

## HOW MUST EMPLOYEES BEHAVE?

### Strathmore College Employee Handbook

#### Employee Performance: Discipline and Dismissal

The College recognizes the importance of establishing and maintaining good working relationships with its personnel. However, problems of job performance and misconduct may arise and will be addressed with disciplinary actions. These actions include a process of verbal warnings, written warnings, and dismissal, when a situation warrants.

#### Just Cause

The College will not normally discipline or dismiss an employee without just cause. Just cause includes but is not limited to

- a. failure to perform one's duties satisfactorily;
- b. insubordination, which is defined as willful failure to follow a legitimate order;
- c. consumption of intoxicants or use, possession, or sale of legally prohibited or controlled substances on College property or attendance at work under the influence of intoxicants or legally prohibited controlled substances;
- d. absence from work without authorization or appropriate excuse, or habitual tardiness;
- e. excessive absenteeism, which is defined as repeated absences from work that are not included in an approved formal leave of absence;
- f. willful falsification or alteration of a College record (including employment applications or resumés);
- g. conviction of a felony or other crime, the nature of which is such that continued employment may be disruptive to College operations;
- h. presenting a possible or potential danger to the safety of other employees, the public, or College property;
- i. unlawful sexual harassment as defined by Federal and/or state law; and
- j. any other action detrimental to the College while on College property or while engaged in College work.