



Questions and Answers (Q&A)

HR Liaison & MLS Live Event, June 3, 2022

The following questions were submitted by attendees during the June 3, 2022, HR Liaison & MLS Live Teams Event with OHR and Mctime. Answers were provided by subject matter experts.

Q: For the Juneteenth holiday, our employees are using the observed day only. How does that work in terms of timekeeping?

The Mctime Team pre-populates Holiday Leave on the Observed day for employees scheduled to work on Monday.

Q: If a telework agreement is not in place as of July 1st and a staff does not return to the office what steps are to be taken?

If the department wants to call the employee back onsite, departments should provide notice as outlined in the MCGEO Telework Agreement, consult with their OLR representative and can follow the options for disciplinary actions outlined in the CBA/MCPR if the employee refuses to comply.

Q: For an employee who is leaving the County, does the termination action in Oracle need to be completed 100% before the employee's AD account is deactivated?

Yes, the AD account gets terminated automatically after the termination action is completed in Oracle. There may be a delay before the account disappears from the address book. In special circumstances, Department IT staff may be able to manually deactivate or reactivate AD accounts if there is a business need to do so.

Q: If an applicant needs a Medical History Review and a non-DOT drug test should they complete the Medical History review online or do a paper form and bring it in?

Anyone who is able to complete their Medical History Review online is encouraged to do so. Online submissions help reduce time spent in the office. However, if they are not able to complete the review online, they may bring in the completed paper form when they come in for their drug test.