New Mexico Junior College strives to create a positive work environment that values employees as individuals, meets their needs and respects their rights. College employees are expected to meet their responsibilities to be productive contributors to the mission of the College, support the areas in which they work and conduct themselves in a manner compatible with the College’s function as an educational institution. The following Professional Code of Conduct was developed to make you aware of some of the expectations the College has of its employees.

The normal office hours for the College vary with each department. Generally, offices are open to service students beginning at 8:00 am and extending to 5:00 pm. Your particular work hours are determined by your supervisor and may be extended due to the needs of your office and your position. (209)

You are expected to be at your place of work at the time set by your supervisor, if not earlier. You are expected to keep absences, planned or otherwise to a minimum, so as to not adversely affect the work of your department. Excessive absences may result in termination of employment. (209)

You are to comply with the required call-in procedures of your office in the event of an unplanned absence. Unless it is physically impossible, if you do not report for work or notify your supervisor for three (3) consecutive work-days, you will be considered as having resigned your position and will not be eligible for re-hire by the College. (215)

All technology – including phones, computers, faxes and network systems – are reserved for College-related work. Non College-related use of College equipment must be kept to a minimum, should never interfere with College business, and should be done with the prior knowledge and agreement of your supervisor. (217, 221 & 223)

You should dress neatly and appropriately to the academic and professional nature of the College and in accordance with the stated dress code of your department. (227)

Safety rules have been established for the protection of all employees, faculty, students and visitors. You should report immediately to your supervisor and the College Security Personnel or the College Public Safety Officer any accident or injury sustained on the job. (313 & Safety and Emergency Manual)

We expect that College rules will encourage the harmony and cooperation that we all need to do well. The best working conditions exist where all employees conduct themselves with respect and consideration for themselves, their fellow employees and the College. In all instances, NMJC employees will develop a culture of excellent “Customer Service” practices.

However, some conduct may be so egregious as to warrant immediate discharge from the College. Committing any one of the following acts normally will result in immediate termination for the first offense:

1. Stealing, fraud or embezzlement from the College, faculty, staff, students, visitors or from a fellow employee
2. Bringing firearms or other deadly weapons into the College
3. Fighting, including dangerous horseplay, striking or abusive (including humiliating) or threatening conduct toward supervisors, employees, students, faculty or visitors
4. Harassment (including sexual harassment) or discrimination against any employee, student or visitor or any other form of prohibited discrimination, including creating or contributing to a hostile or unpleasant work environment
5. Intentionally, or through gross negligence, damaging or destroying College property or property belonging to faculty, staff, students, visitors or fellow employees
6. Creating a safety, health or fire hazard, intentionally or through gross negligence, injurious to the well-being of the College community and its visitors
7. Intentionally falsifying College records including employment applications or absence records, or filing false claims under any benefit plan, such as health insurance or worker’s compensation, etc.
8. Buying, selling, dealing, giving, possessing or taking illegal drugs or alcoholic beverages on the premises. Drinking or possessing alcoholic beverages while on the premises is prohibited.
9. Giving false reasons for obtaining a leave of absence
10. Engaging in any illegal, criminal or felonious activity during working hours on College premises
11. Gross dereliction of duties
12. Unauthorized or illegal use of systems, data or equipment
13. Improper disclosure or use of private or confidential information
14. Receiving a felony conviction
15. Job abandonment
16. Smoking and the use of tobacco products shall not be permitted at any time, during and beyond working hours within any NMJC facility, whether owned or leased or in any motor vehicle whether owned or leased by NMJC. Tobacco use shall mean all uses of tobacco including but not limited to cigar, cigarette, pipe, snuff, and chewing tobacco.
17. Refusing to cooperate in a formal College investigation
18. Violating any federal or state regulations that govern the College
19. Any other conduct that is deemed seriously detrimental to the College

This Code of Conduct document is subject to College policies including the following:

1. Equal Employment Opportunity Policy (200)
2. Tobacco Products Policy (218)
3. Sexual Harassment Policy (Appendix A)
4. Drug Free Workplace Policy and Program (219) (Appendix B)
5. Drug and Alcohol Testing Policy (Appendix B)
6. Family and Medical Leave Act Policy of 1993 (304)
7. Information Technology Acceptable Use Policy (223)
8. Background Check Policy (204)

Any questions about this Code of Conduct document should be directed to your manager or to the Director of Administrative Services.

Receipt and Acknowledgment of Code of Conduct

Your signature below indicates that you have read, understand, and agree to abide by the company's code of conduct.

Employee's Name (please print) _____________________________________________

Employee's Signature ___________________________________ Date _________________

Supervisor's Signature _____________________________ Date _____________________

Revised 9/2014