

To: Public Safety, Facilities, and Payroll Staff

From: Krista Leitch Walker, Interim Chief Human Resources Officer

Subject: Implementation of Special Shift Pay and Discontinuation of Essential Personnel Pay

Date: May 1, 2020

Since the College commenced extended remote operations due to COVID-19 pandemic conditions on March 16, 2020, we have been voluntarily granting essential personnel pay (EPP) to employees who are unable to perform any of their work remotely and are required to physically report to campus to fulfill their primary job duties. These employees have received EPP for the hours they are to work onsite. The College has been granting this pay even though the ASFCME collective bargaining agreement and the Policies and Procedures 58005 only require it when the College is closed. Currently, there are no collective bargaining or policy provisions that address special forms of pay when the College is operating remotely.

While we initially anticipated that remote operations would be needed for only a two-week period, multiple, evolving factors and circumstances have required the College to continually assess and adjust our plans and processes. In addition to implementing remote teaching and working operations, the College has taken actions to reduce risks to employees by prohibiting unauthorized access to facilities as well as limiting onsite shift time and providing personal protection equipment (PPE) to those working on campus. Based on the April 23, 2020 communication from the senior vice presidents, we expect to continue in this remote work environment at least through May 18. Given the longer duration of our current status and the potential for a continuation, the College has been evaluating the financial impact and implications of continuing our voluntary practice of granting EPP, as well as closely monitoring the actions of our key funding sources: the State of Maryland and the Montgomery County Government.

Recently, both the state and the county have taken action to implement special pay for the performance of their essential services. On April 10, 2020, the Montgomery Government announced that it would pay certain employees (non-first responders) who are required to report onsite an additional \$3.00 per hour, retroactive to March 29. Effective April 1, the State of Maryland instituted a COVID-19 Response Pay differential of \$3.13 per hour.

Therefore, **effective May 2, 2020**, the College will discontinue the current practice of issuing EPP and will implement a **Special Shift Pay (SSP) at a rate of \$3.00 per hour** for hours worked on campus. This is consistent with what the state and county are providing their workforce. This SSP will be paid

to all regular and casual temporary employees who are unable to perform any of their work remotely and are required to physically report to campus to fulfill their primary job duties. These employees will receive SPP for the hours they are scheduled to work onsite while the College is in full-time remote operation status.

Any questions regarding Special Shift Pay (SSP) and time reporting can be sent to:

payroll@montgomerycollege.edu.

The College's ability to rapidly respond to the fast-changing circumstances created by the pandemic has been strongly enhanced by our partnership with AFSCME leadership. Their collaboration and insight continue to be a crucial contributor to the College and our employees.

The Office of Human Resources and Strategic Talent Management continues to be proud and grateful for the extraordinary service, commitment, and dedication our employees have shown to our students and our community during these challenging times. Thank you!