
EASTERN MICHIGAN
U N I V E R S I T Y TM

**EMPLOYMENT
RULES and
REGULATIONS**



For professional/technical and
clerical/secretarial employees

Purpose

Although as an Eastern Michigan University employee, we do not expect you to violate any University rules and regulations, it is our responsibility to inform you of our policy. In any large organization for consistency and fairness in the application of rules, they are normally well established and in writing.

From experience most employees do not intentionally violate rules but fail to fully understand what problems their actions will create. It is important to keep your supervisor aware of all circumstances which may create a misunderstanding. Generally the University practices progressive discipline; however, depending upon the seriousness of the infraction, there are some offenses, particularly Class III, that may result in release, or immediate suspension until the facts concerning the offense can be accumulated.

At Eastern Michigan University, we are striving for maintaining the highest quality of work life for all employees. Adherence to these employment rules and regulations will help us achieve this goal.

Introduction

While it is not feasible to itemize every offense, or act, for which disciplinary action may be necessary, an employee may be disciplined for violating any of these Rules and Regulations listed herein, or for similar offenses.

Offenses have been segregated into three (3) classes according to penalties assessed and shall be written and will become a part off the employee's personnel record.

When imposing any discipline as the result of a current charge, the University will not take into account minor infractions (Class I Offenses) which occurred more than twelve (12) months previously, nor major infractions (Class II or III

Offenses) which occurred more than twenty-four (24) months previously for professional/technical employees, and; eighteen (18) months for clerical/secretarial employees respectively. An employee indicted for any crime may be suspended, without pay, pending an investigation of the facts leading to the indictment.

Penalties for Offenses

The penalty for Class I offenses or combinations of those offenses shall be verbal reprimand for the first offense; written reprimand and up to a three (3) day lay-off without pay for the second offense; one (1) week lay-off without pay for the third offense; and dismissal for the fourth offense.

The penalty for Class II offenses or combination of these offenses shall be a three (3) day lay-off without pay for the first offense; a one (1) week lay-off without pay for the second offense; and dismissal for the third offense.

Note: An employee who has already received a three (3) day lay-off for either Class I or Class II offenses shall receive a one (1) week lay-off for either or both Class I and Class II offenses and shall be discharged for a subsequent Class I or Class II offense.

A class III offense shall result in an automatic discharge.

Class I Offenses

- A. Performing any non-University work during working hours.
- B. Leaving the job during working hours, except in the case of personal injury or for on-premises personal needs, without approval of the supervisor or his/her designated representative.
- C. Inappropriate or destructive conduct which might cause damage to another person or equipment.
- D. Any conduct which results in unproductive performance.

- E. Failure to keep work areas neat and orderly.
- F. Excessive justifiable absences and unexcused tardiness or absenteeism.
- G. Using University equipment and/or supplies for any non-University business without permission of the supervisor.
- H. Violation of safety or fire rules.
- I. Smoking in prohibited areas.
- J. Loitering in the University's wash rooms or other areas during working hours.
- K. Improper use of University vehicles.
- L. Divulging or otherwise releasing confidential information.
- M. Failure to promptly "call in" when absent due to illness or other reasons.

Class II Offenses

- A. Insubordination, which shall include but not be limited to refusal, or failure without good cause, to accept and perform job assignments as directed by the supervisor, or refusal, or failure without good cause, to accept instruction or direction through the supervisor or other designated representative of management.
- B. Careless workmanship.
- C. Sleeping on University property during regularly scheduled working hours.
- D. Damage to or destruction to University property resulting from carelessness.
- E. Leaving the campus during working hours without permission of the supervisor.
- F. Reporting to work under the influence of intoxicating beverages.
- G. Gambling on University premises and/or the use off abusive language, or threatening physical violence.
- H. Unauthorized use of University vehicles.

Class III Offenses

- A. Any intentional misrepresentation of an employee's application for employment, falsification of a leave of absence request, or intentionally giving any false information relating to his or her employment.
- B. Intentional performance of faulty workmanship.
- C. Willfully concealing any defect in material or workmanship.
- D. Falsification of any time card information.
- E. Possession of alcoholic beverages, narcotics or weapons, concealed or otherwise on the campus premises.
- F. Any criminal action during working hours, to include, but not limited to:
 - 1) Stealing, whether it be University property or property in the plant or on the premises belonging to employees or others.
 - 2) Sabotage, which shall consist of purposely damaging or destroying University property, tools, equipment, or the property of other employees or others in any manner.
- G. Fighting or committing immoral or indecent acts on University premises.