



SOUTHEASTERN

L O U I S I A N A U N I V E R S I T Y

Basic Duties of Graduate Assistants

ABSENTEEISM AND TARDINESS

Southeastern 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. This is required especially where abuse is suspected; for example, when an employee's leave record indicates a pattern of short absences and/or frequent absences before or after holidays or weekends.

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. 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/WORK RULES

As integral members of the Southeastern 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, in both professional and personal life, employees refrain from any behavior that might be harmful to him/her, co-workers, 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 are expected to comply with accepted standards of personal conduct.

Whether on duty or off, an employee's conduct reflects on the University. Employees are encouraged to observe the highest standard of professionalism at all times. Southeastern, like other employers, has established work rules. These rules are specifically designed to aid Southeastern 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 considers inappropriate include, but are not limited to, the following:

1. Excessive absenteeism or tardiness.
2. Leaving University premises during working hours without permission.
3. Failing to report absence as required by individual departmental policy - not calling in by specified time.
4. Failing to return from leave of absence as scheduled.
5. Improper use of sick leave.
6. Clocking for another employee or allowing another employee to clock for you..
7. Making unauthorized solicitations or distributions during working time.
8. Failure to follow established work procedures.
9. Insubordination and/or refusal to follow instructions of a supervisor.
10. Smoking in an unauthorized area.
11. Failure or inability to produce quality and/or quantity of work desired.
12. Restricting one's own production or interfering with the work or production of another employee. Visiting or interfering with others while at work.
13. Loafing, roaming, loitering, or leaving workstation without proper notification.
14. Sleeping on the job.
15. Conducting personal business on University time.
16. Fighting or committing an assault.
17. Using obscene, abusive, or threatening language or gestures.
18. Gambling on University premises, including football pools.

19. Using or being under the influence of intoxicants or narcotics on University premises or while on duty for the University.
20. The illegal use, possession, distribution, manufacture, or sale of controlled substances by employees at the work site, or while the employee is on official state business, on duty, or on call for duty.
21. Disorderly, offensive, or immoral conduct.
22. Concealing, removing, falsifying, or destroying employment or other official University records.
23. Stealing or committing any criminal offense on University property.
24. Violating safety and/or security regulations.
25. Failing to wear safety equipment.
26. Operating machinery in an unsafe manner or without safety guards.
27. Unauthorized use of University supplies, materials, equipment, tools, or machinery.
28. Horseplay or use of machinery, equipment, or tools in a hazardous manner.
29. Damage to or improper use of University property either willfully or through gross negligence.
30. Possessing firearms, weapons, explosives, etc., in University buildings. Only University police officers are authorized to carry firearms on campus.
31. Failing to make an immediate report of an occupational injury/illness. Injuries occurring on the job must be reported by the end of the shift.
32. Unauthorized possession of University property.
33. Disclosure of confidential information to unauthorized persons. Failing to maintain the confidentiality of University, student, or employee information.
34. Failure to properly register, park, or operate personal vehicles on University property or off-campus when on official business.
35. Unauthorized use of University bulletin boards.
36. Soliciting or accepting gifts or gratuities as prohibited by the State of Louisiana Code of Governmental Ethics. State employees are prohibited by the State Code of Ethics from soliciting or accepting anything of economic value as a gift or gratuity from any person if the employee knows or reasonably should know that the person:
 - A. Has or is seeking to obtain contractual or other business or financial relationships with Southeastern, or
 - B. Is seeking, for compensation, to influence the passage or defeat of legislation by Southeastern.

37. Employees responsible for managing state funds (bank accounts, cash, checks, credit card receipts) or state property who do not properly account for the funds or property are subject to disciplinary action up to and including termination. They may also be subject to criminal prosecution, if applicable.
38. Violation of institutional regulations and policies.

39. Engaging in political campaigns or using the job for political purposes will result in immediate dismissal. An employee may serve as a commissioner or an official poll watcher at the polls in any election. For more information on this subject, see the section in this guidebook on Political Activity or contact the Human Resource Office.
40. Employees are required by federal law to notify the Human Resource Office within five working days of conviction under any criminal drug statute where such conviction occurred in the workplace, while on official business, during work hours, or when on call for duty.
41. Supervisors who fail to report delinquency or misconduct, or fail to take proper action in such cases because of friendship or other personal reasons or because they do not agree with the disposition made of certain cases, are not only evading their responsibility but also acting contrary to the best interests of the University and will be subject to disciplinary action.

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

COURTESY

Keep in mind at all times that, as employees of Southeastern, 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, 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 badmouthing, talking down to anyone, or negatively representing their department, themselves, co-workers, students, or any member of our University family.

HOUSEKEEPING

Employees are required to keep their work environments clean and orderly. Before departing in the evening, employees should lock files and cabinets and clear all work.

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, businesslike 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. Nametags must be worn if issued. Undergarments should be suitable for the uniform. Jewelry may be limited depending on the position (e.g., food preparers and handlers may have restrictions placed by the department for sanitation and safety reasons). In general, employees are expected to maintain proper personal hygiene.

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

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