To: Montgomery College Employees

From: Krista Leitch Walker, Interim Chief Human Resources Officer

Subject: Time Sheet Guidance for Early Closure on January 7, 2020

Date: January 9, 2020

Due to potentially hazardous weather conditions, the College and business offices closed on Tuesday, January 7th, 2020 at 1:00 p.m. and re-opened at 6:30 a.m. on Wednesday, January 8, 2020. Supervisors and Managers are encouraged to share this memo with employees under their purview who were affected by the closure for guidance on submitting an accurate time sheet.

Administrative leave shall be granted to affected regular status employees not designated as essential personnel or not otherwise required to work for the hours which the campus, business office, and/or student services were closed. Employees should enter "Administrative Leave" in the time sheet row entitled "Administrative Leave (ADM)."

For example, a regular status employee not designated as essential personnel scheduled to work from 8:30 a.m. to 5:00 p.m. would enter:

January 7, 2020

Hours Worked	Non-Exempt Essential Employee Hours	Code on Timesheet
8:30 a.m. to 1:00 p.m.	4.00 hours*	REG
1:00 p.m. to 5:00 p.m.	4.00 hours	ADM

*Accounts for a 30-minute break if one was taken

For example, a regular status employee not designated as essential personnel scheduled to work from 2:30 p.m. to 11:00 p.m. would enter:

January 7, 2020

Hours Worked	Non-Exempt Essential Employee Hours	Code on Timesheet
2:30 p.m. to 11:00 p.m.	8.0 hours*	ADM

*Accounts for a 30-minute break if one was taken

For example, a regular status employee not designated as essential personnel scheduled to work from 10:00 p.m. to 6:30 a.m. would enter:

January 7, 2020

Hours Worked	Non-Exempt Essential Employee Hours	Code on Timesheet
10:00 p.m. to 6:30 a.m.	8.0 hours*	ADM

*Accounts for a 30-minute break if one was taken

- Employees with an alternative work schedule agreement should report administrative leave in accordance with their normal work schedule as outlined in their respective agreements.
- Any other scheduled leave taken when administrative leave is granted should also be reported as "Administrative Leave (ADM)."

Work During the Closing

Those employees designated as essential personnel or otherwise required to work during the closing should report their time as follows:

- Non-Exempt: A non-exempt employee required to work during the closing should enter the hours worked on the time sheet row titled "Essential Pay Overtime (EPO)." For hours worked outside their normal work hours, enter time in the row titled "Essential Personnel Premium (EPP)." Hours granted as administrative leave should be entered on the time sheet in the row entitled "Administrative Leave (ADM)."

Example: If you worked a schedule of 10:00 p.m. to 6:30 a.m. on January 7, 2020 the following would be reported:

Hours Worked	Non-Exempt Essential Employee Hours	Code on Timesheet
10:00 p.m. to 6:30 a.m.	8.0 hours*	ADM
10:00 p.m. to 6:30 a.m.	8.0 hours	EPO

*Accounts for a 30-minute break

If any work was performed after 6:30 a.m., the extra hours worked would be reported using EPP.

Example: If you worked a schedule of 6:00 a.m. to 2:30 p.m. on January 7, 2020, the following would be reported:

Hours Worked	Non-Exempt Essential Employee Hours	Code on Timesheet
6:00 a.m. to 1:00 p.m.	6.50 hours*	REG
1:00 p.m. to 2:30 p.m.	1.50 hours	ADM

*Accounts for a 30-minute break

- Exempt-Essential: An exempt employee who is designated as Essential Personnel and was required to work during the closing should enter the number of hours worked under "Administrative Leave (ADM)," as well as enter the actual hours worked on the time sheet in the row entitled "Essential Pay Straight (EPS)."

Example: Work Schedule 10:00 p.m. to 6:30 a.m. and worked and additional 4 hours from 6:30 a.m. to 10:30 a.m.

Hours Worked	Non-Exempt Essential Employee Hours	Code on Timesheet
10:00 p.m. to 6:30 a.m.	8.0 hours*	ADM
6:30 a.m. to 10:30 a.m.	4:00 hours	OTS

- Exempt-Required to Work: All exempt employees required to work during the closing times and not designated as essential may be granted straight overtime at the discretion of their first line administrator. If such permission is granted, employees should enter actual hours worked on the time sheet in the row entitled "Essential Pay Straight (EPS)" and hours granted as administrative leave should be entered on the time sheet in the row entitled "Administrative Leave (ADM)."

- Casual Temporary Employees: Per our procedure, no administrative leave is granted for casual temporary employees. Those casual temporary employees who were required to work should report hours worked per normal practice.

Questions regarding this message should be directed to the payroll department –
payroll@montgomerycollege.edu