



**THE UNIVERSITY OF AKRON**

**Work Rules / Policy Manual**

**For the CWA Staff Bargaining Unit**

**Effective Date: July 1, 2021**

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# **OVERVIEW OF WORK RULES, POLICIES AND PROCEDURES**

As a bargaining unit member, you are subject to the terms and conditions of employment enumerated in the Collective Bargaining Agreement (“CBA”) between the University of Akron (“UA”) and the Communications Workers of America (“CWA”). Article 27 of the CBA indicates that the University can establish a consistent set of work rules, policies and procedures to regulate the conduct of bargaining unit employees. These rules will be applicable to all CWA, Staff Bargaining Unit (SBU), employees located at the University of Akron, main campus. The Department of Human Resources expects every department to administer these work rules consistently.

In addition to these rules and regulations, each campus unit may issue additional rules and regulations, pending final approval from the Department of and Human Resources, which may be unique to their individual operation.

It is the responsibility of each employee to know and understand all of the rules and regulations, which govern their employment. Violation of any work rule, policy or procedure may result in appropriate disciplinary action up to and including termination of employment.

In addition to the CBA and these work rules, employees are subject to all applicable state and federal statutes, rules and regulations, as well as all University of Akron Board of Trustees’ rules that are not in direct conflict with the terms of the Collective Bargaining Agreement.

## **ATTENDANCE POLICY**

### **PURPOSE:**

To establish a consistent set of policies and procedures for employees to utilize if they are going to be absent from work.

### **PROCEDURES:**

#### **REPORTING OFF:**

The University expects employees to report to work each day at their scheduled start time. An employee who is unable to report to work as scheduled (regular work or scheduled overtime), must notify their immediate supervisor and/or other designated contact of their absence at or by their scheduled starting time, unless emergency conditions prevent such notification.

When an employee’s duties are part of a function, which operates twenty-four (24) hours per day, seven (7) days per week, that employee is required to report off at least two (2) hours **BEFORE** their scheduled starting time.

If an employee is out of work on a previously approved vacation, sick leave or leave of absence, the employee is not required to provide a daily notice of their absence.

**SICK LEAVE:**

The University reserves the right to require a physician's certification or other verification in all instances of paid sick leave. In the case of any absence for illness or injury, the University may require a physician's statement specifying the employee's inability to report to work and the anticipated date of recovery. Unexcused absences or failure to give proper notification may result in the absence being charged to leave without pay.

The University reserves the right to require a physician's certificate when sick leave is required to care for a member of the immediate family.

Employees will be subject to appropriate disciplinary action up to and including termination for violations that include but are not limited to the following:

1. Using or attempting to use sick leave for an absence that is not the result of a bona fide illness.
2. Failing to provide the appropriate documentation, when requested, for any instance of paid sick leave.
3. Failing to provide an updated physician's certification for a continuing absence.
4. Taking an unexcused absence or failing to provide proper notification for an absence.
5. Requesting sick leave hours in excess of the number of hours accrued and available to cover the absence.
6. Using an excessive amount of sick leave, which is defined as absences on a monthly or annual basis that are greater than the number of hours or days accrued, except due to instances of extended illness or injury.
7. Failing to report off work for an absence or failing to follow departmental reporting off guidelines.

Employees will be subject to immediate termination for violations that include but are not limited to the following:

1. Submitting an altered or falsified physician's statement.

**TARDINESS:**

The University expects employees to report to work, on time, each day for their scheduled start time. Unless otherwise approved by a supervisor, an employee will be considered tardy if they report to work after their scheduled starting time.

Employees will be subject to appropriate disciplinary action up to and including termination for violations that include but are not limited to the following:

1. Incurring four (4) instances of tardiness in a rolling thirty (30) day period.
2. Incurring sixty (60) minutes of docked time in a rolling thirty (30) day period.
3. Incurring more than twelve (12) instances of tardiness in any contract year, which runs from July 1 through June 30.

**TIME OFF REQUESTS:**

Employees are required to complete and submit a request for leave, for all instances involving any type of leave.

The University reserves the right to designate specific periods of time when requests for time off will not be approved due to significant peak periods of campus operations.

Employees will be subject to appropriate disciplinary action up to and including termination for violations that include but are not limited to the following:

1. Failing to request or submit a request for leave as instructed by their department.

**MISCELLANEOUS:**

An employee who begins their shift on a holiday will receive time and one-half (1 ½) for all consecutive hours worked following the start of their shift. To be eligible for this holiday pay, an employee must be in active pay status on their regularly scheduled work days prior to and subsequent to the holiday.

When the University closes because of a weather emergency, employees who were not scheduled to work due to a scheduled vacation or due to sick leave will be charged for the leave, regardless of the declared emergency. An employee cannot change a submitted leave request once a supervisor has approved the leave, for example, from sick leave to vacation.

# **EMPLOYEE CONDUCT POLICY**

## **PURPOSE:**

To provide a guideline that demonstrates the appropriate conduct that an employee should exhibit.

## **PROCEDURE:**

The University expects all employees to conduct themselves in a professional manner at all times. Employees must be fit for duty when they report to work. The University prohibits the use of, or being under the influence, of any intoxicant, illegal drug, or controlled substance while on University premises.

The University will not tolerate any form of harassment of any individual in employment or in its programs or activities at the University of Akron because of race, color, religion, sex, sexual orientation, gender identity, age, national or ethnic origin, disability, military status, genetic information, or status as a veteran. The term harassment includes but is not limited to slurs, jokes or other verbal, graphic or physical conduct related to race, color, religion, sex, sexual orientation, gender identity, age, national or ethnic origin, disability, military status, genetic information, or status as a veteran.

The following, non-comprehensive list, provides examples of unacceptable conduct that may subject an employee to appropriate disciplinary action up to and including termination:

1. Engaging in gambling activities or games of chance on University property.
2. Engaging in immoral activities on University property.
3. Bringing/possessing a weapon of any kind on University property.
4. Intimidating, threatening or exhibiting hostile behavior of a physical or verbal nature towards any co-worker, employee, student or customer of the University.
5. Engaging in a fight, provoking a fight, or attempting to harm or injure any co-worker, University employee, student, customer or member of the public on the premises of the University, or off the premises of the University if the employee is engaged in University business.
6. Engaging in any activity or conduct that threatens or endangers the health, safety or well-being of any individual.
7. Reporting to work under the influence of any intoxicant, illegal drug or controlled substance.

8. Using any derogatory language related to race, color, religion, sex, sexual orientation, gender identity, age, national or ethnic origin, disability, military status, genetic information, or status as a veteran.
9. Engaging in any act or taking any action, which constitutes sexual harassment or sexually motivated physical conduct, as defined in the University of Akron Sexual Harassment Policy.
10. Falsifying any University record or document.
11. Defacing or removing any item from a University bulletin board without prior approval.
12. Destroying, defacing, damaging or sabotaging any University property without specific authorization.

Employees will be subject to immediate termination for violations that include but are not limited to the following:

1. Stealing or attempting to steal any University property or the property of another individual that is on University premises.

## **EMPLOYEE WORK PERFORMANCE POLICY**

### **PURPOSE:**

To provide a guideline that demonstrates the appropriate work performance that an employee should exhibit while performing their assigned duties for the University.

### **PROCEDURE:**

The University expects every employee to perform all of their assigned responsibilities to the best of their ability. The University expects all employees to meet, or exceed, the standards established for their individual position.

The following, non-comprehensive list, provides examples of unacceptable work performance issues that may subject an employee to appropriate disciplinary action up to and including termination:

1. Leaving an assigned work area without prior supervisory approval.
2. Creating or contributing to any unsafe or unsanitary condition.
3. Submitting falsified or incorrect reports related to work performed.

4. Submitting falsified or incorrect information on time records.
5. Conducting union business during working hours except as provided for in the collective bargaining agreement.
6. Using a cell phone, pay phone, or University phone for personal reasons outside of the allotted break or lunch periods.
7. Engaging in unauthorized personal business during scheduled working hours.
8. Refusing to follow instructions, perform designated work, or comply with the directives of an authorized University official.
9. Interfering with the work of another University employee.
10. Failing to follow any established procedures for conducting an assigned task.
11. Failing to perform any assigned tasks or duties as provided for in the job classification specification as it relates to an individual position.
12. Failing to follow established safety procedures as outlined in the Employee/Student Health and Safety Handbook and any other established safety regulations.
13. Failing to report a work-related injury to a supervisor immediately following an accident or failing to complete and submit an Accident Report Form following an accident.

## **USE OF UNIVERSITY PROPERTY POLICY**

### **PURPOSE:**

To establish a procedure for the proper use and maintenance of University equipment, tools and materials.

### **PROCEDURE:**

Employees entrusted with tools, equipment, and materials for performing their job, are responsible for the care and maintenance of the entrusted items. An employee may only use University equipment, tools, and materials for University business.

Employees will be subject to appropriate disciplinary action up to and including termination for violations that include but are not limited to the following:

1. Using a University computer in violation of Board of Trustee Rule 3359-11-10, which includes sending unsolicited e-mails to a large number of recipients including spam-mail or unwanted chain letters, and soliciting for personal financial gain.



2. Using University tools, equipment, or materials, including computers for personal, non-University related, reasons.
3. Accessing or attempting to access unauthorized information or releasing confidential information to another source.
4. Using University vehicles, mail services, credit cards, telephones, equipment, or computers for any unauthorized purpose.
5. Willfully or negligently damaging University property.

Employees will be subject to immediate termination for violations that include but are not limited to the following:

1. Using a University computer or information source to access pornographic websites.
2. Stealing or attempting to steal University tools, equipment, or materials.

## **TOBACCO POLICY**

### **PURPOSE:**

To promote a clean and healthy work environment and workplace for co-workers, University employees, students, customers and members of the public.

### **PROCEDURE:**

Tobacco use, including the sale, advertising, sampling and distribution of tobacco products is prohibited in all university facilities, on all university grounds, whether leased or owned and in vehicles parked on university grounds, and at all university sponsored events, regardless of the venue.

"Tobacco" is defined to include any product that contains tobacco or contains nicotine [or lobelia], that is intended for human consumption, or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, or ingested by any means including electronic devices, but does not include any cessation product approved by the United States food and drug administration for use as a medical treatment, including, but are not limited to nicotine replacement therapy and other products.

Employees will be subject to appropriate disciplinary action up to and including termination for violations that include but are not limited to the following:

1. Use of tobacco in university facilities or on university grounds.
2. Use of tobacco in leased or owned university vehicles or in vehicles parked on university grounds.
3. Use of tobacco at university sponsored events, regardless of venue.

# **HOURS OF WORK POLICY**

## **PURPOSE:**

To establish guidelines for employees' work schedules.

## **PROCEDURE:**

Employees are entitled to take two (2) fifteen (15) minute paid rest periods in each regular eight (8) hour shift that they work. Based on a regular eight (8) hour work shift each employee will receive one (1) sixty (60) minute unpaid lunch period, unless individual department requirements dictate otherwise.

Supervisors will establish and inform their employees of their work schedules within their work unit. Supervisory approval is required to make any change, whether temporary or permanent, to an employee's work schedule.

Employees must follow the procedures established by their department for clocking/swiping/logging in their time. An employee must have the approval of their supervisor before working any overtime.

Employees will be subject to appropriate disciplinary action up to and including termination for violations that include but are not limited to the following:

1. Taking a break or lunch period at a different time than that scheduled by their supervisor.
2. Exceeding the allotted time for a designated break or lunch period.
3. Taking additional unauthorized breaks or taking an unauthorized lunch period.
4. Clocking/swiping/logging in seven minutes before the start of, or seven minutes after the end of, a scheduled shift.
5. Failing to clock/swipe/log in or out at their scheduled time to begin work, end work, or to take a lunch period.
6. Clocking/swiping/logging in or out another employee.
7. Falsifying time records to reflect a time that varies from the actual time the employee worked.
8. Working an additional amount of time, beyond the employee's scheduled work hours, without prior approval from their supervisor.

## **UNIFORM POLICY**

### **PURPOSE:**

To establish a consistent policy that governs the appearance of employees while they are at work.

### **PROCEDURE:**

Each department employing bargaining unit employees will determine the appropriate dress code requirements for their employees.

Employees will be subject to appropriate disciplinary action up to and including termination for violations that include but are not limited to the following:

1. Failing to report to work in appropriate attire, as determined by the department.
2. Failing to remain in appropriate attire during working hours.
3. Failing to maintain the cleanliness and appearance of clothing.