HR Liaisons & MLS Meeting
with OHR & MCtime

Friday, August 7, 2020

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

Agenda

- COVID Travel Guidance – Johnna L. Bryant

- Benefits of a Healthy Organization – Lili Rojas

- FFCRA Timekeeping – Heather Black & Lori Plazinski

- Question and Answer Session – Moderated by Katie Kasunic

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CDC Travel Guidance

Johnna L. Bryant

Program Manager, Occupational Medical Services

COVID Travel Guidance: International

Do I need to quarantine after returning from INTERNATIONAL travel?

Per CDC guidance and Montgomery County compliance with CDC guidance, employees returning from INTERNATIONAL travel will be asked to quarantine for 14 days before returning to work.

- This only applies to employees who are working onsite.

During this 14-day period, take these steps to monitor your health and practice social distancing:

- Take your temperature with a thermometer two times a day and monitor for fever.

- Watch for [cough or trouble breathing](#)

- Stay home and avoid contact with others. Do not go to work or school.

- Do not take public transportation, taxis, or ride-shares.

- Keep your distance from others, at least 6 feet social distancing

- Wear your face covering if you must go out

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COVID Travel Guidance: International (Continued)

Do I need to quarantine after returning from INTERNATIONAL travel (cont.)?

- If COVID symptoms arise during the 14-day quarantine, employees should contact their healthcare provider and their department manager.

- Department managers and or supervisors should contact their department COVID POC who will contact OMS for next steps.

- Per union agreements employees will be paid ADMIN leave during the 14-day quarantine.

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COVID Travel Guidance: Domestic

Do I need to quarantine after returning from domestic out of state travel?

- The CDC allows state and local leaders to determine their guidance on domestic state travel.

- Currently Montgomery County Government officials and management are in discussions regarding domestic travel.
  - An update will be provided once a determination has been made.

- Follow the state travel guidance when planning destinations which can be found here.

- Plan to keep checking for updates as you travel. Keep in mind other states or local government may have in place travel restrictions, such as:
  - Stay-at-home or shelter-in-place orders;
  - Mandated quarantines upon arrival, or even;
  - State border closures

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If You Travel: CDC Precautions for COVID-19

Protect yourself and others during your trip:

• Wash and clean your hands often

• Avoid touching your eyes, nose, or mouth

• Practice social distancing and avoid close contact with others.

• Wear a cloth face covering in public

• Cover coughs and sneezes.

• Pick up food at drive-throughs, curbside restaurant service, or stores.

CDC Links for Travelers

- Protect yourself when booking accommodations or traveling overnight
- COVID-19 Travel Recommendations by Country
- Health Information for International Destinations
- Protect Yourself When Using Transportation
- List of Health Department Websites

Benefits of a Healthy Organization:
The Power of Management Support

Lili Rojas

Wellness Manager

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Creating a Culture of Health

We want to be responsive to the health needs of our employees and help them achieve their goals. We care, and we are always looking for new strategies to improve health.

- Mental Health / Well-being

- Stress Management

- COVID-19

- Chronic Disease – Musculoskeletal Health, Diabetes, Hypertension

- Workers Comp

- FMLA

- Racial Injustice and Inequity

Wellness is more than fitness.

Emotional

Spiritual

Financial

Social

Intellectual

Occupational

Physical

Your Role as a Leader

- As an individual with influence, you are in a position to positively support and impact the creation, promotion, and sustainability of a healthy work culture.

- Management support is critical to the success of any wellness initiative.

- Be proactive, invest in your most precious resources – your employees!

- **Encourage/support participation in personal wellness activities**
  - ❑ Look for ways to include Wellness in your staff's life and work environment.
    (Ex. 90 minutes of wellness time in the week coupled with break time can mean 3 wellness sessions)
  - ❑ Recognize and reward staff for practicing positive health behaviors or meeting their wellness goals through public praise and verbal acknowledgement (with their consent).
  - ❑ Allow time at meetings for a wellness message/activity.

Positive Outcomes

- Improved health and well-being of employees and their family members

- Increased productivity

- Enhanced morale and job satisfaction

- Reduced injuries and illnesses

- Reduced absenteeism, presenteeism, and lost time

- Improved recruitment and retention

- **Employees who feel valued and cared for**

FFCRA
Timekeeping

Heather Black,

MCtime Manager
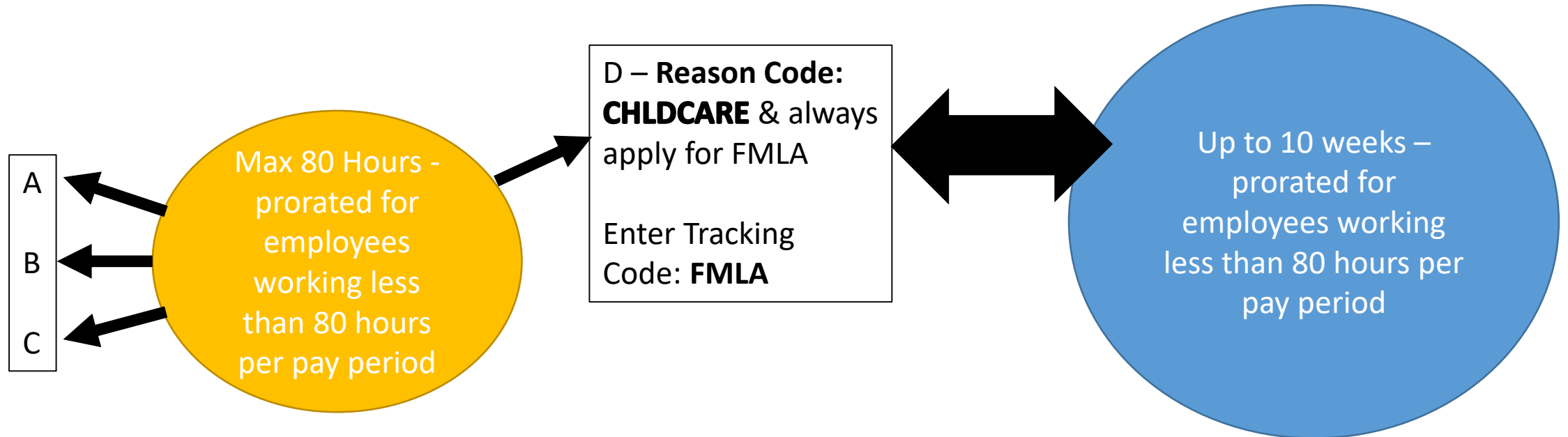
Finance

Lori Plazinski,

MCtime HR Liaison

Finance

Families First Coronavirus Response Act (FFCRA)

Example 8 - EPSL Pay Code:

FFCRA - 80 Hours Paid Sick Leave

Example 9 - EMFLA Pay Code:

FFCRA – Child Care

A

B

C

Max 80 Hours - prorated for employees working less than 80 hours per pay period

D – **Reason Code: CHLDCARE** & always apply for FMLA

Enter Tracking Code: **FMLA**

Up to 10 weeks – prorated for employees working less than 80 hours per pay period

FFCRA Leave can be used in future pay periods until Friday, December 31, 2020.

(EPSL) FFCRA - 80 Hours Paid Sick Leave

Example 8 - EPSL Pay Code: **FFCRA - 80 Hours Paid Sick Leave**

Who is Eligible? MCGEO and Unrepresented Employees – including Temporary Employees;
NOT extended to first responders at FRS (IAFF) and MCPD (FOP).

8a) Employee quarantined (pursuant to Federal, State, or local government order or on the advice of a health care provider)

8b) Employee or family member is experiencing COVID-19 symptoms and seeking a medical diagnosis, or

8c) Employee has a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or on the advice of a health care provider).

The County provided Admin Leave – Other for these three reasons from (before) April 1 - July 4, 2020

(EPSL) FFCRA - 80 Hours Paid Sick Leave

Add Row	Pay Code	Transfer	Sun 7/05	Mon 7/06	Tue 7/07	Wed 7/08	Thu 7/09	Fri 7/10	Sat 7/11	Total
⬍	FFCRA – 80 Hours Paid Sick Leave ⌄	🔍	☐	8.0	8.0	8.0	8.0	8.0	☐	40.0
			0.0	8.0	8.0	8.0	8.0	8.0	0.0	40.0

Add Row	Pay Code	Transfer	Sun 7/12	Mon 7/13	Tue 7/14	Wed 7/15	Thu 7/16	Fri 7/17	Sat 7/18	Total
⬍	FFCRA – 80 Hours Paid Sick Leave ⌄	🔍	☐	8.0	8.0	8.0	8.0	8.0	☐	40.0
			0.0	8.0	8.0	8.0	8.0	8.0	0.0	40.0

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(EPSL) FFCRA - 80 Hours Paid Sick Leave

Example 8 - EPSL Pay Code: **FFCRA - 80 Hours Paid Sick Leave**

Who is Eligible? MCGEO and Unrepresented Employees – including Temporary Employees; NOT extended to first responders at FRS (IAFF) and MCPD (FOP).

8d) Employee is unable to work because of a bona fide need to care for a child (under 18 years of age) whose school or childcare provider is closed or unavailable for reasons related to COVID-19.
Note: Must use reason code: CHLDCARE & Apply for FMLA (Timecard Correction may be needed to apply FMLA)

Add Row	Pay Code	Transfer	Sun 8/02	Mon 8/03	Tue 8/04	Wed 8/05	Thu 8/06	Fri 8/07	Sat 8/08	Total
	FFCRA – 80 Hours Paid Sick Leave	////CHLDCARE//		8.0	8.0	8.0	8.0	8.0		40.0
	FMLA			8.0	8.0	8.0	8.0	8.0		40.0
			0.0	16.0	16.0	16.0	16.0	16.0	0.0	80.0

Add Row	Pay Code	Transfer	Sun 8/09	Mon 8/10	Tue 8/11	Wed 8/12	Thu 8/13	Fri 8/14	Sat 8/15	Total
	FFCRA – 80 Hours Paid Sick Leave	////CHLDCARE//		8.0	8.0	8.0	8.0	8.0		40.0
	FMLA			8.0	8.0	8.0	8.0	8.0		40.0
			0.0	16.0	16.0	16.0	16.0	16.0	0.0	80.0

(EFMLA) FFCRA – Child Care

Example 9 - EFMLA Pay Code: **FFCRA – Child Care**

Who is Eligible? MCGEO and Unrepresented Employees – including Temporary Employees; NOT extended to first responders at FRS (IAFF) and MCPD (FOP).

Note: Must use Reason Code: CHLDCARE and FMLA tracking code.
*Employees may apply Example 8 in lieu of unpaid time or personal leave type

Add Row	Pay Code	Transfer	Sun 7/19	Mon 7/20	Tue 7/21	Wed 7/22	Thu 7/23	Fri 7/24	Sat 7/25	Total
	FFCRA – Childcare	/////CHLDCARE//			10.0	10.0	10.0	10.0		40.0
	FMLA				10.0	10.0	10.0	10.0		40.0
			0.0	0.0	20.0	20.0	20.0	20.0	0.0	80.0

Add Row	Pay Code	Transfer	Sun 7/26	Mon 7/27	Tue 7/28	Wed 7/29	Thu 7/30	Fri 7/31	Sat 8/01	Total
	FFCRA – Childcare	/////CHLDCARE//			10.0	10.0	10.0	10.0		40.0
	FMLA				10.0	10.0	10.0	10.0		40.0
			0.0	0.0	20.0	20.0	20.0	20.0	0.0	80.0

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FFCRA – Retroactive Application

- Employees who wanted FFCRA leave applied in lieu of annual leave, sick leave, comp leave used or PTO for the period of Wednesday, April 1, 2020, through Saturday, July 18, 2020, should have already requested to have leave restored (deadline was July 31.)
  - For childcare reasons (8d or 9), employees should already have applied via Employee Self Service (ESS) and the approved FMLA should be available within the FMLA tracking accrual code.

- Department must submit timecard corrections to Payroll no later than (**next**) Friday, August 14, 2020 for any retroactive leave under the FFCRA.

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MCtime FFCRA TOOLS

REMEMBER: MCGEO and unrepresented employees and temporary employees should **exhaust** the 80 hours of FFCRA Paid Sick Leave (for qualifying FFCRA reasons) before being granted any additional Administrative Leave – Other, with reason code ADMCOVID.

HyperFinds

FFCRA – 80Hours Paid SickLeave
FFCRA 80Hrs + Childcare
FFCRA-80Hrs Paid Sick L > 80Hr
FFCRA – Childcare

_Admin Leave - Other Used

_Reason Code Used = ChildCare

Genie: **(FMLA LY 1.5.2020 – 1.2.2021) (FFCRA – effective 4.1.2020 – 12.31.2020)**

Timecard | Schedule | People | Reports

FFCRA - 1.5.2020 - 12.31.2020
Last Refreshed: 10:26PM

Show: FFCRA 80Hrs + Childcare [Edit]
Time Period: 1/05/2020 – 7/18/2020, Range of Dates [Refresh]

Actions ▾ Amount ▾ Accruals ▾ Schedule ▾ Person ▾

Employee Name 2 ∕	Emp ID	R T Seas	FT PT	Manager	FFCRA 80 Hours Paid Sick Leave	FFCRA Childcare	Total FFCRA 80 Hrs + Childcare	FMLA 1 ▽	Pay Rule	Job Title	Dept Division
	16	R-N	F		max 80	max 400	max 480	max 480	MCGEO Rg FT EX G-1 R8		
	67	R-N	F					0	85R UNRP Rg FT EX G-1 R8 S…		
	23	R-N	F					0	MCGEO Rg FT ML-B EX G-1 R8		

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DEMO MCtime FFCRA Genie

- MCtime will now demonstrate how to use the FFCRA Genie and HyperFinds.

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

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