

3358: 14-3-03 Standards of conduct.

Statement of purpose: Northwest state community college goals of excellence are supported by a set of standards of conduct. The college seeks to encourage a safe and pleasant work atmosphere which occurs when everyone cooperates and commits to appropriate standards of conduct.

- (A) All vice presidents, deans, and other supervisors are responsible for the appropriate and consistent application of this policy. All vice presidents, deans, and other supervisors are also responsible for initiating the request for disciplinary action as soon as they are aware of a potential situation.
- (B) Employees are expected to become familiar with the established rules of the college and the departments in which they work. Employees are responsible for complying with and adhering to all performance expectations, policies and procedures. Employees are expected to conduct themselves in a manner both on and off duty that does not adversely affect the ability of the employee to perform the duties of their position.
- (C) General rules of conduct and policies have been established to help achieve the objectives of this policy. The expectation is that all employees are held to the highest standards of conduct in all areas related to their employment. Inappropriate conduct of any kind including but not limited to, disruptive, discourteous, disrespectful, abusive behavior, substandard quality of work, theft, falsifying records, failure to properly record time worked or any other behavior deemed inappropriate will be subject to disciplinary action based on the circumstances of the situation.
- (D) Employees should recognize that "failure of good behavior" may be grounds for disciplinary action. Failure of good behavior includes but is not limited to discourtesy to the public, absenteeism, tardiness, insubordination, inappropriate attire, and dishonesty.
- (E) In the event any Northwest state community college employee is convicted of any felony the employee shall within ten days, notify the human resources department. Failure to notify human resources may subject the employee to discipline up to and including termination.
- (F) It is best to avoid situations that may cause a question as to your integrity or motives. Employees who witness or have knowledge of such behavior are

required to immediately report it to their immediate supervisor/manager or to the human resources department.

(G) Disciplinary actions may have an effect on transfers and promotions as well as other situations in which performance is a determining factor.

Effective: 03/16/2015

CERTIFIED ELECTRONICALLY

Certification

03/04/2015

Date

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