

Montgomery College's Five Expectations for a Common Employee Experience

Montgomery College's "Five Expectations for a Common Employee Experience" were developed by a group of faculty, staff, and administrators who sought and incorporated input from the larger college community. These expectations will serve as the hallmarks of what the employment experience at Montgomery College should be. To assist Montgomery College in reaching its MC2020 goal of becoming a destination employer, it will be necessary to identify and close the gaps that exist between the Montgomery College of today and the Montgomery College to which we aspire. Reaching these expectations will require a partnership between Montgomery College as an employer and the faculty, staff, and administrators as employees, working together to ensure a workplace reflective of our values of excellence, integrity, innovation, diversity, stewardship, and sustainability. To reach our vision of being a national model of excellence, opportunity, and student success, Montgomery College will be accountable for empowering and enriching our employees.

1. Start Smart

Montgomery College will assist employees new to their positions in building a firm foundation for an engaged and fulfilling employment experience. We will:

- Cultivate a welcoming, innovative, and equitable atmosphere in a student-centered environment.
- Assist each employee in understanding how his or her role helps to achieve the mission of the College.
- Provide helpful, clear, and efficient pre-boarding, on-boarding, and orientation processes.
- Strive to ensure that salary setting processes are equitable for both new and current employees.
- Foster a culture of engagement and encourage networking opportunities.

2. Provide a Positive, Healthy Workspace and Environment

Montgomery College values a safe, secure, and productive employment experience. We will:

- Foster institutional integrity and civility.
- Model equity, respect, inclusion, innovation, and caring.
- Value and acknowledge the contributions of our employees.
- Solicit and consider employee input in an open atmosphere without fear of reprisal.
- Provide the resources necessary for employees to excel in their roles including appropriate technology and safe, clean, healthy, and adequate work spaces.

3. Provide and Maintain a Foundation of Support

Effective leadership and sufficient resources are essential to employee success. Montgomery College will ensure its management is effective, knowledgeable and accountable.

We will:

- Nurture an empowering and enriching workplace for employees.
- Identify and adopt management best practices.
- Ensure that policies and procedures are accessible, understandable, and equitably applied.
- Provide respectful, regular, and constructive feedback including evaluations that link employee, department, and program contributions to the College's mission.
- Promote professional development.
- Commit resources necessary to accomplish work, including adequate staffing and access to data.
- Strive for equity in compensation and role appropriate workload.

4. Get Connected and Build Community

Montgomery College will encourage employee engagement. We will:

- Value diversity and work to ensure equity, respect, and inclusiveness.
- Provide meaningful and diverse engagement and service opportunities for all employees.
- Commit necessary resources, including appropriate spaces for employees to collaborate, to build robust connectivity among students and employee constituencies within the College and the larger community.
- Encourage clear communication and commit to sharing information in a transparent manner.

5. Encourage Growth, Success, Recognition, and Life Long Learning

Montgomery College is committed to providing meaningful professional development, career path development opportunities and succession planning, such as:

- Access to on-the-clock job related training and professional development
- Internships, externships, sabbaticals, and professional development leave
- Cross training opportunities
- Shadowing, coaching, and mentoring opportunities
- Tuition support for continuing degree and certificate seekers.
- Training and development for career advancement or lateral opportunities
- Ongoing orientation
- Professional service opportunities

Further, we will:

- Provide the necessary tools and resources, including career counseling and technology, to explore options and support employees in their personal, academic, career, and retirement goals.
- Support a culture of growth.
- Look for talent deep in the organization, recognizing informal as well as formal leaders.
- Foster an atmosphere of recognition and acknowledgement.
- Support programs designed to recognize and reward employee contributions.
- Provide employees with the opportunity to understand how their contributions impact student success.