

# **New Employee Orientation**

## **Start Smart**

**Office of Human Resources and Strategic Talent Management**

**August 19, 2024**

**WELCOME**  
*You Belong Here*

**MONTGOMERY COLLEGE**

# Welcome



Dr. Jermaine F. Williams  
President

Ms. Krista Leitch Walker  
VP of Human Resources & Strategic  
Talent Management (HRSTM)

# Introductions



## ■ New Raptors

- Name
- Position/Discipline
- In one sentence, what excites you about working at MC.

# Today's Agenda

- Welcome
- Getting to Know MC
- Wellness 101
- Your Health is Wealth
- MC Governance System
- At Your Service: MC Ombuds
- Getting Paid
- Managing Work-Life Balance
- Public Safety, Health, and Emergency Management
- Ethics and Compliance
- IT Resources for Teaching and Working

## **Faculty**

- Academic Pay
- Performance Review
- Paid Time Off

## **Staff**

- Looking ahead: Virtual Day 2
- ID badges
- Questions

# Navigating MC's Organizational System

## MISSION/VISION/VALUES STRATEGY/GOALS

The College's purpose, identity, and direction. The course for how MC will demonstrate values, advance the mission, and actualize its vision.

## LEADERSHIP

Individuals and teams that are responsible for guiding the College, fostering a positive learning and working environment, and ensuring the goals are met and mission advanced.



**STUDENTS**



## STRUCTURE

The framework that is the foundation and conduits for MC's operations and delivery of services. Provides order, clarity, efficiency, and accountability.

## PARTICIPATORY GOVERNANCE

System and processes that promotes stakeholder inclusivity, innovation, and engagement, resulting in well informed decision-making and accountability.



# MC's Mission, Vision, and Values

**Mission:** Montgomery College is where students discover their passions and unlock their potential to transform lives, enrich the community, and change the world.

**Vision:** Montgomery College will serve as the community's institution of choice to transform the lives of students and Montgomery County.

## Values:

Equity and Inclusion • Excellence Integrity • Innovation • Adaptability • Sustainability • Respect

# Montgomery College's Strategic Goals

## Goal 1

Enhance connections between MC and our community.

## Goal 2

Cultivate a sense of belonging for everyone at the College.

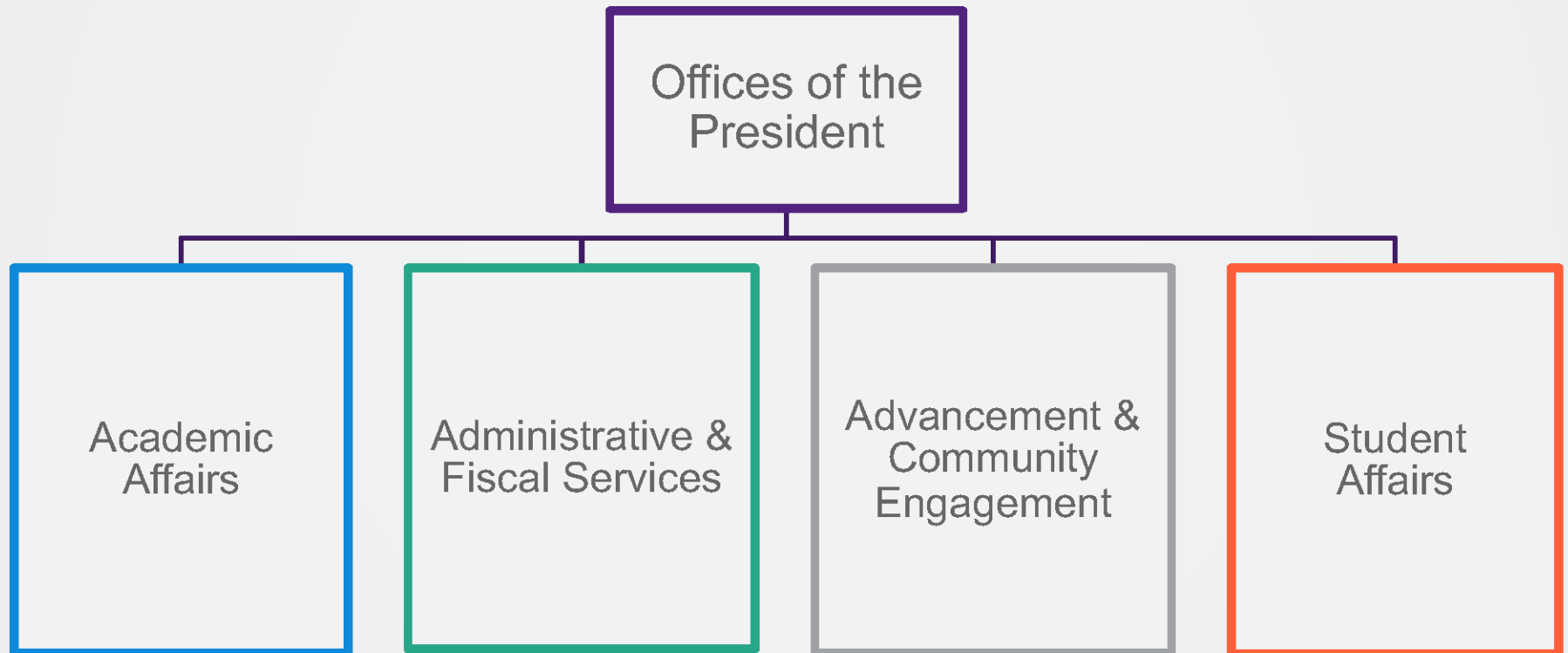
## Goal 3

Enhance educational and organizational effectiveness.

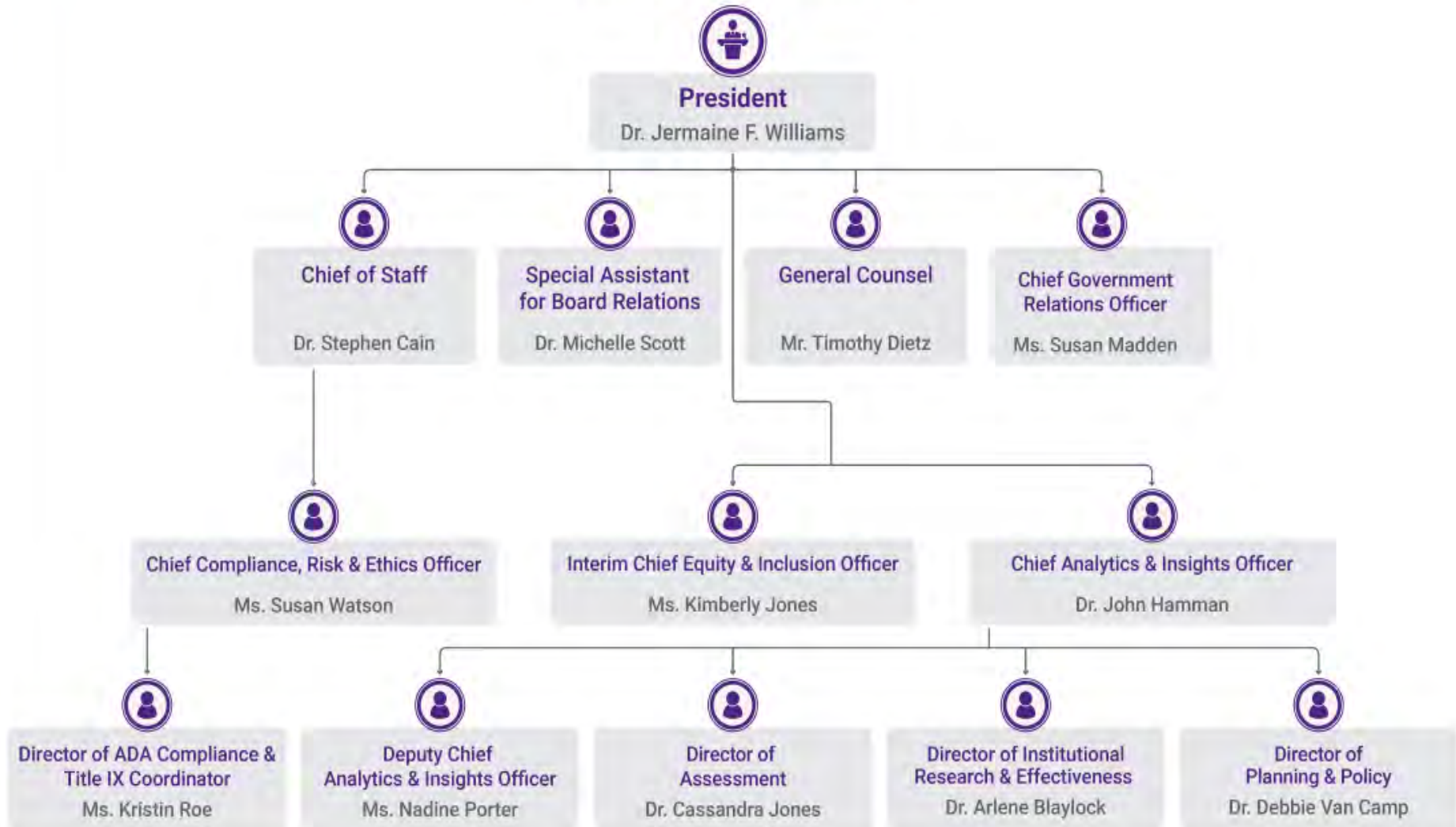
## Goal 4

Increase economic impact for our students and community.

## The Five Divisions of the College



— Offices of the President —



## Division of Academic Affairs

Associate Senior Vice Presidents (Part 1 of 2)



**Senior Vice President/College Provost**  
Dr. Deidre Price



**Associate Senior Vice President  
Curriculum, Placement, & Pathways**

Dr. Carolyn Terry



**Dean of  
Community Education &  
Alternative Pathways**  
Dr. Donna Kinerney



**Associate Senior Vice President  
Academic Partnerships & Programs**

Dr. Elena Saenz



**Director of  
Academic Initiatives**  
Mr. Akima Rogers



**Director of  
Strategic Alliances**  
Ms. Angela Rhoe



**Associate Senior Vice President  
Operational Effectiveness &  
Strategic Initiatives**

Dr. Jeffrey McGill



**Campus Dean  
Takoma Park/Silver Spring**  
Dr. Brad Stewart



**Campus Dean  
Rockville**  
Dr. Muhammad Kehnemouyi



**Campus Dean  
Germantown**  
Ms. Sharon Anthony



**Director of  
East County Education Center**  
Dr. Hamrawit Tesfa



**Associate Senior Vice President  
Equitable Access & Student Success**

Dr. Michael Mills



**Dean of  
MC Online & Academic  
Support**  
Dr. Shinta Hernandez



**Director of  
Institute of Part-time Faculty  
Engagement & Support**  
Mr. Eric Swanson

**Division of Academic Affairs**

Vice Presidents (Part 2 of 2)



**Senior Vice President/College Provost**  
Dr. Deidre Price



**Interim Vice President  
Liberal Arts, Education**

Dr. Sarah Campbell



**Dean of  
Communications & ELAP**

Dr. Fiona Glade



**Dean of  
Education & Social Sciences**

Dr. Eric Benjamin



**Dean of  
English & Reading**

Dr. Elizabeth Benton



**Dean of  
Fine & Performing Arts**

Dr. Frank Trezza



**Acting Dean of  
Humanities**

Ms. Jennifer Haydel



**Interim Vice President  
STEM & Health Sciences**

Dr. Nawal Benmouna



**Dean of  
Health Sciences, Health, &  
Physical Education**

Dr. Monique Davis



**Dean of  
Science, Engineering, & Technology**

Vacant



**Dean of  
Chemical & Biological Sciences**

Dr. James Sniezek



**Dean of  
Mathematics**

Dr. Milton Nash



**Vice President  
Workforce Development &  
Industry Partnerships**

Mr. Steve Greenfield



**Dean of  
Business & Hospitality**

Mr. Alton Henley



**Interim Dean of  
Gudelsky Institute & Applied  
Technologies**

Dr. Chantal Vilmar

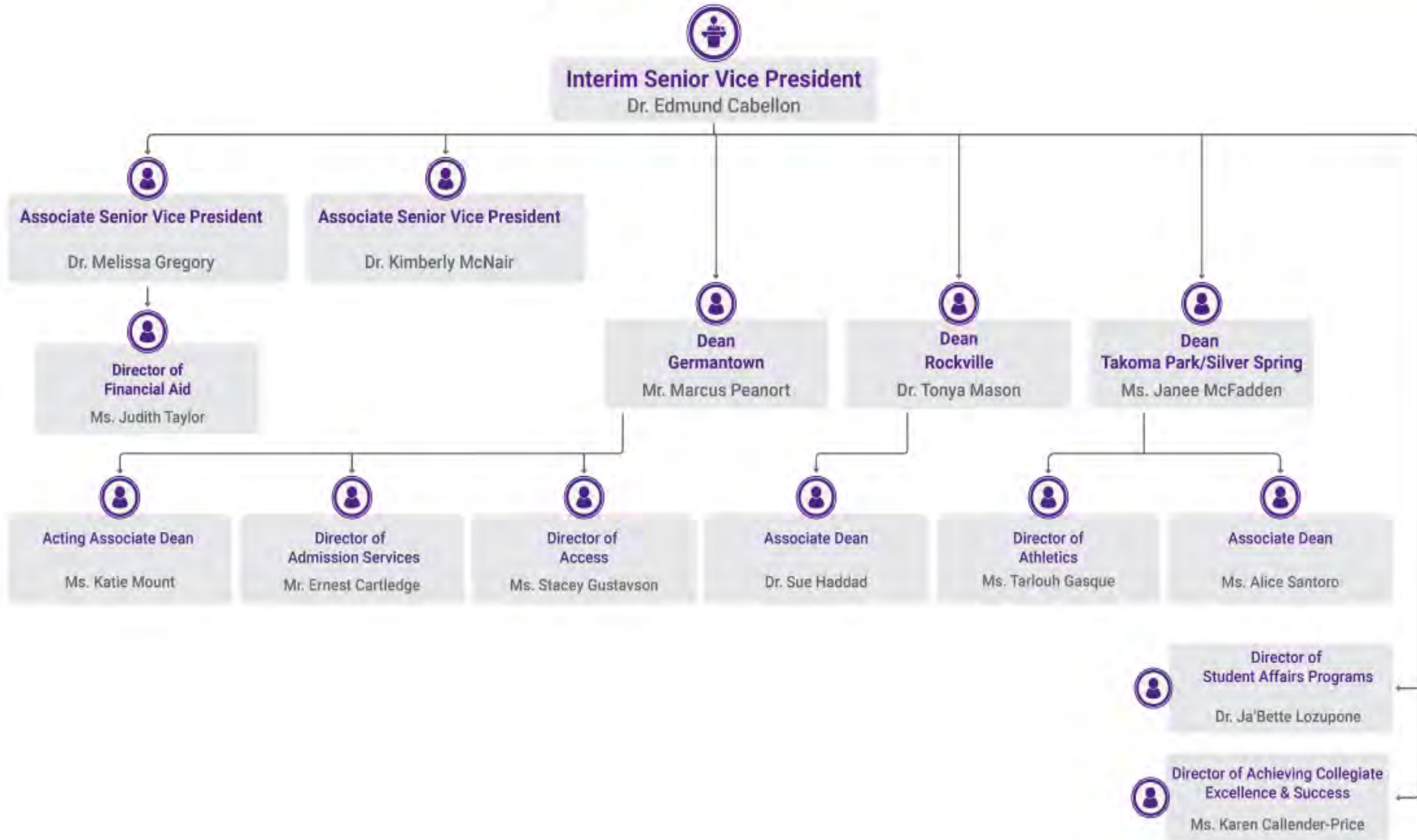
— Division of Administrative & Fiscal Services —



— Division of Advancement & Community Engagement —



— Division of Student Affairs —



# Key Leadership and Management Groups at Montgomery College

## Cabinet

President, Senior Vice Presidents (4), and Chief of Staff/Chief Strategy Officer



## Cabinet Plus

Cabinet and Administrators (7) reporting through Office of the President



## President's Advisory Committee (PAC)

Cabinet Plus, Direct Reports of SVPs, Deans Representative, College Council Chair.



## College Administrators

All 80+ Administrators across the College



## Collegewide Deans

All academic, student service, and workforce development deans.

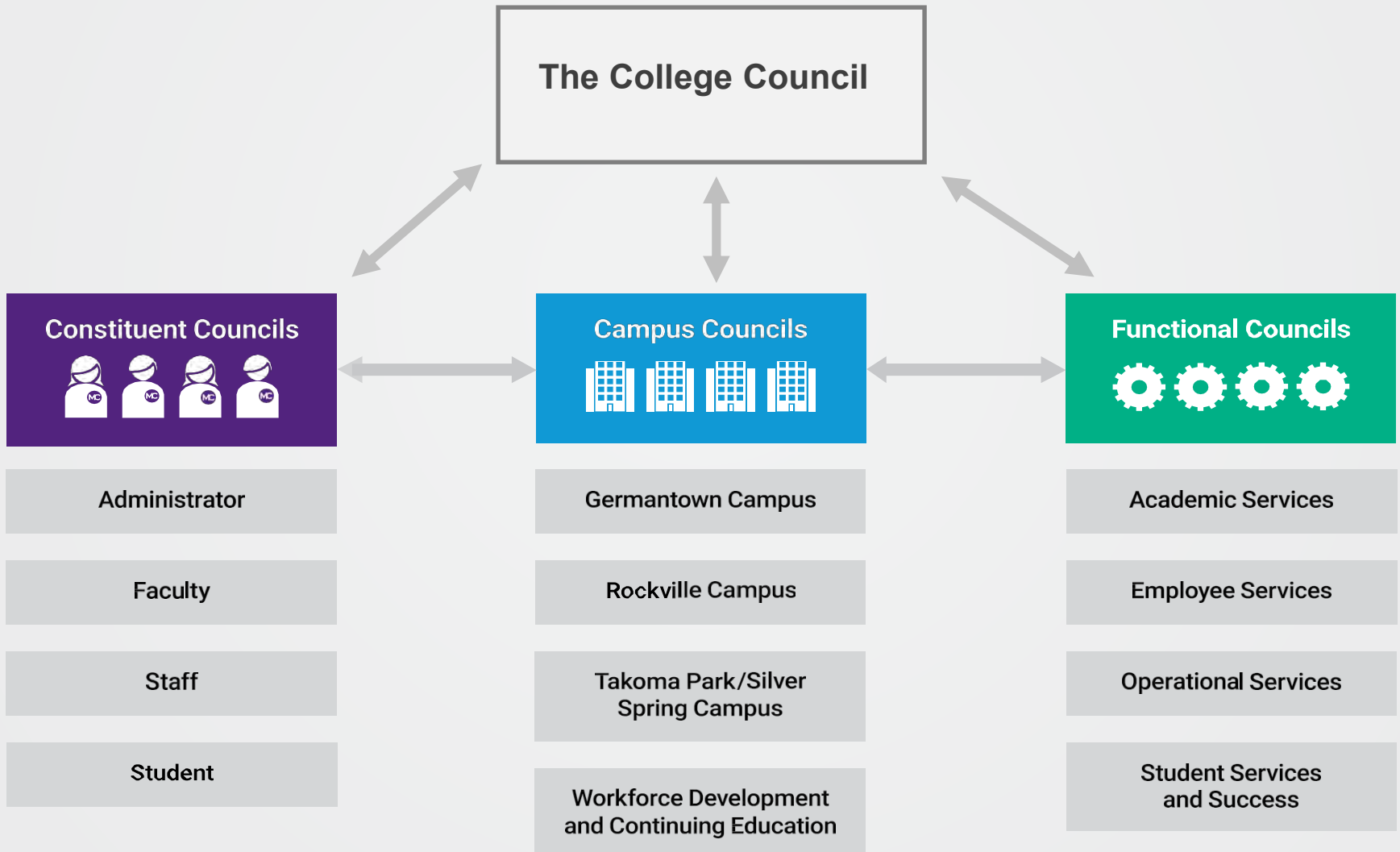


## Collegewide Department Chairs

The managers of instructional, counseling, and student service departments and programs.



## Participatory Governance: The Councils



## Student Enrollment

### Quick Facts of Fall 2023



**17,780**

Total Number of Credit  
Students 3rd-week  
Census Date for Fall 2023:  
Sept 20, 2023



**3,566**

Number of First-time-  
ever-in-College Students



**159,621**

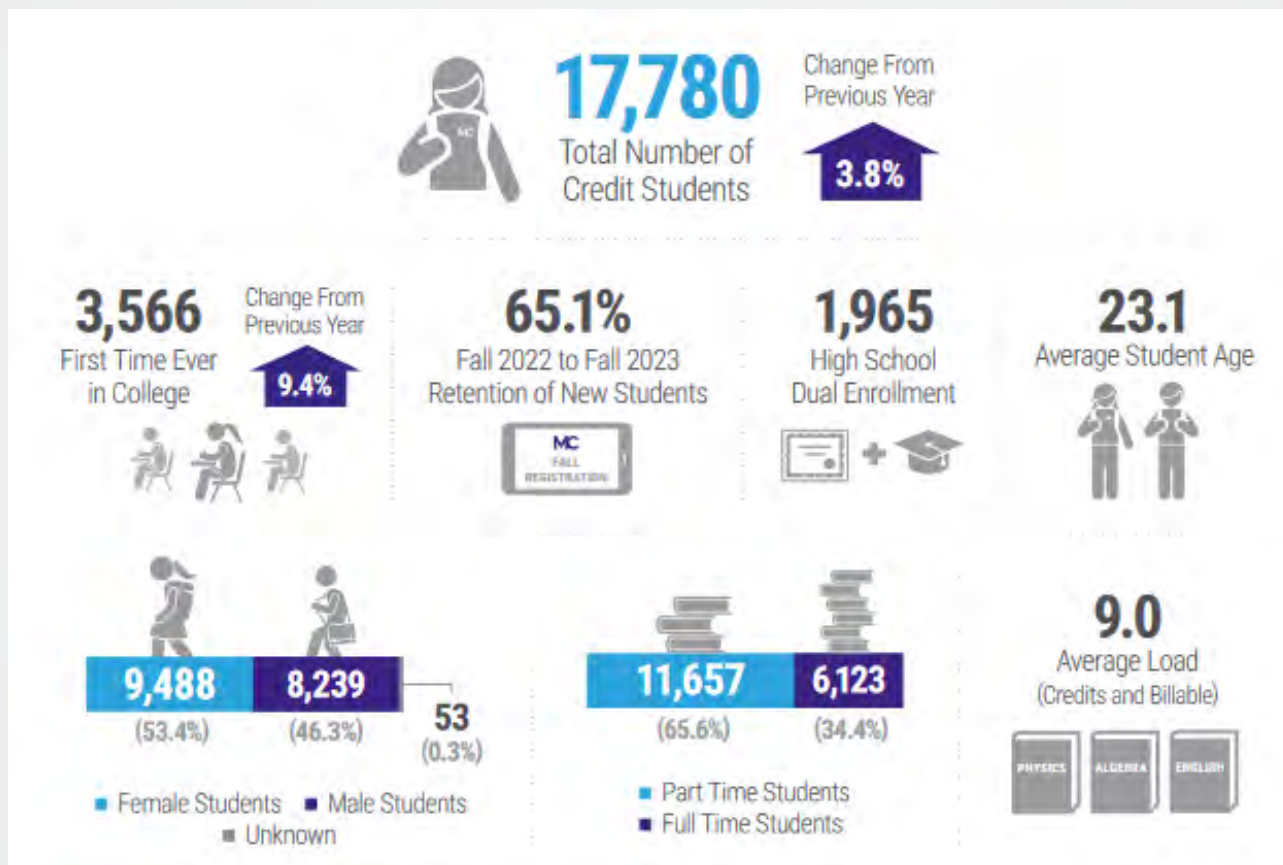
Total Credit Load



**29.0%**

Percent of Hispanic  
Students (the largest  
race/ethnic group)

## Fall 2023 Enrollment Facts



## Fall 2023 Student Diversity



Multi-Race/Native American/Pacific Islander

Hispanic **5,157** (29.0%)

Black **4,524** (25.4%)

White **3,377** (19.0%)

Asian **2,274** (12.8%)

Foreign/Unknown **1,699** (9.6%)

**749** (4.2%)

[montgomerycollege.edu/offices/institutional-research-and-effectiveness](https://montgomerycollege.edu/offices/institutional-research-and-effectiveness)

Produced by the Office of Institutional Research and Effectiveness, 10/23

# Faculty, Staff, and Administrators Workforce Dashboard

August 5, 2024	
Administrators	84
Casual Temporary	199
Department Chairs	37
Full-time Faculty	479
Full-time Staff	1105
Part-time Faculty (credit)	127
Part-time Staff	25
Student Aides	322
WDIP (non-credit)	131
Temporary with Benefits	36
Work Study Students	83
Total	2,628



## Campuses



### Takoma Park/Silver Spring

- Established 1946
- Original Campus – 1950
- Focus: Health Sciences and Performing Arts



### Rockville

- Established 1960
- Focus: General Education



### Germantown

- Established 1978
- Focus Biotechnology

### Virtual Campus

- Established Spring 2022
- 22 degrees
- 15 certificates

## MC in Montgomery County



**Gaithersburg Business Training Center (GBTC)**

- Workforce Development and Industry Partnerships (WDIP) provides a variety of classes



**Center for Training Excellence**

- Workforce Development and Industry Partnerships (WDIP) provides a variety of internal professional development training as well as WDIP classes



**East County Education Center (ECEC)**

- ECEC offers classes in a variety of disciplines with program offerings - credit, non-credit, and industry certification preparation.

## MC in Montgomery County



### Central Services

- President's Office
- Facilities
- Academic Affairs
- Student Affairs
- Information Technology (IT)
- Human Resources and Strategic Talent Management (HRSTM)

### Ethiopian Engagement Center

8701 Georgia Avenue, Suite 601  
Silver Spring, MD 20910  
Telephone: 240-338-0055

### Gaithersburg Community Engagement Center

Gaithersburg Library, 2<sup>nd</sup> Floor  
18330 Montgomery Village Ave.  
Gaithersburg, MD 20879  
Telephone: 240-567-9072

### East County Education Center

221 Broadburch Drive  
Silver Spring, MD 20904  
Telephone: 240-567-9080

## **MC Policies and Procedures**

### Chapter III - Personnel

- Chapter 3 – Personnel covers areas where the AAUP, AFSCME, or SEIU collective bargaining agreement does not cover or may refer to policies and procedures
- Sexual Misconduct – 31001
- Hate/Violence Activity – 31002
- Conflict of Interest – 31003
- Drug and Alcohol Abuse Prevention – 31005
- Consensual Relationships – 31106
- Visit Chapter 3 [here](#) to see full list

## MC Policies and Procedures

- Chapter VI – Administrative and Fiscal Services
- Acceptable Use Of Information Technology
- Confidential Data Management and Security



## Unions at MC

- AFSCME
- AAUP
- SEIU

## American Federation of State, County, and Municipal Employees, Local 2380, Council 3

- Current contract July 1, 2022 through June 30, 2025
- The intent of Management and the Union is to have employees perform to their maximum potential in a positive-feedback environment.
- The scope of the CBA (Collective Bargaining Agreement) includes:
  - Hours of Work
  - Wages
  - Leaves of Absence
  - Job Titles of Employees in the Bargaining Unit



## American Association of University Professors, MC Chapter

- Current contract FY25 Academic Year through FY2027 Academic Year
- The scope of the CBA (Collective Bargaining Agreement) includes:
  - Faculty Appointments
  - Faculty Workload (ESH- Equivalent Semester Hours)
  - Leaves of Absence

## Service Employees International Union, Local 500

- Current contract July 1, 2023 through June 30, 2026
- The scope of the CBA (Collective Bargaining Agreement) for part-time faculty includes:
  - Assignments
  - Good Faith Consideration
  - Workload
  - Leaves of Absence



# Calendars

Calendar Year = CY

January 1 through December 31

Current: **2024**

Academic Year = AY

Late August through mid-May

Named by the end year

Current: **AY 24/25**

Fiscal Year = FY

July 1 through June 30

Named by the end year

Current: **FY 2025**



# Academic Calendar

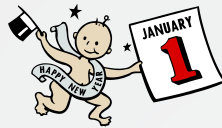
## Fall 2024



- **August 26:** Official beginning of Academic Year, Professional Week
- **Sept. 2:** Labor Day holiday  
College closed
- **Sept. 3:** First Day of Classes

# College Observed Holidays

New Year's Day  
January 1, 2025



Juneteenth  
June 19, 2025



Martin Luther King, Jr. Holiday  
January 20, 2025



Independence Day  
July 4, 2025



Spring Recess for faculty  
March 17-23, 2025



Labor Day  
Sept. 2, 2024



Spring Break – College  
Closed – March 21, 2025

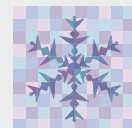
Thanksgiving  
Nov. 28 – Dec. 1, 2024



Memorial Day  
May 26, 2025



Winter Break 2024  
Dec. 23, 2024-Jan. 3, 2025



## Human Resources Internal Consultant (HRIC)



### **Leslie Jones**

- Germantown Campus
- Administrative and Fiscal Services (AFS)
- Office of Advancement & Community Engagement (OACE)
- President's Office

[leslie.jones@montgomerycollege.edu](mailto:leslie.jones@montgomerycollege.edu)

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C: 301-852-0095

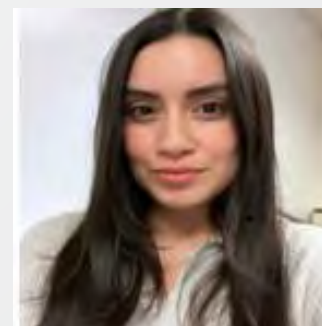
### **Banessa Silva**

- Rockville Campus
- Academic Affairs

[banessa.silva@montgomerycollege.edu](mailto:banessa.silva@montgomerycollege.edu)

C: 240-569-3224

O: 240-567-2377



## Human Resources Internal Consultant (HRIC)



### **Lisa Evans**

- Takoma Park/Silver Spring Campus
- Student Affairs
- Workforce Development and Continuing Education (WDCE)

[lisa.evans@montgomerycollege.edu](mailto:lisa.evans@montgomerycollege.edu)

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C: 240-526-0583

## HRSTM Help Desk and the HRICs

Getting answers is as easy as 1, 2, 3!

- 1) **Look online.** The HRSTM website is full of up-to-date information on benefits, careers, talent acquisition, payroll, performance management, and training.
- 2) **Contact the HRSTM Help Desk.** Daily operational inquiries for all HR functional areas should be addressed to the HR Help Desk.
- 3) **Reach out to a HRIC.** If the website and Help Desk could not answer your question, then reach out to a HRIC.

### HRSTM Help Desk Information

Help us provide the best service possible by engaging with the HR Help Desk for all general inquiries not answered by the website.



[HRSTM@montgomerycollege.edu](mailto:HRSTM@montgomerycollege.edu)

**240-567-5353**

**Monday – Friday**

**9:00 am – 4:30 pm**

# MC Wellness 101 & Stretch Break

Lori Stegeman  
HR Specialist

# Wellness

Proud to be a recipient of the  
2023 Cigna Healthy  
Workforce Designation™



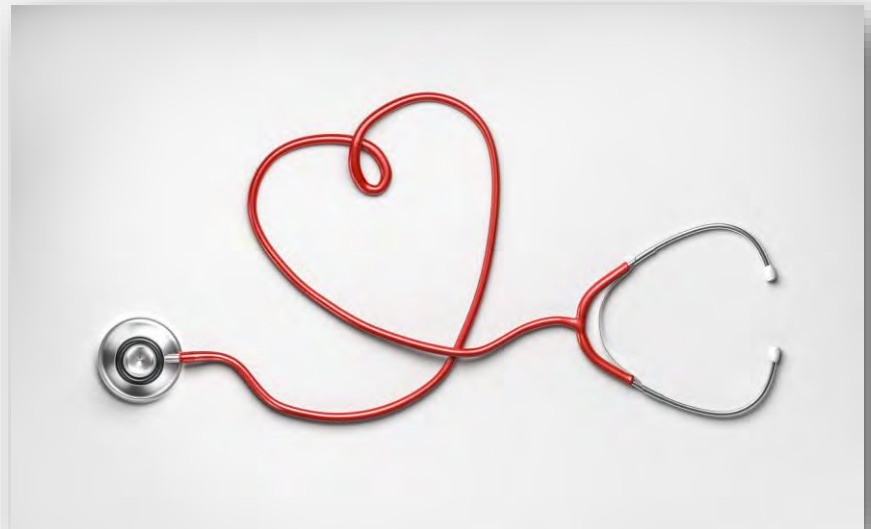
# Wellness at Work

Montgomery College promotes a culture of well-being, focusing on multiple dimensions of wellness.



# Wellness at Work: Heart of the Matter

- 75% to 90% of doctor's office visits are for stress-related ailments and complaints.
- Stress is related to the #1 (heart disease) and #3 (stroke) most common causes of death.
- Eliminating the symptom does not get to the heart of the problem.



# Wellness Offerings

## **Physical and Mental Health**

- Fitness and wellness classes (Pilates, yoga, weights and toning, dance, pickleball, basketball, and stretch breaks) and fitness centers.
- Health campaigns, movement challenges, flu shots, nutrition consults, wellness assessments, massages, raffles, and prizes.

## **Physical, Mental, Emotional, Financial, Social**

- Education programs, and webinars including Mental Health First Aid Certification. Free counseling for all employees through ComPsych FSAP provider.
- Community events such as a Turkey Trot and Equity Walk.

# Wellness Eligibility

- Full-time Faculty and Staff
- Part-time Faculty and Staff
- Temporary Staff with Benefits
- Casual Temporary Employees
- Retirees
- Spouses



# Wellness Release Time

- The college provides up to **1 ½ hours** of release time per week for eligible staff to participate in wellness.
- Time for wellness activities must not exceed 1 hour at a time including time needed to get to and from the activity and time to change clothes.
- Wellness Release Time must be approved by supervisor.

**\*Keep copies of the Wellness Release Request forms signed by your supervisor for your records.**



# MC Wellness is Free

You can participate now!

- Read the MC Wellness Emails.
- Read the HRSTM Newsletter!
- Enroll online to participate.
- Use the QR code or visit the MC HRSTM benefits wellness page or search "MC Wellness" to register.



# Outside Gym Memberships, and more

- EAP funds may be utilized to pay for gym memberships, studios, and programs outside the college.
- Reimbursed up to \$50 a month per activity.
- In Workday you will submit proof of payment and attendance.
- Some places such as Lifetime offer MC employee discounts.



# Outside Gym Approval List

- Gyms
- Studios (Yoga, Barre, Pilates)
- Recreation and Aquatic Centers
- Orange Theory, F45, Club Pilates
- Peloton
- Active and Fit
- Weight Watchers
- Apps such as Calm, My Fitness Pal, and Noom

Participants must attend  
at least 10 days  
or 75% of the offering  
in a month.

# Stretches

## STRETCHES FOR THE OFFICE

Take a few minutes to do these stretches while sitting at your desk or computer.

- Start each stretch from a neutral, aligned position using good posture
- Stretch only to the point of comfortable tension, then relax and hold
- Don't bounce while stretching
- Stretch slowly and remember to breathe
- If you feel any pain, stop immediately and relax



### BACK AND HIP STRETCH

Sitting on a chair, place your left ankle on your right knee. Place your hands on your left lower leg and slowly bend forward towards leg, keeping your back straight. Hold for 15 seconds. Repeat on the right side.



### BACK STRETCH

Lean forward, keeping head down and neck relaxed. Hold for 10-20 seconds. Use hands to push yourself back up.



### FOREARM EXTENSORS

Press your palms together in front of your chest, fingers pointing down. Lift your hands towards your chest, keeping your palms pressed together tightly. Keep lifting until you can feel your forearms experiencing a mild stretching sensation. Hold 10 seconds.



### FOREARM FLEXORS

Press your palms together in front of your chest, fingers pointing up. Slowly lower your hands toward your waist, keeping your palms together and your hands close to your stomach. Hold 10 seconds.



### HAMSTRING STRETCH

Sitting in your chair, hold onto your upper left leg just below the knee. Gently pull your bent leg toward your chest. Hold 10 seconds, and repeat on the right side.



### QUADRICEP STRETCH

If required, support yourself by holding onto a chair, desk or wall. Slowly pull the ankle up until you feel a stretch in the front of the thigh. Hold for 15 seconds. Repeat on opposite side.



### CALF STRETCH

With your hands on the wall, keep one leg forward, bent at the knee. The other leg is straight, behind you. Keeping your back heel on the ground, lean into the wall until you feel a stretch in the calf muscle.



### HAND AND WRIST STRETCH

With arms outstretched in front of you, make a fist. Release your fingers and fan them out. Stretch them as far as you can (comfortably). Repeat 5-10 times.



### HAND AND WRIST STRETCH

With elbows straight, stretch your left arm out in front with fingers facing down. Use your right hand to gently pull back fingers until you feel a stretch. Hold for 5 seconds. Repeat other side. Repeat with fingers facing up, using your opposite hand to pull the fingers gently back towards you, keeping your arm straight. Hold for 5 seconds. Repeat other side.

Remember to get up and move around or take a stretch break every 30 to 50 minutes.

# Contact Information

Megan Cooperman, Employee Wellness Specialist  
Human Resource and Strategic Talent Management

9221 Corporate Blvd.  
Rockville, MD 20850

(240) 567-5353

[Megan.cooperman@montgomerycollege.edu](mailto:Megan.cooperman@montgomerycollege.edu)

[CLICK HERE Wellness | Montgomery College,  
Maryland](#)

# Questions





Back at 10:45 a.m.

# Your Health is Wealth: Group Benefits Plans & Retirement Planning

Suzanne Redding  
HR Manager, Benefits and  
Retirement Services

Lori Stegeman  
HR Specialist II



# Alex, Our Virtual Benefits Counselor

<https://start.myalex.com/mc/>



# When Can I Have Benefits?

- Most benefits are effective the first of the month following date of hire.
- Employees have 31 days from date of hire to enroll.



# How Do I Enroll in Benefits?

- WORKDAY!
- Located in your MyMC!  
<https://www.myworkday.com/mc/d/home.html>
- Upload any supporting documents, such as birth and marriage certificates.
- Takes about 1 week for new hires to be able to get into the system and select their benefits.
- You can make changes throughout the year in the Workday system if you have a qualifying event.



# Staff Enrollment/Waiver of Coverage

**I understand that I have thirty-one (31) days from my hire date to enroll or waive coverage in the health benefits plans offered by Montgomery College. If I do not make my elections through the New Hire module in the Workday Portal within thirty-one (31) days, I understand that I may not enroll in the health benefits plans until the next open enrollment period or if I have a qualifying life event.**

Start Date	Effective Date of Coverage	31-Day Enrollment Deadline	Remaining Pay Periods
Monday, July 8, 2024	Thursday, August 1, 2024	Thursday, August 8, 2024	11
Monday, July 22, 2024	Thursday, August 1, 2024	Thursday, August 22, 2024	11
Monday, August 5, 2024	Sunday, September 1, 2024	Thursday, September 5, 2024	8
Monday, August 19, 2024	Sunday, September 1, 2024	Thursday, September 19, 2024	8
Tuesday, September 3, 2024	Tuesday, October 1, 2024	Friday, October 4, 2024	6
Monday, September 16, 2024	Tuesday, October 1, 2024	Thursday, October 17, 2024	6
Monday, September 30, 2024	Tuesday, October 1, 2024	Thursday, October 31, 2024	6
Monday, October 14, 2024	Friday, November 1, 2024	Thursday, November 14, 2024	4
Monday, October 28, 2024	Friday, November 1, 2024	Thursday, November 28, 2024	4
Monday, November 11, 2024	Sunday, December 1, 2024	Thursday, December 12, 2024	2
Monday, November 25, 2024	Sunday, December 1, 2024	Thursday, December 26, 2024	2
Monday, December 9, 2024	Wednesday, January 1, 2025	Thursday, January 9, 2025	26

# Three Health Insurance Options

- Cigna Choice Fund PPO with Health Savings Account
- Cigna Point of Service Plan
- Kaiser Permanente HMO



# Main Points to Know

- Children covered until age 26
- Preventative Care Covered 100% - No deductible
- Prescription drug coverage included
- Cards will be mailed 7-10 business after the first Friday of the effective date.

# Kaiser Permanente

- Clinical model HMO plan
- Select a Primary Care Physician (PCP)
- Co pay for a PCP visit- \$25
- Co pay for specialist visit -\$50
- Inpatient hospital care \$250 per admission
- \$100 emergency room
- No deductible; Out-of-pocket limit \$3,500 individual/\$9,400 Family

<http://my.kp.org/montgomerycollege/>

# Kaiser Permanente

- Prescription Copayments at The Kaiser Center
  - \$20 generic
  - \$35 brand name in formulary
  - \$50 non-preferred brand name
- Vision at Kaiser facility benefit included
- Managed Dental benefit included

<http://my.kp.org/montgomerycollege/>

# Kaiser Permanente

- All covered Services must be provided by or arranged for by your Plan Primary Care Physician.
- Exceptions
  - Emergency Services
  - Used for a medical or psychiatric condition, including severe pain, that requires immediate attention to prevent serious jeopardy to your health.
- Urgent Care Services
  - Various locations in the MD, DC, & VA.
  - 1-800-777-7904 to schedule an appointment.

<http://my.kp.org/montgomerycollege/>

# CIGNA

- The Cigna Choice Plan with H.S.A
- The Point of Service Plan



# CIGNA

- [www.cigna.com](http://www.cigna.com) is a great resource
- [www.myCigna.com](http://www.myCigna.com) – register for your own account
- Cigna Telehealth Connection
- Go in Network for maximum benefit
- Out of Network benefits also included

“Reasonable and customary charges” are what insurance companies are willing to pay for medical service

# CIGNA Point of Service (POS)

- Changed to an Open Access Plus Network
  - No longer need to select a primary care physician
  - No referrals needed to see specialist in-network
  - Preventative care covered in-network ONLY
- Out of Network ~ an indemnity plan (allows you to direct your own health care and visit almost any doctor or hospital you like).

# CIGNA POS Costs

In-network	Out- of-network
\$500 Deductible per person applies (hospitalizations, outpatient surgery, imaging, etc.) then 10% coinsurance	\$1,000 per person deductible. 30% coinsurance
\$25 PCP or \$50 specialist office visit copay	Cost share of 70/30 of “reasonable and customary” charges
Out of Pocket Maximum \$4,000/individual or \$8,000/family	Out of Pocket Maximum \$8,000/individual or \$16,000/family
\$150 emergency room or \$50 at urgent care	\$150 emergency room or \$50 at urgent care

# CIGNA POS Out of Pocket Maximums

Coverage Level	In Network Out of Pocket Maximum	Out of Network Out of Pocket Maximum
Individual	\$4,000	\$8,000
Family	\$8,000	\$16,000

Prescription drugs will count towards the POS plan maximum out of pocket limit in 2024.

# CIGNA Choice Fund

- Consumer Driven Health Plan (CDHP) with Health Savings Account (HSA)
- A three-tier structure of payment for health care:
  - A tax-exempt health savings account (HSA) to pay for health expenses up to a certain amount
  - A high-deductible health insurance policy that pays for expenses after the deductible has been met
  - Portion the individual pays for health care expenses out of their own pocket

# CIGNA Choice Fund Costs

College Funds	Employee Funds (Optional) (Pre-Tax)	High-Deductible Health Plan
\$750 Employee \$1,125 Employee +1 \$1,500 Family	Up to \$3,400 Employee Up to \$7,175 Employee +1 Up to \$6,800 Family	\$1,600 Employee \$3,200 Employee + 1 \$3,800 Family
<b>Pro-rated for employees beginning after January 1</b>	Age 55 or older – can put in additional \$1,000 pre-tax	

# CIGNA Choice Fund

Type of Service	In-Network	Out-Of-Network
Co-Insurance	90%	70%
Total Deductible (shared in and out-of-network)	\$1,600 Employee \$3,200 Employee +1 \$3,800 Family	\$1,600 Employee \$3,200 Employee +1 \$3,800 Family
Calendar Year Out-of-Pocket Maximum (including deductible)	\$4,000 Employee \$6,500 Employee +1 \$8,000 Family	\$8,000 Employee \$13,000 Employee+1 \$16,000 Family
Preventive Care	100%	70%
Prescriptions (after deductible)	10% generics 20% preferred brand 40% non preferred Maximums apply	

# CIGNA Choice Fund

- How does the Savings Account work?
- College Contribution Pro-Rated for New Hires enrolling after January 1.

Click to see [video](#)

# CIGNA Choice Fund – More Info

- Roll over money not spent this year for health care expenses for future
- Retirees over 65 may withdraw taxable income from the account with no penalty
- Free Debit Card Issued for Payments



# CIGNA Choice Fund Eligibility

- All benefit eligible employees, except:
  - **Employees** enrolled in the HSA cannot have other health coverage (*this includes Medicare Part A and/or B*)
  - Those collecting Social Security benefits\*

\*This rule applies only to the enrolled employee as they are the owner of the health savings account.

# 2024 Plan Rates: Medical

The following chart lists the biweekly rates you will pay for your benefits through December 31, 2024.

**Biweekly (26 pay period) Employee Rates: Medical Plans**

	Cigna POS	Cigna Choice Fund	Kaiser Permanente HMO
Self Only	\$82.98	\$74.71	\$82.64
Self + 1	\$161.81	\$145.69	\$165.28
Family	\$236.49	\$212.92	\$239.66

**Biweekly (20 pay period) Employee Rates: Medical Plans**

	Cigna POS	Cigna Choice Fund	Kaiser Permanente HMO
Self Only	\$107.88	\$97.12	\$107.43
Self + 1	\$210.36	\$189.40	\$214.87
Family	\$307.44	\$276.80	\$311.55

# POS & HSA Prescription Coverage

Point of Service Summary	Short Term Medications (30 day)	Long Term Medications (90 day)
Generic	10% (\$10 min, \$20 max)	10% (\$25 min, \$40 max)
Formulary	20% (\$20 min, \$50 max)	20% (\$40 min, \$100 max)
Non-Preferred Brand	40% (\$40 min, \$100 max)	40% (\$80 min, \$200 max)

HSA Summary	Short Term Medications (30 day)	Long Term Medications (90 day)
Generic	10% (\$10 min, \$20 max)	10% (\$20 min, \$40 max)
Formulary	20% (\$20 min, \$50 max)	20% (\$40 min, \$100 max)
Non-Preferred Brand	40% (\$40 min, \$100 max)	40% (\$80 min, \$200 max)

- “Mail order” incentive. Mail order or retail pick up of 90 day supply at reduced rate.
- You are not limited to using CVS retail stores.
- Specialty drugs tier with Prudent Rx. The Benefit is 30% but it is waived once you sign up with the program. You are limited to a 30 day supply.

# Vision Plan - EyeMed

- At an EyeMed provider:
  - \$10 Co-pay for Eye Refraction Exam once a year
  - \$150 plan allowance per year; 20% off balance over the \$150
  - Allowance for out-of-network reimbursement
  - Hearing benefit included
  - [www.eyemed.com](http://www.eyemed.com)
  - No physical cards



# 2024 Plan Rates: Vision

The following chart lists the biweekly rates you will pay for your benefits through December 31, 2024.

**Biweekly (26 pay period) Employee Rates: Vision Plans**

	Vision
Self Only	\$2.87
Self + 1	\$4.61
Family	\$7.41

**Biweekly (20 pay period) Employee Rates: Vision Plans**

	Vision
Self Only	\$3.73
Self + 1	\$5.99
Family	\$9.63

# Dental Insurance CIGNA PPO

In Network for:

- Discounted rates
- Dentist files claim on your behalf
- No referrals needed

Out of Network :

- Pay dentist and file for reimbursement
- Possible higher cost with no discount



# Dental Insurance CIGNA PPO

- Annual maximum is \$2,000/person for preventive/basic/major services
- Separate \$1,000 annual benefit for orthodontia/periodontia
- Progressive benefit
  - Get one cleaning to earn an additional \$100 per year benefit!

# CIGNA Dental EPO (DEPO)

- Exclusive Provider Option
  - Choose dentist from network list
  - No referrals required
- No orthodontics
- Annual maximum smaller than other plan

# 2024 Plan Rates: Dental

The following chart lists the biweekly rates you will pay for your benefits through December 31, 2024.

**Biweekly (26 pay periods) Employee Rates: Dental**

	<b>Cigna Dental PPO</b>	<b>Cigna Dental EPO</b>
Self Only	\$6.26	\$3.70
Self + 1	\$12.21	\$7.39
Family	\$17.84	\$9.31

**Biweekly (20 pay periods) Employee Rates: Dental**

	<b>Cigna Dental PPO</b>	<b>Cigna Dental EPO</b>
Self Only	\$8.14	\$4.81
Self + 1	\$15.87	\$9.61
Family	\$23.20	\$12.10

# COBRA

- Coverage termination
  - End of final month of employment
- COBRA
  - Option to continue medical, dental and vision coverage
  - You and those you covered
  - 100% of the cost plus a 2% administration fee

# Basic Life Insurance and AD&D

- Term insurance
  - 2x base annual salary up to \$100,000
  - MC pays 75% of premium
  - Guaranteed acceptance if enrolling at hire
  - Additional benefits provided for accidental death or dismemberment



# Additional Life Insurance Options

- Optional, spousal and dependent term insurance
- Employee pay-all benefit
- Required to have Basic Life Insurance to participate
- If new to benefit must complete Evidence of Insurability (EOI) for employee and/or spouse



# Optional Life Insurance

- Term insurance
  - Premium paid by employee
  - Guaranteed acceptance if enrolling at hire
  - Must prove insurability if added later
  - Must enroll in basic life to elect optional coverages

# Optional Life Insurance

- On Employee only
  - Additional 1, 2 or 3 times salary up to \$300,000
  - Costs varies by age group
  - Increases with age
  - Employee pays all benefit

# Spousal Life Insurance

- Spousal life insurance
  - Must have optional life (at least 1x salary) to elect
  - Benefit: \$25,000
  - Costs varies by employee age group
  - Increases with age
  - Beneficiary is employee
  - Employee pays all benefit

# Dependent Life Insurance

- Dependent life insurance
  - Must have optional life to elect
  - Benefit: \$5,000
  - Beneficiary is employee
  - Employee pays all benefit

# Life Insurance Perks

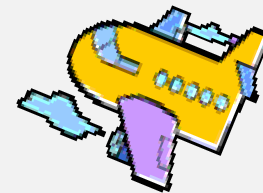
Extras you are automatically enrolled in when you elect Life Insurance with Minnesota Life.

Details of coverage

- [www.LifeBenefits.com/travel](http://www.LifeBenefits.com/travel)
- [www.lifeworks.com](http://www.lifeworks.com)

Log in will; password preparation

- [www.legacyplanningservice.com](http://www.legacyplanningservice.com)



# Disability Coverage

- The Standard
- Regular employees are automatically enrolled in short-term disability after six-month wait
- Elect to enroll in long-term disability coverage through Workday (coverage starts after six months)

# Short-term Disability

- Automatically enrolled.
- Six month waiting period.
- Employer pays all benefit.
- Payable for up to 365 days.

# Short-term Disability

- Six month waiting period.
- 100% employer paid benefit.
- Benefit based on years of service:
  - 6 mo. - 3 yrs. = 50%
  - 3 yrs. - 10 yrs. = 60%
  - 10+ yrs. = 80%

# Long-term Disability Insurance

- Disability coverage begins after 6 months of employment
- Benefit:
  - 60% of base monthly salary, maximum of \$15,000/mo.
  - Payable after 12 months of total, continuous disability until age 65
- MC pays 75% of premium

# Flexible Spending Accounts

- Save money pre-tax for health and/or dependent care Enroll now (within 1<sup>st</sup> 31 day period)
  - Health care expenses
    - \$3,200 limit/calendar year
    - Total amount available up-front
  - Dependent care expenses
    - Enroll now
    - \$5,000 limit/calendar year/married filing jointly
    - Only funded amount available

# Flexible Spending Accounts

- Limited Flexible Spending Account
  - For CIGNA Choice Fund Participants only!
  - Additional opportunity to shelter tax dollars
  - \$3,200 limit
  - Can only be used for:
    - Vision
    - Dental

# Flexible Spending Accounts

- **Public Transportation-\$315 per month max**
  - Enroll 15 days prior to the beginning of the month in which you intend to participate.
  - Forfeited at termination.
  - Can only be reimbursed what has been funded.
- **Parking Account-\$315 per month parking**
  - For parking at metro, etc.
  - Note: college parking is already pretax so not eligible

# Additional Savings Opportunities

- Supplemental Retirement Annuities
- 2024 Maximum contribution per calendar year:
  - \$23,000 or
  - \$30,500 if age 50 or older

# Supplemental Retirement Annuities

- 403(b) & 457(b) – Voya, AXA, TIAA and Corebridge
- Enroll any time
- Minimum contribution is \$10 per pay period
- Can elect both types of accounts
- Deduction is pre-tax and taken only during the academic year
- Loans permitted
- Adjustments to per pay amounts can be made anytime in Workday

# Group Legal Plan

- Coverage for employee, spouse, dependents
  - Includes out of local area
  - Does not include pre-existing situations
  - Cannot be used for employment grievances or disputes
- 25% discount on customary and usual fees for services not covered in full.
- You will be assigned a legal plan attorney based on your home residence location. If you want to change attorney offices, contact Legal Resources directly.
- Minimum enrollment period of one year.



# Group Legal Plan

- The plan covers in full
  - Family issues
  - Estate planning
  - Traffic and criminal violations
  - Real estate purchase
  - Uncontested divorce
  - Landlord tenant issues
  - Unlimited advice for all covered dependents and more

# Faculty/Staff Assistance Program

- *Compsych* offers confidential help with issues such as financial, marital, work, stress, substance abuse, etc.
- Available 24/7 to employees and their immediate family members
- Up to six free counseling sessions
- 844-236-2668 or online at [guidanceresources.com](https://guidanceresources.com)
- Use Company ID: MCC to create a login

# Qualifying Events throughout the Year

- It is your responsibility to inform HRSTM of life-changing events within **30** days of the event in Workday
- You may then change benefits due to:
  - Marriage
  - Birth, adoption
  - Death
  - Spouse changing job
  - Child reaching maximum age, loss of existing coverage

# Retirement Programs

- Retirement Programs
- (Mandatory Enrollment)

# Retirement Options

- Topics to be Covered
- Retirement Plan Options
  1. Teachers' Pension System
  2. Optional Retirement Plan (ORP)
- Supplemental Retirement and Deferred Compensation
  1. 403(b) plans
  2. 457 (b) plans

# Pension Plans

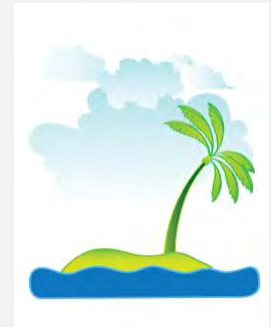
- Employees are eligible to enroll in the Maryland State Pension Plan and/or the Optional Retirement Plan, depending on your position and/or your certain situation.
- Your enrollment paperwork must be completed ***on or before your first day of hire.***
- You must enroll in a retirement plan here at the College.



# Maryland State Retirement and Pension (MSRP)

- Contribute **7%** of your salary to your pension yearly
- Deductions taken during the academic year only (20 pays) or all year around (26 pays), depending on your position
- Receive a defined benefit at retirement
- Enrollment Form
- Beneficiary Form
- Proof of birthdate

[http://www.youtube.com/watch?v=I\\_ntjYwW-l](http://www.youtube.com/watch?v=I_ntjYwW-l)



# Monthly Spouse Survivor Benefit

- Spousal Survivor Benefit awarded when:
  - Member eligible to retire
  - **Or** member has 25 years of service at time of death
  - **And** Spouse is sole beneficiary
- Spouse can receive a monthly benefit in lieu of the lump sum payment

# Disability Benefit

- Ordinary after 5 years of eligibility service
- Accidental from first day provided you file within 5 years of accident

# Retirement Benefit

- Average Final Salary
- Service credit
- Payment Option you select

# MSRP

- New members will become vested after 10 years of eligibility service
- What does vesting mean?
  - Once vested, if a member leaves employment for any reason, the member is guaranteed to receive a future benefit at normal retirement age for the service earned before termination

# Optional Retirement Program (ORP)

- 7.25% College contribution.
- You contribute nothing.
- 403(b) plan – choose vendor (TIAA or Fidelity).
- You bear all investment risk
- Once you choose this plan, you can't go back to the MSRP.
- No vesting schedule; Immediately vested.
- Can contribute to a SRA.
- Must complete retirement paperwork on or before the first day of hire.

# Optional Retirement Program (ORP)

- Optional Retirement Plan
  - Invest with TIAA or Fidelity
  - May change vendors during ORP open enrollment that occurs in the Spring
  - Only option if you have ever been enrolled in the ORP in the State of Maryland
  - Same retirement eligibility as the Pension System

# Supplemental Retirement Savings Opportunities

- Contribute Pre-tax earnings to retirement accounts
  - Both 403(b) and 457(b)
  - \$22,500 maximum per year with additional \$7,500 if 50 or older
- Invest with Voya, Equitable Advisors & Equitable Life, TIAA or AIG
- Enroll or change contribution amount at anytime
- Loans available of up to 50% of balance

# Break Time!



Back at 12:45 p.m.



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## Montgomery College's Participatory Governance Process

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Ms. Shakenna Adams Gormley,  
College Council Chair



## MC Participatory Governance

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*Participatory governance is a method of organized and collegial interaction in which faculty, staff, students, and administrators participate in thoughtful deliberation and the decision-making process, leading to recommendations made to the College President, who represents the administration of the College as an agent of the Board of Trustees.*

*Policy Board of Trustees 11004 December 13, 2010 approval*

## Our Board Policy

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- MC's participatory governance system is based on board policy established in 2010.
- The board's primary responsibility is to govern MC. The board authorized the College's president to develop procedures to implement this policy.
- "Effective governance is achieved in the spirit of **cooperation, collaboration, civility, respect, and collegiality** and involves all levels of the college including students."



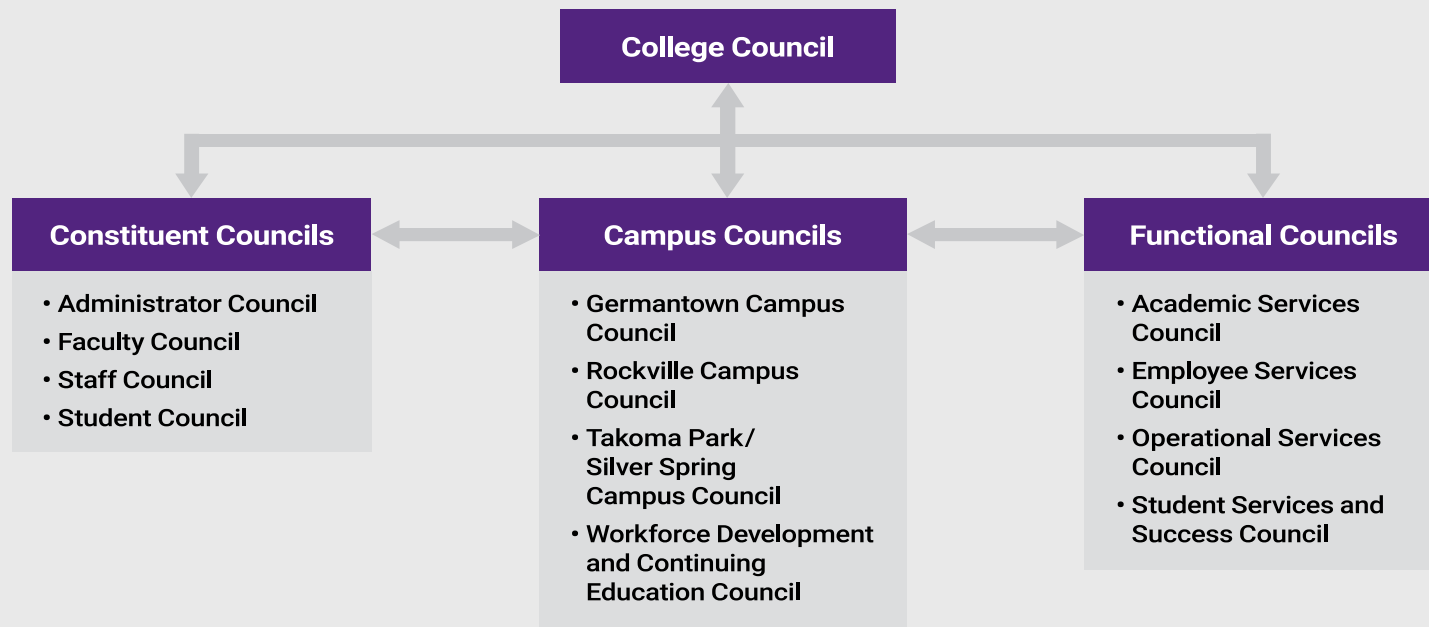
## Organization of MC Governance

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- How have we operationalized governance at MC?
- What is our organizational structure?

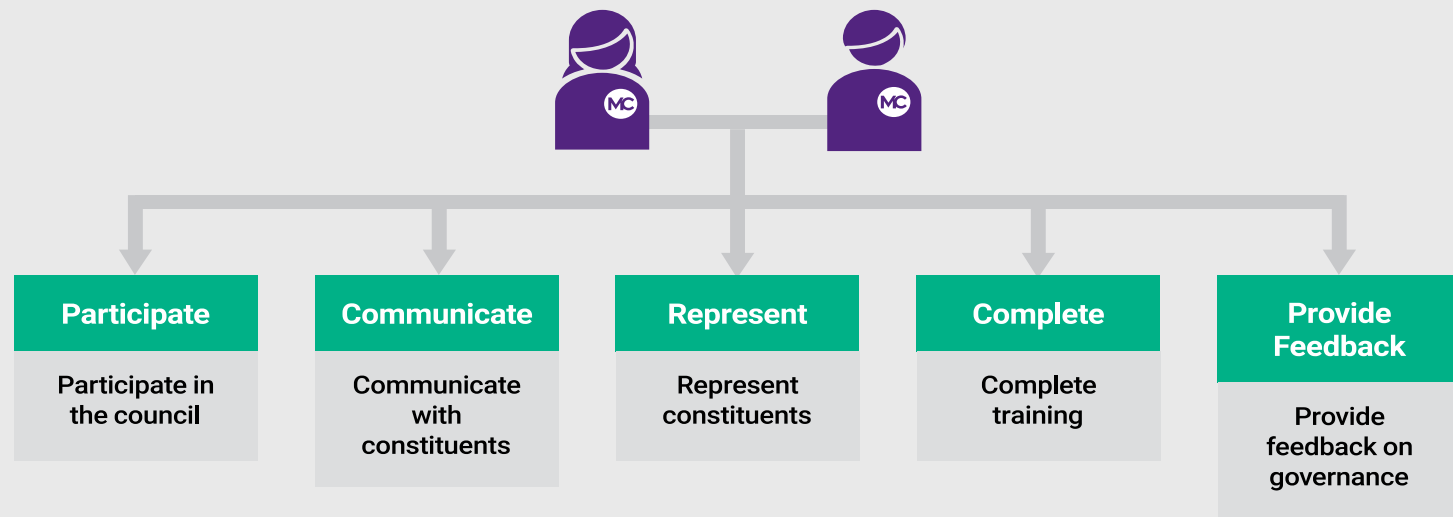
# MC Participatory Governance Model

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# Membership Expectations

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# Membership Eligibility

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## Section A: Eligibility

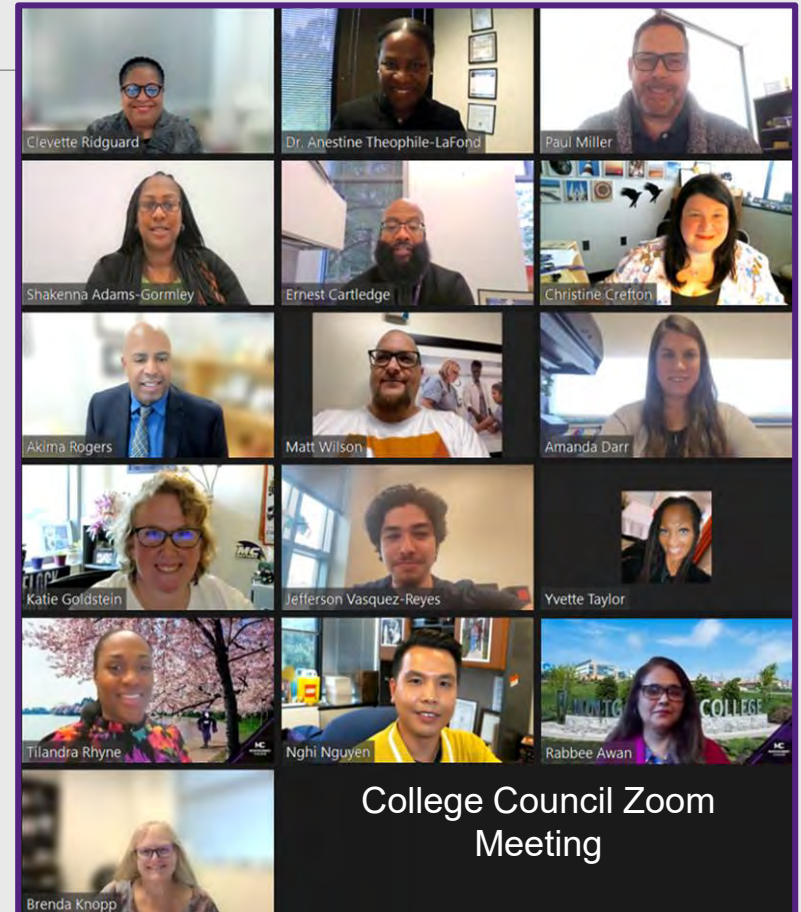
1. Faculty, staff, and administrators who have been employed by the College for a period of at least nine months are eligible to serve on a council.

## Section B: Terms

1. Faculty, staff, and administrator terms of office will be two years. Their terms will be staggered.
2. Student term of office will be one year.

# Council Meeting Guidelines

- Come to all meetings prepared to conduct business.
- Follow Robert's Rule of Order.
- Provide an agenda and minutes for each meeting.
- Allow time for constituency concerns.
- Provide a chair's report.
- Allow time for new and old business.
- Use established Zoom guidelines.



# Role of Governance

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Governance councils make recommendations, provide feedback, disseminate information, and offer input.

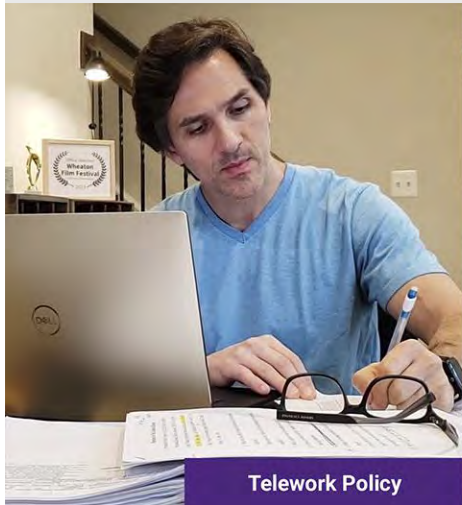


Governance councils do not implement or manage college work. College procedures that involve contractual, governmental or legal requirements are approved and executed by the College's president with oversight by the Board of Trustees. Examples include collective bargaining, legal rights, and federal and state mandates.

# Participatory Governance Guidelines

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- The constitution, handbook, and by-laws provide for the council membership and governance procedures.
- Each council has a chair, vice-chair, and a secretary.
- Councils are populated with all positions from the College.
- Persons can self-nominate or be nominated by others. Elections are held during each spring semester.
- Key committees exist within the process
  - Faculty Council-Academic Regulations, Collegewide Curriculum Committee, and Gen Education Committee
  - Staff Council-Staff Enrichment Day Committee



Telework Policy



Library Hours



Flu Vaccine



MC Shuttle

## Scope of Governance

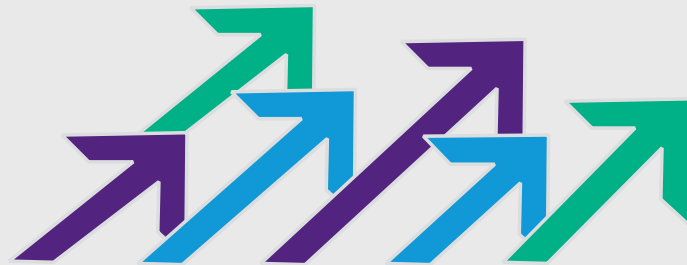
Governance recommendations should have **group** impact

- Individual concerns may be addressed by existing College resources.
- Individual concerns may impact a large group of students or employees.

## Pathways to Recommendations/Actions

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- How can constituents use governance?
- Is there an issue that needs attention (constituent concern)?
- Do you have a recommendation (advocate for a resolution)?
- How can College leaders utilize governance participation to support decision-making?
  - Do you want to inform or engage stakeholders?
  - If you want to engage, what level of participation are you willing to accept?



## Recommendation Results

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- Provide guidelines for use of artificial intelligence in the classrooms.
- Provide tuition benefit wavier for dependent children.
- Develop guidelines for camera use, microphone use, and recordings in an online teaching and learning environment.
- Increase part-time faculty to two positions on all functional councils.
- Add the Director of Public Health, Safety, and Emergency Management to the Operational Services Council.
- Waive application fees for noncredit students moving to credit courses.

### Participatory Governance Listens to Constituents

**250**

Constituency concerns addressed in the previous three years

# Governance Annual Reports

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## MC GOVERNANCE ANNUAL GOVERNANCE REPORT 2022-2023



## MC GOVERNANCE ANNUAL GOVERNANCE REPORT 2021-2022



## MC GOVERNANCE ANNUAL GOVERNANCE REPORT 2020-2021



The Annual Reports highlight the goals and accomplishments for the year.

# Governance Website

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<b><u>Governance</u></b>
<b>Documents</b>
<b>Recommendations</b>
<b>Councils</b> ▼
<b>Nominations and Elections</b>
<b>History</b>
<b>How Can I Get Involved?</b> Activate Windows Go to Settings to activate Windows.
<b>Frequently Asked Questions</b>

# The Promise of Participatory Governance: Service to the College

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- Focuses on the **mission** of the College.
- Seeks to promote **mutual success**.
- Invites **all members** of the College community to be heard.
- Keeps constituents **informed**.
- **Shares** representative **perspectives** with leadership.
- Emphasizes **communication, collaboration, and civility**.
- Ensures that **governance is a transparent and evolving process**.



# College Ombuds

o 85% of  
*employees  
at all levels  
experience conflict  
to some degree.*

- o U.S. employees spend 2.1 hours per week in conflict, which amounts to 385 million working days.
- o 27% of employees have witnessed conflicts lead to personal attacks.
- o Over 33% of disputes are about resolving differences in style or strategy.
- o Employees dealing with workplace conflict are 12% less productive.
- o Workplace conflicts cost companies an average of \$359 billion per year.
- o Poor communication among employees leads to 56% of project failures.

**Persuade your  
neighbors to  
compromise whenever  
you can.**

- Abraham Lincoln



# Some reasons people work with the Ombuds



- Have witnessed or suspect wrongdoing
- Are considering filing a formal complaint
- Do not know where to bring an issue
- Seek mediation to resolve an interpersonal conflict
- Are experiencing harassment, bullying, or unwanted attention
- Feel unfairly treated, compensated, demoted, etc.
- Need coaching to handle a sensitive issue
- Want a place to safely express their frustration or concern

# Why Work with the Ombuds

- **Ombuds empower people to address conflicts safely.**

Individuals remain in control of the process, while ombuds help them consider all angles and generate options.

- **Ombuds are confidential and informal.**

Strictly private, no records kept, no grievances filed.

- **Ombuds are Impartial and independent.**

No judgment, no side-taking, no direct oversight, and a line of reporting that compromises the ombuds' ability to keep confidence and be an advocate for a fair process.

impartial

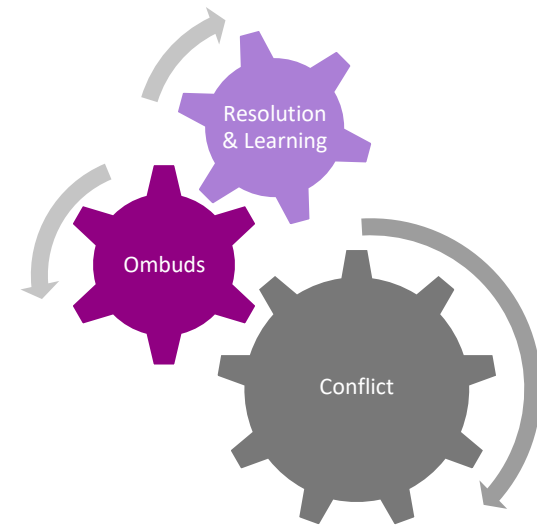
independent

confidential

informal

# Frequently Asked Questions

- Are you truly independent? Don't you work FOR the College?
- How far does your Confidentiality go?
- Can I report for someone else?
- How Do I set up an Appointment?
- What are your hours?
- Do you work with student issues? What about student employees?
- Can you provide training?
- Are you a mandatory reporter?



Ombuds transform conflict into a productive force for individuals and for the College.

# Ombuds provide services

## *For the individual*

### **Confidential & Impartial**

- Active listening
- Conflict Coaching
- Policy clarification
- Mediation
- Shuttle diplomacy
- Option generation
- Resource connection
- Communication training
- Conflict competence training



## *For the College*

### **Independent & Informal.**

- Trend data and analysis
- Early alert to problem areas
- Conflict management system cohesion
- Alternatives to costly litigation
- Increased institutional trust



**Billy Struemke, JD, LLM**

Ombuds

Montgomery College – Rockville Campus

Office of the Ombuds

51 Mannakee Street | MK-315G

Rockville, MD 20850

Phone/Mobile: 240-595-0924

Email: [ombuds@montgomerycollege.edu](mailto:ombuds@montgomerycollege.edu)

[Billy.Struemke@montgomerycollege.edu](mailto:Billy.Struemke@montgomerycollege.edu)

**Hours: M-Thr. 7:30 AM – 6 PM**

(Last Monday of the Month in exchange for the Last Friday)



# Payroll Services

Kirsys Nunez  
Payroll Manager

# Payroll Services

- Process payroll for all College employees, including:
  - Timesheets for Hourly Employees
  - Tax Withholding Elections and Tax Payments
  - Payment Elections
- Annual Tax Statements (Form W-2)
- Oversee processes managed through various Workday Apps for payroll:
  - Pay
  - Time
  - Absence, which includes Time Off

# What You are Paid vs. How You are Paid

- Payroll processes all of the different information that other HRSTM teams manage and input into Workday that influences an employee's pay:
  - ***What you are paid*** comes from Compensation (hourly rate, annual salary, TSI, one-time payments), Benefits (benefits and retirement elections), Absence (certain extended leaves that may be paid or unpaid like Administrative Leave, FML, Workers Compensation, Disability)
  - ***How you are paid*** is the responsibility of Payroll, based the tax withholding elections and payment elections on file

# Pay Periods and Pay Date Schedule

- The biweekly pay period end date and our biweekly pay dates alternate every other Friday:
  - The pay period begins on Saturday, lasts for 14 calendar days, and ends on every other Friday
  - We are paid in the arrears every other Friday
- Staff starting today are starting at the beginning of the pay period (first working weekday)
- **The first pay date will be the Friday of your 3<sup>rd</sup> week**
- [FY25 Pay Period, Pay Date, and Holiday schedule](#)

# Employee Types and Pay Types

- Payroll Services supports all College employees, including Staff and Administrators, Full-time and Part-time Faculty, Students, and Casual Temps
- Staff are paid either an hourly rate or an annual salary; Facilities and Public Safety staff working between 10:00 pm and 6:30 am are paid an hourly shift differential of \$1.35 per hour
- Administrators are paid an annual salary
- FTF are paid an Academic Pay annual salary
- PTF are paid Period Activity Pay by assignment
- Student Workers and Casual Temps are paid an hourly rate

# Understanding Your Pay and Payslips

- **Gross pay** is the total amount of earnings before statutory withholdings and benefits deductions have been applied
- **Net pay** is the amount due to you after all statutory withholdings and benefits deductions have been applied
- Some benefits deductions are applied **before taxes are calculated (pre-tax)** and others are applied **after taxes are calculated (post-tax)**
- Refer to the [Your Pay in Workday Guide](#) for more details about your pay and how to read Payslips in Workday

# Exempt vs. Non-Exempt

## Exempt

- An exempt employee is not required to be paid overtime pay and is excluded from hourly minimum wage requirements. They receive fixed compensation or a salary for the work they perform.

## Non-Exempt

- A non-exempt employee is eligible for overtime pay and hourly wages. They earn an hourly wage and are paid for hours worked.

# Timesheets for Hourly Employees

## and Timesheet Due Dates

All hourly (non-exempt) employees must report all hours worked to be paid on time

- Timesheets are due every other Saturday at noon (the Saturday after the close of the pay period on Friday)
  - Most hourly employees working during the day will use [standard time entry](#): total hours per day
  - Facilities and Public Safety employees will use [shift differential time entry](#): two (2) In/Out entries Saturday-Thursday, three (3) In/Out entries on Fridays

# Standard Timesheet Entry: Total Hours

- Enter all hours worked and the system will calculate any overtime hours

**Enter Time**

Today

<

>

Feb 11 – 17, 2023

Week

Actions

Sat, 2/11  
Hours: 0

Sun, 2/12  
Hours: 0

Mon, 2/13  
Hours: 8

Tue, 2/14  
Hours: 9.5

Wed, 2/15  
Hours: 8.5

Thu, 2/16  
Hours: 8

Fri, 2/17  
Hours: 9

Regular  
8 Hours - Paid  
✓ Approved

Regular  
9.5 Hours - Paid  
✓ Approved

Regular  
8.5 Hours - Paid  
✓ Approved

Regular  
8 Hours - Paid  
✓ Approved

Time Period End  
02/04/2023 -  
02/17/2023  
Regular  
9 Hours - Paid  
✓ Approved

**Summary**  
Feb 11 – 17, 2023

Regular	40
Overtime Over Regular	0
Overtime Straight	0
Overtime Premium	3
Paid Time Off	0
Unpaid Time Off	0
Holiday	0
Total Hours	43

# Shift Differential Timesheet Entry: In /Out Entries

- Enter all hours worked and the system will calculate any overtime and shift differential hours

Enter Time

Today

<

>

Feb 25 – Mar 3, 2023

Week

Actions

Sat, 2/25  
Hours: 0

Sun, 2/26  
Hours: 0

Mon, 2/27  
Hours: 8

Tue, 2/28  
Hours: 8

Wed, 3/1  
Hours: 8

Thu, 3/2  
Hours: 8

Fri, 3/3  
Hours: 8

Time Period End  
02/18/2023 -  
03/03/2023

Hours Worked 40

Overtime Over Regular 0

Overtime Straight 0

Overtime Premium 0

Shift Differential 40

Time Off 0

Holiday 0

Total Hours 40

12 AM

Regular  
12:00am - 2:00am  
2 Hours (included  
in 2/24 total)  
✓ Approved

Regular  
10:00pm - 2:00am  
4 Hours  
✓ Approved

Regular  
10:00pm - 2:00am  
4 Hours  
✓ Approved

Regular  
10:00pm - 2:00am  
4 Hours  
✓ Approved

Regular  
10:00pm - 2:00am  
4 Hours  
✓ Approved

1 AM

2 AM

Regular  
2:30am - 6:30am  
4 Hours (included  
in 2/24 total)  
✓ Approved

Regular  
2:30am - 6:30am  
4 Hours (included  
in 2/27 total)  
✓ Approved

Regular  
2:30am - 6:30am  
4 Hours (included  
in 2/28 total)  
✓ Approved

Regular  
2:30am - 6:30am  
4 Hours (included  
in 3/1 total)  
✓ Approved

Regular  
2:30am - 6:30am  
4 Hours (included  
in 3/2 total)  
✓ Approved

3 AM

4 AM

5 AM

# Time Off Requests

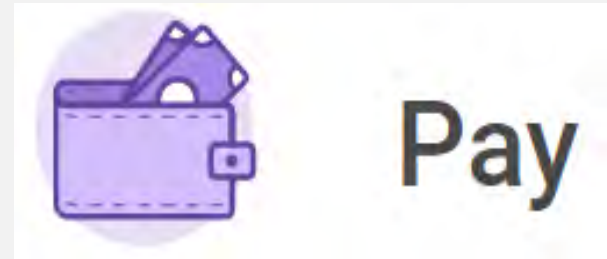
- All employees must request Time Off hours through the Absence app:
  - **Time Off** is for short-term absences, like Annual TO, Sick TO, Personal TO, etc.
  - **Leave** is for long-term absences, like FML, Disability, Workers Comp, etc.
- **All Time Off must be approved for hourly employees to be transferred to the timesheet or pay will be delayed**

# Workday Payroll Services Applications



# Pay App

- Actions: Withholding Elections, Payment Elections, including DD for payroll and expenses
- View: Payslips, My Tax Documents, including electronic delivery



Click me!



Pay

## Actions

Withholding Elections

Payment Elections

## View

Payslips

My Tax Documents

# Time App

- Enter Time: This Week, Last Week, Select Week
- View: My Schedule, My Time Off, Time Off Balance



Click me!



## Time

### Enter Time

This Week (4 Hours)

Last Week (0 Hours)

Select Week

### View

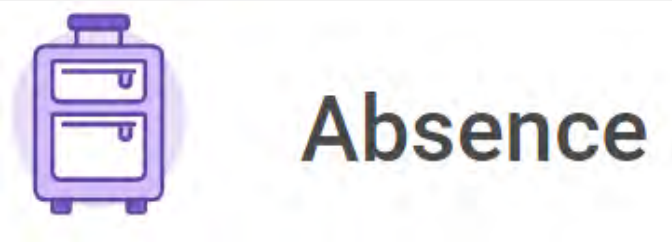
My Schedule

My Time Off

Time Off Balance

# Absence App

- Request: Request Absence, Correct My Absence, Request Return from Leave of Absence
- View: My Absence, Absence Balance
- Available Balance as of Today



Click me!



# Absence App

## Absence



### Request

Request Absence

Correct My Absence

Request Return from Leave of Absence

### View

My Absence

Absence Balance

### Available Balance as of Today

Does not include future absence requests

95.48 Hours - Annual Time Off Plan - Staff/Administrator

8 Hours - Enrichment Time Off Plan

14 Hours - Personal Time Off Plan

79.92 Hours - Sick Time Off

# Time and Absence App for Managers

- Tasks and Reports to help supervisors manage Time and Absences for direct reports



**Time and Absence**

Click me!



← **Time and Absence**



## Tasks

My Team's Schedule

Review Time

Enter Time for Worker

More (6)

## Reports

Time Block Audit

Time Off Liability

Time Off Liability for Position

# Important Reminders

- **Enter time properly based on your employee type (standard or In/Out)**
- **Make sure to follow timesheet deadlines, for time submission (employees) and approval (supervisors)**
- **Make sure to enter (employees) and approve (supervisors) Time Off in a timely manner –** unapproved Time Off for hourly employees will not transfer to the timesheet
- **Check your Payslip regularly to ensure your tax and payment elections are correct, as well as your other deductions –** Workday retro is always looking back to check changes and all errors will be corrected

# Garnishments, Support Orders,

## IRS Lock Letters

- Sometimes the College receives written documentation from government agencies regarding instructions to set up statutory deductions for garnishments or support orders
- We also get instructions from the IRS regarding mandatory Federal withholding instructions, known as lock letters, where employers are instructed to “lock” the maximum Federal withholding deductions until further notice
- **We cannot cancel the deduction(s) until we receive documentation from the issuing agency instructing us to cancel them**

# Fraudulent Activity on your Pay

- If you do not receive your check within 10 business days, and if your check has been confirmed as cashed or deposited by someone other than you, then you must report the fraud to HRSTM who will coordinate with Office of Business Services (OBS) and the College's financial institution for restitution.
- You will need to complete an affidavit for the College's bank, confirming that you did not receive, cash, or deposit the check. Replacement checks will not be processed until a full investigation is completed by our financial institution and the funds are deemed fraudulently cashed by the bank. **Montgomery College cannot reissue payment until the bank authorizes us to do so. This process can take up to 45 business days.**

# Fraudulent Activity on your Pay

- If your paycheck was deposited into your bank account before you were informed about fraudulent activity on your account, then you must report the fraud to your financial institution for restitution.
- **We cannot reissue payment until we receive the original deposit back. This process can vary from bank to bank, but typically is settled in no more than 3 business days.**
- As a reminder, having direct deposit is a safe, proven, and confidential method of receiving a payment. It takes much less time to resolve issues involving bad accounts or fraud than with live checks.

# Overpayments

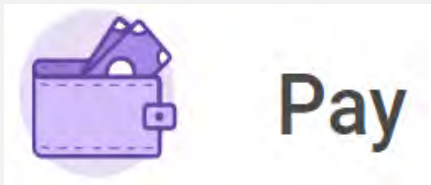
- Employees are responsible for repaying any salary overpayments; the most efficient way to do this is through payroll to ensure efficient taxation and YTD earnings adjustments
- Overpayments **caught and corrected in the tax year** discovered can be paid back at the **net amount paid**, not including taxes that were deducted and paid, and the W2 can be processed correctly and on time
- Overpayments **discovered after the tax year** in question will require paying the **gross amount paid**, including taxes with the exception of FICA, and the W2 typically cannot be corrected

# Taxable Tuition Benefits

- After 6 months of employment, employees are eligible for Education Assistance Program (EAP) benefits, to include tuition up to the applicable UMD in-state full-time undergraduate and graduate rates
- **Employees must pay taxes on all tuition in excess of the IRS tax-free maximum of \$5,250**
- Taxable income for EAP is processed quarterly
- EAP benefits are based on the **fiscal year (July-June)** and IRS taxable income is based on the **calendar year (January-December)**; be mindful of when you submit your EAP for tuition payments and how it will affect your taxable income

# Annual Tax Statements

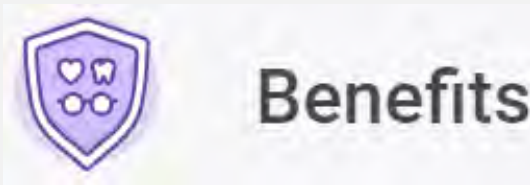
- We highly encourage employees to elect to receive their annual tax statements electronically
  - Form W2 is managed in the **Pay app**



Click me!



- Form 1095 is managed in the **Benefits app**



Click me!



# Payroll Resources for Employees

- **Required Workday training for all employees**, accessible in the [Workday Learning App](#)
  1. Video: Core Concepts (1 hour)
  2. Self-Directed Course: Enter Time (3 minutes)
  3. Self-Directed Course: Request Time Off/Absence/Leave (5 minutes)
- **Payslip Guide and detailed FAQs** on [Payroll page on HRSTM website](#)
- **HRSTM and Payroll job aids** on [Workday Training Page](#)

# Contact Payroll Services

- We are here to help! Our business hours are Monday-Friday, 8:30 am to 5:00 pm
  - Kirsys Nunez, Payroll Services Manager
  - Minnie Muchai, Payroll Specialist II
  - Tong Zhao, Payroll Specialist II
- Call the HR Help Desk at 240-567-5353
- Email HR Help Desk for general questions:  
[HRSTM@montgomerycollege.edu](mailto:HRSTM@montgomerycollege.edu)
- Email Payroll Services Team for more specific issues and concerns: [Payroll@montgomerycollege.edu](mailto:Payroll@montgomerycollege.edu)

# Payroll Services

Thank You!  
Questions? Comments?



# Time Off and Absence Programs

Teresa Natera  
HR Leave Specialist II

Rowena D'Souza, Risk Management  
Coordinator



# Managing Life in the Workplace

- **Time Off**
  - Sick,
  - Annual
  - Advanced Sick
  - Personal
  - **Absence**
  - FML
  - Short-Term Disability
  - Long-Term Disability
- Risk Management
  - ADA Accommodations
  - Drug and Alcohol Abuse Prevention Program
  - Ergonomic Assessments
  - HIPAA
  - Worker's Compensation



# FML: Family Medical Leave

## Eligibility

- 12 months continuous service directly preceding leave
- 1,250 hours during preceding 12 month period

## Benefits

- Up to 12 weeks (480 hours) unpaid job-protection for:
  - Birth, adoption, or foster placement of a child;
  - Employee's own serious health condition;
  - Care for parent, spouse or child with serious health condition
- Intermittent or continuous
- Military FMLA – up to 26 weeks of unpaid job protection

# Short-term Disability (STD)

- 100% employer paid benefit
- Six month waiting period
- Must use all previously accrued sick time off
- Benefit based on years of service:
  - 6 mo. – 3 yrs. = 50%
  - 3 yrs. – 10 yrs. = 60%
  - 10+ yrs. = 80%

# Long-term Disability (LTD) Insurance

- Optional benefit
- 6 month waiting period
- Benefit – 60 % of pay
- Payable after 12 months (365 days) of disability

# Americans with Disabilities Act (ADA)

- The college provides reasonable accommodations to employees with disabilities
- Employees may request an accommodation by completing the ADA Accommodation Request form available on the HRSTM website.
- Rowena D'Souza is ADA Coordinator for Faculty and Staff.  
[rowena.dsouza@montgomerycollege.edu](mailto:rowena.dsouza@montgomerycollege.edu)



# Ergonomics

**Ergonomics** --- is the science of fitting the task to the person NOT forcing the person to fit the task.

- **Benefits**

Ergonomics help employees be more comfortable at work, reduce stress and injury caused by incorrect positioning and repetitive tasks.

- Goal is to prevent injury

Prevention of serious conditions that can arise from poor ergonomics such as headaches, migraines, back pain/injury, and musculoskeletal disorders (carpal tunnel, tendinitis, rotator cuff injury, etc.)



# Request an Ergonomic Assessment

- Visit Human Resources and Strategic Talent management ([HRSTM](#)) Forms
- Complete the online [Ergonomics Assessment Request Form](#)
- Submit to:  
[adaaccommodations@montgomerycollege.edu](mailto:adaaccommodations@montgomerycollege.edu)
- Link to ADA Accommodation Request Form –
- <https://info.montgomerycollege.edu/offices/human-resources/ada-acommodations.html#requestform>

# American with Disabilities Act (ADA)

- Emergency Evacuation Plan

For help developing a plan contact:

**Michael Harting**, Emergency  
Management & Outreach  
Coordinator

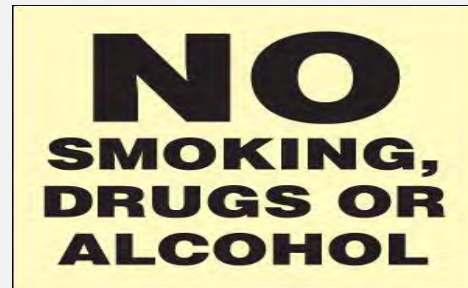
240-567-9204

michael.harting@montgomerycollege.edu



# Policy 31005: Drug and Alcohol Abuse Prevention

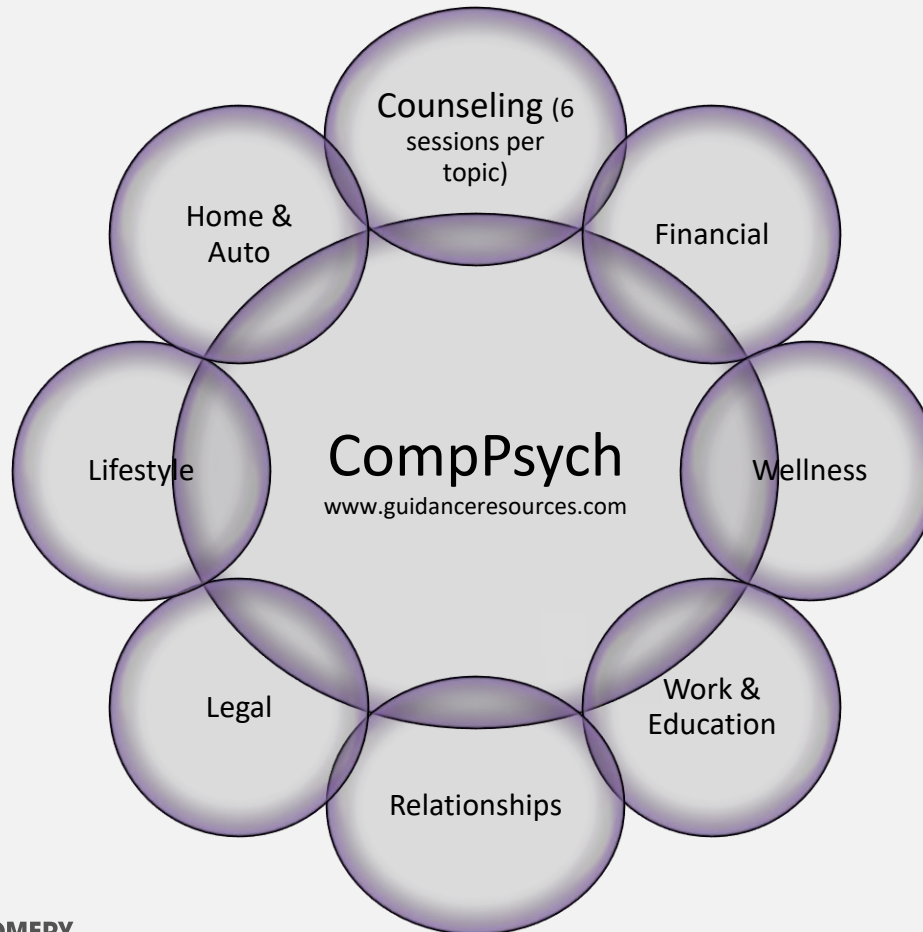
1. Read the Policy
2. Know the consequences of violating the policy
3. No smoking and no drugs or alcohol on campus.
4. No open containers of alcohol in your vehicle if parked on college property.
5. Help is available through the FSAP.



# MC Cares

Use code  
**MCC**

**100%  
Confidential**



**No Cost!**

**Services  
provided  
24/7**

# HIPAA

## Health Insurance Portability and Accountability Act

The college protects employee's health information.

If you feel your health information has been compromised contact the HIPAA Privacy Official

Rowena D'Souza/HIPAA Privacy Official –  
[rowena.dsouza@montgomerycollege.edu](mailto:rowena.dsouza@montgomerycollege.edu)

# Worker's Compensation

- Get the care you need.
- Accidents/illnesses must be reported to Public Safety as soon as possible. This is important to generate a claim number for the incident.

The employee is free to seek treatment with the provider of their choice and be paid 66 % of pay for time lost from work

If the employee uses an in-network (CORVEL) doctor they receive 100% of pay for lost time due to the work injury/illness.

# PUMP ACT

- Providing Urgent Maternal Protections (PUMP)
- Provide reasonable break time to express milk
- Provide an appropriate space to express breast milk for a nursing child for up to one year after the child's birth
- The space must not be a bathroom and must be shielded from view, and free from any intrusion from co-workers and the public.

# PWFA

- Pregnant Workers Fairness Act (PWFA)
- Provide reasonable accommodations to a worker's known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer undue hardship
- Employer may have to provide a temporary suspension of an essential function under the PWFA
- Not working in the heat, limiting certain physical tasks or avoiding certain chemicals
- Infertility, menstruation, endometriosis, fertility treatments, miscarriages and abortions fall within the scope of the PWFA

# Contact Information

## Human Resources & Strategic Talent Management (HRSTM)

(240) 567-5353

[hrstm@montgomerycollege.edu](mailto:hrstm@montgomerycollege.edu)

### Rowena D'Souza

Risk Management/HIPPA Privacy Official  
& ADA Coordinator for Faculty and Staff

(240) 567-5370

[rowena.dsouza@montgomerycollege.edu](mailto:rowena.dsouza@montgomerycollege.edu)

### Teresa Natera

HR Leave Specialist II

(240) 931-8645

[teresa.natera@montgomerycollege.edu](mailto:teresa.natera@montgomerycollege.edu)



# Public Safety, Health & Emergency Management

Adam Reid  
Director of Public Safety,  
Health, and Emergency  
Management

Michael Harting  
Emergency Management and  
Outreach Coordinator



# Public Safety, Health & Emergency Management



Adam Reid  
Director of Public Safety, Health, and Emergency Management  
Michael Harting  
Emergency Management and Outreach Coordinator

## Public Safety, Health & Emergency Management



### Public Safety

- **240-567-3333**
- On all three (3) campuses, and off-campus buildings
- Protection of College community, first aid, emergency assistance, and more.



### Emergency Management

College prevention, preparedness, and response to emergency incidents or situations that impact our day to day operations.



### Health

Work to promote a healthy and safe environment for all members of the College community.

## Contacting Public Safety and 911

Call 911 and MC Public Safety Central Dispatch at 240-567-3333 if you observe a life-threatening emergency. Tell them why you are calling and share the specific location of the incident.

Also, our office submits an **Annual Security Report** that contains information and crime statistics for three calendar years for crimes that occurred:

- on campus;
- in certain off-campus buildings or property owned or controlled by MC; and
- on public property within, or immediately adjacent to, and accessible to, the campus.

With that said, call our number to report any crimes you observe in those areas.

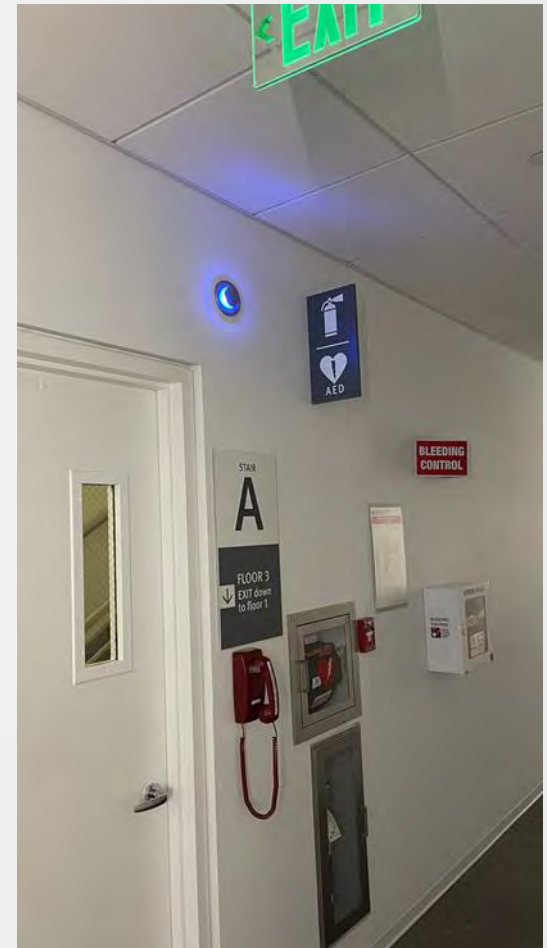
**KNOW THE NUMBERS TO CALL**

**911 and 240-567-3333**

## MC Emergency Stations

Throughout each campus, you will find emergency stations like what you see to the right. Generally, these stations will include an emergency phone, a fire extinguisher, a Bleeding Control kit, and an Automated External Defibrillator (AED).

Emergency messages will scroll across message boards like those below. The same messages will be found on your MC-issued computer and TV screen.



## MC Alert

### MCAlert

**Sign Up** [↗](#) for text and e-mail messages in the event of Montgomery College delays, closures, or emergencies.

New phone or email address? **Update your Alert account** [↗](#) now.



## College Operations – Inclement Weather

**G**

Code/Level: Green

The College is open and all campuses/locations are open.

**Y**

Code/Level: Yellow

The College is open and campuses/locations are open. Some specified onsite operations/instruction/services may be limited or impacted. (Such as snow, hail, power failure).



## College Operations – Inclement Weather

O

Code/Level: Orange

The College is open for operations, but all campuses and locations (i.e. physical locations) are closed. Operations are limited to remote instructions/services/work. (Such as hurricane, tornado, network failure/disruption).

R

Code/Level: Red

The College is closed. All onsite and remote operations/instruction/services are suspended. (Such as severe weather, state of emergency, major health crisis).



## Parking and Transportation

### Parking on Campus

- Obtain a parking permit to park on campus and other College properties
- Log in to the parking portal to obtain a permit
- Pay a citation or appeal a citation in the parking portal



### Transportation

- MC Shuttle between campuses (M-F)
- Student ID is required for the MC shuttle
- Students can take the Ride-On buses free of charge – 24 hours a day, 7 days a week with an ID sticker valid for the current session



# Public Safety, Health & Emergency Management



Campus Police Officer

Questions?



Public Safety Officer

<https://www.montgomerycollege.edu/offices/public-safety-health-emergency-management/index.html>

**240-567-3333**



# Introduction to the Office of Compliance, Risk, and Ethics



Susan V. Watson, JD, CCEP, CIPP/US  
Chief Compliance, Risk, and Ethics Officer



# Objectives

You will learn:

- Who is on OCRE's team
- Why compliance offices exist in higher education
- What work OCRE does
  - Responsibilities in OCRE's portfolio
  - FY24 Plans



# The OCRE Team



**Kristen Roe**  
Director of ADA  
Compliance & Title IX  
Coordinator



**Susan V. Watson**  
Chief Compliance, Risk,  
and Ethics Officer



**Jasmine Ikard**  
Deputy Title IX  
Coordinator & Investigator



**Sarah Martin**  
Senior Compliance  
Specialist/Investigator



**Maria Adams**  
Compliance Specialist



**Debra (Debbie) Bouyer**  
Compliance Specialist



**Rosa Trigo**  
Executive Assistant



# Compliance

**Compliance** means...following a rule or order.

**Compliance** means...adhering to a rule, such as a policy, standard, specification, or law.

**Regulatory compliance** means...when an organization follows state, federal, and international laws and regulations relevant to its operations.

# Making the Case for Compliance in Colleges and Universities

- The number of federal requirements applying to higher education has increased 56% from 1997 to 2012.<sup>(1)</sup>
- This is the age of enforcement; schools found to be in violation of the law risk severe fines and loss of reputation.

(1) Recalibrating Regulation of Colleges and Universities: Report of the Task Force on Federal Regulation of Higher Education, February 2015.



# What Do Compliance Offices Do?

- Conduct training
- Write and implement policy
- Communicate and inform
- Identify compliance risks
- Monitor compliance risks
- Help mitigate compliance risks
- Escalate risks to senior management when warranted
- Encourage compliant and ethical tone at the top and messaging in the middle
- Encourage rewarding compliant and ethical behavior in employees



# What Don't Compliance Offices Do?

- Interpret laws, regulations, or College policies and procedures
- Own the responsibility to fix compliance risks
- The actual nuts and bolts of doing the work to be compliant throughout the College
- Fail to disclose information that could harm the institution
- Ignore or hide problems



# Compliance, Risk, and Ethics Office

*Established in 2012*

Regulatory  
Compliance

*Collegewide  
Compliance*

Code of Ethics

*Conflicts of Interest  
Reporting Hotline*

Maryland  
Ethics  
Commission  
Reporting

ADA  
Compliance

*ADA Self-  
Evaluation*

Title IX  
Compliance

*NOTE: 2020 v. 2024  
Regulations*

Protection of  
Minors

# Compliance Disclosures

Disclosure of information to students and employees is mandated by many federal laws and regulations.

In maintaining MC's long-held commitment to full compliance with all applicable laws and regulations, disclosures are provided as follows:

Student disclosures are sent to student email accounts from the [NeedtoKnow@montgomerycollege.edu](mailto:NeedtoKnow@montgomerycollege.edu)

Employee disclosures are sent to employee email accounts from the [Compliance@montgomerycollege.edu](mailto:Compliance@montgomerycollege.edu)



# Ethical Expectations

## Code of Ethics and Employee Conduct Policy and Procedure 31000

## ETHICAL EXPECTATIONS

FEBRUARY 2020



A Practical Guide to  
Fostering an Ethical Culture at MC

# Ethical Expectations

## Conflict of Interest Policy and Procedure 31003

Code of Ethics and Employee Conduct

Disclose a Conflict of Interest

Ethical Expectations

Reporting Concerns

Roadmap for Addressing Concerns

Training and Resources

### Conflict of Interest Disclosure Form



Name:

Job Title:

Unit:

**Purpose:** This form may be submitted to disclose your actual, perceived, or potential conflict of interest in accordance with [College Policy and Procedure 31003](#). The Office of Compliance, Risk, and Ethics will provide a response to guide you to best manage or avoid any conflicts, if present.

**Instructions:** Select the appropriate action below and describe the details in the space provided. If you are unsure which category your situation falls into, please mark "Other". Submit the form via email to [ethics@montgomerycollege.edu](mailto:ethics@montgomerycollege.edu). You may be contacted for more information if necessary to assess whether a conflict is present.

☐ **Business Relationships**

Do you or a family member have any business relationship with or financial interest in an entity that (a) has a contractual relationship with Montgomery College, (b) provides goods or services to MC, or (c) that seeks to do business with MC (e.g., by submitting a proposal in an RFP)?

☐ **Family Members Working Together at MC**

Do you work in the same area or department as a family member or have you been involved in the hiring, supervision, or review of the work of a member of your family working at MC?

☐ **Gifts or Favors**

Have you (as an individual or on behalf of your department) or a family member accepted gratuities, gifts, or special favors from someone (or an entity) who does business with or seeks to do business with the College?

☐ **Outside Jobs/Activities**

Are you a full-time MC employee who participates in a job, consulting work, or entrepreneurial venture outside of MC? For all MC employees (full-time, part-time, temporary), do you participate in an outside activity that may overlap with or require your attention during your scheduled work hours at MC? Do your outside activities involve College vendors or other entities that have a business relationship with the College? Do you work for or provide consulting services to any institutions that offer classes similar to those offered at MC?

☐ **Use of College Resources**

Do you use—or expect to use in the immediate future—any College resources in the performance of any outside activity?

☐ **Other**

Provide below any information that is relevant to the situation you are disclosing and which might assist the College in managing the conflict (if one exists). For example, where applicable, you should identify the nature of the outside job or activity, the duration and frequency of that activity, the nature of your financial interest, the type of gift received—as well as its source and approximate value—and the nature of your College responsibilities insofar as they relate to the business or other outside activity. Please be as specific as possible.

# OLD FORM

I hereby affirm that the information provided here is true and complete to the best of my knowledge. I have read and understand my obligations under College Policy and Procedure 31003—Conflict of Interest, and will comply with any conditions put in place by the College to manage, reduce, or eliminate conflicts of interest or conflicts of commitment. I will submit an updated disclosure promptly, if my circumstances change. I understand that failure to comply with P&P 31003 and/or making false or misleading statements could result in disciplinary action up to and including termination.

Signature:

Date:

## Conflict of Interest Disclosure Form

[New Disclosure](#) | [Follow Up](#) | [Print](#)

### Statement of Purpose

Montgomery College (MC) advances its mission when members of the College forge connections outside the College. These connections can be as scholars, artists, consultants, participants in research ventures, and in other capacities relating to their professional expertise. MC encourages the development of such connections but also recognizes these positive interactions can create an occasion for real, potential, or perceived conflicts of interest and commitment. These conflicts of interest and commitment may negatively impact the individual as well as the institution. In accordance with [College Policy and Procedure 31003—Conflict of Interest](#), submit this form to disclose your actual, perceived, or potential conflict of interest.

After you complete your disclosure and before you exit the form, the EthicsPoint system will assign a unique code to you called a report key. **Keep your report key in a safe place.** After five to six business days, follow up on your submission for feedback or questions. Select the **Follow Up** option and use your report key to check the status of your disclosure. The Office of Compliance, Risk, and Ethics will provide a response to guide you to best manage or avoid any conflicts, if present. Contact [ethics@montgomerycollege.edu](mailto:ethics@montgomerycollege.edu) or 240-567-7396 with any questions.

Items marked with a diamond ♦ are required fields.

### Your Information

#### Name & Employee Information

Only the person with the actual, perceived, or potential conflict of interest should complete this form. If you are attempting to complete this form on behalf of someone else, please contact the Office of Compliance, Risk, and Ethics at [ethics@montgomerycollege.edu](mailto:ethics@montgomerycollege.edu) for guidance.

Prefix <input type="text"/> <small>Select One</small>	♦ First Name <input type="text"/>	M.I. <input type="text"/>	♦ Last Name <input type="text"/>
♦ Montgomery College (MC) Job Title <input type="text"/>	♦ MC ID Number <input type="text"/>		
♦ MC Phone Number <input type="text"/> <small>Include the area code, extension, and/or dialing codes if applicable.</small>	♦ MC Email Address <input type="text"/> <small>Format: username@domain.com</small>		
♦ Supervisor's Name <input type="text"/>	♦ Employee Type <input type="text"/> <small>Select One</small>		
♦ MC Division <input type="text"/> <small>Select One</small>			

Acknowledgments	
Acknowledgments	<p>♦ Acknowledgment</p> <p><input type="checkbox"/> By submitting this Conflict of Interest Disclosure Form, I hereby affirm that the information provided here is true and complete to the best of my knowledge. I will submit an updated disclosure promptly, if my circumstances change.</p> <p><b>Important Reminder:</b> After you submit this form, you will be assigned a unique code called a "report key" by the system. Keep your report key in a safe place. Use your report key to check for feedback or questions from the Office of Compliance, Risk, and Ethics.</p>

File Upload	
File Upload	<p>Please upload any documents that are relevant to this disclosure. After you have selected your file, click the "Add File" button. You will need to wait until the file count changes before submitting the form.</p> <div style="text-align: center; margin: 10px 0;"> <span style="background-color: #ccc; padding: 5px 15px; border: 1px solid #000; cursor: pointer;">Select a file</span> </div> <p>File Description</p> <div style="border: 1px solid #ccc; height: 40px; margin: 5px 0;"></div> <div style="text-align: center; margin: 10px 0;"> <span style="background-color: #ccc; padding: 5px 15px; border: 1px solid #000; cursor: pointer;">Add File</span> <span style="background-color: #ccc; padding: 5px 15px; border: 1px solid #000; cursor: pointer; margin-left: 10px;">Reset file uploads</span> </div> <p>Files Uploaded: 0            Space Remaining: 100 MB            Max File Size: 50 MB</p>

Follow Up	
Follow Up	<p>After you submit this disclosure you will be issued a 12-digit Report Key. Use your report key to check for feedback or questions from the Office of Compliance, Risk, and Ethics (OCRE).</p> <p>Follow Up will allow you to:</p> <ul style="list-style-type: none"> <li>▪ Upload/attach documents to your disclosure submission</li> <li>▪ Respond to follow-up questions/comments from OCRE</li> <li>▪ Provide additional information, ask questions, or receive guidance</li> <li>▪ Obtain the status of or final decision regarding your disclosure</li> </ul>

Password	<p>Create a password to access the Follow Up functionality of this report.</p> <p>♦ Password <span style="float: right;">♦ Re-Enter Password</span></p> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <input style="width: 45%; border: 1px solid #ccc;" type="password"/> <input style="width: 45%; border: 1px solid #ccc;" type="password"/> </div> <p style="font-size: small; margin-top: 5px;">(Passwords must be at least four(4) characters in length.)</p>
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Location <span style="float: right;">^</span>	
Location	<p>◆ MC Location</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> <p style="font-size: 0.8em; margin-top: 2px;">Select One</p> <p>◆ MC Office or Department</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>


  

Conflict of Interest <span style="float: right;">^</span>	
Type of Conflict of Interest	<p>◆ Please select a type of disclosure and provide information relevant to your actual, perceived, or potential conflict of interest. You will be contacted through the EthicsPoint system after your request has been reviewed—and possibly during the review, if more information is needed—so remember to save your report key and keep it in a safe place.</p> <p><b>What type of disclosure do you wish to make?</b></p> <p style="font-size: 0.8em; margin-top: 2px;">Select One</p> <p><input type="radio"/> Business Relationships I (or my relative) have a business/financial interest in an entity that has (or is seeking) a contractual relationship with MC.</p> <p><input type="radio"/> Gifts or Favors I (or one of my relatives) have been offered a gift or favor by someone who does business with or seeks to do business with MC.</p> <p><input type="radio"/> Outside Activities I participate in a non-MC activity or organization that sometimes requires my attention during my MC workday.</p> <p><input type="radio"/> Outside Jobs I have another job or earn income from another employer besides MC. This category includes self-employment or businesses you own or run.</p> <p><input type="radio"/> Relationship with Minor Student's Parent I teach or academically coach an MC student under the age of eighteen and have a relationship with that student's parent or guardian.</p> <p><input type="radio"/> Relatives Working Together at MC I have a relative who currently works at MC about whom I am required to report my relationship under College Policy and Procedure 31003, or I may be involved in hiring/managing a relative for MC.</p> <p><input type="radio"/> Teaching Relatives I am a faculty member, and a relative is registered for one of my classes or wishes to do so.</p> <p><input type="radio"/> Other Provide any information that is relevant to the situation you are disclosing and might assist the College in managing the conflict (if one exists). Please be as specific as possible. At the end of the form, you may upload and attach documents.</p>
Previously Reported	<p>◆ Have you previously disclosed this actual, perceived, or potential conflict of interest to Montgomery College?</p> <p><input type="radio"/> Yes   <input type="radio"/> No   <input type="radio"/> Unsure</p> <p style="font-size: 0.8em; margin-top: 2px;">Select One</p>

# EthicsPoint Confidential Reporting Line

## Reporting Concerns

Employees are encouraged to talk with their management regarding their concerns. Employees also have the option to share concerns of any nature to a confidential reporting line. Montgomery College uses the Ethics Point reporting line, which is a confidential and anonymous third-party reporting line.

- EthicsPoint toll-free number: 844-572-2198
- EthicsPoint online reporting: [MontgomeryCollege Ethicspoint](#) 

All employees are expected to report violations of the Code of Ethics and Employee Standards of Conduct. Reporting violations is an important aspect of upholding the Code of Ethics. Prompt reporting of misconduct allows the College to act quickly to address potential issues.

Even if you are not certain that misconduct has occurred, please report the concern without delay. The appropriate office will look into the matter and determine whether misconduct did in fact occur. For more information regarding your options for reporting, please consult the [Roadmap for Employees to Address Issues](#).


The enforcement of the Code of Ethics and Employee Standards of Conduct is achieved through the existing policies and procedures that govern the operations of the College. Violations of the Code of Ethics and Employee Standards of Conduct will be disciplined as specified in the associated policy and procedure.

## What protections exist for making a report?

The College is committed to protecting individuals from interference with reporting wrongdoing and from retaliation for making a report in good faith. No individual who in good faith reports a suspected violation shall thereby suffer harassment, retaliation, or adverse employment, academic, or educational consequence. For more information, please consult Montgomery College's Policy 61008–Reporting Suspected Acts of Wrongdoing.

**Code of Ethics and Employee Conduct**

**Disclose a Conflict of Interest**

**Ethical Expectations** 

**Reporting Concerns**

**Roadmap for Addressing Concerns**

**Training and Resources**

## More Information

[Office of Compliance, Risk, and Ethics](#)

[Employee and Labor Relations](#)

[Student Complaint Resolution](#)

# OCRE Investigations



# Roadmap for Employees to Address Concerns

## EthicsPoint Reporting Line

844-572-2198

www.montgomerycollege.

ethicspoint.com



## ROADMAP FOR EMPLOYEES TO ADDRESS CONCERNS

**Do you have a concern you feel needs to be addressed?** This document provides a roadmap regarding where you can go for assistance and resolution.

**Contact your supervisor or manager with your concern.** Supervisors and managers are your first line of communication.

### Ombuds—Guidance at any time.

- Confidential, neutral, independent, and informal resource with whom you can discuss any and all workplace issues
- Offers discussion and coaching on workplace issue resolution, strategies, and options
- Refers employees to other MC resources

**Ombuds@montgomerycollege.edu**

### EthicsPoint Reporting Line

- Submit concerns anonymously and confidentially
- Managed by the Office of Compliance, Risk, and Ethics

**montgomerycollege.ethicspoint.com**  
**844-572-2198**

### Intellectual Property Concerns

- Contact the Dean of the relevant academic department

### Additional Resources

- Governance Councils
- Labor Unions—AAUP, SEIU, or AFSCME

### Student Concerns

Visit the Student Complaint Resolution webpage for policies and procedures about reporting your concerns.

If contacting your supervisor/manager is not possible or appropriate, or you wish to obtain further assistance, then contact the appropriate area listed below. Your options for consultation and resolution may vary based upon your concern.

### Human Resources: Employee and Labor Relations EmployeeRelations@montgomerycollege.edu

- Alcohol or Drug Abuse • Benefit Abuse • Bias Incidents
- Disability Discrimination • Discrimination or Harassment
- Employee Behavior • Invidious • Nepotism or Favoritism
- Sexual Harassment • Workplace Violence or Bullying

### Compliance, Risk, and Ethics Ethics@montgomerycollege.edu

- Conflict of Interest • Disability Access Issues • Ethical Misconduct
- Grants Research Fraud or Misconduct • Improper Giving or Receiving Gifts
- Maryland State Ethics Filing and Reporting Questions
- Protection of Minors • Regulatory Compliance
- Violations of College Policies not otherwise identified
- Title IX • Athletic Concerns

### Internal Audit InternalAudit@montgomerycollege.edu

- Accounting and Auditing Matters
- Falsification of Contracts, Reports or Records
- Fraud • Theft/Embezzlement • Employee Time Reporting or Time Abuse
- Waste, Abuse, and Misuse of Institution Resources

### IT Privacy & Cybersecurity Compliance ITSecurity@montgomerycollege.edu

- Data Privacy • Inappropriate Use of Technology
- Account Compromise/Credential Theft

### Environmental Safety EnvironmentalSafety@montgomerycollege.edu

- Occupational Safety Concerns • Environmental Related Issues

### Library libguides.montgomerycollege.edu/copyright

- Copyright Questions and Concerns

### Office of Public Safety and Emergency Management 240-567-3333

- Physical Safety and Protection • First Aid • Emergency Assistance
- 24-hour Escort Service (upon request) • Lost and Found

Please contact the Office of Compliance, Risk, and Ethics if your concern is about one of these offices or a lack of response to a concern.

Please contact the Chief of Staff/Chief Strategy Officer in the Office of the President if the focus of your concern is about the Office of Compliance, Risk, and Ethics.



Contact the Office of Compliance, Risk, and Ethics with any questions.

[www.montgomerycollege.edu/offices/compliance-risk-ethics](http://www.montgomerycollege.edu/offices/compliance-risk-ethics)

[compliance@montgomerycollege.edu](mailto:compliance@montgomerycollege.edu)

240.567.7396



Back at 2:45 p.m.



**MC** MONTGOMERY  
COLLEGE

# Information Technology Resources

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Chris Cusic

Director of Instructional & Administrative Services

# IT Service Desk

Your central point of contact  
for IT service and support

By phone call: 240-567-7222

By email: [itservicedesk@montgomerycollege.edu](mailto:itservicedesk@montgomerycollege.edu)

Live Chat: IT Service Desk



# Hours of Operations

- IT Service Desk Hours of Operation
- Monday-Thursday (7:30 am - 8:00 pm)
- Friday (7:30 am - 5:00 pm)
- Saturday (8:00 am - 4:30 pm)  
Except College holidays and emergency closures

# IT Campus Management Services





# Rockville Campus

## IT Campus Manager

Chris Cusic

Phone: 240-567-7863

Office: SC-162A



## Takoma Park/Silver Spring

IT Campus Manager

Youssef Halli

Phone: 240-567-3958

Office: ST-318

# Germantown Campus

IT Campus Manager

Andrew Scheppler

Phone: 240-567-3098

Office: HS-016





## Workforce Development & Industrial Partnership

IT Campus Manager

Elena Oulanova

Phone: 240-567-2575

Office: GBTC-433



# Questions?





# Information Technology

Chaucia Sydnor  
Cyber Defense Analyst  
IT Security



# Agenda

- Acceptable Use Policy
- Safe Computing Habits
- Two Factor Authentication (2FA)
- Phishing Awareness
- Required Data Security Training

# Acceptable Use of Technology (AUP) Policy

Defines what is acceptable use of MC information technology resources, i.e., computer and network

More information may be found here:

[https://www.montgomerycollege.edu/\\_documents/policies-and-procedures/66001-acceptable-use-of-information-technology.pdf](https://www.montgomerycollege.edu/_documents/policies-and-procedures/66001-acceptable-use-of-information-technology.pdf)

## User responsibilities

- **Protect your passwords**
- **Use resources for College business and mission**
- **Protect confidential information**
- **Respect other's privacy; not harass, threaten or harm specific individuals through electronic communications**

## College responsibilities

- **Adhere to industry standards and other best practices to provide adequate access to computer and telephone resources**
- **Protect IT resources**
- **Take reasonable steps to protect confidential information**
- **Ensure system backup**



# Safe Computing Habits

- Create a strong password
- Safeguard you password!
- **NEVER use the same password for multiple accounts**
- Use a Password Manager (vault) to store account passwords
- Montgomery College IT will NEVER ask for your password





Are you logging in to  
Montgomery College  
Production ADFS?

⊕ Montgomery College

📍 Rockville, MD, US

🕒 2:10 PM

👤 jsmitty99



Deny



Approve

## Two-Factor Authentication (2FA)

- 2FA adds a second level of security during the login process
- Helps prevent anyone other than you from accessing systems
- Use your mobile device – cell phone or tablet to “Approve” logins
- Visit 2FA website for more info and FAQs

<https://info.montgomerycollege.edu/offices/information-technology/it-security/2fa.html>



# Phishing Awareness

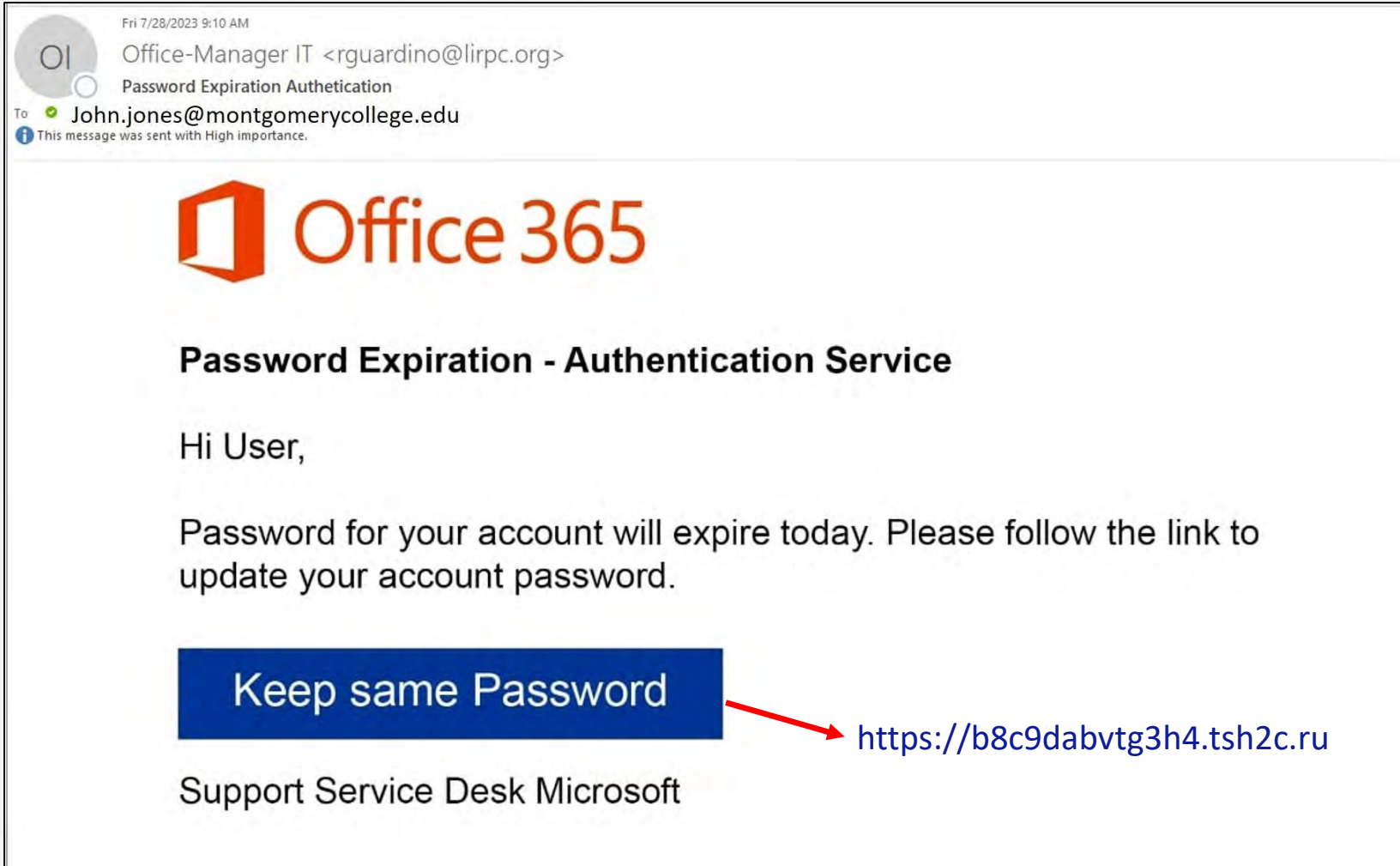
Phishing is a fraudulent email based attack disguised as a legitimate communication



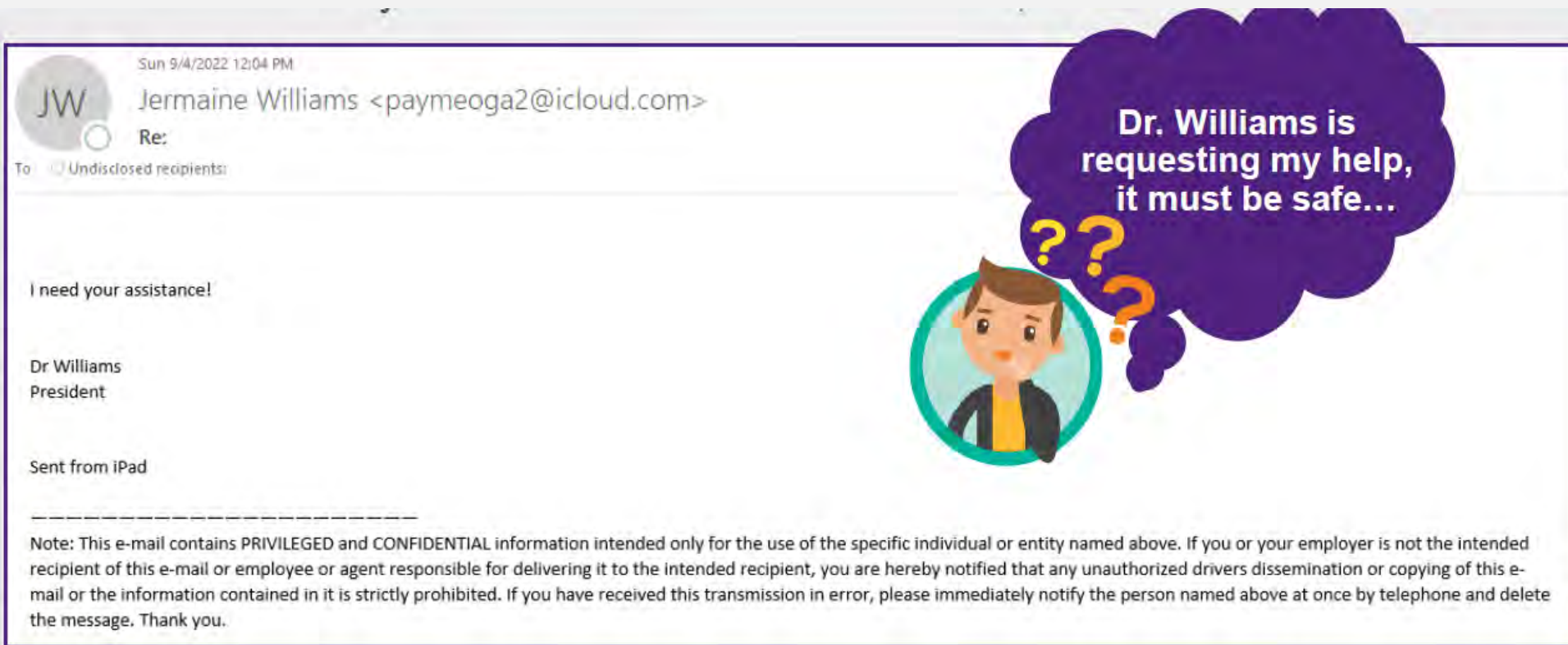
# Phishing is a social engineering attack

- Goal is to trick you into responding – they prey upon your emotions
  - ✓ Fear “Account Suspension”, “Update immediately”
  - ✓ Curiosity
  - ✓ Reward “fill out this survey, receive a \$5 gift card”

# Phishing email example



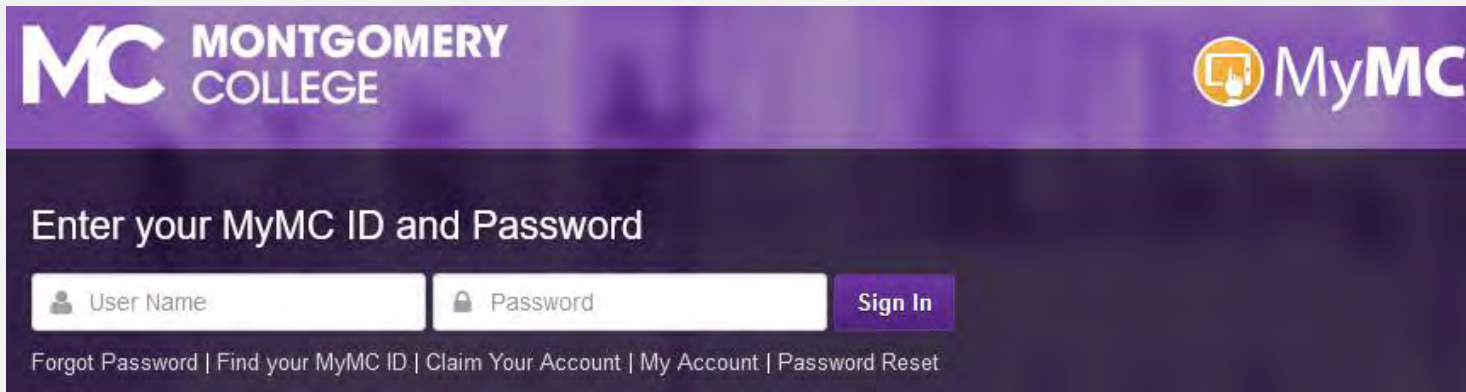
# Phishing email example



# Phishing Consequences

**Do not give up your password in a Phishing email**

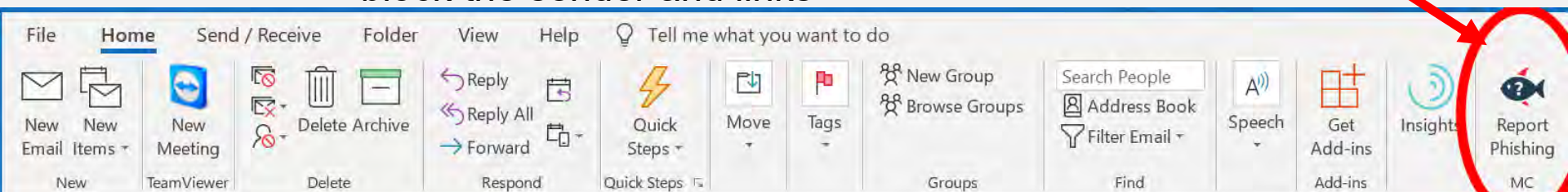
- Clicking on a malicious link may lead to a Malware download - Ransomware
- Attacker with your password may log into MyMC and view personal/financial information
- Attacker with your password may log into your MS 365 email account



The screenshot shows the Montgomery College MyMC login interface. At the top, the MC MONTGOMERY COLLEGE logo is on the left and the MyMC logo is on the right. Below the logos, the text "Enter your MyMC ID and Password" is displayed. There are two input fields: "User Name" with a person icon and "Password" with a lock icon. A "Sign In" button is to the right of the password field. At the bottom, there are links for "Forgot Password", "Find your MyMC ID", "Claim Your Account", "My Account", and "Password Reset".

# Phishing Solution

- Take a Pause – if it reads phishy, it probably is phishy
- **REPORT** the suspicious email using the Report Phishing button located on the **Outlook toolbar**
- IT Security will analyze the reported email
  - **Safe** (not malicious) – reported emails are returned with an explanation
  - **Malicious** – not returned; IT Security will block the sender and links

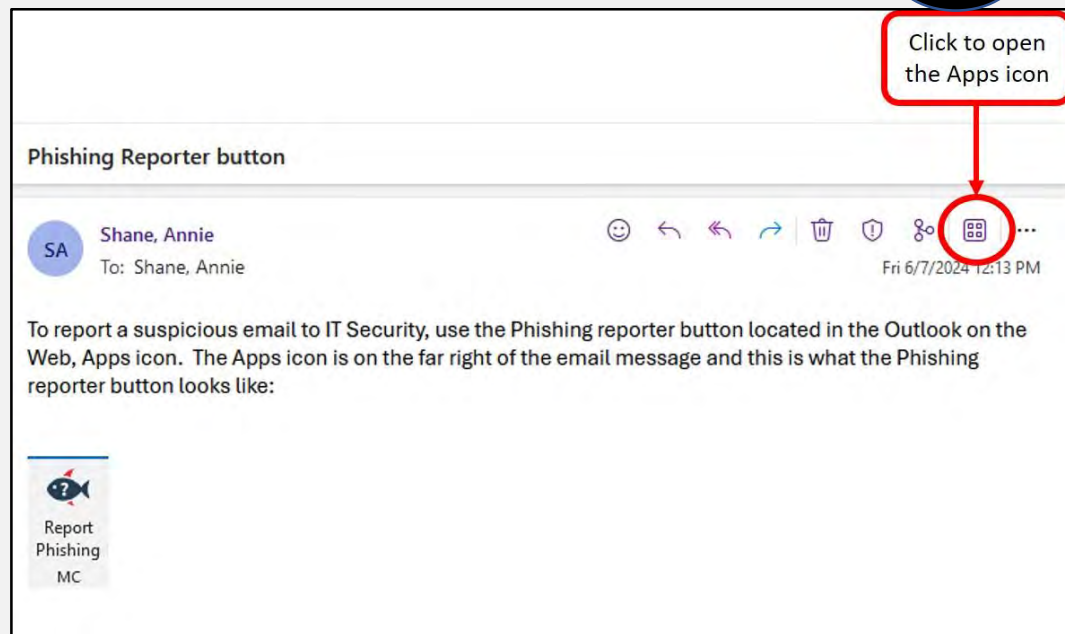


# Phishing Solution

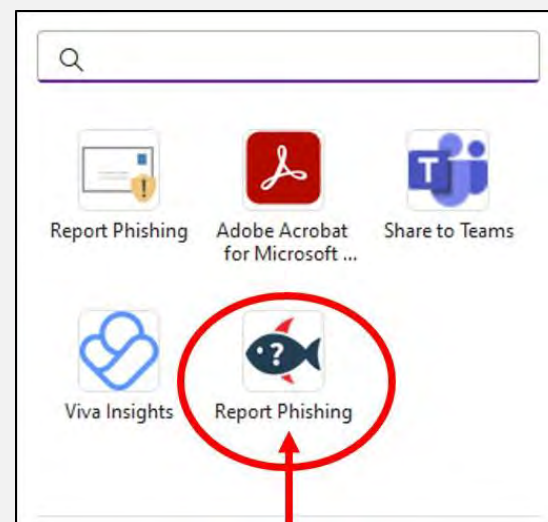
To select the Report phishing button while using Outlook on the Web (OWA)

**1. Go to:**  
Apps icon

**2. Select:**  
Report Phishing  
button



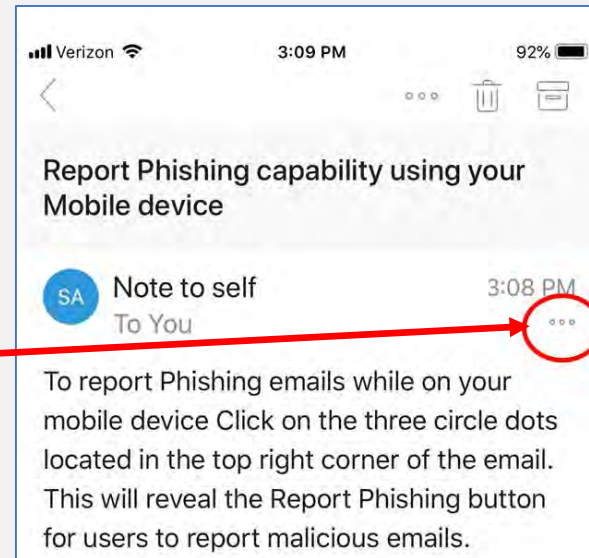
2



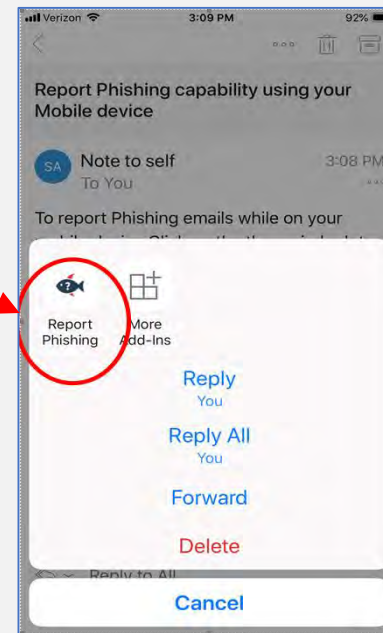
# Phishing Solution

Reporting is also available using Outlook on a **mobile device**

1. Click on the three circle dots



2. Select the Report Phishing button to report



# Phishing Awareness – Simulated Phishing Exercises

- IT sends simulated phishing emails periodically
- Purpose
  - To educate employees on how to spot and **REPORT** suspicious emails
  - Please err on the side of caution and always **REPORT**
- IT will provide feedback on the scenario results with tips to assist in identifying a phish

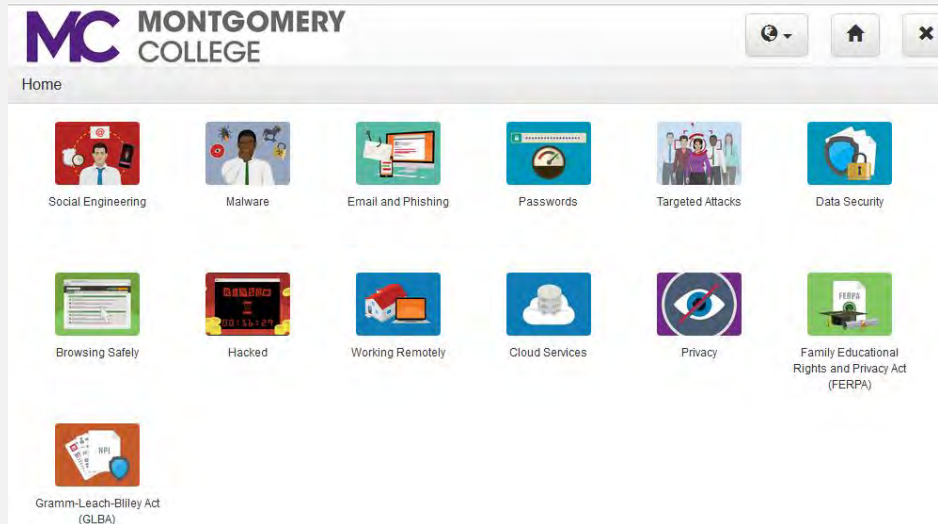
Good job! This email was part of our immersive phishing awareness education.

Thank you for staying vigilant!

OK

# Data Security@MC Training

- Training is mandatory
- Provides employees the necessary tools and knowledge to protect your MyMC data and College business data



# Questions?



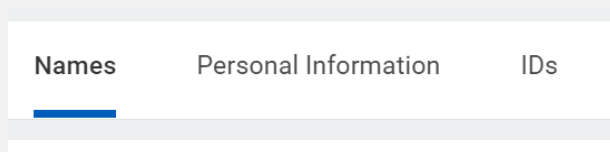
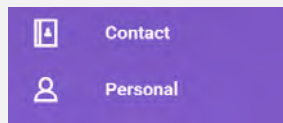
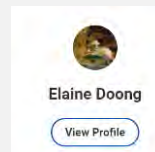
# Claim Your Account

Chris Cusic  
Director of Instructional &  
Administrative Services

# Claim Your Account

## First Step - Find your MyMC ID in Workday

- View Profile in Workday
- Left purple panel scroll down to Personal
- Find IDs
- Look for MyMC ID



Other IDs		
Other ID Type	Organization	Description
MyMC ID		

# Claim Your Account

## 2<sup>nd</sup> Step - Access MyMC to Claim Account


- Access MyMC from main College page
- Claim Your Account
- Follow instructions to claim your account



# Claim Your Account

## 3<sup>rd</sup> step - Password and Account Management

- Enter your MyMC ID
- Enter M#
- Click Submit

 **MONTGOMERY COLLEGE**

Password and Account Management

1 Claim Account - Enter your user information

\* MyMC ID:

\* M#:   
M# is 9 characters including the "M"

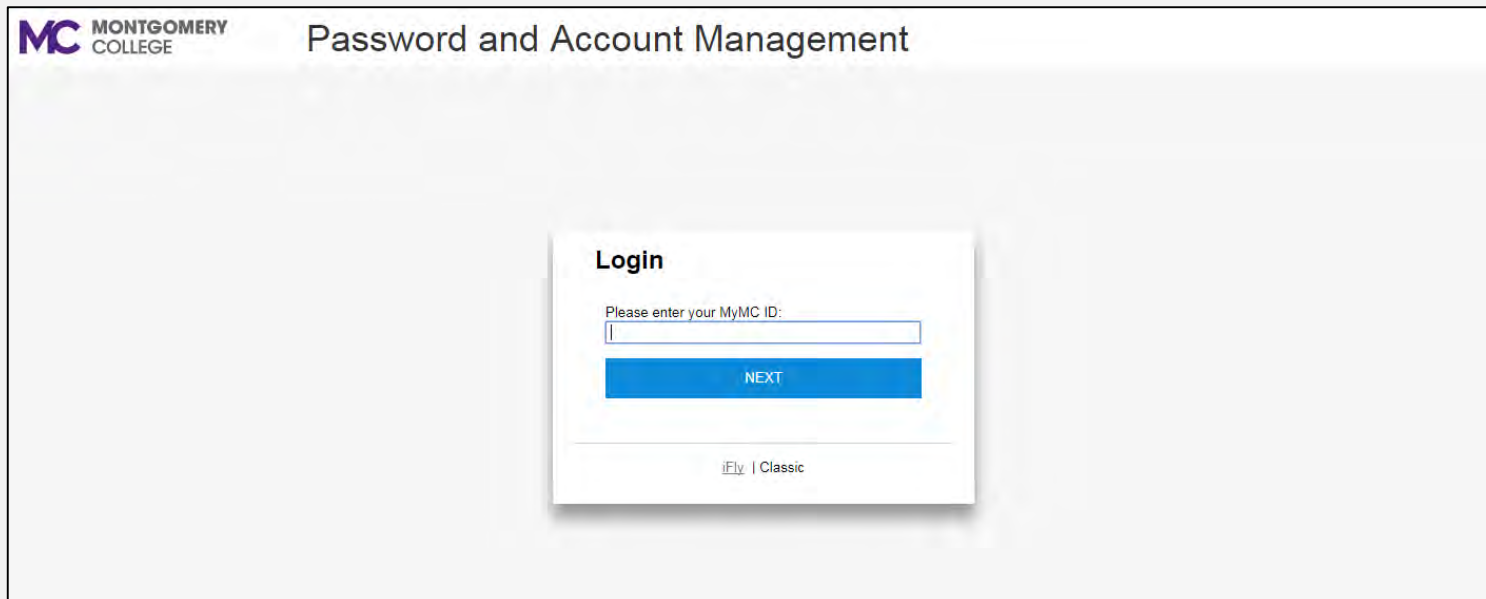
SUBMIT

\* Required field

# Claim Your Account

## 4<sup>th</sup> step - Password and Account Management

- Enter your MyMC ID



The screenshot displays the 'Password and Account Management' page of the Montgomery College system. At the top left is the 'MC MONTGOMERY COLLEGE' logo. The page title 'Password and Account Management' is centered at the top. In the center of the page is a 'Login' modal box. Inside the modal, it says 'Please enter your MyMC ID:' followed by a text input field. Below the input field is a blue button labeled 'NEXT'. At the bottom of the modal, there is a link for 'iFly | Classic'.

# Claim Your Account

**Last step - Set-up Security Questions and Password**



# Break Out

Faculty – S108	Staff – S102
<p>Academic Pay, Performance Evaluation, &amp; Paid –time Off</p> <ul style="list-style-type: none"><li>- Rosalee Law</li></ul> <ul style="list-style-type: none"><li>• Badge Distribution</li><li>• Looking Ahead: Preview of next session</li><li>- Tom Cantu</li></ul>	<ul style="list-style-type: none"><li>• Badge Distribution</li><li>• Questions</li><li>• Looking Ahead: Preview of next session on Thursday, August 22, 2024</li></ul> <ul style="list-style-type: none"><li>- Elaine Doong</li></ul>

# Academic Pay – How it Works

Rosalee Law  
HRIS and Data Management  
Manager

# Academic Pay – How It Works

- Academic Pay Types
- Term Appointment Types
- Performance Review and Process
- Paid Time Off

# Deferred Pay Program (DPP)

- DPP is an option for FTF to have salary paid over 12-months (26 paychecks) instead of the default 10-month (20 paycheck) pay structure.
- A portion of the 10-month pay is deferred until later to cover the 6 summer pays.
- Must be elected BEFORE the beginning of the Academic Year.
- DPP is cancelled if FTF go on any leave of absence during the AY. The full DPP balance to date will be paid out, less statutory withholdings, and your DPP deductions will end for the remainder for the AY.

# Academic Pay Types

## **Equivalent Semester Hour (ESH)**

- 30 ESH per academic year

## **Alternate ESH**

- Non-instructional assignments

## **Overload**

- Pay for ESH above 30 ESH
- Paid in Spring semester

## **Deferred Pay**

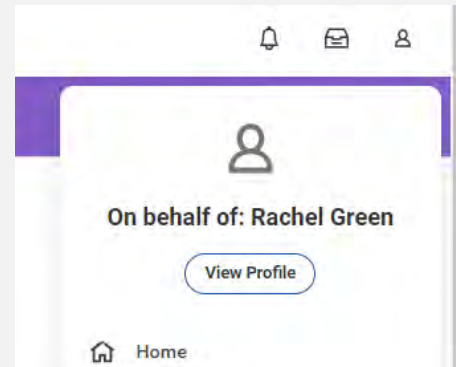


# During AY – Base Salary

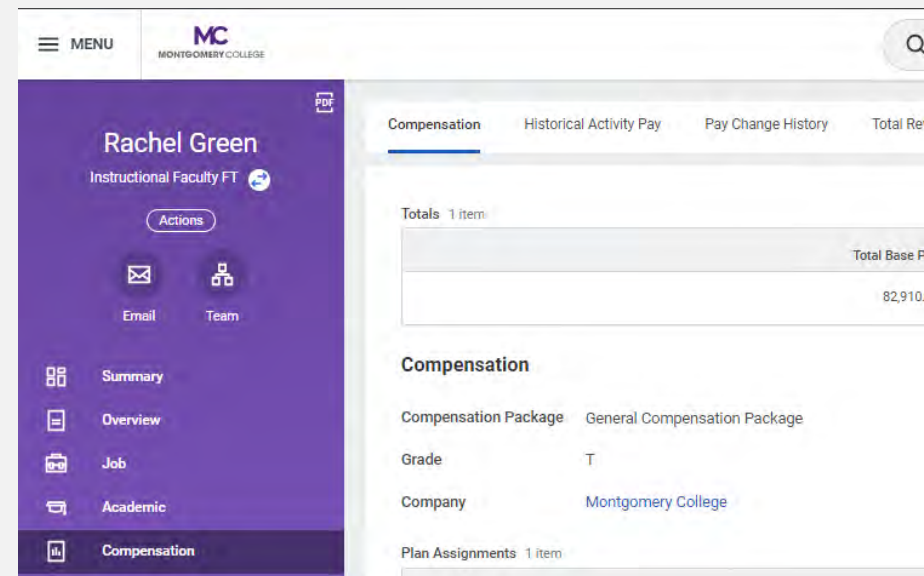
- 30 Equivalent Semester Hour (ESH) per academic year for base pay with no more than 20 ESH in any given semester
- Instructional and Non-Instructional workload counts toward ESH limit
- Anything worked during Winter session counts toward Spring ESH limit
- 36 max for academic year (30 ESH at reg (base pay), 6 ESH Overload rate)

# How to view your base salary in Workday

When you log in to Workday, click on **your picture or person icon** in the upper right corner. Click on **View Profile**.



Click on **Compensation** on the left and then under the **Compensation tab** on the top is where you will see your current base salary.

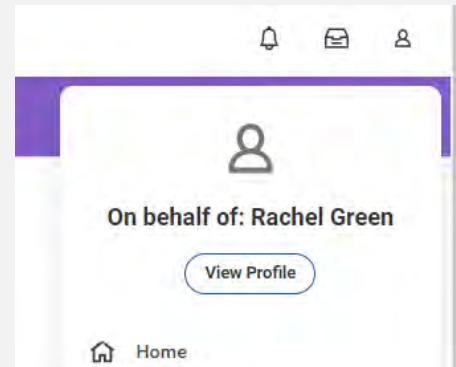


# During AY – Overload Pay

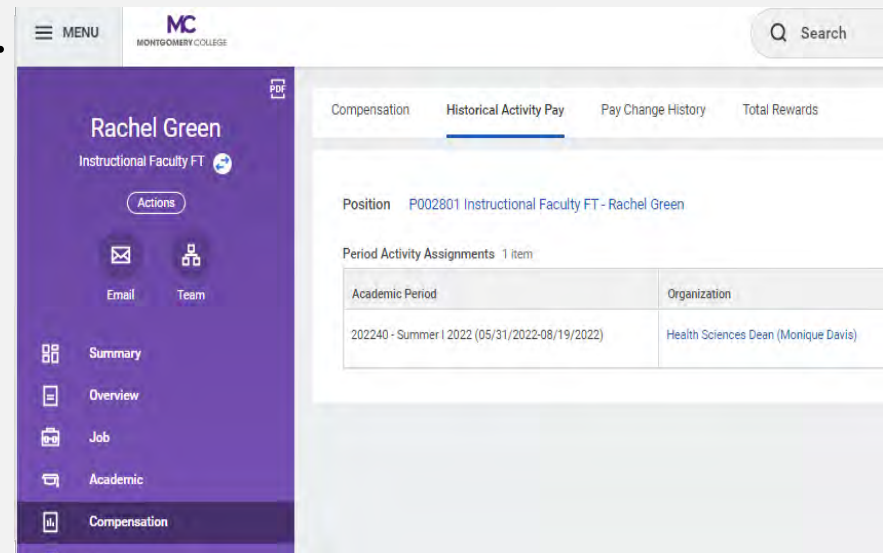
- If FTF work over 30 ESH (Fall, Winter and Spring combined), they get paid overload during the Spring Semester (NOT earlier). **6 ESH is the MAX.**
- Per ESH rates for 24/25 AY are:
  - \$1,567 for less than six years of consecutive service as a full-time faculty
  - \$1,733 for six or more years of consecutive service as a full-time faculty
- Overload pay is paid through period activity pay

# How to view details on your Overload pay

When you log in to Workday, click on **your picture or person icon** in the upper right corner. Click on **View Profile**.



Click on **Compensation** on the left. If it's during the Spring Semester, you will be able to see it under the **Current Activity Pay**. If its after the semester has ended, you will be able to see it under the **Historical Activity Pay** tab.

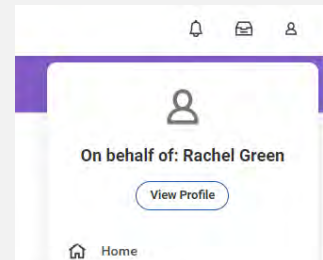


# Summer Pay

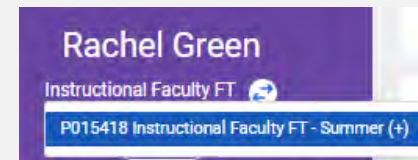
- Max allowed is 12 ESH.
- First 9 ESH are paid at individual per ESH rate
  - Instructional FTF - take most recent academic base salary and divide it by 40
  - Counseling FTF - take most recent academic base salary and divide it by 195 multiply by 44 and divide it by 9
- Anything worked over 9 up to 12 gets paid at the most recent overload rate.

# How to view details on your Summer pay

When you log in to Workday, click on **your picture or person icon** in the upper right corner. Click on **View Profile**.



Under your name on the left, click on **double arrows** to pick the **Summer position**.




Click on **Compensation** on the left. If it's during the Summer, you will be able to see it under the **Current Activity Pay**. If it's after Summer has ended, please contact HR help desk to get previous Summer details.

A screenshot of the Workday Compensation page. The left sidebar shows a menu with 'Compensation' selected. The main content area has tabs for 'Current Activity Pay', 'Historical Activity Pay', and 'Total Rewards'. The 'Current Activity Pay' tab is active, showing a 'View with Payment Details' button. Below this, the position is listed as 'P015418 Instructional Faculty FT - Summer - Rachel Green (+)' and the period as '202340 - Summer | 2023 (05/30/2023-08/18/2023)'. A table shows 5 items of activity pay.

Activity	Instructional Activity	Task
FTFSUMINST1 - Full-time Faculty Summer Pay (ESH 1-9)	Yes	202340-40991 - 2023-RADT-125

## A photograph of three students sitting around a small table in a modern, brightly lit building. The student on the left is a young man with curly hair and glasses, wearing a grey t-shirt and shorts, looking towards the center. The student in the middle is a young woman with glasses and a dark blue shirt, smiling at the camera. The student on the right is a young man with curly hair, wearing a white t-shirt and headphones, looking towards the center. A laptop is open on the table, and a smartphone is next to it. The background shows a large, modern building with a glass facade and a curved roof structure.

- Review Year 1 and Year 2 due May 15 – Year 2
- Appointment notice December 15 – Year 3

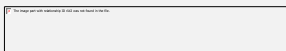
 The image part with relationship ID 6161 was not found in the file.

# Type of Term Appointments and Performance Reviews

## **8 Year Rolling Term**

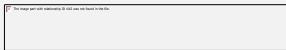
- Review in 6<sup>th</sup> academic year due April 1
- Appointment notice April 15

Note: Faculty appointed in January will begin employment on an 18-month contract and follow the same evaluation schedule as those on a one-year contract



# Faculty Performance Review Process

- Dean initiates performance review based on appointment type
- Full-time faculty member receives a task item in Workday to complete performance review
- Full-time faculty member submits review to dean
- Dean and faculty member meet to discuss review
- Faculty member and dean acknowledges review



# Paid Time Off

- Sick Time Off – Receive a front load of 80 hours beginning of academic year
  - During the Summer, if you work 3-6 ESH you are eligible for an additional 8 hours of sick added to your frontload
  - During the Summer, if you work over 6 ESH you are eligible for an additional 16 hours of sick added to your frontload
- Can carry over amount not used to following year

*Amount will be prorated if hire date is after the beginning of the academic year*

# Paid Time Off

- Personal Time Off – Receive a front load of 24 hours beginning of academic year
- Use or lose - only 1 day can be carried over to Summer
- Recess Time Off (Counselors only) - Receive a front load based on years of service
  - 1-3 years – 88 hours
  - 4-15 years – 120 hours
  - 15+ years – 152 hours
- Use or lose - only 1 day can be carried over to Summer

*Amount will be prorated if hire date is after the beginning of the academic year*

# Paid Time Off

- Bereavement Time Off – 5 days
- Civic/Court Time Off
- Time Off for Professional Meetings
- Borrowed Sick Time Off
  
- Sabbatical Leave – 14 semesters needed before application

# Academic Pay – How it Works

Thank You!  
Questions? Comments?

# Looking Ahead

- Preview of the next sessions
- Badge Distribution

