



Gloucester County College
1400 Tanyard Road
Sewell, NJ 08080

Administrative Procedure: 7065
Employee Conduct and Work Rules

To assure orderly operations and the best possible work environment, Gloucester County College expects employees to follow rules of conduct that will promote respect and protect the interests and safety of all members of the College community. All employees are expected to wear a College Photo ID or Name Badge during work hours.

It is not possible to list all of the forms of behavior that are considered unacceptable in the workplace, but the following is a core listing of such behavior. Committing any of the following violations will be considered sufficient grounds for disciplinary action, ranging from a verbal warning to immediate discharge depending on the seriousness and the frequency of the offense. Depending on the nature of the violation it may be necessary to skip the warning steps. Any violation classified as gross misconduct will result in immediate termination.

The disciplinary steps listed below are intended to be a guide for employees and supervisors. No disciplinary action should be imposed on any employee without the consultation of Human Resources.

The code for the actions listed below is as follows:

- V = Verbal warning
- W = Written warning
- S = Suspension
- T = Termination of employment

Violation	1st Offense	2nd Offense	3rd Offense	4th Offense
Patterns of absence or tardiness	V	W	S	T
Contributing to disorderly or unsanitary conditions	V	W	S	T
Disregard of business dress code standard	V	W	S	T
Failure to report for accepted overtime work without a justifiable reason, or failure to properly notify the College of such absence	V	W	S	T
Idling or inattention during work hours	V	W	S	T



Violation	1st Offense	2nd Offense	3rd Offense	4th Offense
Improper use of College property or facilities including parking areas	V	W	S	T
Indecent or abusive language or gestures	V	W	S	T
Leaving assigned work area without permission	V	W	S	T
Parking in unauthorized area	V	W	S	T
Participating in any activity that interferes with normal operations, or attempting to influence or persuade others to engage in such activities	V	W	S	T
Posting or removing notices in work areas or on bulletin boards without prior approval of the College	V	W	S	T
Rude or discourteous behavior to a student, vendor or fellow employee	V	W	S	T
Smoking in unauthorized areas	V	W	S	T
Disregard or violation of safety rules or common safety practices	W	S	T	
Failure to adhere to the rules, regulations and/or statutes	W	S	T	
Gambling during working hours	W	S	T	
Making, publishing or distributing false, vicious or malicious statements concerning any vendor, employee, student, supervisor of the College, college facilities or any individual directly or indirectly related to the conduct of College business	W	S	T	
Solicitation or distribution of unauthorized material during work time	W	S	T	
Drinking, being under the influence of alcohol or a detected odor of alcohol on an employee's breath during working hours	S	T		
Insubordination, including the refusal to follow a supervisor's instructions	S	T		
Off duty conduct that reflects adversely on the College or may affect job performance or arrest or indictment for conviction of any crime	S	T		
Retaliating against a student, vendor or fellow employee	S	T		

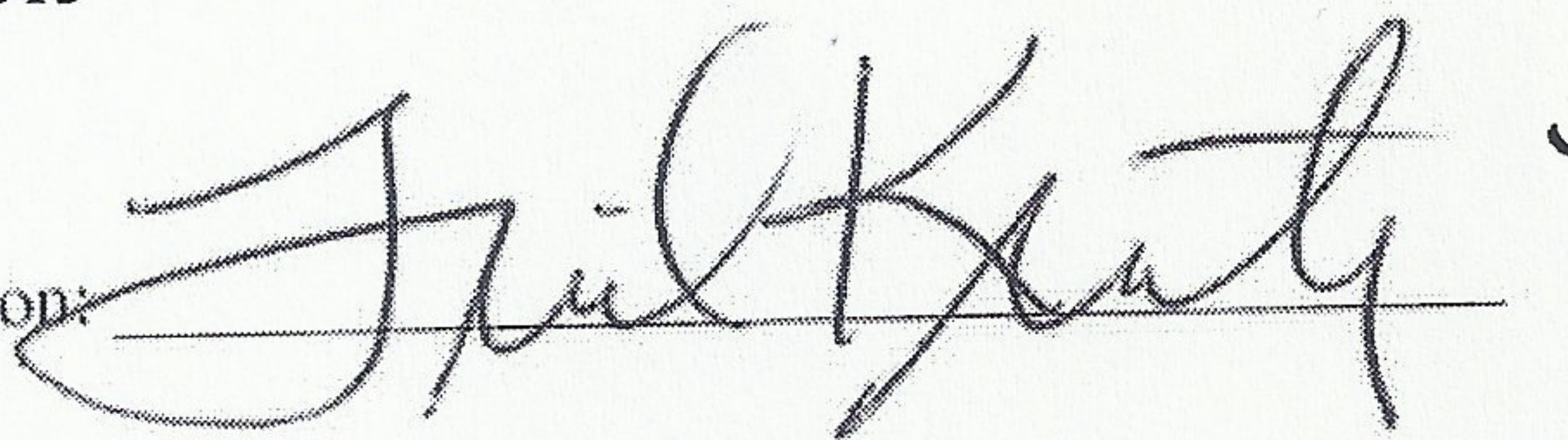


Violation	1st Offense	2nd Offense	3rd Offense	4th Offense
Sexual advances, request for sexual favors or other verbal or physical conduct of a sexual nature that has the purpose or effect of interfering with an employee's work performance or creating an offensive work environment	S	T		
Sleeping or giving the impression of sleeping during working hours	S	T		
Abusing, destroying, or defacing College premises	T			
Carrying, possession or using firearms or any dangerous weapons at any time on College premises	T			
Dishonesty or the failure to report an act or plan of dishonesty	T			
Falsification of one's own timecard, and/or another employee's timecard	T			
Falsification, misuse, removal or unauthorized disclosure of confidential College information or records to outsiders, including but not limited to employee, student or vendor information	T			
Fighting, making threats, assault or any act of violence	T			
The inappropriate use of cameras, cell phones, imaging, and digital devices which is prohibited in showers, restrooms or other areas where privacy is expected	T			
Possession, sale, distribution, use or being under the influence of illegal drugs or a controlled substance at any time on College premises. An employee using a legal drug (prescription drug), which may affect behavior, is required to report such use to his/her supervisor prior to starting work. If job performance is affected, the supervisor may remove the employee from his/her shift	T			
Theft, attempted theft, unauthorized possession, or removal of College property or the property of others	T			



Area: Human Resources
Approved: 5/14/2013

President's Authorization:

A handwritten signature in black ink, appearing to read "Paul Kealy", written over a horizontal line.

References:

Gloucester County College *Board of Trustees Policy Manual*, 7065 Employee Conduct and Work Rules

