



XAVIER UNIVERSITY

Employee Conduct

Effective: April 30, 2008

Last Updated: April 30, 2008

Responsible University Office: Human Resources

Responsible Executive: Associate Vice President for Human Resources

Scope: All University Employees

A. REASON FOR POLICY

Xavier University expects high standards of performance and conduct from its employees. Therefore, policies and rules have been established as guidelines for employee conduct. It is the responsibility of all supervisory employees to (a) have full knowledge of the organization's policies, rules and procedures; (b) ensure their employees have an understanding of the conduct expectation and rules; and (c) respond to violations of employee conduct guidelines in an appropriate, consistent and impartial manner in keeping with the guidelines outlined in this section.

It is impossible to list every single action or situation that will cause disciplinary steps to be taken. Therefore, this policy will reflect the most common situations. It is expected the supervisors will use good judgment in evaluating employee conduct and related violations.

B. POLICY

Violation of any Xavier University policy or rule can subject an employee to disciplinary action as outlined in the Progressive Discipline Policy. The following are a few examples of behaviors that may result in disciplinary actions; but this list is not all inclusive:

- 3 Days Absence Without Notice
- Discrimination based upon policy or federal/state laws
- Endangerment of Others
- Poor or Sub-Par Performance including Excessive Absence or Tardiness
- Failure of Good Behavior
- Gross Negligence
- Insubordination
- Weapon Possession
- Violation of drug and alcohol policy.

C. PROCEDURE

Xavier University policy stresses that supervisors efforts should focus, when appropriate, on preventing serious personnel problems rather than disciplining employees for misconduct. But whenever disciplinary actions are taken, it is essential that:

- a. Each problem be investigated thoroughly so that the facts of the situation are known; and
- b. Any action taken be primarily corrective and appropriate to the offense.

Other applicable policies and/or resources:

Progressive Discipline Policy