

The Board expects that employees of the college district shall exhibit high standards of professional conduct (ARS 15-1445).

All employees of Mohave Community College are expected to conduct themselves in a manner consistent with effective and orderly education and to protect students and College property. No employee shall, by action or inaction, interfere with or disrupt any College activity or encourage any such disruption. All employees shall at all times attempt to maintain order, abide by the policies, rules, and regulations of the College, and carry out all applicable orders issued by the President.

Date of Adoption: December 1, 2018

References: ARS 15-1445

5. 125-A STANDARDS OF PROFESSIONAL CONDUCT FOR EMPLOYEES 5.125-A Prohibited Conduct
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The Board expects that employees of the college district shall exhibit high standards of professional conduct (ARS 15-1445).

In addition to statutorily prohibited conduct, employees may be disciplined for infractions that include, but are not limited to:

1. Engaging in unprofessional conduct, such as that which will bring discredit or embarrassment to Mohave Community College or the Governing Board.
2. Committing fraud in securing employment
3. Exhibiting incompetency and/or inefficiency in work
4. Neglecting duties
5. Exhibiting unprofessional attitudes
6. Engaging in acts of insubordination
7. Engaging in acts of dishonesty
8. Being under the influence of drugs or alcohol while on duty
9. Engaging in the illicit use of narcotics or habit-forming drugs
10. Being absent without authorized leave
11. Being involved in excessive absenteeism
12. Engaging in discourteous treatment of student, co-workers, or the public
13. Engaging in dress or grooming that does not present a professional image, as dictated by supervisors
14. Being involved in the misuse or unauthorized use of college property
15. Failing to disclose to any personal interest in any business transactions of the College.
16. Engaging in the solicitation of anything of economic value, (gift, gratuity, favor, entertainment, or loan) which is or, may appear to be, designed to influence the employee's official conduct except for food, refreshments, or unsolicited advertising or promotional material of nominal value
17. Using position or confidential information for personal gain
18. Carrying or possessing a weapon on school grounds, unless acting as a peace officer
19. Failing to maintain high standards impartiality, free from any personal considerations or obligations, favoritism, or partisan demands.
20. Violating any standard of conduct related to academic integrity or the utilization of financial aid.
21. Failing to report any arrests, other than minor traffic violations, to the Chief Human Resources Officer within three (3) days of the arrest.
22. Engaging in any activity which leads to direct or indirect discrimination, reprisal, force, coercion, or intimidation of another employee or student.
23. Violating any College Policy or Procedure.

5. 125-A STANDARDS OF PROFESSIONAL CONDUCT FOR EMPLOYEES 5.125-A Prohibited Conduct
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Date of Adoption: *December 1, 2018*

References: *ARS 15-1445*

5. 125-B STANDARDS OF PROFESSIONAL CONDUCT FOR EMPLOYEES 5.125-B Personal Relationships
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The Board expects that employees of the college district shall exhibit high standards of professional conduct (ARS 15-1445).

Mohave Community College is committed to maintaining an environment where the education of students is of the greatest importance. Consensual romantic relationships can give rise to conflicts of interest and become potentially exploitative when they involve colleagues in the workplace or people in teaching or mentoring relationships. The dissolution of these relationships can create discord and significantly impair the normal operations of the College. In addition, such relationships can create an uncomfortable work or educational environment for other students, faculty, and staff. Employees are expected to be aware of their professional responsibilities and avoid apparent or actual conflicts of interest, favoritism, or bias in their relationships.

Definition of Romantic Relationships

The term “romantic relationships,” as used in this document, is evidenced by, but not limited to, the following behaviors: a pattern of exclusivity between the couple; time spent together as a couple after work hours; physical touching that implies a romantic intention or desire; the sharing of personal information appropriate for a romantic relationship but beyond the boundaries of a professional workplace relationship; actual physical intimacy; written communications or other actions that imply or directly indicate romantic interest.

Relationships between Faculty and Students

Romantic relationships are not allowed between students and faculty members, including relationships that occur when College is not in session or students are on leave. The mentoring relationship exists between all faculty and all students, by nature of direct professional responsibility, such as teaching, assigning grades, advising, writing recommendations, directing performances, coaching, supervising research, making decisions about awards, disciplining, and any other action which may affect a student’s current or future study or employment. The decision to become a faculty member or a student at the college assumes this mentoring relationship and precludes engaging in such a romantic relationship.

Relationships between Staff in Mentoring Positions and Students

Romantic relationships are not allowed between students and staff members in mentoring positions with students (e.g., administrative staff who work with students in Student Life, Admissions, and Financial Aid). The mentoring relationship exists between any such staff member and students where the staff member has professional responsibilities such as admissions counseling, financial aid planning, writing recommendations for jobs, disciplining, and any other action which may affect a student’s current or future study or employment. The decision to become a student at the college or a member of staff in a position that is defined by a mentoring role with students assumes this mentoring relationship and precludes engaging in such a romantic relationship.

5. 125-B STANDARDS OF PROFESSIONAL CONDUCT FOR EMPLOYEES 5.125-B Personal Relationships
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Supervisory Relationships

Romantic relationships are not allowed between employees of Mohave Community College when a supervisory relationship is involved. This applies to all employees (faculty, staff, or student) and their supervisors. The difference in perceived and real power makes such relationships open to abuse and to charges of sexual harassment or unprofessional conduct. Such relationships can also create a hostile work environment for others.

Note that 5.225 - Nepotism forbids spouses and other immediate family members from supervising one another, and requires approval of the president for related employees to be co-workers in the same department.

Relationships between Students

Where students have supervisory employment roles with other students, a mentoring role, or otherwise have authority that affects the work or educational environment of other students, they are discouraged from having a romantic relationship with a student under their authority.

Exceptions

In certain circumstances, (i.e. if a faculty member has a romantic relationship with an individual who then becomes a student, or an individual with a pre-existing relationship with a student joins the faculty) exceptions to the above prohibitions will be considered by the President and the Chief Human Resources Officer on a limited, case-by-case basis. It is the obligation of the faculty member to fully disclose the relationship. Faculty or staff with questions about the application or effect of this policy should consult with the Chief Human Resources Officer. Since individual cases may vary, the college has discretion to consider specific circumstances—the nature of the relationship, the specifics of the student’s academic program and the faculty or staff member’s responsibilities, and constraints of the program of study—in fashioning a suitable resolution.

Complaints

A student or subordinate in the relationship, a supervisor, or third parties who feel that their learning, campus life, or work environment has been negatively affected by a specific romantic relationship between faculty, staff, or students should report their complaint by contacting the appropriate supervisor or the Chief Human Resources Officer. Procedures for addressing complaints are set forth in 5.160 – Grievances.

Faculty and staff members who violate this policy are subject to disciplinary action up to and including termination of employment.

Date of Adoption: *December 1, 2018*

References: *ARS 15-1445*

5. 125-C STANDARDS OF PROFESSIONAL CONDUCT FOR EMPLOYEES 5.125-C Social Media
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The Board expects that employees of the college district shall exhibit high standards of professional conduct (ARS 15-1445).

Social Media

Mohave Community College adheres to all federal and state laws governing prohibited speech, libel and access to public records, including those that apply to the use of electronic and social media in all existing and future formats. The college shall develop a set of effective procedures to advise the college and its personnel of the risks that can arise from using social media. Social Media is defined as any online collaboration, sharing or publishing platform, whether accessed through the Web, mobile devices, text messaging, e-mail or any other existing or emerging communications platform.

The college will prepare and distribute documents that are appropriate for the various levels of employee involvement in social media and electronic communications. Those documents will identify the issues of libel, expectation of privacy, unprotected speech, endorsement, ownership and security of data, and access. They shall include but not be limited to the following:

A Social Media Advisory will be distributed to all employees upon implementation of this policy, and all new employees thereafter, as part of their employee package. Employees will acknowledge receipt thereof by signing a document prepared by Human Resources. Continuing employees will annually acknowledge receipt of the Social Media Advisory via the Employee Handbook. The Advisory includes communication guidelines for individual users who choose to comment, post or “Like” posts by others on an MCC-related social media page.

A Social Media Manager’s Guide, outlining the college’s expectations of employees who create and maintain social media pages on behalf of the college, will be distributed to all employees who are actively involved managing social media accounts for MCC.

Date of Adoption: December 1, 2018

References: ARS 15-1445

5. 125-D STANDARDS OF PROFESSIONAL CONDUCT FOR EMPLOYEES 5.125-D Notice of Candidacy

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Notice of Candidacy

Notification to the College: An employee planning to run for public office is required to notify the Office of the President in writing prior to the submission of filing candidacy documentation. All personnel running for public office or requested by public officials to perform public services, including but not limited to board membership, shall give prior notification to the College President of the campaign and/or assignment, remuneration (if any), and the effect the position or assignment will have on performance of the employee’s duties at the College. Employees who violate this policy are subject to disciplinary action up to and including termination of employment.

Political Activity Guidelines

Becoming an employee of Mohave Community College (MCC), with limited exceptions, does not prohibit one from participating in the political process. Personnel shall act in accordance with the law and the MCC Employee Code of Conduct. ARS § 15-1408 prohibits the use of college personnel and resources to influence the outcome of elections. MCC is funded in significant part by local taxes and state appropriations. As an employee of MCC, one is provided office space, and support services (e.g. computers printers, telephones, voice mail, photocopy machines, email accounts, office supplies, etc.) to perform the job duties efficiently and effectively. This property, equipment and supplies are all owned by and/or considered to be “college property.” An employee of a publicly funded college has rights and responsibilities if/when participating in political activity.

A simple way to distinguish permissible activities from prohibited activities is to refrain from engaging in political activity on college time or with college resources and/or property. Political activities should be conducted on one's own personal time and with one's own personal resources. While engaging in such campaign activities, the employee’s relationship to Mohave Community College may not be directly or indirectly exploited. In that the College shall not be named in media coverage and/or campaign materials and events. The College does not endorse any candidates for public office. Employees who violate this policy are subject to disciplinary action up to and including termination of employment.

Date of Adoption: December 1, 2018

References: ARS 15-1445
ARS 15-1408

5.125-D	STANDARDS OF PROFESSIONAL CONDUCT FOR EMPLOYEES	5.125-D
Privacy		

The Board expects that employees of the college district shall exhibit high standards of professional conduct.

Mohave Community College strives to strike a balance between the legitimate uses of audio and visual recordings and concerns of compliance, privacy and protection of intellectual property. It is expected that faculty, students, and staff will respect the privacy of other individuals in the workplace. Consequently, the secret recording (audio or video) of meetings or other conversations, including telephone calls, is prohibited, as not compatible with the promotion of an open exchange of ideas.

Recordings may serve many legitimate workplace purposes. However, the College does not condone recording of any College activities when participants are unaware that such recordings are being made. In order to promote an environment of trust and collegiality, recordings may be made only with the prior consent of the parties involved. Covert/secret recording of any in-person or telephone conversation or meeting occurring at the workplace or conversations or meetings offsite that deal with workplace or educational matters is prohibited.

Surveillance cameras/equipment and software may be placed on campus by authorized campus personnel to prevent or deter crimes and protect public safety and to facilitate official College investigations into criminal activities or violations of campus policy.

Violation of the policy by an employee may lead to disciplinary action up to possible termination.

Date of Adoption: Adoption of Manual

References: ARS 15-1445