

# EMPLOYEE HANDBOOK

**Muskegon Community College, dedicated to equity and excellence, prepares students, builds communities, and improves lives.**





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Employees are expected to be aware of the provisions outlined in the Employee Handbook and govern themselves accordingly. If an employee has questions regarding the provisions outlined in the handbook, they should contact their supervisor or the Human Resources Office.

- A. Any reference to “Administrative,” “Professional Staff,” “Support Staff,” “Faculty”, “Custodial/Maintenance,” “Educational Support Staff (ESS),” “Employee” or “Employees” in this manual shall mean an employee of the College.
- B. Any reference to “College” in this manual shall mean the institution in its capacity as an employer with the power and authority to carry out those assignments which are required or implied in each instance.
- C. Any reference to the “Board,” “Board of Trustees,” “President,” or “Administration” in this manual shall mean those offices as an employer with the power and authority to carry out those required or implied assignments reserved for those particular offices.
- D. Muskegon Community College reserves the right to modify this policy or handbook at any time without notice.
- E. This guide is not intended to contradict or alter any specific group contract language.

### **MISSION STATEMENT**

Muskegon Community College, dedicated to equity and excellence, prepares students, builds communities, and improves lives.

### **VISION STATEMENT**

An inclusive, educated community.

### **COMMITMENT TO DIVERSITY, EQUITY, and INCLUSION**

MCC is committed to providing students, staff and the communities we serve with the necessary tools and resources to respect, accept, and celebrate differences, while embracing all people. We are stronger together and committed to:

- promoting educational practices for social development
- enriching self-awareness
- enhancing interaction on a local and global scale
- increasing opportunities to think beyond ourselves

Our goal of diversity, equity, and inclusion is not a rigid quota system, but rather an objective that we are moving toward with purposeful intent. Join us and strengthen the power of our journey!

### **HIGHLIGHTS OF THE HISTORY OF MUSKEGON COMMUNITY COLLEGE**

Muskegon Junior College was established by the Muskegon Board of Education in 1926.

In June 1951, after an enabling act by the Michigan Legislature, the name and educational



scope of the College was changed. “Muskegon Junior College” became “Muskegon Community College” (MCC), thereby reflecting the expanded nature of the College’s programs.

MCC’s programs were broadened to serve a larger number of students with a wider variety of interests. Courses were added in retailing, the vocations, the technical fields, public health, and the trades. These courses enabled young men and women to prepare themselves for a specific field of employment in two years of training beyond high school. There was no shrinking of the transfer program, only an expanded curriculum to serve a larger segment of the community.

- In April 1963, the county overwhelmingly approved the recommendations of the committee and elected the first Board of Trustees. The elected board went to work immediately and by September of that year had purchased the 111-acre campus on which the College exists today.
- 1995 – The Muskegon Center for Higher Education was opened on the campus of MCC. The center houses upper-level courses and programs offered by Ferris State, Grand Valley State, and Western Michigan universities. The 90,000 square foot facility was named in honor of former MCC President James L. Stevenson.
- 2006 – The Hendrik Meijer Library Information Technology Center opened in January 2006. The 40,000 square foot Information Technology Center offers students and the community the latest in communication capabilities, including wireless internet access, state-of-the-art library facilities/technologies and classrooms, and an internet café.
- 2013 – Voters approved to support MCC facilities expansion, which included construction of a new Science Center, the addition of a Health Center, the purchase of the former Muskegon Chronicle building for technology and entrepreneurial programs in downtown Muskegon, and the renovation of campus facilities for Creative and Performing Arts.
- 2015 – The former Masonic Temple, located next to the new Downtown Center, was donated to MCC and will be renamed the Rooks / Sarnicola Institute for Entrepreneurial Studies.
- 2015 – Purchased the former Muskegon Family YMCA facility and renamed to the MCC Lakeshore Fitness Center.

For complete history, please visit us at <http://www.muskegoncc.edu/library/mcc-history/>.

#### **ADDITIONAL OR OUTSIDE EMPLOYMENT**

Faculty/Staff are permitted to engage in outside work or to hold other jobs, subject to certain restrictions as outlined below.

Activities and conduct away from the job must not compete with, conflict with, appear to conflict with or compromise the College interests and reputation or adversely affect job performance and the ability to fulfill all job responsibilities. Faculty/Staff are prohibited



from performing any services on nonworking time that are normally performed by MCC. This prohibition also extends to the unauthorized use of any College resources, tools, or equipment and the unauthorized use or application of any confidential information. In addition, Faculty/Staff are not to solicit or conduct any outside business during paid working time.

Faculty/Staff are cautioned to consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours. If MCC determines that an employee's outside work interferes with performance, the employee may be asked to terminate the outside employment.

Faculty/Staff who have accepted outside employment may not use paid sick leave to work on the outside job. Fraudulent use of sick leave will result in disciplinary action up to and including termination.

The College retains the right to determine whether other employment interferes with responsibilities or presents a conflict of interest. An employee should seek approval from their supervisor and the Human Resources Office in advance of accepting outside employment to confirm that it is not prohibited. There may be some rare occasions when another similar position is approved by the Vice President and Human Resources Office due to the strategic initiatives of the college.

### **ADVERTISING AND NON-SOLICITATION**

(Refer to Commercial solicitation on page 48)

### **AMERICANS WITH DISABILITIES ACT**

The College believes in supporting our employees and a diverse work force. We fully comply with the Americans with Disabilities Act as well as state laws that require the College to make reasonable accommodations for individuals with disabilities in our workplace.

We are committed to treating all individuals with disabilities without discrimination in any area of work including pre-employment, application, hiring, promotions, supervision, and evaluation. The College treats all medical information and records concerning disabilities as strictly confidential.

If you are a qualified employee with a disability, you are encouraged to request a reasonable accommodation in order to help overcome the limitations posed by your disability to accomplish your work. Accommodation Request Forms for Disabled Employees are available on the [Human Resources MyMCC](#) page.

For student disability services, please contact [Disability Support Services](#).

### **ATTENDANCE – TARDINESS AND ABSENCES**

Faculty and staff should make every effort to contact their immediate supervisor as early as possible when unable to work a regularly scheduled shift. In the case of an emergency, the supervisor or other department leadership should be contacted as soon as possible.



An unexcused absence occurs when an employee fails to properly notify their immediate supervisor. If an employee is absent from work because of an emergency, notify the supervisor before the start of a scheduled shift on the first day of the absence. An employee is required to call in each day of the absence.

Absenteeism or tardiness that is unexcused or excessive in the judgment of the College will result in disciplinary action, up to and including dismissal. Management reserves the right to request medical documentation for absence(s). Patterns of excused or unexcused absences or tardiness may result in a request for documentation for the unplanned time off and may result in disciplinary action.

No Call, No Show – when an employee does not call or show up for work on scheduled workdays, a doctor’s note may be required and they may be subject to discipline up to and including termination. An absence of three consecutive days without notifying one’s supervisor is job abandonment and is considered an immediate resignation.

### **BACKGROUND CHECK**

Muskegon Community College believes that hiring talented, skilled, committed individuals contributes to our overall strategic success. Background checks will ensure safeguarding the students, faculty/staff, community members and resources of the College. Therefore, Muskegon Community College requires background checks and complies with all applicable laws.

All candidate offers for positions will be contingent upon background checks. The Human Resource Office, often in partnership with the hiring supervisor and/or a third party agency, will conduct the background checks to verify the accuracy of the information provided by the applicant during the selection process. Information collected may include past employment, education, character, reputation, financial information, criminal convictions, social security verification, and/or motor vehicle record check.

Muskegon Community College will ensure that all background checks are conducted in compliance with all applicable federal and state statutes, such as the Fair Credit Reporting Act. Human Resources will be primarily responsible for the background check process. Any offers made before a background check has been completed shall be expressly conditional upon successful completion of the background check.

Conditional offers shall be withdrawn if the results of the background check are deemed to disqualify the applicant for the position.

Results of background checks will be considered in the following manner and shall include, but not be limited to the following factors:

- Number of offenses or misconduct;
- Length of time between the offense or misconduct and the application for employment;
- Other employment history;
- Evidence of applicant’s rehabilitation efforts;
- Severity of the offense or misconduct; and
- The relevance of the offense or misconduct to responsibilities of the position.



To the extent required by the Fair Credit Reporting Act, applicants will be informed in writing of adverse information discovered in the background check and given an opportunity to respond. Upon conclusion of the review, written notice will be sent to the candidate regarding Muskegon Community College's decision of eligibility for the position.

Failure to disclose criminal convictions requested during the application process will likely result in disqualification for employment or termination of employment.

Disqualification of the candidate based on information discovered in the background check is not subject to grievance or appeal.

Background checks conducted by the US Department of Homeland Security for international, non-citizen job candidates as part of the visa process may be considered adequate for the purposes of this policy if the candidate has not previously resided in the United States.

All information obtained from the background check process will be kept confidential as part of the employment file and/or hiring process. Only authorized personnel will have access to this information.

Written notification of the requirement to successfully pass a background check will be given during advertisement and/or at time of application.

The Human Resources Office may only initiate background checks once they receive a completed and signed Authorization for Background Check form. This form is valid for the duration of employment.

## **BOARD OF TRUSTEES**

MCC is governed by a seven-member board of trustees who are elected for six-year terms on an "at large" basis from throughout the district (Muskegon County). The College's chief executive is the President, appointed by the Board of Trustees. The primary function of the Board is to oversee the education of people in our community. The Board is responsible for establishing and implementing policy to maintain an excellent education for all students in a safe, secure learning environment. These policies and procedures guide the President and staff in their daily duties. For more information regarding the Board of Trustee members or policies, please visit <http://www.muskegoncc.edu/administration/board-of-trustees/>.

## **BOMB THREAT**

The College has established formal processes and procedures to address bomb threats. It is an employee's responsibility to know the steps to keep our campus community safe. If an employee receives a threat in any form or sees a suspicious package, follow the instructions found in [the Bomb Threat Assessment Tool for Schools brochure](#), which can be found on the Crisis Prevention Team page under Employee Services on MyMCC.

Immediately following the threat, call 911, and then contact Security at ext. 545 (cell 231-557-5648). If Security is not reached, press the "panic button" on a campus phone to reach the Crisis Team.



## **CAMPUS SAFETY AND SECURITY**

In compliance with the “Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act,” a guide is issued each year to provide information regarding safety and security procedures and crime statistics. Refer to the [Annual Campus Safety and Security Report](#).

If a threat to the safety or security of personnel or college property should occur, please report it to Security or Physical Plant located in Room 1107. For emergency situations, please dial 911, and then notify our Security Office at ext. 545.

## **CODE OF CONDUCT and ETHICS**

Our Code of Conduct confirms the behavioral expectations we have for one another with students, peers, supervisors and other community members. Employees must, at all times, comply with all applicable laws and regulations, and do the right thing for our MCC community. Just remember to ‘do the right thing.’ Muskegon Community College will not condone the activities of employees who, for whatever purpose or goal, knowingly and willfully violate the law or college policy. Muskegon Community College further supports adherence to such core principles as fairness and equity. Faculty or staff uncertain about the application or interpretation of any legal or policy requirements shall refer the matter to their supervisor or Human Resources Office.

MCC has the following expectations for College faculty/staff, including but not limited to:

- Provide a safe work environment.
- Promote continuous improvement.
- Engage in Student Success initiatives.
- Establish consistent operating standards.
- Promote and support respectful and collegial behavior.
- Behave ethically and appropriately.
- Protect individual rights and well-being.
- Protect College property.
- Fulfill legal responsibilities.
- Avoid conflicts of interest.
- Avoid inappropriate relationships

There is no effective method of pre-determining the seriousness or effect of any one violation of MCC’s policies or of making an exhaustive list of all possible violations of policy. Violations may result in disciplinary action including termination of employment based on the severity of the action. Although some violations may be more severe than others, repeated violations or a combination of violations may result in termination of employment.



## **EMPLOYEE DEFINITIONS / CLASSIFICATIONS**

Exempt employees hold management, professional, administrative, supervisory, or other positions that are exempt from federal and state overtime-pay requirements. Non-exempt employees are eligible for overtime pay and are generally involved in support or service positions. The terms Exempt and Non-exempt are not terms of relative worth.

Employees are hired into jobs with a specific definition of classification as follows:

Adjunct Faculty: A temporary faculty member appointed to teach one (1) or more course(s) in a single academic term/semester. An adjunct is limited to teaching up to 24 contact hours per year and not more than 12 contact hours per semester.

Full-Time College Year: A non-exempt employee appointed to a single budgeted position who is regularly scheduled to work full-time for a reduced number of weeks annually. Pay and benefits will be prorated based on time worked.

Limited Full-Time: An employee appointed to a single budgeted position who is regularly scheduled to work at least thirty (30) hours per week but less than forty (40) hours per week.

Full-Time Staff & Full-Time Faculty: An employee appointed to a single budgeted position who is regularly scheduled to work at least forty (40) hours per week, teach a full load, or a combination thereof as defined in the Faculty Agreement.

Grant-Funded: A full-time or part-time employee appointed to a grant funded position. The terms, conditions, and any benefits of the position will be outlined in the appointment letter.

Casual Part-Time: An employee appointed to a single budgeted position who is regularly scheduled to work less than twenty (20) hours per week. Casual part-time employees are not eligible for any benefits unless stipulated in current contract.

Part-Time: An employee appointed to a single budgeted position who is regularly scheduled to work at least twenty (20) hours per week but less than twenty-eight (28) hours per week.

Student: An employee appointed to a single budgeted position for a specific period of time, who is enrolled in a Muskegon Community College course(s). Student employees shall normally be scheduled to work no more than twenty (20) hours per week. A student employee may or may not be eligible for the College Work-Study Program as determined by the Financial Aid Office. A student employee is not eligible for any benefits. (For student employment eligibility requirements visit the student employee site on MyMCC).

Temporary Part-Time: A part-time employee appointed for a specific period of time not to exceed 28 hours per week or one (1) year or the definition in the unit contract. Temporary part-time employees are not eligible for any benefits.

Temporary Full-Time: An employee hired to work 30 hours or more per week on a project or on a temporary basis. If working more than 30 hours per week for more than 30 days, the employee will become eligible for medical benefits.



Coaches: A part-time employee appointed for a specific period of time, generally on a one-year contract, not to exceed 28 hours per week. Coaches are not eligible for any benefits.

Internships: Designed to provide an opportunity to apply knowledge gained in the classroom in a work environment and receive college credit for it for a designated time frame. There is no expectation of compensation or benefits in an internship. An internship may not be completed at MCC by an MCC employee.

Volunteer: An individual that performs hours of service for civic or charitable reasons without the expectation of compensation or benefits. A volunteer may not donate their time in a department or function in which they are paid as an employee.

Contractor: Authorized company or individual that does not qualify as an employee under IRS regulations and is paid through Financial Services. Based on the assignment the person may or may not be granted technology access. Not eligible for benefits.

- a) Direct Credit Instructor – an instructor paid through their school system to teach an MCC course concurrently for student credit typically at their location. They are credentialed by MCC as instructors and are granted technology access for grading and educational purposes.
- b) Staffing Agency Contractor – individuals hired and paid through contractual agreements with outside organizations to supply MCC with workers (i.e. Ellucian, EduStaff, Manpower, etc.). MCC approves time worked or projects completed and does not train or discipline these individuals.
- c) Project Contractor - an individual or organization hired to complete work for MCC such as an audit, construction, creative project, compliance work or review of processes. Typically, this is done in cases where MCC does not have the internal expertise, equipment or capacity. MCC approves time worked or projects completed and does not train or discipline these individuals.

Most employees are hired for full-year or fifty-two (52) week appointments unless otherwise defined by their appointment letter or contract. Some employees may be hired into a single budgeted position for a College Year or Academic year. In such cases the number of weeks worked per year will be less than fifty-two (52) and are defined in the appointment letter.

### **FMLA LEAVE**

Under the Family and Medical Leave Act of 1993 (FMLA), eligible employees may take job-protected leave for certain family-related, medical or military-related reasons. As described below, leave entitlements vary depending upon the reason for the leave. Eligible faculty and staff members are those who have worked at the College for at least twelve (12) months and have worked 1,250 hours in the twelve-month period before the leave is to begin. Leave is tracked on a rolling 12-month look back period.

### Family Leave & Medical Leave

- Up to twelve (12) weeks of leave may be taken for any one, or a combination, of the following circumstances:
  - To care for the employee’s child after birth, or placement for adoption or foster care.
  - To care for a spouse, child (includes biological, adopted, stepchild, foster child, legal ward or a child of a person standing in loco parentis who is under age 18 or,



- if older than 18, who is incapable of self-care because of mental or physical disability) or parent (biological, adoptive, or the person who acted as a parent when the employee was a child but does not include mother-in-law or father-in-law) who is suffering from a serious health condition.
- For an employee's own serious health condition which prevents the employee from performing their job.
- The maximum amount of leave is twelve (12) weeks in a 12-month period.
- Where medically necessary, leave due to a serious health condition may be taken on a reduced schedule or intermittent basis.
- Leave due to the birth, adoption or placement of a child may be taken on a reduced schedule or intermittent basis only with the prior approval of the Executive Director of Human Resources, and such leave must be completed within twelve (12) months of the birth, adoption or placement.

#### Military-Related Leave

- Faculty and staff members may take up to twelve (12) weeks of leave because of a “qualifying exigency” arising out of the fact that a spouse, parent or child of the employee is on Covered Active Duty, is on call to Covered Active Duty, or has been notified of an impending call or order to Covered Active Duty in the military. Covered Active Duty means duty during deployment in the National Guard, the Reserves, or retired Armed Forces or Reserves to a foreign country under a Federal call or order to active duty in support of a contingency operation. For a member of the Regular Armed Forces, Covered Active Duty means during deployment to a foreign country. Qualifying exigencies must relate to the active duty or call or order to active duty and include such things as attending to legal and financial matters; providing urgent childcare or making alternative schooling or childcare arrangements; providing urgent parental care or making alternative parental care arrangements; attending or participating in certain non-medical counseling sessions; attending military events; attending post- deployment and reintegration briefings; spending time with a military member who is on short term rest and recuperation leave during deployment; and addressing issues that arise due to short-notice call or order to active duty. Leave may be taken in a single block of time, intermittently, or on a reduced- schedule basis.
- Eligible faculty and staff members may also take up to twenty-six (26) weeks of leave to care for a Covered Service Member (spouse, child, parent or next of kin) with a serious illness or injury. A Covered Service Member is (a) a current member of the Armed Forces, the National Guard, or the Reserves and who is undergoing medical treatment, recuperation or therapy, is in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred or aggravated in the line of duty on active duty, or (b) a veteran of the Armed Forces, the National Guard, or the Reserves, and who is receiving treatment, recuperation, or therapy for a qualifying serious injury or illness incurred or aggravated in the line of duty on active duty provided the Covered Service Member's discharge from military service was within five (5) years of the commencement of the leave.

#### Total Leave Entitlement

- Leave taken for all categories of family, medical and military leave will be combined toward the applicable 26-week or 12-week entitlements outlined in this policy.



Where a husband and wife both work for Muskegon Community College (MCC), they will be limited to a combined 12 or 26 weeks of leave due to birth, adoption or placement of a child for foster care, to care for a parent with a serious health condition, or to care for a Covered Service Member with serious injury or illness arising out of their military service.

#### Notification & Certification of Need for Leave

- When practical, employees are required to give MCC at least thirty (30) days' notice of the need for leave.
- When the need for leave becomes known less than thirty (30) days in advance, you are required to notify MCC promptly when the need for leave becomes known.
- Failure to provide timely notice may result in your leave being delayed.
- While off work on leave, verification of continued need for leave and intent to return may also be requested.

Failure to provide timely notice or the required certification may result in the leave being delayed or denied, or your absences being counted against MCC's attendance policy or standards.

#### Employer Notice

- If you request leave, you will be informed whether you are eligible under the FMLA.
- If you are, the notice will specify any additional information required as well as your rights and responsibilities.
- If you are not eligible, you will be notified and given a reason for the ineligibility.
- You will also be informed if leave will be designated as FMLA leave and if known, the amount of leave counted against your total leave entitlement. If MCC determines that the leave is not covered by the FMLA, you will be notified of this determination.

#### Benefits

- Group health plan benefits are continued during FMLA leave.
- To maintain health care coverage during an approved leave, you must continue to pay the regular required employee contribution.
- If you fail to make the required contributions, health care coverage may be terminated and you will be eligible to continue coverage under COBRA.
- Non-health benefits (e.g., life, disability, Flex, etc.) will continue during an FMLA leave. You will not lose any benefit that was earned prior to your leave, but you will be responsible for your portion of the benefit cost, during the 12-week period. After the FMLA 12-week period contact the Human Resources Office.
- In most circumstances, FMLA time will run concurrently with disability benefits or worker's compensation benefits. You will also be required to use accrued sick, vacation, PTO or any available paid time off during an otherwise unpaid FMLA leave, subject to the terms of the paid time off policies. Employees on FMLA leave will not receive pay for holidays while they are on leave, unless they are still on the payroll for the purpose of exhausting accrued vacation, sick, or PTO time.

#### Other Requirements

- Employees may not engage in any work (whether for another employer or self-employed) while on a leave of absence under this policy.
- Employees returning from a leave due to their own serious health condition may be required to provide MCC with a fitness for duty certification.



- Employees who return from leave within the allowed time limits will be reinstated to their same or an equivalent position with the organization, with equivalent pay, benefits and other employment terms.

### **INFECTIOUS DISEASE**

In the event that an employee has been diagnosed with or has knowledge of a student or faculty/staff member having a communicable disease that poses a health hazard to others, or comes in contact with hazardous substances, he or she must report it immediately to the appropriate Vice President or the Human Resources Office. Confidentiality and privacy rights will be respected.

It is the intent of the College to investigate and handle each case on its own particular facts. There will be an attempt to strike a balance between the rights of the person having the disease and the rights of students and co-workers to be free from the risk of exposure. The College reserves the right to exclude a person with a communicable disease from the campus facilities, programs and functions if the College finds that based on a medical determination, such restriction is necessary for the welfare of the person who has the communicable disease and/ or the welfare of others within the campus.

Faculty, staff, and student employees with a communicable disease will be treated consistently with other employees as long as they are able to meet acceptable performance standards and do not pose a health hazard to others. The College will not discriminate against any job applicant or employee based on the individual having a communicable disease.

The College will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease. Every effort will be made to ensure procedurally sufficient safeguards to maintain the personal confidence about persons who have communicable diseases. An employee's health condition is personal and confidential and should be treated as such. Questions or concerns should be directed to the Human Resources Office.

### **OVERTIME**

It is the practice of the College not to allow compensatory time in lieu of overtime wages. MCC follows the minimum standard established by Fair Labor Standards Act (FSLA) to pay time and a half for all hours worked in excess of 40 hours in a single week for non-exempt employees (hourly).

Prior to authorizing overtime hours, managing supervisors must obtain approval from the Vice President to whom they report.

Overtime pay may not be waived, nor can an employer and employee agree that only 8 hours per day and 40 hours per week will be counted or recorded (i.e. off the clock). When necessary, work hours may be adjusted within the workweek in which the overtime occurs to maintain a 40-hour schedule.

Overtime will not be permitted without supervisor approval. If an employee works overtime without approval, the time must still be paid however an employee may be subject to disciplinary action.



## **CONFIDENTIALITY**

Confidentiality is necessary to protect the privacy of all employees and students at Muskegon Community College, and in some instances, is required by law. Confidential information would include information subject to Family Educational Rights and Privacy Act (FERPA), Employee Right to Know Act, OSHA, Social Security Numbers, and other matters not subject to disclosure under the Freedom of Information Act, the Open Meetings Act, the Health Insurance Portability and Accountability Act (HIPAA) and any other applicable statute. Inappropriately divulging college confidential information, either deliberately or inadvertently, may lead to disciplinary action ranging from verbal and written warning to immediate termination of employment.

## **CONFLICT OF INTEREST**

Muskegon Community College employees must adhere to ethical standards and principles to preserve the College's reputation and integrity in the community. Activities that create a conflict between the interests of the College and an employee are unacceptable.

A conflict of interest is present when, in the judgment of the College, an employee's stake in the transaction is such that it reduces the likelihood that an employee's influence can be exercised impartially in the best interests of the college.

Conflicts of interest may arise in many areas, including but not limited to:

- Personal or financial interests.
- Nepotism and personal relationships in the workplace.
- Performing services on nonworking time that are normally performed by MCC.
- Unauthorized use of any College resources, tools, or equipment in connection with private business, consulting or for personal purposes.
- Outside employment. (See page 5)
- Conduct in the community that competes with, conflicts with, appears to conflict with or compromises the College's interests or reputation in a negative way.
- Acceptance of gifts or anything of value from anyone having or seeking business with the College other than non-cash gifts of minimal value.
- Misuse or disclosure of confidential information.
- Misconduct.

A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member (i.e., spouse or significant other, children, parents, siblings, including step, in-laws, or adoption). To avoid a potential conflict, an employee has a duty to disclose to their Vice President the potential conflict. The Vice President or Division lead (in consultation with the Human Resources Office) may remove the individual from the decision making responsibilities and appoint an alternate, or determine whether to enter into the transaction and, if so, ensure that the terms of the transaction are appropriate.

The ethical standards outlined in this policy shall apply to all persons employed by the College.

Faculty and staff shall adhere to all laws, regulations, and policies that provide equal opportunity for all persons regardless of age, race, color, religion, marital status, sex



/gender, pregnancy, sexual orientation, transgender status, gender identity, gender expression, height, weight, national origin, disability, political affiliation, veteran status, or genetics.

Violations of this policy could result in immediate discipline, up to and including termination. If the College has reasonable cause to believe an employee of the organization has failed to disclose actual or possible conflicts of interest, including those arising from a transaction with a related interested person, it shall inform such employee of the basis for this belief and afford the employee an opportunity to explain the alleged failure to disclose. If, after hearing the response and making further investigation as warranted by the circumstances, the College determines the employee has failed to disclose an actual or possible conflict of interest, the College shall take appropriate disciplinary and corrective action.

### **DISCIPLINARY ACTION**

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform their duties to the best of their ability and to the standards as set forth in their job description or as otherwise established.

Discipline will be used to address issues such as poor work performance or misconduct when warranted. The discipline policy is designed to provide an improvement process to correct and prevent a recurrence of undesirable behavior and/or performance issues. The progressive discipline policy has been designed to be consistent with our organizational values, HR best practices and employment laws.

Dismissal or discipline may occur for violation of college standards, policies or regulations some of which include, but are not limited to:

- insubordination, refusal to perform work assigned;
- excessive tardiness and absence;
- damage to college property, supplies, equipment;
- falsification of records including reporting of time worked;
- disorderly conduct including threats, assault, harassment or discrimination;
- intoxication or use of drugs;
- theft or dishonesty;
- poor performance;
- history of poor evaluations with no apparent success in correcting deficiencies noted.

Outlined below are the steps of our progressive discipline policy and procedure. The College reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on our organization.

The following outlines MCC's progressive discipline process:



- **Verbal warning:** A supervisor verbally counsels an employee about an issue of concern and a written record of the discussion is made for future reference.
- **Written warning:** Written warnings are used for behavior or violations that a supervisor considers serious or in situations when a verbal warning has not helped improve unacceptable behavior. Written warnings are placed in an employee's personnel file. Employees should recognize the serious nature of the written warning.
- **Final Written Warning:** Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when he/she has demonstrated an inability to perform assigned work responsibilities efficiently, the employee may be given a final warning or placed on a performance improvement plan. Often an improvement plan will be established or re-establishes expectations that must be met. The employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the organization. If established goals are not met, dismissal may occur.
- **Termination:** When it has been determined that an employee is unable or unwilling to meet the conditions of employment at Muskegon Community College, termination results.

MCC reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including verbal and written warnings, suspension with or without pay, demotion and discharge.

### **DRESS / PERSONAL APPEARANCE**

We always are concerned with the impression we make on others as representatives of Muskegon Community College. In accordance with this concern, employees should strive at all times to ensure that their clothing, appearance, and hygiene are businesslike and contribute to a pleasant campus environment. Employees are encouraged to consult with their supervisor whenever necessary regarding what is acceptable for their work area.

### **DRUG and ALCOHOL TESTING**

The College retains the right to require the following tests:

- **Post-Offer:** Offers of employment are contingent upon candidates passing a drug test generally before beginning work or finalizing the offer of employment. Refusal to submit to testing will result in disqualification of further employment consideration.
- **Reasonable suspicion:** Faculty/Staff are subject to testing based on legitimate observations, based on facts and logic, and belief that an employee has been drinking or taking drugs. Before sending a Faculty/Staff member for testing, the Human Resources Office must be consulted. Reasonable suspicion may appear differently in each situation; however some examples of reasonable suspicion include but are not limited to:
  - Direct observation of use or physical symptoms of use (slurred speech, uncoordinated movement, etc.)
  - Abnormal conduct
  - A report from a reliable source that a faculty/staff member is under the influence/using



- Erratic behavior at work or significant deterioration in work performance
- Evidence that an employee has used, possessed, sold, solicited or transferred drugs while at work violates the Drug Free Campus policy and will subject a faculty/staff member to immediate disciplinary action up to and including termination.
- **Follow-up:** Faculty/Staff who have tested positive, or otherwise violated this policy, are subject to discipline up to and including discharge.

## **DRUG FREE CAMPUS**

Muskegon Community College is committed to the health, comfort, and safety of students, employees and the public, thereby, minimizing the harmful effects and discomfort smoking, drugs and alcohol produce in the workplace.

The College complies with federal, state, and local laws including those which regulate the possession, use, and sale of alcoholic beverages and controlled substances. The following represents the drug and alcohol policies of MCC. If groups rent or use College facilities, they and their participants/guests shall be required to comply with this policy. In compliance with the Drug-Free Schools and Communities Act Amendments of 1989 Act (20 U.S.C. 1145g), the following represent the Drug-Free Workplace Regulations Act (41 U.S.C. 701):

The following will apply to employees, students and guests:

- The unlawful manufacture, distribution, dispensation, possession, sale, purchase or use of illicit or prescription drugs or alcoholic beverages on MCC premises is prohibited. Alcoholic beverages may be served at sponsored events with special approval (see [Board of Trustees Policy Governance Manual](#) on page 21 on Campus Licensed Use of Alcoholic Beverages)
- In compliance with Federal and State laws, fire regulations, and MCC policy, the use, distribution or sale of drugs, tobacco, electronic cigarettes (e-cigarette) or vape in addition to the possession, use or smoking of marijuana including medical marijuana is prohibited in college buildings, extension centers, on college premises and in vehicles owned, rented or leased by the college.
- Individuals may not unlawfully possess, use, or distribute controlled substances and alcohol on MCC premises or while engaged in MCC activities such as conferences or field trips.
- Being under the influence of alcohol or any controlled substance while on MCC premises or engaged in MCC activities is prohibited.
- Individuals are personally accountable for having knowledge of federal, state, and local laws relating to alcoholic beverages and controlled substances, the minimum drinking age, the transportation of open containers of alcoholic beverages, and the false representation of age by a minor.

### Student Violation

Violation of this policy by students may result in disciplinary action up to, and including, suspension or expulsion from MCC and referral for prosecution. Reports are submitted via Care Button on MyMCC by students or employees. Community members may use the MCC website.

In addition to responding to student conduct charges, students involved in the distribution



of prescription or illicit drugs may face criminal investigation, prosecution and penalties including fines and imprisonment. Students who are also employees of the College are subject to the Drug-Free Schools and Communities Act of 1989. Any employed person (including a student) who is convicted under a criminal drug statute for a violation occurring in the workplace must so notify the college's Human Resources Office within five (5) days from the date of the conviction.

#### Guest Violation

Guests not in compliance with the policy will be asked to leave the premises and may be reported to the authorities if necessary. Proper care must be taken to ensure the person's safety as the individual is leaving the premises.

#### Employee Violation

Employees of MCC shall comply with the terms of this policy. Violation of such policy may result in disciplinary action, up to and including termination of employment, suspension and referral for prosecution.

Employees are required to notify MCC of any criminal conviction for a violation of the policy occurring in the workplace no later than five days after such conviction.

Faculty/Staff members judged to be under the influence of drugs, controlled substances, or alcohol will be required to leave the premises. Proper care must be taken to ensure safety of the person leaving the premises. Faculty/Staff who must use prescribed drugs during work that may impact their ability to perform work safely and effectively, should report this fact to their supervisor along with acceptable medical documentation. The supervisor, in consultation with the Human Resources Office, will then make a determination as to whether the faculty/staff member should be able to perform their job safely and effectively.

A faculty/staff member who is abusing drugs or alcohol or is diagnosed as having a drug addiction or alcoholism may be granted a leave of absence to undertake rehabilitation treatment. A faculty/staff member must seek treatment before job performance and conduct issues jeopardize their employment. The faculty/staff member will not be permitted to return to work until appropriate certification is presented to the Human Resources Office that the faculty/staff member is capable of performing their job. Participation in a treatment program does not insulate a faculty/staff member from the imposition of discipline for violations of this or other MCC policies.

Muskegon Community College will offer and promote programs and services that include practical evidence-based approaches to decrease or stop tobacco use for students and employees.

#### **On Campus Licensed Use of Alcoholic Beverages**

Students, employees, and visitors of Muskegon Community College are to observe all federal, state, and local laws and College regulations governing the use and possession of alcoholic beverages. Subject to Section I below, all persons are prohibited from furnishing, using or possessing alcoholic beverages on College property, or to be under the influence of alcohol while on College property. Offenders may be subject to criminal charges and/or



disciplinary action by the College.

I. The prohibition as to the furnishing, use or possession of alcoholic beverages shall not apply under the following conditions:

- A. Applications by external organizations or internal College departments or organizations for permission to serve alcoholic beverages on College property are submitted to the College President. The President shall review the application and make a recommendation to the Provost and Executive Vice President. The Provost and Executive Vice President shall have the authority to approve, modify, or deny the application.
- B. If approved by the Provost and Executive Vice President, alcoholic beverages may be served on College property for external organizations or internal college departments or organizations under circumstances that meet the requirements for a Special License issued by the Michigan Liquor Control Commission, or under circumstances where there is no consideration and a Michigan Liquor Control Commission Special License is not required.
- C. All costs incurred in securing a Special License and utilization of College facilities shall be borne by the applicant.
- D. The terms and conditions of food service contracts entered into by the College with specific vendors shall be observed.
- E. External organizations shall provide liability insurance satisfactory to the College.

### **EMERGENCY EVACUATIONS**

Should the need arise to evacuate the campus, a notification will be made using the most efficient method of notification. Everyone will be instructed to leave the campus and to take their personal belongings with them. Faculty and staff should look around their room/office to see if they see anything unusual before they leave. If something looks or seems unusual or out of place, call Security at ext. 545 or 231-777-0545. Everyone will be notified via a college communication system when to re-enter or return to campus.

If there is an individual who requires assistance exiting the building, please assist them to a safe location or call Security at ext. 545 or 231-777-0545 for assistance and wait for help to arrive.

The College has a Crisis Prevention Team that has developed and tested evacuation plans under multiple circumstances to assist the college community in emergency situations.

### **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

[The Employee Assistance Program \(EAP\)](#) is an educational, intervention, and referral service to help employees address life challenges such as:

- Life Changes – New parents, grief support, divorce support, raising kids, supporting or caring for aging relatives, etc.
- Addictions - Substance abuse, gambling, shopping, etc.
- Finding articles or resources to help with day-to-day items: finding day care, financial obligations, estate planning, etc.



The EAP is designed to assist faculty and staff with personal concerns. Information about EAP services and contracted agencies is available on MyMCC and in the Human Resources Office. Employees with personal challenges are encouraged to obtain more information.

Information given to EAP representatives will be confidential.

Participation in the EAP would not negate appropriate disciplinary action if personal problem(s) were to adversely affect working performance. Specific contract agreements and guidelines would be followed to address the situation.

MCC offers third party services both online and in person. Generally, the first three to four visits per issue per year are covered by the College, after which the employee's individual healthcare plan may pick up additional cost.

### **EMPLOYEE RECORDS**

The College establishes a personnel file when any person begins employment. This information helps to administer benefits and compensation in an accurate and timely manner as well as maintain necessary government-related records and other factual information about a person's employment history with the College.

We ask that all employees notify the Human Resources Office of any changes in name, address, telephone number, or who to notify in the case of an emergency within two weeks of the change. Showing an updated social security card is required for a name change.

### **CONTINUING EMPLOYMENT**

Employees are issued a letter to confirm pay and classification changes. Employees may leave their employment at any time, with or without cause, and with or without prior notice, although MCC does request adequate advance notice when possible.

### **ENDING EMPLOYMENT AND EXIT INTERVIEW**

Either party may end employment at any time, with or without cause and with or without prior notice as specified in their group rules. Exit interviews will generally be offered either in-person or online when a resignation or retirement has been received. The termination of employment with the College may occur in several ways, such as:

Resignation - when an employee initiates their own separation for any reason. It is customary, professional, and respectful to provide a minimum of two weeks' notice. The resignation should be in writing to the supervisor and the Human Resources Office.

Retirement – see the Retirement Policy for qualifications to retire. Employees choosing to retire may be eligible for varying benefits. Employees planning to retire should contact the Human Resources Office six months prior to the planned retirement date stating their intent to retire.

No Call / No Show - when an employee does not report to work for three consecutive workdays without notifying their supervisor, they are automatically resigning.



Termination / Discharge - when MCC initiates the release due to lack of work, a change in the workforce, unsatisfactory performance of the duties of the position, or misconduct.

A layoff may result from circumstances in college programming and/or financial constraints. Whenever possible, the employee will be given two (2) weeks' notice in the event of a layoff or reduction in force. However, termination or suspension may be immediate, if the supervisor, the appropriate administrator, or the President deems it to be in the best interest of the College.

### **EQUAL EMPLOYMENT OPPORTUNITY AND NON-DISCRIMINATION**

Muskegon Community College (MCC) is committed to sustaining a healthy and diverse learning and working community environment that recognizes the value of each individual and advances a safe, pleasant and respectful culture for all free from prohibited discrimination and harassment. It is the policy of Muskegon Community College to provide equal opportunities and not discriminate in enrollment, education, employment, public accommodations, activities, or services, and the College prohibits discrimination based on the basis of age, citizenship, color, disability, ethnicity, gender identity or expression, transgender status, genetic information, height, weight, marital status, national origin, political persuasion, race, religion, sex (including the condition of pregnancy), sexual orientation, veteran status, or other legally protected categories. Minorities, women, veterans, and the physically challenged are encouraged to apply. Anyone with a disability will be reasonably accommodated by the College. If you have a disability and need an accommodation or assistance in applying for a position, please contact the Human Resources Office. Student in need of assistance or accommodation may contact the Disability Services Office. Community members on campus may be assisted by Conference & Catering staff members or Security for immediate assistance.

### **ETHICAL BEHAVIOR OR CONCERNS (WHISTLE BLOWER)**

To report suspected discrimination, harassment, theft, fraud or other possible ethical abuses at the College, call 1-877-684-9585 toll free or go online at [report@honorline.com](mailto:report@honorline.com) to report your concerns. This third-party system has been designed to ensure that reporting issues can be done easily and with assurance of confidentiality. HonorLine is available 24 hours a day, 7 days a week.

### **FALSE INFORMATION AND EMPLOYMENT**

An applicant for employment with MCC is expected to provide complete and accurate information regarding their background, employment history, credentials and qualifications for employment. If, during employment, MCC learns that a faculty/staff member provided false or misleading information, or omitted pertinent information regarding essential background, employment history, credentials or qualifications for employment, or in any document provided to secure employment or advance employment, MCC may terminate the faculty/staff member, regardless of the time elapsed before the discovery. MCC may investigate an employee's background, employment history, credentials and qualifications at any time during the employment relationship.

Falsifying information such as timesheets, investigative reports or other documents during employment is grounds for disciplinary action up to and including termination.



### **FEDERAL FUNDS (LOBBYING)**

To comply with federal grant regulations, no federal appropriated funds shall be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement. If any funds other than federal appropriated funds are paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with a federal grant or cooperative agreement, the College shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

### **FREEDOM OF INFORMATION ACT (FOIA)**

It is the policy of Muskegon Community College (MCC) that all persons, except those incarcerated, consistent with the Michigan Freedom of Information Act (FOIA), are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees. The people shall be informed so that they fully participate in the democratic process.

MCC shall comply with FOIA State law in all respects and will respond to FOIA requests in a consistent, fair, and even-handed manner regardless of who makes such a request.

MCC acknowledges that it has a legal obligation to disclose all nonexempt public records in its possession pursuant to a FOIA request. MCC acknowledges that sometimes it is necessary to invoke the exemptions identified under FOIA in order to ensure the effective operation of government and to protect the privacy of individuals.

MCC will protect the public's interest in disclosure, while balancing the requirement to withhold or redact portions of certain records. MCC's policy is to disclose public records consistent with and in compliance with State law.

This details the written procedures and guidelines to implement the FOIA. The College has also created a written public summary of the specific procedures and guidelines relevant to the general public regarding how to submit written requests to the public body and explaining how to understand a public body's written responses, deposit requirements, fee calculations, and avenues for challenge and appeal. The public summary is written in a manner so as to be easily understood by the general public.

The College, in its initial response, will do one of the following within the timeframe permitted by the statute: grant the request, partially grant the request, deny the request, inform the requester that additional time is needed, require a fee deposit prior to further processing, or inform the requester that the requested record has not been sufficiently described.

If a request is denied or partially denied, the College will explain why the documents have not been released and inform the requester of their challenge and appeal options.

A fee deposit will be required when processing a request will require significant MCC



employee time and resources. The College will notify the requester of the estimated cost and provide a non-binding, best efforts estimate of the time it will take to complete the processing of the request. It is possible that after further processing of the request, the College will determine that the cost of processing the request is significantly less or greater than the estimated cost. If that is the case, MCC will notify the requester to allow the requester to determine whether and how they want to proceed with the request.

After the College receives a required deposit, it will make every effort to provide the requested documents within the time estimate provided.

For detailed guidelines and procedures on filing an FOIA request, please go to our website at [www.Muskegoncc.edu/FOIA](http://www.Muskegoncc.edu/FOIA).

### **IDENTIFICATION BADGE**

The Employee Identification Badge (ID Badge) is provided to all employees. Temporary and contract employees will be issued badges on an as needed basis. Employees are encouraged to wear their ID Badge at all times. The ID Badge identifies employees to our customers/stakeholders (i.e. students, board members, vendors, and visitors) indicating who is an employee and who they might ask questions of or get directions from when looking for specific offices, classrooms and/or locations on campus. Additionally, the ID Badge lets security personnel and/or supervisors know who should or should not be in restricted areas of the College. To obtain an ID Badge, the employee should visit the Human Resources Office.

In the event an ID badge is damaged or no longer working, please take it to Human Resources for a replacement. Should a badge be misplaced, you will need to purchase a voucher for \$5.00 from Financial Services to obtain a replacement.

### **INCLEMENT WEATHER POLICY**

It is the intent of Muskegon Community College (MCC) to maintain normal College operations on all regularly scheduled days, however severe weather conditions may prevent this.

In instances when the College is open but individual travel may be dangerous, a student or employee will make their own determination concerning attendance based on the conditions of their unique situation. Students are required to communicate their absence to their instructors. Faculty are encouraged to be flexible in their classroom policies regarding make-up work for students who are unable to get to classes due to severe weather conditions. Faculty/staff are required to contact their supervisor or department chairperson per their department call-in process.

When severe weather is present or imminent, the College may:

- remain open;
- delay the opening of College and require only personnel providing essential services to report to work prior to opening;
- close certain extension sites depending upon local weather conditions and the availability of the buildings;
- close the entire College and all extension sites and require only personnel providing essential services to report to work;



- encourage drivers to leave early and drive slowly.

### **MCC INLEMENT WEATHER PROCEDURES**

In making the decision to close, the College considers several factors, including a thorough assessment of current travel and weather conditions throughout the College's service areas because conditions can vary greatly from one location to another. Other factors considered in the decision include:

- overall road conditions, particularly main routes throughout the MCC region;
- the impact of severe wind gusts, fog, etc. on visibility and driving conditions;
- short-term forecasts/radar as an indicator of more immediate storm intensity and duration;
- the ability to plow and to maintain College parking lots;
- law enforcement official warnings that limit or restrict travel;
- closings by area businesses, colleges, and/or school systems. NOTE: There may be days when many or most K-12 school systems are closed, but MCC is open.

When weather conditions appear hazardous, the following actions will be taken:

- For daytime schedules, the College will make every effort to communicate a decision to delay opening or close entirely before 6:00 a.m.
- For evening schedules, the College will make every effort to communicate a decision to close the College by 3:00 p.m. There is a possibility that MCC would cancel all day classes and hold evening classes.

### **Emergency Closing Notifications**

- MCC conducts classes at several regional sites – GVSU Holland, Ottawa Center, Coopersville, and NCRESA/Fremont – which may close due to severe weather conditions while the main campus remains open. In those instances, the closures will be posted on the MCC website home page, the MyMCC home page, and on MCC's Facebook, Twitter and Instagram accounts.
- When the entire college, including the main campus and all extension sites, is closed, a message will be sent through Rave Alert to the email addresses and cell phone numbers of MCC faculty, staff, and students who have registered for the service. Employees who want RAVE alerts through their cell phone numbers, MCC email, and personal email must register. Information and a link to register are located at: <https://www.muskegoncc.edu/student-services-and-administration/rave-alerts/>. The closing information will also be posted on the MCC website home page, the MyMCC home page, and on MCC's Facebook, Twitter and Instagram accounts, and regional media.
- Once registered, you may opt out of RAVE SMS messages at any time by texting STOP to 226787.

### **DEFINITION OF TERMS**

*Severe Weather* – Regionally, this typically means excessive snow and/or ice, which makes driving hazardous, but it could also refer to other hazardous conditions, such as tornado, severe thunderstorm forecasts, or dangerously low temperatures.

*Delayed Opening* - Only personnel providing essential services before the specified opening time will be asked to report to campus or may be called in to work. Staff should report to



work one-half hour before the designated opening time. Students should report to class at the designated opening time. If a student's class begins before the designated opening time, that class would be canceled.

*College Closed* - Only personnel providing essential services that day will be asked to report to campus or may be called in to work.

*College Open* – The decision to attend school is the responsibility of each individual student, faculty and staff member. Students are advised to inform their instructors of a decision to miss class by phoning or sending an email.

### **INFORMATION SECURITY**

Muskegon Community College is committed to protecting the information that is critical to operations, and the communities we support. These protections may be governed by legal, contractual, or College policy considerations. Everyone at MCC has a responsibility for proper handling and protection of confidential information as set out on MyMCC in the [Information Security Policy](#).

### **INJURIES OR ILLNESS**

For all accidents, injuries, or illnesses requiring immediate emergency assistance call 911 then report to Security at ext. 545 (or cell 231-557-5648). Provide Security with the exact location of the patient along with the patient's name if possible, your name, and the number where you can be reached. Injured employees will be sent for evaluation and treatment if necessary.

An MCC employee should remain with the person needing assistance until an ambulance or designated MCC staff member arrives. Provide the Security Officer with pertinent facts: nature of injury/illness; name, address, telephone number of injured; care/treatment provided by College personnel; name(s) and telephone number of person(s) notified. Security will complete all injury/incident reports.

Employees injured at work please see the Workers Compensation Policy.

### **JURY DUTY / LEGAL LEAVE**

MCC employees shall be excused from work when subpoenaed for jury duty or a court appearance as a material witness in a case where the employee is not a party. The employee must provide a copy of the jury duty summons or subpoena to their supervisor within one workday of receiving the summons. Employees shall be paid the difference between their regular pay and the fee they receive for jury duty up to a maximum 30 days per year.

If an employee reports for jury duty and is dismissed, the employee is expected to report for work for the remainder of each day on which this occurs. If the employee is told that they do not need to report to the court, they are required to report to work.

Those employees covered by the bargaining contract (i.e. Custodian, ESS and Faculty) should follow the current contract language relative to jury duty.



## **LACTATION ROOM**

In support of our students, faculty, and staff who are nursing mothers, a lactation room is available for use. The room offers a secure and private place for the mother to express milk for their nursing children.

To make arrangements to use the lactation room:

- Faculty and staff should contact The Human Resources Office (HR) via phone 231-777-0355, email (Human.Resources@muskegoncc.edu),
- Students should contact Student Life at 231-777-0216.
- Contact College Services Evening Coordinator at 231-777-0654 for evening services.

Guidelines for using the Lactation Room

- Room use will be managed by The Human Resources Office and Student Life.
- An employee may access the room up to three times per day for approximately 15 - 20 minutes each visit. If additional time is needed, please discuss your individual needs with either Student Life or Human Resources when the initial request is made to use the room.

## **LICENSING - OCCUPATIONAL FACULTY**

Each person required to hold a current professional license as a part of their professional practice or position at the college must maintain a current license and provide a copy of the license to Human Resources. Employees are responsible for required training and renewal fees. Failure to maintain licensing will jeopardize employment.

## **LOST AND FOUND**

Any items lost or found may be taken care of by the Security Office by calling 231-777-0545.

## **MEDICAL RECORDS /HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

Documents relating to medical records of faculty and staff will be maintained separately and treated as confidential. Access to faculty and staff medical records is restricted to the Human Resources Office staff.

## **MILITARY POLICY**

Any faculty or staff member that is inducted or enlists in any branch of the Armed Forces of the United States will be granted a leave without pay for the period of military service in accordance with applicable federal and state laws. Upon return from such leave, the faculty or staff member shall receive full credit on the salary schedule for the time served provided the employee has been released from active duty with honorable conditions, submits a written request for re-employment within ninety (90) days from the date of discharge, and is still qualified and competent to perform their required duties. It is the responsibility of the faculty or staff member to submit to the Executive Director of Human Resources or designee the official documents to support the above requirements. A reservist or a member of the National Guard is granted time off without pay for required military training. Eligibility for reinstatement after military training is determined in accordance with applicable federal and state laws.



## **SECONDARY POSITIONS AT MCC**

To support our quality initiatives, faculty/staff are expected to devote their work time to the position that is considered their primary role (typically full-time or part-time employment). The College may also consider secondary employment opportunities for employees, such as a full-time director who would like to adjunct teach, so long as the following criteria is met:

- Faculty/staff must be in good standing (meeting performance expectations and not under any disciplinary action), in order to be considered for secondary positions.
- Hiring manager/supervisor will be responsible to confirm good standing with the primary supervisor prior to the work assignment.
- Under no circumstances will multiple assignments for part-time and limited part-time staff result in a total workload of more than twenty-four (24) hours per week. It will be the responsibility of the hiring manager to validate that the workload they are assigning would not violate this work hour maximum provision.
- Due to the additional expense of overtime compensation, hourly staff whose primary position is full-time may not be considered for additional jobs/assignments within the college.
- As per the student employment policy, student employees should never exceed 20 hours per week.
- Additional assignments must be outside of the normal work schedule and should not interfere or conflict with the employee's primary workday or its commitments. Any exceptions must benefit the College and be approved in advance by both supervisor and the Vice President.

Muskegon Community College reserves the right to offer or decline a request for multiple jobs to any employee. Multiple positions may be declined in instances where employment will potentially result in regular or periodic overtime, the decline of work-life balance, and/or the additional expense to the College and its students.

## **NEPOTISM, PERSONAL RELATIONSHIPS AND EMPLOYMENT OF RELATIVES**

Muskegon Community College wants to ensure that our practices do not create situations such as conflict of interest or favoritism. This extends to practices that involve employee hiring, promotion and transfer. Close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined by blood or law such as husband, wife, domestic partner, parents, in-laws, grandfather, grandmother, son, son-in-law, daughter, daughter-in law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister-in-law, step relatives, cousins and domestic partner relatives.

The College reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no



direct-reporting relationship or authority involved.

### **CONSENSUAL RELATIONS/FRATERNIZATION**

Faculty and staff demonstrate respect for students, and one another as individuals and adhere to their proper roles as employees of the College. They respect the nature of the relationship between college employee and student as professional or colleague-to-colleague. They avoid any exploitation, harassment, or discriminatory treatment including dating, sexual or romantic relationships.

### **NON-DISCRIMINATION, SEXUAL HARASSMENT, AND SEXUAL MISCONDUCT (Title IX)**

Muskegon Community College (MCC) is committed to sustaining a healthy and diverse learning and working community environment that recognizes the value of each individual and advances a safe, pleasant and respectful culture for all free from prohibited discrimination and harassment. It is the policy of Muskegon Community College to provide equal opportunities and not discriminate in enrollment, education, employment, public accommodations, activities, or services, and the College prohibits discrimination based on the basis of age, citizenship, color, disability, ethnicity, gender identity or expression, transgender status, genetic information, height, weight, marital status, national origin, political persuasion, race, religion, sex (including the condition of pregnancy), sexual orientation, veteran status, or other legally protected categories.

[Equal Opportunity, Harassment and Nondiscrimination, policy and procedure](#)

### **CLASSROOM SPEECH AND CONTENT**

MCC's sexual harassment policies do not prohibit instructors from bringing relevant sexual content into their courses. It is understood that the academic setting is distinct from the typical workplace in that latitude is required in determining the appropriate content of academic material. However, speech that is not necessary to teach the material, or is objectively offensive and severe or pervasive is prohibited by College Policy and may lead to discipline.

### **PARKING**

Parking on the MCC campus is free of charge to students, faculty, staff, and visitors. There is a 15 mile per hour speed limit that everyone is asked to adhere to.

Faculty/Staff needing special parking may apply for a reserved space through the Physical Plant Office - Room 1356.

Each faculty/staff member is encouraged to register their vehicle by completing a Parking Permit Application at the Student Success Office room 1055 or Welcome Center. Upon receipt of the parking decal, it should be affixed to the proper vehicle on the driver's side rear window.

Upon request, Campus Security will escort faculty and staff who may be leaving the main building after dark to their vehicle. 231-777-0545



Report any parking lot accidents and/or incidents to the Security Office in Room 1356 or at 231-777-0545. All applicable ordinances' pertaining to the City of Muskegon are enforced in the College parking areas.

MCC is not responsible for loss or damage to vehicles or contents while on the premises.

## **FACILITY PARTNERSHIP POLICY**

### **Purpose**

MCC facilities are intended to serve the Muskegon community. When space is not needed for academic or operational purposes, MCC may rent space for use by third parties. Renting utilizes numerous College resources, including labor for set-up, teardown and custodial services; audiovisual and other equipment; administrative resources; and maintenance and depreciation costs. Therefore, MCC charges a facilities rental fee for third party use of College facilities.

Under certain circumstances, a facilities rental opportunity will benefit MCC in ways that justify the reduction or waiver of its rental fees. For example, uses that directly benefit MCC students, faculty and staff.

This policy sets forth the minimum requirements for renting MCC facilities to third parties for events, and the circumstances under which MCC may partner with a third party, resulting in a waiver of all or a portion of the usual rental fees. This policy is intended to assure that use of the facilities by third parties for events is consistent with the College's priorities and reflects an acceptable return on the College's investment of resources required to support the third-party event.

### **PARTNERSHIP EVENTS**

MCC may agree to partner with third parties that meet the below criteria. If the partnership is approved, the rental, equipment, and audiovisual fees for the partnership event will be waived. However, the MCC Department may not incur the service charges for catering.

If the partnership does not meet the criteria listed below, the following discounts will be applied. The room rental fees will be discounted by forty percent (40%) of the published rate for the facility. The equipment and audiovisual fees will be discounted by twenty-five percent (25%) of the published rate. Catering will be charged at the listed prices along with an eighteen percent (18%) service fee added. The MCC Department Budget Code will be charged (if budget code is not presented at the time of booking, the default budget code will be charged).

### **EVENT CLASSIFICATIONS**

#### *College Event*

An event is hosted through an internal department by meeting the following criteria; if any criteria are met, the internal rate is applied:

- An event that is primarily for MCC faculty, staff and students.
- The audience is open (free of charge) to MCC students, faculty and staff.
- MCC department personnel is presenting or participating at the event.
- MCC department is part of the organization (board member).
- Student Organizations are never charged for space/equipment unless they are planning



an event in partnership with an external organization and/or providing catering resources.

#### *Partnership/Community Event*

A College event, being planned and executed by a department/student group in partnership with an external organization. The Partnership rate is applied. Responsibilities of the MCC representative includes:

- MCC department must request the space.
- MCC representative must serve as the liaison between Conference & Catering and the third party for all event-related details (if Conference & Catering works directly with third party, the standard rate will apply).
- The MCC representative will be the on-site “go-to” person for the event (making, posting and removing directional signs, greeting group to ensure the group has what they need).
- All charges related to the event will be billed and covered by the MCC department budget number.
- MCC cannot partner with any entities, campaigns, candidates or events that are political. All such political events must be scheduled directly through Conference & Catering Services.

#### *External Event*

An event or program being planned and executed by an external organization (standard rate applied).

### **RENTAL AGREEMENT**

MCC will require third parties to enter into a rental agreement before allowing MCC facilities to be used for a third party event, unless the event is a Partnership event. Among other things, MCC may require the third party to provide a Certificate of Insurance listing Muskegon Community College as a certificate holder and additional insured.

### **PERFORMANCE IMPROVEMENT PLANS**

If the quality of an employee’s work is deemed unsatisfactory, the employee may receive a written Performance Improvement Plan, from the supervisor. The improvement plan should describe the actions the employee must take to improve, with timelines for achievement of the actions and for regular meetings between the employee and supervisor throughout the duration of the plan. It will also describe the steps the immediate supervisor may take to assist the employee in improving.

At the conclusion of the improvement plan, unless employment is terminated during the improvement plan period because the employee failed to adhere to the plan, other performance issues occurred during the process, or the employee violated other rules and/or policies of the College, the immediate supervisor will provide the employee with a written summary of the employee’s progress under the plan. The written summary may include a statement in which one of the following conclusions is provided:

- The employee has successfully completed the plan of improvement, and their performance is considered satisfactory.
- The employee has made progress under the plan and will be retained subject to a new or continued plan of improvement.



- The employee has not successfully completed or complied with the plan of improvement and is recommended for termination.

Nothing in this section alters the employment relationship. The College reserves the right to terminate the employee at any time without regard to the timelines provided in the improvement plan.

### **PERSONNEL FILE**

All MCC employees, former employees, and authorized representatives of employees may view certain contents of their personnel file.

The employment or personnel documents that may be viewed in the file include things such as:

- Documents that relate to the employee's qualifications for hire such as the application, promotion, disciplinary action and transfers; and
- Policy sign-off forms and other records

An employee who would like to review the contents of their personnel file should contact the Human Resources Office at 231-777-0350, or make an appointment in person. A 48-hour notice is required for appointments. Former employees or people unknown to the Human Resources Office staff must present identification and/or proof of permission to access the personnel file.

If there is a concern with information contained in the record, removal or correction of that information may be mutually agreed upon by the employer and the employee within 90 days of the document date.

The personnel files are the property of MCC and must be reviewed in the presence of a Human Resources Office staff person. No part of the personnel file may be removed from the office by the individual.

Photocopies of the file, or portions of the file, may be requested by the employee. The Human Resources Office may require up to 2 weeks when providing photocopies. Former employees will be required to pay for the copies at the current copy center rates.

### **PREFERRED NAME**

MCC recognizes that many members of our community use names other than their legal names to identify themselves. As long as the use of a different name is not for the purposes of misrepresentation or deemed inappropriate, the College agrees a student or employee may choose to identify themselves within the College's information systems with a preferred first name in addition to their legal name. This preferred first name may be used in appropriate College processes and communications except where the use of a legal name is required for College business or legal need.

### **PURCHASING**

Authorized persons in a department may submit a purchasing requisition using Colleague or WebAdvisor to order items from any established or new vendor including online websites. Authorization and a budget code are required. After approval from the immediate



supervisor, the Purchasing Department will order the items and turn the requisition into a purchase order. The order will be received and delivered to the correct department by the Shipping/Receiving department. Directions for resolving problems with an order or for returning items can be forwarded to the Purchasing Department at ext. 547.

Authorized persons in each department may also order office supplies from the MCC-authorized vendor. A budget code and authorization are required. Office supplies will be delivered to the department when they arrive. If there are questions or a need to return items, please call the Shipping/Receiving Department at ext. 465 or 429.

MCC Stores is maintained by the shipping/receiving area. They carry some office supplies along with MCC promotional items. These items may be ordered by creating a purchasing requisition using our internal system. A budget code and authorization are required. Please call ext. 465 or 429 with questions.

If the items or services to be purchased are \$10,000 – \$35,000, three quotes are required to be given to the Purchasing Department before ordering.

If the items or services needed will be over \$35,000, the requestor must obtain permission from their Vice President and then from the Board of Trustees to issue an RFP (request for proposal).

The Purchasing and Financial Services Manager will then assist with soliciting formal quotations (sealed bids) from the vendors.

New technology must be compatible with existing systems, supportable, cost effective, and compliant with information security standards and practices. All technology purchases must be submitted through the Office of Information Technology.

### **RE-EMPLOYMENT**

If an employee was in good standing and voluntarily ended employment or retired with the college, they are eligible to be considered for future reemployment at MCC. There must be a minimum six-month break between end date and rehire date. In order to be considered for re-employment, candidates must reapply and, if rehired, serve the usual probationary period, in accordance with College policies and contracts. In the event of rehire, the benefit and service status would start over. Contact the Human Resources Office with any questions relative to being considered for rehire. In unusual circumstances, the Human Resources Office and area Vice President may reduce the required six-month break in service.

### **REDUCTION IN STAFF**

College leadership would determine which positions are to be eliminated without discrimination on any basis when circumstances necessitate a reduction in the workforce. As in all terms and conditions of employment with MCC, these decisions will be made according to each individual's qualifications, skills, training and capabilities for the existing work to be performed, the needs of the College, and regardless of seniority.

The leadership staff reserves the right to make employment decisions based on their judgment of which employee is best qualified to perform the job duties, who possesses



special knowledge and/or skills, and whose capabilities will best serve the needs of the College.

Alternative cost reduction measures may be taken before resorting to staff reduction. Some alternatives might include but are not limited to the following: expense or pay reductions, early retirement program, reduced hours, and reassignment.

After separation of employment with the institution, a former employee may reapply to any new job openings, however, there will be no guarantee that the individual will be rehired. In the event the former employee is rehired, the benefit and service status would start over.

### **RETIREMENT PLANS**

Eligible employees are covered by the [Michigan Public School Employees' Retirement System](#) to which the College will pay the employer's portion of the premium. This does not include the Member Investment Plan (MIP).

Eligible (salaried) employees who have elected the Optional Retirement Plan will have the College pay the employer's portion to [TIAA CREF](#). This does not include the employee's portion of the contribution.

### **RETIREMENT ELIGIBILITY**

In order to qualify for retirement status from the College an employee must meet the following criteria.

- Age 60+ with at least 5 years of continuous service
- Age 55+ with at least 10 years of continuous service
- Age 46+ with at least 30 years of continuous service

By meeting these qualifications, an employee may be eligible for leave payout benefits defined in their group policy or contract agreement. This definition may or may not qualify an individual for benefits through the retirement savings plan. Plan provider should be contacted to confirm eligibility.



## **REVISIONS**

This handbook replaces any earlier version issued by Muskegon Community College. MCC reserves the right to update at any time.

## **SEPARATING FROM MUSKEGON COMMUNITY COLLEGE**

Refer to Ending Employment and/or Re-employment on page 21

## **SOCIAL MEDIA**

Social media comprises powerful online communication tools that have a significant impact on organizational and professional reputations.

Both in professional and institutional roles, Muskegon Community College employees need to follow the same behavioral standards online as they would in person. The same laws, professional expectations, and guidelines for interacting with students, parents, alumni, donors, media, and other college constituents apply online as they would on campus. Employees are liable for anything they post to social media sites.

The College maintains an official presence on several social media sites – Facebook, Twitter, LinkedIn, YouTube, etc. To ensure the continuity of MCC's online identity, faculty and staff exploring the use of social media for departmental purposes should first contact their leadership and the Dean of Marketing and Communications. For more specific information and guidelines, please go to the Community Outreach page for details <https://mymcc.muskegoncc.edu/employeeservices/comoutreach/Pages/default.aspx>.

- All Official MCC social media sites must adhere to state and federal laws and regulations, and college policies. Only public information may be posted on MCC social media sites. MCC social media sites must not contain sensitive personal information or any information that is categorized as confidential. Any sensitive personal information or other confidential information posted on an MCC social media site must be removed by the site administrator as soon as possible.
- MCC is committed to fostering an educational environment that allows for freedoms of speech and expression in accordance with the First Amendment to the U.S. Constitution. However, MCC will not tolerate any activity or posting on an official MCC social media site that loses First Amendment protections such as any unlawful, defamatory, or obscene activity or posting. MCC reserves the right to remove any such posting without notice. MCC also reserves the right to refer negative or illegal social media activity to appropriate authorities.
- When MCC employees are using social media as a part of their official duties, and/or when presenting oneself in social media settings as an MCC representative, employees must comply with applicable MCC policies governing employee behavior and acceptable use of electronic and information resources.
- Administrators of MCC social sites should not engage in personal activity under the guise of any MCC social sites.



- All MCC social media sites must add the Social Media Coordinator as an Admin for the account. The Social Media Coordinator will help to manage and keep track of the account as well as cross promote all MCC related content as it pertains to the specific MCC social site. The Social Media Coordinator is also a resource to assist in promotions, growth, and content management for all MCC social sites.
- MCC social media sites and administrators must respect intellectual property rights, federal Copyright laws and MCC brand policies, including photograph, video, and audio permissions, music copyrights, and usage of external logos, content, and information.
- Administrators of MCC's main social media sites must communicate with the Social Media Coordinator about any content to be published before posting to a main MCC social media site. The Social Media Coordinator will review the content and send approval or need for revision before adding it to the content calendar.
- Administrators of MCC's main social media sites must follow brand guidelines in terms of brand voice, image, and messaging to create consistency across all platforms. The Social Media Coordinator will determine if such content is acceptable after the social media request is submitted.
- Administrators of MCC social sites need to report any negative material, comments, or issues to the Social Media Coordinator for appropriate actions. Administrators need to request authorization before deleting content or blocking users from a site.
- Respect the rights of others and of specific social media platforms terms of service, including rights of publicity, privacy, copyright, trademark, or other intellectual property right. This means that you may not reproduce, screenshot, redistribute, or modify content (text and images) that do not belong to you. Under no circumstance should you remove, conceal, or alter watermarks or other copyright identifiers.
- People in photos where they are recognizable, must sign an MCC photo release form and deliver it to the Social Media Coordinator to keep on file. [Click here to access the Release to Use Photo/Video/Audio/Story.](#)
- Photos of minors and children must have written consent from a parent or guardian. Written consent can be on the [photo release form](#) and given to the Social Media Coordinator to keep on file.
- All photos used in MCC social media content must be original (taken by the Administrator) or have permission to use by the photo's owner. Stock photos can only be used if legally bought from an accredited stock photo site.
- Graphics, elements within graphics, and posters must be originally created. Creators of visual content and elements must have permission to use content and elements or purchase visual content and elements legally through an accredited stock photo/illustration site.



(CANNOT use graphics, photos, illustrations, vector files, etc. from a Google search) Please refer to Social Media Coordinator or MCC Graphic Designer for more information or approval.

- All MCC social media sites must follow MCC Branding Guidelines. Social media content including icons, profile images, and cover photos must comply with MCC branding standards. Images of related subject are permitted as long as the image represents the MCC brand. Social administrators will be notified if content is not within MCC branding standards.
- Use of the MCC logo must comply with MCC Logo Standards. Logo Standards can be found under the COMMON drive/MCC Logos.
- All MCC social sites must reinforce a consistency in voice and brand to help build our reputation. See Social Media Coordinator for more details.
- Content posted to MCC social sites should link to where the source of information originally came from. Cited information can be credited by tagging the source social media handle, if applicable. If not applicable, include “Credit: *Source Name*” in the copy of post.
- MCC encourages open communication for questions, comments, and concerns through social media. Administrators must make an effort to respond to such communication quickly and with the appropriate direction. See Social Media Coordinator for ways to effectively and appropriately respond.
- Administrators must comply with the policies for the social media platforms they are using. These policies are constantly changing. It is the administrator’s duty to stay up to date on these policies or refer to the Social Media Coordinator on policy changes.
- All MCC social sites must have a direct way for audience to contact the site Administrator or Social Media Coordinator. This can be through a department email, employee email, or website link.

### **SOCIAL SECURITY NUMBER PRIVACY**

In the ordinary course of its business, the College obtains social security numbers of faculty, staff, students, and other individuals. The College will keep all social security numbers confidential to the extent practicable. Access to information or documents that contain social security numbers is restricted to those with a legitimate business or educational reason to obtain and/or use an individual's social security number. Should any document containing a social security number need to be disposed of, such document shall be placed in the confidential shred bin or shredded prior to disposal. The college prohibits the unlawful disclosure of social security numbers, and any faculty, staff, student, or other individual found to have unlawfully disclosed another person's social security number or to have violated this policy will be subject to discipline up to and including termination/expulsion, and/or criminal penalties.



### **SUPPLANTING OF STATE OR LOCAL FUNDS**

Federal funds received by the College will be so used as to supplement, and to the extent practicable, increase the amount of state and local funds that would, in the absence of such federal funds, be made available, and in no case supplant such state or local funds.

### **TOBACCO / E-CIGARETTE FREE ENVIRONMENT SEE [DRUG FREE CAMPUS POLICY](#)**

### **UNDERPAYMENT / OVERPAYMENT OF WAGES**

For underpayment of wages, restitution shall be made as soon as practical but no later than three months after the error is confirmed. These payments are made on a regular pay cycle. An error must be brought to the Executive Director of Human Resources within two years.

If an overpayment of wages is discovered, restitution will be made based upon the amount overpaid. In the case of overpayment, the deduction from employee must be made within six months of the discovery.

### **USE OF COLLEGE FACILITIES BY FACULTY / STAFF**

Classrooms, labs and conference rooms are assigned by the Conference and Catering Department. It is recommended events be scheduled well in advance.

Assistance with media, catering, special room arrangements, and disability accommodations may be available upon request.

### **TRAVEL**

Authorized personnel of the College may be permitted to travel with approval as necessary for College business. Travel shall be performed in the most economical fashion. Pooling of transportation for individuals with similar destinations is authorized and required when feasible. Individuals may be reimbursed for actual expenses or they may use a per diem allowance. Appropriate expenditures will be reimbursed, and the rate of reimbursement



shall be established by the College and reviewed periodically. Please see [travel procedures](#) for [current reimbursement rates](#) and required forms.

## **VEHICLE USE**

It is the policy of the College that all vehicles be operated in a safe and responsible manner in accordance with local, state and federal regulations including that all operators possess a valid driver's license. College vehicles are to be driven by authorized College employees within the scope of their jobs for official College business.

The College utilizes guidelines provided by our insurers to determine if our employees and students are authorized to drive our vehicles. The request for approval to drive a College or rental vehicle takes up to 30 days through the Physical Plant Office.

All vehicle accidents involving College and/or rental vehicles used for College business must be reported to the police, your supervisor, Physical Plant Department, and the rental car agency no matter how small the cost of damage or who is at fault. It is the responsibility of the driver to pay any citations received while operating a vehicle assigned to them. Problems noticed while using the vehicle must be noted and reported to the Physical Plant Department as soon as possible.

College vehicles are not to be used for personal use. Employees are not permitted under any circumstances to operate a college vehicle when any physical or mental impairment causes the employee to be unable to drive safely. Additionally, employees shall not operate any vehicle while on college business when using or consuming alcohol, illegal drugs or prescription medication that may affect their ability to drive.

Tobacco and/or marijuana products, illegal drugs, and/or consumption of alcoholic beverages in a College vehicle is prohibited. Employees misusing College vehicles may be personally liable for damages to persons or property and the legal expense of defense since employees are acting outside of the course and scope of employment. Employees may also be subject to disciplinary action up to and including discharge.

## **WEAPONS POLICY**

It is the policy of Muskegon Community College that no person employed by MCC or any student or visitor to the MCC buildings, facilities, grounds, vehicles, or other MCC property shall possess a weapon in an MCC building, on MCC grounds, during an MCC-sponsored activity, or during such times as students are under the supervision of MCC authorities.

“Weapons and/or dangerous weapons” is defined to include firearms and weapons as defined in USC Title 20 as 8921 and USC title 18 as 921 and MCL as 380.1313(4).

A weapon is anything that is used to hurt or harm somebody else. This would include but is not limited to:



- any knife with a fixed blade longer than 2 ½ inches, switchblade, butterfly knife, belt buckle knife, dirk, dagger, cane sword, pen knife, lipstick knife, or any knife that opens automatically or has more than one sharp edge
- any firearm
- nunchaku
- metal knuckles
- any concealed weapon (hidden from plain sight)

Each person who is employed by Muskegon Community College shall abide by the terms of the College policy respecting a weapons-free area.

An employee who violates the terms of this policy shall be subject to immediate disciplinary action up to and including immediate discharge. Any sanctions imposed shall be in accordance with College administrative policies, regulations, procedures, and collective bargaining agreements then in place. Referral of the matter to the appropriate law enforcement agency for prosecution may also result.

A visitor who violates the terms of this policy shall be subject to immediate removal from College property, and the matter shall be referred to the appropriate law enforcement agency for possible prosecution.

MCC reserves the right to impose such sanctions as shall be called for by MCC policies, procedures, and regulations.

Each student enrolled in Muskegon Community College shall abide by the terms of the College's policy respecting a weapons-free zone. Any student who violates the terms of this policy shall be subject to immediate removal from College property, and the matter shall be referred to the appropriate law enforcement agency for possible prosecution. The College reserves the right to impose such sanctions as shall be called for in its student policies and all other College administrative policies, regulations, and procedures.

This policy is not intended to apply to on- or off- duty law enforcement personnel under performance of their duties, armed carriers, and others who have legal cause to carry a weapon and have the College's permission.

#### **WORKPLACE / CAMPUS VIOLENCE**

Our motto is "If you see something, say something." If an employee becomes aware of a person that appears to be troubled or irrational, or observes anyone behaving in a threatening, suspicious, abusive or violent way on MCC premises, the employee must report their observations to campus Security immediately at 231-777-0545. Further, the behavior should be reported using the Care button found on MyMCC.

All employees, customers, vendors, and students must be treated with courtesy and respect at all times. Faculty/Staff are expected to refrain from conduct that may be dangerous to others.



Conduct that threatens, intimidates or coerces another employee, customer, vendor, or student will not be tolerated. MCC resources may not be used to threaten, stalk or harass anyone at the workplace or outside the workplace.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to Security. When reporting a threat or incident of violence, the faculty/staff member should be as specific and detailed as possible. Faculty/staff should not place themselves in peril, nor should they attempt to intercede during an incident.

Faculty/Staff should promptly inform the Human Resource Office of any protective or restraining order that they have obtained that lists the College as a protected area. Faculty/Staff are encouraged to report safety concerns regarding intimate partner violence as well. MCC will not retaliate against employees making good-faith reports. The College is committed to supporting victims of intimate partner violence by providing referrals to the employee assistance program (EAP) and community resources.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

### **Minors on Campus (Unaccompanied Minors or Dependent Adults)**

Muskegon Community College has an obligation to its students, staff, and visitors to conduct its operations and maintain its facilities in a manner consistent with our mission. The college recognizes that some college-sponsored programs and programs held on campus may involve minors (under the age of 18). This policy provides for the appropriate supervision of minors who are involved in college-sponsored programs and programs held at the college. This policy does not apply to general public events where parents/guardians are invited and expected to provide supervision of their minor. Any Muskegon Community College employee who suspects a minor has been the victim of abuse, shall immediately report the suspected abuse in accordance with Michigan state law.

In order to ensure that the appropriate supervision of minors (or dependent adults), at any Muskegon Community College location or event, it is necessary to establish certain requirements governing the presence of minors on the college's campus.

These requirements are as follows:

- A. All minors not registered in courses for college credit who are otherwise participating in a college-sponsored program or a program taking place on college property must be supervised by an authorized adult(s) at all times. These supervised minors are permitted in the general use facilities but may be restricted from certain areas of the facilities or from utilizing certain equipment.
- B. Minors are permitted at events and venues open to the public. However, the college reserves the right to determine, in its sole discretion, whether selected events or venues are appropriate for minors.



### **Children in the Workplace and Classroom**

Supervised children accompanied by responsible adults may be invited to participate in public activities organized and sponsored by the College. Except for specially planned public activities and supervised youth activities, no minors are permitted in any area or activity posing special risks to minors. No children, whether supervised or unsupervised, are permitted on construction sites, in maintenance facilities, or other areas where their presence constitutes a danger to themselves or others.

Students should make childcare arrangements for periods when they will be on campus. In an occasional emergency situation, and only with permission of the instructor, a student may bring a child to class provided that the situation does not interfere with other students' educational experience. If the instructor does not grant permission for the child to be present, the student must remove the child from College premises.

Employees may occasionally bring children to work for short periods of time that do not interfere with the employee or their colleagues devoting their full attention to College business. The employee retains full responsibility for supervising the child at all times. Events such as "Bring Your Child to Work Day" or other activities especially designed to be suitable for children in the workplace may excuse personal supervision for the event.

The College is not responsible for any unaccompanied minors who are not participating in a structured program or activity. If a minor on College premises appears to be unaccompanied and in need of supervision (for example should an emergency arise), staff will contact Campus Security. Security staff will temporarily supervise the minor and may, in their discretion, contact law enforcement or child protection authorities.

- The College is not responsible for injuries to children who are on College premises in violation of these procedural guidelines.
- Students and employees who violate these procedures may be subject to disciplinary action and other appropriate sanctions by the College in accordance with normal processes.

### **FREEDOM OF EXPRESSION**

MCC is an institution that believes in the freedom of expression, freedom of speech and right to peaceably assemble. People or groups are supported when exercising these freedoms when on our grounds. The purpose of this policy is to facilitate expressive activities while ensuring that such activities do not interfere with College operations and the learning environment.

For anyone lawfully present on the College's campuses, the outdoor common areas are designated as venues for free expression, including spontaneous expression, speeches, demonstrations and distribution of information. Anyone who wishes to engage in commercial solicitation is required to reserve time and space for such activities following the terms of this policy.



For purposes of this policy, the term “expressive activity” includes such activities as:

- Group activities;
- Speeches, performances, demonstrations, parades, marches, rallies, vigils and other events;
- Distributions of informational materials, such as circulars, newspapers, leaflets and pamphlets;
- Any other expression, including spontaneous expression, protected by the First Amendment to the U.S. Constitution.

MCC maintains its authority to regulate the time, place and manner of expressive activities, it shall not consider or regulate the content or viewpoint of expressive activities when enforcing this policy, including by restricting students’ expression based on concerns about other person(s)’ negative reaction to that expression. MCC will work to ensure that expressive activities transpire without interference by the College, provided the learning environment is not substantially and materially disrupted and campus safety is not compromised by the expressive activities. If persons react negatively to expressive activities occurring on campus, the College will take necessary steps to ensure campus safety while allowing the expressive activity to continue, unless the College’s operations are materially and substantially disrupted.

For purposes of this policy, the term “outdoor common” refers to such areas as:

- Lawns, sidewalks, benches and other outdoor areas that are not otherwise reserved for use;

For purposes of this policy, the peaceful distribution of informational materials in the outdoor common areas does not, without more, represent a substantial or material disruption to the learning environment at the College.

Expressive activities, as defined by this policy, are allowed on campus during the periods that College facilities are open to the general public.

No expressive activity at MCC shall be permitted to:

- Violate or infringe upon the rights of others;
- Falsely defame an individual;
- Constitute a genuine threat or harassment;
- Invade privacy or confidentiality interests;
- Block access to campus buildings;
- Impede entry or exit to the College or any College property, pedestrian pathway, parking lot, building, facility or event;
- Obstruct vehicle or pedestrian traffic;
- Include the use of audio amplification devices, unless specifically authorized by the College;
- Include the use of fire or pyrotechnics, unless specifically authorized by the College;
- Affix materials to College buildings, equipment, fences, trees or property, unless specifically authorized by the College.



MCC does not assume any obligation or responsibility for the content of expressive activities or materials distributed. People engaging in expressive activities assume responsibility for damages to College property, for the cleanup of materials immediately following the conclusion of expressive activities and for remaining in compliance with applicable local, state and federal laws.

## **Commercial Solicitation**

MCC prohibits active commercial solicitation on College-owned property unless the activity is specifically authorized by the College. Active commercial solicitation is defined as the promotion or sale of products, merchandise or services for the benefit or profit of individuals or business interests. Political campaigns are viewed as commercial solicitation. Groups and individuals seeking to engage in active commercial solicitation activities for a specific duration on College-owned property must first receive written permission. Written permission is contingent upon requestors agreeing to abide by the College's time, place and manner regulations and comply with all other campus policies. Unauthorized postings will be removed and discarded without notification.

## **Campus Postings**

Student Success Office maintains public bulletin boards on campus. Students, faculty, and staff may submit requests for postings. Requests to post non-college related information may be submitted and will be posted if space permits. Priority is granted to MCC-related postings. Postings will remain posted based on space availability at the College's discretion; once removed from the bulletin boards, postings are recycled. Unauthorized postings will be removed and discarded without notification.

## **Table Request**

Registered Student Organizations (RSO) and visitors wishing to set up a table on Campus must receive approval from Student Success office in advance. Table Requests are managed by Student Life. RSO requests are granted precedence over Visitor Requests.

## **Visitor Request Policy**

To make a request, visitors must contact the Student Success Office at 231-777-0216. Requests are granted on a first-come, first-serve basis and are approved dependent on availability of space. Visitors gathering signatures on Petitions must also contact the Student Success Office. Visitors must adhere to the MCC Non-Solicitation Policy.

Signatures may be obtained for petitions on college-owned or leased property only in accordance with the following procedures

1. Applicants shall obtain permission and reserve a space. Please see Visitor Request Policy to secure a date(s) during which the applicant may gather signatures on petitions on college-owned or leased property.

2. Applicants collecting signatures on petitions are not required to be seated or standing behind tables at the particular location, so long as they are not distributing materials and they meet the other requirements of this section. An occasional copy of the petition to a person at their request shall not be considered distributing materials.
3. In addition, applicants gathering signatures for petitions are subject to the following restrictions and requirements in order to be authorized to obtain signatures under this section
  - a. The activity of gathering signatures for petitions may not occur inside college buildings.
  - b. The activity of collecting signatures may not block stairways, walkways, entrances, and exits from buildings or roadways or otherwise restrict free movement on any of the campuses.
  - c. The activity of collecting signatures may not involve intrusive activities such as accosting individuals or use of other similar aggressive, harassing, or threatening techniques.
  - d. The activity of collecting signatures may not involve disruption of or interference with college instructional activities, other college business and/or campus events by noise or activity associated with the process used in collecting signature

## **PAYROLL**

Employees are paid on a bi-weekly basis through direct deposit less any required withholdings.

## **PROFESSIONAL ORGANIZATIONS**

The College encourages employees to join service and professional organizations related to their area of responsibility. If an employee joins a specific organization at the College's request and supervisor's approval, the College will pay the organizational dues.

## **POLITICAL ACTIVITIES**

College employees may not use time for which College pay is received, or use College property, students, school equipment or materials for the purpose of solicitation, promotion, election, or defeat of any ballot issue or candidate for public office. This shall not prevent an employee's participation as a panel member or a presentation of a political nature organized as a part of the College's regular programming.

## **PUBLICATION OF ARTICLES**

- (1) Contributions to the field of higher education through publication of journals, articles and books are encouraged. However, under no circumstances, should an employee suggest they are speaking on behalf of the College in such publications without prior written approval of the President.

- (2) The College reserves all rights of authorship on written, graphic, audio materials, or computer programs produced as part of their employment.

## **MOTOR VEHICLE USE POLICIES AND PROCEDURES**

### **Authorized Drivers and Authorized Passengers**

Only an employee; or a student, when there is a legitimate need for a Student (employed or non-employed); or a volunteer acting for the benefit of the College may operate or be a passenger in a College Vehicle.

To become an Authorized Driver, a prospective driver must meet the Minimum Driver Qualifications criteria established below. Additionally, an individual who operates a Personal Vehicle for College purposes is required to meet the same Minimum Driver Qualifications.

### **Minimum Driver Qualifications**

Only drivers that meet all of the following criteria may be authorized to operate a "College Vehicle." An Authorized Driver shall become unauthorized when they no longer meet Minimum Driver Qualifications. If operating a College Vehicle is an essential function of an employee's job, the employee may be subject to discharge if they no longer qualify to operate a College Vehicle under this rule.

### **Driver Requirements**

Without exception, any person operating a College Vehicle must meet the following requirements:

Minimum Age - 21 years of age.

Driving Experience- 5 years or more.

License Requirement -A valid driver's license, issued in the United States. The license must be appropriate for the type of vehicle the driver is seeking authorization to operate.

Motor Vehicle Record (MVR) Review -Any driver seeking to operate a College Vehicle must submit their driver license information and sign an authorization to allow the College to access the driver's MVR. This review is conducted by the Physical Plant Office and is reviewed annually. To qualify there must be no major violations in past five years.

Examples of major violations include but are not limited to:

- Manslaughter, negligent homicide, or other felony involving use of a motor vehicle.
- Operating under the influence of liquor or drugs.
- Failing to stop and give identification at the scene of a crash.
- Reckless driving.
- Unlawful bodily alcohol content of 0.08 or more.
- Refusal to take a chemical test.
- Fleeing or eluding a polite officer.
- Drag racing.
- Operating while visibly impaired.

- Under age 21 with any bodily alcohol content.
- 16 mph or more over the legal speed limit.
- Failure to yield/show due caution for emergency vehicles
- Careless driving
- Failure to stop at railroad crossing.
- Failure to stop for a school bus or for disobeying a school crossing guard.
- Open alcohol container in vehicle.
- Suspended driver's license (except if due exclusively to unpaid tickets)

No more than one minor violation in past 12 months or two minor violations in the past 36 months.

Examples of minor violations include but are not limited to:

- Disobeying a traffic signal or stop sign
- improper passing
- 11 through 15 mph over the legal speed limit.
- 10 mph or less over the legal speed limit.

#### **NOT-A-CONTRACT DISCLAIMER**

This handbook is not intended to be a contract of employment and does not create a contract of employment.