
matc

Milwaukee Area Technical College

**ADMINISTRATIVE REGULATION
AND PROCEDURE**

Title: EMPLOYEE EXCHANGE

Code: CC1202

Policy Reference: N/A

Milwaukee Area Technical College may participate in employee exchange programs with foreign or domestic institutions if it is determined that the exchange would be beneficial to accomplishing the mission of the district. All exchanges shall require the approval of the president.

An employee participating in an exchange program will remain an employee of the Milwaukee Area Technical College District and will receive the salary and benefits as if continuing his/her regular assignment. Similarly, the employee will continue to accrue seniority with the district and within his/her department. Upon the expiration of the contracted period of exchange, the MATC employee will resume his/her regular position with the district.

The district will provide or obtain external funding to provide travel expenses for the MATC employee not to exceed the cost of two round-trip coach airfares between Milwaukee and the airport nearest the exchange institution plus ground transportation between the airport nearest the exchange institution. All other expenses during the period of the exchange shall be the responsibility of the employee.

The credentials of the exchange employee from a foreign or domestic institution shall be submitted to the appropriate division head for review. Personal data, a record of formal education and employment experience, and official transcripts shall be the minimum information to be submitted. The division head shall determine the acceptability/nonacceptability of an exchange candidate and recommend approval/disapproval to the president. If a potential candidate is not approved, others may be considered provided there is ample time for appropriate consideration.

The exchange employee shall remain an employee of his/her home institution and salary and benefits to be received shall be determined and be paid by that institution. Milwaukee Area Technical College shall determine the workload of the exchange employee. MATC shall provide no funds for expenses incurred by the visiting exchange employee.

1. If an employee becomes interested in a specific exchange program with a foreign or domestic institution, a written recommendation that MATC participate in the program should be submitted to the employee's division head. The

Approving Authority:

Dorsey L. Kendrick
Executive Vice President

Date: 8/15/94

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recommendation should include background information concerning the exchange program, its objectives, the perceived benefits to the district, and any specific details that the applicant considers being essential for determining the value of the program to the mission of Milwaukee Area Technical College.

2. If the division head and the president tentatively approve the recommendation, they will identify an appropriate MATC participant in the exchange, and assign an individual to contact the institution and initiate a vita exchange of potential candidates.
3. The vita of a potential exchange candidate should be reviewed by the individual who will supervise the exchange employee and by the division head.
4. The division head will send the vita and a recommendation to the president for final action. The tentative approval to participate in an exchange will be rescinded if a suitable candidate is not identified within six months of the start of the exchange period.
5. If participation in the exchange program receives the final approval of the president, the MATC exchange employee should finalize all arrangements with his/her host institution. The MATC employee who will supervise the person while s/he is at MATC should coordinate arrangements for the visiting exchange person.

Office of Responsibility: Executive Vice President