

NORTH CENTRAL STATE COLLEGE  
POLICY AND PROCEDURES MANUAL

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REQUIREMENTS OF WORK AND CONDUCT  
POLICY (FOR STAFF)

Effective: September 27, 2000

Policy No. 3357:13-16-20

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A. North Central State College requires that staff members follow certain requirements of work and conduct to promote efficiency, productivity, cooperation among our staff members, and excellent customer services.

- North Central State College's reputation is one of its most valuable assets.
- The personal conduct of staff members should exemplify the highest professional standards of behavior in order to fulfill our commitment to our students and to preserve our reputation in the community.
- Violations of these policies, or any types of behavior and conduct which are considered inappropriate, will subject the staff member to corrective action, up to and including immediate discharge.
- The degree of corrective action (if any) is at the discretion of the College and will depend on the seriousness of the violation, the staff member's work record, and the circumstances under which the violation occurred.
- Judgment and decision of the College in all cases will be final and binding to all concerned.

Approved by the Board of Trustees: September 27, 2000  
CFO (Human Resources)