
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.

Employees are expected to maintain these Standards of Employee Conduct. Such standards of employee conduct include, but are not limited to, the following:

1. **Employee Conduct:** Employees must comply with all College Board Policies and Administrative Procedures and Policies. Employees must comply with the Tobacco Use Environment policy and smoke only in designated areas. Employees must comply with the Alcohol and Drug-Free Workplace policy and may not be under the influence of illegal drugs or alcohol during working hours. Employees may not possess a firearm, dangerous weapon, or destructive device on College property as defined in APP 5.014 . Violent, threatening, or destructive behavior on College premises or at a College-sponsored activity is prohibited.
2. **Attendance:** Employees are expected to be reliable and punctual in reporting for scheduled work. The College recognizes that illness, injury, and other unforeseen circumstances may occur, and has therefore established sick leave and other leave benefits plans to compensate eligible employees for certain time loss. When an employee cannot avoid being late to work or is unable to work as scheduled, the employee is expected to notify the supervisor at least one hour before your scheduled start time, or as soon as practical. This notice must be given on each day that you are late or absent, unless the College has received documentation authorizing you to be absent until a specific date.

When reporting an absence, employees must provide sufficient information for the College to determine if the absence qualifies for Family Medical Leave under state and/or federal laws, (e.g., hospitalization; under a doctor's care; illness of a family member, etc.). You must also follow the College's established procedures for this kind of leave.

Excessive absenteeism, tardiness, or extension of breaks will result in discipline. Examples of absenteeism or tardiness that may be considered excessive include, but are not limited to:

- Absences of more than 3 days in 3 months, or 6 days in 6 months.
- Tardiness more than 1 time in a week, or more than 2 times in a month. (Tardiness of more than 30 minutes shall be counted as an absence under this policy.)
- Any pattern of absenteeism, such as consistently missing days prior to or following a weekend or holiday.

If an employee fails to report to work without notifying his/her supervisor for three (3) consecutive days, the position may be deemed abandoned.

3. **Work Performance:** Employees are expected to be professional, reliable, and efficient in completing their assigned job duties. Employees must follow established procedures or work methods and meet performance standards in completing their duties. Employees must follow safe working practices and promptly report workplace accidents or injuries.

4. **Relationships with Others:** Employees will not use his/her position or influence to derive a financial benefit or otherwise profit from a relationship with a student. Each employee will conduct himself/herself so as to promote an atmosphere free from discrimination and harassment. Employees will be flexible and cooperative in working with others and will be professional in communications with other employees, students and College patrons. Insubordination, including a refusal to follow oral or written directions or instructions of a supervisor, is not tolerated. Fighting, discourteous and offensive behavior is prohibited.
5. **College Property:** Employees must use and maintain College property, equipment, and materials appropriately. Employees will not use the College's name, property, or resources for non-educational benefit or purpose, except as otherwise allowed by College policy or employment agreements. Unauthorized use of employment time or College resources for personal purposes is prohibited. Employees must comply with the College's *Acceptable Use of Information Technology Resources* procedure in using the College's computers, e-mail, and website.
6. **Employment Records:** Employees must present accurate employment records to the College, including accurate information of spouse, dependents, and/or immediate family for purposes of medical or other employee benefits. Employees are expected to be timely in completing necessary paper work, such as leave requests, travel reimbursements, payroll, grades, and class rosters. Falsification of any document or misrepresentation directly related to employment or professional duties is prohibited.
7. **Confidential Records:** Employees must use and maintain all student records and employee records, including electronically stored information, in a confidential manner as required by federal and state law and College Policies and Procedures.

Formerly Admin. Policy 6.2.001

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