

MAINE COMMUNITY COLLEGE SYSTEM

PERSONNEL AND EMPLOYEE RELATIONS

Section 401

SUBJECT: INTRODUCTION

PURPOSE: To introduce the personnel policies of the Maine Community College System

A. Preliminary

The Board of Trustees recognizes that relationships with employees are critically important to the organization. Good relationships enhance the efficiency and effectiveness of Maine Community College System activities, promote loyalty to the organization, and facilitate the recruitment and retention of high quality faculty and staff. The System shall maintain an environment of fairness, openness and ethical practices in employee management relations. The System shall also determine acceptable standards of behavior and adherence to those standards, assign tasks, structures the organization, and handle changes resulting therefrom in an equitable manner.

B. Appointments

The System shall seek to appoint only the most qualified persons to fill teaching, service, administrative, staff and student positions.

C. Categories of Employees

The System has several categories of employees. One category of employees is represented through collective bargaining for compensation and working conditions. The System recognizes the following unions: Maine State Employees Association (supervisory and support employees and adjunct faculty); the Maine Education Association (regular faculty and administrative employees); and the American Federation of State, County and Municipal Employees (service). All benefits and certain terms and conditions of employment are covered under agreements with the employee's designated union.

A second category of employees is non-represented, confidential employees. Compensation, benefits, terms and conditions for such employees are covered under the policies of this Manual.

A final category of employees are persons hired on contracts of limited duration who are subject to the terms and conditions of their contract in addition to all other policies, procedures and laws governing the M CCS.

D. Collective Bargaining Representative

The president of the System is designated by the Board of Trustees as its representative for purposes of negotiation and administration of collective bargaining agreements with properly authorized employees, agents or representatives. The president of the System shall coordinate all

collective bargaining activities with colleges or units on matters of general System concern, and is authorized to delegate operational responsibility for collective bargaining matters as the president may deem proper. The results of negotiations are subject to approval by the Board of Trustees.

E. Extended Absence

Subject to all applicable state and federal statutes and regulations, and any pertinent collective bargaining agreement, an employee's employment with the MCCS shall be terminated when that employee has been absent from work for a period of one year.

REFERENCES: 20-A M.R.S.A. §12706(11) and (18); §12709(5), (14) and (15); 26 M.R.S.A. §1021-§1035; P.L. 1985, Ch. 695, §20(7), (12) and (13)

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