

E-7                    POLICY                    Employee Expectations, Supervisor Expectations,  
Conflicts of Interest, & Outside Employment

**Employee Expectations**

Employees of Southeast Community College are expected to:

- Follow all College, Division, and Department policies, procedures, guidelines and practices.
- Maintain regular attendance based on a schedule approved by your supervisor.
- Develop and maintain cooperative professional relationships with others.
- Exhibit appropriate judgment and treat others with respect, fairness and consistency consistent with Goal 9.6.
- Effectively execute assigned job responsibilities with honesty, integrity, accountability and professionalism.
- Maintain the qualifications, certifications, licensure, and/or training requirements established for the position held.
- Represent the College in a professional manner including appropriate attire, attitude, and communication.
- Maintain confidentiality of student/employee information.
- Support the mission, core values and strategic goals of the College.

**Role & Responsibilities for Supervisors**

In addition to the expectations above, employees who hold supervisory roles are expected to:

- Ensure a safe and respectful workplace and learning environment.
- Demonstrate and model Goal 9.6 of the Strategic Plan to maximize a positive and engaging working environment by encouraging input, reflective and transparent communication and compassion and respect toward the views and ideas of others.
- Provide employees with ongoing feedback and coaching to support their growth, development and success.
- Manage and direct the work of those assigned to supervise.
- Conduct employee evaluations.
- Address performance and/or behavioral issues in a timely fashion in accordance with the Colleges performance management policies, procedures and practices.

**Conflicts of Interest**

The Southeast Community College Board of Governors believes that SCC employees who are classified as Administrators and other key employees as determined by the president be impartial and independent of personal interest in all College operations. A conflict of interest may occur where an issue involves, or appears to involve, a personal interest that may result in either a personal gain or loss to another.

### PERSONNEL

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A conflict of interest or potential for conflict of interest may include but not limited to:

- Appearance of Impropriety—A circumstance that appears to a reasonable observer to be improper, whether or not such a circumstance is an actual violation of policy or law.
- Financial Interest—A circumstance in which the employee or immediate family member has, directly or indirectly, through business or investment
  - An ownership or investment interest in any entity with which SCC has a transaction or arrangement
  - A compensation arrangement with any entity or individual with which SCC is negotiating a transaction or arrangement, or a potential ownership or investment interest in, or compensation with, any entity or individual with which SCC is negotiating a transaction or arrangement

College policy maintains that any possible conflict of interest issue is best handled through prompt and full disclosure, with non-participation in any vote on the matter where a possible conflict of interest may be involved.

#### **Outside Employment**

An employee's engagement in additional employment or a private interest in a business shall not interfere or create a conflict of interest with the employee's ability to carry out their responsibilities to the College. Southeast Community College is absolved of any liability due to employee's outside employment or business interest, including any liability for workers compensation or unemployment.

**Related Procedure:** E-7a

**Adopted:** 12/13/22

**Reviewed:** 11/15/11, 02/07/09, 05/05/20, 08/10/21, 10/29/21, 12/10/21, 10/21/22, 11/08/22

**Next Review:** TBD

**Web link:**

**Tags:** employee expectations