

HR Liaisons & MLS Meeting with OHR & MTime

Friday, October 9, 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



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Agenda

- Pay Code: Flex Hours Worked Pay Period Close Checks – Lori Plazinski
- Holidays and Days of Commemoration – Darryl G. Gorman
- Training and Tuition Assistance Program Updates – Anita Brady
- OLM External Learning Portal Demo – Teddy Ramet
- Question and Answer Session – Moderated by Katie Kasunic



Pay Code: Flex Hours Worked Pay Period Close Checks

Lori Plazinski,
MCtime HR Liaison
Finance



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When to Use the Pay Code: Flex Hours Worked

- **Compressed Schedule Patterns**
 - any alteration of 9-hour workday (but not the 8-hour day or RSDO)
- **Part-Time Employee**
 - alteration of workday beyond daily threshold (consider the weekly 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 MTime Team



When to Use the Pay Code: Flex Hours Worked

PAY RULE ASSIGNMENT

Last Refreshed: 10:59AM

Show
 Time Period

Employee Name	Pay Rule	RT Seas	FT PT	FLSA-Grade	ML	Manager	Schedule Group
	MCGEO Rg PT N-EX R8	R-N	P	N-15			P08 HHS 10 MO, 7 HR MO - FR
	MCGEO Rg PT N-EX R8	R-N	P	N-15			P08 HHS 10 MO, 7 HR MO - FR
	MCGEO Rg PT N-EX R8	R-N	P	N-15			P08 HHS 10 MO, 7 HR MO - FR
	MCGEO Rg FT ML-A EX G-1 R8	R-N	F	E-20	A		R08 MO - FR
	MCGEO Rg FT EX G-1 R8	R-N	F	E-24			R08 ALT WK MO - FR, MO - TH, SA
	MCGEO Rg FT EX G-1 R8	R-N	F	E-24			R08 ALT WK MO - FR, MO - TH, SA
	MCGEO Rg FT EX G-1 R8	R-N	F	E-21			R08 MO - FR
	CORR Reg NE Paid Meal ML-B	R-N	F	N-C4	B	ke	DOCR OFFCR - SHIFT 2, COR 5
	CORR Reg NE Paid Meal	R-N	F	N-C5			DOCR OFFCR - SHIFT 2, COR 6
	CORR Reg NE Paid Meal	R-N	F	N-C3			R08 MO - FR
	COMPRESSED N-EX MON	R-N	F	N-16			CSB - COMP B - 2ND MON OFF
	COMPRESSED EX G1 MON	R-N	F	E-23			CSB - COMP B - 2ND MON OFF
	COMPRESSED EX G1 FRI	R-N	F	E-18			CSD - COMP D - 1ST FRI OFF



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 **hours** than necessary (i.e., not a full shift)



Reminders

- **Pay Period Close –**
 - **Timely Employee and Manager Approvals**
 - **Review Pay Period Close Checklist**
 - **Respond to emails from MTime and Payroll**
- **Ensuring Accountability in Timekeeping 10/15 or 11/13**
- **Need Help? Email us: MTime@montgomerycountymd.gov**



Holidays and Days of Commemoration

Darryl G. Gorman

Senior Advisor

OHR



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Holidays and Days of Commemoration

- **Official Holidays** are defined by Montgomery County Personnel Regulations (MCPR) Section 24, Holiday Leave and Compensation. Only these days are observed as holidays by the County.
- **Days of Commemoration** were defined in Council Bill 1-06.
- **Unofficial Holidays** will be added to MCPR, Section 24.



Official Holidays

- 9 Official Holidays are listed in MCPR, Section **24-2, Holidays observed by the County.**
- These are paid days off for many County employees – holiday leave or compensatory time is provided. Official holidays are also listed in collective bargaining agreements.
 - MCGEO, Article 20
 - FOP, Article 14
 - IAFF, Article 16



Days of Commemoration

- In recognition of Montgomery County's religious, ethnic and cultural diversity the County Council passed [Bill No. 1-06: Special Days of Commemoration](#) to designate certain days of commemoration. On July 7, 2006, the County Executive signed the legislation into law.
- The Council listed 27 days at that time.
- The Chief Administrative Officer may designate as a day of commemoration any day that the Chief Administrative Officer determines has special religious, ethnic, or cultural meaning that may affect the daily activities of a significant portion of the County's total population.
- Today, 89 days are designated by the County Government.
- These are not paid holidays.



Unofficial Holidays

- A new subsection will be added to MCPR, Section 24 which designates certain days as Unofficial Holidays starting with Indigenous Peoples' Day. This change will be advertised in the November Montgomery County Register for public comment.
- Unofficial Holidays will be defined as an unpaid holiday officially recognized by the County where no holiday compensation or holiday leave is provided to County employees.
 - Employees will be able to use their own leave.
 - Where appropriate, an employee may be granted administrative leave.



Indigenous Peoples' Day

- On July 28, 2020, the County Council established Indigenous Peoples' Day.
- [Resolution 19-563](#) is effective on the second Monday in October beginning on October 12, 2020.
- Indigenous Peoples' Day replaces Columbus Day.
- MCPR will be amended so that Indigenous Peoples' Day will be an unpaid Unofficial Holiday.



Indigenous Peoples' Day

- The Council and the County Executive will issue a joint proclamation on Indigenous Peoples' Day.

- The Deputy CAO sent a message to all County Departments:

By October 9th, carefully review all your department publications, websites, and online documents and update them to reflect this change. In future years, the second Monday of October should always be listed in your department publications and calendars as Indigenous Peoples' Day.



Training and Tuition Assistance Program Updates

Anita Brady

Manager, Training and Organizational Development

OHR



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Aspiring Leader Conference

Successful Strategies for Leading in a Pandemic

October 15, 2020

9 am – noon



- Virtual sessions will be held on Leading Remotely, Challenging Your Implicit Bias as a Leader, Failing (Forward): Fostering Innovation as a Leader, and Strengthening Effective Communication During Stressful Times.
- Open to all employees, especially those who aspire to become future County leaders.
- Register through Oracle Learning Management using key word “Aspiring”



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Tuition Assistance Program Update

- FY21 Tuition Assistance Program will open to all County employees on October 20.
- OHR will update all MCG employees next week with additional information.
- Available on a first come; first-serve basis until funds are allocated; there will be a wait list, if funds become available at a later date.
- Funding level per participant will remain the same as previous years:
 - \$1,730 FOP
 - \$1,830 IAFF/Volunteer Firefighters
 - \$2,130 MCGEO/Unrepresented Employees
- Currently automating existing paper-based system to include:
 - Online applicant submission of application and ability to upload all supporting documentation.
 - Online department director or designee review and approval of application and supporting documentation.



Oracle Learning Management (OLM) External Learning Portal Demo

Teddy Ramet

Human Resources Specialist

Training and Organizational Development, OHR



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What is the OLM External Learning Portal?

- Allows County employees to enter classes, conferences, workshops, professional development and continuing education courses completed **outside** of Montgomery County Government's training curriculum.
- Employees can attach certificates or any other documentation to support the training employees are entering into the system.
- Employees and supervisors will receive a system notification and an email confirmation.
- Employee's external training can be viewed in their learning history.



What is the Value of the OLM External Learning Portal?

- Helps employees manage and track their training history in one centralized place.
- Eliminates the need for employees to provide to their supervisor or department an annual list of classes, conferences or workshops they attended outside the County.
- Supervisors have access 24/7 to view their direct reports' training history, including outside trainings tracked through this functionality.
- Enables County employees (Social Workers, Therapists, Project Managers, IT, HR, Finance professionals etc.) who need to keep track of their continuing education credits in a centralized location to electronically store their continuing education credits for licensure or certification renewal.



Oracle Learning Management External Learning Portal Functionality

- Demo of External Learning Functionality

- ▲ MCG HR Employee Self-Service
 - ☰ Personal Information
 - ☰ Emergency Contacts
 - ☰ My Information
 - ☰ Employee Appraisal
 - ☰ Allocated Checklist
 - ☰ Self-Service Benefits
 - ☰ Payslip
 - ☰ Tax Forms
 - ☰ Employee W-2
 - ☰ Employment Verification
 - ☰ MCG Request FMLA
 - ☰ Learner Home
 - ☰ External Learning
- ▲ Submit Reports



Q & A

Moderated by Katie Kasunic



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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

[User Guide: Enter External Learning into Your OLM Learning Record](#)



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