



MONTGOMERY COUNTY EXECUTIVE REGULATION

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

Subject Personnel Regulations	Number 14-20
Originating Department Office of Human Resources	Effective Date

PERSONNEL REGULATIONS

Issued by: County Executive
COMCOR 33.07.01

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

Supersedes: Executive Regulation 16-13, in part
Council Review Method (1) Under Code Section 2A-15
Register Vol. 37, No. 9

Comment Deadline: September 30, 2020

Effective Date:

Sunset Date: None

SUMMARY: The regulation amends Section 1 of the Montgomery County Personnel Regulations to add a new definition for a part-time position for a liquor store clerk. This change would allow Alcohol Beverage Services greater flexibility to operate stores effectively, both financially and operationally. This regulation amends Section 10 of the Montgomery County Personnel Regulations to change the date for compensation related to performance-based pay and longevity increases. This regulation amends Section 12 to change the date for payment of longevity increases. This regulation amends Appendix Q and Appendix R of the Montgomery County Personnel Regulations to change references to the Office of Labor Relations.

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

STAFF CONTACT: Darryl Gorman, 240-777-5026, or darryl.gorman@montgomerycountymd.gov

**BACKGROUND:
INFORMATION** The Montgomery County Code authorizes the County Executive to promulgate personnel regulations.



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COMCOR 33.07.01 PERSONNEL REGULATIONS

33.07.01.01 Definitions

SECTION 1. DEFINITIONS

* * *

1-50. Part-time position. A career position, including a term position that:

- (a) requires employment for 20 to 39 regularly scheduled hours per week on a continuing year-round or school-year basis; or
- (b) is specially designated by the CAO and requires regular employment for 10 to 20 hours per week on a continuing year-round or school-year basis and approval by the Merit System Protection Board (MSPB); or
- (c) requires regular employment for 12 to 32 regularly scheduled hours per week on a continuing year-round basis for a liquor-store clerk.

* * *

33.07.01.10. Employee Compensation

(1)

* * *

10-10. Performance-based pay.

- (a) Performance-based pay for MLS or PLS employees. An MLS or PLS employee is not eligible to receive service increments[,] but may receive performance-based pay as described in this subsection.

* * *

(2) Eligibility for performance-based pay.

- (A) Career employee. An MLS or PLS employee with merit system status is eligible to receive performance-based pay. In order to receive a



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compensation adjustment, an employee must have a performance evaluation on record for the previous fiscal year.

(B) Promoted probational employee. An employee promoted to MLS or PLS who is in a probational status at the end of the current performance review cycle is not eligible for performance-based pay. For the purposes of this section, the employee’s probational period includes extensions beyond the normal six-month probational period. [A probational employee with less than 6 months of service is not eligible for performance-based pay.]

(C) New hire. An employee newly hired to MLS or PLS who is in a probational status at the end of the current performance review cycle is not eligible for performance-based pay. For the purposes of this section, the employee’s probational period includes extensions beyond the normal one-year probational period.

* * *

(c) Administration of performance-based pay.

* * *

(4) Effective date of compensation awards.

(A) Performance-based pay for MLS and PLS employees must be awarded on a fiscal year basis and a compensation increase awarded to an MLS or PLS employee under the performance-based pay system must be effective at the beginning of the first full pay period after [July] September 1st of each year.

* * *

33.07.01.12. Service Increments

* * *

12-9. Twenty-year longevity/performance increment.

* * *



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- (g) The effective date of all longevity/performance increments must be [the beginning of the first pay period after the review period ends] the beginning of the first full pay period following the employee's service anniversary date.

* * *

Approved as to Form and Legality:

Justin T. Nunley

8/20/2020
Date

Marc Elrich, County Executive

Date



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MCPR, 2001

APPENDIX Q, COUNTY GRIEVANCE FORM



Montgomery County, Office of Labor Relations

Grievance Form for County Grievance Procedure

FILING INSTRUCTIONS – For more information about the County Grievance Procedure, contact the Office of Labor Relations and review Section 34 of the Montgomery County Personnel Regulations.

1. Complete this form and give a copy, along with any supporting documentation, to your supervisor. Failure to provide your supervisor with a copy of your grievance may delay the process. Send one copy and any attachments to the Office of Labor Relations, 101 Monroe, Street, Rockville, MD, 20850.
2. Do/Will you have representation? If so, please provide name: _____
mailing address: _____ phone no.: _____
3. Would you be interested in Alternative Dispute Resolution? Yes _____ No _____

Failure to provide complete information may delay the processing of your grievance.

FILING INFORMATION: (Please Print Clearly)

Employee's Name: _____ Position Title: _____ Grade: _____

Department/Division/Section: _____ Immediate Supervisor: _____

Home Address: _____

Phone: Home: _____ Work: _____ E-mail address: _____

GRIEVANCE STATEMENT --You must cite the specific written policy, regulation, or treatment in which you believe a violation or inequity occurred. Please attach additional information if more space is needed. Failure to provide complete information may delay the processing your grievance.

RELIEF REQUESTED

Employee's Signature: _____ Date: _____

DEPARTMENT/SUPERVISOR INFORMATION In order to respond to the employee's grievance, please complete the Grievance Response Form, which can be obtained from the Office of Labor Relations.



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MCPR, 2001 APPENDIX R, DEPARTMENT RESPONSE TO COUNTY GRIEVANCE



Montgomery County, Office of Labor Relations

Department/Supervisor Grievance Response Form

You are required to complete this form because an employee you supervise has filed a grievance.

For more information about the County Grievance Procedure contact the Office of Labor Relations and review Section 34 of the Montgomery County Personnel Regulations.

SUPERVISOR'S RESPONSE: Date Received _____

Supervisor's Name and Signature _____ Date _____

RESOLVED: Yes No (If not resolved, employee has ten calendar days upon receipt of response to appeal to next step.)

DEPARTMENT/AGENCY HEAD'S RESPONSE Date Received _____

Department/Agency Head's Name and Signature _____ Date _____

Employee's Signature _____ Date _____

RESOLVED: Yes No (If not resolved, employee has ten calendar days upon receipt of response to appeal to next step.)

OLR DIRECTOR'S RESPONSE: Date Received _____

OLR Director's Signature _____ Date _____

Employee's Signature _____ Date _____

RESOLVED: Yes No (If not resolved, employee has ten calendar days upon receipt of response to appeal to next step.)



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CHIEF ADMINISTRATIVE OFFICER'S RESPONSE:

Date Received _____

Chief Administrative Officer's Signature _____ Date _____

RESOLVED: Yes No

A grievance may be appealed to the Merit System Protection Board within 10 working days of receipt of the Chief Administrative Officer's response.



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