

To: Montgomery College Community

From: Krista Leitch Walker
Vice President of Human Resources and Strategic Talent Management

Subject: **Employee Hiring for Fall Semester**

Date: September 2, 2020

The purpose of this memo is to provide updated information and guidance about employee hiring for the fall semester.

While we continue to work in a remote status, the College remains focused on addressing unique workload and workforce challenges while practicing responsible stewardship of fiscal and talent resources across the college. It is essential that thoughtful consideration be given to all hiring requests and decisions.

As such, the guidelines below are in place to address the College's staffing needs for the fall semester.

Status of Casual Temporary Staff and Student Aides

- Casual temporary staff and student aides that are **not working will not be renewed after Q1** (September 30, 2020).
- Casual temporary staff and student aides who **are working will only report, and receive pay for, actual hours worked** - administrative leave will no longer be granted for these employees.
- Student Federal Work Study assignments will continue to be managed through Matt Hicks in the Office of Student Financial Aid. He can be reached at: justin.hicks@montgomerycollege.edu
- Requests to hire **new** student aides are **limited** to those that provide and/or support instruction, student services, essential administrative functions, or are paid through a grant. These requests require the approval of the unit administrator and HRSTM.
- No **new** casual temporary staff will be hired as MC employees. The HRSTM Talent Acquisition and Employment team will provide options for filling needs not met through the Talent Share program.

Meeting Staffing Needs

- All staffing requests should be submitted through the Talent Share program. Efforts to meet any staffing gaps or needs must first look to assigning current employees who are not working at full capacity in remote status.
- If the Talent Share program cannot meet a staffing need, extensions of casual temporary staff and student aides **actively working** will be considered. These requests require the approval of the unit administrator and HRSTM, in addition to other approvals as appropriate. It is the responsibility of the manager to make sure that requests and approvals of extensions are sent to HRSTM Data and Records Management in a timely manner.
- Hiring for regular, budgeted (i.e., full-time faculty, staff, and administrator) positions continues to be greatly restricted. Any exceptions require the review and approval of both the division's senior vice president and the vice president of Human Resources and Strategic Talent Management.

Compliance Requirements for All New Hires

- Due to the current remote work status, the hiring process for all new hires has been revised and requires more time. Verification of I-9 documents must be **scheduled and conducted in person on, or before, the first day of work.**
- Individuals are prohibited from working until the I-9 compliance requirement has been completed. Upon completion and verification of documents, HRSTM will provide the hiring manager with written approval that a candidate is authorized to work.
- Employment is not authorized until HRSTM has confirmed completion of the Form I-9 and verification of the I-9 documents. Please be aware that any hours worked prior to this authorization will be considered unpaid, volunteer work.

The HRSTM team appreciates your cooperation and are available to help navigate the various steps. For assistance, please contact one of the following staff members:

Talent Share	Pat Mason
Student Employees	Susana Gilardi
Casual Temporary	Joanna Kong