



**MPC**

**FOUNDATION**  
MONTEREY PENINSULA COLLEGE

**DATE: February 16, 2022**

**TO: MPC Foundation Board of Directors**

**FROM: Beccie Michael, ED**

**RE: Personnel Policy**

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### **Background**

At the January 19, 2022 board meeting, a question was raised regarding the **(bolded)** statement below in the MPC Foundation's Personnel Policy:

"The Standards of Conduct listed below are not intended to be all-inclusive. Rather they are illustrative of specific areas of conduct. Accordingly, the absence of any rule(s) of unacceptable conduct shall not restrict the right of the Foundation to carry out its function to otherwise manage, direct, or discipline employees. Unacceptable conduct includes (pg. 6):

**Using one's employment relationship for personal gain without prior approval." (pg. 7)**

In researching the historical context for this statement, I discovered that it was borrowed and modified from another college foundation's policy (which our policy is modeled after), that reads:

"Representing yourself as authorized to act on behalf of the Foundation or using your employment relationship for personal gain without prior approval."

The District's Chief HR & Employee Relations Officer confirmed that no such statement exists in the District's HR documents, nor was he familiar with this terminology. He provided the following language that is more typically seen in community college employment, and that I believe more clearly articulates what the statement in question may be attempting to capture:

- "offering anything of value or offering any service in exchange for special treatment in connection with the employee's job or employment, or accepting anything of value or any service in exchange for granting any special treatment to another employee or to any member of the public;
- using the credit, time, facilities, equipment or supplies of the District for the employee's private gain or advantage or the private gain or advantage of another."

### **Recommendation**

I recommend that we remove this statement in the Policy:



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“Using one’s employment relationship for personal gain without prior approval.” (pg. 7)

And add the following:

- “Offering anything of value or offering any service in exchange for special treatment in connection with Foundation employment, or accepting anything of value or any service in exchange for granting any special treatment to another employee or to any member of the public.
- Using the Foundation’s time, facilities, equipment or supplies for the employee's private gain or advantage.”

A version of the Policy which includes the recommended changes in red font is included in the agenda packet for the Board’s consideration.