Frederick Community College Policy

Section 3.00 Personnel	Policy Number	3.15
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Employee Exchange Program	Procedure Number	None
	Board Approved Re-approved	3/20/02 4/20/05

A. In support of its commitments to provide opportunities for revitalization and renewal of its faculty and staff and to provide alternative means for staff development, Frederick Community College offers the following program for employee exchanges.

B. Definitions

1. External Exchange. The exchange of faculty or staff members with an educational, governmental, or business institution outside of the College.

2. Outgoing Participant. A faculty or staff member leaving his/her present assignment for a temporary exchange outside the College.

3. Incoming Participant. A faculty or staff member from an outside organization who by reason of an exchange will be temporarily assigned to the College.

C. Eligibility Requirements

1. Eligible participants must be full-time, qualified employees who have been employed with the College for a period of at least four years to participate in an external exchange.

2. Faculty participants must have the approval of their associate dean and vice-president before applying for an exchange.

D. Number of Exchanges

1. The number of exchanges which occur at the College will be approved by the President or his/her designee based upon the availability of resources and the effect of the exchange upon the teaching and service functions of the College.

2. All external exchanges must be approved by the Board of Trustees prior to implementation.

E. Length of Exchange. The length of any exchange will not exceed one year. Any exception to this policy must be approved by the Board of Trustees.

F. Compensation

1. The College will continue to pay outgoing participants their regular salary and benefits subject to the normal deductions.

2. Incoming participants will be paid by the sending institution.

G. Vested Rights

1. Participation in an exchange will not affect an employee's position on the salary schedule.

2. The period of exchange for a faculty/staff member will count toward the years accrued for sabbatical eligibility. However, a faculty/staff member shall not be eligible for sabbatical leave and an exchange in two successive years.

H. Exchange Assignment and Obligations. The assignments, obligations, and other understandings for any exchange participant for the period of exchange will be detailed in a Memorandum of Agreement which must be signed by the President or his/her designee.

I. Facilities and Resources. The College will provide to incoming participants the same access to opportunities and resources as it does for its own employees, including but not limited to travel pay, office space, clerical assistance, and staff development services. Any exceptions or prohibitions will be stated in the Memorandum of Agreement.

J. Housing and Relocation. The College will provide neither housing nor relocation costs for incoming or outgoing participants.

K. Exchange Commitments. Unless there are extremely unusual or extenuating circumstances, the College will honor commitments made in the exchange program for both outgoing and incoming participants.

L. Other Considerations. The College conforms to federal, State, and local affirmative action/Title IX guidelines for this program and does not discriminate against employees as defined in Non-discrimination Policy 3.17.