



Policy 04:405 – Behavior at Work

The University strives to maintain a work environment that is based upon mutual respect for all individuals and, in turn, expects from each individual a commitment to the diligent performance of the job for which each is employed.

To help establish a positive work environment, certain general work rules are established by the University. New and reasonable rules affecting the general welfare and working relationships of employees may be issued as necessary.

To maintain a productive work environment, general work rules prohibit the following behaviors which, if committed, will be considered inappropriate workplace conduct and which may be cause for disciplinary action up to and including termination of employment:

1. Possession of firearms, explosives, or other lethal materials on University property or during University activities, unless the employee falls within certain categories of employees who must carry weapons in the course of their employment (e.g., police officer).
2. Possessing, drinking, or being under the influence of intoxicants in the workplace; unlawful possession, use, or distribution of alcohol on University property or during University activities; illegally using, manufacturing, possessing, distributing, dispensing, or being under the influence of controlled substances on University property or during University activities.
3. Disorderly conduct, to include but not limited to, using discriminatory, abusive or threatening language, fighting, provoking a fight, or attempting bodily harm or injury to another employee or to any other individual, or threatening physical action or injury on University property or during University activities; or other conduct which threatens or endangers the health, safety or well-being of any person.
4. Sexual harassment of employees, students, donors, customers, visitors, vendors, or any other person on University property or during University activities.
5. Willful or negligent damage to University property.
6. Theft or dishonesty.
7. Tampering with or wantonly destroying University data, records or other information; gaining unauthorized access to such information; disclosing confidential information; or otherwise misusing University data or information.

8. Falsification of University records.
9. Unauthorized use of University vehicles, mail services, identification or credit cards, telephones, computers, or other University equipment or materials. (Computers and computer accounts are provided to employees to assist them in the performance of their jobs. The University has the right to monitor, for business reasons, any and all aspects of the computer system.)
10. Tape recording work conversation(s) without the consent of everyone who is a party to the conversation(s).
11. Behavior or conduct unacceptable to the University or the community at large.
12. Insubordination or refusal of an employee to follow instructions, to perform designated work, or to comply with directives of authorized University officials.
13. Refusal to obey security officials or other proper authorities in emergencies.
14. An absence without proper notification or satisfactory reason. (An absence for five consecutive days without notification or without satisfactory reasons is considered a voluntary termination.)
15. Repeated tardiness. Tardiness is defined as arriving at work past the appointed starting time without supervisory approval.
16. Failure to comply with safety rules, regulations, or common safety practices.
17. Failure to wear proper uniform or identification in the prescribed manner as may be required by the University.
18. Sleeping on the job.
19. Violation of Federal government regulations as outlined in contracts.
20. Any violation of State or Federal law affecting ability to perform assigned work.
21. Failure or refusal to maintain or obtain required licensure, certification or registration.
22. Gambling on University property or during University activities.
23. Failure to report an accident or incident involving damage to University property.
24. Instigating or participating in deliberate low productivity and/or willfully obstructing, hindering, or interfering with another employee's work.
25. Failure to report to the work place at the beginning of the work period; leaving work prior to the end of the work period; failure to inform the supervisor when leaving the work area.
26. Smoking in non-designated areas.

27. Soliciting on University property at any time without permission of the President or designee.
28. Flagrant violation or failure to observe traffic or parking regulations.
29. Violating University policies, procedures, and/or regulations.

The foregoing work rules do not constitute an exhaustive list of the employee's work-related obligations to the University, nor do they represent a limitation of the University's right to take appropriate disciplinary action in response to conduct not expressly described or included within the work rules set forth above. Complaints of inappropriate workplace behavior should be reported to a Division Head or to the Director of Human Resources and Risk Management.

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