FLATHEAD VALLEY COMMUNITY COLLEGE

Policy Manual

CHAPTER VI – Human Resources

INDEX

- I. Persons Covered
- II. Administration of Policies

SECTION 20: COLLEGE'S RIGHT TO MANAGE, DISCIPLINE AND DISCHARGE

- I. Management Rights
- II. Discipline
- III. Discharge for Probationary Employees
- IV. Release of Employee(s) from Duty
- V. Written Statements on Reasons for Discharge
- VI. References
- VII. Garnishment of Wages

SECTION 30: CONFLICT OF INTEREST

- I. Conflict of Interest
- II. Disclosure
- III. Grants

SECTION 40: POLITICAL ACTIVITIES

I. Political Activities

II. Uncompensated Leave

III. Reduction of Workload

IV. Public Affairs

SECTION 50: PERSONNEL FILES

I. Access

II. Adverse Material

SECTION 60: REDUCTION IN FORCE

SECTION 70: RECRUITMENT, SELECTION AND EMPLOYMENT

I. Recruitment and Selection of Regular Positions

II. Nepotism

III. Criminal Background Investigations

IV. Verification of Applicant's Information

V. Offers of Employment

VI. Probationary Period

VII. Employment Contracts

VIII. Reassignment

IX. Additional Compensation

SECTION 80: EMERITUS POSITIONS

SECTION 90: HOLIDAYS

I. Compensation

II. Observation

III. Floating Holiday Time

SECTION 100: RESERVED

SECTION 110: LEAVES

I. Annual Leave

II. Sick Leave

III. Sick Leave Bank

IV. Bereavement Leave

V. Jury Duty/Subpoena

VI. Military Leave

VII. Public Service Leave

VIII. Leave Without Pay

IX. Flexible Schedule

X. Unapproved Leave

XI. Work Related Injury or Illness

SECTION 120: OVERTIME AND PAID COMPENSATORY LEAVE TIME

SECTION 130: RETIREMENT

I. Retirement

II. Social Security

III. Optional Retirement Plans

SECTION 140: RESERVED

SECTION 150: EMPLOYEE INSURANCE COVERAGE

SECTION 160: EMPLOYEE PROFESSIONAL DEVELOPMENT

I. Employee Development Leave

SECTION 170: TUITION WAIVERS

I. Eligibility

II. Tuition Waiver Benefit

SECTION 180: GRIEVANCE

SECTION 190: WHISTLEBLOWER POLICY

SECTION 200: FLEXIBLE WORK POLICY

I. Eligibility

II. Approval

III. Conditions of Flexible Work/Telework Assignments

SECTION 210: BACKGROUND CHECKS POLICY

SECTION 220: BREASTFEEDING POLICY

I. Employee Breaks Provided

II. Family Care Room

III. Discrimination Prohibited