



Ohio Administrative Code

Rule 3358:5-3-25 Employee Code of Conduct Policy.

Effective: July 13, 2026

All employees are expected to comply with the following work expectations. These expectations support the college's mission and contribute to a professional, safe, and productive work environment. The college will post all applicable policies and procedures on the employee portal for easy reference. Employees are responsible for reviewing, understanding, and complying with these documents. For questions regarding any expectations, policies, or procedures, employees should contact their supervisor or human resources.

(A) Attendance expectations:

- (1) Report to work on time and work through the end of their scheduled shift.
- (2) Notify their supervisor each day of an absence unless otherwise specified. Notification must follow college leave policies.
- (3) Notify their supervisor of a planned or extended absence.
- (4) Use vacation and sick leave in a manner that reflects professional responsibility and consideration for department coverage and operational needs. Frequent, excessive, or patterned absences - particularly those that interfere with job performance or team responsibilities - may be addressed through supervisory discussion or corrective action, consistent with college policy.

(B) Workplace conduct:

- (1) Conduct oneself in a manner consistent with the college's mission, values, and guiding principles.
- (2) Behave in a manner that does not compromise the safety, dignity, or privacy of oneself or others.
- (3) Obtain supervisory approval before leaving work prior to the end of their scheduled shift.
- (4) Return from meal periods and work break periods on time.

(C) Use of college resources:

- (1) Use the college's telephone system responsibly. Excessive personal calls are prohibited.
- (2) Use college technology and electronic resources in accordance with the responsible use of technology policy and procedures.



3358:5-3-25

2

- (3) Keep computer login credentials confidential. Authorization is required to access another employee's credentials.
- (4) Use office and medical supplies only for official college business. Personal use or removal is not permitted.
- (5) Refrain from using work time for non-work-related activities (hobbies, recreational games, or work for third parties).

(D) Safety and security:

- (1) Adhere to all college and departmental safety procedures.
- (2) Immediately report any workplace accidents, injuries, or property damage.
- (3) Follow college policies regarding the unauthorized possession of alcohol, weapons, explosives, and illegal drugs, including prescribed medical and recreational marijuana. In accordance with Ohio law, a valid license to carry a concealed handgun does not authorize possession in any college building or facility.
- (4) Maintain respectful and professional communication at all times. The use of profane, abusive, or excessively loud language, or any behavior that threatens the safety or well-being of others, including verbal or physical threats, is strictly prohibited.
- (5) Follow all smoking restrictions.

(E) Ethical standards:

- (1) Maintain honesty and integrity in all work-related activities.
- (2) Accurately record time worked. Falsifying time records or recording time on behalf of another employee without authorization is prohibited.
- (3) Do not accept gifts, favors, or any form of compensation in exchange for special consideration, including in admissions or services provided through your college role (see conflict of interest policy).
- (4) Do not engage in any fraudulent activity or criminal behavior on college property or in any work-related context.

(F) Job performance:



3358:5-3-25

3

- (1) Perform assigned duties competently, efficiently, and effectively, meeting or exceeding the minimum standards of their position.
- (2) Behave respectfully and appropriately in all interactions with students, visitors, and other college personnel.
- (3) Maintain readiness and ability to perform duties. Sleeping on the job or working under the influence of drugs or alcohol is prohibited.
- (4) Follow instructions from supervisors, campus police officers, and other authorized college officials. Refusal to comply may be considered insubordination.
- (5) Cooperate with coworkers and supervisors in a manner that supports team goals and the college's mission.
- (6) Avoid disruptive, antagonistic behavior or unprofessional behavior that interferes with the work of others or the functioning of the college.

(G) Professional development:

- (1) Actively participate in internal and external professional development opportunities.
- (2) Engage in learning that promotes individual growth and contributes to the success of the college as a whole.

(H) Compliance with laws and regulations:

- (1) Adhere to all applicable federal, state, and local laws and regulations.
- (2) Comply with all regulations governing professional licensing, certification, and accreditation relevant to their job functions.