HR Liaisons & MLS Meeting with OHR & MCtime

Friday, October 2, 2020

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

Agenda

- Reminder: Topic Suggestions Welcome – Berke Attila

- Recruitment and Selection Updates – Melissa Voight Davis

- Montgomery County Personnel Regulations (MCPR) Updates – Darryl G. Gorman

- Timekeeping: Pay Code Flex Hours Worked – Lori Plazinski

- Question and Answer Session – Moderated by Katie Kasunic

Reminder: Topic Suggestions Welcome

Is there a topic that you would like to see addressed in an upcoming Live Event with the Office of Human Resources and MCtime? We welcome your suggestions.

Send your idea to the OHR email box:

OfficeOf.HumanResources@montgomerycountymd.gov

Office of *Human* Resources

Recruitment and Selection Updates

Melissa Voight Davis

Chief, Recruitment and Selection

OHR

iRecruitment Update – New Eligible List Status Changes

- **Eligible List – Well Qualified** [candidates who are in the highest rating category]
- **Eligible List – Qualified** [for recruitments where all candidates who meet the MQs are placed on the Eligible List]
- **Eligible List – Lateral Transfer** [employee candidates applying for position of same grade]
- **Eligible List – Voluntary Demotion** [employee candidates in higher graded positions applying for lower graded positions]
- **Eligible List – Promotion** [employee candidates who meet MQs and applying for a promotion]
- **Qualified After Review** [candidates who have met the MQs but are not on the Eligible List, not a new status]

Office of *Human* Resources

Forms Update

- Recruitment and Selection has been busy creating forms to assist departments in executing hiring processes/requests.

- The following slides provide a list and links to the forms completed thus far.

- Please use them! They are easy to complete, seamlessly transition workflow, and make the signature/approval process much more effective and user-friendly.

Office of *Human* Resources

Recruitment and Selection Forms

- Bypass Highest Rating Category Form:
  https://montgomerycountymd.seamlessdocs.com/f/Bypass_Highest_Rating_Category_Form

- Bypass Hiring Preference Non-Selection Form:
  https://montgomerycountymd.seamlessdocs.com/f/Bypass_Hiring_Preference_NonSelection_Form

- Non-Competitive Reappointment Form:
  https://montgomerycountymd.seamlessdocs.com/f/NonCompetitive_Reappointment_Form

- Retiree Rehire Form:
  https://montgomerycountymd.seamlessdocs.com/f/Retiree_Rehire_Form

Interview Forms

- Individual Interview Evaluation Form:

  https://montgomerycountymd.seamlessdocs.com/f/IndividualInterviewEvaluationForm

- Consensus Interview Evaluation Form:

  https://montgomerycountymd.seamlessdocs.com/f/Consensus_Interview_Evaluation_Form

- Interview Panel Disclaimer Form (Preparer View):

  https://montgomerycountymd.seamlessdocs.com/f/OHRInterviewPanelDisclaimer/prepare

- Reference Check Form:

  https://montgomerycountymd.seamlessdocs.com/f/Reference_Check_Form

Multilingual Forms

- MCGEO/UNREP:

  https://montgomerycountymd.seamlessdocs.com/f/MultilingualCertificationMCGEOUnrep

- FOP:

  https://montgomerycountymd.seamlessdocs.com/f/MultilingualCertificationFOP

- IAFF:

  https://montgomerycountymd.seamlessdocs.com/f/MultilingualCertificationIAFF

NEOP Forms

- I-9:

https://montgomerycountymd.seamlessdocs.com/f/I_9_NoPreparerTranslator_Exp10312022

- NEOP Acknowledgment Form:

https://montgomerycountymd.seamlessdocs.com/f/NEOP_Acknowledgment_Form

- Direct Deposit Form:

https://montgomerycountymd.seamlessdocs.com/f/Direct_Deposit_Authorization_Form

Internship Forms

- General Volunteer Form:

  https://montgomerycountymd.seamlessdocs.com/f/General_Volunteer_Form

- EEO Acknowledgment Form:

  https://montgomerycountymd.seamlessdocs.com/f/Internship_EEO_Form

- Confidentiality Form:

  https://montgomerycountymd.seamlessdocs.com/f/Internship_Confidentiality_Form

- Combined EEO and Confidentiality Form:

  https://montgomerycountymd.seamlessdocs.com/f/Internship_Form

Additional Forms

- PACE Form:

  https://montgomerycountymd.seamlessdocs.com/f/PACE_Form

- OMS Medical History Review Form (Preparer View):

  https://montgomerycountymd.seamlessdocs.com/f/OMS_Medical_History_Review_Form/prepare

New Hiring Manager Survey (Pilot)

- In our efforts to meet your hiring needs, we have designed a new Hiring Manager Survey.

- We will be piloting the survey with a few departments before rolling it out to all.

- Former Hiring Manager Survey asked 3 questions:
  - HR Advice, Guidance
  - HR Responsiveness
  - Satisfaction with Candidate Pool

- New survey includes 8 questions.

- Administered through Survey Monkey and sent to Hiring Managers at the close of a recruitment via email.

- Thank you in advance for your feedback so that we can continue making improvements to better serve you!

Preview of Hiring Manager Survey Questions

1. Please enter the IRC Number(s) of the Job Opening (included in the survey link email):

2. Who was your OHR recruiter for this recruitment?

3. Please rate your experience with your OHR Recruiter in each of the following areas:

   ❑ General Responsiveness and Timeliness
   ❑ HR Advice, Guidance, and Support

4. Please rate your experience with your internal department HR Liaison/HR Staff in each of the following areas: (same areas as above)

Hiring Manager Survey Preview (Continued)

5. Please rate your experience with the following specific recruitment processes:

- ❑ Developing a Job Announcement
- ❑ Developing and/or Creating Candidate Assessment Questions/Answers (Minimum Qualifications/Preferred Criteria)
- ❑ Exam Process (Scheduling/Administration)
- ❑ Interview Process
- ❑ Compensation Process (Wage Equity, Within Grade Appointments, Promotional Pay)
- ❑ Medical Evaluation Process
- ❑ Background Investigation Process
- ❑ Multilingual Certification Process

Hiring Manager Survey Preview (Continued)

6. Please rate your experience with the candidates provided on the Eligible List:
    - ❑ Quality of Candidates on Eligible List
    - ❑ Number of Candidates on Eligible List
    - ❑ Please give us more information about what would have made your Eligible List better:

7. For this recruitment, did you receive a Hiring Manager's Report (candidates' responses to the Preferred Criteria Questions)?

8. Did you use the Hiring Manager's Report to help you make interview selections?
    - ❑ If you selected "Yes," was the report helpful? Why or why not?
    - ❑ If you selected "No," please explain why.

Montgomery County Personnel Regulations (MCPR) Updates

After Executive Regulation 25-19 was approved by the Montgomery County Council, the following changes were made to MCPR:

1. References to OHR were changed to OLR in Sections 1, 4, 14, 34 and 35. This includes Records and Grievances.

2. Similar changes were made to Appendix Q and Appendix R related to submission form and response form for County Grievances.

The online version of MCPR was revised and updated.

Office of *Human* Resources

Montgomery County Personnel Regulations (MCPR) Updates

The process for MCPR revisions involves:

- ➤ Office of Human Resources (OHR)
- ➤ Office of the County Attorney (OCA)
- ➤ Affected Department(s)
- ➤ Merit System Protection Board (MSPB)
- ➤ County Executive's Office (CEX)
- ➤ Montgomery County Council and its Committees

Montgomery County Personnel Regulations (MCPR) Updates

Why is a MCPR revision necessary?

➢ Change in law

➢ Change in regulations

➢ Process or technology changes, efficiency, best practice, etc.

Proposed changes cannot impact current negotiated language in collective bargaining agreements.

Montgomery County Personnel Regulations (MCPR) Updates

- Necessary revisions can be made to MCPR.

- OHR division managers have provided a number of proposed changes.

- The process for making these changes will include input from HR Liaisons.

- Send any proposed MCPR revised language to me at: darryl.gorman@montgomerycountymd.gov.
  - What specific language should be taken out?
  - What language should be added?

Timekeeping
Pay Code: Flex Hours Worked

Lori Plazinski

MCtime HR Liaison

Finance

Office of *Human* **Resources**

Background Information

Department of Labor's **Fair Labor Standards Act (FLSA)** is Federal law that addresses how an employer must compensate employees for **excess hours** worked based on job classifications of either: Non-Exempt or Exempt
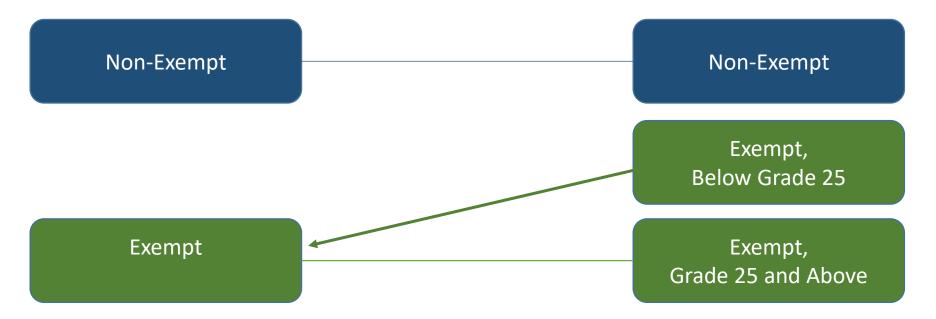
- OHR Classification Team designates each County position according to job tasks
  - As exempt or not exempt
  - Assigns a Classification Grade
- Oracle data (FLSA Status and Grade) passed to MCtime nightly
  - MCtime pay rules are configured and assigned based on this information

County Compliance

Federal FSLA Status

County Designation Grade

Non-Exempt

Non-Exempt

Exempt,
Below Grade 25

Exempt

Exempt,
Grade 25 and Above

Understanding Excess Hours (OT) Thresholds

Excess Hours	FLSA Non-Exempt	FLSA Exempt, Below Grade 25	FLSA Exempt, Grade 25 & Above	MLS, Directors, Question A Management
Daily Thresholds*	8	8	8	N/A
Weekly Thresholds	40	40**	N/A	N/A
Bi-Weekly Thresholds ***	N/A	80	80	80
Default Form of Payment	Overtime Pay	Compensatory Leave	Compensatory Leave	Unpaid
Rate of Payment	1.5	1.5	1.0	Unpaid

See - MCtime guidance: Use of Flex Hours Worked

Why Use Flex Hours Worked?

- **Flex Hours Worked** pay codes allow employees (with manager approval) flexibility to adjust their schedule, which may otherwise be subject to excess (overtime) thresholds.

  - **When**: Schedule change is employee directed, not management

  - **To**: Use suppresses the calculation of excess hours (overtime pay or compensatory leave)

  - **How**: Use pay code: **Hours Worked** first

    Use pay code: Flex **Hours Worked** only when necessary to suppress OT

  - **Note**: Review any impact to differentials
    - Special Multilingual Differential (**Flex Hours with ML1 or ML2** pay code)
    - Flex Hours Worked = Regular Hours

When to Use the Pay Code: Flex Hours Worked

- **Compressed Schedule Patterns**
  - <u>any</u> alteration of 9-hour work<u>day</u> (but **<u>not</u>** the 8-hour day or RSDO)
- **Part-Time Employee**
  - alteration of workday beyond daily threshold (consider the <u>weekly</u> threshold)
- **FLSA Exempt, Below Grade 25**
  - employee directed alteration of work week, within bi-weekly threshold
- **Special Police and Fire Rescue Service Schedule Patterns**
- **DOCR Shift Swaps within the week**
  - if additional excess shifts are worked, and Total Scheduled Hours exceeds 80, may require Pay Code Moves to be performed by MCtime Team

When **NOT** to Use the pay code: Flex Hours Worked

- FLSA Non-Exempt are **not** permitted to alter hours between weeks
- FLSA Exempt, Below Grade 25
  - **management directed** excess hours without adjusted schedule
  - If more than 40-hours are worked in **both weeks**
- FLSA Exempt, Grade 25 & Above Schedules or MLS, Directors or Question A
  - **80-hour threshold**
- When **not required** to suppress excess hours
- For more <u>hours</u> than necessary (i.e., not a full shift)

Reminders

- Suggestions for future topics, additional guidance, or new resources are welcome

- Request Department Specific Timekeeping Tools

- 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:
montgomerycountymd.gov/HR/Misc/WeeklyHRLiaisonsMLSOHRMCTime.html

For more information on Timekeeping, visit the MCtime Events - COVID-19:
montgomerycountymd.gov/mctime/resources.html#Events

OHR's Employee Coronavirus News Webpage:
montgomerycountymd.gov/employeenewscovid19