



Compensation

Benefits

Professional Development

***NEW:* Workday HCM**

Fiscal Update 2018



What's New in HRSTM?

Transformational changes are occurring in The Office of Human Resources and Strategic Talent Management (HRSTM). We are in the midst of a phased redesign of our structure and processes to transform the way we serve and meet the needs of the College.

This fall we will be assigning HR professional staff to serve as internal consultants to key divisions of the College, providing outreach, guidance and support on all matters related to HRSTM.

With the implementation of Workday Human Capital Management (HCM) system, we have the opportunity to leverage this state-of-the-art technology to provide greater speed and efficiency in our HR processes and drive our "Digital First" strategy.

Lastly, in partnership with the Offices of Policy and Planning and General Counsel, we are in the process of updating and upgrading employee related policies and procedures to make them more relevant to today and more "user friendly" for all of us.

More detailed information regarding these changes and improvements in HRSTM will be forthcoming, so stay tuned!

We've Moved!



The Office of Human Resources and Strategic Talent Management (HRSTM) has moved from the Mannakee Building to the new Central Services (CT) Building. HRSTM is now located on the first floor in Suite E101, and is ready and available to meet with employees.

In addition to our new bright open space design, our new location provides us plenty of meeting rooms to privately engage with visitors. To ensure that we are well prepared to provide the service and assistance needed, we do encourage employees to schedule an appointment in advance when possible. After checking in at the Security Desk, you will be directed to the HRSTM front-desk receptionist for assistance. Our new address is:

9221 Corporate Blvd, Suite E101
Rockville, MD 20850

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KEY HIGHLIGHTS



Have you heard about Workday? This new state-of-the-art cloud technology is beginning to transform the way that Montgomery College does business. And it is now here — Workday Phase I successfully launched college-wide on July 3, 2017! The additional Phases and milestones are outlined in the side table.

For more details on workday and to access trainings, visit: [Workday Training](#)

JULY 2017	
<ul style="list-style-type: none"> • Display, create and change personal information (name, address, phone, etc.) • Display salary information • Provide or change photo • Request legal name change • Long-term leave requests (disability, worker's comp, etc.) 	<ul style="list-style-type: none"> • Provide or change your preferred name (for display purposes) • Provide or change emergency contact information • Display organization information (staffing plan) • Display information about your position
OCTOBER 2017	
<ul style="list-style-type: none"> • Open Enrollment for Benefits 	<ul style="list-style-type: none"> • Recruitment
JANUARY 2018	
<ul style="list-style-type: none"> • Payroll & Benefits • Financial accounting • Expense reporting • Procurement 	<ul style="list-style-type: none"> • Time Tracking and short-term leave requests • Grants • Suppliers • Assets

Mark Your Calendars

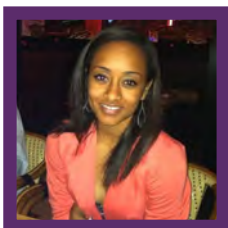
Benefits Open Enrollment for 2018
October 26, 2017–November 20, 2017

We will be using the new Workday system this year for Open Enrollment. See page 8 for information on scheduled Benefits Fairs.



Wellness Update

A big welcome to MC's new Wellness Coordinator: India Hunter! India received her B.S. in Kinesiology from East Carolina University and previously worked as a Recreation and Sports Director at USA Today in Tysons Corner. She spends her time researching the latest fitness and wellness trends and is very excited to bring new programs and awareness to the Wellness Program.



Upcoming Wellness Events:

- New Weight Watchers Session
- Cigna Biometric Screenings
- Wellness Activities for the new Central Services (CT) location

If you are interested in participating in the Wellness Program's activities, you must submit a participant waiver form. Visit the [Wellness Connection website](#) for more information.

Service and Recognition Awards

Service and Recognition Awards spotlight and celebrate Montgomery College employees who have demonstrated extraordinary initiative in performing a specific task, serving others, or providing outstanding service over a sustained period of time. These recognition awards, contingent on available funding, are one of the ways that supervisors and colleagues can show gratitude for the excellent service and exemplary efforts of others.

Please note that award nominations should be submitted directly to this designated e-mail address: recognitionawards@montgomerycollege.edu.

COMPENSATION OVERVIEW FY18

General Wage Adjustment (GWA)

The College Board of Trustees approved a 1.0% General Wage Adjustment (GWA) for all eligible bargaining and non-bargaining associate and support staff, department chairs, and administrators effective 7/1/17.

Link to Salary Schedule for Staff, Department Chairs, and Administrators:

[View FY 18 Salary Schedule for Associate and Support Staff, Department Chairs, and Administrators](#)

Part-time Faculty ESH

New ESH rates effective 8/21/17:

Lecturer	\$1,105
Adjunct I	\$1,195
Adjunct II	\$1,275
Adjunct II*	\$1,288

* Beginning in the Fall 2017 Semester, PTF who have been employed at the Adjunct II level for three (3) Academic Years and completed nine (9) hours of professional development training while at the Adjunct II level will receive an additional one percent (1%) in pay rate beginning in the fourth (4th) Academic Year of service at Adjunct II level.

Part-time Faculty Rank Advancement Request

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

Compensation adjustments are based on July 1, 2016 – June 30, 2017 performance.

General Wage Adjustment (GWA)			
Employee	Increase	Effective	Pay date
Associate and Support Staff, Department Chairs, and Administrators	1.0%	July 1, 2017	July 21, 2017
Equivalent Semester Hour (ESH) Rates			
Part-Time Faculty	Lecturer \$1,105	August 21, 2017	September 15, 2017
	Adjunct I \$1,195		
	Adjunct II \$1,275		
	Adjunct II* \$1,288		
Salary Increment* for Satisfactory Performance			
Associate and Support Staff, Department Chairs, and Administrators	2.0%	September 23, 2017	October 13, 2017

*Please note that an employee's salary increment shall not exceed the maximum of the assigned salary grade.

Salary Increment for Satisfactory Performance

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

Effective the second full pay period in September (appearing in the 10/13/17 payday), bargaining and non-bargaining associate and support staff, department chairs, and administrators are eligible to receive a salary adjustment increment in the amount of 2.0% for satisfactory performance provided the employee is not at the maximum of the assigned salary grade.

Degree Attainment Salary Enhancement for Associate and Support Staff and Administrators

Degree Attainment Salary Enhancement continues in fiscal 2018. The increase is prospective and is based on the increment approved annually by the Board of Trustees. In FY18, the increment is equivalent to 2.0%, provided the employee's salary does not exceed the maximum of the salary grade.

To learn more about the Degree Attainment for Staff and Faculty visit [HRSTM's Forms and Documents page](#).

COMPENSATION

Shift Differential for Associate and Staff Support

Shift differential for eligible associate and support staff has been increased to \$1.10 per hour in FY18. This applies to employees who are regularly scheduled to work more than 20 hours in a work week and who are required to work between the hours of 10:00 p.m. and 6:30 a.m.



Minimum Wage for Students and Short-Term Employees

The College, as a state entity, is required to be in compliance with Maryland's minimum wage which is \$9.25 ; however, we have chosen to follow the Montgomery County minimum wage rates following the calendar year. Therefore, Montgomery College's current minimum wage of \$10.75 will increase to \$11.50 **effective January 1, 2018.**

Transition to Market–Based Pay System

HRSTM has made great progress with the redesign of the staff compensation system. Upon approval from the Board of Trustees, we expect to communicate and implement the redesign program over the next fiscal year. The following graphic illustrates the project activities that are scheduled to take place this year.



Please send any questions you may have to the HRSTM classification and compensation team:

CompProgramQuestions@montgomerycolleg.edu

I-9 Compliance

Complying with The Immigration Reform and Control Act of 1986 (IRCA) is an important requirement for us. This regulation requires new and returning employees to complete Section 1 of Form I-9 on their **first day of employment**. Then, HRSTM must complete Section 2 of Form I-9 **within 3 business days of employment**. Under no circumstances should an individual work more than three days without a completed I-9 from HRSTM. Failure to comply with this regulation may result in a fine for the College. Supervisors, we are counting on you for your cooperation by ensuring that all new employees, including casual temporaries and student aides, complete their I-9 requirements!

PROFESSIONAL DEVELOPMENT

In our commitment to foster student success and provide quality services through out our campuses, all College employees are encouraged to engage in continuous learning and development. To support this, the College provides a wide array of programs and services, including financial assistance for professional development activities and related travel.

Part-time Faculty Leave with Pay

Eligible part-time faculty may be granted professional development leave with pay for a maximum of one workday in connection with attendance at an approved professional development activity.

EAP for Credit Courses

For bargaining and non-bargaining full-time staff, Chairs and Administrators enrolled in graduate or undergraduate coursework beyond the Associate's Degree level, the maximum EAP benefit can exceed \$2,400 by an amount such that is equal to the University of Maryland College Park rate for in-state tuition and fees for graduate or undergraduate coursework for each credit, up to a maximum of twelve (12) credits.

With the exception of certain expenses related to travel for professional development, EAP and PDAP benefits are available on a fiscal year basis; therefore, EAP funds not used in FY18 do not carry over into FY19.

Tuition Waiver and Educational Assistance Program

Tuition waiver for MC credit courses and tuition reimbursements are provided for regular full-time faculty and staff, regular part-time staff, full-time and part-time temporary with benefits staff



The chart below outlines the maximum dollars allocated to the **Educational Assistance Program (EAP)** for staff and **Professional Development Assistance Program (PDAP)** for part-time faculty, as well as travel funds that are available to eligible employees in FY18.

FY18	Travel	PDAP or EAP
Part-time Faculty	N/A	\$900 (\$50,000)
Bargaining Staff	\$1,225 (\$127,000)*	\$2,400 (\$375,000)
Non-Bargaining Staff	\$1,225 (\$127,000)*	\$2,400 (\$702,798)

The amounts in parenthesis represent the total budgeted, not to exceed amount for the year.

*Bargaining and Non-Bargaining Staff travel budget of \$127, 000 is shared.



For more details and guidelines visit the [TWEAP](#) page.



LEAVE PROGRAMS

Taking time away from work is important so that employees can rest, rejuvenate and re-invest in themselves. The College recognizes the value of this by providing employees paid time off to support work-life harmony, as well as professional and personal development and growth.

Associate and Support Staff and Administrators

Length of Service	Annual Leave Accrual Rate/ Maximum Leave Carried Forward
Less than 3 years	120 hours
3 years but less than 15 years	160 hours
15 years or more	208 hours

For part-time employees the amount of leave carried forward is pro-rated according to the proportion that the workweek is to a 40-hour workweek.

Annual Leave

Associate and support staff and administrators may accumulate and carry forward unused annual leave to the next calendar year according to their annual leave accrual maximum. On occasion, the leave accrual rate may be greater depending on the number of pay dates in a given calendar year. Please see table for the typical annual leave accrual rates and the maximum number of hours that may be carried forward.

Personal Leave

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

IMPORTANT NOTE: The last day to use personal and annual leave for 2017 is **Friday, December 15, 2017**.

Department Chairs

Annual leave for department chairs is allocated as a lump sum each year on July. The leave amount allocated is based on the department chair's years of service – similar to that of associate and support staff and administrators (see table above). Department Chairs are not permitted to carry over any unused annual leave into the new fiscal year and may not receive an unused annual leave pay-out upon completion of the assignment.

Part-Time Faculty Paid Time Off

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

Sabbatical and Professional Development Leave

Sabbatical and Professional Development Leave provides eligible College employees the opportunity to take time away from their jobs to engage in various types of professional development activities. Through these activities, MC employees are able to enhance and diversify their knowledge, skills and competencies and bring them to their work.

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

Application Deadlines		
Sabbatical Leave Full-Time Faculty	Fall 2018 & Spring 2019	November 10, 2017
Professional Dev. Leave for Associate, Support Staff & Administrators	Summer 2018, Fall 2018, Spring 2019	February 23, 2017

BENEFITS



Open Enrollment FY18

October 26, 2017–November 20, 2017

We will be using our new Workday system this year for Open Enrollment. This year all benefits-eligible employees are required to log-in and complete their benefits enrollment in Workday. A series of Benefit Fairs will be held across the College. The College's benefit and retirement providers, as well as Benefits staff, will be on hand to answer questions and assist you with making changes in areas such as:

- Beneficiary Update
- Emergency Contact Update
- Health Insurance
- Flex Spending Accounts
- FSAP program
- Professional Development
- Paid Time Off (Short-term Leave)
- Retirement

Benefit Fair Schedule for FY18		
Date	Time	Location
Monday Oct. 30, 2017	10am–1pm	Central Services (CT Building, BOT Gallery)
Tuesday Oct. 31, 2017	10am-3pm	Rockville Campus (Science Center, SC 152)
Wednesday Nov. 1, 2017	10am-1pm	Germantown Campus (BE 151/152)
Thursday Nov. 2, 2017	10am -1pm	Takoma/Silver Spring Campus (Cultural Arts Center Lobby)

Benefits for Part-time Staff

Part-time staff are eligible to participate in individual coverage (not family or employee + 1 coverage) at the 75/25 premium rate for the option and coverage selected. Part-time staff pay prorated premiums for employee +1 or family coverage, based on the number of hours worked. In addition, regular part-time staff who have been employed for a least a year may be eligible to request and receive FMLA (Family Medical Leave Act) leave. Contact the HRSTM Risk Management Coordinator, [Rowena D'Souza](#), for more information.