

SECTION: Personnel Policies and Procedures / Conflict of Interest / Ethics
 SUBJECT: Employee Conduct Code
 SOURCE REFERENCE: Board of Trustees Policies 205.03 / 205.04 / 205.05 / 511.01 / 601.01 / 601.02 / 601.04 / 615.01 / 616.01 / 618.01

NUMBER: F/2.2

Employee Conduct Code

In the interest of creating an educational environment in which teaching and learning are optimized and in which each employee maximizes his/her effectiveness, the employee conduct code below is applicable to all employees. Outlined are various forms of conduct that are prohibited. Violations of the conduct code may result in reprimand, suspension, and/or dismissal. The conduct code is subject to all provisions of Alabama Community College Board of Trustees Policy.

As specified in the applicable Board of Trustees Policy, the activities outlined below are prohibited.

- a. Harassment and Discrimination (Board of Trustees Policy 601.04)
- b. Gambling on College campuses (Board of Trustees Policy 513.01)
- c. Smoking in prohibited areas (Board of Trustees Policy 514.01)
- d. Possession of firearms, dangerous chemicals, or other dangerous weapons on campus or at College functions (Board of Trustees Policy 511.01)
- e. Absence from work without approved leave (Board of Trustees Policy 618.01)
- f. Disclosure of confidential information (Board of Trustees Policy 616.01)
- g. Failure to report for duty at the beginning of a semester (Board of Trustees Policy 618.01)
- h. Pursuit of individual interest resulting in a conflict with the interest of the College (Board of Trustees Policy 615.01)
- i. Discrimination based on race, color, national origin, religion, age, disability, marital status, or gender (Board of Trustees Policy 601.01, 601.02, and 601.04)
- j. Use of official position and influence to further personal gain or that of a family member or personal associate (Board of Trustees Policy 615.01)

In addition to the behaviors outlined above, the forms of conduct listed below are prohibited.

- a. Theft
- b. Tardiness
- c. Disruptive conduct
- d. Sleeping on the job
- e. Abuse of equipment or facilities
- f. Violation of published safety regulations
- g. Unauthorized solicitations on work premises
- h. Use of abusive or threatening communications
- i. Unauthorized use of equipment, facilities, or other resources
- j. Physical or verbal abuse of persons within the College community
- k. Possession or use of alcohol or other controlled substances on campus
- l. Any form of fraud, dishonesty, or falsification of student records, employment applications, or records kept in performance of job duties
- m. Inappropriate contributions to blogs, message boards and social networking or content-sharing sites

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The Students First Act further specifies that an employee's employment may be terminated for failure to perform his/her duties in a satisfactory manner, neglect of duty, incompetence, insubordination, immorality, justifiable decrease in jobs in the institution, or other good and just causes provided such termination shall not be made for political or personal reasons.