



Southeastern Louisiana University Basic Duties Policy

Document History

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Responsible Office: Human Resources

Effective Date: 7/7/2020

Approved by: President's Staff

Date of Revision/Review: 7/7/2020

Policy Statement

This policy addresses the basic duties of classified and unclassified staff, graduate assistants, and resident assistants.

Purpose of Policy

This policy provides appropriate conduct and rules regarding the basic duties of employees.

Applicability

This policy applies to classified and unclassified staff, graduate assistants, and resident assistants.

Policy Procedure

POSITION DESCRIPTION

A position description is a detailed listing of the important factors that make up a job, including the nature of work, the specific tasks performed, the duties and responsibilities, who the position reports to, who the position supervises, as well as the required and/or preferred skills, abilities, education, and related experience needed to perform the job.

WORKING DAYS

The University defines a "working day" as any day the University is open for business. References to "working day" in any and all university policies shall be defined as such.

ABSENTEEISM AND TARDINESS

Southeastern Louisiana University expects all employees to assume diligent responsibility for their attendance and promptness. Should an employee be unable to work because of illness, the supervisor or department head must be notified in accordance with departmental policy. Failure to properly notify the department could result in an unexcused absence. If an employee is absent for more than five consecutive days, a statement from a health care professional is required before being permitted to return to work. The University reserves the right to require an employee to be examined by a health care professional designated by the University at its discretion, especially where abuse is suspected.

For any department to operate efficiently, each employee must be at their place of assignment at the scheduled time. Excessive tardiness on the part of any employee should be considered when recommending salary increases or promotions. Employees reporting to work late will be subject to being docked for the actual time missed. Employees with continued tardiness records should be recommended for disciplinary action. A **classified employee** with seven or more unscheduled absences may be non-disciplinary removed from their position. Absenteeism or tardiness that is unexcused or excessive in the judgment of the University is grounds for disciplinary action, up to and including dismissal.

APPROPRIATE CONDUCT AND WORK RULES

As integral members of the Southeastern Louisiana University team, employees are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. This not only involves sincere respect for the rights and feelings of others, but also demands that both in business and personal life that employees refrain from any behavior that might be harmful to him/her, coworkers, and/or the University or that might be viewed as unfavorable by current or potential customers (students) or by the public at large. Employees of Southeastern Louisiana University are expected to comply with accepted standards of personal conduct.

Whether on or off duty, an employee's conduct reflects on the University. Employees are encouraged to observe the highest standard of professionalism at all times. Southeastern Louisiana University, like other employers, has established work rules. These rules are specifically designed to aid the University and employees in achieving a safe working environment and operational goals to better enhance competitiveness in higher education, while also creating a consistent and fair method in dealing with violations. Types of behavior and conduct that Southeastern Louisiana University considers inappropriate include, but are not limited to, those listed below.

1. Absenteeism and tardiness
 - a. Unscheduled, unexcused, or excessive absence or tardiness
 - b. Leaving the assigned work area or campus during working hours without prior approval
 - c. Failing to follow proper departmental call-in procedures
 - d. Failing to return from leave of absence as scheduled
 - e. Abusing lunch and break periods

2. Insubordination
 - a. Refusal to do an assigned job
 - b. Refusal to work overtime or holiday when assigned
 - c. Refusal to render assistance
 - d. Insolent response to a work order
 - e. Intentional delay in carrying out an assignment
 - f. Argumentative reluctance – including, but not limited to, griping, complaining, or being uncooperative to supervisor or other person in authority

3. Work product
 - a. Failure or inability to produce quality of work desired
 - b. Failure or inability to produce quantity of work desired or wasting the University's resources
 - c. Restricting one's own production or interfering with the work or production of another employee
 - d. Causing disruption by visiting or interfering with others while working
 - e. Loafing, roaming, or loitering
 - f. Failure to follow established work procedures, skipping steps in processes, or concealing defective work
 - g. Sleeping on the job

4. Conduct
 - a. Fighting or committing an assault
 - b. Using obscene, abusive, or threatening language or gestures
 - c. Exhibiting threatening, intimidating, humiliating, coercing, hate act, hate crime, discrimination and/or harassing in a manner which causes another person or group of people to be reasonably apprehensive
 - d. Using maliciously offensive or hateful comments, statements or assertions that are prejudicial toward an individual's or group of people's race, age, disability status, gender, gender identity/expression,

national origin, sexual orientation, religion, or any other legally protected groups under federal, state or local law

5. Safety

- a. Violating or being neglectful of safety and/or security regulations
- b. Failure to wear or use safety equipment in the manner for which it was intended
- c. Operating or using machinery, equipment or tools in a hazardous manner, inappropriate way, or without safety guards
- d. Failure to follow manufacturer's guidelines which could cause warranties to be voided
- e. Horseplay or failure to operate or use machinery for which it was intended; injury from horseplay could result in a loss of Workers' Compensation eligibility
- f. Sabotaging university equipment
- g. Possessing firearms, weapons, or explosives on campus, unless otherwise authorized
- h. Failure to report occupational injuries/illnesses of employees
- i. Failure to report accidents which result in damage to University property or others either immediately or no later than the end of the shift on the day the accident

6. Substance abuse

- a. Using or being under the influence of intoxicants, alcohol, or narcotics on campus or while on duty
- b. The illegal use, possession, distribution, manufacture, or sale of controlled substances by employees at the work site, while the employee is on official university business, on duty, or on call for duty.

7. University property

- a. Unauthorized possession of university property; stealing or using without approval
- b. Unauthorized use or borrowing for personal use of university supplies, materials, equipment, tools, machinery, computers, printers, paper, and other university property
- c. Failure to account for state funds or property by the employee responsible
- d. Use of university computers to access pornographic web sites or to access other offensive, inappropriate non-work-related pictures or information
- e. Eating or drinking negligently resulting in damage or destruction of university property

8. University information

- a. Concealing, removing, or falsifying university records, documents, or any official information
- b. Breach of confidentiality; disclosing or failure to maintain confidential information, records, or documents to unauthorized persons

9. Vehicles and parking

- a. Failure to properly register, park, or operate personal vehicles on campus or off campus while on official business
- b. Failure to notify Human Resources, Hazardous Waste Management and Safety, and immediate supervisor of traffic tickets for DWI, reckless operation, or speeding as they all may affect an employee's ability to drive for the University
- c. Unauthorized use of university vehicles including, but not limited to, picking up lunch, running personal errands while on duty, and giving unauthorized passengers rides

10. Licenses and certifications

- a. Failure to report a change of status in driver's license to immediate supervisor, which renders the employee not able to perform the essential functions of his position

- b. Failure to acquire and maintain licensure or certification as required to meet the minimum qualifications of the position

11. Payroll and leave

- a. Improper use of sick leave; calling in requesting sick leave when not sick
- b. Falsification of timesheets, leave requests, overtime requests, and other payroll related documentation
- c. Clocking for another employee or allowing another employee to clock for you

12. Soliciting

- a. Making unauthorized solicitations or distributions during work time; i.e. selling and distributing cosmetic products
- b. Soliciting or accepting anything of economic value from any person if the employee knows or reasonably should know that the person has or is seeking to obtain a contractual or other business or financial relationships with the University as prohibited by the State of Louisiana Code of Governmental Ethics

13. Smoking or using tobacco products on campus.

14. Eating or drinking in undesignated areas.

15. Personal business

- a. Using university time to conduct personal business
- b. Using university telephones, supplies, labor, and other resources for personal business

16. Gambling on campus, including, but not limited to, football pools and using computer equipment to gamble on line during work time.

17. Dress code

- a. Failure to wear proper or complete uniforms issued by the University; failure to wear uniforms properly
- b. Failure to follow the departmental dress code policy or failure to dress appropriately for the job
- c. Failure to follow guidelines for personal appearance and proper hygiene practices

18. Violation of restrictions on political activity. Classified employees are prohibited from engaging in political campaigns or using their job for political purposes.

19. Supervisors' failure to report or cover-up delinquency or misconduct, or failure to take proper action in such cases because of friendship, because they do not agree with the disposition made of certain cases, or other personal reasons. These actions evade their supervisory responsibility and are contrary to the best interests of the University.

20. Violation of any university or ULS policies or regulations not specifically addressed above.

When work performance, work habits, overall behavior, conduct, or demeanor become unsatisfactory in the judgment of the University, based on violations of either of the above or of any other Southeastern Louisiana University policies, rules, or regulations, the employee may be subject to disciplinary action, up to and including dismissal.

COURTESY

As employees of Southeastern Louisiana University all of us are public servants. As such, we are obligated in both direct and indirect dealings with citizens of our State to serve efficiently and courteously. Visitors to Southeastern Louisiana University, for business or for other reasons, are to be received politely. They should be treated with the same courtesy and consideration that we would expect to receive if we visited another state agency or private business. All employees are expected to be pleasant, courteous and cooperative at all times. They are expected to refrain from any evidence of bad mouthing, talking down to anyone, or negatively representing their department, themselves, co-workers, students, or any member of our University family.

HOUSEKEEPING

Employees are also required to keep their workstation and surrounding area safe, clean, and orderly. Before departing in the evening, employees should lock files and cabinets and clear all work materials from desk surfaces, especially materials of a sensitive and confidential nature.

PERSONAL APPEARANCE AND DEMEANOR

Discretion in style of dress and behavior is essential to the efficient operation of the University. Employees are required to dress in appropriate business attire for their position and to behave in a professional business manner. Please use good judgment in the choice of work clothes if not required to wear a uniform. Remember to conduct yourself at all times in a way that best represents you and the University.

Employees required to wear uniforms are expected to wear them properly and in their entirety. Uniforms must be clean, pressed, and neatly maintained at all times. Shoes must be in good condition and polished or brushed clean and should be a type appropriate for the job being performed. Nametags must be worn if issued. Undergarments should be suitable for the uniform. Jewelry may be limited depending on the position.

Employees are expected to follow personal hygiene practices as needed for their specific job assignment, including, but not limited to, the practices listed below.

- Bathe daily and use deodorant
- Keep hair clean and neat
- Keep finger nails neat and clean (some restrictions may apply to length and to nail polish for certain positions based on departmental policy)
- Wash hands with soap and water before going to work, after using the restroom, after smoking a cigarette, after handling food waste, garbage, dirty dishes, rags, blowing your nose, coughing, sneezing, scratching or handling anything that is unclean

Employees failing to adhere to proper University standards with respect to appearance, demeanor, and hygiene are subject to disciplinary action.