

EMPLOYEE CONDUCT CODE

In the interest of creating an educational environment in which teaching and learning are optimized and in which each employee maximizes his/her effectiveness, the employee conduct code below is applicable to all employees. Outlined are various forms of conduct that are prohibited. Violations of the conduct code may result in reprimand, suspension, and/or dismissal. The conduct code is subject to all provisions of State Board of Education Policy.

As specified in the applicable State Board Policy, the activities outlined below are prohibited.

- a. Harassment (SBE 601.04)
- b. Gambling on College campuses (SBE 513.01)
- c. Smoking in prohibited areas (SBE 514.01)
- d. Possession of firearms, dangerous chemicals, or other dangerous weapons on campus or at College functions (SBE 511.01)
- e. Absence from work without approved leave (SBE 618.01)
- f. Disclosure of confidential information (SBE 616.01 and 809.01)
- g. Pursuit of individual interest resulting in a conflict with the interest of the College (SBE 615.01)
- h. Discrimination based on race, color, national origin, religion, age, disability, marital status, or gender (SBE 601.01, 601.02, and 601.04)
- i. Use of official position and influence to further personal gain or that of a family member or personal associate (SBE 615.01)

In addition to the behaviors outlined above, the forms of conduct listed below are prohibited.

- a. Theft
- b. Tardiness
- c. Disruptive conduct
- d. Sleeping on the job
- e. Abuse of equipment or facilities
- f. Violation of published safety regulations
- g. Unauthorized solicitations on work premises
- g. Use of abusive or threatening communications
- h. Unauthorized use of equipment, facilities, or other resources.
- i. Physical or verbal abuse of persons within the College community
- k. Possession or use of alcohol or other controlled substances on campus
- l. Any form of fraud, dishonesty, or falsification of student records, employment applications, or records kept in performance of job duties

Provisions of State Board Policy 619.01 (Fair Dismissal Act) further specify that an employee's employment may be terminated for failure to perform his/her duties in a satisfactory manner, neglect of duty, incompetence, insubordination, immorality, justifiable decrease in jobs in the institution, or other good and just causes provided such termination shall not be made for political or personal reasons.