



Questions and Answers (Q&As)

HR Liaison & MLS Live Event – July 31, 2020

Test Site Coordinators and Timekeeping

- **Who is a "Test Site Coordinator" per MCTime guidance?**
Test Site Coordinators are individuals identified by a Department in preparation of their testing plan/process. These individuals are credentialed to be able to provide testing data input into the testing Lab portal.
- **That's confusing about the (Employee) Test Site Coordinators and PTAE0; when would you not use the PTAE0 code in this case?**
You don't use the PTAE0 if the Test Site Coordinator is conducting the test as part of their regular working hours and the Test Site Coordinator was not called back from Admin Leave status to be the Test Site Coordinator. All Employee Testing Site Coordinators should use the reason code: **C19STCOR**
- **Are the Test Site Coordinators front-facing or back-facing?**
Eligible Test Site Coordinators are entitled to front facing COVID 19 On Site Differential. MLS, Directors, Question A, and Public Safety Management who serve as Test Site Coordinators are not eligible to receive COVID Differentials.
- **Do I have this correct, that front- and back-facing differentials do not apply during normal work hours?**
No; front facing COVID 19 On Site Differentials and Back Office COVID 19 On Site Differentials apply to regular hours. Front facing **OT** COVID 19 On Site Differential and Back Office **OT** COVID 19 On Site Differentials apply to excess hours.
- **Should the COVID Test Site Coordinator (reason codes) also be used for those serving as site-based program-specific Test Site Coordinators versus pop up/county site (PUBLIC)?**
Employees staffing PUBLIC testing sites should record Front Facing Differential. Currently OT is not being offered, also Regular Hours worked are not reimbursable; therefore, the Project Task/Expenditure Org is not needed on timecards. HHS is using sign in sheets to collect data for any potential FEMA/CARES reimbursements; therefore, no reason codes are necessary.
- **MLS are not entitled to front-facing differentials if they are acting as a Testing Site Coordinator, correct?**
Correct. MLS, Directors, Question A, and Public Safety Management who serve as Test Site Coordinators are not eligible for COVID 19 on site Differentials.
- **What about COVID-19 testing that occurs onsite? The slides seem to indicate the TST code should only be used for travel and appointment times connected with off-site testing.**
Time spent related to employee COVID testing should be recorded on timecards regardless of whether an employee needs to travel to a testing site.
- **What happens if you had set your deferred comp to the maximum allowed, will the additional pay period cause an excess deferral?**
The Oracle system has the IRS-mandated allowable contributions for: regular, over age 50, and 3-year catch up programmed. Employees select the contribution amount on Fidelity's website and the amount is sent on a file from Fidelity to the County biweekly. If the contribution amount that is transmitted to Oracle results in the annual contribution being over any of the 3 IRS contribution limits, the Oracle system does not allow the contribution to go over the limit, therefore eliminating the possibility of "over contributing." Additionally, if an employee has requested a \$500 amount, and only \$450 is remaining before the IRS limit is reached, only \$450 will be deducted from their paycheck as that is the remaining amount to reach the IRS limit.



- **How would you record time for employees who signed up to volunteer at a (PUBLIC) test site, not as a Test Site Coordinator?**

Employees staffing PUBLIC testing sites should record Front Facing Differential. Currently OT is not being offered, also Regular Hours worked is not reimbursable; therefore, the Project Task/Expenditure Org is not needed on timecards. HHS is using sign in sheets to collect data for any potential FEMA/CARES reimbursements; therefore, no reason codes are necessary.

- **What code should an employee use if the only reason they cannot work is due to technical issues? In other words, they are scheduled to telework but IT hasn't gotten back to them and they are locked out of the systems they need to do their duties?**

If the County is unable to provide work to a Regular Full-time or Part-time employee, the employee should record the pay code Admin Leave – Cnty Facility Clsd.

- **Can we get a Mctime flowchart for all these different types of leave?**

This is in the works and will be announced in an upcoming meeting once available.

EFMLA / EPSL and Timekeeping

- **Can you please reiterate that employees must apply for EFMLA in order to use EPSL for their childcare? Or, can they use EPSL for childcare without any approval?**

Employees must apply for EFMLA through Employee Self Service (ESS) in order to use EPSL for childcare purposes.

- **I may have missed it, but did any of the guidance show whether EPSL and/or eFMLA should be coded as FMLA on their timecard?**

The FMLA tracking code must be entered on the timecard when FFCRA – 80 Hours Paid Sick Leave is used for Childcare purposes. Additionally, the reason code CHLDCARE is also required when using the pay code FFCRA – 80 Hours Paid Sick Leave or FFCRA – Childcare.

- **For temporary/substitutes, how do you determine how many EPSL/EFMLA hours they receive, since they are 0.1 work year employees?**

Employees working less than 80 hours in a pay period should receive a prorated amount of “FFCRA” hours based on a normal work week. This could be a week prior to the COVID pandemic.

- **What about employees who have to care for an elderly parent because, due to COVID, they no longer have the in-home care?**

There are several timekeeping scenarios that the employee might qualify for depending on the health situation of the parent. If the employee or supervisor is unsure which timekeeping scenarios would be applicable, reach out to the Mctime team at Mctime@montgomerycountymd.gov.

- **If a temp only works 5 hours a week, are they entitled EPSL and 10 weeks of paid EFMLA if verified by OMS?**

A temporary employee who only works 5 hours a week may qualify for EPSL and 10 weeks of paid EFMLA at the 5 hours a week pro-rated level.



- **How can employees get FFCRA sick leave relating to a child? Does the child need to meet the three criteria?**

Only one of the four criteria needs to be met. Example A below is specific to the employee. Examples B, C, and D could apply to a child. The pay code FFCRA – 80 Hours Paid Sick Leave is available for 4 scenarios:

- A. Employee quarantined (pursuant to Federal, State, or local government order or on the advice of a health care provider)
- B. Employee or **family member** is experiencing COVID-19 symptoms and seeking a medical diagnosis, or
- C. 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)
- D. 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: Example D must use Reason Code: CHLDCARE.

- **What if the temp employee only came in intermittently when we needed the employee when other employees did not come in? Would they receive FFCRA leave continuously even though they actually came in intermittently previously?**

Employees working less than 80 hours in a pay period should receive a prorated amount of “FFCRA” hours based on a normal work week.

Leave Carryover

- **Can you please discuss the annual leave carry over policy? Is the County planning to change the number of hours that can be carried over to next year due to COVID-19?**

This is currently under discussion and will be communicated when details are available.

Compensation and Wage Equity

- **Will the compensation focus group be MLS or HR Liaisons? What type of feedback will be requested?**

The focus group will consist of HR Liaisons and Hiring Managers which may include MLS and/or non-MLS hiring managers.

- **Can OMB be involved in the focus groups for wage equity? OHR keeps decentralizing their work to departments. If we have to do the work, we need more staff. OMB needs to be involved at the beginning of the process. It is great to work with partners but some items were centralized which had never been discussed as to whether departments could take on this process.**

Yes, OHR has established a list of stakeholder partners who will be involved in reviewing and evaluating the recommendations from the focus groups. They will assess potential risks/issues, provide guidance and propose alternative options if appropriate. These stakeholder partners will convene as a focus group to specifically address policies, regulations, laws and budget processes that impact the internal salary review and equity processes. OMB, Labor, OCA and OHR are part of the stakeholder partner group.

- **Are there pilot departments for the Wage Equity project?**

There are no pilot departments at this time. The focus groups will propose prioritization of improvement activities and action plans which may result in determining a need for pilot departments.



- **There are underlying problems with wage equity and how it is applied - the process as well as the policy has been interpreted and handed down to departments. Are these issues going to be addressed?**

Yes, the focus groups will identify the pain points and propose prioritization of improvement activities and action plans.

- **There isn't any consistency in the requirements for HR Liaisons, or the level of staff serving as HR Liaisons, or really any consistent support or training for these staff. Is there any work regarding this going on in OHR?**

OHR recognizes the challenges in this area and we are committed to addressing them as part of the HR strategy efforts. For the focus groups, the HR Liaison role may be discussed, but only as it relates to the internal salary review and equity processes. The focus group sessions are not intended to address the need for the comprehensive review and evaluation of the HR Liaison duties, responsibilities, staffing levels or service structure, as that is part of a larger HR strategic effort.