OFFICE OF HUMAN RESOURCES

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County Executive

Berke Attila
Director, OHR

MEMORANDUM
Wednesday, April 07, 2021

TO: Executive Branch Department and Office Directors

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

SUBJECT: Timekeeping Guidance: COVID-19 Event March 28 - April 10, 2021

       This guidance is being provided to all Directors, ASCs or equivalent, and all HR Liaisons and MCtime Liaisons to address timekeeping for the pay period referenced below.

       Departmental MCtime SMEs should assist employees in applying timekeeping information by highlighting information that is most relevant to the department and providing the first level of troubleshooting for any questions. There are no significant changes to the previous pay period guidance.

Status	Beginning	Ending
County Open with Situational Telework for County Employees	Sunday, March 28, 2021 at 12: 00 a.m.	Saturday, April 10, 2021 at 11: 59 p.m.

       It is imperative that employees record time accurately. Employees are strongly encouraged to record hours worked into the MCtime application **daily** and approve their timecard on the employee's last scheduled day of the pay period. Employees can work a combination of onsite and remote work on any given day. Time should be recorded based on the hours actually worked at each location.

       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 as necessary, 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 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_April_6_2021
  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.

COVID Timekeeping Guidance

        This document and Timekeeping Guidance for prior pay periods is 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:

<u>County Employees Working</u>:
Working Regular Job and Regular Duties   Example 1
        Note: As of 2/14/21 pay period, COVID-19 onsite differential pay no longer applies.

Employees authorized to Telework	Example 2
Working Excess Hours on Tasks Specific to COVID-19 Event **Note:** Review Crosswalk for proper Project/Task and Expenditure Org	Example 3
MLS and Question A - Time Reporting on Unpaid Time on tasks related to the COVID-19 Event	Example 4
Employees Detailed to another Department	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: FFCRA - 80 Hours Paid Sick Leave~~
     Note: After 12/31/20, FFCRA Leave no longer applies,
     Review Example 10, 11 or 12 for applicability
	~~Example 8~~

~~EFMLA: FFCRA – Child Care~~
     Note: After 12/31/20, FFCRA Leave no longer applies.
     See Example 12d
	~~Example 9~~

Employee with absence related to COVID-19 or Healthcare provider directed Quarantine	Example 10

> **Note:** Quarantine due to travel see Example 12b
> **Note:** Post-vaccine effects see Example 12c

At Risk Employees or Family Members/Employees with Disabilities	Example 11
Use of Personal Leave Types:	Example 12

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

12b) Self-Directed Quarantine (no supporting documentation) or post Travel Quarantine.

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

12d) Employees unable to work due to School Closings/Employees

impacted by child/family or school/daycare closures.

12e) Employees unable to work due to post-vaccine effects.

12f) Employees who receives vaccine, other than at a County Clinic.

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

County Employees Working:

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

Full-time or Part-time employees required to work onsite at a County location should code their timecard using the pay code: **Hours Worked** and apply any required transfer codes. To record hours worked remotely, see **Example** 2**) Employees authorized to Telework.**

Add Row	Pay Code	Transfer	
⊞	Hours Worked ▾	🔍	8.0
			0.0

Effective February 14, 2021, the COVID-19 differential pay described in the April 3, 2020 Memorandum of Agreement between Parties expired, as did the October 8, 2020 Memorandum of Agreement between the County and MCGEO with respect to seasonal employees. This includes regular and excess hours worked.

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 worked on site at a County location, see **Example 1) Working Regular Job and Regular Duties – On Site**.

Save	Comments ⇨	Primary Account	Tc	Refresh		Select an Action ▾	

Add Row	Pay Code	Transfer	
⊞	Hours Worked ▾	////TELECOVD// 🔍	8.0
			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 or trusted sites issue. A Job Aid: Technical Issues - Compatibility Checks, is available to provide guidance, 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 <u>more than their scheduled hours</u> 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.

This guidance regarding the application of Project/Task Expenditure Org applies only to excess hours (overtime or compensatory leave earned), but not to regular hours. To determine the proper transfer codes, find your department, then name on the current COVID_19_Special_Event_Crosswalk_April_6_2021 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 Project/Task Expenditure Org. 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 2/21	Mon 2/22	Tue 2/23
⤒	Hours Worked ▾			8.0	8.0
⤒	Hours Worked **Excess**	//PT 2003872-GEN00 🔍 **Search PT & Exp Org**	5.0	1.0	2.0
			5.0	9.0	10.0

  Note A: 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 Full application of Project/Task Expenditure Org applies only to excess hours (overtime or compensatory leave earned), but not to regular hours. See: **Example 2)** <u>**Employees authorized to Telework**</u> also **search and select** the reason code: **TELECOVD** to the transfer.

Save	Comments ⇨	Primary Account	Totals Summary	Refresh	Select an Action ▾

Add Row		Transfer	Sun 3/29	Mon 3/30	Tue 3/31
⤒	Hours Worked ▾ **For Excess Hours**	Search PT & Exp Org & Reason Code: TELECOVID		1.0	2.0
⤒	Hours Worked ▾	////TELECOVD// 🔍		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: **TELECOVD**. For all regularly paid, Hours Worked, by MLS and Question A employees <u>not</u> 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
	Hours Worked				8.0
	Hours Worked	////MLSCOVID//	3.25	0.5	3.0
	Hours Worked	////TELECOVD//	4.0	8.0	
			7.25	8.5	11.0

5) **Employees 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.** A reason code: **DETAIL** has been created if the home department wishes to track hours.

   Employees detailed to another department 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. 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.
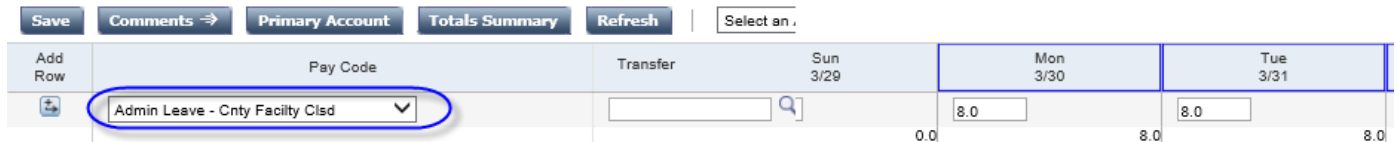
County Employees Not Working –

Eligible Administrative Leave

       Where Directors have granted administrative leave, managers may add directly into employee timecards. This will alleviate the need for employees to log into 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.

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

8) FFCRA - 80 Hours Paid Sick Leave
      After 12/31/20, FFCRA Leave no longer applies.

9) EFMLA Pay Code: FFCRA – Child Care
      After 12/31/20, FFCRA Leave no longer applies, see Example 12d.

10) Employee with absence related to COVID-19 or Healthcare provider directed Quarantine*

Note C: *Vaccine -* No Administrative Leave may be provided for post vaccine effects, even with a health care provider note. For Vaccination, See Examples 18, 12e, and 12f.

Travel

*Quarantine due to travel, see **Example 12b.**

Per the 1/11/21: Revised OHR Travel and Leave Guidance, if an employee is engaging in self-quarantine due to **travel**, and until COVID-19 test results are received, the employee may telework with the approval of the supervisor. Employees are encouraged to utilize telework, if possible. If the employee is unable to telework, employee should use a personal leave type after return from travel, while engaging in self quarantine, until the COVID-19 test result is received. No Administrative Leave may be provided for travel related quarantine, even with a health care provider note.

Non-Travel Absence

All Employees (Regular or Temporary), who have been directed by a healthcare provider to quarantine or self-isolate, due to symptoms, exposure, or awaiting or receiving a positive COVID-19 test result will be provided administrative leave for the mandated self-isolation/self-quarantine period. 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. 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.**

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
			8.0

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

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.

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 D: For details on the CDC definition of at-risk populations, click **here.**

Add Row	Pay Code	Transfer	
🔁	Admin Leave - Other ⌄	////ADMCOVID// 🔍	8.0
			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 or post Travel Quarantine

Self-Directed Absence

Any employee who has not been directed by a healthcare provider to quarantine/isolate, due to symptoms, or exposure, or has no quarantine documentation should use their own leave. The employee should notify their supervisor that they will quarantine due to travel or that they are sick and will be staying home until they are symptom-free. During the COVID-19 response, employees may utilize any personal leave type (sick leave, annual leave, compensatory leave, comp leave supp, sick and safe leave, personal days or PTO-Paid Time Off) for quarantine.

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.

Travel Related Absence

Per the 1/11/21: <u>Revised OHR Travel and Leave Guidance</u>*,* if an employee is engaging in self-quarantine due to <u>travel,</u> and until COVID-19 test results are received, the employee may telework with the approval of the supervisor. Employees are encouraged to utilize telework, if possible. If the employee is unable to telework employee should <u>use a personal leave type after return from travel, while engaging in self quarantine, until the COVID-19 test result is received</u>. No Administrative Leave may be provided for travel related quarantine, even with a health care provider note.

If the COVID-19 test is positive, the results must be provided to Occupational Medical Services, OMS. OMS will provide clearance for return to work. If employee receives a positive test result from the COVID-19 test, the personal leave type that was used to self-quarantine will be converted to administrative leave, in accordance with the union-negotiated agreements. **Upon notification of the positive test, the manager is responsible to convert the leave via the timecard correction process.**

12c) <u>Employees who decline available work (Onsite or Telework)</u>.

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

12d) <u>Employees unable to work due to School Closings/Employees impacted by child/family or school/daycare closures.</u>

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

12e) <u>Employees unable to work due to vaccine* or post-vaccine effects.</u>

*Employees who receive vaccines – See Example 18.

Similar to the annual flu vaccination program, Employees who are unable to work due to post-vaccine effects should record a <u>personal</u> <u>leave</u> <u>type</u>. Administrative Leave is <u>not</u> authorized for post vaccine effects, even with a health care provider note. During the COVID-19 Event, employees may utilize <u>any</u> personal leave type: sick leave, PTO-Paid Time Off, Sick and Safe Leave, or other available leave types: annual leave, compensatory leave, and comp leave supp, subject to manager approval.

12f) Employees who receives vaccine, **other than at a County Clinic.**

*Employees who receive vaccines at County Run Clinic - See Example 18

Similar to the annual flu vaccination program **Employees who receive vaccines at clinics run by other organizations** (Veterans Affairs (VA) Medical Center, Hospitals, Pharmacies, Maryland mass vaccination sites, etc.) must use a personal leave type or schedule appointments outside of their regularly scheduled hours. During the COVID-19 Event, employees may utilize any personal leave type: sick leave, PTO-Paid Time Off, Sick and Safe Leave, or other available leave types: annual leave, compensatory leave, and comp leave supp, subject to manager approval.

13) Public Safety Management - Time Reporting

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 and appropriate transfer codes.

Note D: 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

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

16) Employees being Tested for COVID-19

The County will test employees who are working in County Facilities (owned or leased), including field workers. Employees who do some on-site and some telework are also being 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. Travel time from <u>home</u> 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 should be applied. An Employee Job Aid can be found on the MCtime Informational Website, under the Resources Tab, Topic: **Events**.

18) Employees obtaining a Vaccination for COVID-19 at a County Clinic or Other site
County Run Clinics

Similar to the annual flu vaccination program Effective March 14, 2021, employees who obtain a COVID-19 Vaccination (Shot #1 or Shot #2) during the employee's <u>scheduled</u> <u>working</u> <u>hours</u> at **a Montgomery County, MD Run Clinic** should use the pay code **Hours Worked** with the reason code **COVIDVAX** for travel time from a County work site to the vaccine appointment in Montgomery County and back to the County work site; appointment time and any appointment wait time should be captured. Travel time from <u>home</u> to the appointment and returning home is considered normal work commute and should not be recorded. Overtime is not approved for the purposes of obtaining a vaccine. Managers should proactively allow a schedule adjustment to avoid excess hours. An Employee Job Aid can be found on the MCtime Informational Website, under the Resources Tab, Topic: **Events**.

Non-County Run Clinics

*Employees who receive vaccines other than at a County Clinic - See **Example 12f**

Similar to the annual flu vaccination program **Employees who receive vaccines at clinics run by other organizations** (Veterans Affairs (VA) Medical Center, Hospitals, Pharmacies, Maryland mass vaccination sites, etc.) must use a <u>personal</u> <u>leave</u> <u>type</u> or schedule appointments <u>outside</u> of their regularly scheduled hours. During the COVID-19 Event, employees may utilize <u>any</u> personal leave type: sick leave, PTO-Paid Time Off, Sick and Safe Leave, or other available leave types: annual leave, compensatory leave, and comp leave supp, subject to manager approval.

<u>**Note E:**</u> Unable to work due to post vaccine effects - See **Example 12e**

19) **Employees acting as COVID-19 Vaccination Site Coordinators**

Some County employees will be designated as COVID-19 Vaccination Site Coordinators. The pay code **Hours Worked** with the reason code **VAXSTCOR** should be used. Refer to the VAXSTCOR Reason Code Job aid to determine if the COVID project code should be applied. An Employee Job Aid can be found on the MCtime Informational Website, under the Resources Tab, Topic: **Events**

20) **Other Situations**

- Employees currently in another type of Administrative Leave status (Disciplinary, Military, Workers Compensation) are **not** impacted and 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
- **Finance, MCtime:** 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