



OFFICE OF HUMAN RESOURCES

Marc Elrich
County Executive

Darryl Gorman
Acting Director

MEMORANDUM

Tuesday, June 07, 2022

TO: Christopher Conklin, Director, Department of Transportation
Gino Renne, President, MCGEO

FROM: Darryl Gorman, Acting Director, Office of Human Resources *Darryl Gorman*

SUBJECT: Transit Operations FY22 New Salary Schedule Implementation

The Montgomery County Government (hereinafter, the "County" or "MCG") and UFCW Local 1994 MCGEO (hereinafter "MCGEO") have worked in partnership to complete a review of a market comparability wage analysis for the Transit Bus Operators and Transit Coordinators job classifications. As a result, the parties have agreed to implement compensation changes to bring the compensation of Transit Bus Operators and Transit Coordinators to a more competitive level.

The County Council approved compensation changes for Transit Bus Operators and Transit Coordinators on March 1, 2022, with an effective date of July 4, 2021. The purpose of this memo is to outline the Transit Operations FY22 compensation changes in the form of a new separate salary schedule.

Below are general guidelines for the implementation of the new salary schedule for Transit Bus Operators and Transit Coordinators:

- Employees will be placed on the appropriate step of the corresponding salary matrix based on years of experience at MCG, which will be reflected in the **pay period beginning June 5, 2022, and in the paycheck dated July 1, 2022.**
- Retroactive payments will not be processed in the pay period beginning June 5, 2022; however, retro payments will be done after employees have been placed on the new transit salary schedule and step.
- Longevity pay was built in and incorporated in the new transit salary schedule step 25, which means having a separate longevity differential is not necessary. The pay differential for longevity will be removed in the pay period beginning June 5, 2022. Employees currently receiving longevity pay will not see a separate element in their paycheck dated July 1, 2022, as longevity is already incorporated in the new salary step 25.
- The County will honor prior (non-MCG) public sector transit operator experience at a maximum of one additional step.

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- New employees will enter the matrix at step 0. Upon completion of the trainee program, employees will be placed at step 1. Upon completion of orientation, employees will be placed at step 2. One year after completion of trainee program, employees will be placed at either step 3 or step 4 (depending upon eligible prior experience).
- Placement onto the salary matrix, and progression through the matrix, will replace the existing Service Increment award. Existing employees will be placed on the salary matrix effective July 4, 2021, and that will be the new anniversary date for those employees.
- Implementation of the new salary matrix will be retroactive to the first full pay period of FY22, which began on July 4, 2021.
- Retroactive payments associated with the July 4, 2021, effective date (such as promotions and longevity payment adjustments) will be reviewed and processed after employees are placed on the appropriate step of the new salary matrix on June 5, 2022.
- The FY22 General Wage Adjustments (GWAs) will be applied to the new salary step effective June 19, 2022.
- Employees hired after July 4, 2021, will have their anniversary date determined by the date of completion of the trainee program (i.e., date of movement to step 1).

This chart provides the implementation of the compensation changes to include employee eligibility category, effective date, and other key relevant changes:

Employee Category	Effective Date	New Anniversary Date	FY22 GWA Effective Date
Employees Hired before July 4, 2021 Active employees in the Transit Bus Operator or Transit Coordinator job classifications who were hired on or before July 4, 2021, are placed on the new salary step based on the relevant experience in MCG.	July 4, 2021	July 4, 2021	June 19, 2022 (applied to the new salary step)
Employees Hired after July 4, 2021 Active employees in the Transit Bus Operator or Transit Coordinator job classifications who were hired after July 4, 2021, are placed on the new salary step based on the relevant experience determined at time of hire.	Date Employee Completed Training Program	Date Employee Completed Training Program	June 19, 2022 (applied to the new salary step)
Transit Bus Operators Promoted after July 4, 2021 Active Transit Bus Operator employees who were promoted to a Transit Coordinator position after July 4, 2021, will receive retroactive payment to the date of the promotion.	Promotion Date	July 4, 2021	June 19, 2022 (applied to the new salary step)

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Transit Coordinators Promoted after July 4, 2021 Active Transit Coordinator employees who were promoted to another Transit position or to another position in the County after July 4, 2021, will receive retroactive payment to the date of the promotion.	Promotion Date	July 4, 2021	June 19, 2022 (applied to the new salary step)
Longevity Employees Employees who are currently receiving longevity pay on the old salary schedule are placed on step 25 of the new salary schedule which incorporates longevity pay. Longevity pay will no longer be reflected as pay differential.	Date of the Start of Longevity on or After July 4, 2021	Date of the Start of Longevity on or After July 4, 2021	June 19, 2022 (applied to the new salary step)
Transit Bus Operators and Transit Coordinators Retired after March 1, 2022 Employees who retired from the County after March 1, 2022, are placed on the new salary step based on the relevant experience in MCG and will be eligible for retroactive pay adjustments as stated above in the general guidelines.	July 4, 2021	July 4, 2021	N/A Unless Employee Retires After June 19, 2022

If an employee has any questions concerning their placement on the new salary schedule, they should contact DOT Human Resources Liaison Andrea Kelly-Walker directly.

Enclosures: *Frequently Asked Questions*
Approved MOA

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Ray Lee, MCGEO

OHR Recruitment

OHR Records

OHR Classification and Compensation



Transit Operations FY22 New Salary Schedule Implementation Frequently Asked Questions (FAQs)

Q: What is the effective date of the salary adjustment for employees placed on the new transit salary schedule?
July 4, 2021

Q: How was employee placement on the new transit salary schedule determined?
Employee placement on the new transit salary schedule was determined based on the years of experience.

Q: Which paycheck will show the placement of employees on their respective new salary step?
Paycheck dated July 1, 2022.

Q: How will the FY22 GWA increase be applied?
The FY22 GWA is effective June 19, 2022, and will be applied to the new transit salary step and reflected in the employee's pay check dated July 1, 2022.

Q: How is the retro pay determined?
Retro payment determinations will be provided after implementation of the new transit salary schedule.

Q: If an employee was promoted from Transit Bus Operator to Transit Coordinator during July 4, 2021 – June 4, 2022, how will that be handled?
The employee will be placed on the new transit salary step for Transit Coordinator and a retro payment determination will be provided after implementation of the new transit salary schedule.

Q: If an employee was promoted from a Transit Bus Operator or Transit Coordinator role to another position during July 4, 2021 - June 4, 2022, how will that be handled?
The retro payment determination will be provided after implementation of the new transit salary schedule.

Q: If an employee is currently receiving longevity pay, how will longevity pay be handled on the new transit salary schedule?
Longevity pay has been incorporated in the new transit salary schedule at step 25. Employees currently receiving longevity pay will be placed on step 25. Employees will no longer see a pay differential in their pay for longevity.

Q: How is the retro pay for longevity handled?
Longevity pay differential will discontinue and is removed as a separate element on the paycheck dated July 1, 2022. The longevity pay will be reflected in the salary step 25 in the July 1, 2022, paycheck. However, the longevity retro pay calculation will be determined after implementation of the new transit salary schedule.

Q: When will employees see the retro payment in their paychecks?
The exact date has not been determined, but it will be after the paycheck dated July 1, 2022.

Q: If employees have questions about their placement on the new transit salary step, who should they contact?
Employees should contact MCDOT.

Q: How will retirees be handled?
If an employee retires on or after March 1, 2022, the employee will be placed on the new transit salary schedule and reflected in the retirement earnings. Employees who retired before March 1, 2022, will not be eligible for the new salary grade adjustments.