

To: Managers and Supervisors

From: Josh Feranil, HR Associate, Talent Acquisition and Employment
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Office of Human Resources and Strategic Talent Management

Subject: **What You Need to Know About Casual Temporary Employees**

Date: December 3, 2024

Greetings! This is a follow up to the ACA Compliance Update memo sent on October 24, 2024. Effective January 6, 2025, there will be changes to the terms of employment for casual temporary employees hired directly on Montgomery College's payroll.

What you need to know about casual temporary employees hired on MC's payroll:

- Casual temporary employees may work up to a maximum of 25 hours per week. If additional hours are needed, you must hire the employee as a Contractor through our approved temporary staffing agency. [Scroll to the bottom of the HRSTM Talent Acquisition and Employment page for more details on Temporary Staffing.](#)
- Those that have not worked for 18 months will be separated.
- Those that have not worked in the preceding 12 months will not be renewed.

Please keep in mind that temporary staffing can be obtained through a temporary staffing agency. The list of approved temporary staffing agencies can be found on the [HRSTM Talent Acquisition and Employment page under the temporary staffing tab](#). Temporary staffing (contractors) provided by one of the approved agencies are not subject to the provisions above as they are employees of the staffing agency, not MC.

What you need to know about temporary staffing (contractors) provided by the temporary agency:

- A Personal Data Form Contractors must be completed by the hiring manager and the contractor and sent to [HRSTM](#) on the contractor's first day of work.
- The Hiring Manager must notify HRSTM when a contractor's assignment ends or the contractor no longer is working at MC.
- Performance or any other issues with the contractor should be reported to the temporary staffing agency, not Employee Engagement & Labor Relations.

We appreciate your cooperation.

If you have any questions or need more information, feel free to reach out to Josh Feranil joshua.feranil@montgomerycollege.edu.