



COVID-19 Temporary Reassignments, Work Schedules and Time Reporting

Applies to MCGEO and Non-Represented Employees

Montgomery County Government (MCG) continues to make operational changes as a result of the COVID-19 pandemic. Below is guidance to support effective management of employee reassignments, work activities, schedules, and time reporting for employees and managers.

Temporary Reassignment Guidance

In accordance with the [May 6, 2020 signed memorandum of agreement with MCGEO](#), departments may temporarily reassign employees to work activities based on the operational needs as follows:

1. Reassignment duties must be within the current occupational job classification or the reassignment work duties must be limited to only those tasks that are within the employee's current occupational classification.
2. Manager must provide the following information for temporary reassignments:
 - a. Department and location of reassignment
 - b. Tour of duty and anticipated duration of temporary assignment
 - c. Work duties and activities of the temporary assignment
 - d. Minimum qualifications/requirements for the temporary assignment
 - i. **Occupational Medical Services** – if the medical requirements for the new assignment are different than the current position, OMS must be contacted, and the employee must clear medical protocols for new work assignment prior to beginning assignment.
 - i. Example: Current position requires only a Medical History Review and has no lifting. Reassignment work requires CORE Medical Examination, drug/alcohol, and lifting. Employee would be subject to a CORE medical examination, drug/alcohol screening test.
 - ii. **Background Protocols** – if the background protocols are different than the current position, the OHR Recruitment and Selection Division should be contacted, and the employee would need to clear a background investigation prior to reassignment.
 - i. Example: Current position does not require a background investigation. Reassignment work requires a background investigation. Employee would not be able to begin reassignment until a background is cleared.
3. Manager must provide 24-hour notice to employees who are temporarily reassigned.
4. Departments may request employees who are qualified to perform the reassignment duties to volunteer for the temporary reassignment.

The following applies only to MCGEO:

- a. Reassignment of work activities to employees will be done in seniority order.
- b. If an employee with the highest seniority declines the reassignment, the reassignment may be assigned to the next senior employee.



- c. If reassignment in seniority order has been exhausted, the least senior employees are reassigned who are qualified to perform the reassignment work activities.
- d. Employees who are reassigned are removed from ADMIN LEAVE and will use the appropriate working pay codes.

Note: If all eligible employees on ADMIN LEAVE are needed for the temporary work reassignment and an employee does not accept the reassignment he/she is removed from ADMIN LEAVE and must use his/her own approved leave (annual, compensatory, sick, personal or PTO).

Manager Guidance

- Establish a weekly work schedule with the employee to include the following:
 - Work activity (e.g., check clients in/out, health screening at Long Branch site)
 - Work activity category including:
 - Shift
 - Hours
 - Time reporting codes
 - Any scheduled leave
- Establish an on-call list for unexpected absences.
- Require that any changes in the work schedule be submitted to you in advance.
- Check-in with employee to determine if any last-minute changes to the work schedule were required.
- Approve time as normal validating MTime entered by employee against the work schedule.

Employee Reassignments

- Employees reassigned to work activities in a different department, work under the direction of the “Resource Receiving” department supervisor during the time the employee is working in the department.
- Work schedules for employees reassigned full time to another department must be established by the “Resource Receiving” department.
- For employees reassigned to another department on an “as needed” basis, the employees’ department of record is responsible for establishing the work schedule.
- Work schedules must be shared with the employees’ supervisors in the respective departments they are working.
- Time is approved by the supervisor of the employees’ department of record by validating MTime entered by the employee against the work schedule.

Note: Assumes employees are able to work and do not fall under any other COVID-19 work restriction guidelines.

Questions?

OHR Recruitment: Melissa Voight Davis at Melissa.Davis@montgomerycountymd.gov or Microsoft Teams

Finance, MTime: MCtime@montgomerycountymd.gov



Employee Guidance

Work Activity Categories

- **Front Facing** – work that requires employees to work onsite performing activities that require direct interaction with the public (*department specific positions*)
- **Back Office** – work that requires employees to work onsite performing activities that do not require interaction with the public, but may involve minimum interaction with other County employees
- **Telework** – work that is performed remotely

COVID-19 Differential Pay

- Represented employees who are required to perform front-facing and/or back office onsite work will receive COVID-19 differential as defined in the April 3, 2020 memorandum of agreement between Montgomery County Government and its unions.
- Non-represented employees on the GSS Salary schedule who are required to perform front-facing and/or back office onsite work will receive COVID-19 differential as defined in the April 6, 2020 memo from the Chief Administrative Officer.
- Telework employees will not receive COVID-19 differential unless they are required to come onsite and perform work in a front-facing or back office capacity.

Work Schedules

An employee's work schedule may require that he/she work in one (1) or all three (3) work activity categories during the pay period. The employee's work schedule should be established weekly by the manager in conjunction with the employee.

Time Reporting

Time must be recorded in accordance with the [Timekeeping Guidance Memo](#) issued May 7, 2020. Employees with approved scheduled leave should use the appropriate leave codes.