This is a searchable document, to search, hold down CTRL and click F and enter the pay code or other text you are looking for.

The document is categorized as follows:

MCGEO and UNRP Pay Codes (may also apply to other CBA's) are found on rows 4 - 132.
Specific IAFF Codes are found on rows 134 - 158.
Specific FOP Codes are found on rows 160 - 189.

R O W	MCtime Pay Code	DESCRIPTION ** Descriptions are to be used as an aid in completing timecards; however, the MCPR and CBA's are the governing documents.	USED IN PLACE OF OR IN ADDTION TO "HOURS WORKED"	MCPR REFERENCE or Collectively Bargained Contract (CBA)	PAY SLIP DESCRIPTION
**MCGEO & UNRP Codes (may also apply to other CBAs)**
4	**Admin Leave - Bereavement**	To record administrative leave used upon the death of a family member or relative. Limited to 3 work days for each occasion.	IN PLACE OF	MCPR: 21-2 MCGEO CBA: 19.1(f)	Admin Leave Pay
5	**Admin Leave - Cnty Facility Clsd**	To record administrative leave granted by the CAO when a dangerous or unhealthy situation exists at a County facility.	IN PLACE OF	MCPR: 21-1(b) MCGEO CBA: 19.1(a)	Admin Leave Pay
6	**Admin Leave - Court Appearance**	To record administrative leave when an employee is subpoenaed to appear in court when: It is unrelated to their official duties (because if it is related to their official duties, it would not be Administrative Leave, but "Hours Worked") AND They are not the plaintiff or defendant (because if they are a party in the case, they will need to use a Personal Leave type).	IN PLACE OF	MCPR: 21-1(e) MCGEO CBA: 19.1(d)	Admin Leave Pay
7	**Admin Leave - General Emergency**	To record administrative leave granted by the CAO during a declared time of general emergency.	IN PLACE OF	MCPR: 21-1(a) MCGEO CBA: 19.1(a)	Admin Leave Pay
8	**Admin Leave - Jury Duty**	To record administrative leave used when required to serve on a jury or to be present for jury selection.	IN PLACE OF	MCPR: 21-1(f) MCGEO CBA: 19.1(d)	Admin Leave Pay
9	**Admin Leave - MCGEO Business**	To record administrative leave used by MCGEO executive board members, shop stewards and other Union representatives to perform specific Union related activities. Use with appropriate REASON code.	IN PLACE OF	MCGEO CBA: 36.1 through 36.5	Admin Leave OPT / Admin Leave SLT

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10	Admin Leave - Military - Active	Any full-time or part-time employee who is called to active duty during a national emergency or under presidential authority is entitled to use 15 workdays of paid administrative leave. This is in addition to any other administrative leave used for military training during the year. This leave should be used when the employee is initially called to active duty, so as to act as a pay buffer until the County receives information from the employee about the employee's military pay and allowances, and determines the amount of the salary supplement, if appropriate. Per CAO letter dated 10/9/2001, Important Announcement regarding Montgomery County Employees who are called to Active Military Duty.	IN PLACE OF	MCPR: 21-1(h) 22-2	Admin Leave Pay
11	Admin Leave - Military Res Trng	To record administrative leave to a County employee that is a member of the Maryland organized militia who must report to inactive military training. Limited to no more than 15 workdays per year.	IN PLACE OF	MCPR: 22-5 MCGEO CBA: 19.1(g)	Admin Leave Pay
12	Admin Leave - Other	To record administrative leave under other circumstances where the CAO determines that granting administrative leave is in the best interest of the County. Typically used with a Reason Code to specify the justification.	IN PLACE OF	MCPR:21-1(j) MCGEO CBA: 19.1(e)	Admin Leave Pay
13	Admin Leave - Prof Improvement	To record administrative leave used when required to attend officially approved meetings, conferences, seminars or training or as paid professional improvement leave. **Note:** This code is not used for County sponsored, in-house, training; for which Hours Worked should be used.	IN PLACE OF	MCPR:21-1(d) MCGEO CBA: 19.1(c) & (i)	Professional Improvement Lv

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14	Admin Leave - Relieved From Duty	To record administrative leave for an employee that has been relieved from duty. Examples of use could be: pending a medical examination, pending an investigation or court proceeding, pending a resignation date. While on paid Administrative Leave, the employee is required to respond to emails or telephone calls from the employer. Failure to respond to employer may result in LWOP substitution.	IN PLACE OF	MCPR:21-1(c) MCGEO CBA: 19.1(b)	Admin Leave Pay
15	Admin Leave - Temp Disability	To record administrative leave when injured on the job, until the Risk Management Division of the Department of Finance determines if the employee is eligible for disability leave. This code should be used in full or half day increments only.	IN PLACE OF	MCPR:21-1(i) MCGEO CBA: 17.3	Admin Leave Injury
16	Admin Leave - Temp Disability-FMLA	To record administrative leave when injured on the job, until the Risk Management Division of the Department of Finance and OMS determine if the employee is eligible for disability leave that is used in conjunction with FMLA (Family and Medical Leave Act) leave. This code should be used in full or half day increments only.	IN PLACE OF	MCPR:21-1(i) MCGEO CBA: 17.3	Admin Leave Injry FMLA
17	Admin Leave - Union Elected	To record administrative leave for elected union officials, per the CBA. This code can be used by elected officials in MCGEO, IAFF or FOP.	IN PLACE OF	MCGEO CBA: 19.1(h)	Admin Lv Un
18	Annual Leave	To record the use of accrued annual leave that was scheduled in advance with supervisory approval.	IN PLACE OF	MCPR:16-6(a) MCGEO CBA: 14.6	Annual Taken
19	Annual Leave - Unscheduled	To record the use of accrued annual leave that was not scheduled and approved by the supervisor in advance. Use of this pay code impacts eligibilbty for Holiday Premium Pay or the calculation of overtime, when overtime was worked on the day preceding the unscheduled absence. There are Job Aides to assist Managers in doing this.	IN PLACE OF	MCPR:16-11 MCGEO CBA: 14.12	Ann Lv Unsched Tkn

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20	**Annual Leave - With FMLA**	To record the use of accrued annual leave that is used in conjunction with FMLA (Family and Medical Leave Act) leave as approved by OMS.	IN PLACE OF	MCPR:16-6(a) MCGEO CBA: 14.6	Ann Lv FMLA Taken
21	**Annual Leave - With Parental Lv**	To record the use of accrued annual leave that is used in conjunction with Parental Leave.	IN PLACE OF	MCPR:20-4(a) MCGEO CBA: 18.1	Ann Lv Parental Tkn
22	**AWOL - Absence without Leave**	The pay code may be used by a supervisor to record an employee's absence from work if: 1) the employee fails to report to work, 2) leaves the work site prior to the end of the workday without supervisor approval, 3) fails to notify the supervisor of an absence from work under existing department policies/practices, or 4) obtains approval for an absence for fraudulent reasons.	IN PLACE OF	MCPR:15-8 MCGEO CBA: 16.10	AWOL
23	**Call Back Pay**	To use when an employee is required to return to work to perform unanticipated and unscheduled work assignments to fulfill an operational need. Compensation is received as pay. A minimum of 3 hours must be paid at 1.5 times the employee's hourly rate.	IN PLACE OF	MCPR:10-13 MCGEO CBA: 5.18	Overtime Pay
24	**Call Back Pay CL3**	To use when an employee is required to return to work to perform unanticipated and unscheduled work assignments to fulfill and operational need. Compensation is received as compensatory leave.	IN PLACE OF	MCPR:10-13 MCGEO CBA: 5.18	Added to Comp Leave Balance
25	**CL1 - Comp Lv Earned-1 hr EQ .5**	For use only if an employee that has excess hours in FLSA thresholds, but typically has not met the expected scheduled hours in a pay period. May also be used if excess hours are the result of a change in reporting periods or failure to work a transition schedule.	ADDITION	Fair Labor Standards Act - FLSA	Added to Comp Leave Balance

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26	CL2 - Comp Lv Earned-1 hr EQ 1.0	System generated compensatory leave earned based upon the total hours worked. Generally, overtime compensation will be paid in the form of compensatory leave on a one hour worked = one hour earned basis for exempt employees in job classes at a pay grade of 25 or above. Under special circumstances, a supervisor may convert this compensatory leave to paid overtime by using the Pay Code Move function in MCtime.	N/A	MCPR: 10-7(c)(3)(b) 10-7(f)(2) MCGEO CBA: 5.10 (a)	Added to Comp Leave Balance
27	CL3 - Comp Lv Earned-1 hr EQ 1.5	System generated compensatory leave earned based upon the total hours worked. Generally, excess hours will be paid in the form of compensatory leave of 1 hour worked = 1 1/2 hours earned basis for exempt employees in job classes at a pay grade of 24 or below. Under special circumstances, a supervisor may convert this compensatory leave to paid overtime by using the Pay Code Move function in MCtime.	N/A	MCPR: 10-7(c)(3)(b) 10-7(f)(2) MCGEO CBA: 5.10 (b)	Added to Comp Leave Balance
28	CL3 at 1.5 36 HR Week	For employees working a 12 hour schedule, CL3 - Comp Lv Earned-1 hr EQ 1.5 (see above) for employees in a 36 hour scheduled week.	Addition	MCPR: 10-7(c)(3)(b) 10-7(f)(2) MCGEO CBA: 5.10 (b)	Added to Comp Leave Balance
29	CL3 at 1.5 44 HR Week	For employees working a 12 hour schedule, CL3 - Comp Lv Earned-1 hr EQ 1.5 (see above) for employees in a 44 hour scheduled week.	N/A	MCPR: 10-7,10-8 MCGEO CBA: 5.10, 5.11	Added to Comp Leave Balance
30	CLE at 1.0 36 HR Week	For employees working a 12 hour schedule, CL2 - Comp Lv Earned-1 hr EQ 1.0 (see above) for employees in a 36 hour scheduled week.	N/A	MCPR: 10-7,10-8 MCGEO CBA: 5.10, 5.11	Added to Comp Leave Balance
31	CLE at 1.0 44 HR Week	For employees working a 12 hour schedule, CL2 - Comp Lv Earned-1 hr EQ 1.0 (see above) for employees in a 44 hour scheduled week.	N/A	MCPR: 10-7,10-8 MCGEO CBA: 5.10, 5.11	Added to Comp Leave Balance
32	CLE at 1.5 36 HR Week	For employees working a 12 hour schedule, CL3 - Comp Lv Earned-1 hr EQ 1.5 (see above) for employees in a 36 hour scheduled week.	N/A	MCPR: 10-7,10-8 MCGEO CBA: 5.10, 5.11	Added to Comp Leave Balance

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33	CLE at 1.5 44 HR Week	For employees working a 12 hour schedule, CL3 - Comp Lv Earned-1 hr EQ 1.5 (see above) for employees in a 44 hour scheduled week.	N/A	MCPR: 10-7,10-8 MCGEO CBA: 5.10, 5.11	Added to Comp Leave Balance
34	CLE - 1.0 Unscheduled	System generated compensatory leave earned based upon the total hours worked. Generally, excess hours will be paid in the form of compensatory leave on a one hour worked = one hour earned basis for exempt employees in job classes at a pay grade of 25 or above. Under special circumstances, a supervisor may convert this compensatory leave to paid overtime by using the Pay Code Move function in MCtime.	N/A	MCPR: 10-7,10-8 MCGEO CBA: 5.10, 5.11	Added to Comp Leave Balance
35	CLE - 1.5 Unscheduled	System generated compensatory leave earned based upon the total hours worked. Generally, excess hours will be paid in the form of compensatory leave on a one hour worked = 1.5 hour earned basis for exempt employees in job classes below pay grade 24. Under special circumstances, a supervisor may convert this compensatory leave to paid overtime by using the Pay Code Move function in MCtime.	N/A	MCPR: 10.7(c)	Added to Comp Leave Balance
36	CL4 - Comp Lv Earned-1 hr EQ 2.0	For use only if an employee that is eligible to earn Holiday Premium Pay at 2.0 requests to receive compensatory leave in lieu of Holiday Premium Pay. Conversion of hours from Holiday Premium Pay to Compensatory Leave must be performed by a supervisor via the "move" function in MCtime.	N/A	MCPR: 24-8(b)	Added to Comp Leave Balance
37	CLH - Comp Lv Earned for Holiday	If an observed holiday falls on a full time employee's regular day off and the employee does not select an alternate day off within the pay period, an equivalent number of compensatory leave earned hours should be recorded as the holiday benefit. All part time employees that are not scheduled to work on the observed holiday will receive a prorated holiday benefit in the form of compensatory leave hours earned.	N/A	MCPR: 24-5(b)(2)	Comp Lv E r n HOL

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38	**Comp Leave Earned - HWY Services**	Used primarily by Payroll to record Comp Leave Earned for Highway Services (DOT).	N/A	MCPR: 10.7(c)	Comp Leave Earned
39	**Comp Leave Used**	To record the use of compensatory leave that was scheduled and approved by the supervisor in advance. Comp Leave earned in one pay period is not available for use until the next pay period.	IN PLACE OF	MCPR: 10-8(b)	Comp Leave Taken
40	**Comp Leave Used - Parental Leave**	To record the use of compensatory leave that is used in conjunction with Parental Leave.	IN PLACE OF	MCPR: 20-4(a)	Comp Lv Parntl Tkn
41	**Comp Leave Used - Unscheduled**	To record the use compensatory leave that was not scheduled and approved by the supervisor in advance. Use of this pay code impacts eligibilbity for Holiday Premium Pay or the calculation of overtime, when overtime was worked on the day preceding the unscheduled absence. There are Job Aides to assist Managers in doing this.	IN PLACE OF	MCPR: 10-8(b), 10-7(d)(2)	Comp Leave Taken
42	**Comp Lv Supp Used**	To record the use of compensatory leave - supplemental that was scheduled and approved by the supervisor in advance. Comp Leave Supplemental - (previously CLM or Top of Grade) accrual is awarded by OHR and the amounts in this accrual bucket must be used by the time an employee terminates with the County. Remaining accrual balances will not be paid out. This accrual is not subject to annual maximums or rollovers.	IN PLACE OF	MCGEO CBA: SEC.12	Comp Lv Supp Taken
43	**Comp Lv Supp Used-Unschd**	To record the use of compensatory leave - supplemental that was not scheduled and approved by the supervisor in advance. Use of this pay code impacts eligibilbity for Holiday Premium Pay or the calculation of overtime, when overtime was worked on the day preceding the unscheduled absence. There are Job Aides to assist Managers in doing this.	IN PLACE OF	MCGEO CBA: 5.11	Comp Lv Supp Unsch
44	**Comp Lv Supp Used - Parental**	To record the use of compensatory leave - supplemental that is used in conjunction with Parental Leave.	IN PLACE OF	MCGEO CBA: 18.1	Comp Lv Supp Parent

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45	**Comp Lv Supp Used - With FMLA**	To record the use of compensatory leave - supplemental that is used in conjunction with FMLA (Family Medical Leave Act) leave as approved by OMS.	IN PLACE OF	MCGEO CBA: 10.8	Comp Lv Supp FMLA
46	**Court OT 1.0 - SHF,CORR, POLICE**	Same as Court OT 1.5 - SHF,CORR, POLICE, except pays at the 1.0 rate for employees over Grade 25	IN PLACE OF	MCGEO CBA: 5.27 / FOP CBA: ART 10	OT GD 25 Above
47	**Court OT 1.5 - SHF,CORR, POLICE**	To record time for officer attending court (to include MVA hearings, grand jury, deposition, or other job related administrative hearings, e.g. workers compensation, liquor board, hearing board(s) when summoned as a witness on his or her regular day off or during non-regularly scheduled working hours shall be guaranteed a minimum compensation of three (3) hours at a rate of one and one-half times (1.5) the member's regular hourly rate regardless of the actual time spent in court unless the officer works more than three (3) hours when not regularly scheduled or when off-duty. If the officer works more than three (3) hours, he or she shall be compensated at the rate of one and one-half times (1.5) his or her regular hourly rate for every hour spent in court. When an off-duty officer is required to appear in court two or more times during the initial three hour period, the officer will not be entitled to receive additional compensation until three hours have elapsed since he or she initially appeared in court that day.	IN PLACE OF	MCGEO CBA: 5.27 / FOP CBA: ART 10	Overtime Pay
48	**Disability Lv-Work Comp**	Used by a supervisor or admin to record hours for which an employee is unable to perform work due to a work related injury or illness and is receiving workers' compensation benefits for a temporary disability. This code should be used in full or half day increments only.	IN PLACE OF	MCPR: 18-1	Disability Pay / DAL Flat Amount / Disability Adj

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49	**Disability Lv-Work Comp w FMLA**	Used by a supervisor or admin to record hours for which an employee is unable to perform work due to a work related injury or illness and is receiving workers' compensation benefits for a temporary disability that is used in conjunction with FMLA (Family Medical Leave Act) leave as approved by OMS. This code should be used in full or half day increments only.	IN PLACE OF	MCPR: 18-1	Disability Pay FMLA / DAL Flat Amount / Disability Adj
50	**Emergency Pay**	To record hours worked during a declared general emergency for which the employee was required to work. These hours should be recorded in addition to recording regular "HOURS WORKED" on the timecard. MLS employees are not eligible for Emergency Pay.	ADDITION	MCPR:10-14	Emergency Pay
51	**Extradition CLE for Sheriff Only**	To be used by Deputy Sheriffs only - with the prior approval of the Sheriff, a deputy sheriff who is on extradition overnight for one (1) or more nights shall receive four (4) hours of Compensatory Leave for one night only.	ADDITION	MCGEO CBA Appendix I (l)	Comp Lv 1_5x
52	**Family Sick Leave**	To record sick leave hours used when a member of the employee's immediate family is ill, injured or medically quarantined; or has a medical, dental or optical examination or treatment. Family sick leave hours available for use are limited to the number of sick leave hours earned in a year (i.e. 120 hours for most full time employees).	IN PLACE OF	MCPR: 17-7 MCGEO CBA: 15.1(b)	Family Sick Lv Taken

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53	**Family Sick Leave - Unscheduled**	To record sick the use of accrued and authorized family sick leave hours not scheduled in advance and used when a member of the employee's immediate family is ill, injured or medically quarantined; or has a medical, dental or optical examination or treatment. Family sick leave hours available for use are limited to the number of sick leave hours earned in a year (i.e. 120 hours for most full time employees). Use of this pay code impacts eligibilbity for Holiday Premium Pay or the calculation of overtime, when overtime was worked on the day preceding the unscheduled absence. There are Job Aides to assist Managers in doing this.	IN PLACE OF	MCPR: 17-7 MCGEO CBA: 15.1(b)	Family Sick Lv Taken
54	**Family Sick Leave - With FMLA**	To record the use of accrued and authorized Family Sick Leave that is used in conjunction with FMLA (Family and Medical Leave Act) leave as approved by OMS.	IN PLACE OF	MCPR: 17-7, 19-6(d)	Fam SickLv FMLA Tkn
55	**FO2 - Field Training OT-MCGEO**	To record hours worked during which the employee was assigned to train a new unit employee. Applies to Bus Operators, Police Telecommunicators, Correctional Officers and Deputy Sheriffs. This pay code should be used when the employee is working in overtime status.	ADDITION	MCGEO CBA-Article 5.23	FTO OT
56	**FT2 - Field Training Diff-MCGEO**	To record hours worked during which the employee was assigned to train a new unit employee. Applies to Bus Operators, Police Telecommunicators, Correctional Officers and Deputy Sheriffs. This pay differential pay code should be used in conjunction with the Hours Worked pay code.	ADDITION	MCGEO CBA - Article 5.23	FTO Bus Reg

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57	Flex Hours Worked	This pay code may be used by employees on a Compressed Schedule to flex hours worked between workdays WITHIN THE SAME WORK WEEK. (Total Flex Hours worked must net to zero for the work week.) The pay code may may also be used by EXEMPT employees on all schedules to flex hours between work weeks within the same payroll reporting period. (Total Flex Hours Worked for the payroll period must net to zero.)	IN PLACE OF	MCPR: 15-3(e)(2)	Regular Pay
58	Flex Hours Worked with ML1	This pay code may used when an employee with Multilingual Pay Differential at the Basic Level needs to use the Flex Hour Worked Code (described above).	IN PLACE OF	MCPR: 15-3(e)(2)	Regular Pay & Multi Ling 1
59	Flex Hours Worked with ML2	This pay code may used when an employee with Multilingual Pay Differential at the Advanced Level needs to use the Flex Hour Worked Code (described above).	IN PLACE OF	MCPR: 15-3(e)(2)	Regular Pay & Multi Ling 2
60	FMLA Leave - HWY Services Only	For HWY Services employees. Family Medical Leave as approved by OMS is recorded in addition to the leave type used.	ADDITION	MCPR: 15-3(e)(2)	Family Lv Act
61	HOL - Holiday Leave	Paid leave credited to an employee when an observed holiday falls on a scheduled work day. May also be used to record an alternative day off for an employee, if the observed holiday falls on an unscheduled day.	IN PLACE OF	MCPR: 24-5(a) 24-5(b)	Regular Pay
62	HDP - Holiday Pay	If an observed holiday falls on a full time employee's regular day off, the department director may offer the employee pay as a holiday benefit only if the department director would have to pay overtime to another employee if the employee took an alternate day off. This pay code may only be entered on an employee's timecard by a supervisor.	ADDITION	MCPR: 24-5(b)	Holiday Pay

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63	HP1 - Holiday Premium Pay at 1.5	System calculated holiday premium pay calculated at 1 1/2 times the employees hourly pay rate for work performed on a holiday that falls on the employees regular workday. All hours worked on the holiday should be recorded using the Hours Worked pay code.	ADDITION	MCPR: 24-7	Holiday Prem 1
64	HP2 - Holiday Premium Pay at 2.0	System calculated holiday premium pay calculated at two times the employee's hourly pay rate for work performed on a holiday that falls on an unscheduled workday. The actual hours worked on the holiday should be recorded using the Hours Worked pay code.	ADDITION	MCPR: 24-7	Holiday Prem 2
65	HP1 - Not Paid - Unsch Absence	Manual entry performed by the supervisor as a Pay Code Move to change HP1 (pay) to HP1 - Not Paid when employee is AWOL either workday before or after the holiday or is in non-pay status on both last work day before and first workday after the holiday or when Holiday is followed by an unscheduled absence.	IN PLACE OF HP1 Premium Pay	MCGEO CBA: 24-9(b)(3) 20.5(a)	N/A
66	Hours Worked	Used by employees to record ALL hours worked regardless of the total number of hours worked in a day or week or whether the excess hours are considered overtime hours.	N/A	N/A	Regular Pay
67	K9 - Police & Sheriff Only	Used by Police and Sheriff Only to record the allotted daily time for care and maintenance of canine officers in their care.	ADDITION	MCGEO CBA: Appendix1 SHF (h) / FOP CBA: 5A	Overtime Pay
68	Leave Without Pay	Used by employees to record approved UNPAID hours for which the employee is absent from work.	IN PLACE OF	MCPR: 23	Lve Without Pay / Default Lv W_O Pay
69	Leave Without Pay - FMLA	Used by employees to record approved UNPAID leave hours for which the employee is absent from work that are used in conjunction with FMLA leave (Family and Medical Leave Act leave) as approved by OMS.	IN PLACE OF	MCPR: 23-4(a)(1)	Lv W_O FMLA Pay

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70	Leave Without Pay - Parental Lv	Used by employees to record approved UNPAID hours for which the employee is absent from work that are used in conjunction with Parental Leave.	IN PLACE OF	MCPR: 20-4(a), 23-4(a)(2)	Lv W_O Pay Parental
71	OTL - DOCR - Overtime Lunch	Used by Department of Corrections Only to record the half hour meal break for employees in designated job classes unable to leave the facility for their meal break. This code is pre-populated in timecard schedules, not configured to calculate dynamically.	ADDITION	Grievance	Overtime Lunch
72	LO3 - Paid Meal for SD3 OT 2p-11	Differential paid to Department of Corrections Only for meal break (above) when the employee shift begins 2pm -10:59 pm.	ADDITION	Grievance	Lunch Diff OT3
73	LO4 - Paid Meal for SD4 OT 11p-7	Differential paid to Department of Corrections Only for meal break (above) when the employee shift begins 11pm - 6:59 am.	ADDITION	Grievance	Lunch Diff OT4
74	LP1 - Library Page Living Wage	Differential used by Grandfathered Library Pages.	ADDITION	Grievance	Library Page Rate
75	Medical Chrge Nurse Differential	Used by Department of Corrections Only to record the differential for any nurse who is identified as the medical charge nurse.	ADDITION	MCGEO CBA: Appendix IV DOCR (k)	Med Nurse Diff
76	Medical Charge Nurse Overtime	Used by Department of Corrections Only to record the differential for any nurse who is identified as the medical charge nurse during overtime hours.	ADDITION	MCGEO CBA: Appendix IV DOCR (k)	Med Nurse OT Diff

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77	**Military Leave**	For use by a County employee member of the Maryland organized militia who is called to active duty under the authority of the Maryland governor for the period of actual service. This does not include inactive duty training. Also applies to members of the U.S. armed forces or National Guard that are involuntary called to active duty under the authority of the President or a national emergency. These employees are entitled to receive County pay reduced by all pay and allowances received from the military except for separation allowances.	IN PLACE OF	MCPR: 22-2(c), S22-2(a)	Military Leave / Military Leave Adj
78	**ML1 - Multilingual Basic**	System generated Multilingual Pay Differential paid to employees certified by OHR at the Basic level. The differential is paid based on all regular hours worked.	ADDITION	MCPR: 10-9(c) MCGEO CBA: 5.4(a)	Multi Ling 1
79	**MO1 - Multilingual OT Basic**	System generated Multilingual Pay Differential paid to employees certified by OHR at the Basic level. The differential is paid on all excess hours.	ADDITION	MCPR: 10-9(c) MCGEO CBA: 5.4(c)(2)	Multi Ling OT 1
80	**ML2 - Multilingual Advanced**	System generated Multilingual Pay Differential paid to employees certified by OHR at the Advanced level. The differential is paid based on all regular hours worked.	ADDITION	MCPR: 10-9(c) MCGEO CBA: 5.4(b)	Multi Ling 2
81	**MO2 - Multilingual OT Advanced**	System generated Multilingual Pay Differential paid to employees certified by OHR at the Advanced level. The differential is paid on all excess hours.	ADDITION	MCPR: 10-9(c) MCGEO CBA: 5.4(c)(2)	Multi Ling OT 2
82	**ME1- Multilingual Basic ECC .5**	System generated Multilingual Pay Differential paid to ECC employees certified by OHR at the Basic level. The differential is paid based on all regular hours worked.	ADDITION	MCPR:10-9(c) MCGEO CBA: 5.4(a)	Multi Ling 1
83	**ME2 - Multilingual Adv ECC .5**	System generated Multilingual Pay Differential paid to ECC employees certified by OHR at the Advanced level. The differential is paid based on all regular hours worked.	ADDITION	MCPR:10-9(c) MCGEO CBA: 5.4(a)	Multi Ling 2

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84	OT at 1.0 - Overtime	System generated pay for excess hours applicable to exempt employees, grades 25 and above that is calculated based upon total hours worked. Generally, excess hours are paid in the form of compensatory time and is calculated as 1 hour worked = 1 hour. At employee request, a supervisor may convert compensatory leave to overtime pay earned by using the Pay Code Move function in MCtime.	ADDITION	MCPR: 10-7(c), 10.7(f) MCGEO CBA: 5.10(a)	OT GD 25 Above
85	OT at 1.5 - Overtime	System generated pay for excess hours applicable to exempt employees, below grade 25 and non-exempt employees. Generally, excess hours are calculated at the rate of 1 hour worked = 1 1/2 hours of overtime pay for all employees in job classes that are non-exempt from the Fair Labor Standards Act. At employee request a supervisor may convert this overtime pay to compensatory time earned by using the Pay Code Move function in MCtime.	ADDITION	MCPR: 10-7(c), 10.7(f)	Overtime Pay
86	OT at .5 44 HR Week - Overtime	For 12 hour employees only, system generated overtime pay that is calculated based upon total hours worked. In the employee's "Long" 44 hour week employee receives system generated OT at .5, if no OT is worked in the "Short" 36 hour week. If OT is worked in the short week, system offsets the 4 hours of .5 premium, hour for hour for all employees in job classes that are non-exempt from the Fair Labor Standards Act.	ADDITION	MCPR: 10-7 DOCR MOA (Sept 2010)	Overtime 0_5x

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87	OT at 1.5 36 HR Week - Overtime	For 12 hour employees only, system generated overtime pay that is calculated based upon total hours worked. Generally, overtime compensation will be paid in the form of pay and is calculated as 1 hour worked = 1 1/2 hours of overtime pay for all employees in job classes that are non-exempt from the Fair Labor Standards Act. This is the code used for overtime in the "Short" 36 hour week.	ADDITION	MCPR: 10-7 DOCR MOA (Sept 2010)	Overtime Pay
88	OT at 1.5 44 HR Week - Overtime	For 12 hour employees only, system generated overtime pay that is calculated based upon total hours worked. Generally, overtime compensation will be paid in the form of pay and is calculated as 1 hour worked = 1 1/2 hours of overtime pay for all employees in job classes that are non-exempt from the Fair Labor Standards Act. This is the code used for overtime in the "Long" 36 hour week.	ADDITION	MCPR: 10-7 DOCR MOA (Sept 2010)	Overtime Pay
89	OT at 1.5 on Unscheduled Day	System generated overtime pay that is calculated based upon total hours worked. Generally, overtime compensation will be paid in the form of pay and is calculated as 1 hour worked = 1 1/2 hours of overtime pay for all employees in job classes that are non-exempt from the Fair Labor Standards Act . This is the code used for overtime on an unscheduled day.	ADDITION	MCPR: 10-7	Overtime Pay
90	Overtime Due To Schedule Change	To record .5 Overtime Premium Differential owed to an employee when employee's schedule is changed without notice.	ADDITION	MCPR: 10-7	Overtime 0_5x
91	Overtime Premium at .5	To record .5 Overtime Premium Differential owed to an employee when employee is due Overtime because of hours worked in the overtime calculation period typically caused by a failure to transition for a change in the pay period display due to a Compressed Schedule.	ADDITION	MCPR: 10-7	Overtime 0_5x

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92	ECC Adjust -OT at .5 44 HR Week	To record .5 Overtime Premium Differential owed to an employee for additional hours in the 44 hour week. Mostly system generated.	ADDITION	MCPR: 10-7	Overtime 0_5x
93	Paid Time Off	For use by Directors & MLS employees only that participate in the RSP or GRIP. To record the use of accrued Paid Time Off.	IN PLACE OF	MCPR:16-12, 17-16	PTO Taken
94	Paid Time Off - With FMLA	For use by Directors & MLS employees only that participate in the RSP or GRIP. To record the use of accrued Paid Time Off that is used in conjunction with FMLA (Family and Medical Leave Act) leave as approved by OMS.	IN PLACE OF	MCPR:16-12, 17-16	PTO FMLA Taken
95	Paid Time Off - With Parental Lv	For use by Directors & MLS employees only that participate in the RSP or GRIP. To record the use of accrued Paid Time Off that is used in conjunction with Parental Leave.	IN PLACE OF	MCPR:16-12, 17-16, 20-4	PTO Parental Lv Tkn
96	Personal Day	To record the use of one or more accrued Personal Days. Time used is recorded as hours; however Personal Days must be taken in whole day increments. Personal days are pro-rated for Part-time employees.	IN PLACE OF	MCPR: 25-3	Personal Day Taken
97	Personal Day - Unscheduled	To record the use of one or more accrued Personal Days that were not scheduled and approved by a supervisor in advance. Time used is recorded as hours; however Personal Days must be taken in whole day increments. Personal days are pro-rated for Part-time employees. Use of this pay code impacts eligibilbity for Holiday Premium Pay or the calculation of overtime, when overtime was worked on the day preceding the unscheduled absence. There are Job Aides to assist Managers in doing this.	IN PLACE OF	MCPR: 25-3	Personal Day Taken

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98	Personal Day - With FMLA	To record the use of one or more accrued Personal Days used in conjunction with FMLA (Family Medical Leave Act) as approved by OMS. Time used is recorded as hours; however Personal Days must be taken in whole day increments. Personal days are pro-rated for Part-time employees.	IN PLACE OF	MCPR: 25-3, 19-5(b)	Pers Day FMLA Taken
99	Personal Day - With Parental Lv	To record the use of one or more accrued Personal Days used in conjunction with Parental Leave. Time used is recorded as hours; however Personal Days must be taken in whole day increments. Personal days are pro rated for Part-time employees.	IN PLACE OF	MCPR: 25-3, 20-4	Pers Day PAR Lv Taken
100	Regular	System generated hours worked that are paid at the employee's base hourly pay rate.	N/A	N/A	Regular Pay
101	Regular for PT Holiday	System generated, pro-rated holiday leave credited to an employee when an observed holiday falls on a scheduled work day.	IN PLACE OF	MCGEO CBA - Article 20.11	Regular Pay
102	Religious Leave Earned	Additional hours worked during the work week to provide for equal time off for religious use purposes.	IN PLACE OF	MCPR:15-4(a); MCGEO CBA-13.5(g)	Religious Lv Er
103	Religious Leave Used	To record time off for religious leave purposes that corresponds to an equal amount of additional hours worked as Religious Leave Earned.	IN PLACE OF	MCPR:15-4(a); MCGEO CBA-13.5(g)	Religious Lv Taken
104	SD3 - Shift Diff 2p-1059p	All employees that are eligible to earn Shift Differential Pay must enter hours worked that are eligible for shift differential pay. See the MCGEO Bargaining Unit agreement for specifics. The payment of shift differentials have been automated for DPWT Transit Services Bus Operators and should not be entered.	ADDITION	MCGEO CBA - Article 5.3	Shift Dif 3 MCGEO

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105	SO3 - Shift Diff OT 2p-1059p	All employees that are eligible to earn Shift Differential Pay must enter overtime hours worked that are eligible for shift differential pay. See the MCGEO Bargaining Unit agreement for specifics. The payment of shift differentials have been automated for DPWT Transit Services Bus Operators and should not be entered.	ADDITION	MCGEO CBA - Article 5.3	SD OT 3 MCGEO
106	SD4 - Shift Diff 11p-5a	All employees that are eligible to earn Shift Differential Pay must enter hours worked that are eligible for shift differential pay. See the MCGEO Bargaining Unit agreement for specifics. The payment of shift differentials have been automated for DPWT Transit Services Bus Operators and should not be entered.	ADDITION	MCGEO CBA - Article 5.3	Shift Dif 4 MCGEO
107	SO4 - Shift Diff OT 11p-5a	All employees that are eligible to earn Shift Differential Pay must enter overtime hours worked that are eligible for shift differential pay. See the MCGEO Bargaining Unit agreement for specifics. The payment of shift differentials have been automated for DPWT Transit Services Bus Operators and should not be entered.	ADDITION	MCGEO - Article 5.3	SD OT 4 MCGEO
108	SD3 - ECC Shift Diff 4p-1059p	For 12 hour employees eligible to earn Shift Differential Pay, hours worked that are eligible for shift differential pay are special for ECC. See the MCGEO MOU for 12 hour ECC employees for specifics. The payment of shift differentials have been automated for Police ECC and prepopulated into the schedules of Fire ECC.	ADDITION	MCGEO MOU	Shift Dif 3 MCGEO
109	SO3 - ECC Shift Diff OT 4p-1059p	For 12 hour employees eligible to earn Shift Differential Overtime, ECC has special differential hours. See the MCGEO MOU for 12 hour ECC employees for specifics. The payment of shift differentials has been automated for Police ECC and prepopulated into the schedules of Fire ECC.	ADDITION	MCGEO MOU	SD OT 3 MCGEO

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110	SD4 - ECC Shift Diff 11p-6a	For 12 hour employees eligible to earn Shift Differential Pay, hours worked that are eligible for shift differential pay are special for ECC. See the MCGEO MOU for 12 hour ECC employees for specifics. The payment of shift differentials have been automated for Police ECC and prepopulated into the schedules of Fire ECC.	ADDITION	MCGEO MOU	Shift Dif 4 MCGEO

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111	SO4 - ECC Shift Diff OT 11p-6a	For 12 hour employees eligible to earn Shift Differential Overtime, ECC has special differential hours. See the MCGEO MOU for 12 hour ECC employees for specifics. The payment of shift differentials has been automated for Police ECC and prepopulated into the schedules of Fire ECC.	ADDITION	MCGEO MOU	SD OT 4 MCGEO
112	SD6 - MCGEO POL Non ECC 8p-4a	For MCGEO POL Non ECC, hours worked that are eligible for shift differential pay are special. Specifically this applies to PSAs. The payment of shift differentials have been automated for Police MCGEO POL Non ECC.	ADDITION	MCGEO CBA: APPENDIX III (a)	Shift Dif 6 8P-4A
113	SO6 - MCGEO POL Non ECC 8p-4a	For MCGEO POL Non ECC, hours worked that are eligible for shift differential overtime are special. Specifically this applies to PSAs. The payment of shift differentials have been automated for Police MCGEO POL Non ECC.	ADDITION	MCGEO CBA: APPENDIX III (a)	SD 6 OT 8P_4A
114	Sick Leave	To record the use of accrued and authorized sick leave that was scheduled in advance, i.e. medical, dental or optical appointments.	ADDITION	MCPR:17-6	Sick Taken
115	Sick Leave - With FMLA	To record the use of accrued and authorized sick leave that is used in conjunction with FMLA (Family and Medical Leave Act) leave as approved by OMS.	IN PLACE OF	MCPR:19-5(c)	Sick FMLA Taken
116	Sick Leave - With Parental Leave	To record the use of accrued and authorized sick leave that is used in conjunction with Parental leave.	IN PLACE OF	MCPR: 20-4(a)	Sick Lv Parent Tkn
117	Sick Leave - Unscheduled	To record the use of accrued and authorized sick leave that was not scheduled in advance, i.e. medical, dental or optical appointments. Use of this pay code impacts eligibilbity for Holiday Premium Pay or the calculation of overtime, when overtime was worked on the day preceding the unscheduled absence. There are Job Aides to assist Managers in doing this.	IN PLACE OF	MCPR: 10-7(d)(2), 17-6, 17-8	Sick Lv Unsched Tkn

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118	Sick Leave - Donated Leave Used	For Unrep, IAFF, and FOP members to record the use of donated sick leave. All other leave balances must be exhausted. MCGEO members should not use this code.	IN PLACE OF	MCPR: 17-10(a)	Donated SickLv Tkn
119	Sick Leave - Donated Leave FMLA	For Unrep, IAFF, and FOP members to record the use of donated sick leave that is used in conjunction with FMLA (Family and Medical Leave Act) as approved by OMS. All other leave balances must be exhausted. MCGEO members should not use this code.	IN PLACE OF	MCPR: 17-10(a)	Don SickLv FMLA Tkn
120	MCGEO Sick Leave Bank	For eligible MCGEO members to record the use of donated sick leave as approved by OMS. All other leave balances must be exhausted.	IN PLACE OF	MOU replaces MCGEO CBA - 15.7	MCGEO SLB Taken
121	MCGEO Sick Leave Bank- FMLA	For eligible MCGEO members to record the use of donated sick leave as approved by OMS and used in conjunction with FMLA (Family and Medical Leave Act) as also approved by OMS. All other leave balances must be exhausted.	IN PLACE OF	MOU replaces MCGEO CBA - 15.7	MCGEO SLB Takn FMLA
122	MCGEO Sick Leave Bank- Parental	For eligible MCGEO members to record the use of donated sick leave that is used in conjunction with Parental leave as approved by OMS. All other leave balances must be exhausted.	IN PLACE OF	MOU replaces MCGEO CBA - 15.7	MCGEO SLB Tkn Partl
123	Stand By Pay	Off duty hours for which an employee is required (by the department director) to remain ready to perform unscheduled or unanticipated work.	ADDITION	MCPR:10-11	Stand by Pay
124	Unpaid Time Worked	Applies to Directors & MLS employees represents recorded hours worked that are in excess of 80 hours in the pay period that are not compensated.	N/A	MCPR: 10-6(b)(5), 10-7(b)	N/A
125	VP1 - Variable Pay Rate for S1	For use by temporary/seasonal employees in job classes that are compensated based on the seasonal salary schedule.	IN PLACE OF	N/A	VP1 Var Rate

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126	VP2 - Variable Pay Rate for S2	For use by temporary/seasonal employees in job classes that are compensated based on the seasonal salary schedule.	IN PLACE OF	N/A	VP2 Var Rate 2
127	VP3 - Variable Pay Rate for S3	For use by temporary/seasonal employees in job classes that are compensated based on the seasonal salary schedule.	IN PLACE OF	N/A	VP3 Var Rate 3
128	VP4 - Variable Pay Rate for S4	For use by temporary/seasonal employees in job classes that are compensated based on the seasonal salary schedule.	IN PLACE OF	N/A	VP4 Var Rate 4
129	VP5 - Variable Pay Rate for S5	For use by temporary/seasonal employees in job classes that are compensated based on the seasonal salary schedule.	IN PLACE OF	N/A	VP5 Var Rate 5
130	VP6 - Variable Pay Rate for S6	For use by temporary/seasonal employees in job classes that are compensated based on the seasonal salary schedule.	IN PLACE OF	N/A	VP6 Var Rate 6
131	VP7 - Variable Pay Rate for S7	For use by temporary/seasonal employees in job classes that are compensated based on the seasonal salary schedule.	IN PLACE OF	N/A	VP7 Var Rate 7
132	VP8 - Variable Pay Rate for S8	For use by temporary/seasonal employees in job classes that are compensated based on the seasonal salary schedule.	IN PLACE OF	N/A	VP8 Var Rate 8
Fire (IAFF) Codes					
134	Admin Leave - Blood Donation	To record administrative leave used by IAFF Union represented employees to donate blood.	IN PLACE OF	IAFF CBA: 9(K)	Admin Lv Blood Dont
135	Admin Leave - Bone Marrow Donation	To record administrative leave used by IAFF Union represented employees to donate bone marrow.	IN PLACE OF	IAFF CBA: 9(K)	Admin Lv Blood Dont
136	Admin Leave - IAFF Business	To record administrative leave used by IAFF executive board members, shop stewards and other Union represented employees to perform specific Union related activities.	IN PLACE OF	IAFF CBA: 2.3	Admin Leave Fire
137	Admin Leave - IAFF Negotiations	To record administrative leave used by IAFF executive board members, shop stewards and other Union represented employees to perform IAFF negotiations.	IN PLACE OF	IAFF CBA: 2.4	Admin Leave Pay
138	Admin Leave - Organ Donation	To record administrative leave used by employees for an organ donation.	IN PLACE OF	IAFF CBA: 9(K)	Admin Lv Organ Don

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139	CSBO	For use by IAFF Union represented employees who have a work substitution agreement. Career Stand By Off (CSBO) is the employee who is not working but is paid as if working.	IN PLACE OF	5/1/89 MOU	Regular Pay
140	CSBW	For use by IAFF Union represented employees who have a work substitution agreement. Career Stand By Working (CSBW) is the employee who is working but is not paid anything.	IN PLACE OF	5/1/89 MOU	N/A
141	CSBW Annual	In the Career Stand By agreement, if the employee who has agreed to work, is not able to work, the IAFF employee must use own annual leave.	IN PLACE OF	5/1/89 MOU	CSBW Ann Lv Adj
142	CSBW Annual w Parental	In the Career Stand By agreement, if the employee who has agreed to work, is not able to work, the IAFF employee must use their own annual leave with parental leave.	IN PLACE OF	5/1/89 MOU	CSBW Ann Par Lv Adj
143	CSBW Comp	In the Career Stand By agreement, if the employee who has agreed to work, is not able to work, the IAFF employee must use their own compensatory leave.	IN PLACE OF	5/1/89 MOU	CSBW Comp Lv Adj
144	CSBW Comp w Parental	In the Career Stand By agreement, if the employee who has agreed to work, is not able to work, the IAFF employee must use their own compensatory leave with parental	IN PLACE OF	5/1/89 MOU	CSBW Comp Par Lv Adj
145	CSBW Family Sick	In the Career Stand By agreement, if the employee who has agreed to work, is not able to work, the IAFF employee must use their own family	IN PLACE OF	5/1/89 MOU	CSBW Fam Sk Lv Adj
146	CSBW Sick	In the Career Stand By agreement, if the employee who has agreed to work, is not able to work, the IAFF employee must use their own sick	IN PLACE OF	5/1/89 MOU	CSBW Sick Lv Adj
147	CSBW Sick w Parental	In the Career Stand By agreement, if the employee who has agreed to work, is not able to work, the IAFF employee must use their own sick leave with parental leave.	IN PLACE OF	5/1/89 MOU	CSBW Sk Par Lv Adj
148	Extended Hours - FIRE	To record hours during which the employee was required to work prior to 0700 hours or after 1700 hours based on a scheduled shift greater than 10 hours.	ADDITION	IAFF CBA: 14.4	Overtime Pay

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149	FO3 - Field Training OT- FIRE ECC	To record hours worked during which the employee was assigned to train a new unit employee. Applies to Fire ECC. This pay code should be used when the employee is working in overtime status.	ADDITION	IAFF CBA: 57.2 (A)	MCG FO3 IAFF
150	FT3 - Field Training - FIRE ECC	To record hours worked during which the employee was assigned to train a new unit employee. Applies to Fire ECC. This pay differential pay code should be used in conjunction with the Hours Worked pay code.	ADDITION	IAFF CBA: 57.2 (A)	MCG FT3 IAFF
151	KELLY DAY	For employees working 2496 hours annually (96 hour pay period), the day of the week when their shift (A, B or C in a 3 paddle rotation) is working that they are scheduled to be off. See also MIS Advance/MIS Clear.	ADDITION	IAFF CBA: 23.1	N/A
152	MIS Advance - FIRE Only	MIS Advance is an automated process where employees are advanced pay for a shift. Typically, the advance is 24 hour in a pay period that they only work 3 shifts, so that they receive 96 hours of pay.	ADDITION	FLSA	MIS Fire Adv
153	MIS Clear - FIRE Only	MIS Clear is an automated process where employees re-pay a shift and no longer have a debt. Typically, the MIS Clear is 24 hour reduction in a pay period that they work 5 shifts, so that they receive 96 hours of pay.	ADDITION	FLSA	MIS Fire Adv (negative)
154	ML5 - Multilingual Pay - FIRE	IAFF Union represented employees, system generated Multilingual Pay Differential paid to employees certified by OHR at the Basic level. The differential is paid based on all regular hours worked.	ADDITION	IAFF CBA:17.3	Multi Ling IAFF
155	MO5 - Multilingual Pay OT- FIRE	Multilingual Pay Differential paid to employees certified by OHR at the Basic level. The differential is system generated for all overtime hours.	ADDITION	IAFF CBA:17.3	Multi Ling IAFF OT

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156	SD5 - Shft Diff FIRE 7p-659a	All employees that are eligible to earn Shift Differential Pay must enter hours worked that are eligible for shift differential pay. See the IAFF Bargaining Unit agreement for specifics.	ADDITION	For FEI Investigators, only	Shift Dif 5 IAFF
157	SO5 - Shft OT FIRE 7p-659a	All employees that are eligible to earn Shift Differential Pay must enter overtime hours worked that are eligible for shift differential pay. See the IAFF Bargaining Unit agreement for specifics.	ADDITION	For FEI Investigators, only	SD OT 5 IAFF
158	Unapproved Overtime	To record overtime, an IAFF Union represented employee must receive approval from the officer supervising the overtime. Overtime that has not been approved by a manager by pay period close will not be paid.	N/A	IAFF CBA: 14.1 A	N/A
Police (FOP) Codes					
160	Admin Leave - FOP Business	To record administrative leave used by FOP executive board members, shop stewards and other Union represented employees to perform specific Union related activities.	IN PLACE OF	FOP CBA: ART 2	Admin Leave FOP
161	FO1 - Field Training OT- POLICE	To record hours worked during which the employee was assigned to train a new unit employee. Applies to FOP. This pay code should be used when the employee is working excess hours.	ADDITION	FOP CBA: ART 5	MCG FO1 Field Tr OT
162	FT1 - Field Training - POLICE	To record hours worked during which the employee was assigned to train a new unit employee. Applies to FOP This pay differential pay code should be used in conjunction with the Hours Worked pay code.	ADDITION	FOP CBA: ART 5	MCG FT1 Reg
163	K9 - Police & Sheriff Only	Used by Police and Sherriff Only to record the allotted daily time for care and maintenance of canine officers in their care.	ADDITION	MCGEO CBA: Appendix1 SHF (h) / FOP CBA: 5A	Overtime Pay
164	ML3 - Multilingual Basic POLICE	FOP Union represented employees, system generated Multilingual Pay Differential paid to employees certified by OHR at the Basic level. The differential is paid based on all regular hours worked.	ADDITION	FOP CBA: ART 5	Mult Ling POL 3

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165	ML4 - Multilingual Adv POLICE	FOP Union represented employees, system generated Multilingual Pay Differential paid to employees certified by OHR at the Advanced level. The differential is paid based on all regular hours worked.	ADDITION	FOP CBA: ART 5	Mult Ling POL 4
166	MO3 - Multilingual OT Bas POLICE	Multilingual Pay Differential paid to employees certified by OHR at the Basic level. For FOP represented employees, the differential must be manually added when the skill is used in Overtime hours.	ADDITION	FOP CBA: ART 5	Mult Ling POL OT 3
167	MO4 - Multilingual OT Adv POLICE	Multilingual Pay Differential paid to employees certified by OHR at the Advanced level. For FOP represented employees, the differential must be manually added when the skill is used in Overtime hours.	ADDITION	FOP CBA: ART 5	Mult Ling POL OT 4
168	Overtime Due To Schedule Change	To manually record the .5 hour premium paid to employee for hours towards schedule for hour that are changed without the proper notification from supervisors.	ADDITION	MCPR 10-7 FOP CBA: ART 15	Overtime 0_5x
169	POL Flex Hours Worked	For FOP Union represented employees, this pay code may be used by employees on all schedules to flex hours between work weeks within the same payroll reporting period.	IN PLACE OF	MCPR 10-7 FOP CBA: ART 15	Regular Pay

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170	Roll Call Pay - Police Sergeants	To be used by Sergeants who work their primary assignment and who are present at the beginning and end of their workday shall be paid a roll call differential in an amount equal to .5 times their regular hourly rate of pay for each day worked. If a sergeant works either the beginning or end of the work day, but not both, the sergeant shall be paid a differential in an amount equal to .25 times his/her regular hourly rate of pay. If the sergeant is absent or if the hours worked by the sergeant are such that he or she does not earn the full roll call differential, then a unit member who is present at the beginning and/or end of the workday and who performs supervisory tasks in the sergeant's absence shall be paid either .25 or .5 hours roll call pay consistent with past practice.	ADDITION	FOP CBA: Article 62, Section B	Roll Call Py Police
171	SD1 - Shift Diff POL 12p-759p	For FOP Union represented employees that are eligible to earn Shift Differential Pay is system generated. See the FOP Bargaining Unit agreement for specifics. The payment of shift differentials have been automated on the timecard and should not be entered.	ADDITION	FOP CBA: ART 41	Shift Dif 1 POL
172	SD2 - Shift Diff POL 8p-559a	For FOP Union represented employees that are eligible to earn Shift Differential Pay is system generated. See the FOP Bargaining Unit agreement for specifics. The payment of shift differentials have been automated on the timecard and should not be entered.	ADDITION	FOP CBA: ART 41	Shift Dif 2 POL
173	SO1 - Shift Diff OT POL 12p-759p	All employees that are eligible to earn Shift Differential Pay should review overtime hours worked to determmine if eligible shift differential was applied. See the FOP Bargaining Unit agreement for specifics. Only managers have access to add this pay code to timecards.	ADDITION	FOP CBA: ART 41	SD OT 1 POL

R O W	MCtime Pay Code	DESCRIPTION ** Descriptions are to be used as an aid in completing timecards; however, the MCPR and CBA's are the governing documents.	USED IN PLACE OF OR IN ADDTION TO "HOURS WORKED"	MCPR REFERENCE or Collectively Bargained Contract (CBA)	PAY SLIP DESCRIPTION
174	SO2 - Shift Diff OT POL 8p-559a	All employees that are eligible to earn Shift Differential Pay should review overtime hours worked to determmine if eligible shift differential was applied. See the FOP Bargaining Unit agreement for specifics. Only managers have access to add this pay code to timecards.	ADDITION	FOP CBA: ART 41	SD OT 2 POL
175	Stand By Pay - POLICE	To be used for compensation when assigned to stand- by duty and who are required by their authorized supervisor to remain available for work for a specified period of time beyond the assigned work period.	ADDITION	FOP CBA: ART 15	Stand By Pay Police
176	Work Switch - ANL	FOP Union represented employees and MCGEO ECC Employees are permitted to exchange schedule days, generally within the week. If the employee that agrees to work is unable to work, that employee must record Work Switch - ANL to use their own Annual Leave.	ADDITION	FOP CBA: ART 63, ECC SOP ADM 1.18	Annual Leave Taken
177	Work Switch - ANL Uns	FOP Union represented employees and MCGEO ECC Employees are permitted to exchange schedule days, generally within the week. If the employee that agrees to work is unable to work, that employee must record Work Switch - ANL Uns to use their own Annual Leave - Unscheduled.	ADDITION	FOP CBA: ART 63, ECC SOP ADM 1.18	Ann Lv Unsched Tkn
178	Work Switch - CLM	FOP Union represented employees and MCGEO ECC Employees are permitted to exchange schedule days, generally within the week. If the employee that agrees to work is unable to work, that employee must record Work Switch - CLM to use their own Comp Supp Leave.	ADDITION	FOP CBA: ART 63, ECC SOP ADM 1.18	Comp Lv Supp Taken

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179	Work Switch - CLM Uns	FOP Union represented employees and MCGEO ECC Employees are permitted to exchange schedule days, generally within the week. If the employee that agrees to work is unable to work, that employee must record Work Switch - CLM Uns to use their own Comp Supp Leave - Unscheduled.	ADDITION	FOP CBA: ART 63, ECC SOP ADM 1.18	Comp Lv Supp Unsch
180	Work Switch - CPL	FOP Union represented employees and MCGEO ECC Employees are permitted to exchange schedule days, generally within the week. If the employee that agrees to work is unable to work, that employee must record Work Switch - CLM to use their own Compensatory Leave.	ADDITION	FOP CBA: ART 63, ECC SOP ADM 1.18	Comp Leave Taken
181	Work Switch - CPL Uns	FOP Union represented employees and MCGEO ECC Employees are permitted to exchange schedule days, generally within the week. If the employee that agrees to work is unable to work, that employee can record Work Switch - CLM Uns to use their own Compensatory Leave - Unscheduled.	ADDITION	FOP CBA: ART 63, ECC SOP ADM 1.18	Comp Leave Taken
182	Work Switch - FSL	FOP Union represented employees and MCGEO ECC Employees are permitted to exchange schedule days, generally within the week. If the employee that agrees to work is unable to work, that employee must record Work Switch - FSL to use their own Family Sick Leave.	ADDITION	FOP CBA: ART 63, ECC SOP ADM 1.18	Fam Sick Lv Taken
183	Work Switch - FSL Uns	FOP Union represented employees and MCGEO ECC Employees are permitted to exchange schedule days, generally within the week. If the employee that agrees to work is unable to work, that employee must record Work Switch - FSL Uns to use their own Family Sick Leave. - Unscheduled.	ADDITION	FOP CBA: ART 63, ECC SOP ADM 1.18	Fam Sick Lv Taken

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184	**Work Switch - HOL**	FOP Union represented employees and MCGEO ECC Employees are permitted to exchange schedule days, generally within the week. If the employee that agrees to work is unable to work, that employee must record Work Switch - FSL HOL to use Holliday Leave.	ADDITION	FOP CBA: ART 63, ECC SOP ADM 1.18	Regular Pay
185	**Work Switch - LWOP**	FOP Union represented employees and MCGEO ECC are permitted to exchange schedule days, generally within the week. If the employee that agrees to work is unable to work, that employee can record Work Switch - LWOP use Leave Without Pay.	ADDITION	FOP CBA: ART 63, ECC SOP ADM 1.18	Lve Without Pay
186	**Work Switch - PER**	FOP Union represented employees and MCGEO ECC are permitted to exchange schedule days, generally within the week. If the employee that agrees to work is unable to work, that employee must record Work Switch - PER to use their own Personal Leave.	ADDITION	FOP CBA: ART 63, ECC SOP ADM 1.18	Personal Day Taken
187	**Work Switch - REG**	FOP Union represented employees and MCGEO ECC are permitted to exchange schedule days, generally within the week. The employee that agrees to work must record Work Switch - REG to record Regular Hours worked. If the employee is unable to work, that employee must record the appropriate Work Switch pay code to use their own leave.	ADDITION	FOP CBA: ART 63, ECC SOP ADM 1.18	Regular Pay
188	**Work Switch - SKL**	FOP Union represented employees and MCGEO ECC are permitted to exchange schedule days, generally within the week. If the employee that agrees to work is unable to work, that employee must record Work Switch - SKL to use their own Sick Leave.	ADDITION	FOP CBA: ART 63, ECC SOP ADM 1.18	Sick Taken

R O W	MCtime Pay Code	DESCRIPTION ** Descriptions are to be used as an aid in completing timecards; however, the MCPR and CBA's are the governing documents.	USED **IN PLACE OF** OR **IN ADDTION TO** "HOURS WORKED"	MCPR REFERENCE or Collectively Bargained Contract (CBA)	PAY SLIP DESCRIPTION
189	**Work Switch - SKL Uns**	FOP Union represented employees and MCGEO ECC are permitted to exchange schedule days, generally within the week. If the employee that agrees to work is unable to work, that employee must record Work Switch - SKL Uns to use their own Sick Leave - Unscheduled.	ADDITION	FOP CBA: ART 63, ECC SOP ADM 1.18	Sick Lv Unsched Tkn