HR Liaisons & MLS Meeting
with OHR & MCtime

Friday, July 31, 2020

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

The meeting will begin shortly.

Introduction

Berke Attila

Director, Office of Human Resources

Agenda

- Group Insurance Deductions on Last Paycheck of 2020 – Karen Bass

- Internal Salary Review Ideation Sessions – Kimberly D. Williams, Melissa Boone-Miller & James Hawkins

- Timekeeping – Heather Black & Lori Plazinski

- Question and Answer Session – Moderated by Katie Kasunic

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Group Insurance Deductions on Last Paycheck of 2020

Karen Bass

Heath Insurance Manager

Office of *Human* **Resources**

Good News! No Group Insurance Deductions

- Last paycheck of the year that is paid on Friday, 12/31/2020
  - Pay Period Beginning 12/6/2020, Pay Period Ending 12/19/2020
  - 27 Paychecks in Calendar Year 2020, Deductions are based on 26 paychecks.

- Phenomenon that occurs about every 11 years due to the leap year

- Impacts the following deductions:
  - Medical, Dental, Prescription, Life Insurance, Optional Life Insurance, LTD, Vision, and FSA contributions

- Will be part of the annual open enrollment communications effort

- Does NOT impact any retirement or deferred comp contributions

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Internal Salary Review Ideation Sessions

Kimberly D. Williams

Acting Business Operations & Performance Manager

Melissa Boone-Miller

Compensation Analyst

James Hawkins

Performance Management & Data Analyst

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OHR Internal Salary Review Enhancements

- 3.2018 – Wage Equity Training to all HR Liaisons

- 3.2.2020 - Streamlined the hiring process by removing the step requiring Internal Salary Review being conducted prior to hiring the applicant.
  - 30-day commitment after hire

What We Are Hearing

Quote from our Partners

"The wage compression process takes an unreasonably long amount of time and there is no contact from OHR during that time so that hiring managers have no information as to the status of their selected candidate during that time. The amount of time from interview to offer MUST be decreased significantly to develop a consistent workforce."

Session Goals

- Our goal is to **collaborate** with departments to better understand the perspective of our County **partners**.

- We will use this understanding to prioritize, identify and implement enhancements to the internal salary review and equity processes.

Session Overview

- **Size**: 6 – 8 people

- **Participants:** HR Liaisons, Hiring Managers, Classification & Compensation, Recruitment & Selection

- **Session Length**: 2 Hours

- **Facilitation Platform:** Teams and Miro

- **Sessions Schedule:** August 10th - August 28th

- **Facilitator:** James Hawkins

Session Format

- Clarify the pain points to the internal salary review and equity process

- Prioritize those pain points based upon importance

- Brainstorm solutions

- Prioritize solutions based upon impact

Project Deliverables

- Draft action plan

- Share action plan with focus group participants for feedback

- Communicate and vet action plan with identified stakeholders

- Finalize action plan and gain agreement

- Present to HR Community

- Solidify partners roles and responsibilities in the implementation of a collaborative action plan

Next Steps

- OHR will send out formal communication with participation link
- Complete participation form and select desired focus group session

Timekeeping

Heather Black,

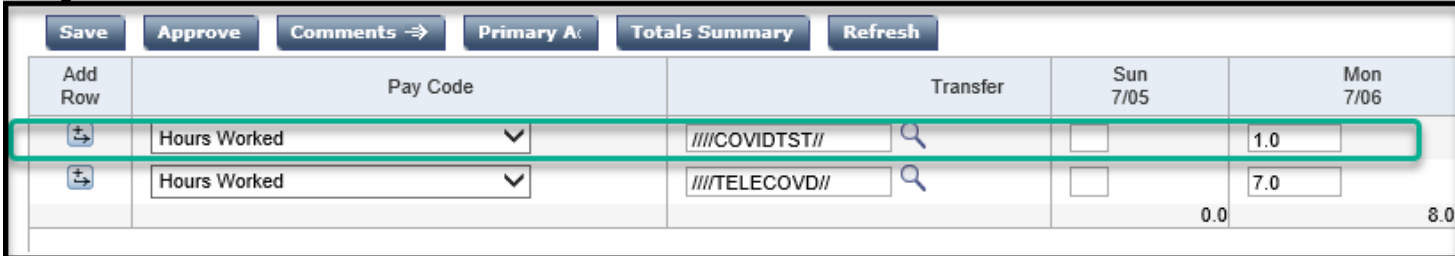MCtime Manager

Finance

Lori Plazinski,

MCtime HR Liaison

Finance

Timekeeping for Employee COVID Testing

Example 16 – Employees being Tested for COVID 19

- The **COVIDTST** reason code should be used for travel time **from County work site** to the appointment and **back to the County work site**, appointment time and any appointment wait time should be captured as **Hours Worked**.

- Travel time from home to the appointment and returning home is considered your normal work commute and should **not** be recorded.

- Hours Worked with the reason code: **COVIDTST** are not considered 'on site' and this time is **not eligible** for any on-site differential.

Timekeeping for COVID Test Site Coordinators

Example 17 – Employees acting as COVID-19 Test Site Coordinators

- Employees detailed to the task of COVID-19 Site Test Coordinator during their **regular shift**, should record the Reason Code - **C19STCOR**, but not the COVID Crosswalk PT EO codes for hours worked and the **COVID-19 Front Facing Onsite** differential for the time spent as Site Coordinator.

- When potentially FEMA reimbursable criteria has been met, it is necessary use the transfer COVID-19 Event **Project Task** with **Expenditure Org,** (found on the Event Crosswalk on the MCtime Website). Select the Pay Codes: Hours Worked and the **COVID-19 OT Front Facing Onsite** differential with the **Reason Code**: **C19STCOR**
  - **Refer to job aid for specific examples of when the Project Task with Expenditure Org must be used.**

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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).

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

Office of *Human* Resources

(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

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 ⌄	/////CHLDCARE// 🔍		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 ⌄	/////CHLDCARE// 🔍		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

(EPSL) FFCRA - 80 Hours Paid Sick Leave

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

- **Retroactive Application** : Employees who want the EPSL **FFCRA - 80 Hours Paid Sick 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, can request to have their leave restored if personal leave was originally used for FFCRA eligible reasons.

- **They must notify their timecard approver in writing no later than TODAY Friday, July 31.** The department must submit timecard corrections to Payroll no later than August 14, 2020.

- The **FFCRA - 80 Hours Paid Sick Leave** can be used in future pay periods until Friday, December 31, 2020.

(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.

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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(EFMLA) FFCRA – Child Care

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

- **Retroactive Application**: Employees who want the **EFMLA FFCRA – Child Care** 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, can request to have their leave restored if personal leave was originally used for FFCRA eligible reasons. **Employees must enter the retroactive date in Oracle Employee Self Service (ESS) when applying for the EFMLA**.

- **They must notify their timecard approver in writing no later than TODAY Friday, July 31.** The department must submit timecard corrections to Payroll no later than August 14, 2020.

- The **FFCRA – Child Care** can be used in future pay periods until Friday, December 31, 2020.

FFCRA – Order of Leave Usage (for Temps)

- **EPSL** (FFCRA – 80 Hours Paid Sick Leave) – used for up to 80 hours for eligible reasons – before EFMLA or Sick and Safe Leave as it's a Federal Law.

- **EFMLA** (FFCRA – Childcare) – used for up to 10 weeks of PAID FMLA for eligible childcare reasons. Sick and Safe leave could be used toward the initial 2 weeks if needed, but any available EPSL should be used first.

- **Sick and Safe Leave** after employee exhausts FFCRA (EPSL and/or EFMLA) if needed for a qualifying reason.

- Review OHR's Employee Coronavirus News Webpage for OMS information: **https://www.montgomerycountymd.gov/employeenewscovid19**

NEW MCTIME FFCRA TOOLS

NOTE: MCGEO and unrepresented employees and temporary employees should exhaust the 80 hours of FFCRA Paid Sick Leave before being granted any additional Administrative Leave – Other, with reason code ADMCOVID.

New HyperFinds

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

New 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	Emp ID	R T Seas	FT PT	Manager	FFCRA 80 Hours Paid Sick Leave	FFCRA Childcare	Total FFCRA 80 Hrs + Childcare	FMLA	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						85R UNRP Rg FT EX G-1 R8 S...		
	23	R-N	F						MCGEO Rg FT ML-B EX G-1 R8		

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Timecard Reminders

- MCtime Informational Website: www.montgomerycountymd.gov/MCtime

- Follow Timekeeping Memo appropriate to the Pay Period

- Perform Pay Period Close Checklist (at Manager & Department level)
  - Meet Approval Deadlines
  - Ensure appropriate Hours Towards Schedule for ALL employees (FT employees = 80 hours)

- USE "COVID" Genies
  - Differentials – COVID 19 (Differentials in ADDITION to Hours Worked)
  - FFCRA

- USE Crosswalk to determine correct - Project Task & <u>Expenditure</u> <u>Org</u>, if required

- IAFF/FOP Employees in Admin Leave - Other with reason code ADMCOVID (Not FFCRA)

- Technical Issues – Compatibility Checks job aid or call the Help Desk at 240-777-2828

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