

Prohibited Conduct

In order to ensure orderly operations and provide the best possible work environment, the San Mateo County Community College District (SMCCCD) expects employees to follow rules of conduct that will protect the interests and safety of personnel. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace, but the following are examples of infractions of rules of conduct that may result in disciplinary action, including suspension, demotion or termination of employment.

- Theft, unauthorized removal or possession of SMCCCD property
- Falsification of timekeeping, employment or other SMCCCD records
- Possession, distribution, sale, transfer or use or being under the influence of alcohol or illegal drugs in the workplace
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Carrying firearms or other dangerous weapons on SMCCCD property at any time
- Negligence or improper conduct leading to damage of SMCCCD-owned or student-owned property
- Insubordination or other disrespectful conduct
- Violation of safety, health or SMCCCD rules
- Smoking in prohibited areas
- Sexual or other unlawful harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or absence without notice
- Unauthorized absence from work station during the work day
- Committing a fraudulent act or a breach of trust in any circumstances
- Intimidating co-workers or creating an intimidating work environment for others