

To: Montgomery College Employees

From: Krista Leitch Walker, VP and Chief Human Resources Officer
Office of Human Resources and Strategic Talent Management (HRSTM)

Subject: **Updates to and Guidance for Flexible Work Arrangement Procedures**

Date: October 26, 2023

Over the last several months HRSTM has been assessing the College's flexible work arrangements (FWA) procedures and guidelines. This work included reviewing telework and alternate work schedule options for eligible employees and suggesting revisions to the College's procedure for [Flexible Work Arrangements \(32500CP\)](#).

While most of the recommended revisions from HRSTM are to update terminology or clarify language in the procedure, there are three (3) substance changes that we have submitted for consideration that we want College employees to be aware of. They are outlined below:

- **Addition of language that explicitly states the number of permitted telework days for a regular telework schedule is up to two (2) days per week.**
 - The current procedure does not explicitly state the number of regular telework days permitted each week for regular telework.
 - This applies to regular (routine) telework schedules. Supervisors still have discretion for flexibility, when needed, and the procedures still allow for an additional or alternate situational telework day when periodic circumstances require it.
 - Please note that voluntary remote work (e.g., "100% telework") will remain suspended until further notice. Only employees with an approved extended telework/term-based remote schedule as an ADA accommodation may regularly telework more than two (2) days per week.

- **Elimination of the requirement that employees must complete their 6-month probationary period to be eligible for a flexible work arrangement (e.g., telework or alternate work schedule).**
 - Hiring managers/supervisors have the discretion to determine when a new employee is eligible for a flexible work arrangement based on the needs of the unit, the position's job duties, and the employee's readiness.

- **Addition of (new) requirement that administrators submit a schedule of the flexible work arrangements for their unit/area three (3) times a year: August for fall semester, January for spring semester, and May for summer sessions/season (effective January 31, 2024).**
 - The Unit/Area FWA Schedules Form (to be provided by HRSTM) will allow administrators to confirm and document coverage for onsite services and operations, and that all eligible employees taking advantage of flexible work options have the necessary agreement in place each semester/term.
 - The Unit/Area FWA Schedules Form will be uploaded via a separate online submission form via the HRSTM website.
 - Information and instructions on how and when to submit the Unit/Area FWA Schedules Form will be provided directly to administrators under a separate communication.

Next Steps with Policy and Procedure Revisions

- The proposed revisions to the FWA procedures will be posted for public review and comment on the [Policies and Procedures webpage](#) under the “Policy and Procedure Proposals—Feedback and Public Comment” section. Announcements will be made via the *Inside MC Online* and *Employee Matters* digital newsletters once the revised procedure is posted and open for comment.
- The current 6-month probationary requirement is suspended pending approval of the updated procedure. As noted earlier, hiring managers/supervisors should determine when a new employee is eligible for a flexible work arrangement based on the needs of the unit, the position’s job duties, and the employee’s readiness.
- The suspension of voluntary remote work considerations will continue until further notice. (Employees with an extended telework or term-based remote arrangement as an ADA accommodation should continue to follow their HRSTM approved work plan.)

FY24 Flexible Work Arrangements for Telework and AWS

HRSTM is now accepting online submissions of approved FY24 forms for all employees with flexible work arrangements. Note that the [Telework Application and Agreement](#) and the [Alternate Work Schedule \(AWS\)](#) forms have been updated and reduced to three (3) pages for easier completion. The deadline for submission for these forms to HRSTM is **Friday, November 17, 2023** via the web-based [Approved Flexible Work Arrangement Submission Form](#). Please note that paper copies will not be accepted.

We encourage you to check out the new “FWA Guidance” section of the [FWA webpage](#) for helpful information and resources for working and managing more effectively in a telework and/or hybrid work environment. Should you have any questions regarding flexible work arrangements, please contact the HR Help Desk at 240-567-5353 or HRSTM@montgomerycollege.edu.

Thank you.