

Guidelines – Staff Workplace Rights & Responsibilities

Introduction:

We believe that all Bismarck State College staff have a responsibility to treat each other with respect and to behave honorably. While informal guidelines for behavior can be formed through relationships and institutional culture, we believe that putting guidelines in writing cultivates a culture of open communication, provides basic protection, and ensures consistency on vital issues. This effort is meant to raise employee morale; enhance working relationships and reduce conflict; boost employee productivity, and retention; and improve the satisfaction of all parties involved.

Workplace Expectations:

BSC staff expect to be treated with respect and honesty. ^{A,B,M}

BSC staff expect open communication, to be listened to, and to have a voice.

BSC staff expect a workplace free from discrimination. ^J

BSC staff expect a safe work environment. ^G

BSC staff expect to be paid a fair wage. ^F

BSC staff expect confidentiality, except when legally obligated to disclose. ^{A,M}

BSC staff expect to exercise their rights without fear. ^D

BSC staff expect to work in a non-threatening environment, free of verbal abuse, insults, sabotage, bullying, sarcasm, passive aggressive behavior, cronyism, retaliation, and second guessing. ^{C,D,H}

Staff Responsibilities:

What staff expect from their supervisors

1. Staff expect supervisors to behave ethically and respect policy and legal requirements. ^{A,B,M}
2. Staff expect clear communication (performance standards, work rules, problems) and to be trusted.
3. Staff expect a workplace free of favoritism and abuse of supervisory discretion. ^{C,D,H}
4. Staff expect support (equipment, supplies, time, training) needed to meet job performance expectations.
5. Staff expect to be evaluated based on job performance. ^{K,N}
6. Staff expect opportunities for professional development and assistance with developing career goals. ^K

What supervisors expect from their staff

1. Supervisors expect to set performance standards and hold staff accountable. ^{K,N}
2. Supervisors expect to control operations and set reasonable work rules. ^{K,N}
3. Supervisors expect staff to behave ethically, respect policy and legal requirements, and handle confidential information securely. ^{A,B,M}
4. Supervisors expect to be told when there is a problem. ^{K,N}
5. Supervisors expect staff to use work time wisely and to perform an honest day's work. ^I
6. Supervisors expect staff to be good representatives of Bismarck State College.
7. Supervisors expect staff to deliver excellent customer service and care about students.

8. Supervisors expect to have reasonable notice for special requests.

Reference:

Supporting BSC Policies: ^A[Code of Ethics](#), ^B[Code of Conduct](#), ^C[Harassment](#), ^D[Hostile Work Environment](#),
^F[Salary Administration](#), ^G[Security/Workplace Violence](#), ^H[Sexual Misconduct and Title IX Compliance](#), ^I[Theft, Fraud, Abuse and Waste Reporting](#), ^J[Equal Opportunity](#)
NDUS HR Policy ^K17
SBHE Policies ^L100.5, ^M308.1, ^N604.3

History:

First draft approved by the Staff Senate on December 15, 2015.

Revisions – approved by the Staff Senate on September 20, 2016; reviewed by the Operations Council on October 12, 2016 and approved by the Executive Council October 19, 2016.