



LAKE SUPERIOR STATE UNIVERSITY PROCEDURES MANUAL

Administrative Policy

Section: Employee/Labor Relations

Section Number: 4.6.1

Subject: Discipline: Rules and Regulations

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Date of Present Issue:
05/01/01

Date of Previous Issues:
11/81, 07/84, 03/87, 10/94

POLICY:

Rules and regulations for the conduct of employees are essential for the well-being of all and the orderly and efficient operation of Lake Superior State University. As public servants, supported by tax dollars, University employees are expected to fulfill their assignments efficiently, to the best of their ability, and to conduct themselves on University time and premises in a manner that promotes the safety and welfare of students, visitors, and all employees, encourages congenial work habits, and protects University and personal property.

To promote these goals and the overall mission of the University, employees of Lake Superior State University are required to refrain from the following actions:

1. Being late for scheduled working hours, or leaving early without permission.
2. Overstaying a leave of absence.
3. Unexcused absenteeism. Additionally, the employee's supervisor must be notified prior to scheduled working hours if an absence is due to a justifiable reason that could not be pre-scheduled, or within the first hour of the start of the assigned shift if prior call-in was not possible.
4. Leaving the assigned work location or University premises without the permission of the supervisor, except in emergencies.
5. Loitering, resting, or sleeping during assigned working hours, except during scheduled breaks.
6. Interfering with other employees' performance of their duties.
7. Restricting or encouraging others to neglect work performance/production by deliberate action, slowdown, or any other interference.
8. Falsifying work records and/or reporting of time worked; punching another employee's time card, or allowing another employee to punch one's time card (where time clocks are used).
9. Falsifying information on an employment application, or application for sick leave, other University records, or misrepresenting other material information and records.
10. Causing unsanitary or unsafe conditions on University premises.
11. Violation of University safety rules and common safety practices; endangering the life and safety of others.
12. Careless use, unnecessary waste, misuse or mishandling of University supplies, materials or equipment; sabotage, or vandalism of University property; damaging or destroying University property, tools, machines,

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or equipment, or property of other employees through carelessness.

13. Misappropriating, concealing, or stealing University property, or property of other employees; removing University or personal property without owner's permission.
14. Operation of University or personal vehicles or equipment in violation of posted speeds or in a careless, negligent or reckless manner. Violation of University parking regulations (See Section 3.23.3.).
15. Posting unauthorized literature, or removing authorized literature, in any form on/from University bulletin boards or premises without expressed permission of the appropriate University administrator.
16. Soliciting, selling or promoting subscriptions, pledges, memberships or other types of support for any drives, campaigns, causes or organizations on University premises during employees' assigned working time, unless authorized by law or approved and appointed to do so by the President or his/her authorized representative. The distribution or circulation of leaflets, pamphlets, circulars, cards, lists, or other non-work-related literature is not permitted during working hours or in work areas.
17. Smoking or use of tobacco products in prohibited areas.
18. Unsatisfactory work performance; unwillingness or inability to meet the standards required for the job.
19. Refusing to follow the instructions of a supervisor or to perform job assignments as directed by the supervisor or other designated representative(s) of the administration.
20. Insubordination towards the supervisor (defined as unwarranted offensive and/or uncivil attitude toward a supervisor, refusal to cooperate with a supervisor, and failure to obey legitimate orders from a supervisor).
21. Unauthorized use of University tools, equipment, facilities, services or materials for personal needs or performing of personal work during assigned working hours.
22. Use of abusive, obscene or suggestive language.
23. Immoral or indecent conduct on University premises.
24. Sexual or other forms of harassment of other employees, students or visitors.
25. Threatening, intimidating or coercing employees, students or visitors.
26. Fighting or assaults of any type on University premises.
27. Conducting or participating in gambling or any other game of chance (which includes lotteries, pools and ticket-draws) on University premises.
28. Reporting for work under the influence of any form of intoxicant, e.g. alcohol or drugs.
29. Use or possession on University premises of alcohol except in certain designated locations at times and functions approved by the administration.
30. Purchasing or providing alcohol for any student, guest or resident of the University except as approved by the

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31. Purchasing, providing use, or possession of illegal drugs or narcotics on University premises.
32. Possession of guns or weapons on University premises. It is illegal to possess a concealed weapon on campus.
33. Conduct which adversely reflects on the University, the administration or its standing in the community.

These rules are not intended to exclude rules or conduct normally required by society or local, state, and federal laws.

Violation of these rules and regulations will be fully investigated by the proper authorities and will result in fair and consistent disciplinary action under a uniform policy which applies equally to all departments and individuals. Depending on the severity or frequency of violations, disciplinary action may include any one or more of the following: verbal warning documented in a Supervisor's Report, written warning, written warning with disciplinary layoff, written notification and suspension, and written notification and discharge. (See Section 4.6.2.)

Violation of rules that forbid falsification of hours worked, application for employment, sick leave usage, endangering the life and safety of others, stealing, refusal to follow orders, insubordination, indecent conduct, fighting, assault, possession of weapons and illegal drugs on campus, are some of the infractions that may be considered as grounds for immediate discharge.