HR Liaisons & MLS Meeting with OHR & MCtime

Friday, October 22, 2021

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

The meeting will begin shortly.

Introduction

Darryl G. Gorman

Senior Advisor

Office of Human Resources (OHR)

Agenda

- Darryl G. Gorman
  - Recruitment Updates

- Kimberly D. Williams and Dieter Klinger
  - Position Requests

- Kimberly D. Williams, Heather Black, and Michael Toney
  - Personal Leave Day Process

- Samuel Frushour
  - I-9 Verification Process Update

- Darryl G. Gorman
  - Telework Process Updates

- Anita Brady
  - Telework: Remote Telephone Access

- Heather Black
  - MCtime Timekeeping Tips

- Question and Answer Session – Moderated by KD Kasunic

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Recruitment Update

- Because of a large increase in volume, OHR asks that Department HR Liaisons and Hiring Managers prioritize their new hire/expected hire requests.
  - ➤ Hiring freeze lifted
  - ➤ Employee retirements

- Make sure that you have regularly scheduled meetings with your assigned OHR Recruitment Specialist.

- Recognize the critical steps in the process and the time that needs to be allocated for each step. Develop a plan for what you will be asking for!
  - ➤ Example: Greatly increased demand for OMS reviews means you need to build in more time.

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Hiring Panels/Hiring Managers

- **Virtual Interviews**
  - ➢ Make sure that you have your camera on when you do a virtual job interview. The applicant must be able to see who is conducting the interview. You represent the County.

- **Interview Quick Tips**
  - ➢ Here, you will find a discussion of how to identify candidates that you should interview; how to select panel members; what types of questions to ask and how to prepare for the interviews. There is also good information on the roles/responsibilities of interview panel chairs and interview panel members.

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Position Requests

Kimberly D. Williams

Division Chief, Strategy and Business Operations & Performance

OHR

Dieter Klinger

Manager

OMB

Position Request Updates

MCG Hiring Freeze Lifted

- Hiring freeze was lifted effective September 28, 2021.

- All Position requests must still be made via the OMB eBudget "All Position Requests" workflow.

- Requests to fill existing positions will be sent directly to OHR Recruitment.

- All other requests will receive normal OMB review before being sent to OHR.
  - ➢ All requests that are not in the approved budget must include written justification.

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Fill Existing Position Requests

- All existing vacancies are submitted via the OMB [eBudget](#) system
  - ➢ **Required as OMB & OHR are using this eBudget workflow for all position requests intake.**
  - ➢ See OMB [eBudget](#) Online Services Instructions
- All existing vacancies are routed from eBudget to OHR Recruitment.
- Position Descriptions (only for job classifications requiring a PD) are strongly recommended to build a repository of position descriptions for all jobs in the County.

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New Position Creation & Vacant Reclassification Requests

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

New Position Creation & Vacant Reclassification Requests

New position creation (*PD documentation*)

- Enter N/A in the Existing Classification Title field.
- Enter TBD or N/A in the Position Number field.
- 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 & Reclassification Requests (Cont.)

- OHR Classification attaches the OHR approved new position creation and/or reclassification packet to the OMB eBudget position workflow.

- OHR Classification routes the classification approval 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 submits a new position creation transaction in Oracle Position Transaction.

- Attach OHR approved classification packet to Oracle record.
  - ➢ See [Create A New Position](#) guide for instructions.
  - ➢ PDF of Approved Budget page or OMB approval of any mid-year change.

- Oracle Position Transaction generates a new position number.

- Department HRL submits the position transaction to OHR for processing and approval in Oracle.

- OHR sends notification to HRL and OMB via Oracle.

- HRL or hiring manager works with OHR Recruiter to post the position.

Vacant Position Reclassification Oracle Process

- Department HRL submits the vacant position reclassification request in Oracle Position Transaction.
  - ➢ A new segment of the position _mus_t be created to process the vacant position reclassification.

- Attach OHR approved reclassification packet in Oracle Position Transaction.
  - ➢ See Reclassify a Vacant Position guide for instructions.

- OHR sends notification to HRL and OMB via Oracle.

- HRL or hiring manager works with OHR Recruiter to post the 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**

Personal Leave Day Process

Kimberly D. Williams
Division Chief, Strategy and Business Operations & Performance
OHR

Heather Black
MCtime Manager
Finance

Michael Toney
Payroll Manager
Finance

Overview of Personal Day Leave

Employee Eligibility

- All full and part-time regular employees

- Full-scope temporary employees

Personal Day Plan (PDP)

- Per Personnel Regulations Section 25-2, MCGEO collective bargaining agreement Section 20.12:
  - ➢ Most unrepresented (including MLS) and MCGEO employees receive three (3) days of personal leave each leave year.
  - ➢ Employees in a department that operate on a 24-hour schedule, or who are in Transit Services, receive a personal leave day and a specific number of compensatory leave hours.

- Per Article 53.5 of the MCGEO Collective Bargaining Agreement:
  - ➢ Full Scope Temporary Employees reaching 1040 hours receive one day of personal day leave in the next calendar year.

- Per Article 14 Section M of the FOP collective bargaining agreement, unit members will receive four personal days at the beginning of each leave year.

- Per Article 6 Section 6.15 IAFF collective bargaining agreement, bargaining unit member assigned to a 2,496-hour work year shall be credited with 48 hours of personal leave at the beginning of each leave year.

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Personal Day Plan

Employee Category	Number of days*
Full-time Regular	3 days
Part-time Regular (prorated)	The number of hours scheduled during a pay period divided by 10
Full Scope Temporary (1040)	1 day in the new calendar year following 1040 hours worked
FOP	4 days
IAFF (2496-hour work year)	48 hours
IAFF (40 or 42-hour work week)	Credited with a prorated number of hours of personal leave

* Prorated based on employee start date

Personal Day Plan (cont)

24-Hour Department Units & Transit Services	Number of Days	Compensatory Leave*
8-hour workday (5x8)	1 day	22 hours
9-hour workday (compressed workweek)	1 day	24 hours
10-hour workday (4x10 workweek)	1 day	26 hours
12-hour workday	1 day	30 hours

*Prorated based on employee start date

Personal Day Leave Process and System

- All job classifications and positions are automated in the OHR [Personal Day and Comp Time Admin Tracking System (mcgov.org)](#).
    - Employees are assigned based on their job classification and position.
    - Department HR Liaisons (HRLs) update during Leave Plan Open Period if necessary (see Leave Plan Open Period).
- Upon hire, employees are initially defaulted to the 3-day Personal Day Plan (PDP) in Oracle system.
- An interface is sent from Oracle to the OHR Personal Day and Comp Time Admin Tracking System bi-weekly.
- An updated file (if necessary) is returned from OHR to Oracle.
- System prorates the updated personal leave days based on the employee start date.

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Leave Plan Open Period

- In December, OHR opens the HR Liaison (HRL) view of the PDP for updates:
  - https://in02.mcgov.org/ojn5/ijn21/ohr/personalday/main.cfm

- Department HRLs must complete the following before the new leave year:
  - Review employees' personal day leave plan assignments in the OHR system.
  - Special attention to the following personnel transactions:
    - Promotions
    - Transfers
    - Reassignments
    - Demotions
  - Update: https://in02.mcgov.org/ojn5/ijn21/ohr/personalday/main.cfm

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Personal Day Leave – New Hires

- New hires are initially defaulted to the 3-day Personal Day Plan (PDP) in the Oracle system.

- An interface is sent from Oracle to the OHR Personal Day and Comp Time Admin Tracking System bi-weekly.
    - Employee personal day plan is verified.
    - An updated file (if necessary) is returned from OHR to Oracle.
    - System prorates the updated personal leave days based on the time an employee was hired.
    - Personal leave days are available on first pay slip after hire.

- New hires in the wrong personal day plan (*see corrections – new hires*).

1a. Corrections – New Hires

The employee's job classification and/or position assignment was incorrect in the Personal Day and Comp Time Admin Tracking System (mcgov.org) at the time of hire.

Department HRL sends an email to OHR to include the following:

Information Required:	Example:
Date of Hire	March 1, 2021
Adjusted Service Date	June 7, 2021
Employee Name	John Doe
Employee ID	12345
Job Classification Code	004466
Job Title	Transit Bus Operator
Position Number	000123
Current Personal Day Plan	1 Day 22 Hours
Correct Personal Day Plan	1 Day 26 Hours
Number of Days/Hours Given at time of Hire	15 Comp Hours
Number of Days/Hours Taken since the Hire Date	0
Department	DOT

1a. Corrections – New Hires (cont.)

OHR reviews and updates as follows:

- Verifies and ensures accuracy of information provided.
- Updates are made in the following databases:
  - Personal Day and Comp Time Admin Tracking System (mcgov.org) in the On-Going Data Section
  - https://in02.mcgov.org/ojn5/ijn21/ohr/personalday/main.cfm in the HRL view
- Submits the information to Payroll for correction. Payroll will provide:
  - The prorated number of days at time of hire for the correct personal day plan.
  - Confirmation of the number of days taken since hire.
  - Confirmation of the pay period where the correction will be reflected.
- Provides information to department HRL.

1b. Corrections – New Hires

The employee's job classification and/or position assignment was not reflected in the Personal Day and Comp Time Admin Tracking System (mcgov.org) at the time of hire and defaulted to 3 days.

Department HRL sends an email to OHR to include the following:

Information Required:	Example:
Date of Hire	March 1, 2021
Adjusted Service Date	June 7, 2021
Employee Name	John Doe
Employee ID	12345
Job Classification Code	004466
Job Title	Transit Bus Operator
Position Number	000123
Current Personal Day Plan	3 Day
Correct Personal Day Plan	1 Day 22 Hours
Number of Days/Hours Given at time of Hire	1 Day
Number of Days/Hours Taken since the Hire Date	0
Department	DOT

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1b. Corrections – New Hires (cont.)

OHR implemented the following steps to prevent default to the 3-day plan incorrectly:

1. Currently validating that all job classifications and positions are automated in the [Personal Day and Comp Time Admin Tracking System (mcgov.org)](#).

2. Any new hire on the Oracle interface that does not map to the [Personal Day and Comp Time Admin Tracking System (mcgov.org)](#) is updated manually in the On-Going Data Section and included in the return file to Oracle biweekly.

Note: if the above steps do not correct the assignment of personal days for the new hire prior to processing, the department HRL must submit information as defined on slide 24.

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Personal Day Leave – Promotions/Transfers/Reassignments

- Employees remain in their current personal day plan until the next leave year.
  - ➢ **Personal days do not change** until the next leave year.

  - ➢ The employee **must be** updated during the Leave Plan Open Period (December).
    - ▪ https://in02.mcgov.org/ojn5/ijn21/ohr/personalday/main.cfm

Note: Please do not submit personal day leave corrections for these personnel transactions.

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Personal Day Leave – Full Scope Temporaries

- Full Scope Temporaries are not included in the OHR [Personal Day and Comp Time Admin Tracking System (mcgov.org)](#) .

- Temporaries will automatically receive **1 personal day** at the beginning of the leave year if:
  - ➤ Employee has Temp Increment Hours balance of at least 1,040 actual hours worked in the prior leave year.

- If temporary employee is a regular employee (no longer temporary) at the <u>beginning </u>of the leave year:
  - ➤ Personal days will be assigned in accordance with the job classification and position in the OHR [Personal Day and Comp Time Admin Tracking System (mcgov.org)](#) .
  - ➤ See Personal Day Leave – Temporaries to Permanent.

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Personal Day Leave – Temporaries to Permanent

- Temporary employees who are hired into permanent positions follow the personal day leave process for new hires.

- See Personal Day Leave – New Hires (slide 21).

OHR Guidelines

- Department HRLs must update https://in02.mcgov.org/ojn5/ijn21/ohr/personalday/main.cfm during the Leave Plan Open Period for the following personnel transactions:
  - ➤ Promotions
  - ➤ Transfers
  - ➤ Reassignments
  - ➤ Demotions

- Personal day leave correction requests should only be submitted for:
  - ➤ New hires
  - ➤ Temporaries converted to Permanent

- All required information must be submitted for the personal day leave correction requests as defined in 1a and 1b Corrections – New Hires (slides 22 & 24).

MCtime Reporting Guidelines – Full Time (AWS)

- **Note**: MCtime system "day" is configured for 8 hours.

- An alternate work schedule is any schedule other than a 5 day, 8 hour shift schedule.

- When an employee on an alternate work schedule records a Personal Day as 9,10,12 or 24 hours used, the Personal Day balance displayed in MCtime <u>appears</u> incorrect.
  - ➢ See <u>Personal Day Usage</u> for the tables displayed to convert the days displayed in MCtime to the actual number of Personal Days remaining.
  - ➢ MCtime is updated from Oracle biweekly (pay week Monday). After the update, the Personal Day balance will be reset with the accurate Oracle balance.

- Personal Day must be charged to a <u>single</u> <u>transfer</u> codes, it cannot be split.

MCtime Reporting Guidelines – Full Time (AWS)

Date	Accrual Value
10/11	3 Days
10/12	1.75
10/13	0.5
10/15	-0.75
11/1 After refresh	0

MCtime Reporting Guidelines – Part Time

- The number of hours that may be taken by a part time employee as a Personal Day is determined by the number of hours that the employee is <u>scheduled</u> to work in a pay period divided by 10.

- When a part time employee is <u>scheduled</u> to work <u>more</u> <u>hours</u> in a day than their pro-rated Personal Day, the employee may add additional leave hours or alter their schedule on another day, with supervisor approval.

- When a 40-hour part time employee is scheduled to work an 8-hour day, and their pro-rated Personal Day is 4-hours, the employee may use 2 Personal Days. **ONE** of the personal days need to have the Reason Code: PTPERDAY listed in the transfer field on MCtime.

MCtime Reporting Guidelines – Part Time

1.6 can be Annual or Comp Leave or worked on another day

Week starting: Sun 10/10								
Pay Code	Transfer	Sun 10/10	Mon 10/11	Tue 10/12	Wed 10		/16	Total
Hours Worked ▼					8.0	8.0	8.0	24.0
Annual Leave ▼	▼			1.6				1.6
Personal Day ▼	▼			6.4				6.4
				8.0	8.0	8.0	8.0	32.0

Week starting: Sun 10/17								
Pay Code	Transfer	Sun 10/17	Mon 10/18	Tue 10/19	Wed 10/20	Thu 10/21	Fri 10/22	Sat 10/23	Total
Hours Worked ▼				8.0	8.0	8.0		8.0	32.0
				8.0	8.0	8.0		8.0	32.0

TOTALS & SCHEDULE   ACCRUALS

All ▼

64 hour work week divided by 10 = 6.4 pro-rated day for Holidays & Personal Days

Account		
LIB 71-2008/LIB 71-1769-/-/-/-/20164/-		
LIB 71-2008/LIB 71-1769-/-/-/-/20164/-	Personal Day	6.4
LIB 71-2008/LIB 71-1769-/-/-/-/20164/-	Regular	56.0
LIB 71-2008/LIB 71-1769-/-/-/-/20164/-	Total Hrs Towar...	64.0

Date	Start Time	End Time		
Sun 10/10				
Mon 10/11				
Tue 10/12	8:00AM	4:00PM		
Wed 10/13	8:00AM	4:00PM		
Thu 10/14	8:00AM	4:00PM		
Fri 10/15				
Sat 10/16	8:00AM	4:00PM		

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MCtime Reporting Guidelines – Part Time

FAQs

1. **Are the personal day leave on a calendar year or fiscal year?**

   Neither. Leave Balances, including Personal Days, are based on a LEAVE year. The last pay period of the leave year includes December 31. The next pay period is the beginning of the new LEAVE year.

2. **If an employee is promoted and should be in a different personal day plan, how should this be handled?**
   Employees who are promoted, transferred, reassigned or demoted will be placed in the correct personal day plan during the Leave Plan Open Period. Employees will not be changed until the next calendar year.

3. **Is the OHR [Personal Day and Comp Time Admin Tracking System (mcgov.org)](#) only open for updates at the end of the calendar year?**
   Currently, Yes. All updates are effective with the new LEAVE year.

4. **If an employee was a new hire but placed in the wrong personal day plan, how should this be corrected?**

   HRL should provide the required information (see slides 22 & 24) to OHR for correction.

5. **If an employee is hired after the first of the year, how are the number of personal days determined?** Employee personal days are prorated by Payroll based on the time in which the employee was hired (see the proration schedule).

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Next Steps

- OHR issues communication to department in December.
  - ➤ Open Period for review and updates to employee Personal Day Plans for upcoming calendar year.
- Department HRLs updates the Personal Day and Comp Time Admin Tracking System.
  - ➤ One-Time Data (Open Enrollment Period Only) Section.
  - ➤ [Personal Day and Comp Time Admin Tracking System (mcgov.org)](#).
- System closes on December 30, 2021.
- Updates are sent to Oracle and are effective the start of the new leave year.

Resources

Lystra.baird@montgomerycountymd.gov

- Personal Day and Comp Time Admin Tracking System

- Processing Corrections

Payroll.finance@montgomerycountymd.gov

- Leave balances

- Payroll processing of corrections

MCtime.Finance@montgomerycountymd.gov

- Reporting of time

I-9 Verification Process Update

Samuel Frushour

Special Assistant to the Director

OHR

I-9 Reverification Process Update

- Federal mandate to physically inspect I-9 documents.

- Return to in-person operations require physical inspection of I-9 documents for those hired during pandemic under mandatory telework.

- Less than 50 I-9s outstanding for physical inspection.

- Notary option to those currently teleworking and out of the area .

- Departments are being notified of employees who have not complied.

Telework Process Updates

Darryl G. Gorman

Senior Advisor

Office of Human Resources (OHR)

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Director-level Telework Approval

- Reinstated the director-level approval as the final approval level for telework agreement requests.

- When supervisor approves or denies, they will select a director-level approver to send the telework request to for final decision.

- Supervisors who are also director-level approvers will have final decision on their direct reports' requests.

- Updates to director/designees can be sent to telework@montgomerycountymd.gov.

Telework Position Eligibility Templates Due Monday

- TMOs need to send back completed eligibility templates to telework@montgomerycountymd.gov by October 25, 2021.

- Information will be aggregated and analyzed for themes and shared with union partners per MCGEO agreement on telework.

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Telework: Remote Telephone Access

Anita Brady

Manager, Training & Organizational Development

OHR

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Telephone Access From a Remote Work Location

- All County employees who are teleworking are required to have access to their telephone during normal business hours to maintain County department continuity of operations.

- Teleworkers who do not currently have access to their County telephone at their remote work location should contact the staff in charge of telecommunications/IT requests in their department.
    - ➢ If you are not sure who to contact in your department, you can call the County's IT Help Desk at 240-777-2828 for assistance with any telecommunications-related requests.

- Guidance will be sent to all teleworkers providing information about how to request and set up County telephone access from a remote work location.

- Please ensure that all staff who are teleworking are informed of this telecommunications resource.

MCtime Timekeeping Tips

Heather Black

MCtime Manager

Finance

Timekeeping Resources

Website: www.MontgomeryCountyMD.gov/MCtime

- Find the latest (and prior)
  - ➢ Timekeeping Guidance October 10 - To Be Determined (TBD), 2021 Pay Period
  - ➢ The County has transitioned out of "situational telework" status, although employees can still engage in situational or recurring telework, with supervisor approval.

- Find the Current Project-Task-Expenditure Org Crosswalk:
  - ➢ COVID_19_Special_Event_Crosswalk_October_6_2021
  - ➢ To be updated quarterly, or as needed.

Timekeeping – Reason Code

- Example 2 – Reason Code: TELECOVD disabled – use Reason Code: TELEWORK for any remote work.

Add Row	Pay Code	Transfer	Sun 10/10	Mon 10/11
⊞	Hours Worked ⌄	////TELEWORK// 🔍	☐	8.0
			0.0	8.0

- Example 4 – Reason Code: MLSCOVID disabled.

- Search and Select to add a Reason Code.
  - ➤Never type it in. Never cut and paste.
  - ➤See Employee Tasks Job Aid for guidance.

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Timekeeping – Example 8 - Reason Code: ADMCOVID

8) Employee with absence related to COVID-19 or Healthcare provider directed Quarantine*

Healthcare Directed Absence

All Employees (Regular or Temporary), who have been directed by a healthcare provider to quarantine or self-isolate, due to symptoms, exposure, or awaiting or receiving a positive COVID-19 test result will be provided administrative leave for the mandated self-isolation/self-quarantine period.

Per the 9/30/2021: Updated Supervisor Guidelines: What to Do If an Employee Becomes Sick or Exposed to COVID-19. Employees who believe they've been exposed no longer need to contact DHHS. Employees now must contact their department COVID-19 POC (in addition to their healthcare provider) who will assess whether there's a need for quarantine based on latest CDC guidelines. Admin leave should **only** be used if CDC guidelines indicate quarantine is needed based on the scenario, otherwise the employee can continue to report to work (onsite or approved telework) or use personal leave.

Review Administrative Leave Usage

- Review All Administrative Leave Types for Accuracy.
  - ➢ Coordinate with Departmental COVID-19 Point of Contact (POC) to VERIFY current status of any COVID-19 Administrative Leave.
- Verify that Reason Codes are applied – new Friday reports (Current PP).

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Timecard Reminders

- Perform Pay Period Close Checklist.

- Meet (Review, Edit and) Approval Deadlines.

- Technical Issues?

  ➢ Use the **Edge** Browser.

  ➢ Call the Help Desk at 240-777-2828.

- **Need Timekeeping Help?** Email: **MCtime@montgomerycountymd.gov**

Q & A

Moderated by KD Kasunic

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

For more information on telework, visit the County Telework Program Webpage:
www.montgomerycountymd.gov/telework