

# OLD DOMINION UNIVERSITY

## University Policy

### Policy #6600

### STANDARDS OF CONDUCT FOR CLASSIFIED EMPLOYEES

**Responsible Oversight Executive:** Vice President for Human Resources

**Date of Current Revision or Creation:** October 4, 2016

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placed in the supervisory file. Formal counseling discussions must be documented in a written memorandum to the employee.

Demotion – Performance or disciplinary-based management-initiated assignment of an employee to the same or a different position in the same or lower Pay Band with fewer job responsibilities that results in a minimum of a 5% reduction in base salary.

Disciplinary Action – A formal action taken in response to unacceptable performance or misconduct. Disciplinary actions include the issuance of written notices; suspensions; demotions; transfers; disciplinary salary actions; and terminations.

Employee Assistance Program (“EAP”) - A benefit provided by the Commonwealth of Virginia to persons enrolled in the health benefit program that provides comprehensive, confidential, employee assistance services (such as short term counseling, assessment, and referral services)

Suspension – An employee’s absence from work, without pay, that is imposed as a part of a disciplinary action.

Wage Employee - A non-salaried employee who receives pay for hours worked and is not covered by the provisions of the Virginia Personnel Act. Wage employees are sometimes referred to as hourly employees. Wage employees have no guarantee of employment for a particular term or a particular daily or weekly work schedule; they serve at the will of the designated hiring official and may be terminated at any time.

Written Notice – Formal disciplinary documentation that is issued when counseling has failed to correct misconduct or performance problems or when an employee commits a more serious offense. A written notice may be accompanied by additional actions including suspension; a demotion or transfer with reduced responsibilities and disciplinary salary action; a transfer to an equivalent position in a different work area; or termination. Written notices are organized into three groups according to the severity of the misconduct or behavior.

This policy applies to all positions covered by the Virginia Personnel Act, including non-probationary full-time and part-time classified and restricted classified employees. This policy may be used as a guide for evaluating the workplace conduct of employees who are not covered by the Virginia Personnel Act, such as wage employees, probationary employees and employees expressly excluded from the Act's coverage. (Official written notice forms may not be issued to these employees.)

It is the policy of Old Dominion University, as a Commonwealth of Virginia agency, to promote the well-being of its employees by maintaining high standards of work performance and professional conduct. Therefore, rules of conduct and standards of acceptable work performance for employees have been established. Violations of the established rules and/or work performance

- Perform assigned duties and responsibilities with the highest degree of public trust;
- Devote full effort to job responsibilities during work hours;
- Maintain the qualifications and certifications, licensure, and/or training requirements identified for their positions;
- Demonstrate respect for the University and toward university coworkers, supervisors, managers, subordinates, residential clients, students, and customers;
- Use state equipment, time, and resources judiciously and as authorized;
- Support efforts that ensure a safe and healthy work environment;
- Use leave and related employee benefits in the manner for which they were intended;
- Resolve work-related issues and disputes in a professional manner and through established business processes;
- Meet or exceed established job performance expectations;
- Make work-related decisions and/or take actions that are in the best interest of the University;
- Comply with the letter and spirit of all State and University policies and procedures, the Conflict of Interest Act, and Commonwealth laws and regulations;
- Report circumstances or concerns that may affect satisfactory work performance to management, including any inappropriate (fraudulent, illegal, unethical) activities of other employees;
- Obtain approval from their supervisor prior to accepting outside employment;
- Obtain approval from their supervisor prior to working overtime, if non-exempt from the Fair Labor Standards Act (FLSA);
- Work cooperatively to achieve work, unit, and University goals and objectives; and
- Conduct themselves at all times in a manner that supports the mission of the University and the performance of their duties;
- Demonstrate the ODU Service Standards

Unacceptable performance and/or behavior shall be addressed progressively. Progressive discipline may include informal verbal counseling, formal written counseling or a written notice (formal discipline). Formal discipline may be issued when counseling has failed to correct misconduct or performance problems or when an employee commits a more serious offense. Written notices are organized into three groups according to the severity of the misconduct or behavior. Mitigating and aggravating circumstances should be considered when determining if the offense warrants a Group I (least severe), Group II or Group III (most severe) corrective action.

Written notices may be accompanied by additional actions including suspension, demotion or transfer with reduced responsibilities and a disciplinary salary action, a transfer to an equivalent position in a different work area, or termination. Although supervisors may suggest remedial training, referral to the Employee Assistance Program, and other options in lieu of formal disciplinary action, these suggestions may also be included in written notices and thus become part of the formal disciplinary action.

Prior to the issuance of any written notice, an employee shall be given oral or written notice of the offense, an explanation of the University's evidence in support of the charge, management's intended action and a reasonable opportunity to respond to the charges.

EXCEPTION: Management may immediately remove an employee from the workplace without providing advance notification when the employee's continued presence may constitute

[University Policy 1002 - Code of Ethics](#)

[University Policy 1005 – Discrimination Policy](#)

[University Policy 1020 – Closure of the University Due to Inclement Weather and Emergencies](#)

[University Policy 6028 – Fitness for Duty Policy](#)

[University Policy 6200 – Hours of Work Policy](#)

[University Policy 6501 – Workplace Violence Prevention Policy](#)

[University Policy 6602 –](#) –

**POLICY HISTORY**

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**Policy Formulation Committee (PFC) & Responsible Officer Approval to Proceed:**