



**MORGAN**  
COMMUNITY COLLEGE

## **Work-Study Handbook**

Work-study student employment at Morgan Community College is coordinated by the Financial Aid Office. This handbook is designed to help facilitate this service for the College and its students. The guidelines the handbook sets forth will clarify the working relationship between the student employee and the supervisor to promote better communication. It is our hope that the employment will be a rewarding and learning experience.

Work-study is a need-based aid program that allows the student to work and earn money to apply toward educational expenses. To be eligible, the student must first submit the Free Application for Federal Student Aid (FAFSA) and have an eligible range of EFC (Expected Family Contribution).

Research shows that students who attend college and are employed tend to obtain better grades because they are more organized and responsible. These jobs can often give the student experience in their field of study.

To be eligible for work-study employment, the student must enroll in and maintain enrollment in at least 6 credit hours during the term(s) of employment. Students must also be making Satisfactory Academic Progress as defined by MCC.

Students eligible for employment through the Financial Aid Office are those enrolled in a degree or certificate-eligible program at Morgan Community College. The Financial Aid office provides job assistance for students in the following categories:

- Federal Work-study
- Colorado Work-study
- Colorado No-Need Work-study
- Institutional Work-study

The work-study allocation/award is the total dollar amount that the student may earn during the employment period. **Students should not work more than 20 hours a week while classes are in session. A student employee may not exceed a 28-hour work week.**

### **FEDERAL WORK-STUDY PROGRAM**

Limited Federal funds are received for Federal work-study employment. The Federal Work-study program includes the America Reads project which requires a percentage of Federal funds to be used for literacy programs such as tutoring in the elementary schools.

To be eligible the student must maintain at least 6 credit hours of enrollment and be in good academic standing.

Limited off-campus jobs are available with approved and contracted non-profit agencies and schools.

### **COLORADO WORK-STUDY PROGRAM**

To receive this award the student must be a Colorado resident. To be eligible the student must maintain at least 6 credit hours of enrollment and be in good academic standing. Colorado work-study positions are offered to students who work on campus for College employers. Some examples of employment opportunities are: MCC Satellite Centers, Administrative Offices, Computer Labs, Science Labs, College Store and more.

### **COLORADO NO-NEED WORK-STUDY**

A Colorado resident whose Free Application for Federal Student Aid (FAFSA) was filed on time, but who is determined to have "no-need" for financial aid, may qualify for state no-need work-study.

To be eligible the student must maintain at least 6 credit hours of enrollment and be in good academic standing.

### **INSTITUTIONAL WORK-STUDY**

Morgan Community College may fund a students' employment with Institutional funds. To be eligible the student must maintain at least 6 credit hours of enrollment and be in good academic standing.

This funding is usually resourced for summer employment of students in essential positions for the operation of Morgan Community College.

Summer work-study requires a separate contract; in addition the student must be an on-time applicant with the next year's Free Application for Federal Student Aid (FAFSA). Priority for **available** funds will be given to those who demonstrate the greatest need.

***The student employee position is the same as any other job.***

Employment opportunities through the work-study program are meant to be learning experiences. A work-study position can be a valuable asset for a student and employer. Knowing that school is a students' priority,

that work-study is an award and that the employer counts on the student are all essential in maintaining the working relationship.

The lack of performance or attendance are justifiable causes for release of employment. The supervisor will be provided with a job performance evaluation to complete with the student employee at least once during the academic year. The employer/employee evaluation should be completed if the student is leaving employment (whether by notice or termination) or if the student is not going to be a returning student employee the next semester. Evaluations should be returned to the MCC Human Resources Office by the end of semester of employment.

If a student employee decides to terminate their employment, they are expected to give their supervisor two weeks notice. The student must notify the Financial Aid Office if employment is terminated.

Direct your questions or concerns about student employment at/with MCC to the Financial Aid Office located in Student Services, phone (970) 542-3150.

## **PAYROLL PROCEDURES**

A work-study authorization/contract that is generated from the Financial Aid Office and signed between the employer and work-study student must be returned to the Financial Aid Office before an employee is allowed to work.

If a student works more than one employment position, the student will need an authorization/contract for each position.

The student must electronically submit a bi-weekly time sheet for the supervisor to review and approve.

***The timesheet indicates a due date, Friday, and the timesheet is due on that date. Timesheets that are not completed and submitted for approval by 11:59 p.m. on the designated Friday date are not guaranteed to be paid in that time pay period.***

The timesheet is submitted electronically to the supervisor for approval. The supervisor is responsible for approving and submitting for payment, in a timely manner. If there are corrections to be made to the electronic timesheet, the supervisor can 'return for correction' to the student. If the student receives a 'return for correction' timesheet, the student should correct and resubmit the timesheet as quickly as possible to meet payroll. There are deadlines that need to be met for payroll and if the timesheet meets the supervisors approval, the timesheet should be submitted by deadline for processing. After the payroll is processed, a statement is available to the student under the 'MyMCC' student employee tab and direct deposit is made to the student's designated account.

For Federal off-campus employees, there will be an additional paper timesheet that needs to be completed and submitted by the student, after the supervisor confirms the time recorded as worked. The paper timesheet and electronic timesheet will have to be completed by off-campus employees. This is to have confirmation from off-campus employers confirming actual hours worked that are submitted electronically by the student.

If a paper and electronically submitted timesheet do not match, a 'return for correction' with a notation of conflicting information will be submitted to the student to correct and resubmit for approval. It is assumed that if a supervisor signs the paper timesheet with the hours worked and reported as correct, it must be the correctly submitted timesheet.

## **JURY LEAVE**

Jury duty is a civic responsibility and all employees are encouraged to serve when called. A student employee does not get paid for serving on jury duty. The student should be excused from employment to serve, when called for jury duty.

## **HOURS**

Work-study students cannot earn work-study funds in excess of 20 hours a week when courses are in session and no more than 28 hours per week at any time.

***Any overtime will be charged at 100 percent to the employer; it will also be subtracted from the student's unmet need or added to the student's expected summer savings.***

## **BENEFITS**

Student employees are not compensated for sick leave.

Student employees are not compensated for vacation pay.

Student employees are not compensated for holiday pay.

The student employee is employed under an hour's pay for an hour's work arrangement.

Student employees are not entitled to State Unemployment Insurance through MCC.

Student employees **are covered** under Worker's Compensation. On the job injuries while performing work-study duties should be reported to the MCC Human Resources Office within four (4) working days.

Student employees are not subject to payment of Social Security Taxes.

## **TAXES**

All student employee wages, including work-study, are subject to federal and state income tax withholding. Every student employee will fill out a W-4 form (Employee's Withholding Allowance Certification) and return it to the MCC Human Resources Office before beginning work. Until the W-4 is received by Payroll, taxes will be withheld at the highest possible rate (single, 0 dependents).

All student employees are exempt by law from FICA (OASDI and Medicare) tax withholding. Students are also exempt from PERA retirement withholding under the same law, unless the student is already under active and continuing PERA membership from prior employment.

## **PERFORMANCE**

The responsibilities of each job will be specified by the employer. It is recommended that the employer give the student employee a written performance evaluation at least once during employment. Evaluation forms are available to employers at any time and will be disbursed for a final evaluation towards the end of the spring semester or sooner by request.

If an employer should become dissatisfied with the work of the student and feels that disciplinary action is necessary to correct the situation, these steps should be followed:

A. The student may be placed on probation for a period of two weeks. The probation information including a detailed explanation of the reasons must be documented in writing and a copy provided to the student. Records of the probation must include correction expectations.

B. If the same offense is repeated within the probation period, notice of termination may be given.

If a previously probated offense is repeated, it will be up to the discretion of the supervisor whether to return the student to probation or to give notice of termination.

An infraction other than the one for which the student was originally reprimanded may result in a new two-week probation period or termination. If the student fails to perform satisfactorily during the probationary period, the supervisor must give at least two weeks advance notice of the termination in writing.

## **TERMINATION**

Employment termination can occur through the Financial Aid Office with work-study employees for the following reasons:

The amount the student has earned through working hours is equal to or in excess of the dollars awarded. The hiring department / facility will be charged 100 percent for any earnings that exceed the authorized allocation/award.

The student has violated the Standards of Satisfactory Academic Progress as outlined in the policy available at the Financial Aid Office and are no longer eligible for employment.

The student has withdrawn from the College either temporarily or permanently or has dropped below half-time enrollment.

The student has received other sources of assistance causing the student to lose work-study eligibility.

***In all cases probation and/or terminations should be in writing.***

Termination of a work-study student employee is justified **after** the supervisor has completed the following steps:

- The first report gives the student constructive assistance to improve. This action must be documented.
- The second report is a written reprimand with timelines to improve, including a warning for termination.

If infraction is repeated after above steps have been completed, termination is justified.

***If an employer dismisses the student, he or she must send the appropriate paperwork to the Financial Aid Office so that a final check can be issued with 24 hours of termination.***

***If an employee decides to resign their work-study position, they must provide a notification in writing to the employer, the Financial Aid Office and the Human Resources Office.***

## **SCHEDULE**

The student will coordinate a schedule of working hours with the supervisor. The student and the supervisor will determine the hours the student is to work from those the student has available around school courses and study time. The hours a student works should not conflict with class schedules.

***The schedule determination will be made to best meet the staffing needs of the office and not necessarily personal preference of the student.***

Student employees are not given a formal break time. Lunches may be scheduled when appropriate, but the student will not be paid for them. Student employees should clock out when taking meal breaks.

**As a student employee, the student is paid only for the time the student works.**

## **DRESS CODE**

Personal appearance and hygiene is very important. We ask that the student dress appropriately for the position. This doesn't mean suits and ties for the men or designer outfits for women. We ask that the student does not dress too casual.

***Individual attire is based on the department's rules and regulations and the level of public contact within that department.***

If the student works on campus, note that Fridays are generally "casual day", which means that full-time staff, as well as work-study students, are allowed to dress more casually (jeans are allowed for all employees on Fridays).

## **SUPERVISORS OF WORKSTUDY STUDENTS**

### **GENERAL INFORMATION**

The workstudy programs are designed to provide financial assistance in the form of part-time employment in on campus jobs, as well as off-campus jobs at community non-profit organizations and local area grade schools.

Students must be attending MCC at least half-time (six credit hours); be admitted to an eligible certificate or degree program; and be awarded workstudy as part of their financial aid package in order to participate. Students must also meet certain progress standards to retain their award from one semester to the next (see SATISFACTORY ACADEMIC PROGRESS).

Workstudy can be a valuable learning experience for a college student as well as a preparation for his/her future in the work world. A supervisor that is concerned for the welfare of the student can make the job a meaningful experience.

## **COMPENSATION**

Since students are awarded work-study as part of their financial aid award package, the amount of award a student may earn is based upon their individual financial need.

Students are paid on an hourly basis and must complete time sheets in order to be paid.

## **TIME SHEETS/SCHEDULES**

Time sheets are due every other Friday. Failure to submit time sheets on the established due dates will result in a four (4) week pay delay. While it is primarily the student's responsibility to ensure time sheets are submitted on time, we ask your assistance in submitting a time sheet left for your signature by the date it is due!

Students may work a maximum of 20 hours/week while school is in session. Students may work up to 28 hours/week while school is not in session (semester breaks, Spring break).

Students may work at more than one job since some positions are needed for a limited number of hours each week. The student will make the determination to work at more than one job taking into consideration the amount of their work-study award, class schedule, and study time needed.

## **SUPERVISOR RESPONSIBILITIES**

- Faculty and staff desiring work-study students should complete a "Work-study Job Description" form and send it to the Financial Aid Office. These requests will then be reviewed for approval and will be listed with all other work-study jobs.
- Supervisors will interview applicants and then complete the "Work-study Authorization/Contract" for each student hired. The student should return the contract to the Office of Financial aid at MCC before performing job duties. A copy of contract will be sent to supervisor for records.
- An orientation must be provided for the student by the supervisor to include all rules and regulations pertinent to the individual department including any institutional policies and procedures. Supervisors are expected to train and supervise work-study employees.
- Remember that the work-study program is designed to enhance a student's education and that for many students, this is their first working experience. Students may therefore require additional training time. Please be patient!
- Supervisors must establish a standard work schedule with each student and monitor the hours worked to ensure that the hours are reported correctly on the time sheet. Also, the supervisor and student need to ensure that the total award is spread out over the entire academic year (fall and spring semesters). Students are generally not given additional work-study awards during the year.
- Supervisors must complete, check, and be sure that time sheets are submitted to the Financial Aid Office by 5:00pm on the established pay period date. Both the student and the supervisor must sign each time sheet.
- Work-study evaluations will be sent out near the end of the term. Each supervisor needs to complete the evaluation and discuss it with the student. This is a valuable part of the work-study employment program as it enables the students to receive feedback on their job performance. The supervisor and student both sign the evaluation, and the student is given a copy. The original needs to be sent to the Human Resources Office to be kept in the student's permanent employment file.

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

Records at Morgan Community College help staff and faculty plan educational opportunities to meet the needs of individual students, better understand students, counsel more effectively with them and assist in employment after graduation. MCC student records are regarded as confidential. These records will be released to faculty and professional staff for authorized college-related purposes. Academic records are released only with the written consent of the student or under specific guidelines set out in the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended.

The privacy and confidentiality of all student records shall be preserved and access guaranteed in accordance with The Family Educational Rights and Privacy Act (FERPA), and The Privacy Act of 1974 (as amended, 1976) and pursuant regulations. The College will not permit access to, or the release of student records, or personally identifiable information contained therein, other than public information, without the written consent of the student, or in accordance with existing State or Federal statutes.

## **SEXUAL HARASSMENT/SEXUAL MISCONDUCT POLICY**

Morgan Community College is firmly committed to maintaining a work and learning environment where students, faculty, and staff are treated with dignity and respect. Sexual harassment, sexual misconduct and acts of discrimination are illegal, often demeaning for the individual student or employee, and can disrupt the College's positive learning and working environment. As such, all member of the College community have a responsibility to be aware of what behaviors constitute sexual harassment, sexual misconduct and discrimination and to be responsible for their own actions, and to help create a safe environment.

Morgan Community College and the Colorado Community College System define sexual harassment/sexual misconduct as:

Sexual Misconduct offenses include, but are not limited to:

- Sexual Harassment
- Non-Consensual Sexual Contact (or attempts to commit same)
- Non-Consensual Sexual Intercourse (or attempts to commit same)
- Sexual Exploitation

Sexual Harassment is:

- Unwelcome, gender-based verbal or physical conduct that is,
- Sufficiently severe, persistent, or pervasive that it has the effect of unreasonably interfering with, denying or limiting someone the ability to participate in or benefit from CCCS' educational program and/or activities, or work activities, and
- The unwelcome behavior is based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.

There are three types of Sexual Harassment:

1. Quid pro quo sexual harassment exists when there are:
  - a. Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of sexual nature, and
  - b. Submission to or rejection of such conduct results in adverse educational or employment action; or
  - c. Affects the terms or conditions of education or employment, or activities with the college.
2. Hostile Environment includes any situation in which there is harassing conduct that is sufficiently severe, persistent, or pervasive that it alters the conditions of employment or limits, interferes with or denies educational benefits or opportunities, from both a subjective (the alleged victim's) and an objective (reasonable person's) viewpoint.
3. Retaliatory harassment is any adverse employment or educational action taken against a person because of the person's perceived participation in a complaint or investigation of discrimination or sexual misconduct.

Non-consensual sexual contact is:

- Any intentional sexual touching,
- However slight,
- With any object,

- By any individual upon any individual,
- That is without consent and/or by force

Non-consensual sexual intercourse is:

- Any sexual penetration
- However slight,
- With any object,
- By any individual upon any individual,
- That is without consent and/or by force.

Sexual exploitation occurs when anyone takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses.

If you believe that you have been sexually harassed or that you have been retaliated against by anyone in your work and/or academic activities at Morgan Community College, you should report this conduct immediately so that an inquiry into your complaint may commence without delay. You may report this conduct to an officer of the college, supervisor, or a Human Resources representative.

Employee’s Obligation to Report

MCC employees have an ethical obligation to report any incidences they are aware of concerning discrimination and/or harassment. If the employee is unsure, s/he may direct their questions to Human Resources.

Inquiries or complaints should be directed to the Title IX Coordinator or Deputy Title IX Coordinator:	
Susan Clough, Title IX Coordinator	Julie Beydler, Deputy Title IX Coordinator
970.542.3127	970.542.3129
<a href="mailto:Susan.Clough@morgancc.edu">Susan.Clough@morgancc.edu</a>	<a href="mailto:Julie.Beydler@morgancc.edu">Julie.Beydler@morgancc.edu</a>

**NON-DISCRIMINATION STATEMENT**

Morgan Community College prohibits all forms of discrimination and harassment including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policies 3-120 or 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Morgan Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs. For information regarding civil rights compliance or grievance procedures contact:

**Title IX Compliance Officer:**

Susan Clough  
 Vice President for Administration and Finance  
 920 Barlow Road  
 Fort Morgan, CO 80701  
 970-542-3127  
[Susan.Clough@MorganCC.edu](mailto:Susan.Clough@MorganCC.edu)

**Equal Opportunity Officer:**

Julie Beydler  
 Director of Human Resources  
 920 Barlow Road  
 Fort Morgan, CO 80701  
 970.542.3129  
[Julie.beydler@morgancc.edu](mailto:Julie.beydler@morgancc.edu)



You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

REFERENCE: <http://www.morgancc.edu/about-mcc/legal-notices/grievances/sexual-misconduct/>

## **KNOW YOUR RIGHTS**

Every student and staff has the right against being bullied, harassed, and retaliated against:

**Bullying** is defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally, that is not speech or conduct otherwise protected by the 1<sup>st</sup> Amendment.

**Harassment/Discrimination** of any kind will not be tolerated at MCC. Please refer to SP 4-31a for definitions regarding harassment and discrimination.

**Retaliatory harassment** is any adverse employment or educational action taken against a person because of the person's perceived participation in a complaint or investigation of discrimination and/or harassment based on federal or state civil rights laws.

## **WHAT DO YOU DO IF YOU BELIEVE YOU ARE BEING BULLIED, HARASSED, OR RETALIATED AGAINST?**

Do not wait for the treatment to get better! Report it immediately to Human Resources or to any MCC employee that you feel comfortable with. All MCC employees have an obligation to report incidents concerning harassment and/or retaliation which includes bullying.

For further information regarding MCC policies on bullying, harassment, and retaliation please visit My MCC Portal.

## **WORKPLACE VIOLENCE**

Violent behavior or the threat of violent behavior toward employees, students, the general public, college property or college operated facilities will not be tolerated. No person may have on his or her person any unauthorized firearm, ammunition, explosive device, or illegal weapon as defined in the statute, on campus or any facility used by the college.

For the purposes of this executive order, violent behavior is defined as any act or threat of physical, verbal or psychological aggression or the destruction or abuse of property by an individual. Threats may include veiled, conditional or direct threats in verbal or written form, resulting in intimidation, harassment, harm or endangerment to the safety of another person or property.

Any employee observing or experiencing violent behavior by another individual are advised to immediately report this observation to his or her supervisor or the Human Resources office.

## **ADA STATEMENT**

Morgan Community College complies with and fully supports Section 504 of the vocational rehabilitation act of 1973 with amendments of 1974 as well as the Americans with Disabilities Act (ADA) of 1990. "No qualified individual with a disability shall, by reason of such disability, be subjected to discrimination." Students desiring accommodations have the responsibility to self-identify to the institution as a person with a disability or special need. Appropriate documentation must be provided to the ADA coordinator. Students of special populations may be eligible for "reasonable accommodations" so long as they meet and follow MCC policy and procedure. <http://www.morgancc.edu/students/future-students/disability-services/> . Those wishing to seek accommodations must contact the ADA Coordinator, Dan Marler at (970) 542-3157.

## **GAINFUL EMPLOYMENT**

To prepare students for gainful employment in a recognized occupation, the US Department of Education requires colleges to disclose certain financial information. Details can be found at [www.morgancc.edu/gainfulemployment](http://www.morgancc.edu/gainfulemployment).

## **MANDATED REPORTERS**

All MCC employees are responsible for ensuring their work and educational environments are free from illegal discrimination, sexual harassment, and related retaliation. When alleged or suspected discrimination, sexual harassment, or retaliation is experienced or observed by, or made known to, an MCC employee, the employee is responsible for reporting that information to one of the following individuals:

Susan Clough

Title IX Coordinator

Vice President for Administration and Finance

920 Barlow Road

Fort Morgan, CO 80701

970-542-3127

[Susan.Clough@morgancc.edu](mailto:Susan.Clough@morgancc.edu)

Scott Scholes

Vice President of Student Success

920 Barlow Road

Fort Morgan, CO 80701

(970) 542-3111

[Scott.scholes@Morgancc.edu](mailto:Scott.scholes@Morgancc.edu)

Julie Beydler

Director of Human Resources

920 Barlow Road

Fort Morgan, CO 80701

970-542-3129

[julie.beydler@morgancc.edu](mailto:julie.beydler@morgancc.edu)

## **PROHIBITION STATEMENT**

Morgan Community College prohibits the offenses of domestic violence, sexual assault and stalking; as defined by C.R.S. 18-6/800.3, C.R.S. 18-3-402, and C.R.S. 18-3-602. The College also prohibits the offense of dating violence as defined as the physical, sexual, or psychological/emotional violence within a dating relationship, as well as stalking. It can occur in person or electronically and may occur between a current or former dating partner. You may have heard several different words used to describe teen dating violence including: relationship abuse, intimate partner violence, relationship violence, dating abuse, domestic abuse, and domestic violence. The definition of "consent" in reference to sexual activity is defined per state statute C.R.S. 18-3-401(1.5) under "unlawful Sexual Behavior."

For further information please contact one of the following:

Susan Clough

Deputy Title IX Coordinator

Vice President for Administration and Finance

920 Barlow Road

Fort Morgan, CO 80701

970-542-3127

[Susan.Clough@morgancc.edu](mailto:Susan.Clough@morgancc.edu)

Scott Scholes

Vice President of Student Success

920 Barlow Road

Fort Morgan, CO 80701

(970) 542-3111

[Scott.Scholes@morgancc.edu](mailto:Scott.Scholes@morgancc.edu)

Julie Beydler

Director of Human Resources

920 Barlow Road

Fort Morgan, CO 80701

970-542-3129

[julie.beydler@morgancc.edu](mailto:julie.beydler@morgancc.edu)

To report an incident please contact one of the people listed above or electronically at:

<http://www.morgancc.edu/behavioral-intervention-team/>

In case of an emergency please call 911.

## **WORKER'S COMPENSATION**

If you are injured while on the job, you must report the injury to Human Resources within four (4) working days of the accident, pursuant to section 8-43-102 (1, CRS). Although student employees are not considered regular employees of the College, they are covered by Workers Compensation coverage while performing their jobs. Filing a claim with workers compensation does not guarantee coverage on medical expenses.

## **DRUG-FREE WORKPLACE POLICY STATEMENT**

Morgan Community College complies with the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, (the "Act"). The Act requires that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education ("IHE"), state educational agency ("SEA"), or local educational agency ("LEA") must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. This includes providing an annual notice to all students and employees and a biennial review of college drug and alcohol prevention programs.

In compliance with the federal Drug Free Schools and Communities Act, the Colorado Community College System prohibits the unlawful manufacture, dispensation, possession, use, or distribution of a controlled substance (illicit drugs and alcohol) of any kind and in any amount. These prohibitions cover any individual's actions that are part of any college activities, including those occurring while on college property or in the conduct of college business away from the campus.

Violators will be subject to disciplinary action under employee and student disciplinary policies. The disciplinary action includes, but is not limited to, probation, suspension or expulsion from the college or probation, suspension or termination of employment, referral to authorities for prosecution, as appropriate.

## **CONFIDENTIALITY AGREEMENT**

You must understand that in the course of your employment with Morgan Community College, you will receive or become aware of business information that is sensitive or confidential. This information may be written, electronic, or verbal and come from a variety of sources. You understand that you are not to access sensitive or confidential information unless it is necessary in order for you to complete your job responsibilities. You further understand that this also applies to information you may inadvertently hear or see that does not directly involve you in an official capacity. You acknowledge that you must protect all sensitive or confidential information.

You understand that in the performance of your duties, you may be requested to provide sensitive or confidential information to others. You agree to hold in confidence and to not disclose any sensitive or confidential information to any person, including employees of state, federal or local governments, except to those who have an official business reason for the information. If you have questions regarding the proper handling and disclosure of confidential or sensitive information, immediately notify your supervisor for further clarification and direction prior to releasing the information.