



# MONTGOMERY COUNTY EXECUTIVE REGULATION

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

<b>Subject</b>	MCPR Amendment to Allow Social Worker Interns at HHS to Apply for "Employees Only" Vacancies at HHS	<b>Number</b>	17-15
<b>Originating Department</b>	Office of Human Resources	<b>Effective Date</b>	February 23, 2016

## MCPR Amendment to Allow Social Worker Interns at HHS to Apply for "Employees Only" Vacancies at HHS

Executive Regulation No. 17-15  
COMCOR No. 33.07.01  
Issued by: County Executive  
Supersedes: None

Authority: Montgomery County Code, 2004, §33-7(b)  
Council review: Method 1

*Montgomery County Register* Volume 32 Issue 10  
Comment deadline: October 31, 2015

Effective date: February 23, 2016

**Summary:** This regulation amends MCPR Section 6-2 to provide that the OHR Director must allow active social worker interns in the Department of Health and Human Services (HHS) with six months of service to apply for certain vacancy announcements at HHS 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

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**1-72. Social Worker Interns at HHS** - Educational program at the Department of Health and Human Services for graduate students currently enrolled in a Master's in Social Work (MSW) program at a university school of social work.

**1-73. Step salary schedule:** A salary schedule consisting of a number of fixed salary levels or "steps" for each grade. An employee's pay is advanced from one fixed step on the schedule to the next upon the occurrence of an established event such as the employee's increment date.

**1-74. Supervisor:** The CAO and subordinate personnel who are authorized to perform supervisory functions.

**1-75. Temporary employee:** An incumbent of a temporary position.

**1-76. Temporary position:** A non-career position classified and filled under merit system principles.

**1-77. Temporary promotion:** The short-term, non-permanent assignment of an employee to:

- (a) a vacant position with a higher grade;
- (b) a vacant position on a different salary schedule at a higher salary; or
- (c) a higher-level position while the employee in the position is absent on extended leave.

**1-78. Term employee:** An incumbent of a term position.

**1-79. Term position:** A type of full-time or part-time career merit system position that is created for a special term, project, or program, or a position in which the incumbent's employment terminates at the expiration of a specified period of time or term.

**1-80. Transfer:** The movement or detail of an employee from one position or task assignment to another position or task assignment at the same grade or salary either within a department or



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office or between departments and offices that involves at least one of the following changes:

- (a) from one merit system position to another;
- (b) from one salary schedule to another;
- (c) in the physical location of the employee's job or position; or
- (d) in duty assignment within the same occupational class.

**1-81. Uniformed fire/rescue employee:** A uniformed employee of the Montgomery County Fire and Rescue Service who occupies a full-time or part-time merit system position.

**1-82. Unrepresented employee:** An employee whose position is not included in any bargaining unit.

**1-83. USERRA:** The 1994 Uniformed Services Employment and Reemployment Rights Act.

**1-84. Volunteer Firefighter or Rescuer:** A person who qualifies as a volunteer firefighter or rescuer as defined in Section 21-1 of the County Code.

**1-85. Workday:** A day on which the employee works or is scheduled to work.

**1-86. Working days:** All days except Saturdays, Sundays, and official or special County holidays.

**1-87. Workweek or work period:** Any repeating seven-day work schedule.

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## SECTION 6. RECRUITMENT AND APPLICATION RATING PROCEDURES

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6-2. Announcement of open jobs.

- (a) The OHR Director:



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\* \* \*

- (3) may announce a vacancy to the general public or may restrict the vacancy to some or all County employees;

\* \* \*

- (6) must allow an active Social Worker Intern at HHS with a minimum of six months of service to apply for a Public Administration Associate (PAA)/Social Worker vacancy announcement in Child Welfare Services at HHS that is limited to County employees only.

\* \* \*

Approved:   
Isiah Leggett, County Executive

12/20/15  
Date

Approved as to form and legality:  
Anne T. Windle 12/10/15  
Office of the County Attorney Date