

Resolution No.: 17-195  
Introduced: July 12, 2011  
Adopted: July 12, 2011

**COUNTY COUNCIL  
FOR MONTGOMERY COUNTY, MARYLAND**

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By: County Council

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**SUBJECT:** Approval of Executive Regulation No. 2-11, Amendments to Montgomery County Personnel Regulations, to Allow Customized Employment Public Interns to Apply for "Employee Only" Vacancies

**Background**

1. On May 25, 2011, the County Council received Executive Regulation 2-11 to amend Sections 1-12 and 6-2 of the Personnel Regulations to allow customized employment public interns to apply for job vacancy announcements that are limited to County employees only.
2. Customized employment public interns are individuals with significant disabilities hired non-competitively on a short-term, temporary basis to perform tasks for departments throughout the County that match the individual's interest, skills and competencies with the department's needs.
3. Executive Regulation 2-11 is processed under Method 2 and takes effect upon adoption of the Council resolution approving it or on a later date specified in the regulation.

**Action**

The County Council for Montgomery County, Maryland approves the following resolution:

Executive Regulation 2-11 to amend Sections 1-12 and 6-2 of the Montgomery County Personnel Regulations to allow customized employment public interns to apply for job vacancy announcements that are limited to County employees only is approved.

This is a correct copy of Council action.

  
Linda M. Lauer, Clerk of the Council



# MONTGOMERY COUNTY EXECUTIVE REGULATION

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

<b>Subject</b>	MCPR Amendment to Allow Customized Employment Public Interns to Apply for "Employees Only" Vacancies	<b>Number</b>	02-11
<b>Originating Department</b>	Office of Human Resources	<b>Effective Date</b>	July 12, 2011

## MCPR Amendment to Allow Customized Employment Public Interns to Apply for "Employees Only" Vacancies

Executive Regulation No. 02-11

Issued by: County Executive

Supersedes: None

Authority: Montgomery County Code, 2004, §33-7(b)

Council review: Method 1

*Montgomery County Register* Volume 28 Issue 4

Comment deadline: April 30, 2011

Effective date: July 12, 2011

**Summary:** This regulation amends MCPR Section 6-2 to provide that the OHR Director must allow active and in certain circumstances former customized employment public interns to apply for vacancy announcements that are limited to County employees only.

**Address for comments** Office of Human Resources, Executive Office Building, 7th Floor  
101 Monroe Street, Rockville, Maryland 20850

**Staff contact:** Stuart Weisberg, 240-777-5154, or [stuart.weisberg@montgomerycountymd.gov](mailto:stuart.weisberg@montgomerycountymd.gov)

Please use the key below when reading this regulation:

**Boldface**

\* \* \*

*Heading or defined term.*

*Existing language unchanged by executive regulation.*



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## SECTION 1. DEFINITIONS

\* \* \*

1-12. **Customized Employment Public Interns:** Individuals with significant disabilities hired non-competitively on a short-term temporary basis to perform tasks for departments throughout the County that match the individual's interest, skills, and competencies with the department's needs.

- |   |   |   |       |
|---|---|---|-------|
| 1-13. Day:  | * | * | *     |
| 1-14. Demotion:   | * | * | *     |
| 1-15. Department:                                       | * | * | *     |
| 1-16. Department director:                              | * | * | *     |
| 1-17. Disciplinary action:                              | * | * | *     |
| 1-18. Domestic partner:                                 | * | * | *     |
| 1-19. Due process:                                      | * | * | *     |
| 1-20. Eligible list:                                    | * | * | *     |
| 1-21. Employee Medical Examiner or EME:                 |   | * | * * * |
| 1-22. Essential employee:                               | * | * | *     |
| 1-23. Exempt employee:                                  | * | * | *     |
| 1-24. Family and Medical Leave Act leave or FMLA leave: |   | * | * * * |
| 1-25. FLSA:   | * | * | *     |



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1-26. Full-time employee:	*	*	*
1-27. Full-time position:	*	*	*
1-28. Furlough:	*	*	*
1-29. General emergency:	*	*	*
1-30. Genetic status:	*	*	*
1-31. Grievance:	*	*	*
1-32. Immediate family:	*	*	*
1-33. Leave without pay or LWOP:	*	*	*
1-34. Leave year:	*	*	*
1-35. Liberal leave period:	*	*	*
1-36. Local emergency:	*	*	*
1-37. Management Leadership Service (MLS):	*	*	*
1-38. Merit system employee:	*	*	*
1-39. Merit system position:	*	*	*
1-40. Merit system status:	*	*	*
1-41. Montgomery County Employee Benefits Equity Act:	*	*	*
1-42. MSPB:	*	*	*
1-43. Non-essential employee:	*	*	*
1-44. Non-exempt employee:	*	*	*



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1-45. Occupational Medical Services or OMS.	*	*	*
1-46. OHR:	*	*	*
1-47. Overall rating:	*	*	*
1-48. Paid time off (PTO):	*	*	*
1-49. Part-time employee:	*	*	*
1-50. Part-time position:	*	*	*
1-51. Pay period:	*	*	*
1-52. Performance evaluation:	*	*	*
1-53. Personnel action:	*	*	*
1-54. Position:	*	*	*
1-55. Position description:	*	*	*
1-56. Priority consideration:	*	*	*
1-57. Priority eligible list:	*	*	*
1-58. Probationary employee:	*	*	*
1-59. Probationary period:	*	*	*
1-60. Professional improvement leave or PIL:		*	* *
1-61. Promotion:	*	*	*
1-62. Promotional probationary period *	*	*	*



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- 1-63. Rating categories: \* \* \*
- 1-64. Reduction-in-force or RIF: \* \* \*
- 1-65. Regular hourly salary: \* \* \*
- 1-66. Relative: \* \* \*
- 1-67. Review period: \* \* \*
- 1-68. Salary schedule: \* \* \*
- 1-69. Seasonal position: \* \* \*
- 1-70. Step salary schedule: \* \* \*
- 1-71. Supervisor: \* \* \*
- 1-72. Temporary employee: \* \* \*
- 1-73. Temporary position: \* \* \*
- 1-74. Temporary promotion: \* \* \*
- 1-75. Term employee: \* \* \*
- 1-76. Term position: \* \* \*
- 1-77. Transfer: \* \* \*
- 1-78. Uniformed fire/rescue employee: \* \* \*
- 1-79. Unrepresented employee: An employee whose position is not included in any bargaining unit.
- 1-80. USERRA: \* \* \*



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- 1-81. Volunteer Firefighter or Rescuer: \* \* \*
- 1-82. Workday: \* \* \*
- 1-83. Working days: \* \* \*
- 1-84. Workweek or work period: \* \* \*
- \* \* \*

## SECTION 6. RECRUITMENT AND APPLICATION RATING PROCEDURES

\* \* \*

6-2. Announcement of open jobs.

(a) The OHR Director:

\* \* \*

- (3) may announce a vacancy to the general public or may restrict the vacancy to some or all County employees;
- (4) must allow a Fire and Rescue Service merit system employee of a local fire and rescue department, or an active fire and rescue volunteer as defined in Section 21-21(a) of the County Code, to apply for vacancy announcements that are limited to County employees only. To be eligible, a fire and rescue volunteer must have achieved active status in the prior calendar year by accumulating at least 50 points under Code Section 21-21(k), and the volunteer's name must be transmitted to OHR on a master list compiled by the Fire and Rescue Service from certified lists of active volunteers prepared by the local fire and rescue departments; and



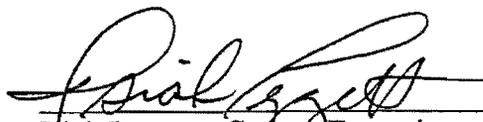
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- (5) must allow an active Customized Employment Public Intern or a former Customized Employment Public Intern within 24 months of completion of the internship to apply for vacancy announcements that are limited to County employees only. This does not negate the right of a Customized Employment Public Intern who is eligible under Section 6-11 of these Regulations to apply for priority consideration for initial appointment to a County merit system position to receive priority consideration.

Approved:

  
Isiah Leggett, County Executive

3/24/11  
Date

Approved as to form and legality:

Anne T. Wilde 3/4/11  
Office of the County Attorney Date