

## **ADMINISTRATIVE PROCEDURE**

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**TITLE: Standards of Conduct**

**ADMINISTRATIVE PROCEDURE # 7366** *was 313.01*

**RELATED TO POLICY # 7365 EMPLOYEE DISCIPLINE**

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- A. In addition to work performance standards, employees are expected to adhere to all Board Policies and Administrative Procedures. The following are examples of prohibited conduct that may be viewed as either major or minor violations, depending on the severity of the conduct:
1. Violations of any Board Policy or Administrative Procedure.
  2. Careless, inaccurate, unreliable, unprofessional, or otherwise unsatisfactory work performance.
  3. Failure to carry out official duties at an appropriate level of quantity and/or quality.
  4. Unsatisfactory attendance, including excessive or unauthorized absenteeism or tardiness, or failure to comply with UCC's notification procedures.
  5. Using abusive, threatening, or foul language toward students, co-workers, supervisors, customers, or visitors to our campus.
  6. Failure to follow safe working practices or violation of safety rules or procedures.
  7. Personal use of UCC's property (i.e. equipment, supplies, materials, etc.) or removing UCC's property, without advance approval from the appropriate authority.
  8. Insubordination in carrying out job duties, including refusing to follow any lawful instructions issued by a person in a supervisory position or duly authorized College authority.
  9. Threatening behavior.
  10. Provoking or instigating physical fights.
  11. Unauthorized release or unprofessional use of confidential or personal information, particularly of information stored in any UCC database, especially including information regarding UCC's employees or students.

12. Unlawful conduct, including theft. NOTE: Evidence of criminal activity will be provided to law enforcement except as prohibited by law.
  13. Failure to report any criminal convictions (other than minor traffic infractions) to the Executive Director of Human Resources (BP/AP 3550; BP/AP 7126) within five (5) days. This includes felony convictions (or acts, which if prosecuted, would constitute such), the nature or cause of which act would substantially interfere with the performance of job duties at the College or continued employment would cause the College substantial loss of confidence by/from the campus community, and/or external affiliates, and/or the community at large.
  14. Job-related dishonesty or falsification of any kind, including but not limited to unauthorized use of keys, access cards or codes, altering or falsifying of documents (e.g. time records, expense reports, employment applications, etc.), or providing false or misleading information.
  15. Destroying or damaging property belonging to UCC, community affiliates, or another person.
  16. Engaged in an incident of egregious misconduct or repeated misconduct.
  17. Violating any College policy, procedure, or process.
  18. Any other conduct that the College views as serious enough to justify disciplinary action.
- B. The following are examples of standards of conduct that may result in immediate termination:
1. Discriminatory behavior, harassment, or retaliation in violation of UCC's Equal Employment Opportunity or Prohibition Against Discrimination, Harassment including Sexual Harassment and Sexual Assault, and Retaliation policies (BP/AP 3420; BP/AP 3430).
  2. Physical violence or verbal abuse of any kind.

**REFERENCES:** Drug-Free Workplace Act of 1988

**RESPONSIBILITY:**

The Executive Director of Human Resources is responsible for implementing and updating this procedure.

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**NEXT REVIEW DATE: 2026-27**  
**DATE OF ADOPTION: 11/01/2023**  
**DATE(S) OF REVISION:**  
**DATE(S) OF PRIOR REVIEW:**