

To: Montgomery College Employees

From: Ms. Krista Leitch Walker, Interim Chief Human Resources Officer

Subject: Time Guidance and Leave Reporting During Extended Remote Operations Due to COVID-19 Conditions - Memo 1 of 2

Date: April 2, 2020

On March 17, 2020, the Office of Human Resources and Strategic Talent Management (HRSTM) issued a Leave Reporting and Time Guidance memo with instructions on completing timesheets for the bi-weekly pay period in which the College moved to remote operations. Based on the best information at the time, the expectation was that remote operations would be needed for a short, limited time. Since then, with more information on the spread of COVID-19 both nationally and locally, the College has extended remote instruction through the end of the Academic Year and remote working for employees until further notice. Additionally, the federal government passed the Families First Coronavirus Response Act (FFCRA) into law, and the new requirements took effect on April 1, 2020 and will be implemented in the next pay period (beginning on April 4, 2020).

As a result of both these developments, the March 17 time guidance is no longer in effect, and will be replaced with two new guidance memos. This memo – the first of two – will cover essential premium pay, compensation for casual temporary and student workers, and leave reporting. The second memo will address the new leave provisions of the FFCRA. Your patience and understanding are appreciated; these memos contain a lot of detailed information. The rapidly evolving circumstances have required a rapidly evolving response from the College.

I. Conditions for Essential Personnel Pay

Beginning with the next pay period (04/04/20 – 04/17/20), the College will issue essential personnel pay only to employees who are scheduled and required to physically report to a campus to fulfill their primary job duties and are unable to perform any of their work remotely during the College's remote operations.

Under the prior March 17 time guidance memorandum, the College granted essential personnel pay to employees who had to physically report to a campus location. Under the [AFSCME Collective Bargaining Agreement](#) and [Policy and Procedure 58005](#), essential personnel pay is only required for College **closures**. Even though the College did not close in this instance, the College made an exception and provided essential personnel pay under the March 17 time guidance in recognition of the

extraordinary and unprecedented effort to transition to remote operations. Given the need to extend remote operations well beyond the original April 3, 2020, deadline, the College will limit the prior exception made for essential personnel pay to those individuals who are not working remotely in any capacity and are scheduled and required to physically work onsite. Essential personnel pay does not apply to employees who are working remotely with periodic, brief visits to College locations to perform certain tasks.

II. Status of Casual Temporary Staff, Student Aides/Assistants, and Federal Work Study Students

As communicated in the March 17 time guidance memorandum, casual temporary staff, student aides/assistants, and Federal Work Study students will continue to be compensated during the College's remote operations for the remaining term of the work assignment (i.e., end of the academic or fiscal year). Therefore, casual temporary and student workers who are normally required to report and submit their work hours bi-weekly via web time-entry (time sheets) should **report work hours as they were scheduled for the pay period.**

III. Leave Reporting and Leave Provisions

For non-COVID-related circumstances, the College's leave policy and procedures will resume as usual, effective April 3. College employees will accrue and be able to use the various types of leave afforded to them for the usual reasons via the usual approval process. See [Policy and Procedure 35003](#) for regular use of leave. For COVID-related leave, the next time sheet and leave guidance memo for the next pay period (04/03/20 to 04/17/20) will provide details under the new FFCRA.

Employees or supervisors who have questions please email: LeaveRequest@montgomerycollege.edu for further guidance and assistance.

The Office of Human Resources and Strategic Talent Management is proud and grateful for the wonderful service and commitment that our employees have shown to our students and our community during this challenging time. Thank you!