

POLICY NO. 608

Area: Human Resources

Date Adopted: November 4, 1999

Certified by _____

Dr. Adolphus Andrews
Vice President
Administration and Finance

Revisions Approved:

SUBJECT: EMPLOYMENT RULES FOR NON-BARGAINING UNIT ADMINISTRATIVE--PROFESSIONAL--AND CLASSIFIED CIVIL SERVICE STAFF

Note: Corrective action for those employees represented by bargaining units must be implemented in accordance with the terms of the applicable collective bargaining agreements.

While it is not feasible to itemize every offense or act for which disciplinary action may be necessary, an employee may be disciplined for violating any of the Rules and Regulations listed herein, or for similar offenses.

In cases where non-classified offenses are committed, the University shall assign the appropriate class (I, II or III) in its discretion.

Offenses have been categorized into three (3) classes according to penalties assessed and shall be written and will become a part of the employee's personnel record.

When imposing any discipline as the result of a current charge, the University will not take into account minor infractions (Class I Offenses) which occurred more than one (1) year previously, nor major infractions (Class II or III Offenses) which occurred more than three (3) years previously. An employee indicted for any crime may be suspended, without pay pending an investigation of the facts leading to the indictment.

PENALTIES FOR OFFENSES

The penalty for Class I offenses shall be a reprimand for the first offense; a three (3) day suspension without pay for the second offense; one (1) week suspension without pay for the third offense; and dismissal for the fourth offense.

The penalty for Class II offenses or combination of those offenses shall be a three (3) day lay-off without pay for the first offense; a one (1) week lay-off without pay for the second offense; and dismissal for the third offense.

Note: An employee who has already received a three (3) day suspension for either Class I or Class II offenses shall receive a one (1) week suspension for either or both Class I and Class II offenses and shall be discharged for a subsequent Class I or Class II offense.

A Class III offense shall result in automatic discharge.

Class I Offenses

- A. Performing any non-university work during working hours.
- B. Leaving the job during working hours, except in the case of personal injury or for on premises personal needs, without approval of the supervisor or his/her designated representative.
- C. Inappropriate or destructive conduct which might cause damage to another person or equipment.
- D. Any conduct which results in unproductive performance.
- E. Excessive or unexcused tardiness or absenteeism.
- F. Using University equipment and/or supplies for any non-university business without permission of the supervisor.
- G. Violation of safety or fire rules.

- H. Careless workmanship.
- I. Smoking in prohibited areas.
- J. Improper use of University vehicles
- K. Failure to promptly "call in" when absent due to illness or other reasons.

Class II Offenses

- A. Insubordination, which shall include but not be limited to, refusal or failure without good cause to accept and perform job assignments as directed by the supervisor, or refusal or failure without good cause to accept instruction or direction through the supervisor.
- B. Sleeping on University property during regularly scheduled working hours.
- C. Damage to or destruction of University property resulting from carelessness.
- D. Leaving the campus during working hours without permission of the supervisor.
- E. Reporting to work under the influence of intoxicating beverages and illegal drugs.
- F. Gambling on University premises and/or the use of abusive language, or threatening physical violence.
- G. Unauthorized use of University vehicles.
- H. Inappropriate or destructive conduct which might cause damage to another person or equipment.

Class III Offenses

- A. Any intentional misrepresentation in an employee's application for employment, falsification of a leave of absence request, or intentionally giving any false information relating to his or her employment.
- B. Intentional performance of faulty workmanship.
- C. Willfully concealing any defect in material or workmanship.

- D. Falsification of any time sheet information.
- E. Possession of alcoholic beverages, narcotics or weapons, concealed or otherwise on campus premises.
- F. Any criminal action during working hours, to include, but not limited to:
 - 1) Stealing, whether it be University property or property in the plant or on the premises belonging to fellow employees or others.
 - 2) Sabotage, which shall consist of purposely damaging or destroying University property, tools, equipment, or the property of other employees or others in any manner.
- G. Fighting or committing immoral or indecent acts on University premises.
- H. Divulging or otherwise releasing confidential information.
- I. Conviction of a felony or serious misdemeanor.