SUMMARY OF WORK RULES
STATEMENT ON EXPECTATION OF PRIVACY
(As revised Summer 2018)

Kirtland Community College and/or its representative(s) may adopt reasonable rules and regulations for work, discipline, and safety where such rules do not conflict with state or federal law, or with the provisions of negotiated agreements. Should a violation of college rules and regulations occur that merits discipline, the intent is that it be a corrective measure, unless the persistence, severity, or nature of the violation is such that further corrective measures are not practicable. Summarized below are the Work Rules of the college, and the policies from which they are derived as approved by the Board of Trustees.

**POL 2.140** - Smoking or use of any tobacco products is prohibited in all leased or owned college facilities and vehicles, and may occur only in personal vehicles.

**POL 2.205** – All injuries occurring in college facilities, on college grounds, or during college functions, by students, employees, contractors, or visitors, must be promptly reported.

**POL 2.255** - Employees must comply with all state and federal health and safety regulations for worksites.

**POL 5.005** - Refrain from using their position, as an employee, for the purpose of advancing their personal interests or that of any other party.
- Avoid any actual conflict of interest or appearance thereof with clients, vendors, or other parties connected to or involved with the college.
- Not allow outside employment or activities to interfere with the performance of the employee’s duties and responsibilities to Kirtland, nor coercion of other employees to participate or contribute.
- State clearly and unequivocally when they are expressing their personal viewpoint and not an official position of the college when communicating publicly on matters which may involve the college, unless they have authorization by the president or his/her designee to state a college position.
- Not accept gifts, entertainment, personal favors, or preferential treatment that could influence, or reasonably appear to influence, decisions in favor of any person or organization seeking business with or the services of the college.
- Not use college property, equipment or supplies for personal business, religious, or political purposes except as permitted by college procedure, nor for uses in violation of state and federal law.
- Promptly disclose to a supervisor any existing or potential legal or ethical conflicts or the objective appearance thereof.
- Not coerce, intimidate, discriminate, or retaliate against any person filing a complaint and/or assisting in the investigation of a complaint.
- Ensure neither favoritism toward nor discrimination against any individual based upon family or personal relationship.
- Ensure a fair search to fill new positions and select search committee members based on objectivity. Employees are expected to report close relationships that may impact their ability to serve on search committees.
- Notify their immediate supervisor when a family member or individual with whom there is a close personal relationship becomes a student within the employee’s classroom or area of responsibility, and request collaboration in the evaluation/processing of that person.

**POL 5.055** - Employees may be disciplined for poor job performance and/or conduct, for cause including but not limited to the following:
- Repeated instances of tardiness or other unauthorized absence;
- Unsatisfactory work quality and/or quantity, as documented and shared with the employee;
- Failure to meet job dimension performance standards, as documented and shared with the employee;
- Gross misconduct (including but not limited to theft, fighting, sabotage, falsification of documents, harassment, divulgence of confidential information, or any other just cause);
- Insubordination, generally defined as knowingly and willfully disregarding a lawful directive of a college official;
- Conviction of any felony or misdemeanor if it adversely affects college operations as determined by the college.

**POL 5.100** - Employees are obligated to follow college policies and procedures.

**POL 5.155** - The first six months of employment are considered a probationary period for classified employees. Probationary employees may be discharged with or without cause or notice at the sole discretion of the college at any time during the probationary period. The probationary rules for full-time faculty are defined in the Faculty Master Agreement.

**POL 5.175** - Confidential information may not be inappropriately divulged.
POL 5.195 - Unlawful harassment, coercion, intimidation, discrimination, or retaliation is prohibited

POL 5.215 - The unlawful possession, use, being under the influence, manufacture, distribution, or sale of illicit substances by any employee while on college premises, performing college business or as part of any college activity or function is prohibited.

Any employee called into any office for disciplinary action may request and have the presence of a peer, or if a member of a bargaining unit, a bargaining unit representative. Eligible employees who feel they were improperly disciplined may file a grievance (please reference the appropriate contract, or POL 5.425, as applicable). Should discipline be required, it is the intent of the college that it be corrective, private (excepting requested peers or bargaining unit representatives) and conducted with due consideration for the dignity of the individual(s) affected.

STATEMENT ON EXPECTATION OF PRIVACY
While the college has neither the resources nor interest to routinely monitor employees’ use of college computers, nor what the employee may store in the electronic and physical space the college assigns employees, all employees should be aware that the college has not relinquished its rights to do so. All college-owned or leased facilities, vehicles, offices, workplaces, and physical and electronic storage facilities, including but not limited to desks, lockers, file cabinets, computers, computer networks, voice mail and email systems, and other electronic information storage devices or systems, are the property or domain of Kirtland Community College, and are provided to employees for the college’s lawful business purposes, only. The college reserves the right to access its property or domain and review the contents at any time, without advance notice to any employee. Therefore, employees should not expect that such property will be treated as private and personal to the employee.

Please sign and return to the Human Resource Office for placement in your personnel file. A copy will be made and provided if desired.

I, ___________________________  , acknowledge I have reviewed a copy of the Summary of (Print name) Work Rules as revised Summer 2017

_________________________   ___/___/20___
(Signature)   (Date)

Kirtland will make reasonable effort to inform employees of policy revisions, but it is the employee’s responsibility to check current relevant policies and procedures when making decisions and/or undertaking a course of action. The Policies and Procedures of the Board of Trustees of Kirtland Community College, and current Employment Agreements are maintained in readily accessible format on the college’s website, specifically at http://www.kirtland.edu/human-resources . Most college offices can provide instructions on how to access these documents. For general questions, paper copies, or for other assistance, please contact the Office of Human Resources at 989-275-5000 ext. 239, or email hr@kirtland.edu