

To: Montgomery College Employees

From: Krista Leitch Walker, Interim Chief Human Resources Officer

Subject: Time Reporting Guidance #4 During Extended Remote Operations Due to COVID-19 Conditions

Date: May 11, 2020

One of the key decisions the College has made in dealing with the COVID-19 pandemic was to minimize—as much as reasonably possible—any adverse impact on our employees and their families when it comes to pay. As a result, the College has continued to compensate casual temporary staff and student aides on their scheduled (budget-approved) work hours—regardless of their ability to work remotely, just as we are doing for our regular employees—for the remainder of their work assignment.

The College's ability to identify and track the hours and wages paid to our employees who have not been able to work remotely during this pandemic has been requested by our regulatory bodies. **Therefore, effective May 2, 2020, all regular full and part-time staff, casual temporary staff, and student aides/assistants should report any hours for which they are scheduled and budgeted to work, but unable to perform these duties in a remote environment, as Administrative Leave (ADM). Reporting ADM leave will not impact the employee's pay. All other hours should be reported as appropriate. Federal Work Study students should continue to report their hours as they were scheduled/budgeted to work each pay period.**

View detailed instructions on [how to complete the timesheet with Administrative Leave \(ADM\)](#). Employees or supervisors who have questions or need assistance, should e-mail Payroll@montgomerycollege.edu.