

Policy: 5.41

Employee Conduct and Work Rules

Purpose

To ensure orderly operations and provide the best possible work environment.

Policy Statement

Kansas City Kansas Community College (KCKCC) is responsible for providing a safe and secure workplace and strives to ensure that individuals associated with KCKCC are treated in a respectful and fair manner. KCKCC expects employees to follow rules of conduct that will protect the interests and safety of all students, employees, guests, 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 rules of conduct infractions that may result in disciplinary action, up to and including termination of employment:

- Perpetrating, engaging in, or otherwise facilitating the act of committing fraud and theft.
- Intentional misrepresentation or falsification of KCKCC records or reports including one's timesheet or the timesheet of another employee.
- 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.
- Endangering the personal safety and welfare by threatening, attempting, or committing physical or verbal abuse or violence against any person.
- Displaying of negative or disruptive behavior in the workplace including excessive use of obscenities or engaging in behavior that a reasonable person would find humiliating and/or intimidating.
- Negligence or improper conduct leading to damage of employee/employer-owned or student-owned property.
- Refusal to perform a legal, ethical, safe, and reasonable directive from a supervisor.
- Failure to comply with safety or health rules established by the College or local, state, or federal statute.
- Smoking or the use of tobacco products on College property.
- Sexual or other unlawful harassment or discrimination.
- Possession of dangerous or unauthorized materials, such as explosives or prohibited weapons in the workplace.
- Misuse of leave benefits, to include excessive leave use, unexcused or excessive absences or a pattern of failure to report to or remain at work.

- Unauthorized use, review, duplication, dissemination, removal, installation, damage or alteration of telephones, files, passwords, computer systems or programs, or other College property, or improper use of information obtained by unauthorized means.
- Unauthorized access, sharing, review, or disclosure of confidential information for unauthorized purposes or beyond job responsibilities, whether verbal, paper, or electronic. Violation established KCKCC policies and procedures.
- Unsatisfactory work performance or failure to maintain reasonable performance standards or professionalism.
- Violation of laws that result in a felony conviction.
- Participation in political activities during assigned work hours.
- Sleeping during assigned work hours.

Reference: Policy 5.58 Separation from Employment

Board Approved: 10/26/2018

Board Updated: 04/16/2024