

POLICY 16
CONDUCT AND DISCIPLINE

Rule 16.04 - Employee Conduct in the Workplace

Employees will treat fellow employees with courtesy and respect for their personal dignity and will comply with the University's nondiscrimination policy that forbids harassment of or discrimination against any individual in the full and equal use of the facilities and services of the University.

Supervisors and employees must comply with the University policy to prevent sexual harassment at the work site. Sexual harassment is prohibited under the provisions of state and federal law. Harassment on the basis of sex is a form of sex discrimination.

The University is committed to a nonviolent work environment for all employees and students. Acts of violence and threats of violence and/or use of weapons on University property are not acceptable conduct in the workplace and will not be tolerated.

Employees shall exercise care in the use of personnel, property, and funds entrusted to them. Employees shall not conduct personal business on University time, or use University time, personnel, facilities, or property for other than officially approved activities. Employees are expected to be punctual and to be present at the work site during their normally scheduled work hours.

Regulations

16.041 Employee Orientation

Unit heads and supervisors will insure that all employees receive adequate orientation about care of University resources and acceptable conduct on the job, and will provide the necessary leadership to assure equitable treatment to all employees under their supervision.

16.042 Reporting Violent Acts and Threats of Violence

Employees shall report violent acts and threats of violence to the campus police and to supervisors or other unit officials immediately.

16.043 Removal of Materials from University Property

Employees shall not remove materials from University property for their own use or that of others unless such removal has been approved in writing by supervisors, as authorized by University policies. In certain special circumstances employees may be permitted to take University equipment off campus for the purpose of doing University work. In such cases the employee should have written permission from the unit head or a designee specifying the particular equipment, purpose, and when the equipment is to be

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Regulations (Continued)

returned. Appropriate forms for this purpose have been developed by the Office of Business Affairs.

16.044 **Disclosure of Confidential Information Prohibited**

Employees who have access to confidential or private information, such as student and personnel records, legal records, medical records, or budget data, or who have access to private areas, such as student residential areas or faculty offices, shall not disclose information except as authorized by University policy.

16.045 **Use of University Telephones and Postage**

When necessary, employees may make and receive brief personal telephone calls from time to time. Employees may not make long distance calls or receive collect calls at the unit's expense. The campus mail service is to be used for official University business only. The personal use of University postage is prohibited.

16.046 **Dress Guidelines**

Units may establish dress guidelines for employees provided they are reasonably related to work, and units may require staff members to wear visible identification badges.