
Chapter: Human Resources

Modification No. 003

Subject: **Employee Privileges**

- I. The purpose of this policy statement is to identify certain privileges of full-time and part-time employees of Montgomery College within the employment environment. Many of these privileges are stated in other College policies and procedures.
 - A. The College recognizes that employees expect privacy and freedom from coercion in all matters not connected with official duties, including choice of non-conflicting outside employment activities, associates, dress, physical appearance, and financial affairs, except insofar as such matters may adversely reflect upon the College or that disclosure of outside employment, activities and financial affairs may be required by the State Ethics Commission and under the College's conflict of interest policy and procedures.
 - B. Unless prohibited by law, an employee may examine all official personnel files and other records concerning one's employment pursuant to Policy 37001- Personnel Files; may submit materials to correct, rebut or clarify any information contained in those files or records; and may have materials not related to employment or official duties excluded from their records.
 - C. Employees have the right to full and equal consideration for employment and career development opportunities on the basis of demonstrated or potential ability for the job, without regard to age, color, citizenship status, covered veteran status, disability, gender, gender identity, genetic information, national origin, marital status, race, religion, sexual orientation, or for any other reason subject to applicable federal, state and county laws and regulations.
 - D. Employees have the right to form and join organizations of the employee's choice on professional matters and conditions of employment or refrain therefrom subject to the provisions of applicable law.
 - E. Employees will not be required or expected to perform personal, non-College related services; performance ratings will not be influenced by the performance or nonperformance of such services.
 - F. The College is committed to providing an environment in which College employees can participate freely in governance and any other College public forums or meetings in an atmosphere of civility and respect and without being subject to undue influence or fear of retaliation.
 - G. College employees have the right, as individuals, to free political expression and to participate in politics or political campaigns as individuals, not as representative of the College's position as an institution.
 - H. College employees have the right to perform job duties free from any obligation to contribute, financially or otherwise, or to render service to any candidate or political party.

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- I. College employees have the right to perform job duties free from any obligation to contribute, financially or otherwise, or to render service to any charitable organization.
 - II. College employees may expect that an effort will be made to resolve employee(s) problems or grievances and that there will not be retaliation for filing or assisting in filing a grievance or complaints alleging discrimination.
 - III. The President is authorized to establish procedures to implement this policy.

Board Approval: September 21, 1987; September 22, 2014; April 18, 2016

PROCEDURE - Montgomery College

31101CP

Chapter: Human Resources

Modification No. 001

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All supervisors of College employees are responsible for assuring that the personnel policies and procedures are implemented in accordance with the policy of the Board of Trustees regarding employee privileges.

Administrative Approval: September 21, 1987