



# PERSONNEL MANAGEMENT REVIEW

EMPLOYEE DEMOGRAPHIC PROFILE

FISCAL YEAR 2015



# The Maryland-National Capital Park and Planning Commission

## Personnel Management Review Fiscal Year 2015

### Employee Demographic Profile

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Elizabeth M. Hewlett, Vice-Chair

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Fern Piret, Prince George's County Planning  
Mike Riley, Montgomery County Parks  
Gwen Wright, Montgomery County Planning

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# The Maryland-National Capital Park and Planning Commission

## Personnel Management Review

Fiscal Year 2015

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# M-NCPPC Personnel Management Review FY2015

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THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

April 11, 2016

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

FROM: Patricia C. Barney, Executive Director



SUBJECT: Personnel Management Review (PMR), Fiscal Year 2015

I am pleased to submit the Commission's 22nd edition of the Personnel Management Review (PMR) for fiscal year 2015. 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 presents statistics and comparative analyses on the Commission's workforce in various categories for FY15 in comparison to the previous five to ten fiscal years.
- **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.
- **Compensation** 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 presents workforce statistics and related data on employees by department.
- **Appendix** section includes a listing of race/ethnic classifications, job categories, current pay schedules, and medical plan enrollment costs.

The PMR is available for review and online at [www.mncppc.org](http://www.mncppc.org). The Personnel Management Review can be retrieved under the column heading entitled "Quick Links". Internal staff may access the PMR via intranet on inSite. Select "Our Organization," and the Department of Human Resources and Management link. The PMR can be retrieved under the section entitled "Other Documents".

The Commission remains committed to delivering an informative report. We welcome your feedback! Please address comments/questions to [Derrick.Peoples@mncppc.org](mailto:Derrick.Peoples@mncppc.org).



**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
**PERSONNEL MANAGEMENT REVIEW**

**TRENDS**

1. Between FY16 and FY20, 33.6% of all career employees (full-time and part-time) will be eligible for normal retirement.
2. In the Officials/Administrators category, between FY16 and FY20, 74.7% of employees are eligible for normal retirement, which is roughly a 1% decrease from FY14 (75.7%). Succession planning is critical to ensure the preservation of institutional knowledge.
3. Over the past five years, there have been small incremental changes in the Commission's demographics.

**Five-Year Demographic Distribution**  
**2011 - 2015**

	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
<b>Race</b>					
Asian	4.0%	3.6%	3.6%	3.8%	4.0%
Hispanic	5.0%	5.7%	6.2%	6.1%	6.1%
Black	36.0%	37.0%	37.7%	37.6%	36.9%
White	54.0%	53.0%	52.0%	51.9%	52.4%
American Indian	1.0%	0.6%	0.6%	0.5%	0.6%
<b>Gender</b>					
Women	39.2%	39.0%	39.0%	39.0%	37.9%
Men	60.8%	61.0%	61.0%	61.0%	62.1%
<b>Total Population</b>	2019	1977	1994	2002	2049

4. In comparison to FY14, the percentage of employees in the 50 to 60+ age category remained steady at 46.3%.

5. **M-NCPPC Average Annual Turnover Trends  
FY11 to FY15**

As indicated below, average turnover rose in FY11 due to employees electing to retire under the Retirement Incentive Program. However, after FY11, average turnover declined, stabilized, and decreased slightly in FY15.

FY11	FY12	FY13	FY14	FY15
8.0%	6.0%	6.8%	6.5%	5.5%

6. **Five-Year Normal Retirement Trends  
2011-2015**

As there is a direct relationship between employee retirement and turnover, the normal retirement trend also rose in FY11, and varied in the four fiscal years following FY11.

Fiscal Year	Number Retired	Percent Retired
FY11	75	4.0%
FY12	38	2.0%
FY13	58	3.0%
FY14	45	2.0%
FY15	51	2.5%

7. **Full-Time Employee Salary Trends**

For FY15, as indicated in the following chart, the Commission's average salary for full-time career employees increased from \$66,311 to \$68,616. White and female average salaries continue to be higher than minority and male salaries.

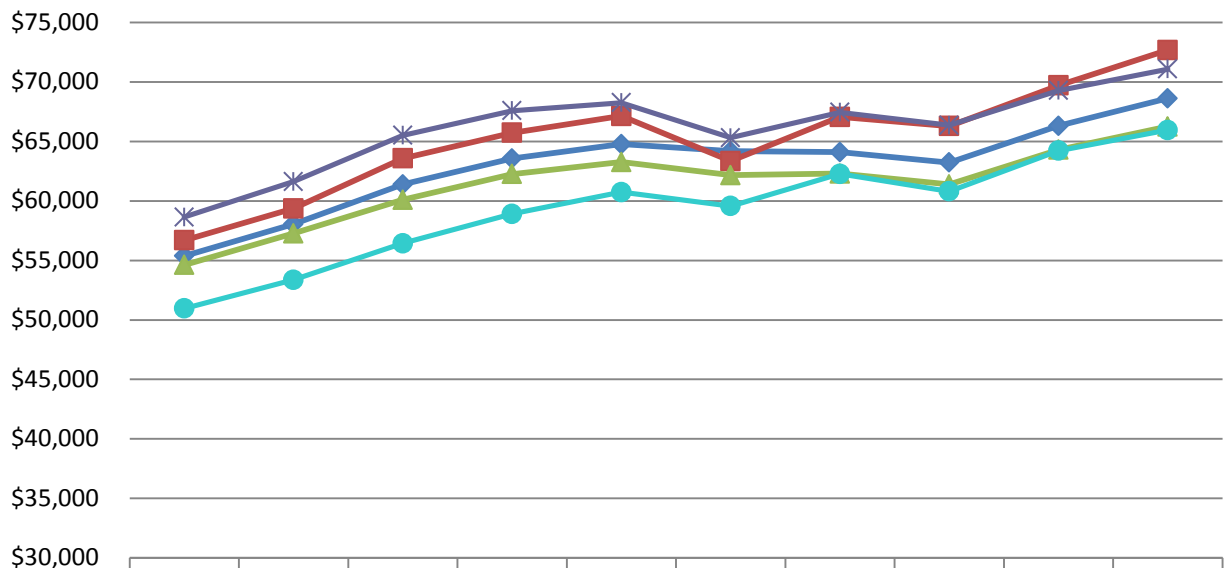
In FY15, the average salary for full-time career white employees was \$71,078, and \$65,951 for full-time career minority employees. The average salary for minorities have been consistently below the average salary for whites in the period identified in the following chart. Although a salary disparity exists between whites and minorities, this salary disparity has decreased, and thus, improved over time. In FY06, for instance, the average salary for whites was \$58,641, and \$50,957 for minorities. At that time, there was a 15.1% salary disparity between whites and minorities. In FY15, the average salary for whites was \$71,078 and \$65,951 for minorities; presently, that is a salary disparity of 7.7%.

With respect to the average salary for males and females, in FY15, the average salary for females was \$72,676, and \$66,246 for males. According to the following chart, the average salary for males has been consistently lower than the average salary for females. The reason for the lower average

salary among males is that there are a large number of males (i.e., 355) in the Service/Maintenance employment category and (i.e., 172) in the Skilled Craft employment category, in comparison to a small number of women (i.e., 40) in the Service/Maintenance employment category and no women in the Skilled Craft employment category.

Additionally, as average salaries across-the-board rose during the period identified in the following chart, average salaries declined slightly as a result of the furlough plan that was implemented in FY11.

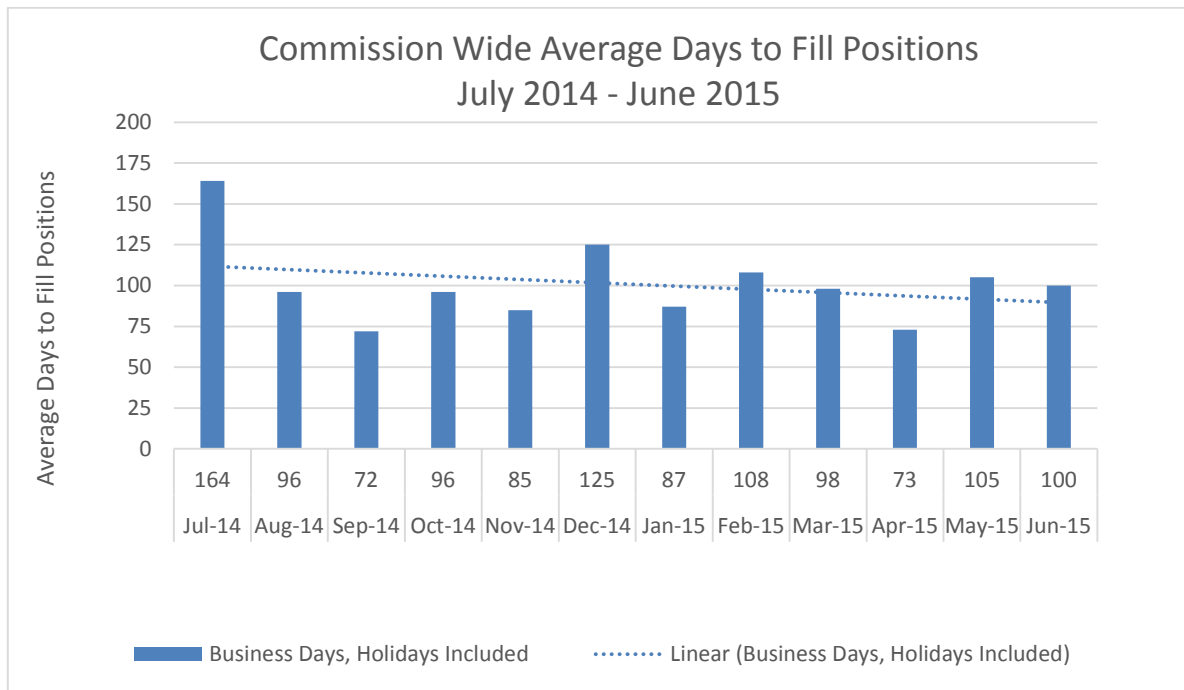
### Full-time Employee Salary Trends



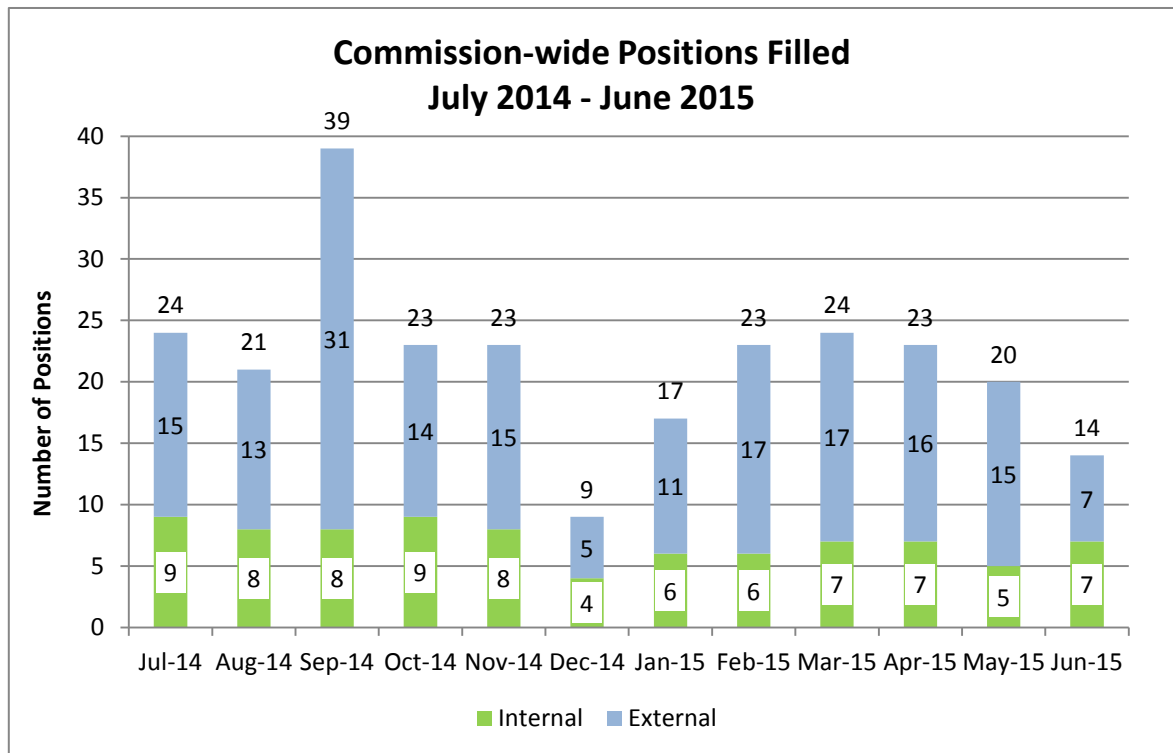
	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
◆ Commission-wide	\$55,378	\$58,048	\$61,378	\$63,565	\$64,766	\$64,181	\$64,100	\$63,222	\$66,311	\$68,616
■ females	\$56,689	\$59,364	\$63,581	\$65,732	\$67,138	\$63,348	\$67,064	\$66,295	\$69,704	\$72,676
▲ males	\$54,616	\$57,272	\$60,087	\$62,255	\$63,262	\$62,159	\$62,303	\$61,385	\$64,295	\$66,246
✱ whites	\$58,641	\$61,623	\$65,509	\$67,578	\$68,260	\$65,309	\$67,449	\$66,352	\$69,271	\$71,078
● minorities	\$50,957	\$53,370	\$56,428	\$58,912	\$60,736	\$59,568	\$62,265	\$60,806	\$64,217	\$65,951

8. In FY14, the Recruitment and Selection Services Unit predicted that days-to-fill would trend up slightly in FY15. To be proactive and reduce the number of days-to-fill, Recruitment and Selection Services set an aggressive goal of lowering the days-to-fill to 97 days from the previous year's average of 102 days. The approach included contacting hiring managers regarding the status of their positions and requesting them to defer or close the position if there was not an immediate intention to fill the vacancy.

At the beginning of FY15, as illustrated in the chart below, it took an average of 164 days to fill positions; and throughout the remainder of the fiscal year, average days to fill positions varied widely. Many variables contribute to the average number of days it takes to fill positions. One primary reason is that hiring needs and priorities vary by department month-to-month, and can greatly influence the time it takes to fill a vacancy. The average time it took to fill positions in FY15 was 101 days. Excluding the month of July 2014, the average days to fill for the remaining 11 months was 87 days.



9. In FY15, the Recruitment and Selection Services Unit assisted departments in filling 260 positions. Of these, 176 positions were filled by external candidates and 84 positions were filled by internal candidates.



10. **Top of Grade**

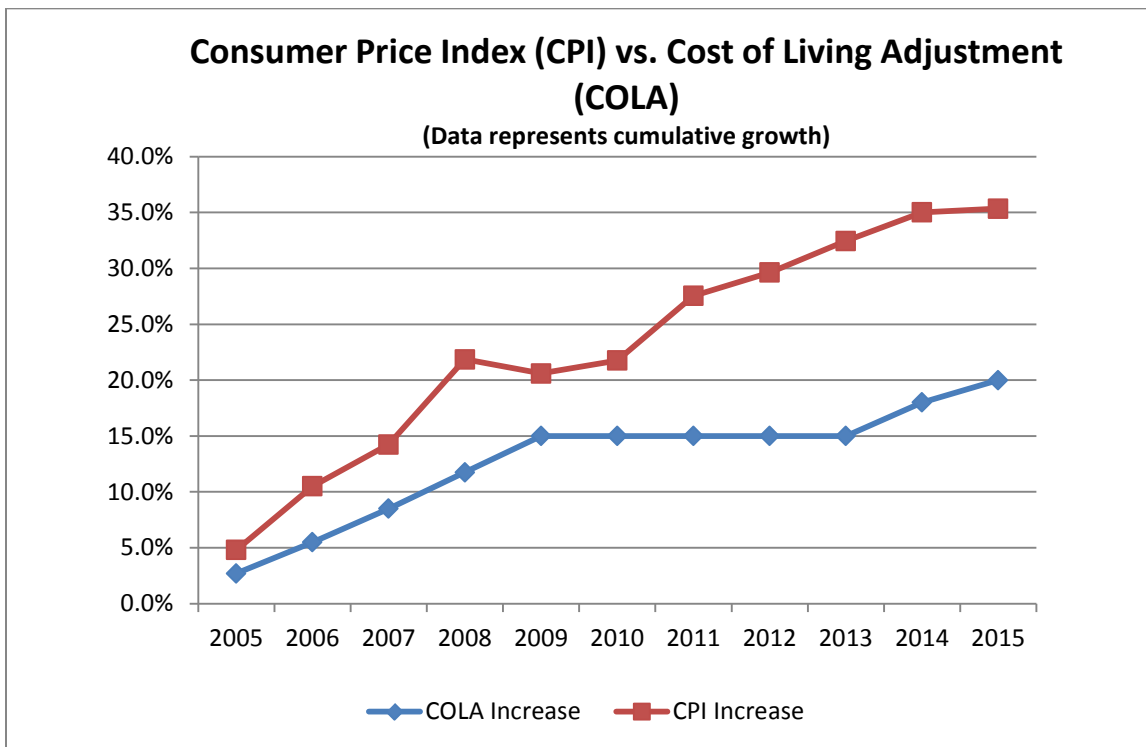
FY10	FY11	FY12	FY13	FY14	FY15
311	286	248	226	296	411
14.8%	14.2%	13.0%	11.3%	14.7%	20.0%

In the fiscal years leading up to FY15, as indicated above, the number of employees at top of grade declined, and after FY13, increased. Between FY11 and FY13, merit increases were suspended; and accordingly, due to turnover, the number at top of grade declined. In FY15, the number of career employees at top of grade increased by 115 employees from FY14. This increase in the number of employees at top of grade was influenced by low turnover and the re-establishment of merit increases.

11. Thirty-eight percent (38.2%) of the Commission’s workforce were union members. According to the Bureau of Labor Statistics (BLS), union membership for the public sector workforce in the Baltimore-Washington Region was 35%. According to BLS, 41% of local government workers are unionized. The higher numbers for union membership attributed to local government workers is the result of heavily unionized occupations such as teachers, police officers and firefighters.

Source: U.S. Department of Labor Bureau of Labor Statistics, Economic News Release, Union Members, 2014.

12. In FY15, General Service employees received a 2.0% cost of living adjustment. The following chart represents the cumulative growth of the Consumer Price Index (CPI) in comparison to cost of living adjustments received by Commission employees from FY05 – FY15.



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

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

Used as a measurement of how workers' compensation costs compare with other agencies, the Cost Per \$100 of Payroll is used by government organizations that participate in the Montgomery County self-insurance fund.

In FY15, for every \$100 of payroll, the M-NCPPC workers' compensation costs are estimated to be \$1.93. Workers' compensation costs are based on actuarial projections.

Agency/Municipality	FY11	FY12	FY13	FY14	FY15
Montgomery County	3.2	3.1	3.2	3.5	3.3
MC Public Schools	0.5	0.6	0.6	0.5	0.6
M-NCPPC	2.2	2.7	2.1	1.6	1.9
City of Gaithersburg	1.0	1.0	1.3	2.6	0.9
Revenue Authority	1.0	1.2	1.2	5.7	1.2

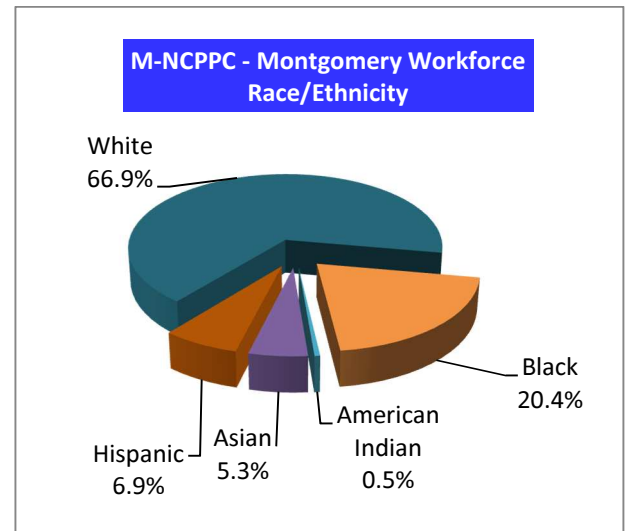
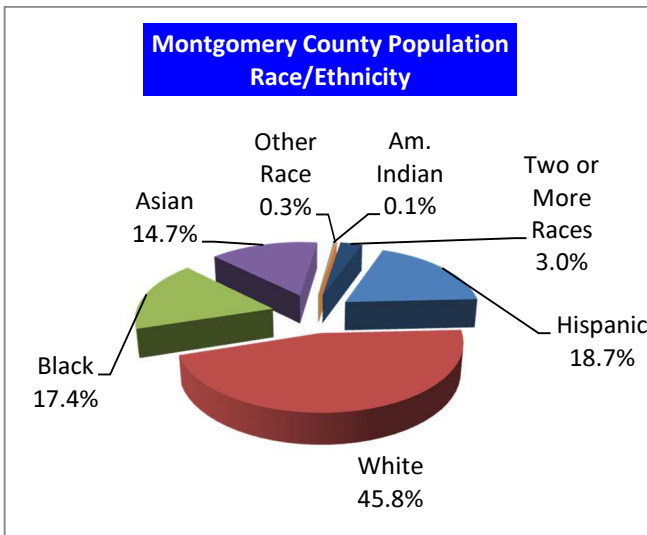
## THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

### PERSONNEL MANAGEMENT REVIEW SELECTED HIGHLIGHTS: Workforce Profile

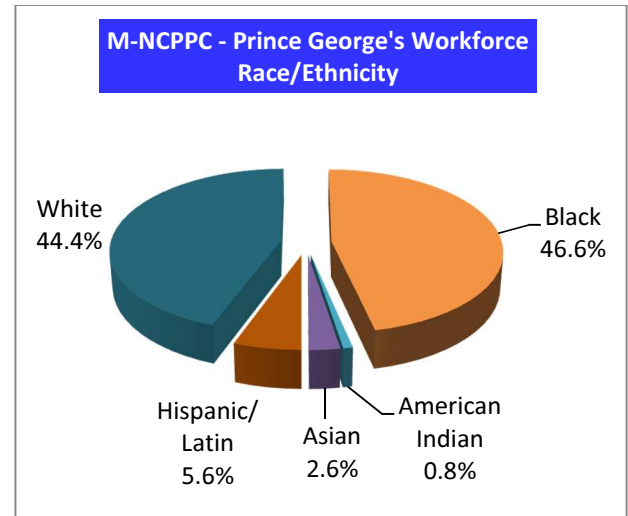
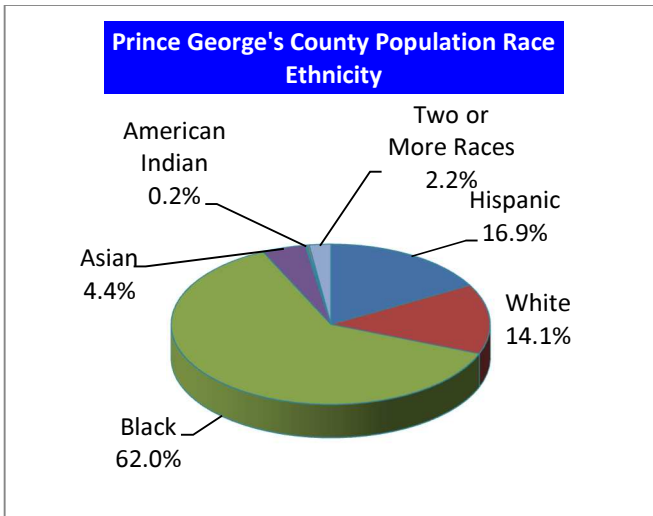
**July 1, 2014 - June 30, 2015  
(Fiscal Year 2015)**

#### Composition - Career

- The total career workforce at June 30, 2015 was 2,049. This includes 2,005 full-time career and 44 part-time career employees.
- Between FY14 and FY15, the Commission’s career workforce increased by 2.3% or 47 employees.
- The career employee population by gender was 1,272 or 62.1% male and 777 or 37.9% female.
- The average age of the Commission’s career workforce was 48 years of age.
- The racial/ethnic composition of the career workforce was 1,073 or 52.4% white and 976 or 47.6% minority. The minority workforce as a percentage of the total workforce was 36.9% Black, 4.0% Asian, 6.1% Hispanic, and less than 1% (i.e., 0.6%) American Indian.
- The racial/ethnic demographics of the Commission’s workforce based upon where they work as compared to the populations of the respective Counties are reflected in the charts that follow:







Source for County Demographics: U.S. Census 2014 American Community Survey 1 year data series; Research and Technology Center, Montgomery County Planning Department, March 2014. M-NCPPC workforce includes Central Administrative Services located in Prince George's County. 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 FY15, the largest number and percent of employees at the Commission fell into the Professional category with 883 employees or 43.1% of the workforce, followed by the Service Maintenance category with 396 employees or 19.3% of the workforce. The greatest number of minority employees were in the Professional employment category. Of the 976 minority employees, 42.0% or 410 were in the Professional category and 24.3% or 237 were in the Service/Maintenance category.
- The number of employees by job category were as follows:

Job Category	FY14	FY15	% Change from FY14
Officials/Administrators	70	71	1.4%
Professionals	894	883	-1.2%
Technicians	108	139	28.7%
Protective Service	148	145	-2.0%
*Para-Professional	79	39	-50.6%
*Office/Clerical	120	204	70.0%
Skilled Craft	174	172	-1.1%
Service/Maintenance	409	396	-3.1%
<b>Total Employees</b>	<b>2002</b>	<b>2049</b>	

\*In comparing the number of employees in the Para-Professional and Office/Clerical employment categories from FY14 to FY15, large irregularities were identified in the total counts for these categories only. This is the result of the Human Resources Information System conversion from ePersonality to Lawson. Additional research and analysis will be conducted in FY16 to calibrate counts in these categories.

- The majority of female employees were in the Professional and Office/Clerical employment categories. Of the 777 female employees, 440 or 56.6% were in the Professional category and 173 or 22.3% were in the Office/Clerical category.
- The majority of male employees were in the Professional and Service/Maintenance employment categories. Of the 1,272 male employees, 443 or 34.8% were in the Professional category and 356 or 27.9% were in the Service/Maintenance category.
- By job category, the number and percentage of positions held by whites compared to minorities is as follows:

<b>Job Category</b>	<b>Total Commission Workforce by Job Category</b>	<b>Total Whites</b>	<b>%</b>	<b>Total Minorities</b>	<b>%</b>
Officials					
Administrators	71	44	4.1%	27	2.8%
Professionals	883	473	44.1%	410	42.0%
Technicians	139	85	7.9%	54	5.5%
Protective Service	145	79	7.4%	66	6.8%
Para-Professionals	39	23	2.1%	16	1.6%
Office/Clerical	204	84	7.8%	120	12.3%
Skilled Craft	172	126	11.7%	46	4.7%
Service Maintenance	<u>396</u>	<u>159</u>	<u>14.8%</u>	<u>237</u>	<u>24.3%</u>
<b>Total</b>	<b>2049</b>	<b>1073</b>	<b>100.0%</b>	<b>976</b>	<b>100.0%</b>

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 II through Park Police Officer IV are defined as Protective Services. EEOC defines the rank of Sergeant as Technician, Lieutenant and Captain are defined as Professional and the Commander is an Official/Administrator.

### **Tenure**

- Commission-wide, the average length of service was 12.8 years; for females, the average was 12.9 years; and for males, the average was 12.7 years.
- 48.7% of the workforce have been employed with the Commission less

than 9 years, 16.8% between 10 and 14 years, 10.6% between 15 and 19 years, 8.6% between 20 and 24 years, 9.7% between 25 and 29 years, and 5.7% have been with the Commission for 30 or more years.

- The average length of service was 13.5 years for Whites, 11.6 years for Asian, 12.2 years for Blacks, 13.5 years for American Indians, and 10.5 years for Hispanic employees.

### **Collective Bargaining**

- In FY15, 38.2% of the Commission workforce belonged to a union. Of the 38.2%, 30.1% were members of The United Food & Commercial Workers, Local 1994/ Municipal and County Government Employees Organization (MCGEO) and 8.1% were members of the Fraternal Order of Police, Lodge #30 (FOP).
- MCGEO is the exclusive representative for the Service/Labor, Trades and Office/Clerical bargaining units. Composition of the units are as follows:

The Service/Labor Unit was composed of 348 employees or 17.0% of the career workforce.

The Trades Unit was composed of 135 employees or 6.6% of the career workforce.

The Office/Clerical Unit was composed of 133 employees or 6.5% of the career workforce.

### **Compensation**

- The Commission compensates and rewards its employees utilizing either a pay range or step system.
  - There are six separate pay range schedules for career employees, 3 for non-represented employees (General, IT, Command Staff) and 3 for represented employees (Service/Labor, Office/Clerical, Trades). Each range consists of a minimum, midpoint and maximum salary with represented employees also having a longevity increment.
  - The step system is utilized by employees in the FOP Bargaining Unit with two additional increments for longevity.
- The average salary for all career employees (full-time and part-time) was \$68,452. The actual distribution of full-time employees by pay range indicates that approximately 41.1% earned between \$30,000 and \$59,000; and 58.9% earned \$60,000 or more.

- Average salary for female employees was \$72,676. The average salary for male employees was \$66,246. The average salary for white employees was \$71,078 and the average salary for minority employees was \$65,951.
- Average salaries for represented employees were as follows:

FOP:	\$73,244
Trades:	\$56,381
Office/Clerical:	\$51,232
Service/Labor:	\$43,412

### Budget Allocations

- Group insurance represented 7.1% of the General Fund.
- Employee salaries and benefits represented 72% of the General Fund.

### Promotions and Cost of Living Adjustments

- In FY15, 143 career employees received promotions. Of the 143 promotions, 105 competed for promotions via the recruitment and selection process; and 38 received promotions through the reclassification process.
- Of the 143 promotions, 52 or 36.4% were females; and 91 or 63.6% were males. 88 or 61.5% of white employees received promotions and 55 or 38.5% of minority employees received promotions.
- In FY15, **non-represented** and **MCGEO represented** career employees received a 2.0% COLA. Employees eligible to receive a merit increase (or longevity increase for union employees) received a one-time lump sum payment of 0.5% of base pay. Employees not eligible to receive a merit increase (or longevity increase for union employees) because they were at top of grade and received a satisfactory performance rating received a lump sum of one percent (1.0%) of base pay. **FOP, Park Police Command Staff** and **Candidates** received a 1.75% COLA.
- From FY05 through FY16, M-NCPPC non-represented employees received a cumulative COLA of 21.8% as compared to the cumulative COLA of 25.8% for non-represented employees of Montgomery County Government, and 16.5% for non-represented employees of Prince George's County Government.
- From FY05 through FY16, M-NCPPC Park Police Officers have received a cumulative COLA of 28%. During the same period, police in Montgomery County received a cumulative COLA of 24.5%, and police in Prince George's County received a cumulative COLA of 13.5%.

- From FY05 through FY16, M-NCPPC MCGEO employees received a cumulative COLA of 21.3%, Montgomery County MCGEO employees received a cumulative COLA of 23.8%, and Prince George's County AFSCME employees received a cumulative COLA of 21.5%

### Health Benefits – Career and Term Contract

- Career Employees selected 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 could enroll in the EPO's, but were not eligible to enroll in the POS plan.
- The Commission also offered 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 were only eligible for long term care, deferred compensation, and flexible spending accounts. MCGEO members had a choice of Sick Leave Bank or a Sick Leave Donor Program.
- Distribution by medical plan participation from FY14 to FY15 was as follows:

<b>Medical Plan</b>	<b>FY14</b>	<b>FY15</b>
UHC – POS	45.7%	42.9%
UHC – EPO	30.5%	32.6%
CIGNA	11.7%	11.9%
Waived	13.1%	12.6%

### Retirement Benefits – Career

- The Commission offers a retirement system which has been mandatory since 1979 and is composed of five defined benefit plans:
  1. Plan A is non-integrated with Social Security and has been closed to membership since December 31, 1978; less than 1% (.4%) or 8 full and part-time career employees are in Plan A.
  2. Plan B is integrated with Social Security; 75.2% or 1,592 full and part-time employees are in Plan B.
  3. Plans C and D are the retirement plans for the Park Police and account for 9.7% of the retirement plan membership. Plan C has 9.2% or 195 members and Plan D has less than 1% (.5%) or 10 members.

4. 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 has 14.8% or 313 members.
5. 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. Plans A and B are closed to new membership.
6. Normal retirement for employees in Plan C is 25 years of credited service or age 55 with at least five years of service.
7. Normal retirement for employees in 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.
8. Normal retirement for employees in Plan E is age 62 with at least 10 years of credited service or 30 years of credited service regardless of age.
9. Employees are eligible to convert accumulated sick leave into credited service at the time of retirement. Employees may use a maximum of 14 months to qualify for early or normal retirement.

### **General Benefits**

- In FY15, 64 employees utilized the Tuition Assistance Program, a 23% (12 employees) increase over FY14 when 52 employees utilized the program.
- On December 31, 2015, the total number of hours in the Sick Leave Bank was 15,004. Employee deductions for contributions were waived.
- Eligible employees used 1,744 hours of the sick leave bank during the 2015 calendar year, in comparison to 2014 calendar year where 2,885 hours of sick leave was used.

### **Turnover – Career**

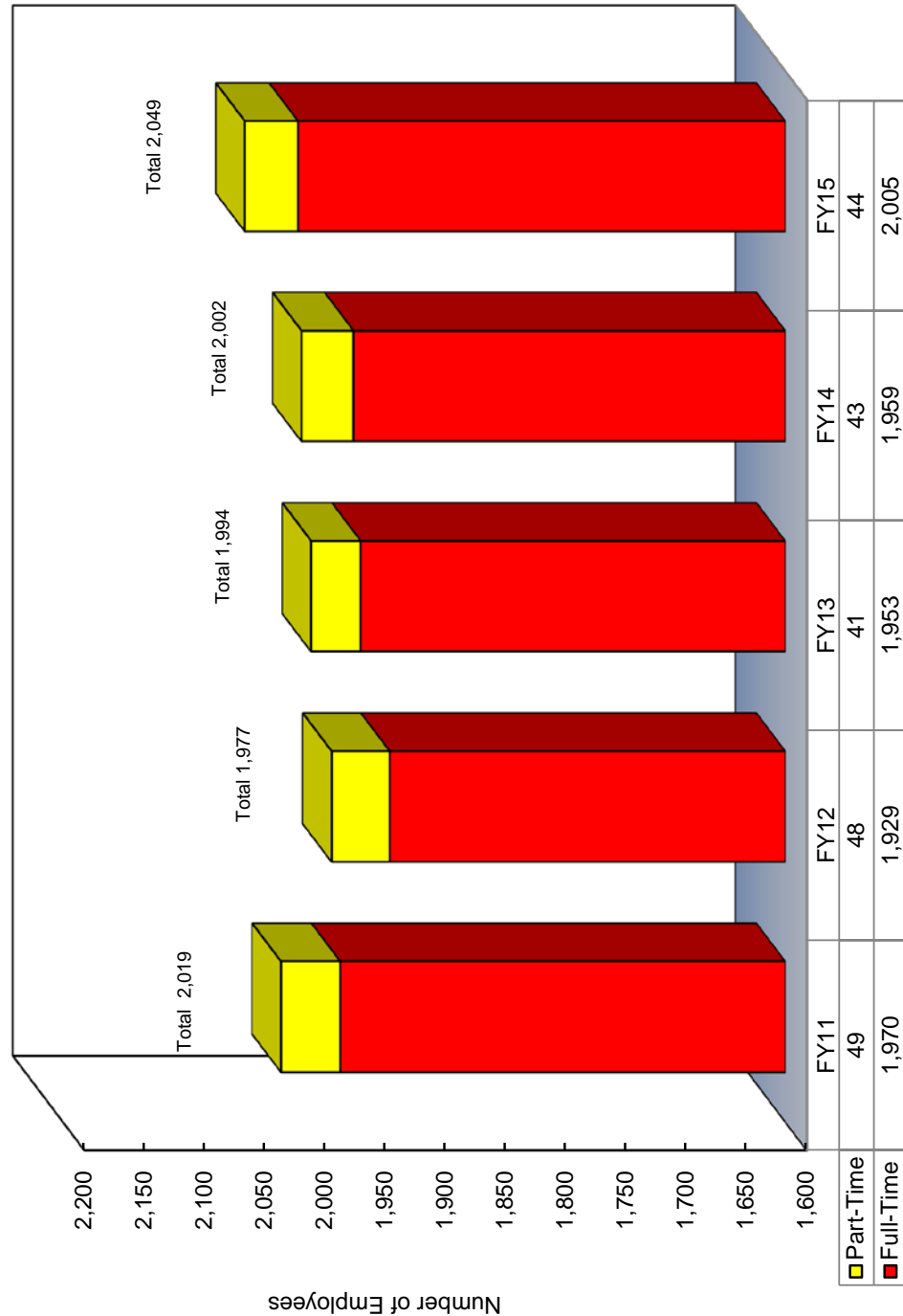
- Turnover rate in FY15 was 5.5% or 112 employees. The average turnover rate for the past five fiscal years was 6.5%.
- In FY15, 58% of employees who separated employment were male and 42% were female, in comparison to FY14 where 57% male and 43% female.

- In FY15, the composition of exiting employees was 47.3% white and 51.0% minority and 1.8% did not identify their race.
- Of the 112 separated employees, the highest turnover occurred in the Professional category at 44.6%, followed by Service/Maintenance at 13.4% and Administrative Support at 13.4%.
- In FY15, the three primary reasons for leaving were normal retirement, a new job, and personal reasons.

### **Composition - Non-Career (Seasonal/Intermittent, Term and Temporary)**

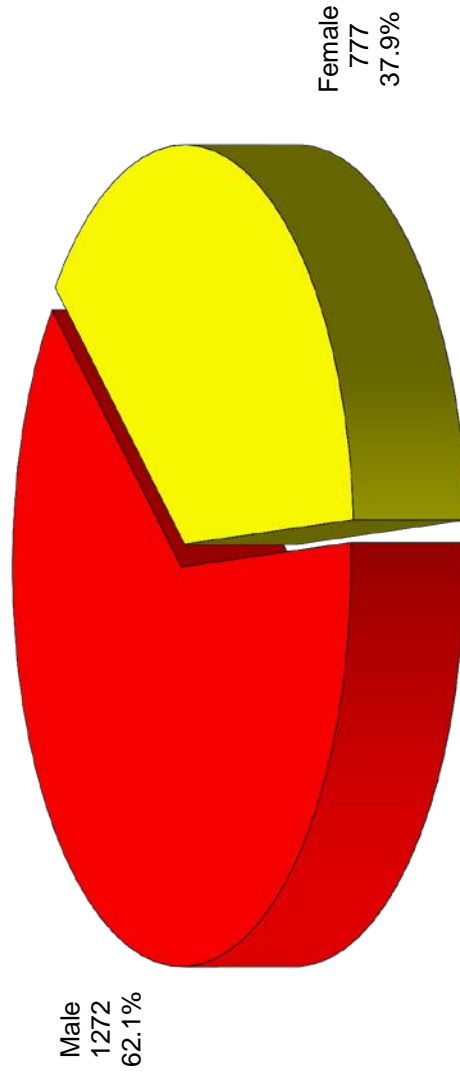
- In FY15, the non-career workforce numbered 5,118, in comparison to 5,004 in FY14. Of this number, 99% were seasonal/intermittent.
- Of the non-career employees, 91% worked in Prince George's County Department of Parks and Recreation and 8% worked in Montgomery County Department of Parks. In FY14, 91% worked in Prince George's County Department of Parks and Recreation and 7% worked in Montgomery County Department of Parks.
- The gender composition of non-career employees remained unchanged between FY15 and FY14 with females representing 54% and males representing 46%.
- In FY15, the racial/ethnic composition of non-career employees was 82% minority and 18% white, in comparison to FY14 when 79% were minority and 20% white.
- 55% of non-career employees were 29 years of age and younger.

**Full/Part-Time Career Employees**



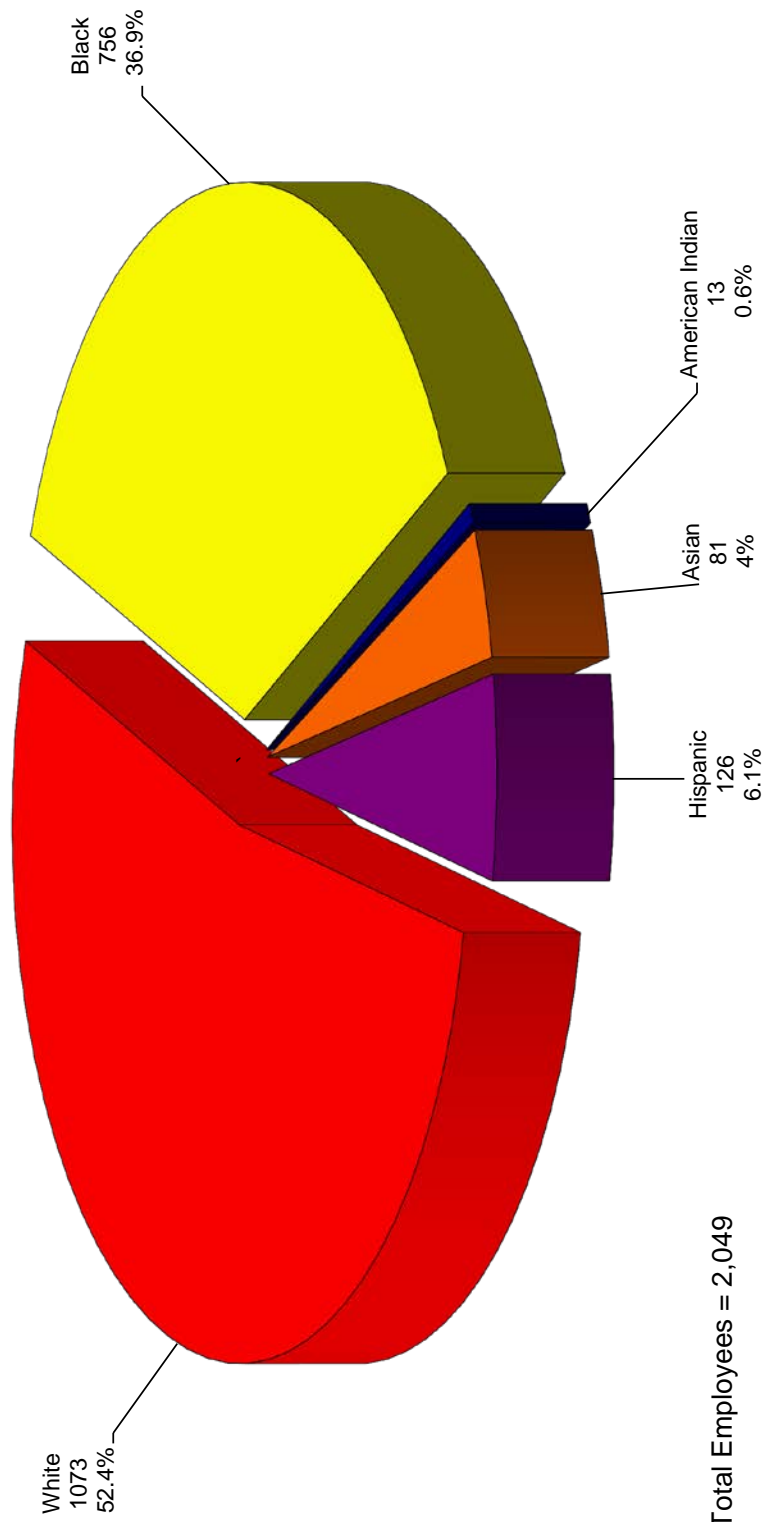


**Gender  
Career Employees**



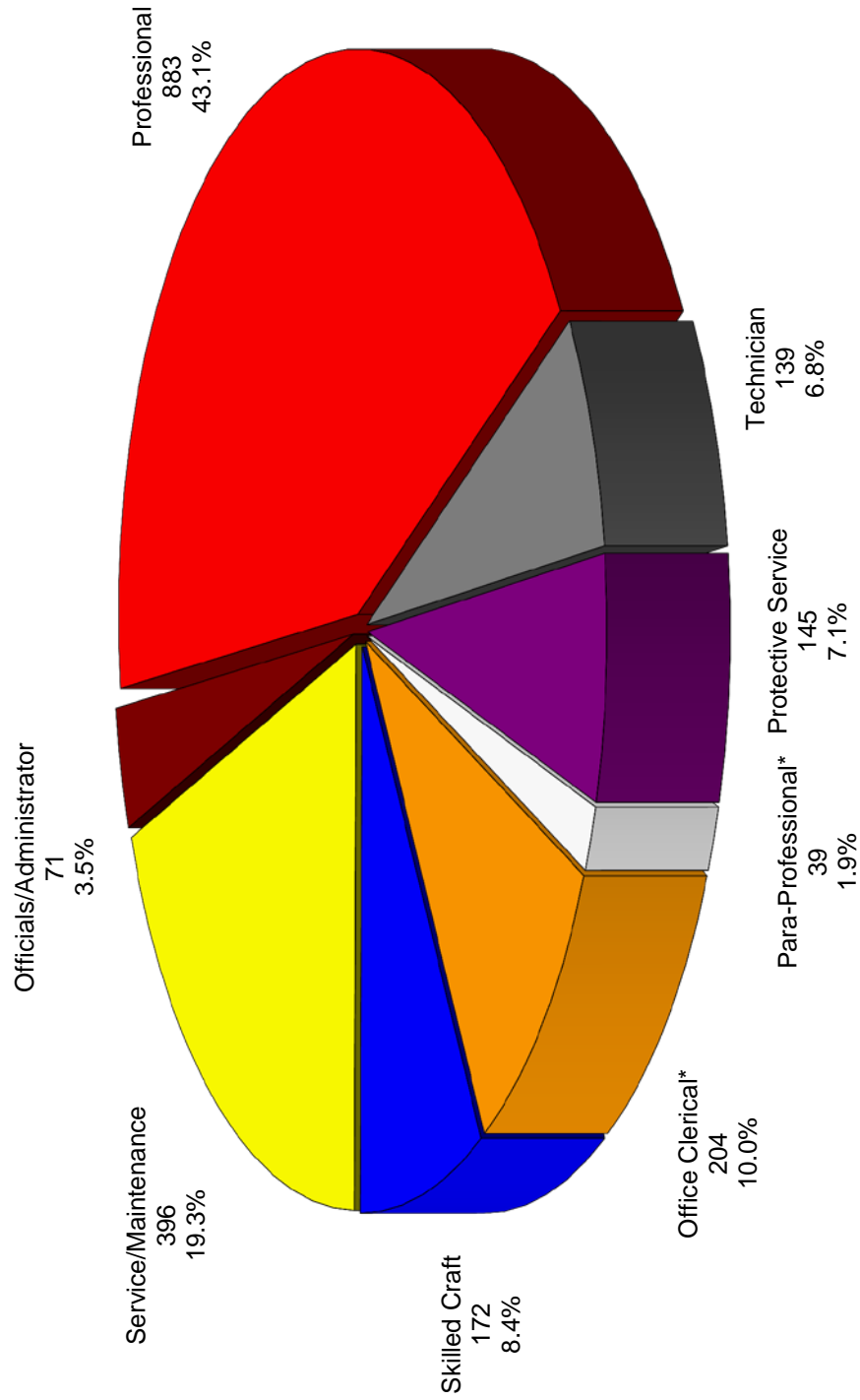
Note: Total Full/Part-Time Employees = 2049

**Race/Ethnicity  
Career Employees**



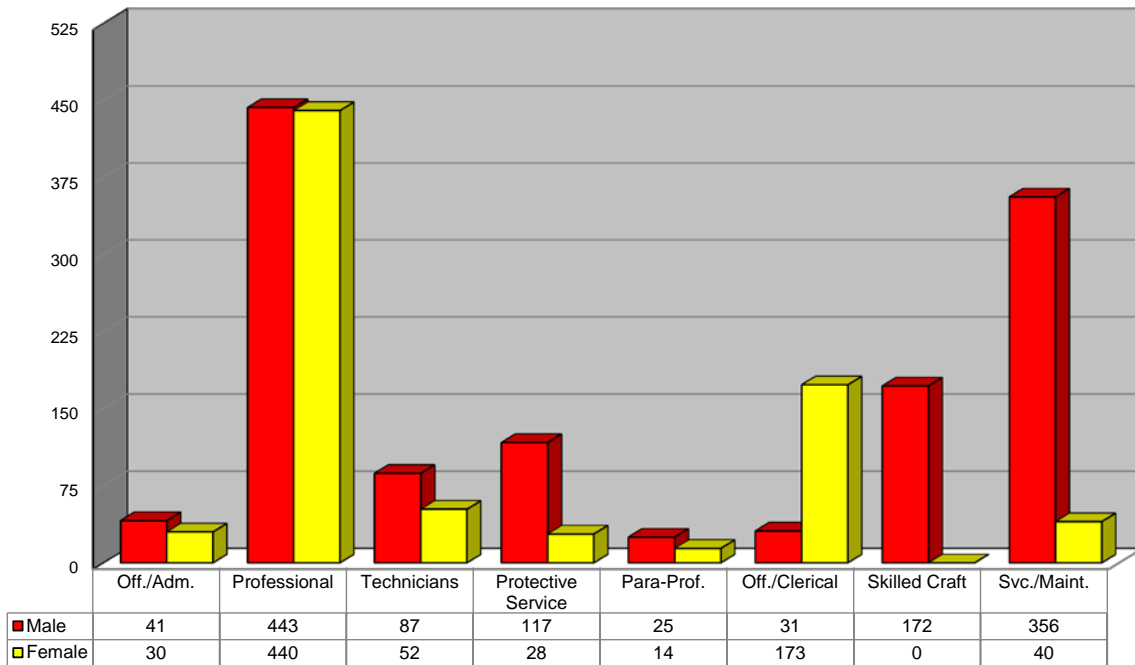
Note: Total Employees = 2,049

# Employees by Employment Category



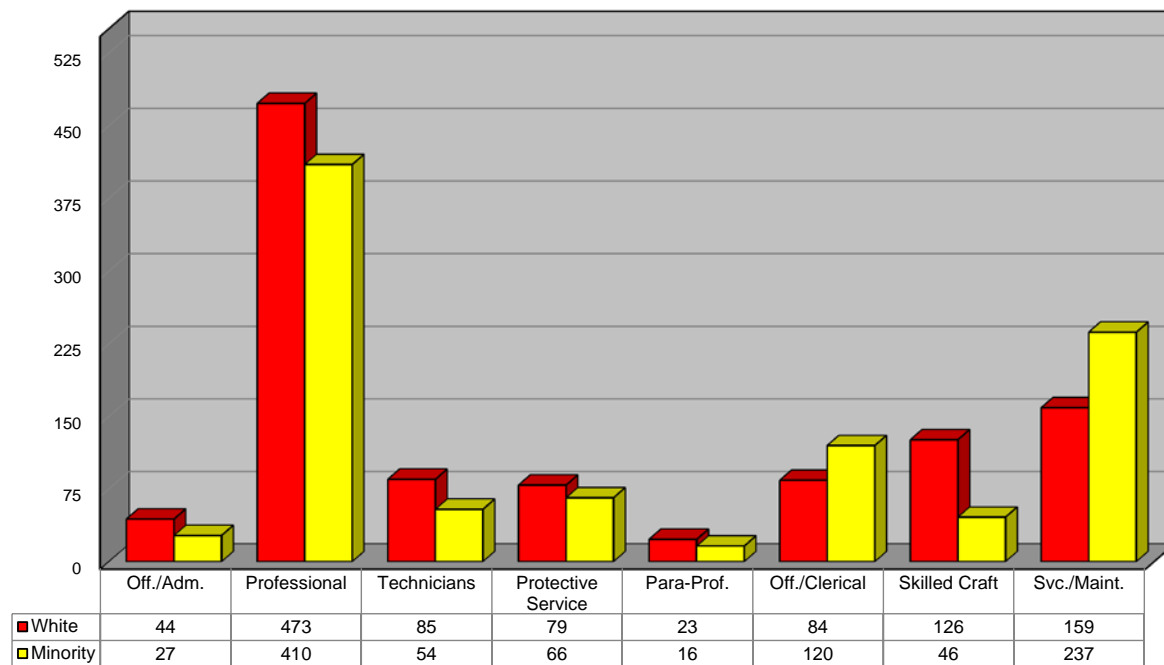
Total Employees = 2,049

### Distribution by Employment Category and Gender



Total Employees = 2,049

### Distribution by Employment Category and Race/Ethnicity



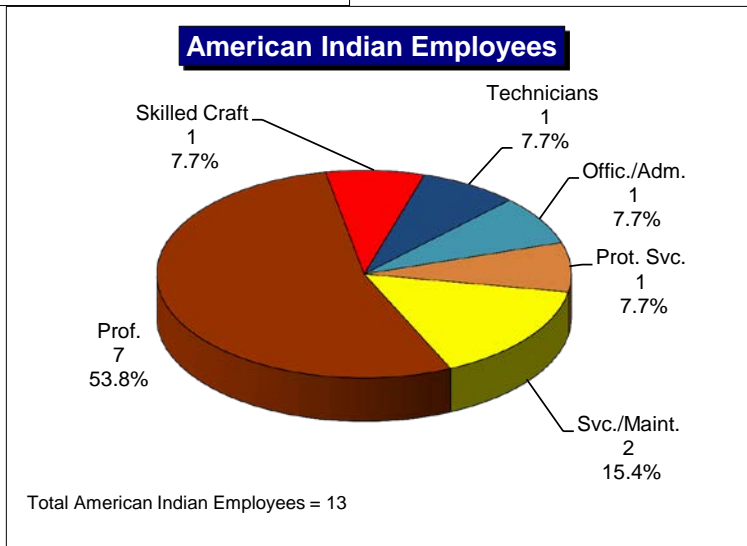
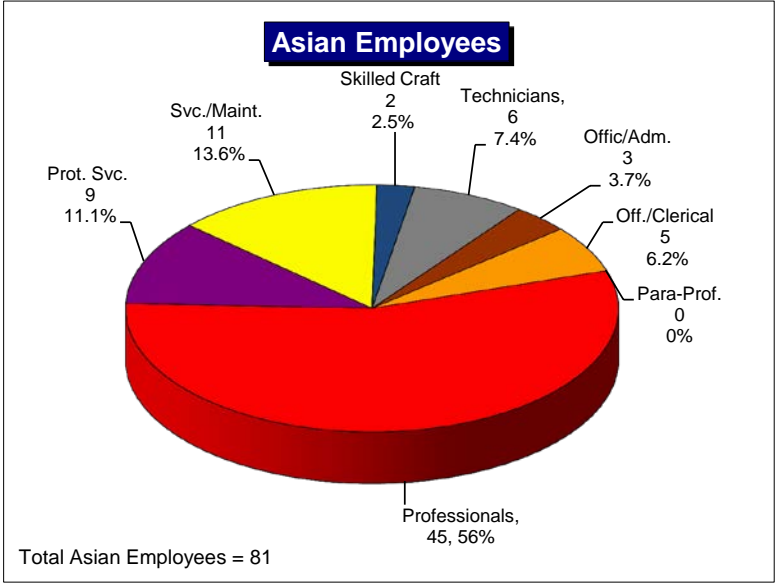
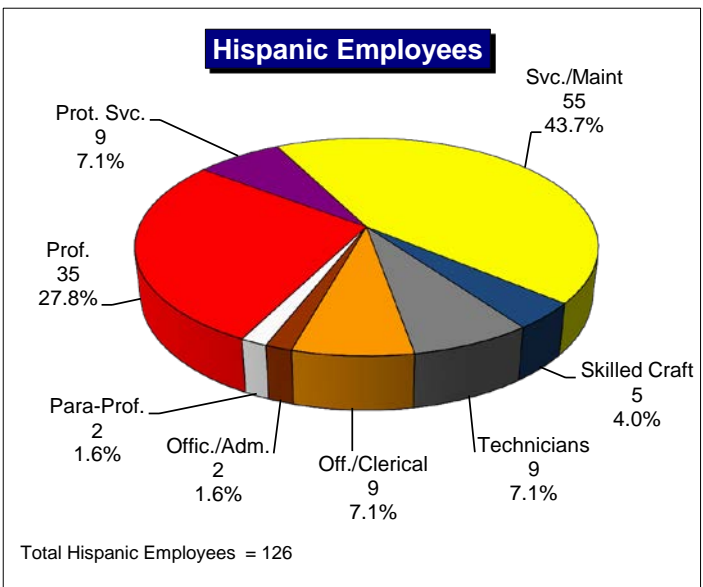
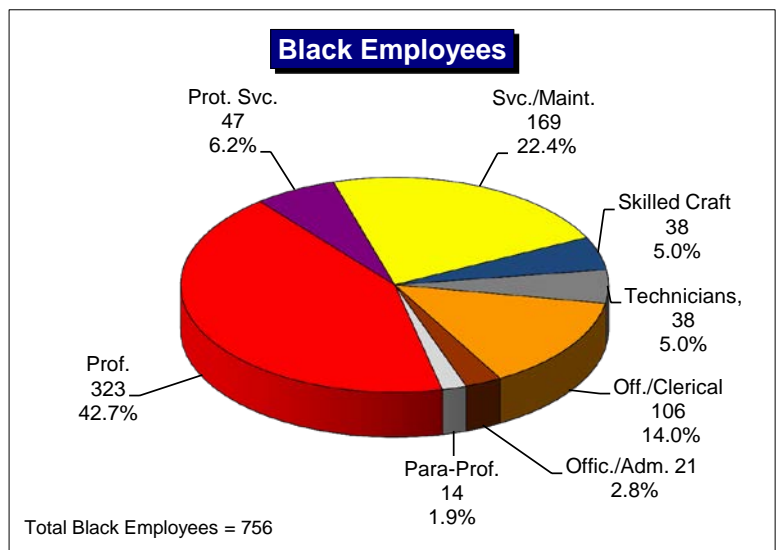
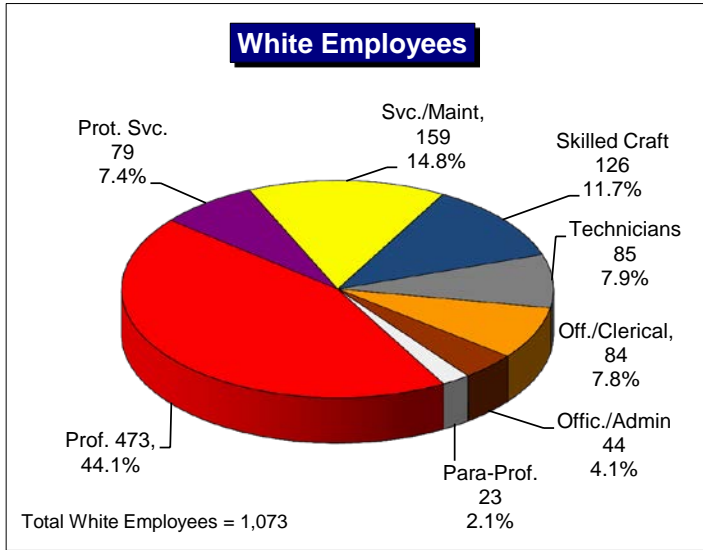
Total Employees = 2,049

## Race/Ethnicity, Gender and Employment Category

White Male	Official/Administrator	26	1.3%	Hispanic Female	Official/Administrator	1	0.0%
	Professional	239	11.7%		Professional	14	0.7%
	Technician	50	2.4%		Technician	2	0.1%
	Protective Service	64	3.1%		Protective Service	1	0.0%
	Paraprofessional	17	0.8%		Paraprofessional	0	0.0%
	Office Clerical	17	0.8%		Office Clerical	6	0.3%
	Skilled Craft	126	6.1%		Skilled Craft	0	0.0%
	Service/Maintenance	<u>144</u>	7.0%		Service/Maintenance	<u>6</u>	0.3%
	<b>683</b>	33.3%		<b>30</b>	1.5%		
White Female	Official/Administrator	18	0.9%	Asian Male	Official/Administrator	1	0.0%
	Professional	234	11.4%		Professional	21	1.0%
	Technician	35	1.7%		Technician	5	0.2%
	Protective Service	15	0.7%		Protective Service	9	0.4%
	Paraprofessional	6	0.3%		Paraprofessional	0	0.0%
	Office Clerical	67	3.3%		Office Clerical	1	0.0%
	Skilled Craft	0	0.0%		Skilled Craft	2	0.1%
	Service/Maintenance	<u>15</u>	0.7%		Service/Maintenance	<u>11</u>	0.5%
	<b>390</b>	19.0%		<b>50</b>	2.4%		
Black Male	Official/Administrator	13	0.6%	Asian Female	Official/Administrator	2	0.1%
	Professional	159	7.8%		Professional	24	1.2%
	Technician	24	1.2%		Technician	1	0.0%
	Protective Service	35	1.7%		Protective Service	0	0.0%
	Paraprofessional	6	0.3%		Paraprofessional	0	0.0%
	Office Clerical	10	0.5%		Office Clerical	4	0.2%
	Skilled Craft	38	1.9%		Skilled Craft	0	0.0%
	Service/Maintenance	<u>150</u>	7.3%		Service/Maintenance	<u>0</u>	0.0%
	<b>435</b>	21.2%		<b>31</b>	1.5%		
Black Female	Official/Administrator	8	0.4%	American Indian Male	Official/Administrator	0	0.0%
	Professional	164	8.0%		Professional	3	0.1%
	Technician	14	0.7%		Technician	1	0.0%
	Protective Service	12	0.6%		Protective Service	1	0.0%
	Paraprofessional	8	0.4%		Paraprofessional	0	0.0%
	Office Clerical	96	4.7%		Office Clerical	0	0.0%
	Skilled Craft	0	0.0%		Skilled Craft	1	0.0%
	Service/Maintenance	<u>19</u>	0.9%		Service/Maintenance	<u>2</u>	0.1%
	<b>321</b>	15.7%		<b>8</b>	0.4%		
Hispanic Male	Official/Administrator	1	0.0%	American Indian Female	Official/Administrator	1	0.0%
	Professional	21	1.0%		Professional	4	0.2%
	Technician	7	0.3%		Technician	0	0.0%
	Protective Service	8	0.4%		Protective Service	0	0.0%
	Paraprofessional	2	0.1%		Paraprofessional	0	0.0%
	Office Clerical	3	0.1%		Office Clerical	0	0.0%
	Skilled Craft	5	0.2%		Skilled Craft	0	0.0%
	Service/Maintenance	<u>49</u>	2.4%		Service/Maintenance	<u>0</u>	0.0%
	<b>96</b>	4.7%		<b>5</b>	0.2%		

Percentages are based on total number of employees which is 2,049.

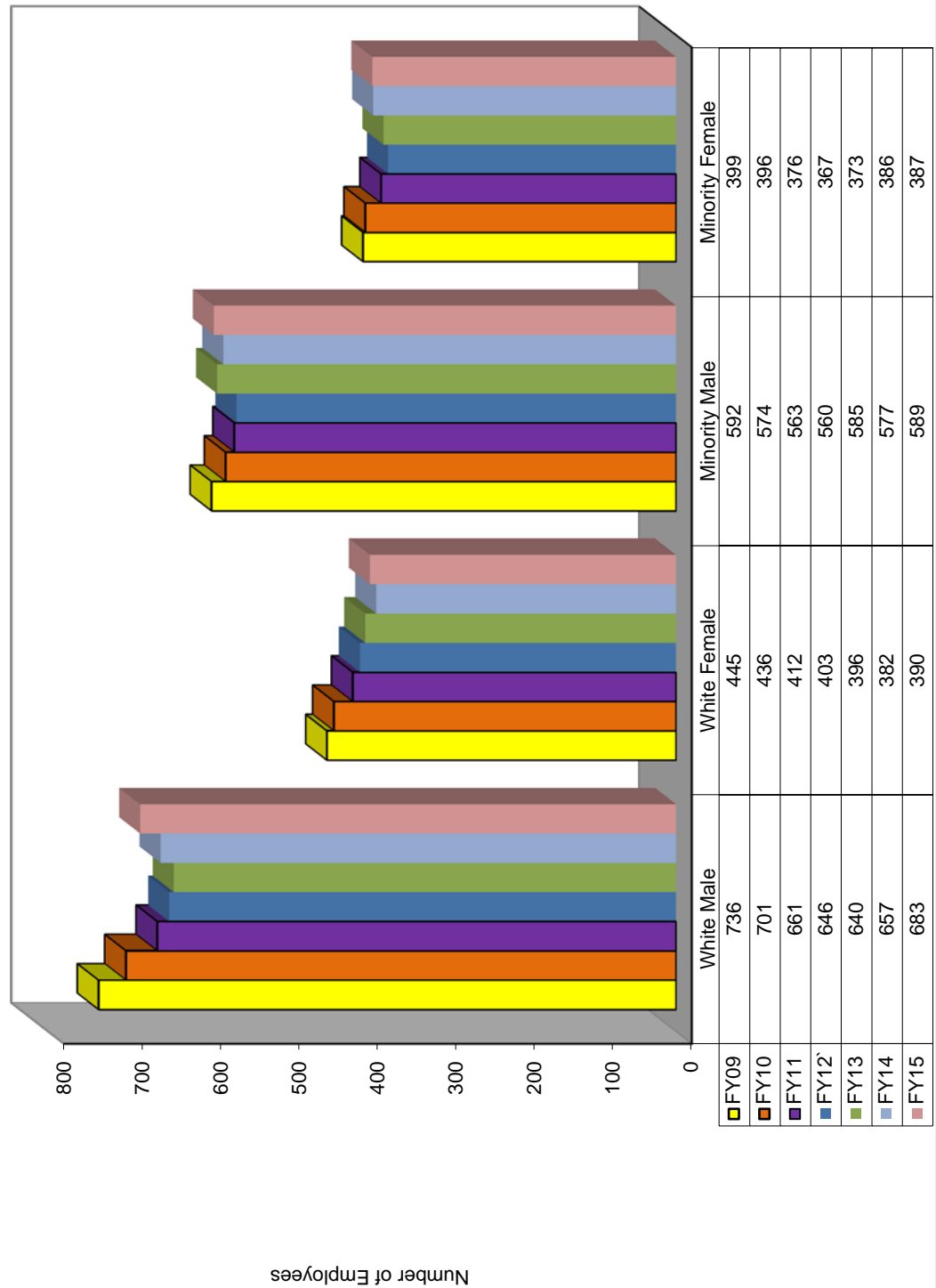
# Employees by Race/Ethnicity and Employment Category



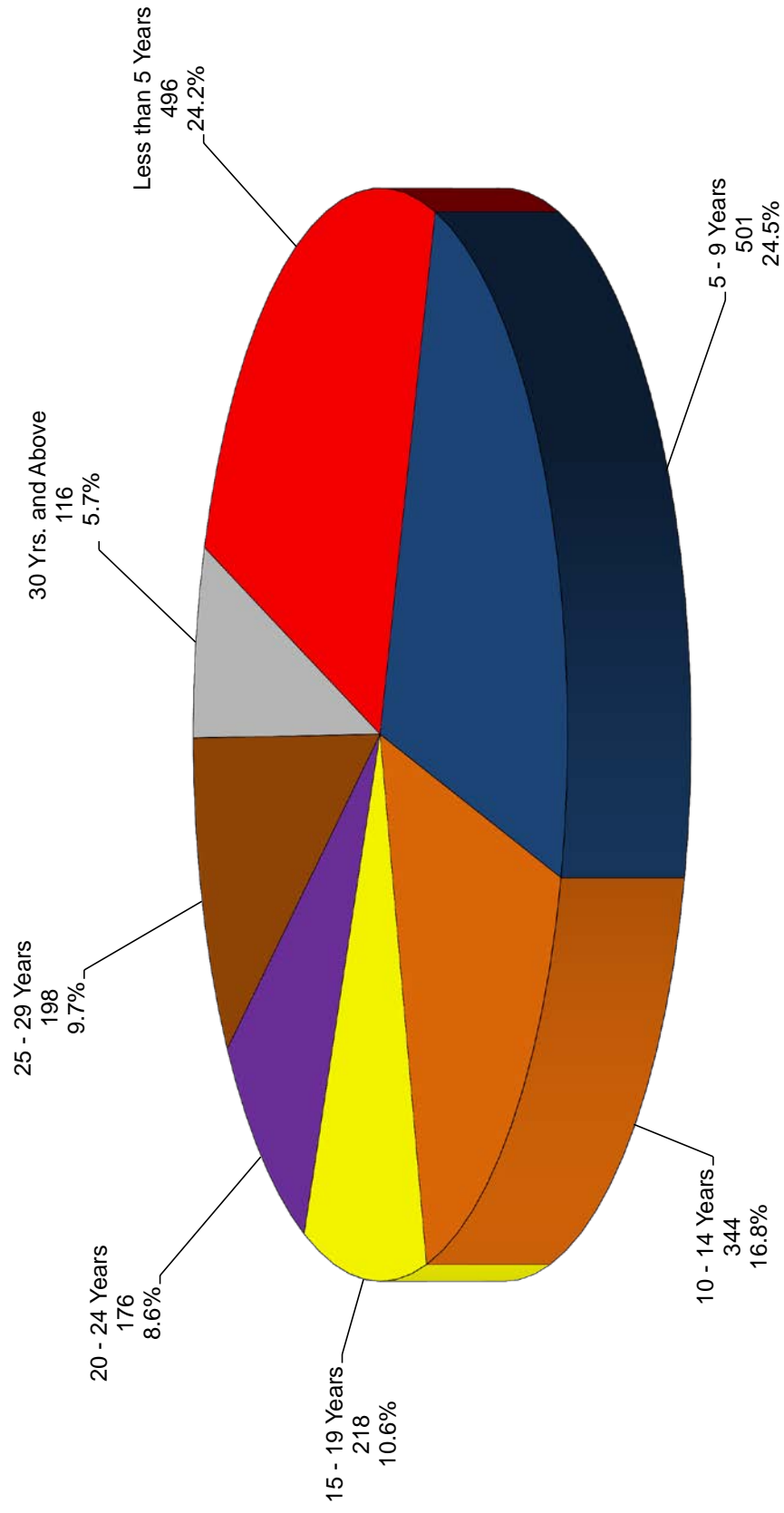
Total Career Employees = 2,049

Percentages listed are the total for that job category, within that racial/ethnic category.

**Workforce Composition - Seven Year Comparison**



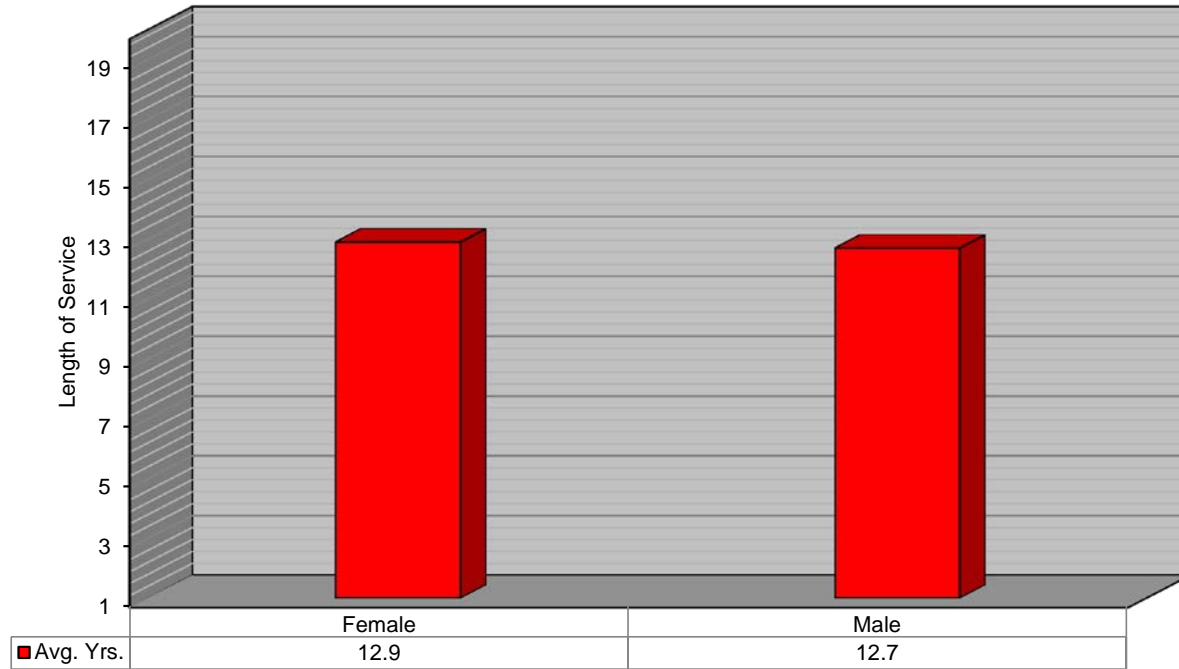
**Length of Service  
Career Employees**



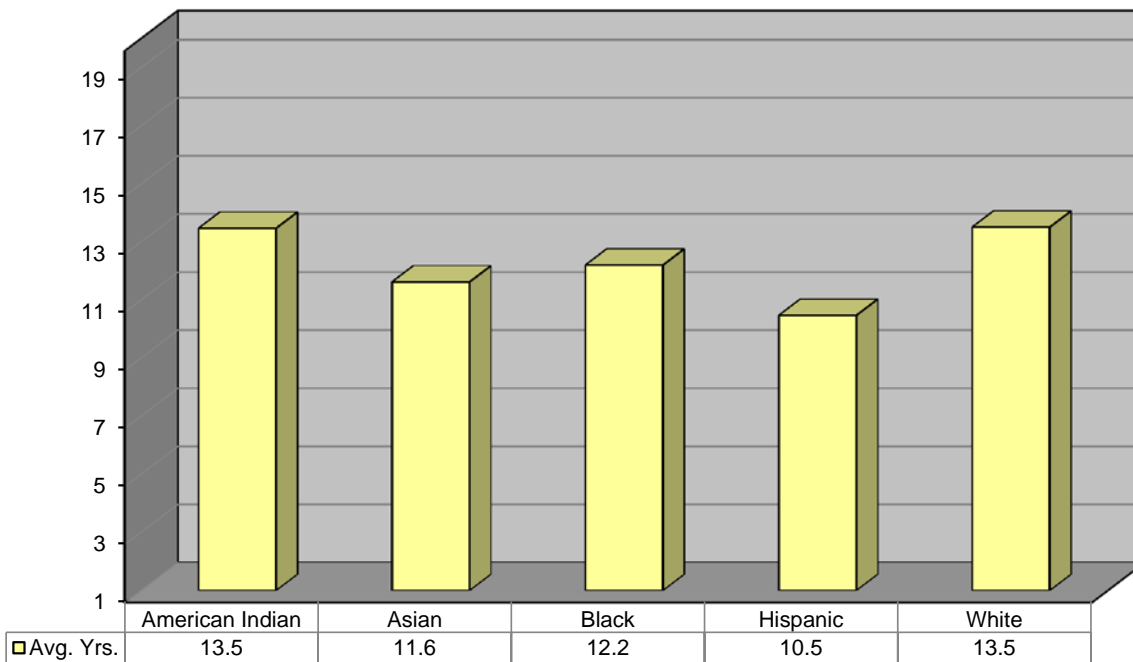
Total Employees: 2,049



### Average Length of Service By Gender



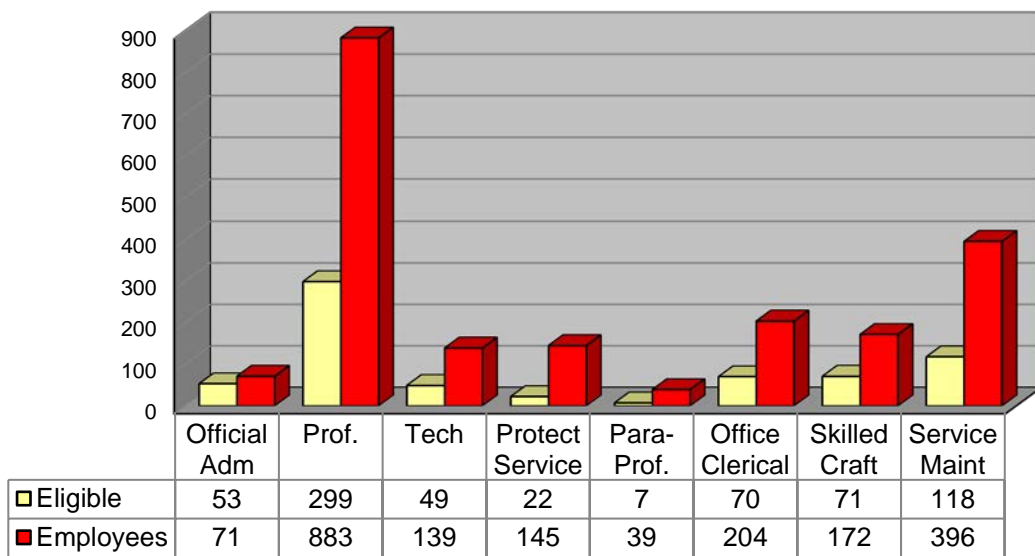
### Average Length of Service by Race/Ethnicity



## Employees Eligible for Normal Retirement Between FY16 and FY20

	FY16	FY17	FY18	FY19	FY20	Total
Pr. Geo Comm	4	1	1	1	0	7
Pr. Geo Pks & Rec	161	33	35	35	27	291
Pr. Geo Planning	34	11	5	8	9	67
<b>Sub Total</b>	<b>199</b>	<b>45</b>	<b>41</b>	<b>44</b>	<b>36</b>	<b>365</b>
CAS	23	5	7	3	4	42
Mont. Comm	4	0	0	0	0	4
Mont. Parks	129	27	30	24	24	234
Mont. Planning	25	9	4	5	1	44
<b>Sub Total</b>	<b>158</b>	<b>36</b>	<b>34</b>	<b>29</b>	<b>25</b>	<b>282</b>
<b>Total</b>	<b>380</b>	<b>86</b>	<b>82</b>	<b>76</b>	<b>65</b>	<b>689</b>

### Employees by Job Category Eligible to Retire Between FY16 and FY20 (Collectively)



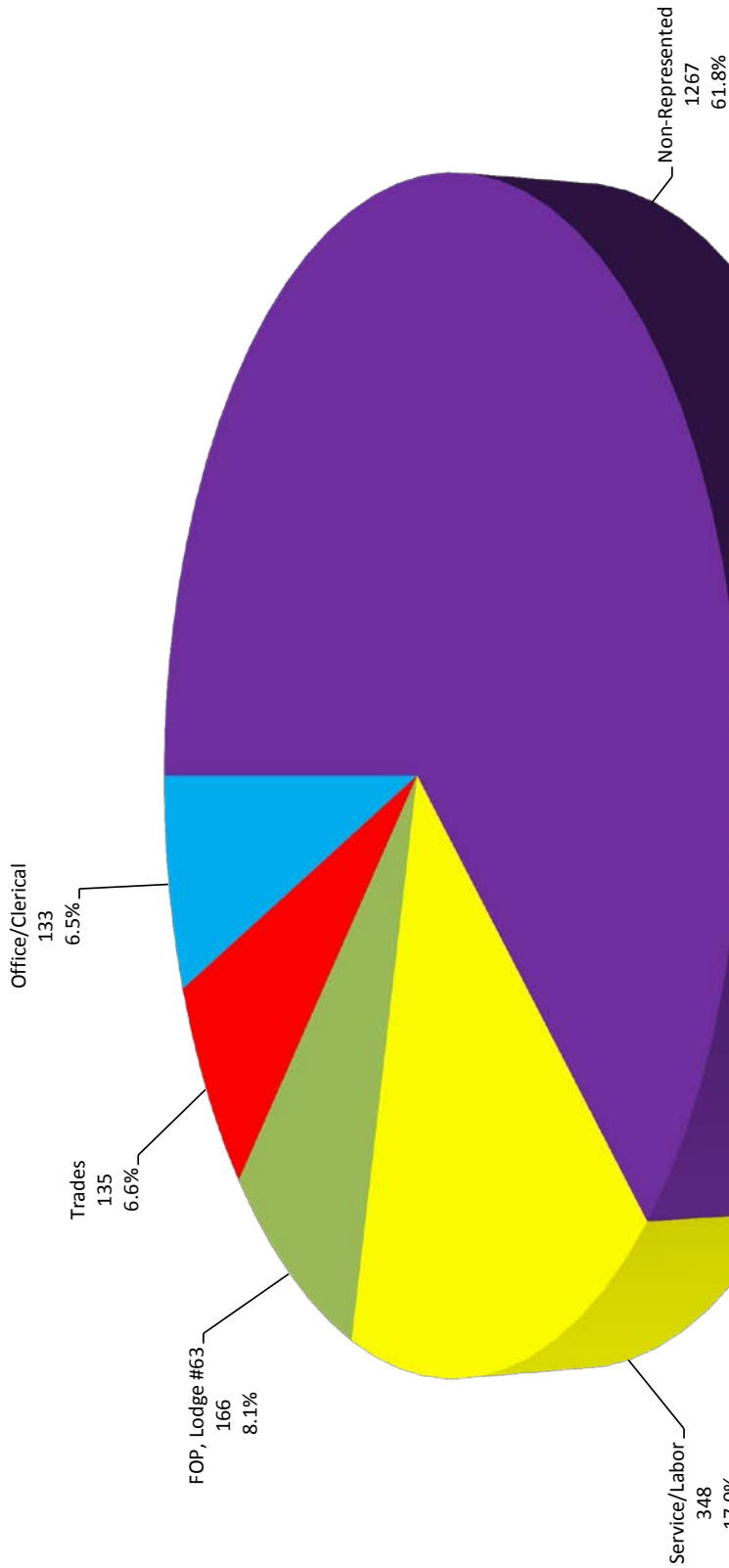
Between FY16 and FY20, 689 or 33.6% of current employees will reach normal retirement eligibility. This is an average of 138 employees for each of those years.

Based on the current number of employees, by EEO category, this represents:

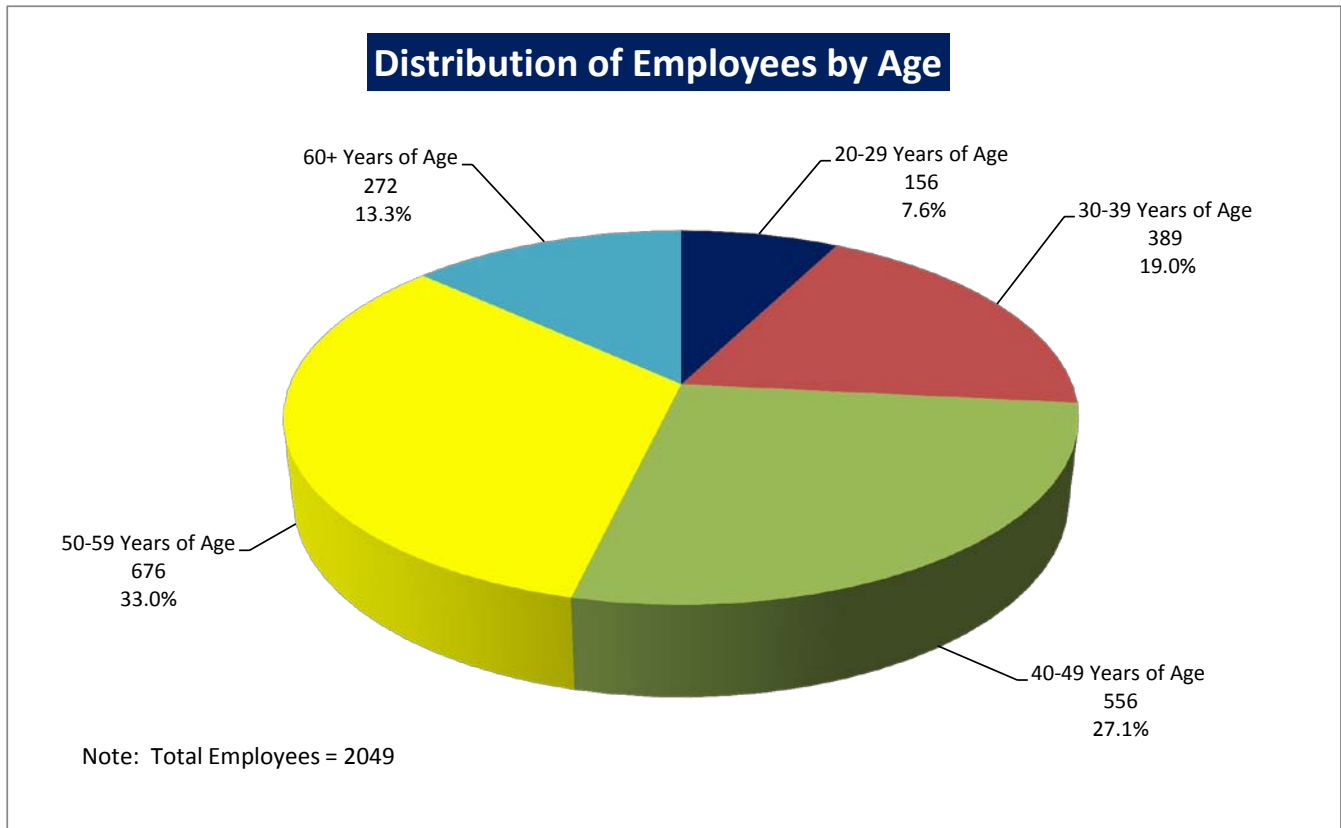
- 74.7% of the Official/Administrator category
- 33.9% of the Professional category
- 35.3% of the Technician category
- 15.2% of the Protective Service category
- 18.0% of the Para-Professional category
- 34.3% of the Office Clerical category
- 41.3% of the Skilled Craft (Trades) category
- 29.8% of the Service/Maintenance category

Excludes appointed officials and employees in Long Term Disability status.

### Represented and Non-Represented Career Employees



38.2% of career employees are represented by a union; 61.8% of employees are not represented. Park Police Officer Candidates were included in the Non-Represented category: 8

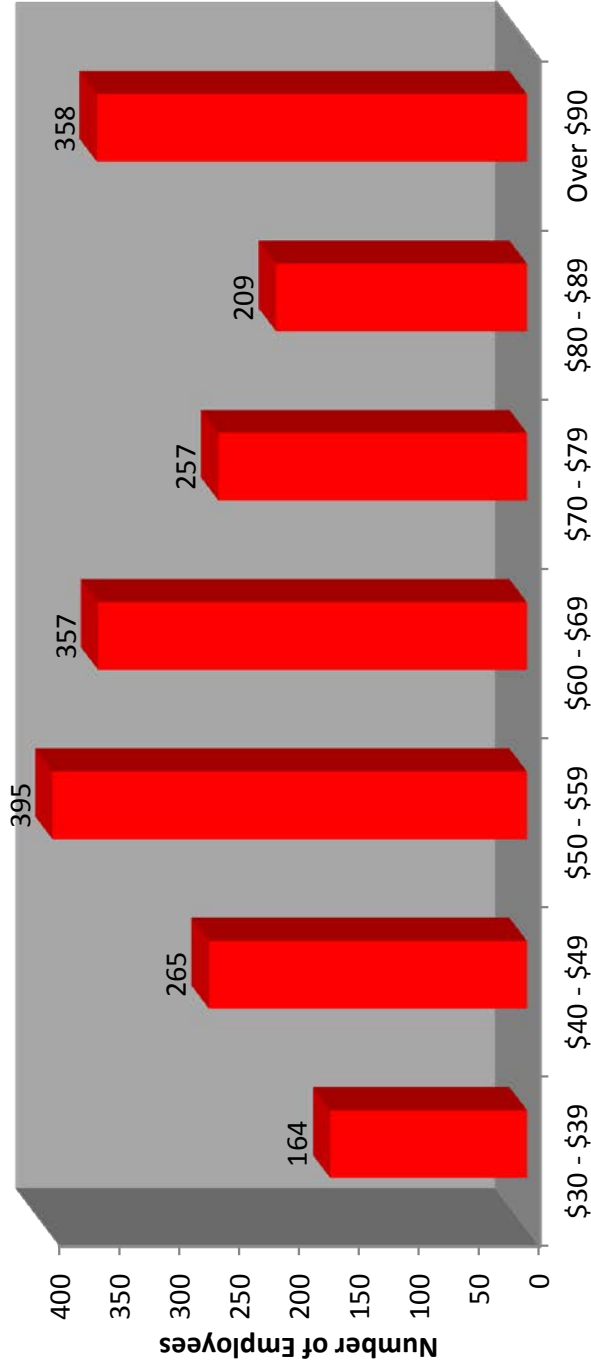


## Employee Distribution by Department - FY 2015

Central Administrative Services	116	5.7%
Montgomery County Commissioners' Office	5	0.2%
Montgomery County Planning Department	128	6.2%
Montgomery County Department of Parks	662	32.3%
Prince George's County Commissioners' Office	9	0.4%
Prince George's County Planning Department	163	8.0%
Prince George's County Dept. of Parks and Recreation	965	47.1%
Merit Board System	1	0.0%
M-NCPPC Career Employees Total	2049	100%

Note: Commission-wide totals exclude 10 Commissioners (5 in Montgomery County and 5 in Prince George's County), Appointed Officers, Appointed Department Directors, Deputy Directors and Merit System Board Members

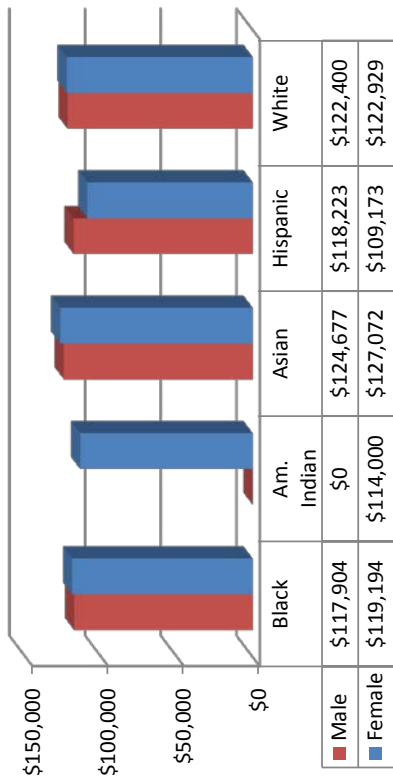
### Salary Range Career Full-Time Employees



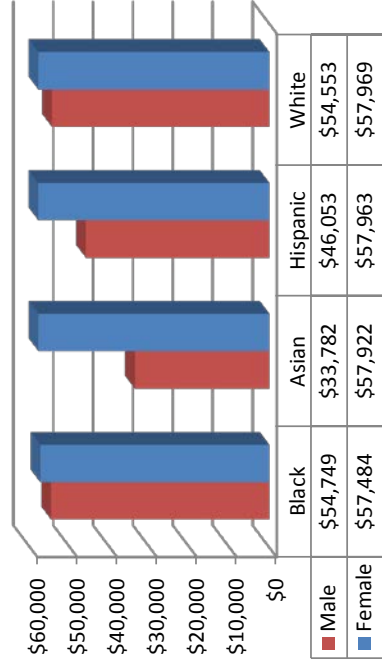
Total Full-Time Career Employees: 2,005  
Average Salary: \$68,616  
Excludes Part-Time Career Employees

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

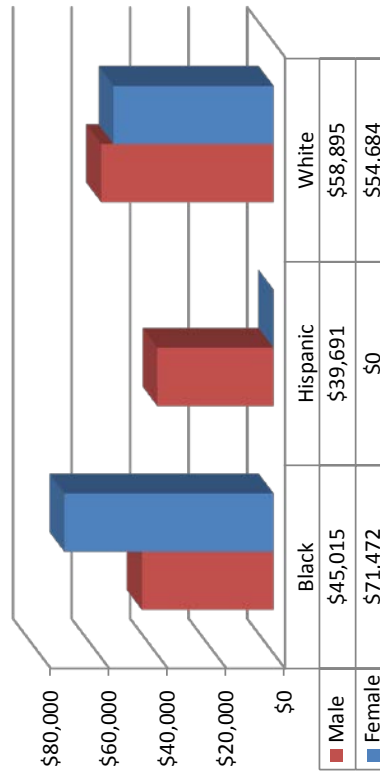
## Officials/Administrators



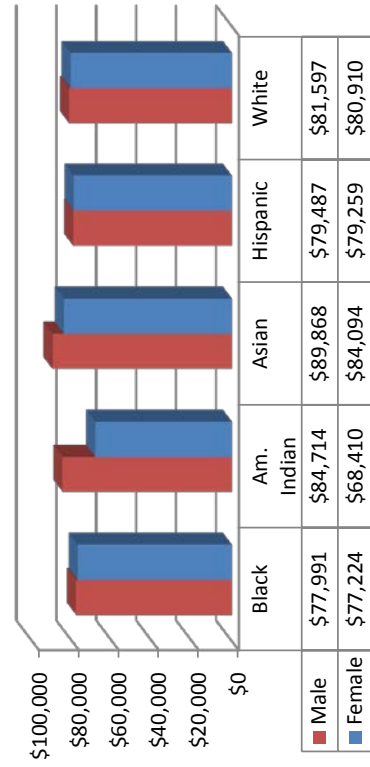
## Office/Clerical



## Para-Professional



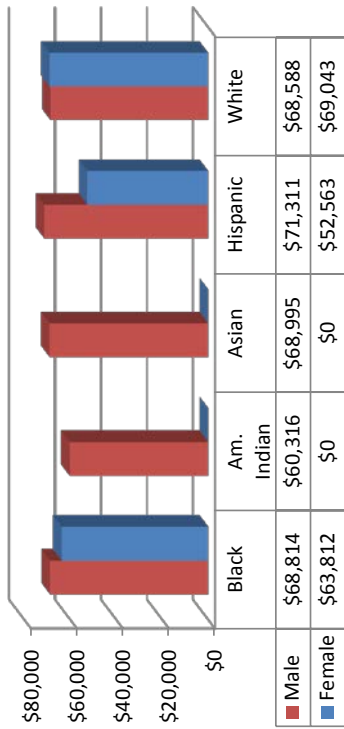
## Professional



Note: Average Commission Salary - \$68,452 (includes full-time and part-time employees)

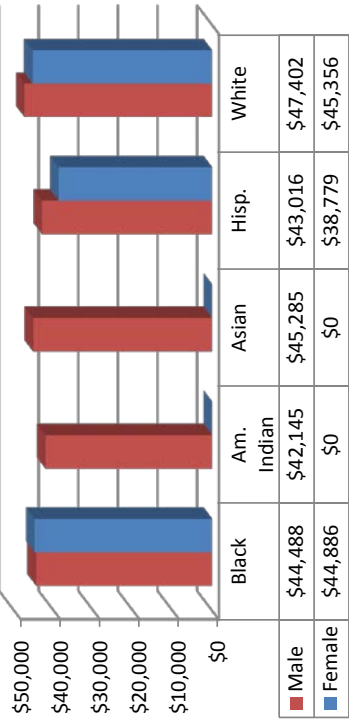
**Average Salaries by Employment Category, Gender and Race/Ethnicity**

**Protective Service**



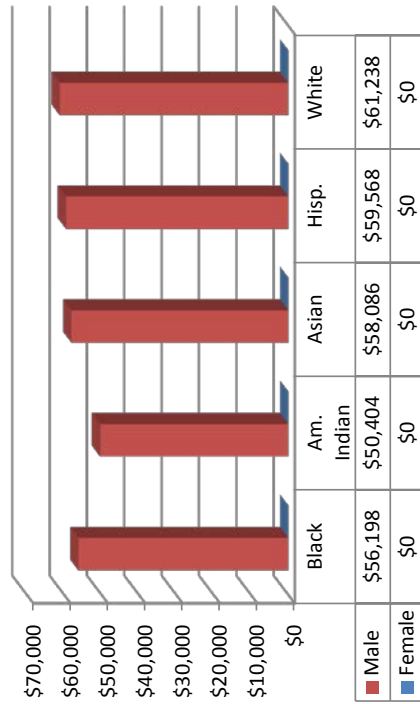
Average Salary Protective Service: \$68,302

**Service Maintenance**



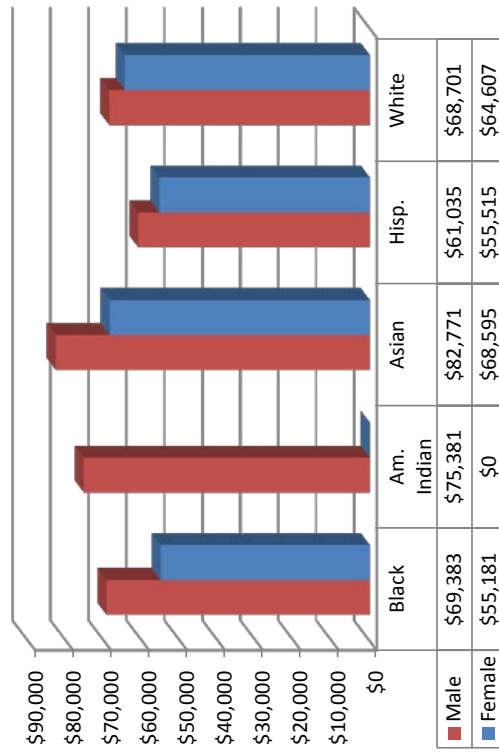
Average Salary Service Maintenance: \$45,312

**Skilled Craft**



Average Salary Skilled Craft: \$59,976

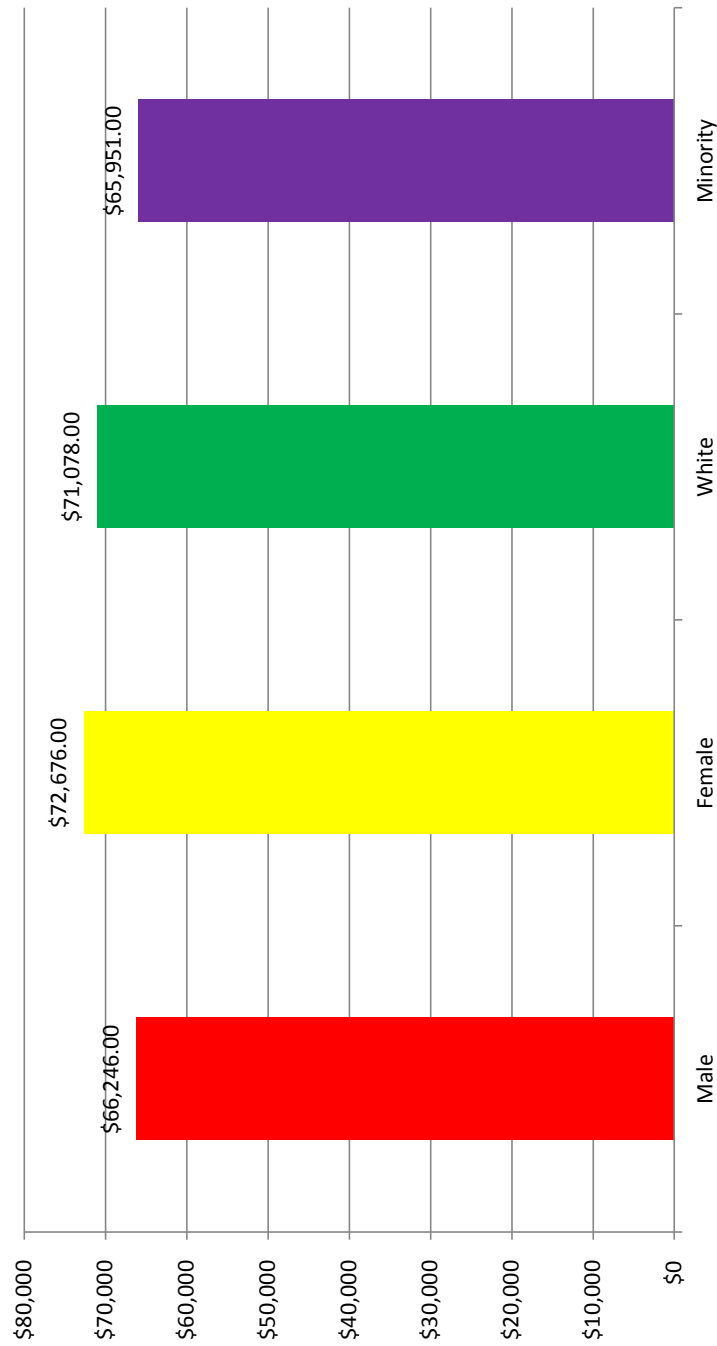
**Technician**



Average Salary Technician: \$66,053

Note: Average Commission Salary - \$68,452 (includes full-time and part-time employees)

**Average Salary by Gender and Race  
Career Full-Time Employees**

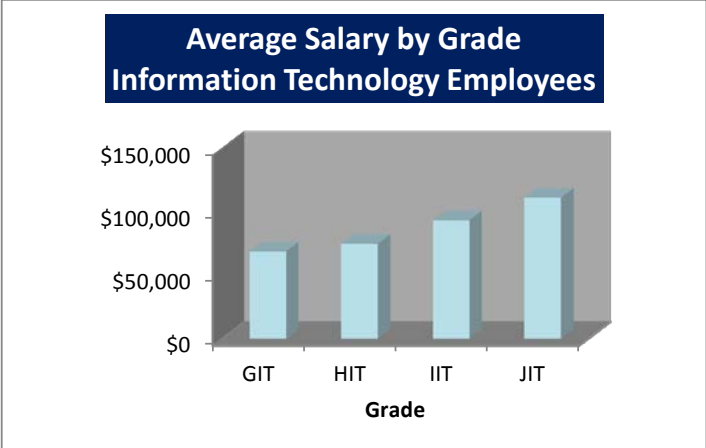
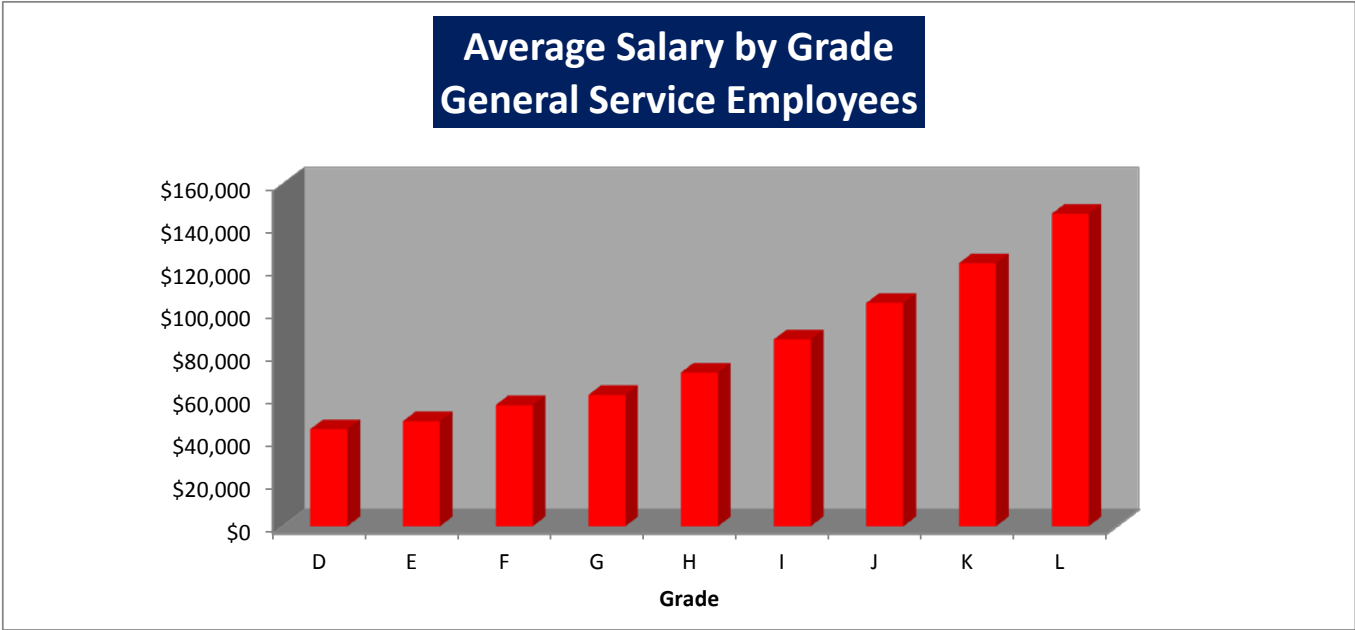




## Average Annual Salary for Career Employees by Grade

<u>Grade</u>	<u>Salary</u>	<u>Grade</u>	<u>Salary</u>	<u>Grade</u>	<u>Salary</u>
Park Police		General Service		Information Tech	
PC-1	\$48,338	D	\$45,288	GIT	\$68,583
P02	\$57,208	E	\$49,053	HIT	\$74,573
P03	\$62,270	F	\$56,569	IIT	\$93,067
P04	\$76,032	G	\$61,273	JIT	\$110,915
P05	\$91,080	H	\$71,789	<b>Avg. Salary</b>	<b>\$91,828</b>
P06	\$109,429	I	\$87,169		
P07	\$128,985	J	\$104,280		
P09	\$152,161	K	\$122,850		
		L	\$145,951		
<b>Avg. Sal. FOP</b>	<b>\$73,244</b>	<b>Avg. Salary</b>	<b>\$76,081</b>		
<b>Avg. Sal. PP Command</b>	<b>\$118,694</b>				

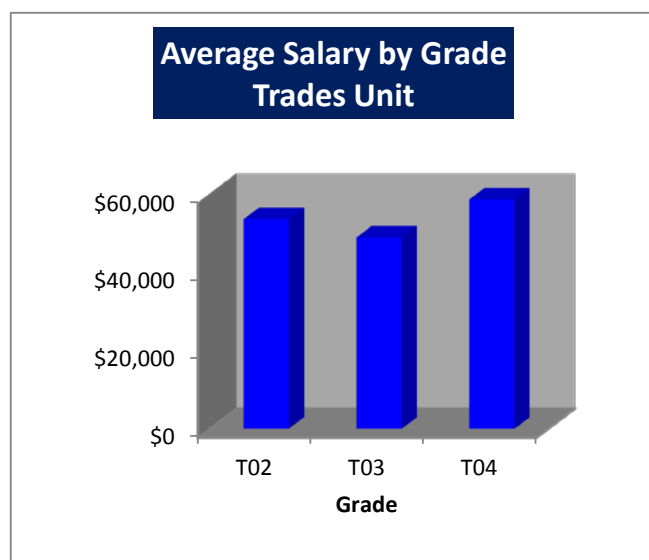
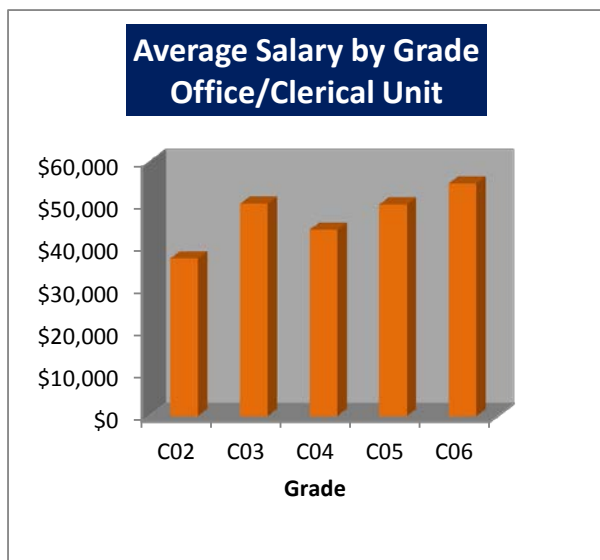
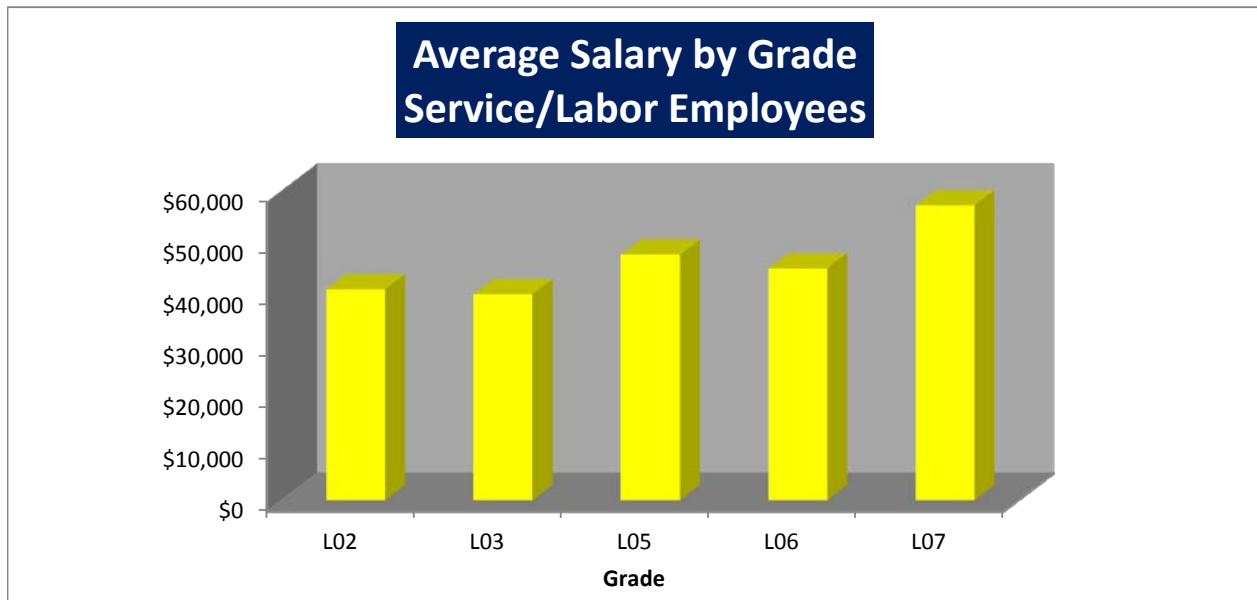
Average Salary All Career Employees: \$68,452 (includes full-time and part-time employees)



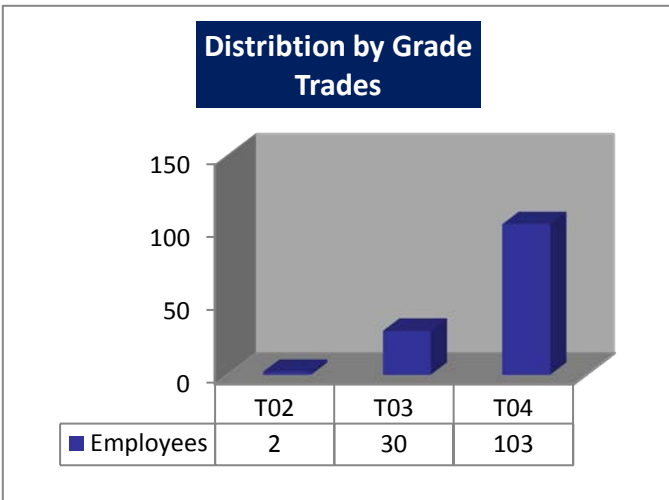
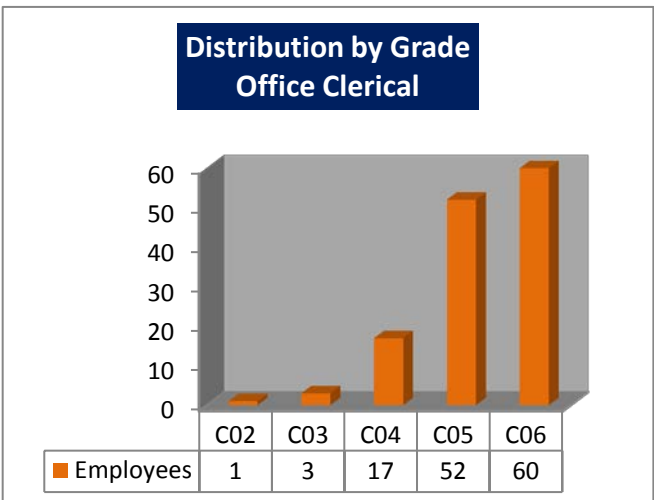
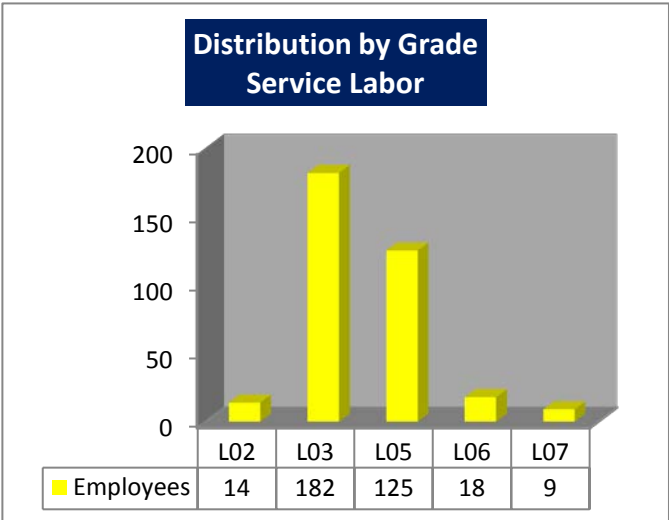
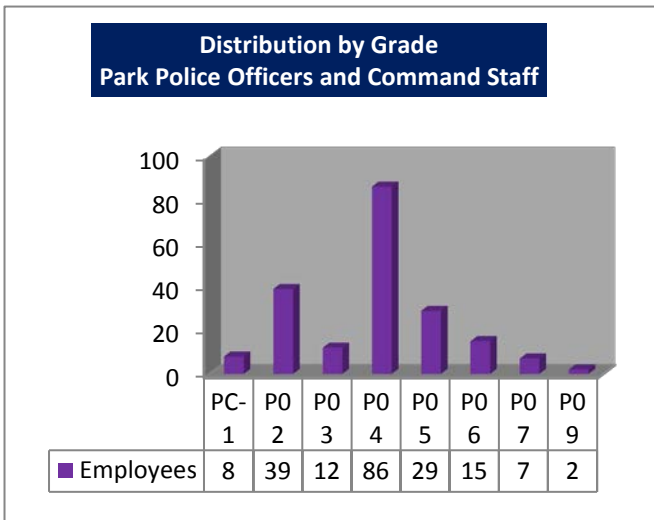
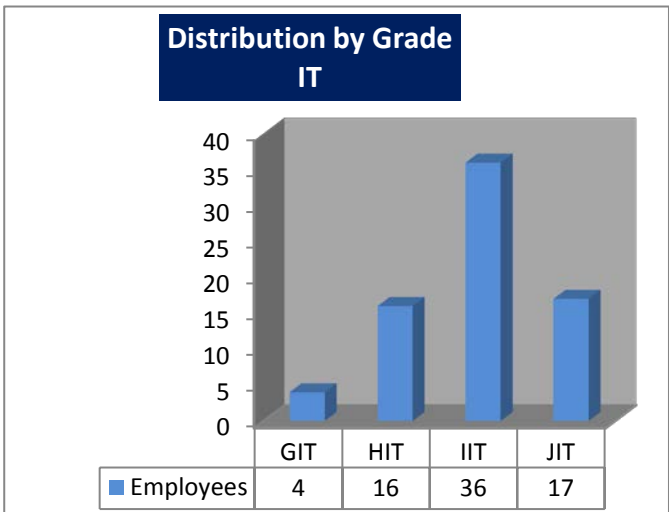
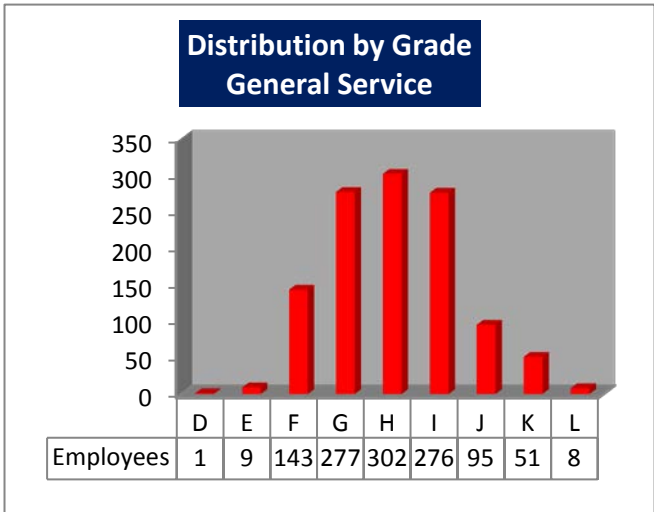
## Average Annual Salary for Career Employees by Grade

<u>Grade</u>	<u>Salary</u>	<u>Grade</u>	<u>Salary</u>	<u>Grade</u>	<u>Salary</u>
Office/Clerical		Service/Labor		Trades	
C02	\$37,111	L02	\$40,876	T02	\$53,525
C03	\$49,992	L03	\$39,936	T03	\$48,891
C04	\$43,895	L05	\$47,547	T04	\$58,618
C05	\$49,836	L06	\$44,967	<b>Avg. Salary</b>	<b>\$56,381</b>
C06	\$54,817	L07	\$57,128		
<b>Avg. Salary</b>	<b>\$51,232</b>	<b>Avg. Salary</b>	<b>\$43,412</b>		

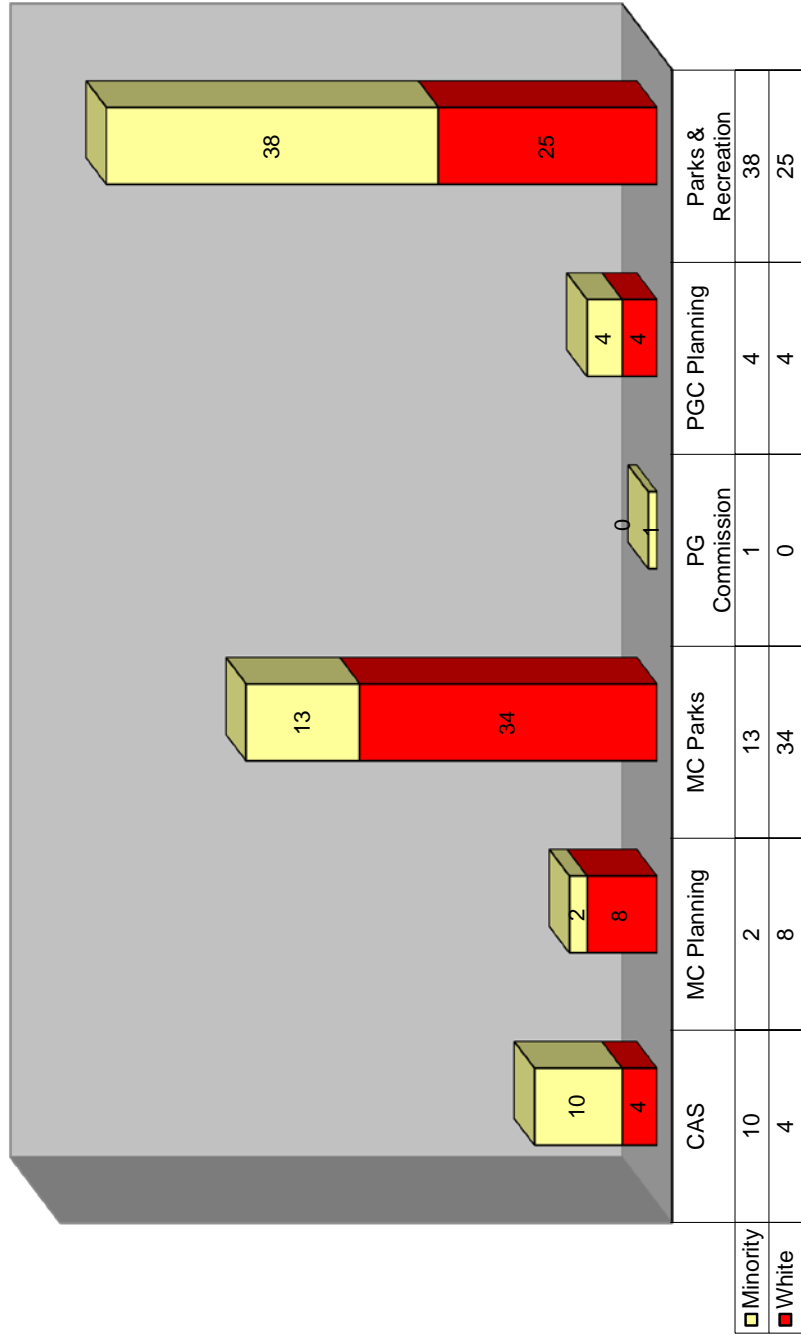
Average Salary All Career Employees: \$68,452 (includes full-time and part-time employees)



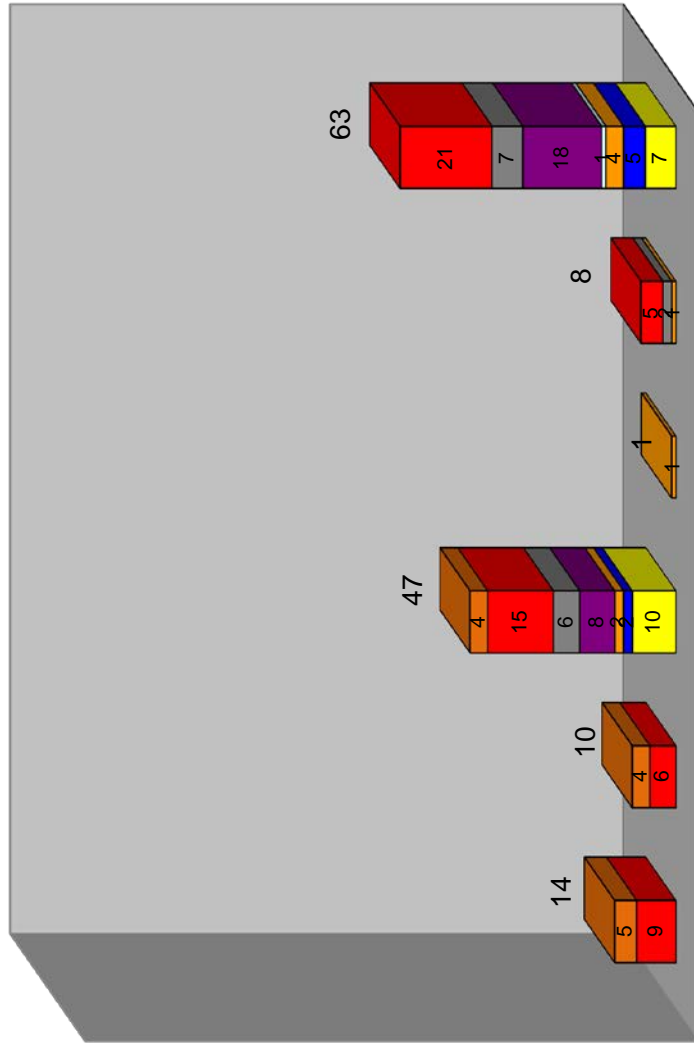
## Employee Distribution by Grade Within Pay Schedule



**Career Employee Promotions  
(Competitive and Non-Competitive)  
By Department**

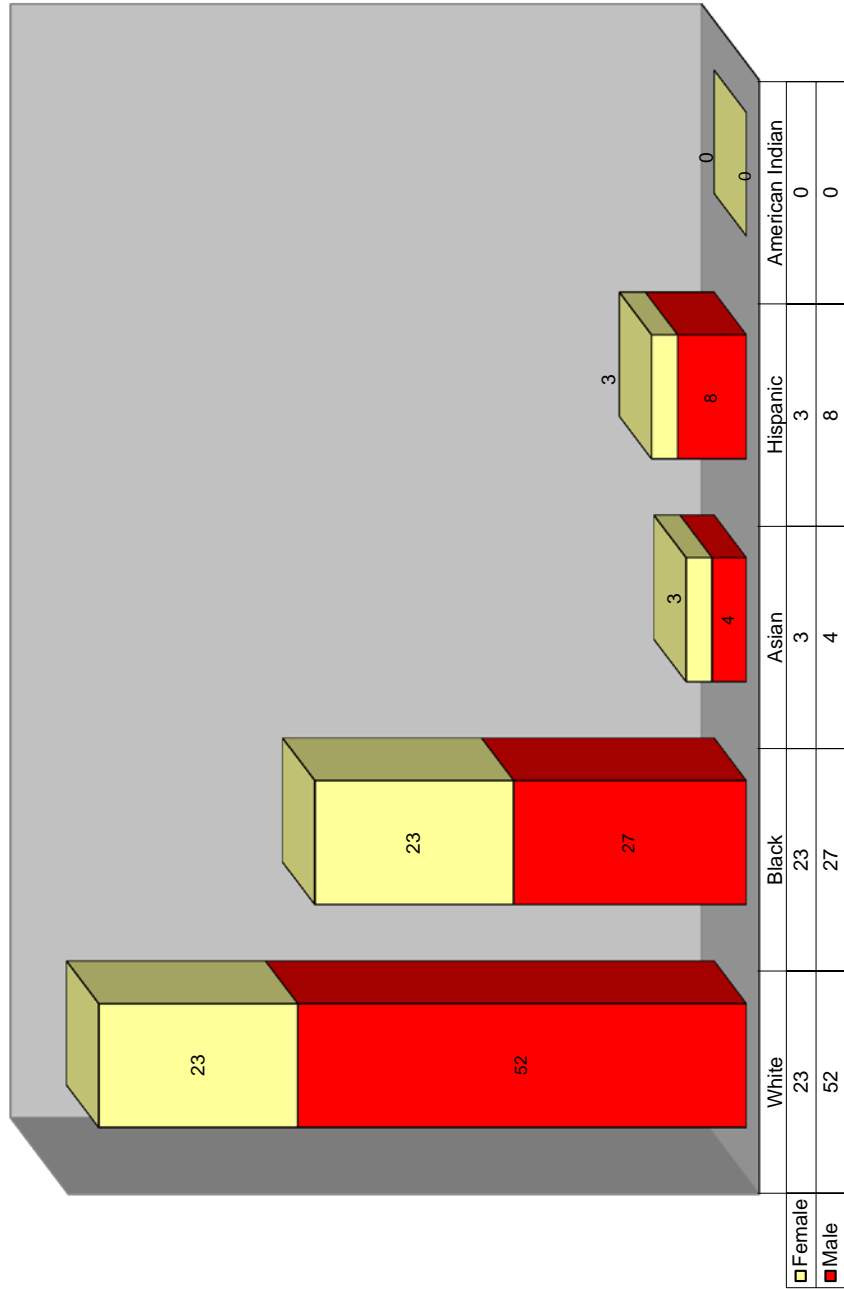


**Career Employee Promotions  
By Employment Category Per Department**



Department	CAS	MC Planning	MC Parks	PG Commission	PGC Planning	Parks & Recreation
Totals	14	10	47	1	8	63
Officials/Administrators	5	4	4			
Professionals	9	6	15		5	21
Technicians			6		2	7
Protective Services			8			18
Paraprofessionals						1
Office Clerical			2	1	1	4
Skilled Crafts			2			5
Service Maintenance			10			7

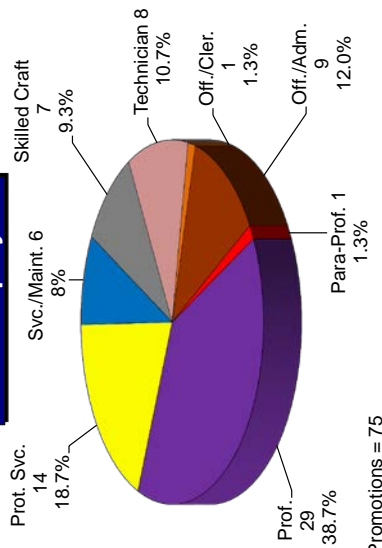
**Career Employee Promotions  
By Gender and Race/Ethnicity**



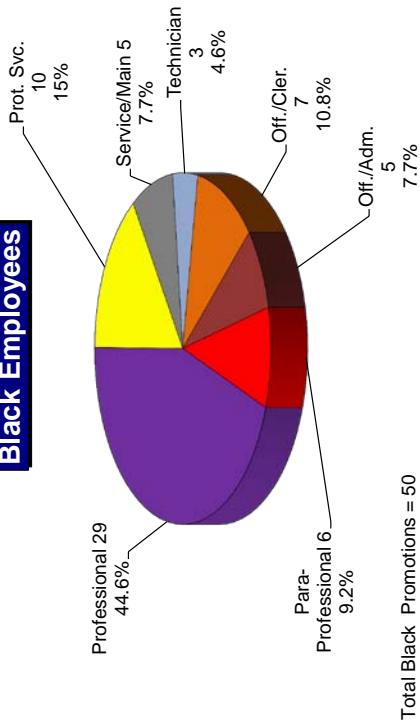
**143 Promotions Commission-wide**

**Career Employee Promotions  
By Race/Ethnicity and Employment Category**

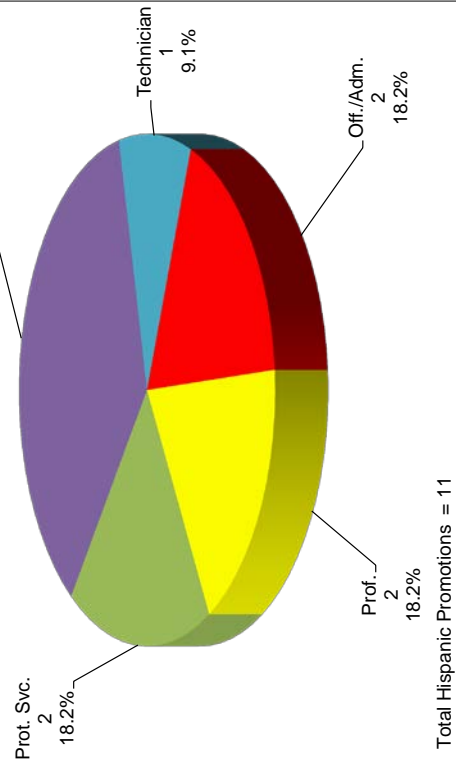
**White Employees**



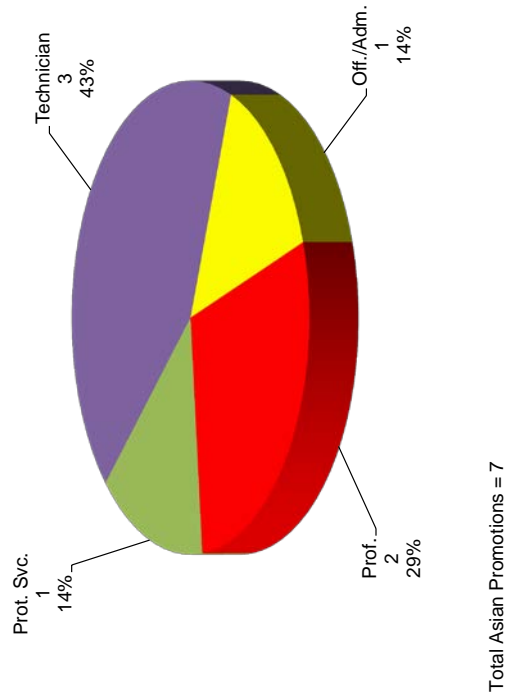
**Black Employees**



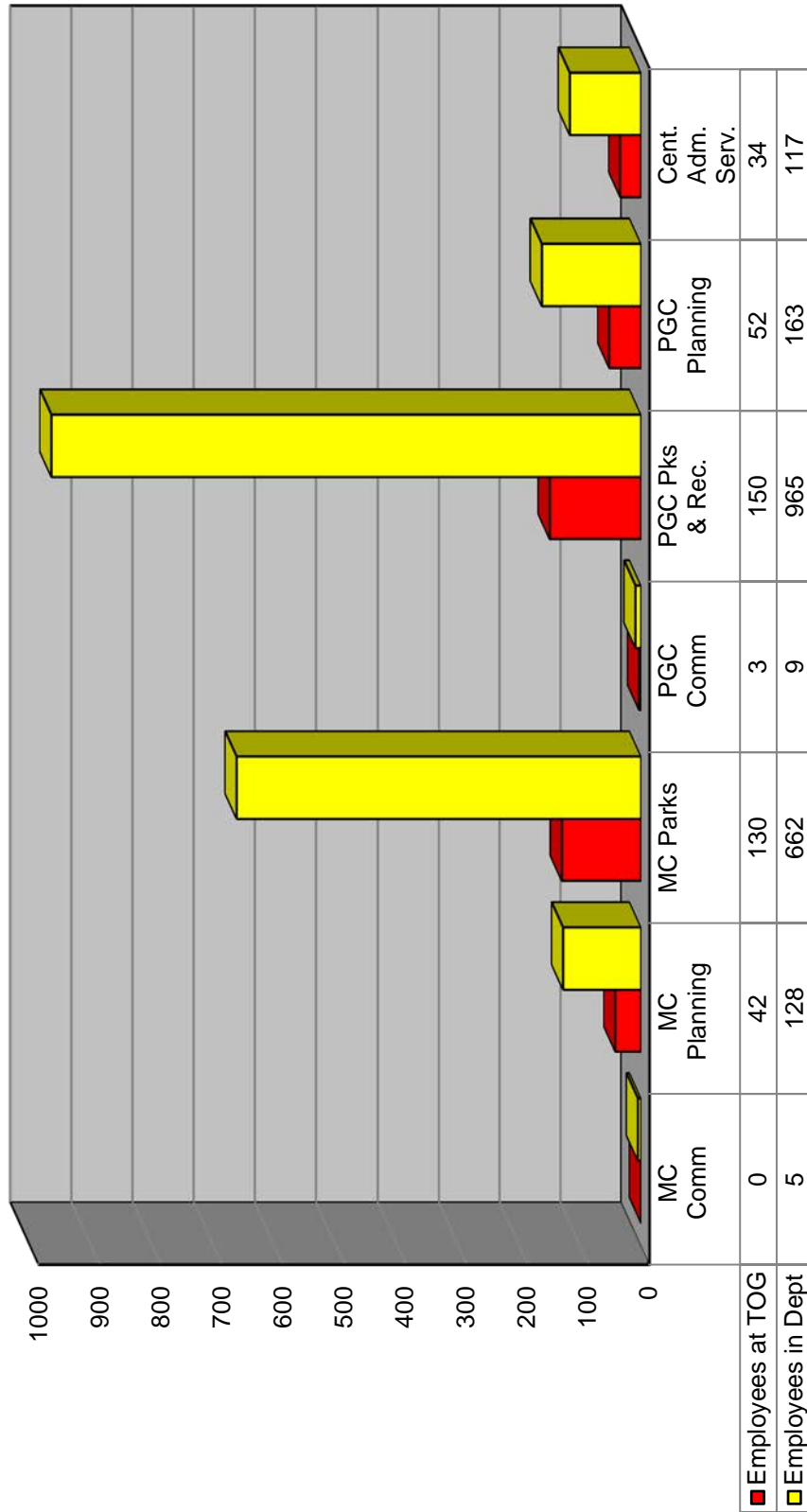
**Hispanic Employees**



**Asian Employees**



## Employees at Top of Grade (TOG) By Department



Total Employees at Top of Grade Commission-wide = 411



**Comparison of Cost-of-Living Adjustments FY05 -- FY16**

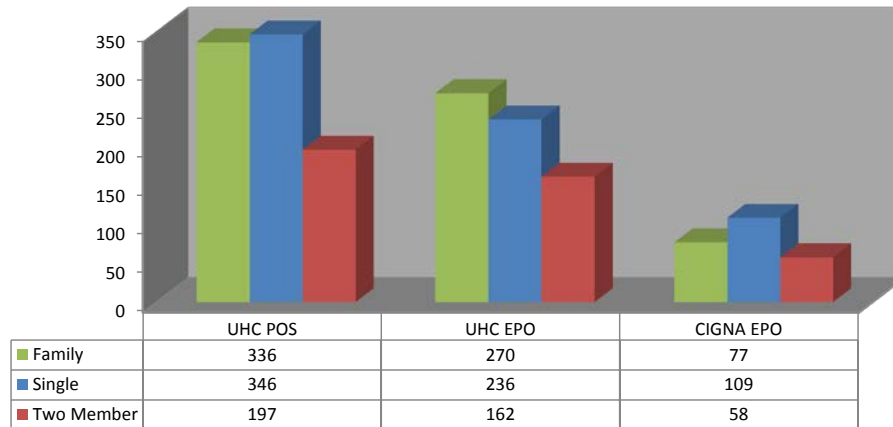
(Percent of Increase)

Fiscal Year	M-NCPPC (Local 1994)			MONTGOMERY COUNTY (1994)			PRINCE GEORGE'S COUNTY (AFSCME)++		
	Park Police FOP	Ser/Labor Trades Office	Non-Repres. Employees	Police (FOP)	OPT & SLT (1994)	Non-Repres. Employees	Police (FOP)	Ser/Labor Trades Office	Non-Repres. Employees
2005	2.50 (l)	2.70	2.70	2.00 (j)	2.00 (j)	2.00 (j)	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)					2.50 (yy)	2.50 (zz)
2015	1.75 (w1)	2.00 (w4)	2.00 (w4)	2.10	3.25	3.25	0.00	0.00	0.00 (zz1)
2016	1.75	1.75	See note (w5)	2.00	2.00	2.00	See Note (zz4)	3.50 (zz2)	TBD (zz3)
Cumulative	28.00	21.25	21.75	24.45	23.75	25.75	13.50	21.50	16.50

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

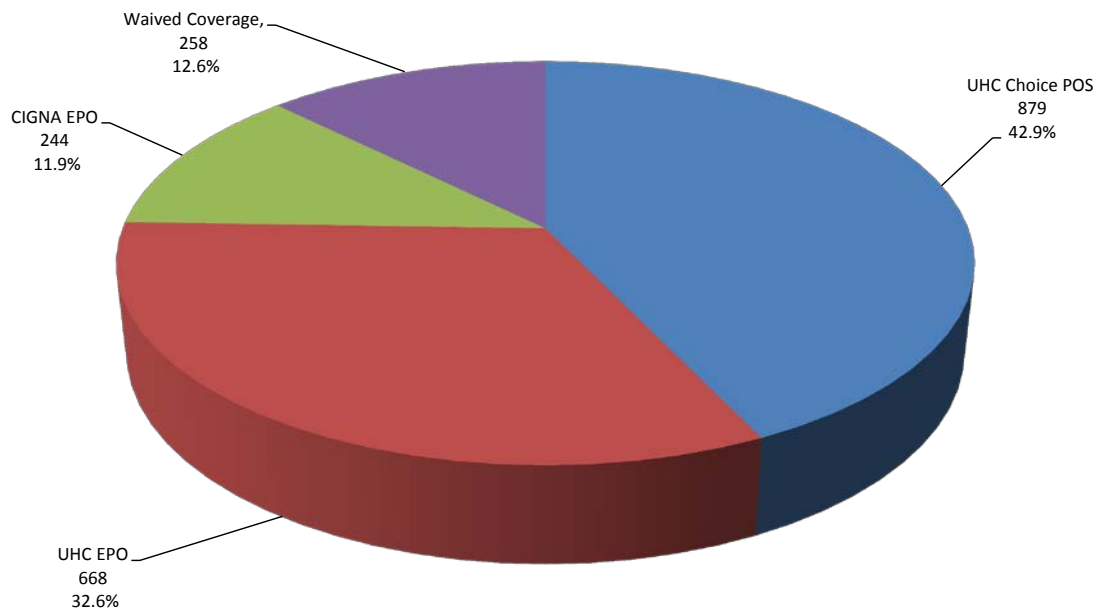
- (j) COLAs effective 9/5/04
- (k) FY05 COLA, 1.0% in 7/04 and 1.0% in 1/05
- (l) FY05 COLA effective 5/05; graded officers received 2.5%; Sergeants received 5.0%
- (m) FY05 COLA, 1.0% in 7/04, 1.0% in 7/05, and 1.0% in 4/05
- (n) Officers received 2.5% effective 7/05 and a 1% COLA effective 4/06
- (o) 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 Units, 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 wage 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 salary
- (w) \$2,000 lump sum not added to base salary
- (w1) FY15 COLA 1.75%, effective 7/1/15
- (w2) FY14 COLA 2.75% for Service/Labor, Trades and Office Units at top of grade; and 2.5% for Service/Labor, Trades and Office Units within 3.499% of top of grade, effective 10/13 and 1.25% effective 1/14.
- (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
- (zz2) Employees will receive a 3.5% COLA if general fund revenues exceed a pre-determined amount.
- (zz3) No information has been released on COLA's for general schedule employees.
- (zz4) Police Officers will receive FY16 increases in FY17

### Medical Health Plan Participation by Coverage



Total number of career employees that waived health care coverage: 258

### Medical Health Plan Participation by Provider



Total Employees: 2,049

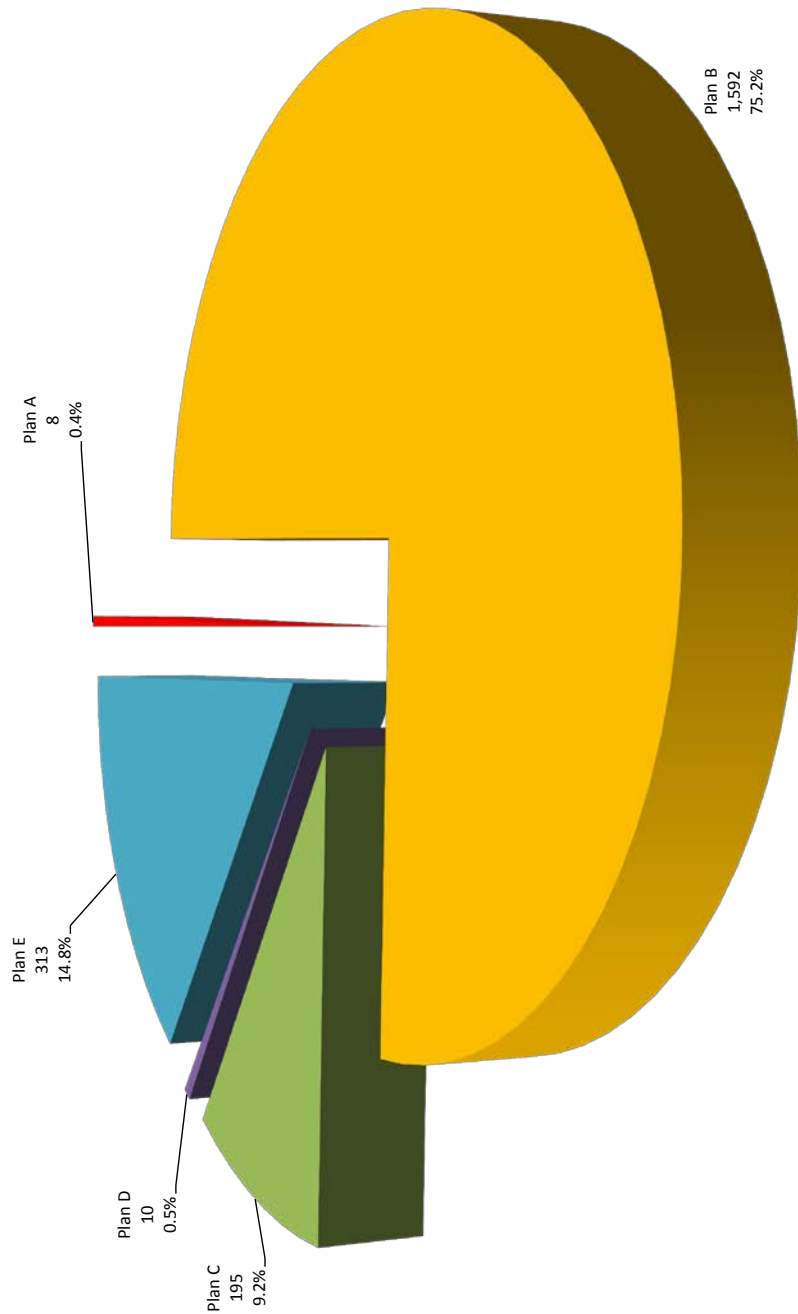
These graphs do not include participation in prescription drug, dental or vision coverage. Participation is based on calendar year. Distribution totals and percentages change each year at Open Enrollment.

## Active Career Health Plan Participation

Health Plan	Coverage	Enrolled	Percentage
<b>IPA Models</b>			
UHC EPO	Family	270	13.2%
UHC EPO	Single	236	11.5%
UHC EPO	Two Member	162	7.9%
		668	<b>32.6%</b>
CIGNA EPO	Family	77	3.8%
CIGNA EPO	Single	109	5.3%
CIGNA EPO	Two Member	58	2.8%
		244	<b>11.9%</b>
UHC POS	Family	336	16.4%
UHC POS	Single	346	16.9%
UHC POS	Two Member	197	9.6%
		879	<b>42.9%</b>
<b>Waived Coverage</b>		258	12.6%
<b>Total</b>		2049	100%

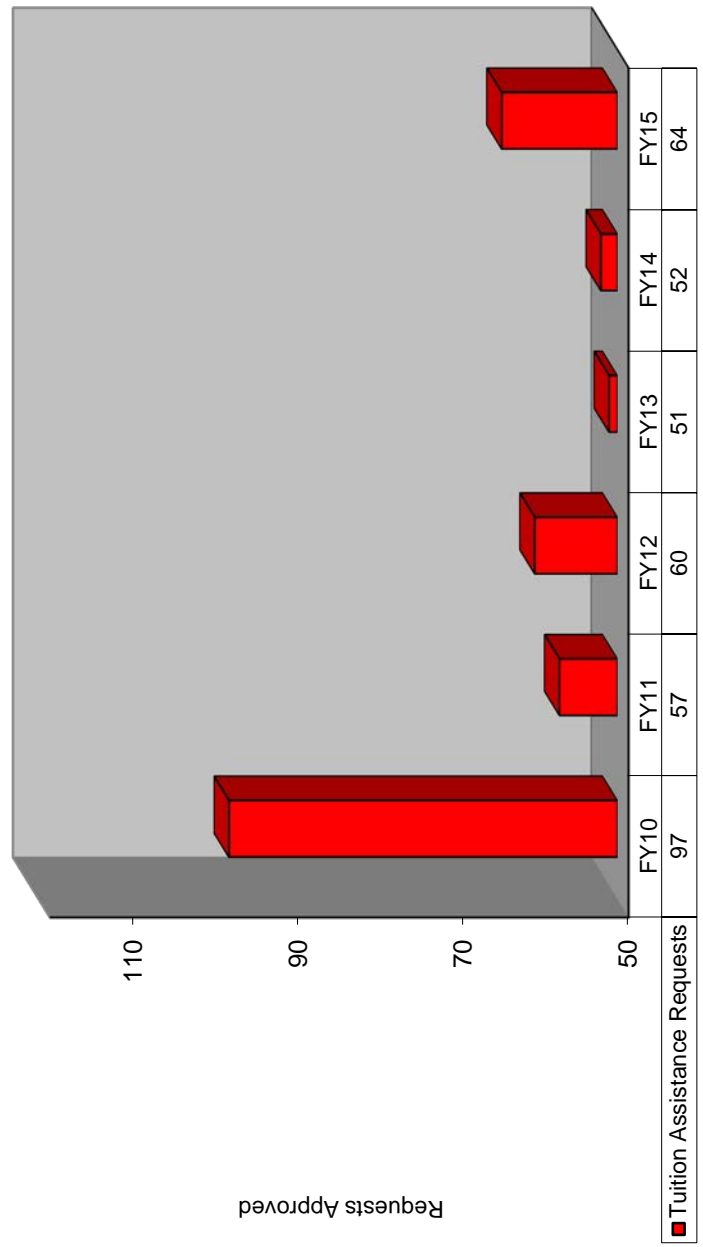
Note: Does not include participation in prescription drug, supplemental dental, or vision coverage.  
Participation is based on calendar year. Distribution totals and percentages change each calendar at Open Enrollment.

**Participation in Employee Retirement Plans**

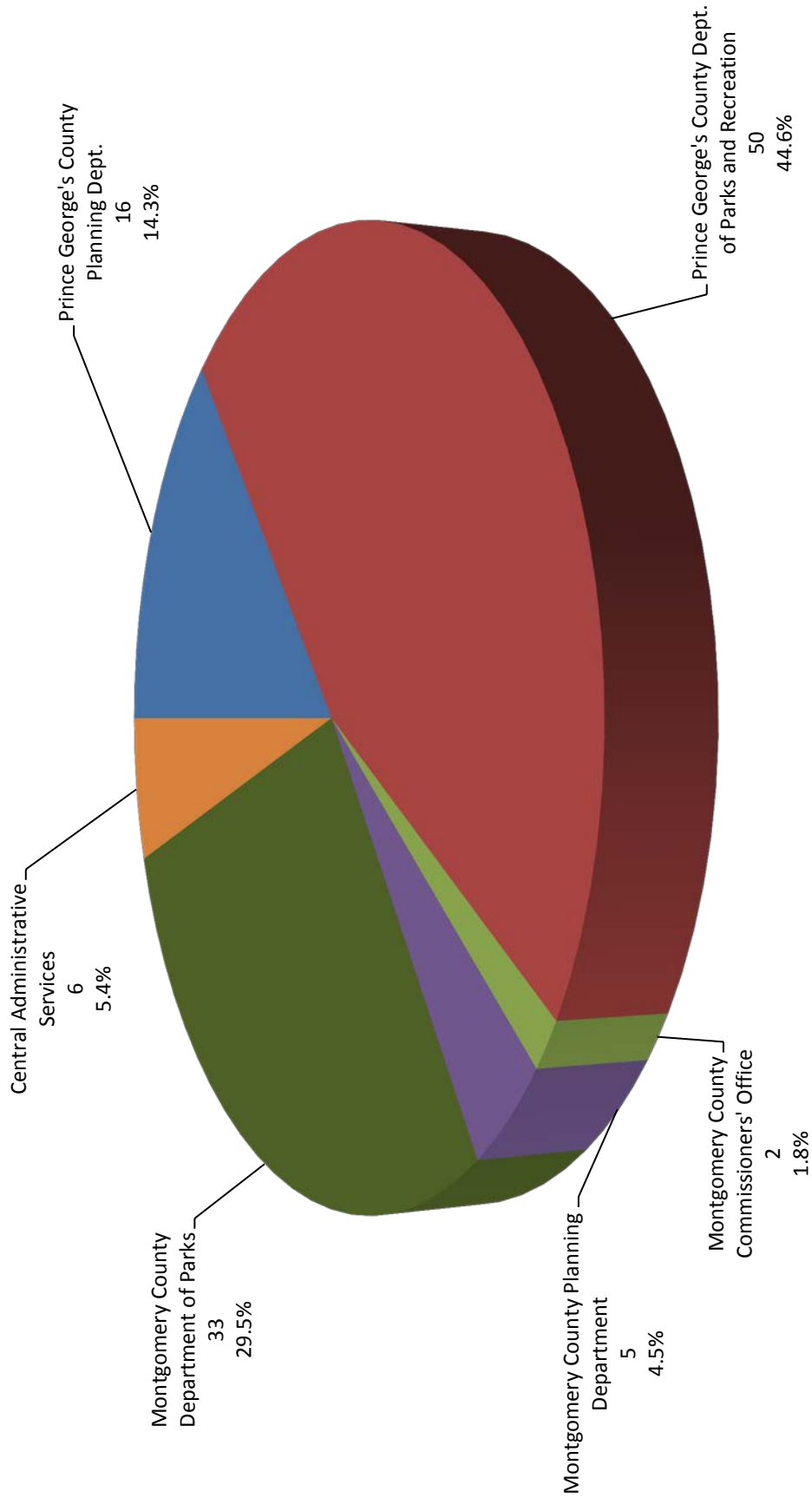


Total Employees: 2,118  
 Non Public Safety Employees are in Plans A or B.  
 Plan B is mandatory for all non-police full-time career Merit System employees employed on or after January 1, 1979; and mandatory, effective January 1, 2009, for part-time career Merit System employees, appointed officials; and employees exempted from the Merit System who are appointed by the respective County Planning board to serve as a director on or after January 1, 2009 until December 31, 2012.  
 Effective January 1, 2013, Plan B is closed to individuals employed on or after January 1, 2013.  
 Plans C and D are for Park Police Officers.  
 Plan E is mandatory for all full-time and part-time career Merit System employees (except Park Police) employed on or after January 1, 2013.

**Tuition Assistance Program - Commission Wide Participation**

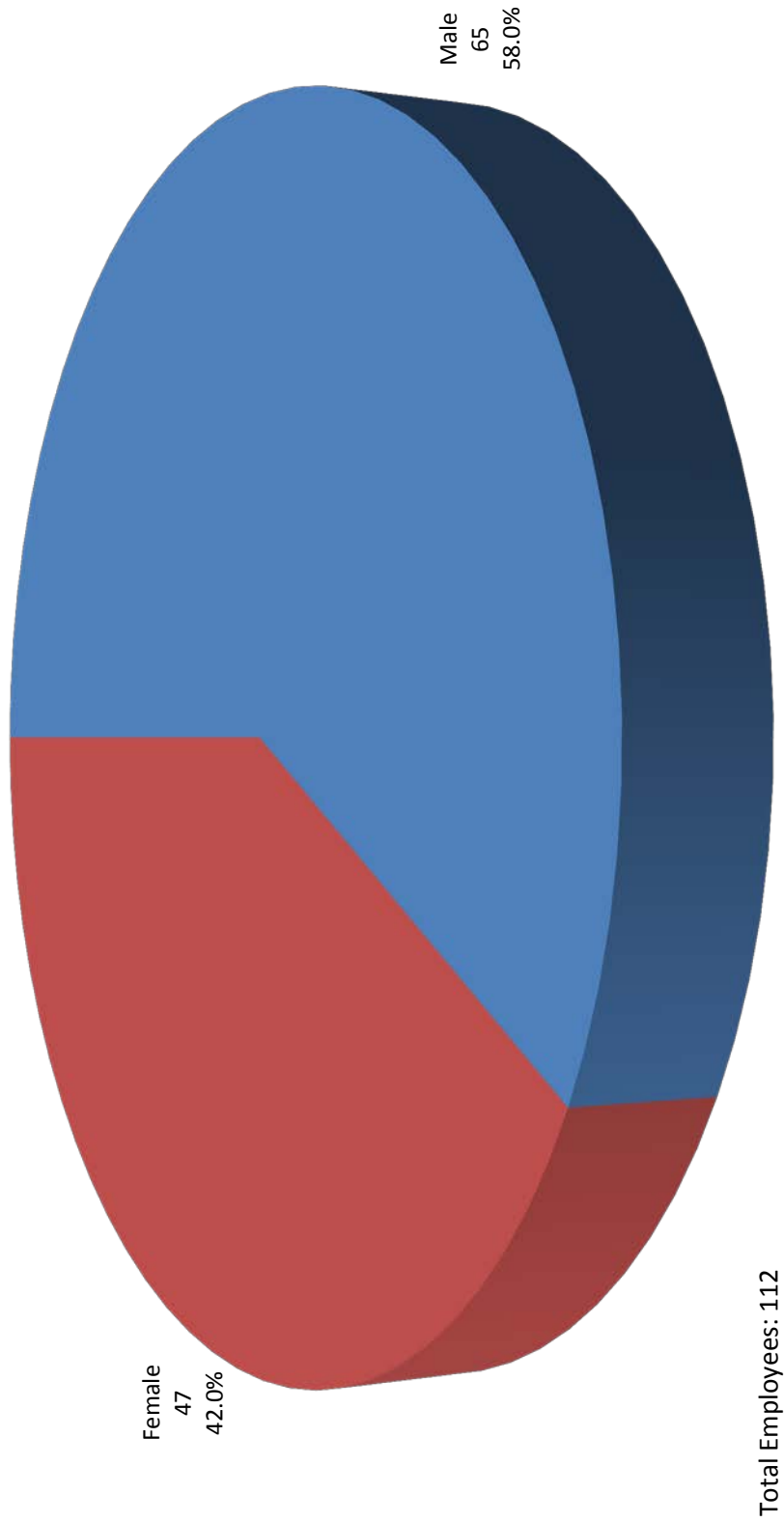


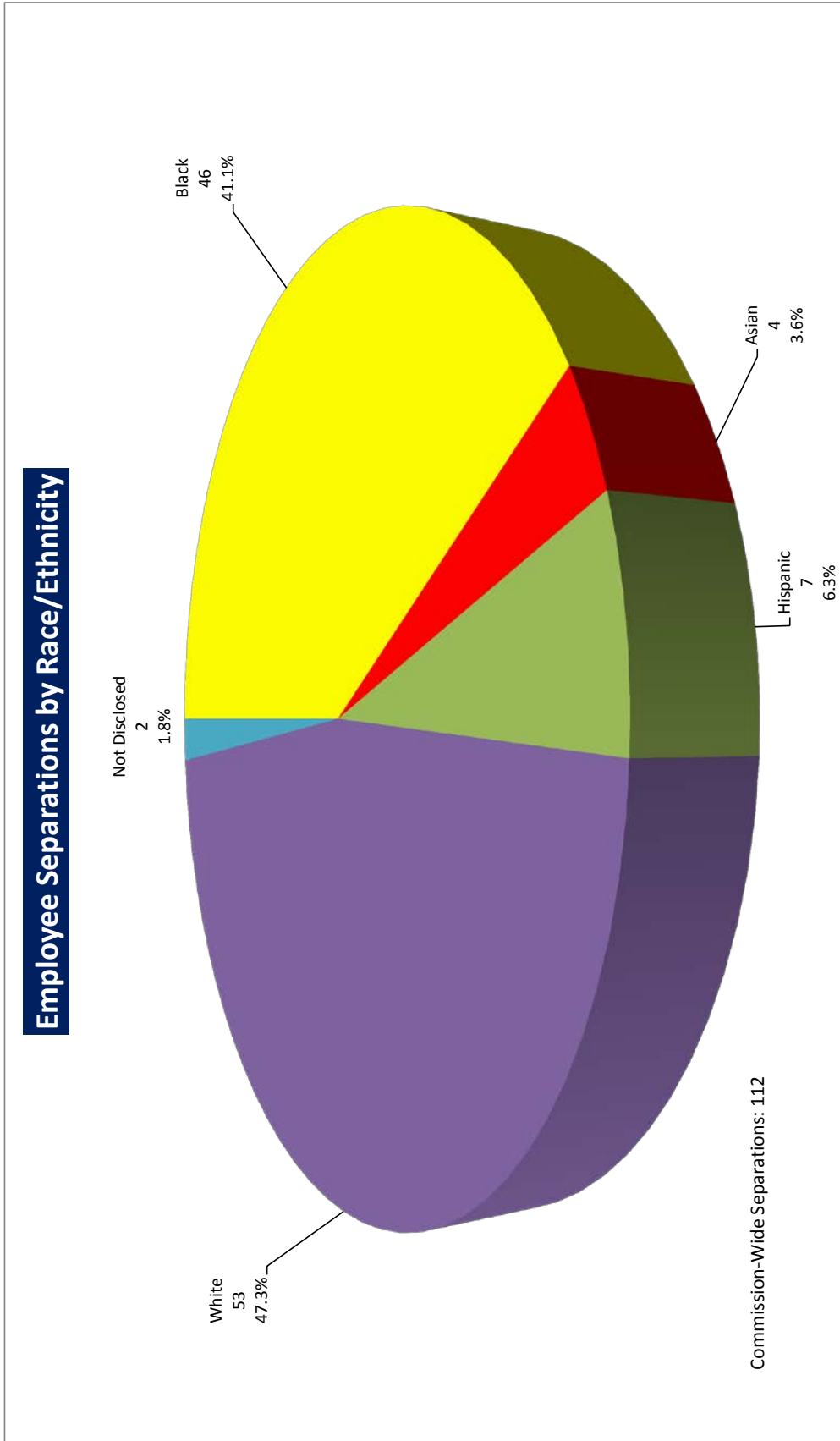
### Employee Separations by Department



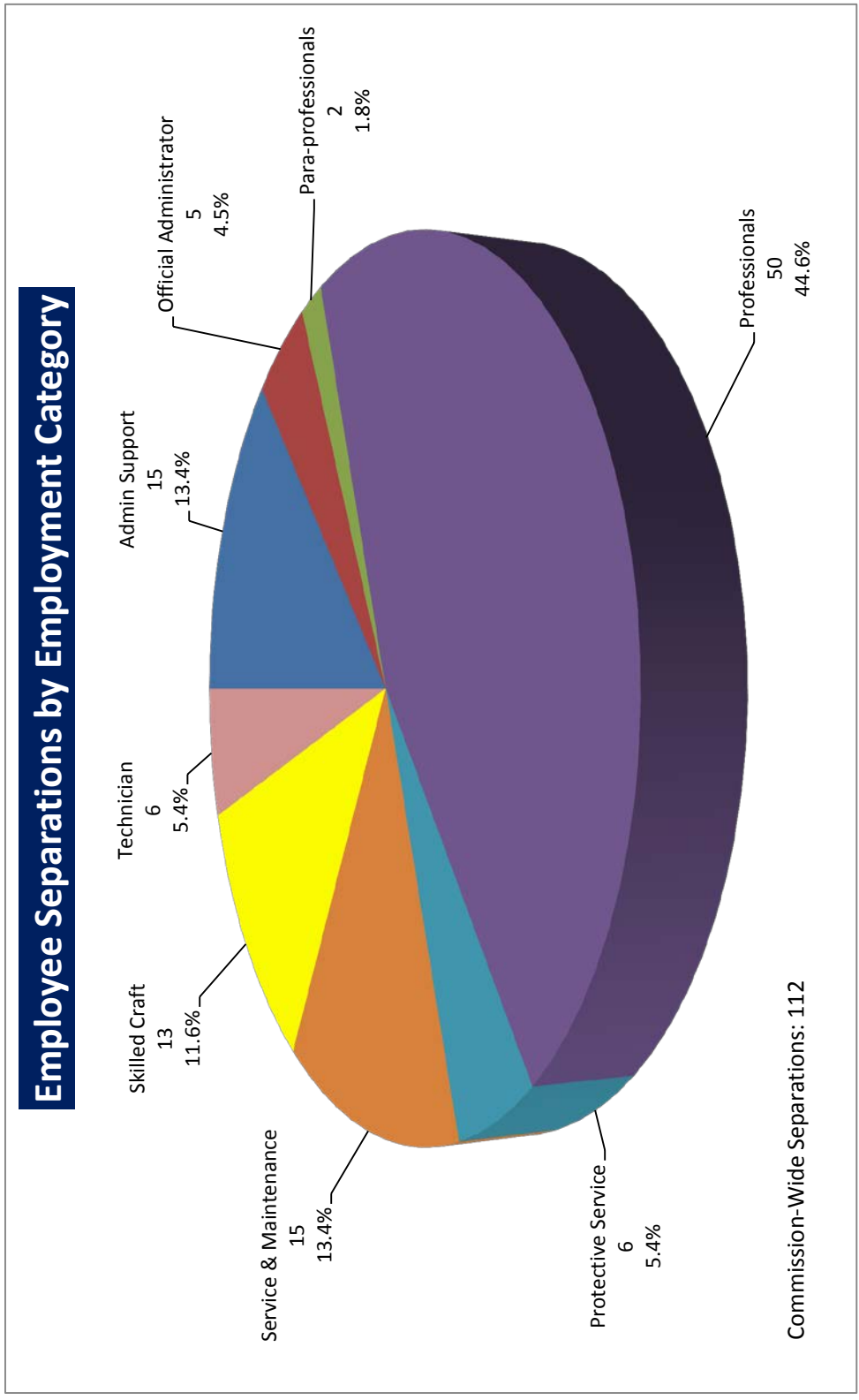
Commission-wide Separations: 112

**Employee Separations by Gender**





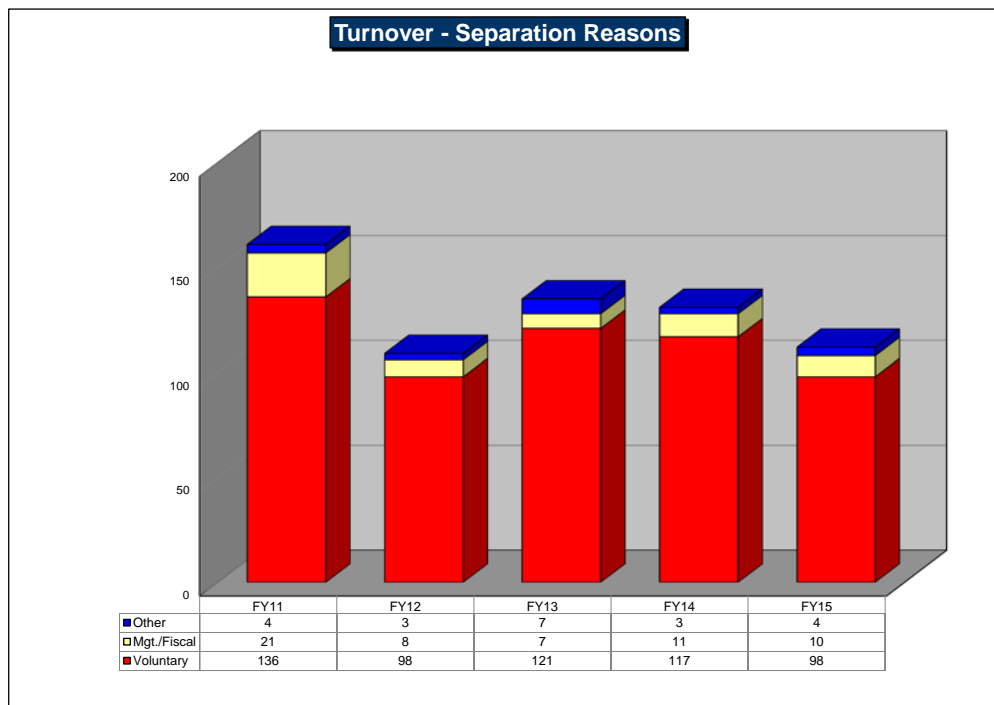


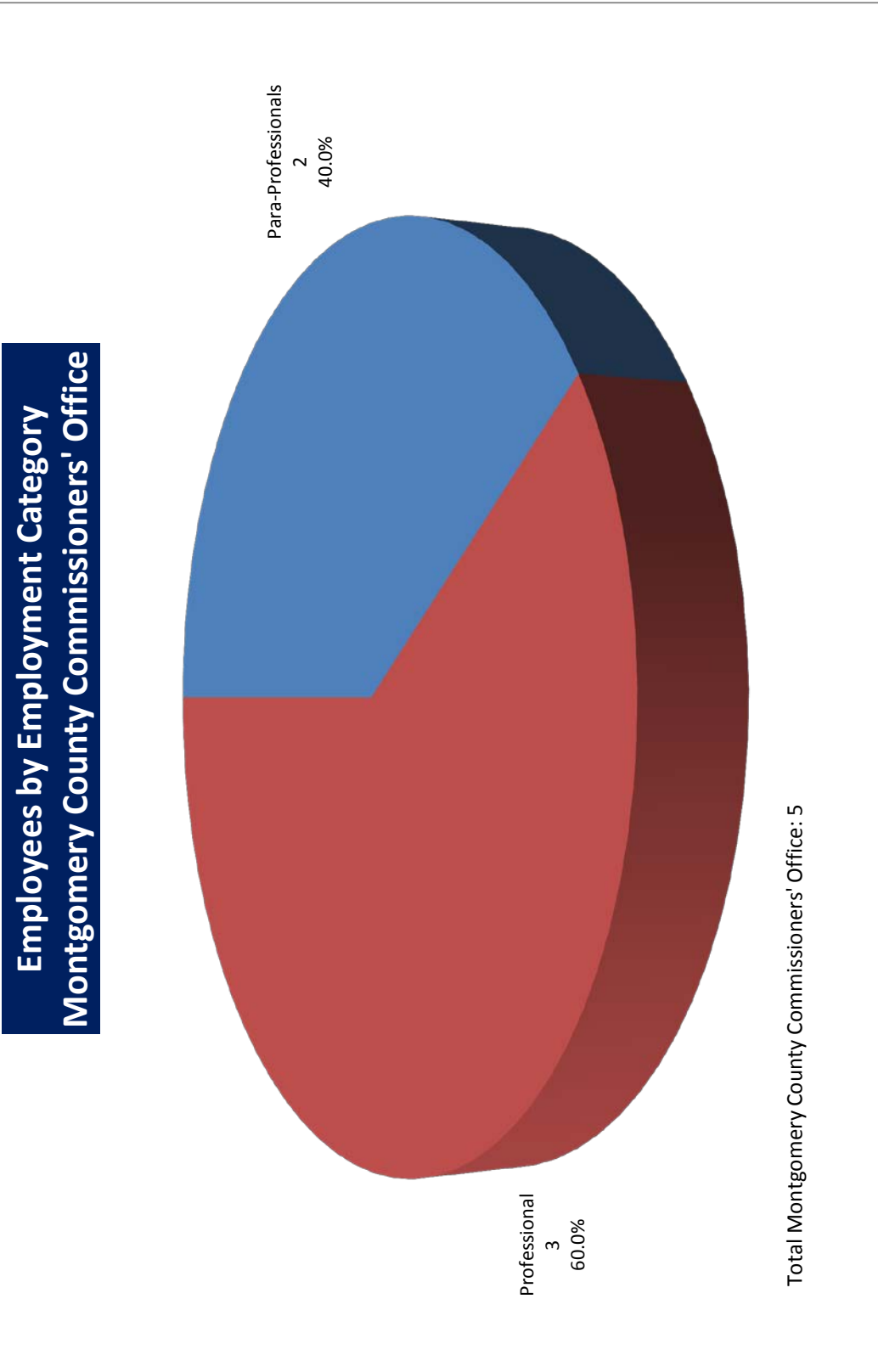


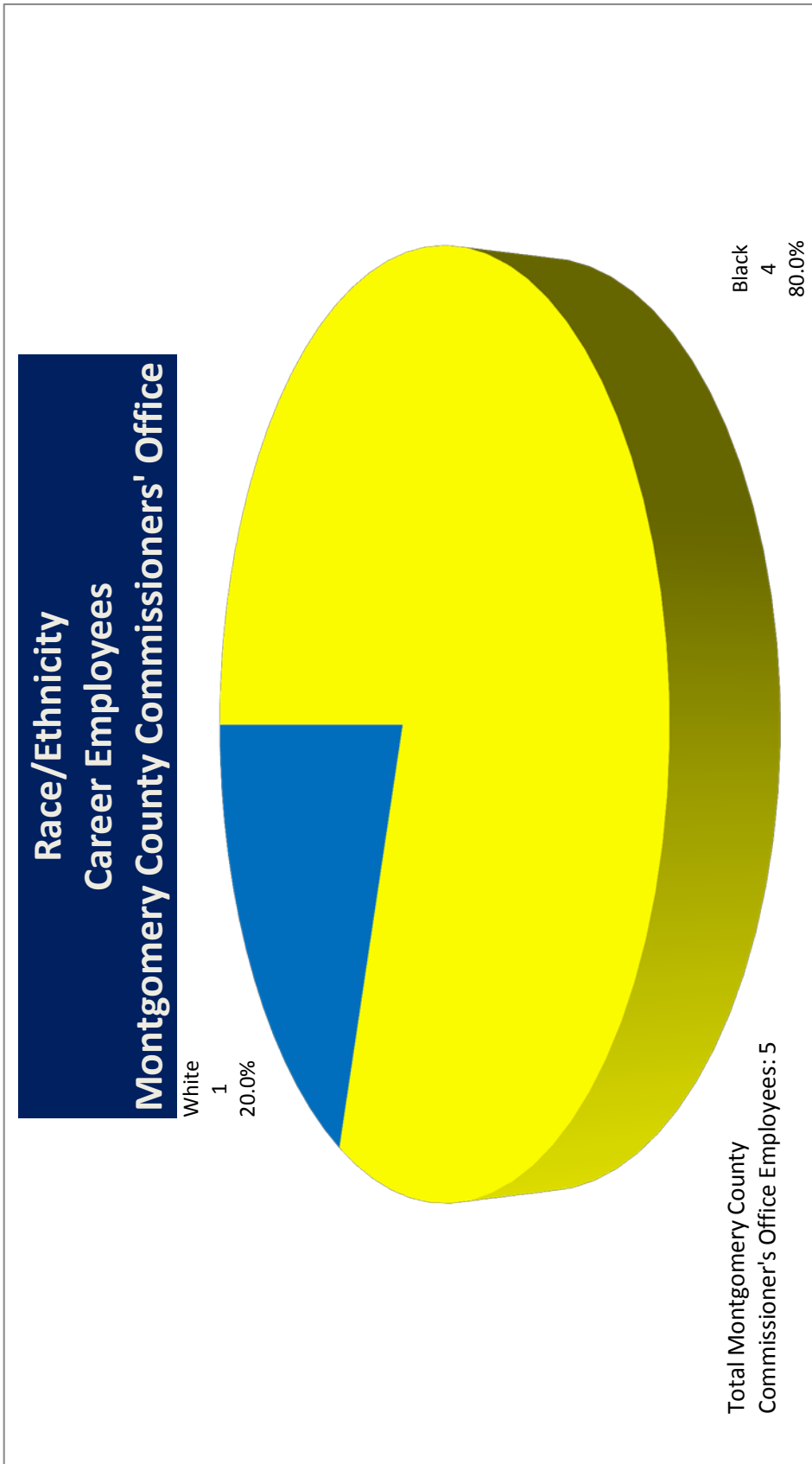
## Number of Separations by Reason and Fiscal Year

		2011	2012	2013	2014	2015
Voluntary	New Job	24	21	27	31	21
	Relocation	1	3	6	5	3
	Personal Reasons	26	24	22	32	21
	Return to School	0	1	0	1	1
	Early Retirement	5	5	4	1	2
	Normal Retirement	75	38	58	45	*48
	Quit Without Notice	5	4	4	1	0
	Other	0	2	0	1	3
Management/Fiscal	Violation of Rules	6	7	4	6	4
	Unsatisfactory Performance	6	1	3	5	5
	Reduction in Force (RIF)	9	0	0	0	0
	Dismissal/Job Abandonment	0	0	0	0	1
Other	Death	4	1	5	3	2
	Not Specified	0	0	0	0	1
	Disability/Medical	0	2	1	0	0
	Resign Medical	0	0	1	0	0
<b>Total Separations</b>		<b>161</b>	<b>109</b>	<b>135</b>	<b>131</b>	<b>112</b>
<b>Turnover Rate</b>		<b>7.50%</b>	<b>6.00%</b>	<b>6.80%</b>	<b>6.50%</b>	<b>5.51%</b>

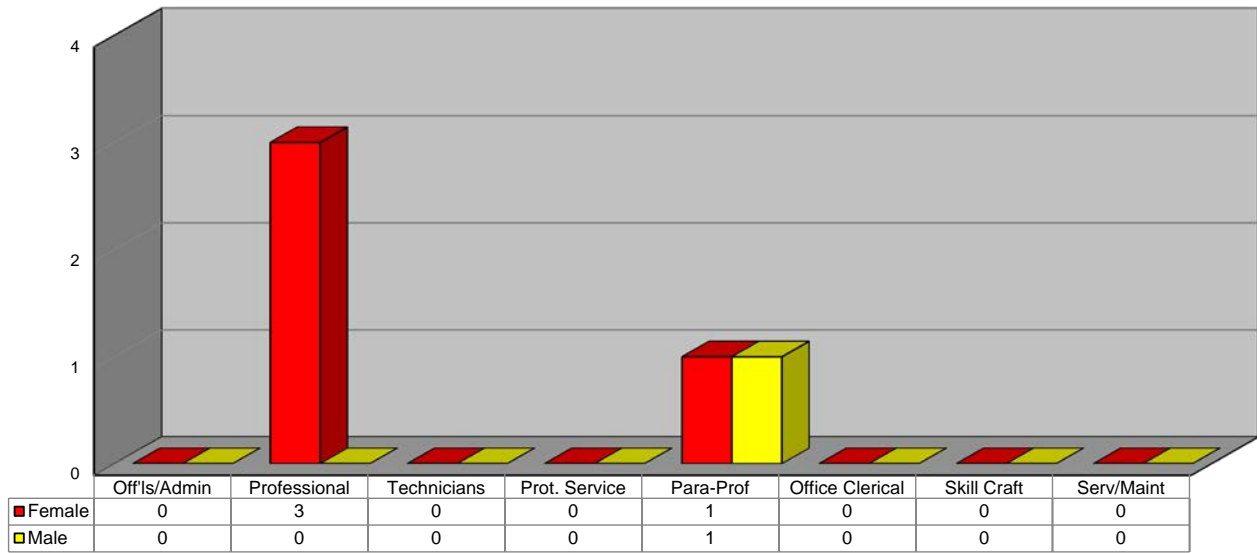
\*This count is based on the number of employees who completed an exit interview. According to the ERS, 59 employees retired during FY15.





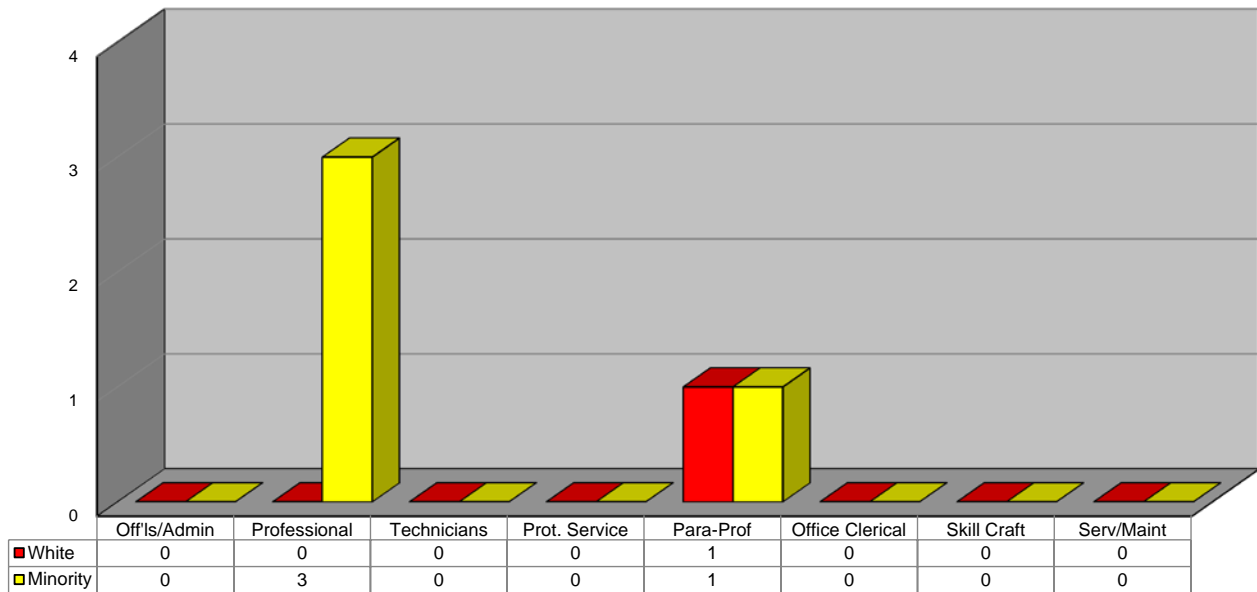


**Distribution by Employment Category and Gender  
Montgomery County Commissioners' Office**

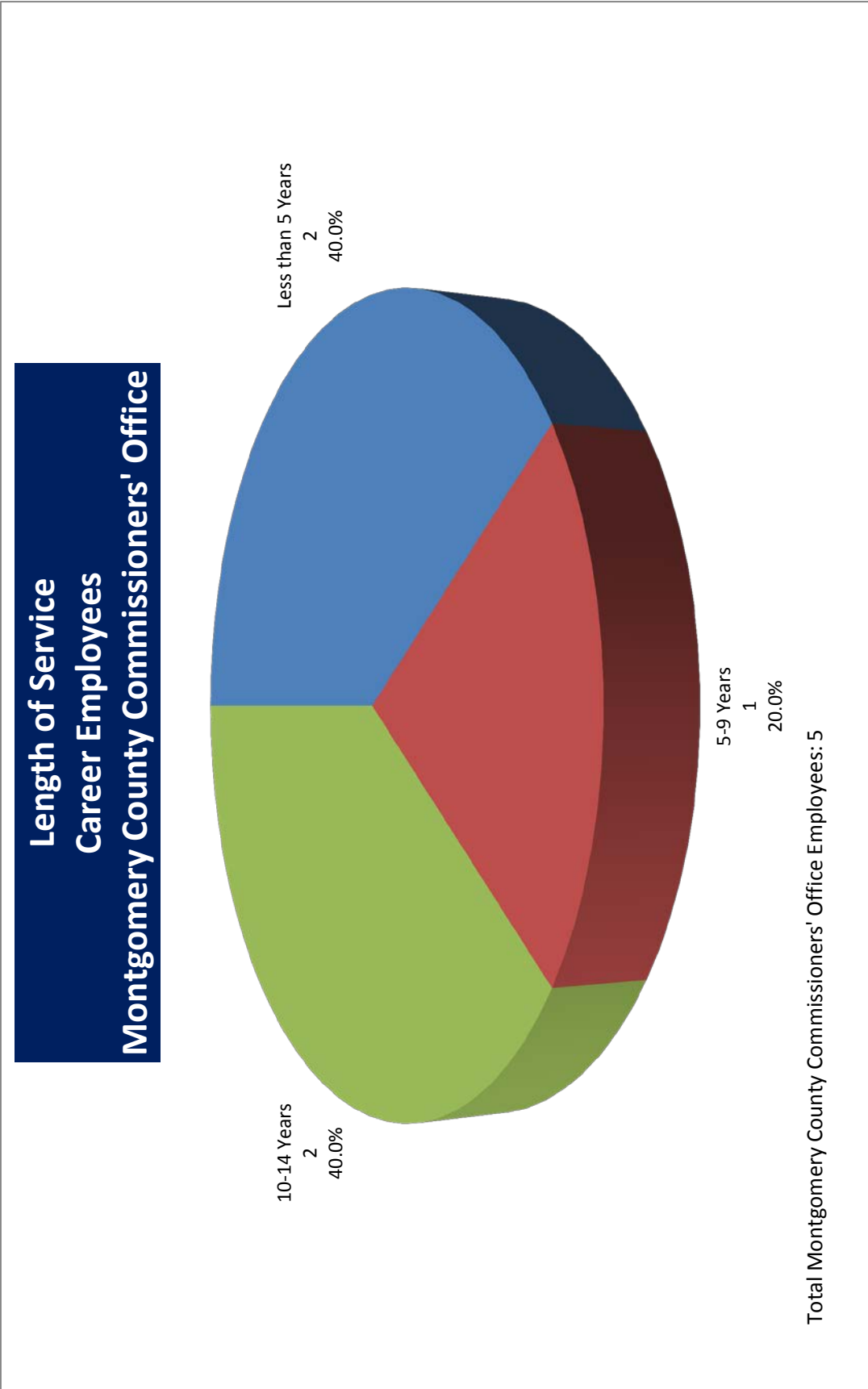


Total Montgomery County Commissioners' Office Employees = 5

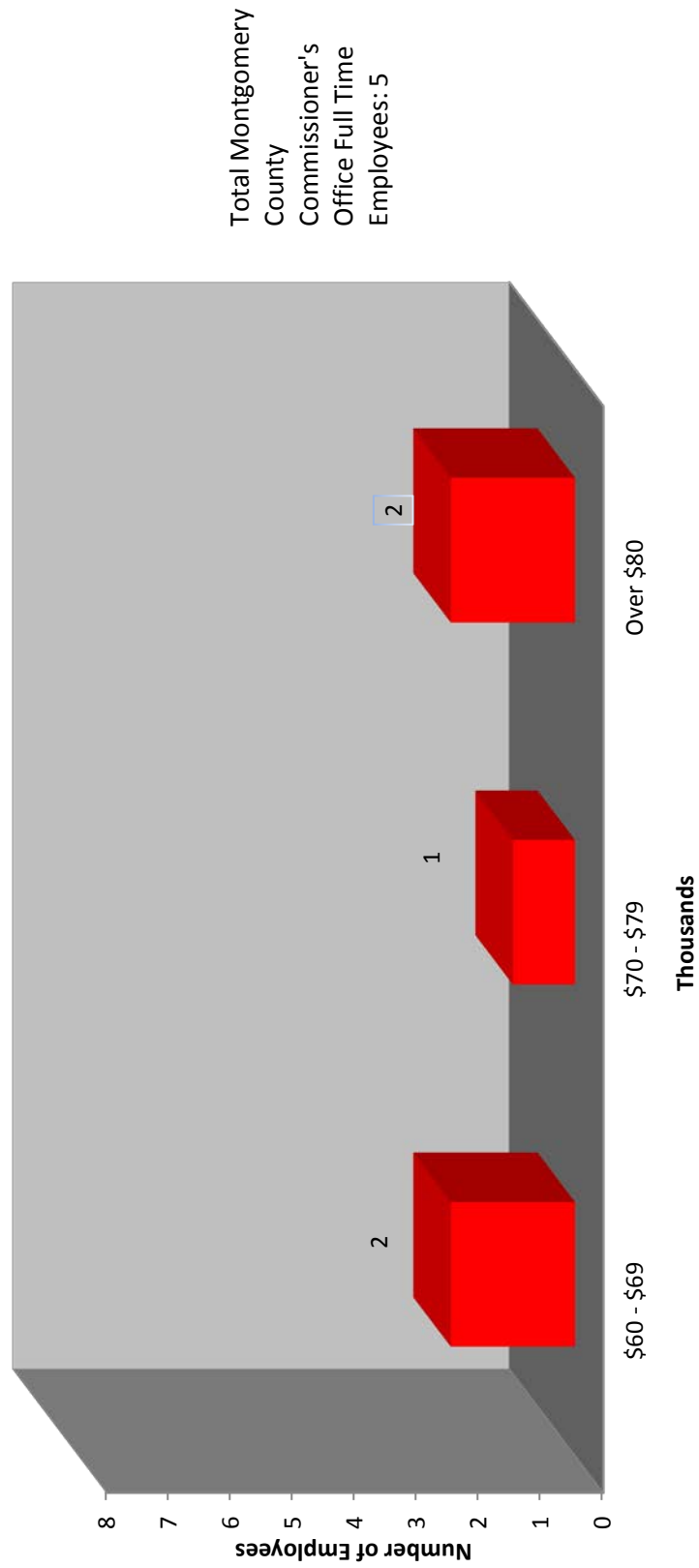
**Distribution by Employment Category and Race/Ethnicity  
Montgomery County Commissioners' Office**



Total Montgomery County Commissioners' Office Employees = 5



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

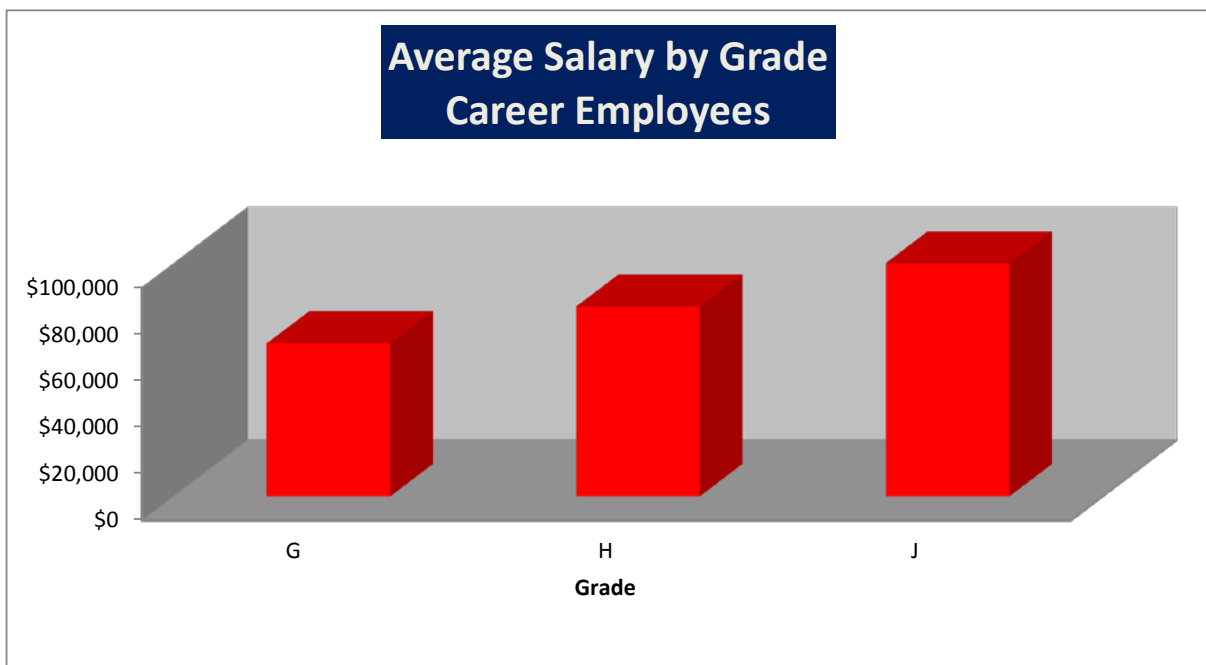


Total Montgomery  
County  
Commissioner's  
Office Full Time  
Employees: 5

## Average Annual Salary for Career Employees by Grade Montgomery County Commissioner's Office

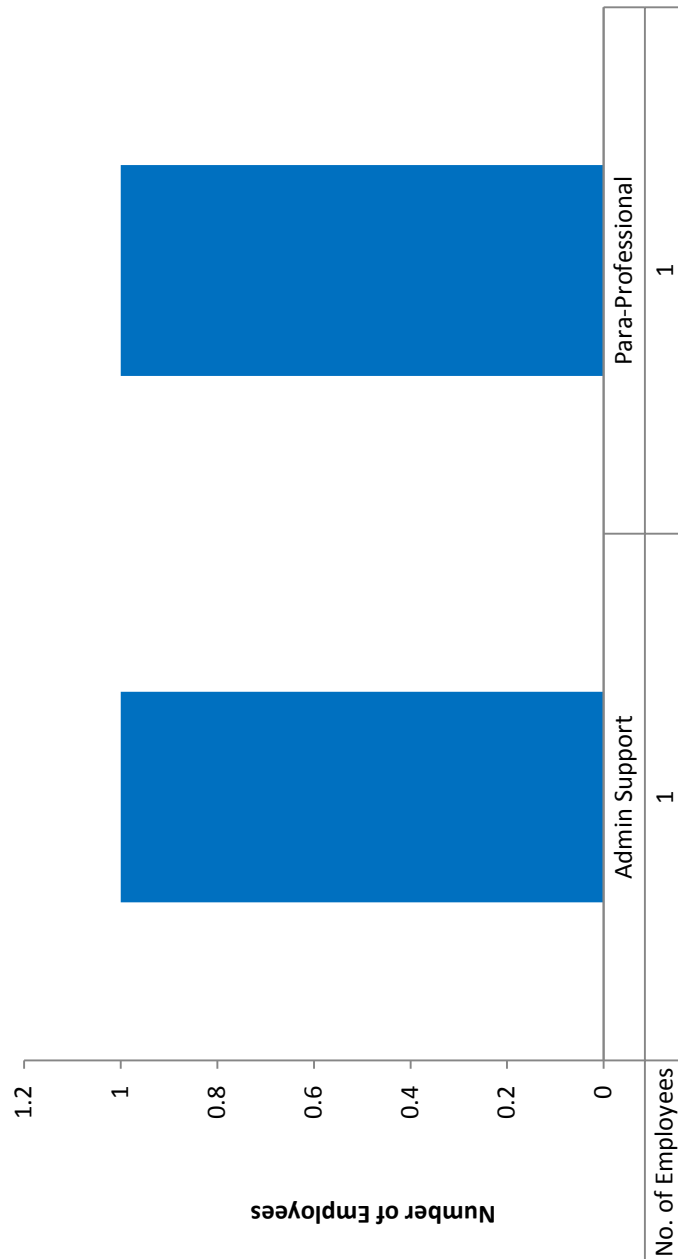
Grade	Salary
G	\$ 65,542
H	\$ 81,382
J	\$ 109,565

Average Departmental Salary: \$80,683  
 Average Commission Salary: \$68,452 (includes full-time and part-time employees)

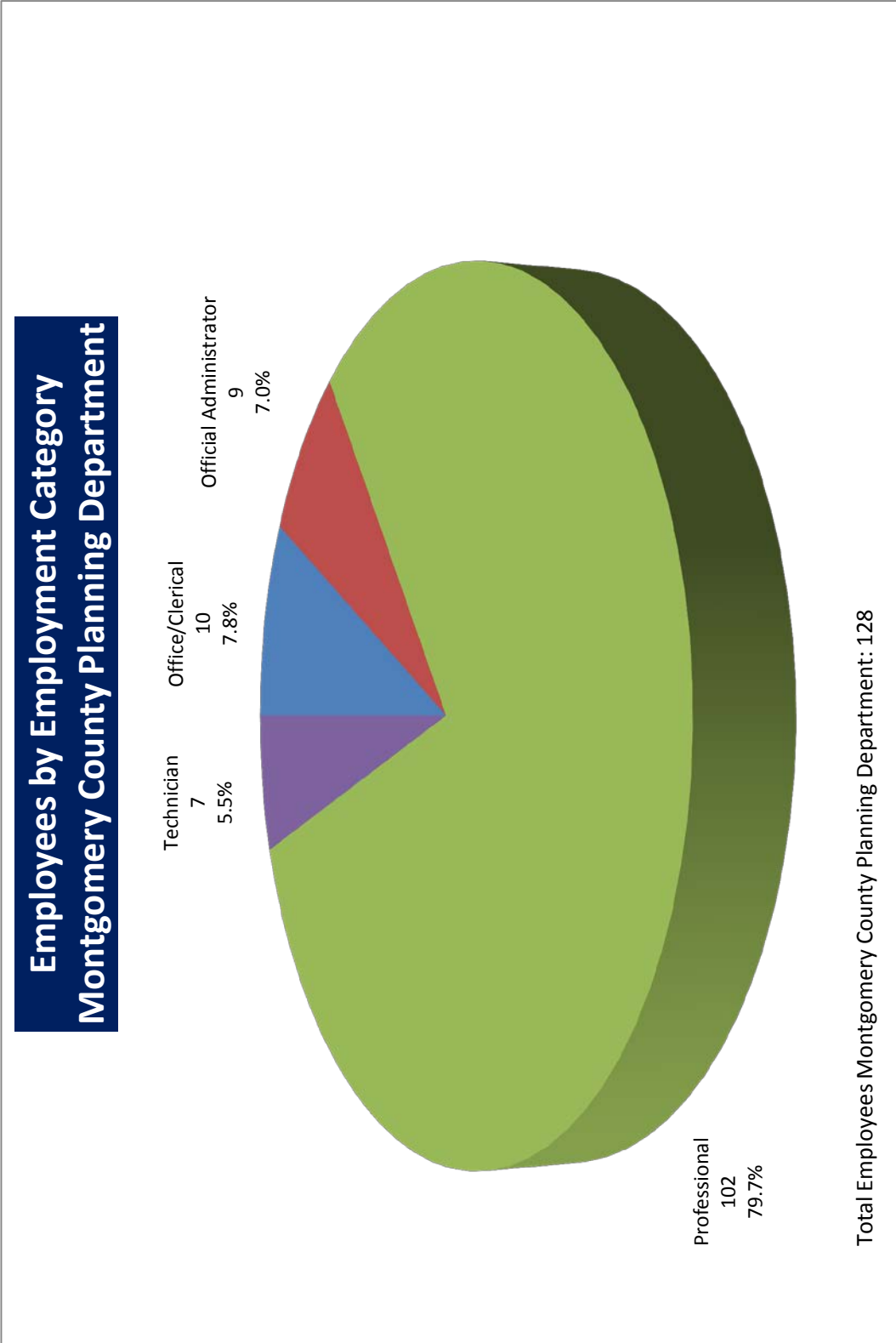


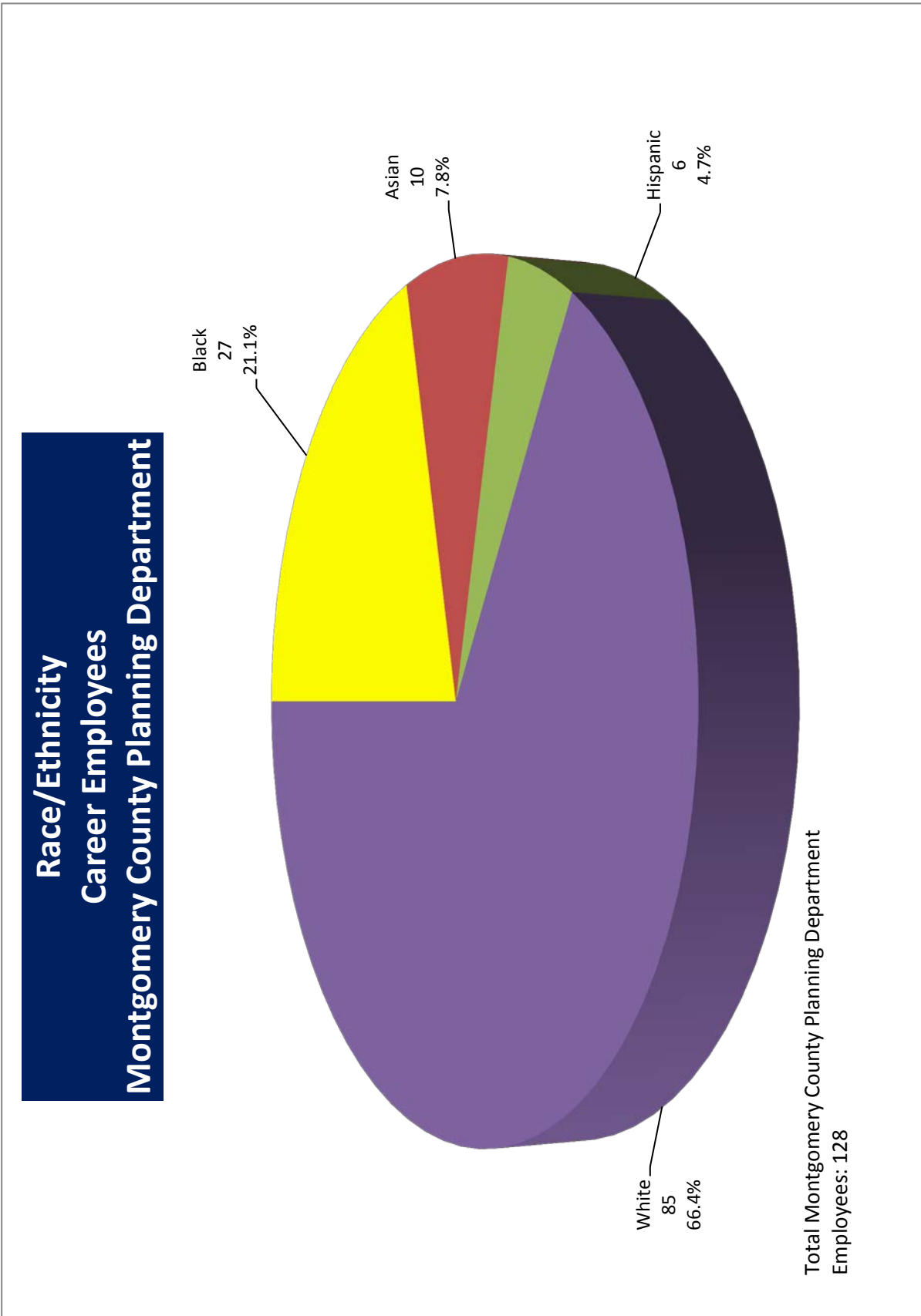


**Employee Turnover by Employment Category  
Montgomery County Commissioners' Office**

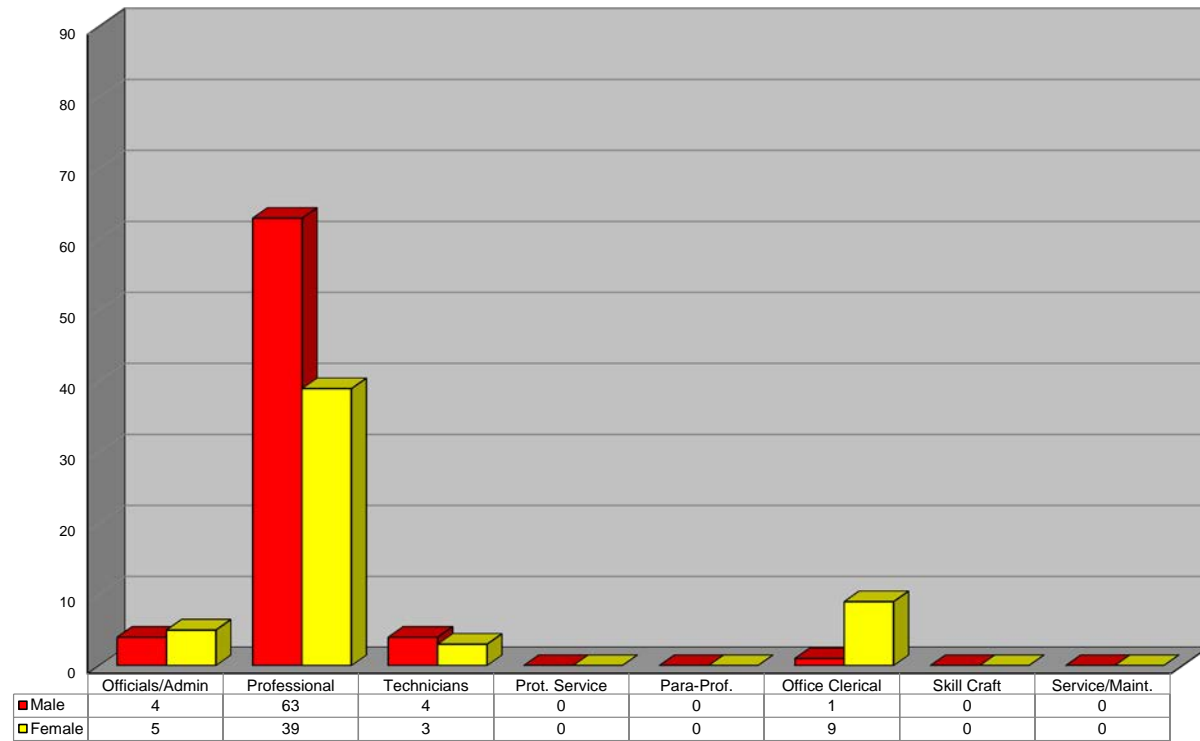


Total Montgomery County Commissioners' Office Employees: 5  
 Commissioners' Office employee separations in FY15: 2  
 Turnover percentage: 40%



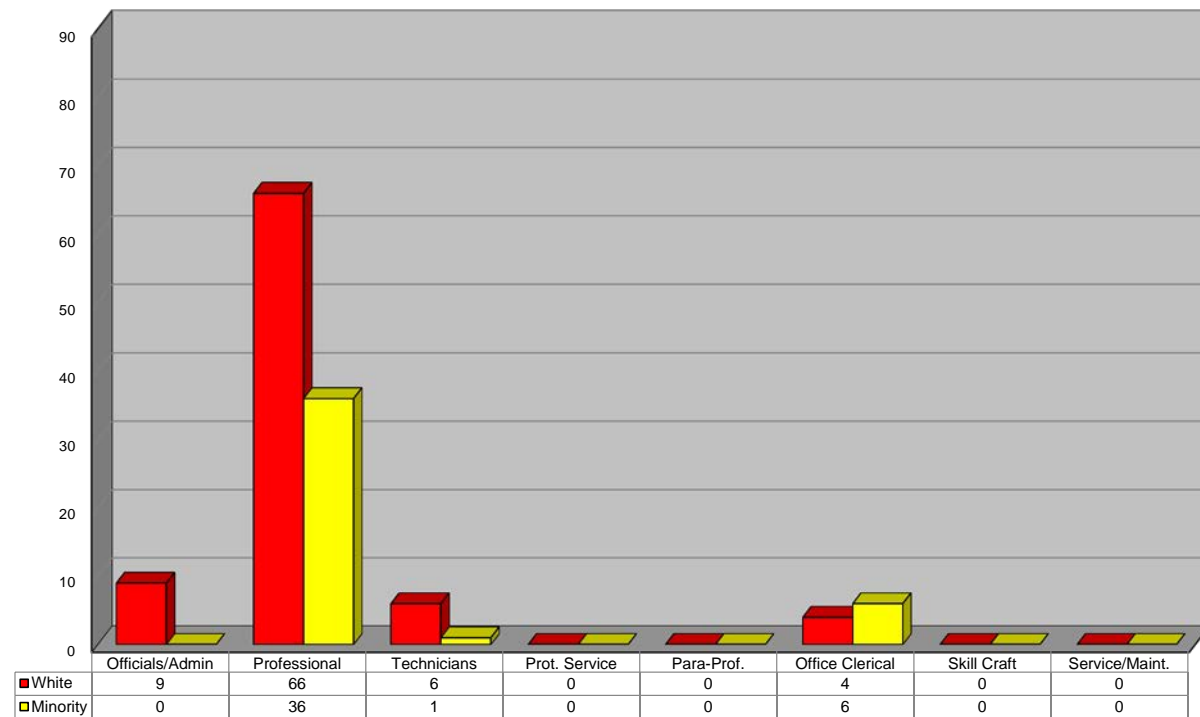


### Distribution by Employment Category and Gender Montgomery County Department of Planning



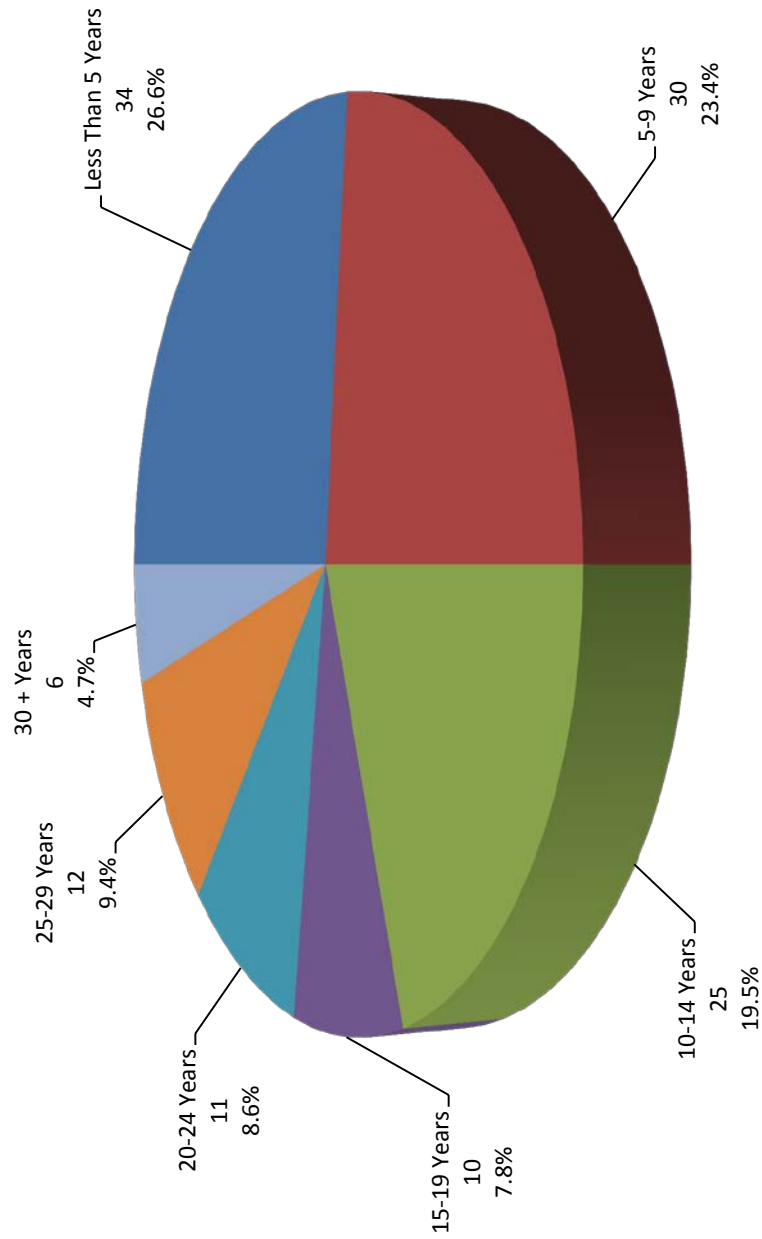
Total Montgomery County Planning Department Employees= 128

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



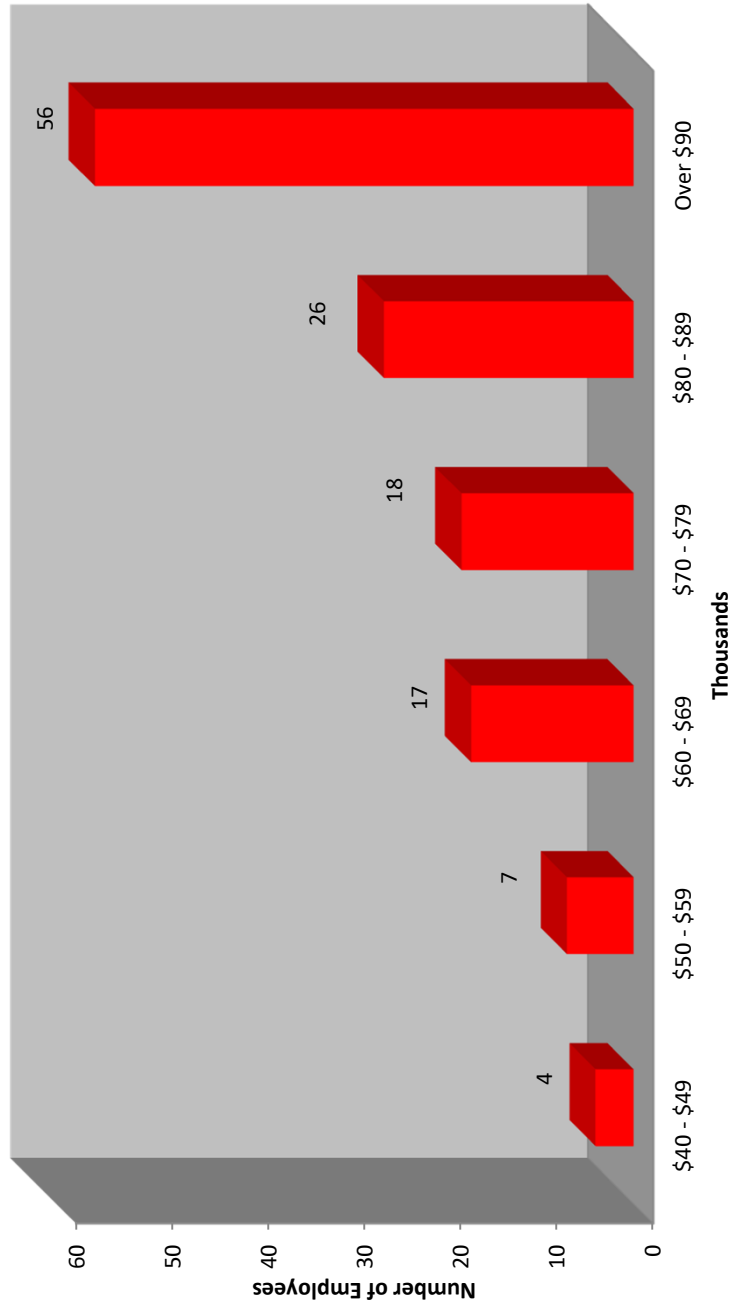
Total Montgomery County Department of Planning Employees = 128

### Length of Service Career Employees Montgomery County Department of Planning



Total Montgomery County Planning Department Employees: 128

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

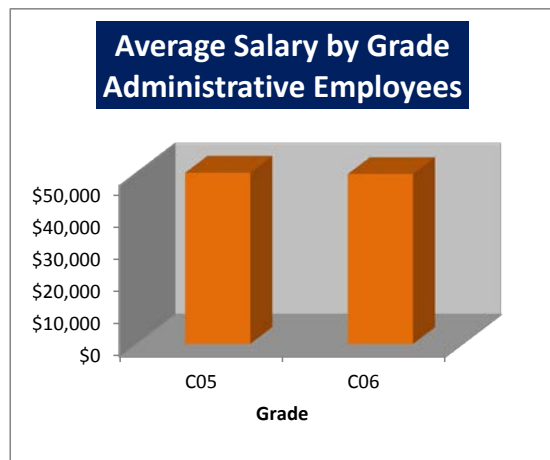
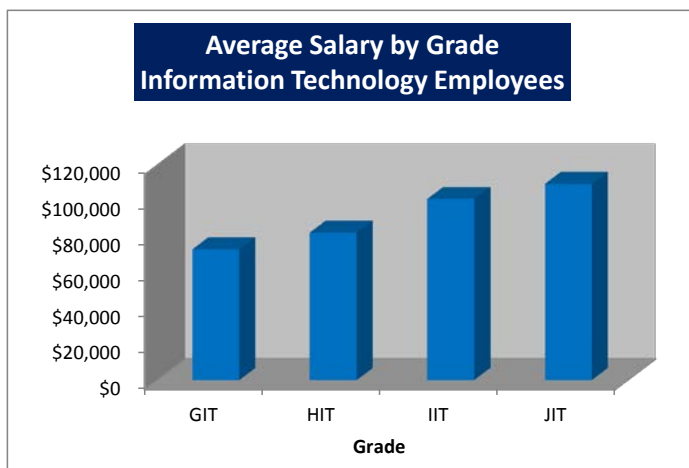
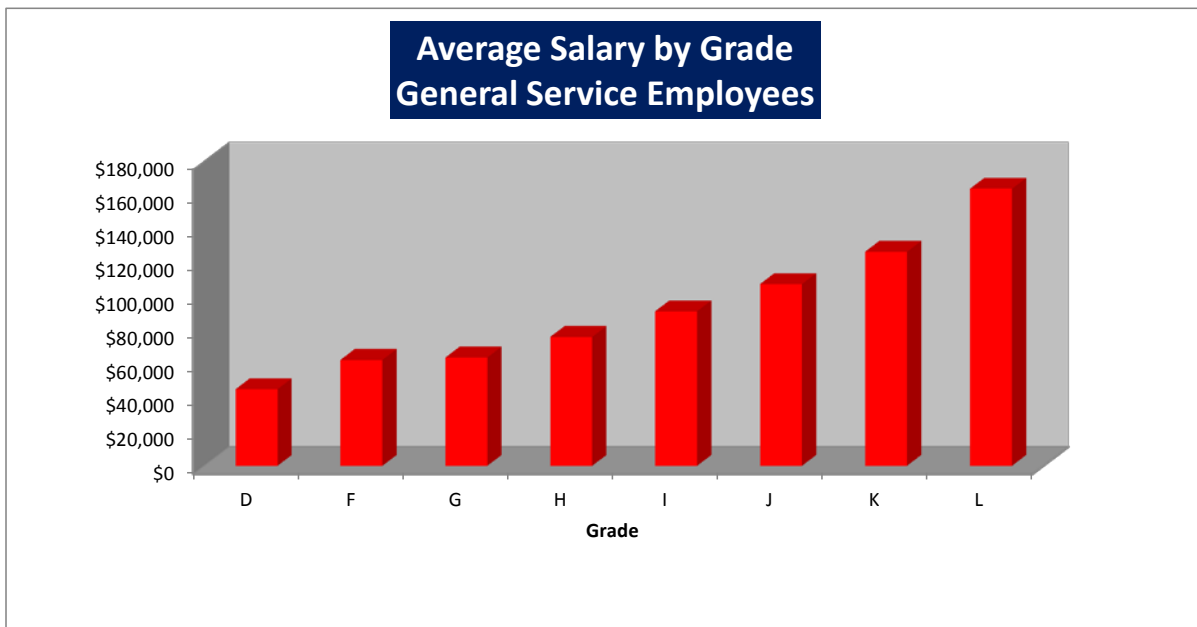


## Average Annual Salary for Career Employees by Grade Montgomery County Planning Department

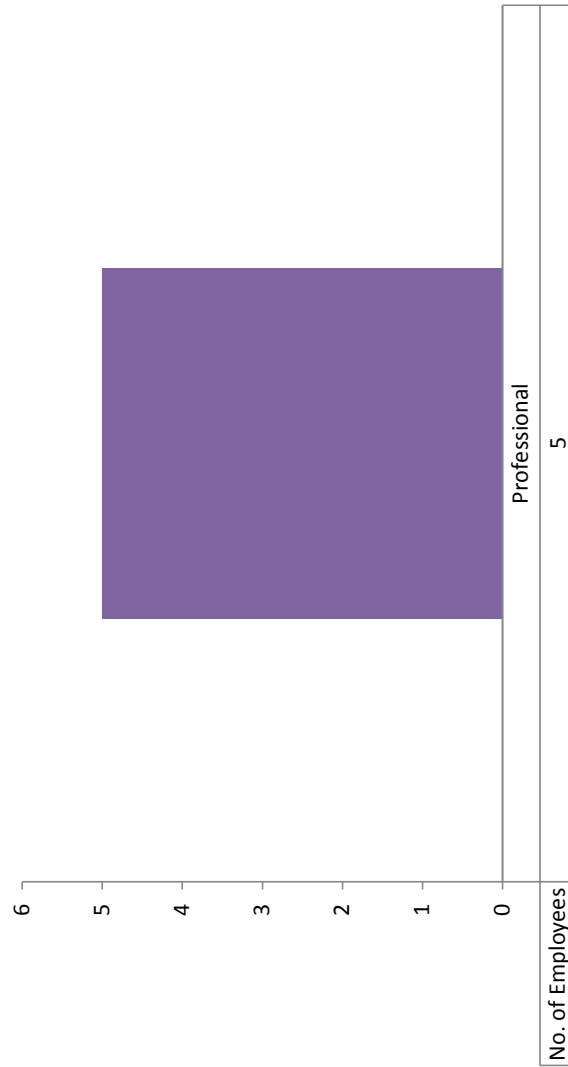
Grade	Salary	Grade	Salary	Grade	Salary
C05	\$53,206	D	\$45,288	GIT	\$72,875
C06	\$52,813	F	\$62,628	HIT	\$82,182
		G	\$64,022	IIT	\$100,885
		H	\$76,188	JIT	\$109,236
		I	\$91,345		
		J	\$107,380		
		K	\$126,416		
		L	\$163,624		

Average Departmental Salary: \$86,475

Average Commission Salary: \$68,452 (includes full-time and part-time employees)

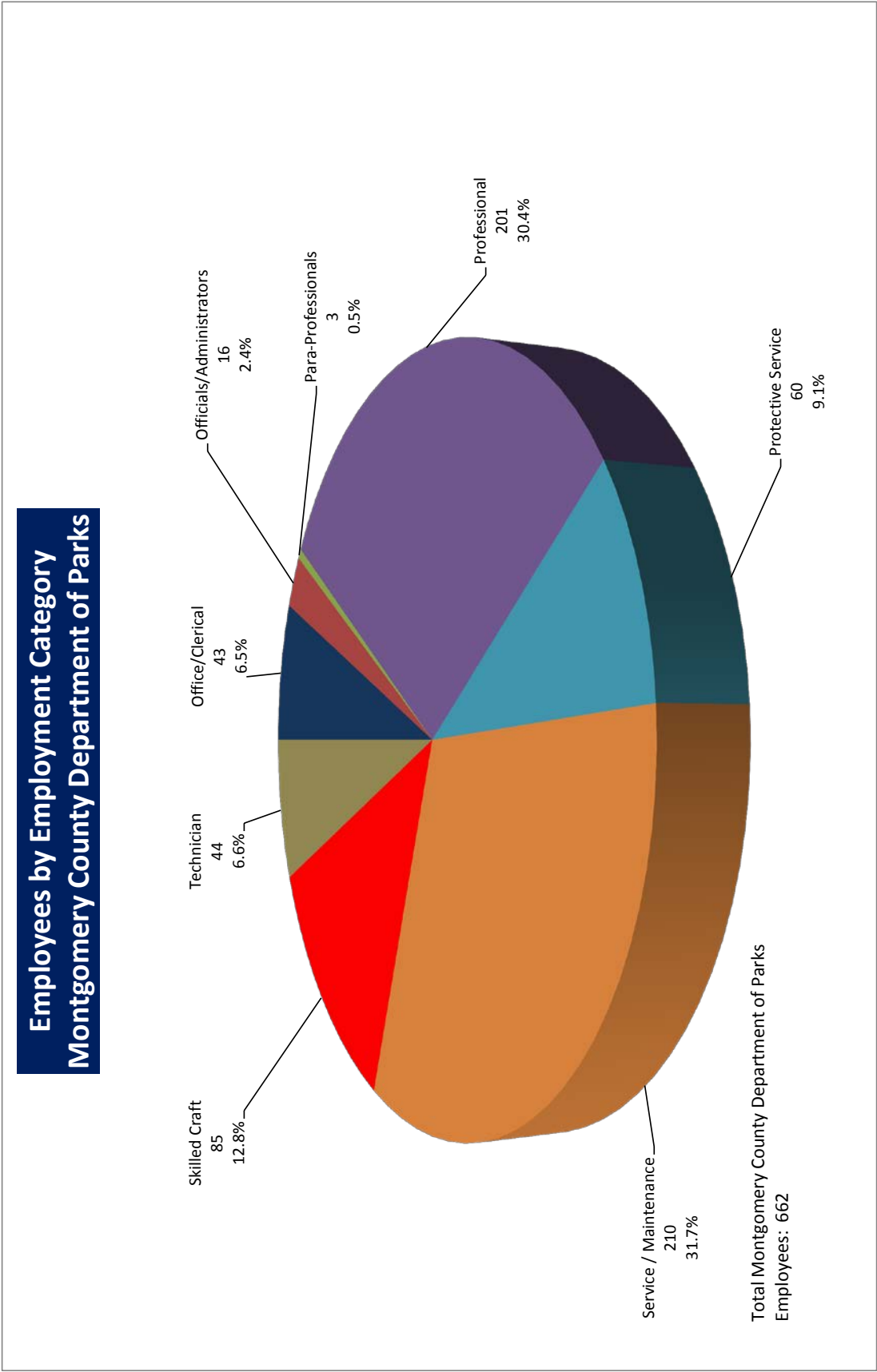


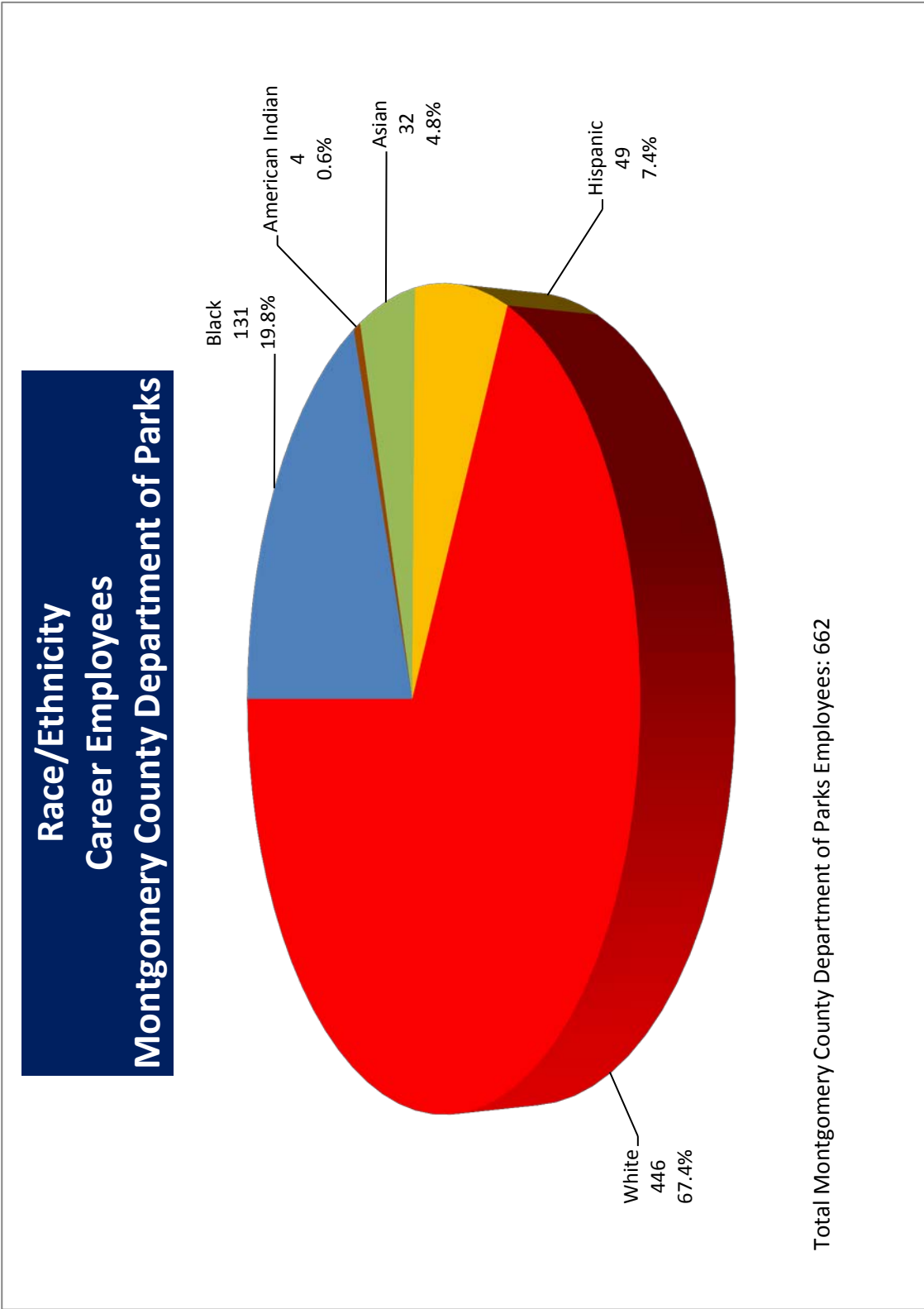
**Employee Turnover by Employment Category  
Montgomery County Planning Department**



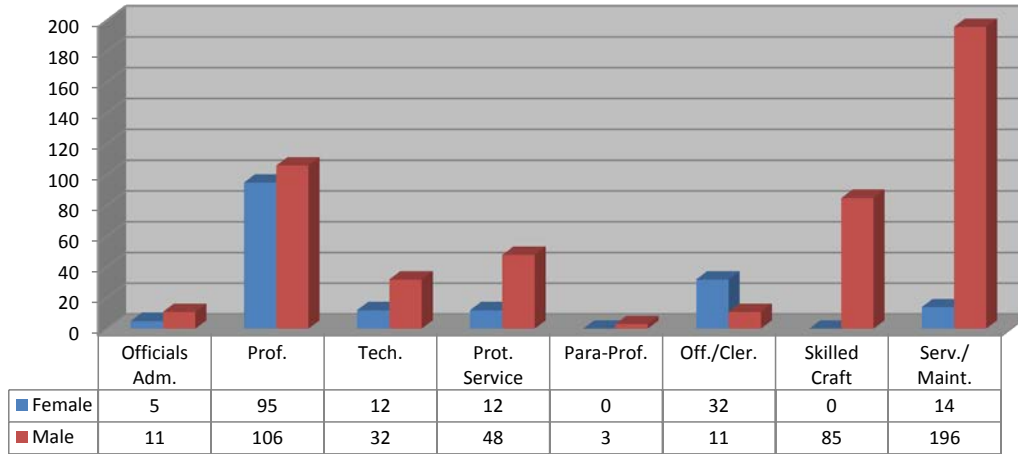
Total Montgomery County Planning Department Employees: 128  
 Planning employee separations in FY15: 5  
 Turnover Percentage: 3.9%





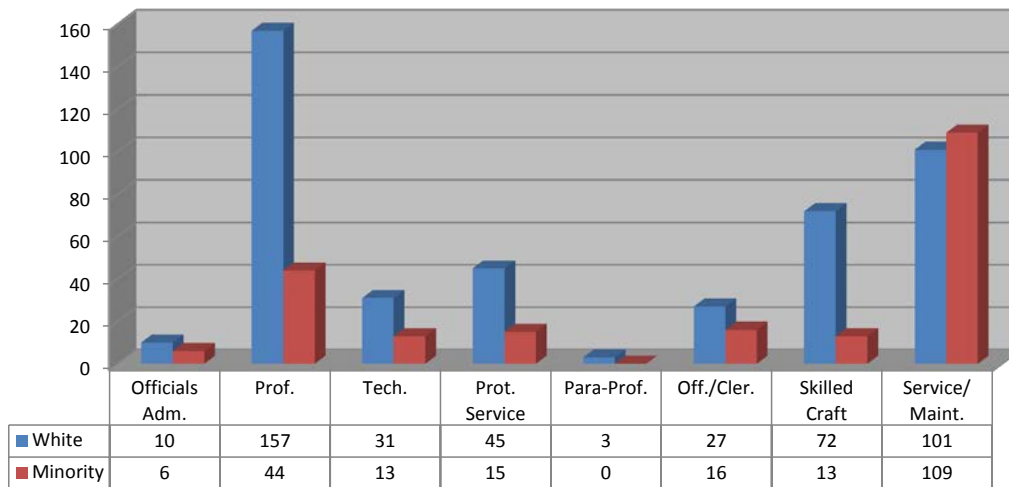


### Distribution by Employment Category and Gender Montgomery County Department of Parks

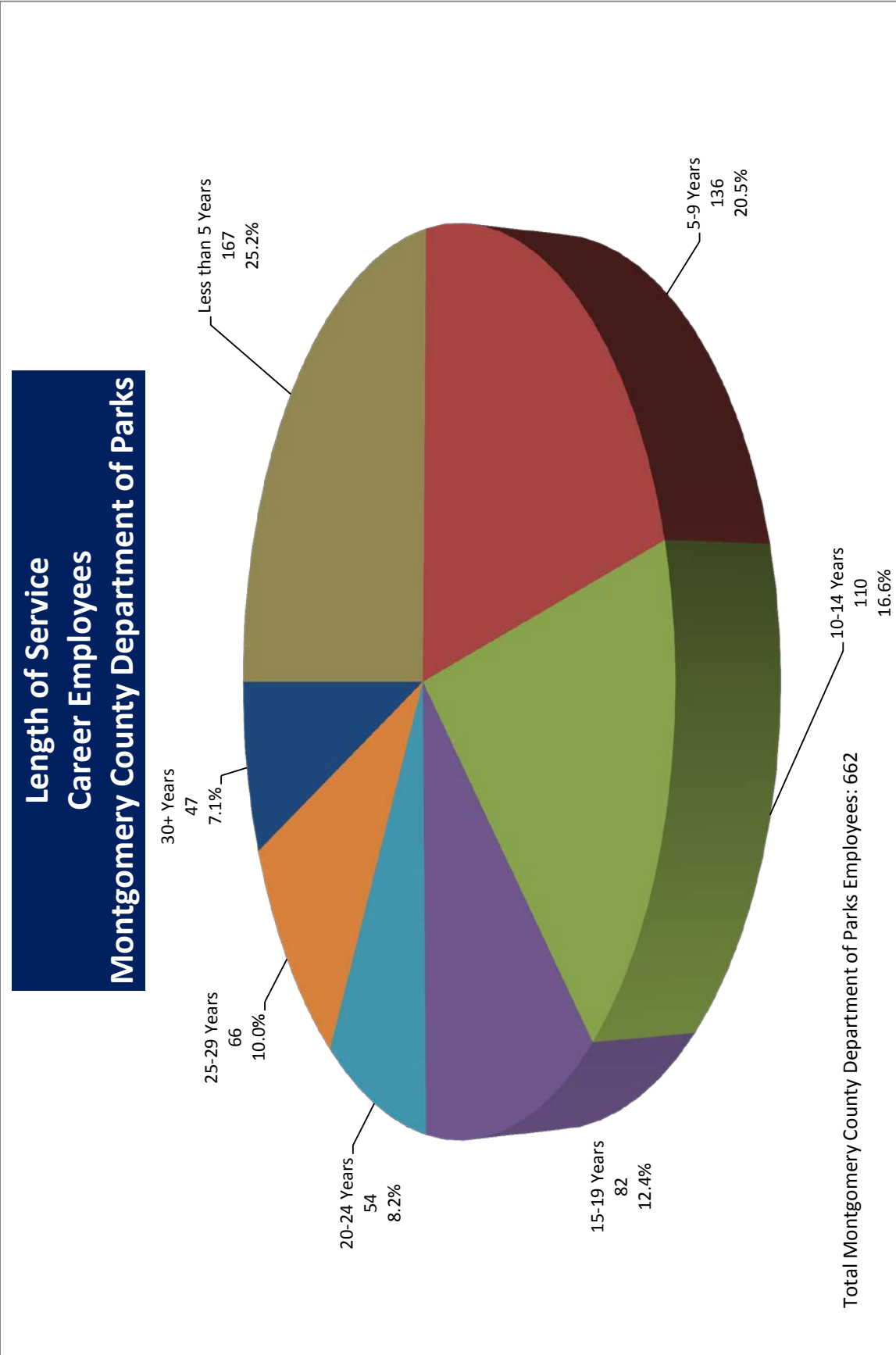


Total Montgomery County Department of Parks Employees: 662

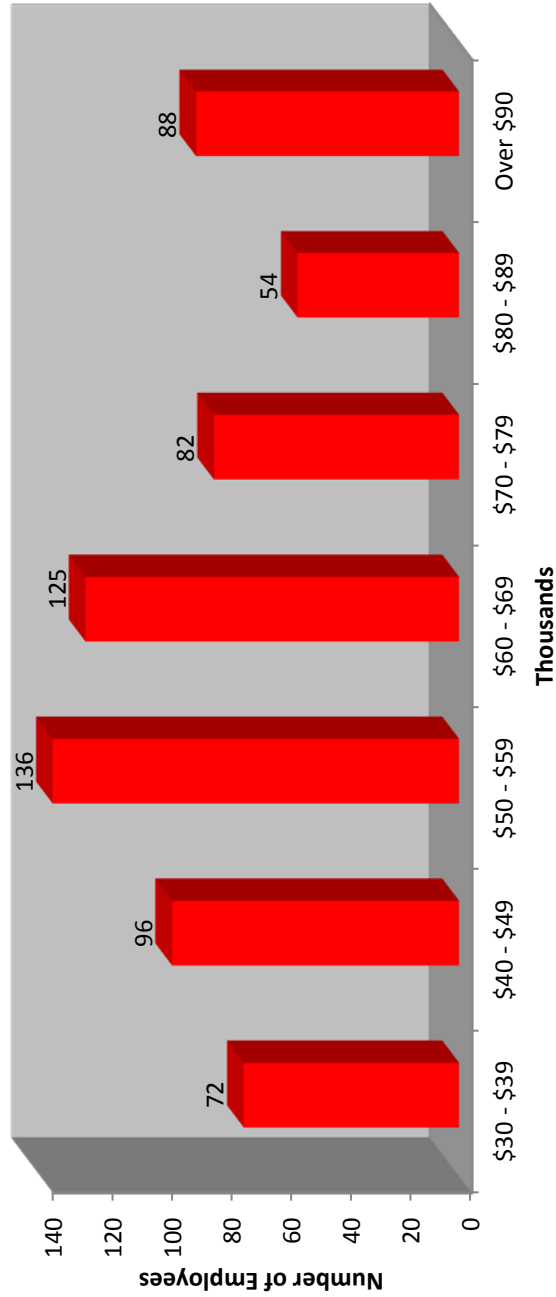
### Distribution by Employment Category and Race Ethnicity Montgomery County Department of Parks



Total Montgomery County Department of Parks Employees: 662



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



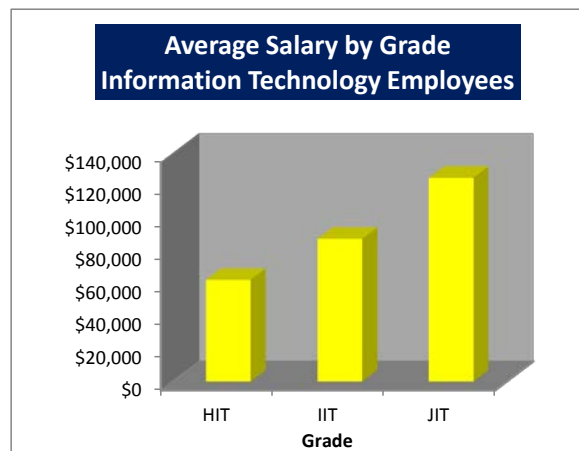
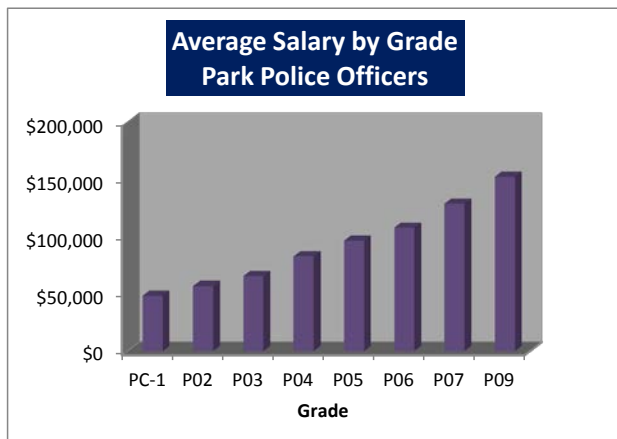
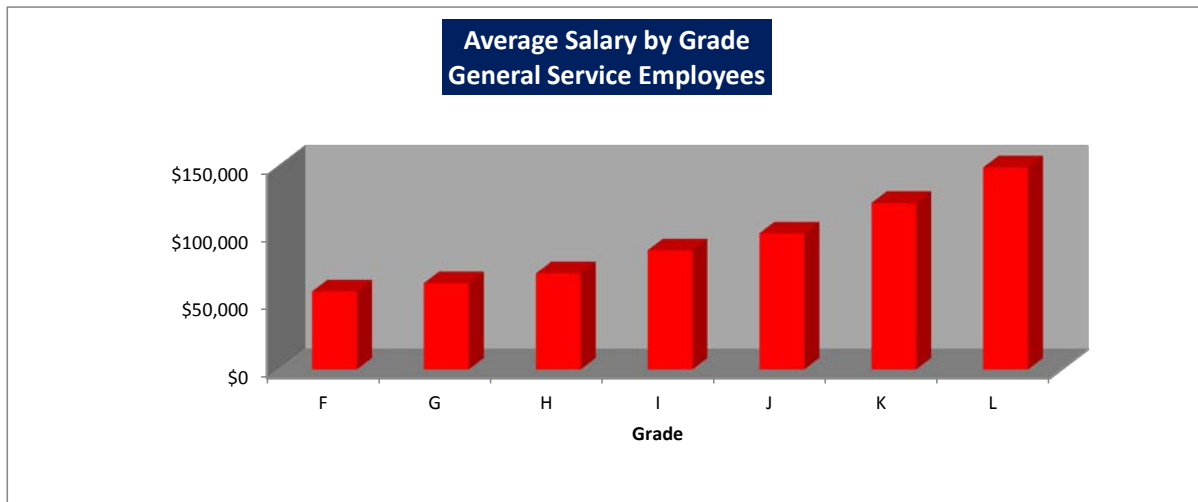
Total Montgomery County Department of Parks Full-Time Employees: 653  
Average Salary: \$64,960  
Excludes Part-Time Employees

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

Grade	Salary	Grade	Salary	Grade	Salary
F	\$ 57,498	PC-1	\$ 48,338	HIT	\$ 62,427
G	\$ 63,620	P02	\$ 56,796	IIT	\$ 87,579
H	\$ 70,681	P03	\$ 65,546	JIT	\$ 125,051
I	\$ 87,744	P04	\$ 77,024		
J	\$ 100,349	P05	\$ 94,839		
K	\$ 122,533	P06	\$ 107,894		
L	\$ 148,735	P07	\$ 128,753		
		P09	\$ 152,161		

Average Department Salary: \$64,960

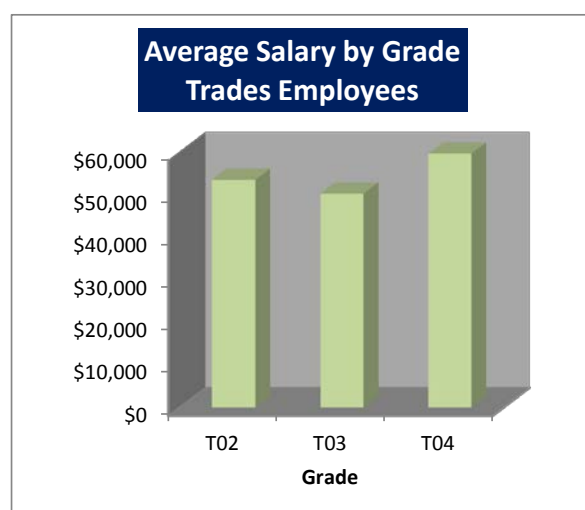
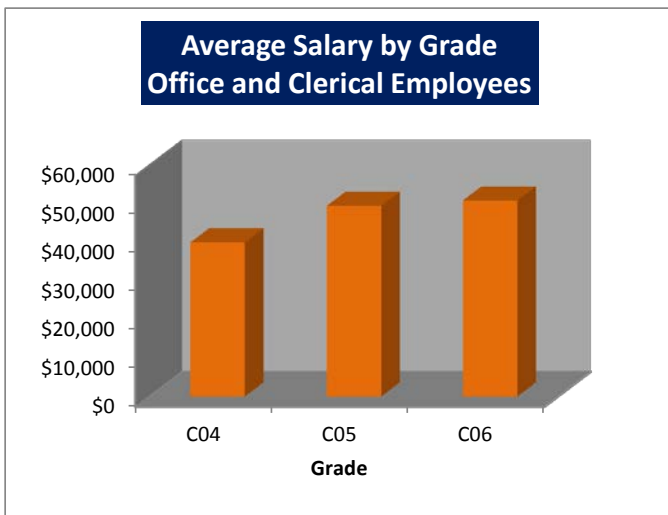
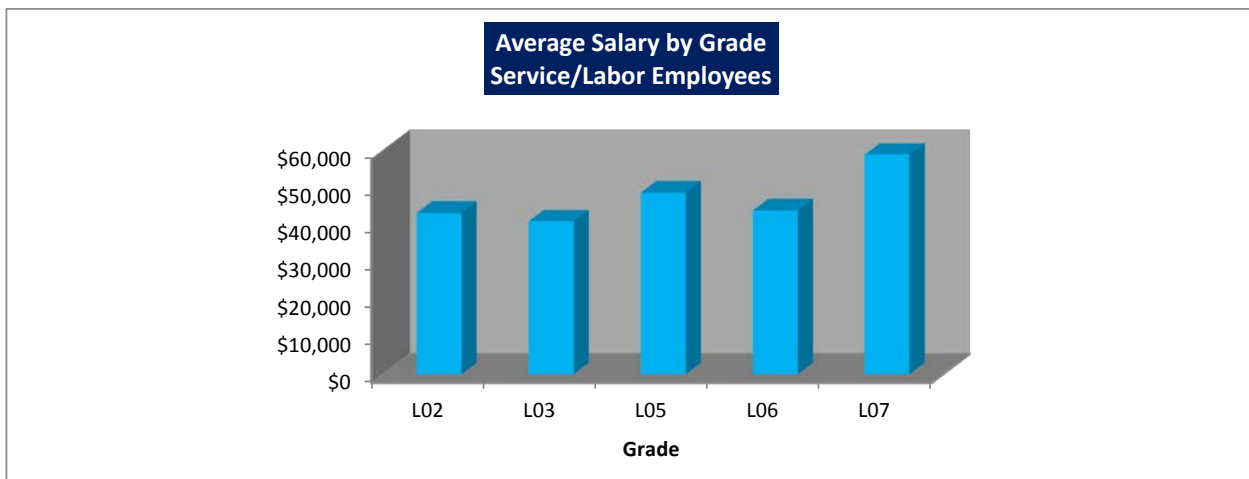
Average Commission Salary: \$68,452 (includes full-time and part-time employees)



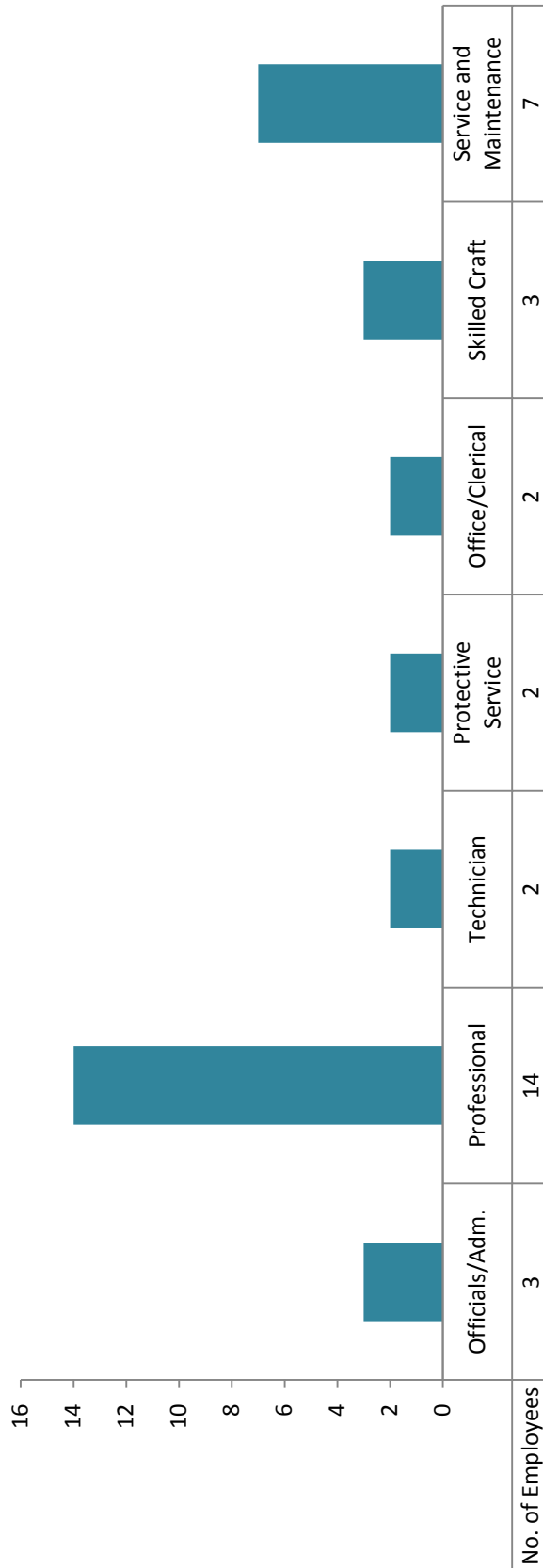
## Average Annual Salary for Career Employees by Grade Montgomery County Department of Parks

Grade	Salary	Grade	Salary	Grade	Salary
L02	\$43,199	C04	\$39,791	T02	\$53,410
L03	\$40,976	C05	\$49,278	T03	\$50,154
L05	\$48,670	C06	\$50,694	T04	\$59,547
L06	\$43,910				
L07	\$58,843				

Average Departmental Salary: \$64,960  
 Average Commission Salary: \$68,452 (includes full-time and part-time employees)

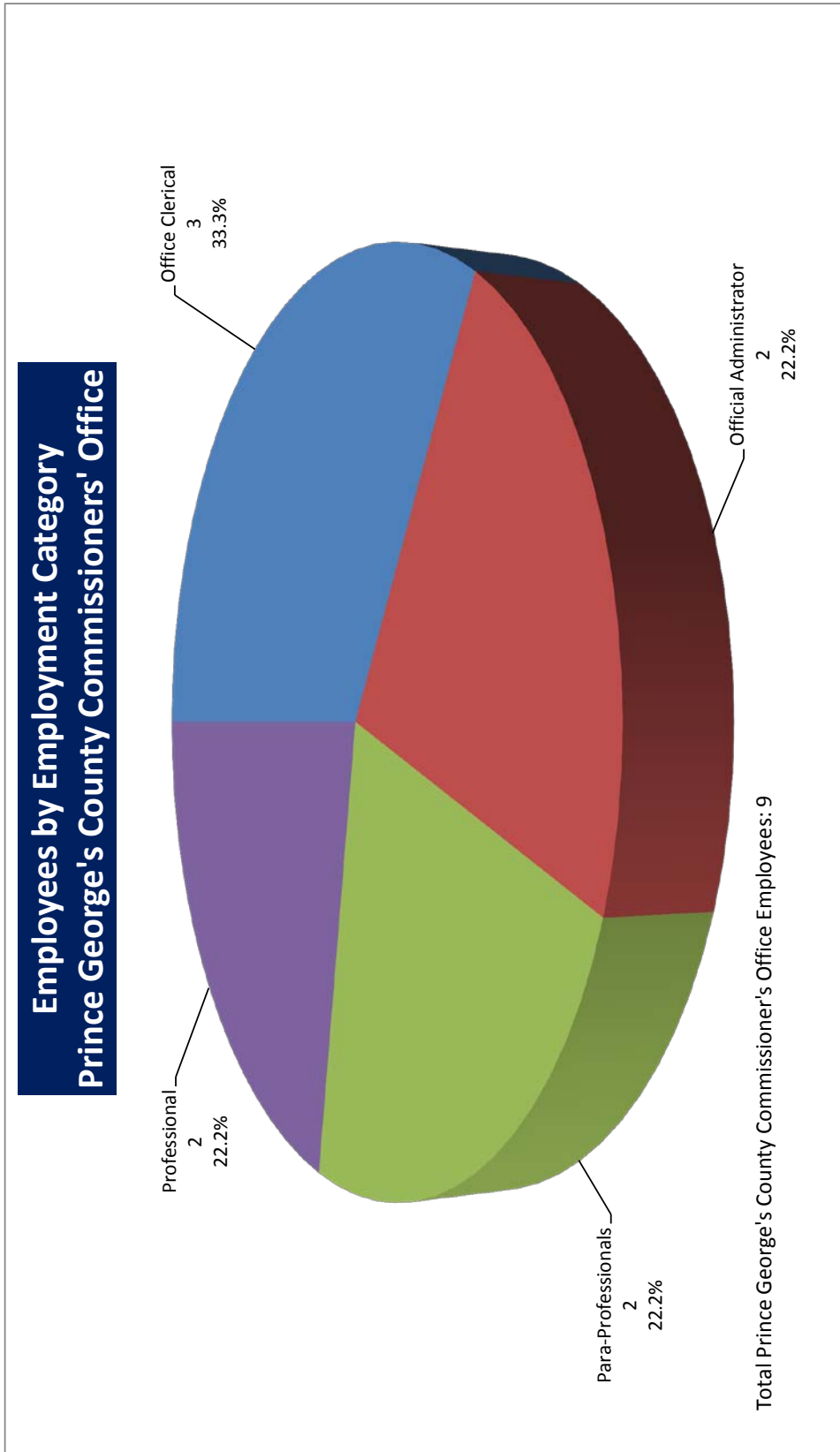


### Employee Turnover by Employment Category Montgomery County Department of Parks

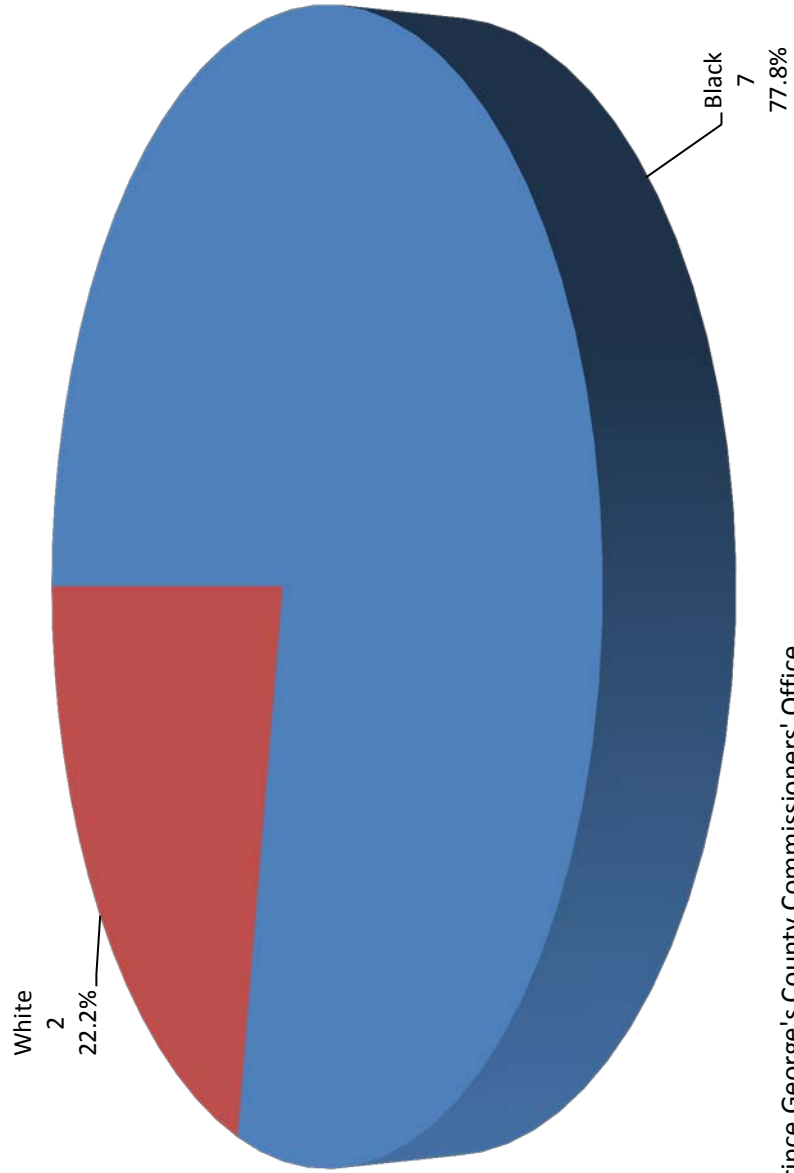


Total Montgomery County Department of Parks Employees: 662  
 Parks employee separations in FY15: 33  
 Turnover Percentage: 5.0%



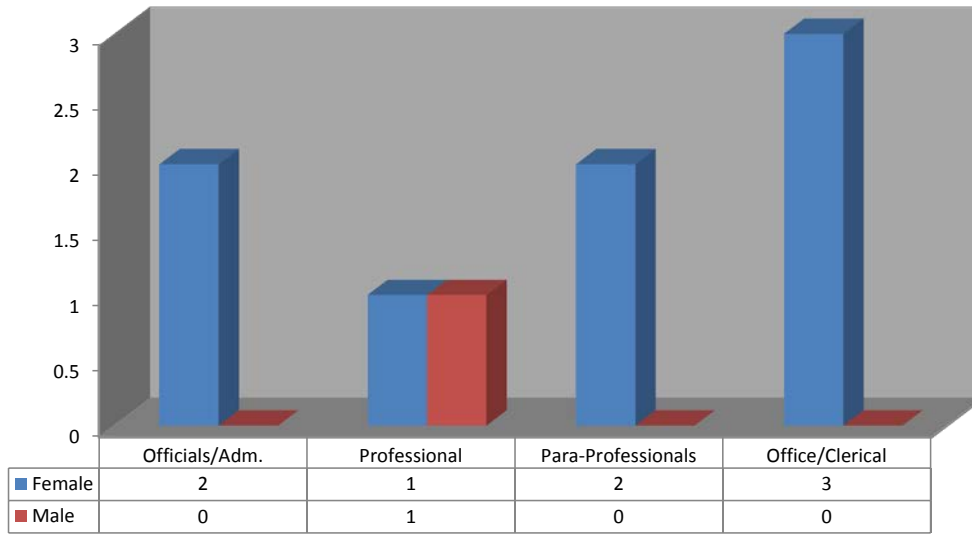


**Race/Ethnicity  
Career Employees  
Prince George's County Commissioners' Office**



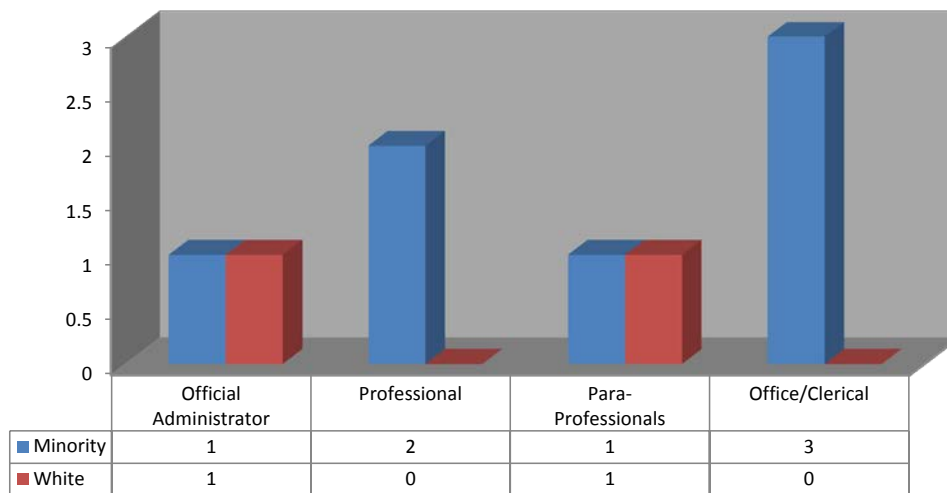
Total Prince George's County Commissioners' Office  
Employees: 9

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

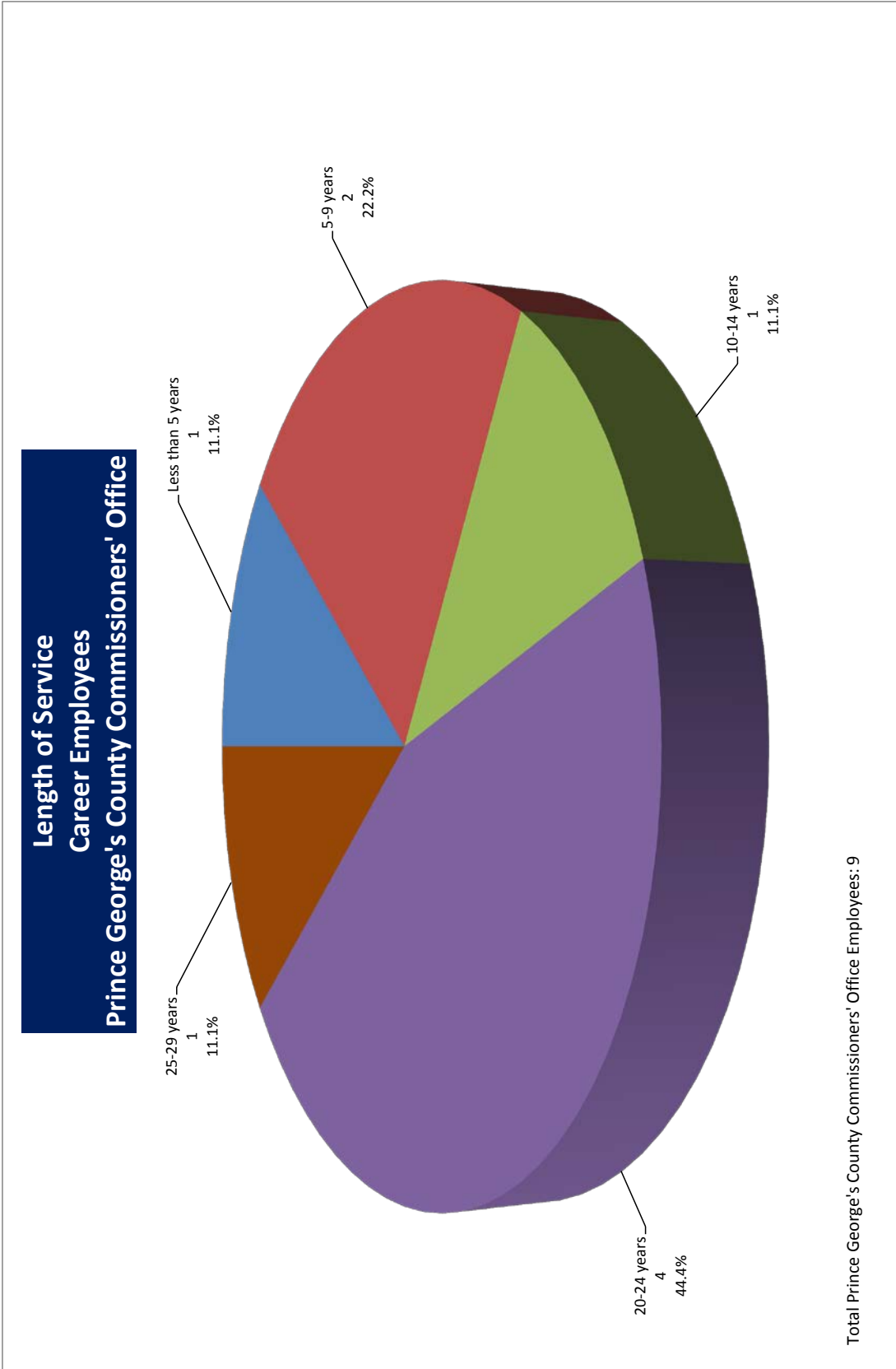


Total Prince George's County Commissioners' Office Employees: 9

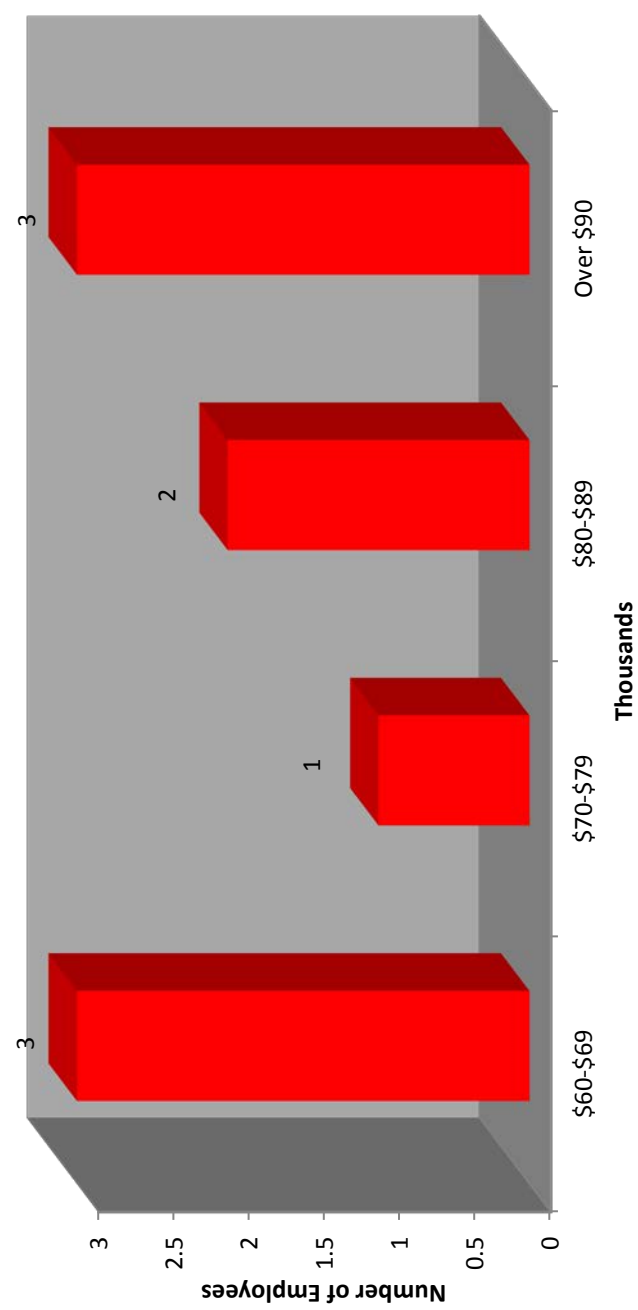
### Distribution by Employment Category and Race/Ethnicity Prince George's County Commissioners' Office



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



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



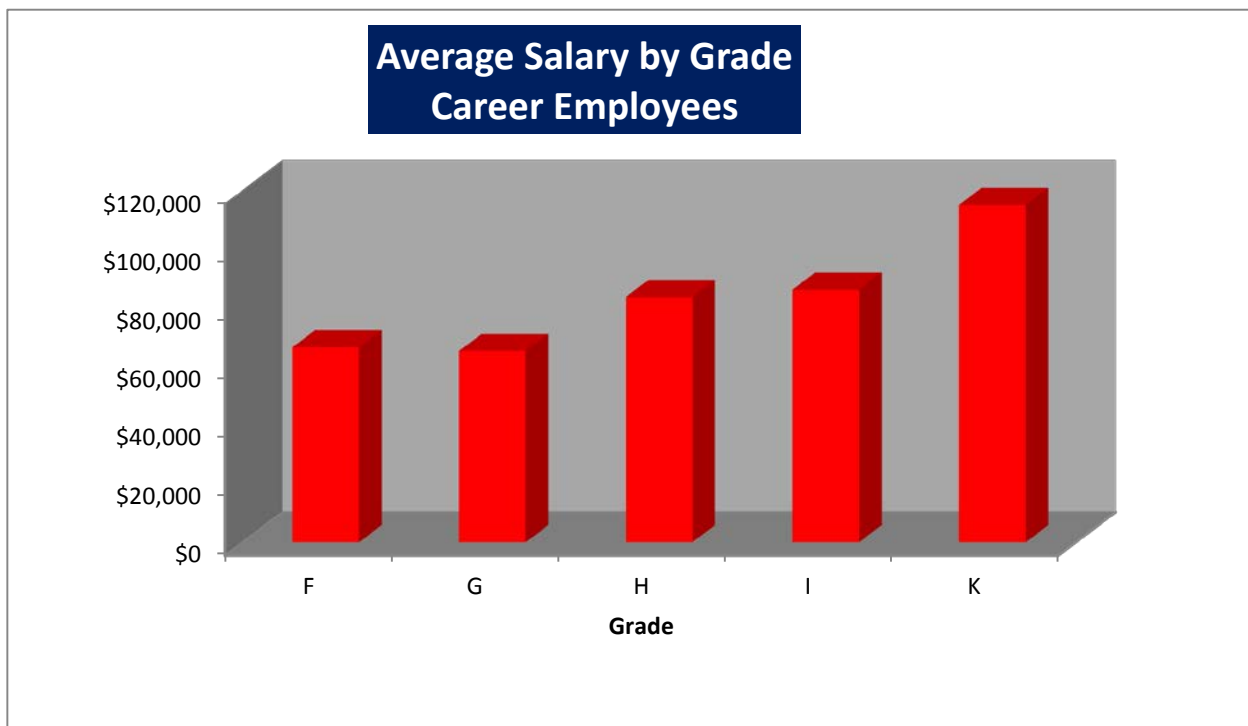
Total Prince George's County Commissioners' Office Employees: 9  
Average Salary: \$85,212  
Excludes Part-Time Career Employees

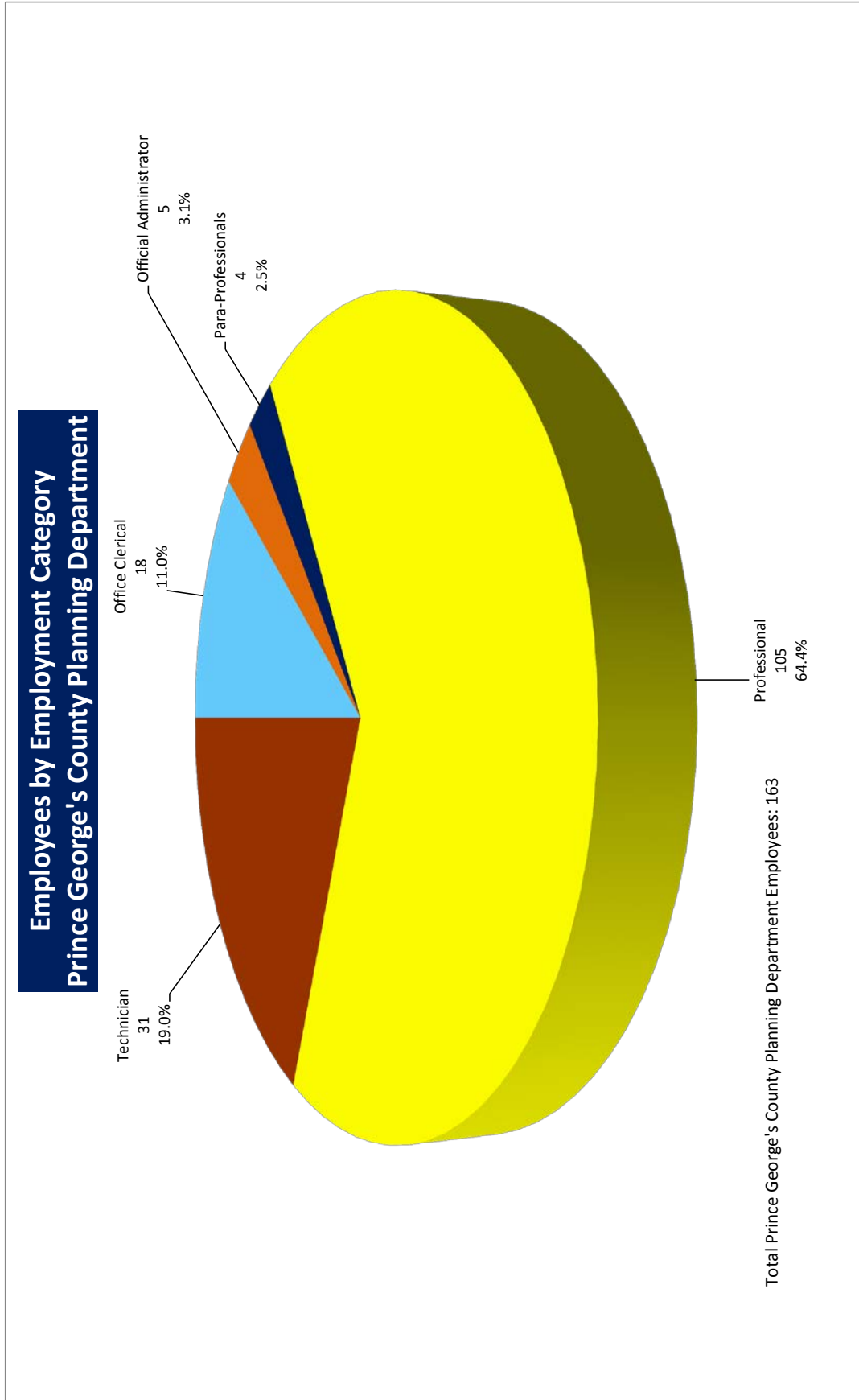
# Average Annual Salary for Career Employees by Grade Prince George's County Commissioners' Office

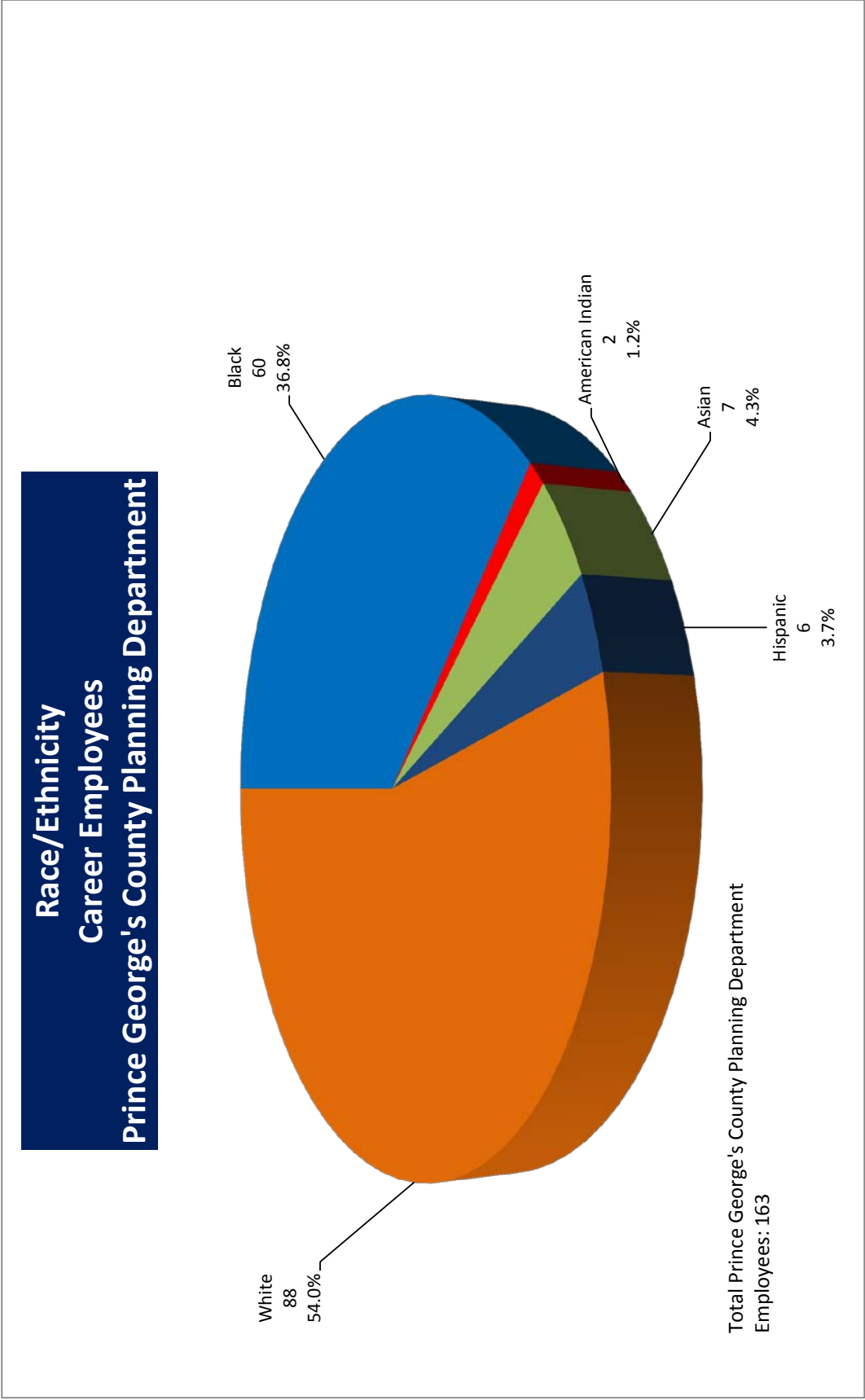
Grade	Salary
F	\$ 66,562
G	\$ 65,296
H	\$ 83,657
I	\$ 86,167
K	\$ 115,054

Average Departmental Salary: \$85,212

Average Commission Salary: \$68,452 (includes full-time and part-time employees)

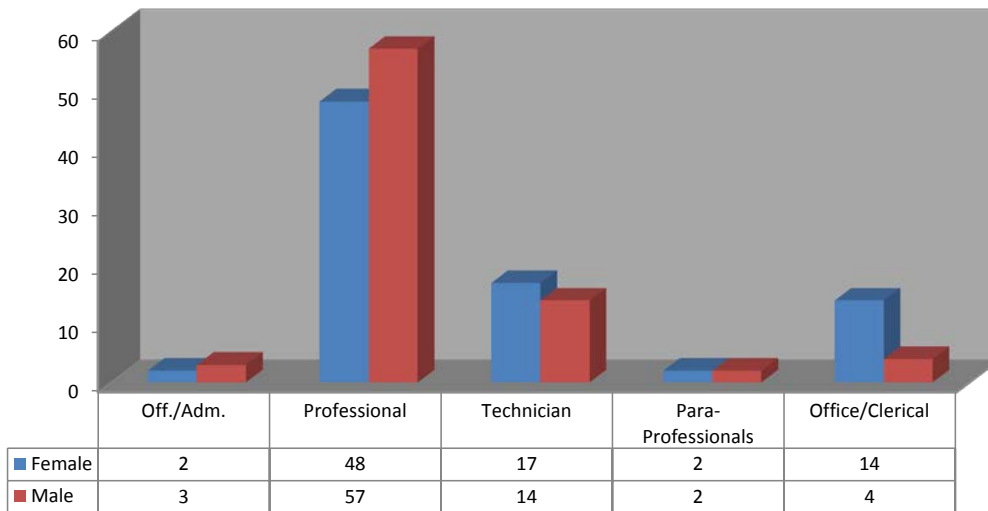






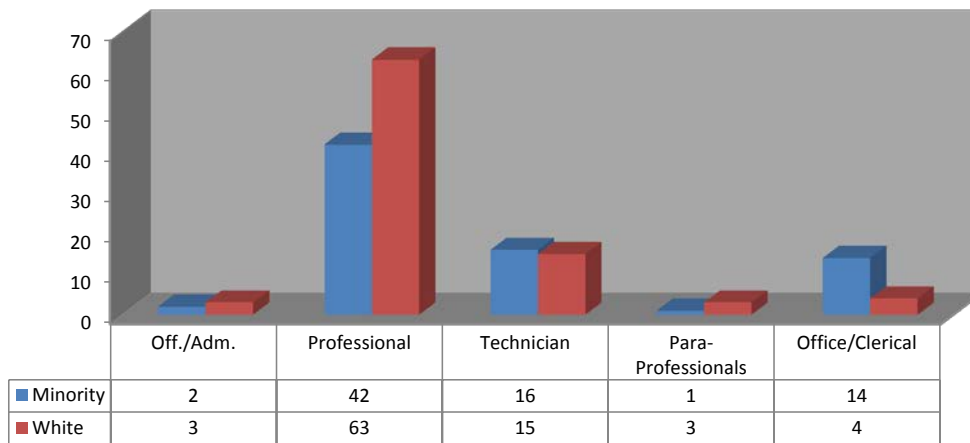


### Distribution by Employment Category and Gender Prince George's County Planning Department

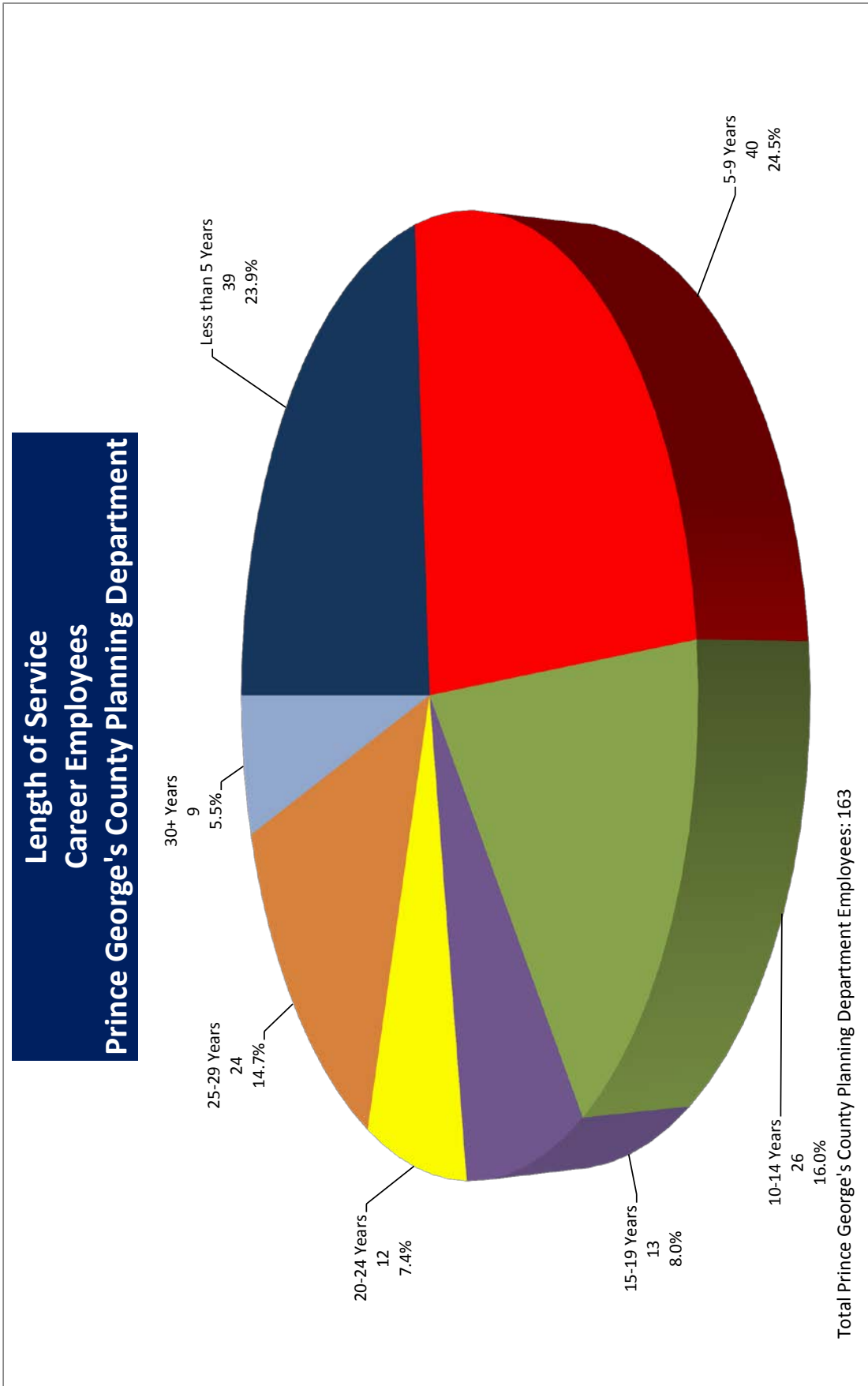


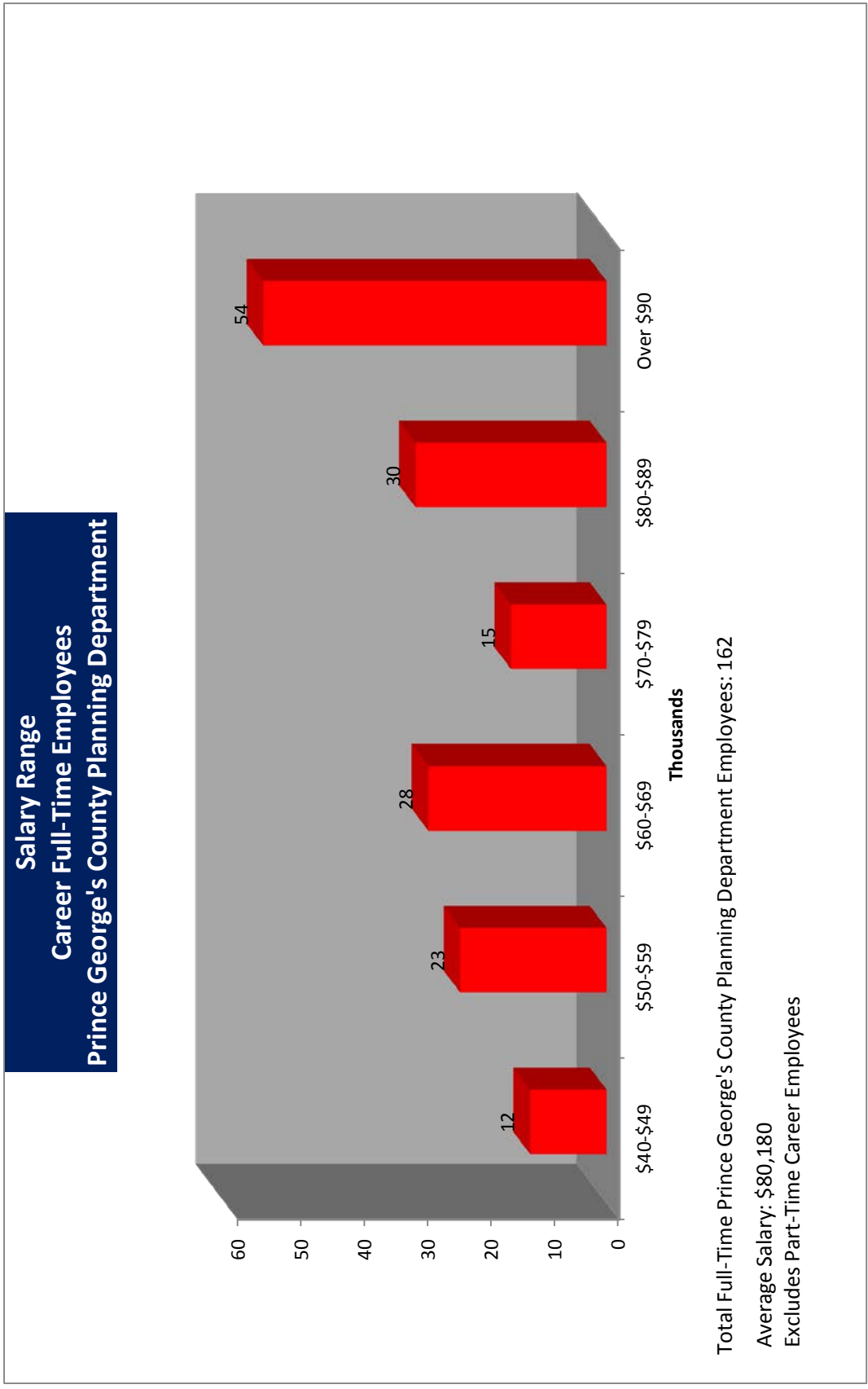
Total Prince George's County Planning Department Employees: 163

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



Total Prince George's County Planning Department Employees: 163



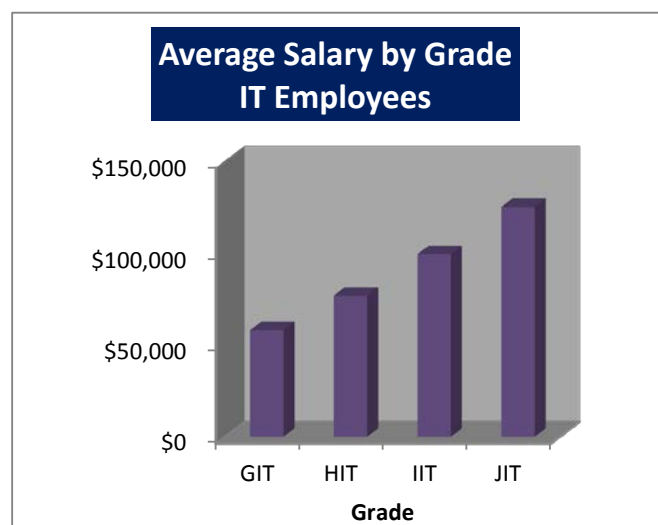
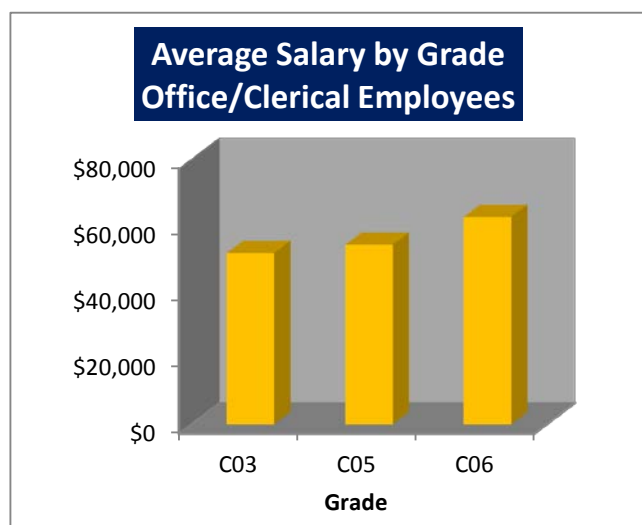
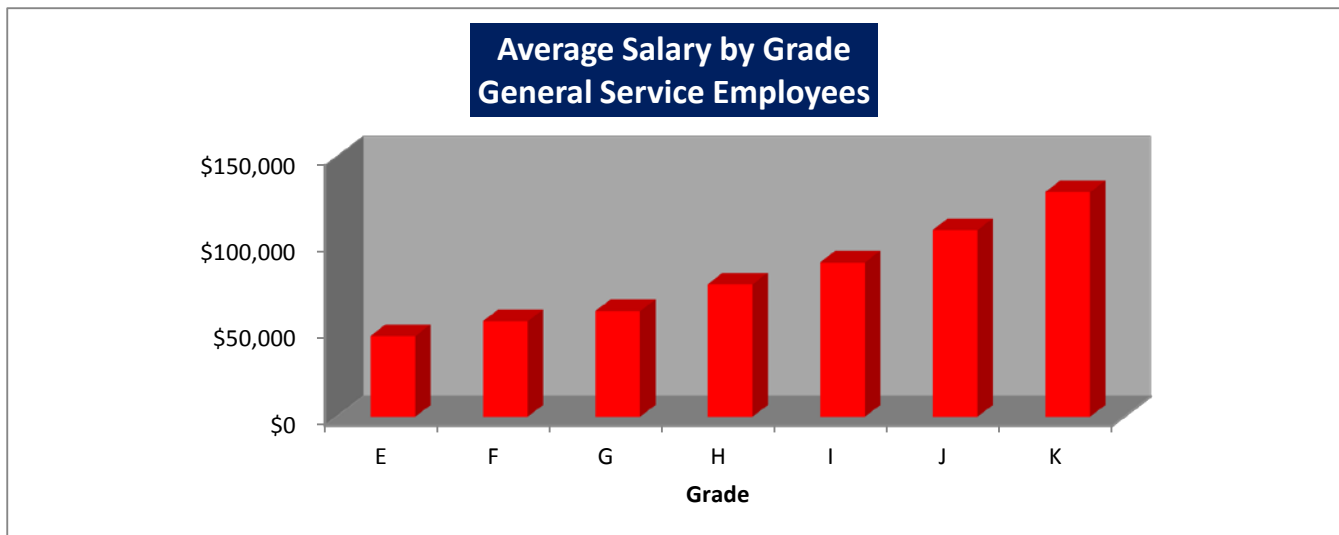


# Average Annual Salary for Career Employees by Grade Prince George's County Planning Department

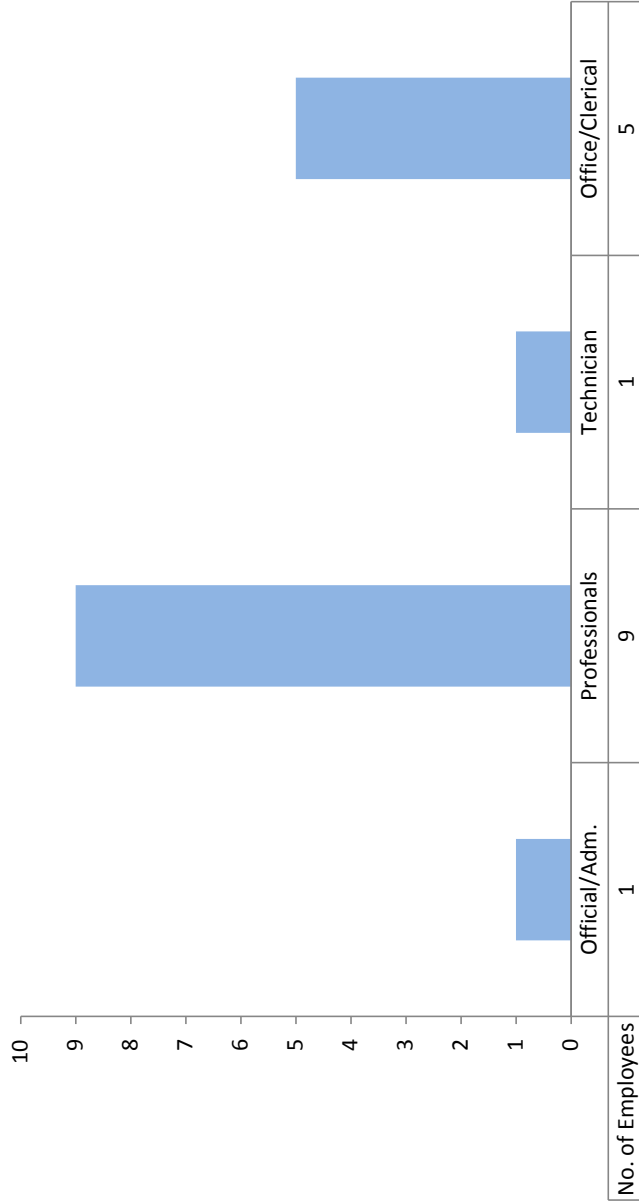
Grade	Salary	Grade	Salary	Grade	Salary
E	\$46,485	C03	\$ 51,662	GIT	\$57,972
F	\$54,986	C05	\$ 54,171	HIT	\$76,771
G	\$60,854	C06	\$ 62,591	IIT	\$99,329
H	\$76,310			JIT	\$125,051
I	\$88,935				
J	\$107,530				
K	\$129,386				

Average Departmental Salary: \$80,180

Average Commission Salary: \$68,452 (includes full-time and part-time employees)

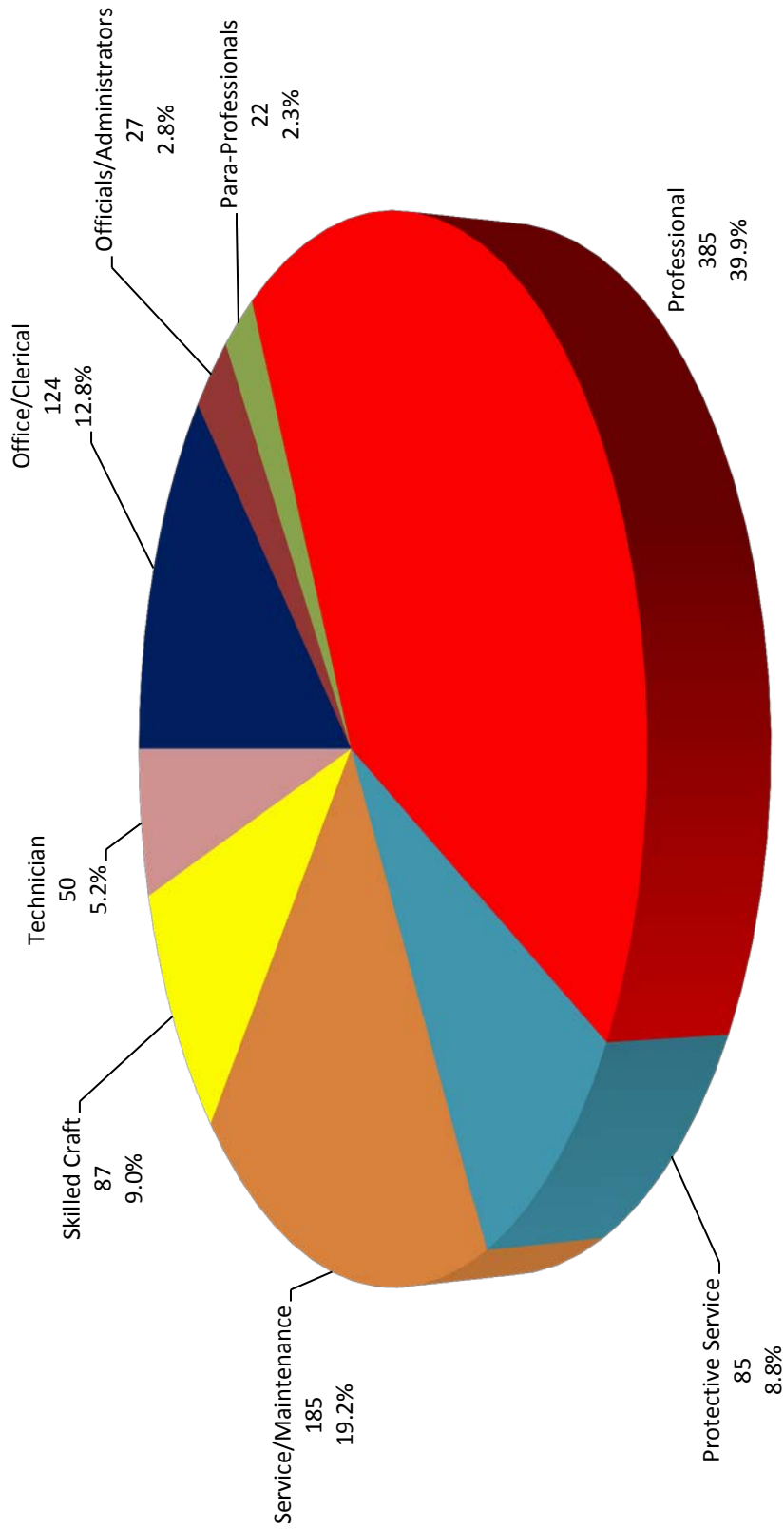


**Employee Turnover by Employment Category  
Prince George's County Department of Planning**



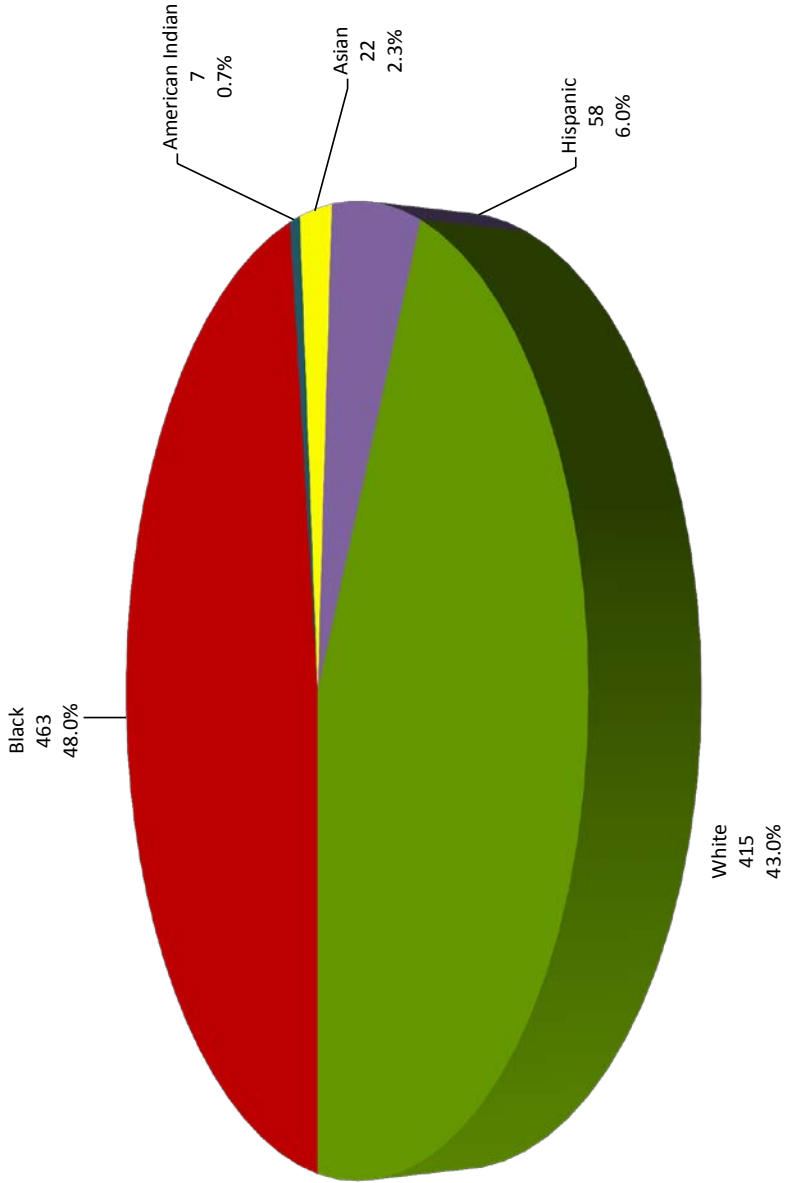
Total Prince George's County Department of Planning Employees: 163  
 Planning employee separations in FY15: 16  
 Turnover Percentage: 9.8%

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



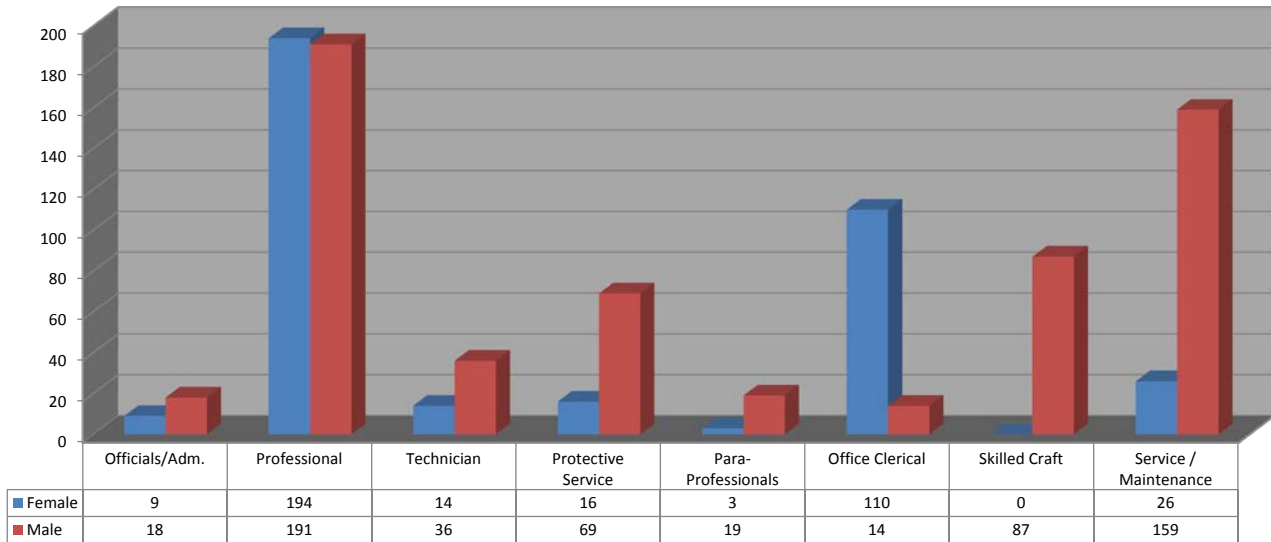
Total Prince George's County Department of Parks and Recreation Employees: 965

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



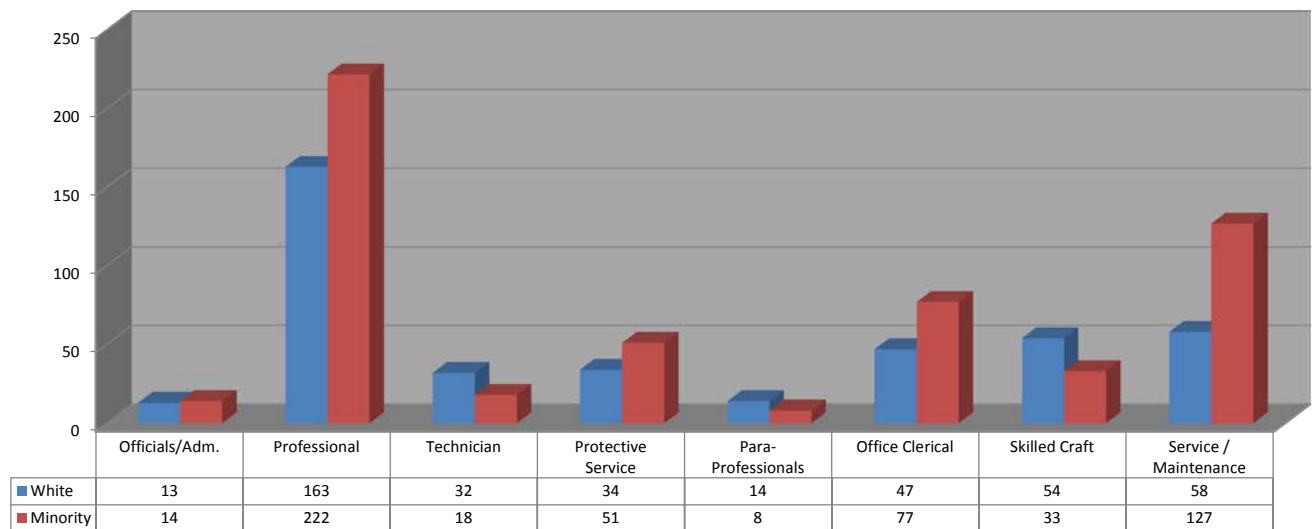
Total Prince George's County Department of Parks and Recreation Employees: 965

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



Total Prince George's County Department of Parks and Recreation Employees: 965

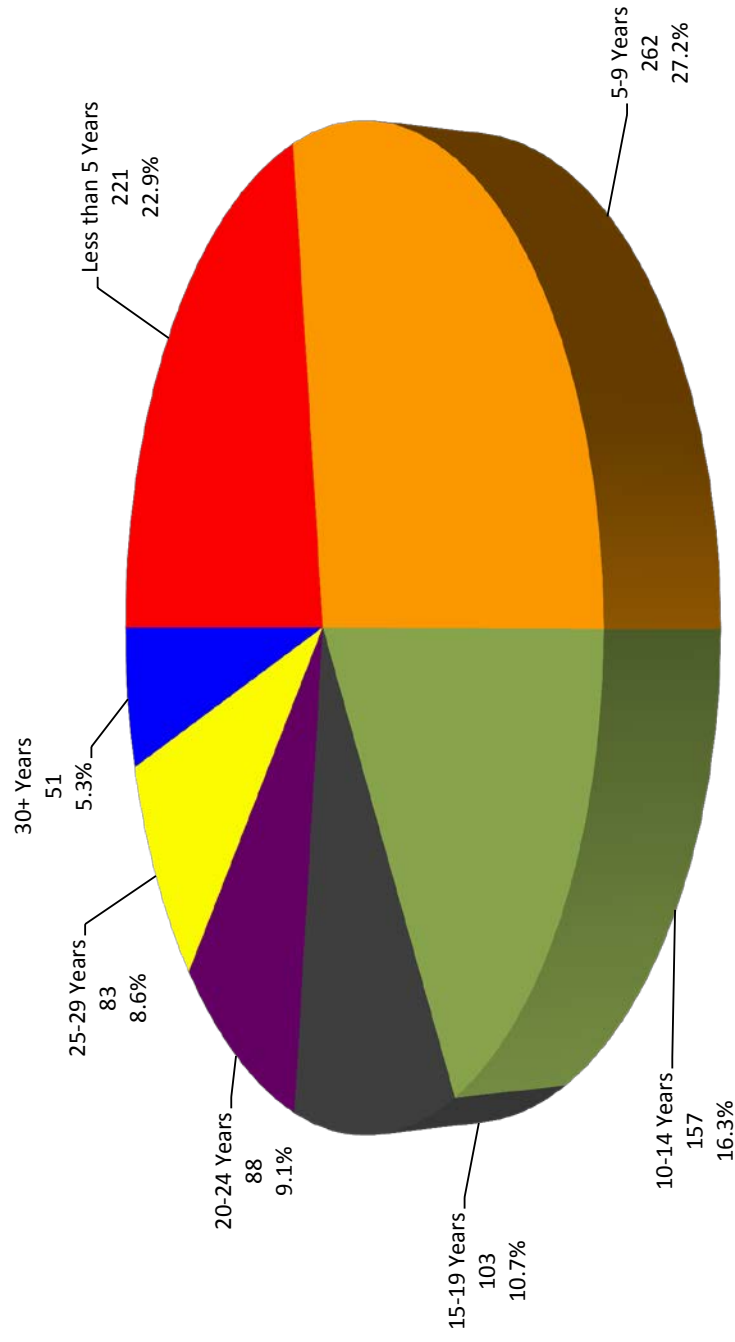
### Distribution by Employment Category and Race/Ethnicity Prince George's County Department of Parks and Recreation



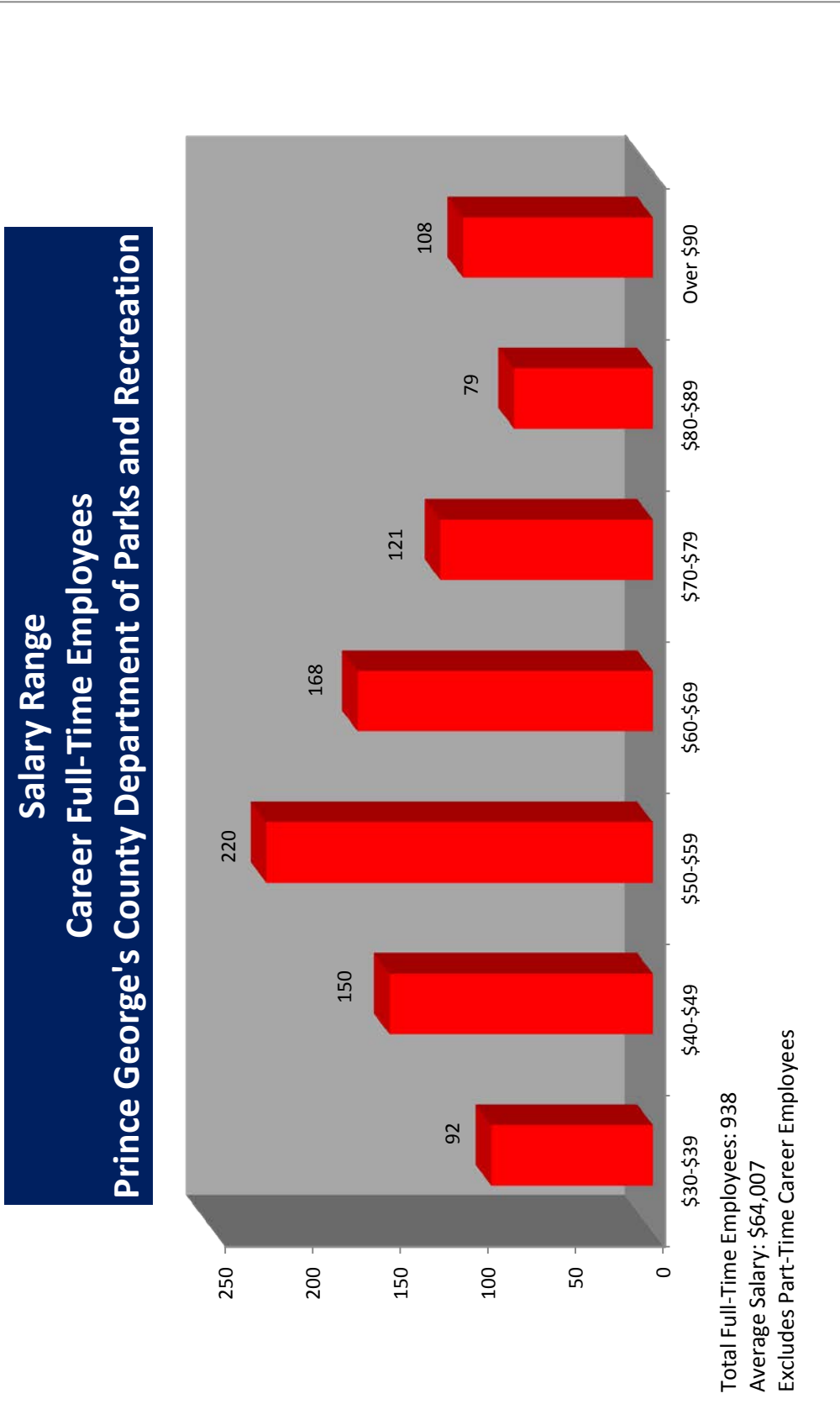
Total Prince George's County Department of Parks and Recreation Employees: 965



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



Total Prince George's County Department of Parks and Recreation Employees: 965

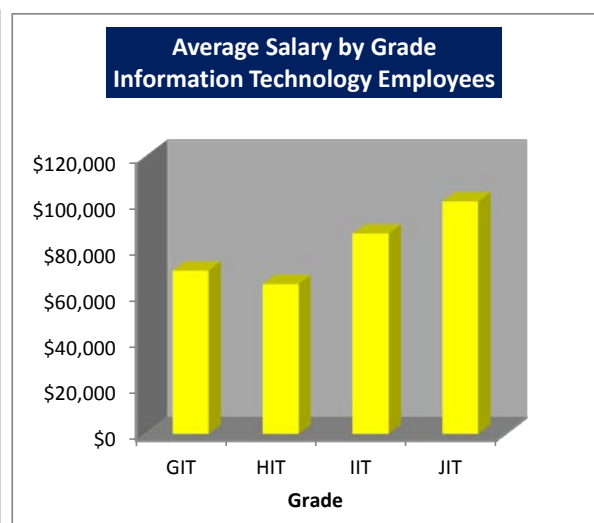
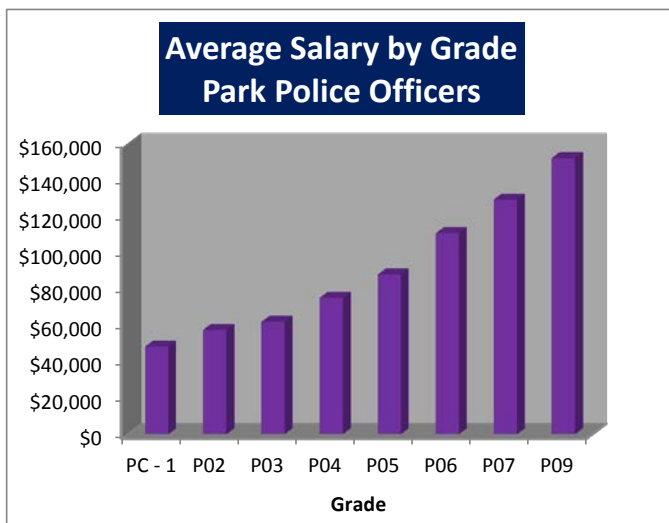
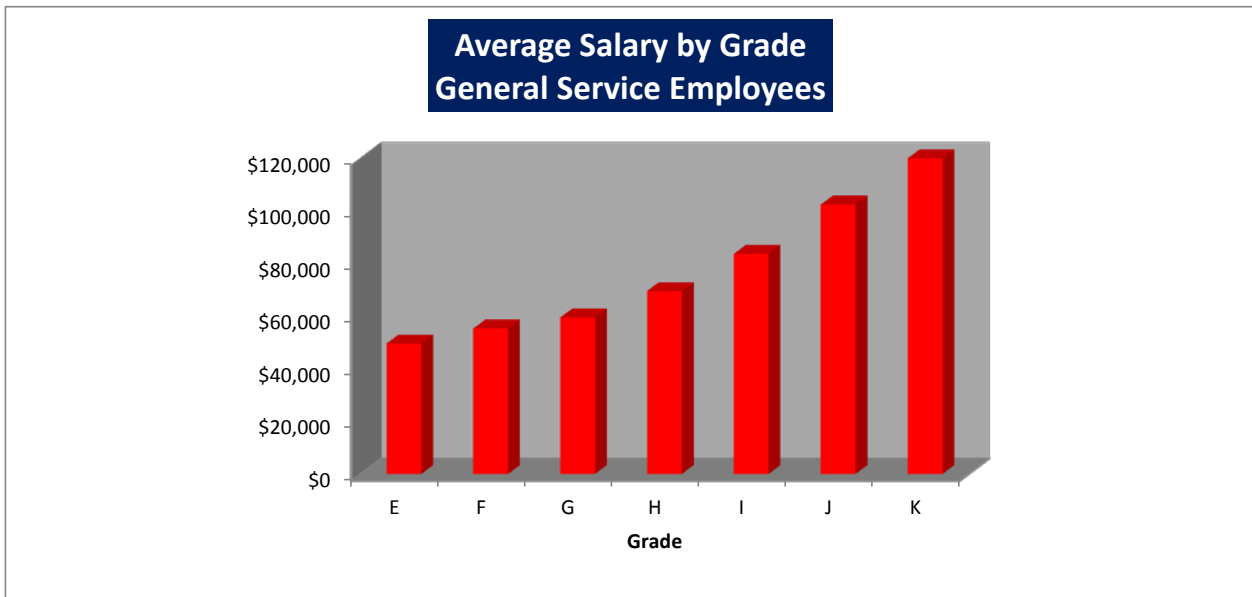


## Average Annual Salary for Career Employees by Grade Prince George's County Department of Parks and Recreation

Grade	Salary	Grade	Salary	Grade	Salary
E	\$49,508	PC - 1	\$48,338	GIT	\$70,610
F	\$55,235	P02	\$57,599	HIT	\$64,699
G	\$59,397	P03	\$61,972	IIT	\$86,583
H	\$69,436	P04	\$75,209	JIT	\$100,429
I	\$83,589	P05	\$88,026		
J	\$102,281	P06	\$110,772		
K	\$119,856	P07	\$129,295		
		P09	\$152,161		

Average Departmental Salary: \$64,007

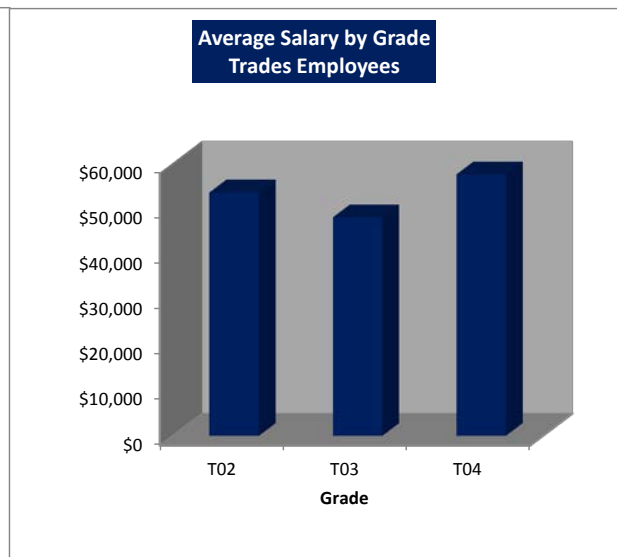
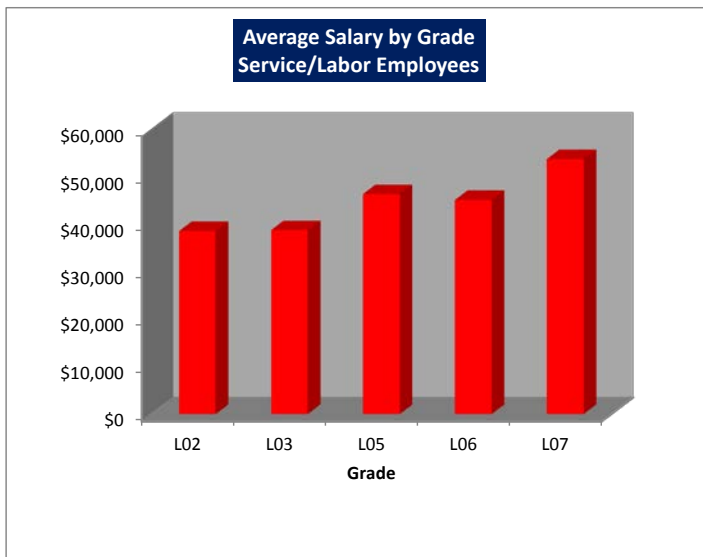
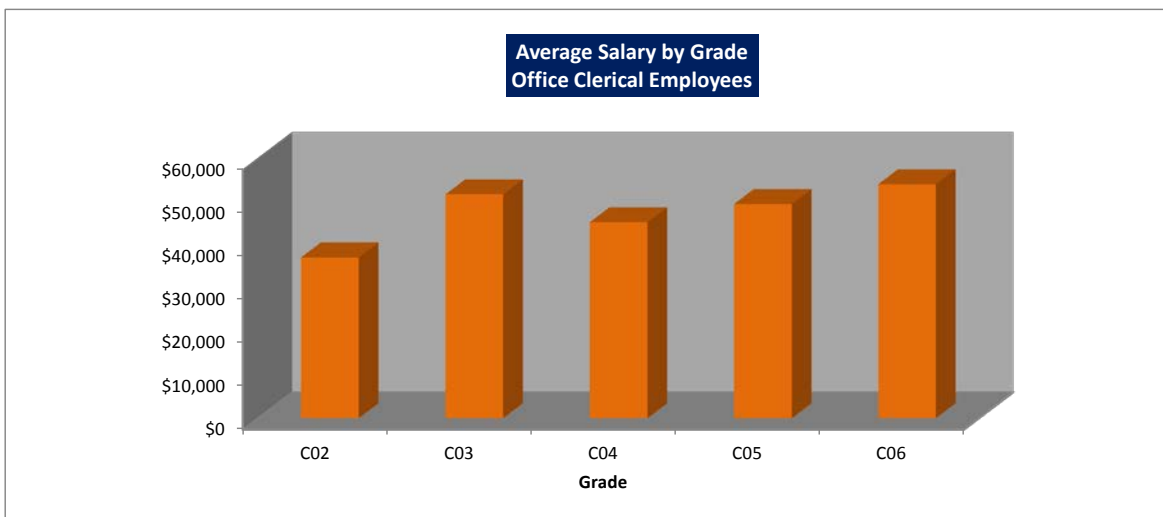
Average Commission Salary: \$68,452 (includes full-time and part-time employees)



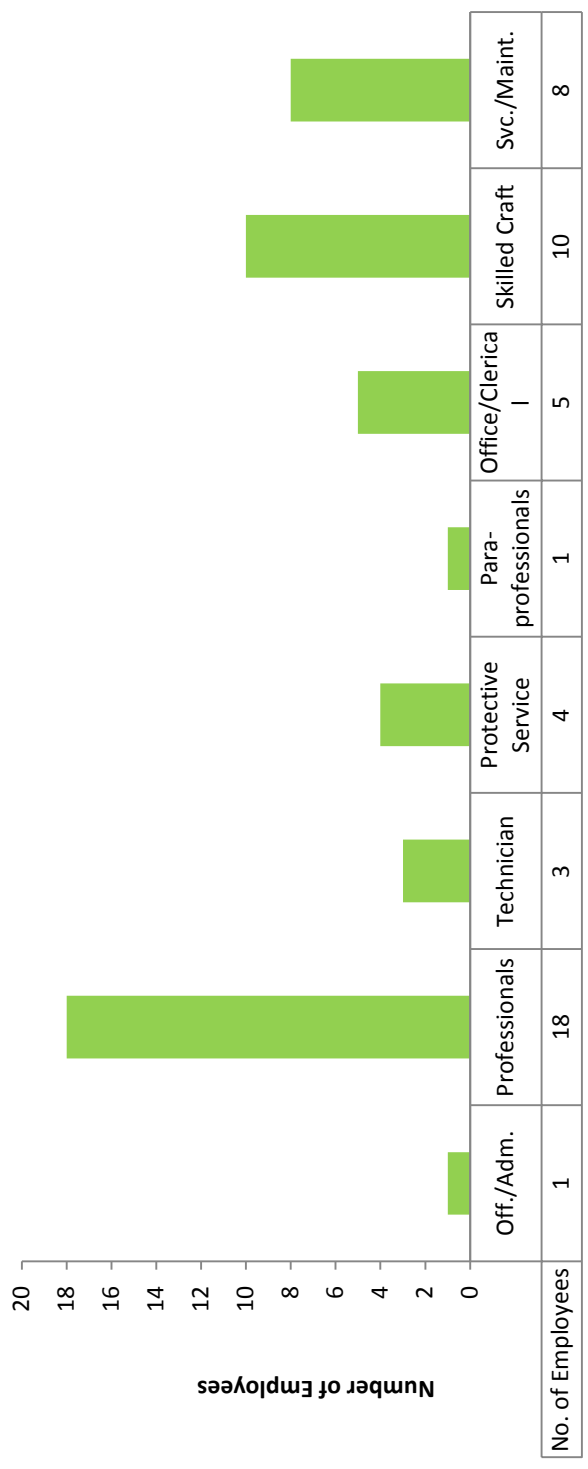
## Average Annual Salary for Career Employees by Grade Prince George's County Department of Parks and Recreation

<b>Grade</b>	<b>Salary</b>	<b>Grade</b>	<b>Salary</b>	<b>Grade</b>	<b>Salary</b>
C02	\$ 37,111	L02	\$ 38,553	T02	\$ 53,639
C03	\$ 51,662	L03	\$ 38,738	T03	\$ 48,160
C04	\$ 45,234	L05	\$ 46,330	T04	\$ 57,595
C05	\$ 49,464	L06	\$ 45,099		
C06	\$ 54,025	L07	\$ 53,697		

Average Departmental Salary: \$64,007  
Average Commission Salary: \$68,452 (includes full-time and part-time employees)

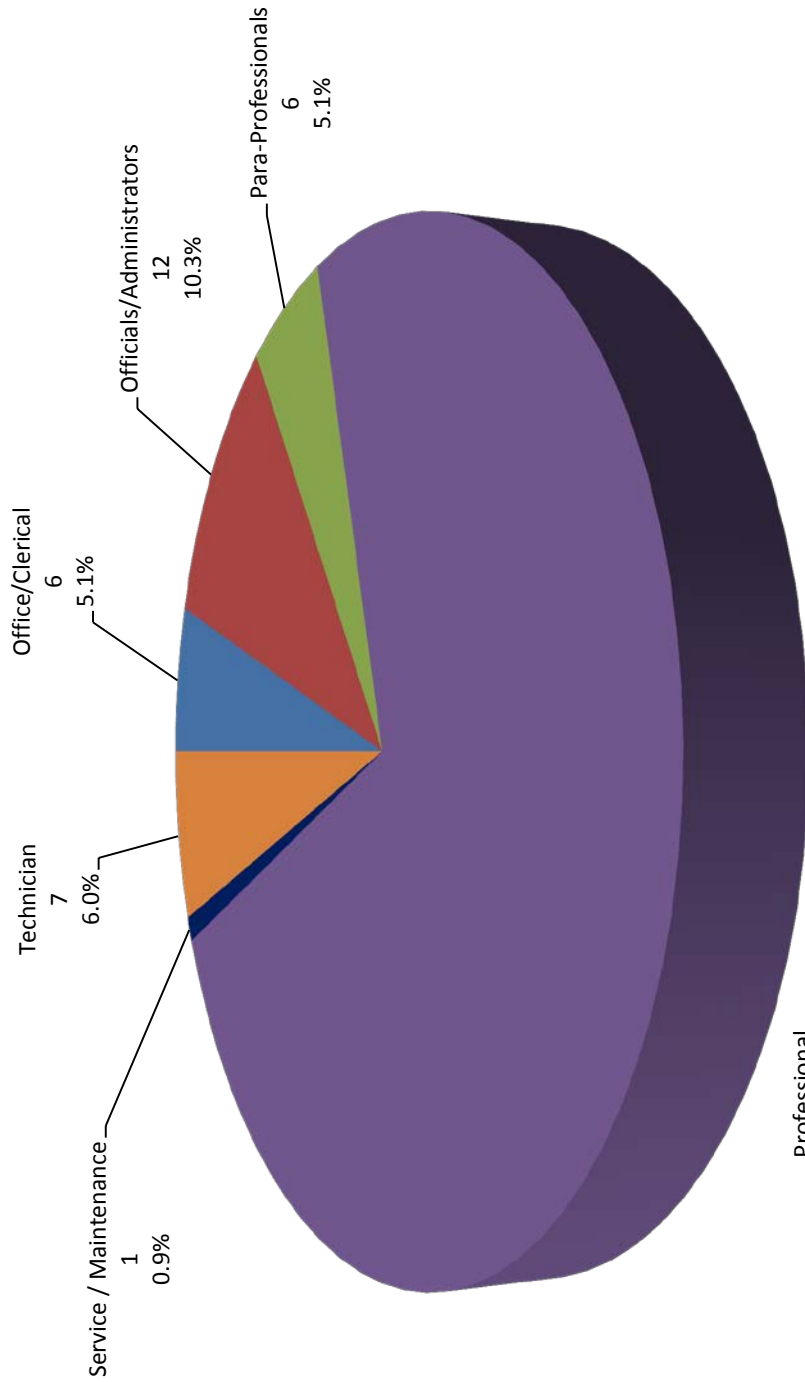


**Employee Turnover by Employment Category  
Prince George's County Department of Parks and Recreation**

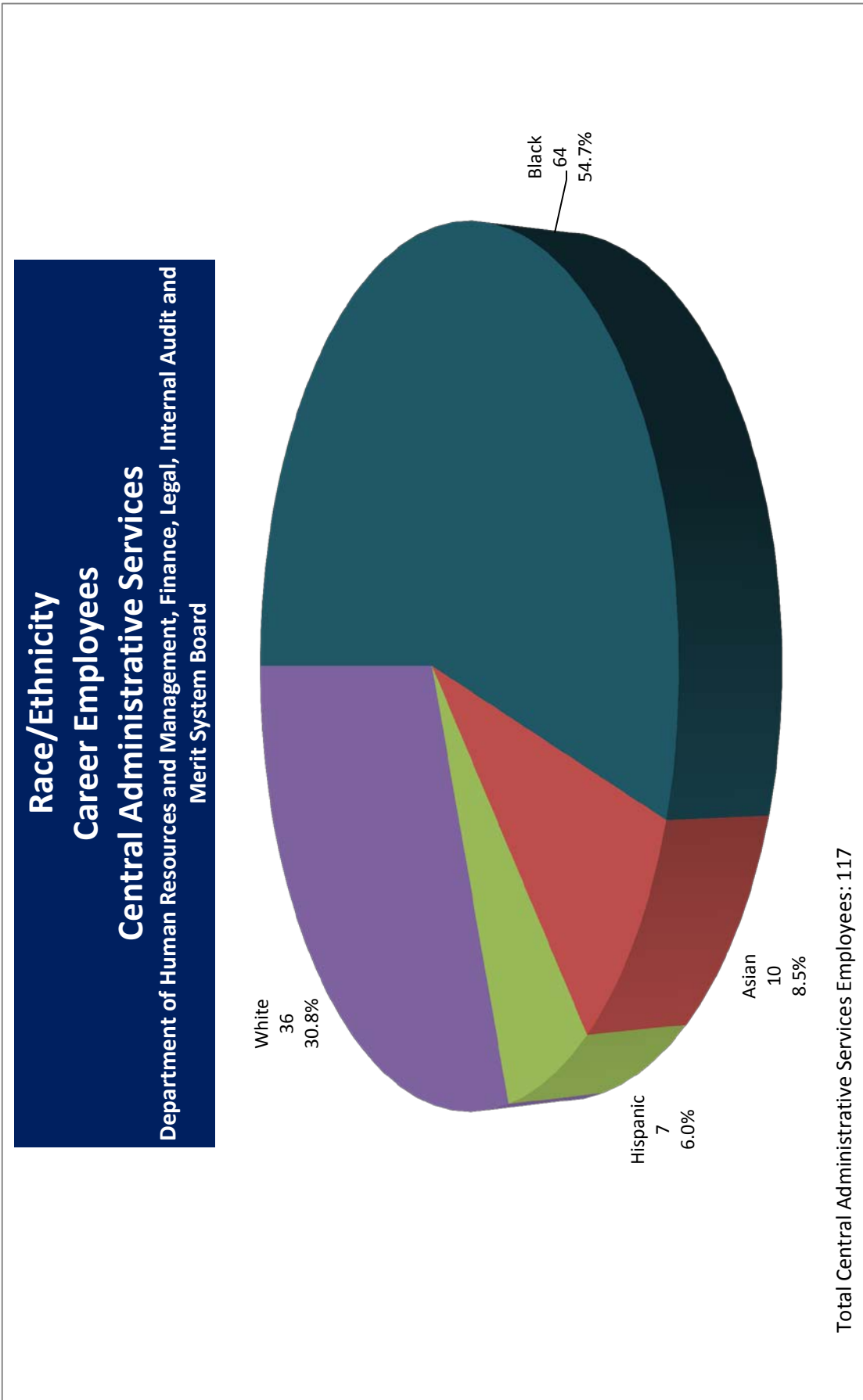


Total Prince George's County Department of Parks and Recreation Employees: 965  
 Parks and Recreation employee separations in FY15: 50  
 Turnover Percentage: 5.2%

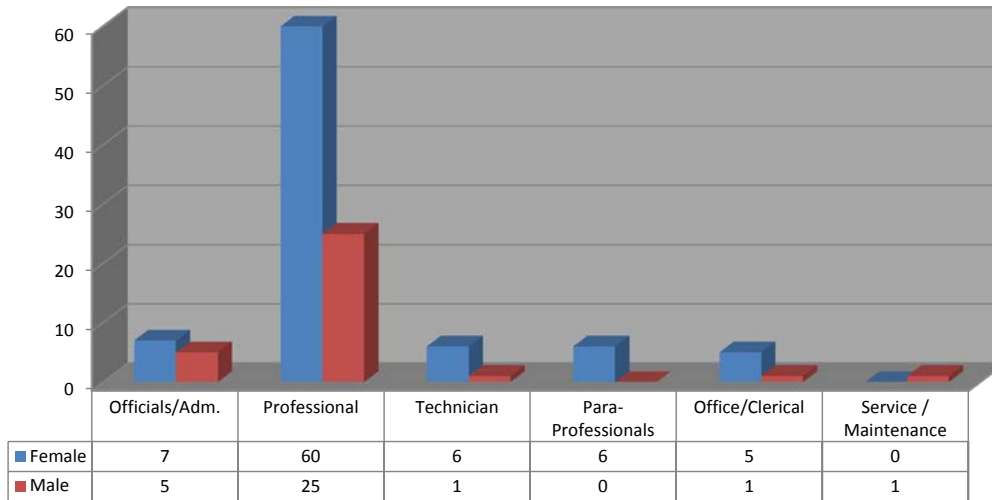
**Employees by Employment Category**  
**Central Administrative Services**  
Department of Human Resources and Management, Finance, Legal, Internal Audit and Merit System Board



Total Central Administrative Services Employees: 117

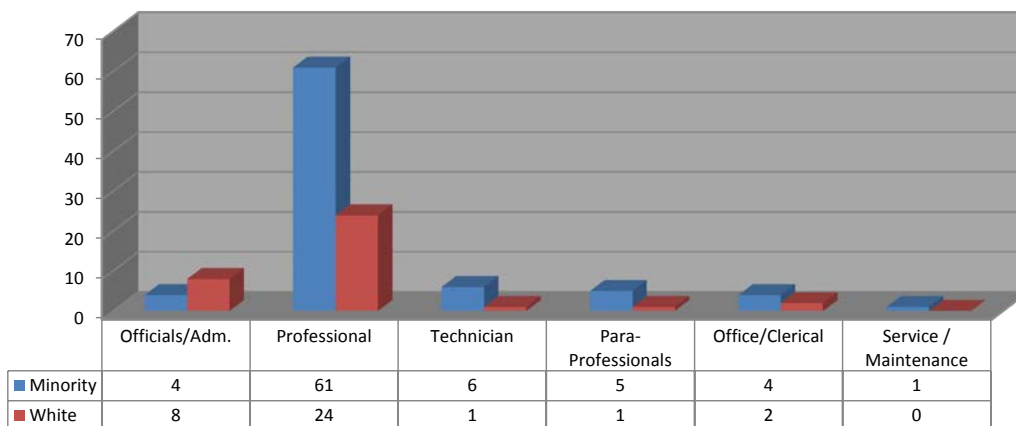


**Distribution by Employment Category and Gender**  
**Central Administrative Services**  
 Department of Human Resources and Management, Finance, Legal, Internal Audit and Merit System Board



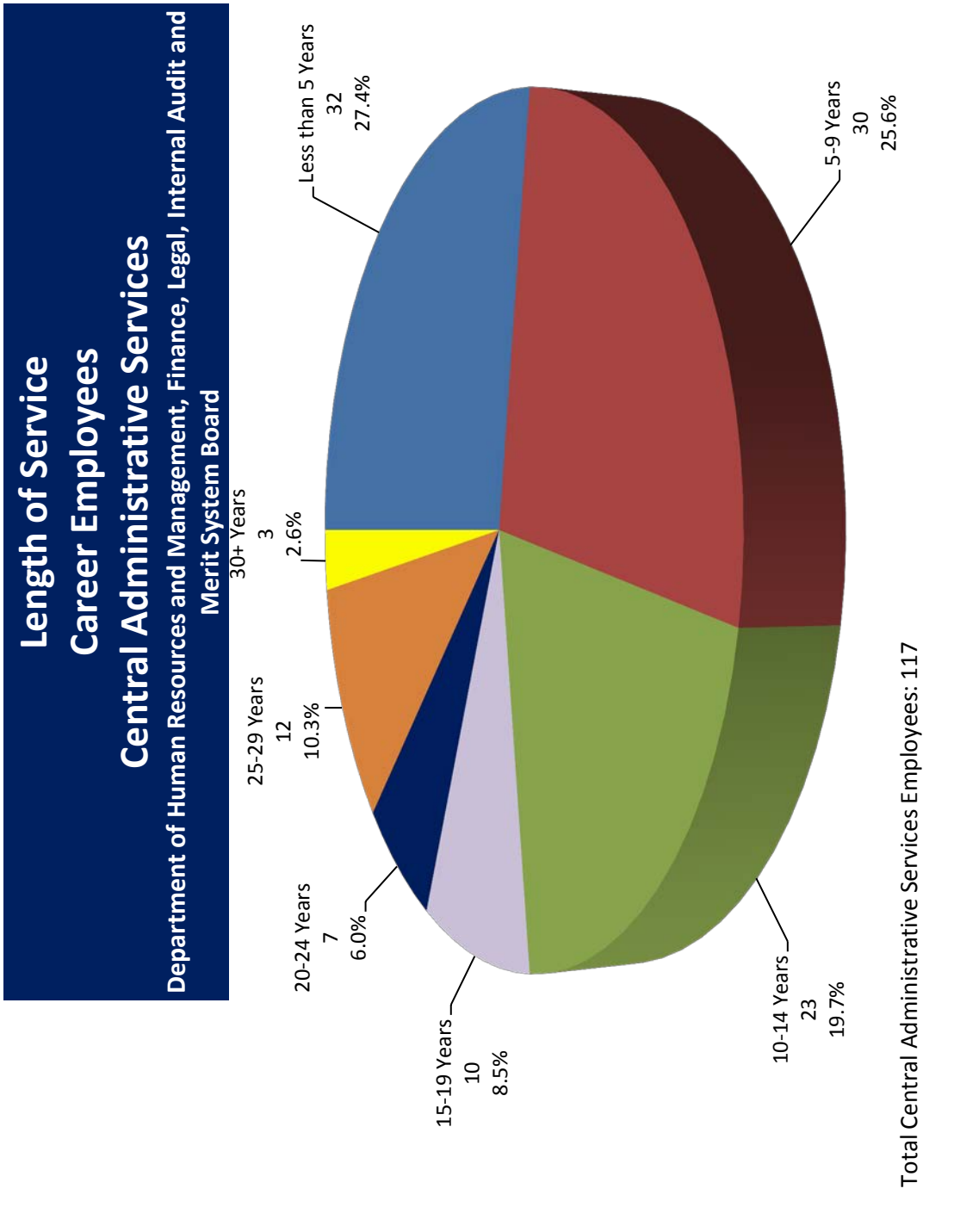
Total Central Administrative Services Employees: 117

**Distribution by Employment Category and Race/Ethnicity**  
**Central Administrative Services**  
 Department of Human Resources and Management, Finance, Legal, Internal Audit and Merit System Board

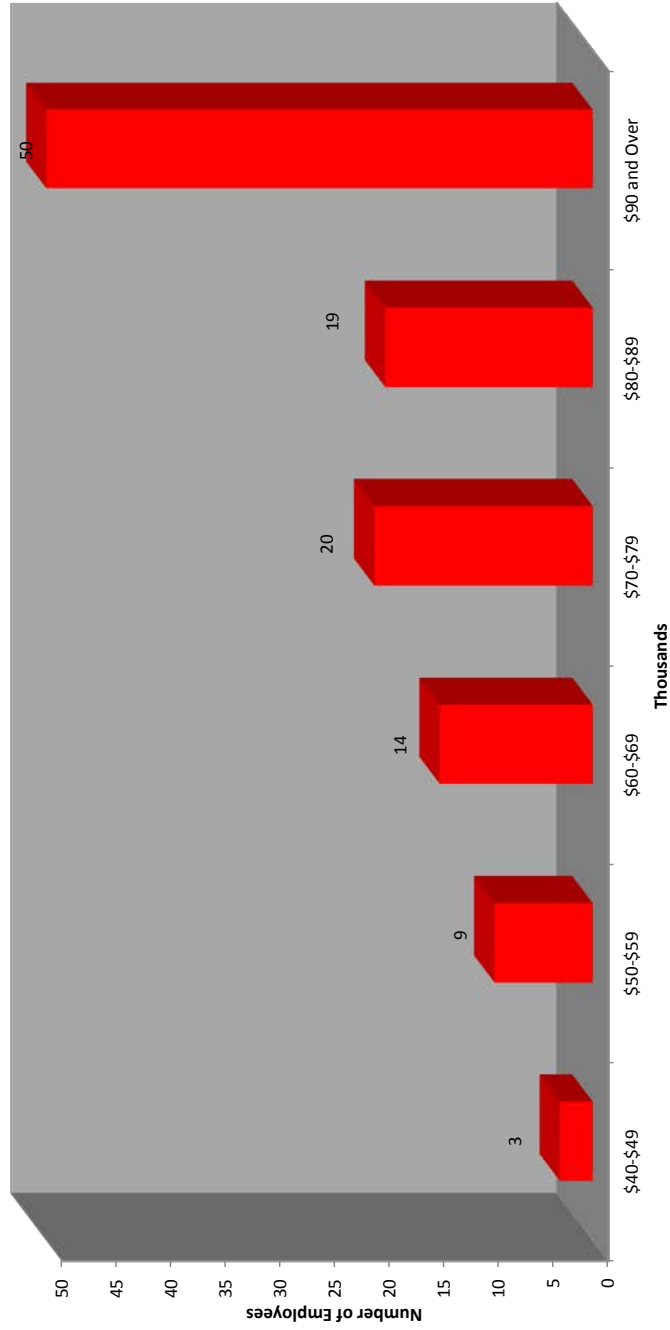


Total Central Administrative Services Employees: 117





**Salary Range  
Career Full-Time  
Central Administrative Services**  
Department of Human Resources and Management, Finance, Legal, Internal Audit and Merit System Board



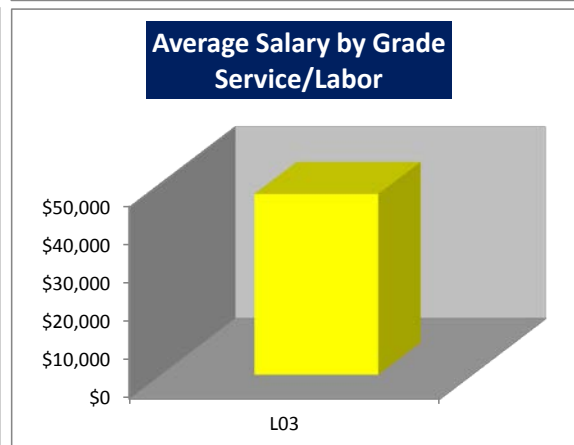
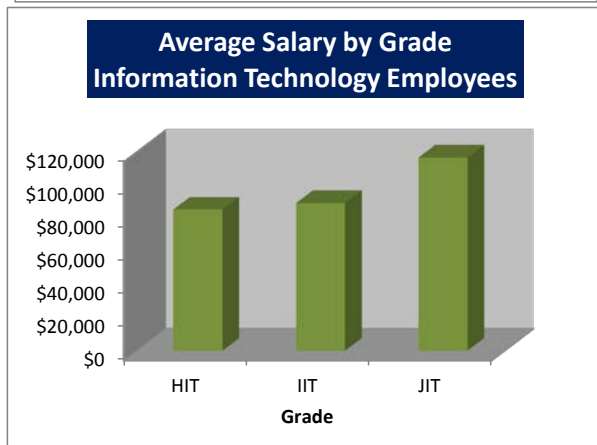
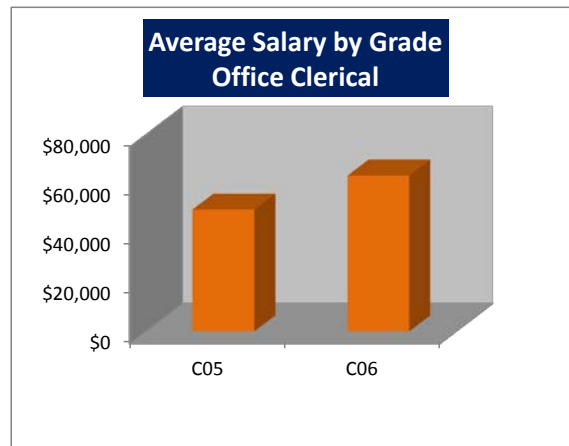
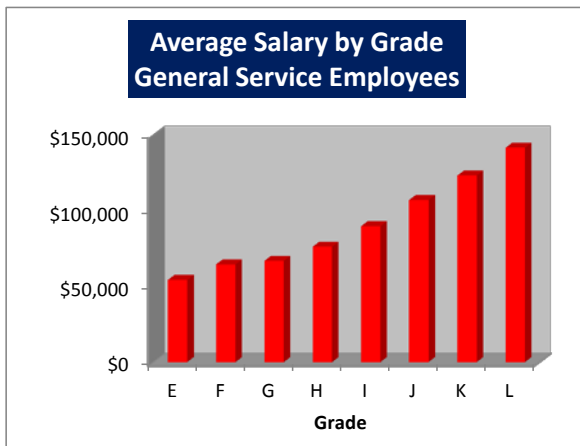
Total Central Administrative Services Full-Time Employees: 115  
Average Salary: \$89,742  
Excludes Part-Time Employees

## Average Annual Salary for Career Employees by Grade Central Administrative Services (CAS)

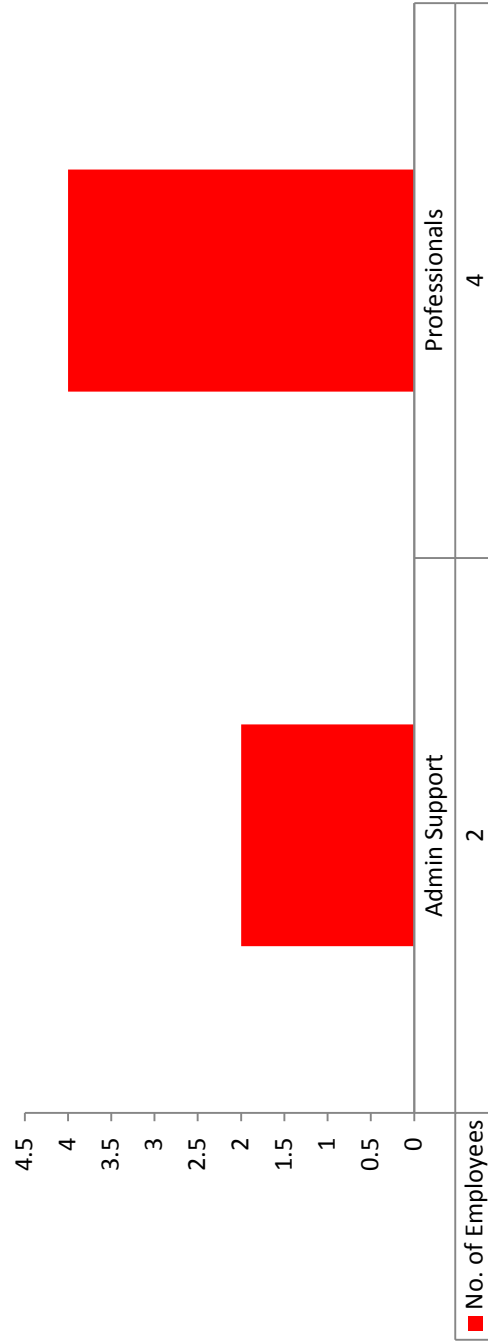
Grade	Salary	Grade	Salary	Grade	Salary
E	\$ 54,182	C05	\$ 49,394	HIT	\$ 85,095
F	\$ 64,452	C06	\$ 63,182	IIT	\$ 88,946
G	\$ 66,816			JIT	\$ 116,360
H	\$ 76,165				
I	\$ 89,599	L03	\$ 47,046		
J	\$ 106,932				
K	\$ 123,028				
L	\$ 141,303				

Average CAS Salary: \$89,742

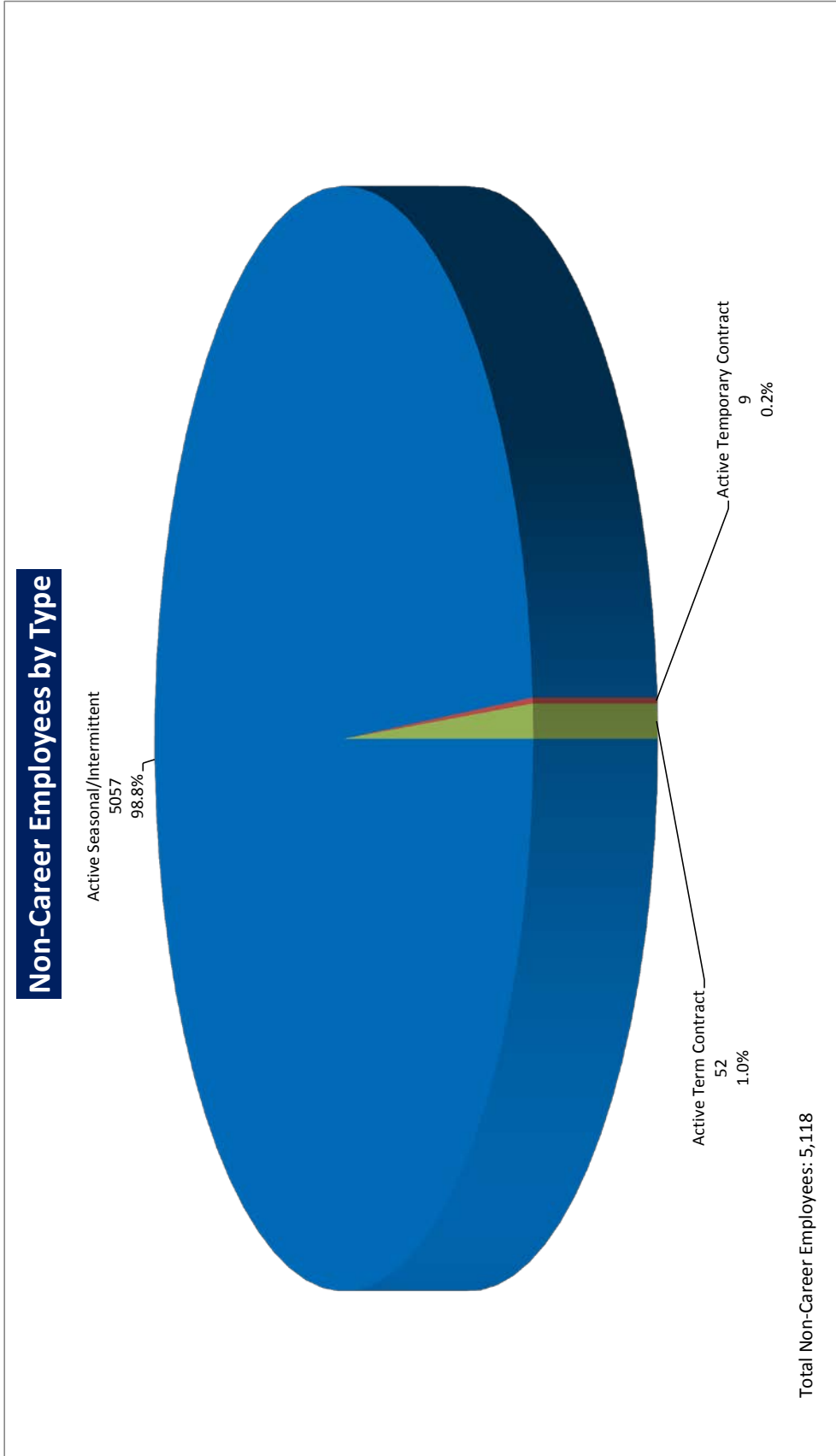
Average Commission Salary: \$68,452 (includes full-time and part-time employees)



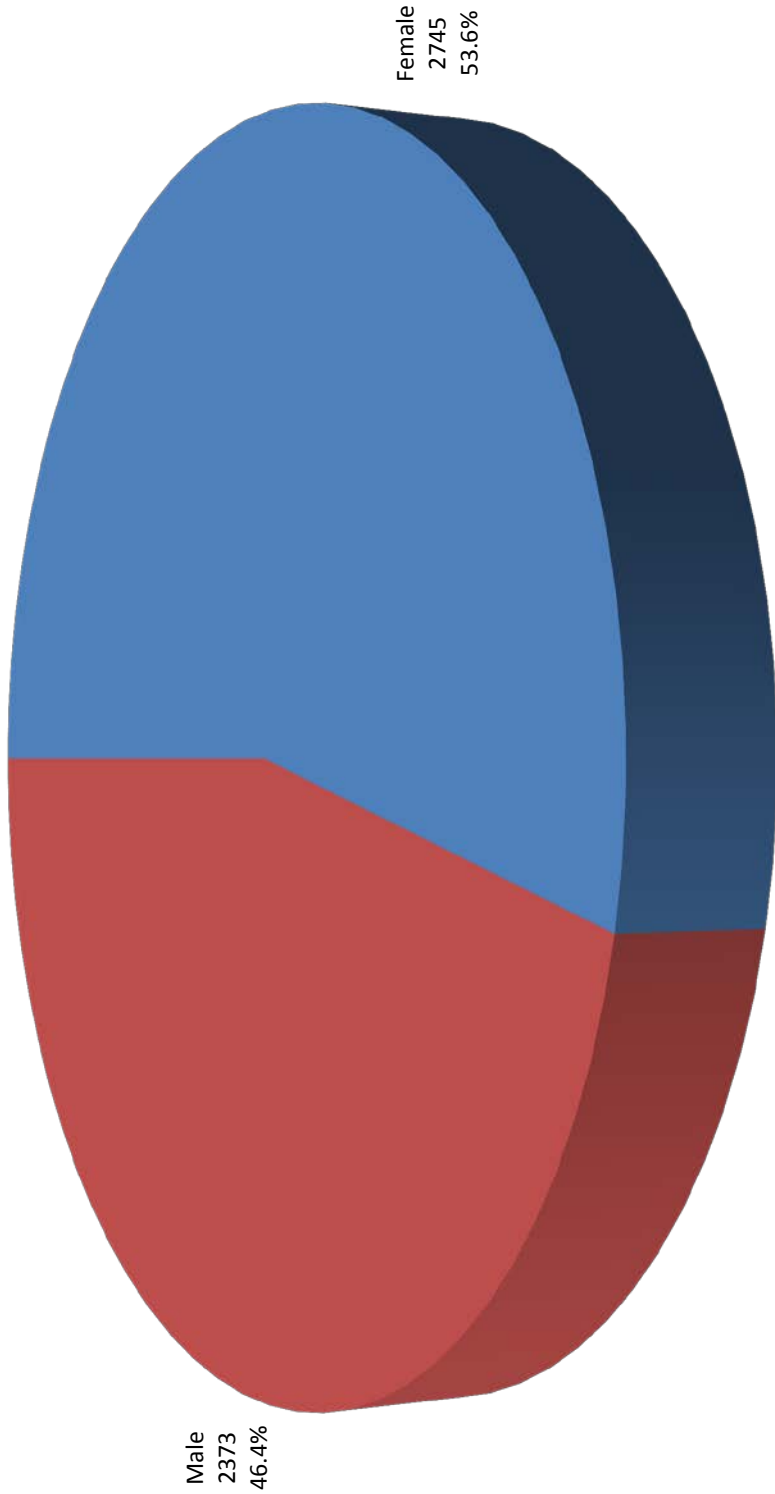
### Employee Turnover by Employment Category Central Administrative Services



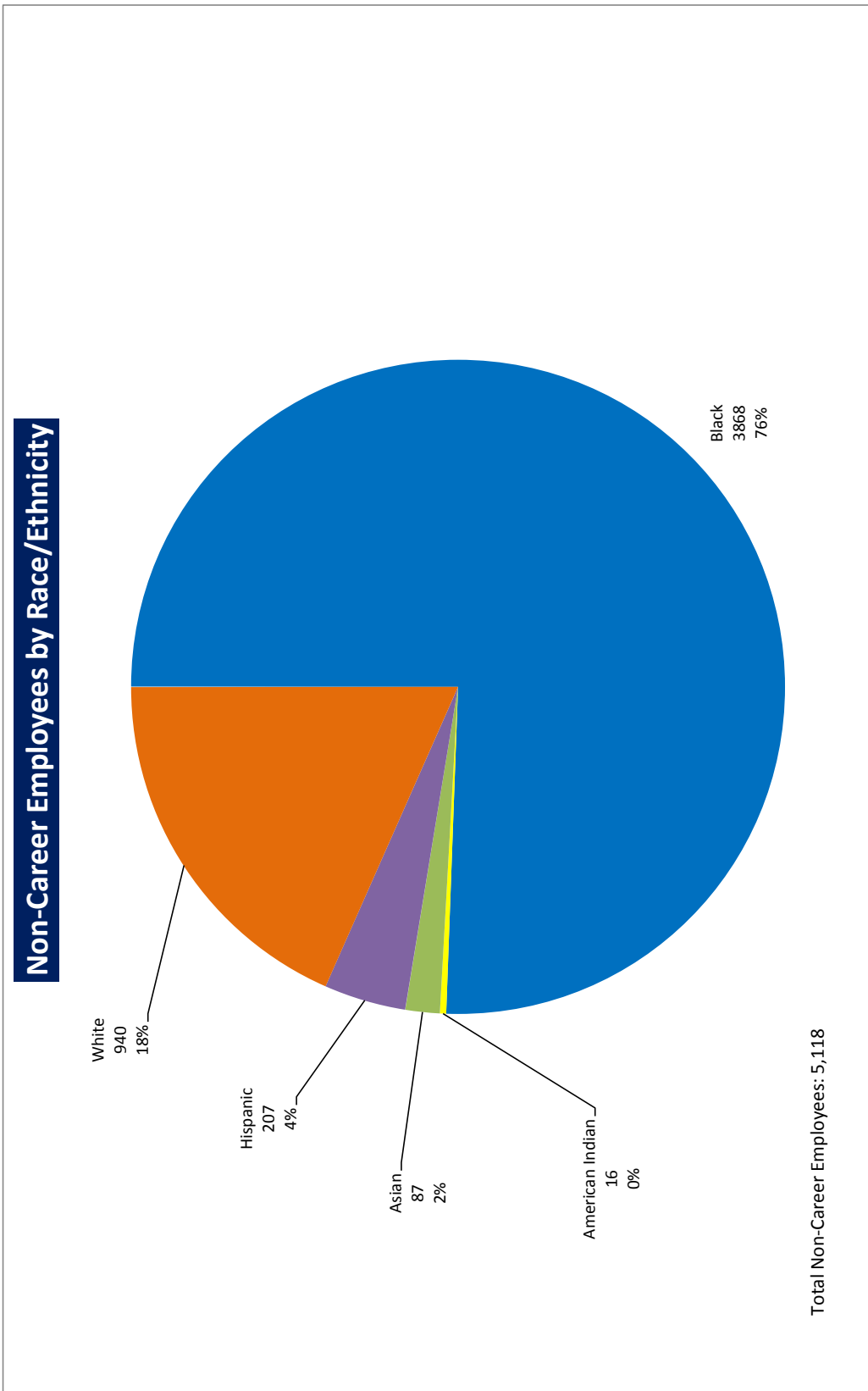
Total Central Administrative Services Employees: 117  
 Central Administrative Services employee separations in FY15: 6  
 Turnover Percentage: 5.1%



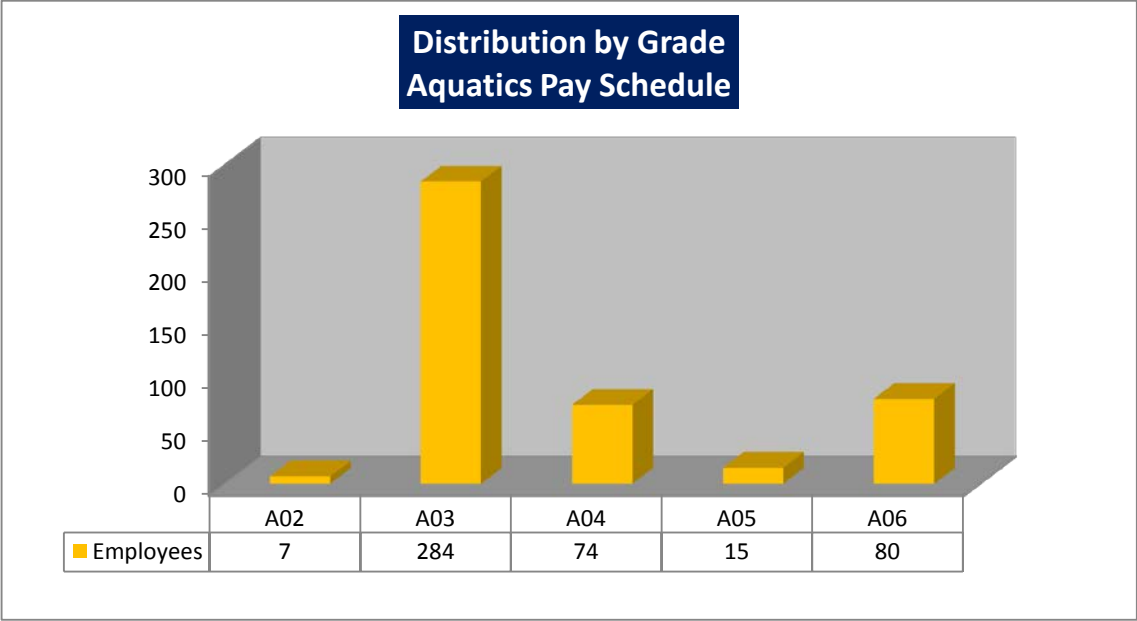
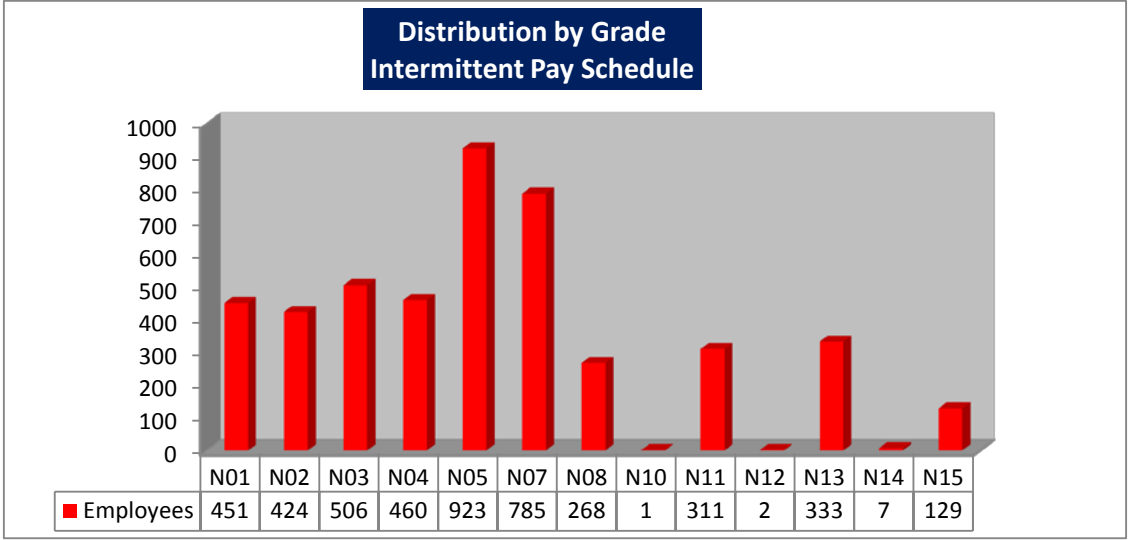
**Non-Career Employees by Gender**



Total Non-Career Employees: 5,118

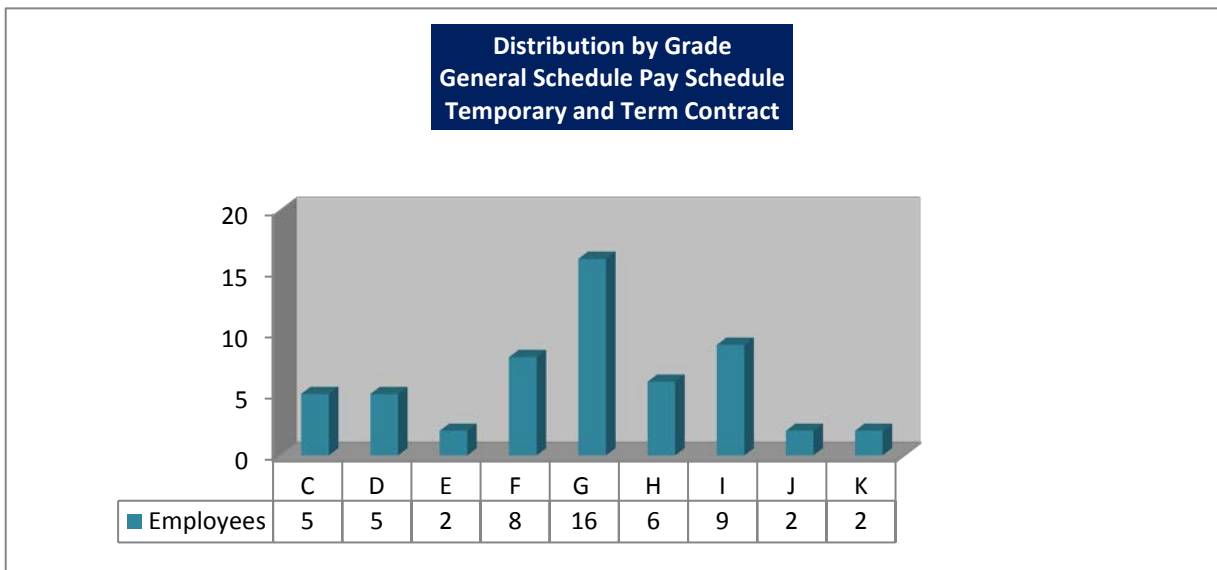
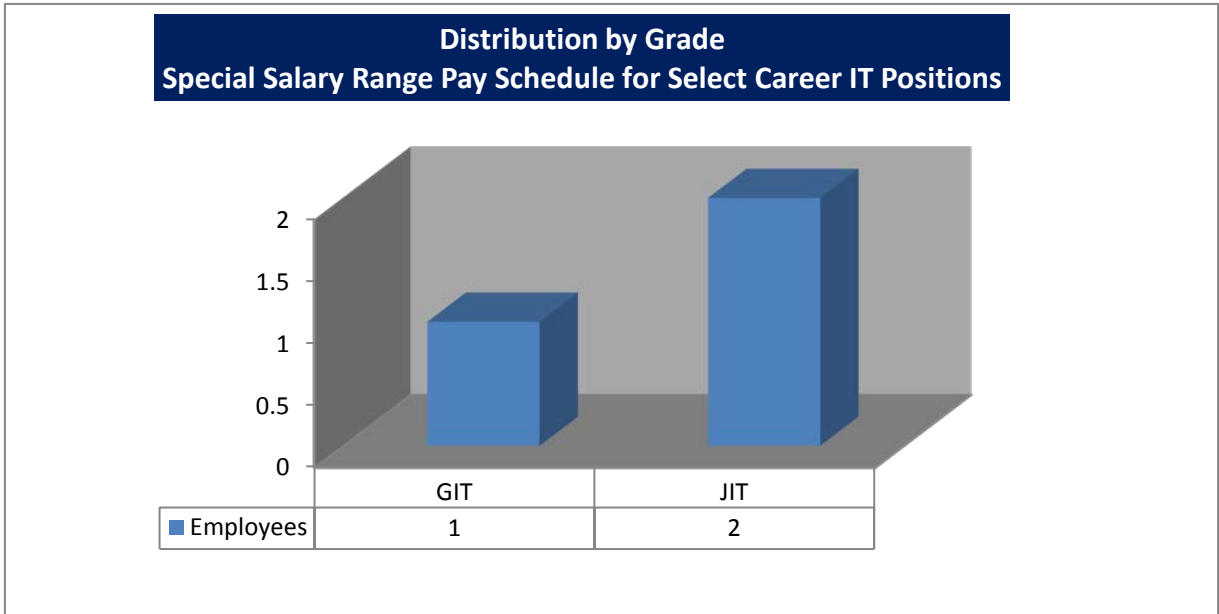


## Non Career Employees Distribution by Grade by Pay Schedule Assignment

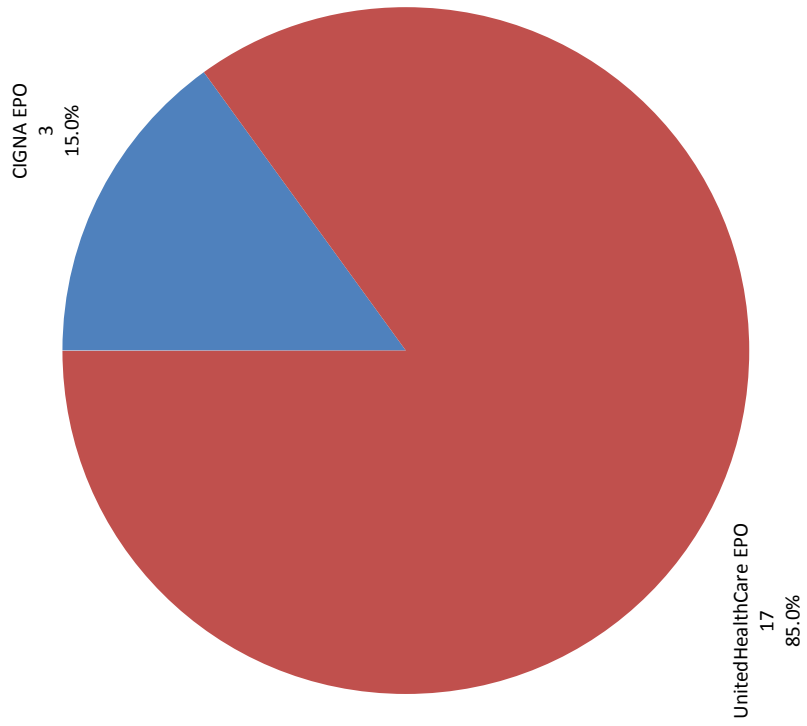


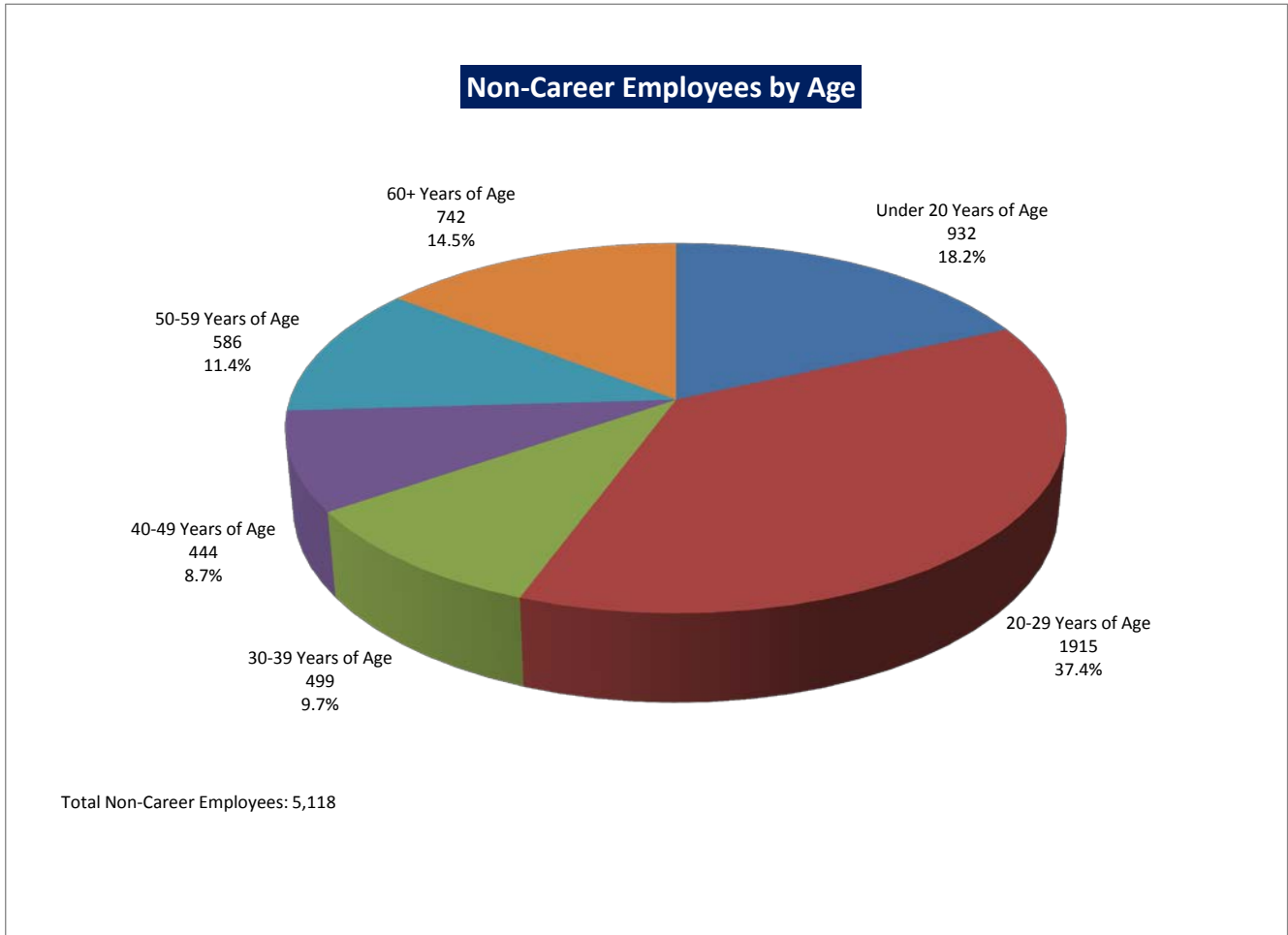


# Non Career Employees Distribution by Grade by Pay Schedule Assignment



**Non-Career (Term) Employee Medical Health Plan Participation**





### Non-Career Employees Distribution by Department

Central Administrative Services	11	0.2%
MC Commissioner	1	0.0%
MC Parks	393	8.1%
MC Planning	6	0.1%
Office of CIO	1	0.0%
PGC Commissioner	3	0.1%
PGC Parks and Recreation	4,696	91.2%
PGC Planning	7	0.2%
<b>M-NCPPC Non-Career Employees - Total</b>	<b>5,118</b>	<b>100.0%</b>

## 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 13, 2015**  
**1.75% COLA**

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
A	\$25,408 \$12.2154	\$34,443 \$16.5591	\$43,479 \$20.9034
B	\$27,142 \$13.0490	\$36,792 \$17.6885	\$46,440 \$22.3269
C	\$28,376 \$13.6423	\$39,693 \$19.0832	\$51,008 \$24.5231
D	\$31,880 \$15.3269	\$43,216 \$20.7769	\$54,551 \$26.2264
E	\$35,273 \$16.9582	\$47,814 \$22.9875	\$60,357 \$29.0178
F	\$39,580 \$19.0288	\$53,654 \$25.7952	\$67,727 \$32.5611
G	\$44,825 \$21.5505	\$60,763 \$29.2130	\$76,700 \$36.8750
H	\$50,815 \$24.4303	\$68,883 \$33.1168	\$86,954 \$41.8048
I	\$57,549 \$27.6678	\$78,108 \$37.5519	\$98,667 \$47.4361
J	\$66,981 \$32.2024	\$91,858 \$44.1625	\$116,734 \$56.1221
K	\$80,213 \$38.5639	\$108,734 \$52.2760	\$137,257 \$65.9889
L	\$97,293 \$46.7755	\$131,890 \$63.4087	\$166,487 \$80.0418

**Approved by the Commission**  
**June 17, 2015**

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
**Special Salary Range Pay Schedule for Select Career IT Positions ONLY**  
**Effective September 13, 2015**  
**1.75% COLA**

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
<b>GIT</b>	\$47,065	\$62,440	\$80,537
	\$22.6274	\$30.0192	\$38.7197
<b>HIT</b>	\$53,355	\$70,782	\$91,297
	\$25.6514	\$34.0298	\$43.8928
<b>IIT</b>	\$60,425	\$80,261	\$103,600
	\$29.0505	\$38.5870	\$49.8077
<b>JIT</b>	\$73,010	\$97,974	\$127,239
	\$35.1010	\$47.1029	\$61.1726

<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 17, 2015**



**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
**Office/Clerical Bargaining Unit Pay Schedule**  
**Effective September 13, 2015**  
**1.75% COLA**

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
C01	\$25,421 \$12.2216	\$34,461 \$16.5678	\$43,501 \$20.9139	\$44,807 \$21.5418
C02	\$27,155 \$13.0553	\$36,811 \$17.6976	\$46,466 \$22.3394	\$47,860 \$23.0096
C03	\$28,390 \$13.6490	\$39,712 \$19.0923	\$51,034 \$24.5356	\$52,566 \$25.2721
C04	\$31,896 \$15.3346	\$43,237 \$20.7870	\$54,578 \$26.2394	\$56,215 \$27.0264
C05	\$35,290 \$16.9663	\$47,839 \$22.9995	\$60,388 \$29.0327	\$62,199 \$29.9034
C06	\$39,600 \$19.0385	\$53,681 \$25.8082	\$67,763 \$32.5784	\$69,795 \$33.5553

Approved by the Commission  
June 17, 2015

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
**Trades Bargaining Unit Pay Schedule**  
**Effective September 13, 2015**  
**1.75% COLA**

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
T01	\$27,155 \$13.0553	\$36,811 \$17.6976	\$46,466 \$22.3394	\$47,860 \$23.0096
T02	\$31,896 \$15.3346	\$43,237 \$20.7870	\$54,578 \$26.2394	\$56,215 \$27.0264
T03	\$35,290 \$16.9663	\$47,839 \$22.9995	\$60,387 \$29.0322	\$62,199 \$29.9034
T04	\$39,600 \$19.0385	\$53,681 \$25.8082	\$67,763 \$32.5784	\$69,796 \$33.5558

**Approved by the Commission**  
**June 17, 2015**

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
**Service/Labor Bargaining Unit Pay Schedule**  
**Effective September 13, 2015**  
**1.75% COLA**

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
L01	\$25,345 \$12.1851	\$34,360 \$16.5192	\$43,374 \$20.8529	\$44,674 \$21.4779
L02	\$28,307 \$13.6091	\$39,595 \$19.0361	\$50,884 \$24.4635	\$52,410 \$25.1971
L03,L04	\$31,803 \$15.2899	\$43,112 \$20.7269	\$54,420 \$26.1635	\$56,053 \$26.9486
L05,L06	\$35,187 \$16.9168	\$47,699 \$22.9322	\$60,211 \$28.9476	\$62,017 \$29.8159
L07	\$39,483 \$18.9822	\$53,524 \$25.7327	\$67,564 \$32.4827	\$69,591 \$33.4572

**Approved by the Commission**  
**June 17, 2015**

The Maryland-National Capital Park and Planning Commission  
 FOP Park Police  
 Effective July 5, 2015 (1.75% COLA)

Rank	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
P02 (annual) (hourly)	\$50,780 \$24,4135	\$52,563 \$25,2707	\$54,403 \$26,1553	\$56,305 \$27,0697	\$58,274 \$28,0163	\$60,316 \$28,9981	\$62,426 \$30,0125	\$64,610 \$31,0625	\$66,871 \$32,1495	\$69,216 \$33,2769	\$71,639 \$34,4418	\$74,141 \$35,6447	\$76,736 \$36,8923	\$79,424 \$38,1846		
P03 (annual) (hourly)	\$53,321 \$24,4034	\$55,191 \$26,5341	\$57,129 \$27,4659	\$59,120 \$28,4231	\$61,184 \$29,4154	\$63,330 \$30,4471	\$65,546 \$31,5125	\$67,846 \$32,6183	\$70,217 \$33,7582	\$72,675 \$34,9399	\$75,222 \$36,1644	\$77,856 \$37,4308	\$80,574 \$38,7375	\$83,395 \$40,0938		
P04 (annual) (hourly)	\$53,298 \$25,6240	\$55,985 \$26,9159	\$57,950 \$27,8606	\$59,978 \$28,8356	\$62,074 \$29,8433	\$64,249 \$30,8889	\$66,497 \$31,9697	\$68,822 \$33,0875	\$71,234 \$34,2471	\$73,723 \$35,4438	\$76,307 \$37,9707	\$78,979 \$39,2986	\$81,741 \$40,6750	\$84,604 \$42,0995		
P05 (annual) (hourly)	\$58,759 \$28,2495	\$61,730 \$29,6779	\$63,889 \$30,7159	\$66,124 \$31,7904	\$68,436 \$32,9019	\$70,833 \$34,0543	\$73,312 \$35,2462	\$75,882 \$36,4817	\$78,538 \$37,7587	\$81,284 \$39,0788	\$84,132 \$40,4481	\$87,080 \$41,8654	\$89,120 \$43,3269	\$91,276 \$44,8442	\$96,537 \$46,4120	\$98,952 \$47,5731
Rank	ASI 1*	ASI 2**														
P02 (annual) (hourly)	\$81,409 \$39,1389	\$83,444 \$40,1173														
P03 (annual) (hourly)	\$85,480 \$41,0962	\$87,617 \$42,1236														
P04 (annual) (hourly)	\$89,757 \$43,1524	\$92,000 \$44,2308														
P05 (annual) (hourly)	\$101,425 \$48,7620	\$103,961 \$49,9813														

\*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 5, 2015  
1.75% COLA**

<b>Title</b>		<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
Lieutenant [P06]	(annual)	\$68,497	\$92,553	\$116,612
	(hourly)	\$ 32.9313	\$ 44.4966	\$ 56.0635
Captain [P07]	(annual)	\$79,247	\$107,076	\$134,904
	(hourly)	\$ 38.0995	\$ 51.4788	\$ 64.8577
Commander [P09]	(annual)	\$96,810	\$125,819	\$154,824
	(hourly)	\$ 46.5433	\$ 60.4899	\$ 74.4346

**Officer Candidate Pay Scale  
Effective July 5, 2015  
1.75% COLA**

<b>Position</b>	<b>Scale</b>
Candidate (annual)	\$49,184
[PC] (hourly)	\$ 23.6462

Approved by the Commission June 17, 2015

**The Maryland-National Capital Park and Planning Commission  
Aquatics Seasonal/Intermittent Pay Schedule  
Effective First Full Pay Period in October 2015  
Minimum Wage and Schedule Adjustments**

<u>Grade</u>	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
A02	\$9.55	\$10.27	\$10.98
A03	\$10.40	\$11.26	\$12.08
A04	\$11.45	\$12.41	\$13.40
A05	\$12.68	\$13.71	\$14.82
A06	\$14.58	\$15.76	\$17.06
A07	\$16.77	\$18.13	\$19.61

Approved by Commission on September 16, 2015

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
**Seasonal/Intermittent Pay Schedule**  
**Effective First Full Pay Period in October 2015**  
**Minimum Wage Update and Schedule Adjustments**

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>	<u>INSTRUCTORS</u>	
PFA I - 920	N01	\$9.5500	\$10.2700	\$10.9800	950	I
PFA II - 921	N02	\$9.6000	\$10.5700	\$11.5300		
PFA III - 922	N03	\$9.6500	\$10.8800	\$12.1100		
PFMA I - 930	N04	\$9.7000	\$11.2100	\$12.7100	951	II
PFMA II - 931	N05	\$9.7500	\$11.5500	\$13.3500		
	N06	\$9.8000	\$11.9100	\$14.0200		
PFMA III - 932	N07	\$9.8500	\$12.3200	\$14.8000		
Help Desk Rep I - 933	N08	\$10.1194	\$12.9025	\$15.6854	952	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	953	IV
Help Desk Rep II - 934	N12	\$13.2626	\$16.9100	\$20.5574		
Intern II/Help Desk Rep III - 935	N13	\$15.2514	\$19.4455	\$23.6396	954	V
	N14	\$17.5395	\$22.3632	\$27.1869		
Camp Health Supv - 941	N15	\$20.1711	\$25.7179	\$31.2647	955	VI

Approved by the Commission on September 16, 2015

B1 effective 10/11/15  
B2 effective 10/4/15

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
**Tennis Instructor Pay Schedule**  
**Effective October 21, 2015**  
**New Pay Schedule**

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
Tennis Instructor 1	TI1	\$9.5500	\$12.7800	\$16.0000
Tennis Instructor 2	TI2	\$14.0000	\$18.0000	\$22.0000
Tennis Instructor 3	TI3	\$20.0000	\$27.0000	\$34.0000
Tennis Instructor 4	TI4	\$32.0000	\$36.0000	\$40.0000

Approved by the Commission October 21, 2015



**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
**Specialty Services Pay Schedule**  
**Effective October 21, 2015**  
**New Pay Schedule**

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
Spec Svcs Instructor 1	SS1	\$9.5500	\$15.2800	\$21.0000
Spec Svcs Instructor 2	SS2	\$12.0000	\$19.0000	\$26.0000
Spec Svcs Instructor 3	SS3	\$15.5000	\$24.7500	\$34.0000
Spec Svcs Instructor 4	SS4	\$21.0000	\$33.5000	\$46.0000
Spec Svcs Instructor 5*	SS5	\$34.0000	\$54.5000	\$75.0000

\* Use of Specialty Services Instructor 5 requires Human Resources Director approval

Approved by the Commission October 21, 2015

**Municipal and County Government Employees Organization (MCGEO) Local 1994,  
Non-Union Represented and Term Contract Employees  
Premium Rates Effective January 1, 2015**

SINGLE COVERAGE							
Plan	Cost Share %	Full Monthly Rate	Full Bi-Weekly Rates	Bi-Weekly Commission Contribution	Bi-Weekly Employee Contribution	\$\$ Change in Employee Contribution From 2014	Monthly COBRA Rates
Caremark Prescription	85%/15%	\$170.00	\$78.47	\$66.70	\$11.77	\$1.53	\$173.40
<b>Caremark Prescription - Term Contract</b>	<b>50%/50%</b>	\$170.00	\$78.47	\$39.24	<b>\$39.23</b>	\$5.08	\$173.40
CIGNA Open Access Plus In EPO	80%/20%	\$552.00	\$254.77	\$203.82	\$50.95	\$0.00	\$563.04
<b>CIGNA OAPIN EPO - Term Contract</b>	<b>50%/50%</b>	\$552.00	\$254.77	\$127.39	<b>\$127.38</b>	\$0.00	\$563.04
UnitedHealthcare Choice Plus POS	80%/20%	\$578.00	\$266.77	\$213.42	\$53.35	\$2.77	\$589.56
UHC Medicare Complement Plan (LTD only)*	80%/20%	\$245.00	\$113.08	\$90.47	\$22.61	\$4.61	\$249.90
UnitedHealthcare Select EPO	85%/15%	\$434.00	\$200.31	\$170.27	\$30.04	\$0.00	\$442.68
<b>UHC Select EPO - Term Contract</b>	<b>50%/50%</b>	\$434.00	\$200.31	\$100.16	<b>\$100.15</b>	\$0.00	\$442.68
United Concordia Dental	80%/20%	\$36.93	\$17.05	\$13.64	\$3.41	\$0.00	\$37.57
Vision Service Plan - Low	80%/20%	\$3.90	\$1.80	\$1.44	\$0.36	\$0.06	\$3.98
Vision Service Plan - Moderate	See notes	\$6.94	\$3.21	\$1.44	\$1.77	\$0.30	\$7.08
Vision Service Plan - High	See notes	\$10.13	\$4.68	\$1.44	\$3.24	\$0.54	\$10.33
TWO-MEMBER COVERAGE							
Caremark Prescription	85%/15%	\$340.00	\$156.93	\$133.40	\$23.53	\$3.04	\$346.80
<b>Caremark Prescription - Term Contract</b>	<b>50%/50%</b>	\$340.00	\$156.93	\$78.47	<b>\$78.46</b>	\$10.15	\$346.80
CIGNA Open Access Plus In EPO	80%/20%	\$1,104.00	\$509.54	\$407.64	\$101.90	\$0.00	\$1,126.08
<b>CIGNA OAPIN EPO - Term Contract</b>	<b>50%/50%</b>	\$1,104.00	\$509.54	\$254.77	<b>\$254.77</b>	\$0.00	\$1,126.08
UnitedHealthcare Choice Plus POS	80%/20%	\$1,156.00	\$533.54	\$426.84	\$106.70	\$5.53	\$1,179.12
UHC Medicare Complement Plan (LTD only)*	80%/20%	\$490.00	\$226.16	\$180.93	\$45.23	\$9.23	\$499.80
UnitedHealthcare Select EPO	85%/15%	\$868.00	\$400.62	\$340.53	\$60.09	\$0.00	\$885.36
<b>UHC Select EPO - Term Contract</b>	<b>50%/50%</b>	\$868.00	\$400.62	\$200.31	<b>\$200.31</b>	\$0.00	\$885.36
United Concordia Dental	80%/20%	\$73.85	\$34.09	\$27.28	\$6.81	\$0.00	\$75.33
Vision Service Plan - Low	80%/20%	\$7.83	\$3.62	\$2.90	\$0.72	\$0.12	\$7.99
Vision Service Plan - Moderate	See notes	\$13.89	\$6.42	\$2.90	\$3.52	\$0.58	\$14.17
Vision Service Plan - High	See notes	\$20.27	\$9.36	\$2.90	\$6.46	\$1.06	\$20.68
FAMILY COVERAGE							
Caremark Prescription	85%/15%	\$510.00	\$235.39	\$200.09	\$35.30	\$4.57	\$520.20
<b>Caremark Prescription - Term Contract</b>	<b>50%/50%</b>	\$510.00	\$235.39	\$117.70	<b>\$117.69</b>	\$15.23	\$520.20
CIGNA Open Access Plus In EPO	80%/20%	\$1,656.00	\$764.31	\$611.45	\$152.86	\$0.00	\$1,689.12
<b>CIGNA OAPIN EPO - Term Contract</b>	<b>50%/50%</b>	\$1,656.00	\$764.31	\$382.16	<b>\$382.15</b>	\$0.00	\$1,689.12
UnitedHealthcare Choice Plus POS	80%/20%	\$1,734.00	\$800.31	\$640.25	\$160.06	\$8.31	\$1,768.68
UHC Medicare Complement Plan (LTD only)	80%/20%	\$735.00	\$339.24	\$271.40	\$67.84	\$13.84	\$749.70
UnitedHealthcare Select EPO	85%/15%	\$1,302.00	\$600.93	\$510.80	\$90.13	\$0.00	\$1,328.04
<b>UHC Select EPO - Term Contract</b>	<b>50%/50%</b>	\$1,302.00	\$600.93	\$300.47	<b>\$300.46</b>	\$0.00	\$1,328.04
United Concordia Dental	80%/20%	\$110.78	\$51.13	\$40.91	\$10.22	\$0.00	\$113.00
Vision Service Plan - Low	80%/20%	\$11.73	\$5.42	\$4.34	\$1.08	\$0.18	\$11.96
Vision Service Plan - Moderate	See notes	\$20.84	\$9.62	\$4.34	\$5.28	\$0.87	\$21.26
Vision Service Plan - High	See notes	\$30.41	\$14.04	\$4.34	\$9.70	\$1.60	\$31.02
OTHER BENEFIT PLAN RATES							
CIGNA - Long Term Disability - FOP	0%/100%	\$1.44					
Legal Resources - Legal Services	0%/100%	\$18.00		\$0.00	\$9.00	\$0.00	
Life Insurance	80%/20%	\$0.20					
AD&D	80%/20%	\$0.03					

**Notes:**

Employees on long term disability pay premiums on a monthly basis. Contact the Health & Benefits office for the monthly contribution.

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.

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.