Employee Handbook for Temporary Employees
Policy

The policies that are contained in the Employee Handbook are general statements of policy and shall in no way limit the authority of the Board of Trustees with respect to any matter contained herein. Notwithstanding anything contained in these policies, the Board of Trustees as the final institutional authority has the responsibility to develop and evaluate policy for the College, which may include modifying, deleting, suspending or discontinuing these policies in whole or in part as business necessity, employment legislation, and economic conditions dictate, and to conduct otherwise the affairs of the College, within the scope of authority granted by applicable federal, state, and local laws. The Board of Trustees entrusts the administration of the Board of Trustees’ approved policies to the President.

The Board of Trustees as a legally constituted body has authority both in law and in its Bylaws to institute human resources policies for the College and entrusts the development and implementation of such procedures to the President.

For all policies of the College, the Board of Trustees shall be the final authority in both interpretation and implementation.

Any action taken by the Board of Trustees shall apply to all existing as well as to future employees.

No statement or promise by a supervisor, manager, department head, dean, or vice president, past or present, may be interpreted as a change in policy nor will it constitute an agreement with an employee.

Should any provision in this Employee Handbook be found to be unenforceable and invalid, such finding does not invalidate the entire Employee Handbook, but only that particular provision.

The most current version of the Employee Handbook supersedes any previous Staff Manual, Faculty Handbook, or Employee Handbook; any recognized out-of-date policies whether written or oral. These policies contained in the current Employee Handbook do not constitute an actual or perceived contract of employment.
Policy

It is the policy of Hagerstown Community College that the Board of Trustees appoints the President who shall be responsible to oversee the development of policy recommendations, for the implementation and administration of all Board approved policies, and for the administrative operation of the College and supervision of all its units consistent with the policies approved by the Board of Trustees.

The President shall present written proposed policies with justification to the Board of Trustees after securing the appropriate support from affected segments of the college community at the President’s discretion. The Board after review of proposed policies shall take one of the following actions:

1. Approve the proposed policy and establish the effective date of implementation,
2. Refer the proposed policy for suggested changes, or
3. Disapprove the proposed policy.

Procedures

Policy Procedures – 105.01

A. College employees may participate in policy development through the shared governance system. Governance bodies, which include representation from all employee groups, operate in accordance with A Guide to Shared Governance.

B. Students may participate in making policy recommendations through the Student Government Association and their representation on governance bodies.
Policy

I will work with other members of the college community openly and in good faith. I will treat other members of the college community with respect, good will, and candor. I will share information in helping others and I will cooperatively participate in making decisions. I will view myself and others as capable of constructive change and will remain open to new ideas and different viewpoints. I will not be deceitful. When I possess relevant information, I will not withhold it unless I have received the information in confidence. In such circumstances, I will urge others with relevant information to share it openly for the good of the college.

I will respectfully and supportively work with others in doing college business to the best of my ability. For example, I will do everything possible to attend all meetings of committees and other groups on which I serve. I will prepare for meetings and, where possible, I will help others prepare as needed. I will do my fair share of work for the campus groups to which I have been assigned. I will accept responsibilities which challenge me, while contributing to strengthen the college’s culture as one that is collaborative and respectful.

Whenever I serve as a representative, I will work with those I represent to identify their concerns. I will actively seek out the opinion of others when I serve as a member of a small group charged with making a decision on a matter that has a large “community of interest.” I will listen from the speakers’ viewpoints and then I will articulate their concerns, when appropriate, and encourage them to become active in the decision-making process.

I will consistently act in ways that make cooperative decision making possible. I will avoid behavior, which activates an adversarial relationship. For example, I will not withdraw, or threaten to withdraw, my active cooperation in college activities in order to force another party to my way of thinking. Nor will I use college meetings to gripe, air personal grievances, or gain personal ends. I will remain open to influence and change.

I will not seek retribution against anyone for being candid, expressing unpopular viewpoints, or participating in shared governance activities. For example, when I learn that someone has expressed a viewpoint for which I strongly disagree, I will respect their right to freely express their opinion and will not deny them the opportunity to persuade others. I will view differences of opinion as constructive rather than negative, and I will always respect the individual, regardless of rank or position in the college.

I will act with discretion and assume others to be trustworthy. For example, I will freely share information I learn from meetings or other sources in helping others succeed in meeting their job responsibilities, and I will not spread information or data I know are not correct. I will strive to
freely offer my expertise and knowledge in helping others at the College solve problems or address institutional challenges. I will assume others will behave in a respectful manner and will question them directly if I sense they have not honored this code of trust.
Policy

Hagerstown Community College is committed to recruiting, employing, training and promoting the best qualified applicants and employees in all job classifications and academic rank without regard to race, color, religion, age, gender (except where gender is a bona fide occupational qualification), national origin, sexual orientation, disability or covered veteran’s status, and to creating a workforce that is diverse and reflective of the ability and talent available in the field of higher education.

The maintenance of equal employment opportunity at the College is the responsibility of the President through the Office of Human Resources in developing and initiating procedures to ensure the fulfillment of the policy.

The President is responsible for the implementation of this policy including establishment of procedures to investigate and make final determination of complaints on alleged violations of this policy.

In addition, the College will go beyond avoiding overt discrimination and will, through educational programs, help faculty and staff become aware of and to recognize more covert and subtle forms of discrimination and then remove those institutional barriers to equality.

Hagerstown Community College is committed to recruiting, employing, training and promoting the best qualified applicants and employees in all job classifications and academic rank without regard to race, color, religion, age, gender (except where gender is a bona fide occupational qualification), national origin, sexual orientation, disability or covered veteran’s status, and to creating a workforce that is diverse and reflective of the ability and talent available in the field of higher education.

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In addition, the College will go beyond avoiding overt discrimination and will, through educational programs, help faculty and staff become aware of and to recognize more covert and subtle forms of discrimination and then remove those institutional barriers to equality.

PROCEDURES

POLICY PROCEDURES – 200.01
GENERAL PROVISIONS

A. Human Resources actions, including recruitment, hiring, training, employee development, promotions, dismissal from the College, compensation, employee benefits, and other aspects of employment will be reasonably administered without regard to race, color, gender, age, national origin, disability, veteran status, sexual orientation, or other categories prohibited by law.

B. Employment decisions should be based on the match between the internal and/or external candidate’s knowledge, skills, abilities and applicable educational credentials, licenses and/or certifications and the requirements of the position.

C. Any violations of this policy should be brought to the attention of Human Resources. Employees will be free from any and all reprisal or retaliation due to bringing these matters to the attention of the area administrator, Director of Human Resources, or President.
Policy

Hagerstown Community College will maintain a safe, healthy, and productive environment free of alcohol and drugs for all employees and students. The College endorses the provisions of the Drug Free Workplace Act of 1988 and any applicable regulations by government agencies with respect to drug abuse and thereby establishes a drug-free and alcohol-free workplace and learning environment.

It shall be unlawful and prohibited for an employee to manufacture, distribute, dispense, possess or use a controlled substance or illegal drugs on College property, in a College vehicle, or while engaged in the discharge of College duties on College premises.

Compliance with the standards set forth in this policy is mandatory. The College will refer violations to law enforcement officials for prosecution where appropriate and take necessary disciplinary action against the offender up to and including dismissal. The College may require the employee to satisfactorily participate in a drug or alcohol abuse assistance or rehabilitation.

PROCEDURES

POLICY PROCEDURES 315.01
CONTROLLED SUBSTANCES

A. Use of Controlled Substances
   Specifically prohibited under this policy is the use, sale, possession, distribution, manufacture, or transfer of controlled substances while on College property, in a College vehicle, or working on College premises or elsewhere during work hours or on nonworking time, and on or off College property to the extent it impairs an employee’s ability to perform job duties, or when such activities negatively affect the reputation of HCC to the general public or threaten the integrity of HCC.

B. Controlled Substances Defined
   The term controlled substances as used in the policy is defined to include legal and illegal drugs. The use and possession of legal drugs (i.e. those drugs for which a valid prescription is required before the drug is to be used or possessed) is not prohibited by
this policy unless that use or possession is inconsistent with the prescription or where no such prescription has been provided.

C. Illegal Drugs Defined
The term illegal drugs is defined as controlled substances not taken under the supervision of a licensed health care professional or otherwise in accordance with federal law. This includes all such drugs of which the use, sale, possession, distribution, manufacture, or transfer is prohibited by law and includes, but not limited to, marijuana, narcotics, hallucinogens, stimulants, depressants, and so-called designer drugs.

D. Workplace Defined
The term workplace as used shall mean any College premises or work site, including the College’s vehicles and public and private means of transportation while engaged in College work and/or business.

E. Under the Influence
HCC’s employees may not report to work or work while under the influence of illegal drugs, nor may any employee report to work under the influence (when an employee is affected by a controlled substance in a detectable manner) of legal drugs for which no prescription has been issued or where the use of the legal drugs is inconsistent with a prescription.

**Policy Procedures 315.02**
**Alcohol Use**

A. As a condition of employment, all employees are required to abide by the terms of this policy. Employees may not report to work or work while under the influence of alcohol.

B. When a test for alcohol is performed, employees who fail a test, refuse to take a test, or violate this policy may be subject to disciplinary action up to and including dismissal from the College. Refer to HR Policy #300: Employee Guidance and Progressive Discipline, or HR Policy #325: Dismissal of Employee from the College.

C. An employee’s performance should not be affected by the consumption of alcohol.

D. Current employees may be subject to unannounced alcohol testing if:

1. Their job is a safety critical position, or

2. There is reasonable suspicion or belief they are in violation of the policy

E. Employees who voluntarily disclose their alcohol dependency problem may be requested to fulfill one or all of the following actions:

1. Referral for assessment and possible treatment for alcohol dependency, or
2. Required participation in a recognized rehabilitation program as a condition of continued employment. However, if this action occurs and the employee does not successfully complete the program, or otherwise declines to participate to the full extent required by the program, such failure may be grounds for disciplinary action up to and including dismissal from the College.

**Policy Procedures 315.03**  
**Drugs**

A. The College may conduct pre-employment drug testing as a condition of employment. In this case, a job offer is contingent on a prospective employee signing a consent and release form (as part of the application process) and testing negative for the presence of illegal drugs. Any individual who refuses to submit to a drug test will not be considered for employment.

B. Contractors or individuals working at the College through a temporary agency who are on site or expected to be on site for thirty (30) days or more may be subject to a mandatory drug screening through their temporary/contracting agency at HCC’s request.

C. Employees as a condition of employment must abide by the terms of this policy and report any crimes for which they have been convicted under a criminal drug statute for violations occurring on College property, in a College vehicle, or off College property. Reports of convictions must be made within five (5) days after the conviction to the area dean or President and to Human Resources.

D. The College encourages employees who believe that they have a drug problem to seek rehabilitation counseling through the Employee Assistance Program (EAP).

E. An employee’s willingness to voluntarily participate in a rehabilitation program and the employee’s ability to perform their assigned job responsibilities will be contributing factors in determining whether the employee’s employment will continue.

F. Existing employees may be subject to unannounced drug testing if:

1. The job is a safety critical position, or

2. There is reason to suspect or believe there is a violation of the policy.

G. Employees who voluntarily disclose their drug dependency problem may be requested to fulfill one or all of the following actions:

1. Referral for assessment and possible treatment for drug dependency, or

2. Required participation in a recognized rehabilitation program as a condition of continued employment. However, if this action occurs and the employee does
not successfully complete the program, or otherwise declines to participate to the full extent required by the program, such failure may be grounds for disciplinary action up to and including dismissal from the College.

H. Employees who fail a drug test, refuse to take a drug test, or violate this policy may be subject to disciplinary action up to and including dismissal from the College.
Policy

Hagerstown Community College is committed to providing all students and employees with a safe and supportive environment. Employees are expected to treat each other with mutual respect and to accept the rich diversity that makes up the community.

The College prohibits discrimination based on race, religion, color, age, gender, national origin, sexual orientation, disability or covered veteran’s status, and is committed to maintaining an environment that is free from such conduct.

The College will act to promptly investigate all complaints and take appropriate action to protect individuals from further discrimination. If it is determined that unlawful discrimination occurred, prompt and appropriate action will result.

PROCEDURES

POLICY PROCEDURES 320.01
ASSURANCES TO PREVENT DISCRIMINATION AND HARASSMENT

A. The College will make every effort to create a culture of acceptance and sensitivity through educational sessions and or other appropriate means.

B. Immediate supervisors and managers have the responsibility to recognize potential discrimination and/or harassment behaviors and/or behaviors that have the intent to create a hostile work environment because of a person’s race, religion, color, age, gender, national origin, sexual orientation, disability or covered veteran’s status. They are responsible for monitoring the behavior of the employees they supervise and should not knowingly allow such behavior. If an immediate supervisor or manager becomes aware of a situation of this nature, they must contact Human Resources immediately.
POLICY PROCEDURES – 320.02
REPORTING A HARASSMENT OR DISCRIMINATION COMPLAINT

A. Reporting an Incident
Employees who believe that they have been subjected to discrimination and/or harassment of any type or who have any knowledge of discriminating and/or harassing behavior should report the incident immediately to Human Resources. If it involves any staff member of Human Resources, the President should be notified.

B. Employee Protection
Employees who report discrimination and/or harassment will be protected from any form of retaliation, and confidentiality will be respected consistent with the need to investigate or confirm the information concerning the alleged discrimination and/or harassment.

C. Investigation Process
Human Resources and/or the President's Office will conduct an immediate, thorough and timely investigation and enforce appropriate disciplinary actions.

1. As part of the investigation, Human Resources will interview the person reporting the complaint, the person accused of discrimination and/or harassment, and any witnesses to the incident, or who possess knowledge of the incident.

2. The person accused of discrimination and/or harassment may be placed on paid leave during the investigation.

3. After the investigation, if it is concluded that discrimination and/or harassment has occurred, the College will take immediate corrective action to prevent the discriminating and/or harassing behavior from reoccurring. Such action, depending on the circumstances and/or offensive behavior, may include recommended counseling, a written warning, demotion, or dismissal from employment.

D. Employee Dismissal
The employee who is dismissed from the College as a direct result of a supported finding concerning a discrimination and/or harassment complaint will not be given any recourse to appeal the decision.

E. Policy Review
If the validity of the complaint cannot be determined, appropriate action will be taken to thoroughly review with all parties this policy so as to avoid a violation of this policy in the future.
SECTION 4.0 – SEXUAL MISCONDUCT

HR Policy #400

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<th>SECTION 4.0</th>
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Policy

The College prohibits discrimination on the basis of sex in its educational program, activities, or employment as required by Title IX of the 1972 Education Amendments and Title VII of the Civil Rights Act of 1964 and recognizes sexual harassment as a form of sexual discrimination.

Hagerstown Community College concurs in the action of the Maryland Higher Education Commission in recognizing that sexual harassment may seriously damage the integrity of the educational institution, destroy the institution's positive work and educational atmosphere, and cause psychological and physiological damage to the victim. The college condemns such illegal activity and is strongly committed to promoting an educational and work environment free from sexual harassment of any form. For the purpose of these guidelines, the college adopts the sexual harassment definition promulgated by the United States Equal Employment Opportunity Commission.

It is a violation of this policy for any college employee to harass a student, another employee, customer/client or vendor through conduct or communications of a sexual nature as defined below.

Definitions

Unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, written or physical conduct of a sexual nature when made by an employee to a student or another employee occur when:

1. submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education or employment;
2. submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the person rejecting or submitting to the conduct;
3. such conduct has the purpose or effect of substantially and unreasonably interfering with a person's academic, professional or employment performance or creating an intimidating, hostile or offensive academic or employment environment, or offensive work environment; or in third party situations, one or more individuals are reasonably offended by the sexual interaction, conduct, or communication between others;
4. the conduct has the effect of creating actual, perceived, or potential conflicts of interest, favoritism, disruption, lack of objectivity, poor employee morale, or employee complaints arising from such conduct.

Sexual harassment, as defined above, may include but is not limited to the following:
1. verbal harassment or abuse;
2. pressure for sexual activity;
3. repeated communications, both verbal and written (including email) to a person, with sexual or demeaning implications;
4. unwelcome touching; or
5. suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one’s grade, job, etc.

The President will implement this policy and will ensure procedures are established to handle complaints made under the provisions of this policy. The procedures will provide: (1) that the right to confidentiality, both of the complainant and the accused, will be respected consistent with the College’s legal obligations, and with the necessity to investigate allegations of misconduct and take strict corrective actions up to and including immediate dismissal from the College, when this conduct has occurred; (2) that persons filing complaints of sexual harassment will be protected against reprisals, but that the deliberate filing of false accusations of sexual harassment will be condemned and may lead to possible disciplinary actions.

A supported finding against an employee of the College will subject that employee to disciplinary action, which may include immediate dismissal from the College. A supported finding against a student of the College will subject that student to disciplinary action as found in the student handbook.

PROCEDURES

POLICY PROCEDURES – 400.01
ASSURANCES TO PREVENT SEXUAL HARASSMENT

A. The College assures understanding and sensitivity by all levels of management through regular training or other appropriate means.

B. Immediate supervisors and managers have the responsibility to recognize potential harassment behaviors and/or behaviors that have the intent to create a hostile work environment. They are responsible for monitoring the behavior of the employees they supervise and should not knowingly allow such behavior. If an immediate supervisor or manager becomes aware of a situation of this nature, they must contact Human Resources immediately.

C. Additionally, immediate supervisors and managers are prohibited from dating any employees in their direct line of supervision.


**POLICY PROCEDURES – 400.02**

**REPORTING A HARASSMENT COMPLAINT**

A. **Reporting an Incident**

Any employee who believes that he or she has been subjected to sexual harassment of any type or who has any knowledge of sexual harassing behavior should report the incident immediately to Human Resources. If it involves any staff member of Human Resources, the President should be notified.

B. **Employee Protection**

Employees who report sexual harassment will be protected from any form of retaliation, and confidentiality will be respected consistent with the need to investigate or confirm the information concerning sexual harassment.

C. **Investigation Process**

Human Resources and/or the President's Office will conduct an immediate, thorough, and timely investigation and enforce appropriate disciplinary actions.

1. As part of the investigation, Human Resources will interview the person reporting the complaint, the person accused of sexual harassment, and any witnesses to the incident, or who possess knowledge of the incident.

2. The person accused of sexual harassment will be placed on paid leave during the investigation.

3. After the investigation, if it is concluded that sexual harassment has occurred, the College will take immediate corrective action to prevent the harassing behavior from reoccurring. Such action, depending on the circumstances and/or offensive behavior, may include recommended counseling, a written warning, demotion, or dismissal from employment.

D. **Employee Dismissal**

The employee who is dismissed from the College as a direct result of a supported finding concerning a sexual harassment complaint will not be given any recourse to appeal the decision.

E. **Policy Review**

If the validity of the complaint cannot be determined, appropriate action will be taken to thoroughly review with all parties this policy so as to avoid a violation of this policy in the future.
Policy

Hagerstown Community College complies with Section 485(F) of the Higher Education Act of 1965 as amended by Section 486(C)(2) of the Higher Education Amendments of 1992, Subtitle 7, Sexual Assault Policy, and is committed to taking necessary measures in an effort to prevent incidents of sexual assault on campus and to taking action to support victims, involve police and take appropriate disciplinary action should an incident occur. Sexual assault is being coerced to engage in a sexual act by force, threat of force, against one’s will and without consent as defined in the Maryland Annotated Code, Criminal Offenses.

Hagerstown Community College will not tolerate sexual assault in any form, including date or acquaintance rape. Making reports and taking action in response to a sexual assault against a student or employee will be limited to incidents occurring on College property or facilities or at College-sponsored functions.

Procedures

Policy Procedures 405.01 Reporting Sexual Assaults

A. Incidents of sexual assault should be reported promptly to the campus security in order to preserve evidence and facilitate investigative procedures. If the victim prefers to report the alleged incident to another employee, then that employee is responsible for informing campus security.

B. When an alleged incident occurring on College property, in a College vehicle, or at College-sponsored activities is reported, security is required to notify the Washington County Sheriff’s Office. The victim will be informed of the right to file charges with the Washington County Sheriff’s Office and Maryland State Police. Security personnel will assist in obtaining appropriate medical attention, including transportation to the nearest designated hospital.

Supersedes All Previous HR Policies, Manuals & Handbooks
C. Security personnel will also assist the victim by calling for emergency medical assistance and/or by referring the victim for appropriate counseling, unless such assistance is refused by the victim.

D. If the victim chooses, campus security will provide assistance in working with appropriate law enforcement authorities and Human Resources will inform the victim of the counseling services available through the Employee Assistance Program, county mental health agencies, and the state rape crisis program.

**Policy Procedures 405-02**
**Investigation by College Authorities**

A. Whether or not criminal proceedings are initiated, the college may investigate and initiate disciplinary proceedings if the evidence warrants.

B. Any individual reporting a sexual assault will be treated with respect and sensitivity. Every effort will be made to minimize the number of times the victim is interviewed and required to repeat a description of the incident. Contacts and conversations relating to the incident will be held in strict confidence.

C. An investigation will be conducted by the campus security who will report the findings to Director of Human Resources and the appropriate area dean/director.

D. As part of the investigation, campus security or designee shall meet with the accuser. The accuser shall have the right to have other appropriate persons present during such meetings. If the accused is a student or employee, campus security will give that person the opportunity to review the allegations made by the accuser. The allegations need not be presented in writing. The accused shall be provided with an opportunity to respond to the allegations. During any such meetings, the accused shall have the right to have other appropriate persons present, including legal counsel.

E. During the investigation, the campus security shall interview other witnesses who have information. Campus security will then report the findings of the investigation, including any evidence or statements, to the Director of Human Resources and the appropriate area dean/director.

**Policy Procedures 405.03**
**Action by the College Administration**

A. Pending the outcome of an investigation of the alleged incident, the appropriate area dean may take temporary actions regarding an employee's work assignment to promote a safe working environment, such as transfer, alterations to working schedules or locations, or other steps deemed appropriate.

B. The alleged offender may be suspended with or without pay until a final determination of the investigation is made by the appropriate College personnel.
C. The Director of Human Resources and the appropriate area dean shall review the evidence as presented by campus security and may also consider determinations made by law enforcement agencies, courts or other outside agencies. A decision by criminal justice authorities not to prosecute does not preclude the college from pursuing disciplinary action.

D. If it is determined that a violation of College policy and procedures has occurred, the appropriate area dean with concurrence with the Director of Human Resources, may initiate disciplinary action as deemed appropriate up to and including dismissal from the College.

E. Both the accuser and the accused shall be informed in writing of the outcome of any college disciplinary proceeding based upon an alleged sexual assault. If the area dean decides that an employee should be dismissed for cause, the employee may appeal the disciplinary action in accordance with the college's appeal process.

F. The college will provide education programs to promote prevention of incidents of sexual assault on campus.
Policy

Hagerstown Community College will ensure that computer and network systems are used appropriately in the conduct of College business. Security controls must be sufficient to uniquely identify and authenticate each user to the College computer network and computer systems in order to protect valuable information assets. Employees who are identified by the area Administrator and/or the President who have rights and access privileges to restricted student and employee records will adhere to a strict code of confidentiality.

Computer and network access are provided by HCC to users to assist them in the performance of tasks associated with their positions and assignments. The computer equipment is the property of the College. Use is restricted to appropriate academic, research, and employment-related activities and is governed by all federal, state, and local laws and policies. The College encourages users to utilize available technologies to explore educational topics, conduct research, and contact others in the context of their professional duties.

Files and e-mail messages created or stored on equipment or media covered under this policy are the property of the College. Users are cautioned that they should not expect files or e-mail messages stored on College equipment to be private. The College may monitor, audit, and review files, directories, and communications to maintain system integrity and to ensure that employees are using the system in accordance with College policies and applicable federal and state laws.

PROCEDURES

POLICY PROCEDURES 800.01
USE OF COMPUTING AND COMMUNICATIONS SYSTEMS
CODE OF CONDUCT

A. Computer Access Rights
   HCC provides access to the computing and communications systems to support the
educational mission of the college. HCC computing and communications resources refer to all computer and communications hardware, software, data, communications networks, and any other components connected to or associated with these systems. This would include systems ranging from individual terminals, personal computers, workstations, servers, through multi-user systems, whether free standing or connected to networks. HCC grants use of these systems as a privilege to HCC students, faculty, staff, and others by special arrangement. HCC also reserves the right to withdraw this privilege at any time.

B. Ethical Standards
Just as with any other resource vital to the instruction, research, and administration of the college, there is an expectation of ethical conduct by all users of these systems. HCC expects users to apply standards of normal academic and professional ethics as well as considerate and economical conduct while using these systems. All other applicable college regulations, Internet regulations and applicable international, federal, state, and local laws apply to use of these systems.

HCC provides access to hardware, software and services to members of the college community for the primary purpose of enhancing the academic experience and administrative support of students. Users must abide by rules and regulations related to appropriate legal and ethical use of the computing and communications systems.

C. Users are expected to:

1. Attach or enter the systems only through an authorized HCC computer account.

2. Limit the use of HCC computing systems to activities related to the mission of the College, including learning, teaching, research and service. The unauthorized use of HCC computing systems for personal profit is prohibited.

3. Use only legally obtained licensed data or software on HCC computing systems in compliance with license or purchase agreements and federal copyright or intellectual property laws.

4. Respect the privacy of others by refraining from inspecting, broadcasting, or modifying personal data files without the consent of the individual or individuals involved. HCC cannot guarantee the security of any user’s personal files.

D. In addition, users must not:

1. Tamper with or obstruct the operation of HCC computing and communications systems in any way, including disproportionate use of computer resources that hinders access to other users.

2. Access or use another person’s computer account or allow another person to use their account.
3. Use HCC computing and communications systems as a means of unauthorized access to computing accounts or systems inside or outside of the college systems.

4. Use or create invasive software such as worms or viruses.

5. Use computer systems to act in what may be perceived of as an obscene or harassing manner.

Failure to abide by this Code may result in temporary or permanent denial of access to HCC computing systems and action being taken by the appropriate Administrative or Judicial body.

**Policy Procedures 800.02**

**Other Unacceptable Computer Usage**

A. Any unauthorized, deliberate action, which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction, is not permitted regardless of system location or time duration. Maintenance of computer and network systems by anyone other than authorized Information Technology staff is prohibited.

B. The copying of copyrighted materials, such as third-party software, without the express written permission of the owner or the proper license, is prohibited.

C. All remote (non-local) network access to Society networks, such as new remote network connections, new dial-in systems or services, or new Internet systems or services, requires approval by the Dean of Finance and Administration.

D. Personal Internet use may be monitored. Personal use of the Internet must not disrupt the operation of the company network or the networks of other users. It must not interfere with your productivity. Excessive or inappropriate use will result in disciplinary action.

**Policy Procedures 800.03**

**Electronic Messages**

A. Electronic message systems are College property. All messages composed, sent, or received on the electronic message systems are and remain the property of the College. They are not the private property of the employee.

B. Forgery (or attempted forgery) of electronic messages is prohibited.

C. Attempts to read, delete, copy, or modify the electronic messages of other users without authorization as governed by Privacy of Personal Information (*Policy Procedure 800.04*) is not authorized.

D. Electronic message systems may not be used for sending harassing, obscene, and/or other threatening and offensive messages. Among those which are considered offensive are any
messages containing sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, or disability.

E. Electronic message systems may not be used for sending unsolicited junk mail, "for-profit" messages, or chain letters.

F. Electronic message systems may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other solicitations.

G. Electronic message systems may not be used to send or solicit copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from the employee's area dean, the Dean of Finance and Administration and the President.

H. Electronic messages sent outside the College must not contain "sensitive" information. Electronic messages containing confidential information must be labeled as such.

I. Any inappropriate usage of electronic messaging shall be brought to the attention of the Director of Human Resources. Violations may lead to disciplinary action up to and including dismissal from the College.

**Policy Procedures 800.04**

**Privacy of Personal Information**

A. The College respects the privacy of personal information stored at College sites and/or using College facilities and equipment. However, for appropriate operational, investigative, or legal reasons it may be necessary to access personal information with or without the employee's consent or prior knowledge.

B. Except in emergencies, College access of personal information without the consent of the employee requires the approval of the Director of Human Resources and the employee's area dean or President.

C. The College shall not be responsible for the loss or disclosure of any personal information maintained at College sites and/or using College equipment and facilities.

D. Employees should be aware that personal information maintained at College sites and/or using College equipment and facilities may be subject to subpoena in actions involving the employee. This includes archived as well as current information.

E. Employees are prohibited from accessing any information in another employee's directories, electronic mailboxes, or voice mailboxes unless specifically authorized. This applies regardless of the level of protection given to such information.

F. Any employee who discovers a violation shall notify the Director of Human Resources.

Supersedes All Previous HR Policies, Manuals & Handbooks
SECTION 9.0 – CAMPUS/WORKPLACE VIOLENCE

TITLE OF POLICY
Campus/Workplace Violence
Date Approved by the Board of Trustees: September 21, 2004
Board Policy #8070

Policy
It is the policy of Hagerstown Community College that employees, students and visitors have a safe work and academic environment. The College prohibits any form of violence, threats of violence, intimidation of others, attempts to instill fear in co-workers, possession of weapons of any kind on campus or in the workplace, menacing behavior, and stalking. Violations of this policy may lead to disciplinary action up to and including immediate dismissal of College employees or expulsion of students, and the involvement of the appropriate law enforcement authorities as needed.

PROCEDURES

POLICY PROCEDURES 900.01
HANDLING A VIOLENT SITUATION

A. Response to Threatening Behavior
   Any person who exhibits threatening behavior or actually threatens or commits a violent act on College property will be removed from the work site as quickly as safety permits and will remain away from the work site pending the outcome of the investigation of the incident. The appropriate law enforcement authorities will be contacted immediately as the situation warrants it.

B. Appropriate Action to be Taken
   When threatening behavior is exhibited, or any individual commits an act of violence, an evaluation of and decision regarding the employee will be made jointly by Director of Human Resources, the appropriate area dean, the President and Campus Security. Actions that may be appropriate include a mandatory referral to the Employee Assistance Program (EAP), leave without pay, and/or immediate dismissal from the College.

C. When Off College Property
   Employees who commit these acts outside the workplace, such as in a College vehicle or elsewhere, but impacts the workplace are also violating this policy and will be dealt with

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appropriately up to and including dismissal from the College.

D. Reporting Inappropriate Behavior
Employees who become aware of inappropriate behavior are expected to immediately notify Human Resources and/or Campus Security.