

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

**AFSCME Local 3866  
Food Service and  
Maintenance Employees**



**SHOP RULES**

**Revised  
November 19, 2002**

**EASTERN MICHIGAN UNIVERSITY  
AFSCME LOCAL 3866  
Maintenance and Food Service Employees'  
Shop Rules**

**Effective March 8, 1985**

**INTRODUCTION**

Employees of Eastern Michigan University work and provide services for the public. It is extremely important that they conduct themselves at all times in a manner that will reflect credit upon themselves and the University, provide for the protection and well-being of all University employees and the general public, and ensure an orderly, efficient and productive workplace.

In accordance with AFSCME Local 3866's long-held position that it does not wish to participate in the development of the rules and regulations applicable to its membership, and that the formation of such rules and regulations is the responsibility of management, the following classified offenses have been developed by Eastern Michigan University.

The following shop rules and regulations are provided so that you will know what is expected of you. A violation of these rules will result in disciplinary action, as indicated. Discipline ranges from a written reprimand to discharge, depending upon whether it is a first violation or a recurrence, and the seriousness of the violation. A combination of violations will be dealt with according to the circumstances of each individual case. You should read this document carefully. If you have any questions, you should not hesitate to ask for clarification from your supervisor.

## OFFENSES

The following is not intended to be a complete list of every offense or act for which disciplinary action may be necessary. In addition to offenses not specifically covered, the University's agreement with AFSCME Local 3866 also calls for certain disciplinary actions to take place which may not be listed herein.

Offenses have been segregated into four (4) classes according to penalties assessed. Should disciplinary action become necessary, such action shall be set to writing and shall become a part of your official personnel record.

## PENALTIES FOR OFFENSES

When imposing any discipline as the result of a current charge, the University will not take into account minor infractions (Class I Offenses) that occurred more than one (1) year prior to a current charge, or major infractions (Class II or III Offenses) that occurred more than two (2) years prior to a current charge, unless such offenses continue to have force and effect within the progressive disciplinary chain as a result of a subsequent disciplinary action having been taken prior to the expiration of the time-limits set forth here.

**Class I Offenses** The penalty for Class I Offense, or a combination of those offenses, shall be a Written Reprimand for the first (1<sup>st</sup>) offense, a three (3) day suspension without pay for a second (2<sup>nd</sup>) violation of the Shop Rules, a five (5) day suspension without pay for a third (3<sup>rd</sup>) violation, and dismissal for a fourth (4<sup>th</sup>) offense.

**Class II Offenses** The penalty for a Class II Offense, or combination of those offenses, shall be a three (3) day suspension without pay for the first (1<sup>st</sup>) offense, a five (5) day suspension without pay for a second (2<sup>nd</sup>) violation of the Shop Rules and dismissal for a third (3<sup>rd</sup>) violation.

**Class III Offenses** The penalty for a Class III Offense shall be a five (5) day suspension without pay for the first (1<sup>st</sup>) offense, and dismissal for a second (2<sup>nd</sup>) violation of the Shop Rules.

**Class IV Offenses** A Class IV Offense shall result in automatic discharge.

**NOTE:** An employee who has already received a three (3) day suspension for either a second (2<sup>nd</sup>) Class I Offense or a previous Class II Offense shall receive a five (5) day suspension without pay for either a Class I or Class II Offense and shall be discharged for a subsequent violation of the Shop Rules, regardless of the classification of the offense.

Likewise, an employee who has already received a five (5) day suspension without pay shall be dismissed for any further violation of the Shop Rules, no matter whether the offense is classified as a Class I, II, III, or IV Offense.

## **CLASS I OFFENSES**

- A. Parking in areas other than those areas designated by the University.
- B. Leaving the job during working hours without approval of the supervisor or his/her designated

representative, except in the case of personal injury or for personal need. Personal need shall be defined as:

1. Legitimate use of toilet facilities;
  2. Reasonable use of facilities to get a drink of water;
  3. Legitimate travel to and from the Health Center.
- C. Loafing or horseplay during working hours, which includes but is not limited to failure to promptly begin work following a rest break, lunch period or the start of a shift.
- D. Leaving the work area before quitting time. (Each employee shall continue working until breaks, lunch and quitting times. In those instances in which a 10-minute clean-up period is provided at the end of each work shift, *such clean-up time is not to be used for lining up at the time clock.*)
- E. Failure to keep work areas orderly at all times.
- F. Excessive tardiness or absenteeism. (See the University Absenteeism/Tardiness Policy contained herein.)
- G. Using telephones without permission of the supervisor. (Only incoming calls of an emergency nature will be referred immediately to employees.)
- H. Loitering in lavatories/washrooms or elsewhere during working hours.

- I. Use of derogatory or profane (swear, curse) language toward fellow employees.
- J. Improper use of University vehicles or equipment.
- K. Failure to provide advanced notice to the University of an absence from work or late arrival to work if such late arrival is more than one (1) hour past the beginning of the employee's regular shift. (Advance notice must be made in accordance with the procedures established by the supervisor for such notification.)
- L. Failure without good cause to complete regularly assigned work duties.
- M. Failure to wear a properly maintained work uniform at all times. (In addition to being subject to disciplinary action, employees who arrive at work or are found working while inappropriately dressed will not be permitted to begin or continue work, whichever is applicable, until such time as they are properly attired in the required work uniform, nor will they be compensated for the time lost obtaining their uniform.)

## **CLASS II OFFENSES**

- A. Failure to satisfactorily complete special job assignments in a workman-like fashion in accordance with the directions of the supervisor.
- B. Careless workmanship.
- C. Careless abuse, damage or destruction of public or private property, whether the property belongs to the University or others.

- D. Using University tools, equipment, vehicles or materials at any time for personal needs without permission of the supervisor.
- E. Leaving assigned work locations or University premises during working hours without permission of the supervisor. (Working hours include break period.)
- F. Threatening physical violence.
- G. Unauthorized use of University vehicles.
- H. Intentionally altering or removing safety devices/safeguards from University equipment or disregarding established health, safety or fire rules and regulations, which includes but is not limited to smoking and eating in prohibited areas.
- I. Failure to report, within twenty-four (24) hours, accidents involving University equipment, *excluding motor vehicles*. (See Class IV Offenses for motor vehicles.)
- J. Use of profanity (swearing/cursing) in University offices or in the presence of students or the general public.
- K. Careless or negligent operation of University motor vehicles (cars, trucks, buses, etc.) that endangers the property of the University or the property of others.
- L. Failure to report personal injuries, or injuries of coworkers, to the University during the shift in which injury(s) occurs.

### **CLASS III OFFENSES**

- A. Sleeping during scheduled working hours.
- B. Gambling in the plant or on University premises.
- C. Insubordination, which includes but is not limited to: 1) refusal without good cause to obey an order from the supervisor or other University representative in a timely manner, or 2) the use of disrespectful or abusive language to a supervisor or other University representative.

### **CLASS IV OFFENSES**

- A. Any intentional misrepresentation or falsification of University records, time reports, leave of absence request, bereavement leaves, or any other University document(s) or record(s) pertaining to any employee's job responsibilities or employment with the University.
- B. Willfully concealing any defect in material or workmanship.
- C. Failure without good cause to report, within twenty-four (24) hours, accidents involving motor vehicles in which damage is caused to public, private or University property, including University cars, trucks, buildings, etc.
- D. Possession of alcoholic beverages, narcotics or weapons, concealed or otherwise, on University premises.
- E. Reporting for work under the influence of intoxicants such as alcoholic beverages or narcotics.

- F. Performing any job under the influence of alcoholic beverage or narcotics.
- G. Stealing, whether it be University property or the property belonging to students, University employees or others.
- H. Performing work for another employer or other person(s) during scheduled working hours without the express written permission of the University.
- I. Fighting or any other form of physical violence.
- J. Committing immoral or indecent acts on University premises, which shall include but is not limited to such acts as window peeking and indecent exposure.
- K. Sabotage, which shall consist of purposely damaging or destroying University property, tools, equipment, motor vehicles, the property of University employees or the property of others, in any manner.
- L. Intentional performance of faulty workmanship or neglect of job responsibilities, the result of which might have a serious detrimental effect on the University, its employees and/or the public.
- M. Intentionally ringing the time card of another employee or failure to punch one's own time card each time the employee leaves University premises. (If time card is not in the rack, an employee must punch a temporary time card and secure the supervisor's signature.)

**EASTERN MICHIGAN UNIVERSITY  
ABSENTEEISM AND TARDINESS  
GUIDELINES  
FOR AFSCME LOCAL 3866  
BARGAINING UNIT EMPLOYEES**

In order to realize its high standard of delivering outstanding services in a timely manner, the University and AFSCME Local 3866 have adopted the following policy guidelines for absenteeism and tardiness. These standards are intended to encourage regular and timely attendance to work. With respect to absenteeism/tardiness standards, the University and the Union endorse the concept of preventive counseling.

**COUNSELING**

Counseling is not a disciplinary action; it is an attempt to resolve attendance problems before they result in disciplinary action. Counseling shall precede initiating progressive discipline for attendance matters. When counseling is needed, the direct supervisor will meet with the employee and his/her Union Steward to explain why there is a need for the counseling session, asking the employee to participate in finding a resolution to the issues discussed. The goal of the counseling is for the employee to understand the importance of being present at work and for the supervisor to have conveyed an expectation that the attendance problem(s) will cease. The counseling session will be documented by the supervisor, with copies to the employee and Union, but no documentation will be placed in the employee's file unless the attendance problem continues.

## **ABSENCES**

An employee shall be deemed excessively absent if his/her absence for work:

1. Cannot be covered by accrued sick time, or
2. Demonstrates a specific pattern – whether covered by accrued sick time or not – such as missed days immediately before or after holidays, weekends, or pay days, continuing same-day-of-the week absences, and the like.

## **TARDINESS/LATE ARRIVALS TO WORK**

An employee shall be deemed “late to work” if he/she has punched in after the start of his/her scheduled shift.

An employee shall be deemed “excessively tardy” if he/she is late to work more than two (2) times in a thirty day period that begins with the most recent late arrival and extends backwards from that point twenty-nine (29) calendar days.

**PENALTIES FOR EXCESSIVE  
ABSENTEEISM AND/OR EXCESSIVE  
TARDINESS**

*Following counseling, which shall be documented in a letter to the employee or by a “contact sheet”, the following penalties shall apply:*

<b>VIOLATION</b>	<b>PENALTIES</b>
Violation of these Guidelines	Written Reprimand
Subsequent violation occurring within one (1) year from a Written Reprimand	Three (3) day suspension without pay
Subsequent violation occurring within one (1) year from date of three day suspension without pay	Five (5) day suspension without pay
Subsequent violation occurring within one (1) year from date of five day suspension without pay	Termination of employment and loss of seniority