



Standards of Conduct

March 2006

Human Resources

Administrative Policy TBD

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1.0 Standards of Conduct Objective and Responsibilities

Columbia Basin College's (CBC) core values are declared in the College's Mission Statement, which states that CBC "exists in an environment of diversity, fairness and equity." To ensure these core values are met, CBC expects all employees to observe certain standards of conduct in the performance of work duties and responsibilities.

2.0 Conduct Subject to Disciplinary Action

The following is a list of unacceptable conduct for which an employee may receive disciplinary action, up to and including termination. Because it is impossible to list every offense that may occur in the workplace, this list is not all-inclusive. Other conduct may be subject to discipline.

2.1 Examples of unacceptable conduct are:

- 2.1.1 Abuse of paid leave, including failure to submit leave slips to your supervisor for sick, vacation or personal leave.
- 2.1.2 Failure to maintain satisfactory attendance and punctuality. Absence without proper notification to immediate supervisor, or insufficient reasons for absenteeism. **[Approved Family and Medical Leave Act absences will not be grounds for disciplinary action.]**
- 2.1.3 Making malicious or false statements that are intended or could reasonably be expected to damage the integrity or reputation of CBC or our employees, on or off campus.
- 2.1.4 Fighting, encouraging a fight, acts or threats of physical violence, disorderly conduct, intimidation or coercion.
- 2.1.5 Use of abusive, offensive or obscene language, gesture or conduct, or lack of courtesy toward students, the public or fellow employees.
- 2.1.6 Intentional falsification or unauthorized destruction of records, paperwork, electronic resources required in the transaction of CBC business.
- 2.1.7 Insubordination, including failure to carry out assigned duties, follow reasonable instructions or requests from supervisors and/or upper administration or otherwise comply with written policy.
- 2.1.8 Dishonesty or theft, including deliberate destruction or damage to CBC property.
- 2.1.9 Unauthorized use or possession of CBC facilities/property.
- 2.1.10 Violation of CBC telephone and/or Internet use policy.
- 2.1.11 Failure to perform duties and operating equipment with care to protect the safety of employees, students, co-workers, and the public.
- 2.1.12 Dissemination of information to the public that is not of a public concern and has the potential to be disruptive to the educational process and interfere with CBC's ability to effectively manage the workplace (e.g., personal interest grievances).

- 2.1.13 Failure to report to work fit for duty and/or while under the influence of alcohol and/or drugs, as well as using, selling, or possessing illegal drugs on College premises or while on College business. While working, employees should only possess and take drugs that are medically authorized, approved, and determined by the employee, the employee's physician, and the College not to impair job performance or cause a safety hazard. Employees are responsible for notifying their supervisors that they are taking prescription medication if it would affect their performance on the job.
- 2.1.14 Any violation of CBC's Administrative Policies and Procedures

3.0 Imposition of Discipline

3.1 Represented (Bargaining Unit) Employees

Discipline will be administered in accordance with CBC's collective bargaining agreements with the Washington Public Employees Association (WPEA) and the Association for Higher Education (AHE).

3.2 Non-Represented Employees

For non-represented employees, the choice of which discipline to apply in any particular case is solely CBC's. The following types of disciplinary actions may be used, depending on the particular situation:

- 3.2.1 Oral Warning
- 3.2.2 Written Reprimand
- 3.2.3 Suspension
- 3.2.4 Demotion
- 3.2.5 Termination

Any step or steps of the disciplinary process may be skipped at the discretion of CBC after investigation and analysis of the total situation, seriousness of the violation and circumstances involved. The use of any form of disciplinary action shall not affect or change an employee's "at-will" employment status.