POLICIES

WORK RULES/PROHIBITED CONDUCT

The discipline process addresses violations of Housing, departmental and campus policies. Discipline by nature is not intended to be punitive but is designed to teach appropriate behavior and to correct inappropriate workplace behavior. University Housing follows a progressive discipline process for any student employee misconduct or work violation. This means that, generally, discipline follows a series of progressive steps, starting with verbal warning, written warning, last chance warning or termination.

Below is a list of the work rules/prohibited conduct. Engaging in one or more of the following may result in disciplinary action ranging from a verbal warning to immediate discharge, depending upon the severity and/or frequency of the violation.

Departments may write policies for behaviors that are considered more common, and Divisional standards apply in all other situations.

A. Work Performance

1. Insubordination, including disobedience or failure or refusal to carry out assignments or instructions.
2. Loafing, loitering, sleeping or engaging in unauthorized personal business.
3. Unauthorized disclosure of confidential information or records.
4. Failure to provide accurate and complete information whenever such information is required by an authorized person.
5. Failure to comply with health, safety, and sanitation requirements, rules and regulations.
6. Negligence in performance of assigned duties, including poor quality or quantity of work.
7. Falsifying records, i.e., lying.
8. Giving false information to other state agencies or to employees responsible for record keeping, e.g., timecard fraud.

B. Attendance & Punctuality

1. Failure to report promptly at the starting time of a shift or leaving before the scheduled quitting time of a shift without specific approval of the supervisor.
2. XX unexcused or excessive absenteeism (including tardies) in a XX week period.
3. Failure to observe the time limits and scheduling of lunch, rest or wash-up periods.
4. Failure to notify the supervisor promptly of unanticipated absence or tardiness, i.e., call in procedure violation for absences/tardiness.
5. No Call / No Show (not calling in or showing up at all on your scheduled day of work.)

C. Use of Property

1. Unauthorized posting or removing notices or signs from bulletin boards.
2. Unauthorized, improper use, or abuse of University property or equipment, including: computers, email, copier, telephone, radios, and vehicles, etc. (this is not an inclusive list)
3. Unauthorized possession or removal of University or another person's private property.
4. Unauthorized use, including, lending, borrowing, losing, or duplicating University keys.
5. Unauthorized entry to University property, including unauthorized entry outside of assigned hours of work or entry to restricted areas.

D. Personal Actions

1. Unauthorized solicitation for any purpose.
2. Unauthorized or improper use or possession of uniforms, identification cards, badges or permits.
3. Failure to exercise good judgment or being discourteous in dealing with fellow employees, students or the general public.
4. Threatening, attempting or doing bodily harm to another person.
5. Threatening, intimidating, interfering with or using abusive language towards others.
6. Unauthorized possession of weapons.
7. Making false or malicious statements concerning other employees, supervisors or students of the University.
8. Use of alcoholic beverages or illegal drugs during working hours.
9. Reporting for work under the influence of alcoholic beverages or illegal drugs.

E. Appearance

1. Inappropriate dress (including lack of required ID badge) or lack of personal hygiene which adversely affects proper performance of duties or constitutes a health or safety hazard.

These work rules do not constitute the entire list of violations for which employees may be disciplined. Other rules are provided by statute, Administrative Code, and by administrative procedures established by management. Violations of these rules can also result in appropriate disciplinary action. University Housing management may also establish additional work rules for special circumstances not covered in these rules.