

To: Montgomery College Employees

From: Krista Leitch Walker
Vice President of Human Resources and Strategic Talent Management

Subject: Time Sheet Guidance for September 1, 2021

Date: September 2, 2021

On Wednesday, September 1, 2021, at 1:30 p.m. all in-person classes and activities were cancelled due to hazardous weather conditions. Any structured remote or online classes were to proceed as normal. Employees who were working onsite with the capacity to telework were to continue their normal schedules remotely, except for designated essential personnel as directed by their supervisor.

Administrative leave shall be granted to affected regular status employees not designated as essential personnel and who were unable to work remotely as of 1:30 pm on Wednesday, September 1, 2021. These employees should enter “Administrative Leave (ADM)” time on their timesheet.

Employees who are designated as “essential personnel” in accordance with the [AFSCME collective bargaining agreement](#) (section 7.11) and College procedures ([58005CP](#))/([35001CP](#)) are eligible to receive essential pay. Individuals that were required to physically report to work at a College location after 1:30 pm on Wednesday, September 1, 2021, should enter the hours worked as instructed below.

Work During the Inclement Weather Event

Those employees designated as essential personnel and instructed by their supervisor to work onsite during the inclement weather event should report their time as follows:

Non-Exempt:

Example: If you worked a schedule of 6:30 a.m. to 2:00 p.m. on September 1, 2021, the following would be reported:

Hours Worked	Non-Exempt Essential Employee Hours	Code on Timesheet
6:30 a.m. to 1:30 p.m.	7.5 hours*	REG
1:30 p.m. to 2:00 p.m.	.5 hours	ADM
1:30 p.m. to 2:00 p.m.	.5 hours	EPO

*Accounts for a 30-minute break

Example: If you worked a schedule of 2:30 p.m. to 11:00 p.m. on September 1, 2021, the following would be reported:

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

*Accounts for a 30-minute break

Example: If you worked a schedule of 10:00 p.m. to 6:30 a.m. on September 1, 2021, the following would be reported:

Hours Worked	Non-Exempt Essential Employee Hours	Code on Timesheet
10:00 p.m. to 12:00 a.m.	2.0 hours	ADM
10:00 p.m. to 12:00 a.m.	2.0 hours	EPO
12:00 a.m. to 6:30 a.m.	6.0 hours*	REG

*Accounts for a 30-minute break

Supervisors must review and approve each employee time sheet and should not, under any circumstances, use the “approve all” function.

Questions regarding completing timesheets may be directed to:

payroll@montgomerycollege.edu