

The college shall establish terms and conditions of employment that conform to all federal and state laws and regulations (ARS 15-1445).

Terms and Conditions of Employment

All administrative, professional and support employees, other than temporary employees, will be employed under written work agreements. Employment at the college is at-will, meaning each employee is employed by the college for no specific term and has no right of continued employment. The employment of an at-will employee may be terminated for any reason, or for no reason, with or without advance notice, as the college desires. No employee shall have the authority to make any agreement or contract to the contrary or any agreement with an at-will employee for any specified period of time. No college policy or procedure or item within the employee handbook is intended to, and shall not operate to, create any property or contract rights inconsistent with the at-will employment status of employees.

Continuing Employment

Decisions for continued employment will be predicated upon optimization of use and reallocation of resources in order to maintain the highest level of fiscal responsibility and community service. All employees are subject to non-reappointment/dismissal when and where the President determines that a reorganization, reduction or elimination of positions or programs is necessary based on fiscal exigencies, academic priorities or operational efficiency. Decision-making with respect to employment, reorganization, maintenance or elimination of positions or programs is delegated to the President.

Each employee will be provided a written work agreement or letter of dismissal at least fifteen (15) calendar days prior to the implementation of any proposed change to the work assignment, however, the College reserves the right to implement work assignment changes in a shorter or longer time frame, as fits the needs of the College. Each employee desiring to accept employment as assigned in the work agreement must sign and return the agreement to the office of human resources on or before the date designated on the agreement.

Initial Probationary Period

All new employees or those new to a particular position are subject to a three-month probationary period. The probation progress report must be completed by the end of probation to reflect successful completion. The original probation progress report is sent to human resources to be included in the employee's personnel file.

Supervisors are encouraged to complete a probation progress report at the one-month and two-month intervals when an employee needs to be made aware of a need for improvement in their performance. In these cases, the original probation progress report is sent to human resources to be included in the employee's personnel file and the supervisor will keep a copy.

At any time prior to the conclusion of probation, a supervisor may complete a probation progress report and recommend termination of that employee. Termination of a probationary employee requires approval by the appropriate chief officer/campus dean and the President.

Termination can be with or without cause and is not grounds for appeal pursuant to administrative procedures. Termination under this section is not independent grounds for an employee grievance.

Upon successful completion of the three-month probation, the employee is subject to the disciplinary employment policies and procedures of a non-probationary employee of Mohave Community College.

Outside activities

All full-time college employees must recognize that their first employment responsibility is to the college and their assignments for which they have been contracted. If a full-time college employee does accept outside employment, the employee will not be permitted to use any college staff, equipment, supplies or facilities to promote or assist in his/her outside assignment. The college employee may not use the college name, logo, telephone number, or address on any material such as letterheads, business cards, or brochures in the promotion of his/her outside business or employment. Employees who hold the position of director, associate dean, dean, chief officer and president are required to annually report any outside employment using the Conflict of Interest Disclosure process. (5.117)

Staff Participation in Commencement

Members of the administration and selected instructional staff will attend commencement exercises in academic dress unless they have been previously excused, in writing, by the President. All full-time professional employees will attend the ceremony unless previously excused, in writing, by the President. Full-time employees will be expected to participate in the committee work of the college. The administration will make committee assignments on an equitable basis and, wherever advisable, in consultation with the staff members involved. Employees are welcome to attend district governing board meetings. If an employee wishes to bring an item of business before the board, it must be cleared through administrative channels and placed on the agenda by the President of the college.

Date of Adoption: *Adoption of Manual: July 2008*

References: *ARS 15-1445*

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Full Time Faculty

All faculty will be employed under written notices of term appointment. Employment at the college is based solely on the terms, conditions and dates prescribed by individual notices of term appointment. There is no expectation of subsequent reappointment beyond the period covered by the current notice of term appointment.

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Decisions for continued employment will be predicated upon optimization of use and reallocation of resources in order to maintain the highest level of fiscal responsibility and community service. All employees are subject to non-reappointment/dismissal when and where the President determines that a reorganization, reduction or elimination of positions or programs is necessary based on fiscal exigencies, academic priorities or operational efficiency. Decision-making with respect to employment, reorganization, maintenance or elimination of positions or programs is delegated to the President.

Each faculty member will be provided a written notice of term appointment or letter of non-reappointment at least fifteen calendar days prior to the last date of his or her current term of appointment. Each employee desiring to accept appointment for the term of the notice must sign and return the notice to the office of human resources on or before the date designated on the notice.

By signing the notice of term appointment full-time faculty and/or fulltime staff working less than 12 months acknowledges continued employment for the next academic/fiscal year. Based on the acceptance of the notice of term appointment the full-time faculty/staff member understands that the college, in good faith, will continue to pay health insurance benefits during the summer months. If after signing the notice of term appointment, the full-time faculty/staff member chooses not to return for the new term or does not complete 30 days in the new term, they will be liable for insurance premiums for the months the college has paid. All premiums must be repaid at COBRA rates.

Initial Probationary Period

All new employees or those new to a particular position are subject to a three-month probationary period. The probation progress report must be completed by the end of probation to reflect successful completion. The original probation progress report is sent to human resources to be included in the employee's personnel file.

Supervisors are encouraged to complete a probation progress report at the one-month and two-month intervals when an employee needs to be made aware of a need for improvement in their performance. In these cases, the original probation progress report is sent to human resources to be included in the employee's personnel file and the supervisor will keep a copy.

At any time prior to the conclusion of probation, a supervisor may complete a probation progress report and recommend termination of that employee. Termination of a probationary employee requires approval by a chief officer or dean and the President. Termination can be with or without cause and is not grounds for appeal pursuant to administrative procedures. Termination under this section is not independent grounds for an employee grievance.

Upon successful completion of the three-month probation, the employee is subject to the disciplinary employment policies and procedures of a non-probationary employee of Mohave Community College.

Outside activities

All full-time college employees must recognize that their first employment responsibility is to the college and their assignments for which they have been contracted. If a full-time college employee does accept outside employment, the employee will not be permitted to use any college staff, equipment, supplies or facilities to promote or assist in his/her outside assignment. The college employee may not use the college name, logo, telephone number, or address on any material such as letterheads, business cards, or brochures in the promotion of his/her outside business or employment.

Faculty Participation in Commencement

Members of the faculty will attend commencement exercises in academic dress unless they have been previously excused, in writing, by the President.

Faculty will be expected to participate in the committee work of the college. The administration will make committee assignments on an equitable basis and, wherever advisable, in consultation with the faculty members involved.

Employees are welcome to attend district governing board meetings. If an employee wishes to bring an item of business before the board, it must be cleared through administrative channels and placed on the agenda by the President of the college.

All faculty members are expected to bear a reasonable share of extracurricular duties as part of their regular contractual obligations. Employees may be paid for certain supervisory work required for activities supported by admission fees or activities provided from student/college activity funds.

Date of Adoption: *Adoption of Manual: July 2008*

References: *ARS 15-1445*