

Employee Code of Conduct

Overview

Columbia Gorge Community College ("CGCC") is committed to work toward the highest standards of ethics, integrity, and fairness and to providing the public with confidence in our organization, educational services, administrative business processes, and financial data.

The CGCC Mission requires integrity, good judgment, and dedication to public service from all members of the CGCC community. CGCC affirms each person's accountability for individual actions while requiring a shared set of core values and ethical conduct to which each CGCC employee must be held accountable. Furthermore, CGCC acknowledges that an organizational culture grounded in trust is essential to supporting these core values and ethical conduct. The following Statement of Core Values and Employee Code of Conduct are intended to build, maintain, and protect that trust, recognizing that each CGCC employee is responsible for doing his/her part by upholding the highest standards of competence and character.

CGCC is also committed to compliance with federal and state laws and regulations to which it is subject and its own policies and procedures. In order to encourage ethical and appropriate conduct and strengthen and promote ethical practices among CGCC employees, other members of the CGCC community, and those who conduct business with the College, CGCC hereby adopts this Statement of Core Values and Employee Code of Conduct. CGCC believes that a shared statement of ethical values will strengthen the overall quality of the CGCC community, promote proper conduct among CGCC employees, and enable the pursuit of the CGCC Mission. This Statement of Core Values and Employee Code of Conduct broadly describes CGCC's expectations of its employees. It is supplemented by other policies and procedures.

Core Values

Respect for the individual – It starts here with each of us – make a difference.

Integrity – Integrity first. Honesty, sincerely and clarity in all we do.

Community focus – We are community

Excellence – In building dreams and transforming lives.

Commitment to Learning – Lifelong continuous improvement.

Service – Service before self.

Employee Code of Conduct

Employees at CGCC are expected to:

- Uphold the highest standards of intellectual honesty and integrity.
- Act as good stewards of the resources and information entrusted to our care.
- Perform assigned duties and professional responsibilities in such a manner so as to further the CGCC Mission.
- Treat fellow employees, students, and the public with dignity and respect.
- Respond appropriately to CGCC authorities.
- Refrain from discriminating against, harassing, or threatening others.
- Respect the intellectual property rights of others
- Avoid improper political activities as defined in law.
- Protect human health, safety, and the environment in all CGCC operations and activities.
- Report wrongdoing to the proper authorities, refrain from retaliating against those who do report violations, and cooperate fully with authorized investigations.
- Disclose and avoid improper conflicts of interest.
- Refrain from accepting any gift or thing of value in those instances prohibited by law.
- Comply with all applicable laws, rules, regulations, policies, and procedures including all related to expectations of professional conduct.

Professional Conduct

All CGCC employees shall seek to conduct their work in a professional manner. More specifically, they will not claim knowledge, competence, or qualifications they do not possess. Employees are expected to take steps to ensure that their views are not subject to misrepresentation, and to immediately take steps to correct any misrepresentations. In their work, employees will not seek to harm anyone, and where conflicts arise, employees will seek to resolve these with integrity and professionalism. Integrity includes not only honesty but also fair dealing and truthfulness.

Competency

All employees have an obligation to execute their duties and responsibilities with professional care and skill to the best of their knowledge and ability. To that end, all employees are responsible for being familiar with appropriate CGCC policies and procedures, applicable laws and regulations, and other

rules as required, to perform their respective jobs.

Nepotism

Blood or marital relationships with other CGCC employees are not regarded as a deterrent to appointment, reassignment, or continuance in a present position. Immediate family may not be employed where one is in a position of influence over another. Immediate family, as used in this policy and as defined by law, means the spouse, child, parent, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, stepparent or stepchild of the individual. A position of influence exists in instances where selection for employment, judgments concerning performance, compensation, status, fitness for promotion or discipline/discharge, require the action of one person with respect to the other.

Confidentiality

Security and confidentiality of CGCC records are matters of concern for all employees who have access to manual or computerized information and files. Each person working with CGCC information holds a position of trust and must recognize the responsibilities of preserving the security and confidentiality of the information. Any employee or person with authorized access to the confidential information shall not:

- Permit unauthorized use of any information or seek personal benefit or permit others to benefit personally from any confidential information which he or she has gained access to through his or her work assignment;
- Exhibit or divulge the contents of any record or report to any person except in performing his or her regular work assignment.
- Remove any official record of report (or copy) from the office where it is kept except in performing his or her regular duties or in cases with prior approval.
- Operate or request others to operate any CGCC data processing equipment for personal business; and
- Aid, abet or act in conspiracy with any other person to violate any part of this code.

Employees must immediately report any violation of confidentiality requirements to management.

Oregon Ethics Laws

All employees are subject to Oregon ethics laws and should be aware that the specific laws and their interpretations can change from time to time. Employees with concerns or questions are encouraged to contact the Human Resources department and/or contact the Oregon Government Ethics Commission staff directly or refer to the specific explanatory notes and references which can be found on the Oregon Government Ethics Commission website at <http://www.oregon.gov/OGEC/>.

Staff Complaints

The purpose of this procedure is to afford every employee, subject to the limits specified in policy GBM, the means to seek formal discussion of complaints arising out of an alleged violation, misinterpretation or inappropriate application of Board of Education personnel policies and/or administrative regulations. Complaints regarding Board personnel policies are subject to this procedure through step four. Administrative procedures are subject to this procedure only through step three. All days in the procedure refer to working days of the district. Failure to proceed to the next step within the time limits specified will automatically be construed as acceptance of the decision at the previous step.

Step 1: The employee will submit a letter to his/her immediate supervisor indicating the nature of the problem and requesting a conference. The letter must be sent within 20 days of the occurrence or perception of the problem. A conference will be held between the employee and his/her immediate supervisor within three days of receipt of the request. Written results of the conference will be sent to the employee within three days of the conference.

Step 2: If the results are unacceptable to the employee, he/she may make a written request, within three days of the receipt of the results, for a conference with the appropriate administrator. A conference will be held between the employee, the immediate supervisor and the appropriate administrator within three days of receipt of the request. Written results of this meeting will be sent to the employee and the immediate supervisor within three days of the conference.

For matters outside the jurisdiction of the immediate supervisor, the employee may start the proceedings at Step 2.

Step 3: If the results are unacceptable to the employee, he/she may make a written request, within three days of receipt of the results, for a conference with the President. A conference will be held between the employee, the immediate supervisor, the administrator and the President or designee within three days of the request. At this time, the parties may present their cases. Written results of this conference will be sent to the employee, the immediate supervisor and the administrator within three days of the conference.

Step 4: If the results are unacceptable to the employee, he/she may make a written request, within three days of receipt of the results, for a conference with the Board. The written request shall be submitted to the President. A conference will be held between all parties involved and the Board at the next regularly scheduled Board meeting. The President may request a special meeting of the Board as he/she deems appropriate. The Board will send its written decision to the employee within 20 days of the conference. Board decisions shall be final.

Staff Complaint Form

Name of Employee/Program

Date of Complaint

Nature of Complaint: _____

Remedy sought: _____

Employee

Date

Address

Immediate Supervisor

Date

Telephone