

RRPR 3-150 Employee Code of Conduct

Red Rocks Community College

Series 3 – College Personnel

Originated: July 1, 2024

Effective: August 7, 2024

References: [BP & SP 3-24](#) Drug- Free Workplace; [BP 3-31](#) Evaluation of Job Performance; [BP 3-70](#) Ethics; [BP 3-71](#) Whistleblower Protection; [BP 3-120](#) Equal Employment Opportunity/Affirmative Action; [SP 3-120b](#) Equal Employment Opportunity/Affirmative Action Program; [BP & SP 19-10](#) Bullying/Violence/Firearms on Campus; BP 19-60 Prohibition Of Discrimination, Harassment, Or Retaliation; [SP 19-60a](#) Civil Rights & Sexual Misconduct Resolution Process; State Classified Personnel Board Rules; [RRCC Procedures](#)

Approved:

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PURPOSE

This Procedure contains pertinent information affecting employees, current through the date of its issuance. To the extent that any provision of this Procedure is inconsistent with State or Federal law, State Board for Community Colleges and Occupational Education Policies (BPs) or Colorado Community College System (CCCS) Procedures (SPs), the law, BPs and SPs shall supersede and control. BPs and SPs are subject to change throughout the year and are effective immediately upon adoption by the Board or System Chancellor, respectively. Employees are expected to be familiar with and adhere to the BPs, SPs, and College directives, including but not limited to this Procedure.

Nothing in this Procedure is intended to create (nor shall be construed as creating) an express or implied contract or to guarantee employment for any term. The College reserves the right to modify, change, delete, or add to this Procedure as it deems appropriate.

SCOPE

This procedure applies to all employees and covered visitors at Red Rocks Community College ('RRCC' or 'College') at all locations including off campus locations where employees are conducting official college business. While the Employee Code of Conduct ('Code') is specifically written for RRCC employees, it is expected that contractors, consultants, and others who may be temporarily assigned to perform work or service for the College follow the Code in connection with work for RRCC.

PROCEDURE

RRCC is built on the foundation of our core values: Communication, Collaboration, Inclusiveness, Learning, and Integrity. This Code outlines the standards of behavior expected from all employees to uphold these values and meet ethical and professional standards for personal conduct and work performance.

All employees have the right to work and learn in a safe, healthy, and positive environment. The College President reserves the right to transparently define expectations of professional standards by which employees shall strive to meet. Any misconduct or failure to meet those expectations, in any form, will not be permitted in the classroom, workplace, or in any College location or event.

Guidelines:

The following guidelines offer a general overview of performance expectations. They are not meant to be an exhaustive list of all acceptable behaviors or instances of inappropriate conduct.

- A. Attendance. Employees are expected to arrive at work on time, as scheduled, and return from breaks promptly. Advance notification shall be given to the supervisor when the employee expects to be absent or late. Faculty and instructors are expected to meet during class times and office hours as specified in their individual schedules. Faculty and instructors shall provide advance notice as defined by established protocols to their supervisor and students if they are unable to meet their classes and/or office hours.

The following are examples of attendance misconduct which are subject to personnel action:

1. Unauthorized or excessive tardiness.
 2. Unauthorized absences or absences from work during the workday.
 3. Unauthorized cancelling of classes and/or office hours.
- B. Non-Discrimination. Employees shall not discriminate or harass on the basis of sex, gender, race, color, age, creed, national or ethnic origin, ancestry, physical or mental disability, familial status, veteran or military status, pregnancy status, marital status, religion, genetic information, gender expression, gender identity, sexual orientation, or any other protected category under applicable local, state, or federal law (also known as “civil rights laws”), in connection with employment practices or educational programs and activities (including in admissions). Employees shall not retaliate against any person who opposes discrimination, harassment, or retaliation, or participates in any complaint or investigation process. Employees have the right to file a discrimination, harassment, or retaliation complaint internally pursuant to CCCS SP 19-60a and/or with outside federal and state enforcement agencies.
- C. Honesty and Integrity. Employees are expected to demonstrate honesty and integrity in the conduct of College activities. Employees are responsible for reporting any illegal, fraudulent, or unethical actions of employees and non-employees to their supervisor, Vice President, or Human Resources.

The following are examples of behavior subject to personnel action:

1. Willful or negligent damage, theft, or misuse of RRCC, CCCS, and/or State property.
 2. Falsification, cover-up, or unauthorized changes of records or documents (financial records or agreements, employment applications, time and absence records, expense reports, or other College records).
 3. Failure to report any illegal, fraudulent, or unethical actions of employees and non-employees to their supervisor, Vice President, or Human Resources.
 4. Failure to report work-related injuries or unsafe conditions.
 5. Failure to cooperate in RRCC or CCCS investigations or internal reviews.
 6. Divulging official confidential RRCC information without authorization.
 7. Use of RRCC time, equipment, or technology for unauthorized personal purposes.
- D. Behavior. Employees are expected to conduct themselves, both professionally and personally, in a manner that is consistent with the professional reputation of RRCC and to avoid any activities that might reflect adversely upon RRCC. The following are some examples of inappropriate behaviors from both subjective and objective viewpoints, subject to personnel action:
1. Violating established dress code.
 2. Using or being impaired by alcohol or controlled substances, or by prescription and non-prescription medications that may pose safety and health risks, during work hours. Employees taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may affect their ability to safely and efficiently perform their job duties.
 3. Possession, use, or sale of illegal drugs or controlled substances while at work, on, or in any RRCC or state-owned property or vehicles, or during sanctioned educational or work activities or events.
 4. Smoking and the use of tobacco or marijuana products, including electronic smoking devices, are prohibited on College property, including College-owned and leased vehicles. This excludes the use of products specifically designed to assist individuals with the cessation of smoking.
 5. Demonstrating aggressive behavior towards another individual, or using offensive, foul, or abusive language, verbal or in writing, directed at another individual.
 6. Any violent act or threatening speech, or bullying behavior directed toward a student, employee, or any individual.
 7. Conviction of a felony relevant to an employee's position and/or RRCC safety.
 8. Any willful or negligent act which endangers the safety, health, or well-being of another individual; and/or misconduct or any act which disrupts work or discredits the College.
 9. Intentionally or maliciously damaging or destroying the property of the College or another individual/employee; or property at a College sanctioned event.

10. Dishonesty in the allocation of or theft of RRCC, CCCS, and/or State funds.
11. Possession of any unauthorized weapon on campus or any facility used by a College in the System.

Additional Performance Expectations:

- E. Adhere to all applicable laws and regulations.
- F. Adhere to College guidelines and procedures.
- G. Adhere to job requirements in a professional and competent manner.
- H. Provide competent and efficient service to the College.
- I. Avoid real or apparent conflict of interest between responsibilities as an employee and any outside interests.
- J. Maintain confidentiality of student, employee, and College records.
- K. Follow CCCS policies and procedures.

Reporting:

To report concerns or possible violations, individuals should follow established channels based on the nature of the concern. Absent a specific reporting process, individuals may contact their supervisor or Vice President, or Human Resources.

Infractions:

Infractions include but are not limited to, violations of Board Policy, System Procedures, RRCC Procedures, codes, guidelines, and practices. Such infractions may result in disciplinary action up to and including termination of employment. Failure of an RRCC contractor, consultant, or other covered service provider or visitor to the College to follow the Code may result in termination of their relationship with RRCC.