

EMPLOYEE EXCHANGE POLICY/PROCEDURES

In support of its commitment to provide opportunities for revitalization and renewal of its faculty and staff and to provide alternative means for staff development, the Governing Board of the Southwestern Community College District hereby adopts the following policies and considerations for implementation of a program for employee exchange.

Definitions

1. External Exchange - The exchange of faculty or staff members with an educational, governmental or business institution outside of the district.
2. Outgoing Participant - A faculty or staff member leaving his/her present assignment for a temporary exchange outside the district.
3. Incoming Participant - A faculty or staff member from an outside organization who, by reason of an exchange, will be temporarily assigned to a district position.

Eligibility Requirements

1. Eligible participants must be full-time, permanent employees who have been employed with the District for a period of at least two years to participate in an internal exchange and four years to participate in an external exchange.
2. Faculty participants must have the approval of their department/division chairs before applying for any exchange.
3. All other staff participants must have the approval of their immediate supervisor before applying for any exchange.
4. Incoming faculty participants must meet district requirements/certification in the Faculty Service Areas (FSA) in which they propose to teach. No incoming faculty participant may begin teaching unless he/she has been district-certified and evidence of such certification is on file at the district.

Number of Exchanges

1. The number of exchanges which occur at a 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. All external exchanges must be approved by the Governing Board prior to implementation.

Length of Exchange - The length of any exchange will not exceed one year. Any exception to this policy must be approved by the Governing Board.

Compensation

- 1.The district will continue to pay outgoing participants their regular salary and fringe benefits subject to the normal deductions.
- 2.Incoming participants will be paid by the sending institution.

Vested Rights

- 1.Participation in an exchange will not affect an employee's position on the salary schedule.
- 2.Participation in an exchange will not affect a probationary faculty member's progress toward appointee status.
- 3.The period of exchange for a faculty member will count toward the years accrued for sabbatical eligibility. A faculty member, however, who has been on exchange shall not be eligible for sabbatical leave during the year following the period of exchange.

Exchange Assignment and Obligations - The assignments, obligations and other understandings for any exchange participant for the period of exchange will be detailed in a Memorandum of Agreement which must be signed by the appropriate chief executive officer or his/her designee.

Facilities and Resources - The district will provide to incoming participants 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 district will provide neither housing nor relocation costs for incoming or outgoing participants.

Exchange Commitments - Unless there are extremely unusual or extenuating circumstances, the district will honor commitments made in the Exchange Program for both outgoing and incoming participants.