

## **V. EMPLOYEE RESPONSIBILITIES**

### **A. Absenteeism, Tardiness and Notification**

You are expected to be in your work area and ready to work at the beginning of your assigned hours, as described in your job description. Unscheduled absences, late arrivals and early departures must be kept to a minimum.

If you are unable to report to work, or if you expect to arrive late, you must notify your supervisor as far in advance of the beginning of your shift as possible. Notifying a co-worker or leaving a voice message is not sufficient, unless such notification is specifically permitted by your supervisor. If you are physically unable to call, you must have someone call on your behalf and speak directly with your supervisor. As soon as you are able, you should make a follow-up call to your supervisor. Where applicable, you may be required to provide your supervisor with a doctor's note regarding your absence, late arrival or early departure. If you fail to call your supervisor within two (2) hours of your starting time, you may not be permitted to use sick leave. You may also be subject to disciplinary action for failure to notify your supervisor.

Unscheduled and/or unexcused absences, late arrivals and early departures will result in disciplinary action, up to and including termination. An employee who is absent for three (3) working days without notification is deemed to have resigned voluntarily.

Absences or late arrivals covered by an employee's use of approved family or medical leave under the Family and Medical Leave Act ("FMLA") are not considered grounds for disciplinary action. For more information regarding the FMLA, refer to Section X of this Handbook.

### **B. Work Schedule**

Work schedules are determined by supervisors according to departmental needs. Because many of the University's operations must be staffed continuously, some work schedules may include shift work and work during evenings, weekends and holidays.

### **C. Timekeeping**

Federal law requires that the University maintain a daily record of time worked by each non-exempt employee. Since the method of recording time worked varies from department to department, consult your supervisor for the method you should use. You should be sure that your records of time worked are accurate. All non-exempt employees are required to report a starting time, a lunch break and an ending time each day. Exempt employees are required to record only those hours that are an exception to their regular hours, such as sick leave or vacation leave. If at any time you feel that you have not been paid for all hours worked, please consult with your supervisor or the Office of Human Resources. You will be subject to disciplinary action, up to and including termination, if you alter, falsify or tamper with time records, whether your own or someone else's.

#### **D. Breaks**

A lunch period is an unpaid break of at least thirty (30) minutes and not more than sixty (60) minutes. During this period you are relieved of duty, and this time is your own. Your supervisor will inform you of your lunch period schedule.

Supervisors are authorized to permit rest periods during the workday. At your supervisor's discretion, you may be granted a fifteen (15) minute paid rest period during each half day you work. Rest periods are scheduled by your supervisor and must be taken at a time so that it does not interfere with department operations. Rest periods may not be used to compensate for arriving late to work or leaving early, to lengthen a lunch period, and may not be accumulated if unused. Rest periods may not be taken during the first or last hour of any shift. Employees who use more than the time permitted for breaks, or who take excessive breaks, will be subject to disciplinary action.

In Louisiana, minors who work for five (5) hours will receive a thirty (30) minute unpaid lunch break.

#### **E. Dress Code and Uniforms**

Discretion in style of dress is important to the image and the safe and efficient operation of the University. You are expected to dress in a manner appropriate to your working environment and to the type of work performed. Some departments may have their own policies or dress codes appropriate to the nature of the work done within those departments. You should consult your supervisor regarding any dress code requirement specific to your department.

Some departments require employees to wear uniforms. Your supervisor will inform you if your department requires uniforms. Employees who are required to wear uniforms are expected to wear them in their entirety.

#### **F. Flextime**

Flextime allows flexibility in the scheduling of an employee's work day or work week to better meet the needs of the employee's department and accommodate, to the extent possible, the employee's scheduling preferences. Flextime scheduling applies to non-exempt employees only.

Flextime scheduling is a privilege, not a right. You may request a flextime schedule by submitting a proposal in writing to your supervisor. Flextime requests must be approved in writing by your department head. Reasonable efforts will be made to accommodate your flextime request, subject to the service needs of your department as determined by your supervisor. Flextime scheduling may not be feasible for some departments.

An approved flextime schedule may only be adjusted with the written approval of your department head. If multiple flextime schedule requests would leave a department or

area understaffed, operational needs of the department take precedence and flextime requests may not be approved. An approved flextime schedule may be revoked based on departmental needs, if operating principles are not observed or if adequate levels of service are not maintained.

Overtime compensation is calculated based on the number of hours an employee works during the work week, regardless of the number of hours an employee might work on any particular work day.

For more information regarding flextime, please contact the Office of Human Resources.

#### **G. Outside Employment**

You are permitted to engage in outside employment as long as it does not interfere with your performance of your duties for the University or your assigned work hours; outside employment is not an excuse for poor job performance, tardiness or absenteeism. If you do engage in outside employment, you are required to notify your supervisor.

You may not use any University resources in your outside employment, and you may not use your position with the University to obtain outside employment or in the course of your outside employment. Any outside employment must comply with all other applicable University policies, including the policy on Conflicts of Interest.

If you are on leave of absence from the University, you are not permitted to engage in outside employment during the period of your leave.

#### **H. Other Employment with the University**

You may not receive payment for consulting, teaching, or any other service performed during working hours for other departments or schools within the University if this type of work is a part of your regular job duties according to your job description.

Teaching for the University during or outside working hours also is limited by the rules governing adjunct appointments set forth in the Faculty Handbook and any other applicable University policies. For all teaching activities, you must obtain prior written approval from your supervisor.

#### **I. Standards of Conduct**

Staff employees are expected to exhibit professionalism, responsibility and personal integrity at all times. The following standards of conduct help maintain a pleasant, safe and productive working environment. This is not, however, a complete or exhaustive list of all University conduct guidelines. Individual departments and/or supervisors may establish more specific standards. Also, the University may at any time establish additional standards or policies applicable to particular situations. Failure to adhere to

these standards may result in disciplinary action, up to and including termination of employment.

- Comply with all policies, rules, regulations, procedures and practices of the University and your department, including those contained in this Handbook.
- Treat co-workers and University property honestly and ethically. Refrain from dishonest or immoral conduct, including stealing, lying and falsification of or tampering with records.
- Report to work free from the influence of illicit drugs, alcohol or controlled substances. Do not possess, use, distribute, sell or transfer intoxicants at work.
- Avoid excessive absenteeism or tardiness. Arrive at work on time and return on time after scheduled breaks.
- Do not carry any kind of weapon on University property.
- Treat co-workers and others with courtesy, dignity and respect regardless of their race, sex, color, religion, national origin, citizenship, marital status, sexual orientation, age, disability or veteran status.
- Never threaten, harass, intimidate, coerce or fight with another member of the University community. Do not use profane or abusive language.
- Do not intentionally fail or refuse to perform your assigned work, or interfere with the work performance of others.
- If you must leave work early, do so only after notifying your supervisor.
- Accurately complete only your own time sheet or timecard.
- Dress appropriately for your position and work place.
- Do not engage in any inappropriate, unprofessional, unethical or illegal conduct that affects your work performance, infringes upon the rights of others or damages the reputation of the University.
- Give your full and complete cooperation with any University investigation of a violation of a policy, rule or regulation.

## **J. Disciplinary Action**

If you engage in conduct that is illegal or violates any rule, regulation, policy, procedure or practice of the University or if your job performance is unsatisfactory, you will be subject to disciplinary action. The University seeks to use disciplinary action as a means to assist and encourage staff employees to correct inappropriate conduct and to achieve satisfactory work performance. Nevertheless, your employment with the University is on an “at-will” basis. This means that your employment may be terminated, with or without cause, at any time and without prior notice, by you or by the University, and regardless of whether any disciplinary action has been taken.

Disciplinary action may include any one or all of the procedures listed below, depending upon the specific circumstances of the offense committed or the nature of the unsatisfactory job performance. A suspension also may be imposed during an investigation of inappropriate conduct. The Office of Human Resources may work with your supervisor to determine the appropriate disciplinary action.

- *Work Improvement Plan* – Your supervisor will meet with you and discuss the problems and the steps necessary to correct them. This discussion will be documented in a letter or memorandum and given to you, with a copy placed in your personnel file. You will be asked to acknowledge receipt of the warning by signing the document. This document may include a description of each affected job duty, the problem with your performance of that duty, and an explanation of what successful completion of that duty entails. A time line for improvement and a schedule of subsequent meeting times may also be included. If you disagree with the nature or content of the written warning, you have the right to submit a written response for inclusion in your personnel file within ten (10) working days. If improvement does not occur, you will be subject to further disciplinary action, including termination of employment.
  
- *Suspension* – In consultation with the Office of Human Resources, your supervisor will determine if your suspension without pay is warranted. A suspension is normally imposed for a period of one to five days but may be longer depending on the circumstances warranting disciplinary action.
  
- *Termination* – In consultation with the Office of Human Resources, your supervisor will determine if your termination is warranted. If you are terminated, you will receive a written notice of termination.

## **K. Grievance Review Procedure**

The University recognizes that problems may arise in the workplace concerning your job or the application of University rules, regulations, policies and procedures. Normally, these matters can be effectively resolved via informal discussion with your supervisor. The Office of Human Resources is available to assist you and your supervisor in resolving such problems. However, certain matters, such as those regarding job classification, promotions, transfers, pay rates, and job titles, are handled administratively and are not subject to the grievance review process.

If your grievance raises issues of discrimination, harassment, or retaliation, it will be handled in accordance with the University's Harassment Policy, found in Section II of this Handbook.

If you have been disciplined, you may appeal the disciplinary action to your department head within ten (10) business days of the date you were notified of the disciplinary action. Your department head has three (3) business days to respond to your appeal in an effort to achieve a mutually satisfactory resolution. If your problem cannot be resolved informally and you have consulted with the Office of Human Resources, you may request that your grievance be reviewed by a grievance review panel consisting of staff employees. The Office of Human Resources determines whether or not your grievance will be reviewed.

The panel's review of a grievance is advisory only; it is not binding on the University. The purpose of the grievance review process is to obtain an impartial evaluation of the problem so that the parties involved can reach a mutually agreeable solution.

The grievance review procedure is available only to employees who have been employed with the University for at least six (6) months and who are categorized as regular full-time or regular part-time with benefits.

1. *Step 1*

You have five (5) business days from receipt of a response from your department head in which to request review of a grievance. The grievance must be submitted in writing to the Office of Human Resources. Upon receipt of the written grievance, the Office of Human Resources will determine if there are reasonable grounds for a grievance review. You will be notified of the Office's decision within five (5) business days of your submission of a grievance. If the Office of Human Resources determines that your grievance raises issues of discrimination, harassment or retaliation, it will be handled in accordance with the Harassment Policy, which is detailed in Section II of this Handbook.

2. *Step 2*

If the Office of Human Resources determines there are reasonable grounds for a grievance review, it will appoint a grievance review panel. Both you and your supervisor may request that one member of the panel be replaced. The grievance review will be held within five (5) business days of the panel's appointment.

The grievance review procedure is not a legal or judicial process, and is in no way binding on the University. It is a mechanism designed to obtain an impartial evaluation of the problem so that the parties involved can reach a mutually agreeable solution. In order to maintain its informal nature, you may not be represented by an attorney during the grievance review. You may be assisted by another University employee who is not an attorney. You and your department head will be present at the grievance review, and each will have the right to present information and to invite witnesses to appear. A representative of the Office of Human Resources will be present to serve in an advisory capacity. After the grievance review, the panel will meet in private to review the information presented and make a recommendation. The panel generally will provide its recommendation and other information it deems relevant to the Office of Human Resources within five (5) business days of the grievance review if circumstances so permit.

3. *Step 3*

The Office of Human Resources will notify you, your department head, and the President of the University of the panel's recommendation within five (5) business days of its receipt of the recommendation.

4. *Step 4*

If you and your department head are satisfied with the panel's recommendation, the Office of Human Resources will work with you to document and implement the resolution. If you or your department head are not satisfied with the panel's recommendation, either of you may request, within five (5) business days after receipt of the panel's recommendation, review of the recommendation by the President of the University. The President will make a determination regarding the grievance within a reasonable time and notify the Office of Human Resources in writing of this determination. The Office of Human Resources will notify you and your department head in writing of the President's determination generally within five (5) business days of receipt from the President if circumstances so permit. The President's determination shall be final.