

FLATHEAD VALLEY COMMUNITY COLLEGE

Policy Manual

CHAPTER II - ORGANIZATION

SECTION 30: ADMINISTRATIVE*

Approved: March 22, 2010

EMPLOYEE RELATIONSHIPS POLICY

The philosophy underlying administrative and employee relationships at Flathead Valley Community College is divided into two basic parts. First, it is the policy of the College that those affected by College policy will be involved in the decision-making process and that specific administrative procedures for such involvement will be established. Secondly it is the policy of the College that those to whom responsibility is delegated will also have delegated authority to carry out those responsibilities.

All permanent employees will have job descriptions which determine their responsibility and authority.

It is the policy of the College that there will be free and open discussion of the affairs of the College. However, appropriate ethical standards of confidentiality are required on the part of the employee. Channels will be provided, and conformed to, for all personnel to communicate their concerns and interests to the administrative staff and the Board of Trustees.

* History: Adopted April 14, 1992; formerly included in Section 300 of Organizational Structure, policy 370.1; Revised January 23, 1995; Revised January 24, 2000; Revised February 18, 2000; Revised March 22, 2010, Reviewed January 23, 2017, Reviewed February 24, 2020