

**San Diego Community College District
Human Resources Department
Rules of the Road**

This is one of the most important things you will ever receive at the District, so please read it carefully and ask your supervisor or Human Resources if you have questions. Your reaction to it will ultimately have a direct effect on your success at the District, and on our success as an institution. We want to ensure that all employees are aware that certain behavior is not acceptable in the workplace. Although some bargaining contracts may vary, those listed below are the major reasons or causes for which discipline may be imposed, up to and including termination (per Human Resources Instruction Manual #DI-3110):

1. Falsification of personnel records or other documents;
2. Absence without a reasonable cause and proper authority;
3. Unauthorized absence from the assigned duty station during the scheduled workday;
4. Threatening, coercing, intimidating, assaulting, or interfering with employees or supervisors at any time;
5. Unauthorized soliciting or collecting of contributions for any purpose on District premises;
6. Unauthorized distribution of literature, or written or printed matter on District premises;
7. Misuse, unauthorized removal from the premises of records, equipment, files, documents, or confidential information;
8. Making or publishing of false, vicious or malicious statements concerning any employee, supervisor, or manager;
9. Theft or misappropriation of property of employees or of the District;
10. Permanent or chronic physical ailment or defect which incapacitates the employee from the proper performance of assigned duties even with accommodations;
11. Conviction of a criminal offense involving moral turpitude, which shall be construed to mean any act of baseness, vileness, or depravity; or any act contrary to justice and honesty; or any act done with deception, or through corrupt motives. The commission of certain minor offenses does not fall within the scope of this definition.
12. Negligence or willful misconduct which has caused damage to public property or waste of public supplies;
13. Any conduct of such a nature that it causes discredit to the agency, or his or her employment;
14. Absence without leave, or failure to report after leave of absence has expired, or after such leave of absence has been disapproved or revoked and canceled. However, if such absence or failure to report is excusable, the supervisor may dismiss the charges.
15. Incompetence or inefficiency in the performance of assigned duties;
16. Violation of any lawful or official policy, procedure, regulation or order, or failure to obey any lawful and reasonable direction given by the employee's supervisor when such an act results in loss, inconvenience, or injury to the District, the public, or other employees or students;
17. Soliciting or taking for personal use, a fee, gift, or other valuable thing in the course of assigned work, or in connection with the contributing party's expectation or hope of receiving favorable or better treatment than that afforded other persons;
18. Hindering the regular or normal operation of the office or site because of excessive absenteeism, disorderly conduct, neglect of duty, or performance while under the influence of alcohol or any illegal intoxicants;
19. Engaging in any activity which is deemed a conflict of interest;
20. Any other act of an employee which is deemed negligent or unsatisfactory, and is in conflict with the furtherance of organizational goals and objectives;
21. Insubordinate behavior or conduct or insolent behavior;
22. Sexual harassment;
23. Failure to submit to drug or alcohol testing when there is individualized reasonable suspicion.