



# KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

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**POLICY TITLE:**

**Established Work Rules Policy**

**VOLUME, SECTION & NUMBER:****ENTITIES AFFECTED:**

**Staff**

**ADMINISTRATIVE AUTHORITY:**

**Office of Human Resources**

**APPROVED BY:**

**Kentucky State University Board of Regents**

**EFFECTIVE DATE:**

**August 9, 2024**

**REVISED FROM:**

**2013 Human Resources Policy Manual**

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**POLICY STATEMENT:**

The purpose of this policy is to ensure that the work environment at Kentucky State University (KSU) is safe and productive. Violations of the established work rules under this policy may result in disciplinary action, up to and including the immediate termination of employment.

**WORK RULES:****Absenteeism or Tardiness**

Consistent attendance and punctuality are important indicators of performance for all KSU positions of employment. An employee is expected to be in his or her work area during the prescribed scheduled work hours. If employees are sick or injured and cannot come to work, they are expected to follow KSU procedures in reporting absences in a timely manner.

**Breach of Confidence or Security**

KSU employees may become aware of confidential data based on the nature of their work. Breaches of

confidentiality, security measures, or privileged information will not be tolerated.

### **Conflict of Interest**

Employees are prohibited from transacting any business that competes with the business of KSU. Employees must notify KSU of any such conflicts.

### **Damage to Property**

Deliberate, reckless, or careless damage to KSU's property will not be tolerated. KSU may, at its discretion, report such damage to law enforcement agencies and seek recovery against a violator.

### **Discourtesy or Disrespect**

All employees shall be courteous to students, visitors, and fellow employees. No employee shall use profanity or engage in any activity that could harm the reputation of KSU.

### **Fighting, Threats of Violence, or Weapons**

Employees shall not fight or threaten one another. Further, employees must refrain from using any threatening or abusive language against students, employees, and visitors. The possession of weapons of any kind of KSU's campus or while conducting KSU business is strictly prohibited.

### **Fraud, Dishonestly, or False Statements**

No employee or applicant shall falsify or make any misrepresentations on or about any application, document establishing identity or work status, medical history record, insurance form, invoice, paperwork, time sheet, time card, or any other document.

### **Gambling**

Employees may not engage in any form of gambling on KSU's premises. This does not preclude employees from participating in KSU-approved March Madness office pools or other similar activities. However, such activities must be approved by the Office of General Counsel and the President.

### **Gifts or Gratuities**

Employees shall not accept any type of reward, whether monetary or non-monetary, if there is an explicit or implicit assumption that influence has been exchanged for the reward.

### **Harassment**

The Discrimination and Harassment Policy strictly prohibits harassment and discrimination.

### **Insubordination**

Absent a reasonable concern regarding legality or life, employees shall not refuse to follow the directions of a supervisor or administrative official.

### **Misuse of Property**

Employees shall not misuse any property or equipment of KSU and must not use any equipment or property without proper authorization.

### **Poor Performance**

All employees must make every effort to learn their jobs and to perform at a satisfactory level.

### **Misuse of E-mail and Computer Systems**

Employees shall not misuse KSU email or computer systems.

### **Retaliation**

Retaliation against others is strictly prohibited. Employees shall not intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by applicable civil rights laws or KSU policies.

### **Shortages**

Employees who handle cash as a part of their job duties will be held accountable for, and may be required to pay back, all shortages.

### **Sleeping or Inattention**

Employees are expected to be fully alert while working. Sleeping or inattention while on the job will not be tolerated.

### **Solicitation or Distribution**

Solicitation by an employee of another employee for any reason during working hours is strictly prohibited. Distribution of advertising materials, handbills or other literature is prohibited in all working areas at all times.

### **Substance Abuse**

Reporting to work under the influence of drugs or alcohol, or using drugs while on KSU premises, is strictly prohibited.

### **Theft**

Stealing or attempting to steal KSU's property or the property of others is strictly prohibited. Employees wishing to remove any KSU property from KSU's premises must first obtain written permission from their supervisors.

### **Unlawful Activity**

Employees shall not engage in any unlawful or unethical activity while on or off KSU's premises.

### **Unsafe Work Practices**

Employees are expected to adhere to all safety standards and to limit risks to themselves and others.

## **PROCESS:**

Violations of any of KSU's established work rules may result in investigations and disciplinary action up to and including termination of employment.

## **RELATED POLICIES:**

Conflict of Commitment and Interest Policy

Corrective Action Policy

Discrimination and Harassment Policy

Substance Abuse Policy

Workplace Violence Policy

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