

## Document History

Responsible Administrator: VP Admin/Finance

Responsible Office: Human Resources

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Approved by: President

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# Basic Duties Policy

## Policy Statement

This policy addresses the basic duties of classified and unclassified staff, graduate assistants, and resident assistants.

## Purpose of Policy

This policy provides appropriate conduct and rules regarding the basic duties of employees.

## Applicability

This policy applies to classified and unclassified staff, graduate assistants, and resident assistants.

## Policy Procedure

### POSITION DESCRIPTION

A position description is a detailed listing of the important factors that make up a job, including the nature of work, the specific tasks performed, the duties and responsibilities, who the position reports to, who the position supervises, as well as the required and/or preferred skills, abilities, education, and related experience needed to perform the job.

### WORKING DAYS

The University defines a "working day" as any day the University is open for business. References to "working day" in any and all university policies shall be defined as such.

### ABSENTEEISM AND TARDINESS

Southeastern Louisiana University expects all employees to assume diligent responsibility for their attendance and promptness. Should an employee be unable to work because of illness, the supervisor or department head must be notified in accordance with departmental policy. Failure to properly notify the department could result in an unexcused absence. If an employee is absent for more than five consecutive days, a statement from a health care professional is required before being permitted to return to work. The University reserves the right to require an employee to be examined by a health care professional designated by the University at its discretion, especially where abuse is suspected.

For any department to operate efficiently, each employee must be at their place of assignment at the scheduled time. Excessive tardiness on the part of any employee should be considered when recommending salary increases or promotions. Employees reporting to work late will be subject to being docked for the actual time missed. Employees with continued tardiness records should be recommended for disciplinary action. A classified employee with seven or more unscheduled absences may be disciplinarily removed from their position. Absenteeism or tardiness that is unexcused or excessive in the judgment of the University is grounds for disciplinary action, up to and including dismissal.



national origin, sexual orientation, religion, or any other legally protected groups under federal, state or local law

5. Safety

- a. Violating or being neglectful of safety and/or university regulations
- b. Failure to wear or use safety equipment in the manner for which it was intended
- c. Operating or using machinery, equipment or tools in a hazardous manner, inappropriate way, or without safety guards
- d. Failure to follow manufacturer's guidelines which could cause warranties to be voided
- e. Horseplay or failure to operate or use machinery for which it was intended; injury from horseplay could result in a loss of Workers' Compensation eligibility
- f. Sabotaging university equipment
- g. Possessing firearms, weapons, or explosives on campus, unless otherwise authorized
- h. Failure to report occupational injuries/illnesses of employees
- i. Failure to report accidents which result in damage to University property or others either immediately or no later than the end of the shift on the day the accident

6. Substance abuse

- a. Using or being under the influence of intoxicants, alcohol, or narcotics on campus or while on duty
- b. The illegal use, possession, distribution, manufacture, or sale of controlled substances by employees at the work site, while the employee is on official university business, on duty, or on call for duty.

7. University property

- a. Unauthorized possession of university property; stealing or using without approval
- b. Unauthorized use or borrowing for personal use of university supplies, materials, equipment, tools, machinery, computers, printers, paper, and other university property
- c. Failure to account for state funds or property by the employee responsible
- d. Use of university computers to access pornographic web sites or to access other offensive,



As employees of Southeastern Louisiana University all of us are public servants. As such, we are obligated in both direct and indirect dealings with citizens of our State to serve efficiently and courteously. Visitors to Southeastern Louisiana University, for business or for other reasons, are to be received politely. They should be treated with the same courtesy and consideration that we would expect to receive if we visited another state agency or private business. All employees are expected to be pleasant, courteous and cooperative at all times. They are expected to refrain from any evidence of bad mouthing, talking down to anyone, or negatively representing their department, themselves, co-workers, students, or any member of our University family.