

To: Montgomery College Administrators

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

Lauren Landau
Manager of Talent Acquisition and Employment

Subject: **Update on Recruitment and Hiring Suspension and the Employment of Casual Temporary and Student Workers**

Date: May 22, 2020

As we continue to operate in a remote status and deal with unknowns and uncertainties, the College is faced with unique workload and workforce staffing challenges. We are seeking your assistance in communicating with and advising all supervisors within your areas of responsibility, as well as ensuring that the guidance within this memorandum is followed. Please forward this communication to all supervisors within your area.

The [suspension of recruitment and hiring](#), which was implemented on April 27, will continue until further notice. The senior vice presidents are reviewing the positions in their respective areas that were previously approved for recruitment and will make recommendations to the vice president of human resources regarding the future status of those positions. Currently, we are also not processing the hiring of new part-time faculty, student workers, or casual temporary employees for the next fiscal/academic year. Additional information regarding the status of positions previously approved for recruitment and the hiring of new student workers and casual temporary employees will be forthcoming.

For guidance on Federal Work Study (FWS) summer assignments, please contact Matt Hicks in the Office of Student Financial Aid at justin.hicks@montgomerycollege.edu.

The college is committed to the well-being of our casual temporary and student workers. In support of this, casual temporary and student workers whose job would be needed under normal conditions can be extended through the first quarter of FY 2021 (i.e., September 30, 2020).

We are asking for your support with managing and allocating these staffing resources. Your assistance is needed with the following:

- Reviewing and assessing the use of casual temporary and student workers in your area(s). Casual temporary and student workers who are unable to work remotely and expected the assignment to end should not be renewed at this time. However, those who would reasonably expect the assignment to continue through the summer may be extended through the first quarter of FY 21, provided the funding is approved by the Budget Office.

- Validating and approving the extension of any student worker or casual temporary employees prior to submitting to the Budget Office for final approval.
- Encouraging managers and supervisors to have discussions with their department to fully understand workforce needs and how employee time is being utilized. We have introduced a [Talent Share](#) program to help meet staffing needs using internal talent. We want to encourage those with time available to understand the personal and professional benefits of helping in another area of the college.
- Ensuring that the staff, student, and casual temporary workers in your department(s) are accurately reporting hours worked and that the difference between hours worked and scheduled hours is reported as “administrative leave” on the time sheet. [Instructions](#) can be found on the HRSTM webpage.

Any questions you have regarding student aide and/or casual temporary employment should be directed to:

- For students – Susana.Gilardi@montgomerycollege.edu
- For casual temporaries – Joanna.kong@montgomerycollege.edu

Thank you for your leadership and support.