

MEMORANDUM OF AGREEMENT  
BETWEEN  
MONTGOMERY COUNTY GOVERNMENT  
AND THE  
UNITED FOOD AND COMMERCIAL WORKERS, LOCAL 1994 MUNICIPAL AND  
COUNTY GOVERNMENT EMPLOYEE ORGANIZATION

Montgomery County Maryland ("the County"), and the United Food and Commercial Workers, Local 1994, Municipal and County Government Employees Organization ("the Union") hereby resolve the County's proposed usage of the KRONOS electronic timeclock system and associated proposed Attendance Policy.

- 1.) DLC has agreed to withhold the proposed Attendance Policy associated with the KRONOS electric timeclock system until the next bargaining period, which is scheduled to begin November, 2018. DLC will submit a proposal at that time to negotiate a written Attendance Policy for DLC employees that will be helpful to both employees and management.
- 2.) DLC will allow a 90-day grace period allowing employees time to acclimate themselves with the new KRONOS electronic timeclock system. However, the Department is not prohibited from taking action against an employee who violates current Department procedures, including, but not limited to arriving at work late without authorization.
- 3.) The KRONOS timeclock system will prohibit employees from signing in more than 5 minutes prior to the start of her/his shift. However, all managers will have the authority to approve an employee's early arrival if circumstances necessitate approval.
- 4.) The KRONOS timeclocks will utilize a Finger Scan system as described below:

A finger scan uses a biometric template that is the mathematical representation of the distance between 7-8 areas of an employee's fingerprint, not the actual fingerprint itself. The template created by the mathematical representation will be sent to whichever biometric terminals are assigned to the employee so that employees can be rapidly verified at the terminal where they are attempting to create a transaction. Administrators with access to the database will be able to see these templates in a database table but will only see them as a binary code. Since the initial enrollment process only records the distance between 7-8 points on an employees' finger, the biometric template cannot be reverse engineered to represent an actual fingerprint.

- 5.) The existing Workforce Central database (or "MC Time"), in addition to containing all employee transactional data such as punches, pay codes, time off requests, etc., also contains employee demographic data. Every employee record contained in the new KRONOS timeclock system will contain the following:

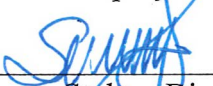
- Last name
- Employee ID

- Date of hire
- A primary cost center string
- Login credentials (if accessing data at a PC)
- Biometric data

- 6.) If an employee has a legitimate religious objection to utilizing the finger scan, DLC will make the necessary accommodations permitted by law.
- 7.) Due to a limit on the number of participants allowed in the KRONOS led training, only three Union representatives will be able to participate. All other employees will be trained on the system by a manager and/or assistant manager.
- 8.) The new KRONOS timeclock system will be implemented in FY'18.

IN WITNESS WHEREOF, the parties hereto have caused their names to be subscribed by their duly authorized officers and representatives this 16 day of November 2017.

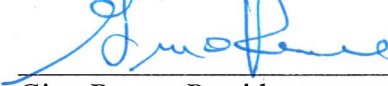
For the Employer

  
Shawn Stokes, Director, OHR      11/16/17  
Date

  
Robert Dorfman, Director, DLC      11-6-17  
Date

  
County Attorney      10/25/2017  
Date  
Approved for form and legality

For the Union

  
Gino Renne, President      10/27/17  
Date