

To: Montgomery College Employees

From: Krista Leitch Walker, Vice President/Chief Human Resources Officer
Office of Human Resources and Strategic Talent Management

Subject: **Self-Disclosure Requests in Workday**

Date: May 19, 2022

Montgomery College is committed to diversity and nondiscrimination and supports employment opportunities for veterans and individuals with disabilities. Periodically Montgomery College updates our records to ensure we have current data pertaining to these employee populations. This information serves as a basis to facilitate diversity and inclusion dialogue at all levels, develop programs and services, and allocate resources to support diverse and underrepresented groups.

Employees will receive two inbox items in Workday—one asking them to self-identify as a veteran and the other asking them to self-identify as an individual with a disability. Identifying yourself as an individual with a disability or a veteran is voluntary, and we hope that you will choose to do so. Your answer will be maintained confidentially and not be seen by selecting officials or anyone else involved in making personnel decisions. Self-disclosing this information will not negatively impact you in any way. Because either status may change at any time, we ask all our employees to update their information as soon as anything changes.

Should you have any questions or concerns pertaining to individuals with disabilities please contact [Rowena D'Souza](#). Questions regarding veterans should be directed to the [HRSTM Help Desk](#).

Thank you.