

Frederick Community College Policy

Section 3.00 Personnel	Policy Number	3.11
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Conditions of Employment – All Employees	Procedure Number	3.11
	Board Approved	5/21/03
	Re-approved	4/20/05

- A. All employees are expected to fulfill satisfactorily the duties and responsibilities of their job descriptions to merit reappointment.
- B. All employees shall fulfill reasonable requests and accept assignments designated by the President relative to their competencies.
- C. All employees shall support and foster the objectives, purposes, policies, rules and regulations as employees and representatives of the College; and shall support and abide by local, State and federal law.
- D. Any employees of the College who are absent from their job for three (3) consecutive working days, without communicating with their supervisor, will be considered by the College as having voluntarily abandoned their job.
- E. All employees are to have a means to enjoy the advantages of promotion that is based upon predetermined evaluation criteria. The evaluation criteria for administrative, faculty, and supportive personnel shall be published and have the approval of the Board of Trustees.
- F. The Board of Trustees shall adopt and publish a salary schedule for all professional and supportive employees. (Salary schedules may be found in the approved annual budget.) Any increase in salary (cost of living, step increment, reclassification, promotion or merit increment) is contingent upon available financial resources and Board of Trustees' approval.
- G. Staff Title Designation. The Board of Trustees recognizes the importance of staff title designations and delineated responsibilities as a necessary process for sound administration of this institution. Therefore, the Board of Trustees shall approve all title designations as it approves the annual budget.
- H. An employee may believe a grievance exists due to a breach, violation, misinterpretation, misapplication, inequitable or otherwise improper application of, or deviation from the provisions of the Frederick Community College Policy Manual. A grievance procedure shall be established to accommodate all grievances and this procedure shall have the Board of Trustees' approval. (See Procedure 3.11)
- I. All employees shall comply with all provisions of Section 6.00, General Policies.