MEMORANDUM
May 19, 2023

TO: Executive Branch Department and Office Directors

FROM: Traci L. Anderson, Director, Office of Human Resources
            Michael Coveyou, Director, Department of Finance

SUBJECT: Timekeeping Guidance: <mark>Pay Period May 07, 2023, Until Further Notice</mark>

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.

This memo will serve as timekeeping guidance for the pay period beginning **May 07, 2023 and** continue until operational changes would impact timekeeping requiring a new memo. Clarifying edits are highlighted in yellow.

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.

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.

COVID 19 Response - Project Code for Reimbursement

With the announcement that the COVID-19 Public Health Emergency ended at midnight May 11, 2023, the Project Code of 2003872 should not be used after May 11, 2023.

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:

County Employees Working:

Working Regular Job and Regular Duties	Example 1
Employees authorized to Telework	Example 2
Employees redeployed from Regular Job to tasks directly related to supporting the COVID-19 Event (including COVID-19 Test Kit/Mask Distribution)	Example 3**

County Employees Not Working:

Employee with absence related to COVID-19 OMS Directed Quarantine	Example 4**
Use of Personal Leave Types:	Example 5**

       5a) Self-Directed Quarantine or post Travel Quarantine.

       5b) Employees unable to work due to post-vaccine effects

Employees with work-related Contacts with or Diagnosis of COVID-19	Example 6**
Employees being Tested for COVID-19	Example 7**
Employees obtaining a Vaccination for COVID-19	Example 8**

**Note the expiration date of these examples

County Employees Working:

1) Working Regular Job and Regular Duties:

All Full-time or Part-time (including MLS and Question A) employees working 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

2) **Employees authorized to Telework**

Per the [Montgomery County Telework Policy,](#) employees must have an approved telework arrangement in eTelework to work remotely. Employees who teleworked **any** hours should code their timecard using the pay code: **Hours Worked** and they must search and select the reason code: **TELEWORK**. 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. If some time is worked on site at a County location, see **Example 1) Working Regular Job and Regular Duties.**

Add Row	Pay Code	Transfer	Sun 10/10	Mon 10/11
⊞	Hours Worked ▾	////TELEWORK// 🔍		8.0
			0.0	8.0

3) **Employees redeployed from Regular Job to tasks directly related to supporting the COVID-19 Event (including COVID-19 Test Kit/Mask Distribution)**

==The Project Code 2003872 should not be added to timecards after May 11, 2023==

Where employees continue to be 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 or Excess Hours with transfer codes found on the posted Crosswalk for the pay period for the Project/Task and the EMPLOYEE SPECIFIC Expenditure Org. Only OEMHS will authorize transfer codes to be applied to an employee's regular and/or excess (overtime) hours. Where employees are deployed to distribute take home COVID-19 testing kits (or masks) use the Project/Task and the EMPLOYEE SPECIFIC Expenditure Org with reason code COVIDKIT.

Add Row	Pay Code	Transfer	Sun 1/09	Mon 1/10
⊞	Hours Worked ▾	🔍		5.0
	Regular or Excess Hours ▾	🔍		
⊞	Hours Worked ▾	//PT 2003872-GEN001 🔍		3.0
		Search PT & Exp Org & Reason Code: COVIDKIT		8.0

County Employees Not Working

4) Employee with absence related to COVID-19 OMS Directed Quarantine

==Use of Admin Leave for COVID-19 diagnoses expires May 31, 2023==

Per the 12/28/22: Updated Supervisor Guidelines: What to Do If an Employee Becomes Sick or Exposed to COVID-19, Employees who have tested positive for COVID-19 must contact the Departmental COVID-19 POC, who will contact OMS to assess whether there is a need for quarantine based on latest CDC, Maryland Department of Health (MDH), and Montgomery County Department of Health and Human Services (DHHS) guidelines. Until a positive COVID-19 test result is confirmed, employees directed to quarantine must use a personal leave type.

If the employee has received a quarantine notice from a healthcare provider, the healthcare provider's written quarantine notice must be provided to OMS. Administrative Leave should **only** be used once **the OMS COVID team** indicates to quarantine and a positive COVID-19 test result is confirmed. OMS will provide clearance for return to work on site. If Telework is approved and employee is able to perform work, see **Example 2) Employees authorized to Telework.**

Positive COVID -19 Test Results

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). Managers should decide whether or not to approve excess hours for eligible employees when non-productive pay status types such as Administrative Leave or personal leave types are used within the week or pay period.

Add Row	Pay Code	Transfer	
⊞	Admin Leave - Other ⌄	////ADMCOVID// 🔍	8.0
			8.0

5) Use of Personal Leave Types

5 a) Self-Directed Quarantine or post Travel Quarantine

==Use of Admin Leave for COVID-19 diagnoses expires May 31, 2023, beginning June 1, 2023, employees should use the appropriate leave type for work absences. ==

Self-Directed Absence

Any employee without an OMS-directed quarantine must use their **own leave**. During the COVID-19 response, employees may utilize <u>any</u> personal leave type (sick leave, annual leave, comp leave supp compensatory leave, sick and safe leave, personal days or PTO-Paid Time Off). The employee should remain in contact with OMS if their symptoms or COVID-19 test status changes.

If a COVID-19 test is positive, the results must be provided to <u>Departmental COVID-19 POC</u> and 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.

Travel Related Absence

If an employee chooses to engage in self-quarantine related to <u>travel,</u> the employee should <u>use a personal leave type or may telework if approved by their supervisor.</u>   IAFF represented employees <u>required to travel for work</u> will follow departmental guidance.

5b) Employees unable to work due to post-vaccine effects

*Employees who receive vaccines – See Example 8

==****Use of Admin Leave for COVID-19 diagnoses expires May 31, 2023****==

Similar to the annual flu vaccination program, Employees who are unable to work due to post-vaccine effects should record a personal leave type. 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. As of **June 1, 2023, MCGEO and FOP represented employees** may no longer contact the <u>Departmental COVID-19 POC</u> to request one day of a personal leave type be converted to administrative leave.   IAFF represented employees shall follow departmental procedures for requesting leave following a vaccination.

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

==****The County will no longer be tracking employee COVID cases effective June 1, 2023****==

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: <u>Workers Compensation Leave Administration Chart.</u>

7) <u>Employees being Tested for COVID-19</u>

<mark>****The Reason Code COVIDTST should not be used after May 11, 2023****</mark>

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. One hour is considered a reasonable timeframe to be excused from work for testing.

FOP represented employees shall follow departmental procedures for timekeeping for COVID-19 Testing. Department of Correction and Rehabilitation (DOCR) employees shall follow departmental procedures for timekeeping for COVID-19 Testing.

Questions related to COVID-19 Testing and Timekeeping should be directed [Departmental COVID-19 POC](#).

8) <u>Employees obtaining a Vaccination for COVID-19</u>

<mark>****The Reason Code COVIDVAX should not be used after May 11, 2023****</mark>

Like the annual flu vaccination program, effective March 14, 2021, employees who obtain a COVID-19 Vaccination 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.

Questions?
- **OHR : OHR@montgomerycountymd.gov**
- **Finance, MCtime: MCtime@montgomerycountymd.gov**

cc: Administrative Services Managers and functional equivalents
       Payroll
       MCtime
       Dept HR Liaisons
       MLS Managers
       Managers, Public Safety
       MCtime SMEs & POCs
       SEAAs
       Supervisors