

To: Montgomery College Employees and Supervisors

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

Subject: **Telework Application, Approval, and Submission**

Date: February 24, 2022

As a follow up to [Dr. Dukes' February 18, 2022 memo](#) to the College community regarding the return to regular operations and telework effective Monday, February 21, the Office of Human Resources and Strategic Talent Management would like to provide some additional guidance.

Telework/Telecommute vs. Remote Work: What is the Difference?

In some instances, the terms telework/telecommute and remote work are used interchangeably. At Montgomery College, these two types of flexible work arrangements are unique and defined differently. **Telework** (or telecommute) is when employees perform **part of their work schedule** at an alternate location (e.g., home office). A teleworker's main or primary worksite is located on one of the College's campuses or centers. **Remote work** is when an employee performs their **full work schedule** at an alternate location (e.g., home office) and this alternate location serves as the remote worker's primary work site. Remote workers do not typically have a dedicated space at one of the College's campuses or centers.

As noted in Dr. Dukes' memo, the College is returning to our normal telework procedures. At the present time, the College is not considering or approving any requests for remote work schedules.

Telework/Telecommute Eligibility

Eligibility for telework/telecommute is based on the operational and service needs and requirements of an area or unit and the essential duties of a position. It is the responsibility of the supervisor and area administrator to determine: 1) which employees would be eligible for telework, and 2) what the appropriate telework schedule should be based on those needs and requirements. Some factors that are considered in determining an employee's eligibility are the nature of the employee's work, requirements for in-person interaction with students or co-workers, the portability of their job duties and tasks, and the employee's performance.

Additionally, given the potential impact on operational and service needs, it is unlikely that an employee would be approved for both a regular telework schedule and an alternative work schedule.

A more detailed list of factors for supervisors to consider in determining eligibility can be found on the [Flexible Work Arrangements webpage](#) under the Telework/Telecommute section. If a supervisor remains unsure after reviewing these resources and consulting with their area administrator, they may contact their designated [HR Internal Consultant](#) or email FlexibleWorkArrangements@montgomerycollege.edu for additional consultation and guidance.

Applying for Telework

Employees who work a standard work schedule and would like to be considered for telework may apply for supervisor approval and submit an approved telework agreement. This includes administrators, department chairs, non-instructional (counseling) faculty, and staff. Under normal circumstances, casual temporary employees and student employees are not eligible for telework unless this was a condition within the hiring agreement. **Due to the flexibility that is inherent in the schedules of instructional faculty, telework applications and plans are not applicable at this time.**

[Telework application forms](#) can be found under the Telework/Telecommute section of the [Flexible Work Arrangements webpage](#). All telework applications require the approval of the immediate supervisor and next level supervisor.

Upon approval, employees are required to complete the new online [Approved Flexible Work Arrangement Submission Form](#) and upload the approved agreement. Logging into MyMC is required to submit this form. This online submission process provides greater tracking and reporting capabilities; therefore, HRSTM will no longer accept paper or email submissions of telework agreements.

For More Information

For complete information regarding the College's [Flexible Work Arrangements](#), we invite you to thoroughly review the webpage. We also encourage you to occasionally revisit the webpage as information is updated on a periodic basis.

Should you have any questions or need assistance related to telework, please contact your area or unit's designated [HR Internal Consultant](#) or email FlexibleWorkArrangements@montgomerycollege.edu.

Thank you.