



OFFICE OF HUMAN RESOURCES

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County Executive

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Director

MEMORANDUM

Friday, August 13, 2021

TO: Department & Office Directors
HR Liaisons

FROM: Berke Attila, Director, Office of Human Resources

SUBJECT: MCGEO Temporary Promotion and Assignment Processes

Note: HR Liaisons, please share this with supervisors in your department.

As stated in the updated FY2021-2023 MCGEO Collective Bargaining Agreement, union members who are temporarily assigned to a higher classification receive a flat rate of five dollars per hour for the duration of the temporary assignment, effective July 4, 2021. Specifically, MCGEO Article 23 “PROMOTION,” states in Section 23.3:

“Employees will not normally be assigned to a higher classified job, unless required by workload as determined by the Employer. **Employees formally assigned to a higher classified job shall be paid an hourly differential of five dollars (\$5.00) for all hours worked in the higher classification.**”

To operationalize this clause, the Office of Human Resources has modified its temporary promotion process. For employees who are not MCGEO members, the temporary promotion process remains unchanged. When a supervisor is looking to formally assign a MCGEO employee to a higher classified job, there are two processes to consider based on the duration of the assignment.

MCGEO Temporary Promotion Process: Employees being temporarily promoted to a higher classified position for 10 or more calendar days up to 12 consecutive months at fulltime status.

MCGEO Temporary Assignment Process: Employees being temporarily assigned to a higher classified position for less than 10 workdays at fulltime status, OR any duration at part-time status, OR any duration on an intermittent basis.

MC GEO Employee Temporary Promotion Process (10 days or more)

This process is used when MC GEO employees are to be temporarily promoted to a higher classified position for 10 or more calendar days up to 12 consecutive months at fulltime status. Examples of situations may include:

- A vacant position exists that must be covered full or part-time.
- A position that is operationally critical and the employee goes on vacation or will be on FMLA for more than 10 consecutive days, requiring a temporary promotion for another employee to cover all duties of the position.
- To backfill a position because an employee was reassigned to another position or project.

To temporarily promote an employee as stated above, a supervisor would use the [MC GEO Temporary Promotion Request Form](#). This process remains similar to the standard temporary promotion process with a few modifications. The process still requires temporary promotions to start at the beginning of a pay period, and the form should be submitted at least one week prior to the start date to allow time for review and approval. The employee must meet the minimum qualifications for the position and a current resume needs to be submitted within the form. Since MC GEO members must receive \$5.00 per hour increase, the form no longer asks for a percentage increase and the approvals are no longer tiered based on the requested salary increase. Instead, all requests are approved at the OHR Recruitment Specialist level.

Once approved, OHR will then process the temporary promotion in Oracle, which creates an automatic adjustment in the employee's pay for the duration of the temporary promotion. The process still requires the department to enter an assignment transaction to end the temporary promotion within the pay period in which the assignment ends.

MC GEO Employee Temporary Assignment Process (less than 10 days)

This process is used when MC GEO employees are being temporarily assigned to a higher classified position for less than 10 workdays at fulltime status, OR any duration at part-time status, OR any duration on an intermittent basis. Examples include:

- A shift supervisor is out for one day, requiring a temporary assignment to fill-in.
- A higher-level operationally critical employee goes on vacation for one week, requiring a short-term temporary assignment to another employee to cover all duties of the position.

To temporarily assign an employee as stated above, a supervisor would use the [MC GEO Temporary Assignment Approval Form](#). Similar to the process for temporary promotions, this process requires the employee to meet the minimum qualifications in order to fill the position on a temporary basis and for a resume to be submitted alongside the form.

Due to the shortened nature of this assignment and the expeditious need for approval in most circumstances, this process is approved completely at the department level. Within the form, the supervisor will identify the minimum qualifications (based on the classification specification) of the position, confirm that the employee's experience and education as stated on their current resume meets the minimum qualifications, and process the form. The supervisor will then self-

approve their entry upon submission of the form. The form should be completed and submitted within the same pay-period as the beginning of the assignment.

Employees and supervisors **will need to manually input the appropriate pay codes** into the employee's timecard to ensure proper payment is made. For further information, please reference the [MC GEO - Acting Promo/Temporary Assignment Job Aid](#) which can be found on the [MCtime informational website](#).

To ensure that the appropriate pay codes are used by authorized employees and that departments are accurately matching employee experience with position minimum qualifications, OHR will conduct routine audits of the relevant pay codes/employee qualifications for authorization and MC GEO Temporary Assignment Approval Forms for accuracy.

Again, this change is only for MC GEO positions/employees. All other temporary promotions and the process remain unchanged. If you have questions or need assistance in temporary promoting or assigning an employee, please reach out to your assigned OHR Recruitment Specialist or ohr@montgomerycountymd.gov.

cc: MLS
 Public Safety Managers
 SEAA's
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