

Southern Connecticut State University

RULES OF CONDUCT

To assure orderly operations and provide the best possible work environment, Southern Connecticut State University expects its employees to follow Rules of Conduct that will protect the interests and safety of all. It is not possible to list all forms of behavior that are considered acceptable or unacceptable in the workplace, but the following are examples:

Acceptable Conduct

- Comply with all federal and state laws, regulations and/or statutes, department directives and lawful instructions/orders.
- Meet all your responsibilities for dependability.
- Enforce all rules, regulations and policies of the department and the University.
- Maintain a safe, secure and sanitary work environment.
- Report any arrest and subsequent disposition, including conviction, to your supervisor on or by the next scheduled workday following the arrest, but no later than 48 hours after the incident. When on extended leave, you must report any arrest and subsequent disposition, including conviction, to your supervisor within 48 hours.
- Inform your supervisor and the Human Resources Office in writing of any change of address and/or telephone number within 48 hours.
- Immediately report to your supervisor any medical condition or use of medication which may affect job performance or judgment.
- Maintain appropriate demeanor and professional manner at all times, showing respect for other employees, students and the public.
- Maintain good stewardship of all state property and equipment.
- Be courteous and accommodating in all your dealings with the public, including telephone conversations.
- Cooperate fully and truthfully in any inquiry or investigation conducted by the University and any other law enforcement or regulatory agency.
- Appropriately file forms as required by the Ethics Commission or Hatch Act.

Unacceptable Conduct

The following are examples of infractions of Rules of Conduct that may result in disciplinary action, including suspension or termination of employment:

- Any act that jeopardizes the health, safety, or welfare of the staff and the public.
- Sleeping or inattentiveness while on duty.
- Engaging in abusive or obscene language, threats or intimidating behavior.

- Engaging in unprofessional or illegal behavior while on or off duty, that could in any manner reflect negatively on the department.
- Engaging in any activity that would impair your independence of judgment or otherwise conflict with the proper discharge of your responsibilities.
- Releasing any confidential information or unauthorized or inaccurate information, records, or documents.
- Using your official position to gain any personal advantage or an advantage for another in any improper or unauthorized manner.
- Refusing to do assigned work or to work overtime if directed, or failing to carry out the reasonable directive of a manager, supervisor or department head.
- Using a state-owned vehicle for personal, rather than official, business - on or off duty.
- Engaging in conduct which constitutes or gives rise to the appearance of a conflict of interest.
- Improperly claiming unemployment benefits.
- Obtaining information through the computer terminal or other means for any purpose other than official business.
- Possession, distribution, sale, transfer, or use of alcoholic beverages or illegal drugs in the workplace, while on duty, or while operating University-owned vehicles or equipment;
- Working under the influence of alcohol or illegal drugs;
- Theft or inappropriate removal or possession of University (state) property;
- Unauthorized duplication or possession of University keys is prohibited;
- Falsification of timekeeping records;
- Negligence or improper conduct leading to damage to University (state) property;
- Violation of any safety rules;
- Smoking in prohibited areas;
- Sexual or other unlawful harassment;
- Excessive absenteeism;
- Unsatisfactory performance or conduct;
- Falsification of employment applications.

The standards above are not intended to be all inclusive of the professional code of ethics, obligations of employees under their collective bargaining agreement, the State Personnel Act and Regulations of the Personnel Policy Board and/or the Board of Regents which employees must observe at all times. The University may, when it deems appropriate, establish additional standards and the University's supervisors may set up particular written rules of conduct deemed necessary by operational requirements which employees must obey. There may be other conduct deemed inappropriate by the University that is not referenced above.