

Employment Expectations and Professional Conduct of Trust – All Employees

Employment Expectations:

It is the expectation of all Hagerstown Community College employees to:

- (1) comply with all College policies, procedures and codes,
- (2) serve in an initial probationary period,
- (3) satisfactorily fulfill the duties and responsibilities as stated in their job description,
- (4) satisfactorily fulfill teaching responsibilities where applicable,
- (5) receive an annual performance evaluation,
- (6) develop a professional development plan,
- (7) aspire to progress in their skills as the job evolves and/or seek promotional opportunities if qualified,
- (8) aspire to receive tenure, where applicable,
- (9) report to work and work their daily schedule unless on approved leave,
- (10) accurately and timely complete a timesheet in accordance to their classification,
- (11) satisfactorily fulfill reasonable requests and accept assignments designated by the President and/or their supervisor relative to their competencies,
- (12) conduct themselves appropriately and to adhere to high standards of ethics, which included but not limited to honesty, integrity, mutual respect, trust, acceptance, and support of a diversity and varied points of view,
- (13) regard employment with the College as their primary work obligation (full-time employees only),
- (14) maintain a safe work and academic environment for all employees, students, and visitors free from any form of violence, threats of violence, harassment, intimidation of others, or attempts to instill fear in others, including the possession of weapons of any kind in the workplace, on campus, or at off-campus events, and
- (15) provide appropriate notification in event of resignation or retirement from their position based on their classification and position within the College.

Note: All employees are classified in accordance with the Fair Labor Standards Act (FLSA), compensated in accordance with

applicable federal, state, and local regulations, and receive a College-approved title.

Professional Code of Trust:

1. **I will work with other members of the college community openly and in good faith.** I will treat other members of the college community with respect, good will, and candor. I will share information in helping others and I will cooperatively participate in making decisions. I will view myself and others as capable of constructive change and will remain open to new ideas and different viewpoints. I will not be deceitful. When I possess relevant information, I will not withhold it unless I have received the information in confidence. In such circumstances, I will urge others with relevant information to share it openly for the good of the college.
2. **I will respectfully and supportively work with others in doing college business to the best of my ability.** For example, I will do everything possible to attend all meetings of committees and other groups on which I serve. I will prepare for meetings and, where possible, I will help others prepare as needed. I will do my fair share of work for the campus groups to which I have been assigned. I will accept responsibilities which challenge me, while contributing to strengthen the college's culture as one that is collaborative and respectful.
3. **Whenever I serve as a representative, I will work with those I represent to identify their concerns.** I will actively seek out the opinion of others when I serve as a member of a small group charged with making a decision on a matter that has a large "community of interest." I will listen from the speakers' viewpoints and then I will articulate their concerns, when appropriate, and encourage them to become active in the decision-making process.
4. **I will work in cooperation with my colleagues to support the mission and vision of the College.**

5. **I will not seek retribution against anyone for being candid, expressing unpopular viewpoints, or participating in shared governance activities.** For example, when I learn that someone has expressed a viewpoint for which I strongly disagree, I will respect their right to freely express their opinion and will not deny them the opportunity to persuade others. I will view differences of opinion as constructive rather than negative, and I will always respect the individual, regardless of rank or position in the college.