

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

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]

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]

SAFETY REQUIREMENTS All employees shall adhere to College District safety procedures and guidelines and shall report unsafe conditions or practices to the appropriate supervisor.

ALCOHOL AND DRUGS A copy of this policy, the purpose of which is to eliminate drug abuse from the workplace, shall be provided to all new employees and shall be available on the College District human resources' website.

Employees shall not unlawfully 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 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 uses a drug authorized by a licensed physician through a prescription specifically for that employee's use shall not be considered to have violated this policy.

The College President is authorized by the Board to permit the serving and consumption of alcohol at special fundraising functions for the College District, at specially designated events in College District facilities, and as a part of specifically defined and approved academic curricular programs/classes (e.g., culinary arts).

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NOTICE	In addition to a copy of this policy, each employee shall be given a copy of the College District's statement regarding a drug-free workplace and drug-free schools and a description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
REPORTING VIOLATIONS OF THE LAW	<p>Each employee shall report violations of law to his or her supervisor, a human resources representative, the appropriate vice president or provost, or the College President as soon as he or she may become aware of the same. Failure to make such a report may compromise the integrity of the College District depending upon the severity of any concealment and may subject the employee to disciplinary action, including termination of employment with the College District.</p> <p>In instances in which an employee asserts that he or she is being suspended, terminated, or discriminated against on account of the good faith reporting of a violation of law, the employee has all rights and protections afforded by law and in particular under V.T.C.A., Government Code 554.001, et seq., whereby such action is a form of unlawful retaliation. Employees claiming retaliation under this section shall exhaust all administrative remedies to correct an alleged injustice, including filing a resolution of employee concern form [see DGBA(LOCAL)] and following the appropriate procedures thereafter.</p>
WEAPONS ON CAMPUS	The College prohibits the use, possession, or display of any illegal knife, club, or prohibited weapon, in violation of the law or College policies and procedures, on College property or at a College-sponsored or -related activity, unless written authorization is granted in advance by the District President or designee. See CHF(Legal) and CHF(Local) for the complete list of prohibited weapons.
ARRESTS, INDICTMENTS, CONVICTIONS, AND OTHER ADJUDICATIONS	An employee (or designee, if the employee is incarcerated) shall notify his or her immediate supervisor through a written letter via certified (verifiable) e-mail or certified mail and sent/postmarked within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony or any offense involving moral turpitude.
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;

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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; or
6. Acts constituting abuse under the Texas Family Code.

SMOKE- AND
TOBACCO-FREE
WORKPLACE

The College District prohibits smoking and the use of tobacco products or other electronic smoking devices on all College District property. Violators of this policy may be subject to disciplinary action, including, but not limited to, termination of employment.

Employees seeking assistance or related educational materials should contact the human resources office.

USE OF COLLEGE
DISTRICT EQUIPMENT
AT AN OFF-CAMPUS
LOCATION

College District employees may use College District equipment for College District-related purposes at off-campus locations, including a personal residence, by completing an equipment check-out form and by following the related procedures. Failure to comply with the published guidelines may result in disciplinary action. An employee shall not use College District facilities, secretarial assistance, office supplies and equipment, or other College District resources for personal gain or benefit; such use of College District resources for personal gain or benefit is a violation of College District policy and state law.