

POLICY 16
CONDUCT AND DISCIPLINE

University Policy

Employees are expected to perform their work efficiently and effectively and to be mindful of the expectations of the University and of University employees. Supervisors are expected to provide leadership for the groups they supervise, to respect the dignity and rights of employees as individuals, and to set an example by their own conduct, attitude, and work habits. Appropriate disciplinary measures should be applied firmly, consistently, and impartially.

Employees are expected to comply with state and federal law and University policy and procedures regarding nondiscrimination and affirmative action/equal opportunity. Employees are responsible for maintaining a University environment free of unlawful harassment in work and study. Under University policy, every complaint alleging unlawful harassment must receive a response from the immediate supervisor or other individual in accordance with the University and campus grievance procedures for complaints of discrimination.

Employees are responsible for maintaining a drug-free workplace in compliance with applicable state and federal law. The unlawful possession, use, sale, distribution, or manufacture of controlled substances is prohibited on University premises.