

Montgomery County Board of Commissioners

Ordinance 2025-20

Amending Employee Handbook for New Job Classification and Compensation Maintenance Plan replacing Employee Roster and Pay Schedule System (ERPS)

Whereas, the Board of Commissioners periodically reviews the Employee Handbook in order to ensure that the Handbook contains policies which provide for efficiency in the delivery of services and appropriate benefits for employees of the Montgomery County government and in order to ensure compliance with law; and

Whereas, the County Council has adopted a new Job Classification and Compensation Maintenance Plan which replaces the Employee Roster & Pay Schedule System (ERPS) which was adopted in 2018; and

Whereas, the new Plan makes changes to the procedure used for requests for changes in compensation; and

Whereas, the County Council has adopted a resolution requesting that the Board of Commissioners amend Section 2.03.7 of the Employee Handbook in order reflect the new compensation plan; and

Whereas, the Board of Commissioners finds that Section 2.03.7 of the Employee Handbook should be amended to incorporate the procedures provided for in the Plan.

It is therefore ordained that Section 2.03.7 of the Employee Handbook should be amended to read as follows:

“Section 2.07.3 Job Classification and Compensation Maintenance Plan

The Montgomery County Council has adopted the Job Classification and Compensation Maintenance Plan (the Plan). The plan is used to determine compensation of employees, beginning in 2025. The following rules apply to the maintenance of the Plan.

2.07.1 Requests for Review. The County Administrator is responsible for administration of the Plan, overseeing job review procedures, and evaluating whether requests require referral to the compensation consultant for recommendation. Any requests for review must be submitted to the County Administrator during the months of January to April. No request for review of existing positions will be submitted more than once during a 12-month period.

2.07.2 Determination. The County Council will decide all requests for reclassification and requests for compensation determination for new positions.

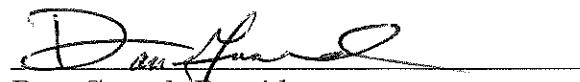
2.07.3 Procedures. All persons requesting reclassification or a change in compensation must follow the procedures outlined in the Plan. A copy of the plan is attached to the Employee Handbook and marked Schedule 1.”

It is further ordained that this ordinance shall be effective upon adoption.

It is further ordained that any provisions of the County Code of Ordinances and Employee Handbook which are not specifically amended by this ordinance shall remain in full force and effect.

Adopted this _____ day of July, 2025.

Board of Commissioners:



Dan Guard, President

James D. Fulwider
James D. Fulwider, Vice President

Jake Bolander
Jake Bolander, Member

Attest:

Mindy Byers
Mindy Byers, Auditor