

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. Friction between employees and/or students resulting from violation(s) of this policy will not be tolerated. Additionally, misconduct that violates the law may result in prosecution.

IV. Reason for the Policy

The purpose of the Misconduct Policy is to identify examples of employee activities that would interfere with GRCC's standards and expectations, and that would constitute misconduct in violation of this policy. This policy also serves to notify employees of potential consequences associated with policy violations. The examples identified in this policy do not constitute an inclusive list, but do serve to illustrate the College's intent to prohibit all forms of employee misconduct.

V. Entities Affected by this Policy

All employees,
Board of Trustees
Independent contractors
Applicants
Students
Vendors
College guests
Community members accessing services
Volunteers
Members of the public

VI. Who Should Read this Policy

All employees,
Board of Trustees
Independent contractors
Applicants
Students
Vendors
College guests
Community members accessing services
Volunteers
Members of the public

VII. Related Documents

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

VIII. Contacts

- A. Policy Owner: Executive Director of Human Resources and Talent Development
- B. General Counsel
- C. Human Resources Business Partners
- D. GRCC Chief of Police

IX. Definitions

- . Misconduct and Theft: Listing all forms of behavior that are considered unacceptable in the workplace is not possible. The following are examples of infractions related to employee conduct that may result in disciplinary action, up to and including termination of employment. This list is not intended to be exhaustive:
 - 1. Violation(s) of GRCC Policies;
 - 2. Harming or threatening to harm other employees, students, vendors, visitors, or other campus community members.
 - 3. Damaging or threatening to damage College property or property belonging to other employees, students, vendors, visitors, or other campus community members;
 - 4. Unauthorized removal or possession of property;

5. Working under the influence of alcohol, marijuana (in any form), or illegal drugs;
 6. Gambling or bookmaking on College property or in College vehicles;
 7. Use of tobacco products or E-Cigarettes on campus property;
 8. Possession of dangerous unauthorized materials, such as explosives or firearms, in the workplace;
 9. Unauthorized use of telephones, mail systems, or other College-owned equipment;
 10. Violations of the excessive absenteeism procedure that result in progressive discipline; and
 11. Conviction of a felony while employed by the College.
- B. Zero Tolerance Misconduct: The following forms of verified intentional misconduct constitute grounds for immediate termination of employment at GRCC. This list is not intended to be exhaustive:
1. Stealing from the College, students, clients, fellow employees;
 2. Falsification of payroll records or financial records;
 3. Falsification of employment applications or any other College-issued 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 College-owned vehicles or equipment
 5. Job abandonment, as outlined in collective bargaining agreements or applicable employee handbooks

X. Procedures

- . Although it is not possible to specify every action that might qualify as misconduct, this policy sets forth examples of actions that most frequently present problems. Employees with questions regarding whether an action or proposed course of conduct would qualify as misconduct should immediately contact Human Resources, the Office of General Counsel or the GRCC Police Department for further information and/or to be directed to the appropriate campus resource
- B. Disciplinary action for any violation of this policy may include but are not limited to the following:

1. Verbal warning
2. Written warning
3. Suspension without pay Termination from Employment

Disciplinary action will be consistent with applicable collective bargaining agreements or employee handbooks, but may not always be imposed in the progressive order outlined above.

- C. GRCC reserves the right to take legal action to recover any financial loss sustained by the College as a result of activity that violates this policy. The College reserves the right to impose discipline it deems appropriate for any violation of this policy, based upon the facts and circumstances of each situation.
 1. Supervisors must report all suspected violations of this policy to their Human Resources representative. Human Resources and/or other appropriate departments will work with the appropriate supervisor to investigate the matter of the alleged misconduct, consistent with other College policies. Human Resources representatives and/or other appropriate department representatives will work with the Executive Director of Human Resources and Talent Development to ensure consistent responses.
 2. Disciplinary Appeals: Employee collective bargaining agreements and handbooks set forth specific grievance and/or appeal processes, where available.
 3. GRCC reserves the right to search College property, including emails or any other communications maintained in College systems or utilizing College resources, at any time, without consent. The College may request to search personal property at a GRCC worksite or locked College property assigned to an individual if there is reasonable suspicion that evidence of illegal or prohibited activities resides 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 under this or any other applicable policy.
- E. Retaliation: The College seeks to foster an environment in which all employees and students feel free to report incidents of misconduct, including violations of this and other GRCC policies, 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 related to an alleged violation of this or any other GRCC policy.

Investigations regarding alleged retaliation will be promptly and equitably conducted pursuant to the procedures set forth in this and other applicable policies, including, the College's Non-Discrimination, Anti-Harassment and Equal Opportunity Policy (Policy 6.2).

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

Revised January, 2025

XIV. Next Revision Date

January, 2027