

—SPS ALERT—

Special SPS Alert 147: Hiring Freeze Information

Release date: 4/15/2020

For JobAps Users and HRCs

For Offers made by the April 13th Hiring Freeze Deadline:

If you don't see a hire in Workday today that you were expecting from JobAps, the issue may be due to the PIN being newly frozen. Your agency will need to complete the unfreeze event in Workday, attaching the offer letter in place of the HFE attachment.

Once the PIN is unfrozen, please make sure the PIN is still available in JobAps and complete the following steps the day after your PIN has been unfrozen:

1. Please go to the hire details in JobAps
2. Please change the process date to the current date
3. Click update

If your PIN is not listed on the hire details in JobAps the day after your PIN has been unfrozen and you're unfamiliar with the steps on how to attach a PIN to a cert list please submit a ticket to service.desk@maryland.gov for assistance.

Please Note: Your hire will not come over from JobAps until the PIN has been unfrozen.

New Process Moving Forward:

Please check all PINS in Workday to make sure they are not frozen before hiring someone in JobAps.

All positions that are not on the Response Pay listing, or otherwise exempt from the new Hiring Freeze effective April 13, 2020, will be frozen upon vacancy.

When requesting a position to be unfrozen the HFE is required, as usual.

Thank you for your cooperation and assistance.

Important Dates Coming Up

All Agencies: Training Dates-**All In-Person Training Cancelled Until Further Notice**

- SPS-BEN-301A-Processing Employee Benefits in Workday for New ABCs Only. This process starts with the submission of the Security Form for ABC access.

SPMS ONLY: Training Dates- **All In-Person Training Cancelled Until Further Notice**

- SPS-POS-201, Processing Personnel Transactions in Workday for new HRCs.

SPMS ONLY: Timekeeping and Payroll Quarterly Update Calls

- Quarterly schedule (March, June, October and December). The agencies will be advised in advance of the dates and time by the Payroll Consolidation Unit (PCU).

FOR ALL AGENCIES

Links to COVID-19 FAQs

All support staff should direct policy and operational questions to their HR Director, as some independent agencies and universities may have different policy considerations.

Families First Coronavirus Response Act (FFCRA) FAQs

<https://dbm.maryland.gov/employees/Documents/COVID-19%20FMLA%20FAQs.pdf>

COVID-19 and its impact on the Workplace

<https://dbm.maryland.gov/employees/Documents/COVID-19%20FAQs%20for%20PUBLIC.pdf>

For ALL SPMS Agencies:

NEW State Employee Hiring Freeze

Effective Monday, April 13, all vacant positions in the Executive Branch of State government will be frozen with the exception of those currently subject to COVID-19 Response Pay. Positions where a formal job offer has been made prior to April 13 may still be filled. Very limited exceptions will be entertained by DBM (through the existing freeze process). We will be freezing the additional positions not included on the Response Pay List. If a position with an offer prior to April 13 is frozen, agencies may submit the unfreeze request with the attached offer for budget review.

REMINDER: NEW COVID-19 Response Pay

Eligible employees will receive a COVID-19 Response Pay differential of \$3.13 for each hour actually worked or approximately \$250 a pay period. While paid time off will not count for the purposes of determining the employee's COVID-19 Response Pay, if an employee works additional shifts during the pay period, the employee will receive the COVID-19 Response Pay differential for each additional hour worked.

We anticipate that employees working in 24/7 operations within the Departments of Health, Juvenile Services, and Public Safety and Correctional Services (DPSCS), as well as all sworn police officers and State firefighters will be eligible to receive COVID-19 Response Pay. Additionally, certain employees within the Department of Human Services and DPSCS who are required to intermittently perform "field work" also will be eligible for COVID-19 Response Pay, but only when performing field work that requires the employee to be in close, prolonged contact with clients of the State. An employee will not receive COVID-19 Response Pay for performing duties in an office setting or while teleworking.

Employees who are required to work in designated "quarantine areas," where inmates, youth, patients, or wards of the State have been placed in isolation will receive Elevated COVID-19 Response Pay of an additional \$2.00 per hour for each hour actually worked in the isolation or "quarantine area", for a total of \$5.13 per hour.

[COVID 19 Response Pay Job Aid 040320.pdf](#)

REMINDER: NEW Federal Law:

As part of the Families First Coronavirus Response Act (FFCRA) – Effective April 1, 2020, there is a new expanded FMLA and a new

emergency paid sick leave to deal with employee absences during this crisis.

Effective from April 1, 2020 through December 31, 2020. There are two provisions that you need to be aware of, as they offer additional protected leave options for regular, contractual and temporary State employees.

UPDATED: Expanded FMLA

The Expanded FMLA provides up to 12 weeks of job protected leave for employees who are unable to work due ***to caring for a child if the child's school or child care provider/facility is unavailable due to the public health emergency***. The first 10 days (2 weeks) is unpaid and the remainder is paid at 2/3 the employee's salary. Employees must be employed for 30 calendar days immediately prior to the day leave would begin in order to be eligible. **It should be noted that the 12 week entitlement is offset by any other FMLA previously used in the previous 12 months.**

How expanded FMLA works with the State's paid leave policies:

The first 10 days for which an employee takes leave under expanded FMLA are unpaid, but an employee is allowed (but not required) to use accrued paid leave during this time (including annual, personal, and compensatory, as available). EPSL may also be used during this time.

For the remaining 10 weeks of leave, employees are required to use accrued leave (including annual, personal, and compensatory) concurrently with expanded FMLA. Once an employee exhausts their accrued leave, the State will provide an amount that is not less than 2/3 of an employee's regular rate of pay for the number of hours the employee would otherwise be normally scheduled to work.

[Revised Expanded FMLA Job Aid.pdf](#)

REMINDER: NEW Emergency Paid Sick Leave (EPSL)

The EPSL provides up to 80 hours (10 days) of paid leave for employees who are impacted by COVID-19 by way of an illness or mandated quarantine or isolation, or if caring for an individual impacted by COVID-19. There is no waiting period to qualify for EPSL and employees are not required to use their other available leave prior to EPSL, although they may choose to. Employees will be paid either 100% of their salary, or 2/3 of the salary, depending on the reason for the absence.

The details are listed here and the Job Aid for using this leave in SPS are attached.

Full-time employees: eligible for 80 hours (10 days)

Part-time employees: eligible for the number of hours that the employee is normally scheduled to work over that period, 2 weeks

Paid amount: 100% pay rate for reasons (1), (2), and (3) under qualifying reasons.

Paid amount: 2/3 pay rate for reasons (4), (5), and (6) under qualifying reasons.

Qualifying Reasons

Full Pay:

(1) Employee is subject to Federal, State or local quarantine or isolation order related to COVID-19

(2) Employee has been advised by a health care provider to self-quarantine related to COVID-19

(3) Employee is experiencing symptoms of COVID-19 and is seeking medical diagnosis

2/3 Pay:

(4) Employee is caring for an individual subject to an order described in (1) or self-quarantined described in (2)

(5) Employee is caring for son or daughter whose school or place of care is closed, or child care provider unavailable, due to COVID-19 precautions

(6) Employee is experiencing similar conditions as specified by Secretary of HHS, in consultation with Secretaries of Labor and Treasury

Note: Employees may use this leave during first 10 unpaid days under expanded FMLA

[Emergency Paid Sick Leave Time Off Job Aid.pdf](#)

REMINDER: NEW Reporting

SPMS Time Off Report

Use to report on employees that are using the COVID-19 Admin Leave time offs, when running you want to select all of the COVID time off types to cover State Reg, Contractual and Temporary

employees.

SPMS Time Off Report

Actions

Supervisory Organization *

× Department of Budget and Management ...

Start Date

*

03 / 25 / 2020 

End Date

*

04 / 07 / 2020 

Time Off

× COVID-19 Admin Leave for Contract (Calendar) Time Off ...

× COVID-19 Admin Leave for Contract (Elapsed) Time Off ...

× COVID-19 Admin Leave for Contract (Timesheet) Time Off ...

× COVID-19 Admin Leave for Regular (Calendar) Time Off ...

× COVID-19 Admin Leave for Regular (Elapsed) Time Off ...

[MORE \(4\)](#)

Or for the New Emergency Paid Sick Leave Time Offs and Expanded FMLA Time Offs

SPMS Time Off Report

Actions

Supervisory Organization *

× Department of Budget and Management

...



Start Date

*

04 / 01 / 2020



End Date

*

04 / 07 / 2020



Time Off

× Emergency Paid Sick Leave
2/3 Pay Time off (Timesheet)

...



× Emergency Paid Sick Leave
Full Pay Time off (Timesheet)

...

Worker



UPDATED: SPMS EPSL Time Off Report

Use to report on employees that are using the Emergency Paid Sick Leave time off.

SPMS Workers On Expanded FMLA Leave (LOA Events)

Use to report on employees that are using the Expanded FMLA Leave of Absence (LOA) event.
