

### **23. CODE OF SAFE PRACTICES**

We are committed to maintaining a safe environment for the students, employees and visitors in our facilities. Your cooperation with the Campus Safety Program is an essential part of your employment with the College. Failure to comply with the standards of the program will result in disciplinary action including reprimand, suspension and/or termination. You can review a hard copy of the IIPP located in the Campus Director's office or an electronic copy on InfoZone.

### **24. FACILITY SECURITY**

Facility security is a serious matter and requires the cooperation and honesty of all employees and students. It is the policy of the College to report all crimes to the law enforcement agency with jurisdiction at the campus. The College cannot assume responsibility or liability for personal items that are lost, stolen or damaged. In the event that an employee is the victim of a crime on a SJVC facility, it should be reported immediately to the security officer and Campus Director, who will complete the report and refer the employee to the appropriate support resources in the community.

In the event that an employee is accused or suspected of committing a crime on a SJVC facility, the College will fully cooperate with the appropriate law enforcement agency and will impose the appropriate sanction, up to and including discharge, in the event the employee is found guilty.

All guests and visitors of employees are required to check in and out at the reception desk upon arrival on campus. Guests and visitors are not allowed in the classroom without the prior approval of the Campus Director.

### **25. PARKING**

Employees may park their vehicles in designated areas, if space permits. If space is unavailable, employees must park in permissible public areas in the vicinity of College property. Employees may not use parking areas specifically designated for customers, vendors, College vehicles, or otherwise reserved. San Joaquin Valley College is not responsible for any loss or damage to employee vehicles or contents while parked on College property. Employees should secure their belongings and keep them out of sight.

Some SJVC locations require parking permits. Employees must display permits so they are easily identified. Some locations also share parking areas with other businesses. Employees must follow required guidelines and remain courteous to fellow business persons at all times.

Parking areas may be monitored with video or other surveillance for purposes of protecting College property only. This surveillance system is in no way to provide employees with personal security.

### **26. HOUSEKEEPING**

Housekeeping in each department is a responsibility that is shared by everyone. Each person is expected to help keep his or her work area clean and in order. This extends to

the restrooms, lunch and break areas and the parking lot.

## **27. WORKPLACE VIOLENCE PREVENTION**

*San Joaquin Valley College* is committed to workplace safety. As a part of this commitment, *SJVC* is specifically committed to providing a workplace that is free of threats or acts of violence and to protecting its employees and students from such conduct on College premises. In keeping with this commitment and in conjunction with other policies, we have established a strict policy that prohibits any employee from behavior that is violent, threatening or intimidating while conducting College business.

This policy applies to all employees. *SJVC* has zero tolerance for employees who make threats, engage in threatening behavior, or commit acts of violence against others. In addition, the College is committed to preventing violent or threatening behavior on its premises by students, visitors, guests or family members of student and employees.

This policy prohibits not only physically violent behavior but also behavior that is threatening, harassing or intimidating. Prohibited behavior includes, but is not limited to:

- Possession or use of firearms, explosives, weapons such as knives, or any other hazardous or dangerous devices on College property or at any College function, whether on or off campus.
- Disorderly conduct on College property, including fighting, inciting or provoking another to fight, battery, attempted bodily injury or physically abusing an employee, student or visitor.
- Directly or indirectly using abusive or threatening language, coercing, threatening, or otherwise harassing any employee, student or visitor.
- Actual or direct or indirect threatened physical violence towards another employee, student or visitor.

Keeping the workplace free of violence can only be accomplished if every employee takes personal responsibility for being aware of and reporting potentially violent behavior. Therefore, all employees are responsible for immediately reporting to their supervisor any incident involving threats or acts of violence. Violation of this policy will lead to disciplinary action, up to and including immediate discharge. Employees making such reports will not be retaliated against, nor will the College tolerate any such retaliation.

In addition, in order to assist the College in its efforts to maintain a violence-free workplace, employees are strongly urged to notify the Campus Director about any restraining order in effect for themselves or students, or any potentially violent situation outside work that could result in violence in the workplace.

## **28. PAY PERIOD, PAYDAY AND WORKWEEK**

There is a fourteen day pay period ending every other Saturday at midnight. For purposes of overtime, the workweek begins at midnight Saturday of each week. Paydays are the Thursday following the end of the pay period. Online instructors are paid according to their offer letters.

Automatic deposit of payroll checks is available at the individual employee's request for