

Resolution No:	<u>20-852</u>
Introduced:	<u>June 17, 2025</u>
Adopted:	<u>June 17, 2025</u>

**COUNTY COUNCIL
FOR MONTGOMERY COUNTY, MARYLAND**

Lead Sponsor: The Council President at the Request of the County Executive

SUBJECT: Resolution to approve Executive Regulation #11-25, Amendment to the Montgomery County Personnel Regulations - Service Increments

Background

1. On May 23, 2025, the County Executive transmitted Executive Regulation #11-25, Amendment to the Montgomery County Personnel Regulation – Service Increments as a Method (2) regulation per Section 2A-15 of the County Code. Executive Regulations under Method (2) automatically take effect if the Council does not act to approve or disapprove within 60 calendar days after the Council receives the regulation.
2. Executive Regulation #11-25, Amendment to the Montgomery County Personnel Regulation – Service Increments was advertised in the April 2025 Montgomery County Register and no public comments were received.

Action

The County Council for Montgomery County approves the following resolution:

Executive Regulation #11-25, Amendment to the Montgomery County Personnel Regulation – Service Increments is approved. The approved regulation is attached to this resolution.

This is a correct copy of Council action.



Sara R. Tenenbaum
Clerk of the Council



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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Number: 11-25

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Office of Human Resources

Effective Date:
June 17, 2025

COMCOR 33.07.01.12 Service Increments

* * *

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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Subject: Service Increments – Amendments

Number: 11-25

Originating Department:
Office of Human Resources

Effective Date:
June 17, 2025

Approved:

Handwritten signature of Marc Elrich in black ink.

Marc Elrich, County Executive

May 23, 2025

Date

Approved as to form and legality:

Handwritten signature of the County Attorney in blue ink.

Office of the County Attorney

3/14/2025

Date



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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
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240-777-5012.



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COMCOR 33.07.01.12 Service Increments

* * *

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.

* * *

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:

Marc Elrich, County Executive

May 23, 2025

Date

Approved as to form and legality:

Office of the County Attorney

3/14/2025

Date



Fiscal Impact Statement

Office of Management and Budget

Executive Regulation 11-25

Personnel Regulations - Service Increments - Amendments

Regulation Summary

Executive Regulation 11-25 amends Section 12 of the Montgomery County Personnel Regulations (MCPR) to align with existing longevity increments based on collective bargaining agreement pass-throughs to non-represented employees as approved by Council during fiscal year operating budgets 2022 through 2025.

Fiscal Impact Summary

There is no fiscal impact from this regulation.

Fiscal Year	2025	2026	2027	2028	2029	2030	Total
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Revenues	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Impact	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FTE	0.00	0.00	0.00	0.00	0.00	0.00	

Fiscal Impact Analysis

This regulation brings the MCPR in alignment with existing approved practices and is not expected to impact County revenues or expenditures.

Staff Impact

The regulation is not expected to impact staff time or duties.

Actuarial Analysis

The regulation is not expected to impact retiree pension or group insurance costs.

Information Technology Impact

The regulation is not expected to impact the County Information Technology (IT) or Enterprise Resource Planning (ERP) systems.

Other Information

Later actions that may impact revenue or expenditures if future spending is projected

The regulation does not authorize future spending.

Contributors

Samuel Frushour, Office of Human Resources
Shantee Jackson, Office of Management and Budget



LEGISLATIVE REQUEST REPORT

Executive Regulation 11-25, Office of Human Resources – Service Increments –
Amendments – MCPR Amendments

DESCRIPTION:	The legislation amends Section 12 of the Montgomery County Personnel Regulations, Service Increments – Amendments
PROBLEM:	The Montgomery County Personnel Regulations need to be updated to reflect the longevity increments approved by Council during fiscal year operating budgets 2022 through 2025.
GOALS AND OBJECTIVES:	This regulation amends Section 12 of the Montgomery County Personnel Regulations to align with existing longevity increments based on collective bargaining agreement pass-throughs to non-represented employees as approved by Council during fiscal year operating budgets 2022 through 2025.
COORDINATION:	Office of Human Resources
FISCAL IMPACT:	Office of Management and Budget
ECONOMIC IMPACT:	N/A
EVALUATION:	N/A
EXPERIENCE ELSEWHERE:	N/A
SOURCE OF INFORMATION:	Samuel Frushour, Office of Human Resources (x.75012)
APPLICATION WITHIN MUNICIPALITIES:	N/A
PENALTIES:	N/A