



ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE PROCEDURE NO: AP 313.01

RELATED TO POLICY NO. 313.01

TITLE: STANDARDS OF CONDUCT

Umpqua Community College has established performance and behavior standards that employees are expected to follow. As discussed below, the College may issue oral or written warnings, suspend, demote, or take other disciplinary action for violations of our rules or policies as we deem appropriate. However, nothing in this Administrative Procedure is intended to alter the requirements of just cause, if any, under an applicable CBA or individual employment agreement.

When we determine that an employee has committed a minor violation, the employee will receive a warning prior to more serious disciplinary action. When we feel an employee has committed a major violation, that employee is subject to more serious discipline, including termination of employment. Please note that temporary employees may be terminated for a minor violation without receiving any prior warning.

Each situation will be evaluated according to the circumstances involved, and the type of discipline administered may vary depending on our assessment of the seriousness of the violation. Also, warnings for different violations may be combined to determine the appropriate level of discipline.

An employee's overall record will generally be considered in determining the appropriate level of discipline in a particular case.

The following are examples of prohibited conduct that may be viewed as either major or minor violations, depending on the severity of the conduct:

- Unsatisfactory attendance, including excessive or unauthorized absenteeism or tardiness, or failure to comply with UCC's notification procedures.
- Using abusive or threatening language toward co-workers, customers or visitors to our workplace.
- Careless, inaccurate, unreliable, unprofessional or otherwise unsatisfactory work performance.
- Failure to follow safe working practices or violation of safety rules or procedures.
- Personal use of UCC's property (i.e. equipment, supplies, materials, etc.) or removing UCC's property, without advance approval from the appropriate supervisory authority.
- Discriminatory behavior, harassment, or retaliation in violation of UCC's Equal Employment Opportunity Policies.
- Insubordination in carrying out job duties, including refusing to follow any lawful instructions

TITLE: STANDARDS OF CONDUCT (AP 313.01)

issued by a person in a supervisory position.

- Violation of UCC's policies or procedures regarding smoking, the use of intoxicants or the use of controlled substances.
- Threatening behavior, bullying, or possession of guns, weapons or dangerous items.
- Provoking or instigating physical fights during working hours or on UCC premises, or engaging in horseplay or roughhousing.
- Unauthorized release of confidential information, including information regarding UCC's employees or students.
- Unlawful conduct, including theft. NOTE: Evidence of criminal activity will be provided to law enforcement except as prohibited by law.
- Job-related dishonesty or falsification of any kind, including but not limited to unauthorized altering or falsifying of documents (e.g. time records, absence and sickness reports, expense reports, production records, employment applications, etc.), or providing false or misleading information including in any work-related investigation.
- Destroying or damaging property belonging to UCC, a co-worker, or another person or business connected with UCC.
- Failure to immediately report any accident, injury or property damage, as according to the College's safety rules or procedures;
- Sleeping on the job.
- Violating UCC's vehicle use policy or procedures.
- Violating any College policy, rule or procedure.
- Any other conduct that the College views as serious enough to justify disciplinary action.

Obviously, we cannot list prohibited conduct that covers every situation, and these are merely some common examples of conduct that are prohibited by UCC. We believe these examples are clear and require little explanation. However, if you have any questions, please seek clarification from the Director of Human Resources.

DATE OF ADOPTION:

DATE(S) OF REVISION(S): 10/14/2015

DATE OF LAST REVIEW: 10/14/2015