



The Maryland-National Capital Park and
Planning Commission

Personnel Management Review
Employee Demographic Profile
Fiscal Year 2012

prepared by the Department of
Human Resources and Management
April 2013

The Maryland-National Capital Park and Planning Commission

Personnel Management Review Fiscal Year 2012

Employee Demographic Profile

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The Maryland-National Capital Park and Planning Commission

Personnel Management Review

Fiscal Year 2012

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M-NCPPC Personnel Management Review FY 2012

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THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

April 12, 2013

TO: Elizabeth M. Hewlett, Chair
Françoise M. Carrier, Vice-Chair

FROM: Patricia C. Barney, Executive Director

SUBJECT: Personnel Management Review (PMR), Fiscal Year 2012

I am pleased to submit to you the Commission's 19th edition of the Personnel Management Review (PMR) for fiscal year 2012. This document is a valuable tool for both workforce planning and budget work sessions with the County Councils:

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

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

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

PERSONNEL MANAGEMENT REVIEW

TRENDS

1. Between FY13 and FY17, 70.0% of Officials/Administrators will reach normal retirement eligibility. This is a major succession planning issue.
2. Over the past five years, there have been incremental changes in the Commission's demographics.

Five-Year Demographic Distribution 2008-2012

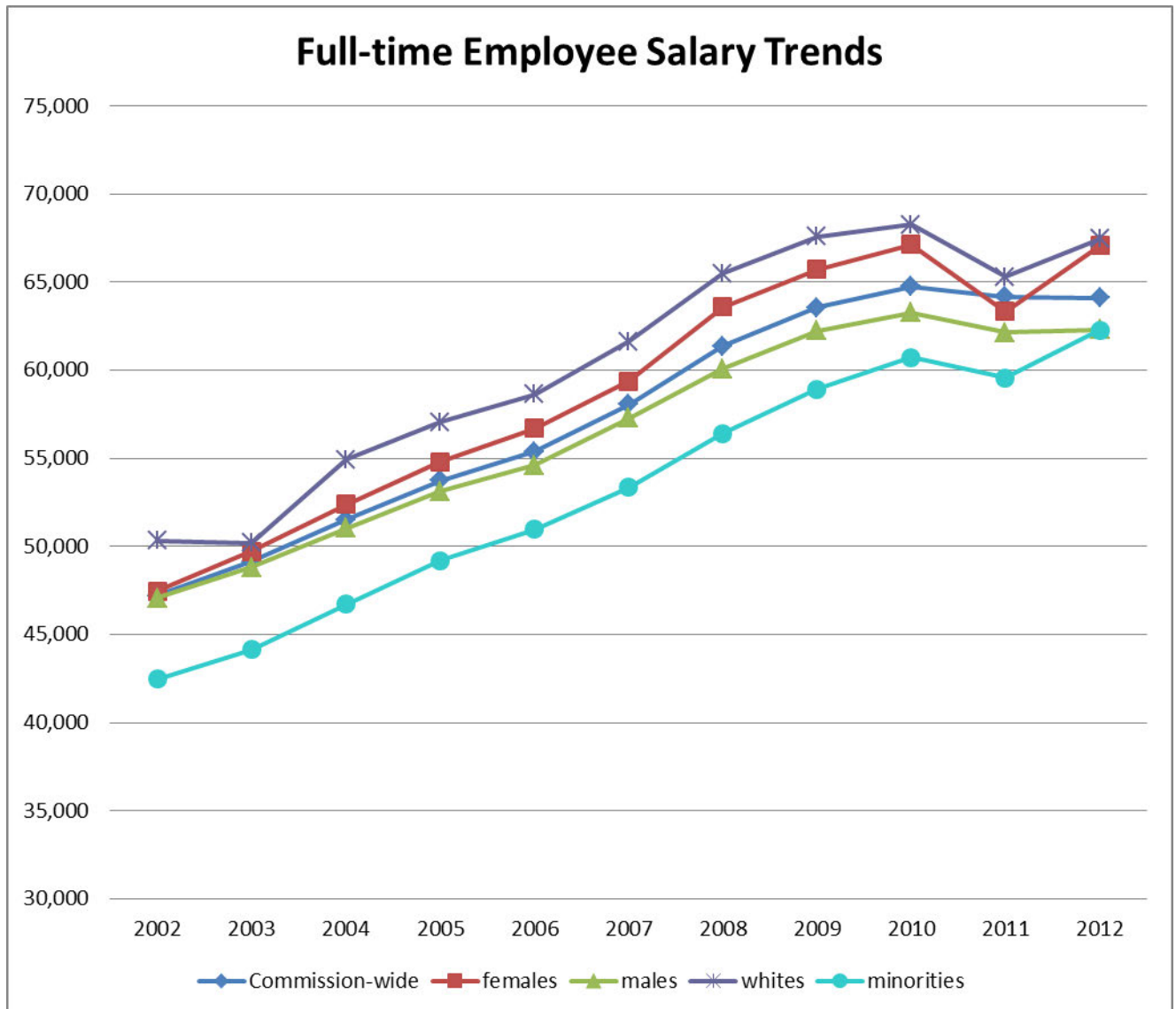
	2008	2009	2010	2011	2012
Asian	3.7%	3.5%	3.6%	4.0%	3.6%
Hispanic	4.9%	5.0%	5.1%	5.0%	5.7%
Black	35.5%	36.6%	36.7%	36.0%	37.0%
White	55.3%	54.0%	53.9%	54.0%	53.0%
American Indian	0.6%	0.7%	0.7%	1.0%	0.6%
Women	38.2%	39.0%	39.5%	39.2%	39.0%
Men	61.8%	61.0%	60.5%	60.8%	61.0%
Total Population	2,063	2,172	2,107	2,019	1,977

3. The increase in Commission turnover for FY10 and FY11 was due to retirement incentive programs. The Commission's personnel turnover rate is lower than the 16.4% annual rate for calendar year 2012 for State and local government. Source: Bureau of Labor Statistics, Databases, Tables and Calculators by Subject, Job Openings and Labor Turnover Survey.

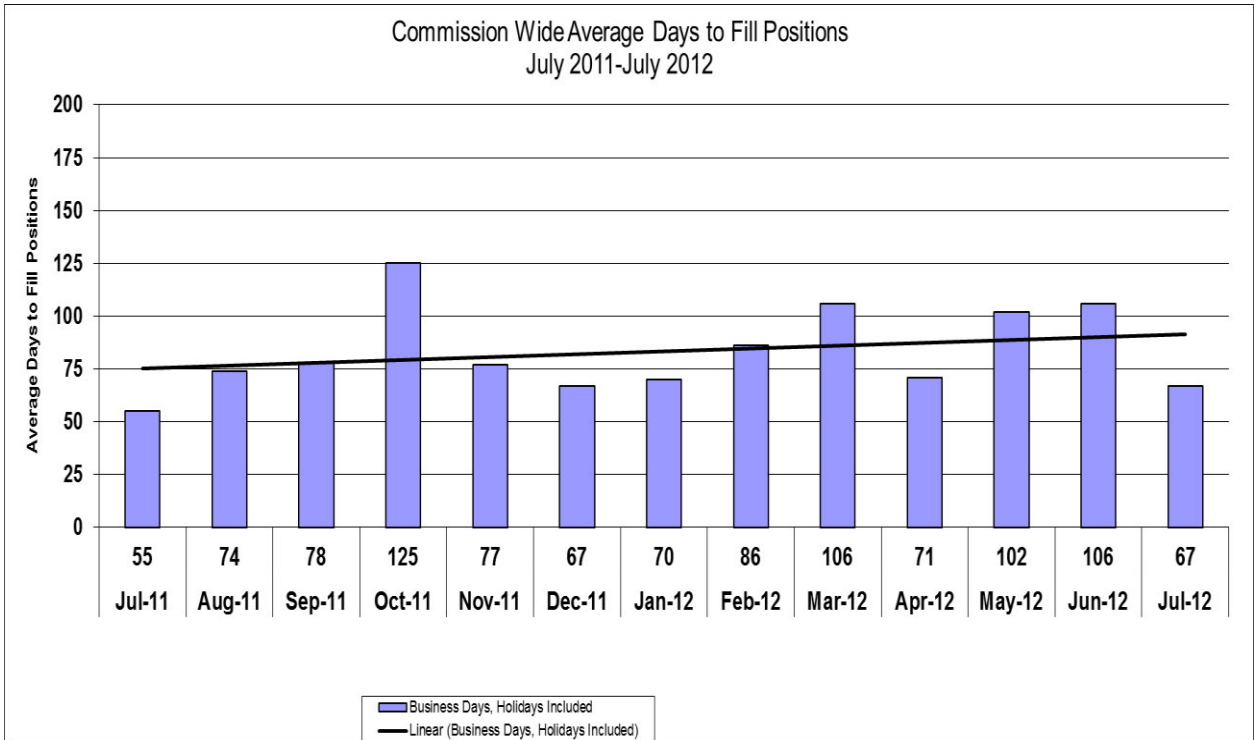
M-NCPPC Average Annual Turnover from FY08 to FY12

FY08	FY09	FY10	FY11	FY12
6.8%	6.2%	7.4%	8.0%	6.0%

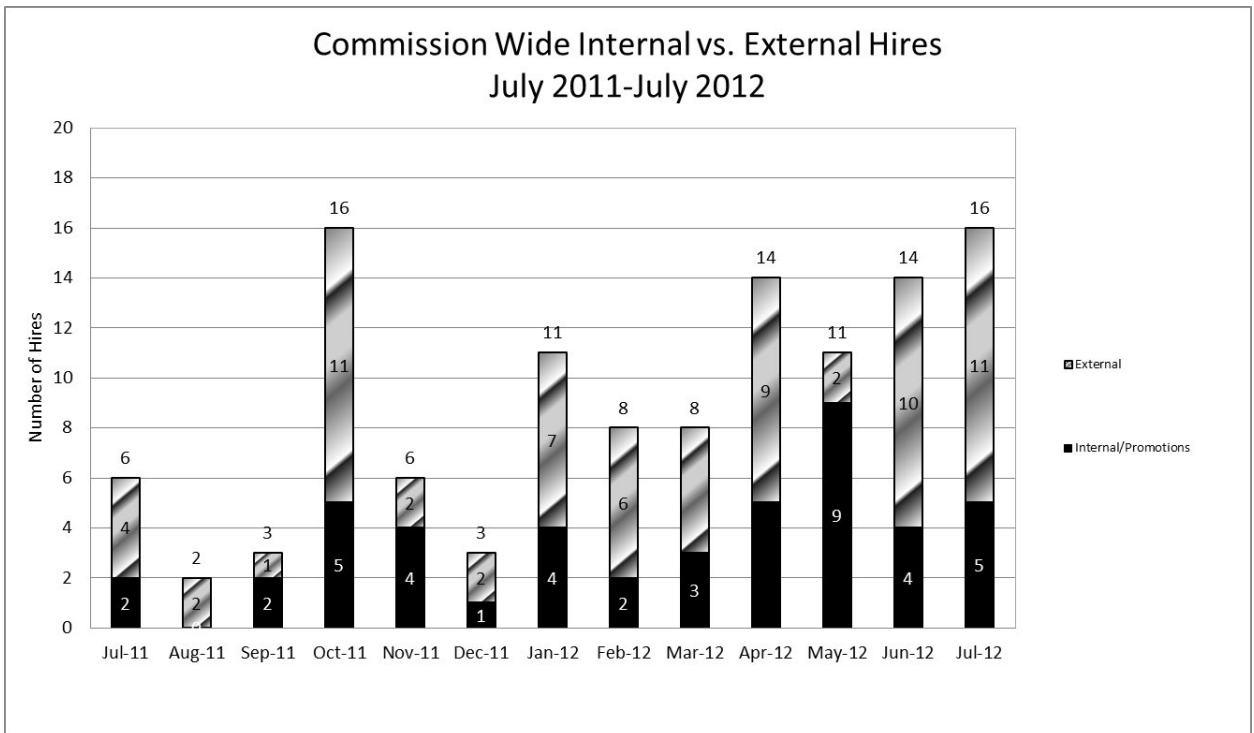
4. While the fiscal year average salaries for females and minorities increased, whites and females average salaries continue to be higher than minorities and males. The salary gap between males and minorities has closed.



5. The Recruitment and Selection Services unit’s utilization of NEOGOV, an automated on-line applicant tracking system, continues to improve the recruitment process. This “green” initiative is providing a faster, more efficient recruitment process and the ability to improve the career and seasonal hiring process.



6. From July 2011 to July 2012 there were 118 hires, and of that 46 or 39.0% were internal promotions.



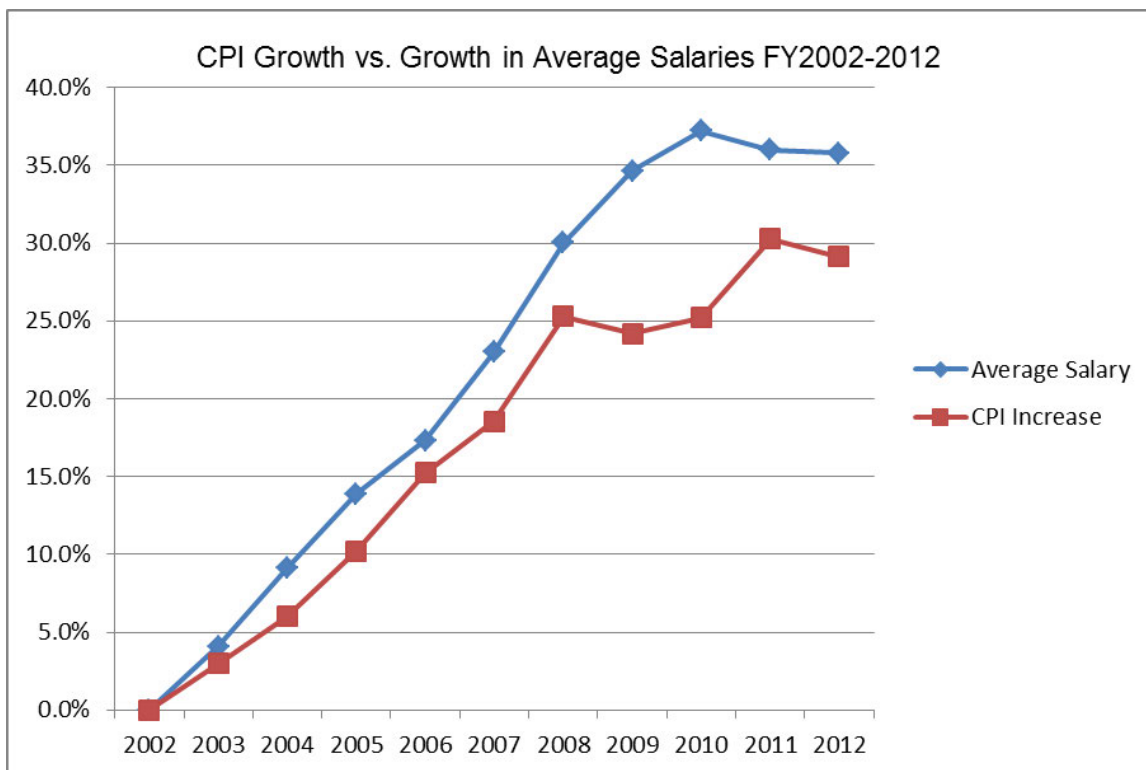
- 7. In July 2006, most employee pay scales were widened by the equivalent of two 3.5% increases and there were no employees at top of grade in FY07. The dip in employees at top of grade in FY09 is a result of the Retirement Incentive Program.

Top of Grade

FY09	FY10	FY11	FY12
211 or 9.7%	311 or 14.8%	286 or 14.2%	248 or 13.0%

- 8. The Commission has 37.6% of employees in unions which is slightly higher than the 35.9% for union membership in the public-sector and lower than local government workers at 41.7%. Source: U.S. Department of Labor Bureau of Labor Statistics, Economic News Release, Union Members, 2012.

- 9. In 2012, Commission cumulative average salary growth was 7% above the cumulative growth of the Consumer Price Index (CPI).



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

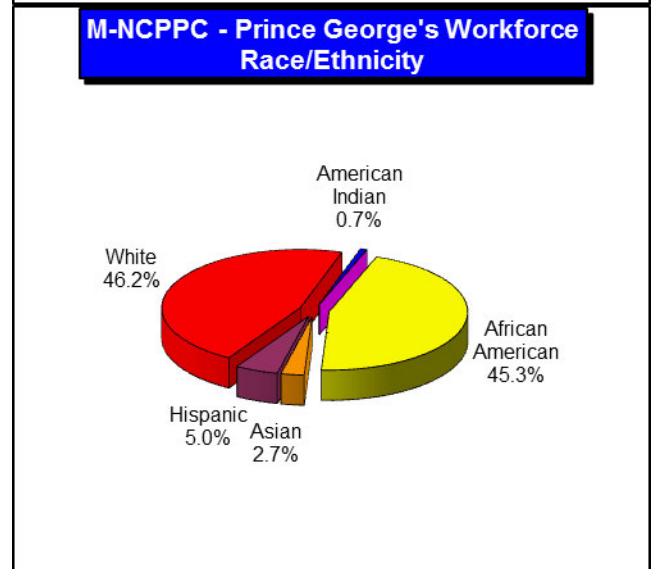
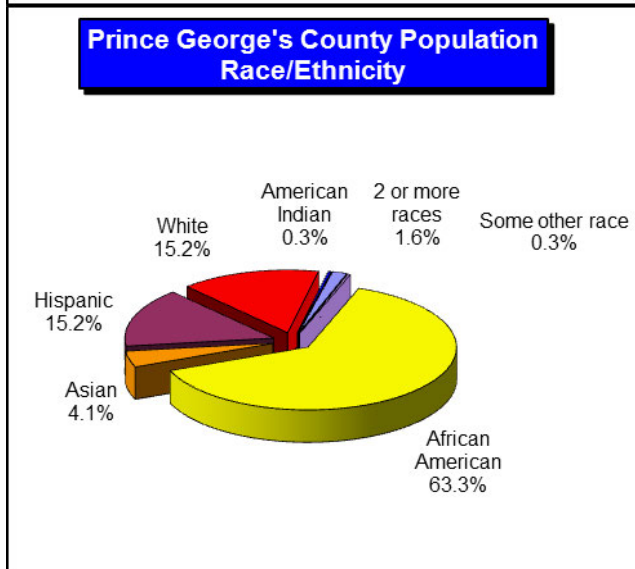
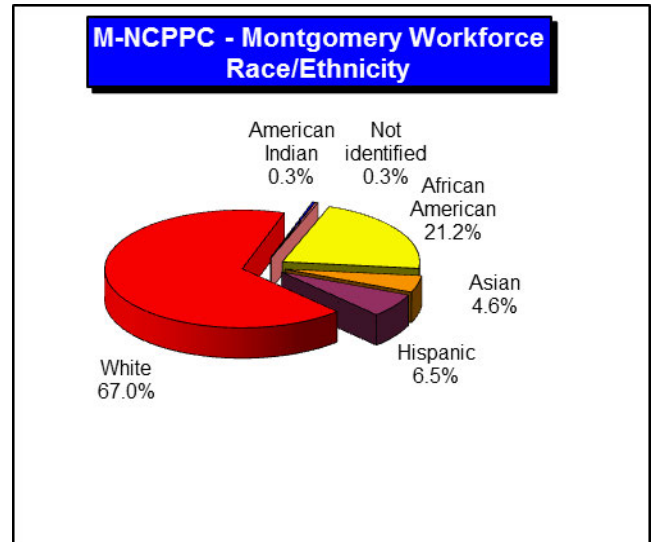
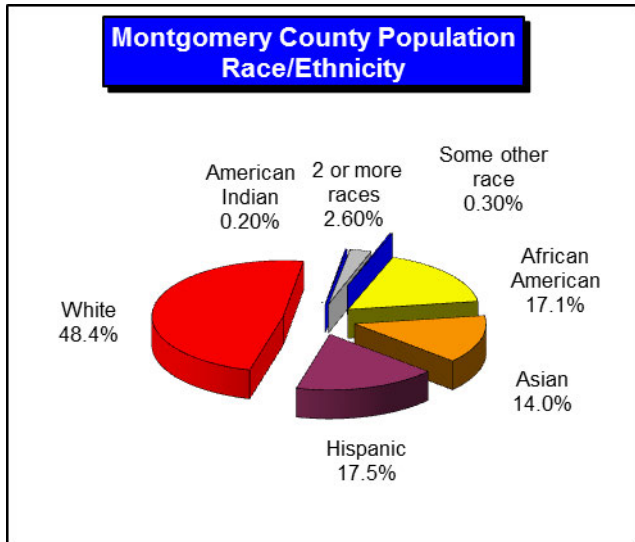
10. Workers' Compensation Cost Per \$100 Payroll Comparison

Agency	FY06	FY07	FY08	FY09	FY10	FY11	FY12
MC Government	1.93	2.64	2.35	2.55	2.81	3.16	3.05
MC Public Schools	0.61	0.51	0.45	0.50	.52	.53	.60
M-NCPPC	1.70	1.71	1.95	2.12	2.30	2.22	2.67
City of Rockville	2.20	2.35	2.33	2.42	2.45	N/A (no longer participating)	N/A
City of Takoma Park	3.56	3.15	2.81	3.53	3.22	N/A (no longer participating)	N/A
City of Gaithersburg	0.99	0.83	0.74	0.91	.97	1.03	1.02
Revenue Authority	1.69	1.18	1.06	0.99	1.04	1.03	1.18

The chart provides a comparison of Workers' Compensation rates. The rates are used to calculate the cost of Workers' Compensation insurance per \$100 of total payroll for each agency.

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**PERSONNEL MANAGEMENT REVIEW
SELECTED HIGHLIGHTS: Workforce Profile****July 1, 2011 - June 30, 2012
(Fiscal Year 2012)****Composition - Career**

- The total career workforce for FY12 is 1,977. This includes 1,929 full-time career and 48 part-time career employees.
- Between FY11 and FY12, the Commission's career workforce decreased by 2.1% or a total of 42 employees.
- The career employee population by gender is 1,206 or 61.0 % male and 771 or 39.0% female.
- The racial/ethnic composition of the workforce is 1,048 or 53.0% white and 929 or 47.0% minority. The minority workforce as a percentage of the total workforce is 37.0% African American, 3.6% Asian/Pacific, 5.7% Hispanic, 0.6% American Indian, and 0.1% not identified.
- The change by race/ethnic group between FY11 and FY12 is:
 - Whites decreased by 0.23%
 - African Americans decreased by 0.27%
 - Asians increased by 0.02%
 - Hispanics increased by 0.32%
 - American Indians increased by 0.06%
- The racial/ethnic demographics of the Commission workforce compared to the populations of the respective Counties are reflected in the charts that follow:



Source for County Demographics: U.S. Census 2011 American Community Survey (1 year estimate) data series; Research and Technology Center, Montgomery County Planning Department, March 2013. M-NCPPC workforce does not include Central Administrative Services. These charts are not meant to be a one for one comparison since the county statistics include all ages and persons otherwise not in the labor market such as retirees and students.

- In FY12, the largest number and percent of employees at the Commission falls into the Professional category. The greatest number of minority employees are in the Professional and Service Maintenance employment categories. Of the 926 minority employees, 43.7% or 405 are in the Professional category and 25.4% or 235 are in the Service/Maintenance category.

- The number of employees by job category is as follows:

	FY12	FY11	Change from FY11
Officials/Administrators	66	69	-4.3%
Professionals	881	891	-1.1%
Technicians	113	109	3.7%
Protective Service ¹	146	144	1.4%
Para-Professional	87	90	-3.3%
Administrative	119	124	-4.0%
Skilled Craft	173	181	-4.4%
Service/Maintenance	391	411	-4.9%

- The majority of female employees are in the Professional and Administrative employment categories. Of the 771 female employees, 59.5% or 459 are in the Professional category and 12.2% or 94 are in the Administrative category.
- By job category, the percent of positions held by minorities and females is as follows:

Job Category	Minorities (%)	Females (%)
Officials/Administrators	30.3	40.9
Professional	45.9	52.0
Technicians	37.2	37.2
Protective Service	39.7	24.7
Para-Professional	56.3	81.6
Administrative	58.8	79.0
Skilled Craft	27.8	0.6
Service Maintenance	60.1	10.5

Note: Minority females will appear in both categories.

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

Tenure

- The average length of service is 12.0 years; 47.8% of the employees have been here 9 years or less.
- The average length of service for females is 12.0 years and for males is 12.0 years. The average length of service is 13.6 years for whites, 12.6 years for Asian/Pacific, 11.0 for African Americans, 13.6 years for American Indians, and 10.4 years for Hispanic employees.
- The average age of career employees in FY12 remained at 44.9 years, the same as FY11.
- Using the current employee population, 323 or 16.3% of the employees will have reached normal retirement eligibility in FY13. From FY13 through FY17, 658 or 33.3% of the employees will be eligible for normal retirement. (For explanation of normal retirement eligibility, see Benefits Section of these Highlights.)

Collective Bargaining

- In FY12, 37.6% of the career full-time employees have an exclusive representative for the purposes of collective bargaining.
- In FY12, the Fraternal Order of Police Lodge #30 represented 153 Park Police officers. This is 7.7% of the workforce.
- The United Food & Commercial Workers, Local 1994/Municipal and County Government Employees Organization is the exclusive representative for the Service/Labor, Trades and Office bargaining units. Composition of the units is:

The Service/Labor Unit is composed of 323 employees or 16.3% of the workforce.

The Trades Unit is composed of 135 employees or 6.8% of the workforce.

The Office Unit is composed of 115 employees or 5.8% of the workforce.

Salaries

- The Commission's pay schedule for General Service Employees is built on 12 grades, with minimum, midpoint and maximum steps for each grade. The pay scale was installed in mid FY98 and reduced by half the number of pay bands. Additionally, there are pay schedules for Park Police and the Service/Labor bargaining units that are designed to accommodate the collective bargaining agreements. There are pay schedules for the Office/Clerical and Trades bargaining units that are derivatives of the General Service Pay Schedule, and there are pay schedules for Information Technology. Copies of pay schedules are included in the Appendix.
- The average salary for full-time Commission employees is \$64,100. The actual distribution of full-time employees by pay range indicates that approximately 1.0% earn \$29,000 or less; 49.0% earn between \$30,000 and \$59,000; and 51.0% earn \$60,000 or more.
- A special pay scale was established in FY01 for Information Technology. Average salary for employees on the Information Technology pay scale is \$86,174.
- The average salary for female employees is \$67,064. The average salary for male employees is \$62,303. The average salary for white employees is \$67,449 and the average salary for minority employees is \$62,265.
- The average salaries for represented employees are as follows:

FOP:	\$66,873
Trades:	\$55,805
Administrative:	\$48,933
Service/Labor:	\$43,198

Budget Allocations

- Operating budget spent on group insurance is 6.37% for the General Fund.
- Percentage of budget allocated to employees' salaries and benefits is 73.56% for the General Fund.

Promotions and Cost of Living Adjustments

- In FY12, 76 or 3.8% of employees received promotions. Of that 24 or 31.6% were females and 52 or 68.4% were males; and 44 or 57.9% were white and 32 or 42.1% were minority. There were 43 promotions in the Protective Service category and 12 in the Professional category.
- In FY12, there were 248 or 12.5% employees at top of grade.
- In FY12, no employees received cost of living or merit increases.
- From FY01 through FY12, there has been a cumulative COLA of 26.85% for non-represented M-NCPPC employees as compared with a cumulative COLA of 31.00% for non-represented employees of Montgomery County Government; and 23.25% for non-represented employees of Prince George's County Government.
- From FY01 through FY12, M-NCPPC Park Police Officers have received a cumulative COLA of 33.5%. During the same period of time, police in Montgomery County received a cumulative COLA of 29.2%, and police in Prince George's County received a cumulative COLA of 26.2%. Some of the COLAs were effective at different times of the year.
- From FY01 through FY12, M-NCPPC Service/Labor, Trades, and Office have received a cumulative COLA of 26.75%. During the same period of time, Office, Professional and Technical & Service, Labor, Trades in Montgomery County received a cumulative COLA of 30.75%, and Service/Labor, Trades, and Office in Prince George's County received a cumulative COLA of 24.75%.

Health Benefits – Career and Term Contract

- Career Employees may select from three medical plans for health insurance coverage. These include a Point of Service Plan (POS), UnitedHealth care Choice Plus POS, and two Exclusive Provider Organizations (EPO), UnitedHealthcare Select EPO and CIGNA OAPIN (Open Access Plus In Network) EPO. Term contract employees are not eligible to enroll in the POS plan, only the EPOs.
- The Commission also offers career employees vision, prescription, and dental plans; life, accidental death and dismemberment (AD&D), long term care, a sick leave bank, and long term disability insurance (LTD); employee assistance program (EAP), deferred compensation, access to legal services, and flexible spending accounts. Term contract

employees are eligible for only, long term care, deferred compensation, and flexible spending accounts.

- The UnitedHealthcare Choice Plus POS (UHC POS) allows more flexibility as members can choose to use in-network providers or non-network providers. Members do not have to select a primary care physician (PCP), but it is recommended. Most services are covered in full with some requiring a co-payment if in-network providers are used. Referrals to specialists are not required, but members should make sure that the specialists are participating in the Choice Plus POS Network to avoid higher out-of-pocket costs. Covered services rendered by a non-network provider are subject to an annual deductible and coinsurance.
- The UnitedHealthcare Exclusive Provider Organization (UHC EPO) allows members to use any provider in the network without a referral. A Primary Care Physician (PCP) may be selected. Most services are covered in full with some requiring a co-payment. Visits to a specialist are covered subject to the office visit co-payment as long as the specialist is a participating provider in the UnitedHealthcare Select EPO Network. There are no out-of-network benefits if you use a non-network provider.
- CIGNA OAPIN allows members to use any provider in the Open Access Plus Network without a referral. A Primary Care Physician (PCP) is not required. Most services are covered in full with some requiring a co-payment. Visits to a specialist are covered subject to the office visit co-payment as long as the specialist is a participating provider in the CIGNA Open Access Plus Network. There are no out-of-network benefits.
- Distribution by Medical plan participation is 48.56% in the UHC POS, 24.43% in the UHC EPO, 13.81% in the CIGNA OAPIN. There are 13.20% career employees who elected not to participate in any medical plan.

Retirement Benefits – Career

- The Commission offers a retirement system which has been mandatory since 1979 and is composed of four defined benefit plans:
 1. Defined Benefit Plan A is non-integrated with Social Security and has been closed to membership since December 31, 1978; 0.71% of the full and part-time career employees are in Plan A.

2. Defined Benefit Plan B is integrated with Social Security; 90.07% of full and part-time employees are in Plan B.
3. Normal retirement for employees in both Plan A and Plan B is age 60 with at least five years of credited service or 30 years of credited service regardless of age.
4. Defined Benefit Plans C and D are the retirement plans for the Park Police and account for 9.22% of the retirement plan participation. Normal retirement for Plan C is 25 years of credited service or age 55 with at least five years of service.

Normal retirement for Plan D is 22 years of credited service or age 55 with at least five years of service; Plan D was closed to new membership in 1993.

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

General Benefits

- In calendar year 2012, the Commission granted 10 Holidays and 3 personal days.
- In FY12, employees used an average of 63 hours or 7.88 days of sick leave; this is an 8.6% increase in usage of sick leave from FY11.
- In FY12, employees used an average of 89 hours or 11.1 days of annual leave; this is an increase of 2.3% from FY11.
- In FY12, 60 employees utilized the Tuition Assistance Program. This is a usage increase of 5.3% from FY11.
- 724 hours were contributed to the Sick Leave Bank in the 2012 calendar year. Hours were collected from only those employees who enrolled for the first time in 2012. The contribution was waived for employees who were enrolled in the bank prior to January 1, 2012 due to large ending hours balance December 31, 2011.
- 2,049 hours of the sick leave bank were used during calendar year 2012.

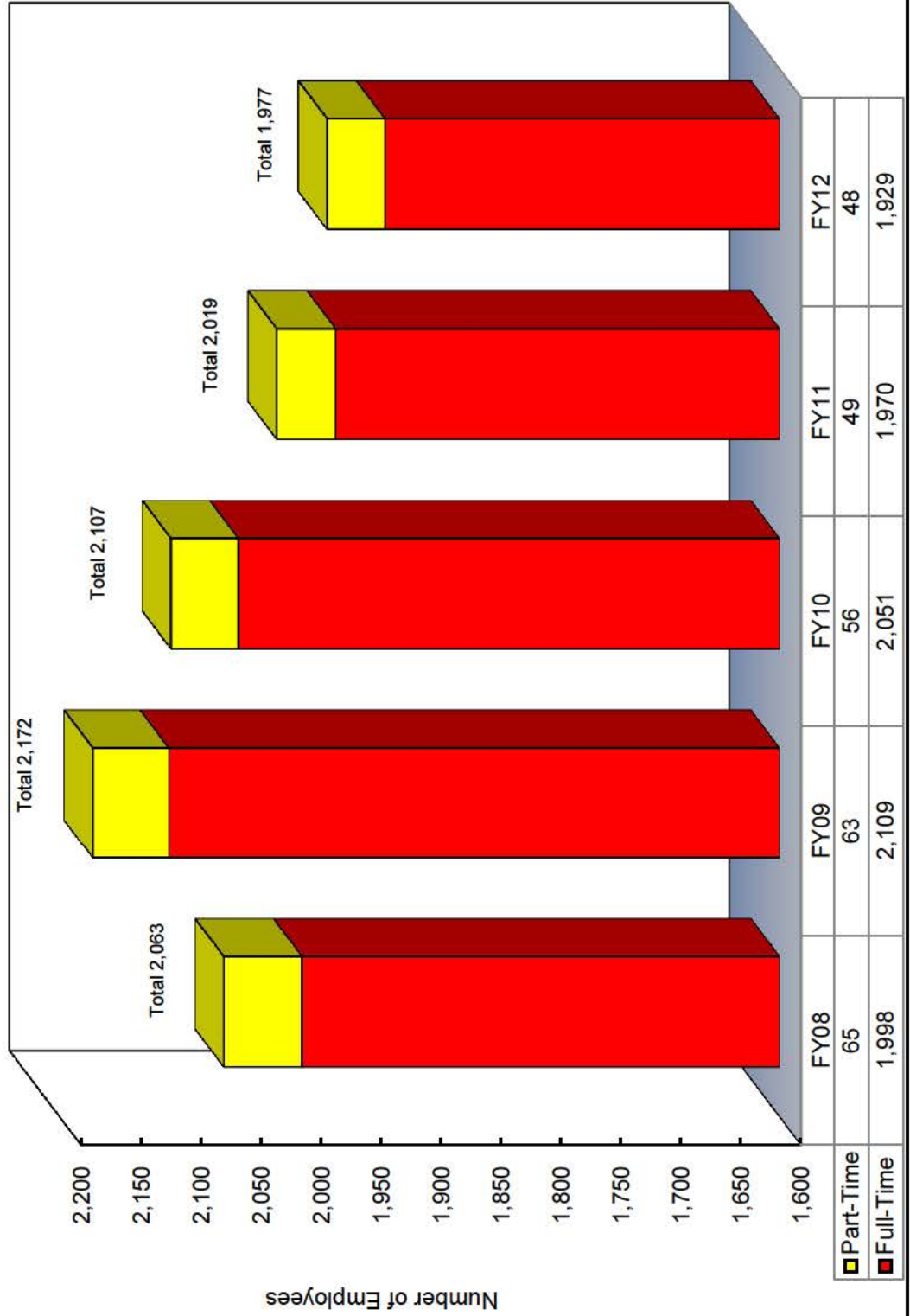
Turnover – Career

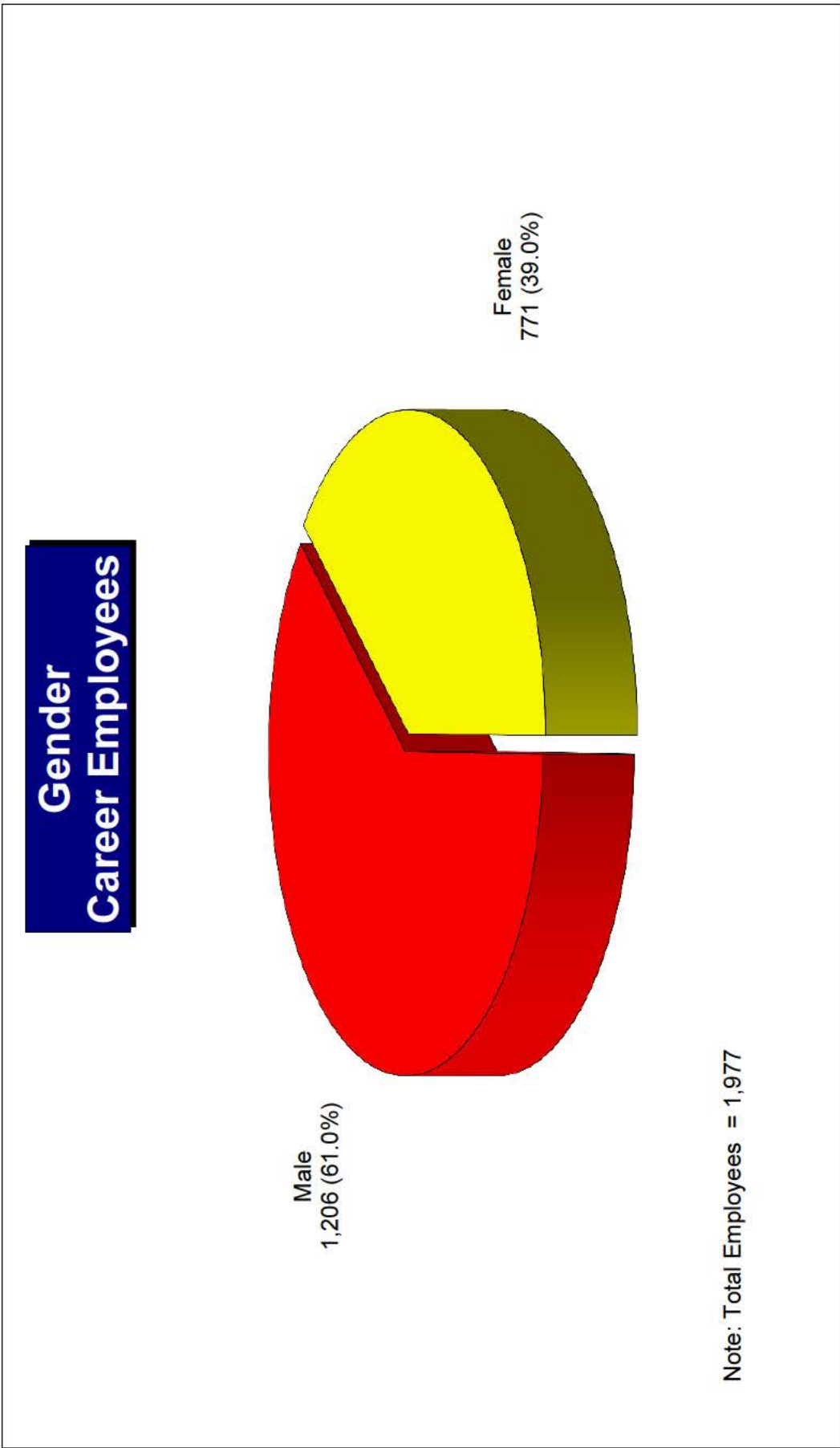
- The turnover rate in FY12 was 6.0% or 109 employees. The average turnover rate for the past five fiscal years is 6.9%.
- In FY12, of the 109 employees leaving, 64.2% were male and 35.8% were female.
- In FY12, the composition of exiting employees was 58.7% white and 41.3% minority.
- Of the employees leaving, the highest turnover occurred in the Professional employment category at 49.5% followed by 22.0% in Service/Maintenance. This is not out of line since the ratios fairly represent the percent of employees in the respective job categories.
- In FY12, the most common reasons for leaving were normal retirement, personal reasons, and to accept a new job.

Composition - Non-Career

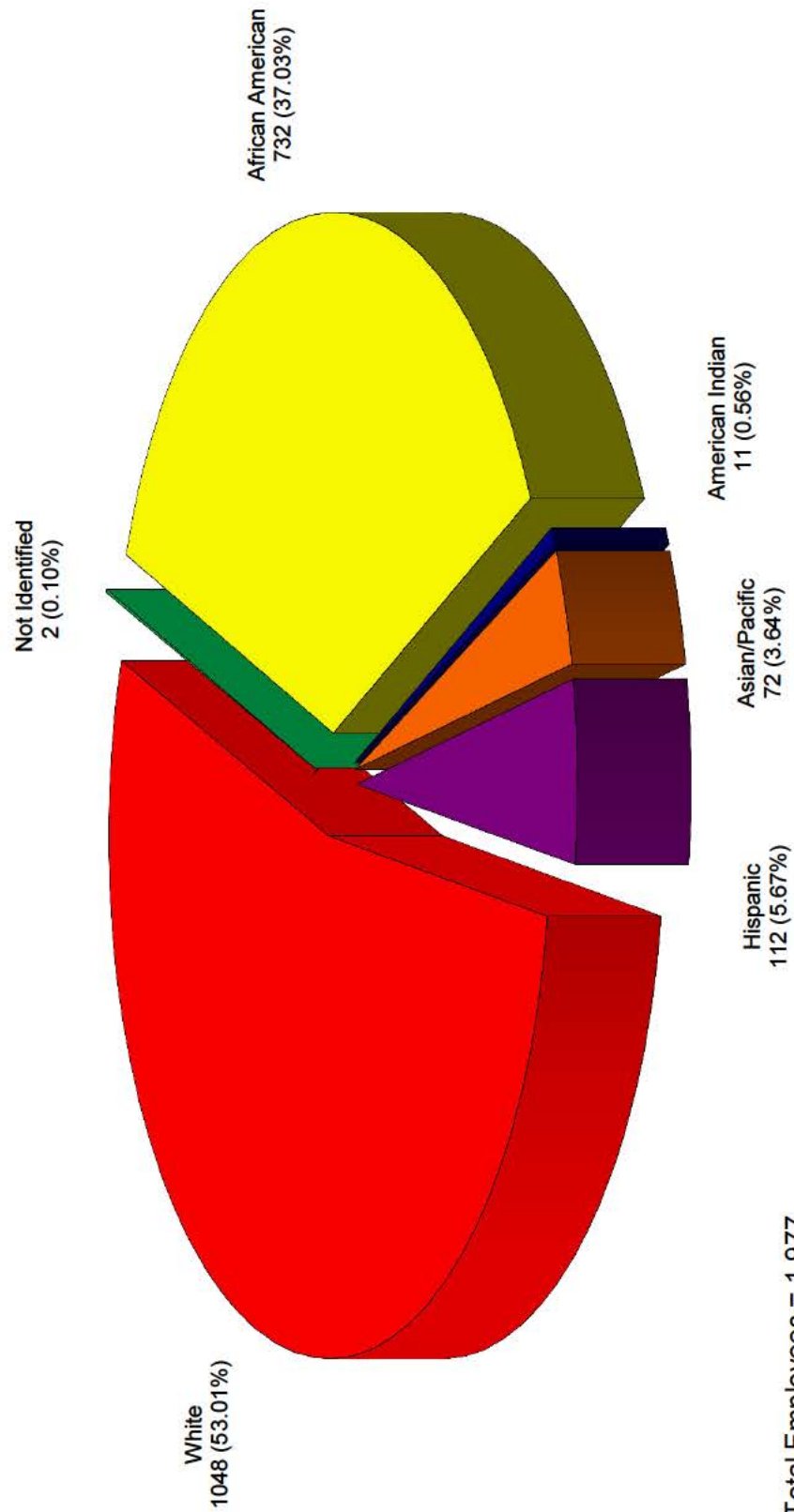
- In FY12, the non-career workforce numbered 3,881. Of this number, 99.0% were seasonal or intermittent.
- Of the non-career employees, 89.8% work in the Prince George's County Department of Parks and Recreation and 7.2% work in Montgomery County Department of Parks.
- In FY12, 30 or 0.8% of non-career employees were classified as Term contract employees. These employees work at least 30 hours per week on a year-round basis. The average length of employment is two years. These employees receive a limited benefit package. As a percent of non-career employees, term employees remained the same at 0.01%.
- The gender make-up of non-career employees is 53.5% female and 46.5% male.
- The racial/ethnic make-up of non-career employees is 77.0% minority, 20.6% white, and 1.9% not specified. The largest group is African American with 72.6%.
- Of non-career employees, 20.0% are 29 years or younger.

Full/Part-Time Career Employees



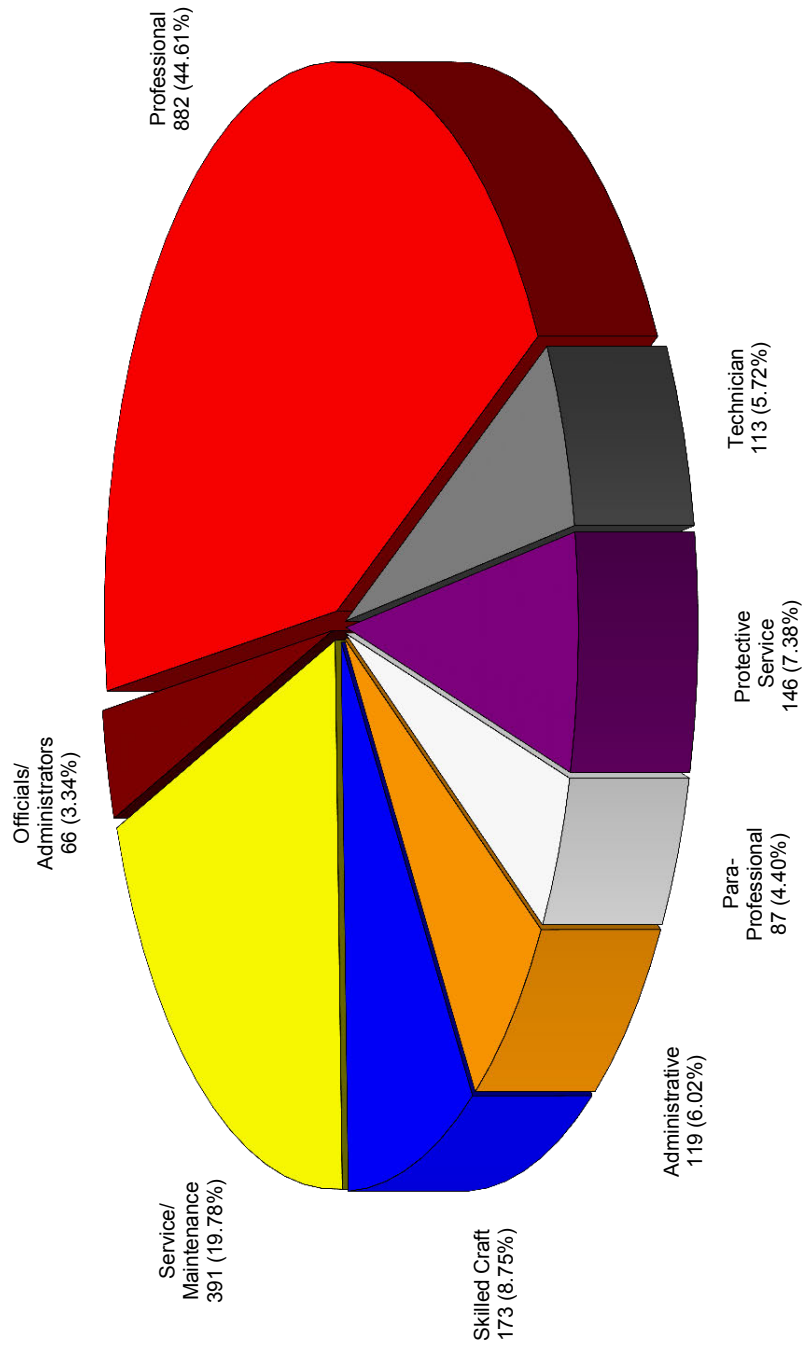


**Race/Ethnicity
Career Employees**



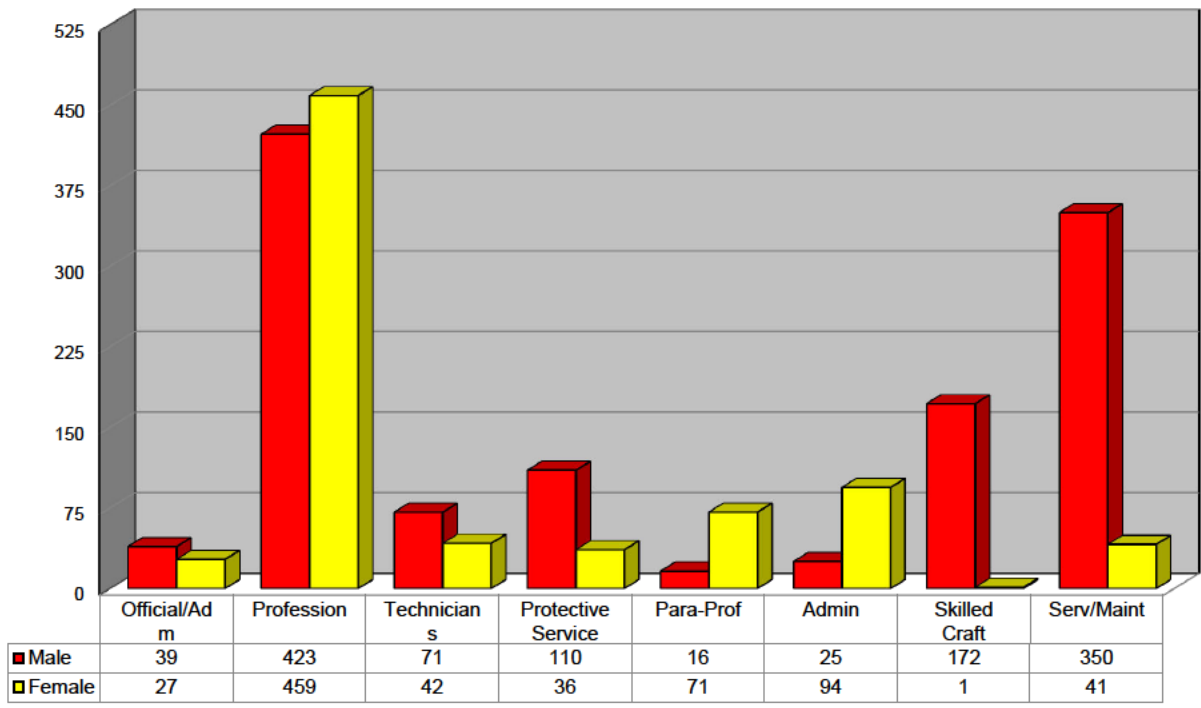
Note: Total Employees = 1,977

Employees by Employment Category



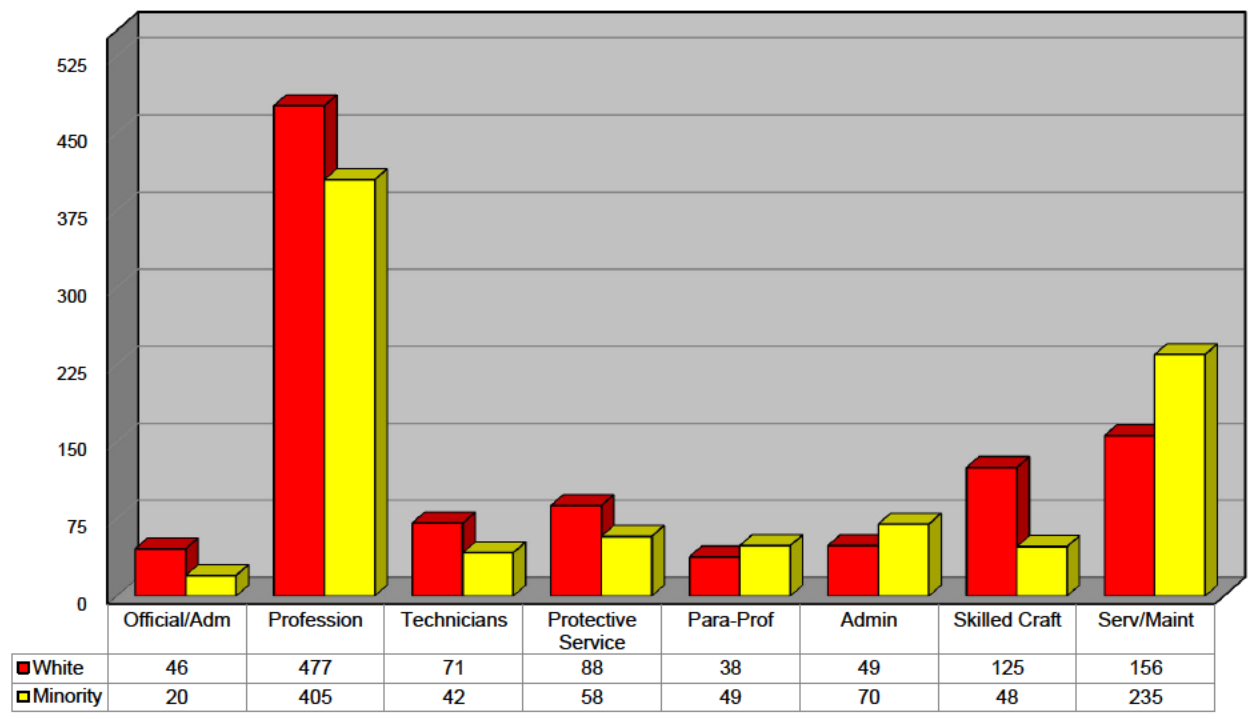
Total Employees = 1,977

Distribution by Employment Category and Gender



Total Employees = 1,977

Distribution by Employment Category and Race/Ethnicity



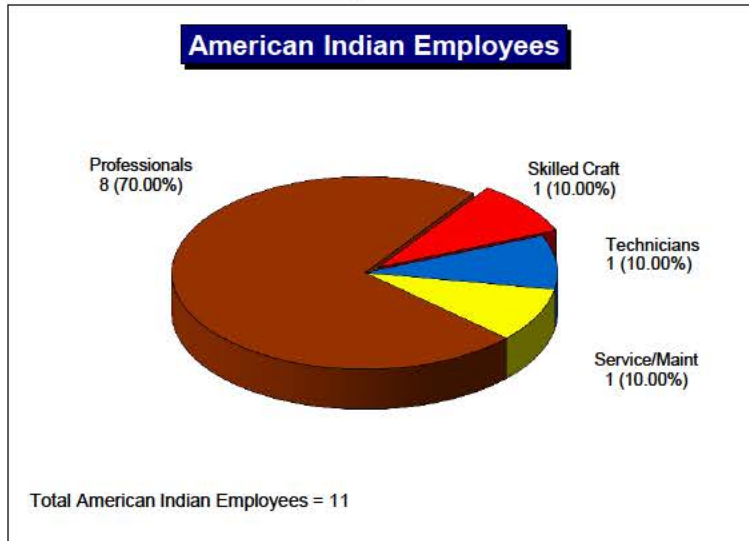
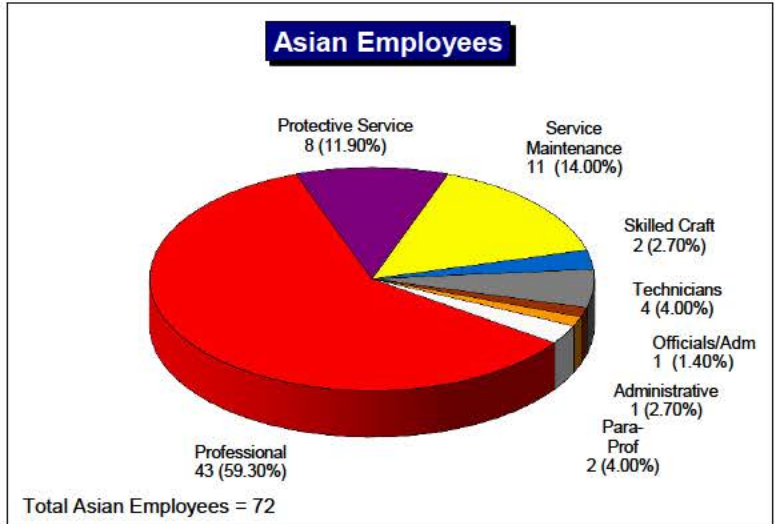
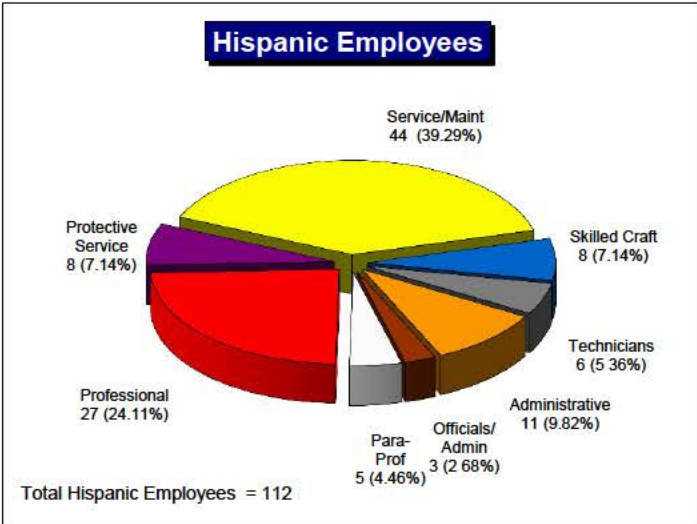
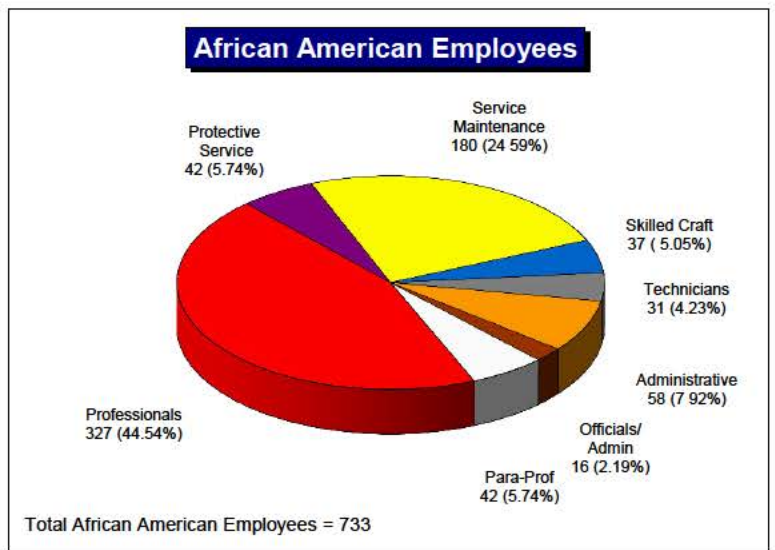
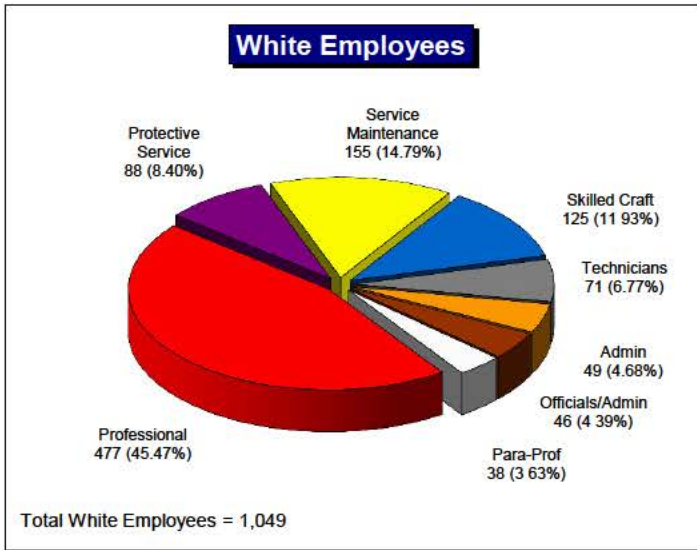
Total Employees = 1,977

Race/Ethnicity, Gender and Employment Category

White Male	Official/Administrator	28	1.29%	Hispanic Female	Official/Administrator	1	0.05%
	Professional	226	10.41%		Professional	12	0.55%
	Technical	45	2.07%		Technical	2	0.09%
	Protective Service	63	2.90%		Protective Service	0	0.00%
	Paraprofessional	13	0.60%		Paraprofessional	4	0.18%
	Administrative	10	0.46%		Administrative	7	0.32%
	Skilled Craft	124	5.71%		Skilled Craft	0	0.00%
	Service/Maintenance	<u>137</u>	6.31%		Service/Maintenance	<u>5</u>	0.23%
	646	29.74%		31	1.43%		
White Female	Official/Administrator	18	0.83%	Asian/Pacific Male	Official/Administrator	0	0.00%
	Professional	251	11.56%		Professional	21	0.97%
	Technical	26	1.20%		Technical	3	0.14%
	Protective Service	25	1.15%		Protective Service	8	0.37%
	Paraprofessional	25	1.15%		Paraprofessional	0	0.00%
	Administrative	39	1.80%		Administrative	0	0.00%
	Skilled Craft	1	0.05%		Skilled Craft	2	0.09%
	Service/Maintenance	<u>18</u>	0.83%		Service/Maintenance	<u>11</u>	0.51%
	403	18.55%		45	2.07%		
African American Male	Official/Administrator	9	0.41%	Asian/Pacific Female	Official/Administrator	1	0.05%
	Professional	157	7.23%		Professional	22	1.01%
	Technical	18	0.83%		Technical	1	0.05%
	Protective Service	31	1.43%		Protective Service	0	0.00%
	Paraprofessional	2	0.09%		Paraprofessional	2	0.09%
	Administrative	11	0.51%		Administrative	1	0.05%
	Skilled Craft	37	1.70%		Skilled Craft	0	0.00%
	Service/Maintenance	<u>162</u>	7.46%		Service/Maintenance	<u>0</u>	0.00%
	427	19.66%		27	1.24%		
African American Female	Official/Administrator	7	0.32%	American Indian Male	Official/Administrator	0	0.00%
	Professional	170	7.83%		Professional	4	0.18%
	Technical	13	0.60%		Technical	1	0.05%
	Protective Service	11	0.51%		Protective Service	0	0.00%
	Paraprofessional	40	1.84%		Paraprofessional	0	0.00%
	Administrative	47	2.16%		Administrative	0	0.00%
	Skilled Craft	0	0.00%		Skilled Craft	1	0.05%
	Service/Maintenance	<u>18</u>	0.83%		Service/Maintenance	<u>1</u>	0.05%
	306	14.09%		7	0.32%		
Hispanic Male	Official/Administrator	2	0.09%	American Indian Female	Official/Administrator	0	0.00%
	Professional	15	0.69%		Professional	4	0.18%
	Technical	4	0.18%		Technical	0	0.00%
	Protective Service	8	0.37%		Protective Service	0	0.00%
	Paraprofessional	1	0.05%		Paraprofessional	0	0.00%
	Administrative	4	0.18%		Administrative	0	0.00%
	Skilled Craft	8	0.37%		Skilled Craft	0	0.00%
	Service/Maintenance	<u>39</u>	1.80%		Service/Maintenance	<u>0</u>	0.00%
	81	3.73%		4	0.18%		

Percentages are based on total number of employees which is 1,977.

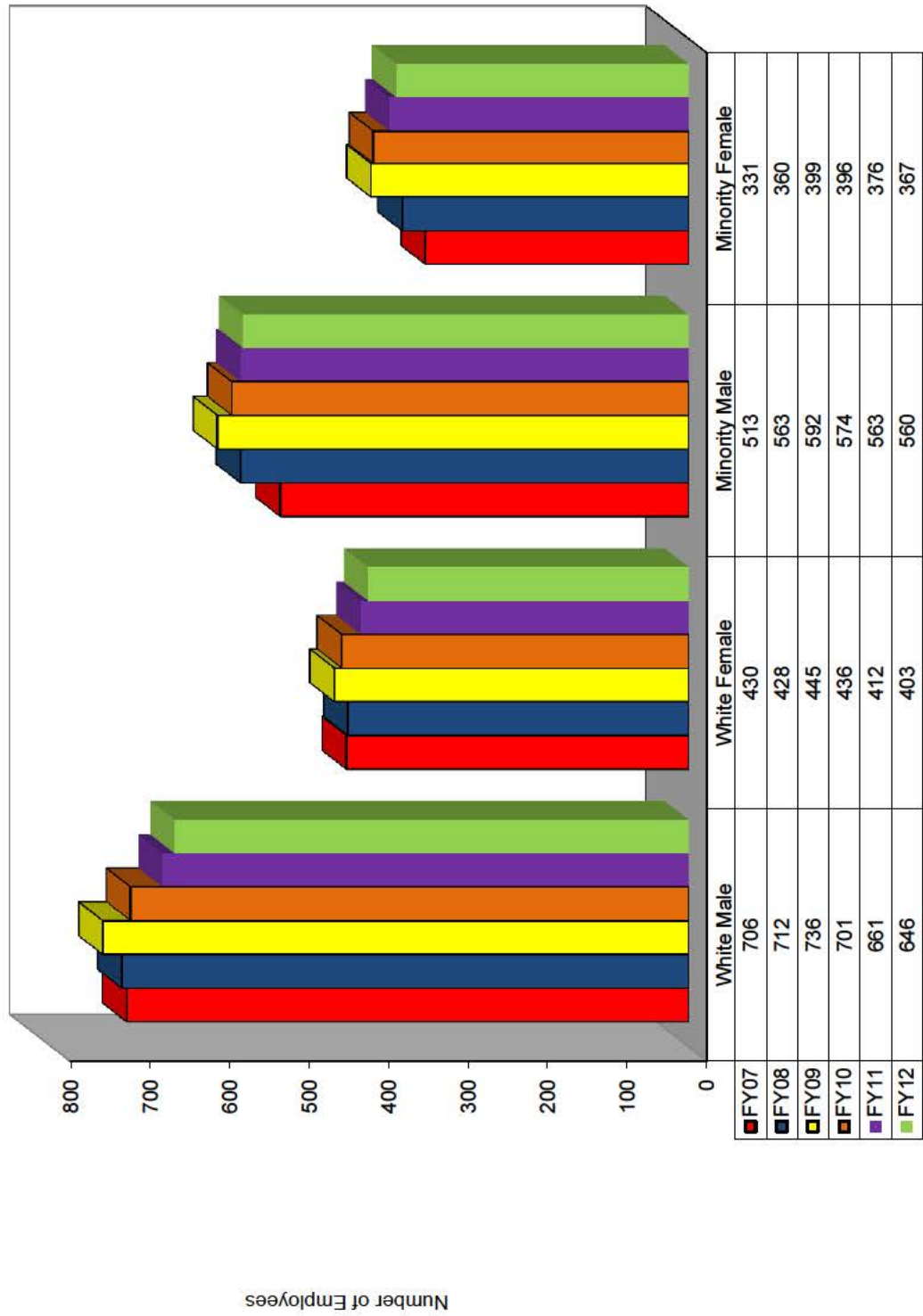
Employees by Race/Ethnicity and Employment Category



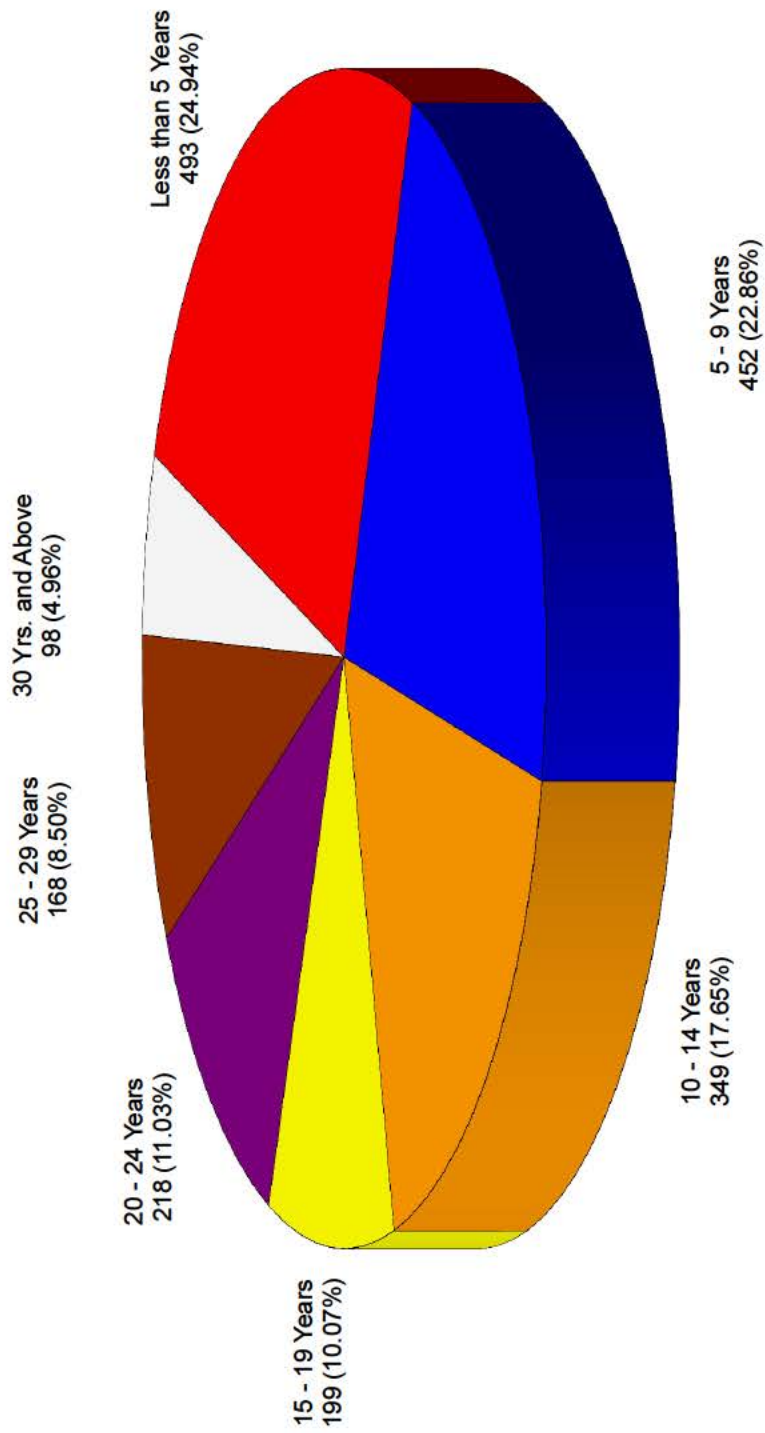
Total Career Employees = 1,977

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

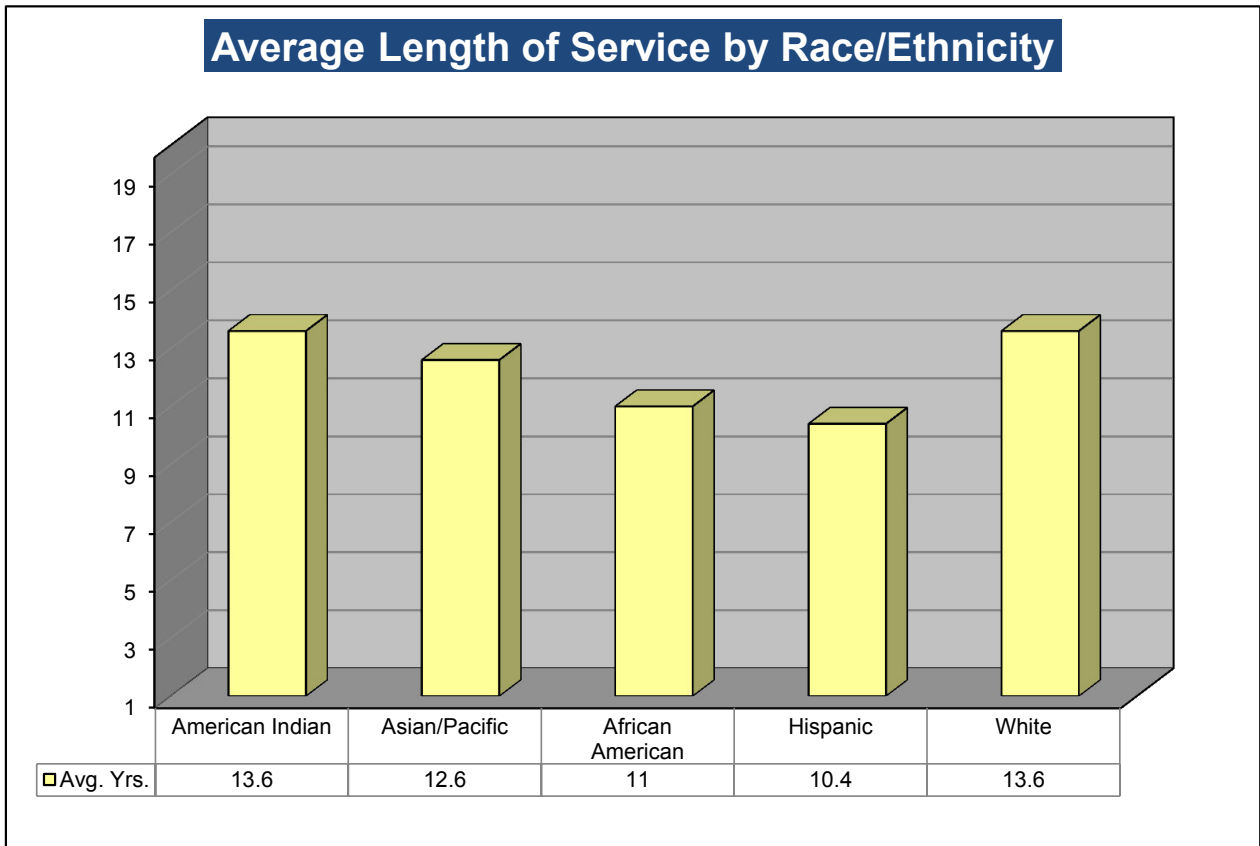
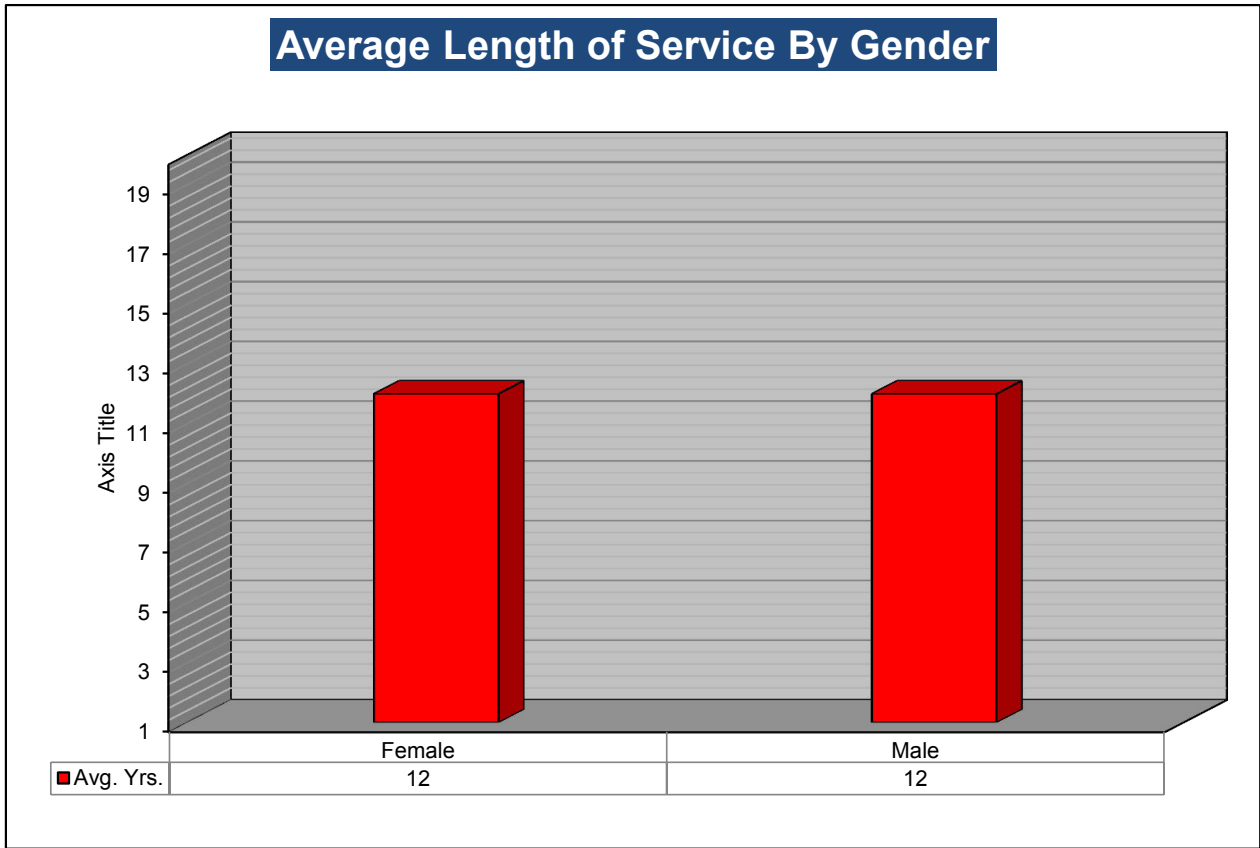
Workforce Composition - Six Year Comparison



**Length of Service
Career Employees**



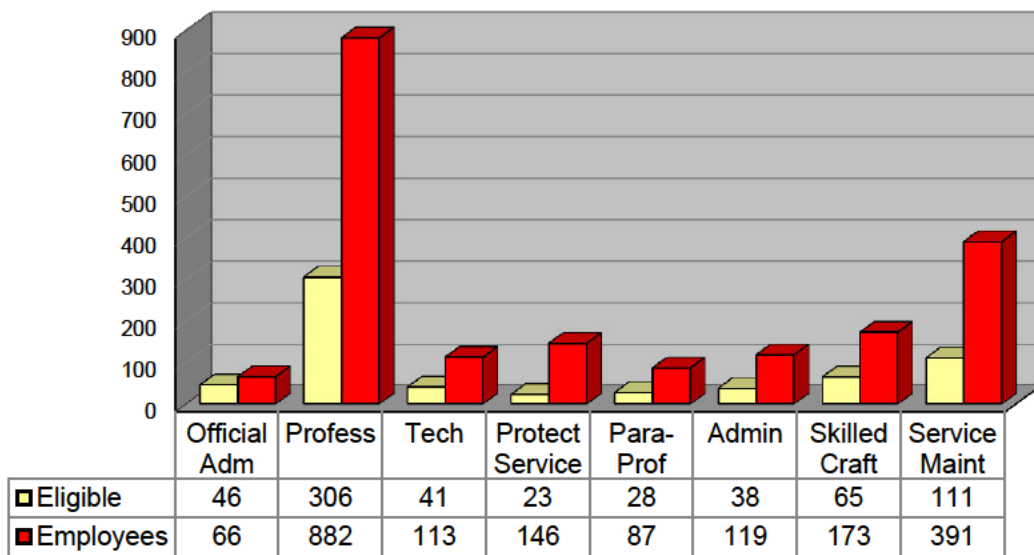
Note: Total Employees = 1,977



Employees Eligible for Normal Retirement Between FY13 and FY17

	FY13	FY14	FY15	FY16	FY17	Total
Pr. Geo Comm	3	1	1	0	1	6
Pr. Geo Pks & Rec	150	39	38	27	38	292
Pr. Geo Planning	31	6	5	9	10	61
Sub Total	184	46	44	36	49	
CAS	19	2	5	6	5	37
Mont. Comm	2	0	2	2	0	6
Mont. Parks	95	23	31	30	32	211
Mont. Planning	23	4	3	5	10	45
Sub Total	120	27	36	37	42	
Total	323	75	85	79	96	658

Employees by Job Category Eligible to Retire Between FY13 and FY17 (Collectively)



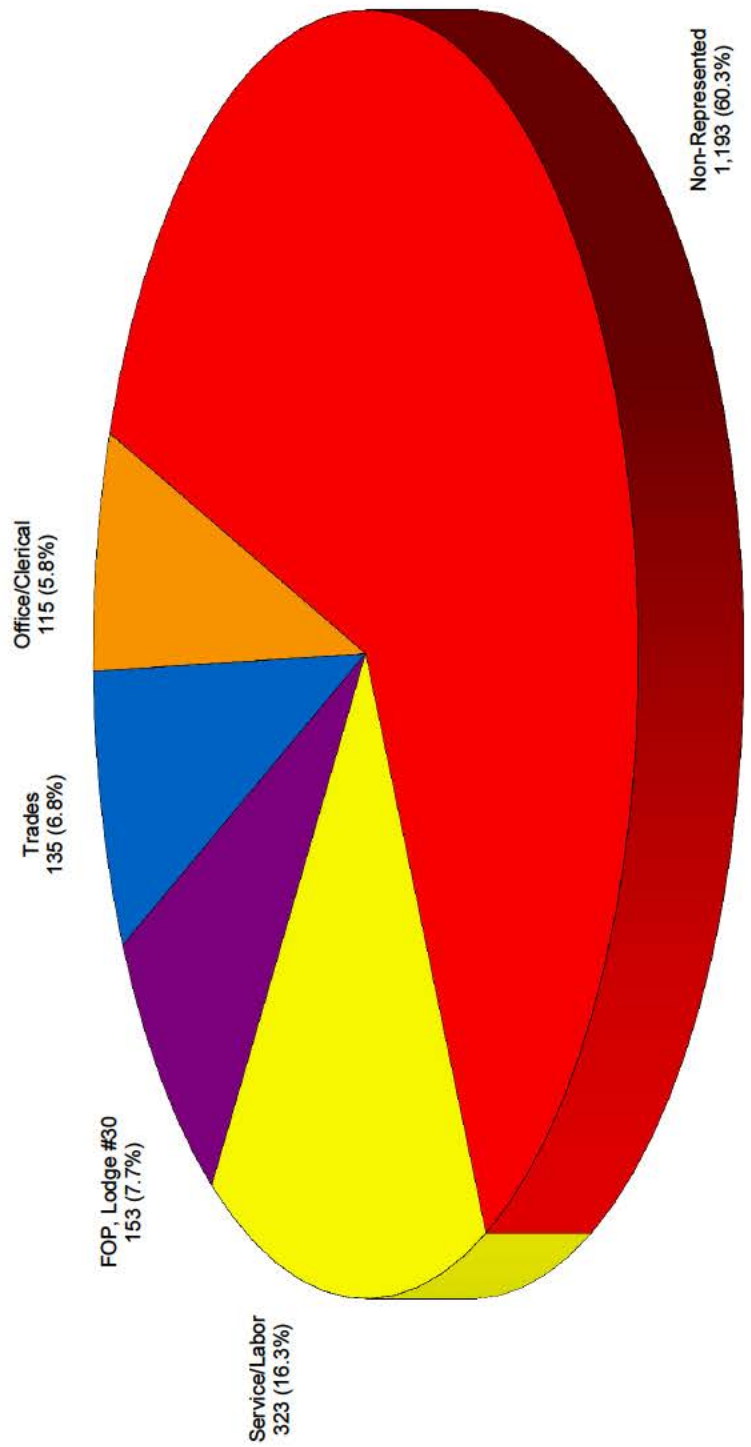
Between FY13 and FY17, 658 or 33.3% of current employees will reach normal retirement eligibility. This is an average of 131.6 employees for each of those years.

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

- 69.70% of the Official/Administrator category
- 34.69% of the Professional category
- 36.28% of the Technician category
- 15.75% of the Protective Service category
- 32.18% of the Para-Professional category
- 31.93% of the Administrative category
- 37.57% of the Skilled Craft (Trades) category
- 28.39% of the Service/Maintenance category

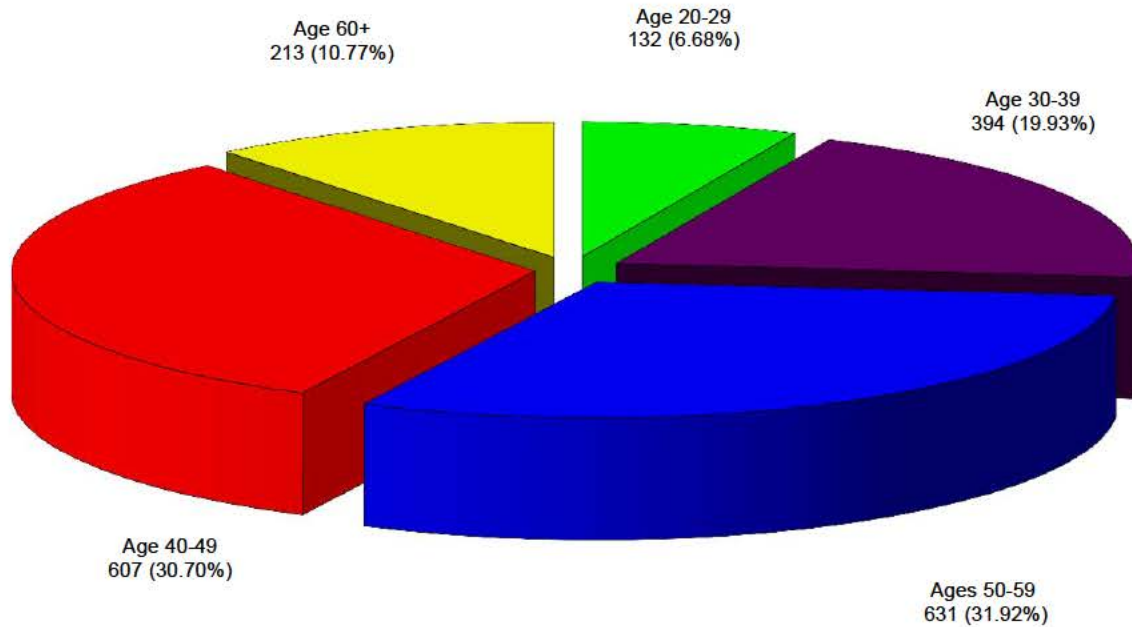
Excludes appointed officials and employees in Long Term Disability status.

Represented and Non-Represented Full-Time Employees



37.6% of career full-time employees are represented for the purpose of collective bargaining; 60.3% of employees are not represented; and 10 police candidates will not join the FOP until they complete their training to become officers.

Distribution of Employees by Age



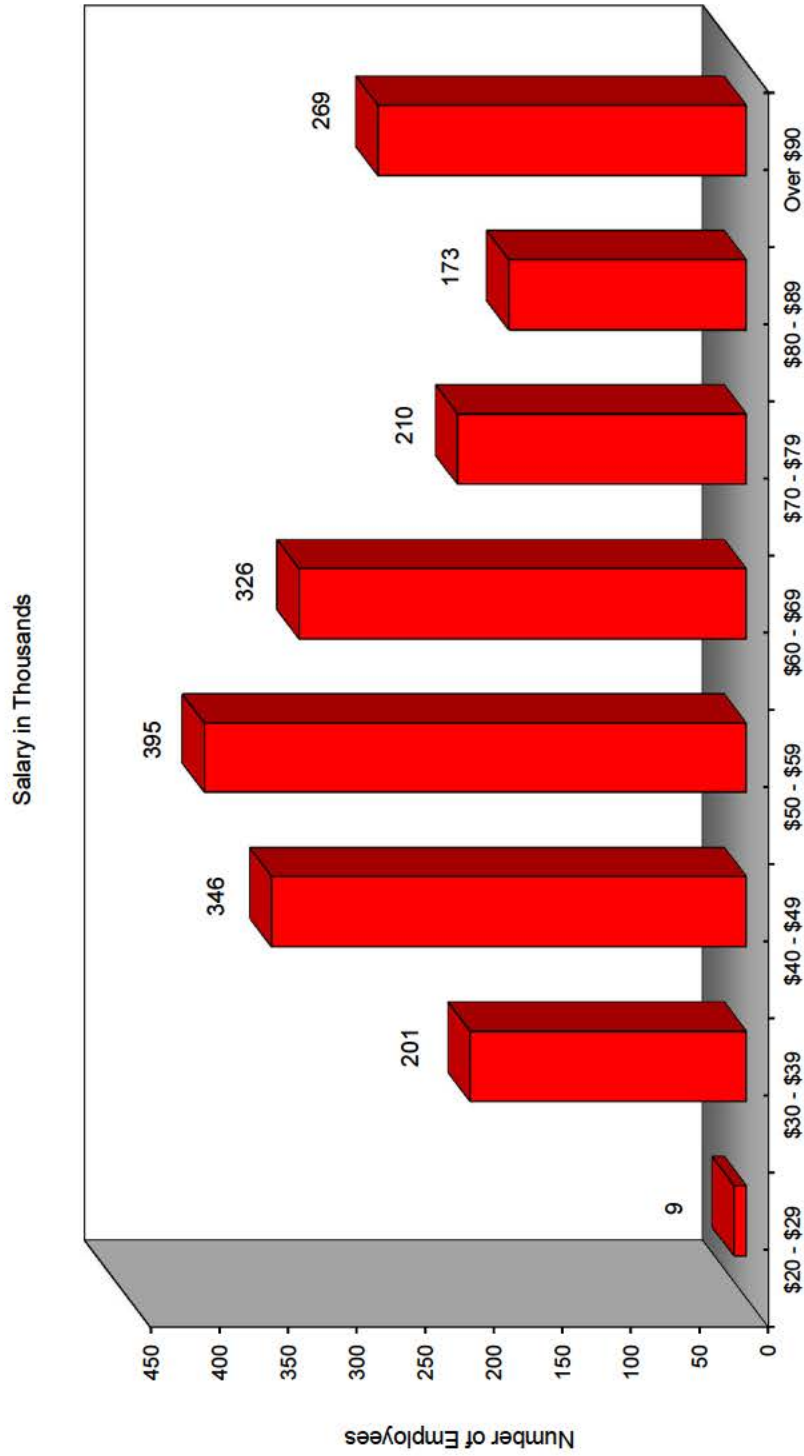
Note: Total Employees = 1,977

Employee Distribution by Department - FY 2012

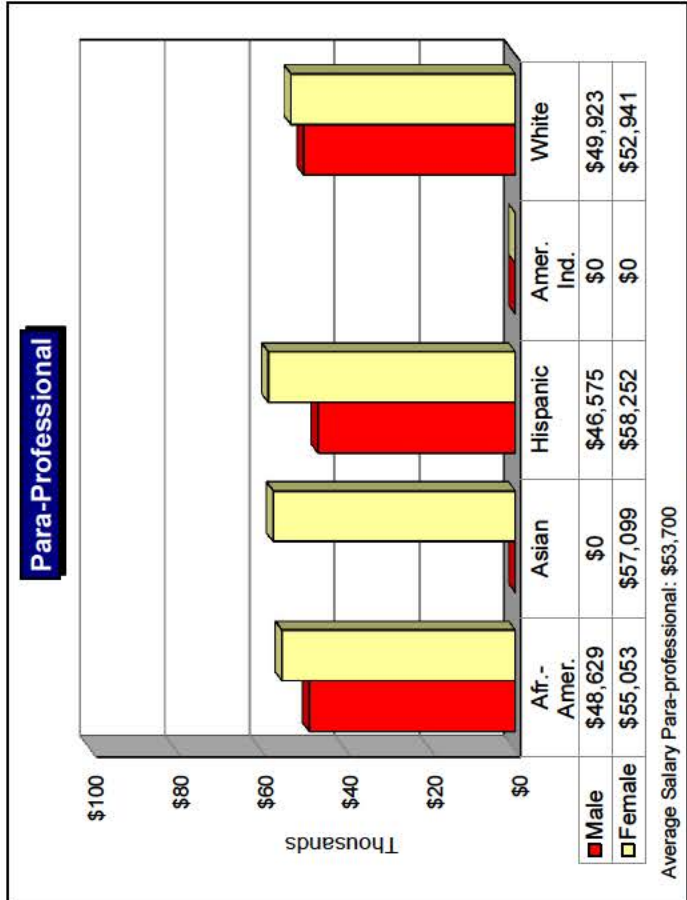
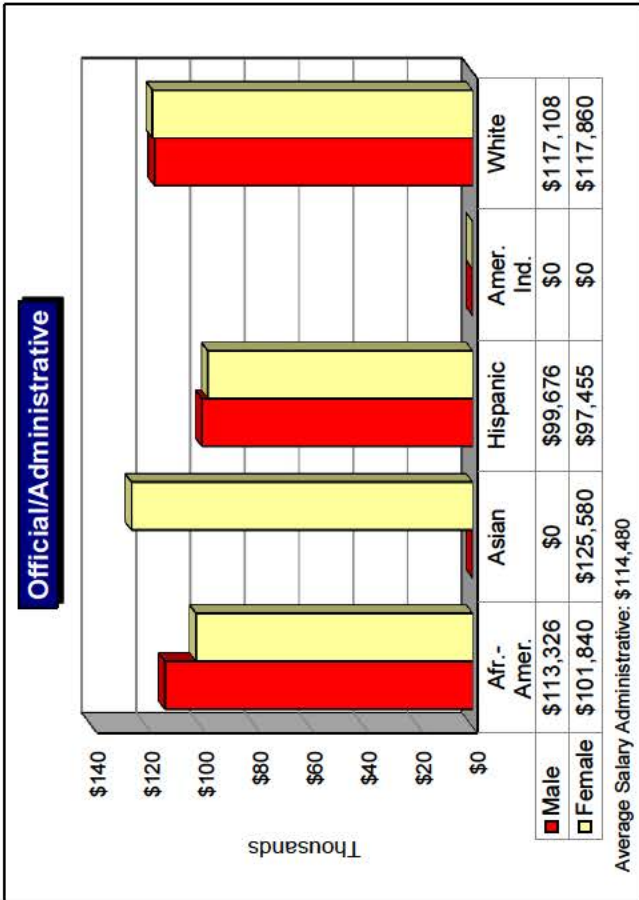
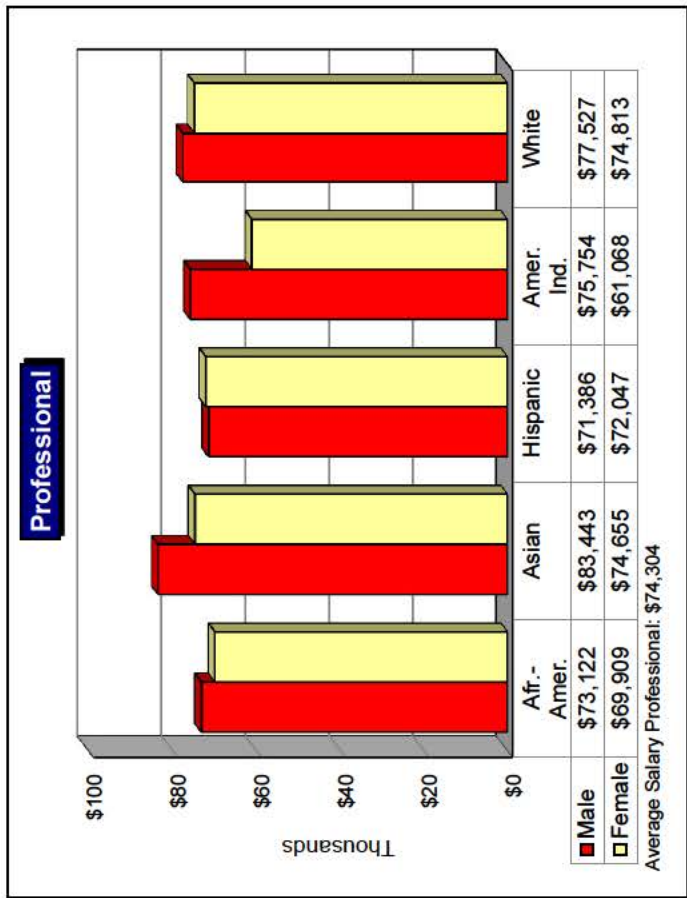
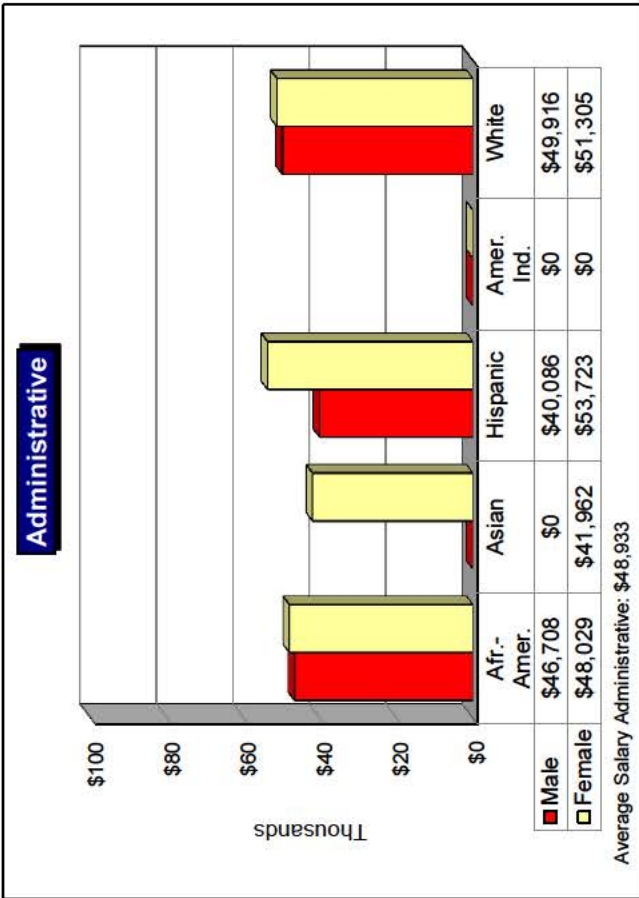
Central Administrative Services	107	5.4%
Montgomery County Commissioners' Office	6	0.3%
Montgomery County Department of Planning	123	6.2%
Montgomery County Department of Parks	606	30.7%
Prince George's County Commissioners' Office	9	0.5%
Prince George's County Planning Department	169	8.5%
Prince George's County Parks and Recreation Department	957	48.4%
M-NCPPC Career Employees - Total	1,977	100.0%

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

**Salary Range
Career Full-Time Employees**

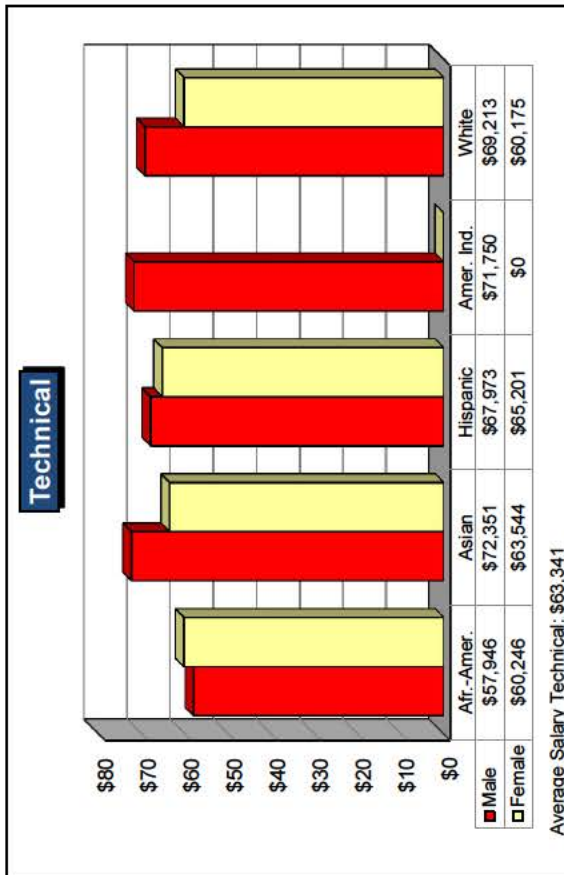
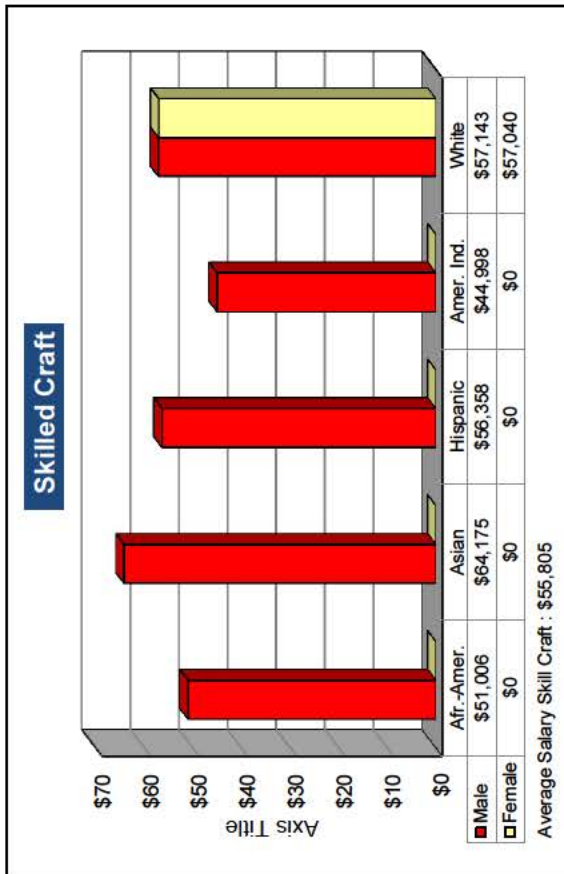
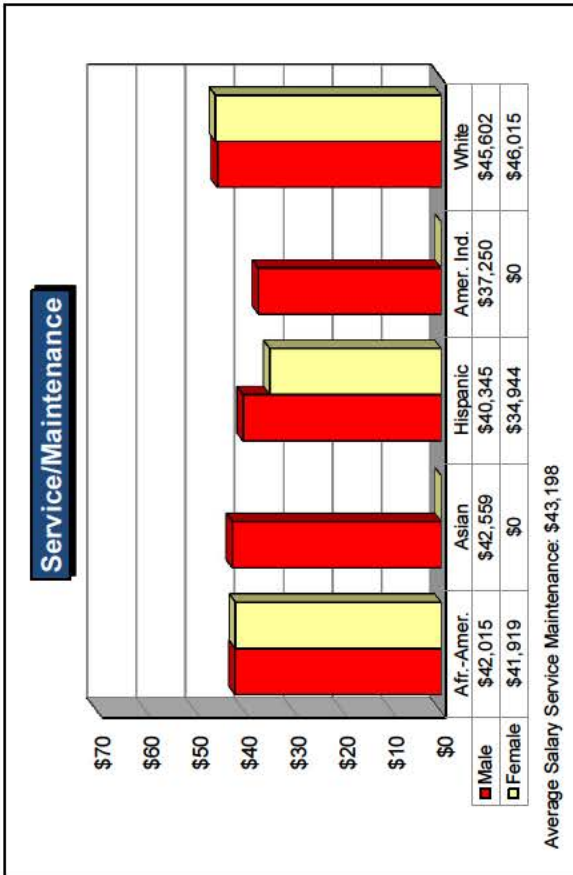
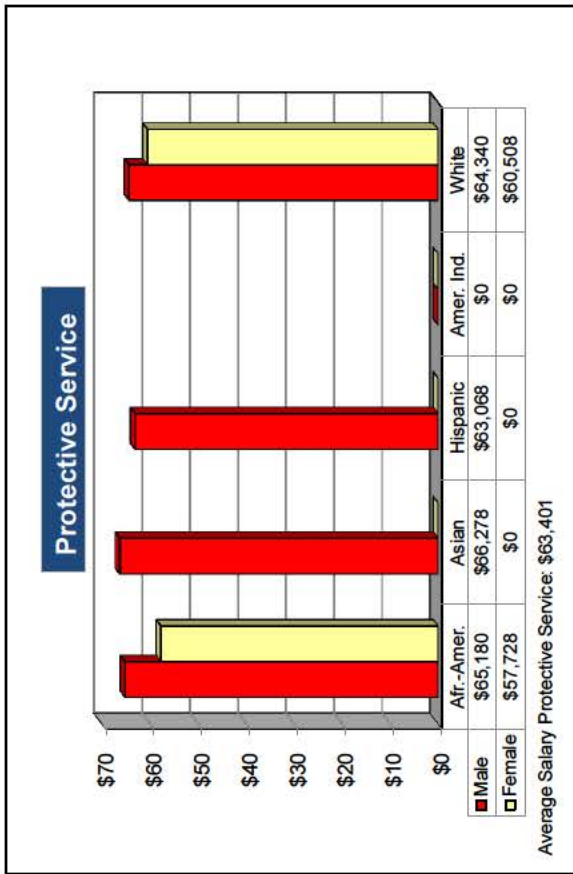


Note: Total Full-Time Employees = 1,929
 Average Salary: \$61,374
 Excludes Part-Time Career Employees



Note: Average Commission Salary: \$64,100

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



Note: Average Commission Salary: \$64,100

Average Annual Salaries for Career Employees By Grade

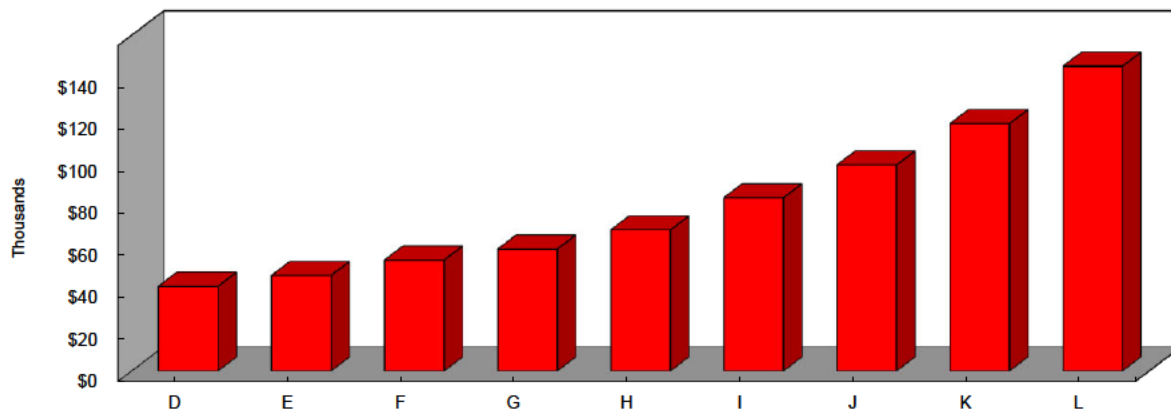
<u>Grade</u>	<u>Salary</u>
Park Police	
PC1	\$46,123
P02	\$54,488
P03	\$55,506
P04	\$69,008
P05	\$88,491
P06	\$103,955
P07	\$115,740
P09	\$144,838

<u>Grade</u>	<u>Salary</u>
General Service	
D	\$40,427
E	\$45,627
F	\$52,986
G	\$58,179
H	\$67,340
I	\$82,656
J	\$98,306
K	\$117,927
L	\$145,193

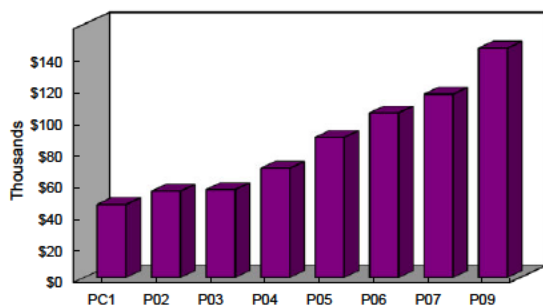
<u>Grade</u>	<u>Salary</u>
Information Tech	
GIT	\$62,376
HIT	\$75,118
IIT	\$85,043
JIT	\$106,518

Average Salary \$64,100

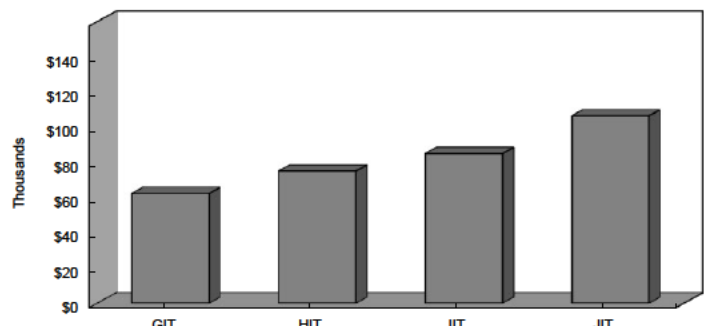
**Average Salary by Grade
General Service Employees**



**Average Salary by Grade
Park Police**



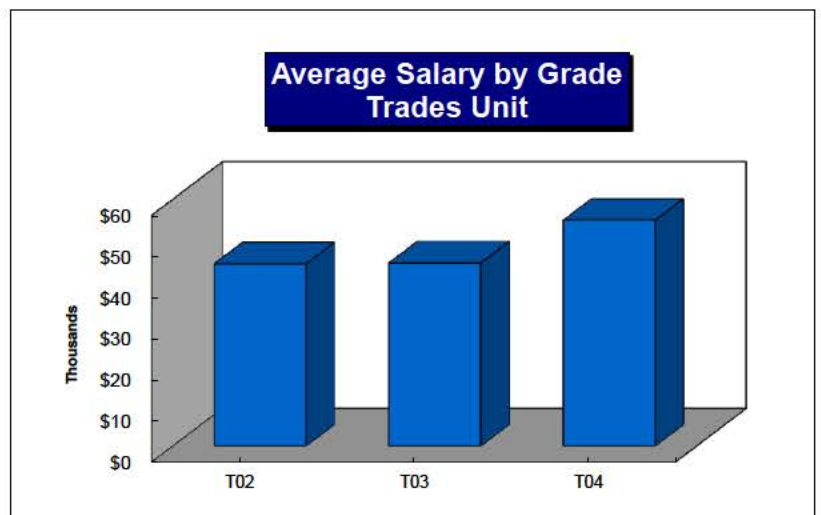
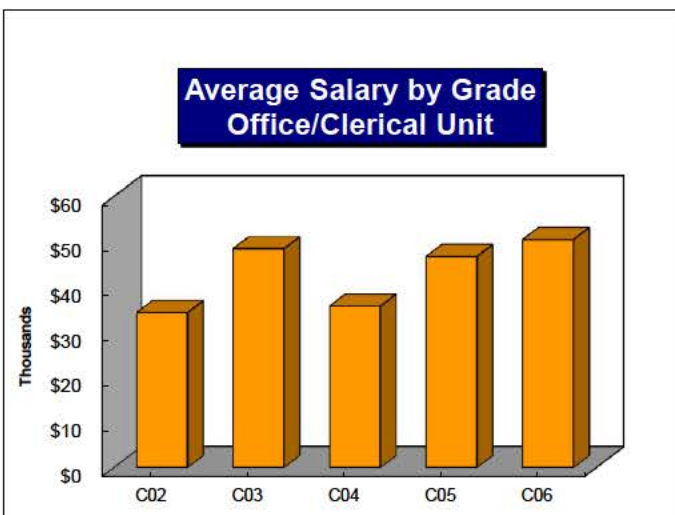
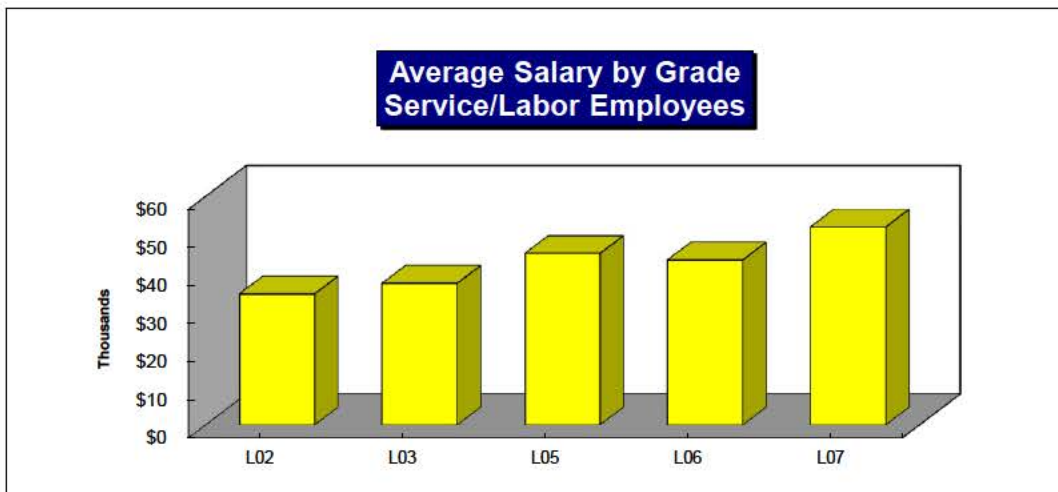
**Average Salary by Grade
Information Technology Employees**



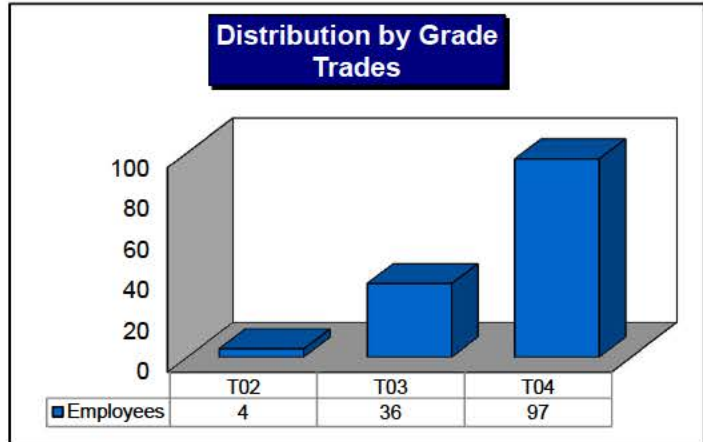
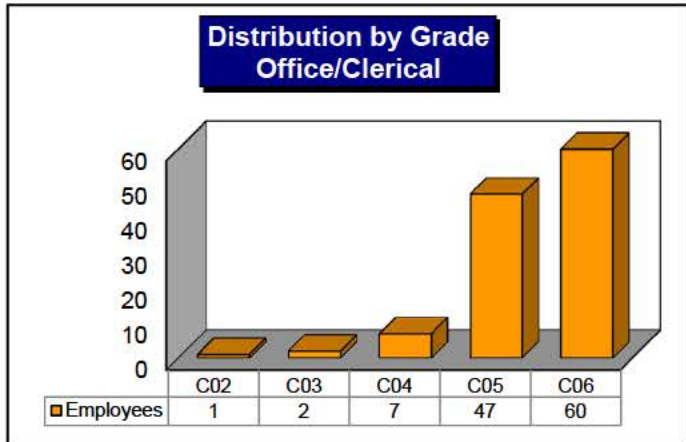
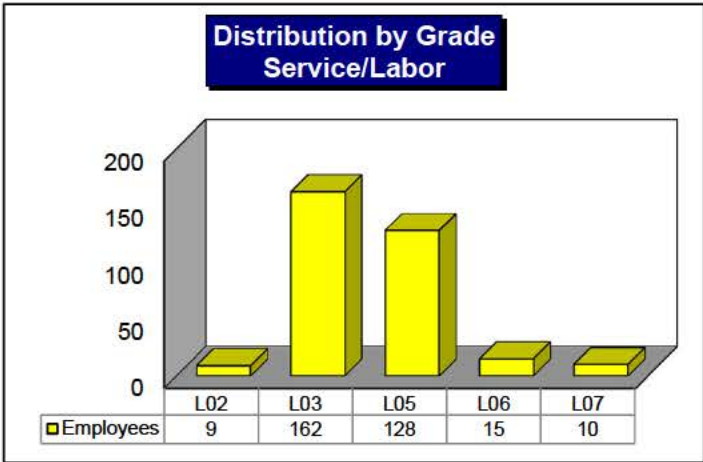
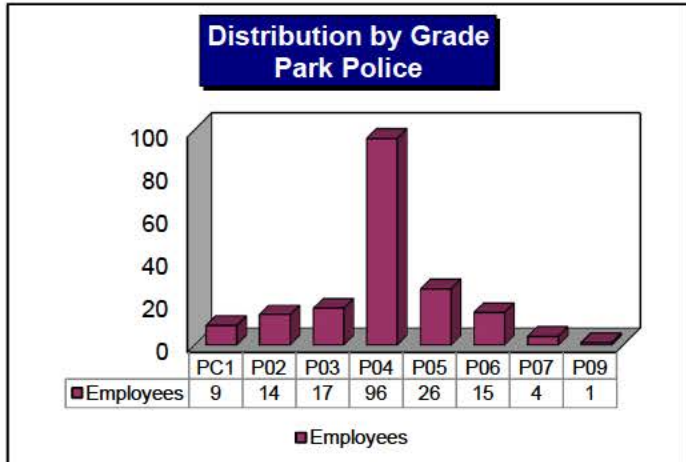
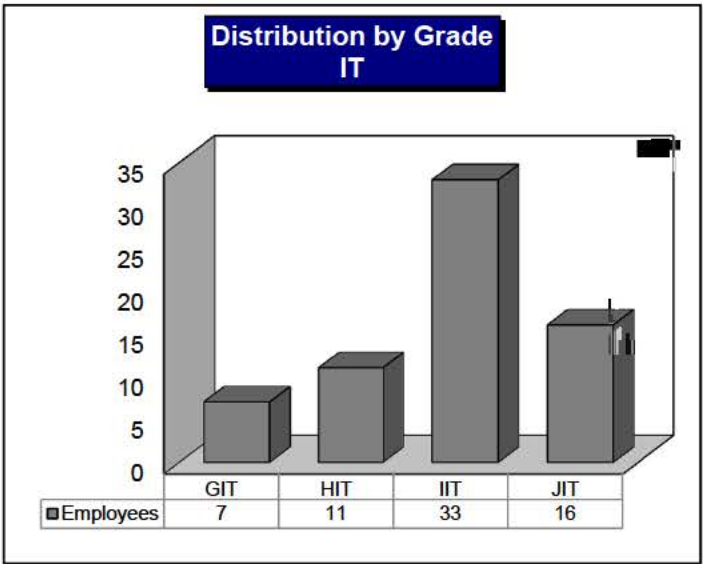
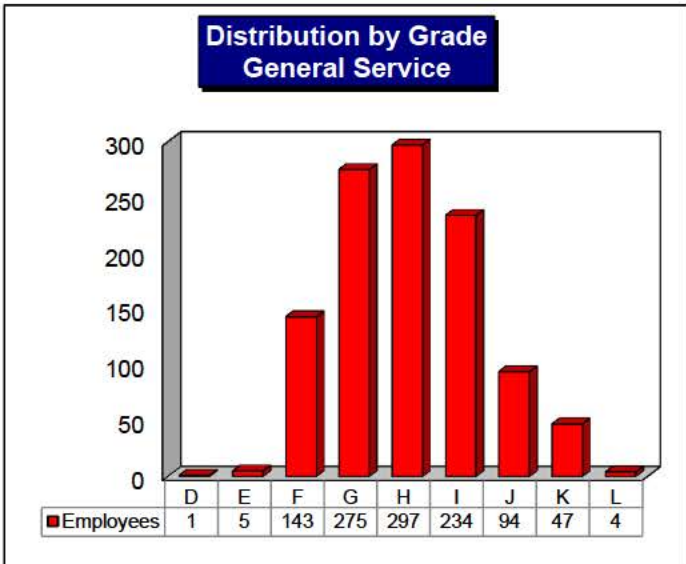
Average Annual Salaries for Career Employees By Grade

<u>Grade</u>	<u>Salary</u>	<u>Grade</u>	<u>Salary</u>	<u>Grade</u>	<u>Salary</u>
Office/Clerical		Service/Labor		Trades	
C02	\$34,290	L02	\$34,355	T02	\$44,289
C03	\$48,455	L03	\$37,173	T03	\$44,527
C04	\$35,731	L05	\$44,978	T04	\$54,919
C05	\$46,704	L06	\$43,288		
C06	\$50,475	L07	\$51,938		

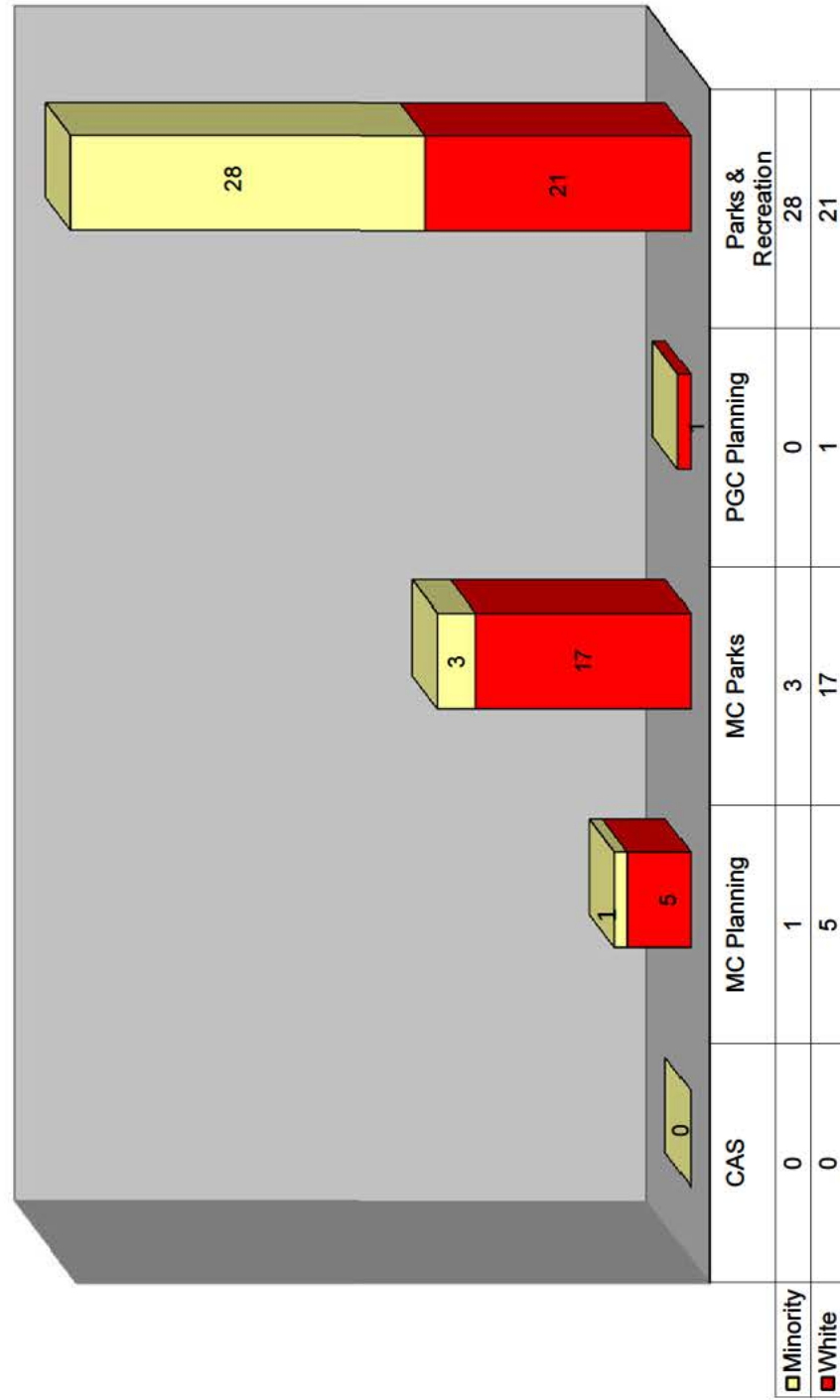
Average Salary \$64,100



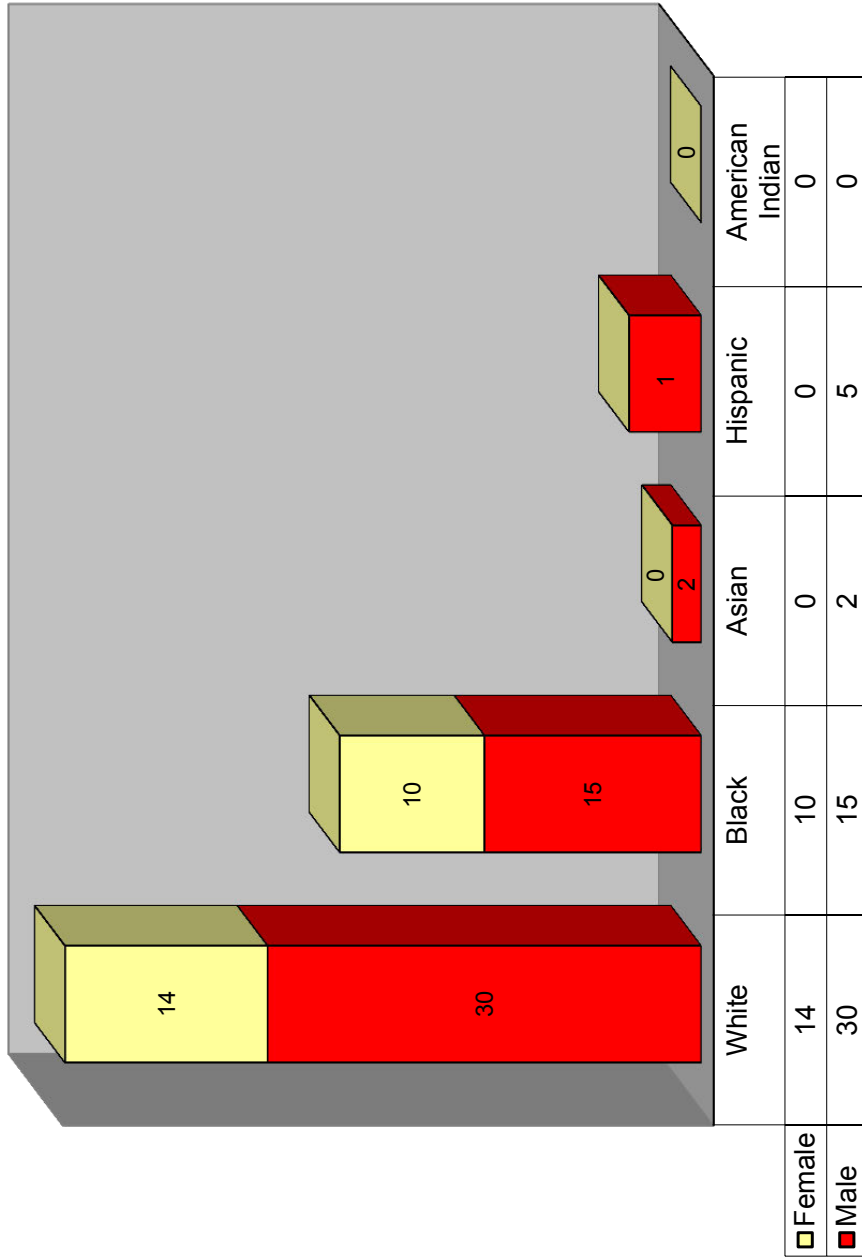
Employee Distribution by Grade Within Pay Schedule



**Career Employee Promotions
By Department**

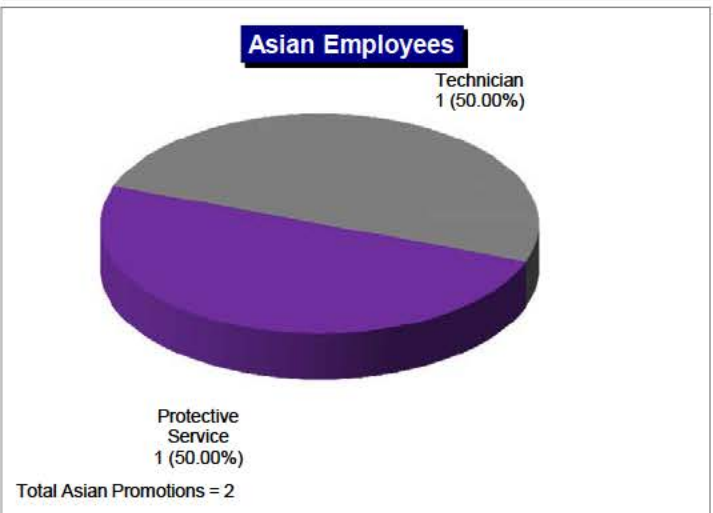
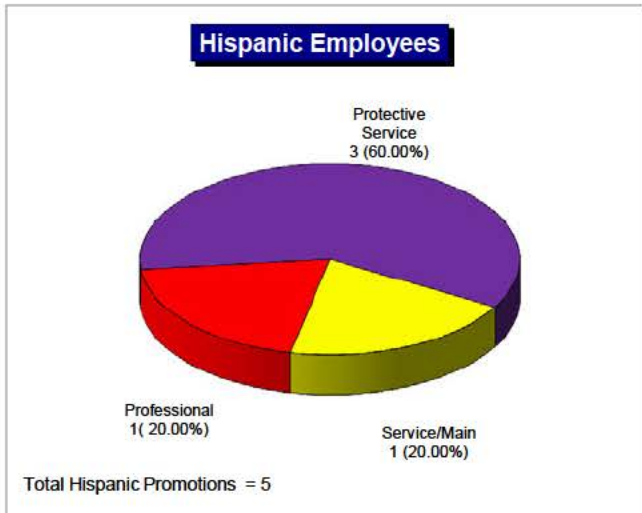
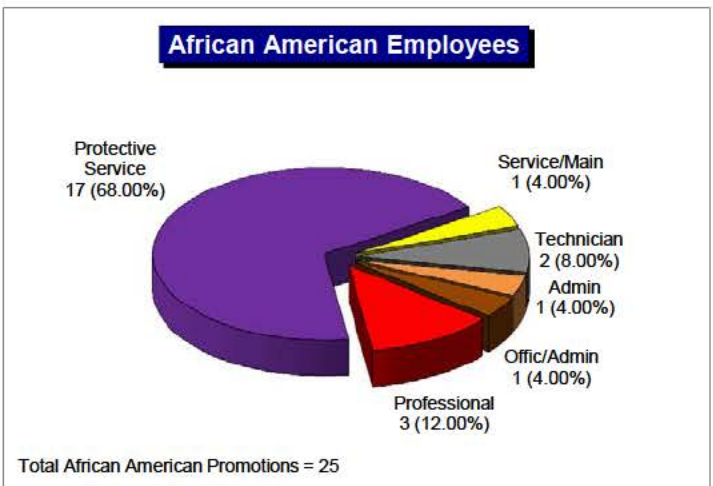
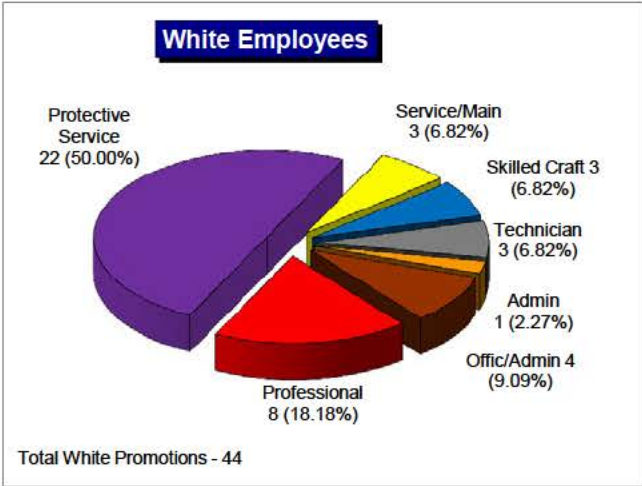


**Career Employee Promotions
By Gender and Race/Ethnicity**

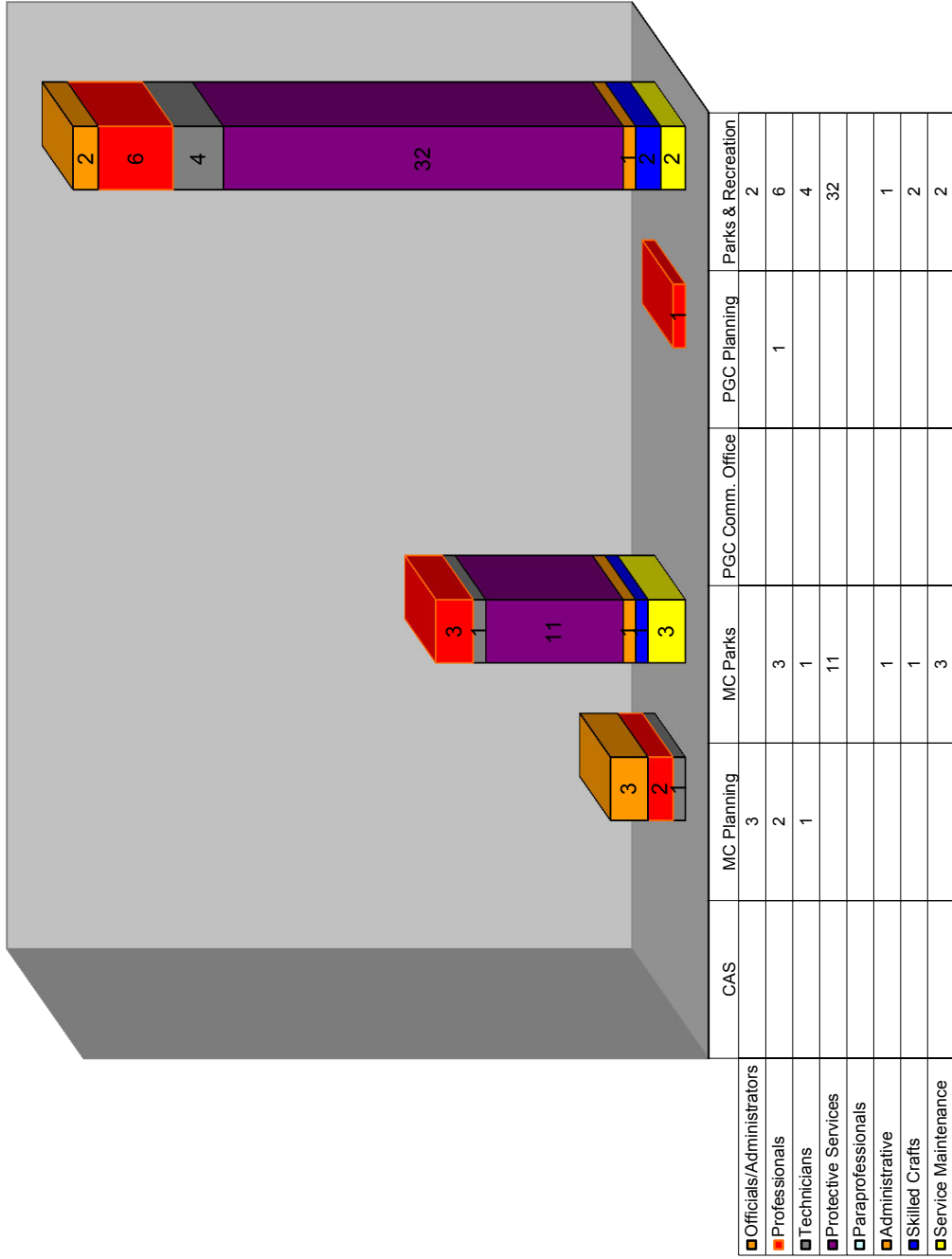


76 Promotions Commission-wide

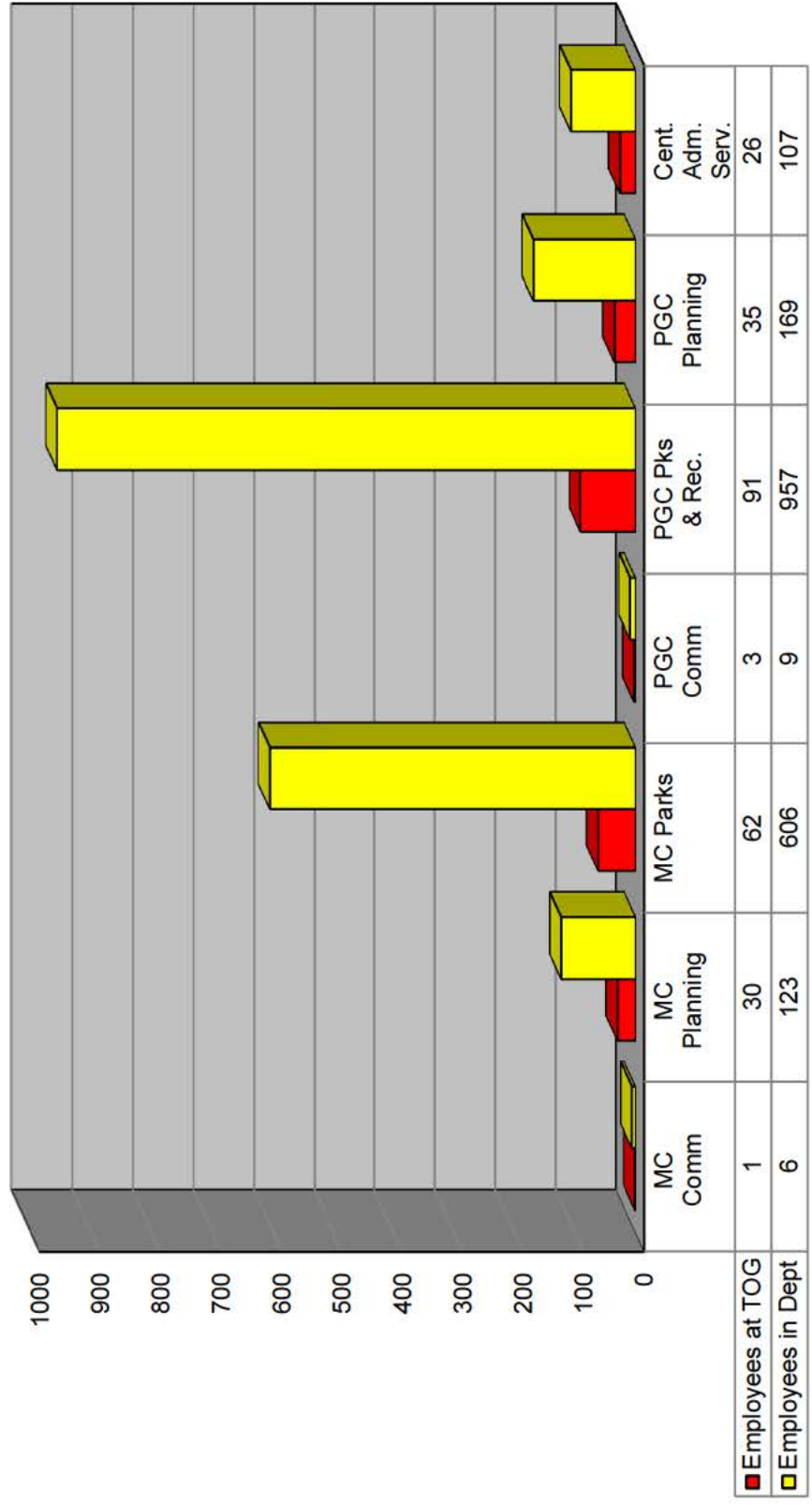
Career Employee Promotions By Race/Ethnicity and Employment Category



Career Employee Promotions By Employment Category Per Department



Employees at Top of Grade (TOG) By Department



Total Employees at Top of Grade Commission-wide = 248

Comparison of Cost-of-Living Adjustments FY01 -- FY13

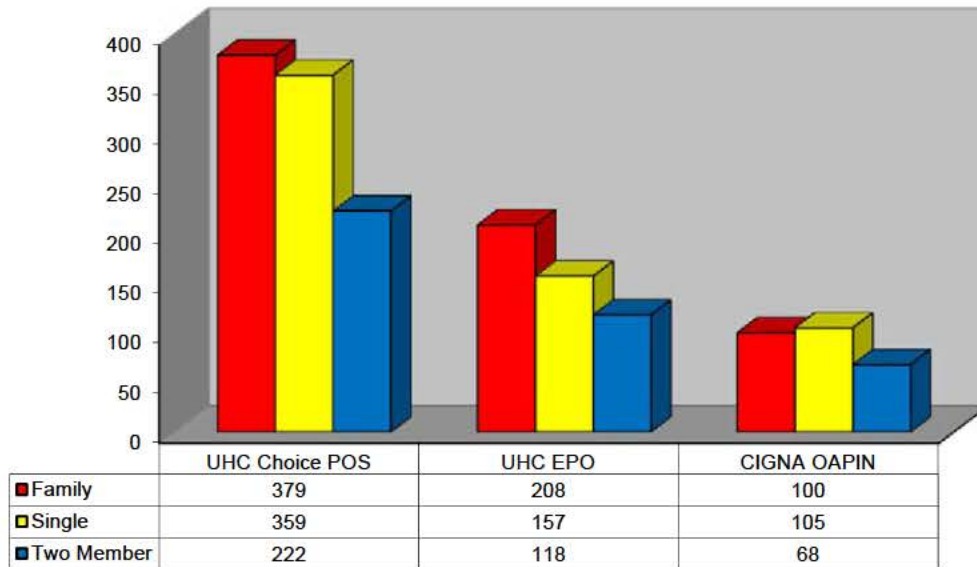
(Percent of Increase)

Fiscal Year	M-NCPPC (Local 1994)			MONTGOMERY COUNTY			PRINCE GEORGE'S COUNTY		
	Park Police FOP	Ser/Labor Trades Office	Non-Rep. Employees	Police (FOP)	OPT & SLT (1994)	Non-Rep. Employees	Police (FOP)	Ser/Labor Trades Office (AFSCME)++	Non-Rep. Employees
2001	2.250	3.000	3.000 (a)	2.700	3.000 (b)	3.000 (b)	2.500 (c)	2.750	2.750
2002	3.000 (d)	3.000 (e)	3.100 (e)	See Note (f)	3.250	3.250	4.700	3.000	3.000
2003	3.500 (g)	3.250 (gg)	3.250 (gg)	4.000 (h)	3.500	3.500	3.500	3.000	3.000
2004	2.750	2.500	2.500 (i)	2.000	3.750	2.000	2.000	3.000	3.000
2005	2.500 (l)	2.700	2.700	2.000 (j)	2.000 (i)	2.000 (j)	2.000 (k)	3.000 (m)	1.500
2006	3.500 (n)	2.800	2.800	2.750	2.75	2.750	3.000	2.500	2.500
2007	4.500	3.000	3.000	4.000 (o)	4.00 (p)	4.000 (p)	3.000	2.500	2.500
2008	4.500	3.250	3.250	7.500 (q)	4.00	4.000	2.500	2.500	2.500
2009	3.250	3.250	3.250	4.250 (r)	4.50 (s)	4.500 (s)	3.000	2.500	2.500
2010	3.750	See note (u)	0.000	0.000	0.000	2.000 (t)	0.000	0.000	0.000
2011	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
2012	0.000	0.000	0.000	0.000	0.000	0.000	0.000	See note (v)	0.000
2013	See note (w)	See note (w)	See note (w)	See note (w)	See note (w)	0.000	0.000	See note (v)	0.000
Cumulative	33.500	26.750	26.850	29.200	30.750	31.000	26.200	24.750	23.250

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

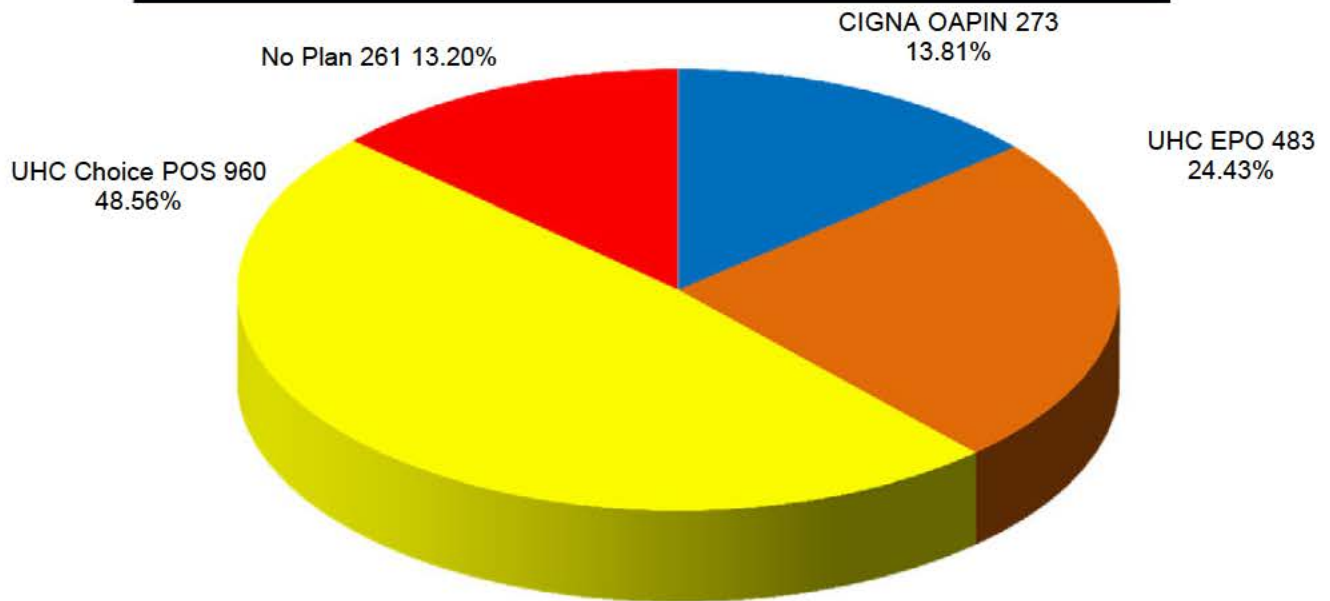
- (a) FY01 COLA was 2.5% on July, 2000 and .5% in January, 2001
- (b) FY01 COLA was 2% in July, 2000 and 1% in January, 2001
- (c) FY01 COLA was 1.5% in July, 2000 and 1% in January, 2001
- (d) FY02 COLA 3% on 2/02
- (e) FY02 COLA 2.5% on 7/01 and .5% on 1/02
- (f) FY02 COLA \$2800 on 7/01 plus \$600 on 1/02 added to base
- (g) FY03 COLA 2.5% effective 2/03 and 1.0% COLA effective 11/02; additional 2.5% COLA for Sergeants only in 8/02
- (gg) FY03 COLA 2.5% effective 7/02 and .75% COLA effective 10/02
- (h) FY03 COLA 3.0% effective 7/02; 1.0% effective 1/03
- (i) COLA effective 9/14/03
- (l) COLAs effective 9/5/04
- (k) FY05 COLA, 1.0% in 7/04 and 1.0% in 1/05
- (l) FY05 COLA effective 5/05; graded officers received 2.5%; Sergeants received 5.0%
- (m) FY05 COLA, 1.0% in 7/04, 1.0% in 1/05, and 1.0% in 4/05
- (n) Officers received 2.5% effective 7/05 and a 1% COLA effective 4/06
- (o) FY07 COLA, 3.0% effective 1/9/06 and 1.0% effective 1/7/07
- (p) FY07 COLA, 3.0% effective 7/1/06 and 1.0% effective 1/1/07
- (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 are at top of grade, and have 20 years completed service
- (u) \$1,420 lump sum wage adjustment with \$640 representing COLA
- (v) \$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

Medical Health Plan Participation by Coverage



Career Employees not participating in a M-NCPPC Health Program = 261

Medical Health Plan Participation by Provider



Total Employees = 1,977

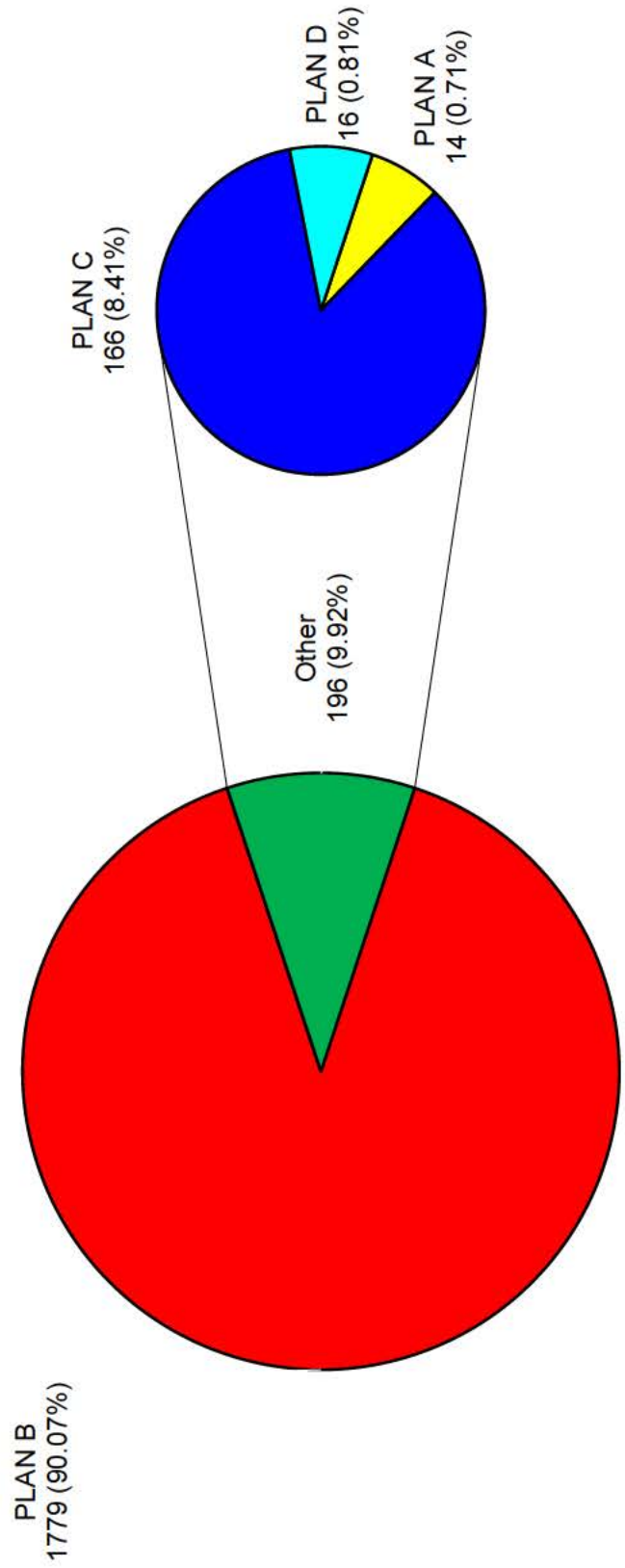
These graphs do not include participation in prescription drug, dental or vision coverage. Participation is based on calendar year. Distribution changes each calendar year at time of Open Enrollment.

Active Career Health Plan Participation

Health Plan	Coverage	Enrolled	Percentage
IPA Models			
UHC EPO	Family	208	10.52%
UHC EPO	Single	157	7.94%
UHC EPO	Two-Member	118	5.97%
		483	24.43%
CIGNA OAPIN	Family	100	5.06%
CIGNA OAPIN	Single	105	5.31%
CIGNA OAPIN	Two-Member	68	3.44%
		273	13.81%
UHC Choice POS	Family	379	19.17%
UHC Choice POS	Single	359	18.16%
UHC Choice POS	Two-Member	222	11.23%
		960	48.56%
No Health Plan		261	13.20%
Total		1977	100%

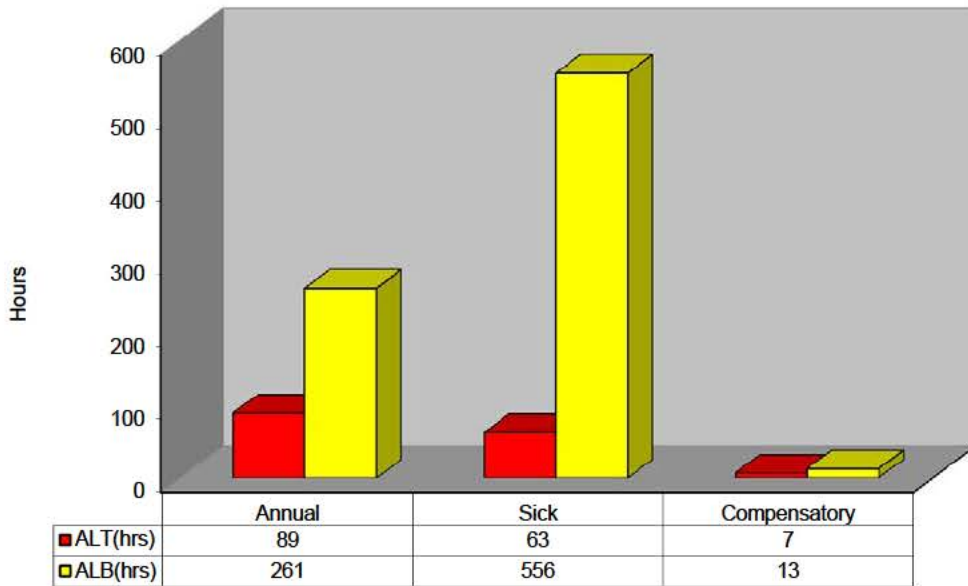
NOTE: Does not include participation in prescription drug, supplemental dental, or vision coverage. Participation is based on calendar year. Distribution changes each calendar year through Open Enrollment transfers.

Participation in Employee Retirement Plans



Total employees = 1,975
Non Public-Safety employees are in Plans A or B.
Plans C & D are for Park Police.

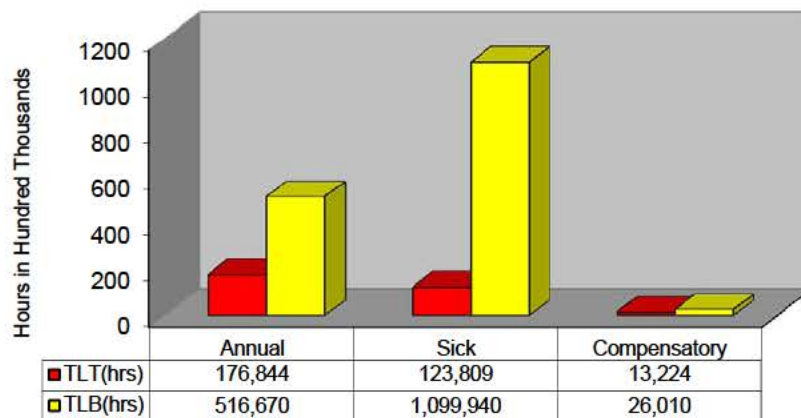
Per Employee Average Leave Taken/Average Leave Balance



ALT = Average Leave Taken

ALB - Average Leave Balance

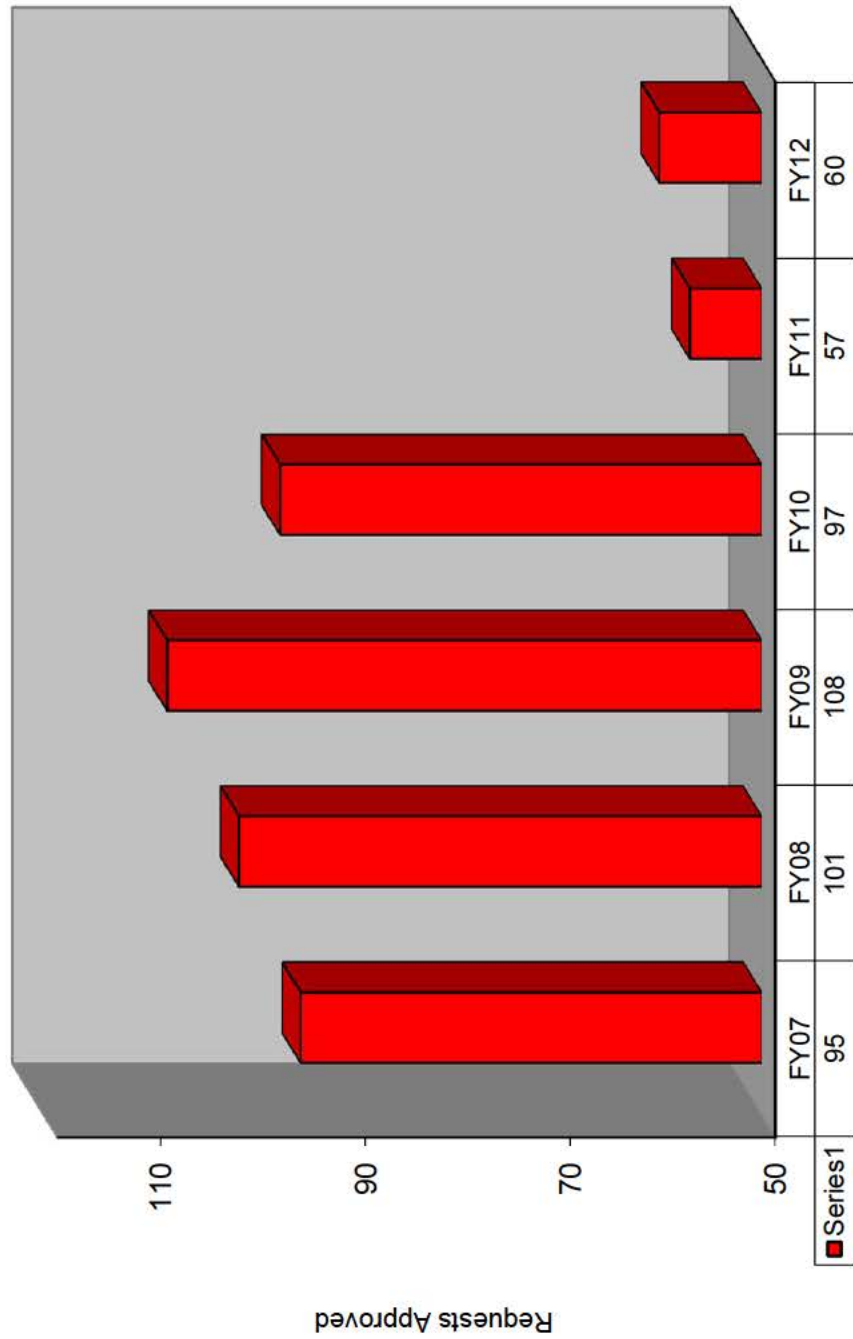
Total Leave Taken/ Total Leave Balance



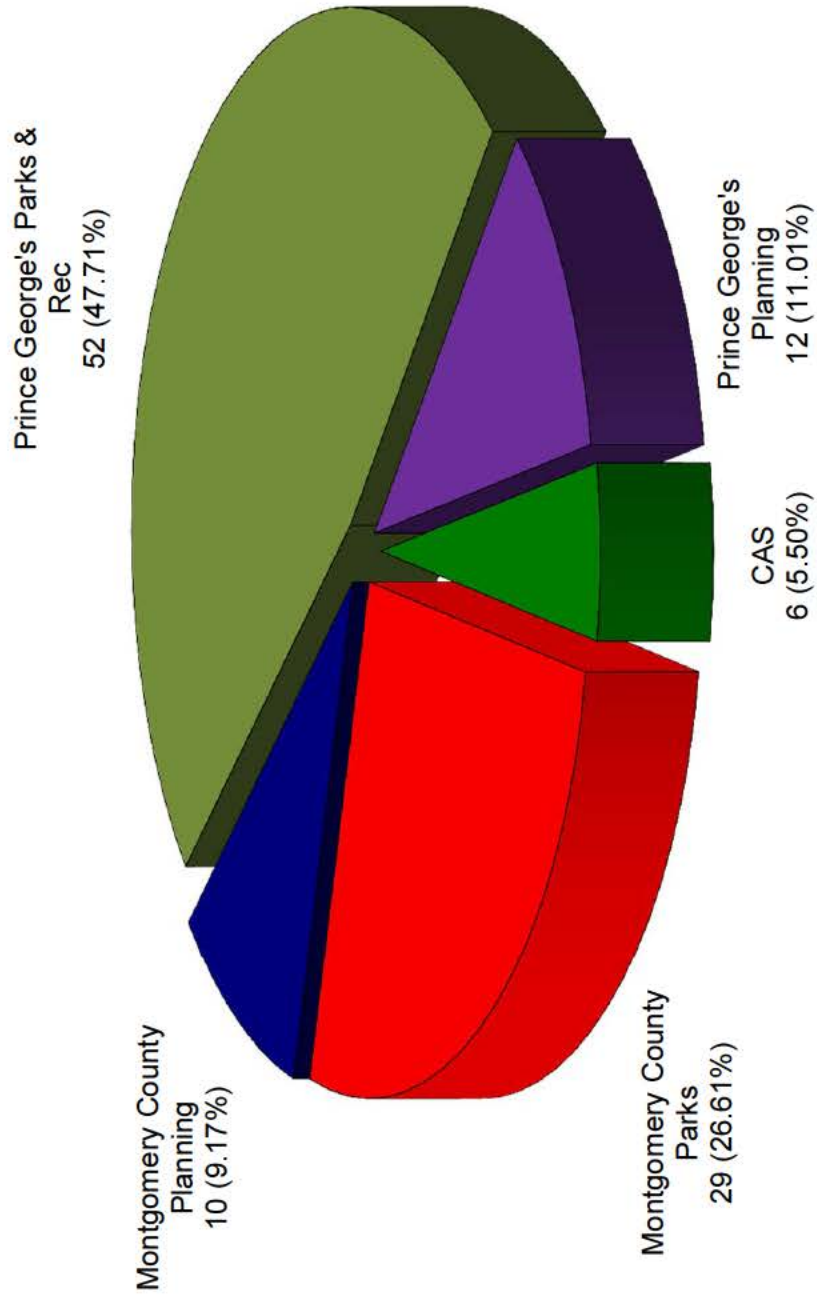
TLT = Total Leave Taken
TLB - Total Leave Balance

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

Tuition Assistance Program - Commission Wide Participation

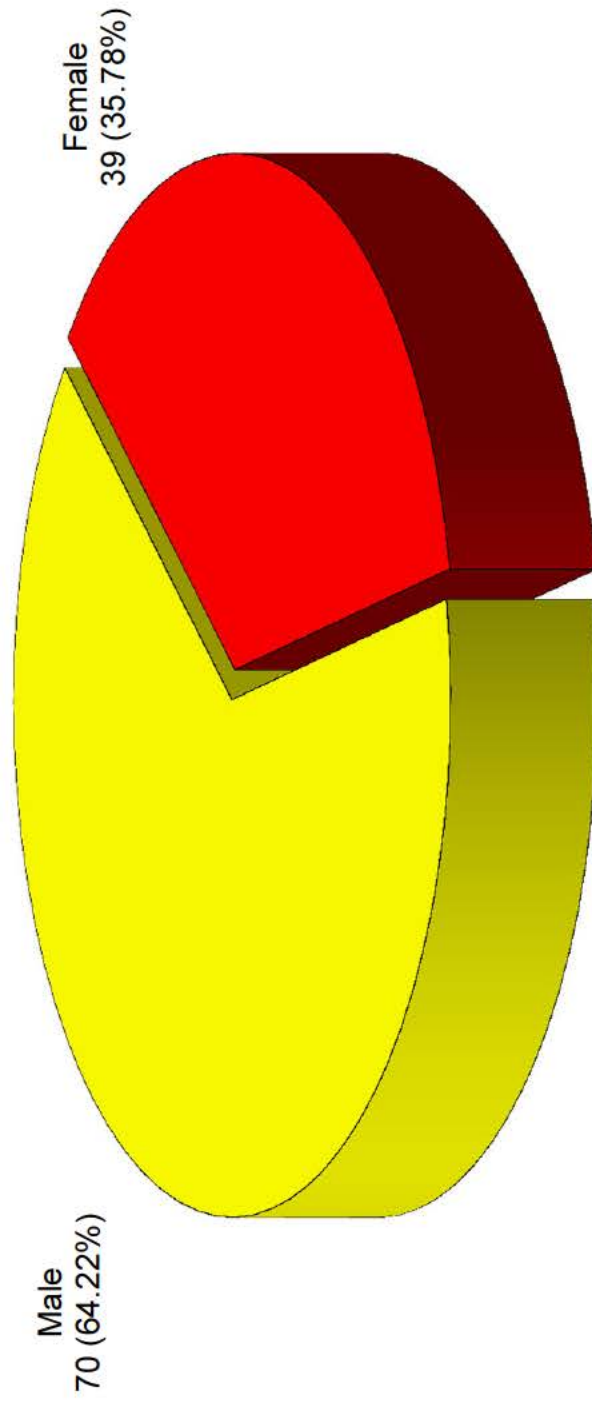


Employee Turnover by Department



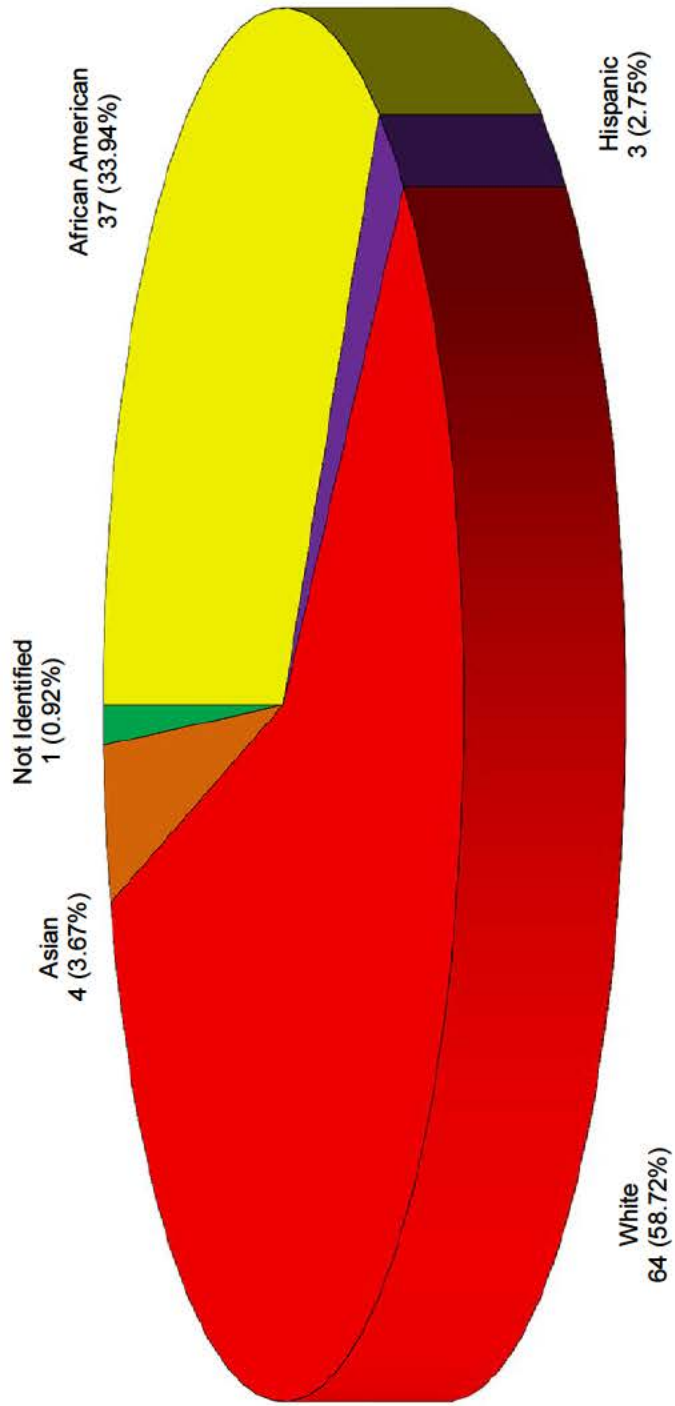
Commission-Wide Turnover = 109

Employee Turnover by Gender



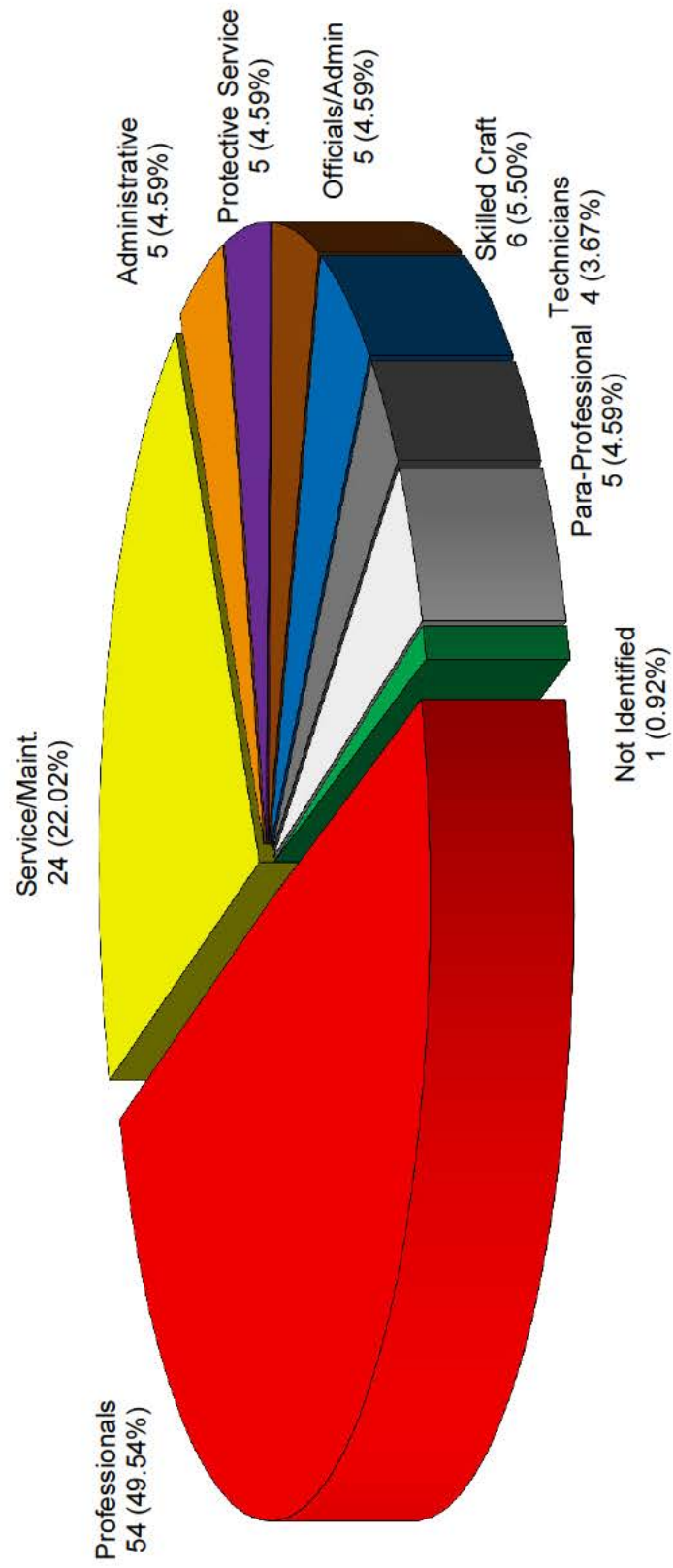
Note: Total Employees = 109

Employee Turnover by Race/Ethnicity



Turnover Commission-Wide = 109

Employee Turnover by Employment Category

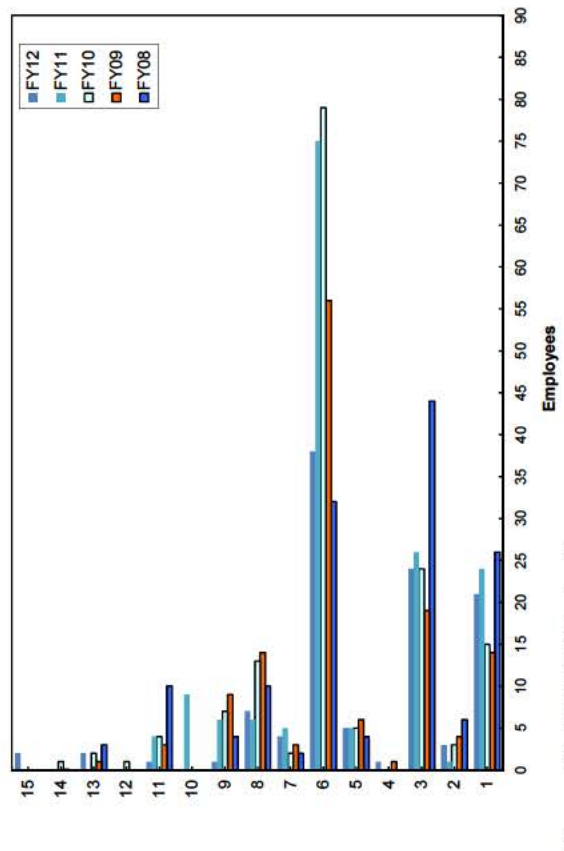


Commission-Wide Turnover = 109

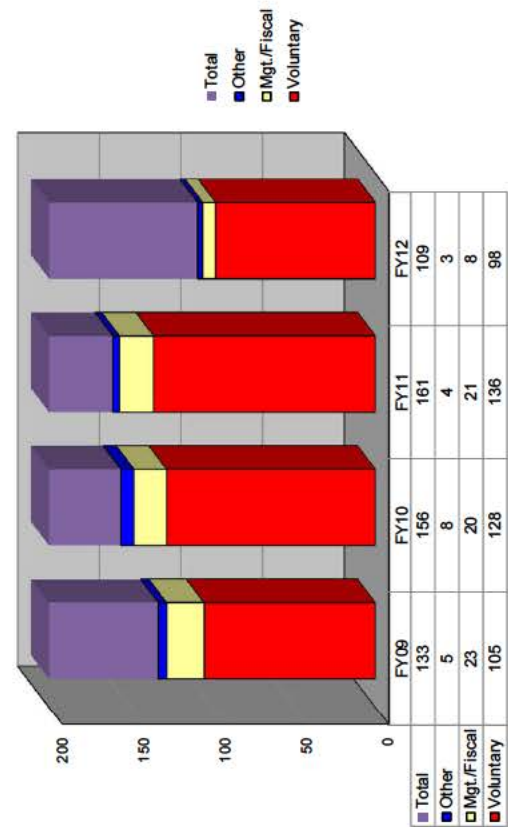
Number of Separations by Reason and Fiscal Year

	2008	2009	2010	2011	2012
Voluntary					
New Job	26	14	15	24	21
Relocation	6	4	3	1	3
Personal Reasons	43	19	24	26	24
Return to School	0	1	0	0	1
Early Retirement	4	6	5	5	5
Normal Retirement	32	56	79	75	38
Quit Without Notice	2	3	2	5	4
Other	1	2	0	0	2
Management/Fiscal					
Violation of Rules	10	14	13	6	7
Unsatisfactory Performance	4	9	7	6	1
Reduction in Force (RIF)	0	0	0	9	0
Other					
Death	10	3	4	4	1
Not Specified	0	0	1	0	0
Disability/Medical	3	1	2	0	2
Resign Medical	0	1	1	0	0
Total Separations	141	133	156	161	109
Turnover Rate	6.80%	6.20%	7.40%	7.50%	6.00%

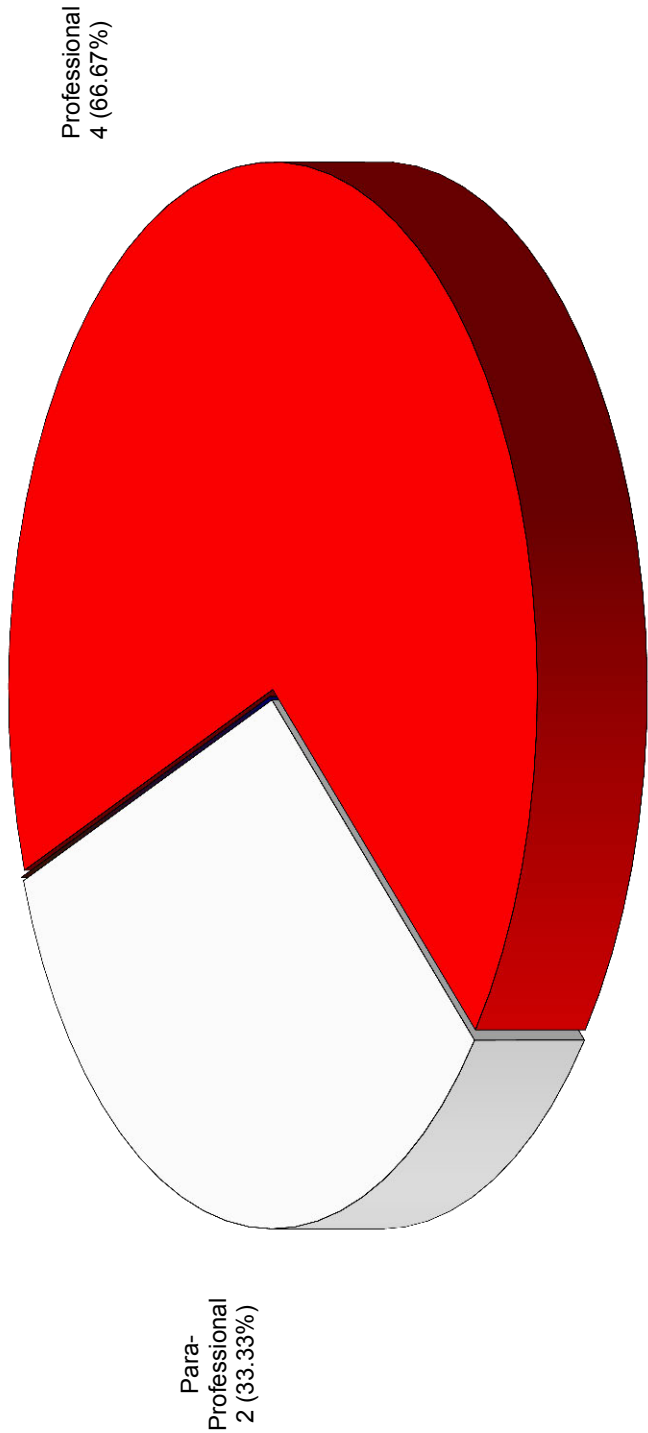
Turnover - Separation Reasons



Turnover - Separation Reasons

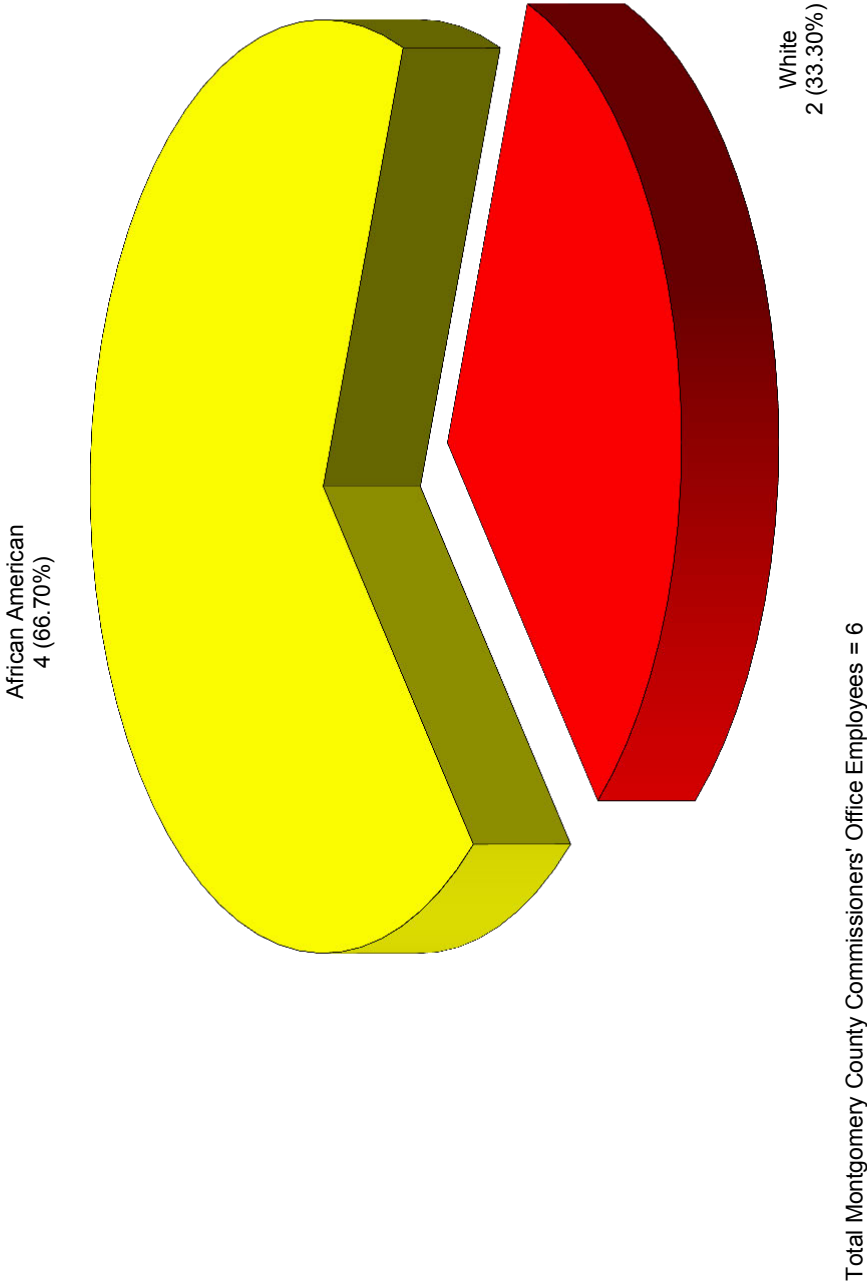


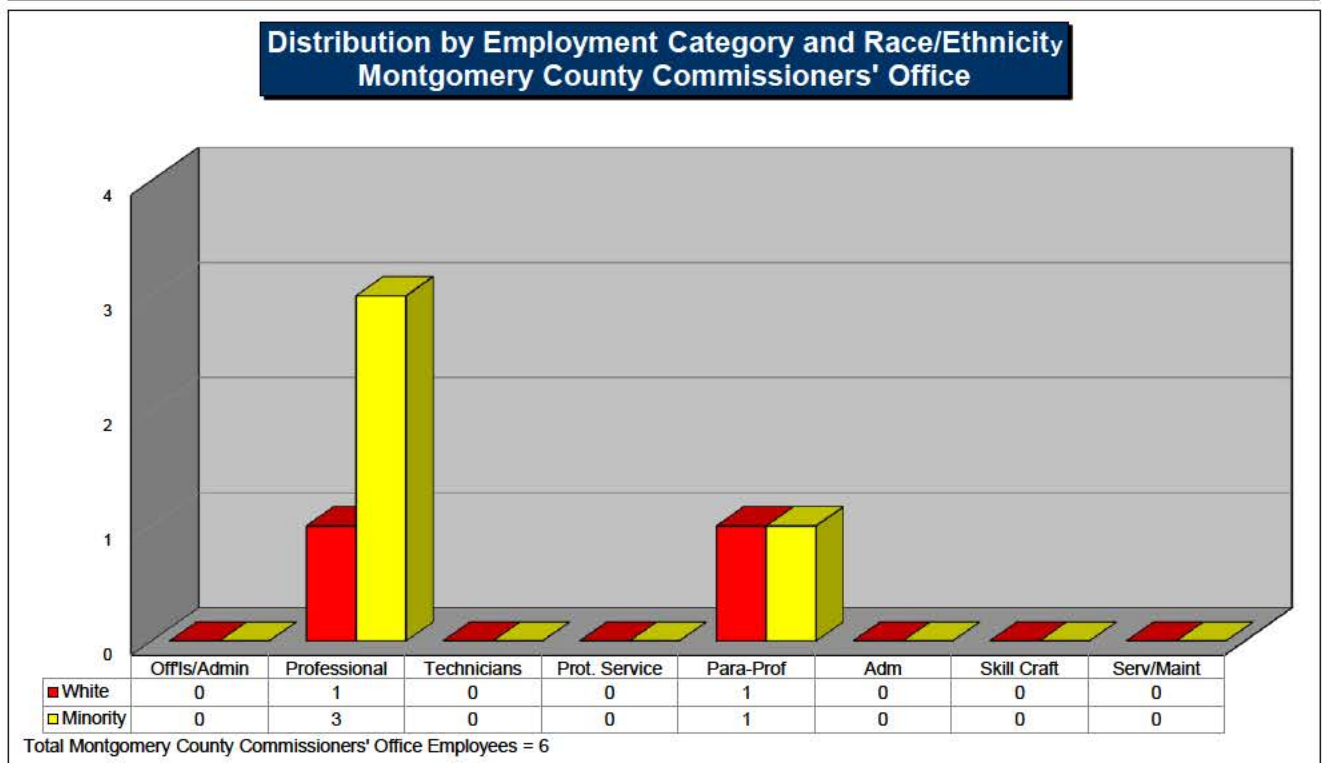
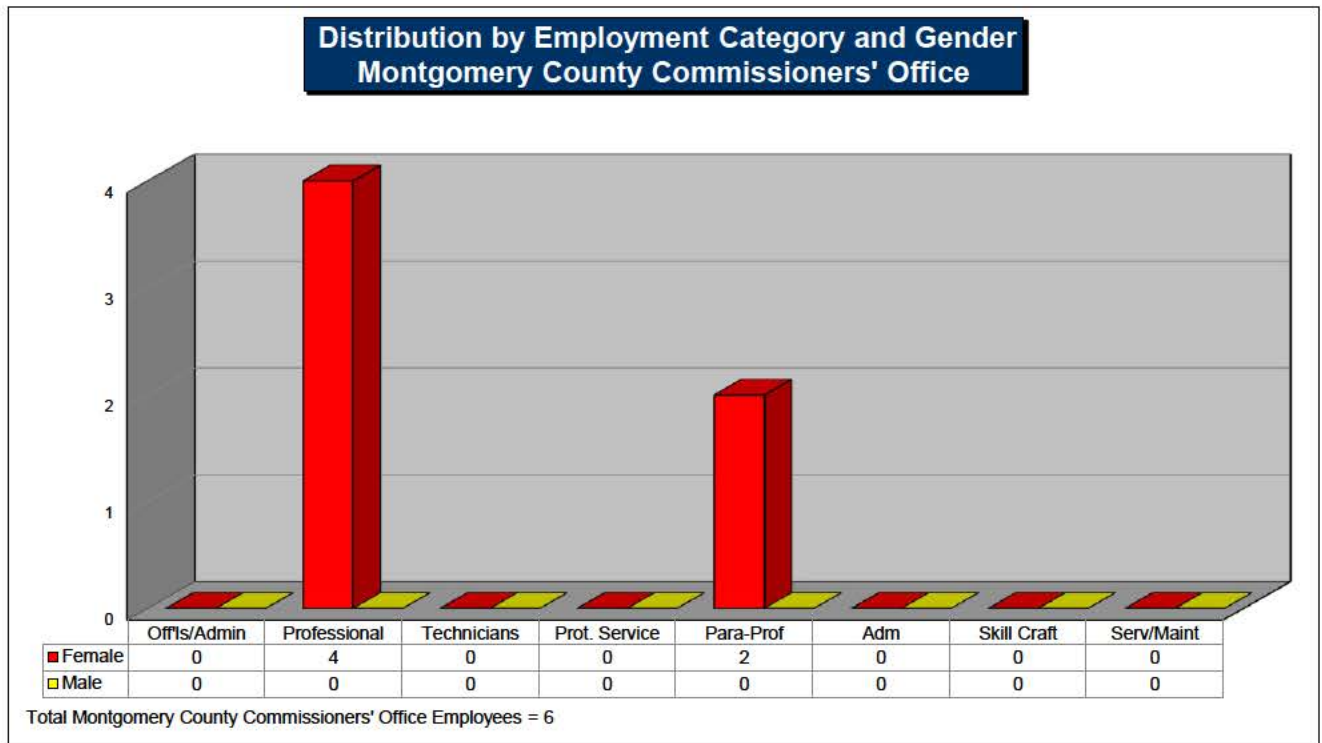
**Employees by Employment Category
Montgomery County Commissioners' Office**



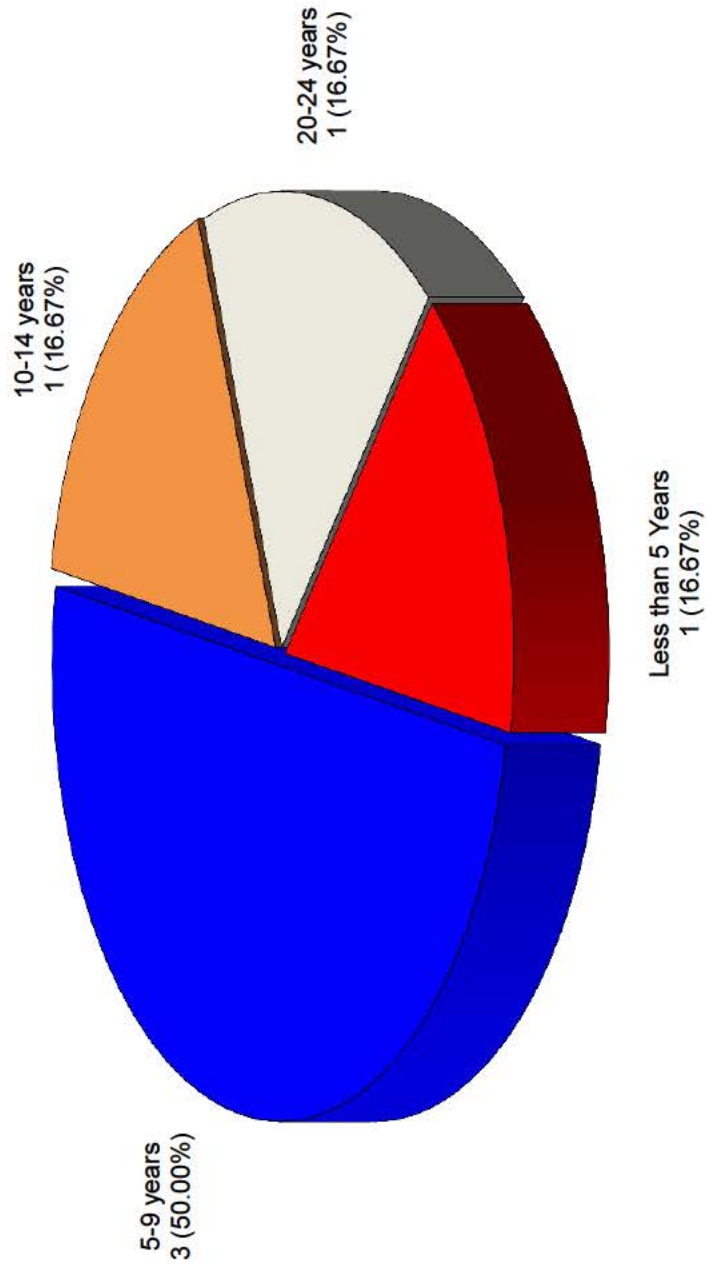
Total Montgomery County Commissioners' Office = 6

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



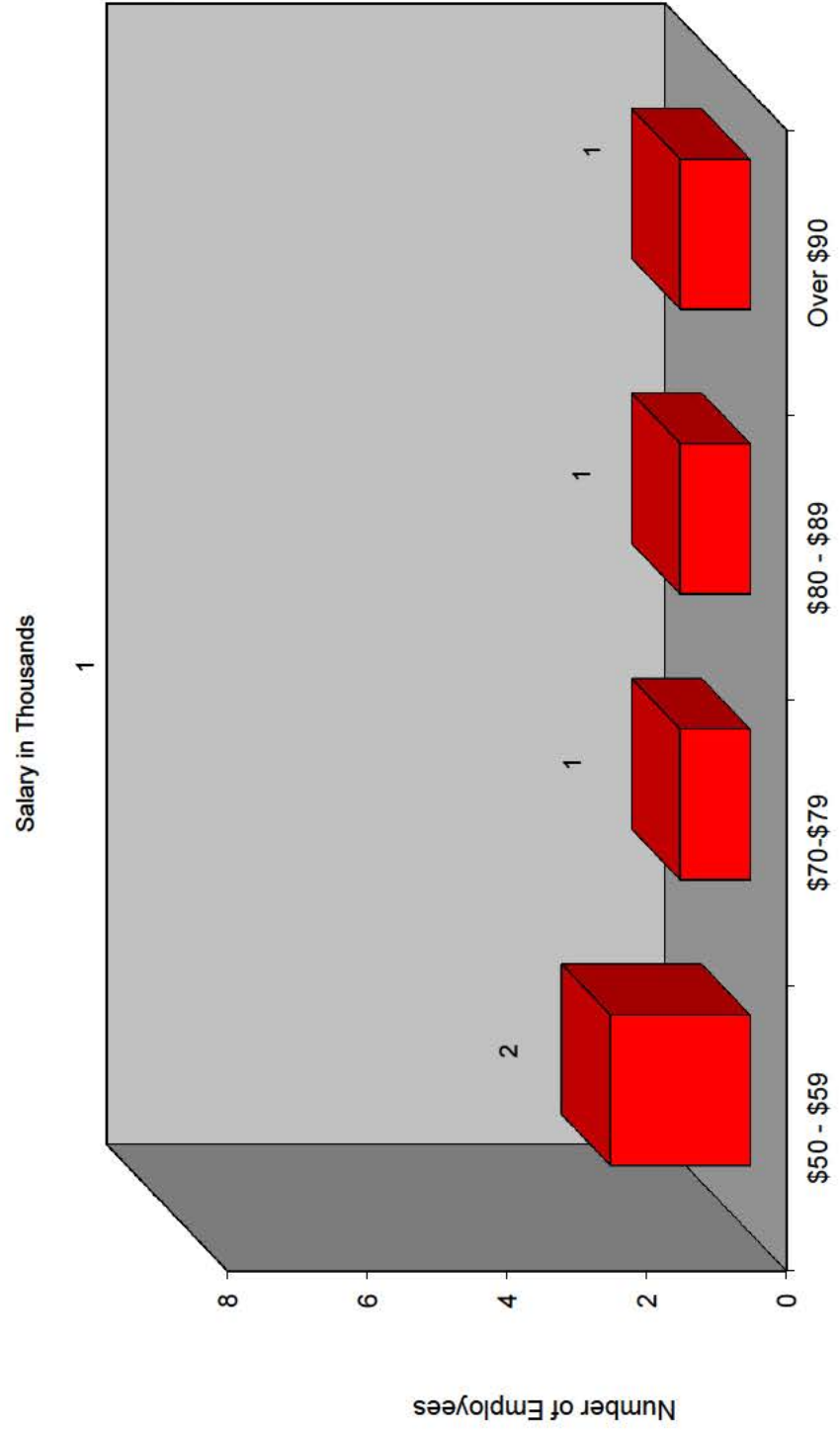


**Average Length of Service
Career Employees
Montgomery County Commissioners' Office**



Total Montgomery County Commissioners' Office Employees = 6

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

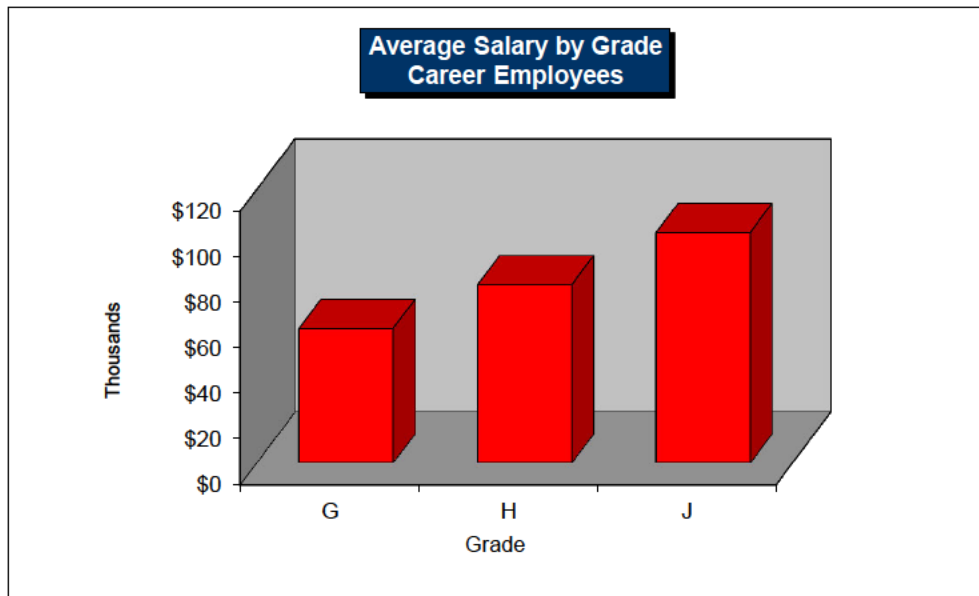


Total Montgomery Commissioners' Office Full-Time Employees = 5
Average Salary: \$75,196
Does not include part-time employees

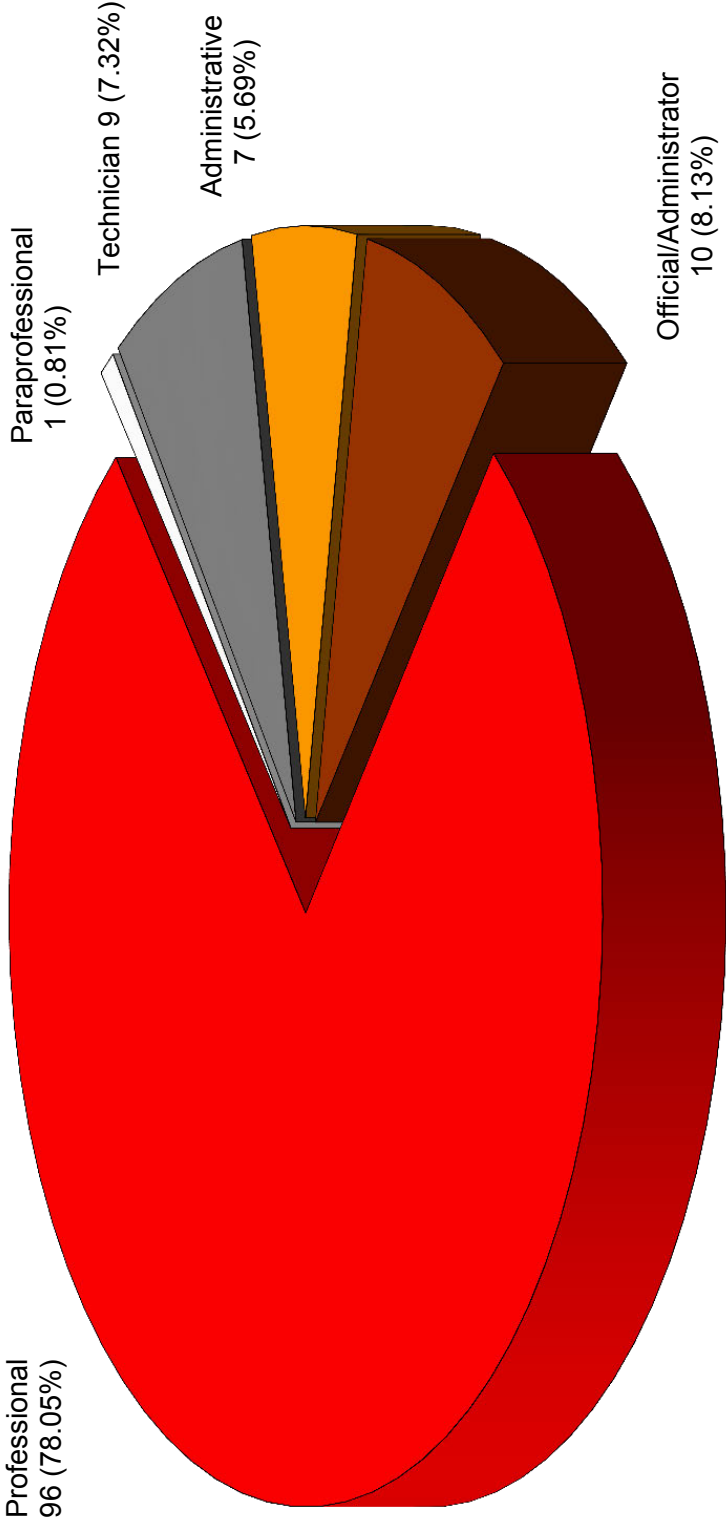
Average Annual Salary for Career Employees by Grade Montgomery County Commissioners' Office

Grade	Salary
G	\$59,057
H	\$78,318
J	\$101,228

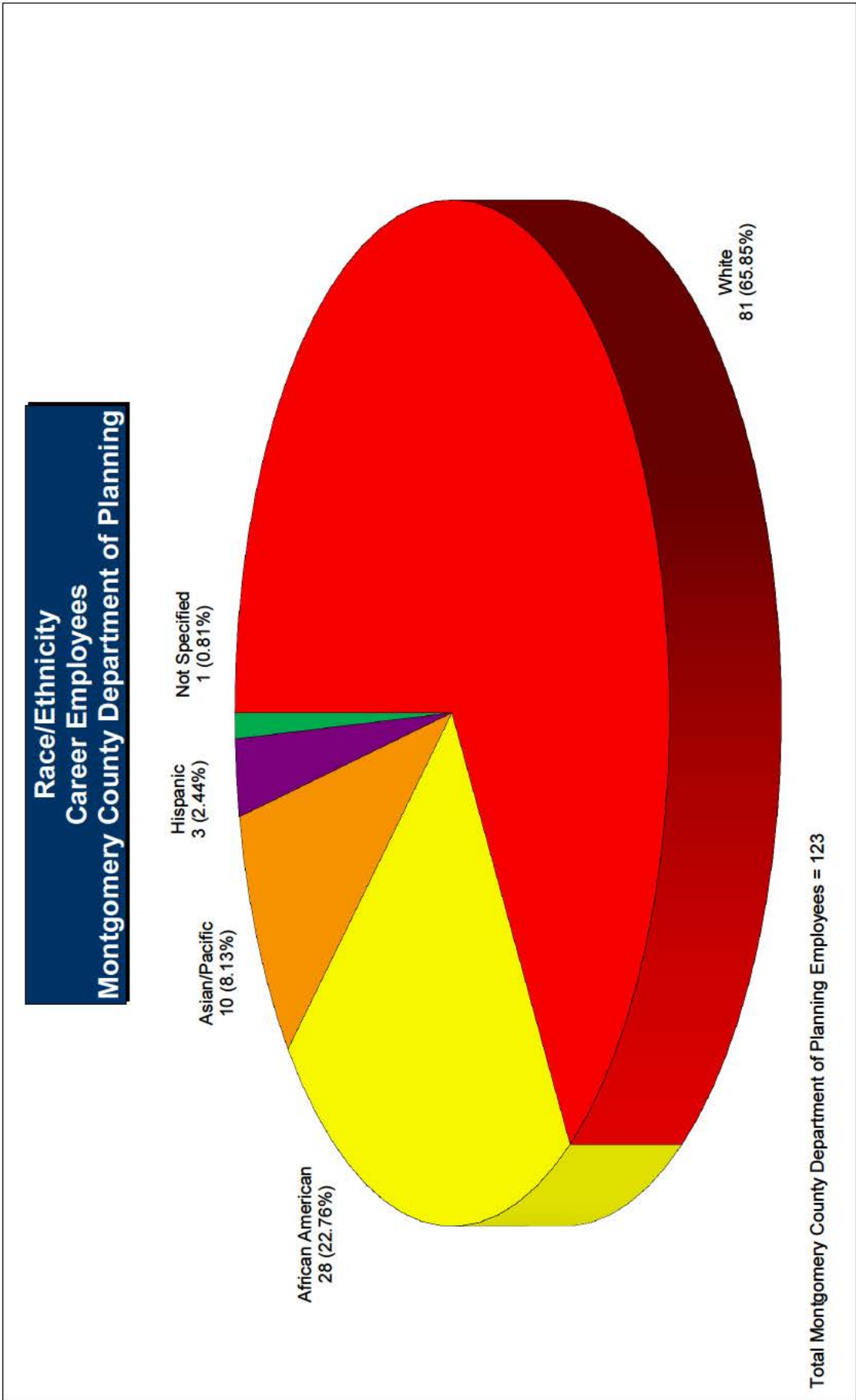
Average Departmental Salary: \$75,196
Average Commission Salary: \$64,100



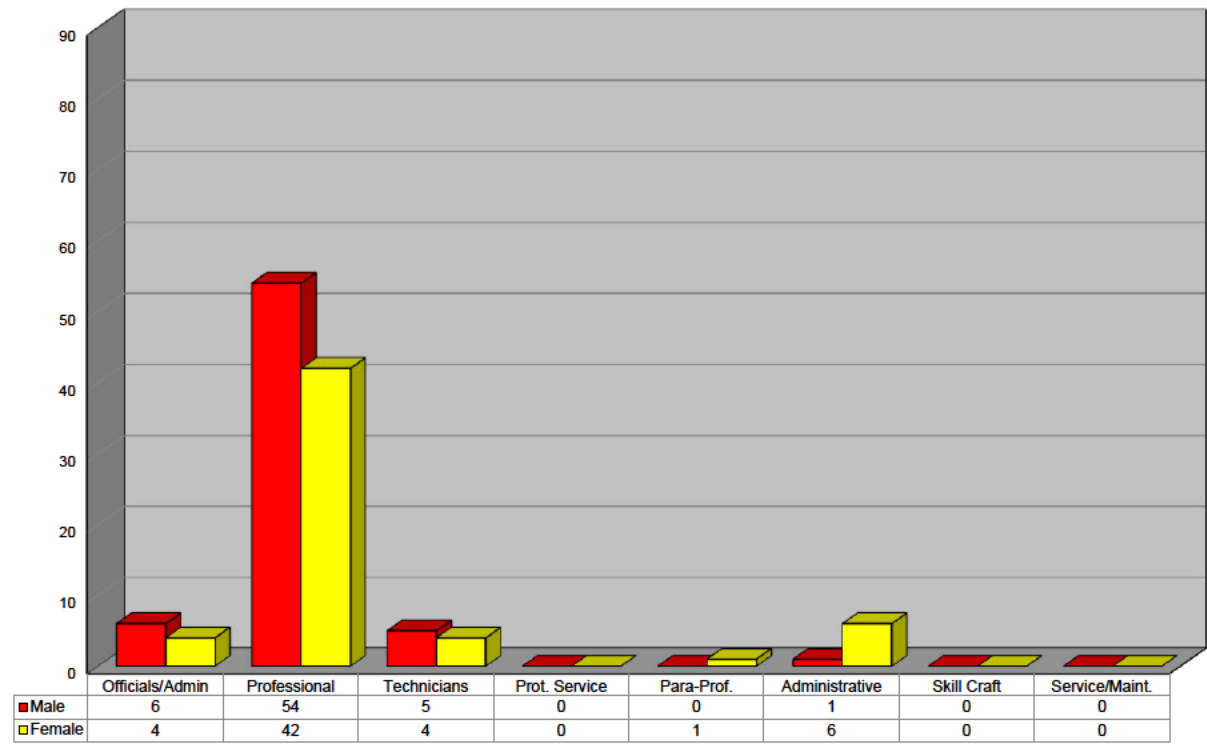
**Employees by Employment Category
Montgomery County Department of Planning**



Total Employees Montgomery County Planning = 123

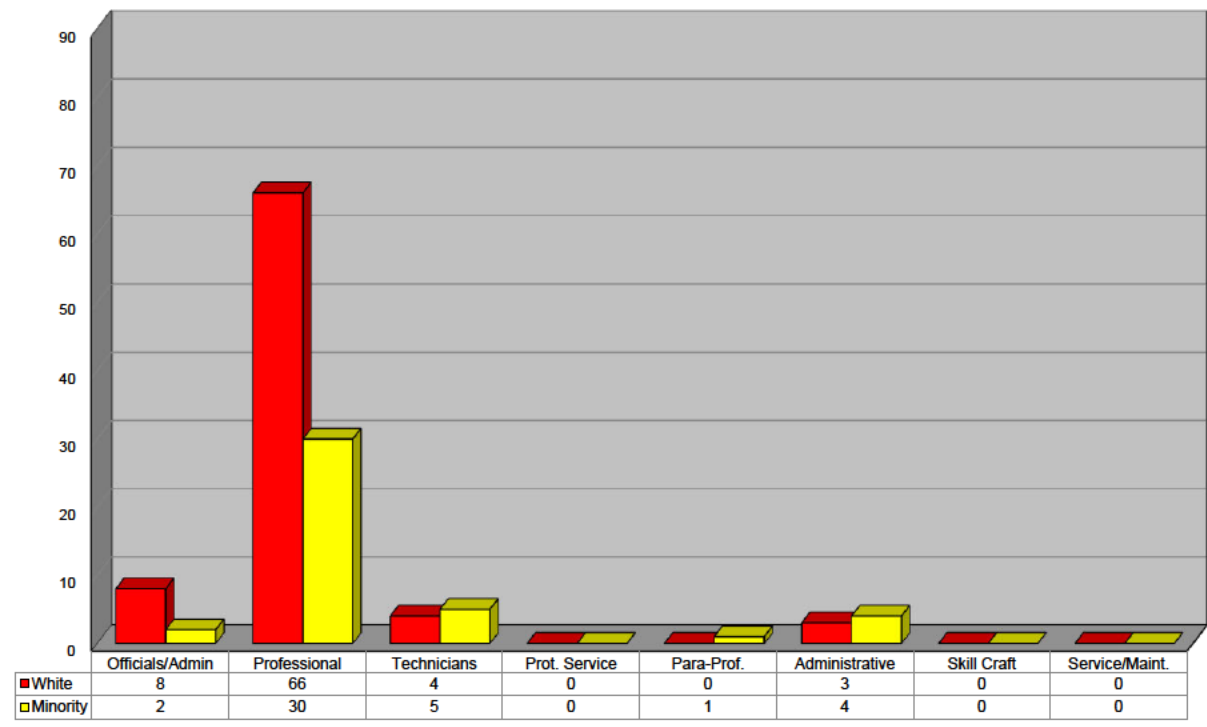


**Distribution by Employment Category and Gender
Montgomery County Department of Planning**



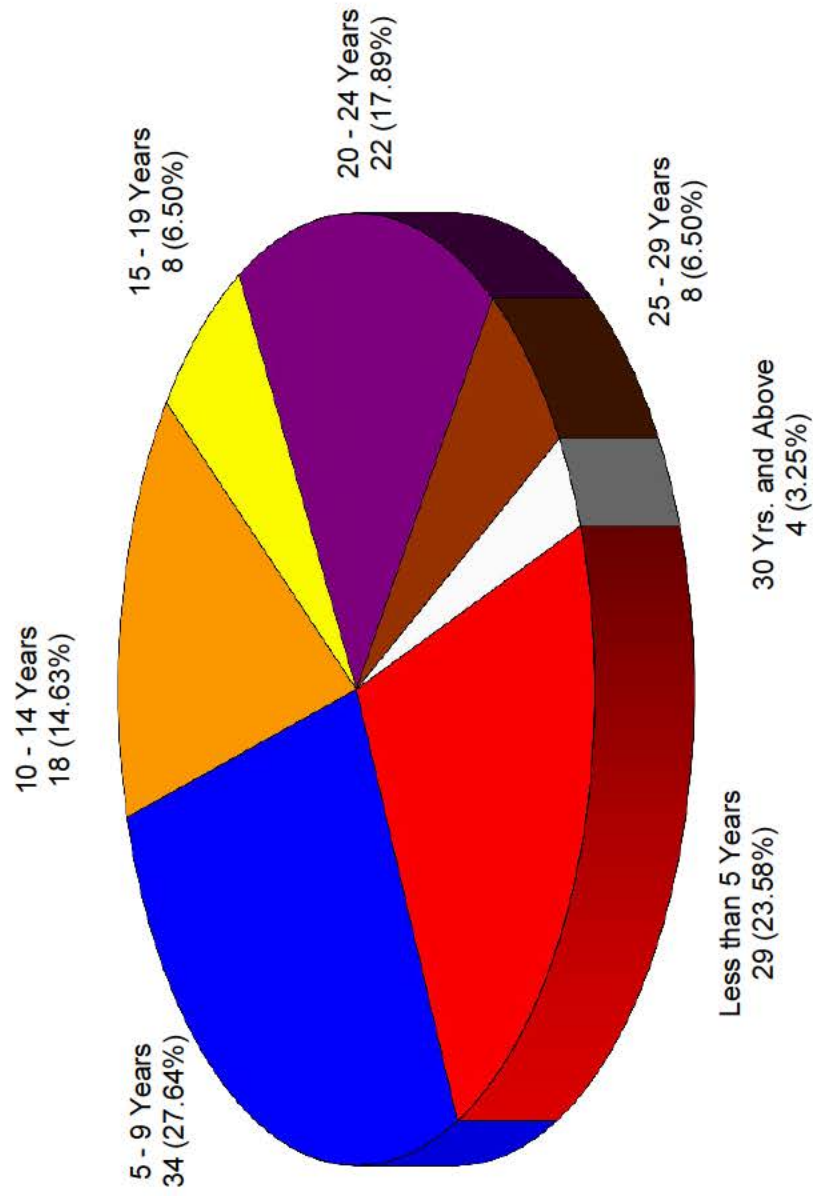
Total Montgomery County Department of Planning Employees = 123

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



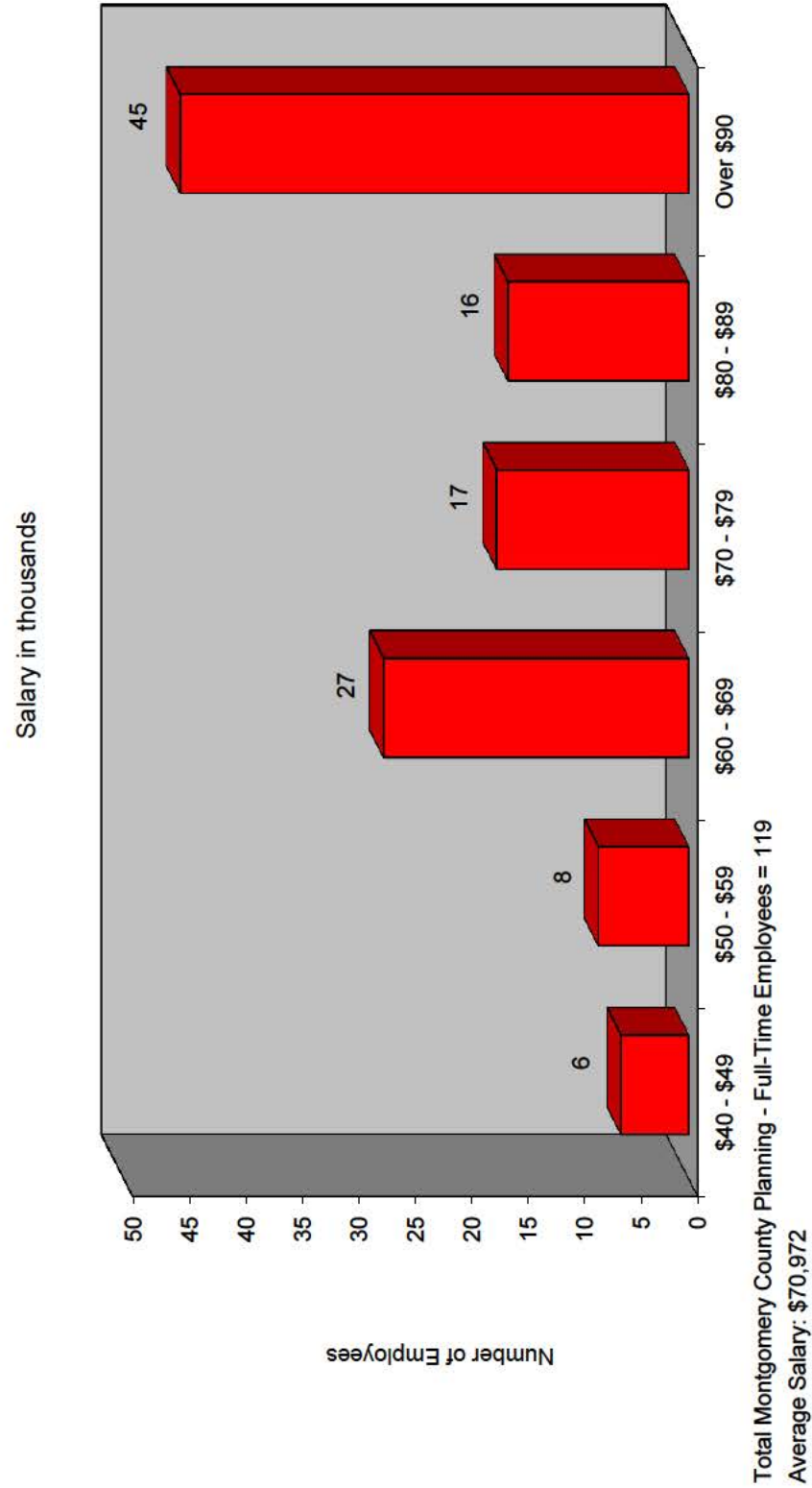
Total Montgomery County Department of Planning Employees = 123

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



Total Montgomery County Department of Planning = 123

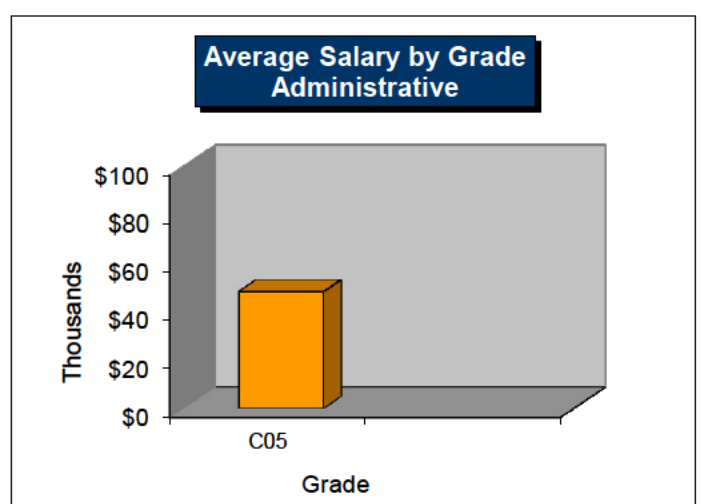
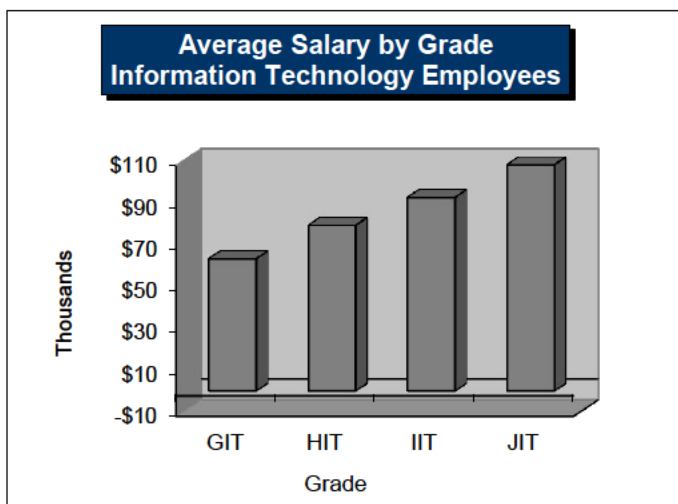
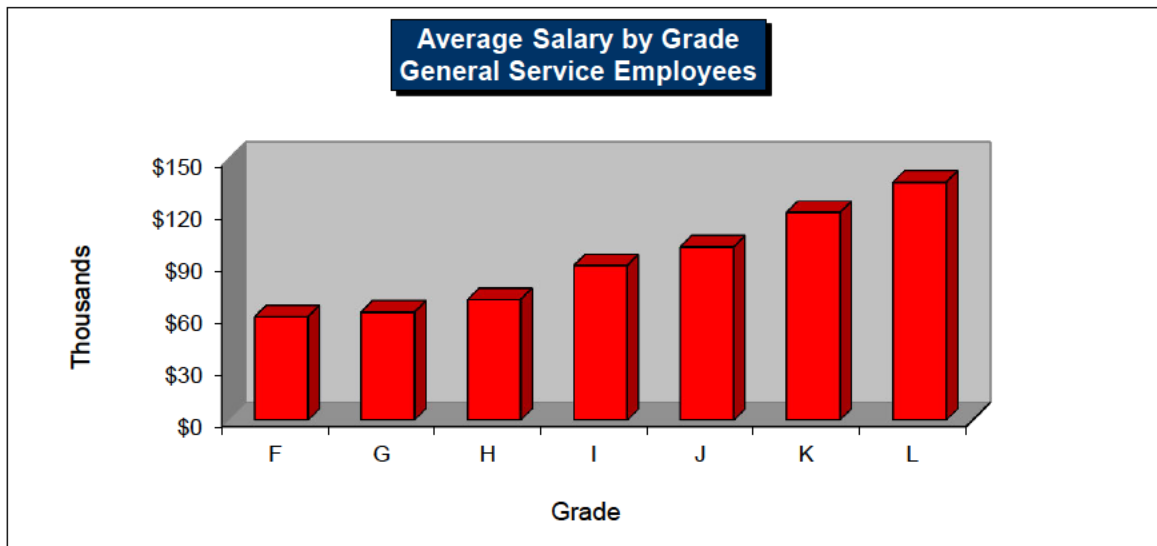
**Salary Range
Career Full-Time Employees
Montgomery County Department of Planning**



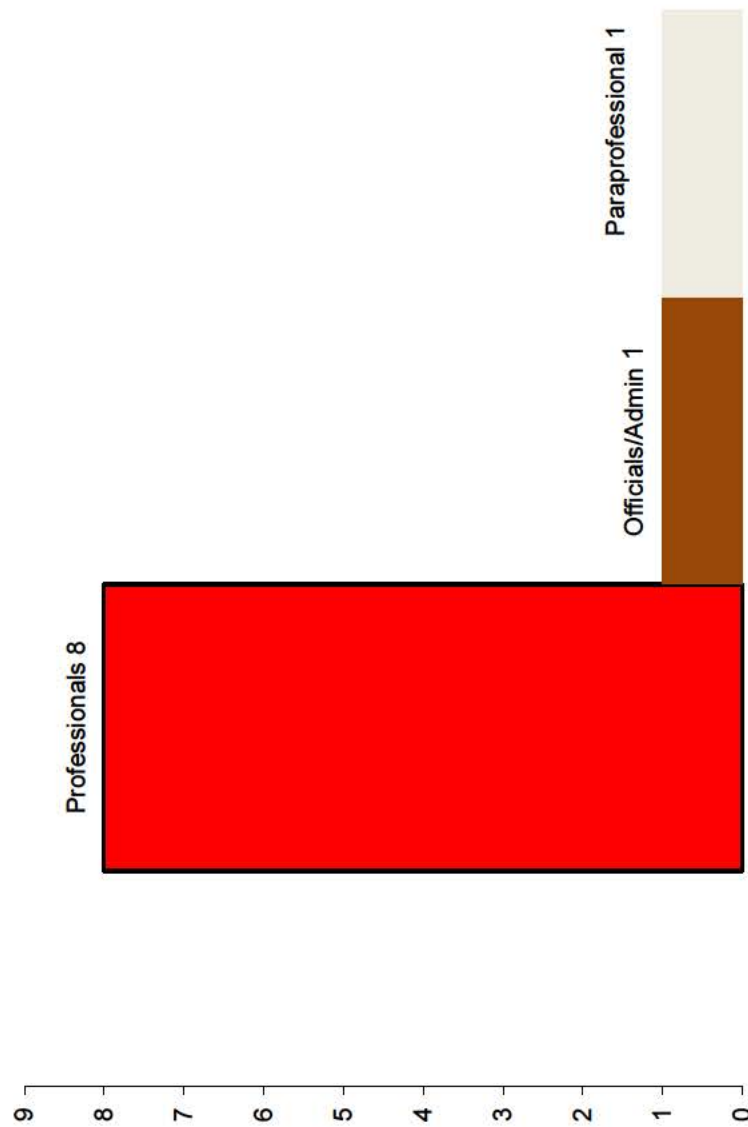
Average Annual Salary for Career Employees by Grade Montgomery County Department of Planning

Grade	Salary	Grade	Salary	Grade	Salary
C05	\$48,213	F	\$59,445	GIT	\$63,289
		G	\$62,138	HIT	\$79,310
		H	\$69,315	IIT	\$92,641
		I	\$88,890	JIT	\$108,270
		J	\$99,677		
		K	\$119,501		
		L	\$136,864		

Average Departmental Salary: \$70,972
 Average Commission Salary: \$64,100

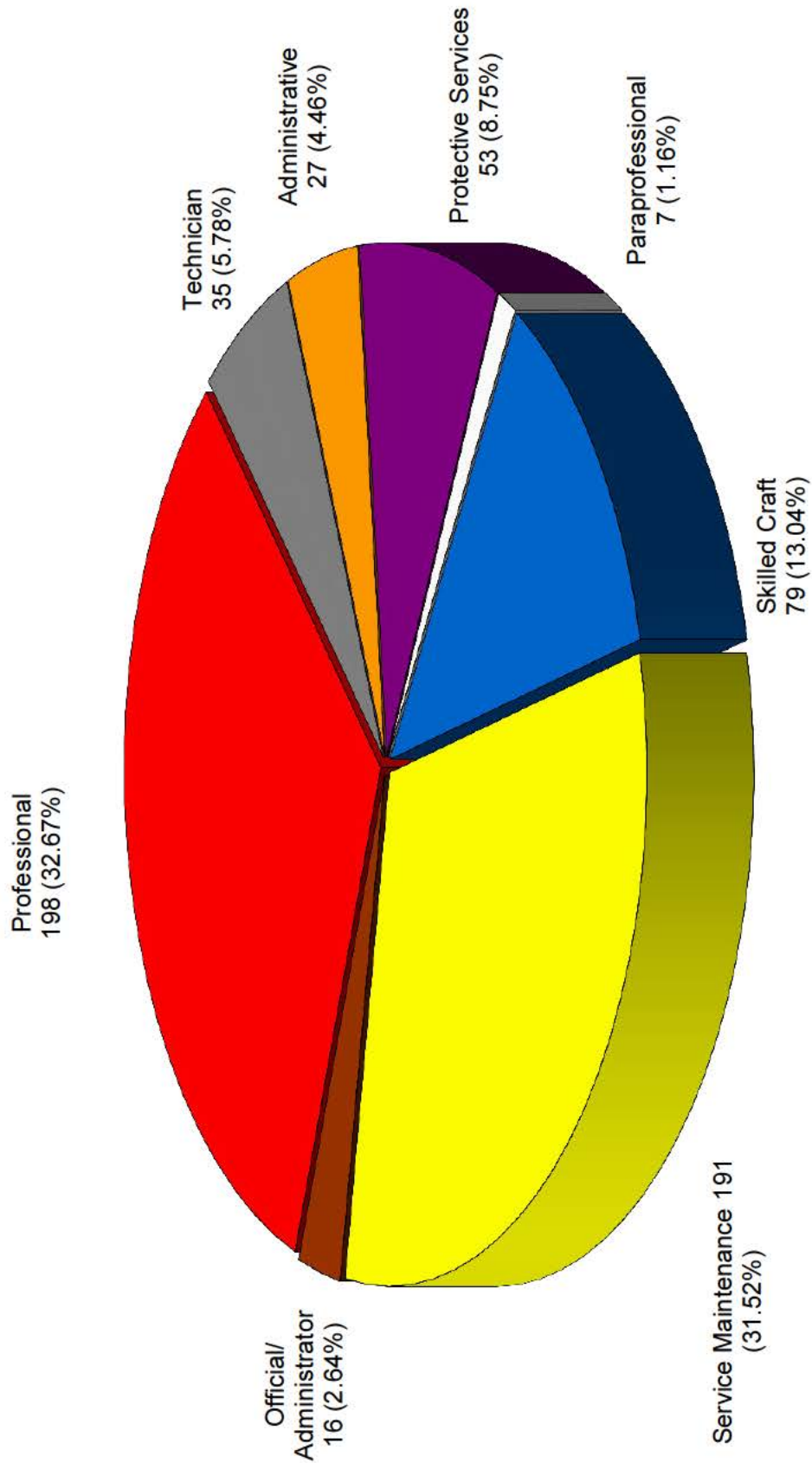


**Employee Turnover by Employment Category
Montgomery County Department of Planning**



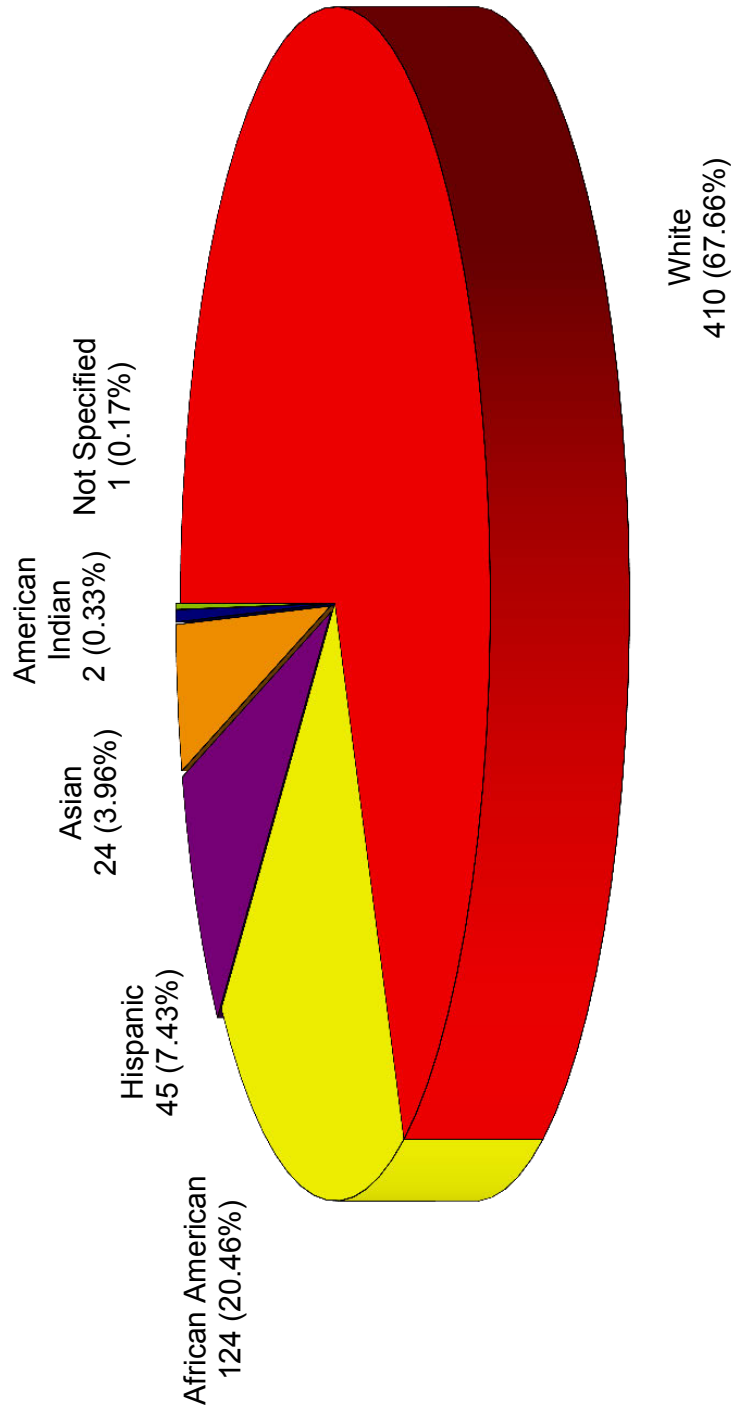
Montgomery County Department of Planning Turnover = 10 or 8.1%
Montgomery County Department of Planning Total Employees = 123
Commission-Wide Turnover = 109

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



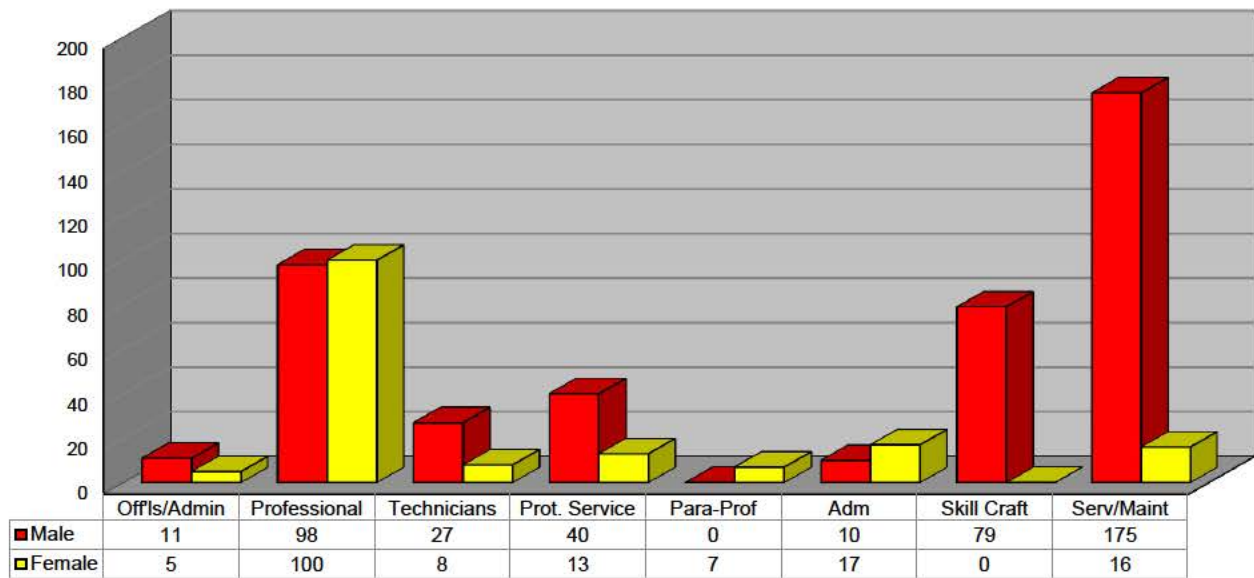
Total Montgomery County Parks Employees = 606

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



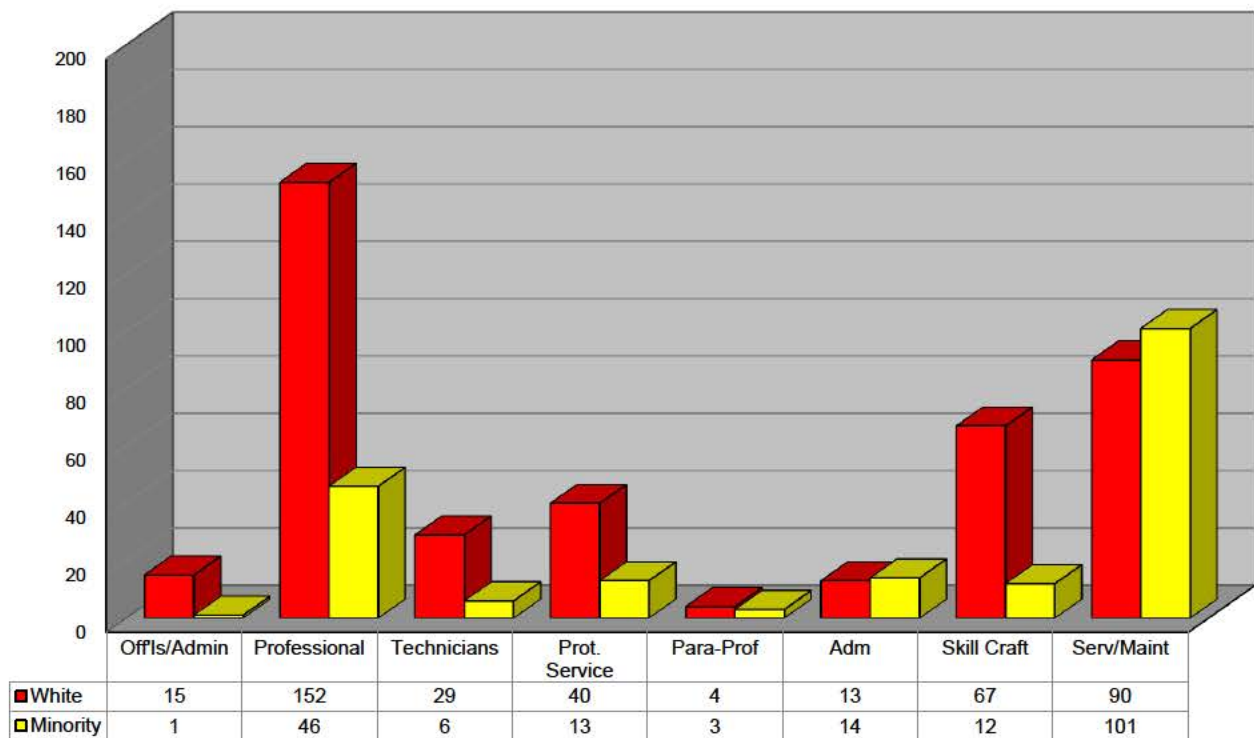
Total Montgomery County Parks Employees = 606

Distribution by Employment Category and Gender Montgomery County Department of Parks



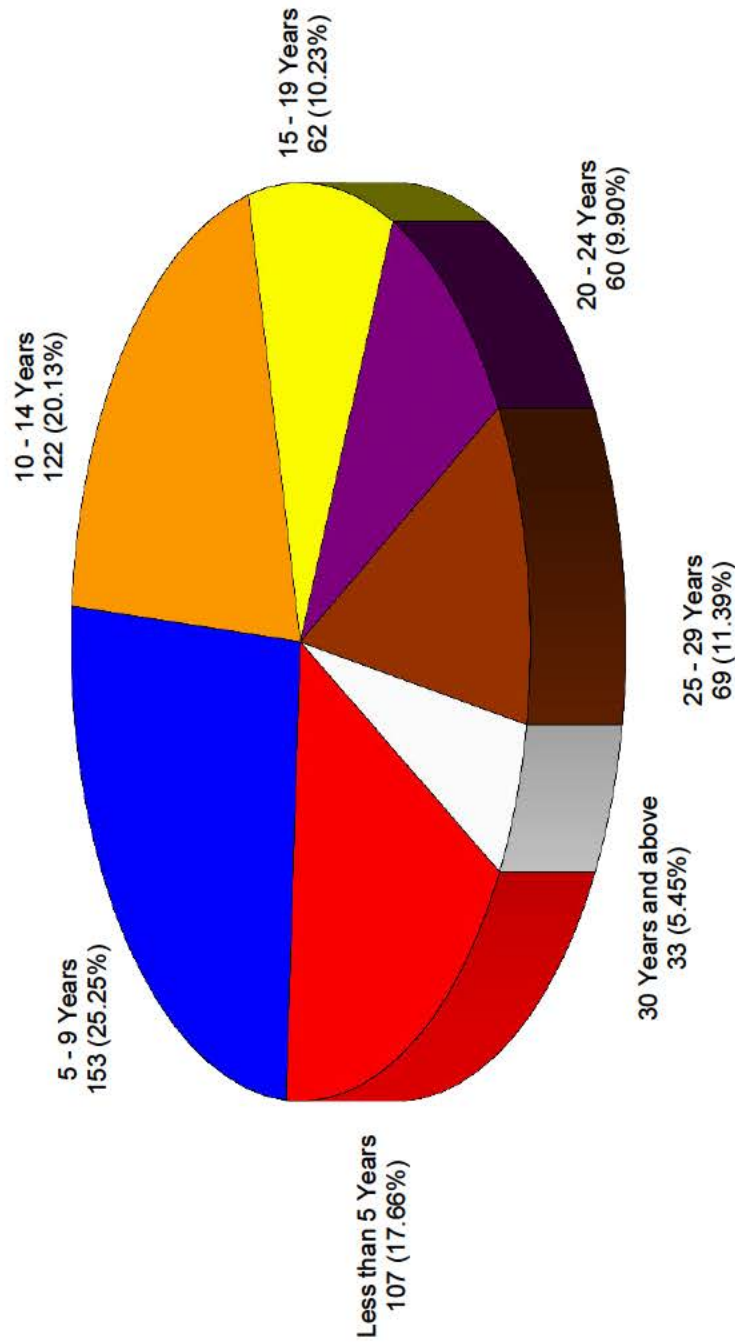
Total Montgomery County Department of Parks Employees = 606

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



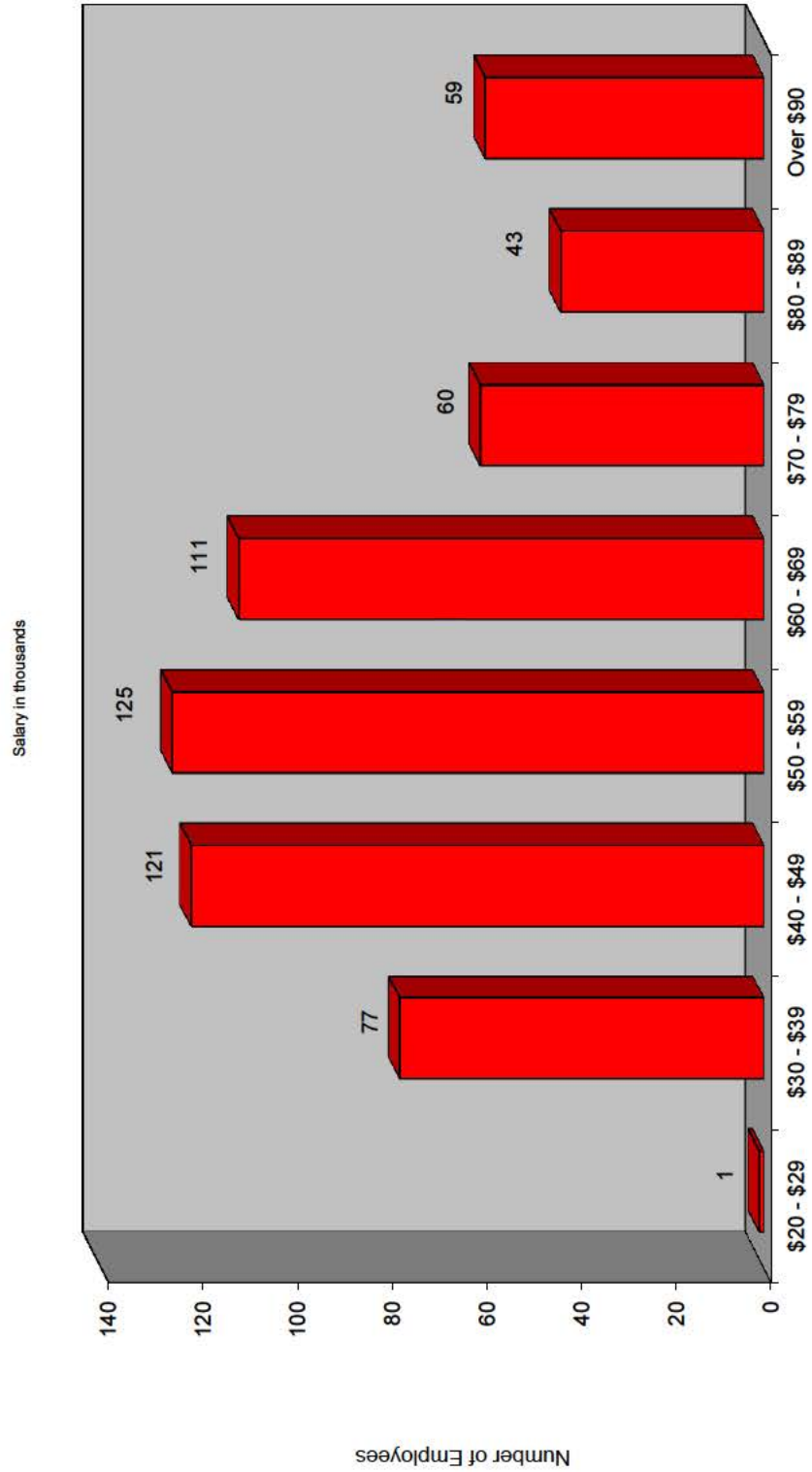
Total Montgomery County Department of Parks Employees = 606

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



Total Montgomery County Department of Parks Employees = 606

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

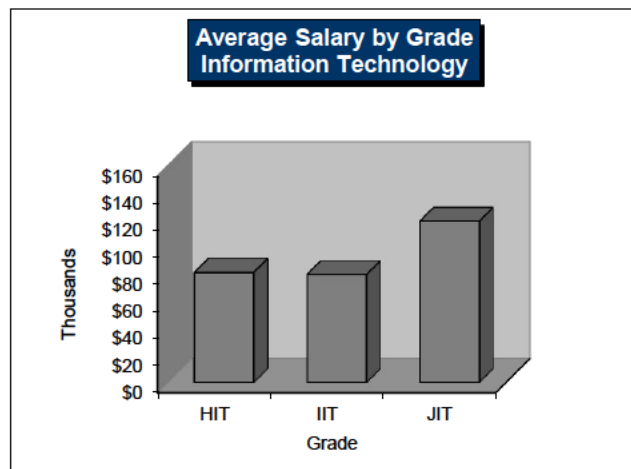
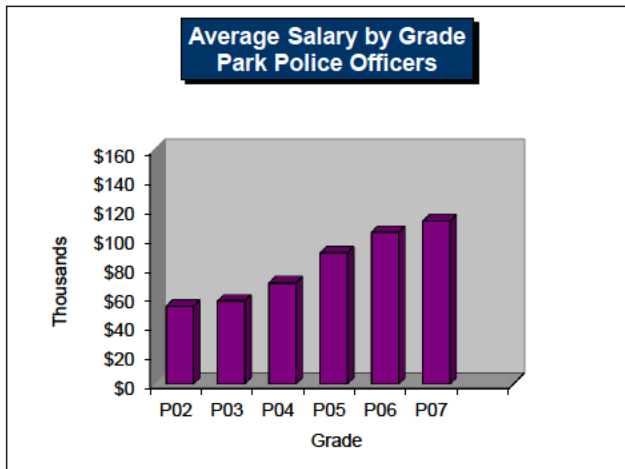
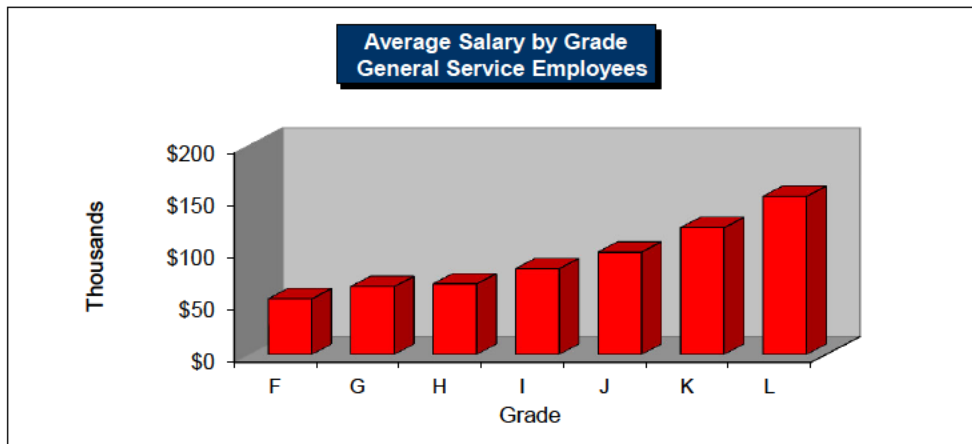


Total Department of Parks Full-Time Employees = 597
Average Salary: \$61,414

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

Grade	Salary	Grade	Salary	Grade	Salary
F	\$53,229	P02	\$53,166	HIT	\$81,281
G	\$64,934	P03	\$56,756	IIT	\$79,751
H	\$67,619	P04	\$69,184	JIT	\$119,028
I	\$82,090	P05	\$89,718		
J	\$98,034	P06	\$103,882		
K	\$121,333	P07	\$111,480		
L	\$151,298				

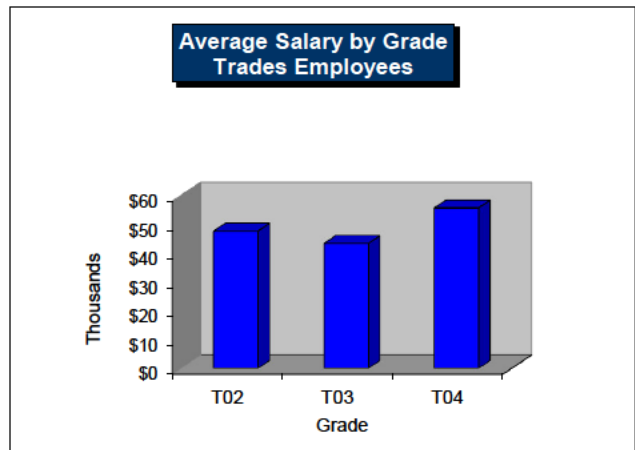
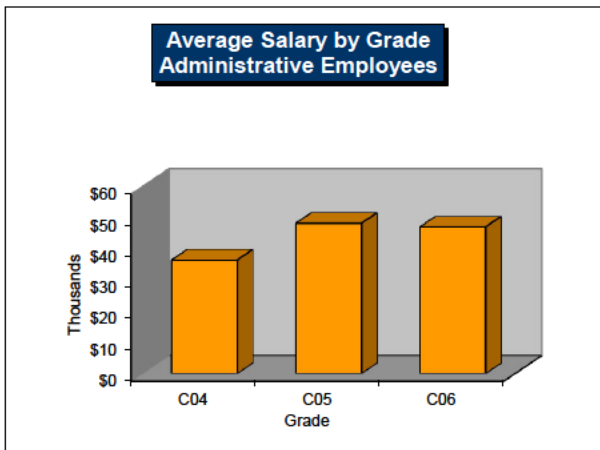
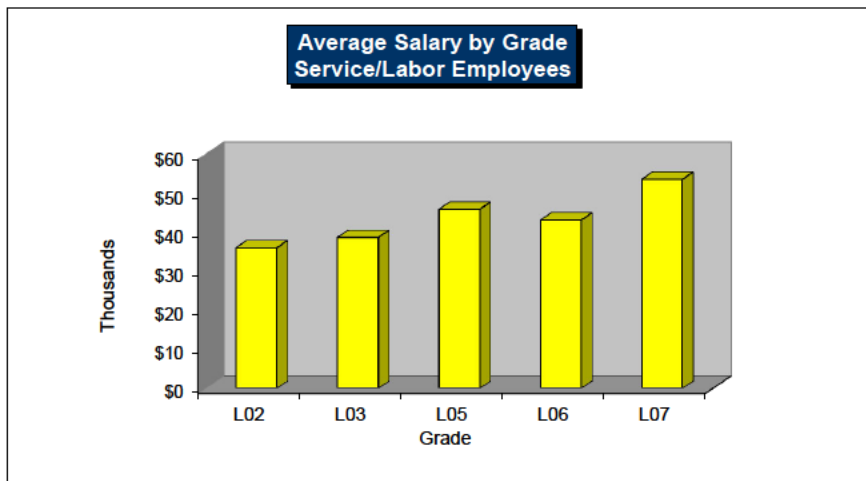
Average Department Salary: \$61,414
 Average Commission Salary: \$64,100



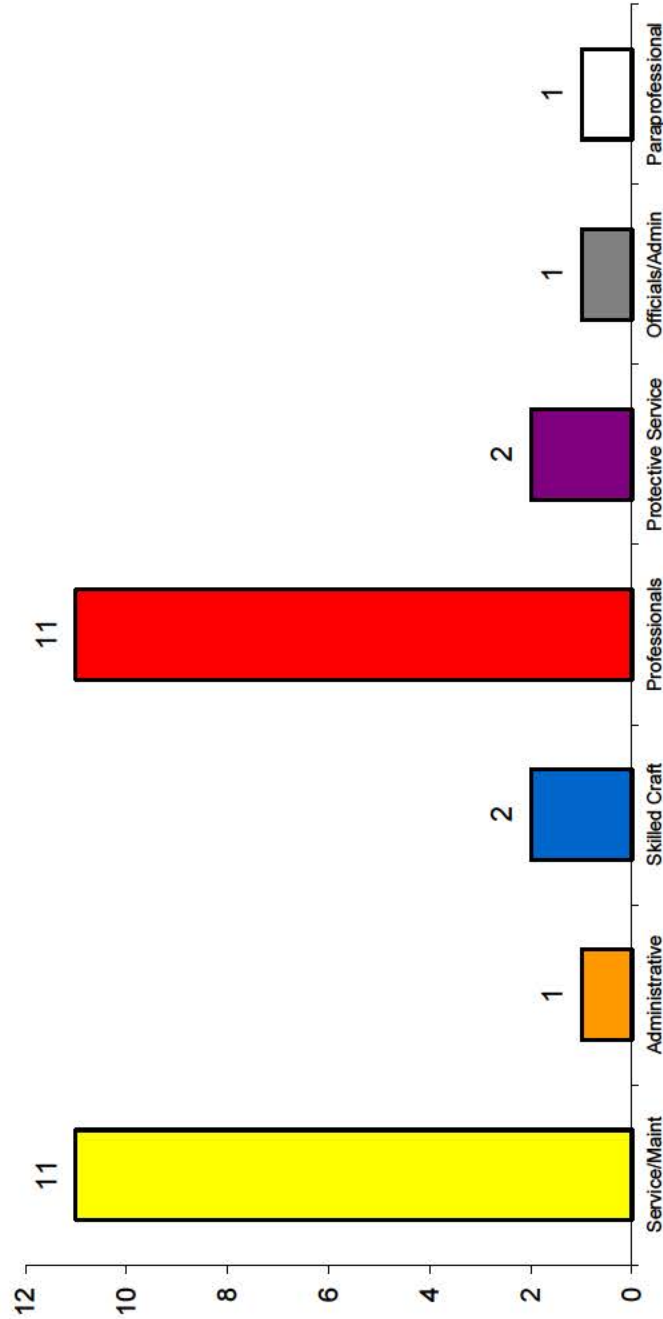
Average Annual Salary for Career Employees by Grade Montgomery County Department of Parks

Grade	Salary	Grade	Salary	Grade	Salary
C04	\$36,473	L02	\$36,082	T02	\$47,682
C05	\$48,254	L03	\$38,725	T03	\$43,357
C06	\$47,092	L05	\$45,960	T04	\$55,720
		L06	\$43,162		
		L07	\$53,646		

Average Departmental Salary: \$61,414
Average Commission Salary : \$64,100

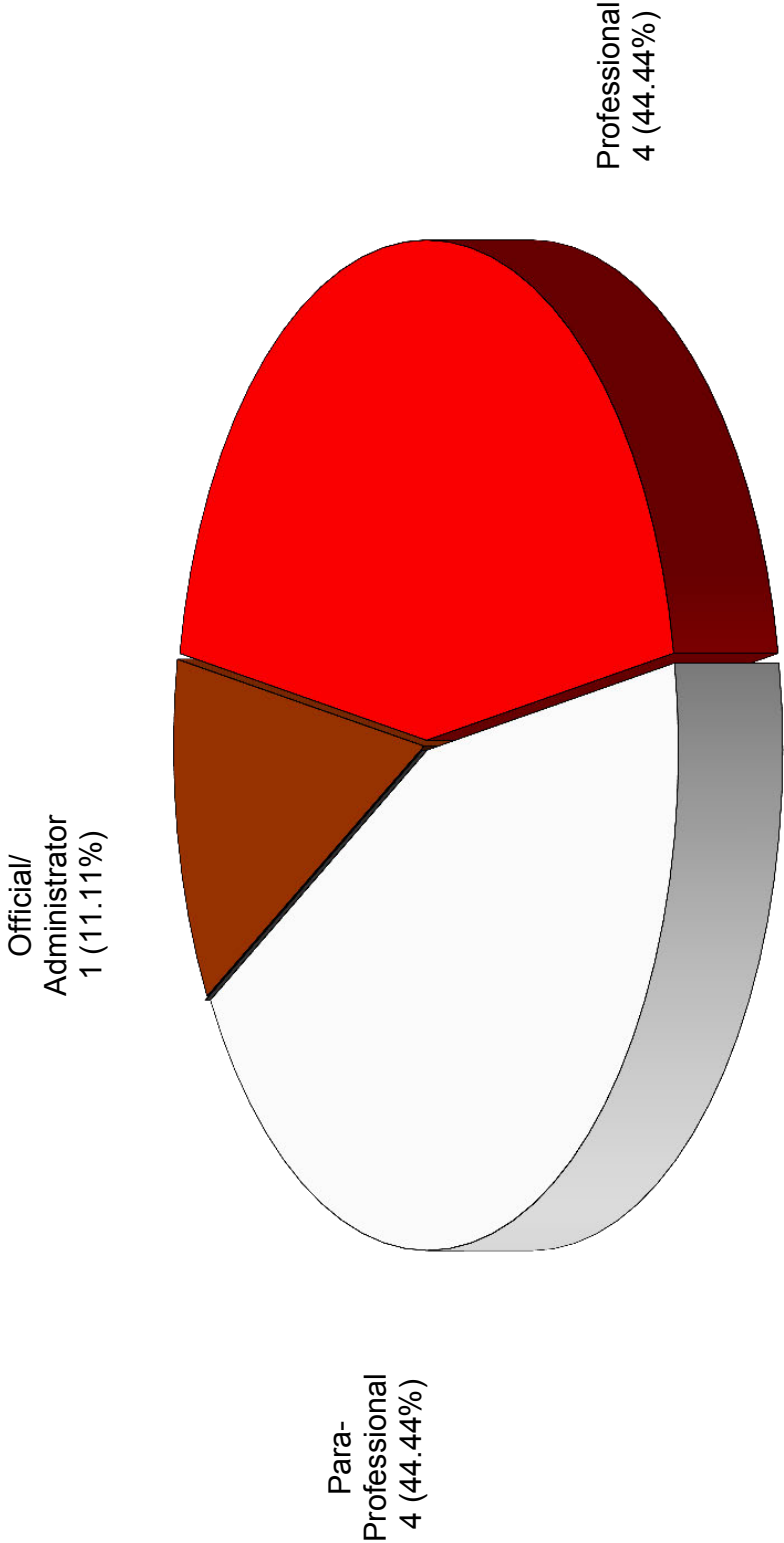


**Employee Turnover by Employment Category
Montgomery County Department of Parks**



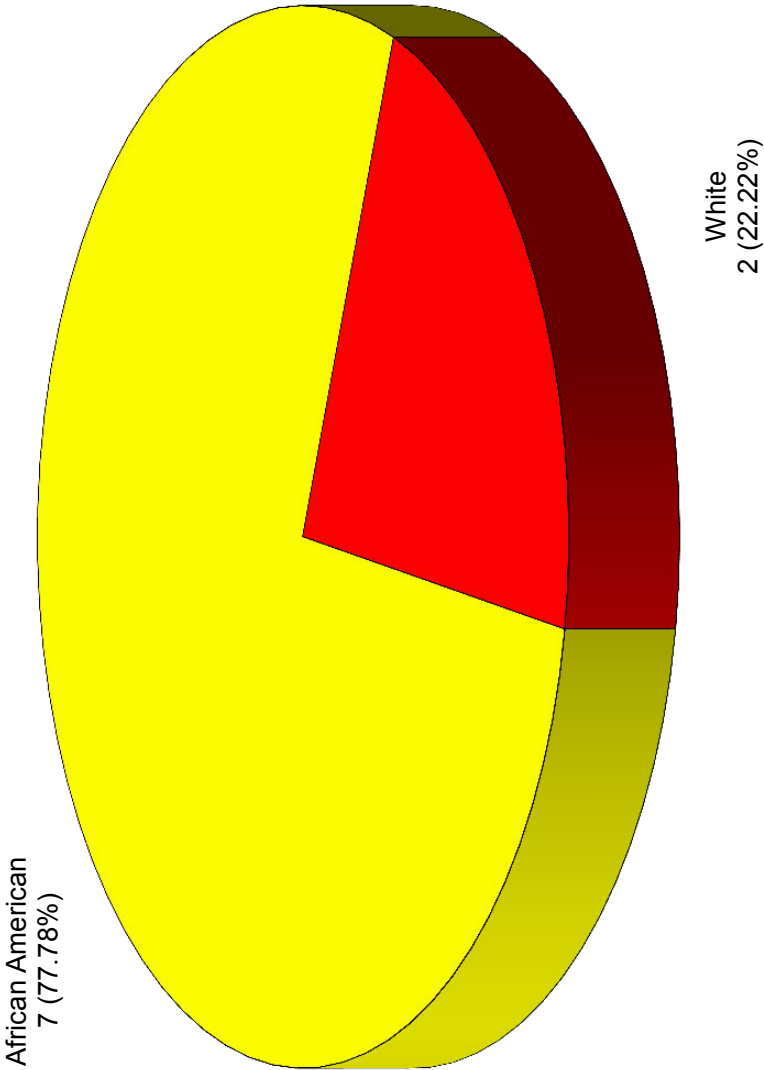
Montgomery County Department of Parks Turnover = 29 or 5.0%
 Montgomery County Department of Parks Total Employees = 606
 Commission-Wide Turnover = 109

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

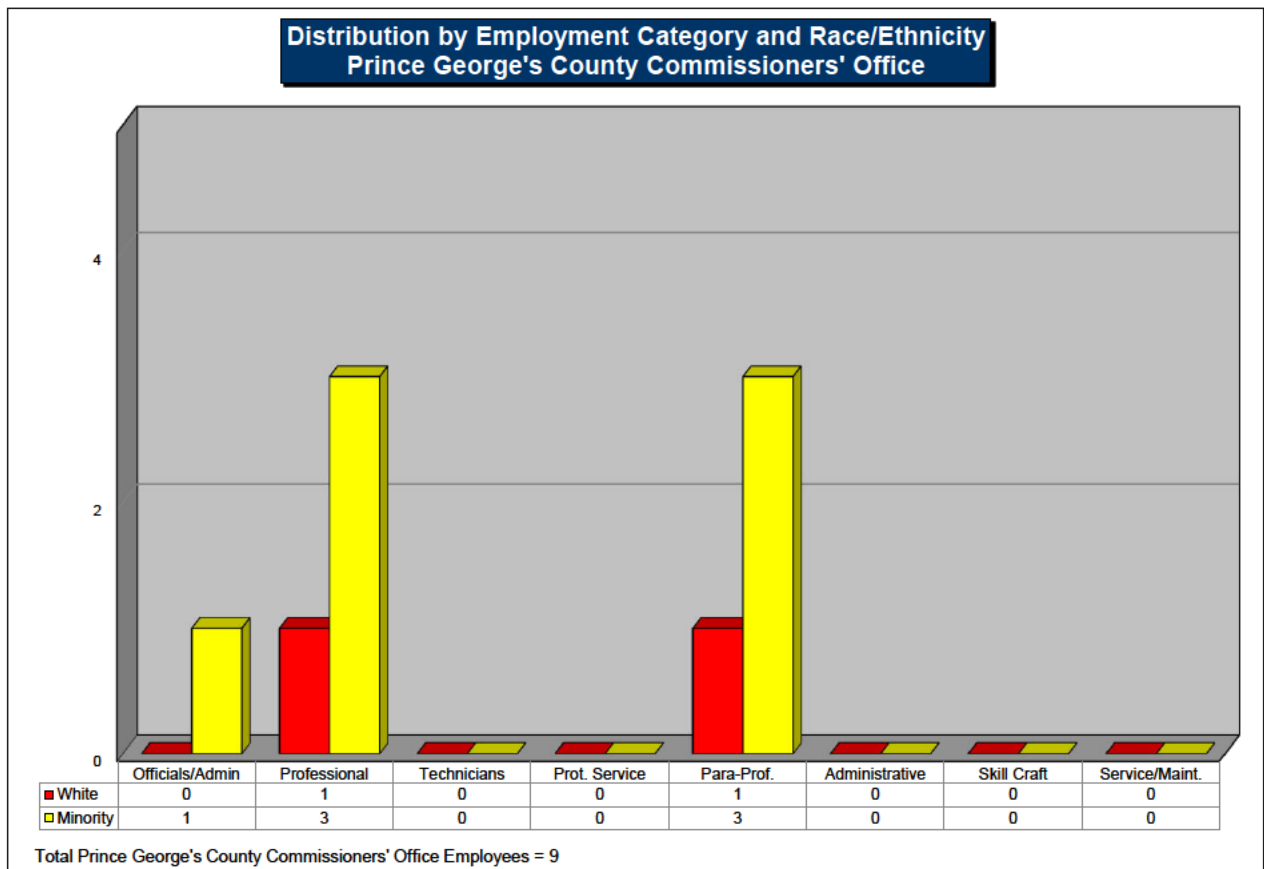
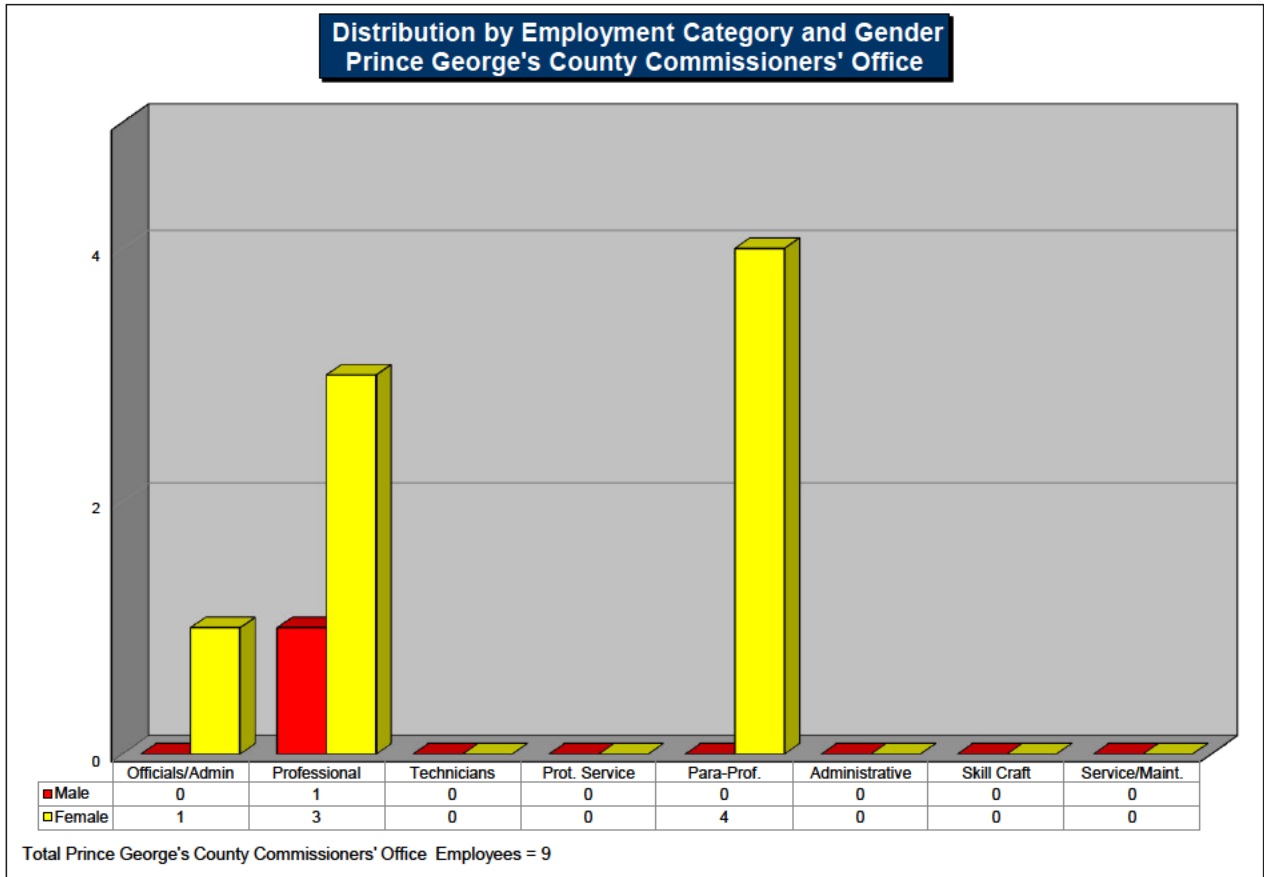


Total Prince George's County Commissioners' Office = 9

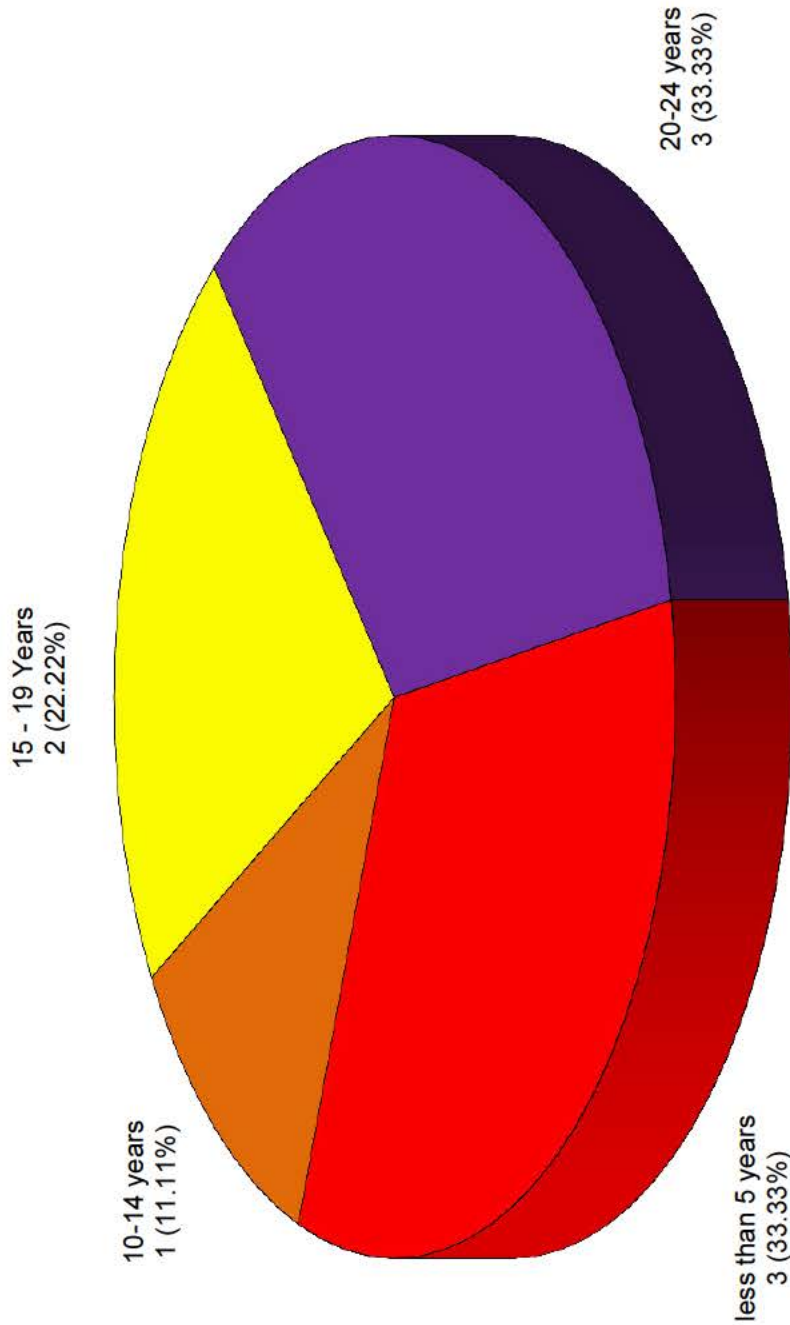
**Race/Ethnicity
Career Employees
Prince George's County Commissioners' Office**



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

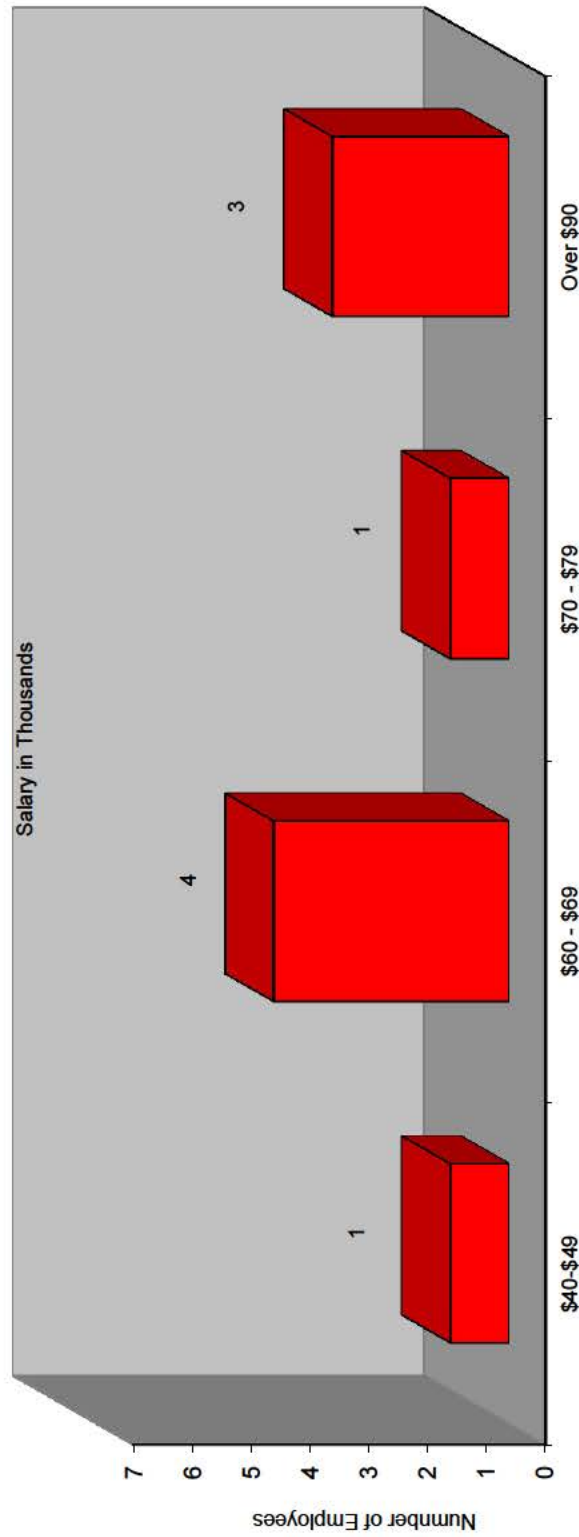


**Average Length of Service
Career Employees
Prince George's County Commissioners' Office**



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

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

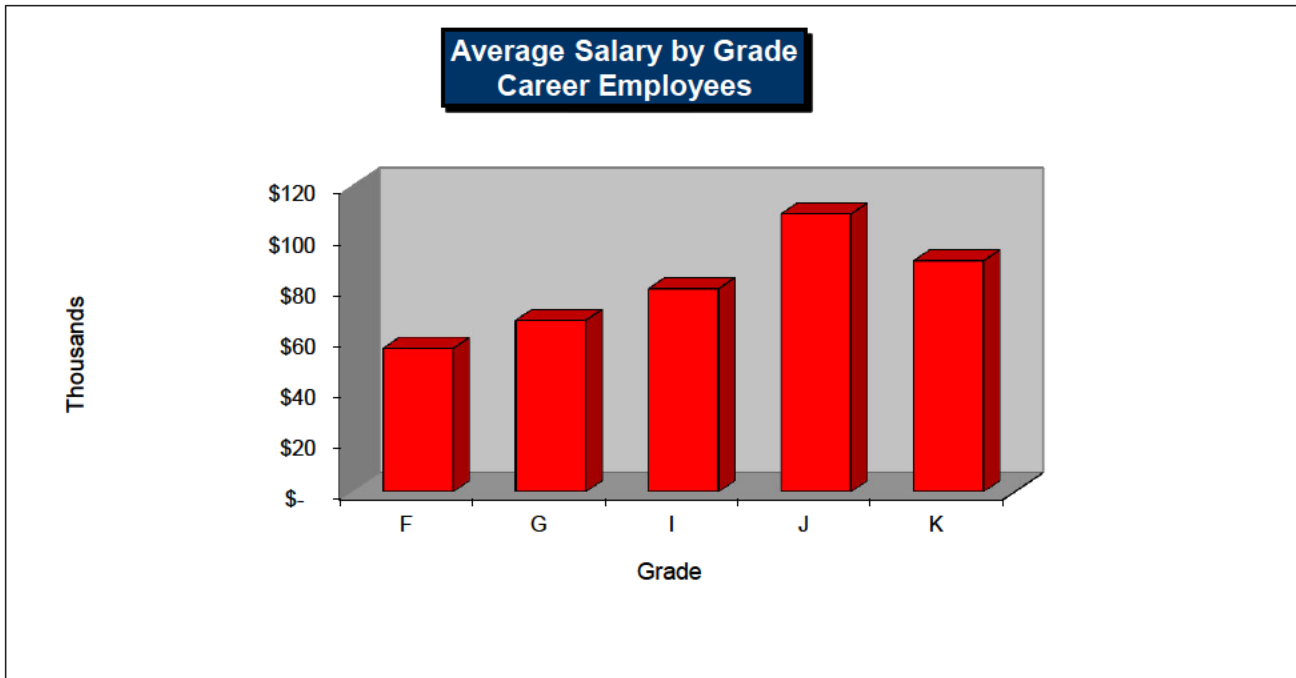


Total Prince George's County Commissioners' Office Full -Time Employees = 9
Average Salary: \$70,980

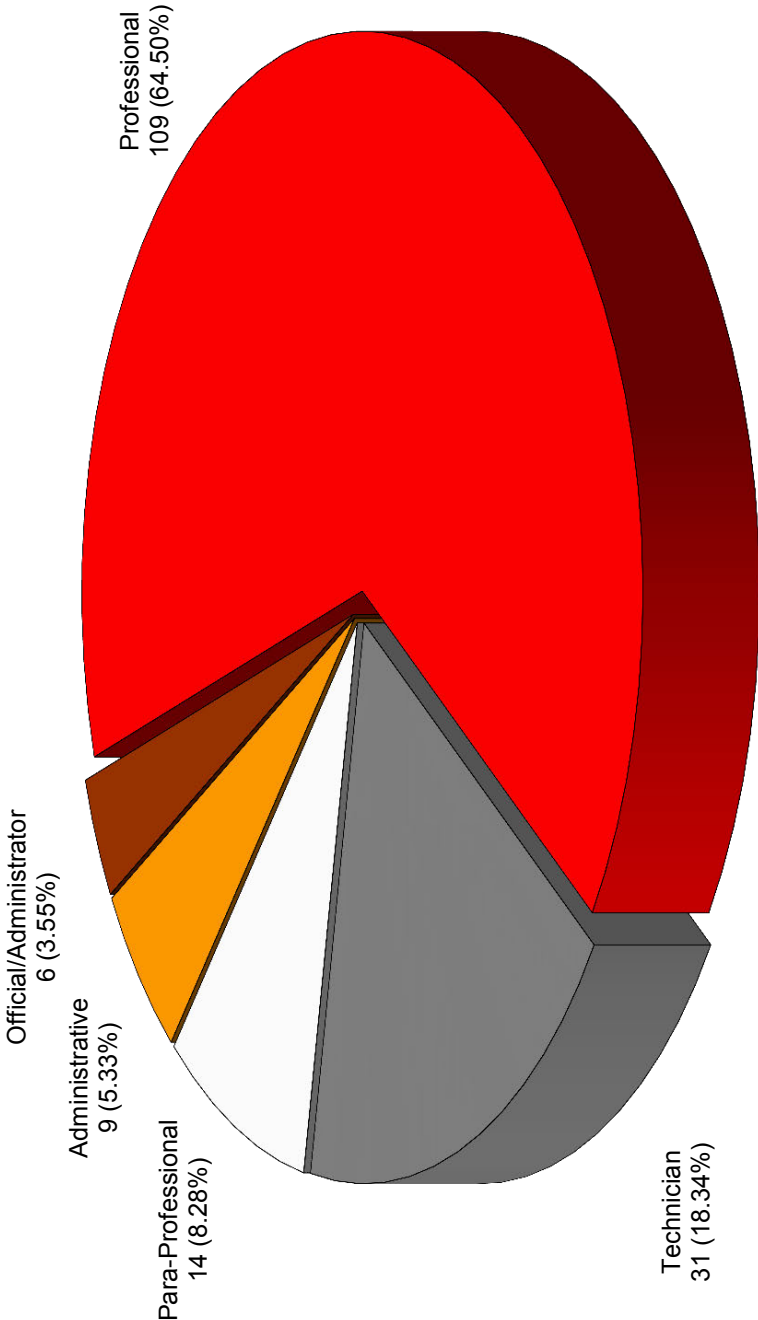
Average Annual Salary for Career Employees by Grade Prince George's County Commissioners' Office

Grade	Salary
F	\$ 56,307
G	\$ 67,346
I	\$ 79,788
J	\$ 109,200
K	\$ 90,750

Average Departmental Salary : \$74,909
Average Commission Salary : \$64,100

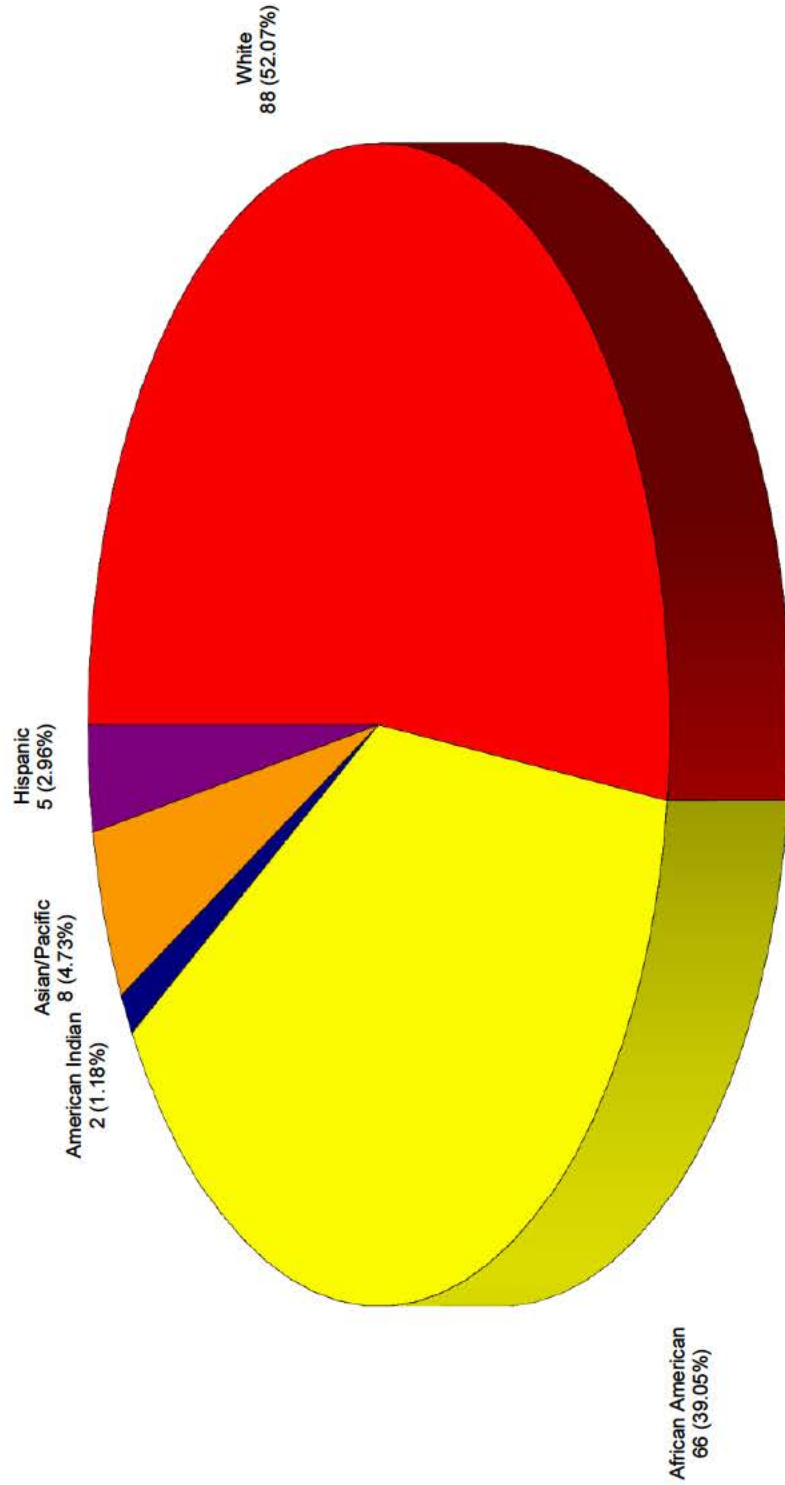


**Employees by Employment Category
Prince George's County Department of Planning**



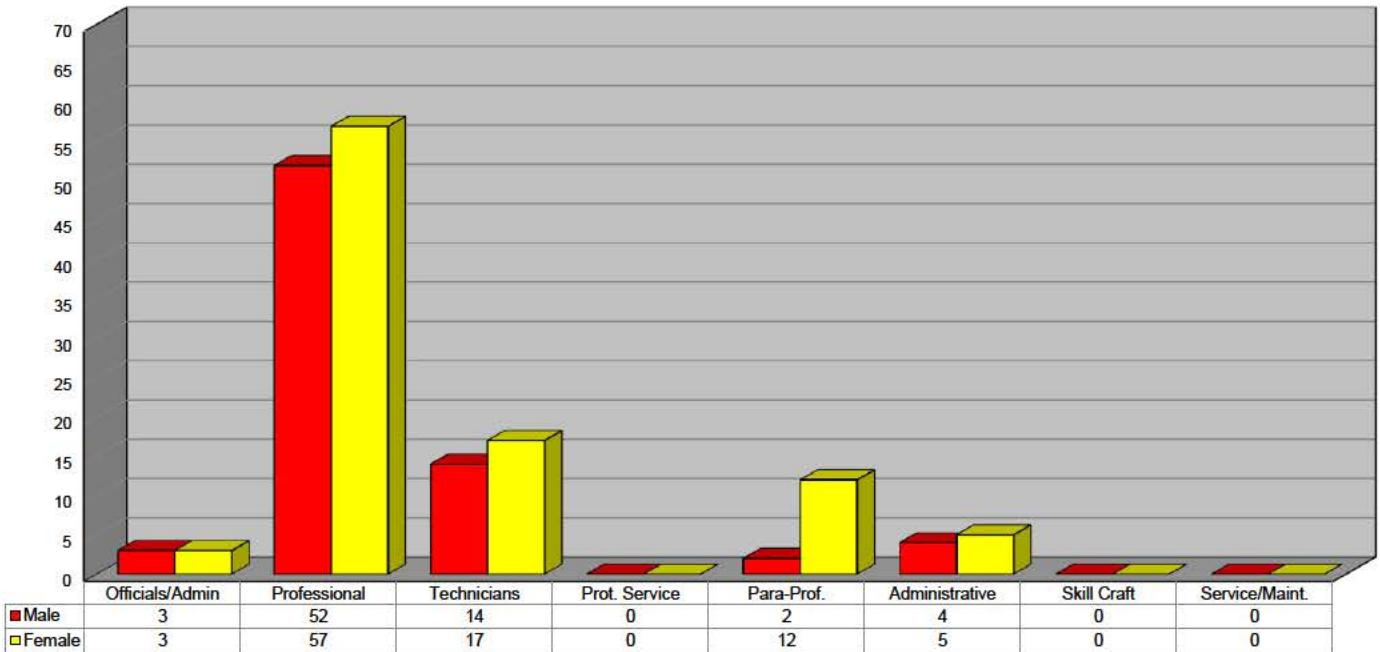
Total Prince George's County Department of Planning Employees = 169

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



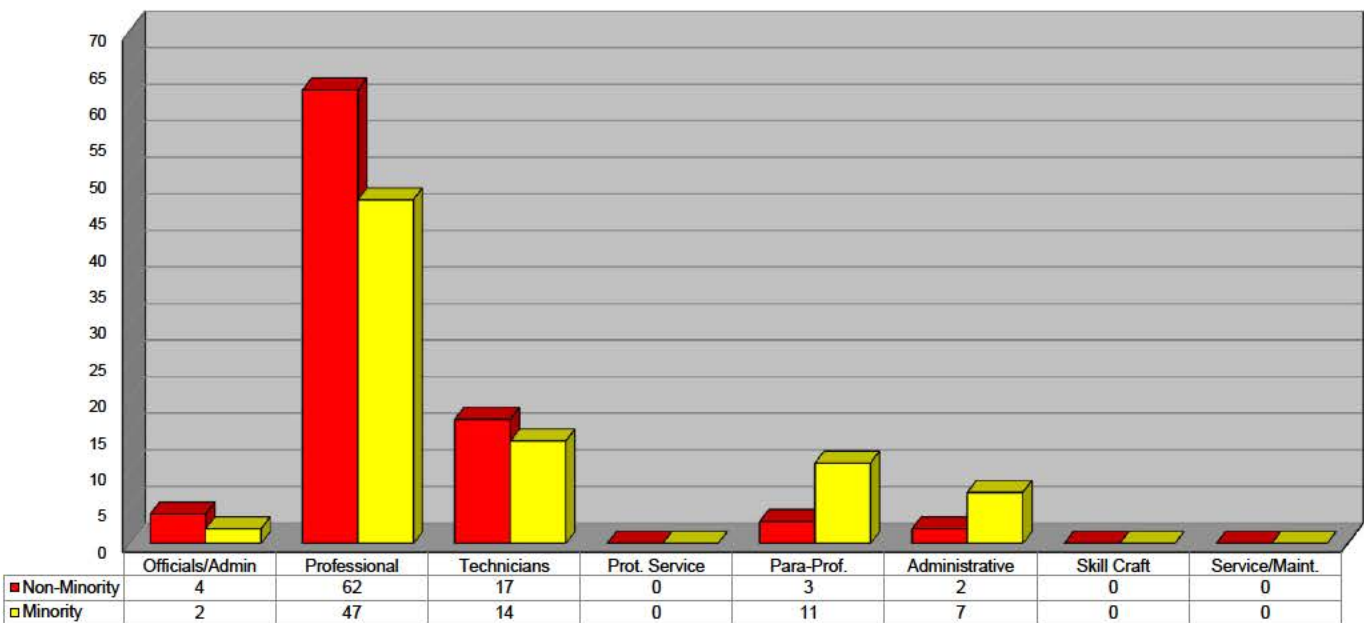
Total Prince George's County Department of Planning Employees = 169

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



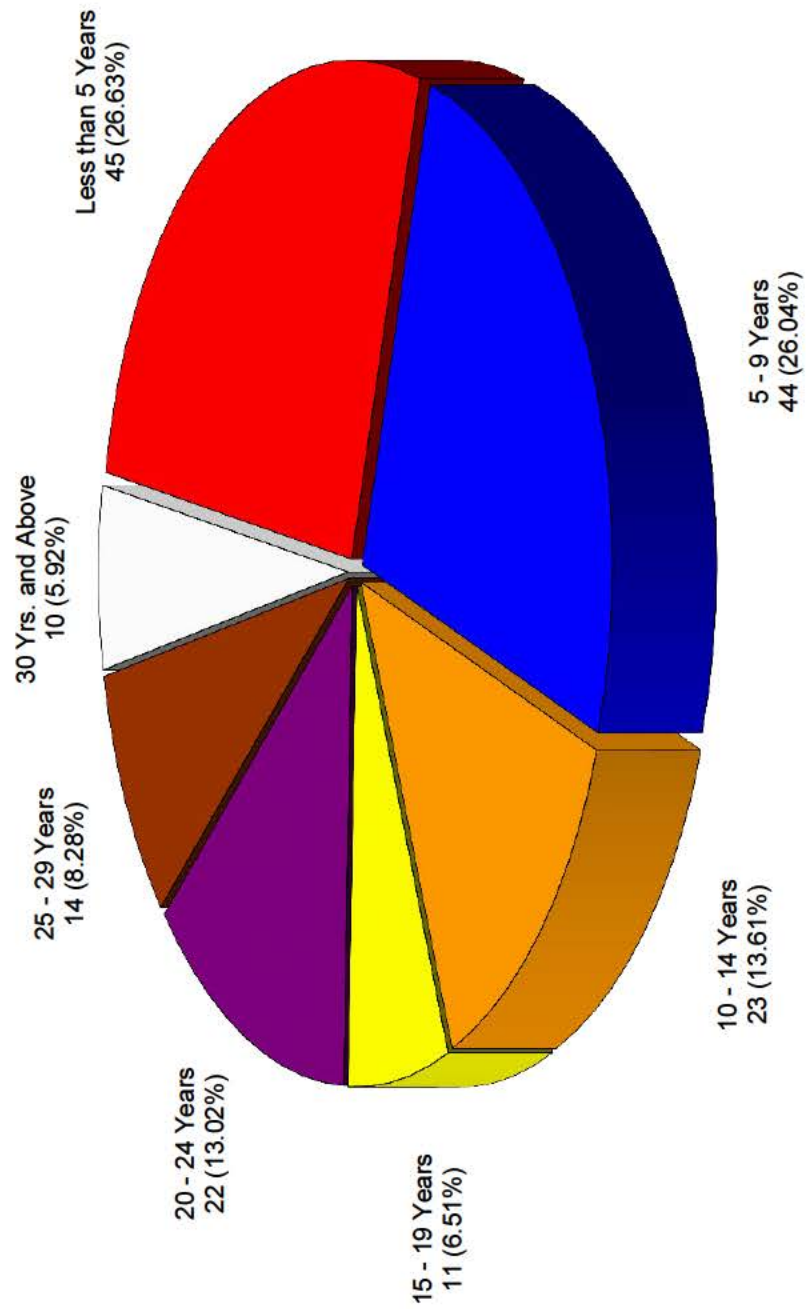
Total Prince George's County Department of Planning Employees = 169

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



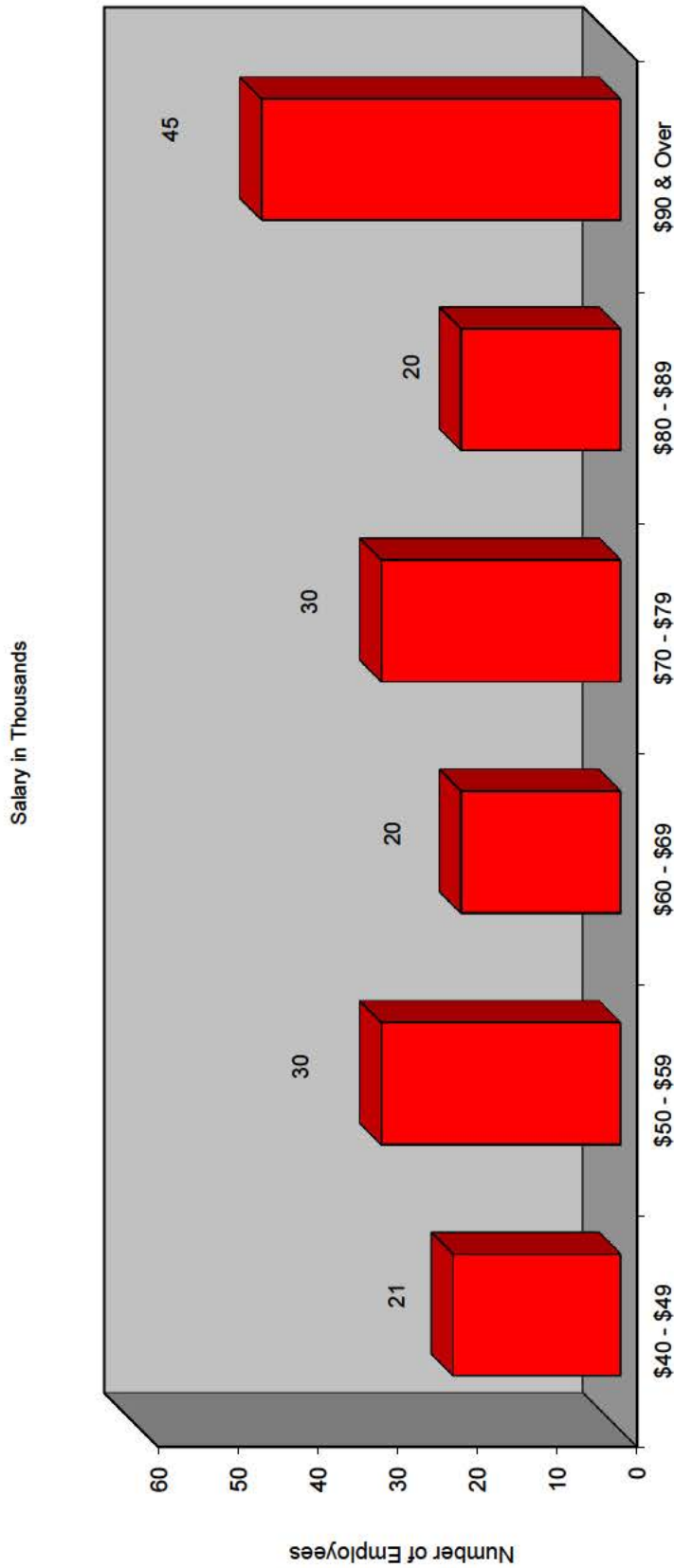
Total Prince George's County Department of Planning Employees = 169

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



Total Prince George's County Planning Employees - 169

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

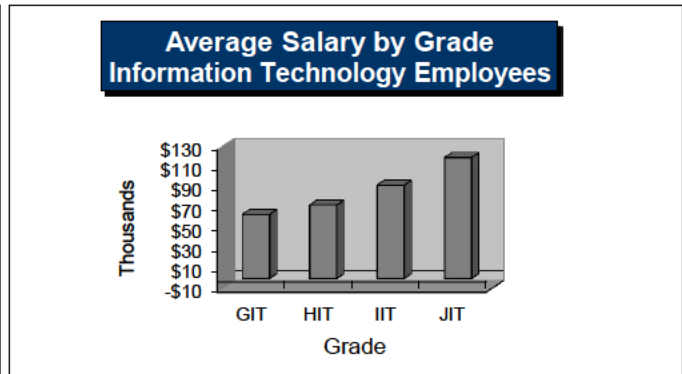
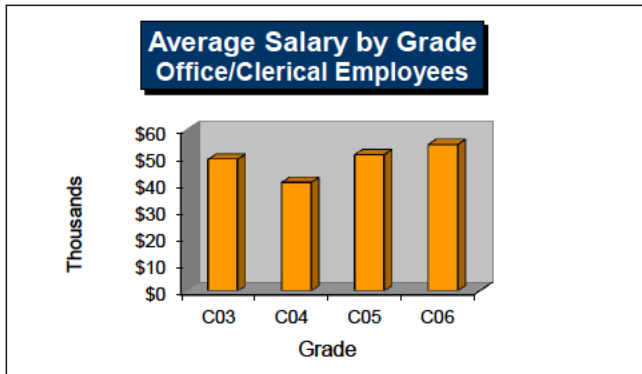
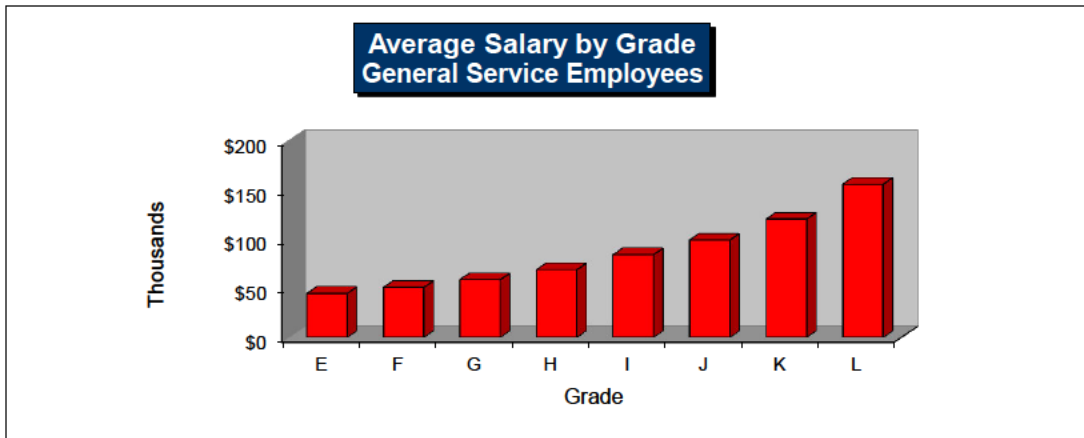


Total Planning Department Full-Time Employees = 166
Average Salary: \$70,829

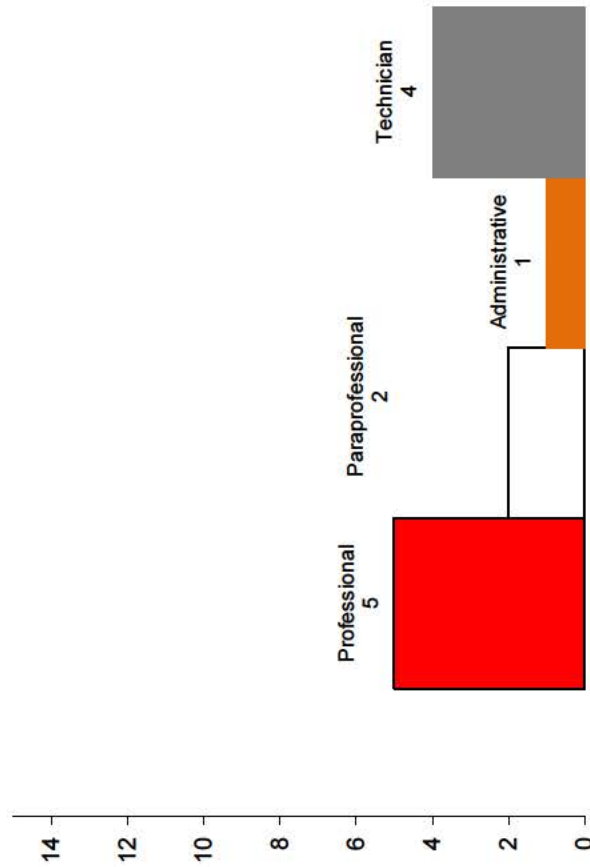
Average Annual Salary for Career Employees by Grade Prince George's County Department of Planning

Grade	Salary	Grade	Salary	Grade	Salary
E	\$44,730	C03	\$49,053	GIT	\$63,063
F	\$50,918	C04	\$40,420	HIT	\$72,438
G	\$58,698	C05	\$50,748	IIT	\$91,814
H	\$68,855	C06	\$54,491	JIT	\$119,028
I	\$84,099				
J	\$99,121				
K	\$120,438				
L	\$155,743				

Average Departmental Salary: \$70,829
Average Commission Salary: \$64,100

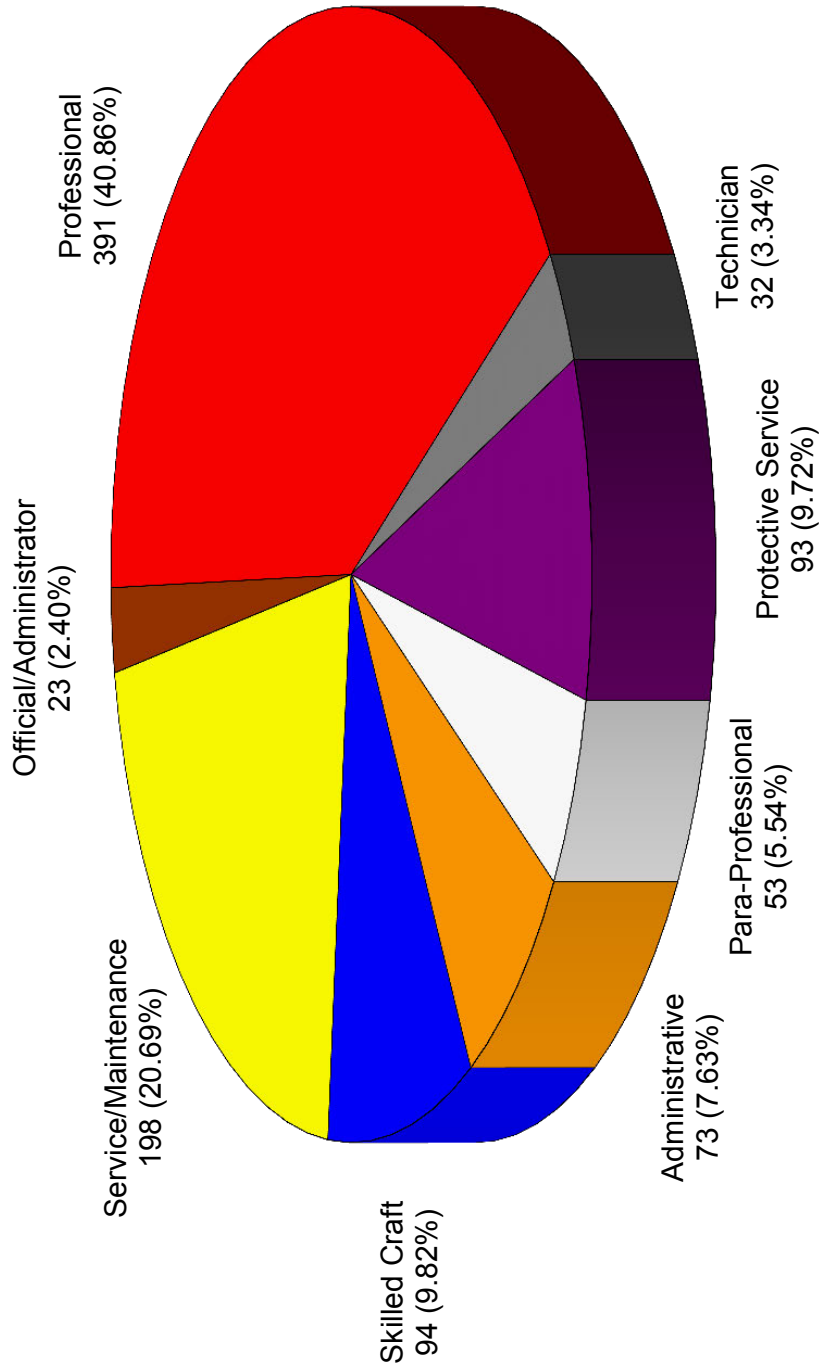


Employee Turnover by Employment Category Prince George's County Department of Planning



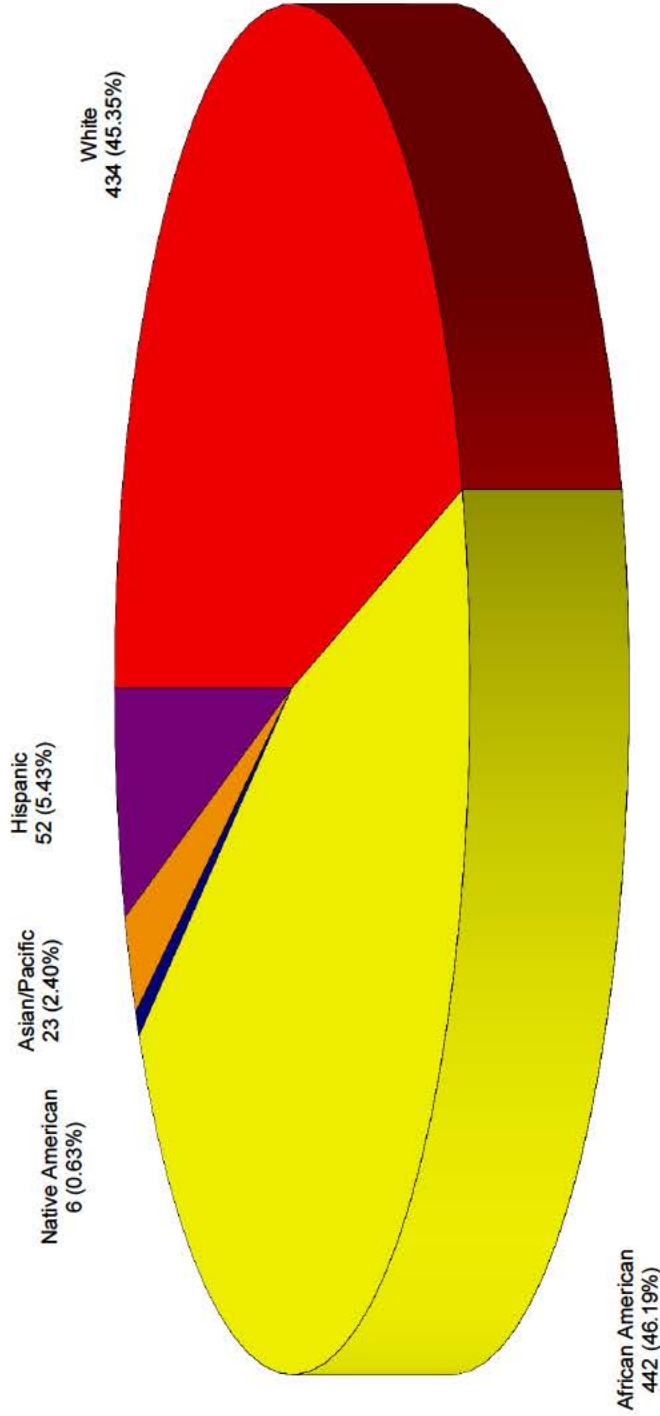
Prince George's County Department of Planning Turnover = 12 or 7.1%
Prince George's County Department of Planning Employees = 169
Commission-Wide Turnover = 109

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



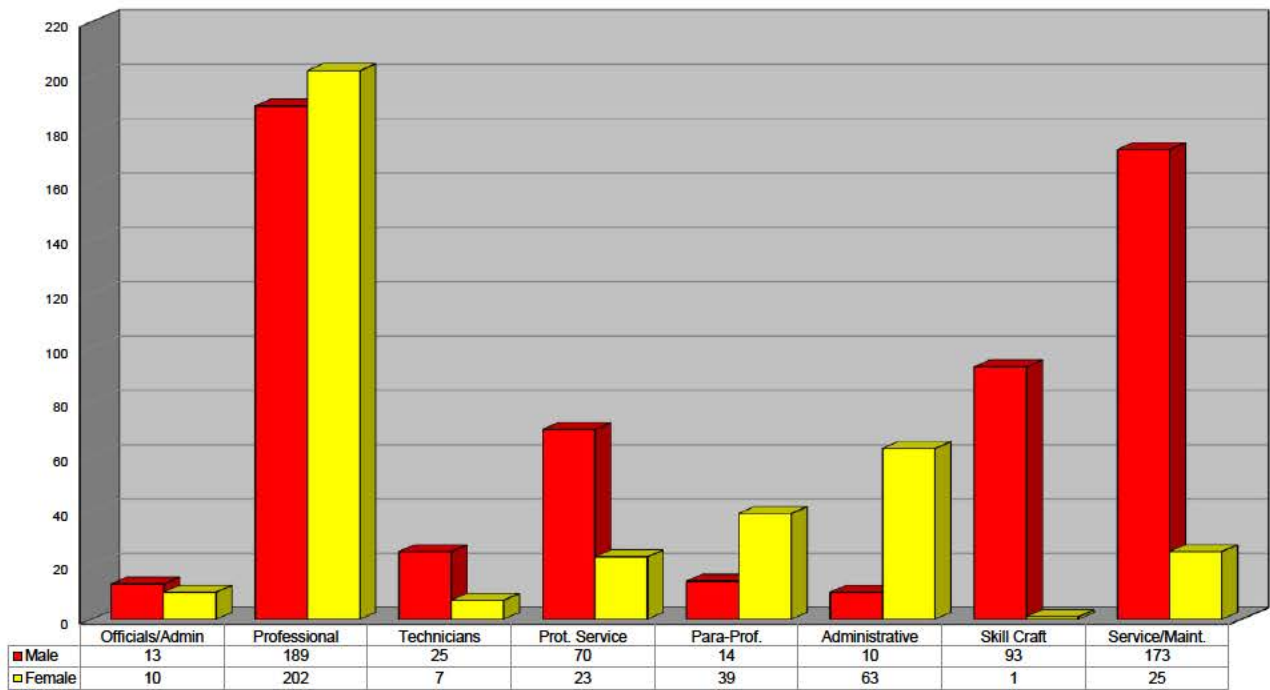
Total Prince George's County Department of Parks and Recreation Employees = 957

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



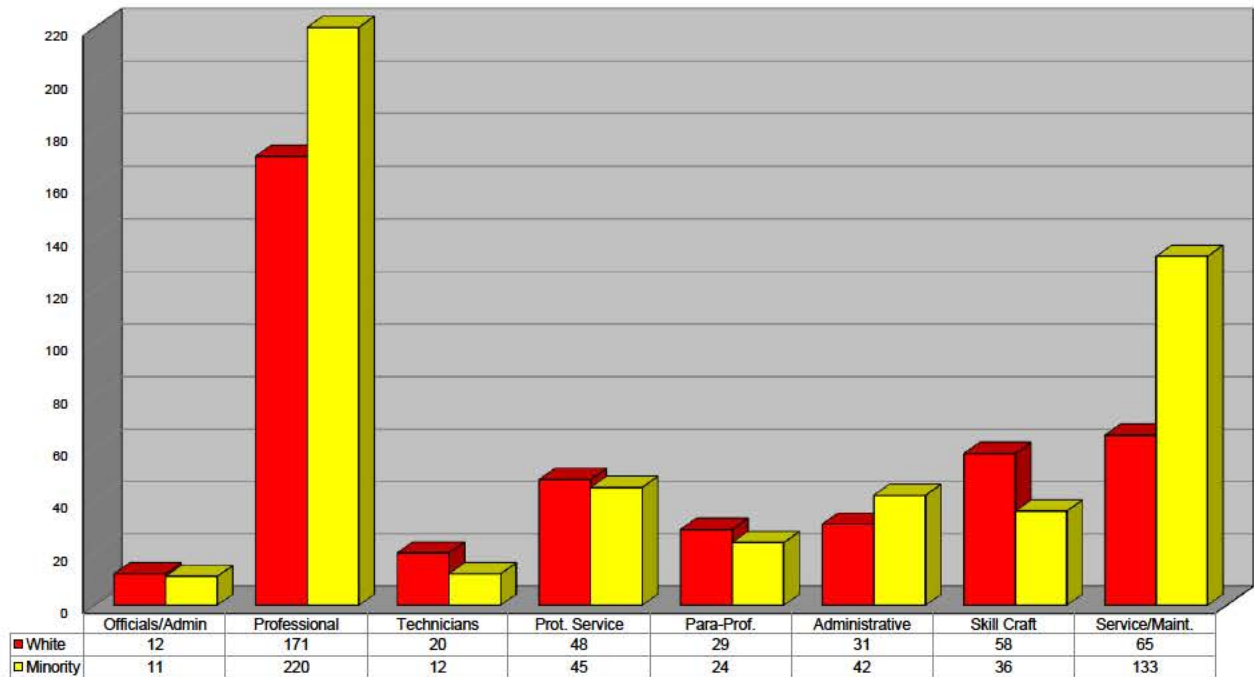
Total Prince George's County Department of Parks and Recreation Employees = 957

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



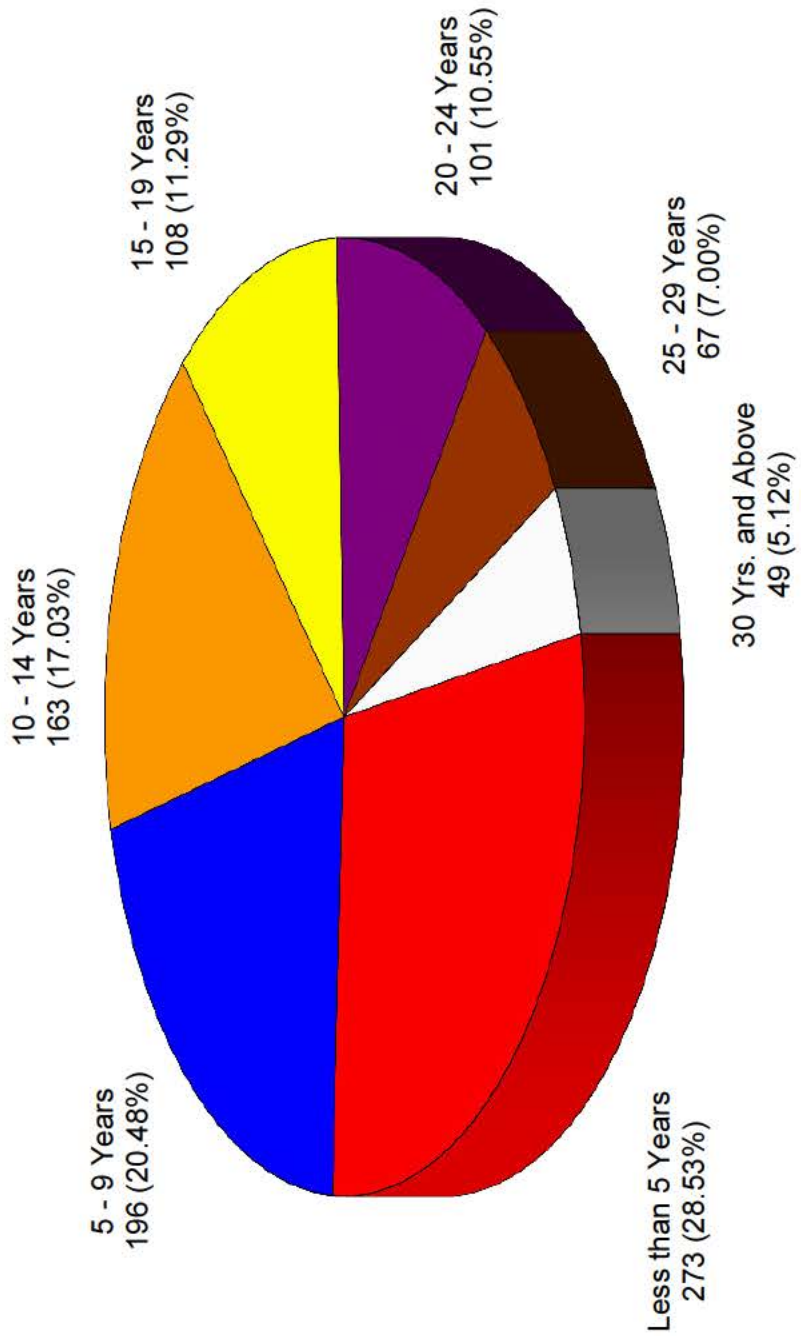
Total Employees Prince George's County Department of Parks and Recreation = 957

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



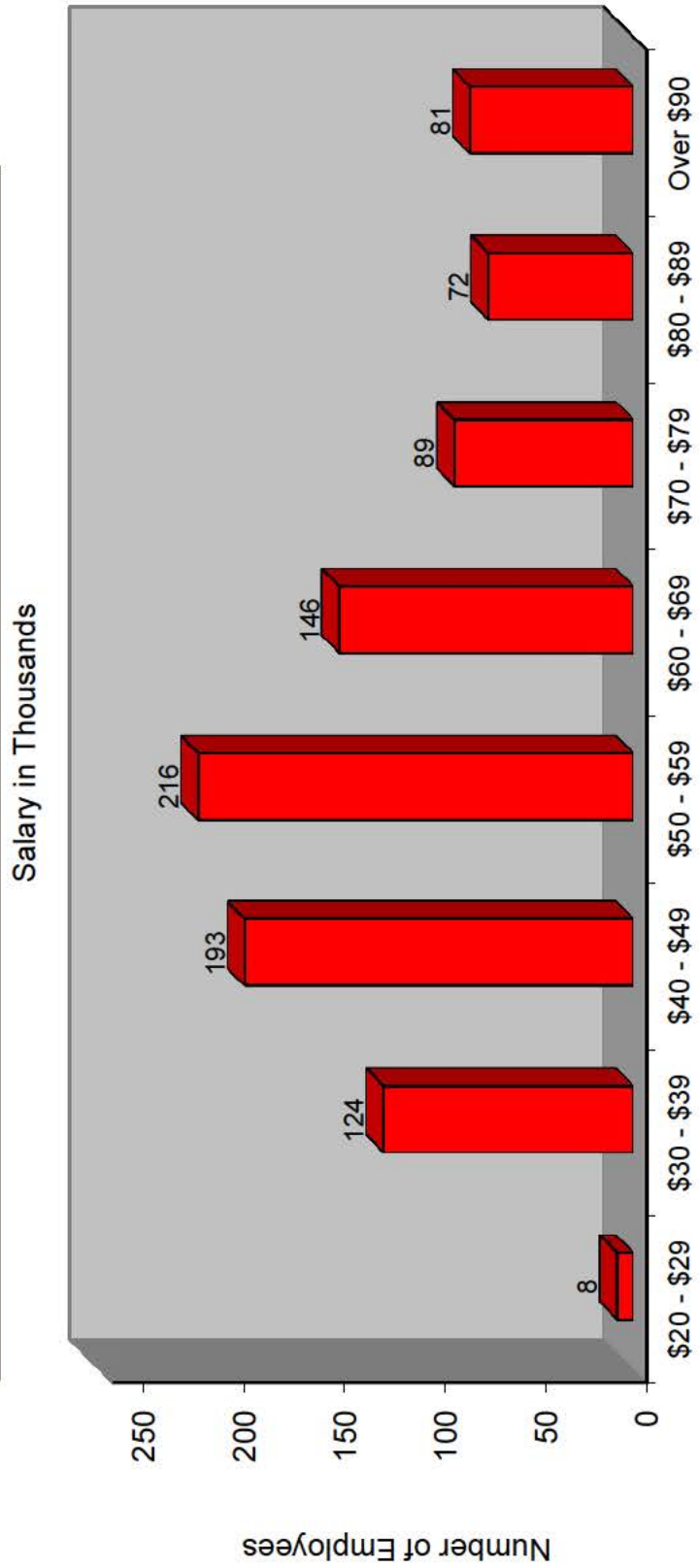
Total Employees Prince George's County Department of Parks and Recreation = 957

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



Total Prince George's County Parks and Recreation Employees = 957

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

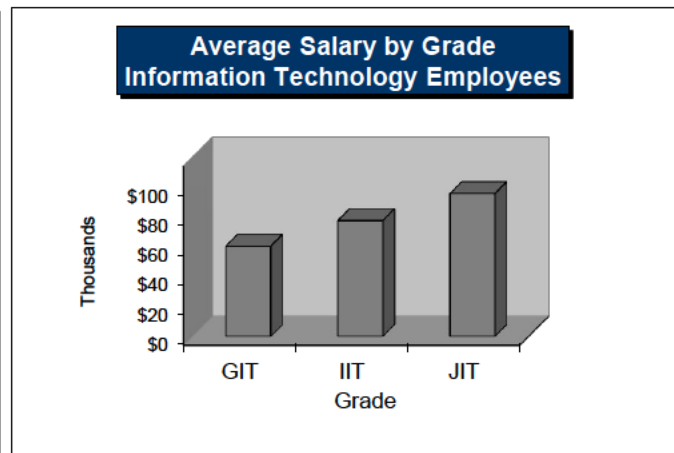
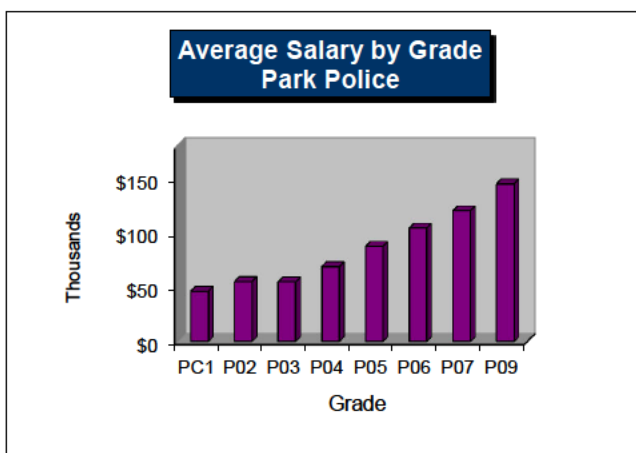
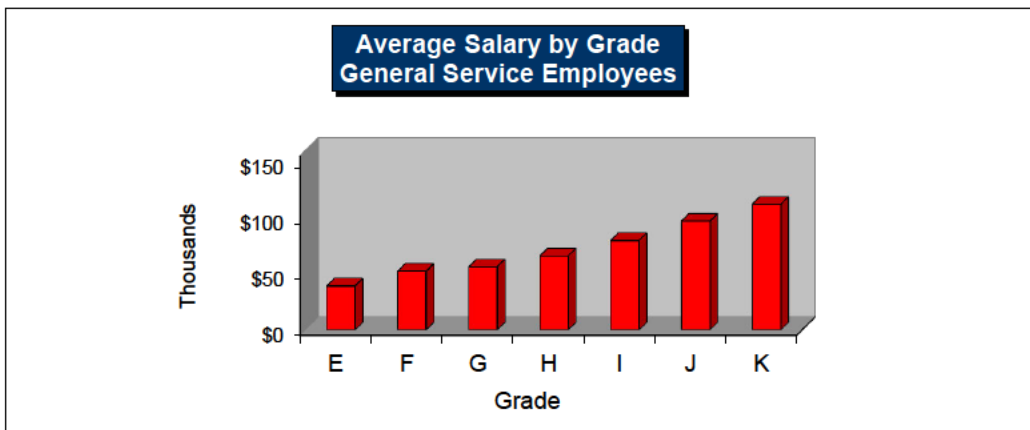


Total Full-Time Employees = 929
Average Salary: \$61,135

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

Grade	Salary	Grade	Salary	Grade	Salary
PC1	\$46,123	E	\$39,245	GIT	\$60,431
P02	\$55,017	F	\$52,338	IIT	\$77,770
P03	\$54,824	G	\$56,297	JIT	\$95,824
P04	\$68,866	H	\$65,949		
P05	\$87,440	I	\$79,822		
P06	\$104,020	J	\$96,992		
P07	\$119,999	K	\$112,194		
P09	\$144,838				

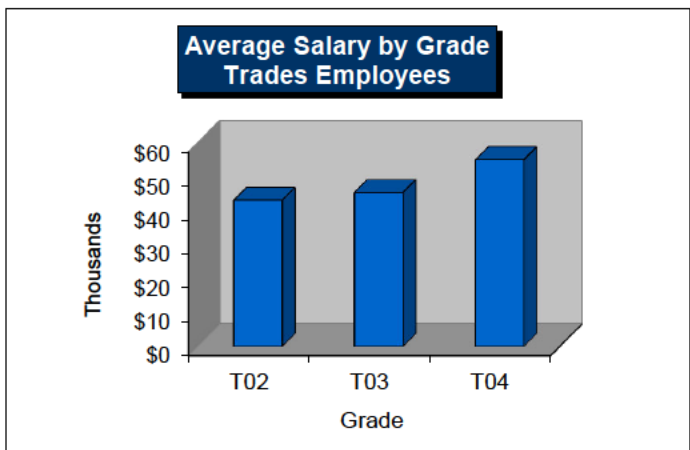
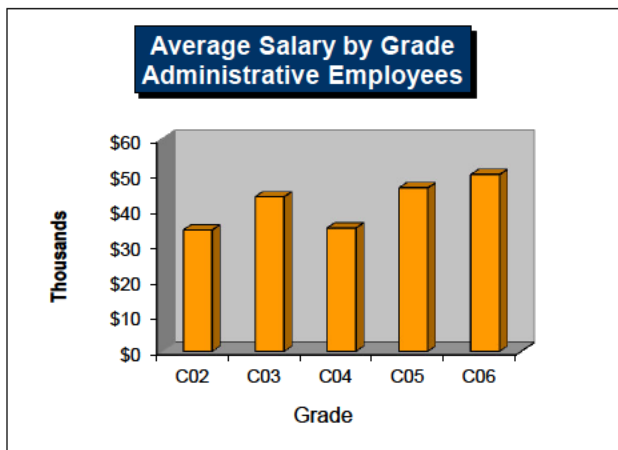
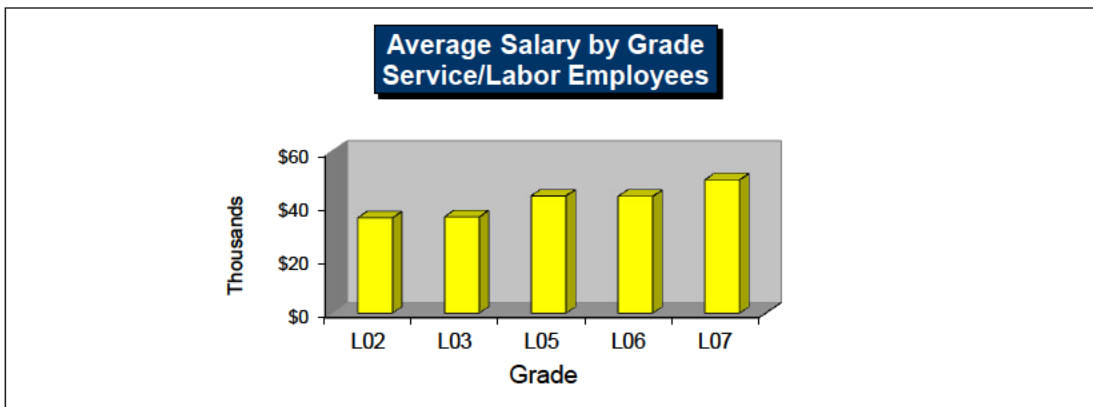
Average Departmental Salary: \$61,135
Average Commission Salary: \$64,100



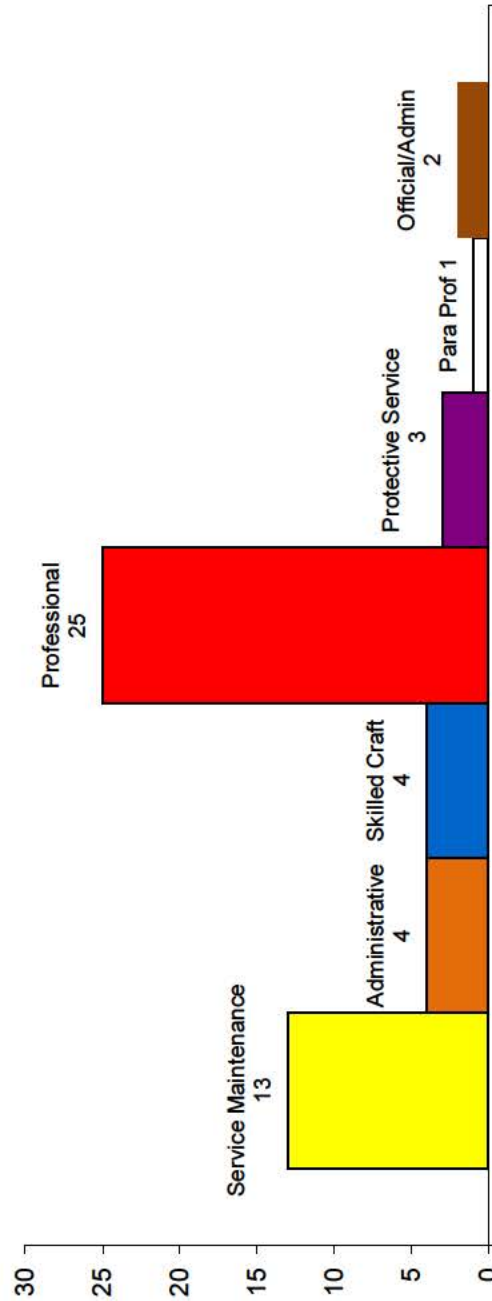
Average Annual Salary for Career Employees by Grade Prince George's County Department of Parks and Recreation

Grade	Salary	Grade	Salary	Grade	Salary
C02	\$34,290	L02	\$35,307	T02	\$43,101
C03	\$43,667	L03	\$35,680	T03	\$45,362
C04	\$34,841	L05	\$43,511	T04	\$54,962
C05	\$46,152	L06	\$43,307		
C06	\$49,902	L07	\$49,429		

Average Department Salary: \$61,135
Average Commission Salary: \$64,100

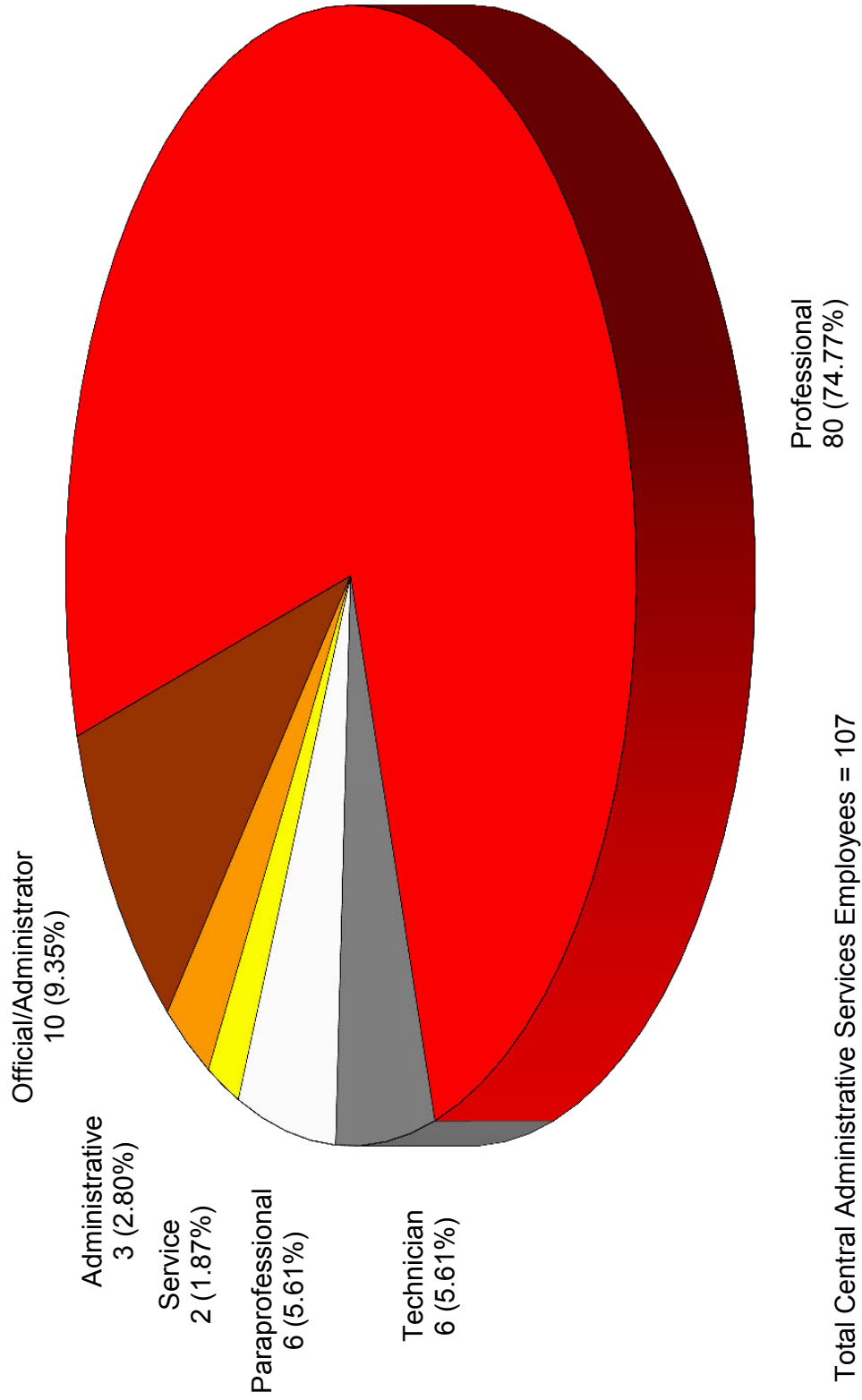


**Employee Turnover by Employment Category
Prince George's County Department of Parks and Recreation**

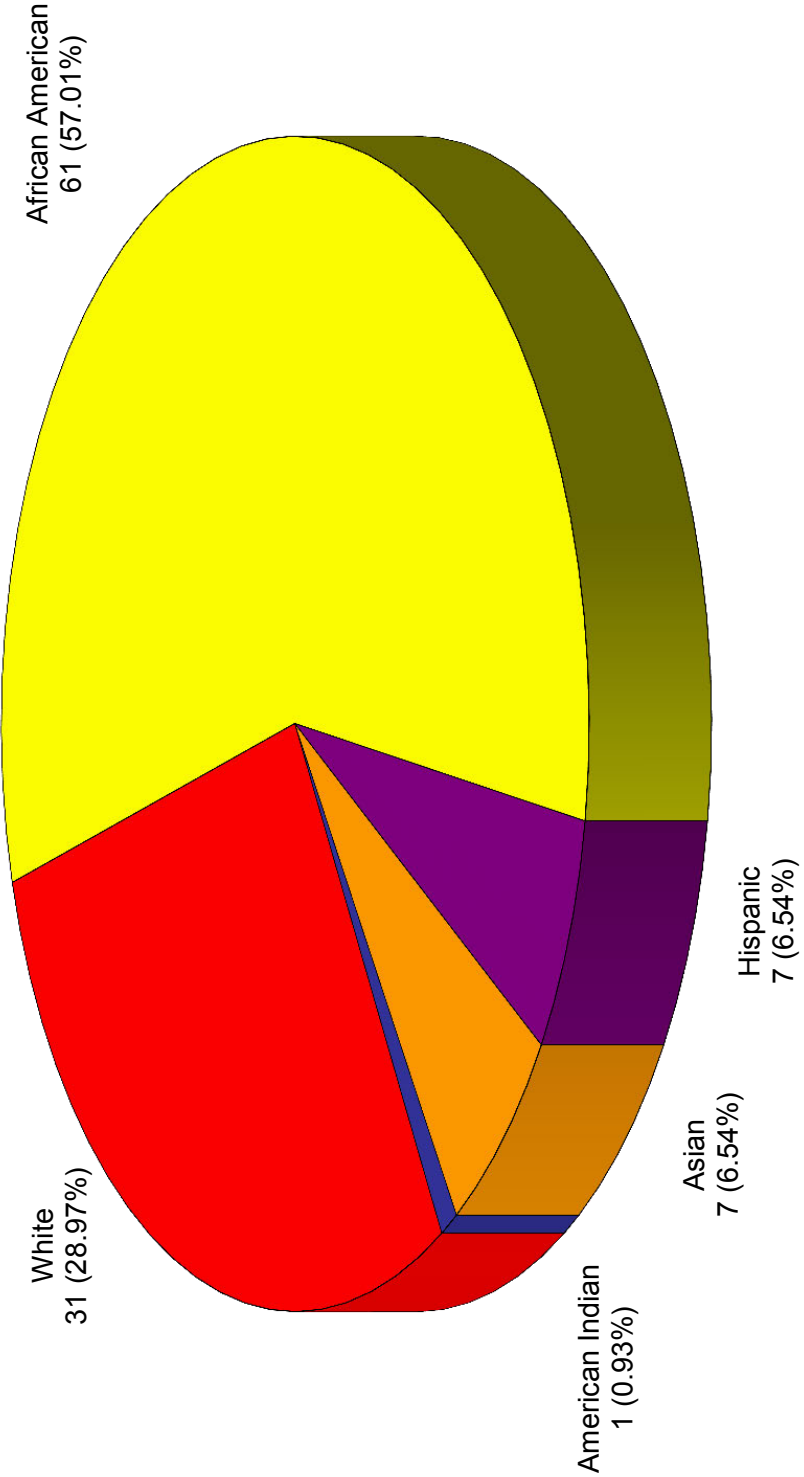


Prince George's County Department of Parks and Recreation Turnover = 52 or 5.4%
 Prince George's County Department of Parks and Recreation Employees = 957
 Commission-Wide Turnover = 109

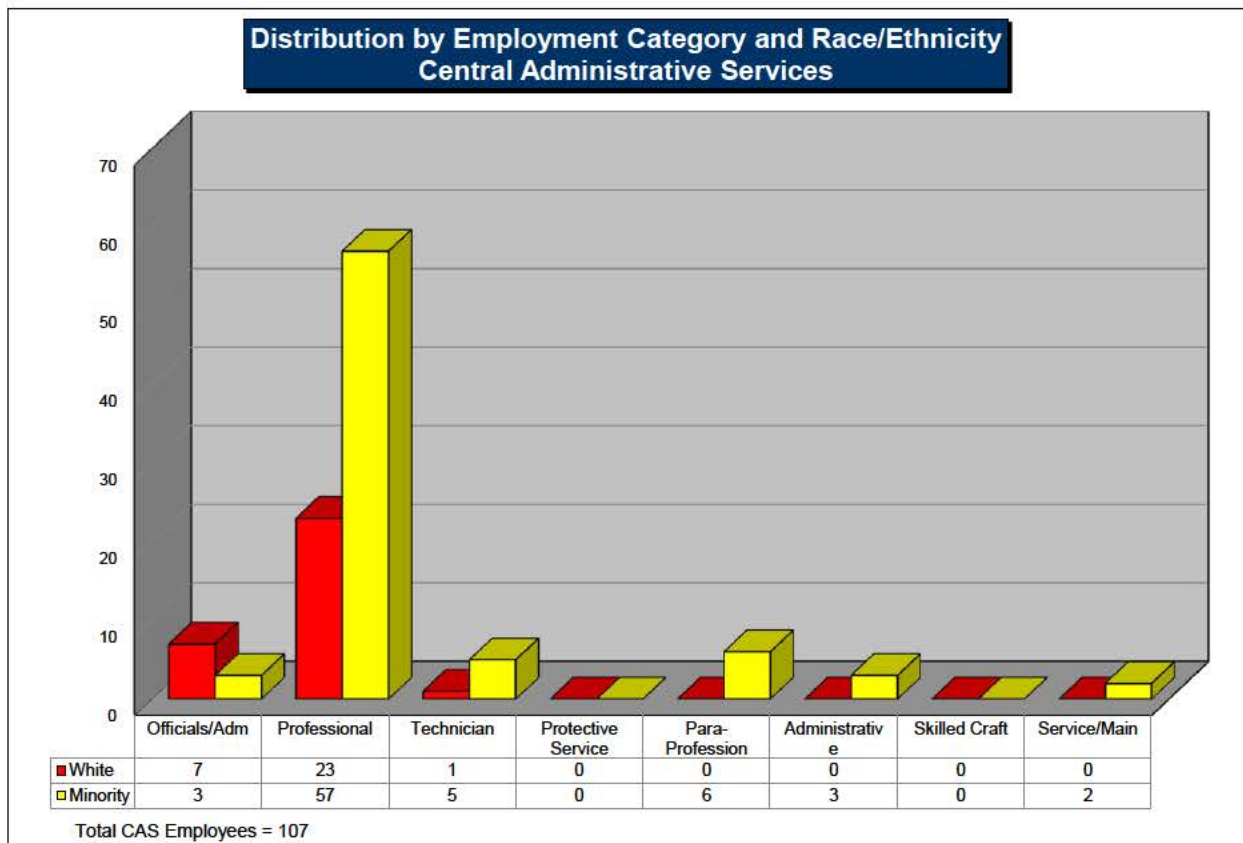
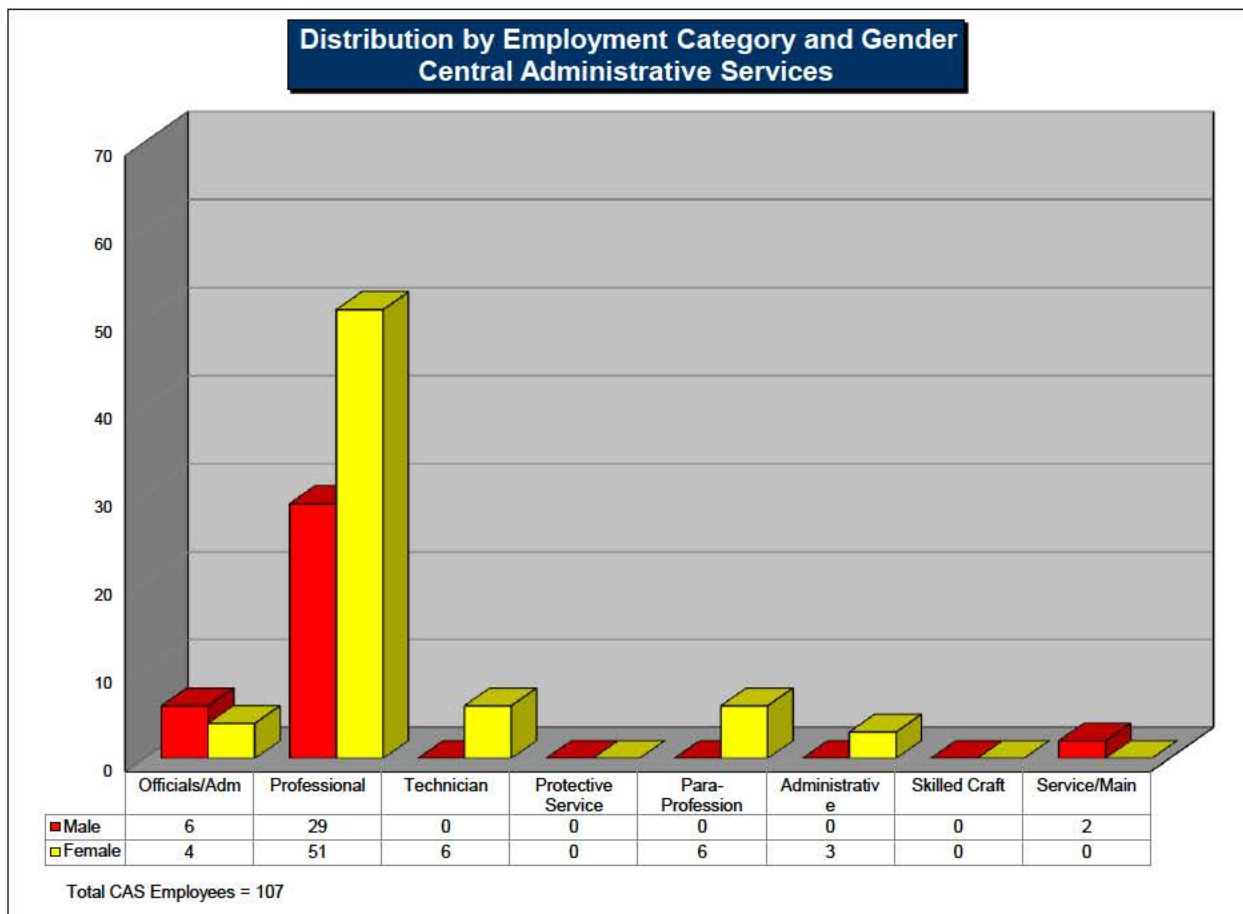
**Employees by Employment Category
Central Administrative Services**



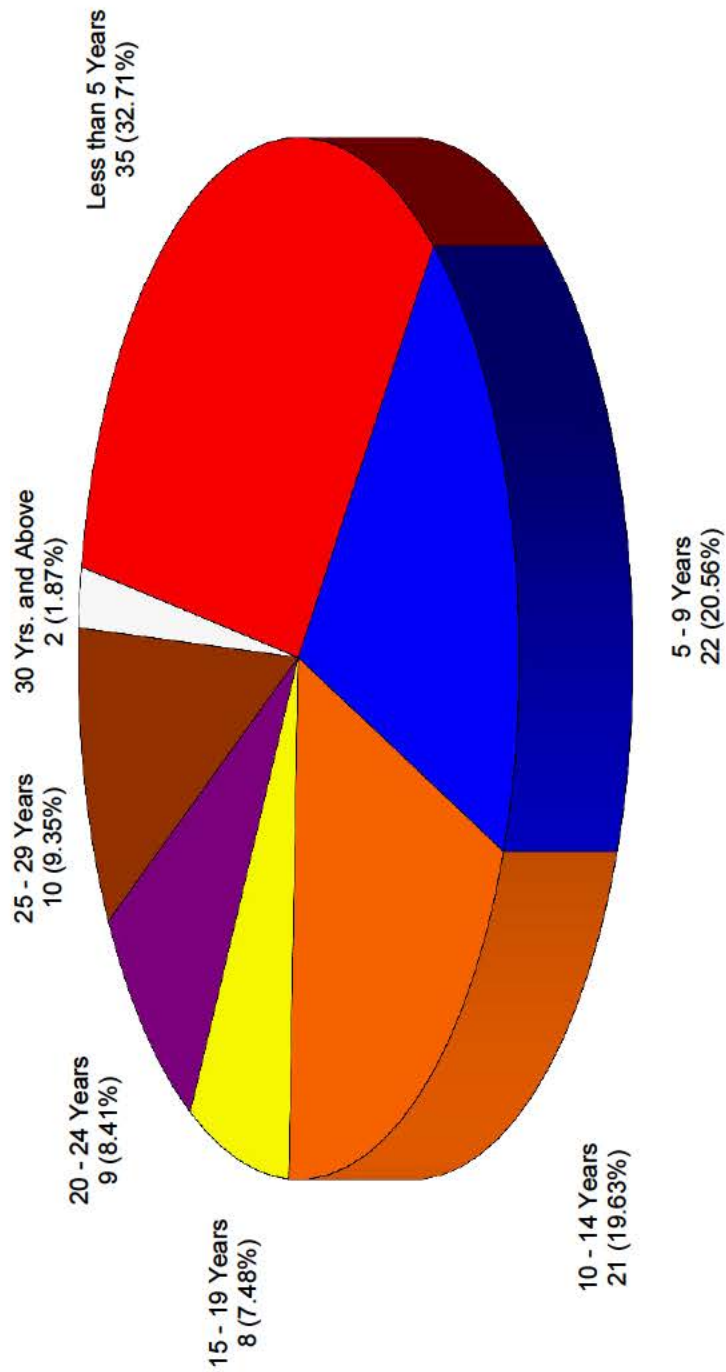
**Race/Ethnicity
Career Employees
Central Administrative Services**



Total CAS Employees = 107

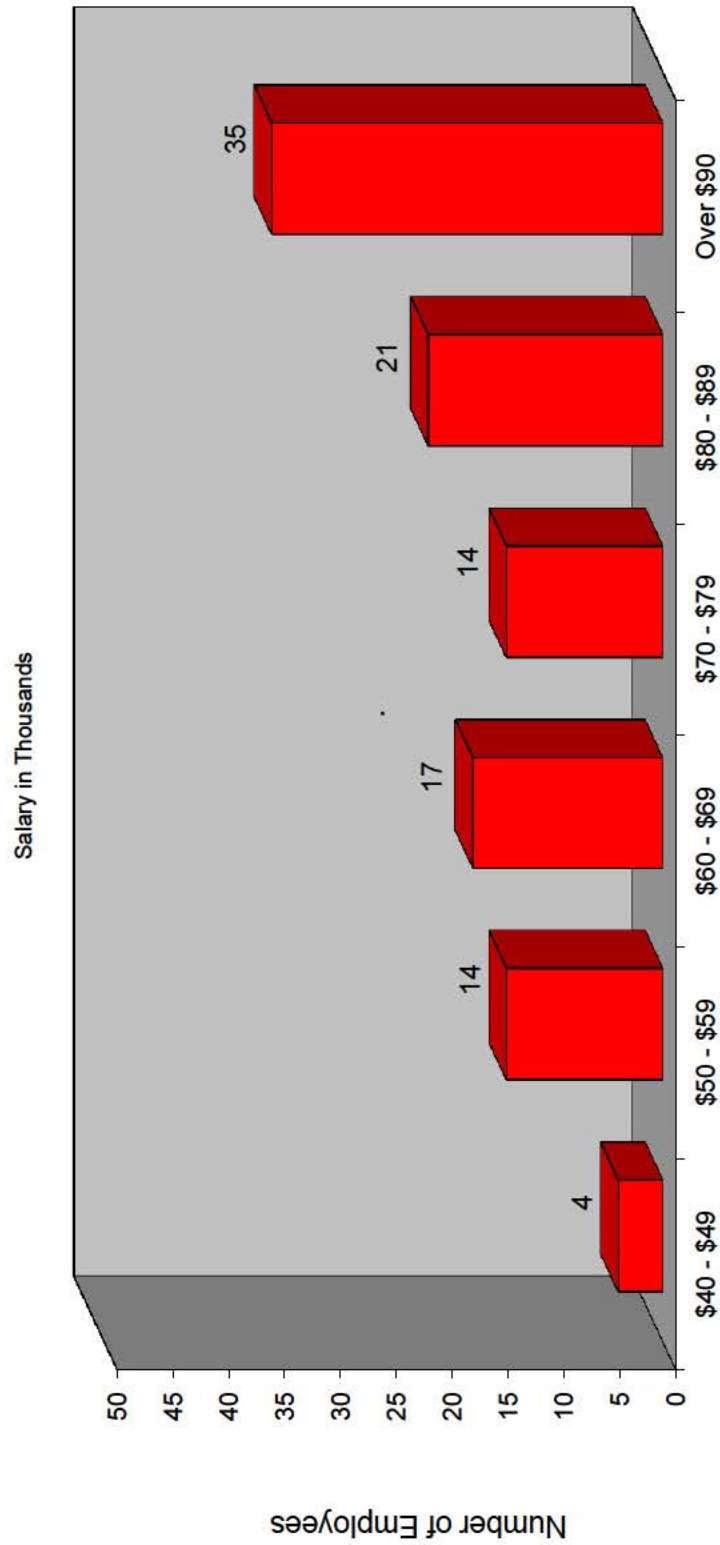


**Average Length of Service
Career Employees
Central Administrative Services**



Total CAS Employees -107

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

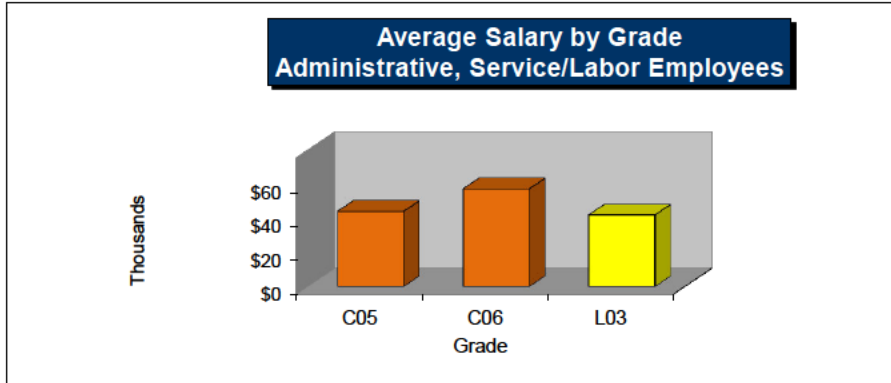
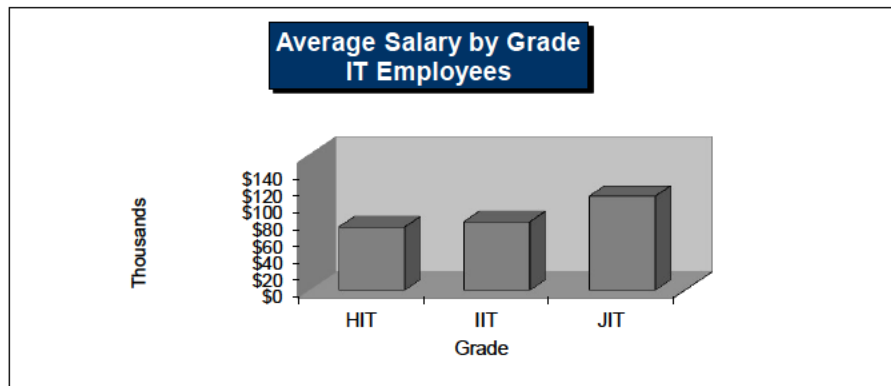
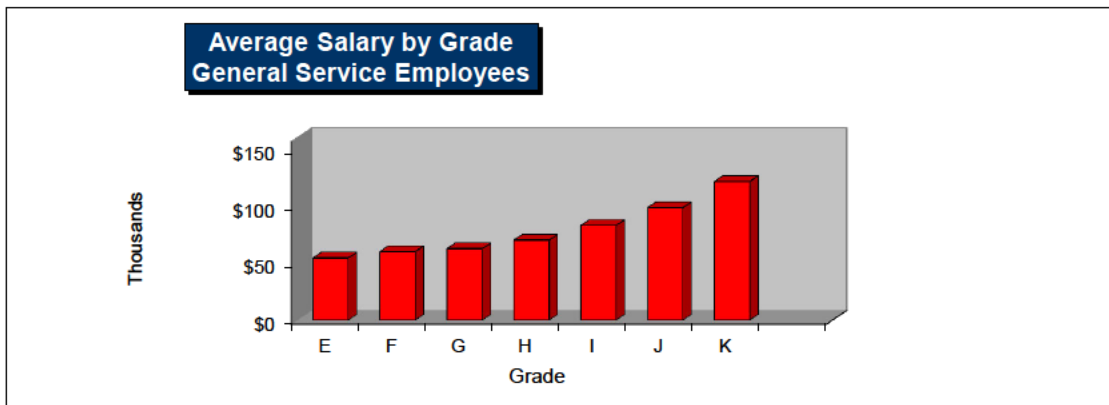


Total CAS Full-Time Employees = 105
Average Salary: \$71,534

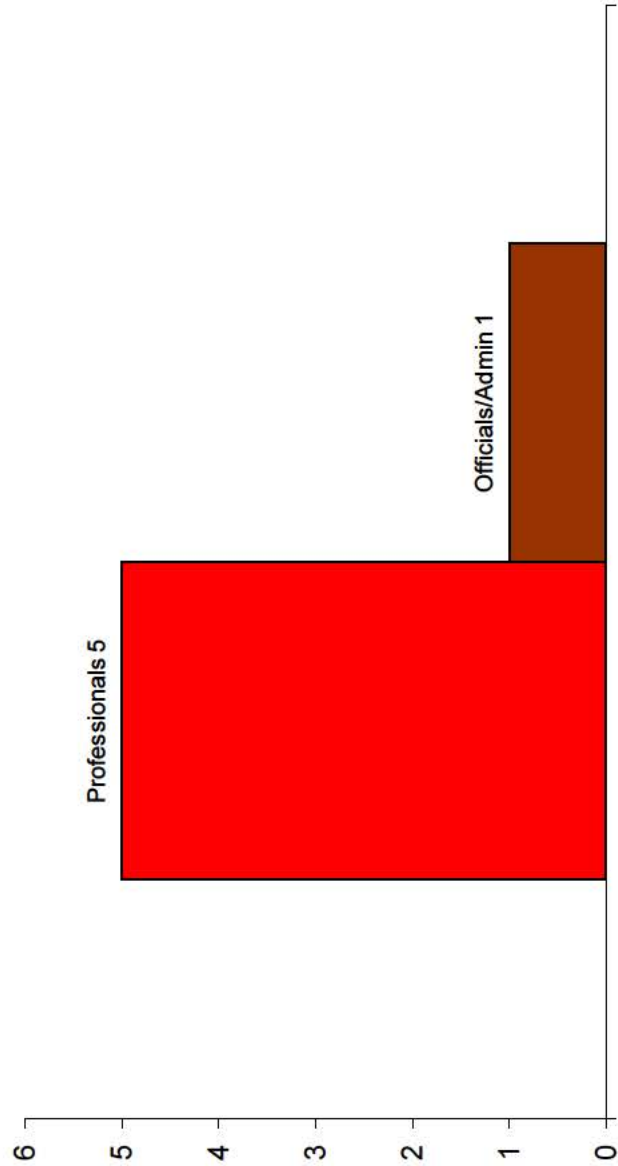
Average Annual Salary for Career Employees by Grade Central Administrative Services

Grade	Salary	Grade	Salary	Grade	Salary
E	\$54,559	C05	\$44,097	HIT	\$74,736
F	\$60,028	C06	\$57,301	IIT	\$81,102
G	\$62,642	L03	\$42,000	JIT	\$111,144
H	\$70,213				
I	\$82,963				
J	\$98,637				
K	\$121,629				

Average Departmental Salary: \$71,534
Average Commission Salary: \$ 64,100

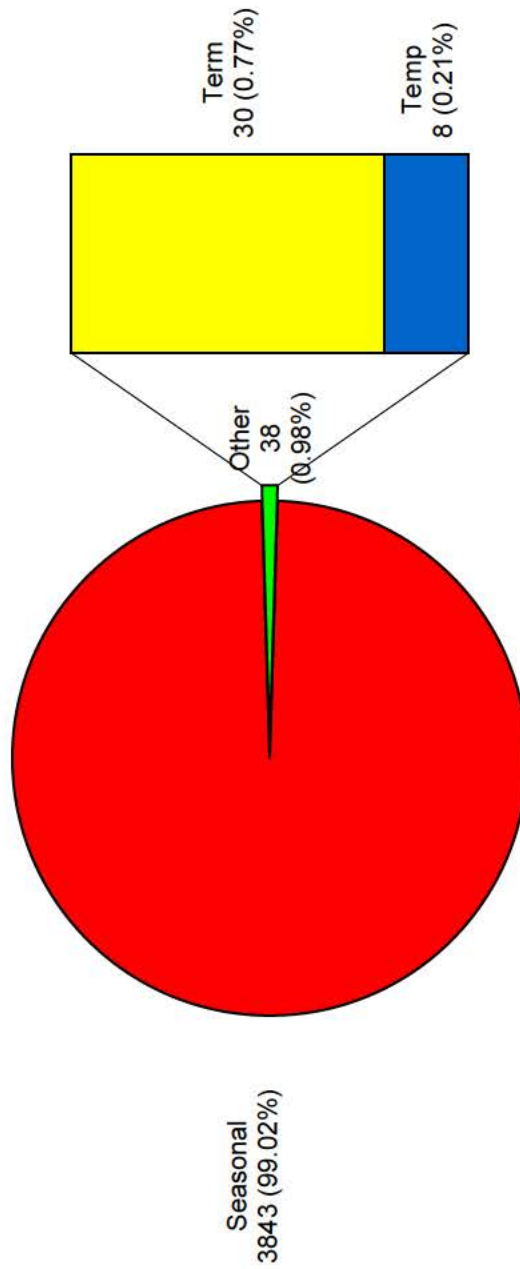


**Employee Turnover by Employment Category
Central Administrative Services**



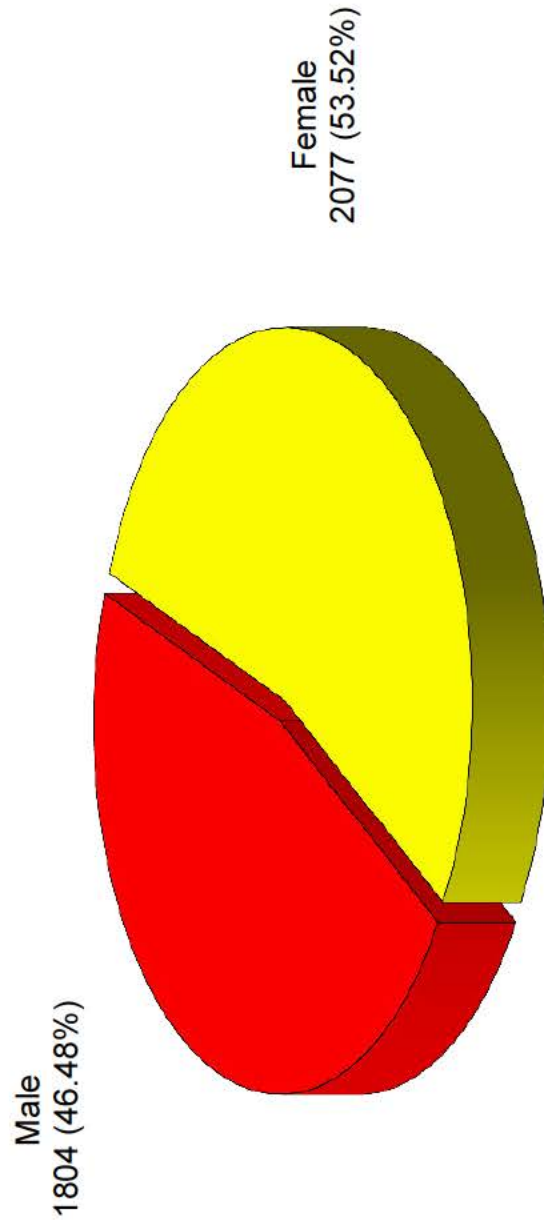
CAS Turnover = 6 or 6.0%
CAS Total Employees = 107
Commission-Wide Turnover = 109

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

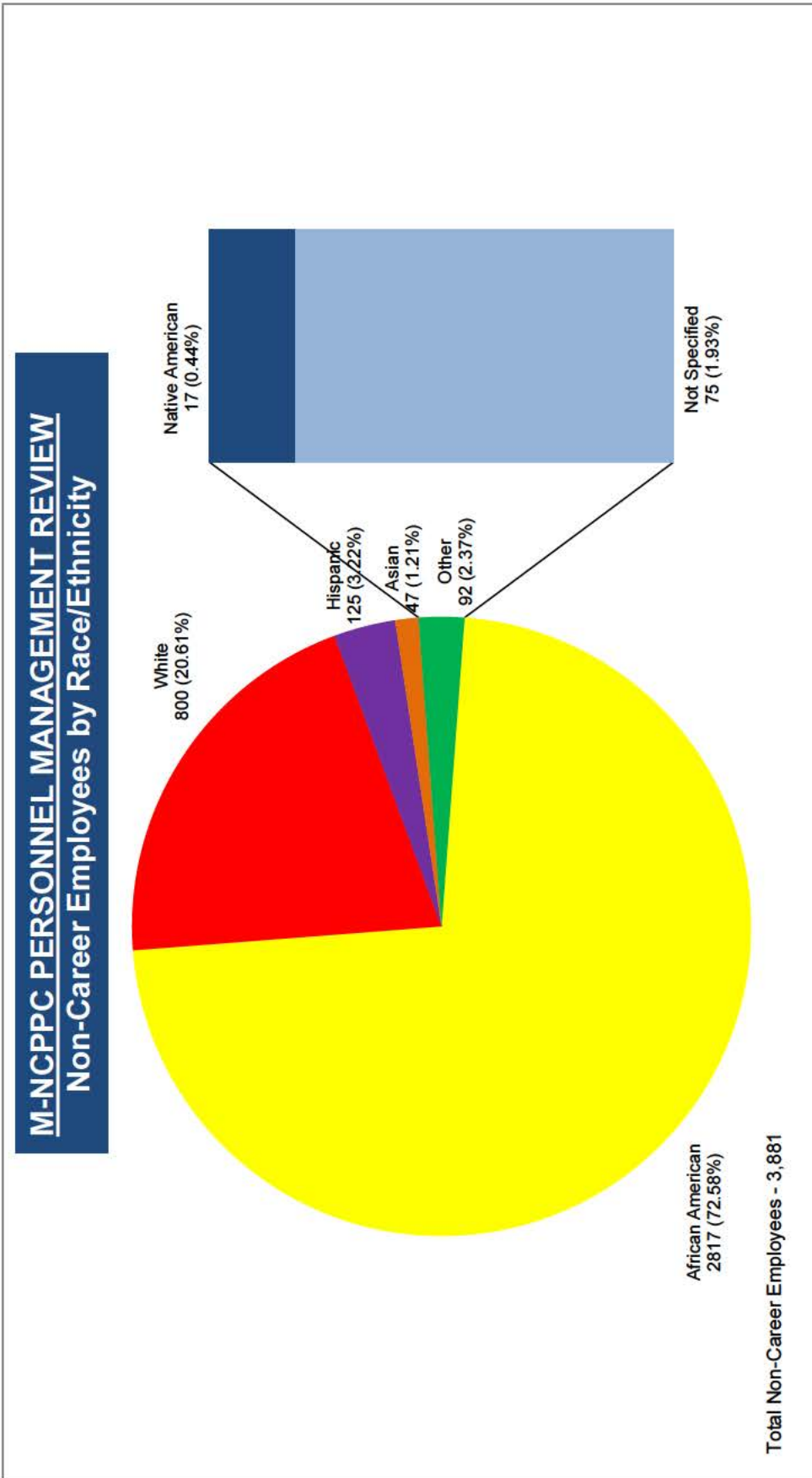


Total Non-Career Employees - 3,881

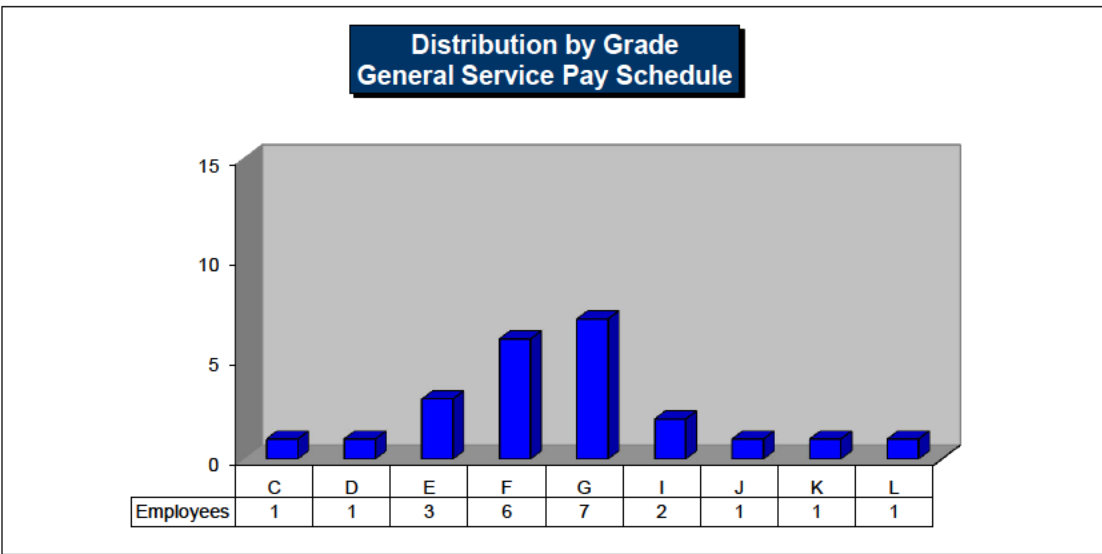
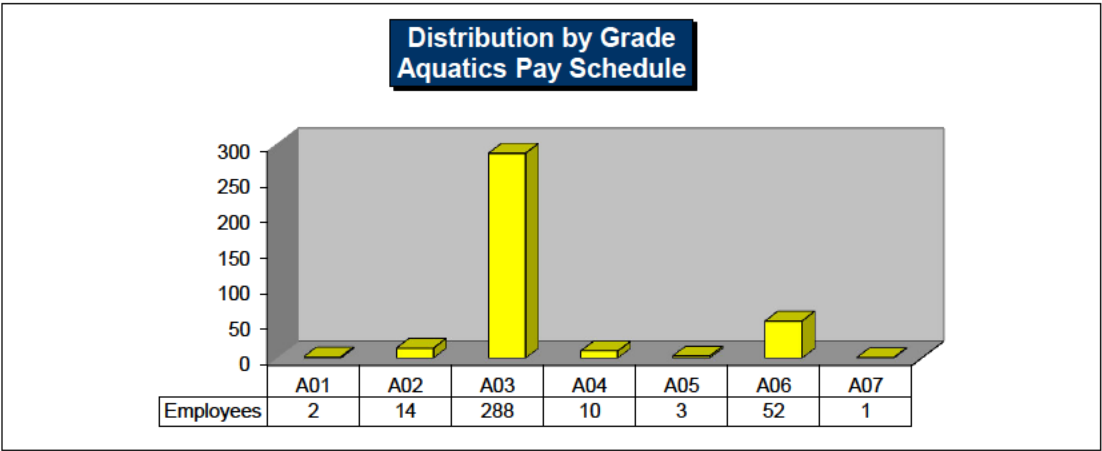
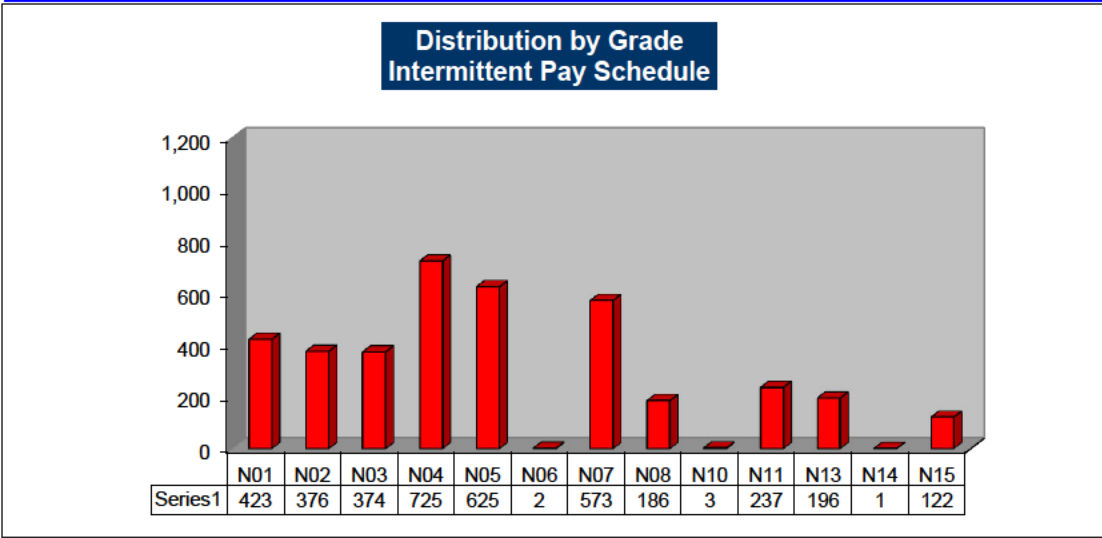
Non - Career Employees by Gender



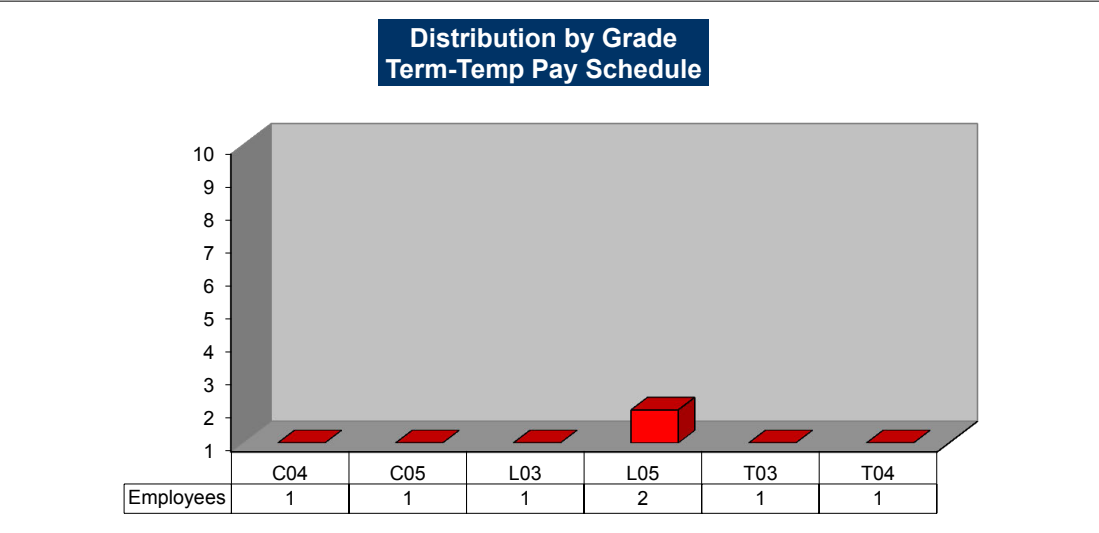
Note: Total Non-Career Employees - 3,881



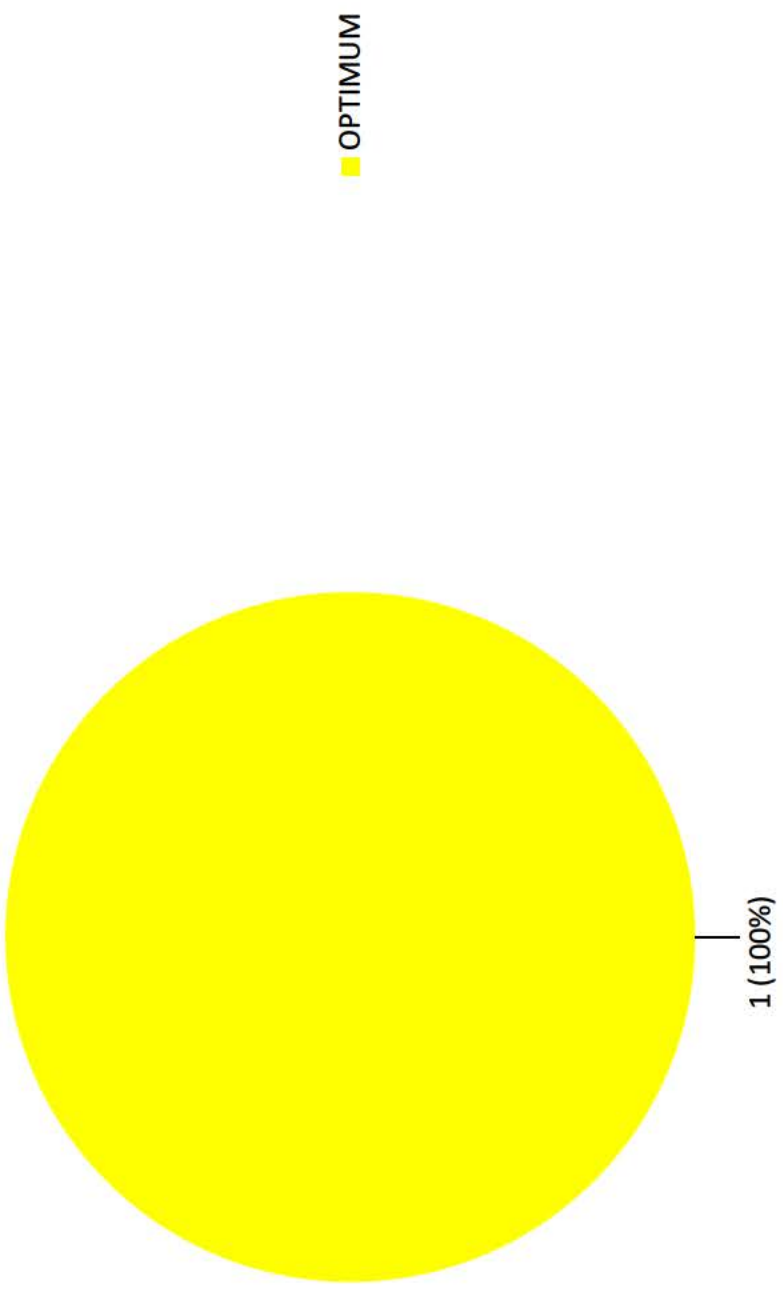
Non-Career Employees Distribution by Grade by Pay Schedule Assignment



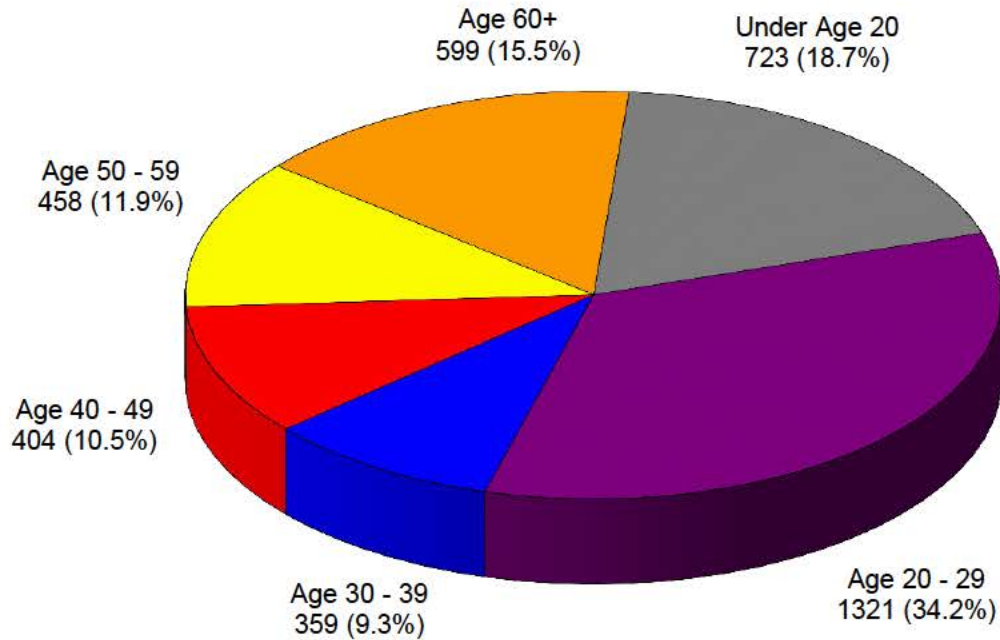
Non-Career Employee Distribution by Grade by Pay Schedule Assignment



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



Non-Career Employees by Age



Total Non-Career Employees - 3,864

Non - Career Employees Distribution by Department

Central Administrative Services	6	0.16%
Montgomery County Commissioners' Office	0	0.00%
Montgomery County Department of Planning	4	0.10%
Montgomery County Department of Parks	364	7.24%
Prince George's County Commissioners' Office	6	0.16%
Prince George's County Department of Planning	13	0.34%
Prince George's County Parks and Recreation	3,471	89.83%
M-NCPPC Non-Career Employees - Total	3,864	100.00%

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

An employer may acquire the race/ethnic information necessary for this section either by visual surveys of the work force, or from post-employment records as to the identity of employees. Since visual surveys are permitted, and the fact that race/ethnic identifications are not present on agency records is not an excuse for failure to provide the data called for. However, although the Commission does not encourage direct inquiry as a method of determining racial or ethnic identity, this method is not prohibited in cases where it has been used in the past, or where other methods are not practical, provided it is not used for purposes of discrimination. Moreover, the fact that employees may be located at different addresses does not provide an acceptable reason for failure to comply with the reporting requirements. In such cases, it is recommended that visual surveys be conducted for the employer by persons such as supervisors who are responsible for the work of the employees or to whom the employees report for instruction or otherwise. Please note that the General Counsel of the Commission has ruled, on the basis of court decisions, that the Commission has the authority to require the racial and ethnic identification of employees, regardless of any possible conflicting state or local laws. The concept of race as used by the Equal Employment Opportunity Commission does *not* denote clearcut scientific definitions of anthropological origins. For the purposes of this report, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person may be counted in more than one race/ethnic category.

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

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

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

e. American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

DESCRIPTION OF JOB CATEGORIES

a. Officials and Administrators: Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. Includes: department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, wardens, superintendents, sheriffs, police and fire chiefs and inspectors, examiners (bank, hearing, motor vehicle, warehouse), inspectors (construction, building, safety, rent-and-housing, fire, A.B.C. Board, license, dairy, livestock, transportation), assessors, tax appraisers and investigators, coroners, farm managers, and kindred workers.

b. Professionals: Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dietitians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, librarians, management analysts, airplane pilots and navigators, surveyors and mapping scientists, and kindred workers.

c. Technicians: Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers, drafters, survey and mapping technicians, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), police and fire sergeants, inspectors (production or processing inspectors, testers and weighers), and kindred workers.

d. Protective Service Workers: Occupations in which workers are entrusted with public safety, security and protection from destructive forces. Includes: police patrol officers, firefighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens, park rangers (except maintenance), and kindred workers.

e. Paraprofessionals: Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Included: research assistants, medical aides, child support workers, policy auxiliary welfare service aides, recreation assistants, homemakers aides, home health aides, library assistants and clerks, ambulance drivers and attendants, and kindred workers.

f. Administrative Support (Including Clerical and Sales): Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: bookkeepers, messengers, clerk-typists, 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 processes 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 July 13, 2008
 3.25% COLA

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

Approved by the Commission May 21, 2008

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

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

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

Approved by the Commission
May 21, 2008

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Service/Labor Bargaining Unit Pay Schedule
Effective July 8, 2012
3.0% Longevity Step(L5)

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
L01	\$23,768 \$11.4269	\$32,221 \$15.4909	\$40,673 \$19.5543	\$41,893 \$20.1409
L02	\$26,545 \$12.7620	\$37,130 \$17.8514	\$47,716 \$22.9404	\$49,147 \$23.6284
L03,L04	\$29,823 \$14.3380	\$40,428 \$19.4365	\$51,032 \$24.5346	\$52,563 \$25.2707
L05,L06	\$32,997 \$15.8639	\$44,730 \$21.5048	\$56,462 \$27.1452	\$58,156 \$27.9596
L07	\$37,025 \$17.8005	\$50,191 \$24.1303	\$63,357 \$30.4601	\$65,258 \$31.3740

Approved by the Commission
June 25, 2012

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Trades Bargaining Unit Pay Schedule
Effective July 8, 2012
3.0% Longevity Step(L5)

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
T01	\$25,465 \$12.2428	\$34,520 \$16.5962	\$43,574 \$20.9490	\$44,881 \$21.5774
T02	\$29,909 \$14.3793	\$40,545 \$19.4928	\$51,180 \$24.6058	\$52,715 \$25.3438
T03	\$33,093 \$15.9101	\$44,860 \$21.5673	\$56,627 \$27.2245	\$58,326 \$28.0413
T04	\$37,135 \$17.8534	\$50,340 \$24.2019	\$63,544 \$30.5500	\$65,450 \$31.4663

Approved by the Commission
June 25, 2012

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Office/Clerical Bargaining Unit Pay Schedule
Effective July 8, 2012
3.0% Longevity Step (L5)

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
C01	\$23,838 \$11.4606	\$32,316 \$15.5365	\$40,793 \$19.6120	\$42,017 \$20.2005
C02	\$25,465 \$12.2428	\$34,520 \$16.5962	\$43,574 \$20.9490	\$44,881 \$21.5774
C03	\$26,623 \$12.7995	\$37,240 \$17.9038	\$47,857 \$23.0082	\$49,293 \$23.6986
C04	\$29,909 \$14.3793	\$40,545 \$19.4928	\$51,180 \$24.6058	\$52,715 \$25.3438
C05	\$33,093 \$15.9101	\$44,860 \$21.5673	\$56,627 \$27.2245	\$58,326 \$28.0413
C06	\$37,135 \$17.8534	\$50,340 \$24.2019	\$63,544 \$30.5500	\$65,450 \$31.4663

Approved by the Commission
June 25, 2012

The Maryland-National Capital Park and Planning Commission
 FOP Park Police
 Effective July 12, 2009 (3.75% COLA)

Rank	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
P02	\$47,853	\$49,533	\$51,265	\$53,059	\$54,914	\$56,838	\$58,826	\$60,885	\$63,016	\$65,225	\$67,508	\$69,866	\$72,311	\$74,844		
P03	\$47,832	\$50,247	\$52,009	\$53,834	\$55,711	\$57,657	\$59,679	\$61,767	\$63,934	\$66,168	\$68,485	\$70,885	\$73,367	\$75,928	\$78,586	
P04	\$50,224	\$52,757	\$54,608	\$56,519	\$58,495	\$60,544	\$62,662	\$64,854	\$67,127	\$69,472	\$71,907	\$74,425	\$77,027	\$79,726	\$82,518	
P05	\$55,371	\$58,171	\$60,205	\$62,311	\$64,490	\$66,749	\$69,085	\$71,506	\$74,009	\$76,597	\$79,281	\$82,059	\$84,924	\$87,898	\$90,971	\$93,246
Rank	ASI 1*	ASI 2**														
P02	\$76,717	\$78,634														
P03	\$80,550	\$82,565														
P04	\$84,578	\$86,692														
P05	\$95,579	\$97,968														

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

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

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

**Park Police Command Officers
Effective July 12, 2009
3.75% Adjustment to Pay Ranges**

Title	Minimum	Midpoint	Maximum
Lieutenant [P06]	\$64,234	\$86,793	\$109,354
Captain [P07]	\$74,315	\$100,412	\$126,509
Commander [P09]	\$90,785	\$117,988	\$145,188

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

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

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

Approved by the Commission June 17, 2009
Candidate Pay Approved by the Commission May 21, 2008

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

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

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

APPROVED BY THE COMMISSION FEBRUARY 18, 2009

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

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

Approved by Commission on February 20, 2008

Premium Rates Effective January 1, 2012

EMPLOYEE-ONLY COVERAGE

Appointed & Career Employees & Retirees	Career Co-Pay %	Total Cost			Commission Share		Employee Share		Employee Term Contract Bi-Weekly	Change From 2011
		Bi-Weekly Rates	Monthly Rates	COBRA Rates	Bi-Weekly	Monthly	Bi-Weekly	Monthly		
UnitedHealthcare Choice Plus POS	85%/15%	\$201.24	\$436.00	\$444.72	\$171.06	\$370.60	\$30.18	\$65.40		48.80%
CIGNA Open Access Plus In EPO	85%/15%	\$219.70	\$476.00	\$485.52	\$186.75	\$404.60	\$32.95	\$71.40	\$153.79	50.10%
UnitedHealthcare Select EPO	85%/15%	\$172.16	\$373.00	\$380.46	\$146.34	\$317.05	\$25.82	\$55.95	\$120.52	29.80%
Caremark Prescription	85%/15%	\$64.62	\$140.00	\$142.80	\$54.93	\$119.00	\$9.69	\$21.00	\$45.24	52.00%
United Concordia Dental	85%/15%	\$16.20	\$35.08	\$35.78	\$13.77	\$29.82	\$2.43	\$5.26		0.00%
Vision Service Plan - Low	80%/20%	\$1.43	\$3.08	\$3.14	\$1.15	\$2.47	\$0.28	\$0.61		0.00%
Vision Service Plan - Moderate	See note	\$2.53	\$5.47	\$5.58	\$1.15	\$2.47	\$1.38	\$3.00		0.00%
Vision Service Plan - High	See note	\$3.69	\$7.99	\$8.15	\$1.15	\$2.47	\$2.54	\$5.52		0.00%

Post-65 Retirees in the UHC POS	
UnitedHealthcare Medicare Complement	85%/15%
	N/A
	\$170.00
	N/A
	\$144.50
	N/A
	\$25.50
	1.00%

Other Benefit Plan Rates:	
CIGNA - Long Term Disb - Regular	80%/20%
	\$0.74
	\$1.60
CIGNA - Long Term Disb - FOP	0%/100%
	\$0.85
	\$1.84
Legal Resources - Legal Services	0%/100%
	\$9.00
	\$18.00
Life Insurance	80%/20%
	\$0.204
AD&D	80%/20%
	\$0.025
	\$0.00
	\$0.00
	\$18.00
	\$9.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00

Notes:
 Prescription drug coverage is separate from medical plans
 Contract Employees: Commission pays 30%, employee pays 70%
 Vision: (Commission pays/Employee pays) Low Option: 80%/20% Moderate and High Options: 80% of low plan/Employee pays balance
 Basic Life Insurance: Commission pays 80%, employee pays 20%; dependent is paid 100% by employee. Rates are per \$1000 of eligible salary
 CIGNA: Rates are per \$100 of monthly benefit
 Legal Resources: Employee pays 100%. \$9.00 bi-weekly - 1st and 2nd pay periods monthly.

Premium Rates Effective January 1, 2012

TWO-MEMBER COVERAGE

Appointed & Career Employees & Retirees	Career Co-Pay %	Total Cost			Commission Share		Employee Share		Employee Term Contract Bi-Weekly	Change From 2011
		Bi-Weekly Rates	Monthly Rates	COBRA Rates	Bi-Weekly	Monthly	Bi-Weekly	Monthly		
UnitedHealthcare Choice Plus POS	85%/15%	\$402.47	\$872.00	\$889.44	\$342.10	\$741.20	\$60.37	\$130.80		48.80%
CIGNA Open Access Plus In EPO	85%/15%	\$439.39	\$952.00	\$971.04	\$373.49	\$809.20	\$65.90	\$142.80	\$307.58	50.10%
UnitedHealthcare Select EPO	85%/15%	\$344.31	\$746.00	\$760.92	\$292.67	\$634.10	\$51.64	\$111.90	\$241.02	29.80%
Caremark Prescription	85%/15%	\$129.24	\$280.00	\$285.60	\$109.86	\$238.00	\$19.38	\$42.00	\$90.47	52.00%
United Concordia Dental	85%/15%	\$32.39	\$70.16	\$71.56	\$27.54	\$59.64	\$4.85	\$10.52		0.00%
Vision Service Plan - Low	80%/20%	\$2.87	\$6.21	\$6.33	\$2.30	\$4.97	\$0.57	\$1.24		0.00%
Vision Service Plan - Moderate	See note	\$5.07	\$10.98	\$11.20	\$2.30	\$4.97	\$2.77	\$6.01		0.00%
Vision Service Plan - High	See note	\$7.39	\$16.01	\$16.33	\$2.30	\$4.97	\$5.09	\$11.04		0.00%

Post-65 Retirees in the UHC POS

UnitedHealthcare Medicare Complement	85%/15%	N/A	\$340.00	N/A	N/A	\$289.00	N/A	\$51.00		1.00%
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Other Benefit Plan Rates:

CIGNA - Long Term Disb - Regular	80%/20%	\$0.74	\$1.60	N/A						0.00%
CIGNA - Long Term Disb - FOP	0%/100%	\$0.85	\$1.84	N/A						0.00%
Legal Resources - Legal Services	0%/100%	\$9.00	\$18.00	N/A	\$0.00	\$0.00	\$9.00	\$18.00		0.00%
Life Insurance	80%/20%		\$0.204							0.00%
AD&D	80%/20%		\$0.025							0.00%

Notes:

- Prescription drug coverage is separate from medical plans
- Contract Employees: Commission pays 30%, employee pays 70%
- Vision: (Commission pays/Employee pays) Low Option: 80%/20% Moderate and High Options: 80% of low plan/Employee pays balance
- Basic Life Insurance: Commission pays 80%, employee pays 20%; dependent is paid 100% by employee. Rates are per \$1000 of eligible salary
- CIGNA: Rates are per \$100 of monthly benefit
- Legal Resources: Employee pays 100%. \$9.00 bi-weekly - 1st and 2nd per pay periods monthly.

Premium Rates Effective January 1, 2012

FAMILY COVERAGE

Appointed & Career Employees & Retirees	Career Co-Pay %	Total Cost			Commission Share		Employee Share		Employee Term Contract Bi-Weekly	Change From 2011
		Bi-Weekly Rates	Monthly Rates	COBRA Rates	Bi-Weekly	Monthly	Bi-Weekly	Monthly		
UnitedHealthcare Choice Plus POS	85%/15%	\$603.70	\$1,308.00	\$1,334.16	\$513.15	\$1,111.80	\$90.55	\$196.20		48.80%
CIGNA Open Access Plus In EPO	85%/15%	\$659.08	\$1,428.00	\$1,456.56	\$560.22	\$1,213.80	\$98.86	\$214.20	\$461.36	50.10%
UnitedHealthcare Select EPO	85%/15%	\$516.47	\$1,119.00	\$1,141.38	\$439.00	\$951.15	\$77.47	\$167.85	\$361.53	29.80%
Caremark Prescription	85%/15%	\$193.85	\$420.00	\$428.40	\$164.78	\$357.00	\$29.07	\$63.00	\$135.70	52.00%
United Concordia Dental	85%/15%	\$48.58	\$105.24	\$107.34	\$41.30	\$89.46	\$7.28	\$15.78		0.00%
Vision Service Plan - Low	80%/20%	\$4.27	\$9.25	\$9.44	\$3.42	\$7.40	\$0.85	\$1.85		0.00%
Vision Service Plan - Moderate	See note	\$7.58	\$16.42	\$16.75	\$3.42	\$7.40	\$4.16	\$9.02		0.00%
Vision Service Plan - High	See note	\$11.06	\$23.96	\$24.44	\$3.42	\$7.40	\$7.64	\$16.56		0.00%

Post-65 Retirees in the UHC POS

UnitedHealthcare Medicare Complement	85%/15%	N/A	\$510.00	N/A	N/A	\$433.50	N/A	\$76.50		1.00%
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Other Benefit Plan Rates:

CIGNA - Long Term Disb - Regular	80%/20%	\$0.74	\$1.60	N/A						0.00%
CIGNA - Long Term Disb - FOP	0%/100%	\$0.85	\$1.84	N/A						0.00%
Legal Resources - Legal Services	0%/100%	\$9.00	\$18.00	N/A	\$0.00	\$0.00	\$9.00	\$18.00		0.00%
Life Insurance	80%/20%		\$0.204							0.00%
AD&D	80%/20%		\$0.025							0.00%

Notes:

Prescription drug coverage is separate from medical plans
 Contract Employees: Commission pays 30%, employee pays 70%
 Vision: (Commission pays/Employee pays) Low Option: 80%/20% Moderate and High Options: 80% of low plan/Employee pays balance
 Basic Life Insurance: Commission pays 80%, employee pays 20%; dependent is paid 100% by employee. Rates are per \$1000 of eligible salary
 CIGNA: Rates are per \$100 of monthly benefit
 Legal Resources: Employee pays 100%. \$9.00 bi-weekly - 1st and 2nd per pay periods monthly.