



PACE – Position and Career Education System Growth Opportunities for Montgomery County Employees

Career development is most effective when employees actively make their own career decisions and personally commit to achieving their objectives. To help employees reach these goals, the County actively supports individuals in their development efforts through Position and Career Education (PACE) System assignments.

PACE assignments offer employees an opportunity to voluntarily assume different or additional responsibilities outside of their current class specification; advance career potential and increase job enrichment; and support career development. Department managers can identify positions and open assignment up for competition, or Employees can individually and independently seek opportunities for PACE assignments either in their departments or in other departments throughout the County. Human Resources Specialists in the OHR Recruitment and Selection Division are available to provide guidance on this process.

Once match is made either by a manager or an employee has found a potential assignment and an agreement has been made, a PACE contract must be prepared and signed by all stakeholders. Employee Duties and Responsibilities, Supervisor's Responsibilities, Commencement and Completion of Assignment, Rights to Termination as well as signatures are all spelled out in the PACE contract. Duration of the total contract will not exceed one year.

The PACE contract/assignment will not be considered a basis in a reclassification justification or request for promotional pay. At the time of the expiration of the PACE contract, the employee will resume the duties that fall within their current job classification. Employees should feel free to include a PACE assignment experience on their resume.

Career development does not, in itself, create job openings or guarantee promotions or reassignments. It can, however, help individuals develop both personally and professionally, while enhancing their ability to contribute to Montgomery County.

PACE assignments **must** be performed during normal work hours and do not include overtime.

For more information or for a sample, PACE contract, please see below or contact any of the Human Resources Specialist in the OHR Recruitment and Selection Division. Please send completed PACE agreement through the Human Resources Specialist for your department.



PACE CONTRACT

Position And Career Education System

[Reset Form](#)

This contract is entered into by the _____ and:

Employee's Name: _____
(First, Middle, Last)

Employee ID #: _____ Department: _____

Current Position Title: _____ Grade: _____

I. Employee's Responsibilities - Pace Assignment

PACE Department: _____

PACE Position Title: _____ Grade: _____

Pace Supervisor: _____

- _____ agrees to assume added duties and responsibilities beyond his/her present job classification for gaining experience outside of his/her present position. Specific duties and responsibilities are as follows:
- _____ understands that the duties enumerated above will not be considered a basis in reclassification justification or requests, or requests for acting promotional pay.
- _____ understands that an evaluation of his/her performance will be conducted by the PACE supervisor, based on the job responsibilities of the PACE contract.
- _____ understands that at the expiration of this contract he/she will resume the duties which fall within his/her current job classification.
- _____ understands that the PACE assignment work is to be performed during normal work hours and does not include overtime.

II. Supervisor's Responsibility

The supervisor agrees to aid _____ in acquiring agreed upon experience through counseling, training and evaluations. _____ will be evaluated on at least a bi-monthly basis.

It is the responsibility of the Supervisor to provide a final written evaluation of _____ at the end of Pace agreement.

III. Commencement and Completion

This contract will commence when all parties have signed this contract. _____ will work ___ hours per week for ___ months. If all parties agree, this contract may be extended. Duration of the total contract will not exceed one year.

_____ payroll and personnel status will not be affected, and upon termination of this contract, he/she will automatically resume the normal duties which fall within his/her job classification. There will be no change in the Department's financial responsibility.

IV. Rights to Termination

This contract may be terminated at any time prior to completion by any of the parties involved. It is understood and accepted that termination of this contract by Ms. /Mr. _____ is not a grievable issue. Termination by the supervisor is grievable if _____ can show that the action taken was arbitrary, capricious and/or discriminatory.

Signatures/Approval

Date

Employee's Signature

(mm/dd/yyyy)

Current Supervisor's Signature

(mm/dd/yyyy)

PACE Supervisor's Signature

(mm/dd/yyyy)

Department Director's Signature

(mm/dd/yyyy)

Chief, Recruitment & Selection Division, OHR

(mm/dd/yyyy)