

## **Changes/Additions to the Faculty Staff Handbook –August 5, 2016**

Nine-month faculty do not earn and cannot take sick leave during the summer term. - Page 11

Employees must have annual leave approved verbally by their supervisor before submitting in Paycom.

Employees must attend scheduled professional development, unless excused by dean and vice president. Nonattendance of professional development may result in loss of pay, leave and will be reflected in evaluations. 1.20.1

Drones and any other electronic flying devices may not be used on the campus. – 2.11

The driver of any state vehicle may be subject to drug and alcohol testing – Page 19 1.27 Insert before – Any person while under...

The Title IX Compliance Officers are: Mr. Scott Kuttenkuler – Pg. 37

## **Changes/Additions to the Faculty Staff Handbook – July 13, 2016**

### **Southeast Arkansas Code of Ethics**

Southeast Arkansas College expects high standards of performance and conduct from its employees.

Southeast Arkansas College employees are expected to conduct themselves in a manner that strengthens the public's trust and confidence by adhering to principles of conduct and ethical standards:

#### **Principles of conduct:**

- Conduct that is beyond reproach and integrity of the highest caliber;
- Honesty and fairness; and
- Accountability, transparency and commitment to compliance.

#### **Ethical Standards:**

Compliance with Laws, Rules and Regulations: Obeying the law is the foundation on which the College's ethical standards are built. You must comply with applicable, laws, rules, and regulations in every jurisdiction in which the College

does business. You should know enough about applicable federal, state and local laws to determine when to seek advice from appropriate levels of the College's administration.

**Fair dealing:** Whenever you act on the College's behalf, you are required to act honestly, in good faith, and with professionalism. You may not take unfair advantage of another person through unlawful harassment, manipulation, abuse of privileged information, misrepresentation of material facts, or any other unfair practice.

**Protection and Proper Use of College Resources:** You owe a duty to the College to advance its legitimate interests whenever possible. You and members of your immediate family are prohibited from taking for yourself, or members of your immediate family, opportunities that are discovered through the use of College property, information or position without the prior written consent of the College. You may not use College property, information or position for improper personal gain and no employee may directly or indirectly compete with the College.

You should protect the College's assets and ensure their proper and efficient use. College facilities and equipment should not be used for unauthorized non-College business. Your obligation to protect the College's assets includes, but is not limited to, its proprietary information. Unauthorized use of proprietary information violates this Code.

**Timely and Truthful Public Disclosures:** If you are involved in the preparation of reports and documents filed with or submitted to federal, state, and local authorities by the College, you are required to make disclosures that are full, fair, accurate, timely, and understandable. You may not knowingly conceal or falsify information, misrepresent material factors or omit material facts. These same obligations apply to other public communications made by the College.

The College depends on sound business practices such as rigorous observance of internal control, generally accepted accounting principles, financial recordkeeping and reporting policies, and on the maintenance of internal audit and compliance

mechanisms to ensure transparency and to meet its obligation as an organization entrusted with government and private funds. As a College employee, you are expected to record, allocate, and document revenue, expenditures, time, effort and other information in a way that is accurate, clear, complete, and timely.

**Reporting Known or Suspected Violations:** You are expected to report promptly any known or suspected violations of this Code to the College's administration or appropriate departmental supervisor. No retaliatory action of any kind will be permitted against anyone making such a report in good faith.

**Accountability for Violations:** If you violate this Code, including failure to report a violation or withholding information relating to a violation, you may be disciplined, with penalties up to and including termination of employment. Violations of this Code may also constitute violations of law and may result in criminal and/or civil liability for both you and the College. You are required to cooperate in internal investigations of possible misconduct.

**Guidance:** In some instances, it may be difficult to know if a violation has occurred. Your actions or lack of action will reflect on the College. If you have questions about your obligations under this Code, please contact the College's administration. When representing the College or in the performance of your job responsibilities, faculty, staff and administration should:

- Demonstrate courtesy and respect in all dealings with students, faculty, and staff.
- Establish and maintain cooperative and collegial relationships with all faculty and staff.
- Not be disruptive to the College community.
- Respect the rights and property of others.
- Verify data before reporting or accusing student, faculty, staff or administration.
- Never falsify College records. It will not be tolerated, and is subject to immediate termination.
- Comply with College policies, procedures and/or regulations.

Ethics and integrity are the responsibility of each individual. Therefore, every member of the faculty, staff, administration or any other person acting on behalf of the College, is responsible for ethical conduct consistent with Southeast Arkansas College policies.

## **Changes/Additions to the Faculty Staff Handbook – February 29, 2016**

### **B. Additional Rules of Conduct**

1. An extreme, unusual, distracting, or disturbing appearance that upsets the learning environment at SEARK is not tolerated. In certain technical labs, student dress must meet all safety codes/standards.
2. Telephone and mail service are not available to students. Students who have an emergency should call through the SEARK main phone line 870-543-5900. A student should use this number in cases of emergency that involve critical illness or the death of a family member. The Security Office 870-557-4211 should be contacted for on-campus emergencies. Students should never use the college address as a home address.
3. The use of tobacco/tobacco products, including e-cigarettes, is prohibited anywhere on the SEARK campus.
4. Food, drinks, and children are not allowed in the academic classrooms. Students, faculty, and staff may bring food/beverages into the lobbies, halls, and designated areas in each building.
5. All electronic devices should be turned off and placed under the desk, along with any books during classes. (unless approved by instructor)