

# NEGOTIATED CONTRACT

between

BOARD OF EDUCATION  
OF  
PRINCE GEORGE'S COUNTY MARYLAND

and

ACE/AFSCME, LOCAL 2250, AFL-CIO



FOR THE PERIOD

*JULY 1, 2007 THROUGH JUNE 30, 2010*

**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, such 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.

- B. On the death of an aunt, uncle, niece, or nephew, employees shall be allowed two (2) workdays of absence from work without loss of salary.** Proof of death **and/or relationship** may be required if, in the opinion of the immediate supervisor, the employee has abused the privilege.

**Any exceptions to the above may be made through a written request to the Chief Human Resources Officer whose decision shall be final.**

### **SECTION 16 — Worker’s Compensation and Disability Leave**

All Prince George’s County Public School employees are covered by the State Worker’s Compensation Act which provides for the payment of reasonable medical cost resulting from an accident incurred during the course of work. In addition, should the injured employee lose time from work due to an on-the-job injury, he or she may under the present coverage apply for Worker’s Compensation pay for lost time beginning with the fourth day of absence after the injury.

- A.** A permanent or probationary employee of the Prince George’s County Public Schools who is temporarily disabled in line of duty shall receive full pay for the period of his disability up to ninety (90) working days without charge against his or her annual or sick leave beginning with the first day of disability, subject to the following conditions:
1. Provided that the disability resulted from an injury or illness sustained directly in the performance of the employee’s work, as provided in the State Worker’s Compensation Act.
  2. If incapacitated for his or her regular employment, the employee may be given other duties within the Prince George’s County Public Schools for the period of recuperation. Unwillingness to accept such an assignment will make the employee ineligible for disability leave during the time involved.
  3. The Prince George’s County Public Schools may select a physician to determine the physical ability of the employee to continue working or to return to work.
  4. Disability leave shall not exceed ninety (90) working days beginning with the date of injury for any one injury.
  5. Payment of Disability Leave is contingent upon the assignment of Worker’s Compensation checks for the first ninety (90) day period to the Prince George’s County Public Schools as payee. Workmen’s Compensation checks name the employee and the Prince George’s County Public Schools as payee. Upon receipt, the employee must endorse the check and return it to the Benefits Administration Office of the Prince George’s County Public Schools. Upon the termination of Disability Leave, Worker’s Compensation checks, if still received,

will be endorsed and forwarded to the employee for his or her retention.

6. A temporary employee who is disabled in line of duty shall not receive disability leave but shall be paid in accordance with the provisions of the State Worker’s Compensation Act.
  7. Abuse of disability leave may be considered grounds for disciplinary action, including dismissal.
- B.** It is important that an employee report every injury to his or her supervisor no matter how small it seems. Even the slightest injury can develop into a disability or a loss of time case. Failure to report an injury could possibly cause an individual to forfeit his or her rights on a later claim for compensation or medical expense.

All injuries sustained by employees while on duty must be reported by the employee and his or her immediate supervisor on the form, “Initial Report of Injury.” This form is available at all schools and other properties where employees are based. When completed, the form must be forwarded to the Benefits Administration Office of the Prince George’s County Public Schools. Upon request, the Benefits Administration Office will advise the employee of the information received to date relative his or her claim.

The Benefits Administration Office will notify the employee if any additional information or forms are needed to satisfy an employee’s claim if the office has knowledge that additional information is required.

In the course of a claim for Worker’s Compensation, other forms will be provided to injured employees from other agencies to complete. It is essential that these forms be completed and returned expeditiously.

- C.** Of importance to employees is the fact that the money received from Worker’s Compensation is exempt from tax and may be so claimed when filing federal tax returns. In addition, an employee may be eligible for adjustments to income for disability pay received.
- D.** The responsibility to insure that an employee does not abuse disability leave is vested in the employee’s department head/principal.
- E.** Disability leave is reported on the attendance register by recording “Disability Leave” and the applicable dates in the remarks column. No other entries are required.