

Rules of Conduct

All employees are eager to perform well and become successful in their jobs. The University, too, is committed to that goal. To provide all employees the structure and parameters of discretion allowed them, the University of Detroit Mercy, as part of its responsibility under law, has established the following code for personal conduct. Engaging in one or more kinds of the listed prohibited conduct may result in disciplinary action ranging from a reprimand to immediate discharge, depending upon the action and/or the number of infractions.

Work Performance

- Insubordination, including disobedience, or failure or refusal to carry out assignments or instructions.
- Loafing, loitering, sleeping or engaging in unauthorized personal business.
- Unauthorized disclosure of confidential information or records.
- Falsifying records or giving false information to other state agencies or to employees responsible for record keeping.
- Failure to provide accurate and complete information whenever such information is required by an authorized person.
- Failure to comply with health, safety and sanitation requirements, rules and regulations.
- Negligence in performance of assigned duties.

Attendance and Punctuality

- Failure to report promptly at the starting time of a shift or leaving before the scheduled quitting time of a shift without the specific approval of the supervisor.
- Unexcused or excessive absenteeism.
- Failure to observe the time limits and scheduling of lunch, rest or wash-up periods.
- Failure to notify the supervisor promptly of unanticipated absence or tardiness.

Use of Property

- Unauthorized or improper use of University property or equipment, including vehicles, telephone or mail service.
- Unauthorized possession or removal of University or another person's private property.
- Unauthorized posting or removal of notices or signs from bulletin boards.
- Unauthorized use, lending, borrowing or duplicating of University keys.
- Unauthorized entry to University property, including unauthorized entry outside of assigned hours of work or entry to restricted areas.

Personal Actions and Appearance

- Threatening, attempting or doing bodily harm to another person.
- Threatening, intimidating, interfering with or using abusive language towards others.
- Unauthorized possession of weapons.
- Making false or malicious statements concerning other employees, supervisors or students of the University.
- Use of alcoholic beverages or illegal drugs during working hours.
- Reporting for work under the influence of alcoholic beverages or illegal drugs.
- Unauthorized solicitation for any purpose.

- Inappropriate dress or lack of personal hygiene that adversely affects proper performance of duties or constitutes a health or safety hazard.
- Unauthorized or improper use or possession of uniforms, identification cards, badges or permits.
- Failure to exercise good judgment or courtesy in dealing with fellow employees, students or the general public.

In addition to these guidelines, a department may have additional rules that address specific work conditions in the department. These rules are given to employees by the department.