

SECTION VI
EMPLOYMENT

1. PURPOSE

The purpose of this section is to provide a framework for the orderly hiring of employees for the various staff designations.

2. POLICIES

All personnel recruitment and all rules and regulations governing personnel in COM-FSM shall adhere to the Board's policy on "Equal Opportunity" and non-discrimination on the basis of race, color, religion, age, sex, national origin or other non-merit factors and comply with the non-discrimination guidelines as found in Public Law No.7-79. Equal employment opportunities shall be provided to all applicants and employees.

a. Affirmative Action

The President and all College administrators shall engage in affirmative action programs to assure equal opportunity in employment and non-discrimination in all College programs and activities.

b. Job Announcements

Upon a request to announce a vacancy, the Personnel Office will prepare a job announcement and post the vacancy throughout the College campuses. Positive efforts shall be taken to assure that vacancy announcements reach all segments of the population in order to assure equal opportunity for all citizens.

c. Evaluation of Applicants

The Personnel Officer shall have the responsibility to evaluate the fitness of applicants for service in the College by competitive methods. Evaluations shall be held for all initial appointments and promotions, and shall be job-related in nature designed to reveal the capacity of the applicant to successfully perform the duties of the position for which the individual is applying.

The evaluation will consist, in various combinations, as appropriate to the position or class of positions, (a) practical written examination, (b) performance test and/or work sample, (c) oral examination (interview), (d) rating of training and experience, (e) background and reference inquiry, and (f) physical examination.

d. Selection

Selection of eligible applicants shall be accomplished consistent with the merit principles of recruitment and selection based on ability, knowledge, attitude and skills.

e. Establishment of Positions

No person shall be appointed to or employed in, or paid for, service in the College until that position has been duly established and allocated to its proper class and salary by the Board or designee (Refer to Section IV).

3. ELIGIBLE LISTS

All eligible applicants shall be certified and placed on respective eligible lists. All selections shall be made from eligible lists established for the respective position or classes of positions.

a. Open List

Open list, for purposes of these rules, is a list of eligibles established pursuant to a vacancy announcement and containing names of candidates from outside the College. This list may also contain names of current employees of the College who applied and were certified as eligible but who has not completed their probationary period of employment. (A probationary employee has not attained permanent employment status and is thus not eligible to be placed on the promotion list). This list may also carry names of part-time, temporary and/or intermittent employees of the college whose employment status does not qualify them for placement on the promotion list. This employment list is valid for one (1) year.

b. Reemployment Lists

A reemployment list is composed of names of former permanent employees of the College who were separated without cause and who, within 90 days after their separation, applied to be placed on the reemployment list. Reemployment is made to a position in the class that the individual held at the time of separation. A reemployment list is valid for one (1) year.

c. Promotion List

This is a list composed of names of current permanent employees of the College who applied during a vacancy announcement and were certified as eligible for the position applied for. The promotion list is valid for one (1) year.

d. Extension of Eligible List

The appointing authority may extend the duration of eligible list(s) for an additional six (6) months from the date of expiration when such extension will serve the best interest of the College.

e. Order of Use of List

The appointing authority in each case shall interview and consider eligible candidates in filling vacant positions from the eligible list in the following order:

- i Promotion List: Applicants on the promotion list shall be considered first. Priority of consideration as provided herein does not mean or imply guarantee of selection; and
- ii Exception: The use of the eligible list will be waived in the case of demotion or transfer.

4. PROBATIONARY PERIOD & STATUS

a. New Hire

Every regular employee hired shall serve a 12-month probationary period during the initial contract. Exceptions are employees who have worked under limited-term appointments within the College and are given permanent status in the same position. They shall be allowed to count a maximum of 3 months experience towards the probationary period.

b. Promotion

Promoted employees shall serve a probationary period of twelve months in the new position.

c. Evaluation

An employee serving a probationary period will be evaluated twice within the probationary period. The first evaluation report should take place six months from the date of hire or promotion. The second evaluation report will be made no later than one month prior to the expiration of the probationary period. Such report shall recommend continuance of the employee in the service of the College, or dismissal from service.

d. Leave of Absence

A new employee who is granted a leave of absence without pay during the probationary period shall be given credit for time served on probationary status if the employee returns to the same class of position in the same department within

one year. An employee who took a leave of absence without pay shall have the probationary period extended by the number of days taken without pay.

e. Failure to Render Satisfactory Performance

If the new employee fails to render satisfactory service during the period of probation, the employee may be dismissed by the appointing authority for reasons given to the employee in writing. Dismissal while serving the initial probationary period is not subject to appeal unless the employee alleges that dismissal was based on Equal Employment Opportunity related matters or other non-merit factors. (For further information see Section XIV.)

If a promoted employee fails to render satisfactory service during the probationary period, the employee shall be served notice of the unsatisfactory performance and of intent to remove him/her from the position. The employee may then be appointed to any vacant position for which qualified. The management should make every effort to place the employee within COM-FSM.

f. Satisfactory Completion of Probationary Period

An employee who satisfactorily completes his probationary period shall be considered as having attained permanent appointment status in the service of the College.

5. WORK ASSIGNMENTS

The Board of Regents shall cause to be adopted job descriptions for the major classifications of personnel including but not limited to management, faculty, professional and classified staff.

a. Management Classes

The work designation for this area should reflect the highest standards of professional expectation and deal only with professional duties inherent in the position classification. All management are on duty on administrative workdays (days College is open) in the college year. Work assignment is in administration and other comparable professional duties.

b. Professional Classes

The work designation for this area should reflect the highest standards of professional expectation and deal only with professional duties inherent in the position classification. All employees in the professional class are on duty on administrative workdays (days College is open) in the college year. Full time employees will work 40 hours per week and are assigned to the performance of professional service and other comparable duties.

c. Classified Classes

The Board of Regents shall cause to be adopted job descriptions for the major classifications of classified personnel. The work designations should reflect the highest standards and deal only with duties inherent in the position classification. Full time employees regardless of classification will be designated 40 hours per week for the performance of regular service and other comparable duties.

Classified personnel are on duty on days the College is open in the college year. Contract and salary are for 12-month periods.

d. Faculty

Teaching staff annual salaries are for the ten-month academic year. The hours of work are to be arranged by the director of the respective campus and shall be allocated to instructional assignment and at least five hours per week of posted office hours for students. The unassigned hours will be spent in preparing for class, advising students, engaging in committee work, and undertaking other comparable professional duties. (See Faculty Workload Policy, Policy 002)

e. Pro-rata Staff

Pro-rata are employees who are assigned more than part-time load but less than 40 hours per week but are classified as fulltime employees for contract reasons. Their salaries are prorated accordingly.