

## **SECTION 5: CONDUCT IN THE WORKPLACE**

### **SEXUAL HARASSMENT**

#### **Board Policy 2.2.2**

It is the policy of JJC to maintain a work environment free of unlawful discrimination for all employees. Sexual harassment is unacceptable conduct which violates this policy.

Sexual harassment encompasses a wide range of unwanted, sexually directed behavior and has been defined in the following manner:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. such conduct has the purpose or effect of unreasonable interference with an individual's work performance or creates an intimidating, hostile or offensive working environment.

Sexual harassment applies to the conduct of a supervisor toward a subordinate, an employee toward another employee, a non-employee toward an employee, or an employee toward an applicant for employment, or an employee toward a student. Sexual harassment can apply to conduct

outside the workplace as well as on the work site. Employees who wish to register a complaint may do so through the Director, Human Resources or any Dean or Vice President.

## **DRUG-FREE WORKPLACE POLICY**

### **BOARD POLICY 2.2.1**

JJC is strongly committed to maintaining a safe and healthy working environment for all its employees with the expectation that all employees will discharge their duties at an acceptable performance level and be unimpaired by drug and alcohol use. The use of alcohol and/or drugs can undermine employee productivity, the quality of service and the College's image. For these reasons the College has implemented the following policy:

The use, possession, sale, distribution or manufacture of non-medically prescribed controlled substances or of alcohol by anyone while on college property is strictly prohibited. Further, employees are prohibited from being at work under the influence of drugs or alcohol. Violation of this policy by an employee while on College premises or on College business will result in disciplinary action up to and including termination.

Depending on the circumstances, other action, including notification of appropriate law enforcement agencies, may be taken with respect to any violation of this policy. Any illegal substance found in the workplace will be confiscated and turned over to the appropriate law enforcement agency.

Employees are required to notify the Director, Human Resources or the Chief of Campus Police of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such a conviction.

## **SMOKE FREE CAMPUS POLICY**

It is the policy of the Board of Trustees that it shall conform with the Illinois Clean Indoor Act. Moreover, the Board of Trustees responds to the staff, faculty and students who desire a smoke-free environment. The establishment of this policy provides that smoking not be permitted in any building or vehicle owned, leased or rented by the Board of Trustees. In an effort to consider the needs and concerns of smokers, smoking is permitted in designated outside locations ONLY. Smokers are expected to utilize available receptacles for smoking related materials.

## **RESPONSIBLE USE OF TECHNOLOGY**

Every user is responsible for the integrity of these resources under his/her control. All users of college-owned or college-leased information technology systems must respect the rights of other users, respect the integrity of the physical facilities and controls and comply with all pertinent licenses and contractual agreements. It is the policy of JJC that all members of its community act in accordance with these responsibilities, relevant laws and contractual obligations and the highest standard of ethics. The user agrees to hold harmless the College, its employees and agents from any claim arising out of the user's breach of this policy.

Information technology provides important means of communication, both public and private. Users and system administrators must respect the privacy of person-to-person communication in all forms, including voice (telephone), text (electronic mail and file transfer) and image (graphics and television).

Joliet Junior College reserves the right to extend, limit, restrict or deny privileges and access to its information resources and monitor usage when violation(s) are suspect.

## **INFORMATION TECHNOLOGY GENERAL GUIDELINES**

1. Access to information resources may be granted by the college, at its discretion, based on and not limited to the following factors: Relevant laws and contractual obligations, the requester's need to know, the information's sensitivity and the risk of damage to or loss by the College.
2. College facilities and accounts are to be used for the activities or purposes for which they are assigned. Computing resources are not to be used for commercial purposes without written authorization from the College. In these cases, the College will require payment of appropriate fees. This policy applies equally to all college-owned or college-leased equipment.
3. It is not acceptable to use JJC's information technology for any illegal or unlawful purposes, or in such a way as to interfere with or disrupt network users, services or equipment. Such interference includes but is not limited to distribution of unsolicited advertising, transmission of threatening, obscene or harassing materials, propagation of computer worms or viruses; or use of the network to make unauthorized entry to its computational, information, or communications devices or resources.
4. Access to information resources without proper authorization from the data owner, unauthorized use of JJC's facilities and intentional corruption or misuse of information resources are direct violations of

the College's standards for conduct and may bring civil or criminal charges.

## **DISCIPLINE AND DISMISSAL**

Due to an employee's failings, it may become necessary to institute disciplinary action. There are several degrees of severity of offenses which require different disciplinary measures. It is preferred that disciplinary action should be taken only after a conference between the supervisor and the employee, and with the advice and consent of the Director, Human Resources.

The usual disciplinary sequence would be:

1. Verbal warning, during a conference, followed by;
2. Written warning, presented to the employee at a second conference, with a copy to the employee's personnel file, followed by;
3. Three (3) day suspension without pay, followed by;
4. Dismissal

Suspension or dismissal may result at the first step in the disciplinary procedure for more serious offenses, as determined by the Director, Human Resources upon the recommendation of the supervisor.

Disciplinary action, including termination of employment, may result from any one of the following circumstances that prove to be detrimental to the operation of Joliet Junior College, including but not limited to:

1. Insubordination
2. Refusal to perform assigned tasks related to an employee's position
3. Unsatisfactory performance of duties or assigned tasks
4. Excessive tardiness and/or absence
5. Willful damage to College property and/or equipment
6. Abusive behavior to co-workers, superiors or subordinates
7. Immoral, indecent or disorderly conduct
8. Unauthorized release of confidential information
9. Falsification of a time sheet or any employee record
10. Theft or dishonesty
11. Intoxication on the job or possession or drinking of intoxicating beverages on College premises; arriving to work under the influence of alcohol or drugs
12. Possession and/or use of illegal drugs on College premises

Except when detrimental to the general welfare of the College, the supervisor must schedule a conference with the employee to discuss his/her failings prior to dismissal.

An employee may be dismissed by the appropriate Vice President upon recommendation of the employee's immediate supervisor. Such recommendation must be submitted in writing, substantiating the reason for such action.

Two (2) weeks notice of dismissal may be given. However, the Director, Human Resources reserves the right to terminate employment if the employee's continued presence interferes with the normal operation of a particular department.

Union contracts stipulate termination procedures for employees covered by their specific agreement.

Employees serving a probationary period may be terminated at any time during the probation.