



OFFICE OF HUMAN RESOURCES

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County Executive

Berke Attila  
OHR Director

MEMORANDUM

Thursday, July 22, 2021

TO: Executive Branch Department and Office Directors  
 FROM: Berke Attila, Director, Office of Human Resources *Berke Attila*  
 SUBJECT: FY22 Compensation Changes

The purpose of this memo is to outline the FY22 (July 1, 2021, through June 30, 2022) compensation changes approved by the County Council on May 27, 2021. The chart below provides the eligibility for each compensation category, the effective date, the percentage increase, and other relevant changes.

<b>Service Increments</b>	Active employees who are eligible to receive a service increment in FY22 (July 4, 2021 – July 2, 2022) will receive a service increment applied to their base salary effective the first day of the pay period in which the employee’s increment date falls, available in the pay advice in the following pay period (approximately 2-weeks later) and viewable in Employee Self Service “My Information” “Salary” tab the day before the pay advice.		
	<b>Eligible Employees Include:</b> <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 have accumulated 1040 hours since the last applied service increment.</li> </ul>	<b>New Service Increment Dates:</b> <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 the date the increment is applied to their base salary.</li> </ul>	<b>Service Increment % Increase:</b> <ul style="list-style-type: none"> <li>• No change to the represented employee rate of 3.5% <b>unless the top of their grade is less than 3.5%; then, the employee will receive an increase to the top of their grade.</b></li> <li>• No change to the non-represented employee rate of 3.5% <b>unless the top of their grade is less than 3.5%; then, the employee will receive an increase to the top of their grade.</b></li> </ul>

<p><b>MCGEO FY11 Postponed Increment</b></p>	<p>The FY11 service increment is phased in over a three-year period. This is year two of the three-year period. The effective date of the FY11 postponed increment is July 4, 2021, and the increment will be available in the July 30, 2021, pay advice which is viewable in Employee Self Service “My Information” “Salary” tab on July 29, 2021.</p>		
	<p>The following criteria will be used to determine eligibility to receive the deferred service increments:</p> <ul style="list-style-type: none"> <li>• Employee status is Active as of July 4, 2021.</li> <li>• Employee Bargaining Unit Group is OPT or SLT as of July 4, 2021.</li> <li>• Has a recent hire date before July 1, 2010.</li> <li>• Was an active regular MCGEO employee and would have received a service increment in FY11 (July 1, 2010, through June 30, 2011), or</li> <li>• Was an active temporary Section 53.1(a) or full-scope temporary and would have received a service increment in FY11 (July 1, 2010, through June 30, 2011).</li> <li>• Employee’s base salary is below the maximum base salary for their grade on July 4, 2021.</li> </ul>	<p>First full pay period after July 1, 2021.</p>	<p>Increment %:</p> <ul style="list-style-type: none"> <li>• MCGEO employee rate of 1.25% unless the top of the grade is less than the 1.25%; then, the employee will receive an increase to the top of their grade.</li> <li>• Eligible Sheriff and Correction Officers will receive 1.25% increase as a pay element (not included in the base salary) in total County salary.</li> </ul>
<p><b>MCGEO \$600 Lump Sum Payment</b></p>	<p>Effective Date: July 4, 2021, available in the July 30, 2021, pay advice and viewable in Employee Self Service “My Information” “Salary” tab on July 29, 2021.</p>		
	<p>Eligibility:</p> <ul style="list-style-type: none"> <li>• Unit members whose base salary is at top of grade on July 4, 2021, and who are no longer eligible for a service increment.</li> <li>• Part-time employees subject to the lump sum shall receive a pro-rated amount based on a percentage of hours worked.</li> </ul>	<p>First full pay period after July 1, 2021.</p>	<p>\$600 lump sum. Part-time pro-rated.</p>

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<b>MCGEO Acting Pay</b>	Effective July 4, 2021, MCGEO employees formally assigned to an acting role on or after July 4, 2021, will receive \$5 per hour increase.		
	<p>Eligibility:</p> <ul style="list-style-type: none"> <li>• MCGEO employees formally assigned to a higher classified job.</li> </ul>	First full pay period after July 1, 2021.	Finalization of the operational and configuration aspects of the acting pay agreement are planned for no later than the end of the current pay period July 31, 2021. Further communication will be provided at that time.
<b>MCGEO Shift Differential</b>	Effective July 4, 2021, eligible employees whose shift begins on or after the designated times will receive the increase to \$1.42 or \$1.87 for each hour worked on that shift. The increase is available in the July 30, 2021, pay advice and viewable in Employee Self Service “My Information” “Salary” tab on July 29, 2021.		
	<p>Eligibility:</p> <ul style="list-style-type: none"> <li>• MCGEO</li> <li>• Non-represented</li> </ul>	First full pay period after July 1, 2021.	<p>Effective the first full pay period after July 1, 2021, a shift differential increase to \$1.42 for each hour worked on a work shift that begins on or after 12:00 Noon and prior to 7:59 p.m.</p> <p>Effective the first full pay period after July 1, 2021, a shift differential increase to \$1.87 for each hour worked on a shift that begins on or after 8:00 p.m. and before 5:59 a.m.</p> <p>The shift differential shall apply to overtime hours.</p>

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<b>MCGEO Field Training Pay Differential</b>	Effective July 4, 2021, employees in the eligible job classifications who have completed trainer training and are assigned to train new unit members will receive field training pay. Field training pay will be available in the July 30, 2021, pay advice and viewable in Employee Self Service “My Information” “Salary” tab on July 29, 2021.		
	<p>Eligibility:</p> <ul style="list-style-type: none"> <li>• Bus Operators, Police Telecommunicators, Correctional Officers, Deputy Sheriffs, Community Health Nurses, School Health Room Technicians, Forensic Scientists, Forensic Specialists, Forensic Firearms/Toolmark Examiners, Latent Print Examiners, and Housing Code Inspectors.</li> <li>• Completed trainer training and are assigned to train new unit members.</li> </ul>	<p>First full pay period after July 1, 2021.</p>	<p>Eligible employees will receive Field Training Pay Differential of \$3.25 for each hour of training.</p>
<b>Minimum Wage/ Seasonal Salary Schedule</b>	Effective July 4, 2021, employees on the Minimum Wage/Seasonal Salary Schedule who were not affected by the June 20, 2021, Montgomery County minimum wage increase to \$15.00/hour will receive \$.50 per hour increase. The increase is available in the July 30, 2021, pay advice and viewable in Employee Self Service “My Information” “Salary” tab on July 29, 2021		
	<p>Eligibility:</p> <ul style="list-style-type: none"> <li>• Employees on the Minimum Wage/Seasonal Salary Schedule who were not affected by the June 20, 2021, Montgomery County minimum wage increase to \$15.00/hour will receive \$.50 per hour increase.</li> <li>• See Minimum Wage/Season Salary Schedule for the applicable list of job classes.</li> </ul>	<p>First full pay period after July 1, 2021, or the Montgomery County Minimum Wage, whichever is greater.</p>	<p>Change in Hourly Rate:</p> <ul style="list-style-type: none"> <li>• \$.50 per hour</li> </ul>
<b>Non-Public Safety Retirement Plans - Cash Value of Sick Leave</b>	Effective July 4, 2021, eligible represented employees in non-public safety retirement plans may receive lump sum or retirement contributions for sick leave hours in accordance with their years of service.		
	<p>Eligibility:</p> <ul style="list-style-type: none"> <li>• Represented employees retire/separate from the County on or after July 4, 2021.</li> <li>• Non-represented employees are eligible pending regulation.</li> </ul>		<p>RSP or GRIP participants shall receive lump sum or retirement contribution of \$5,000 if the employee has 10 years of service and 120 hours of sick leave or \$10,000 if the employee has 20 years of service and 240 hours of sick leave upon separation from the County.</p>

<b>Longevity</b>	Represented employees who become eligible for longevity pay in the period from July 4, 2021, through July 2, 2022, will receive longevity in the manner normally received. Eligible non-represented employees will receive at the beginning of the pay period, after the review period ends (7/2/2022).	
	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 (FY21 &amp; FY22) and <i>never received GSS longevity previously</i>.</li> <li>• No change to employees who are currently receiving longevity pay unless the employee becomes eligible for a higher % due to years of service. These employees will receive the increased % on longevity pay in the manner normally received.</li> </ul>
<b>MLS/PLS Pay for Performance</b>	Effective July 4, 2021, eligible MLS and PLS employees may receive pay for performance increases to their base salary, or a lump sum award or both. Pay for performance increases will be available in the pay advice of 7/30/2021.	
	Eligible Employees Include: <ul style="list-style-type: none"> <li>• Management Leadership Service (MLS)</li> <li>• Police Leadership Service (PLS)</li> </ul> Other Eligibility Criteria: <ul style="list-style-type: none"> <li>• Performance rating of Successful or above.</li> </ul>	<ul style="list-style-type: none"> <li>• Pay for performance is in accordance with the CAO approved increases and the MCPR Section 10-10 (a)(2)(C).</li> </ul>

<b>General Wage Adjustment (GWA)</b>	GWA will be applicable and effective based on the bargaining unit as indicated in the column below.	
	Eligible employees include: <ul style="list-style-type: none"> <li>• Represented</li> <li>• Non-represented</li> <li>• MLS and PLS</li> </ul>	<ul style="list-style-type: none"> <li>• <b>FOP:</b> GWA increase of 2.5% effective January 2, 2022, to be available in pay advice 1/28/2022 and visible in Employee Self Service “My Information” “Salary” tab on 1/27/2022.</li> <li>• <b>MLS and PLS:</b> GWA increase of \$1,684 effective June 19, 2022, to be available in pay advice 7/15/2022 and visible in Employee Self Service “My Information” “Salary” tab on 7/14/2022.</li> <li>• <b>IAFF/Fire Management:</b> GWA increase of 1.5% effective June 19, 2022, to be available in pay advice 7/15/2022 and visible in Employee Self Service “My Information” “Salary” tab on 7/14/2022 (subject to CPI review to increase the GWA to match CPI Washington, Arlington, Alexandria for the 12-mo period prior to March 2022 and not to exceed 2.25%).</li> <li>• <b>MCGEO:</b> GWA increase of \$1,684 effective June 19, 2022, to be available in pay advice 7/15/2022 and visible in Employee Self Service “My Information” “Salary” tab on 7/14/2022.</li> <li>• <b>Non-represented:</b> GWA increase of \$1,684 effective June 19, 2022, to be available in pay advice 7/15/2022 and visible in Employee Self Service “My Information” “Salary” tab on 7/14/2022.</li> </ul> <p>All salary schedules will be adjusted by the percentage or amounts indicated above. See salary schedules:</p> <ul style="list-style-type: none"> <li>• <a href="#">FY22 Salary Schedules</a></li> </ul>

For information about GWAs, service increments, and longevity, non-represented employees can refer to the Montgomery County Personnel Regulations, Sections 10 and 12, and bargaining unit employees can refer to their respective collective bargaining unit agreements.

If you have any questions concerning this correspondence, please contact Kimberly D. Williams, OHR Division Chief Strategy and 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).

Executive Branch Department and Office Directors  
*FY22 Compensation Increases*  
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