



OFFICE OF HUMAN RESOURCES

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*County Executive*

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MEMORANDUM

Wednesday, August 26, 2020

TO: Executive Branch Department and Office Directors

FROM: Berke Attila, Director, Office of Human Resources  
Michael Coveyou, Director, Department of Finance

Handwritten signatures of Berke Attila and Michael Coveyou.

SUBJECT: Timekeeping Guidance for COVID-19 Event: August 16 - 29, 2020

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This guidance is being provided to all Directors, ASCs or equivalent, and all HR Liaisons and Mctime Liaisons to address timekeeping for the time period below referenced. Please share this information with your employees:

Status	Beginning	Ending
<b>County Open with Situational Telework for County Employees</b>	Sunday, August 16, 2020 at 12: 00 a.m.	Saturday, August 29, 2020 at 11: 59 p.m.

This memorandum outlines various timekeeping situations. There are no significant changes from the previous pay period (August 2 - 15, 2020). A reminder that EPSL and EFMLA is pro-rated for those employees working less than 80 hours and the option to apply FFCRA pay codes to previous pay periods, retroactively, has passed.

On March 18, 2020, Congress passed the Families First Coronavirus Response Act (“FFCRA”). The FFCRA is effective Wednesday, April 1, 2020, through Thursday, December 31, 2020. Two key sections impact existing County Policy with respect to leave related to COVID-19. In consultation with the unions, the County will extend EPSL and EFMLA provisions to MCGEO and unrepresented employees; these provisions will not be extended to first responders at FRS (IAFF) and MCPD (FOP). This memorandum outlines various timekeeping situations including the changes above and their impact on timekeeping policies and practices.

We strongly encourage employees to record hours worked into the Mctime application on a **daily basis** and approve their timecard on the employee’s last scheduled day of the pay period. Managers are obligated to review and apply this guidance to ensure the accuracy of timecard entries for proper financial controls. Managers are expected to review, edit, and

approve employee timecards prior to noon on Tuesday, following the last day of the pay period (or other departmental established deadlines). Additionally, departmental MCTime SMEs will help employees apply timekeeping information by highlighting information that is most relevant to the department and provide the first level of troubleshooting. Departmental MCTime SMEs should also review timecards for employee and manager approvals and review the Pay Period Close checklist for compliance and accuracy.

### **Project Code for Reimbursement**

A project code has been established for the purposes of cost accumulation for **excess hours** or OEMHS designated tasks that may qualify for Federal FEMA/State MEMA reimbursements for personnel costs. Where employees **have been assigned tasks directly related to COVID-19 Event**, that may potentially be eligible for Federal FEMA/State MEMA reimbursements for personnel costs, OEMHS will provide authorization through the departmental EMG Coordinator to the employee's supervisor, if the codes should be applied to **regular** and/or **excess** (overtime) hours. In most cases the guidance will only require event transfer codes to be applied to excess hours.

- Use this crosswalk to determine codes to use on the timecard:  
[COVID 19 Special Event Crosswalk July 28 2020](#)
  - **Note:** The filter arrows in the header row will narrow the search to one department.
- Link to timecard guidance for transfers:  
[Guidance for Recording Event Related Project/Task Codes](#)
  - **Note 1:** Do not cut/paste the "PTAEO" code directly into the MCTime transfer field. Both the Project Task and the Expenditure Org must be **searched and selected**. If a Reason Code is required, it should also be **searched and selected** before clicking "OK."
  - **Note 2:** Project/Task begins with the leading letters PT[space]#####\* where the # represents project numbers from the crosswalk under your name and the asterisk (\*) represents the wildcard to search for the remaining string. Typically, items are selected from the drop-down options. All Project Tasks require an Employee Specific Expenditure Org, which can be found on the crosswalk.
  - **Note 3:** See also [Technical Issues - Compatibility Checks](#) or contact the IT Help desk at 240-777-2828.

### **Timekeeping Guidance**

This document and Timekeeping Guidance for future pay periods will be available on the [MCTime Informational Website](#), under the Resources Tab, Events Section. COVID-19. (<https://www.montgomerycountymd.gov/mctime/resources.html#Events>.) Employees may work different combinations of the examples below, depending on the circumstances of each day.

**Specific Examples:**

**County Employees Working:**

Working Regular Job and Regular Duties- On Site Example 1  
1a) Working Onsite – **Front Facing** (Regular & Excess Hours) (FOP/IAFF/GSS/MCGEO)  
1b) Working Onsite – **Back office** (Regular & Excess Hours) (GSS/MCGEO only)

Employees authorized to Telework Example 2

Working Excess Hours on Tasks Specific to COVID-19 Event Example 3  
**Note:** Crosswalk for current pay period

MLS and Question A - Time Reporting on Unpaid Time on tasks related to the COVID-19 Event Example 4

County Facility Closed to the Public, with employees working Example 5

Employees redeployed from Regular Job to tasks Directly related to Supporting the COVID-19 Event Example 6

**County Employees Not Working:**

**Eligible Administrative Leave and FFCRA Leave Types:**

Employees in positions not eligible for Telework/No work provided Example 7

EPSL Pay Code: **FFCRA - 80 Hours Paid Sick Leave** Example 8

**Note:** In consultation with the unions, the County will extend up to 80 hours EPSL and up to 12 weeks EFMLA provisions to MCGEO and unrepresented employees; these provisions will not be extended to first responders at FRS (IAFF) and MCPD (FOP).

**8a)** Employee quarantined (pursuant to Federal, State, or local government order or on the advice of a health care provider)

**8b)** Employee or family member is experiencing COVID-19 symptoms and seeking a medical diagnosis, or

**8c)** Employee has a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or on the advice of a health care provider).

**8d)** Employee is unable to work because of a bona fide need to care for a child (under 18 years of age) whose school or childcare provider is closed or unavailable for reasons related to COVID-19. **Note:** Example 8d Must use Reason Code: CHLDCARE

EFMLA Pay Code: **FFCRA – Child Care** Example 9  
**Note 1:** In consultation with the unions, the County will extend up to 80 hours EPSL and up to 12 weeks EFMLA provisions to MCGEO and unrepresented employees; these provisions will not be extended to first responders at FRS (IAFF) and MCPD (FOP).

**Note 2:** Must use Reason Code: CHLDCARE

\*Employees may apply Example 8 in lieu of unpaid time or personal leave type

Healthcare provider directed Quarantine\* Example 10

\*Eligible employees must first exhaust options in Example 8

At Risk Employees or Family Members/Employees with Disabilities Example 11

\*Eligible employees must first exhaust options in Example 8

Use of Personal Leave Types: Example 12

12a) Employees with absence not related to COVID-19

12b) Self-Directed Quarantine (no supporting documentation) \*

\*Review all of Example 8 for applicability

12c) Employees who decline available work (Onsite or Telework) \*

\*Review all of Example 8 for applicability

12d) Employees unable to work due to School Closings/Employees impacted by child/family or school/daycare closures\*

\*Review Example 8d and Example 9 for applicability

Public Safety Management - Time Reporting Example 13

Employees with work-related Contacts with or Diagnosis of COVID-19 Example 14

Temporary Employees Example 15

Employees being Tested for COVID-19 Example 16

Employees acting as COVID-19 Test Site Coordinators Example 17

Other Situations Example 18

## **County Employees Working:**

### **1) Working Regular Job and Regular Duties- On Site:**

Some Regular, Full-time or Part-time employees were required to work at their normal work location doing their normal duties. In some cases, this includes Temporary employees, check with your departmental HR Liaison to confirm. These may be employees **not** eligible for Telework. Employees who worked scheduled hours on site should code their timecard as normal, using the pay code: **Hours Worked** or with time punches.

All Directors identified Services and Programs that must be maintained. Each Service and Program was designated as: Front - Facing Onsite or Back - Office Onsite. In addition, these Services and Programs were identified as COVID Direct Response or a Critical



In the example below, a GSS (unrepresented) employee who worked 3 excess hours Sunday and 4 excess hours on Monday (8 regular + 4 excess hours =12 hours) will record the pay code differential: COVID19 Front Facing Onsite (\$10) for all 15 hours (3+12). Therefore, the employee is compensated at the straight time rate (1.0) for base wage, excess hours and differentials.

Add Row	Pay Code	Sun 3/29	Mon 3/30	Tue 3/31
Hours Worked		3.0	12.0	
Hours Worked	///TELECOVID//			9.0
COVID19 Front Facing Onsite		3.0	12.0	
		6.0	24.0	9.0

**1b) Working Onsite – Back Office (Regular & Excess Hours) (GSS/MCGEO only)**

GSS and MCGEO employees are eligible to use the pay code differential: **COVID19 Back Office Onsite**. GSS and MCGEO employees will record time hourly, based upon the service or program designation by Directors.

Add Row	Pay Code	Sun 3/29	Mon 3/30	Tue 3/31
Hours Worked			8.0	8.0
COVID19 Back Office Onsite			8.0	8.0
		0.0	16.0	16.0

When an employee works excess (overtime) hours, the employee must designate the overtime differential: **COVID19 OT Back Office Onsite** for designated back office excess hours worked.

Add Row	Pay Code	Sun 3/29	Mon 3/30	Tue 3/31
Hours Worked			8.0	8.0
Hours Worked			2.0	2.0
COVID19 Back Office Onsite				6.0
COVID19 Front Facing Onsite			8.0	2.0
COVID19 OT Back Office Onsite			2.0	2.0
		0.0	20.0	20.0

**Note:** Temporary employees working onsite are eligible for COVID-19 differential pay.

**Note:** GSS (unrepresented) employees, FLSA- Exempt, and are grade 25 and above, who earn excess hours at the straight time rate (1.0), must continue to use the pay code differential: **COVID19 Back Office Onsite** (\$3) for designated back office excess hours worked. These employees may not use the COVID19 **OT** Differential (\$4.50) for excess hours. Managers can locate an employee’s FLSA-Grade on the Mctime Genie: **Pay Rule Assignment**.

Employee Name /	Emp ID	Pay Rule	Dept Division	Section Subsection	R.T Seas	FT PT	FLSA-Grade	Job Class	ML	Job Title	Manager	Schedule Group	Hire Date
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In the example below, a GSS (unrepresented) employee who worked 3 excess hours Sunday and 4 excess hours on Monday (8 regular + 4 excess hours =12 hours) will record the pay code differential: COVID19 Back office Onsite (\$3) for all 15 hours (3+12). Therefore, the employee is compensated at the straight time rate (1.0) for base wage, excess hours and differentials.

		Mon 3/30	Tue 3/31
Save	Back Office Differential (1.0) for \$3/hour is applied to all Back Office hours, <u>not</u> the OT on-site Differential		
Add Row	Hours Worked	3.0	12.0
	COVID19 Back Office Onsite	3.0	12.0
		6.0	24.0
			16.0

## 2) Employees authorized to Telework

Some Full-time or Part-time employees have been authorized to work remotely to maintain normal business operations. Employees who teleworked any hours should code their timecard using the pay code: **Hours Worked** and they must use the Telework reason code: **TELECOVD**. If some time is spent on site, see **Example 1) Working Regular Job and Regular Duties – On Site.**

**Note:** Employees teleworking are not eligible for on-site COVID-19 differential pay.

		Transfer
Save	Comments →	Primary Account
Tc	Refresh	Select an Action ▼
Add Row	Hours Worked	8.0
	Pay Code	////TELECOVD//
		8.0

For a review of how to select a Reason Code Transfer. See:

- [How to Add the Telework Reason Code to Your Timecard \(HTML\)](#)
  - (employees, who can view their own timecard only) or
- [How to Add the Telework Reason Code to Your Timecard \(JAVA\)](#)
  - (managers, who can also view other employee timecards)

Due to periodic software upgrades on computers, functionality issues sometimes occur. If the program is not allowing you to select an item, it is most likely a compatibility and trusted sites issue. A Job Aid: [Technical Issues - Compatibility Checks](#), is available to provide guidance and troubleshoot, or if you prefer, you may call the IT HELP Desk (240-777-2828) for assistance.

### 3) Working Excess Hours on Tasks Specific to COVID-19 Event

Some Regular, Full-time or Part-time employees were required to work to perform tasks specifically related to the COVID-19 Event. Employees who work more than their scheduled hours should code their timecard using the pay code: **Hours Worked** and must use the posted Crosswalk for the pay period to determine their individual/personal Project/Task Expenditure Org transfer codes (PTAEO).

This guidance regarding the application of Project/Task Expenditure Org (PTAEO) applies only to **excess hours** (overtime or compensatory leave earned), but **not to regular hours**. To determine the PTAEO transfer codes, find your department, then name on the current [COVID 19 Special Event Crosswalk July 28 2020](#) and see: [Guidance for Recording Event Related Project/Task Codes](#) for instructions on how to **search and select**.

Employees who work more than their scheduled hours, on tasks specifically related to the COVID-19 Event, should record the **excess hours** as a separate row, with the appropriate PTAEO. If excess hours are **not** on tasks related to the COVID-19 Event, just record as normal, by increasing the hours worked on the regular hour line, or a separate line, to comply with departmental coding requirements.

Add Row	Pay Code	Transfer	Sun 3/29	Mon 3/30	Tue 3/31
<input type="button" value="Add"/>	Hours Worked			8.0	8.0
<input type="button" value="Add"/>	Hours Worked	Search PT & Exp Org		2.0	2.0
<input type="button" value="Add"/>	COVID19 Front Facing Onsite			8.0	8.0
<input type="button" value="Add"/>	COVID19 OT Front Facing Onsite	Search PT & Exp Org		2.0	2.0
			0.0	20.0	20.0

**Note:** If managers need to change the excess hours default form of compensation (compensatory leave to overtime pay), see: [Pay Code Move Job Aid](#), (Java only) being sure to **search and select** the transfer codes in the Pay Code Move.

Employees required to perform tasks specifically related to the COVID-19 event remotely, who worked more than their scheduled hours, should code their timecard using the pay code: **Hours Worked** and must use the posted Crosswalk for the pay period to find the Project/Task and the EMPLOYEE SPECIFIC Expenditure Org. This guidance regarding the application of Project/Task Expenditure Org (PTAEO) applies only to excess hours (overtime or compensatory leave earned), but not to regular hours. See: **Example 2) Employees authorized to Telework** also **search and select** the reason code: **TELECOVID** to the transfer.

Add Row	Pay Code	Transfer	Sun 3/29	Mon 3/30	Tue 3/31
<input type="button" value="Add"/>	Hours Worked	Search PT & Exp Org & Reason Code: TELECOVID		1.0	2.0
<input type="button" value="Add"/>	Hours Worked	////TELECOVID//		8.0	8.0
			0.0	9.0	10.0



**4) MLS and Question A- Time Reporting on Unpaid Time on tasks related to the COVID-19 Event**

MLS and Question A employees should record *all hours actually worked*. For all regularly paid, Hours Worked, the MLS and Question A employee working remotely should **search and select** the reason code: **TELECOVID**. For all regularly paid, Hours Worked, by MLS and Question A employees not working remotely should record hours without a reason code. All MLS and Question A employees working excess hours (unpaid) on tasks directly related to COVID-19 Event, on tasks resulting from the COVID-19 Event, or on critical core mission tasks, as designated by Department Directors, should be recorded with the reason code: **MLSCOVID**. Only Hours Worked beyond an MLS and Question A employee’s regularly scheduled hours should **search and select** to add the reason code: **MLSCOVID**.

Add Row	Pay Code	Transfer	Sun 3/15	Mon 3/16	Tue 3/17
<input type="text" value="Hours Worked"/>					8.0
<input type="text" value="Hours Worked"/>	///MLSCOVID//		3.25	0.5	3.0
<input type="text" value="Hours Worked"/>	///TELECOVID//		4.0	8.0	
			7.25	8.5	11.0

**Note:** MLS employees are not eligible for on-site COVID-19 differential pay.

**5) County Facility Closed to the Public, with employees working (Detailed to another Department)**

Where possible, many employees in departments that the County Executive has closed to the public have been redeployed to duties to support the department’s core mission, **Example 1) Working Regular Job and Regular Duties – On Site** or employees have been authorized to complete specific duties while working remotely, via Telework, **Example 2) Employees authorized to Telework**

Employees detailed to another department for work will most likely continue to have their time charged to their home department. Since managers in the detailed department will not have access to timecards in the employee’s home department, the employee should complete a [Manual Time Tracking Form](#), submit to the detailed manager for approval signature. The detailed manager should transmit the timecard to the employee’s home manager for entry and approval.

**6) Employees redeployed from Regular Job to tasks Directly related to supporting the COVID-19 Event**

Where employees have been redeployed to tasks directly related to COVID-19 Event, that may potentially be eligible for Federal FEMA/State MEMA reimbursements for personnel costs, OEMHS will provide authorization through the departmental EMG Coordinator to the employee’s supervisor. In this case, the supervisor will provide direction to the employee to record regular Hours Worked with transfer codes found on the posted Crosswalk for the pay period for the Project/Task and the **EMPLOYEE SPECIFIC Expenditure Org.** See: **Example 3 Working Excess Hours on Tasks Specific to COVID-19 Event**. Only OEMHS will authorize transfer codes to be applied to an employee’s regular and/or excess (overtime) hours.

**County Employees Not Working – Eligible Administrative Leave**

Where Directors have granted administrative leave, the manager may add this directly into employee timecards. This will alleviate the need for employees to log into their timecards remotely. Managers are expected to remain in contact with employees on Administrative Leave.

**7) Employees in positions not eligible for Telework/No work provided**

Directors have the authority to grant administrative leave to employees (no longer including Temporary Employees) whose functions cannot be performed via telework and whose presence is not required at the worksite.

Eligible employees may enter the pay code: **Admin Leave - Cnty Facility Clsd** on the timecard for all regular scheduled (full or part time) hours for which they have been excused from work. Administrative Leave should be only used to bring an employee’s weekly hours to 40 (for FLSA non-exempt and FLSA Exempt, Under Grade 25). Administrative Leave should not be used to cause an employee to earn excess (overtime) hours. Employees on Admin Leave – County Facility Closed must remain ready to work.

Save		Comments →	Primary Account	Totals Summary	Refresh	Select an
Add Row	Pay Code	Transfer	Sun 3/29	Mon 3/30	Tue 3/31	
<input type="button" value="+"/>	<input type="text" value="Admin Leave - Cnty Facility Clsd"/>	<input type="text"/>	0.0	8.0	8.0	8.0

**Note:** HR Liaisons should consult with OHR regarding moving Temporary Employees to the Oracle assignment status: COVID LWOP.

**8) New EPSL Pay Code: FFCRA - 80 Hours Paid Sick Leave**

In consultation with the unions, the County will extend up to 80 hours EPSL and up to 12 weeks EFMLA provisions to MCGEO and unrepresented employees; these provisions will not be extended to first responders at FRS (IAFF) and MCPD (FOP). Pay code: **FFCRA - 80 Hours Paid Sick Leave** is used.

**Note:** Part Time and Temporary employees are eligible for prorated FFCRA benefits:  
 Example 8- **FFCRA - 80 Hours Paid Sick Leave** and Example 9 **FFCRA – Child Care**.

- 8a)** Employee quarantined (pursuant to Federal, State, or local government order or on the advice of a health care provider)
- 8b)** Employee or family member is experiencing COVID-19 symptoms and seeking a medical diagnosis, or
- 8c)** Employee has a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or on the advice of a health care provider).

Pay code: **FFCRA - 80 Hours Paid Sick Leave** is used.

Add Row	Pay Code	Transfer	Sun 7/05	Mon 7/06	Tue 7/07	Wed 7/08	Thu 7/09	Fri 7/10	Sat 7/11	Total
	FFCRA – 80 Hours Paid Sick Leave			8.0	8.0	8.0	8.0	8.0		40.0
			0.0	8.0	8.0	8.0	8.0	8.0	0.0	40.0

  

Add Row	Pay Code	Transfer	Sun 7/12	Mon 7/13	Tue 7/14	Wed 7/15	Thu 7/16	Fri 7/17	Sat 7/18	Total
	FFCRA – 80 Hours Paid Sick Leave			8.0	8.0	8.0	8.0	8.0		40.0
			0.0	8.0	8.0	8.0	8.0	8.0	0.0	40.0

**8d)** Employee is unable to work because of a bona fide need to care for a child whose school or childcare provider is closed or unavailable for reasons related to COVID-19.

Pay code: **FFCRA - 80 Hours Paid Sick Leave** is used with reason code: **CHLDCARE**. Additionally, the **FMLA** tracking code must be entered.

Add Row	Pay Code	Transfer	Sun 8/02	Mon 8/03	Tue 8/04	Wed 8/05	Thu 8/06	Fri 8/07	Sat 8/08	Total
	FFCRA – 80 Hours Paid Sick Leave	///CHLDCARE//		8.0	8.0	8.0	8.0	8.0		40.0
	FMLA			8.0	8.0	8.0	8.0	8.0		40.0
			0.0	16.0	16.0	16.0	16.0	16.0	0.0	80.0

  

Add Row	Pay Code	Transfer	Sun 8/09	Mon 8/10	Tue 8/11	Wed 8/12	Thu 8/13	Fri 8/14	Sat 8/15	Total
	FFCRA – 80 Hours Paid Sick Leave	///CHLDCARE//		8.0	8.0	8.0	8.0	8.0		40.0
	FMLA			8.0	8.0	8.0	8.0	8.0		40.0
			0.0	16.0	16.0	16.0	16.0	16.0	0.0	80.0

After an employee has exhausted any eligible **FFCRA - 80 Hours Paid Sick Leave**, the employee may be eligible for additional Admin Leave – Other with reason code: **ADMCOVID**. (See also **Example 9, Example 10 or Example 11.**)

**9) EFMLA Pay Code: FFCRA – Child Care**

**Note 1:** The pay code: **FFCRA - 80 hours Paid Sick Leave** must be exhausted before using Example 9 - EFMLA pay code: **FFCRA – Child Care** with reason code: **CHLDCARE**.

**Note 2:** Part Time and Temporary employees are eligible for prorated FFCRA benefits: Example 8- **FFCRA - 80 Hours Paid Sick Leave** and Example 9 **FFCRA – Child Care**.

EFMLA (FFCRA – Child Care) is available for MCGEO, unrepresented employees and temporary employees. In consultation with the unions, the County will extend up to 80 hours EPSL and up to 12 weeks EFMLA provisions to MCGEO and unrepresented employees; these provisions will not be extended to first responders at FRS (IAFF) and MCPD (FOP).

The **FFCRA – Child Care** provision allows leave only for school or childcare closures and provides paid leave after 10 days. In addition to the narrower scope, the EFMLA differs substantially from traditional FMLA and the County’s Family and Medical Leave policy because an employee is eligible for EFMLA after 30 days rather than after twelve months of employment. Further, if an employee seeks to claim this benefit, the first 10 days may be unpaid or substituted for other leave, including **FFCRA - 80 Hours Paid Sick Leave. (Example 8d)**.

Employees using this provision must use the pay code **FFCRA – Child Care** with the reason code **CHLDCARE**. Additionally, the **FMLA** tracking code must be entered.

Add Row	Pay Code	Transfer	Sun 7/19	Mon 7/20	Tue 7/21	Wed 7/22	Thu 7/23	Fri 7/24	Sat 7/25	Total
	FFCRA – Childcare	////CHLDCARE//			10.0	10.0	10.0	10.0		40.0
	FMLA				10.0	10.0	10.0	10.0		40.0
			0.0	0.0	20.0	20.0	20.0	20.0	0.0	80.0

  

Add Row	Pay Code	Transfer	Sun 7/26	Mon 7/27	Tue 7/28	Wed 7/29	Thu 7/30	Fri 7/31	Sat 8/01	Total
	FFCRA – Childcare	////CHLDCARE//			10.0	10.0	10.0	10.0		40.0
	FMLA				10.0	10.0	10.0	10.0		40.0
			0.0	0.0	20.0	20.0	20.0	20.0	0.0	80.0

**10) Healthcare provider directed Quarantine\***

*\*Eligible employees must first exhaust options in Example 8*

Employees **who have been directed by a healthcare provider** to quarantine or self-isolate, due to symptoms, exposure or travel, will be provided administrative leave for the mandated self-isolation/self-quarantine period, up to 14 calendar days. All employees who believe they may have had community contact or are experiencing symptoms should contact **DHHS Disease Control** at 240-777-1755 and follow their guidance. If advised to leave work, employee must notify their supervisor. They will be triaged to determine if additional health screening is needed. The healthcare provider’s written quarantine notice must be provided to Occupational Medical Services, OMS (or FROMS for Fire Rescue Service IAFF employees). OMS will provide clearance for return

to work. Employees will be placed on administrative leave or may continue to telework, if approved see: **Example 2) Employees authorized to Telework.** First exhaust Example 8, if applicable, before applying any administrative leave.

Eligible employees should enter the pay code: **Admin Leave - Other** and **search and select** the reason code: **ADMCOVID** on the timecard for all regular scheduled (full or part time) hours for which they have been excused from work. Administrative Leave should be only used to bring an employee’s weekly hours to 40 (for FLSA non-exempt and FLSA Exempt, Under Grade 25). Administrative Leave should not be used to cause an employee to earn excess (overtime hours).

Add Row	Pay Code	Transfer	
	Admin Leave - Other	ADMCOVID	8.0

**11) At Risk Employees or Family Members/Employees with Disabilities\***

*\*Eligible employees must first exhaust options in Example 8, if applicable*

Any employee who is considered high-risk, or who resides with a family member who is considered high-risk, shall be provided the ability to telework. If work is not available for the employee to telework, the employee will be provided administrative leave until a healthcare provider documents that it is safe for the employee to return to the workplace. First exhaust Example 8, if applicable, before applying any administrative leave.

At-Risk Employees and Family Members/Employees with Disabilities must receive OHR/OMS verification (HSR) that they or a person they are caring for is at risk. Employees inquiring about a family member’s high-risk status based on age only, should submit their request for approval to OHR/OMS [online](#).

Eligible employees should enter the pay code: **Admin Leave - Other** and **search and select** the reason code: **ADMCOVID** on the timecard for all regular scheduled (full or part time) hours for which they have been excused from work. Administrative Leave should be only used to bring an employee’s weekly hours to 40 (for FLSA non-exempt and FLSA Exempt, Under Grade 25). Administrative Leave should not be used to cause an employee to earn excess (overtime hours).

**Note:** For details on the CDC definition of at-risk populations, click [here](#).

Add Row	Pay Code	Transfer	
	Admin Leave - Other	ADMCOVID	8.0

## **12) Use of Personal Leave Types**

### **12a) Employees with absence not related to COVID-19**

Employees unable to work due to reasons other than related to the COVID-19 Event, must use their own personal leave types, subject to manager approval.

### **12b) Self-Directed Quarantine (no supporting documentation) \***

*\*Review all of Example 8 for applicability*

Any employee who has not been directed by a healthcare provider to quarantine/isolate, due to symptoms, exposure, or travel, should use their own sick leave. The employee should notify their supervisor that they are sick and are staying home and stay home until they are symptom-free.

The employee should remain in contact with their healthcare provider if their symptoms change. If their healthcare provider decides to send the employee for COVID-19 testing, the employee should notify their supervisor. If the COVID-19 test is positive, the County will convert the used sick leave into administrative leave in accordance with the union-negotiated agreements.

During the COVID-19 Event, employees may utilize any personal leave type (annual leave, compensatory leave, comp leave supp, sick leave, sick and safe leave, personal days or PTO-Paid Time Off) during the time you are home.

### **12c) Employees who decline available work (Onsite or Telework)**

*\*Review all of Example 8 for applicability*

Employees who decline available work due (Onsite or Telework) must use their own personal leave types, subject to manager approval.

### **12d) Employees unable to work due to School Closings/Employees impacted by child/family or school/daycare closures**

*\*Review Example 8d and Example 9 for applicability*

During the COVID-19 Event, employees may utilize any personal leave type: annual leave, compensatory leave, comp leave supp, sick leave, personal days or PTO-Paid Time Off, subject to manager approval.

## **13) Public Safety Management - Time Reporting**

The FOP, IAFF and MCGEO union agreements do not pass through to Public Safety Management. Public Safety Management employees who are required to work at their normal work location doing their normal duties should code their timecard as normal, using the pay code: **Hours Worked**, leave used, or with time punches.

**Note:** Public Safety Management employees are not eligible for any COVID-19 differential pay.

When Public Safety Management employees work remotely, see **Example 2) Employees authorized to Telework** to search and select the reason code: **TELECOVD**.

#### **14) Employees with work-related Contacts with or Diagnosis of COVID-19**

During the COVID-19 Event, and for contacts with COVID-19 only, until a reported CorVel Claim has been investigated, timekeeping should follow the most appropriate example(s) above. If the CorVel claim is accepted, follow Workers' Compensation timekeeping for accepted claims See: [Workers Compensation Leave Administration Chart](#).

#### **15) Temporary Employees**

Temporary employees are eligible for FFCRA benefits: Example 8- (EPSL) **FFCRA - 80 Hours Paid Sick Leave** and Example 9 (EFMLA) **FFCRA – Child Care**. **Note:** Sick and Safe leave could be used toward the initial 2 weeks of EFMLA, if needed, but any available EPSL should be used first. Sick and Safe Leave should be used after employee exhausts FFCRA (EPSL and/or EFMLA) if needed for a qualifying reason.

Department Directors who have available work for Temporary employees need to ensure that employees are receiving appropriate COVID-19 on-site differential pay.

Department Directors who do not have available work for Temporary employees should consult with OHR regarding moving Temporary Employees to the Oracle assignment status: COVID LWOP.

#### **16) Employees being Tested for COVID-19**

The County is planning to test all employees who are working in County Facilities (owned or leased), including field workers. Employees who do some on-site and some telework are also to be tested. Employees who have been able to do 100% telework are not targeted to be tested by the County, at this time.

The pay code **Hours Worked** with the reason code **COVIDTST** should be used for travel time from a County work site to the appointment and back to the County work site, appointment time and any appointment wait time should be captured. The time spent testing is **not** eligible for **any** on-site differential. Travel time from home to the appointment and returning home is considered normal work commute and should not be recorded. An Employee Job Aid can be found on the Mctime Informational Website, under the Resources Tab, Topic: [Events](#).

#### **17) Employees acting as COVID-19 Test Site Coordinators**

Some County employees will be designated as COVID-19 Site Test Coordinators. The pay code **Hours Worked** with the reason code **C19STCOR** should be used. Refer to the **C19STCOR** Reason Code Job aid to determine if the COVID project code or on-site differential codes should be applied. An Employee Job Aid can be found on the Mctime Informational Website, under the Resources Tab, Topic: [Events](#).



**18) Other Situations:**

- Employees currently in another type of Administrative Leave status (Disciplinary, Military, Workers Compensation) are **not** impacted and will remain in their previous status as authorized.
- Employees in a Leave Without Pay (LWOP) status, the previous scheduled day, or in an Absent Without Leave (AWOL) status, or other inactive status, are **not** impacted and will remain in that status, until they report to work again.

**Questions?**

- **OHR Compensation:** [OHR.Compensation2@montgomerycountymd.gov](mailto:OHR.Compensation2@montgomerycountymd.gov)
- **Finance, Mctime:** [Mctime@montgomerycountymd.gov](mailto:Mctime@montgomerycountymd.gov)

cc: Administrative Services Managers and functional equivalents  
Finance, Payroll  
Finance, Mctime  
Dept HR Liaisons  
MLS Managers  
Managers, Public Safety  
Mctime POC's