

COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND
2021 Legislative Session

Bill No. CB-057-2021

Chapter No. 60

Proposed and Presented by The Chair (by request – County Executive)

Introduced by Council Members Hawkins, Turner, Davis, Glaros, Harrison,
Franklin, and Dernoga

Co-Sponsors _____

Date of Introduction October 5, 2021

BILL

1 AN ACT concerning

2 Personnel Law

3 For the purpose of amending certain provisions of the Personnel Law to align with new
4 administrative procedures relating to performance management.

5 BY repealing and reenacting with amendments:

6 SUBTITLE 16. PERSONNEL.

7 Section 16-117, 16-129, 16-130 and 16-185,

8 The Prince George's County Code

9 (2019 Edition).

10 SECTION 1. BE IT ENACTED by the County Council of Prince George's County,
11 Maryland, that Sections 16-117, 16-129, 16-130 and 16-185 of the Prince George's County Code
12 be and the same are hereby repealed and reenacted with the following amendments:

13 **SUBTITLE 16. PERSONNEL.**

14 **DIVISION 3. CLASSIFICATION.**

15 **Sec. 16-117. - Responsibilities of appointing authorities and supervisors in the classification**
16 **process.**

17 (a) The responsibilities of appointing authorities and supervisors with respect to the
18 County's classification system shall be as follows:

(1) To develop, in consultation with the Director of Human Resources Management, accurate and current position descriptions for all positions under their jurisdiction;

(2) To review and, where necessary, update, the position descriptions developed under paragraph (a)(1), above, as determined by the Director of Human Resources Management [on at least an annual basis];

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DIVISION 4. SALARY.

Sec. 16-129. – Pay increase.

Following initial appointment, subsequent increases in an employee's salary shall only be granted under the provisions of Section 16-123 and where specifically authorized by the applicable pay plan. Salary increases or other special compensation payments will be authorized only in cases where the employee's overall performance appraisal is satisfactory and/or meets expectations or higher. Base pay increases may not exceed the maximum of the appropriate salary range.

Sec. 16-130. [Reserved] Performance plan cycle.

The performance cycle will be based on the employee’s anniversary date or the fiscal year (July 1 – June 30) as determined by the Director of Human Resources Management, during which time specific performance measures are to be taken in accordance with the administrative procedure established by the Office of Human Resources Management.

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DIVISION 11. PERFORMANCE.

Sec. 16-185. - Actions based on performance evaluations.

(a) Probationary Status Employees. Immediately prior to the completion of the required probationary period for an employee, the employee's supervisor shall conduct a performance evaluation of the employee.

(1) If the employee's overall performance is rated satisfactory and/or meets expectations or better, and the probationary period has not been extended, the employee will be converted to permanent status in accordance with the provisions of Section 16-172; or

(2) If the employee's overall performance is rated less than satisfactory and/or needs development, the employee will be dismissed.

1 (b) Permanent Status Employees. The official performance evaluation of a permanent
 2 status employee shall constitute the basis for awarding performance-related incentives or pay
 3 increases in accordance with established procedures. In addition, permanent status employees
 4 will receive retention points in accordance with Section 16-188, as follows:

5 (1) Employees receiving overall performance evaluations equivalent to outstanding
 6 and/or exceeds expectations will receive three (3) retention points;

7 (2) Employees receiving overall performance evaluations equivalent to more than
 8 satisfactory and/or meets expectations will receive two (2) retention points;

9 (3) Employees receiving overall performance evaluations equivalent to satisfactory
 10 and/or meets expectations will receive one (1) retention point;

11 (4) Employees receiving overall performance evaluations equivalent to less than
 12 satisfactory and/or needs development will receive zero (0) retention points.

13 (c) For all permanent status employees, an overall performance rating equivalent to less
 14 than satisfactory and/or needs development may subject the employee to disciplinary action in
 15 accordance with Section 16-194, including dismissal.

16 SECTION 2. BE IT FURTHER ENACTED that the provisions of this Act are hereby
 17 declared to be severable; and, in the event that any section, subsection, paragraph, subparagraph,
 18 sentence, clause, phrase, or word of this Act is declared invalid or unconstitutional by a court of
 19 competent jurisdiction, such invalidity or unconstitutionality shall not affect the remaining
 20 words, phrases, clauses, sentences, subparagraphs, paragraphs, subsections, or sections of this
 21 Act, since the same would have been enacted without the incorporation in this Act of any such
 22 invalid or unconstitutional word, phrase, clause, sentence, paragraph, subparagraph, subsection,
 23 or section.

24 SECTION 3. BE IT FURTHER ENACTED that this Act shall take effect forty-five (45)
 25 calendar days after it becomes law.

Adopted this 2nd day of November, 2021.

COUNTY COUNCIL OF PRINCE
GEORGE'S COUNTY, MARYLAND

BY: _____
Calvin S. Hawkins, II
Chair

ATTEST:

Donna J. Brown
Clerk of the Council

APPROVED:

DATE: _____ BY: _____
Angela D. Alsobrooks
County Executive

KEY:

- Underscoring indicates language added to existing law.
- [Brackets] indicate language deleted from existing law.
- Asterisks *** indicate intervening existing Code provisions that remain unchanged.

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