



Frederick Community College Policy

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| Section 3.00 Personnel | Policy Number | 3.12 |
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| Additional Conditions of Employment | Procedure Number | 3.12a-e, g-i |
| | Assigned to | Affinity Groups |
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A. Administrative Staff

1. Assignments. Administrative Staff.

- a. Administrative assignments commence at the beginning of the fiscal year July 1 and end June 30.
- b. An initial probationary assignment is made for one fiscal year renewable annually and will not exceed a total of two fiscal years. Employment during the probationary period is at-will. FCC or the employee may end the employment with or without cause during this period. The College's goal is to provide notification of extension of the initial probationary or non-renewal of employment during the probationary period in writing from the President 60 days prior to the end of the probationary period.
- c. Subsequent assignments following the probationary assignments are for a one-year period. Notification of non-renewal of assignment will be by March 1. Administrative staff employed prior to July 1, 2003, will continue to work on the basis of a 3-year assignment. The annual assignment letter provides essential terms of employment but does not prevent termination of probationary employees, notice of non-renewal with or without cause, or termination for cause.
- d. Assignments may be terminated at any time for reasons listed under Policy 3.14, Separation from Employment.
- e. Administrators shall be evaluated in accordance with the college's employee evaluation process.

2. Teaching Assignments. Full-time administrative staff members may be assigned duties within their areas of competence and preparation. If such assignment is in addition to agreed upon job responsibilities, the staff member shall be compensated as provided in the published salary scale.

3. Salary Increases. Any increase in salary (cost of living, step increment, reclassification, or promotion) is contingent upon available financial resources and Board of Trustees' approval.

4. Resignation. If an administrative employee wishes to terminate employment prior to the expiration of the assignment period, a request for waiver of terms of the assignment must be made to the President at least ninety days in advance of the date of the proposed termination. The Board of Trustees, upon recommendation of the President, shall decide whether to waive the assignment terms.

5. Attendance at College Functions. Attendance and participation shall be required at Commencement, scheduled staff meetings, scheduled workshops, and other scheduled professional activities.

6. Sponsorship of Activities. Sponsorship of student activities, except those included in assigned duties, is voluntary.
7. Additional Employment. Full-time administrators must request permission from the President of the College to accept employment in addition to their assignment at the College. Approval is at the discretion of the President.

B. Faculty

1. Assignment of Faculty.

- a. Regular assignments. Regular faculty assignments are those which appear in the budget or have been approved as budgeted positions by the President and Board of Trustees. They are not designated as adjunct or temporary. Faculties in regular assignments are eligible for benefits as specified in Section 3.00 of the Policy Manual.
- b. Regular faculty assignments will be either probationary or continuous.
 - (1) Probationary assignments. Regular faculty assignments are made initially on a probationary basis. Such assignments are made for one academic year at a time and may be renewed annually for up to four years. No commitment is made for employment for any specified period of time beyond each one-year assignment. For each renewal of a probationary assignment, the employee will receive an assignment letter for the next year.
 - (2) The College retains the right of non-renewal of a probationary assignment without stating cause. In the event of non-renewal, the President shall send the employee written notification of this action on the following schedule:

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| Assignment not renewed after: | Notice required by: |
| First year | March 1 of that fiscal year |
| Second or third year | January 10 of that fiscal year |
| Fourth year | July 1 of that fiscal year |
 - (3) For faculty hired in the middle of a fiscal year, the March 1 notification deadline will apply both to the first partial year and first full fiscal year. Subsequent deadlines shown above also apply to the second, third and fourth full fiscal years.
 - (4) Continuous assignments. Following satisfactory completion of a probationary period, faculty may be granted a continuous assignment. A continuous assignment is an ongoing one with no specified assignment ending date. Dismissal or suspension of faculty in a continuous assignment shall not be undertaken without good cause, as defined in Policy 3.14, Separation from Employment.
- c. Any assignment may be terminated at any time for reasons listed under Policy 3.14, Separation from Employment.
- d. All faculty in regular budgeted positions shall be evaluated in accordance with the College's faculty evaluation process.

C. Supportive Staff

1. Assignments. Full-time and regular part-time Supportive Staff are assigned and reassigned on an annual basis by the President for a fiscal year (July 1 June 30). Temporary full or part-time employees are assigned on a daily basis. The annual assignment letter provides essential terms of employment but does not prevent termination of probationary employees, notice of non-renewal with or without cause, or termination for cause. Early notice of non-renewal is a goal but not a commitment.

2. Probation. All newly appointed support employees are subject to probation for the first six months of employment. The supervisor may extend probation for an additional three months. Employment during this period is at-will. FCC or the employee may end the employment with or without cause.
 3. Salary Increases. Any increase in salary (cost of living, step increment, reclassification, promotion following reclassification) is contingent upon available financial resources and Board of Trustees' approval
 4. Hours of Work. Support employees will be compensated in accordance with the College policies and procedures as required by law.
 5. Resignation. A supportive employee wishing to terminate employment must give two weeks advance notice in writing to the President.
 6. Evaluation. The work performance of all supportive personnel shall be appraised by the immediate supervisor in accordance with the College's employee evaluation process. The employee will have the opportunity to file a dissenting opinion.
- D. Temporary Employees (excluding adjunct, grant funded and contract employees and employees working within Auxiliary Services)
1. Temporary employment within positions that exceed the equivalent of a .5 FTE will not exceed two calendar years. Temporary employees are those employees hired into non-budgeted positions for the purpose of filling immediate, un-programmed, short-term needs. As such, temporary employees are un-benefited except as specified by law or FCC Policy or Procedure.
 2. Temporary employees who become eligible for the temporary conversion process as outlined in FCC Procedure 3.12a will fall into two categories for the purposes of employment status.
 - a. Temporary Non-Benefited. Any employee hired to fill an un-programmed, intermittent, short-term or immediate need for which the college has not budgeted a position and/or does not expect to continue beyond a period of one calendar year is considered a temporary non-benefited employee.
 - b. Temporary Benefited. Any employee hired to fill an un-programmed, intermittent, short-term or immediate need for which the college has not budgeted a position but who has become eligible for the hourly conversion process (as outlined in FCC Procedure 3.12a) and is eligible to receive a level of benefits as provided by FCC policy and/or procedure.
 3. Interim employees are those employees who have interim assignments to fill regular benefited positions in the absence of the employee to whom the position is assigned. Interim employees are not considered temporary employees for the purposes of this policy.