

Posting for Pay Period 9/30/17–10/13/17

Please note the following for the pay period 9/30/17–10/13/17:

There are no scheduled holidays or no-pay scheduled (NPS) days during this pay period.



Paid Childbirth Leave—MCEA only

The negotiated agreement between MCPS and MCEA provides two days of paid childbirth leave (CBL) to an employee giving birth to a child during the employee's work year. This leave will not be charged against the employee's accumulated sick leave.

Implementation:

1. During the work year, MCEA employees are eligible for childbirth leave for 2 days.
 - FY2018
 - a. 10-month MCEA – August 23, 2017 – June 13, 2018
 - b. 12-month MCEA – July 1, 2017 – June 30, 2018
2. Post the childbirth leave as CBL.
3. Childbirth leave will not be charged to any of the employee's earned leave.
4. If the child is born on a duty day, that will be the first day of childbirth leave.
5. If employee gives birth over the weekend, on a holiday or emergency day during their work year, then they are to be reported the next two scheduled duty days following.
 - a. Examples:
 1. Employee gives birth on a Friday (scheduled duty day). Report CBL Friday and following Monday (if scheduled duty day).
 2. Employee gives birth over Winter or Spring Break. Report CBL the first two scheduled duty days after they return from the break.
 3. 10-month employee gives birth on August 22, 2017. Employee is not entitled to CBL pay as birth occurred outside of their schedule work year.
 4. 10-month employee gives birth on June 13, 2017. Report CBL for June 13th only as that is the last scheduled duty day for 10-month employees.

Timekeepers:

If you have any MCEA staff members who have given birth since July 1, 2017, please be sure that notification has been sent to the Leave Team @ ERSC with the date of birth. This can be done by sending an email to the ERSC mailbox with the name and ID# of the staff member along with the date of the birth of the baby. The Leave Team will then provide you with instructions on how to post your staff member including posting CBL if they have not already contacted you.

ERSC will research and process retroactive leave adjustments to MCEA employees who were not posted CBL prior to September 29, 2017. Locations will not be asked to submit a PACS voucher correction.

Please note that CBL does not extend the postpartum recovery time nor the 60-duty days of leave, but rather is included as part of that timeframe.

If you have any additional questions related to the new CBL pay code, please contact ERSC @ 301-517-8100 or email the ERSC mailbox.



PACS Attendance Training

PACS Attendance training is being offered on the following date:

Wednesday, October 18, 2017

Training will take place at the CTI training facility from 8:30-11:30 a.m.

This training is for new timekeepers who have not taken the training as well as for anyone who is designated as "backup" timekeeper at your location. If you do not have a backup timekeeper at your location, it is highly recommended that your principal/director designate someone.

To sign up for the session above, please register through PDO.

Additional PACS Attendance trainings are being scheduled for future dates throughout the school year.



Long-Term Substitute Form—Form 445-17

[MCPS Form 445-17, Long-Term Teacher Substitute Assignment](#) has been revised. Please discard any old forms and begin using the new form effective immediately. Any old forms submitted to ERSC will be returned which may cause a delay in a long-term substitute getting reported and paid. Please click on the link below for the updated form.



Payroll Training for Principals and Directors

Upcoming payroll training for principals and directors will be:

Principals and their teams, Monday, October 23, 2017 @ 9:00 – 11:00 p.m. at 45 W. Gude Drive, Rockville in the Maple Room. Please sign up through PDO, Course Section #109028

Directors and their teams, Monday, October 23, 2017 @ 1:00 - 3:00 p.m. at 45 W. Gude Drive, Rockville in the Maple Room. Please sign up through PDO, Course Section #109029

If your principal or director has not yet taken the payroll training course, please encourage them to sign up and attend with their payroll team (including timekeeper(s) and alternate timekeeper). There is a separate training for principals and a separate training for directors.



Time and Effort Certification/PAR Process—Grant-Funded Employees

Time and Effort Quarterly Certification Forms

Your location should have received the quarterly time and effort certification forms for the quarter covering July 1 – September 30, 2017. This form is for employees paid from a grant. It is critical that these forms are signed and dated and kept with the last timesheet of the quarter (9/16-9/29/17). These forms only require one signature, either the principal/director’s signature or the employee’s signature.

PAR Forms

Employees who are paid from grant and local funds or paid from more than one grant are required to have a personnel activity report (PAR) with each timesheet. This form is now automatically generated after the payroll process has run. The forms are distributed with the normal biweekly distribution of timesheets and attendance approval reports. This form must be signed by both the supervisor and the employee and then filed with the employee’s corresponding timesheet.

Both the Time and Effort Certification Statement and the PAR form must be kept on file for 7 years per audit requirements.



Fall Timekeeper Meeting Recap—October 10, 2017

Open Enrollment/Wellness Initiatives—MaryJo Campo and Lisa Cooperstein

- Open Enrollment—October 9, 2017–November 3, 2017
- Several changes to employee benefits for 2018, including a difference in available medical plan providers
- Tobacco-user surcharge increasing to 25 percent in 2018
- MCPS no longer will match the first \$100 of an employee’s contribution to a medical FSA

[Learn more about the 2018 Employee Benefit Open Enrollment](#) and visit the [Employee Self-Service web page](#) to make changes to your 2018 benefit plans and your 2017 tobacco attestation.

Child Care Leave and Worker's Compensation—Debbie Downs and Jessica Austin
The Leave Team presented on worker's compensation and child care leave.

All About School Plant Operations—Usha Arora and Linda Gardner
The following areas of overtime were discussed:

- Department of Construction
- Department of Maintenance
- ICB
- School Plant Operations

Position and Salary Administration Team

1. **Introduction of Position and Salary and ERSC Transaction Teams**—Gina Ripoli
2. **Long-Term Substitute Teachers**—Heather Harman
See information above regarding new Long-Term Sub Assignment Form.
3. **Extracurricular (ECA) Online**—Barb Ahalt Roberts and Patti Woolf

Payroll Information

Upcoming Dates:

November Paydays—Thursday, November 9 and Wednesday, November 22
PACS Collection—Tuesday, December 26
PACS Attendance Training—Wednesday, October 18, 8:30 – 11:30 a.m.
Principal Payroll Training—Monday, October 23, 9:00 – 11:00 a.m.
Director Payroll Training—Monday, October 23, 1:00 – 3:00 p.m.

Thanksgiving—2-hour release memo to be sent in the next couple of weeks

Half Days—Reminder that on half days, the half day is for the students.

- All staff are expected to work their regularly scheduled hours on that day.
- TPT staff that work with students only work and are paid for the hours that the students are in school.
- Short-term substitute teachers only get paid for the hours they work with the students. No short-term substitute should be paid for 7 hours.
- Long-term substitutes work their regularly scheduled hours.

Childbirth Leave

- Discussed the new childbirth leave pay code, CBL. For more detailed information, please view the information at the beginning of this email.

Reminder that all documentation such as leave forms, PACS corrections, IAF forms, etc. should be sent to the ERSC mailbox. For PACS corrections, please put the type of correction in the Subject line of the email.

Reminder to use the No-prefill option for staff members with alternative schedules.

