

LAFAYETTE COLLEGE

PLANT OPERATIONS &
PUBLIC SAFETY
WORK RULES

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SECTION I – INTRODUCTION

Whenever people work together, it is desirable to establish reasonable rules to conduct business in an orderly manner for the College and its various stakeholders and for our fellow employees. Naturally, there are certain standards of honesty and professional and ethical behavior which you should expect from others and Lafayette will expect from you.

However, for the few exceptions found in any large group, rules of conduct have been established to ensure that employees have a common understanding of what is expected such that we all have a common understanding. Certain rules have been established to produce efficient procedures while others are to maximize employee safety, and others are intended to promote congenial working conditions. This section spells out the basic general rules and penalties. Lafayette expects employees to follow these rules as violations will result in discipline. By accepting your employment at the College, which is, of course, entirely voluntary, you are also agreeing to accept these rules and terms of continued employment.

The work rules contained in this section are not intended to be all-inclusive and do not cover every possible situation. These rules are intended to compliment the policies of the Office of Human Resources and the Finance & Administration Division's Code of Ethics. Contained in the section are examples of the kind of improper conduct that will constitute grounds for disciplinary action. In addition, Lafayette will take reasonable disciplinary action for violation of established rules within each department. Departmental rules will remain in effect except where they are contradictory to any of the rules contained in this section.

SECTION II – EMPLOYEE RESPONSIBILITIES

Employees of Lafayette College's Department of Plant Operations and Department of Public Safety are expected to be guided by the following general principals:

- ⊕ Arrive and depart from work at the time scheduled.
- ⊕ Be responsible in performing job duties.
- ⊕ Meet reasonable standards of efficiency.
- ⊕ Respect the personal and property rights of Lafayette students, staff, faculty, and administration as well as visitors to the Lafayette campus.
- ⊕ Treat all fellow employees, other staff, faculty, students, and visitors to the College with due respect and in a professional and cordial manner.
- ⊕ Follow job instructions as appropriately directed by your supervisor.
- ⊕ Observe all safety regulations.
- ⊕ Follow the College's general and departmental rules and Public Safety Standard Operating Procedures.
- ⊕ Follow the Finance & Administration Division's Code of Ethics.
- ⊕ Follow all guidelines established by the Office of Human Resources.
- ⊕ Follow all laws and governmental regulations applicable to your work at the College.

These general principles are a guide for you to follow in meeting your responsibility as a Lafayette College employee.

SECTION III – DISCIPLINARY POLICY

It is the College's intent to place as few restrictions as possible on personal conduct, relying on individual good judgment, sense of responsibility, and obligations to internal and external clients. Each employee is expected to conduct him or herself in an appropriate professional manner.

Employees are expected to be fit for duty during work hours. An employee may be considered unfit for duty if he/she is incapable of performing assigned duties in a proper, safe, and competent fashion for any reason. The abilities to safely and competently perform the skills associated with a given job will be assessed by the supervisor's impartial, specific and verifiable observations. Such observations include an employee's physical appearance, behavior, cognitive function, changes in performance, and attendance. For the safety of the employee as well as people in close proximity, each employee also has a responsibility to report to his/her supervisor any employee who may be unfit for duty. Human Resources will direct employees identified as unfit for duty to the appropriate support services with the goal of successfully returning the employee to work in the future.

A primary goal of the College's disciplinary policy is to make the workplace comfortable for all employees. This policy's objective is correction for improvement, not punitive discipline. However, there are some violations that are so serious as to warrant termination for the first violation.

The employee's supervisor is responsible for the enforcement of the College's policies and regulations and the implementation of any disciplinary action that may be required. When a disciplinary action is required, the supervisor in charge shall record the violation and discipline in writing as soon as practical by memo or e-mail. The employee should sign the disciplinary report to verify that all parties are aware of the disciplinary action. Copies of the report must be distributed to the employee, the supervisor, and Human Resources. Instances of general counseling and verbal warnings should also be recorded, but in such cases, only the supervisor will retain a copy.

Lafayette College utilizes a system of progressive discipline. Each successive violation, if committed within 365 days of the prior violation, will result in a more severe penalty than was received for the preceding violation. Disciplined employees who avoid violations for a period equal to or exceeding 365 days shall begin the disciplinary sequence at the lowest level should another violation occur unless the violation is of the same nature as the previous violation. However, both Plant Operations and Public Safety shall also review and consider the entire employee work record when new violations occur or when considering termination of employment.

Penalties are levied as warranted by the seriousness of the offense. Due to higher performance and behavior expectations inherent in their positions and designated responsibilities, supervisors may be penalized more severely as determined by the Department and/or Division Head.

CLASSIFICATIONS OF VIOLATIONS

Violations are separated into three general categories: minor, moderate, and major. Each classification has a specific disciplinary action plan as described by the following:

MINOR VIOLATIONS

- 1st Offense
- 2nd Offense (same rule as 1st offense)
- 2nd Offense (different rule than 1st offense)
- 3rd Offense (same rule as 1st & 2nd offense)
- 4th Offense (any combination of different rules)
- 5th Offense (any combination of different rules)

DISCIPLINARY ACTION

- Written warning
- One to three business days unpaid suspension
- Additional written warning
- Five business days unpaid suspension
- Ten business days unpaid suspension or termination
- Termination

Minor violations include, but are not limited to:

- a. Unexcused tardiness
- b. Loafing and loitering
- c. Unintentional sleeping on the job
- d. Failure to record time
- e. Failure to dress appropriately
- f. Continued use of foul language or any use of obscene printed / electronic materials
- g. Use of suggestive language or suggestive printed / electronic materials
- h. Failure to speak or act in a professional and courteous manner to any co-worker or client of the department
- i. Performing non-College work during authorized work hours
- j. Starting work before the authorized start time
- k. Working beyond or leaving before the authorized quitting time
- l. Failure to meet reasonable standards of productivity
- m. Committing negligent or careless acts
- n. Leaving the assigned work area without the approval of the supervisor
- o. Violating the College's posted "smoke free" policy (which is available for viewing at <http://hr.lafayette.edu/files/2009/07/smoking-policy.pdf>)
- p. Failure to fill out work orders on a daily basis and reports within a reasonable time
- q. Encouraging, coercing, inciting, threatening, or otherwise inducing any employee to engage in any practice that violates College policy or restricts productivity
- r. Posting unauthorized materials on shop bulletin boards or in work rooms, break areas, or lunch rooms
- s. Frequent visits from non-work related persons during work hours without prior permission
- t. Operating a College vehicle without complying with the College's Transportation Policy (see <http://www.lafayette.edu/community/transportation.pdf>)
- u. Allowing unauthorized riders in College vehicles
- v. Improper care of College tools or equipment
- w. Unauthorized use of College tools or equipment
- x. Certain violations of the Finance & Administration Division's Code of Ethics
- y. Unprofessional language between coworkers in a private setting
- z. Certain violations of Local, State, or Federal Law whether committed during work or off-duty hours.

MODERATE VIOLATIONS

1st Offense

2nd Offense

3rd Offense

DISCIPLINARY ACTION

Up to five business days unpaid suspension

No less than five business days unpaid suspension

Termination

Moderate violations include, but are not limited to:

- a. Immoral or indecent behavior without physical contact
- b. Unexcused absence (employee does not notify supervisor and fails to provide a doctor's excuse as required)
- c. Absence beyond available paid time (vacation/sick time) without prior departmental approval
- d. Use and distribution of obscene printed / electronic material
- e. Gross neglect of duty, including but not limited to, intentional holding back, slowing down, hindering, or limiting of production
- f. Failure of a College vehicle's assigned driver to report an accident or any type which involves the assigned College vehicle
- g. Defacing or damaging College, faculty, staff, or student property
- h. Certain violations of the Finance & Administration Division's Code of Ethics
- i. Failure to report for emergency work without justified excuse
- j. Intentionally sleeping on the job
- k. Inappropriate or obscene language used in a public area
- l. Use of obscene or demeaning language directed at another person.
- m. Certain violations of Local, State, or Federal Law whether committed during work or off-duty hours.

MAJOR VIOLATIONS

1st Offense

DISCIPLINARY ACTION

Termination

Major violations include, but are not limited to:

- a. Fraudulent statements and misrepresentation of any nature in the application for employment
- b. Any unacceptable behavior during the 120 day probationary period
- c. Possession, distribution, sale, arrangement for sale or being under the influence of intoxicating beverages or non-prescribed controlled drugs
- d. Possession of weapons on the College's property at any time without written prior approval of the Department / Division head
- e. Sabotaging or otherwise interfering with equipment or operations of the College
- f. Theft or misappropriation of the property of the College, or any faculty, staff, student, or visitor
- g. Insubordination / refusing to perform reasonable job assignments assigned by the supervisor
- h. Knowingly operating a College vehicle without a valid driver's license
- i. Falsification of any time records including records of other employees
- j. Three successive unsatisfactory performance appraisals
- k. Failure to remain on duty during an emergency
- l. Physical altercations
- m. Certain violations of the Finance & Administration Division's Code of Ethics
- n. Intentionally altering or destroying records.
- o. Immoral or indecent behavior involving physical contact.
- p. Intentionally misreporting information
- q. Certain violations of Local, State, or Federal Law whether committed during work or off-duty hours.
- r. Failure to meet expectations or committing any infraction of the work rules during the 120 day probationary period.