

Guidelines for Identifying and Reporting Inappropriate Behavior

At SOU we are committed to creating a respectful and safe work environment. Inappropriate behavior as described below is not conducive to a respectful and safe environment and may result in disciplinary action up to and including termination of employment. Inappropriate behavior includes, but is not limited to, the following:

Absence

Inappropriate behavior related to absence includes but is not limited to:

1. absence without legitimate excuse and/or failure to follow departmental notification procedures;
2. chronic or repeated absenteeism resulting in failure to perform assigned duties or impairment of the operation of the work unit;
3. repeated tardiness without legitimate excuse and/or failure to follow departmental notification procedures.

Appearance

Inappropriate appearance includes failure to maintain appropriate personal appearance or dress according to departmental standards.

Conduct

Inappropriate conduct includes but is not limited to:

1. discourtesy toward others (e.g., failure to work harmoniously with fellow employees or serve the public with courtesy);
2. gambling while on duty;
3. hindering or limiting normal operations or interfering with another employee's work;
4. illegal conduct, conduct unbecoming to a university employee, or conduct damaging to the university's public relations;
5. incompetency, neglect of duty, or unsatisfactory performance of assigned job duties;
6. insubordination (i.e., failure or refusal to comply with a supervisor's instructions, unless the instructions are illegal or endangering);
7. threatening or committing acts of intimidation or violence;
8. refusal to obey the normal or emergency instructions of law enforcement officials or other proper authorities;
9. smoking in unauthorized areas;
10. sleeping on duty;
11. unlawful or unauthorized use, carrying, or possession of firearms, explosives, or other potentially dangerous weapons on property owned or leased by the university except within the parameters of assigned work, e.g., the work of certified police officers;

12. permitting or creating a personal obligation that would lead any person to expect official favors.

Property

Inappropriate behavior related to property includes but is not limited to:

1. carelessness, inattention to duty, or purposeful acts resulting in injury to property or persons;
2. failure to maintain prescribed records;
3. concealing, falsifying, altering, misusing, or removing records, including electronic data records;
4. theft of property;
5. unauthorized use of university vehicles or failure to possess a valid and current Oregon driver's license if required as a job qualification and/or condition of employment;
6. direct or indirect use or misuse of university resources, including property leased to the university, for other than officially approved activities (including, but not limited to, employees, facilities, mail service, supplies, equipment, and university computing and communication resources, including computers, networks, electronic mail services, electronic information sources, voice mail, telephone services, and other communication resources);
7. misappropriation of university property or the property of others.

Policies and Procedures

Inappropriate behavior in violation of policies and procedures includes but is not limited to:

1. failure to follow policies and procedures or violation of policies and procedures;
2. discrimination on the basis of race, sex, age, religion, national origin, sexual orientation, citizenship, disability, and/or Vietnam-era veteran status;
3. violation of safety rules or common safety practices;
4. taking an adverse personnel action against an employee in retaliation for disclosing alleged wrongful conduct to a public body;
5. falsification of résumé or application materials or omission of material factual information;
6. violation of the university purchasing policies and procedures.

Substance Abuse

Inappropriate behavior related to substance abuse includes but is not limited to:

1. consuming alcoholic beverages (unless it is part of a university sponsored event) or being under the influence of alcoholic beverages while on duty;
2. unlawfully manufacturing, selling, possessing, distributing, dispensing, using, or purchasing a controlled substance;
3. unlawfully conspiring, negotiating, or arranging to purchase, sell, possess, distribute, dispense, or use a controlled substance;
4. being under the influence of a controlled substance not authorized by a physician.

Reporting of Violations

Workplace misconduct:

Workplace misconduct should be reported to your direct supervisor or department head. If your supervisor or department head is unavailable or alleged to be involved in a violation of workplace misconduct, contact Human Resources at 552-8550.

Other violations:

For violations that are an emergency dial 911. For other life, property or safety misconduct violations contact Campus Public Safety at 552-6258.

For violations that involve Environmental Health and Safety contact Byron Patton at 552-8624.

For violations that involve affirmative action or harassment, contact an Affirmative Action Officer.

Laura O'Byron 552-6221 (students)
Paul Steinle 552-6114 (faculty)
Deborah Frierson 552-8550 (administrators, classified staff)

Resources

Affirmative Action, Discriminatory Harassment, Equal Employment Opportunity Policy Statements

<http://www.sou.edu/provost/policies/eeoharassaffact.shtml>

Sexual Harassment/Conflict of Interest-Consensual Relationships

<http://www.sou.edu/finadmin/policies.html>

Drug-Free Work Policy

<http://www.sou.edu/provost/policies/Drugfree.shtml>

Drug, Alcohol and Weapons Policies

<http://www.sou.edu/security/drugs.html>

Oregon Safe Employment Act, ORS 654

<http://www.leg.state.or.us/ors/654.html>