

EMPLOYEE MATTERS

EMPLOYEES MATTER

Office of Human Resources and Strategic Talent Management

We are pleased to share the first edition of our new bi-annual publication, Employee Matters. Similar to our former annual communication, Fiscal Update, this issue highlights many of the College's total rewards for the 2020 fiscal year. Topics include general wage adjustments, new salary ranges, ESH rates, educational and professional development allowances, travel funds, required training, and more. Look for the second edition to come out in Spring 2020.

Table of Contents

[FY19 Year-End Review](#)

[New HRSTM Initiatives](#)

[Compensation](#)

[Benefits](#)

[Professional
Development](#)

[Leave Programs](#)

[Required Training](#)

[Human Resource Internal
Consultants](#)

[Employee and Labor
Relations](#)

[Performance
Management](#)



HRSTM Staff at team retreat in July 2019



**NEW WELLNESS
OPPORTUNITIES**



**LAST DAY TO
USE LEAVE**



**PROFESSIONAL
DEVELOPMENT**



**GENERAL WAGE
ADJUSTMENT**

FY19 Year-End Review

As we begin the new fiscal year and prepare for our new cloud based system, Workday, we are enhancing our data collection and tracking methods to inform our workforce planning efforts and HR services. The following provides a sample of our FY19 current workforce as of June 2019.

COLLEGE WORKFORCE		
EMPLOYEE TYPE	FY18 HEADCOUNT	FY19 HEADCOUNT
Administrators	87	81
Casual Temporary	225	218
Department Chairs	38	39
Full-time Faculty	522	526
Part-time Faculty	857	852
Regular Part-time Faculty	5	4
Staff	1,200	1,190
Student Aides	374	477
Temporary with Benefits	41	38
WDCE Faculty	92	106
Work-Study Students	79	77
Grand Total	3,520	3,608



Faculty in the Scholarship of Excellence In Teaching program, October 2018

From FY18 to FY19 we have seen:

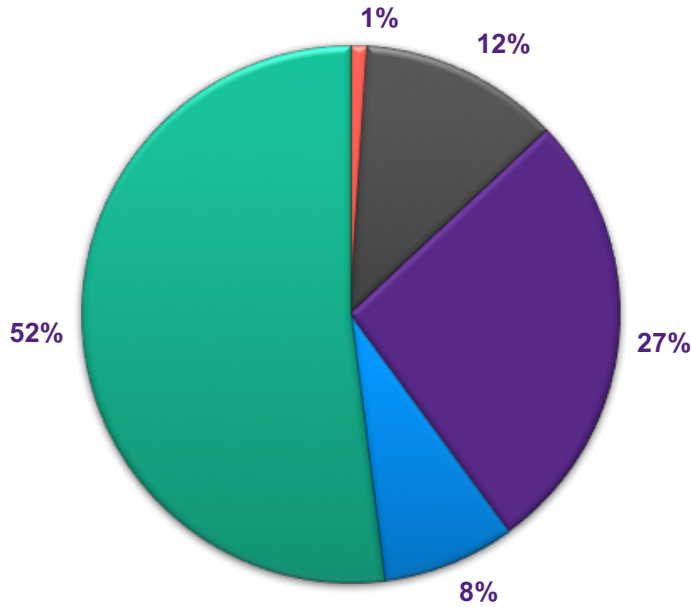
An increase in:

- Student Aides by 27.5%
- WDCE Faculty by 15.2%

A decrease in:

- Administrative staff by 6.91%
- Casual temporary staff by 3.1%
- Temps with benefits by 31.7%

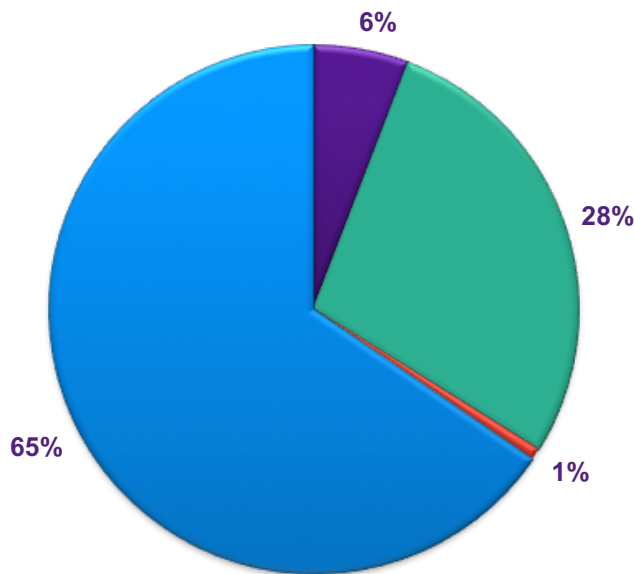
FY19 EMPLOYEE RACE/ETHNICITY



- Represented in this graph are full-time faculty, part-time faculty, staff, temps with benefits, and administrators.
- This information is based on data collected in the Banner system. Categories for race and ethnicity differ in the Banner and Workday systems.

■ American Indian (1%)	■ Asian (12%)
■ Black Non Hispanic (27%)	■ Hispanic (8%)
■ White Non Hispanic (52%)	■ Native Hawaiian & Pacific Islander (<1%)
■ Other (<1%)	

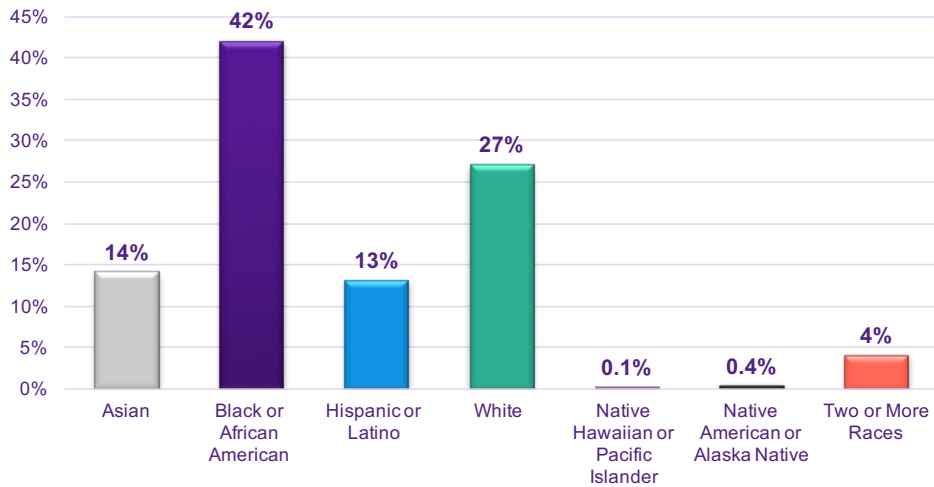
FY19 NEW HIRES BY EMPLOYEE TYPE



- Represented in this graph are employees hired into both budgeted and non-budgeted positions.
- These figures include:
 - 25 faculty
 - 121 staff
 - 3 administrators
 - 282 part-time faculty, including 161 WDCE faculty
- This represents a 66% increase of new hires into budgeted positions from FY18 to FY19.

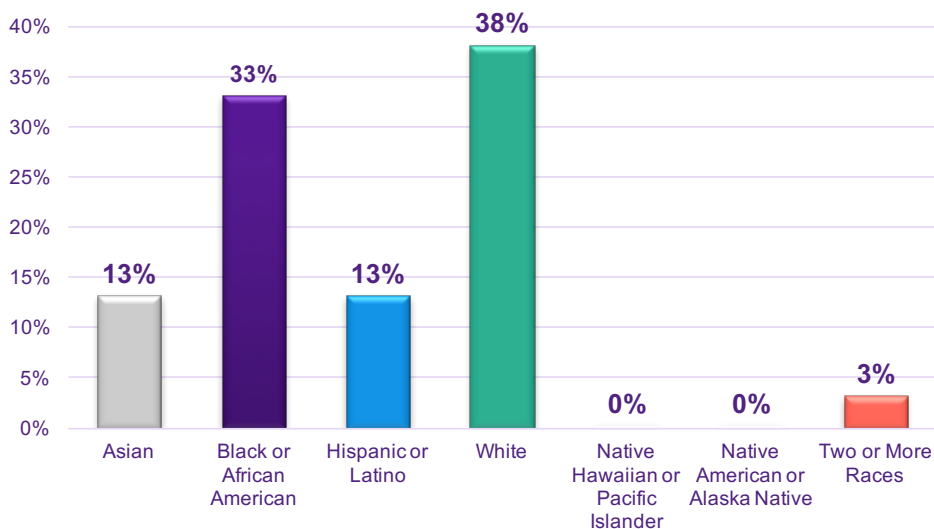
■ Full-time Faculty	■ Staff	■ Administrator	■ Part-time Faculty
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FY19 APPLICANT RACE/ETHNICITY

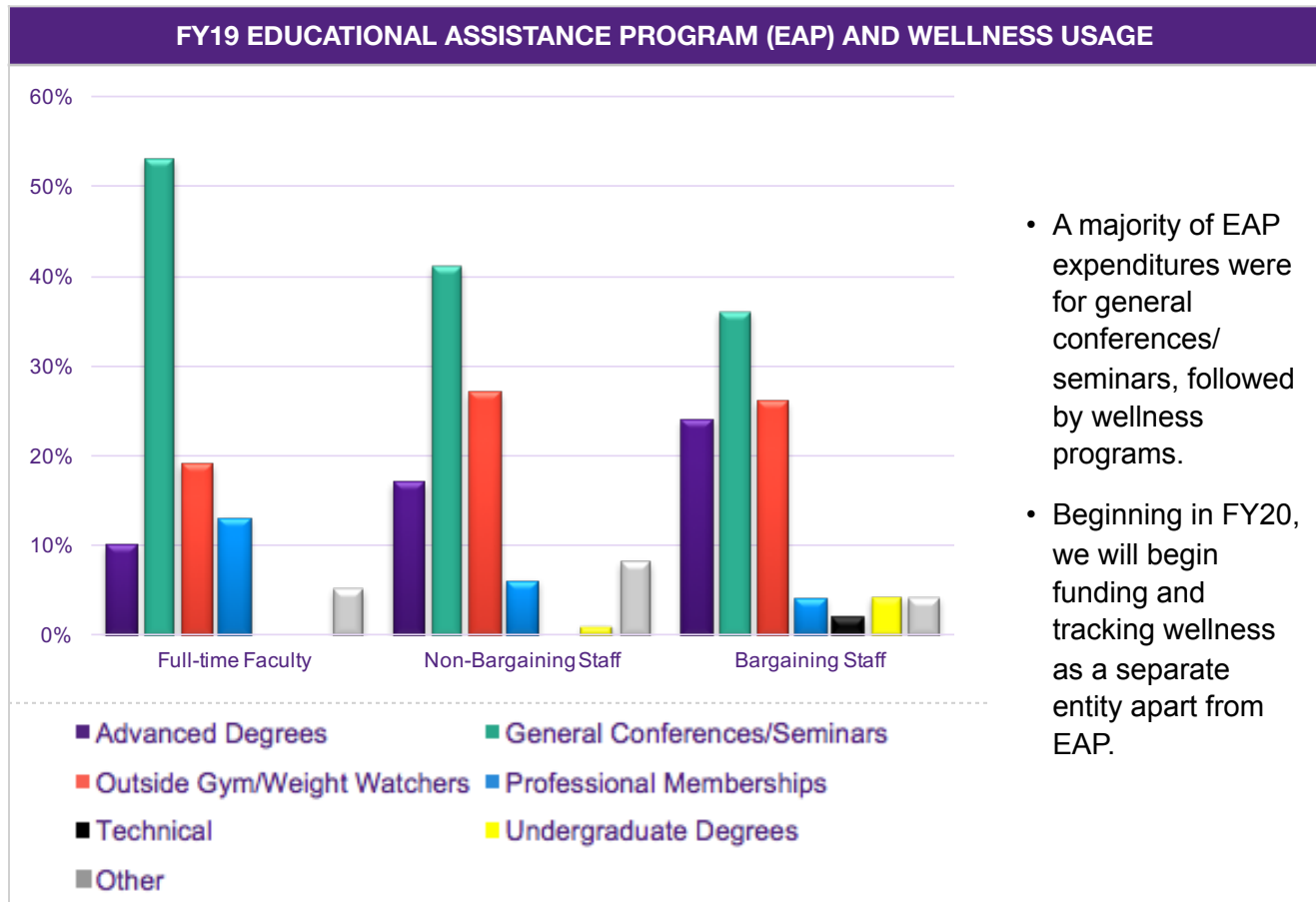


- The College received over 4,300 applications for budgeted vacancies in FY19.
- Budgeted positions include full-time faculty, staff, and administrators.
- Enhanced applicant tracking helps identify under represented populations.

FY19 NEW HIRE ETHNICITY



- 149 budgeted positions were filled through recruitment during FY19.
- Of those positions, 50 percent were filled by internal candidates.
- Applicants and new hire data is collected from the Workday system.



Additional MC Workforce Data

For additional information on the College’s employee data, please view our [personnel profile](#) that is submitted yearly to the Montgomery County Government Operations and Fiscal Policy (GO) Committee.

Join the Conversation

Want to keep up to date on all things HR? Engage with us on social media.




Meet the 2019 Presidential Award Winners

Join us in congratulating last year's winners. Each of these individuals reflect the highest standards of excellence in their fields.



Professor Tyra Peanort, was the original pioneer of the First Year Experience program at MC, she helped to develop its targeted framework, philosophy, and vision. This highly-acclaimed program helps orient students to College resources and helps them prepare for future academic and professional expectations. Through Professor Peanort's role, she has guided thousands of students through personal journeys of behaviors and attitudes to build and strengthen their confidence.



Ms. Nélide Andrés has lead extraordinary work for early childhood education with Montgomery College WD&CE Noncredit Classes. Her service on the Child Care Workforce Industry Advisory Committee brings her in close contact with 20 organizations outside the College. Through her diligence and expertise she secured a \$112,000 grant that provided a small business training to family child care providers in Montgomery County, benefiting not only MC students but their young charges. Her work in the College's early childhood program is becoming a model for other colleges.



Professor Albert Kapikian is a prolific, award-winning writer and role model for his colleagues, who brings passion, creativity, and intellectual rigor to his lessons. One of his colleagues wrote, "In my forty years in education, I have never worked with anyone who is held in such high regard by students, faculty and staff. He is more than a classroom instructor, but a catalyst who helps them believe in their potential and realize that they have something of value to say."

New HRSTM Initiatives

New Supervisor Orientation Program

The Office of Human Resources and Strategic Talent Management (HRSTM) launched a New Supervisor Orientation Program (NSOP), with the first two sessions held in March and June 2019. The NSOP is a two-day program for new supervisors to Montgomery College and employees who have been promoted to a new supervisory role. Over 30 new supervisors participated in the sessions, including new department chairs and administrators.

The NSOP provides essential information to aid supervisors in successfully leading their teams in meeting department and College goals. Topics presented by members of HRSTM, the Office of Compliance, Risk and Ethics, the Office of the Ombuds, and E-Learning, Innovation and Teaching Excellence (ELITE) included:

- Partnering with HR for recruiting, hiring, onboarding, managing, supporting, and offboarding employees
- Managing for optimal performance and using performance evaluations as a developmental and continuous improvement tool
- Helping and supporting employees in their professional development
- Managing employees within the three respective union contracts
- Applying the Ethical Decision Making Framework to manage ethically and with legal integrity
- Learning the impact of decisions when not in compliance with College policies and procedures, union contracts, and federal, state, and county regulations
- Dealing proactively and constructively with conflict
- Navigating and using the various resources and support available to supervisors

This will be a required onboarding activity for all new Montgomery College supervisors and will be offered three times per year; fall, spring, and summer. In addition, this program led to the creation of a [Supervisor Toolkit](#). The toolkit provides supervisors with access to information and forms in one location.

For more information about the New Supervisor Orientation Program, please contact [Elaine Doong](#).

Upcoming Fall Events

October
1 and 3

Administrative
Aide Forum

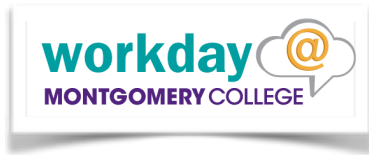
October
16 and 17

New Supervisor
Orientation

October 28
through
November 18
Open
Enrollment

Workday

The next phase of the Workday project is officially underway. Workday, a cloud-based application for human resources and finance, will significantly improve our systems and will enable employees across the College to work more efficiently. HRSTM staff, collaborating with colleagues in Business Services, IT, ELITE, and the Foundation, are immersed in the implementation process. The project team has completed the initial discovery session with our new implementation partner, Collaborative Solutions, and will be immersed in architecture sessions for the next two months. As we move into configuration and testing the project team will be reaching out to key stakeholders for guidance and feedback as we reach each milestone.



Career Ladders

The Classification and Compensation team has been reviewing job classes/job families to determine where a career ladder may be created at Montgomery College. A career ladder describes the progression from starting or entry-level positions to higher levels of skill, responsibility, authority, and pay. It also provides a framework and pathway by which employees are provided guidance on professional development and career progression. Career ladders can be instrumental in improving employee career satisfaction, productivity, engagement, and responsiveness in meeting departmental and organizational objectives. One of the more prevalent career ladders within most organizations is the [Administrative Aide Career Ladder](#).

To date, the following career ladder hierarchies have been developed for Montgomery College:

- Administrative Aide
- HVAC Mechanic
- Building Equipment Mechanic
- Financial Aide Assistant/Specialist/Counselor/Campus Director
- Access Services Specialist
- Librarian/Supervisor
- Cyber Defense Infrastructure Engineer
- Student Information Systems Specialist

There are potentially 30 additional ladders to be developed. Of the recently created career ladders, 26 employees have been or will soon be given opportunities to apply internally for promotions and, at this time, four employees have been recommended for promotions. The career ladder priorities for development in FY20 include positions in Public Safety, Information Technology, and Academic Affairs. Look for these and other career ladders to be posted on the HRSTM website beginning in October and continuing throughout the year.

Enhanced Training and Expanded Outreach for Recruitment and Hiring

In support of the efforts of the President's Advisory Committee on Equity and Inclusion (PACEI), we are making enhancements to the College's recruitment and hiring processes, including revising our

training for hiring managers and search committees. We have also expanded our advertising and outreach to reach wider, more diverse applicant populations.

The College's recruitment and hiring training is also being enhanced to provide hiring managers and search committee members an awareness and understanding of unconscious or implicit biases and how to prevent them, further promoting MC's commitment to equity and inclusion.

Evergreen Job Postings

Evergreen job postings is a new functionality in Workday recruitment. These are internal postings that allow employees to express an interest in current and future job openings. This recruitment strategy helps us identify qualified internal candidates who may have an interest in a position before launching an external recruitment. This approach will be beneficial to employees in proactively considering and expressing interest in their next career move and will enhance the efficiency of our recruitment strategy.

Evergreen postings and other open positions can be viewed by accessing Workday through MyMC and searching "Find Jobs."

Skills Assessments

The College has partnered with eSkill Corporation to provide skills assessments for some positions through their online testing platform. By using a skills test in evaluating candidates, we can ensure that our new employees are equipped with the necessary skills to perform their jobs effectively.

In an effort to pilot the program and validate that our testing was in line with current skill levels, administrative support staff were invited to voluntarily complete an assessment. We are pleased that over 70 employees participated and provided feedback. HRSTM recruiters will be incorporating skills assessments into future recruitments for relevant positions.

Compensation

Bargaining and Non-Bargaining Staff, Department Chairs, and Administrators

The College Board of Trustees approved the adjustment of the salary structure/pay ranges applicable to bargaining and non-bargaining staff, department chairs, and administrators. The salary structure/pay-ranges was increased by 4 percent, effective July 1, 2019. In addition to revisions to the salary structure, the Board approved a 2 percent General Wage Adjustment (GWA) for eligible staff, chairs, and administrators, effective July 1, 2019. To be eligible for the GWA, an employee's salary must be below the maximum pay for their salary range.

Degree Attainment Salary Enhancement (DASE) for Staff and Administrators

The College continues to support the ongoing education and career development of our employees through [DASE](#). The increase is prospective and is equivalent to 2 percent, provided the employee's salary does not meet or exceed the maximum of the pay range.

To learn more about the DASE requirements, please see the [Degree Attainment FAQs](#).

Shift Differential

Shift differential for eligible staff remains at \$1.10 per hour in FY20. This applies to bargaining and non-bargaining staff employees regularly scheduled to work more than 20 hours in a work week and required to work between the hours of 10 p.m. and 6:30 a.m.

Full-time Faculty

Eligible full-time faculty received a 2.5 percent General Wage Adjustment, (GWA) effective August 26, 2019. The full-time faculty salary range for FY20 is \$60,907.80 to \$114,219.85. Overload ESH Rates are: \$1,521 (for less than six years of service) and \$1,682 (for six or more years of service).

Part-time Faculty

Part-time Faculty ESH

New ESH rates effective August 18, 2019:

Lecturer	\$1,205
Adjunct I	\$1,305
Adjunct II	\$1,395
Adjunct II*	\$1,409

PAYROLL HELP

Do you have questions about your direct deposit or want to update it?

Visit [payroll](#) to learn more.

**Part-time faculty who have been employed at the Adjunct II level for three (3) academic years and completed nine (9) hours of professional development training while at the Adjunct Level II may receive an additional one percent (1%) in pay rate beginning in the fourth (4th) academic year of service at the Adjunct II.*

Rank Advancement

Part-time faculty may petition for a promotion in their rank by downloading, completing, and submitting the [Part-time Faculty Rank Advancement](#) form to their department chair.

I-9 Compliance

Complying with The Immigration Reform and Control Act of 1986 (IRCA) is a critical requirement for the College. This regulation requires new and returning employees to complete Section 1 of [Form I-9](#) on their first day of employment. Then, HRSTM must complete Section 2 of Form I-9 within three (3) business days of employment. Under no circumstances should an individual start working without having submitted a completed I-9 to HRSTM. Failure to comply with this regulation may result in a fine for the College. Supervisors will be held accountable for violations of this federal regulation.

Stipend Usage

As we continue to refine HRSTM procedures and ensure our compliance with current laws, the eligibility and use of stipends are being carefully reviewed. The FLSA (Fair Labor Standards Act) minimum wage laws and state legislation such as Maryland Sick and Safe Leave requires that casual temporary and student employees are paid based on an hourly rate. As a result, these employees should be paid accordingly and should be completing and submitting timesheets.

HRSTM must approve any stipend intended for students or employees. No work should be completed without prior approval. To request approval for a stipend to be paid, departments must complete and submit a [stipend form](#) which thoroughly describes the duties being performed.

Detailed guidelines regarding stipend usage and the approval process will be shared with departments in the fall semester.

Benefits

Open Enrollment

During open enrollment, employees have the option to change their benefit plans for the upcoming year. Outside of the open enrollment period, employees can only change their benefits if there is a life-altering event including, but not limited to, marriage, divorce, and birth/adoption of a child. We invite you to attend a Benefits Fair to learn more about benefits offerings available to College employees. See the schedule for this year’s Benefits Fair in the table below.

Date	Time	Location
Tuesday, October 29, 2019	11 a.m.—2 p.m.	Central Services BOT Gallery (CT S108)
Thursday, October 31, 2019	11 a.m.—2 p.m.	Rockville Campus Science Center (SC 152)
Tuesday November 5, 2019	11 a.m.—2 p.m.	Germantown Campus Bioscience Education Conf. Ctr (BE 151/152)
Thursday, November 7, 2019	11 a.m.—2 p.m.	Takoma Park/Silver Spring Campus Cultural Arts Center (CU Building Lobby)

Wellness Update

Next Generation Wellness at Work is excited to announce an expansion of our reimbursement coverage to support a more diverse fitness portfolio. Employees now have the option to include yoga studios, dance classes, rock climbing studios, Crossfit® gyms, and aquatic centers, etc. The maximum reimbursement for any activity or membership is \$35 per month. The reimbursement is taxable through your paychecks, just like current gym reimbursements. The attendance requirement is at least 10 days/month for gyms and studios. Classes with a limited duration require 75 percent attendance. Activities and memberships will be approved on a case-by-case basis by the Wellness Coordinator.



Professional Development

Montgomery College encourages all employees to continue to strengthen and enhance their knowledge and skills throughout their career through ongoing professional development. To support this, the College offers internal programs, classes, and services as well as financial support to help you achieve your professional goals.

A wide and rich array of training opportunities and resources can be found through [E-Learning, Innovation, and Teaching Excellence \(ELITE\)](#).

Educational and Professional Development Assistance

The following chart outlines the maximum dollars allocated to the Educational Assistance Program (EAP), Professional Development Assistance Program (PDAP), and travel funds available to eligible employees in FY20. The amount in parenthesis represent the total budgeted, not to exceed amount for the year. **All professional development and travel related expenses must be pre approved in accordance with 35001CP, Compensation Programs.**

Educational and Professional Development Assistance for FY20		
Employee Type	Travel	PDAP or EAP
Part-time Faculty	N/A	\$900
Full-time Faculty	\$1,334 (\$173,988)	\$3,030 (\$481,522)
Non-bargaining Staff	\$1,250 (\$141,012)	\$2,500 (\$807, 798)
Bargaining Staff	\$1,250 (\$50,000)	\$2,500 (\$400,000)

EAP for Credit Courses

Bargaining and non-bargaining full-time staff, chairs, and administrators enrolled in graduate or undergraduate coursework beyond the associate’s degree level are permitted to exceed the maximum EAP benefit noted above. The additional allowance is the amount that it is equal to the University of Maryland College Park rate for in-state tuition and fees for graduate or undergraduate coursework for each credit, up to a maximum of twelve (12) credits. The benefit for regular part-time staff working at least 20 hours per week is pro-rated.

Tuition Waiver and Educational Assistance Program (TWEAP)

Tuition Waiver for MC credit courses and tuition reimbursements are provided for regular full-time faculty and staff, regular part-time staff, and full-time and part-time temporary with benefits staff. For more details, visit [TWEAP](#).

Leave Programs

Sabbatical and Professional Development Leave Deadlines

Sabbatical and Professional Development (PD) Leave provides eligible College employees the opportunity to take time away from their jobs to engage in various types of professional and career development activities.

Visit [Professional Development Leave Programs](#) for detailed information, including process timelines, application forms, eligibility requirements, and obligations.

Application Deadlines:

Sabbatical Leave:
Friday, November 8, 2019

PD Leave:
Friday, February 21, 2020

Staff and Administrators

LAST DAY TO USE 2019 LEAVE: December 13, 2019

Annual Leave: Regular staff and administrators may accumulate and carry forward unused [annual leave](#) to the next calendar year according to their annual leave accrual maximum. On occasion, the leave accrual rate may be greater depending on the number of pay dates in a given calendar year.

Personal Leave: [Personal Leave](#) is provided on a yearly basis and does not carry over into the following year. An eligible employee may be granted personal leave (noncumulative) with pay up to a maximum of 24 hours for full-time employees and on a prorated basis for eligible part-time employees during each year. See [personal leave guidelines](#) for more information.

Staff, Administrator, and Department Chair Leave	
Length of Service	Annual Leave Accrual Rate/Maximum Leave Carried Forward*
Less than 3 years	120 hours
3 years, but less than 15 years	160 hours
15 years or more	208 hours
<i>*For part-time employees the amount of leave carried forward is prorated according to the proportion that the workweek is to a 40-hour workweek.</i>	

Department Chairs

Annual leave for department chairs is allocated as a lump sum each year in July. The leave amount is allocated based on the department chairs' years of service (see table above). Department chairs are not permitted to carry over any unused annual leave into the fiscal year and may not receive an unused annual leave payout upon completion of the assignment. The last day for department chairs to use leave in FY20 is June 30, 2020.

Full-Time Faculty Leave

Sick Leave: At the commencement of each academic year faculty members are credited with 80 hours of sick leave. Faculty who worked during the preceding summer earn additional sick leave as follows: Instructional faculty teaching less than 6 ESH or non-instructional faculty working 15 days (120 hours) are credited 88 hours of leave; instructional faculty who work 6 or more or 30 or more days (240 hours) are credited 96 hours of leave. (Leave is not credited while on sabbatical leave.) Faculty may accumulate and carry forward unused sick leave to the next calendar year.

Personal Leave: [Personal Leave](#) is provided on an academic yearly basis and does not carry over into the following year. An eligible full-time faculty member may be granted three days of personal leave for the observance of religious holidays, emergency or special personal obligations. One (1) day of unused personal leave may be carried forward to the subsequent summer session only.

Full-Time Faculty Leave	
Type of Leave	Leave Amount
Sick Leave - Regular	80 hours
Sick Leave - Summer less than 6 ESH or 15 days*	88 hours
Sick Leave - Summer 6 or more ESH or 15 days*	96 hours
Personal Leave	3 days
<i>*ESH for Instructional Faculty, days for non instructional Faculty</i>	

All benefit eligible employees are entitled to leave with pay for five days in the event of a death in the immediate family. For more information on employee leave visit HRSTM website.

Part-Time Faculty Paid Time-Off

As noted in Article 10 of the Part-Time Faculty Collective Bargaining Agreement, part-time faculty are permitted to be absent from one (1) session of each course taught in a semester.

Sick and Safe Leave

Maryland state law requires employers to provide sick and safe leave to organizations with 15 or more employees. As a result of this legislation, part-time faculty, casual temporary and student employees may be eligible to earn and accrue sick and safe leave. For more information, please visit the HRSTM website or contact [Leave Request](#)

Required Training for Fiscal Year 2020

Each year there are collegewide training classes or online modules that are required for all or select employees, depending on their role. Additionally, supervisors may require additional training for employees within their area to meet discipline, department, and/or unit needs and requirements. In FY20, there are three (3) required online training modules for employees*. These are outlined in the table below. For more information visit [Trainings](#) on the [HRSTM website](#).

Collegewide Online Required Training		
Title	Available	Completion Deadline:
Diversity Awareness: Fostering a Climate of Inclusion, Sensitivity, and Respect in the Workplace	September 1, 2019	June 30, 2020
Response to an Active Threat	October 1, 2019	April 30, 2020
Data Security @MC	October 1, 2019	June 30, 2020

**Required for all full-time faculty, part-time credit faculty, staff, department chairs, and administrators. This includes regular, temporary with benefits (TWB), and casual temporary staff. Trainings are encouraged, but not required, for noncredit (WDCE) instructors.*

New Supervisor Orientation

All new supervisors, either newly hired or promoted into a supervisory role, are required to complete the New Supervisor Orientation Program. Upcoming dates are:

Fall: October 16 and 17, 2019

Spring: March 25 and 26, 2020

Summer: June 2020

Human Resource Internal Consultants

The campus-based Human Resources Internal Consultants (HRIC) continue to work on enhancing our service model by providing greater outreach, direct services, and engagement with their campus community. The role of the HRIC is to serve as primary expert and resource on all HR matters and to support the employees and supervisors for their assigned campus.



*Pictured from left to right:
Ashley Roberts, Carla Ammerman,
Leslie Jones*

Fall 2019 Administrative Aide Forums

In addition to hosting an Open House and Meet-and-Greet events on each of their respective campuses, the HRIC team will be hosting the Fall 2019 Administrative Aide Forums:

Date	Time	Location
Tuesday, October 1, 2019	9 a.m. – 12:15 p.m.	Takoma Park/Silver Spring Campus The Commons 211
Thursday, October 3, 2019	9 a.m. – 12:15 p.m.	Rockville Campus Science West (SW 301)
Thursday, October 3, 2019	1 p.m. – 4:15 p.m.	Germantown Campus Bioscience Education Conf. Ctr (BE 163)

Campus HRIC Survey

The HRIC team is seeking feedback to better understand how they can continue to serve their campus communities. A needs assessment survey and follow up focus groups will be conducted in September and October. Please be on the lookout for more information from your designated HRIC.

Campus-based Office Locations

Please feel free to stop by your HRICs office for a friendly hello or make an appointment if you need HRSTM support.

- Takoma Park/Silver Spring, Westfield South – [Ashley Roberts](#), ST 306
- Rockville and Gaithersburg Training Center – [Carla Ammerman](#), MT 612
- Germantown, Central Services, Rockville Facilities and Public Safety – [Leslie Jones](#), PK 166

Employee and Labor Relations

AFSCME Agreement

During the spring of 2019, the College and AFSCME Local 2380 agreed to a new collective bargaining agreement. Effective July 1, 2019, through June 30, 2022, the new agreement will be posted on the HRSTM website early in the fall semester. For questions on changes, please contact your AFSCME representative or the [Office of Employee and Labor Relations](#).

Ethics Point

This new tool, provided by a third-party vendor, allows for members of the College community to anonymously report compliance and policy violations.

Accessible via phone at 1-844-572-2198 or at
[Ethics Point for MC.](#)

Performance Management

360° Degree Feedback Survey for Supervisors

The College will be conducting 360° feedback surveys again for supervisors in FY20. Initially launched in FY17, the purpose of the 360° feedback survey is to provide direct reports and peers an anonymous venue for giving honest, constructive feedback to a supervisor on how they may further strengthen and/or improve their skills and competencies. Results of the feedback are included in an anonymous report and can serve as a tool and resource to both the supervisor-participant and the manager in developing meaningful performance improvement and professional development goals. Look for more detailed information to be shared in the coming weeks.

Position Description Training Sessions

Classification & Compensation team will continue to conduct training sessions for College supervisors on position descriptions, including their use and importance, and how to write effective position descriptions. For those unable to attend a training session, view the training session presentation and [Position Description Guidance for Employees and Supervisors.](#)

FY20 Performance Evaluation Deadlines

Supervisors can create individual internal timelines to meet the due date of **Friday, August 14, 2020.** Please direct questions to [performance](#).

▸ **June 30, 2020**

Positions descriptions updated in the Job Wizard self-evaluations completed.

▸ **July 31, 2020**

Supervisor completes observation and feedback of employee. Supervisor schedules meetings with employee to review evaluation.

▸ **August 14, 2020**

Supervisor submits evaluation to performance@montgomerycollege.edu