

 <p>Category: Human Resources</p> <p>Policy applicable for: Classified and Unclassified Staff</p>	<p><i>Policy Title:</i> Conduct</p> <p>Effective Date: 10/1/2009 – 9/31/2012</p> <p>Prior Effective Date: 8/2005</p>	<p><i>Policy Number:</i> 15.02</p> <p>Policy Owner: Sr. VP for Administration and Finance</p> <p>Responsible Office(s): Appropriate Unit Human Resources</p>
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Background

The purpose of this policy is to establish general standards of behavior for employees of the university.

Policy

1. All employees are expected to conduct themselves in a professional and workplace-appropriate manner that reflects positively on the university.
2. For conduct and rule violations disciplinary action up to and including immediate termination may occur.
3. Violations may include, but are not limited to:
 - a. Violating University policies and encouraging or inciting others to do the same.
 - b. Inefficiency.
 - c. Insubordination: refusal of an employee to follow instructions or to perform designated work where such instructions or work normally and properly are required of an employee.
 - d. Dishonesty or theft, including, but not limited to Falsification of records or falsification (theft) of time, or clocking-in for another employee or allowing another employee to clock-in for you.
 - e. Unauthorized use, abuse or destruction of University property (ID badge, telephones, computers, vehicles, etc). Permitting another individual the use of an employee's identification card.
 - f. Use of University telephones for personal calls without authorization (except in the case of an emergency). Charging personal long distance calls to the University.
 - g. Unauthorized or unsafe operation of University vehicles, or operation without a valid driver's license.
 - h. Neglect of duty, including, but not limited to excessive use of personal mobile phones or electronic equipment while on duty.
 - i. Abuse of leave, including, but not limited to failure to comply with sick or vacation leave notification policies; repeated tardiness; absence without authorized leave; absence for three consecutive days without notice and without satisfactory reason.
 - j. Failure of employees to report to their work place at the beginning of their work period.
 - k. Failing to inform the supervisor when leaving a workstation or work area.

- l. Sleeping on the job.
- m. Loafing or carelessness.
- n. Having unauthorized visitors during work hours.
- o. Smoking in unauthorized areas.
- p. Violating safety rules or common safety practices.
- q. Failure to report an accident involving an on-the-job injury or damage to University property.
- r. Refusal to obey security officials or other proper authorities in the performance of their normal duties or in times of emergency.
- s. Discourteous treatment (including physical or verbal abuse) toward students, patients, visitors and other employees.
- t. Threats of violence, violent acts or other violence towards students, patients, visitors or other employees.
- u. Fighting, throwing objects
- v. Possession of intoxicants (alcohol or drugs) while on University duty, or being under the influence of intoxicants (alcohol or drugs) while on the job.
- w. Unauthorized possession of firearms, explosives or other lethal materials while on University property.
- x. Gambling or the possession of gambling devices on University property.
- y. Illegal or immoral conduct.
- z. Soliciting, collecting money, or circulating petitions on University property without the written permission of the Vice President having administrative authority over the department for which the employee works.
- aa. Failure of employees to maintain a clean and neat appearance. Failure to adhere to appropriate departmental standards of dress.
- bb. Failure of employees to keep their work area neat and clean.
- cc. Unauthorized discussion of information pertaining to students, patients or other employees with friends, relatives, the general public or the news media.
- dd. Failure to observe University parking and traffic regulations.
- ee. Unauthorized overtime.
- ff. Any other deviation from standard and acceptable behavior.
- gg. Failure to complete an Outside Activity Report in a timely fashion.

Procedure

1. All new employees are advised at orientation that the Work Rules of the University are posted on the Human Resources website in the on-line Policies & Procedures manual.
2. The administrative authority/supervisor is responsible for monitoring employee compliance with the work rules.

Related Citations: University Rule 3361:30-19-01; Ohio Revised Code 124.32

Phone Contacts:

**Human Resources – Employee (513)556-6372
& Labor Relations**

