

HR Liaisons & MLS Meeting with OHR & MTime

Friday, July 8, 2022

Welcome to the Live Event. Please make sure your audio is turned on.
The meeting will begin shortly.



Office of *Human Resources*

Introduction

Darryl Gorman

Acting Director, Office of Human Resources



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Agenda

- Hiring Efforts – Krista Simkins, Sam Frushour, Johnna L. Bryant
- OMS Updates – Johnna L. Bryant
- Telework Update – Sam Frushour
- 80/20 Cost Share Premium Changes – Karen Bass
- Termination Dates – Darleen Elliott
- Performance Reminder – Jenna Shovlin
- New Supervisor and Manager Resources – Anita Brady
- OHR Training Highlights – Anita Brady
- Question and Answer Session – Moderated by KD Kasunic



Hiring Efforts

Krista Simkins

Chief Talent Acquisition Officer

OHR



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Recruitment Process Improvements

- A. Acquiring a new applicant tracking system to overcome software issues.
- B. Implementing proactive sourcing methods to attract passive candidates.
- C. Increasing social media presence – targeted advertisement.
- D. Building an agile interviewing process.
- E. Developing new hiring playbook to help departments expedite the process.
 - Target release end of July.
- F. Providing transparency and facilitating collaboration through Recruitment Tracker released to departments.



Recruitment Tracker

HR Workforce Management Portal ACEITS01 Logout

DEPARTMENT SUMMARY - CLOSING DATE RECRUITMENTS DEPARTMENT SUMMARY - OPEN UNTIL FILLED OHR SUMMARY - CLOSING DATE RECRUITMENTS OHR SUMMARY - OPEN UNTIL FILLED

Department Summary - For recruitments with Closing Date (data as of Today - 7/6/2022)

Department: [Show Divisions Summary](#)

Active IRCs #	Currently Posted IRC #	Closed/Eligible List Pending IRC #	Eligible List Created/Dept. Selection Pending IRC #	Contingent Offer Made IRC #	Final Offer Extended IRC #
2	1	0	0	0	1

IRCs #	Average IRC Posting Period	Average Days for Eligible List Creation Target = 10 Days (OHR)	Average Days for Department Selection Target = 20 Days (Dept)	Average Days to Clear Contingencies Target = 14 Days (OHR/Background/Candidate)	Average Days to Fill
2	10	4	22	14	39

Recruitment Status Descriptions

Closing Date IRCs - IRCs posted with planned Closing Date (usually 2 weeks).

Open Until Filled/Open Continuous/Extended IRCs - IRCs posted with indefinite Closing Dates. Please note that these recruitments historically take longer to fill; average numbers in Tracker often fall outside of standard Targets due to nature of recruitment type.

Average Days to Fill - Metric measuring average days elapsed from when an IRC is closed to when a Final Offer is extended. (Please note that this metric is only based on IRCs currently open and shown in Tracker, and does not align with the OHR Time to Fill metric.)

Average Days for Eligible List (for Open Until Filled) - Average days between IRC open date and initial and subsequent Eligible List updates (in IRCs with multiple vacancies this # is divided by number of applicants).

Average Days for Eligible List (for Closing Date) - Average days between IRC close date and Eligible List date (in IRCs with multiple vacancies this # is divided by number of applicants).

Eligible List Pending - IRC has closed, OHR reviewing candidates to establish list of qualified/well qualified candidates to provide to Department.

Eligible List/Department Selection Pending - Eligible List has been given to Dept, Dept holds interviews, checks references, informs Recruitment Specialist of candidate selection(s).

Contingent Offer Made - Recruitment Specialist extends Contingent Offer, Candidate completes position-specific requirements (Medical review, Background Check, Transcripts, Multilingual, etc.)

Final Offer Extended - Candidate has cleared all contingencies, Recruitment Specialist has extended Final Offer and determined start date.

Color Description

- - Exceeded target
- - Nearing target
- - Within target

© 2022 - MCG OHR



Partnerships

- WorkSource Montgomery
 - Resume Consultation
 - Strategic Advertisements
 - Diversity Initiatives
- Local Colleges and Universities
 - Program Development
 - Talent Pipeline



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MARYLAND



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Collaboration

- Context: Current Job Climate
- Job Fairs
 - Public Safety October 15, 2022
- Virtual Hiring Fairs and Interview Days
- Job Shadowing
- Internships



HR Liaison Workshop

Sam Frushour

Special Assistant to the Director

OHR



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Upcoming HR Liaison Workshop



**COMING
SOON**

- Heads up! Upcoming HR Liaison workshop on July 14 from 11 am to noon.
- HR Liaisons are strongly encouraged to attend this session to support their departments' hiring efforts and strengthen hiring partnership with OHR.
- HR Liaisons will gain a more nuanced understanding of the end-to-end hiring process and learn ways they can help expedite hiring in their department.
- This is one piece of a larger campaign from OHR to increase role clarity and enhance partnership.
- Feel free to forward the invitation to others in your department who play a role in your department's hiring team.
- Thank you in advance for your attendance and for your ongoing role in critical workplace processes!



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Occupational Medical Services (OMS) Hiring Efforts

Johnna L. Bryant

Manager, OMS

OHR



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NEW

OMS Hiring Efforts

- OMS is now running weekly clearance reports to track how many clearances are being processed by department.
- Our Service Level Agreement (SLA) for clearances with our current contract clinical staff is 3-5 business days once all required documentation has been received.
- We are working with outside resources to add additional clinical staff once OMB approvals have been finalized.
- The Medical History Review (MHR) form is continuously being reviewed and improved. An update to this form will be launched soon.
 - Continuous reviews of the MHR have substantially reduced the form length and time needed to complete.
 - The form has already been made available online for new hires with easier access via SeamlessDocs.



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OMS Updates

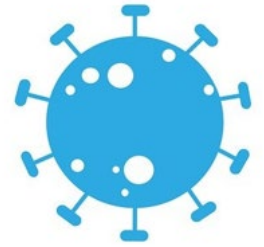
Johnna L. Bryant

Manager, OMS

OHR



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COVID-19 POCs

- **Q: Do departmental COVID-19 POCs still need to fill out the department reporting form (DRF) when they become aware of a COVID-19 case or exposure?**
- A: Yes, please complete the DRF so that the OMS COVID team can start the process of contacting potential employee exposures.
- **Q: Are employees still eligible for COVID Admin leave?**
- A: Yes, based on directed time away from work from their healthcare provider and the County COVID OMS team.
- **Q: Should departments report a case if an employee was exposed to COVID-19, but is vaccinated?**
- A: Yes, all should be reported so that an accurate medical determination can be made of their status and anyone who may have been potentially exposed.



COVID-19 POCs



- **Q: Should departments report an employee to OMS COVID if they were on leave when they were diagnosed with COVID-19?**
- **A: Yes, OMS COVID advises that all employees who are expected to work in-person should be reported if exposed or infected with COVID-19, as symptom improvement needs to be identified prior to return to work in-person status.**
- Departmental COVID-19 POCs can find additional FAQs and information in the COVID-19 POCs Teams channel.



Monkeypox

- Monkeypox has not been declared a public health emergency by the CDC nor the County DHHS.
 - [See CDC Overview](#)
- Departments should follow normal sick call out procedures.
- Employees should contact their own healthcare provider for guidance and information if needed.
- We are monitoring the situation closely and will provide updates if anything changes.





Telework

Sam Frushour

Acting County Telework Manager

OHR



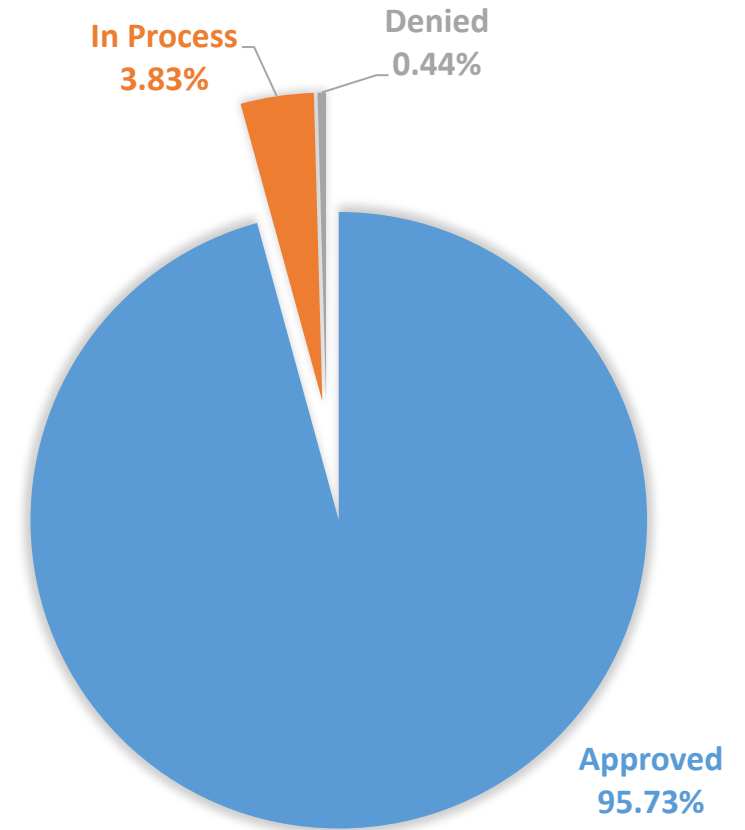
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Telework by the Numbers

- 3,185 applications for FY23
- 3,049 applications approved
- **122 applications in approval process**
- 14 applications denied

- 18 appeals submitted

FY23 ETELEWORK APPLICATIONS



Telework Supervisor FAQs

- **Q: I have an employee whose telework application is still in process. Can they continue to telework?**
- A: Yes. Departments should work expeditiously to review and enter determinations on all submitted applications and meet the 14-day deadline set in the Telework Policy. Once a determination is made, the employee will begin to work that schedule.
- **Q: I have an employee who didn't submit for FY23 yet. Can they continue to telework?**
- A: Employees should not telework without an approved Telework Arrangement on file. OHR recommends having these employees return to onsite full-time until they submit their telework application and receive an approved Telework Arrangement.



Telework Supervisor FAQs

- **Q: If I am temporarily changing an employee's telework schedule, should we update it in eTelework?**
- **A:** No. Approved Telework Arrangements should only be “canceled” if this change is longer in term, such as six months or longer. Canceling an agreement forces the employee to submit a completely new application and go through the entire approval process again.
- Remember to provide appropriate notice based on Telework Policy, MCGEO Telework Agreement or MCGEO CBA, depending on represented status of employee and duration of the schedule change.



80/20 Cost Share Premium Changes

Karen Bass

Manager, Health Insurance Team



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80/20 Cost Share – Group Insurance Premiums

- Council approved returning to 80/20 Cost Share for all group insurance premiums.
 - Effective 7/29 paycheck.
- Kaiser and UHC premium was already at 80/20.
- Optional Life Insurance = 100% Paid by Employee.



80/20 Cost Share – Group Insurance Premiums

Impact of Cost Share Change

Plan	PP Difference Self	PP Difference self+1	PP Difference self+family	Annual Self	Annual self+1	Annual self+Family	2022 Savings self	2022 Savings self+1	2022 Savings self+family
Carefirst High	\$ 15.85	\$ 27.42	\$ 46.16	\$ 412.10	\$ 412.10	\$ 1,200.16	\$ 190.20	\$ 329.04	\$ 553.92
Carefirst Std.	\$ 14.73	\$ 25.49	\$ 42.92	\$ 382.98	\$ 382.98	\$ 1,115.92	\$ 176.76	\$ 305.88	\$ 515.04
CVS High 4/8	\$ 4.83	\$ 8.93	\$ 13.83	\$ 125.58	\$ 125.58	\$ 359.58	\$ 57.96	\$ 107.16	\$ 165.96
CVS High 5/10	\$ 4.83	\$ 8.93	\$ 13.83	\$ 125.58	\$ 125.58	\$ 359.58	\$ 57.96	\$ 107.16	\$ 165.96
CVS Std.	\$ 4.83	\$ 8.93	\$ 13.83	\$ 125.58	\$ 125.58	\$ 359.58	\$ 57.96	\$ 107.16	\$ 165.96
PPO Dental	\$ 0.99	\$ 2.21	\$ 3.17	\$ 25.74	\$ 25.74	\$ 82.42	\$ 11.88	\$ 26.52	\$ 38.04
DHMO	\$ 0.32	\$ 0.61	\$ 0.89	\$ 8.32	\$ 8.32	\$ 23.14	\$ 3.84	\$ 7.32	\$ 10.68
Vision	\$ 0.11	\$ 0.18	\$ 0.26	\$ 2.86	\$ 2.86	\$ 6.76	\$ 1.32	\$ 2.16	\$ 3.12



Termination Dates

Darleen Elliott

Manager, Records Management

OHR



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DID YOU
KNOW?

Termination Effective Dates

- The effective date of an employee's resignation should be the employee's last day worked or on paid leave.
- Employees sometimes enter the Sunday following their last day in their resignation letter.
 - Results in two additional weeks of access to insurance benefits and charges for their premiums will be applied at the time payroll runs.
 - With no hours worked during that pay period, the premiums are applied to the employee's arrears account and often remains unpaid and ultimately may be sent to collections.



Termination Effective Dates

- What's an HR Liaison to do?
 - Attach the resignation letter as usual, make effective date of assignment transaction the last day worked or on paid leave, and add a note in the comments section confirming employee's last day worked.
 - When in doubt about an effective date, please reach out to Records Management (Core HR): Records.OHR@montgomerycountymd.gov



Performance Reminder

Jenna Shovlin

Manager, Administrative Services

OHR



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Performance Management Reminder

- Completed Performance Appraisals for all PSM, GSS and Bargaining-Unit employees were **due June 30, 2022**.
- Current Status:

Employee Category	# of Evaluations	# of Completed Evaluations	% Completed
Public Safety Management (PSM)	125	87	70%
Non-represented (GSS)	1278	363	28%

Notes:

- Above performance evaluation statuses are the non-represented employees excluding PLS.
- Non-bargaining unit employee appraisals must be finalized in WPM no later than **August 29, 2022**.
- Bargaining unit employee appraisals must be finalized on paper and uploaded to employees' official personnel files utilizing the Core HR SharePoint Process no later than **August 29, 2022**.



New Supervisor and Manager Orientation SharePoint Site

Anita Brady

Manager, Training and Organizational Development

OHR



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MCG Delivers: New Supervisor and Manager Orientation Program and SharePoint Site

- MCG Delivers is a project-based, leadership management program that challenges an assembled team to address a real-world problem or issue facing Montgomery County Government.
- A project team with nine participants was selected and included MCG employees with high potential for future leadership roles. They received extensive coaching and training from a nationally recognized certified project management instructor and internal county leaders.
- In 2022, MCG Delivers team members spent four months, up to 16 hours per week, working together to create a countywide supervisor and manager orientation program and SharePoint Platform.
- The SharePoint site is called the ***MCG Leadership Development Virtual Lounge*** and it will be available to all County Supervisors, Manager, and Human Resources Liaisons in mid-July 2022.
- New Supervisor and Manager Orientation Programs will be held quarterly beginning in Fall 2022.
- [MCG Leadership Development Virtual Lounge - Home \(sharepoint.com\)](#)



Congratulations to the MCG Delivers Project Team

- **Grace Jung** HHS Government Assistance Eligibility Specialist III
- **Rashid Abramov** DOT Capital Projects Manager
- **Carrie Coleman** TEBS Senior ERP Functional Business Analyst
- **Mitiku Dossa** HHS L&R Environmental Health Specialist III
- **Elsia Hoareau** HHS Government Assistance Eligibility Specialist III
- **Suzanne Kapust** DGS Program Manager II
- **Roopa Suryanarayana** PRO Senior IT Specialist
- **Kevin Yi** HHS Government Assistance Eligibility Specialist III
- **Alexandra Zilcoski** HHS Senior Contract Manager



MCG Leadership Development Virtual Lounge

The screenshot shows a web browser window displaying the SharePoint site for the MCG Leadership Development Virtual Lounge. The browser tabs include 'Home', 'Case Home Page - My ASP.NET', 'FNDWRR.exe', and 'MCG Leadership Development V'. The address bar shows the URL 'https://mcgov.sharepoint.com/sites/mcg_shooting_stars'. The SharePoint interface features a blue header with the 'SharePoint' logo and a search bar. Below the header, the site title 'MCG Leadership Development Virtual Lounge' is displayed, along with navigation tabs for 'Home', 'Training', and 'Resources and Links'. A 'Following' button is visible on the right. The main content area is divided into several sections: a large image of a meeting with the text 'Welcome to Montgomery County Government Leadership Development Virtual Lounge!' and a 'LEARN MORE' link; a 'Training' section with an image of people in a meeting; a 'Resources and Links' section with a molecular structure image; a 'Checklist' section with a checklist for 'Training and Onboarding'; and a 'Tools' section with icons for 'People', 'Process', and 'Organizational Awareness'. The bottom of the screenshot shows the Windows taskbar with various application icons and the system tray displaying '80°F Cloudy' and the date '7/5/2022'.



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OHR Training Highlights

Anita Brady

Manager, Training and Organizational Development

OHR



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Upcoming Training – Highlights

Just a Few of the Hundreds of Classes Offered!

Date	Time	Class Title
7/13	1 – 3 pm	Don't Let It Happen to You Workplace Violence
7/14	11 am – noon	Leave without Pay (LWOP) for Employees
7/14	1 – 4 pm	Performance Management Basics
7/20	1 – 4 pm	Overview of Contract Administration
7/20	9 am – noon	EEO and Diversity Management
7/26	9 am – noon	Interviewing and Selecting Employees



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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: [July Training Calendar](#)
- Register using the instructions at the end of the calendar.



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



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Thank You for Attending

This presentation will be posted on the Weekly HR Liaisons & MLS Meeting Dashboard:

www.montgomerycountymd.gov/HR/Misc/WeeklyHRLiaisonsMLSOHRMCTime.html

OHR Website:

www.montgomerycountymd.gov/HR

For more information on Timekeeping, visit the MCTime Resources webpage:

www.montgomerycountymd.gov/mctime/resources.html#Events

Follow OHR on Twitter!

twitter.com/WORK4MCG



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