



Northern Marianas College Procedure

Procedure No.: 5010.1 Procedure Title: Employment Contracts
 Issuing Date: 9/26/13 Adoption Date: 9/30/13 Effective Date: 9/26/13
 Office of Origin: Human Resources Office
 Procedure Approval Authority: President *[Signature]*
 Board Policy No. Associated with this Procedure: 5010
 This Procedure Supersedes/Replaces: 2011 BOR Policy Part III.D

The written steps necessary to appropriately and uniformly perform a task in carrying out policies and activities of the College.

Overview/procedure description This procedure specifies the procedure for creation and modification of standard terms and conditions of employment for College personnel

Areas of Responsibility The Human Resources Office will work with the President to establish, maintain and as necessary or helpful, to revise standard contract terms and conditions of employment for College personnel.

Procedure details All full-time employees of the Northern Marianas College will be retained on fixed term contracts of employment that may be renewed or allowed to expire at the will of the College. The standard contract term for classified employees will be twenty-four (24) months. The period of service under instructional faculty contracts will be no less than 190 days "on-duty" each contract year, and instructional faculty will be expected to return to campus no later than ten (10) business days prior to the first day of instruction each semester. Instructional faculty will not accrue leave. Full-time instructional faculty shall be assigned a workload of at least 30 academic credits per academic year, and will be provided additional compensation for credits in excess thereof. Contracts shall require attendance at commencement for all full-time instructional faculty and all academic Department Chairs unless the Dean of Academic Programs and Services has granted prior written approval for the absence of a full-time instructional member or an academic Department Chair. The President may negotiate individual contracts with ungraded personnel.

Part-time employees will be subject to all personnel policies and procedures of the College; will be employed at the will of the College; and may be terminated with or without cause upon written notice.

There shall be no expectation or guaranty of continued or long term employment with Northern Marianas College