



PASADENA AREA COMMUNITY COLLEGE DISTRICT POLICY

Title: Professional Ethics of Classified Staff

Policy No. 2520

Legal Authority: Accreditation Standard III.A.1.d

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It is the policy of the Pasadena Area Community College District that the District shall have and uphold a written code of professional ethics for members of the classified service. A professional code of ethics specifying the standards of ethical and professional behavior of members of the classified service to their colleagues, their profession and students shall be formulated in consultation with all classified staff constituent groups.

The Superintendent/President shall establish procedures governing professional ethics for members of the classified service in accord with District processes.

This policy does not exclude the Law Enforcement Professional Code of Ethics.

**PASADENA AREA COMMUNITY COLLEGE DISTRICT
PROCEDURES
For Policy No. 2520**

Title: Standards of Ethical and Professional Behavior

**Procedure No. 2520.10
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In accordance with the Association for Community and Junior College Accreditation Standards, employees of the Pasadena Area Community College District are committed to supporting and providing a high-quality learning environment to help students successfully achieve their educational goals and objectives. To support this commitment, classified employees adhere to the following standards of ethical and professional behavior related to their duties.

Pasadena Area Community College District classified service employees are committed to:

1. Honesty and accountability in all District actions and activities.
2. Personal, technical and professional integrity in support of the mission of the District.
3. Fair and respectful interactions with colleagues, students and the public.
4. Avoiding conflicts of interest, or its appearance, between their obligations to the District and private business or personal commitments and relationships.
5. Addressing issues and work assignments without prejudice.
6. Acting within applicable laws, codes, regulations, and District policies and procedures.
7. Treating people with respect notwithstanding differences among personal values, beliefs and behaviors of others.
8. Maintaining confidentiality regarding information about students, staff, faculty, and administrators obtained in the course of their duties.
9. Being a good steward of District resources.
10. Maintaining a working and learning environment free from harassment, as defined by District policies.
11. Maintaining and enhancing job effectiveness and competency through professional development.
12. Respecting the integrity and professionalism of staff, faculty, administrators, and students.
13. Making every reasonable effort to create an equal-access learning environment that will help students succeed.