

## Chapter 5 EMPLOYEE STANDARDS AND PRACTICES

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## Chapter 5

### EMPLOYEE STANDARDS AND PRACTICES

#### 1.0 Employee Agreements

As a condition of employment, all Washington College staff employees are asked to read and sign the following: Confidentiality Agreement; Drug, Alcohol, and Firearms Policy; Use of College Property Agreement; and Staff Handbook Acknowledgement.

All of the agreements can be found in the appendix of this handbook.

#### 2.0 Animals in the Work Place

No animals may be kept on campus, other than those approved by the administration for medical or academic purposes. For health and sanitation reasons, animals are not permitted in residence halls or other College buildings or at official College functions at any time. This policy applies to all members of the College community.

#### 3.0 Children in the Work Place

Employees should not bring children to work during normal working hours, during their assigned shift, or at any time that could disrupt College activities or be unsafe for a child. Parents should make necessary child care arrangements for their children. In emergency situations, contact Human Resources for a list of babysitters.

#### 4.0 Conflicts of Interest

Employees must avoid actual or apparent conflicts of interest, defined as using their position at the College for personal or financial gain for themselves or their family members. Potential conflicts may include soliciting business for personal gain, accepting employment or payment from a customer or vendor, accepting gifts other than those of nominal value, and/or requesting favors, discounts, or services.

#### 5.0 Dress Guidelines

Washington College relies on the good judgment of its employees to dress in good taste in a manner fitting and proper for the performance of the employee's work duties. The College

recognizes that appropriate dress is a function of the type of work performed by the employee. For example, the dress standards for employees working with the public or in view of the public may be more stringent than those standards applied to employees not working with the public. Employees in certain departments are required to wear uniforms for safety and identification purposes. Employees are to dress consistent with the standards adopted at each work site by the department director.

## 6.0 Gratuities

In accordance with federal tax law, any gratuities that are collected by an employee at a College function will be included as a part of the employee's earned income, and are subject to withholding of taxes.

## 7.0 Health and Medical Conditions

Employees are asked to exercise good judgment in regard to illness and medical conditions that could have a negative impact on co-workers or other members of the Washington College community. Employees are encouraged to seek proper medical care and guidance with the goal of preventing the spread of illness and communicable disease.

## 8.0 Lost and Found

Washington College's lost and found service is maintained at the Department of Public Safety. All employees are encouraged to take any misplaced personal items found on the campus to Public Safety, and to contact Public Safety should their own property be missing.

## 9.0 Personal Property

Employees may bring items of a personal nature to work such as clothing, personal mementos, manuals, books, tools, computer software, stereos, etc. The College is not responsible for the care or custody of personal property left on College property or stored in College facilities. Furthermore, the College is not responsible for damage to an employee's clothing soiled or damaged on campus during the performance of duties or otherwise.

## 10.0 Smoking

Smoking within the confines of Washington College buildings and vehicles is prohibited. Used smoking materials should be disposed of in an appropriate container and not on the grounds. This policy applies to all employees, students, and visitors.

## 11.0 Solicitation and Contributions

Solicitation and distribution of materials on College premises is prohibited without the prior approval of the Vice President for Finance and Management.

## 12.0 Telephone and Cell Phone Guidelines

### 12.1 General

Telephones and cell phones are provided for employees for College business. Employees are asked to limit personal calls during work hours. If an employee is found to be making excessive personal calls, he/she will be subject to appropriate disciplinary action.

### 12.2 Long-Distance Calls

If an employee uses a College telephone to place a personal long-distance call, he/she is required to place the call from his/her assigned phone and to use the number 3 to access an outside line. A charge will be generated, and the employee will be billed by the College for personal long distance calls.

### 12.3 Cell Phone Use

If an employee is issued a cell phone for business purposes, he/she is responsible for understanding and following all of the departmental policies and procedures for the use of the cell phone. Furthermore, it is the employee's responsibility to protect the cell phone from theft or damage.

## 13.0 Use of Washington College Property

Washington College provides its employees with appropriate supplies, facilities and equipment necessary to effectively perform their job duties. Equipment and supplies should not be removed from campus unless it is approved and a work assignment requires use of the College property outside the physical facility of the College.

Employees are encouraged to use College resources prudently and efficiently. Misuse of these resources is regarded as a serious violation of College policy.

## 14.0 Use of Washington College IT Resources

The Washington College Office of Information Technology has published a comprehensive statement regarding the policies that apply to the use of information technology resources. This publication is available on the College's website and from the OIT.

#### 14.1 General Guidelines for the Use of WC IT Resources

- 14.1.1 Washington College Information Technologies Resources ("WC IT Resources") include, but are not limited to: all computer systems and software, interconnecting communications lines, and hardware that are the property of Washington College, hardware that is privately owned when it is connected to the WC voice and/or data networks, all Internet Protocol (IP) addresses that are in the Washington College domain, the server computers and network systems, voice and data networks provided by the College. Also included are the hardware and software associated with these systems and the information managed by these systems.
- 14.1.2 Approved uses of the WC IT Resources include, but are not limited to, educational applications, authorized electronic communications, administrative information exchange, presentation and promotion of the College to external audiences, research, faculty/staff professional development, and College-sponsored community outreach.
- 14.1.3 Use of WC IT Resources is a privilege, not a right. The WC IT Resources may not be used in any manner prohibited by federal, state, or local law or disallowed by licenses, contracts, or College regulations. Legitimate use of WC IT Resources is limited to those persons who have all of the following: proper authorization, a Network ID, and a password to use the resources. Academic or administrative use of WC IT Resources always takes precedence over recreational and non-institutional use. E-mail is not private and may be accessed by the College for the purpose of maintaining or servicing the network, conducting an investigation of misconduct, or for other business purposes.
- 14.1.4 Respect the privacy of, or other restrictions placed upon, data or information stored or transmitted across computers and network systems, even when data or information is not securely protected.
- 14.1.5 Comply with the laws governing legally licensed software or shareware software, copyrighted materials, or other assets pertaining to computers or network systems, even when such software or assets are not securely protected.
- 14.1.6 Respect the finite capacity of computers or network systems by limiting use of computers and network systems so as not to interfere unreasonably with the activity of other users.
- 14.1.7 WC Network IDs may not be used for the solicitation or conduct of non-College business or for legislative campaigning/lobbying unrelated to academic or co-curricular activities, candidate endorsement, or illegal activities.

## 14.2 Compliance

Questions or concerns regarding the use of the WC IT Resources should be directed to the Director of the Office of Information Technology.