

Campus Recreation Employee Violation Policy



Reports

Reporting methods include, but not limited to: Re-Direct Form, Email, End of Shift report, text, phone call and/or direct communication. Reports are given to the appropriate full time employee supervisor for further action.

Warning Notice

If an employee fails to follow the “Staff Handbook” and/or “Basic Expectations”, a written warning notice will occur and the employee is subject to termination.

Employee Notification

An employee will be notified that he or she has violated the employee conduct Policy (Section 2.14 Prohibited Conduct) and served a Written Warning Notice.

Termination

If an employee as has acted in a manner that is cause for termination, he or she will be notified.

Saint Mary's College Staff Handbook

2.14 Prohibited Conduct

As a College employee, you have an obligation to the College and to your fellow employees to adhere to certain rules of acceptable behavior and conduct which allow all employees to work together efficiently, effectively, and harmoniously. The College expects each individual to act in a civil, ethical, truthful, professional and responsible way at all times. Prohibited Conduct will not be tolerated by Saint Mary's. College employees who engage in prohibited conduct are subject to disciplinary action, up to and including termination. The list that follows is illustrative only; other types of conduct injurious to security, personal safety, employee welfare or the College's operations may also be prohibited. This list does not in any way alter the College's policy of at-will employment. In addition, this list does not constitute any limiting definition of “cause” or “grounds” for termination. The College does not limit its ability to discipline its employees by taking whatever action the College, in its sole discretion, deems to be appropriate and in the best interest of the College, up to and including termination. The College retains its right, inherent in the concept of employment at will, to terminate the employment relationship, with or without cause or notice.

2.14 Prohibited Conduct Continued...

1. Breach of confidentiality or violation of student or employee privacy.
2. Committing a fraudulent act, dishonest act or breach of trust.
3. Forgery or alteration of documents.
4. Unauthorized alteration or manipulation of computer files.
5. Pursuit of a benefit or advantage that would create a conflict of interest with one's responsibilities or obligations as a member of the College community.
6. Authorizing or receiving compensation for goods not received, services not performed, or hours not worked.
7. Theft, misappropriation or misuse of College funds or property.
8. Furnishing false information or credentials on employment application, resume, vitae or subsequent falsification of records.
9. Harassment of or physical violence against others.
10. Violation of College policies prohibiting discrimination and harassment
11. Lying in connection with or during the course of an internal investigation
12. Rude, abusive or inappropriate conduct toward visitors, co workers, managers, students
13. Engaging in conduct, including conduct that may be illegal, that is detrimental to the reputation of the College, whether or not related to College business; or conduct that has a negative impact on the welfare of students, employees, vendors or visitors
14. Possession, use, sale, or distribution of illegal drugs, controlled substances or drug related paraphernalia on campus
15. Consumption of alcoholic beverages during the employee's work day or being under the influence of alcohol or other drugs to the extent that the employee is unable to perform satisfactorily the responsibilities of his/her position
16. Reporting to work or working in any condition which interferes with the employee's efficient, professional and courteous conduct of his/her job responsibilities
17. Failure to work safely or to report promptly any job-related accident or injury
18. Insubordination, including failure to comply with management's instructions, as long as instructions do not violate College policies or applicable laws and regulations
19. Failure to meet performance expectations or to follow work rules
20. Excessive or unverified absenteeism or tardiness or unreported absence of three or more days

*Prohibited Conduct can be found in the Staff Handbook Online at Human Resources website
(<http://www.stmarys-ca.edu/human-resources/2014-staff-handbook/section-2-employee-conduct-responsibilities>)*

