

# FY19 FISCAL UPDATE

## Human Resources and Strategic Talent Management

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### Did You Know?

- An [HRIC office](#) is now located on each campus.
- The last day to use [annual leave](#) is December 14, 2018.
- [Open Enrollment](#) is October 29 –November 16.
- How to [contact us](#)?

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## What's New in HRSTM?

Human Resources and Strategic Talent Management  
Your Resource to Excellence



Welcome to Human Resources, your online source for information that supports the employee experience and life cycle through strategic HR services. Through these pages you will find information about career opportunities, benefits, training, college policies, and other Human Resources programs. To help you find the information you need quickly, information is organized by types of support. Choose the kind of help you want, and let's get started.

Services	Forms	
<ul style="list-style-type: none"> <li>• Awards</li> <li>• Benefits</li> <li>• Careers</li> <li>• Compensation</li> <li>• Employee and Labor Relations</li> <li>• Performance Management</li> </ul>	<ul style="list-style-type: none"> <li>• Benefits</li> <li>• Payroll</li> <li>• Performance Management</li> <li>• Leave</li> <li>• Hiring</li> <li>• Additional Forms</li> </ul>	<ul style="list-style-type: none"> <li>• Policies and Procedures</li> <li>• Staffing Plan</li> <li>• Employee Benefits Hand</li> <li>• HRSTM Fiscal Update FY</li> <li>• Collective Bargaining Ag</li> <li>• ADA Accommodations</li> </ul>

We are excited to share with you HRSTM's new, completely redesigned [website](#)! We've revamped, streamlined, and updated numerous features. This new website is designed completely with the end user—our employees—in mind. Please take some time to look around and become familiar with the new [HRSTM website](#). We hope you'll find it easy to navigate and full of helpful information.

In addition to launching our new website, we've been busy enhancing our social footprint. Connect with us on the [Montgomery College Employees](#) page on Facebook, and follow our [Montgomery College LinkedIn page](#) for the latest news and information from HRSTM.



# Compensation

## General Wage Adjustments

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 7/1/2018. Full-time faculty also will receive a 1.0% increase effective 8/20/2018.

**Employees at or above the maximum of their salary range are not eligible for the GWA.**

## Salary Increments (Merit Increases)

Effective the second full pay period in September (appearing in the 10/12/18 payday), bargaining and non-bargaining associate and support staff, department chairs, and administrators may be eligible to receive a salary adjustment increment in the amount of 2%. To be eligible, the employee must have satisfactory performance and **cannot be at the maximum or above their assigned salary grade.**

Full-time faculty will also receive a salary adjustment increment in the amount of 2%. The full-time faculty salary range for FY19 is \$59,432 - \$111, 434. The overload ESH rates is now \$1,521 (less than six years of service) and \$1,682 (six or more years of service).

Type	Increase	Pay Date
<b>Non-bargaining, Staff, Department Chairs, and Administrators</b>		
General Wage Adjustment	1.0%	July 20, 2018
Salary Increment Adjustment	2.0%	October 12, 2018
<b>Bargaining Staff</b>		
General Wage Adjustment	1.0%	September 28, 2018
Salary Increment Adjustment	2.0%	October 12, 2018
GWA Retroactive Pay July 1–September 7, 2018	1.0%	October 26, 2018
<b>Full-time Faculty</b>		
General Wage Adjustment	1.0%	October 12, 2018
Salary Increment Adjustment	2.0%	October 12, 2018
GWA Retroactive Pay August 20–September 21, 2018	1.0%	October 26, 2018
Salary Increment Retroactive Pay August 20–September 21, 2018	2.0%	October 26, 2018



## Part-time Faculty Rank Advancement Requests

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

## Part-time Faculty ESH

New ESH rates effective 8/20/18:

Lecturer	\$1,155
Adjunct I	\$1,250
Adjunct II	\$1,335
Adjunct II*	\$1,348

\*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.

## Degree Attainment Salary Enhancement (DASE) for Associate and Support Staff and Administrators

[DASE](#) continues in fiscal 2019. The increase is prospective and is based on the increment approved annually by the Board of Trustees. In FY19, the increment is equivalent to 2%, provided the employee's salary does not exceed the maximum of the salary grade.

## Shift Differential

Shift differential for eligible associate and support staff remains at \$1.10 per hour in FY19. This applies to non-bargaining associate and support staff 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 p.m. and 6:30 a.m.

## I-9 Compliance

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

# Professional Development and Training

All College employees are encouraged to engage in continuous learning and development. To support this, the College offers a variety of programs and services, including financial assistance, for professional development activities and related travel.

The chart 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 FY19. The amounts in parenthesis represent the total budgeted, not-to-exceed amount for the year. Visit the [forms](#) page to access [EAP Forms](#).

FY19	Travel	PDAP or EAP
Part-time Faculty	N/A	\$900
Full-time Faculty	\$1,301 (\$158,000)	\$2,956 (\$481,522)
Non-bargaining Staff	\$1,225 (\$127,000)	\$2,400 (\$702, 798)
Bargaining Staff	\$50,000	\$2,500 (\$400,000)

## EAP for Credit Courses

For 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 it is equal to the University of Maryland College Park rate for in-state tuition and fees for graduate or undergraduate coursework for each credit, up to a maximum of twelve (12) credits.

## Tuition Waiver and Educational Assistance Program (TWEAP)

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

## FY19 Required Training

WHAT Is Required	WHO Must Complete	By WHEN
<b>Prevention of Sexual Harassment and Workplace Discrimination</b>  (Classroom-based training delivered by HTSTM and WDCE)	<b>Required for:</b> Supervisors in all divisions, including staff supervisors, department chairs, and administrators  <b>Classes are currently scheduled on:</b> <ul style="list-style-type: none"> <li>• September 19, 20, 26 and 27</li> <li>• October 3 and 4</li> </ul> <b>Registration:</b> Via <a href="#">MC Learns</a>	<b>November 20, 2018</b> (or within 12 months of the hire or promotion date for new supervisors hired or promoted after November 20, 2018)
<b>Focus on Ethics</b>  (In person training conducted in a group setting and led by the supervisor)	<b>Required for: Employees in all divisions including:</b> <ul style="list-style-type: none"> <li>• full-time credit faculty</li> <li>• all staff, including temps with benefits</li> <li>• department chairs</li> <li>• administrators</li> </ul> <b>Encouraged for:</b> <ul style="list-style-type: none"> <li>• Part-time credit faculty</li> <li>• WD&amp;CE part-time non-credit faculty</li> <li>• casual temporary employees</li> </ul> <b>Registration:</b> Classes will be arranged directly by department managers.	<b>June 30, 2019</b> (or within 12 months of the hire date for new employees hired during FY19)
<b>Ethics @MC: Code of Ethics and Employee Code of Conduct</b>  (Online via MC Learns)	<b>Required for: Employees in all divisions including:</b> <ul style="list-style-type: none"> <li>• full-time credit faculty</li> <li>• all staff, including temps with benefits</li> <li>• department chairs</li> <li>• administrators</li> </ul> <b>Encouraged for:</b> <ul style="list-style-type: none"> <li>• Part-time credit faculty</li> <li>• WD&amp;CE part-time non-credit faculty</li> <li>• casual temporary employees</li> </ul> <b>Registration:</b> <a href="#">Coming Soon!</a> Information and instructions will be forthcoming.	<b>June 30, 2019</b> (or within 12 months of the hire date for new employees hired during FY19)

Previous collegewide required trainings are still available through MC Learns and may be required by supervisors based on the employee's role as well as departmental needs. Visit the [Training page](#) for information.

## Sabbatical and Professional Development Leave

Application Deadline		
Sabbatical Leave Full-time Faculty	Fall 2019 and Spring 2020	November 9, 2018
Professional Development Leave for Associate, Support Staff and Administrators	Summer 2019 Fall 2019 Spring 2020	February 22, 2019

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.

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

## 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.

# Employee and Labor Relations

## Exit Interviews

Employee and Labor Relations (ELR) has streamlined the employee exit interview and check out process to an online format. To initiate the exit process, supervisors, please forward your "resignation" or retirement letter to **Elline Damirdjian**, who will start the communication process for exit interview and **clearance form**.

### Ethics Point

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

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

## Policy Updates

The following policies have been revised and are approved or out for community comment:

- Policy 31006 EEO and Non-Discrimination (Updated and Approved)
- Policy 34001 Changes in Employee Status (Updated and Approved)
- Policy 34003 Discharge of Administrative, Associate and Support Staff (Under Review)
- Policy 35003 Leave Program (Coming Soon)



# Recruitment

## Important Information for Hiring Managers

### Approval to Recruit

Approval from the Senior Administrative Leadership Team (SALT) is required to recruit for ALL staff and administrator positions. Supervisors, please be sure to complete the [Vacancy Recruitment Form](#) when requesting permission to fill a position. Learn more about the [recruitment process](#) for each type of position you are filling.

### Part-time Faculty Hiring Process

All part-time faculty hiring is now coordinated through Roz Sanders. Depending on the needs of the department, there are [three different ways](#) to hire part-time faculty. For more information, please contact [Roz Sanders](#) x79180 with any questions.

## Enhanced Outreach @MC

The Recruitment team is now using LinkedIn and new, customized job announcements to increase our presence and recruit for positions. [Connect with us!](#)



**MONTGOMERY COLLEGE**

## MAKE YOUR MOVE... JOIN OUR TEAM



### IT Opportunities

- Cyber Defense Infrastructure Engineer
- Information Technology Manager
- Systems Engineer

To learn more about these positions visit:  
[montgomerycollege.edu/about-mc/careers](http://montgomerycollege.edu/about-mc/careers)

### WHY MC?

*"After having worked in non-profit education for several years, I still wanted to impact student's lives but also wanted a place that provided good benefits. MC gave me a chance to work with students of all ages and help them with internships, scholarships, act as a mentor and encourage them to achieve success! In March of 2018, I celebrated 17 years on the best job I've ever had!"*

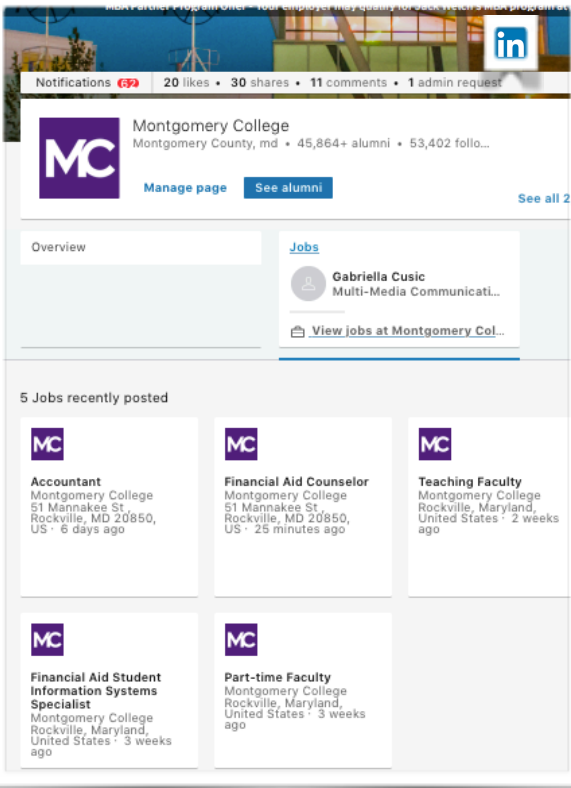
Rolf Barber, M.A.  
Job Developer/Placement Specialist, Career Services

### OUR MISSION

We empower our students to change their lives, and we enrich the life of our community. We are accountable for our results.

### OUR VALUES

- Excellence
- Integrity
- Innovation
- Diversity
- Stewardship
- Sustainability




Montgomery College  
Montgomery County, md • 45,864+ alumni • 53,402 follo...

[Manage page](#) [See alumni](#) [See all 2](#)


Overview

**Jobs**


 **Gabiella Cusic**  
Multi-Media Communicati...

[View jobs at Montgomery Col...](#)


5 Jobs recently posted




**Accountant**  
Montgomery College  
51 Mannakee St.  
Rockville, MD 20850,  
US • 6 days ago




**Financial Aid Counselor**  
Montgomery College  
51 Mannakee St.  
Rockville, MD 20850,  
US • 25 minutes ago



**Teaching Faculty**  
Montgomery College  
Rockville, Maryland,  
United States • 2 weeks ago



**Financial Aid Student Information Systems Specialist**  
Montgomery College  
Rockville, Maryland,  
United States • 3 weeks ago



**Part-time Faculty**  
Montgomery College  
Rockville, Maryland,  
United States • 3 weeks ago

# Leave Programs

## Associate and Support Staff and Administrators

### Important Note

The last day to use  
personal and annual  
leave for 2018 is

**Dec. 14, 2018.**

**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 the table below for the typical 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 year. See [guidelines for personal leave](#) for more information.

## Department Chairs

Annual leave for department chairs is allocated as a lump sum each year in July. The leave amount is allocated based on the department chairs' years of service (see table). Department chairs are not permitted to carry over any unused annual leave into the fiscal year and may not receive an unused annual leave pay-out upon completion of the assignment.

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.	

## Part-time Faculty Paid Time Off

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

## Sick and Safe Leave

Effective February 11, 2018, the Maryland State legislature adopted new legislation that requires employers to provide [sick and safe leave](#) to organizations with 15 or more employees. As a result of this legislation, part-time faculty, and casual temporary and student employees may be eligible for sick leave.



# Benefits

## 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 [Family Medical Leave \(FMLA\)](#).

## Open Enrollment

### Save the Date

### Open Enrollment

**October 29–November 16**

During open enrollment, employees have the option to change their benefit plans for the upcoming year. Outside of the open enrollment period, employees can only change their benefits if there is a life-altering event. Attend a benefit fair to learn more about benefit offerings available to College employees.

### 2019 Benefit Fair Schedule

Date	Time	Location
Tuesday, October 30, 2018	10am–1pm	Central Services Building, (CT BOT Gallery)
Wednesday, October 31, 2018	10am–1pm	Rockville, Science Center (SC 152)
Wednesday, November 7, 2018	10am–1pm	Germantown, Bioscience Education Center (BE 151/BE 152)
Thursday, November 8, 2018	10am–1pm	Takoma Park/Silver Spring, Cultural Arts Center Lobby (CU)

## Wellness

Join Next Generation Wellness for access to campus-wide fitness centers, group fitness, health and wellness seminars, fitness assessments and more! To register and learn more, visit [MC Wellness](#).

**Reminder:** If you have already registered for fall 2018, you do not need to complete the enrollment form again.



# 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.

## Meet the 2018 Presidential Award Winners

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



### **Professor Deborah Grubb, Full-time Faculty Member of the Year**

Professor Grubb was honored for her role as a faculty leader in criminal justice, and as an innovator and a committed instructor, highly respected by her colleagues and students alike.



### **Ar Kar Kyaw Win, Staff Member of the Year**

Mr. Win was honored for his extraordinary work at the College where he has earned a reputation for being "selfless, hardworking, and student-centered."



### **Dr. Kam Yee, Part-time Faculty Member of the Year**

Dr. Yee was honored for his inspirational pedagogy inside the classroom—in engineering, physics, and math—and his tireless dedication to students outside the classroom.

Thank you to everyone who participated by nominating a faculty or staff member for an award, and to those who served on the selection committees. [Nominate a staff member.](#)

**Process Update:** We are now accepting Staff Special Recognition and Outstanding Service Award nominations via our central awards mailbox: [recognitionawards@montgomerycollege.edu](mailto:recognitionawards@montgomerycollege.edu). Please do not send nominations directly to HRSTM staff email as this may delay the review and approval process.

# Welcome to HRSTM

## New Additions to Our Team

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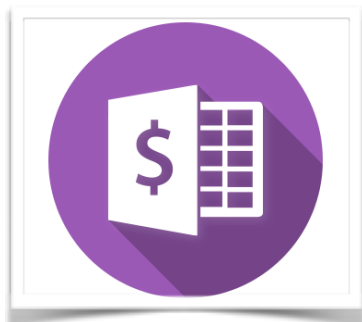
### **Ashley Jones, Human Resource Services Associate**

Ashley is the first friendly face you see when entering the HRSTM suite. Her responsibilities include, but are not limited to, guiding part-time faculty, casual temps, and student aids through their new hire paperwork, and verifying I-9 documents. Prior to starting her position with HRSTM, Ashley was a Safety Security Officer at the College and has eight years of experience in higher education. Ashley is a veteran of the U.S. Air Force and she enjoys traveling and watching movies.



### **Jesse Enyidah, Human Resource Specialist**

Jesse is taking on a new role at the College and is responsible for administering Family Medical Leave and other leave functions, as well as taking on HR-related responsibilities coming from payroll. Jesse has worked in K–12, as well as for a large university. Aside from work, Jesse enjoys working out/eating healthy, watching movies, and low-key events with friends and family.



### **The Payroll Team**

Payroll services is now part of Human Resources and Strategic Talent Management. The payroll team is now located in the HRSTM suite, in the first floor of the Central Services Building. The payroll staff, a team dedicated to providing unified services to our MC Community, has not changed and their contact information remains the same.

Should you have any questions, please email [payroll](#).

## Meet Our Human Resources Internal Consultants

We are further enhancing our service model to strengthen our direct services. In support of this, a Human Resources Internal Consultants (HRIC) will be located in an office on each of the three campuses. The role of the HRIC is to serve as primary expert and resource on all HR matters and to support the employees and managers for their assigned campus.



**Carla J. Ammerman, Rockville Campus and Gaithersburg Business Training Center**

Carla's office is located on the Rockville Campus in Macklin Tower #612 (MT 612). Carla has served the College since September 2012 supporting the Recruitment and Employee Relations functional areas. Carla is certified in Alternative Dispute Mediation and as a Crucial Conversations Facilitator. She earned her Professional in Human Resources (PHR) in 2003, and has been SHRM CP certified since 2016. Prior to working at the College, Carla served as an HR Business Partner in the private sector for over 10 years.



**Leslie Jones, Germantown Campus and Central Services**

Leslie's office is located on the Germantown Campus in the Paul Peck Academy and Innovation Building #166 (PK 166). Leslie recently celebrated her first year anniversary with MC and comes to us from the Philadelphia area, where she worked at a nonprofit in a similar role. She has extensive experience in employee relations, labor relations, and recruiting. She also managed training and development for the organization. Leslie has two senior-level HR certifications and holds an MS in training and organizational development.



**Ashley Roberts, Takoma Park/Silver Spring Campus and Westfield**

Ashley's office is located on the Takoma Park/Silver Spring Campus in The Morris and Gwendolyn Cafritz Foundation Arts Center #124 (CF 124). Ashley has been at MC for one year and is new to the area. Originally from the Philadelphia area (South Jersey), she worked at a nonprofit in a HR generalist capacity. In her previous role here at MC, Ashley supported the College departments with full-time and part-time faculty HR needs. Ashley has earned her Professional in Human Resources (PHR) and has an MS in human resource management.