



# Workforce Reintroduction to Onsite Work

Office of Human Resources Management

# Executive Summary

- County Government **buildings will open to the public beginning on August 30, 2021**
- County Government **agency staff will begin to return to on-site work on August 2, 2021**, as needed and in alignment with workforce reintroduction guidance
- To encourage alternative work arrangements in support of effective hybrid work, **the Office of Human Resources Management (OHRM) has implemented updated Telework and Alternative Work Schedule policies**, effective August 2, 2021
- To support the return to on-site work, OHRM is **seeking information from Agencies to inform the final workforce reintroduction plan**

# Agenda

**Section 1** | County Workforce Reintroduction



**Section 2** | Agency Data Gathering



**Section 3** | Alternative Work Arrangements



**Section 4** | Discussion Items & Next Steps

# Section 1

## County Workforce Reintroduction




# County Workforce Reintroduction

- County Government is committed to **restoring workforce operations in a manner that enables our mission critical responsibilities to be met while protecting our workforce.**
- A **four-stage approach to reintroducing our workforce back into County Government buildings** incorporates our guiding principles and lessons learned.
- **County Government will enter Stage 2 on August 2, 2021**, to allow employees to reenter the workplace and adjust in preparation for Stage 3
- **County Government will enter Stage 3 on August 30, 2021**, at which time all buildings will be open to the public

# Reintroduction Stages

The four-stage phased approach to reintroducing the workforce back into County buildings provides guidance on several key areas:

- Employee Work Requirements
- Building Protocols
- Training, Meetings & Events
- Health & Travel

<div>  <div> <b>COVID-19 Workforce Reintroduction Phases</b>  <small>Effective: May 28, 2021</small> </div> </div>				
	<b>Stage 0</b> <small>March 13, 2020</small>	<b>Stage 1</b> <small>June 8, 2020 *May 28, 2021</small>	<b>Stage 2</b> <small>August 2, 2021</small>	<b>Stage 3</b> <small>August 30, 2021</small>
<b>Timeframe:</b>	<ul style="list-style-type: none"> <li>Situationally dependent, based on external and internal factors.</li> <li>Advanced notice will be given before transitioning stages.</li> </ul>			
<b>Progression Trigger Points</b>	<ul style="list-style-type: none"> <li>Surge in COVID-19 cases</li> <li>Regulatory orders</li> </ul>	<ul style="list-style-type: none"> <li>COVID-19 cases decrease, flattening the curve</li> <li>Regulatory orders</li> <li>Customer-driven requirement and/or direction</li> <li>Testing is available</li> </ul>	<ul style="list-style-type: none"> <li>Advances in treatment</li> <li>Scaling of testing/contact tracing</li> <li>Regulatory orders lifted</li> </ul>	<ul style="list-style-type: none"> <li>Vaccinations underway</li> <li>Effective treatments</li> <li>Medical system stability</li> </ul>
<b>Regression Trigger Points</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Resurgence of County Government or local community infection rates</li> <li>Regulatory orders</li> <li>Customer-driven requirement and/or direction</li> </ul>	<ul style="list-style-type: none"> <li>Resurgence of County government or local community infection rates</li> <li>Regulatory orders</li> <li>Customer-driven requirement and/or direction</li> </ul>	<ul style="list-style-type: none"> <li>Resurgence of County government or local community infection rates</li> <li>Regulatory orders</li> <li>Customer-driven requirement and/or direction</li> </ul>
<b>County Government On-site Requirements</b>				
Group A Employees	On-site	On-site	On-site	On-site
Group B Employees	Telework	Phased introduction	On-site	On-site
Group C Employees	Telework	On-site as needed	Phased introduction as required by agency	On-site as required by agency policy
Group D Employees	Telework	Telework	Telework	Reintroduction in accordance with agency policy
Buildings	County buildings closed to public	County buildings closed to public	County buildings closed to public	County buildings open to public
Face Masks	Yes	No	As required by authorities or County policy	As required by authorities or County policy
Facility Self-Screening	Yes, if working on-site	As required*	As required by authorities or County policy	As required by authorities or County policy
Social/Physical Distancing	Yes	Yes	As required by authorities or County policy	As required by authorities or County policy
Travel	All official travel suspended	Permitted for vaccinated employees*	Permitted for vaccinated employees	Permitted for vaccinated employees
Training	Virtual only	Virtual only	Virtual and limited classroom	Virtual and expanded classroom
On-site Meetings & Events	<ul style="list-style-type: none"> <li>No in-person meetings or events</li> <li>Virtual or remote participation only</li> </ul>	<ul style="list-style-type: none"> <li>Limited in-person meetings allowed with proper social distancing</li> <li>Virtual or remote participation only</li> </ul>	<ul style="list-style-type: none"> <li>Limited in-person meetings allowed with proper social distancing</li> <li>Maximize virtual meetings and remote event participation</li> </ul>	As required
Visitor Screening	Yes	As required*	As required	As required
Self-Quarantine Required	When displaying COVID-19 symptoms or returning from international travel	As required*	As required	As required

# Key Takeaways | County Return to Office

**County buildings will be open to employees beginning August 2, 2021**

**County buildings will be open to the public beginning August 30, 2021**

**Review the reintroduction phases to familiarize yourself with the County's plan**

**Health screenings will be not be required to enter most County buildings**

**Employees will not be required to wear mask/face coverings in most County buildings**

# Section 2

## Agency Data Gathering



# Agency Reintroduction Plans

**Agencies should consider how to implement their own plans when determining their approach for workforce reintroduction to County buildings, including:**

- Decisions on which staff members should return to the workplace first during each phase
- Modifications that may be necessary to physical office configurations
- Any other issues requiring attention as you phase your operations back to the workplace

# Agency Workforce Data Gathering

- **Agencies are requested to provide data to OHRM** to calculate the effect of working remotely on the workforce's ability to complete work.
- **Agency data will provide valuable context** for employee numbers, worksite locations, prioritization, and remote-work impacts.
- **Data will support data-driven decisions** to guide the reintroduction of the County Government's workforce to on-site work, including facilities, IT provisioning and resources, and employee training.

# Agency Data Submission & Notification

- **OHRM will provide each agency's Appointing Authority and Agency HR Liaison with a list of employees for review and response via email by June 14, 2021**
- **Agencies should determine which employees need to be on-site beginning August 2, 2021**, when the County Government moves into Stage 2 to ensure the effective continuation of operations
- **Upon receipt of this list from OHRM, each agency must complete the following actions and return the list to [OHRM@co.pg.md.us](mailto:OHRM@co.pg.md.us) by June 25, 2021:**
  - Classify employees according to their job roles using identified groups (e.g., Group A, Group B, Group C, or Group D)
  - Determine the necessity for the employee to perform on-site work
  - Identify if the employee has the ability to have increased telework and alternative work opportunities
- **The Agency must notify employees returning to buildings by July 19, 2021.** Employees must be notified in writing by the Agency at least ten (10) business days before Stage 2 on August 2, 2021

# Group Categorization of Employees by Telework Percentage

There are four (4) employee groups that agencies should consider when determining when employees should be reintroduced to on-site work in County buildings.

Group A	Roles required to be on-site full time
Group B	Roles that are significantly less effective by not being on-site full-time and <b>telework less than 50%</b> of their scheduled work hours
Group C	Roles that are significantly less effective by not being on-site at least one day per week and <b>telework more than 50%</b> of their scheduled work hours
Group D	Roles that can continue to successfully work remotely for an extended period up to <b>100% telework</b> of their scheduled work hours

# Key Takeaways | Agency Data Gathering

Agencies must provide requested data to OHRM by June 25, 2021

Data gathered will inform the County's next steps to safely reintroduce the workforce

Agencies should consider the available options for flexible work and on-site operations in determining how employees are classified



# Section 3

## Alternative Work Arrangements

# Alternative Work Arrangements Overview

Employees have access to use two (2) types of Alternative Work Arrangements (AWA) offered by the County Government:



**Telework**



**Alternative Work Schedule**

# Administrative Procedure 226: Telework Arrangement Program (TAP)

TAP is one of the County's Alternative Work Arrangements (AWA) that allows for paid employment performed away from the traditional office.

**Telework is a privilege.** It is voluntary and subject to management approval.

Participation varies depending upon the nature of the job and each employee's circumstances.



# Telework Eligibility

All County employees are eligible for TAP **except** those who:



Handle secure materials that cannot be physically removed from the onsite workplace



Perform work that can only be done at the on-site workplace



Received summary performance rating below *Needs Improvement* within the last performance cycle



Received disciplinary action within the last year

# Types of Telework



## Routine

Teleworker **regularly and consistently** works at approved alternative workplace from one to five days each workweek



## Non-Routine

Teleworker works at approved alternative workplace **on an as needed basis** (e.g., due to hazardous weather or a specific project's needs)



## Emergency

Teleworker works at approved alternative workplace **during emergency situations** (e.g., pandemic, disaster recovery)

Eligible employees must have an approved TAP agreement in place to telework



# Alternative Work Arrangements Overview

Employees have access to use two (2) types of Alternative Work Arrangements (AWA) offered by the County Government:



**Telework**



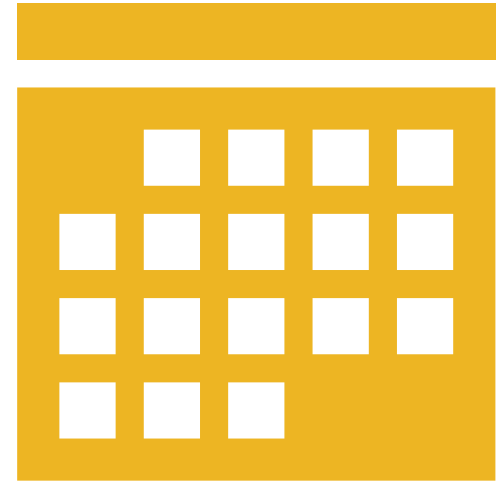
**Alternative Work Schedule**

## Administrative Procedure 229: **Alternative Work Schedule (AWS)**

AWS is one of the County's Alternative Work Arrangements (AWA) that allows employees the option to work either a compressed schedule or flex schedule that would equate to 80 hours during the bi-weekly pay period.

**Alternative Work Schedule is a privilege.** It is voluntary and subject to management approval.

Participation varies depending upon the nature of the job and each employee's circumstances.



# Alternative Work Schedule Eligibility

**The following County Government employees are eligible to use an Alternative Work Schedule under AP 229:**

- Employees in the Executive Branch of County Government
- Permanent employees
- Full-time classified employees
- Exempt Service employees

**Employees covered by the Fair Labor Standards Act (FLSA) are only allowed to participate specific types of alternative work schedules offered.**

# Types of Alternative Work Schedules

## 4/10 Compressed Schedule

A compressed work schedule plan offering employees the option to work four (4) 10-hour workdays. Participating employees will have one (1) AWS leave day per week.

## 9/80 Compressed Schedule

A work schedule offering employees the option to work four (4) 9-hour workdays and one (1) day completing four (4) hours.

## 5/4/9 Compressed Schedule

A work schedule offering employees the option to work five (5) 9-hour workdays during week one of the pay period. Week two will consist of three (3) 9-hour days, one (1) day at eight (8) hours, and one (1) AWS leave day for an 80-hour bi-weekly pay period.

## Flex Band Schedule

A work schedule offering employees the option to arrive and depart work based on prescribed parameters established by the Appointing Authority. The flex band period is from 7:30 a.m. to 9:00 a.m. for arrival. Departure time is determined by the arrival time ensuring a full 8-hour workday.

**Eligible employees must have an approved agreement to use AWS and all leave days must be prescheduled and preapproved by the Appointing Authority or designee.**

# AWS Sample Schedules

4/10 Compressed Schedule <i>Available for FLSA employees</i>	Monday	Tuesday	Wednesday	Thursday	Friday	
	Week 1	10.5 hours	10.5 hours	OFF	10.5 hours	10.5 hours
	Week 2	10.5 hours	10.5 hours	OFF	10.5 hours	10.5 hours

9/80 Compressed Schedule <i>Available for FLSA employees</i>	Monday	Tuesday	Wednesday	Thursday	Friday	
	Week 1	9.5 hours	9.5 hours	9.5 hours	9.5 hours	4.5 hours
	Week 2	9.5 hours	9.5 hours	9.5 hours	9.5 hours	4.5 hours

5/4/9 Compressed Schedule		Monday	Tuesday	Wednesday	Thursday	Friday
	Week 1	9.5 hours	9.5 hours	9.5 hours	9.5 hours	9.5 hours
	Week 2	9.5 hours	9.5 hours	9.5 hours	8.5 hours	OFF

Flex Band Schedule	Monday	Tuesday	Wednesday	Thursday	Friday
	Week 1	8:00a – 4:30p	8:00a – 4:30p	8:00a – 4:30p	8:00a – 4:30p
	Week 2	8:00a – 4:30p	8:00a – 4:30p	8:00a – 4:30p	8:00a – 4:30p



# Agency Use of AWA Options

- As we enter into Stages 2 and 3, **Agencies should be open to continued flexible use of Telework and AWS** practices as compared to operations prior to the COVID-19 pandemic.
- Agencies should **consider how to effectively balance the operational needs** of having employees in their official workplace when identifying how and when to use the AWA options available
- **Updated Telework and AWS policies will be implemented by OHRM** to support the reintroduction of the County Government workforce
- **New agreements for employees who will continue to use Telework must be submitted by August 2, 2021** to the OHRM AWA Program Manager at [AWA@co.pg.md.us](mailto:AWA@co.pg.md.us) in alignment with the needs of the Agency
- **Agencies must have an approved AWS agreement on file** for any employee who uses an alternative work schedule. This agreement does not need to be submitted to the OHRM AWA Program Manager.

# Key Takeaways | Alternative Work Arrangements

Telework and AWS are voluntary and subject to management approval

Agencies must submit a new application for employees using Telework to OHRM by August 2, 2021

Agencies must have an approved AWS application on file for any employee using an alternate work schedule

Agencies should intentionally promote the use of flexible work options for employees considering the operational needs of the agency

# Section 4

## Discussion Items & Next Steps

# Timeline & Next Steps

## June 14, 2021

OHRM will provide each agency's Appointing Authority and Agency HR Liaison with a list of employees for review and response via email.

## June 25, 2021

Agencies submit finalized list to [OHRM@co.pg.md.us](mailto:OHRM@co.pg.md.us) for analysis. Contact OHRM if you need additional support determining the needs of your agency.

## July 19, 2021 *(10 business days before buildings open on August 2, 2021)*

Agencies must notify employees of return to on-site work in writing as identified in agency list provided to OHRM.

## July 19-30, 2021

Submit new telework agreements for all employees using Telework in FY22 to the OHRM AWA Program Manager at [AWA@co.pg.md.us](mailto:AWA@co.pg.md.us).

# Resources

Policy or Protocol	Description
<a href="#"><u>Return to Workplace Guidebook</u></a>	This guidebook is designed to help guide agency planning to resume use of administrative and technical workspaces
<a href="#"><u>Telework</u></a>	Policy for the use of telework for employees <a href="#"><u>Telework Agreement</u></a> and <a href="#"><u>Telework Standards</u></a>
<a href="#"><u>Alternative Work Schedule</u></a>	Policy and resources for the use of an Alternative Work Schedule for County Government employees
<a href="#"><u>Leave Procedures for COVID-19 Related Issues – COVID Admin Leave</u></a>	To continue to support Prince George's County Government employees through the vaccination phases, the County Government will offer COVID Administrative Leave (CAL) effective April 1, 2021 through June 30, 2021.



# Questions

Issue Category	Agency Contact
<b>COVID-19 Reporting and Follow-up</b>	Call the Health Department's Communicable and Vector-borne Disease Control (CVDC) team at <b>301-583-3750</b>
<b>Personnel-related Issues</b>	Contact your <b>Agency Human Resources Liaison</b> and <b>Appointing Authority</b>
<b>Additional Questions</b>	Contact <a href="mailto:ohrm@co.pg.md.us">ohrm@co.pg.md.us</a> for inquiries