



OFFICE OF HUMAN RESOURCES

Marc Elrich  
County Executive

Berke Attila  
OHR Director

MEMORANDUM

Thursday, March 18, 2021

TO: Executive Branch Department and Office Directors

FROM: Berke Attila, Director, Office of Human Resources

SUBJECT: FY21 Mid-Year Compensation Increases

The purpose of this memo is to outline the FY21 Mid-year compensation increases approved by the County Council on March 9, 2021. The chart below provides the eligibility for each compensation increase category, the effective date, the percentage increase, and other relevant changes.

<p><b>Service Increments:</b></p>	<p>Active employees who were eligible to receive a service increment between July 5, 2020 and April 10, 2021 will receive a service increment effective the pay period beginning April 11, 2021, check date May 7, 2021. There is no retroactive payment of service increments.</p>		
	<p>Eligible employees include:</p> <ul style="list-style-type: none"> <li>• Represented</li> <li>• Non-represented (excludes MLS and PLS)</li> <li>• Term employees</li> <li>• Full scope temporary employees who accumulated 1040 hours during the July 5, 2020 – April 11, 2021 pay period</li> </ul>	<p>New Service Increment Dates:</p> <ul style="list-style-type: none"> <li>• No change in service increment dates for all eligible employees (excluding full scope temporary employees)</li> <li>• Service increment dates for full scope temporary employees will change to April 11, 2021.</li> <li>• Employees with service increment dates after April 11, 2021 will receive the service increment increase on their originally scheduled service increment date.</li> <li>• Full scope temporary employees who become eligible for service increments April 11, 2021 will receive their service increment as expected.</li> </ul>	<p>Service Increment % Increase:</p> <ul style="list-style-type: none"> <li>• No change to the represented employee rate of 3.5% unless the top of their grade is less than 3.5%; then, the employee will receive an increase to the top of their grade</li> <li>• No change to the non-represented employee rate of 3.5% unless the top of their grade is less than 3.5%; then, the employee will receive an increase to the top of their grade</li> </ul>

<b>Longevity:</b>	Active employees who were eligible for longevity pay in the period from July 5, 2020 through April 10, 2021 will receive longevity effective the pay period beginning April 11, 2021, check date May 7, 2021. There is no retroactive payment for longevity. Represented employees who will become eligible for longevity pay on or after April 11, 2021 will receive longevity pay as they normally received it.	
	Eligible employees include: <ul style="list-style-type: none"> <li>• Represented</li> <li>• Non-represented (excludes MLS and PLS)</li> </ul>	Longevity % Increase: <ul style="list-style-type: none"> <li>• No change to the represented employee percentages. (Varies by salary schedule and Years of Service).</li> <li>• No change to the non-represented employee rate of 2.0%. Employees must have two consecutive performance ratings of “highly successful” or above (FY19 &amp; FY20).</li> <li>• No change to employees who are currently receiving longevity pay unless between July 5, 2020 and April 10, 2021 the employee became eligible for a higher % because of Years of Service. These employees will receive the increased % on longevity pay effective April 11, 2021. There is no retroactive payment for the increased %.</li> </ul>
<b>General Wage Adjustment (GWA):</b>	General Wage Adjustments (GWAs) will be effective the pay period beginning June 20, 2021, check date July 16, 2021. There is no retroactive GWA payment prior to the June effective date.	
	Eligible employees include: <ul style="list-style-type: none"> <li>• Represented</li> <li>• Non-represented</li> <li>• MLS and PLS</li> <li>• Non-merit Council</li> <li>• Non-merit executive salary employees</li> </ul>	GWA Increase: 1.5%  All salary schedules will be updated by 1.5% except the Minimum Wage/Seasonal Salary Schedule.

**Note:** All of the above compensation actions will be applied to active employees based on where the employee resides as of the end of the pay period April 10, 2021. For example, if an employee as of April 10, 2021 is an MLS employee but was previously a GSS employee in October of 2020, the employee will only receive the MLS compensation adjustments.

The Office of Human Resources (OHR) will provide communication updates at the monthly OHR HR Liaison Live events. As a resource to assist in addressing specific questions or concerns, OHR will post a document of Frequently Asked Questions (FAQs) on the OHR website the week of March 22, 2021. If you still have questions concerning this correspondence, please contact Kimberly D. Williams, Acting Division Chief of Business

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Operations and Performance (BOP), in the Office of Human Resources at 240-777-5198 or send an email to [ohr.compensation2@montgomerycountymd.gov](mailto:ohr.compensation2@montgomerycountymd.gov).

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