

# LAFAYETTE COLLEGE

## FACILITIES 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. This is true for Lafayette College (the “College” or “Lafayette”), its various stakeholders, and for fellow employees. Naturally, there are certain standards of honesty and professional and ethical behavior you should expect from others and which the College expects from you.

Rules of conduct have been established to ensure that employees have a common understanding of what is expected. Certain rules have been established to produce efficient procedures, while others are to maximize employee safety or promote congenial working conditions. This section spells out the basic general rules and penalties of the departments of Facilities Operations and Public Safety. The College expects employees to follow these rules. Violations will result in disciplinary action, up to and including termination of employment. By accepting your employment at the College, which is entirely voluntary, you are also agreeing to accept these rules and terms of employment.

The employee responsibilities and work rules contained in this document are not intended to be all-inclusive and do not cover every possible situation. These rules are intended to complement the policies contained in the employee handbook and the Code of Ethics. This document contains examples of improper conduct that constitutes 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 herein.

## **SECTION II**

### **EMPLOYEE RESPONSIBILITIES**

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

- Arrive and depart from work at the time scheduled.
- Be responsible in performing job duties.
- Meet reasonable standards of efficiency.
- Bring concerns and issues to the attention of the immediate supervisor/manager unless the concern or issue is with the immediate supervisor/manager.
- Respect the personal and property rights of the College's students, employees, staff, faculty, and administration, as well as visitors to the Lafayette campus.
- Treat all fellow employees, staff, faculty, students, and visitors with due respect and in a professional and cordial manner.
- Follow job instructions appropriately as directed by your supervisor.
- Observe all safety regulations.
- Follow the College's general and departmental rules and Public Safety Standard Operating Procedures.
- Follow the Code of Ethics.
- Follow all guidelines established by the Office of Human Resources, including, but not limited to, the Employee Handbook.
- 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 FITNESS FOR DUTY**

Employees are expected to be fit for duty during work hours. An employee may be considered unfit for duty if they are incapable of performing assigned duties in a proper, safe, and competent fashion, for any reason. The ability 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 who believes another employee may be impaired in any way that may be unsafe to themselves and others, is encouraged to report the situation to a supervisor.

If an employee is identified as unfit for duty for any reason, HR will be able to provide the appropriate support services.

## **SECTION IV 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 themselves in an appropriate professional manner.

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 by memo or email, as soon as practical. 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. Any disciplinary action will be placed in an employee's personnel file. Instances of general counseling and verbal warnings should also be recorded, these will also be placed in an employee's personnel file.

Lafayette College utilizes a system of progressive discipline including a verbal warning, written warning, suspension, longer suspension, final warning with suspension, and termination of employment. The level of discipline is determined by the seriousness of the offense at the College's sole discretion. Some offenses may be severe enough, at the College's discretion, to warrant termination. Progressive discipline need not always be followed. Each successive violation will result in a more severe penalty than was received for the preceding violation. Facilities Operations and Public Safety shall also review and consider the entire employee work record when new violations occur or when considering termination of employment.

### **CLASSIFICATIONS OF VIOLATIONS**

Employees will be subject to discipline for failure to adequately perform work duties and/or for violation of any of the College's policies or procedures or local, state, or federal law. The determination of appropriate disciplinary action shall be in the sole discretion of the College and could result in discipline up to and including termination of employment.

Examples of infractions that may result in disciplinary action include, **but are not limited to**, the following:

- a. Unexcused tardiness
- b. Loafing and loitering
- c. Sleeping on the job
- d. Failure to record time
- e. Failure to dress appropriately
- f. Use of inappropriate/foul language or any use or distribution of obscene/suggestive printed/electronic materials
- g. Failure to speak or act in a professional and courteous manner to any co-worker or member of the community
- h. Performing non-College work during work hours
- i. Starting work before the scheduled start time
- j. Working beyond or leaving before the scheduled quitting time
- k. Failure to meet reasonable standards of productivity
- l. Committing negligent or careless acts
- m. Leaving the assigned work area without the approval of the supervisor
- n. Violating the College's posted ["Smoke Free" policy](#)
- o. Failure to fill out work orders and/or reports on a daily basis, or within a reasonable time
- p. Encouraging, coercing, inciting, threatening, or otherwise inducing any employee to engage in any practice that violates College policy or restricts productivity
- q. Posting unauthorized materials on bulletin boards or in work rooms, break areas, or lunch rooms
- r. Excessive visits from non-work-related persons during work hours without prior permission
- s. Operating a College vehicle without complying with the [College's Transportation Policy](#) or without a valid driver's license
- t. Allowing unauthorized riders in College vehicles
- u. Improper care of, unauthorized use of, sabotaging, or otherwise interfering with College tools, equipment, or operations
- v. Violations of the Finance & Administration Division's Code of Ethics
- w. Violations of local, state, or federal law whether committed during work or off-duty hours
- x. Immoral or indecent behavior
- y. Unexcused absence (employee does not notify supervisor and fails to provide a doctor's excuse, as required)
- z. Absence beyond available paid time (vacation/sick time) without prior departmental approval
- aa. Gross neglect of duty, including but not limited to, intentionally holding back, slowing down, hindering, or limiting production
- bb. Failure of a College vehicle's assigned driver to report an accident or any type which involves the assigned College vehicle

- cc.** Defacing or damaging College, faculty, staff, student, or visitor property
- dd.** Failure to report for and/or remain on duty for emergency work without justified excuse
- ee.** Insubordination/refusing to perform reasonable job assignments assigned by the supervisor.
- ff.** Fraudulent statements and misrepresentation of any nature in the application for employment
- gg.** Unacceptable behavior
- hh.** Possession, distribution, sale, arrangement for sale, or being under the influence of intoxicating beverages or non-prescribed controlled drugs
- ii.** Possession of weapons on College property at any time without written prior approval of the Department/Division head
- jj.** Theft or misappropriation of College property, or property belonging to any faculty, staff, student, or visitor
- kk.** Falsification of any records, including records of other employees
- ll.** Physical altercations
- mm.** Altering or destroying records
- nn.** Intentionally misreporting information
- oo.** Failure to meet expectations during the 120-day probationary period
- pp.** Failure to cooperate in an internal investigation
- qq.** Unsatisfactory performance of job duties
- rr.** Harassment or other unlawful or unwelcome conduct