

MONTGOMERY COLLEGE
Office of Human Resources and Strategic Talent Management

October 13, 2014

MEMORANDUM

To: The College Community

From: Nadine M. Porter, Associate Senior Vice President for Human Resources and Strategic Talent Management
Krista Leitch Walker, Director of Professional and Organizational Development

Subject: Training and Performance Management Expectations for Employees for Fiscal Year 2015

The purpose of this memorandum is to provide information on the training and performance management requirements for Montgomery College employees in Fiscal Year 2015.

These requirements are designed to ensure supervisors have the information they need to be successful in their roles and provide appropriate and enhanced accountability.

We realize that this is a long communication with a significant amount of information to process. It is our intention that by outlining the expectations all in one place, with corresponding links for additional information and resources, you will find this document a helpful reference guide throughout the year.

Required Training & Development for Fiscal Year 2015

WHAT is Required	WHO Must Complete	By WHEN
Emergency Procedures Review (online in MC Learns)	All employees, all divisions	June 30, 2015 (or within 12 months for <u>new</u> employees)
Multicultural/Diversity Goal (At least one annual performance goal that addresses the development and/or enhancement of cultural competency in relation to diversity and multiculturalism.)	Employees with annual evaluation, all divisions	June 30, 2015 (or within 12 months for <u>new</u> employees)
Title IX in Higher Education (online in MC Learns)	Employees, Academic Affairs division and Student Services division	June 30, 2015 (or within 12 months for <u>new</u> employees)
Note: "All employees" includes all full and part-time faculty, associate/support staff, department chairs, and administrators.		

Additional Required Training for NEW Employees and Supervisors

IMPORTANT: In addition to taking the above training, new employees and supervisors who were hired or promoted within the last 12 months must also take the following:

WHAT is Required	WHO Must Complete	By WHEN
NEW EMPLOYEES		
Multicultural/Diversity Training (classroom or online in MC Learns)	All new employees, all divisions	Within 12 months of hire/start date
FERPA: Family Educational Rights and Privacy Act (online in MC Learns)	New employees, Academic Affairs division and Student Services division	Within 12 months of hire/start date
ADA for Students: “In Their Shoes” (online via external website)	New employees, Academic Affairs division and Student Services division	Within 12 months of hire/start date
Note: “employees” includes all full and part-time faculty, associate/support staff, department chairs, and administrators.		
NEW SUPERVISORS		
Essential Training for Supervisors Series: All Six (6) sessions noted below	All new administrators, department chairs and supervisors, all divisions	Within 12 months of hire/start date
1. <i>Collective Bargaining Agreement and Policies and Procedures for Managing Staff</i> (classroom)		
2. <i>Developing Meaningful Performance Goals</i> (classroom)		
3. <i>Managing within the Law (videos): Complying with ADA Requirements</i> (online in MC Learns)		
4. <i>Preventing Sexual Harassment and Workplace Discrimination</i> (classroom)		
5. <i>Recognizing and Appreciating Employees</i> (classroom)		
6. <i>Writing Meaningful Performance Evaluations</i> (classroom)		

NOTE: The classroom sessions of the essential supervisor series are offered throughout the year. Supervisors may register for them via the employee registration and learning management system: MC Learns.

For additional information and resources, we encourage you to visit the [Required Training for Employees page on the Human Resources and Strategic Talent Management \(HRSTM\) website.](#)

Performance Evaluation Expectations for Staff and Supervisors

(NOTE: The following section does not apply to part-time and full-time faculty.)

The annual performance evaluation is a powerful tool for fostering excellence in our employees. In addition to assessing how an employee is performing in relation to their job duties, goals, and collegewide competencies, the performance evaluation also provides a means for self-reflection, recognition of accomplishments, constructive feedback, career development, and continuous improvement. Additionally, the cumulative rating of an employee performance evaluation is the measure by which an employee's pay increment and/or performance bonus is determined.

It is for these reasons that Montgomery College is committed to ensuring that every member has a timely and complete annual performance review, and to holding both the employee and the supervisor accountable for fulfilling their responsibilities in the performance evaluation process.

All associate and support staff, department chairs, and administrators are required to complete a self-evaluation and all supervisors are required to complete an evaluation of their direct reports by the respective deadlines. An employee and supervisor's eligibility for consideration for a pay increment and/or bonus will be dependent upon the successful completion of their duties related to performance evaluations. This means that any:

- employee who fails to complete their required self-evaluation by the deadline will be ineligible for consideration for an increment and/or bonus;
- a supervisor who fails to complete an evaluation of any direct report by the deadline will be ineligible for consideration for an increment and/or bonus.

HRSTM recognizes that there may be a few extenuating circumstances that prevent an employee or supervisor from fulfilling their obligation within the deadline, and as a result, may warrant an exception and/or revised deadline. Requests for exceptions and/or revisions will be considered and granted by the Associate Senior Vice President for Human Resources and Strategic Talent Management or her designee.

Timelines and deadlines for the FY 2015 performance management cycle can be found on the [Performance Evaluations](#) resource page on the HRSTM website.

THE SUPERVISOR ACCOUNTABILITY METRIC FOR FY 2015

The supervisor accountability metric (SAM) measures a supervisor's performance based on indicators or actions he or she is expected to carry out during the fiscal year. The performance indicators for the FY 2015 supervisory accountability metric are as follows:

- Self-completion of personal training requirements for the year, completion of the multicultural/diversity goal, timely submission of personal goal plan, timely submission of self-evaluation, timely submission of staff evaluations by all relevant deadlines;

- Number/percentage of direct reports who have fulfilled all of their respective mandatory training requirements for the year and completed their multicultural/diversity goal by the relevant deadline.

The complete rubric for the supervisor accountability metric which outlines the performance measures for each of the 5 ratings (i.e., *far exceeds expectations*, *exceeds expectations*, *meets expectations*, *needs improvement*, *does not meet requirement*) can also be found on the [Performance Evaluations](#) resource page on the HRSTM website.

Should you have any questions or concerns, please feel free to contact Ms. Krista Leitch Walker, Director of Professional and Organizational Development at: krista.walker@montgomerycollege.edu

Thank you, in advance, for your commitment and diligence in successfully fulfilling these expectations and obligations.