



Isiah Leggett  
County Executive

## MEMORANDUM

January 14, 2015

TO: Executive Branch Department and Office Directors

FROM:  Fariba Kassiri, Acting Director Office of Human Resources

SUBJECT: Delayed Opening – January 12, 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.**

County Executive Isiah Leggett did not declare a general emergency or liberal leave on January 12, 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

Please note, however, that if the employee already scheduled leave for January 12, 2015, they must take that pre-scheduled leave and not administrative leave.

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.

### **Project Codes**

No special project codes have been established for use on timecards for cost accumulation and Federal reimbursement purposes, since the EOC was neither partially nor fully activated.

Questions regarding this memo may be directed to OHR Compensation, Kaye Beckley at 240-777-5041 or via email at [kaye.beckley@montgomerycountymd.gov](mailto:kaye.beckley@montgomerycountymd.gov) or Judy Smiley at 240-777-4047 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 Equivalent  
HR Liaisons  
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