

Policy Type: District

Policy Title: Standards of Conduct and Civility

Whom Does this Policy Affect: All District Staff

Purpose: The purpose of this Policy is to promote a welcoming, positive, healthy, and safe work and learning environment.

Policy Statement

The Board of Trustees of the Community College District of Monroe County, Michigan recognizes the importance of the responsibility it has been entrusted with in the management of the College's resources, both physical and human.

Employees are expected to uphold the College's core values and avoid certain behaviors in situations that may cause a concern as to their actions, integrity, or motives.

Conduct and Civility Expectations

In the workplace, it is expected that spoken and written interactions among employees be professional and work-related. Civility requires that employee feedback be delivered in a respectful manner. Employees are expected to embrace diverse thoughts.

In the academic setting, and in all other interactions at the College, conversations, concerns, complaints and conflicts should be addressed in a manner that is consistent with MCCC's values of open, honest, and respectful dialogue of issues and concerns as well as with the existing policies listed below as related documents.

For example, and without limitation, civil conduct includes:

1. Speaking in tones of voice that are appropriate for the circumstances.
2. Being respectful of others' right to express their views, especially when you disagree.
3. Managing conflicts with others in a respectful manner rather than in a confrontational manner.
4. Being honest in all dealings and accountable for one's own actions.
5. Recognizing the dignity and value of employees and students.

Examples of Unacceptable Conduct and Civility

Incivility may be either intentional or unintentional and include a broad range of unacceptable behaviors. For example, behavior that is unprofessional, intolerant, rude, threatening to another by actions or comments, and/or using language that is inappropriate or is designed to cause humiliation or degradation, fall within this category. In the workplace, treating an employee with inappropriate conduct or words has an impact on all employees in the workplace.

Compliance and Reporting

Employees are expected to report the noncompliant activity to his or her immediate supervisor when noncompliance is suspected, observed, or otherwise made known. If there is reason to believe the supervisor may be involved in the noncompliance, the report should be made to the next-higher level of management or to other College authorities, such as the Office of Human Resources.

If the noncompliance concern involves the President and/or Board member (s), the matter may be reported to the Director of Human Resources.

Any report made in good faith is protected and will not jeopardize the reporting person's employment status.

Violations

When an employee's conduct varies from the expectations of this policy, it is the responsibility of the administrator who supervises the person engaging in the unacceptable behavior to address it. Members engaging in noncompliant behavior may be subject to disciplinary action up to and including termination, consistent with MCCC's disciplinary procedures and applicable collective bargaining agreement.

Responsible Parties for Administration and Enforcement

- President
- Vice President of Finance and Administration
- Vice President of Instruction
- Vice President of Enrollment Management and Student Success
- Executive Director of Human Resources

Cross References

- 2.38 Acceptable Use Policy
- 3.10 Student Code of Conduct and Due Process with Regard to Discipline Other Than Academic
- 1.72 Anti-Bulling Policy
- 6.46 MCCC Code of Ethics
- 6.41 Conflict of Interest Policy
- 3.33 Student Complaint Policy