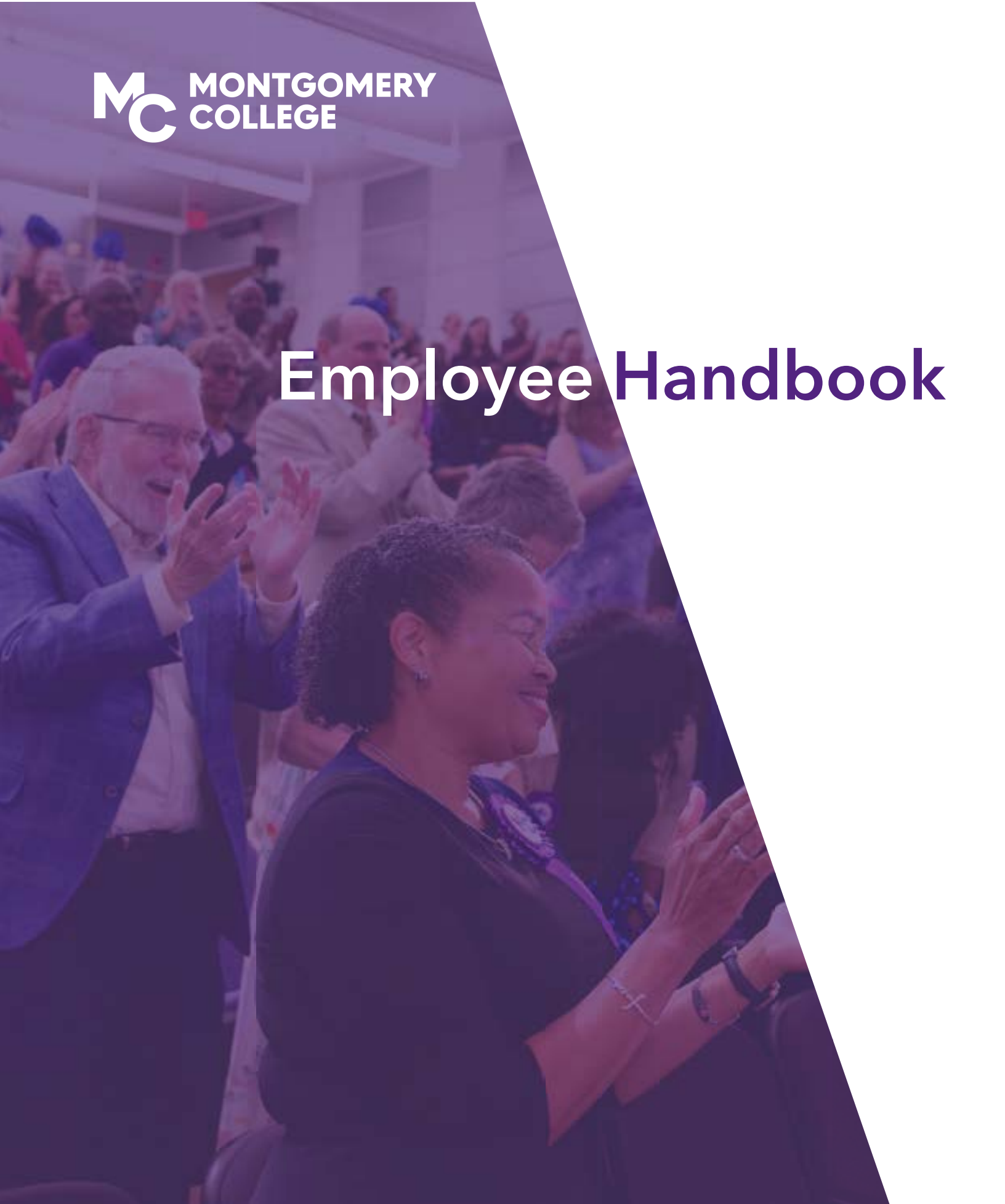




Employee Handbook



LETTER TO MC EMPLOYEES

Dear Colleagues,

I am pleased to share with you the Montgomery College Employee Handbook. This publication serves as a practical, accessible resource to help employees understand the College's workplace expectations, programs, services, and policies that guide our shared work. It provides information on employment, benefits, leave, professional development, workplace conduct, safety, employee resources, and avenues for support and problem resolution, while connecting employees to the College's official policies, procedures, collective bargaining agreements, and other detailed resources.

At Montgomery College, our people are central to our mission and to the success of our students and community. We are grateful for the professionalism, care, and shared responsibility employees bring to their work each day, including their commitment to following the standards, policies, and expectations that help create a safe, respectful, equitable, and productive workplace.



Krista Leitch Walker
Vice President and Chief Human Resources Officer

I encourage you to use this handbook as a regular reference and seek guidance whenever needed.

For assistance or questions, please contact the [HR Help Desk](#) or your designated Human Resources Internal Consultants (HRIC) representative.

Thank you for your continued commitment to Montgomery College and to a workplace where all employees feel valued, supported, and equipped to contribute fully to the College's mission.

TABLE OF CONTENTS

1. Introduction	Page
1.1 About this Handbook	1
1.2 About Montgomery College	2
1.3 Mission, Vision, and Values of the College	2
1.4 Strategic Plan	3
1.5 Equal Employment Opportunity (EEO) and Non-Discrimination Statement	3
2. Employment at the College	
2.1 Employee Classifications (Types of Employees)	4
2.2 Union Representation and Bargaining Status	5
2.3 New Employee Onboarding, Orientations, and Probationary Period	6
2.4 Employee ID, Email, and Access to College Systems	7
2.5 Additional Employment (Second Jobs) at MC	8
3. Workplace Policies and Expectations	
3.1 Employment Policies and Procedures	9
3.2 Code of Ethics and Employee Conduct	9
3.3 Commitment to Equity and Inclusion	9
3.4 Harassment, Discrimination, and Title IX Policy	10
3.5 Conflict of Interest and Ethical Standards	10
4. Campus and Workplace Environment	
4.1 Campus and Workplace Health and Safety	11
4.2 Inclement Weather and Emergency Communications	13
4.3 Work Hours, Schedules and Flexible Work Arrangements	13
4.4 Use of College Property, Technology, and Equipment	15

TABLE OF CONTENTS

5. Compensation and Benefits

5.1 Pay Schedules and Payroll Information	17
5.2 Benefits Overview	17
5.3 College Holidays and Breaks	24
5.4 Paid Time Off and Leaves of Absence	24

6. Employee Performance, Development, Recognition, and Resources

6.1 Performance Management	31
6.2 Professional Development and Training Opportunities	32
6.3 Career Advancement and Promotion Opportunities	35
6.4 Employee Recognition and Awards	36
6.5 Employee Support Services (Wellness, MC Cares, FSAP, and Counseling)	36

7. Campus and Community Life

7.1 College Governance	39
7.2 Multi-Campus Resources and Services (Libraries, Cafeterias, Parking, and Transportation)	39
7.3 Student Interaction and Shared Responsibility	43
7.4 Advancement and Community Engagement Opportunities	43

8. Employee Relations and Problem Resolution

8.1 Open Door Policy and Communication Channels	45
8.2 Grievance and Complaint Procedures	46
8.3 Labor-Management Collaboration	46
8.4 Ombuds and Mediation Services	46

TABLE OF CONTENTS

9. Separating from the College

9.1 Resignation	47
9.2 Retirement	47
9.3 Offboarding Procedures	47

10. Handbook Administration

10.1 Updates and Revisions to College Policies and Procedures	49
10.2 Acknowledgement of Receipt of Handbook	49

1. INTRODUCTION

1.1 ABOUT THIS HANDBOOK

The purpose of this employee handbook is to provide Montgomery College employees with a clear, accessible reference guide that outlines the College's expectations, organization, culture, programs, and services.

It serves as a practical guide for day-to-day workplace matters – such as policies and procedures, conduct standards, work conditions, benefits, time off and leave – and a tool to communicate the organization's values, mission, and commitment to fairness and consistency. By setting these standards in writing, the handbook helps foster transparency, ensure employees understand their rights and responsibilities, and supports consistency in management across the institution.

This handbook aims to direct employees to college resources via webpage hyperlinks and is intended to supplement, not replace, the College's policies and procedures, code of ethics and employee conduct handbook, and collective bargaining agreements.

- College [Policy and Procedures](#)
- [Code of Ethics and Employee Conduct Handbook](#)
- [Full-time Faculty Collective Bargaining Agreement](#)
(American Association of University Professors - AAUP CBA)
- [Staff Collective Bargaining Agreement](#)
(American Federation of State, County, and Municipal Employees - AFSCME CBA, [AFSCME CBA Spanish version](#))
- [Part-time Faculty Collective Bargaining Agreement](#)
(Service Employees International Union - SEIU CBA)

Employees are responsible for periodically reviewing this handbook and staying abreast of its contents.

This handbook is not a contract, either expressed or implied, between the College and any employee.

The content is subject to change at the College's discretion.

1.2 ABOUT MONTGOMERY COLLEGE

Founded in 1946, Montgomery College is governed by a 10-member Board of Trustees appointed by the governor of Maryland, and serves over 40,000 credit and noncredit students on three (3) campuses in Germantown (GT), Rockville (RV), and Takoma Park/Silver Spring (TP/SS), a collegewide Workforce Development and Continuing Education (WDCE) unit with off-campus centers, including an East County Education Center (ECEC) in Silver Spring (Burtonsville), community engagement sites across the county, business training centers in Gaithersburg and Wheaton, and the central administrative services center in Rockville.

Racially and culturally diverse, the college enrolls students from Montgomery County, the greater Baltimore-Washington metropolitan area, and more than 160 countries. As of 2026, MC has more than 595 full-time instructional and counseling faculty members, over 770 part-time instructional faculty members, and approximately 435 workforce development and continuing education (WDCE) instructors. In total, the College employs more than 1,800 full- and part-time faculty members and 1,300 staff members and administrators who are dedicated to student success.

1.3 MISSION, VISION, AND VALUES OF THE COLLEGE

OUR MISSION

Montgomery College is where students discover their passions and unlock their potential to transform lives, enrich the community, and change the world.

OUR VISION

Montgomery College will serve as the community's institution of choice to transform the lives of students and Montgomery County.

OUR VALUES

- Equity and Inclusion
- Excellence
- Integrity
- Innovation
- Adaptability
- Sustainability
- Respect

At our core, we believe in welcoming all students and employees into a community that emphasizes belonging.

We believe in providing every individual with what they need to succeed (**Equity and Inclusion**).

We believe in conducting our teaching and service duties with distinction (**Excellence**) in an ethical and trustworthy manner (**Integrity**).

We are dedicated to being a transformational institution, seeking social justice and continuously updating and improving all our learning environments, the curriculum, and student services (**Innovation**) to meet the changing needs of our community (**Adaptability**).

We strive to make decisions about our operations in a way that respects and sustains the environment (**Sustainability**).

We conduct ourselves with civility, courtesy, and professionalism in all our interactions (**Respect**).

1.4 THE MONTGOMERY COLLEGE STRATEGIC PLAN

The College's [strategic plan](#) is built around four (4) comprehensive and integrated goals, with the intent of advancing and actualizing our mission, vision, and values. The order of the goals is not intended to imply any prioritization but rather reflect a student's relationship with the College.

Goal 1: Enhance connections between Montgomery College and our community.

Goal 2: Cultivate a sense of belonging for everyone at the College.

Goal 3: Enhance educational and organizational effectiveness.

Goal 4: Increase economic impact for your students and community.

1.5 EEO AND NON-DISCRIMINATION

Montgomery College is committed to providing equal employment opportunities for all employees and applicants. Equal opportunity extends to all aspects of the employment relationship, including but not limited to recruiting, hiring, placement, promotions, training, working conditions, transfer, leaves of absences, compensation, and benefits. Further, the College is committed to providing an environment in which all persons are provided the opportunity for employment, participation in academic programs, and/or other College activities free from discrimination, harassment, and sexual assault in accordance with applicable federal, state, and local laws.

Discrimination is not tolerated, and the College will consider a violation of this Policy to be a significant act of misconduct that may result in disciplinary action. When made aware, the College will take immediate action to stop discrimination, prevent its recurrence, and remedy its effects.

Employees are encouraged to review the College's [EEO and Non-Discrimination Statement/Policy](#) which outlines our commitment to maintaining a workplace free from discrimination, harassment, and retaliation and explains employee rights, responsibilities, and reporting options.

2. EMPLOYMENT AT THE COLLEGE

The College employs individuals in a variety of classifications, each defined by specific terms, work hours, and benefits eligibility, as outlined below.

2.1 EMPLOYEE CLASSIFICATIONS (TYPES OF EMPLOYEES)

Montgomery College employs over 1,800 that are in budgeted, “regular” positions. This group consists of administrator, full-time faculty, full and part-time staff positions. A budgeted position is an ongoing, approved position that is included in the College’s annual operating budget. These positions are generally established to support continuing operational needs and are typically eligible for benefits, subject to the terms of the position and applicable College policies or collective bargaining agreements.

In addition, the college has over 1,800 non-budgeted employees. A non-budgeted position is not assigned a continuing position allocation in the College’s operating budget. These positions are generally used to meet temporary, contingent, seasonal, or other limited-term needs. Non-budgeted positions primarily consist of part-time/adjunct faculty, casual temporary staff (e.g., administrative/clerical, short-term grant, ASL interpreters, art models), and student workers. Eligibility for benefits, paid leave, and other employment provisions varies based on the employee’s position type, scheduled hours, length of service, funding source, and applicable College policies or collective bargaining agreements.

All faculty positions meet Fair Labor Standards Act (FLSA) criteria for exemption from overtime and are paid on a salaried basis regardless of hours worked.

- **Full-time Faculty (FTF)** – Benefits-eligible instructors and counselors employed on a full-time basis in budgeted (regular) positions with teaching, advising, and service responsibilities for credit and non-credit courses.
- **Part-time Faculty (PTF)** – Instructors or counselors hired on a course-by-course basis for credit and non-credit courses or designated hours for counseling and advising, without full-time teaching, advising, or service responsibilities, and limited benefits eligibility. Part-time faculty positions are non-budgeted, contingent/temporary.

All Management positions meet FLSA criteria for exemption from overtime and are paid on a salaried basis regardless of hours worked.

- **Administrators** – Benefits-eligible senior managers and leaders responsible for administering and directing programs, services, operations, and institutional priorities.
- **Department Chairs** – Benefits-eligible faculty members who are appointed for a designated period (“term”) to provide supervision and oversight for a department or collegewide program.
- **Supervisors** – Benefits-eligible employees responsible for overseeing the daily work, performance, and schedules of other staff.

Staff positions vary between non-exempt and exempt classifications.

- **Non-Exempt Staff** – Benefits-eligible employees who are paid hourly and eligible for overtime pay under the Fair Labor Standards Act (FLSA) for hours worked beyond 40 in a workweek.
- **Exempt Staff** – Benefits-eligible employees who meet FLSA criteria for exemption from overtime and are paid on a salaried basis regardless of hours worked.

Short-term, temporary positions are paid hourly and eligible for overtime pay under the Fair Labor Standards Act (FLSA) for hours worked beyond 40 in a workweek.

- **Student Workers** – Current Montgomery College students employed in non-benefits eligible part-time jobs while gaining work experience. Student workers may be hired up to a maximum of 20 hours per week during the academic year and up to 40 hours per week during the summer.
- **Casual Temporary Staff (“Casual Temps”)** – Short-term non-benefits eligible employees who are hired on an “as needed” and/or seasonal basis without an expectation of ongoing or regular employment. Casual temporary staff may work up to a maximum of 25 hours per week.

2.2 UNION REPRESENTATION AND BARGAINING STATUS

BARGAINING STATUS EMPLOYEES

There are three (3) unions representing employees at Montgomery College. Each union at Montgomery College serves a distinct group of employees, providing representation and support for various employment-related matters.

The three (3) unions representing employees at Montgomery College are:

1. **American Association of University Professors (AAUP), MC Chapter**

The AAUP represents full-time faculty at Montgomery College and is affiliated with the American Federation of Teachers (AFT). The AAUP union is a collective bargaining organization that represents faculty and academic professionals to promote shared governance, protect academic freedom, and advocate for fair working conditions and compensation. The MC Chapter of AAUP collaborates with college management to promote these conditions for faculty in alignment with the College’s mission, values, and goals.

2. **American Federation of State, County, and Municipal Employees (AFSCME), Local 2380**

AFSCME, AFL-CIO, Council 67, Local 2380, represents staff members at the College. This union, established in 1998, is a collective bargaining organization that represents public service employees, including staff at colleges and universities, to advocate for fair wages, benefits, workplace protections, and improved working conditions.

3. **Service Employees International Union (SEIU), Local 500**

SEIU represents part-time faculty (PTF) members at MC. Since its establishment in 2008, SEIU has worked to secure better pay, job stability, equitable treatment.

For more [detailed information](#) on union membership, collective bargaining agreements (CBA), and employee rights, please refer to the respective union contracts located on the HRSTM website.

NON-BARGAINING STATUS EMPLOYEES

Non-bargaining employees are those who are not represented by a collective bargaining unit or union. These employees typically include certain professional staff, supervisors, department chairs, administrators, and other designated positions whose roles involve management responsibilities, policy-making, or confidential work related to labor relations.

Non-bargaining employees' terms and conditions of employment, such as compensation, benefits, work schedules, and performance expectations, are established directly by the College's policies, procedures, and administrative guidelines rather than through union contracts.

While they do not participate in collective bargaining, these employees are still fully covered by institutional policies, state and federal employment laws, and College programs that support equitable treatment, professional development, and engagement in the College's mission.

2.3 NEW EMPLOYEE ONBOARDING, ORIENTATIONS, AND PROBATIONARY PERIOD

ONBOARDING NEW EMPLOYEES

Onboarding, which takes place over six-months to one (1) year, is a process through which new employees are welcomed to Montgomery College and provided with the information, training, and resources they need to understand their job, meet performance expectations, become familiar with their department/division/campus, and become part of the College community. Upon hiring, HRSTM provides the employee and the employee's supervisor with comprehensive checklists outlining the various onboarding steps for the employee to complete in conjunction with the various role-based orientation programs.

ORIENTATION PROGRAMS

The College has a series of orientation programs for new employees depending on their position's classification or type. Each of these programs provides information on the College's history, organizational structure, workforce and student demographics, time off and leave programs, data security, payroll, and additional information related to working at MC.

During the initial new employee orientation session, all employees in budgeted, benefits-eligible positions are required to enroll in the mandatory state retirement system. Information on the retirement plan options, as well as the available group insurance benefits, are provided during orientation with details concerning eligibility, effective dates, and enrollment requirements.

NEW STAFF AND ADMINISTRATOR ORIENTATION

Required for all regular and temporary with benefits staff and administrators, orientation is a one (1) day in-person session held on the first day of employment and a one-half (½) day virtual session within the same week.

NEW FULL-TIME FACULTY ORIENTATION

Required for all full-time faculty, orientation is a four (4) day in-person session held twice per year, immediately prior to the fall and spring semesters.

PART-TIME (ADJUNCT) FACULTY ORIENTATION

A presentation is held during the [Part-Time Faculty Institute](#), which occurs twice per year at the beginning of the fall and spring semesters. Attendance is optional.

NEW SUPERVISOR ORIENTATION

Required for all newly promoted or recently hired supervisors, department chairs, and administrators. This program is a two-day in-person course that provides supervisors with various resources, including recruitment and onboarding, Managing Employees, Pay and leave management, and working at MC. Check [Workday Learns](#) for the latest Supervisor Orientation Program.

In addition to the New Supervisor Orientation program, the [Supervisor Toolkit](#) is an online resource that provides information and materials for effectively supervising employees at Montgomery College. The content is organized to give supervisors quick access to information, policies and procedures, and forms for handling day-to-day management and supervisory responsibilities. If additional support is needed, HRSTM staff are available to help supervisors understand college policies and procedures, their supervisory role, and the importance of partnering with HRSTM in their role supervising employees. Please contact the HRSTM Help Desk.

NEW ADMINISTRATOR HR ORIENTATION

All administrators who are either new to the College or assuming a new administrator role are required to attend a 90-minute, in-person meeting with HRSTM leaders. During the meeting, participants receive an overview of the HRSTM department, including its structure, programs, and services, highlighting the essential policies, practices, and resources that support administrators in their leadership roles. Administrators also gain insight into employee relations, professional development opportunities, and workplace support resources, ensuring they understand both their responsibilities and the tools available to foster a positive, equitable, and compliant work environment.

PROBATIONARY AND REGULAR STATUS FOR STAFF EMPLOYEES

Newly hired, promoted, or transferred bargaining and non-bargaining staff at Montgomery College are required to complete a probationary period to demonstrate the knowledge, skills, and ability to perform their job satisfactorily. The standard probationary period for staff assuming a new position is six (6) months. This includes both newly hired employees and current MC employees that are promoted into a new regular position.

Temporary or interim employees who move into a regular position that are: 1) performing the same work, and 2) have continuously served without a break in service may receive credit toward their probationary period for the time served in the temporary role. Similarly, employees transferring between comparable regular positions may apply prior probationary service toward regular status, with approval. In certain cases—such as unsatisfactory prior service—a new probationary period may be required. Probationary status applies only to staff employees and does not apply to full-time faculty, administrators, part-time faculty, or casual temporary employees.

More information on this policy and procedure is outlined in the [Probationary and Regular Status for Staff Employees Policy](#).

2.4 EMPLOYEE ID, EMAIL, AND ACCESS TO COLLEGE SYSTEMS

Employee identification (ID) swipe cards serve as both identification and access tools, allowing employees to securely enter College facilities, use designated services, and ensure campus safety. They also help the College manage resources and monitor access to restricted areas.

All employee IDs are issued by the College's [Public Safety](#) in Central Services.

Employees can obtain a new or replacement ID by completing the online request form or by calling 240-567-9140 to make an appointment. All necessary access to College campuses and facilities are activated through the issued ID. Supervisors are responsible for requesting access to College systems for their employees.

FORM I-9 VERIFICATION AND ACCESS TO COLLEGE SYSTEMS

All new employees are required to complete an in-person Form I-9 verification at one (1) of the College's designated [locations](#): Rockville, Germantown, Takoma Park/Silver Spring, or the Central Services Building. Form I-9 verification is a federal requirement and must be completed to begin employment at Montgomery College.

Form I-9 verification must be completed before a Montgomery College identification number, commonly referred to as an "M Number," can be issued. An employee's M Number is used to activate their MyMC account, which provides access to key College systems, including Workday, Outlook (email), Banner, and Blackboard.

Key College Systems: Workday and Banner

Montgomery College uses two (2) main systems to manage its operations.

Workday is the system employees use to complete HR- and finance-related tasks such as updating personal information, submitting timesheets, requesting time off or leave, enrolling in benefits and retirement programs, and accessing pay statements.

Banner is the student information system, primarily used by faculty and staff to support student services—such as entering grades, verifying enrollment, managing course rosters, and accessing student records. Employees may use one or both systems depending on their role, and training and support resources are available to help complete tasks accurately and efficiently in these respective systems.

For additional assistance on these and other technology issues, visit [Office of Information Technology](#) for guidelines, tools, and connection to the IT Services Desk.

2.5 ADDITIONAL EMPLOYMENT (SECONDARY JOBS) AT MC

Employees may be permitted to hold an additional job at Montgomery College (MC), subject to College policy and operational needs. Employees whose primary job is non-exempt (hourly) are not eligible to work a secondary job at MC.

Supervisor approval is required before accepting a secondary job, and employees may be required to submit a Conflict of Commitment disclosure to the Office of Compliance, Risk, and Ethics (OCRE) for review. Please see College policy and procedure [10103CP: Conflict of Interest](#).

In general, a secondary job must be performed outside of the employee's regular work schedule. However, when operationally feasible and approved by the supervisor, an employee may be permitted to adjust ("flex") their work schedule to accommodate a second job, provided that the arrangement does not adversely affect the unit's operations or the employee's primary responsibilities and engage as a College community.

The Office of Inclusive Excellence and Belonging serves as the College's leader and steward in advancing this work across the institution, guiding strategies and practices that foster fairness, access, respect, and inclusion across our learning and working environments.

Grounded in the College's Cultural Diversity Plan, this work supports a community where all students, employees, and stakeholders feel valued, respected, and empowered to contribute fully.

3. WORKPLACE POLICIES AND EXPECTATIONS

3.1 EMPLOYMENT POLICIES AND PROCEDURES

Policies at Montgomery College are adopted by the Board of Trustees and serve as statements of principle to inform decision-making and the conduct of College activities.

Procedures are issued by the College President and set forth action steps required to carry out a Board policy and/or a standard method for implementing actions.

Montgomery College's official [policies and procedures](#) are segmented into seven chapters. All Policies and Procedures pertaining to employment and employee-related matters can be found on the College's [Policies and Procedures Page, Chapter III - Personnel](#).

3.2 CODE OF ETHICS AND EMPLOYEE CONDUCT

Montgomery College is committed to fostering an environment of integrity where ethical standards are consistently applied by all employees. The College's Code of Ethics and Employee Conduct establishes key principles for faculty, staff, and administrators, including accountability, civility and collegiality, compliance, fairness, honesty, respect, and stewardship. Upholding these standards enhances an ethical workplace culture while promoting civility, excellence, and integrity in our work and interactions with one another. Every employee is responsible for adhering to the Code and encouraging high standards of ethical behavior and decision-making across the College.

The [MC Code of Ethics and Employee Conduct Handbook](#) provides detailed guidance on expected behaviors, standards, and shared values that support ethical decision-making. The College emphasizes the importance of these shared values, recognizing that our individual and collective actions directly influence the public's perception of the College. By empowering employees to act with integrity and uphold ethical standards, we strengthen trust and more effectively meet the expectations of our colleagues, students, and community.

3.3 COMMITMENT TO EQUITY AND INCLUSION

At Montgomery College, equity, inclusion, and belonging are shared institutional commitments that shape how we learn, work, serve, and engage as a College community.

The [Office of Inclusive Excellence and Belonging](#) serves as the College's leader and steward in advancing this work across the institution, guiding strategies and practices that foster fairness, access, respect, and inclusion across our learning and working environments.

Grounded in the College's Cultural Diversity Plan, this work supports a community where all students, employees, and stakeholders feel valued, respected, and empowered to contribute fully.

To learn more about the College's goals, strategies, and shared commitments to advancing equity, inclusion, and belonging, read the College's [Cultural Diversity Plan](#).

3.4 HARASSMENT, DISCRIMINATION, AND TITLE IX POLICY

Montgomery College is committed to equal opportunity that assures access, equity, and diversity in its educational programs and activities. The College prohibits discrimination against any person on the basis of age, color, citizenship status, current or former military status, disability, gender, gender identity and expression, genetic information, national origin, marital status, race, religion, sex, or sexual orientation.

Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

For more information regarding Title IX protection visit the College’s [Title IX](#). If you, or someone you know, has experienced sexual misconduct, seek immediate assistance and guidance on how to report by visiting College’s [Reporting Sexual Misconduct](#).

3.5 CONFLICT OF INTEREST AND ETHICAL STANDARDS

It is common for Montgomery College employees to maintain professional interest, affiliations, and relationships outside of the College. These connections often enrich our collective expertise and strengthen the contributions we make in service to the College.

Likewise, it is not unusual for employees to have family members who work or study at the College – an aspect that reflects the strong sense of community we value and promote.

At times, however, these positive relationships and affiliations may give rise to actual or perceived conflicts of interest that could present risks to individuals or to the College.

To safeguard both personal integrity and institutional trust, employees are expected to promptly disclose any potential conflicts so that the College can review it and, if necessary, take steps to appropriately manage them.

All employees are required to disclose possible conflicts of interest as soon as they arise by completing the [Montgomery College Conflict of Interest Disclosure Form](#).

4. CAMPUS AND WORKPLACE ENVIRONMENT

4.1 CAMPUS AND WORKPLACE HEALTH AND SAFETY

The [Office of Public Safety, Health, and Emergency Management](#) (PSHEM) supports the safety and well-being of the Montgomery College community across all locations. PSHEM includes four (4) units: Public Safety, Public Health and Environmental Safety, Emergency Management, and Parking and Transportation. PSHEM works to create a safe and secure environment where learning can thrive by protecting life and property, responding to emergencies, and supporting the College's mission of empowering students to change their lives and enrich our community.

The Public Safety unit provides around-the-clock protection and assistance, including:

- 24/7 security patrol and monitoring
- Emergency response and first aid
- Crime prevention and reporting
- Lost and found services
- Escort services upon request
- Incident investigation and documentation
- Safety education and awareness programs

HOW TO CONTACT PUBLIC SAFETY

Emergency Contact

- From campus phones: Dial 7-3333
- From any phone: 240-567-3333
- Life-threatening emergencies: Call 9-1-1 first, then notify Public Safety

Non-Emergency Contact

- Central Dispatch: 240-567-3333 (available 24/7)
- Email: PublicSafety@montgomerycollege.edu

MC ALERT EMERGENCY NOTIFICATION SYSTEM

All employees are automatically subscribed to [MC Alert](#) through their MyMC login for emergency notifications, including:

- Campus closures and delays
- Emergency situations
- Safety alerts
- Important campus-wide communications

To update your contact information in MC Alert to receive text messages and emails to your personal accounts, visit [MC Alert](#) and follow the Workday link to add your personal cell phone number and email.

DRUG AND ALCOHOL ABUSE PREVENTION

Montgomery College is committed to maintaining a safe, healthy, respectful, and drug-free learning and work environment. The College's Drug and Alcohol Abuse Prevention Program is designed to promote employee well-being; prevent alcohol and other drug misuse; support compliance with applicable laws, policies, and workplace expectations; and help ensure the safety of employees, students, visitors, and the broader College community.

In accordance with the Drug-Free Schools and Communities Act and the Drug-Free Workplace Act of 1988, the College provides employees annually with information about its Drug and Alcohol Abuse Prevention Program. This information includes applicable standards of conduct; health and safety risks associated with alcohol and other drug misuse; available prevention, education, counseling, treatment, and support resources; and potential disciplinary consequences for violations of College policy or law.

Employees are expected to report to work and remain able to safely and effectively perform their duties. The unlawful manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited on College property, while conducting College business, while operating College vehicles or equipment, and at College-sponsored activities. Employees also may not work while impaired by alcohol, cannabis, illegal drugs, misused prescription medication, or any other substance that affects their ability to perform their responsibilities safely, appropriately, or effectively.

Although Maryland law permits limited cannabis use by adults age 21 and older, cannabis remains illegal under federal law. Accordingly, the possession, use, distribution, cultivation, or impairment from cannabis is prohibited on College property, during work time, while conducting College business, and at College-sponsored activities. This prohibition applies regardless of whether cannabis is obtained or used in accordance with Maryland law, including for medical purposes.

Employees who use legally prescribed medication or over-the-counter medication are responsible for ensuring that its use does not interfere with their ability to perform their duties safely. Employees who believe a medication may affect their work performance or create a safety concern should promptly contact their supervisor or HRSTM to discuss available support or workplace accommodations, as appropriate.

Violations of the College's drug and alcohol standards may result in corrective action, up to and including termination of employment, consistent with applicable College policies, procedures, collective bargaining agreements, and law. The College may also take appropriate action when an employee's conduct creates a safety risk, disrupts College operations, affects job performance, or otherwise violates College policy.

Employees are encouraged to seek assistance when experiencing concerns related to alcohol or other drug use. Confidential support may be available through the College's Employee Assistance Program, health insurance benefits, and community-based treatment or counseling resources. Seeking assistance will not, by itself, result in disciplinary action; however, it does not prevent the College from addressing conduct or performance concerns that have already occurred.

For complete information, employees should review the College's Drug and Alcohol Abuse Prevention Policy and related procedures. Questions about the program, available resources, or workplace expectations may be directed to the HR Help Desk or the designated Human Resources Internal Consultant (HRIC).

Please review the College's [Drug and Alcohol Abuse Prevention policy](#) for further information.

WORKERS' COMPENSATION AND INJURY REPORTING

All work-related injuries must be reported immediately to ensure access to proper medical care and to complete required documentation.

Immediate Actions for Work-Related Injuries:

- Seek medical attention if needed
- Report immediately to the employee's supervisor and Public Safety
- Complete incident documentation as directed
- Contact HRSTM for workers' compensation procedures

For detailed workers' compensation information, see Section 5.4 of this handbook.

Medical Examinations And Fitness For Duty

In certain limited situations, Montgomery College may require an employee to complete a medical examination to confirm their ability to safely perform their job. This step is taken only when necessary to protect the well-being of the employee, coworkers, students, the College, or the public.

If such an examination is required, the College will cover the cost of any evaluation it refers to a licensed physician or mental health provider. All examinations will follow applicable laws, including the Americans with Disabilities Act (ADA), and will never be used as a substitute for disciplinary action.

For more information about required medical examinations, please see the College's policy and procedures [31105CP: Medical Examinations and Fitness for Duty](#).

4.2 INCLEMENT WEATHER AND EMERGENCY COMMUNICATIONS

Montgomery College prioritizes the safety and security of its employees and campus community. The College uses a color-coded operational status system to communicate emergency situations, campus closings, and delays to employees. Communications about closings and delays are sent through MC Alert, via the Rave Mobile Safety platform and the College's operational status is displayed at the top of the College's homepage. Additional details regarding Faculty/Staff/Student actions and time reporting guidelines can be found at [Emergency Management Closures and Delays](#).

Additional Communication Channels

- **Phone:** Call 240-567-5000 for latest operational status
- **Social Media:** Visit MC's [Facebook Stories](#), [X \(formerly Twitter\)](#), and [Instagram Stories](#) accounts
- **Public Safety Questions:** Call 240-567-3333

4.3 WORKING HOURS, SCHEDULES AND FLEXIBLE WORK ARRANGEMENTS

WORKING HOURS FOR STAFF EMPLOYEES

The standard workday for full-time staff is eight (8) hours, plus a 30-minute unpaid lunch, for a total of 8.5 hours on campus. A normal workweek is five (5) 8-hour days, unless an alternative work schedule is approved in writing. Unit administrators set the workday and workweek for their unit, and supervisors assign specific schedules based on operational needs. For timekeeping purposes, the College's official workweek begins at 12 a.m. on Saturday and ends at 11:59 p.m. on Friday.

Employees may receive one (1) 15-minute break during each half of their workday, with times arranged by their supervisor. A combination of lunch and rest breaks combined may not exceed one (1) hour per day. Employees working shifts longer than 12 hours will receive an extra 15-minute rest break and may also be given an additional unpaid meal period.

The College provides additional reasonable break time for nursing mothers to express milk for up to one (1) year after the birth of a child. Supervisors will ensure a private, secure space (not a restroom) is available for this purpose.

STAFF SCHEDULES AND FLEXIBLE WORK ARRANGEMENTS

Appropriately planned and managed flexible work arrangements, including teleworking, are an effective way to recruit and retain excellent employees. These opportunities can also improve productivity, reduce commute time, and promote a healthy balance between work and home.

Staff employees are generally employed for specific workdays and work hours. The College may, however, need to change the work hours of employees in order to meet changing needs of the unit or College. Whenever such changes are necessary, the College will make an effort to implement changes with minimum inconvenience to the affected employees by, where operationally practical, providing at least 20 workdays' notice of change in work hours intended to continue beyond 10 consecutive work days.

An employee may request a modification of the normally scheduled workday or work week. If an employee works more than the number of normally scheduled hours on a particular day, the employee may, upon approval by the supervisor, reduce a workday in consideration of the time worked on an hour-by-hour basis within the same work week. Nothing in this section shall be construed to permit compensatory time (excess hours worked carried over as time off from one (1) work week to another).

TELEWORK

Telework allows an employee to perform work, during any part of their authorized work schedule, away from their main worksite at an approved alternate work site.

Telework Eligibility: Factors for Supervisors to Consider

- Telework eligibility is based on the operational and service needs and requirements of the area or unit and the essential job duties of a position. Therefore, it is up to the area administrator and unit supervisors to determine which positions would be eligible and what the appropriate schedule should be (i.e., every other week, 1x a week, 2x a week, etc.)
- The employee's job duties and responsibilities
- The employee's performance

[Types of Telework Schedules](#)
[Telework Terms and Conditions](#)

Employees interested in a telework arrangement must complete the application process and submit it to their immediate supervisor for consideration via Workday. Please consult this [Job Aid](#) to guide you through the Workday process.

ALTERNATE WORK SCHEDULE

An Alternate Work Schedule (AWS) allows an employee to work a schedule that differs from the department's standard schedule.

The types of AWS include:

- Flexible work time is defined as agreed-upon starting and departure times that differ from the standard schedule for the department. The schedules may be fixed for a period or can vary from day to day.
- Compressed work week is defined as regularly scheduled hours worked that are fixed over fewer than five (5) days or, in some cases over a two-week period.

The process to apply for an alternate work schedule is as follows:

- Employees interested in an alternate work schedule arrangement must complete the application process and submit it to their immediate supervisor for consideration via Workday. Please consult this [Job Aid](#) to guide you through the Workday process.
- The immediate supervisor will approve or deny the agreement based on criteria referenced in the [Flexible Work Arrangements policy and procedures](#) (Section III).

If approved by the immediate supervisor, the next-level supervisor in the employee's supervisory chain will receive a request for final approval in Workday.

- If the employee and direct supervisor are unable to agree to the terms of a flexible work arrangement, the employee may send a copy of the flexible work arrangement application, including a summary of the points on which the direct supervisor and employee agreed and/or disagreed, to the next-level supervisor in the employee's supervisory chain. The next-level supervisor will review the materials and approve moving forward with a request in Workday, or deny the request. If the request is not approved, the next-level supervisor will provide the reason for the decision in writing to the employee.
- Once approved, the Flexible Work Arrangement request will populate on the Flexible Work Arrangements tab under the Employee Profile.

REMOTE WORK

Remote Work allows an employee to perform the duties and responsibilities of the employee's position at a remote work location as their main (primary) work location on a routine basis. For the Remote Worker, the home or other approved alternate work location serves as the employee's main work location. Remote workers may be required to periodically travel to and work from an onsite College work location, as needed.

The types of remote work include:

- **Voluntary Remote Work:** Remote work that is authorized pursuant to the application and approval processes detailed below. Requests for voluntary remote work arrangements require the approval of the appropriate Senior Vice President and the Chief Human Resources Officer, or designee.
- **Conditional Remote Work:** Remote work that is authorized as a condition of employment, to protect health and safety or as the result of a certified accommodation.
- **Mandated Remote Work:** A period of remote work that is ordered as the result of an emergency situation involving health or safety pursuant to federal, state, local, or College mandates.

Please note that Remote Work is not a standard option within the Flexible Work Arrangement program and must be approved by the vice president/chief human resources officer and the appropriate senior vice president or president.

4.4 USE OF COLLEGE PROPERTY, TECHNOLOGY, AND EQUIPMENT

USE OF COLLEGE FACILITIES

Montgomery College facilities are intended first and foremost to support the College's educational purpose. Academic and student activities take precedence over all other uses. The College welcomes appropriate use of its facilities by community groups and organizations, provided such does not disrupt teaching, learning, or other College operations. Additionally, certain spaces may be restricted or unavailable for community use.

Authorization to use College facilities does not imply endorsement of the user, organization, or activity. All facility use must comply with College policies and procedures, align with the institution's values and purpose, and uphold principles of equitable access and viewpoint neutrality.

FACILITIES CONDITIONS AND RESPONSIBILITIES

To support a safe, welcoming, and respectful environment, facility users are expected to use College spaces and equipment responsibly and to leave them in appropriate condition. Fees may apply based on the type of space requested, the length of use, and any services provided. Users must comply with applicable College policies and procedures, including requirements to provide proof of insurance when applicable and to follow all safety, security, and facility-use guidelines.

For more information regarding the use of College facilities, please see College policy and procedure [85001CP: Use of Facilities](#).

MINORS ON CAMPUS POLICY AND PROCEDURE

Facility users are responsible for complying with the College policy and procedure [95005CP: Protection of Minors](#), which includes contacting the Youth Protection Coordinator at least 60 days prior to the event. Events that are not reviewed and approved may be prohibited from operating. Minors is defined as individuals who are under the age of 18 and those who are currently not enrolled at Montgomery College.

INFORMATION TECHNOLOGY RESOURCES

Montgomery College's Information Technology (IT) Resources include all electronic equipment, networks, software, devices, data, and related services owned, leased, or connected to the College. This covers items such as computers, mobile devices, email, cloud services, classroom technologies, and communication tools.

These resources exist to support the College's mission and operations, and users are expected to comply with all laws, College policies, and security standards.

Personal use of the College's IT resources is permitted only on a limited basis and must not interfere with College operations or violate policies. Users should understand that information stored, transmitted, or accessed through College IT Resources may be subject to monitoring, public records laws, or audits, and therefore privacy cannot be guaranteed.

IT USER RESPONSIBILITIES

Montgomery College encourages all employees to be good stewards of its IT Resources by using them responsibly, legally, and ethically. This means safeguarding your passwords, protecting confidential data, respecting the privacy of others, and following copyright and intellectual property laws. By using College systems thoughtfully, employees help ensure a secure and productive digital environment for everyone.

Employees are encouraged to report suspicious emails or system issues promptly, share resources fairly, and follow College email and communication guidelines. Together, these practices help maintain reliable technology systems that support the College's mission and make work more efficient and effective.

Please for more information on the use of IT resources at the College, please see policy and procedure [76001CP: Acceptable Use of Information Technology](#).

5. COMPENSATION AND BENEFITS

Montgomery College is committed to being an employer of choice by ensuring fair and competitive compensation practices that will attract and retain a highly qualified and talented workforce. We achieve this by embracing a [total rewards](#) philosophy and providing our employees with a robust total compensation package that includes base pay, benefits, personal and professional development, and the intrinsic value of working in an education environment.

The College's benefits program includes health insurance, a wellness program, flexible savings accounts, time off, leaves of absence, holidays, tuition assistance, tuition waiver, an employee assistance program, professional development/sabbatical leave, retirement, and recognition awards.

5.1 PAY SCHEDULES AND PAYROLL INFORMATION

EMPLOYEE PAY BY EMPLOYEE TYPE

Payroll Services supports full-cycle payroll for all college employees, including staff and administrators, full-time and part-time faculty, student workers, and casual temporary staff. Payroll Services is responsible for calculating and distributing paychecks on time, ensuring all necessary deductions like taxes, benefits, and retirement are accurately withheld, and maintaining accurate records of earnings and payments, essentially making sure all Montgomery College employees receive accurate pay each bi-weekly pay period while complying with all relevant laws and regulations.

The Payroll Services Team does not enter or make changes to employee compensation, benefits, or extended leave status. Employees manage their own taxes, payment elections, benefit and retirement elections, and paid time off in Workday. Except in cases of court-ordered directives such as garnishments or "lock-in letters," Payroll staff members do not make direct changes that affect bi-weekly employee pay. If there is an error in employee pay, the Payroll Services Team will work expeditiously with supervisors and/or other teams in HRSTM to identify and correct the issue.

Faculty pay types:

- Full-time faculty (FTF) are paid an academic pay salary, which is based on the 10-month academic year (20 pays). FTF may choose to participate in the Deferred Pay Program to spread their academic salary over 12-months (26 pays).
- Part-time faculty (PTF) and WDCE Instructors are paid Period Activity Pay (PAP) by assignment. PAP is a flat-dollar amount for a specific course or project assignment that has a beginning and an end date based on the course or project, paid over a set number of pay periods over 12-months (26 pays).

Management pay type:

Administrators, department chairs, and supervisors are paid an annual salary over 12-months (26 pays).

Staff pay types:

- Staff are paid either an hourly rate (non-exempt staff) or an annual salary (exempt staff) over 12-months (26 pays).
- Hourly staff working between 10 p.m. and 6:30 a.m. are paid an hourly shift differential in addition to their regular hourly rate.
- Hourly staff designated as essential employees may be required to work when the College is closed and

are eligible premium pay if assigned to work during official College closures.

- » **Essential Pay Overtime** is paid when essential staff scheduled to work are required to be onsite during a Collegewide or specific campus/building closure or a designated Holiday, in addition to Operational Status Change Time Off or Holiday pay.
- » **Essential Pay Premium** is paid when essential staff not normally scheduled to work are required to be onsite during a Collegewide or specific campus/building closure or a designated Holiday, in lieu of Operational Status Change Time Off or Holiday pay.

Short-term employee pay type:

Student workers and casual temporary staff are paid an hourly rate over 12-months (26 pays).

EXEMPT VS. NON-EXEMPT STATUS EMPLOYEES

Employees are classified as either non-exempt or exempt under the Fair Labor Standards Act based on the nature of their job duties, compensation, and applicable legal requirements.

A non-exempt employee is eligible for overtime pay. Non-exempt employees must be paid for all hours worked and are eligible for overtime when they work more than 40 hours in a workweek. Overtime is paid at one and one-half times the employee's regular rate of pay. Non-exempt employees may not work overtime without prior supervisory approval. Supervisors are responsible for ensuring that all approved overtime is accurately recorded, documented, and processed in accordance with College procedures.

An exempt employee is not eligible for overtime pay. Exempt employees generally hold positions that meet specific legal criteria related to job duties and salary basis and are paid to perform the responsibilities of the position rather than on an hour-by-hour basis. With supervisory approval, an exempt employee who works more than their normally scheduled hours on a particular day may adjust their work schedule on an hour-for-hour basis within the same pay period, consistent with applicable College procedures.

For additional information, refer to College policy and procedures [35001CP: Compensation Programs](#) and [32305CP: Working Hours for Staff Employees](#).

PAY PERIODS AND PAY DATE SCHEDULE

The College's biweekly pay period end date (PPE) and biweekly pay dates alternate every other Friday. The pay period begins on Saturday, lasts for 14 calendar days, and ends on every other Friday. A new employee's first pay date will be the Friday of their third week of employment with the College. Visit [Payroll](#) to see the current pay periods and pay dates schedule.

PAYMENT ELECTIONS AND DIRECT DEPOSIT

Direct deposit is available at Montgomery College for all employees who wish to have their paychecks accredited directly to their bank account. Employees who wish to add or change a direct deposit account must do so through the Workday portal while directed connected to a Montgomery College network. In Workday, this action is known as a "Payment Election." For security reasons, an employee must be physically present on any Montgomery College campus, education center, or office location and connected to the College's network, wired, Wi-Fi, or by authorized VPN, to make this type of change.

PAYROLL DEDUCTIONS

Tax Elections (State, Federal, And Fica Tax Deductions)

Employees must submit a form for tax withholding elections for both federal and state deductions. Tax deductions will be withheld on an employee's bi-weekly paycheck, including FICA (OASDI - Social Security and Medicare).

Student employees are not subject to FICA withholding during the academic year. All students working during the summer pay dates are subject to FICA withholding.

Garnishments, Support Orders, and IRS Lock Letters

When Montgomery College receives written documentation from any government agency regarding instructions to set up statutory deductions for garnishments or support orders, or from the Internal Revenue Service (IRS) regarding mandatory Federal withholding instructions known as lock letters. These documents instruct employers to “lock” the maximum Federal withholding deductions until further notice; we cannot cancel the deduction(s) or the lock until we receive documentation from the issuing agency instructing us to cancel them.

TIME REPORTING

Timesheets are due at noon, every other Saturday on the Saturday after the closing of the pay period on Friday.

All hourly (non-exempt) employees must report all hours worked and leave taken (annual, sick, or personal), by the deadline, to be paid on time. Hours worked should not be entered in the timesheet until actually worked. The regular work schedule for hourly employees must reflect eight (8) hours plus an unpaid break of a minimum of 30 minutes.

Most hourly employees working during the day will use standard time entry: total hours per day.

Essential Facilities and Public Safety employees will use shift time entry: two (2) In/Out entries on Saturday–Thursday, and three (3) In/Out entries on Fridays if the shift is overnight. Essential employees can access additional time entry guidance for College closures and holidays on the [Closures and Delays page](#) and the [Payroll page](#).

All salaried (exempt) employees and non-instructional faculty only need to report leave taken (annual, sick, or personal) in any pay period.

FACULTY TIME OFF/LEAVE POLICIES

The terms and conditions of time off and leave policies for full-time faculty are governed by the American Association of University Professors (AAUP) Collective Bargaining Agreement and have been clarified in the College’s [Instructional Faculty Leave Guidelines](#). Please refer to the AAUP agreement and the Leave Guidelines for information in reference to annual, sick, and personal leave benefits. Visit [Collective Bargaining Agreement \(AAUP\)](#) for more information.

5.2 BENEFITS OVERVIEW

The College offers a variety of employee benefit programs designed to enhance employee health and well-being. Benefit programs are briefly described below. More detail is available in the summary plan descriptions, which are provided during new employee benefit orientation, upon request from HRSTM or by visiting [Benefits](#).

Qualified Life Events (QLE) are major life changes that occur midyear, outside the Open Enrollment period. It is the employee’s responsibility to make changes to benefits within 31 days of the event by clicking Change Benefits, selecting the appropriate QLE with effective date, and providing documentation to support the QLE.

Examples of common major life changes that may allow a midyear modification to benefits and acceptable documentation required to make the change include but are not limited to the following:

- Marriage (Marriage certificate, not license)
- Birth or Placement for Adoption (Hospital birth record or certificate, legal paperwork showing date of adoption)
- Divorce (copy of divorce decree showing effective date)
- Death of a dependent or spouse (copy of death certificate)
- Spouse gains coverage from new job (copy of offer/benefits letter/email from new employer indicating date benefits will start)
- Spouse loses coverage from job (COBRA notice/email or letter from former employer indicating date benefits will end)
- Spouse's Open Enrollment period (Open Enrollment materials showing date benefits will take effect)

DETERMINING ELIGIBILITY FOR BENEFITS

Eligible for Benefits Employees

- Administrators and benefits-eligible staff working at least 20 hours per weeks.
- Full-time Faculty and Regular Part-time Faculty (as defined by the [Collective Bargaining Agreement for Service Employees International Union \(SEIU\)](#)).
- Other Part-time Faculty and casual temporary staff are not eligible for insurance benefits, but can participate in a 403(b) Supplemental Retirement Annuity plan.

In compliance with the Patient Protection and Affordable Care Act (PPACA), part-time faculty and other college employees who are not eligible for health insurance may become eligible by meeting certain criteria during a one-year lookback period.

GROUP HEALTH INSURANCE BENEFITS

Medical Insurance

The College offers group health insurance plans to eligible employees. Any portion of the premium not covered by the College must be paid by the employee electing the insurance coverage. Coverage for eligible employees is effective on the first of the month after the hire date. Please visit the link to learn more about [health and prescription plans](#) for eligible employees.

Eligible full-time employees will pay premiums in accordance with the full-time employee medical, dental, and vision insurance rates.

Eligible part-time employees who are working at least 20 hours per week on a regular basis and who elect Employee Only coverage will receive the full-time College paid subsidy for health and dental insurance. Eligible part-time employees who are working at least 20 hours per week, and who elect Employee + 1 or Family coverage, will pay a higher percentage of the premiums, based on the pro-rated number of hours worked related to full-time, for health and dental insurance than full-time employees, in accordance with the part-time employee health and dental insurance rates.

Health Savings Accounts (HSA)

The College provides a Health Savings Account (HSA) to employees enrolled in the high-deductible health insurance plan. New enrollments or changes in enrollment effective after July 1 will result in a prorated college contribution for the rest of the plan year. Employees who are enrolled in the high-deductible health insurance plan may contribute additional funds to their HSA on a pre-tax basis. HSA balances carry over from year to year and are portable. Employees may change their elections throughout the year. The health savings accounts details can be found on [Health and Prescription Plan](#).

Dental Insurance

The College offers group dental insurance plans to eligible employees. Any portion of the premium not covered by the College must be paid by the employee electing the insurance coverage. Coverage for eligible employees begins on the first of the month after the hire date. For further details regarding the dental insurance plans, consult the summary plan description or contact HRSTM. The dental insurance program can be found on [Dental and Vision](#).

Vision Insurance

The College offers a group vision insurance plan to eligible employees. Premiums are fully paid by the employee. Coverage for eligible employees begins on the first of the month after the hire date. For further details regarding the vision insurance plan, consult the summary plan description or contact HRSTM. The vision insurance program can be found on [Dental and Vision](#).

FLEXIBLE SPENDING ACCOUNTS

The College offers Flexible Spending Accounts (FSA) for medical, dependent, and/or mass transit/parking. FSAs allow for pre-tax contributions to pay for medical, dependent, and/or mass transit/parking. Employees who have an HSA for medical expenses may only enroll in the limited-purpose medical FSA. For more details visit [Flexible Spending Accounts](#).

LIFE INSURANCE

The College pays 75% of the premium for basic life insurance for eligible employees under a group life insurance policy. The amount of life insurance coverage is based on two (2) times the employee's annual compensation rounded to the next highest \$1,000, but not higher than \$100,000. Coverage for eligible employees on the first of the month after the hire date.

Employees may purchase additional life insurance and spouse and dependent coverage through payroll deductions, which are fully paid by the employee. For further details regarding the life insurance benefits, consult the Group Life Insurance program booklet, contact HRSTM or visit [Group Life Insurance](#).

SHORT TERM DISABILITY/DISABILITY LEAVE

The College provides short-term disability insurance to eligible employees. The College pays the entire cost of coverage; no employee contributions are required. Coverage for eligible employees is effective after six months of continuous, benefit-eligible employment. Coverage levels (50%, 60%, or 80% of pre-disability earnings) are dependent upon the employee's years of service. For further details regarding the short-term disability coverage, consult the plan description provided at orientation, contact HRSTM or visit [Short-Term Disability](#).

LONG TERM DISABILITY

The College pays 75% of the premium for long-term disability insurance to eligible employees. Coverage is effective after six months of continuous, benefit-eligible employment. The plan provides replacement for up to 60% of pre-disability earnings. For more information regarding the long-term disability coverage, consult the plan description provided at orientation, contact HRSTM or visit [Long-Term Disability](#).

CONTINUATION OF INSURANCE (COBRA)

The Federal COBRA (Consolidated Omnibus Budget Reconciliation Act) gives employees and their qualified beneficiaries the opportunity to continue health, dental, and vision insurance coverage under college health plans when a qualifying event would normally result in the loss of eligibility. Some common qualifying events include resignation, separation from employment, death of an employee, a reduction in an employee's hours or an unpaid leave of absence, an employee's divorce or legal separation, and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage plus a 2% administrative fee at the College group rates. COBRA benefits are available to the employee or beneficiary for a specified amount of time, no less than 18 months and no more than 36 months, depending on the specific qualified event. Eligible employees are provided with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the College health and dental insurance plans. The notice contains important information about the employee's rights and obligations.

GROUP LEGAL INSURANCE

Eligible employees may enroll in a prepaid legal plan. The plan provides 100% coverage for the employee, spouse, and qualifying dependent children for a broad range of legal services. Coverage includes a 25% savings on attorney fees for issues not covered in full by the plan. Premiums are fully paid by the employee. Coverage for eligible employees is effective the first of the month following the date of hire. For more details visit [Group Legal Insurance](#).

ELIGIBILITY FOR RETIREMENT PLAN BENEFITS

The College offers retirement plans to benefit-eligible employees including full and part-time staff employees, administrators, full-time faculty, and regular part-time faculty.

Mandatory Participation

Employees participate in either the Maryland State Retirement and Pension System (MSRPS) or the Optional Retirement Plan (ORP). If an employee chooses to participate in the state retirement system, they must enroll immediately upon commencement of employment with the College. The Optional Retirement Plan is only available to administrators, full-time faculty, and staff with baccalaureate degrees or higher whose position requires a baccalaureate degree. Eligibility is determined by the Maryland Higher Education Commission (MHEC). Participation in a retirement plan is a condition of employment. If employees who have a choice of programs do not elect a plan in a timely manner, they will automatically be placed into MSRPS. Employed who have retired and are receiving benefits from a MSRPS plan, are not eligible to participate in a MSRPS plan.

If an employee has a choice of participating in the MSRPS or the ORP and do not make an election immediately upon commencement of employment, they will be automatically enrolled in the MSRPS. The election to join the ORP or the MSRPS is a one-time, irrevocable election and cannot be changed. If an employee elects to join the ORP, they will never be eligible to participate in the MSRPS, unless they become employed in a position that is not eligible for ORP participation or if they become employed at another institution that does not offer the ORP as an option to the MSRPA.

Employees who have retired and are receiving benefits from the MSRPS plan, are not eligible to participate in the MSRSP, but may be eligible to participate in the ORP if they meet the required criteria. The retirement plan details can be found on [Saving for Retirement](#).

Comparison of the State Retirement and Pension System and the Optional Retirement Plan:

	Maryland State Retirement and Pension System (MSRPS)	Optional Retirement Plan (ORP)
Type of Program	Defined Benefit Plan provides a determinable benefit based on your age, average final salary, and service.	Defined Contribution Plan provides a benefit based on your accumulated account balance.
How Benefits are Determined	Benefits are calculated using a specific formula that takes into consideration your age, a fixed percentage of your years of creditable service, and your average final compensation.	Benefits are based on your ORP account accumulation, which consists of your employer's contribution, income, and expenses. And investment gains and losses.
Contributions	The State contributes a certain amount, which is determined annually by the state system's actuary. You must contribute 7% of your earnable compensation.	The State contributes a certain percentage of your earnable compensation which is currently 7.25%.
Normal Service Retirement Benefit	You are eligible which your eligibility service plus your age equal at least 90; or at age 65 with 10 years of service.	Benefits may begin upon separation of employment; however, you must meet the same definition of retirement under the State System to be eligible for retiree benefits.
Early Retirement Benefits	After age 60 with 15 or more years of eligibility service, benefit is reduced by ½% each month your retirement date precedes age 65.	Benefits may begin upon separation of employment; however, a federal penalty may apply.
Disability	You may be eligible for Ordinary Disability if disabled from your normal duties and have five (5) or more years of eligibility service. You may be eligible for Accidental Disability if permanently disabled as a result of a on-duty accident without willful negligence.	The ORP accounts do not include a disability benefit; however, you may receive the full value of your current ORP account balance.
Death Benefit	A pre-retirement death benefit is available which depends upon your age, eligibility service, accumulated member contributions, and annual earnable compensation at time of death.	A pre-retirement death benefit is available. Your full account balance is available to your designated beneficiary or estate.
Vested Retirement Allowance	You are fully vested after completing 10 years of eligibility service. Benefit payment may commence at age 65 or reduced benefit as early as age 60 with 15 years of eligibility service.	You are immediately fully vested in your total account balance. Benefits may begin upon separation from employment. A federal tax penalty may apply.
Cost-of-Living (COLA) Increases	Adjustments may be made each July 1. COLA has a 2.5% compounded interest cap if MSRPS investment target is reached; or a 1% compounded interest annual cap if the MSRPS investment is not reached.	ORP benefits do not include an annual COLA .
Portability	MSRPS service and the related benefits are transferable among certain governmental plans within the State of Maryland.	ORP accounts may be transferable to a broader array of other employers' retirement programs.

Retiree Health Benefits

Retirees who meet the eligibility requirements are offered health benefits for themselves and eligible family members. The College subsidizes these benefits based on the date of hire and years of service at retirement. Benefits offered include Medical, Dental, Vision, and Basic Life Insurance. The retiree health benefits can be found on [Retiree Health Benefits](#).

Supplemental Retirement Savings Plans (SRAs)

In addition to the mandatory retirement plans above, employees can save more with a Supplemental Retirement Annuity (SRA). This program lets employees to reduce their taxable income and save for retirement. Each plan offers a variety of fixed and variable accounts in which to invest funds and allows employees to make adjustments to their contribution at any time.

Annual Contribution Limit -The Internal Revenue Service limits the total amount of retirement contributions each calendar year. Employees may contribute the IRS maximum to both a 403(b) account and a 457(b) account annually.

Contact HRSTM for more information on the plans.

5.3 COLLEGE HOLIDAYS AND BREAKS

Montgomery College generally provides benefits eligible employees approximately 15-16 paid holidays each year, as outlined in the College's Academic calendar. The College is closed on designated holidays, and some extended breaks include closure on the subsequent weekend. Eligible employees are granted paid time-off on official holidays if the holiday falls on a day the employee would normally be scheduled to work.

For current details on College holidays, please visit the College's [Academic Calendar](#).

Holiday Pay

Some employees may be required to work on official holidays if their position supports essential college services. Non-exempt employees who work on an official holiday are paid (in addition to paying for their regular holiday time off) at one (1) and one-half (1.5) times their regular rate, in addition to receiving their regular holiday pay for that day.

If an official holiday falls on an employee's regular day off, the employee will not receive holiday pay for that day. However, if a temporary schedule change prevents the employee from receiving their regular paid holiday, the employee will receive an alternate paid day off within the same week.

If employees have regular hours scheduled on weekends and will not work due to extended College closure, then these employees are eligible to be paid for their normal hours disrupted by a College closure. If their paid holiday(s) do not cover the weekend days, then the employee should use Operational Status Change Time Off.

If you have any questions, please email [Payroll](#).

5.4 PAID TIME OFF AND LEAVE OF ABSENCES

Unless otherwise noted, Paid Time Off and Leaves of Absences are only available to benefit-eligible employees.

ANNUAL TIME OFF (ATO)

Annual time off for staff and administrators is granted to allow vacation time or for taking care of activities that cannot be scheduled on College holidays or non-working days. ATO can also be used to supplement sick time off when necessary. Annual time off may not be used during the first 30 days of employment unless prearranged as a condition of employment. Annual time off must be scheduled with your supervisor at a time that will be in the best interest of the College.

Employees assigned to a 40-hour workweek accrue annual time off based on their length of service as shown below:

Length of Service	ATO / Pay Period	ATO Annual Accrual
Less than 3 years	4.61 hours	15 days (120 hours)
3-14 years	6.15 hours	20 days (160 hours)
15+ years	8.00 hours	26 days (208 hours)

Up to one (1) year of accumulation of unused annual time off may be carried forward to the next calendar year. Any remaining balance beyond this limit will expire and be forfeited. Upon termination of employment with Montgomery College, employees are paid in full for all unused annual time off up to a maximum of one year of accumulation at their current rate of accumulation. Please note that for part-time employees, the amount of time off carried forward each year, or for which the employee may be paid upon termination, is prorated according to the proportion of the employee's workweek is to a 40-hour workweek. If you have any questions, please contact [Payroll](#).

Annual time off for department chairs is granted on July 1 of each year, does not carry over from year to year, and is not paid off upon termination or transfer to a faculty position.

Upon separation, including retirement, staff and administrators will be paid out their ATO balance, less any outstanding borrowed sick time off balance, up to the applicable total annual hours accrual maximum based on years of service.

PERSONAL TIME OFF (PTO)

Personal time off (PTO) with pay is a resource for eligible employees to use for personal obligations and/or unplanned crises or emergencies involving family members or personal property. PTO is granted on a noncumulative basis for a maximum of 24 hours (3 days) per calendar year for full-time staff, full-time faculty, department chairs, and administrators and on a prorated basis for part-time staff employees.

PTO is advanced to staff, department chairs, and administrators at the beginning of each calendar year. PTO for full-time faculty members is advanced at the beginning of the academic year.

Personal time off is a resource available to employees should they need it. PTO should not be treated as an entitlement to expend unnecessarily. Employees are encouraged to plan and use PTO thoughtfully rather than hastily exhausting time off balances out of concern for forfeiture. PTO that is not used or exhausted will not be "lost," as a new allotment is provided and available to employees each year should they need it. The following are guidelines to assist employees in determining what situations are appropriate for the use of personal time off. However, while personal time off must be requested from and approved by the

immediate supervisor, employees are on the “honor system” and do not need to provide their supervisors with a reason for requesting the time off.

Examples of appropriate use of personal time-off include, but is not limited to the following:

- Business appointments (e.g., meeting with lawyer/advisor, property purchase/settlement, etc.)
- Bereavement for other than family members
- Community or volunteer service
- Court appearance, if not covered under the Civil Time Off policy
- Emergency/urgent household or vehicle repairs
- Graduation
- Religious observance
- School obligations for child/dependent (e.g., registration, conference, etc.)
- Voting in elections
- Unexpected emergencies involving family members or personal property.

Examples for which PTO should not be used:

- Engaging in other employment, self-employment, or consulting work outside the College
- Family illness (covered under sick time off)
- Recreational activities
- Shopping
- Vacation (covered by annual time off)
- Upon separation, including retirement, unused PTO is not paid out.

SICK TIME OFF (STO)

Sick time off is granted for personal illness, injury, and quarantine, as well as for medical, dental, or optical examinations and treatment. The STO policy permits use of sick time off for illness in the immediate family when the employee’s presence is required.

Full-time staff and administrative employees earn STO at 3.69 hours per pay period (12 days per year). Sick time off for faculty members is front loaded at the beginning of each academic year. Additional information can be found in the [collective bargaining agreement](#).

Sick time off can be used only after it has been earned. Upon recommendation of the employee’s supervisor, an advancement to an employee of unearned sick time off with pay can be authorized but cannot exceed the amount earned during the next succeeding 12 months (96 hours for full-time employees). Accumulated sick time off may be carried forward from year to year without limit.

Upon termination, employees hired prior to January 1, 1993, and who have five (5) years or more consecutive service with Montgomery College are eligible to receive pay for 25% of their unused sick time off balance up to a maximum of 25% of 180 days. This benefit is not available to employees hired after that date.

Upon separation, including retirement, unused STO is not paid out unless the following service criteria applies:

- Full-time faculty must have been hired during the fiscal 1989 academic year (i.e., before 5/31/89).
- Staff and Administrators must have been hired prior to 1/1/93.

All other employees forfeit the STO balance at time of separation if hired after cut-off but are still eligible for pension service credit if enrolled in a Maryland State Pension plan.

Sick And Safe Time Off

The Maryland Healthy Working Families Act (MHWFA) establishes a uniform minimum sickness and safe time off program. Under this program, sick time off is offered to eligible part-time credit and non-credit (WDCE) faculty, casual temporary staff, student aides, and work-study students. More information about the program is available in the [memo](#) addressed to the College and by visiting the [FAQs](#) page.

Employees who are unable to report to work due to illness or injury should notify their supervisor as soon as possible, preferably before or during the working hours of the first day they are absent. Supervisors are to report excessive or questionable use of sick time off in writing to the Office of Human Resources and Strategic Talent Management. If you have any questions, please contact [Leave Request](#).

Verification of Sick and Safe Time Off

Each supervisor is responsible for reviewing the use of sick and safe leave by each employee under his or her supervision. If an employee uses sick or safe leave for more than three consecutive scheduled days and/or times, the supervisor may contact the Chief Human Resources Officer, or designee, who may request written verification of the employee's sick and safe leave. The College may deny a subsequent leave request made by an employee who does not provide verification if the subsequent leave request is for the same reason as the leave for which the employee did not provide verification.

If an employee's use of sick and safe leave appears excessive or questionable, the supervisor shall contact the Chief Human Resources Officer, or designee, who may discuss the employee's sick and safe leave use with the employee.

An employee may be required to notify his or her supervisor on a daily basis as to the progress of an illness and the probable date of return to work, or to provide medical documentation to support the use of sick time off that exceeds three (3) consecutive days. An employee who fails to comply with these requirements will be considered absent without authorized leave unless it can be demonstrated to the satisfaction of his or her supervisor that it was physically impossible to notify the supervisor of the absence or the employee's progress toward returning to work. Proper use of sick time off will not be counted as an unauthorized absence.

FAMILY AND MEDICAL LEAVE (LEAVE WITHOUT PAY)

Montgomery College is committed to complying with the provisions of the Federal Family and Medical Leave Act of 1993 (FMLA). Eligibility Employees are eligible for up to 12 weeks of unpaid leave if they have worked for the College at least 12 months and for 1,250 hours over the previous 12 months.

Unpaid leave will be granted for any of the following reasons:

- To care for an employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent who has a serious health condition; or
- For a "serious health condition" that makes the employee unable to perform her/his job.
- A qualifying exigency which occurs while the employee's spouse, son, daughter, or parent who is a reservist, member of the National Guard, or retired member of the Regular Armed Forces or Reserves is on federal active duty or has received a federal call to active duty in support of a contingency operation.
- To care for a "covered service member" injured or incurred a serious illness in the line of duty while on active duty.

For the duration of the leave, the College will maintain group health care coverage under the same conditions as if the employee were still working. Employees are entitled to return to their former job or an equivalent position at the end of the leave, except as provided for under the FMLA.

The use of leave under these procedures will not result in the loss of any employment benefit that accrued

prior to the start of an employee's leave.

The College will require certification for FLMA leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification must be provided using the DOL Certification of Health Care Provider for Employee's Serious Health Condition Form. Military family leave certification will be provided using the DOL Certification of Qualifying Exigency For Military Family Leave Form or DOL Certification for Serious Injury or Illness of Covered Service Member for Military Leave Form.

BEREAVEMENT TIME OFF

Employees may be granted up to five (5) consecutive workdays of special paid leave upon the death of a family member. A family member is defined as an employee's spouse, child, child for whom the employee has legal or physical custody of or guardianship for, parent, a legal ward of the employee or employee's spouse, sibling, grandparent, grandchild, or regular member of the employee's household. The employee's supervisor may approve time off, up to the maximum allowable days. Bargaining unit employees should refer to their respective contracts for specific details.

CIVIC DUTY TIME OFF

Employees subpoenaed as court witnesses or called to serve on a jury may be granted time off for the period required to attend court, plus necessary travel time. Employees must submit the appropriate time off form, along with a copy of the subpoena or summons, to the Director of Business Services or designee. Any pay received for such service, excluding travel or other uncompensated expenses, must be paid to the College unless the employee chooses to use annual leave or leave without pay, in which case the employee may retain all pay received for court service.

MILITARY LEAVE

Annual Military Reserve Training

Employees who are members of the National Guard or the United States Armed Forces Reserves may be granted special leave with pay for training purposes, not exceeding 15 calendar days in any 12-month period, when required by federal or state order. Additionally, leave with pay may be granted if the employee's reserve unit is activated by federal or state order due to a civil disturbance or emergency.

Employees must submit the appropriate leave form, along with a copy of the military or governmental orders, to the Director of HRSTM Business Services. Any pay received for active duty, excluding travel or other uncompensated expenses, must be paid to the College unless the employee opts to use annual leave or leave without pay, in which case the employee may retain all pay received for active duty.

PROFESSIONAL MEETING TIME OFF

Professional Meeting Time Off is granted for the purpose of attending and participating in off-campus professional meetings and/or short-term professional development activities (e.g., conferences, conventions, courses, seminars, institutes, and training) that require distance travel or an absence of one (1) day or more. The term "professional meetings" also includes other college business which requires distance travel.

All employees who are assigned to a regular, benefits-eligible position or a temporary-with-benefits position and work a regularly scheduled 20 hours per week or more are eligible for paid time off for professional meetings. This includes full-time faculty, staff (bargaining and non-bargaining), department chairs, and administrators.

Professional Meeting Time Off may not be used for activities or engagements for which the employee receives any form of compensation, honorarium, stipend, or payment from an external organization or

individual. This restriction does not include reimbursement of travel, lodging, meal, or registration expenses when invited to present and/or participate in an external professional meeting or event.

Weekend Travel and Work Expectations

Professional meetings or travel may occasionally require employees to travel or perform work outside of their regular work schedule, including on weekends. Employees should consult with their supervisor before traveling to confirm expectations regarding work schedules, travel time, and time reporting.

- **Exempt (salaried) employees:** When weekend travel or work is required for College business, employees should work with their supervisor to flex their work schedule during the same workweek, where operationally feasible, to support work-life balance while ensuring business needs are met.
- **Non-exempt (hourly) employees:** Employees must accurately record all hours worked in accordance with applicable wage and hour laws. Time spent performing compensable work or qualifying travel must be recorded, while personal time, meal periods, and uninterrupted rest periods should not be reported as hours worked. PMTO does not count as hours worked for purposes of calculating overtime, and overtime must be approved in advance by the employee's supervisor. Any hours over 40 hours per week will be paid at the employee's standard hourly rate.

PROFESSIONAL DEVELOPMENT LEAVE FOR STAFF

Professional development leave (PDL) may be provided to eligible employees for the purpose of engaging in academic studies, scholarly pursuits, career development, or other activities leading to professional enrichment and growth that are of value and benefit to the employee and to Montgomery College.

PDL is available to eligible employees for a period of three (3) months or one (1) academic semester at full pay or six (6) months or two (2) academic semesters at part-time or half-pay. Variations and exceptions to this framework may be permitted with the approval of the unit/area administrator and the Chief Human Resources Officer (CHRO).

Staff, department chairs, and administrators who are assigned to a regular, benefits-eligible position and work a regular schedule of 20 hours per week are eligible for PDL after they have served continuously at the College for at least three (3) years without paid PDL. Staff in temporary with benefits positions are not eligible for professional development leave.

Upon completion of the professional development leave period, employees is required to return to the employ of the College for four (4) months for each month of granted leave.

SABBATICAL LEAVE FOR FULL-TIME FACULTY

Sabbatical Leave (SL) may be provided to full-time faculty for the purpose of engaging in academic studies, scholarly pursuits, career development, or other activities leading to professional enrichment and growth that are of value and benefit to the employee and to Montgomery College.

Sabbatical is available to a faculty member for a period of one full academic semester at full pay or two (2) consecutive academic semesters at one-half (1/2) pay.

To be eligible, a faculty member must have completed at least fourteen (14) full academic semesters during which the faculty member has not been granted a previous sabbatical leave.

Upon completion of the sabbatical leave period, the full-time faculty member is required to return to the employ of the College for the next succeeding four (4) academic semesters.

RECESS LEAVE

Recess leave is available to full-time counseling faculty. The number of recess days provided depends on years of full-time employment. Please refer to the [AAUP](#) contract for more information.

WORKERS' COMPENSATION LEAVE

Workers' compensation benefits provide payment for lost wages, as well as reasonable medical expenses incurred as a result of a work-related injury or illness. HRSTM administers the Workers' Compensation Program through CORVEL, a contracted claims service. Learn more about [Workers' Compensation](#).

The following is a brief description of the flow process of a Workers' Compensation claim.

The injured employee or their supervisor should immediately report a work injury to the Office of Public Safety, who will notify the HRSTM Risk Management Coordinator. The Risk Management Coordinator will report a claim to CORVEL, and a claim number will be generated.

The injured employee is free to seek treatment with a provider of their choice. The first visit is covered by Workers' Compensation if the injury occurred while the employee was at work.

To find a CORVEL physician, you can:

- Visit [MCSIP](#) and click on PPO Network.
- Contact the nurse case manager at 800-234-5003.

To locate an [Immediate Care facility](#) click on Downloads and choose the Immediate Care listing.

After the initial visit, the employee should contact "CORVEL" at 800-234-5003 to discuss future treatment. Electing to use managed care through "CORVEL" ensures the College will reimburse the employee for lost time associated with the work injury at 100% of pay, if the claim is deemed a compensable injury by "CORVEL."

If the employee chooses not to utilize managed care, and the claim is deemed compensable by "CORVEL," the employee will be compensated for lost time at 66 2/3% of pay in accordance with state law, plus reasonable medical bills associated with the injury. Non-benefited eligible employees will be compensated for lost time at 66 2/3% of pay, in accordance with state law, plus reasonable medical bills associated with the injury, for claims deemed compensable by "CORVEL."

Important points to note:

- It is your responsibility to communicate with your supervisor on a weekly basis to advise them of your Workers' Comp leave status.
- It is your responsibility to communicate and cooperate with your claims adjuster at CORVEL to manage your treatment and care. This involves returning phone calls, keeping appointments, and providing documentation as required.

LEAVE WITHOUT PAY (LWOP)

Up to 12 months of leave without pay may be granted for reasons such as family illness, maternity (beyond the disability period), military service, travel, family obligations, professional development, disability, or any other reason that serves the best interests of both the College and the employee. Except for military service, employees on leave may continue participating in Montgomery College employee benefit plans by paying 100% of the costs.

Leave without pay for one (1) to five (5) working days may be granted by the employee's supervisor. Leave exceeding five (5) days requires approval from the employee's supervisor and the Vice President of Human Resources and Strategic Talent Management. For questions, please email [Leave Request](#).

6. EMPLOYEE PERFORMANCE, DEVELOPMENT AND RECOGNITION

6.1 PERFORMANCE MANAGEMENT

Effective performance management is a continuous process that fosters growth, accountability, and engagement. At Montgomery College, we provide tools and resources to support meaningful conversations between employees and supervisors, ensuring alignment with institutional goals and individual career development.

Our approach includes both ongoing performance management throughout the year and the formal performance evaluation process conducted annually. Together, these elements create a framework for professional growth and institutional success.

[Performance Management Resources](#) are available for faculty, staff, department chairs, and administrators.

PERFORMANCE EVALUATIONS

Staff, Supervisors, Department Chairs, and Administrators

Performance evaluations for staff (bargaining and non-bargaining), supervisors, department chairs, and administrators is managed electronically using Workday. The purpose and benefit of the performance review are to:

- Ensure work supports organizational goals.
- Promote interpersonal communication.
- Provide performance feedback.
- Foster professional development.
- Create a record of performance.

The annual review process aligns with the College's fiscal year and starts with the collaborative creation of goals between the employee and direct supervisor. Those goals are incorporated into the self-evaluation process, which is completed by employees annually in early summer. The self-evaluation and the jointly developed goals are combined into the annual performance review, which is completed by the supervisor annually during the summer months.

Please visit for Performance Evaluations page for resources and more information.

Full-time Faculty

The Full-Time Faculty Reviews and Appointments process outlines the comprehensive evaluation that supports Montgomery College's commitment to enhancing faculty performance, growth, and development, aligning with our broader [Performance Management](#) practices.

Through the full-time faculty evaluation process, the College ensure to ensure that we are:

- Promoting the highest quality of counseling and advising.
- Promoting the highest quality of instruction (teaching/learning).
- Encouraging the highest quality performance by faculty.
- Encouraging professional growth and development.
- Assessing strengths and weaknesses in faculty performance for continuous improvement.

Comprehensive Evaluation

The faculty performance review process includes several key elements. For counseling faculty, these elements include student evaluations, a self-evaluation, peer reviews, observations, and an administrative review. For instructional faculty, the review consists of a self-evaluation, classroom observations, departmental chair review, peer review, and a Dean's summary evaluation.

For new faculty members, the comprehensive evaluation during the first year of employment will focus on performance during the first semester. For other faculty members, the evaluation will focus on performance since the last review.

Part-time Faculty

Part-time faculty are evaluated to support excellence in teaching and maintain academic and professional standards. Evaluations occur during the first semester of instruction, at least once prior to advancement in rank, and at least once every three academic years thereafter. Faculty may also request a classroom observation and written evaluation more frequently.

The evaluation process may include classroom observation, student feedback, and review of professional, artistic, or scholarly materials submitted by the faculty member. Classroom observations are arranged in advance, and the evaluation rubric is made available prior to the evaluation. A written evaluation report is prepared and maintained in the employee's personnel file. Faculty members may submit a written response to the evaluation, which will be included with the evaluation documentation.

The Part-time Faculty Evaluation Form, Instructional Evaluation Form, Counseling Evaluation Form, Good Faith Consideration Assignment materials, and Part-time Faculty Rank Advancement forms can be found under the Part-time Faculty tab on [Performance Management](#).

6.2 PROFESSIONAL DEVELOPMENT AND TRAINING OPPORTUNITIES

Montgomery College offers a comprehensive range of professional development and training opportunities to support employee growth, enhance performance, and align with the College's mission of continuous learning. These opportunities include the Tuition Waiver, Educational Assistance Program (EAP), and Professional Development Assistance Program (PDAP). In addition, employees may be eligible for Professional Development Leave (Staff, Department Chairs, Administrators) or Sabbatical Leave (Full-Time Faculty) to pursue more in-depth learning or scholarly advancement.

The College also invests in internal learning through the Center for Teaching and Learning (CTL), which provides training, cohort programs, and development resources tailored to employee roles and student success. Required training is offered annually and supplemented by role-specific or department-driven learning. Throughout the year, HRSTM also hosts targeted workshops and trainings aligned with the College's business cycle. The sections that follow provide details for each offering, allowing employees to navigate and make the most of the resources available to them.

TUITION WAIVER

The purpose of the tuition waiver plan is to allow eligible full-time regular and part-time benefits-eligible employees or their qualified dependents to enroll in credit courses at Montgomery College. Noncredit continuing education courses are excluded from tuition waiver coverage for employees but may be covered in accordance with EAP/PDAP regulations, as appropriate. Fees for courses taken at Montgomery College under the Tuition Waiver Plan that meet EAP regulations may also be covered under the Educational Assistance Program (EAP).

In accordance with Maryland State law, tuition is waived at time of enrollment for Montgomery College courses approved in advance and taken during non-working hours. Tuition waiver is limited on a space-available basis.

FEE REIMBURSEMENT

Fees for courses taken at Montgomery College that are job, career, or degree-related are also eligible for reimbursement. Course fees for courses taken at another college are also reimbursable; they are job, career, or degree-related.

TUITION WAIVER: DEPENDENT/SPOUSE

Dependent/Spouse tuition waivers are available for dependents and spouses of full-time staff, part-time staff, and full-time faculty with benefits. Policies and requirements are below:

- No waiting period.
- Courses for which credit is earned at Montgomery College are eligible.
- Developmental classes (noncredit) are eligible.
- Earn a passing grade and the associated credit for the course.
- No limit to the number of courses.
- No schedule limitation.
- Only the tuition cost is waived. Employees are responsible for fees and books.
- Proof of the dependent/spouse relationship will be requested of the employee. For dependents, a photocopy of the marriage and/or birth certificate must be provided if not already on file with the Office of Human Resources and Strategic Talent Management.
- Courses that are not satisfactorily completed may not be retaken using the Tuition Waiver benefit.

For more information, visit the [Tuition Waiver](#) website.

EDUCATIONAL ASSISTANCE PROGRAM (EAP), PROFESSIONAL DEVELOPMENT ASSISTANCE PROGRAM (PDAP)

Educational Assistance Program (EAP)

EAP assists eligible college employees with educational expenses, including continuing education courses, to help them perform more effectively in their current job, prepare them for higher-level responsibilities, or for another career here at the College. Wellness expenses are also eligible. Administrators, full-time faculty, and staff are eligible after six (6) months of benefits-eligible employment.

Educational Assistance Program (EAP) Travel -The program provides reimbursement for travel related EAP expenses the employee incurs.

Professional Development Assistance Program (PDAP)

PDAP assists eligible credit part-time faculty with educational expenses, including continuing education courses, to help them perform more effectively in their current job, prepare them for higher-level responsibilities, or for another career here at the College. Wellness and EAP travel are also eligible, but are capped at the allotted fiscal year amount.

For more information on these benefits, please refer to the HRSTM: [EAP and PDAP](#).

For questions, inquiries, or assistance with EAP, PDAP, or MC Tuition Waiver processing, please contact [EAP Requests](#).

PROFESSIONAL MEMBERSHIPS AND SUBSCRIPTIONS

Montgomery College encourages participation in appropriate professional associations and supports professional development opportunities.

Guidelines:

- Eligibility: Determined by department dean or supervisor.
- Budget Availability: Subject to departmental and institutional budget constraints.
- Professional Relevance: Memberships must relate to employee's professional role.
- Approval Process: Required prior to membership commitment.

Support Available:

- Professional Association Memberships: Annual dues and fees.
- Professional Journal Subscriptions: Work-related publications.
- Certification Maintenance: Professional certification fees.
- Conference Attendance: Registration and related expenses.

PROFESSIONAL DEVELOPMENT LEAVES OF ABSENCE

Professional Development Leave (PDL)

PDL is available to staff, department chairs, and administrators for three (3) months or one (1) semester at full pay. Professional Development Leave can be used for any purpose to enhance employee professional development in their role or enable them to serve the college in a broader capacity. To be eligible to apply and be considered for this leave, the staff and administrator must have served continuously at Montgomery College for at least three (3) years, and the department chairs must have completed three (3) full years of term. The employee must sign a written agreement to return to work at the College for at least four (4) months for each month of leave after the Professional Development leave ends. Employees in temporary positions with benefits are not eligible for this particular leave.

Sabbatical Leave

Sabbatical leave enables full-time faculty to take one semester of leave at full pay or a full academic year at half pay to engage in scholarly and professional advancement. Eligibility requires 14 consecutive semesters of service, and faculty must sign an agreement to return for four full semesters after returning from sabbatical leave.

This time away from employment with the college enables faculty to enhance their expertise, explore emerging trends, and develop new skills that directly benefit their students. By investing in their growth, Montgomery College ensures its faculty remain current, innovative, and prepared to provide a high-quality learning environment.

For further information, visit [Sabbatical Leave](#).

PROFESSIONAL DEVELOPMENT THROUGH THE CENTER FOR TEACHING AND LEARNING

The Center for Teaching and Learning (CTL) is committed to providing programs, classes and services that support employees and work teams, and impacts student success! The categories listed below represent the types of training and resources we offer. To access course schedules, access MC Learns through Workday.

Programs, Classes, Services

- Academy for Teaching Transformation
- Career Development
- Cohort Programs
- Communication and Interpersonal Relations

- Diversity and Multiculturalism
- Leadership, Management and Supervision
- Microsoft Office Essentials
- Personal Development
- Learning Pathway Overview
- Summer Staff Professional Development

Pedagogical Trainings and Workshops

- Online Teaching
- Digital Fundamentals for Teaching and Learning
- Common Course Training
- Professional Week
- Open Educational Resources (OER)

Discover what's coming up in professional development! [Visit the Hub](#) new window to explore the latest workshops in our Professional Development Catalog and unlock a wide range of valuable teaching resources and tools.

REQUIRED TRAINING

Each year, MC offers collegewide training that is required for all or select employees, depending on their role at the College.

Additionally, supervisors and administrators may require additional training for employees within their area to meet discipline, department, and/or unit needs and requirements. Any questions related to any additional requirements should be directed to your immediate supervisor.

Please visit [Required Training](#) or further information.

6.3 CAREER ADVANCEMENT AND PROMOTION OPPORTUNITIES

CAREER ADVANCEMENT

Career advancement can include moving to a position at a higher level or a position at the same level. A position at the same level may offer the opportunity to expand knowledge, skills, and abilities, or provide a pathway to advancement.

A promotion is when an employee advances to a position that is classified at a higher pay grade. Most positions are filled through a competitive process. Open positions are posted internally before external advertisement in the Workday Internal Job Portal.

Changes in employee status, such as promotions, transfers, or reassignments, are handled according to the policies outlined in the [Changes in Employee Status Policy](#). This policy ensures that all changes are conducted fairly and transparently.

CAREER LADDERS

Montgomery College develops career ladders for job hierarchies with multiple levels. A [career ladder](#) describes the progression from 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.

Explore the career ladders designed to provide you with a clear roadmap of the skills and experience needed for each level of advancement within your job family and help you identify the necessary steps to achieve your professional goals.

6.4 EMPLOYEE RECOGNITION AND AWARDS

Service and Recognition Awards are an opportunity to appreciate Montgomery College employees who have demonstrated extraordinary initiative in performing a specific task, providing service to others, or providing outstanding service over a sustained period of time. These recognition awards, contingent on available funding and approved by the Board of Trustees annually, reflect the College's gratitude for the exemplary efforts demonstrated by our dedicated employees.

For a listing and description of Montgomery College Awards as well as detailed information on our awards policy and procedure, please visit [Employee and Retiree Recognition Awards](#).

6.5 EMPLOYEE SUPPORT SERVICES (WELLNESS, MC CARES: FSAP, COUNSELING)

MC WELLNESS PROGRAM

At Montgomery College, we go above and beyond to prioritize employee wellness.

Montgomery College is committed to fostering a culture of well-being that encompasses emotional, environmental, intellectual, occupational, physical, social, and spiritual wellness. Our inclusive MC Wellness program is available to active and retired faculty, staff, and spouses.

We welcome you to:

- embrace a world of possibilities with MC Wellness designed to nurture your mind and body.
- experience in-person and virtual fitness sessions.
- utilize the on campus or Central Services open fitness center hours.
- find inner peace through mind-body classes.
- indulge in healthy cooking demonstrations that tantalize your taste buds.
- engage in wellness challenges, enlightening webinars, and health screenings.
- discover a wealth of transformative experiences that go beyond expectations.

Benefit-eligible employees may receive up to [1.5 hours a week to engage in activities](#), during working hours, that enhance their well-being, ensuring a healthier work environment.

Through the MC [Educational Assistance Program \(EAP\)](#), you can also receive reimbursement for attending wellness classes, such as gym memberships, yoga studios, and Weight Watchers, with a minimum requirement of 10 sessions per month or 75% participation.

To further support your wellness journey, we have established partnerships with leading fitness and wellness companies. These collaborations offer exclusive discounted memberships, empowering you to access premium resources at a fraction of the cost.

Registration for MC Wellness is required annually and includes access to classes, locker rooms, and the campus open gym. Individuals can register at any time, but all employees will be asked to renew their

registration at the start of each academic school year. To enroll, MC employees must register for MC Wellness and complete the [required forms](#).

MC CARES: FACULTY AND STAFF ASSISTANCE PROGRAM

At Montgomery College, your well-being is paramount to us, and we are dedicated to empowering you with the tools and resources to foster a harmonious work-life balance.

MC CARES (Cares, Advise, Respond, Engage, Support) is our commitment to offering support for MC employees, empowering them to overcome challenges at home or in the workplace. To help you navigate these challenges, our [Faculty and Staff Assistance Program \(MC CARES\)](#) offers free, confidential support through our partner, [ComPsych](#). Available 24/7, this program provides resources for you and your household members to address personal and work-related issues.

Take advantage of counseling services, legal and financial consultations, and a wealth of online resources designed to enhance your well-being and maintain work-life harmony. Embrace the support you need for a more fulfilling life. For more details, contact HRSTM or explore the resources available [here](#).

Confidential Emotional Support

- Anxiety, depression, and stress
- Grief, loss, and life adjustments
- Relationship/marital conflicts

Digital Support

- Connect to counseling, work-life support, or other services.
- Improve your skills with on-demand training.
- Tap into an array of articles, podcasts, videos, and slideshows.

Financial Resources

- Budgeting, debt, bankruptcy, and more
- Relocation, mortgages, insurance
- Retirement planning, taxes

Legal Guidance

- Divorce, adoption, and family law
- Free consultation and discounted local representation
- Wills, trusts, and estate planning

Online Will Preparation

- Easily complete a will on your computer.
- Provide funeral and burial instructions.
- Specify guardians, trustees, and property division.

Work and Lifestyle Support

- Child, elder, and pet care
- Moving and relocation
- Shelter and government assistance

Explore ComPsych

Create an account with code MCC. Get free access to these confidential services at no additional cost to you and your household members. Call ComPsych at 844-236-2668. Employees who require assistance should dial TRS 711.

Complete Confidentiality: The College will not know you participated unless you provide written consent.

Employee Discounts and Perks: MC employees can obtain discounts on various products and services through ComPsych. Accessing the list of available discounts is simple!

- Log in or register on [ComPsych](#).
- Enter the “discount programs” in the search bar.
- Select [Working Advantage](#) to start saving.

7. CAMPUS AND COMMUNITY LIFE

7.1 COLLEGE GOVERNANCE

The College is dedicated to maintaining successful operations through college-wide inclusion of input and feedback from all College stakeholders. The Montgomery College participatory governance process allows all members of the college community to provide input and make recommendations for institutional improvements. It also provides structures through which feedback and recommendations are considered when making important decisions.

The College's governance system includes:

- Four (4) constituent councils: Faculty, Staff, Administrator, and Student.
- Four (4) campus councils: Germantown (GT) Campus, Rockville (RV) Campus, Takoma Park/Silver Spring (TP/SS) Campus, and Workforce Development and Continuing Education (WDCE).
- Four (4) functional councils: Academic Services, Employee Services, Operational Services, and Student Services.

For further information visit [Governance Councils](#).

7.2 MULTI-CAMPUS RESOURCES AND SERVICES

Montgomery College provides comprehensive services and resources to support employees in their professional roles and daily work environment. Our services span across all three (3) campuses and include human resources support, technology support, library resources, dining services, parking and transportation, and professional development opportunities.

CAMPUS-BASED HUMAN RESOURCES INTERNAL CONSULTANTS (HRICs)

HRICs serve as primary experts and resources on all HRSTM matters, supporting both employees and managers in their assigned areas. If you cannot resolve your matter through the HR Help Desk, contact your designated HRIC for additional guidance and support.

When to Contact Your HRIC

- Campus-specific HR issues
- Complex employee relations matters
- Supervisor guidance and support
- Specialized HR consultation beyond general Help Desk services

Leslie Jones

Campus Services and HR Outreach, Germantown
Strategic Partnering with ACE, AFS, President's Office, and SME AFSCME

Lisa Evans

Campus Services and HR Outreach, East County Education Center, Takoma Park/Silver Spring
Strategic Partnering with Student Affairs, WDCE, and SME SEIU

Mohammed Alsaid

Strategic Partnering and HR Outreach, Rockville
Strategic Partnering and HR Outreach with Academic Affairs and SME AAUP

INFORMATION TECHNOLOGY SERVICES

The [Office of Information Technology](#) provides comprehensive technology support to all employees.

IT Service Desk

- **Phone:** 240-567-7222
- **Service Hours:**
 - » Monday–Thursday: 7:30 a.m.–9 p.m.
 - » Friday: 7:30 a.m.–5 p.m.
 - » Saturday: 8 a.m.–4:30 p.m.
- **Web Chat:** Available during service hours
- **Email Support:** Available through IT Service Desk

Services Available

- **Technology Support:** Hardware and software troubleshooting
- **Password Assistance:** Call 240-567-7222 (not available via web chat)
- **Workday Support:** General assistance through HR Help Desk
- **Microsoft Office 365:** Full suite available to all employees
- **Gartner Research Access:** Technology research and insights portal
- **Equipment Support:** Desktop support, phone systems, and multimedia services

Employee Technology Resources

- **Desktop/Laptop Support:** On-site technical assistance
- **Phone System Support:** Polycom phones with voicemail
- **Software Installation:** Approved software for work purposes
- **Network Access:** Secure wifi and wired connections
- **Remote Access:** VPN and remote work technology support
- **Contact:** Visit the [IT Services](#) or call 240-567-7222.

LIBRARY SERVICES

[MC Library](#) provides research expertise, technology resources, and professional development support for faculty and staff.

Library Locations and Hours

- **Germantown (GT) Campus:** HS Building, Library
- **Rockville (RV) Campus:** Macklin Tower (MT)
- **Takoma Park/Silver Spring (TP/SS) Campus:** Resource Center (RC)
- **East County Education Center (ECEC):** Library services available

General Library Hours

Monday–Friday, 8 a.m.–4:30 p.m. (hours vary by location)

Services for Employees

- **Research Support:** Professional research assistance and consultation
- **Database Access:** Academic and professional databases
- **Technology Resources:** Computers, scanners, and multimedia equipment
- **Interlibrary Loans:** Access to materials from other institutions
- **Professional Collections:** Books, journals, and digital resources
- **Study Spaces:** Quiet work areas and collaborative spaces
- **Course Reserves:** Support for faculty course materials
- **Online Help:** Available through the [library](#) with research guides and tutorials.

DINING SERVICES

Montgomery College provides dining services on all three (3) campuses, operated by Metz Culinary Management.

Campus Dining Locations

- **Germantown (GT) Campus:** Humanities and Social Sciences Building (HS), first floor
- **Rockville (RV) Campus:** Campus Center (CC), first floor
- **Takoma Park/Silver Spring (TP/SS) Campus:** Charlene R. Nunley Student Services Center (ST), first floor

Services Available

- **Cafeteria Dining:** Full-service cafeterias with daily menus
- **Grab-and-Go Options:** Quick meals and snacks
- **Vending Machines:** Over 60 vending machines across all locations
- **Catering Services:** Comprehensive catering for meetings, events, and special occasions
- **Nutritional Information:** Available for all menu items

Catering Services

MC Catering offers comprehensive catering services for College meetings, breakfast meetings, special events, and employee gatherings.

For more information, visit [Montgomery College Metz](#) for hours, menus, and employment opportunities.

GETTING AROUND MONTGOMERY COLLEGE: PARKING AND TRANSPORTATION

Montgomery College provides convenient parking and transportation options for employees at all campus locations.

Parking Information

- You must obtain a parking permit to park on campus and other College properties.
- Disabled parking spaces are located on each campus for use by persons with disabilities who display an authorized disability license plate or hangtag.

MC Shuttle Service

The College provides shuttle transportation between select locations. For current routes and schedules, contact Public Safety or visit [Parking and Transportation](#).

- **Service Period:** September-December (Fall), January-May (Spring)
- **Routes:** Connects all three (3) campuses
- **Cost:** Free for employees with valid MC ID
- **Accessibility:** Wheelchair accessible with bike racks
- **Tracking:** Available via Ride Systems Smartphone App
- **Schedule:** Download [here](#)

Public Transportation

- **Metro Access:** Conveniently located near Metro stations
- **Bus Services:** Ride On and Metrobus connections
- **Bike Share:** Capital Bike Share stations on RV and TP/SS campuses

Contact [Parking](#) for questions or concerns.

FACILITIES AND ROOM RESERVATIONS

Meeting Rooms and Event Spaces

- **Conference Rooms:** Available for business meetings and departmental use
- **Event Spaces:** Larger venues for college events and professional gatherings
- **Technology-Equipped Rooms:** Rooms with projection and video conferencing capabilities
- **Catering Coordination:** Support for meetings requiring food service

Reservation Process

Most smaller conferences rooms can be booked via the Outlook calendar function. For larger spaces, please refer to the Campus Facilities webpage and required forms.

For more information, please visit [Campus Facilities](#).

BUSINESS SERVICES

The [Office of Business Services](#) provides financial and administrative support to employees.

Services Include

- **Expense Reimbursements:** Processing of employee expense reports
- **Purchase Orders:** Procurement support for departments
- **Vendor Payments:** Management of college vendor relationships
- **Travel Coordination:** Support for business travel arrangements
- **Budget Support:** Departmental budget assistance

Professional Development Support

- **Conference Registration:** Assistance with professional conference attendance
- **Training Expenses:** Processing of professional development costs
- **Membership Reimbursements:** Support for professional association memberships

Contact: Office of Business Services for specific departmental needs and procedures.

CAMPUS STORE

Campus stores are located on all three (3) campuses, operated by Slingshot Education.

Store Locations

- **Germantown (GT) Campus:** Humanities and Social Sciences Building (HS)
- **Rockville (RV) Campus:** Campus Center (CC)
- **Takoma Park/Silver Spring (TP/SS) Campus:** Charlene R. Nunley Student Services Center (ST)

Services and Products

- **Office Supplies:** Professional supplies for employee use
- **Technology Products:** Apple products and accessories
- **Montgomery College Merchandise:** Clothing and branded items
- **Gift Cards:** Available for purchase
- **Special Orders:** Custom items and bulk orders

Contact: 240-567-5302 or [email](#)

Online: Visit [Montgomery College Campus Store](#) for online ordering and services.

Mail Services

Internal mail services are available for college business correspondence.

Services Available

- **Campus Mail Delivery:** Inter-campus mail service
- **External Mail Processing:** Outgoing mail services
- **Package Receiving:** Delivery of business packages
- **Bulk Mailing:** Support for departmental mailings

Contact: Contact information for each campus' mail service procedures can be found by visiting [Campus Facilities](#).

7.3 STUDENT INTERACTION AND SHARED RESPONSIBILITY

COMMITMENT TO STUDENT SUCCESS

At Montgomery College, our students are at the center of everything we do. Every employee, whether teaching in the classroom, counseling and advising, providing direct services, or supporting operations, plays a part in student success. Employees are expected to demonstrate professionalism, respect, and care in all interactions with students, recognizing the diverse backgrounds, experiences, and perspectives that our students bring to the College. Positive engagement helps foster an environment where students feel supported, valued, and motivated to achieve their academic and career goals.

SHARED RESPONSIBILITY

Supporting students is a shared responsibility across all areas of the College. Faculty, staff, and administrators are encouraged to collaborate in guiding students to the appropriate resources, whether related to academic advising, financial aid, career counseling, or personal support. Employees are not expected to have all the answers, but they should be familiar with available services and willing to connect students with the offices best suited to assist them. By working together, employees help ensure that students receive consistent, timely, and effective support.

CREATING A POSITIVE ENVIRONMENT

Employees are also responsible for helping maintain a campus culture of inclusion, integrity, and mutual respect. This means modeling civility in daily interactions, maintaining appropriate professional boundaries, and ensuring student concerns are addressed with empathy and fairness. By embracing shared responsibility and prioritizing student interaction, Montgomery College employees contribute to a safe, welcoming, and equitable learning environment where every student has the opportunity to succeed.

7.4 ADVANCEMENT AND COMMUNITY ENGAGEMENT OPPORTUNITIES

Montgomery College's [Office of Advancement and Community Engagement \(ACE\)](#) leads efforts to strengthen the College through philanthropy, alumni relations, and community partnerships. Employees play an important role in these efforts by supporting College fundraising initiatives, such as the MC Foundation campaigns and the Student Emergency Assistance Fund, and by encouraging a culture of giving that helps expand scholarships, academic programs, and student support services. Employees are also encouraged to participate in College events coordinated by ACE, such as employee giving campaigns, donor recognition events, and alumni engagement activities—which showcase the collective commitment of the College community to student success.

The Montgomery College Foundation is a nonprofit organization that supports the College's mission by raising and managing private contributions from individuals, corporations, and community partners. These funds provide scholarships, emergency assistance, and program support that directly benefit students and enhance academic excellence. Employees are encouraged to participate in Foundation initiatives, such as the annual employee giving campaign, which helps expand opportunities and resources for students across all campuses. By contributing or volunteering, employees play a vital role in strengthening the College's impact and ensuring student success. For employees, the Foundation provides a meaningful way to see the direct impact of their generosity on students' lives and to join with colleagues in advancing the College's mission.

The Office of Advancement and Community Engagement also oversees the College's community and governmental partnerships, public affairs, and special events. Employees can support this work by volunteering at College-sponsored events like Humanities Days, Community Bridges, or the ACES program and by serving as ambassadors for the College in the community. Faculty and staff are often the first connection between the public and Montgomery College; by sharing information about College programs, supporting outreach efforts, and engaging with local schools, businesses, and organizations, employees help strengthen the College's role as a trusted and vital resource for Montgomery County.

HOW YOU CAN GET INVOLVED

- Contribute to the MC Foundation through payroll deduction or one-time gifts.
- Volunteer at College and community events coordinated by ACE.
- Share College news and opportunities with alumni and community members.
- Serve as an ambassador by highlighting Montgomery College programs and services in your networks.
- Support student success by connecting learners with College resources and opportunities.

8. EMPLOYEE RELATIONS AND PROBLEM RESOLUTION

8.1 OPEN DOOR POLICY AND COMMUNICATION CHANNELS

Montgomery College values open communication and collaboration as an essential part of a positive and productive workplace. In support of this, the College is committed to creating a culture where communication flows openly in all directions. Open dialogue is built on mutual respect and trust, and all members of the College community share responsibility for maintaining a workplace that values transparency, teamwork, and continuous improvement.

Supervisors and managers are expected to maintain an “open door” approach, encouraging employees to share ideas, raise questions, and express concerns in a respectful and constructive manner. Employees should feel comfortable discussing issues directly with their supervisors at any time, knowing that their input will be heard and considered with sincerity and fairness. By actively embracing and nurturing a culture of open communication, the College can cultivate an environment where employees are engaged, respected, and motivated, leading to enhanced collaboration, innovation, and ultimately, greater organizational success.

To support this culture of openness and collaboration, the following principles apply:

SUPERVISOR RESPONSIBILITIES

- Maintain an approachable and accessible demeanor, encouraging employees to bring forward ideas, questions, and concerns.
- Actively listen to employees with respect, fairness, and confidentiality when appropriate.
- Respond to concerns in a timely and thoughtful manner, seeking resolution or guidance as needed.
- Foster an environment where dialogue is encouraged, problem-solving is collaborative, and employees feel valued.
- Clearly communicate when an issue may need to be elevated to senior leaders, HRSTM, and/or another department for further review.

EMPLOYEE RESPONSIBILITIES

- Approach supervisors with openness, professionalism, and respect when raising ideas, questions, or concerns.
- Seek to resolve concerns at the most direct level, beginning with their immediate supervisor, before escalating.
- Communicate in a constructive manner, focusing on problem-solving and collaboration.
- Respect supervisors’ time and availability by scheduling discussions when appropriate, while knowing that urgent issues can be raised at any time.

8.2 GRIEVANCE AND COMPLAINT PROCEDURES

The HRSTM [Employee Engagement and Labor Relations](#) team supports healthy and productive work relationships that promote the College's mission by providing guidance and strategies to prevent and deescalate workplace conflicts through clear and open communication between employees and managers. When employees and managers disagree on important questions or employment policies, established guidelines and procedures provide the tools needed to evaluate and resolve problems. If you have a concern that requires assistance, you can file a complaint, also known as a grievance.

The internal grievance process is a tool for employees to formally raise concerns and it provides supervisors a process to address those concerns. The goal of the process is to give employees the opportunity to be heard and to ensure that careful consideration is given to decisions affecting employees. The College offers this tool, among others, including the Ombuds, and employees are encouraged to engage with the option that works best for them.

Non-bargaining staff can refer to Board of Trustees Policy - Grievance Process for Non-bargaining Staff or contact the [Employee Engagement and Labor Relations](#) team for specific guidance.

Bargaining faculty and staff should refer to their respective collective bargaining agreement or contact the [Employee Engagement and Labor Relations](#) team for specific guidance.

8.3 LABOR-MANAGEMENT COLLABORATION

Labor/management collaboration at Montgomery College is a partnership between an employer and labor representatives (unions) to work together on mutual goals, fostering open communication, trust, and shared decision-making to improve the workplace and organizational outcomes. This structured approach, often facilitated by labor-management committees, for joint problem-solving on issues like safety, quality, and efficiency, aiming to create a more satisfied and productive workforce and achieve organizational success.

In order to foster cooperative and collaborative labor relations and to attempt to resolve matters that affect bargaining unit employees, all three collective bargaining units have established a Labor-Management Collaboration Committee (LMCC). Each LMCC is comprised of representatives of Management and representatives of the Union. LMCCs meet throughout the year to discuss issues of concern to Management and the Union. If an issue arises, either party may request an additional meeting to discuss that issue.

8.4 OMBUDS AND MEDIATION SERVICES

The [Office of the Ombuds](#) provides a safe and confidential place where all Montgomery College employees can voluntarily seek free guidance or assistance in resolving workplace disputes or concerns. As an independent, neutral and impartial, confidential, and informal resource that employees may access without fear of retaliation or loss of privacy, the Ombuds assists employees by providing information and collaboratively developing strategies and options that address concerns or challenges in productive and positive ways.

Mediation with the Ombuds is one of the services that colleagues in conflict routinely consider and use to seek resolution.

For further information about the Ombuds services to employees please visit [Office of the Ombuds](#).

9. SEPARATING FROM THE COLLEGE

9.1 RESIGNATION

Faculty members and administrators who wish to resign in good standing are to provide at least 60 calendar days of written notice to their immediate supervisor and the Office of Human Resources and Strategic Talent Management (HRSTM) through the College's HR Information System (HRIS). Resignation by mutual agreement between the supervisor and the employee may not be subject to the 60-day requirement with the approval of the Vice President/Chief Human Resources Officer (VP/CHRO) or designee.

Regular and temporary with benefits staff employees who wish to resign in good standing shall provide written notice to their supervisor at least 10 workdays prior to their last duty day. After providing notice to their supervisor, employees should submit their resignations into the HRIS. New requests for paid time off during the 10 workdays before their last duty day will not be approved.

9.2 RETIREMENT

All retiring employees are required to provide a minimum of 60 days' notice. Failure to do so may jeopardize the date of eligibility for retiree insurance benefits. Employees should follow the same procedures as noted for resignation in good standing, except the 60-day notice of retirement for regular and temporary with benefits staff employees.

Retirement is defined as the commencement of a pension/annuity or monthly lifetime distribution of retirement benefits, respectively, from a Maryland State Retirement System plan or the State Optional Retirement (ORP) Plan, immediately upon separation from the College. Participants in the State ORP Plan must meet the same age and/or service eligibility requirements as required by the State Pension System to be considered eligible for retirement from the College. Prospective retirees should contact the Benefits Manager to review specific procedures to complete the retirement process, including enrollment in the retiree group insurance program.

Retirees who are eligible for Medicare **must** enroll in Medicare Parts A and B prior to retirement.

Retirees who become eligible for Medicare after retirement **must** enroll in Medicare Parts A and B prior to the attainment of age 65.

9.3 OFFBOARDING PROCEDURES

Upon notification of an employee's resignation or retirement, HRSTM will contact the employee to schedule an exit interview. The VP/CHRO or designee will meet with a departing administrator, and a representative from HRSTM's Employee Engagement and Labor Relations (EELR) team will meet with departing faculty and staff. Departing employees will have the opportunity to complete a voluntary exit survey before the exit interview.

An exit interview provides an opportunity to learn about the employee's experience, review survey responses, thank them for their contributions and service to the College, and cover certain offboarding topics, including:

- Last pay date, final paycheck information, and contact information for required documents such as W-2 forms.

- Return of College property.
- Opportunities for continuing group insurance through COBRA or the Maryland Exchange and the conversion of life insurance.
- Access to funds that have been contributed to the Maryland State Retirement System, the ORP, and optional 403(b) and 457(b) plans.

Part-time faculty, casual temporary employees, student workers, contractors, and other contingent workers should provide notice of their intent to leave their assignment. The manager/supervisor will enter the end date into the HRIS and will inform HRSTM. The manager is responsible for the following:

- Last pay date, final paycheck information, and contact information for required documents such as W-2 forms.
- Return of college items, which you may be responsible for paying for if not returned in a timely manner.
- Ensure access to systems and technology has been disabled.
- Advise the employee to consult with HRSTM about accessing funds contributed to optional 403(b) plans.

10. HANDBOOK ADMINISTRATION

10.1 UPDATES AND REVISIONS TO COLLEGE POLICIES AND PROCEDURES

All Montgomery College Policies and Procedures, including current and archived updates and revisions, can be found on College's [Policies and Procedures](#). Microsoft Word versions of these documents can be found on the Policies and [Procedures Modification Page](#) (MyMC Login Required).

10.2 ACKNOWLEDGEMENT OF RECEIPT

EMPLOYEE HANDBOOK ACKNOWLEDGMENT

I acknowledge that the Montgomery College Employee Handbook is available on the Human Resources and Strategic Talent Management (HRSTM) website and that I am responsible for reviewing its contents.

I understand that the Employee Handbook provides general information about College policies, practices, programs, and expectations. The handbook may be revised at any time, and the version published on the HRSTM website is the official and most current version. It is my responsibility to remain informed of revisions and to comply with applicable College policies and procedures.

I understand that the Employee Handbook is provided for informational purposes only and does not create a contract of employment or alter the terms and conditions of my employment.

By signing below, I acknowledge that I have read this acknowledgment and understand my responsibility to remain familiar with the current Employee Handbook.

EMPLOYEE NAME (PRINT): _____

EMPLOYEE SIGNATURE: _____

DATE: _____



MC MONTGOMERY COLLEGE