



## OFFICE OF HUMAN RESOURCES

Isiah Leggett  
*County Executive*

Fariba Kassiri  
*Acting Director*

### MEMORANDUM

March 4, 2015

TO: Executive Branch Department and Office Directors

FROM: Fariba Kassiri, Acting Director  
Office of Human Resources *Fariba Kassiri*

SUBJECT: Delayed Opening – March 2, 2015 - Timecard Reporting

The purpose of this memorandum is to clarify the status of County Government operations during the recent period of inclement weather and to provide guidance to employees when they are completing their timecard. This guidance is being provided to all directors, ASCs or equivalents, and all HR Liaisons. **Please ensure that you share this information with your employees.**

The County Executive did not declare a general emergency or liberal leave on March 2, 2015; the County government opened for business at 10 a.m. Normal County business hours are 8 a.m. to 5 p.m.

#### Facility Closures & Timecard Reporting

Employees who were scheduled to work and did not report to work due to facility closures, including the delayed opening, are eligible for Administrative Leave. Employees should use the pay code Admin Leave - Cnty Facility Clsd to record the number of scheduled hours that were not worked, due to the closure of the facility.

For example, if an employee's regular work schedule is as listed below, then Admin Leave - Cnty Facility Clsd should be recorded as follows:

Scheduled Start Time	Time Impacted by Delayed Opening	Hours to Record as Admin Leave - Cnty Facility Clsd
7:00 a.m.	7:00 a.m. – 10:00 a.m.	3 Hours
8:00 a.m.	8:00 a.m. – 10:00 a.m.	2 Hours
9:00 a.m.	9:00 a.m. – 10:00 a.m.	1 Hour

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Another example would apply to employees whose work location was closed for the full day. School Health Nurses work in locations controlled by MCPS and since MCPS closed the schools for the full day on Monday, those School Health Nurses would use the Admin Leave – Cnty Facility Clsd pay code for their entire regular shift.

Employees who were sent home during their shift or reported but were prevented from working due to the closure of the facilities should also use the pay code Admin Leave - Cnty Facility Clsd to record the number of scheduled hours that were not worked.

If any non-essential employees took a full day of leave on Monday *due to the weather event*, they may record Admin Leave – Cnty Facility Clsd, for the portion of their regular work schedule that falls before 10:00 a.m. For the remainder of the employee's regular work day that was not worked, the employee should record annual, personal, or compensatory leave, or PTO. Please note, however, that if the employee already scheduled leave for March 2, 2015, they must take that pre-scheduled leave and not administrative leave.

Employees who worked scheduled hours during any portion of the facility closures should code their timecard using the pay code Hours Worked.

Employees who were directed to work additional hours at the request of their supervisors will be paid in accordance with the provisions of the Personnel Regulations or governing Collective Bargaining Agreement.

## **Project Codes**

No special project codes have been established for use on timecards for cost accumulation and Federal reimbursement purposes, as costs are not anticipated to rise to the level of Federal reimbursement.

Questions regarding this memo may be directed to OHR Compensation: Lori O'Brien at 240.777.5032 or via email at [lori.obrien@montgomerycountymd.gov](mailto:lori.obrien@montgomerycountymd.gov), or Judy Smiley at 240.777.5047 or via email at [judith.smiley@montgomerycountymd.gov](mailto:judith.smiley@montgomerycountymd.gov). You may also contact the MCtime office via email at [mctime@montgomerycountymd.gov](mailto:mctime@montgomerycountymd.gov).

cc: Administrative Services Managers  
and Functional Equivalents  
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