive programs to reduce overall costs during economic downturn.
- 5.

M-NCPPC Average Annual Turnover FY10 to FY14

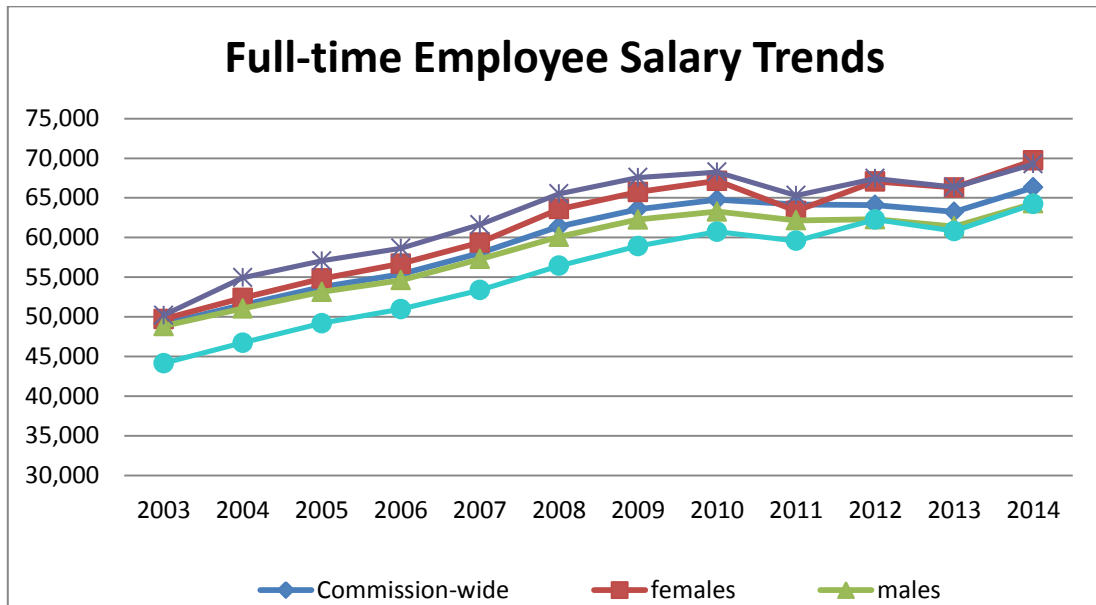
FY10	FY11	FY12	FY13	FY14
7.4%	8.0%	6.0%	6.8%	6.5%

6.

**Five-Year Normal Retirement
2010-2014**

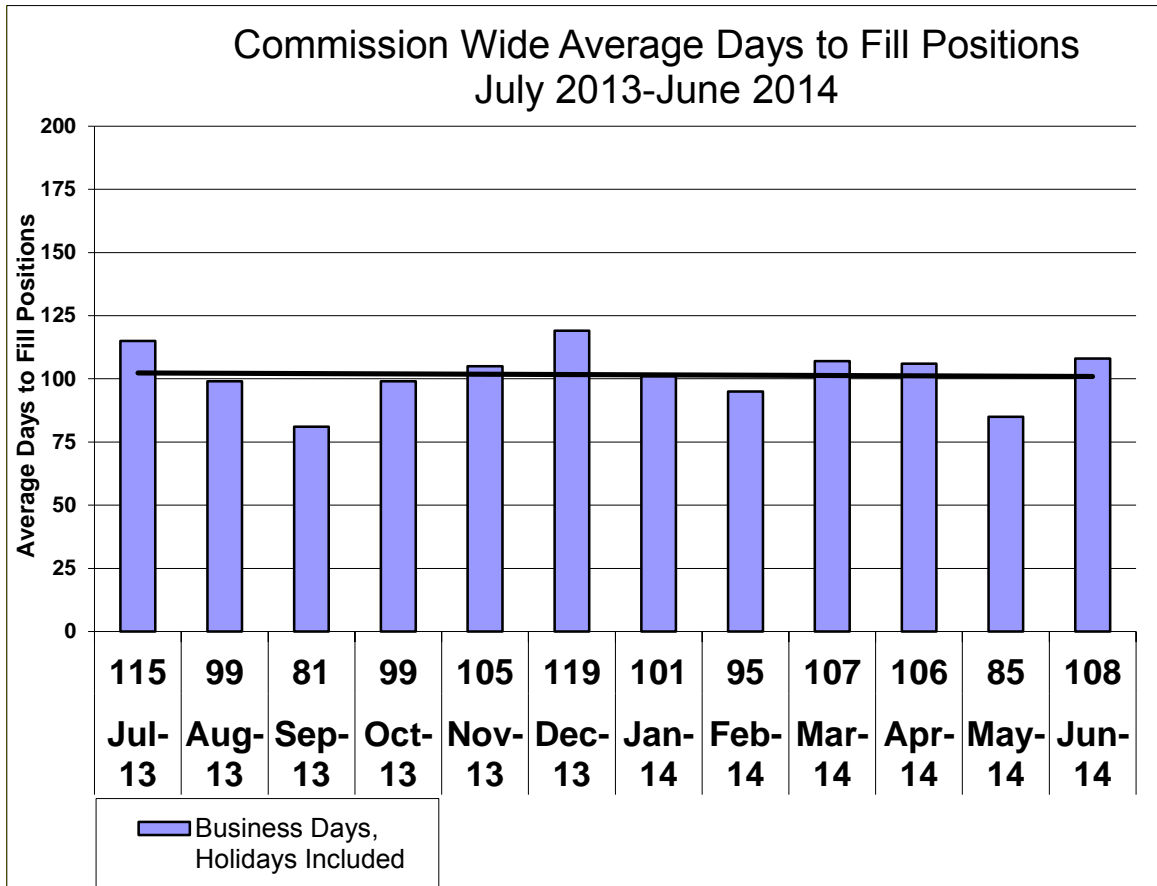
FY10	FY11	FY12	FY13	FY14
79 4.0%	75 4.0%	38 2.0%	58 3.0%	45 2.0%

7. This fiscal year, the Commission’s average salary increased from \$64,100 to \$66,311 or 3.5% for females, males, whites and minorities. Whites and females average salaries continue to be higher than minorities and males. The average salary for whites is 7.9% higher than minorities, and the average salary for females is 8.4 higher than males. Average salary for males is -3.0% below the Commission-wide average salary and the average salary for minorities is -3.2% below Commission-wide average salary.

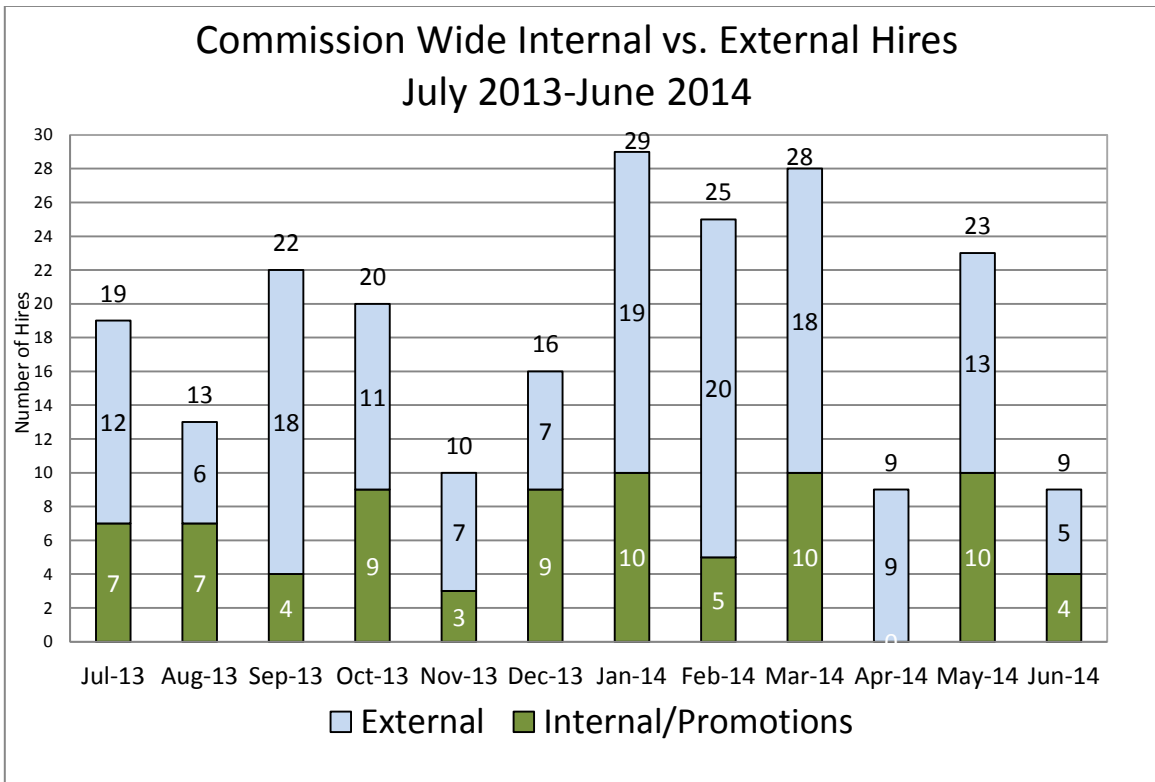


8. Average salary is for career full-time employees.

9. The Recruitment and Selection Services unit's utilization of NEOGOV, an automated on-line applicant tracking system had improved the recruitment process significantly when implemented in FY09. Since coming out of the recession, days to fill positions have increased over the past year. In FY13, it took 90 days to fill a position. In FY14, that increased to 102 days, a 13.3% increase. The expectation in FY15 is that number of days to fill positions will trend up slightly and then drop off in FY16 as recruitments begin to decline due to budgetary constraints.



10. From July 2013 to June 2014 there were 223 new hires which is up from 212 new hires from the prior year.

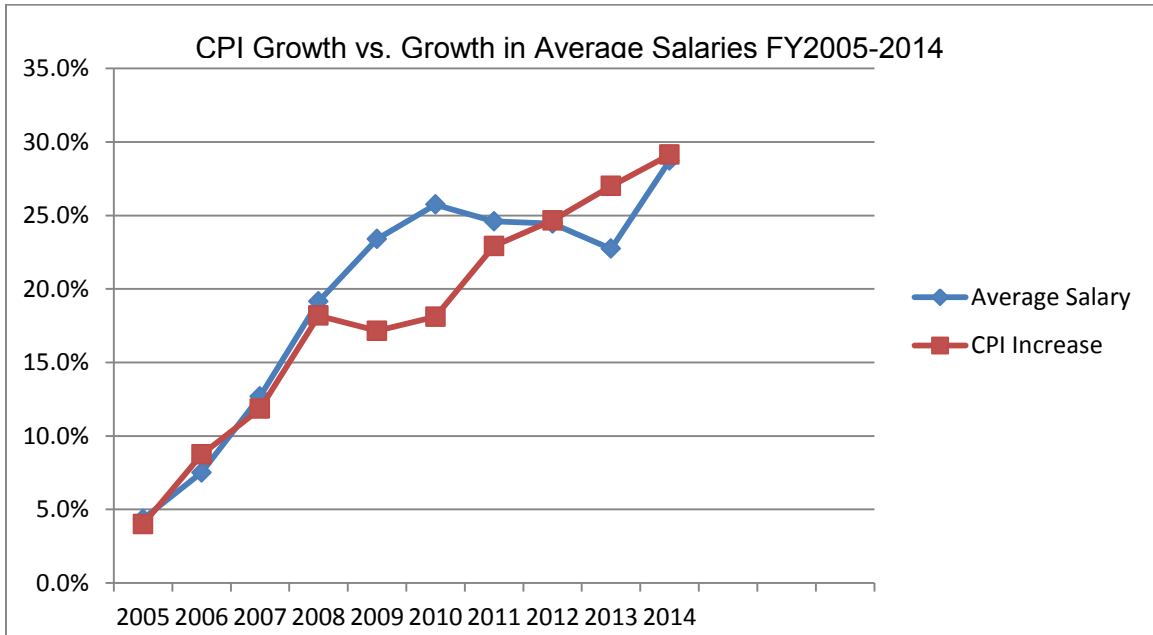


11. The dip in employees at top of grade in FY09 is a result of the Retirement Incentive Program and the dip in FY13 is primarily the result of 58 employees retiring.

Top of Grade					
FY09	FY10	FY11	FY12	FY13	FY14
211	311	286	248	226	296
9.7%	14.8%	14.2%	13.0%	11.3%	14.7%

12. The Commission has 36.95% of its employees in unions which is slightly higher than the 35.7% for union membership in the public-sector and lower than local government workers at 41.9%. Source: U.S. Department of Labor Bureau of Labor Statistics, Economic News Release, Union Members, 2014.

13. In 2014, Commission cumulative average salary growth and the cumulative growth of the Consumer Price Index (CPI) are both at 29.0%.



Source: U.S. Department of Labor Consumer Price Index, Urban Consumer Series, Baltimore-Washington Metropolitan Area.

13. Workers' Compensation Cost Per \$100 of Payroll

Agency	FY09	FY10	FY11	FY12	FY13	FY14
Montgomery County	2.55	2.81	3.16	3.05	3.16	3.50
MC Public Schools	0.50	0.52	0.53	0.60	0.55	0.51
M-NCPPC	2.12	2.30	2.22	2.67	2.07	1.58
City of Gaithersburg	0.91	0.97	1.03	1.02	1.26	2.62
Revenue Authority	0.99	1.04	1.03	1.18	1.19	5.73

NA= No longer Participate

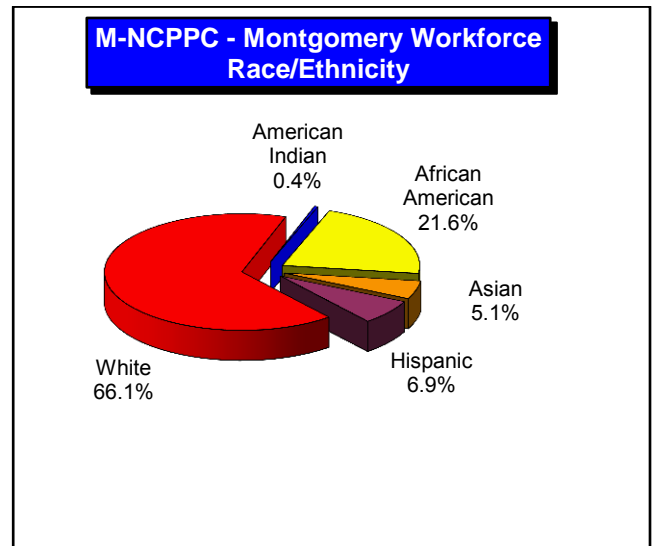
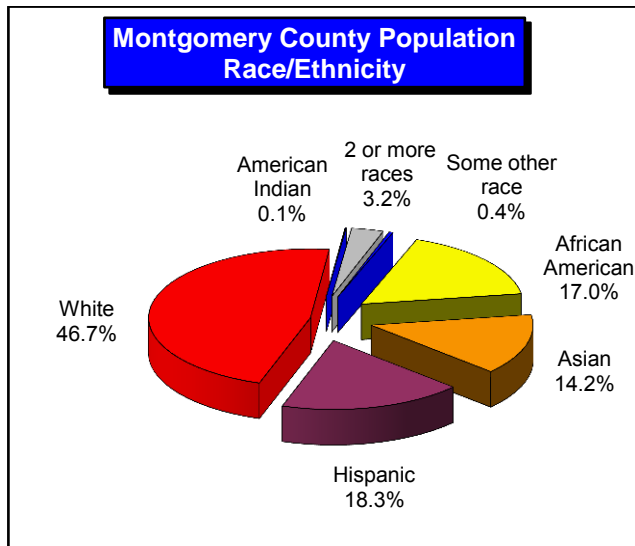
THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

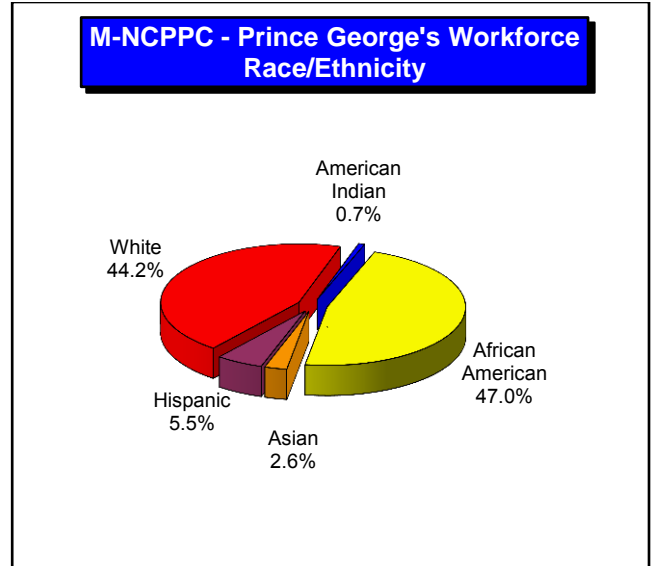
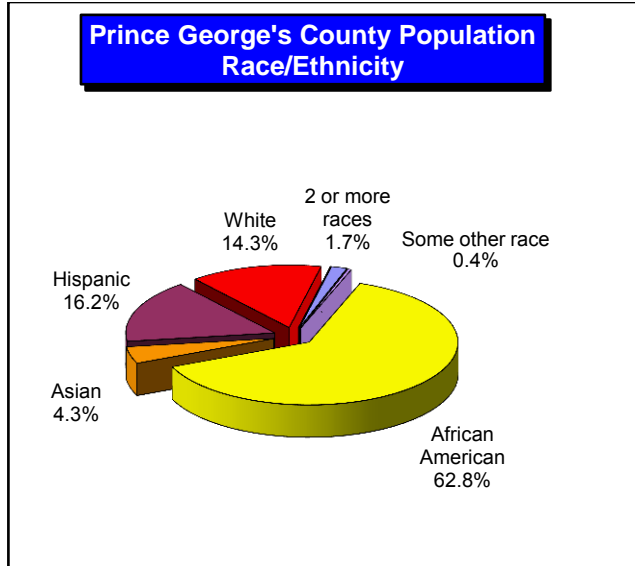
**PERSONNEL MANAGEMENT REVIEW
SELECTED HIGHLIGHTS: Workforce Profile**

**July 1, 2013 - June 30, 2014
(Fiscal Year 2014)**

Composition - Career

- The total career workforce at June 30, 2014 is 2,002. This includes 1,959 full-time career and 43 part-time career employees.
- Between FY13 and FY14, the Commission’s career workforce increased by 0.4% or a total of 8 employees. The gender and racial composition remained about the same as in FY13.
- The career employee population by gender is 1,234 or 61.6 % male and 768 or 38.4% female.
- The racial/ethnic composition of the workforce is 1,039 or 51.9% white and 963 or 48.1% minority. The minority workforce as a percentage of the total workforce is 37.6% African American, 3.8% Asian/Pacific, 6.1% Hispanic, and 0.5% American Indian.
- The racial/ethnic demographics of the Commission workforce compared to the populations of the respective Counties are reflected in the charts that follow:





Source for County Demographics: U.S. Census 2013 American Community Survey 1 year data series; Research and Technology Center, Montgomery County Planning Department, March 2014. M-NCPPC workforce does not include Central Administrative Services. These charts are not meant to be a one for one comparison since the county statistics include all ages and persons otherwise not in the labor market such as retirees and students.

- In FY14, the largest number and percent of employees at the Commission falls into the Professional category with 894 employees or 44.7% of the workforce and the Service Maintenance with 409 employees or 20.4% of the workforce. The greatest number of minority employees are in the Professional and Service Maintenance employment categories. Of the 963 minority employees, 43.4% or 418 are in the Professional category and 25.4% or 245 are in the Service/Maintenance category.
- The number of employees by job category is as follows:

	FY14	FY13	Change from FY13
Officials/Administrators	70	68	2.9%
Professionals	894	883	1.2%
Technicians	108	107	0.9%
Protective Service ¹	148	152	-2.6%
Para-Professional	79	79	0.0%
Office Clerical	120	121	-0.8%
Skilled Craft	174	172	1.2%
Service/Maintenance	409	412	-0.7%

- The majority of female employees are in the Professional and Office Clerical employment categories. Of the 768 female employees, 59.9% or 460 are in the Professional category and 12.5% or 96 are in the Office Clerical category.
- By job category, the percent of positions held by minorities and females is as follows:

Job Category	Minorities (%)	Females (%)
Officials/Administrators	31.4	40.0
Professional	46.7	51.5
Technicians	37.0	38.0
Protective Service	45.3	19.6
Para-Professional	62.0	84.8
Office Clerical	62.5	80.0
Skilled Craft	27.0	0.6
Service Maintenance	59.9	11.3

Note: Minority females will appear in both categories.

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 the Land Use Planning Article, which delineates members of the Park Police Collective Bargaining Unit as Park Police Officer 1 through IV, and Sergeant.

Tenure

- The average length of service is 12.5 years; 47.1% of the employees have been here 9 years or less.
- The length of service for females is 12.5 and for males is 12.5 years. The average length of service is 13.6 years for whites, 11.0 years for Asian/Pacific, 11.7 for African Americans, 14.5 years for American Indians, and 10.2 years for Hispanic employees.
- The average age of career employees in FY14 is 47 years.
- Using the current employee population, 382 or 19.1% of the employees will have reached normal retirement eligibility in FY15. From FY15 through FY19, 730 or 36.5% of the employees will be eligible for normal retirement. (For explanation of normal retirement eligibility, see Benefits Section of these Highlights.)

Collective Bargaining

- In FY14, 36.96% of the career full-time employees have an exclusive representative for the purposes of collective bargaining.
- In FY14, the Fraternal Order of Police Lodge #30 represented 157 Park Police officers. This is 8.01% of the full-time workforce.
- The United Food & Commercial Workers, Local 1994/Municipal and County Government Employees Organization is the exclusive representative for the Service/Labor, Trades and Office bargaining units. Composition of the units is:

The Service/Labor Unit is composed of 320 employees or 16.33% of the full-time workforce.

The Trades Unit is composed of 135 employees or 6.89% of the full-time workforce.

The Office Unit is composed of 112 employees or 5.72% of the full-time workforce.

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, the Service/Labor, the Office Clerical and Trades bargaining units that are designed to accommodate the collective bargaining agreements. There are also pay schedules for Information Technology. Copies of pay schedules are included in the Appendix.
- The average salary for full-time Commission employees is \$66,311. The actual distribution of full-time employees by pay range indicates that approximately 45.8% earn between \$30,000 and \$59,000; and 54.2% 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 \$89,057.
- The average salary for female employees is \$69,704. The average salary for male employees is \$64,295. The average salary for white employees is \$69,271 and the average salary for minority employees is \$64,217.

- The average salaries for represented employees are as follows:

FOP:	\$67,640
Trades:	\$54,526
Office Clerical:	\$50,388
Service/Labor:	\$42,294

Budget Allocations

- Operating budget spent on group insurance is 7.38% for the General Fund.
- Percentage of budget allocated to employees' salaries and benefits is 70.04% for the General Fund.

Promotions and Cost of Living Adjustments

- In FY14, 90 career and seasonal employees received promotions. Of that 34 or 37.8% were females and 56 or 62.2% were males; and 51 or 56.7% were white and 39 or 43.3% were minority. There were 12 promotions in the Protective Service category and 49 in the Professional category.
- In FY14, there were 401 or 20.5% of full-time career employees at top of grade. Last year there were 226 or 11.6% full-time career employees at top of grade. This is an increase of 8.9%.
- In FY14, full-time non-union career employees whose base salary was at or within 2.999% of top of grade received a 3.0% COLA and full-time career employees whose base salary was not at or within 2.999% of top of grade received two 1.5% COLAs, one in October 2013 and one in January 2014.
- From FY05 through FY15, there has been a cumulative COLA of 20.00% for non-represented M-NCPPC employees as compared with a cumulative COLA of 25.75% for non-represented employees of Montgomery County Government; and 16.50% for non-represented employees of Prince George's County Government.
- From FY05 through FY15, M-NCPPC Park Police Officers have received a cumulative COLA of 26.25%. During the same period of time, police in Montgomery County received a cumulative COLA of 24.45%, and police in Prince George's County received a cumulative COLA of 13.50%.

- From FY05 through FY15, M-NCPPC Service/Labor, Trades, and Office have received a cumulative COLA of 19.50%. In FY14, MCGEO members received a 2.5% COLA compared to the 3.0% provided to non-represented employees. This lower COLA offsets the higher 3.5% merit given to union membership relative to the lower 3.0% merit provided to non-represented employees. MCGEO members at top of grade received a 2.75% COLA in FY14. During the same period of time, Office, Professional and Technical & Service, Labor, Trades in Montgomery County received a cumulative COLA of 23.75%, and Service/Labor, Trades, and Office in Prince George's County received a cumulative COLA of 18.00%.

Health Benefits – Career and Term Contract

- Career Employees may select from three medical plans for health insurance coverage. These include a Point of Service Plan (POS), UnitedHealth care Choice Plus POS, and two Exclusive Provider Organizations (EPO), UnitedHealthcare Select EPO and CIGNA OAPIN (Open Access Plus In Network) EPO. Term contract employees may enroll in the EPO's, but are not eligible to enroll in the POS plan.
- The Commission also offers career employees vision, prescription, and dental plans; life, accidental death and dismemberment (AD&D), long term care, a sick leave bank, and long term disability insurance (LTD); employee assistance program (EAP), deferred compensation, access to legal services, and flexible spending accounts. Term contract employees are only eligible for long term care, deferred compensation, and flexible spending accounts. MCGEO members have a choice of Sick Leave Bank or a Sick Leave Donor Program.
- The UnitedHealthcare Choice Plus POS (UHC POS) allows more flexibility as members can choose to use in-network providers or non-network providers. Members do not have to select a primary care physician (PCP), but it is recommended. Most services are covered in full with some requiring a co-payment if in-network providers are used. Referrals to specialists are not required, but members should make sure that the specialists are participating in the Choice Plus POS Network to avoid higher out-of-pocket costs. Covered services rendered by a non-network provider are subject to an annual deductible and coinsurance.
- The UnitedHealthcare Exclusive Provider Organization (UHC EPO) allows members to use any provider in the network without a referral. A Primary Care Physician (PCP) may be selected. Most services are covered in full with some requiring a co-payment. Visits to a specialist are covered subject to the office visit co-payment as long as the

specialist is a participating provider in the UnitedHealthcare Select EPO Network. There are no out-of-network benefits if you use a non-network provider.

- CIGNA OAPIN allows members to use any provider in the Open Access Plus Network without a referral. A Primary Care Physician (PCP) is not required. Most services are covered in full with some requiring a co-payment. Visits to a specialist are covered subject to the office visit co-payment as long as the specialist is a participating provider in the CIGNA Open Access Plus Network. There are no out-of-network benefits.
- Distribution by Medical plan participation is 44.71% in the UHC POS, 30.47% in the UHC EPO, 11.74% in the CIGNA OAPIN. There are 13.09% career employees who elected not to participate in any medical plan.

Retirement Benefits – Career

- The Commission offers a retirement system which has been mandatory since 1979 and is composed of five defined benefit plans:
 1. Defined Benefit Plan A is non-integrated with Social Security and has been closed to membership since December 31, 1978; 0.40% of the full and part-time career employees are in Plan A.
 2. Defined Benefit Plan B is integrated with Social Security; 79.11% of full and part-time employees are in Plan B.
 3. 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.
 4. Defined Benefit Plans C and D are the retirement plans for the Park Police and account for 9.5% of the retirement plan participation. Plan C has 177 or 8.9% participants and Plan D has 12 or 0.6%.

Normal retirement for Plan C is 25 years of credited service or age 55 with at least five years of service.

Normal retirement for Plan D is 22 years of credited service or age 55 with at least five years of service; Plan D was closed to new membership in 1993.
 5. Plan E is mandatory for all full-time and part-time career Merit

System employees (except Park Police), for individuals employed by Employees' Retirement System, Appointed Officials, and employees exempted from the Merit System who are employed or appointed on or after January 1, 2013. Plan E is 177 or 8.9%.

A member may retire with full benefits at age 62 with at least 10 years of credited service, or 30 years of credited service regardless of age.

- At retirement from Commission employment, accumulated sick leave is converted to service in the employee's defined benefit plan. Employees may use 14 months toward qualifying for early/normal retirement.

General Benefits

- In calendar year 2014, the Commission granted 10 Holidays and 3 personal days.
- In FY14, 52 employees utilized the Tuition Assistance Program, which is about the same as last year.
- 6,888 hours were contributed to the Sick Leave Bank in the 2014 calendar year. Contribution of hours was not waived for employees.
- 2,885 hours of the sick leave bank were used during calendar year 2014.

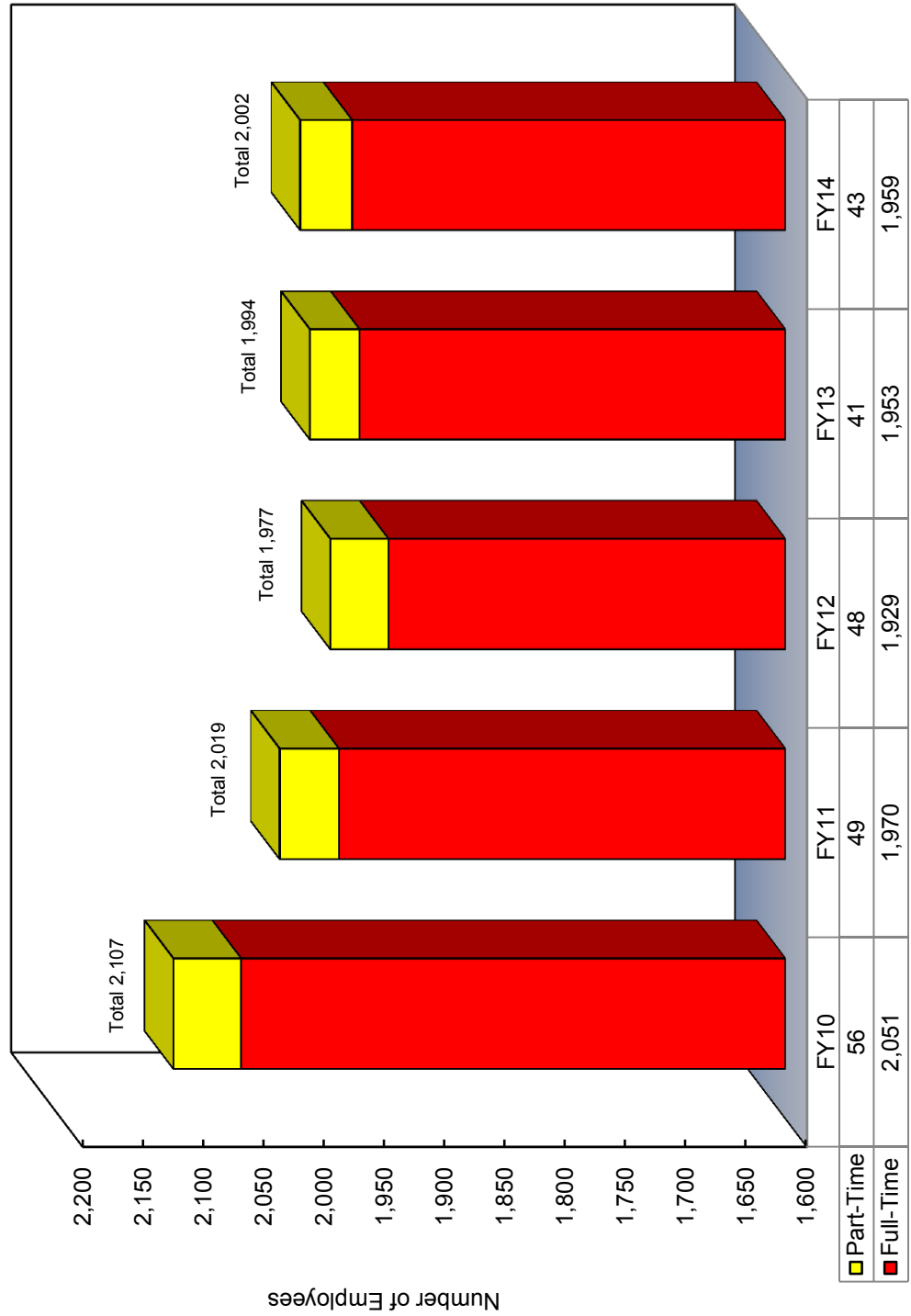
Turnover – Career

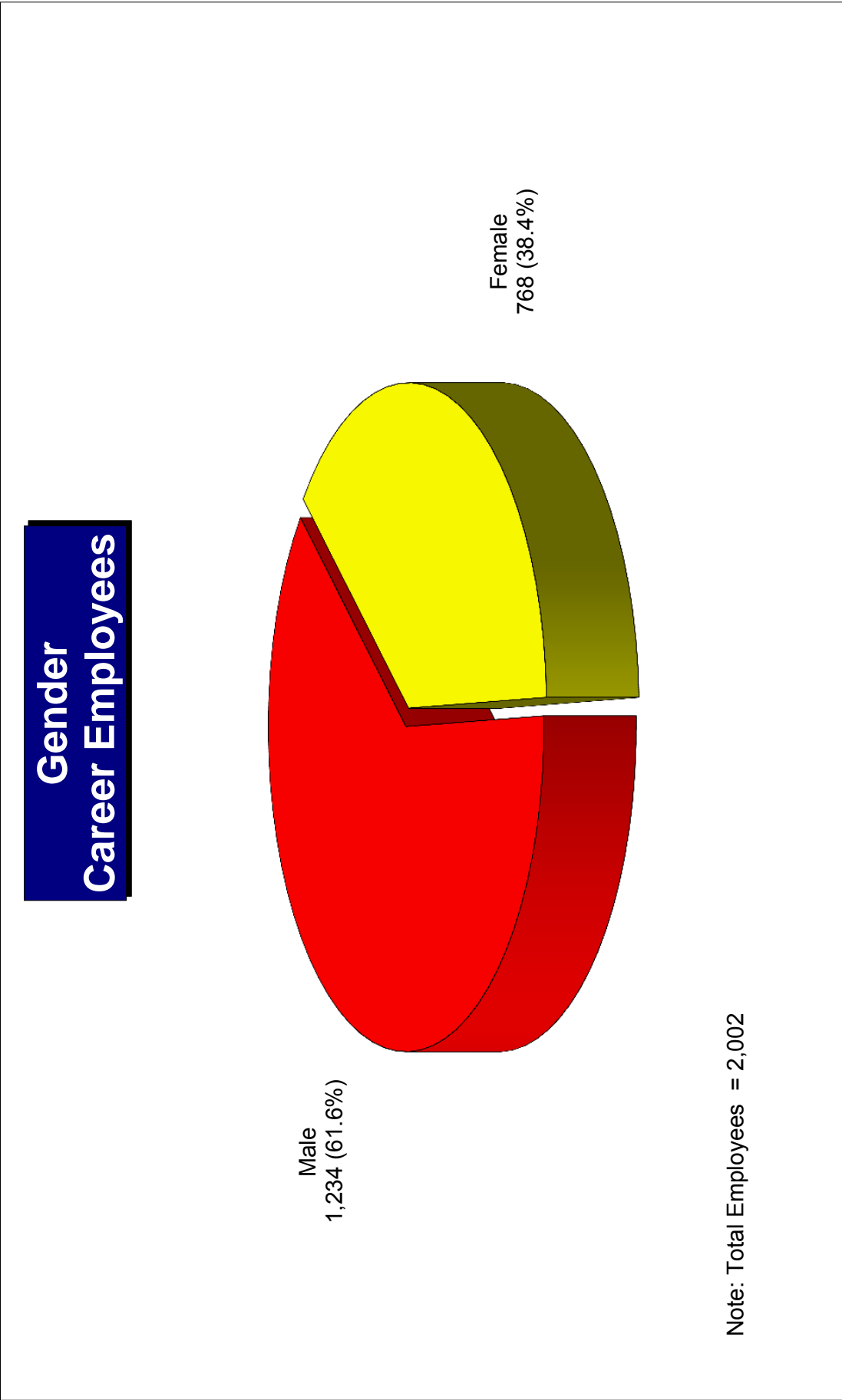
- The turnover rate in FY14 was 6.5% or 131 employees. The average turnover rate for the past five fiscal years is 6.8%.
- In FY14, of the 131 employees leaving, 57.3% were male and 42.7% were female.
- In FY14, the composition of exiting employees was 49.6% white, 48.1% minority, and 2.3% did not identify their race.
- Of the employees leaving, the highest turnover occurred in the Professional employment category at 53.44% followed by 19.08% in Service/Maintenance. This is not out of line since the ratios fairly represent the percent of employees in the respective job categories.
- In FY14, the most common reasons for leaving were normal retirement, personal reasons, and new job.

Composition - Non-Career

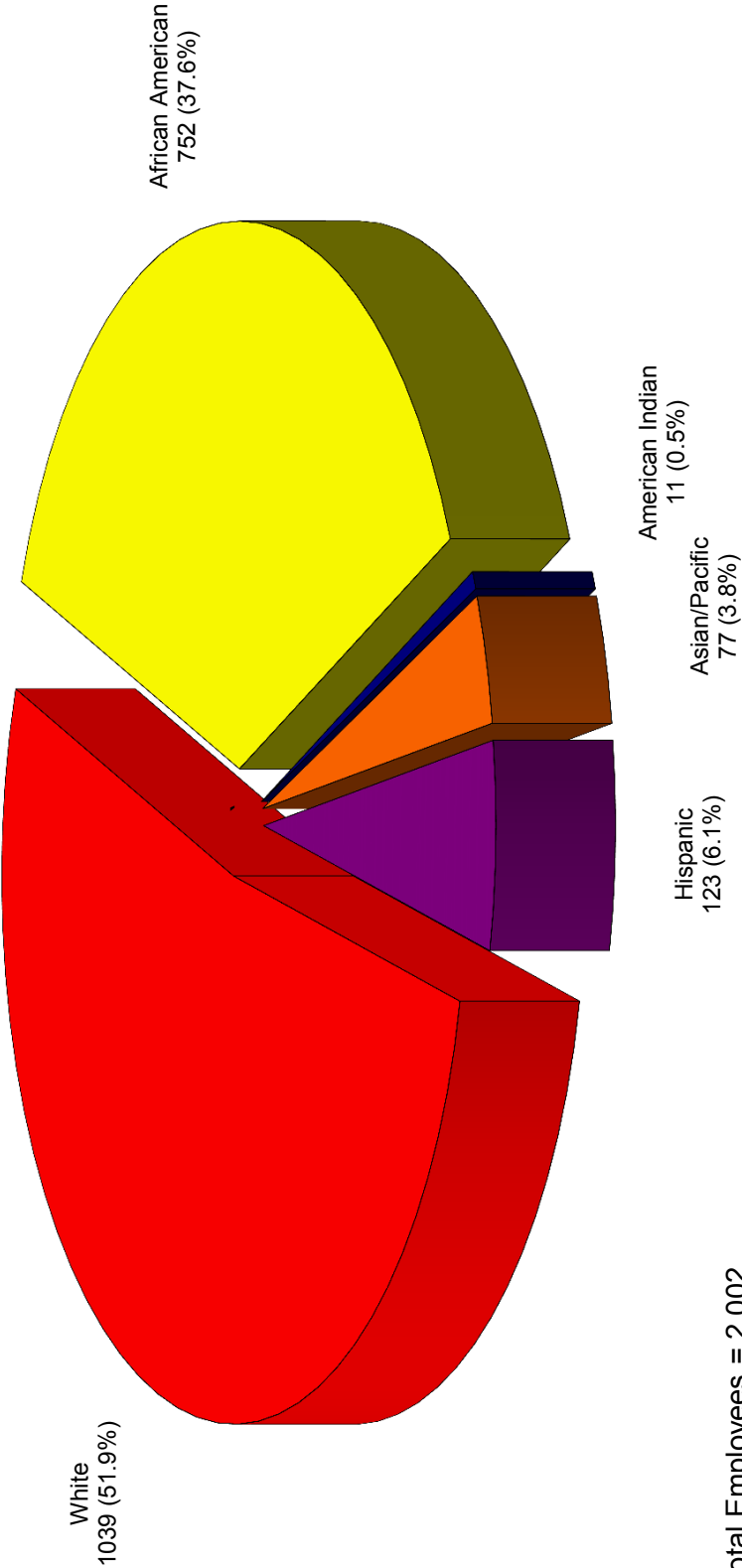
- In FY14, the non-career workforce numbered 4,578. Of this number, 98.95% were seasonal or intermittent.
- Of the non-career employees, 90.78% work in the Prince George's County Department of Parks and Recreation and 7.24% work in Montgomery County Department of Parks.
- In FY14, 39 or 0.85% of non-career 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, 0.2% were Temporary. Temporary employees work on projects or programs for a specified duration not to exceed 1365 hours. Contracts for temporary employees may not be renewed. A temporary employee is eligible for employment under a new contract after 90 calendar days have elapsed.
- The gender make-up of non-career employees is 53.7% female and 46.3% male.
- The racial/ethnic make-up of non-career employees is 79.36% minority, 19.75% white, 0.76% not specified, and 0.13% other. The largest group is African American with 73.77%.
- Of non-career employees, 54.79% are 29 years of age or younger.

Full/Part-Time Career Employees



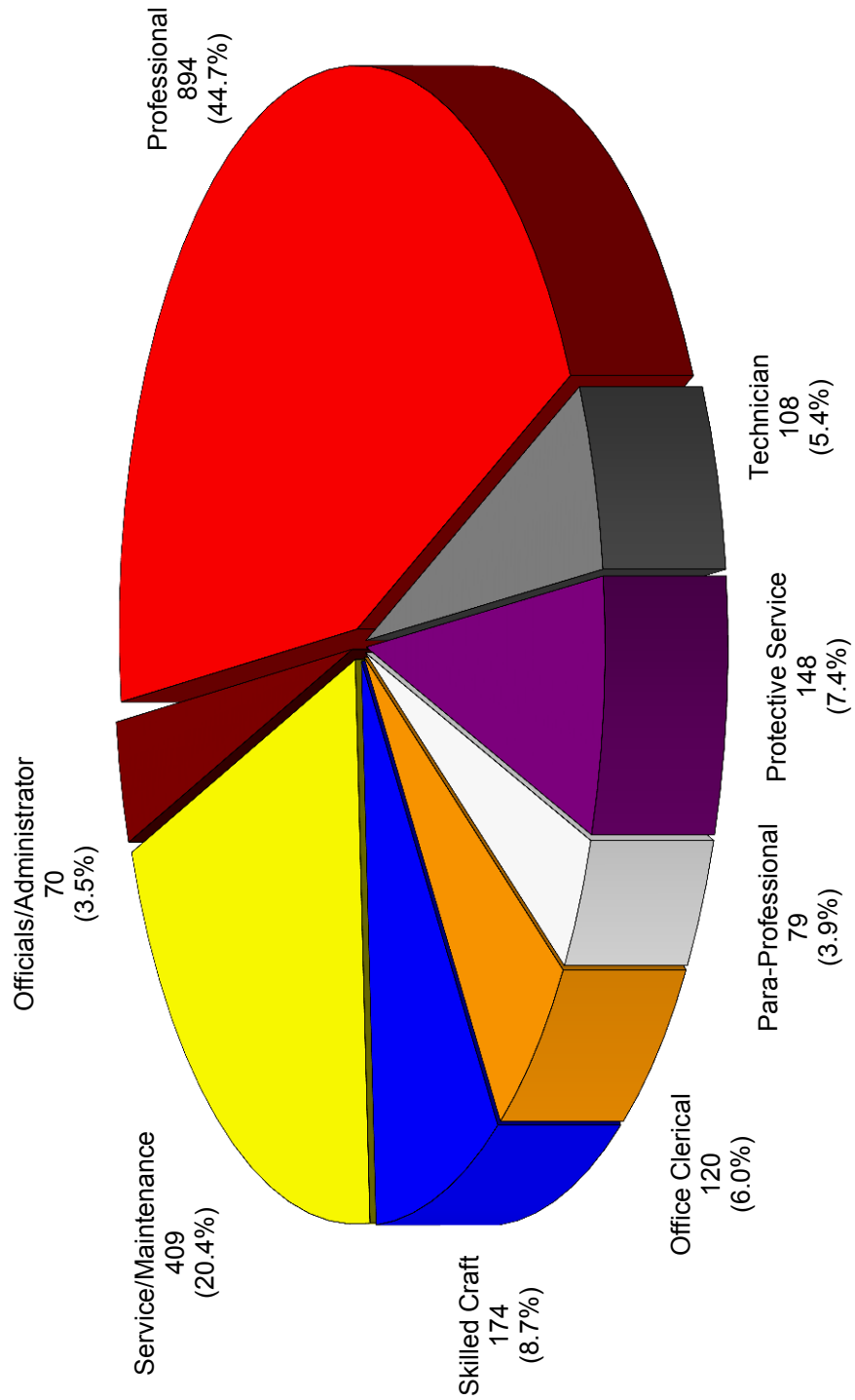


**Race/Ethnicity
Career Employees**



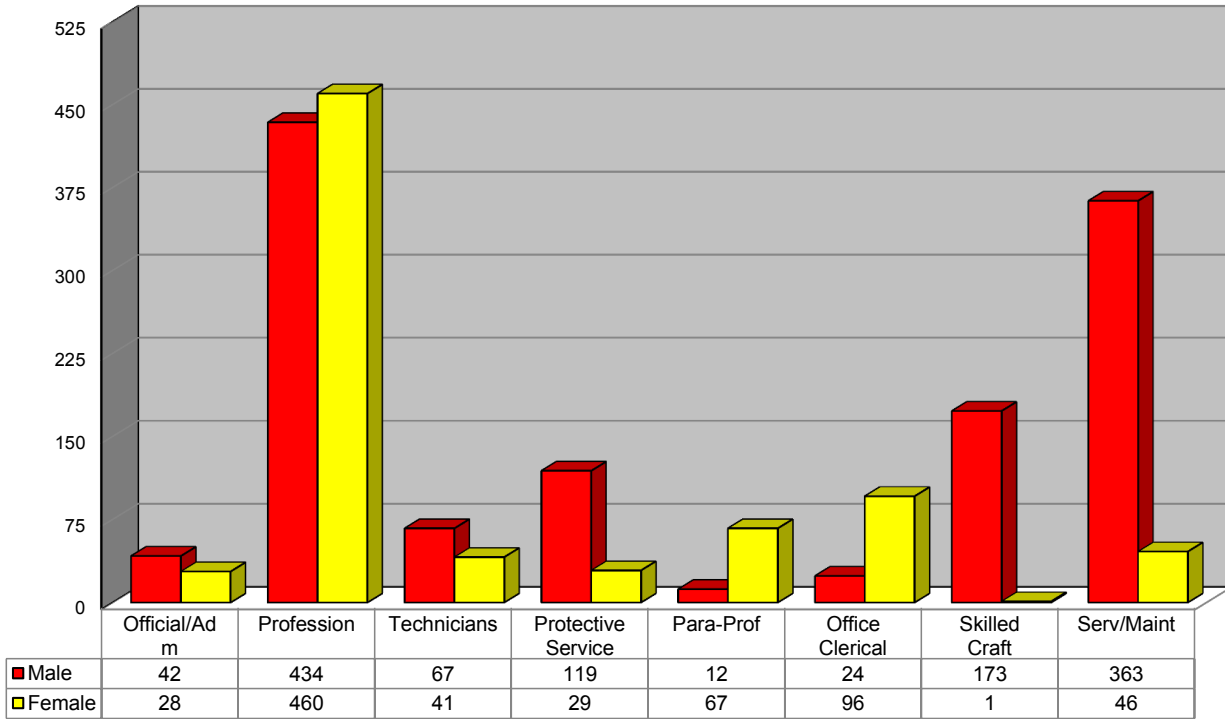
Note: Total Employees = 2,002

Employees by Employment Category



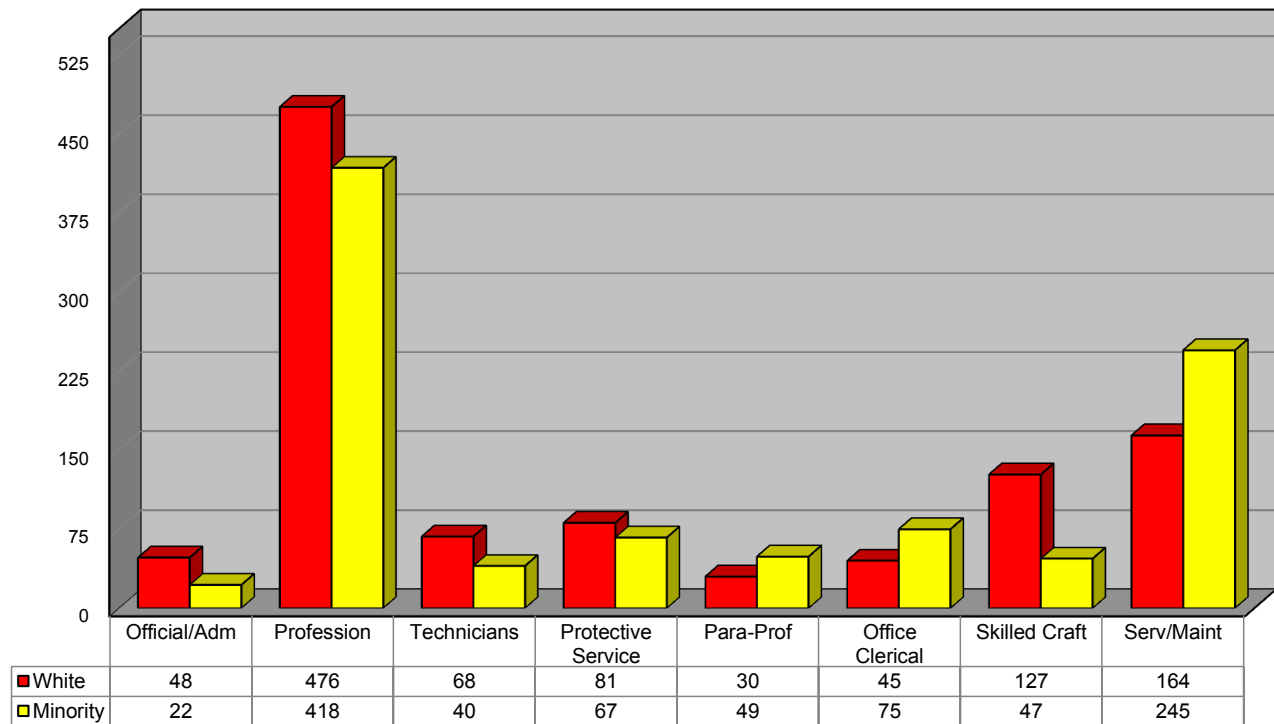
Total Employees = 2,002

Distribution by Employment Category and Gender



Total Employees = 2,002

Distribution by Employment Category and Race/Ethnicity



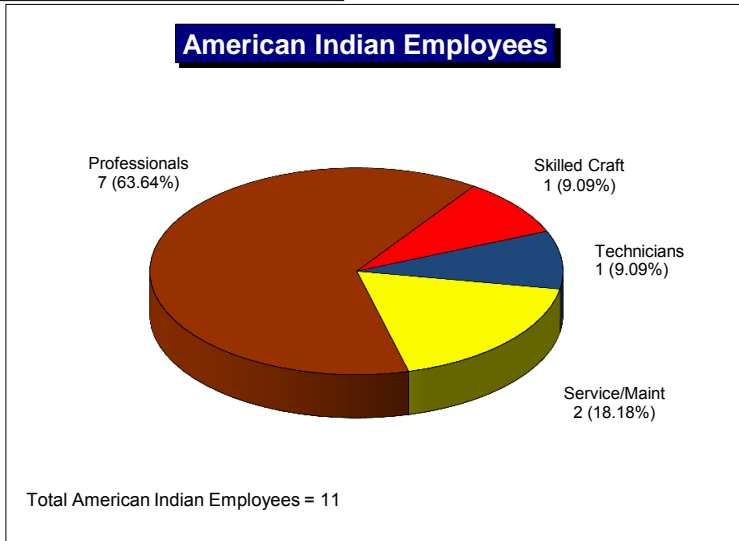
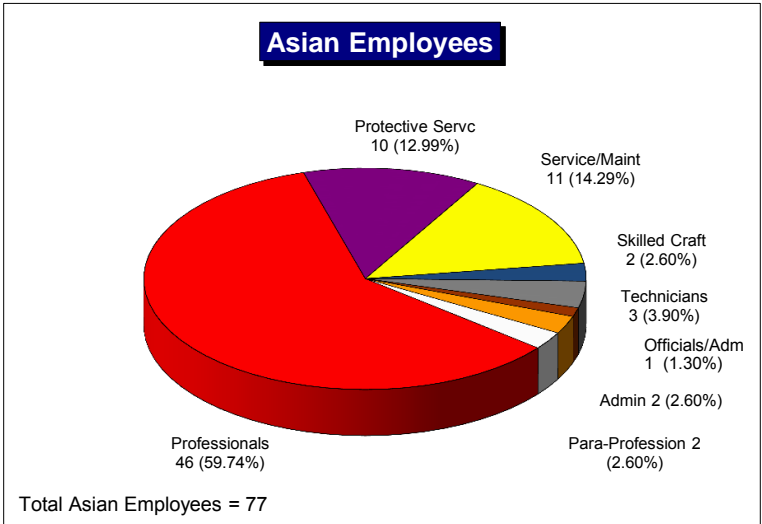
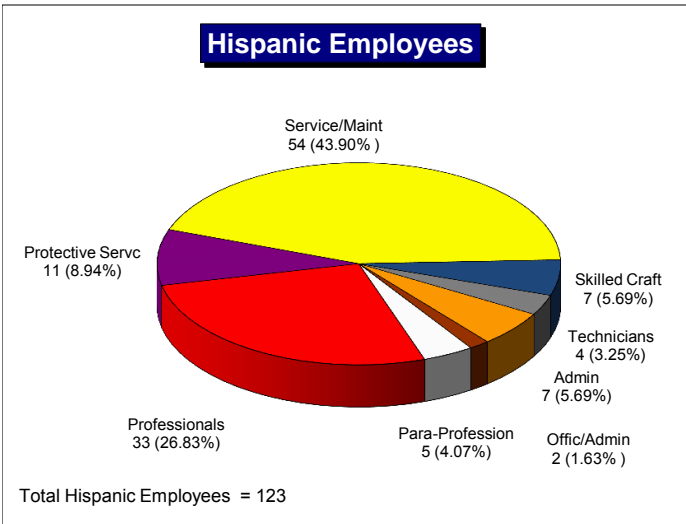
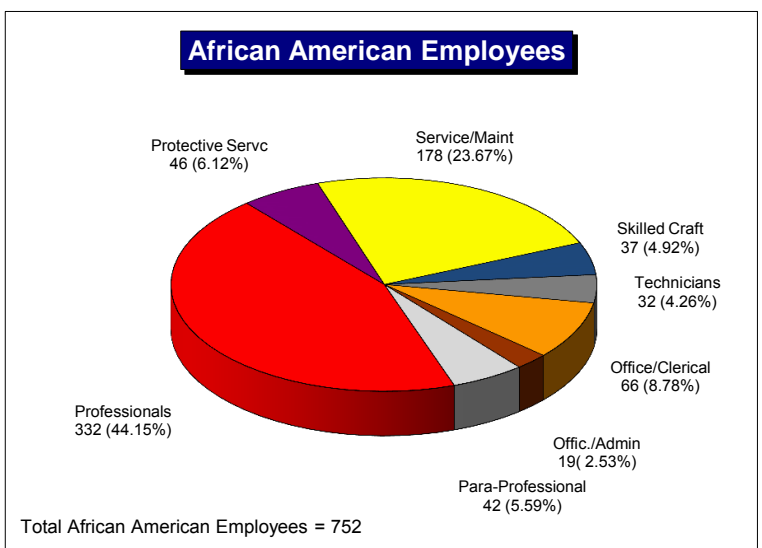
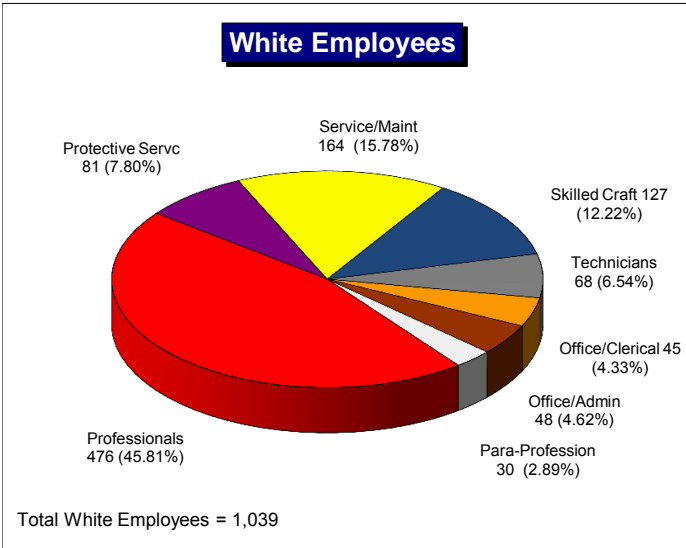
Total Employees = 2,002

Race/Ethnicity, Gender and Employment Category

White Male	Official/Administrator	31	1.55%	Hispanic Female	Official/Administrator	1	0.05%
	Professional	233	11.64%		Professional	14	0.70%
	Technical	41	2.05%		Technical	1	0.05%
	Protective Service	63	3.15%		Protective Service	1	0.05%
	Paraprofessional	10	0.50%		Paraprofessional	4	0.20%
	Office Clerical	9	0.45%		Office Clerical	3	0.15%
	Skilled Craft	126	6.29%		Skilled Craft	0	0.00%
	Service/Maintenance	<u>144</u>	7.19%		Service/Maintenance	<u>6</u>	0.30%
	657	32.82%		30	1.50%		
White Female	Official/Administrator	17	0.85%	Asian/Pacific Male	Official/Administrator	0	0.00%
	Professional	243	12.14%		Professional	21	1.05%
	Technical	27	1.35%		Technical	2	0.10%
	Protective Service	18	0.90%		Protective Service	10	0.50%
	Paraprofessional	20	1.00%		Paraprofessional	0	0.00%
	Office Clerical	36	1.80%		Office Clerical	1	0.05%
	Skilled Craft	1	0.05%		Skilled Craft	2	0.10%
	Service/Maintenance	<u>20</u>	1.00%		Service/Maintenance	<u>11</u>	0.55%
	382	19.08%		47	2.35%		
African American Male	Official/Administrator	10	0.50%	Asian/Pacific Female	Official/Administrator	1	0.05%
	Professional	158	7.89%		Professional	25	1.25%
	Technical	20	1.00%		Technical	1	0.05%
	Protective Service	36	1.80%		Protective Service	0	0.00%
	Paraprofessional	1	0.05%		Paraprofessional	2	0.10%
	Office Clerical	10	0.50%		Office Clerical	1	0.05%
	Skilled Craft	37	1.85%		Skilled Craft	0	0.00%
	Service/Maintenance	<u>158</u>	7.89%		Service/Maintenance	<u>0</u>	0.00%
	430	21.48%		30	1.50%		
African American Female	Official/Administrator	9	0.45%	American Indian Male	Official/Administrator	0	0.00%
	Professional	174	8.69%		Professional	3	0.15%
	Technical	12	0.60%		Technical	1	0.05%
	Protective Service	10	0.50%		Protective Service	0	0.00%
	Paraprofessional	41	2.05%		Paraprofessional	0	0.00%
	Office Clerical	56	2.80%		Office Clerical	0	0.00%
	Skilled Craft	0	0.00%		Skilled Craft	1	0.05%
	Service/Maintenance	<u>20</u>	1.00%		Service/Maintenance	<u>2</u>	0.10%
	322	16.08%		7	0.35%		
Hispanic Male	Official/Administrator	1	0.05%	American Indian Female	Official/Administrator	0	0.00%
	Professional	19	0.95%		Professional	4	0.20%
	Technical	3	0.15%		Technical	0	0.00%
	Protective Service	10	0.50%		Protective Service	0	0.00%
	Paraprofessional	1	0.05%		Paraprofessional	0	0.00%
	Office Clerical	4	0.20%		Office Clerical	0	0.00%
	Skilled Craft	7	0.35%		Skilled Craft	0	0.00%
	Service/Maintenance	<u>48</u>	2.40%		Service/Maintenance	<u>0</u>	0.00%
	93	4.65%		4	0.20%		

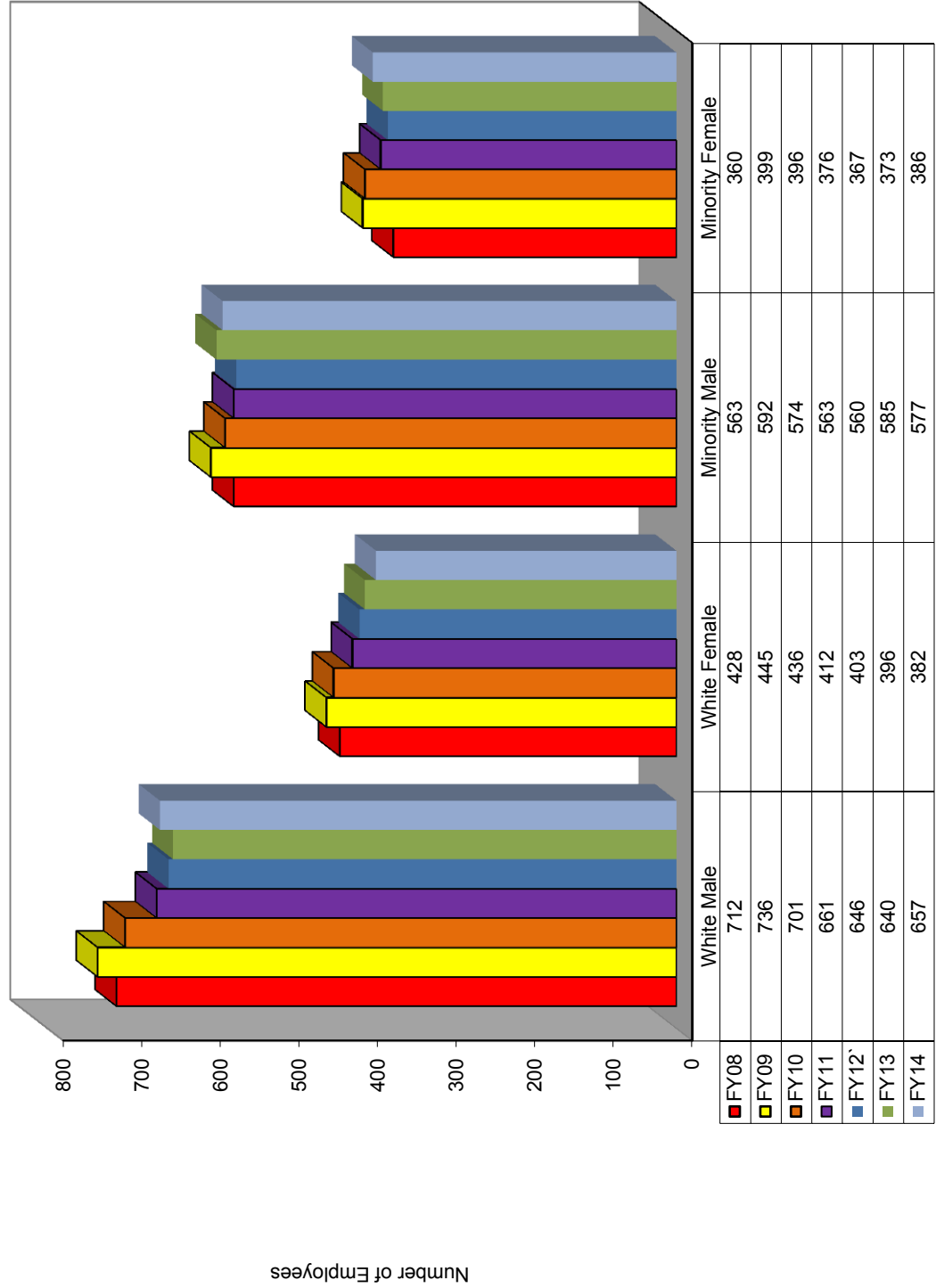
Percentages are based on total number of employees which is 2,002.

Employees by Race/Ethnicity and Employment Category

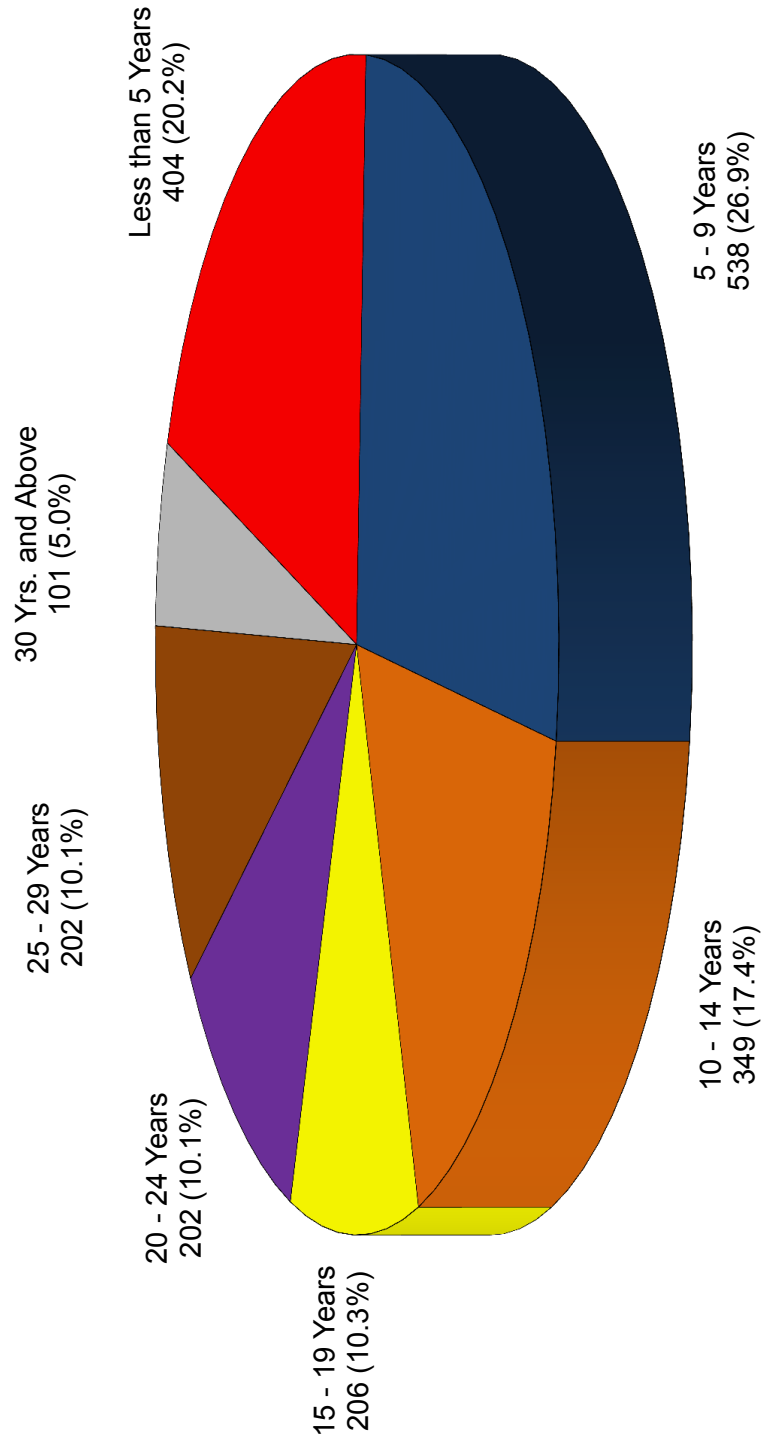


Total Career Employees = 2,002
 Percentages listed are the total for that job category, within that racial/ethnic category.

Workforce Composition - Seven Year Comparison

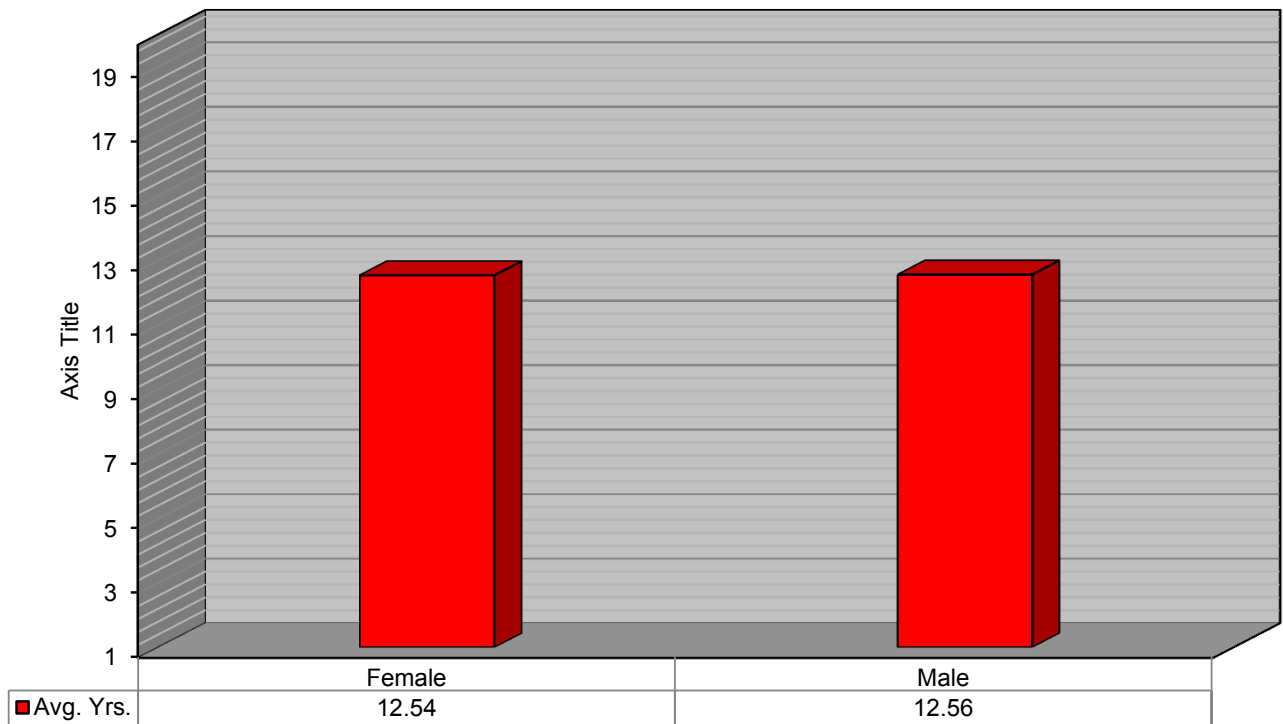


Length of Service Career Employees

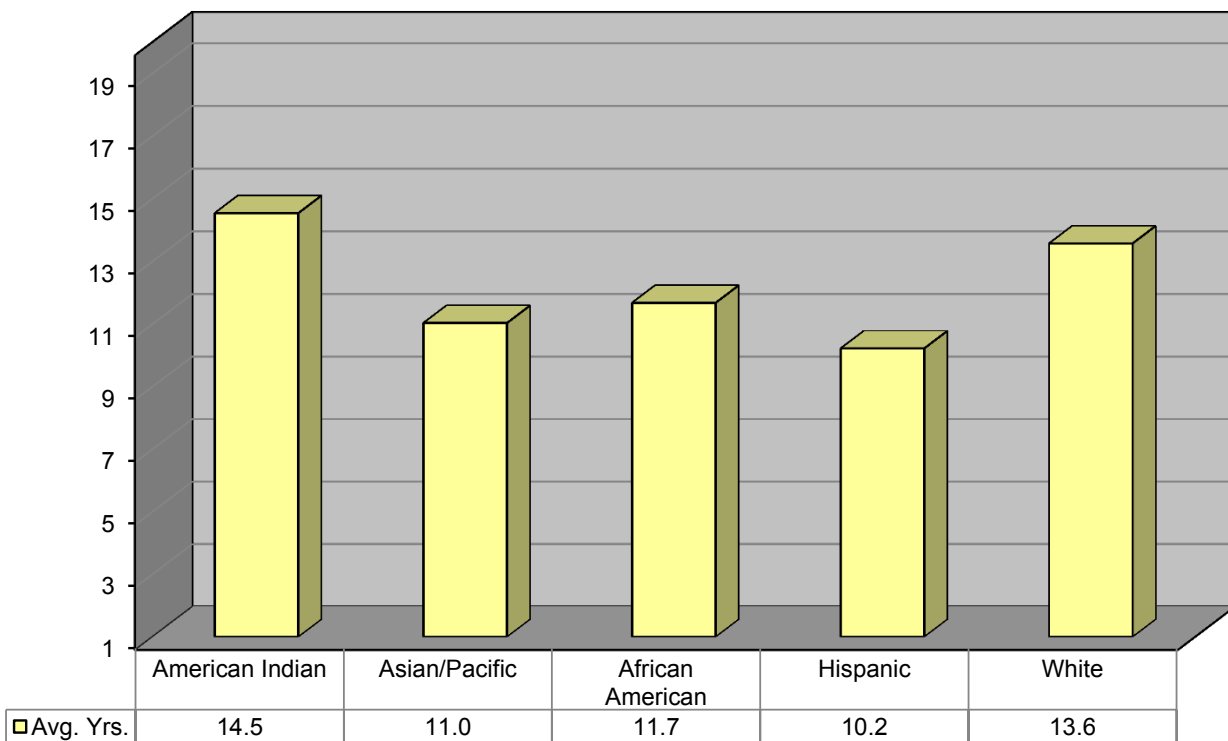


Note: Total Employees = 2,002

Average Length of Service By Gender



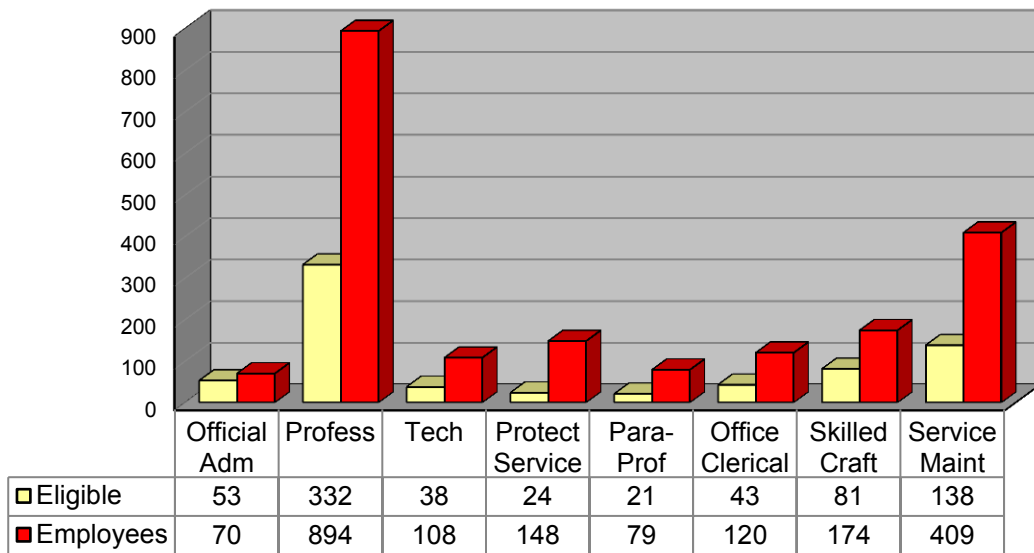
Average Length of Service by Race/Ethnicity



Employees Eligible for Normal Retirement Between FY15 and FY19

	FY15	FY16	FY17	FY18	FY19	Total
Pr. Geo Comm	4	0	1	1	1	7
Pr. Geo Pks & Rec	173	26	37	37	37	310
Pr. Geo Planning	34	10	11	5	10	70
Sub Total	211	36	49	43	48	387
CAS	22	5	5	7	3	42
Mont. Comm	3	2	0	0	0	5
Mont. Parks	122	35	29	37	25	248
Mont. Planning	24	5	10	4	5	48
Sub Total	149	42	39	41	30	301
Total	382	83	93	91	81	730

Employees by Job Category Eligible to Retire Between FY15 and FY19 (Collectively)

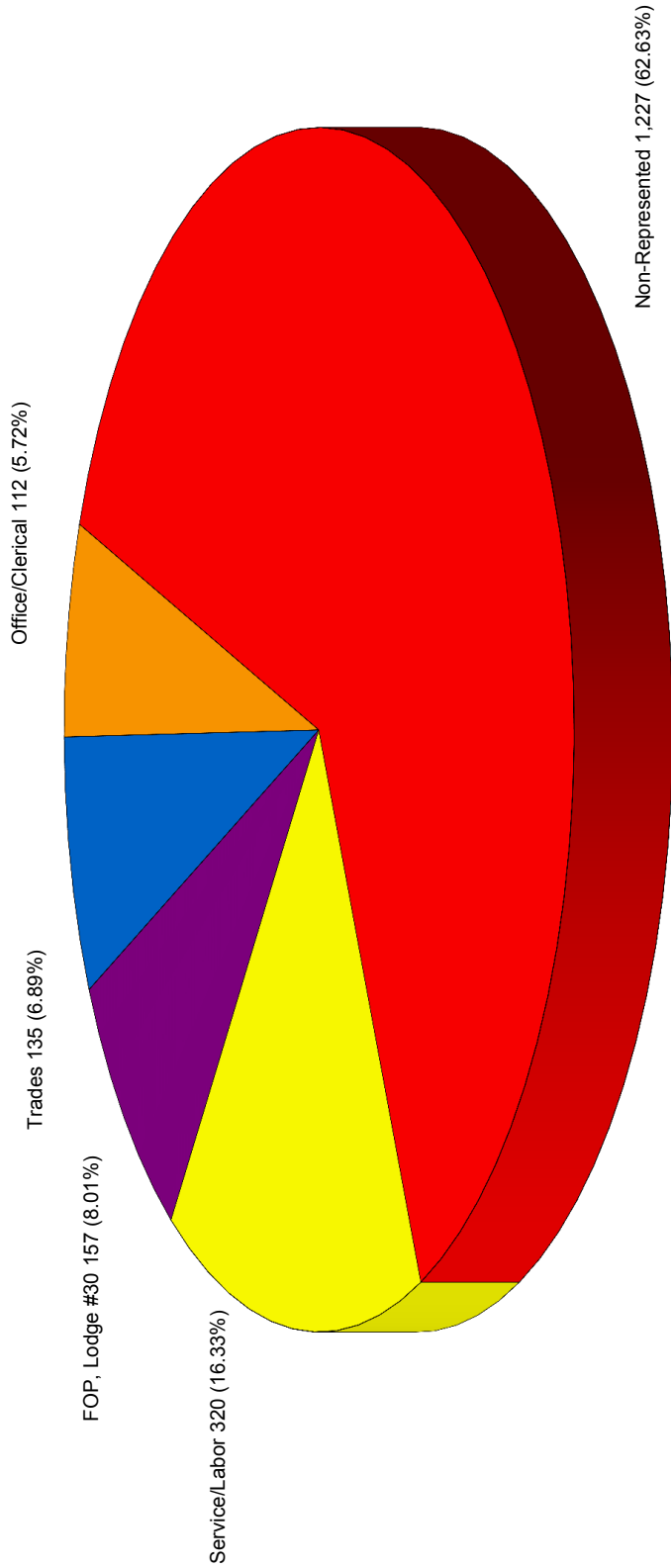


Between FY15 and FY19, 730 or 36.5% of current employees will reach normal retirement eligibility. This is an average of 146 employees for each of those years. Based on the current number of employees, by EEO category, this represents:

- 75.71% of the Official/Administrator category
- 37.14% of the Professional category
- 35.19% of the Technician category
- 16.22% of the Protective Service category
- 26.58% of the Para-Professional category
- 35.83% of the Office Clerical category
- 46.55% of the Skilled Craft (Trades) category
- 33.74% of the Service/Maintenance category

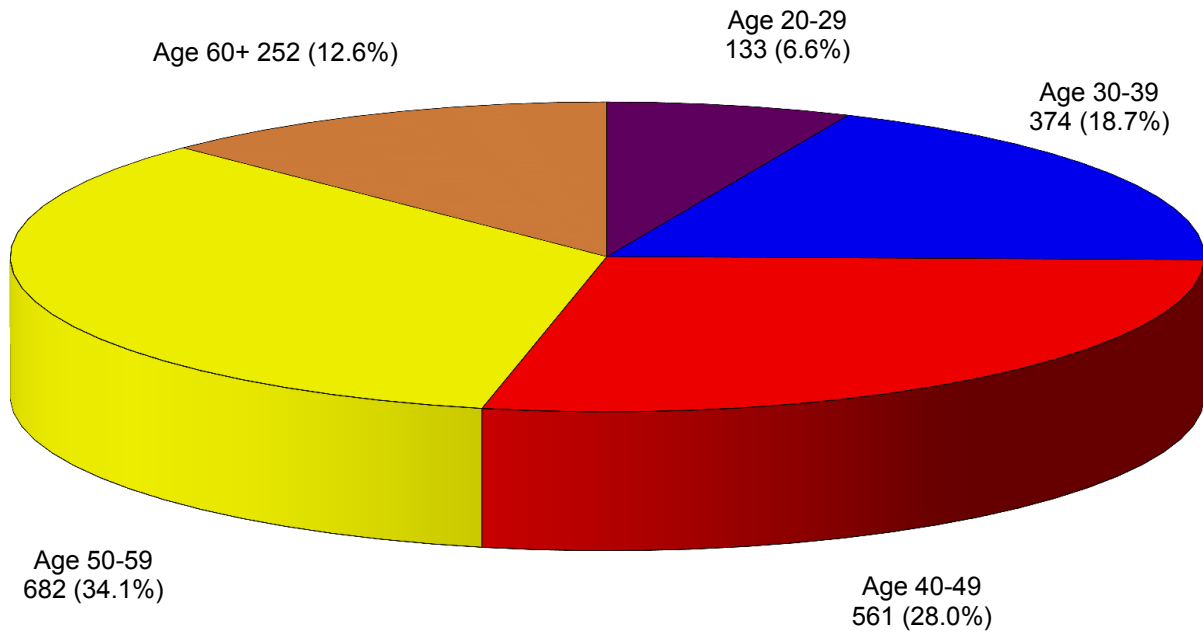
Excludes appointed officials and employees in Long Term Disability status.

Represented and Non-Represented Full-Time Employees



36.95% of career full-time employees are represented for the purpose of collective bargaining; 62.63% of employees are not represented; and 8 police candidates will not join the FOP until they complete their training to become officers.

Distribution of Employees by Age



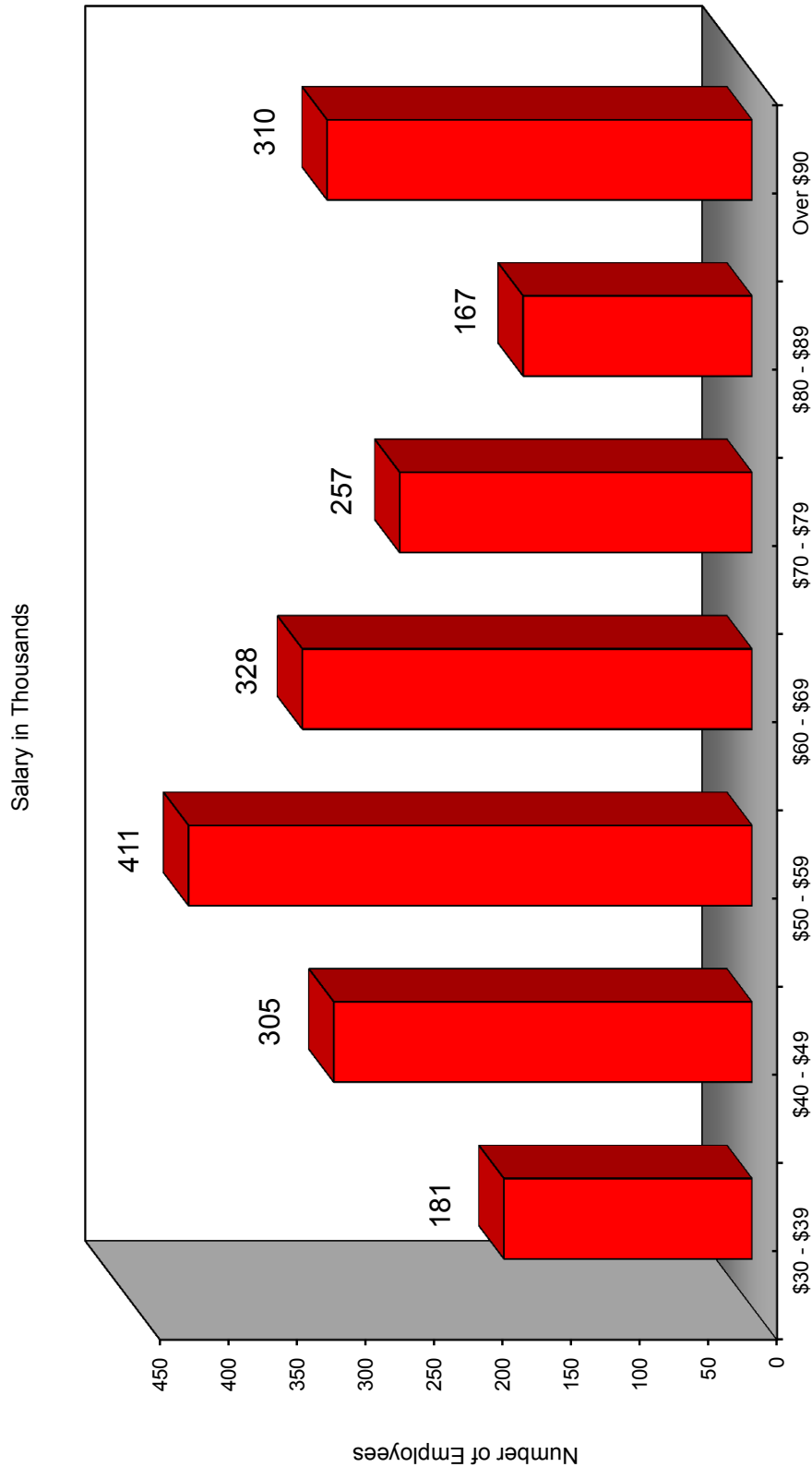
Note: Total Employees = 2,002

Employee Distribution by Department - FY 2014

Central Administrative Services	108	5.4%
Montgomery County Commissioners' Office	6	0.3%
Montgomery County Department of Planning	123	6.1%
Montgomery County Department of Parks	643	32.1%
Prince George's County Commissioners' Office	9	0.4%
Prince George's County Planning Department	167	8.3%
Prince George's County Parks and Recreation Department	946	47.3%
M-NCPPC Career Employees - Total	2,002	100.0%

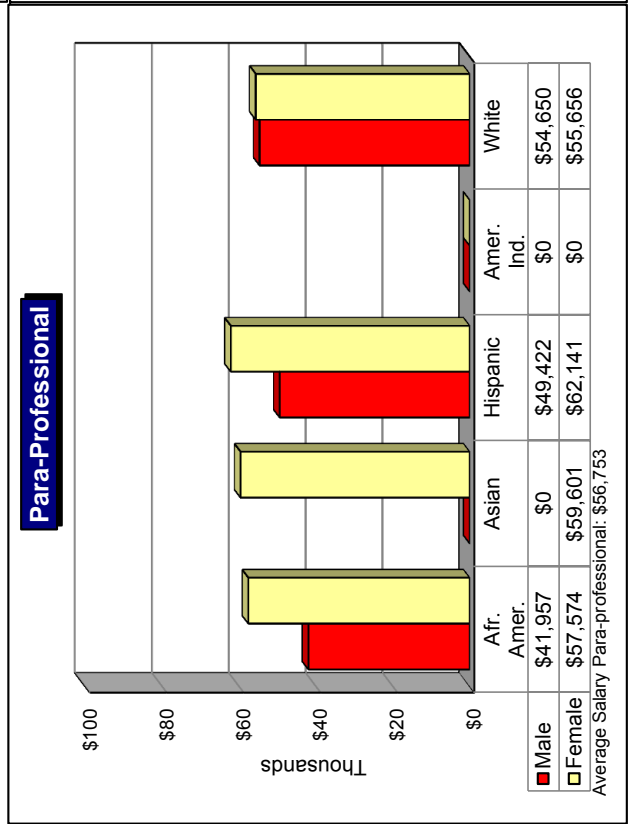
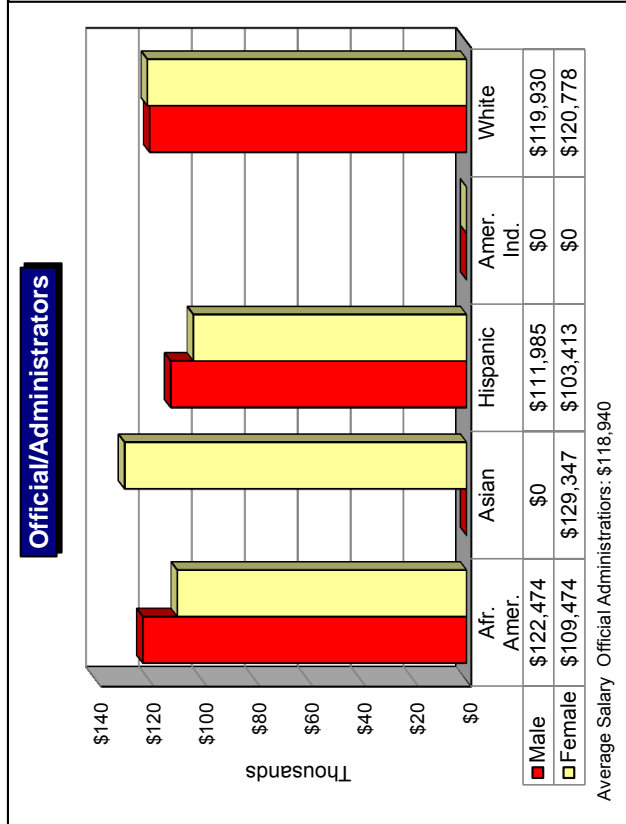
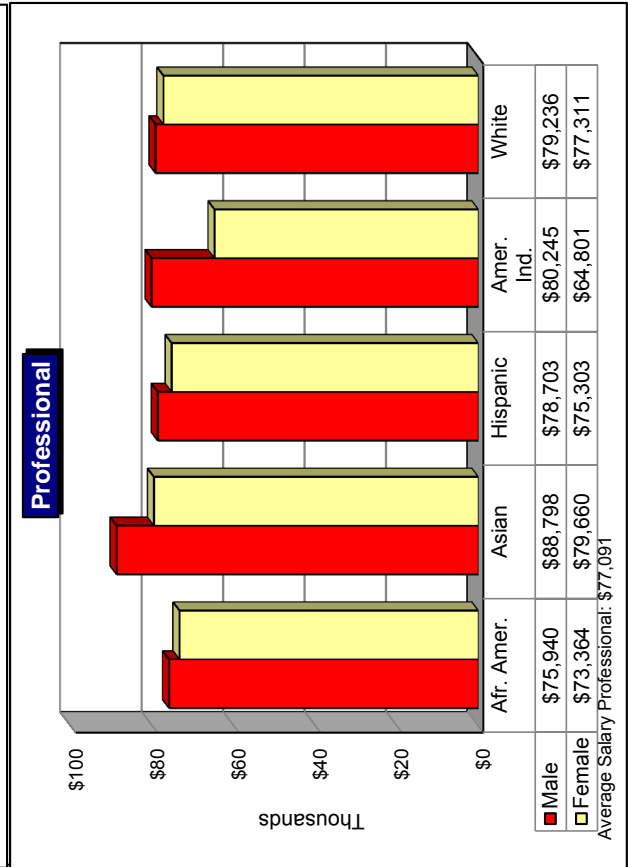
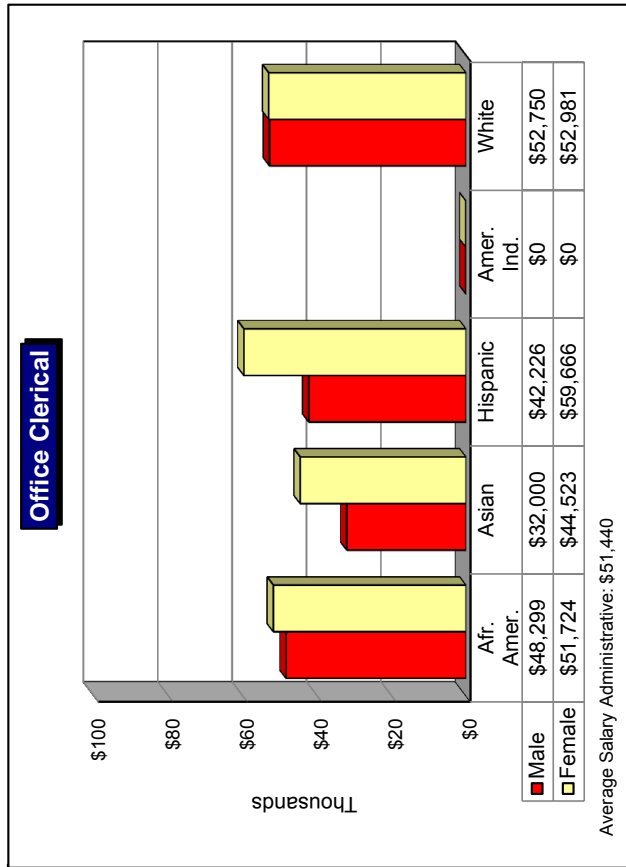
Note: Excludes 10 Commissioners (5 in Montgomery County and 5 in Prince George's County).
Appointed Officers and Appointed Department Directors.

**Salary Range
Career Full-Time Employees**



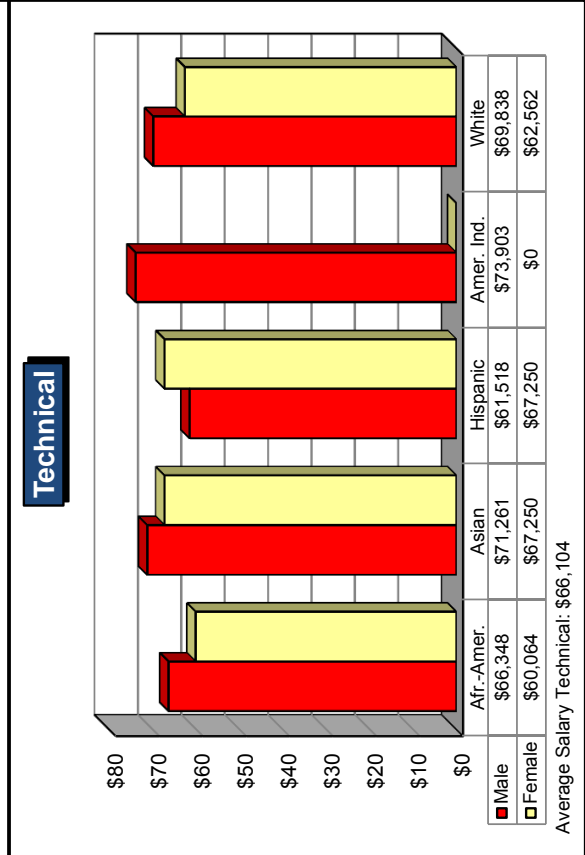
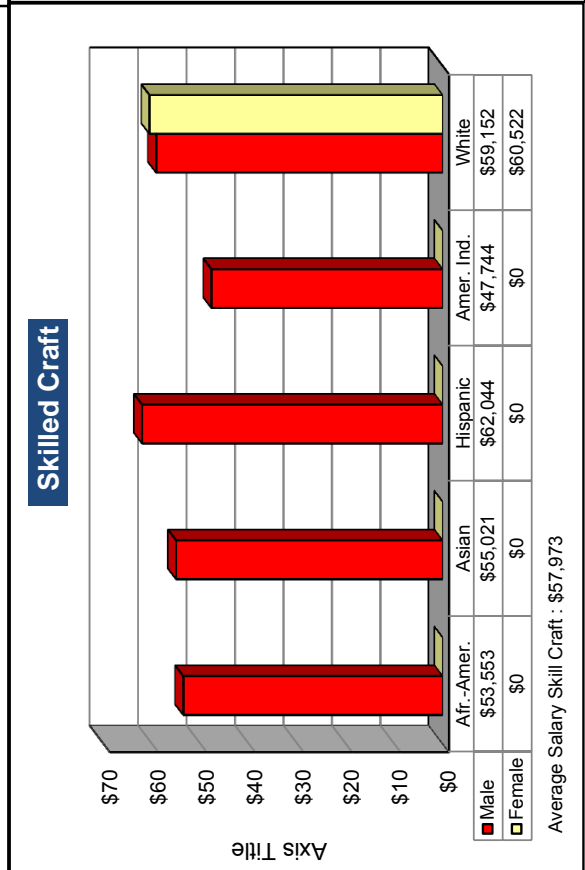
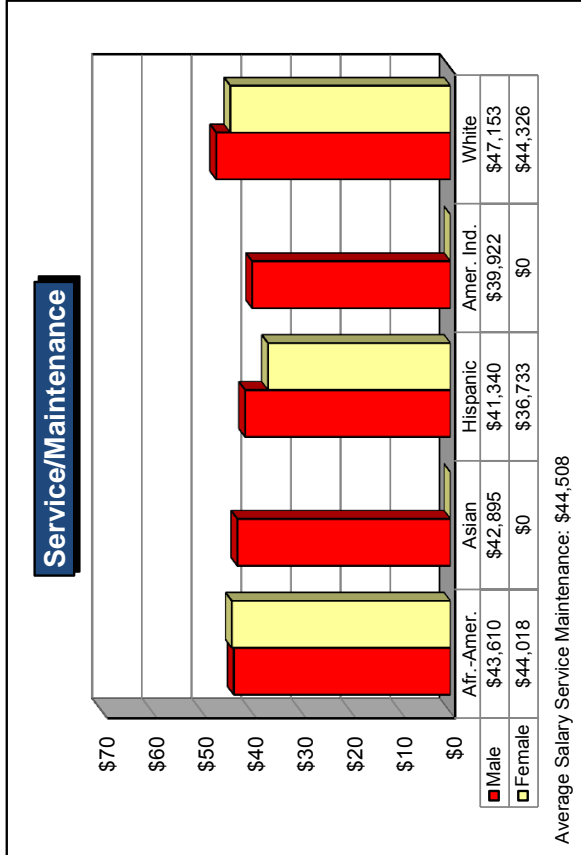
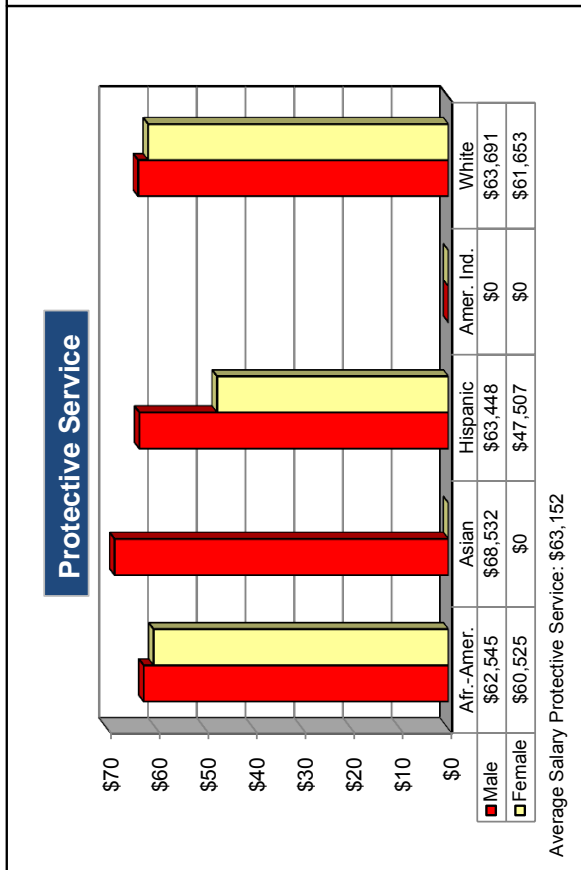
Note: Total Full-Time Employees = 1,959
Average Salary: \$66,311
Excludes Part-Time Career Employees

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

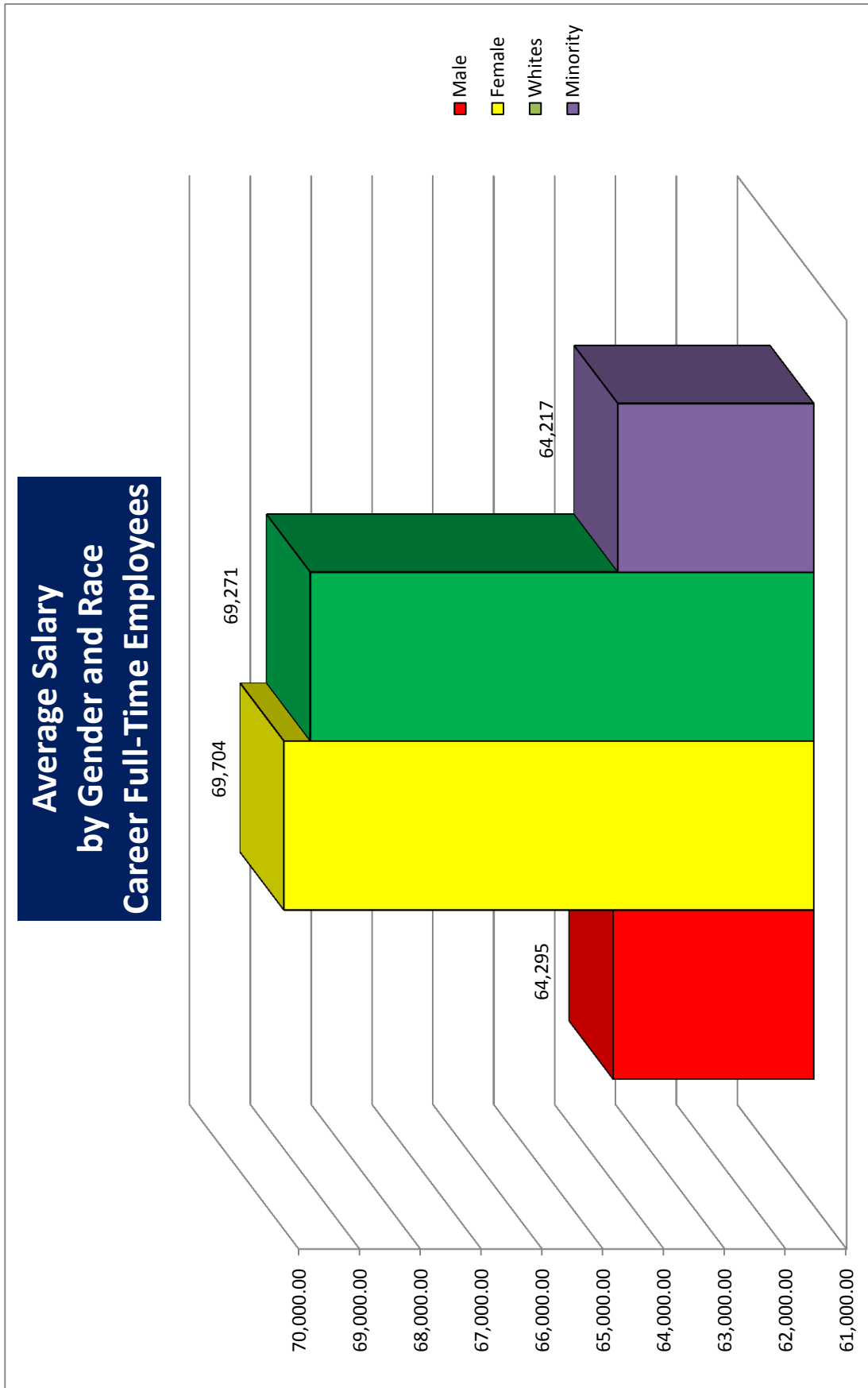


Note: Average Commission Salary: \$66,311

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



Note: Average Commission Salary: \$66,311



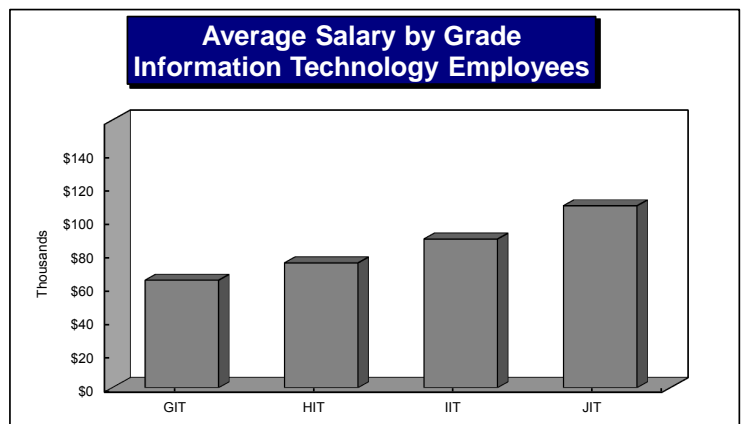
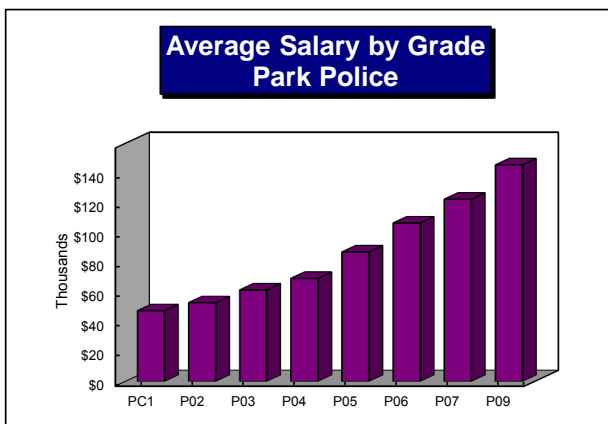
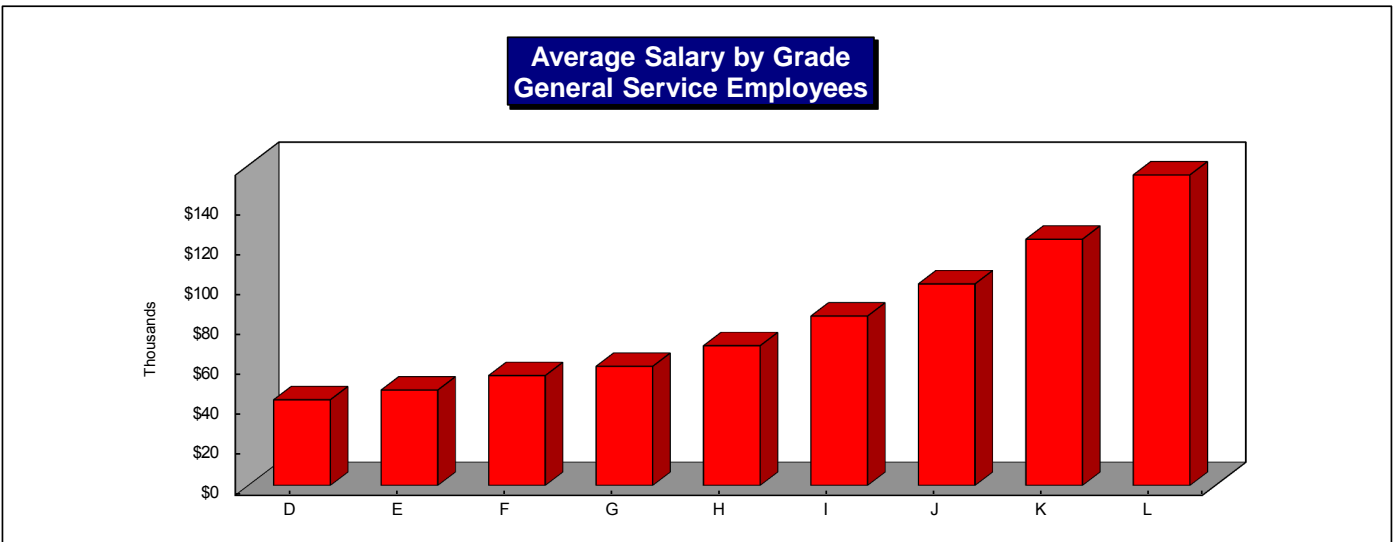
Average Annual Salaries for Career Employees By Grade

<u>Grade</u>	<u>Salary</u>
Park Police	
PC1	\$47,507
P02	\$52,918
P03	\$61,468
P04	\$69,211
P05	\$86,964
P06	\$106,423
P07	\$122,413
P09	\$145,456

<u>Grade</u>	<u>Salary</u>
General Service	
D	\$42,898
E	\$47,766
F	\$54,992
G	\$59,620
H	\$69,954
I	\$84,789
J	\$100,841
K	\$123,132
L	\$155,226

<u>Grade</u>	<u>Salary</u>
Information Tech	
GIT	\$64,310
HIT	\$74,648
IIT	\$88,911
JIT	\$108,789

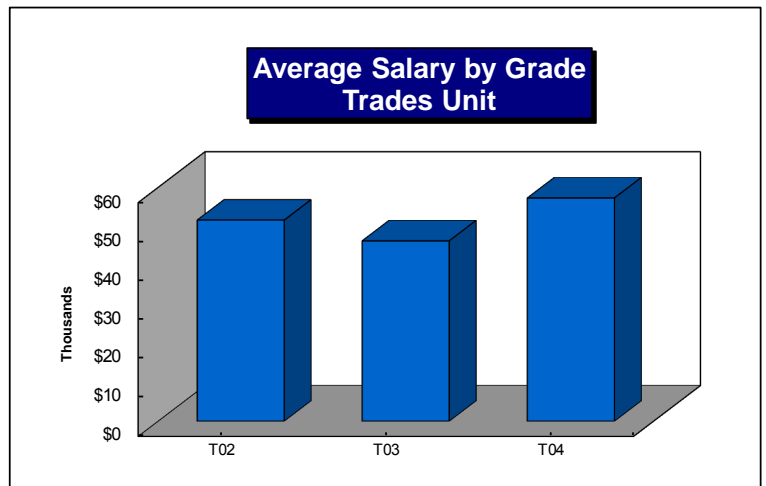
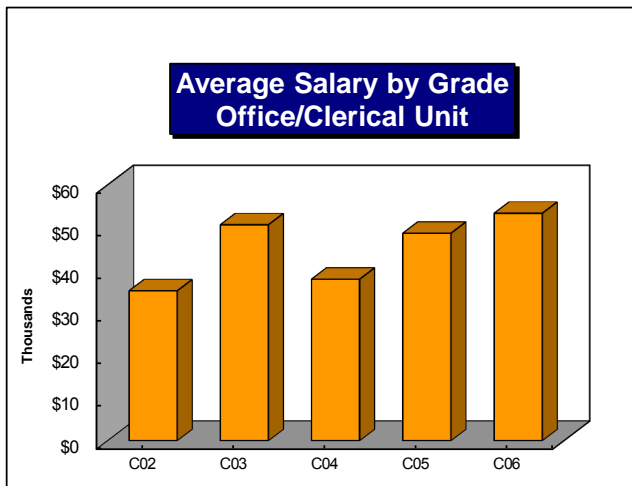
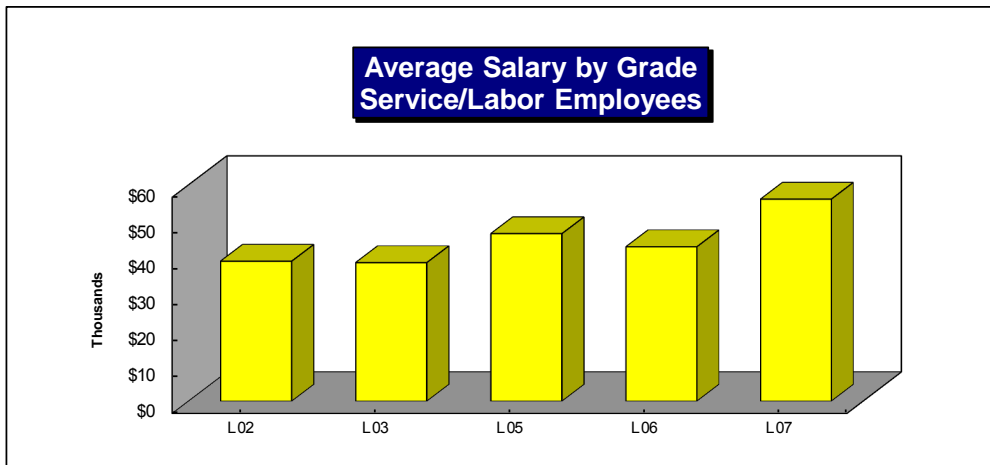
Average Salary \$66,311



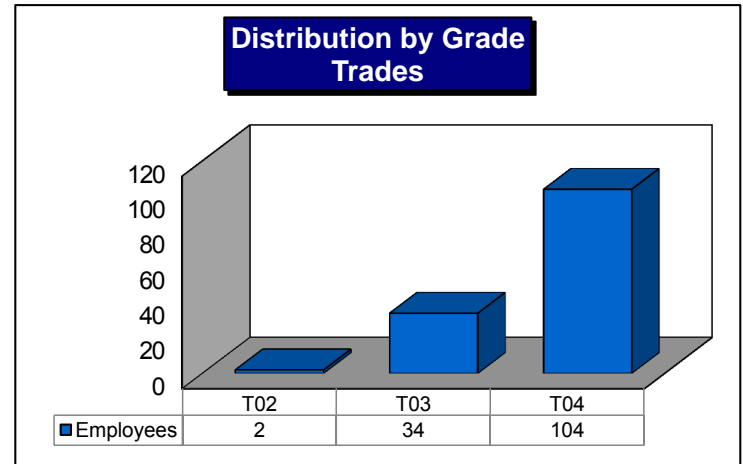
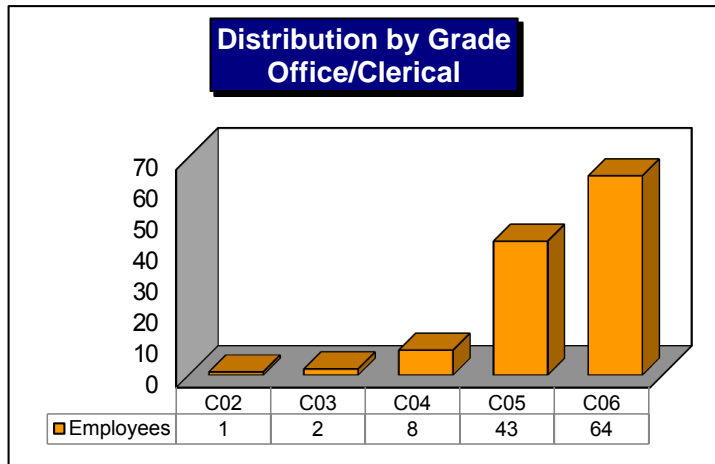
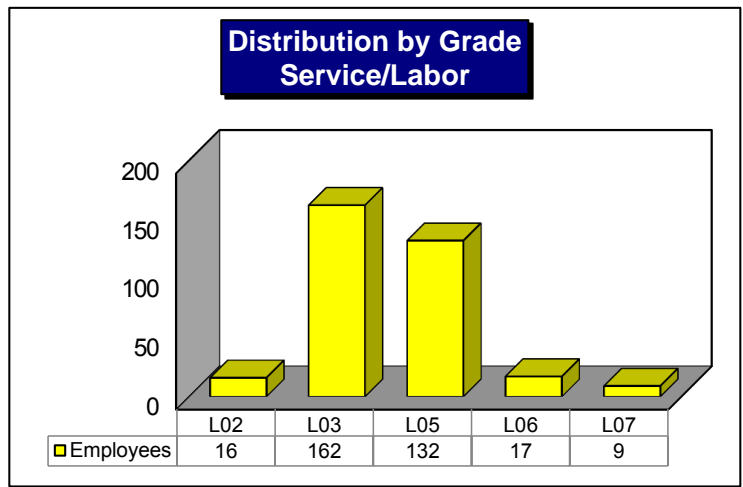
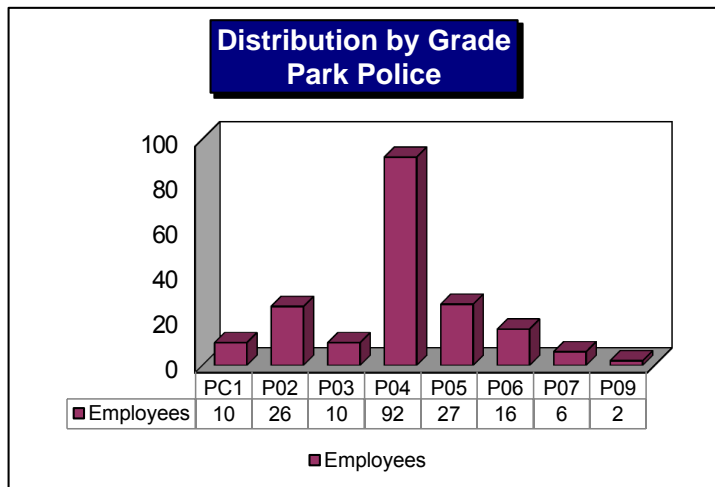
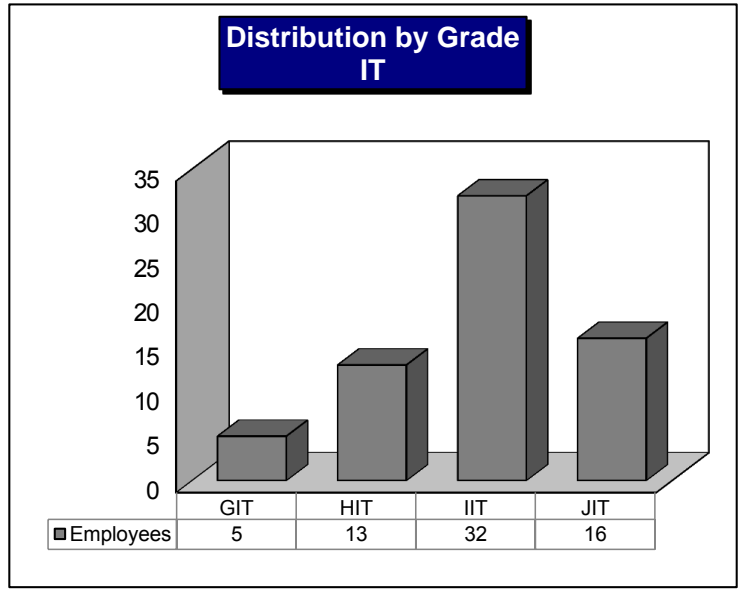
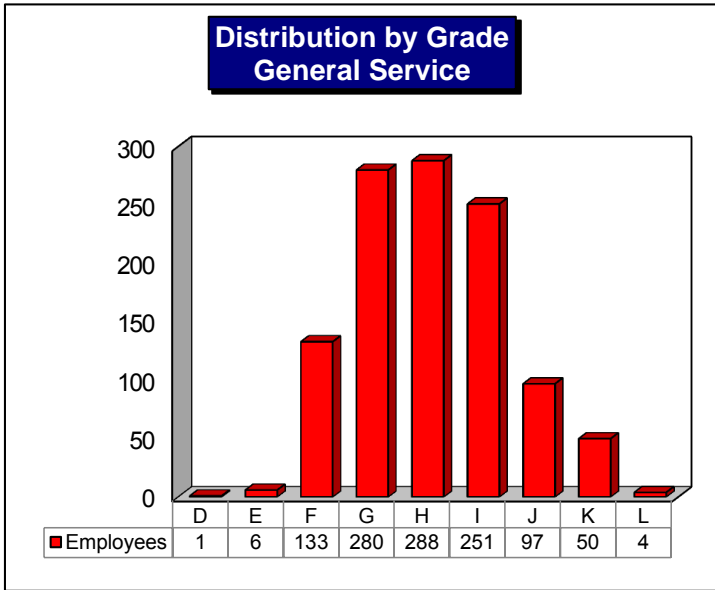
Average Annual Salaries for Career Employees By Grade

<u>Grade</u>	<u>Salary</u>	<u>Grade</u>	<u>Salary</u>	<u>Grade</u>	<u>Salary</u>
Office/Clerical		Service/Labor		Trades	
C02	\$35,153	L02	\$38,816	T02	\$51,590
C03	\$50,649	L03	\$38,428	T03	\$46,279
C04	\$37,886	L05	\$46,458	T04	\$57,279
C05	\$48,661	L06	\$42,812		
C06	\$53,342	L07	\$56,027		

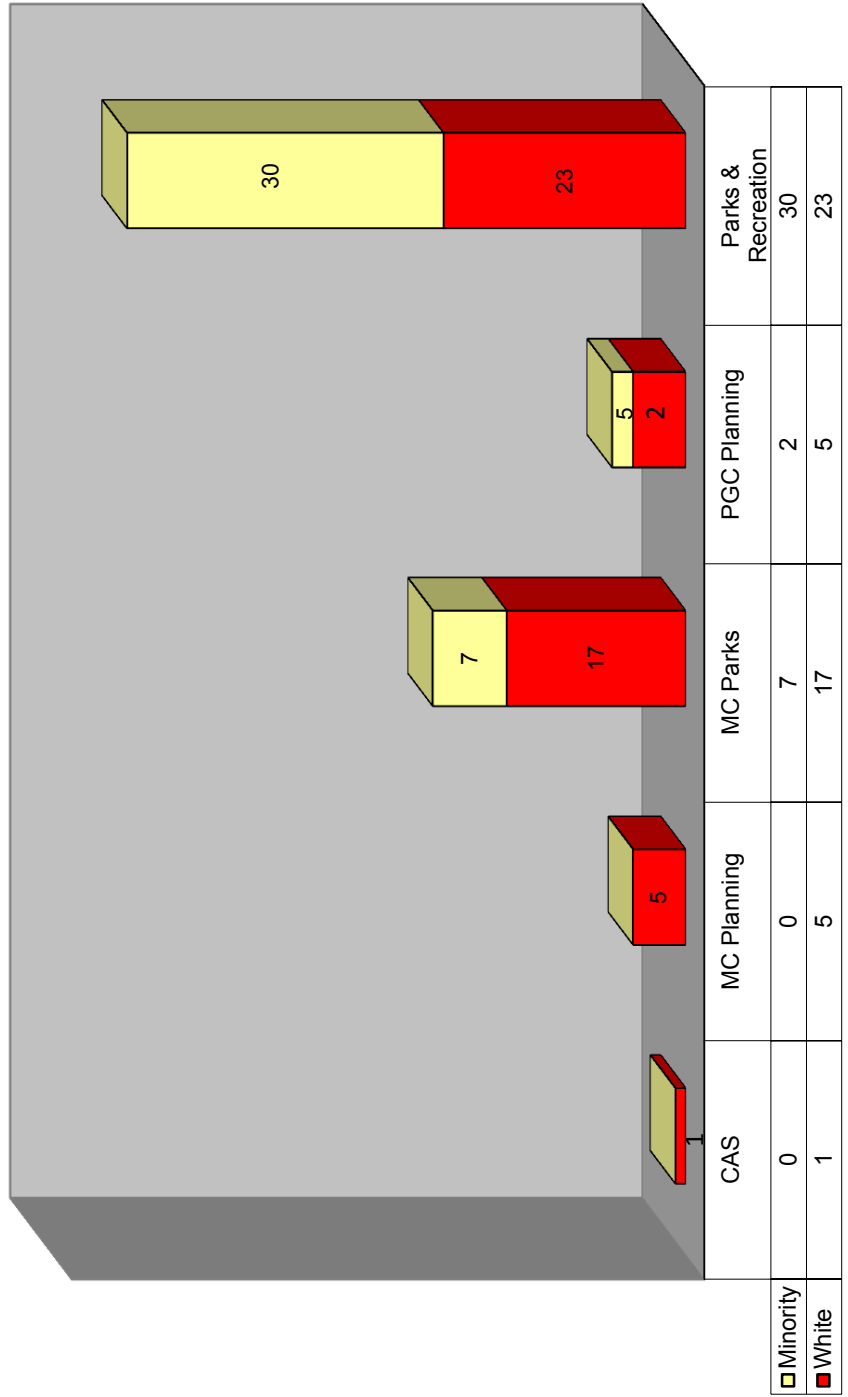
Average Salary \$66,311



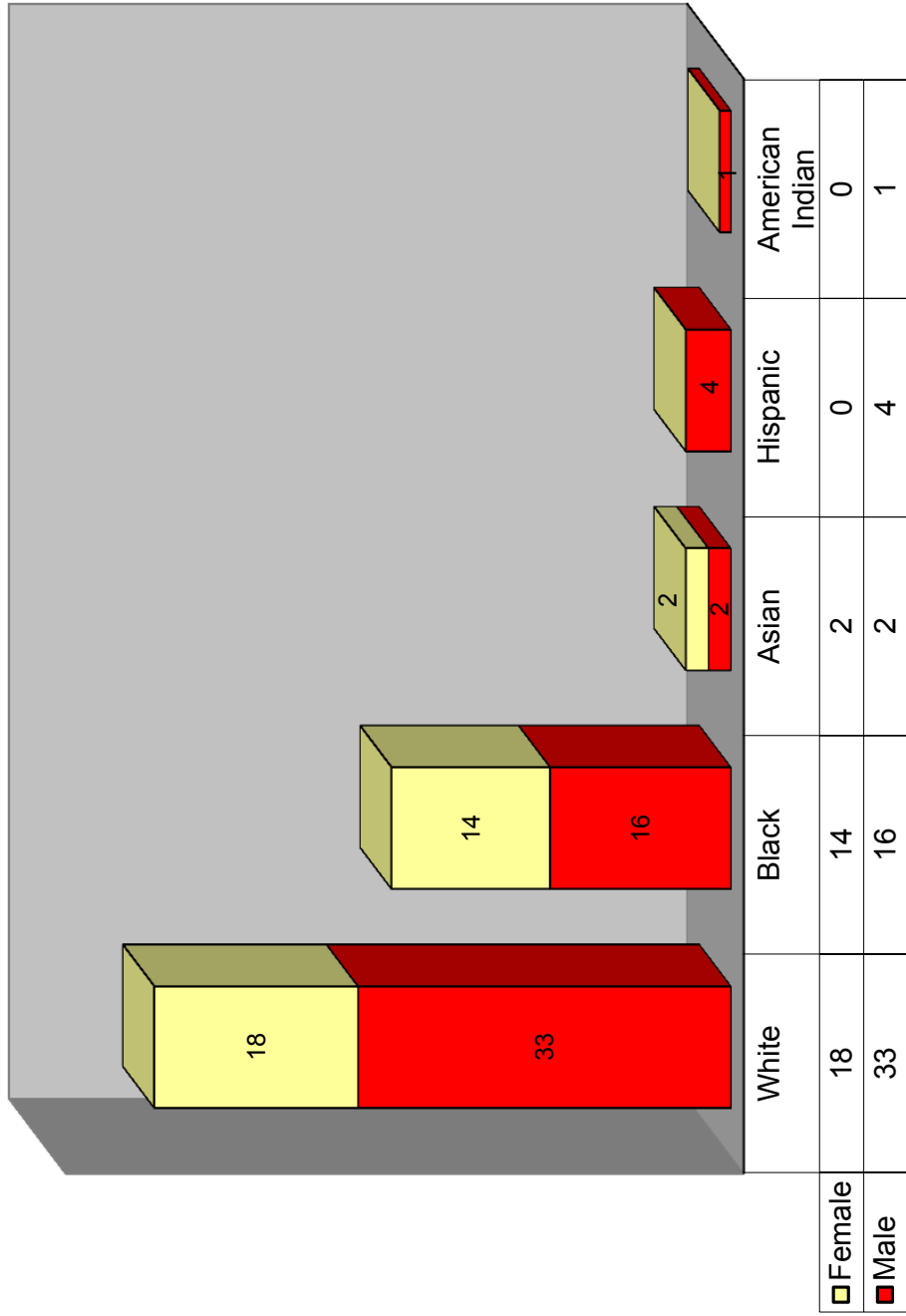
Employee Distribution by Grade Within Pay Schedule



**Career Employee Promotions
By Department**

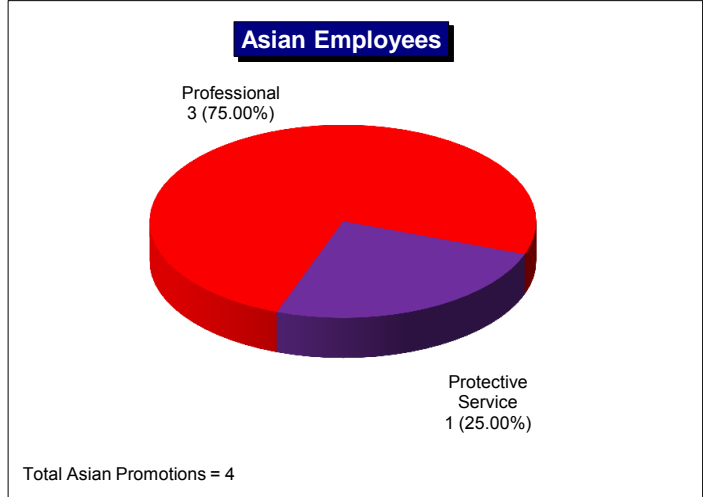
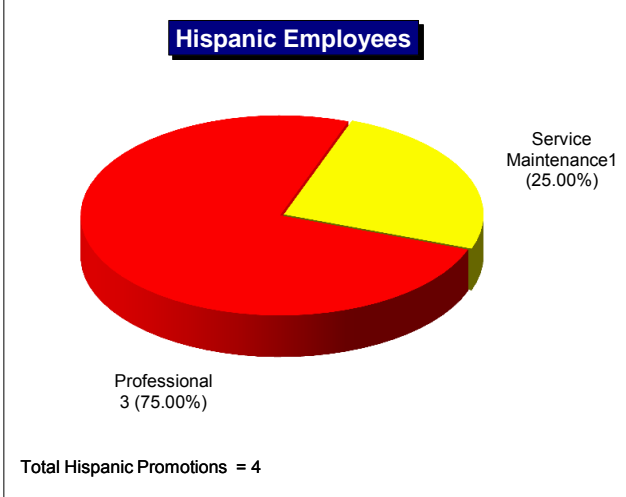
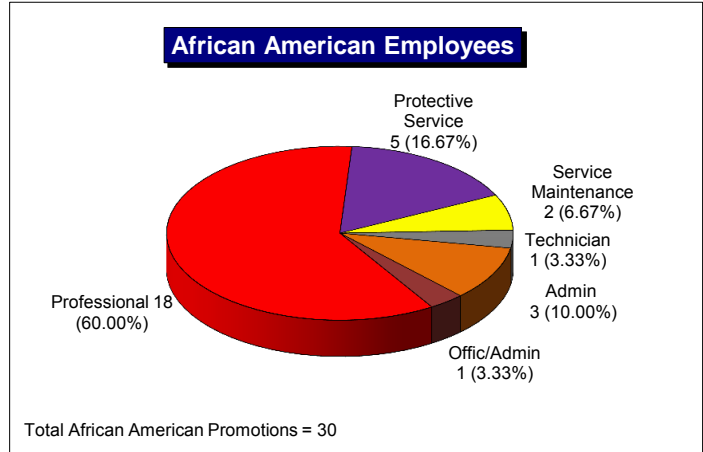
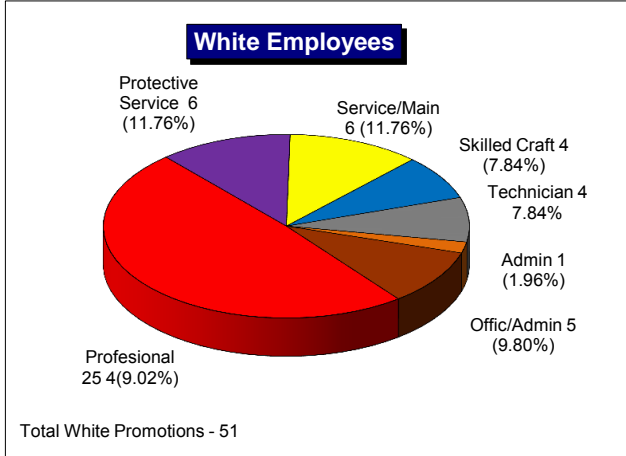


**Career Employee Promotions
By Gender and Race/Ethnicity**

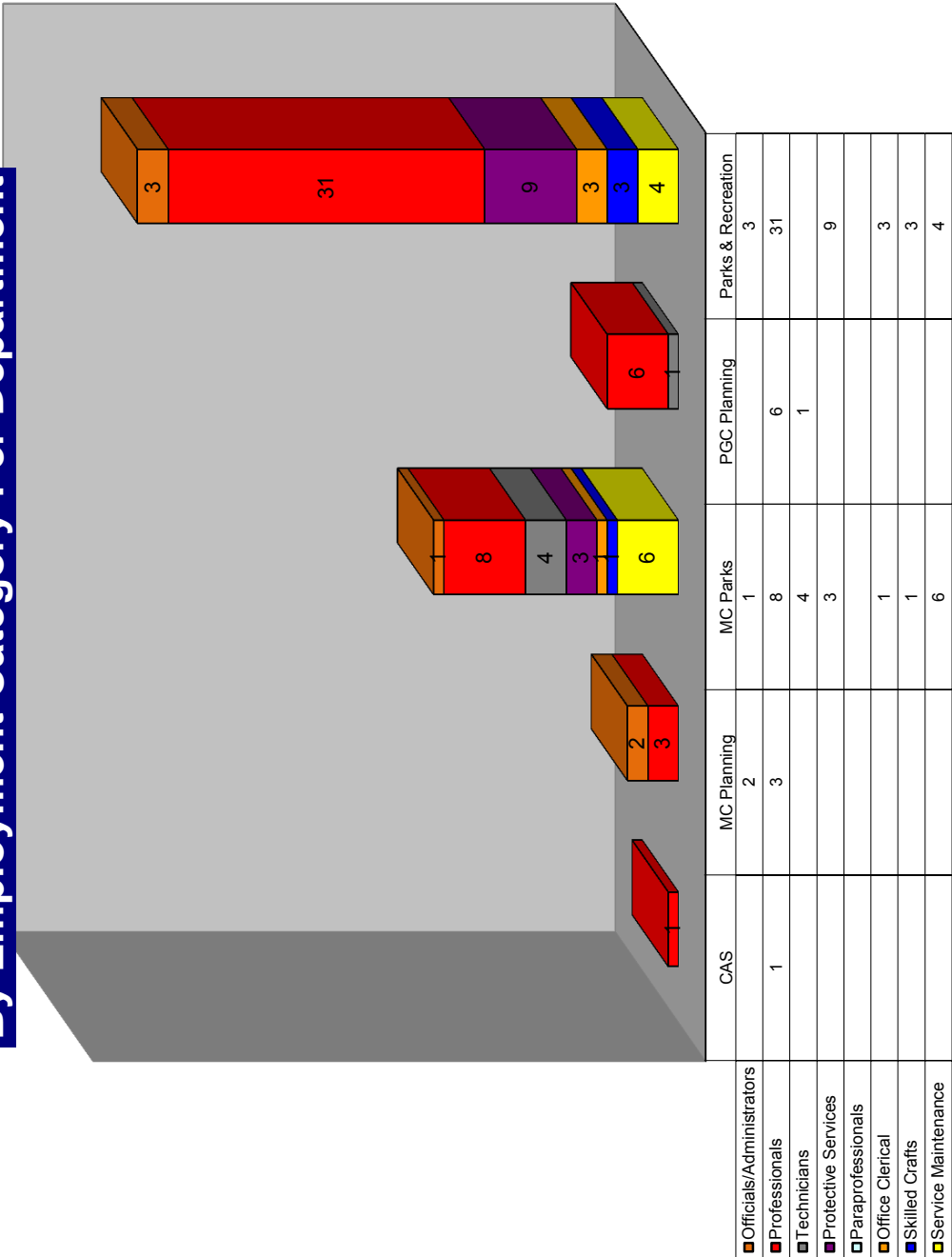


90 Promotions Commission-wide

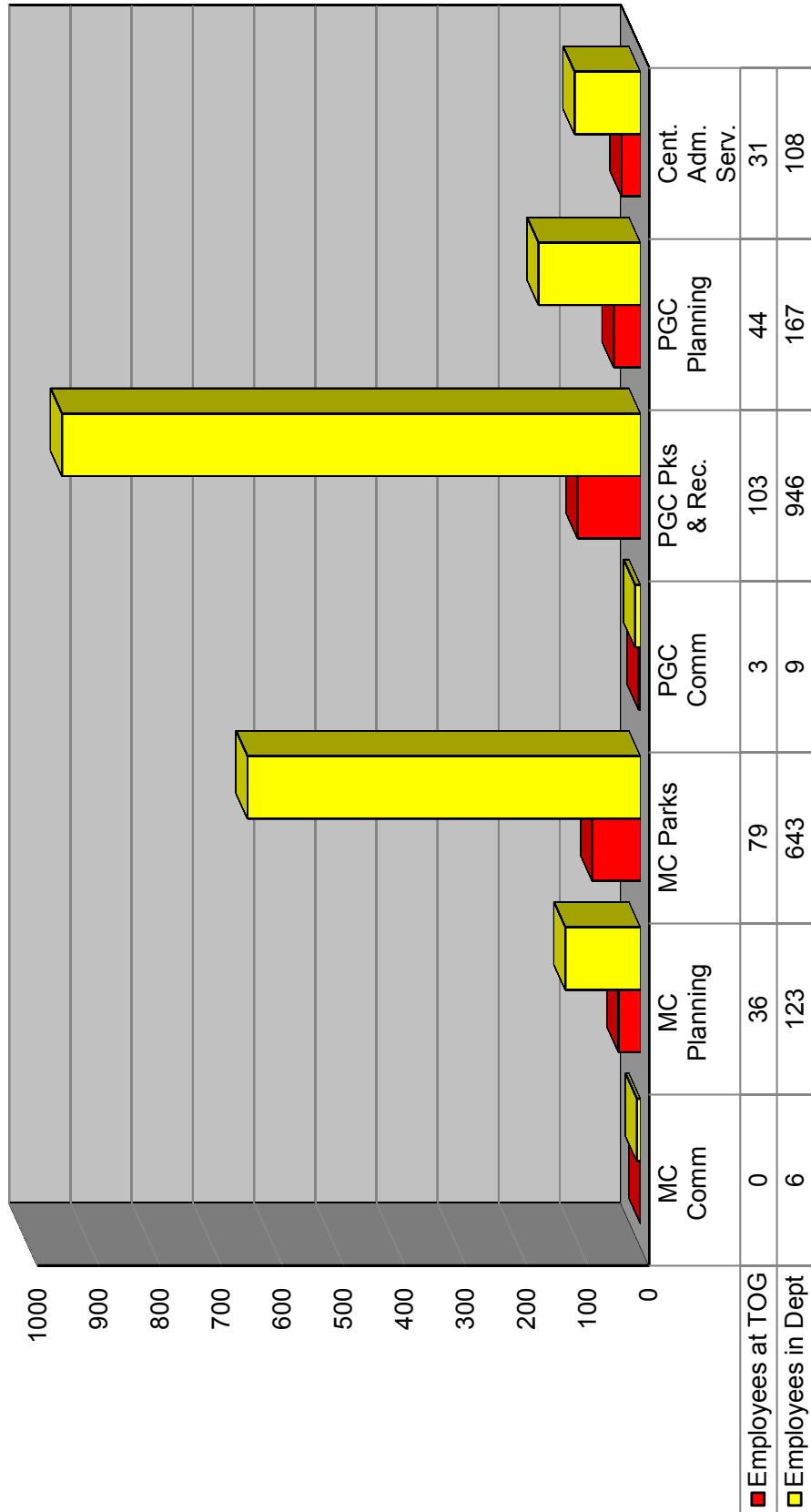
Career Employee Promotions By Race/Ethnicity and Employment Category



**Career Employee Promotions
By Employment Category Per Department**



Employees at Top of Grade (TOG) By Department



Total Employees at Top of Grade Commission-wide = 296

Comparison of Cost-of-Living Adjustments FY05 -- FY 15

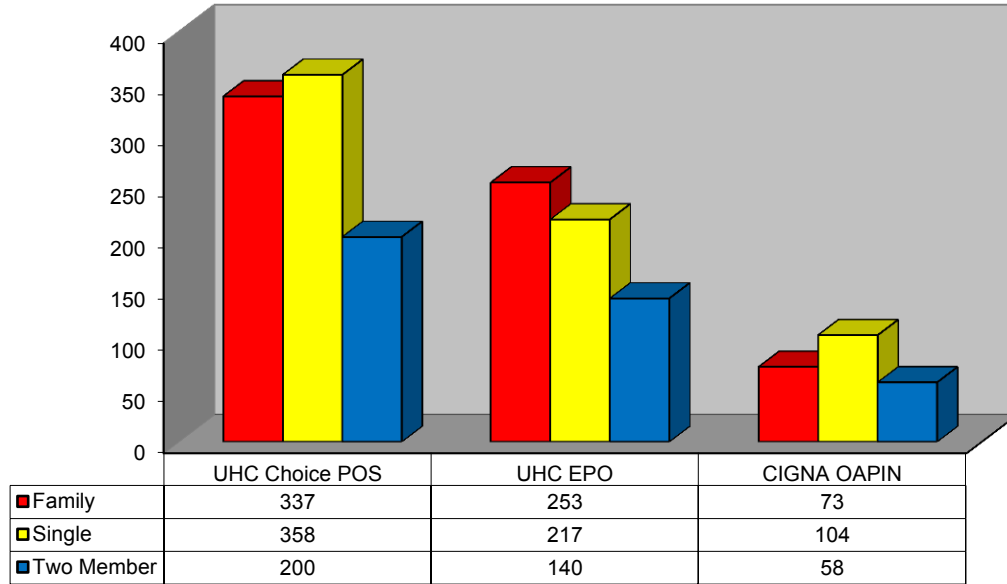
(Percent of Increase)

Fiscal Year	M-NCPPC			MONTGOMERY COUNTY			PRINCE GEORGE'S COUNTY		
	Park Police FOP	Ser/Labor Trades Office (Local 1994)	Non-Repres. Employees	Police (FOP)	OPT & SLT (1994)	Non-Repres. Employees	Police (FOP)	Ser/Labor Trades Office (AFSCME)++	Non-Repres. Employees
2005	2.50 (l)	2.70	2.70	2.00 (j)	2.00 (j)	2.00 (i)	2.00 (k)	3.00 (m)	1.50
2006	3.50 (n)	2.80	2.80	2.75	2.75	2.75	3.00	2.50	2.50
2007	4.50	3.00	3.00	4.00 (o)	4.00 (p)	4.00 (p)	3.00	2.50	2.50
2008	4.50	3.25	3.25	7.50 (q)	4.00	4.00	2.50	2.50	2.50
2009	3.25	3.25	3.25	4.00 (r)	4.50 (s)	4.50 (s)	3.00	2.50	2.50
2010	3.75	See note (u)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2011	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2012	0.00	0.00	0.00	0.00	0.00	0.00	0.00	See note (v)	0.00
2013	See note (w)	See note (w)	See note (w)	See note (w)	See note (w)	0.00	0.00	See note (v)	0.00
2014	2.50	2.50 (w2)	3.00 (w3)	2.10	3.25	3.25	0.00 (x)	2.50 (y)	2.50 (z)
			1.50 (w3)						
			1.50 (w3)						
2015	1.75 (w1)	2.00 (w4)	2.00 (w4)	2.10	3.25	3.25	0.00	2.50 (yy)	2.50 (zz)
Cumulative	26.25	19.50	20.00	24.45	23.75	25.75	13.50	18.00	16.50

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

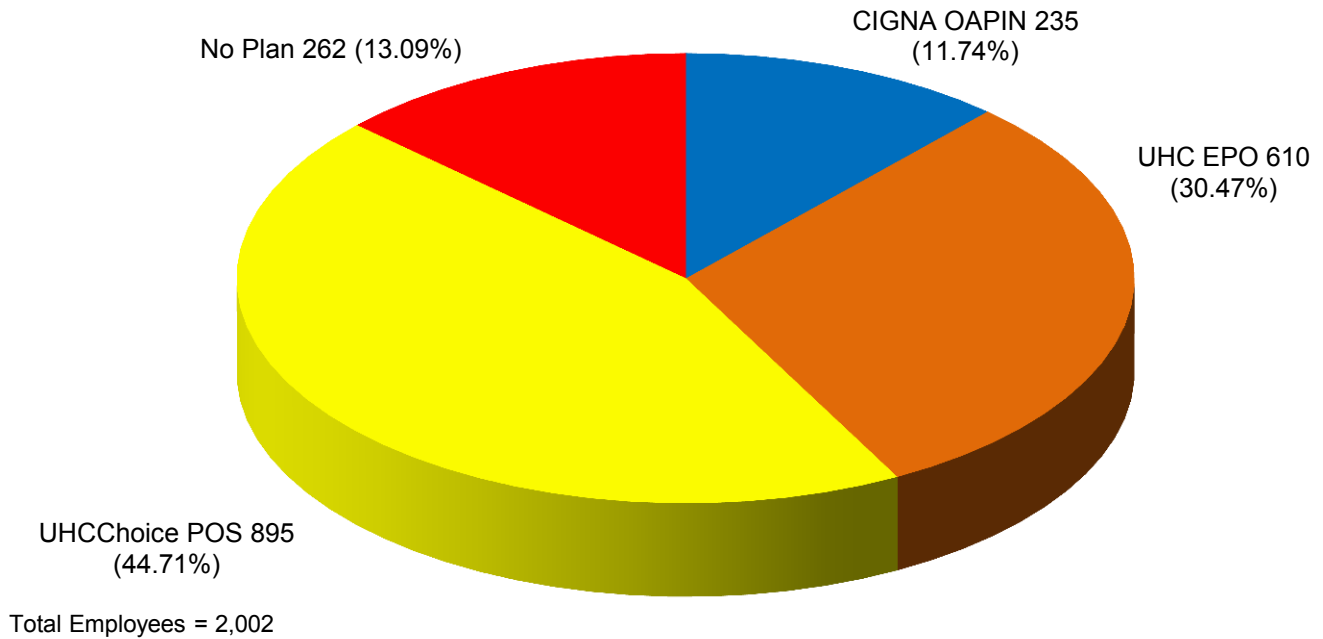
- (l) COLAs effective 9/5/04
- (k) FY05 COLA, 1.0% in 7/ 04 and 1.0% in 1/05
- (l) FY05 COLA effective 5/05; graded officers received 2.5%; Sergeants received 5.0%
- (m) FY05 COLA, 1.0% in 7/04, 1.0% in 1/05, and 1.0% in 4/05
- (n) Officers received 2.5% effective 7/05 and a 1% COLA effective 4/06
- (o) FY07 COLA 3.0% effective 1/9/06 and 1% effective 1/7/07
- (p) FY07 COLA, 3.0% effective 7/1/06 and 1.0% effective 1/7/07
- (q) Salary schedule adjusted by \$3,151 - equivalent to 7.5%, effective 7/1/07
- (r) FY09 COLA 4.25% for officers
- (s) FY09 COLA of 4.5% for Service/Labor, Trades and Office Unites, and Non-represented
- (t) FY09 one-time 2% longevity for employees with performance ratings of exceptional or highly successful for 2 most consecutive years and top of grade, with 20 years service
- (u) \$1,420 lump sum wgs adjustment with \$640 representing COLA
- (v) FY13 \$1,000 lump sum not added to base salary in FY12 and \$1,250 lump sum not added to base
- (w) \$2,000 lump sum not added to base salary
- (w1) FY15 COLA 1.75%, effective 7/1/15
- (w2) FY14 COLA for MCGEO employees was phased in with 1.25% effective 10/13 and 1.25% effective 1/14. Employees at top of grade received 2.75%
- (w3) FY14 COLA 3.0% for Non-represented whose base salary was at or within 2.999% of top of grade effective 10/13 and 1.5% for Non-represented whose base salary was not at or within 2.999% of top of grade effective 10/13 and 1.5% effective 1/14
- (w4) 2.0% COLA, effective 9/14/14, plus 0.5% lump sum for employees not at top of grade or 1.0% lump sum for those at top of grade
- (w5) FY15 - 1.0% lump sum of base pay for employees at top of grade and 0.5% of base pay for employees who will receive a merit increase, effective 7/6/14
- (x) Adding new step
- (y) 2.5% COLA, effective 7/1/13
- (yy) 2.5% COLA, effective 3/1/14
- (z) 2.5% COLA, effective 8/25/13
- (zz) 2.5% COLA, effective 3/9/14
- (zz1) Union agreement will end 6/30/15

Medical Health Plan Participation by Coverage



Career Employees not participating in a M-NCPPC Health Program = 262

Medical Health Plan Participation by Provider



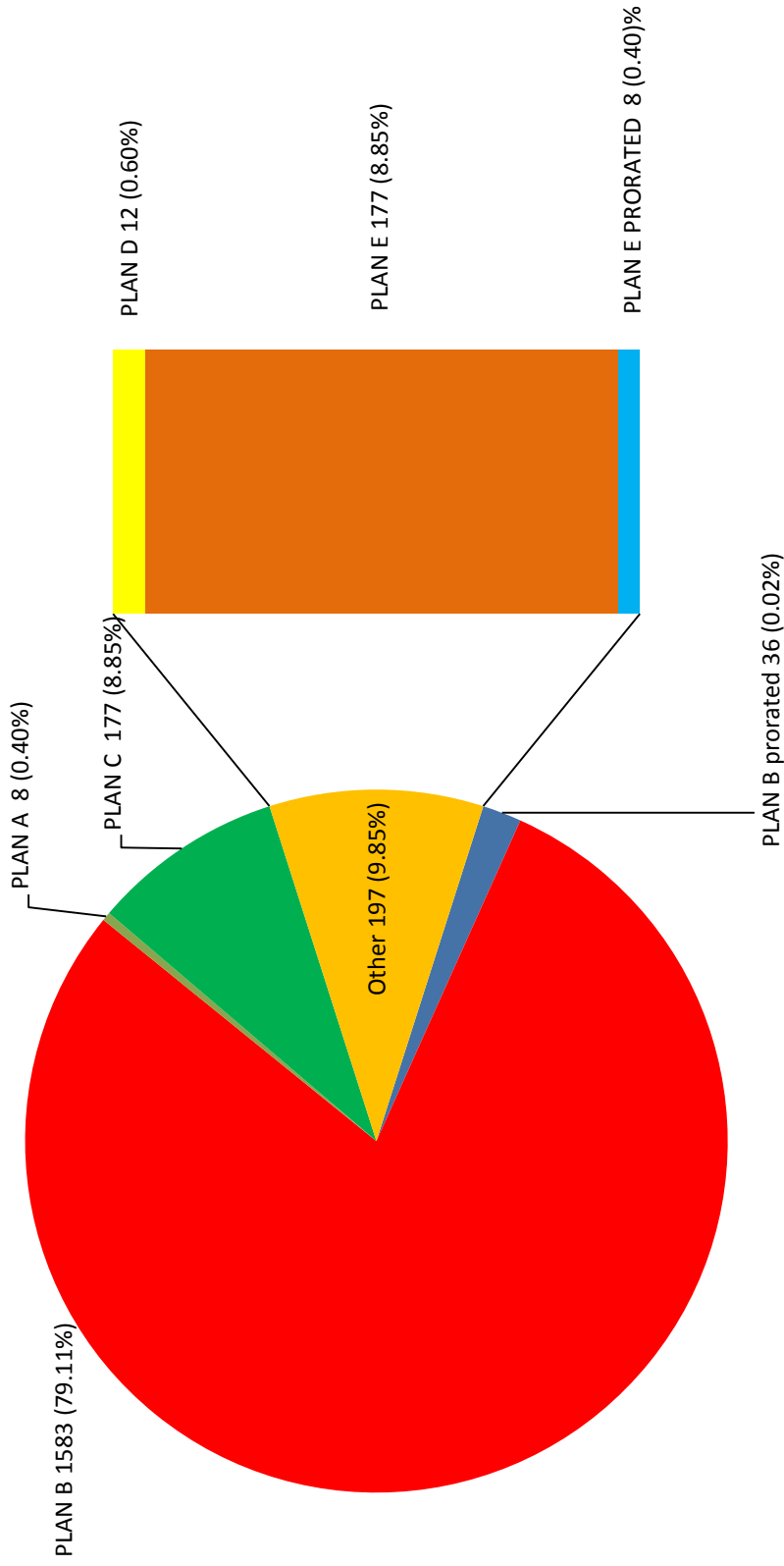
These graphs do not include participation in prescription drug, dental or vision coverage. Participation is based on calendar year. Distribution changes each calendar year at time of Open Enrollment.

Active Career Health Plan Participation

Health Plan	Coverage	Enrolled	Percentage
IPA Models			
UHC EPO	Family	253	12.64%
UHC EPO	Single	217	10.84%
UHC EPO	Two-Member	140	6.99%
		610	30.47%
CIGNA OAPIN	Family	73	3.65%
CIGNA OAPIN	Single	104	5.19%
CIGNA OAPIN	Two-Member	58	2.90%
		235	11.74%
UHC Choice POS	Family	337	16.83%
UHC Choice POS	Single	358	17.88%
UHC Choice POS	Two-Member	200	9.99%
		895	44.71%
No Health Plan		262	13.09%
Total		2002	100%

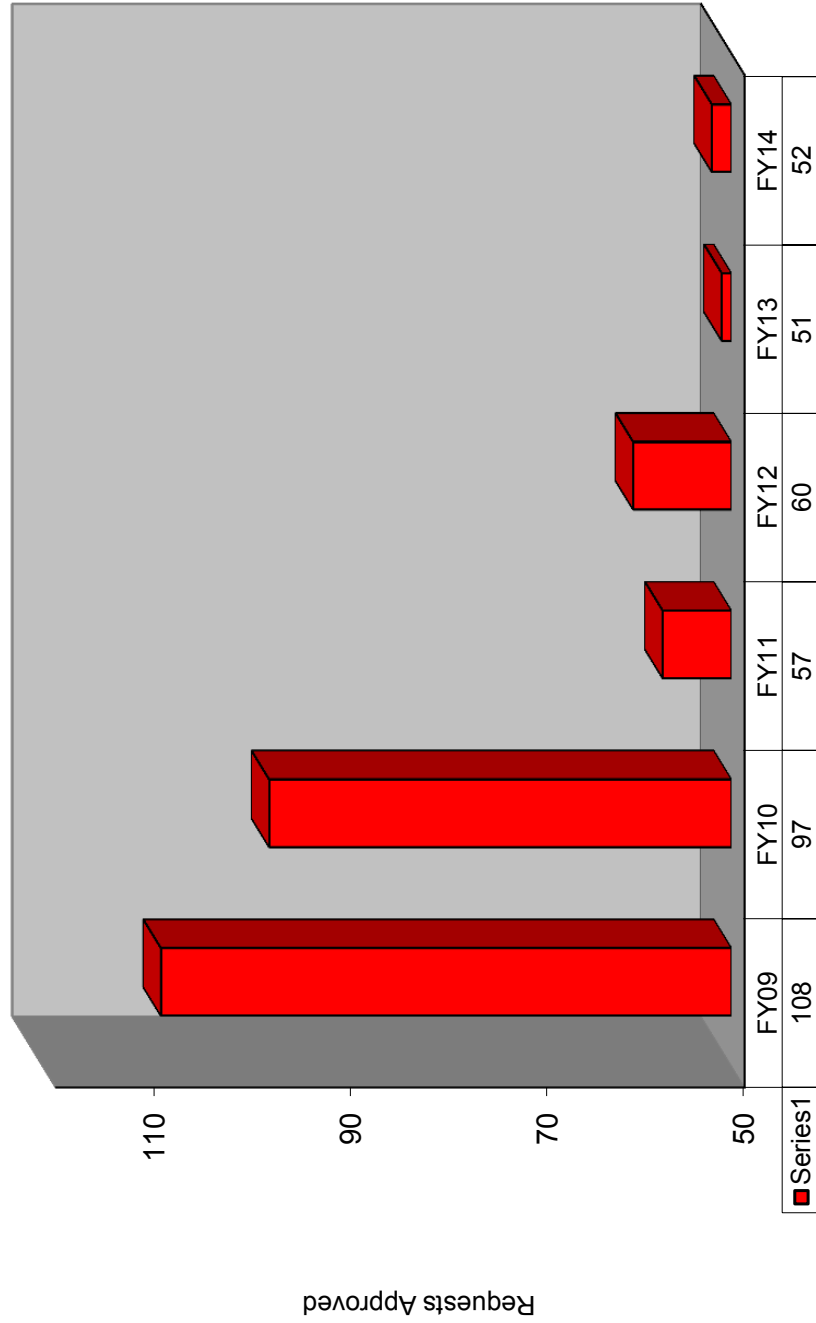
NOTE: Does not include participation in prescription drug, supplemental dental, or vision coverage. Participation is based on calendar year. Distribution changes each calendar year through Open Enrollment transfers.

Participation in Employee Retirement Plans



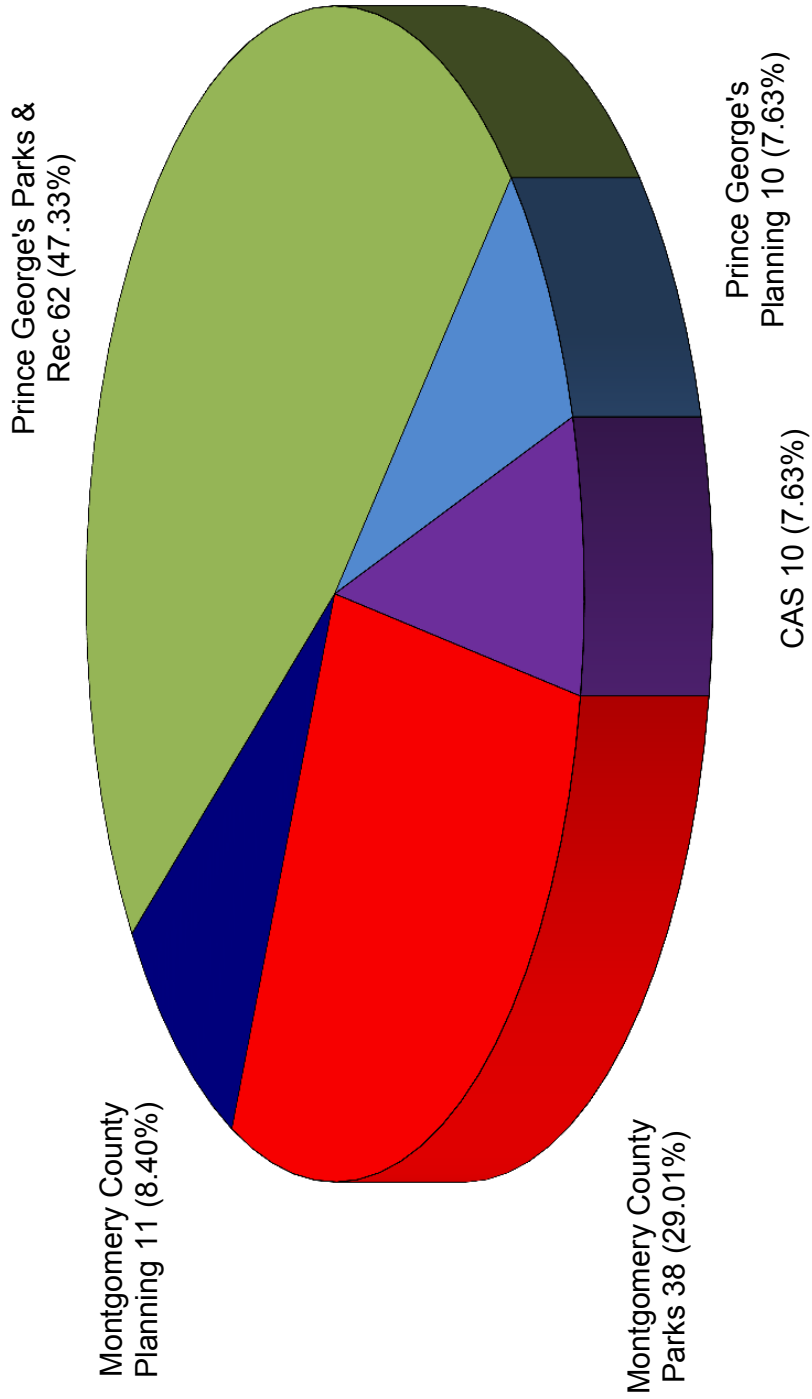
Total employees = 2,001
Non Public-Safety employees are in Plans A or B.
Plans C & D are for Park Police.

Tuition Assistance Program - Commission Wide Participation



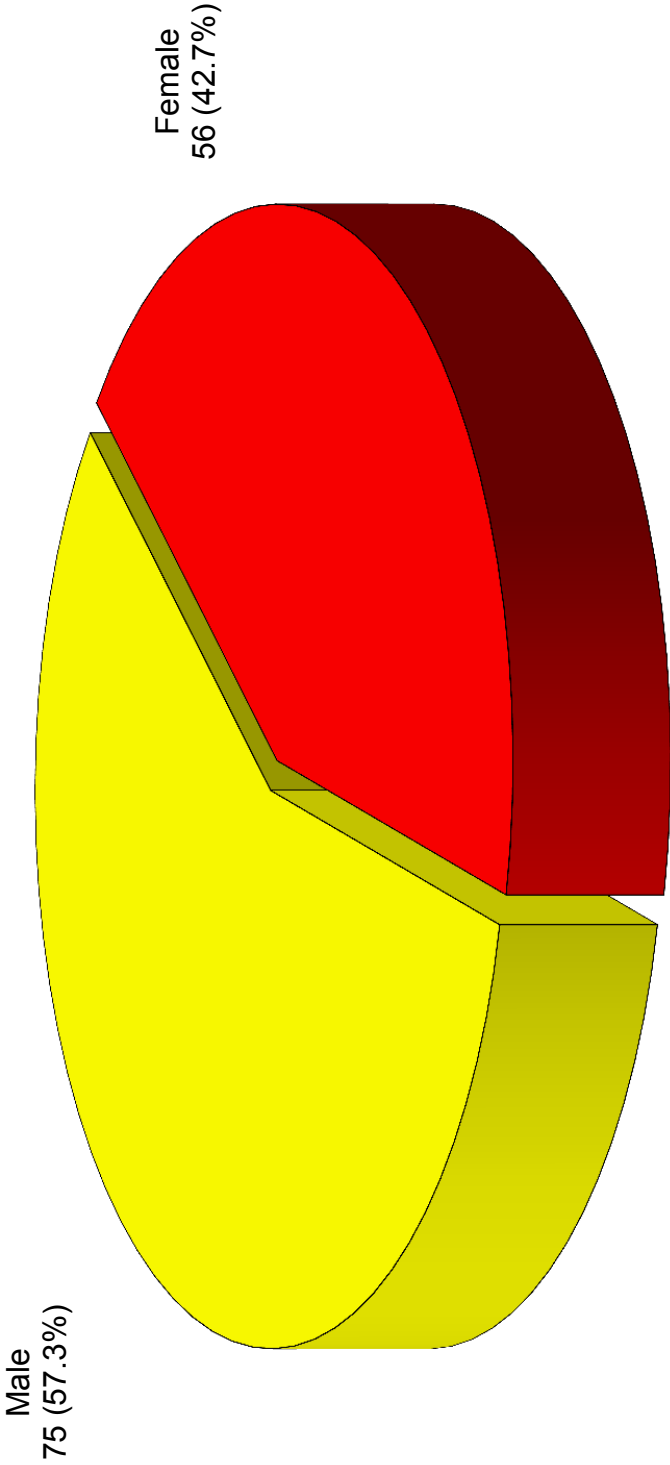
A survey will be conducted to determine why Tuition Assistance Program dropped off in FY13 and FY14.

Employee Separations by Department



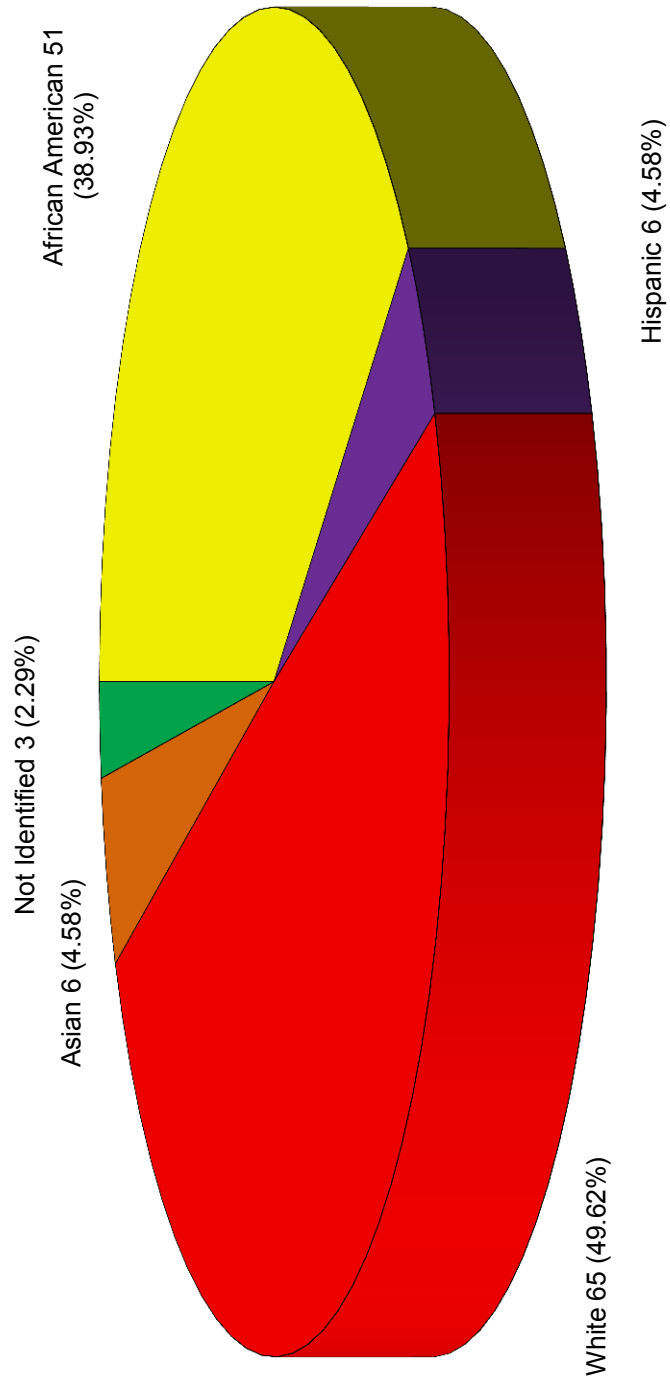
Commission-Wide Separations = 131

Employee Separations by Gender



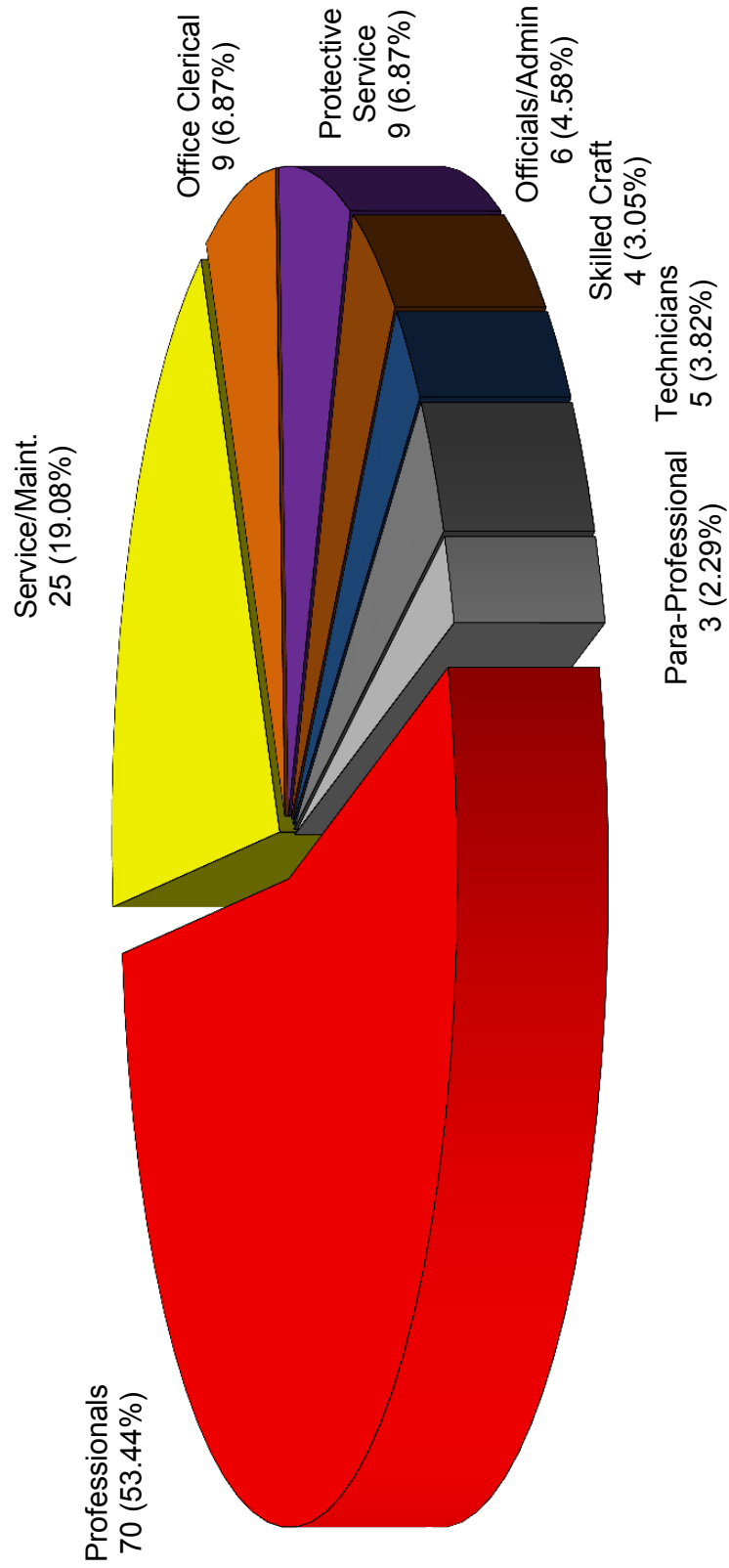
Note: Total Employees = 131

Employee Separations by Race/Ethnicity



Commission-Wide Separations = 131

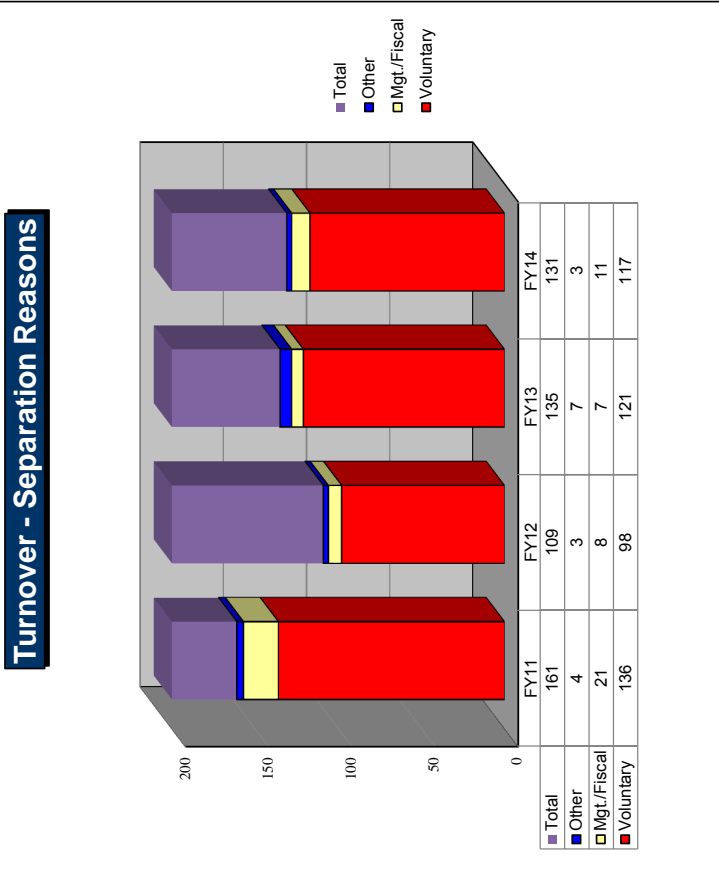
Employee Separations by Employment Category

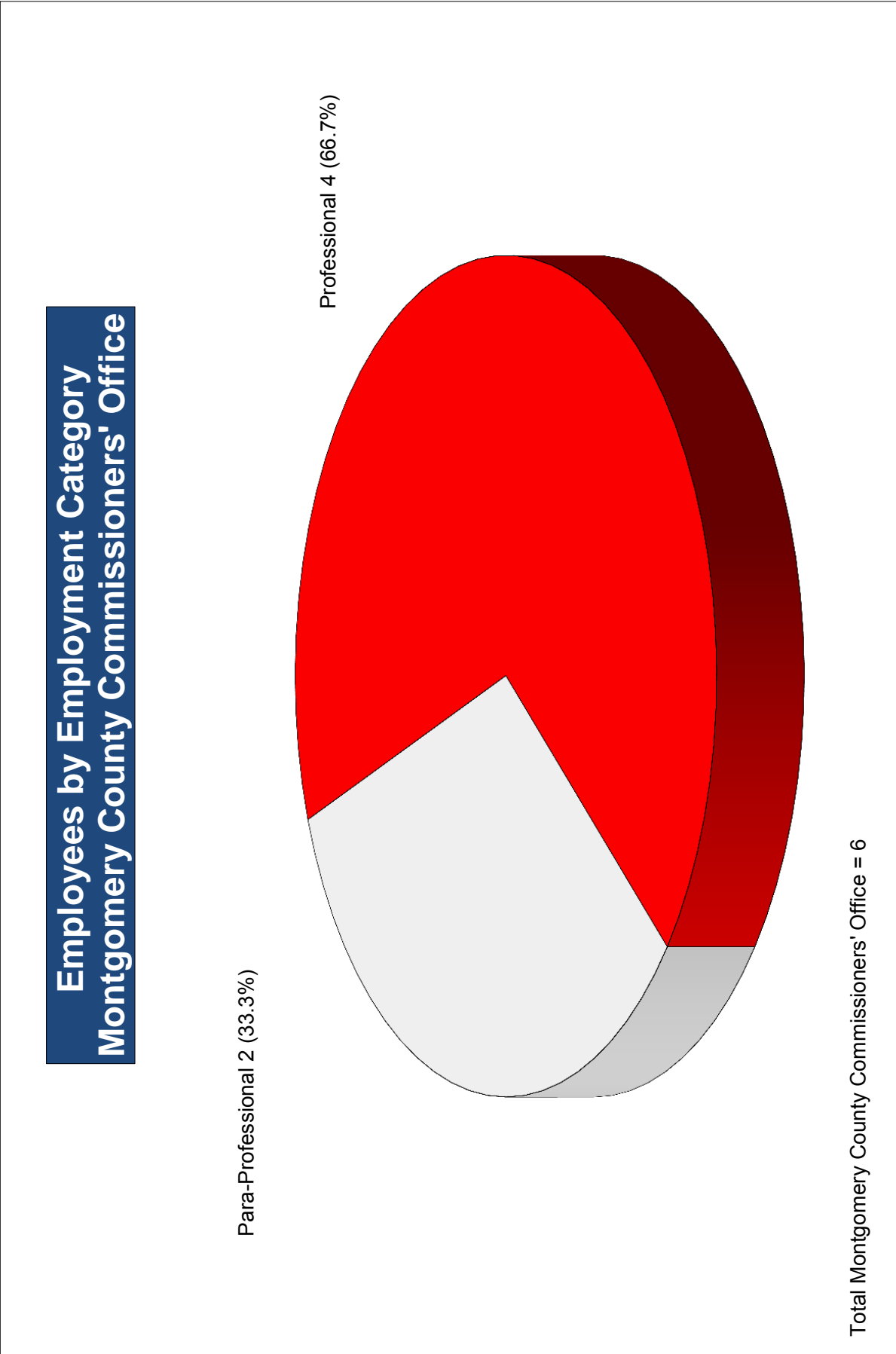


Commission-Wide Separations = 131

Number of Separations by Reason and Fiscal Year

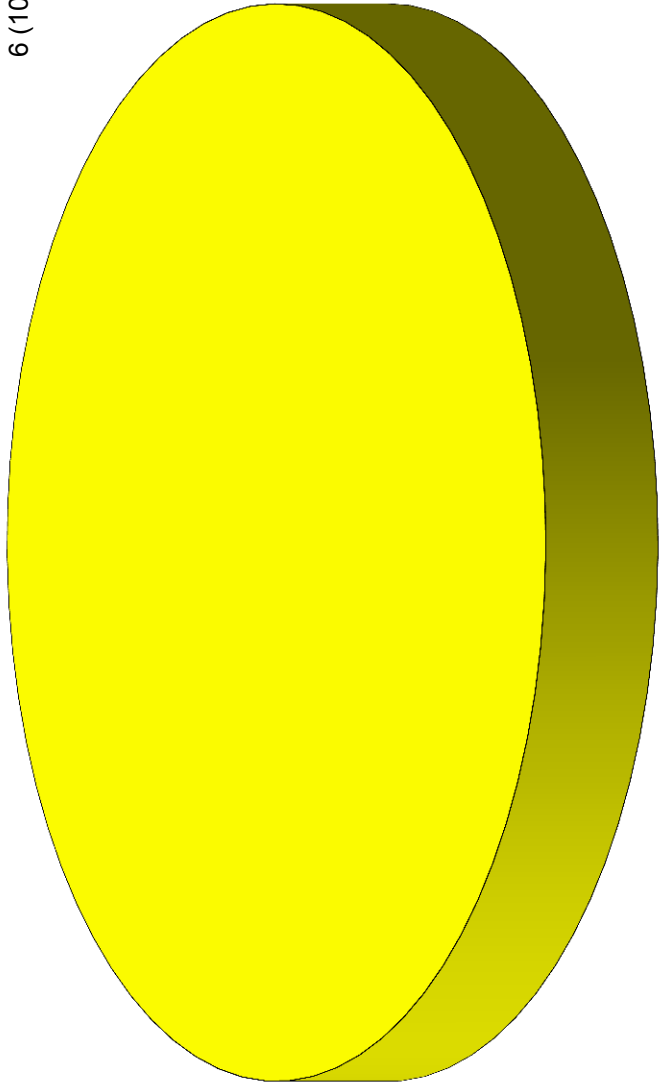
	2010	2011	2012	2013	2014
Voluntary					
New Job	15	24	21	27	31
Relocation	3	1	3	6	5
Personal Reasons	24	26	24	22	32
Return to School	0	0	1	0	1
Early Retirement	5	5	5	4	1
Normal Retirement	79	75	38	58	45
Quit Without Notice	2	5	4	4	1
Other	0	0	2	0	1
Management/Fiscal					
Violation of Rules	13	6	7	4	6
Unsatisfactory Performance	7	6	1	3	5
Reduction in Force (RIF)	0	9	0	0	0
Other					
Death	4	4	1	5	3
Not Specified	1	0	0	0	0
Disability/Medical	2	0	2	1	0
Resign Medical	1	0	0	1	0
Total Separations	156	161	109	135	131
Turnover Rate	7.40%	7.50%	6.00%	6.80%	6.50%





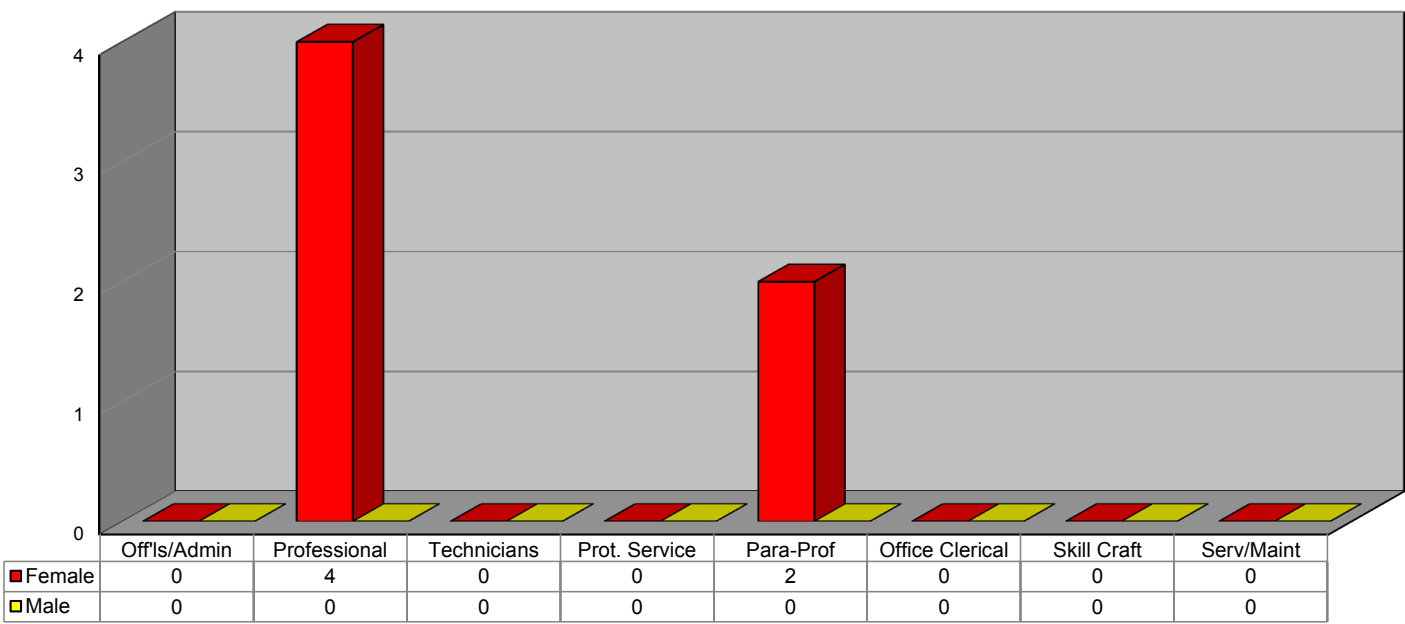
**Race/Ethnicity
Career Employees
Montgomery County Commissioners' Office**

African American
6 (100%)



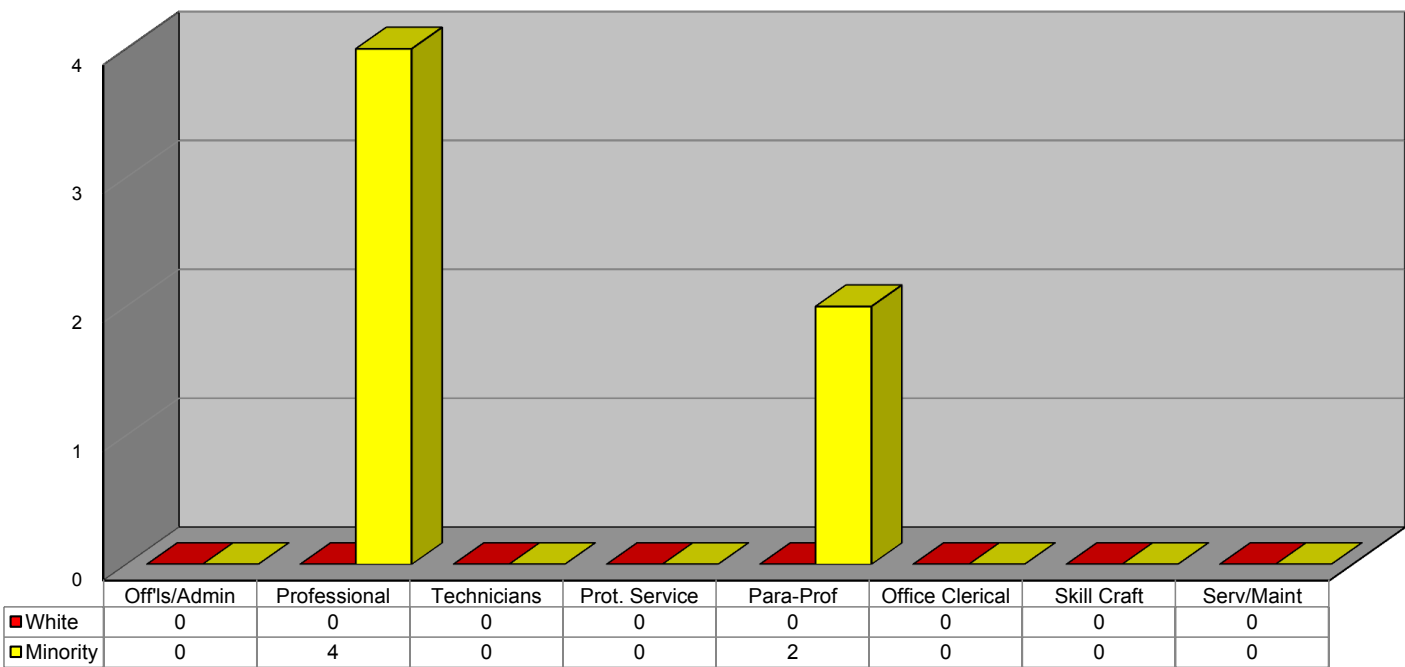
Total Montgomery County Commissioners' Office Employees = 6

**Distribution by Employment Category and Gender
Montgomery County Commissioners' Office**



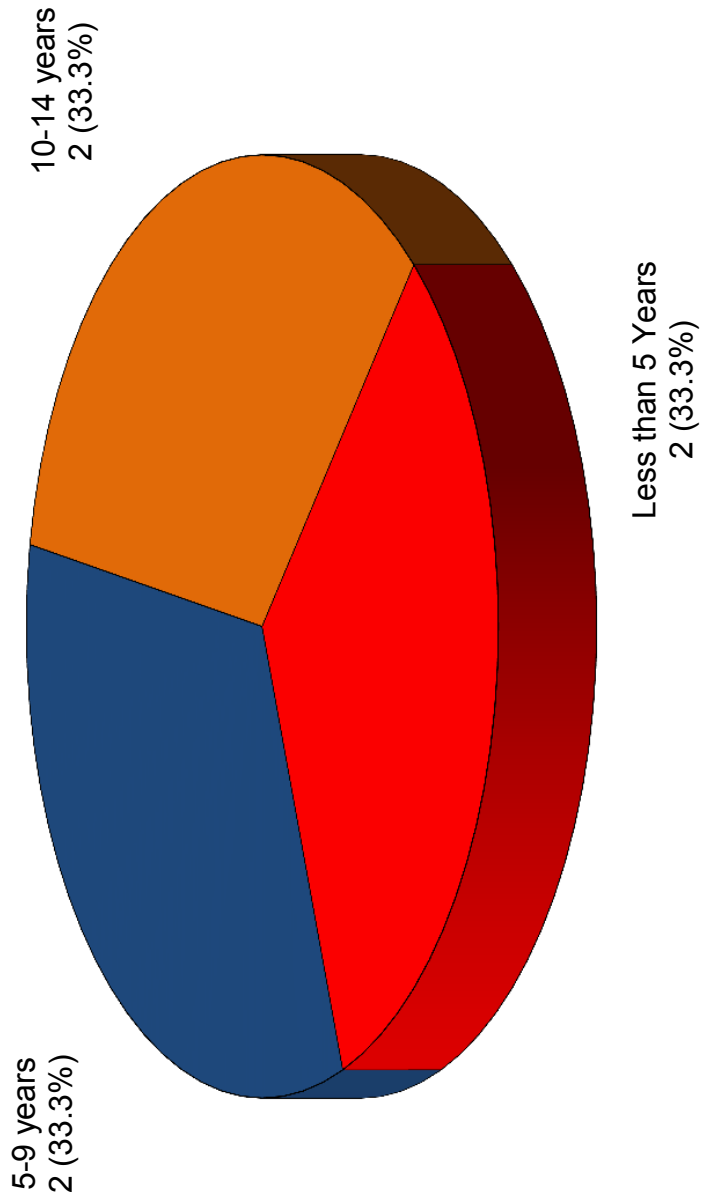
Total Montgomery County Commissioners' Office Employees = 6

**Distribution by Employment Category and Race/Ethnicity
Montgomery County Commissioners' Office**



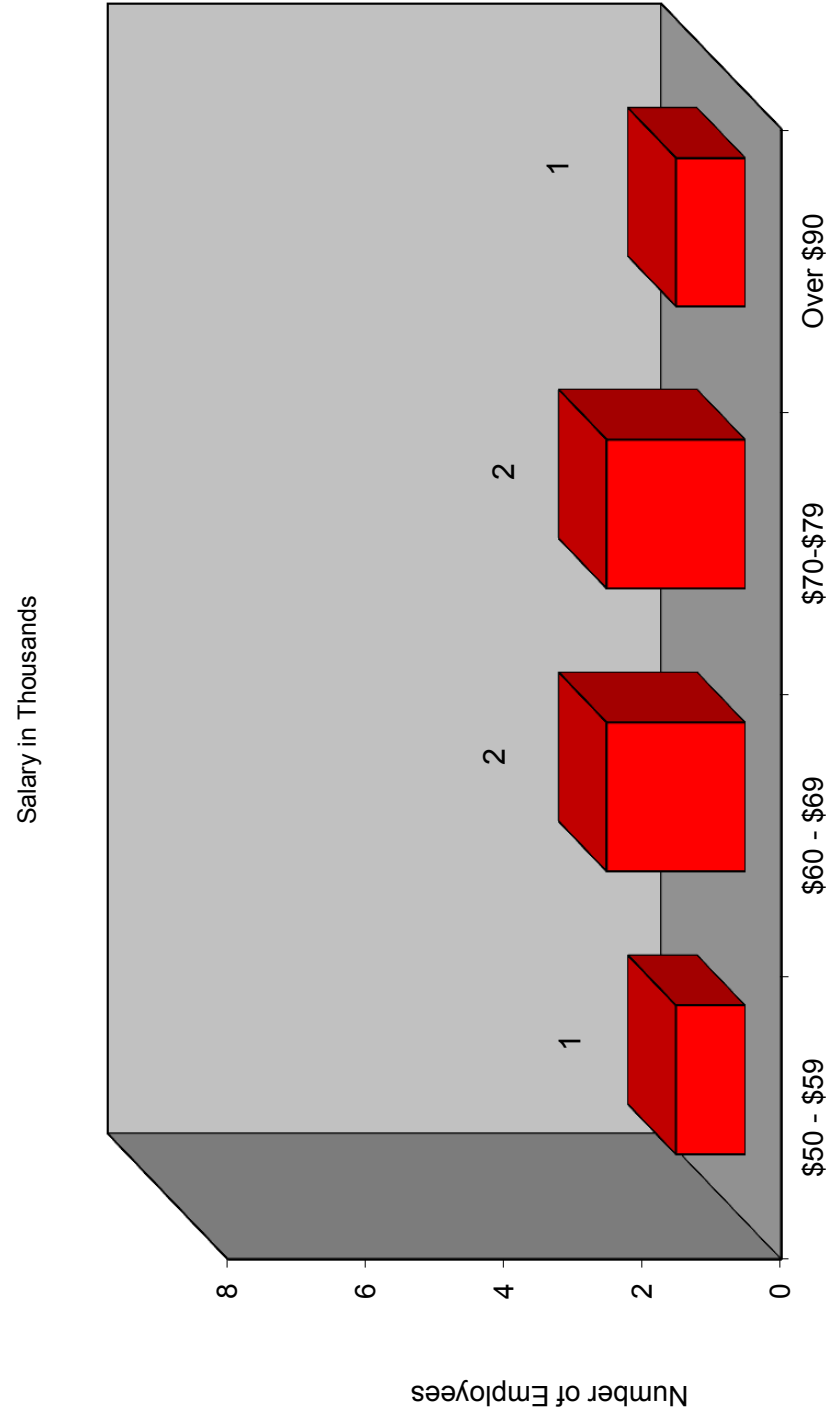
Total Montgomery County Commissioners' Office Employees = 6

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



Total Montgomery County Commissioners' Office Employees = 6

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

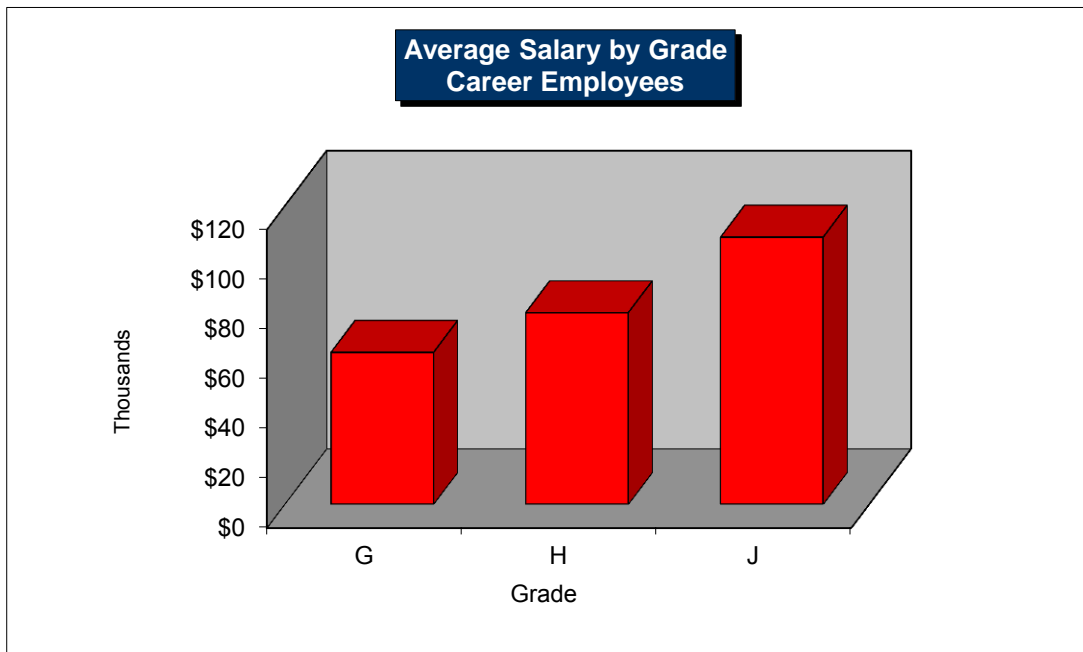


Total Montgomery Commissioners' Office Full-Time Employees = 6
Average Salary: \$74,142
Excludes Part-Time Career Employees

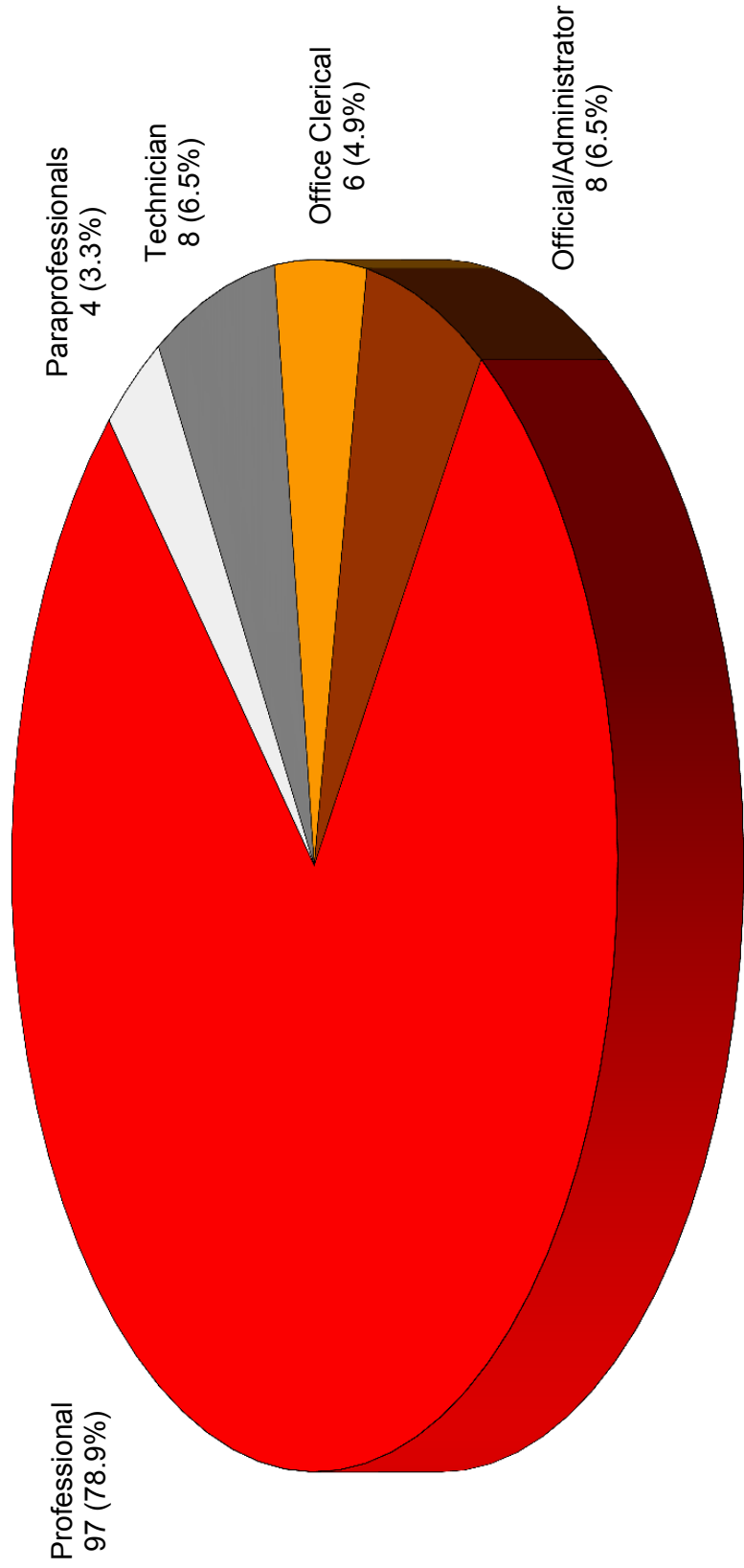
Average Annual Salary for Career Employees by Grade Montgomery County Commissioners' Office

Grade	Salary
G	\$61,087
H	\$77,088
J	\$107,417

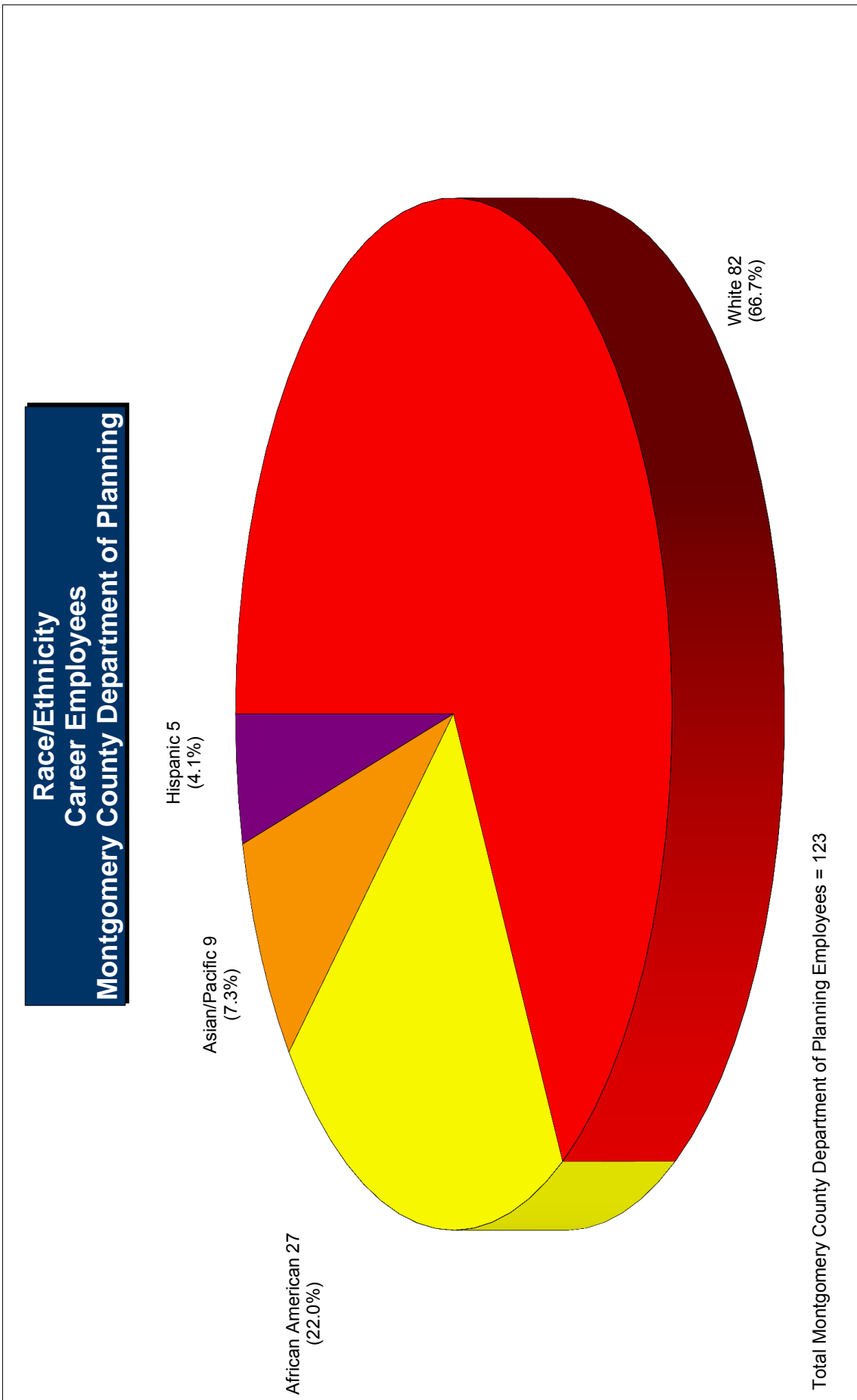
Average Departmental Salary: \$74,142
Average Commission Salary: \$66,311



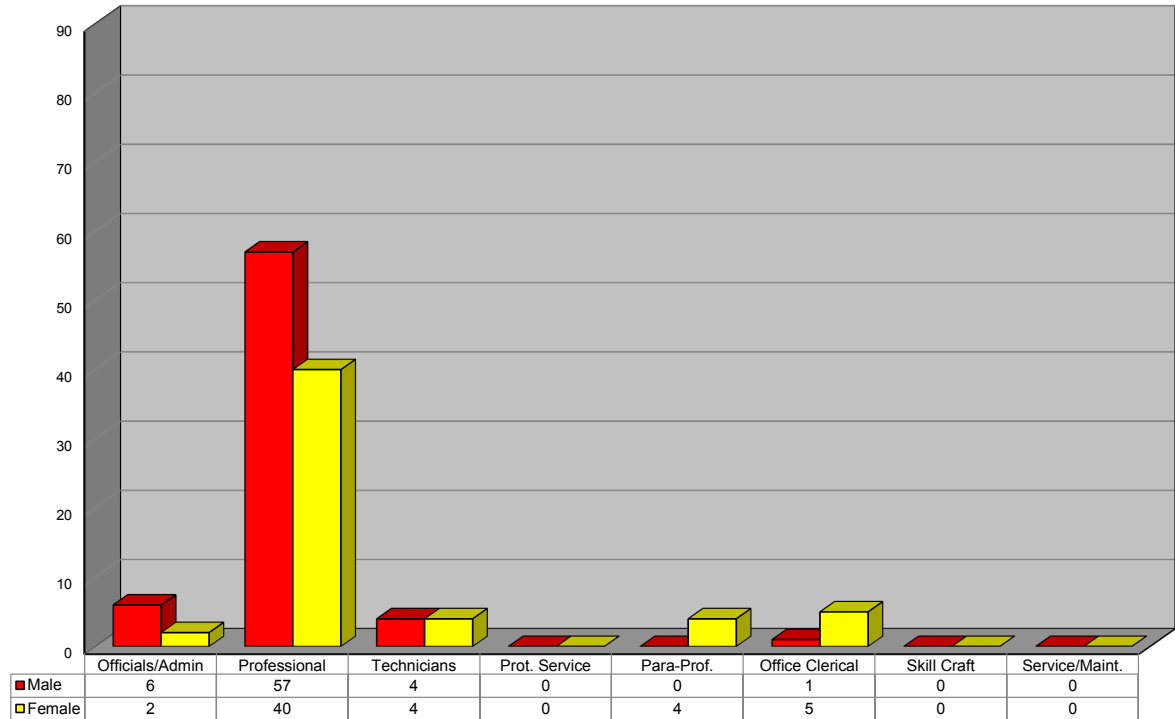
**Employees by Employment Category
Montgomery County Department of Planning**



Total Employees Montgomery County Planning = 123

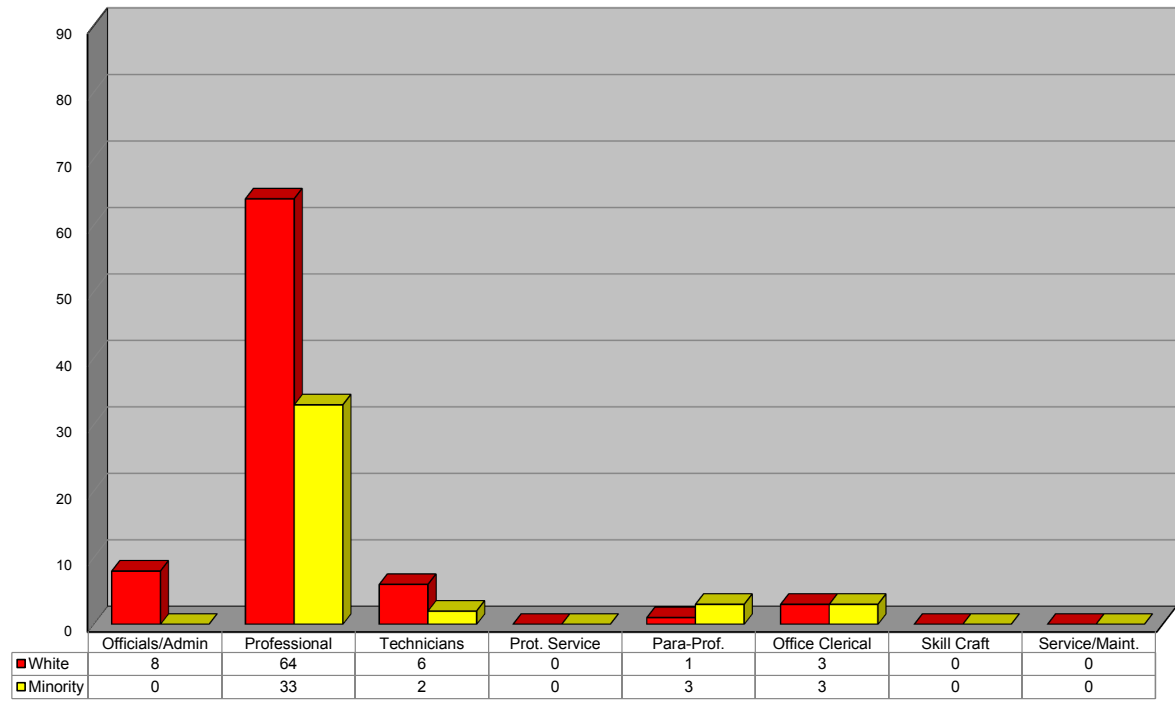


**Distribution by Employment Category and Gender
Montgomery County Department of Planning**



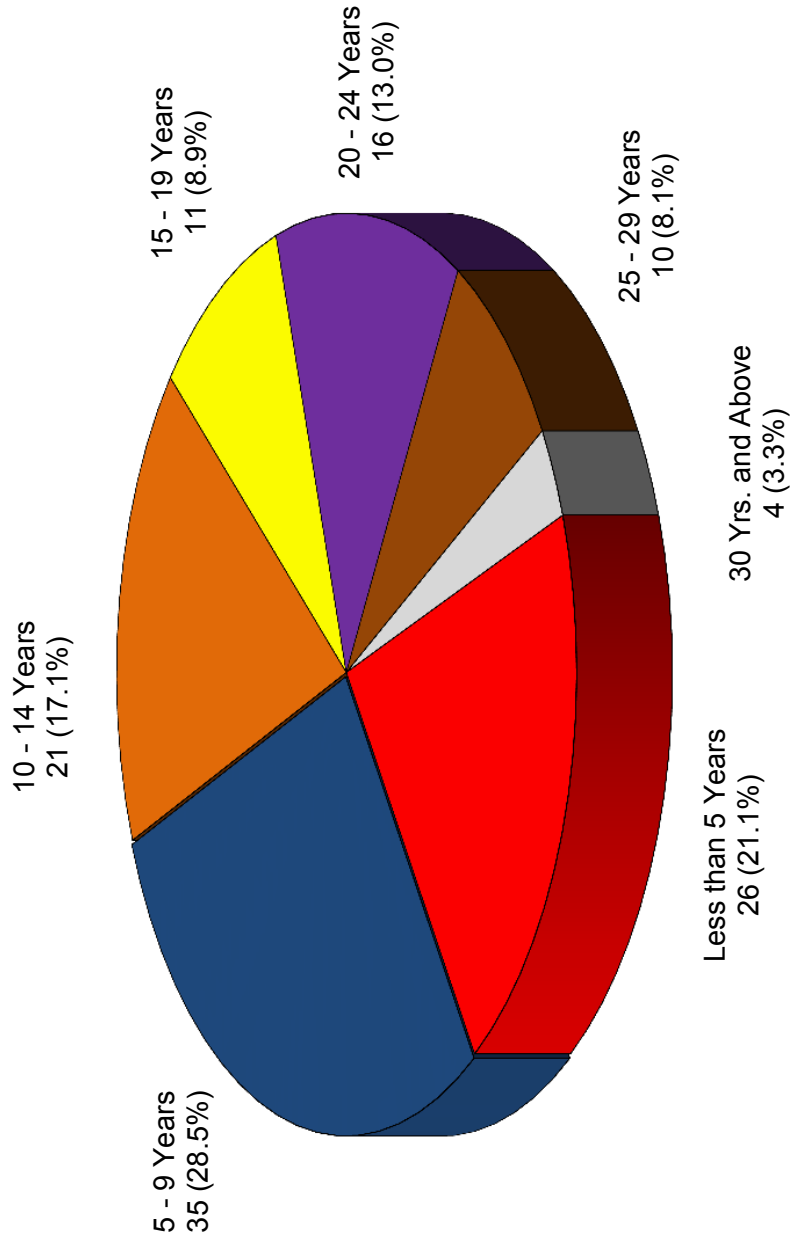
Total Montgomery County Department of Planning Employees = 123

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



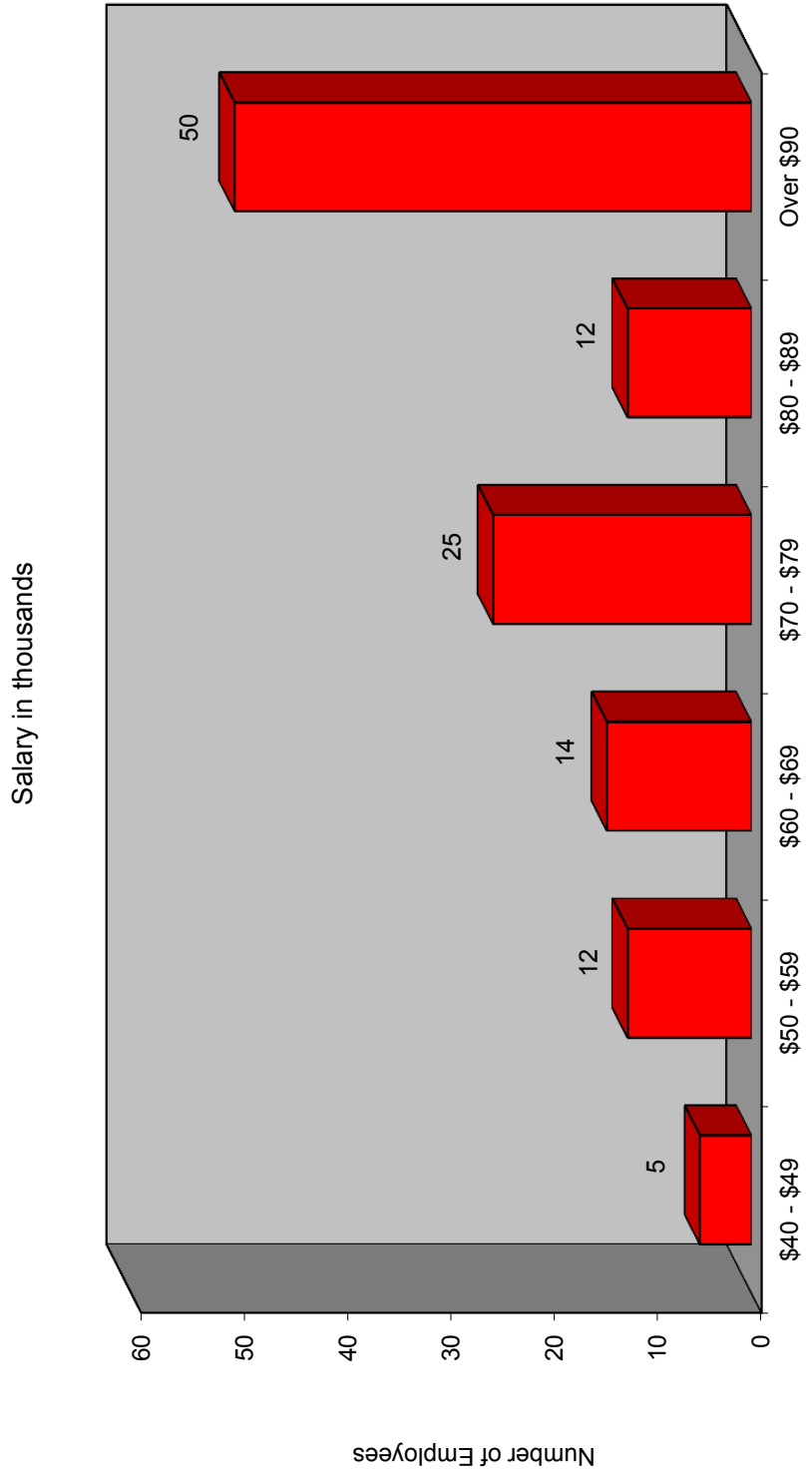
Total Montgomery County Department of Planning Employees = 123

**Average Length of Service
Career Employees
Montgomery County Department of Planning**



Total Montgomery County Department of Planning = 123

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

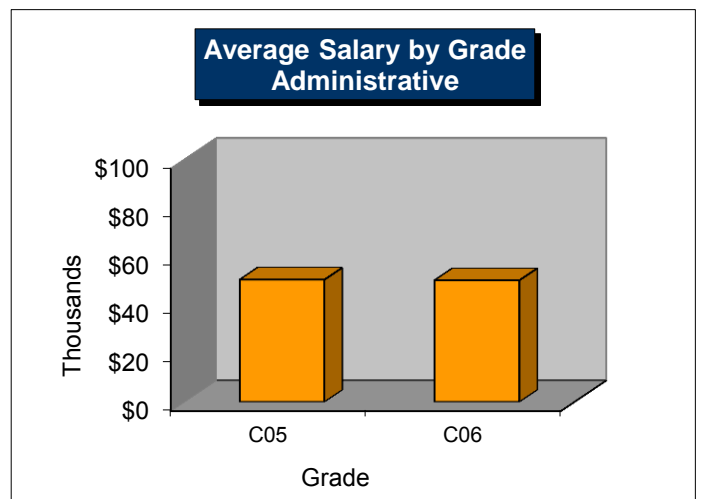
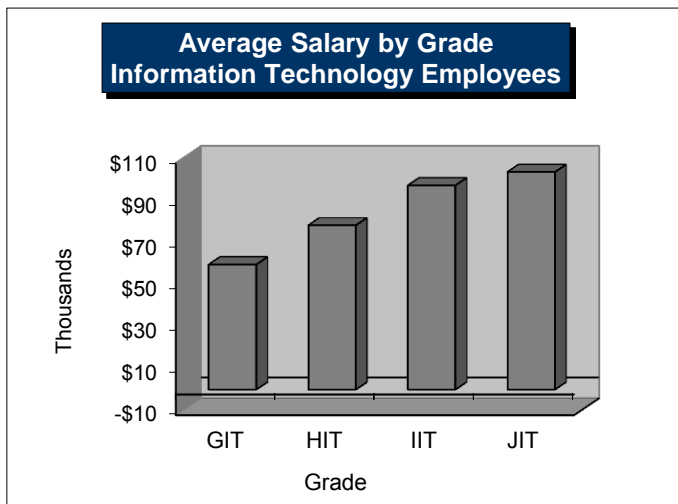
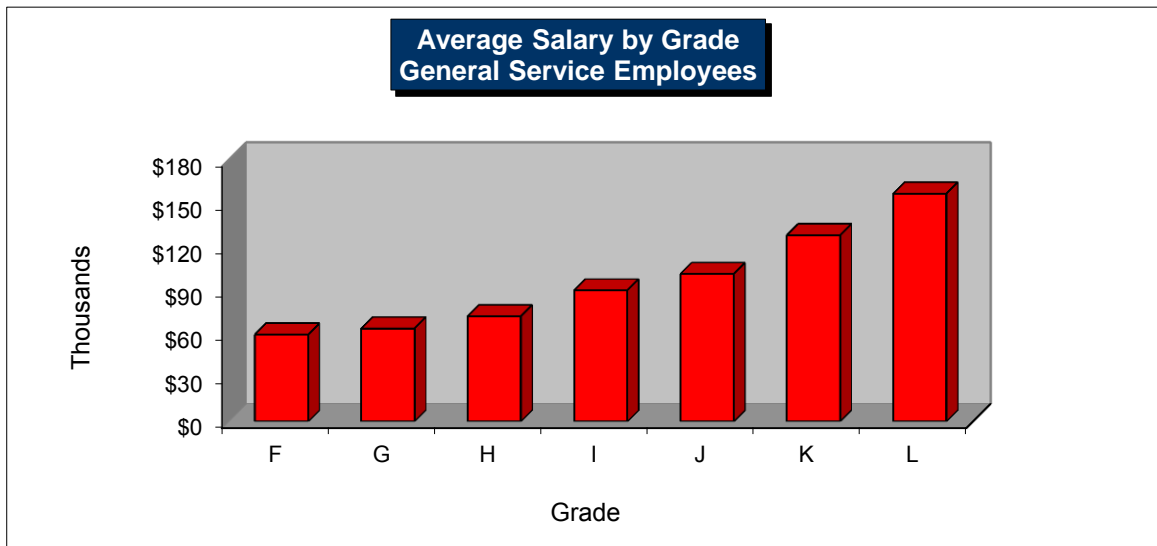


Total Montgomery County Planning Full-Time Employees = 118
Average Salary: \$83,752

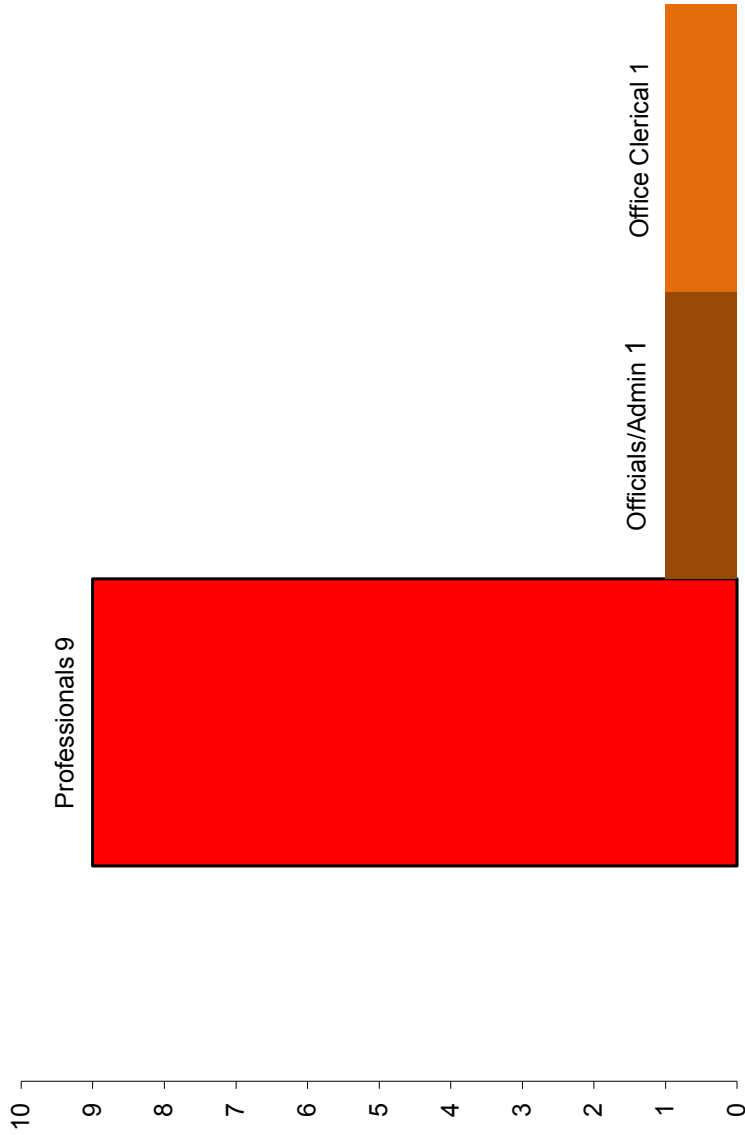
Average Annual Salary for Career Employees by Grade Montgomery County Department of Planning

Grade	Salary	Grade	Salary	Grade	Salary
C05	\$50,400	F	\$59,921	GIT	\$59,442
C06	\$50,149	G	\$64,019	HIT	\$78,103
		H	\$72,466	IIT	\$97,098
		I	\$90,243	JIT	\$103,472
		J	\$101,579		
		K	\$128,231		
		L	\$156,818		

Average Departmental Salary: \$83,752
 Average Commission Salary: \$66,311

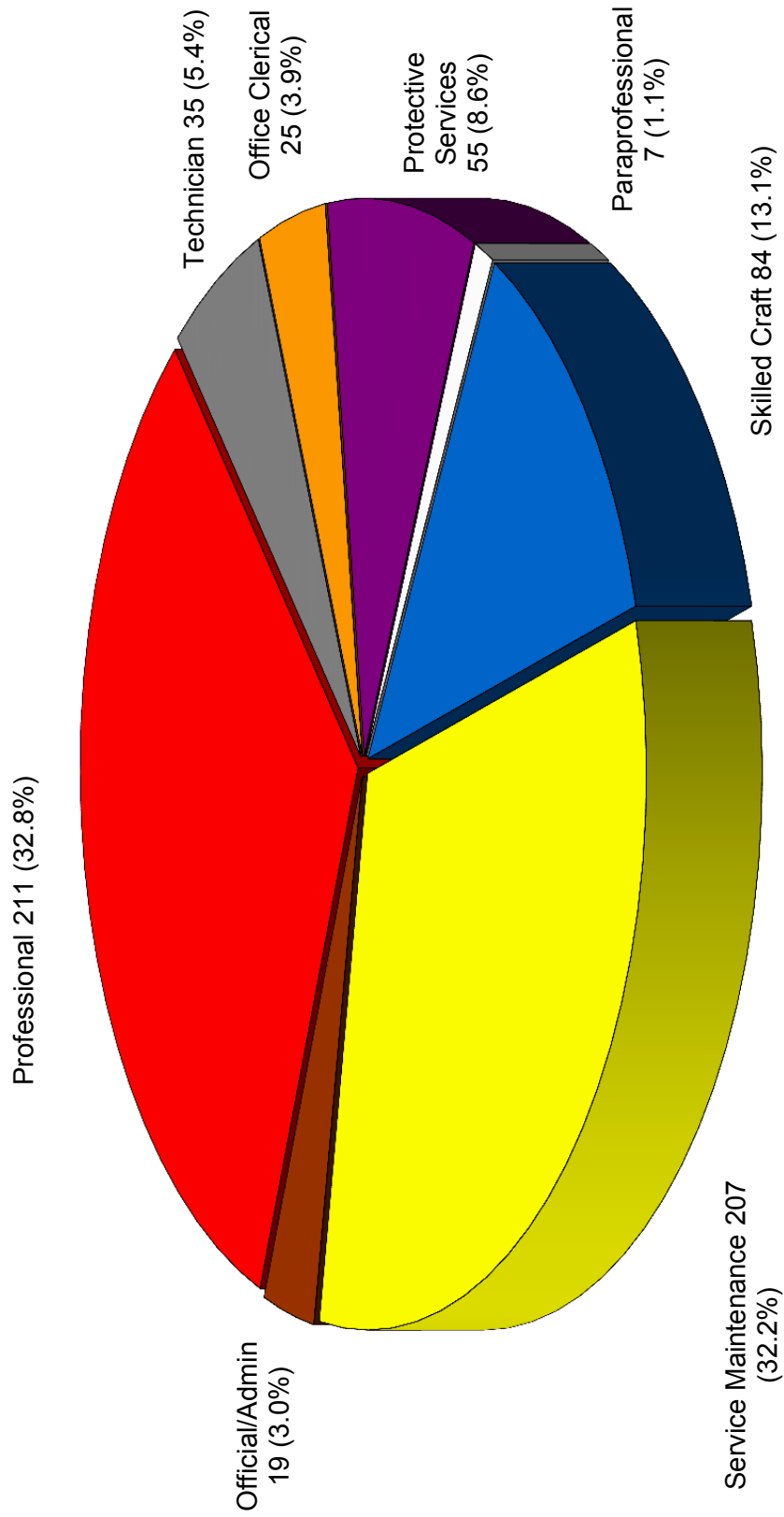


Employee Turnover by Employment Category Montgomery County Department of Planning



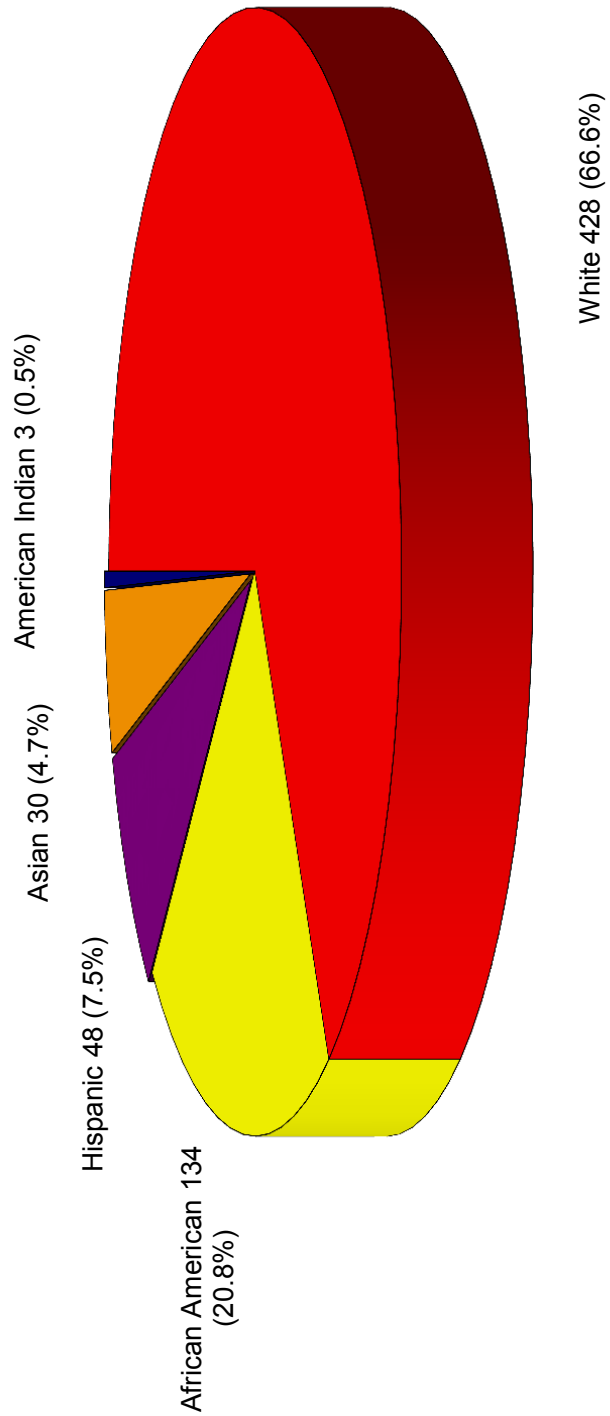
Montgomery County Department of Planning Turnover = 11 or 9.0%
Montgomery County Department of Planning Total Employees = 123
Commission-Wide Separations = 131

**Employees by Employment Category
Montgomery County Department of Parks**



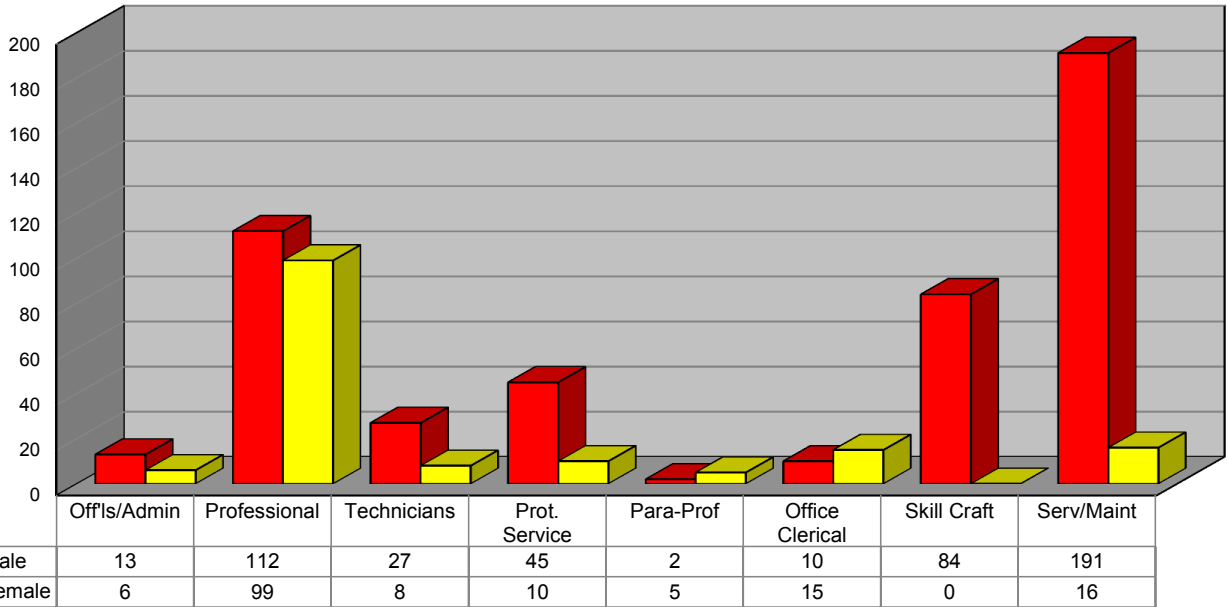
Total Montgomery County Parks Employees = 643

**Race/Ethnicity
Career Employees
Montgomery County Parks**



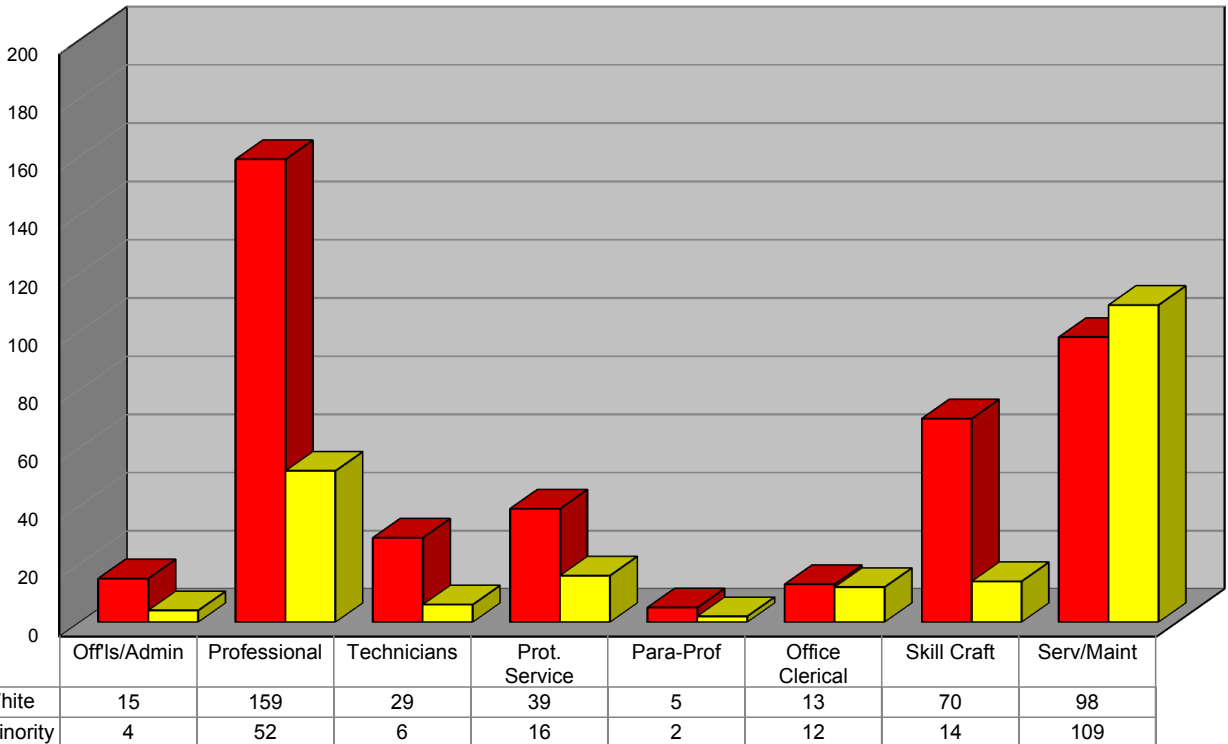
Total Montgomery County Parks Employees = 643

Distribution by Employment Category and Gender Montgomery County Department of Parks



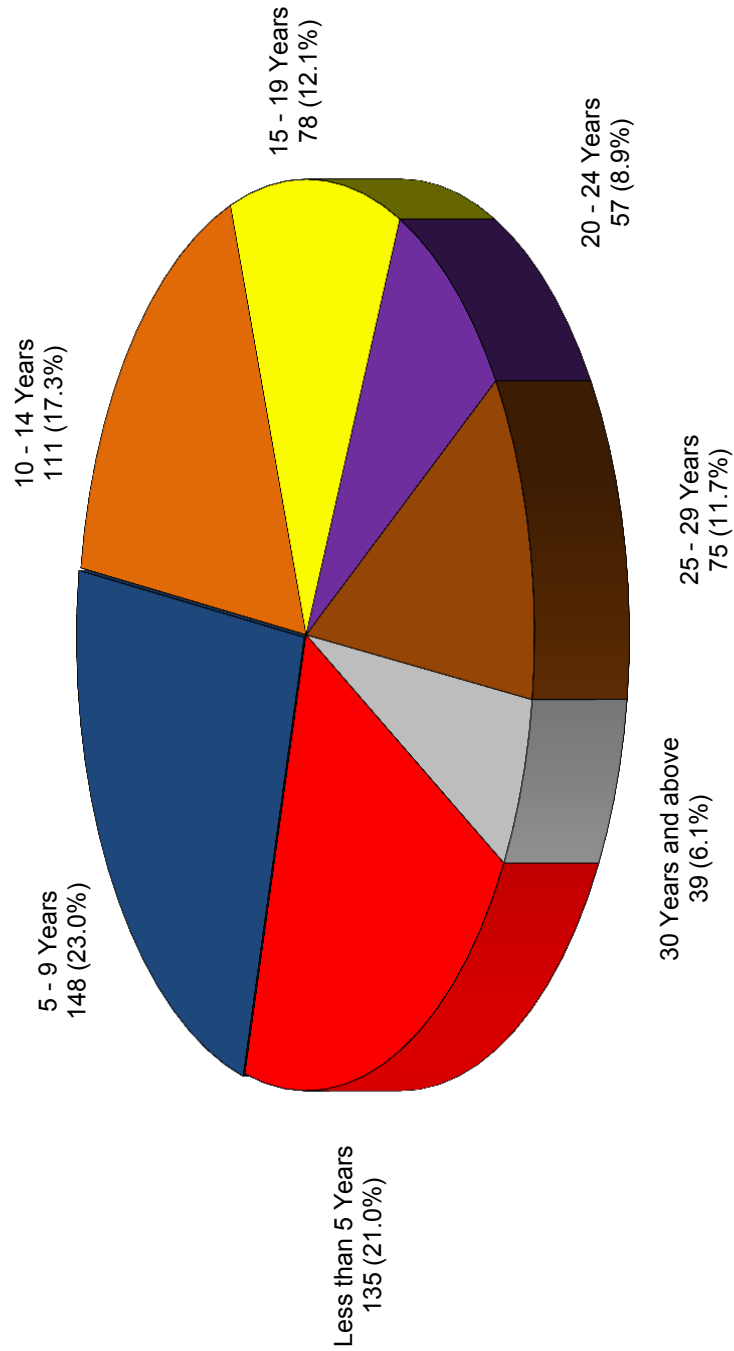
Total Montgomery County Department of Parks Employees = 643

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



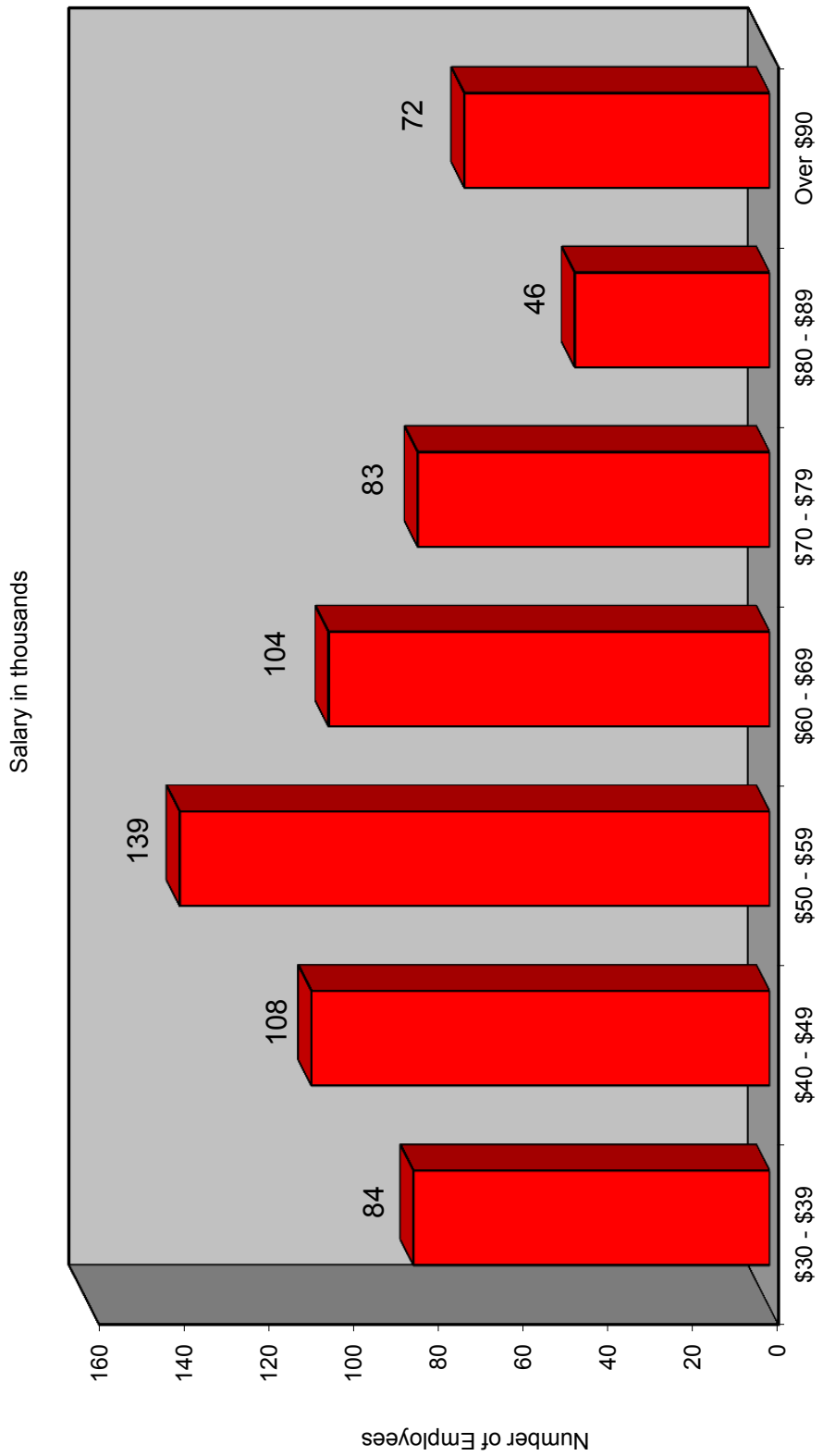
Total Montgomery County Department of Parks Employees = 643

**Average Length of Service
Career Employees
Montgomery County Department of Parks**



Total Montgomery County Department of Parks Employees = 643

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

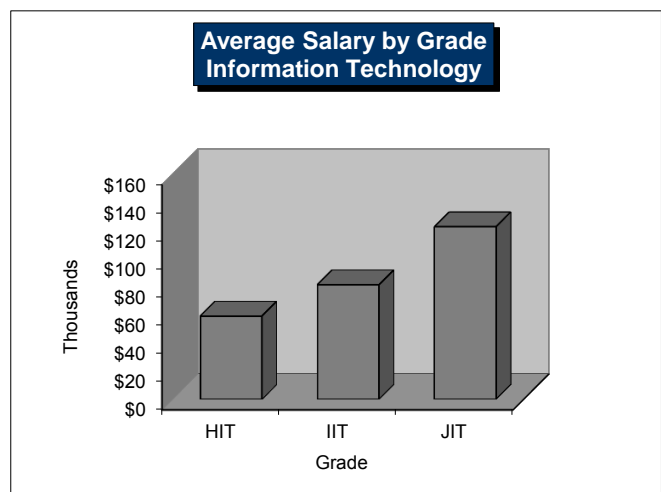
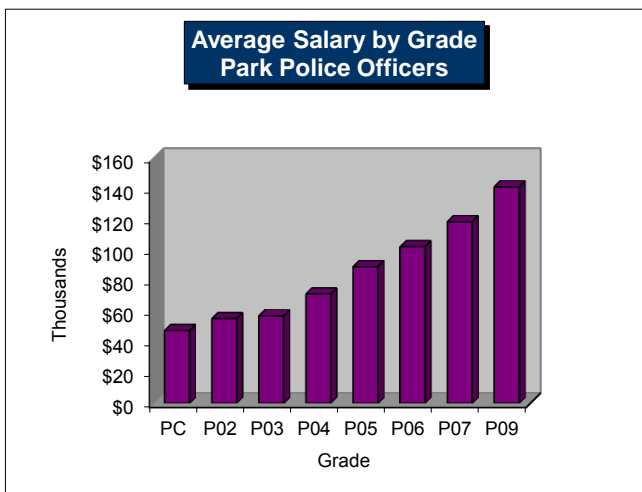
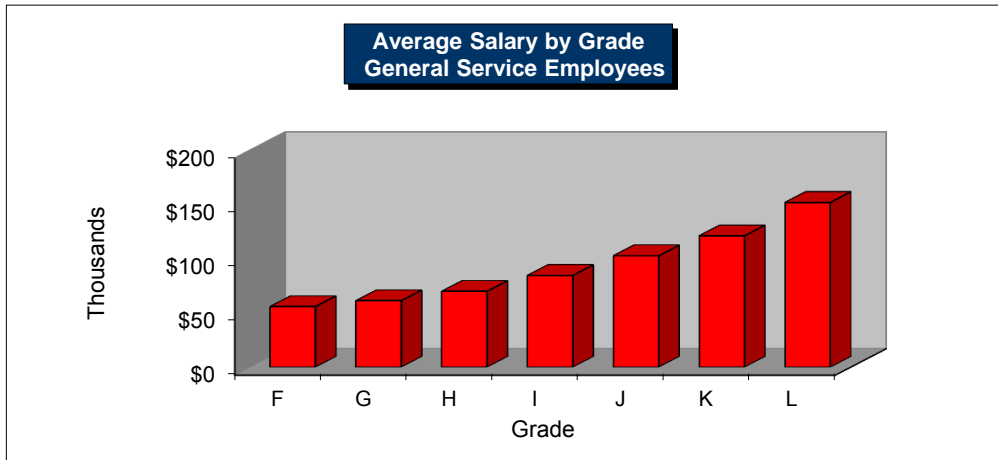


Total Department of Parks Full-Time Employees = 636
Average Salary: \$62,677
Excludes Part-Time Career Employees

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

Grade	Salary	Grade	Salary	Grade	Salary
F	\$55,874	PC	\$47,507	HIT	\$59,133
G	\$61,254	P02	\$55,284	IIT	\$81,401
H	\$69,908	P03	\$57,168	JIT	\$122,599
I	\$84,542	P04	\$71,435		
J	\$102,613	P05	\$89,199		
K	\$121,070	P06	\$102,365		
L	\$151,834	P07	\$118,646		
		P09	\$141,367		

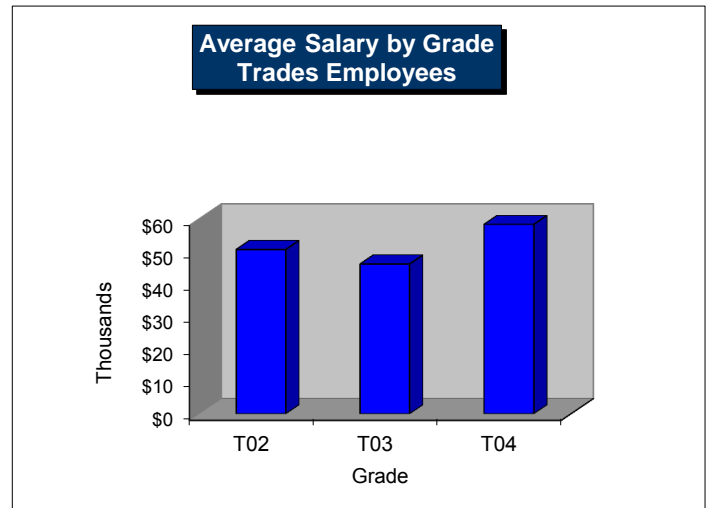
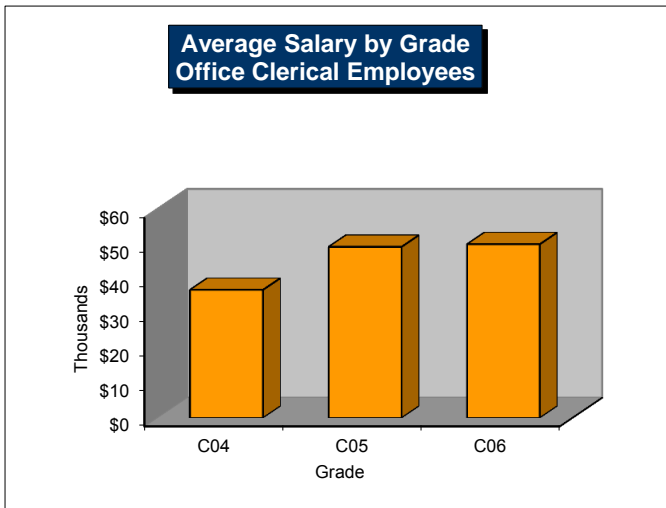
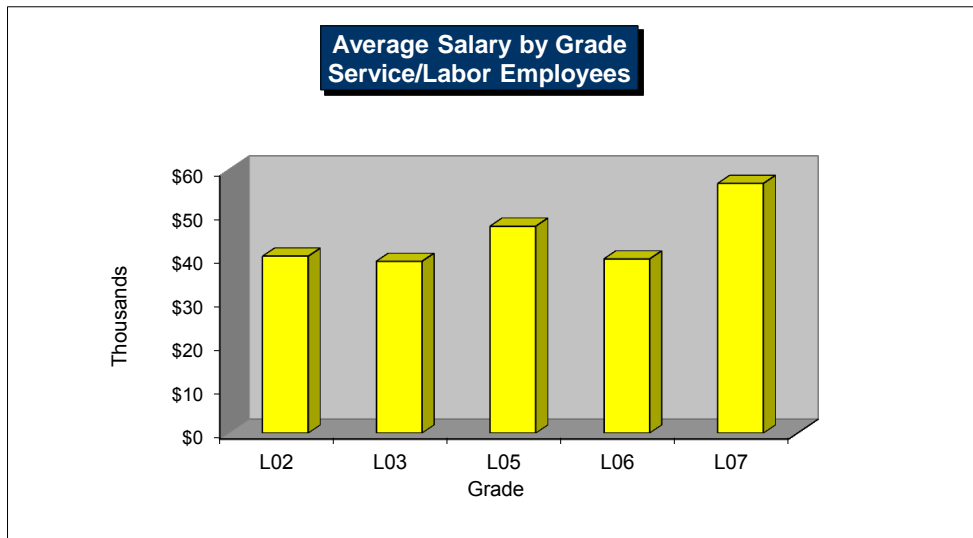
Average Department Salary: \$62,677
Average Commission Salary: \$66,311



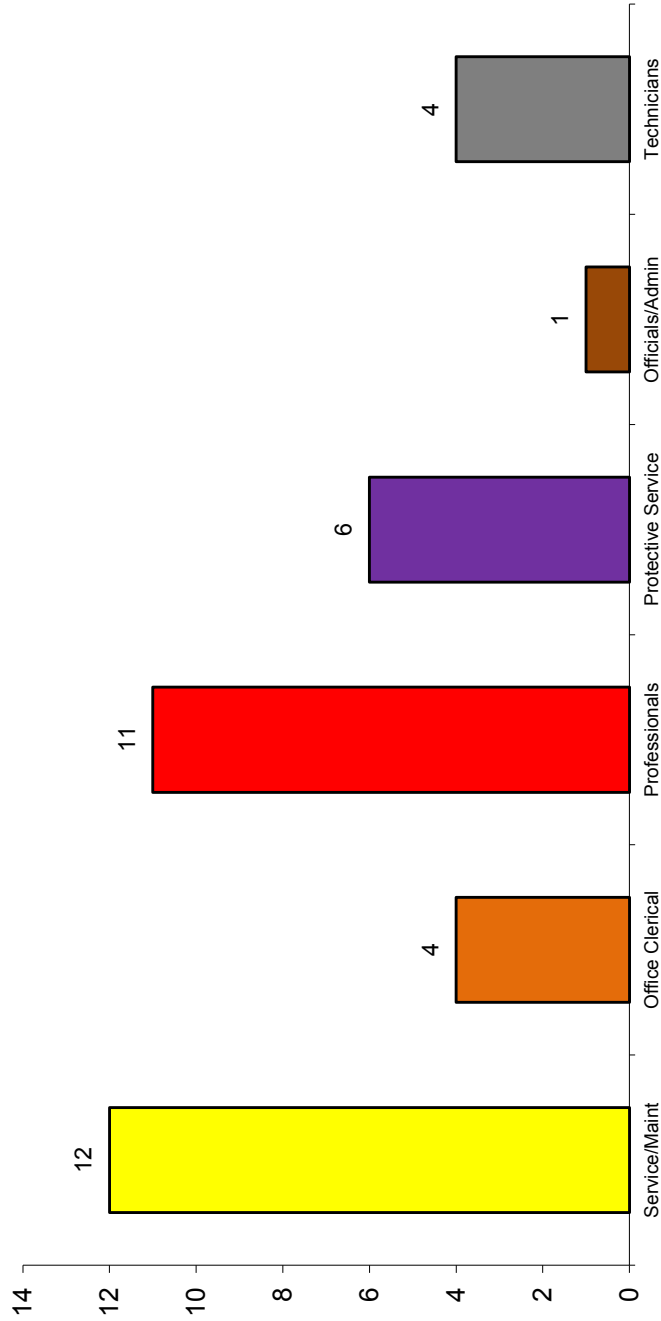
Average Annual Salary for Career Employees by Grade Montgomery County Department of Parks

Grade	Salary	Grade	Salary	Grade	Salary
C04	\$36,759	L02	\$40,320	T02	\$50,592
C05	\$49,114	L03	\$39,165	T03	\$46,130
C06	\$49,861	L05	\$47,178	T04	\$58,335
		L06	\$39,709		
		L07	\$56,920		

Average Departmental Salary: \$62,677
Average Commission Salary : \$66,311

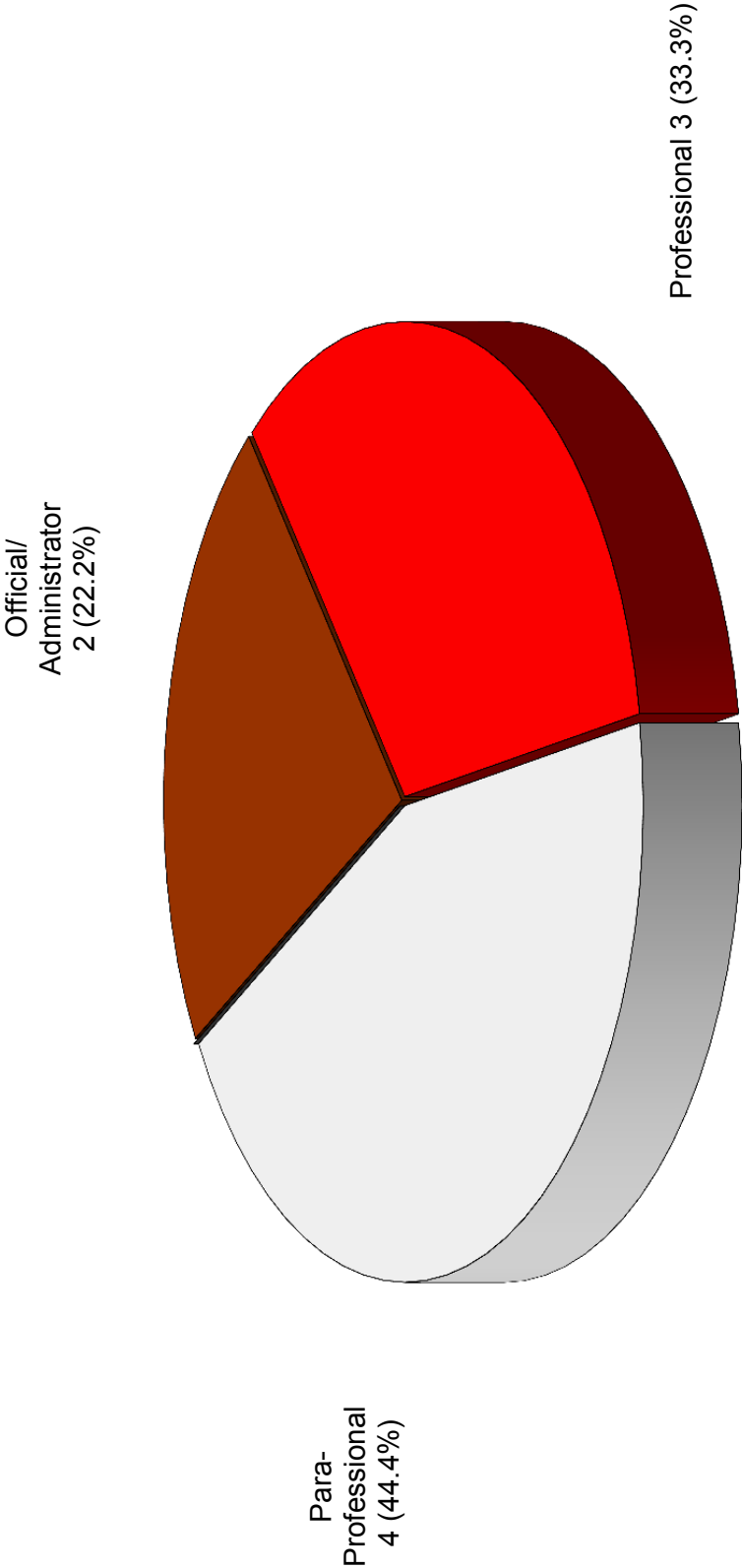


Employee Turnover by Employment Category Montgomery County Department of Parks



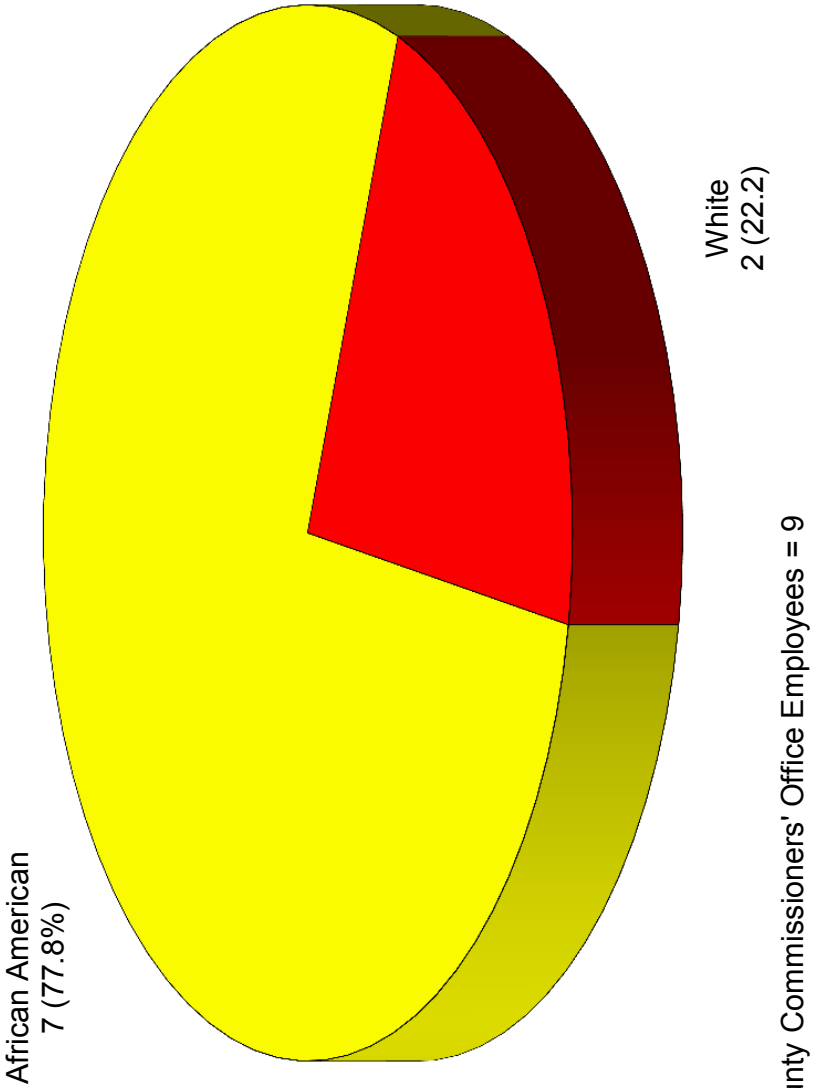
Montgomery County Department of Parks Turnover = 38 or 5.9%
Montgomery County Department of Parks Total Employees = 643
Commission-Wide Separations = 131

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



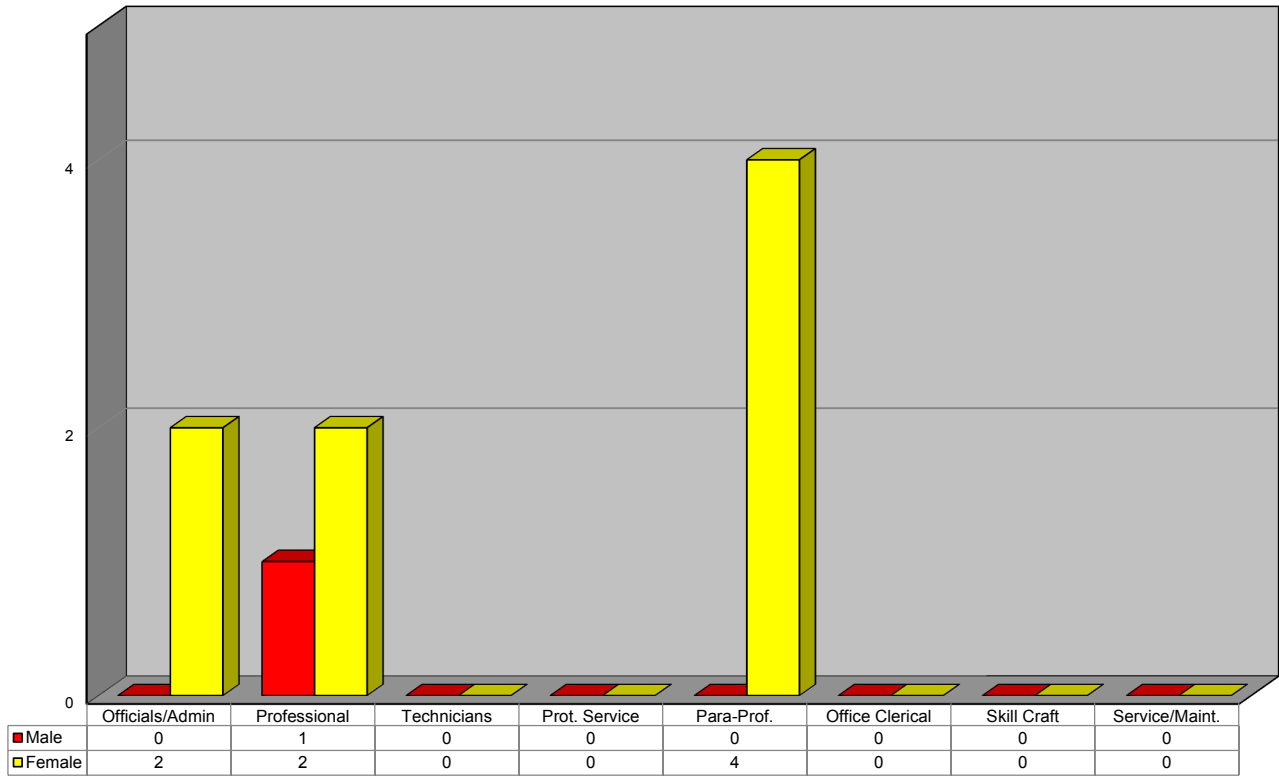
Total Prince George's County Commissioners' Office = 9

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



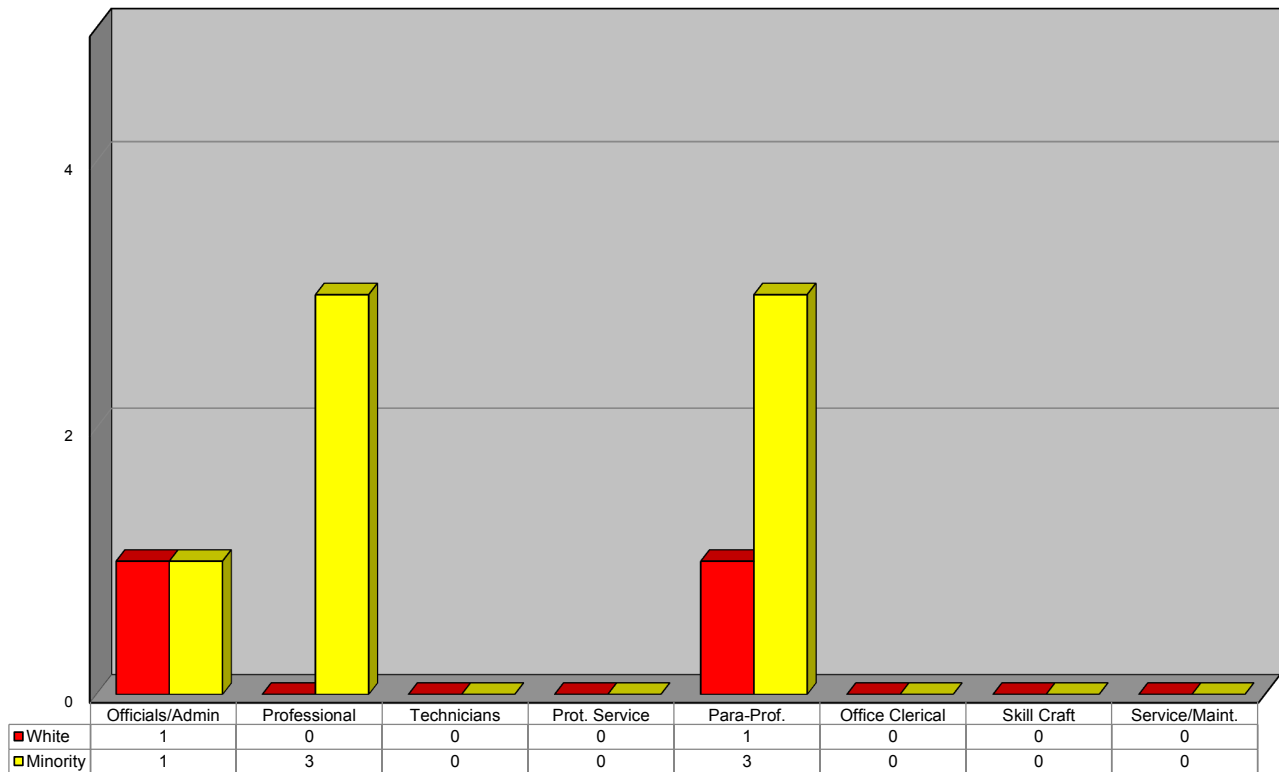
Total Prince George's County Commissioners' Office Employees = 9

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



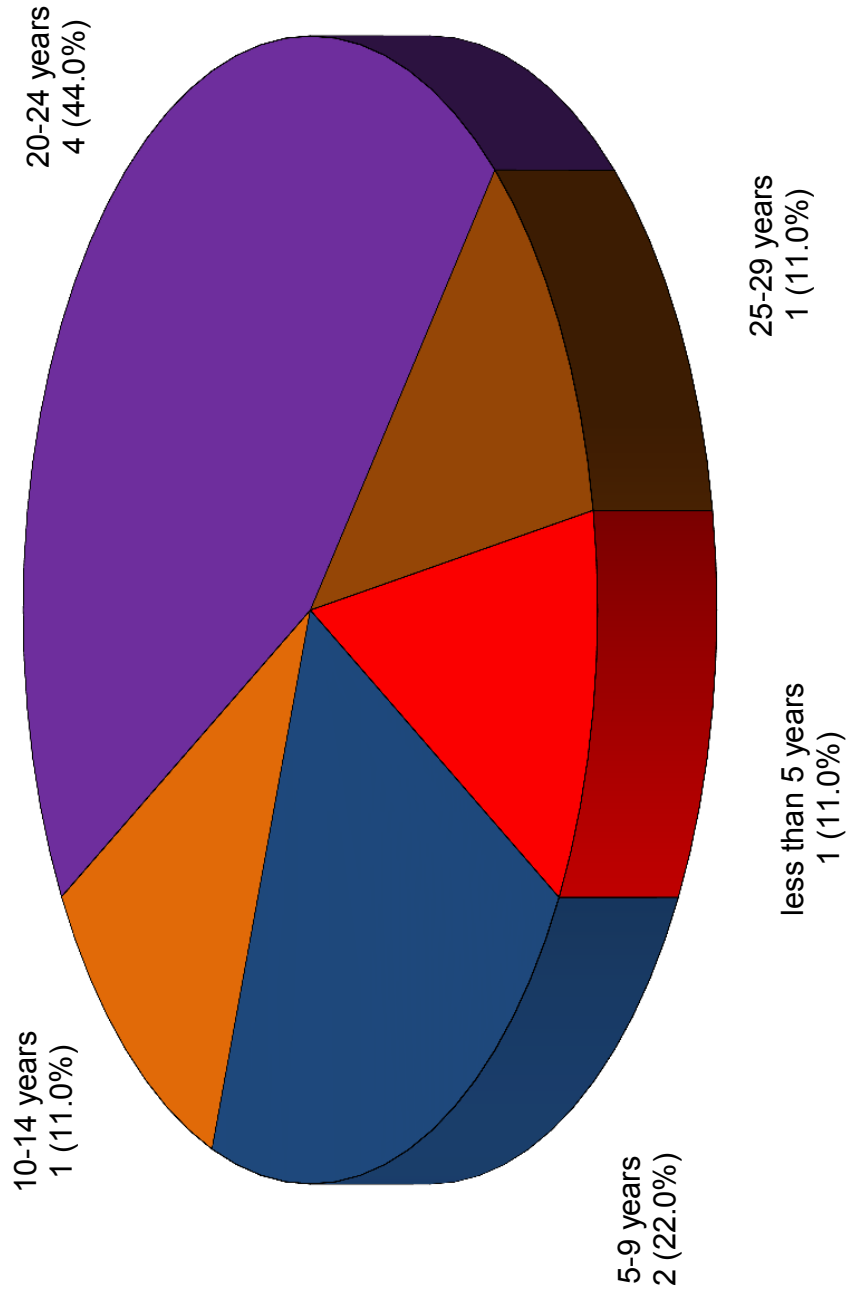
Total Prince George's County Commissioners' Office Employees = 9

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



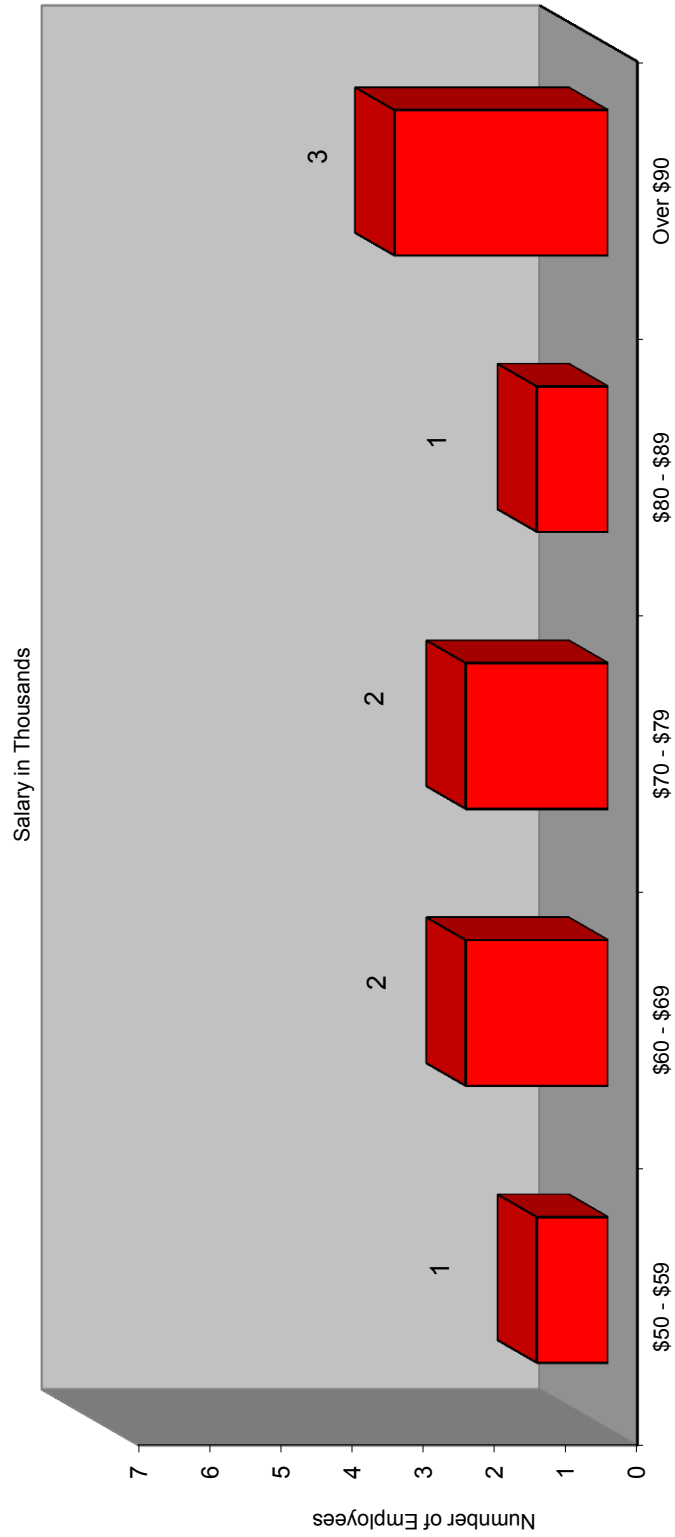
Total Prince George's County Commissioners' Office Employees = 9

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



Total Prince George's County Commissioners' Office Employees = 9

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



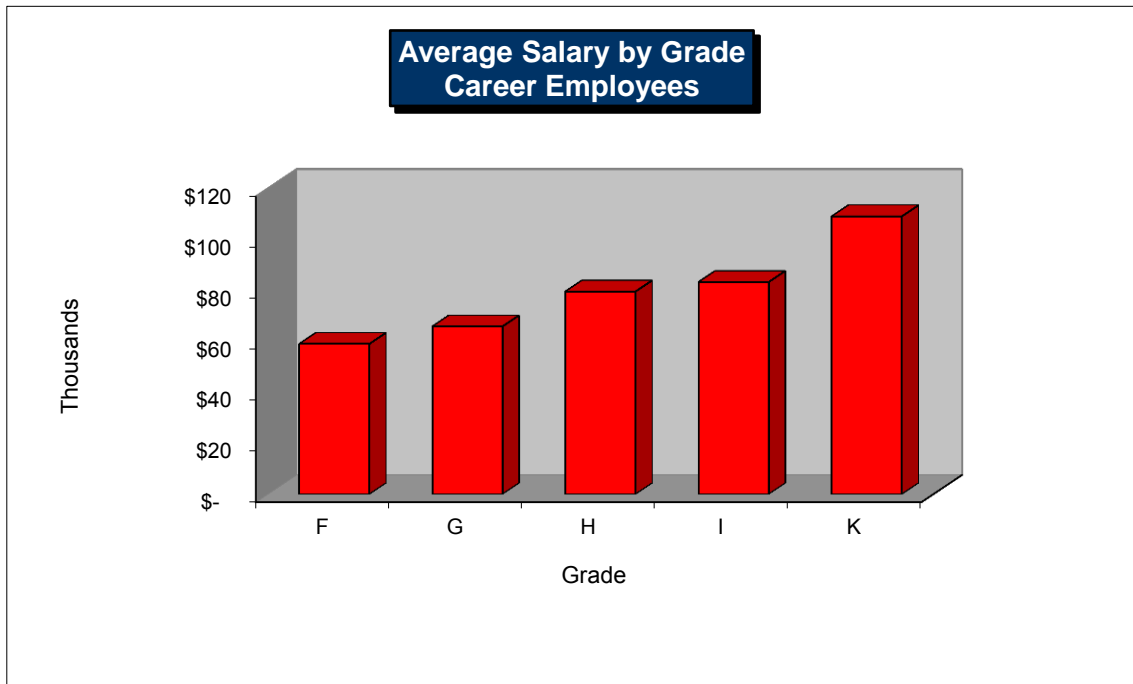
Total Prince George's County Commissioners' Office Full -Time Employees = 9
 Average Salary: \$80,791
 Excludes Part-Time Career Employees

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

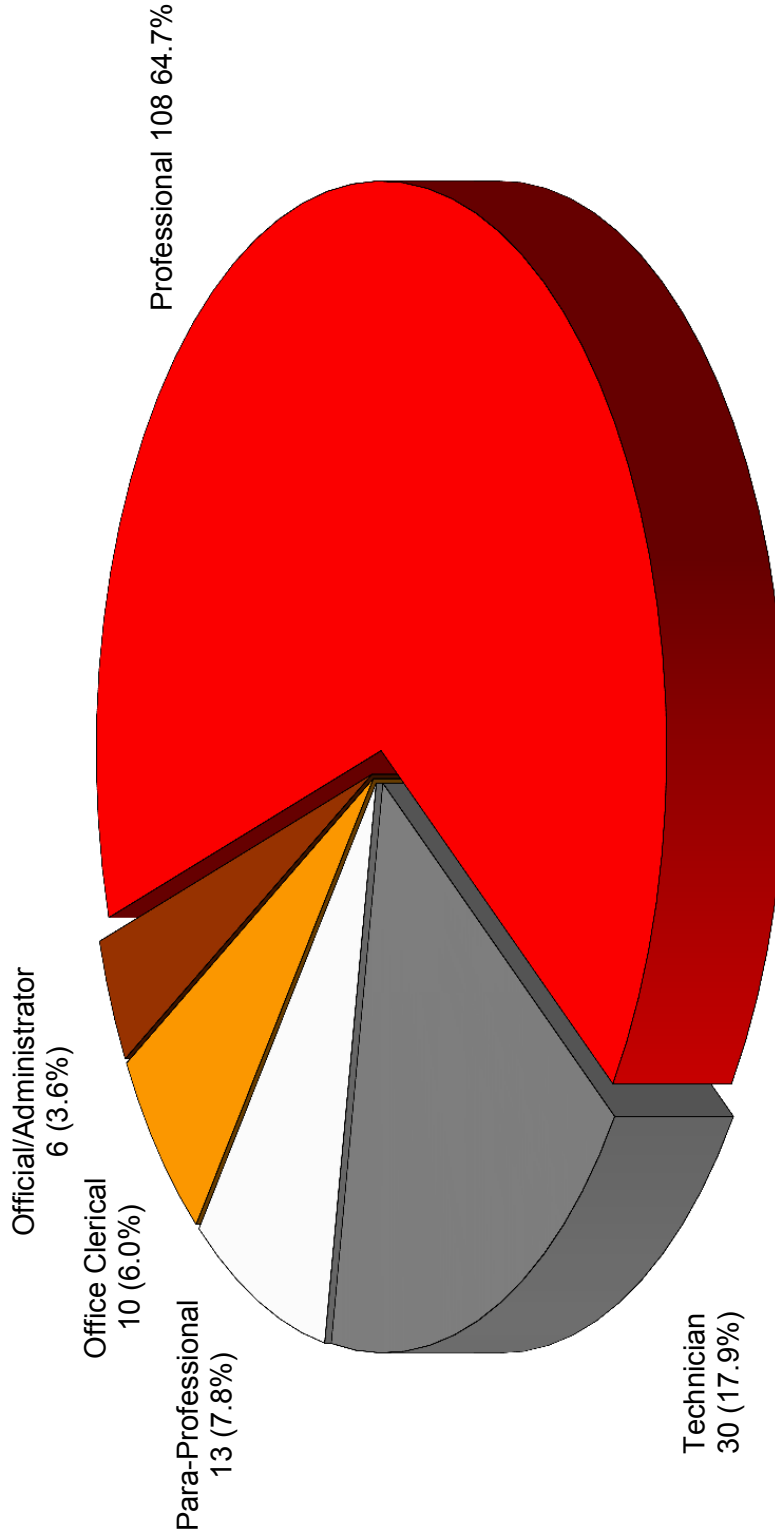
Grade	Salary
F	\$ 58,952
G	\$ 65,790
H	\$ 79,501
I	\$ 83,228
K	\$ 108,984

Average Departmental Salary : \$80,791

Average Commission Salary : \$66,311

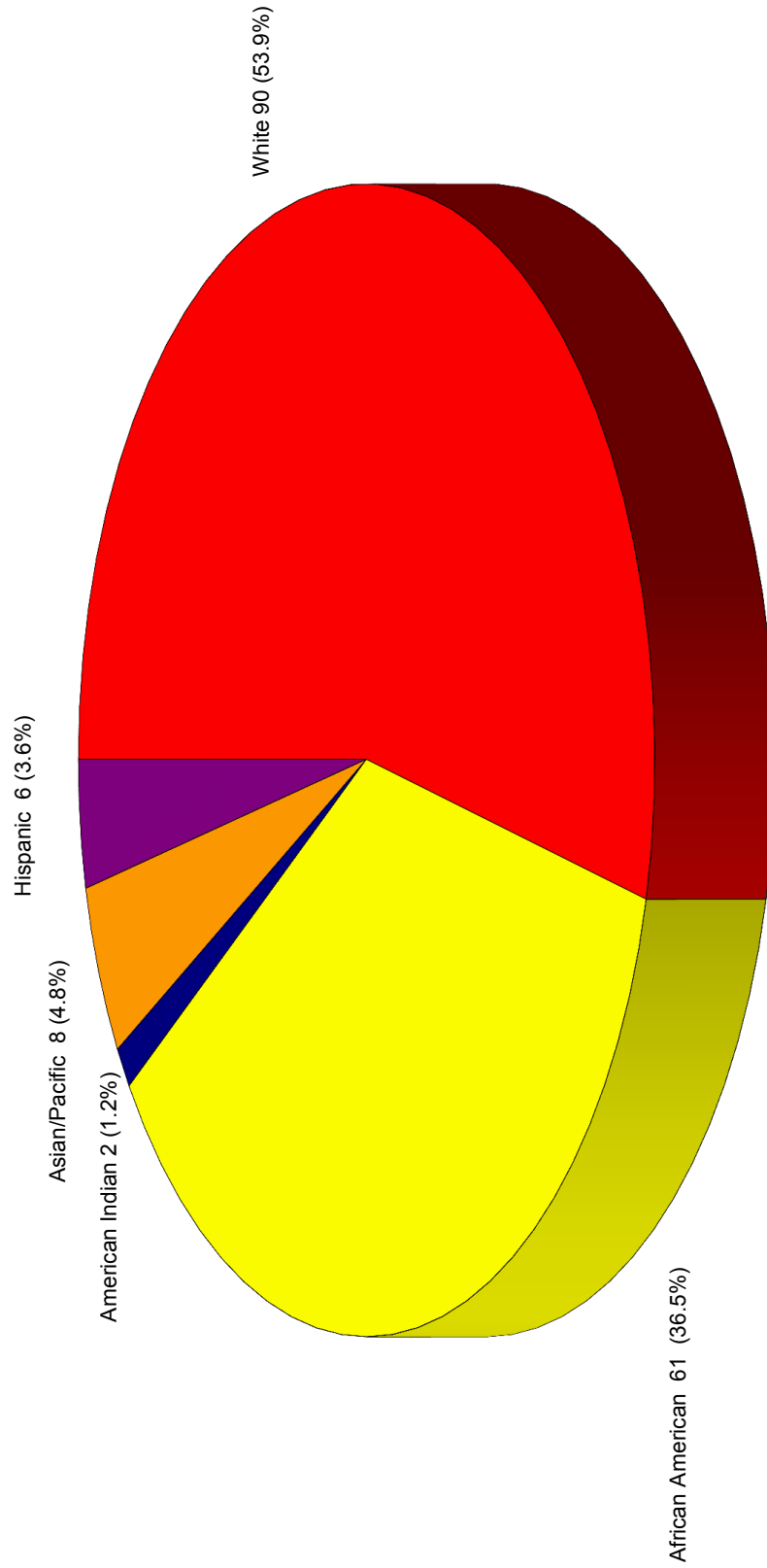


Employees by Employment Category Prince George's County Department of Planning



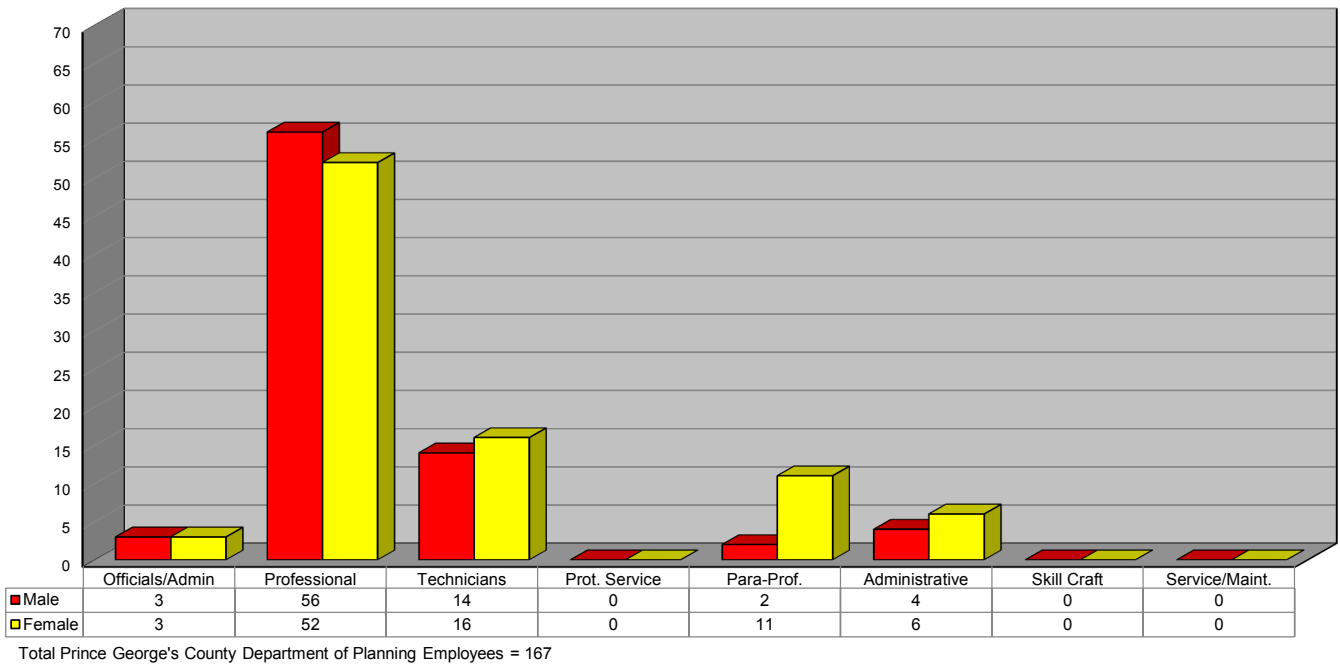
Total Prince George's County Department of Planning Employees = 167

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

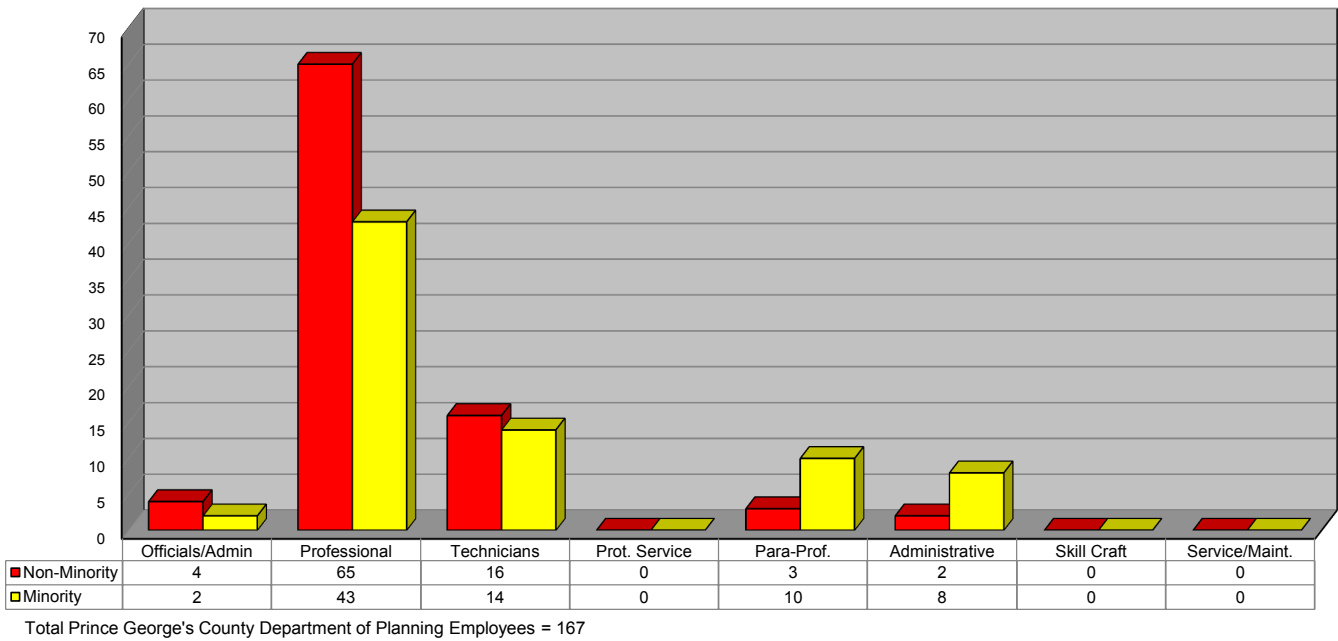


Total Prince George's County Department of Planning Employees = 167

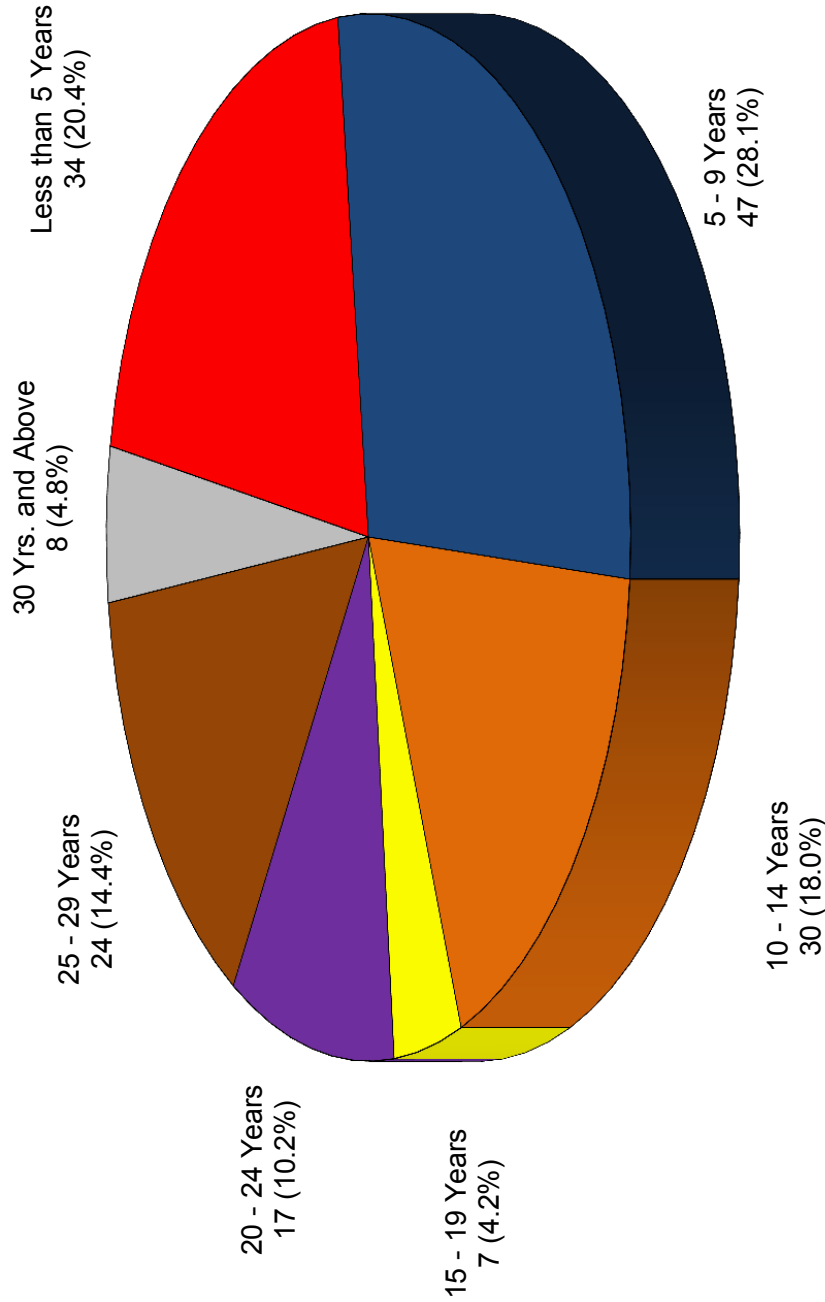
**Distribution by Employment Category and Gender
Prince George's County Department of Planning**



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

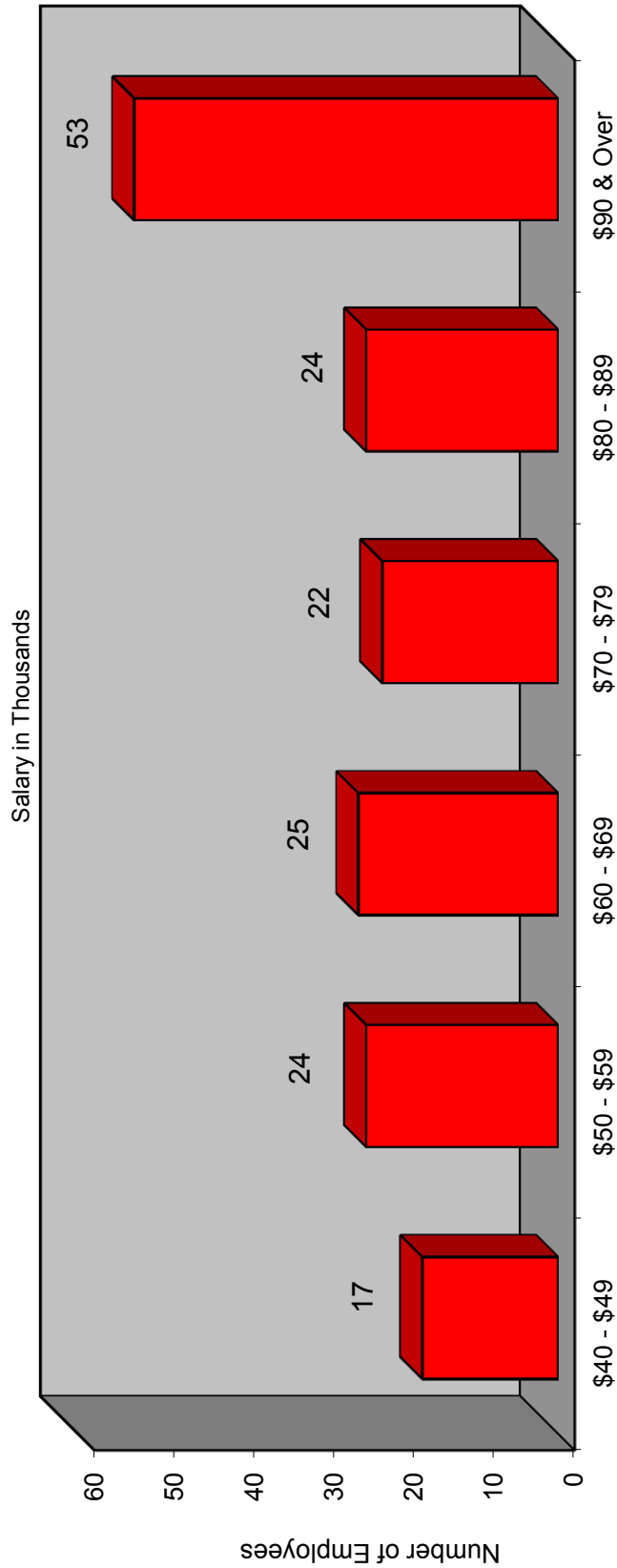


Average Length of Service Career Employees Prince George's County Department of Planning



Total Prince George's County Planning Employees - 167

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

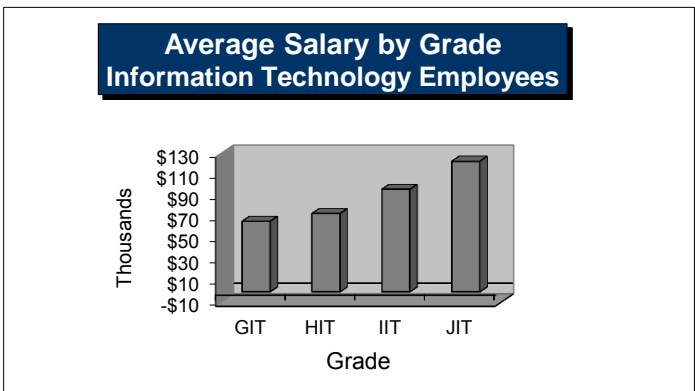
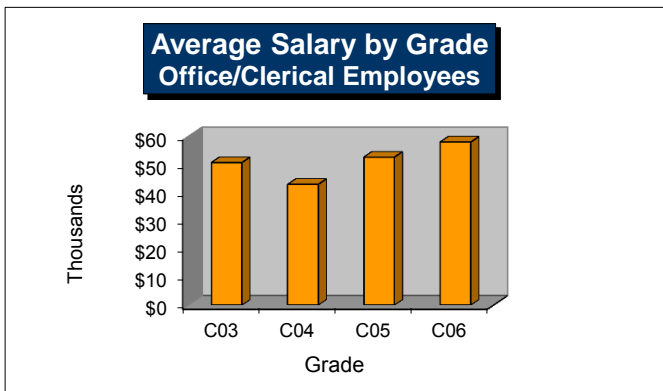
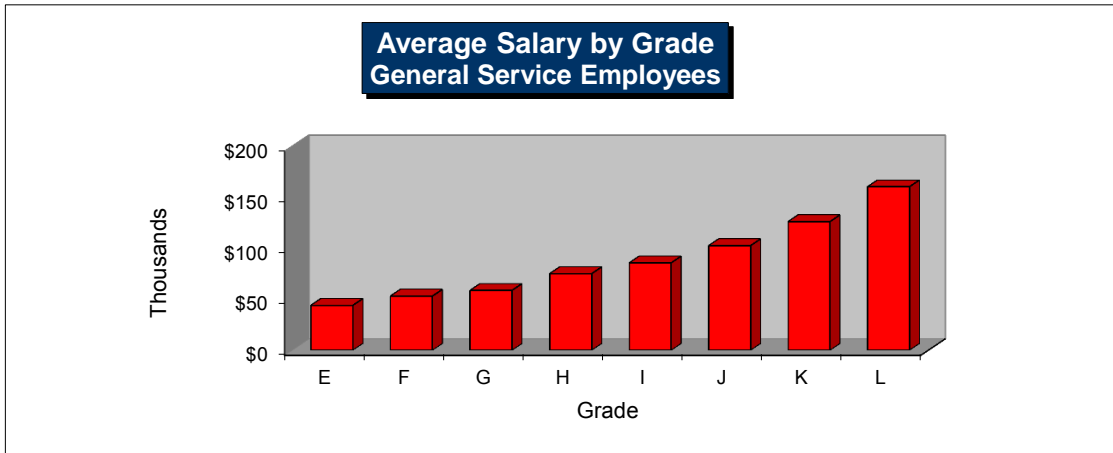


Total Planning Department Full-Time Employees = 165
Average Salary: \$78,077
Excludes Part-Time Career Employees

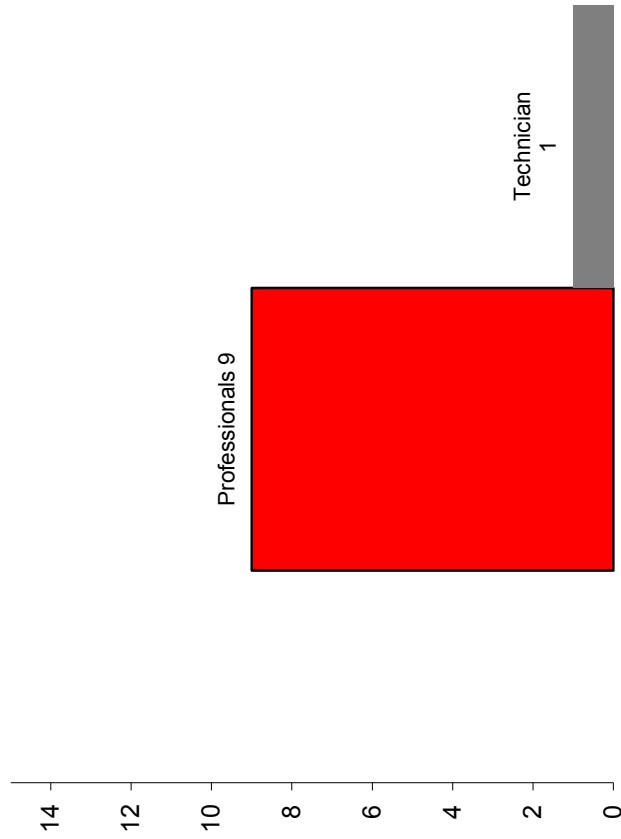
Average Annual Salary for Career Employees by Grade Prince George's County Department of Planning

Grade	Salary	Grade	Salary	Grade	Salary
E	\$44,032	C03	\$50,649	GIT	\$66,137
F	\$53,165	C04	\$42,887	HIT	\$73,529
G	\$58,758	C05	\$52,586	IIT	\$96,269
H	\$75,150	C06	\$57,916	JIT	\$122,599
I	\$85,728				
J	\$102,673				
K	\$126,223				
L	\$160,416				

Average Departmental Salary: \$78,077
 Average Commission Salary: \$66,311

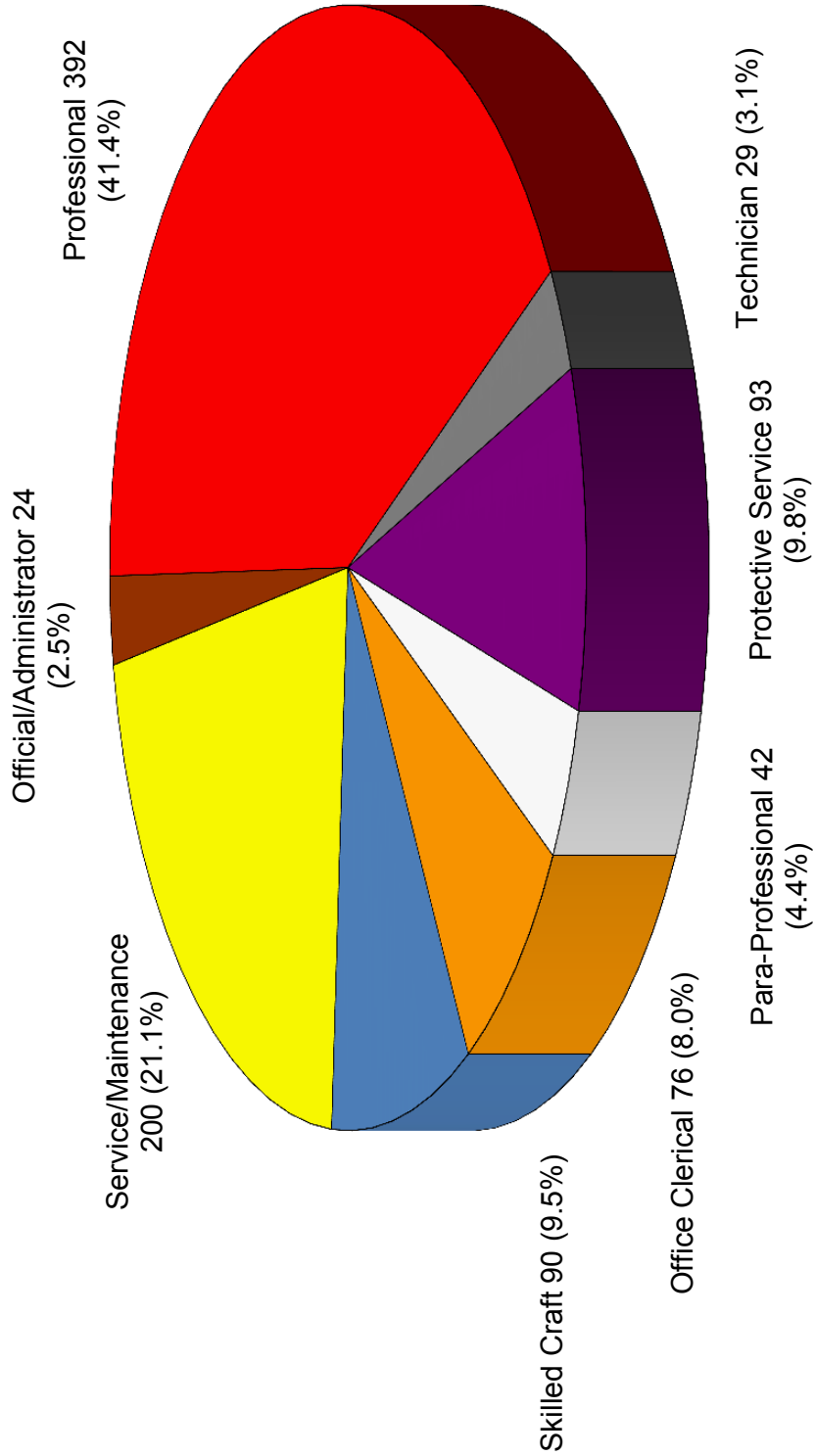


Employee Turnover by Employment Category Prince George's County Department of Planning



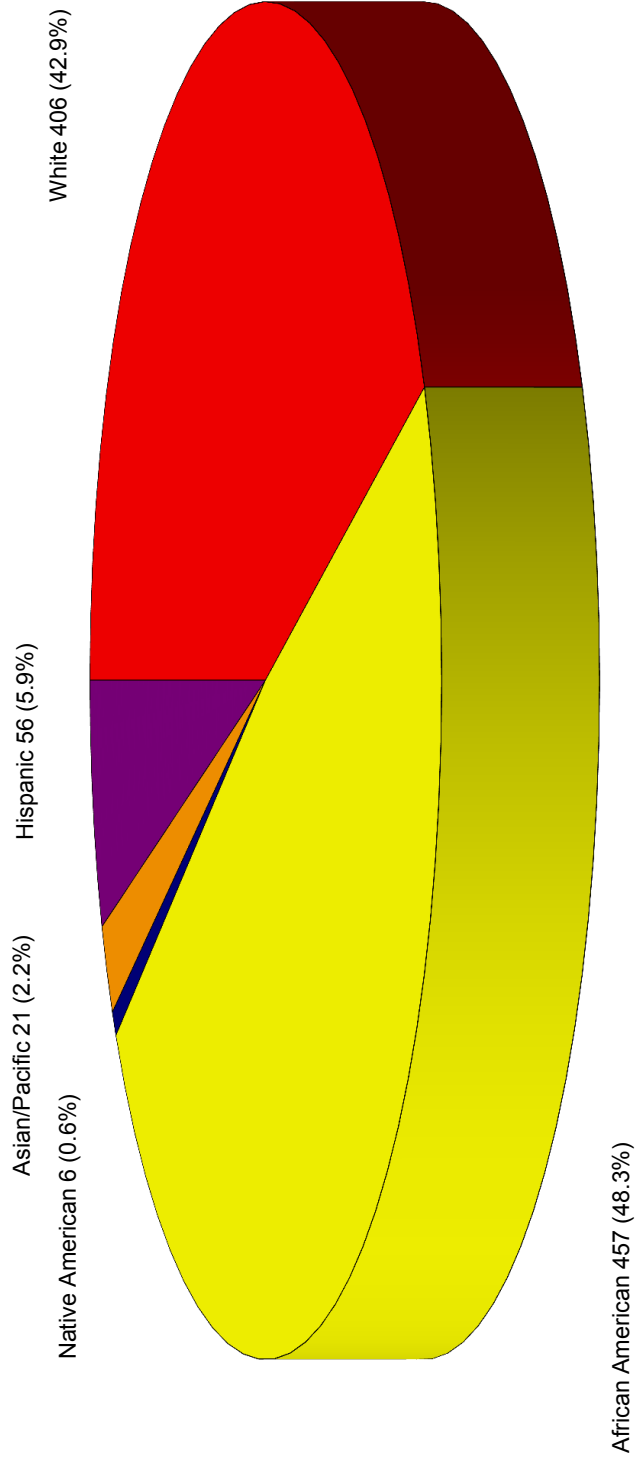
Prince George's County Department of Planning Turnover = 10 or 6.0%
Prince George's County Department of Planning Employees = 167
Commission-Wide Separations = 131

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



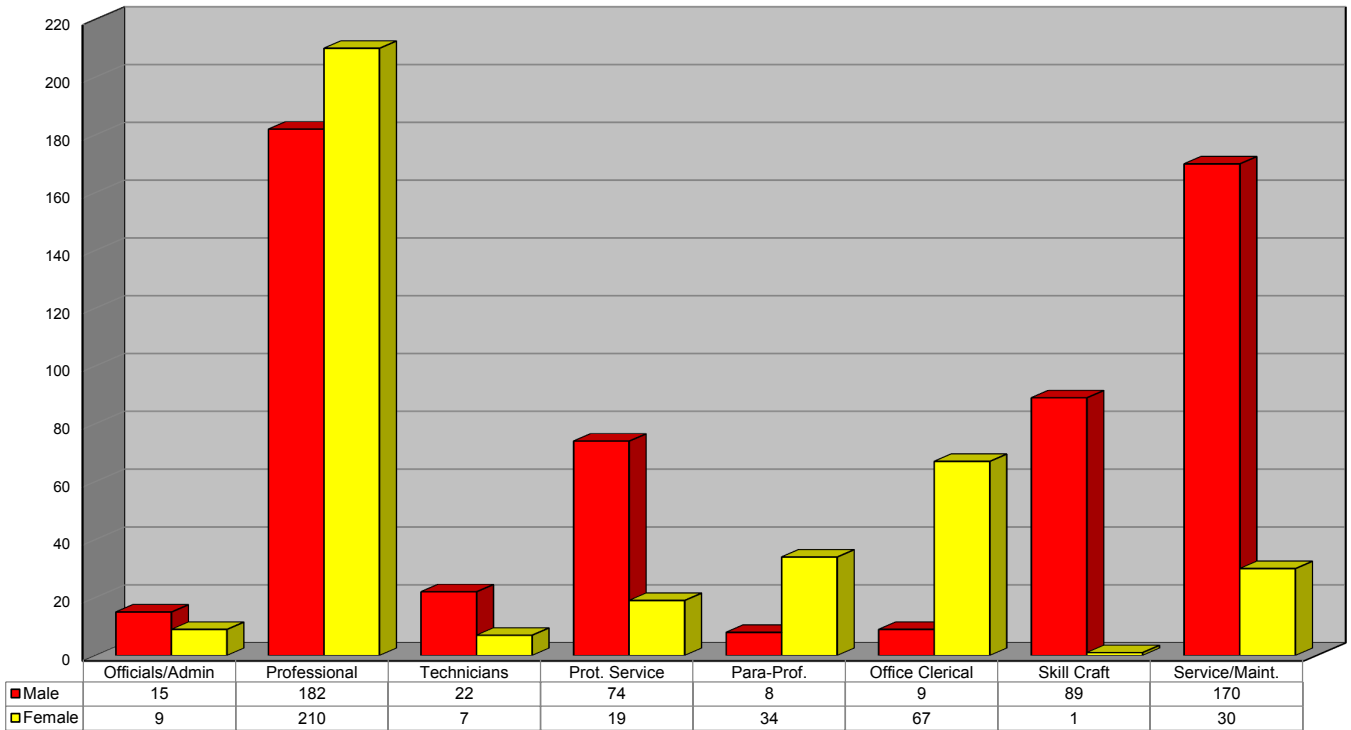
Total Prince George's County Department of Parks and Recreation Employees = 946

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



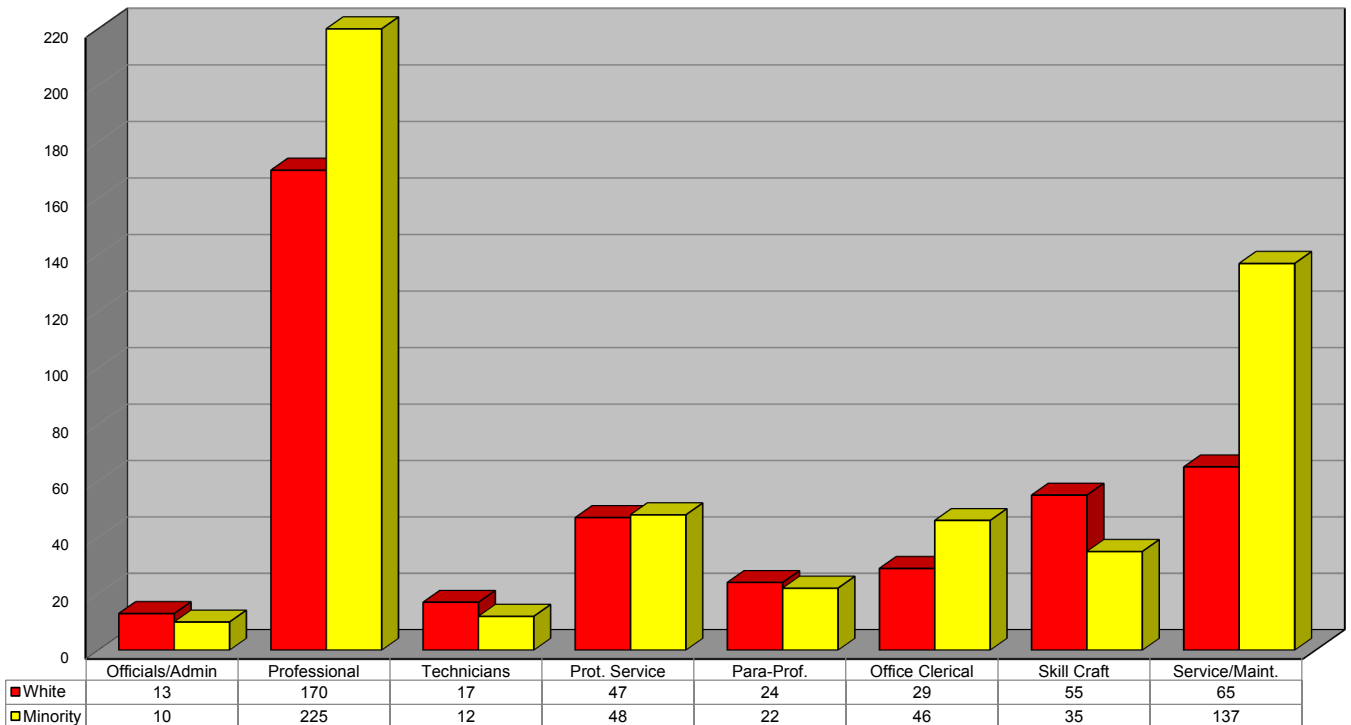
Total Prince George's County Department of Parks and Recreation Employees = 946

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



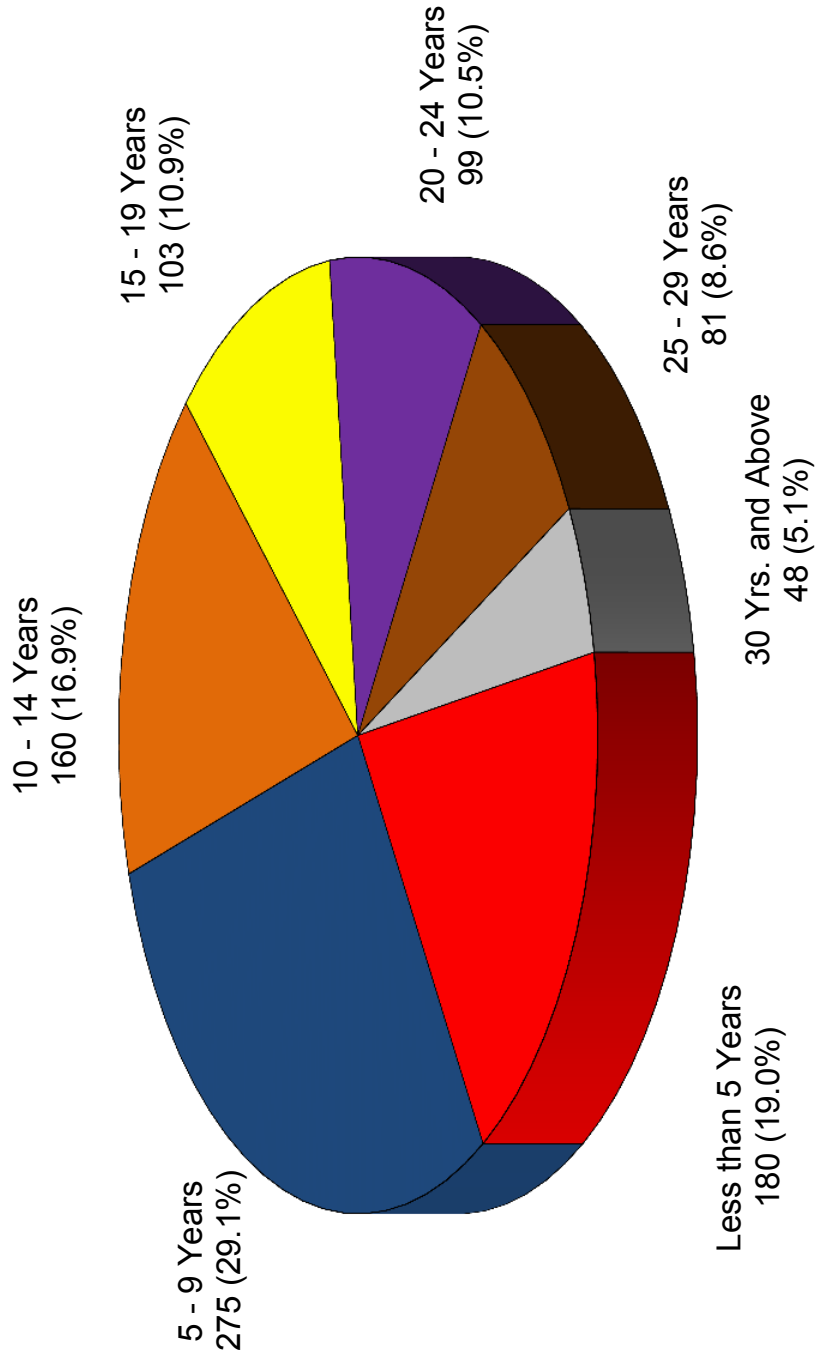
Total Employees Prince George's County Department of Parks and Recreation = 946

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



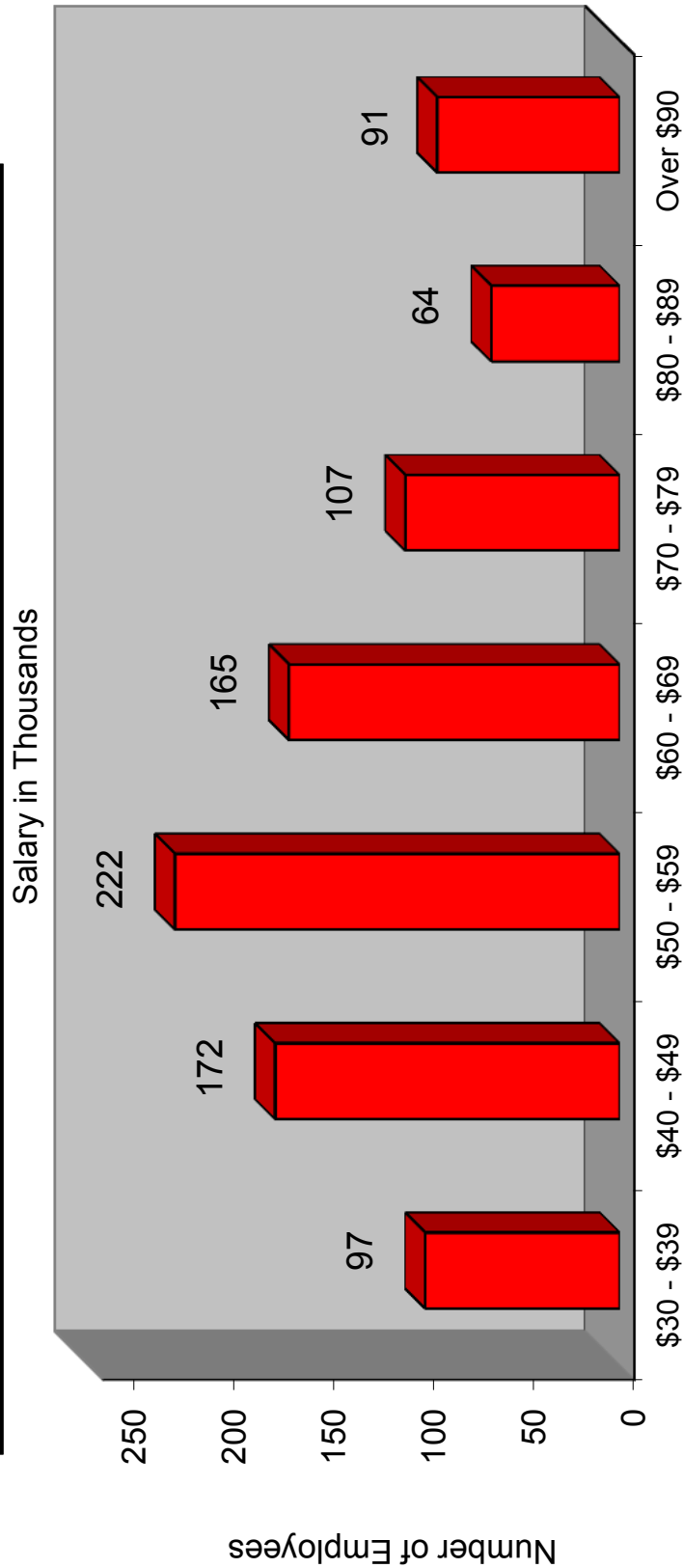
Total Employees Prince George's County Department of Parks and Recreation = 946

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



Total Prince George's County Parks and Recreation Employees = 946

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

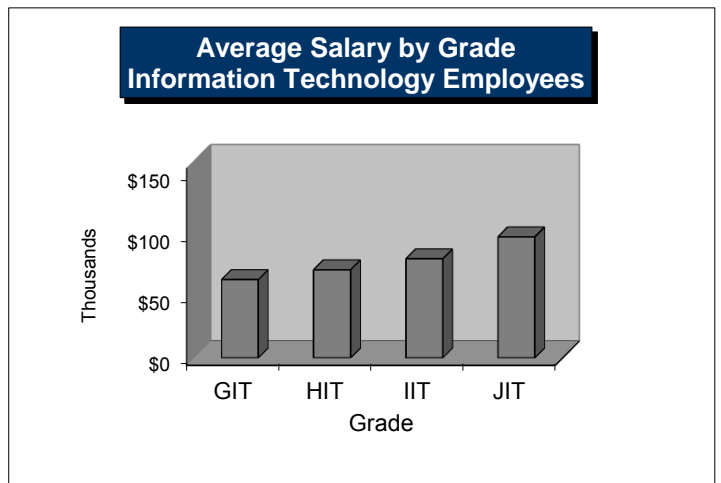
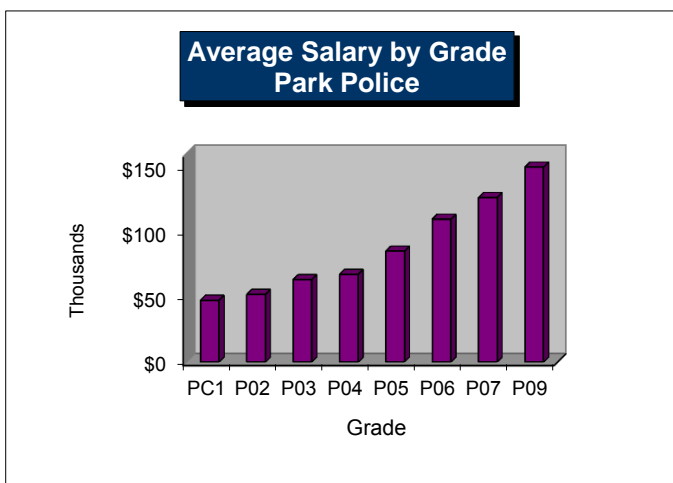
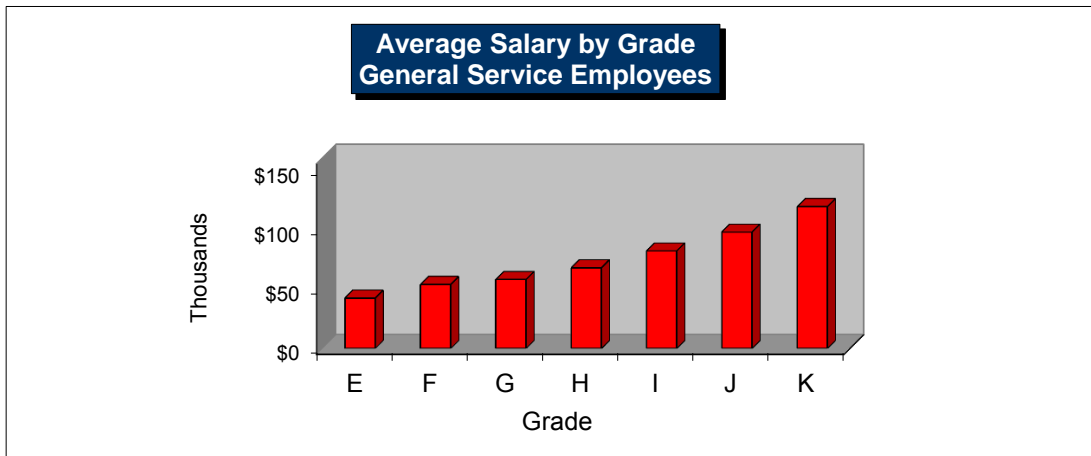


Total Full-Time Employees = 918
Average Salary: \$61,987
Excludes Part-time Career Employees

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

Grade	Salary	Grade	Salary	Grade	Salary
PC1	\$47,507	E	\$42,249	GIT	\$63,700
P02	\$52,047	F	\$53,706	HIT	\$71,844
P03	\$63,311	G	\$57,964	IIT	\$80,618
P04	\$67,343	H	\$67,811	JIT	\$98,682
P05	\$85,176	I	\$81,878		
P06	\$109,579	J	\$97,766		
P07	\$126,180	K	\$119,099		
P09	\$149,544				

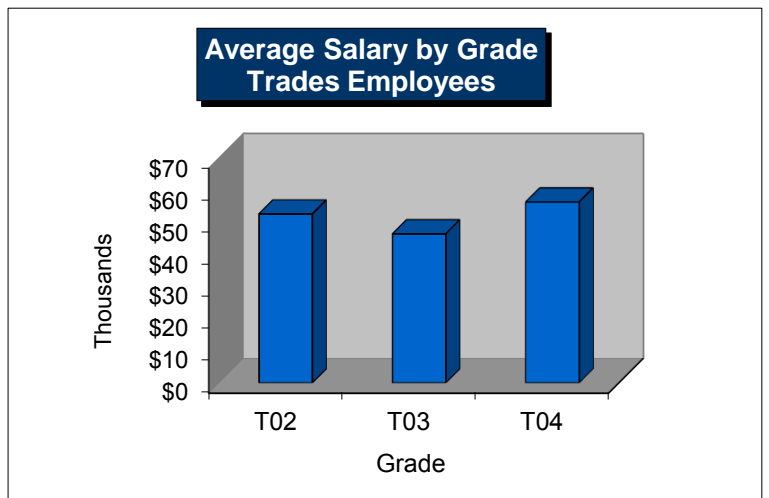
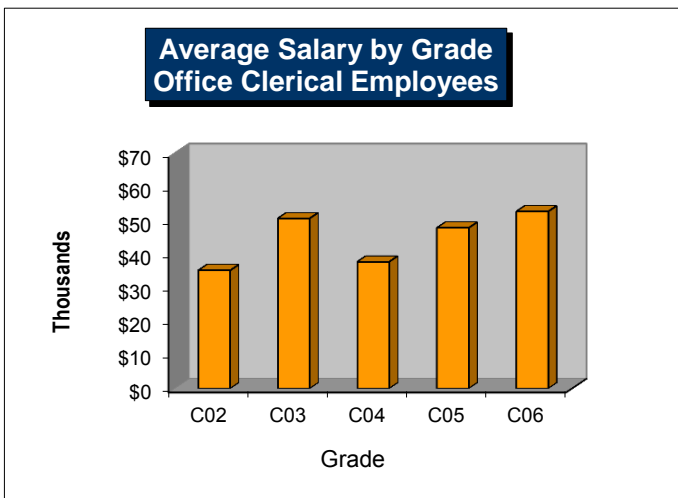
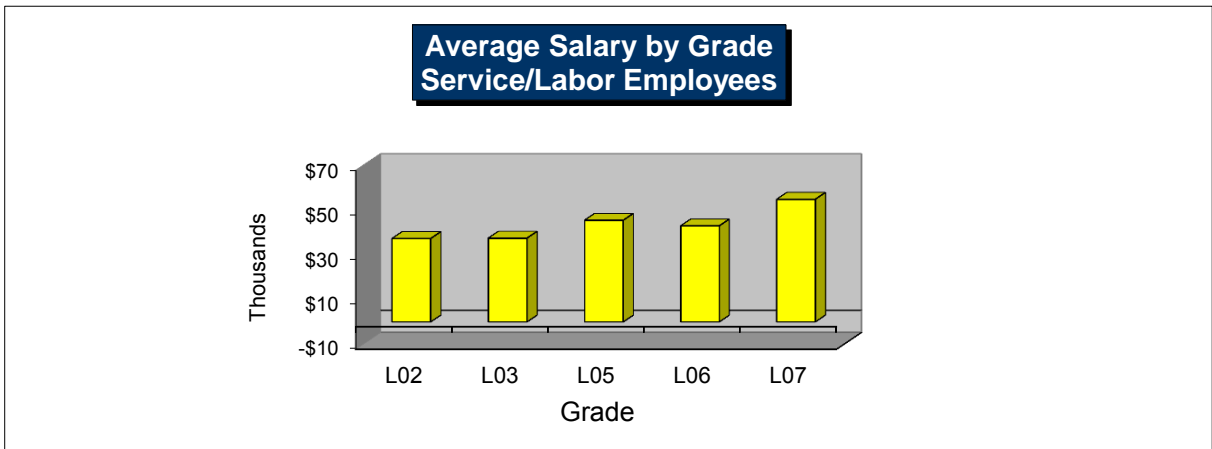
Average Departmental Salary: \$61,987
 Average Commission Salary: \$66,311



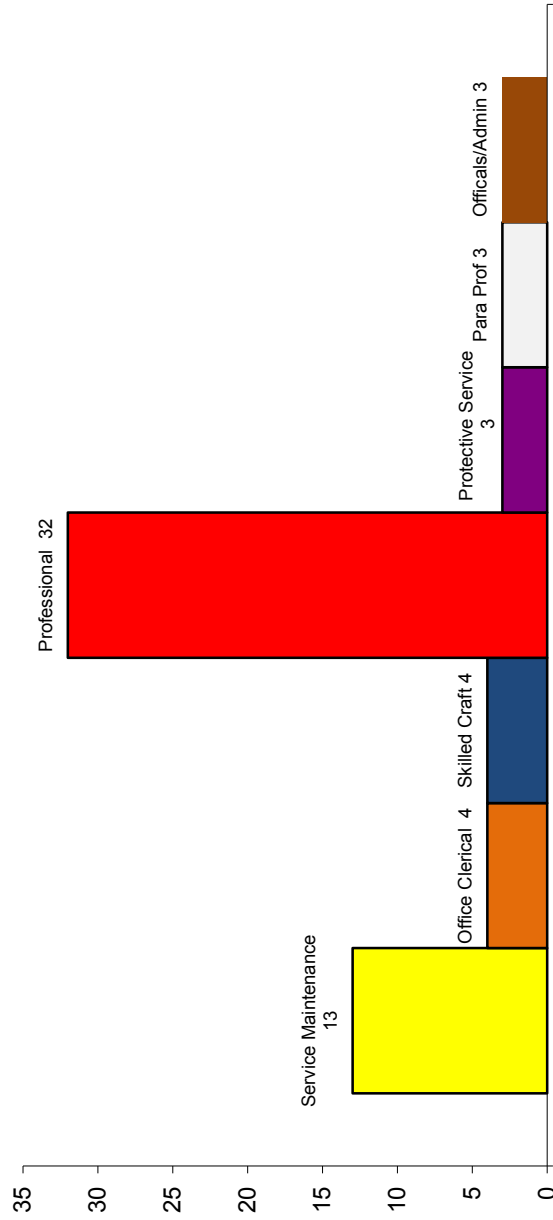
Average Annual Salary for Career Employees by Grade Prince George's County Department of Parks and Recreation

Grade	Salary	Grade	Salary	Grade	Salary
C02	\$35,153	L02	\$37,312	T02	\$52,587
C03	\$50,649	L03	\$37,501	T03	\$46,396
C04	\$37,723	L05	\$45,540	T04	\$56,300
C05	\$47,822	L06	\$43,006		
C06	\$52,701	L07	\$54,911		

Average Department Salary: \$61,987
Average Commission Salary: \$66,311

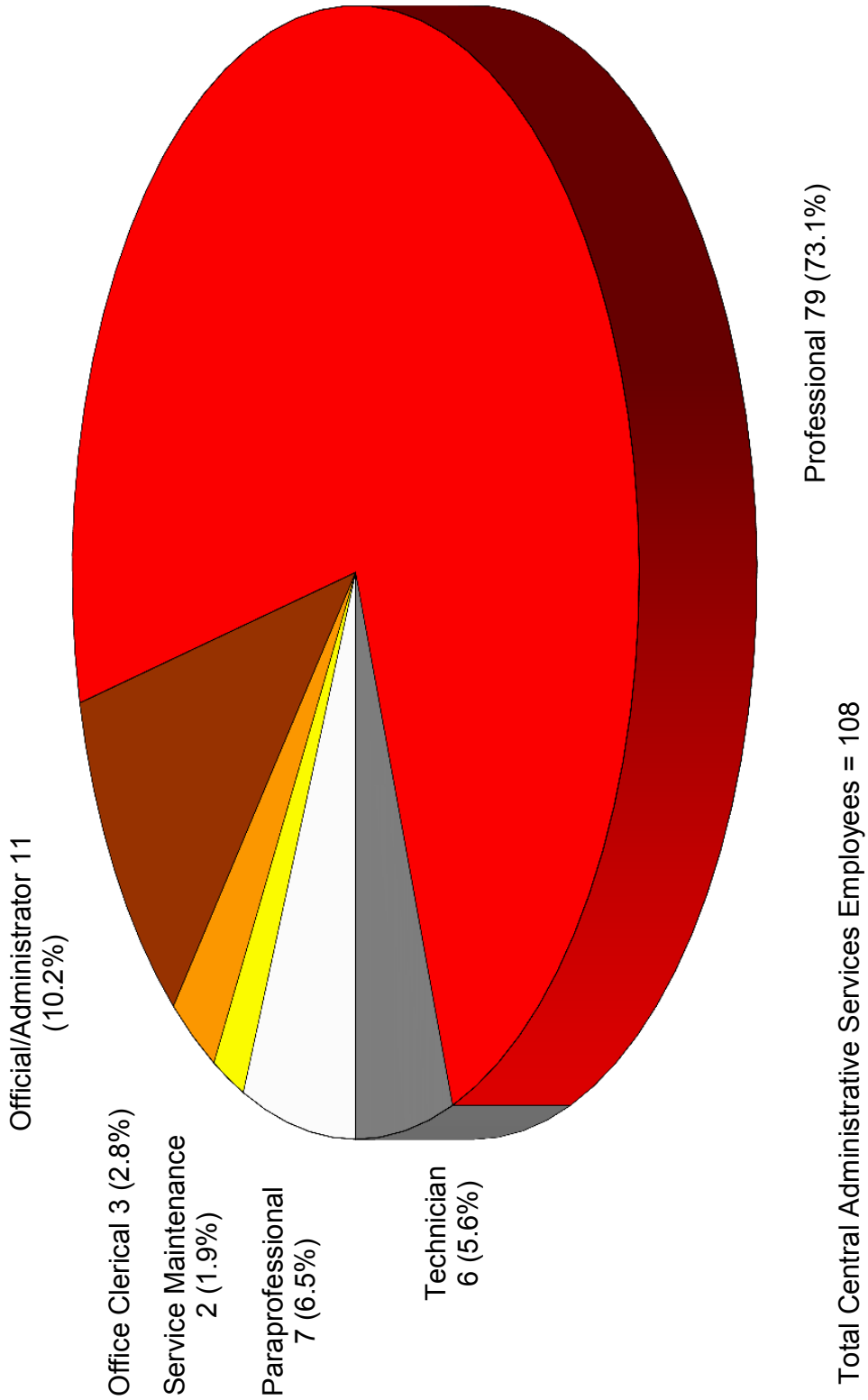


**Employee Turnover by Employment Category
Prince George's County Department of Parks and Recreation**

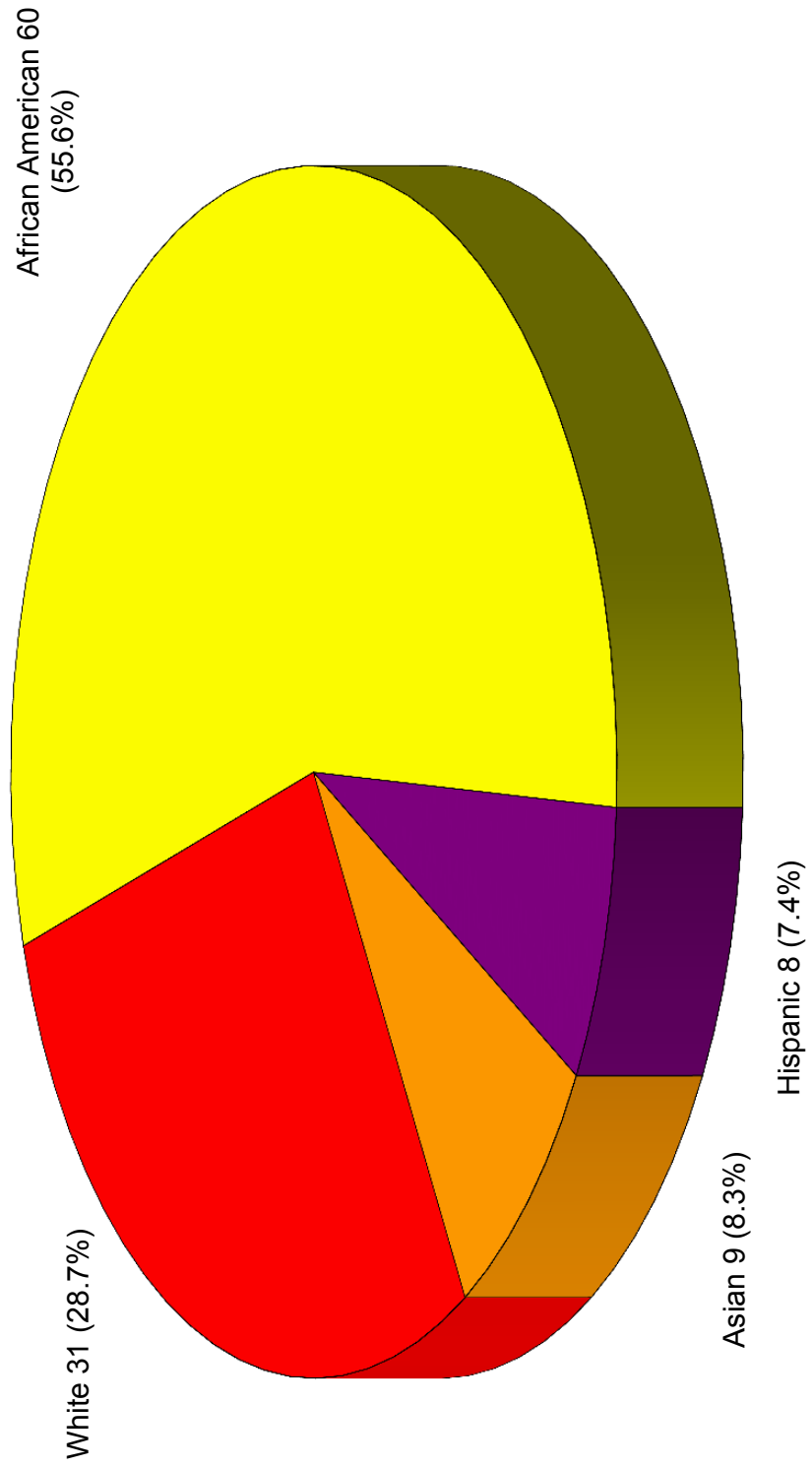


Prince George's County Department of Parks and Recreation Turnover = 62 or 6.5%
 Prince George's County Department of Parks and Recreation Employees = 946
 Commission-Wide Separations = 131

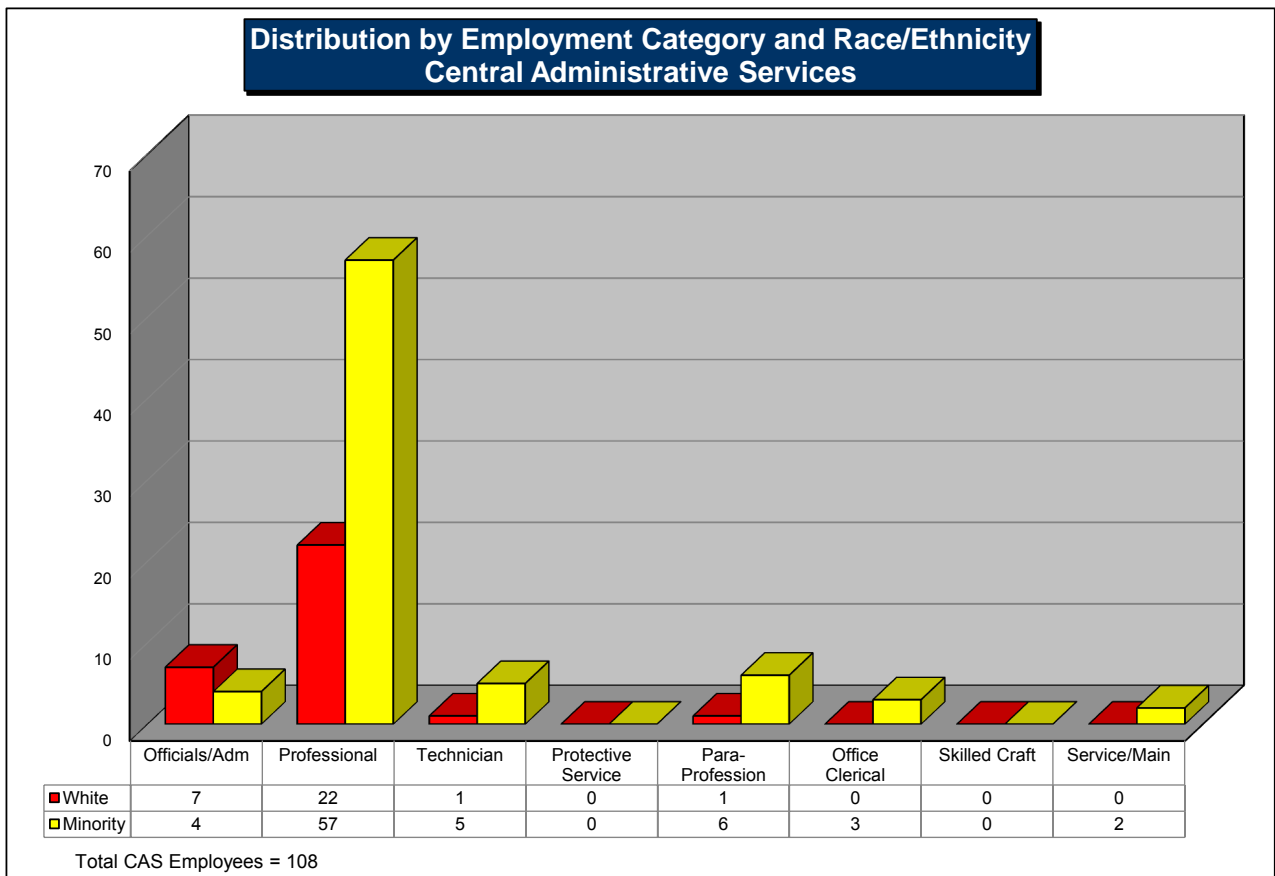
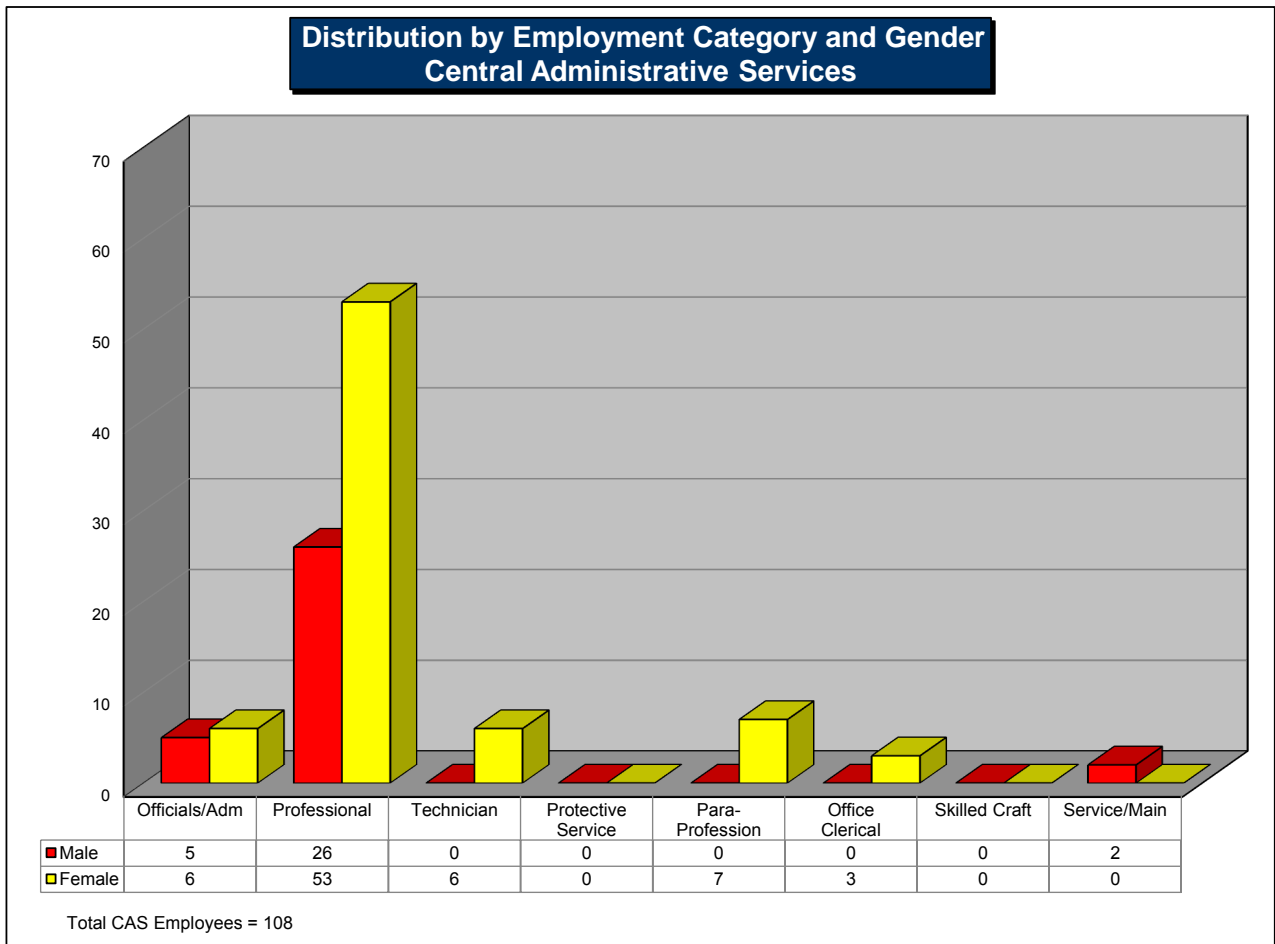
Employees by Employment Category Central Administrative Services



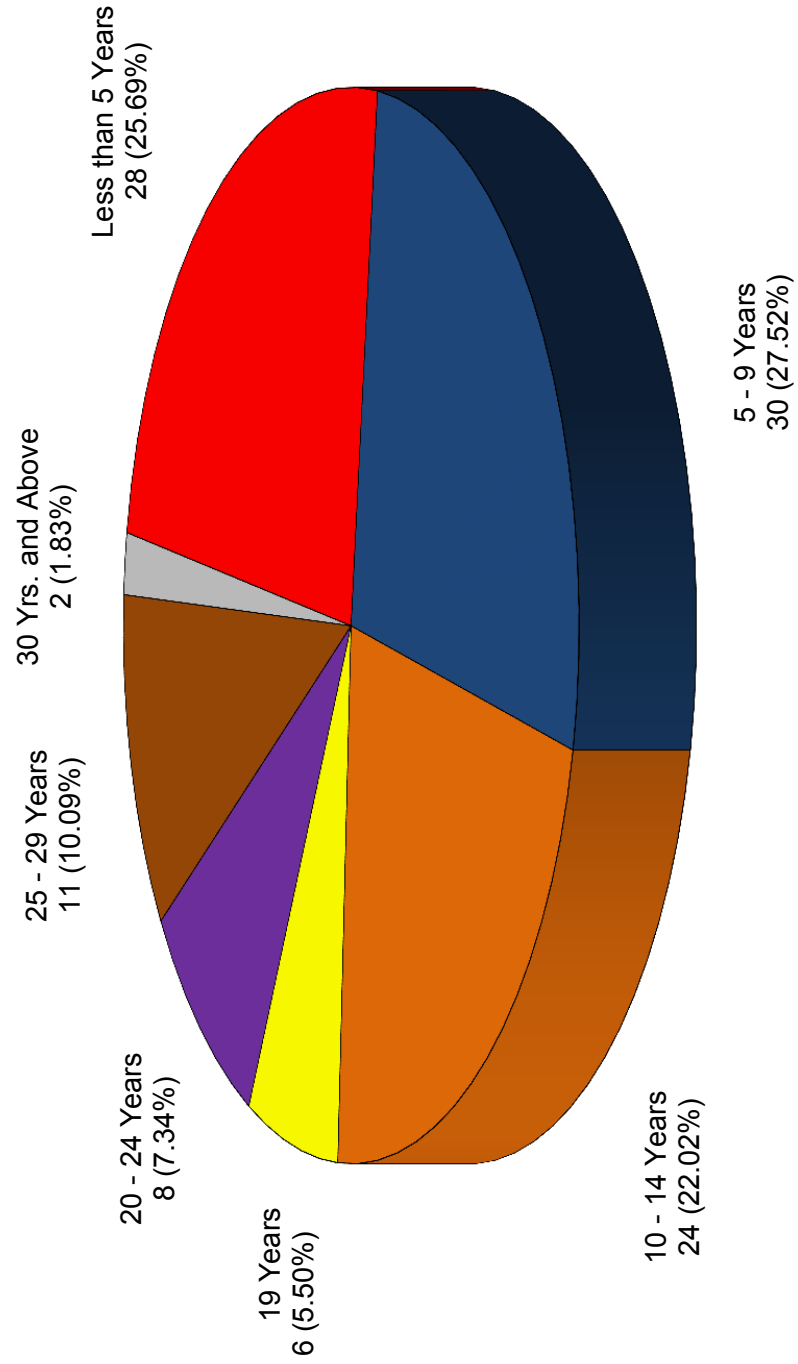
**Race/Ethnicity
Career Employees
Central Administrative Services**



Total Central Administrative Services Employees = 108

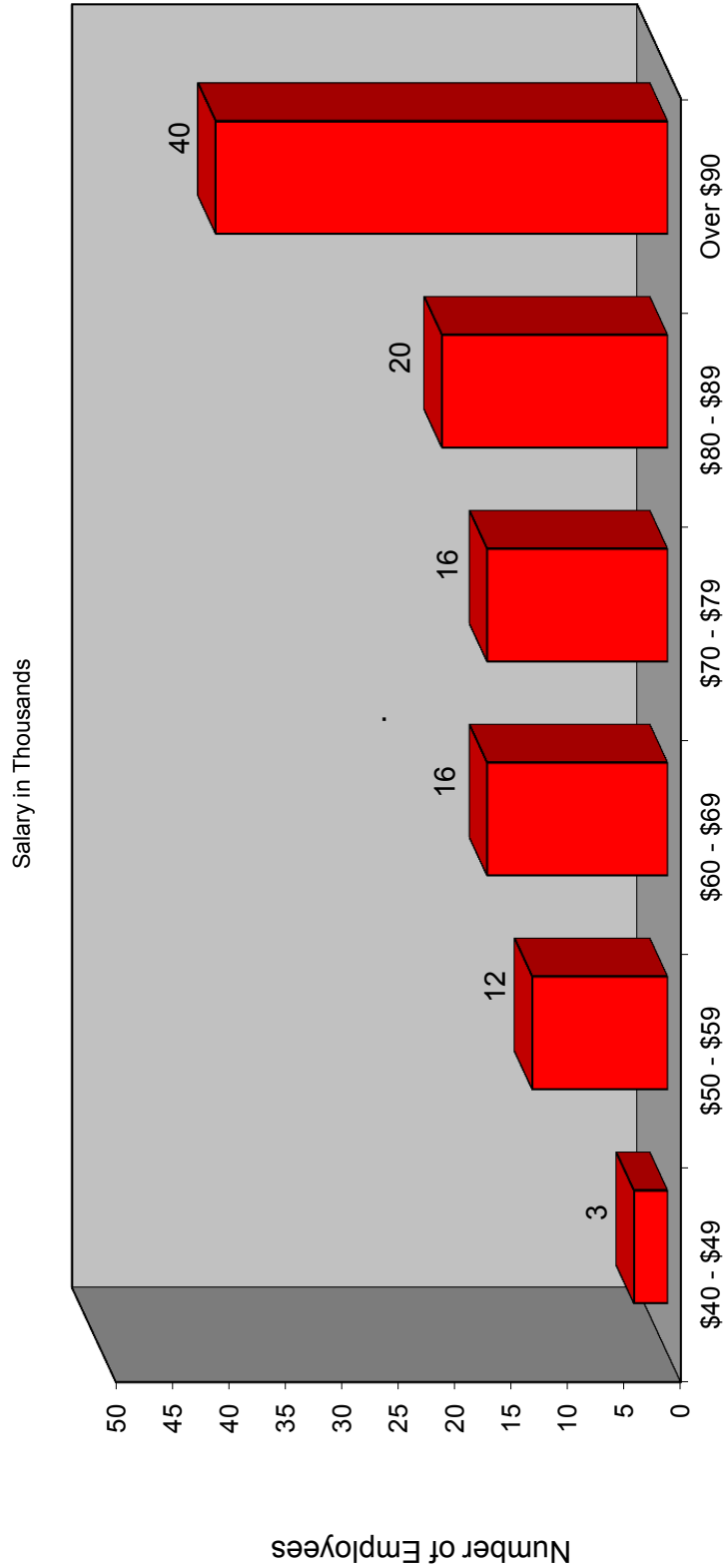


**Average Length of Service
Career Employees
Central Administrative Services**



Total CAS Employees -108

**Salary Range
Career Full-Time Employees
Central Administrative Services**

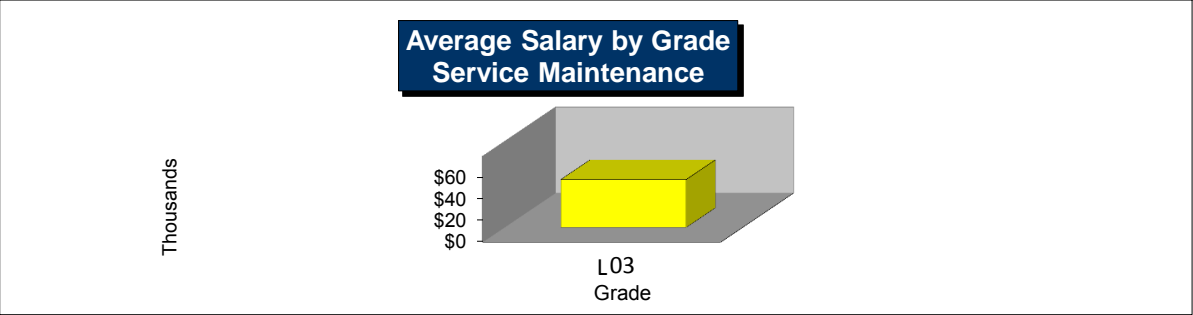
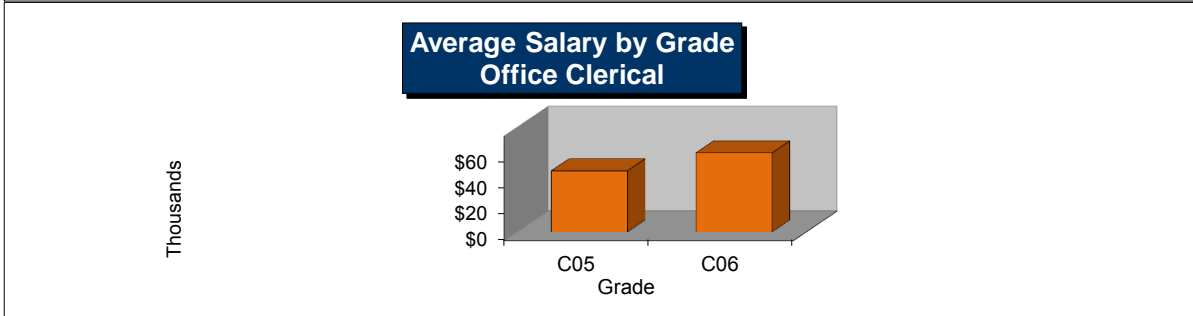
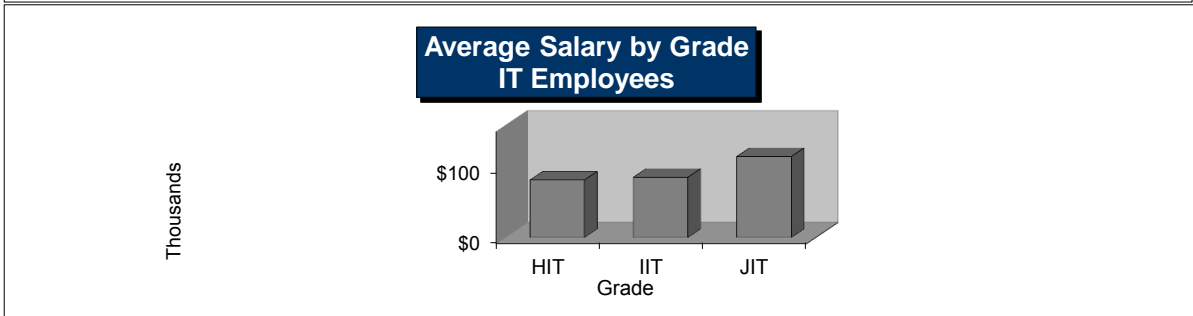
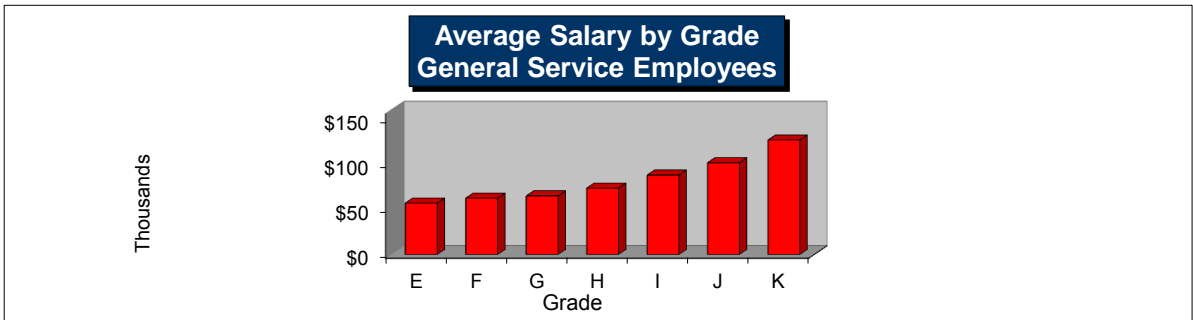


Total Central Administrative Services Full-Time Employees = 107
Average Salary: \$85,328
Excludes Part-Time Career Employees

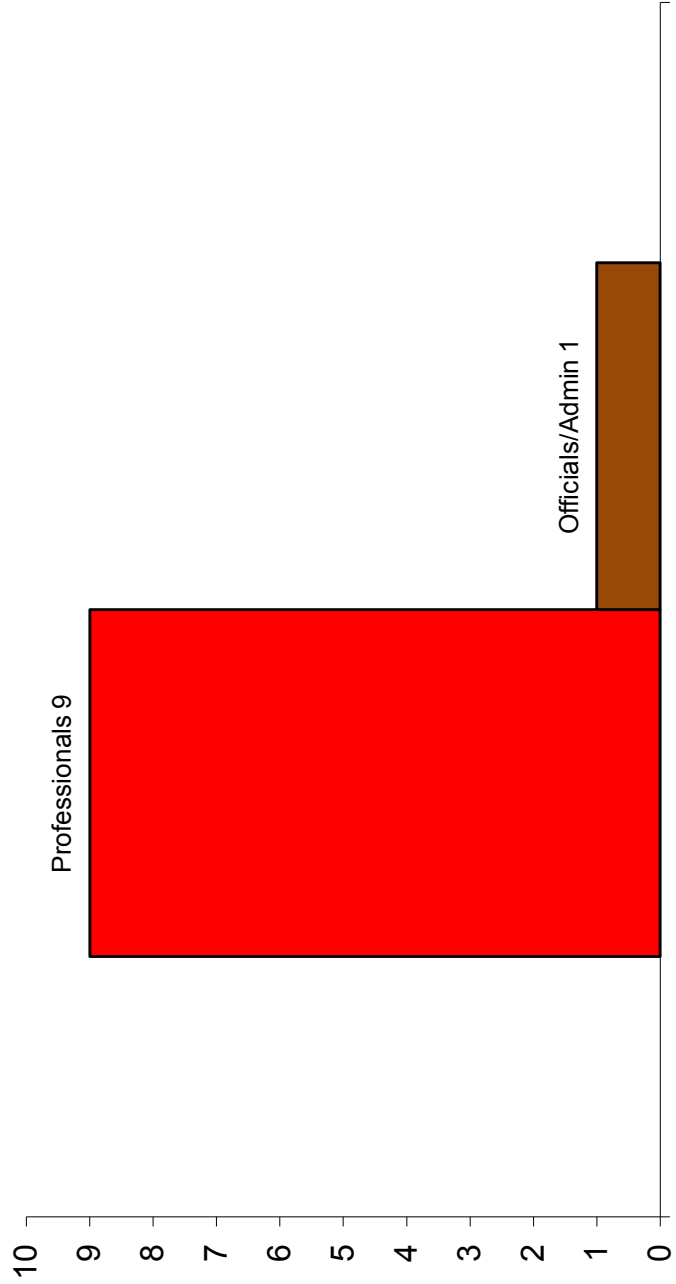
Average Annual Salary for Career Employees by Grade Central Administrative Services

Grade	Salary	Grade	Salary	Grade	Salary
E	\$57,015	C05	\$46,788	HIT	\$81,986
F	\$62,473	C06	\$60,428	IIT	\$86,060
G	\$64,885			JIT	\$115,715
H	\$73,546				
I	\$87,902	L03	\$44,564		
J	\$101,656				
K	\$126,770				

Average Departmental Salary: \$85,328
Average Commission Salary: \$ 66,311

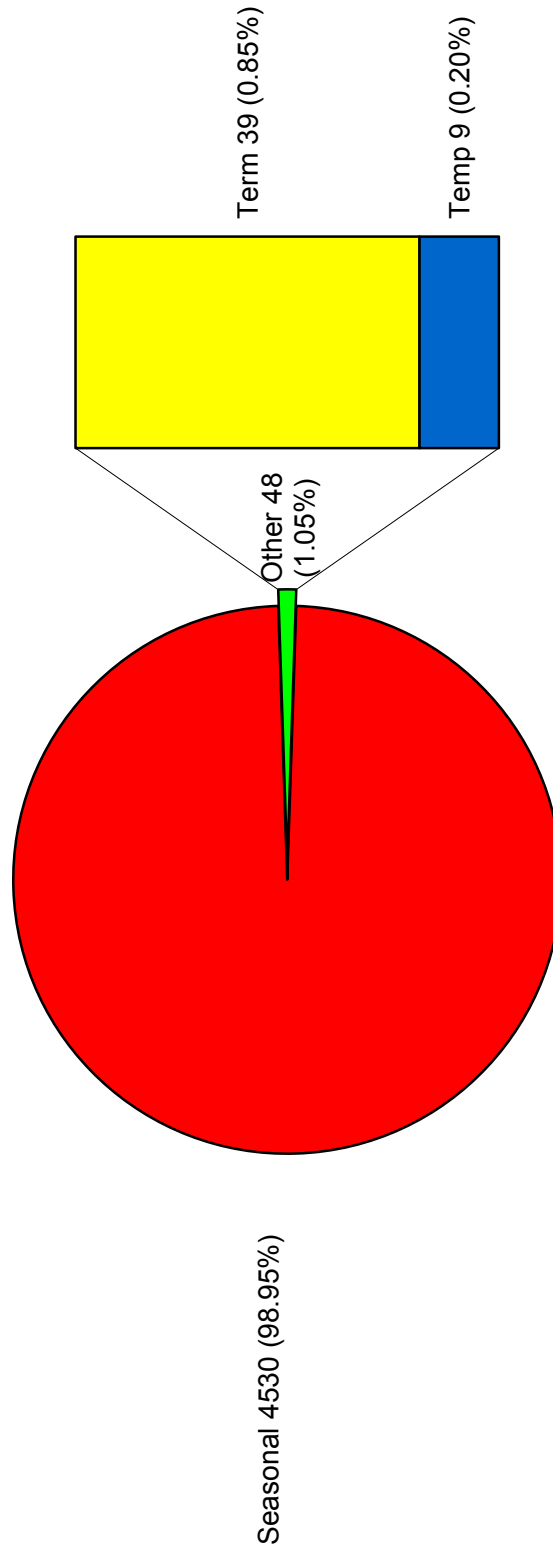


Employee Turnover by Employment Category Central Administrative Services



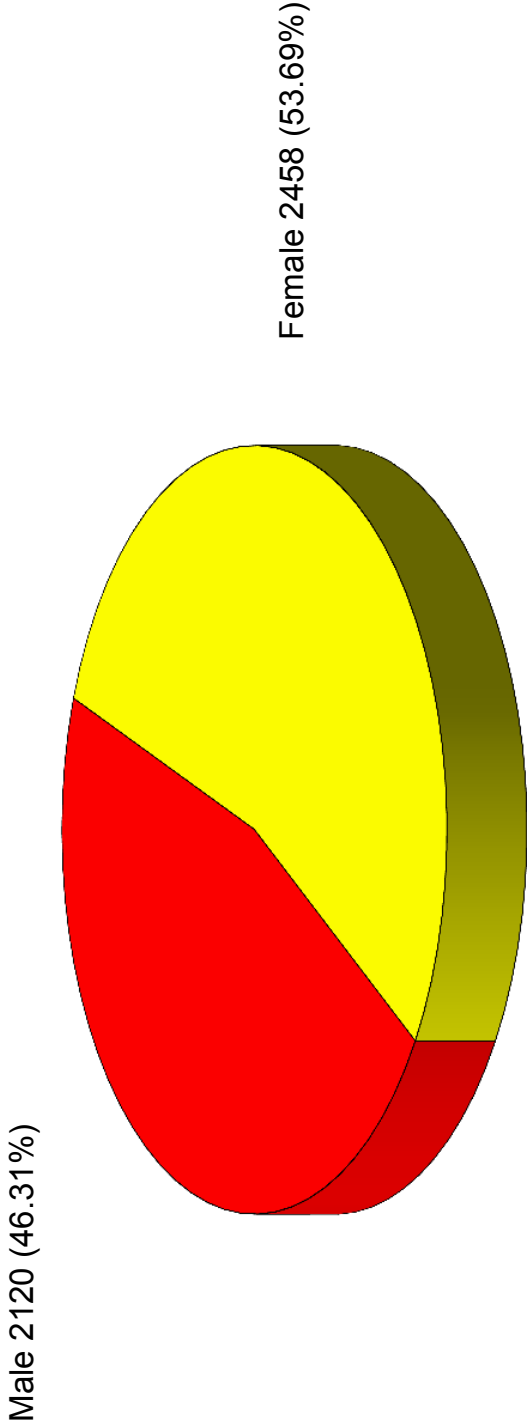
CAS Turnover = 10 or 9.3%
CAS Total Employees = 108
Commission-Wide Separations = 131

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

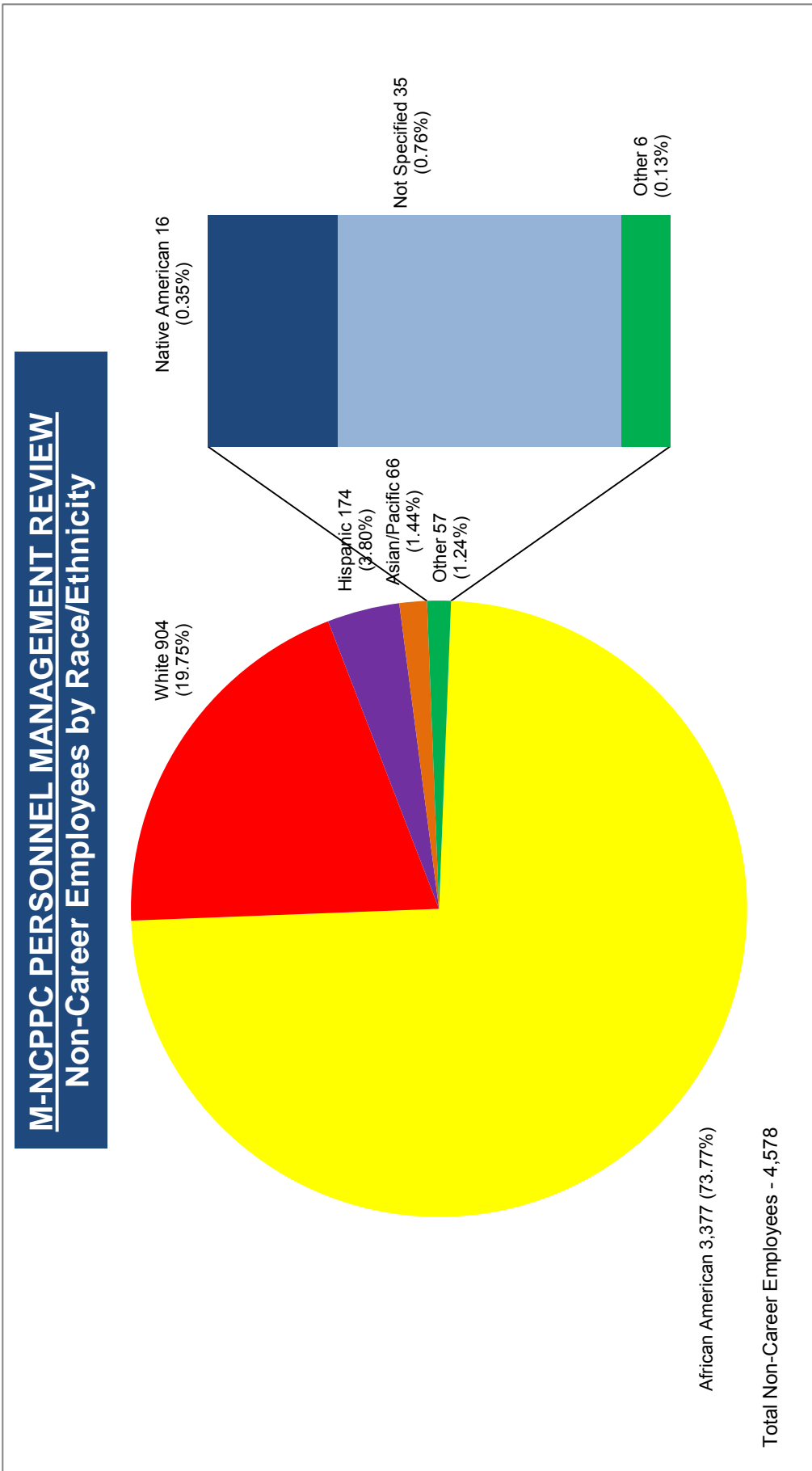


Total Non-Career Employees - 4,578

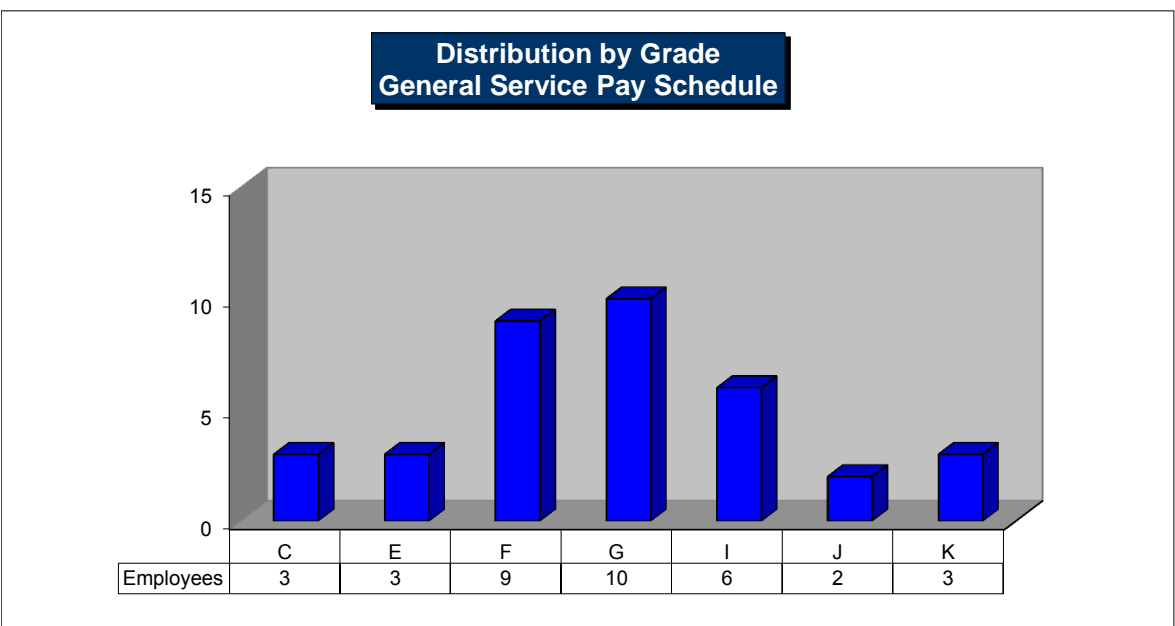
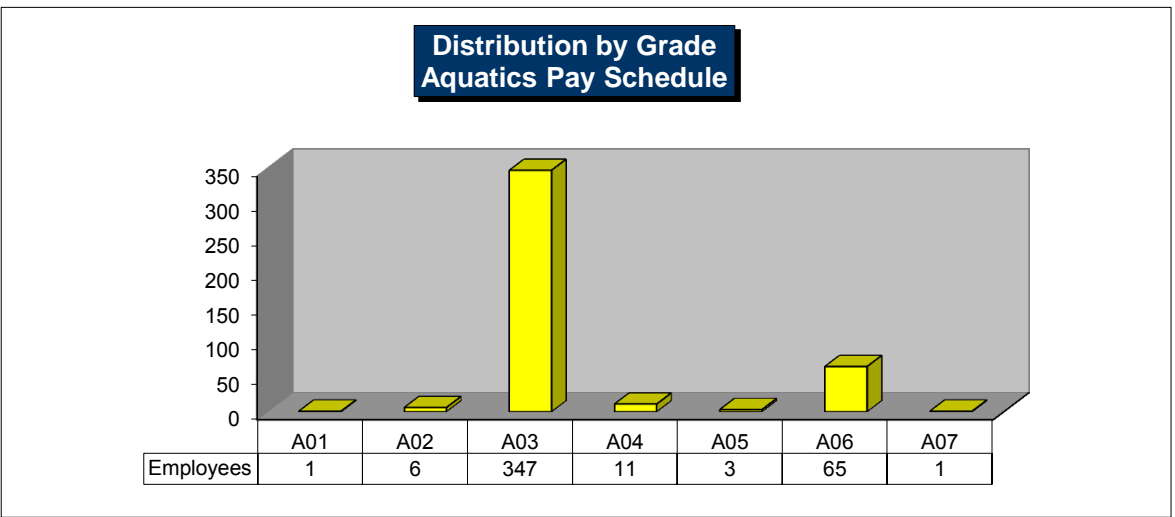
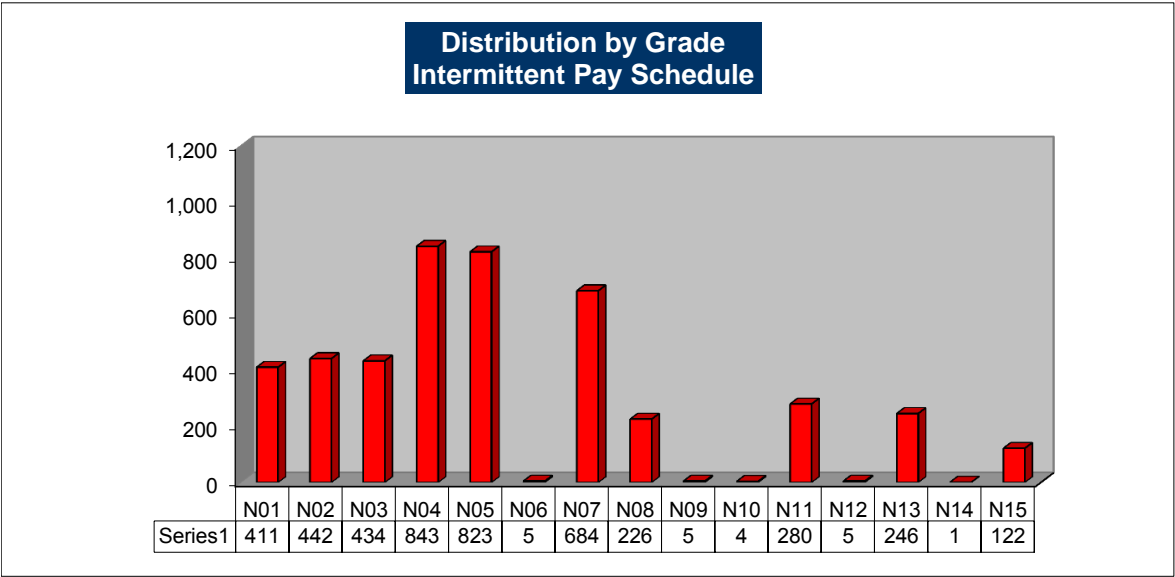
Non - Career Employees by Gender



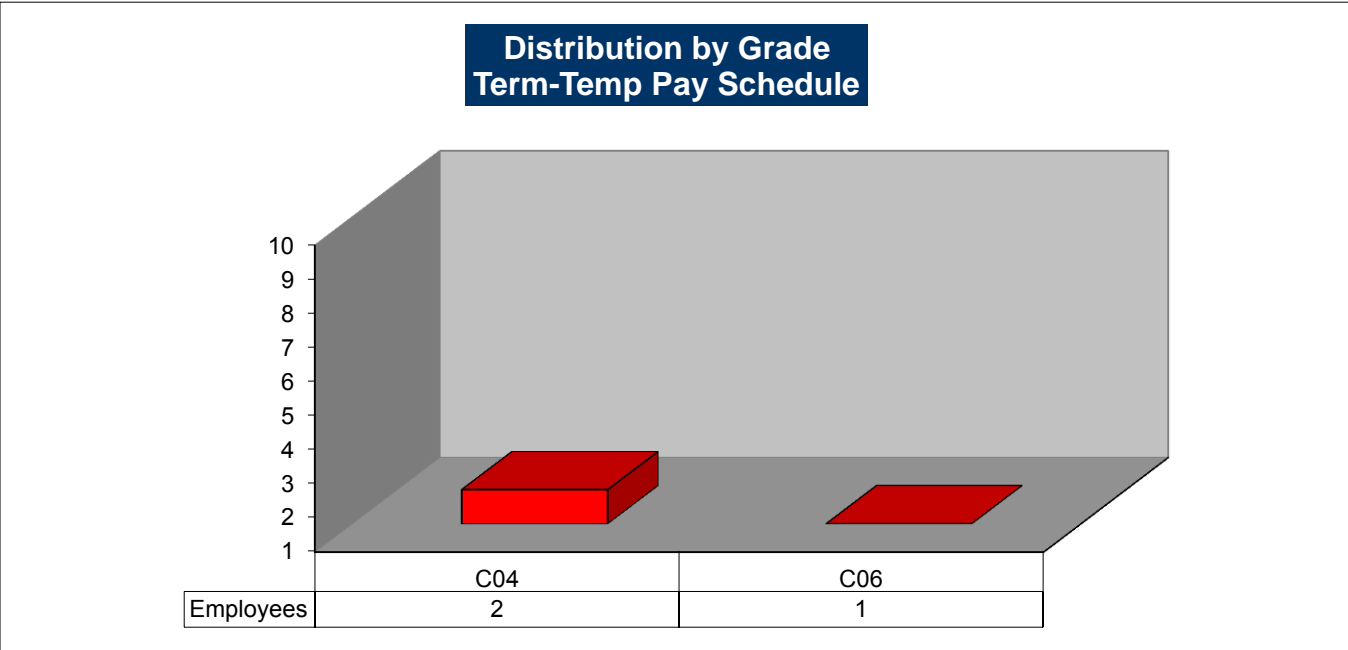
Note: Total Non-Career Employees - 4,578



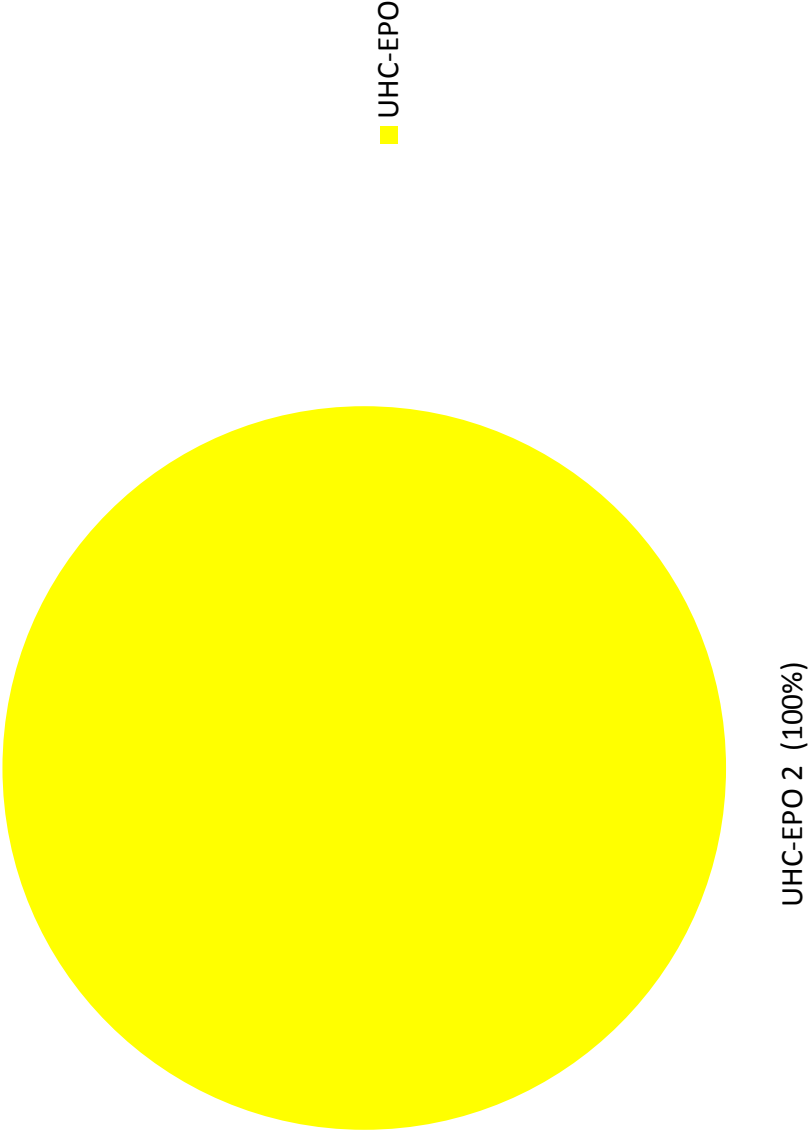
Non-Career Employees Distribution by Grade by Pay Schedule Assignment



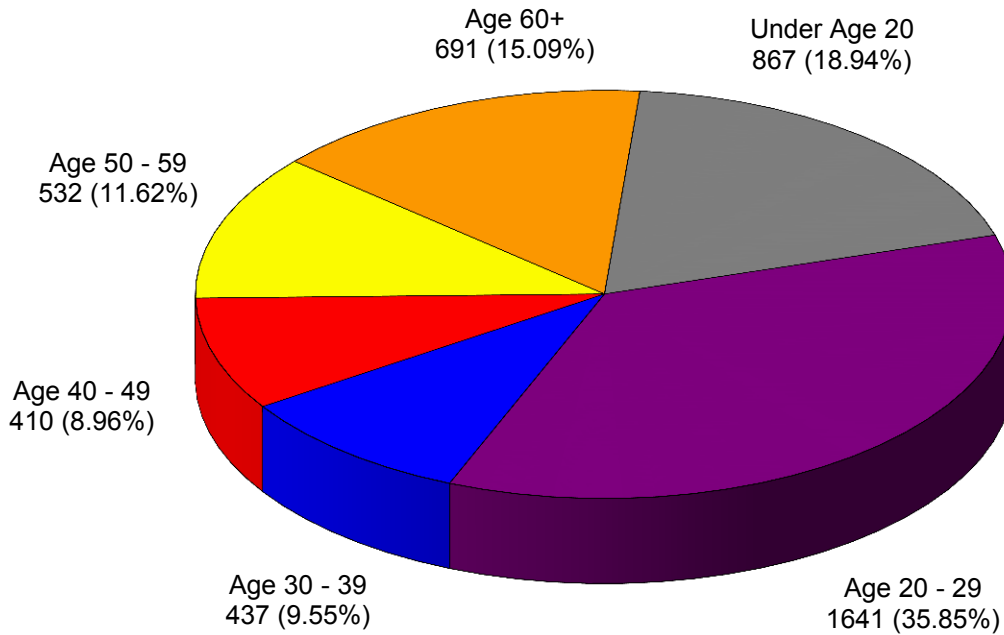
Non-Career Employee Distribution by Grade by Pay Schedule Assignment



M-NCPPC PERSONNEL MANAGEMENT REVIEW
Non-Career (Term) Employee Medical Health Plan Participation



Non-Career Employees by Age



Total Non-Career Employees -4,578

Non - Career Employees Distribution by Department

Central Administrative Services	8	0.17%
Montgomery County Commissioners' Office	1	0.02%
Montgomery County Department of Planning	9	0.20%
Montgomery County Department of Parks	383	7.24%
Prince George's County Commissioners' Office	4	0.09%
Prince George's County Department of Planning	17	0.37%
Prince George's County Parks and Recreation	4,156	90.78%
M-NCPPC Non-Career Employees - Total	4,578	100.00%

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.

The Maryland-National Capital Park and Planning Commission
General Service Pay Schedule
Effective September 14, 2014
2.0% COLA

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
A	\$24,971 \$12.0053	\$33,851 \$16.2745	\$42,731 \$20.5438
B	\$26,675 \$12.8245	\$36,159 \$17.3841	\$45,641 \$21.9429
C	\$27,888 \$13.4077	\$39,010 \$18.7548	\$50,131 \$24.1014
D	\$31,332 \$15.0635	\$42,473 \$20.4197	\$53,613 \$25.7755
E	\$34,666 \$16.6663	\$46,992 \$22.5923	\$59,319 \$28.5188
F	\$38,899 \$18.7014	\$52,731 \$25.3514	\$66,562 \$32.0010
G	\$44,054 \$21.1798	\$59,718 \$28.7107	\$75,381 \$36.2409
H	\$49,941 \$24.0100	\$67,698 \$32.5471	\$85,458 \$41.0856
I	\$56,559 \$27.1918	\$76,765 \$36.9063	\$96,970 \$46.6202
J	\$65,829 \$31.6486	\$90,278 \$43.4029	\$114,726 \$55.1567
K	\$78,833 \$37.9005	\$106,864 \$51.3769	\$134,896 \$64.8538
L	\$95,620 \$45.9712	\$129,622 \$62.3183	\$163,624 \$78.6654

Approved by the Commission June 18, 2014

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Special Salary Range Pay Schedule for Select Career IT Positions ONLY
Effective September 14, 2014
2% COLA

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
GIT	\$46,256	\$61,366	\$79,152
	\$22.2384	\$29.5029	\$38.0538
HIT	\$52,437	\$69,565	\$89,727
	\$25.2101	\$33.4447	\$43.1380
IIT	\$59,386	\$78,881	\$101,818
	\$28.5511	\$37.9236	\$48.9510
JIT	\$71,754	\$96,289	\$125,051
	\$34.4971	\$46.2928	\$60.1206

<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
June 18, 2014

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Office/Clerical Bargaining Unit Pay Schedule
Effective September 14, 2014
2% COLA

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
C01	\$24,984 \$12.0115	\$33,868 \$16.2827	\$42,753 \$20.5543	\$44,036 \$21.1712
C02	\$26,688 \$12.8308	\$36,178 \$17.3933	\$45,667 \$21.9553	\$47,037 \$22.6139
C03	\$27,902 \$13.4144	\$39,029 \$18.7639	\$50,156 \$24.1135	\$51,662 \$24.8375
C04	\$31,347 \$15.0707	\$42,493 \$20.4293	\$53,639 \$25.7880	\$55,248 \$26.5615
C05	\$34,683 \$16.6745	\$47,016 \$22.6038	\$59,349 \$28.5332	\$61,129 \$29.3889
C06	\$38,919 \$18.7111	\$52,758 \$25.3644	\$66,598 \$32.0183	\$68,595 \$32.9784

Approved by the Commission
June 18, 2014

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Trades Bargaining Unit Pay Schedule
Effective September 14, 2014
2% COLA

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
T01	\$26,688 \$12.8308	\$36,178 \$17.3933	\$45,667 \$21.9553	\$47,037 \$22.6139
T02	\$31,347 \$15.0707	\$42,493 \$20.4293	\$53,639 \$25.7880	\$55,248 \$26.5615
T03	\$34,683 \$16.6745	\$47,016 \$22.6038	\$59,348 \$28.5327	\$61,129 \$29.3889
T04	\$38,919 \$18.7111	\$52,758 \$25.3644	\$66,598 \$32.0182	\$68,596 \$32.9788

Approved by the Commission
June 18, 2014

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Service/Labor Bargaining Unit Pay Schedule
Effective September 14, 2014
2% COLA

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
L01	\$24,909 \$11.9755	\$33,769 \$16.2351	\$42,628 \$20.4942	\$43,906 \$21.1087
L02	\$27,820 \$13.3750	\$38,914 \$18.7087	\$50,009 \$24.0427	\$51,509 \$24.7639
L03,L04	\$31,256 \$15.0269	\$42,371 \$20.3705	\$53,484 \$25.7135	\$55,089 \$26.4849
L05,L06	\$34,582 \$16.6260	\$46,879 \$22.5381	\$59,175 \$28.4495	\$60,950 \$29.3029
L07	\$38,804 \$18.6559	\$52,603 \$25.2899	\$66,402 \$31.9240	\$68,394 \$32.8817

Approved by the Commission
June 18, 2014

The Maryland-National Capital Park and Planning Commission
 FOP Park Police
 Effective July 6, 2014 (1.75% COLA)

Rank	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
P02	\$49,886	\$49,907	\$51,659	\$53,467	\$55,337	\$57,272	\$59,279	\$61,352	\$63,499	\$65,721	\$68,026	\$70,407	\$72,866	\$75,416	\$78,058	
P03	\$49,886	\$52,404	\$54,242	\$56,146	\$58,103	\$60,132	\$62,241	\$64,419	\$66,679	\$69,009	\$71,425	\$73,928	\$76,517	\$79,188	\$81,961	
P04	\$52,381	\$55,022	\$56,953	\$58,946	\$61,006	\$63,144	\$65,353	\$67,638	\$70,009	\$72,455	\$74,995	\$77,621	\$80,335	\$83,149	\$86,061	
P05	\$57,748	\$60,668	\$62,790	\$64,987	\$67,259	\$69,615	\$72,051	\$74,577	\$77,187	\$79,886	\$82,685	\$85,582	\$88,570	\$91,672	\$94,877	\$97,250
Rank	ASI 1*	ASI 2**														
P02	\$80,009	\$82,009														
P03	\$84,010	\$86,110														
P04	\$88,213	\$90,418														
P05	\$99,681	\$102,173														

*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.

Contract Approved by Commission May 1, 2014
 Pay Schedule Approved by the Commission May 21, 2014

**Park Police Command Officers
Effective July 6, 2014
1.75% COLA**

Title	Minimum	Midpoint	Maximum
Lieutenant [P06]	\$67,319	\$90,961	\$114,606
Captain [P07]	\$77,884	\$105,234	\$132,584
Commander [P09]	\$95,145	\$123,655	\$152,161

**Officer Candidate Pay Scale
Effective July 6, 2014
1.75% COLA**

Position Scale

Candidate \$48,338
[PC]

**The Maryland-National Capital Park and Planning Commission
Aquatics Seasonal/Intermittent Pay Schedule
Effective First Full Pay Period in November 2014
Minimum Wage Update**

<u>Grade</u>	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
A01	\$8.40	\$8.58	\$9.17
A02	\$8.78	\$9.43	\$10.09
A03	\$9.58	\$10.37	\$11.21
A04	\$11.01	\$11.93	\$12.90
A05	\$12.68	\$13.71	\$14.82
A06	\$14.58	\$15.76	\$17.06
A07	\$16.77	\$18.13	\$19.61

Approved by the Commission on October 22, 2014

B1 effective 11/9/14

B2 effective 11/2/14

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Seasonal/Intermittent Pay Schedule
Effective First Full Pay Period in November 2014
Minimum Wage Update

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>	<u>INSTRUCTORS</u>	
PFA I - 2001	N01	\$8.4000	\$8.5876	\$9.7078	2003	I
PFA II - 2018	N02	\$8.4000	\$8.9095	\$10.3000		
PFA III - 2042	N03	\$8.4000	\$9.2917	\$11.0438		
PFMA I - 2047	N04	\$8.4000	\$9.7232	\$11.8244	2045	II
PFMA II - 2051	N05	\$8.4000	\$10.5356	\$12.8084		
	N06	\$9.0070	\$11.4841	\$13.9613		
PFMA III - 2059	N07	\$9.5472	\$12.1727	\$14.7983		
Help Desk Rep I-2080	N08	\$10.1194	\$12.9025	\$15.6854	2065	III
	N09	\$10.7264	\$13.6763	\$16.6263		
	N10	\$11.3703	\$14.4971	\$17.6242		
Intern I/Playground Manager	N11	\$12.2800	\$15.6567	\$19.0335	2067	IV
Help Desk Rep II-2081	N12	\$13.2626	\$16.9100	\$20.5574		
Intern II/Help Desk Rep III-2082	N13	\$15.2514	\$19.4455	\$23.6396	2069	V
	N14	\$17.5395	\$22.3632	\$27.1869		
	N15	\$20.1711	\$25.7179	\$31.2647	2071	VI

Approved by the Commission on October 22, 2014

B1 effective 11/9/14
B2 effective 11/2/14

Municipal and County Government Employees Organization (MCGEO) Local 1994,
Non-Union Represented and Term Contract Employees
Premium Rates Effective January 1, 2014

SINGLE COVERAGE						
Members	2014 Full Rates	Cost Share %	2013 Bi-Weekly Contribution	2014 Bi-Weekly Contribution	\$\$ Change in Contribution From 2013	Monthly COBRA Rates
Caremark Prescription	\$ 148.00	85%/15%	\$ 13.66	\$ 13.66	\$ -	\$ 150.96
Caremark Prescription - Term Contract	\$ 148.00	50%/50%	\$ 20.49	\$ 34.15	\$ 13.66	\$ 150.96
CIGNA Open Access Plus In EPO	\$ 552.00	80%/20%	\$ 50.95	\$ 50.95	\$ -	\$ 563.04
CIGNA Open Access Plus In EPO - Term Contract	\$ 552.00	50%/50%	\$ 76.43	\$ 127.38	\$ 50.95	\$ 563.04
UnitedHealthcare Choice Plus POS	\$ 548.00	80%/20%	\$ 44.30	\$ 50.58	\$ 6.28	\$ 558.96
UnitedHealthcare Choice Plus POS - Term Contract	\$ 548.00	50%/50%	\$ 66.46	\$ 126.46	\$ 60.00	\$ 558.96
UHC Medicare Complement Plan (LTD only)	\$ 195.00	80%/20%	\$ 17.63	\$ 18.00	\$ 0.17	\$ 198.90
UnitedHealthcare Select EPO	\$ 434.00	85%/15%	\$ 35.63	\$ 40.06	\$ 4.43	\$ 442.68
UnitedHealthcare Select EPO - Term Contract	\$ 434.00	50%/50%	\$ 53.45	\$ 100.15	\$ 46.70	\$ 442.68
United Concordia Dental	\$ 36.93	80%/20%	\$ 3.41	\$ 3.41	\$ -	\$ 37.67
Vision Service Plan - Low	\$ 3.26	80%/20%	\$ 0.28	\$ 0.30	\$ 0.02	\$ 3.33
Vision Service Plan - Moderate	\$ 5.80	See note	\$ 1.38	\$ 1.47	\$ 0.09	\$ 5.92
Vision Service Plan - High	\$ 8.46	See note	\$ 2.54	\$ 2.70	\$ 0.16	\$ 8.63

TWO-MEMBER COVERAGE						
Members	2014 Full Rates	Cost Share %	2013 Bi-Weekly Contribution	2014 Bi-Weekly Contribution	\$\$ Change in Contribution From 2013	Monthly COBRA Rates
Caremark Prescription	\$ 296.00	85%/15%	\$ 27.32	\$ 27.32	\$ -	\$ 301.92
Caremark Prescription - Term Contract	\$ 296.00	50%/50%	\$ 40.99	\$ 68.31	\$ 27.32	\$ 301.92
CIGNA Open Access Plus In EPO	\$ 1,104.00	80%/20%	\$ 101.90	\$ 101.90	\$ -	\$ 1,126.08
CIGNA Open Access Plus In EPO - Term Contract	\$ 1,104.00	50%/50%	\$ 155.92	\$ 254.77	\$ 98.85	\$ 1,126.08
UnitedHealthcare Choice Plus POS	\$ 1,096.00	80%/20%	\$ 88.61	\$ 101.17	\$ 12.56	\$ 1,117.92
UnitedHealthcare Choice Plus POS - Term Contract	\$ 1,096.00	50%/50%	\$ 135.58	\$ 252.92	\$ 117.34	\$ 1,117.92
UHC Medicare Complement Plan (LTD only)	\$ 390.00	80%/20%	\$ 35.26	\$ 36.00	\$ 0.74	\$ 397.80
UnitedHealthcare Select EPO	\$ 868.00	85%/15%	\$ 71.26	\$ 80.12	\$ 8.86	\$ 885.36
UnitedHealthcare Select EPO - Term Contract	\$ 868.00	50%/50%	\$ 109.03	\$ 200.31	\$ 91.28	\$ 885.36
United Concordia Dental	\$ 73.85	80%/20%	\$ 6.81	\$ 6.81	\$ -	\$ 75.33
Vision Service Plan - Low	\$ 6.54	80%/20%	\$ 0.57	\$ 0.60	\$ 0.03	\$ 6.67
Vision Service Plan - Moderate	\$ 11.60	See note	\$ 2.77	\$ 2.94	\$ 0.17	\$ 11.83
Vision Service Plan - High	\$ 16.93	See note	\$ 5.09	\$ 5.40	\$ 0.31	\$ 17.27

FAMILY COVERAGE						
Members	2014 Full Rates	Cost Share %	2013 Bi-Weekly Contribution	2014 Bi-Weekly Contribution	\$\$ Change in Contribution From 2013	Monthly COBRA Rates
Caremark Prescription	\$ 444.00	85%/15%	\$ 40.98	\$ 40.98	\$ -	\$ 452.88
Caremark Prescription - Term Contract	\$ 444.00	50%/50%	\$ 61.48	\$ 102.46	\$ 40.98	\$ 452.88
CIGNA Open Access Plus In EPO	\$ 1,656.00	80%/20%	\$ 152.86	\$ 152.86	\$ -	\$ 1,689.12
CIGNA Open Access Plus In EPO - Term Contract	\$ 1,656.00	50%/50%	\$ 229.29	\$ 382.15	\$ 152.86	\$ 1,689.12
UnitedHealthcare Choice Plus POS	\$ 1,644.00	80%/20%	\$ 132.92	\$ 151.75	\$ 18.83	\$ 1,676.88
UnitedHealthcare Choice Plus POS - Term Contract	\$ 1,644.00	50%/50%	\$ 199.39	\$ 379.38	\$ 179.99	\$ 1,676.88
UHC Medicare Complement Plan (LTD only)	\$ 585.00	80%/20%	\$ 52.89	\$ 54.00	\$ 1.11	\$ 596.70
UnitedHealthcare Select EPO	\$ 1,302.00	85%/15%	\$ 106.89	\$ 120.18	\$ 13.29	\$ 1,328.04
UnitedHealthcare Select EPO - Term Contract	\$ 1,302.00	50%/50%	\$ 160.34	\$ 300.46	\$ 140.12	\$ 1,328.04
United Concordia Dental	\$ 110.78	80%/20%	\$ 10.22	\$ 10.22	\$ -	\$ 113.00
Vision Service Plan - Low	\$ 9.80	80%/20%	\$ 0.85	\$ 0.90	\$ 0.05	\$ 10.00
Vision Service Plan - Moderate	\$ 17.41	See note	\$ 4.16	\$ 4.41	\$ 0.25	\$ 17.76
Vision Service Plan - High	\$ 25.40	See note	\$ 7.64	\$ 8.10	\$ 0.46	\$ 25.91

OTHER BENEFIT PLAN RATES						
CIGNA - Long Term Disability - FOP	\$ 1.84	0%/100%				N/A
Legal Resources - Legal Services	\$ 18.00	0%/100%	\$ 9.00	\$ 9.00	\$ -	N/A
Life Insurance	\$ 0.204	80%/20%				
AD&D	\$ 0.025	80%/20%				

Notes:

Prescription drug coverage is separate from medical plans.

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

Term Contract Employees will pay 50% cost-sharing for medical and prescription drugs.

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

Cigna Long Term Disability: Rates are per \$100 of monthly benefit.

Legal Resources: Employee pays 100%. \$9.00 bi-weekly deducted on the 1st and 2nd pay periods of the month.