

HR Liaisons & MLS Meeting with OHR & MTime

Friday, April 8, 2022

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 (OHR)



Office of *Human Resources*

Agenda

- James Tinnick, Kimberly Williams
 - Classification Overview & Status
- Emily Danyluk
 - Multilingual Certified Employees
- Francesca Dennis
 - Understanding the Retirement Process
- Johnna Bryant, Angela Wiley-Jones
 - Return to Work Light Duty Program
- Anita Brady
 - OHR Training Highlights
- Question and Answer Session – Moderated by KD Kasunic



Classification Overview & Status

James Tinnick and Kimberly Williams

Classification Specialists

OHR



Office of *Human Resources*

Classification Study Types

CLASSIFICATION	DEFINITION	PURPOSE	PROCESS
Classification	A system for objectively defining and evaluating the duties and responsibilities of a job.	<ul style="list-style-type: none"> • Identify core categories of work by occupational groups. • Categorizing occupational groups by series, title, and grade performing management, professional, trades, craft, and labor work. 	Involves the assignment of a position to an occupational class and an occupational class to a pay grade.
Occupational Study	An analysis that involves comparing the work [duties/responsibilities] of a position or class to the QES, for determining the relative value of the class.	<ul style="list-style-type: none"> • Appropriateness and accuracy of the class specification, assignment and grade level. • Federal compliance (ADA, FLSA, etc.). • Viable career paths. • Determine if MCG fairly compensates work by comparing salaries to the labor market. 	<ul style="list-style-type: none"> • Conduct information sessions. • MRQ Completion and Review. • Conduct employee/supervisor interviews. • Conduct market salary review. • Issue recommendation. • Department comment. • Respond to comments & finalize study.



Classification Study Types (Continued)

CLASSIFICATION	DEFINITION	PURPOSE	PROCESS
<p>Individual Study (June Box)</p>	<p>Analysis of an employee position for a possible reclassification from one occupational class to another due to significant changes in duties and responsibilities, complexity, and/or required knowledge, skills and abilities.</p>	<p>Determine if there are changes in an employee's assignment that may result in their position performing work outside of their current classification.</p>	<ul style="list-style-type: none"> • Position description (PD) completion and review. • Conduct employee/supervisor interviews. • Issue recommendation. • Department comment. • Respond to comments & finalize study.
<p>Special Study</p>	<p>Analysis of an employee position for a possible reclassification outside of the annual June Box classification review process due to extenuating circumstances.</p>	<p>Determine if there are changes in an employee's assignment that may result in their position performing work outside of their current classification.</p>	<ul style="list-style-type: none"> • PD completion and review. • Conduct employee/supervisor interviews. • Issue recommendation. • Department comment. • Respond to comments & finalize study.



Classification Study Status

STUDY TYPE	COMPLETED	OPEN	TOTAL
FY22 June Box	6	4	10
FY22 Occupational Studies	0	6	6
FY22 Special Studies	0	1	1
TOTAL	6	11	17



FY22 June Box Studies

DEPT	STUDY OPEN	STUDY COMPLETE	TOTAL	UNION	NON-UNION
HHS	1	3	4	2	2
POL	2	0	2	2	0
CEX	0	1	1	0	1
COR	0	1	1	0	1
DGS	0	1	1	0	1
OCP	1	0	1	1	1



Occupational Studies

STUDY	CLASSES UNDER STUDY	DEPARTMENT	STUDY STATUS	PERMANENT EMPLOYEES*	VACANCIES *
Equipment Operators	4	DOT/CEC	Info Session	122	38
School Health Room Technicians	3	HHS	MRQ Collection	210	14
Library Series Study	9	LIB	Consultant Recommendation	349 (Includes Library Pages)	60
Truck Driver Helper/ Warehouse Worker	1	ABS	Info Session	32	0
Truck Driver/ Warehouse Worker	1	ABS/DGS	Info Session	40	3
Correctional Dietary Officers	2	COR	Info Session	14	2
Correctional Dietary Supervisor	1	COR	Info Session	2	0
TOTALS (*Active/Vacant as of 4/4/2022)				613	115



Special Occupational Studies

STUDY	CLASSES UNDER STUDY	DEPARTMENT	STUDY STATUS	PERMANENT EMPLOYEES*	VACANCIES*
Forensic Series	7	POL	Consultant Recommendation Stage	27	9



PMG – Special Individual Study – Status

AREA	OPT	NON-UNION	TOTAL
TOTAL			
Total Employees Eligible for PMG Special Individual Study	174	185	359
Total Employee Special Individual Study Requests Received	27	49	76
BREAKDOWN			
Priority 1 Employees Previously Submitted FY20 – FY22 June Box Request but Denied	6	3	9
Priority 2 Employees who Completed MRQs/PDs Sep. 2019	17	39	56
Priority 3 Employees Who Did Not Complete MRQs/PDs Sept. 2019	4	7	11
TOTAL	27	49	76



PMG – Special Individual Study – Next Steps

- **Priority 1:** 9 studies – OHR Classification to issue recommendation by May 2 (approximately 5 weeks)
- **Priority 2:** 56 studies – OHR classification timeline TBD
- **Priority 3:** 11 studies – OHR classification timeline TBD
- **FY23 June Box:** Will launch in June 2022



MLS – Position Descriptions - Status

TOTAL MLS EMPLOYEES	MLS PDs RECEIVED
464	76

Extended deadline to submit MLS PDs to OHR is **May 16, 2022.**



Multilingual Certified Employees

Emily Danyluk

HR Specialist

OHR



Office of *Human Resources*

Ensuring Your Department's Multilingual Certified Employees List Is Up-to-date

- Annual Review
- As of April 1, we sent lists to 28 departments and already have confirmations from over 25%. THANK YOU!
- Deadline to confirm is **April 15th**.
- Questions? OHR.LanguageTesting@montgomerycountymd.gov



Removing an Employee's Multilingual Differential

- Visit our FAQ:
<https://www.montgomerycountymd.gov/multilingual>
- Click on **Guidance for Departments** under Resources at bottom
- Scroll to page 2 (bottom): **Removing a Multilingual Pay Differential**

MontgomeryCountyMD.GOV
Office of Human Resources

Multilingual Certification Program

Multilingual Certification Program

The Multilingual Certification Program offers Montgomery County Government employees the opportunity to receive compensation for their language skills used to provide services to customers in a language other than English when there is a need to do so. As available, language certified employees may be called upon to provide their language skills inside or outside of their service area or department.

To become certified, employees must first apply online and receive approval from their supervisor and director. They must then pass a language certification exam for one of the approved languages identified as the predominant languages used by County residents. Please read below for program details and how to apply.

Enter a keyword to search the FAQs:

Open all sections | Close all sections

Approved Languages

What are the approved languages?

Eligibility

Who can apply to be certified?

How to Apply and

What is the process for becoming language-certified?

Certification Levels

How are language-certified employees compensated?

In what circumstances should a language-certified employee no longer receive the multilingual pay differential?

What is the process for discontinuing the multilingual pay differential?

Language Certified Employees Database

What is the Language Certified Employees Database?

Resources

- Multilingual Certification System (eMultilingual)
- System User Guide for Supervisors and Employees
- Guidance for Departments
- Limited English Proficiency (LEP) Webpage
- Language Certified Employees Database

Questions

If you have further questions about the Multilingual Certification Program, please email ohr.languagecert@montgomerycountymd.gov.

Subscription Stay Informed Policies Translation

Removing a Multilingual Pay Differential

Department directors must ensure that the County stops paying the multilingual differential to a language-certified employee who:

- Transfers to, or assumes, a position for which the multilingual skills are not approved;
- Was certified to provide multilingual services that are no longer needed;
- Is no longer needed by a department to provide a specific language skill;
- Is no longer able to provide the multilingual services;
- No longer wishes to provide the multilingual services;
- Refuses or fails to provide requested multilingual services in a satisfactory manner; or
- Fails to renew the multilingual certification as required.

The Department director must notify the language-certified employee, OHR and OMB of a decision to stop paying a multilingual pay differential and the reasons for stopping the differential. The multilingual differential can only be removed by a memo from the employee's department director, which can be sent via the department's HR Liaison or Senior Executive Administrative Assistant (SEAA).

To discontinue a multilingual pay differential, follow the format and include the content of the [Sample Memo to Discontinue Multilingual Pay Differentials](#) and then place it in your department's memo document. Then, send it to the appropriate parties listed in the memo, including all parties that are CCed at the end of the memo.



Understanding the Retirement Process

Francesca Dennis
Health Insurance Specialist
OHR



Office of *Human Resources*

2022 Retirement Class Schedule



Office of Human Resources
Health and Well-Being Division

Health Insurance Benefits at Retirement Registration Instructions

There are 3 Retirement classes that an ERS (Pension) plan employee must attend in order to retire from the County, and there are 2 Retirement classes that an RSP, GRIP or MD State plan employee must attend in order to retire from the County. These classes are offered monthly.

ERS (3) - Retirement Plan Codes A, E, F, G, H, J

1. ERS Retirement Planning for Retirement Class - Groups A, E, F, G, H, J
2. Health Insurance Planning for Retirement Class
3. Enrolling in Health Insurance Benefits at Retirement Class**

RSP, GRIP, MD State (2) - Retirement Plan Codes RN, RM, RC, RP, CN, CM, T

1. Health Insurance Planning for Retirement Class
2. Enrolling in Health Insurance Benefits at Retirement Class**

**NOTE: A health insurance packet will be mailed to your home address prior to the class date.

SPACE IS LIMITED! YOU MUST REGISTER TO ATTEND A CLASS!

To register via the ePortal: <https://ex01.montgomerycountymd.gov>

1. Select **Employee Self Service (ESS)**.
2. Select **Go to Employee Self Service**.
3. Select **MCG HR Employee Self-Service**.
4. Scroll down to **Learner Access: Learning** and click on **Learner Home**.
5. In the Search bar enter **"Health Insurance"**.
6. Locate the desired class, then Click the icon (yellow envelope) below the **Enroll** field.
7. Review the enrollment details, then click the **"Apply"** button.

Class Location: Virtual, MS Teams **Class Time:** 11:00am to 12:30pm

To Attend: Click the purple "Join" link sent to your Outlook calendar to join the meeting. Or, you may dial the phone number in your calendar invite to join the meeting. If you need assistance with downloading Microsoft Teams on your mobile phone, mobile device, or computer, please contact the Help Desk at (240) 777-2828.

If you need assistance with the registration process, please contact the OHR Training Team at (240) 777-5116.



2022 Health Insurance Planning for Retirement and Enrolling in Health Insurance Benefits at Retirement Monthly Class Schedule

Health Insurance Planning for Retirement Class - This class provides information on group health and life insurance election options at retirement. Topics covered include: Retiree Term Life Insurance, Cost Sharing Arrangements, Survivor Benefits, Social Security and Medicare. **You may bring a guest.**

2022 Health Insurance Planning for Retirement Class Dates

Jan. 19 th	May. 18 th	Sep. 21 st
Feb. 16 th	Jun. 15 th	Oct. 19 th
Mar. 16 th	Jul. 20 th	Nov. 16 th
Apr. 20 th	Aug. 17 th	Dec. 21 st

Enrolling in Health Insurance Benefits at Retirement Class - In this class you will complete all required group health insurance forms to elect insurance coverage for you and any eligible dependents at retirement. This class is required for all employees who are ready to retire on the date that coincides with the class date.

Required Documents - A legible photocopy of your birth certificate or U.S. Passport, your State issued marriage certificate, as well as a birth certificate for each eligible dependent child.

2022 Enrolling in Health Insurance Benefits at Retirement Class

(Prerequisite: Health Insurance Planning for Retirement Class)

If Your Retirement Date Is...	Your Class Date Is...
January 1, 2022	November 3, 2021
February 1, 2022	December 1, 2021
March 1, 2022	January 5, 2022
April 1, 2022	February 2, 2022
May 1, 2022	March 2, 2022
June 1, 2022	April 6, 2022
July 1, 2022	May 4, 2022
August 1, 2022	June 1, 2022
September 1, 2022	July 6, 2022
October 1, 2022	August 3, 2022
November 1, 2022	September 7, 2022
December 1, 2022	October 5, 2022
January 1, 2023	November 2, 2022
February 1, 2023	December 7, 2022



Office of *Human Resources*

Health Insurance Benefits at Retirement Registration Instructions

There are 3 Retirement classes that an **ERS (Pension)** plan employee must attend in order to retire from the County, and there are 2 Retirement classes that an **RSP, GRIP** or **MD State** plan employee must attend in order to retire from the County. These classes are offered monthly.

ERS (3) - Retirement Plan Codes A, E, F, G, H, J

1. ERS Retirement Planning for Retirement Class - Groups A, E, F, G, H, J
2. Health Insurance Planning for Retirement Class
3. Enrolling in Health Insurance Benefits at Retirement Class**

RSP, GRIP, MD State (2) - Retirement Plan Codes RN, RM, RC, RP, CN, CM, T

1. Health Insurance Planning for Retirement Class
2. Enrolling in Health Insurance Benefits at Retirement Class**

****NOTE:** A health insurance packet will be mailed to your home address prior to the class date.



2022 Enrolling in Health Insurance Benefits at Retirement Class

(Prerequisite: Health Insurance Planning for Retirement Class)

If Your Retirement Date Is...

Your Class Date Is...

January 1, 2022

November 3, 2021

February 1, 2022

December 1, 2021

March 1, 2022

January 5, 2022

April 1, 2022

February 2, 2022

May 1, 2022

March 2, 2022

June 1, 2022

April 6, 2022

July 1, 2022

May 4, 2022

August 1, 2022

June 1, 2022

September 1, 2022

July 6, 2022

October 1, 2022

August 3, 2022

November 1, 2022

September 7, 2022

December 1, 2022

October 5, 2022

January 1, 2023

November 2, 2022


February 1, 2023




December 7, 2022



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



Did You Know Your County Insurance Will Coordinate with Medicare at Retirement?

- **Part A (Hospital Insurance)** covers most medically necessary hospital, skilled nursing facility, home health and hospice care. It is free if you have worked and paid Social Security taxes for at least 40 calendar quarters (10 years); you will pay a monthly premium if you have worked and paid taxes for less time.
- **Part B (Medical Insurance)** covers 80% of most medically necessary doctors' services, preventive care, durable medical equipment, hospital outpatient services, laboratory tests, x-rays, mental health care, and some home health and ambulance services. You pay a monthly premium for this coverage, and it is required if you want to receive benefits from your County medical plan.
 - **Without Part B, member will be responsible for approximately 80% of claim costs that Part B would have covered.**
 - **You cannot continue in the Kaiser plan unless you elect Part B and enroll in the Kaiser Medicare Plus Plan.**
- **Part D (Prescription)** is required if enrolled in the County's prescription drug plan. The County's prescription plan works together with Medicare Part D to maintain your current coverage level; this process is administered through SilverScript.
 - **Enrollment in Part D is automatic. You should not elect a separate Medicare Part D plan if enrolled in the County's prescription plan.**
 - **SilverScript does not apply to Kaiser participants.**



OHR Website

Planning for Retirement

www.montgomerycountymd.gov/HI



- [Montgomery County Employee Retirement Plan](#)
- [2022 Pre-Retirement Health Insurance Class Schedule](#)
- ["Planning for Retirement" Class Presentation](#)
- ["Enrolling in Health Insurance Benefits at Retirement" Class Presentation](#)



Office of *Human Resources*

Return to Work Light Duty Program

Johnna L. Bryant

Manager, Occupational Medical Services
OHR

Angela Wiley-Jones

Workers' Compensation Coordinator
Risk Management, Finance



Office of *Human Resources*

This Presentation Will Review:

- What is light duty?
- When does light duty apply and how does it work?
- How long is light duty allowed?
- What are the requirements to providing light duty when applicable?
- What is the process if light duty is not available at the department?
- What are the differences between work-related light duty and non-work-related light duty?



What Is Light Duty?

- Montgomery County's Return to Work (RTW) light duty program provides meaningful temporary assignments to employees who are unable to perform their usual and customary job duties due to an injury or illness.
- [MCPR Section 8-7\(h\) \(1\) \(C \), 8-1 \(i\) and \(j\)](#) and [MCGEO Article 33.3](#).
- Light duty is temporary work that is less vigorous or less physical than the work the employee performed before the injury or illness.
- There are two types of light duty assignments:
 - Work-related (following a Workers Compensation Injury)
 - Non-work-related



Light Duty Overview (Continued)

- Light-duty assignments **do not exceed 6 months** unless authorized by the County Employee Medical Examiner at OMS in extreme circumstances.
 - Only applies for non-work-related light duty. If work-related, length is determined by CorVel.
- 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.



Benefits of Return to Work Light Duty Program

Employee

- Continues to receive pay during the illness or injury.
- Learns new job skills when assigned special projects.
- Saves sick pay benefits or other disability benefits for later use.
- Maintains professional and social connections with coworkers, which can support the recovery process.

Employer

- Receives assistance with special projects or tasks.
- Reduces the need to adjust schedules and train others.
- Reduces costs associated with absenteeism.
- If an employee is assigned a light duty task in another department, the employee will remain on the payroll of the department to which they are originally assigned.



Light Duty Application Process

- The employee applying for light duty assignment and the department must complete an application and submit it to Occupational Medical Services (OMS).
- Return to Work Light Duty applications are available on the [OMS website](#) as well as from the Administrative Services Coordinator in each department.
- OMS schedules a light duty evaluation with the employee and provides a copy of the Health Status Report (HSR) to the employee and department.



Light Duty Application Process (Continued)

- The employee's department reviews the application and determines if a light duty assignment is available based on the HSR received from Occupational Medical Services (OMS).
- The department has five (5) business days to determine the availability of light duty.
- If light duty is not available within the department, the department has five business days to refer the employee to the light duty committee.
- The light duty committee has 10 working days to identify an alternative light duty work site.



Light Duty Review Committee

- The Light Duty Review Committee is a group of employees representing both the union and management.
- If an employee's (home) department cannot provide a light duty assignment, the department refers the employee to the Light Duty Review Committee.
- The Light Duty Review Committee identifies temporary light duty assignments or tasks available in other departments.



Light Duty Process: Department Responsibilities

- The department must:
 - Provide the employee with the description of the light duty assignment prior to the start date.
 - Provide the employee with the light duty start date.
 - Provide the employee with light duty work hours or assignment information.
 - Provide the employee with contact person information during the light duty assignment.
 - Follow up with the employee to ensure they meet with the County EME monthly while on light duty.



Light Duty Evaluation Process: **Non-work-related**

- The injured or ill employee meets with the County EME at OMS to determine if light duty is medically necessary.
- The employee brings all current medical documentation to support the need for light duty.
- EME completes a Health Status Report (HSR) detailing the restrictions.
- The employee is given a copy of the HSR as well as the department supervisor and HR Liaison, who will look for a light duty assignment within the department.
- Non-work-related light duty assignments **do not exceed 6 months** unless authorized by the County Employee Medical Examiner at OMS based on medical condition.



Light Duty Evaluation Process: **Work-related**

- The Department must advise an employee that light duty options are available following a Workers' Compensation injury.
- The employee communicates with the treating physician, the immediate supervisor, and the CorVel claims professional/nurse regarding a return-to-work date and light duty assignment.
- OMS will conduct an evaluation requested by the employee or department director prior to returning to work. The HSR process does not differ between work-related and non-work-related light duty.
- The employee brings all current medical documentation to support the need for light duty, or information may be provided by CorVel.
- Length of work-related light duty assignment is determined by CorVel or if Medical Maximum Improvement (MMI) is reached.



Resources

- Light duty forms and resources are available on the [OMS Disability and Accommodations webpage](#).
- [MCPR Section 8-7\(h\) \(1\) \(C \), 8-1 \(i\) and \(j\)](#) and [MCGEO Article 33.3](#).
- If you have questions regarding light duty assignments, contact dpm@montgomerycountymd.gov or call 240-777-5118.
- For questions on work-related light duty, please email angela.wiley-jones@montgomerycountymd.gov.
- We are working on additional resources, which will be published to the OMS website when available and announced at a future OHR Live Event.



OHR Training Highlights

Anita Brady

Manager, Training and Organizational Development

OHR



Office of *Human Resources*

Upcoming Training – Highlights

Just a Few of the Hundreds of Classes Offered!

Date	Time	Class Title
4/14	1 – 4 pm	Performance Management Basics
4/19	1 – 4 pm	Interviewing and Selecting Employees
4/21	11 am – noon	Leave without Pay (LWOP) for Supervisors
4/26	1:30 – 3:30 pm	Becoming a Skilled Coach
4/27	9 am – 1 pm	Administrative and Service Professionals Conference



Office of *Human Resources*

Training Resources

- Look for the Calendar emailed at the end of every month
- Calendar is posted online at:
 - www.montgomerycountymd.gov/OHR
 - Select Career Development from top menu
 - Select Programs and Catalogs
- Latest calendar: [April Training Calendar](#)
- Register using the instructions at the end of the calendar



Montgomery County Government (MCG) offers a wide variety of training opportunities to help increase the knowledge, skills, and abilities of MCG employees. Below are the classes available for February 2022. Classes and events are available on a first come, first served basis.

Latest Training News:

- [2022 MCG LEADS program offerings](#) now available
- [FY22 Family and Medical Leave Act \(FMLA\) and Americans with Disabilities Act \(ADA\) classes](#) just released in Employee Self Service; search "FMLA" or "ADA"

For information contact: OLM.Admin@montgomerycountymd.gov			
Class	Audience	Date	Time
2022 Montgomery County Black History Month Program: Health & Wellness	All	Feb 16	10:30 am – noon
In Our Own Voices: Telling Our Stories	All	Feb 23	10 – 11:30 am

Mandatory Training			
For information contact: OLM.Admin@montgomerycountymd.gov			
Class	Audience	Date	Time
Limited English Proficiency (LEP)	Mandatory for all front-line employees	Feb 8	1 – 3 pm
Preventing Workplace Harassment	All employees, contractors, and interns	Feb 15	9 am – noon
	Required for		

Q & A

Moderated by KD Kasunic



Office of *Human Resources*

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 Events:

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

For more information on career development opportunities:

<https://www.montgomerycountymd.gov/hr/careerdevelopment/training.html#1>



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