

POLICY UPDATE

February 1, 2007

On January 23, 2007, the ACCD Board of Trustees took action on the following policies:

DGBA(LEGAL) - Personnel-Management Relations: Employee Complaints

Legal policies are issued by the Texas Association of School Boards (TASB) policy service. This legal policy was deleted by the ACCD Board of Trustees because it contained a provision that was not applicable to community college districts. The TASB policy service has announced plans to re-issue the policy without the provision as part of the next legal update, at which time the ACCD board will decide whether to accept the revised version for inclusion in the policy manual.

CDC(LOCAL) - Accounting: Audits

This policy, which addresses internal and external auditing, was revised to include (1) updating of terms and minor edits; (2) the addition of a requirement that internal audit reports and responses be submitted to the Audit, Budget and Finance committee and the full Board; and (3) an update of the authorization for the internal audit director to report potential criminal audit findings to appropriate authorities.

CHE(LOCAL) - Site Management: Mail and Delivery

This is a new policy that covers the appropriate use of ACCD mail and other receiving/delivery systems. The policy prohibits employees from using their work addresses for delivery of items for personal use (for instance, catalog or online purchases). The policy was developed in response to the adverse effect of such use on the ACCD mail and central receiving systems, as well as the disruption of operations caused by employees receiving direct personal deliveries at the work place. This subject was also addressed in a recent message from Dr. Derrico to all employees.

Because this policy is new and relatively short, the text of the policy is included on the next page.

*SITE MANAGEMENT:
MAIL AND DELIVERY*

*CHE
(LOCAL)*

USE OF COLLEGE DISTRICT MAIL SYSTEM *Employees shall not use the College District mail system for any purpose other than official College District business. With the written permission of the college President or designee, internal mailboxes at an individual campus may be used by campus employees and school-sponsored or school support groups affiliated with that campus. [See also GF]*

USE OF COLLEGE DISTRICT ADDRESS *Employees shall not use their College District addresses for any purpose other than official College District business. This policy expressly prohibits employees from accepting deliveries on College District property of items that the employee has ordered, purchased, or otherwise directed to be delivered, other than for official College District business, including deliveries through the College District mail system, other College District services, or direct delivery to the employee by the vendor or other delivery or mail services on College District property. This policy does not preclude the delivery of items such as flowers sent to an employee's work address in honor of the employee.*

VIOLATIONS *Employees who violate this policy are subject to progressive discipline, up to and including termination. Mail room, central receiving, and other district services supervisors shall document all uses of their respective district services in violation of this policy and report them to the relevant department head, who shall administer progressive discipline to the employee in accordance with College District policy and regulations. Supervisors of employees who use their College District addresses for direct delivery of non-business items, and receive the items on College District property in violation of this policy, shall administer progressive discipline to the employee in accordance with College District policy and regulations.*

Please be sure that you understand this policy and how it applies to you as an ACCD employee.

These Board actions are effective as of January 23, 2007. Policies CDC(LOCAL) and CHE(LOCAL) should be posted online in approximately 30 days. In the meantime, if you have questions or need a copy of CDC(LOCAL), contact Eddie Cruz, Compliance Analyst (208-8117 / ecruz70@mail.accd.edu), or Carol Riley, District Ethics and Compliance Officer (208-8042 / criley@accd.edu).