

Temple University

Rules of Conduct

Disclaimer

The Temple University Employee Manual sets forth the expected standards of conduct and performance of Temple University employees. The official copy of policies and procedures in the Employee Manual, including any revisions, is found on the Human Resources website: www.temple.edu/hr. The policies and procedures in this manual govern workplace behavior, and in all cases, supersede any conflicting guidance.

The Rules of Conduct contained in this document supplement the Employee Manual by providing further guidance on expected conduct and performance. They are not intended to, nor do they create, any contractual relationship between any employee and Temple University with respect to the conduct the university may prohibit or the discipline the university may impose.

Unless otherwise covered by a collective bargaining agreement, your employment with Temple University is “at will” and strictly voluntary. Temple University may terminate the employment relationship of an at-will employee at any time, if, in its sole discretion, it believes it is in the university’s interest to do so. Temple University may terminate the employment relationship with a bargaining unit employee as provided by these Rules of Conduct (otherwise known as “work rules”) and in accordance with the applicable collective bargaining agreement.

These Rules of Conduct may be modified by the president, University Counsel or the associate vice president of Human Resources at any time, with or without advance notice to university employees.

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Rules of Conduct

Temple University has certain expectations regarding employee conduct and job performance necessary for the orderly administration of business.

Temple expects its employees to abide by the following *Rules of Conduct*:

- Abide by all policies and procedures.
- Meet established expectations of job performance. Comply with attendance policies, including coming to work on time and regularly and leaving when scheduled.
- Meet stated standards of efficiency.
- Respect the personal and property rights of Temple, other employees, students, patients, clients and visitors to the Temple community.
- Support management's goals and objectives by following job instructions.
- Observe all safety policies, regulations and procedures.
- Follow specific university and departmental rules
- Maintain a courteous and professional demeanor when dealing with students, co-workers, supervisors, faculty, visitors and other customers.
- Engage in appropriate conduct in the performance of duties, during working hours and otherwise, while on Temple University property.

Unfortunately, conduct sometimes occurs that includes violations of the law, acts of incompetence or negligence, and acts of willful misconduct. Employees are prohibited from engaging in the violations listed on the following pages, which are not intended to be all inclusive and do not cover every situation that may arise or every behavior that would be considered unbecoming a Temple employee. Any conduct that violates common decency or threatens the maintenance of safety, order, efficiency, effectiveness or productivity in the workplace is cause for disciplinary action even if such conduct is not specifically defined by the Rules of Conduct.

Temple will take the appropriate corrective disciplinary action for violation of any policy or procedure set forth by the Temple University Employee Manual, Temple University Policy or established department rules. When the Rules of Conduct do not specify the appropriate discipline for violation of a policy, procedure or department rule, the university will determine the appropriate level of discipline.

Disciplinary Procedure

Any employee who violates a Rule of Conduct is subject to the appropriate corrective disciplinary action, which is based on the category of the work rule violation (A, B, C or D) and the number or frequency of previous violations within the preceding 12-month period. Repeated violations of work rules within a specific category over a 12-month period will lead to the next step in the progressive discipline process.

The chart shown below has been developed to assist supervisors in determining the appropriate level of discipline for violations of the Rules of Conduct. The university reserves the right to modify the discipline prescribed by these rules at any time, with or without notice, if, in its sole discretion, it believes a modification is appropriate.

Disciplinary Action by Violation Category

	Category A	Category B	Category C	Category D
1st Action	general counseling	written warning	3-day suspension without pay	termination
2nd Action	verbal counseling	3-day suspension without pay	termination	
3rd Action	written warning	termination		
4th Action	final written warning			
5th Action	3-day suspension without pay			
6th Action	termination			

Notes:

Enforcement

The employee's supervisor or other university designee is responsible for the enforcement of the Rules of Conduct and the administration of any disciplinary action that may be imposed. In the case of a bargaining unit employee, a Disciplinary Report Form should be used to document the offense. The shop steward and/or union delegate may also attend any meeting with the employee, upon the employee's request, which may result in discipline under these work rules. Both the employee and the shop steward or union delegate should sign the Disciplinary Report Form as a record of the discipline. Such signatures indicate receipt only. If the employee refuses to sign, the supervisor shall note on the written record that the employee was given the opportunity to sign and refused.

When a Disciplinary Report Form is used, copies should be distributed as follows:

Original	to Employee
1st Copy	to Human Resources/Labor Relations
2nd Copy	to Union, if a union employee
3rd Copy	to Supervisor

Only disciplines at the levels of written warning or above must be sent to Human Resources and Labor Relations. General counselings and verbal warnings should be retained in the department for record-keeping purposes and are not considered formal discipline.

Category A Violations

A.1 Excessive Sick Days

Taking nine (9) or more sick days, with or without pay, from work in any fiscal year.

- No disciplinary action usually will be taken for the use of fewer than nine (9) days for illness in any fiscal year. Each sick day taken subsequently is a separate violation.
- Four or more consecutive days of absence will be counted as four (4) occurrences.
- Failure to complete half a workday or more will be counted as one (1) occurrence.
- Failure to complete less than half a workday will be counted as half (1/2) an occurrence.
- Failure to report to work as scheduled for at least a quarter of the workday will be counted as half (1/2) an occurrence.
- Excessive sick day abuse resulting in suspension two consecutive years will be grounds for termination.

* For non-union employees, paid sick days which are also covered by the City of Philadelphia Sick Leave Ordinance will not count towards progressive discipline as a sick occurrence. The first occurrence following these days will be a violation of A.1.

A.2 Excessive Lateness

a) Failing to report to work as scheduled six (6) or more times in any fiscal year.

- Each subsequent lateness is a separate violation.
- Excessive lateness abuse resulting in suspension two consecutive years will be grounds for termination.

b) Failing to report to work as scheduled for at least a quarter of the workday will be counted as half (1/2) an occurrence under *Violation A.1 Excessive Sick Days*.

A.3 Encouraging Category A Violation

Encouraging, facilitating, coercing, inciting or otherwise inducing any employee or student to engage in any practice of Category A violation.

Category B Violations

B.1 Unauthorized Absence

Including, but not limited to:

- Failure to notify supervision or appropriate managerial employee of work absence in the established and timely manner.
- Failure to provide proper documentation for work absence.
- Any unapproved work absence.

B.2 Chronic Sick Day Abuse

Taking three (3) or more sick days, with or without pay, when suspended under *Violation A.1 Excessive Sick Days* in the prior fiscal year.

- Each sick day taken subsequently is a separate violation of this rule.
- Occurrences will be counted as described in A.1 (a) and (b) above

* For non-union employees, paid sick days which are also covered by the City of Philadelphia Sick Leave Ordinance will not count towards progressive discipline as a sick occurrence. The first occurrence following these days will be a violation of B.2.

B.3 Chronic Lateness

Failing to report to work as scheduled three (3) or more times when suspended under *Violation A.2 Excessive Lateness* in the prior fiscal year.

- Each subsequent lateness is a separate violation of this rule.

B.4 Failure to Record Time In or Out

Failing to record one's own start time, end time or break time in the manner required by department.

B.5 Leaving Assigned Area without Permission: Other than Security or Patient Care

Leaving the assigned area during work time, even if within assigned building, without approval or notice as required by department procedures.

B.6 Early Quit

Leaving or preparing to leave prior to the end of the workday without authorization.

B.7 Slowdowns

Willfully holding back, slowing down or limiting performance, or hindering another's performance.

B.8 Performing Work Other than Temple Work

Performing work other than officially assigned duties on university premises, unless authorized by a supervisor.

B.9 Unauthorized Extra Work by Non-exempt Employee

Beginning work more than 15 minutes prior to the start of the regularly scheduled workday or continuing to work more than 15 minutes beyond the regularly scheduled workday without prior permission of supervision.

B.10 Inefficiency

Failing to meet expected standards of performance, productivity or efficiency.

B.11 Unprofessional or Inappropriate Conduct

- a) Failing to conduct oneself in a professional manner while performing duties during work hours or while on Temple property.
- b) Failing to maintain a courteous and professional demeanor when dealing with students, co-workers, faculty, patients, visitors and other customers.

B.12 Unauthorized Use of Temple Property

Using Temple property, equipment or materials, including but not limited to: bulletin boards, computers, telephones, cell phones and other electronic devices, whether owned or leased, without permission.

B.13 Safety

- a) Failing to comply with safety rules posted by the university while performing work or using university facilities for any purpose.
- b) Failing to comply with smoking regulations.
- c) Failing to comply with federal, state, or local safety regulations or procedures of which the employee is aware or should have been aware.
- d) Failing to report accidents or personal injury immediately to supervisor.

B.14 Visitors

Bringing unauthorized persons into any building on the work site or on Temple grounds during work hours.

B.15 Care of Temple Property

Failing to exercise reasonable care and precaution to prevent damage to, or loss of, Temple property or equipment.

B.16 Unsanitary Conditions

Failing to observe housekeeping rules or otherwise creating unsanitary conditions.

B.17 Loafing, Loitering, Visiting

- a) Loafing, loitering or otherwise engaging in personal conversations (in person, by telephone, cell phone, computer or otherwise) during work hours that may or does interfere with the work, productivity or approved activity of any student or employee.
- b) Loitering or otherwise engaging in personal conversations after work hours that may or does interfere with the work, productivity or approved activity of any student or employee.

B.18 Encouraging Category B Violation

Encouraging, facilitating, coercing, inciting or otherwise inducing any employee or student to engage in any practice of Category B violation.

Category C Violations

C.1 Unauthorized Absence for Two Consecutive Workdays

Including, but not limited to:

- Failure to notify supervision or appropriate managerial employee of work absence in the established and timely manner for two (2) consecutive absences.
- Failure to provide proper documentation for work absence.
- Any unapproved work absence of 2 consecutive days.

C.2 Sleeping: Other than Security or Patient Care

Sleeping during work hours

C.3 Disruptive or Disorderly Conduct

- Engaging in any unruly, erratic or undisciplined behavior that disrupts or may disrupt the workplace.
- Engaging in any course of conduct that does or may undermine or interfere with supervision.
- Using any unprofessional, inappropriate, profane, abusive, threatening or obscene language towards a supervisor, other employees, students, patients, clients, visitors or the public.
- Engaging in, encouraging or otherwise inciting others to engage in disorderly conduct.
- Participating in any behavior that does or may result in injury to another person or Temple University, including but not limited to: practical jokes, pushing, running, throwing objects or other acts of horseplay.

C.4 Negligence/Carelessness

- a) Neglecting job duties or responsibilities, or failing to carry out instructions given by supervision.
- b) Performing negligent or careless acts during work time, or on or with Temple property.

C.5 Unauthorized Persons in Temple University Vehicles

Allowing unauthorized persons in a Temple vehicle at any time.

C.6 Gambling

Gambling during working time or on university property.

C.7 Leaving Assigned Building without Permission: Other than Security or Patient Care

Leaving an assigned building during work hours without permission.

C.8 Encouraging Category C Violation

Encouraging, facilitating, coercing, inciting or otherwise inducing any employee or student to engage in any practice of Category C violation.

Category D Violations

D.1 Unauthorized Absence for Three Consecutive Days

Including, but not limited to:

- Failure to notify supervision or appropriate managerial employee of work absence in the established and timely manner for three (3) consecutive absences.
- Failure to provide proper documentation for work absence.
- Any unapproved work absence of 3 consecutive days.

D.2 Fraudulent Statements or Misrepresentation in Employment

- a) Giving false statements when applying for employment, promotion or transfer, or when physical or other examinations are made.
- b) Providing false information in connection with employment, including but not limited to: an audit, investigation or disciplinary process.

D.3 Falsification or Misrepresentation of Time Records

Falsifying or misrepresenting one's own or another employee's time or time records, or recording another employee's time record.

D.4 Falsification or Misrepresentation of Records

- a) Falsifying or misrepresenting any university record or data, including but not limited to data used in research.
- b) Altering or destroying any university record without authorization.

D.5 Leaving Assigned Work Area without Permission: Security or Patient Care

Leaving an assigned work area without permission and without proper relief when responsible for patient or client care, or the security of an area or person.

D.6 Leaving Campus without Permission

Leaving Temple Campus during work hours without permission.

D.7 Sleeping: Security or Patient Care

Sleeping on the job when responsible for patient or client care, or the security of an area or person

D.8 *Insubordination*

- a) Refusing or willfully failing to accept a work shift, work location or task assigned by a supervisor.
- b) Refusing or willfully failing to follow management directions.
- c) Refusing or willfully failing to carry out a work assignment.
- d) Performing actions or making statements in defiance of instructions given by a supervisor or other Temple administrator acting within the scope of his or her authority.
- e) Encouraging, urging, causing or otherwise inciting other persons to be insubordinate.

D.9 *Gross Neglect*

Performing negligent or careless acts during work time or on Temple property that could or do result in personal injury or property damage, or that could or do cause expenses to be incurred by Temple, whether or not such injury, damage or expenses are actually incurred.

D.10 *Unauthorized Use of Temple University Property Causing Injury*

- a) Obtaining or using Temple University property—including but not limited to: records, TUID numbers, Tax ID numbers, credit cards, or bank or financial accounts—by fraudulent means or without permission that does or may result in injury or economic loss to another person or to Temple University.
- b) Assisting another person in the unauthorized use of Temple property that does or may cause injury or economic loss to another person or to Temple University.
- c) Refusing or willfully failing to follow management directions.

D.11 *Vehicle Accident*

Failing to report an accident of any type involving a Temple-assigned vehicle

D.12 Stealing

- a) Stealing or otherwise misappropriating university property or the property of other employees, patients, clients, students or visitors.
- b) Obtaining any Temple University property by improper means or assisting another person to do so.

D.13 Bribery

- a) Offering, soliciting, giving or taking of a monetary payment or any non-monetary benefit of any kind in exchange for a job, a better working place, the covering of a shift or any change in working conditions, or offering or soliciting a promise of such payment or benefit.
- b) Offering, soliciting, giving or taking of a monetary payment or non-monetary benefit of any kind in exchange for a change in academic grade or any other academic benefit or offering or soliciting a promise of such payment or benefit.
- c) Offering, soliciting, giving or taking of a monetary benefit or any non-monetary benefit of any kind in exchange for the performance or promise of any act, including but not limited to: altering or disclosing records, or altering or falsifying performance development plans, tenure or promotion documents or any other employment records.

D.14 Drugs and Alcohol

- a) Possessing, using or selling any illegal drug during work hours or on Temple University property.
- b) Illegally using prescription drugs during work hours or on Temple University property.
- c) Reporting to or being at work or on Temple University property at any time in an intoxicated condition or under the influence of illegal drugs or alcohol.
- d) Failing to submit to a drug or alcohol test requested pursuant to Temple University's Drug and Alcohol Abuse and Testing policies.

D.15 Explosives and Weapons

Possessing explosives, firearms or a weapon during work time or on university property.

D.16 Threatening Behavior or Causing Disturbance

- a) Threatening or intimidating, or attempting to threaten or intimidate, management personnel, employees, patients, clients, students or visitors.
- b) Inciting or attempting to incite a disturbance.
- c) Fighting or engaging in any behavior that is physically threatening to another person or Temple property.

D.17 Destruction of Property

Destroying, causing or contributing to the destruction of Temple University property or the property of other employees, patients, clients, students or visitors, whether by deliberate act or the willful disregard of such property.

D.18 Harassment or Unwelcome Behavior

Harassing or subjecting to harassment another employee, student, client, patient, customer, visitor or any other individual on Temple University property, where harassment is in violation of Temple University policy.

D.19 Unauthorized Use or Disclosure of Confidential Information or Records

- a) Disclosing confidential information, proprietary research or business information or trade secrets.
Releasing any confidential employee record without authorization or in violation of university policy.
- b) Releasing any student record without authorization or in violation of university policy.

D.20 Encouraging Category D Violation

Encouraging, facilitating, coercing, inciting or otherwise inducing any employee or student to engage in any practice of Category D violation.