

# Pine Technical College Policy and Procedure

Policy Number: 114 REV 1    Date: December 2, 2002    Revision Date: May 1, 2006  
Division/Department: General Administration    Author: Ken Ries  
Subject: Fraudulent or Other Dishonest Acts

**Authorities:** MnSCU policy 1C.2 Fraudulent or Other Dishonest Acts. State Code of Ethics (Minnesota State Statutes 43A.38)

**Purpose:** Pine Technical College is committed to creating an environment where fraudulent and other dishonest acts are not tolerated. This policy establishes responsibilities for investigating potential incidents of fraud or other dishonest acts, taking remedial actions, and reporting evidence to the Legislative Auditor and other appropriate authorities.

## **Policy:**

Pine Technical College, as part of the Minnesota State Colleges and universities, operates under the direction of Board of Trustees. College employees, including student employees, are subject to all provisions of Board Policy 1.C.2 . Employees should review this policy, which is available at <http://www.mnscu.edu/board/policy/1c-02.pdf>. The policy requires that state resources entrusted to the College must be used for their dedicated purpose. Dishonest and unethical acts by employees are prohibited. If such acts are reasonably suspected by an employee, they shall be reported through the employee's supervisor to the President of the College. If the President is unavailable, the [Chain Of Command Policy](#) should be followed. If the employee is uncomfortable reporting the incident to their supervisor, the incident may be reported to the Human Resources Director, the Business Office Manager, or the Chief Information Officer. The President, or his designee, shall investigate such report. Employees shall not make statements or disclosures in reckless disregard of truth. Violations shall result in remedial action as defined in Board Policy 1C.2.

As state employees, College employees, including student employees, must comply with the Minnesota State Code of Ethics (M.S.43A38), which is available at <http://www.revisor.leg.state.mn.us>. This statute generally prohibits employees from accepting gifts from any source other than the state for duties related to the individual's employment responsibilities. Exclusions from this prohibition are listed in the statute and include textbooks and items of nominal value. Employees must avoid conflicts of interest between their state duties and their own private financial interests. Employees may not use state time, state supplies, or state equipment in furtherance of such private financial interests. Violation of this statute is a misdemeanor under state law.

## **Dissemination:**

Reviewed by Leadership Team: 5-1-06  
Reviewed by Faculty Shared Governance: 5-9-06

Approved: \_\_\_\_\_ Date:  
Robert L. Musgrove, Ph.D. President