



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject: Service Increments – Amendments

Number: 11-25

Originating Department:
Office of Human Resources

Effective Date:
June 17, 2025

Montgomery County Regulation on:

Service Increments – Amendments

Issued by: County Executive

Regulation No. 11-25

COMCOR 33.07.01.12

Supersedes: Executive Regulation 6-18AM

Authority: Montgomery County Code, Section 33-7(b)

Council Method (2) Under Code Section 2A-15

Register Volume 42, Issue 4

Comment Deadline: April 15, 2025

Effective Date: June 17, 2025

Sunset Date: None

SUMMARY: This regulation amends Section 12 of the Montgomery County Personnel Regulations to align with existing longevity increments based on collectively bargained longevity increments passed through to non-represented employees as approved by Council during fiscal year operating budgets 2022 through 2025.

ADDRESS: Director, Office of Human Resources
Executive Office Building
101 Monroe Street, 7th Floor
Rockville, MD 20850

STAFF Additional information and copies of the regulation are available from:
CONTACT: Samuel Frushour, Division Chief, Policy, Practice & Strategic Communications,
240-777-5012.



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COMCOR 33.07.01.12 Service Increments

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12-4. Amount of service increment

- (a) The CAO must establish the percentage or amount of the service increment pay increase.
- (b) An eligible employee's salary cannot exceed the maximum salary for the employee's pay grade. In cases where a service increment would make an eligible employee's salary greater than the maximum salary of their pay grade, the OHR Director must give the employee a reduced service increment pay increase that would make the employee's salary equal to the maximum salary for the employee's pay grade.

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12-8. Performance-based longevity increments for employees on the General Salary Schedule.

- (a) A performance-based longevity increment is a one-time differential added to an employee's base salary.
- (b) The CAO must determine the amount of the performance-based longevity increment.
- (c) A department director must award a one-time performance-based longevity increment to an employee in a position on the General Salary Schedule if the employee has:
 - (1) earned 16, 20, or 25 years of actual County service;
 - (2) earned a base salary equal to the maximum salary of the pay range at the time the employee achieves 16, 20, or 25 years of actual County service; and,
 - (3) received an annual overall performance rating of *Highly Successful Performance* or *Exceptional Performance* for the most recent performance year.
- (d) An employee is eligible to receive only one 16-year, one 20-year, and one 25-year performance-based longevity increment.



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- (e) Awarding performance-based longevity increments to promoted employees.
- (1) When an employee is promoted from a non-bargaining unit position to another non-bargaining unit position:
 - (A) the promotional increase is added to the employee's base salary and cannot exceed the maximum salary of the new grade's pay range;
 - (B) if the employee's new base salary reaches the maximum salary of the new grade's pay range, the previously earned performance-based longevity increment(s) is re-added onto the new base salary; and,
 - (C) the employee remains eligible for any future performance-based longevity increments as outlined in Section 12-8(c).
 - (2) When an employee receives a promotion from a non-bargaining unit position to a bargaining unit position:
 - (A) the promotional increase is first added to the employee's base salary; and,
 - (B) the new base salary cannot exceed the maximum salary of the new pay range; however,
 - (C) if the employee's new base salary is equal to the maximum salary of the new pay range, then the employee may be eligible to receive a bargaining unit longevity increment(s) as stipulated in the respective collective bargaining agreement.
 - (3) When an employee receives a promotion from a bargaining unit position to a non-bargaining unit position:
 - (A) The promotional increase is first added to the employee's base salary;
 - (B) the employee's new base salary cannot exceed the maximum salary of the new pay range;
 - (C) if the employee's new base salary reaches the maximum salary of the new grade's pay range, the previously earned longevity increments are then added using the comparable performance-based longevity increment(s);



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and,

(D) the employee remains eligible for any future performance-based longevity increments as outlined in Section 12-8(c).

- (f) Awarding longevity increments to transferred employees. An employee who has a performance-based longevity increment(s) and who:
- (1) transfers from a non-bargaining unit position to another non-bargaining unit position, the longevity/performance increment remains the same;
 - (2) transfers from a non-bargaining unit position to a bargaining unit position is eligible to receive a bargaining unit longevity increment(s) as provided in the respective collective bargaining agreement; or,
 - (3) transfers from a bargaining unit position to a non-bargaining unit position is eligible to receive the comparable performance-based longevity increment(s) based on years of service.
- (g) A department director must not give an employee a lump-sum award and a performance-based longevity increment for the same annual overall performance rating.
- (h) The effective date of all performance-based longevity increments will be the beginning of the pay period in which the employee meets the years of service indicated in 12-8(c)(2).

12-9. Longevity increments for correction and sheriff management.

- (a) A department director must award a longevity increment to an employee who has:
- (1) completed 16, 20, or 25 years of active service (excluding temporary service); and
 - (2) is in a position on the correctional management or sheriff management salary schedules.
- (b) The employee's annual base salary does not have to be at the maximum of the respective pay range to receive the longevity increment.
- (c) The CAO must determine the amount of the longevity increment.



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12-10. Longevity increments for fire management.

- (a) A department director must award a longevity increment to an employee who has:
 - (1) completed 17, 20, or 24 years of active service (excluding temporary service); and
 - (2) is in a position on the fire management salary schedule.
- (b) The employee's annual base salary does not have to be at the maximum of the respective pay range to receive the longevity increment.
- (c) The CAO must determine the amount of the longevity increment.

12-11. Appeal of a reassignment of service increment date or of a delay of service increment pay increase. An employee with merit system status may appeal a department director's decision to reassign an employee's service increment date or to delay an employee's service increment by filing a grievance under Section 34 of these Regulations.

* * *

Approved:

A handwritten signature in black ink, appearing to read "Marc Elrich", written over a horizontal line.

Marc Elrich, County Executive

May 23, 2025

Date

Approved as to form and legality:

A handwritten signature in blue ink, appearing to read "J. D. [unclear]", written over a horizontal line.

Office of the County Attorney

3/14/2025

Date