

SCHOOLCRAFT COLLEGE
18600 Haggerty Road, Livonia, Michigan 48152-2696

WORKPLACE CONDUCT

In addition to the appropriate collective bargaining agreements, the College adopts the following rules and regulations which govern staff members' employment. Among the expectations of College staff and volunteers are the following:

- Arrive on time and be prepared to work at the beginning of the workday or shift.
- Perform duties in a careful and conscientious manner.
- Be respectful and considerate of others.
- Be courteous and helpful when dealing with other staff members, students and the general public.
- Dress appropriately for position held.

Prohibited Conduct

The following is an illustrative but non-exhaustive list of conduct which is prohibited by Schoolcraft College employees:

1. Obstruction or disruption of teaching, research, administration, disciplinary procedures or other activities, including the College's public service functions or other authorized activities, on college-owned or controlled property.
2. Physical abuse, assault or battery, or unauthorized detention of any person on college-owned or controlled property or at College-sponsored or supervised functions, and/or conduct or verbal or written expression that threatens or endangers the health or safety of any such persons.
3. Theft of or damage to College property.
4. Unauthorized entry or use of College facilities.
5. Violation of College policies or regulations concerning falsification of records, registration of organizations, or the use of College facilities.
6. Interference with the proper educational functions and the appropriate educational climate of the College by obscene or disorderly conduct,

- including aiding or abetting another to breach the peace on college-owned/controlled property or at college-sponsored or supervised functions.
7. Illegal use, possession or distribution of alcoholic beverages, narcotics, or controlled or illicit substances, or public intoxication.
 8. Failure to comply with directions of College officials, Campus Police Authority, or any other law enforcement officers acting in the performance of their duties.
 9. Unauthorized obstruction of the free flow and orderly movement of pedestrian or vehicular traffic.
 10. Possession or use of firearms, tasers, stun guns, explosives, other weapons or dangerous chemicals on College property. Note: exceptions to possession or use of firearms are certified law enforcement officers and college-owned firearms for instructional purposes.
 11. Violation of federal, state and local laws.
 12. Acts of dishonesty, including but not limited to the following:
 - a. Falsification of records, materials, and/or participation in any investigation.
 - b. Insubordination.
 - c. Cheating, plagiarism or forms of academic dishonesty.
 - d. Furnishing false information to any College official, faculty member or office.
 - e. Forgery, alteration or misuse of any College document, record or instrument of identification.
 13. Unauthorized possession, duplication or use of keys to any College premises, or unauthorized entry into or use of College premises.
 14. Participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled or normal activities within any campus building or area; intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
 15. Conduct that is disorderly, lewd or indecent; breach of peace on College premises or at functions sponsored or participated in, by the College.
 16. Theft or other abuse of computer time, including but not limited to:
 - a. Unauthorized entry into a file, to use, read or change the contents, or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Unauthorized use of another individual's identification and password.

- d. Use of computing facilities to interfere with the work of another student, faculty member, College official or employee.
 - e. Use of the computing facilities to interfere with normal operation of the College computing system.
17. Smoking in non-smoking areas on campus, i.e. inside all buildings and College vehicles.
18. Discrimination, harassment or offensive conduct against any person, student or staff member on the basis of race, religion, color, gender, age, marital status, disability, sexual orientation and/or national origin.
19. Gender-based and/or sexual misconduct, which includes but is not limited to the following: sexual discrimination, sexual harassment, nonconsensual sexual intercourse (or attempts to commit same), nonconsensual sexual contact (or attempts to commit same), sexual exploitation, or other conduct that threatens the health and safety of any person on the basis of actual, expressed, or perceived gender identity.
20. Any act of arson, creating a fire hazard, falsely reporting a fire or other emergency, falsely setting off a fire alarm, possession of and/or use of explosives of any kind, misusing or damaging fire or life safety equipment, possessing or using, without proper authorization, flammable materials or hazardous substances on College property.
21. Conduct that is indecent or obscene, including but not limited to:
- a. The use of any device to capture audio, video or digital record or photograph of any person while on College premises or College events where there is a reasonable expectation of privacy (i.e. restrooms, locker rooms, etc.)
 - b. The storing, sharing and/or distributing of such unauthorized recordings by any means.

Disciplinary Procedures and Sanctions

Wherever applicable, disciplinary procedures outlined in the appropriate master contract will be followed. Where no master contract exists, action will be taken by appropriate administrative officials in accordance with policies adopted by the Board of Trustees. Whenever deemed necessary by the President or his/her designee, the police will be informed of the alleged violation.

Wherever applicable, sanctions imposed will be those indicated in the appropriate master contract of employees. Where no master contract exists, or there is no provision in an existing master contract, the rules and regulations of the Board of Trustees will prevail.

Employment will not protect any person from civil or criminal prosecution by the appropriate legal authorities.

Proposed—Cabinet
January 20, 2015