

All employees are expected to meet the following standards of performance and conduct. Failure to meet these standards may subject the employee to disciplinary action and/or termination of employment.

- (A) Describe honestly their qualifications for a prospective position, with full disclosure of all pertinent facts. Upon acceptance of a position, establish and maintain a practice of openness and honesty. Refrain from any deliberate misrepresentation or dishonesty in official matters and from fraud, falsification, or exaggeration. Refrain from deliberate concealment of a material fact in connection with an official document such as time and attendance, travel, or other claims. Refrain from withholding material facts in connection with matters under official investigation.
- (B) Function as a responsible and loyal member of the divisional or administrative unit to which they are assigned, and represent it to others in a fair and accurate manner.
- (C) Accept appropriate responsibility assigned to them and cooperate by timely completion of the assigned work or duties.
- (D) Refrain from disorderly conduct, such as the use of disrespectful, abusive, or offensive language, or the use of threatening or intimidating acts, or language, or coercion against employees or students.
- (E) Recognize that the college reserves the right to restrict dress and workplace decor for legitimate reasons including issues of professionalism, safety, hygiene and/or environmental conditions.
- (F) Recognize the authority of supervisors to interpret the intent of the college's policies and procedures. Maintain professional standards when disagreeing with policies or procedures. Base criticisms on careful evaluation of all the facts. Refrain from making false, malicious, or unauthorized statements or disclosures concerning other employees, students, or the college. In case of disagreement, participate and conduct themselves in a responsible manner in suggesting changes in, or development of, future policies affecting the college.
- (G) Conduct college business through authorized channels.
- (H) Recognize that actions which constitute breaches of law or flagrant violations of the generally accepted social codes of the community may be construed as professional misconduct.
- (I) Realize that, while they have the right to engage in some collateral employment, they must accept the obligation to see that it does not interfere with their obligations to the college or create a conflict of interest. When the amount of time or compensation is large enough to suggest interference with duties or possible bias in the employee's judgment, the president of the college has the right to request the collateral employment be terminated.

(J) Respect and observe the conditions under which confidential information is obtained and used.

(K) Recognize that the right to speak publicly involves the obligation not to represent themselves as speaking for the college, unless so authorized.

(L) Use college facilities and property only for their intended use, consistent with applicable policy, law, and regulation.

(M) Be aware of all relevant college rules and regulations which pertain to their activities.

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CERTIFIED ELECTRONICALLY

Certification

03/12/2015

Date

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