

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

All College District employees shall perform their duties in accordance with state and federal law, College District policy, and ethical standards.

All College District personnel shall recognize and respect the rights of students, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the College District.

Employees wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

ETHICAL STANDARDS

The College District holds all employees to the ethical standards expressed in the Texas Community College Teachers Association Code of Professional Ethics.

Note: The Texas Community College Teachers Association Code of Professional Ethics is available at <http://www.tccta.org/links/ethics.pdf>.

VIOLATIONS

Employees shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as College District employees. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment. [See DCC and DM series]

ELECTRONIC MEDIA

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), web logs (blogs), electronic forums (chat rooms), video-sharing websites, editorial comments posted on the Internet, and social network sites. Electronic media also includes all forms of telecommunication, such as landlines, cell phones, and web-based applications.

RECORD
RETENTION

An employee shall comply with the College District's requirements for records retention and destruction to the extent those requirements apply to electronic media. [See CIA]

PERSONAL USE

Employees shall be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media violates state or federal law or College District policy, or interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

SAFETY
REQUIREMENTS

All employees shall adhere to College District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

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GOOD JUDGMENT
STANDARD

The Board does not feel a need to establish rigid rules and regulations regarding employee behavior. An employee shall always demonstrate good judgment and a sense of responsibility in his or her conduct, exhibiting professional dignity and decorum befitting his or her position.

DRESS

Professional employees and office personnel shall dress in a professional manner. Classified personnel shall dress in a reasonable, clean manner that shows a high level of discretion and taste.

TOBACCO USE

The College District prohibits the use of any type of tobacco products, including electronic cigarettes, on College District grounds and in College District buildings, facilities, and vehicles in order to provide students, employees, and visitors a safe and healthy environment. This prohibition shall also apply to spaces leased by the College District. The use of tobacco products, including electronic cigarettes, shall be permitted in designated areas and private vehicles parked on College District property provided any residue is retained within the vehicle. [See also FLBD and GFA]

ALCOHOL AND DRUGS

A copy of this policy, the purpose of which is to eliminate drug abuse from the workplace, shall be provided each employee upon employment and shall be available online at www.ntcc.edu for review thereafter.

Employees shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at the College District or at College District-related activities during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.

EXCEPTIONS

An employee who manufactures, possesses, or dispenses a substance listed above as part of the employee's job responsibilities, or who uses a drug authorized by a licensed physician prescribed for the employee's personal use shall not be considered to have violated this policy.

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	<p>The College President is authorized by the Board to permit the serving and consumption of alcohol at appropriate College District functions.</p>
NOTICE	<p>Each employee shall be given a copy of the College District's notice regarding a drug-free workplace upon employment. [See DI(EXHIBIT)] Thereafter, the notice shall be made available for review online at www.ntcc.edu.</p>
ARRESTS, INDICTMENTS, CONVICTIONS, AND OTHER ADJUDICATIONS	<p>An employee shall notify his or her immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony or offense involving moral turpitude.</p>
MORAL TURPITUDE	<p>Moral turpitude includes but is not limited to:</p> <ol style="list-style-type: none">1. Dishonesty, fraud, deceit, theft, or misrepresentation;2. Deliberate violence;3. Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;4. Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;5. Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct, if any two or more acts are committed within any 12-month period; or6. Acts constituting abuse under the Texas Family Code.
PROHIBITED CONDUCT	<p>In this policy, the term "prohibited conduct" shall include all forms of assault, discrimination, harassment, and retaliation as defined by DIA and FFD, even if the behavior does not rise to the level of unlawful conduct.</p> <p>College District officials or their agents shall investigate all allegations of harassment, and officials shall take prompt and appropriate disciplinary action against employees found to have engaged in conduct constituting harassment, violence, or retaliation. [See DGBA, DIA, FFD, and FLD, as applicable]</p>
ABUSE OF POWER	<p>A College District employee is prohibited from engaging in any romantic or sexual relationship resulting from any overt romantic or sexual advances upon a student to whom the employee has professional responsibilities to teach, advise, counsel, or otherwise facilitate the student's academic career.</p>

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An administrator or supervisor at any level shall be prohibited from engaging in any romantic or sexual relationship resulting from making any overt romantic or sexual advances toward any employee or member of the College District community for which the administrator or supervisor has supervisory responsibilities or whose terms and conditions of employment could be affected by the administrator or supervisor.

Complaints may be initiated by any student, employee, or other member of the College District community who is or has been in a romantic or sexual relationship or who is or has been the subject of overt romantic or sexual advances. Complaints may also be initiated by third parties who allege they have been specifically adversely affected by such a relationship.

REPORTING
PROCEDURES

Any person associated with the College District—whether employee, student, guest, or other—who believes he or she has been or is being subjected to any form of harassment or other prohibited conduct should bring the matter to the attention of his or her dean, to the immediate supervisor, or to the executive director of human resources/Title IX coordinator for campus safety, in accordance with the procedures in the pertinent policies. [See DGBA, DIA, FFD, and FLD, as appropriate]

No procedure or step in these policies shall have the effect of requiring the employee or student alleging harassment to present the matter to a person who is the subject of the complaint nor shall a harassment complaint be dismissed because it is not filed within the time lines set forth in DGBA or FLD.

College District officials, for purposes of this policy, shall be the ADA/Section 504 coordinator, the Title IX coordinator, and the College President. [See DIA and FFD]