OFFICE OF HUMAN RESOURCES

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County Executive

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MEMORANDUM
Wednesday, November 18, 2020

TO: Executive Branch Department and Office Directors

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

SUBJECT: Timekeeping Guidance for COVID-19 Event: November 8 - 21, 2020

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. Please share this information with your employees.

Early in the County's COVID response, all Directors identified Services and Programs that must be maintained. Each Service and Program was identified as COVID Direct Response or a Critical Core Service the Department must maintain. Additionally, each Service and Program was designated as: Front-Facing Onsite, Back-Office Onsite and/or Telework. It is imperative that Managers confirm that proper COVID-19 Differentials are entered on timecards prior to approving. To identify how a specific Service or Program was designated, please access the link below.

County Services That Must Be Maintained 11/18/20

Based on the following guidance, it is imperative that employees record time accurately. Employees are strongly encouraged 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. 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.

Status	Beginning	Ending
County Open with Situational Telework for County Employees	Sunday, November 08, 2020 at 12: 00 a.m.	Saturday, November 21, 2020 at 11: 59 p.m.

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 November 4 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 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:

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: Review Crosswalk for proper Project/Task and Expenditure Org

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

<u>Use of Personal Leave Types:</u>   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 Core Service. It is imperative that Managers confirm the proper COVID-19 Differentials are entered on the timecard prior to approving. See: <u>Reviewing COVID 19 Differentials Job Aid</u>.

1a) Working Onsite – Front Facing (Regular & Excess Hours) (**FOP/IAFF/GSS/MCGEO**)

    All three unions will use the pay code differential: **COVID19 Front Facing Onsite** for designated front facing work. All on-site work by FOP and IAFF employees is considered "Front Facing." GSS, MCGEO, and FOP employees will **record <u>time hourly</u>, based upon the service or program designation by Directors.**

When an employee works excess (overtime) hours, the employee must designate the overtime differential: **COVID19 OT Front Facing Onsite** for designated front facing excess hours worked.

Note: Differentials are IN ADDITION to Hours Worked.

Note: In some departments with unique pay rules, MCtime has automated pay rules to include the on-site differentials. Employees (HTML platform) must run the Totals Summary report to view the differential. Managers (using Java platform) will review the Totals and Schedules tab.

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 Front Facing Onsite** ($10) for designated front facing excess hours worked. These employees may <u>not</u> use the COVID19 **OT** Differential ($15) for excess hours. Managers can locate an employee's FLSA-Grade on the MCtime Genie**: Pay Rule Assignment.**

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). The employee is compensated at the straight time rate (1.0) for base wage, excess hours and differentials.

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** <u>time hourly</u>**, based upon the service or program designation by Directors.**

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

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 <u>not</u> 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.**

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.

2) <u>Employees authorized to Telework</u>

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) <u>Working Regular Job and Regular Duties – On Site</u>.**

<u>Note</u>: Employees teleworking are <u>not</u> eligible for on-site COVID-19 differential pay.

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) <u>Working Excess Hours on Tasks Specific to COVID-19 Event</u>

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 (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 November 4 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 **<u>not</u>** 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.

Note: If managers need to change the excess hours default form of compensation (compensatory leave to overtime pay), see: <u>Pay Code Move Job Aid</u>, (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) <u>Employees authorized to Telework</u>** also **search and select** the reason code: **TELECOVD** to the transfer.

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

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**.

Note: MLS employees are <u>not</u> eligible for on-site COVID-19 differential pay.

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

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) <u>Working Regular Job and Regular Duties – On Site</u>** or employees have been authorized to complete specific duties while working remotely, via Telework, **Example 2) <u>Employees authorized to Telework.</u>** A reason code: DETAIL has been created if the home department wishes to track wages.

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 <u>Manual Time Tracking Form</u>, 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) <u>**Employees redeployed from Regular Job to tasks Directly related to supporting the COVID-19 Event**</u>

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 <u>Excess Hours on Tasks Specific to COVID-19 Event</u>**. 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.

Add Row	Pay Code	Transfer	Sun 3/29	Mon 3/30	Tue 3/31
	Admin Leave - Cnty Facilty Clsd			8.0	8.0
			0.0	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; this provision was not extended to first responders at FRS (IAFF)/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 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; this provision was not extended to first responders at FRS (IAFF)/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 pay code **FFCRA – Child Care** with the reason code **CHLDCARE**. Additionally, the **FMLA** tracking code must be used.

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) <u>Healthcare provider directed Quarantine*</u>

*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. 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.** 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
			8.0

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

*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
			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
- **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