



Conduct and Job Performance Guidelines

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Policy Content

Summary

The following guidelines are intended for general guidance only, and the University may from time to time amend, modify or cancel any of the policies or rules discussed herein. The enumeration 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 other cause or for no cause whatsoever, and 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 for any cause or for no cause whatsoever.

General

Trinity University's rules concerning everyday employee conduct and job performance are simple, common-sense guidelines which are necessary to ensure that all staff employees can work in an orderly, efficient, economical manner that is free from disturbances which 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 will be discussed by the supervisor. 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 employees; an employee violating any of these rules will 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 or the approving signature thereon.
5. Changing or otherwise falsifying or forging web time entry, time cards or time sheet and/or clocking in or clocking out and/or signing in or signing out for another employee.
6. Indulging in grossly offensive, obscene or immoral conduct.
7. Deliberately interfering with University operations or concealing of defective work.
8. Conviction of a criminal offense committed outside the University.
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 possession of Trinity University property or the property of other employees, students or university guests.
11. Intentionally defacing or damaging University property or the property belonging to other employees, students or university guests.
12. Fighting on University property.
13. Refusing to obey reasonable and necessary orders or job assignments.
14. Use of abusive or threatening language.
15. Failure to report to work for three consecutive workdays and to notify the supervisor of a legitimate reason for such absence.
16. Any other acts not listed in 1 through 16 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.

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. Indulging in horseplay or malicious mischief in any form.
6. Disregarding any University security or fire regulation.
7. Leaving University premises prior to the end of any normal work period 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 approves 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 maintain the required integrity of University computerized databases, associated issues of confidentiality, and/or violations of any Trinity University policies related to Information Technology, to include usage of Trinity University equipment, connections, and software.
11. Continually disregarding normal, safe working practices.
12. Contributing to or causing unsafe working conditions.

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 as follows:

- a. Given an oral reprimand on the first offense.
- b. Given a written formal warning on the second offense.
- c. Given a final written warning showing the employee was advised that future offenses could result in discharge.
- d. Subject to discharge.

1. Failing to immediately report to supervisors all personal injuries or illnesses occurring at work.
2. Contributing to poor housekeeping or unsanitary practices.
3. Distracting or annoying other employees while they are performing their assigned duties.
4. Damaging University property and equipment through improper use or lack of care.
5. Abusing sick leave privileges.
6. 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

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