

Chapter: Human Resources

Modification No. 001Subject: **Employee Responsibilities**

- I. The purpose of this policy statement is to identify some of the employment-related responsibilities of employees of Montgomery Community College. Many of these responsibilities are referenced in other College policies and procedures. This list is not all inclusive.
 - A. To perform job duties in accordance with the employee's job description and other duties as assigned.
 - B. To report to work on time and stay until the end of the work day; to comply with the time period established for meals and breaks; and to devote the entire working time, attention and energies to the business of the College.
 - C. To work cooperatively with associates and accept additional duties or responsibilities during peak workload periods or under emergency situations.
 - D. To arrange annual leave so as to minimize disruption to a work unit.
 - E. To safeguard and/or properly use information, including confidential information, in accordance with College policies and procedures.
 - F. To safeguard and properly use all College records.
 - G. To safeguard all property, equipment, and information to which an employee gains direct or indirect access as a result of employment.
 - H. To limit discussions about nonpublic College information to the work environment and to further limit those discussions to fellow employees who have a need to know requirement.
 - I. To bring to the attention of the appropriate person or persons and superiors any real or potential breach in security, invasion or destruction of property, or any activity which might be detrimental to the College.
 - J. To be a positive force for reason and understanding; to make a major effort at consciousness-raising to help others understand the true nature of racism, stereotyping, scapegoating and bigotry; to create an environment of reason and understanding consistent with the mission and goals of the institution; and to reflect this in the day-to-day operations of the institution.
 - K. To recognize that the Board of Trustees has placed on the President the responsibility for presenting to the Board the representative points of view of the College and that the President is the official channel of communication between the Board and the members of the College community and to utilize such channels to bring appropriate matters to the attention of the Board, consistent with Board policy regarding "communications" in the Board of Trustees bylaws.

- II. The President is authorized to establish procedures to implement this policy.

Board Approval: September 21, 1987

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All supervisors of College employees are responsible for implementing the personnel policies and procedures in accordance with the policy of the Board of Trustees regarding employee responsibilities.

Administrative Approval: September 21, 1987