



OFFICE OF HUMAN RESOURCES

Isiah Leggett
County Executive

Fariba Kassiri
Acting Director

MEMORANDUM

February 19, 2015

TO: Executive Branch Department and Office Directors

FROM: Fariba Kassiri, Acting Director
Office of Human Resources

SUBJECT: Timekeeping Guidance for General Emergency - February 17, 2015

County Executive Isiah Leggett declared a General Emergency to be in effect for County Government operations during the time period below:

Beginning Date	Ending Date	Status
Tuesday, February 17, 2015, 6:00 a.m.	Tuesday, February 17, 2015, 11:59 p.m.	General Emergency

In periods of a General Emergency essential employees are required to work and receive General Emergency Pay. General Emergency Pay is additional pay or compensatory time 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 Emergency Pay pay code and enter the appropriate amount of hours worked during the declared general emergency, in addition to the HOURS WORKED pay code.

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 General 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 regular hours of work falling within the hours outlined in the table above.

Project Code

No special project codes have been established for use on timecards for cost accumulation and Federal reimbursement purposes, due to the nature of the snow storm.

Questions regarding timekeeping may be directed to OHR Compensation, Judy Smiley at 240-777-5047 or via email at 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
Payroll
Mctime
Michael Goldfarb, OEMHS