



SOUTHEASTERN

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

Basic Duties of Unclassified Employees

ABSENTEEISM AND TARDINESS

Southeastern expects all employees to assume diligent responsibility for their attendance and promptness. Recognizing, however, that illnesses and injuries occur, Southeastern has established sick leave, short-term disability plans, and long-term disability plans for certain time lost. Eligibility is based on the type of appointment and employee status (full-time vs. part-time) for plan offered. Please consult the Human Resources Office for more information or the appropriate sections of this Handbook.

Should you be unable to work because of illness, you must notify your supervisor or your department head in accordance with the departmental policy of the department to which you are assigned. Failure to properly notify your department will result in an unexcused absence. If you are absent for more than five consecutive days, a statement from a physician is required before you will be permitted to return to work. The University reserves the right to require you to be examined by a physician designated by the University at its discretion, especially where abuse is suspected (for example, where an employee's record indicates a pattern of short absences and/or frequent absences before or after holidays or weekends).

In order for any department to operate efficiently, each employee must be at his 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 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.

GUIDELINES FOR APPROPRIATE CONDUCT

As an integral member of the Southeastern team, you 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 your business and personal life that you refrain from any behavior that might be harmful to you, your 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. As an employee of Southeastern Louisiana University you are expected to comply with accepted standards of personal conduct.

Whether you are on duty or off, your conduct reflects on the University. You are encouraged to observe the highest standard of professionalism at all times.

The supervisor who fails to report delinquency or misconduct, or fails to take proper action in such cases because of friendship or other personal reasons, or because he does not agree with the disposition made of certain cases, is not only evading his responsibility but also acting contrary to the best interests of the University. Supervisory employees who fail to carry out their responsibilities may be subject to disciplinary actions.

Types of behavior and conduct that Southeastern considers inappropriate includes but is not limited to the following:

1. Concealing, removing, falsifying, or destroying employment or other official University records.
2. Violating Southeastern nondiscrimination and/or sexual harassment policies.
3. Excessive absenteeism or tardiness.
4. Excessive, unnecessary, or unauthorized use of University supplies and/or equipment, particularly for personal purposes.
5. Reporting to work or performing work for the State while under the influence of and impaired by illegal drugs or alcohol.
6. The illegal use, or 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.
7. Fighting or using obscene, abusive, or threatening language or gestures while on duty or on campus.
8. Theft of property from co-workers, students, visitors or the University will result in immediate termination.
9. Unauthorized possession of firearms on Southeastern premises or while on University business. Only University Police Officers are authorized to carry firearms on campus.
10. Disregarding safety or security procedures, policies, or regulations.
11. Insubordination.
12. Failing to maintain the confidentiality of University, student, or employee information.
13. Physical or verbal abuse of a student or fellow employee.
14. Sleeping on duty is considered grounds for disciplinary action.
15. Gambling on duty is considered grounds for disciplinary action.
16. Loss or damage of University property through negligence - this includes state vehicles.
17. Failure to account for state funds or property by the employee responsible.

18. Violation of institutional regulations and policies is considered grounds for disciplinary action.
19. All vehicles entering Southeastern Louisiana University grounds must stop at the request of a University Police Officer. Drivers must observe the traffic regulations set forth by the University Police.
20. Loud boisterous talking, yelling, cursing, or using profane language while on duty or on campus.
21. State employees are prohibited by the State Code of Ethics from soliciting or accepting, directly or indirectly, anything of economic value as a gift or gratuity from any person or from any officer, director, agent, or employee of such person if such public servant know or reasonably should know that such person:
 - a. Has or is seeking to obtain contractual or other business or financial relationships with the public servants agency, or
 - b. Is seeking, for compensation, to influence the passage or defeat of legislation by the public servant's agency.
22. As a taxpayer of the state and an employee of this institution, you are morally obligated to report to your supervisor any evidence or information you may have which gives reasonable cause to suspect any irregularity, fraud, theft, or other criminal or moral violation.

Employees are required by federal law to notify the University Human Resources Office within five (5) 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.

Should your 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, you will be subject to disciplinary action, up to and including dismissal.

COURTESY

Keep in mind at all times that as employees of Southeastern Louisiana University all of us are public servants and 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 or co-workers, students, or any member of our University family. It is recommended that one use the University Grievance Procedure to resolve any conflicts.

PERSONAL APPEARANCE AND DEMEANOR

Discretion in style of dress and behavior is essential to the efficient operation of the University. Employees are therefore, required to dress in appropriate business attire for their position and to behave in a professional, businesslike manner. Please use good judgment in your choice of work clothes if you are 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. Name tags 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.)

Employees are expected to maintain proper personal hygiene including:

1. Bathing daily and using deodorant.
2. Keeping hair clean and neat.
3. Finger nails should be neat and clean. Some restrictions may apply to length and to nail polish for certain positions based on departmental policy.
4. Wash hands with soap and water before going to work, after using the toilet, after smoking a cigarette, after handling food waste, garbage, dirty dishes, rags, blowing your nose, coughing, sneezing, or handling anything that is unclean.

HOUSEKEEPING

Employees are required to keep their work environments clean and orderly. A well-kept area is better for productivity and projects a professional appearance to visitors. 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.

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