



OFFICE OF HUMAN RESOURCES

Isiah Leggett
County Executive

Fariba Kassiri
Acting Director

MEMORANDUM

March 6, 2015

TO: Executive Branch Department and Office Directors

FROM:  Fariba Kassiri, Acting Director
Office of Human Resources

SUBJECT: March 6, 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 equivalent, and all HR Liaisons. **Please ensure that you share this information with your employees.**

The County Executive did not declare a general emergency on March 6, 2015. The County Government had a delayed facility opening and opened for business at 10 a.m. In addition, the County Executive declared liberal leave for non-essential employees from 10:00 a.m. until 11:59 p.m. Normal County business hours are 8 a.m. to 5 p.m.

Friday, March 6, 2015, Delayed County Facility Opening at 10:00 a.m. (please see next page for examples).		
Beginning: Friday, March 6, 2015, 10:00 a.m.	Ending: Friday, March 6, 2015, 11:59 p.m.	Liberal Leave

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.

Facility Closures and Timecard Reporting

Essential employees are required to work during periods of delayed opening and liberal leave. However, since no general emergency was in effect on March 6, 2015, emergency pay is not authorized. Non-essential employees who were scheduled to work and did not report to work due to facility closures, including the delayed opening, are eligible for Administrative

Delayed Opening With Liberal Leave

March 6, 2015

Page 2 of 3

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

- 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 March 6, 2015, those School Health Nurses would use Admin Leave – Cnty Facility Closed 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.
- 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.

Liberal Leave

The County Executive declared Liberal Leave on March 6, 2015, from 10:00 a.m. until 11:59 p.m. Liberal Leave means that non-essential employees may use Annual Leave, Compensatory Leave, Compensatory Leave Supplemental, Paid Time Off, or Leave Without Pay without prior supervisory approval for their regularly scheduled hours of work during the timeframe outlined on the first page of this memo. Employees who work receive regular pay for hours worked in accordance with Montgomery County Personnel Regulations, Section 10-15, unless the terms of their respective collective bargaining agreement dictate otherwise. There is no Liberal Leave for essential County employees. If you do not know whether you have been designated as essential or non-essential, please contact your supervisor or Department HR Liaison.

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

Delayed Opening With Liberal Leave

March 6, 2015

Page 3 of 3

leave, or PTO. Please note, however, that if the employee already scheduled leave for March 6, 2015, they must take that pre-scheduled leave and not administrative leave.

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 or Judy Smiley at 240.777.5047 or via email at judith.smiley@montgomerycountymd.gov. You may also contact the Mctime office via email at mctime@montgomerycountymd.gov.

cc: Administrative Services Managers and Functional Equivalents
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