

To: Montgomery College Administrators, Department Chairs, and Supervisors

From: Ms. Krista Leitch Walker, Interim Chief Human Resources Officer
Ms. Lauren Landau, Manager of Talent Acquisition and Employment

Subject: Suspension of Recruitment and Hiring Activities

Date: April 27, 2020

The purpose of this communication is to provide additional information related to recruitment and hiring activities. As stated in the [April 17, 2020, memo](#) from Ms. Donna Schena, senior vice president of administrative and fiscal services, recruitment and hiring activities are being suspended for the next four weeks. On May 15, 2020, the senior vice presidents will provide further guidance based on the situation and resources.

While the recruitment and hiring freeze is in effect, the following will apply:

- New recruitment efforts will not be started; and offers of employment will not be extended. Exceptions will be considered only in specific circumstances and will be limited to positions with public safety or critical compliance or operations responsibilities. Exceptions will require the approval of the division's senior vice president (SVP) or chief of staff/chief strategy officer and the chief human resources officer (CHRO).
- Recruiters will be reaching out to hiring managers to discuss active recruitments and next steps.
- Recruitments for grant or alternate funded positions will be evaluated on a case-by-case basis. These requests should be directed to your SVP.
- Hiring of part-time faculty and staff for Workforce Development and Continuing Education (WDCE) and other summer programs can proceed once the registration and enrollment requirements have been met and there is confirmation that the program will take place. Further details related to the hiring process will be communicated soon.
- Interim assignments will be considered on a case-by-case basis for positions currently in recruitment, or with critical compliance or operations responsibilities. In most cases, interim assignments will end when normal operations resume.
- If your department has any temporary staffing needs or employees who are not able to accomplish all of their usual job duties in a remote setting, please contact your designated [Human Resources Internal Consultant](#). We are working to meet staffing needs using internal talent whenever possible. Staff may temporarily be reassigned to another area during this time. We see this as an opportunity to further develop internal relationships,

create professional development opportunities for staff and work together to support each other and the College community during these unusual circumstances.

- Casual temporary and student aide jobs will end based on the established assignment end date. Extensions will not be processed before the end of the fiscal year. We recognize that the unusual circumstances and the hiring freeze may affect the workload of some departments. In these cases, requests for exceptions should be directed to and approved by the division's SVP and the CHRO before submission to the budget office.

We will continue to monitor and evaluate events and will provide updates as we have them. We appreciate your understanding and patience in this continuously changing environment.

Please do not hesitate to contact Ms. [Lauren Landau](#) or any member of the talent acquisition and employment team with any questions or concerns.