

West Virginia Northern Community College

WORKPLACE STANDARDS OF CONDUCT

Effective Date: March 25, 2004

Date Approved by WVNCC Board of Governors: March 25, 2004

Authority Reference: WV Code 29A-6; 18B-1-6

Replaces previous policy dated:

Rule: All personnel are required to provide a full day's work each day on the job; to behave in a civil professional manner; to treat others with respect; to comply with State and Federal laws and regulations, and to comply with the HEPC/WV Council for Community and Technical College Education and College regulations, rules, and and procedures. All personnel are entitled to be treated with respect and are entitled to file a grievance (WV Code 29A-6) for work-related disputes free from any retaliation. Contact the Human Resource Representative for procedures, information and questions.

All personnel are expected to be suitably attired and groomed during working hours or when representing the College as determined by the supervisor.