HR Liaisons & MLS Meeting: Special Event
Restoration of In-Person County Services and Operations

Wednesday, June 2, 2021

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

We Want to Hear from You!

- Please submit any questions or concerns related to the restoration of in-person County services through the Q&A feature of this live event.

- The guidance is constantly changing. We may not have all the answers at this time; however, your questions will help us understand where clarification is still needed.

- We will make every effort to provide additional clarification and information as soon as possible.

Agenda

- Rich Madaleno
  - Opening Remarks
- Dr. Earl Stoddard / Dr. Raymond Crowel
  - General State of the Response
- Berke Attila
  - OHR Hiring Update
- Darryl G. Gorman
  - Telework
- Johnna L. Bryant
  - High-risk Employees on Administrative Leave
  - OHR Workplace Guidance
- Gary Stafford
  - Workplace Safety

- Karen Bass
  - Wellness Events
  - Dependent Recertification
- Lori Plazinski
  - Timekeeping Reminders
- Question and Answer Session – Moderated by Katie Kasunic

Office of *Human* **Resources**

Opening Remarks

Rich Madaleno

Montgomery County Chief Administrative Officer

General State of the Response

Dr. Earl Stoddard

Director, Office of Emergency

Management and Homeland Security

Dr. Raymond Crowel

Director, Department of Health

and Human Services

OHR Hiring Update

Berke Attila

Director, Office of Human Resources

In-Person Interviews

- Beginning June 7, departments may resume in-person interviews, but they are not required.

- Departments may continue to conduct interviews virtually.

Telework

Darryl G. Gorman

County Telework Manager

OHR

Office of *Human* **Resources**

Telework Policy

- Telework will continue. It is voluntary and based on operational needs.

- Effective June 7, 2021, employees may not use telework as a substitute for child care or elder care.

- Situational teleworkers can continue to do situational telework with any necessary approval.

- Teleworkers are obligated to comply with all County/Department rules, policies, practices, and instructions.

- Managers must manage expectations as well as performance.

- Telework usage will still be tracked in MCtime.

Remain Familiar with the County Telework Policies and Procedures

- Read and ask questions about the Policy.

- Talk to managers, POCs and TMOs in other departments.

- Don't get focused on terminology in place of seeing whether progress is being made.

- The County's customer or client comes first.

- Do not focus purely on personal convenience when making decisions about telework.

- More information available on the Telework Program Webpage.

Lessons Learned

Where managers should focus:

- Establish clear expectations about remote work.

- Focus on performance outcomes.

- Communicate effectively.

- Create team norms.

OHR Workplace Guidance

Johnna L. Bryant

Manager, Occupational Medical Services

OHR

Return to Work High Risk Administrative Leave

- COVID-19 Administrative Leave is discontinued effective June 6, 2021.

- Departments and employees received notifications on May 24.

- Employees who are on administrative leave or alternative assignments due to being high risk can be scheduled for onsite work effective June 6 at the department director's discretion.

  ➢ When scheduling, please keep in mind employees may need to be reoriented to their workplace and new protocols.

- Employees who are indicating they are still unable to work onsite due to medical conditions must contact OMS at MedicalInfo.OMS@montgomerycountymd.gov.

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Staffing Schedules

1. What happens if an employee indicates they have medical reasons for not returning to onsite work?

- Employees must have a valid, documented medical reason for not returning to the worksite that is reviewed and approved by OMS on a case-by-case basis.
- Any employee who needs to validate a health issue that could prevent their return to work should contact OMS immediately at MedicalInfo.OMS@montgomerycountymd.gov.
- For employees that may need in-person visits to OMS/FROMS, masks are still applicable.

Illness and Reporting

1. What is the protocol for when a COVID positive employee or contractor has been at a work or service location?

- Refer to these documents for specific guidance:
  - ➢ COVID-19 Reporting Guidelines for Employees
  - ➢ COVID-19 Reporting Guidelines for Contractors

2. If an employee is exhibiting symptoms of illness, can supervisors require them to stay home?

- If an employee is ill, communicates they are ill, or exhibits any symptoms of illness, supervisors should continue to follow the guidelines outlined here.
- For the health and safety of all, ill personnel should be allowed to time away for treatment and recovery not just related to COVID-19

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Workplace Safety

Gary Stafford

Occupational Safety and Health Manager

Department of Finance / Risk Management

Workplace Safety

1. Is the County mandating masks and social distancing for staff employees in the workplace?

- ***** Beginning Monday, June 7, 2021, the wearing of masks (facial coverings) in most County offices and facilities is voluntary. Unvaccinated persons are highly encouraged to wear a mask (facial covering). Masks are still required in some locations (learn more here).

- Social distancing protocols are no longer in effect.

2. Is the County going to establish a maximum number of staff/clients/persons per sq foot (in suite, in classrooms, etc.)?

- No.

* Updated from original presentation to reflect new mask guidance as of 6/7/21.

Workplace Safety

3. Can employees share offices or work in an open environment, such as cubicles?

- *Yes.

4. Can departments impose safety procedures (social distancing, capacity limits, wearing masks) that are more restrictive than County guidelines?

- Yes, if operationally necessary.

Updated from original presentation to reflect new mask guidance as of 6/7/21.

Workplace Safety

5. Who should departments work with to develop updated cleaning procedures for expanded in-person operations?

- Contact DGS.

6. What can we do if someone (staff, volunteer, clients) refuses to comply with department/County safety protocols (i.e., refusal to wear mask)?

- The County has developed a virtual training program that provides policy guidance and de-escalation strategies related to mask compliance. For details, contact Gary Stafford, Occupational Safety & Health Manager, at gary.stafford@montgomerycountymd.gov.

Health Insurance Announcements

Karen Bass

Health Insurance Manager

OHR

Wellness Events

- We are still here to support you.

- Four to five weeks notice still required to schedule an event.

- Not all of our vendors are doing in-person events.

Dependent Recertification

- The Dependent Recertification deadline has been extended to September 17, 2021, and some of the documentation requirements have changed.

- Anyone who has not yet certified their dependent(s) should look for new materials mailed to their home in the coming weeks.

- Visit the MCG [dependent recertification website](#) for more information.

- Please direct all questions to Bolton, MCG's consultant:

    Monday through Friday, 8:30a.m. - 5:00p.m. (EST)

    Toll-free Phone: 1-866-419-0055
    Fax: 1-800-234-0112
    Email: mcg-mail@depconfirm.com
    Web: www.depconfirm.com/MCG

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MCtime
Timekeeping Tips

Lori Plazinski

MCtime HR Liaison

Finance

Holiday Timekeeping (Current Pay Period)

1) Review Employee Schedules for accuracy. If inaccurate –

  ➢ Managing Schedules (JAVA) – For one pay period only changes

  ➢ Submit a Schedule Change Request Form to the MCtime Team for ongoing changes

2) Use the Holiday Credits Genie to Review Holiday Credits

  ➢ Holiday falls on a RSDO – Regular Scheduled Day Off

  ➢ Review Eligibility - If employee has LWOP, AWOL or Unscheduled Day

  ➢ Review FMLA/Parental – apply tracking codes

3) Timekeeping Guidance on Website

  ➢ Holiday Guidance for Regular, Full-time and Part-time Employees

  ➢ Editing Holiday Premium Pay for an Unscheduled Absence
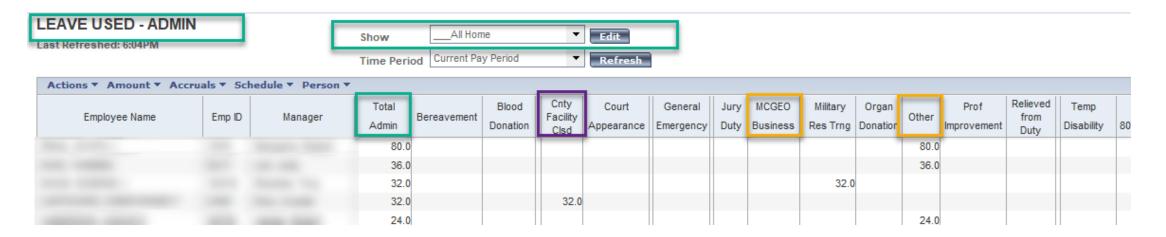
  ➢ Holidays Paid as Administrative Leave

Timekeeping Resources

Website – www.MontgomeryCountyMD.gov/MCtime

- Find the Timekeeping Memo for the pay period
  - ➤ Target for 6/2 distribution for Current pay period (5/23-6/5/2021)
  - ➤ Target for 6/10 distribution for Next pay period (6/6-6/19/2021)

- Find the Current Project-Task-Expenditure Org Crosswalk

- Major Change in end of COVID-19 Administrative Leave Policy
  - ➤ Effective 6/6/2021, for all employee, except IAFF represented
  - ➤ Effective 6/19/2021, for IAFF represented employees

Review Administrative Leave Usage

- Review All Administrative Leave Types for Accuracy.
  ➢ Coordinate with Departmental COVID-19 Point of Contact to VERIFY current status of any COVID-19 Administrative Leave.
- Verify that Reason Codes are applied.

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Timecard Reminders

- Perform Pay Period Close Checklist

- Meet (Review, Edit and) <u>Approval</u> Deadlines

- Ensuring Accountability in Timekeeping: 6/17 & 10/14

- Technical Issues?

  ➢ Compatibility Checks Job Aid or

  ➢ Call the Help Desk at 240-777-2828

- **Need Help?** Email us: **MCtime@montgomerycountymd.gov**

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