



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 5, 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 HR Liaisons. **Please ensure that you share this information with your employees.**

The County Executive declared a General Emergency and County Government was closed during the following time period:

Beginning Date	Ending Date	Status
Thursday, March 5, 2015, 7:00 a.m.	Thursday, March 5, 2015, 6:59 p.m.	General Emergency and Government Closure

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.

In periods of a General Emergency essential employees are required to work and receive emergency pay. Emergency pay is additional pay earned by an employee at the regular hourly rate if the employee is required to work during the declared General Emergency period. In the timecard, essential employees should add a new row and select the pay code "Emergency Pay" and enter the appropriate number of hours worked during the declared general emergency, in addition to the pay code "Hours Worked".

Non-essential employees must not report to work during a period of a General Emergency unless the employee's supervisor requires the employee to work. In the event that the supervisor requires a non-essential employee to work and perform duties relating to the emergency or to their critical mission, that employee becomes an essential employee and should be paid emergency pay. MLS employees are not eligible for emergency pay.

Non-essential employees who did not report to work during the general emergency should use the pay code "Admin Leave – General Emergency" for their regularly scheduled hours of work during the timeframe outlined in the table above.

Please refer to the **Timekeeping Guidance for a Declared General Emergency**, but please note that a project code has not been established for this event: (http://www.montgomerycountymd.gov/mctime/resources/files/data/general_emergency_guidance_rev_03052013.pdf)

Questions regarding timekeeping may be directed to OHR Compensation, Judy Smiley at 240.777.5047 or via email judith.smiley@montgomerycountymd.gov or Lori O'Brien at 240.777.5032 or via email at lori.obrien@montgomerycountymd.gov. You may also contact the Mctime office via email at mctime@montgomerycountymd.gov.

cc: Administrative Services Managers and Functional Equivalents
HR Liaisons
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