

# MISSOURI SOUTHERN STATE UNIVERSITY POLICY

Policy #:		Effective:	July 2017*	Category:	All University Employee Policies
Name:	<b>DISCIPLINARY GUIDELINES POLICY</b>				

## 1.0 PURPOSE

The purpose of the policy is to provide guidance to University employees regarding the policy below in order to comply with the standards set forth by the University. This policy is necessary in order to maintain an effective and compliant workforce that meets the University mission.

## 2.0 SCOPE

Staff Employees

## 3.0 POLICY

### Purpose

Organizations have work rules designed to promote the proper and efficient operation of the organization. Supervisors are responsible for training, assisting, motivating, directing and correcting behavior of staff. Organizations also require employees to meet prescribed standards for the quality and quantity of performance. The purpose of this policy is to set forth procedure by which supervisors communicate as early as possible with an employee a problem or concern interfering with performance and the appropriate steps to provide a positive, fair and constructive means of correcting employee behavior/patterns.

### **Responsibility**

Each employee is expected to become knowledgeable with performance criteria for his or her particular position and with all rules, procedures, and standards of conduct established by Missouri Southern State University and the employee's department. The employee who does not fulfill the responsibilities set out by such performance criteria, rules, procedures and standards of conduct may be subject to corrective or disciplinary action.

Employees who do not perform work to standard or who violate any rule or policy of the University may be disciplined in accordance with this policy. Disciplinary action may include discharge from employment for the first offense, depending on the seriousness of the violation. The following list includes but does not limit the major items which are deemed sufficient cause for disciplinary action:

- Insubordination; failure or refusal to perform the direction of the employee's supervisor;
- Inefficiency, failure to meet established work standards or incompetence in the performance of duty;
- Careless workmanship or negligence in the performance of duty;
- Sleeping, loitering or loafing during working hours;
- Conducting personal business on the job;

- Continual tardiness or chronic absenteeism; failure to notify supervisor of absence in a timely manner;
- Use of University supplies, materials or equipment for personal purposes;
- Use of state resources for political purposes;
- Unauthorized use or misuse of University electronic media or any University computer systems, equipment, and/or software (see complete policy on University website);
- Careless, negligent or improper use of University property, including University vehicles;
- Improper use of leave privileges;
- Abusing lunch or break periods;
- Falsifying University records, such as employment applications, expense reports, and timesheets, in any way;
- Being dishonest, including but not limited to deception, fraud, lying or cheating;
- Conviction of a criminal act or illegal activity reasonably related to conduct relevant to the workplace or which reflects adversely on the University in its opinion;
- Unlawful manufacture, distribution, dispensing, possession or use of controlled substances or non-prescribed drugs on University property or as a part of University activities, or appearing for work after having consumed any such substances;
- Theft; falsification of financial records or misappropriation of funds;
- Fighting with, or attempting bodily injury to another on University premises or in connection with a University activity;
- Unauthorized possession, use or distribution of alcohol on University property, or appearing for work after having consumed alcoholic beverages. The possession, use or distribution of alcohol in conjunction with University activities not on University property shall be in compliance with applicable federal laws, state laws, and local ordinances;
- Refusal to consent to drug or alcohol testing if working in a position that authorizes such testing;
- Using tobacco or other related products as defined in the Smoking & Tobacco use policy;
- Using vulgar, abusive, or threatening language or conduct towards others; verbal or physical harassment;
- Unauthorized possession of firearms or a concealed weapon on University premises or while on University business;
- Disorderly conduct on University premises;
- Disregarding safety and/or security regulations;

- “Horseplay” which endangers self or others;
- Excessive or unauthorized use of telephones;
- Unauthorized disclosure of confidential information;
- Violation of the University’s Anti-Harassment policy;
- Failure to comply with university computer use policies;
- Violation of established departmental dress codes;
- Violation of policies or rules of the department or Missouri Southern State University.
- Misconduct off duty, which reflects discredit on or causes embarrassment to the University or to the State.

#### **4.0 HISTORY**

This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

#### **5.0 RELATED DOCUMENTS**