

**Work Rules for SEIU Local 200United
Library, Food Services and Facilities Services Employees**

While on campus and on duty or in the workplace, employees are expected to conduct themselves in a manner that is professional and appropriate at all times, adhering to University and Departmental policies. Consequently, employees will be subject to discipline for engaging in conduct that violates our policies and is contrary to maintaining a respectful, inclusive workplace, i.e. conduct including, though not limited to, that which is described below. The Union and the University acknowledge and agree that a "verbal warning" and "letter of counsel" are meant to provide notice to the employee and do not constitute discipline. Additionally, the Union and the University agree that certain offenses will not require progressive discipline and that a first occurrence of certain offenses may result in immediate suspension or termination.

WORK RULE NUMBER	OFFENSES RELATED TO SAFETY AND PREVENTION OF HARM	DISCIPLINARY REMEDY
1	Failure to follow proper food handling procedures resulting in unnecessary food waste.	LOC, Written Warning, Suspension, Termination
2	Contributing to unsanitary or unhealthful conditions. <i>(Examples of such behavior include without limitation: creating or causing or allowing to occur a condition or situation at work that could endanger the general safety or health of employees or other persons, or which caused injury; failing to adhere to preventive safety protocols designed to minimize the spread of bacteria; bringing unsafe substances or biohazards, that are not authorized for work purposes, onto university property, including university vehicles, buildings, spaces and grounds; failing to properly dispose of organic or chemical waste in accordance with department protocols; smoking or vaping in prohibited areas; excretion and/or disposal of bodily fluids/organic matter (e.g. urine, spit/mucus, feces, semen etc.) in or around a workspace, or anywhere other than a bathroom or portable toilet).</i>	Written Warning, Suspension, Termination
3	Failure to utilize, operate a university vehicle, or motorized equipment in accordance with Department and/or University's vehicle policy and/or the law. This shall include, without limitation, operating a vehicle or motorized equipment in an unsafe or reckless manner or in a manner for which it was not intended. Operating, using or possessing machines, tools, or equipment to which the employee has not been assigned. Negligent operation of university vehicle or equipment. Increased risk of harm others, or damage to property resulting from such activity will increase the severity of the infraction.	Suspension, Termination
4	Violating a safety policy, safety rule or safety practice or refusing to follow safety regulations. Severity is increased when the violation was wilful or due to gross negligence by the employee, and the violation results in physical harm to another and/or damage to property.	Written Warning, Suspension, Termination
5	Unauthorized possession of firearms or explosives on persons or premises, including in personal and/or university vehicles. If there are sufficient facts to conclude that the possession was intentional and/or with intent to cause harm, employee will be subject to immediate termination.	Suspension, Termination
6	•The Division of Campus Dining 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. •Department-issued hairnets or hats must be worn by staff preparing, handling, serving food at all times. •Staff that handle, serve or prepare food must not wear street clothes under your Campus Dining uniform. •Staff must remove all jewelry, including watches, removable pins or buttons, fitness trackers, earrings, bracelets (including rubber and magnetic) facial (including tongue) piercings, and dental gems prior to reporting to work. •Exceptions: Employees may wear a necklace tucked beneath the uniform shirt (not dangling), a plain ring/band without stones, or a ring with a stone if covered with a brightly colored bandage or silicone ring-guard and a disposable glove. A plain medical identification bracelet may be worn although a necklace worn beneath the uniform shirt is preferred.	LOC , Written Warning, Suspension, Termination

OFFENSES RELATED TO CONDUCT IN THE WORKPLACE

7	Engaging in horseplay. (Examples of horseplay include but are not limited to: deliberate, unnecessary physical contact; playing around; racing throughout building; racing vehicles or equipment; grabbing another person; reckless vehicle or equipment operation; pinching, poking, slapping, or hugging; running, chasing, pushing, others and rowdiness; etc.)	Documented Verbal, LOC, Written Warning, Suspension, Termination
8	Wasting time or loitering other than normal waiting standards for such as supplies and materials.	Documented Verbal, LOC, Written Warning, Suspension, Termination
9	Failure to adhere to time and attendance and leave policies. (Examples include but are not limited to: failure to report to work on time as scheduled; "no call, no show"; failure to return from break on time; lateness; unexcused absences; excessive absenteeism; sick leave abuse; leaving work early without appropriate supervisory authorization; taking unauthorized breaks during work hours.) A No call, no show without sufficient justification or mitigation will result in an automatic written warning. A no call, no show combined with other time and attendance infractions will result in a more severe penalty.	Documented Verbal, LOC, Written Warning, Suspension, Termination
10	Insubordination (Examples include but are not limited to: failure to adhere to a directive by a supervisor/manager; refusal of a directive by a manager/supervisor; cursing, swearing, use of profane language when speaking to a manager or supervisor; ignoring and/or deliberately walking away from a manager or supervisor when they are speaking to you or issuing work direction.) Deliberate refusal to follow a supervisor/manager directive , accompanied by intentionally leaving work without authorization, or conduct covered in WR 19 will automatically precipitate a higher level of discipline. An employee may refuse a supervisor/manager directive only if following the directive (1) may reasonably be expected to cause imminent harm to the employee and/or others; and (2) the directive is illegal. In such cases, employee must immediately notify Labor Relations or the Department's designated senior leader to make them aware of the conflict.	Written Warning, Suspension Termination
11	Posting, altering or removing any matter on non-union bulletin boards or University property without explicit authorization.	Documented Verbal, LOC, Written Warning, Suspension, Termination
12	Failure to adhere to appropriate standards for workplace attire i.e. established uniform standards or approved attire protocols.	Documented Verbal, LOC, Written Warning, Suspension, Termination
13	Deliberately restricting amount or quality of work; work slowdowns or stoppages; coordinated "sickouts."	Suspension, Termination
14	Refusal to work mandatory overtime (Exception: if granted explicit exemption by supervisor or department designee due to exigent or extenuating circumstances)	Written Warning, Suspension, Termination
15	Provoking or instigating a verbal argument or verbal hostilities, without threat of intentional physical harm, with other university staff and/or visitors/vendors/contractors, including while in University vehicles, and while the accused employee and/or the staff or visitors/vendors/contractors are on university property. Prohibition against fighting/instigating a fight includes verbal arguments, yelling, shouting, at other employees, students, or other persons on University property.	Written Warning, Suspension, Termination
16	Engaging in workplace violence, which is any act or threat of physical violence, harassment, intimidation, or other threatening behavior that occurs at the work site. It ranges from threats and verbal abuse to physical assaults and even homicide. Provoking or instigating a fight, or fighting with other university staff and/or visitors/vendors/contractors, including while in University vehicles, and while the accused employee and/or the staff or visitors/vendors/contractors are on university property; threatening or intimidating students, University employees, parents, guests, contractors, vendors. Provoking or instigating a fight, including threats of harm or violence or actual harm/violence against another individual, occurring off campus but arising out of and directly related to the employment relationship at the University, are also prohibited and may incur discipline.(E.g. threatening a supervisor while either the employee or supervisor is off duty; or getting into a fight with the UPS driver after work due to an earlier disagreement at work.)	Suspension, Termination

17	Willfully misusing, destroying or damaging any University or associated government property; or property of any employee or student. Also, use of electronic and/or digital media to threaten or intimidate other university guests, vendors, or employees.	Suspension, Termination
18	Consuming intoxicants on University property during scheduled hours; being on University property during scheduled hours while intoxicated or under the influence of alcohol and/or a controlled substance.	LOC, Written Warning, Suspension, Termination
19	Deliberately engaging in disruptive, disharmonious conduct on university property, targeting other employee(s) such that the effect of which is detrimental to execution of university operations. Includes e.g. verbally harassing (other than sexual or Title VII harassment) other employees using targeted goading or malicious gossip; deliberately spreading false and/or harmful rumors about co-workers; deliberately engaging in actions to create discord and disruption among fellow employees; and/or deliberately engaging in actions intended to hamper and/or prevent other employees from being able to complete their assigned functions, bring down morale, and causing a toxic work environment.	Documented Verbal, LOC, Written Warning, Suspension, Termination

OFFENSES RELATED TO INTEGRITY AND ETHICAL CONDUCT

20	Failure to record work hours in accordance with departmental and university procedures.	Documented Verbal, LOC, Written Warning, Suspension, Termination
21	Punching another employee's time card; clocking in or out for another employee; recording another employee's time entry. The severity of the infraction is increased when evidence suggests intent to "defraud" or be dishonest, and/or violation results in the illegitimate payment for hours and/or overtime not actually worked.	Written Warning, Suspension, Termination
22	Vending, soliciting, collecting contributions or circulating literature for any purpose on University property without prior written approval by the Office of Human Resources.	LOC, Written Warning, Suspension, Termination
23	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.	LOC, Written Warning, Suspension, Termination
24	Flagrant dereliction of duty, particularly when charged with responsibility for continued vigilance or maintenance; offense also includes sleeping while on duty and not on an authorized break.	Written Warning, Suspension, Termination
25	Engaging in acts of fraud or falsification. (Examples may include but are not limited to: falsifying University forms or documents, or intentionally submitting false documentation to the University in an attempt to mislead or hide the truth; forging another's signature; deliberately, or with a wilful disregard for care and accuracy, submitting an incorrect time record for approval).	Suspension, Termination
26	Accepting any form of bribe or kickback for personal gain resulting from involvement in any University relationship.	Suspension, Termination
27	Promoting and/or propagating gambling on University property at any time.	Suspension, Termination
28	Theft of University, government, employee, authorized visitor, vendor, or student property from University campus, including without limitation, vehicles and university-owned structures.	Suspension, Termination
29	Engaging in willful sabotage or espionage.	Suspension, Termination

OFFENSES RELATED TO CONDUCT COMPETENCY AND LEGAL COMPLIANCE

30	Immoral conduct or indecency. (Examples of such conduct may include, but are not limited to use of vulgar, profane language; engaging in lewd and/or sexual activity in the workplace; exposing private parts in a public area; public nudity; bringing profane, lewd or pornographic material into the workplace, including University vehicles, buildings, and grounds.) Violations involving nudity in a work setting, and/or pornography will automatically result in suspension or termination.	Written Warning, Suspension, Termination
31	Creating audio, visual and/or digital recordings of and within sensitive university facilities without express authorization from the appropriate University authority.	Written Warning, Suspension, Termination
32	Job Abandonment. (Examples include: failure to report to work for more than 3 work days in a row, without authorization and proper notification to the department designee; OR despite the absence of any additional, authorized documentation justifying continued absence from work, failure and/or refusal to return to work within 7 calendar days after receipt of communication from the University recalling the employee to duty.	Termination

33	Failure to adhere to established Departmental and/or University policy and/or procedure.	LOC, Written Warning, Suspension, Termination
34	Use of University letterhead or official logos for personal use.	LOC, Written Warning, Suspension, Termination
35	Unauthorized use of another's login credentials.	Suspension, Termination
36	Engaging in prohibited discrimination (other than sexual or gender-based discrimination) based on protected categories, in violation of University policies and/or the law; engaging in non-sexual harassment based on protected categories, in violation of University policies. Severity of the conduct will determine the level of discipline. The Protected Categories are: Race, Color, Ethnicity, National Origin, Citizenship Status, Age, Disability, Pregnancy, Military or Veteran Status, Arrest and Conviction Record, Religion or Creed, Political Affiliation, Status as victim of domestic violence or stalking, all other category protected by law and/or university policy.	Written Warning, Suspension, Termination
37	Engaging in any form of retaliation: Retaliation means to intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or University policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing. Note: an employee can still be liable of retaliation even if the underlying good faith complaint is found not to be valid.	Suspension, Termination
38	Engaging in sexual and/or sex-based discrimination and/or sex-based harassment in violation of University policies and/or the law prohibiting sex-based discrimination and harassment. (Sexual Harassment). This also includes protection against discrimination on the basis of sex or gender, gender identity, gender expression, and all other categories protected by law and/or university policy. Examples include, but are not limited to: • misgendering someone i.e. for transgender person, deliberately using the wrong pronoun • deadnaming i.e. deliberately calling a transgendered person by their former name instead of their preferred name e.g. John instead of Julia • stalking (including cyberstalking on social media), • displaying pornographic media at work, with or without someone's consent, • sexual exploitation • secretly observing someone's nudity or sexual activity without knowledge and permission of all parties involved • unwanted touching • forced sex acts • requests for sexual favors of a sexually suggestive nature like asking someone to dig coins out of a supervisor pants pockets • comments (complimentary or derogatory about a person's gender or sexual preferences); • making sexually offensive remarks or jokes • texting sexually explicit content, • unwanted touching • making sexual gestures • dating and domestic violence • recording, photographing, transmitting, showing, viewing, streaming, or distributing intimate or sexual images, audio recordings, or sexual information without the knowledge and permission of all parties involved • exposing one's genitals or inducing another to expose their own genitals without Affirmative Consent The severity of the conduct will determine the level of discipline.	Written Warning, Suspension, Termination