

## APPROPRIATE CONDUCT/WORK RULES

As integral members of The University of Louisiana at Monroe team, employees are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. This not only involves sincere respect for the rights and feelings of others, but also demands that both in business and personal life that employees refrain from any behavior that might be harmful to him/her, co-workers, and/or the University or that might be viewed as unfavorable by current or potential customers (students) or by the public at large. Employees of The University of Louisiana at Monroe are expected to comply with accepted standards of personal conduct.

Whether on duty or off, an employee's conduct reflects on the University. He/she is consequently encouraged to observe the highest standard of professionalism at all times. The University of Louisiana at Monroe, like other employers, has established work rules. These rules are specifically designed to aid The University of Louisiana at Monroe and employees in achieving a safe working environment and operational goals to better enhance competitiveness in higher education, while also creating a consistent and fair method in dealing with violations. Types of behavior and conduct that The University of Louisiana at Monroe considers inappropriate include, but are not limited to, the following.

Unscheduled, un-excused absence or tardiness

Leaving the assigned work area or University premises during working hours without permission.

Failing to report absence as required by individual departmental policy- not calling in by specified time (failure to follow department guidelines concerning notification of absenteeism).

Failing to return from leave of absence as scheduled.

Abusing lunch and break periods.

Improper use of sick leave (calling in requesting sick leave when you are not sick).

Making unauthorized solicitations or distributions during working time (soliciting gifts or tips from business-related contracts or selling products such as Avon).

Failure to follow established work procedures (skipping steps in processes) or concealing defective work.

Insubordination and/or refusal to follow instructions of a supervisor, including but not limited to:

- Refusal to do an assigned job
- Refusal to work overtime when required

- Refusal to render assistance
- Refusal to accept holiday work when assigned
- Rude response to a work order
- Delay in carrying out an assignment

Smoking in an unauthorized area.

Failure or inability to produce quality and/or quantity of work desired or wasting University owned materials.

Restricting one's own production or interfering with the work or production of another employee: causing disruption, visiting or interfering with others while at work.

Loafing, roaming, loitering, leaving workstation or quitting early without proper notification or permission.

Sleeping on the job.

Conducting personal business on University time. Using University telephones or facility communication systems inappropriately or for personal business. Using University computers for personal business including accessing confidential computer files and data (computers should not be used to access web sites that contain pornography or other offensive, inappropriate pictures or information).

Fighting or committing an assault (see Violence in the Workplace Policy at [www.ulm.edu/hr](http://www.ulm.edu/hr) or in the Office of Human Resources).

Using obscene, abusive, or threatening language or gestures, engaging in vulgar or abusive language or conduct toward others (see Violence in the Workplace Policy and Sexual Harassment Policy at [www.ulm.edu/hr](http://www.ulm.edu/hr) or in the Office of Human Resources).

Gambling on University premises, including football pools, or using computer equipment to gamble on line during working hours.

Using or being under the influence of intoxicants or narcotics on University premises or while on duty for the University. When using prescription drugs advise your supervisor that you are on medication.

The illegal use, or possession, distribution, manufacture, or sale of controlled substances by employees at the work site, or while the employee is on official state business, on duty or on call for duty.

Participating in disorderly, offensive, immoral conduct, indecent behavior, gross misconduct.

Creating conflict or instigating situations with coworkers, supervisors, students or other staff that negatively impact the working relationship.

Concealing, removing, falsifying University records or documents, falsifying employment or other official University records. Disclosing information, confidential records or documents to unauthorized persons. Sabotaging the facility, grounds or equipment.

Stealing or committing any criminal offenses on University property. Being dishonest, including but not limited to deception, fraud, lying, cheating or theft.

Violating safety and/or security regulations, being negligent.

Failure to wear or use safety equipment in the manner it was intended for.

Operating or using machinery in an unsafe manner, inappropriate way, or without safety guards. Failing to follow manufacturer's guidelines which could cause warranty to be voided.

Unauthorized use (borrowing for personal use) of University supplies, materials, equipment, tools, or machinery, computers, printers, (making personal copies on Xerox machine).

Horseplay or use of machinery, equipment or tools in a hazardous manner. Horseplay resulting in injuries may disqualify individuals from being eligible to receive workmen's compensation benefits

Damage to or improper use of University property willfully, deliberately or through gross negligence.

Possessing firearms, weapons, explosives and so on, on University premises including parking lots for employees. Only University Police Officers are authorized to carry firearms on campus.

Occupational injury/illness of an employee, or accidents which result in damage to University property or property of others must be reported immediately or no later than the end of the shift on the day the accident/incident occurred. Employees who fail to file reports are subject to disciplinary action.

Unauthorized possession of University property (stealing or "borrowing").

Disclosure of confidential information to unauthorized persons. Failing to maintain the confidentiality of University, student, or employee information.

Failure to properly register, park or operate personal vehicles on University property or off-campus when on official business. Failure to notify the Human Resources Office, Environmental Health & Safety Officer, and immediate supervisor of receiving traffic tickets for DWI, reckless operation, or speeding, since these affect your ability to drive for the University.

Unauthorized use of University vehicles, including but not limited to

- Picking up lunch
- Running a personal errand off campus while on duty
- Giving unauthorized passengers rides

Removing, posting, or altering notices on any bulletin board on University Property without permission.

Failure to wear proper or complete uniforms issued by the University or failure to follow departmental dress code or dress appropriately for the job.

Soliciting or accepting gifts or gratuities as prohibited by the State of Louisiana Code of Governmental Ethics. State employees are prohibited by the State Code of Ethics from soliciting or accepting, anything of economic value as a gift or gratuity from any person if the employee knows or reasonably should know that the person:

Has or is seeking to obtain contractual or other business or financial relationships with The University of Louisiana at Monroe.

Failure to account for state funds or property by the employee responsible.

Violation of institutional regulations and policies.

Classified employees are prohibited from engaging in political campaigns or using the job for political purposes. This will result in immediate dismissal. An employee may serve as a commissioner or an official poll watcher at the polls in any election. For more information on this subject see the section on Political Activity.

Employees are required by federal law to notify the Human Resources Office within five (5) working days of conviction under any criminal drug statute where such conviction occurred in the workplace, while on official business, during work hours, or when on call for duty.

Supervisors who fail to report or to cover-up delinquency or misconduct, or fail to take proper action in such cases because of friendship or other personal reasons, or because they do not agree with the disposition made of certain cases, are not only evading their responsibility but also acting contrary to the best interests of the University and will be subject to disciplinary action.

Failure to report a change of status in drivers license to immediate supervisor and Department Head, (i.e. suspended drivers license, expired drivers license, revoked drivers license) when drivers license is required for job.

Failure to acquire and maintain license or certification as required by the job description of certain positions may result in a non-disciplinary termination.

When work performance, work habits, overall behavior, conduct or demeanor become unsatisfactory in the judgment of the University, based on violations of either of the above or of

any other The University of Louisiana at Monroe policies, rules, or regulations, the employee will be subject to disciplinary action, up to and including dismissal.