

**WESTERN NEBRASKA COMMUNITY COLLEGE
POLICIES AND PROCEDURES**

SECTION: Human Resources 400.0000.14
SUBSECTION: All Employees 415.0000.15

Employee Exchange
Policy Number: 415.2400.89

POLICY

In support of its commitment to provide opportunities for revitalization and renewal of its faculty/administrative/professional staff and to provide alternative means for staff development, the Board hereby adopts the following policies and considerations for implementation of a program for employee exchange.

Eligibility

- 1) An eligible participant must be a full-time regular employee who has been employed with the College for a period of at least six years.
- 2) A faculty participant must have the approval of the Division Chairperson before applying for an exchange.
- 3) An administrative/professional staff participant must have the approval of the immediate supervisor before applying for an exchange.
- 4) A potential participant must additionally have the approval of the appropriate Chief Instructional Officer and the President before applying for an exchange.
- 5) An incoming faculty participant must be approved by the Division Chairperson, the Chief Instructional Officer, and the President.
- 6) An incoming administrative/professional staff participant must have the approval of the appropriate institutional officers prior to an exchange.
- 7) All exchanges must be approved by the Board prior to implementation.

Assurance of Non-Discrimination

The College does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, marital status, or military veteran status, as is defined by law, in employment, admission, or operation of its educational programs and activities.

Number of Exchanges

- 1) The number of exchanges which occur at the College will be approved by the President, or his/her designee, based upon the availability of resources and the effect of the exchange upon the teaching and service functions of the College.
- 2) The President will determine whether or not an outgoing exchange participant will be replaced by:
 - a) an incoming exchange participant in his/her department or unit;
 - b) an exchange participant in another specified department or unit;
 - c) an exchange in any department or unit; or
 - d) replacement costs may be acceptable instead of an incoming exchange person.

Length of Exchanges and Extension of Exchange

The length of an exchange will not exceed one year. The Board must approve any exception to this policy.

Compensation

- 1) The College will continue to pay an outgoing participant his/her regular salary and fringe benefits subject to the normal deductions.
- 2) An incoming participant will be paid by the sending institution. Nothing contained in this policy shall establish an employer/employee relationship between the College and the incoming participant.

Promotion and Other Personnel Considerations

- 1) Participation in an exchange will not affect an employee's position or commensurate salary upon return.
- 2) The period of exchange for a faculty/administrative/professional employee will count toward the years accrued for sabbatical eligibility. However, a faculty/administrative/professional employee who has been on an exchange shall not be eligible for sabbatical leave during the year following the period of exchange.

Exchange Assignment and Obligation

The assignments, obligations, and other understandings for an exchange participant for the period of exchange will be detailed in a memorandum of agreement which must be signed by the President, or his/her designee.

Facilities and Resources

The College will provide to an incoming participant the same access to opportunities and resources as it does for its own employees, including, but not limited to, travel pay, office space, clerical assistance, and staff development services. Any exceptions or prohibitions will be stated in the memorandum of agreement.

Housing and Relocation

The College will provide neither housing nor relocation cost for incoming or outgoing participants. The College will, however, attempt to aid the incoming exchange participant in the identification of and methods for securing housing.

Exchange Commitments

The Board reserves the right to amend, modify, or terminate this agreement at any time at the discretion of the Board.

Other Considerations

Procedures developed to implement the exchange program will be developed by the Chief Instructional Officer and implemented under the direction of the President, or his/her designee.

DEFINITIONS

N/A

APPLICABILITY

N/A

Adoption Date: 1989

Revision Date (and Board of Governors' Minutes Item Number):

Prior Policy/Procedure Number:

Schedule for Review:

Divisions/Department Responsible for Review and Update:

Sponsoring Division/Department:

Rescinded Date:

Cross Reference:

Procedure(s) for Policy:

Related Policies/References: