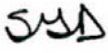


Department of Financial Services
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20855

November 24, 2009

MEMORANDUM

To: Principals and Directors

From: Susanne G. DeGraba, Chief Financial Officer 

Subject: Emergency Leave Payroll Time Reporting Procedures

Attached are updated detailed guidelines of payroll time reporting procedures for emergency closings, late openings and early dismissals.

Changes to time reporting procedures are primarily in the following areas:

- Use of pay code for emergency day worked (EDW) for 12 month employees designated as emergency personnel;
- Use of Emergency Leave (EMR) pay code for 9 and 10 month staff on previously approved leave when schools are closed but offices are open; and
- Use of temporary time pay codes (TPT or TPE) by temporary employees required to report for duty when schools are closed but offices are open.

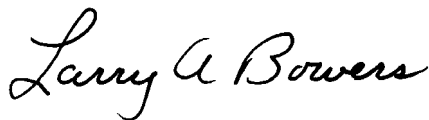
Please share this document with your administrative secretary and timekeeper and ask them to carefully review all of the procedures. Please inform your employees as appropriate.

If you have any questions, please contact the Employee and Retiree Service Center at (301) 517-8100.

SGD:pah

Attachments

Approved:



Larry A. Bowers, Chief Operating Officer

SUMMARY OF PAYROLL INSTRUCTIONS FOR REPORTING EMPLOYEE TIME WORKED AND LEAVE WHEN
ALL SCHOOLS AND ADMINISTRATIVE OFFICES ARE CLOSED DUE TO INCLEMENT WEATHER OR EMERGENCY CONDITIONS

TRANSACTION	(A) All 10-month Prof. Staff on Salary Schedule (A-D)	(B) All 11 & 12-Month A&S and other 12-Month Prof. (MCEA)	(C) SEIU: All 12-Month School, and Administrative Office-Based Unit Members Designated as Emergency Personnel All Building Service Staff are designated as Emergency Personnel	(D) SEIU: Non-Emergency 10-and 12- Month School and Administrative Office Based Personnel
1. Do I report for duty?	NO. Report hours as emergency leave.	NO. Report hours as emergency leave.	YES. You must report for duty. You are paid for actual hours worked PLUS Extra Emergency Leave Pay at regular pay rate for every hour worked up to 8 hours. Report hours as follows; <ul style="list-style-type: none"> • Actual hours worked (8 hours or less): Report as regularly scheduled hours worked (REG) • Employee not working entire scheduled hours report actual hours worked (REG) and balance as approved leave • Hours worked over 8 hours: report hours as overtime, regular rate (OTR) • Emergency leave extra pay: post same number of hours worked up to 8 hours as emergency day worked (EDW) 	NO. Report hours as Emergency Leave. <ul style="list-style-type: none"> • Food Services: If reported to work before schools were closed: Report regularly scheduled hours as Emergency Leave (EMR) • Report actual number of hours worked as Emergency Day Worked extra pay (EDW)
1A. I am designated as Emergency Personnel but did not work.	Not applicable.	Not applicable.	YES. Must report to work. Employees that do not report to work must use appropriate leave. NO Emergency Leave is authorized.	Not applicable.
1B. I am a Weekend BSW; all activities were canceled on my regular schedule.	Not applicable.	Not applicable.	YES. Must report to work. Employees that do not report to work must use appropriate leave. NO Emergency Leave is authorized.	Not applicable.
1C. I am a weekend BSW & my regular scheduled duty day is on a "System-Wide" closing day.	Not applicable.	Not applicable.	Yes. Must report to work. Follow same instructions for Question 1, Column C.	Not applicable.
2. I have previously approved leave with pay.	Report absence as Emergency Leave (EMR)	Report absence as Emergency Leave (EMR)	Report absence as Emergency Leave (EMR)	Report absence as Emergency Leave (EMR)
3. I have previously approved leave without pay; or left employment before closing; or was employed after closing.	NO PAY. Report absent without pay (NPR)	NO PAY. Report absent without pay (NPR)	NO PAY. Report absent without pay (NPR)	NO PAY. Report absent without pay (NPR)
4. I reported for duty but was not required.	Report hours as Emergency Leave (EMR). Will not receive extra pay.	Report hours as Emergency Leave (EMR) Will not receive extra pay.	Not applicable.	Report hours as Emergency Leave (EMR). Will not receive extra pay.
4A. I was required to report for duty on my regular scheduled day off.	Not applicable.	Not applicable.	Report hours worked as overtime regular rate (OTR). Report extra Emergency Leave Pay for the same number of hours worked, up to 8 hours as EDW.	Report hours the same as Question 4A; Column C.
5. I did not report for duty- It was my regular scheduled day off.	Report nothing. NO emergency leave pay is due.	Not applicable	Report nothing. NO emergency leave pay is due.	Report hours the same as Question 5; Column C.

SUMMARY OF PAYROLL INSTRUCTIONS FOR REPORTING EMPLOYEE TIME WORKED AND LEAVE WHEN
ALL SCHOOLS AND ADMINISTRATIVE OFFICES ARE CLOSED DUE TO INCLEMENT WEATHER OR EMERGENCY CONDITIONS

TRANSACTION	(E) All Temporary SEIU Employees assigned to Permanent positions designated as Emergency Personnel & scheduled to work.	(F) Temporary Lunch Hour Aides (Job Code 2690)	(G) Temporary Non-Emergency Professional & SEIU School and Administrative Office based personnel regularly scheduled to work.	(H) Short-Term Substitute Teacher, Adult Ed. Teacher and Temporary Professional and SEIU employees not scheduled to work
1. Do I report for duty?	YES. Report actual hours worked as TPT	NO. Do not report for duty. Report the scheduled number of hours as Emergency Leave (EMR)	NO. No pay. Do not report for duty.	NO. No pay. Do not report for duty
2. I have previously approved leave with pay.	Not applicable.	Not applicable	Not applicable. However, permanent SEIU employees employed during the summer & on approved leave on the emergency day may report scheduled hours as type of leave. See appropriate contract for leave types available during the summer.	Not applicable.
3. I have previously approved leave without pay; or left employment before closing; or was employed after closing.	Not applicable.	NO pay. Report nothing for the day. No Emergency leave pay is due.	Not applicable.	Not applicable.
4. I reported for duty but was not required.	Not applicable.	Report the hours worked as TPT. If employee does not work scheduled hours, report the balance of hours scheduled as EMR. No Additional Emergency Leave pay is due.	Report the actual number of hours worked as TPT. No overtime pay or additional Emergency Leave pay is due.	Not applicable.
5. I did not report for duty- It was my regular scheduled day off.	NO Pay.	NO pay. Report nothing for the day. No Emergency leave pay is due.	Not applicable.	NO pay.

SUMMARY OF PAYROLL INSTRUCTIONS FOR REPORTING EMPLOYEE TIME WORKED AND LEAVE WHEN
ALL SCHOOLS AND ADMINISTRATIVE OFFICES ARE CLOSED DUE TO INCLEMENT WEATHER OR EMERGENCY CONDITIONS

TRANSACTION	(I) Long-Term Substitute Teachers Scheduled to Work in the Same Assignments Staff Development Substitute teachers program (SDST)	(J) Home Instruction Teachers	(K) Summer Employment (SE) If Scheduled that day
1. Do I report for duty?	NO. Report hours scheduled to be worked as Emergency Leave (EMR).	NO. No Pay.	NO. Applicable only during the summer.
2. I have previously approved leave with pay.	Not applicable.	Not applicable	Applicable only for bereavement, civil, union business or sick leave during the summer. Report scheduled hours as type of approved leave.
3. I have previously approved leave without pay; or left employment before closing; or was employed after closing.	Not applicable.	Not applicable.	Not applicable.
4. I reported for duty but was not required.	Report hours scheduled to work as Emergency Leave (EMR). No additional pay is due.	Report actual hours worked. No extra pay is due..	Report the actual number of hours worked as SSE. No additional Emergency Leave pay is due.
5. I did not report for duty- It was my regular scheduled day off.	NO Pay.	Not applicable.	Not applicable.

SUMMARY OF PAYROLL INSTRUCTIONS FOR REPORTING EMPLOYEE TIME WORKED AND LEAVE WHEN
SCHOOLS ARE CLOSED DUE TO INCLEMENT WEATHER OR EMERGENCY CONDITIONS BUT ADMINISTRATIVE OFFICES ARE OPEN ON TIME

TRANSACTION	(A) All 10-Month Professional Staff on Salary Schedule (A-D)	(B) All 11- & 12-Month A&S and other 12-Month Professional (MCEA)	(C) SEIU: All 12-Month Unit Members	(D) SEIU: All 9- & 10-Month Unit Members
1. Do I report for duty?	NO. Report hours scheduled as Emergency Leave (EMR).	YES. You are required to report for duty.	YES. You are required to report for duty. There is NO Extra Emergency Leave Pay. Weekend BSW: if scheduled duty day, must report to work. Employees who do not report to work must use appropriate leave. NO Emergency Leave is authorized.	NO. Report hours as Emergency Leave. <ul style="list-style-type: none"> • Food Services: If reported to work before schools were closed: Report regularly scheduled hours as Emergency Leave (EMR) • Report actual number of hours worked as overtime, regular rate (OTR)
2. I have previously approved leave with pay.	Report absences as Emergency Leave (EMR).	Report previously approved type of leave.	Report previously approved type of leave.	Report absences as Emergency Leave (EMR).
3. I have previously approved leave without pay; or left employment before closing; or was employed after closing.	NO Pay. Report hours scheduled as NPR.	NO Pay. Report hours scheduled as NPR.	NO Pay. Report hours scheduled as NPR.	NO Pay. Report hours scheduled as NPR.
4. I reported for duty but was not required.	Report hours as worked (REG). Will not receive any additional pay.	Not applicable. Must report for duty or be working on pre-approved professional leave to complete job related responsibilities that may be completed off site.	Not applicable. Must report for duty.	Report the hours worked as REG. If the employee does not work their regularly scheduled hours, report the balance of the day as EMR.
5. I did not report for duty- It was my regular scheduled day off.	Report nothing- NO Pay.	Not applicable.	Report nothing. No Emergency Leave pay is due.	Report nothing. No Emergency Leave pay is due.

SUMMARY OF PAYROLL INSTRUCTIONS FOR REPORTING EMPLOYEE TIME WORKED AND LEAVE WHEN
SCHOOLS ARE CLOSED DUE TO INCLEMENT WEATHER OR EMERGENCY CONDITIONS BUT ADMINISTRATIVE OFFICES ARE OPEN ON TIME

TRANSACTION	(E) All Temporary SEIU Employees assigned to Permanent positions designated as Emergency Personnel & scheduled to work.	(F) Temporary Lunch Hour Aides (Job Code 2690)	(G.1) Temporary Administrative Office Based Professional & SEIU Personnel Regularly Scheduled to Work.	(G.2) Temporary School Based Professional & SEIU Personnel Regularly Scheduled to Work.
1. Do I report for duty?	YES. Report actual hours worked as TPT.	NO. You do not report for duty. Report scheduled hours as EMR.	YES. You must report for duty. You will be paid for hours actually worked as TPT or TPE.	NO. You do not report for duty. NO Pay.
2. I have previously approved leave with pay.	Not applicable.	Not applicable.	Not applicable.	Not applicable. However, permanent SEIU employees employed during the summer & on approved leave on the emergency day may report scheduled hours as type of leave.
3. I have previously approved leave without pay; or left employment before closing; or was employed after closing.	Not applicable.	Not applicable.	Not applicable.	Not applicable.
4. I reported for duty but was not required.	Not applicable. Must report. Report actual hours worked as TPT.	Report actual hours worked as TPT. If employee does not work scheduled hours, report balance of hours scheduled as EMR. NO overtime pay is due.	YES. You must report for duty. You will be paid for hours actually worked as TPT or TPE.	Report actual hours worked as TPT or TPE.
5. I did not report for duty- It was my regular scheduled day off.	Report nothing. NO Emergency Leave Pay is due.	NO Pay.	NO Pay.	Not applicable.

SUMMARY OF PAYROLL INSTRUCTIONS FOR REPORTING EMPLOYEE TIME WORKED AND LEAVE WHEN
SCHOOLS ARE CLOSED DUE TO INCLEMENT WEATHER OR EMERGENCY CONDITIONS BUT ADMINISTRATIVE OFFICES ARE OPEN ON TIME

TRANSACTION	(H) Short-Term Substitute Teacher, Adult Ed. Teacher and Temporary Professional and SEIU employees not scheduled to work	(I) Long-Term Substitute Teachers Scheduled to Work in the Same Assignments Staff Development Substitute teachers program (SDST)	(J) Home Instruction Teachers	(K) Summer Employment (SE) If Scheduled that day
1. Do I report for duty?	NO. NO Pay.	NO. Report hours scheduled to be paid as EMR.	NO. No pay.	NO. Applicable only during the summer.
2. I have previously approved leave with pay.	Not applicable.	Not applicable.	Not applicable.	Applicable only for bereavement, civil, union business or sick leave during the summer. Report scheduled hours as type of approved leave.
3. I have previously approved leave without pay; or left employment before closing; or was employed after closing.	Not applicable.	Not applicable.	Not applicable.	Not applicable.
4. I reported for duty but was not required.	NO Pay.	Report hours scheduled to work as Emergency Leave (EMR). No additional pay is due.	Report actual hours worked. No extra pay is due..	Report the actual number of hours worked as SSE. No additional Emergency Leave pay is due.
5. I did not report for duty- It was my regular scheduled day off.	Not applicable.	NO Pay.	Not applicable.	Not applicable.

SUMMARY OF PAYROLL INSTRUCTIONS FOR REPORTING EMPLOYEE TIME WORKED AND LEAVE WHEN
SCHOOLS HAVE DELAYED OPENING AND/OR EARLY DISMISSAL DUE TO INCLEMENT WEATHER OR EMERGENCY CONDITIONS

TRANSACTION	(A)	(B)	(C)	(D)
	All School Based 10-Month Professional Staff on Salary Schedule (A-D) Including Full Day Kindergarten Teachers	School Based Half-Time Kindergarten Teachers on Salary Schedule (A-D)	All 11 & 12 Month A&S and Other 12-Month Professional Staff (MCEA) and Administrative Based 10-Month Professional Staff (A-D)	SEIU: All School-based 9 & 10-Month School-Based Unit Members
1. When do I report for duty?	<p><u>Delayed Opening:</u> Report number of normally scheduled units as REG even though the work day will begin 20 minutes before school day is scheduled to start</p> <p><u>Early Dismissal:</u> Report number of normally scheduled units as REG even though the work day will end as soon as all students under teacher's direct supervision have left the school. Principal may require employees to be on duty longer to care for students.</p>	<p><u>Delayed Opening/Early Dismissal:</u> Half-time Kindergarten Teachers must report for duty when AM &/or PM Kindergarten classes are canceled, to be reported as REG</p> <p><u>Early Dismissal:</u> P.M. only, teacher's duty day will end when students under teacher's direct supervision have left school. Principals may ask employees to be on duty longer to care for students.</p>	Required to work regular schedule. Must use approved leave if report late or leave early.	<p><u>Delayed Opening:</u> Report number of normally scheduled units as REG even though the work day will begin 20 minutes before the school day is scheduled to start.</p> <p><u>Early Dismissal:</u> Report number of normally scheduled units as REG even though the work day will end as soon as all students and teachers with whom they work directly have left the school. Principals may require employees to be on duty longer to care for students.</p> <p><u>School-Based Cafeteria Staff:</u> The school-based cafeteria manager, along with their food service supervisor and principal, will determine the start time of school-based food and nutrition staff when schools have a delayed opening. The adjusted start time will be dependent on the adjusted meal serving times of the school</p> <p>Employees who are <u>required</u> to report at the beginning of their shift, whose starting time is before the delayed opening and/or ending time is after the early dismissal should report one hour of Delayed/Early Closing (DEC) .</p> <p>Please see Attachment III.2-F for additional reporting procedures.</p>
2. I have previously approved leave with pay.	Report previously approved leave	Report previously approved leave	Report previously approved leave	Report previously approved ;eave
3. I have previously approved leave without pay; or left employment before late opening and/or early dismissal, or was employed after late opening &/or early dismissal.	NO Pay. Report hours scheduled as NPR.	NO Pay. Report hours scheduled as NPR.	NO Pay. Report hours scheduled as NPR.	NO Pay. Report hours scheduled as NPR.

SUMMARY OF PAYROLL INSTRUCTIONS FOR REPORTING EMPLOYEE TIME WORKED AND LEAVE WHEN
SCHOOLS HAVE DELAYED OPENING AND/OR EARLY DISMISSAL DUE TO INCLEMENT WEATHER OR EMERGENCY CONDITIONS

TRANSACTION	(E) Supporting Service: All 9-, 10- & 12-Month Administrative Office Based Staff	(F) Supporting Services: All 12-Month School-Based and Maintenance Staff	(G) Temporary Professional & Support Professional School-Based Staff Regularly Scheduled to Work in Schools	(H) Long-Term & Short-Term Substitute Teachers Scheduled to Work & Staff Development Substitute Teachers Program (SDST)
1. When do I report for duty?	You are required to work your normal schedule. Must use leave if you report late or leave early.	You are required to work your normal schedule. Employees who are required to report at the beginning of their shift, whose starting time is before the delayed opening and/or ending time is after the early dismissal should report one hour of Delayed/Early Closing (DEC) . Please see Attachment III.2-F for additional reporting procedures.	Report only actual hours worked as TPT or TPE. Employees must report to work in order to get paid.	Delayed Opening: Report number of regularly scheduled units as worked even though the work day will begin 20 minutes before the school day is scheduled to start. Early Dismissal: Report number of regularly scheduled units as worked even though the work day will end as soon as all students and teachers with whom they work directly have left the school. Principals may require employees to be on duty longer to care for students.
2. I have previously approved leave with pay.	Report previously approved leave	Report previously approved leave	Not applicable	Not applicable
3. I have previously approved leave without pay; or left employment before late opening and/or early dismissal, or was employed after late opening &/or early dismissal.	NO Pay. Report hours scheduled as NPR.	NO Pay. Report hours scheduled as NPR.	Not applicable.	Not applicable

SUMMARY OF PAYROLL INSTRUCTIONS FOR REPORTING EMPLOYEE TIME WORKED AND LEAVE WHEN
SCHOOLS HAVE DELAYED OPENING AND/OR EARLY DISMISSAL DUE TO INCLEMENT WEATHER OR EMERGENCY CONDITIONS

TRANSACTION	(I) Adult Education Teachers	(J) Home Instruction Teachers	(K) Summer Employment (SE), if Scheduled that Day (SUMMER ONLY)
1. When do I report for duty?	<p>Delayed Opening: Report to work as scheduled if classes are not canceled.</p> <p>Early Dismissal: Do not report for work. NO PAY. Adult Education classes canceled unless informed otherwise.</p>	Report only the hours actually worked.	<p>Delayed Opening: Report number of regularly scheduled units as worked even though the work day will begin 20 minutes before the school day is scheduled to start.</p> <p>Early Dismissal: Report number of regularly scheduled units as worked even though the work day will end as soon as all students and teachers with whom they work directly have left the school. Principals may require employees to be on duty longer to care for students.</p>
2. I have previously approved leave with pay.	Not Applicable	Not Applicable	Applicable only for Sick Leave during the summer. Report NO PAY unless during the summer when only Sick Leave is allowed, then report employee on Sick Leave for the hours scheduled.
3. I have previously approved leave without pay; or left employment before late opening and/or early dismissal, or was employed after late opening &/or early dismissal.	Not Applicable	Not Applicable	NO PAY

Attachment III.2-F

Subject: Payroll Reporting Guidelines and Instructions for School-Based and Maintenance Support Professional Who are Required to Work Full Shift During Delayed Opening/Early Closing

The current SEIU Agreement, Article 13, Section G, states that:

“School-based unit members and maintenance employees who are required to report to work at the beginning of their shift or remain at work until the end of their shift on days of delayed opening and early closing of schools shall receive on (1) hour pay in addition to their regular pay. It is understood this additional payment to maintenance employees will apply only when the required work to be performed is related to the reasons for the delayed opening or early closing.”

Delayed Opening

School-based and maintenance employees who are required to report at the beginning of their shift, and to work a full shift, on days when there is a delayed opening of schools, and whose starting time is before the delayed opening, should report one (1) additional hour of pay as Delayed/Early Closing (DEC). **The additional hour applies only to employees whose required work to be performed is related to the reasons for the delayed opening.**

Early Closing

School-based and maintenance employees who are required to remain at work until the end of their shift on days when there is an early closing of schools, and whose regular shift ends after the early closing time, should report one (1) additional hour of pay as Delayed/Early Closing (DEC). **The additional hour applies only to employees whose required work to be performed is related to the reasons for the delayed opening.**

“Permanent” Part-Time Employees

Employees scheduled to work less than 8 hours a day, who meet the conditions outlined above, are eligible for the additional one (1) hour of pay. **The additional hour applies only to employees whose required work to be performed is related to the reasons for the delayed opening.**

Delayed Opening/Early Closing and Overtime

If an employee qualifies for one of the situations above, and is authorized to work overtime more than 8 hours a day or 40 hours in a week , in addition to the one (1) hour reported as DEC, the employee should show the hours in excess of 8 or 40 using the appropriate overtime pay code.

Exempt Employees

Employees in job classifications that normally are not eligible for overtime pay are eligible for the one (1) hour of additional pay (DEC), if they are not excluded from SEIU and meet the above criteria.