

Human Resources Policy



FORT PECK
COMMUNITY COLLEGE

UPDATED 2015

Human Resource Policy Manual

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Introduction

This Human Resources Policy Manual is provided as a central reference for all managers, supervisors and employees and applies to all staff & faculty of Fort Peck Community College.

The specific policies that follow promote the philosophy of Fort Peck Community College with regard to standards of excellence; terms of employment; employee development; and employee services.

It may be necessary to change these policies from time to time to reflect changes in the workforce, employment trends, & economic conditions. However, any changes in policy will be consistent with FPCC's approach to:

- Employing talented individuals whose creativity and imagination will support and contribute to achieving Fort Peck Community Colleges' business objectives;
- Communicating Fort Peck Community Colleges' standards and expectations in all aspects of employment including performance;
- Valuing diversity, and assure equal employment opportunity and a workplace where relationships are based on mutual respect;
- Treating all staff, workers, contractors and customers in a professional, non-discriminatory manner;
- providing safe, effective working conditions, and;

Any Policy changes will be fully consulted on and communicated to all staff through normal communication channels. This Policy Manual will also be updated as necessary.

This Policy Manual should be read in conjunction with Fort Peck Community Colleges' Staff Handbook.

Signed: _____
Haven Gourneau, FPCC President

Section I – Recruitment and Selection

Introduction

Effective recruitment and selection is central and crucial to the successful functioning of Fort Peck Community College. It depends on finding people with the necessary skills, expertise and qualifications to deliver FPCC's strategic objectives and the ability to make a positive contribution to the values and aims of the organization.

Advertisements

Vacancies will generally be advertised in an appropriate newspaper or journal, and will not be confined to those media which, because of their particular source of applicants, provide only or mainly applicants of a particular group.

Advertisements will also be notified to the local job service.

All vacancies will also be posted on FPCC webpage, www.fpcc.edu. Fort Peck Community College will facilitate internal promotions wherever possible as development opportunities for its staff.

Application Process

Candidates for all job openings will be asked to submit the following:

- Letter of interest
- Application
- Resume
- Three (3) letters of professional reference
- Transcripts

In applying for employment, all candidates will be provided with a job description, details of the appropriate conditions of employment. The job description will include a list of the main duties and responsibilities of the job opening, together with an outline of the qualifications and experience which candidates are expected to possess.

In drawing up the job description and conditions of employment FPCC will ensure that no job applicant receives less favourable treatment than another on the grounds of disability, gender, race, religion or belief, age, sexual orientation, marital status, parental status, caring responsibilities or hours of work, and that no applicant is placed at a disadvantage unjustifiably by requirements or conditions which have a disproportionately adverse effect on a particular group.

References should be in writing.

Pre-employment drug screening & Background Checks.

All completed applications forms are private and confidential and should only be made available to those directly involved in the recruitment and selection process.

Selection Methods

Interviews will be held by a panel comprising of three to five persons, but a minimum of two persons, gender balanced wherever possible. The interviewers will encourage candidates to be at ease during the interview, in order that they can give a fair and accurate impression of themselves.

The Human Resources Manager will be present on all interviews.

A set of questions will be agreed by the interview panel in advance and will be developed from the current job description for the post. The panel will seek to develop questions which ask the candidates to give examples of their previous relevant experience.

All candidates will be asked the same questions in the same order, and their responses rated. The panel each have a copy of the questions and will score independently of each other during the interview. Time is allocated between interviews for the panel to discuss each candidate and make a decision. Additional notes may be made by the panel during the interview, however it should be noted that candidates will have access to all information should they request it.

It should be remembered that an interview is a two way process, and candidates will be given every opportunity to view the offices where they will work and ask questions about FPCC, to ensure that they have a full understanding of the position for which they are applying and the way FPCC operates.

In addition to interviews, a range of other selection techniques may be used. In such circumstances reasonable notice and relevant information will be given to ensure that candidates have sufficient time and information to prepare.

The interview committee will choose a candidate and will give their recommendation to the FPCC President, who will send a written notification of the selection to the HR manager.

All interviewed candidates will be notified by letter by the HR Manger of the outcome of the selection process as soon as possible.

All unsuccessful candidates' application forms and interview notes will be retained for 6 months from the date of interviews taking place. After this date they will be destroyed.

Relevant Checks

All offers of employment will be made conditional upon results from the following:

- three letters of references;
- pre-employment drug screening
- background check

Probationary Period

All appointments into Fort Peck Community College will be made subject to a probationary period of ninety (90) days. After ninety (90) days a review meeting will take place between the new hire and their supervisor to discuss progress. At the end of the probationary period, and

subject to a satisfactory report by their supervisor, employees will be notified in writing that they have successfully completed their probationary period. The probationary period can be extended by a further 3 months should the individuals' supervisor consider this appropriate.

Recruitment Monitoring

FPCC seeks to recruit employees on the basis of their ability and the requirements of the position.

FPCC wants to ensure that no applicant receives less favourable treatment than another on the grounds of disability, gender, race, religion or belief, age, sexual orientation, marital status, parental status, caring responsibilities or hours of work.

Section II – Orientation Policy & Checklist

General Policy Statement

Fort Peck Community College believes that all new employees **MUST** be given timely orientation training. This training is regarded as a vital part of staff recruitment and integration into the working environment. This policy, associated procedures and guidelines define FPCC's commitment to ensure that all staff is supported during the period of orientation, to the benefit of the employee and FPCC alike.

Aim

It is the aim of FPCC to ensure that staff orientation is dealt with in an organized and consistent manner, to enable staff to be introduced into a new position and working environment quickly, so that they can contribute effectively as soon as possible. This orientation policy, associated procedures and guidelines aim to set out general steps for managers and staff to follow during the orientation process. It is expected that all managers and staff will adhere to this policy.

Fort Peck Community College expects that the implementation of good orientation practice by supervisors will:

- Enable new employees to settle into FPCC quickly and become productive and efficient members of staff within a short period of time.
- Ensure that new employees are highly motivated and that this motivation is reinforced.
- Assist in reducing staff turnover, lateness, absenteeism and poor performance generally.
- Assist in developing a management style where the emphasis is on leadership.
- Ensure that employees operate in a safe working environment.
- Will reduce costs associated with repeated recruitment, training and lost production.

Fort Peck Community Colleges' Commitment

FPCC's Human Resource Department will:

- Issue guidelines to familiarise managers and staff with the orientation process.
- Maintain and update the Policy.

- Provide a checklist for managers and staff to follow during the orientation period.
- Ensure there is effective monitoring of the orientation process particularly in the first three months.
- Deal with any problems promptly providing an efficient service for both managers and staff.
- Review all policy, procedure and guideline documents on a regular basis.
- Provide relevant formal training courses necessary to assist the orientation process.

GUIDELINES FOR SUPERVISORS

General

Starting a new job is a demanding and often stressful experience. Quite apart from the obvious challenge of tackling new tasks, there is also the need to become accustomed to a new organization, a new environment and new colleagues. The purpose of orientation is to support new employees during this difficult period and to help them become fully integrated into FPCC as quickly and as easily as possible.

Orientation has benefits for all involved in the process. Employees who settle quickly into FPCC will become productive and efficient at an early stage and in turn will experience feelings of worth and satisfaction.

It is generally recognized that new employees are highly motivated and an effective orientation process will ensure that this motivation is reinforced.

Benefits of Orientation

The advantages of an effective and systematic orientation process are as follows:

- To enable new employees to settle into FPCC quickly and become productive and efficient members of staff within a short period of time.
- To ensure that new employees are highly motivated and that this motivation is reinforced.
- To assist in reducing staff turnover, lateness, absenteeism and poor performance generally.
- To assist in developing a management style where the emphasis is on leadership.
- To ensure that new employees operate in a safe working environment.
- To reduce costs associated with repeated recruitment, training and lost production.

Orientation Checklist

The Orientation checklist is a very useful way of ensuring that information is shared with new employees when they are likely to be most receptive. It avoids overloading employees with information during the first weeks while ensuring that all areas are covered. Supervisors should confirm that these matters have been properly understood while the checklist is being completed, perhaps in the form of a weekly chat with the new employee. Arrangements should also be made for the employee to visit any relevant departments with which they have regular contact in the course of their duties. At the end of the process the orientation checklist should be signed by the relevant parties and placed in the member of staff's personnel file.

First Day of Employment

Preparations should be made for the arrival of the new employee well in advance, for example, arrangements should be made to provide desk, equipment, and keys, etc.

Most new employees tend to be concerned primarily with two matters:

- a) Whether they can do the job and
- b) How they will get along with their new colleagues.

It is extremely important to introduce them to their new workplace and colleagues at the earliest opportunity. An introductory talk will be appropriate colleagues at this time and can be combined with the provision of general information and exchanging any necessary documentation. This talk should be as brief as possible, because the employee is unlikely to be receptive to detailed information at this stage, and should be conducted by someone who is well prepared and has sufficient time available. Supervisors should refer to the Orientation Checklist and use it as a basis for discussion, ensuring all documentation is complete.

A tour of the workplace will take place with the supervisor of the new employee allowing Fort Peck Community College to be viewed as a whole.

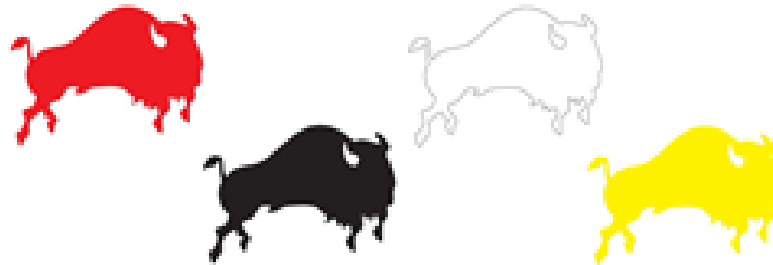
The new employee will want to get to know his/her colleagues and quickly become part of the team and time should be made for this process. Colleagues should be briefed on the new employee's arrival. If possible one of the new employees colleagues should be nominated to ensure that he/she has every assistance in settling in quickly.

Completing the Orientation Process

Orientation can be said to end when the individual become fully integrated into the organization. Of course, there is no set timescale within which this will happen and follow up is essential. Giving new employees the opportunity to ask questions several weeks into employment can be useful, and the orientation checklist will provide this opportunity. In some areas, such as understanding wider aspects of the organization follow up after a number of months may be appropriate.

FORT PECK

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Human Resource Policy Manual

I, _____ have read and understand the Fort Peck Community College Human Resource Policy Manual.

Employee Signature

Date

I, Michelle Day, HR/Payroll Manager, have read over & given the Fort Peck Community College Human Resource Policy Manual to the above named employee and feel they understand the policies.

HR/Payroll Signature

Date

