

# HR Liaisons & MLS Meeting with OHR & MTime

Friday, December 4, 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



Office of *Human Resources*

# Agenda

- Karen Bass
  - Reminder: No Group Insurance Deductions on Last Paycheck of 2020
- Johnna L. Bryant
  - COVID-19 Travel Guidance
- Steven N. Blivess
  - Bargaining Unit Determination Process
- Lori Plazinski and Heather Black
  - Timekeeping
- Melissa Voight Davis
  - 2020 Annual Leave and Compensatory Leave Carryover
- Melissa Voight Davis and Jackie D. Anderson
  - Multilingual Automated System Rollout and Demo
- Question and Answer Session – Moderated by Katie Kasunic



# No Group Insurance Deductions

Karen Bass

Health Insurance Manager

OHR



Office of *Human Resources*

# No Group Insurance Deductions/Update Addresses

- **No Group Insurance Deductions**

- Paycheck received on **Thursday 12/31** (27 pays in calendar year 2020).
- Includes medical, dental, RX, vision, flexible spending accounts and long-term disability
- Does **not** include any retirement or deferred compensation deductions.

- **Update Home Addresses**

- Please remind employees to update their home addresses through self-service.
- Missed important benefit documents confirming 2021 benefit information.
- 1095's and W-2's



# COVID-19 Travel Guidance

Johnna L. Bryant

Program Manager, Occupational Medical Services

OHR



Office of *Human Resources*

# COVID-19 Travel Guidance

- The Maryland Department of Health currently recommends that all Marylanders refrain from non-essential travel outside of the state.
- Employees who choose to travel to other states and countries should follow [Maryland Department of Health](#) guidance:
  - “Any Marylander who travels to a state with a COVID-19 [test positivity rate](#) above 10% or with a [case rate](#) over 20 per 100,000 in the past 7 days should get tested and self-quarantine at home until the test result is received.”
  - Exceptions in the guidance: DC, Virginia, Pennsylvania, Delaware, and West Virginia
- [Revised OHR Travel and Leave Guidance](#)



# Bargaining Unit Determinations

Steven N. Blivess

Acting Chief Labor Relations Officer



Office of *Human Resources*

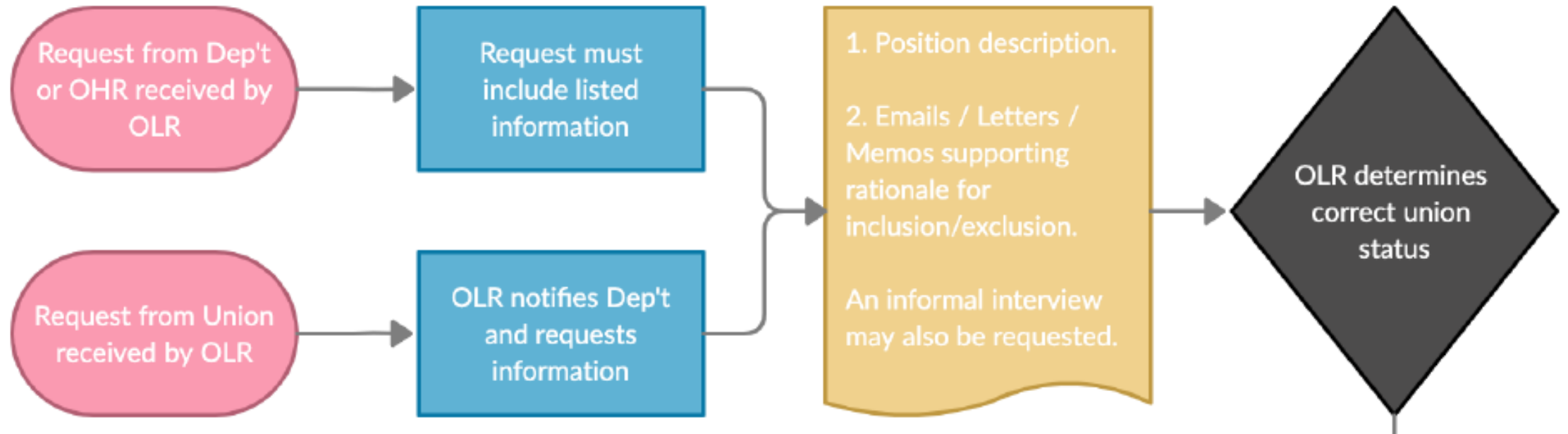


# Bargaining Unit Determinations

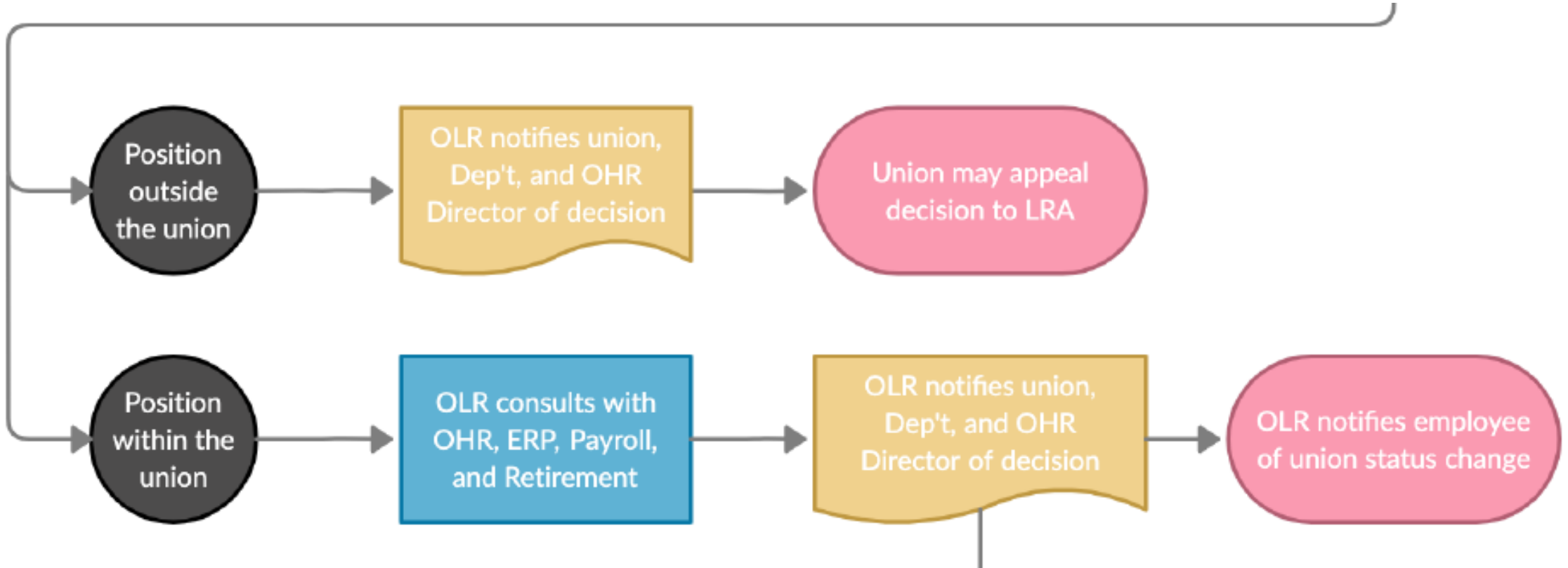
- Process by which the Office of Labor Relations (OLR) determines whether a position should be included or excluded from a bargaining unit.
- Issued when:
  - A new position is created.
  - At the request of the Office of Human Resources (OHR), a Department, or the Union.
- Requires in-depth analysis of the collective bargaining law, the position description, and the scope and responsibilities of the position.
- May be issued for an individual position or for an entire class.



# Bargaining Unit Determinations



# Bargaining Unit Determinations



# Bargaining Unit Determinations

1. Notification must include employee name, employee ID number, Department, Division, effective date of action, position number, retroactive compensation (if any), and any other information relevant to the implementation of the decision.
2. Notification to attach supporting documentation used in the determination.
3. Copy of determination sent to OHR Business Operations and Performance Manager, OHR Administrative Services Manager, and OHR Core Program Manager for processing.



# Bargaining Unit Determinations



OFFICE OF LABOR RELATIONS  
Rockville, Maryland 20850

Marc Elnich  
County Executive

Steven N. Blivess  
Acting Chief Labor Relations Officer

## BARGAINING UNIT DETERMINATION REQUEST

### Instructions

1. Please complete all required fields, which are marked either in red or with a red asterisk (\*).
2. A bargaining unit determination request submitted by a Department should attach the position description and any relevant e-mails, letters or memorandum, or other documentation in support of the request. A request made by a union may, but is not required to, attach supporting documents.
3. This form may be submitted via Seamless Docs or by attaching the completed PDF and any attachments to an email to [labor.team@montgomerycountymd.gov](mailto:labor.team@montgomerycountymd.gov) with "Bargaining Unit Determination Request" in the subject line.

### Position to be Reviewed

Position Class Title:

Position Department:

Division:

Scope of Review:  Entire Class  Individual Position

*If Individual Position, please provide the following information.*

Employee Name:

Employee ID Number:

Position Number:

Grade:

Salary:

Relief Requested:  Add to bargaining unit  Remove from bargaining unit

Bargaining Unit Determination Request (Dec. 2020)  
Page 2 of 2

### Justification for Review

Provide an explanation for why you believe the bargaining unit status for this class or individual should be modified.

Attachments:

### Submitted by

Name:

Department or Union:

E-mail Address:

Telephone:

Signature:

Date:



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# Timekeeping

Heather Black,  
MCtime Manager  
Finance

Lori Plazinski,  
MCtime HR Liaison  
Finance



Office of *Human Resources*

# Biweekly Timekeeping Memo

- Distributed via email to Directors and HR Liaisons
- Posted on the MCTime Informational Website – [www.montgomerycountymd.gov/MCTime](http://www.montgomerycountymd.gov/MCTime)

## Events:

### COVID-19:

- Timekeeping Guidance November 22 - December 5, 2020 Pay Period
- Timekeeping Memo Companion Flowchart
- COVID 19 Special Event Crosswalk November 30, 2020

- Posted on the OHR Employee Coronavirus News Website –
  - <https://www.montgomerycountymd.gov/HR/Benefits/EmpCoronavirus.html>
- Accuracy is a MUST! Managers are required to Review, Edit and Approve timecards based on the bi-weekly guidance (by deadlines).
- Incorporates the 11/27/20: Revised OHR Travel and Leave Guidance



# COVID-19 Onsite Differentials

- Early in the COVID-19 Response, Department Directors identified Services and Programs that must be maintained. Each Service and Program was identified as COVID Direct Response or a Critical Core Service the Department must maintain.
- Further, each Service and Program was designated as: Front Facing Onsite, Back Office Onsite and/or Telework.
  - Managers must confirm that proper COVID-19 Differentials are entered on timecards prior to approving.
  - Access the link (now within the text of the bi-weekly timekeeping memo) to determine the proper designation (Front Facing/Back Office/Telework).
- It is imperative that employees record time accurately.
  - Employees encouraged to record hours worked on a **daily basis** & approve timecard on employee's last scheduled day of the pay period.
- Managers are obligated to review and apply bi-weekly guidance to ensure the accuracy of timecard entries for proper financial controls. Managers are expected to review, edit as necessary, and approve employee timecards prior to noon on Tuesday, (or other departmental established deadlines).





# Revised OHR Travel and Leave Policy

## Travel Related Quarantine:

### ✓ **Example 8- FFCRA - 80 Hours Paid Sick Leave (for eligible employees)**

Per the 11/27/2020: [Revised OHR Travel and Leave Guidance](#), when an employee is engaging in self-quarantine due to travel, and until COVID-19 test results are received, the employee may telework with the approval of the supervisor. Employees are encouraged to utilize telework, if possible. **If the employee is unable to telework, FFCRA - 80 Hours Paid Sick Leave** may be used up until December 31, 2020 for a maximum of 80 hours (for full-time employees). **If employee has exhausted the FFCRA - 80 Hours Paid Sick Leave, employee should use a personal leave type after return from travel, while engaging in self quarantine, until the COVID-19 test result is received.** If employee receives a positive test result from the COVID-19 test, the personal leave type that was used to self-quarantine will be converted to administrative leave (or **FFCRA- 80 Hours Paid Sick Leave**, if employee maximum has not been exhausted). **Upon notification of the positive test, the manager is responsible to convert the leave via the timecard correction process.**



# Revised OHR Travel and Leave Policy

## Travel Related Quarantine:

### ✓ **Example 12- Personal Leave Type** (i.e., - Annual, Sick, Comp Leave, PTO, Personal Day)

Per the 11/27/2020: [Revised OHR Travel and Leave Guidance](#) when an employee is engaging in self-quarantine due to travel, and until COVID-19 test results are received, the employee may telework with the approval of the supervisor. Employees are encouraged to utilize telework, if possible. **If the employee is unable to telework employee should use a personal leave type after return from travel, while engaging in self quarantine, until the COVID-19 test result is received.** If employee receives a positive test result from the COVID-19 test, the personal leave type that was used to self-quarantine will be converted to administrative leave. **Upon notification of the positive test, the manager is responsible to convert the leave via the timecard correction process.**



# Revised OHR Travel and Leave Policy

## Travel Related Quarantine:

NOT-

### **X Example 10- Admin Leave – OTHER with Reason Code ADMCOVID**

- \*Quarantine due to travel - see Example 12

Per the 11/27/2020: [Revised OHR Travel and Leave Guidance](#), when an employee is engaging in self-quarantine due to travel, and until COVID-19 test results are received, the employee may telework with the approval of the supervisor. Employees are encouraged to utilize telework, if possible. **If the employee is unable to telework, employee should use a personal leave type after return from travel, while engaging in self quarantine, until the COVID-19 test result is received (not Administrative Leave for travel quarantine).**



# Revised OHR Travel and Leave Policy

## Travel Related Quarantine:

### ✓ **Example 8-** FFCRA - 80 Hours Paid Sick Leave (for eligible employees)

- Not Police FOP or Fire IAFF or Correctional Officers (after Sept 4)
- Pro-rated for part-time employees
- May have already exhausted (for Childcare or other qualified reasons)
- FFCRA Leave can be used in future pay periods through Friday, December 31, 2020

### ✓ **Example 12-** Personal Leave Type (i.e., - Annual, Sick, Comp Leave, PTO, Personal Day)

NOT-

### X **Example 10-** Admin Leave – OTHER with Reason Code ADMCOVID

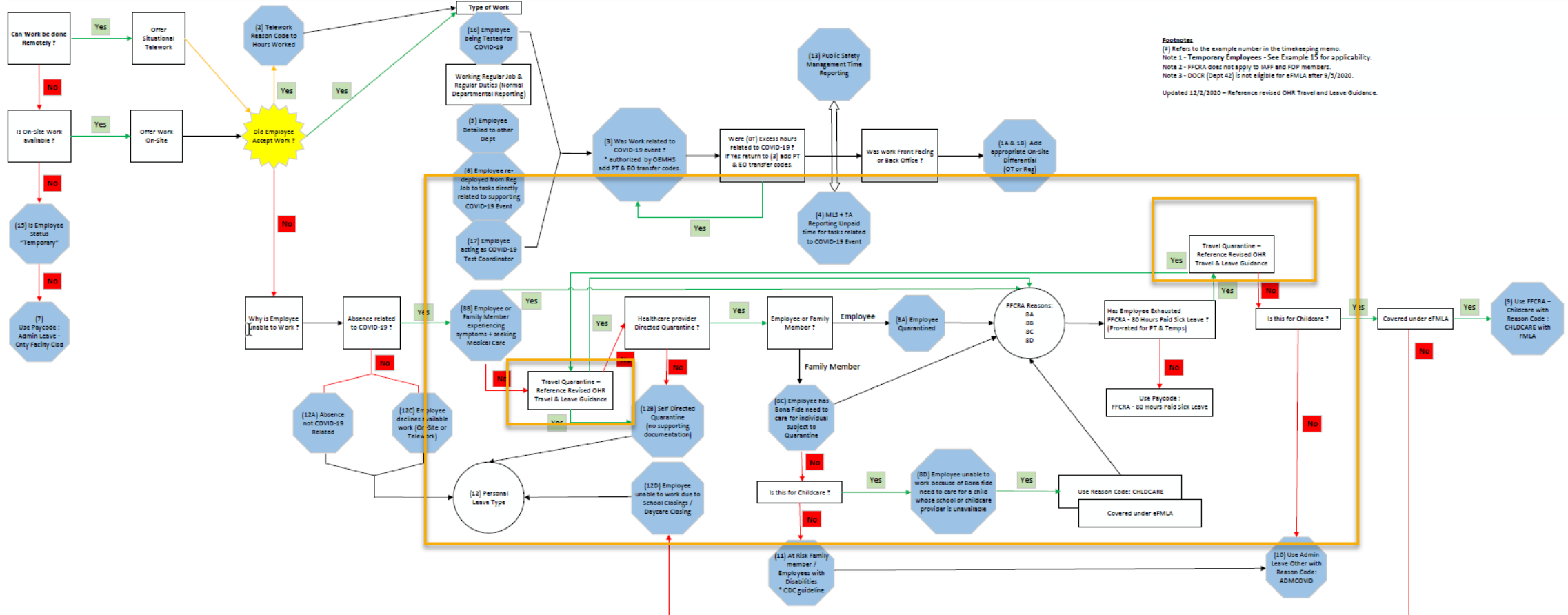


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# Timekeeping Flowchart Revised

Timekeeping Memo Flowchart as of 11/27/2020 - future

\*Companion to Timekeeping Memo / should not be used without consulting Timekeeping Memo



**Footnotes**  
 [9] Refers to the example number in the timekeeping memo.  
 Note 1 - Temporary Employees - See Example 15 for applicability.  
 Note 2 - FFCRA does not apply to IAFF and FOP members.  
 Note 3 - DOCR (Dept 42) is not eligible for eFMLA after 9/3/2020.  
 Updated 12/2/2020 - Reference revised OHR Travel and Leave Guidance.



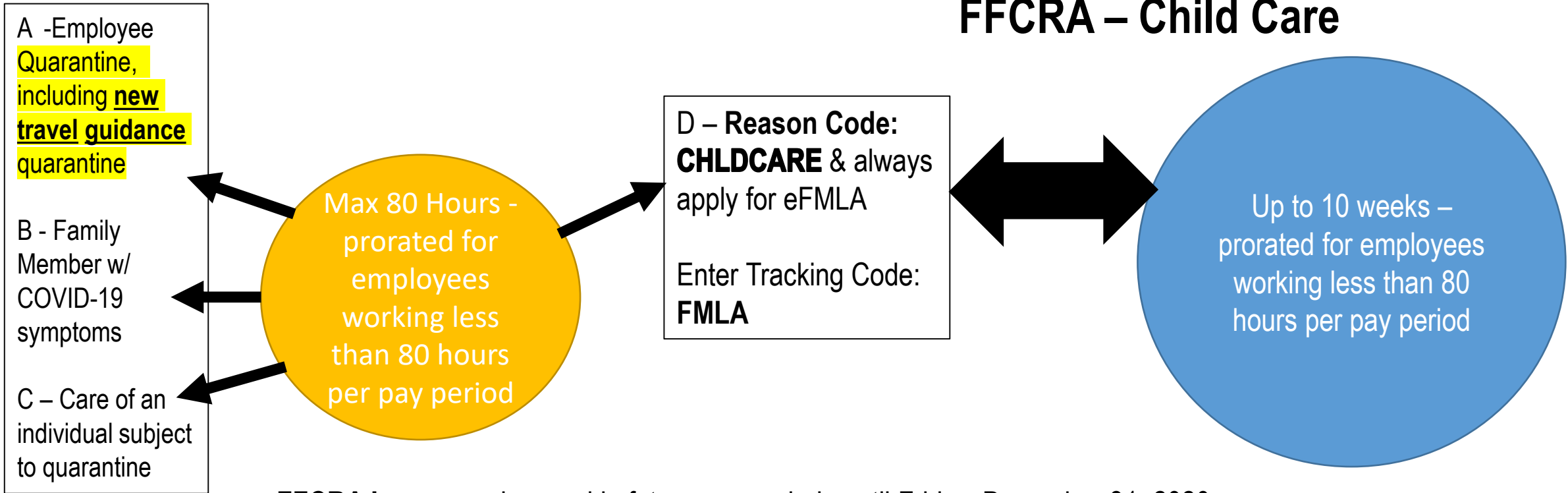
# Families First Coronavirus Response Act (FFCRA)

Example 8 - EPSL Pay Code:

**FFCRA - 80 Hours Paid Sick Leave**

Example 9 - eFMLA Pay Code:

**FFCRA – Child Care**



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



# Holidays -

2020

2021

## NOVEMBER

## DECEMBER

## JANUARY

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 |    |    |    |    |    |

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |    |    |

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |    |    |    |    |    |    |

- Current pay period 11/22-12/5/2020 – Review Thanksgiving Holiday
- 2 Holidays in pay period 12/20/2020 - 1/2/2021
- Payday will be THURSDAY 12/31/2020, due to the Friday holiday
- FFCRA authorized through 12/31/2020
- Last day of 2020 Leave Year is 1/2/2021; First day of 2021 Leave Year is 1/3/2021 (New FMLA reset)



# Holidays -

[www.montgomerycountymd.gov/MCtime](http://www.montgomerycountymd.gov/MCtime)

## Holidays:

- 2020 Payday - Holiday Calendar
- **Holiday Guidance for Regular, Full-time and Part-time Employees**
- Holiday Guidance for Transit Managers
- Editing Holiday Premium Pay for an Unscheduled Absence

Table 1 - Regular **Full Time** Employees:

|                                      | <b>Holiday is on a regular scheduled work day</b> | <b>Holiday fell on <u>my</u> scheduled day off</b> |
|--------------------------------------|---|--|
| <b>I did not work on the Holiday</b> | <a href="#"><u>Scenario 1</u></a>                 | <a href="#"><u>Scenario 3A, 3B, 3C</u></a>         |
| <b>I worked on the Holiday</b>       | <a href="#"><u>Scenario 2</u></a>                 | <a href="#"><u>Scenario 4A, 4B, 4C</u></a>         |

Table 2 - Regular **Part Time** Employees:

|                                      | <b>Holiday is on a regular scheduled work day</b> | <b>Holiday fell on <u>my</u> scheduled day off</b> |
|--------------------------------------|---|--|
| <b>I did not work on the Holiday</b> | <a href="#"><u>Scenario 5</u></a>                 | <a href="#"><u>Scenario 7</u></a>                  |
| <b>I worked on the Holiday</b>       | <a href="#"><u>Scenario 6</u></a>                 | <a href="#"><u>Scenario 8</u></a>                  |





# Holiday Credits Genie

## HOLIDAY CREDITS

Last Refreshed: 6:59PM

Show \_Unschd Lv with Hol Prem Pay Edit  
 Time Period Current Pay Period Refresh

also use: \_All Home or Direct Reports Hyperfinds

| Employee | Emp ID | Manager | ... | ... | ... | ... | Expected Hrs per Pay Period | Holiday Benefit with HP2 <PT Use> | Holiday Benefit less HP2 <FT Use> | HOL  | CLH | HDP | HP1  | HP2 1/2 | CL3 | Schedule Group            |
|----------|--------|---------|-----|-----|-----|-----|-----------------------------|-----------------------------------|-----------------------------------|------|-----|-----|------|---------|-----|---------------------------|
|          |        |         |     |     |     | F   | 80.0                        | 10.0                              | 10.0                              |      |     |     | 10.0 |         |     | R10 DOCR LPN - SHIFT ...  |
|          |        |         |     |     |     | F   | 80.0                        | 10.0                              | 10.0                              |      |     |     | 10.0 |         |     | R10 DOT SD3 SU - WE       |
|          |        |         |     |     |     | F   | 80.0                        | 10.0                              | 10.0                              | 2.0  |     |     | 8.0  |         |     | R10 MO - TH               |
|          |        |         |     |     |     | F   | 80.0                        | 8.0                               | 8.0                               |      |     |     | 8.0  |         |     | DOCR OFFCR - SHIFT 1,...  |
|          |        |         |     |     |     | F   | 80.0                        | 8.0                               | 8.0                               |      |     |     | 8.0  |         |     | R08 DOCR CDO - SHIFT ...  |
|          |        |         |     |     |     | F   | 80.0                        | 8.0                               | 8.0                               |      |     |     | 8.0  |         |     | R08 MO - FR               |
|          |        |         |     |     |     | F   | 80.0                        | 8.0                               | 8.0                               |      |     |     | 8.0  |         |     | R08 SHF CRIM 3 WEEK -...  |
|          |        |         |     |     |     | F   | 80.0                        | 8.0                               | 8.0                               | 0.08 |     |     | 7.92 |         |     | DLC 85R Shift06 Tu-S 8... |
|          |        |         |     |     |     | F   | 80.0                        | 8.0                               | 8.0                               | 0.18 |     |     | 7.82 |         |     | DLC 85R Shift08 Tu-S 1... |



# Timecard Reminders

- Meet (Review, Edit and) Approval Deadlines
- Perform Pay Period Close Checklist
  - Manager & Department level reviews
  - Follow up quickly to any Payroll/MCtime requests
- Technical Issues?
  - Compatibility Checks Job Aid or
  - Call the Help Desk at 240-777-2828
- Need Help? Email us: [MCtime@montgomerycountymd.gov](mailto:MCtime@montgomerycountymd.gov)



# 2020 Annual Leave & Compensatory Time Carryover

Melissa Voight Davis

Chief, Recruitment and Selection

OHR



Office of *Human Resources*

# Excess Annual Leave for 2020

- If an employee has accumulated annual leave in excess of the authorized maximum at the end of the 2020 leave year, the excess hours will automatically be transferred to the employee's sick leave balance.
- The employee may request to carryover their 2020 excess annual leave to the 2021 leave year if the employee was not able to use the annual leave in 2020 because of special circumstances, workload demands, or if a supervisor denied the employee's request to use excess leave.

**There will be no cash payout for employees with excess annual leave for the year.**

To carryover excess annual leave, employees must submit a request via SharePoint to their Department /Office Director for approval **by February 13, 2021**.

**Note:** Employees who carried over excess annual leave from the previous leave year (January 6, 2019 through January 4, 2020) must use this excess annual leave by the end of the 2020 leave year, **January 2, 2021**.



**Office of *Human* Resources**

# Annual Leave Carryover Maximums

The maximum amount of **annual leave** that may be carried over to the 2021 leave year:

| Position Type   | Initial Employment Date                           | Annual Leave Carryover Maximum |
|---|---|--------------------------------|
| Full or Part-Time Position  | Hired on or after January 1, 1957 – June 30, 1972 | 320                            |
| Full or Part-Time Position  | Hired after June 30, 1972                         | 240                            |
|   |   | 288 for 2,496 hr/yr (IAFF)     |
|   |   | 252 for 2,184 hr/yr (IAFF)     |
| MLS & Participant of the Employee Retirement System                 | Prior to October 1, 1994                          | 320                            |
| MLS & participant of the Retirement Savings Plan (Earns PTO)        | Hired on or After October 1, 1994                 | Not Applicable                 |
| Full or Part-time position occupied by former State/County employee | Any   | 400                            |



# Excess Compensatory Leave Time

- Excess compensatory time is defined as compensatory time hours earned by an employee that exceed 80 hours at the end of the leave year.
- Full- and part-time employees are subject to the same 80-hour threshold for excess compensatory time.
- This excludes Compensatory Leave Supplemental (Comp Leave Supp) hours which are considered separate from regular earned compensatory time.

**Note:** Employees who carried over excess compensatory time from the previous leave year (January 6, 2019 through January 4, 2020) must use this excess compensatory time by the end of the 2020 leave year, **January 2, 2021**.



# Compensatory Leave Time Carryover

## FLSA Non-Exempt Unrepresented and MCGEO Local 1994 Employees

- Non-exempt employees with compensatory time balances in excess of 80 hours at the end of the leave year will be paid for excess compensatory hours over 80, unless the non-exempt employee submits a request to carryover their excess compensatory time via SharePoint by **February 13, 2021**.
- The Fair Labor Standards Act (FLSA) does not permit the transfer of excess compensatory time to sick leave for non-exempt employees.

## FLSA Exempt Unrepresented and MCGEO and Employees

- Employees designated as exempt under FLSA and have compensatory time balances in excess of 80 hours at the end of the leave year, will have the excess compensatory time hours transferred to sick leave at the end of the leave year.
  - The transfer will appear on the pay slip of **January 29, 2021**.
- Exempt employees who wish to carryover excess compensatory time from the 2020 leave year to the 2021 leave year should submit a request via SharePoint to their Department/Office Director for approval by **February 13, 2021**.



# Compensatory Leave Time Carryover

## Fraternal Order of Police, Montgomery County Lodge, 35, Inc. (FOP) Employees

- A FOP bargaining unit employee who has a compensatory time balance in excess of 80 hours at the end of the leave year (January 2, 2021) may elect to receive payment for excess compensatory time to be paid on the pay date of **March 26, 2021** or to carry them over for one year.
- Employees who elect to carryover their compensatory time balance should submit their leave carryover request electronically via SharePoint by **February 13, 2021**.

## International Association of Firefighters, Local 1664 (IAFF) Employees

- IAFF bargaining unit employees with compensatory time balances in excess of 80 hours at the end of the leave year (96 hours for an employee assigned to a 2,496-hour work year and 84 hours for an employee assigned to a 2,184-hour work year) may elect to receive payment for excess compensatory time to be paid on the pay date of **March 26, 2021** or carry the excess compensatory time over for one year.
- Employees who elect to carryover their compensatory time balance should submit their leave carryover request electronically via SharePoint by **February 13, 2021**.





# Excess Compensatory Time Carryover Deadlines

| Position Type     | Distribution Type Eligibility | Amount  | Deadline to Submit to Carryover  |
|-------------------|-------------------------------|---|--|
| Non-Exempt<br>FOP | Cashout                       | Any hours in excess of 80   | Non- Exempt employees who wish to carryover their excess compensatory time must submit a request via SharePoint to:<br><a href="http://www.montgomerycountymd.gov/leavecarryover">www.montgomerycountymd.gov/leavecarryover</a><br>by <b>February 13, 2021</b>   |
| Exempt            | Transferred to Sick Leave     | Any hours in excess of 80   | Exempt employees who wish to carryover excess compensatory time should submit a request to their Department/Office Director for approval by <b>February 13, 2021</b> .<br><br>Documentation of the Director's approval of the request must be received via SharePoint to: <a href="http://www.montgomerycountymd.gov/leavecarryover">www.montgomerycountymd.gov/leavecarryover</a> by <b>February 23, 2021</b> |
| IAFF              | Cashout                       | Any hours in excess of 80<br><ul style="list-style-type: none"> <li>• 96 hours for IAFF employees assigned to a 2,496 hour work year;</li> <li>or</li> <li>• 84 hours for IAFF employees assigned to a 2,184 hour work year.</li> </ul> | IAFF employees who wish to carryover excess compensatory time should submit a request to the MCFRS Division of Administrative Services.<br><br>Documentation of the Director's approval of the request must be received via SharePoint to: <a href="http://www.montgomerycountymd.gov/leavecarryover">www.montgomerycountymd.gov/leavecarryover</a><br>by <b>February 23, 2021</b>                             |



# Annual Leave and Compensatory Time Carryover Requests

- Finance has launched an electronic process for County employees to submit their annual leave and compensatory time carryover requests.
  - The new process leverages existing County technology to make the process more efficient, accountable, and transparent.
  - Employees will receive directions to complete a user-friendly online form that is transmitted via workflow to their Department approver.
- **Benefits of the new Process:**
  - ✓ Enable employees to manage and track their leave carryover requests.
  - ✓ Employees receive an email confirmation when their request is submitted and an email notification when their requests are approved or denied.
  - ✓ Department approvers may submit a request on behalf of employees who have no or limited access to a computer.
- The [leave year site](#) will open for employees to submit their request **January 18, 2021**.
- Employees should submit their request electronically by **February 13, 2021** by going to: [www.montgomerycountymd.gov/leavecarryover](http://www.montgomerycountymd.gov/leavecarryover).
- Employees' leave request must be approved by Department approvers by **February 23, 2021**.
- Questions? Contact [leaveyear@montgomerycountymd.gov](mailto:leaveyear@montgomerycountymd.gov).



# Multilingual Automated System

Melissa Voight Davis

Chief, Recruitment and Selection

OHR

Jackie D. Anderson

HR Specialist, Recruitment and Selection

OHR



Office of *Human Resources*

# Multilingual Certification Program Changes

- We are automating the process, eliminating paper, and improving reporting capabilities.
- Targeting rollout the week of 12/14.
- Employees will be able to make requests via Employee Self Service (ESS).
- Managers will be able to approve via ESS.
- Resources:
  - Multilingual Announcement to All Employees
  - System User Guide for Employees and Supervisors
  - Evaluator / Rater Instructions
  - Website



# Demo

- Jackie Anderson will now provide a demo from the employee perspective.
- We are available to provide training to any department once the system is activated.



# Q & A

Moderated by Katie Kasunic



Office of *Human Resources*

# Thank You for Attending

This presentation will be posted on the Weekly HR Liaisons & MLS Meeting Dashboard:  
[montgomerycountymd.gov/HR/Misc/WeeklyHRLiaisonsMLSOHRMCTime.html](https://montgomerycountymd.gov/HR/Misc/WeeklyHRLiaisonsMLSOHRMCTime.html)

For more information on Timekeeping, visit the MCTime Events - COVID-19:  
[montgomerycountymd.gov/mctime/resources.html#Events](https://montgomerycountymd.gov/mctime/resources.html#Events)

OHR's Employee Coronavirus News Webpage:  
[montgomerycountymd.gov/employeenews covid19](https://montgomerycountymd.gov/employeenews covid19)



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