

**SUBJECT:** 400 Human Resources

**Policy:** 407.1 Employee Standards of Conduct

**Effective:** December 2007    **Revised:**

**Reviewed:**

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Reference: MCA 39-2-404; 39-2-405; Collective Bargaining Agreements

All employees of the College should be constantly mindful of the fact that, as a tax-supported institution, the College is responsible to establish standards of conduct for its employees that engender public confidence in the institution. The College expects all employees to serve students and the public with courtesy and professionalism and to contribute to an atmosphere of institutional harmony that allows each employee to work productively.

As a public institution, Great Falls College Montana State University must also conduct its business in a manner that is beyond reproach. The actions of College employees must be, and must appear to be, in compliance with all policies of the State of Montana Board of Regents, as well as with Federal and State laws and civil rights regulations.

Employees at all levels of the College are expected to treat each other with civility and to adhere to the work rules of the College and their respective departments. The success of the College depends on cooperation and team work.

Employees must conduct themselves within this framework of expectations, exercising professional judgment and seeking guidance from their supervisors when issues of potential misconduct arise. Although it is impossible to provide a complete list that identifies every type of misconduct, the following sections provide examples of misconduct that may result in the application of discipline sanctions as described in 407.7 Disciplinary Procedures.

## **Conduct**

Inappropriate conduct includes, but is not limited to:

1. discourtesy toward others (e.g., failure to work harmoniously with fellow employees or serve the public with courtesy) where violation creates substantial inefficiency and/or unacceptable work atmosphere at the College.
2. gambling while on duty
3. hindering or limiting normal operations or interfering with another employee's work
4. illegal conduct, conduct unbecoming to a college employee, or conduct damaging to the college's public relations
5. incompetency, neglect of duty, or unsatisfactory performance of assigned job duties
6. insubordination (i.e., failure or refusal to comply with a supervisor's instructions, unless the instructions are illegal or endangering)
7. threatening or committing acts of intimidation or violence
8. refusal to obey the normal or emergency instructions of law enforcement officials or other proper

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authorities

9. smoking in unauthorized areas

10. sleeping on duty

11. unlawful or unauthorized use, carrying, or possession of firearms, explosives, or other potentially dangerous weapons on property owned or leased by the college and

12. permitting or creating a personal obligation that would lead any person to expect official favors.

### **Personal Appearance/Dress**

There are many different work environments at the College. How employees dress depends on what their duties are and in what area they work. In all cases, it is important that employees maintain an acceptable standard of dress and grooming. Supervisors will advise employees of appropriate attire for their jobs.

### **Property**

Inappropriate behavior related to property includes:

1. carelessness, inattention to duty, or purposeful acts resulting in injury to property or person(s)

2. failure to maintain prescribed records

3. concealing, falsifying, altering, misusing, or removing records, including electronic data records

4. theft of property

5. unauthorized use of college vehicles or failure to possess a valid and current Montana driver's license, if required as a job qualification and/or condition of employment

6. direct or indirect use or misuse of college resources, including property leased to the college, for other than officially approved activities and

7. misappropriation of college property or the property of others.

### **Rules and Regulations**

Inappropriate behavior in violation of rules and regulations includes:

1. failure to follow prescribed rules and regulations, or violation of college policy and procedure

2. discrimination on the basis of race, sex, age, religion, national origin, citizenship, disability, and/or Vietnam-era veteran status

3. violation of safety rules or common safety practices

4. taking an adverse personnel action against an employee in retaliation for disclosing alleged wrongful conduct to a public body

5. falsification of résumé or application materials or omission of material factual information

6. violation of the college purchasing policies and procedures.



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## Substance Abuse

Inappropriate behavior related to substance abuse includes:

1. consuming alcoholic beverages or being under the influence of alcoholic beverages while on duty
2. unlawfully manufacturing, selling, possessing, distributing, dispensing, using, or purchasing a controlled substance
3. unlawfully conspiring, negotiating, or arranging to purchase, sell, possess, distribute, dispense, or use a controlled substance
4. being under the influence of a controlled substance not authorized by a physician.

Note: Employees must notify their immediate supervisors and the Human Resources Department within five days of receiving any criminal drug conviction resulting from a drug violation in the workplace.

See 403.8 Drug Free Workplace

### **Violations of This Policy**

Violations of the Employee Standards of Conduct, when documented, will result in disciplinary action up to and including termination of employment (See 407.7 Disciplinary Procedures).