



## CODE OF CONDUCT

### ADVOCATES FOR COMMUNITY ENGAGEMENT

This code of conduct applies to all Advocates for Community Engagement (ACEs).  
Every ACE is expected to adhere to these policies while performing their duties.

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## **Employee Expectations**

### **Commitment**

- Commit to working the entire academic year.
- Attend all required trainings.
- Attend all scheduled work shifts.
- Finish all required work.
- Maintain Satisfactory Academic Progress (see requirements below).

### **Reliability & Consistency**

- Provide consistency in work behavior, always be polite, respectful, and engaged in all aspects of your work.
- Be present and put in full effort.
- Communicate in a timely manner (typically within one business day) when responding to emails, requesting schedule changes, and/or any other work related inquiries.
- At the start of each term set a schedule.
  - Things to consider: course load, travel, midterms/finals
- Be responsive and available during scheduled shift

### **Accountability**

- Take responsibility for your actions, presence, and what you bring to your shift each day.
- Report all work hours after each shift on GivePulse.
- Participate in an End-of-Term review. This review will go over the following: All metrics and behavior throughout the term.
- Make the requested improvements recommended by the ACE supervisors. If these improvements are not made, then the ACE will be required to meet with his or her supervisor to discuss next steps. If improvements are still not made after this meeting, then the supervisor has grounds for dismissal of the ACE.

### **PCC Federal Work Study Policy**

*"Once a work-study student is hired they are expected to stay with this job for the entire academic year. Changing jobs is made on an exception basis. You must obtain approval from the Work Study Coordinator. Work study students are only allowed to be employed by one department, working in more than one department at a time is prohibited."*

## **ACE Rules and Regulations**

### **Satisfactory Academic Progress**

- If a student is suspended due to lack of Satisfactory Academic Progress, they must stop working.
- If a student drops below 6 credits, they must stop working.

### **Respect in the Workplace**

- The CBL/PCC/PI workplace does not allow any kind of [discriminatory behavior](#),<sup>1</sup> [harassment or victimization](#).<sup>2</sup> Employees should conform with PCC's [equal employment opportunity policy](#)<sup>3</sup> in all aspects of their work, from recruitment and performance evaluation to interpersonal relations as well as adhere to PI's [DEI Statement](#) and [Inclusion Policy](#).

<sup>1</sup> <https://www.pcc.edu/about/administration/board/policies/b206.html>

<sup>2</sup> <https://www.pcc.edu/about/equity-inclusion/nonharassment/#definitions>

<sup>3</sup> <https://www.pcc.edu/about/equity-inclusion/eeo-statement.html>



- ACEs are expected to treat each other, staff, supervisors, students and all others in a professional manner and discourteous or offensive behavior will not be tolerated. Examples of such behavior include, but are not limited to:
  - Bullying or berating others
  - Physical or verbal intimidation, such as shouting or angry outbursts directed toward others
  - Derogatory verbal or physical behavior, such as name-calling
  - Directing profanity toward others
  - Behavior that has the effect of humiliating others
  - Other unprofessional or inappropriate behavior

## ACE Political Considerations

- We strive to maintain a welcoming environment for all political views as well as adhere to State and Federal laws regarding political activities for schools and nonprofits.
  - ACEs may not promote or oppose any candidate or ballot measure while on the job during working hours or using work equipment (including work emails and other electronic tools) at any time.
  - Given the remote environment, visible areas of home work areas should remain consistent with the first bullet point.
  - The [Oregon Secretary of State's website](#) has both a short summary of the rules in Oregon and the expanded version. They are very helpful.

## ACE Professionalism

- ACEs must show integrity and professionalism in the workplace
- Attire should be appropriate for the setting (on-campus, volunteer site, etc...), unless otherwise stated for specific events or activities (please ask for details if unsure)
- ACEs are expected to follow their supervisor's instructions and complete their duties with skill and in a timely manner
- ACEs must be open for communication with those that they interact with in their capacity as ACEs (i.e. peers, faculty, staff, supervisors, or community partners)

## Protection of PCC/CBL/PI Organization Property

- ACEs should treat PCC/CBL/PI property, whether material or intangible, with respect and care.
- ACEs shouldn't misuse company equipment or use it frivolously.
- ACEs should use property to complete their job duties.
- ACEs should protect company facilities and other material property (including, but not limited to, iPads and laptops) from damage and vandalism, whenever possible.

## PCC Federal Work Study Discipline and Dismissal Policies

- *Federal regulations state that a supervisor must sign the student's timesheet verifying that the student has worked and earned the amount being paid and that the work was performed in a satisfactory manner. Students should not be allowed to study during working hours. One of the intents of the Federal Work-Study program is to prepare students for the work force and instill in them appropriate behavior and expectations.*
- *Federal Work-Study students are expected to perform and conduct themselves in the same manner as any other employee.*
- *Unsatisfactory work performance may include, but is not limited to: incompetence, violations of work rules or procedures, chronic tardiness, failure to show up for work without prior approval from the supervisor, dishonesty, use of alcohol or drugs during working hours, insubordination.*