

To: Administrators, Managers, and Supervisors

From: Krista Leitch Walker
Vice President of Human Resources and Strategic Talent Management

Subject: **Talent Share Program**

Date: October 22, 2020

As we continue in remote work and face fiscal uncertainties, the [Talent Share](#) program is critical to the sustainability of College operations. The Talent Share program was initially launched to address temporary staffing needs. However, the extension of remote work and the restrictions in the hiring of new employees, including temporary employees, has required us to expand the focus of the program. As a result, the Talent Share program will be the resource used to address staffing needs and temporarily reassigned the talent that is being underutilized.

The primary focus of the Talent Share program is to meet the College's needs through the use of existing benefits eligible staff who are not able to work in remote status in their current role and have time available to support the operations of the College in a different capacity. This program not only allows the College to conserve payroll expenses, it also benefits employees by providing an opportunity to apply their skills in different areas, expand their perspective, enhance their College network and continue to provide support to our students.

How to Get Started:

Managers and supervisors are responsible for the following:

- assessing the workload of their staff and consider flexible alternatives for employees who may have outside demands on their time (e.g., caring for and supporting children who are learning virtually from home);
- identifying staffing needs, including upcoming projects, and submitting them to [Request Talent](#);
- reassigning existing employees within the department to fulfill staffing needs,
- identifying and submitting employees, with available time, for submission to [Contribute Talent Share](#); and
- ensuring that any employee who is not working at full capacity, whether onsite or remotely, is reporting administrative leave for hours not worked.

Employees choosing not to participate in Talent Share or accept an assignment in the program, will be required to use paid leave or to apply for an unpaid leave of absence.

Your designated Human Resources Internal Consultant (HRIC) is available to discuss your unit's staffing needs and options.

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Germantown Campus, Central Services, Rockville Facilities and Public Safety

[Ashley Roberts](#)

Takoma Park/Silver Spring Campus and Westfield South

Please look for information about upcoming virtual conversations about [Talent Share](#) and other human resources programs.

We appreciate your participation and support of the Talent Share Program.