HR Liaisons & MLS Meeting with OHR & MCtime

Friday, March 18, 2022

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 (OHR)

Agenda

- Berke Attila
  - FY23 Budget and New Position Requests: Prioritization and Collaboration
- Darryl G. Gorman
  - Juneteenth
  - Sick Leave Amendments
- Johnna Bryant, Lori Plazinski, Darryl Gorman
  - Family Sick Leave Review
- Johnna Bryant
  - Upcoming OMS Training
- Laura Chapman
  - MCG Delivers (Mentoring Program, New Supervisor/Manager Orientation Pilot)
- James Donaldson, Skyler Grubbs, Anita Brady
  - Online Learning Resources
- Question and Answer Session – Moderated by KD Kasunic

FY23 Budget and New Position Requests: Prioritization and Collaboration

Berke Attila

Director, OHR

What are Best Practices for New Positions?

- Don’t wait until July 1st; ask your questions now.
- If you have more than two new positions, reach out to the OHR Recruitment Manager to discuss prioritized approach to prepare positions for recruitment.
- After prioritizing, OHR Recruiter and HR Liaison can meet to discuss recruitment timelines.
- If your department knows you have more than 10 new hires coming in the pipeline, let OMS know in advance, especially if exams need to be scheduled.
  - 30 days is best practice, but no fewer than 10 days of advance notice.
  - Make sure that the applicant has submitted any requested documentation in advance of clinic appointments.
  - Follow up and stay in touch throughout the process: OMS.Appt@montgomerycountymd.gov

HR Legislation

Darryl G. Gorman
Senior Advisor, OHR

Juneteenth – Official Holiday, MCPR, Section 24

On March 15, Council approved adding Juneteenth as an Official Holiday.

- Updated Official Holiday memo will be sent to Directors and HR Liaisons next week.
- Revised Payroll Calendar is forthcoming.

Sick Leave Amendments, Section 17, MCPR

On March 15, Council approved amending MCPR to add a provision for the Disposition of Accumulated Sick Leave.

- Amendment applies to employees in RSP and GRIP.
  - $5,000 for those who separate with 10 years of service and 120+ hours of unused sick leave.
  - $10,000 for those who separate with 20 years of service and 240+ hours of unused sick leave.
- Does not apply to employees in RSP and GRIP who earn PTO.
- The sick leave amendments can be found at: https://www.montgomerycountymd.gov/HR/Resources/Files/Regulation/MCPR_SECTION_17.pdf

Family Sick Leave

Johnna L. Bryant
Manager, Occupational Medical Services
OHR

Lori Plazinski
Acting MCtime Manager
Finance

Darryl G. Gorman
Senior Advisor
OHR

This Presentation Will Review:

- What is sick leave and family sick leave?
- What rules apply to using these leave types?
- What are appropriate uses of these leave types?
- How many hours are available to employees?
- How is this leave recorded on timecards?
- What should employees do if they need to use more than the maximum hours allowed for a family member?

Family Sick Leave - Overview

- Governing Documentation & Definitions
  - MCPR
  - Collective Bargaining Agreements
- Family Sick Leave in MCtime
  - Sick Leave Balance in MCtime: Paycodes
  - Pay Slip Tracking
  - Maximum
- Request for Exceptions to Maximum

Sick Leave: MCPR Definitions

- MCPR, Section 17-1 defines both sick leave and family sick leave.
- An employee uses sick leave for themselves and uses family sick leave to care for a member of their immediate family.
- MCPR, Section 1-32 lists the individuals who are part of an employee's immediate family.
- MCPR, Section 17-6 allows an employee to use approved sick leave that they have accrued to take care of personal illnesses and injuries; medical, dental, or optical appointments, medical quarantine and temporary disabilities. Sick leave can be used for FMLA.

Sick Leave: Collective Bargaining Agreements

- MCGEO Article 15 (c) and (d) allow parents of newborns and newly adopted children to take more sick leave than they have accrued in a leave year. Immediate family is also defined and can include others if the CAO approves.
- FOP Article 19 defines sick leave, the leave year, and accruals of sick leave. FOP Article 16 defines parental leave to allow an employee to use up to 720 hours of a combination of leave in a 24-month period.
- IAFF Article 7 defines sick leave and allows an employee to use sick leave to care for members of their immediate family. Again, the immediate family can include others if approved by the CAO.

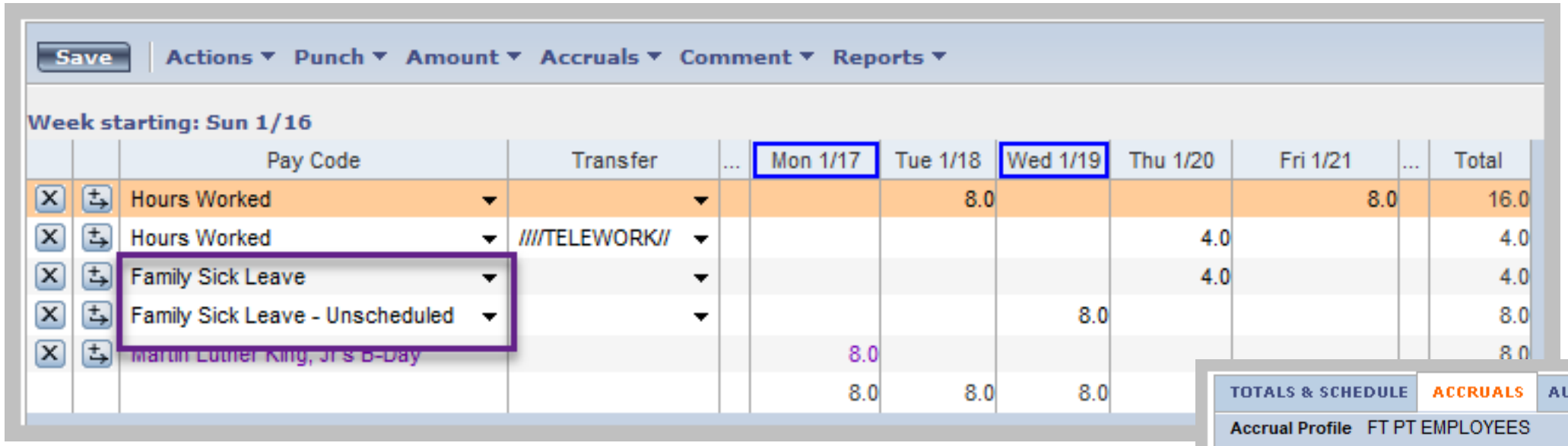
Using Family Sick Leave: MCPR Overview

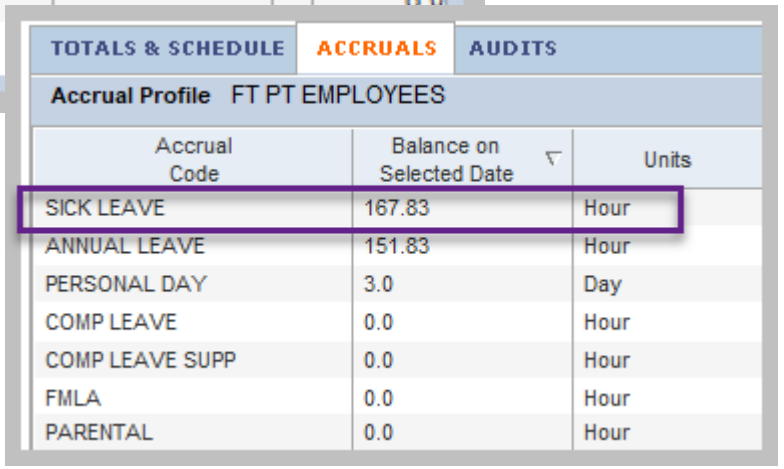
- MCPR, Section 17-7 lists the ways that family sick leave can be used. Like sick leave, an employee can use family sick leave when a member of their immediate family is ill, injured or medically quarantined or when their immediate family member has a medical, dental, or optical appointment.
- Employees use their sick leave for family sick leave purposes.
- Department managers approve the use of family sick leave.
- Family sick leave can be used when a birth or adoption takes place in the immediate family.

Using Family Sick Leave: MCPR Overview Cont.

- An employee who is a parent of a newborn or newly adopted child may use more sick leave than the employee earns in a leave year when sick leave is taken as parental leave under Section 20 of these Regulations.
- The CAO may approve an employee's use of sick leave to care for a person who lives with the employee in the employee's residence if the person is either related to the employee by blood or marriage or has a close association with the employee that is the equivalent of a family relationship.
- Employees cannot use more leave than they accrue. An employee may request a waiver of this limitation; it must be approved by the CAO.

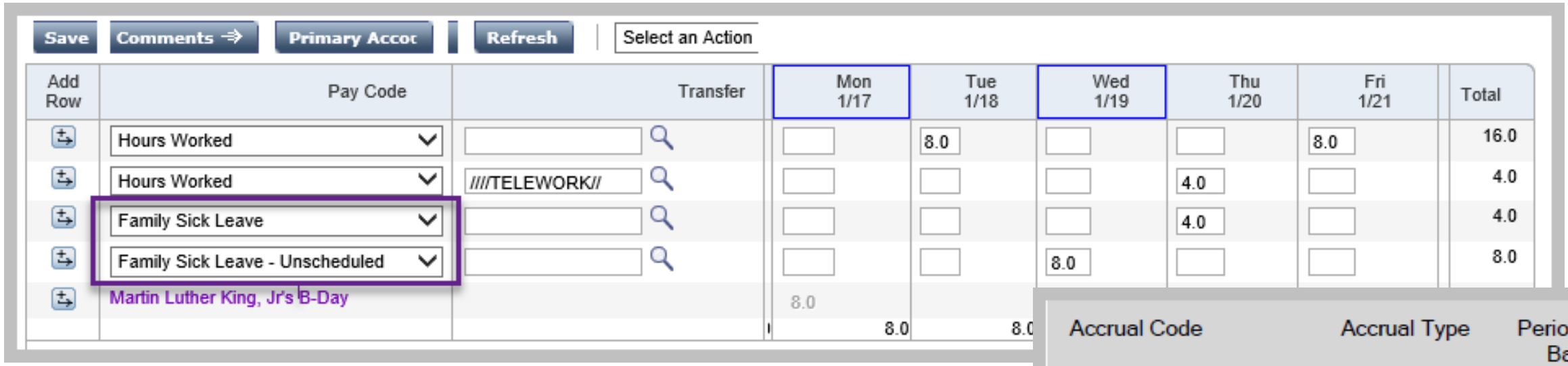
MCtime: Family Sick Leave – How to Record (JAVA)

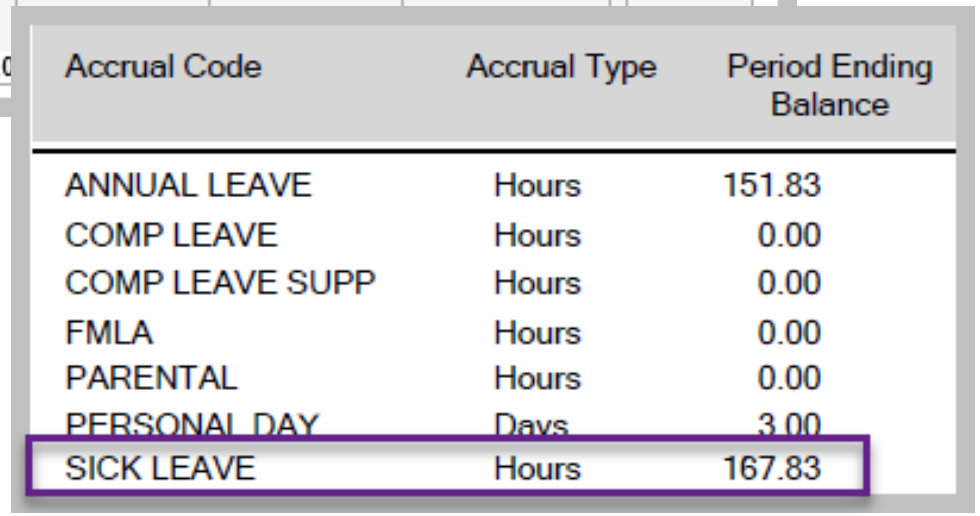




- Use of Family Sick Leave Pay Codes deducts from Sick Leave Accrual Code Balance.
- See: FMLA & PARENTAL Timekeeping Job Aid

MCtime: Family Sick Leave – How to Record (HTML)





Accrual Code	Accrual Type	Period Ending Balance
ANNUAL LEAVE	Hours	151.83
COMP LEAVE	Hours	0.00
COMP LEAVE SUPP	Hours	0.00
FMLA	Hours	0.00
PARENTAL	Hours	0.00
PERSONAL DAY	Days	3.00
SICK LEAVE	Hours	167.83

- Use of Family Sick Leave Pay Codes deducts from Sick Leave Accrual Code Balance.
- See: FMLA & PARENTAL Timekeeping Job Aid

MCtime: Family Sick Leave – Pay Slip

Use of Family Sick Leave Pay Codes

- Deducts from Sick Leave Accrual Code Balance.
- Tracked on Pay Slip by Leave Year.

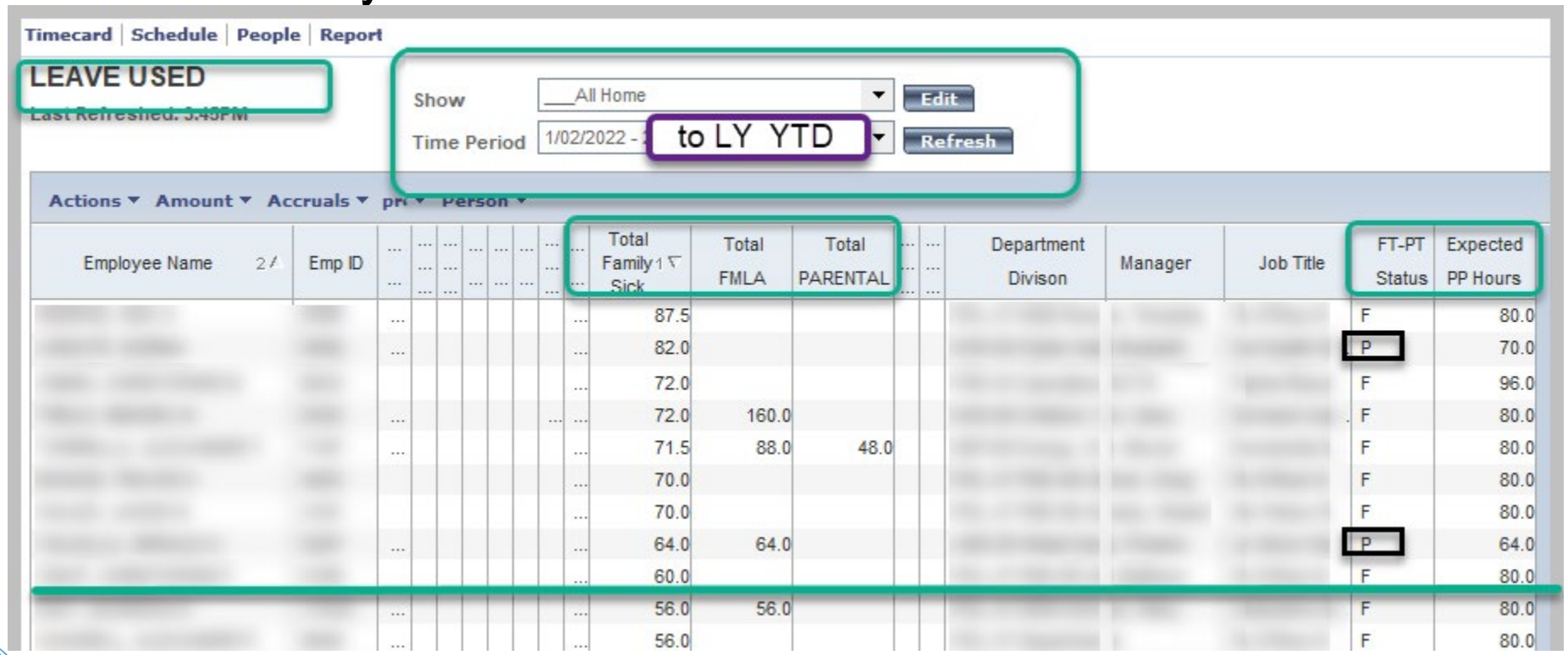
Accruals

Description	Current	Balance
Annual Leave	4.62	57.37
Parental Leave	0.00	0.00
Comp Lv Supp	0.00	0.00
FMLA	0.00	0.00
Furlough	0.00	0.00
Comp Time	0.00	0.00
Religious Leave	0.00	0.00
Sick Leave	4.62	49.87
Personal Days	0.00	0.00
Family Sick Leave	0.00	-43.00

MCtime: Family Sick Leave – Using Leave Used Genie

Use of Family Sick Leave Pay Codes: manager's responsibility to monitor.

* Review bi-weekly:



MCtime: Family Sick Leave – Maximums (FT)

- The amount of family sick leave that an employee uses in a leave year must not be more than the amount of sick leave the employee earns in a leave year.

- An employee may request a waiver of this limitation from the CAO (via OMS).

Expected Hours	FTE	FSL Max
80	100%	120
84 (POL & FRS)	105%	126
96 (FRS)	120%	144

MCtime: Family Sick Leave – Maximums (PT)

- The amount of family sick leave that an employee uses in a leave year must not be more than the amount of sick leave the employee earns in a leave year.

- An employee may request a waiver of this limitation from the CAO (via OMS).

Expected Hours	FTE	FSL Max
40	50%	60
48	60%	72
56	70%	84
60	75%	90
64	80%	96
70	88%	105
72	90%	108
78	98%	117

MCtime: Family Sick Leave – After the Maximum

- Employee may use another personal leave type (Annual, Comp Leave)
  - **Not** Family Sick Leave
  - **Not** Sick Leave

OR

- Employee may request a waiver of FSL limitation from the CAO (**via OMS**).

Family Sick Leave – Waiver Process

- MCPR 17-7 (c) The amount of family sick leave that an employee uses in a leave year must not be more than the amount of sick leave the employee earns in a leave year. An employee may request a waiver of this limitation from the CAO.
- FMLA and Family Sick Leave: FMLA kicks in after five workdays or more related to care of a family member. FMLA is processed through OMS.
- OMS has the information needed in order to support a waiver of use of more than 120 hours of sick leave.

Family Sick Leave – Waiver Process

- The employee requests the use of more than 120 hours to the department manager/supervisor.
- The department manager/supervisor or HR Liaison then makes the request in writing to OMS (sample memo linked here).
- OMS then makes the request to the CAO for approval on the employee's behalf.
- Once OMS has confirmed and the CAO has approved, then a response to the request is sent back to the department who will then communicate with MCtime that the additional (above 120) hours have been approved.

OMS Training

Johnna L. Bryant
Manager, Occupational Medical Services
OHR

Upcoming OMS Training

Date	Time	Class Title
3/24	9:30 am	FMLA Overview for Management
4/19	9:30 am	ADA as Amended: Employment Law Course
5/18	1:30 pm	FMLA and Me

To register, refer to the monthly Training Calendar sent at the end of every month and posted online:
www.montgomerycountymd.gov/OHR > Career Development > Programs & Catalogs

Mentoring Program and New Supervisor/Manager Orientation Pilot

Laura Chapman

HR Specialist, Training and Organizational Development

OHR

MCG Delivers

- MCG Delivers is a project-based program that challenges an assembled team to address a real-world problem or issue facing our organization. A project team is selected and includes MCG employees with high potential for future leadership roles.
- **In FY22**: MCG Delivers Cohort of Aspiring Leaders developed, launched, and evaluated a Pilot Group Mentoring Experience.
- **In FY23**: MCG Delivers cohort members are working together to create a countywide supervisor and manager orientation training program. The cohort will be reaching out to new and experienced supervisors and managers for feedback to help tailor the program.
- MCG Delivers is not open to new applicants currently. Stay tuned for this program to grow and expand to more employees throughout MCG in Fall 2022.

MCG Group Mentoring Experience

- Successful pilot development and launch of group mentoring experience for six weeks in FY22, 1/hr. week, virtually for 6 weeks.
- 90% of mentors said it was worth the time and effort.
- 100% of mentees said it was worth their time and effort.
- Kicked off 2nd Virtual Group Mentoring Experience in March – May 2022 Graduation.
- Targeted grades 16 – 25 with mentors and mentee group matches made countywide.
- Provided participants with resources including discussion and mentoring guides, Virtual Mentoring Lounge, and a SharePoint site.
- OHR provides Career Development, One-on-One Coaching, and Personal Styles Assessment for participants.

Why Mentoring?

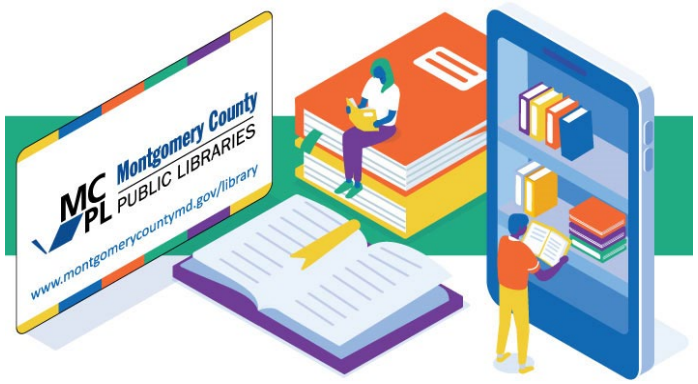
- For Mentors:
  - Develop and refine skills.
  - Give back.
  - See what's next.
- For Mentees:
  - Gain support and knowledge.
  - Become more productive employees.
  - Improve their career outlook.
- For the County:
  - Increases employee engagement.
  - Builds employee skills.
  - Builds culture.

Taking Advantage of MCPL Online Learning

James Donaldson
Assistant Director
MCPL

MCPL Library Card

- If you live, work, or go to school in Montgomery County, you are eligible for an MCPL Library Card.
- You can apply for a library card online: https://mcpl.link/library-card or in person at any MCPL library branch location (with proof of address and photo ID).



LinkedIn Learning

- Full access to LinkedIn Learning (formerly Lynda.com) courses with an MCPL Library Card ($40 /month without the library!).
- LinkedIn Learning offers a wide array of video courses in Leadership & Management, Marketing, Financing & Accounting, Human Resources, Professional Development, Project Management, Data Analytics, and a variety of software.

Udemy

- Full access to Udemy's highest rated online courses with an MCPL library card (about $20 **per course** without the library).
- Online video courses in Leadership & Management, Project Management & Operations, Data Science, Cloud Computing, IT Operations, Marketing, Personal Development, and other areas.

Gale Courses

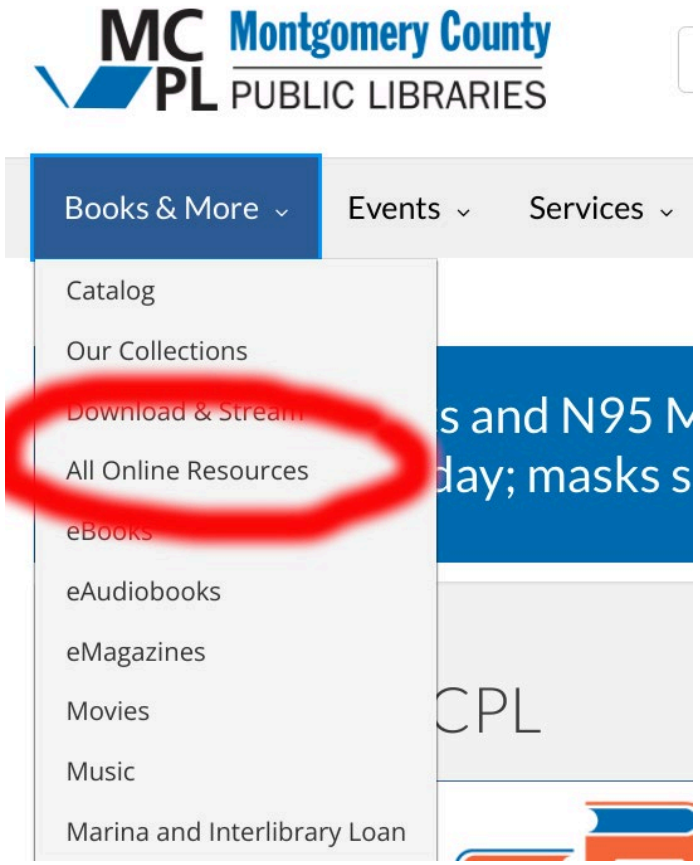
- Wide range of instructor led courses that you can take entirely online, in areas including: Business, Accounting & Finance, Computer Applications, Healthcare & Medical, Law & Legal, Technology, Teaching & Education, Writing & Publishing, etc.
- Courses run for six weeks and new sessions begin every month.

Brainfuse JobNow

- Live online coaching and resources for resume, interview preparation, and career building.
- This online tool includes resume templates, a resume lab, resume assistance from live experts, interview tips, interview coaching from live experts, a live job coach, and many other online resources.

Access via MCPL Webpage

- For all MCPL Resources, it is important to access them via the library's website: www.montgomerycountymd.gov/library/
- This way you will be prompted for your library credentials and all resources will be free of charge.



Online Technology Training Classes
Self-Paced and Instructor Led

Provided by the Department of Technology and Enterprise Business Solutions

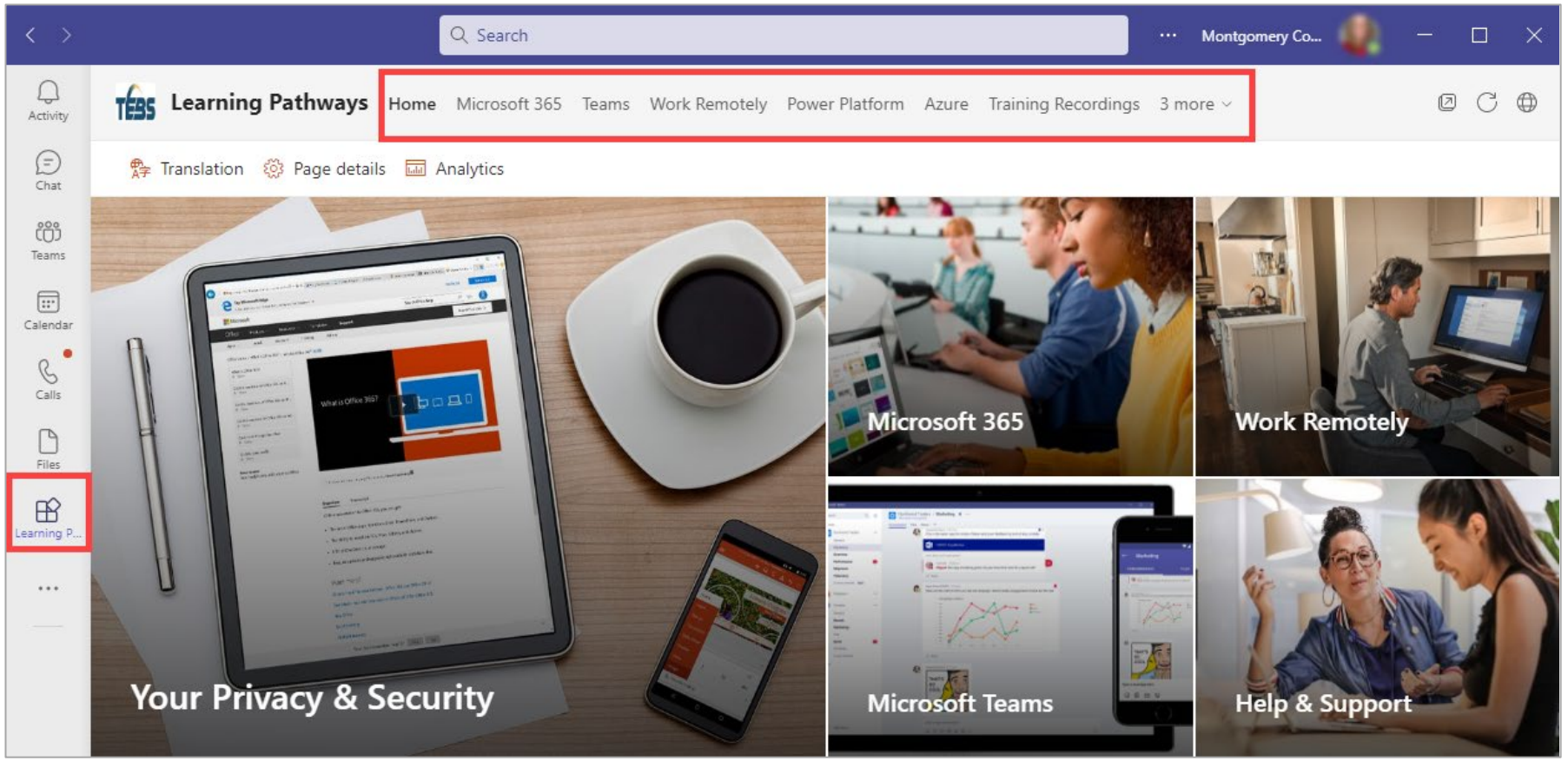
Skyler Grubbs
Manager, Change Management

TEBS
TECHNOLOGY & ENTERPRISE BUSINESS SOLUTIONS

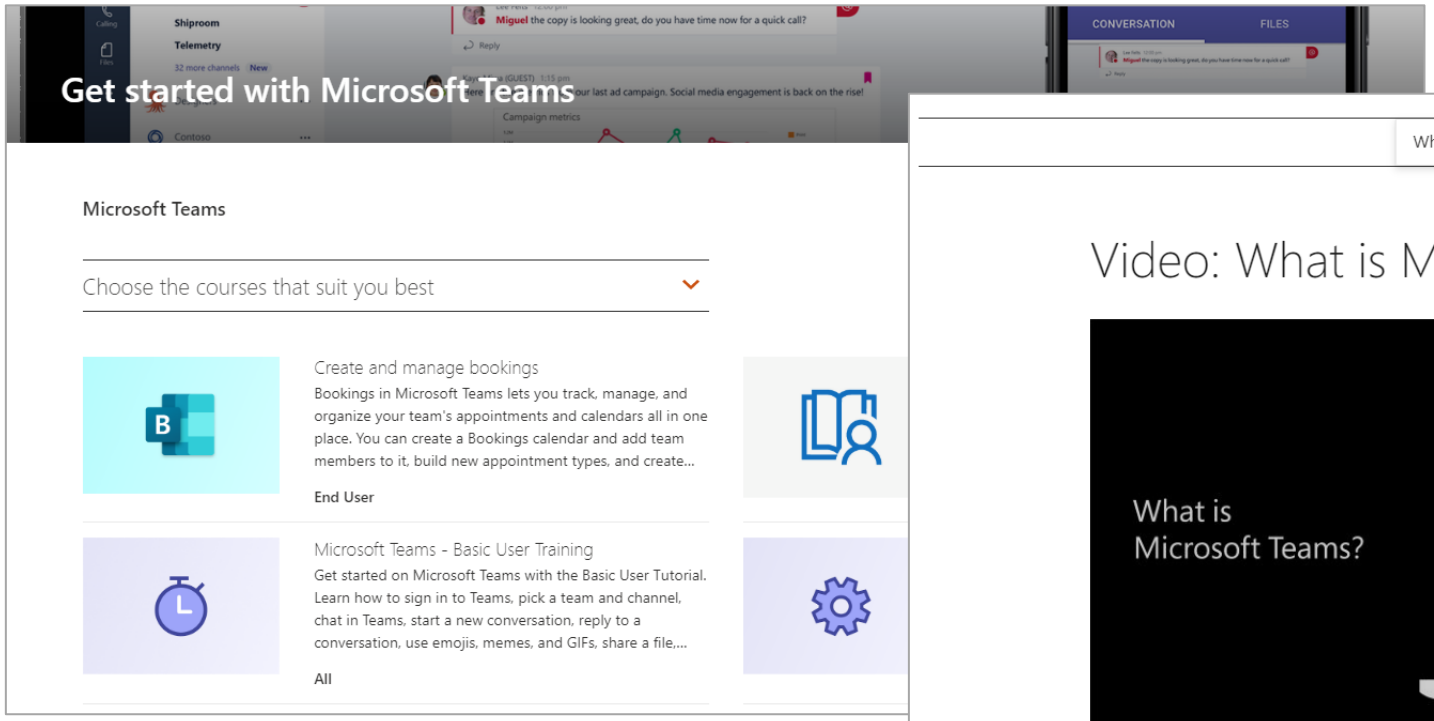
Microsoft Learning Pathways

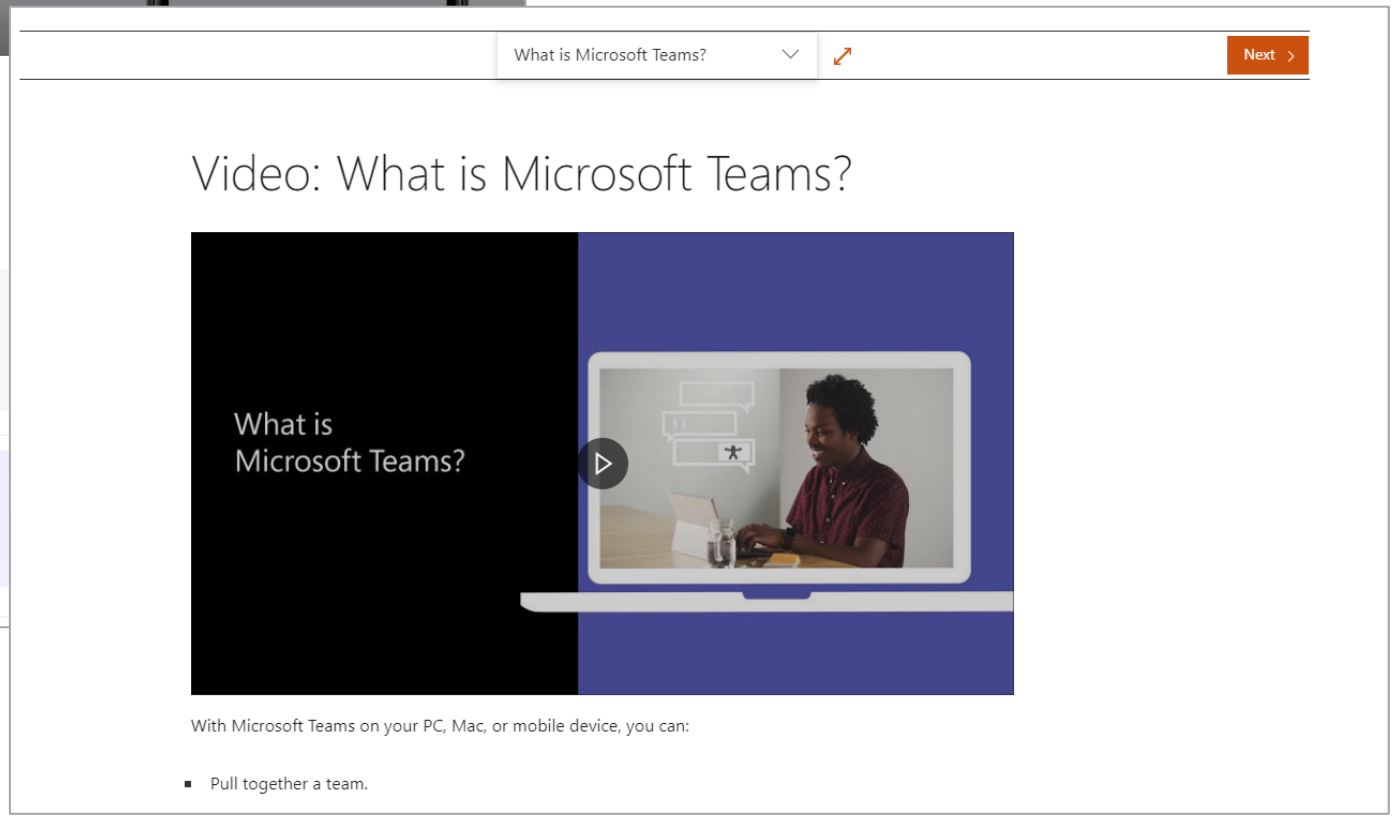
- Self-paced videos and job aids in learning path format.
- Accessed from and plays in Microsoft Teams.
- Encompasses all Microsoft Office 365 Apps including Power Platform.
- Hosts instructor-led training recordings.
- Does not require you to sign in.
- Curated for MCG by TEBS; frequently updated by Microsoft.
- Audience: Anyone who uses Microsoft Office.

Microsoft Learning Pathways



Microsoft Learning Pathways





Microsoft Instructor Led Training

- Led by Microsoft, exclusively for MCG.
- Audience: Anyone who uses Microsoft Office.
- Enroll in OLM; attend in Microsoft Teams.
- Tracked on Learner Transcript.
- Classes:
  - Accessibility: Neurodiversity, Creating Accessible Content, Hard of Hearing**
  - Excel Level 100 & 200
  - Managing Files in OneDrive, Teams & SharePoint
  - Microsoft Teams Level 100 & 200
  - OneDrive
  - Outlook Level 200
  - Power Platform Foundations, Power Apps, Power Automate & Power BI**

Oracle Training

- Enroll in OLM, complete in OLM.
- Tracked on Learner Transcript.
- Audience: Anyone who needs to access Oracle to do their job or anyone who wants an overview of Oracle.
- Includes training for:
  - General Navigation & ESS
  - HR: HCM, iRecruitment, BI
  - Financials: AP, AR, iExpense, GL, PnG, Transaction Approver, Purchasing, BI

Additional Training

- Security Awareness Training
- DataMontgomery Open Labs
- SeamlessDocs
- Trumba
- Website Development Support & Plain Language Workshops
- Upcoming Training:
  - Power Platform at MCG (for users seeking a license) and
  - Enterprise Technology Orientation

Additional Information

Resources:

- Technology Training Catalog
- Monthly Training & Events email
- MCG Change Agents (let us know if you want to join!)

Email the Office of Change Management about these learning opportunities any time: change.management@montgomerycountymd.gov

OHR Technology Learning Resources

Anita Brady
Manager, Training and Organizational Development
OHR

OHR Instructor-Led Virtual Computer Software Training

- OHR provides over 100 Instructor-Led Computer Software Training Courses, free of charge, to all employees through a partnership with Montgomery College. Courses offered from Montgomery College Zoom Virtual platform.
- Examples of IT classes:

  Adobe – How to create a fillable form
  Excel Pivot Tables for Beginners
  Microsoft Forms –Tips and Tricks
  Intro and Advanced Power BI

- Complete List of Courses OHR Instructor-Led Virtual Computer Software Class Schedule Spring 2022 and Virtual Computer Training Descriptions
- Enroll in OLM; all courses tracked in Oracle Learner Transcript.
- For additional information: Teddy.Ramet@montgomerycountymd.gov

Additional Resources

- To document training outside of Oracle Learning Management, go to the **External Learning** in the Employee Self-Service.
- Oracle External Learning User Guide
- Obtaining a Training Transcript
- OLM User Guide for Managers
- User Guide: Create and Subscribe a Learner to a Learning Path
- Handy Cheat Sheets – Microsoft Office | CustomGuide
- Coursera and Ed.X

Upcoming Training – Highlights

Just a Few of the Hundreds of Classes Offered!

Date	Time	Class Title
3/24	1 – 3 pm	Workers' Compensation Overview
3/25	1 – 3 pm	Intro to Managing in a Union Setting
3/30	11:15 am – 1:15 pm	Keeping Cool: A Manager's Guide to Controlling Emotions
3/30	9 – 11 am	Managing Your Emotions in the Workplace
4/7	9 am – 1 pm	Supervisors and Managers Conference – Managing Performance in a Hybrid Setting

Training Resources

- Look for the Calendar emailed at the end of every month
- Calendar is posted online at:
  - www.montgomerycountymd.gov/OHR
  - Select Career Development from top menu
  - Select Programs and Catalogs
- Latest calendar: March Training Calendar
- Register using the instructions at the end of the calendar

MCG EMPLOYEE
TRAINING & EVENTS

Montgomery County Government (MCG) offers a wide variety of training opportunities to help increase the knowledge, skills, and abilities of MCG employees. Below are the classes available for February 2022. Classes and events are available on a first come, first served basis.

Latest Training News:

- 2022 MCG LEADS program offerings now available
- FY22 Family and Medical Leave Act (FMLA) and Americans with Disabilities Act (ADA) classes just released in Employee Self Service; search "FMLA" or "ADA"

For information contact: OLM.Admin@montgomerycountymd.gov

Class	Audience	Date	Time
2022 Montgomery County Black History Month Program: Health & Wellness	All	Feb 16	10:30 am – noon
In Our Own Voices: Telling Our Stories	All	Feb 23	10 – 11:30 am

Mandatory Training
For information contact: OLM.Admin@montgomerycountymd.gov

Class	Audience	Date	Time
Limited English Proficiency (LEP)	Mandatory for all front-line employees	Feb 8	1 – 3 pm
Preventing Workplace Harassment	All employees, contractors, and interns	Feb 15	9 am – noon
	Required for		

Q & A

Moderated by KD 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:
https://www.montgomerycountymd.gov/mctime/resources.html#Events

Add career development page

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