

Part-Time Employees Standards of Conduct/Work Rules

Summarized below are representative offenses that may lead to disciplinary actions and/or possible termination:

1. Willful violations or disregard for safety; fire, traffic or parking violations.
2. Smoking at a time or place where smoking is not authorized.
3. Wasting work time or being out of the work area without permission.
4. Solicitation of employees on College premises for membership in, or donations for, organizations without the specific approval of the College President.
5. Posting of notices, circulation or distribution of literature or articles of any kind on College premises without the specific approval of the College President or designee.
6. Acts that disrupt or interfere with the administration or functions of the College.
7. Repeated tardiness or absenteeism; absences without reasonable cause and failure to notify the College of absence within one (1) hour of the start of the scheduled work period. An employee may be docked for a fractional part of a day for tardiness.
8. Failure to inform the supervisor when leaving a work station.
9. Repeatedly leaving the work station for excessively long periods.
10. Negligence: failure to exercise due care and reasonable diligence in the performance of job duties; careless use of College property, unsatisfactory production or incompetence.
11. Threats, pressure or physical action against another employee or group of employees.
12. Refusal to maintain standards of dress, personal grooming or cleanliness which are deemed reasonable and safe for the position held.
13. Charging personal telephone toll calls to the College's account.
14. Failure to report an on-the-job personal injury or damage to College property.
15. Loafing during assigned duty hours. The first offense will result in a three (3) day suspension. A second offense may result in termination.
16. Willful violation or disregard of State Statutes, State Board of Education Rules or College policies and procedures.
17. Conduct unbecoming a College employee, including a failure to be courteous, considerate, respectful to students, the public or other employees.
18. Theft and pilferage: Unauthorized removal or possession of property belonging to or in the care of the College.
19. Committing acts of violence: Fighting or improper or immoral conduct on College premises.
20. Insubordination: Refusal to perform work as directed or willful neglect of duty.
21. Sleeping during assigned work hours: This violation will normally result in termination. Mitigating circumstances such as illness, medication or oversleeping the lunch period may, at the discretion of the supervisor, result in a three (3) day suspension without pay for first offenders with a satisfactory work record. Second offenders will be terminated.
22. Gambling or conducting other games of chance on College premises.
23. Possession or use of intoxicants or illegal drugs or other illegal substances on College premises.
24. Loaning or permitting the duplication of College keys (metal, electronic or otherwise) or any means of access to College facilities provided to employees by the College.
25. Possession of firearms, weapons of any kind or explosive materials on College premises.
26. Conduct outside the College of a criminal, dishonest or immoral nature; habitual use of intoxicants; drug addiction; moral turpitude or conduct likely to reflect unfavorably upon the College.
27. Manipulation of computer data banks by providing false input causing additions, deletions, changes, omissions or removal of computer data.
28. Falsification of time cards or time sheets or other methods used to track time and attendance.
29. Falsification of personnel, medical or other records; omission of pertinent facts or giving false testimony.
30. Improper or unauthorized use of College property or equipment.
31. Use of official position for personal gain or personal advantage. This is considered a conflict of interest by the College.