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Policy:

To provide guidelines for proper employee behavior.

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Procedure:

**Work Rules**

Below are some examples which may require supervisors to administer disciplinary action.

1. Unexcused tardiness, including abuse of allotted lunch period or other break periods.
2. Failure to report for work with proper equipment, uniform or other material essential to the job.
3. Failure to report personal injury or accident.
4. Unexcused or unauthorized absence.
5. Failure to report for scheduled overtime.
6. Leaving job at anytime during working hours without proper permission.
7. Failure to observe precautions for personal safety, posted rules, signs, written or verbal safety instructions, or failure to use appropriate protective clothing/equipment.
8. Violating traffic regulations, reckless driving or improper operation of a motor vehicle on University premises.
9. Loafing or wasting time.
10. Careless work resulting in spoilage or waste of materials or delay in department's work operation.
11. Failure or delay in carrying out orders, work assignments or instructions of supervisory personnel.
12. Gambling on University premises.
13. Disorderly conduct: fighting, threatening or attempting to inflict bodily injury to another, resisting competent authority, engaging in dangerous horseplay.
14. Loss, damage or failure to report damage to University property or property of others through carelessness.
15. Covering up or concealing defective work.
16. Reporting for work or working under the influence of alcohol intoxicants or drugs.
17. Sleeping during working hours.
18. Failure to safeguard confidential or important facility material.
19. Smoking in any LSUHSC Building or non-smoking area.
20. Endangering the safety or causing injury to personnel through carelessness.
21. Malicious damage to University or other property.
22. Actual or attempted theft of property.

23. Disrespectful conduct: Use of insulting, abusive or obscene language or gestures.
24. Immoral, indecent or disgraceful conduct.
25. Annoyance or interruption of others from unnecessary loud vocal or equipment impact noise such as boisterous talking in hallways, dropping carried loads when placing them would avoid noise, failure to remove noise producing protrusions from the wheel of a cart, etc.
26. Falsification, incorrect statements, exaggeration or concealment of material fact in connection with employment, promotion, any record, investigation or proper proceeding.
27. Falsifying attendance records for yourself or others.
28. Unauthorized use of University automobiles for unofficial purposes.
29. Taking breaks in unauthorized areas.
30. Leaving the work site to perform other activities without specific permission from your immediate supervisor.
31. Failure to observe designated traffic lanes and using unauthorized areas such as Laundry, Special Procedures, Burn Unit, Dietary, Power Plants, etc. for short cuts.
32. Failure to perform minimum duties of job description.
33. Carrying weapons, specifically guns, on LSUHSC Property which includes personal vehicles parked in lots.

The above listing is not intended to be all inclusive, but should serve as basic examples of the required work rules.