



ADMINISTRATIVE PROCEDURE

NON-SALARY COMPENSATION FOR EXECUTIVE LEVEL EMPLOYEES

4178

Procedure No.

July 1, 2019

Date

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- I. **PURPOSE:** To provide guidelines for providing non-salary compensation for Executive Level personnel.

 - II. **DEFINITIONS:** Any employee of Prince George's County Public Schools who will be entitled to non-salary compensation are defined below:
 - A. Chiefs (excluding the Chief Executive Officer (CEO));
 - B. Directors;
 - C. Any other executive level positions(s) deemed by the Chief Executive Officer.

 - III. **PROCEDURES:**
 - A. Annual Leave Accruals
 1. Employees will accrue 25 days of annual leave each fiscal year.
 2. Annual leave balances at the end of a fiscal year will rollover to annual leave in the following fiscal year.
 3. Earned annual leave is paid upon resignation, termination, retirement or death. (Refer to Administrative Procedure 4174, Disposition of Sick and Annual Leave for Executive Employees.)
 4. Annual leave is for use by the employee for vacation, family illnesses and other types of personal leave not addressed in sections B-F below.
 - B. Sick Leave Accruals
 1. Employees will accrue 17 days of sick leave each fiscal year.
 2. Sick leave balances at the end of a fiscal year will rollover to sick leave in the following fiscal year.
 3. Sick leave must be used for the employee's illness, doctor's appointments, etc. only.



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4. Sickness in family. An employee who earns annual leave cannot use sick leave for family illnesses.
5. Three-tenths of earned sick leave is paid upon resignation, termination, retirement or death. (Refer to Administrative Procedure 4174, Disposition of Sick and Annual Leave for Executive Employees.)

C. Sick Leave Bank Rules

1. Employees have thirty (30) days from date of hire to enroll in this program; otherwise, open enrollment is between October and December of each fiscal year.
2. Employees will contribute one (1) sick leave day each year into the sick leave bank program.
3. The waiting period for the first sick leave bank grant is 30 calendar days, and for subsequent grants the waiting period is 15 calendar days.
4. Employees may contact the Director of Payroll to obtain an enrollment form and/or Sick Leave Bank Program rules.

D. Bereavement Leave

1. On the death of a child, step child, parent, step parent, parent-in-law, grand-parent, grandparent of spouse, legal guardian, grandchild, brother, sister, husband, wife, son-in-law, daughter-in-law, brother-in-law, sister-in-law, qualified domestic partner, or anyone who has recently lived regularly in the household of the employee, an employee shall be allowed four (4) work days of absence from work without loss of salary. One of the four (4) days must be the day of the funeral or interment.
2. On the death of an aunt, uncle, niece, or nephew, employees shall be allowed two (2) work days of absence from work without loss of salary.
3. An employee may use annual leave for additional days of absence related to bereavement.



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E. Military Leave

A full-time employee who is a member of the National Guard or the Reserve Components of the Armed Forces of the United States is entitled to a maximum of 15 days of military leave per fiscal year for active duty, active duty training, and inactive duty training. If service time is longer than 15 days, the employee will be charged their annual leave or unpaid leave for any remaining time served.

F. Assault Leave

An employee whose absence is due to a physical disability resulting from an unprovoked assault occurring within the scope of their employment shall be entitled to full pay status, instead of sick leave or Sick Leave Bank participation. The conditions for use of assault leave are outlined in Administrative Procedure 4154 – Assault Leave.

G. Benefit Eligible Programs:

1. Employer paid life insurance is provided in the amount of two (2) times the Executive employee's annual salary.
2. Employees are eligible to enroll in Medical, Prescription, Dental, Vision, Supplemental Life Insurance, and Long Term Disability Insurance Plans.
3. Employees are eligible to enroll into Flexible Spending Account. Maximum annual contribution amount for flexible spending account expenses is determined by the IRS.
4. Employees may elect to contribute part of their wages into a 403b and/or a 457 Tax Shelter Annuity plan on a pre-taxed basis.
5. Eligibility for the Maryland State Retirement System:
 - i. If hired prior to July 1, 2011, executive employees will be vested in Maryland State Retirement System after five (5) years of service.
 - ii. If hired on or after July 1, 2011, executive employees will be vested in the Maryland State Retirement System after ten (10) years of service.



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iii. Executive employees who elect to retire may be eligible to continue their health insurance benefits based on certain requirements.

6. The benefit eligible programs, excluding the Maryland State Retirement System, are available to executive level personnel based on enrollment deadlines set by the Benefits Services Department. Employees can access their benefits using Oracle Self-Service module.

IV. **MONITORING AND COMPLIANCE:**

A. The Human Resources Department will ensure the appropriate annual and sick leave balances are entered for executive level personnel as outlined above.

B. Sick Leave Bank contributions, forms, and rules for executive personnel will be maintained by the Payroll Services Department.

C. The Payroll Services Department, with the coordination of the Timekeepers and Time approvers for executive personnel, will ensure all leave is charged in accordance with this procedure.

D. Benefits Services will monitor and maintain the other benefit programs stipulated above and ensure the programs are in compliance with Federal law, State law, and PGCPS policies and procedures.

V. **RELATED PROCEDURES:** Administrative Procedure 4154, Assault Leave; Administrative Procedure 4174, Disposition of Sick and Annual Leave for Executive Employees.

VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Department of Payroll Services and will be updated as required.

VII. **CANCELLATIONS AND SUPERSEDURES:** None. This is a new procedure.

VIII. **EFFECTIVE DATE:** July 1, 2019.