



OFFICE OF HUMAN RESOURCES

Isiah Leggett
County Executive

Fariba Kassiri
Acting Director

MEMORANDUM

February 24, 2015

TO: Executive Branch Department and Office Directors

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

SUBJECT: **Timekeeping Guidance for General Emergency - February 21 - 22, 2015;
Which Pay Period to Record Hours for Employees Working Over Midnight**

A General Emergency was in effect for County Government operations during the time period below:

Beginning Date	Ending Date	Status
Saturday, February 21, 2015, 3:00 p.m.	Sunday, February 22, 2015, 5:00 p.m.	General Emergency

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.

In periods of a General Emergency essential employees are required to work and receive General Emergency Pay. General 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 Emergency Pay pay code and enter the appropriate number 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 regularly scheduled hours of work falling within the hours outlined in the table above.

Employees who are normally scheduled to work over midnight on Saturday should continue to record time as normal (where the preponderance of hours fall).

For employees who are not normally scheduled to work on Saturday, or who worked continuously over the two days of the declared General Emergency, record HOURS WORKED for any Saturday hours up until midnight on Saturday, in the pay period ending, February 21. Sunday hours will be reported in the pay period of February 22 through March 7.

Mctime will automatically calculate Overtime Pay (or Comp Leave Earned) based upon the employee’s normal pay rule when the employee is in overtime status. Normal overtime thresholds apply as outlined in the Montgomery County Personnel Regulations or the collective bargaining agreement.

Please refer to the following table for additional information but please note that a project code has not been established for this event:

http://www.montgomerycountymd.gov/mctime/Resources/Files/Data/Events/Timekeeping_Guidance_for_Declared_General_Emergencyrev_03052013.pdf

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
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