

**Section:** Employee Code of Conduct

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**Sponsoring Unit/Department:** Chief of Staff

## Employee Code of Conduct

Certain rules and regulations regarding employee behavior are necessary for the efficient operation of the College and for the benefit and safety of all visitors, students and employees. All College employees are expected to contribute to a productive and cooperative effort to conduct the business of the College and to serve the students and the general public. Further, College employees have a responsibility to the College and the community to conduct themselves at the highest level of ethical standards.

Conduct that interferes with operations, discredits the College, or violates performance or ethical standards will not be tolerated. Such conduct will be addressed through the Performance Management process.

### Code of Conduct and Standards of Behavior for Employees

Pima Community College employees will show mutual respect for others, basic courtesy, reciprocity (treating others as we wish to be treated), and behaviors that create a positive environment in which to learn and to work. College Administration will set the tone for civil behavior through their professional conduct and through their leadership of the institution. All members of the college community will create a positive environment characterized by considerate and principled conduct.

- All employees are expected to conduct themselves and behave with professionalism, courtesy, integrity, and with the highest level of ethics. Such conduct includes, but is not limited to:
  - ◇ Cooperating with other employees and treating all students, visitors, other employees, and members of cooperating agencies or businesses in a courteous and considerate manner;
  - ◇ Reporting to management unethical or illegal conduct, or conduct suspected to be unethical or illegal, by employees or students;
  - ◇ Maintaining high standards of honesty and integrity, free from personal considerations, bias, or favoritism.

Employees are expected to perform their assigned duties in accordance with established timelines, standards of quality, and College Policies. This includes, but is not limited to:

- Meeting established quality standards in a timely fashion;
- Protecting and conserving College property and resources;
- Employing all appropriate safeguards and practices to ensure the safety of students, employees, and visitors;
- Reporting ready for work at the assigned starting time and at the proper work location, and notifying the supervisor in advance of any absence from work or the inability to report to work on time.

Employees are required to comply with Federal, State, County, and Municipal laws and regulations as well as the Policies and Procedures of Pima Community College.

In order to assist employees in their efforts to meet the expectations of the College, supervisors shall:

- Be familiar with College policies and procedures that affect assigned personnel; Consult with Human Resources Employee Relations for assistance prior to initiating corrective or disciplinary action.
- Substantiate each apparent violation of policy or procedure or instance of unsatisfactory performance before taking action;
- Inform the employee if any policy or procedure has been violated;
- Ensure that any action taken is prompt and in accordance with applicable College policy.

The following conduct is prohibited and any employee engaging in such conduct, attempting to engage in such conduct, or aiding another employee is subject to the Corrective Action and/or Disciplinary Procedures. The examples below are illustrative of the behavior that will not be permitted, but are not intended to be all-inclusive:

- Reporting to work under the influence of alcohol and/or illegal drugs or narcotics; using, selling, dispensing or possessing alcohol and/or illegal drugs or narcotics on College premises, while conducting College business, or at any time which would interfere with the effective conduct of the employee's work for the College; using illegal drugs; or testing positive for illegal drugs;
- Fighting or assaulting a fellow employee, visitor or student; using language, actions, and/or gestures which are threatening, intimidating, abusive, obscene, or profane; engaging in any form of intimidation, bullying, harassment, sexual harassment, discrimination, or contributing to an offensive, hostile environment; disorderly or disruptive conduct;
- Refusing to follow College policies, regulations, and procedures or management's instructions concerning a job-related matter, except in cases where the safety of the employee may be endangered or in cases where the action is illegal or unethical;
- Possessing firearms or other weapons on College property, except as required by the job;
- Stealing, destroying, defacing, misusing or using College or another person's property without authorization;
- All employees are expected to maintain a certain standard in their communications to each other and the public. Employees are expected to communicate with a high degree of integrity and transparency. Employees are prohibited from lying, misrepresenting, or intentionally omitting information with the intent to mislead and/or to benefit themselves, other employees, employee groups, or non-College individuals or organizations. This standard applies to communication as an employee, in any form, including social media, to any member of the College, community, or the public.
- Failing to notify the College of a felony conviction or the loss of a license or certificate required for the position, or failing to cooperate in a College investigation or audit;
- Abusing sick leave or demonstrating a pattern of sick leave use without required medical documentation; or having unauthorized absences from work;
- Using an employee's official position for personal gain; using confidential information for personal advantage or to further any private interest; accepting or soliciting, directly or indirectly, any gift or item of other than modest monetary value from any person or entity seeking action from, doing business with, or whose interests may be substantially affected by the performance or nonperformance of the employee's duties;

- Engaging in outside employment or activities that conflict with official College duties and responsibilities, or that tend to impair the capacity for performance of duties and responsibilities in an acceptable manner, or that create a real or apparent conflict of interest;
- Failing to wear assigned safety equipment or failing to abide by safety rules and policies;
- Disclosing information of a confidential nature to unauthorized persons; tape recording or transmitting conversations without the express permission of all parties;
- Conducting personal business during work hours and/or on College premises;
- Gambling on College property.