

Policy: 5.41

Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, KCKCC expects employees to follow rules of conduct that will protect the interests and safety of all employees and the College.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- *Theft or inappropriate removal or possession of property
- *Falsification of timekeeping records and other official College documents
- *Working under the influence of alcohol or illegal drugs
- *Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- *Fighting or threatening violence in the workplace
- *Boisterous or disruptive activity in the workplace
- *Negligence or improper conduct leading to damage of employee/employer-owned or student-owned property
- *Insubordination or other disrespectful conduct
- *Violation of safety or health rules
- *Smoking in prohibited areas
- *Sexual or other harassment
- *Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- *Excessive absenteeism or any absence without notice
- *Unauthorized absence from workstation during the workday
- *Unauthorized use of telephones, mail system, or other college-owned equipment
- *Unauthorized disclosure of confidential information
- *Violation of personnel policies
- *Unsatisfactory performance or conduct
- *Violation of laws that result in felony conviction
- *Displaying negative behavior on a consistent basis
- *Participation in political activities during assigned working hours
- *Sleeping during assigned work hours