

Rules and Discipline

#	Employees will be subject to disciplinary action for poor work habits-examples of which are listed below:	1st Offense	2nd Offense	3rd Offense
1.	Engaging in horseplay.	Written Warning	Written Warning	Suspension Review Discharge
2.	Contributing to unsanitary or unhealthful conditions.	Written Warning	Written Warning	Suspension Review Discharge
3.	Operating, using or possessing machines, tools, or equipment to which the employee has not been assigned.	Written Warning	Written Warning	Suspension Review Discharge
4.	Causing scrap of materials, supplies or wasting of food due to carelessness.	Written Warning	Written Warning	Suspension Review Discharge
5.	Wasting time or loitering other than normal waiting standards for such as supplies and materials.	Written Warning	Written Warning	Suspension Review Discharge
6.	Receiving parking and/or traffic violations resulting from driver error on private or University owned vehicles which are not paid by driver as prescribed by law.	Written Warning	Written Warning	Suspension Review Discharge
7.	Unexcused, absent or late.	Written Warning	Written Warning	Suspension Review Discharge
8.	Posting, altering or removing any matter on bulletin boards or University property unless specifically authorized.	Written Warning	Written Warning	Suspension Review Discharge
9.	Use or possession of another employee's tools without the employee's consent.	Written Warning	Written Warning	Suspension Review Discharge
10.	Leaving the job and/or leaving work early without permission of immediate supervisor.	Written Warning	Written Warning	Suspension Review Discharge
11.	Unauthorized use of University vehicle.	Written Warning	Written Warning	Suspension Review Discharge
12.	Violating a safety rule or safety practice or refusing to follow safety regulations.	Written Warning	Written Warning	Suspension Review Discharge
13.	Failure to follow job instructions, verbal or written.	Written Warning	Written Warning	Suspension Review Discharge
14.	Failure to punch clock card or not recording time according to procedure for your group when starting or leaving work.	Written Warning	Written Warning	Suspension Review Discharge
15.	Vending, soliciting, collecting contributions or circulating literature for any purpose on University property without prior written approval by the Office of Human Resources.	Written Warning	Suspension Review Discharge	N/A
16.	Deliberately restricting amount or quality of work.	Written Warning	Suspension Review Discharge	N/A

#	Employees will be subject to disciplinary action for poor work habits-examples of which are listed below:	1st Offense	2nd Offense	3rd Offense
17.	Punching another employee's clock card.	Suspension Review Discharge	N/A	N/A
18.	Provoking or instigating a fight or fighting during working hours or on University premises; also threatening, intimidating, coercing, or interfering with fellow employees or diners.	Suspension Review Discharge	N/A	N/A
19.	Willfully misusing, destroying or damaging any University or associated government property or property of any employee or student.	Suspension Review Discharge	N/A	N/A
20.	Consuming intoxicants on University property or being on the property during working hours while intoxicated (or similar behavior involving narcotic, psychedelic or illegal use of drugs of any type.)	Suspension Review Discharge	N/A	N/A
21.	Flagrant dereliction of duty, particularly when charged with responsibility for continued vigilance or maintenance, including sleeping on the job.	Suspension Review Discharge	N/A	N/A
22.	Deliberate insubordination.	Suspension Review Discharge	N/A	N/A
23.	Falsifying any University forms or documents, or forging another's signature to benefit himself or another through fraud.	Suspension Review Discharge	N/A	N/A
24.	Accepting any form of bribe or kickback for personal gain resulting from involvement in any University relationship.	Suspension Review Discharge	N/A	N/A
25.	Participating in gambling on University property at any time.	Suspension Review Discharge	N/A	N/A
26.	Unauthorized possession of firearms or explosives on persons or premises.	Suspension Review Discharge	N/A	N/A
27.	Theft of University, government, employee or student property.	Suspension Review Discharge	N/A	N/A
28.	Engaging in willful sabotage or espionage.	Suspension Review Discharge	N/A	N/A
29.	Immoral conduct or indecency.	Suspension Review Discharge	N/A	N/A

*The Food Service operates under regulations by the University Sanitarian - Onondaga County Board of Health - State Board of Health - State Agriculture and Markets and Federal Food and Drug Laws.

DRESS Dining Services will supply uniforms.

APPEARANCE

Men - Neat, clean shaven, side-burns at ear level, hair combed, with hairnet or hat if necessary; hands and fingernails clean. No jewelry.

Women - Neat and clean. Hairnets required at all times (no beaded hairnets). NO jewelry. Do not wear street clothes under your uniform.

NOTE: The accumulation by an employee of any three (3) written notices for breaking the above rules during any twelve (12) month period is cause for discharge.