

EASTERN MICHIGAN UNIVERSITY
WORK RULES
Effective July 1, 2009

For:

AFSCME LOCAL 3866 Food Service and Maintenance

UAW Local 1975 Clerical/Secretarial

UAW Local 1976 Professional/Technical

INTRODUCTION

Employees of Eastern Michigan University are expected to conduct themselves in a professional manner at all times, so as to reflect positively upon themselves and the University. These work rules are intended to promote the orderly and efficient operation of the University, while maintaining a high quality of work life for all employees. Adherence to these rules will help achieve this goal.

Our experience is that most employees do not intentionally violate rules; rather, employees usually fail to fully understand what problems their actions may create. A violation of these rules will result in disciplinary action, as outlined in the following pages. Discipline normally ranges from a verbal reprimand to discharge, depending upon whether it is a first violation, or a reoccurrence, and the seriousness of the violation. A combination of violations will be dealt with according to the circumstances of each individual case.

The development of the Work Rules is the responsibility of the management of Eastern Michigan University. Although AFSCME Local 3866, UAW 1975 and UAW 1976 did not participate in the development of these rules, they are applicable to their membership. It is each employee's responsibility to know the rules and abide by them. Ignorance of the rules is not an acceptable excuse for violation.

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 listed herein, or for similar offenses.

You should read this document carefully. If you have any questions, you should not hesitate to ask for clarification from your supervisor.

These rules supersede the previously established AFSCME Shop Rules and UAW Employment Rules and Regulations.

OFFENSES

Class I Offenses A class I offense is considered any action that may cause a minor disruption to the work environment, or minor damages to university property. The penalty for a Class I Offense is one point.

Class II Offenses A class II offense is considered any action that may cause moderate disruption to the work environment, moderate damages to university property, or a repeated Class I offense that the employee has already been counseled on within the past six months. The penalty for a Class II Offense is two points.

Class III Offenses A class III offense is considered gross misconduct which includes; any action that may cause significant disruption to the work environment, significant damages to university property, or illegal, unethical, or immoral acts that may have significant adverse impact to the university. The penalty for a class III offense is automatic discharge.

PENALTIES FOR RELATED OFFENSES:

One Point The accumulation of one point will result in a documented formal counseling.

Two Points The accumulation of two points will result in a written reprimand.

Three Points The accumulation of three points will result in a three day suspension without pay.

Four Points The accumulation of four points will result in automatic discharge.

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 Offenses) which occurred more than twenty-four (24) months previously for professional/technical and food service/maintenance employees, and; eighteen (18) months for clerical/secretarial employees respectively.

An employee arrested or indicted for any crime may be suspended, without pay pending an investigation of the facts leading to the indictment. The employee's future employment status will be determined based upon the facts of the investigation or after the disposal by trial, quashing or dismissal of the criminal charge(s).

CLASS I OFFENSES

- A. Any conduct which results in unproductive performance, which may include, but is not limited to:
- Performing any non-university work during working hours
 - Loafing or horseplay during working hours.

- Failure without good cause to complete assigned work duties.
 - Excessive use of university or personal telephones, computers, or any other electronic device, for personal use.
 - Distributing unauthorized circulars, handbills, or literature of any kind or other forms of solicitation during work hours.
- B. Brief abandonment of your job during work hours without approval from your supervisor, or their designated representative, which may include, but is not limited to:
- Loitering in lavatories/washrooms, or elsewhere during work hours.
 - Failure to promptly begin work at the start of a shift, or following a rest break, or lunch.
 - Leaving work area before quitting time, or the start of a rest break, or lunch. In those instances where a 10 minute clean up period is provided at the end of a work shift, such clean up time is not to be used for lining up at the time clock.
- Note: Leaving work due to an emergency will be reviewed on a case by case basis.*
- C. Parking in areas other than those areas designated by the University.
- D. Failure to keep work areas orderly at all times.
- E. The singular use of a derogatory, offensive, or profane term.
- F. Violating time and attendance policies/procedures, which may include, but is not limited to:
- Excessive tardiness or absenteeism.
 - Failure to provide advance notice to the University of an absence from work or late arrival. Advance notice must be made in accordance with the procedures established by the supervisor for such notification.
 - For Food Service and Maintenance (AFSCME) employees please refer to the corrective action guidelines outlined in Appendix L of the labor agreement.
- G. Improper use of university vehicles or equipment.
- H. For employees required to wear a uniform; 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.)
- I. Divulging, or otherwise releasing confidential information.

CLASS II OFFENSES

- A. Insubordination, which includes but is not limited to:
- Refusal or failure without good cause to accept instruction, or perform job assignments as directed by the supervisor, or designated representative.
 - The use of disrespectful or abusive language directed towards a supervisor, or other university representative.
- B. Prolonged abandonment of your job during working hours without approval from your supervisor, or their designated representative, which may include, but is not limited to:
- Sleeping during working hours.
 - Leaving assigned work location, or university premises during work hours without permission of the supervisor.
- C. Careless workmanship which may include, but is not limited to:
- Failure to satisfactorily complete any special job assignment in a timely and efficient manner.
 - Careless damage or destruction of public or private property.
 - Careless or negligent operation of university vehicles or equipment.
 - Inappropriate or destructive conduct which may cause harm to another person(s), or damage to university equipment or property.
- D. Gambling on university premises.
- E. Extended use of derogatory, offensive, or profane language and/or abusive language
- F. Unauthorized use of university tools, equipment, vehicles, or materials at any time for personal needs without permission of the supervisor.
- G. Failure to report, within twenty-four (24) hours, accidents involving university equipment, ***excluding motor vehicles***. (See Class III Offenses for motor vehicles.)
- H. Failure to report personal injuries, or injuries of co-workers, to the University during the shift in which injury(s) occurs.
- I. Divulging, or otherwise releasing confidential information, that is in violation of Federal or State Law.
- J. Violation of any university or departmental policies or procedures, ***excluding Safety or Fire policies and procedures***. (See class III offenses for violation of safety and fire policies)

CLASS III 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. This includes but is not limited to:
- 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.)
 - Falsification of work time on the web time entry system.
- B. Employee work misconduct includes, but is not limited to:
- Willfully concealing any defect in material, or workmanship.
 - Performing work for another employer, or other person(s) during scheduled working hours without the express written permission of the University.
 - 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.
 - Sabotage, which shall consist of purposely damaging, or destroying university records, property, tools, equipment, motor vehicles, the property of university employees or the property of others, in any manner.
- 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. The use of alcoholic beverages, illegal drugs, which includes, but is not limited to:
- Consuming and possessing alcoholic beverages while on duty, except at approved university functions.
 - Reporting for work, performing any job under the influence of alcohol.
 - Reporting for work in possession of, or performing any job under the influence of illegal drugs, or prescription medication that is not currently prescribed for you.
- E. Possession of a weapon on university premises.
- F. Stealing, whether it is university property, or the property belonging to students, university employees, or others.
- G. Fighting or any other form of physical violence, or any form of threatening, or intimidating behavior
- H. Committing offensive or illegal acts on university premises

- I. Using your position for personal gain, which may include, but is not limited to:
 - Permitting or creating a personal obligation that would lead any person to expect official favor.
 - Asking for, or accepting any gift, favor, service, or loan that might tend to affect how you do your job.
 - Using your job to secure special favors, or exemptions for yourself, or others, except as may be allowed by law.

- J. Violation of rules, regulations and policies regarding safety, or fire that results in significant injury, or significant damage to university property, or equipment, which may include but is not limited to:
 - Disabling, or removing safety devices/safeguards from university equipment.
 - Disregarding established health, safety, or fire rules and regulations.

July 1, 2009