



THE UNIVERSITY OF AKRON

Work Rules / Policy Manual

For the CWA Collective Bargaining Agreement

Effective Date: May 24, 2010

Updated: August 1, 2017

TABLE OF CONTENTS

<u>Subject</u>	<u>Page</u>
Overview of Work Rules, Policies and Procedures	1
Attendance Policy	2
Reporting Off-Policy	2
Sick Leave-Policy	2
Tardiness-Policy	4
Time Off Request.....	5
Use of Equipment, Tools and Vehicles Policy	6
Employee Conduct Policy	9
Employee Work Performance Policy	11
Tobacco Policy	13
Hours of Work Policy	14
Uniform Policy	15

THE UNIVERSITY OF AKRON WORK RULES FOR THE CWA POLICIES AND PROCEDURES

OVERVIEW

The purpose of this manual is to establish a consistent set of Work Rules, Policies and Procedures for all CWA bargaining unit employees located at The University of Akron. As such, these rules will be applicable to all CWA bargaining unit employees assigned to work in the Physical Facilities Operations Center, Residence Life and Housing, Student Recreation and Wellness Center and the Student Union.

Under Article #18 of the Collective Bargaining Agreement, Work Rules are defined as rules issued by the University of Akron to govern the conduct of employees. This manual will cover specific rules and regulations which are intended to be applied consistently to all employees across the entire bargaining unit. In addition to these rules and regulations, each campus unit identified above may issue additional rules and regulations 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 these work rules, employees are reminded that they 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 expressly inconsistent with the terms of the CWA – University of Akron labor agreement.

THE UNIVERSITY OF AKRON WORK RULES FOR THE CWA POLICIES AND PROCEDURES

TITLE: **ATTENDANCE POLICY**

PURPOSE: To establish a consistent policy/procedure for employees to utilize if they are going to be absent from work for any reason.

PROCEDURES:

Reporting Off: All employees are expected to report to work each day at their scheduled time. In the event that an employee is unable to report to work as scheduled (regular work or scheduled overtime), the employee must notify their immediate supervisor and/or other designated contact of their absence at least one-half hour BEFORE their scheduled starting time, unless emergency conditions prevent such notification. When an employee's duties are part of a function which continuously operates twenty-four hours per day, seven days per week, the employee is required to report off at least two 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 from work.

Sick Leave: Employees are entitled to use Documented and Undocumented Sick Leave in accordance with Article 27 of the Collective Bargaining Agreement. Use of Sick Leave (Documented or Undocumented) is restricted to instances of bona fide illness.

Bargaining unit employees may use 40 (forty) hours of accrued sick leave without providing a physician's certification for their absence per contract year. However, if the absence exceeds two (2) consecutive days, bargaining unit employees are required to provide a physician's certification for their absence.

A physician's certification will be required as a condition of being paid, for all hours over the forty (40) hours missed that did not require a physician's certificate in any contract year (July 1st to June 30th) In order to claim sick leave on account of caring for, or being exposed to a contagious disease or other serious medical problem of an employee's immediate family member, a physician's certification is always required.

In order to receive payment for use of documented sick leave, an employee must submit a physician's certification that indicates the

THE UNIVERSITY OF AKRON WORK RULES FOR THE CWA POLICIES AND PROCEDURES

date of service or care on the day that they return to work from their absence. The physician's certification must be an original; photocopies will not be accepted. The University may accept faxed copies of physician's certifications; however, an original may be requested in addition to the faxed copy.

An employee may not use undocumented sick leave if the employee does not have any accrued sick time available.

An employee may not use emergency vacation if the employee does not have any accrued vacation available.

Employees who use an excessive amount of sick leave are subject to disciplinary action. Except in instances due to extended illness or injury, monthly or annual absences greater than the number of hours or days accrued may be considered excessive.

The University reserves the right to designate specific periods of time when all employees will be required to report to work during significant peak periods of campus operations. In order to use accrued sick leave during these time periods, an employee will be required to provide certification from a physician indicating that they were unable to work. Failure to provide documentation from a physician for an absence related to illness during a peak period of campus operations will result in the absence being disapproved and the employee will be subject to appropriate disciplinary action.

It is the employee's responsibility to provide their supervisor with updated information and documentation regarding their absence. If an employee is expected to be out of work due to illness for an extended period of time, they are required to provide an updated physician's certification every thirty days. Failure to provide an updated physician's certification will result in the absence being charged to undocumented sick leave and will subject the employee to potential disciplinary action.

Under Article 27, section 2 of the collective bargaining agreement, a physician's certification is always required if the employee's absence is to care for a member of their immediate family. Therefore, absences to care for a member of the immediate family cannot be charged to undocumented sick leave.

Employees must submit a physician's certification if they have exhausted their sick leave and want to charge the balance of their absence to vacation.

THE UNIVERSITY OF AKRON WORK RULES FOR THE CWA POLICIES AND PROCEDURES

Employees will be subject to appropriate disciplinary action, up to and including termination, if an employee:

- Uses or attempts to use sick leave for an absence which is not the result of a bona fide illness;
- Utilizes more than forty hours of undocumented sick leave during a one year contract period (from July 1st to June 30th);
- Fails to provide updated physician's certification for the employee's continuing absence when it exceeds thirty days;
- Submits an altered/falsified physician's statement;
- Reports off from work due to illness and attempts to use undocumented sick leave without having accrued sick leave available to cover the absence;
- Reports off from work due to an emergency vacation and attempts to use emergency vacation time without having accrued vacation time available to cover the absence;
- Uses an excessive amount of sick leave (non-FMLA approved leave) during a contract year or establishes a pattern of absenteeism.

Tardiness:

As previously noted, employees are expected to report to work on time each day. Employees will be subject to disciplinary action if:

- An employee incurs four (4) instances of tardiness in a rolling thirty day period of time (an instance of tardiness occurs if an employee clocks in after their scheduled starting time).
- An employee incurs sixty (60) minutes of docked time in a rolling thirty (30) day period of time.
- An employee incurs more than twelve (12) instances of tardiness in any contract year (July 1st through June 30th).

THE UNIVERSITY OF AKRON WORK RULES FOR THE CWA POLICIES AND PROCEDURES

Time Off

Requests:

Employees are required to submit a request through EmpCenter for all time off. If an employee fails to request leave through EmpCenter, their request may be denied and they will be subject to appropriate disciplinary action.

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. Student move-in to Residence Life facilities would be a specific example of a peak period of campus operations.

THE UNIVERSITY OF AKRON WORK RULES FOR THE CWA POLICIES AND PROCEDURES

TITLE: **USE OF EQUIPMENT, TOOLS, MATERIALS AND VEHICLES
POLICY**

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

PROCEDURE: Employees are responsible for the care and maintenance of the tools, equipment, materials and vehicles that are entrusted to them in the performance of their assigned responsibilities. University equipment, tools, materials and vehicles may only be used for University business. Employees are not permitted to take leftover materials (scrap) from the University for personal use.

No University equipment, tools, materials or vehicles of any kind are to be removed from any shop, stockroom, storage area, toolbox or vehicle without the consent of the appropriate University official. No University tools, equipment, materials or vehicles may be used for personal/non-University business.

University vehicles shall only be used by authorized University personnel for University business. In order to receive authorization to use a vehicle, an employee must possess a valid Ohio Driver's License. No vehicle will be left unattended or unlocked with the motor running. If it is necessary to leave the motor running due to weather conditions, the vehicle must be locked and all other means of entry must be closed and secured prior to leaving the vehicle.

No employee may use a private vehicle to perform work, transport themselves, material or equipment unless they receive specific authorization from their immediate supervisor/appropriate departmental authority to do so. A University employee driving a privately owned vehicle is not covered by the University's vehicle liability insurance. The University is not responsible for damages to privately owned vehicles.

THE UNIVERSITY OF AKRON WORK RULES FOR THE CWA POLICIES AND PROCEDURES

Employees are responsible for the care and maintenance of all equipment, tools, materials and vehicles assigned to them. Lost, damaged or broken tools, materials or equipment shall be reported immediately to their immediate supervisor (this includes cell phones, pagers and radios). Employees are responsible for proper storage and care of tools in accordance with departmental procedures.

The compactor and dumpsters of all types are provided for University related business only. No University compactor or dumpster may be used for personal use.

Employees will be subject to appropriate disciplinary action up to and including termination for the following actions:

- Theft of University tools, equipment, materials or vehicles.
- Improper storage/care of University tools.
- Use of University tools, equipment, materials or vehicles for personal/non-University related purposes.
- Unauthorized use of University keys/access cards to access areas on campus that an employee is not permitted to access during working or non-working hours.
- Unauthorized lending, borrowing or duplication of University keys or access cards.
- Willful or negligent damage to University property.
- Unauthorized use of University vehicles, mail services, credit cards, telephones, computers or computer equipment or materials. Employees that have access to University computers and computer accounts to assist them in the performance of their duties may only utilize them for University related purposes. Use of University computers and computer related equipment for personal/non-University related reasons is strictly prohibited.
- Use of University equipment, computers, and telephones to harass any individual or to access pornographic material on the internet is strictly prohibited.
- Tampering with or willfully destroying University facilities or equipment.

THE UNIVERSITY OF AKRON WORK RULES FOR THE CWA POLICIES AND PROCEDURES

- Accessing or attempting to access University information that an employee is not authorized to access and/or releasing confidential information or otherwise misusing University data or information.
- Negligent operation of a University vehicle.

THE UNIVERSITY OF AKRON WORK RULES FOR THE CWA POLICIES AND PROCEDURES

TITLE: **EMPLOYEE CONDUCT POLICY**

PURPOSE: To provide employees with appropriate guidelines/rules to govern their conduct while they are performing their assigned responsibilities as a representative of The University of Akron.

PROCEDURE: Employees are expected to conduct themselves in a professional manner at all times. Employees must be fit for duty when they report to work. Use of or being under the influence of any intoxicant, illegal drug or controlled substance on University premises is strictly prohibited.

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.

Employees engaging in the following acts will be subject to appropriate disciplinary action up to and including termination of employment:

- Engaging in gambling activities or games of chance on University property.
- Engaging in immoral activities on University property.
- Bringing/possessing a weapon of any kind on University property.
- Intimidating, threatening or hostile behavior of a physical or verbal nature towards any co-worker, employee, student or customer of the University.
- Fighting, provoking a fight or attempting to harm or injure any co-worker, University employee, student, customer or member of the general public on the University campus or off campus if engaged in University business.
- Engaging in any activity or conduct that threatens or endangers the health, safety or well-being of any individual.

THE UNIVERSITY OF AKRON WORK RULES FOR THE CWA POLICIES AND PROCEDURES

- Reporting to work under the influence of any intoxicant, illegal drug or controlled substance.
- Use of 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
- Theft or attempted theft of any University property or the property of a fellow employee.
- Engaging in any act or action which constitutes sexual harassment. Sexual harassment includes but is not limited to unwelcome sexual advances or sex-based behavior, behavior that creates a hostile or abusive work environment, or behavior that may reasonably be perceived by an employee as placing a condition of a sexual nature on employment or any opportunity for training or promotion. Specific actions that can be considered sexual harassment include unwelcome sexual flirtations, advances or propositions, verbal comments, including joking or teasing about someone's body, clothing, sexual activities; display of sexually suggestive objects, pictures or messages.
- Falsification of any University record or document.
- Defacing or removing any item from a University bulletin board without approval.
- Destruction, defacing, damaging or sabotaging of University property without specific authorization.

THE UNIVERSITY OF AKRON WORK RULES FOR THE CWA POLICIES AND PROCEDURES

TITLE: **EMPLOYEE WORK PERFORMANCE POLICY**

PURPOSE: To establish proper work conduct procedures for employees performing duties for the University.

PROCEDURE: The University expects each employee to perform all of their assigned responsibilities to the best of their ability. Employees are expected to meet or exceed the standards established for their individual position.

Employees are expected to plan their work to minimize the need to return for tools, materials or equipment. If the work assignment is in an occupied area, you should inform the person in charge of that area of your task and let them know if the task will create noise, dust, wet floors, etc. and how long the task will take to complete. If it is necessary to leave the job for an extended period of time, you should advise the person in charge as to your expected time of return. Upon completion of the task, you must clean up all equipment, dust, etc. and return the equipment to its appropriate storage location.

Employees are required to prepare appropriate records to document their work performed in accordance with departmental procedures.

Employees are expected to follow all established Safety procedures (including use of lock out/tag out equipment, respirators and arc flash clothing). Employees are required to immediately report any injury to their supervisor and must complete and submit an Accident Report Form.

The following are examples of unacceptable work performance that could lead to appropriate disciplinary action up to and including termination:

- Leaving your assigned work area without supervisory approval.
- Failing to follow all regulations related to safety.
- Creating or contributing to any unsafe or unsanitary condition.
- Submitting falsified or incorrect reports related to work performed.
- Submitting falsified or incorrect information on the employee's time record.
- Taking longer than expected to complete an assigned task. Employees are expected to perform their assigned work at

THE UNIVERSITY OF AKRON WORK RULES FOR THE CWA POLICIES AND PROCEDURES

an acceptable level of performance within the established time frame.

- Conducting union business during working hours except as indicated in the collective bargaining agreement.
- Use of a non-University issued cell phone and/or the use of a pay phone for personal reasons outside of break and/or lunch periods. All emergency calls for an employee should come through the designated departmental contact number.
- Engaging in unauthorized personal business during scheduled working hours.
- Using an I-Pod, MP-3, headphones or other electronic devices while performing work related duties without approval from the employee's immediate supervisor.
- Insubordination – refusal by an employee to follow instructions or to perform designated work or to comply with the directives of an authorized University official.
- Interfering with another University employee's work.
- Failing to clean up a work area after completing your assigned task.
- Failing to follow any established procedure for conducting your assigned task. For example, failing to follow the lock out/tag out procedure.
- Failure to follow established safety procedures, including the use of respirators or arc flash safety clothing and the use of lock out/tag out equipment.
- Failure to immediately report a work related injury to their supervisor.
- Failure to complete and submit an Accident Report Form.

THE UNIVERSITY OF AKRON WORK RULES FOR THE CWA POLICIES AND PROCEDURES

TITLE: **TOBACCO POLICY**

PURPOSE: To promote a clean and healthy work environment and workplace for all personnel.

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 if they:

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

THE UNIVERSITY OF AKRON WORK RULES FOR THE CWA POLICIES AND PROCEDURES

TITLE: HOURS OF WORK POLICY

PURPOSE: To establish a uniform work schedule for all employees.

PROCEDURE: A normal work schedule consists of five (5) consecutive eight (8) hour days. Each employee is entitled to take two (2) paid fifteen (15) minute breaks and one thirty (30) minute unpaid lunch break each day.

Each employee will be notified by their supervisor regarding their regular shift beginning and ending times. Supervisory approval is required to make any change, whether temporary or permanent, to an employee's approved schedule.

Employees are expected to follow the procedures established by their department for clocking/swiping in/out to begin and end their work day and for taking lunch periods. Employees are strictly prohibited from clocking/swiping in before their scheduled starting time or out before their scheduled ending time. Employees are not permitted to clock/swipe in/out another employee.

Employees are expected to take their assigned breaks and lunch period as scheduled, unless they receive permission from their immediate supervisor to change the scheduled time.

Employees will be subject to appropriate disciplinary action up to and including termination if they:

- Take a break or lunch period at a time other than normally scheduled without the approval of their immediate supervisor.
- Exceed the allotted time for a designated break or lunch period.
- Begin or end work at a time other than their scheduled starting or ending times.
- Fail to clock/swipe in/out at their scheduled time to begin work, end work or to take a lunch period. All late swipe/clock-ins will be considered as tardiness and the tardiness policy will apply.
- Clock/swipe in/out another employee's swipe card or time card.

THE UNIVERSITY OF AKRON WORK RULES FOR THE CWA POLICIES AND PROCEDURES

TITLE: **UNIFORM POLICY**

PURPOSE: To establish a consistent policy governing the issuance of uniforms within each department to provide for the safety, security and appearance of the work force.

PROCEDURE: Each department employing bargaining unit employees will determine the appropriate uniform requirements for their employees. Uniform items may only be worn for University related work and may not be used for non-university related purposes.

All bargaining unit employees are required to obtain and wear the appropriate University Identification Badge, the Zip Card I.D. as part of their uniform during all times of the employee's hours of work.

If an employee reports to work with any part of the uniform missing, including their Zip I.D. Card, they will be subject to disciplinary action. If the part of the uniform that is missing is deemed to create a safety hazard, i.e. safety shoes, arc flash clothing, etc. the employee will not be permitted to clock/swipe in and begin work. If the employee has already clocked/swiped in, the employee will be instructed to clock/swipe out. The employee will not be permitted to begin work until their uniform is complete and meets all safety standards. The time not worked will be charged to unapproved leave without pay.

An employee will be subject to appropriate disciplinary action up to and including termination if they:

- Fail to report to work properly attired (including I.D. Card) in their uniform.
- Fail to remain in uniform during working hours.
- Use a University uniform for non-university related purposes.