# Special OHR Live Event: Temporary Promotions and Assignments for MCGEO Employees

Friday, August 13, 2021

Welcome to the Live Event. Please make sure your audio is turned on.

The meeting will begin shortly.



#### Introduction

Berke Attila
Director, Office of Human Resources



### **Agenda**

- MCGEO Temporary Promotion and Assignment Process Overview Melissa Voight Davis
- Timekeeping Guidance Lori Plazinski
- MCGEO Temporary Assignments Since July 4 and FAQs Melissa Voight Davis
- Question and Answer Session Moderated by Katie Kasunic



# MCGEO Temporary Promotion and Assignment Process

Melissa Voight Davis
Chief, Recruitment and Selection
OHR



### **Update to MCGEO CBA Effective July 4**

- Article 23 PROMOTION
- "Employees will not normally be assigned to a higher classified job, unless required by workload as determined by the Employer."
- Added: "Employees formally assigned to a higher classified job shall be paid an hourly differential of five dollars (\$5.00) for all hours worked in the higher classification."



### Temporary Promotion vs. Temporary Assignment

• MCGEO Temporary <u>Promotion</u> Process: Employees being temporarily promoted to a higher classified position for 10 or more calendar days up to 12 consecutive months at fulltime status.

• MCGEO Temporary <u>Assignment</u> Process: Employees being temporarily assigned to a higher classified position for less than 10 workdays at fulltime status, OR any duration at part-time status, OR any duration on an intermittent basis.



### MCGEO Temporary Promotion Process (≥ 10 days)

#### **Example Scenarios:**

- A vacant position exists that must be covered full or part-time.
- A position is operationally critical, and the employee goes on vacation or will be on FMLA for more than 10 consecutive days, requiring a temporary promotion for another employee to cover all duties of the position.
- To backfill a position because an employee was reassigned to another position or project.



### MCGEO Temporary Promotion Process (≥ 10 days)

- Supervisor submits <u>Seamless Doc Form</u> at least one week prior.
  - ➤ Promotion must begin at the beginning of a pay period.
  - > Employee must meet minimum qualifications.
  - ➤ Form will not ask for percentage increase automatic \$5.00 increase.
- OHR Recruitment Specialist approves.
- OHR processes the temporary promotion in Oracle, which creates an automatic adjustment in the employee's pay for the duration of the temporary promotion.
- At end of temporary promotion, HR Liaison must enter an assignment transaction to end the temporary promotion in Oracle.



### MCGEO Temporary Assignment Process (< 10 days)

#### **Example Scenarios:**

- A shift supervisor is out for one day, requiring a temporary assignment to fillin.
- A higher-level operationally critical employee goes on vacation for one week, requiring a short-term temporary assignment to another employee to cover all duties of the position.



### MCGEO Temporary Assignment Process (< 10 days)

- Supervisor submits <u>Seamless Doc Form</u> same day.
  - ➤ Employee must meet minimum qualifications.
  - ➤ Form will not ask for percentage increase automatic \$5.00 increase.
- Supervisor self-approves.
- Employee or Supervisor will need to enter appropriate pay code(s) on timecard and supervisor must approve timecard.
- OHR will conduct routine audits to make sure departments and employees are utilizing this process and resulting pay accordingly.



Lori Plazinski MCtime HR Liaison Finance



**INTERMITTENT** assignments and assignments of less than 10 days – require additional MCtime Pay Codes added to timecard (mapped to Oracle pay elements) so employee is paid a higher wage for tasks performed at higher grade level.

EXISTING PAY CODES	Add Acting Promo (AP) Codes (\$5 per hour)
Hours Worked	+ Acting Promo
Excess Hours (Overtime or Comp Leave) *	+ Acting Promo OT Rates: @1.5, @1.0 , @0.5)
Call Back Pay	+ Acting Promo Callback
Holiday Premium Pay *	+ Acting Promo Holiday Prem (HP1/HP2)
Emergency Pay	+ Acting Promo Emergency Pay
(Either) Stand By Pay OR	Acting Promo Stand By (but not both)

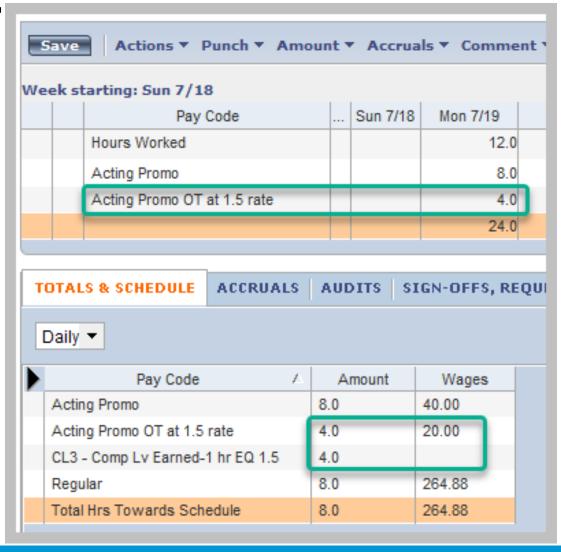
<sup>\*</sup> Since some Pay Codes are CALCULATED – use the Manager's JAVA View to Review Daily Totals



Timecard example #1 - 12 Hours Worked

- Use Daily Totals to match the regular and excess hours with the appropriate flat \$5 Acting Promo Pay code.
  - Regular (Hours Worked) for 8 hours matches to Acting Promo
  - ➤ CL3 Comp Leave at 1.5 rate for 4 hours matches to Acting Promo OT at 1.5 rate

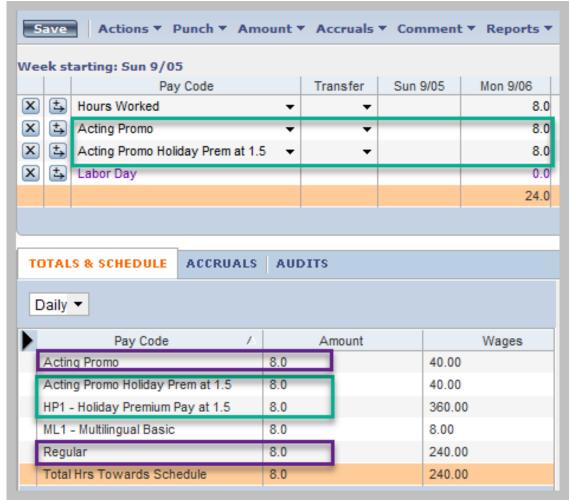
NOTE: You can sort on Pay Code Name or Amount.



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Timecard example #2 - Holiday

- Use Daily Totals to match the regular and excess hours with the appropriate flat \$5 Acting Promo Pay code.
  - Regular (Hours Worked) for 8 hours matches to Acting Promo
  - ➤ HP1 Holiday Premium Pay at 1.5 for 8 hours matches to Acting Promo Holiday Prem at 1.5 rate

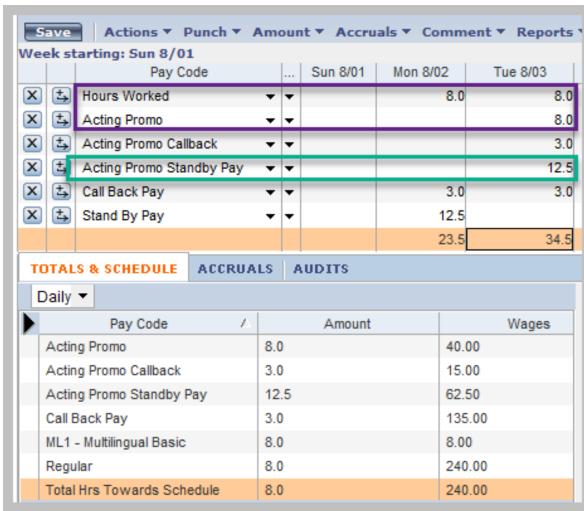




Timecard example #3 - Stand By / Call Back

Monday as <u>Employee</u> Role Tuesday as <u>Temp Assignment</u> (Acting Promo)

- Regular (Hours Worked) for 8 hours matches to Acting Promo
- Call Back Pay for 3 hours matches to Acting Callback
- On Tuesday, <u>ONLY</u> Acting Promo Standby Pay is used for the 12.5 hours (15.5 - 3 = 12.5)

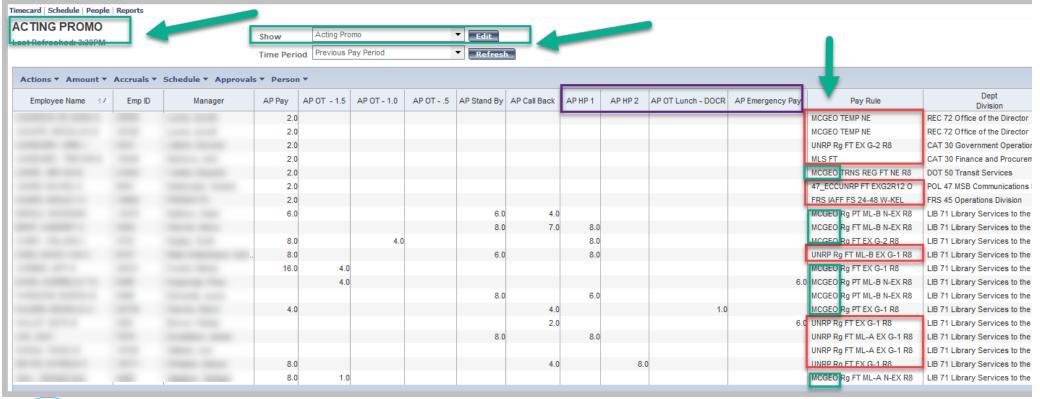




**Genie and HyperFind** – both named Acting Promo

#### **Only MCGEO Pay Rules**

- Not Temps Pay Rules
- Not MLS / Directors
- Not UNRP
- Not IAFF / FOP





### MCGEO Temporary Assignment Timekeeping Guidance Considerations

- Acting Promo (Temporary Assignment) Job Aid posted on MCtime website.
- Department's main MCtime SME/POC should review all <u>authorized</u>\* employee timecards using the Acting Promo HyperFind with the Acting Promo Genie.
  - ➤ \*Review OHR Eligibility & Complete Form.
  - ➤ If responsibility is delegated to HR Liaison or other may need to grant departmental Department Admin (DA) Access (to review and edit timecards).
- Acting Promo is a <u>fixed</u> \$5 amount Acting Promo codes should not be used with Pay Code Moves. (Acting Promo must be <u>received</u> as pay only, not comp leave.)
- Applies to Tasks (Hours worked), Premium Pay, Excess Hours, Personal Leave Types, Stand By Pay Calculations.
- Used in Full Hour increments.



# MCGEO Temporary Assignments Since July 4 and FAQs

Melissa Voight Davis
Chief, Recruitment and Selection
OHR



### MCGEO Temporary Assignments Since July 4

- Assignments that occurred July 4 July 31 (prior) pay periods:
  - ➤ Notify OHR at <a href="mailto:ohr@montogmerycountymd.gov">ohr@montogmerycountymd.gov</a> by August 27
    - Include Employee Name, Date and Hours employee was temporarily assigned.
  - > Timecard correction will be needed.
  - ➤ Will need to submit a Seamless Doc form for records.
- Assignments that occurred August 1 August 14 (this) pay period:
  - ➤ Update employee timecard to reflect appropriate pay codes.
  - > Will need to submit a Seamless Doc form for records.



### Frequently Asked Questions (FAQs)

#### Q: Where do I find a position's minimum qualifications?

Class Specifications, found in the <u>Classification Plan</u>, have minimum qualifications listed.

### Q: For Temporary Assignments, how do I match an employee's experience with the minimum qualifications?

You will need to review a copy of the employee's most current resume to verify credentials and work experience listed in the MQs.

#### Q: I think I am working out of class. Do I now receive the acting pay?

This process is designed for formal temporary promotions to a higher-level classification position. If you believe you are working out of class, please follow the June Box request process.



### **Q & A**

Moderated by Katie Kasunic



### **Thank You for Attending**

This presentation will be posted on the Weekly HR Liaisons & MLS Meeting Dashboard: <a href="https://www.montgomerycountymd.gov/HR/Misc/WeeklyHRLiaisonsMLSOHRMCTime.html">https://www.montgomerycountymd.gov/HR/Misc/WeeklyHRLiaisonsMLSOHRMCTime.html</a>

For more information on Timekeeping, visit the MCtime Website:

https://www.montgomerycountymd.gov/mctime/resources.html

