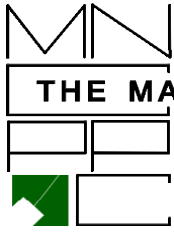




The Maryland-National Capital Park and Planning Commission



Personnel Management Review Fiscal Year 2022



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

TO: Peter A. Shapiro, Chair
Artie L. Harris Jr., Vice-Chair

FROM: Asuntha Chiang-Smith, Executive Director

SUBJECT: Personnel Management Review (PMR), Fiscal Year 2022

I am pleased to submit the Commission's 29th edition of the Personnel Management Review (PMR) for the fiscal year 2022. This document is a valuable tool for both workforce planning and budget work sessions with the County Councils. The PMR is organized into the following sections:

- ***M-NCPPC Workforce Snapshot*** section provides information on all career and non-permanent employees including gender, race/ethnicity, employment category, age, and distribution of employees by department.
- ***Career Workforce Highlights*** section provides an overview of key information about our career workforce including gender, full and part-time employees, race/ethnic identification, career workforce as compared to county workforce demographics, job category, age, length of service, union representation, and distribution of employees by department. Additionally, we have included details on our hires, promotions, average salary, and top-of-grade statistics, tuition assistance program usage, language and literacy proficiency program participation, medical health plan participation by provider, retirement plan participation, cost of living adjustment comparisons, and turnover information.
- ***Trends in Career Employee Lifecycle*** section examines tendencies in our workplace and how we compare to external sources.
- ***Non-Permanent Workforce Profile*** section presents demographics on seasonal/intermittent, temporary, and term contract employees.
- ***Department and Bi-County Corporate Operations Demographics*** sections include career employee composition and length of service statistics.
- ***Appendix*** section includes a listing of race/ethnic identifications and job categories.

The PMR is available for internal review on inSite, and the public can access it on the Internet at www.mncppc.org. The Commission remains committed to delivering an informative report. We welcome your feedback! Please address comments/questions to Boni.King@mncppc.org or Cristina.Ramirez@mncppc.org.

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Personnel Management Review Fiscal Year 2022

Employee Demographic Profile



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Artie L. Harris Jr., Vice-Chair

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Josh Linden
Mitra Pedoeem

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Debora Borden, General Counsel
Gavin Cohen, Secretary-Treasurer

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Suzann King, Acting Prince George's County Planning Director
Bill Tyler, Prince George's County Parks and Recreation Director
Michael Riley, Montgomery County Parks Director
Tanya Stern, Acting Montgomery County Planning Director

www.mncppc.org



M-NCPPC Personnel Management Review Fiscal Year 2022

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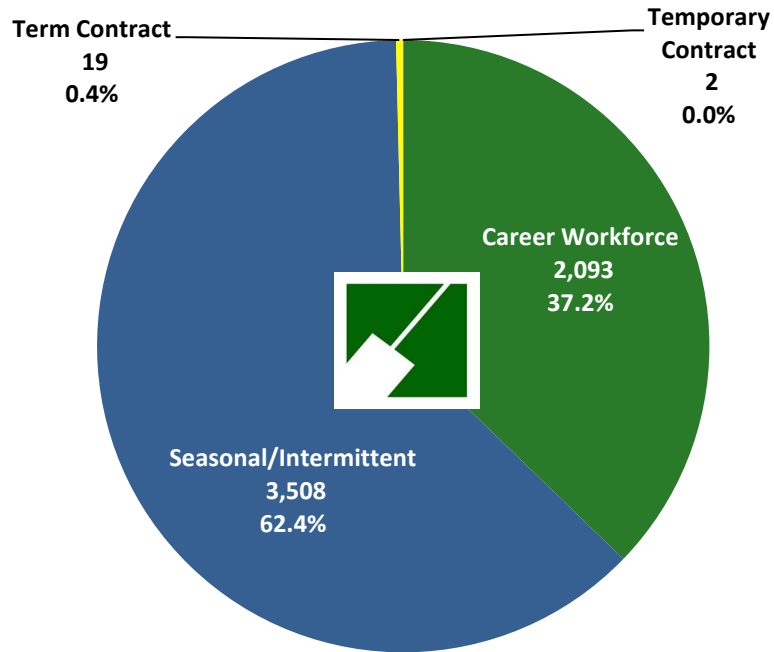
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M-NCPPC Workforce Snapshot

M-NCPPC WORKFORCE SNAPSHOT

M-NCPPC WORKFORCE SNAPSHOT



Total Population: 5,622



M-NCPPC WORKFORCE SNAPSHOT

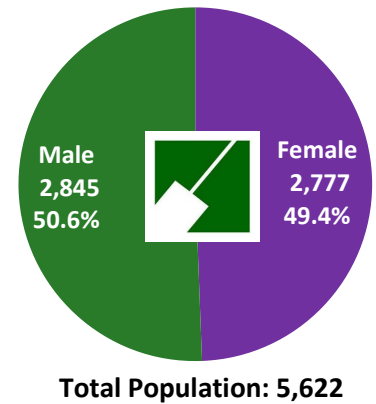
The M-NCPPC Workforce Snapshot reflects the Agency’s entire workforce, both career and non-permanent employees. Additional information concerning the Agency’s career employees begins on page 5 and information concerning the Agency’s non-permanent employees begins on page 42.

All data reported is based on employees, not positions.

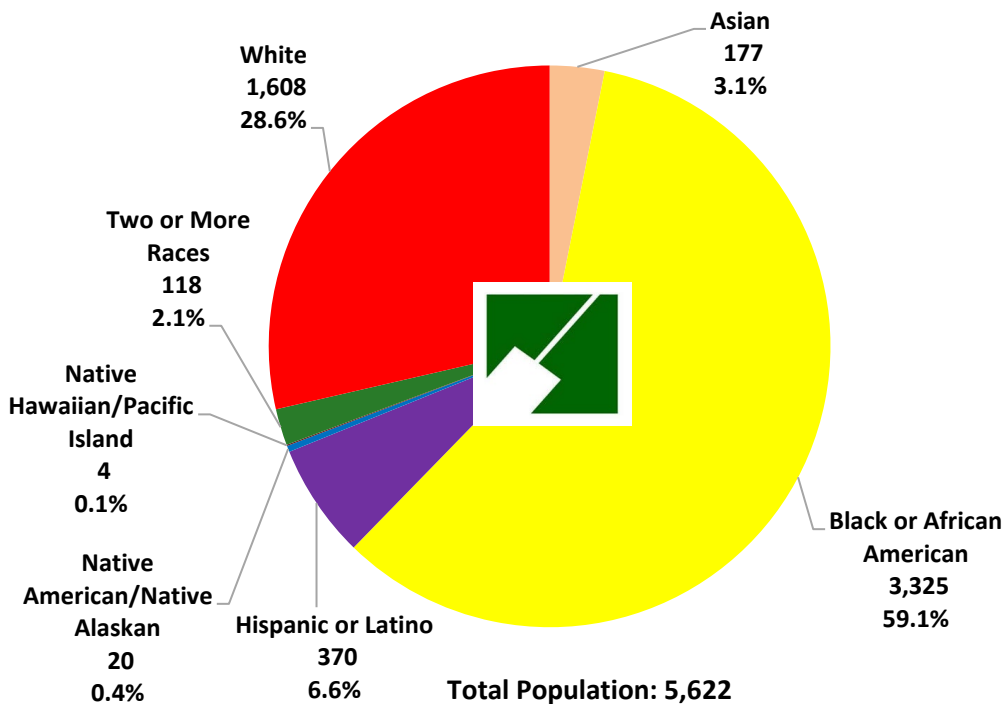
- The gender composition of the entire workforce in FY22 was 49.4% female and 50.6% male.

Distribution of All Employees by Department		
Department		
Bi-County Corporate Operations	144	2.6%
Montgomery County Commissioners' Office	6	0.1%
Montgomery County Planning	141	2.5%
Montgomery County Parks	1,093	19.4%
Prince George's County Commissioners' Office	9	0.2%
Prince George's County Planning	174	3.1%
Prince George's County Parks and Recreation	4,055	72.1%
M-NCPPC Employees Total	5,622	100.0%

Note: Career employee totals exclude 13 employees defined as: 10 Appointed Commissioners (5 in Montgomery County and 5 in Prince George's County) and 3 Merit Board Members

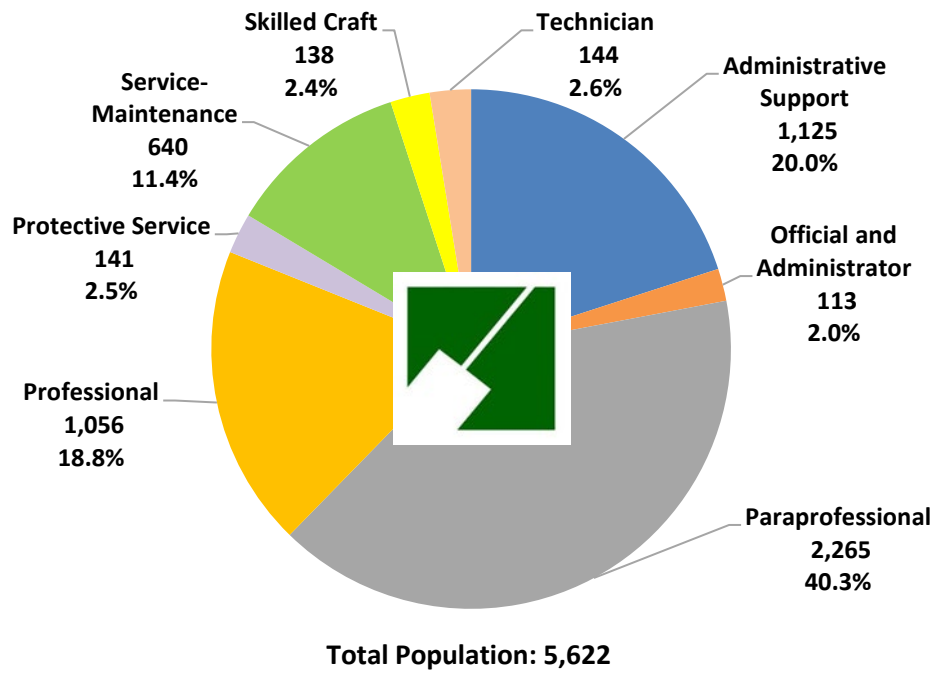


- The racial/ethnic composition of the entire workforce in FY22 was as follows:

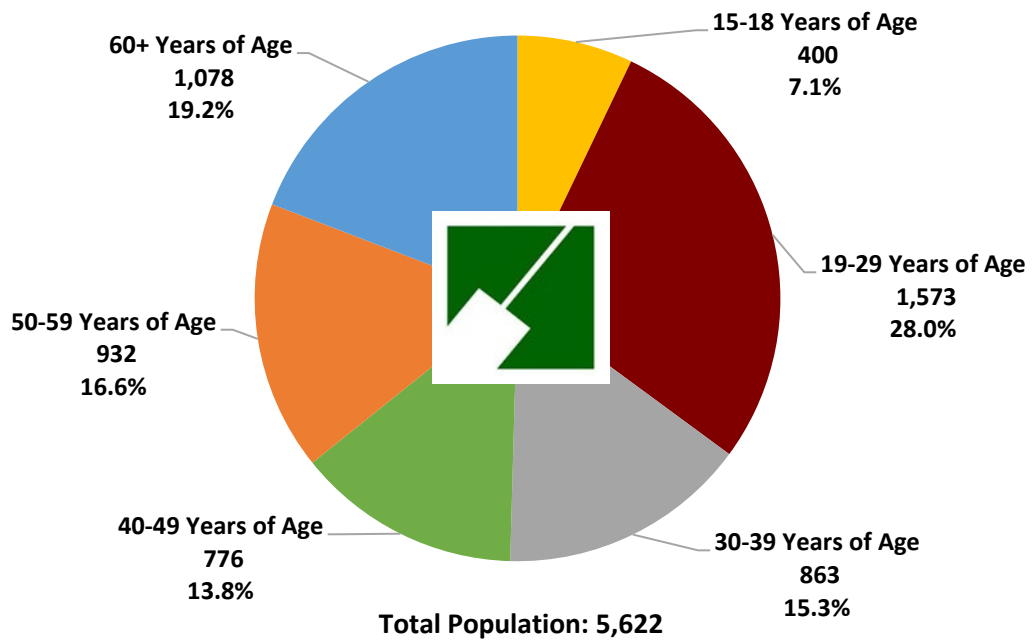


M-NCPPC WORKFORCE SNAPSHOT

- The EEO-4 Job Category composition of the entire workforce in FY22 was as follows:



- The age composition of the entire workforce in FY22 was as follows:



M-NCPPC WORKFORCE SNAPSHOT

- Various EEO-4 Job Titles for each Job Category composition of the entire workforce in FY22 were as follows:

Administrative Support Category

Administrative Assistant I
Park Police Property/Evid Spec
Park Police Comm Tech
Permitting & Information Technician
Sr Clerk/Inv Ops Assistant

Official and Administrator Category

Park Police Commander
Special Program Coordinator
Parks & Recreation Division Chief
Manager, Design & Construction
Regional Operations Manager

Paraprofessional Category

Administrative Specialist I
Writer/Editor, Senior
IT/Telecom Support Technician
Human Resources Tech, Senior
Legal Assistant

Professional Category

Park Police Captain
Corporate Accountant I
Administrative Specialist III
Department Program Manager
Senior Exhibits Specialist

Protective Service Category

Park Police Officer Candidate
Park Police Officer IV
Park Police Officer Academy Graduate
Park Police Officer II-Adv Entry
Park Ranger

Service-Maintenance Category

Park General Maintenance Worker
Tree Climber/Maintenance Worker
Park General Maintenance Leader
Tree Worker/Climber Leader
Golf Course Maintenance Leader

Skilled Craft Category

Locksmith
Carpenter II
Mason II
Electrician III
Plumber III

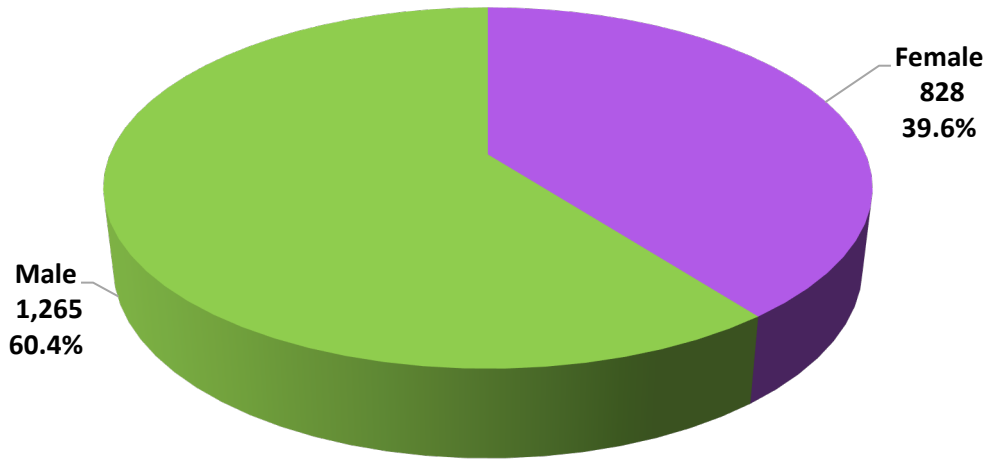
Technician Category

CADD/GIS Technician
Visual Media & Imaging Spec I
Planning Technician III
Greenhouse/Nursery Tech, Prin
Design Technician II

Career Workforce Highlights

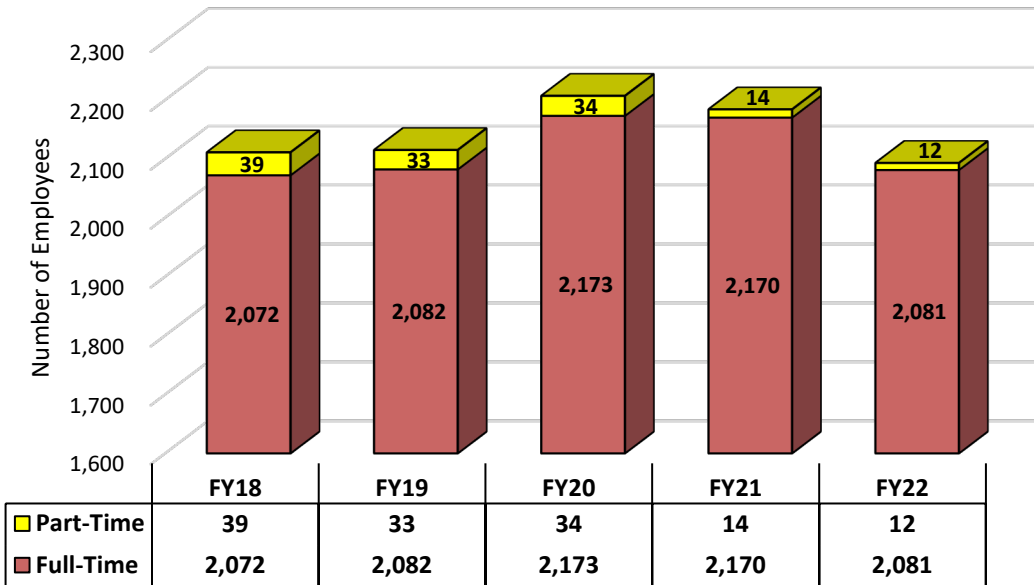
CAREER WORKFORCE HIGHLIGHTS

Career Employees by Gender



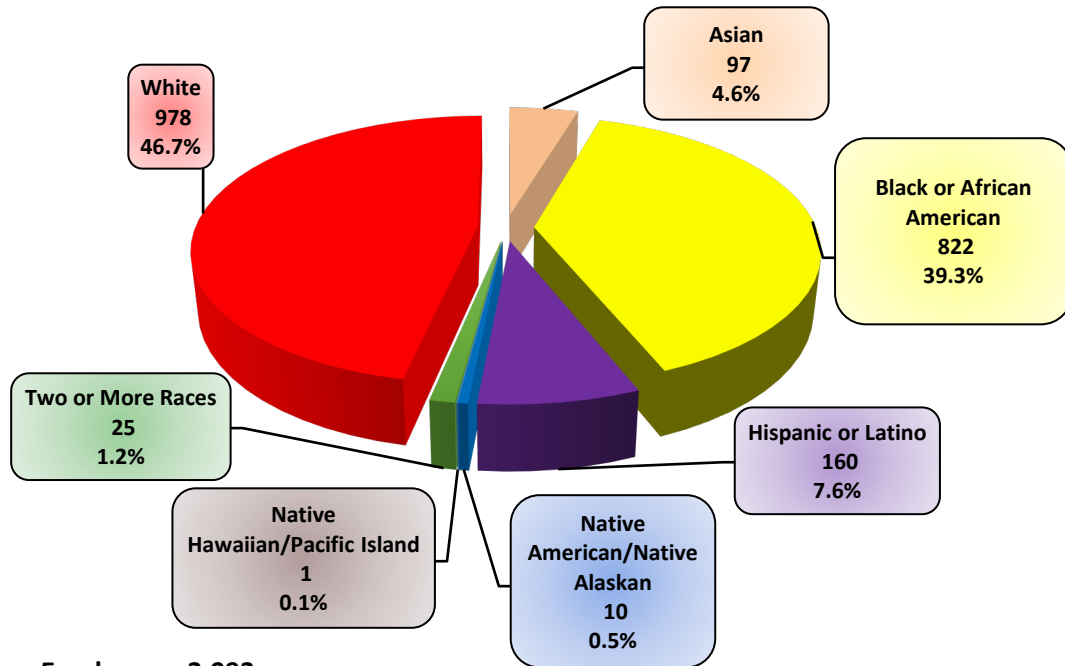
Total Career Employees: 2,093

Full-Time and Part-Time Career Employees



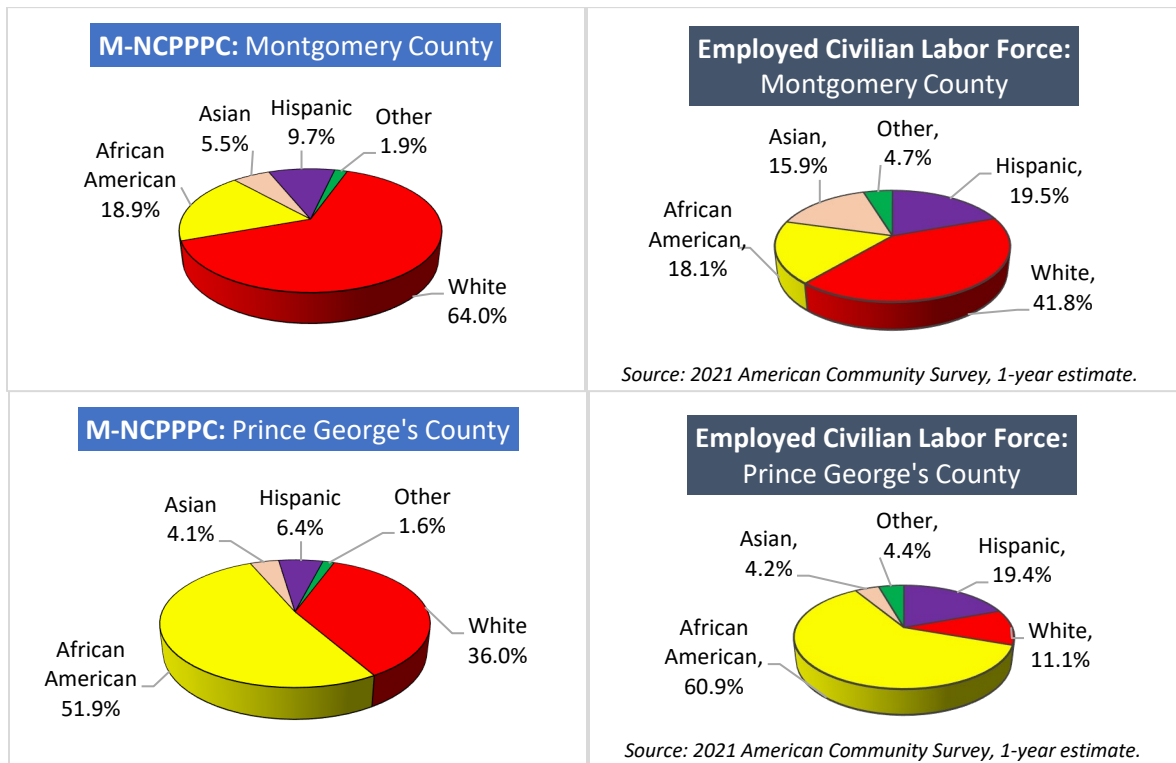
Total Career Employees: 2,093

Career Employees by EEO-4 Race/Ethnic Identification



Total Career Employees: 2,093

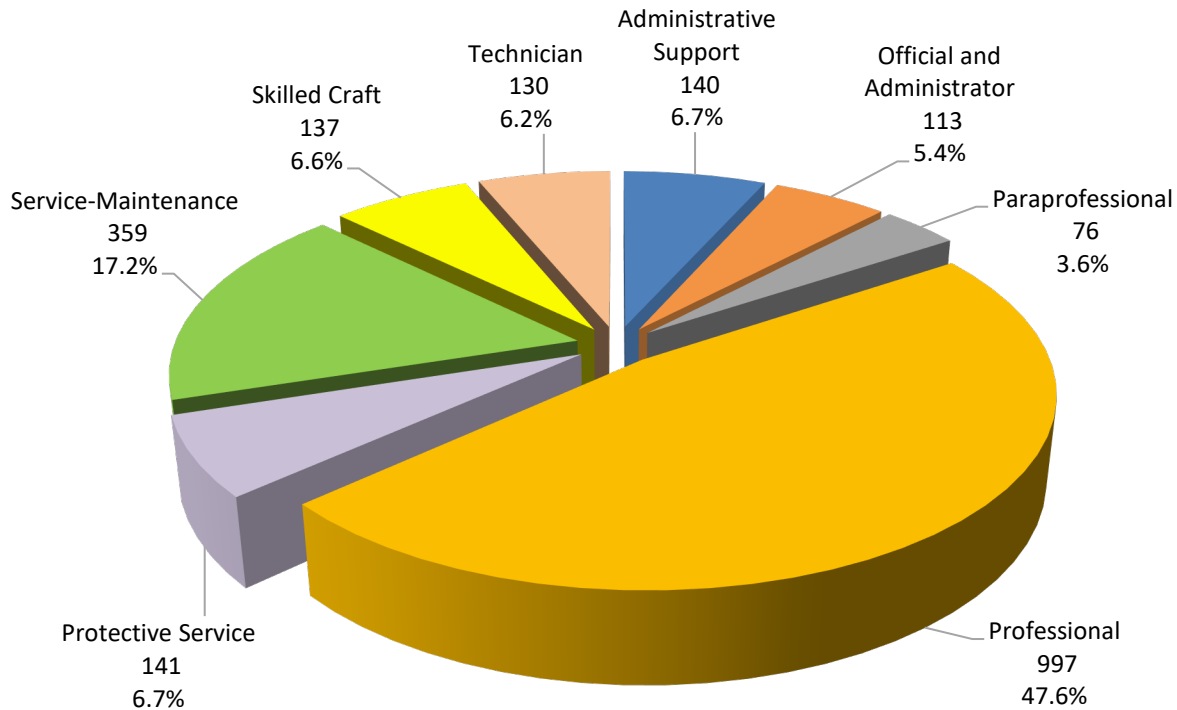
- The charts below reflect M-NCPPC career workforce distribution by race/ethnicity in Montgomery County and Prince George's County, compared to the broader employed civilian labor force within the region.



Source: 2021 American Community Survey 1-year estimates, Tables S0201, DP03, C23002H, C23002I, and analysis of PUMS data, U.S. Census Bureau; Research & Strategic Projects, Montgomery County Planning Dept. (12/16/22). The charts represent the employed civilian labor by race and Hispanic origin, 2021. Prince George's County includes CAS Departments.

- In FY22 the largest number and percentage of employees at M-NCPPC fell into the Professional category with 997 employees or 47.6% of the workforce followed by the Service-Maintenance category with 359 employees or 17.2% of the workforce.

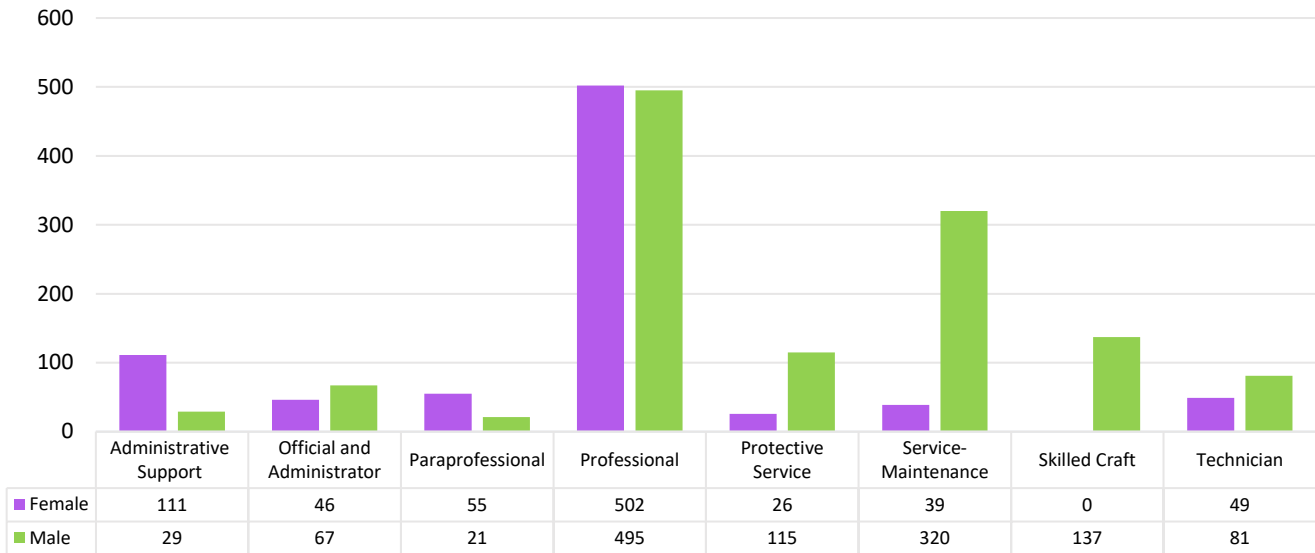
Career Employees by EEO-4 Category



Total Career Employees: 2,093

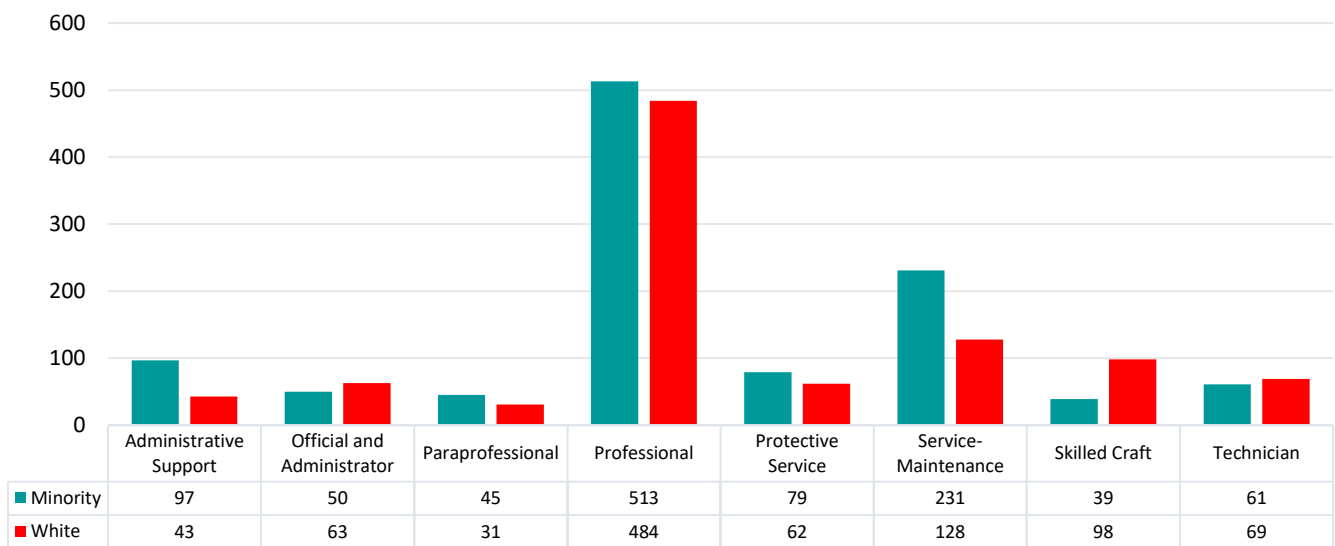
Career Employees by EEO-4 Job Category, Gender, and Race/Ethnicity

Career Employees by EEO-4 Job Category and Gender



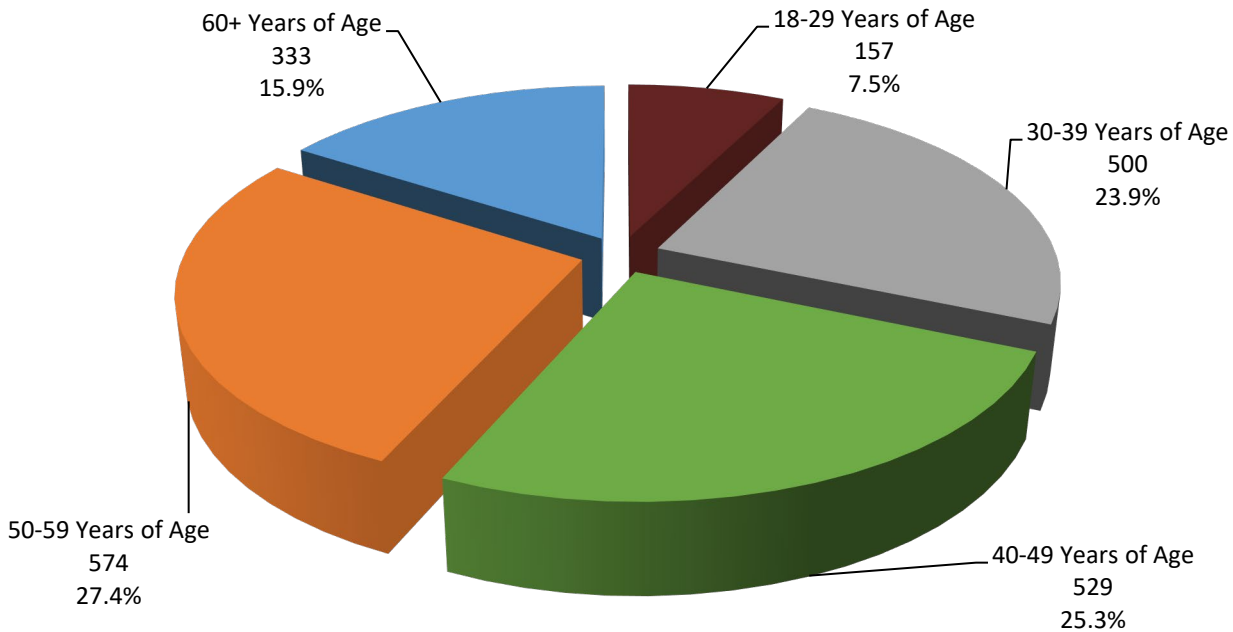
Total Career Employees: 2,093

Career Employees by EEO-4 Job Category and Race/Ethnicity



Total Career Employees: 2,093

Distribution of Career Employees by Age



Average Age: 47 years of age
Total Career Employees: 2,093

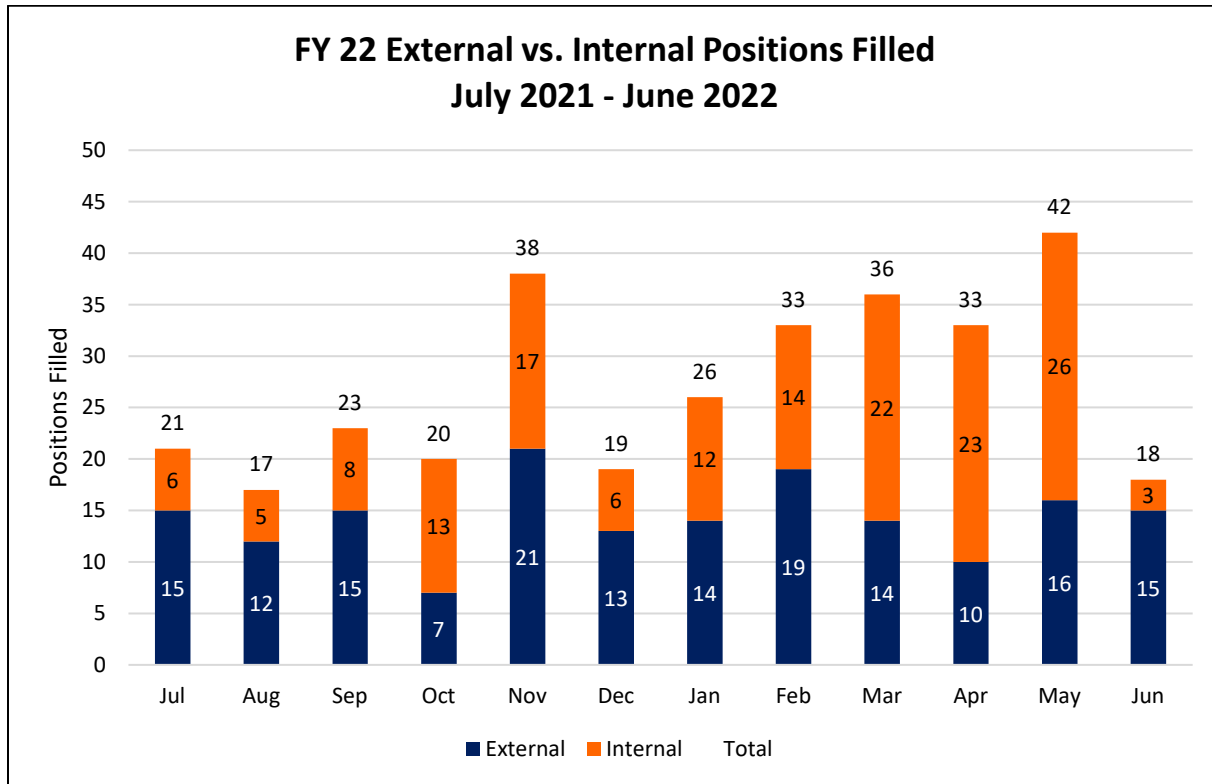
Distribution of Career Employees by Department

Bi-County Corporate Operations	133	6.4%
Montgomery County Commissioners' Office	5	0.2%
Montgomery County Planning	132	6.3%
Montgomery County Parks	668	31.9%
Prince George's County Commissioner's Office	8	0.4%
Prince George's County Planning	165	7.9%
Prince George's County Parks and Recreation	982	46.9%
M-NCPPC Career Employees Total	2,093	100.0%

Note: Career employee totals exclude 13 employees defined as 10 Appointed Commissioners (5 in Montgomery County and 5 in Prince George's County) and 3 Merit System Board Members.

Recruitment of Career Employees

In FY22, the Recruitment and Selection Services Division filled 326 career positions. Of these 326 positions, 171 were filled by external candidates and 155 positions were filled by internal candidates via promotion, demotion, or lateral reassignment (these figures do not include positions filled through reclassification, appointment, or the Park Police rank promotional process).



The average salary for an FY22 external career new hire was \$64,742 compared to an FY21 average of \$65,920.

Employee Referral and (Sign-on) Bonus Program

In an effort to assist departments in recruiting for several vacant positions throughout the Commission, the Employee Referral and Sign-Bonus Program was emphasized. The Employee Referral and Sign-Bonus were modified to include Seasonal/Intermittent positions as “hard-to-fill,” allowing these positions to remain eligible for referral and sign-on bonuses. The use of referral and sign-on bonuses is at the discretion of the hiring department and subject to available funding.

Under the Employee Referral Bonus Program (Administrative Procedures 08-01), current employees may receive:

- Up to \$1,000 for referring a candidate who is hired into a vacant Merit System position that is designated as “hard-to-fill”, and
- Up to \$100 for referring a candidate who is hired into a vacant Seasonal/Intermittent position that is designated as “hard-to-fill”.
- The new employee must complete 30 days of service before the referral bonus will be paid. Those above a certain grade (Grade 32), responsible for recruitment, and within the line of supervision are

ineligible to receive a referral bonus.

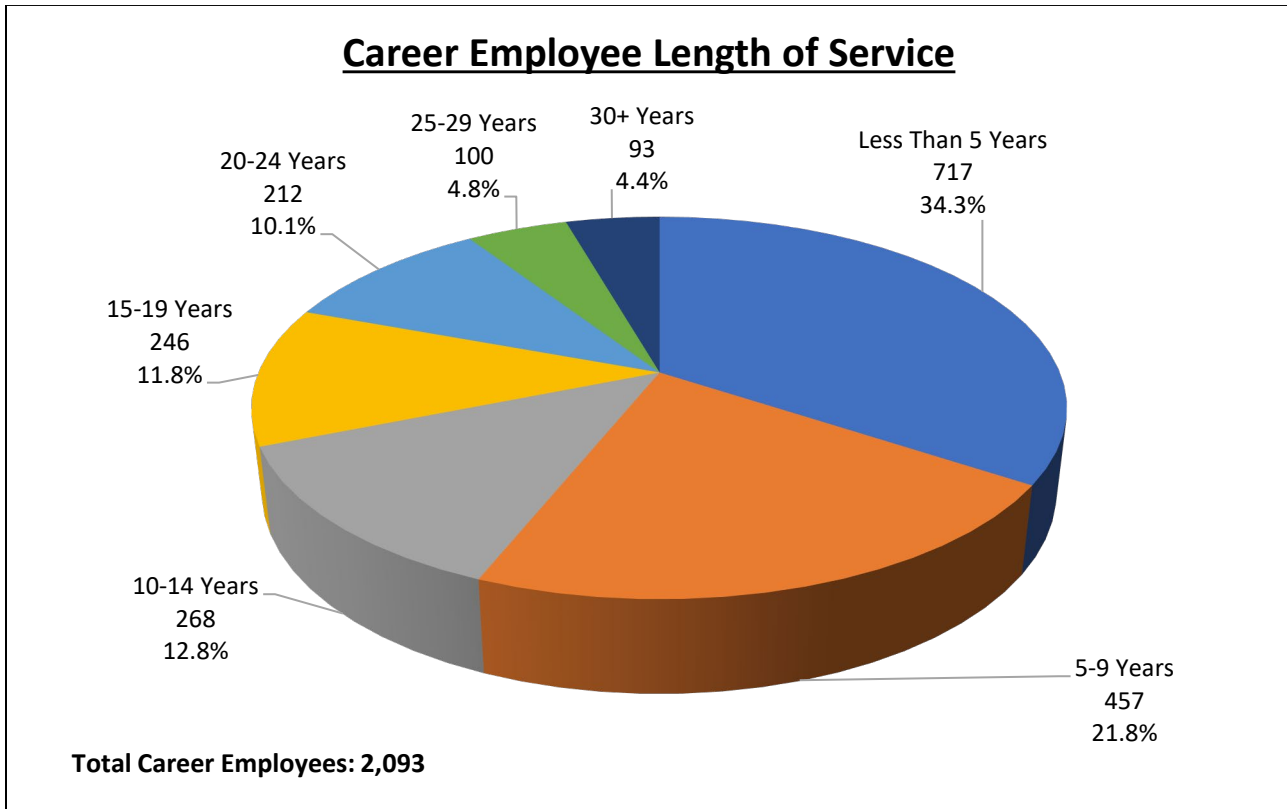
Under the Employment (Sign-on) Bonus Program (Administrative Procedures 08-02), newly hired individuals may receive:

- Up to \$10,000 if they are hired into a vacant Merit System position designated as “hard-to-fill”; or
- Up to \$500 if hired into a vacant Seasonal/Intermittent position designated as “hard-to-fill”.

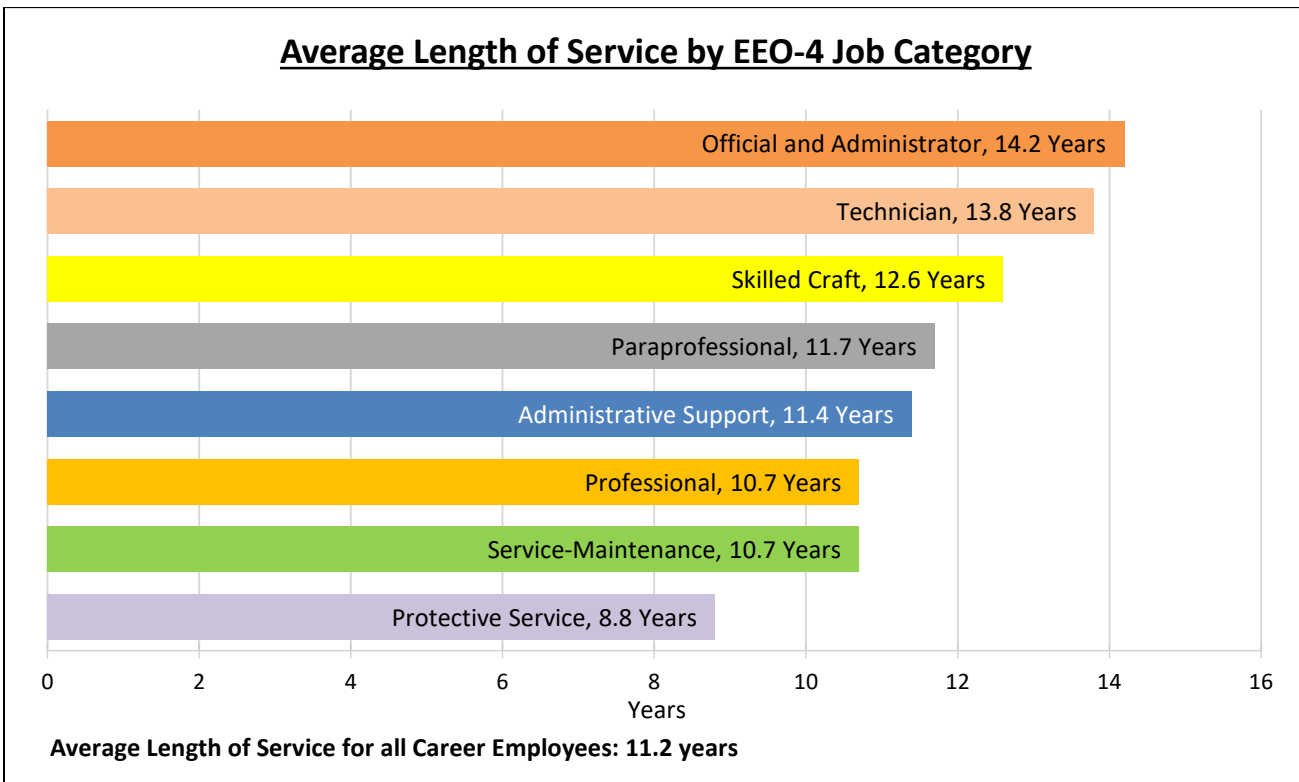
For Merit System positions, the new employee must remain employed for two years to receive the full bonus. The bonus is paid in two installments. For Seasonal/Intermittent positions, the bonus will be paid no sooner than after 30 days of employment, in one or more installments, as determined by the hiring department.

In FY22, there were a total of 67 employee referral bonus requests and 27 sign-on bonuses that were payouts.

Length of Service for Career Employees



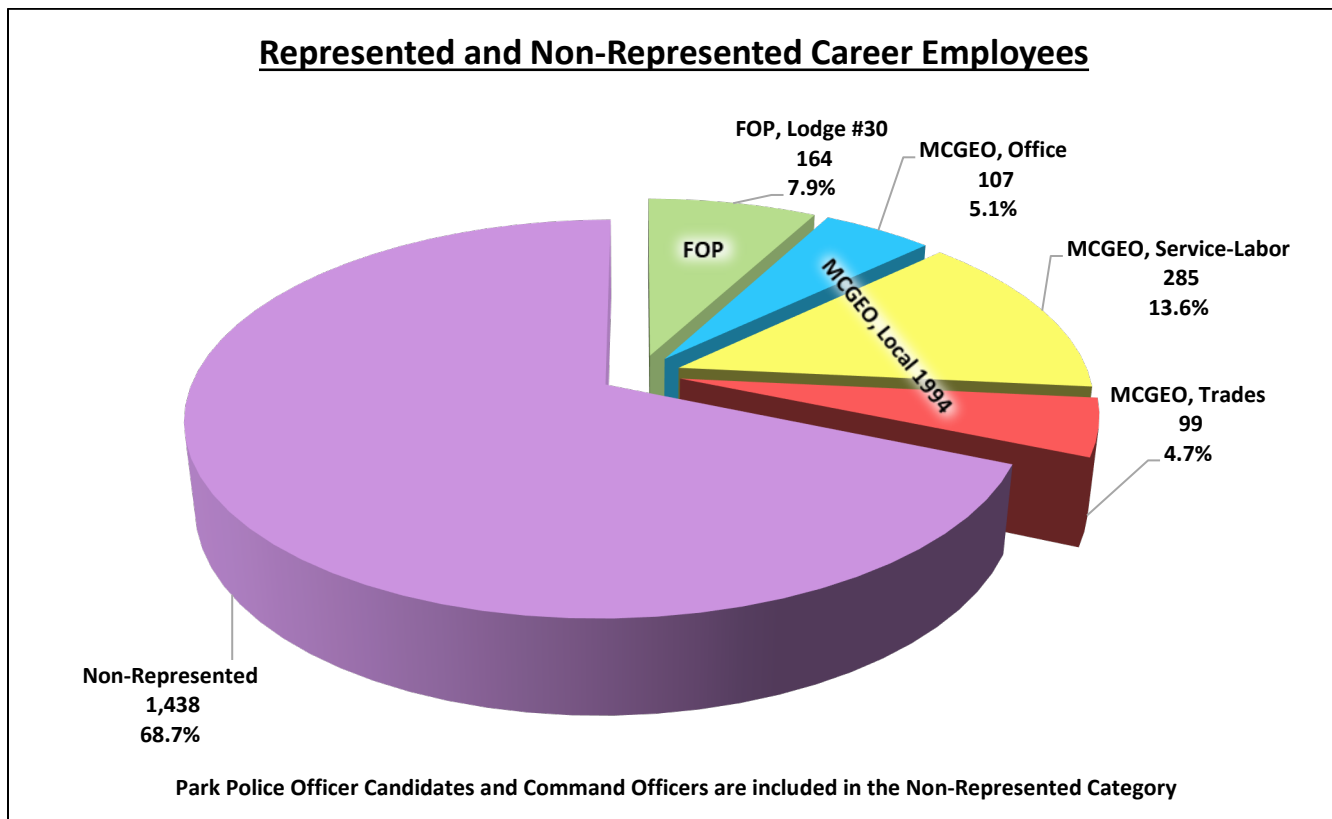
The average length of service for females was 11.1 years and for males was 11.2 years.



Collective Bargaining

In FY22, 31.3% of the Commission’s career workforce was represented by a union.

Union	Number of Members FY22	% of Career Employees
United Food and Commercial Workers Union, Local 1994/Municipal and County Government Workers Union (MCGEO) representing office, service-labor, and trade positions	491	23.5%
Fraternal Order of Police, Lodge #30 (FOP) representing police ranked sergeant and below	164	7.8%

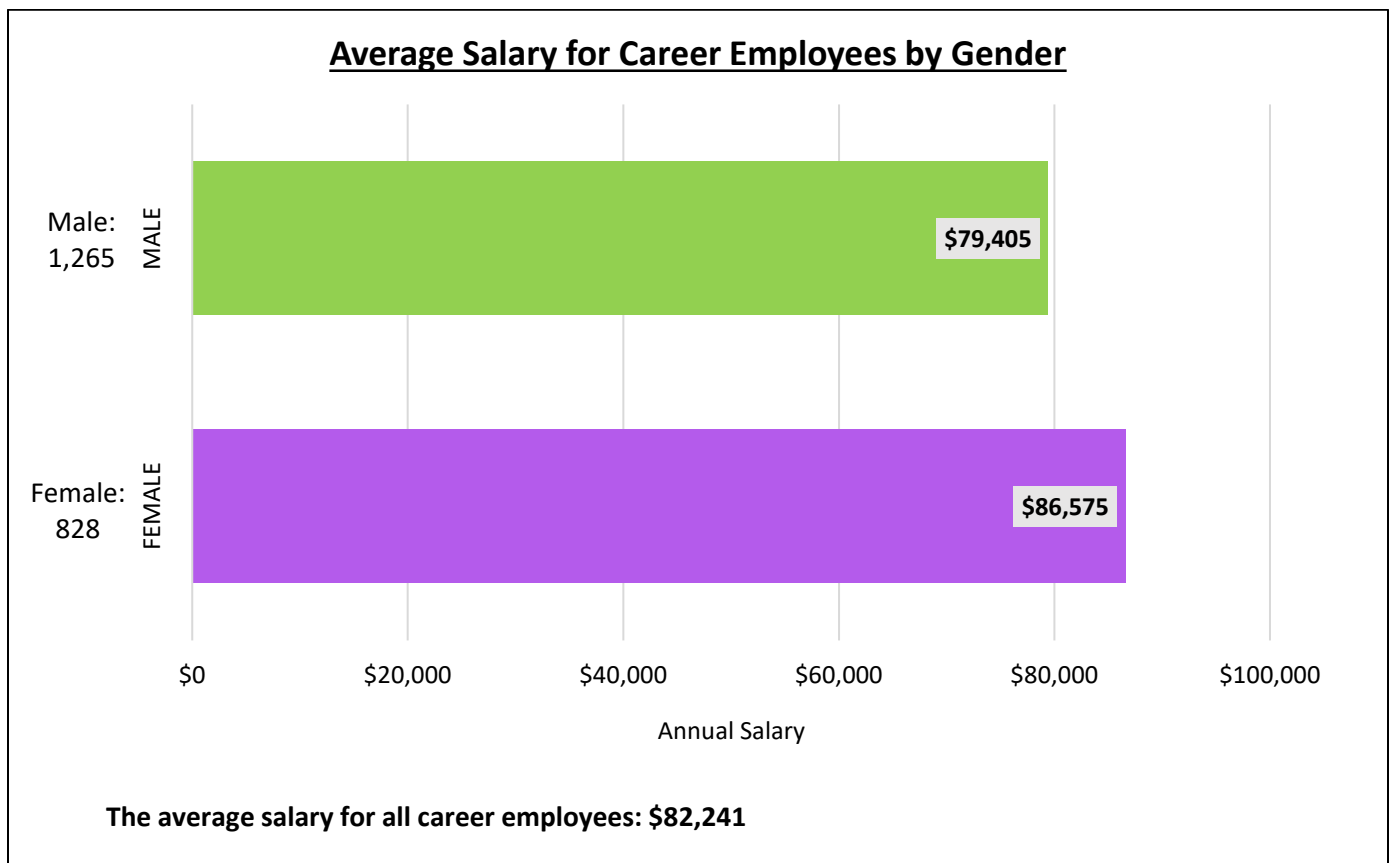


According to the Bureau of Labor Statistics (BLS), 13.2% of employed workers in Maryland were in positions represented by unions. Additionally, BLS reports that 33.1% of state government workers are unionized. The higher numbers for union membership attributed to local government workers are the result of heavily unionized occupations such as teachers, police officers, and firefighters.

Source: U.S. Department of Labor Bureau of Labor Statistics, News Release, Table 3. “Union affiliation of employed wage and salary workers by occupation and industry, 2021-2022 annual averages” and Table 5 “Union affiliation of employed wage and salary workers by state, 2021-2022 annual averages.”

Compensation

- M-NCPPC compensates and rewards its employees utilizing either pay ranges or step pay schedules.
 - There are six separate pay range schedules for career employees, 3 for non-represented employees (General Service, IT, Command Staff), and 3 for represented employees (Service-Labor, Office, Trades). Each range consists of a minimum, midpoint, and maximum salary. Schedules for represented employees also have a longevity increment.
 - A step pay schedule is utilized to compensate employees in the FOP Bargaining Unit. This pay schedule includes two additional increments for longevity.
- The average salary for all career employees (full-time and part-time) was \$82,241. The average salary for male employees was \$79,405; for female employees was \$86,575.



For career employee annual salary distribution by demographics and job categories, see pages 16-

17.

Average Career Employee Salaries by EEO-4 Job Category, Race/Ethnicity, and Gender

Administrative Support

Gender	Race/Ethnicity						
	American Indian/ Alaska Native	Asian	Black/African American	Hispanic/ Latino	Native Hawaiian/Other	White (Non Hispanic/Latino)	Two or More Races
Female	N/A	\$66,124	\$63,498	\$55,110	N/A	\$63,939	N/A
Male	N/A	N/A	\$61,134	\$65,443	N/A	\$57,720	N/A

Average Salary Administrative Support: \$62,452

Average Administrative Support New Hire Salary: \$55,420

Official and Administrator

Gender	Race/Ethnicity						
	American Indian/ Alaska Native	Asian	Black/African American	Hispanic/ Latino	Native Hawaiian/Other	White (Non Hispanic/Latino)	Two or More Races
Female	\$151,149	\$165,422	\$151,520	\$178,484	N/A	\$146,700	N/A
Male	N/A	\$132,568	\$154,574	\$136,572	N/A	\$142,726	N/A

Average Salary Official/Administrator: \$148,034

Average Official/Administrator New Hire Salary: \$150,662

Paraprofessional

Gender	Race/Ethnicity						
	American Indian/ Alaska Native	Asian	Black/African American	Hispanic/ Latino	Native Hawaiian/Other	White (Non Hispanic/Latino)	Two or More Races
Female	N/A	\$71,954	\$75,793	\$69,228	N/A	\$74,878	\$64,274
Male	N/A	N/A	\$65,967	\$58,316	N/A	\$71,050	N/A

Average Salary Paraprofessional: \$72,824

Average Paraprofessional New Hire Salary: \$69,416

Professional

Gender	Race/Ethnicity						
	American Indian/ Alaska Native	Asian	Black/African American	Hispanic/ Latino	Native Hawaiian/Other	White (Non Hispanic/Latino)	Two or More Races
Female	\$71,980	\$101,834	\$88,211	\$82,013	\$75,634	\$95,584	\$72,464
Male	\$81,732	\$102,243	\$89,373	\$91,740	N/A	\$93,921	\$78,249

Average Salary Professional: \$92,016

Average Professional New Hire Salary: \$78,204

Protective Service

Gender	Race/Ethnicity						
	American Indian/ Alaska Native	Asian	Black/African American	Hispanic/ Latino	Native Hawaiian/Other	White (Non Hispanic/Latino)	Two or More Races
Female	N/A	\$55,958	\$69,931	\$76,568	N/A	\$81,980	\$60,190
Male	\$89,137	\$84,490	\$73,215	\$76,839	N/A	\$80,475	\$57,905

Average Salary Protective Service: \$76,968

Average Protective Service New Hire Salary: \$57,179

Commission Career Salary Percentages are based on total number of employees: 2,093

Average Commission Career Salary (includes full-time and part-time annualized salaries): \$82,241

Average Career Employee Salaries by EEO-4 Job Category, Race/Ethnicity, and Gender

Service-Maintenance

Gender	Race/Ethnicity						
	American Indian/ Alaska Native	Asian	Black/African American	Hispanic/ Latino	Native Hawaiian/Other	White (Non Hispanic/Latino)	Two or More Races
Female	N/A	N/A	\$48,592	\$46,981	N/A	\$49,789	N/A
Male	\$44,993	\$59,520	\$50,707	\$50,827	N/A	\$53,349	\$35,500

Average Salary Service-Maintenance: \$51,414

Average Service-Maintenance New Hire Salary: \$39,795

Skilled Craft

Gender	Race/Ethnicity						
	American Indian/ Alaska Native	Asian	Black/African American	Hispanic/ Latino	Native Hawaiian/Other	White (Non Hispanic/Latino)	Two or More Races
Female	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Male	\$88,755	\$62,200	\$67,810	\$61,746	N/A	\$72,051	\$55,890

Average Salary Skilled Craft: \$70,483

Average Skilled Craft New Hire Salary: \$50,540

Technician

Gender	Race/Ethnicity						
	American Indian/ Alaska Native	Asian	Black/African American	Hispanic/ Latino	Native Hawaiian/Other	White (Non Hispanic/Latino)	Two or More Races
Female	N/A	\$77,047	\$72,177	\$90,447	N/A	\$78,456	N/A
Male	N/A	\$99,411	\$78,944	\$71,110	N/A	\$83,477	N/A

Average Salary Technician: \$80,144

Average Technician New Hire Salary: \$66,352

Total Population

Gender	Race/Ethnicity						
	American Indian/ Alaska Native	Asian	Black/African American	Hispanic/ Latino	Native Hawaiian/Other	White (Non Hispanic/Latino)	Two or More Races
Female	\$111,565	\$101,377	\$82,943	\$73,300	\$75,634	\$91,423	\$70,758
Male	\$69,759	\$91,900	\$75,866	\$66,106	N/A	\$83,430	\$66,981

Average Salary: \$82,241

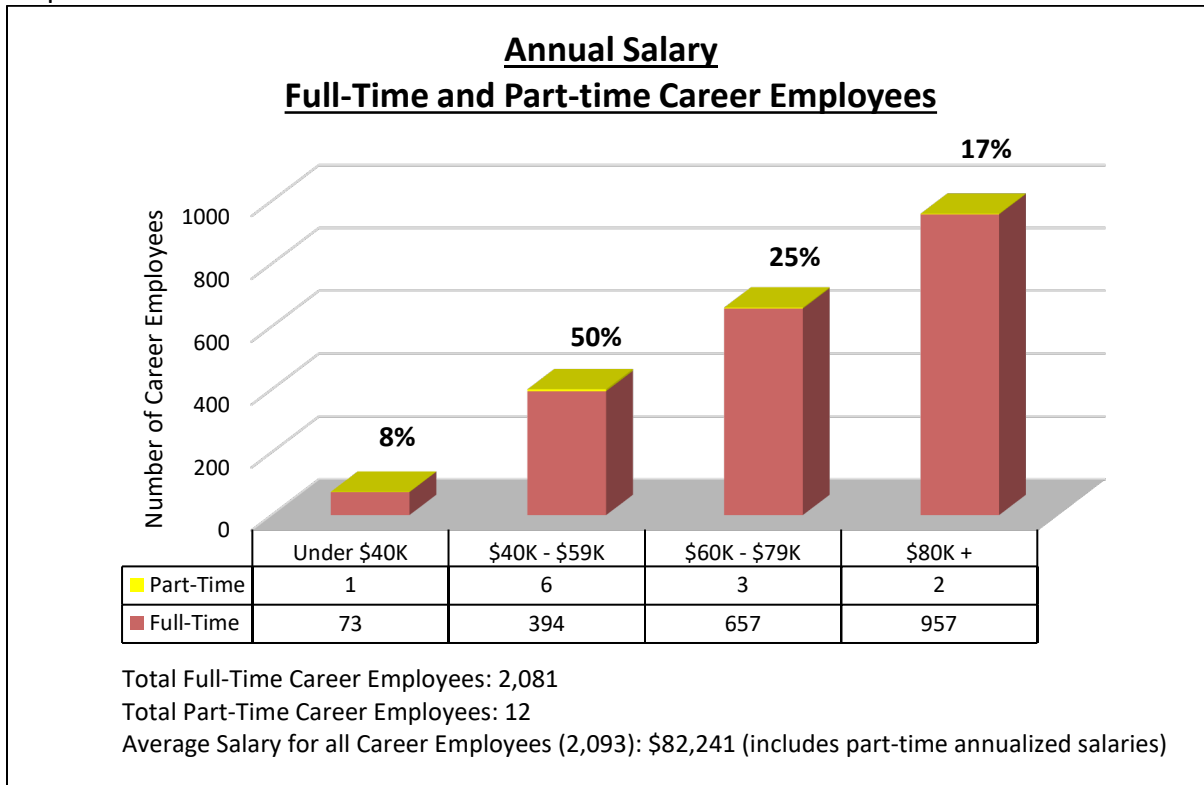
Average New Hire Salary: \$66,677

Commission Career Salary Percentages are based on total number of employees: 2,093

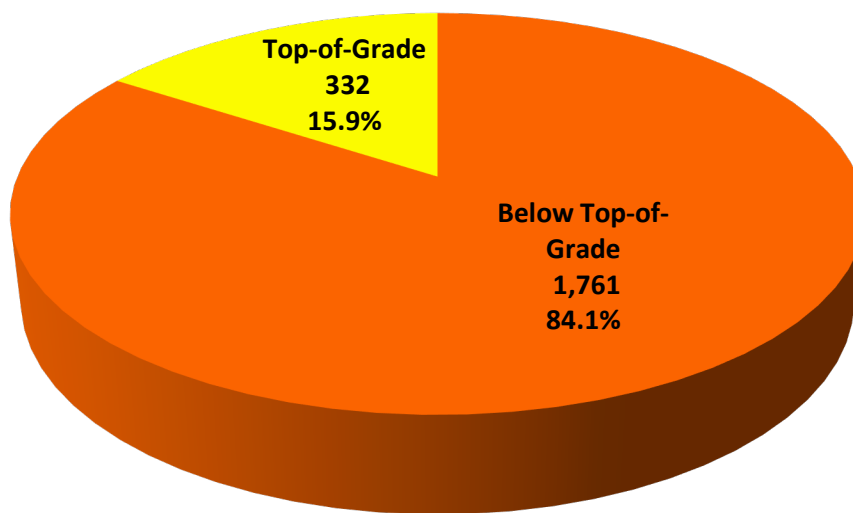
Average Commission Career Salary (includes full-time and part-time annualized salaries): \$82,241

The greatest number of employees are in the Professional EEO Job Category. The Officials and Administrators and Professional Categories have the highest average annual salaries.

- Employee salaries and benefits (personnel services) represent 70.6% of the FY22 adopted budget expenditures.



Career Employees at Top-of-Grade (TOG)



TOG is defined as the maximum annual salary (\$) of a position's grade salary range. Employees at TOG identified are within \$10.00 of their position's grade maximum annual salary.

COLA, Merit Increase, and Lump Sum

FY22 Merit Increase, Make-up Merit (for FY21), and Pay Schedule Adjustments

- **Non-Represented** Employees (including Park Police Command Staff and Park Police Candidates) and **MCGEO-Represented** Employees received a 3.5% merit increase and a 3.5% make-up merit (for FY21). The salary range maximums of pay schedules were increased by 3.5% effective the first full pay period of FY22 (7/11/2021).

If career non-represented employees and career MCGEO-represented employees were **not at top-of-grade** at the end of FY21 (6/30/2021) and they remained in the same employment category, both groups of career employees received a 3.5% **merit increase** paid at the time of their FY22 anniversary if they met the requirements. Additionally, they received an up to 3.5% FY21 **make-up merit** if they met the qualifications to receive a merit increase in FY21. The make-up merit was paid effective the last full pay period of FY22 (6/12/2022).

If career non-represented employees and career MCGEO-represented employees **had reached top-of-grade** by the end of FY21 (6/30/2021) and remained in the same employment category, both groups of career employees received a 1.75% **merit increase** paid at the time of their FY22 anniversary if they met the requirements. Additionally, they received up to 1.75% **make-up merit** if they met the qualifications to receive a merit increase in FY21. The make-up merit was paid effective the last full pay period of FY22 (6/12/2022).

MCGEO-represented employees were eligible to receive a longevity increase in FY22 if they had reached the top of the grade and met the requirements for years of service.

- Employees represented by the **Fraternal Order of Police (FOP)** received a merit pay increment (step increase) of up to 3.5% effective the first pay period after an employee's anniversary date. They also received a make-up merit (for FY21) step increase of up to 3.5% effective the final pay period of FY22 (6/12/2022).

FOP employees were eligible to receive an Additional Service Increments (ASIs) for FY22 if they had reached the top of grade and met the requirements for years of service. A make-up ASI (for FY21) was provided to officers who were otherwise eligible for the ASI during that period effective the final pay period of FY22 (6/12/2022).

The pay schedule for FOP employees was adjusted as follows: The step increase for Step P (for Officers at the rank of PO2, PO3, and PO4) and Steps P & Q (for Officers at the rank of PO5) were adjusted to 3.5% (from the existing 2.5% level) effective the final pay period of FY22 (6/12/2022).

For COLA adjustments and county comparisons, see page 20.

Comparison of Cost-of-Living Adjustments FY11 - FY22 (Percent of Increase)

Fiscal Year	M-NCPPC			MONTGOMERY COUNTY GOVERNMENT			PRINCE GEORGE'S COUNTY GOVERNMENT		
	Park Police FOP	Ser/Labor Trades Office (MCGEO)	Non-Rep Employees	Police (FOP)	OPT & SLT (MCGEO)	Non-Rep Employees	Police (FOP)	Ser/Labor Trades Office (AFSCME)++	Non-Rep Employees
2011	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2012	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(u)	(u)
2013	(v)	(v)	(v)	(v)	(v)	(v)	0.00 (ac)	(u)	(u)
2014	2.50	2.75 (w2)	3.00 (w3)	2.10	3.25	3.25	0.00 (x)	2.50 (y)	2.50
			1.50 (w3)						(z)
			1.50 (w3)					2.50 (yy)	2.50
2015	1.75 (w1)	2.00 (w4)	2.00 (w4)						(zz)
			(w5)	2.10	3.25	3.25	0.00	0.00	0.00
2016	1.75	1.75	1.75	2.00	2.00	2.00	1.00	0.00	0.00
2017	0.50 (aa)	1.75	1.75	1.00	1.00	1.00 (ab)	0.00	3.00	3.00
2018	1.50	1.50	1.50	2.00	2.00	2.00	0.00	1.00	1.00
2019	1.50	1.50	1.50	2.00	2.00	2.00	0.00	2.00	2.00
2020	1.00	1.50	1.50	0.00	2.25	2.25	1.50	1.50	2.00
2021	0.75	0.00	0.00	1.50 (ad)	1.50 (ad)	1.50 (ad)	0.00 (ai)	0.00 (ag)	0.00 (ag)
2022	0.00	0.00	0.00	2.50 (ae)	\$1,684 (af)	0.00	0.00 (aj)	0.00 (ah)	0.00 (ah)
Cumulative Impact on Salary (10 years)	11.8%	13.5%	17.2%	13.4%	18.6%	18.6%	4.1% (ac)	14.6%	13.7%

++Closely matches classes represented by MCGEO Local 1994 at M-NCPPC

(q) Salary schedule adjusted by \$3,151 - equivalent to 7.5%, effective 7/1/07

(r) FY09 COLA of 4.5% for Service/Labor, Trades and Office Units, and Non-represented

(s) FY09 one-time 2% longevity for employees with performance ratings of exceptional or highly successful in 2 most recent years and at top of grade with 20 years of service

(t) FY10 \$1,420 lump sum wage adjustment with \$640 representing COLA

(u) FY12 \$1,000 lump sum not added to base; FY13 \$1.250 lump sum not added to base

(v) FY13 \$2,000 lump sum not added to base

(w1) FY15 COLA 1.75%, effective 7/1/15

(w2) FY14 COLA for MCGEO employees was phased in with 1.25% effective 10/13 and 1.25% effective 1/14. Employees at top of grade received 2.75%

(w3) FY14 COLA 3.0% for Non-represented whose base salary was at or within 2.999% of top of grade effective 10/13 and 1.5% for Non-represented whose base salary was not at or within 2.999% of top of grade effective 10/13 and 1.5% effective 1/14

(w4) FY15 2.0% COLA, effective 9/14/14, plus 0.5% lump sum for employees not at top of grade or 1.0% lump sum for those at top of grade

(w5) FY15 - 1.0% lump sum of base pay for employees at top of grade and 0.5% of base pay for employees who will receive a merit increase, effective 7/6/14

(x) FY14 Adding new step

(y) FY14 2.5% COLA, effective 7/1/13

(yy) FY14 2.5% COLA, effective 3/1/14

(z) FY14 2.5% COLA, effective 8/25/13

(zz) FY14 2.5% COLA, effective 3/9/14

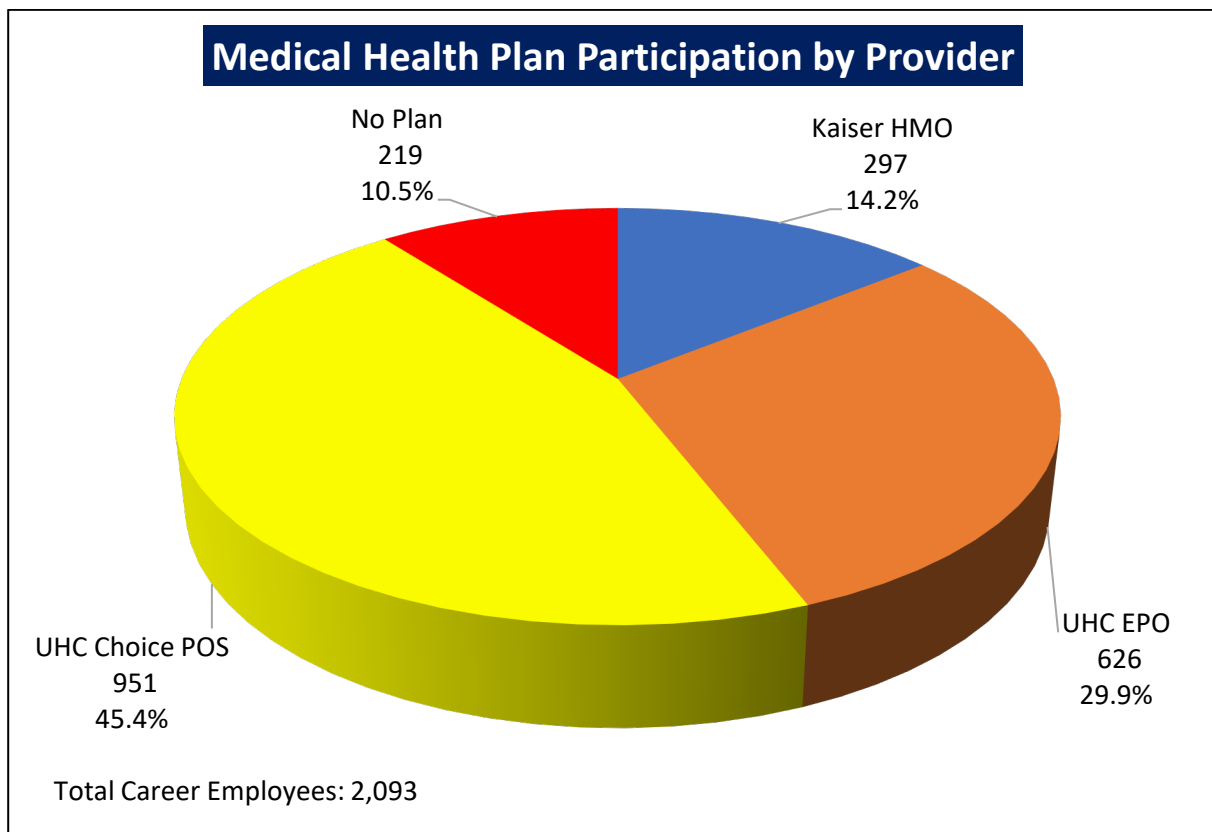
(aa) FY17 included 3.5% Merit increases for FOP, and 1.75% for MCGEO & Non-Represented 0.5% on July

(ac) FY13 included 12% in Merit increases, including 3% for FY10, FY11, FY12, and FY13

(ad) GWA was approved effective 6/20/21

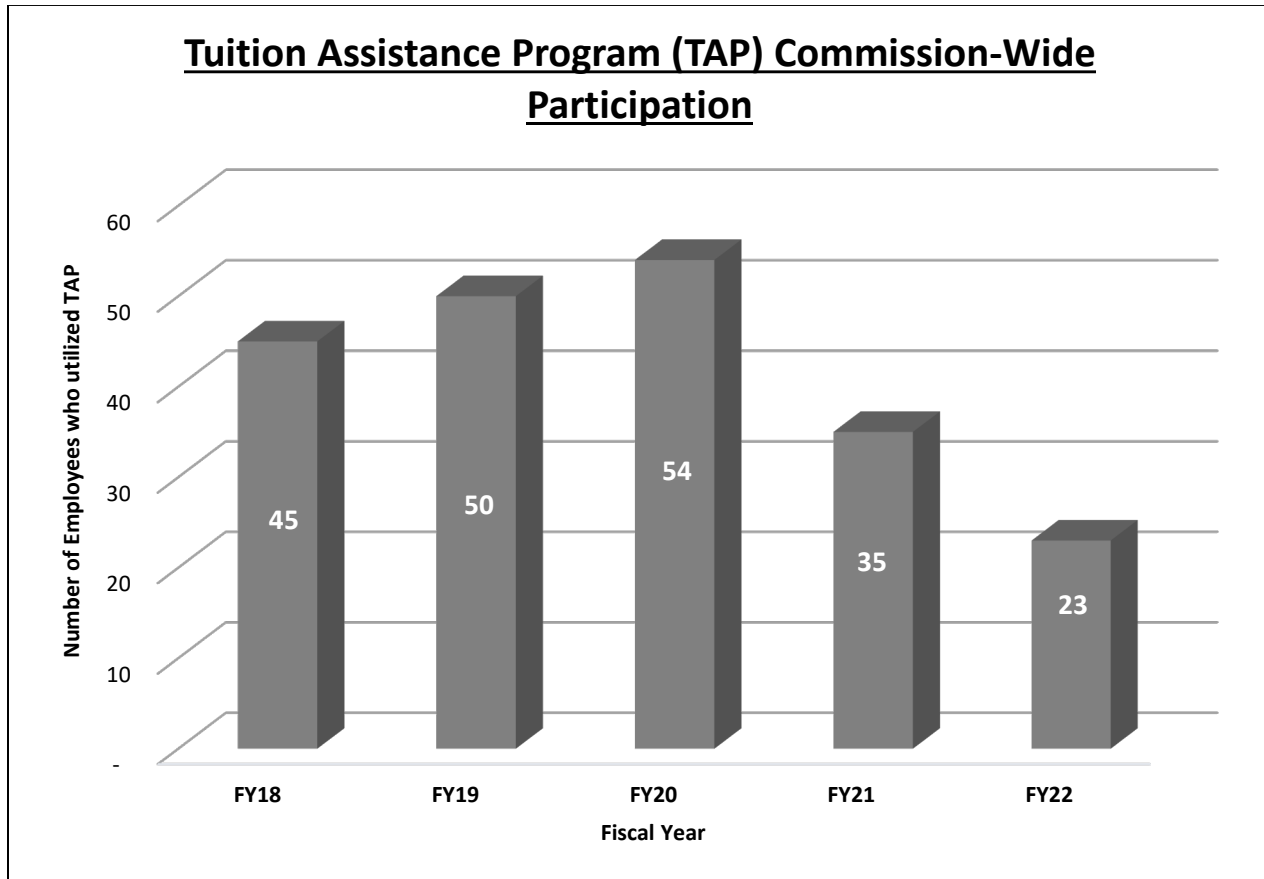
Health Benefits – Career Employees

- The Commission offered career employees medical, prescription, dental, and vision plans; basic life and accidental death and dismemberment (AD&D) insurance, long-term disability insurance (LTD), and supplemental LTD insurance; as well as fully employee-funded benefits such as spouse and dependent life insurance, 457 deferred compensation, flexible spending accounts, and long-term care benefits.
- Career Employees selected from three health plans for medical insurance coverage. These included a Point of Service (POS) plan, an Exclusive Provider Organization (EPO) plan, and a Health Maintenance Organization (HMO) plan.
- Leave Programs such as annual, personal, sick, and holidays were provided.
- Other benefits such as Credit Union, Employee Assistance Program (EAP), Legal Services Plan, Tuition Assistance Program (TAP), Wellness Program, Work-Life Balance Program, and Sick Leave Bank were offered.



Tuition Assistance Program

The agency offered career employees the opportunity to utilize the Tuition Assistance Program for professional development through funding for college and technical training. In FY22, 23 career employees utilized the Tuition Assistance Program.

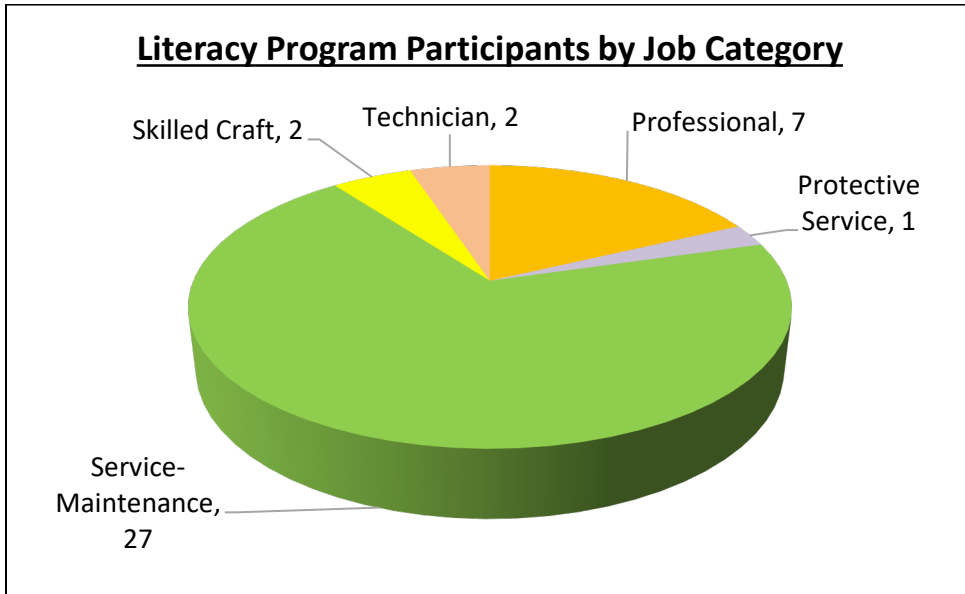


FY18 – FY22 analysis based on number of employees, not requests. TAP is available to all active Merit System employees who have successfully completed new hire probation and attained career status.

FY21 and FY22 participation rates may be impacted as a result of COVID-19.

Literacy and Language Program

The Commission offered career employees the opportunity to participate in the Literacy and Language Program which teaches communication and job skills to native and non-native English-speaking employees, therefore advancing professional opportunities. In FY22, 39 employees utilized the Literacy and Language Proficiency Program.



Department	Number of Participants
Montgomery County Parks	23
Prince George's County Parks and Recreation	15
Prince George's County Planning	1
Total	39

MNCPPC Response to COVID-19 – Fiscal Year 2022

During FY2022, M-NCPPC (“agency”) continued to issue policies and authorize healthcare plan provisions, in the midst of shifting positivity and mortality rates, while complying with federal, state, and county (Prince George’s and Montgomery Counties) mandates with guidance from local and state health departments and the Centers for Disease Control and Prevention (CDC). Policies were implemented to ensure the safety and health of employees and patrons; protecting them from exposure to COVID-19. Other policies were enacted to allow employees to take advantage of telework and paid social distancing and administrative leave to address personal and familial concerns related to COVID-19, including time off for employees to receive the booster shot or recover from adverse effects of the vaccine or booster shot. Additionally, certain healthcare plan provisions were continued, or authorized to ensure that up-to-date measures were in place to assist members in their defense against COVID-19.

TELEWORK

- **Approval of International Telework**

Administrative Procedures for the Telework Program were amended on 10/18/2022 to incorporate rules for approval of telework when employees traveled internationally

- **End of Ad Hoc Maximum Telework effective 2/28/2022**

Beginning 12/27/2021, maximum ad hoc telework was encouraged; telework agreements were not required. In response to the decrease in COVID infection rates across the state of Maryland, including Prince George’s and Montgomery Counties, the agency ended maximum ad-hoc telework. Any employee continuing to telework was required to have an approved agreement in place.

- Notice 03-01 (Original Issue Date 7/1/1996, Last Amended 10/18/2022), [Administrative Procedures-Telework Program](#)
- Notice 22-05 (Issued 2/18/2022, replaced Notice 20-20-A3), [Update to Agency-wide Telework in Response to COVID-19 \(Ending Maximum Telework\)](#)
- Notice 20-10-A3 (Issued 12/23/2021), [Notice 20-10-A3, Telework and Leave Use in Response to COVID-19 \(Issued December 23, 2021\)](#)
- Notice 20-10-A2 (Issued 4/17/2020, Updated 6/14/2021), [Notice 20-10-A2, Telework and Leave Use in Response to COVID-19 \(Effective April 17, 2020\)](#) [During the agency’s transition to full onsite presence, Department Heads could continue to utilize telework where suitable. Departments were to begin moving to more structured telework arrangements and employees would be asked to complete applications requesting continued use of telework-pending until approved by supervisor.

SOCIAL DISTANCING LEAVE

Temporary paid Social Distancing Leave gave eligible employees the flexibility to take time off to deal with disruptions in their personal lives caused by COVID-19, including their own care, childcare, and other needs:

- Up to 80 hours of paid leave for Merit System and “Term” Contract employees to use at any time was extended from the initial deadline of June 30, 2020, through December 31, 2022.

- Notice 21-05-A1 (Issued 1/1/2022), [Third Update to Expiration Date for the Use of Social Distancing Leave](#) [Use of Social Distancing Leave for Merit and Term Contract employees was extended from 6/30/2022 through 12/31/2022]
- Notice 20-10-A3 (Issued 4/17/2020 and updated 12/22/2021), [Telework and Leave Use Directives in Response to COVID-19](#), [Use of Social Distancing Leave for non-represented Merit, Term Contract, FOP, and MCGEO represented employees was extended from 12/31/2021 through 6/30/2022]

- Notice 20-10-A2 (Issued 4/17/2020, Updated 6/14/2021), [Notice 20-10-A2, Telework and Leave Use in Response to COVID-19 \(Effective April 17, 2020\)](#) [Reiterated that Merit and Term employees could use Social Distancing Leave through 12/31/2021]
- Notice 21-05 (Issued 5/5/2021), [Second Update to Expiration Date for the Use of Social Distancing Leave Final](#) [Use of Social Distancing Leave for Merit and Term Contract employees extended from 6/30/2021 through 12/31/2021]
- Notice 20-10-A1 (Issued 4/17/2020 and updated 1/1/2021), [Telework Social Distancing and Leave Use Directives in Response to COVID-19-Updated-as-of-January-1-2021-Final](#) [Use of Social Distancing Leave for Merit and Term Contract set to expire 12/31/2020 extended 12/31/2020 through 6/30/2021]
- Notice 20-09 (Issued/effective 3/17/2020), [Modified Telework, Social Distancing, and Liberal Leave Directives in Response to COVID-19](#) [Use of Social Distancing Leave for Merit and Term Contract Employees extended from June 30, 2020, through 12/31/2020]

COVID-19 VACCINATION REQUIREMENTS

- All non-represented employees (Seasonal/Intermittent, Term, and Temporary), as well as, employees represented by the Fraternal Order of Police, Lodge #30 were required to be “fully vaccinated” by October 31, 2021, unless a medical or religious accommodation was approved by our agency.
- Any non-represented employee or employee represented by the FOP union who did not submit verification of being fully vaccinated or who did not have an approved exemption from the vaccination requirement by October 31, 2021, would be placed on unpaid leave, would be considered in violation of this policy, subject to discipline up to and including termination.
- Effective September 5, 2021, all new hires (Volunteers, Merit, Contract, Seasonal/Intermittent, Term, and Temporary) were required to be “fully vaccinated” unless a medical or religious accommodation was approved by the agency.

Notice 21-07 (Issued 9/15/2021) [Notice 21-07, COVID-19 Vaccination Requirements](#)

ADMINISTRATIVE LEAVE FOR THE COVID-19 BOOSTER SHOT

Merit System and Term Contract Employees were able to request up to two (2) hours of Administrative Leave, in advance, to take time off during their scheduled hours for a booster shot received after October 29, 2021. Proof of booster had to be provided to the supervisor, for approval of leave to be recorded on the time sheet.

Represented employees covered by collective bargaining were advised to refer to any relevant provisions covered by their respective Collective Bargaining Agreement.

Notice 21-09 (Issued 10/21/2021), [Administrative Leave for the COVID-19 Booster Shot](#)

ADMINISTRATIVE LEAVE TO RECOVER FROM ADVERSE SIDE EFFECTS CAUSED BY RECEIPT OF THE COVID-19 VACCINE AND BOOSTER SHOT

Eligible employees could request up to one (1) day of Administrative Leave to recover from any adverse side effects caused by receipt of the vaccine or booster. Leave could be requested only for the day, immediately following receipt of vaccine or booster.

- Park Police officers represented by the FOP union, non-represented Merit System employees, and Term Contract employees could request up to one (1) day (up to 10 hours for individuals regularly working 10-hour shifts) of Administrative Leave to take time off to recover from any adverse side effects caused by receipt of the second dose (of a two-dose vaccine) or first dose (of a one-dose vaccine).
- Non-represented Merit System, Term Contract, MCGEO, and FOP represented employees could request up to one (1) day (up to 10 hours for individuals regularly working 10-hour shifts) of Administrative Leave to take time off to recover from any adverse side effects caused by receipt of the booster.

- Notice 21-08-A2 (Issued 2/18/2022), [Administrative Leave to Recover from COVID-19 Vaccine and Booster](#) [Eligibility for Administrative Leave to recover from side effects caused by COVID-19 booster shot expanded to include MCGEO and FOP represented employees].
- Notice 21-08-A1 (Issued 12/1/2021), [Administrative Leave to Recover from COVID-19 Vaccine and Booster](#) [One (1) day Administrative Leave granted to non-represented Merit and Term Contract employees to recover from side effects caused by the COVID-19 booster shot]
- Notice 21-08 (Announced 10/6/2021, Effective 12/1/2021) [Administrative Leave to Recover from Adverse Side-Effects Caused by Receipt of the COVID-19 Vaccine](#) [One (1) day Administrative Leave granted to Park Police officers represented by the FOP-union (effective 9/8/2021), non-represented Merit System employees (inclusive of Park Police Command Staff) and Term Contract employees (effective 10/1/2021)]

FACEMASKS/COVERINGS

The agency implemented policies to regulate the wearing of facemasks/coverings in facilities/programs located in Prince George's County and Montgomery County while taking into consideration the changing landscape of COVID-19 in accordance with mandate/guidance from the federal, state, and local county governments, the CDC, and state and local health departments.

Whenever, facemasks/coverings were mandated, all employees and patrons had to comply or they would be refused entry into Commission facilities/programs.

Consistent with the State-issued guidance, in facilities where masks were no longer required, individuals who were not fully vaccinated were encouraged to wear facemasks, especially where social distancing could not be maintained. Any other individual who chose to continue wearing a mask could continue to do so without interference.

- Notice 22-04 (Issued 2/28/2022, replacing Notice 21-06-A3), [Updated Requirements on the Use of Facemasks/Coverings](#)

For indoor spaces accessible to the public, facemasks were no longer required in facilities/programs located in Prince George's County* or Montgomery County.

*Masks were required to be worn in indoor spaces for childcare facilities/programs. All employees and patrons had to comply or they would be refused entry into Commission facilities/programs.

- Notice 21-06-A3 (Issued 11/19/2021, updating Notice 21-06-A2, [Updated Requirements on Use of Facemasks/Coverings](#))

For indoor spaces accessible to the public, facemasks had to be worn by all individuals, age 2 and older, regardless of vaccination status in facilities/programs located in Prince George's County* or Montgomery County**.

*Facemasks were mandated in outdoor spaces for any employee working with children aged 12 and under.

** Effective 11/20/2021

- Notice 21-06-A2 (Issued 10/28/2021, updating Notice 21-06-A1), [Updated Requirements on the Use of Facemasks/Coverings](#)

- For indoor spaces in facilities/programs located in Prince George's County, facemasks had to be worn by all individuals regardless of vaccination status. For outdoor spaces, masks were mandated for any employee working with children aged 12 and under.
- For indoor spaces in facilities/programs located in Montgomery County, individuals were no longer required to wear a facemask regardless of vaccination status.

- Notice 21-06-A1 (Issued 8/6/2021, updating Notice 21-06), [Updated Requirements on the Use of Facemasks/Coverings](#)

- For indoor spaces in facilities/programs located in Prince George's County, facemasks had to be worn by all individuals regardless of vaccination status. For outdoor spaces, masks were mandated for any employee working with children aged 12 and under. (Effective 8/6/2021)
- For indoor spaces in facilities/programs located in Montgomery County, facemasks had to be worn by all individuals regardless of vaccination status. (Effective 8/7/2021)

- Notice 21-06 (Issued 5/19/2021, updating Notice 21-04) [Updated Requirements on Use of Face Coverings](#)

The agency would continue to follow CDC, State, and County mandates for COVID-19 protocols including the use of facemasks. The State of Maryland as well as Montgomery and Prince George's Counties have eased their outdoor and indoor mask mandates. Therefore, the agency would:

- No longer require the use of facemasks in outdoor spaces regardless of vaccination status. A few exceptions existed for Prince George's County facilities/programs.
- Follow the respective County orders on indoor mask requirements.

Notice 21-04: (Issued 4/20/2020, updated 4/29/2021) [Use of Facemasks/Coverings \(Updated April 29, 2021\)](#)

COVID-19 M-NCPPC HEALTHCARE PLAN MEASURES

- **CVS/Caremark-SilverScript Prescription Drug Plans**

- Free Home Delivery Continued - CVS Pharmacy waived charges for home delivery of all prescriptions and medication. This was to encourage people at higher risk for COVID-19 complications to stay home as much as possible and was a convenient option for anyone to avoid visits to the pharmacy for refills and new prescriptions
- Relaxed Refill Restrictions Continued through 7/31/2021 per the agency's request/approval.

CVS Caremark/SilverScript waived early refill limits on 30-day prescriptions for maintenance medications at any in-network pharmacy. Relaxing refill-too-soon limitations allowed members to fill maintenance medication prescriptions ahead of their normal fill schedule. This ensured that members were always able to maintain an adequate supply of medication on hand. When this provision ended members and pharmacists could request an override to allow an early refill, if they demonstrated a good reason.

- **COVID Anti-Viral Therapy Covered**

The agency authorized CVS Caremark and SilverScript to cover COVID-19 oral antiviral medication beginning 12/22/2021 to ensure that eligible patients could readily access these drugs at available pharmacies during the COVID-19 Public Health Emergency (PHE). This option was presented in response to Pfizer's receipt of an Emergency Use Authorization (EUA) from the FDA for its oral antiviral therapy for COVID-19. Merck received an EUA from the FDA for its oral antiviral therapy for COVID-19 on 12/23/2021.

During the PHE, the federal government covered the ingredient cost and Caremark and SilverScript covered the \$10 dispensing fee. Members' cost share was set at \$0.

- **FREE COVID-19 Test Kits Made Available Through M-NCPPC Medical and Prescription Drug Plans**

On January 10, the Biden Administration finalized guidance for commercial insurance coverage of over-the-counter (OTC) COVID-19 tests without a prescription at a \$0 member cost share, effective January 15, 2022, through the end of the Public Health Emergency (PHE).

In accordance with the finalized guidelines, beginning January 15, 2022, until the end of the PHE, members covered under the agency's medical plan (UnitedHealthcare POS/HMO/Medicare Complement or Kaiser Permanente HMO)/Medicare Advantage Plan or prescription drug plan (Caremark or SilverScript) could:

- Purchase COVID-19 FDA approved COVID-19 at-home test kits up front at point-of-sale for \$0 member cost or could be reimbursed for out-of-pocket costs directly from the medical plan by submitting an online or paper claim.
- Obtain up to eight (8) kits per member per month.

- **Notification of FDA COVID-19 Test Kits Expiration Extension**

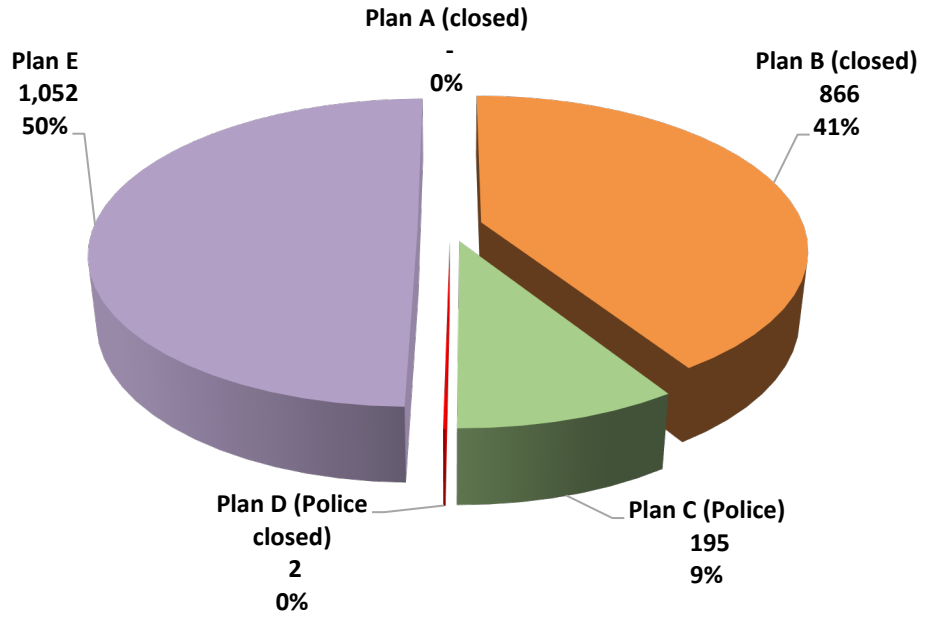
To keep employees informed, the Risk Management and Safety Office notified employees via an agency-wide email dated 6/3/2022, that the FDA had granted a 3-month shelf-life extension for Health COVID-19 Antigen Rapid Test Kits; extending the shelf-life from 6 months to 9 months.

Retirement Benefits -Career

Since 1978, the Commission has offered a pension program to its career workforce. Enrollment is mandatory, and plans are jointly funded through employer and employee contributions. There are five defined benefit plans:

1. Plan A is non-integrated with Social Security and has been closed to new membership since December 31, 1978. There are no active career employees in Plan A.
2. Plan B is integrated with Social Security; 41.4% of the workforce, or 866 active employees, are in Plan B. This plan was closed to new members on December 31, 2012. Normal retirement for employees in both Plan A and Plan B is age 60 with at least five years of credited service or 30 years of credited service regardless of age.
3. Plans C and D are the retirement plans for the Park Police and account for 9.3% of active employee retirement plan membership. Plan C has 9.3% or 195 members and Plan D has less than .09% or 2 members. Plan D was closed to new members in July 1993.
4. Normal retirement for employees in Plan C is 25 years of credited service or age 55 with at least five years of service.
5. Normal retirement for employees in Plan D is 22 years of credited service or age 55 with at least five years of service.
6. Plan E is mandatory for all full-time and part-time Merit System employees (except Park Police), for individuals employed by the Employees' Retirement System, Appointed Officials, and employees exempted from the Merit System who are employed or appointed on or after January 1, 2013. Plan E has 50.3% of the career workforce or 1,052 members.
7. Normal retirement for employees in Plan E is age 62 with at least 10 years of credited service, or 30 years of credited service regardless of age.
8. For all plans, employees are eligible to convert accumulated sick leave into credited service at the time of retirement. Employees may use a maximum of 14 months of sick leave to qualify for early or normal retirement.

Participation in Employee Retirement Plans



Total Employees in the Retirement System: 2,115*
Plan A (non-police), Plan B (non-police), and Plan D (police) are closed to new participants.
Plan C (police) and Plan E (non-police) remain open to new participants.

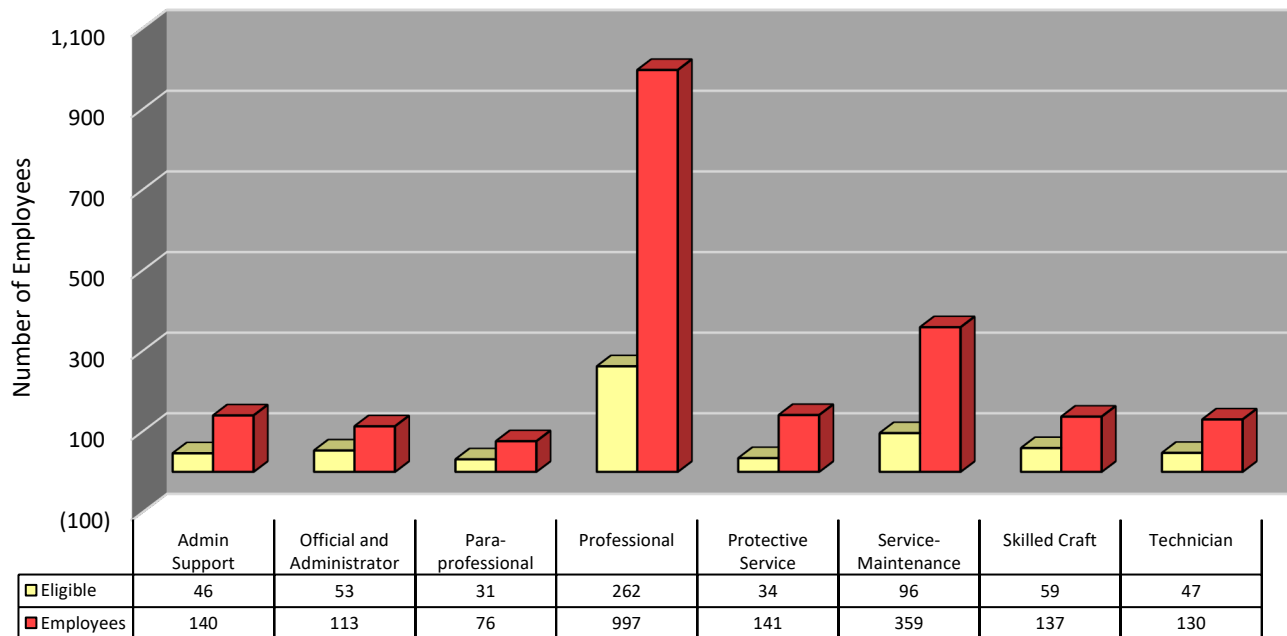
*Participation in the employees' retirement system includes employees who are vested, even if they are no longer employed with the Commission.

For retirement eligibility statistics see page 32.

Career Employees Eligible for Normal Retirement Between FY23 and FY27

	FY23	FY24	FY25	FY26	FY27	Total
CAS	36	3	4	7	8	58
MC Commissioners' Office	0	0	0	0	1	1
MC Planning	21	3	3	3	2	32
MC Parks	91	14	22	22	24	173
MC Sub Total	112	17	25	25	27	206
PGC Commissioners' Office	6	1	0	0	0	7
PGC Planning	28	5	3	7	7	50
PGC Parks and Recreation	189	26	38	23	31	307
PGC Sub Total	223	32	41	30	38	364
Commission Total	371	52	70	62	73	628

Career Employees Eligible for Retirement Between FY22 and FY27 (Commission-Wide)

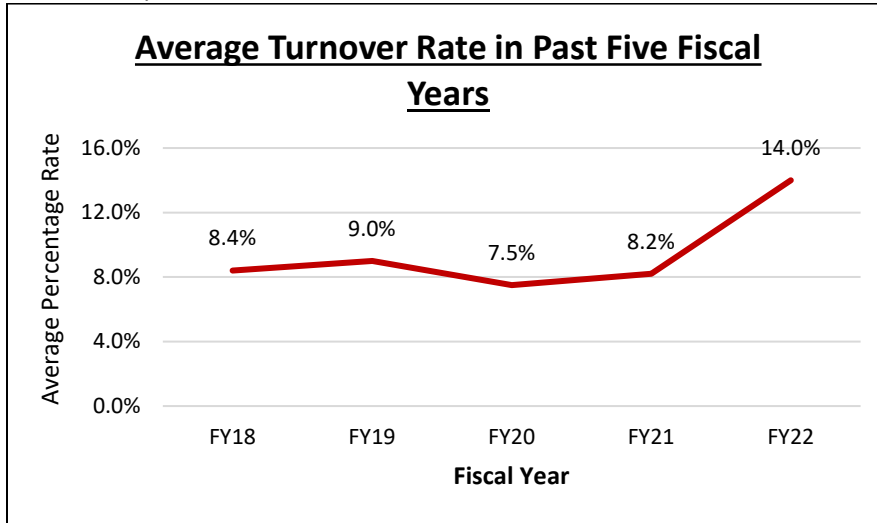


Between FY23 through FY27, 628 out of 2,093 (30.0%) of current employees will reach normal retirement eligibility. This is an average of 126 employees for each of those years. Based on the number of employees, by EEO category this represents:

- 32.9% of the Administrative Support category
- 46.9% of the Official and Administrator category
- 40.8% of the Paraprofessional category
- 26.3% of the Professional category
- 24.1% of the Protective Service category
- 26.7% of the Service-Maintenance category
- 43.1% of the Skilled Craft category
- 36.2% of the Technician category

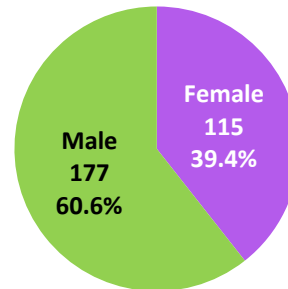
Turnover - Career

The turnover rate in FY22 was 14% or 292 employees. The average turnover rate for the past five fiscal years (FY17 – FY22) is 9.4%.



- In FY22, 60.6% of employees who separated employment were male and 39.4% were female.

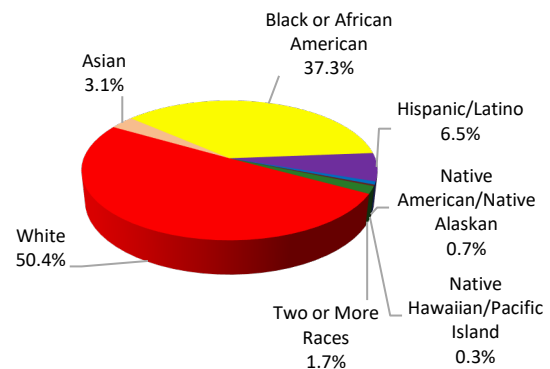
Separations by Gender



- In FY22, the composition of separating employees was:

- 3.1% Asian
- 37.3% Black or African American
- 6.5% Hispanic or Latino
- 0.7% Native American/Native Alaskan
- 0.3% Native Hawaiian/Pacific Island
- 1.7% Two or More Races
- 50.4% White (Not Hispanic or Latino)

Separations by Race/Ethnicity

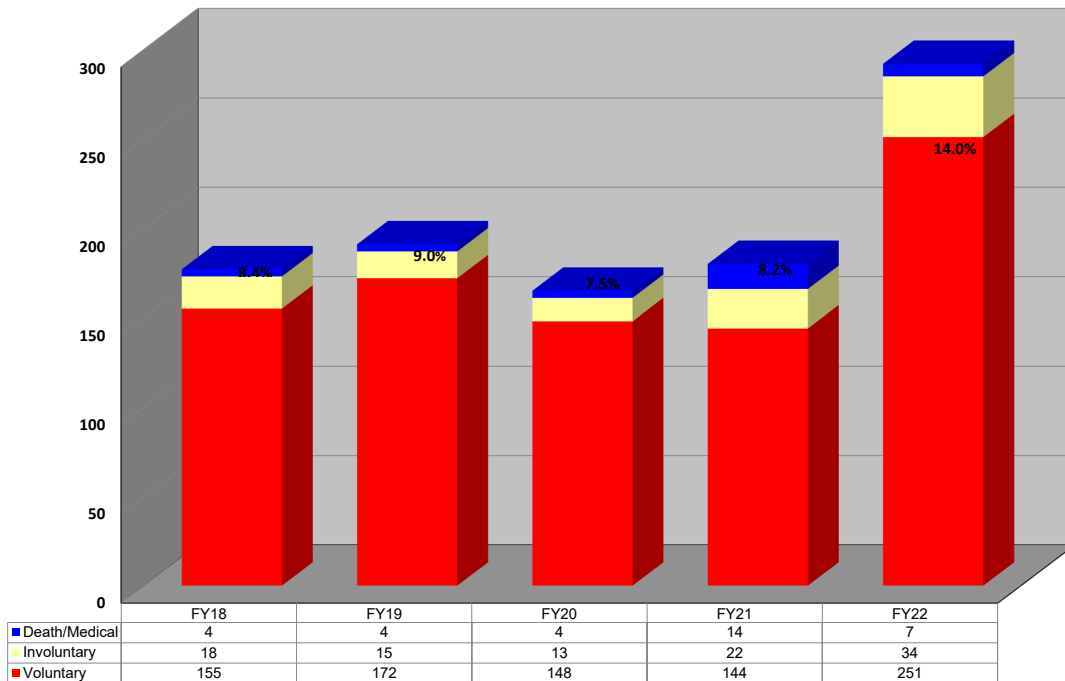


- In FY22, the three primary reasons for separations were a new job, personal reasons, and normal retirement. For all separations statistics by reason see page 34.

Number of Separations by Reason and Fiscal Year

		FY17	FY18	FY19	FY20	FY21	FY22
Voluntary	New Job	41	41	32	35	32	54
	Relocation	7	3	8	7	4	1
	Personal Reasons	24	24	37	28	35	94
	Return to School	2	1	1	0	0	0
	Early Retirement	7	9	0	10	7	14
	Normal Retirement	67	74	88	64	62	83
	Quit Without Notice (No Show)	1	2	6	4	4	5
	Other	0	1	0	0	0	0
Involuntary	Violation of Rules	7	6	10	7	14	29
	Background	0	0	0	0	1	0
	Unsatisfactory Performance	4	10	5	4	7	3
	Reduction in Force (RIF)	0	0	0	0	0	0
	Dismissal/Job Abandonment	0	2	0	2	0	2
Other	Death	3	3	4	4	14	7
	Not Specified	0	0	0	0	0	0
	Disability Medical	0	0	0	0	0	0
	Resign Medical	5	1	0	0	0	0
Total Separations		168	177	191	165	180	292
Turnover Rate		8.2%	8.4%	9.0%	7.5%	8.2%	14.0%

Career Turnover By Separation Reason FY18-FY22



Trends in the Career Employee
Lifecycle
Recruitment, Salary,
Demographics, Retirement,
and Turnover Trends

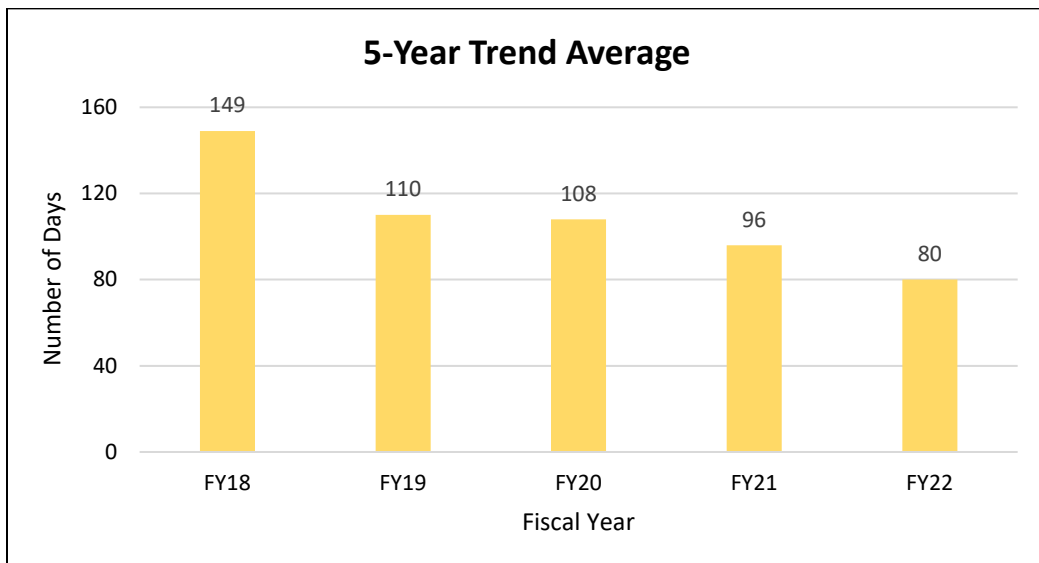
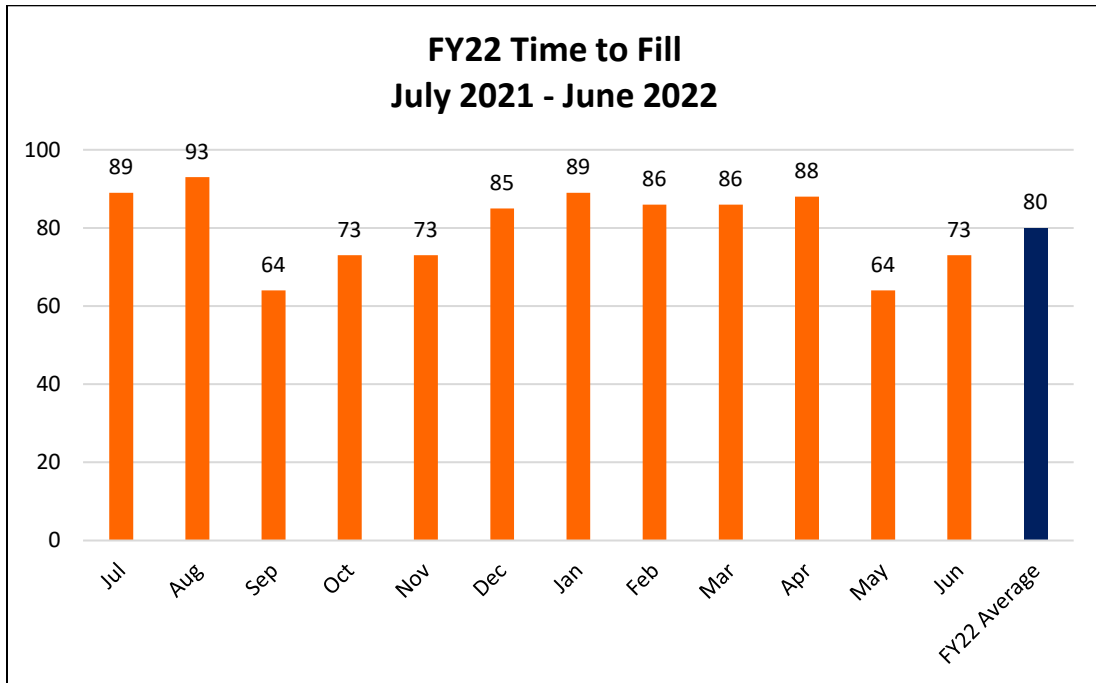
TRENDS IN THE CAREER EMPLOYEE LIFECYCLE

FY22 Personnel Management Review: Trends in the Career Employee Lifecycle

Recruitment, Salary, Demographics, Retirement, and Turnover Trends

1. Recruitment Trends

The average number of days to fill a position indicates the time between the date a position is posted/advertised and the date of hire. In FY22, it took an average of 80 days to fill a position by these metrics. Many variables contribute to the average number of days it takes to fill positions. The chart includes positions filled by both internal employees and external candidates. The chart excludes appointed positions and Park Police selections that follow specific hiring and promotional requirements.



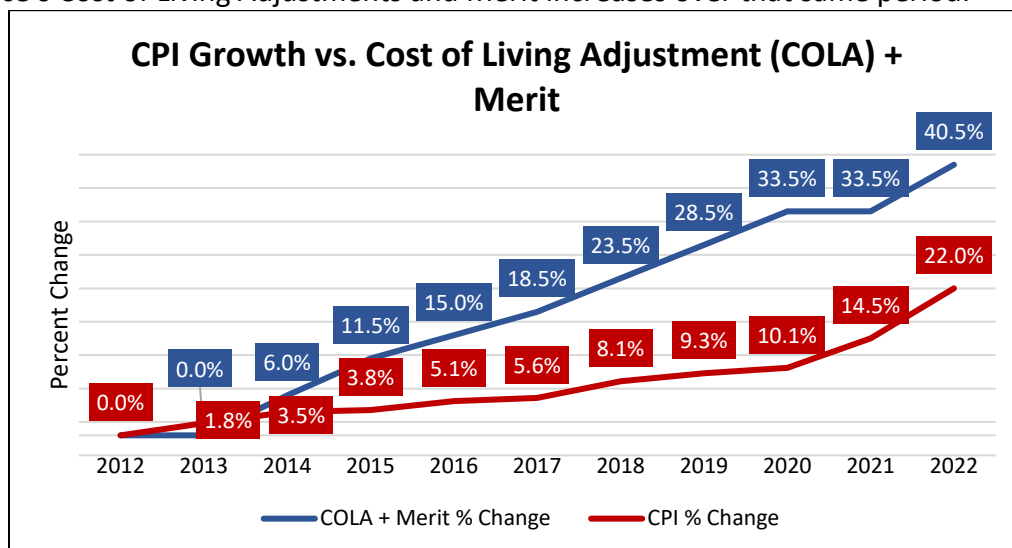
2. Cost of Living Adjustment and Merit Increase Trends

In FY22, career employees (excluding Park Police Officers) did not receive a COLA. They did receive a 3.5% merit increase paid at the time of their FY22 anniversary and a 3.5% make-up merit increase (for FY21) paid on 6/12/22. Pay schedule maximums were adjusted by 3.5%. If an employee was at the top of grade on 6/30/21, then they received a 1.75% merit increase for FY22 and a 1.75% make-up merit increase on 6/12/22. Park Police Officers received a 3.5% step increase paid at the time of their anniversary and a 3.5% step increase (make-up merit) paid on 6/12/22.

M-NCPPC Five-Year COLA and Merit Increases

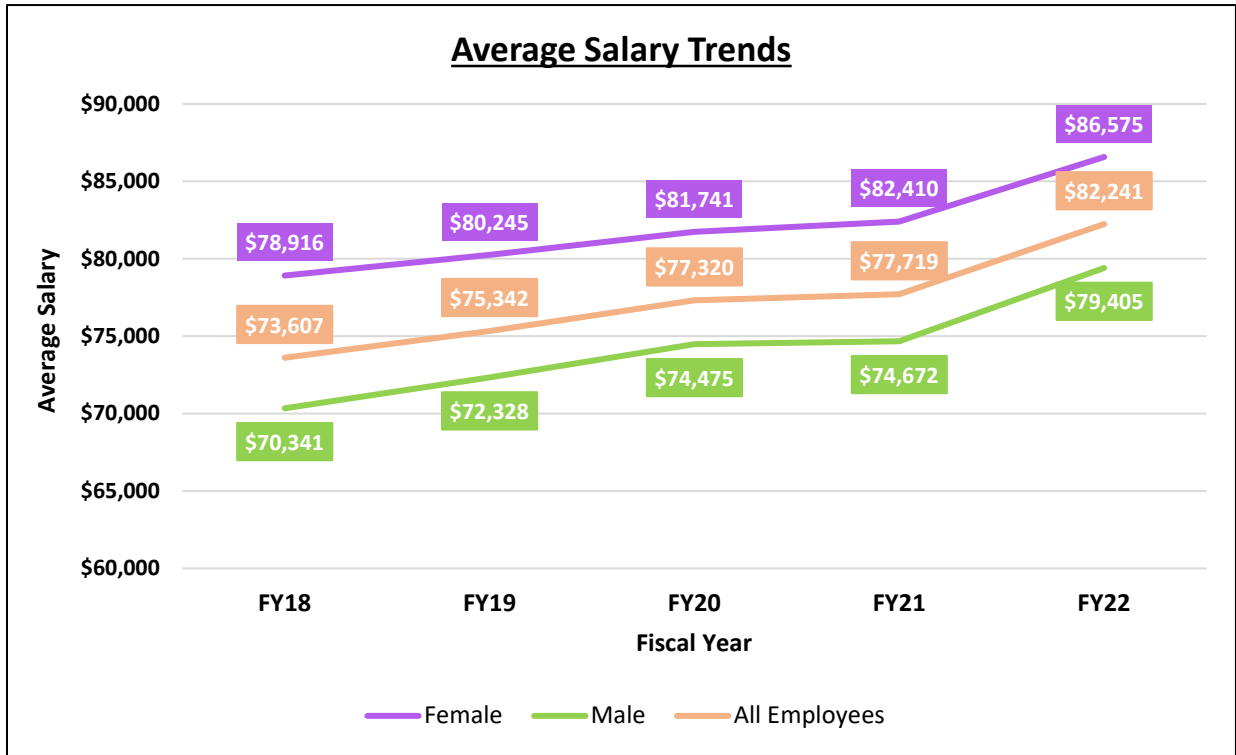
	FY18	FY19	FY20	FY21	FY22
<u>Non-Represented</u>					
Increment (Merit)	3.50%	3.5%	3.5%	0.0%	3.5% + 3.5% (FY21 make-up merit on 6/12/22)
General Adjustment (COLA)	1.50%	1.50%	1.50%	.75%*	0.0%
(effective date)	8/17	10/18	7/19	11/20	
Lump-sum Payment	.5% for Ees at TOG and not eligible for merit or longevity			*Command Officers and Candidates only. No other increases	
<u>MC GEO Local 1994</u>					
Increment (Merit)	3.50%	3.5%	3.5%	0.0%*	3.5% + 3.5% (FY21 make-up merit on 6/12/22)
General Adjustment (COLA)	1.50%	1.5%	1.5%	0.0%	0.0%
(effective date)	8/17	10/18	7/19		
Lump-sum Payment	.5% for Ees at TOG and not eligible for merit or longevity			*MCGEO employees are eligible for longevity only.	
<u>FOP Lodge 30</u>					
Increment (Merit)	3.50%	3.5%	3.5%	0.0%	3.5% + 3.5% (FY21 make-up merit on 6/12/22)
General Adjustment (COLA)	1.5%	1.0%	1.0%	.75%	0.0%
(effective date)	7/17	7/18	7/19	11/20	
Lump-sum Payment					

The red line on the chart below depicts the cumulative growth of the Consumer Price Index (CPI) over the last 10 years (FY13 – FY22). The blue line, in comparison, represents the cumulative M-NCPPC career General Service workforce’s Cost of Living Adjustments and Merit increases over that same period.



3. Employee Salary Trends

In FY22 the Commission’s average salary for all career employees increased by 5.8% from \$77,719 in FY21 to \$82,241 in FY22.



4. Top-of-Grade Trends

Top-of-Grade TOG is defined as the maximum annual salary (\$) of a position’s grade salary range. Employees at TOG identified are within \$10.00 of their position’s grade maximum annual salary. In FY22, the percentage of career employees at the top of the grade was 15.9%. This is a decrease from the percentage of employees at the top of grade in FY21 at 17.0%.

Five-Year Top-of-Grade Distribution Trends

Top of Grade	FY18	FY19	FY20	FY21	FY22
# of EEs	370	353	425	372	332
% of Career EEs	17.5%	16.7%	19.3%	17.0%	15.9%

5. Five-Year Demographic Trends

In the past five fiscal years, there have been incremental changes in the Commission’s career workforce demographics.

**Five-Year Demographic Distribution by Race/Ethnicity and Gender:
FY2018 – FY2022**

	FY18	FY19	FY20	FY21	FY22	% Change over 5 years
American Indian or Alaska Native	10	8	10	9	10	0.0%
Asian	90	87	91	94	97	7.8%
Black or African American	790	810	847	855	822	4.1%
Hispanic or Latino	150	149	153	155	160	6.7%
Native Hawaiian or Other Pacific Islander	1	1	1	1	1	0.0%
Two or More Races ¹	3	7	21	25	25	833% ¹
White	1,067	1,053	1,084	1,045	978	-8.3%
Minority Combined Total	1,044	1,062	1,123	1,139	1,115	6.8%
Women	804	805	864	860	828	3.0%
Men	1,307	1,310	1,343	1,324	1,265	-3.2%
Total Career Workforce	2,111	2,115	2,207	2,184	2,093	-.9%

¹ This Ethnic/Race Identification Category has been added to Federal EEO-4 survey forms, M-NCPPC ethnicity selection forms, and the Human Capital Management System (HCM) in FY18.

6. Five-Year Age Distribution Trends

In the past five fiscal years, the percentage of employees in the 60+ age category has grown from 15.0% to 15.9% of the career workforce.

Five-Year Demographic Distribution by Age: FY2018 – FY2022

	FY18		FY19		FY20		FY21		FY22	
Age / % of Population										
60+ Years of Age	316	15.0%	347	16.4%	334	15.1%	340	15.6%	333	15.9%
50-59 Years of Age	664	31.5%	624	29.5%	623	28.2%	612	28.0%	574	27.4%
40-49 Years of Age	501	23.7%	498	23.5%	535	24.2%	533	24.4%	529	25.3%
30-39 Years of Age	443	21.0%	472	22.3%	500	22.7%	520	23.8%	500	23.9%
19-29 Years of Age	187	8.9%	174	8.2%	215	9.7%	179	8.2%	157	7.5%
Total Career Workforce	2,111		2,115		2,207		2,184		2,093	

7. Retirement Eligibility and Projection Trends

Over the past five fiscal years, the percentage of employees eligible for normal retirement has remained somewhat consistent, with slight increases and decreases in the percentage.

Fiscal Year	Five-Year Trend
FY22	30.0%
FY21	30.3%
FY20	30.0%
FY19	30.4%
FY18	31.9%

In FY23, 371 out of 2093 employees (17.7% of the workforce) will be eligible for normal retirement. Between FY23 and FY27, 628 out of 2,093 employees, 30.0% of all career employees (full-time and part-time) will be eligible for normal retirement.

EEO Job Category	FY2023	FY2024	FY2025	FY2026	FY2027	5-year Total	% of EEO Category
Administrative Support	30	6	2	4	4	46	32.9%
Official and Administrator	35	3	3	8	4	53	46.9%
Paraprofessional	16	3	2	2	8	31	40.8%
Professional	156	24	29	23	30	262	26.3%
Protective Service	13	4	5	7	5	34	24.1%
Service-Maintenance	62	4	14	8	8	96	26.7%
Skilled Craft	30	4	9	7	9	59	43.1%
Technician	29	4	6	3	5	47	36.2%
Total	371	52	70	62	73	628	30.0%

8. Retirement Trends

Five-Year Retirement Separations

Fiscal Year	Number Retired	% of Workforce Retired
FY22	97	4.6%
FY21	69	3.2%
FY20	74	3.4%
FY19	88	4.2%
FY18	83	3.9%

9. Turnover Trends

The turnover rate for career employees in FY22 was 14.0%.

FY18	FY19	FY20	FY21	FY22
8.4%	9.0%	8.2%	8.2%	14.0%

Turnover rates as reported by the DC SHRM for FY22. M-NCPPC is at the higher end of organizations that reported this data.

Organization	Turnover Rate
Anne Arundel County Government	22.6%
Metropolitan Washington Airports Authority	15.5%
M-NCPPC	14.0%
Arlington County Government	12.8%
Loudoun County	8.6%
Prince George's County Government	8.0%
DC Government OCFO	7.0%
The City of Frederick	4.8%
Montgomery County Government	3.2%

Non-Permanent Workforce Highlights

NON-PERMANENT WORKFORCE HIGHLIGHTS

Non-Permanent (Seasonal/Intermittent, Temporary and Term Contract) Workforce Composition, Demographics, & Benefits

- In FY22, the non-career workforce totaled 3,529 employees (as of 6/30/2021). Of this number, 99.4% (3,508) were Seasonal/Intermittent Contract, 0.6% (19) were Term Contract and 0.1% (2) were Temporary Contract.
- Of non-permanent/seasonal employees, 87.1% worked in Prince George’s County Department of Parks and Recreation and 12.0% worked in Montgomery County Department of Parks.

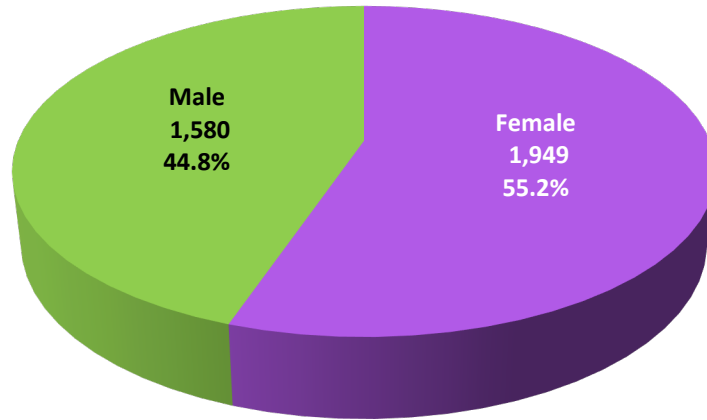
Non-Permanent/Seasonal Employee Distribution by Department

Department	Count	Percentage
Bi-County Corporate Operations	11	0.31%
Montgomery County Commissioners' Office	1	0.03%
Montgomery County Planning	9	0.26%
Montgomery County Parks	425	12.04%
Prince George's County Commissioners' Office	1	0.03%
Prince George's County Planning	9	0.26%
Prince George's County Parks and Recreation	3,073	87.08%
M-NCPPC Non-Permanent/Seasonal Employees Total	3,529	100.00%

Non-Permanent/Seasonal Employee Distribution by Department		
Bi-County Corporate Operations	11	0.3%
Montgomery County Commissioners' Office	1	0.0%
Montgomery County Planning	9	0.3%
Montgomery County Parks	425	12.0%
Prince George's County Commissioners' Office	1	0.0%
Prince George's County Planning	9	0.3%
Prince George's County Parks and Recreation	3,073	87.1%
M-NCPPC Non-Permanent/Seasonal Employees Total	3,529	100.00%

- The gender composition of non-career employees in FY22 was 55.2% female and 44.8% male.

Non-Permanent Seasonal Employees by Gender

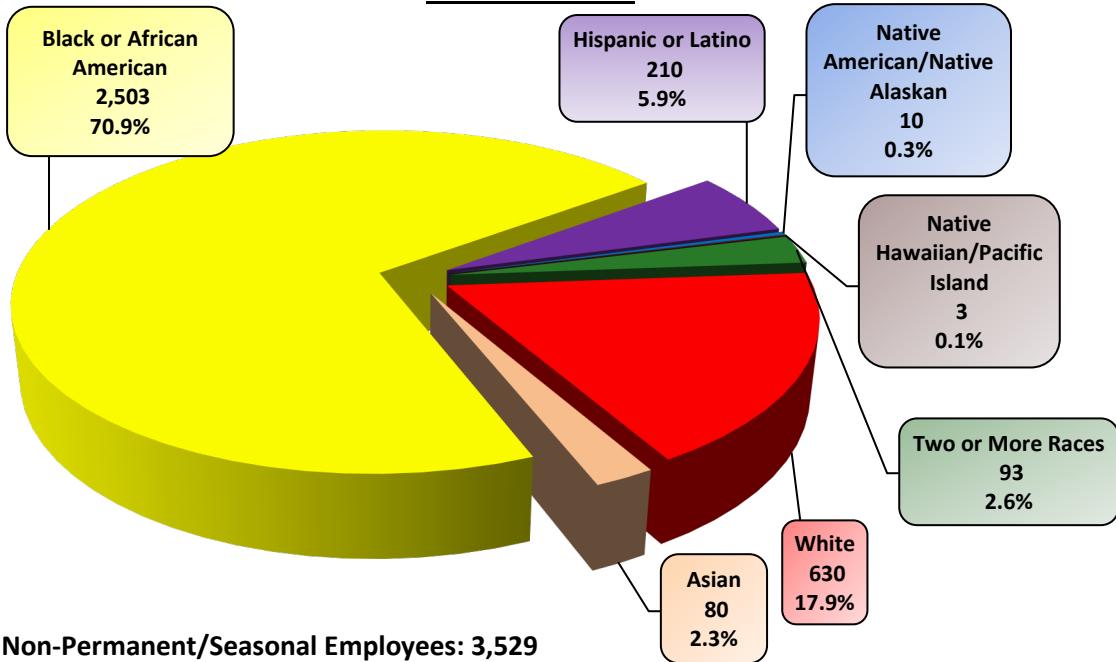


Total Non-Permanent/Seasonal Employees: 3,529

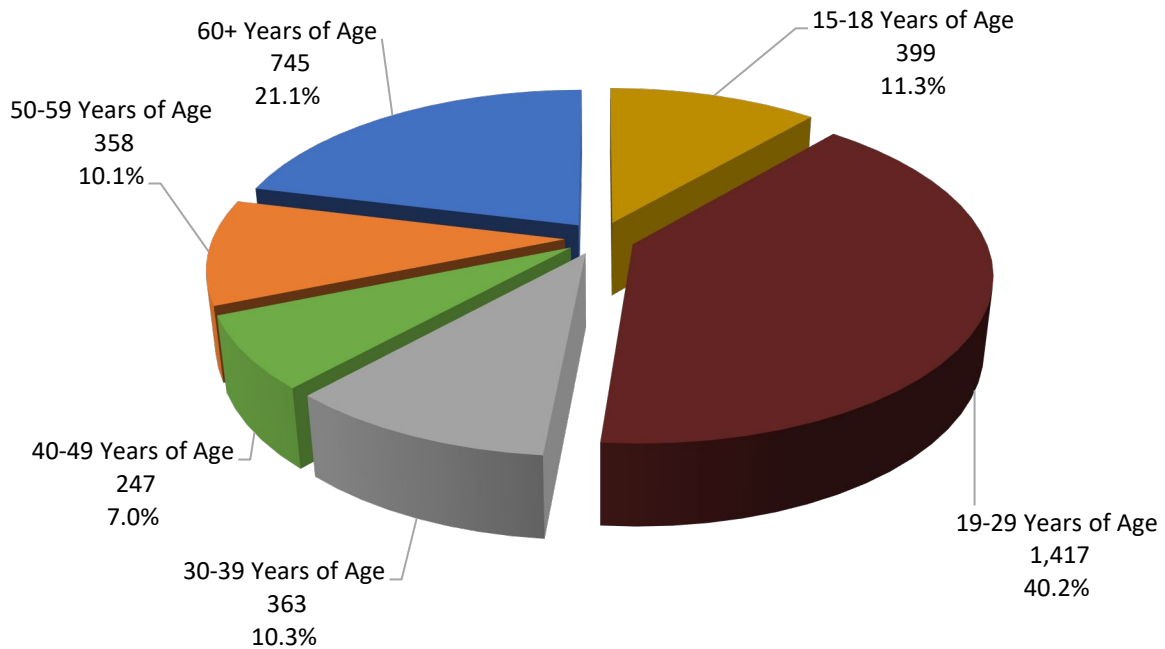
- In FY22, the racial/ethnic composition of non-career employees was as follows:

Non-Permanent/Seasonal Employees by EE0-4 Race/Ethnic

Identification



Distribution of Non-Permanent Employees by Age



Average Age: 38 years

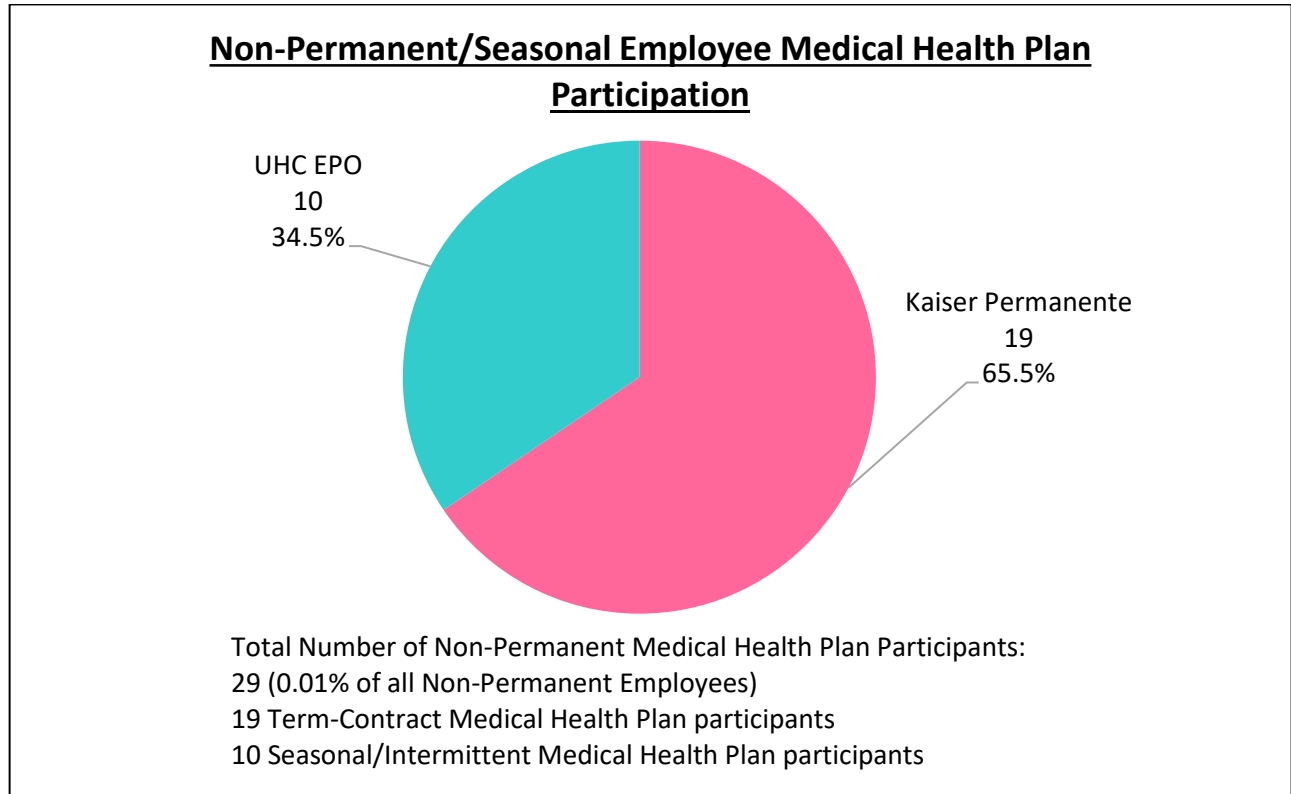
Total Non-Permanent/Seasonal Employees: 3,529

Benefits – Non-Permanent/Seasonal Employees

The Commission offered seasonal/intermittent, term contract, and temporary benefits. Below is a list of eligible benefits

- **Seasonal/Intermittent**
 - Credit Union Membership
 - Direct Deposit
 - Family Medical Leave (subject to meeting minimum service and work-hour requirements)
 - Leave without pay
 - Medical – Kaiser Permanente HMO and Prescription Drugs
 - Medical – United Healthcare Select EPO Plan
 - Prescription – Caremark
 - Medical health benefits are offered as long as they meet the requirements for the Affordable Care Act as they apply to M-NCPPC and the employee works on average a minimum of 30 hours per week over the course of a twelve (12) month period as defined by the Affordable Care Act
 - In FY18, with the passage of the Maryland Healthy Working Families Act employees who work at least 24 hours, per bi-weekly pay period, are eligible to earn up to 40 hours of sick leave each calendar year
- **Term Contract**
 - Credit Union Membership
 - Direct Deposit
 - Deferred Compensation
 - Employee Assistance Program (EAP)
 - Flexible Spending Account
 - Family Medical Leave
 - Workers Compensation
 - Traditional IRA
 - Roth IRA
 - Medical – Kaiser Permanente HMO and Prescription Drugs
 - Medical – United Healthcare Select EPO Plan
 - Prescription – Caremark
 - Annual leave: up 2 weeks of paid generic leave, Paid holiday leave, Administrative leave, Holiday pay when working a holiday, FMLA (subject to meeting minimum service and work-hour requirements), and Leave without pay
 - Term Contract employees are eligible at the time of hire for medical health insurance, prescription plan, flexible spending accounts, and retirement programs including Traditional and Roth IRA Deferred Compensation IRC 457, and flexible spending accounts
- **Temporary**
 - Direct Deposit
 - Leave without pay
 - FMLA (subject to meeting minimum service and work-hour requirements)
 - In FY18, with the passage of the Maryland Healthy Working Families Act employees who work at least 24 hours, per bi-weekly pay period, are eligible to earn up to 40 hours of sick leave each calendar year
 - Temporary employees are not eligible for health benefits

Health Benefits – Non-Permanent/Seasonal Employees



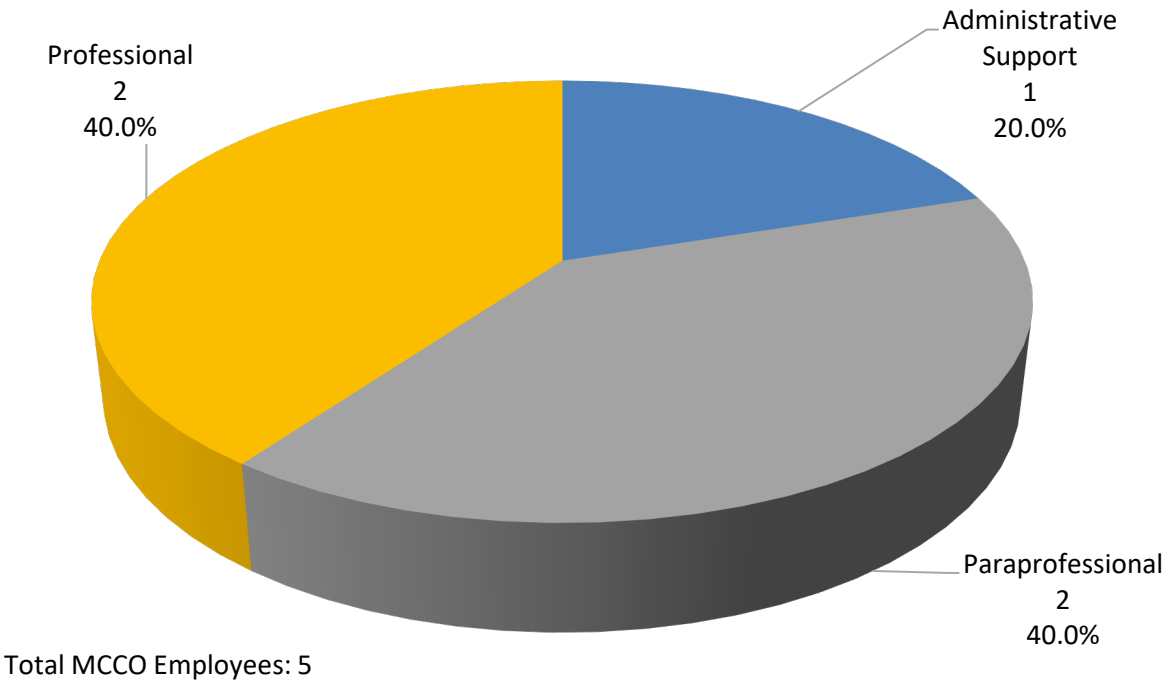
Note: In FY18 the passage of the Maryland Health Working Families Act made up to 40 hours of sick leave benefits available to Seasonal/Intermittent and Temporary Contract employees who work at least 24 hours in a bi-weekly pay period.

M-NCPPC Montgomery County

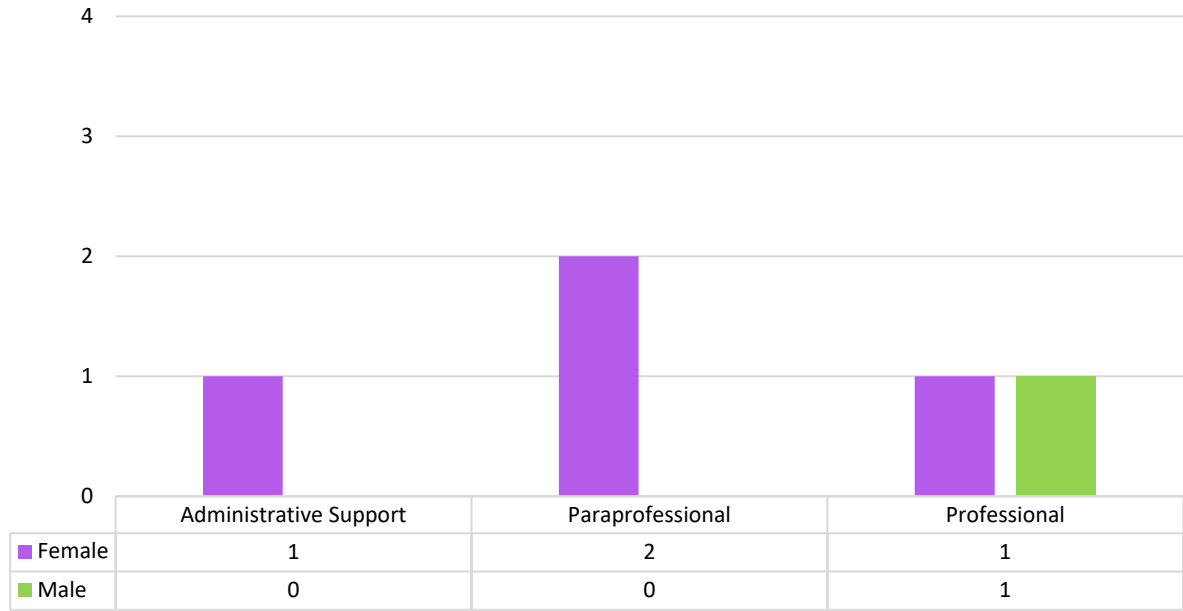
*Commissioners' Office
Department of Planning
Department of Parks*

M-NCPPC MONTGOMERY COUNTY

Career Employees by EEO-4 Job Category:
Montgomery County Commissioners' Office

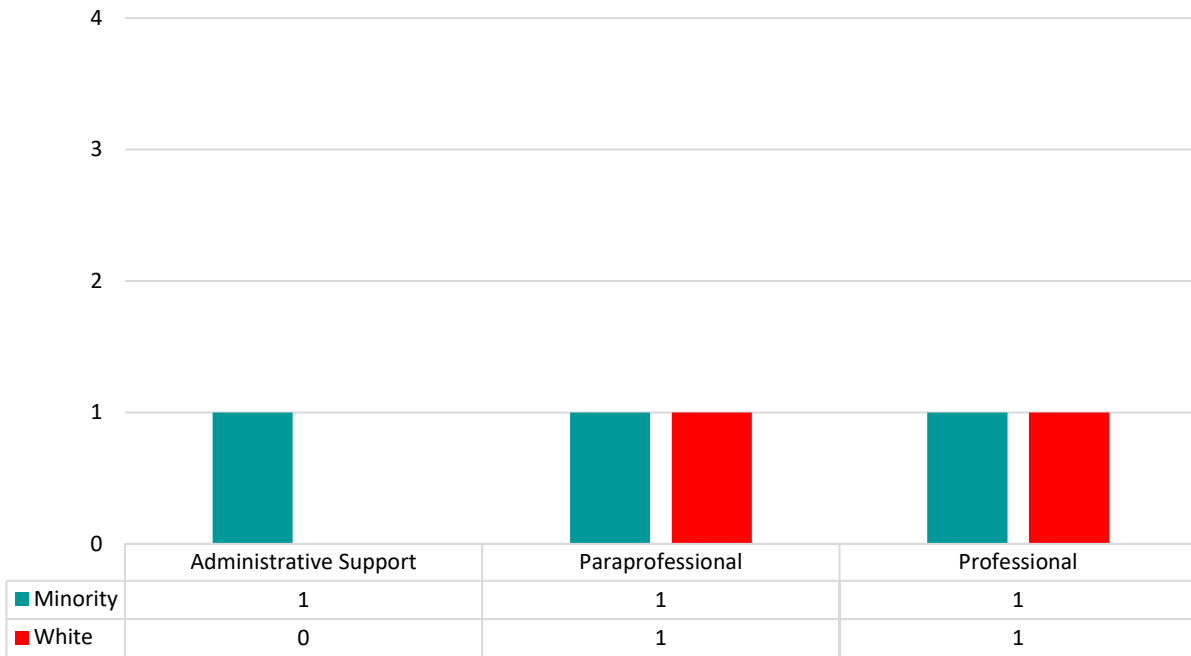


Distribution by EEO-4 Job Category and Gender



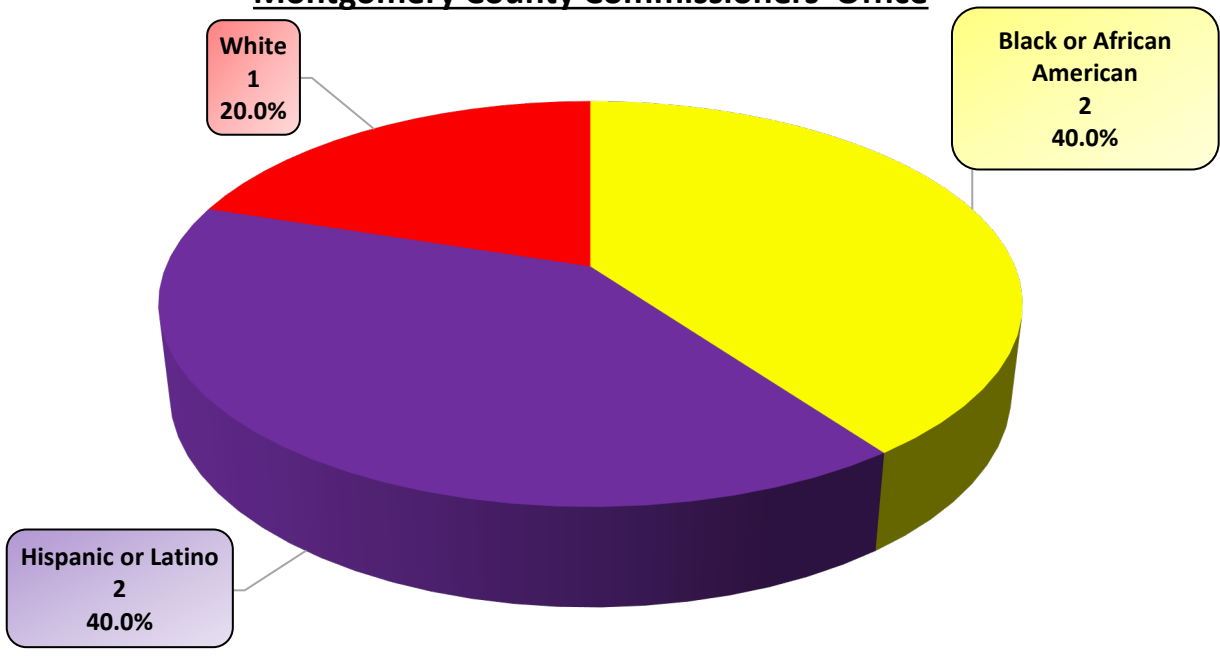
Total MCCO Employees: 5

Distribution by EEO-4 Job Category and Race/Ethnicity



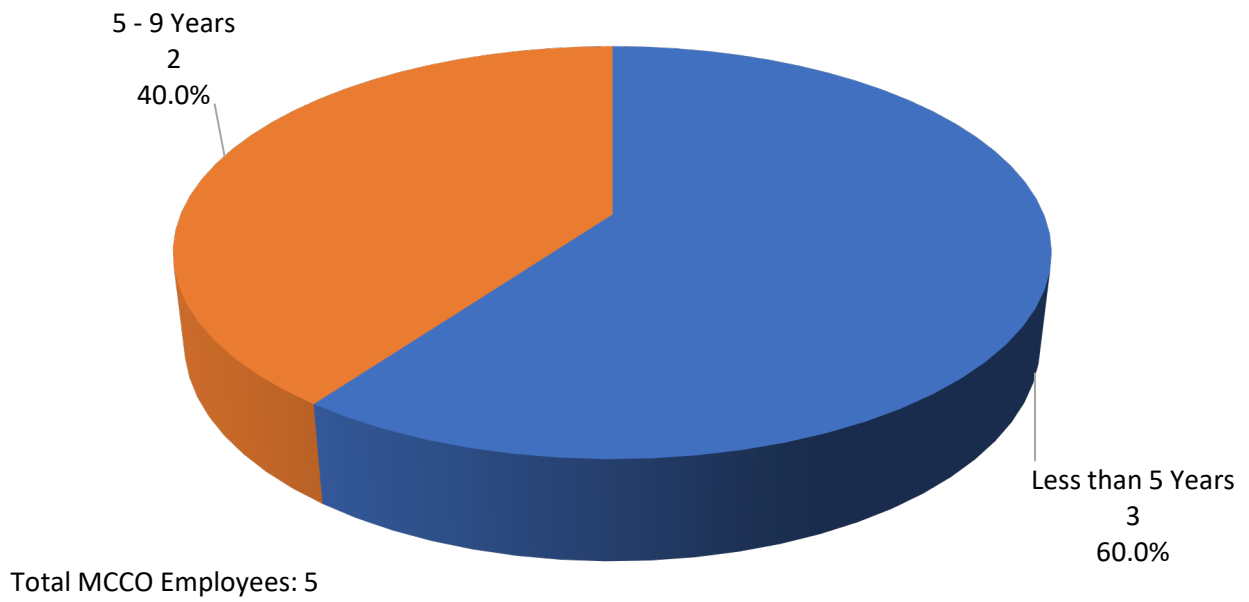
Total MCCO Employees: 5

EEO-4 Race/Ethnic Identification, Career Employees
Montgomery County Commissioners' Office

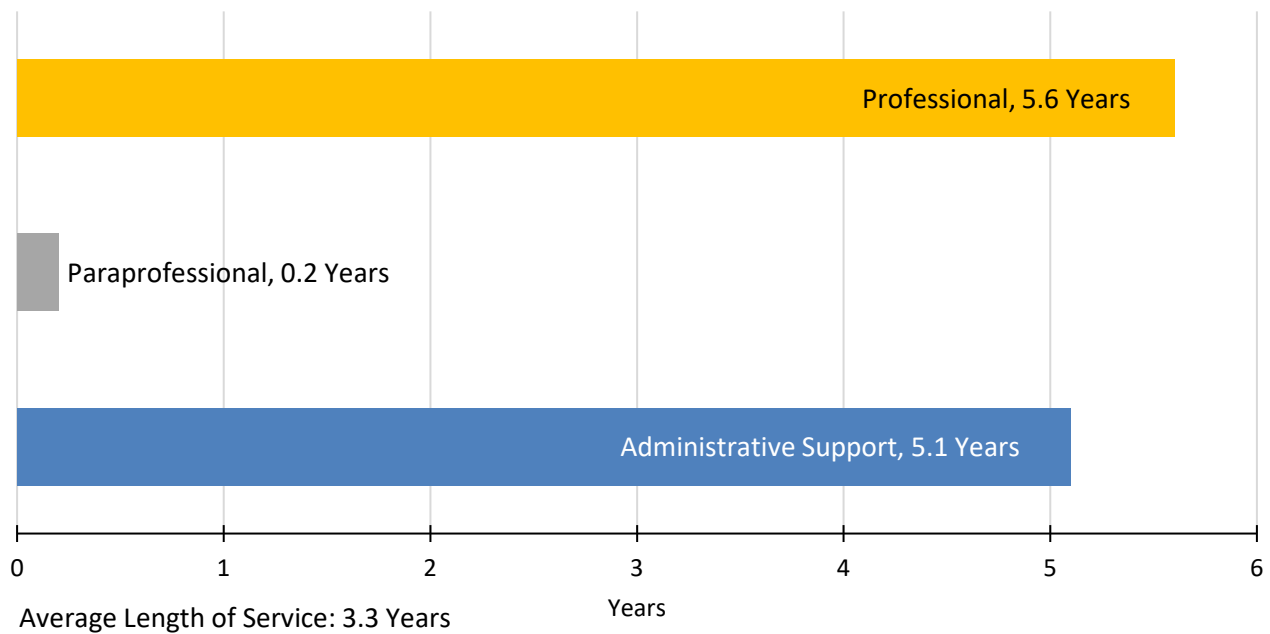


Total MCCO Employees: 5

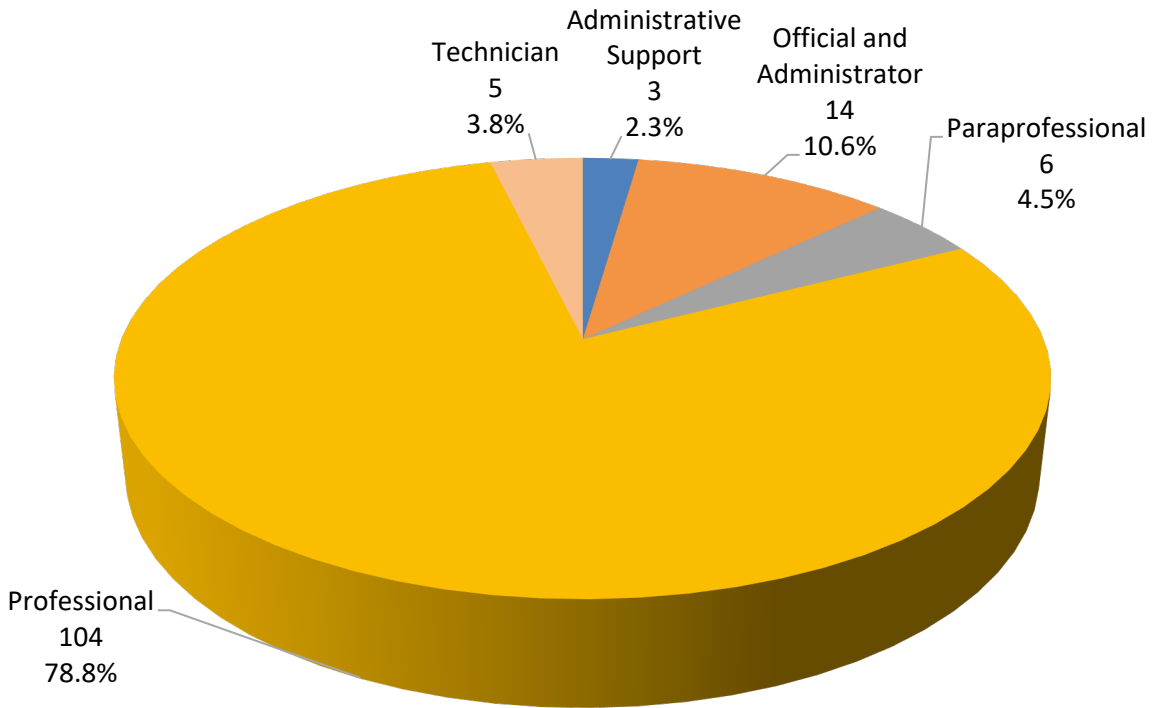
**Length of Service for Career Employees:
Montgomery County Commissioners' Office**



**Average Length of Service by EEO-4 Job Category:
Montgomery County Commissioners' Office**

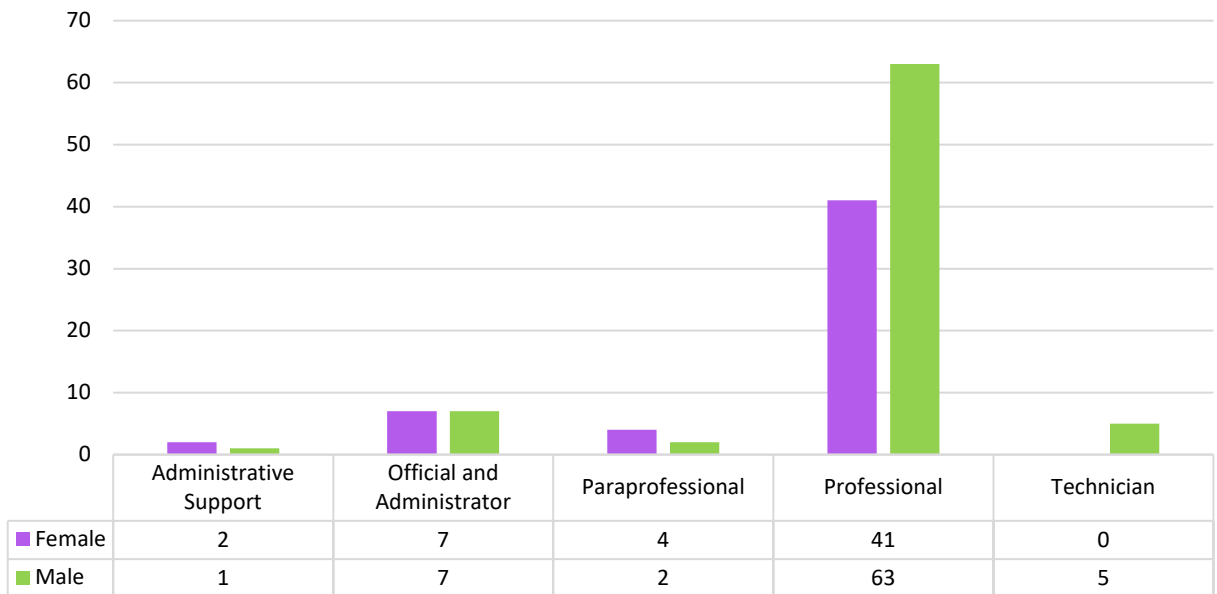


Career Employees by EEO-4 Job Category:
Montgomery County Planning



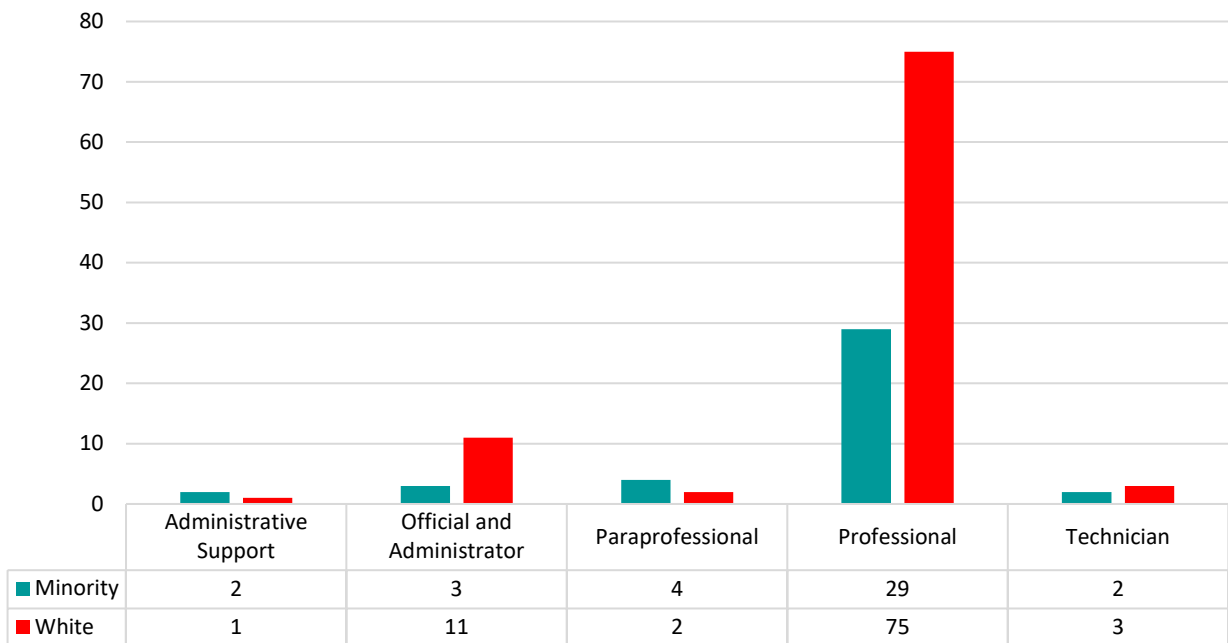
Total MCPL Employees: 132

Distribution by EEO-4 Job Category and Gender



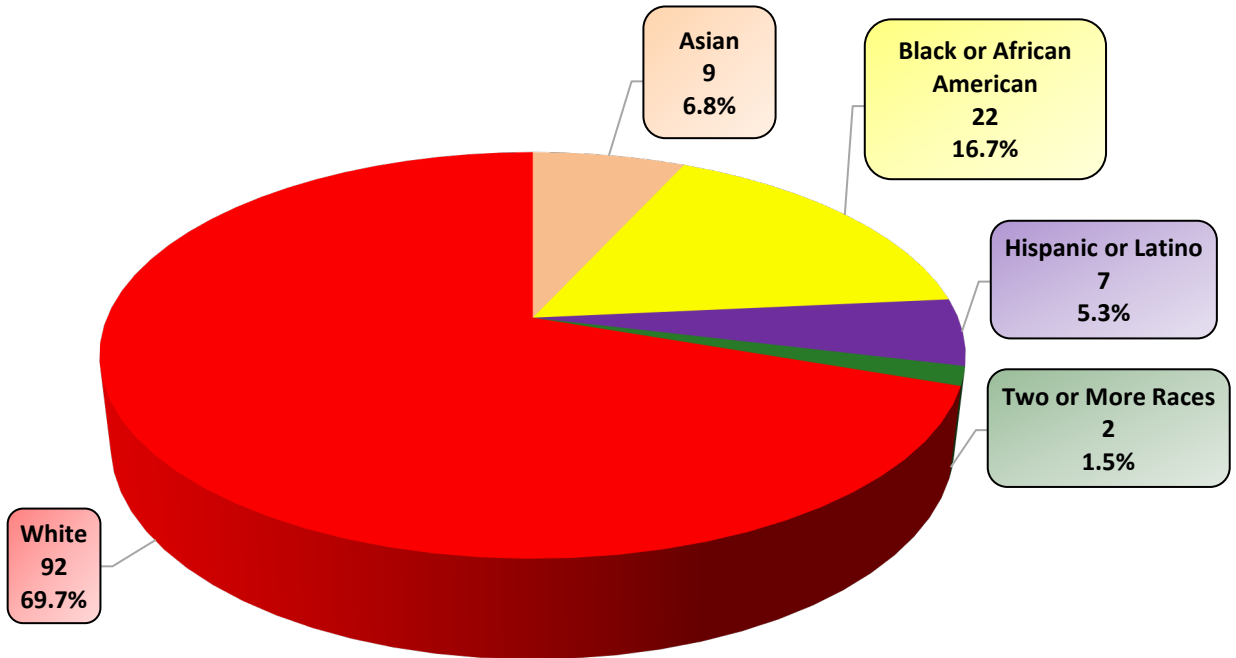
Total MCPL Employees: 132

Distribution by EEO-4 Job Category and Race/Ethnicity



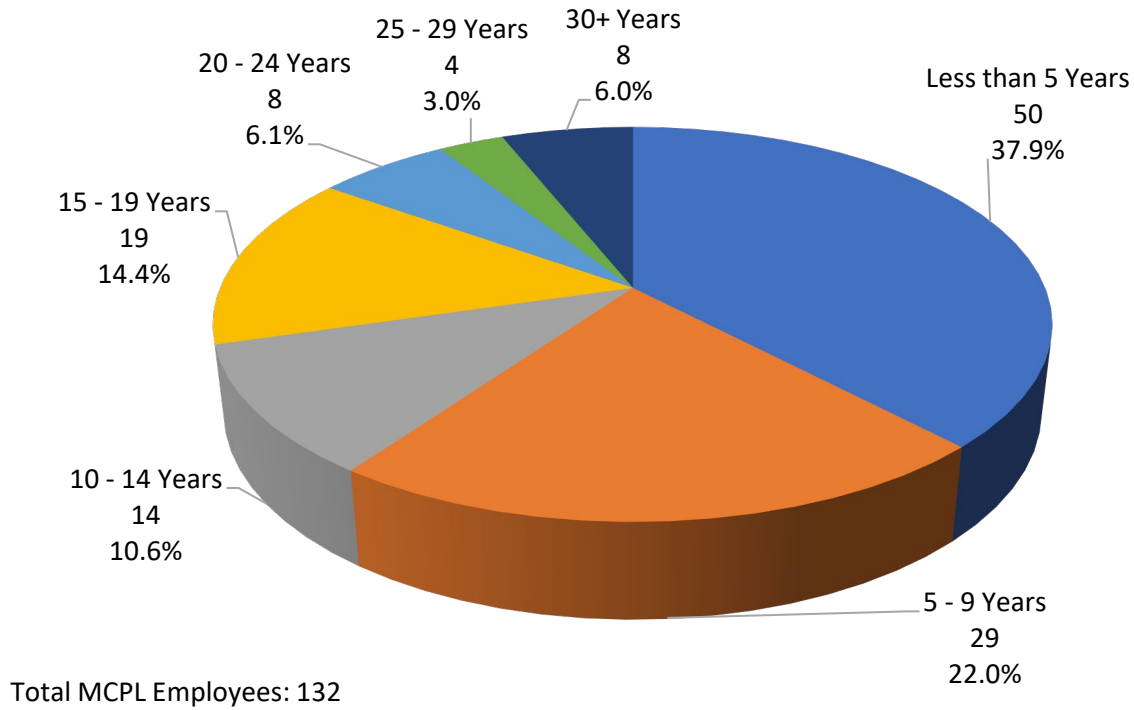
Total MCPL Employees: 132

EEO-4 Race/Ethnic Identification, Career Employees:
Montgomery County Planning

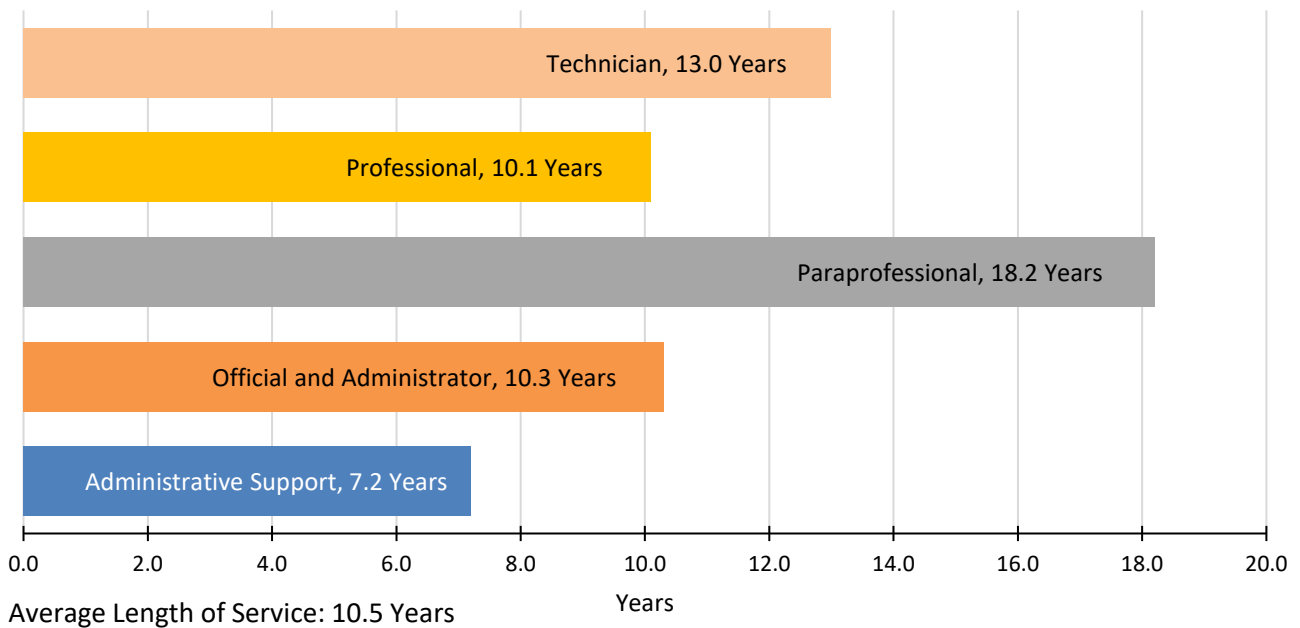


Total MCPL Employees: 132

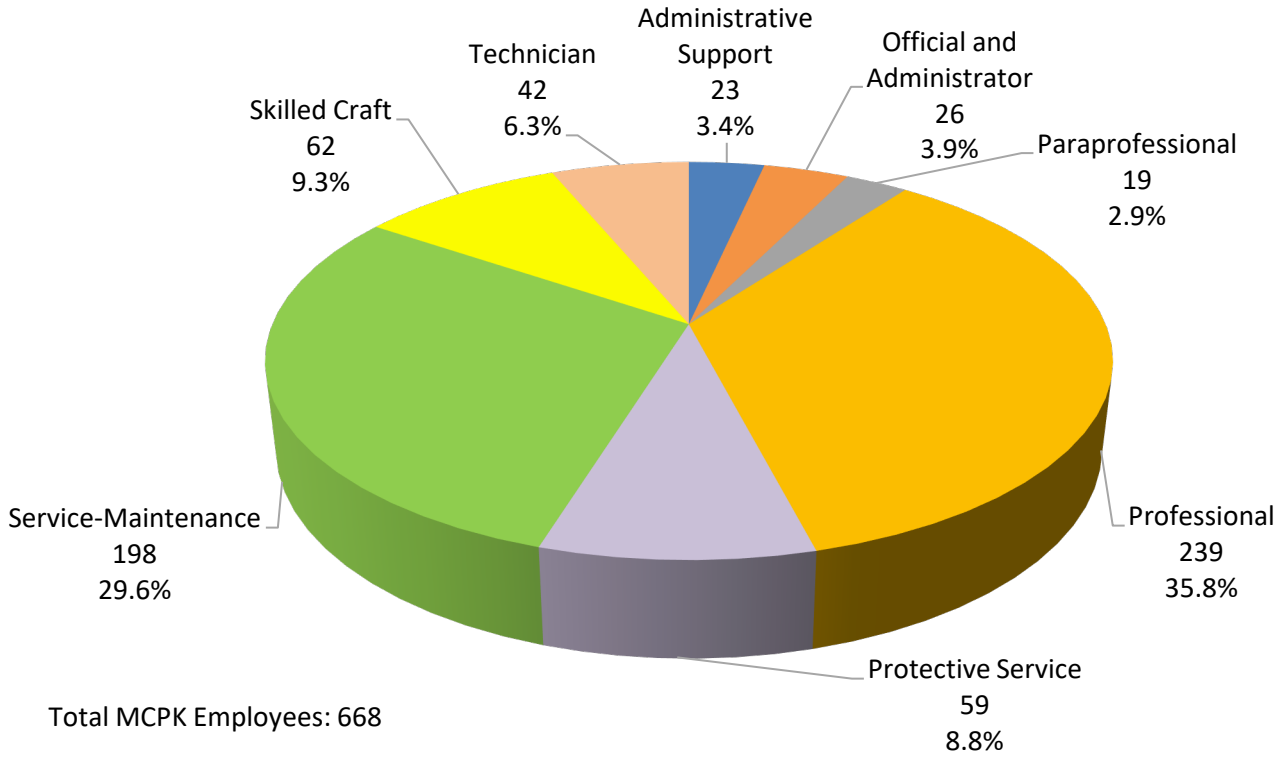
Length of Service for Career Employees:
Montgomery County Planning



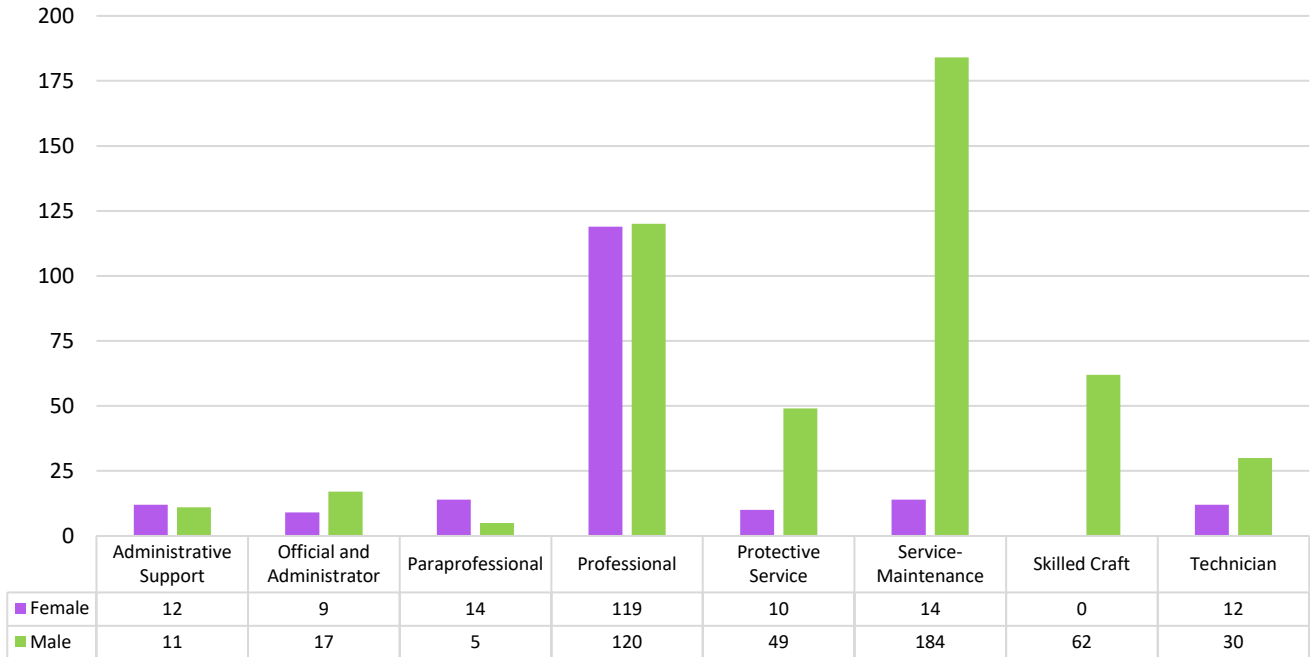
Average Length of Service by EEO-4 Job Category:
Montgomery County Planning



Career Employees by EEO-4 Job Category:
Montgomery County Parks

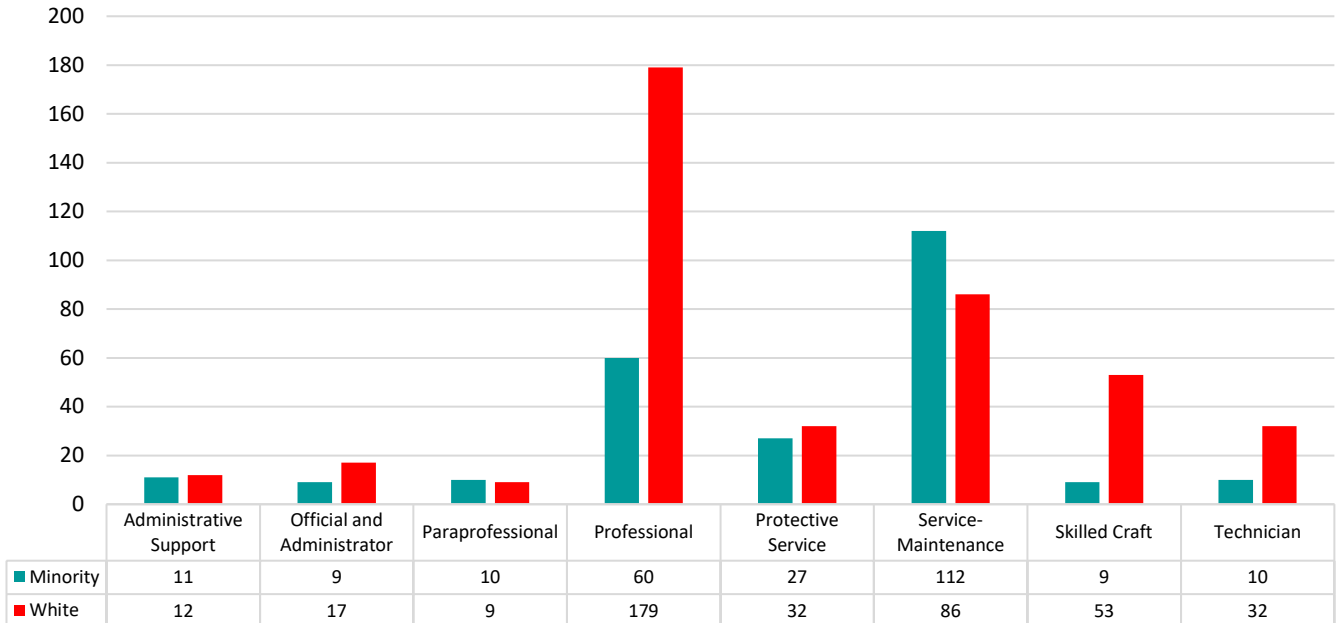


Distribution by EEO-4 Job Category and Gender



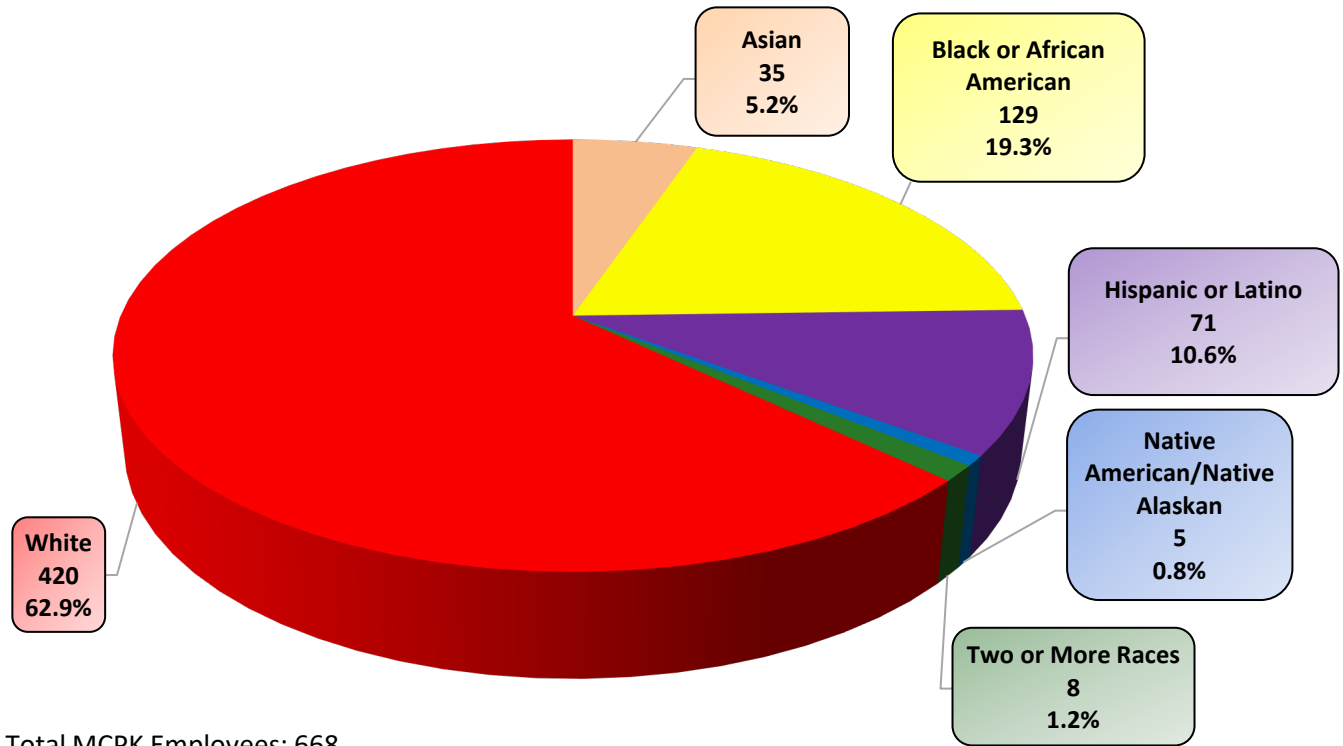
Total MCPK Employees: 668

Distribution by EEO-4 Job Category and Race/Ethnicity

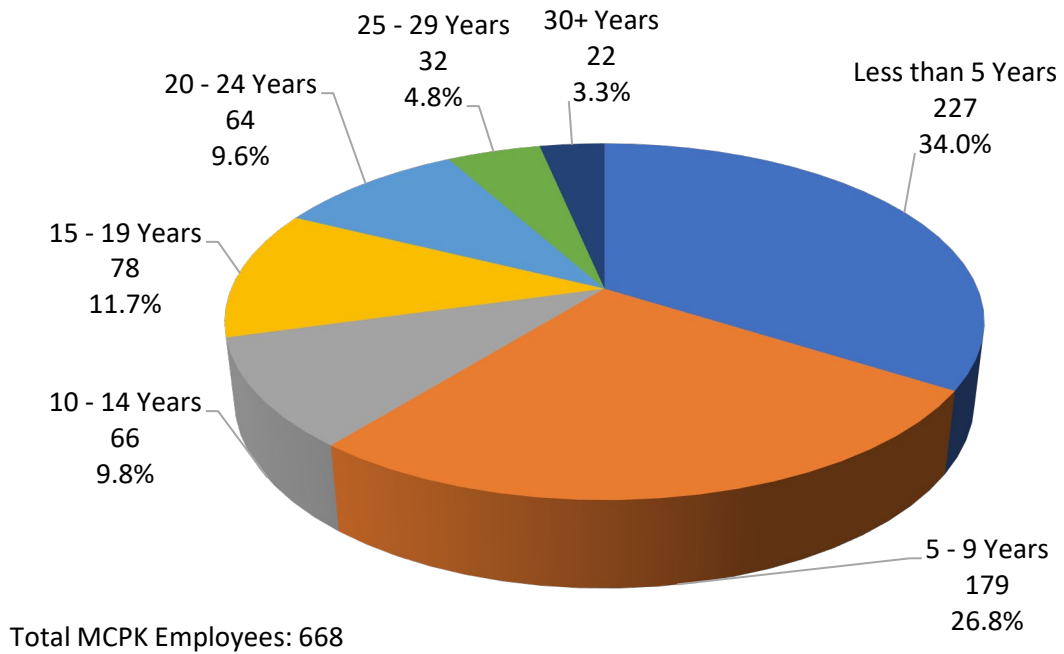


Total MCPK Employees: 668

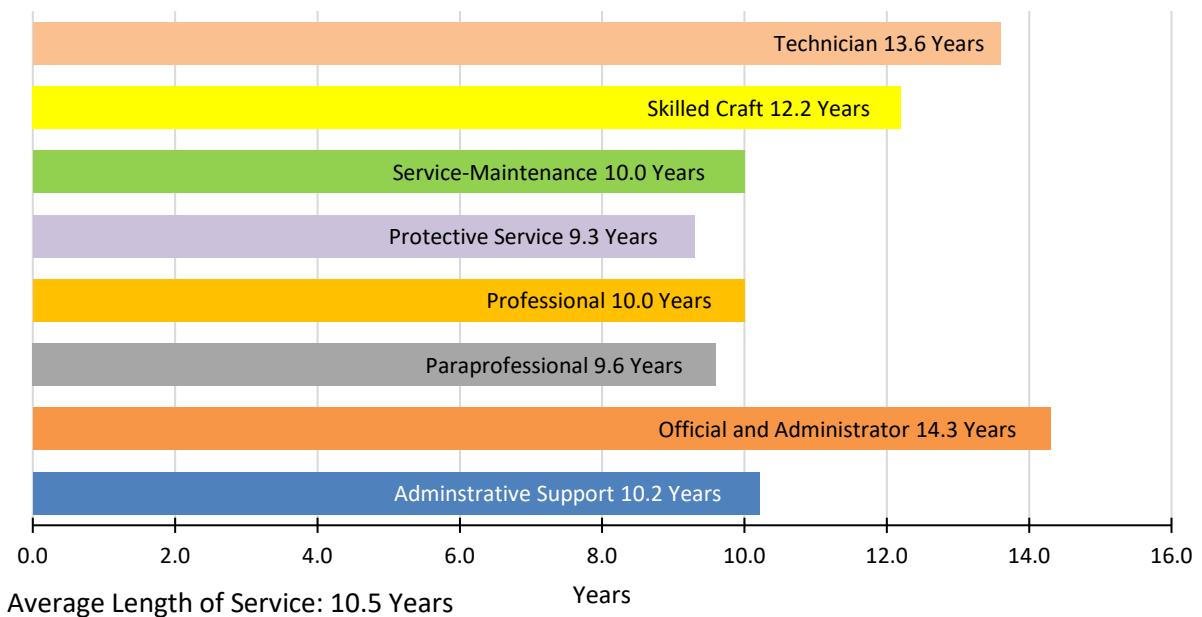
EEO-4 Race/Ethnic Identification, Career Employees:
Montgomery County Parks



Length of Service for Career Employees:
Montgomery County Parks



Average Length of Service by EEO-4 Job Category:
Montgomery County Parks



M-NCPPC Prince George's County

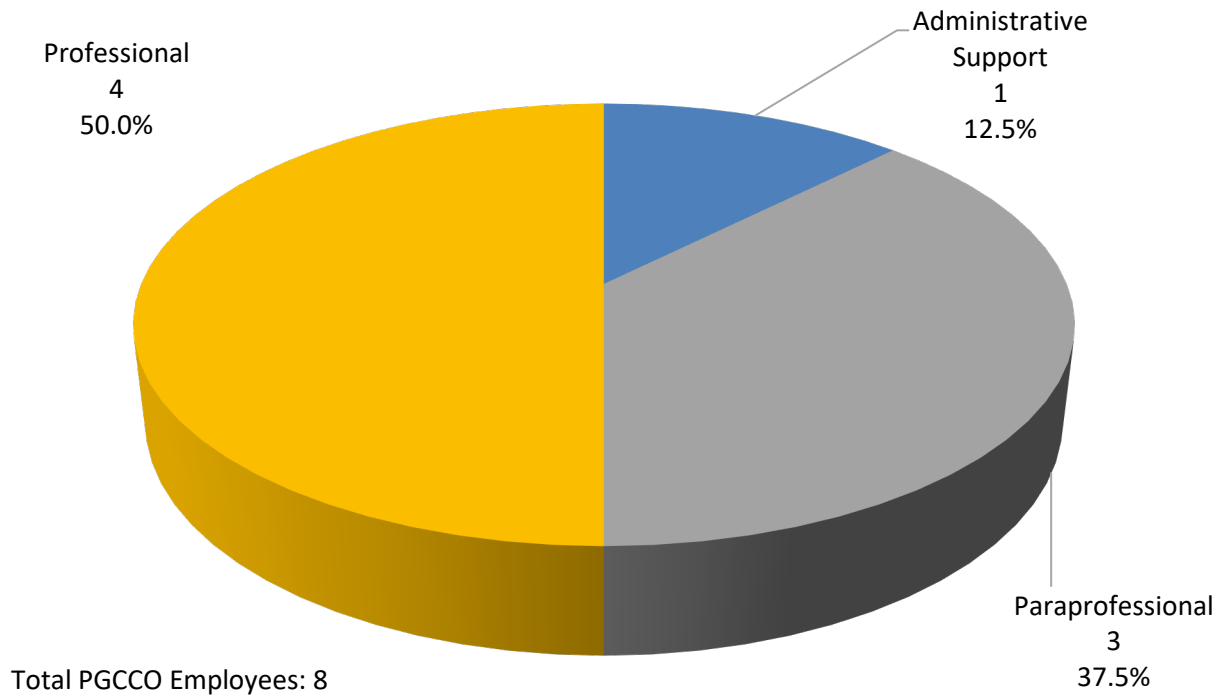
Commissioners' Office

Department of Planning

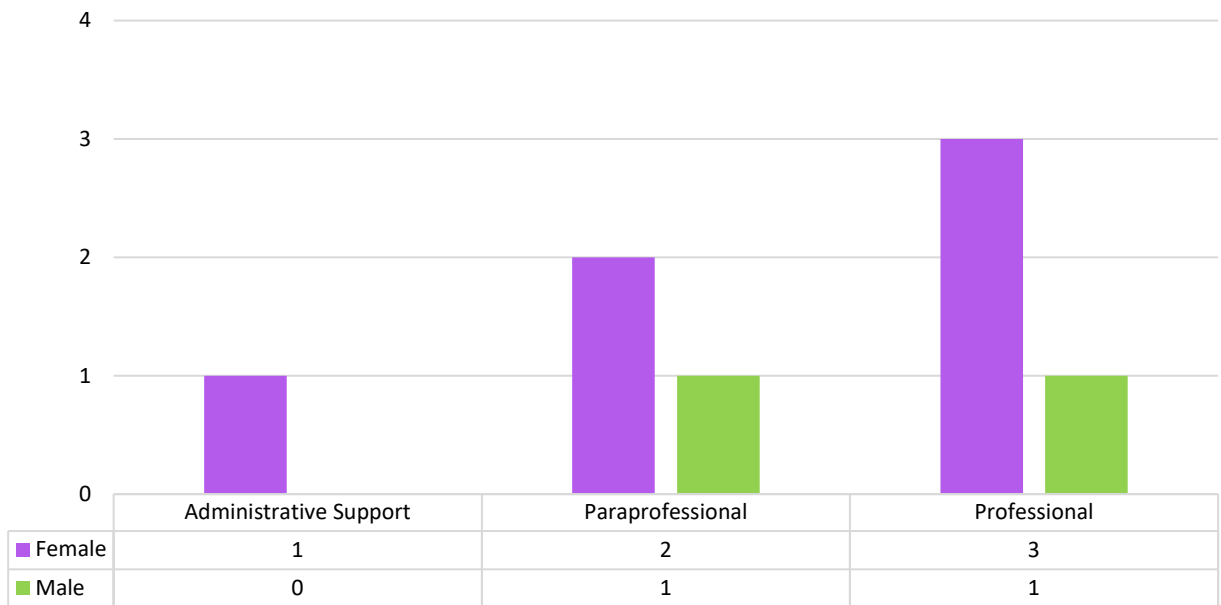
Department of Parks and Recreation

M-NCPPC PRINCE GEORGE'S COUNTY

Career Employees by EEO-4 Job Category:
Prince George's County Commissioners' Office

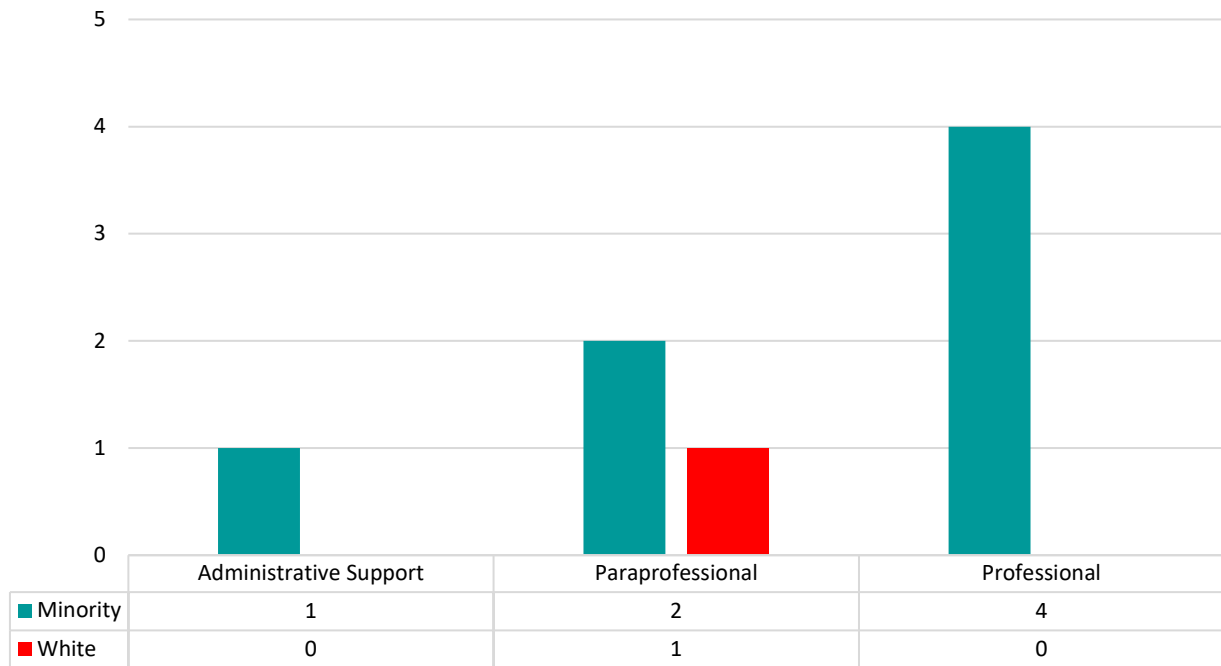


Distribution by EEO-4 Job Category and Gender



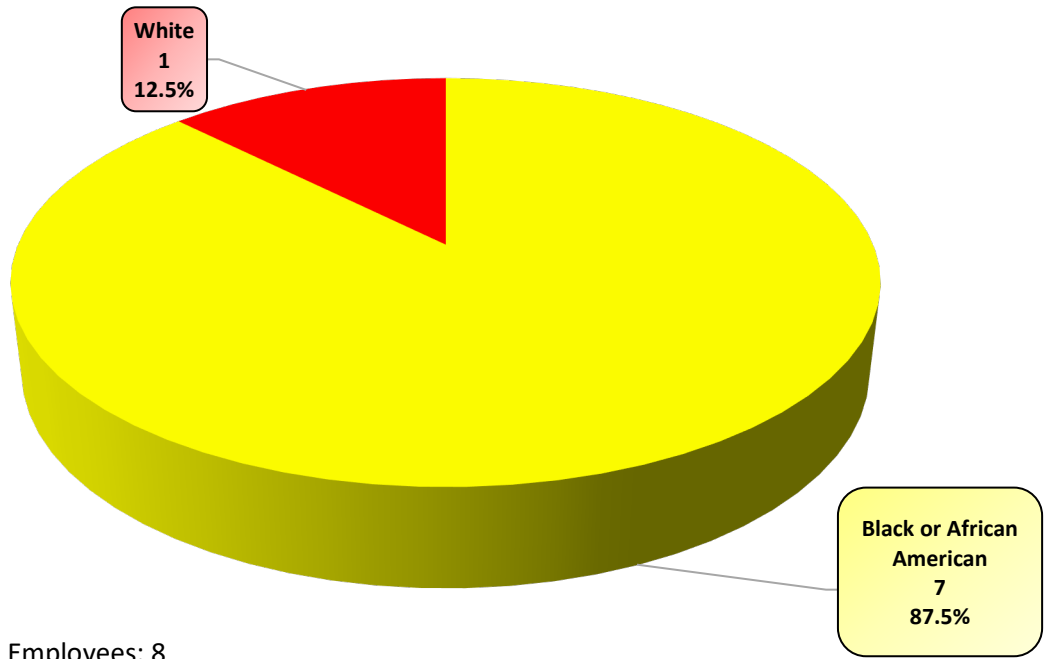
Total PGCCO Employees: 8

Distribution by EEO-4 Job Category and Race/Ethnicity



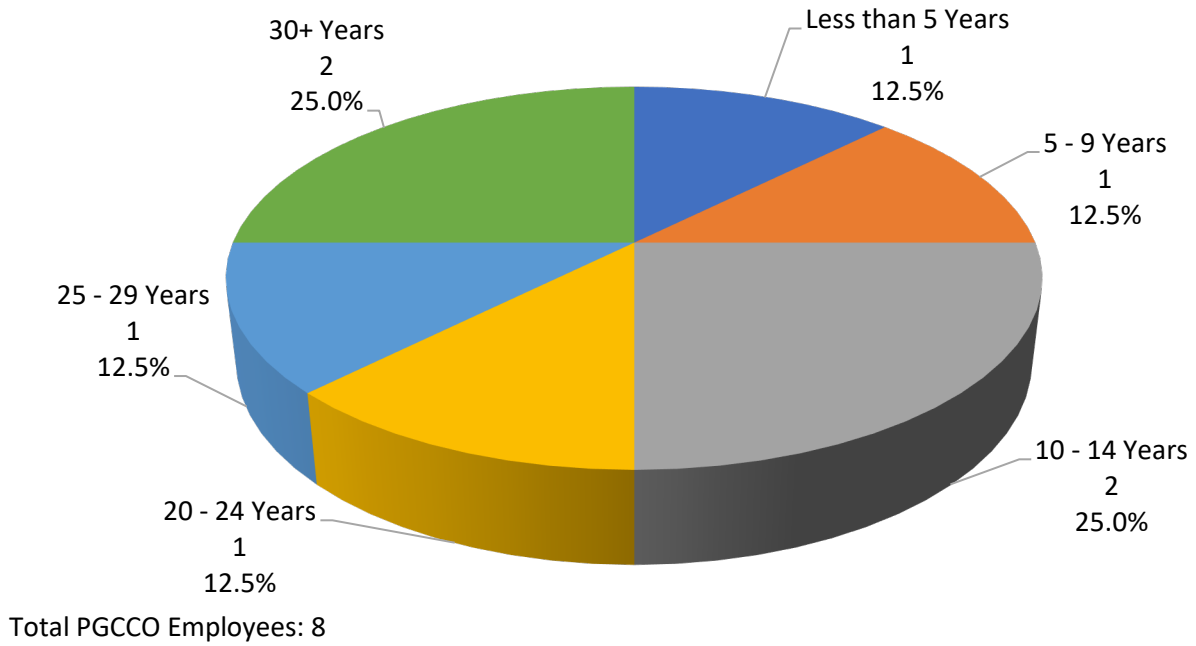
Total PGCCO Employees: 8

EEO-4 Race/Ethnic Identification, Career Employees:
Prince George's County Commissioners' Office

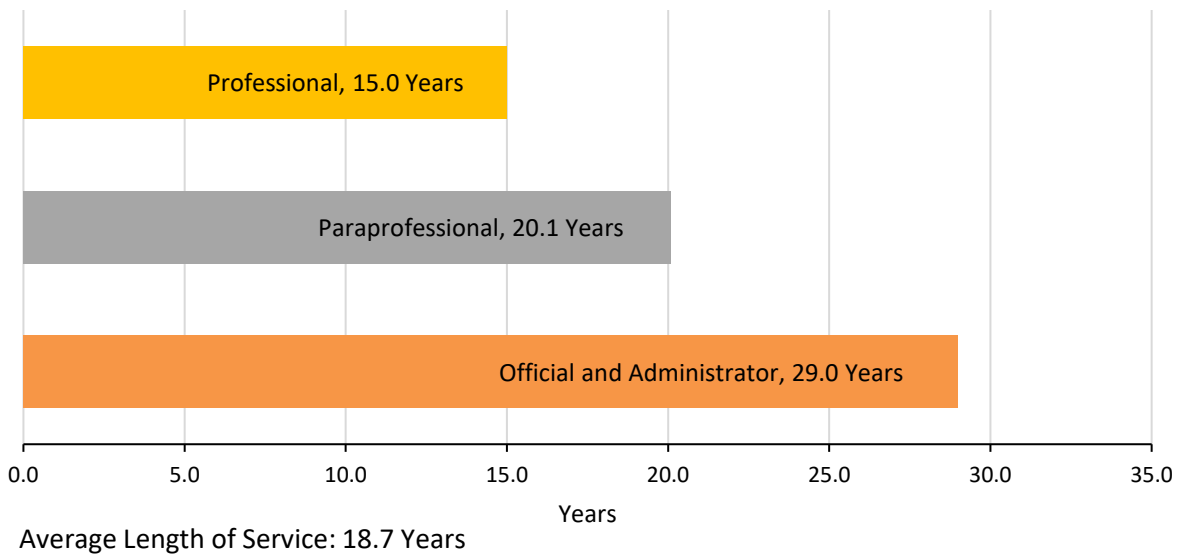


Total PGCCO Employees: 8

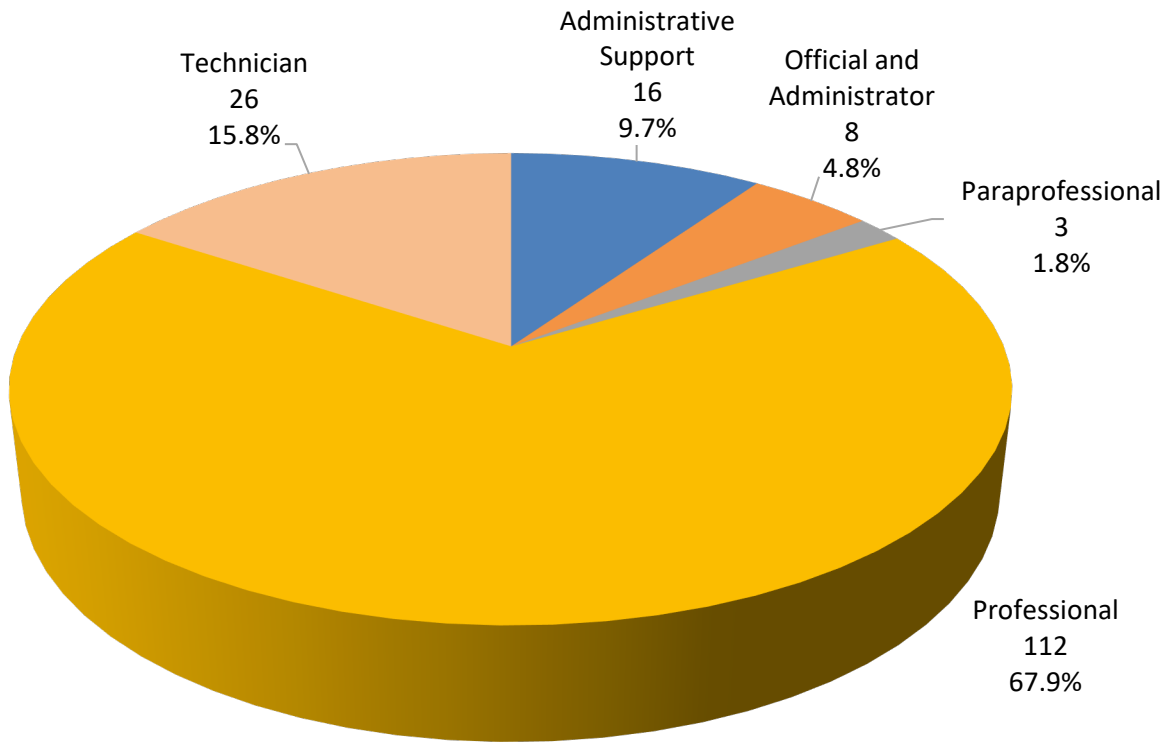
Length of Service for Career Employees:
Prince George's County Commissioners' Office



Average Length of Service by EEO-4 Job Category:
Prince George's County Commissioners' Office

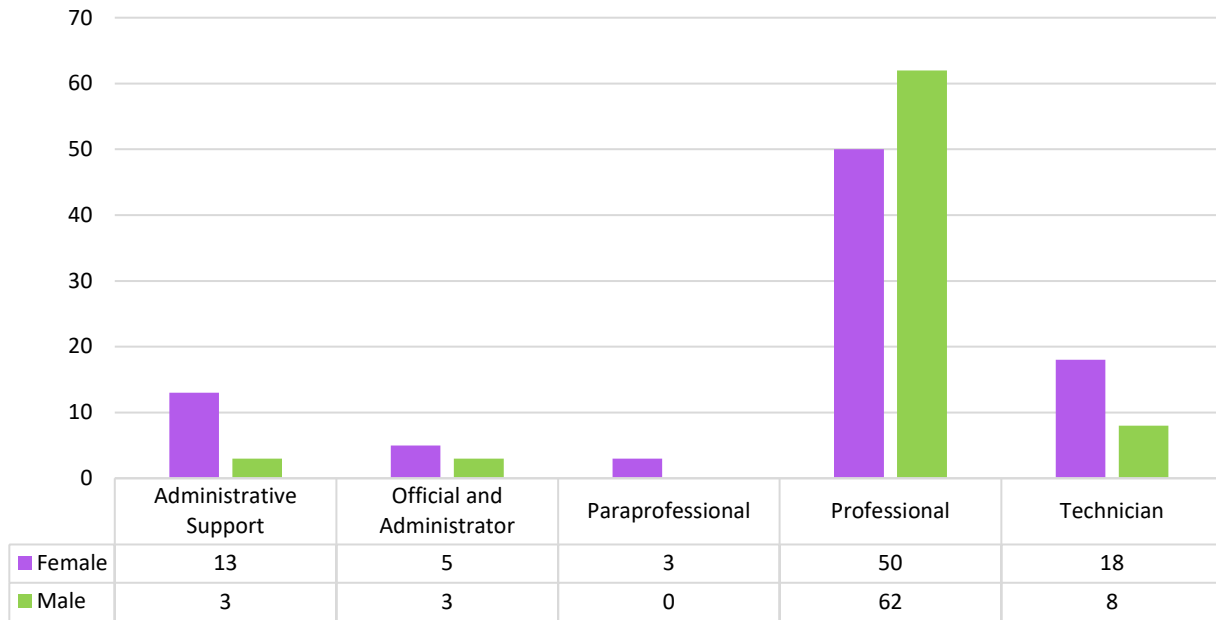


Career Employees by EEO-4 Job Category:
Prince George's County Planning



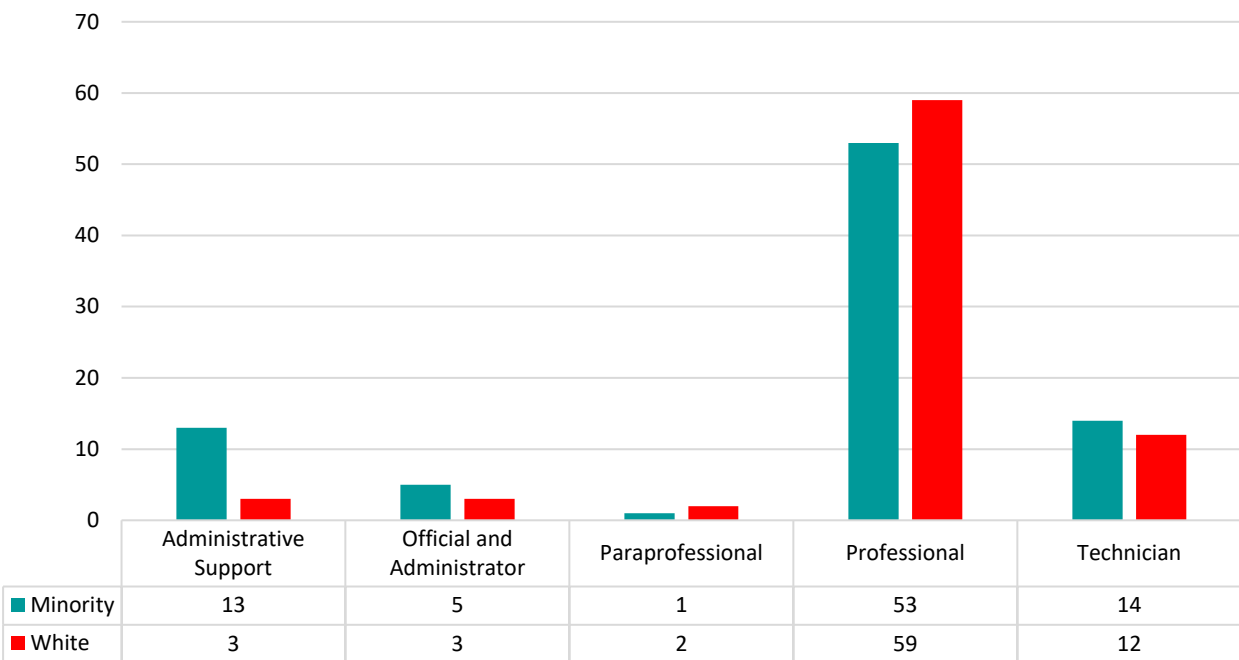
Total PGCPLEmployees: 165

Distribution by EEO-4 Job Category and Gender



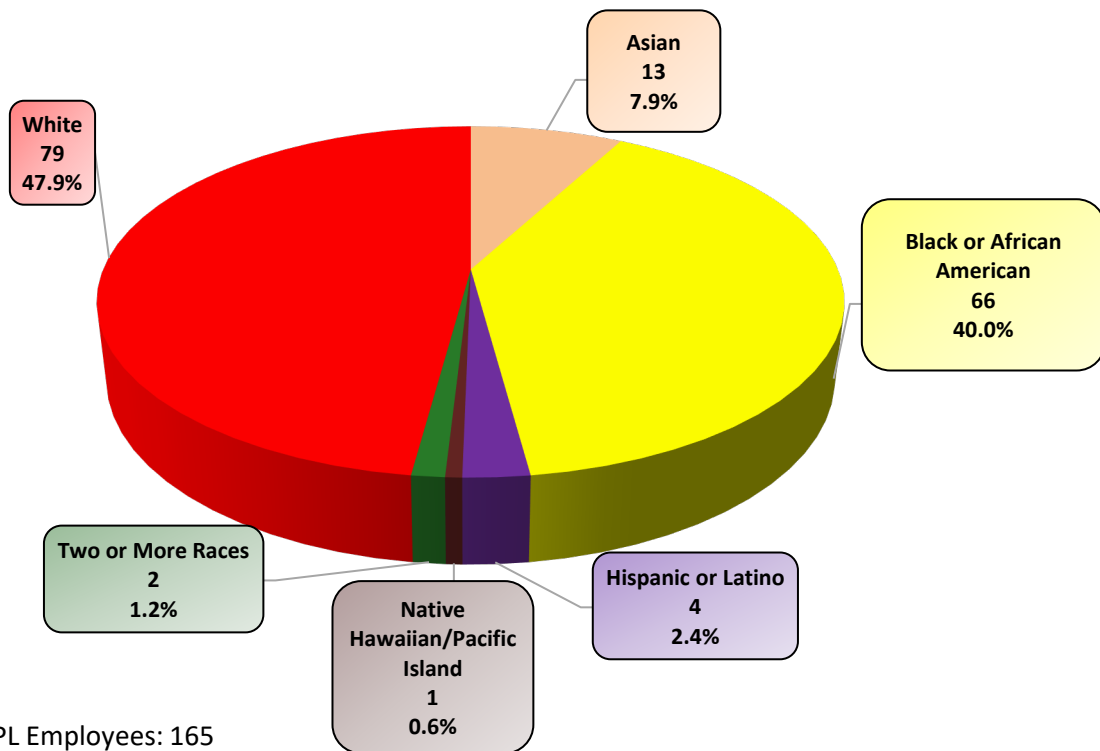
Total PGCP Employees: 165

Distribution by EEO-4 Job Category and Race/Ethnicity



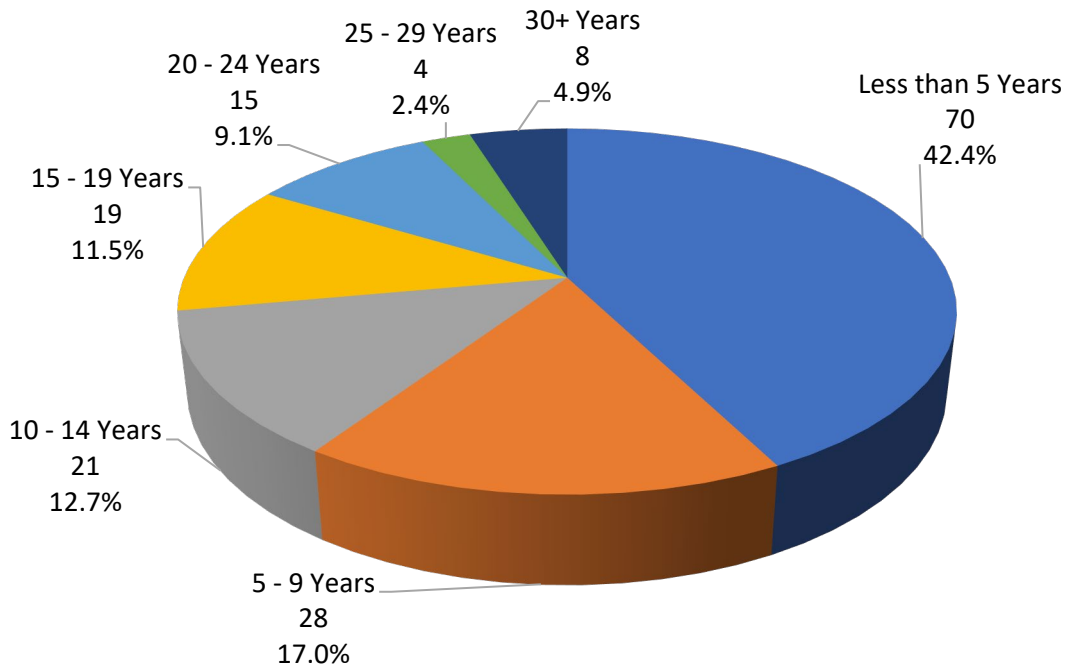
Total PGCP Employees: 165

EEO-4 Race/Ethnic Identification, Career Employees
Prince George's County Planning



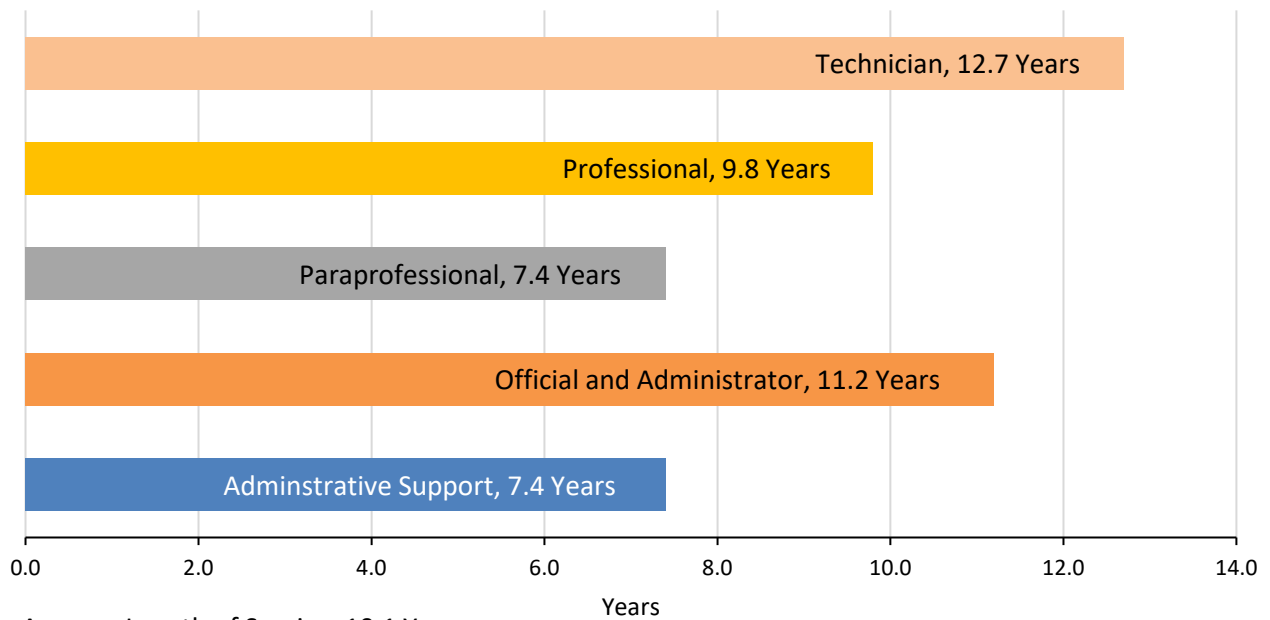
Total PG CPL Employees: 165

Length of Service for Career Employees:
Prince George's County Planning



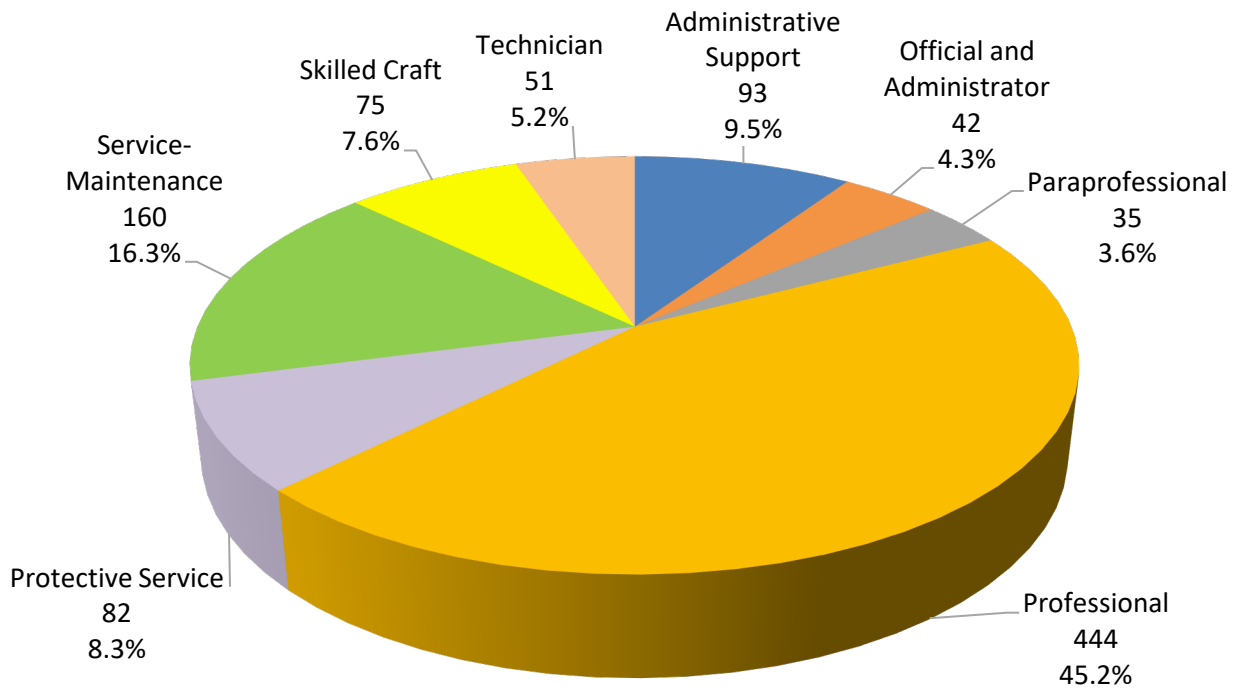
Total PG CPL Employees: 165

Average Length of Service by EEO-4 Job Category:
Prince George's County Planning



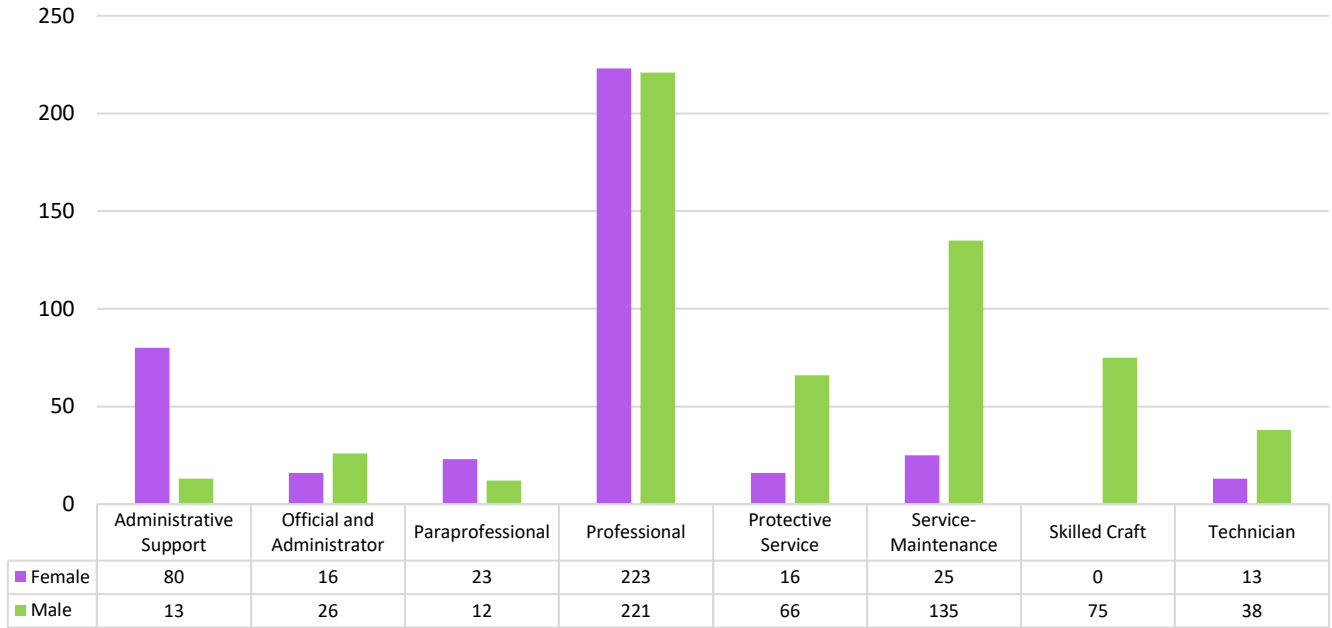
Average Length of Service: 10.1 Years

Career Employees by EEO-4 Job Category:
Prince George's County Parks and Recreation



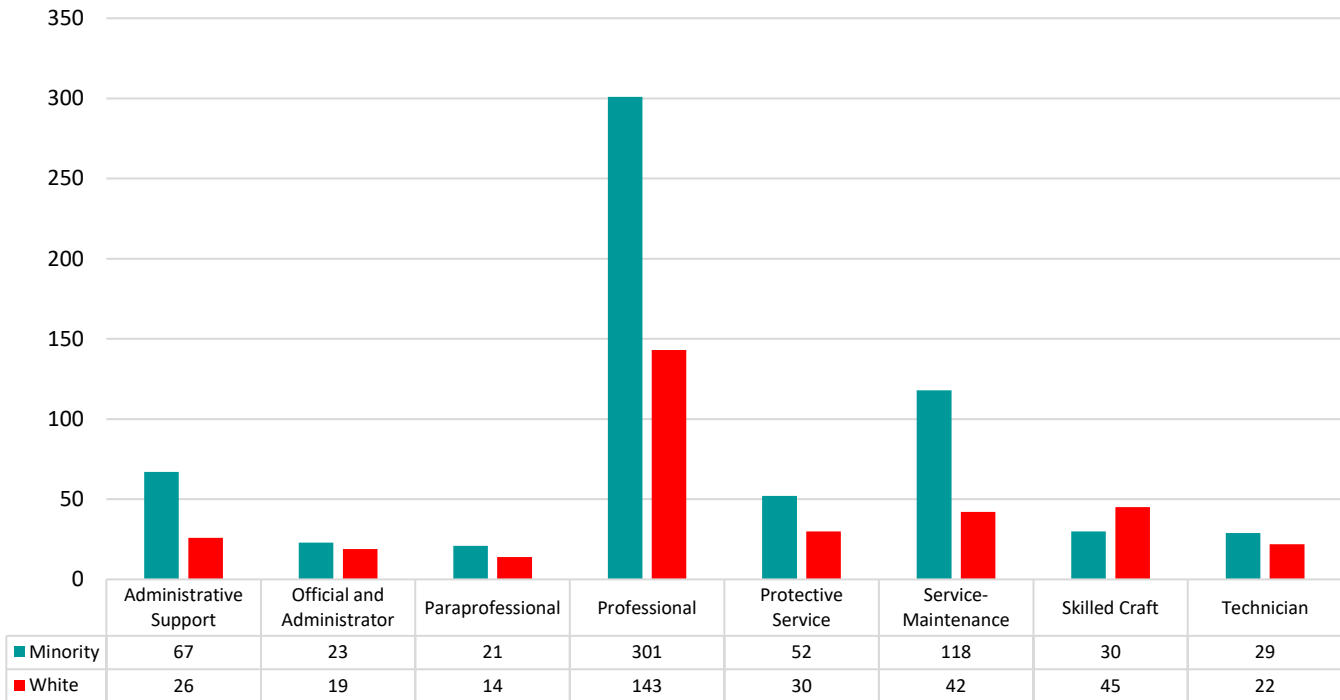
Total PG CPR Employees: 982

Distribution by EEO-4 Job Category and Gender



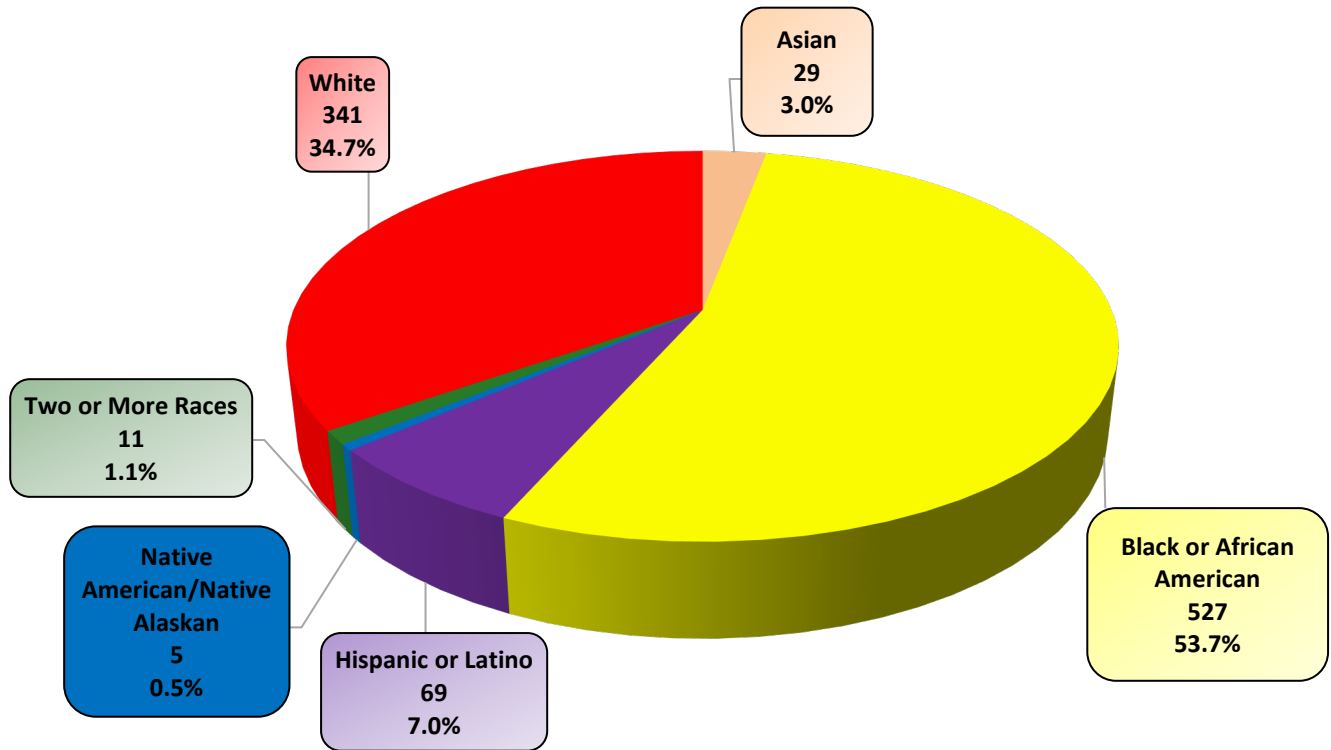
Total PG CPR Employees: 982

Distribution by EEO-4 Job Category and Race/Ethnicity



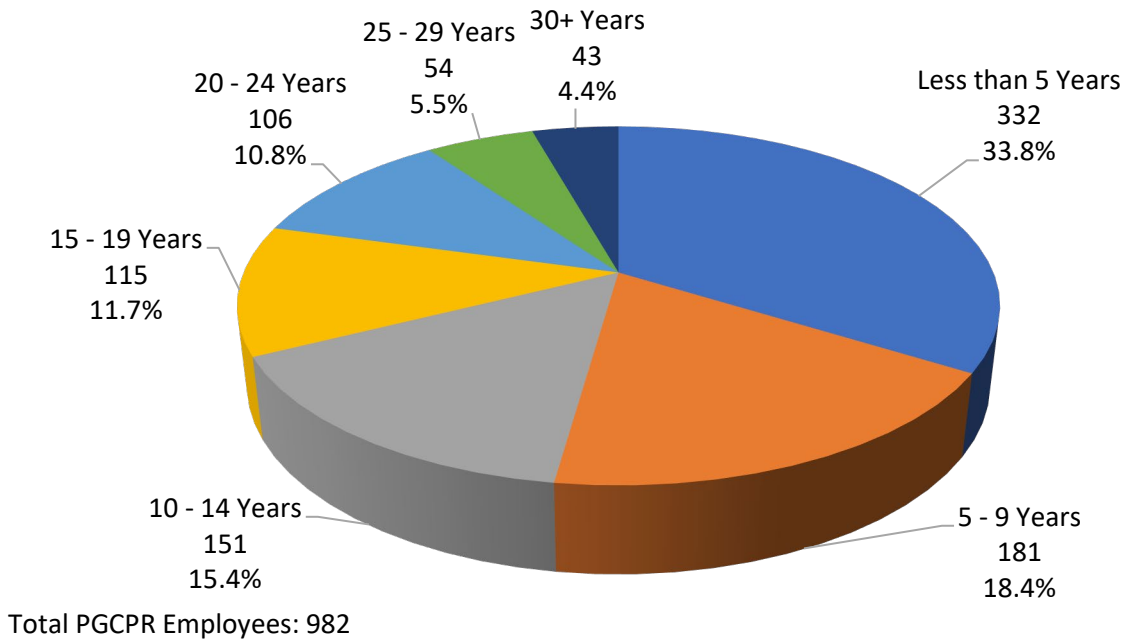
Total PG CPR Employees: 982

EEO-4 Race/Ethnic Identification, Career Employees:
Prince George's County Parks and Recreation

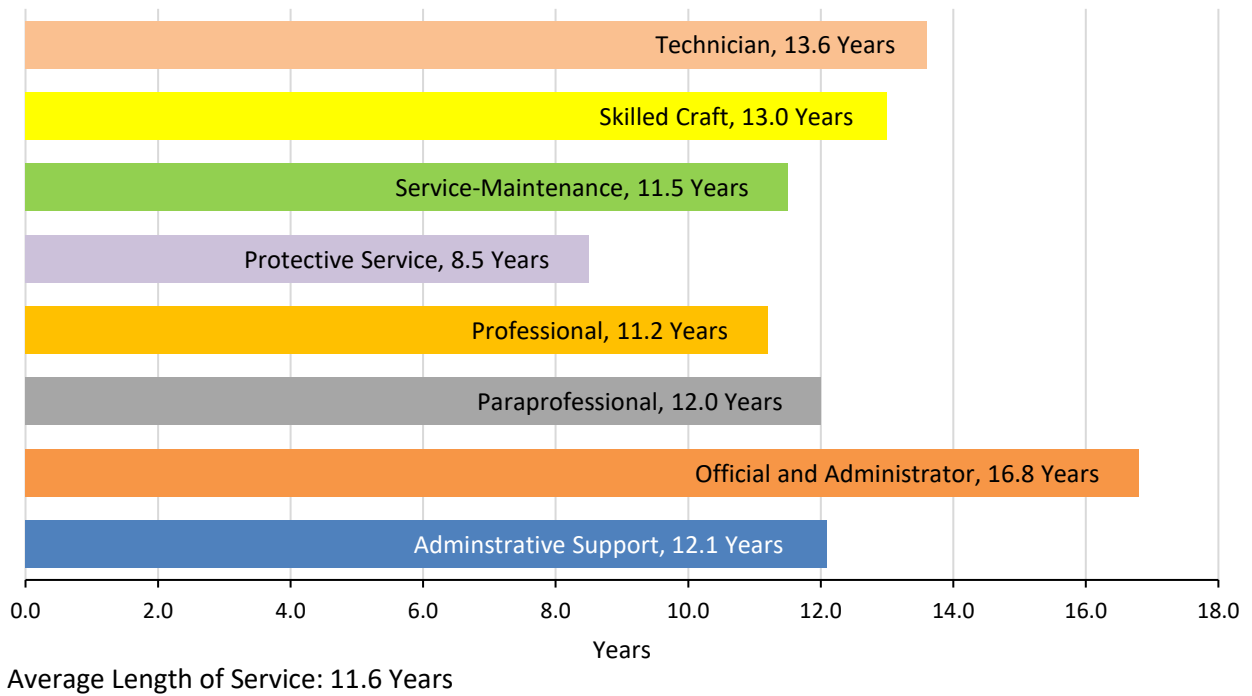


Total PG CPR Employees: 982

Length of Service for Career Employees:
Prince George's County Parks and Recreation



Average Length of Service by EEO-4 Job Category:
Prince George's County Parks and Recreation



M-NCPPC Bi-County Corporate Operations

Department of Finance

Department of Human Resources and Management

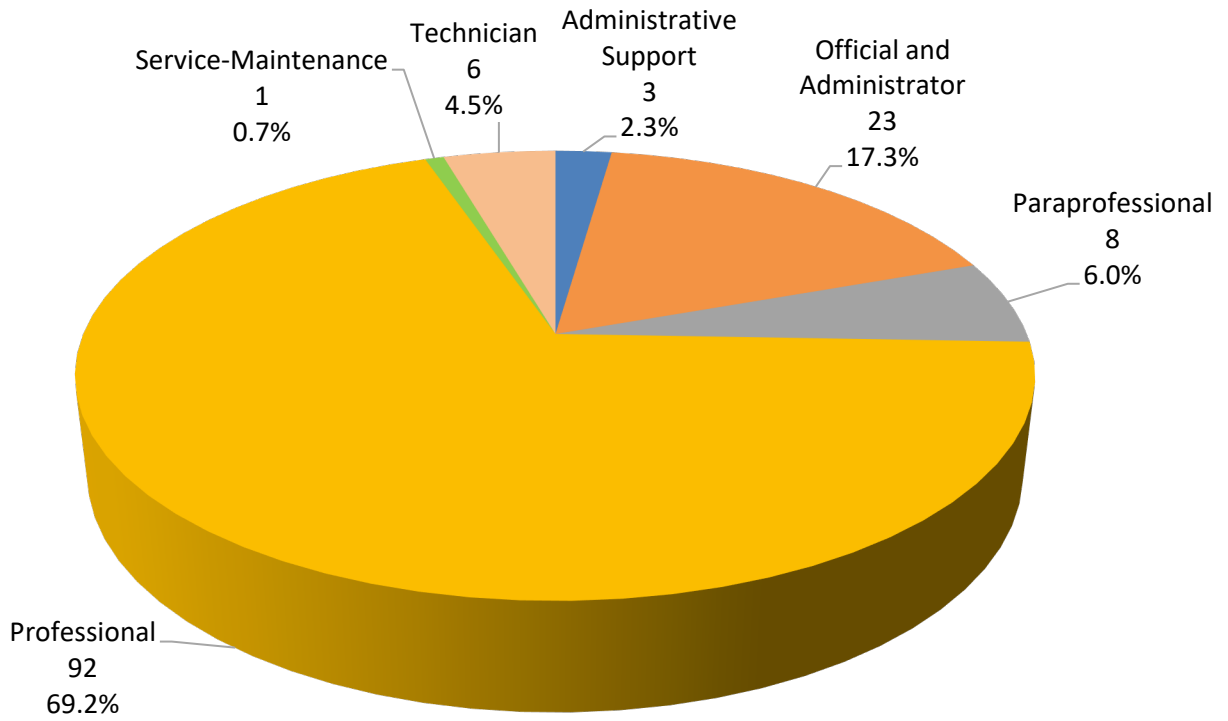
Legal Department

Office of Chief Information Officer

Office of the Inspector General

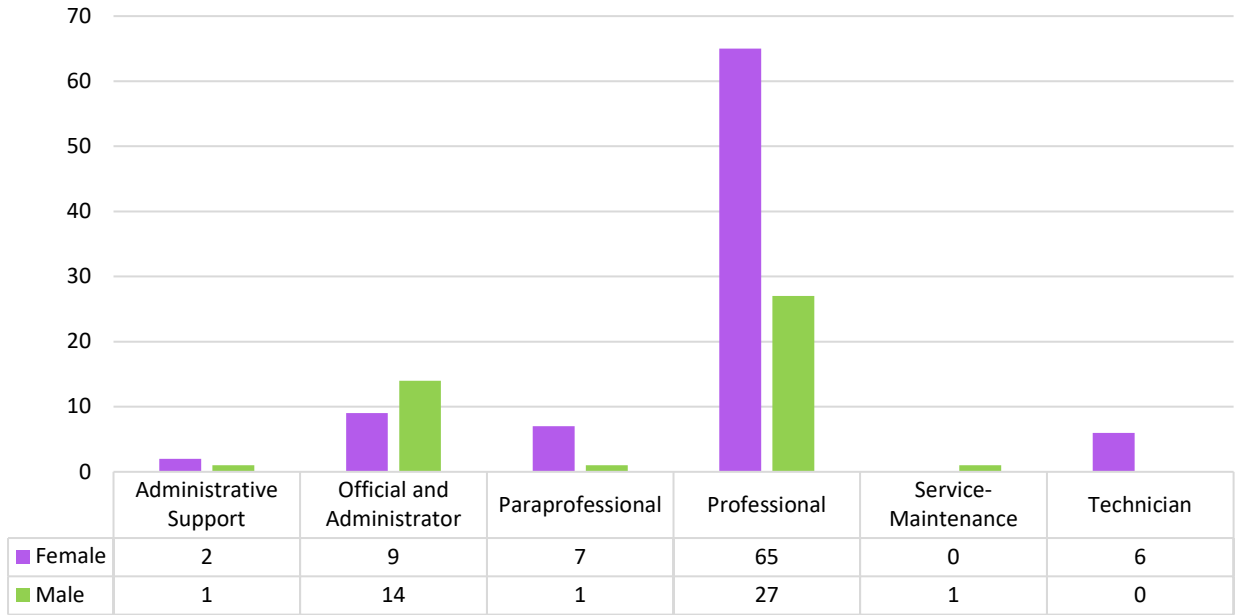
Merit Board System

Career Employees by EEO-4 Job Category:
Bi-County Corporate Operations



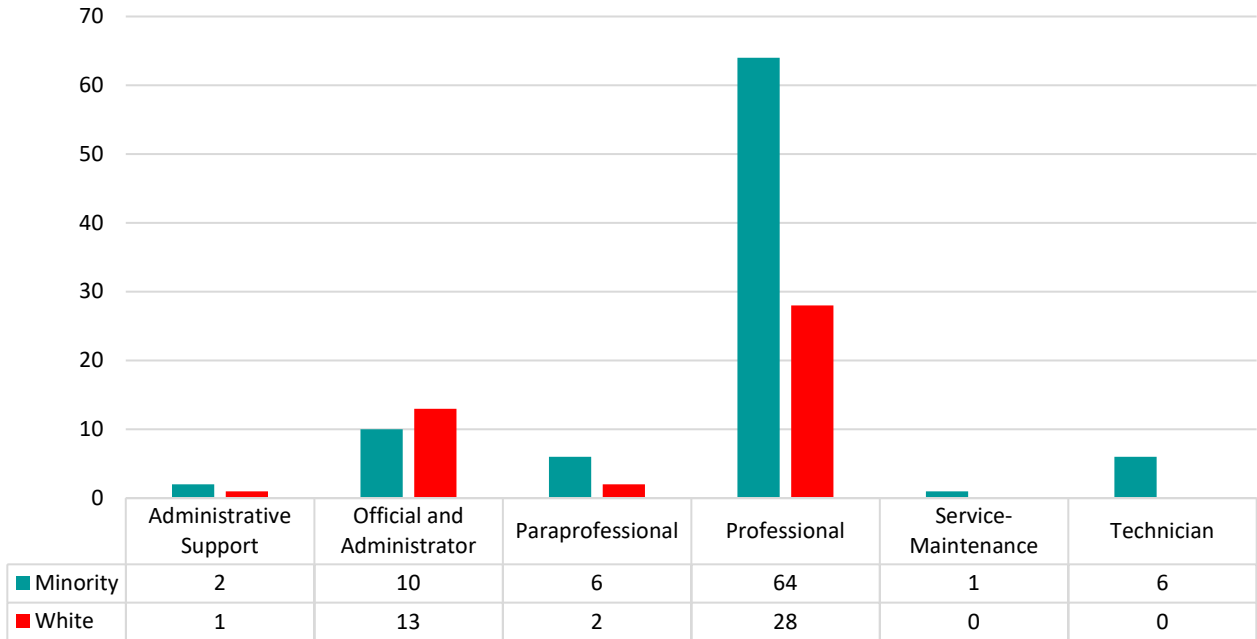
Total Bi-County Employees: 133

Distribution by EEO-4 Job Category and Gender



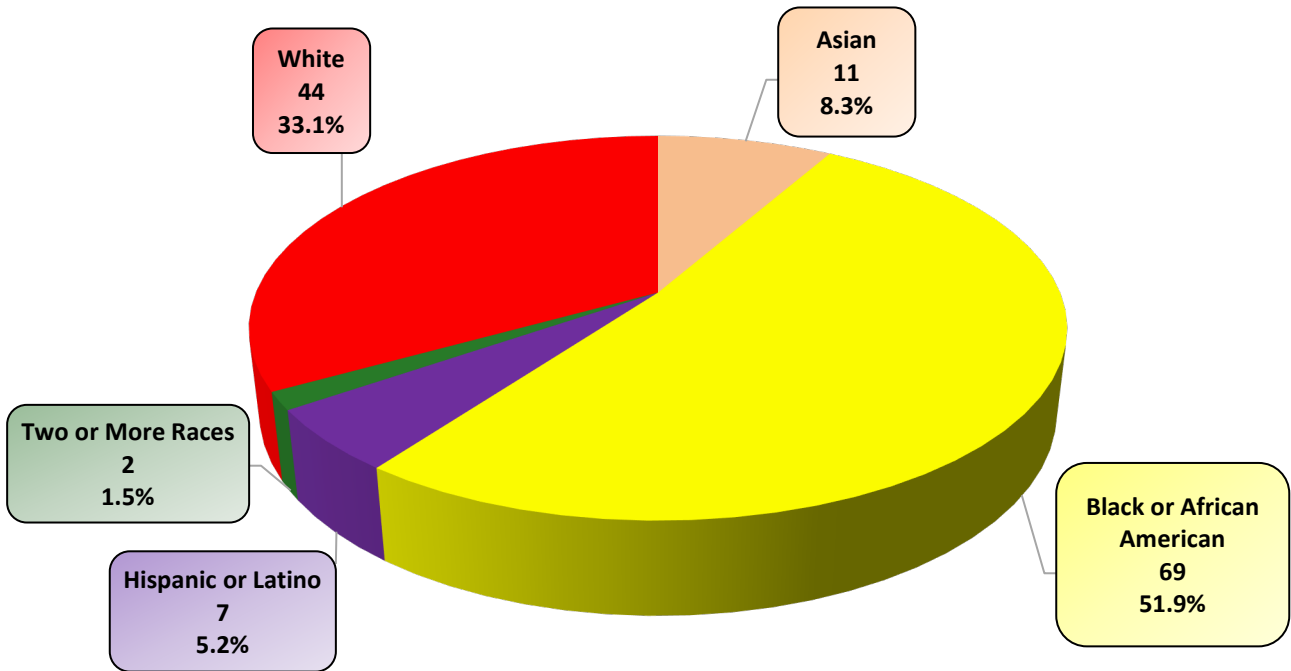
Total Bi-County Employees: 133

Distribution by EEO-4 Job Category and Race/Ethnicity



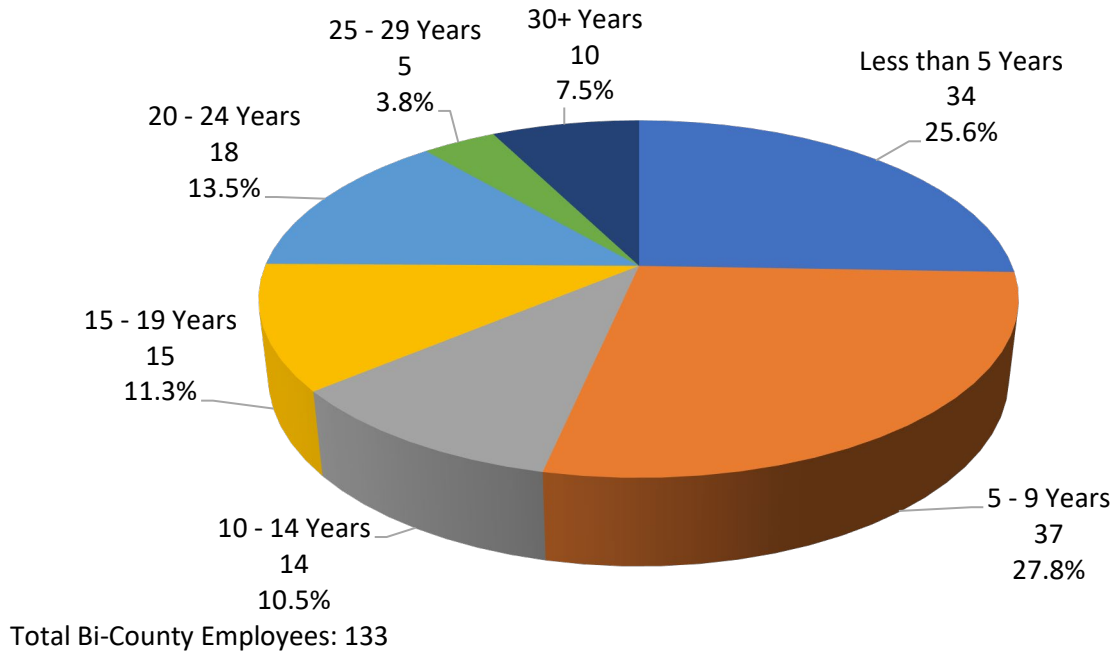
Total Bi-County Employees: 133

EEO-4 Race/Ethnic Identification, Career Employees:
Bi-County Corporate Operations

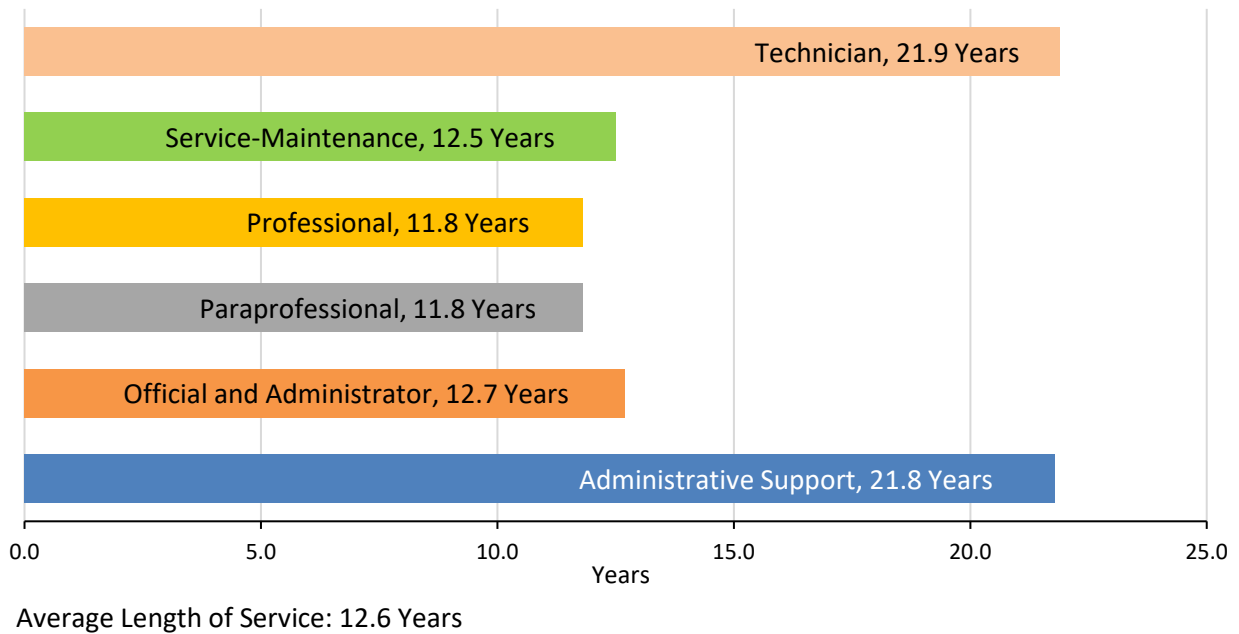


Total Bi-County Employees: 133

Length of Service for Career Employees:
Bi-County Corporate Operations



Average Length of Service by EEO-4 Job Category:
Bi-County Corporate Operations



Appendix
EEOC Definitions

Excerpt from U.S. Equal Employment Opportunity Commission's EEOC Form 164, State and Local Government Information (EEO-4), Instruction Booklet.

RACE/ETHNIC IDENTIFICATION

An employer may acquire the race/ethnic information necessary for this section either by visual surveys of the workforce or from post-employment records as to the identity of employees. Since visual surveys are permitted, the fact that race/ethnic identifications are not present on agency records is not an excuse for failure to provide the data called for. However, although the Commission does not encourage direct inquiry as a method of determining racial or ethnic identity, this method is not prohibited in cases where it has been used in the past, or where other methods are not practical, provided it is not used for purposes of discrimination.

Moreover, the fact that employees may be located at different addresses does not provide an acceptable reason for failure to comply with the reporting requirements. In such cases, it is recommended that visual surveys be conducted for the employer by persons such as supervisors who are responsible for the work of the employees or to whom the employees report for instruction or otherwise.

Please note that the General Counsel of the Commission has ruled, based on court decisions, that the Commission has the authority to require the racial and ethnic identification of employees, regardless of any possible conflicting state or local laws.

The concept of race as used by the Equal Employment Opportunity Commission does not denote clear-cut scientific definitions of anthropological origins. For the purposes of this report, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person may be counted in more than one race/ethnic category.

NOTE: The category "HISPANIC", while not a race identification, is included as a separate race/ethnic category because of the employment discrimination often encountered by this group; for this reason, do not include HISPANIC under either "white" or "black".

For the purposes of the report, the following race/ethnic categories will be used:

- a. White (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- b. Black (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.
- c. Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- d. Asian or Pacific Islander: All persons having origins in any of the original people of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
- e. American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Note to the reader: Category "Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands," has been added to EEO-1 Reporting requirements and has been elected for utilization within M-NCPPC EEO-4 reporting as of FY17.

DESCRIPTION OF JOB CATEGORIES

- a. **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for the execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district, or area basis. Includes: department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, wardens, superintendents, sheriffs, police and fire chiefs and inspectors, examiners (bank, hearing, motor vehicle, warehouse), inspectors (construction, building, safety, rent-and- housing, fire, A.B.C. Board, license, dairy, livestock, transportation), assessors, tax appraisers, and investigators, coroners, farm managers, and kindred workers.
- b. **Professionals:** Occupations that require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dieticians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, librarians, management analysts, airplane pilots and navigators, surveyors and mapping scientists, and kindred workers.
- c. **Technicians:** Occupations that require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers, drafters, survey and mapping technicians, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), police and fire sergeants, inspectors (production or processing inspectors, testers and weighers), and kindred workers.
- d. **Protective Service Workers:** Occupations in which workers are entrusted with public safety, security, and protection from destructive forces. Includes: police patrol officers, firefighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens, park rangers (except maintenance), and kindred workers.
- e. **Paraprofessionals:** Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Included: research assistants, medical aides, child support workers, policy auxiliary welfare service aides, recreation assistants, homemakers' aides, home health aides, library assistants, and clerks, ambulance drivers and attendants, and kindred workers.
- f. **Administrative Support (Including Clerical and Sales):** Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information, and other paperwork required in an office. Includes: bookkeepers, messengers, clerk-typist, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, telephone operators, legal assistants, sales workers, cashiers, toll collectors, and kindred workers.
- g. **Skilled Craft Workers:** Occupations in which workers perform jobs that require special manual skill and a thorough and comprehensive knowledge of the process involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairers, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, power plant operators, water and sewage treatment plant operators, and kindred workers.
- h. **Service-Maintenance:** Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene, or safety of the general public or which contribute to the upkeep and care of buildings, facilities, or grounds of public property. Workers in this group may operate machinery. Includes: chauffeurs, laundry and dry-cleaning operatives, truck drivers, bus drivers, garage laborers, custodial employees, gardeners, and groundkeepers, refuse collectors, construction laborers, park rangers (maintenance), farmworkers (except managers), craft apprentices/trainees/helpers, and kindred workers.

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Personnel Management Review Fiscal Year 2022

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