MONTGOMERY COLLEGE

I AM A SUPERVISOR AND ONE OF MY EMPLOYEES ARE VULNERABLE

The supervisor is notified by COVID vulnerable that an employee has been approved for a work adjustment.

If your employee did not go through the online identification process , redirect your employee to complete the Vulnerable Population Work Adjustment Request

The COVID vulnerable will send you and your designated HRIC the employees approved work adjustment notification along with the Job Duty Assessment.

Supervisor to complete Job Duty Assessment within two business days of receiving notification.

HRIC will schedule a meeting with each supervisor to discuss the results of the work assessment and next steps.

The supervisor, HRIC, and the employee requesting a work adjustment will meet to discuss job duties the employee can perform while onsite and minimize exposure to the virus.

If returning to the original role is not feasible, the HRIC and supervisor will help the employee find another fit within the College. If another role is not possible, then leave options will be evaluated. However, this will only occur once a thorough review of all return-to-work possibilities have been assessed.