

STANDARDS OF EMPLOYEE CONDUCT

Southwestern Oregon Community College has established standards of employee conduct. Employee violation of these standards may result in disciplinary action up to and including discharge from employment at Southwestern Oregon Community College.

This procedure applies to all Southwestern Oregon Community College employees.

This procedure statement contains the established guidelines governing employee conduct, addressing those behaviors which may warrant immediate dismissal following first offense, and those behaviors which adversely affect job performance and repetition of which can lead to termination.

Guidelines for Employee Conduct:

Employee Supervisors should consult the Southwestern Oregon Community College Human Resources Department for discussion and clarification when:

1. Questions arise as to what shall be considered appropriate or inappropriate conduct, and/or
2. A given instance is not addressed explicitly in these standards.

Many of the offenses listed below may not be serious enough to warrant discharge from employment following the first offense. However, repeated offenses may result in termination. In all instances, sound, well-documented progressive disciplinary actions must be administered before an employee's Supervisor can consider termination action. Certain actions, however, may be grounds for immediate dismissal depending upon the totality of the circumstances.

Employees are expected to maintain these **Standards of Employee Conduct**. Violation can lead to progressive disciplinary action for employees. Such standards of employee conduct include, but are not limited to, the following:

1. Maintaining the rights of confidentiality of information
2. Presenting accurate employment records
3. Presenting accurate information of spouse, dependents, and/or immediate family for purposes of medical or other employee benefits
4. Smoking only in approved areas
5. Absence of intoxication or illegal drug use during working hours
6. Not abandoning one's position - a position shall be deemed abandoned if an employee fails to report to work without notifying his/her supervisor for three (3) **consecutive** days
7. No excessive absenteeism or tardiness
8. No excessive use or abuse of unscheduled leaves

9. No gross inefficiency, carelessness, willful misconduct, or negligence in the performance of duty or in the care or use of SWOCC property
10. Minimal over-extension of lunch breaks or coffee breaks
11. Absence of excessive or unauthorized use of SWOCC phone during work hours for personal business
12. Absence of insubordination (including, but not limited to, refusal to do assigned work)
13. Absence of malicious or careless acts which result in personal injury, property damage, accidents and/or expense to others
14. Absence of disorderly conduct (fighting, threatening, insulting, or otherwise abusing others)
15. No willful and/or persistent violation of any rule or regulation of Southwestern Oregon Community College
16. No possession of weapons, firearms, destructive devices on campus, as per Administrative policy #5.014
17. Absence of harassment of employee(s): Harassment is any conduct which has the purpose or the effect of unreasonably interfering with an individual's performance of duties or creates an intimidating, hostile, or offensive environment, or sexual harassment; i.e., making unwelcome sexual advances, request(s) for sexual favors, and other verbal or physical conduct of a sexual nature
18. Timeliness in completion of necessary paper work for leave requests, travel reimbursement, payroll, grades, class rosters

Immediate Suspension and subject to Dismissal:

An employee whose actions are threatening or criminal in nature is subject to immediate suspension leading to dismissal. Such actions include but are not limited to:

1. The use of illegal drugs on duty
2. Disregard for safety procedures which endanger life or limb, and/or threatening others with dangerous weapons.

Responsibilities:

The Human Resources Department shall be responsible for ensuring that all SWOCC supervisors and employees know and understand the standards of conduct that apply to all employees.

Insertion Date

References:

Board of Education Policy # 10.018, 3.054, 3.056, 1.032, 10.032 (4/6/94)
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