

## MEMORANDUM

9/27/2013

TO: Art Wallenstein, Director, Department of Correction and Rehabilitation  
Steve Lohr, Acting Fire Chief, Montgomery County Fire and Rescue Service  
Tom Manger, Police Chief, Montgomery County Police Department  
Art Holmes, Director, Department of Transportation  
Joe Adler, Director, Office of Human Resources  
Joe Beach, Director, Department of Finance  
Jennifer Hughes, Director, Office of Management and Budget

FROM: CountyStat

SUBJECT: Workforce Availability and Overtime Update #17

### **The following items were identified for follow-up during the 9/25/2013 CountyStat Meeting:**

#### 1. Examine staffing patterns in the ECC including the increase in the amount of leave denied in FY13, recommend potential remedies

Responsible parties: CountyStat  
Other parties: MCPD  
Deadline: 12/16/2013

#### 2. Conduct an overtime study that filters out event-driven overtime use

Responsible parties: CountyStat  
Other parties: none  
Deadline: 12/16/2013

#### 3. Analyze overtime and WFA at the Division level

Responsible parties: CountyStat  
Other parties: none  
Deadline: 12/16/2013

#### 4. Investigate the conditions that allowed for overtime to be worked in MCFRS when the number of regular hours was below 96 hours

Responsible parties: CountyStat  
Other parties: MCFRS  
Deadline: 12/16/2013

#### 5. Further analyze the correlation between Sick Leave and overtime in DOCR

Responsible parties: CountyStat  
Other parties: DOCR  
Deadline: 12/16/2013

#### 6. Examine the use of sick leave on Monday and Friday as compared to the rest of the week, and sick leave on either side of other leave types

Responsible parties: CountyStat  
Other parties: none  
Deadline: 12/16/2013

7. Examine sick leave usage trends for Defined-Benefit vs. Defined Contribution employees and research possible incentives to avoid abuse of sick leave

Responsible parties: CountyStat  
Other parties none  
Deadline: 12/16/2013

8. Analyze the use of overtime to backfill and employee using Comp Leave

Responsible parties: CountyStat  
Other parties none  
Deadline: 12/16/2013

cc: Timothy Firestine, Chief Administrative  
Fariba Kassiri, Assistant Chief Administrative Officer