

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.



Office of *Human Resources*

Introduction

Berke Attila

Director, Office of Human Resources



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



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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 Promotion 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 Assignment 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 (\geq 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 (\geq 10 days)

- Supervisor submits [Seamless Doc Form](#) 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 fill-in.
- 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 [Seamless Doc Form](#) 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.



MCGEO Temporary Assignment Timekeeping Guidance

Lori Plazinski
MCtime HR Liaison
Finance



Office of *Human Resources*

MCGEO Temporary Assignment Timekeeping Guidance

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 <u>OR</u> Acting Promo Stand By (but not both)	

* Since some Pay Codes are CALCULATED – use the Manager's JAVA View to Review Daily Totals



MCGEO Temporary Assignment Timekeeping Guidance

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.

Save Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Comment ▾				
Week starting: Sun 7/18				
	Pay Code	...	Sun 7/18	Mon 7/19
	Hours Worked			12.0
	Acting Promo			8.0
	Acting Promo OT at 1.5 rate			4.0
				24.0
TOTALS & SCHEDULE ACCRUALS AUDITS SIGN-OFFS, REQUI				
Daily ▾				
	Pay Code	▲	Amount	Wages
	Acting Promo		8.0	40.00
	Acting Promo OT at 1.5 rate		4.0	20.00
	CL3 - Comp Lv Earned-1 hr EQ 1.5		4.0	
	Regular		8.0	264.88
	Total Hrs Towards Schedule		8.0	264.88



MCGEO Temporary Assignment Timekeeping Guidance

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

Save | Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Comment ▾ Reports ▾

Week starting: Sun 9/05

	Pay Code	Transfer	Sun 9/05	Mon 9/06
X	Hours Worked			8.0
X	Acting Promo			8.0
X	Acting Promo Holiday Prem at 1.5			8.0
X	Labor Day			0.0
				24.0

TOTALS & SCHEDULE | ACCRUALS | AUDITS

Daily ▾

Pay Code	Amount	Wages
Acting Promo	8.0	40.00
Acting Promo Holiday Prem at 1.5	8.0	40.00
HP1 - Holiday Premium Pay at 1.5	8.0	360.00
ML1 - Multilingual Basic	8.0	8.00
Regular	8.0	240.00
Total Hrs Towards Schedule	8.0	240.00



MCGEO Temporary Assignment Timekeeping Guidance

Timecard example #3 - Stand By / Call Back

Monday as Employee Role

Tuesday as Temp Assignment (Acting Promo)

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

Save Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Comment ▾ Reports ▾					
Week starting: Sun 8/01					
	Pay Code	...	Sun 8/01	Mon 8/02	Tue 8/03
X	Hours Worked	▾ ▾		8.0	8.0
X	Acting Promo	▾ ▾			8.0
X	Acting Promo Callback	▾ ▾			3.0
X	Acting Promo Standby Pay	▾ ▾			12.5
X	Call Back Pay	▾ ▾		3.0	3.0
X	Stand By Pay	▾ ▾		12.5	
				23.5	34.5
TOTALS & SCHEDULE ACCRUALS AUDITS					
Daily ▾					
	Pay Code	▲	Amount	Wages	
	Acting Promo		8.0	40.00	
	Acting Promo Callback		3.0	15.00	
	Acting Promo Standby Pay		12.5	62.50	
	Call Back Pay		3.0	135.00	
	ML1 - Multilingual Basic		8.0	8.00	
	Regular		8.0	240.00	
	Total Hrs Towards Schedule		8.0	240.00	



MCGEO Temporary Assignment Timekeeping Guidance

Only MCGEO Pay Rules

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

Genie and HyperFind – both named Acting Promo

Timecard | Schedule | People | Reports

ACTING PROMO
Last Refreshed: 3:38PM

Show: Acting Promo [Edit] Time Period: Previous Pay Period [Refresh]

Employee Name	Emp ID	Manager	AP Pay	AP OT - 1.5	AP OT - 1.0	AP OT - .5	AP Stand By	AP Call Back	AP HP 1	AP HP 2	AP OT Lunch - DOCR	AP Emergency Pay	Pay Rule	Dept Division
			2.0										MCGEO TEMP NE	REC 72 Office of the Director
			2.0										MCGEO TEMP NE	REC 72 Office of the Director
			2.0										UNRP Rg FT EX G-2 R8	CAT 30 Government Operator
			2.0										MLS FT	CAT 30 Finance and Procurem
			2.0										MCGEO TRNS REG FT NE R8	DOT 50 Transit Services
			2.0										47_ECCUNRP FT EXG2R12 O	POL 47 MSB Communications
			2.0										FRS IAFF FS 24-48 W-KEL	FRS 45 Operations Division
			6.0				6.0	4.0					MCGEO Rg PT ML-B N-EX R8	LIB 71 Library Services to the
							8.0	7.0	8.0				MCGEO Rg FT ML-B N-EX R8	LIB 71 Library Services to the
			8.0		4.0				8.0				MCGEO Rg FT EX G-2 R8	LIB 71 Library Services to the
			8.0					6.0	8.0				UNRP Rg FT ML-B EX G-1 R8	LIB 71 Library Services to the
			16.0	4.0									MCGEO Rg FT EX G-1 R8	LIB 71 Library Services to the
				4.0									MCGEO Rg PT ML-B N-EX R8	LIB 71 Library Services to the
							8.0		6.0				MCGEO Rg PT ML-B N-EX R8	LIB 71 Library Services to the
			4.0					4.0			1.0		MCGEO Rg PT EX G-1 R8	LIB 71 Library Services to the
								2.0				6.0	UNRP Rg FT EX G-1 R8	LIB 71 Library Services to the
							8.0		8.0				UNRP Rg FT ML-A EX G-1 R8	LIB 71 Library Services to the
													UNRP Rg FT ML-A EX G-1 R8	LIB 71 Library Services to the
			8.0					4.0		8.0			UNRP Rg FT EX G-1 R8	LIB 71 Library Services to the
			8.0	1.0									MCGEO Rg FT ML-A N-EX R8	LIB 71 Library Services to the



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 authorized* 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 fixed \$5 amount – Acting Promo codes should not be used with Pay Code Moves. (Acting Promo must be received 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



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MCGEO Temporary Assignments Since July 4

- Assignments that occurred July 4 – July 31 (prior) pay periods:
 - Notify OHR at ohr@montgomerycountymd.gov 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 [Classification Plan](#), 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



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Thank You for Attending

This presentation will be posted on the Weekly HR Liaisons & MLS Meeting Dashboard:

<https://www.montgomerycountymd.gov/HR/Misc/WeeklyHRLiaisonsMLSOHRMCTime.html>

For more information on Timekeeping, visit the MCTime Website:

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



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