

Welcome!

Montgomery County Government

General Information At-a-Glance

Policies and Guidelines

Your orientation materials include the *Handbook for New Employees* which offers a lot of valuable information. However, please refer to the *Montgomery County Personnel Regulations (MCPR 2001)* for specific guidelines and/or work-related policies. You can locate the MCPR 2001 on the Office of Human Resources' website at:

<http://montgomerycountymd.gov/content/ohr/index.cfm>.

Collective Bargaining

The County has established collective bargaining for eligible employees. Currently, the following labor unions represent County employees:

- the Fraternal Order of Police, Lodge 35, Inc. represents police officers;
- the Municipal and County Government Employees Organization, UFCW/Local 1994, AFL-CIO represents 2 bargaining units of general government employees; and
- the Montgomery County Career Fire Fighters Association, IAFF/Local 1664, AFL-CIO represents fire fighters.

You may check with the appropriate union or "certified representative" to determine your eligibility for union membership.

Job Performance

Each County employee receives a performance plan, a specific explanation of the duties, tasks and/or responsibilities required to successfully perform their job, from their supervisor. Written performance plans are developed for new employees within 45 days of beginning their new position. Existing employees receive a performance plan and performance evaluation annually.

Compensation

Most County employees with satisfactory performance are eligible for an annual service increment or pay raise. The amount and timing of service increments are negotiated as part of the collective bargaining agreement.

Eligible employees also receive a general wage adjustment (GWA) annually. For employees represented by one of the County's three labor unions, the amount and timing of the annual GWA is negotiated as part of their respective union contracts. The County Executive proposes the amount and timing of GWA for unrepresented employees in the fiscal budget recommendation submitted to the County Council each year.

Pay Days

Montgomery County is on a two-week pay cycle. After completing your first full two weeks of work (one full pay period), it will take two weeks to process your pay.

Thereafter, you will be paid every other Friday. All employees hired on or after July 1, 2004, will participate in direct deposit of their biweekly pay. A Direct Deposit Authorization Form is included for your convenience.

Employee Leave and Holidays

There are a number of types of paid and unpaid leave available to employees. Most employees accrue annual leave and sick leave each pay period. Use of annual and sick leave must be approved by your supervisor. In addition to annual and sick leave, employees are granted personal leave, or comp time in lieu of personal leave, each calendar year. The amount of personal leave available to you in your first year is prorated based on your hire date. There are 9 official County holidays per year.

More information about paid and unpaid leave is available in MCPR 2001, Sections 15—25. For more information about holidays, see MCPR Section 24.

Probationary Period

If you were appointed to a full-time or part-time position you must serve a probationary period, from six months up to a year for most employees. Your supervisor will give you feedback during your probationary period about your work performance and the areas in which you may need to improve in order to successfully complete your probationary period and obtain merit system status.

Basic Benefits

Most County employees are required to participate in the following basic benefits:

- retirement plan (optional for part-time employees);
- life insurance; and
- long-term disability insurance.

Optional Benefits

Optional benefits include:

- health insurance
- dental insurance
- vision insurance
- supplemental prescription plan
- deferred compensation plan
- flexible spending accounts (for health and dependent care)
- optional (additional) life/AD&D coverage
- dependent life insurance
- long-term care insurance
- tuition assistance
- credit union eligibility
- health and wellness programs
- work/life programs
- alternate work schedules

Security

Most County facilities are open to the public. However, each County employee is issued an identification badge and is expected to wear it while at work. In that way, we are able to recognize visitors to our workplaces and direct them to the appropriate place for help.

There are security personnel assigned to several County facilities. Security personnel can be counted on to assist you with any non life-threatening security concerns.

Always contact 911 for life-threatening or urgent situations.

Work schedules

The regular work week for full-time County employees is 40 hours not including lunch hours. Uniformed fire fighters work a varying work schedule. Many departments allow flex time, compressed work schedules, and job sharing. Check with your supervisor for details and requirements in your work unit. MCPR Section 15 has more information about work schedules.

Health and Safety

Montgomery County takes the health and safety of its employees very seriously. There are a variety of programs designed to:

- promote employee wellness
- reduce or eliminate occupational injury and/or illness
- help employees maintain employment if they are ill or injured

You can help by complying with all safety regulations. Talk to your supervisor, the Occupational Medical Services Team (240 777 5118), or with the Risk Management Safety Team (240 777 8910) about your questions or ideas.

County Vehicles

All employees who must, as a part of the employee's duties, routinely operate a County-owned/leased vehicle in the course of County employment must provide the Employer with notice of their driver's license number and shall notify the Employer of any suspension or revocation of their driver's license.