

Section: GENERAL INFORMATION  
Subject: Employee Conduct, Appearance and Attendance  
Number: HR 3320

I. Institutional Regulations

- A. Employees shall be expected to behave in an orderly, courteous and dignified manner, refrain from insubordination, and to fulfill their assigned job responsibilities.
- B. In addition to qualities that are implied expectations for maintaining employment with the College, the College may establish specific conduct, appearance and attendance expectations that bear on an employee's ability to be effective in his/her job.

II. Procedure

- A. Personal qualities of employees such as honesty, industriousness, and willingness to cooperate with associates are examples of implied expectations.
- B. Additional College expectations related to employee conduct, appearance and attendance include:
  - 1. Being attentive to work responsibilities;
  - 2. Respecting the confidentiality of information and preventing disclosure of confidential information.
  - 3. Observing all health and safety rules;
  - 4. Dressing in a manner compatible with an employee's assigned job responsibilities and work environment, and observing good grooming and personal hygiene practices; strong smells are prohibited.
  - 5. Maintaining a good record of regular, punctual attendance, and using leave properly;
  - 6. Refraining from conduct that is incompatible or in conflict with an employee's College employment or with the interests of the College;
    - a. Such conduct includes, but is not limited to, the improper acceptance of gifts (see Board Policy 2008);
    - b. Employees are to refrain both from conduct which presents a conflict of interest and that which may appear to present such a conflict.
- C. Violation of these standards of behavior and safety may result in discipline, up to and including termination.

APPROVED:

  
Executive Director, Human Resources

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