

**To:** Montgomery College Employees

**From:** Krista Leitch Walker, Vice President and Chief Human Resources Officer  
Sophia Mason, Director of Human Resources Business Services  
Office of Human Resources and Strategic Talent Management (HRSTM)

**Subject:** **Approval of Updates to Flexible Work Arrangement Procedures**

**Date:** May 2, 2024

As previously noted in the [October 26, 2023 memorandum](#) regarding updates to and guidance for Flexible Work Arrangement (FWA) procedures, HRSTM has been assessing the College's 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) to be approved by the President.

Following that October 26 memo, the proposed changes to FWA procedures advanced to the public comment process, resulting in over 55 comments. Some of the recurring themes that came out of the public comment phase for further clarification included feedback around:

- **Eligibility for telework**
  - Confirm meaning of the term "eligible."
  - Clarify how performance impacts eligibility and approval and what the process is for establishing performance-based eligibility and appeals, if needed.
- **The exact steps and those involved in the approval process**
  - Clarify who has the decision-making authority vs. whose role is one of acknowledgment.
  - State clearly who can modify or reverse an agreement between the employee and direct supervisor and the criteria for doing so. In particular, clarify the role of SVPs.
- **Impact of College closure on FWA**
  - Add expectations for holidays code orange and red days.

This feedback was critical to ensuring we could make comprehensive changes to add value to this program and we greatly appreciate everyone's candid contributions. In some cases, additional clarifying language was added to address these concerns before the policy and procedures moved to

the next phase of review and approval; some questions, however, should be addressed in regular communication with division leaders and administrators regarding expectations and service models of the unit/area and the best ways to empower supervisors to use reasonable discretion in operationalizing flexible work on a daily basis while ensuring that workflow and services are not impacted.

While most of the revisions to the procedure were to update terminology or clarify language in the procedure, there were three (3) substantive changes that were submitted for consideration and recently approved on March 18, 2024, by Dr. Williams. Minor updates to the Flexible Work Arrangements policy were also approved by the Board of Trustees at their April 15, 2024, meeting.

For your convenience, these three (3) changes are outlined again 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 previous procedure did not explicitly state the number of regular telework days permitted each week for regular telework.
  - This weekly maximum 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. 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: in August for the fall semester, in January for the spring semester, and in May for the summer sessions/season. The effective date for this requirement has been adjusted to August 31, 2024, to align with the fall semester.**
  - 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 ensure 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.

### **New Required Telework Training**

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.

In addition, HRSTM in partnership with ELITE will be releasing training for all employees that wish to telework on a regular or situational basis in Workday. The target rollout for this training is June 17, 2024. As many prefer to submit new fiscal year agreements in advance, all FY25 teleworkers must complete the training no later than 30 days after the training is available. Once training is live, the Telework Application and Agreement will be updated, noting the requirement and confirmation of training completion before supervisory approvals.

### **FY25 Flexible Work Arrangements**

All approved FY24 applications will remain in effect through June 30, 2024. HRSTM will begin accepting online submissions of approved FY25 forms for all employees with flexible work arrangements on July 1, 2024, via the web-based [FY25 Approved Flexible Work Arrangement Submission Form](#), to be updated on the main FWA page once available. **Please note that paper copies will not be accepted.**

Should you have any questions regarding flexible work arrangements, please contact the HR Help Desk at 240-567-5353 or [HRSTM@montgomerycollege.edu](mailto:HRSTM@montgomerycollege.edu).

Thank you.