

To: Montgomery College Employees

From: Krista Leitch Walker, Vice President and Chief Human Resources Officer
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Office of Human Resources and Strategic Talent Management (HRSTM)

Subject: Reminders about Flexible Work Arrangements – Action Required

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The new fiscal year is upon us and new flexible work arrangements (FWA) should be submitted to HRSTM. Here are some important reminders all supervisors and employees should be aware of:

- **All telework-eligible employees MUST have a current agreement on file with HRSTM if they will telework on a regular and/or situational basis. There will be no unofficial telework agreements or schedules. No agreement is to be submitted online without the full approval of the immediate and next-level supervisors.**
- The new [“Making Telework Work” training is available in Workday Learning](#). Per the [May 2 memo regarding the approved updates to the FWA procedures](#), completing this training is a requirement for all employees participating in regular or situational telework. If you already submitted your fully approved telework agreement online, please do not submit a new agreement; work with your supervisor to confirm your deadline for completing this required training.
- If you have not yet submitted your FWA for telework, the [telework agreement](#) has been updated to reflect the completion of the required training in the Employee Certification section. Anyone who has not yet submitted a fully-approved agreement for FY25 should use the updated telework agreement. [Fully approved agreements must be submitted online](#). FWAs are currently not being managed in Workday.
- Administrators of all units/areas must work with their respective senior leader to confirm the maximum telework days allowed for the division. Supervisors shall not approve agreements that exceed the approved limit for regular telework days for their division.
- A record of all FWAs using the [Unit/Area FWA Schedules Form for Administrators](#) will be due by the end of the first month of each academic term. **Fall semester schedules for FY25 are due by August 30, 2024.**

- Since all divisions are organized differently and some units/areas have multiple levels of administrators, the senior vice president should provide guidance on which units should submit a separate schedule form and which units can be consolidated under a single administrator.
- As the fiscal year progresses, administrators are required to assess how FWAs are working each academic term. The [Unit/Area FWA Schedules Form for Administrators](#) will be due by the end of the first month of each academic term. However, **only employees with changes to their FWA type and/or schedule need to complete a new agreement.** If there are no changes to the unit/area schedules, the previous term's form can be updated to reflect the next term at the top of the form.

Please [visit the Flexible Work Arrangement page](#) for more detailed information about our available options and resources to ensure compliance, telework readiness, and/or effective hybrid work management. Contact the [HRSTM Help Desk](#) if you have any questions about submitting a flexible work arrangement online or general questions about telework.