



Hennepin Technical College

Chapter 1: College Organization

Employee Code of Conduct

Adoption: 04/15/98
Revised: 04/25/17
Last Reviewed: 05/03/17 (SGC)
Cabinet Approved: 10/02/17
Next Review Date: 10/02/22
Authority: Minnesota State
<http://www.mnscu.edu/board/procedure/1c0p1.html>
Custodian of Policy: Chief Human Resources Officer

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Definitions

1. Confidential information means any information obtained from the college which has not become public information and which, if released, may provide unfair economic advantage or adversely affect the competitive position of an individual or business.
2. Employee means all employees of the college regardless of assignment or job classification.
3. Private interest means any interest which pertains to a person or business whereby the person or business would gain a benefit, privilege, exemption, or advantage from the action of the employee that is not available to the general public.

Acceptance of Gifts

Employees in the course of their duties as an employee of the college may not directly or indirectly receive or agree to receive any payment of expense, compensation, gift, reward, gratuity, or other benefit from any source except the state.

Employees may accept the following:

1. Gifts of nominal value
2. Textbooks
3. Plaques or similar mementos recognizing individual services
4. Payment of reimbursement expenses for travel or meals which do not exceed actual expenses incurred and which are not reimbursed by the college as approved in advance as part of the work assignment.
5. Honoraria or expenses paid for activities of employees on their own time and for which they are not compensated by the college.

Use of Confidential Information

Employees of the college may not use confidential information to further their private interest, and may not accept outside employment or involvement in a business or activity that will require the employee to disclose or use confidential information.

Use of State Property

Employees may not use nor allow the use of state time, supplies, or state-owned or leased property and equipment for private interests.



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There are times when it is necessary and good practice for staff to use state property away from the campus setting for college related work. Such equipment as computers used for curriculum development or other college related work may be checked out by the employee. Employees wishing to sign out technology should do so following established procedures through their supervisor and the IT department.

Conflicts of Interest

The following actions by an employee are considered a conflict of interest and subject to disciplinary action as appropriate:

1. Use or attempted use of the employee's official position to secure benefits or privileges which are different from those available to the general public.
2. Acceptance of other employment or contractual relationship that will affect the employee's independence of judgment in the exercise of the duties of the job.
3. Solicitation of a financial agreement to perform services for another organization which is in direct competition with the college.

When an employee believes the potential for a conflict of interest exists, it is the employee's duty to avoid the situation or bring it to the attention of the Chief Human Resources Officer. A review for conflict of interest will be conducted following the criteria outlined in the statute. A conflict of interest exists when one of the following conditions are present:

1. The use for private gain or advantage of state time, facilities, equipment, or supplies.
2. Receipt or acceptance by the employee of any money or other item of value from anyone other than the college for an activity which the employee would be required or expected to perform in the regular course or hours of college employment or as part of the duties as an employee.

Soliciting for Personal Gain

Employees of the college may not conduct private business, sell, or attempt to sell or buy any commercial product or service during work hours in any working area.

Accepting Advantage by College Employees

Employees in direct contact with college vendors or potential vendors or who influence purchasing decisions may not accept anything of value or promise of future reward from a vendor.

Selling and Purchasing State-owned Merchandise

Employees may not, outside their routine job duties, sell state property. Employees may purchase state property by sealed bid only after reasonable public notice if the employee is the



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highest bidder and not directly involved in the sealed bid process. (This does not apply to property that is acquired or produced by the state/college for sale to the general public in the ordinary course of business.)

Use of College Funds

Employees may not convert college funds to their own personal use in any manner. Personal use of college funds is a felony.

Money appropriated for a specific purpose may not be used for any other purpose.