Introduction

Darryl Gorman

Acting Director, Office of Human Resources (OHR)

Agenda

- Bill 32-21: No Re-hire Clauses in Settlement Agreements – Darryl Gorman

- A Hiring Process Focus – Darryl Gorman

- A Hiring Process Focus: Occupational Medical Services – Johnna L. Bryant

- Telework Update – Sam Frushour

- Dependent Recertification Update – Meredith Blais

- OHR Training Highlights – Anita Brady

- Juneteenth Timekeeping – Lori Plazinski

- Question and Answer Session – Moderated by KD Kasunic

Office of *Human* Resources

No Re-hire Clauses in Settlement Agreements

Darryl Gorman

Acting Director

OHR

No Re-hire Clauses in Settlement Agreements

- Council passed bill to prohibit "no re-hire" clauses in settlement agreements where a County employee is being dismissed by the County.

- Council felt that these employee settlement agreements should only include a no re-hire clause under very limited circumstances.

- A merit employee may contest the fact that a no re-hire clause is included in a settlement agreement by filing an appeal with the Merit System Protection Board.

- MCPR, Sections 34 and 35 are being amended. (See May 2022 MC Register for proposed amendment: https://www.montgomerycountymd.gov/exec/Resources/Files/11-22.pdf)

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A Hiring Process Focus

Darryl Gorman

Acting Director

OHR

Some Steps in the Hiring Process

- ➢ Posting Jobs
- ➢ Creating Eligibility Lists
- ➢ Making Conditional Offers
- ➢ OMS Clearances

Hiring Prioritization Update

- Department Directors and HR Liaisons will receive their Tier 1 prioritized hiring list from OHR within the next week or so.

- OHR has already filled over 750 positions in FY22. Should exceed 1,000 filled positions by June 30.

- Departments still have numerous lapsed positions in their budgets.

- Any new vacancies (e.g., backfill) will need to go through the same hiring prioritization criteria and be submitted to OHR.
  - Work with your OHR Recruiter to complete this process.
  - The CAO and DCAO will review these new vacancies to determine priority.

Posting Jobs – Preliminary Steps

- Departments create new position in Oracle.
- OMB/OHR Classification approves new position in the budget.
- OHR Recruitment process begins with drafting an ad with the new position number.

Posting Jobs – Recruitment

Recruitment works with department to draft the job ad:

- ➢ Minimum Qualifications template
- ➢ Job Description created by department
- ➢ Optional --- Preferred Criteria (ProForm)
- ➢ Establish closing date and type of recruitment (closing date, open until filled, employees only)

Posting Jobs – Hiring Surge

- OHR Recruitment will ask some HR Liaisons to assist with the Job Postings for their departments.

- Some departments have already asked to do Job Postings.

- Accuracy of information inputted is important.

- OHR will conduct a special training for all HR Liaisons during the Hiring Surge: "Completing Critical Steps in the Hiring Process."

A Hiring Process Focus: Occupational Medical Services

Johnna L. Bryant

Manager, Occupational Medical Services

OHR

OMS Clearances

✓ **Medical clearances are required to address possible liability to the County related to pre-existing medical conditions.**

- Recruitment and OMS looked at percentage of applicants who just need a Medical History Review and the number of applicants who require a Physical Exam---need to separate the two processes.

- 25% of job applicants need to complete a Medical History Review through a newly established MHR Seamless Docs online process (admin, sedentary, etc.).

- Clinical staff will review all MHR forms and provide approved clearance to the department and/or recruiter.

- If additional information is needed from the applicant, the OMS nurse case manager will contact the department AND the applicant.

- As a reminder, it is imperative that the department and/or recruiter follow up with the applicant if additional information is needed to minimize delay in the clearance.

OMS Clearance Reminders

- Please remind applicants of the following regarding OMS clearance appointments:
  - Arrive 15 minutes early to complete any missing forms and consent form paperwork if needed.
  - Bring photo ID to the appointment.
  - Complete Medical Health Review (MHR) paperwork in advance of the appointment (via paper or SeamlessDocs).

- If you expect to have more than 10 employees at a time coming to OMS for clearances:
  - Departments need to provide advance notice no later than 60 days prior to groups of 10 or more. Please work with your OHR recruiter.
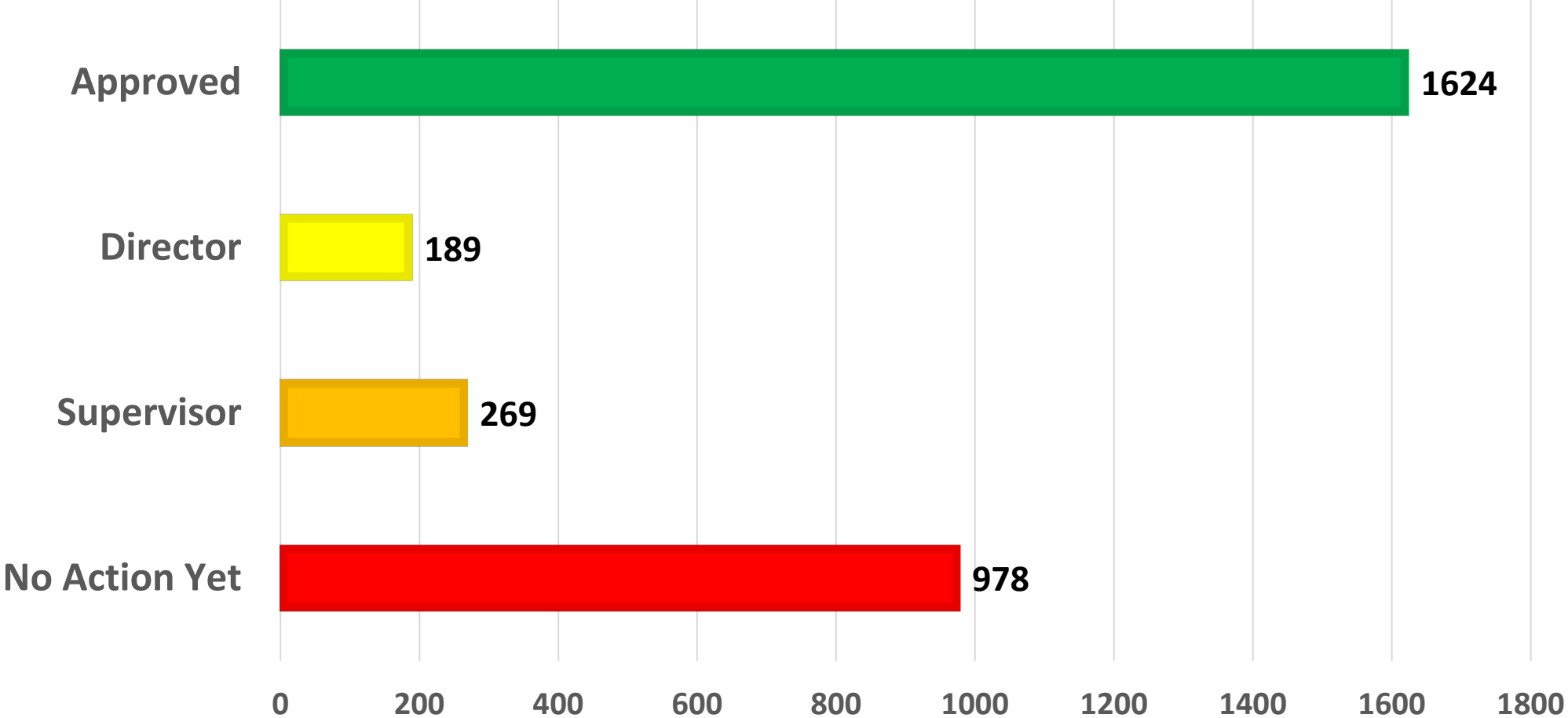
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eTelework Update

Sam Frushour

Special Assistant to the Director

OHR

Telework Applications Since May 9

Category	Value
Approved	1624
Director	189
Supervisor	269
No Action Yet	978

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Application Reminders

- Telework Management Officer (TMO) can pull department list to help department keep pace with submissions and approvals.

- Supervisor and director have a combined 14-day window to decide.

- Reminder email to current teleworkers to renew agreement will be sent week of June 13.

- Questions or concerns about the Telework Program, reach out to telework@montgomerycountymd.gov.

Dependent Recertification Update

Meredith Blais

HR Specialist, Health Insurance Team

OHR

Background

- Objectives of the recertification were to ensure participants covering dependents under the MCG health plans adhere to established eligibility rules and to remove any dependents who were identified as ineligible for coverage.

- The recertification was originally scheduled to kick-off in the spring of 2020 but was delayed by one year due to the pandemic. The recertification began March 1, 2021, and officially ended November 1, 2021.

- Impacted Members
  - Active employees with spouses, children and/or adopted children
  - Retirees with spouses, children and/or adopted children that were <u>not</u> enrolled in Medicare (pre-65)

Timeline of Communications

Date	Communication
2/26/2021	OHR emailed all employees announcing Dependent Recertification Effort.
3/1/2021	Vendor mailed Dependent Eligibility Announcement Packet to all individuals' homes and followed up with an email.
5/28/2021	OHR emailed all employees with joint memo stating union support of the project.
6/7/2021	Vendor mailed second Dependent Eligibility Announcement Packet to all represented individuals' homes and followed up with an email.
7/27/2021	Vendor sends 1st email to individual notifying that the process had still not been completed.
7/28/2021	Vendor mails 1st Incomplete Postcard to individual's home address.
8/24/2021	Vendor sends 2nd email to individual notifying that the process had still not been completed.
8/31/2021	Vendor sends 3rd email to individual notifying that the process had still not been completed.
9/7/2021	Vendor mails 2nd Incomplete Postcard to individual's home address.
9/7/2021	Vendor sends 4th email to individual notifying that the process had still not been completed.
9/14/2021	Vendor sends 5th email to individual notifying that the process had still not been completed.
9/15/2021	Vendor mails 3rd Incomplete Postcard to individual's home address.
11/1/2021	(Deadline for completion)
2/17/2022	OHR mails letter sent certified mail to individual's home address notifying them of dependents being dropped with advance 30 days' notice as negotiated with union partners.

Dependent Recertification Results

- **181** covered dependents were reported as ineligible by members and were removed from coverage as they were reported.

- **288** dependents were removed due to non-compliance with the recertification effective March 31, 2022.
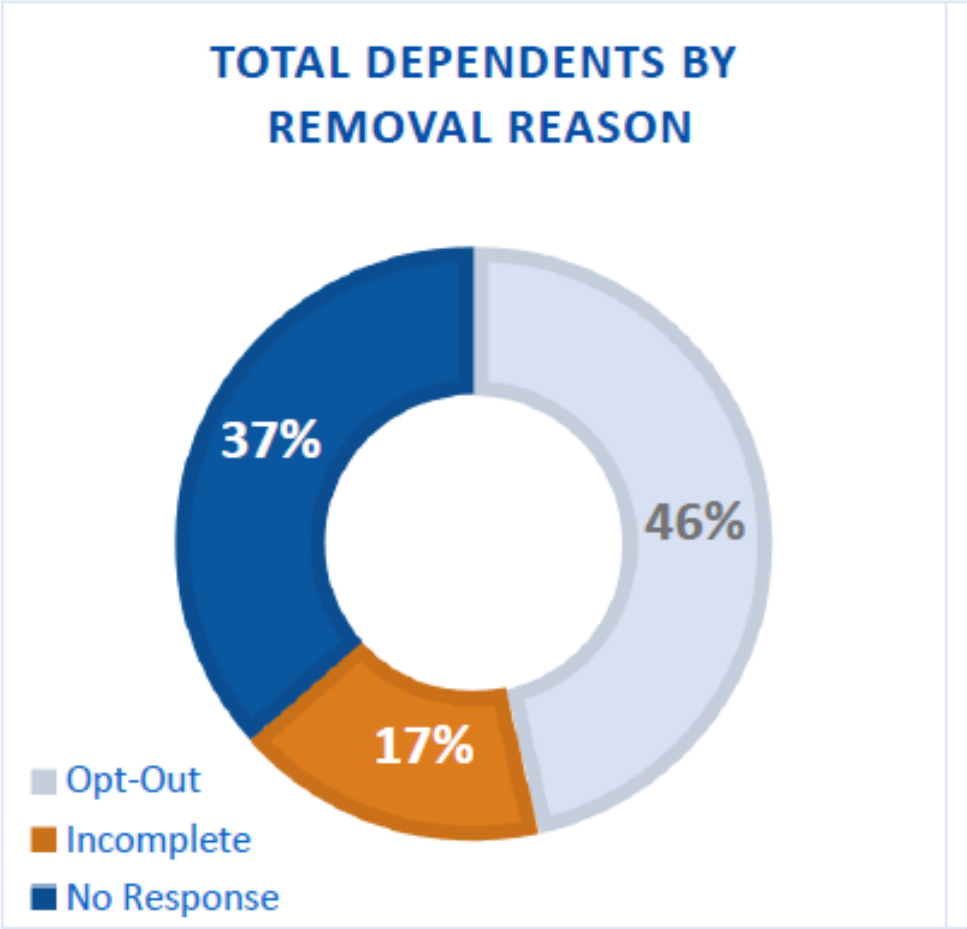
  It should be noted that some of these dependents not re-certified could be intentional.

Cost Avoidance

$1,882,708.38

Cost avoidance was calculated based on 2021 self-insured blended average claims among spouses and children and fully insured Kaiser premiums.

TOTAL DEPENDENTS BY REMOVAL REASON

- Opt-Out — 46%
- Incomplete — 17%
- No Response — 37%

Opportunities Were Provided for Reinstatement

- Anyone who provided documentation before their March 31 termination date = dependents were reinstated with no lapse of coverage.

    (This is reflected in the results shown previously).

- Anyone who provided documentation between April 1 and May 30 was able to re-enroll their eligible dependent due to Loss of Coverage = Qualifying Event – 60 Days to Elect Coverage through the County.
    - 2 Step Process:
        1. Completed Enrollment Form or utilized Self-Service (Qualifying Event: Request Coverage).
        2. Provided the documents that were requested as part of the dependent recertification.
    - Coverage was reinstated as of the date a completed election form and supporting documents were received.

OHR Training Highlights

Anita Brady

Manager, Training and Organizational Development

OHR

Upcoming Training — Interviewing and Selecting
Mandatory for Hiring Managers and Interviewing Panel Members

Date	Time	Class Title
6/14	1 – 4 pm	Interviewing and Selecting Employees
7/19	9 – noon	Interviewing and Selecting Employees
8/24	1 – 4 pm	Interviewing and Selecting Employees
9/20	9 – noon	Interviewing and Selecting Employees
10/26	1 – 4 pm	Interviewing and Selecting Employees

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Upcoming Training – Highlights
Just a Few of the Hundreds of Classes Offered!

Date	Time	Class Title
6/14	1 – 4 pm	Interviewing and Selecting Employees
6/16	11 am – noon	Leave without Pay (LWOP) for Supervisors
6/16	10 – 11:30 am	In Our Own Voices Telling Our Stories
6/17 6/27	9 – 10 am 1 – 2 pm	Tuition Assistance Program Overview
6/30	9:30 am – noon	Ensuring Accountability in Timekeeping Managers and Supervisors

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: June Training Calendar

- Register using the instructions at the end of the calendar

MCtime:
Actual /Observed Holidays

Lori Plazinski

MCtime Manager (Acting)

Finance

Actual /Observed Holidays (MCGEO/UNRP)

- Juneteenth Dates:
  - **Actual**: Sunday, June 19, 2022
  - Observed: Monday, June 20, 2022

- As necessary County services must be maintained, an employee may be required to work on a designated holiday.

- Both days <u>may</u> be considered designated holiday, but for any eligible employee, only one day (not both) is considered the Holiday.

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Actual / Observed Holidays (MCGEO/UNRP)

- MCtime/Payroll Team will coordinate with each Department's Holiday Coordinator.

- Managers need to determine coverage for business operations and alert Holiday Coordinator of any employee (or division, section, subsection) EXPECTED to work on the Actual Holiday (Sunday) or Observed Holiday (Monday) or both.
  - Provide "reasonable notice" to employees of expected work, if schedules change.
  - Ensure that default schedule is accurate or;
  - Perform any "ad hoc" schedule adjustments in MCtime application.

- Additionally, if no work (including Telework) is required, department's Holiday Coordinator and Managers should notify employees that no work is expected or authorized to be performed on either/both days.

Actual/Observed Holidays: 5-day (Monday–Friday) Ops

- Most Departments operating M-F will be closed on the Observed Holiday, with no employees working on Sunday or Monday.
    - If normally scheduled to work on Monday, that day is the employee's holiday and pay code: **HOL – Holiday Leave** will be **manually** added to the timecard.
    - If <u>not</u> normally scheduled to work on Mondays, either an alternate day off (likely Tuesday) will be given as **HOL – Holiday Leave <u>or</u> CLH - Comp Leave for the Holiday** will be **manually** added to the timecard. (Some employees may receive **HDP – Holiday Pay**.)

  **Any work on the Actual Sunday Holiday (unscheduled) day will become the Holiday and employee may need to use own leave on Monday.

Actual /Observed Holidays (MCGEO/UNRP)

- Full-time employees
(pre-populate
HOL-Holiday Leave)

Week starting: Sun 6/19					
	Pay Code	Transfer	Sun 6/19	Mon 6/20	Tue 6/21
X	Hours Worked				
X	Hours Worked	////TELEWORK//			8.0
X	HOL - Holiday Leave			8.0	
X	Juneteenth		0.0		
			0.0	8.0	8.0

- Part-time employees

Week starting: Sun 6/19					
	Pay Code	Transfer	Sun 6/19	Mon 6/20	Tue 6/21
X	Hours Worked		5.0		
X	Hours Worked				5.0
X	Juneteenth		0.0		
			5.0		5.0

Actual / Observed Holidays: 7-day Operations

- 7 day ops: ABS, CEC, COR, DEP, DGS, HHS, OAS, PIO, REC, SHF, TEBS, …

    (FRS, POL, LIB, DOT)***

- Managers need to understand that each employee will be compensated for only **one** the Holiday, and it is based on schedule and work status.

    - If scheduled to work on Sunday (Actual), that day is the employee's holiday. Monday (Observed) is a regular day.

    - When not scheduled to work on Sunday (and does not work) and is scheduled to work on Monday, then Monday is the employee's holiday.

    - **If employee works on Sunday, then Sunday becomes the employee's holiday. Monday is a regular day****.

    - *** IAFF, FOP follow CBA ; DOT-Transit & LIB – follow departmental policy.

Actual/Observed Holidays: Pay Period Close

- **Employees** should record time daily and approve timecards on last scheduled day of the pay period (==6/19-7/2/22==).

- **Managers** should confirm any work on either Actual or Observed is recorded on timecard <u>and</u> inform Holiday Coordinator of any unexpected work that was performed on ==Tuesday, 6/21==. All questions should be funneled through the departmental Holiday Coordinator. Make any necessary ad-hoc schedule adjustments. Edit holidays for LWOP/AWOL or premium pay for unscheduled absences. Approve timecards by deadline.

- **Departmental Holiday Coordinator** will review and edit holidays. Inform MCtime Team that all timecards are approved by approval deadline ==Tuesday, 7/5==.

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Q & A

Moderated by KD Kasunic

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

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