Conduct and Job Performance Guidelines

Document Number: HMRS-0015 **Date Published(sys):** 10/29/2024

General Description

Policy Summary:

The Conduct and Job Performance Guidelines provide general principles for professional conduct by University staff employees.

The enumeration in these guidelines of any reasons or causes for discipline and/or discharge by the University shall not in any way limit or affect the University's right to discipline or discharge any employee for any cause or no cause whatsoever, in accordance with its rights as an at-will employer.

Further, the University's compliance or attempted compliance with any guidelines for discipline and/or discharge which it has promulgated or promulgates in the future shall not be construed to create a "contract" or modify any right the University has pertaining to discipline and/or discharge in accordance with its rights as an "at will" employer.

Purpose:

This policy aims to give guidance for staff conduct and job performances.

Scope:

This policy applies to all exempt and non-exempt staff employees.

Exceptions:

Does not apply to faculty.

Responsible Department:

Human Resources

Policy Content

General

Trinity University's rules concerning everyday employee conduct and job performance are simple, common-sense guidelines that are necessary to ensure that all staff employees can work in an orderly, efficient, and economical manner that is free from disturbances that hinder job training, job production, and job enjoyment. It is the full responsibility of each employee to know what University and departmental rules and regulations exist and to observe them at all times.

Classifications of Rules

Rules are grouped so that corrective action can be consistently administered. Rules are not restricted to those listed because some rules are covered by specific departmental regulations, which the supervisor will discuss. Employees are required to know and understand what these other regulations entail as well as the general conduct and job performance rules listed here. Additionally, this listing is not exhaustive, and the University retains the right to take disciplinary action for conduct not listed herein.

Group I

The following University rules must be adhered to by all staff; an employee violating any of these rules may be subject to immediate discharge.

1. Imposing on the rights and privileges of or intimidating other employees.
2. Violating the University's anti-harassment and discrimination policies.
3. Use or possession of an illegal or controlled drug or intoxicant (see Drug and Alcohol Abuse Policy for further information) while at work.
4. Changing or otherwise falsifying or forging any University records (paper or electronic), documents, permits, licenses, certifications, passes, badges, the approving signature thereon, or any other fraudulent act.
5. Changing or otherwise falsifying or forging time entry and/or clocking in or clocking out and/or signing in or signing out for another employee.
6. Engaging in grossly offensive, obscene, or immoral conduct.
7. Deliberately interfering with University operations or concealing defective work.

8. Conviction of a criminal offense committed outside the University (other than minor driving offenses).

9. Indictment for a major criminal offense where the University's investigation indicates a reasonable belief that the indictment is based upon fact.

10. Unauthorized taking, use, or possession of Trinity University property or the property of other employees, students, or university guests.

11. Improper access, use, or disclosure of University confidential information, including, but not limited to, student information.

12. Intentionally defacing or damaging University property or the property belonging to other employees, students, or University guests.

13. Fighting on University property, whether or not provoked, or any act of violence on University property or while on University business.

14. Possession of firearms or any other dangerous weapons while on University premises or on University business.

15. Failure to report to work for three or more consecutive workdays and to notify the supervisor of a legitimate reason for such absence.

16. Failure to cooperate fully with University inquiries or investigations, including a failure to provide accurate information.

17. Any other acts not listed in 1 through 15 above but considered by the University, in its sole discretion, as constituting major misconduct, insubordination, gross negligence, or gross disregard of an obligation to the University as an employee.

Group II

Employees violating any of the rules listed in Group II, except where circumstances are extremely aggravated or where the University, in its sole discretion, elects to effectuate immediate termination of employment, will normally be given formal written warnings which will advise that any repetition of the violation or any further violation of University rules may result in discharge at the option of the University.

1. Creating disturbances that adversely affect morale, production, studies or discipline.

2. Sleeping while on duty.

3. Continually or intentionally disregarding any appropriate departmental rules. Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor/manager within their appropriate authority.

4. Reporting to work under the influence of intoxicants, narcotics, or drugs which could have an adverse effect on the safety of other employees (see Drug and Alcohol Abuse Policy for additional information).

5. Engaging in horseplay or malicious mischief in any form.

6. Disregarding any University security or fire regulations.

7. Leaving University premises before any normal work period ends without prior notice and approval.

8. Failing to return to work at the end of any authorized leave period unless the supervisor has been advised and approved of the reason for the delay.

9. Having continued unacceptable absences or tardiness from scheduled work, whether or not the reasons for absence or tardiness are considered valid.

10. Failure to provide a physician's certificate or other verification documents when requested.

11. Failure to maintain the required integrity of University computerized databases, associated issues of confidentiality, and/or violations of any Trinity University policies related to Information Technology, including usage of Trinity University equipment, connections, and software.

12. Continually disregarding normal, safe working practices.

13. Contributing to or causing unsafe working conditions.

14. Violating any other University policy, practice, or procedure.

Group III

Employees violating any one of the rules listed in Group III, except where circumstances are extremely aggravated or where the University, in its sole discretion, elects to effectuate

immediate termination of employment, will ordinarily be disciplined in accordance with the University's Employee Discipline and Concerns Policy.

1. Failing to immediately report to supervisors all personal injuries or illnesses occurring at work.

2. Distracting or annoying other employees while they are performing their assigned duties.

3. Damaging University property and equipment through improper use or lack of care.

4. The repeated and continued use of University resources or time for non- work or calls of unreasonable related purposes during work time.

5. Tobacco use on University property or in University vehicles.

6. Failing to observe work schedules, including breaks and meal periods.

7. Abusing sick leave privileges.

8. Failing to notify the supervisor each day within thirty (30) minutes of the beginning of the work period of any absence or variation from the established work schedule (unless different procedures have been established and approved for department operations).

Revision Management

Revision History Log:

Revision #:	Date:	Recorded By:
v3.1	10/28/2024 3:35 PM	Pamela Mota
v3.0	8/8/2024 10:34 AM	Pamela Mota
v2.0	7/27/2023 1:24 PM	Holly Warfel
v1.0	8/15/2019 7:18 PM	Kelleebeth Cantu

Vice President Approval:

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