

# EMPLOYEE MATTERS

## FISCAL 2021 UPDATE FOR MC EMPLOYEES

Office of Human Resources and Strategic Talent Management | September 2020

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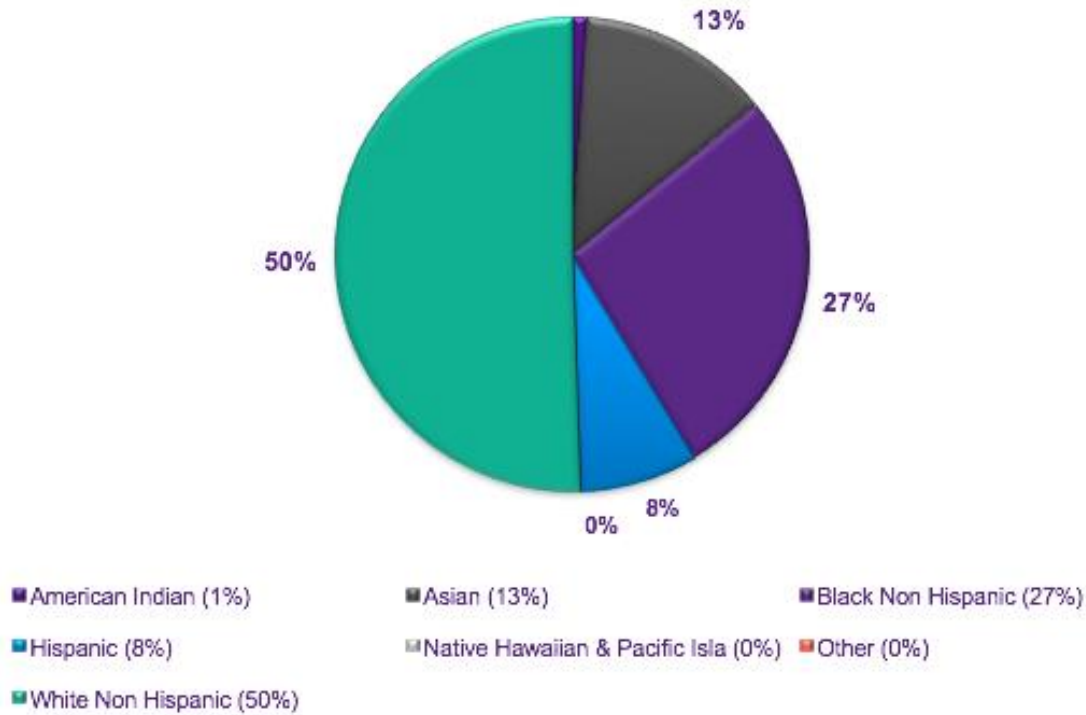
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### FY20 YEAR-END REVIEW

The following provides a comparison of our FY19 and FY20 workforce as of June 2020.

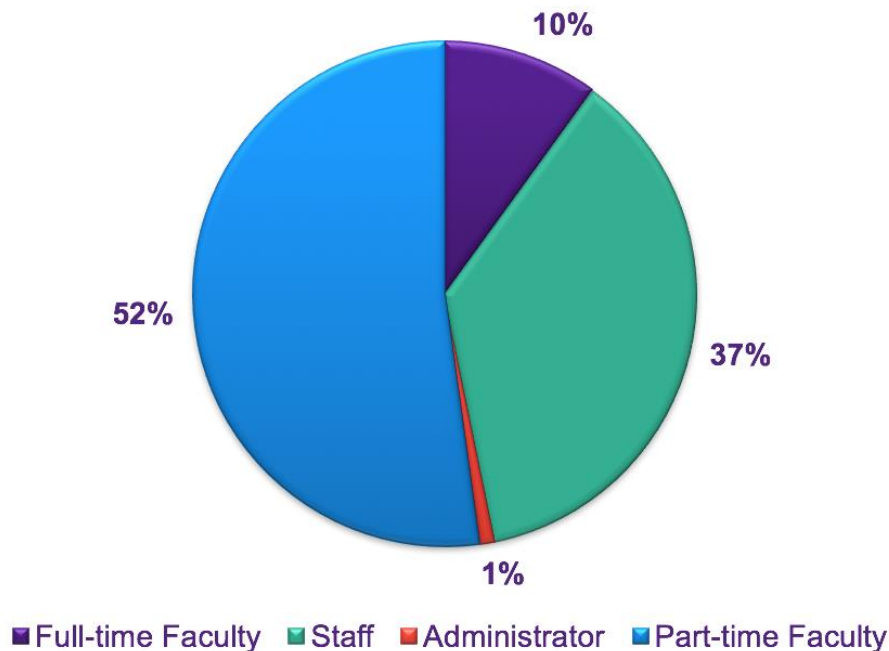
COLLEGE WORKFORCE			
EMPLOYEE TYPE	FY19 HEADCOUNT	FY20 HEADCOUNT	VARIANCE
Administrators	81	80	<1%
Casual Temporary	218	240	10%
Department Chairs	39	40	3%
Full-time Faculty	526	524	0%
Part-time Faculty	852	834	-2%
Regular Part-time Faculty	4	4	0%
Staff	1,190	1,176	-1%
Student Aides	477	445	-7%
Temporary with Benefits	38	37	-3%
WDCE Faculty	106	92	-13%
Work-Study Students	77	105	36%
<b>Grand Total</b>	<b>3,608</b>	<b>3,577</b>	<b>-1%</b>

## FY20 Employee Race/Ethnicity



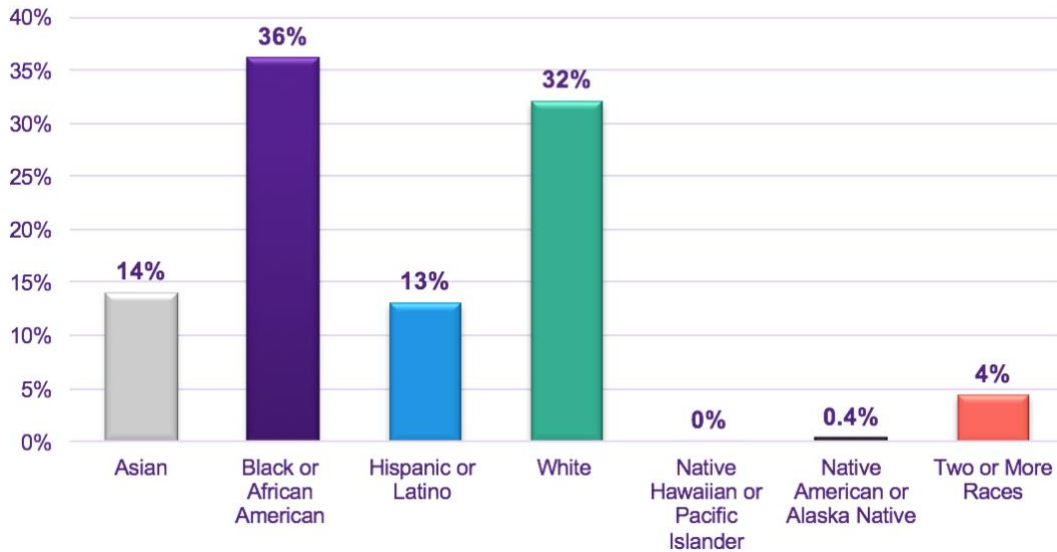
- Represented in this graph are full-time faculty, part-time faculty, staff, temporary with benefits, and administrators.
- This information is based on data collected in the Banner system. Categories for race and ethnicity differ in the Banner and Workday systems.

## FY20 New Hires by Employee Type



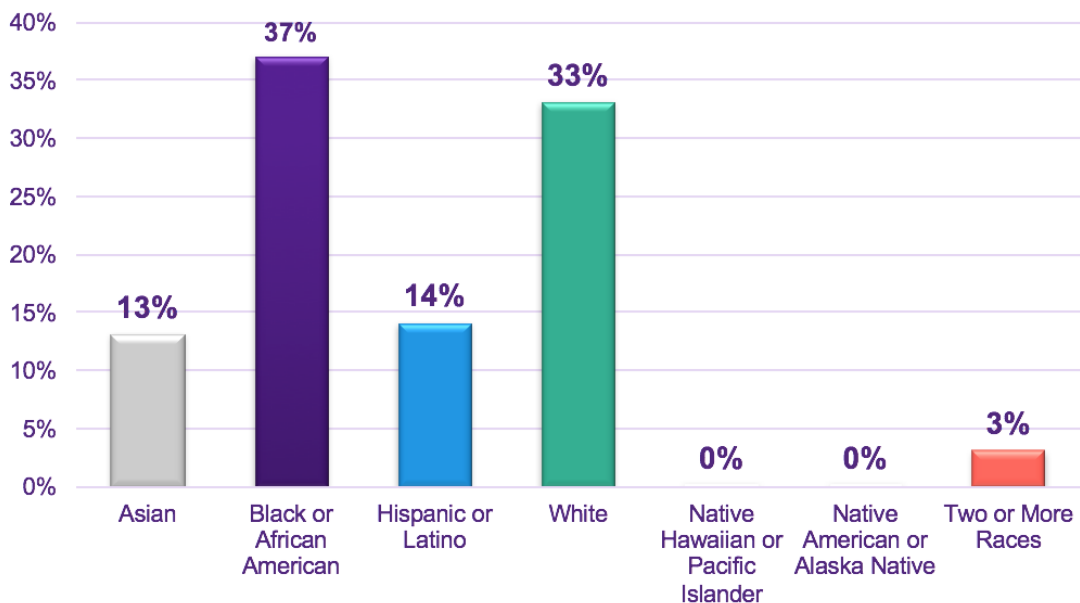
- Represented in this graph are employees hired into both budgeted and non-budgeted positions.
- This figure includes:
  - 32 faculty
  - 118 staff
  - 3 administrators
  - 290 part-time faculty, including 123 WDCE faculty

## FY20 Applicant Race/Ethnicity



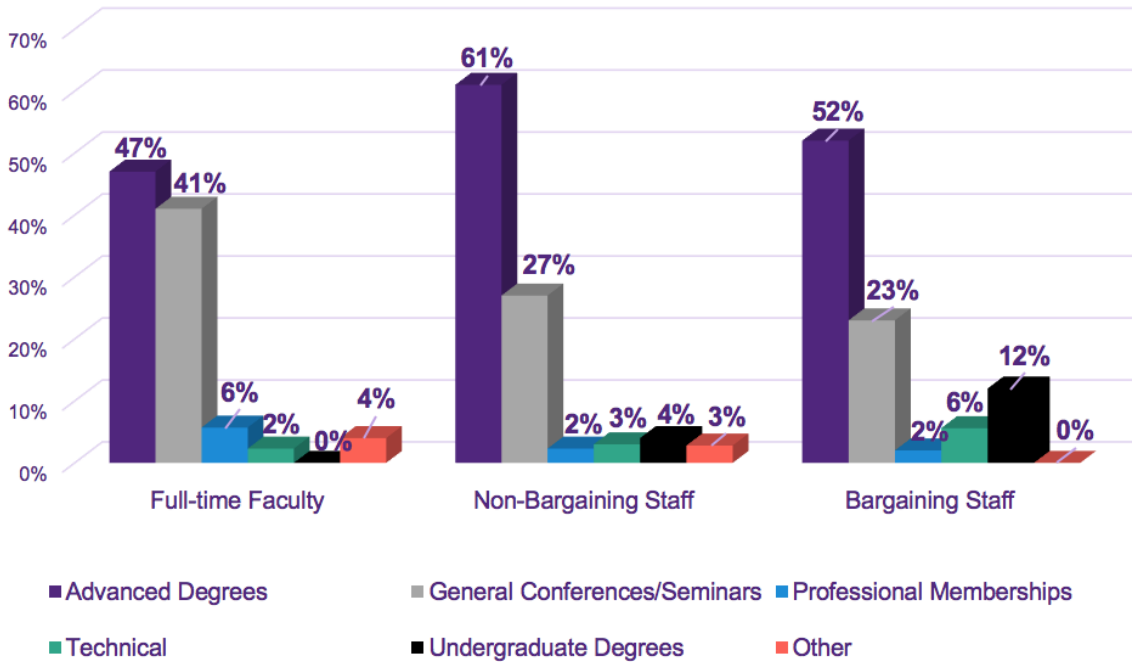
- The College received over 3,959 applications for budgeted vacancies in FY20.
- Budgeted positions include full-time faculty, staff, and administrators.
- Enhanced applicant tracking helps identify underrepresented populations.

## FY20 New Hire Ethnicity



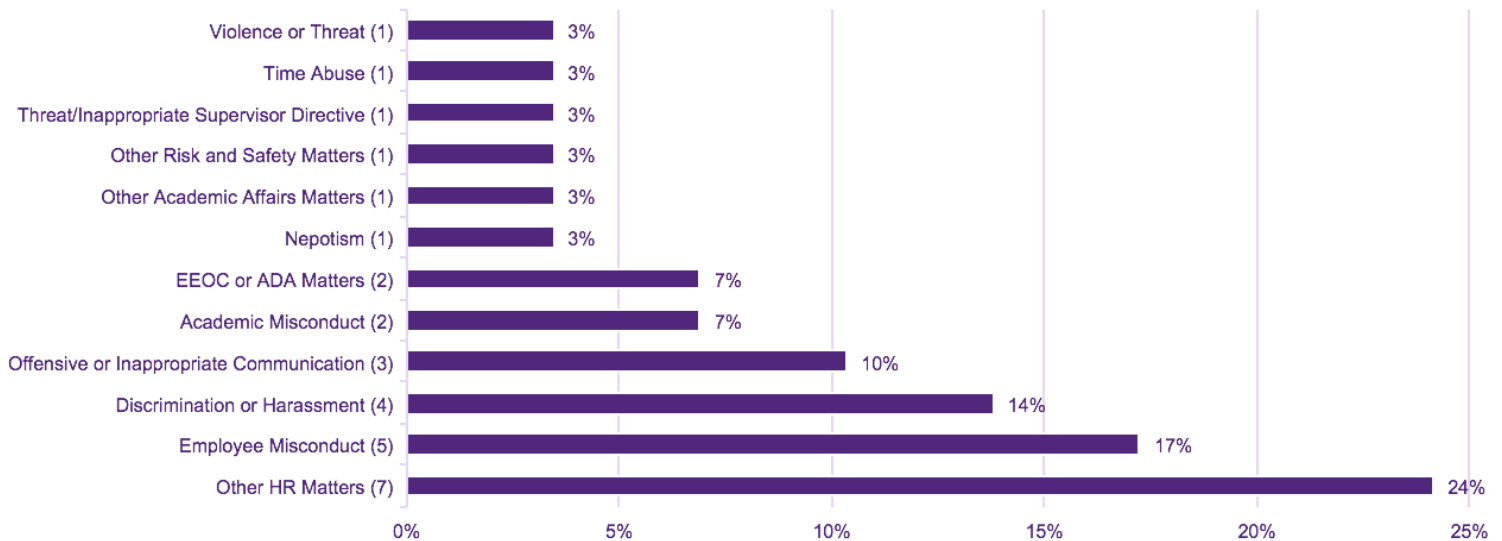
- 153 budgeted positions were filled through recruitment during FY20.
- Of those positions, 48 percent were filled by internal candidates.
- Applicants and new hire data is collected from the Workday system.

## FY20 Education Assistance Program (EAP)



- Advanced degrees continue to be the top category. The College is still offering EAP above the base amount, the equivalent of up to 12 credits at UMCP (over \$8,000)
- Due to COVID-19 and College travel restrictions, most events/conferences were cancelled resulting in a surplus of funds. AFSCME and AAUP generously transferred \$75,000 and \$150,000 respectively to the student emergency fund.

## FY20 Case Investigated by Employee and Labor Relations



- On average cases took 94 days to close and closed 3 cases per month.
- 80% of cases were reported by an identified source, while only 20% of cases were reported anonymously.

## MEET THE 2020 PRESIDENTIAL AWARD WINNERS

While we did not have the opportunity to recognize and celebrate these exemplary employees in person at the Spring Closing Meeting, please join us in congratulating the winners of 2020. Each of these individuals reflect the highest standards of excellence in their fields.

### 2020 Full-time Montgomery College Professor of the Year



**Professor Mario Parcan's** number one priority has always been the success of his students by helping them achieve their educational goals and advancing their careers in the construction industry. He is responsible for student advising, curriculum, suggesting student centered class scheduling, textbook adoptions, and representing the program. Every aspect of that responsibility, for Professor Parcan, is driven by what is best for students. He models the finest qualities of a college educator as a teacher, advisor, and mentor. His outreach efforts extend beyond Montgomery College. Professor Parcan recognizes the importance of supporting the local construction industry by providing the high-quality workforce the industry needs to be successful. His countless hours working with the local industry has yielded internships, employment opportunities, and \$10,000 to \$20,000 in scholarships each year for students in the Construction Management program.

### 2020 Staff Member of the Year



**Mr. Michael Mehalick** is known for his ongoing dedication, commitment, outstanding service, and sustained contribution to the students' success and the entire College community. He actively promotes student internships and helps students obtain internships or other opportunities that are life-changing while enrolled at Montgomery College. Besides being the STEM internship coordinator, he also coordinates the annual Maryland Science Bowl competition, a successful outreach program that attracts around 300 students in Maryland and the District of Columbia area. He also organizes other programs such as the High School JAVA competition, and the NIST Prep Grant. Furthermore, he is the MC liaison for the University of Maryland College Park Experience of Black Engineering Students in Community College. He coordinates transfer with the University of Maryland's Clark School of Engineering and recruits support for new degree programs at the Universities at Shady Grove.

### 2020 Part-time Montgomery College Professor of the Year



**Dr. MinhVan Tran's** teaching philosophy is straightforward, "What can I do to contribute to my students' success?" Even prior to remote structured learning becoming a necessity, she developed an online course for the Human Body Lab class, allowing students who could not come to campus to take the class to enroll. This course is designed for non-biology majors. A colleague shared, "Professor Tran uses multiple active learning techniques to engage her students. She draws on her experience as a doctor of pharmacy to include relevant clinical examples. Students respond to her care and concern about their success. As a former Montgomery College student herself, she directly relates to the challenges of the Montgomery College student population and serves as a role model to her students."

## Outstanding Faculty Award Recipients

### Excellence in Teaching/Counseling/Academic Advising

*Ms. Dana Baker, Counseling, Student Services*

*Ms. Shelly Caldwell-Bennett, Counseling, Student Services*

*Ms. Kathrine Collins, Engineering, Physical, and Computer Sciences, Engineering and Computer Science*

*Ms. Naomi Daremblum, History, Politics, and World Cultures,*

*Mr. Stephen Gladson, English, English and Reading*

*Mr. Arthur Grinath, Economics, Business and Computer Applications*

*Ms. Tamara Henneman, ELAP, Linguistics, and Communication Studies*

*Ms. Barbara LaPilusa, Counseling, Student Affairs*

*Dr. Emily Lichvar, Psychology, Social Science*

*Mr. David Lott, ELAP, Linguistics, and Communication Studies*

*Ms. Erin Marcinek, Counseling, Student Affairs*

*Ms. Andrea Steelman, Mathematics*

*Ms. Sharon Teuben-Rowe, English, English and Reading*

### Excellence in Service to the Institution and/or Community

*Mr. Matthew Decker, English, English and Reading*

*Ms. Sharon Piper, Nursing, Health Sciences*

### Excellence in Scholarly or Professional Accomplishments

*Mr. James Hodge, Accounting, Business and Computer Applications*

*Dr. Vedham Karpakakunjaram, Biology, Biology and Chemistry*

*Mr. Jamie Gillan, English, English and Reading*

*Dr. Saundra Maley, English, Humanities*

## Outstanding Service Award Recipients

### Excellence in Customer Service

*Ms. Nancy Han, Administrative Aide III, Student Services, Student Affairs*

*Ms. Elisa Merendino, Administrative Aide II, English and Reading, Academic Affairs*

*Ms. Emily Schmidt, Marketing Director, Communications, Office of Advancement and Community Engagement (OACE)*

### Excellence in Innovation

*Ms. Stacey Gustavson, Director of Enrollment & Student Accessibility, Student Affairs*

*Mr. Nghi Nguyen, Web Specialist, Distance Learning, Academic Affairs*

*Mr. Joseph Thompson, Producer, Director, Videographer, Montgomery College TV, OACE*

### Excellence in Performance

*Mr. Sam Aung, Administrative Aide II, Fine, Performing, and Visual Arts, Academic Affairs*

*Ms. Anne Fernando, Administrative Aide II, Biology and Chemistry, Academic Affairs*

*Ms. Krista Hanson, Graphic Designer, Creative Services, OACE*

*Mr. Dwayne Henry, Lab Manager, Biology and Chemistry, Academic Affairs*

*Ms. Deonna Mills-Humphress, HR Information Systems Manager, Human Resources and Strategic Talent Management, Administrative and Fiscal Services*

*Ms. Carroll Rollman, Executive Associate II, OACE*

### Excellence in Servicing Students

*Ms. Kima Earl, Events Specialist I, OACE*

*Mr. Brian O'Neal, MCTV Producer Director III, Montgomery College TV, OACE*

*Mr. Keven Waters, Advancement Services Manager, OACE*

## COMPENSATION

The Montgomery College compensation program is designed to attract and retain high performing and highly skilled faculty, staff, and administrators. The College recognizes the contributions of each employee in advancing the College’s mission by offering professional development opportunities, educational assistance, tuition waiver, degree attainment-salary enhancement, wellness, health and life insurance, retirement, tax shelter annuities, and recognition awards. The total compensation philosophy considers both internal and external market factors in determining pay and is subject to the availability of funding.

The Montgomery College Board of Trustees approved the following salary increases for regular positions for FY 2021.

Employee Constituency	Amount/Type (Effective Date)	Eligibility Conditions	
<b>Bargaining Staff (AFSCME)</b>	3 percent general wage adjustment (07/01/2020)	In the bargaining unit, at least six (6) months as of 07/01/2020; increases to the extent salary does not exceed the maximum salary of the grade	
	\$500 bonus (07/01/2020)	One-time, non-precedential bonus (not the base) for those employees at the top of the scale.	
<b>Nonbargaining Staff, Department Chairs, and Administrators</b>	3 percent general wage adjustment (07/01/2020)	Increase to the extent salary does not exceed the maximum salary of the grade.	
	\$500 bonus (07/01/2020)	One-time, non-precedential payment (not the base) for those employees at the top of the scale.	
<b>Full-time Faculty (AAUP)</b>	2.3 percent general wage adjustment (08/24/2020)	In the bargaining unit, at least one semester as of fiscal 2020 academic year (08/24/2020)	
	\$650 increment (08/24/2020)	One-time increment for those who are not at the top of the fiscal 2020 academic year salary range (\$62,319 to \$116,847).	
	\$250 adjustment (08/24/2020)	One-time adjustment for those hired before 08/01/2012 and who are not at the top of the fiscal 2020 academic year salary range (\$62,319 to \$116,847).	
<b>Part-time Faculty (SEIU)</b>	New ESH rates (08/24/2020)	Lecturer	\$1,260
		Adjunct I	\$1,365
		Adjunct II	\$1,460
		Adjunct II*	\$1,475

*\*Part-time faculty 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 Level II may receive an additional one percent (1%) in pay rate beginning in the fourth (4th) academic year of service at the Adjunct II.*

### Rank Advancement

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

## **Degree Attainment Award for Staff and Administrators**

The College continues to support the ongoing education and career development of our employees through the [Degree Attainment Award](#) program. Consistent with the recommended modifications to the College Policy and Procedures 35001 and 35001CP, effective July 1, 2020, the Board of Trustees approved a lump-sum payment equal to \$1,500 (not added to the base salary) to an eligible employee for earning a progressively higher degree from an accredited institution. To learn more about the Degree Attainment Award requirements, please see the [Degree Attainment FAQs](#).

## **Shift Differential**

Shift differential for eligible staff remains at \$1.10 per hour in FY21. This applies to bargaining and non-bargaining staff employees regularly scheduled to work more than 20 hours in a work week and required to work between the hours of 10 p.m. and 6:30 am.

## **Stipend Usage**

In order to stay in compliance with applicable laws, HRSTM must approve any stipend intended for students or employees. The FLSA (Fair Labor Standards Act) minimum wage laws and state legislation, such as Maryland Sick and Safe Leave, requires that casual temporary and student employees be paid based on time worked and at an hourly rate. As a result, these employees should be paid accordingly and should be completing and submitting timesheets. Faculty and exempt staff may receive a stipend for work outside of normal duties and responsibilities such as professional development, special programs and governance. Nonexempt staff are not eligible to receive a stipend and must record and submit, on a timesheet, all hours relating to activities performed on behalf of the College. A stipend may be paid to a student as a scholarship, fellowship, or other contribution to support educational or training expenses including tuition, living costs, and other incidental expenses such as travel, books, laptops, etc.

No work should be completed without prior approval. To request approval for a stipend to be paid, departments must complete and submit a stipend form which thoroughly describes the duties being performed.



## BENEFITS

### Educational Assistance Program and Professional Development Assistance Program

The following chart outlines the maximum dollars allocated to the Educational Assistance Program (EAP), Professional Development Assistance Program (PDAP), and travel funds available to eligible employees in FY21. The amount in parentheses represents the total budgeted, not-to-exceed amounts for the year. All professional development and travel-related expenses must be pre-approved in accordance with College Policy 35001, Compensation Programs. **Please note all College sponsored travel is prohibited until further notice.**

EAP and PDAP for FY21		
Employee Type	Travel	PDAP or EAP
Part-time Faculty	N/A	\$1,100
Full-time Faculty	\$1,375 (\$193,850)	\$3,120 (\$481,522)
Nonbargaining Staff	\$1,250 (\$141,650)	\$2,500 (\$807,798)
Bargaining Staff	\$1,250 (\$50,000)	\$2,800 (\$400,000)

### EAP for Credit Courses

Bargaining and nonbargaining full-time staff, chairs, and administrators enrolled in graduate or undergraduate coursework beyond the associate degree level are permitted to exceed the maximum EAP benefit noted above. The additional allowance is the amount equal to the University of Maryland rate for in-state tuition and fees for graduate or undergraduate coursework for each credit, up to a maximum of twelve (12) credits. The benefit for regular part-time staff working at least 20 hours per week is prorated.

### 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](#).

### Open Enrollment

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 including, but not limited to, marriage, divorce, and birth/adoption of a child. This year's Open Enrollment dates are **October 26 through November 16, 2020**, for a January 1, 2021 effective date. Watch for more information in the coming months.

## Wellness Update

[Next Generation Wellness at Work](#) was able to quickly shift to online classes, including Zoom and pre-recorded classes as a response to COVID-19. Fourteen classes are now offered for the fall session, including new STRONG Nation, Yogalates, and stretch breaks to get employees up and moving from their workstations. The expansion of the gym reimbursement program continues, with reimbursements for yoga studios, dance classes, rock climbing studios, CrossFit® gyms, and aquatic centers, etc. The WW program has now moved completely online and is still an option for employees. The maximum reimbursement for any activity or membership is \$35 per month. Visit [wellness](#) to learn more. All requests can be sent to [EAPRequests@montgomerycollege.edu](mailto:EAPRequests@montgomerycollege.edu)

## Flexible Spending Account Update

In response to the pandemic, the IRS has issued guidance allowing employees to make prospective changes to their Flexible Spending Accounts (FSA) for 2020. This includes dependent daycare, mass transit, healthcare, and limited accounts (limited applies to Cigna Health Savings Account participants only). Some participants have other unexpected COVID-19 related healthcare expenses. Recognizing these needs, the College will allow the following prospective changes to FSAs without a qualifying life event:

- Revoking an election
- Making a new election
- Increasing or decreasing an existing election

Employees who wish to modify an FSA election, should email [HR Benefits](#) with their M number, the change requested, and the date it should take effect (i.e., next pay). Please note the IRS has not yet provided any guidance regarding refunds of funds already contributed. Therefore, any reductions or stopping of elections cannot be less than what has already been contributed year to date.

## Faculty and Staff Assistance Program

[The Faculty and Staff Assistance Program \(FSAP\)](#) is a free service for all employees designed to confidentially help employees with life issues and situations where professional guidance may be helpful. In order to provide support to the entire College community during this pandemic crisis, this coverage has been recently expanded to include part-time faculty, casual temporary staff, and student workers. To help employees succeed, ComPsych FSAP provides comprehensive resources and services to help meet personal, family, and work challenges. The FSAP is staffed by experienced, masters-level professionals who can help find solutions to many different kinds of problems you and your dependents may face.

The FSAP can help you with challenges such as:

- Stress/feelings of sadness or anxiety
- Marital concerns
- Family pressures (e.g. children, teens, older relatives, etc.)
- Relationship issues
- Financial difficulties
- Bereavement
- Alcohol and/or drug problems

### Visit [ComPsych](#)

To use this free and confidential service, simply call [ComPsych](#) at any time 1-844-236-2668. A member of the FSAP professional team will answer your call promptly 24 hours a day, seven days a week. Use **code MCC** and start your account/registration.

## LEAVE PROGRAMS

Montgomery College offers a variety of ways you can take time off of work. The main categories include annual leave (also considered vacation leave), sick leave, and personal leave, all listed below. Additional types of leave such as holiday pay, disability leave and family and medical leave, can be found on the [leave page](#) of the [HRSTM website](#).

## COVID-19 Sick Leave and Family Medical Leave Guidance

On April 1, 2020, the U.S. Department of Labor announced new action regarding how American workers and employers will benefit from the protections and relief offered by the Emergency Paid Sick Leave Act and Emergency Family and Medical Leave Expansion Act, both part of the Families First Coronavirus Response Act (FFCRA). The Department's Wage and Hour Division (WHD) posted a temporary rule issuing regulations pursuant to this new law, effective April 1, 2020.

Under the FFCRA, the College is required to provide the following leave options for employees:

- [COVID-19 Related Paid Sick Leave](#)
- [Family and Medical Leave for COVID-19](#)

## Sabbatical and Professional Development Leave Deadlines

- Sabbatical Leave (full-time faculty) – November 20, 2020
- Professional Development Leave (staff) – February 26, 2021

## Staff and Administrators

The last day to use annual and personal leave for staff and administrators is **December 23, 2020**.

**Annual Leave** for regular 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.

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

**Sick Leave:** Sick leave is granted for personal illness, injury, and quarantine, as well as for medical, dental, or optical examinations and treatment. The leave policy permits use of sick leave for illness in the immediate family when the employee's presence is required. Full-time staff and administrative employees earn sick leave at 3.69 hours per pay period (12 days per year). Sick leave can be used only after it has been earned. To learn more visit, [sick leave](#).

Staff and Administrator Annual Leave	
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
<i>*For part-time employees, the amount of leave carried forward is prorated according to the proportion that the workweek is to a 40-hour work week.</i>	

## 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 below). Department chairs are not permitted to carry over any unused annual leave into the fiscal year and may not receive an unused annual leave payout upon completion of the assignment. The last day for department chairs to use leave in FY21 is June 30, 2021.

Department Chair Annual Leave	
Length of Service	Annual Leave Allocation Rate
Less than 3 years	120 hours
3 years, but less than 15 years	160 hours
15 years or more	208 hours

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

**Sick Leave** is granted to staff, full-time faculty, and administrators for personal illness, injury, and quarantine, as well as for medical, dental, or optical examinations and treatment. The leave policy permits use of sick leave for illness in the immediate family when the employee's presence is required. Full time staff and administrative employees earn sick leave at 3.69 hours per pay period (12 days per year). Sick leave can be used only after it has been earned. To learn more visit, [sick leave](#).

## Full-Time Faculty Leave

**Personal Leave** is provided on an academic yearly basis and does not carry over into the following academic year. An eligible full-time faculty member may be granted three days of personal leave for the observance of religious holidays, emergency, or special personal obligations. One (1) day of unused personal leave may be carried forward to the subsequent summer session only.

**Sick Leave** is granted at the commencement of each academic year, full-time faculty members are credited with 80 hours of sick leave. Faculty who worked during the preceding summer earn additional sick leave as follows: Instructional faculty teaching less than 6 ESH or non-instructional faculty working 15 days (120 hours) are credited 88 hours of leave; instructional faculty who work 6 or more or 30 or more days (240 hours) are credited 96 hours of leave. (Leave is not credited while on sabbatical leave.) Faculty may accumulate and carry forward unused sick leave to the next calendar year.

Full-Time Faculty Leave	
Type of Leave	Leave Amount
Sick Leave - Regular	80 hours
Sick Leave - Summer less than 6 ESH or 15 days*	88 hours
Sick Leave - Summer 6 or more ESH or 15 days*	96 hours
Personal Leave	3 days
<i>*ESH for Instructional Faculty, days for non-instructional Faculty</i>	

## 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

Maryland state law requires employers to provide sick and safe leave to organizations with 15 or more employees. As a result of this legislation, part-time faculty, casual temporary and student employees may be eligible to earn and accrue sick and safe leave. For more information, please visit the [HRSTM website](#) or contact [Leave Request](#).

## REQUIRED TRAINING FOR FISCAL YEAR 2021

Each year there are collegewide training classes or online modules that are required for all or select employees, depending on their role. The College understands we are in a unique situation that can result in additional stress to many of our employees. As a result, we are providing additional time for employees to complete the required trainings this year. These are outlined in the table below. A collegewide notification will be issued when trainings become available. Any questions related to these trainings should be directed to the noted sponsor. For more information, visit [Training](#) on the [HRSTM website](#).

Collegewide Online Required Training		
Title	Available	Completion Deadline
<p><b>COVID-19 for All Employees and Supervisors</b></p> <p><b>All Employees:</b> Return to Campus Webinar for Employees: COVID-19 Changes to Your Workplace</p> <p><b>All Supervisors:</b> Guidance for Supervisors Webinar: COVID-19 Changes to Your Workplace</p> <p><b>Sponsor: Human Resources and Strategic Talent Management</b></p>	<p>Available now</p> <p>Available now</p>	<p>Webinars must be completed <u>before</u> any employee reports to an MC campus or location for any reason <b>and no later than June 30, 2021</b>.</p>
<p><b>DataSecurity@MC: Annual Review</b></p> <p><b>Sponsor: Office of Information Technology</b></p>	<p>October 2020</p>	<p>June 30, 2021</p>
<p><b>Equity and Inclusion</b></p> <p><b>Sponsor: Office of Equity and Inclusion</b></p>	<p>Available now and new content ongoing</p>	<p>September 30, 2021</p>
<p><b>Ethics: Conflict of Interest</b></p> <p><b>Sponsor: Office of Compliance, Risk, and Ethics</b></p>	<p>October 2020</p>	<p>September 30, 2021</p>

## UPDATE ON COLLECTIVE BARGAINING UNIT

### SEIU Agreement

During the spring of 2020, the College and SEIU agreed to a new collective bargaining agreement (CBA) for part-time faculty, effective July 1, 2020 through June 30, 2023. The new agreement will be posted on the HRSTM website early in the fall semester. For questions on changes, please contact your [SEIU representative](#) or the [Office of Employee and Labor Relations](#).

Applications for Good Faith Consideration Spring 2021 Assignment only will open on Tuesday, September 15, 2020 and will close at 11:59 p.m. on Thursday, October 15, 2020. Applicants will receive an email confirmation regarding assignment/application status, on or before November 1, 2020. If you applied for an appointment during the January 15–February 15, 2020 window, please do not apply for Assignment (one semester); applicants are covered for spring 2021 semester.

#### To Apply for Good Faith Consideration Spring 2021:

[MyMC](#) > Employee Resource > Right column under “Part-time faculty resources” > Assignment application only

## PERFORMANCE MANAGEMENT

### FY2021 Performance Evaluation and Goals Deadlines

Completing your goals are an important part of the evaluation process and will help with highlighting accomplishments and achievements during the year. FY2021 Performance Evaluation for employees will be due **Friday, August 20, 2021** for performance during the period July 1, 2020 through June 30, 2021.

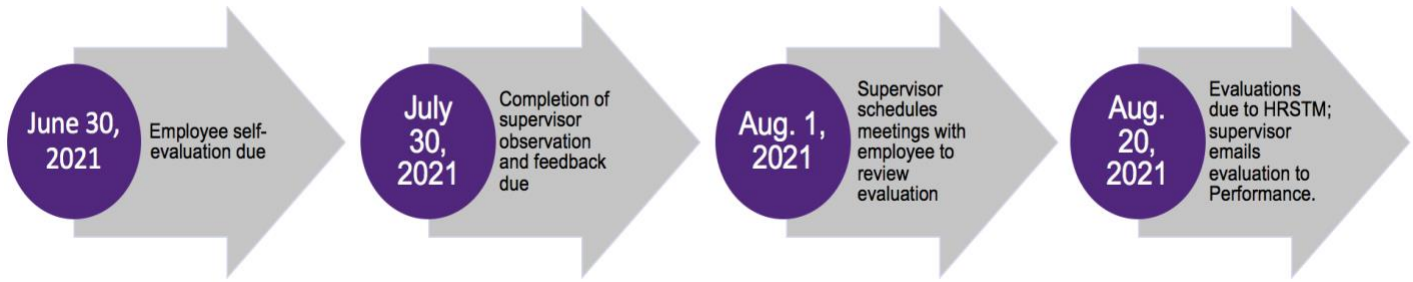
Supervisors can create individual internal timelines to meet the due date of Friday, August 20, 2021. The following provides guidance on goals and performance evaluations timeline to meet the due date of Friday, August 20, 2021.

#### Goal Timeline:



The Quarterly Goal Form and the Quarterly Goal Plan Review forms can be found on the [performance management page](#).

## Performance Evaluation Timeline:



Please direct questions to [Performance](#).

## Ethics Point

We continue to use this tool, provided by a third-party vendor, which allows for members of the College community to anonymously report compliance and policy violations. Ethics Point is accessible via phone at 1-844-572-2198 or at [Ethics Point for MC](#).