

EMPLOYMENT POLICIES OF THE COLLEGE RELATING TO FACULTY

Section One: General Policies and Regulations

Employment Policy Statement

Eligibility for employment at the College is based on the ability to perform the duties assigned to a particular position. Continuation of employment depends on the satisfactory performance of assigned responsibilities as set forth and defined in the College By-Laws.

St. Mary's College of Maryland does not discriminate or condone discrimination on the basis of race, gender, color, religion, age, disability, national or ethnic origin, sexual orientation, or marital status in appointments, assignments, promotions, and conditions of employment. St. Mary's is an Equal Opportunity Employer and complies with all state and federal regulations governing employment.

All employees are entitled, at any time, to make an appointment with the staff of the Office of Personnel Services in reference to employment-related problems, issues, and concerns during their employment at St. Mary's College of Maryland.

College policy prohibits family members or individuals who have an economic relationship to supervise one another or to work in positions that have an audit or control function over the relative/individual. Employees and applicants are expected to disclose these relationships whenever they come into existence. Failure to notify the personnel office may lead to disciplinary action. Economic relationships include roommates, landlord/tenant, creditor/debtor, etc. Family relationships include marriage, intimate personal relationships, parents, siblings, in-laws, aunts, uncles, and step-relatives. Normally, if these relationships come into existence after employment, an attempt will be made to transfer employees to comparable positions or another supervisor. This policy is designed to prevent favoritism, conflicts of interest, violations of security, and unlawful discrimination.

Notice of Employer-Prohibited Behavior

“UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. ANY EMPLOYER WHO VIOLATES THIS PROVISION IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT TO EXCEED \$100.”

NOTICE OF EMPLOYER-PROHIBITED BEHAVIOR

“UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. ANY EMPLOYER WHO VIOLATES THIS PROVISION IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT TO EXCEED \$100.”

Have you ever been convicted of any violation of law other than a minor traffic violation(s)? yes no

If yes, give date, place of conviction, charge, and disposition of each case. Note: A conviction record will not necessarily bar you from employment.

Date

Signature of Applicant

You must be legally authorized to work in the United States under the United States Immigration Reform and Control Act of 1986 as may be amended.

You must meet all minimum qualifications to be eligible for employment. Verification will be completed by the appointing authority. Applicants may be tested for illegal drug use under certain circumstances. I understand that employees at St. Mary's College of Maryland are subject to testing including but not limited to random drug testing for the illegal use of drugs.

I hereby affirm that this application and/or attached resume/curriculum vitae contain no willful misrepresentation or falsifications and that this information given by me is true and complete to the best of my knowledge and belief. I am aware that should investigation at any time disclose any misrepresentation or falsification, my application will be disapproved and I will not be certified for employment in any position at St. Mary's College of Maryland, or if already an employee of St. Mary's College, I may be subject to immediate dismissal. I am aware that a false statement may be punishable under law by fine or imprisonment or both. I also acknowledge by my signature below that I have read the above described paragraphs of this application including, but not limited to, the Notice of Prohibited Behavior.

Date

Signature of Applicant