HR Liaisons & MLS Meeting with OHR & MCtime

Friday, April 30, 2021

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

The meeting will begin shortly.

Office of *Human* Resources

Berke Attila

Director, Office of Human Resources

Office of *Human* Resources

Agenda

- Johnna L. Bryant
    - COVID-19 Guidance Updates

- Kimberly D. Williams & Lystra Baird
    - Compensation Updates
    - Position Creation & Reclassification

- Anithia Rhodes
    - Length of Service Program Update

- Lori Plazinski
    - Timekeeping Tips: FMLA and Parental Leave

- Question and Answer Session – Moderated by Katie Kasunic

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COVID-19 Guidance Updates

Johnna L. Bryant

Manager, Occupational Medical Services

OHR

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COVID-19 Vaccination Update

- As of April 29, **52.2%** of Montgomery County residents have received their first vaccine dose, and **35.6%** are fully vaccinated.

- All employees on vaccination priority lists submitted by the County have already received invitations to schedule a vaccination appointment.

  ➤ It's not too late! Employees who previously declined to sign up may still pre-register to receive an appointment. See: https://www.montgomerycountymd.gov/covid19/vaccine/

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COVID-19 Vaccination Pre-registration

- Pre-registration is open to all Montgomery County employees and residents (age 16 and older):

  ➤ Pre-register for Montgomery County-run clinics

- All employees are strongly encouraged (not required) to pre-register for vaccination.

- Be sure to provide accurate contact information when you pre-register, and monitor your email, including your junk/spam folder, so you don't miss a notification.

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What Does Fully Vaccinated Mean?

- CDC defines fully vaccinated as:
  - ➢ 2 weeks after the second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
  - ➢ 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine.

- If you don't meet these requirements, you are NOT fully vaccinated.
- [Click here](#) for more CDC guidance for fully vaccinated individuals.

Do Fully Vaccinated Employees Still Need to Follow COVID-19 Workplace Protocols?

- Yes, vaccinated employees must continue to follow existing safety protocols in the workplace, such as:
  - ✓ Wearing masks/facial coverings.
  - ✓ Socially distancing (about six feet / two arm lengths).
  - ✓ Washing hands frequently.

Quarantine Guidelines for Fully Vaccinated Individuals

- New CDC and State guidelines have been issued regarded quarantine for fully vaccinated individuals. For additional information:

  ➢ CDC Guidance: When to Quarantine

  ➢ Maryland Guidance: Post COVID-19 Vaccination

- There are exceptions to quarantine requirements for some departments and/or job classifications.

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Other COVID-19 Guidance Updates

- Check the <u>OHR Employee Coronavirus News Webpage</u> "Employee News Updates" and "Supervisor News Updates" sections regularly to make sure you have up-to-date guidance.
  - ➤ Note: Federal and State guidance is constantly changing; FAQs are manually reviewed and updated to reflect new guidance, but there may be delays.
- **New**: <u>OHR Employee Coronavirus News Webpage</u> Frequently Asked Questions (FAQ) now has a dedicated section with vaccination information.
- **Stay tuned for updated OHR Travel and Leave Guidance.**

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Compensation and Classification

Kimberly D. Williams

Acting Division Chief, Business Operations & Performance

OHR

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Compensation Updates

FY21 Mid-Year Compensation Changes

➢ Service increments and longevity adjustments were processed effective April 11 for May 7 paycheck.

➢ General wage adjustments (GWA) are currently being processed for effective date of June 20 for July 16 paycheck.

➢ Salary schedules have been updated and posted on OHR site Compensation (montgomerycountymd.gov).

FY22 Compensation Changes

➢ Implementation of changes will be processed after approval of the budget by Council (end of May).

➢ Performance evaluations for performance-based pay employees (MLS, PLS and GSS) must be submitted by **May 17, 2021.**

Position Creation & Reclassification

Lystra Baird

HR Specialist, Classification and Compensation

OHR

Position Creation

- Position creation is adding a brand new position to the department.

- Position creation is established through the annual budget approval process or mid-year due to increases in services, new mandates, strategic initiatives, etc.

New Position Creation

- Submit new position requests through the OMB Online Position Exemption and Approval Application, including the following:
  - ➢ Position description
  - ➢ Organization chart
  - ➢ Other supporting documentation
- Enter N/A in the Existing Classification Title field.
- Enter the proposed classification title in the New Classification Title field.
- Enter TBD or N/A in the Position Number field.
- Provide all relevant information in the form fields.

Note: New position requests to OMB without required documentation results in delays.

New Position Creation (Cont.)

- OMB approves the funding for new position creations and routes requests to OHR Classification via the OMB Online System Approval Application.

- OHR Classification reviews requests approved by OMB.

- OHR Classification determines the occupational class for the new position request.

New Position Creation (Cont.)

- OHR Classification attaches the OHR approved new position creation classification packet to the OMB Online System Approval Application.

- OHR Classification routes the classification approval to OHR Recruitment via the OMB Online System Approval Application.
  - ➢Used for job posting and recruitment advertisement of the vacancy.

- OHR Classification provides a copy of the packet to the department HRL via email.

New Position Creation (Cont.)

- Department HRL submits a new position creation transaction in Oracle Position Transaction.

- Attach OHR approved classification packet to Oracle record.
  - ➢ See [Create A New Position](#) guide for instructions.

- Oracle Position Transaction generates a new position number.

- Submit the Oracle position transaction to OMB for approval.

New Position Creation (Cont.)

- OMB routes the OMB approved Oracle transaction to OHR Classification.

- OHR Classification reviews, approves, and creates the new position.

- Notification to HRL via Oracle.

- HRL or hiring manager works with OHR Recruiter to post the position.

Vacant Position Reclassification

- A reclassification is a re-purposing of an existing vacant position.

- Reassigns a vacant position from one occupational class to another based on the type of work, difficulty and complexity of duties, level of responsibility, and/or required knowledge, skills, and abilities.

- Reclassifying a vacant position is designed to support a department's operational needs.

Vacant Position Reclassification

- Follow the New Position Creation procedure in previous slides.

- Exception – in the OMB Online System Approval Application:
  - Enter current classification title in the Existing Classification Title field.
  - Enter proposed title in the New Classification Title field.
  - Enter the current position number in the Position No field.

- Submit the following documentation to OMB analyst when submitting request:
  - Position Description
  - Organizational Chart
  - Other supporting documentation

Vacant Position Reclassification (Cont.)

- When OHR approval is received, department HRL submits the vacant position reclassification request in Oracle Position Transaction.

  ➢ See [Reclassify a Vacant Position](#) guide for instructions.

  ➢ Reminder: Attach OHR approved reclassification packet in Oracle Position Transaction.

Classification

OMB:
- FY21 Procurement Exemption Request
- All Position Requests, including Freeze Exemptions

Classification:
- Classification

Position Management (Type of Document, Job Aids and References):
- Position Management

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Length of Service Program Update

Anithia Rhodes

HR Specialist, Training and Organizational Development

OHR

Length of Service Program Overview

- OHR is pleased to honor more than 1,400 Montgomery County Government employees who earned Length of Service Awards for calendar year 2020.

- LOS Program honors employees with 5 to 55 years of service, in five-year increments.

- Each employee will receive a certificate of recognition from County Executive Marc Elrich and a recognition lapel pin in honor of their service to Montgomery County Government.

- LOS pins and certificates were distributed to all HR Liaisons throughout the County last week via inter-office mail. HR Liaisons need to send an email confirmation to Anithia Rhodes upon receipt of their department package.

Length of Service Program Recipients

Years of Service	Number of Employees
5	338
10	108
15	348
20	277
25	146
30	125
35	40
40	15
45	3
50	1
55	1

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Length of Service Program Overview

- Departments with the longest tenured employees:
  - ➤ HHS employees with 55 and 50 years of service

- Department with the most recipients overall:
  - ➤ Police with 294 recipients

- Because we are unable to provide a recognition ceremony, we encourage you and your department leadership to present the certificates and pins to employees in a way that shows the genuine appreciation of the County for their dedication and service.

- For questions or additional information, please contact Anithia Rhodes at 240-777-5046 or anithia.rhodes@montgomerycountymd.gov.

Timekeeping Tips
FMLA & Parental Leave

Lori Plazinski,

MCtime HR Liaison

Finance

Timekeeping Resources for FMLA & Parental leave

Website Timekeeping Resources – www.MontgomeryCountyMD.gov/MCtime

FMLA & PARENTAL Guidance:

- OHR FMLA Memo - Effective January 8, 2017
- FMLA & PARENTAL Timekeeping Job Aid
- Adding a Comment Code Job Aid

MY LINKS to the OMS Informational Page within MCtime application:

JAVA View:

MY LINKS ▾	RECORD RETENTION ▾
MCtime Informational Website	
2021 PayDay - Holiday Calendar	
2020 PayDay - Holiday Calendar	
FMLA - MCGEO SLB _ OHR - OMS	
Labor Agreements	
Multilingual Certification	
Personnel Regs & Policy Memos	

HTML View:

My Links
- → MCtime Informational Website
- → 2021 PayDay - Holiday Calendar
- → 2020 PayDay - Holiday Calendar
- → FMLA - MCGEO SLB _ OHR - OMS
- → Labor Agreements
- → Multilingual Certification
- → Personnel Regs & Policy Memos

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Timekeeping FMLA & Parental

Who can I contact with questions related to FMLA leave?

- **Montgomery County employees:** Contact Occupational Medical Services at 240-777-5137, FMLA.information@montgomerycountymd.gov or visit the FMLA website at www.montgomerycountymd.gov/HR/OccupationalMedicalServices/MedicalLeave.html.

- **Sheriff's employees:** Contact Christina Calantonio at 240-777-7010 or christina.calantonio@montgomerycountymd.gov.

- **Circuit Court employees:** Contact Court Administration at 240-777-9101 or FMLA@mcccourt.com.

Who can I contact with questions about recording FMLA hours?

If you have questions related to entering FMLA hours in MCtime, please contact the MCtime team at MCtime@montgomerycountymd.gov or visit www.montgomerycountymd.gov/MCtime.
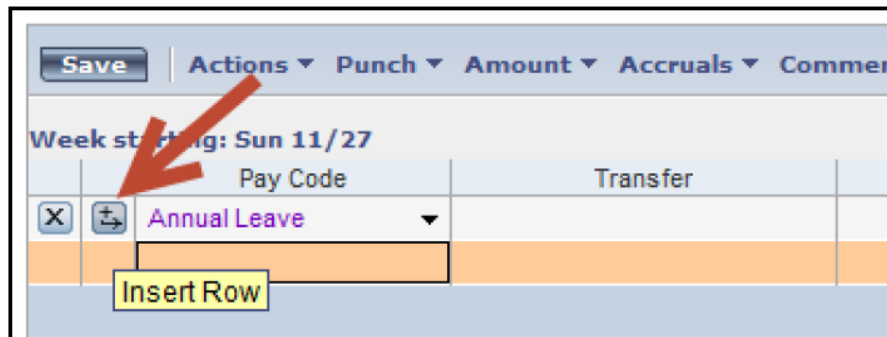
Timekeeping FMLA & Parental

Timecard reporting should be recorded in the following manner:

Step 1) First indicate how (or if) the employee will be paid ($) using the appropriate leave code (*Annual Leave / Sick Leave / Family Sick Leave / Disability Lv– Workers' Comp / Admin Leave – Temp Disability / Paid Time Off (PTO)* or *Leave Without Pay (LWOP)*

Step 2) Add a Row. Select FMLA (if applicable)

     Note: Comp Leave is <u>not</u> eligible to be used with FMLA Leave.

Step 3) Add a Row. Select PARENTAL (if applicable)

Step 4) Save timecard

     Note: When you save the timecard, the system may adjust the order that the rows display on the timecard.

Timekeeping Holidays FMLA & Parental

In this example, the employee records FMLA and PARENTAL leave for a full week. If a holiday day falls in that week, the holiday is also tracked with FMLA and Parental Leave.
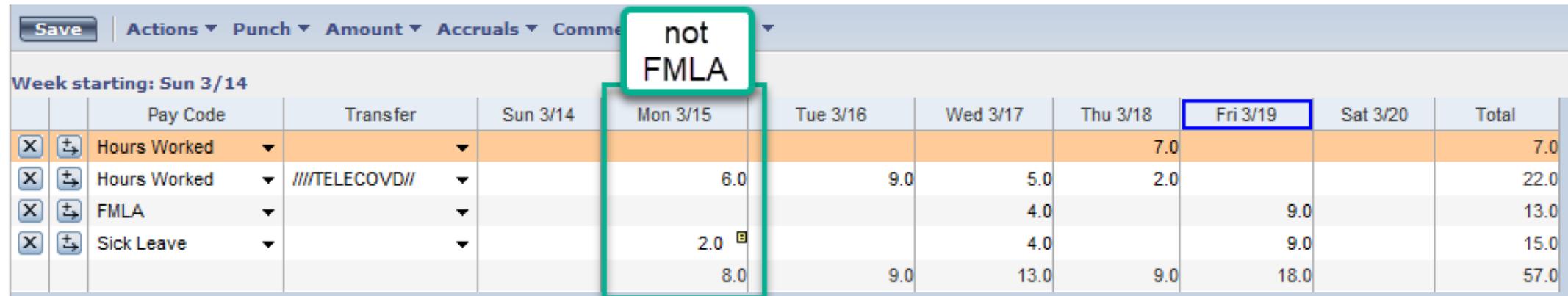
Timekeeping: Leave NOT related to FMLA & Parental
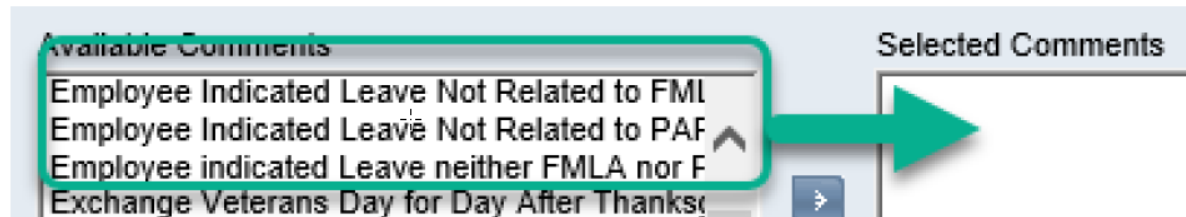
Absences NOT Related to FMLA &/or Parental – Add Comment;

See also: Add Comment Job Aid (HTML)

When an absence occurs that is not related to the FMLA or Parental Leave event, a comment should be added to the date. Choose the most appropriate comment, based on FMLA &/or Parental Leave Balances.

Timekeeping: Multiple FMLA Events

Multiple FMLA Approved Events– Add Transfer Reason Code; See also: Employee Task Job Aid

When an employee has multiple approved FMLA events, the original incident is recorded as normal. However, track both the rows *with the leave type pay code* and *the FMLA leave tracking code used for a second (or third) FMLA reasons, with the transfer reason code on the date.*
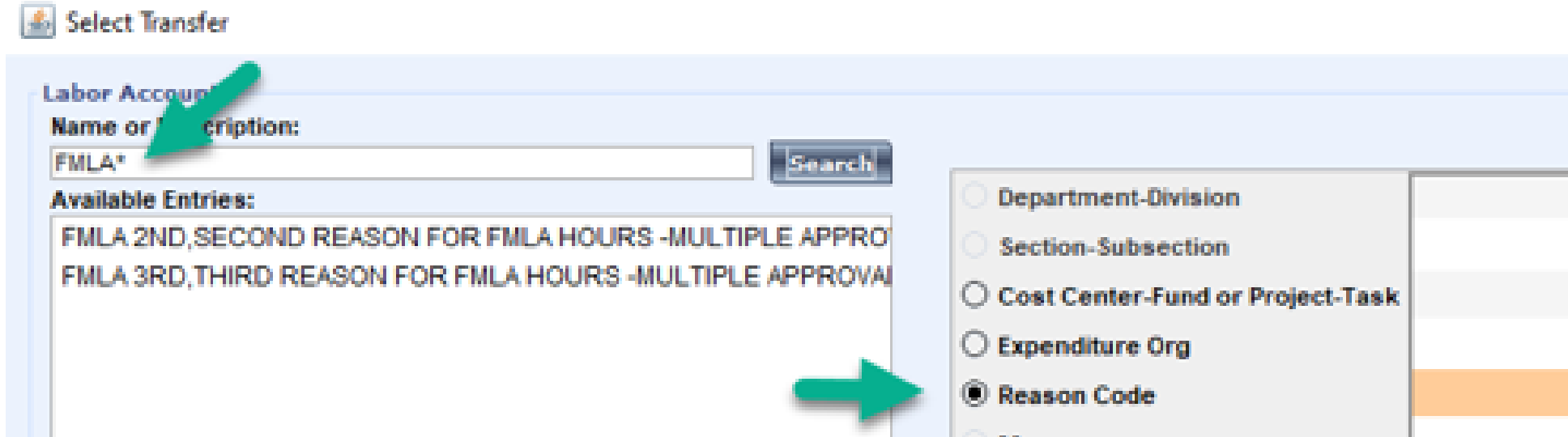
Timekeeping: Multiple FMLA Events

Timecard Reminders

- Perform Pay Period Close Checklist

- Meet (Review, Edit and) Approval Deadlines

- Ensuring Accountability in Timekeeping 5/14, 6/17 & 10/14

- Technical Issues?
  - ➤ Compatibility Checks Job Aid or
  - ➤ Call the Help Desk at 240-777-2828

- Need Help? Email us: MCtime@montgomerycountymd.gov

Q & A

Moderated by Katie Kasunic

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 - COVID-19:
https://www.montgomerycountymd.gov/mctime/resources.html#Events

OHR's Employee Coronavirus News Webpage:
https://www.montgomerycountymd.gov/employeenewscovid19