



Ohio Administrative Code Rule 3358:5-3-25 Work Expectations Policy.

Effective: April 18, 2025

It is expected that all employees shall comply with the following work expectations. The college shall post all policies and procedures on the employee portal for easy reference. It is the responsibility of employees to familiarize themselves and agree to comply with these documents as appropriate. If employees have questions regarding these expectations, policies or procedures, they should contact the human resources office for guidance.

(A) Attendance - In regard to attendance, employees are expected to:

- (1) 1. Report to work on time and work until the end of their scheduled shift.
- (2) 2. Notify their supervisor on each day of absence unless such notice requirement has been waived. Notification is to be provided in accordance with college policy (see policy number 3358:5-5-07 (Leave Policies for Regular Employees) for specific details).
- (3) 3. Notify their supervisor prior to the first day of a planned or extended absence of three consecutive days or more.

(B) Behavior - In regard to behavior, employees are expected to:

- (1) 1. Gain supervisory approval before leaving work prior to the end of their scheduled shift.
- (2) 2. Return from meal periods and work break periods on time.
- (3) 3. Refrain from unauthorized or improper use of the college's telephone system, including but not limited to excessive personal calls and charging personal long distance calls to the college without authorization.
- (4) 4. Adhere to the general guidelines for use of the college's technology resources as outlined in the



responsible use of technology policy and procedures. (See policy/procedure numbers 3358:5-11-12 and 3358:5-11-12.1 for specific details).

(5) 5. Keep computer sign-on and access codes confidential. Proper authorization must be obtained for the use of another's computer sign-on or computer access code. (See policy/procedure numbers 3358:5-11-12 and 3358:5-11-12.1 for specific details).

(6) 6. Refrain from excessive personal solicitation of employees on work time (i.e., selling, soliciting, canvassing or distribution of non-work-related articles or literature is discouraged).

(7) 7. Refrain from spending work time on hobbies, crafts, recreational games or work for third parties.

(8) 8. Conduct themselves in a manner that aligns with the mission, goals, vision and guiding principles of the college.

(9) 9. Conduct themselves in a manner that does not compromise another's safety or privacy, including refraining from unauthorized disclosure of confidential information.

(10) 10. Refrain from taking medical and/or office supplies out of the office for personal use or disposal.

(11) 11. Refrain from falsifying college records, including intentional failure to accurately record time worked or registering the time worked of another employee without proper authorization.

(12) 12. Refrain from use of profane, abusive or loud/boisterous language or any threat of verbal or physical workplace violence on college premises, or actions which may be discourteous or harmful to others, including smoking in designated non- smoking areas.

(13) 13. Adhere to college or departmental safety policies and procedures, including the immediate reporting of any accident on college premises involving an on-the-job injury or property damage.

(14) 14. Refrain from taking any fee or gift of value in the course of the employee's work or in



conjunction therewith for special consideration in the admission of students.

(15) 15. Refrain from making fraudulent statements or participating in fraudulent activities in securing a position.

(16) 16. Refrain from commission of any crime on college property such as theft, unauthorized removal of or willful damage to property or commission of a work-related crime while off campus.

(17) 17. Adhere to the college policies regarding the unauthorized possession of alcohol/weapons/explosives and illegal drugs, to include prescribed, medical and recreational marijuana. A valid license does not authorize the licensee to carry a concealed hand gun/weapon into any facility on the college premises.

(18) 18. Gambling on college premises is prohibited.

(19) 19. Adhere to federal or state standards regulating the provision of professional services and the regulations affecting continued accreditation, licensure, etc.

(20) 20. Adhere to all federal, state, or local laws and regulations.

(C) Performance - In regard to performance, employees are expected to:

(1) 1. Perform their job duties in a competent, efficient, and effective manner to such an extent that the employee's job performance does not fall below reasonable minimum standards.

(2) 2. Interact appropriately with students, visitors or other College employees. (Employee's behavior should not violate another's privacy or dignity, including sexual harassment).

(3) 3. Be in a fit condition to perform the duties of the job. Sleeping on the job or working under the influence of a controlled substance or alcohol is prohibited.

(4) 4. Refrain from insubordination, including refusal to accept and comply with instructions from supervisors, campus police officers or other proper authorities.



(5) 5. Behave in such a manner that does not negatively influence the work of others.

(6) 6. Work cooperatively with supervisors and fellow employees toward the successful completion of goals and objectives to be accomplished. Antagonistic behavior, criticism of orders or rules and interference with proper coordination of employees serve as a detriment to the success of the college.

(D) Professional Development

(1) 1. Participate in internal and external professional development opportunities to foster growth and development not only as an individual, but for the overall success of the college.