

 Prescott College	Policy Number: 800	
	Policy Category: <i>Ethical and Responsible Conduct</i>	
	<i>Standards of Professional Conduct</i>	
	Policy Summary: <i>Employees are expected to act in a professional manner.</i>	
	Approval Date: <i>11-02-2020</i>	Effective Date: <i>11-02-2020</i>
Policy Owner: <i>President</i>	Scheduled for Review: <i>Fall 2024</i>	

Policy Statement

Prescott College has a responsibility and a commitment to ensure that it provides the highest level of services to all of its constituents. All employees are expected to honor that responsibility and commitment by rendering efficient and cooperative services to the College. In order to ensure that this responsibility and commitment is met, it may at times be necessary to enforce, through the use of disciplinary rules, certain standards and expectations of appropriate behavior and performance.

Disciplinary procedures are most effective when the behavioral and performance standards and expectations of employees are published, understood by all, and enforced in an impartial manner. All members of the Prescott College community have an obligation to address any such violations of those standards and expectations promptly, and in accordance with policy.

Disciplinary procedures may generally be invoked for misconduct. The steps are outlined below.

MISCONDUCT

Discipline for misconduct may be imposed without the necessity of following the ordinary steps of progressive discipline as outlined in Progressive Discipline Policy (238) or in the student conduct sections of the College Catalog. Discipline may be instituted at any step that is appropriate and will depend upon the nature of the misconduct.

If misconduct is relatively minor, such as reporting to work late, progressive discipline will ordinarily apply. The employee may be subject to more serious disciplinary action if the conduct persists, up to and including termination or expulsion.

If the misconduct is of a serious nature, discipline may be instituted at any step that is appropriate under the circumstances, up to and including termination or expulsion.

The following are some examples of serious misconduct for which severe discipline may be imposed, up to and including termination, without prior warning. Please note that this list is not meant to be all-inclusive, but simply serves as a general guide to the types of misconduct for which severe disciplinary action may be imposed.

1. Acts of Dishonesty, including theft from the College, from an employee, or from a student; falsification of any document, including time sheets, applications for employment, resumes, etc.
2. Violation of law
3. Harassment
4. Unauthorized disclosure or use of confidential information. This includes disclosure of computer passwords, accessing confidential information via computer, payroll, financial aid, student records, or personnel information including private health information.
5. Abusive behavior. This includes abusive behavior directed towards any member of the College community; making defamatory comments about others; subjecting others to disruptive, abusive, negative or threatening statements or behavior and or engaging in physical altercations.
6. Possession, use, display, or discharge of a dangerous weapon. This includes any firearm, whether loaded or unloaded, bomb, grenade, rocket, explosive, or incendiary device which, in the manner used or threatened to be used, is capable of causing serious bodily injury.
7. Alcohol or controlled substance violations.
8. Ethics violations. See policy 804.0

Definitions

Reason for Policy

To outline the conduct expectations of the College.

Responsibilities

For following policy:	All employees
For enforcement of policy:	President
For oversight of policy:	Director, Human Resources
For procedures implementing the policy:	Director, Human Resources
For notification:	Policy Librarian

Procedures

Cross Referenced Policies

Revision History

Originally approved 11/1/1997
 Revised 11/1/98, 6/1/07, 11/2/20