



Isiah Leggett  
*County Executive*

Shawn Y. Stokes  
*Director*

MEMORANDUM

January 29, 2016

**TO:** Executive Branch Department and Office Directors

**FROM:** Shawn Y. Stokes, Director, Office of Human Resources  
Joseph F. Beach, Director, Department of Finance

**SUBJECT: Final Timekeeping Guidance for Liberal Leave and General Emergency – Event from January 22-26, 2016; Which Pay Period to Record Hours for Employees Working Over Midnight**

The purpose of this memo is to provide the ending date and time of the General Emergency originally communicated on January 22, 2016. **All timekeeping guidance for this period remains the same (Friday, January 22 through Tuesday, January 26).** Additional timekeeping guidance regarding the delayed opening and liberal leave for Wednesday, January 27, 2016 will be provided soon in a separate memo.

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

<b>Beginning Date</b>	<b>Ending Date</b>	<b>Status</b>
Friday, January 22, 2016 12:00 a.m. (midnight)	Friday, January 22, 2016 11:59 a.m.	Liberal Leave
Friday, January 22, 2016 12:00 p.m. (noon)	<b><u>Tuesday, January 26, 2016</u></b> <b><u>11:59 p.m.</u></b>	General Emergency

**LIBERAL LEAVE**

County Executive Isiah Leggett declared Liberal Leave for the morning of Friday, January 22, 2016. Liberal Leave means that non-essential employees may use Annual Leave, Comp Leave Supp, Comp Leave, Paid-Time-Off (PTO), or Leave-Without-Pay (LWOP) without prior supervisory approval for the morning of January 22, 2016 (midnight through 11:59 a.m.). Employees who worked receive regular pay for hours worked in accordance with Montgomery County Personnel Regulations, Section 10-15, Compensation of employees during a declared liberal leave period or local emergency, unless the terms of their respective Collective Bargaining Agreement dictate otherwise. There is no Liberal Leave for essential County employees. If you do not know whether you have been designated as essential or non-essential, please check with your supervisor or HR Liaison.

## ESSENTIAL EMPLOYEES

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.

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

Saturday, January 23 was the end of a pay period and employees working on Saturday should have recorded HOURS WORKED for any Saturday hours up until midnight on Saturday. Hours worked Sunday through Tuesday should be reported in the pay period of January 24 through February 6.

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.

## NON-ESSENTIAL EMPLOYEES

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 General 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.

## FACILITY CLOSURES

Prior to noon on Friday, January 22, 2016, there may have been closures at various County government locations.

- Employees who were scheduled to work and did not report to work due to facility closures 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. Please note, however, that if the employee already scheduled leave for January 22, 2016, 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. Please note, however, that if the employee already scheduled leave for January 22, 2016, they must take that pre-scheduled leave and not administrative leave.
- 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 CODE

A special project code (2001927) has been established for use in tracking expenses directly related to the Snow Storm Event that began on January 22, 2016. There are specific timekeeping requirements for ALL employees during a declared general emergency.

Time worked on activities **directly** related to the event, where time may be worked **before and after** the general emergency was declared, must be charged to the special project codes set up for each department and employee.

Employees who worked on activities directly related to the event should access the Mctime website using the links below to determine the specific guidance that should be used in reporting their time. Alternatively access the Mctime informational website at [www.montgomerycountymd.gov/mctime](http://www.montgomerycountymd.gov/mctime) and select Resources/Events.

- **Timekeeping Guidance for a Declared General Emergency:**  
[https://www.montgomerycountymd.gov/mctime/Resources/Files/Data/Events/Timekeeping\\_Guidance\\_for\\_Declared\\_General\\_Emergencyrev\\_03052013.pdf](https://www.montgomerycountymd.gov/mctime/Resources/Files/Data/Events/Timekeeping_Guidance_for_Declared_General_Emergencyrev_03052013.pdf)
- **Expense Tracking Crosswalk – January 22-23, 2016 Snow Event:**  
[https://www.montgomerycountymd.gov/mctime/Resources/Files/Data/Events/Current\\_Events/Crosswalk\\_January\\_22-23\\_2016\\_Snow\\_Event.xls](https://www.montgomerycountymd.gov/mctime/Resources/Files/Data/Events/Current_Events/Crosswalk_January_22-23_2016_Snow_Event.xls)
- **Guidance for Recording Event Related Project/Task Codes:**  
[https://www.montgomerycountymd.gov/mctime/Resources/Files/Data/Events/Guidance\\_for\\_Recording\\_Event\\_Related\\_Project\\_Task\\_Codes\\_rev312014\\_.pdf](https://www.montgomerycountymd.gov/mctime/Resources/Files/Data/Events/Guidance_for_Recording_Event_Related_Project_Task_Codes_rev312014_.pdf)

**REMINDER to all Departments from OEMHS:** Departments need to track the type of work being performed by all employees working on activities directly related to the event for later coordination with OEMHS in determining expenditures eligible for federal reimbursement.

## QUESTIONS

- **Event Activity Tracking:**
  - Chuck Crisostomo at [Chuck.Crisostomo@montgomerycountymd.gov](mailto:Chuck.Crisostomo@montgomerycountymd.gov)
  - Danelia Quiroz at [Danelia.Quiroz@montgomerycountymd.gov](mailto:Danelia.Quiroz@montgomerycountymd.gov)
- **OHR Compensation:**
  - Mohamed Salem at [Mohamed.Salem@montgomerycountymd.gov](mailto:Mohamed.Salem@montgomerycountymd.gov)
- **Mctime:**
  - [Mctime@montgomerycountymd.gov](mailto:Mctime@montgomerycountymd.gov)

cc: Administrative Services Managers and Functional Equivalents  
HR Department Liaisons  
Finance, Payroll and Mctime  
Chuck Crisostomo, OEMHS  
Danelia Quiroz, OEMHS