



## Hiring Policies and Procedures

### Standard of Personal Conduct

Effective Date: July 1, 2009

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## 1. Purpose

- 1.1. To outline the Tooele Applied Technology College policy regarding the personal conduct of College personnel. All employees of the TATC are expected to meet a standard of conduct which is appropriate to the good name and reputation of the College. Employees are expected to adhere to standards of conduct that 1) foster a positive teaching and learning environment for students, staff and faculty; 2) support professionalism in dealing with all constituents including business and community partners; and 3) demonstrate respect for the standards of the community and for the law and the rights of others.

## 2. References

- 2.1. TATC Sick Leave Policy
- 2.2. TATC Employee Hours of Work Policy
- 2.3. Utah Code -- Title 63 -- Chapter 02 -- Government Records Access and Management Act
- 2.4. Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part

## 3. Policy

- 3.1. **Appearance.** TATC employees are in daily contact with both internal and external customers of the College. Adherence, by all employees to appropriate standards of dress and grooming is critical to maintaining a positive image and reputation for TATC. Appropriate standards of dress require the selection of clothing that is judged by peers, supervisors and administrators to be suitable for the workplace. Proper grooming is also a must for the acceptable coexistence with others. Any unauthorized attire, unconcerned appearance, or disregard for grooming implies a lack of consideration for others and a low opinion of the job and of the College.

- 3.1.1. **Unacceptable Dress.** Employees are not permitted to wear the following while on the job or representing the College in an official capacity:

- 3.1.1.1. Tank tops, tube tops, halter tops or undershirts
    - 3.1.1.2. Dresses, skirts, skorts or shorts of "mini" or above mid-thigh length
    - 3.1.1.3. Abbreviated or tied shirts or blouses
    - 3.1.1.4. Very low cut or see-through blouses, shirts or sweaters
    - 3.1.1.5. Any form-fitting body wear
    - 3.1.1.6. Frayed, torn or severely worn clothing or footwear

- 3.1.2. The cognizant supervisor or TATC administrator has the authority to judge any attire or manner of wearing attire not listed herein to be inappropriate or unacceptable, and to require an employee to discontinue dressing in a manner that is deemed unacceptable.

- 3.2. **Attendance and Punctuality.** The College depends upon its employees to carry out the work of the institution; therefore, reliable, consistent attendance is an important requirement of all positions. The following behaviors are prohibited:

- 3.2.1. Unexcused absence. An absence without proper notification or satisfactory reason is unexcused. An absence for three (3) consecutive days without notification or satisfactory reason is considered a voluntary termination.

- 3.2.2. Repeated tardiness. Tardiness is defined as arriving at work past the appointed starting time without supervisory approval.

- 3.2.3. Failure of employees to report to their work place at the beginning of their work period. Leaving work prior to the end of the work period. Failure to inform the supervisor when leaving the work area.

- 3.3. **Children at Work.** Employees shall not bring their children to work with them unless authorized in advance by their supervisor.

- 3.4. Personal Telephone Calls.** There may be times when it will be necessary for the employee to make or to receive personal calls, but employees should request their friends to call them at home instead of at the office whenever it is possible to do so. There is no objection to an employee making an occasional personal call when work schedules permit. They should let members of their families know the extension number on which they may be reached when necessary. It is requested that employees exercise discretion in the number and length of personal calls, so that business calls may be serviced with minimal interruption.
- 3.4.1. Long Distance Telephone Calls.** Employees are prohibited from making personal long-distance telephone calls at the expense of the TATC. If personal long-distance calls are made on an TATC telephone, they must be charged to a personal calling card.
- 3.5. Sick Leave.** Sick leave is a benefit that provides position and salary continuation in the event of illness. The accrual of sick leave days affords protection for eligible employees in the event of extended illness. Sick leave may not be used for other purposes. Abuse of sick leave benefits may result in disciplinary action, up to and including termination.
- 3.6. Confidentiality.** Many college employees have access to confidential information about students, faculty, staff and the institution itself. Such information is privileged and should not be disclosed except as a part of the employee's official job function in compliance with the Family Educational Rights and Privacy Act of 1974 (also known as "FERPA" or the "Buckley Amendment") and College policy and procedure.
- 3.6.1.** The Utah Government Records Access Management Act (GRAMA) provides that some information is public information. However, it is not up to an individual employee to release information except as provided by college policy and procedure. Any requests for information not specifically addressed by college policy and procedure and the employee's job are to be referred to one of the following: Campus President, Student Services Manager, or Director of Public Relations and Marketing. Failure to respect confidentiality is cause for disciplinary action.
- 3.7. Workplace Relations.** All TATC employees, students, and community members are entitled to respectful, courteous treatment. Employees are expected to conduct workplace conversations with fairness and integrity, and to avoid spreading rumors. Appropriate language is to be used at all times. Employees will refrain from disrupting the work environment by engaging in extended private conversations with co-workers, friends and family.
- 3.8. Personal Web Sites, Electronic Social Media and Blogs.** TATC respects the rights of employees to use personal web sites and web blogs during their personal time but not during work hours. If an employee chooses to identify himself or herself as an employee of TATC on a personal web site, web blog or through electronic social media, he or she must adhere to the following guidelines:
- 3.8.1.** Make it clear to the readers that the views expressed are the employee's alone and that they do not necessarily reflect the views of TATC.
- 3.8.2.** Do not disclose any information that is confidential or proprietary to TATC or to any third party that has disclosed information to the College. Consult *Item 3.6 Confidentiality*, for guidance about what constitutes confidential information.
- 3.8.3.** Avoid making defamatory statements about TATC, its affiliates, employees, students and others.
- 3.8.4.** Engaging in electronic social media, personal web sites or blogging (writing and employee's own blog or reading those created by other) is prohibited during working hours. If TATC determines, in its sole discretion, that blogging activity may compromise TATC or an affiliate, TATC may request and immediate cessation of such commentary and the employee may be subject to disciplinary action, up to and including termination.