



Prince George's County Government
Office of Human Resources Management



Angela D. Alsobrooks
County Executive

Shawn Y. Stokes
Director

June 12, 2023

MEMORANDUM

TO: Appointing Authorities
FROM: Shawn Y. Stokes, Director
Office of Human Resources Management
RE: FY2024 Merit and Cost of Living Adjustment Processing

The purpose of this memorandum is to provide you with information regarding the salary changes that the Office of Human Resources Management (OHRM) will implement for eligible employees as part of the resolutions approved by the County Council for the fiscal year 2024 (FY24).

This memo will outline relevant information and the next steps for processing Merit Increases and Cost of Living Adjustments (COLAs) effective for FY24 (July 1, 2023 – June 30, 2024). Wage scale adjustments may also be processed during this fiscal year in accordance with the approved legislation.

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

FY24 Cost of Living Adjustments (COLAs)

Approved COLAs and their effective dates are noted in the FY24 Salary Processing Chart. OHRM will process all FY24 Cost of Living Adjustments.

FY24 Merit Increases

Effective Date	July 1, 2023 – June 30, 2024
Increase Amount	Eligible employees will receive a 3.5% merit increase to their base salary for FY24.
Eligibility	Employees must have completed at least one year (12 months) of continuous service prior to their merit effective date.
Note	For General Schedule and Exempt Employees: The County Executive has the discretion to provide a bonus payment of 3.5% of an employee's current salary in lieu of a merit increases for FY2024. The bonus payment is not part of the employee's base pay and thus will not be considered as part of the employee's salary for purposes of pension, overtime (if applicable), or any other benefits or payments.

Wage Scale Adjustments

Effective Date	Determined by approved County Council legislation
Increase Amount	Determined by approved Salary Schedule.
Action	Agency will process Wage Scale Adjustments in accordance with approved legislation



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FY24 Salary Processing Chart

For FY24, the date employees will receive their merit will be in accordance with the resolution. Please note these deviates from past practice and past resolutions and may impact the date in which the merit is received.

Salary Schedule	Processed By	Wage Scale FY24 Merit Adjustment	FY24 Merit	Processing Date	FY24 COLA	COLA Effective Date
A - AFSCME	OHRM		3.5%	Union Entry Anniversary Date	3%	1/14/2024
C-O Corrections Officials	Agency	5.25%	No	Hire/Rehire Anniversary Date	2%	1/14/2024
D - PGCOA Sworn	Agency	5.25%	No	Hire/Rehire Anniversary Date	2%	1/14/2024
G - General	OHRM		3.5%	Hire/Rehire Anniversary Date	3%	1/14/2024
F-O Fire Officials	OHRM		3.5%	Hire/Rehire Anniversary Date	2.5%	3/24/2024
H - IAFF 1619 Fire Civilian	Agency		3.5%	Hire/Rehire Anniversary Date	2.5%	3/24/2024
L – FOP 89 Police Sworn	Agency		3.5%	Hire/Rehire Anniversary Date	5%	3/10/2024
P - PCEA Police Civilian	OHRM		3.5%	Hire/Rehire Anniversary Date	3%	1/14/2024
P-O Police Officials	Agency			CBA to be submitted to Council for approval		
Q – PGCOA Civilians	Agency		3.5%	Hire/Rehire Anniversary Date	4.25%	2/11/2024
S-O Sheriff Officials	Agency			CBA to be submitted to Council for approval		
W – FOP 112 Deputy Sheriffs	Agency		3.5%	Hire/Rehire Anniversary Date	2.5%	3/24/2024
X – AFSCME 241 (Crossing Guards)	OHRM		No		No	
Y – IAFF 1619 Fire Sworn	OHRM		3.5%	Hire/Rehire Anniversary Date	2.5%	3/24/2024
Z – DSA Sheriff Civilian	Agency		3.5%	Hire/Rehire Anniversary Date	4.25%	2/11/2024

Human Resources Liaisons (HRLs) Responsibility for Processing Salary Actions and Maintaining Employee Records

Agency HRLs are responsible for processing salary actions that are designated as the responsibility of the agency in a prompt and accurate manner as well as maintain employee records. If any of the events listed here apply to an employee within your agency, follow the instructions provided.

- **Employee is not eligible for FY23 Merit.** If an employee should not receive an FY23 merit because of performance or an extended probationary period, the HRL must change that employee’s Date of Next Increase (DONI) to the anniversary of their Hire or Rehire date so that it falls within the 2024 fiscal year. This change must be made in SAP no later than seven (7) business days before the processing period begins for your agency. Instructions on how to change the DONI date can be found here [Agency HRL SAP Merit Processing+Validation Guide-FINAL 03.18.2022.pdf](#).
- **Employee is due another Personnel Action within the same pay cycle that Retro Merits and COLAs will be processed for your agency.** If the personnel action will change the classification of the employee, contact COREHR no later than 7 business days before the processing period to coordinate the change to be made. Include “Personnel Actions Impacting Retro Merit and COLA Processing” in the subject line of the email. Send only one (1) email with the full list of employees impacted, their EIN, Name and Action and Impact to their record. Examples include (but are not limited to) promotions, salary adjustments or separations.

- **Employee received a Salary Adjustment and is now receiving a Retro Merit or COLA that impacts the rate of the Salary Adjustment.** Existing Salary Adjustments are not automatically adjusted during the processing of a retro merit or COLA. When requesting Salary Adjustments, pending merits and COLAs should be considered and included in the requested amount. If the Salary Adjustment was based on a percentage of the employee's rate of pay or an approved flat rate, a new request should be submitted to COREHR to revise the Salary Adjustment after the retro merit and COLAs are processed.

HRLs will be able to generate a validation report in SAP to identify the employees that received merit increases. The Instruction Guide on how to use the SAP Employee Detail Report is available on the HR Community SharePoint Site and can be accessed by your designated Agency Human Resources Liaison(s) or click on the following link [Agency HRL SAP Employee Detail Report Merit Instruction Guide](#). HRLs are responsible for verifying the data and promptly reporting any anomalies to CoreHR@co.pg.md.us.

Please note that this information is confidential and should only be shared with the Agency Appointing Authority and authorized agency human resources staff.

Next Steps

OHRM request that Agency HRLs do not process any personnel actions during the pay cycle processing. 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
Joy Russell, Chief of Staff
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Agency Human Resources Liaisons