



HRM 60.401: GUIDELINES FOR EMPLOYEE CONDUCT

PURPOSE

To provide guidelines for employee conduct.

POLICY

University employees are expected to perform their job duties in a professional and responsible manner. Inappropriate employee conduct includes, but is not limited to the following:

1. Poor performance of duties, including failure to follow instructions, failure to maintain established standards of work or productivity, or any other unsatisfactory performance.
2. Violation of an attendance policy involving unscheduled absence or tardiness, including failure to report to the workstation at the beginning of the scheduled hours or leaving the work area prior to the scheduled conclusion of the work period, and absences, which exhibit a pattern or trend or which become excessive.
3. Failure of an absent employee to notify the supervisor in accordance with departmental procedures.
4. Failure to inform the supervisor when leaving the work area or failure to report to the work area at the scheduled conclusion of a work break or meal period.
5. Failure to conform to a departmental uniform or dress code policy, including the wearing of identification badges or name tags.
6. Use of profane or abusive language on University premises, or actions that may be discourteous or harmful to others, including smoking in designated non- smoking areas.
7. Workplace bullying – repeated mistreatment in the workplace; abusive conduct that is threatening, humiliating, or intimidating, work sabotage, or verbal abuse.
8. Use of another's computer sign-on or computer access code or providing another the use of an individual's sign-on code without proper authorization to gain unauthorized access to confidential or privileged information.
9. Insubordination, including refusal to accept instructions from supervisors, police officers, civil defense personnel, or other proper authorities.
10. Unauthorized or improper use of University property.
11. Acts of unlawful discrimination, including but not limited to, unlawful discrimination based upon race, color, religion, sex, national origin, age, disability, or veteran's status
12. Unlawful harassment.
13. Sleeping on the job.

14. Falsifying, misrepresenting, or omitting information on any University record, including but not limited to, intentional failure to accurately record time records, or registering the time card of another employee without proper authorization; the Application for Employment form, or other official University records.
15. Recording coworkers, students, or others at the University without the consent of all individuals being recorded. This applies to all manners of recording including both video recording and audio recording. University surveillance cameras or other legitimate educational or business purposes are permitted.
16. Threats, fighting, physical altercations, verbal abuse, or other physical action against another person while on University premises.
17. Commission of any crime on University premises or commission of a work- related crime while off campus.
18. Conviction of any crime or misdemeanor involving moral turpitude, the nature of which reflects adversely upon the University or adversely affects the ability to perform University duties.
19. Failure to follow University or departmental policies or state/federal laws, including but not limited to behavior that compromises another's safety or contributes to hazardous conditions, violates rights to privacy, or discloses confidential University information..
20. Violating the Ethics in Government Law (i.e., conflict of interest).
21. Any other action, behavior, or communication that, as perceived by University officials, adversely affects the University or any sub-unit thereof.

RESOURCES

Resources for employees and administrators regarding inappropriate misconduct are available on the Human Resources Management web site:

<http://hrm.msstate.edu/performance/>

REVIEW

This policy and procedure will be reviewed by the Chief Human Resources Officer at least every four years.

REVIEWED BY:

/s/ Judy Spencer
Chief Human Resources Officer

04/23/2018
Date

/s/ Judy Bonner
Provost and Executive Vice President

04/23/2018
Date

/s/ Timothy N. Chamblee
Assistant Vice President and Director
Institutional Research and Effectiveness

04/23/2018
Date

/s/ Joan Lucas
General Counsel

04/23/2018
Date

APPROVED:

/s/ Mark Keenum
President

04/23/2018
Date