



## Questions and Answers (Q&A)

### HR Liaison & MLS Live Event, April 8, 2022

The following questions were submitted by attendees during the April 8, 2022, HR Liaison & MLS Live Teams Event with OHR. Answers were provided by subject matter experts.

#### Q: Is there a list of mandatory classes?

Mandatory training is listed on the OHR Career Development Website at [Career Development Mandatory Training](#).

#### Q: Is the Administrative and Service Professionals Conference open to contracted staff?

The Administrative and Service Professionals Conference is open to all staff including contractors with supervisor approval.

#### Q: How do you know your plan code?

Your retirement plan code can be found on your pay slip under Pre-Tax deductions, next to the word Retirement.

**Retirement Plan Code Location on Payslip**

Pre-Tax Deductions

Description ▲	Current ▲	YTD ▲
Retirement GRIP CN		168.86 2,904.40
Health FSA		103.84 1,765.28
RX STD Pretax		69.16 1,175.72
Dental PPO Pretax		13.67 232.39
UH HMO Pretax		149.87 2,547.79
Vision Pretax		1.12 19.04
Def Comp Fidelity		115.00 1,695.00

Office of *Human Resources*

#### Q: Where can I find the resources shared during the planning for retirement presentation?

Visit OHR's [Planning for Retirement webpage](#).

#### Q: When retired, is the insurance premium payment reduced since it is going to be supplemental?

Yes, when you are retired and you or an eligible dependent become Medicare eligible due to age (65) or disability (at any age), the County's medical and prescription plans become secondary payers to Medicare. Your County insurance premiums for medical and Rx coverage will be adjusted at that time.

**Q: Is the Medicare premium adjusted to the current/non-employed salary?**

No, the Medicare premium is based on the adjusted gross income tax that you reported to the IRS two years prior. So, if you retire and are Medicare eligible in 2022, then your Medicare premium will be based on your 2020 adjusted gross income tax.

**Q: Are the retirement trainings online or in person?**

All retirement training classes are held virtual using MS Teams. Contact the County Help Desk at (240) 777-2828 for help installing MS Teams to your computer or device.

**Q: Would a modified schedule due to illness (fewer work hours) after coming back from LWOP be different from Light Duty? If so, how would the employee apply to temporarily work fewer hours?**

Someone working a modified schedule can be considered light duty; however, before implementing please be sure the employee has come through Occupational Medical Services (OMS) to ensure a modified schedule is the appropriate approach for the related condition. The employee can apply/request through OMS appointment.

**Q: Who is on the Light Duty Committee?**

The Light Duty Committee comprises three unrepresented County employees and three bargaining County employees.

**Q: How is the employee notified that there is/is not light duty available at the County level?**

The employee should be notified through their department who would complete the light duty form and submit to OMS.

**Q: Is there a minimum threshold/time for light duty?**

For non-work related light duty, the timeframe is determined by the County Employee Medical Examiner (EME) with a maximum threshold of six months unless additional time is authorized by the County EME. For work-related light duty, the timeframe is determined by the County third party provider CorVel.

**Q: If an employee is on "indefinite" light duty, how often is the employee's light duty status is reviewed?**

There is no "indefinite light duty." Employees performing a light duty assignment are required to meet with the County Employee Medical Examiner at OMS monthly to determine if light duty is still medically necessary or if the employee can return to full duty status. Please contact OMS or Risk management to discuss further if needed.

**Q: How can staff confirm whether the MLS Position Description they submitted was received?**

You can contact OHR Classification at [classification.OHR@montgomerycountymd.gov](mailto:classification.OHR@montgomerycountymd.gov). However, when the request was submitted you should have received an email message stating OHR's receipt of the study request.

**Q: How likely is the County to create new classifications based on the new positions arising from our changing world?**

OHR will continue to work with departments and our union partners to determine job market study analyses needed that may require updates to existing job classifications and/or adding job classifications for the work our County is doing.