

HR Liaisons & MLS Meeting with OHR & MTime

Friday, October 21, 2022

Welcome to the Live Event. Please make sure your audio is turned on.
The meeting will begin shortly.



Office of *Human Resources*

Introduction

Darryl Gorman

Acting Director, Office of Human Resources



Office of *Human Resources*

Agenda

- FYI: Public Service Loan Forgiveness Deadline – Darryl Gorman
- Occupational Medical Services: Big Updates! – Johnna L. Bryant & KD Kasunic
- Timekeeping – Heather Black, Andrew Coston
- Hiring: Advance Notice and Coordination – Johnna L. Bryant & Krista Simkins
- Salary Discussions – Krista Simkins
- OHR Training Updates and Highlights – James Hawkins
- Open Enrollment Feedback and Reminders – Karen Bass
- Question and Answer Session – Moderated by KD Kasunic



Public Service Loan Forgiveness

- FYI: **October 31, 2022**, is the federal deadline to apply for the Public Service Loan Forgiveness (PSLF) program.
- The PSLF program provides student debt forgiveness (or credit toward forgiveness) to eligible individuals who have worked in public service (federal, state, local, tribal government or a non-profit organization) for 10 years or more (even if not consecutively). Learn more:

www.whitehouse.gov/publicserviceloanforgiveness/

- Note: PSLF service verification forms should be sent directly to OHR Core:
Records.OHR@montgomerycountymd.gov



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Occupational Medical Services (OMS): Big Updates!

Johnna L. Bryant

Manager, Occupational Medical Services

OHR

KD Kasunic

Communications Specialist

OHR



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Overview: Important Announcements From OMS

1. Upcoming OMS Training
2. Lactation Rooms (See [Bill No. 11-22](#))
3. Paid Parental Leave (See [Bill No. 10-22](#))
4. Summary of Next Steps



Upcoming OMS Training

Date	Time	Class Title
Nov 8	1:30 – 4 pm	FMLA Overview

To register, refer to the monthly Training Calendar sent at the end of every month and posted online:

www.montgomerycountymd.gov/OHR > Career Development > Programs & Catalogs



NEW

Lactation Room Program

- [Bill No. 11-22](#) was recently passed by the County Council and is **effective November 7, 2022**:
 - County buildings must include a lactation room for County employees or provide alternative accommodations.
 - Employees can use lunch or break time for lactation needs (in collaboration with their department supervisor).
- OHR is developing an online approval process and scheduling system as required by the bill.
- This scheduling feature will make it easier for employees to find the closest lactation rooms to their on-site workspace and request use of it.



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Lactation Room Requirements

- Is shielded from view;
- Is free from public or coworker intrusion;
- Displays appropriate signage that indicates “lactation room” or “nursing room;”
- Can be locked from the inside; and
- Contains the following:
 - A chair;
 - A flat surface to place a breast pump;
 - A sink with running water [Note: this does not necessarily need to be inside the space but should be available close by]
 - A small refrigerator;
 - A microwave; and
 - At least one or more electrical outlets.
- See [Bill No. 11-22](#) for more details. If needed, please work with the Department of General Services (DGS) for additional assistance identifying or preparing an appropriate space.

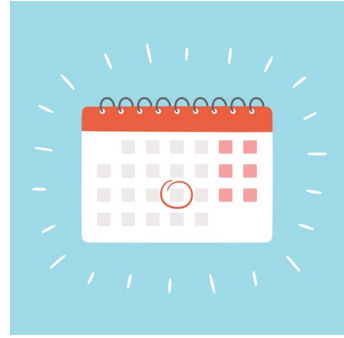


Lactation Room Best Practices

- OHR will send an email next week to Directors and HR Liaisons, including an informational resource with additional guidance and best practices. Examples include:
 - Provide a place that convenient to the employee's work area. The employee should be able to spend their allocated time using the space, not travelling to an inconvenient location.
 - Provide a room that is out-of-the-way from main office traffic — no bigger than a medium-sized office or small conference room is ideal.
- The goal is to help departments identify and maintain **safe, comfortable, and practical spaces** for employees who need this resource.



Lactation Room Scheduling



- Employee submits Lactation Room approval request via online system.
- Request goes to supervisor for approval, then to OMS for final approval.
- Employee and supervisor receive notification.
- Employee goes into the online scheduling system and selects from a list of available rooms.
- Employee selects date(s) and time(s) and reserves the Lactation Space.
 - Schedule a single appointment and/or recurring appointments – similar to Outlook/Teams scheduling.
- POC for that Lactation Space receives an email notification.
- Note: For employees who do not have email and/or Oracle access, HR Liaisons will be able to schedule on their behalf.



SNEAK PREVIEW: Scheduling After Approval

© 2022 - MCG OHR Test Site





LACTATION Rooms

Calendar for EOB EXE lactation
You can schedule between 10/

today

month week day >

	Sun 10/16	Mo	Tu	We	Th	10/21	Sat 10/22
6am							
7am							
8am							
9am							
10am							
11am							
12pm							
1pm							

Lactation Room Booking ✕

Date

Start time ▾

End time ▾



Department Responsibilities

- ~50% of departments have identified Lactation Rooms and reported this information to OHR to build into the scheduling system. **Help us get to 100%!**
- Next week, OHR will email additional information to Directors and HR Liaisons to help remaining departments identify spaces and report them to OHR.
- Some Lactation Rooms may be used for other activities; for example, OHR has chosen our “Relaxation Room” to serve as our Lactation Room.
- This is ok; however, please keep in mind:
 - Departments must coordinate to make sure these activities do not overlap with scheduled appointments to use the Lactation Space.
 - There should be at least 15 minutes of unscheduled time before and after any scheduled Lactation Space appointments.



Paid Parental Leave Announcement



- [Bill No. 10-22](#) was recently passed by the County Council which establishes paid parental leave for County employees **effective November 7, 2022**.
- Runs concurrently with FMLA (for FMLA-eligible employees).
- Separate from “Unpaid” Parental Leave.
- Note: Departments and employees will receive additional information via email.



Paid Parental Leave (PPL) FAQs: Eligibility

Who is eligible to receive PPL?

- County employees who have been in a County merit system position for at least 6 consecutive months and are the parent of a newborn child, a stillborn child, a newly adopted child, or a newly placed foster child.
- PPL must be used within 12 months of the qualifying event.

If two County employees have the same qualifying event (e.g., two partners have a new baby), are they both eligible to receive PPL?

- Yes.



PPL FAQs: Hours

How many hours of PPL can an employee receive?

- Full-time employees can receive up to 240 paid leave hours within a 12-month period, or a prorated number of hours for employees who work more or less than 40 regularly scheduled hours per week.

How do PPL hours relate to “Unpaid” Parental Leave and FMLA?

- “Unpaid” Parental Leave: PPL hours are separate from and available in addition to “Unpaid” Parental Leave hours. PPL requires a separate application.
- Family Medical Leave Act (FMLA): PPL hours **run concurrently** with FMLA hours, for employees who are FMLA-eligible.



Paid Parental Leave (PPL): Approval Process

- The employee submits Paid Parental Leave (PPL) application through Employee Self-Service to OMS for approval (similar to FMLA).
- If the employee is FMLA-eligible, the system will automatically submit an FMLA request as well. (The law requires PPL and FMLA to run concurrently.)
 - **Your employees may ask you why they are receiving a notification for FMLA. It is because they are required by [Bill No. 10-22](#) to run concurrently.**
- OMS will contact the employee if any additional information or documentation is needed.
- The employee and the department will receive email notification of approval, including number of approved PPL hours.



Next Steps



- **HR Liaisons:** Please keep an eye out for an email from OHR next week regarding Lactation Rooms.
- OHR will share additional information regarding Paid Parental Leave rollout with departments via email.
- Another email will go to ALL EMPLOYEES ~**November 3** with key information about these two new programs: Paid Parental Leave and Lactation Rooms.
- Please share the information with employees who lack email access.
- Questions?? We might not have all the answers right now, but please share your questions anyway.



Introduction and Paid Parental Leave Timekeeping

Heather Black

Manager II, Timekeeping and Payroll
Finance

Andrew Coston

MCtime Configuration Manager
Finance



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Paid Parental Leave - How to Record (Scenario 1)

Save | Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Comment ▾ Reports ▾

Week starting: Sun 11/13

	Pay Code	Transfer	Sun 11/13	Mon 11/14	Tue 11/15	Wed 11/16	Thu 11/17	Fri 11/18	Sat 11/19	Total
X	FMLA	▼		8.0	8.0	8.0	8.0	8.0		40.0
X	PAID PARENTAL LEAVE	▼			8.0	8.0	8.0	8.0		32.0
X	Sick Leave	▼		8.0						8.0
				16.0	16.0	16.0	16.0	16.0		80.0

SCHEDULE	ACCRUALS	AUDITS
Profile FT PT EMPLOYEES		

- Employee eligible for FMLA & Paid Parental Leave
- Pay Codes – FMLA, Paid Parental Leave

TOTALS & SCHEDULE	ACCRUALS	AUDITS
All ▾		
Pay Code	Amount	Wages
Total Hrs Towards Schedule	40.0	2,000.00
FMLA	40.0	
Sick Leave	8.0	400.00
PAID PARENTAL LEAVE	32.0	1,600.00

Accrual Code	
PARENTAL	720.0
FMLA	440.0
ANNUAL LEAVE	345.52
SICK LEAVE	314.87
PAID PARENTAL LEAVE	208.0
COMP LEAVE	100.0
PERSONAL DAY	2.0
COMP LEAVE SUPP	0.0
MCGEO SLB	0.0
PAID TIME OFF	0.0
RELIGIOUS LEAVE	0.0
SICK AND SAFE LEAVE	0.0
zCOVID19	0.0



Paid Parental Leave - How to Record (Scenario 2)

Week starting: Sun 11/06										
	Pay Code	Transfer	Sun 11/06	Mon 11/07	Tue 11/08	Wed 11/09	Thu 11/10	Fri 11/11	Sat 11/12	Total
X	PAID PARENTAL LEAVE			8.0	8.0	8.0	8.0			32.0
X	Veteran's Day							8.0		8.0
				8.0	8.0	8.0	8.0	8.0		40.0

- Employee ineligible for FMLA & eligible for Paid Parental Leave
- Pay Codes – Paid Parental Leave

TOTALS & SCHEDULE			
Pay Code	Amount	Wages	
Total Hrs Towards Schedule	40.0	2,000.00	
HOL - Holiday Leave	8.0	400.00	
PAID PARENTAL LEAVE	32.0	1,600.00	

TOTALS & SCHEDULE		
Accrual Code	Balance on Selected Date	
ANNUAL LEAVE	345.52	
COMP LEAVE	100.0	
COMP LEAVE SUPP	0.0	
FMLA	0.0	
MCGEO SLB	0.0	
PAID PARENTAL LEAVE	208.0	
PAID TIME OFF	0.0	
PARENTAL	720.0	
PERSONAL DAY	2.0	
RELIGIOUS LEAVE	0.0	



Paid Parental Leave – Exhausted Paid Parental

<input type="button" value="Save"/> Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Comment ▾ Reports ▾											
Week starting: Sun 12/11											
		Pay Code	Transfer	Sun 12/11	Mon 12/12	Tue 12/13	Wed 12/14	Thu 12/15	Fri 12/16	Sat 12/17	Total
<input checked="" type="checkbox"/>	<input type="checkbox"/>	FMLA	▾		8.0	8.0	8.0	8.0	8.0		40.0
<input checked="" type="checkbox"/>	<input type="checkbox"/>	PARENTAL	▾		8.0	8.0	8.0	8.0	8.0		40.0
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sick Leave	▾		8.0	8.0	8.0	8.0	8.0		40.0
					24.0	24.0	24.0	24.0	24.0		120.0

- Exhausted Paid Parental Leave
- Pay Codes – FMLA, Parental, Accrued Leave (Sick Leave)

TOTALS & SCHEDULE	ACCRUALS	AUDITS
All ▾		
Pay Code	Amount	Wages
Total Hrs Towards Schedule	40.0	2,000.00
PARENTAL	40.0	
Sick Leave	40.0	2,000.00
FMLA	40.0	

TOTALS & SCHEDULE	ACCRUALS	AUDITS
Accrual Profile FT PT EMPLOYEES		
Accrual Code		
ANNUAL LEAVE		345.52
COMP LEAVE		100.0
COMP LEAVE SUPP		0.0
FMLA		200.0
MCGEO SLB		0.0
PAID PARENTAL LEAVE		0.0
PAID TIME OFF		0.0
PARENTAL		680.0
PERSONAL DAY		2.0
RELIGIOUS LEAVE		0.0
SICK AND SAFE LEAVE		0.0
SICK LEAVE		274.87
zCOVID19		0.0



Hiring Reminders: Advance Notice and Coordination

Johnna L. Bryant

Manager, Occupational Medical Services

OHR

Krista Simkins

Chief Talent Acquisition Officer

OHR



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Passing the Baton: Timing Is Key

- Hiring in a large organization like ours is a relay race.
- Success = every teammate passes the baton to the **right person** at the **right time**.
- How can we make that happen?
 - Planning!
 - Communication!



Large Group Hires

- Advance planning and communication are especially important for large blocks of hires (**10+ vacancies**).
- Why? “The show doesn’t stop!”
- Large group hires impact many areas of hiring. To support you with an effective hiring strategy, the recruitment team needs time to consider things like:
 - Time constraints
 - Contingency plan
 - Whether this will impact the orientation schedule
 - Coordination with OMS for appointments, including types of appointments needed with OMS based on job specifications



When Is the Right Time?

- When is the right time to reach out to your OHR recruiter and OMS?
- Aim for no fewer than **60 days advance notice for large group hires**.
 - This allows for two weeks of collaborative planning and six weeks of implementation.
 - Remember OMS offers a wide variety of services, not just hiring services.
- Be ready to discuss:
 - Potential hire date
 - # of hires needed
 - Job specifications



We Are Here to Help You!

- Help us help you. When it comes to hiring...
- Think of Recruitment Team as hospital intake and support staff:
 - Triage and intake: assesses your situation and needs.
 - Works with you to develop a plan of “treatment” and implementation plan.
 - Helps you coordinate with other support areas, including OMS, at the appropriate time.
- Think of OMS as providing **scheduled, routine** follow-up medical appointments:
 - Follow-up appointments for any medical need are generally scheduled far in advance.
 - It is a challenge to accommodate last-minute/emergency appointments.



Takeaways

- You have a team of people in OHR who are here just to help you. But in order for us to help you, planning is key.
- Don't wait until the last minute. Make sure planning is done in advance.
- Aim for 60 days notice for upcoming large group hires.
- OHR Recruitment and OMS teams both need to be looped in early. Contact your OHR Recruiter first.
 - Don't reach out to OMS to reserve blocks of appointments before you've discussed your hiring plan with your OHR Recruiter, especially for large block hires.



Salary Discussions Reminders

Krista Simkins

Chief Talent Acquisition Officer

OHR



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Salary Discussions with Candidates

- Compensation Analysis is now part of the OHR Recruitment (R&S) function. This includes salary approvals for new hires, promotions, temporary promotions and reclassifications.
 - Compensation Structures remains in the OHR Business Operations and Planning (BOP) Division.
- Please do not promise salaries or promotions to candidates and employees.
- See MCPR, Section 10-5(b)(10) which states:
 - The department director cannot communicate the requested salary to the candidate prior to approval, in writing, from the OHR Director.



OHR Training Highlights

James Hawkins

Acting Manager, Training and Organizational Development

OHR



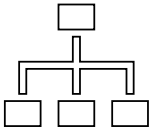
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Upcoming Training – Highlights

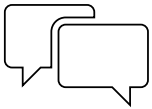
Just a Few of the Hundreds of Classes Offered!



Racial Equity and Social Justice Book Club: Subtle Acts of Exclusion – Nov 8th



Super*Vision: Essential Skills for Aspiring and New Supervisors Class – Nov 9th



The Challenging Customer Class – Nov 16th



Managing Staff During Stressful Times Class – Nov 16th



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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: [October Training Calendar](#)
- Register using the instructions at the end of the calendar



Montgomery County Government (MCG) offers a wide variety of training opportunities to help increase the knowledge, skills, and abilities of MCG employees. Below are the classes available for February 2022. Classes and events are available on a first come, first served basis.

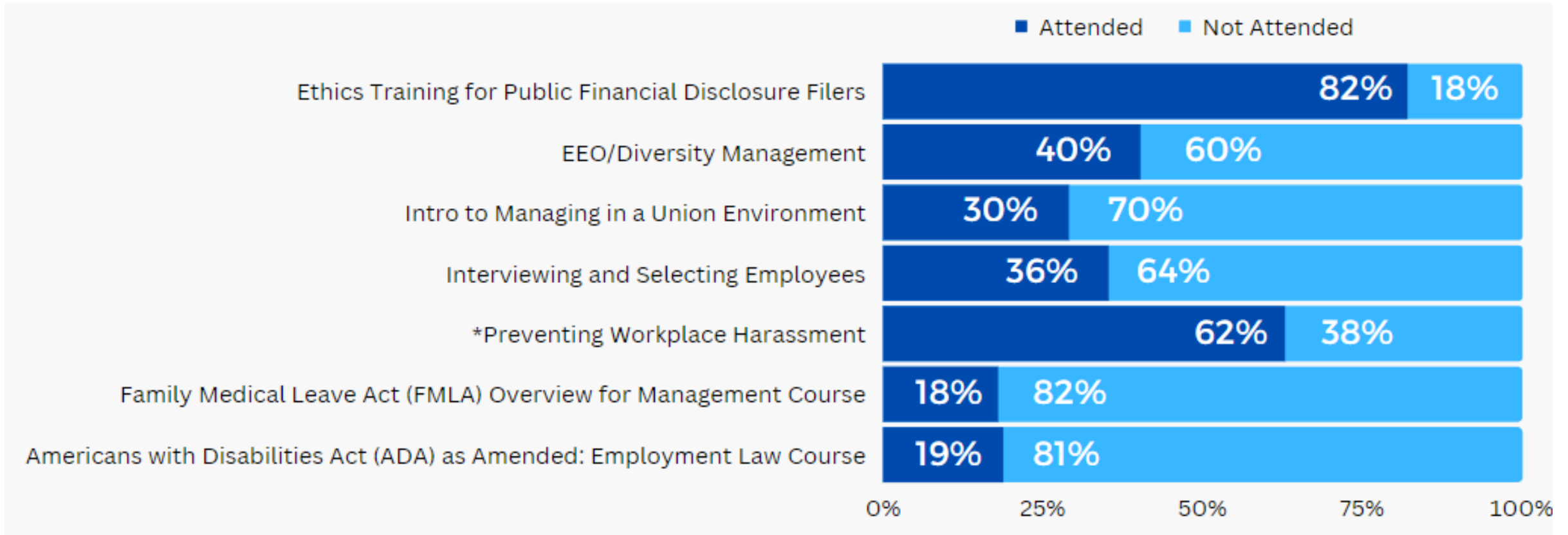
Latest Training News:

- [2022 MCG LEADS program offerings](#) now available
- [FY22 Family and Medical Leave Act \(FMLA\) and Americans with Disabilities Act \(ADA\) classes](#) just released in Employee Self Service; search "FMLA" or "ADA"

For information contact: OLM.Admin@montgomerycountymd.gov			
Class	Audience	Date	Time
2022 Montgomery County Black History Month Program: Health & Wellness	All	Feb 16	10:30 am – noon
In Our Own Voices: Telling Our Stories	All	Feb 23	10 – 11:30 am

Mandatory Training			
For information contact: OLM.Admin@montgomerycountymd.gov			
Class	Audience	Date	Time
Limited English Proficiency (LEP)	Mandatory for all front-line employees	Feb 8	1 – 3 pm
Preventing Workplace Harassment	All employees, contractors, and interns	Feb 15	9 am – noon
	Required for		

MLS Mandatory Training Report



2023 Open Enrollment Roadmap to Health



Office of *Human* Resources



September 19 –
October 7, 2022



Employee Open Enrollment Survey

Karen Bass

Manager, Health Insurance

OHR



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Open Enrollment Feedback and Reminders

- Please share your feedback! We invite all employees to take a quick survey to share your feedback with the OHR Health Insurance Team.
- Many thanks in advance for participating; we value your input!

www.surveymonkey.com/r/2023EmployeeOpenEnrollment

- **Week of 10/30:** Employees who increased or elected optional life insurance during OE should look for email from MetLife with link to complete a statement of health (SOH) online.



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:

www.montgomerycountymd.gov/HR/Misc/WeeklyHRLiaisonsMLSOHRMCTime.html

For more information on Timekeeping, visit the MCTime Resources webpage:

www.montgomerycountymd.gov/mctime/resources.html#Events

OHR Website: www.montgomerycountymd.gov/HR

Follow OHR on Twitter! twitter.com/WORK4MCG

Check out our Hiring Process Playbook: tinyurl.com/MCGHiringPlaybook



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