

# Employee Code of Conduct Guidelines

Version 16.002, July 27, 2011

## I. Class I

An employee who engages in any of the following misconduct shall be subject to immediate disciplinary suspension or dismissal from employment:

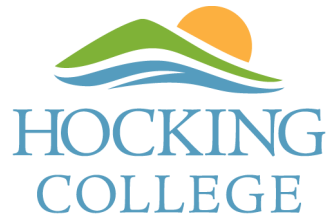
1. Theft or misappropriation of the Institution's funds or other property;
2. Threatening, attempting or doing bodily harm to another person on the Institution's property, including fighting;
3. Intentionally damaging or vandalizing any of the Institution's equipment or property or the property of another person while such property is legitimately on the premises (including the grounds) of the Institution.
4. Engaging in any conduct, while on the Institution's property or on paid time, which constitutes a crime (felony or misdemeanor) under the laws of Ohio or under the laws of the place where the conduct occurred;
5. Falsifying any record of the Institution, including without limitation time cards, employment applications or academic records;
6. Refusing to perform any proper work instruction rendered by the employee's immediate supervisor or any higher level supervisor or manager of the Institution;
7. Engaging in other employment misconduct, which is generally deemed to be inexcusable in nature.

NOTE: Disciplinary suspension and dismissals from employment shall be invoked only with the concurrence of the President or his designee.

## II. Class II

An employee who engages in any of the following misconduct shall be subject to progressive disciplinary action as outlined below:

1. Rendering poor job performance (Including poor teaching by academic personnel) or inability to perform assignments, tasks or instructions properly within the employee's usual job duties or responsibilities;
2. Conducting one's self in a disorderly manner while on the job;
3. Reporting to work under the influence or, after reporting for work, coming under the influence of intoxicants, including alcohol or any controlled substances not validly prescribed for the employee, which intoxicants or substances impair the employee's ability to perform his job functions or cause endangerment to the employee, other persons or property;



4. Violating any health, safety or sanitation requirements, including smoking in unauthorized areas;
5. Unauthorized absence from work or excessive absenteeism or tardiness;
6. Engaging in unauthorized use of Institution privileges, rank or equipment;
7. Engaging in other employment misconduct or a serious nature or which intentionally impedes or hinders the educational process of the Institution.

***It must be recognized that an exhaustive listing of all possible misconduct, which could result in discipline is not possible. The Rules of Conduct, therefore, are considered guidelines only. Employees are expected to conduct themselves in an honest, honorable, courteous and appropriate manner at all times. Employees are expected to contribute to a positive working environment. Employees are encouraged to act as ambassadors of the College and are relied upon to display professionalism in representing the College.***