



MONTGOMERY COUNTY EXECUTIVE REGULATION

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

Subject MCPR Amendment to Allow Social Worker Interns at HHS to Apply for "Employees Only" Vacancies at HHS	Number 17-15
Originating Department Office of Human Resources	Effective Date

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: _____

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) to apply for 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

Please use the key below when reading this regulation:

- | | |
|------------------------------|---|
| Boldface | <i>Heading or defined term.</i> |
| <u>Underlining</u> | <i>Added to existing regulation by proposed regulation.</i> |
| [Single boldface brackets] | <i>Deleted from existing regulation by proposed regulation.</i> |
| <u>Double underlining</u> | <i>Added by amendment.</i> |
| [[Double boldface brackets]] | <i>Deleted from existing or proposed regulation by amendment.</i> |
| * * * | <i>Existing language unchanged by executive regulation.</i> |



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SECTION 1. DEFINITIONS

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1-72. Social Worker Interns at HHS – Two year educational program at the Department of Health and Human Services for graduate students attending a university school of social work.

[1-72]

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.

[1-73]

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

[1-74]

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

[1-75]

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

[1-76]

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.

[1-77]

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

[1-78]



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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.

[1-79]

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 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.

[1-80]

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.

[1-81]

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

[1-82]

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

[1-83]

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.

[1-84]

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

[1-85]

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



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holidays.

[1-86]

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

* * *

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;

* * *

(6) must allow an active Social Worker Intern at HHS to apply for vacancy announcements at HHS that are limited to County employees only.

* * *

Approved:

Isiah Leggett, County Executive

Date

Approved as to form and legality:

Anne T. Windle

9/22/15

Office of the County Attorney

Date