



Angela D. Alsobrooks
County Executive

Prince George's County Government
Office of Human Resources Management



Shawn Y. Stokes
Director

December 29, 2021

MEMORANDUM

TO: Appointing Authorities

FROM: Shawn Y. Stokes, Director
Office of Human Resources Management

RE: FY 2022 County Salary Schedule Legislation Merit Increase Next Steps

The purpose of this memorandum is to outline the FY21 and FY22 merits for nine (9) out of the 15 salary schedules approved by County Council that will go into effect for FY 2022 [AFSCME, Corrections Officials, PGCOA Sworn, General, Fire Officials, IAFF 1619 Fire Civilian, PCEA Police Civilian, IAFF 1619 Fire Sworn, AFSCME 241 (Crossing Guards)].

Please review this memo for information regarding the salary changes that OHRM will implement for eligible employees as part of the approved legislation. The chart below provides eligibility for merits, the effective date, the percentage increase, and other relevant changes.

FY 2022 Salary Schedule Legislation & Overview

All salary schedules approved by Council have been added to the [OHRM Salary Schedule webpage](#). An overview of the impact as determined by the approved legislation is outlined below.

Cost of Living Adjustments (COLAs)

The approval of the new salary schedules **does not** include the issuance of Cost-of-Living Adjustments (COLAs) for any County employees. Per the salary schedule legislation, no FY 2021 or FY 2022 COLAs will be issued for any County employees.

Merit Increases

The approval also allows for the processing of FY 2021 and FY 2022 merit increases for eligible employees.

FY 2021 Merit Increases

- **Increase Amount:** Eligible employees will receive a merit increase of 3.5% to their base salary for FY 2021 only if the employee was eligible for an increase during FY 2021 (July 1, 2020 through June 30, 2021).
- **Eligibility:** Eligible employee must have completed at least one year (12 months) of continuous service prior to June 30, 2021.



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- **Effective Date:** FY 2021 Merit Increases will go into effect the last pay period of FY 2022 on June 17, 2022.
- **Retroactive Merits:** Retroactive payments of FY 2021 merit increases will not be issued for employees.
- **Merit Processing & Notification:** The merit increase will be processed by OHRM. Upon completion, the employee and Agency will be notified by OHRM via email by June 14, 2022.

FY 2022 Merit Increases

- **Increase Amount:** Eligible employees will receive a merit increase of 3.5% to their base salary for FY 2022 only if the employee is eligible for an increase during FY 2022 (July 1, 2021 through June 30, 2022).
- **Eligibility:** Eligible employees must have completed at least one year (12 months) of continuous service prior to June 30, 2022.
- **Retroactive Merit Processing & Notification:** Employees with an eligible FY 2022 anniversary date from July 1, 2021, through January 1, 2022, will receive a retroactive merit increase effective on their FY 2022 anniversary date that will be visible in the employee's January 28, 2022 paycheck. The retroactive FY 2022 merit increase will be processed by OHRM. Upon completion, the employee and Agency will be notified by OHRM via email by January 21, 2022.
- **Ongoing FY 2022 Merit Processing & Notification:** Employees with an eligible FY 2022 anniversary date from January 2, 2022, through June 30, 2022, will receive a merit increase that will be visible in the paycheck after the effective date of the increase. Salary adjustments and email notification for these employees will be provided by OHRM via email on an ongoing basis through June 30, 2022.

Salary Schedule	FY21 Merit	FY22 Merit	FY22 Merit Processing Date	FY22 Merit Increase %
A - AFSCME	Yes	Yes	Hire Anniversary Date	3.5%
C-O Corrections Officials	Yes	Yes	Hire Anniversary Date	3.5%
D - PGCOA Sworn	Yes	Yes	Hire Anniversary Date	3.5%
G - General	Yes	Yes	Hire Anniversary Date	3.5%
F-O Fire Officials	Yes	Yes	Hire Anniversary Date	3.5%
H - IAFF 1619 Fire Civilian	Yes	Yes	Hire Anniversary Date	3.5%
L - FOP 89 Police Sworn	N/A – CBA to be submitted to Council for approval in January 2022.			
P - PCEA Police Civilian	Yes	Yes	Hire Anniversary Date	3.5
P-O Police Officials	N/A – CBA to be submitted to Council for approval in January 2022.			
Q - PGCOA Civilian	N/A – CBA to be submitted to Council for approval in January 2022.			
S-O Sheriff Officials	N/A – CBA to be submitted to Council for approval in January 2022.			
W - FOP 112 Deputy Sheriffs	N/A – CBA to be submitted to Council for approval in January 2022.			
Y - IAFF 1619 Fire Sworn	Yes	Yes	Hire Anniversary Date	3.5
Z - DSA Sheriff Civilian	N/A – CBA to be submitted to Council for approval in January 2022.			
X - AFSCME 241 (Crossing Guards)	Yes	Yes	Hire Anniversary Date	3.5

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Questions

Please contact the OHRM People Operations, Core HR Division at CoreHR@co.pg.md.us if you have any questions regarding the salary schedules or processing of merit increases for eligible employees.

cc: Tara H. Jackson, Chief Administrative Officer
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