

# SECTION 2: Conditions of Employment

## COLLEGE POLICIES

### Rules of Conduct

Certain standards of performance and conduct must be maintained in any work group. Generally, these standards are recognized and observed by individual members of the work group without any need for action by the supervisor. When an employee does not observe these standards, counseling or an oral reminder by a supervisor normally results in the employee observing these standards in the future. Offenses, which may result in discipline or discharge, include, by way of example, but are not limited to:

- Fraud in securing your job
- Unexcused absences
- Failure to respect confidentiality
- Intoxication on the job or abuse of other drugs or chemical substances
- Willful disobedience
- Failure to wear attire deemed suitable by the College or meet the College's hygiene and grooming standard
- Discourteous treatment of students, other College employees and/or the public
- Dishonesty
- Inefficiency or incompetence
- Unsatisfactory work performance
- Unsafe acts
- Harassment

These rules are to be used only as a guideline and are not intended to cover all of the offenses for which disciplinary action could result. The range of disciplinary action may include (but is not limited to) oral or written reprimand, probation, suspension without pay and/or benefits, demotion and discharge. The appropriateness of the penalty in each case shall be determined by the College.

### Hope College Drug-Free Workplace Policy

The **Drug-Free Workplace Act of 1988** requires all employers receiving federal contracts and grants to maintain a drug-free workplace. It is the policy of Hope College to prohibit the unlawful manufacture, distribution or use of a controlled substance on College properties. Employees who violate this prohibition are subject to dismissal upon conviction.

Faculty, staff or student employees working on covered contracts must notify the Office of Human Resources within five days of their conviction for violating any criminal drug law by an action in the workplace.

The Hope College Counseling Center provides substance abuse counseling for students and referrals for long-term treatment. Upon request, referrals for faculty and staff needing assistance will be made. For covered employees, the College Health Insurance Program provides for substance abuse treatment coverage.

Drug abuse in the workplace is a serious threat to the personal safety and well-being of the abuser, as well as co-workers. For that reason, the College strongly supports the humane treatment of drug abusers; while protecting the College community from adverse consequences of drug abuse.

The Hope College Department of Campus Safety will investigate in accordance with the requirements of the statutes. Suspected violators of the drug abuse policy shall be subject to drug testing by appropriate local authorities.

The **Drug-Free Schools and Communities Act Amendments of 1989** requires that, as a condition of receiving funds or any other form of financial assistance under any Federal programs, Hope College must certify that we have adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. This statement is issued to inform you of our compliance with the Act.

#### **Standards of Conduct**

It is the policy and practice of Hope College to prohibit the unlawful possession, use, or distribution of drugs and alcohol by students and employees on our property or as a part of Hope College sponsored activities.

#### **Legal Sanctions**

Legal status under local, State and Federal law provide sanctions as recourse against illicit drugs and alcohol.

#### **Health Risks**

Hope College is concerned that its students and employees enjoy a state of good health. Because the abuse of alcohol and illegal drugs presents a hazard to our physical well-being and job performance, the College strongly discourages these risky behaviors.

#### **Counseling and Treatment Options**

Drug and Alcohol abuse in the workplace is a serious threat to the personal safety and well-being of the abuser as well as co-workers. There are a number of agencies offering programs of assistance to employees or students requiring counseling and treatment.

Employees participating in the Hope College sponsored health insurance plans are eligible to receive substance abuse treatment coverage. Voluntary, self-admission into a drug/alcohol treatment center is promoted as a means of preventing more serious problems, including the possible loss of employment.

#### **Disciplinary Sanctions**

It is very important that Hope College provides a safe work environment for our employees and we therefore will take action, as deemed necessary, to protect the College community from adverse consequences of alcohol and drug abuse.

The Hope College Department of Campus Safety will investigate and prosecute violations in accordance with the requirements of the legal statutes. Suspected violators of the drug abuse policy shall be subject to drug testing by appropriate local authorities. Employees who violate our alcohol and drug-free workplace rules are subject to College penalties ranging from unpaid suspension, with a requirement to successfully complete an alcohol or drug rehabilitation program, to dismissal - upon conviction. Employee conviction for sale or delivery of illicit drugs, drug related violence toward other members of the campus community or refusal to participate in an appropriate rehabilitation program shall result in dismissal proceedings.

## **Smoking Policy**

The Ottawa County Smoke-Free Indoor Air Regulation is effective on January 1, 2008. This new regulation requires all public and private employers to prohibit smoking in all enclosed areas and within twenty-five feet of any entrance, operable window, and ventilation system. In order to comply with this new regulation and promote a healthier lifestyle, Hope College became a smoke free campus on January 1, 2008.

Smoking will not be permitted in any campus owned or leased building; in any residence hall, apartment, or cottage; on any campus walkway or green space; or outside in college parking lots.

Smoking is permitted in private vehicles (including those parked in college lots) and on public right-of-ways away from building entrances. Please adhere to the twenty-five foot distance and dispose of your smoking materials appropriately before reentering the campus area.

The college is supportive of smoking cessation programs and will work with faculty and staff seeking help with their smoking habit. Please see the following links for more information on options available visit <http://hope.edu/cit/wellness/resources/programs/tobacco.html>. The college is hopeful that smokers will use this new regulation as an extra incentive to give up smoking and improve their overall health.

## **Safety**

One of the most important aspects of everyone's job is the practice of safety. Correcting or reporting unsafe conditions or practices which you observe is a part of your job in helping to make the campus a safe place to work. Your suggestions for improving the safety of the campus are welcomed. These suggestions should be directed to your immediate supervisor or the Health and Fire Safety Office (ext. 7999).

Our accident record is good and can only be continued if each employee is aware of and acquainted with potential hazards. Knowledge of the correct operation of all equipment you use will maintain our good record and provide for your well-being.

## **Gender**

References in this Handbook to words which identify either sex are used only for convenience and apply equally to both sexes.

## **Harassment**

All employees are responsible for assuring that our workplace is free from harassment based on or as the result of an individual's race, color, national origin, age, religion, weight, height, disability, veteran status, marital status, sex, or any characteristic protected by law whether or not this

behavior results in violation of the “law”. Any employee violating this policy will be subject to disciplinary action up to and including discharge.

Hope College has a very indepth policy and process in regards to maintaining an environment free of discriminatory and sexual harassment. This information and key contacts can be found at <http://www.hope.edu/admin/hr/employment/policies.html>. Any employee who feels that he or she is being subjected to harassment is urged to contact the appropriate personnel as outlined in the policy and/or the Director of Human Resources immediately.

### **Immigration Rules for Employment**

Hope College is required to comply with rules issued by the Immigration and Naturalization Service in 1987. All employees are required to file an I-9 form with the Human Resources Office. Accurate documentation as noted by the Immigration and Naturalization Service must be provided.

### **Comprehensive Plan**

The Comprehensive Plan to Improve Minority Participation at Hope is the official plan of the College to serve as a major catalyst to recruit, attract, and retain domestic Americans of Color in our ranks of students, faculty, and staff. All employees will receive a copy of the Plan upon beginning employment. At certain times, employees will be expected to attend various lectures and training sessions focusing on issues of diversity.

### **Campus Technology**

Certain standards of performance and conduct are expected from Hope College employees when using College owned computers, telephones, and other electronic equipment. The College has no tolerance for use of College resources, including technology, for pornography and violators of this will be subject to discipline action, up to and including immediate termination.

**Phone Use:** Employees are encouraged to keep personal telephone calls to a minimum. In the event personal long distance calls are made, employees are required to appropriately reimburse the College. Payment for personal calls can be made at the Hope College Business Services Office in the Anderson-Werkman Financial Center.

**Network Use:** Employees are encouraged to use the College network resources for College business only. In the event that network use is deemed inappropriate, employees may be subject to disciplinary action that may include (but is not limited to) oral or written reprimand, probation, suspension without pay and/or benefits, demotion, and/or discharge. The appropriateness of the penalty in each case shall be determined by the College. Network use by non-employees, including family members is prohibited. Employees are encouraged to use an Internet Service Provider other than the College for all non-business use. C.I.T. maintains a list of recommended service providers.

**E-mail Names:** While C.I.T. strives to honor the wishes of employees in selecting e-mail name and addresses, it is the sole discretion of C.I.T. to determine these names and addresses.