

HR Liaisons & MLS Meeting with OHR & MTime

Friday, November 19, 2021

Welcome to the Live Event. Please make sure your audio is turned on.

The meeting will begin shortly.



Office of *Human Resources*

Introduction

Darryl G. Gorman

Senior Advisor

Office of Human Resources (OHR)



Office of *Human Resources*

Agenda

- Darryl G. Gorman
 - Recruitment Updates
 - MCG Internship Program Research and Survey
 - Telework Updates
- Johnna L. Bryant and Darryl G. Gorman
 - Telework as ADA Accommodation
 - Pre-employment Medical Clearances
 - Important Update: Face Covering Requirement Back Effective November 20
- Samuel Frushour
 - Employee Testing Program Announcement
- Sherri Bokor
 - Update on Position Requests
- Karen Bass
 - Post-Open Enrollment Updates
- Lori Plazinski
 - Timekeeping Topic: Holidays
- Question and Answer Session – Moderated by KD Kasunic



Recruitment Updates

Darryl G. Gorman

Senior Advisor

OHR



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Recruitment Update

- Remote work under the limitations of COVID-19 necessitated the implementation or creation of a number of useful changes:
 - Online applications.
 - Fillable forms.
 - Delegations of authority.
 - Less mail, less copying, less storage...more document scanning.
 - Remote meetings.
 - Appointments and fewer walk-ins.
 - At the same time, there has been a County transition to a more onsite workforce.



Recruitment Update Cont.

- Lifting of the hiring freeze has resulted in a much larger number of requests to hire County employees.
- Also, a larger number of very senior employees are retiring.
 - For instance, both the Recruitment Manager and the County EEO Director have left OHR.
- **Did you know?**
 - Last week, there were 257 full-time vacancies and 1,023 vacant temporary and seasonal positions in the County.
 - In May 2021 there were 159 full-time vacant positions and only 130 temporary and seasonal employee vacancies.



Internship Project Research Underway

- This project will explore the potential to create a resource for supervisors to learn about the many options available to request interns for their departments.
- Currently in research phase; to ascertain current status and departmental needs, a survey will be sent to Directors to share with appropriate point of contact in department; deadline to respond will be mid-December 2021.
- Will analyze results and draft project plan and deliverables.
- Rollout currently scheduled for Fall 2022.
- Current process to request paid interns via the [Temporary Administrative and Paraprofessional Support Services \(TAPS\)](#) will remain unchanged.





Telework Updates

Darryl G. Gorman

Senior Advisor

OHR



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Telework

- December 3, 2021 (Friday) is the deadline for County employees to apply for telework.
 - Employees apply using the eTelework system, and Contractors apply via SeamlessDoc (application links and other resources available at www.montgomerycountymd.gov/telework).
- The eTelework system is updated as needed to accommodate necessary changes.
- Telework agreements are for the rating period/fiscal year and end on June 30, 2022. Then a new application will go into effect on July 1, 2022 and last until June 30, 2023.
- Remember: both employees and managers must complete telework training online within 30 days of submitting an application to telework.



Telework Training at-a-Glance

Video title	Topic	Who must complete?
Telework Fundamentals for Employees and Contractors: Module 1	Overview and Teleworker Responsibilities	<ul style="list-style-type: none"> • Employees: Within 30 days of submitting their telework renewal application • Supervisors: Deadline passed (November 10, 2021)
Telework Fundamentals for Employees and Contractors: Module 2	Tips for Success	<ul style="list-style-type: none"> • Employees: Within 30 days of submitting their telework renewal application • Supervisors: Deadline passed (November 10, 2021)
Telework Fundamentals for Supervisors: Module 1	Supervisor Responsibilities and Appeal Process	<ul style="list-style-type: none"> • Supervisors: Deadline passed (November 10, 2021)
Telework Fundamentals for Supervisors: Module 2	Tips for Success	<ul style="list-style-type: none"> • Supervisors: Deadline passed (November 10, 2021)



Telework Appeals (Union)

- Some employees are utilizing the Telework Appeal Process.
- In several departments, unionized employees whose Telework Agreement was denied or terminated have sent in an appeal.
- For Step 1 of the appeals process:
 - The appeal must be sent to the immediate supervisor, Department Director and OHR by the Union within 14 calendar days from the date of the denial of the telework request.
 - Then, a representative from the Department, OHR, OLR and the Union must make reasonable efforts to informally resolve the matter prior to the Step 2 panel review.



Telework Appeals

- Things to keep in mind:
 - The appeal is informal at Step 1. The appeal results in a recommendation which the department can choose to accept or reject.
 - At Step 2, if the union appeals the Step 1 recommendation, the 5-person panel also provides a recommendation. The Step 2 appeal also results in a recommendation which the department can choose to accept or reject.
 - Considerably less than 1% of the employees who have applied for telework have submitted an appeal.



Telework as ADA Accommodation & Pre-Employment Clearances

Johnna L. Bryant

Manager, Occupational Medical Services

OHR

Darryl G. Gorman

Senior Advisor

OHR



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Telework as ADA Accommodation

- Telework can be considered an ADA reasonable accommodation based on medical disability condition as covered under Federal EEOC ADA.
- Employees must submit a request for telework related to a covered disability to OMS /FROMS.
 - Request forms can be found on the [OMS website](#).
- Documentation is reviewed by the medical team and the Disability Program Manager to determine if the request meets the criteria as defined under the ADA
- **Requests for telework under the ADA are not a part of the countywide telework program.**



Telework as ADA Accommodation

- Once a complete review of the request has been completed, the Disability Program Manager starts the interactive process with the employee and the department to determine what options are available:
 - **Essential functions** vs functions that can be substituted.
- Hybrid options may have to be considered:
 - What does the disability necessitate?
- It's a conversation.



Pre-employment Clearances – Conditional Offers

- **Reminder** - new hire clearances and vaccine mandate
 - OMS provides medical clearance and vaccine status based on current county vaccine mandate. We do not make hiring determinations.
- Conditional offer memo is sent to the candidate. The memo **must** contain information related to medical exam.
- Medical exam is scheduled with OMS / FROMS from the recruiter or by the department contacting OMS/FROMS directly.
- Candidate is notified by recruitment or the department with documents to be completed and date and time of exam.
 - **Required paperwork must be completed prior to visit.**
- Once medical clearance is complete, notice is sent to the recruiter and/or the department.

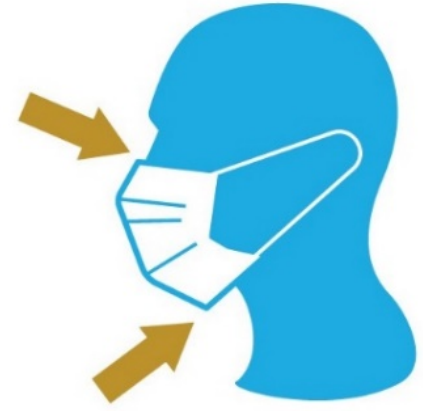


Pre-employment Clearances – Conditional Offers

- Applicant/candidates visits that are cancelled, rescheduled, or missed delay the clearance process.
- Candidates who don't complete their paperwork prior to their visit or provide incomplete information also delay their clearance process.
- **Delayed clearances create delayed onboarding and start dates.**
 - FYI: often candidates come for their clearances unprepared.



Update: Face Covering Requirements



- Per Montgomery County Board of Health Regulation [No. 19-975](#), **effective November 20**, face coverings are required in County facilities.
- OHR is issuing updated Employee Face Covering Guidance via email. Please ensure all employees are aware.
- Questions on this requirement should be directed to:
 - Gary Stafford (Occupational Safety & Health Manager, Department of Finance, Division of Risk Management, Safety Section):
Gary.Stafford@montgomerycountymd.gov



Employee COVID-19 Testing Program

Samuel Frushour

Special Assistant to the Director

OHR



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Employee COVID-19 Testing Program

- IAFF and MCGEO agreements have been signed
- Individuals not fully vaccinated will be required to participate
- Awaiting final decision to start the testing program, as early as next week
- OHR will provide as much information and notice as possible
- Note: FRS and DOOCR will continue to operate their own testing programs at this time



Update on Position Requests

Sherri Bokor

HR Specialist III, Classification

OHR



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Position Request Workflow Update

- Requests to fill vacated positions as currently classified should be sent directly to OHR Recruitment since there are no classification or budget-related changes to be made to the positions prior to recruitment.



New Position Creation & Vacant Reclassification Requests

eBudget Process

- All requests for new position creations and reclassification of vacant positions must be made via the OMB eBudget “All Position Requests” workflow process.
 - All position requests that are not in the approved budget must include written justification.
 - If position(s) are included in the approved budget, department may upload budget page(s) to eBudget as justification.
 - Position requests must include an updated Position Description (PD) and Organization Chart unless it is identified as a Classification That Does Not Require a PD.



New Position Creation & Vacant Reclassification Requests

eBudget Process

- Requests for New position creations and reclassification of vacant positions will receive normal OMB review.
 - Required to ensure only budget approved position creations and vacant reclassifications are posted and filled.
- All position creation and vacant reclassification requests will be routed to OHR Classification via eBudget after OMB review.
- OHR Classification determines the appropriate occupational class for the position requests using the following:
 - Position Description Form (only for job classifications requiring a PD) and
 - Organization Chart



New Position Creation & Vacant Reclassification Requests

eBudget Process

- **New position creation** (*PD documentation*)
 - Enter N/A in the Existing Classification Title field.
 - Enter TBD or N/A in the Position Number field (position number will be assigned after the new position is classified).
 - Provide all relevant information in the form fields.
- **Vacant Reclassification** (*PD documentation*)
 - Enter current classification title in the Existing Classification Title field.
 - Enter proposed title in the New Classification Title field.
 - Enter the current position number in the Position No. field.
 - Enter the current position grade in the Existing Grade field.
 - Enter proposed grade in the New Grade field.
 - Provide all relevant information in the form fields.



New Position Creation & Vacant Reclassification Requests

eBudget Process

- OHR Classification attaches the OHR approved new position creation or vacant reclassification packet to the OMB eBudget position workflow.
- OHR Classification marks request as complete and routes request to OHR Recruitment via the OMB eBudget position workflow.
 - Used for job posting and recruitment advertisement of the vacancy.
- OHR Classification provides a copy of the approved classification packet to the department HRL via email.



New Position Creation

Oracle Process

- **Department HRL completes a new position creation in Oracle Position Transaction.**
 - See [Create A New Position](#) guide for instructions.
- **Attach OHR approved classification packet to Oracle record.**
 - PDF of Approved Budget page or OMB approval of any mid-year change must be attached.
- **Oracle Position Transaction generates a new position number.**
- **Department HRL forwards transaction to OHR Position Approver for processing and approval in Oracle.**
- **OHR Position Approver approves transaction and sends notification to HRL, OMB, and OHR Recruitment via Oracle.**
- **HRL or hiring manager works with OHR Recruiter to post the position.**



Vacant Position Reclassification

Oracle Process

- Department HRL completes the vacant position reclassification request in Oracle Position Transaction.
 - See [Reclassify a Vacant Position](#) guide for instructions.
 - A new segment of the position must be created to process the vacant reclassification and the prior version of the position must later be abolished.
- Attach OHR approved reclassification packet to Oracle record.
- Department HRL forwards position transaction to OHR Position Approver for processing and final approval in Oracle.
- OHR Position Approver approves transaction and sends notification to HRL and OMB via Oracle.
- HRL or hiring manager works with OHR Recruiter to post the position.



Position Request – Step-By-Step Workflow Process

Request to Recruit for an Established Vacant Position		
	Completed by	Action
1.	Department HR Liaison (HRL)	<ul style="list-style-type: none">Forwards recruitment request directly to OHR Recruitment if position does not need to be reclassified prior to recruitment.
2.	OHR Recruitment	<ul style="list-style-type: none">Works with HRL and Hiring Manager to post and hire for the existing vacancy.



Position Request – Step-By-Step Workflow Process

Request to Create a New Position Prior to Recruitment		
	Completed by	Action
1.	Department HR Liaison (HRL)	<ul style="list-style-type: none"> Submits a request to “create new position” in eBudget. Completes all eBudget fields and attaches Position Description (PD), Organizational Chart, and supporting documentation as required.
2.	OMB	<ul style="list-style-type: none"> Reviews request and routes approval notification to OHR Classification in eBudget.
3.	OHR Classification	<ul style="list-style-type: none"> Classifies new position and assembles classification study file (Oracle Data Table, OMB approval, Class Specification, and supporting documentation). Attaches approved classification study file in eBudget and routes to OHR Recruitment. Emails approved classification study file to HRL to Create a New Position in Oracle prior to recruitment.
4.	Department HR Liaison (HRL)	<ul style="list-style-type: none"> <u>Creates New Position</u> via a position transaction in Oracle. Attaches approved classification study file to position record in Oracle. Routes transaction to OHR Position Approver for final approval in Oracle.
5.	OHR Classification	<ul style="list-style-type: none"> Approves Oracle position transaction and notifies HRL, OMB, and OHR Recruitment via Oracle notification.
6.	OHR Recruitment	<ul style="list-style-type: none"> Works with HRL and Hiring Manager to post and hire for the newly created position.



Position Request – Step-By-Step Workflow Process

Request to Reclassify a Vacant Position Prior to Recruitment		
	Completed by	Action
1.	Department HR Liaison (HRL)	<ul style="list-style-type: none"> Submits request to “Reclassify position” in eBudget. Completes all e-Budget fields and attaches Position Description (PD), Organizational Chart, and supporting documentation as required.
2.	OMB	<ul style="list-style-type: none"> Reviews request and routes approval notification to OHR Classification in eBudget.
3.	OHR Classification	<ul style="list-style-type: none"> Reclassifies position and assembles classification study file (Oracle Data Table, OMB approval, Class Specification, and supporting documentation). Attaches approved classification study file in eBudget and routes to OHR Recruitment. Emails approved classification study file to department with instructions for the HRL to Reclassify A Vacant Position in Oracle prior to recruitment.
4.	Department HR Liaison (HRL)	<ul style="list-style-type: none"> Reclassifies Vacant Position via a position transaction in Oracle. Attaches approved classification study file to position record in Oracle. Routes transaction to OHR Position Approver for final approval in Oracle.
5.	OHR Classification	<ul style="list-style-type: none"> Approves Oracle position transaction and notifies HRL, OMB, and OHR Recruitment via Oracle notification.
6.	OHR Recruitment	<ul style="list-style-type: none"> Works with HRL and Hiring Manager to post and hire for the newly reclassified vacant position.



Classification

Online Training Resources:

OMB: All Position Requests:

- [OMB eBudget Online Services Instructions](#)

Position Management (Type of Document, Job Aids and References):

- [Position Management \(Oracle Resources for HR Liaisons\)](#)





Post-Open Enrollment Updates

Karen Bass

Health Insurance Manager

OHR



Office of *Human Resources*

Open Enrollment for 2022

- Any changes elected in September = effective January 1, 2022.
- Confirmation Statements mailed this week.
 - Review for accuracy, plans, options and dependents being covered.
 - If it's not correct – employee MUST provide copy of confirmation statement that was produced at the time of elections. Otherwise, no changes allowed.
 - YES, it's too late if you forgot to elect an amount for the Flexible Spending Account (the only exception is the commuter account which allows changes throughout the year).
- Feedback survey link provided in an email that went out on Monday and also provided with mailed confirmation statements.



Mctime: Actual / Observed Holidays

Lori Plazinski
Mctime Program Manager
Finance



Office of *Human Resources*

Actual / Observed Holidays (MCGEO/UNRP)

- MCTime 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 (Saturday) or Observed Holiday (Friday) 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 : 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 day** as the Holiday, and it is based on schedule first, work status next.
 - If scheduled to work on Saturday (Actual), that day is the employee's holiday. Friday (Observed) is a regular day.
 - When not scheduled to work on Saturday but scheduled to work on Friday, then Friday is the employee's holiday.
 - **If employee works on Saturday, that becomes the employee's holiday. Friday is a regular day**.**



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 Friday or Saturday.
 - If normally scheduled to work on Friday, that day is the employee's holiday and paycode: **HOL – Holiday Leave** will be manually added to the timecard.
 - If not normally scheduled to work on Fridays, either an alternate day off (likely Thursday) will be given as **HOL – Holiday Leave** or **CLH - Comp Leave for the Holiday** will be manually added to the timecard.

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



Actual/Observed Holidays: Pay Period Close

- **Employees** should record time daily and approve timecards on last scheduled day of the pay period.
- **Managers** should confirm any work on either Actual or Observed is recorded on timecard and inform Holiday Coordinator of any unexpected work that was performed. 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.



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:

<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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