

FLATHEAD VALLEY COMMUNITY COLLEGE

Policy Manual

CHAPTER VI – HUMAN RESOURCES

SECTION 70: RECRUITMENT, SELECTION AND EMPLOYMENT

I. RECRUITMENT AND SELECTION OF REGULAR POSITIONS

All vacancies for regular positions (excluding acting, temporary, or interim appointments) shall be posted. Regular employees shall have a total of five working days in which to apply as internal applicants. In time-sensitive hires, a position may be advertised internally and externally simultaneously. If, in the judgment of the responsible administrator and the President, one of the internal applicants meets the requirements and performance expectations for the position, (s)he may be hired for that position. This decision shall not be subject to the grievance procedure. If in the judgment of the responsible administrator and the President, none of the internal applicants meets the requirements and performance expectations for the position, the opening may be advertised. This decision shall not be subject to the grievance procedure.

II. NEPOTISM

The College shall adhere to Sections 2-2-301 through 2-2-304, MCA regarding nepotism.

III. VERIFICATION OF APPLICANT'S INFORMATION

All information submitted by an applicant is subject to verification. Submission of false or misleading information is grounds for rejection of the applicant or termination of employment. All application materials submitted by an employee will become a part of his/her personnel file.

IV. OFFERS OF EMPLOYMENT

All offers of employment are approved by the President or her/his designee.

V. PROBATIONARY PERIOD

All non-contractual new hires serve a six-month probationary period. The purpose of the probationary period is to allow the supervisor to orient an employee to the requirements and expectations associated with the position to determine whether the employee demonstrates satisfactory knowledge, skills, and abilities to perform the assigned duties; and to assess the employee's suitability for continued employment. If approved by the Executive Director of Human Resources, the six-month period may be extended for a specified period of time not to

exceed an additional three (3) months.

The probationary period does not represent a guarantee of continuing employment. During the probationary period, an employee may be terminated for any lawful reason without a showing of cause based upon the recommendation of the supervisor and subject to review by the Executive Director of Human Resources, and the approval of the President. Such terminations are not subject to due process or the grievance procedure.

VI. EMPLOYMENT CONTRACTS

The College shall enter into individual, written, employment contracts with non-classified employees. Such contracts shall carry the signature of the President and the employee. Contracts for employees, excluding the President, shall be for a maximum of twelve months. If the contract is not signed by the employee and/or returned within the designated time period, the contract will be considered null and void.

VII. REASSIGNMENT

Employees may be reassigned to other positions at the discretion of the President.

VIII. ADDITIONAL COMPENSATION

In accordance with 2-2-104 M.C.A., a public employee may not receive earnings from two separate public employment positions that overlap for the hours being compensated. unless: (i) the employee reimburses the College for the salary paid for performing the function from which the employee is absent; or (ii) the employee's salary from the College is reduced by the amount of salary received from the other public employer in order to avoid duplicate compensation for the overlapping hours.

REFERENCES: 2-2-301 – 304, 39-2-904 M.C.A; Collective Bargaining Agreements, Chapter VI – Section XX Employment Background Checks

*History: Adopted November 12, 1986; (Adopted Employee Orientation June 9, 1987); Revised July 11, 1989; Revised July 27, 1992; Revised April 25, 1994; Revised October 22, 2001; Revised May 18, 2009; Revised November 23, 2015; Revised July 22, 2019; Revised December 19, 2022