



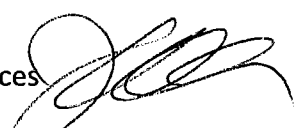
OFFICE OF HUMAN RESOURCES

Isiah Leggett
County Executive

Joseph Adler
Director

June 26, 2014

TO: Executive Branch Department and Agency Directors

FROM: Joseph Adler, Director
Office of Human Resources 

SUBJECT: Avoiding Excess Hours for Temporary Employees

The summer months bring vacations and additional projects where the County may use substitute, seasonal, intermittent, short term or other types of temporary employees.

The overtime threshold for all temporary employees is 40 hours per week (MCPS, Section 7-3) and, as such, they should be managed by departments so the County does not incur personnel costs above and beyond the straight rate of pay. Please rotate and/or schedule additional temporary employees to work, where necessary, as opposed to incurring overtime costs.

If you have questions about this memo, please contact Lori O'Brien at lori.obrien@montgomerycountymd.gov or 240.777.5032. This memo will be posted at [V:\OHR\HR Liaisons](#).

JA:lob

cc: Human Resources Liaisons