



## RULES AND REGULATIONS

In any community where large numbers of people work together, each one must be aware of his/her responsibilities to the organization as a whole and to the safety and welfare of others. Most people will adhere to acceptable standards of behavior without rules or reminders.

Following are examples of behaviors that cause an employee to be subject to disciplinary action, which may include oral or written warning/reprimand, formal censure or suspension, or discharge, taking into consideration the seriousness of the offense, the employee's previous discipline, other documented behaviors and length of service with the University:

1. Habitual absence or lateness from work.
2. Repeated failure to properly notify supervisor of absence and/or lateness within Departmental guidelines.
3. Neglect of duty or failure to maintain performance standards.
4. Dishonesty, including falsification of time records.
5. Discourteous treatment of students, faculty, staff, other personnel or visitors.
6. Insubordination.
7. Refusal to comply with one or more University rules.
8. Failure to perform assigned duties and/or willful failure to carry out a supervisor's instruction.
9. Failure to comply with standards, produce efficient service or competent work.
10. Misconduct (violation of stated rules or rules of the institution or department)
11. Gambling.
12. Assault.
13. Behavior of any kind that may negatively reflect on the reputation of Centenary University.
14. Misuse of University property.
15. Sleeping or being less than fully alert while on duty.
16. Being under the influence of alcohol, and/or controlled substances while on duty.
17. Use of alcohol and/or controlled substances on the University campus.

The above list is **not** exhaustive. Centenary expressly reserves the right to discipline in any given situation up to and including termination of employment.