

**To:** Managers and Supervisors

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

**Subject:** Manager and Supervisor Directives for Onsite Work

**Date:** August 28, 2020

On Wednesday, August 26, the Office of Human Resources and Strategic Talent Management (HRSTM) issued a memo to a select number of employees informing them that they will be working onsite at one of the College's campuses or locations during the Fall semester, either on a regular or intermittent basis. This was based on the results from the collegewide Return-to-Campus needs assessment that was completed by administrators and managers. View a [sample of the memorandum](#).

The memo to employees provided information regarding health and safety expectations for working onsite; however, it did not include the specific hours and duties that might be expected of them. Therefore, if you have employees who are working onsite this semester, please communicate the following detailed information with them as soon as possible:

- The specific days and hours they are expected to be on campus (i.e., onsite work schedule)
- The duties and responsibilities they are expected to perform while onsite
- The location where they will be working onsite

If you have employees currently working onsite in some capacity, either regularly or intermittently, please confirm for the employees what the expectations will be for this semester. Please note that they will now need to comply with the same health and safety requirements as indicated in the memo which was distributed.

Please direct any questions to [hrstm@montgomerycollege.edu](mailto:hrstm@montgomerycollege.edu). We will provide a response as soon as possible.

Employees who have expressed that they are vulnerable population for COVID-19 must complete the [work adjustment request form](#) as soon as possible.

Thank you for providing guidance and support to your employees.