



# Northeast Community College Board Policy Manual

## Executive Limitations Policy Policy Number: EL - 03

### Treatment of Employees

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The President shall not cause or allow a workplace environment that is unfair, disrespectful, unsafe, disorganized, or otherwise interferes with employees' ability to do their jobs.

Further, without limiting the scope of the above statement by the following list, the President shall not:

1. Allow employees, or those seeking to be employees, to be without current, enforced, written human resource procedures that clarify expectations and working conditions, provide for effective handling of grievances, and protect against wrongful conditions.
  - 1.1. Permit employees to be without adequate protection from harassment and bias.
  - 1.2. Permit employees to be uninformed of the performance standards by which they will be assessed.
2. Allow conditions or practices inconsistent with a trusting, cooperative, and collaborative workplace environment.
3. Retaliate against any employee for non-disruptive expression of dissent.
4. Allow employees to be unprepared to deal with emergency situations.

**Effective Date:** 12/09/2021

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**Rescinded Date:** none