

SOUTHWESTERN COMMUNITY COLLEGE	HUMAN RESOURCES/INFORMATION TECHNOLOGY EMPLOYEE CODE OF CONDUCT	Policy 4.03.02
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All Southwestern Community College employees shall adhere to the following Code of Conduct. Failure to adhere to the Code of Conduct may subject the employee to disciplinary action, suspension or dismissal as outlined in Policy 4.03.03 – Employee Disciplinary Action, Suspension and Dismissal or, for cases of sex discrimination or harassment, Policy 4.03.05 Sex Discrimination and Harassment and disciplined as outlined in Procedures 4.03.05.01. Employees may be disciplined for conduct that occurs outside of work if such conduct brings disrepute to the employee or College or negatively affects the employee’s ability to perform his or her job.

All employees shall:

1. Comply with all statutes, regulations and Board of Trustee policies.
2. Direct all complaints regarding the work environment to the appropriate supervisors and/or file grievances instead of acting to undermine or diminish the authority of co-workers and supervisors.
3. Avoid confrontations with co-workers or students, including but not limited to, engaging in actions or conversations which the employee knows or should know will result in an actual disruption.
4. Comply with all administrative directives in a timely and professional manner, including written directives regarding specific issues or behaviors.
5. Perform all assigned and/or accepted extracurricular and non-instructional duties in a timely and professional manner.
6. Participate in and complete any required professional development activities required by the College.
7. Attend and participate in all required staff meetings and other required meetings.
8. Complete and transmit all required reports and other documentation in a timely and professional manner.
9. Arrive to work on time.
10. Maintain a courteous and professional attitude when working with other staff members, students and visitors.
11. Exercise proper care and maintenance of College property.
12. Avoid conflicts of interest.

The following are examples of professional and personal conduct that may serve as grounds for disciplinary action, including suspension, demotion or termination. This list is illustrative and not all-inclusive.

A. Performance of Duties

1. Inadequate performance and/or failure to perform duties.
2. Negligence in the performance of duties.
3. Physical or mental incapability for performing duties.
4. Careless, negligent, or improper use of College property or equipment.
5. Failure to maintain satisfactory and harmonious working relationship with the public and/or employees.
6. Habitual improper use of leave privileges.
7. Habitual pattern of failure to report for duty at the assigned time and place.

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8. Failure to obtain or maintain a current license or certificate required by law as a condition for performing the job.
9. Refusal to accept a reasonable and proper assignment from an authorized supervisor (insubordination).

B. Personal Conduct

1. Gross misconduct, immorality and/or lascivious behavior that has a negative impact on the College and/or the employee's ability to perform their job.
2. Conviction, arrest, indictment or charge that: (i) poses a threat to the physical safety of students or personnel; (ii) demonstrates that the employee does not have the integrity or honesty to fulfill his or her employment duties with the College; and/or (iii) creates a substantial disruption to the ordinary operations of the College.
3. Improper use, misappropriation and/or theft of College property (including College funds).
4. Falsified job information or omitting material information to secure position with the College.
5. Participation in any action that would in any way seriously disrupt or disturb the College's normal operations.
6. Trespassing at any trustee or employee's home for the purpose of harassing or forcing dialogue or discussion from the occupants.
7. Willful damage or destruction of College property.
8. Willful acts that would endanger the lives and property of others.
9. Possession of unauthorized firearms or lethal weapons on the job. (See Policy 4.3.9 – Weapons on Campus)
10. Refusal to accept a reasonable and proper assignment from an authorized supervisor (insubordination).
11. Reporting to work under the influence of alcohol or drugs or partaking of such substances on the job.
12. Acceptance of gifts in exchange for "favors" or "influences".
13. Disclosing confidential information from official records.
14. Engaging in incompatible employment or serving a conflicting interest.
15. Taking part in political management or political campaigns prohibited by Policy 4.04.02 – Employee Political Activity or otherwise prohibited by law.
16. Any form of unlawful discrimination or harassment.
17. Making false, misleading or ambiguous statements, deliberately or willfully, whether verbal or written, in connection with any official College business or records.
18. Violent acts, threats of violence (direct or implied), stalking, or physical intimidation.
19. Violations of College policies and procedures.

