

HR Liaisons & MLS Meeting with OHR & OLR

Friday, June 25, 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*

Agenda

- Dependent Recertification Update – Karen Bass
- FY22 CBA Updates & Grievance Forms – Steven N. Blivess
- Announcing Upcoming OHR Partner Survey – Berke Attila
- Question and Answer Session – Moderated by Katie Kasunic



Dependent Recertification Update

Karen Bass

Health Insurance Manager
Office of Human Resources



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Dependent Recertification Update

Launched March 1, 2021

Bargaining concerns:

Security, Deadline, Biological/Adopted Children, Supporting Documentation

- Project put on pause while bargaining occurred, stopped all communications.
- Memorandum of Understanding – Mid April
- Issuance of Joint Statement in support of the effort published and mailed.



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Dependent Recertification Update

What changed?

- Deadline extended to September 17, 2021 (previous deadline was 6/1).
- Bargaining Unit Members have until August 16, 2021 to notify their unions if they can demonstrate that they are unable to obtain the required documents through the resources provided.
- Employees can submit notarized Statement of Marriage.
- Additional documents provided for support of relationship.
- Any dependents who aren't recertified by the deadline will receive 30 days advance written notice of when coverage will be dropped (previously coverage was to be cancelled 8/1).



Dependent Recertification Update

- Biological/Adopted Children – not required to provide certificates/adoption paperwork.
 - Login to Bolton system still required to confirm dependent type.
 - 10% of these dependents will be audited/compared to OHR documents to confirm.
 - If documents are not on file w/OHR, employee will be requested to provide.
- **Anyone who has completed the process is done. No additional action is needed.**



Dependent Recertification Update

- 7,298 employees/retirees need to recertify now that we have removed disabled children, child support orders, and dependents aging out before the new 9/17/21 deadline.
- Out of those, 4,413 (or 57.33%) are complete. This up by 5% just since our mailing on June 4th.
- There are currently 425 (or 8.12%) pending for review.



FY22 CBA Updates

Steven N. Blivess

Labor Manager

Office of Labor Relations



Office of *Human Resources*

FOP CBA Updates

- 2.5% wage adjustment effective January 2, 2022.
- January 2020 Memoranda of Agreement governing cell phone policy and electronic control weapons (Tasers) implemented replacing historical policies.



IAFF CBA Updates

- 1.5% wage adjustment effective June 19, 2022.
 - May increase up to a maximum of 2.25% based on CPI review in March 2022.
- Credit of up to 176 hours of sick leave upon exiting the DROP.
- Article 21 Travel Policy.
 - Travel arrangements and costs.
 - Compensation for time while on official authorized County business.
 - Reimbursement for travel expenses.
- Retirement study work group.



MCGEO CBA Updates

- \$1,684 wage adjustment effective June 19, 2022.
- Seasonal employees wage increase of \$0.50/hour or up to Montgomery County minimum wage effective July 4, 2021.
- 1.25% Phase two of FY11 service increment.
- 3.5% service increment effective July 4, 2021.
- \$600 lump sum effective July 4, 2021.
 - For top-of-grade employees no longer eligible for service increments.
 - Pro-rated based on hours worked for part-time employees.



MCGEO CBA Updates

- Shift differential changes effective July 4, 2021.
 - **Existing** – Shift beginning between 2:00 p.m. and 10:59 p.m. is paid at \$1.40/hour and shift beginning between 11:00 p.m. and 5:00 a.m. is paid at \$1.56/hour.
 - **New** – Shift beginning after 12:00 noon and before 7:59 p.m. is paid at \$1.42/hour and shift beginning after 8:00 p.m. and before 5:59 a.m. is paid at \$1.87/hour.
 - Shift differential shall apply to overtime hours.
- Acting Pay change effective July 4, 2021.
 - **Existing** – Assigned to higher classification for 10+ days receive higher classification rate of pay retroactive to first day.
 - **New** – \$5 per hour differential for all hours worked in higher classification; no waiting period.



MCGEO CBA Updates

- Field Training Pay Differential expanded effective July 4, 2021.
 - **Existing** – Bus Operators, Police Telecommunicators, Correctional Officers, and Deputy Sheriffs.
 - **Added** – Community Health Nurses, School Health Room Technicians, Forensic Scientists, Forensic Specialist, Forensic Firearms/Toolmark Examiners, Latent Print Examiners, and Housing Code Inspectors.
 - Eligibility based on completion of trainer training and assignment to train.
- Stand-by Pay unchanged, except for Fire Marshals.
 - Fire Marshal rates from FY20 (30% on weekdays; 50% on weekends/holidays) made permanent.



MCGEO CBA Updates

- Cash value of sick leave upon separation.
 - \$5,000 if have 10 years of service and 120 hours of unused sick leave.
 - \$10,000 if have 20 years of service and 240 hours of unused sick leave.
 - Employee election to receive as lump sum or receive as retirement contribution.
- Tuition Assistance reimbursement increase from \$2,130 to \$2,200.
- Get-In Transit Subsidy increased from \$75 to \$265.
- Holiday leave clarification – schedules may include 8, 10, or 12 hours.



MCGEO CBA Updates

- DOCR

- Proposed legislation to add Resident Supervisors to Retirement Group E.
- Grant 30 minutes straight time to Group E employees who are not permitted to leave facility for lunch break.
- Community Health Nurses and Licensed Practical Nurse uniform allowance increase from \$250 to \$375.
- Resident Supervisors to receive 5 polo shirts and 5 khakis, plus a \$145 shoe allowance.



MCGEO CBA Updates

- DOT Highways/DGS Fleet Management.
 - \$200.00 reimbursement annually for purchase of safety shoes with receipt.
- HHS Crisis Center \$1,500 per year stipend.
 - Eligible positions – Therapists, Behavioral Health Associate Counselors, Behavioral Health Technicians.
 - Eligibility requirement – complete 75% of scheduled hours in the year.
 - Payable in last full pay period of each year.



Grievance Forms Update

Steven N. Blivess

Labor Manager

Office of Labor Relations



Office of *Human Resources*



Montgomery County, Office of Labor Relations
Grievance Form for County Grievance Procedure

FILING INSTRUCTIONS - For more information about the County Grievance Procedure, contact the Labor/Employee Relations Team on 240-777-5114, review Section 34 of the County Personnel Regulations, or go to http://montgomerycountymd.gov/ohr/resources/files/regulation/MCPR_2001_Section_34.doc.

- 1. Complete this form and give a copy, along with any supporting documentation, to your supervisor. Failure to provide your supervisor with a copy of your grievance may delay the process. Send one copy and any attachments to the Office of Human Resources, Labor/Employee Relations Team, 101 Monroe, Street, Rockville, Md. 20850.
2. Do/Will you have representation? If so, please provide name: mailing address: phone no.:
3. Would you be interested in Alternative Dispute Resolution? Yes No

Failure to provide complete information may delay the processing of your grievance.

FILING INFORMATION: (Please Print Clearly)

Employee's Name: Position Title: Grade:
Department/Division/Section: Immediate Supervisor:
Home Address:
Phone: Home: Work: E-mail address:

GRIEVANCE STATEMENT - You must cite the specific written policy, regulation, or treatment in which you believe a violation or inequity occurred. Please attach additional information if more space is needed. Failure to provide complete information may delay the processing your grievance.

RELIEF REQUESTED

Employee's Signature: Date:



Montgomery County, Office of Labor Relations
DEPARTMENT/SUPERVISOR GRIEVANCE RESPONSE FORM

You are required to complete this form because an employee you supervise has filed a grievance. For more information about the County Grievance Procedure contact the Labor/Employee Relations Team on 240-777-5114, review Section 34 of the Montgomery County Personnel Regulations, or go to the following website: http://www.montgomerycountymd.gov/content/ohr/ResourceLibrary/files/MCPR0134.pdf.

SUPERVISOR'S RESPONSE: Date Received

Supervisor's Name and Signature Date
RESOLVED: Yes No (If not resolved, employee has ten calendar days upon receipt of response to appeal to next step.)

DEPARTMENT/AGENCY HEAD'S RESPONSE: Date Received

Department Agency Head's Name and Signature Date
Employee's Signature Date

RESOLVED: Yes No (If not resolved, employee has ten calendar days upon receipt of response to appeal to next step.)

OHR DIRECTOR'S RESPONSE: Date Received

OHR Director's Signature Date
Employee's Signature Date

RESOLVED: Yes No (If not resolved, employee has ten calendar days upon receipt of response to appeal to next step.)

CHIEF ADMINISTRATIVE OFFICER'S RESPONSE: Date Received

Chief Administrative Officer's Signature Date
RESOLVED: Yes No

A grievance may be appealed to the Merit System Protection Board within 10 working days of receipt of the Chief Administrative Officer's response.

Grievance Forms Update

- Updates to instructions:
 - Incorporate deadlines to add clarity.
 - Add method for submission by e-mail.
 - Clarify address for mailed/delivered submissions.
- Update to content:
 - Minor reorganization.
 - Add space for e-mail addresses.
 - Remove sections that are inconsistent with the regulations.
- Update to format:
 - Fillable PDFs that can be saved/emailed or printed for submission.
 - Seamless Docs submission process.
- Target date: Fall 2021



OHR Mission & Vision Development: Upcoming Survey for OHR Partners

Berke Attila

Director, Office of Human Resources



Office of *Human Resources*



We Want to Hear From Our OHR Partners!

- OHR has been moving through a strategic planning process in CY21.
- **Completed:**
 - Defined our core values as a department.
- **What Now:**
 - Branding and workshopping our new core values to announce at a later date.
 - Working toward reviewing and redefining our **vision and mission** statements.
 - Seeking input from our staff, County leadership, and our HR Partners!
- **What We Need From You:**
 - HR Liaisons/HR Partners, please complete our upcoming **HR Partner Survey** within one week of receipt (targeting to send out **Monday 6/28**).



Q & A

Moderated by Katie Kasunic



Office of *Human Resources*

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>



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