



# **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:**

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: \_\_\_\_\_

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 [his/her] 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.

\* \* \*

### [12-8. Twenty-year longevity increment for fire, sheriff or correction management.

- (a) A department director must award a twenty-year longevity increment to an employee who has:
  - (1) completed twenty years of active service (excluding temporary service); and
  - (2) is in a position on the fire, sheriff, and correction 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 twenty-year longevity increment.
- (c) The CAO must determine the amount of the longevity increment.

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

- (a) A 20-year longevity/performance increment is a one-time increase to an employee's base salary.
- (b) A department director must award a one-time 20-year longevity/performance increment of 2 percent of base salary to an employee in a position on the General salary schedule if the employee has:



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- (1) a base salary equal to the maximum salary of the pay range; and
  - (2) 20 years of actual County service; and
  - (3) received an annual overall performance rating of *Highly Successful Performance* or *Exceptional Performance* for the 2 most recent consecutive years.
- (c) An employee is eligible to receive only one 20-year longevity/performance increment.
- (d) Awarding longevity/performance increments to promoted employees.
- (1) When an employee is promoted from a non-bargaining unit position to another non-bargaining unit position:
    - (A) the 20-year longevity increment is added to the employee's prior base salary before the promotional increase is added; or,
    - (B) if (A) does not apply, then the employee may be eligible to receive a 2% longevity/performance increment as outlined in Section 12-9 (b); however,
    - (C) whether (A) or (B) applies, the employee's new base salary cannot exceed the maximum salary of the new pay range.
  - (2) When an employee receives a promotion from a non-bargaining unit position to a bargaining unit position:
    - (A) the 20-year longevity/performance increment is added to the employee's base salary before the promotional increase is added;
    - (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 as stipulated in the respective collective bargaining agreement.



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- (3) When an employee receives a promotion from a bargaining unit position to a non-bargaining unit position:
  - (A) the 20-year longevity increment is added to the employee's base salary before the promotional increase is added;
  - (B) the employee is eligible to receive a 2% longevity/performance increment under Section 12-9 (b); and,
  - (C) the employee's new base salary cannot exceed the maximum salary of the new pay range.
- (e) An employee who has a 20 year longevity/performance increment 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 20-year longevity increment as provided in the respective collective bargaining agreement; or,
  - (3) transfers from a bargaining unit position to a non-bargaining unit position:
    - (A) the longevity/performance increment is added to the employee's base salary except when the employee's base salary exceeds the maximum salary of the non-bargaining unit pay range; then,
    - (B) the employee's base salary must be reduced to the maximum salary of the pay range.
- (f) A department director must not give an employee a lump-sum award and a 20-year longevity/performance increment for the same annual overall performance rating.
- (g) The effect date of all longevity/performance increments must be the beginning of the first pay period after the review period ends.]

## 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.



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- (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.
- (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,



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- (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); 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.



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- (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.

## 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.

[12-10.] 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.

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Approved:

\_\_\_\_\_  
Marc Elrich, County Executive

\_\_\_\_\_  
Date

Approved as to form and legality:

  
\_\_\_\_\_  
Office of the County Attorney

\_\_\_\_\_  
3/14/2025

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Date