## Employee Policies List

### **Rochester Community and Technical College**

**Name of Employee: Date Provided to Employee:**

**Position/Discipline:**

All RCTC policies are available online at <http://www.rctc.edu/rctc/policies/index.html>. Employees are responsible for familiarizing themselves with and adhering to RCTC, MnSCU and State policies and procedures applicable to their employment status and position. Following is a listing of important policies, procedures, and plans (all are hyperlinked to the appropriate document). If you desire a hard copy of any specific policy or procedure, please contact the Human Resources Office or find the electronic version of this document on our website at <http://www.rctc.edu/hr/benefits-resources.html>

[**Americans with Disabilities Act** (State policy)](https://mn.gov/mmb/employee-relations/laws-policies-and-rules/federal-laws/american-with-disabilities-act/)[**Access for Individuals with Disabilities (**RCTC & MnSCU Policy)](http://www.mnscu.edu/board/policy/1b04.html)[**Affirmative Action**](http://www.rctc.edu/hr/affirmative_action.htm)

[**Alcohol or other Drug Policy (**RCTC Policy and MnSCU Procedure**)**](http://www.rctc.edu/policies/administration/alcohol%20_on_campus.html) **[Alcohol and Drug Use (](https://mn.gov/mmb/assets/1418DrugAndAlcoholPolicy2016_tcm1059-253325.pdf)**[State Policy](https://mn.gov/mmb/assets/1418DrugAndAlcoholPolicy2016_tcm1059-253325.pdf)**[)](https://mn.gov/mmb/assets/1418DrugAndAlcoholPolicy2016_tcm1059-253325.pdf)**

[**Direct Deposit**](http://www.sema4.state.mn.us/htmldoc/eng/webhelp/PAY0001/Direct_Deposit_of_Employee_Pay_Requirement_Policy.htm)

**[Ethical Obligations](https://www.revisor.mn.gov/statutes/?id=43A.38)** [(Minnesota Statute 43A.38 – Code of Ethics)](https://www.revisor.mn.gov/statutes/?id=43A.38)

**[Political Activities of State Employees](https://www.revisor.leg.state.mn.us/statutes/?id=43A.32)**

**[Electronic Communication and Technology Ethics](https://mn.gov/mmb/assets/appropuseoftech1423_tcm1059-235399.pdf)** [(Statewide policy)](https://mn.gov/mmb/assets/appropuseoftech1423_tcm1059-235399.pdf)

**[Family Medical Leave Act (FMLA)](http://www.rctc.edu/hr/documents/StatewideFMLAPolicy2013.pdf)** [(State policy/procedures)](http://www.rctc.edu/hr/documents/StatewideFMLAPolicy2013.pdf)

[**Family Medical Leave Action (FMLA)** (MnSCU information/procedures)](http://www.minnstate.edu/system/hr/FMLA/index.html)

[**FLSA**](https://www.dol.gov/whd/flsa/)

**[Harassment Prohibited (](https://mn.gov/mmb/assets/01-2-harassmentprohibited_tcm1059-124017.pdf)**[State administrative procedure)](https://mn.gov/mmb/assets/01-2-harassmentprohibited_tcm1059-124017.pdf)

**[Non-Discrimination in Employment and Education](http://www.rctc.edu/policies/system/Nondiscrimination.html)** [(RCTC & MnSCU Policy)](http://www.rctc.edu/policies/system/Nondiscrimination.html)

**[Report/Complaint of Discrimination/Harassment Investigation and Resolution](http://www.mnscu.edu/board/procedure/1b01p1.html)** [(MnSCU procedure)](http://www.mnscu.edu/board/procedure/1b01p1.html)

**[General Harassment](http://www.rctc.edu/policies/system/Harassment.html)** [(Community College carryover policy)](http://www.rctc.edu/policies/system/Harassment.html)

**[Health and Safety](http://www.rctc.edu/policies/facility/Safety_Security.html)** [(RCTC Policy)](http://www.rctc.edu/policies/facility/Safety_Security.html)

[**Occupational Safety and Health Administration** (OSHA)](https://www.osha.gov/index.html)

[**Weather/Emergency Closings** (RCTC policy)](http://www.rctc.edu/policies/html/weather.html)

[**Weather/Emergency Closings** (MnSCU policy)](http://www.mnscu.edu/board/policy/404.html)

**[Time Off in Emergencies](https://mn.gov/mmb/assets/Minnesota-Management-and-Budget-Administrative-Procedure-5.4_tcm1059-128450.pdf)** [(State administrative procedure)](https://mn.gov/mmb/assets/Minnesota-Management-and-Budget-Administrative-Procedure-5.4_tcm1059-128450.pdf)

**[Zero Tolerance of Workplace Violence Policy and Plan](http://www.rctc.edu/policies/system/Zero%20Tolerance.htm)**

I have received information on how to access all of the above noted policies and understand it is my responsibility to read and adhere to these policies. I agree that it is my responsibility to seek clarification on any of these policies should I have questions.

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Employee Signature Date

Updated February 2017