

Human Resources Ethics Policy and Confidentiality Statement

I. Definitions:

Related Party: A Related Party is a blood relative, a spouse, an ex-spouse, a person related by marriage, a business entity (or trust) which is (at least) 5% owned by the person or in combination with related parties to the person.

Director: The Director of Human Resources of the South Orange County Community College District.

Chair: The Chair of the Hiring Committee.

Policy: The Human Resources Ethics Policy and Confidentiality Statement.

II. Policies:

- 1) Each person should avoid situations which involve decisions or actions which affect their own interests or the interests of related parties.
- 2) Each person must disclose any financial interest of his or her own or of a related party which would be affected by a proposed action. No person may take any action where the person or a related party to the person realizes any financial benefit.
- 3) A Member of a hiring committee must disclose any relationship or issue which impairs the member from maintaining strict impartiality concerning any candidate.
- 4) The Chair or the Director may recuse any member from the committee whose impartiality is in question.
- 5) No information in regard to the work of a hiring committee shall be disclosed outside of the hiring process at any time. Each member of the hiring committee will sign an Ethics Policy, Confidentiality Statement, and Conflict of Interest Statement and shall not reveal any applicant's ranking within the pool of applicants or any other information directly or indirectly related to the candidates or interview process to any third party unless directed to do so in writing by the Chancellor, or by Court order.

III. Remedies:

- 1) A person who violates this Policy may be reprimanded orally or in writing, barred from serving on hiring committees for a set period of time, barred from overload assignments or reassignments, suspended without pay, or terminated depending on the severity of the violation, the number of past violations, and the success of the person in complying with past commitments.

IV. Procedure:

- 1) The Director may conduct an investigation into any alleged breach of the Policy.
- 2) A person who is suspected of having violated a Policy shall be advised of the accusation in writing by the Director.
- 3) The person may retain counsel at the person's own expense. The person shall be provided a written explanation of the accusation within ten working days.
- 4) If the Director is satisfied by the written response that no violation occurred, the Director may close the case. If the Director is not satisfied that no violation occurred, the Director shall call a hearing on a least ten working days notice.
- 5) At the Hearing, the Director shall present any evidence and/or witnesses in support of the accusation. The person may present any evidence and/or witnesses in rebuttal, may be represented by counsel, and may cross-examine any witness.
- 6) The Director shall decide the case and shall issue a written decision within ten working days. If the penalty is an oral or written reprimand or being barred from serving on hiring committees for a set period of time, the decision shall be final and not subject to appeal. If the penalty consists of being barred from overload assignments or reassignments suspended without pay, or terminated, such decision shall be a recommendation to the Chancellor.
- 7) The Chancellor may affirm any such recommendation, deny such recommendation, modify such recommendation, or hold a hearing de novo on ten days written notice. The Chancellor must issue a written decision within thirty business days.

