

College Operating Procedures (COP)



Procedure Title: Standards of Conduct
Procedure Number: 05-0903
Originating Department: Office of Human Resources

Specific Authority:

Board Policy 6Hx6:5.02
Florida Statute 1012.855-875
Florida Administrative Code n/a

Procedure Actions: Adopted: 11/21/96; 7/1/00; 12/2/08; 11/01/10

Purpose Statement: To establish guidelines for College employees regarding standards of conduct.

Guidelines:

The College expects all employees:

- To deal with students and citizens in a professional manner
- To perform assigned tasks in an efficient manner
- To be punctual
- To demonstrate a considerate, friendly and constructive attitude toward fellow employees and
- To adhere to the policies adopted by the College.

I. Conflict of Interest

Employees are expected to devote their best efforts to the interests of the College and the conduct of its affairs. The College recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to our business. However, a policy of full disclosure must be followed to assess and prevent potential conflicts of interest from arising. Employees must contact their supervisor or the Human Resources Office if they have questions regarding a possible conflict of interest or outside work.

II. Harassment, Including Sexual Harassment

Employers interested in human dignity and protection of their employees are particularly concerned about the possibility of employee harassment, whether it is sexual, racial, ethnic or of some other type. Harassment in any form (verbal, physical or visual) is strictly against College policy and will result in corrective action. If an employee believes that he/she has been the victim of harassment, it should immediately be reported to his/her supervisor, department head, the College reserves the right to require a physician's release when an employee returns to work following a disability.

III. Attendance Standards

Punctuality and regular attendance are essential to the proper operation of any business. These also help the employee to establish a good working reputation and add to his/her opportunity for advancement.

If an employee is unable to report for work for any reason, if he/she will arrive late, or must leave early, the immediate supervisor or, in his/her absence, the next-line supervisor, must be notified before starting time.

Excessive absences by an employee decreases productivity and causes undue hardship on the department. The College reserves the right to require a physician's release when an employee returns to work following a disability.

IV. Personal Appearance of Employees

It is the policy of the College that each employee's dress, grooming and personal hygiene should be appropriate to the work situation. Employees are expected at all times to present an image appropriate to the work being performed. Appropriate personal appearance is an ongoing requirement of employment with the College. The personal appearance of employees who do not regularly meet the public is to be governed by the requirement of safety and comfort but should still be as neat and business-like as working conditions permit. Certain employees may be required to meet special dress, grooming and/or hygiene standards depending on the nature of their job. Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Any work time missed because of failure to comply with this policy will not be compensated. Repeated violations of this policy will be cause for disciplinary actions.

V. Absence without Notice

In order to operate the College effectively, we ask that employees keep us informed of their status when they are off work because of illness or accident from any cause. If an employee fails to notify the College after three (3) days of consecutive absence, the College will presume he/she has resigned, and he/she will be removed from the payroll. If an employee must leave work for any reason before the end of the day, he/she must inform his/her supervisor.

VI. Solicitation and Distribution

Soliciting by one employee of another, or collecting from one employee by another, is prohibited while either employee is on work time. Distributing literature and circulating petitions during work time or in work areas at any time is also prohibited. Trespassing, soliciting or distributing literature by anyone outside the College is prohibited on College premises unless authorized by the College President or appropriate campus administrator.

VII. Smoking

Effective May 17, 2010, all campuses are tobacco-free.

VIII. Telephone Use

College telephones are to be used for business purposes and in the course of normal College operations. Answer all calls promptly and courteously. On occasion, personal calls may be necessary; but we ask your cooperation in limiting them to emergencies or essential personal business and in keeping them brief.

IX. Political Activities of Employees

No employee of the College, except as hereinafter exempted from provisions hereof, shall:

- A. Use his/her official authority or influence for the purpose of interfering with an election, or a nomination of office, or coercing or influencing another person's vote, or affecting the result thereof, or
- B. Directly or indirectly coerce or attempt to coerce, command or advise any other officer or employee to pay, lend or contribute any part of his/her salary, kickback any sum of money, or anything else of value to any party, committee, organization, agency or person for political purposes.
- C. All such persons shall retain the right to vote as they may choose and to express their opinions on all political subjects and candidates.

X. Change of Name, Address, Etc.

The Human Resources Office should be notified promptly of a change in the name, address, telephone number, marital status, number of dependents, etc. (The Human Resources Office will notify the Payroll Office.) It is the responsibility of the employee to ensure that personal records are kept accurate and up-to-date.

XI. Access to Student Information

Students **may not** view their own records unless they have provided proper identification (driver's license or other picture identification). The Family Educational Rights and Privacy Act of 1974 strictly prohibits the release of student information to anyone except the student. If the student has signed a release, the information can be released to a third party. A student is not allowed to view a computer screen that contains data on other students. College officials with a legitimate educational interest may be allowed access to view students' records.