



# Southwestern Michigan College Board Policy – Staff Personnel - Obligations of Employees

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02/08/2009	02/08/2009	

## **DIVISION II – STAFF PERSONNEL**

### **II.2 OBLIGATIONS OF EMPLOYEES**

#### **II.2.1 Professional Services**

It shall be the duty of all employees of the College, unless otherwise specifically noted in their letter of employment, to devote their professional services and their individual skills to the service of the College; and all such employees shall at all times so conduct themselves in the discharge of their duties as to reflect credit upon and to further promote the interests of the College.

#### **II.2.2 Use of Facilities by Employees**

College facilities, equipment and other resources are not to be used in any activity for product development, repair, maintenance or renovation under any circumstances when an employee of the College has a business or financial interest in the activity. College employees may not remove College property from either campus of Southwestern Michigan College without written approval by the College President or his designee.