

**To:** Facilities and Public Safety Staff

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

**Subject:** **Discontinuance of Special Shift Pay**

**Date:** August 26, 2020

Since March 14, 2020, Montgomery College has been operating in an extended remote status. At that time, the College voluntarily granted essential personnel pay (EPP) to employees required to physically report to campus to fulfill their primary job duties and responsibilities although neither the AFSCME agreement nor MC P&P 58005 required it. On May 2, 2020, the College discontinued the EPP and implemented Special Shift Pay (SSP) at a rate of \$3.00 per hour for those hours worked on campus; a procedure similar to what Montgomery County and the State of Maryland were doing at that time.

With the commencement of the Fall semester, the College will move from extended remote status to limited and controlled on-site operations. While most programs and services will continue to operate remotely, the College will host a select number of in-person instructional activities for students. As a result, some faculty and staff will return to campus to perform the duties and responsibilities required to teach and support these students. The Office of Human Resources and Strategic Talent Management (HRSTM) is working closely with the COVID-19 Advisory Team (CAT) and the College's managers and supervisors to ensure that all employees who are working onsite will do so in the safest possible way.

As a result of this change in the College's status, SPP will stop at the end of the current pay period on September 4, 2020.

The College will continue to respond and adapt quickly to the continually changing circumstances created by the COVID-19 pandemic. Our ability to do so is possible only with the support of each and every College employee. The HRSTM team is grateful for the extraordinary commitment and dedication that is exhibited by our employees every day. Thank you for all you do for Montgomery College.

cc: Mr. Marvin Mills, Vice President of Facilities  
Mr. Adam Reid, Interim Director of Public Safety & Emergency Management  
Mr. Christopher Standing, President, AFSCME Local 2380