



# THE PRINCE GEORGE'S COUNTY GOVERNMENT


## Office of Audits and Investigations


September 22, 2021

### FISCAL AND POLICY NOTE

TO: Robert J. Williams, Jr.  
Council Administrator

William M. Hunt  
Deputy Council Administrator

THRU: Josh Hamlin   
Senior Legislative Budget and Policy Analyst

FROM: Isabel Williams   
Senior Legislative Budget and Policy Analyst

RE: Policy Analysis and Fiscal Impact Statement  
CB-057-2021, Personnel Law

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CB-057-2021 (Proposed and presented by: The Chair of the Council at the request of the County Executive)

Assigned to the Committee of the Whole

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**AN ACT CONCERNING PERSONNEL LAW** for the purpose of amending certain provisions of the Personnel Law relating to align with new administrative procedures relating to performance management.

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### Fiscal Summary

#### Direct Impact:

*Expenditures:* None.

*Revenues:* None.

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VOICE (301) 952-3431; FAX (301) 780-2097; TDD (301) 925-5167

**Indirect Impact:**

None.

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**Current Law/Background:**

County Code Section 16-117 governs the responsibilities of appointing authorities and supervisors in the classification process. The Code assigns appointing authorities the responsibility of creating and reviewing position descriptions, making those descriptions available to employees, and reviewing the status of positions for accuracy among other duties.<sup>1</sup> County Code Section 16-129 governs pay increases.<sup>2</sup> County Code Section 16-130 is currently reserved.

Code Section 16-185 governs actions based on performance evaluations. The Code requires supervisors to conduct a performance evaluation before the end of an employee’s probationary period. If the performance is satisfactory or better, the probationary period is not extended. If the employee’s overall performance is less than satisfactory, they are dismissed. For permanent employees, outstanding performance results in three (3) retention points, satisfactory performance receives two (2) retention points, and less than satisfactory results in zero (0) retention points.<sup>3</sup>

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**Resource Personnel:**

Terry Bell, Esq., Liaison to the County Council, Office of the County Executive  
Shawn Y. Stokes, Director, Office of Human Resources Management  
Angela M. Beasley, Deputy Director, Office of Human Resources Management  
Chris Noone, Administrative Assistant, Office of Human Resources Management

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**Discussion/Policy Analysis:**

CB-57-2021 proposes to amend the above provisions of Subtitle 16 of the County Code. The first proposed amendment (see page 2, lines 10) would amend §16-129 to add the language “and/or meets expectations” in addition to the existing “satisfactory” in reference to an employee’s performance appraisal. The next amendment (see page 2, line 12 through 16) would amend §16-130, which is currently reserved, to provide guidance on the performance plan cycle. The performance cycle will be based on the employee’s anniversary date or the fiscal year (July 1- June 30). The final amendments (see page 2, lines 22-23, 26-27; page 3, lines 2, 4, 6, 8 and 10) would add the language referenced above “and/or meets expectations” as well as the language “and/or

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<sup>1</sup> §16-117

<sup>2</sup> §16-129

<sup>3</sup> §16-185

needs development,” and “and/or exceeds expectations,” to the actions based on performance evaluation requirements for both probationary and permanent employees.

According to the Office of Human Resources Management (OHRM), the changes specifically include reference to a revised performance rating scale for consideration of actions based on employee performance and allow the Director to determine the management of position description updates for employees. According to OHRM, the proposed revisions will have a positive impact on the work of the agency and support a strategic redesign of how employee performance management is conducted, tracked, and implemented for all County agencies and employees. OHRM further states that the proposed amendments will support the implementation of a new and clear performance management rating system and provide flexibility for OHRM to improve how position descriptions for employees are created, updated, implemented, and used.

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**Fiscal Impact:**

*Direct Impact*

None anticipated.

*Indirect Impact*

None.

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***Effective Date of Proposed Legislation***

Forty-five (45) calendar days after it becomes law.

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If you require additional information, or have questions about this fiscal impact statement, please call me.