

FLATHEAD VALLEY COMMUNITY COLLEGE

Policy Manual

CHAPTER II - ORGANIZATION

SECTION 40: EMPLOYEE RESPONSIBILITY*

EMPLOYEE RESPONSIBILITY POLICY

It will be the duty of all College employees, in accordance with their contract or terms of employment, to devote appropriate services and individual skills to the College. Special assigned duties and obligations beyond the normal terms of employment, assigned or delegated by College administration, which require work beyond the normal work day will be compensated in accordance with College policy, as required by law and per collective bargaining agreement.

All employees will, in the discharge of their duties, conduct themselves so as to reflect credit upon the College. It will be the obligation of each officer and employee of the College to disclose to his or her immediate supervisor, or to the President, any personal interest which he or she may have in any business transactions of the College.

Policies of the College which have been approved by the Board of Trustees will be deemed incorporated in each contract of employment executed on behalf of the College, and as part of the terms and conditions of employment. Violation of any such policies will be cause for disciplinary action including, but not limited to, termination of employment.