

Work Violations and Suggested Responses

(Reference HRM 60-401, Guidelines for Employee Conduct)

Key: Disciplinary Actions - Reference HRM 60-401, Guidelines for Employee Conduct

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|----------|---|
| O | Oral Reminder |
| W | Written Reminder |
| S | Disciplinary Suspension, or where appropriate, final written reminder in lieu of suspension |
| I | Involuntary Separation |

| Description | Violation | | | |
|---|-----------------|-----------------|-----------------|-----------------|
| | 1 st | 2 nd | 3 rd | 4 th |
| Remember: Consideration should always be given to the nature of the incident, the frequency of the violation, and the employee's overall work record before disciplinary action is taken. | | | | |
| 1. Poor performance of duties, including failure to follow instructions, maintain established standards of work or productivity, or any other unsatisfactory performance | O | W | S | I |
| 2. Violation of an attendance policy involving unscheduled absence or tardiness, including failure to report to the workstation at the beginning of the scheduled hours or leaving the work area prior to the scheduled conclusion of the work period, and absences, which exhibit a pattern or trend or which become excessive | O | W | S | I |
| 3. Failure of an absent employee to notify the supervisor in accordance with departmental procedures | W | S | I | |
| 4. Failure to inform the supervisor when leaving the work area or failure to report back to the work area at the scheduled conclusion of a work break or meal period | O | W | S | I |
| 5. Failure to conform to a departmental uniform or dress code policy, including the wearing of identification badges or name tags | O | W | S | I |
| 6. Use of profane or abusive language on University premises, or actions that may be discourteous or harmful to others, including smoking in designated non-smoking areas | W | S | I | |

| Description | Violation | | | |
|--|-----------|----------|----------|--|
| 7. Workplace bullying – repeated mistreatment in the workplace; abusive conduct that is threatening, humiliating, or intimidating, work sabotage, or verbal abuse | W | S | I | |
| 8. Use of another’s computer sign-on or computer access code or providing another the use of an individual’s sign-on code without proper authorization to gain unauthorized access to confidential or privileged information | W | S | I | |
| 9. Insubordination, including refusal to accept instructions from supervisors, police officers, civil defense personnel, or other proper authorities | S | I | | |
| 10. Unauthorized or improper use of University property | S | I | | |
| 11. Acts of unlawful discrimination based upon but not limited to, unlawful discrimination based upon race, color, religion, sex, national origin, age, disability, or veteran’s status. | I | | | |
| 12. Unlawful harassment | I | | | |
| 13. Sleeping on the job | S | I | | |
| 14. Falsifying, misrepresenting, or omitting information on any University record, including but not limited to, intentional failure to accurately record time records or registering the time card of another employee without proper authorization; the Application for Employment form, or other official University records. | I | | | |
| 15. Recording coworkers, students, or others at the University without consent of all individuals being recorded. This applies to all manners of recording including both video recording and audio recording. University surveillance cameras or other legitimate educational or business purposes are permitted. | W | S | I | |
| 16. Threats, fighting, physical altercations, verbal abuse, or other physical action against another person while on University premises | I | | | |
| 17. Commission of any crime on University premises such as theft, unauthorized removal, use, or disposition of or willful damage to University or other State property, unauthorized possession of alcohol/weapons/explosives, gambling, being found in possession of illegal drugs, and charging personal long distance phone calls to the University without authorization; or, commission of a work-related crime while off campus. | I | | | |

| Description | Violation | | | |
|--|-----------|---|--|--|
| 18. Conviction of any crime or misdemeanor involving moral turpitude, the nature of which reflects adversely upon the University or adversely affects the ability to perform University duties | I | | | |
| 19. Failure to follow University or departmental policies or state/federal laws, including but not limited to behavior that compromises another's safety or contributes to hazardous conditions, violates rights to privacy or discloses confidential University information | S | I | | |
| 20. Violating the Ethics in Government Law (i.e., conflicts of interest) | I | | | |
| 21. Any other action, behavior, or communication that, as perceived by University officials, adversely affects the University or any sub-unit thereof | S | I | | |