



## **EMPLOYEE CODE OF ETHICS**

Built upon the trust bestowed upon the community college system by the State of Florida, the Employee Code of Ethics for Lake-Sumter State College embodies the principles of integrity, responsibility, and respect that guide our institution's commitment to ethical conduct. Recognizing the pivotal role entrusted to us by the state, we uphold the highest standards of professionalism, fostering an environment where integrity flourishes, and where every member of our community feels valued and respected.

Employees are expected to comply with the applicable laws and regulations expected of all citizens of the State of Florida and the United States of America. Specifically, employees of Lake-Sumter State College must comply with the rules and regulations defined in Florida Statutes, including the Principles of Professional Conduct for the Education Profession in Florida, State Board of Education Rules, and meet the ethical standards set forth College Policies & Procedures.

### **A. Professional Ethics for Employees**

1. Employees shall condemn comments that unjustly damage colleagues.
2. Employees shall delegate assigned tasks to qualified persons only.
3. Employees shall refrain from misinterpreting or misrepresenting the statements of other employees.
4. Employees shall conscientiously fulfill all contractual obligations for the period of time agreed and give the College appropriate notice per policy when resigning.
5. Employees shall make conscientious use of the College funds and equipment entrusted to their responsibilities and assignments.
6. Employees shall make every effort to avoid professional and personal actions that may diminish the College's image.
7. Employees shall abide by College policies and procedures and notify appropriate authorities of conflicts that may jeopardize institutional effectiveness.
8. Without specific permission of the College, employees shall avoid use of College resources, equipment, and labor for personal or financial gain.
9. Employees shall provide, whenever possible, support to College-wide activities.
10. In making public statements, employees shall clearly indicate whether they are speaking as representatives of the College or as individuals.
11. Employees shall accept only novelties and treats of nominal value from vendors. Preferably, these items should be shared within the work group or department.
12. Employees are prohibited from purchasing, renting, or leasing goods or services from employees' immediately family-owned businesses.
13. Employees whose professions have defined codes of ethics will abide by such professional ethics codes.
14. Employees shall refrain from claiming or implying professional qualifications that exceed those acquired.

## B. Serving our Community Ethically

1. Employees shall deal conscientiously with professional assignments. Employees shall respect the rights of others.
  - a. For teaching faculty, this ethic entails careful planning of courses and class presentations, meeting scheduled classes, informing students of course requirements, and impartial grading according to standards appropriate to the level of instruction. Faculty will conduct instructional activities in an atmosphere of equality, civility, and mutual respect.
  - b. For advisors and counselors, this ethic entails providing those services which will facilitate the achievement of educational and personal goals. Advisors and counselors will be available to students, respect student confidentiality, and provide advising that is always in the best interest of the student.
  - c. For administrators, this ethic entails making careful analysis of student and educational needs and providing quality educational programs to meet those needs. Administrators will work with faculty to obtain the necessary support services, facilities, and budget to provide a quality education program. They will also act as leaders in the consistent practice of LSSC values.
  - d. For other professional support personnel, this ethic entails providing services to faculty and students in the achievement of educational goals and informing them of support services.
  - e. For librarians, this ethic entails the provision of access to a broad range of high-quality information resources in physical and electronic formats. Librarians shall also foster information fluency and lifelong learning through group and individual instruction.
2. Since employees serve as role models and exercise great influence, they should set and demonstrate standards in personal integrity, professional ethics, and academic excellence.
3. Students deserve respect as individuals and have certain rights that must be protected. Employees must demonstrate appropriate interest in the individual student and his/her academic growth, give professional advice, and treat students with courtesy. This interest should be objective and compatible within the individual employee's total responsibility within the institution.

## C. Additional Guidelines for Supporting Students

1. Student conferences shall be held in confidence unless doing so jeopardizes the wellbeing or safety of the students or of others. Faculty and advisors should respect the student's right to privacy and not require students to give information which they may wish to withhold; neither should faculty reveal information which a student has given with the reasonable assumption that it will be held in confidence, except in those instances when the employee has a legal obligation to report that information.
2. Faculty will encourage students in their quest for knowledge, giving them every assistance in the free exploration of ideas. Teaching frequently and legitimately involves presentation often of disquieting facts and controversial theories and faculty must present such information with tact and respect for the individual.
3. Faculty and advisors should recognize limitations of their skills and competencies in dealing with student and academic problems and should make appropriate referrals.

4. Faculty and advisors have the responsibility to refrain from exploiting for private advantage individual students or student groups/clubs.
5. A faculty member has the responsibility to acknowledge student or colleague contributions in their research.
6. Advisors and those faculty providing academic advisement should provide effective and appropriate academic advisement, recognizing that the advisement is an integral feature of higher education and must be conducted in an informed and objective manner that best meets the student's needs.
7. A faculty member shall not infringe upon the students' obligations to other faculty members in such matters as class attendance or student conferences. Requests for students to miss classes shall be made in advance, and students should be made aware that they are accountable for the content in classes missed. Granting of requests for approved absences rests with the instructor affected. Faculty shall adhere to the printed and approved class times.

D. Additional Guidelines for Faculty

1. Faculty has responsibility to be current in their area of competence and maintain their teaching and technical effectiveness.
2. Faculty has the responsibility to assist colleagues in the following:
  - a. Curriculum studies and development at both the department and College levels
  - b. Departments and College faculty meetings
  - c. Committee assignments
  - d. Library collection development
3. Faculty shall take an active role in protecting and enhancing the academic and professionalism of the faculty by making appropriate recommendations regarding hiring, reappointment or continuing contract appointments, and dismissal of colleagues.
4. Faculty shall respect and defend the free inquiry of students and associates.
5. Faculty shall refrain from placing students in compromising situations by soliciting from them information concerning other professionals.

E. Additional Guidelines for Administrators and Supervisors

1. Administrators and supervisors shall refrain from using their position power inappropriately by placing employees in compromising ethical and business situations.
2. Administrators and supervisors have the responsibility to be current in their functional area of responsibility by reading and attending not only training and conference events, but also applicable College meetings and events.
3. Administrators and supervisors shall act as leaders in the consistent practice of LSSC vision, mission, values and policies and procedures.
4. Supervisor shall responsibly and respectfully
  - a. Lead and direct their subordinate's work in keeping with LSSC initiatives, goals, and values
  - b. Provide regular feedback and coach their subordinates for improved performance and career development
  - c. Provide fair and appropriate discipline, when necessary, in accordance with LSSC policy and procedures as aided by Human Resources.
  - d. Direct subordinates when necessary to helpful resources such as an employee assistance program, health benefits, etc. and educational experiences to ensure their well-being and positive development.

5. Administrators and supervisors shall demonstrate responsible use and protection of LSSC resources and refrain from using their position power for personal gain.

*I understand and agree to demonstrate LSSC's Values. I also understand and agree to honor and abide by the LSSC Code of Ethics. I understand that failure to abide by the LSSC Code of Ethics is subject to appropriate disciplinary action up to and including dismissal from employment.*

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Employee's Signature

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Date

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Employee's Name (printed)