

## Employment Expectations

### Summary

It is important that all employees perform to the best of their abilities at all times. When an employee's workplace behavior impairs performance on the job, affects another employee, or reflects adversely on the college, it is a matter of great concern. Should an employee's performance, work habits, conduct or demeanor become unsatisfactory in the judgment of the College, based on the policies, rules or regulations, they will be subject to disciplinary action up to and including dismissal.

To ensure orderly operation and to provide a safe and productive work environment for all, guidelines have been established for all employees. While this list is not meant to be all inclusive, the following are examples of unacceptable behavior that may result in discipline that could include verbal warnings, written warnings, suspension, demotion, reassignment and/or termination:

- Violation of any of the college's policies, including but not limited to the Equal Opportunity in Employment Policy, Responsible Use of Electronic Communications and Network Services policy, Sexual Harassment and Misconduct Policy or the Drug Alcohol and Alcohol policy.
- Threatened or actual violence while on college premises or on college business.
- Unauthorized use of, removal of, theft of or damage to property of the college, an employee, an independent contractor or any property on college premises at any time.
- Dishonesty, false, fraudulent or misleading statements, actions or omissions involving another employee or any records or information provided the college (whether oral or written), including but not limited to employment applications, time and pay records, claims pertaining to injuries occurring on the college's premises, and claims for any benefits provided by the college.
- Abuse, inconsiderate treatment or inability to cooperate with co-workers, supervisors, employees or members of the public. This includes, but is not limited to, the use of profane, abusive or threatening language.
- Engaging in horseplay, practical jokes, and/or gambling while on college time or property.
- Failure to maintain a neat, well-groomed appearance and appropriate dress.
- Insufficient, careless work performance, neglect of duties, or repeated unsatisfactory work performance.

- Insubordination and/or any failure or refusal to perform work assigned or follow instructions.
- Excessive or prohibited personal use of the college's property or resources, including but not limited to computers, equipment, or any other college-provided resource.

All employees are expected to know and understand the above guidelines. Failure to abide by these guidelines may result in disciplinary action, up to and including termination of employment.

Disciplinary action is exclusively at the college's discretion depending on the severity of the problem and the number of occurrences. There may be circumstances when one, more, or all steps prior to termination are bypassed. In general, the following actions may occur:

***Verbal Warning.*** Minor infractions and rule violations may result in the issuance of a verbal warning. The conversation with employee should be documented.

***Written Warning.*** Formal documentation regarding the infraction/violation and expected corrected or improved behavior will be provided in the form of a written warning. This warning should be forwarded to Human Resource Services.

***Suspension.*** Should events compel the college to take immediate action when discharge appears possible, the college may immediately suspend the employee for a specific period of time. Normally, this period will not be for longer than three days, but in certain situations and due to the complexity or seriousness of the investigation, the suspension may be longer. The suspension may be with or without pay, and the employee will be required to leave the premises immediately. Upon investigation, the suspension may lead to discharge.

***Discharge.*** The college maintains that certain activities are so harmful to the successful operation of the college that anyone involved in them will be subject to discharge. In situations involving major infractions, continued failure to respond appropriately to prior counseling, or continued negative or inappropriate behavior, discharge may be the appropriate recourse.