

STAFF HANDBOOK

December 2019

WORK RULES

I. INTRODUCTION

Work rules are defined as rules issued by the University regulating the conduct of staff members while at work. Work rules are designed to protect the rights and increase the safety of all. They provide written guidance to both supervisors and staff members regarding the standards of behavior expected at work.

The University's general work rules are listed below. Committing any of the infractions on the list may be sufficient grounds for disciplinary action ranging from reprimand to immediate discharge. The severity of the discipline will depend upon, among other things, the seriousness of the offense, the number of infractions, the prior disciplinary history of the staff member, and the specific context of the incident(s) giving rise to the infraction(s). Staff members who feel the work rules have been applied unfairly are encouraged to discuss the matter with their supervisor or the director of Human Resources. Staff members who are concerned that a co-worker is violating the work rules may discuss the matter with their supervisor or with the director of Human Resources.

These work rules constitute the general work rules applicable to staff members of the University. Additional work rules may be issued which concern only individual positions or classes of positions or work units when such work rules are required by the nature of the work performed. Likewise, *these work rules do not constitute all infractions for which staff members may be disciplined*. Other work rules, for example, are provided by law or established by the University administration. Violation of them may also result in appropriate disciplinary action. An employee's conduct away from work may also result in disciplinary action, including termination.

II. WORK PERFORMANCE INFRACTIONS

- A. Insubordination, disobedience, failure or refusal to follow the written or oral instructions of a supervisor or to carry out work assignments.
- B. Neglecting job duties and responsibilities.
- C. Loafing, loitering, sleeping, engaging in unauthorized personal business, or visiting during work hours.
- D. Disclosure of confidential information or records to unauthorized personnel.
- E. Falsifying employment application or other records or giving false information.
- F. Failure to observe all safety rules and practices, including the use of protective equipment and clothing, or in the operation of vehicles and equipment.
- G. Failure to report as soon as possible, but no later than 24 hours following their occurrence, all accidents or injuries occurring during working hours or while in the

performance of University business, including traffic accidents, regardless of the ownership of the vehicles involved.

- H. Inadequate work performance.
- I. Failure to cooperate in any University investigation.
- J. Failure to comply with any University policy.

III. ATTENDANCE INFRACTIONS

- A. Failure to report promptly at the scheduled starting time; leaving before the scheduled quitting time; or failure to notify the proper authority in a timely manner of an impending absence or tardiness.
- B. Unexcused or excessive absenteeism.
- C. Abuse of sick or other leaves.
- D. Leaving work during working hours without the supervisor's permission.
- E. Failure to observe the time limits for lunch or rest periods.
- F. Failure to notify one's supervisor of membership in the Volunteer Fire Department.
- G. Falsifying time records or clocking in or out for another person.

IV. PROPERTY INFRACTIONS

- A. Abuse or misuse of University or private property, materials, equipment, or technology resources such as email and internet access.
- B. Stealing or unauthorized possession or use of University or private property, equipment or materials.
- C. Unauthorized posting or removing of notices, signs, posters, or similar materials.
- D. Unauthorized entry to University property.
- E. Unauthorized use of the University's long-distance phone service for personal calls.

V. PERSONAL ACTION INFRACTIONS

- A. Threatening, attempting, or inflicting bodily harm to University personnel or members of the general public.
- B. Using threatening, intimidating, abusive, or profane language toward others.
- C. Inappropriate behavior that is disruptive to the operation of the office or endangers the physical or mental well-being of co-workers or other community members including students.
- D. Failure to observe smoking regulations.
- E. Unauthorized possession or use of weapons. It is a felony under Tennessee law to carry weapons on University property.

- F. Making false or malicious statements concerning other staff members or the University.
- G. Unauthorized possession or use of alcoholic beverages or narcotics during work hours, while on University time or at a University work site or otherwise violating the provisions of the Drug-Free Campus Statement of the University of the South.
- H. Reporting to work in a condition endangering the safety of the staff member, of co-workers or of other University personnel; or inability to perform job responsibilities due to the influence of alcohol and/or narcotics.
- I. Immoral conduct or indecency.
- J. Violation of health or sanitation procedures, directions and requirements, including littering, or creating unsanitary conditions.
- K. Unless authorized by the departmental supervisor, staff members may not distribute printed materials of any kind in any work areas and may not sell merchandise or solicit contributions or support for any cause during working hours.
- L. The unauthorized distribution of printed matter on University time or premises.
- M. The unauthorized possession, lending, borrowing, duplication, or use of University keys or credit cards; or failure to report promptly their loss.
- N. Dress or grooming which is inappropriate or unsanitary for the staff member's specific assignment. Dress standards are established by departments.
- O. Gambling while on University time or premises.
- P. Soliciting or accepting unauthorized compensation, reward, gratuity, or gifts for a matter related to a staff member's job.
- Q. Failure to comply with any University policy.

VI. OUTSIDE ACTIVITIES AND EMPLOYMENT

Engaging in any outside activities or employment which could involve a conflict of interest in terms of the staff member's relationship to the University is a violation of the work rules.

