

## 6.23 MISCONDUCT POLICY

### I. Policy Section

6.0 Human Resources

### II. Policy Subsection

6.23 Misconduct

### III. Policy Statement

Grand Rapids Community College (GRCC) employees must adhere to ethical standards and principles to preserve the College's reputation and integrity in the community. Misconduct undermines the integrity of the College and creates tension in the workplace and academic environment. Potential friction between employees and/or students will not be tolerated. Misconduct that violates the law may result in prosecution.

### IV. Reason for the Policy

The purpose of the Misconduct Policy is to outline and provide examples of employee activities that may constitute misconduct that would interfere with GRCC's highest standards of excellence and integrity and to notify employees of potential ramifications of policy violations. The examples used in this policy do not constitute an all-inclusive list but are meant to illustrate intent.

### V. Entities Affected by this Policy

All Grand Rapids Community College employees (including student employees), volunteers, and vendors.

### VI. Who Should Read this Policy

All Employees  
Board of Trustees  
Students  
Community Members as College Guests

VII. Related Documents

- A. Office of General Counsel Webpage
- B. Ethics Monitoring System Webpage
- C. Computer and Network Acceptable Use Agreement
- D. Collective Bargaining Agreements and Employee Handbooks
- E. College Policies

VIII. Contacts

- A. Policy Owner: Executive Director of Human Resources
- B. General Counsel
- C. Labor Relations and EO Generalist
- D. Human Resources Generalists
- E. GRCC Chief of Police

IX. Definitions

- A. Misconduct and Theft: Listing all forms of behavior that are considered unacceptable in the workplace is not possible. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment. The list is not intended to be exhaustive:

- 1. Violations of GRCC Policies
- 2. Harming or threatening to harm other employees, students, vendors, visitors, or property belonging to any of these parties
- 3. Unauthorized removal or possession of property
- 4. Working under the influence of alcohol, marijuana (in any form), or illegal drugs
- 5. Gambling or bookmaking on College property or in College vehicles
- 6. Use of tobacco products on campus property
- 7. Possession of dangerous unauthorized materials, such as explosives or firearms, in the workplace
- 8. Unauthorized use of telephones, mail system, or other employer-owned equipment
- 9. Violations of the excessive absenteeism procedure that result in progressive discipline
- 10. Conviction of a felony while employed

- B. Zero Tolerance Misconduct: The following forms of verified intentional misconduct constitute grounds for immediate termination of employment at GRCC. The list is not intended to be exhaustive:

1. Stealing from the College, students, clients, or fellow employees
2. Falsification of payroll records or financial records
3. Falsification of employment applications of resumes or any other College forms and documents
4. Possession, distribution, sale, transfer or use of alcohol, marijuana (in any form), or illegal drugs in the workplace while on duty or while operating employer-owned vehicles or equipment
5. Job abandonment, as outlined in collective bargaining agreements or employment handbooks

X. Procedures

- A. Although it is not possible to specify every action that might qualify as misconduct, this policy sets forth the ones which most frequently present problems. If an employee has any question whether an action or proposed course of conduct would qualify as misconduct, they should immediately contact the Executive Director of Human Resources, General Counsel or Chief of Police to obtain advice on the issue.
- B. Disciplinary action for failure to observe any of the above guidelines may include but are not limited to the following:
  1. Verbal warning
  2. Written warning
  3. Suspension without pay
  4. Termination from Employment

Disciplinary action may not always be imposed in the progressive order outlined above.
- C. The College reserves the right to take legal action to recover any financial loss suffered by the College as a result of the activity that violates this policy. The College reserves the right to impose discipline it deems appropriate, given the facts and circumstances of each situation.
  1. Supervisors must report all suspected violations of this policy to their Human Resources representative. Human Resources or other appropriate departments will work with the appropriate supervisor to investigate the matter of the alleged misconduct. Human Resources representatives or other appropriate department representatives will work with the Executive Director of Human Resources to ensure consistent responses.

2. Appeal of Discipline: Employee Collective Bargaining Agreements and the Meet and Confer Employee Handbook set forth specific grievance and/or appeal processes.
  3. Grand Rapids Community College reserves the right to search College property, including emails or any other communications using College resources, at any time without consent. The College may request a search of personal property at the worksite or locked company property assigned to an individual if there is reasonable suspicion that evidence of illegal or prohibited activities reside therein. Refusal of such a request may result in disciplinary action up to and including termination.
- D. All employees must cooperate if contacted for an interview as part of an investigation.
- E. Retaliation: The College seeks to foster an environment in which all employees and students feel free to report incidents of misconduct or ethical violations without fear of retaliation or reprisal. Therefore, the College strictly prohibits retaliation against any individual for filing a complaint or for participating in an investigation.
1. All allegations of retaliation will be swiftly and thoroughly investigated. If it is determined that retaliation has occurred, the College will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.
  2. Any employee who believes that they have been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures in Policy 6.3 Unlawful Harassment. Pursuant to that policy, supervisors are mandated to report.

XI. Forms

N/A

XII. Effective Date

August 8, 2012

### XIII. Policy History

This separate Misconduct policy was developed to provide greater clarity to the campus community regarding what constitutes misconduct and reporting responsibilities. The Policy was created in July, 2012 to include further explanation of misconduct and to refer to appropriate procedures for resolution of complaints.

Revised August, 2016

Revised December, 2018

Revised December, 2020

Revised September, 2022

### IV. Next Revision Date

August, 2024