

**Manhattan Area Technical College  
Institutional Policy and Procedure Manual**

**Policy No. 7.2.1**

Title: <b>Employee Conduct Expectations</b>	
Originated by: Dr. Robert J. Edleston, President	
Signature	Date
Approved:	
Signature	Date
Reviewed: 6/2/2011	Revised: 7/1/2011

**Policy Statement:** This policy has been developed to provide an explanation of what is expected of every employee so that all may receive consistent and equal treatment.

**Rationale:** The expectation of all employees is to meet the mission of MATC while providing a work environment that is productive, safe, and conducive to positive employee morale.

**Procedure:** The following are expectations of all employees regardless of position or classification within the college.

1. Proving positive interaction with fellow employees.
2. Providing positive interaction with students, guests, visitors, and prospective employees.
3. Submitting appropriate reports, and forms, requests in an accurate and timely.
4. Adhering to all college procedures and guidelines.
5. Reporting to work without being under the influence of alcohol or other controlled substances.
6. Absences and late arrivals have prior approval or the supervisor is notified as expected by procedures.
7. Maintaining a clean, orderly, and safe working environment at all times.
8. Adhering to the assigned work schedule.
9. Reporting concerns, suggestions, and problems appropriately through communication with supervisors.

The following actions may be considered causes for *disciplinary action*:

1. Non-excused absences, failure to notify a supervisor of the need to be late, leaving early, or absences from work.
2. Failure to follow the appropriate chain of command.
3. Gossip or other behavior that is detrimental to another individual and which may impact employee's or students' ability to function effectively.
4. Intentionally providing incorrect information to prospective students, visitors, guests, the Administration, or the Board of Directors.

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5. Failure to assist another employee when a reasonable request for assistance is made.
6. Providing inaccurate or false reports and/or failure to submit reports as scheduled.

The following actions will be considered causes for *immediate dismissal*:

1. Providing false information on an employee application.
2. Refusing to comply with a supervisor's instruction (i.e., insubordination)
3. Falsifying time cards or work records (either employee's own or those of others).
4. Engaging in sexual harassment.
5. Causing malicious damage to, or exhibiting gross negligence of, campus property, or using property in violation of Board policy.
6. Engaging in illegal activity.
7. Being intoxicated or under the influence of illegal drugs during working hours as confirmed through a blood test.
8. Bringing any of the following items to work:
  - a. Firearms, knives (other than functional pocket knives), any other kind of weapon.
  - b. Any drug, except those prescribed by a physician for the employee's personal use and so stated on the drug container.
  - c. Fireworks or any kind of explosives.
  - d. Alcoholic beverages.
9. Using or accessing confidential information without authorization.
10. Violating Board and/or Administrative policies.
11. Intentional disregard for the chain of command evidenced by failure to follow established grievance procedures or making unauthorized contact with members of the Board of Directors.

Manhattan Area Technical College promises no one continued employment. The College reserves the right to terminate employment whenever it is in the College's best interest to do so. All employees have the right to due process and grievance procedures as prescribed by MATC policies, as well as state and federal statutes.